Incoming Exchange Students Handbook

A.y. 2022/2023 information about administrative procedures, academic matters, student services

24th November 2022
(2nd release)
This document has been produced by the International Mobility Office and has been designed to provide you with a general introduction to the University and cover essential information on academic regulations, university procedures and services. Whilst every effort has been made to provide both accurate and comprehensive information, this document is only meant as a guide. The Information, being true and correct at the date of publication, can however undergo changes due to the rise of different circumstances after the time of publication. Please check the website www.unito.it for the most up to date information.

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The Buddy project “Do you need support- TO?” is a welcome- and support-service for international students enrolled on a degree programme at UniTO and for international exchange students in mobility through the Erasmus+ programme or through a study abroad scheme.

A “Buddy” (a current student at UniTO) will assist international students adapting to their new academic, cultural and linguistic environment before and on arrival in Turin.

What a Buddy does:

- They contact you first by email
- They answer your most urgent questions (re: accommodation, academic organization, website of the University, administrative procedures on arrival, etc...)
- They assist you in finding the relevant administrative offices for your needs or help you find locations in the main university buildings (professors’ offices, classrooms, canteens, libraries etc...)
- They assist you with online procedures
- They can give you tips on life in Turin

For further Information visit our webpage Buddy Project or contact the email address buddy.support.to@unito.it
Exchange administrative procedure

How to register your exchange correctly and get all the paperwork done smoothly!

BEFORE ARRIVAL

APPLICATION FORM

The online application form for incoming students is a MANDATORY step to start your exchange. Read the instructions and fill out the application form before arriving in Turin. Any delay in doing so will result in further delays in registering and getting your account activated.

Follow the instructions at application form and registration 2022-2023
WHEN IN TURIN

REGISTERING YOUR ARRIVAL

Find out the best way to get to Turin

INFOPOINT

Once you arrive in Torino, you will need to register at the Infopoint Office where you can collect your Unito certificate of arrival: this document confirms the date of arrival and your status as Erasmus/international exchange students at the University of Torino. Moreover, here you can also have your home University documents signed, i.e., Certificate of arrival.

Palazzo degli Stemmi, Via Po, 29 - 10124 Torino
Tel: +39. 011 6703020-3021 Email: infopoint@unito.it

UNITO IT AND EMAIL ACCOUNT

When you register on the UniTO website, you get your Unito IT and email account (generally known as “SCU credentials”). These are made up of your personal username (name.surname) and password.

After your arrival, you are officially enrolled (“immatricolato”) at the University and you can then access all the online services available on the website such as:

- MyUniTO (UniTO.it reserved area)
- Matricola number (UniTO ID number)
- UniTO Email account user@edu.unito.it
- Online career plan (PIANO CARRIERA)
- Online registration to exams (APPELLI)
- CampusNet/Moodle/Webex of your host Department (e-learning platforms)
- Free Wi-Fi in University buildings

You should check both your UniTO email account as well as your private one.

Moodle and Webex platforms can be accessed by all students registered to the UniTO portal, including students who are tagged as “prospective students”. The Campusnet platform, on the contrary, requires you are fully registered at UniTO (profile “Current Student” with a matricula number).

To report an issue with your UniTO IT and email account, log a ticket with our Help and Support desk.
EXTENSION OF THE EXCHANGE PERIOD
Students who want to extend their mobility period at the University of Torino must be authorized by both the UniTO exchange coordinator and by their home University.

In order to ask for an extension you need to:

- Provide via email to UniTO International Mobility Office internationalexchange@unito.it the authorization of the UniTO exchange coordinator and the authorization of your home University.
- In your email please specify the number of additional months and the new end date of your Erasmus/International mobility. This allows you to renew your EDISU card as well.

- The whole exchange period can last a maximum of 12 months.
- Extension requests are mandatory to be able to take exams after the official ending of the exchange period, i.e.: beyond the number of months confirmed at the time of application. For example, if your exchange lasts 6 months, you can take exams only within 6 months of your arrival. If you want to take exams beyond the agreed period, you need to ask for an extension.

BEFORE LEAVING TURIN
REGISTERING THE END OF YOUR EXCHANGE

Registering the end of your exchange is MANDATORY! Without this step you will not receive your Transcript of Records!

To register the end of your exchange you need to:

- Fill in the “End of Mobility form” providing information on your pending exams.
- Go to InfoPoint to sign your home University documents (End of Mobility Certificate/Departure Certificate/Certificate of Stay).

The ending date of the exchange period will be the date specified on the End of Mobility Form. If you do not complete the form, the official ending date of the exchange period will be the date of your last exam.
UNIVERSITY ORGANISATION

The University of Torino is organized in **27 Departments, Schools** and **7 Hub areas** ("Polo"). As an exchange student you are assigned to a host Department which is part of a larger Hub/Polo. It is important to keep this information in mind so it will be easier for you to choose courses and get information from the relevant office.
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>SCHOOL</th>
<th>HUB (POLO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural, Forest and Food Sciences</td>
<td>School of Agriculture and Veterinary Medicine (SAMEV)</td>
<td>Agriculture and Veterinary Medicine</td>
</tr>
<tr>
<td>Veterinary Sciences</td>
<td></td>
<td><a href="mailto:international.agrovet@unito.it">international.agrovet@unito.it</a></td>
</tr>
<tr>
<td>Cultures, Politics and Society</td>
<td>School of Law, Politics and Social-Economic Sciences</td>
<td>Campus CLE</td>
</tr>
<tr>
<td>Economics and Statistics</td>
<td></td>
<td><a href="mailto:international.cle@unito.it">international.cle@unito.it</a></td>
</tr>
<tr>
<td>Law</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td>School of Management and Economics (SME)</td>
<td>School of Management and Economics (SME)</td>
</tr>
<tr>
<td>Economics, Social Studies, Applied Mathematics and Statistics</td>
<td></td>
<td><a href="mailto:international.sme@unito.it">international.sme@unito.it</a></td>
</tr>
<tr>
<td>Management</td>
<td>School of Management and Economics (SME)</td>
<td></td>
</tr>
<tr>
<td>Molecular Biotechnologies and Health Sciences</td>
<td>School of Medicine</td>
<td>Medicine Torino</td>
</tr>
<tr>
<td>Neurosciences</td>
<td></td>
<td><a href="mailto:international.medtorino@unito.it">international.medtorino@unito.it</a></td>
</tr>
<tr>
<td>Surgical Sciences</td>
<td>School of Medicine</td>
<td>Medicine Orbassano and Candiolo</td>
</tr>
<tr>
<td>Public Health and Paediatrics</td>
<td></td>
<td><a href="mailto:international.medsanluigi@unito.it">international.medsanluigi@unito.it</a></td>
</tr>
<tr>
<td>Medical Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oncology</td>
<td>School of Sciences of Nature</td>
<td>Sciences of Nature</td>
</tr>
<tr>
<td>Clinical and Biological Sciences</td>
<td></td>
<td><a href="mailto:international.sciences@unito.it">international.sciences@unito.it</a></td>
</tr>
<tr>
<td>Chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drug Science and Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earth Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Sciences and Systems Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics &quot;G. Peano&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Philosophy and education</td>
<td>School of Human Sciences</td>
<td>Humanities</td>
</tr>
<tr>
<td>Historical Studies</td>
<td></td>
<td><a href="mailto:international.humanities@unito.it">international.humanities@unito.it</a></td>
</tr>
<tr>
<td>Foreign Languages and Literatures and Modern Cultures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See [locations and websites](#) details

See page 36 to find contact details for your Polo (Hub)
LEARNING AGREEMENT

The Learning Agreement – Study Plan is the document listing all the courses you wish to attend and sit exams for during your exchange. This document has to be approved and signed by your home University and your relevant Exchange Coordinator at UniTO.

Erasmus Students: a learning agreement is mandatory. International Exchange Students: recommended as guidance but not necessary.

The deadline to have your Learning Agreement – Study Plan signed depends on your home university schedule. In any case both institutions must approve any changes well before the start of the exam sessions at UniTO.

As an exchange student you are assigned to a specific host Department with which your home University has either an Erasmus or an International Exchange Agreement.

Exchange students can choose courses from the host Department/Hub (Polo) which they are assigned to, however, you can also choose courses provided by other Departments/Hub (Polo) if there are no options suitable for you in your current Department. To do so, you must gain approval from BOTH your host Department Exchange Co-ordinator AND the Exchange Co-ordinator of the Department in which the course is taught.

If you are assigned to the following Departments (for both Erasmus and International Exchanges) you must send your Learning Agreement and enquiries only to the following email addresses:

✉️ School of Management
   Department of Management and Department of Economics, Social Sciences, Mathematics and Statistics – ESOMAS
   international.sme@unito.it
   SAA: exchange.saa@unito.it

✉️ Department of Psychology international.sciences@unito.it

✉️ Department of Law
   French speaking area - Prof Riberi (mario.riberi@unito.it)
   German speaking area - Prof Masuelli (saverio.masuelli@unito.it)
   Spanish speaking areas - Prof Mastromarino (anna.mastromarino@unito.it)
   English and other language speaking areas – Dr. Poli (ludovica.poli@unito.it)
If you are **assigned to any other department**, you can send your Learning Agreement and enquiries to:

- **Erasmus students**: Look for your University and subject area and find the name of the Exchange Coordinator in the [list of agreements and coordinators 2021-2022](#).
- **International Exchange (non-Erasmus)**: [list of current agreements and people directory](#).

If you have questions on courses details, timetable, changes to your plan etc... please refer to:

- **Professor** in charge of the relevant course (contact details are listed in the course description page).
- **Support for International activities Office- POLO (HUB)**: see further information on page 10 and contacts at page 34.

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**Erasmus Online Learning Agreement**: at the moment our system is not fully connected to the EWP network. During this phase, incoming students have to send their Learning Agreement to each person or office for approval by email in pdf format.

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**CFU/ECTS CREDITS AND GRADING SYSTEM**

Due to different cultural and academic traditions, European educational systems have developed not only different national grading scales but also different ways of using them within the same country, in different subject areas or institutions\(^1\). To describe the student workload required to complete courses (lectures, individual study, exams, etc...), institutions allocate a standard value to courses, generally known as **ECTS credits** or **CFU** (Credito Formativo Universitario) in Italian.

Students participating in an exchange programme will be able to transfer these credits and grades from UniTO to their home University on the basis of a prior agreement between the institutions. This transfer is done through the use of **grade distribution tables**. They represent the statistical distribution of positive grades (pass and above) awarded in each field of study or specific reference group and they can be compared between institutions.

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CREDITS AT UNITO
1 local credit (CFU) = 1 ECTS credit.

1 CFU corresponds to 25 hours of work including lectures, laboratories, seminars, individual studies etc...
Workload for incoming students is set out by sending institutions. As a general guidance, the average workload for 1-year full time studies is 60 CFU

Credits are awarded only when the course is completed and the related exams is passed. Therefore, credits are not awarded for attendance-only courses.

GRADING SYSTEM AT UNITO:

The following is only a general example of a grading table

<table>
<thead>
<tr>
<th>ECTS GRADES</th>
<th>UNITO GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>30 – 30 cum laude</td>
</tr>
<tr>
<td>B</td>
<td>28 – 29</td>
</tr>
<tr>
<td>C</td>
<td>25 – 27</td>
</tr>
<tr>
<td>D</td>
<td>21 – 24</td>
</tr>
<tr>
<td>E</td>
<td>18 – 20</td>
</tr>
<tr>
<td>Fail</td>
<td>&lt;18</td>
</tr>
</tbody>
</table>

In your Transcript of Records, you will find ECTS translation table for each exam and/or study field you have taken (when available). Please bear in mind that grade distribution varies in each department or degree courses based on statistical general performance.

See other examples below:
This is an example of a distribution table for a course in the study field of Management:

<table>
<thead>
<tr>
<th>ECTS GRADES</th>
<th>% of successful student normally achieving the grade</th>
<th>LOCAL GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>8.00</td>
<td>30 – 30 cum laude</td>
</tr>
<tr>
<td>B</td>
<td>24.00</td>
<td>28 – 29</td>
</tr>
<tr>
<td>C</td>
<td>36.00</td>
<td>25 – 27</td>
</tr>
<tr>
<td>D</td>
<td>22.00</td>
<td>21 – 24</td>
</tr>
<tr>
<td>E</td>
<td>10.00</td>
<td>18 – 20</td>
</tr>
<tr>
<td>Fail</td>
<td>8.00</td>
<td>&lt;18</td>
</tr>
</tbody>
</table>
This is an example of a distribution table for a course in the study field of Medicine:

<table>
<thead>
<tr>
<th>ECTS GRADES</th>
<th>% of successful student normally achieving the grade</th>
<th>LOCAL GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>10.00</td>
<td>30 – 30 cum laude</td>
</tr>
<tr>
<td>B</td>
<td>27.00</td>
<td>28 – 29</td>
</tr>
<tr>
<td>C</td>
<td>30.00</td>
<td>25 – 27</td>
</tr>
<tr>
<td>D</td>
<td>23.00</td>
<td>21 – 24</td>
</tr>
<tr>
<td>E</td>
<td>10.00</td>
<td>18 – 20</td>
</tr>
</tbody>
</table>

For any specific information on credit recognition from UniTO to your home University grades, please refer to the relevant office at your home University.

For further information on the ECTS system, visit the webpage: [European credit transfer system](#)

### COURSES AND EXAMS

#### HOW TO FIND COURSES
The list of courses available for every academic year and semester is generally updated from late July each year. It may therefore be likely that you will need to adjust your study plan should courses be cancelled or moved from one semester to the other. In the meanwhile, please have a look at the current offering since changes are generally limited.

#### Course description page
Each course webpage includes all course-information (e.g.: lesson materials, content, credits, mode of delivery, method of assessments, bibliography etc.)

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[CHINESE FOR ECONOMICS AND INTERNATIONAL RELATIONS](#)
In the section **AVVISI** (NOTICES) you can find information about the teaching modality (either online or face-to-face) and how to access course materials.

**The activity banner includes** Teaching material, Exams dates, Timetable, Moodle/E-learning, Forums

**Search courses tools**

- **List of courses across all departments: Course search**
  Here you have, at a glance, a full list of courses across all departments. For example, searching for “international relations” will bring up all the international relations-related courses. For further details click on the name of the course and then on the link provided under “Detailed report”. By using the “Advance search” tool, you can also filter the search by semester, department and more.

- **Full name:** CHINESE FOR ECONOMICS AND INTERNATIONAL RELATIONS
  **Professor:** ZHAO MEI RONG
  **Degree program:** INTERNATIONAL STUDIES
  **Department:** CULTURES, POLITICS AND SOCIETY
  **Course type:** Master’s Degree Programme
  **Language:** English
  **Teaching mode:** Conventional
  **Code:** SCP0301
List of courses in one department/degree programme: department/degree course website.

Select “Studiare” (Study) from the navigation bar at the top of the page and then go to “Insegnamenti” (Courses) from the drop-down menu. The “Elenco completo” button gives you the complete list of courses.
CLASS TIMETABLES (ORARIO DELLE LEZIONI)

Each Department/Degree programme may display their lesson plans differently: some may organise it according to the year of delivery (e.g., Year 1 undergraduate, Year 2 undergraduate, etc...), some others may display them according to Degree Programmes, others show all the courses together. As an exchange student, you have access to all courses across all years and degree programmes, so you might have to check all the above-mentioned methods to look for a class timetable. You may choose courses across departments and programmes. Here you can find some general tips to access your class planner:

1. In the course description page, click on the timetable symbol

2. In the main calendar page, you will be able to choose from the following display options:
   - Day/week/month
   - Specific date
   - Full list
   - Print/download calendar

On both the MyUniTO profile and app you can ONLY see the timetable of the courses you registered on your piano carriera (see page 19)
REGISTRATION TO COURSES

Registration to courses allows you to take part in lectures (either in-person or online) and get course material. The University uses three e-learning services: Moodle, Campusnet and Webex. The choice of platform depends on the requirement of the course as set out by each Professor.

Moodle

You can access the platform by clicking on the icon at the bottom of the course description webpage.

Or by clicking on “E-Learning” either on the Department or Degree programme website under “Studiare” or “Didattica”.

Click here
**Campusnet**
You can access it via either the Department or the Degree Programme website using your UniTO username and password. Bear in mind that your student status must be “current student” to be able to access this platform!

You can find detailed instruction at the following link
**Instructions for students**  [https://en.unito.it/coronavirus-updates-unito-community/online-teaching](https://en.unito.it/coronavirus-updates-unito-community/online-teaching)

Need help? Contact the Service Desk via the link provided on the webpage. Give your name, surname, ID Number (matricola) and UniTO email address (name.surname@edu.unito.it)
**WEBEX**
This is a web conference service mostly used for online lectures and classes. No software installation is required. You can access Webex from your MyUniTO profile page under the tab: Servizi online/Online services → Virtual Room studenti –Webex; or by using the link provided by the Professor who manages the course.

Need help? Contact the Service Desk via the link provided on the webpage. Give your name, surname, ID Number (matricola) and UniTO email address (name.surname@edu.unito.it)

**PIANO CARRIERA**
The online career plan (PIANO CARRIERA) is an online procedure (through MyUniTO services) you must **complete to take exams at UniTO and register your grades**. You will need to include all the courses listed in your Learning Agreement – Study Plan, the only exception being the Italian language course. This will be included in your Transcript of records by the International Mobility Office. You do not need to fill it in before your arrival, however it must be done before the start of the exam session. The Piano Carriera is generally open for submission and changes from October to June each year.

⚠️ The Piano Carriera procedure is different from the registration on courses on campusnet/moodle.

**YOU MUST DO BOTH OF THEM!**

<table>
<thead>
<tr>
<th>PIANO CARRIERA</th>
<th>REGISTRATION TO COURSES ON CAMPUSNET/MOODLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>It is the only way to register for exams and record your grades</td>
<td>It allows attendance (either in-person or online)</td>
</tr>
<tr>
<td>It allows the University to issue your Transcript of Records</td>
<td>Gives you access to course material provided by the Professor in charge of the course</td>
</tr>
</tbody>
</table>
EXAMS (APPELLI)
Students can schedule their own exam timetable within the timeframe provided by each department. Take note of this timeframe to enroll for exams in time. Check deadlines on your MyUniTO.
As a general rule, for each course you can choose from two or three exam dates (APPELLO) included within the set timeframe for both the first and second semester. This means that if you fail an exam, or you are not satisfied with the result, you can usually retake it. However, please bear in mind that only the last grade you obtained will be registered in your Transcript of Records, regardless of its “value” (either a higher or lower score).

You can take exams ONLY within the confirmed exchange period! For example, if your exchange lasts 6 months, you can take exams only within 6 months of your arrival. If you want to take exams beyond the agreed period, you need to ask for an extension (see page 7)

To take an exam REGISTRATION IS MANDATORY!

For further information and details visit the section Academic Information – courses, exams and transcripts → Exams (Appelli)

GETTING YOUR GRADES
When a grade is uploaded online, you will receive an email on your MyUniTO email account. You can keep track of your grades both on your MyUniTO profile and app.

Accepting/Refusing a grade:
At the University of Turin exams grades (VOTO) can be either accepted or rejected.
• Oral exams: you need to make your decision on the spot
• Written exams: you need to confirm your decision online. You will have 5 days to accept or reject the result. If you do not act within this timeframe your grade will be registered according to the “silent consent” rule.

Failed exams: If you fail an exam (that is your grade is below 18) this will be registered as «insufficiente» (unsatisfactory). If your home University demands to see this grade as an actual number, please tell the Professor in charge of the exam BEFORE AND DURING the exam.
**Internships and other exams**: these are registered as “idoneo” (passed). If your home University demands to see this grade as an actual number, please tell the Professor in charge of the exam BEFORE AND DURING the exam.

**When do I get my results?**
The date of publication of results depends on many factors such as the type of exam (oral or written), how many students were assessed on that date, the complexity of the assessment. In the case of an oral exam, you will know your evaluation immediately. The evaluation of written exams may require 3 to 4 weeks. You can ask the Professor who manages the course for an approximate date.

In your Transcript of Records you will find only the exams you have taken and been graded for, attendance-only courses will not be registered. If you need an attendance certificate, please tell the Professor in charge of the course at the beginning of classes so as to receive it by the end of the planned activity.

For further information and details visit the section [Academic Information – courses, exams and transcripts → Exams (Appelli)]
EDISU-RUN STUDENT SERVICES

EDISU Piemonte is in charge of managing and running most of the services that fall under the name of “Right to Education”, which are aimed to give the necessary support to those students who are “capable and deserving, although under-resourced”. Such services include housing, study spaces, canteens services etc... **EDiSU services** are available to international exchange students as well.

ACCOMMODATION

⚠️ Due to Covid-19 emergency restrictions some of the services listed below may have undergone changes. Check the website for up-to-date information!

Being home to both the University of Turin and the Politecnico, Turin is a popular destination for students and finding accommodation can be difficult.
STUDENT RESIDENCE HALLS
These are run by Edisu (the Regional Agency of Piedmont for the Right to Education, see page 22). Each year the University of Turin reserves a limited number of rooms for international exchange students in Edisu residence halls. To check conditions of allocation, availability, fees, please visit the website.

PRIVATE HOUSING MARKET
Since places in residence halls are limited, searching on the private housing market is a common option. Accommodation ads are posted on housing platforms by current tenants, landlords and agencies. Note that most agencies or platforms may ask you to pay a fee when you are searching for housing.

TEMPORARY HOUSING
Sometimes it may not be possible to find housing before your arrival. In that case, you may consider starting the semester in temporary accommodation from where you can search for a more permanent place to stay. For short-term stays (hostels, halls of residence, bed & breakfasts), you can check the City of Torino tourism website.

Further information on accommodation can be found at the following links.
• University of Turin
• Study in Torino
• Informagiovani: Youth Office of the Municipality of Torino
• ads on student notice boards to be found in all the Departments (generally there are offers of single rooms in apartments, with shared kitchen and bathroom).

IMPORTANT: BEWARE OF SCAMS!
Before signing any contract or transferring money make sure that the offer is genuine. When searching for housing on the private market always beware of scams.

Some red flags to keep in mind:

• Scammers often operate from outside the country
• They say they cannot show you the room/flat
• They do not provide clear answers
• They will ask you to transfer money before you have even seen the room/flat
Due to Covid-19 emergency restrictions some of the services listed below may have undergone changes. Check the website for up-to-date information!

As an Erasmus or International exchange student you can access the Edisu-run canteens with your **EDISU card**. This card has an “electronic wallet” and you can use it to pay for your meal. It is possible to recharge the electronic wallet at any recharging point. The canteens and substitute services are spread all over town next to all departments. They provide a wide range of food, including vegetarian, ethnic and gluten-free menus. All prices for Erasmus and International exchange students fall within the “**Fascia 1**” (Bracket 1):

E.g.: **Full meal** → First course, second course, side dish, bread, fruit → 2,50 €

You can collect your Edisu Card here:

📍 **Edisu Office** Via Giulia di Barolo, 3/bis

✉️ E-mail: edisu@edisu-piemonte.it

▶️ More information is available on [University canteens and location](#)
LIBRARIES AND STUDY PLACES

Due to Covid-19 emergency restrictions some of the services listed below may have undergone changes. Check the website for up-to-date information!

University Libraries
The University of Turin has a large network of libraries providing support for your studies. Borrowing entitlements and loan periods are listed on each library website. You can access your loan status via your MyUniTO profile. All library services are free of charge.
To access library services, make use of:
• Your Edisu card
• Your Matricola number
• Your UniTO email
• Your UniTO username and password

Check the full list of libraries and the University catalogue of books and other resources

It is your personal responsibility to manage your own loans, returns and renewal on time. If you fail to return a book you will need to buy a replacement copy and your Transcript of Record will not be issued until the book is returned or a new copy bought.

Study Places
In study places you can read and study, research information, and use a range of services (photocopying, PCs, free WiFi, etc...). In Turin EDiSU runs study rooms all over the city next to all University departments.

Check the list of the Edisu study places and University suggestions
CUS TORINO

CUS TORINO is the University Sports Centre. It organizes sports activities and tournaments open to both students, staff, and the public. The CUS membership card gives you access to facilities, activities, and discounts. It is valid for one academic year and is free of charge for all students enrolled at the University of Torino, including the Erasmus and international students. You will be able to access CUS centres, courses, and book courts at special prices.

To start a sport or physical activity you are required to provide a medical certificate of good health issued in Italy. This can be obtained from your general practitioner (if you are registered with one), the SUISM Centre or directly at the CUS Torino office.

The list of activities and events organized by CUS Torino and all further detailed information are published on the CUS website.

CUS Torino
Via Braccini, 1 – 10141 Torino
Tel. +39.011.388307
www.custorino.it
https://www.custorino.it/foreign-students/
E-mail: internationalstudents@custorino.it
**COUNSELLING: SUPPORT AND WELLBEING**

**Passi@UniTo: counselling for international students**

This free counselling service is specifically addressed to all international students at the University of Turin. You can make an appointment by emailing the counselling team at passi@unito.it and specifying your name and surname, nationality and phone number.

The service we provide is strictly confidential.

Head of Project: Prof. Simona Taliani
E-mail: passi@unito.it

The general **counselling service** provides free professional support to students experiencing:

- personal or social difficulties that interfere with their academic goals
- adaptation problems to Torino
- stress and anxiety conditions

In order to register with the service, you’ll need to fill in the registration form linked on the website: **UniTO listening space**
Please find below some useful information for the organization of your stay in Turin.

FOR ALL EMERGENCIES HEALTHCARE ASSISTANCE IS GUARANTEED REGARDLESS OF ANY TYPE OF MEDICAL INSURANCE.

HEALTHCARE ASSISTANCE

General guidance for all
Before travelling to Italy, make sure to check with your home country healthcare provider (either public or private) if any of their medical policies can be extended to cover your exchange period in Turin or what other conditions may apply. If you have any pre-existing medical conditions, we strongly recommend that you bring with you a certificate in English explaining these conditions and any medication you are receiving.
THE HEALTHCARE SYSTEM IN ITALY
The healthcare system in Italy is a regionally based national health service known as Servizio Sanitario Nazionale (SSN – National Healthcare Service). It provides universal coverage to citizens and residents, with public healthcare largely free of charge or covered by a small co-payment for services such as tests, medications and medical assistance provided by specialists.

Registering with a doctor
Regardless of your type of health insurance, we recommend that you register with a doctor once in Turin. This will enable you to undergo free outpatient and in-home medical examinations, and to obtain prescriptions for medications and specialist services. You can decide to replace your doctor whenever you want. You can choose one from a list of names and addresses (Italian only) at the ASL (Local Health Authority) closest to you. We suggest you contact the EDiSU service or your Buddy for help.

EU students, SEE State students (Iceland, Liechtenstein and Norway) and students from Switzerland
All necessary healthcare is covered by the Italian National Healthcare System: you need to have the European Health Insurance Card (EHIC). Please contact the health authorities in your home country for information and/or get one before leaving for Italy. This card ensures that you will have the same access to the public healthcare system (e.g. access to a doctor, hospital admission) as an Italian citizen.

Students from countries with bilateral agreements
Students from countries with bilateral agreements benefit of the same health insurance from the SNN: you need to get a specific health certificate from the Health Service Institutions of your home country. Countries include Australia, Brazil, Croatia, Bosnia Herzegovina, Macedonia, Serbia and Montenegro, Principality of Monaco. Make sure you seek out information on the terms and conditions of these certificates before leaving for Italy. You are also eligible for voluntary registration on the National Healthcare system (see paragraph about Non-European students).

Non-European students
When applying for your residence permit, you are required to provide evidence of health insurance coverage. The health insurance coverage can be:
 • With a private insurance company. It must be valid in Italy and it must have a coverage for the entire period of your stay in Italy.
With voluntary registration on the National Healthcare System. Voluntary registration gives you the right to obtaining the same health care as an Italian citizen, it has a validity of a calendar year (1st January – 31st December), it is not apportionable and cannot be backdated (e.g., if you apply for it in July, you will need to pay for the whole year regardless). Registration for students costs 149.77 €

For full detailed information on the National Health System please read the brochure: Access to the National Health Service by Foreign Citizens

An information point on how to access the National Health System (SSN) is also available at EDISU Piemonte.

Ufficio Assistenza Sanitaria EDISU PIEMONTE
Residenza Universitaria "Verdi"
Via Giuseppe Verdi 15 - Torino

Tel. +334 100 6710 4

E-mail: ezio.chionio@edisu-piemonte.it

IMPORTANT!
Medical insurances (both public and private) may not cover repatriation to your country of residence for medical reasons. Students should independently consider purchasing insurance cover that guarantees repatriation for medical reasons, reimbursement of medical expenses and typical additional "travel" policies guarantees.
TAX CODE (CODICE FISCALE)

Tax identification code (Codice Fiscale, in Italian) is a mandatory document to identify citizens living in Italy. You will need it – for example - to apply for a residence permit, open a bank account, enter into a tenancy agreement, receive the payment of a scholarship.


?? Need any help? For information, please see [this webpage](https://www.unito.it/sites/default/files/muoviti_bene_con_unito_-_convenzioni_sharin_mobility_2022.pdf)

GETTING AROUND

BUSES, METRO AND TRAMS

The local transportation company is **G.T.T. (Gruppo Trasporti Torinese)**

A single ticket (1,70 €) lets you travel for up to 100 minutes and you can access all public transport, it is also valid for a one-way metro ride.

You can buy and top-up **tickets and passes** at railway stations, tobacconists, newsagents, bars, self-service points at railway and subway stations.

Further information about the different types of tickets is available on the company website **GTT**

»» **Sustainable Mobility:** check the advantages of shared transportation (https://www.unito.it/sites/default/files/muoviti_bene_con_unito_-_convenzioni_sharin_mobility_2022.pdf)
The main references for international students spending a mobility period in Torino are the following:

**International Mobility Office:** reference office for all the administrative procedures and paperwork related to your exchange period (ex. registration, extension of mobility, Transcript of Records, etc...)

**International Mobility Office (Ufficio Mobilità Internazionale)**

- Tel: +39.011.6704425 from Monday to Friday from 2:00 p.m. to 4:00 p.m.

- Email: internationalexchange@unito.it

- Incoming student procedures are also available on the University [incoming student pages](#)
b **Infopoint Office**: This is the University main information point. It provides information about the services and the organization of our University.
You can refer to Infopoint to:
• find information about the academic offer, Italian language courses and University services, as well as practical tips about the city
• sign paperwork relating to your exchange (e.g. Certificate of Attendance, etc...)

- **Infopoint Office**: Via Po, 29 (ground floor) – Torino
- Tel: +39.011.6703020
- E-mail: infopoint@unito.it

C **Direct line to UniTO professors**
UniTO professors’ contacts are available in the University people directory. Office hours are shown in the contact details or directly on the Department websites.

We encourage you to contact the professors who manage the courses you are interested in to introduce yourself and ask whether there is any specific information or instructions for Erasmus and/or international exchange students.
Support to International activities Office- POLO (HUB)

You can refer to the Polo offices to get more information about academic matters, such as Learning Agreement, availability of courses, etc... Check page 11 to see which is the Polo you can refer to:

- International office of the Hub of Agricultural and Veterinary Sciences – AgroVet international.agrovet@unito.it
- International office of the Hub of Law and Social Sciences international.cle@unito.it
- International office of the Hub of Humanities international.humanities@unito.it
- International office of the Hub of Science of Nature international.sciences@unito.it
- International office of Department of Pharmacy erasmus.farmacia@unito.it
- International office of the Hub of Medicine Torino international.medtorino@unito.it
- International office of the Hub of Medicine Orbassano and Candiolo international.medsanluigi@unito.it
- International office of the School of Management and Economics international.sme@unito.it
- International office of SAA School of Management exchange.saa@unito.it
FOCUS ON
Hub of Management and Economics
1. WELCOME TO YOUR HUB
The University of Turin is huge: more than 80,000 students, 26 Departments, over 150 degree programmes.

That is why, while at UniTo you will be able to rely both on the central International Students Desk and the local International office of the Hub of Management and Economics.

The Hub of Management and Economics is made up of the following departments, which are part of the School of Management and Economics:
• Department of Management
• Department of Economics, Social Studies, Applied Mathematics and Statistics (ESOMAS)
2. INTERNATIONAL OFFICE - HUB OF MANAGEMENT AND ECONOMICS

This is a support service dealing with administrative issues for students enrolled at UniTo or involved in international mobility programmes of the HUB degree programmes.

School page https://www.sme.unito.it/en

E-mail international.sme@unito.it

Telephone +39 0116703601

Peer to Peer Erasmus Tutors internationaltutor.sme@unito.it

Videoconference
- Webex (Mondays from 10:00 to a.m-12:00, Wednesdays from 2:00 p.m. to 4:00 p.m.)
- For other web meeting platforms contact us via e-mail.

Face-to face meetings for specific needs can be requested via e-mail or telephone.
3. BUDDY PROJECT – GET SUPPORT FROM A BUDDY

The first few weeks in a new country can be overwhelming: finding accommodation, getting to know your new university, getting the necessary documents, learning Italian. You will probably think: “I need some help!”

This is where Buddy Project comes in useful, the UniTo welcome and support service for international and exchange students.

On your arrival in Turin you will be contacted by a UniTO student (your Buddy) who will help you understand university life and the linguistic and cultural environment.

Buddies will help you to:
- find out about various University facilities: libraries, study rooms, university restaurants, sport activities
- understand how to get healthcare, a residence permit and student accommodation
- carry out your mobility administrative procedures (such as register courses on your career plan, register to exams, etc...)
- get in touch with relevant offices
- learn Italian and understand the culture

Contact buddy.sme@unito.it for information and to get in touch with your Buddy.

4. ON THE MAP

Find out your Department in the map of the city:
- SME Campus
- SAA Campus
5. HAVE YOU READ IT YET?
Did you check the following information in the Handbook for Degree seeking?

✓ **Unito IT and email account**

✓ **Learning Agreement**

✓ The document should be signed by the following reference professors:

**Department of Management:**

❖ **SME Campus – Prof Gromis** *(melchior.gromis@unito.it)*
❖ **SAA Campus – Cristina Ragionieri** *(cristina.ragionieri@unito.it)*

**Department of Economics, Social Studies, Applied Mathematics and Statistics (ESOMAS):**

❖ **SME Campus – Prof Colombatto** *(enrico.colombatto@unito.it)*

✓ **Registration to courses**

✓ **Career Plan/Piano Carriera**
Your Career Plan should contain the same courses as defined within your Learning Agreement agreed with your home university coordinator and our university reference professor

✓ **Exams (Appelli)**

6. DEPARTMENT AT GLANCE
You can find here below the links to the main webpages for each of our School Departments:

**Department of Management:**

❖ **Academic calendar**: you can find the academic calendar on the webpage of each degree programme under “timetable”. In case of issues, please refer to your Buddy.
❖ **List of study programmes**
List of subjects:
Bachelor’s Degree
• AMMINISTRAZIONE AZIENDALE Online [Torino]
• BUSINESS & MANAGEMENT [Torino]
• ECONOMIA AZIENDALE [Cuneo - Torino]
• MANAGEMENT DELL'INFORMAZIONE E DELLA COMUNICAZIONE AZIENDALE [Torino]

Master’s Degree
• AMMINISTRAZIONE E CONTROLLO AZIENDALE [Torino]
• AMMINISTRAZIONE E GESTIONE DIGITALE DELLE AZIENDE [Torino]
• BUSINESS ADMINISTRATION [Torino]
• DIREZIONE D'IMPRESA, MARKETING E STRATEGIA [Torino]
• FINANZA AZIENDALE E MERCATI FINANZIARI [Torino]
• PROFESSIONI CONTABILI [Torino]
• SCIENZE STRATEGICHE [Torino]

List of Professors

Department of Economics, Social Studies, Applied Mathematics and Statistics (ESOMAS):

Academic calendar: you can find the academic calendar on the webpage of each degree programme under “timetable”. In case of issues, please refer to your Buddy.

List of study programs

List of subjects:
Bachelor’s Degree
• ECONOMIA [Torino]

Master’s Degree
• ECONOMIA E MANAGEMENT [Torino]
• ECONOMICS [Torino]
• QUANTITATIVE FINANCE AND INSURANCE - FINANZA QUANTITATIVA E ASSICURAZIONI [Torino]

List of Professors
7. TRAINEESHIP
If, depending on your status, you would like to do a traineeship during your stay at UniTO, you need to verify the correct procedure:
If you are an Erasmus student, you should verify with your home university whether you can include a traineeship within your Learning Agreement. Once you get approval, contact our hub Job Placement office to check the traineeships available and ask how to start the traineeship.

As the information on the website is in Italian, you can refer to your Buddy for help!

8. SERVICES and FACILITIES

A) Segreteria Didattica (Study Courses Office)
Office dealing with academic career and teaching issues such as lectures, credits, study plan.
The office provides information and support concerning the courses, exams and graduation, the professors and the organization of the department course teaching.

The office can be contacted through the help-desk service.
Email: didattica.economiamanagement@unito.it

B) Segreteria Studenti
Office dealing with administrative issues such as fees, registry management, certificates, administrative consulting.

The office can be contacted through the help-desk service.
Please note that for many services the office receives only by appointment. You can book an appointment on the CampusNet agenda, in two alternative ways:
• login to your MyUniTo and select the "Desk - Book an appointment" icon
• from the website of your degree program / department, select the "Desk - Book an appointment" icon available in the "Study" section, following the instructions in the manual for booking an appointment.
To avoid misunderstandings, it is necessary to show up at the secretarial counters at the time and date of booking.

Desk opening hours: Tuesday 9.00-12.00 and Thursday 12.30-15.30
Help Desk

online service you can access through your MyUnito area. One of the main points is the Service desk, click here and then insert a key word, open one question and if you’re not satisfied by the answer you can "open a ticket". This means that you can write a new question to the Segreteria Studenti. Soon afterwards, you will receive an answer on your institutional e-mail address. Should you need any help, ask your Buddy to call the office for you or to lead you there.

C) Job Placement office

Email: jobplacement.economiamanagement@unito.it

In order to contact the office, please use the Help Desk system.

D) Tutoring service (Servizio di Tutorato)

Support service for student problems encountered at the university.

E) Library

Library of Economics and Management

Due to the Covid-19 pandemic, the access to the library of Economics and Management is only by booking. Here is the website for booking access to the library.

Useful info: you can also research remotely by using the service bibliopass, which will connect you to the online sources of the library and to the databases offered by the University of Torino. You can login using your MyUniTO credentials.

F) Alternative food service to the canteen

Local agreement with EDISU near the school
• Caffè Bellini, Via Montevideo 20, Turin
• Fragole e Barbera, Via Filadelfia 41, Turin

Corso Unione Sovietica 218/bis, ground floor.