



UNIVERSITÀ  
DI TORINO

# Degree Seeking Students Handbook

A.y. 2024/2025 information  
about what to do before  
and when you get to Italy,  
studying at UniTo

**20<sup>th</sup> August 2024**  
(1<sup>st</sup> release)

# Introduction

This document has been produced by the International Students 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](http://www.unito.it) for the most up to date information.**

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# Welcome to UniTo

With over 80,000 students and more than 4,000 academic and administrative staff, the **University of Turin (UniTo)** is one of the country's largest and most prestigious universities.

The University, founded in **1404**, provides quality higher **education and research** opportunities; many UniTo graduates have achieved international renown.

Today, UniTo offers over **165** undergraduate and postgraduate degree programs in almost every field of study. A growing number of courses are taught in English, and Italian language courses are available for incoming students.

The University's 27 departments offer excellent opportunities for Italian and non-Italian academic staff; 1 doctoral school provides over 35 doctoral programs.

Students and academic staff can make use of 34 libraries with over 2 million books, the Botanic Gardens, and a number of university museums; university accommodation, eating places, and sports facilities are well located.

Turin is a **vibrant, people-oriented city**, and boasts a wide variety of cultural resources: historic buildings, world-class museums and galleries, as well as numerous exhibitions and fairs. The city's parks and 4 rivers together with the nearby mountains and lakes provide a great leisure environment.



[Discover UniTo](#) today and through its 600-year history, and learn more about [living in Turin](#).

# Buddy Project

## Do you need support-TO?

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



Here comes [Buddy Project](#), UniTo welcome and support service to international students.

# Before getting to Italy

## ID, passport or visa?

The identity documents required to access the Italian territory depend on your citizenship.

Check the [website of Italian Ministry of Foreign Affairs](#) to find out whether you need to request a study visa or not.



Information about **Italian Visa requirements** are available on [UniTo website](#).



*How to get a visa for study purposes? Check [Apply for a visa for study purposes](#).*

## Health Insurance

**Students coming from EU countries** staying in Italy more than 3 months can access health care supplied by the Italian Public Health Service ("SSN- Servizio Sanitario Nazionale").

**Non-EU students** can choose between two different types of health cover:

- **Public cover** supplied by the Italian Public Health Service ("SSN - Servizio Sanitario Nazionale"), upon payment of an annual fee.
- **Private insurance** to be purchased directly from private insurance companies.



Information on [health and insurance](#)



*Need some help to access the Italian Public Health Service? Contact [EDISU Piemonte Information Point](#)*

## How to get to Turin

By plane, by train, by bus and by car: reach the city from wherever you are.



Full information on [How to get to Turin](#).

# When you get to Italy

## Residence permit (Permesso di soggiorno) – For Non-EU and Non-Schengen citizens

A residence permit is a document or card required to allow a foreign national to reside in a country for a fixed or indefinite length of time.

Extra-EU citizens planning to stay in Italy **more than 90 days** have to apply for a residence permit for study purposes **within 8 working days** of your arrival in Italy: contact **UniTo International Welcome Office** (E-mail: [international.welcome@unito.it](mailto:international.welcome@unito.it)) soon after your arrival for information and help in obtaining a residence permit.



Check how to apply for a study residence permit:  
[Residence Permit Office at UniTO](#)



*Remember: your Buddy can help you in all the required administrative steps: feel free to contact your Buddy before starting!*

## 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](#).

## Opening a bank account

Opening a bank account in Italy can be useful for receiving a scholarship or for payments in your everyday life in Turin.

Requirements, terms and conditions, policies, vary from bank to bank: check the banks' websites for information.



Are you in trouble with requirements to open a bank account? Ask your Buddy for help!

## 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](#)



*Any trouble in finding accommodation? Ask your Buddy for help!*

## Italian Language Courses



Online courses, summer schools and courses throughout the academic year: check the options for learning Italian while you are in Turin: [Italian Language Courses](#)

## Life in Turin

Located in North West Italy, Turin is **the third biggest city in Italy**. The city offers a wide range of museums, sites, monuments, churches, parks, theatres and events all year round.

Turin's **exciting lifestyle** is appreciated by students, who can make use of a number of study rooms and housing options, university canteens, transport and sports facilities.



Discover the main city services and attractions: [When you arrive](#)

*Are you looking for special discounts for students?  
Check [Student Discounts](#)*

## University canteens

EDISU Piemonte, the local Regional Agency for the Right to Education, offers a restaurant service to all university students at special prices, in university canteens throughout the city.



For more information, please visit [University canteens and Edisu Food Services](#)



*What is the best University canteen in town? And the closest to your Department? Ask your Buddy for tips!*

## Libraries and Study Rooms

Libraries and study rooms are available for students throughout the city, providing books, free Wi-Fi and a quiet space to study in.



Browse [the study rooms available](#) in town.

## 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](#).*

## Sport

Turin's great location, close to the mountains, the countryside, rivers and lakes, provides an excellent environment for a **wide range of sports and outdoor activities**.

The **University Sports Centre (CUS Torino)** offers **more than 100 different sports** at all levels to promote competitive and non-competitive sports among students.



Check information and contacts on [Sport](#).

# Studying at UniTo

## Verify the required documents for enrolment

When you arrive in Turin you are required to provide the International Students' Desk (E-mail: [internationalstudents@unito.it](mailto:internationalstudents@unito.it)) with a set of [documents](#) for your enrolment, **depending on your country of origin and residence, and the degree programme** you wish to enrol in.



Check for details [Enrolment for International Students](#)



*Are you getting confused about the documents you must provide? Ask your Buddy for help!*

## Register to UniTo web portal

As a new student at UniTo you must register on UniTo web portal: you will be able to access to MyUniTo section, your personal portal to manage your academic career and university services.



Check [how to register to the portal](#) and do not forget your Buddy can help you.

*Smart managing of your career? Download [MyUniTO app](#)*

## Take the admission test (for degree programs with restricted number of places only)

If the degree program you applied for has a quota of places ("corso ad accesso programmato"), you have to register for and take the **admission exam** within the deadlines stated in each call for admissions ("bando").



Check on our website the different procedures: [Enrolment procedure](#)

## Take TARM (Assessment of Minimum Requirements)

TARM test is mandatory if you enroll in programs with free admission. The test is held through the TOLC test offered by CISIA.



Check full information about the test, deadlines and guidelines at [Undergraduate and 5 or 6-year postgraduate degrees with free admission](#)

## Enroll online at UniTo and pay the enrolment fee

Check how to enroll online at the pages [Enrolment procedure](#) and [Enrolment for international students](#) by following within the deadlines the instructions published.

## Tuition Fees

Students enrolled at UniTo are required to pay annual fees. Check how you can benefit from reductions at the page Tuition Fees.

## Contacts



<https://en.unito.it/studying-unito/tuition-fees>



(+39) 011 6709902 (Monday- Friday h. 9.00-12.00)



[Helpdesk](#)

## Scholarships

International students at UniTo can apply for a range of scholarships awarded at national, regional and university level: discover them all on [Scholarships for International Students](#)

## Study Plan

Study plan is the complete set of exams that you need to sit in order to graduate. You must fill your study plan online by **choosing the courses** provided for the degree programs, through your [MyUniTO](#) profile, by selecting "Compilazione piano carriera" icon.

Study plans can be filled in only by students who have **regularly paid tuition fees**.



For full information on study plan, how to fill it in, deadlines for filling it in, check [Study Plan](#).



*What exam? Laboratory A or B? What is a "Tirocinio"? For any doubts with Study Plan check [this tutorial](#) or ask your Buddy for help!*

## Courses

The list of courses available for each academic year and semester is generally updated from late July each year: check the website of your degree program.



Check the available courses in [Course search](#)

## E-Learning and online platforms

Registration to courses **allows you to take part to lectures (either in-person or online) and get course material.**

You can register to courses and attend classes through three e-learning services - Moodle, Campusnet and Webex - depending on the requirement of the course as set out by each Professor.

### CAMPUSNET

Access through the "Login" either on the Department and the Degree Programme website using your Unito username and password. Your student status must be "current student" to be able to access this platform

### WEBEX

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.



*Any trouble with online platforms and digital learning?  
Your Buddy can help you*

## Exams at UniTo

Log in to your personal [MyUniTO](#) page and register either by:

- **libretto (Examination Record book)**
- **exam sessions**

Registration is possible only during the timeframe indicated next to the date of the exam.



Check online the [FAQ about exams](#), and the [faq for registering to exam session](#).



*Contact your Buddy for any trouble with exam registration.*

## Edumeter

It is the evaluation system of courses and professors that anonymously collect student assessments and contribute to the improvement of university teaching.

Click on "**Esami - Edumeter**" in your **MyUnito** and fill the survey in.



Check the tutorial on [how to fill in the Edumeter](#).

## International Mobility Programmes

Erasmus+ for studies and traineeship, exchange agreements with Universities in all Continents: make use of the international opportunities UniTo provides to make your career international.



Information and contacts on [Student's mobility](#).

## Part-time collaboration at the University

Students at UniTo can work part time (Maximum 200 hours per student) for the University administrative structures, and as Buddy or tutor for other students.

Every year UniTo publish selection procedures for students wishing to apply for different posts.



Information on [Collaborazioni a tempo parziale](#) (italian only)



*If you do not speak Italian at all ask your Buddy for help in applying for part-time collaboration.*

## Tutoring and student support

### Passi@UniTo - Counseling for international students

Passi@UniTo project is a psychological counseling service.

Book your meeting with the counselling team by email [passi@unito.it](mailto:passi@unito.it), mentioning your name, surname, nationality and phone number. You will be contacted to schedule a first online or face-to-face session.

>> Check full information on [Passi@UniTO](#)

### Tutoring and counseling

The tutoring scheme covers a wide range of activities designed to help make university life more effective and productive. Moreover, the counseling service offers free assistance, provided by trained psychologists, to all UniTo students suffering from psychological disturbances.

>> Check the [tutoring services](#) and the [counseling service](#) offered by UniTo

## Mentorship Project

If you have doubts about how to register for classes and exams, how to fill your student career plan and edumeter evaluation surveys, you can rely on the Mentorship Project, which provides useful tutorials for all students starting their career in UniTO, with a special attention to students holding international protection.

>> Discover Mentorship project and [how to request the service](#)

## Students with special needs

UniTo offers technical services and/or didactic support to students with temporary or permanent disabilities, and students with specific learning disability (SLD).

>> Check the services available for [Students with special needs.](#)



**UNIVERSITÀ  
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# **FOCUS ON Hub of Management and Economics**

# Hub of Management and Economics

## 1. WELCOME TO YOUR HUB

The University of Turin is huge: more than 80,000 students, 26 Departments, over 150 degree programmes.

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

The Hub of Management and Economics is made up of the following departments, which are part of the [School of Management and Economics](#):



[Department of Management](#)



[Department of Economics, Social Studies, Applied Mathematics and Statistics \(ESOMAS\)](#)

Find out your Department in the map of the city:



- [SME Campus](#)
- [SAA Campus](#)

## 2. HUB INTERNATIONAL SERVICES

support in administrative issues to international degree seeking and/or exchange students.



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



E-mail [international.sme@unito.it](mailto:international.sme@unito.it)



Telephone +39 011 670 3740 – 011 670 3601



Peer to peer Erasmus tutors  
[internationaltutor.sme@unito.it](mailto:internationaltutor.sme@unito.it)



Videoconference

- [Webex](#) (Mondays from 10:00 to a.m-12:00, Wednesdays from 2:00 p.m. to 4:00 p.m.)



Face-to face meetings for specific needs can be requested via e-mail or telephone.

## 3. BUDDY PROJECT – GET SUPPORT FROM A BUDDY

Finding accommodation, getting to know the University, getting paperwork done, learning Italian....do you need help?



Ask your Buddy! --see [Buddy Project page](#)



Contact [buddy.sme@unito.it](mailto:buddy.sme@unito.it) for information and to get in touch with your Buddy.

## 4. ON THE MAP

Find out your Department in the map of the city:



- [SME Campus](#)
- [SAA Campus](#)

## 5. HAVE YOU READ IT YET?

Did you check the following information in the [Handbook for Degree seeking?](#)

- ✓ [Before getting to Italy](#)
- ✓ [When you get to Italy](#)
- ✓ [Studying at UniTo](#)
- ✓ [Register to UniTO web portal](#)
- ✓ [Study Plan](#)
- ✓ [E-Learning and online platforms](#)
- ✓ [Exams at UniTO](#)
- ✓ [International Mobility Programmes](#)

If you wish to take part in international mobility programs (such as Erasmus+) aimed at students enrolled the School of Management and Economics, [check this page](#)



For any further information, ask your Buddy and the [Hub International Office, international.sme@unito.it](#)

## 6. DEPARTMENT AT A GLANCE

You can find here below the links to the main webpages for each of our School Departments:



*Department of [Management](#):*

»» [List of study programmes](#)



List of subjects:

Bachelor's Degree

- [AMMINISTRAZIONE AZIENDALE](#) Online [Torino]
- [BUSINESS & MANAGEMENT](#) [Torino]
- [ECONOMIA AZIENDALE](#) [Cuneo - Torino]
- [MANAGEMENT DELL'INFORMAZIONE E DELLA COMUNICAZIONE AZIENDALE](#) [Torino]

Master's Degree

- [AMMINISTRAZIONE E CONTROLLO AZIENDALE](#) [Torino]
- [AMMINISTRAZIONE E GESTIONE DIGITALE DELLE AZIENDE](#) [Torino]

- [BUSINESS ADMINISTRATION](#) [Torino]
- [DIREZIONE D'IMPRESA, MARKETING E STRATEGIA](#) [Torino]
- [FINANZA AZIENDALE E MERCATI FINANZIARI](#) [Torino]
- [SCIENZE STRATEGICHE](#) [Torino]
- [GEORISORSE E GESTIONE ECOSOSTENIBILE D'IMPRESA](#) [INTERDIPARTIMENTAL WITH THE DEPARTMENT OF EARTH SCIENCES](#) [Torino]
- [STOCHASTICS AND DATA SCIENCE](#) [INTERDIPARTIMENTAL WITH THE DEPARTMENT OF MATHEMATICS](#) [Torino]



### List of Professors



*Department of [Economics, Social Studies, Applied Mathematics and Statistics \(ESOMAS\)](#):*



### List of study programs



#### List of subjects:

Bachelor's Degree

- [ECONOMIA](#) [Torino]

Master's Degree

- [ECONOMIA E MANAGEMENT](#) [Torino]
- [ECONOMICS](#) [Torino]
- [QUANTITATIVE FINANCE AND INSURANCE - FINANZA QUANTITATIVA E ASSICURAZIONI](#) [Torino]



### List of Professors



**Academic calendar:** you can find the academic calendar on the webpage of each degree programme under "timetable". In case of issues, please refer to your Buddy. Academic calendar: homepage of your degree programme -> Studying -> Timetable. [See here how to find your class timetable.](#)

General academic calendars [School of Management and Economics](#)

SAA School of Management: homepage of your degree programme -> Studying -> Academic calendar

## 7. TRAINEESHIP

If you would like to do a traineeship during your studies in UniTO, or your degree program requires you to do one, there are different procedures:

**Traineeship mainly in Italy:** check the [Hub Job Placement Office page](#) for the traineeships available. In order to contact the office, please use the Help Desk (link) system.

**Erasmus+ for Traineeship:** traineeship abroad, with scholarship, all the information [here](#)



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

## 8. SERVICES and FACILITIES

### A) Segreteria Didattica (Study Courses Office)

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

The office provides information and support concerning the courses, exams and graduation, the professors and the organization of the department course teaching.



The office can be contacted through the [help-desk service](#).



Email: [didattica.economiamanagement@unito.it](mailto:didattica.economiamanagement@unito.it)

### B) Segreteria Studenti

for issues such as fees, academic record management, certificates, administrative consulting



The office can be contacted through the [help-desk service](#).

Please note that for many services the office receives **only by appointment**. You can book an appointment on the CampusNet agenda, in two alternative ways:

- login to your MyUniTo and select the "Desk - Book an appointment" icon
- from the website of your degree program / department, select the "Desk - Book an appointment" icon available in the "Study" section, following the instructions in the manual for booking an appointment.

To avoid misunderstandings, it is necessary to show up at the secretarial counters at the time and date of booking.



Need help in understanding the manual? Ask your Buddy!.



Desk opening hours: Tuesday 9.00-12.30 and Thursday 13.00-15.30



Corso Unione Sovietica 218/bis, ground floor  
Corso Unione Sovietica 220, groundfloor  
Via Filadelfia 73, ground floor



Help Desk

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

## C) Job Placement office



Email: [jobplacement.economiamanagement@unito.it](mailto:jobplacement.economiamanagement@unito.it)



In order to contact the office, please use the [Help Desk](#) system.

### D) Tutoring service (Servizio di Tutorato)

Support service for student problems encountered at the university.

### E) Library

[Library of Economics and Management](#)



Access only by [booking](#).



You can also do research remotely via [Eureka](#)

### F) Alternative food service to the canteen Local agreement with EDISU near the school

- [Caffè Bellini](#), Via Montevideo 20, Turin

# First Steps at UniTo

## Checklist for International Students

- 1 Get in contact with your Buddy at UniTo  
<https://en.unito.it/studying-unito/application-international-students/buddy-project>
- 2 Register to unito.it website  
<https://en.unito.it/services/online-services/help-and-support/portal-registration-instructions>
- 3 Apply for your Tax Identification Code (Codice Fiscale)  
<https://en.unito.it/living-turin/when-you-arrive/residence-permit/tax-identification-code>
- 4 Apply for your residence permit (Permesso di soggiorno) - Only for Extra-eu students -  
<https://en.unito.it/living-turin/when-you-arrive/residence-permit>
- 5 Get an insurance or register to Italian Public Health Service  
<https://en.unito.it/living-turin/you-leave-home/health-and-insurance>
- 6 Find accommodation in Turin  
<https://en.unito.it/living-turin/when-you-arrive/housing>
- 7 Submit the required documents (EU and non-EU equivalent students/non-EU students) to International students desk  
<https://en.unito.it/studying-unito/application-international-students>
- 8 Enrol online  
<https://en.unito.it/studying-unito/enrolment-procedure>
- 9 Pay the enrolment fee  
<https://en.unito.it/studying-unito/tuition-fees>
- 10 Discover the city and the University services for students -  
<https://en.unito.it/living-turin/when-you-arrive>



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**Content**

Area Internazionalizzazione  
Sezione Studenti Internazionali  
Ufficio Servizi per l'Internazionalizzazione  
Polo Economia e Management

**Graphic design**

Sezione Comunicazione Istituzionale  
e Organizzativa

[en.unito.it](http://en.unito.it)  
[chinese.unito.it](http://chinese.unito.it)  
[unito.it](http://unito.it)