

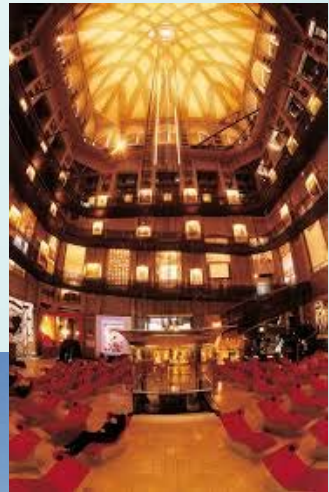
# Erasmus and international students Orientation Meeting 2018/2019

Version 01 updated on 23/01/2019

# Welcome to Università degli Studi di Torino!



# ... and welcome to Torino!



# !!! Welcome Day !!!



**A welcome Meeting is organized for you, Erasmus and International students, spending a mobility period at Unito during the second semester.**

**Information about this initiative is sent to you by e-mail**



# Orientation Meeting

- 1. Administrative Procedure**
- 2. Academic Activities**
- 3. Useful Information**
- 4. Student Services**

**Have a first look!**



# Main webpage for Erasmus and International Mobility students ...



**2018/2019 administrative procedures and general and practical information are published on the following main webpage for Erasmus and international exchange students (Incoming Exchange Students' Handbook) :**

**<https://en.unito.it/international-relations/students-mobility/erasmus-and-exchange-students>**

**Advice: please regularly check your main webpage so to be always informed ...**

# 1. ADMINISTRATIVE PROCEDURES

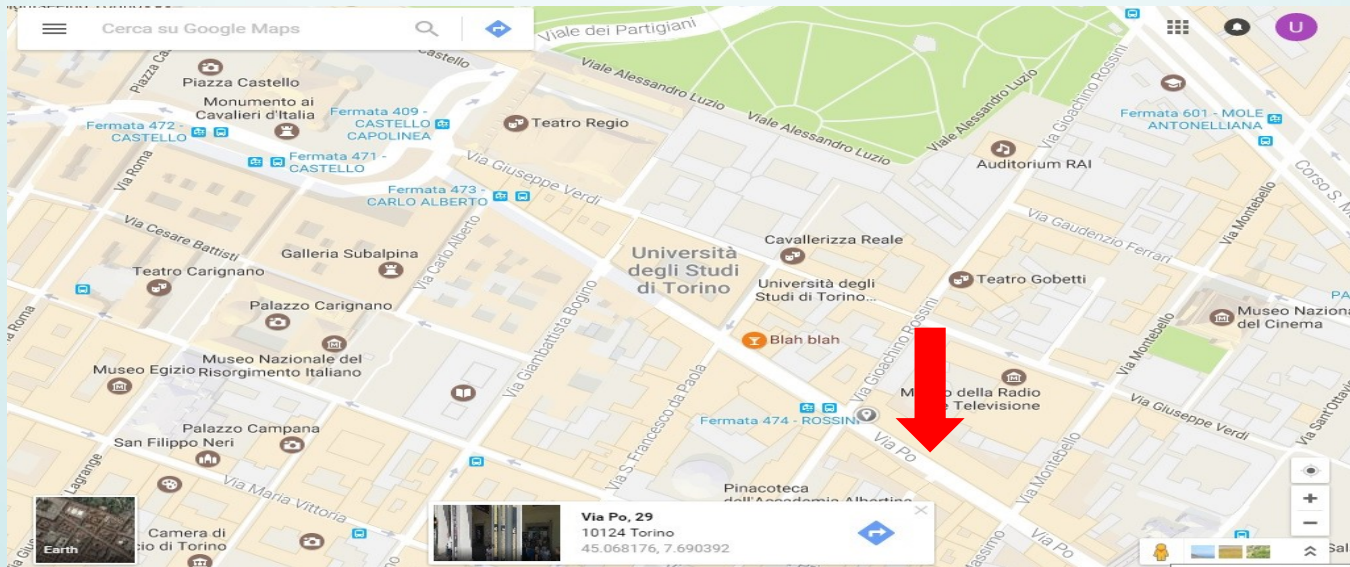
✓ Application form online:

deadline 30/11/2018

(Complete Application=  
Registration on MyUnito +  
Application)

✓ Arrival at the **Infopoint Office**  
and collection of the *Self-*  
*certificate of arrival*

# INFOPOINT OFFICE



**Via Po, 29 - OPENING HOURS: Monday and Friday 9 a.m – 4.30 p.m.**

**Tuesday, Wednesday and Thursday: 9a.m. - 7p.m.**

**The START date of the mobility period is when students go to Infopoint!**



# **Students online services (MyUniTO)** **(after enrollment)**

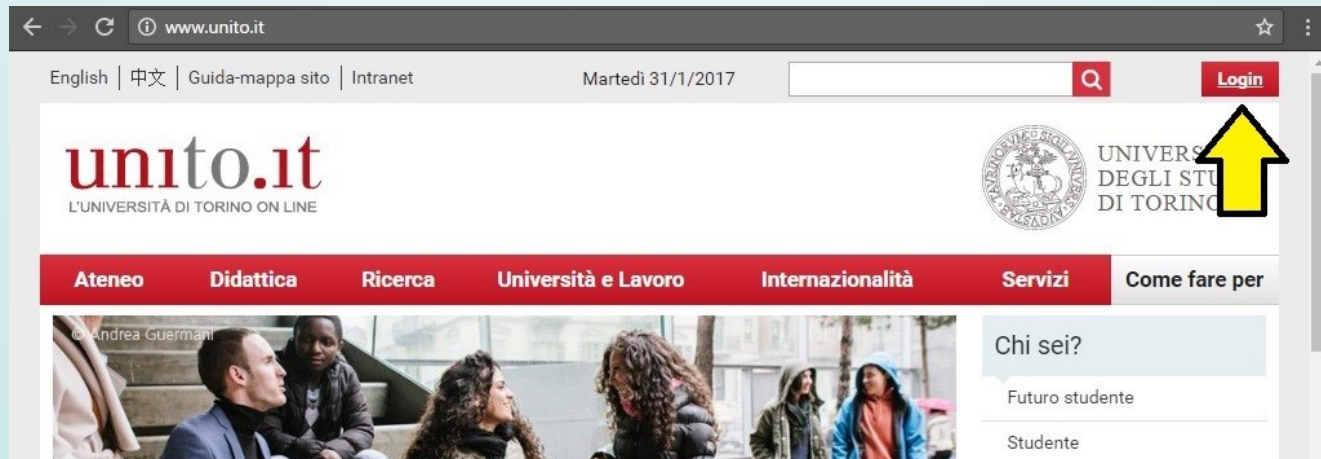
- 1. Access to email account: [user@edu.unito.it](mailto:user@edu.unito.it)  
(<https://mail-edu.unito.it>)**
- 2. Uploading of the exams approved in your Learning Agreement onto your online career plan (*piano carriera*)**
- 3. *Students' online examinations record book***
- 4. Online registration for exams (*appello*)**
- 5. Login in *CampusNet/Moodle* (E-learning platforms) of your Department**
- 6. Free wi-fi in University buildings**

# Students credentials → online services (MyUniTO)

Login MyUniTO in [www.unito.it](http://www.unito.it)

user=name.surname

**(received by email)**



## **NOTE:**

**Within about 10 days after their arrival at Infopoint students will be enrolled and after that their online services will be active....**

# IMPORTANT

**Please remember that you have to register only once on our University website.**

**Your registration is complete when you have completed the online application form.**

**The credentials you used when filling in your online application form (username+password) will be the only ones enabling you to use online services.**



**Write them down so that you do not forget them!**

## Extension of mobility period

**(Erasmus period: maximum 12 months)**

**-Extension request is compulsory  
in order to take exams  
after the end of the official period**

**- Extension request (authorization by the  
Italian professor and the home University)**

**MUST** be sent to

**[internationalexchange@unito.it](mailto:internationalexchange@unito.it)**



# Closing of the Erasmus/international exchange period



**MANDATORY before leaving!**

Students **must** go to Infopoint to close the mobility period and hand in a printed copy of their online career plan.

**NOTE: final date of the mobility period = when students go to Infopoint**

# Important



**If you forget to go to Office Infopoint before going away, our Office will have to consider**

**the date of the last exam you took as**  
**the ending date of your mobility period**  
**at our University.**

# Closing of the Erasmus/international exchange period



**When you go to Infopoint to close your mobility period, if you have any, do not forget to bring with copies of the documents that your home University issued and where a stamp from Torino University is needed (i.e. Statement of Stay)**

## Closing of the Erasmus/international exchange period

### ***TRANSCRIPT OF RECORDS***



**IMPORTANT:** This is a single final document also including  
the *declaration of stay* and  
the *Italian course declaration of attendance*

At the end of the mobility period, if students' online  
examinations Record Book is complete (all the exams  
marks must have been registered), the **Transcript of Records is  
sent by e-mail to students' home Universities  
within about 5 weeks.**



## **2. ACADEMIC ACTIVITIES**

### **References in Torino**

**-International Mobility office: administrative procedures**

**-Infopoint:**

**useful information and delivery/pick up of Erasmus documents**

**-Professors and Erasmus office at your Department:  
choice of the exams and confirmation of the Learning Agreement**

# Academic organization

**The University of Torino is organized by Departments and Schools**

➤ **Your Erasmus exchange coordinator is indicated in your self-declaration of arrival**

➤ **Erasmus office in some Departments/Schools**

➤ **Departmental Mobility Coordinators of each Department for particular problems**

➤ **Contact list available on [www.unito.it](http://www.unito.it)**

**(Erasmus and Exchange students/Departmental Mobility Coordinators)**

## Looking for ... infos and contacts ....



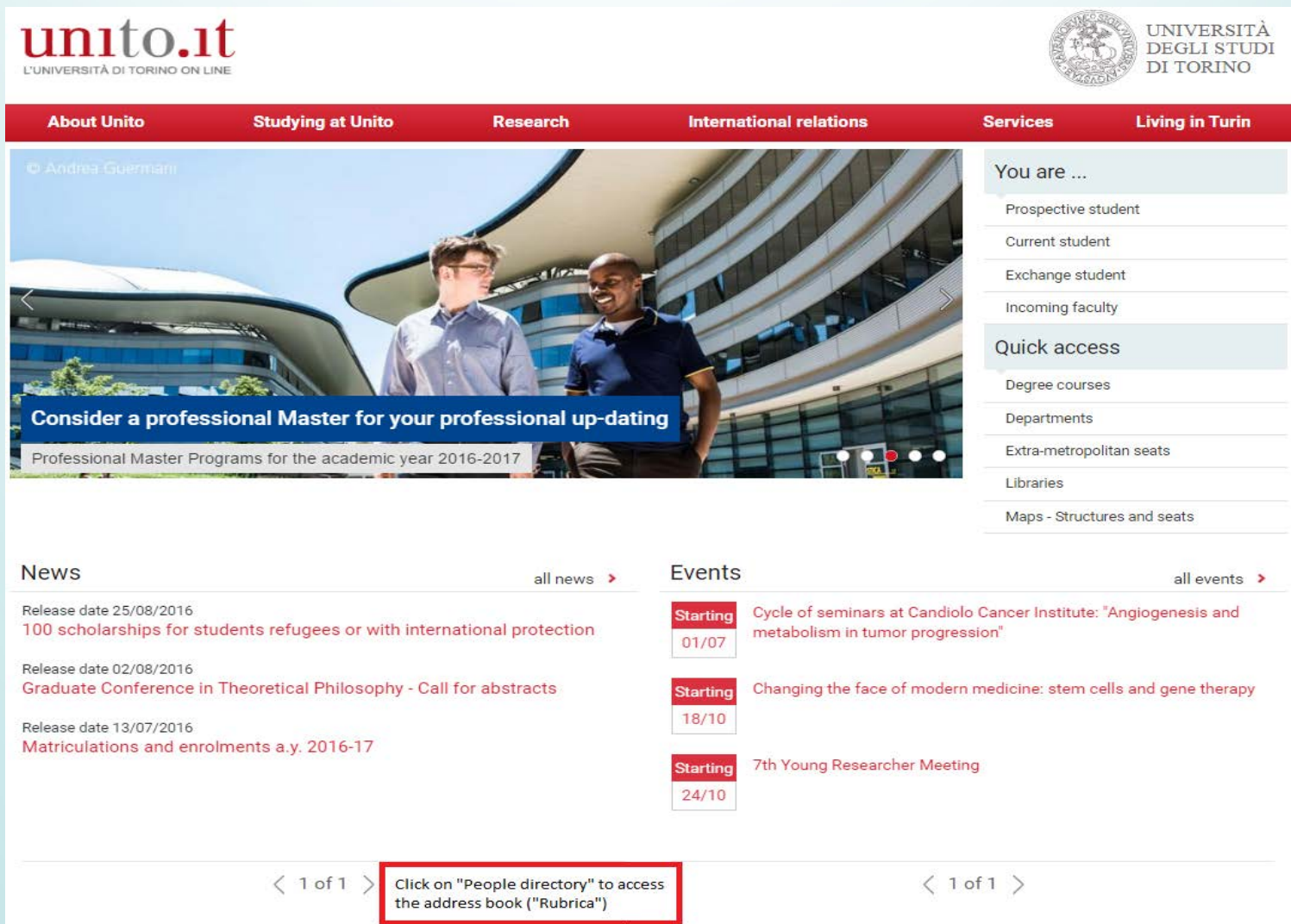
➤ **University address book with professors' office hours**

**Advice: introduce yourself to the professors at the beginning of each course!**

➤ **UnitO courses offer, classes and exams schedules are available on the Department website**



# Where to find the address book on the website



The screenshot shows the homepage of unito.it. At the top left is the logo "unito.it L'UNIVERSITÀ DI TORINO ON LINE". At the top right is the official seal and name "UNIVERSITÀ DEGLI STUDI DI TORINO". A red navigation bar contains the following links: "About Unito", "Studying at Unito", "Research", "International relations", "Services", and "Living in Turin". Below the navigation bar is a large banner image of two men talking in front of a modern building. A blue text box on the banner reads "Consider a professional Master for your professional up-dating" and "Professional Master Programs for the academic year 2016-2017". On the right side, there is a "You are ..." dropdown menu with options: "Prospective student", "Current student", "Exchange student", and "Incoming faculty". Below that is a "Quick access" section with links to "Degree courses", "Departments", "Extra-metropolitan seats", "Libraries", and "Maps - Structures and seats". The main content area is divided into "News" and "Events" sections. The "News" section lists three items with their release dates and titles. The "Events" section lists three items with their start dates and titles. At the bottom of the main content area, there is a pagination control showing "1 of 1" on both sides. A red box highlights a text instruction: "Click on 'People directory' to access the address book ('Rubrica')".

University of Turin

Via Verdi, 8 - 10124 Turin

Phone +39 011 6706111

PI. 02099550010

References, contacts, complaints and feedback

Legal notices

Privacy policy

Portal User Guide

People directory

Online services

Site map

Follow us

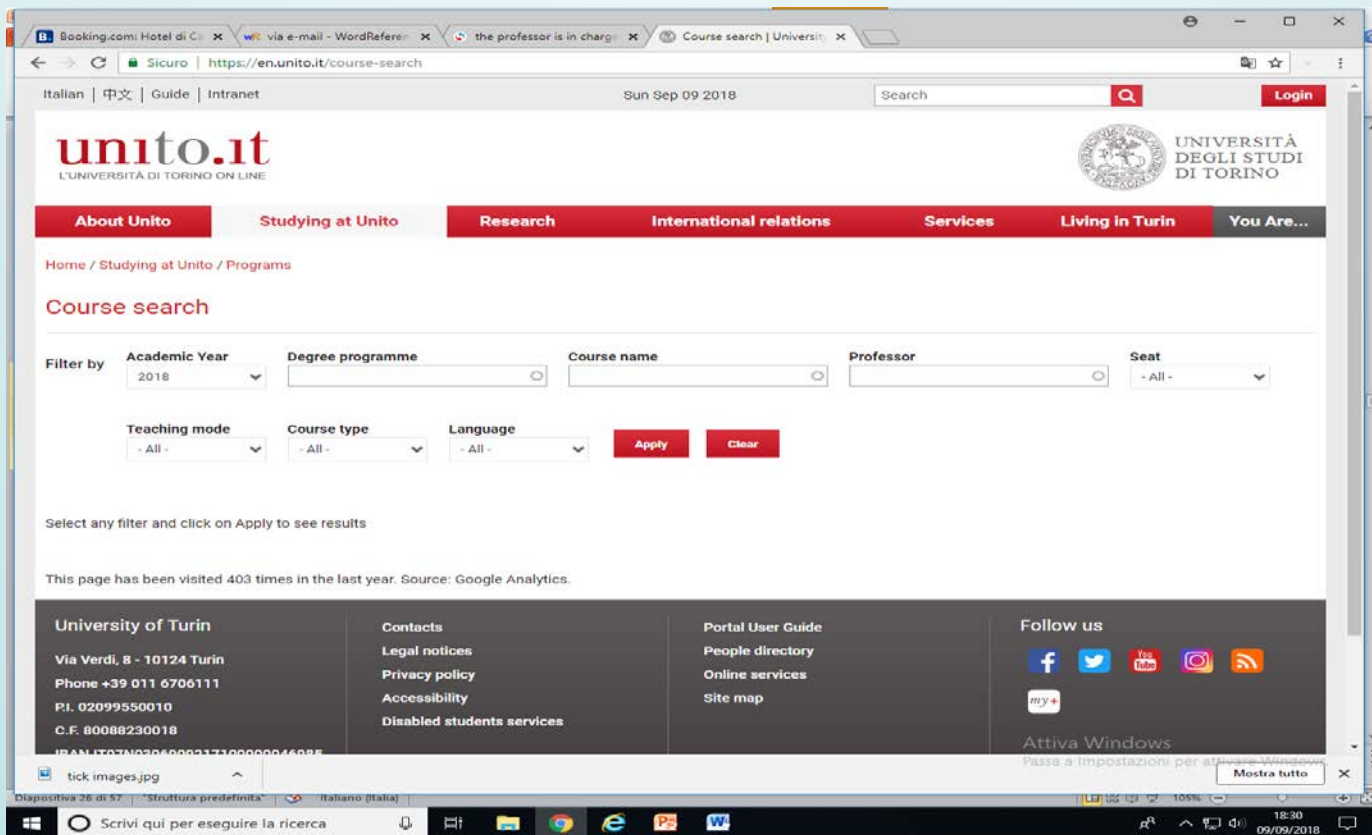


# Unito courses offer

**You can also use the following direct tool:**

**Studying at Unito>>Programs>>Course Search**

**<https://en.unito.it/course-search>**



***If you need help, you can refer to your Buddy Student and/or to your Exchange Coordinator.***



# Buddy System



**The buddy system is a peer-to peer service offered by Unito students to foreign students.**

**Unito buddy students are a first connection point between foreign students and the University of Torino giving practical help and advice for various issues (i.e. arrival procedures, finding University offices, Professors' offices, lecture halls, help in finding lessons timetable etc...)**

**<https://en.unito.it/studying-unito/application-international-students/buddy-project>**

# Buddy System

**The buddy system has been recently introduced in Torino University ...**



**Your Buddy student has already contacted you or will do it soon ... If you have not received any e-mails from your Buddy yet, you can contact the coordinators of the project via email: [buddy.support.to@unito.it](mailto:buddy.support.to@unito.it)**



# Learning Agreement (L.A.)

- **Signature and stamp of the L.A. by your Italian exchange Coordinator (or by one of the Erasmus Delegates of the Department)**
- **The name of the italian exchange coordinator (Professor in charge of your mobility period) is on your *self-declaration of arrival***



**Have it signed on time!**

**NOTE: 1 CFU (local credit) = 1 ECTS**

# Learning Agreement for Extra Erasmus Mobilities?

The Learning Agreement is a compulsory document required within the Erasmus Mobility Programme.

Students spending a mobility period outside the Erasmus context (i.e. on the basis of international exchange agreements) have to follow the directions they received from their home Universities.

If in doubt, in order to make sure their courses choice is approved, they can ask for a document replacing the Learning Agreement.

To have infos about this, they can write to:

**[internationalexchange@unito.it](mailto:internationalexchange@unito.it)**

## How to have your L.A. approved at S.M.E.



**In order to have their L.A. approved, students spending a mobility period at the School of Management and Economics (S.M.E.) have to fix an appointment with the International Office by writing an email to:**

**[exchangestudents.econ@unito.it](mailto:exchangestudents.econ@unito.it)**

**(S.M.E. : Dipartimento di Management and Dipartimento di Scienze Economico-Sociali e Matematico-Statistiche):  
( C.so Unione Sovietica 218/bis )**

## **Some departments/schools have specific e-mail contacts that you can contact to have some general information**

...

- **Polo C.L.E. - (Lungo Dora Siena 100/A)**

including:

1 - Department of Law,

2 - Department of Cultures, Politics and Society,

3 - Department of Economics «Cognetti de Martiis»

(Dipartimento di 1)Giurisprudenza, 2) Culture Politiche e Società, 3) Economia Cognetti De Martiis)

Write to:

**[international.cle@unito.it](mailto:international.cle@unito.it)**

- **Department of Pharmacy - ( Via Pietro Giuria, 11)**

Write to:

**[erasmus.farmacia@unito.it](mailto:erasmus.farmacia@unito.it)**

**Write and ask for an appointment!**

# Psychology Department

**The International Office at the Department of Psychology is presently involved in reorganization.**

**In order to have your L.A. approved, you can first refer to your exchange coordinator .**

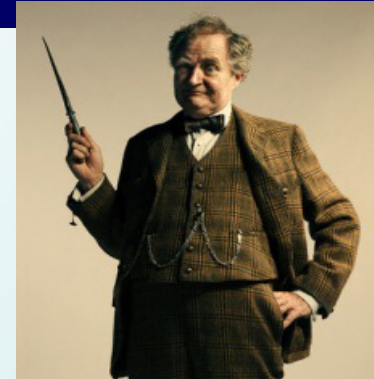
**In case you have any problems, you can refer to  
Professor Emanuela Rabaglietti**

**E-mail:**

**[emanuela.rabaglietti@unito.it](mailto:emanuela.rabaglietti@unito.it)**

# Taking exams at UNITO

**IMPORTANT**



**Before taking exams students MUST always:**

- 1. Upload the exams present in their APPROVED Learning Agreement onto the online career plan**
- 2. Sign up online for the exams through the correct procedure**

***If students do not upload their L.A. and do not sign up online for exams, exams grades cannot be registered by Professors and cannot be present in the final Transcript of Records at the end of the study period!***

# Taking exams at UNITO

So, for each exam it is COMPULSORY to:

- 1. Have the course uploaded onto the **online career plan** within the **deadline**.**
- 2. Register **ONLINE** for the specific date of the exam you want to take (**APPELLO**) within the **fixed period** to apply for exams.**

**NOTE: SHORT PERIOD TO APPLY FOR EXAMS!**

**Check this period with your Department**



# Online career Plan (Piano carriera)



**The online career plan can be filled in/changed until  
July 2019**

**Follow the instructions on «*How to register courses on your Career Plan for Incoming exchange students*»**

**<https://en.unito.it/international-relations/students-mobility/erasmus-and-exchange-students>**



# Taking exams at UNITO

**In order to correctly register for exams, carefully follow the instructions :**

**«*How to register for exams (appelli)*»**

***Available at:***

**<http://en.unito.it/international-relations/students-mobility/erasmus-and-exchange-students>**



# Taking exams at UNITO

## 2. ONLINE grades registration

**Exams grades can be accepted/rejected:**

**-as for oral exams, at the moment of the exam**

**-as for written exams automatic acceptance;**

**You can refuse ONLINE within short period established by the Professor (usually 5 days)**

**-Automatic e-mail is sent to user@edu.unito.it  
(NOT to private email!)**



# Taking exams at UNITO



**Many exams have both written and oral tests !**

**We advise you to check (also with Professors)  
the specific instructions for written + oral  
exams ...**

**(how to take them and how marks have to be  
registered\*)**

**\* Verbalizzazione del voto ...**



## 1 – What to do if ....

If, at the end of your mobility period, you need a declaration stating that you attended one or more courses, it is necessary that, at the beginning of each course, you inform the Professor/s in order to check how this could be obtained.

If Professors can issue such a declaration, this will not be included in the Transcript of Records (T.O.R.) but will be a separate document.

**N.B.** T.O.R. , in fact, will only contain the exams that students have taken and not the courses they have just attended.

## 2 – What to do if ...



**If you do not pass an exam, but you need to have the failing grade registered in your T.O.R., you will have to inform the Professor when you take the exam**

**N.B. A failing grade will be present in the T.O.R. if Professors will register it as «Insufficiente» or with a grade below 18.**



## 3 – What to do if ...

### **IMPORTANT:**

**We recommend you to take exams respecting the number of credits they have at UNITO.**

**In case you exceptionally need to change credits (reduce or increase them)**

- 1) Check if this is allowed by the Professor teaching that course**
- 2) Have these changes approved in your L.A.**
- 3) Some days before you take the exam, ask the Professor to send an e-mail to [internationalexchange@unito.it](mailto:internationalexchange@unito.it) authorizing any specific credits change.**

# Italian language course

- **Free of charge** for Erasmus and international students
- **40 hours** course
- **3 levels:**
  - *Beginner (with one intensive course\*)*
  - *Intermediate*
  - *Advanced*



*\*an elementary level of the italian language is advised to attend Intensive course*

# Italian language course

- **Courses Schedule sent by email and published on <http://en.unito.it/international-relations/students-mobility/erasmus-and-exchange-students>**

**! Only for intermediate and advanced levels! A mandatory language test in the first day of attendance is required**

- **Minimum 30 mandatory lessons hours**
- **Final exam 5 ECTS credits, if recognized by your University**

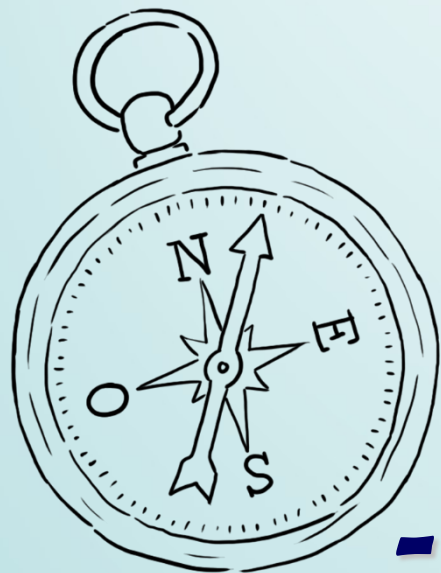
**Information about the [registration process](#)**

**sent by email**



## **3. USEFUL INFORMATION**

**You can have further information about the following issues also in the file «Useful information for incoming students», published on Unito website.**



- residence permit
- medical care
- tax code
- public transportation
- bank account, etc.

# Residence permit

- Students coming from countries **outside the EU** who will be studying in Torino for more than 3 months
- Application within **8 working days** after arrival



# **Residence permit**

**The University of Torino gives support with the procedure.**

**You can refer to:**

**Residence permit office**

**Palazzo Badini Confalonieri -Via Verdi,10**

**Monday, Wednesday, Thursday 9-12**

**E-mail: *office.incoming@unito.it***

**Further information about the procedure  
on: [www.unito.it](http://www.unito.it) » Living in Turin » When you arrive  
» Residence permit**

# Medical care

**FOR INFORMATION AND SUPPORT:**



**Ufficio Assistenza Sanitaria**

**EDISU PIEMONTE**

**Residenza Universitaria “Verdi”**

**Via Giuseppe Verdi 15 - Torino**

**Tel. +39 3316109713 (during office hours)**

**e-mail: [ezio.chionio@edisu-piemonte.it](mailto:ezio.chionio@edisu-piemonte.it)**

**[www.edisu.piemonte.it](http://www.edisu.piemonte.it)**

## Medical care



- ***EU citizens:***
  - ***Family doctor and hospital services***
  - ***ASL (Azienda Sanitaria Locale) located nearby the residential area***
- ***Extra-EU citizens:***
  - ***Purchase of private insurances for emergencies to obtain VISA***
  - ***a more complete medical coverage either through ASL or through a Private Insurance***
- ***To know more about medical Insurance for Extra UE citizens, contact the Residence Permit Office (office.incoming@unito.it)***



## Tax code

**It is necessary in order to open a bank account, ask to be registered at the national health service, sign a rental contract, purchase a mobile phone SIM card ...**

**Can be requested to:**

**Local office of **Agenzia delle Entrate****

**Corso Bolzano 30 – Torino**

**You can have further information at:**

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

**Under the tag**

**Servizi/Codice fiscale per studenti stranieri**

# Public transportation



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

**Different solutions are possible:**

**City tickets (single ones), Daily tickets, Multiday tickets (BipCard)**

**Season tickets : annual, monthly and weekly tickets (Bip Card)**

**You can buy BipCards at Railway Stations and can charge them at railway stations or tobacconists, newsagents, bars**

**You can buy city and daily tickets at Tobacconists, Newsagents, bars, self-service points at railway and subway stations**

# Public transportation



**MORE INFORMATION available on**

**[www.gtt.to.it](http://www.gtt.to.it)**

**Biglietti e Abbonamenti / Abbonamenti per il trasporto urbano e suburbano**

**Useful PDF leaflet**

**[http://www.gtt.to.it/cms/risorse/urbana/docviaggio/opuscolo\\_tariffe\\_2018.pdf](http://www.gtt.to.it/cms/risorse/urbana/docviaggio/opuscolo_tariffe_2018.pdf)**

**English version**

**<http://www.gtt.to.it/cms/en/fares>**

**Annual season tickets for students under 26 = € 258**

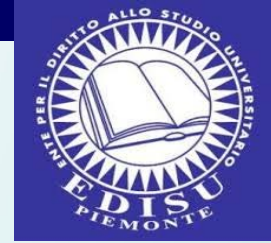


# Housing



<https://en.unito.it/living-turin/when-you-arrive/housing>

**Study in Torino, Turismo Torino, Collegio Universitario Einaudi, Housing Anywhere, Cerco Alloggio ...**



# UNIVERSITY RESIDENCES

- \* In case of rooms availability, Erasmus students can be admitted for a period of maximum 15 days.
- \* In case of rooms availability, students spending a short mobility period (up to 3/4 months), can be admitted for the whole period
- \* In case of rooms availability, students coming from ExtraUE countries, can be admitted for the whole period

## Further infos :

<https://en.unito.it/living-turin/when-you-arrive/housing>

Also check the Pdf «guests admitted at Edisu University Residences» \*

# UNIVERSITY RESIDENCES



The University of Torino can offer housing in one of its residences managed by **Edisu** (n.b. the number of available rooms is very limited though).

In order to check rooms availability, Erasmus and International Exchange students have to use the online Edisu Procedure (available in *italian and English*) :

- <http://clio.edisu-piemonte.it:8088/Login.aspx>

# Further accomodation opportunities



**\*Offers on students' notice boards**

**\*Informagiovani Offers – Offices of the**

**\*Municipality of Torino**

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

# Edisu University canteens

**EDISU card can be collected at:**

**Edisu Office**

**via Giulia di Barolo, 3/bis**



***Monday – Friday: h. 9.00 a.m. - 11.00 a.m.***

***Tuesday-Wednesday-Thursday : h 2:00 p.m. - 3:00 p.m.***

**A complete meal costs € 2,50 and a reduced one € 1,80**

**- Vegetarian, ethnic and gluten free menus**

**- 7 university restaurants (2 in Grugliasco city)**

# Edisu University Canteens

**List of canteens at:**

**<http://www.edisu.piemonte.it/en>**

**Services/university canteens**



**Edisu also offers substitute canteen's services through agreements with cafeterias, bars and diners to all those students whose departments are located far away from Edisu canteens.**

**More information at:**

**<http://www.edisu.piemonte.it/en>**

**Services/Substitute canteen's services**

# Sport Activities with University Sports Centre (C.U.S.)



- **sport activities at either competitive or amateur level**
- **renting sports grounds for different activities: tennis, five-a-side football, beachvolley etc...**
  - **shop discounts .....**

**You can collect your C.U.S. Card and have further information at Infopoint Office from 11.30 p.m. to 14.30 p.m. (Monday – Friday)**

# Sport Activities with C.U.S.



**A wide range of indoor and outdoor sports are available, including athletics, rugby and soccer fields, basketball, volleyball and tennis courts, golf courses and more ....**

***NOTE: in order to practise sport activities a doctor's note issued in Italy is mandatory***



# Sport activities with C.U.S.

**For further information you can write to:**

**[Internationalstudents@custorino.it](mailto:Internationalstudents@custorino.it)**

**Head office: Via Braccini 1, Torino**

**[www.custorino.it](http://www.custorino.it)**



# Unito libraries and study rooms

*List of the libraries with study rooms available on [www.unito.it](http://www.unito.it)*



**EDISU computer and study rooms:**  
*further information on [www.edisu.piemonte.it](http://www.edisu.piemonte.it)*



## **IMPORTANT**

**Please do not forget to give back**  
**any books that you borrowed**  
**from UnitO libraries before going**  
**away! Thank You!**

# Support: psychological counseling

**Professional support for students:**

- **Personal or social difficulties that interfere with the academic goals**
- **Adaptation problems in the city**
  - **Stress and anxiety conditions**



**Free of charge**

**Privacy guaranteed**

**By appointment only**

**Tel.: + 39 3881469366**

**E-mail:**

**[counseling@unito.it](mailto:counseling@unito.it)**

# Organizations which offer services to students:



- EDISU
- Informagiovani



- ## Student associations:
- AEGEE



- ESN Erasmus Students Network

# EMERGENCIES



If you face an **emergency** either due to an accident or a serious health problem, you have to contact:

Sezione Mobilità e Didattica Internazionale or Infopoint **as soon as possible**

(see next slide for contacts)

## **Contacts:**

### **Sezione Mobilità e Didattica Internazionale**

**Vicolo Benevello 3/a – Torino**

**E-mail: [internationalexchange@unito.it](mailto:internationalexchange@unito.it)**

**Tel. 011.6704425**

**Fax 011.2361017**

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### **Infopoint**

**Via Po, 29 – Torino**

**E-mail: [infopoint@unito.it](mailto:infopoint@unito.it)**

**Tel. 011.6703020/3021**

**office hours:**

**Office Hours (please refer to slide n. 8)**

## **NOTE:**

### **email as a means of communication**

- Information and updatings are sent by our office to your private email account**
- Inform us if you change your email address**
- Check regulary your mailbox Unito ([user@edu.unito.it](#))**
- As for any further questions you can write an email to: [internationalexchange@unito.it](mailto:internationalexchange@unito.it)**



# ...have a nice international experience at Torino university!

