



# UNIVERSITÀ DEGLI STUDI DI TORINO

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

## **Specific guidelines by Department/School** **for incoming students**

*Version updated on 2016/11/18*

**N.B. INCOMING STUDENTS DO NOT HAVE TO FILL IN THE ELECTRONIC DIDACTIC EVALUATION (EDUMETER)!**

### **INTERNSHIPS**

*If there are not any specific instructions included in this document, internships must be inserted in the career plan as well as the courses, otherwise they will not be included in the Transcript of Records. If students do not know the specific name/title of the internship, they have to refer to the Coordinator in charge of it.*

Please find below the specific information indicated by the Departments/Schools.

### **Department of Foreign Languages and Literature and Modern Cultures**

**FOREIGN LANGUAGE COURSES:** this type of courses imply that students succeed in passing also the exams of the **Lettorato** in order to have one final grade.

Students coming for one semester only can choose this type of course after having consulted the Professor in charge of the course.

### **Department of Psychology and Sports sciences students (SUISM)**

Sport Sciences students are connected to the Psychology Department and have to refer to Professor Massimiliano Gollin for the approval of the Learning Agreement.

### **Department of Drug Science and Technology**

**INTEGRATED COURSES** (= a course that consists of several modules, for example "Biochimica e Biochimica Applicata"):



# UNIVERSITÀ DEGLI STUDI DI TORINO

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

- If students take both modules, the final grade included in the Transcript of records will correspond to the average of the grades of both modules. The single grade of each module will NOT be shown.
- If students want to take one of the modules only, the complete exam has to be inserted in the career plan anyway. In order to take just one module, students must ask for the authorization to the Professor in charge of the course including also the Department address: [erasmus.farmacia@unito.it](mailto:erasmus.farmacia@unito.it) when asking for it.

**In this case, the International Mobility Office (relint@unito.it) need to be informed by the Professor BEFORE students take the exam, so that the change can be saved into the system and the Professor registers correctly the grade of the exam (with the correct number of modules and/or number of credits).**

## **Tecnologia, socioeconomia e legislazione farmaceutiche I e II:**

- If students do not take the 'Legislazione' module, the complete exam has to be inserted in the career plan anyway. In order to take just one module, students must ask for the authorization to the Professor in charge of the course including also the Department address: [erasmus.farmacia@unito.it](mailto:erasmus.farmacia@unito.it) when asking for it.

**In this case, the International Mobility Office (relint@unito.it) need to be informed by the Professor BEFORE students take the exam, so that the change can be saved into the system and the Professor registers correctly the grade of the exam (with the correct number of modules and/or number of credits).**

Students must insert the complete exam in the career plan anyway and then it will be certified with the correct number of credits in the Transcript of records.

## **Medical School**

**ONE-YEAR COURSES** (for example General Surgery): students who want to enrol for this kind of exam cannot take it partially but they have to attend the whole yearlong course. Therefore, if students fill in their Learning agreement with this type of exam, although they are at UNITO for one semester only, they must be aware that they will not receive any facilities during the examination. The grading standard used will be the same as for all the other students attending the entire course.

**ADE (Attività didattiche elettive):** this type of course is reserved for a limited number of students. Students have to insert the course in their career plan and register for the appello as well as for any



# UNIVERSITÀ DEGLI STUDI DI TORINO

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

other exams! Normally this course gives one credit only and qualified/Unqualified (*Idoneo/Non idoneo*) as a final grade will be included in the Transcript of records. Students who need to receive an ECTS numerical grade, instead of this result, will have to request a specific certificate to the Professor in charge of the course. Students will keep the original certificate and deliver a copy of it at Infopoint Office – Via Po 29 – Torino – at the end of their exchange period. The certificate will be sent – by email – to students' home University together with the final Transcript of records.

**INTERNSHIPS:** incoming students enrolled at the Medical School – ***except for nursing students*** – do not have to register on line for internships because they are specifically agreed upon by Professors with students to be best fitting for their studies. Therefore, incoming students will ask the professor in charge of each internship for a certification letter stating the activity they carried out (duration, activity work, final judgment, etc). Students will keep the original certificate and deliver a copy of it at Infopoint Office – Via Po 29 – Torino – at the end of their exchange period. The certificate will be sent – by email – to student's home University together with the final Transcript of records.

ONLY nursing students have to insert the internships in their online career plan.

## **School of Juridical, politics and economic sciences**

**WORKSHOPS:** usually laboratory activities and seminars cannot be registered on students career plan. Therefore they will not appear on final Transcript of records. For example, as regards '*Region Europe*', the professor in charge of the course will provide students with a certificate stating the course and the ECTS credits. Students will keep the original certificate and deliver a copy of it at Infopoint – Via Po 29 – Torino – at the end of their exchange period. The certificate will be sent – by email - to student's home University together with the final Transcript of records.

**ONE-YEAR COURSES** (ex. "European Private Law"): students cannot take one part of the exam only, they must attend the whole course. Therefore, students coming for one semester only cannot fill in the Learning agreement with this exam. Those students who have already chosen an yearlong course have to do the Change of their Learning Agreement in order to replace it.

## **School of Management and Economics**

**INTEGRATED COURSE** (= course that consists of several modules). Usually the modules are taught in different semesters. Students who are going to spend one semester only cannot take this type of exam as they have to attend and pass all the modules of the course.