Freshman Guide

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Index

INTRODUCTION

This short guide introduces some common services and procedures that are useful throughout your studies. For more details, please refer to the University's website: http://www.unifi.it/ and in particular to the *Manifesto degli Studi*, available at: http://www.unifi.it/vp6385-manifesto-degli-studi.html .

The *Manifesto degli Studi* is the main reference document concerning the rules and regulations governing the degree program. It contains all the procedures, deadlines, and regulations necessary for carrying out the required administrative steps.

For specific details about our degree program, please consult the following site: https://www.informatica.unifi.it/ .

ADMINISTRATION
ENROLLMENT and ISEE

The first step before enrolling is to go to a CAF/INPS center, where you can submit the *Dichiarazione Sostitutiva Unica* to obtain the *Indicatore della Situazione Economica Equivalente* (ISEE).

It is important to complete this process in advance, since university tuition fees and cafeteria costs depend on the ISEE you present. Without an ISEE, you will automatically be placed in the highest fee bracket.

Once the ISEE has been issued, you can authorize the University to retrieve it from the INPS database through this website: https://sol.unifi.it/isee/index

Enrollment is possible within the time frame specified in the *Manifesto degli Studi*. The procedure takes place online via the *Servizi On Line* (SOL) portal: http://sol.unifi.it

After completing the preliminary registration, you must provide the required data in order to download the MAV payment slip for the first tuition fee installment. After about 10 days from payment, you will receive your student ID number (*matricola*) and password to access University services.

It is also possible to enroll as a part-time student: in this case, the program duration doubles (6 years instead of 3) because there is a limit on the number of credits (and exams) you can take per year. In return, tuition fees are halved in return.

Always refer to the *Manifesto degli Studi* for the detailed procedure.

MERIT-BASED REFUND

The University grants tuition discounts for some degree programs. These refunds are automatically calculated and communicated via your institutional email. They are based on the number of credits earned and exam grades. For details, see the *Manifesto degli Studi*.

INSTITUTIONAL EMAIL

Each student is provided with an institutional email account in the format: name.surname@edu.unifi.it

This address can be used for communication with professors, offices, and other University contacts. The email remains active throughout your studies and up to three years after graduation. A personal 100GB Google Drive is also included.

TOLC-S

Our degree program has open admission, so there is no entry exam preventing enrollment. However, it is mandatory to take an entrance test, called **TOLC-S**.

TOLC-S is a mathematics, physics, and logic test that evaluates students' entry-level knowledge. You **must** register for, take, and (hopefully) pass the test as soon as possible. Without passing the test, you will be prevented from taking any Computer Science exams.

If you do not pass the test, you **must** either pass the additional learning requirements test (OFA – *Obblighi Formativi Aggiuntivi*) or pass with at least 18/30 (the minimum grade) either the *Analysis I* or the *Discrete Mathematics and Logic* exam.

To register for the test: https://www.cisiaonline.it/en/tolc/all-about-tolc/booking-a-tolc

For more information on TOLC-S: https://www.scienze.unifi.it/vp-432-prova-di-verifica-delle-conoscenze-in-ingresso.html

WEBSITE

The official website of the Computer Science program is: www.informatica.unifi.it

It is an essential resource for students, as most questions can be answered by checking the site. You will find information such as program structure, exams and lecture schedules, University announcements, and useful tools such as the study plan and Erasmus projects.

EXAMS

STRUCTURE

Most first-year Computer Science courses are annual, starting in September and ending in May. Annual courses often include **midterm exams** (partial exams) around January–February to lighten the load of the **final exam**, which is available from May onwards.

To register for midterms, follow instructions from the Professors.

Registration for final exams, or for the full exam including the midterm part, is done via the SOL portal (University of Florence Students' Online Services).

SOL

The SOL portal, accessible at http://sol.unifi.it , is a key resource. From here you can:

- Enroll;

- View your student data and enrollment status;

- Check tuition payments and download payment slips;

- Register for exams and view grades online;

- Download free softwares (Matlab and Microsoft).

Remember to pay tuition fees before deadlines and to register for exams during the specific time frames.

Access **requires** authentication via SPID or CIE.

MOODLE

Moodle (https://e-l.unifi.it) is the **main communication tool** between professors and students. It provides course information such as syllabus, exam formats, recommended textbooks, and announcements. It is also used to share course materials (handouts, slides) and notifications.

Each course page is managed by the respective professor, so usage may vary, but Moodle remains the central reference point.

Access **requires** your student ID and password, or you can login via SPID or CIE. Once inside, find your courses and enroll using the access key provided by the professor in class (if you miss the first lecture, ask your professor or classmates).

STUDENT COMMUNITY
STUDENT REPRESENTATIVES

Every two years, specifically every odd year, elections are held to **renew student representatives** in central bodies (Senate, Board of Directors, Evaluation Committee, etc.) of Schools, Departments, and Degree Programs.

In degree programs, about one in a hundred students is elected. Our program has six representatives, and any regularly enrolled student who is not more than one year beyond the normal program duration may run in the elections.

Representatives bring organizational and structural issues about from the degree program, professors, and classrooms to the Degree Program Council, in order to solve them collectively. Active student participation is essential for representatives to work effectively.

The names of the current representatives are listed here: www.informatica.unifi.it/vp-108-organizzazione.html

STUDY ROOM – ROOM 105 MORGAGNI

Group study is **strongly recommended**, and it is advisable to remain on campus after lectures. In general, any free classroom (not in use for lectures, exams, or seminars) can be used for studying individually or in groups. Available classrooms can be checked here: http://kairos.unifi.it/agendaweb/

The main room for Computer Science students is **Room 105** at the Morgagni Teaching Center (Viale Morgagni 40).

Room 105 is self-managed by students, representatives, and tutors, and is widely used by students from all years. It is an excellent resource for meeting people, making friends, studying, working on group projects, and experimenting with servers and networking services set up over the years.

TUTORS

Tutors are appointed by the University to support students in the early stages of their studies. They are Master's students in Computer Science, typically University of Florence's former Bachelor's students in Florence.

There are two types of tutors:

- **Orientation tutors**, who help new students (from high schools or first-year undergraduates) understand how the University works. They do not act as administrative staff but can answer questions like "What is the difference between a midterm and a final exam? How do I register for an exam? Where are the cafeterias and which one is best?"

- **Teaching tutors**, who answer course-related questions and provide individual or group tutoring sessions upon request. They do not replace professors or office hours.

Tutors mainly cover first-year courses, but sometimes also second-year ones. In addition to computer science tutors, there are also math and physics tutors. Current tutors are listed under "Tutoraggio" on the program website: https://www.informatica.unifi.it/vp-169-tutoraggio.html

STUDENT CARD – CAFETERIAS

The student card (*Carta Studente della Toscana*) is mailed to your home. It contains your student ID and barcode, and is useful for borrowing library books, accessing University services, and obtaining discounts at some museums and cinemas.

It is also required to access **cafeterias**. External users can also eat there, but at a higher price. Meal prices are determined by the ISEE.

All University and DSU Toscana-affiliated cafeterias can be accessed with the student card. The closest one to Computer Science facilities is in Viale Morgagni 51, in the same building as the student residence.

Cash payments are not accepted: payment is by credit card or prepaid student card, which can be recharged at cafeteria kiosks or online: http://ricarichiamoci.dsu.toscana.it

USEFUL TOOLS

LIBRARY

The University Library System can be accessed here: https://www.sba.unifi.it/ Students can study in the various University libraries and borrow books. As a Unifi student, you can access all

University libraries. The largest ones are the Novoli library and the Brunelleschi library (where student card is required).

Near the Computer Science facilities, you will find the Biomedical Library and the "Ulisse Dini" Mathematics and Computer Science Library, both accessible without a student card.

PROXY AND VPN

The University proxy and VPN **allow access from external networks** (e.g., from home) as if connected to the University network. This is useful for downloading journal articles from University-subscribed platforms or accessing departmental servers.

Proxy info: https://www.siaf.unifi.it/p131.html

VPN info: https://www.siaf.unifi.it/vp-40-connettersi-tramite-vpn.html

Remember to disable proxy and/or VPN when not needed.

WIRELESS CONNECTION

The University provides **wireless access** across Florence under the following ESSIDs:

• UnifiWiFi,
• FirenzeWiFi,
• eduroam.

Connection instructions: https://www.siaf.unifi.it/vp-10-accesso-alla-rete-e-eduroam.html

CLA – UNIVERSITY LANGUAGE CENTER

The CLA (*Centro Linguistico di Ateneo*) is the University Language Center. Here, **you can take language exams** to certify your proficiency, as well as attend language courses, including Italian courses for foreign students.

More information: www.cla.unifi.it