UNIVERSITÀ
DI TORINO

Incoming Exchange Students Handbook

A.y. 2024/2025 information about Administrative procedures, academic matters, student services

7th October 2024
(2nd release)

Introduction

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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Buddy Project

The Buddy project *"Do you need suppor- 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

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

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 all services at UniTo

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, The form is available on our website.

•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.

Academic matters

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.

HUB (POLO)	SCHOOL	DEPARTMENT
Agriculture and Veterinary Medicine international.agrovet@unito.it	School of Agriculture andVeterinary Medicine (SAMEV)	Agricultural, Forest and Food Sciences
		Veterinary Sciences
Campus CLE international.cle@unito.it	School of Law, Politics and Social-Economic Sciences	Cultures, Politics and Society
		Economics and Statistics
		Law
Campus CLE international.cle@unito.it	Campus CLE international.cle@unito.it	Management
		Economics, Social Studies, Applied Mathematics and Statistics
		SAA
School of Medicine	School of Medicine	Molecular Biotechnologies and Health Sciences
		Neurosciences
		Surgical Sciences
		Public Health and Paediatrics
		Medical Sciences
School of Sciences of Nature	School of Sciences of Natur	Oncology
		Clinical and Biological Sciences
		Chemistry
		Computer Science
		Drug Science and Technology
		Physics
		Earth Sciences and Systems Biology
		Psychology
		Mathematics «G. Peano»
School of Human Sciences	School of Human Sciences	Philosophy and education
		Historical Studies
		Foreign Languages and Literatures and Modern Cultures
		Humanities

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 some courses provided by other Departments/Hub (Polo). 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. Please bear in mind that some restrictions may apply, so please refer to the relevant Polo/Hub for help before filling in or chenging your Learning agreement.

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 and sport:
Prof. Rabaglietti emanuela.rabaglietti@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: the relevant Professor or office by looking for your University and subject area in the list of agreements and coordinators available on the website.
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.

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.

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.

[1]European Commission, Directorate-General for Education, Youth, Sport and Culture, ECTS users' guide 2015, Publications Office, 2017, page 38 https://data.europa.eu/doi/10.2766/87192

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.

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 are 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

ECTS GRADES	UNITO
A	30 – 30 cum laude
B	28 – 29
C	25 – 27
D	21 – 24
E	18 – 20
Fail	<18

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:

ECTS GRADES	% of successful student normally achieving the grade	LOCAL GRADES
A	8.00	30 – 30 cum laude
B	24.00	28 – 29
C	36.00	25 – 27
D	22.00	21 – 24
E	10.00	18 – 20
Fail	8.00	<18

This is an example of a distribution table for a course in the study field of Medicine:

ECTS GRADES	% of successful student normally achieving the grade	LOCAL GRADES
A	10.00	30 – 30 cum laude
B	27.00	28 – 29
C	30.00	25 – 27
D	23.00	21 – 24
E	10.00	18 – 20

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

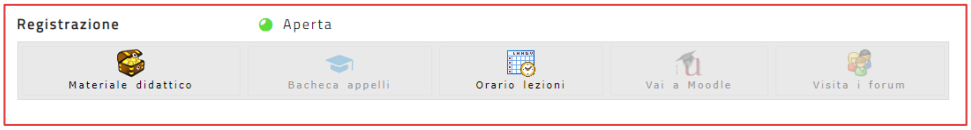
The list of courses available for every academic year and semester is generally **updated from late July each year**. It may therefore be likely that you will need to adjust your study plan should courses be cancelled or moved from one semester to the other. In the meanwhile, **please have a look at 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.)

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

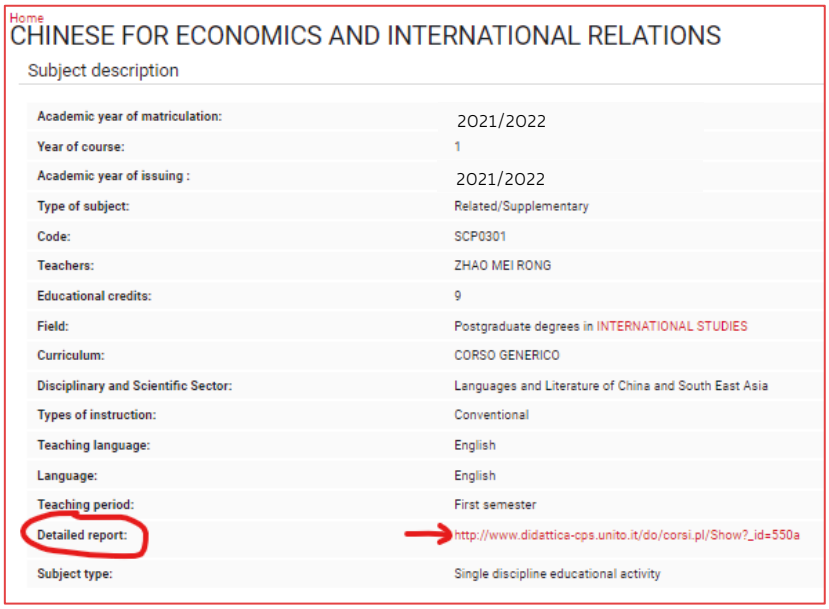
The activity banner includes Teaching material, Exams dates, Timetable, Moodle/E-learning, Forums



Search courses tools

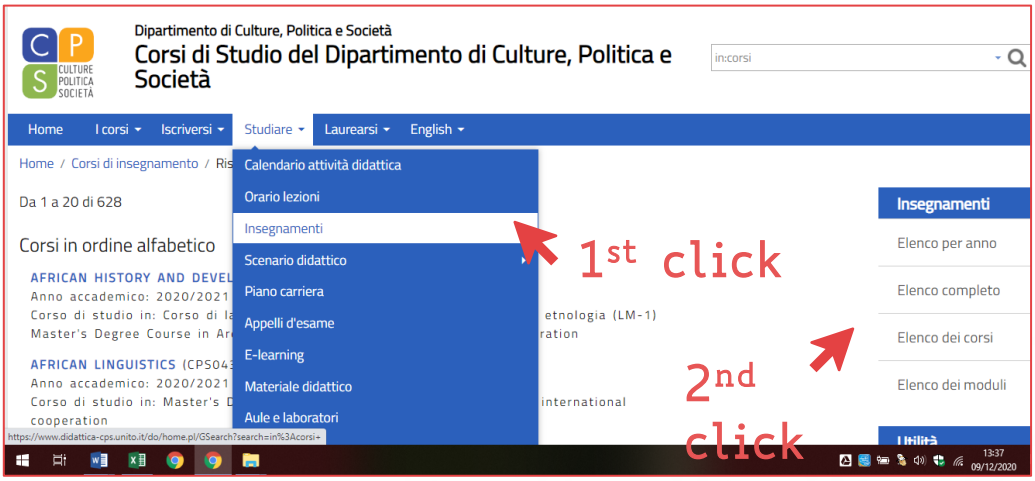
A List of courses across all departments: Course search

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.



B List of courses in one department/degree programme: department/degree course website.

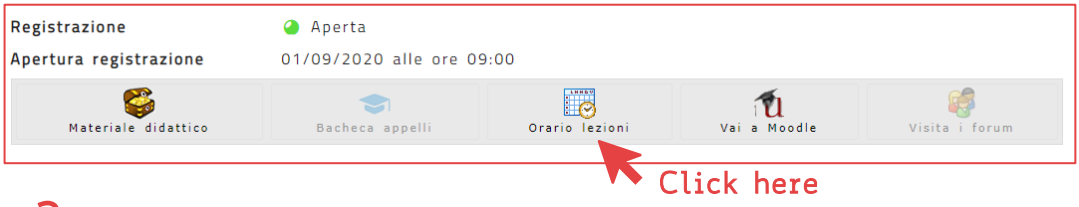
Select "Studiare" (Study) from the navigation bar at the top of the page and then go to "Insegnamenti" (Courses) from the drop-down menu. The "Elenco completo" button gives you the complete list of courses.



CLASS TIMETABLES (ORARIO DELLE LEZIONI)

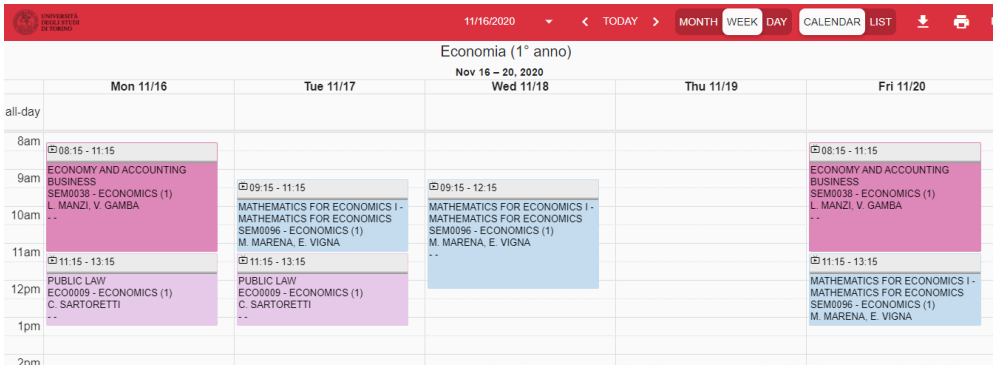
Each Department/Degree programme may display their lesson plans differently: some may organise it according to the year of delivery (e.g., Year 1 undergraduate, Year 2 undergraduate, etc…), some others may display them according to Degree Programmes, others show all the courses together. As an exchange 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



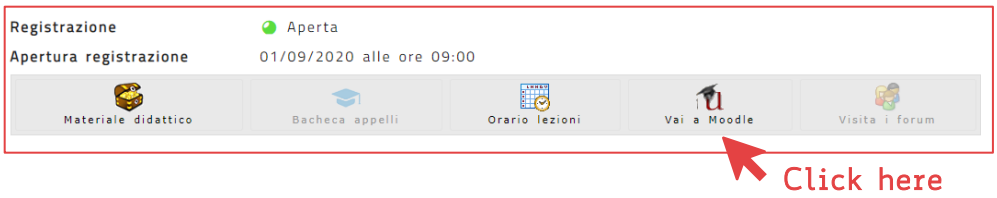
On both the MyUniTO profile and app you can ONLY see the timetable of the courses you registered on your piano carriera (see page 19)

REGISTRATION TO COURSES

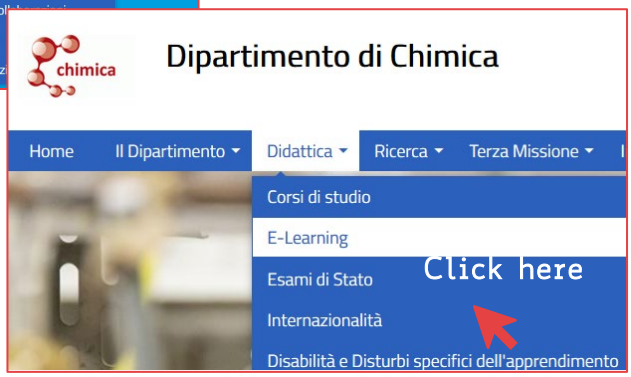
Registration to courses allows you to take part in lectures (either in-person or online) and get course material. The University uses three e-learning services: Moodle, Campusnet and Webex. The choice of platform depends on the requirement of the course as set out by each Professor.

Moodle

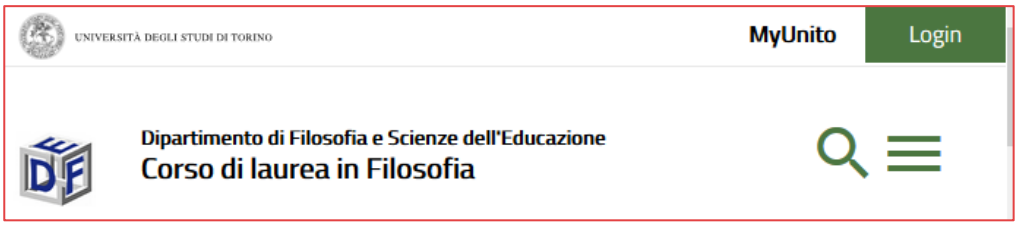
You can access the platform by clicking on the icon at the bottom of the course description webpage



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



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



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!**

Use your MyUniTO username and password here

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 sevices) 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!

PIANO CARRIERA	REGISTRATION TO COURSES ON CAMPUSNET/MOODLE
It is the only way to register for exams and record your grades	It allows attendance (either in-person or online)
It allows the University to issue your Transcript of Records	Gives you access to course material provided by the Professor in charge of the course

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)

Student Services

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.**

HOUSING

International students can apply for a room at **University residences** managed by EDISU Piemonte, the local Regional Agency for the Right to Education.

Since places in residence halls are limited, searching on the private market is a common option. UniTo provides international students with a support service for the accommodation research on the private market

Rooms at EDISU are awarded upon a selection of candidates: check the Information on How to Apply.

Private accommodation and alternative solutions are available in town: for information and support, please visit the webpage Housing

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

ESSENTIAL ACCOMODATION GLOSSARY

Italian	English
affitto	rent
agenzia immobiliare	estate agents
ammobiliato/non ammobiliato	furnished/unfurnished
appartamento	flat/apartment
bagno	bathroom/toilets
balcone/terrazza	balcony/terrace
condiviso/a	shared
condominio	apartment blocks
cucina (abitabile)	kitchen (with space to eat in)
mansarda	attic
monolocale/bilocale/trilocale	studio/two room/three room apartment
riscaldamento	heating
salotto	living room
spese	additional costs and bills (e.g.: electricity, gas, services etc.)
stanza (singola/doppia/condivisa)	room (single/double/shared)

UNIVERSITY CANTEENS

As an Erasmus or International exchange student you can access the Edisu-run canteens. The canteens and alternative 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 €

» More information is available on University canteens and location

LIBRARIES AND STUDY ROOMS

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 Rooms

In study rooms 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 rooms 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
Website

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

Useful information

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 a minimum of 700 €

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.

How to apply for a Tax identification code? Check Italian Tax Code.

Public Transport

Buses and trams, the underground, shared bikes, cars, and motorbikes allow you to move around the city.

Check full information on Public Transport.

Tired of citylife in Turin? Italy has a lot of villages and cities you can visit by train: check the National Railway Website.

Contacts

The main references for international students spending a mobility period in Torino are the following:

A **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 **International Welcome Office:** assistance service in applying for residence permit and tax code, support and guidance in finding accommodation on the private housing market.

Tel: +39 011 670 4367 - Mondays, Wednesdays and Fridays 9.30 a.m. - 12.30 p.m.

E-mail: international.welcome@unito.it

User Desk
Via Verdi 10 ter/e, 10124 Torino
(access by appointment)

C **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

D **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.

E 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 Agricultural and Veterinary Sciences
Department of Agricultural, Forest and Food Sciences
Department of Veterinary Sciences

FOCUS ON Hub of Law and Social Sciences
Department of Cultures, Politics and Society
Department of Law
Department of Economics and Statistics "Cognetti de Martiis"

FOCUS ON Hub of Humanities
Department of Philosophy and Education Sciences
Department of Foreign Languages, Literatures and Modern Cultures
Department of Historical Studies
Department of Humanities

FOCUS ON Hub of Science of Nature
Department of Psychology
Department of Drug Science and Technology

FOCUS ON Management and Economics

UNIVERSITÀ
DI TORINO

FOCUS ON
Hub of Law and Social Sciences

Hub of Law and Social Sciences

1. WELCOME TO YOUR HUB

The Hub of Law and Social Studies is made up of the following departments, which are part of the School of Law, Politics and Social-Economic Sciences.

- *Department of Cultures, Politics and Society*
- *Department of Law*
- *Department of Economics and Statistics "Cognetti De Martiis"*

2. INTERNATIONAL OFFICE - HUB OF LAW AND SOCIAL STUDIES

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

Office contacts

E-mail international.cle@unito.it

3. BUDDY PROJECT – GET SUPPORT FROM A BUDDY

General information about the Buddy Project are available here
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.cle@unito.it

4. ON THE MAP

Find out your Department in the map of the city

5. HAVE YOU READ IT YET?

Did you check the following information in the Handbook for Incoming Students?

✓ Unito IT and email account

✓ Learning Agreement

Here below the nomination requirements of the School of Law and Social Sciences:

- Exchange students are required to take at least 30% of their credits (ECTS) within their assigned department.
- The rest of the credits (70%) can be taken in any other departments across the School and University, upon approval (via email) of each professor in charge of the relevant course.
- Exchange students should take at least 90% of their total ECTS corresponding to their study cycle (Master's or Bachelor's). The remaining 10% can belong to a different study cycle, upon agreement with each professor in charge of the relevant course.

If you need any support with filling in and changing your Learning Agreement during your mobility, you can ask your Buddy to help you: **buddy.cle@unito.it**

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

Department of Law:
Find the name of your Exchange Coordinator on: Exchange students and Erasmus mobility -> Academic information – courses, exams and transcripts -> Learning Agreement – Study plan'

Department of Cultures, Politics and Society:
- *Erasmus students: Look for your University and subject area and find the name of the Exchange Coordinator on this page, in the document "list of agreements and coordinators"*
- *International exchange (non-Erasmus): list of current agreements and people directory*

Department of Economics and Statistics "Cognetti De Martiis":
- *Erasmus students: Look for your University and subject area and find the name of the Exchange Coordinator on this page, in the document "list of agreements and coordinators"*
- *International exchange (non-Erasmus): list of current agreements and people directory*

✓ Registration to courses

✓ Career Plan/Piano Carriera
Your Career Plan should contain the same courses as defined within your Learning Agreement signed by 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:

Cultures, Politics and Society	Law	Economics and Statistics
Academic Calendar	Academic Calendar	Academic Calendar
List of Study Programmes	List of Study Programmes	List of Study Programmes
List of Subjects	List of Subjects	List of Subjects
List of Professors	List of Professors	List of Professors
Subjects taught in foreign languages	Subjects taught in foreign languages	Subjects taught in foreign languages

7. TRAINEESHIP

You should verify with your home university whether you can add a traineeship within your learning agreement.

For more information: international.cle@unito.it

8. SERVICES and FACILITIES Campus Luigi Einaudi

A) Segreteria Didattica (Study Courses Office)

Office dealing with academic career and teaching issues such as lectures, credits, study plan.

Lungo Dora Siena 100 - Torino, D1 Building
1st I floor, room 14.

Here for the office timetable and contacts

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 send a new question to the Segreteria Studenti. Soon afterwards, you will receive an answer on your institutional e-mail address.

For any help, ask your Buddy: **buddy.cle@unito.it**

B) Segreteria Studenti

Office dealing with administrative issues such as fees, registry management, certificates, administrative consulting.

Corso Regina Margherita, 60 – Torino.

Tel: +39 0116709900

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 send a new question to the Segreteria Studenti. Soon afterwards, you will receive an answer on your institutional e-mail address.

For any help, ask your Buddy: buddy.cle@unito.it

C) Job Placement office

D1 Building 1st Floor, Rooms: 23- 25- 26.

011/6704897-4898-5596-4173

job.cle@unito.it

D) Tutoring service (Servizio di Tutorato)

Support service for student problems encountered at the university.
For information: https://www.scuolacle.unito.it/tutorato

Speciale Tutor Matricole: support service particularly for first-year students

E) Library

Norberto Bobbio
For organisational reasons, access to the library will only be allowed upon booking.

Here is the website for booking access to the library.

Useful info: you can also research directly from home using the bibliopass service, 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) Canteen

Mensa Universitaria Olimpia

Campus CLE does not have a canteen but around the corner you can access the MENSA UNIVERSITARIA OLIMPIA in partnership with EDISU.

Address: Lungo Dora Siena, 102/B - 10153 Torino.

Here is its website.

UNIVERSITÀ
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Content
Sezione UNITA e Mobilità Internazionale
Ufficio Servizi per l'Internazionalizzazione
Polo Campus Luigi Einaudi

Graphic design
Sezione Comunicazione Istituzionale
e Organizzativa

en.unito.it
chinese.unito.it
unito.it