



UNIVERSITÀ DEGLI STUDI DI TORINO

DIREZIONE DIDATTICA E SERVIZI AGLI STUDENTI
Sezione Mobilità e studenti stranieri
Vicolo Benevello 3/a - 10124 Torino

UNITO ADMINISTRATIVE PROCEDURES FOR ERASMUS AND INTERNATIONAL STUDENTS 2015/2016

Version 01 updated on 2015-09-07

In this document you will find a description of the services of the Università degli Studi di Torino, the administrative procedures for your mobility period and some useful information for your first days in town. This information will be presented by the International Mobility office during the scheduled orientation meetings. Participation in the meetings is not compulsory, however it is recommended to clarify any doubts about the procedures and as an occasion to meet other international students arriving in Torino.

ADMINISTRATIVE PROCEDURES

ARRIVAL AT INFOPOINT

Once students arrive in Torino, they need to register at Infopoint Office and collect their **Declaration of self-certification of arrival in double copy**: this document confirms the date of arrival and their status as Erasmus/international students enrolled at the University of Torino.

NOTE: The start date of the mobility period will be the one in which students go to Infopoint Office to collect their Declaration of self-certification.

To get any further copies of this document please directly refer to Infopoint Office.

PERSONAL CREDENTIALS

After registering in the website www.unito.it, students receive their **personal credentials**. These normally correspond to: **username**=name.surname and **password**, which is the one set by students at the moment of their online registration.

One week after their arrival, students are officially enrolled at the University of Torino and they can access the online services for students, which are available on the website www.unito.it.

Personal credentials give access to the following services:

- Email institutional account user@edu.unito.it (<https://mail-edu.unito.it>)
- Online application **for exams** (APPELLO)
- Login in **CampusNet/Moodle** of the Department (e-learning platforms)
- Free wi-fi in University buildings

NOTE: If you have any problems in accessing the CampusNet/Moodle website, please refer directly to the Webmaster's email address of each Department website.



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EXTENSION OF THE EXCHANGE PERIOD

Students who want to extend their mobility period at the University of Torino **need to be authorized** both by the Italian professor in charge of the bilateral agreement and by their home University. Extensions are mandatory to be able to take exams after the official ending of the Erasmus/International mobility period.

In order to ask for an extension authorization you need to:

- ✓ send an extension request via email to relint@unito.it indicating the number of additional months and new dates of your Erasmus/International mobility
- ✓ provide the International Mobility Office with the authorization of the Italian professor in charge of the bilateral agreement and the authorization of your home University

The authorizations of the Italian professor and of your home University can be sent via email to relint@unito.it or by fax to +390112361017.

Once you have obtained the extension, you can ask for the renewal of the EDISU card* by sending an email to relint@unito.it

NOTE: The Erasmus period can last a maximum of 12 months. In order to be able to take exams after these 12 months, it is necessary to have a specific agreement between the Italian didactic organization and the student's home University beyond the Erasmus programme.

**As regards EDISU Card, please refer to University Restaurants paragraphs (page 8).*

CLOSING OF THE ERASMUS AND/OR INTERNATIONAL MOBILITY PERIOD

The closing of the mobility period is **MANDATORY!**

At the end of their exchange period, before leaving, students **MUST** go to Infopoint Office to close their mobility period and to deliver any final documents of their home University.

This step is compulsory in order to receive the **Transcript of Records**, which is the final document of the exchange study period as it certifies the beginning and ending dates of the mobility period and the all the exams taken at UNITO (including the Italian language course). This document will be sent to the students' home University **by email**.

NOTE: please note that the ending date of the mobility period will be the day when students go to Infopoint Office. For students, who will not go to Infopoint before leaving, the official ending date of the exchange period will be the date of the last exam.



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ACADEMIC ORGANIZATION

REFERENCES IN TORINO

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

- a) **Ufficio Mobilità Internazionale:** reference office for all administrative procedures related to the mobility period.

Ufficio Mobilità Internazionale
Tel: +39.011.6704425 (voicemail)
Fax: +39.011.2361017
Email: relint@unito.it

Students are received only by appointment to be requested via email or by phone.

Incoming students' procedures are available on the University website at: www.unito.it » English UniTO
» International Relations » Students' Mobility » Erasmus and Exchange students.

- b) **Infopoint:** it is the University main information point. It provides information about the services and the organisation of our University. It is also the place where all the documents which need to be signed and stamped by the administrative office have to be handed out and where the documents prepared by the International Mobility Office have to be collected.

Refer to Infopoint to:

- find information about the academic offer, the Italian courses and the University services, as well as practical tips about the city
- hand out/collect the administrative documents related to the mobility period

Infopoint
Via Po, 29 (ground floor) - Torino
Tel: +39.011.6703020/3021 (voicemail)
Fax +39.011.6703012
E-mail: infopoint@unito.it

Opening Hours:

Monday and Friday from 9:00 am to 16.30 pm
Tuesday, Wednesday and Thursday from 9.00 to 19.00

- c) **Professors and Erasmus office of your Department:** regarding any issues related to the study plan in Torino, such as the choice of the exams and the confirmation of the Learning Agreement, students must refer to professors or, when available, to the Department/School Erasmus office.



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REFERENCES FOR DIDACTIC ISSUES

The University of Torino is organized by Departments and Schools.

For all the matters concerning the didactic issues and for the Learning Agreement approval, students should refer to the professor in charge of the bilateral agreement, indicated in the Declaration of self-certification of arrival.

In order to have more information about the organization of courses and in case of particular problems, students can also refer to the Erasmus delegates of each Department. The contact list of the Erasmus Delegates is available (in PDF version) on www.unito.it » International Relations » Students' Mobility » Erasmus and Exchange students.

Besides, some Departments and Schools, i.e. Economics, Political Sciences and Psychology, have their own Erasmus office and/or plan orientation meetings specifically dedicated to their own incoming students.

It is possible to find professors' contacts in the University address book available on the homepage of the website (www.unito.it) under the tag "Rubrica".

The office hours timetable of professors is indicated in the contact details or directly on the Departments websites. Students should contact the professors of the courses they are going to attend in order to introduce themselves and ask whether there are any specific information or instructions for Erasmus or international students.

The academic calendar is available at the following webpage (Italian language only):
www.unito.it » Servizi » Per lo studio » Orario delle lezioni

Scenario Didattico dello Studente (Italian language only)

Students can also consult the "Scenario Didattico dello Studente" at the following link: http://www.unito.it/unitoWAR/page/istituzionale/didattica/scenario_didattico1 where the list of the courses offered by each Department is divided in UG courses (Corsi di Laurea Triennale) and PG courses (Corsi di Laurea Magistrale).

Detailed information about each Degree Course are also available at the following webpage:
http://www.unito.it/unitoWAR/page/istituzionale/didattica/corsi_laurea1

On the website of the Department students will also find:

- the list of courses
- the timetable of lessons and exams
- the services offered to the students of each didactic organization

LEARNING AGREEMENT

The Learning Agreement (the study plan for the mobility period) must be signed by the professor in charge of the exchange agreement or by the Erasmus delegates of the Department.

It is essential to have the study plan signed as soon as possible to be sure that the courses and the exams chosen will be approved.

NOTE: 1 CFU (local credit) = 1 ECTS



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PROCEDURE FOR EXAMS

In order to take exams at the University of Torino, for each exam these steps are **COMPULSORY**:

- 1) Apply **ONLINE** for the specific date of the exam you want to take (**APPELLO**):
 - Login
 - Choose exam from Bacheca Appelli online (advice: please insert the full title of the exam)

WARNING: fixed short period to apply!

Exams applications 2015/2016 are generally open starting from the end of October to November 2015.

- 2) **ONLINE** mark registration

At the University of Torino, exams' grades can be either accepted or rejected.

In particular, regarding oral exams, students can directly inform the Professor about the acceptance or the rejection of the grade. On the contrary, in case of written exams an automatic acceptance is scheduled; however, students can refuse the grade by accessing the **ONLINE** procedure within a short period - established by the Professor (usually 5 days).

In case of written exams an automatic email will be sent to students' email address user@edu.unito.it (not to private emails!) to inform them about the necessity to accept/reject the grade.

ECTS/local grades table

The local grades correspond to the ECTS grades according to the following scheme:

ECTS GRADES	E	D	C	B	A
LOCAL GRADES	18 19 20	21 22 23 24	25 26 27	28 29	30 30/lode

The scheme is also available on www.unito.it » Internazionalità » Studiare e lavorare all'estero » Mobilità studenti » Erasmus per studio » Documenti.

NOTE: an updating process of this scheme is currently underway in order to relate grades to each specific Degree Course. However, the scheme above remains valid until the updating process is completed and the new ECTS/local grades table is published at the same link.

ITALIAN LANGUAGE COURSES

The University of Torino offers all Erasmus and international students free 40-hours Italian Language Courses.

The courses begin at the start of each semester and offer the chance to choose between 3 different levels (beginner, intermediate, advanced). For intermediate and advanced courses only, the knowledge of the language will be checked by a written test at the beginning of the course or, if the course has already started, during the first lesson students will attend.



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The complete timetable of the courses for the first semester 2015/2016 will be sent to students by email together with the instructions for the registration.

It will also be available on the University website at: www.unito.it » English UniTO » Services » Learning Italian » Italian language courses.

The schedule of Italian language courses for the 1st semester 2015/2016 will be available during the month of September 2015.

Students have to attend a minimum of 30 hours in order to get the final certificate of attendance. To obtain the final certificate and the related credits (5 ECTS), besides attending a minimum of 30 hours, students have to pass the final exam.

NOTE: students should check with their home University if the ECTS credits of the Italian language course can be recognized in their home study plan.

USEFUL INFORMATION

Please find below some useful information for the organization of your stay in Torino.

Residence permit

Students coming from extra-EU countries, staying in Torino for more than 3 months, must apply for the residence permit **within 8 working days after their arrival in Italy**. The International Mobility office provides support for the preparation and the sending of the request. To use this service, please write an email to office.incoming@unito.it or go to the front office.

The opening hours and the address of the Residence Permit Office, together with further information about the procedure and the documents needed, are available on www.unito.it » English UniTO » Living in Turin » When you arrive » Residence permit.

Health assistance

An information point for clarifications on how to access the National Health System (SSN) is available at EDISU Piemonte (Ente per il Diritto allo Studio Universitario).

Please refer to the following contact details:

Ufficio Assistenza Sanitaria

EDISU PIEMONTE

Via Sant'Ottavio 10 b - Torino

Tel. +331 6109713

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

www.edisu.piemonte.it

Please pay attention to the following information:

- a) **European Union citizens** have to refer to the Azienda Sanitaria Locale (**ASL**), located nearby their residential area, in order to access the National Health System (**SSN**). They can choose a family doctor (free of charge) and use hospital services and specialists' examinations at public hospitals or at private clinics, which have



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agreements with the National Health System (“*strutture convenzionate*”), at the same price expected by Italian citizens (payment of “ticket”).

b) When asking for a residence permit, **Extra-EU citizens** must purchase a private health insurance which covers only medical expenses for emergencies.

In order to access the **SSN**, which provides the same services offered to European citizens, extra-EU students must refer to the **ASL** located nearby their residential area.

Tax code (Codice Fiscale – CF)

It is not a mandatory ID document, but it is often requested for administrative procedures such as the purchase of a mobile phone card (SIM), a rental contract or the opening of a bank account. Extra-EU students must apply for a tax code in order to submit the request for their residence permit.

The document can be requested to the following office:

Local office of Agenzia delle Entrate

Corso Bolzano 30 – Torino

Tel: +39 011.5523111

<http://piemonte.agenziaentrate.it/>

Local public transportation

There are monthly and season tickets. Monthly tickets can be purchased in tobacconists’ stores and they must be validated only the first time you get on the bus within the first stop. Further information about the types of tickets can be found in the pdf file named “Opuscolo pdf” Abbonamenti e biglietti’ available on <http://www.gtt.to.it> » Torino e cintura » Tariffe » Presentazione

STUDENT SERVICES

ACCOMMODATION

Sportello Casa

Through the association “*Sportello Casa*”, the University of Torino offers Erasmus and international students free assistance in finding apartments and rooms in the city.

The service is available:

- ✓ on-line at www.sportellocasatorino.it
- ✓ with direct assistance at the office

Sportello Casa Torino

Via Verdi, 26/A – Torino

Tel.: +39.011.8138328 – Fax: +39.011.8391463

E-mail: info@sportellocasatorino.it



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Housing Anywhere

Starting from the a.y. 2013/2014 the University of Torino has joined the international network **HousingAnywhere**: a student-to-student housing platform for exchange and internship students. HousingAnywhere is a free effective tool and only those having an Unito email address can offer rooms. In this way, the platform, which is specifically targeted to students, can be used by students only and not offered to real-estate agencies or possible cheaters.

For further information, please visit www.housinganywhere.com.

EDISU University dormitories

While looking for an accommodation, international students can book a room in the EDISU University dormitories (according to availability) for a period of maximum 15 days. To book a room, it is necessary to fill in the online registration procedure available at the University website www.unito.it » English UniTO » Practical Information » When you arrive - Housing and Restaurants.

Further tips

For further information on seeking accommodation and useful links, students can also:

- consult the university website at www.unito.it » English UniTO » Living in Turin » When you arrive » Housing, where you will find suggestions for temporary accommodation while they are looking for rooms;
- consult the offers of accommodation on the notice boards for students present in all the Departments (generally there are offers of single rooms in apartments, sharing the kitchen and bathroom with other students).
- consult Informagiovani offices of the Municipality of Torino's website: www.comune.torino.it/infogio

UNIVERSITY RESTAURANTS

Erasmus and International students can access to the University restaurants at competitive fares presenting the EDISU card, which has to be collected at the EDISU office at the following address:

Edisu Office

Via Giulia di Barolo, 3/bis

Opening hours:

Monday and Friday from 9:00 to 11:00

Tuesday-Wednesday-Thursday from 9:00 to 11:00 and from 13:30 to 15:00

There are five university restaurants in Torino, offering also special menus as vegetarian, ethnic and gluten-free:

- ❖ Ristorante universitario - Lungo Dora Siena, 102/B (with gluten-free menu upon reservation)
- ❖ Ristorante universitario - Via Principe Amedeo, 48 (with gluten-free menu upon reservation)
- ❖ Ristorante universitario - Via Galliari, 30 (with gluten-free menu upon reservation)
- ❖ Ristorante universitario - C.so Castelfidardo, 30/A (with gluten-free menu upon reservation)
- ❖ Ristorante universitario "Taberna" - Via Paolo Borsellino, 42

A complete meal costs 3.50 euro and a reduced-meal 2.40 euro.



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More information about the University restaurants are available on www.edisu.piemonte.it » Servizi » Ristorazione

You can refer to EDISU Piemonte also to:

- get information about university restaurants, study and PC rooms
- ask for legal advice about the rental contracts
- ask for information regarding the cultural and sport activities and the student activities organized by their staff

Sportello Unico EDISU

Via Giulia di Barolo, 3/bis - 10124 Torino
E-mail: edisu@edisu-piemonte.it
Website: www.edisu.piemonte.it

CUS TORINO

CUS TORINO is the university sports centre. It organizes sporting activities and tournaments open to everybody and it offers students and staff its facilities at special fares.

The CUS Card is the subscription card of CUS Torino and gives 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.

Students can request the CUS card directly at CUS in order to practise sports (at competitive and non-competitive level) in the CUS centres at special fares and to rent tennis courts, five-a-side football fields, etc.

In order to collect the CUS card, students need to have a medical certificate issued in Italy, which can be obtained through a family's doctor, the SUISM Center or directly at the CUS Torino office located in Via Braccini 1.

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

For further information students can also write an e-mail to: erasmus@custorino.it

CUS Torino

Via Braccini, 1 – 10141 Torino

Tel. +39.011.388307

www.custorino.it

LIBRARIES AND STUDY ROOMS

The list of the libraries, all equipped with study rooms, is available on the university website at: www.unito.it » English UniTO » About Unito » Libraries

The list of the Edisu study rooms and computer rooms is available at the following link:

www.edisu.piemonte.it » Servizi » Sale studio » Servizi e sedi.



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COUNSELLING: SUPPORT AND ASSISTANCE

The counselling service offers free professional support to students experiencing:

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

The counselling service guarantees maximum privacy.

Students are received only by appointment to be requested at:

Tel./Fax: +39011.8394775

E-mail: counseling@unito.it

INFORMAGIOVANI

You can refer to the Informagiovani Centre to:

- get information related to different topics: seeking accommodation, job research, holidays organisation, participation in international mobility programmes, volunteering activities, sports activities, etc.
- be informed about events and activities addressed to young people organised by the city of Torino
- have free access to Internet points

Centro Informagiovani

Via Garibaldi 25 - 10122 Torino

Opening hours:

Monday – Friday from 13.00 to 18.00

Saturday from 14.00 to 18.00

tel. 011.4424981 - attivo dal lunedì al venerdì dalle ore 13:00 alle ore 18:00 - sabato chiuso

E-mail: (per richiedere informazioni) centro.informagiovani@comune.torino.it

website: <http://www.comune.torino.it/infogio/>

EMAIL AS MEANS OF COMMUNICATION

PLEASE NOTE:

- Students' private email address - used for the registration on Unito website – will be used by the International Mobility office for information and updates about the administrative procedures for incoming students and also to inform students about any events and activities dedicated to Erasmus and international students organized during the year. Please inform our office in case of any change to this email address.
- The online procedures to apply for exams and for grades registration generally send automatic emails to the students' Unito email account (user@edu.unito.it).

Therefore, students **MUST** regularly check their private and UNITO email addresses!

Thank you all and we wish you a good stay in Torino!