



# UNIVERSITÀ DEGLI STUDI DI TORINO

DIREZIONE ATTIVITÀ ISTITUZIONALI, PROGRAMMAZIONE, QUALITÀ E VALUTAZIONE  
Sezione Mobilità e Didattica internazionale  
Vicolo Benevello 3/a - 10124 Torino

## UNITO ADMINISTRATIVE PROCEDURE ERASMUS+ PARTNER COUNTRIES

This document provides you with a description of the services of the University of Studies of Torino, the administrative procedures for your mobility period and some useful information for your first days in town.

### BEFORE THE MOBILITY

- **Visa**

Selected participants must apply for a Visa: as soon as our office receive your official nomination by your home University, together with all the documents concerning your selection, we send you an official **acceptance letter**.

For further assistance you can contact our office [internationalexchange@unito.it](mailto:internationalexchange@unito.it) and office incoming [office.incoming@unito.it](mailto:office.incoming@unito.it)

In order to organize your mobility period, we invite you to consult the PDF file "**Useful Information for Incoming Students**" available at the following page: <https://en.unito.it/international-relations/students-mobility/erasmus-and-exchange-students>

This document contains some practical information about Visa, Residence Permit, accommodation and so on.

For more information about Visa:

<https://en.unito.it/living-turin/you-leave-home>

<https://en.unito.it/living-turin/you-leave-home/visa>

- **Application form<sup>1</sup>**

The application procedure and the instructions are available at the following page: [www.unito.it](http://www.unito.it) » English Version » International Relations » Students' Mobility » Erasmus and Exchange students (<https://en.unito.it/international-relations/students-mobility/erasmus-and-exchange-students>).

The application form is **compulsory** and you are required to respect the given deadline according to your semester of arrival. After checking your application form, the International Mobility Office will send you a confirmation of enrolment at our University, even after the given deadlines.

After registering on the website [www.unito.it](http://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.

About 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](http://www.unito.it). Personal credentials give access to the following services:

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<sup>1</sup> Double Degree students do not have to fill in the application form. They must be enrolled as standard students.



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- ✓ MyUnito (Unito.it reserved area)
- ✓ Unito Email account [user@edu.unito.it](mailto:user@edu.unito.it)  
(<http://en.unito.it/services/online-services/webmail/students-webmail-service>)
- ✓ Online career plan
- ✓ Online registration for exams (*APPELLI*)
- ✓ *CampusNet/Moodle* of the Department (e-learning platforms)
- ✓ Free wi-fi in University buildings

→ *If students have any problems in accessing the CampusNet/Moodle website, they have to refer directly to the Webmaster's email address of each Department website: save time, our office is not in charge of that ☺*

## • Learning Agreement for Studies

With regard to any academic issues related to the study plan and the choice of exams, you have to directly refer to the **Department** you are going to attend<sup>2</sup>.

However, our office shall receive your Learning Agreement for Studies **filled, signed and stamped**.

You have to fill in the "Before the mobility" section as follows:

- fill in the Table A with all the courses you are going to attend at UniTO;
- fill in the Table B with all the corresponding courses at your home University;
- fill with your language skills and your personal data.

The Learning Agreement is compulsory and must be signed by you, by the Responsible person at the Receiving Institution (for more information contact [internationalexchange@unito.it](mailto:internationalexchange@unito.it)) and by the Responsible person at your home University. Moreover, both Institutions must stamp your document.

Here below you can find the list of the websites of each Department belonging to the University of Torino:

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

## UPON YOUR ARRIVAL

### • Residence Permit

Citizens coming from countries out of EU, staying in Italy for more than three months, **MUST apply for a residence permit**. The application for a residence permit must be done within **8 working days** after the arrival in Italy.

All applications must be done through any **Post Office**. The Post Office provides a kit including the application form and all the information concerning the necessary documents.

For further information: <https://en.unito.it/living-turin/when-you-arrive/residence-permit>

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<sup>2</sup> For more information, see page 9 "References for didactic issues and Learning Agreement"



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## **Residence Permit Office - Ufficio permessi di soggiorno**

Palazzo Badini Confalonieri - via Verdi 10, 10124 Torino  
Tel.: +39 011 6704425 - 4367

Fax: +39 011 2361017

E-mail: [office.incoming@unito.it](mailto:office.incoming@unito.it)

Mon, Wed, Thu: 9.00-12.00

- **Italian tax code (*Codice fiscale*)**

The tax code is an identification number needed to open a bank account, to draw up a rental agreement or to purchase a mobile phone. It is issued by the *Agenzia delle Entrate*, by presenting a valid Identity Document or a passport.

➔ *As you are going to receive a scholarship by our University, apply for it as soon as possible at your arrival: you must open an Italian bank account, so you must have Italian tax code!*

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

Corso Bolzano 30, Torino

Tel: +39 011523111

[http://www1.agenziaentrate.gov.it/english/italian\\_taxation/tax\\_code.htm](http://www1.agenziaentrate.gov.it/english/italian_taxation/tax_code.htm)

- **Italian bank account**

In order to receive your scholarship, you have to open an Italian bank account. This bank account must be in the name of the participant, or co-owned by the participant.

- **Grant Agreement**

The Grant Agreement is the document that allows you to receive your Erasmus+ Partner Countries scholarship.

You have to fill in the Grant Agreement with your Italian Tax Code and an Italian bank account IBAN code. This bank account must be in the name of the participant, or co-owned by the participant.

You must send the Grant Agreement, **filled and duly signed**, to our office ([internationalexchange@unito.it](mailto:internationalexchange@unito.it)): read carefully and send it us as soon as possible.

➔ *Please note that your scholarship will be paid according to the receipt of your Grant Agreement by our office!*

Then, you will receive a copy of your Grant Agreement signed by our Director to your email address.

➔ *Please note that our office is in charge of getting the document signed by our Director: you just have to fill in it with all the required information and send it us duly signed by you.*



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## **Duration and financial support**

The **minimum duration** of the mobility period is **3 months (90 days)** or 1 academic term or trimester. The total duration of the mobility period shall not exceed 12 months, including any zero-grant period, which shall only be used exceptionally.

In any case, the mobility period shall be concluded within the following deadlines:

- **31/07/2018** for **Call 2016** projects;
- **31/07/2019** for **Call 2017** projects.

For more details please contact [internationalexchange@unito.it](mailto:internationalexchange@unito.it)

The financial support from Erasmus+ EU funds for the mobility period corresponds to **€ 850,00 per month (€ 28,33 per day)**. The final amount of Erasmus+ EU funds for the mobility period shall be determined by multiplying the number of months of the mobility covered by Erasmus+ EU funds. In the case of incomplete months, the financial support from Erasmus+ EU funds is calculated by multiplying the number of days in the incomplete month with 1/30 of the unit cost per month.

For instance:

Mobility period from 16/10/2017 to 02/03/2018 with € 850 per month scholarship

You have to calculate in this way:

15 days in October (from 16/10 to 30/10) + 30 days x 4 complete month (November – December – January - February) + 2 days of March

Total amount of days = 15 + (30 x 4) + 2 = 137

$850,00 / 30 \times 137 = € 3.881,67$

Anyway, with respect to the minimum duration required (3 months - 90 days), in case of reduction to a maximum of 5 days from the foreseen mobility period (as stated in the Grant Agreement), the mobility period will be consider as completely realized.

For instance:

Scholarship amount: € 850 per month

Foreseen mobility period: 5 months (150 days)

Realized mobility period: from 05/09/2016 to 02/02/2017

Total amount of days: 148 (150 - 148 = 2 < 5)

You have to calculate in this way:  $850,00 / 30 \times 150 = € 4.250,00$

We suggest you to use the **Erasmus+ National Agency Calculator**: this is a very useful tool you can use to check the correctness of your mobility period.

In addition, the participant shall receive a **contribution for travel** according to **EU Commission distance band**: [http://ec.europa.eu/programmes/erasmus-plus/resources\\_en#tab-1-4](http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4)

100 - 499 KM	€ 180,00 per participant per return trip
500 - 1999 KM	€ 275,00 per participant per return trip
2000 - 2999 KM	€ 360,00 per participant per return trip
3000 - 3999 KM	€ 530,00 per participant per return trip
4000 - 7999 KM	€ 820,00 per participant per return trip
8000 KM or more	€ 1.100,00 per participant per return trip



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## **Payment arrangements**

Scholarships will be paid according to the following timeline of receipt of the contract by the International Mobility Office:

- any contract received **within the 1<sup>st</sup> working day of the month** shall be paid **by 25<sup>th</sup> of the same month**;
- any contract received **by the 2<sup>nd</sup> working day of the month** shall be paid **by 25<sup>th</sup> of the following month**.

In any case, in August, December and January payments will be made in the following month.

Furthermore:

- in case of a **mobility period shorter than 5 months**, a payment shall be made to the participant in full (**100%**) of the financial support from Erasmus+ EU funds and contribution for travel. In this case, the participant must send to the International Mobility Office ([internationalexchange@unito.it](mailto:internationalexchange@unito.it)) a **copy of the roundtrip ticket** together with this agreement.
- In case of a **mobility period longer than 5 months**, a pre-financing payment shall be made to the participant representing **70%** of the financial support from Erasmus+ EU funds **plus 100% of the contribution for travel**. In this case, within 30 days before the end of the mobility period, the institution shall pay the remaining **30%** or issue a recovery order in case a reimbursement is due.

## **DURING THE MOBILITY**

### • **Career plan and exams**

In order to take exams at the University of Turin, you must fill in the online Career plan filling with all the subjects included in your Learning Agreement.

#### → **[How to fill in the Career plan for incoming students](#)**

To take exams, you will also have to apply online for the specific date of the exam you want to take ("*appello*").

#### → **[How to register for exams \(Appelli\)](#)**

#### → **[Specific guidelines about courses and exams for incoming students](#)**

Application for exams and online registration of marks are **compulsory** to have your final Transcript of Records with all the exams.

**Only** Italian language courses for incoming students should **not be included** in the Career plan and they also need no application for the exam ("*appello*"); they will be included in the Transcript of records directly by the International Mobility Office.



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## **Procedure for exams**

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

- 1) Filling in the online career plan (*PIANO CARRIERA*) according to the approved Learning Agreement.
- 2) Online application for the exams (*APPELLI*) using the proper procedure.

In case students face any technical problems in applying for exams, they have to promptly inform International Mobility Office ([internationalexchange@unito.it](mailto:internationalexchange@unito.it)).

**WARNING: fixed short period to book the exams! Please carefully check the exams booking period!**

## **Online mark registration**

At the University of Torino the grades of the exams can be either accepted or rejected. In particular, regarding oral exams, students can directly inform Professors about the acceptance or the rejection of the grade.

On the contrary, in case of written exams, an automatic acceptance is scheduled; students can however refuse the grade by accessing the ONLINE procedure within a short period established by Professors (usually 5 days). In this case an automatic email will be sent to students' Unito email address ([user@edu.unito.it](mailto:user@edu.unito.it)) in order to accept/reject the grade.

**WARNING: fixed short period to accept/reject the grade!  
Please carefully check the specific time windows when exams grades can be rejected!**

## • **Extension of the mobility period**

Students who want to extend their mobility period at the University of Torino **have to be authorized** by both the Italian professor in charge of the bilateral agreement and by their home University. Extension requests can be authorized just in **exceptional cases**.

Extension requests, in fact, are mandatory to be able to take exams after the official ending of the Erasmus/International mobility period, this is to say beyond the number of months fixed in the grant agreement and also confirmed in the students' online application.

Please note that the extension period does NOT automatically imply a scholarship extension: every single request will be evaluated according to the remaining funds for the project. In case of lack of funds, the extension can be authorized without financial support (zero-grant period).

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

- ✓ send an extension request via email to [internationalexchange@unito.it](mailto:internationalexchange@unito.it) specifying the number of additional months and the new dates of your Erasmus/International mobility,



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- ✓ 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 by sending an email to [internationalexchange@unito.it](mailto:internationalexchange@unito.it)

Once students have obtained the extension, they can ask for the renewal of the EDISU card by sending an email to [internationalexchange@unito.it](mailto:internationalexchange@unito.it)

➔ *Keep in mind that the Erasmus period can last maximum 12 months!*

## CLOSING OF THE ERASMUS MOBILITY PERIOD

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

You will receive an invitation to complete the online **EU Survey** 30 days before the end of your mobility period. You must complete and submit the survey within 15 days upon receipt of the invitation. EU Survey is **compulsory**: in case of participants who fail to complete and submit the online EU Survey, our Institution will not issue any Transcript of Records.

Moreover, at the end of your Erasmus+ period, before leaving, you **MUST** send to our office by email ([internationalexchange@unito.it](mailto:internationalexchange@unito.it)):

1. A copy of your **EU Survey**
2. The list of the exams registered in their Examination record book ("**Autocertificazione esami per studenti incoming**" available at [www.unito.it](http://www.unito.it) » MyUnito » Carriera » Certificazioni Carriera).
3. Any final documents of their home University that they need to have signed/stamped by our University.
4. The **email address of their Home University** where Transcript of Records will be sent to

Closing the mobility period is a **compulsory** step in order **to receive the Transcript of Records**, which is the final document of the exchange study period certifying the beginning and ending dates of the mobility period and all the exams taken at UNITO (including the Italian language course).

If students' online Examination record book is complete and includes the grades of all the exams taken during the mobility period, this document will be sent to the students' home University by email within 5 weeks.



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## ACADEMIC ORGANIZATION

### ADMINISTRATIVE REFERENCES

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

- a) **International Mobility Office (*Sezione Mobilità e Didattica Internazionale*)**: reference office for all the administrative procedures related to the mobility period.

Sezione Mobilità e Didattica Internazionale  
Tel: +39.011.6704425  
Email: [internationalexchange@unito.it](mailto:internationalexchange@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](http://www.unito.it) » English » International relations » Students' mobility

- b) **Infopoint Office**: it 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, the Italian courses and the University services, as well as practical tips about the city.

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





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## REFERENCES FOR DIDACTIC ISSUES AND LEARNING AGREEMENT

The University of Torino is organized in Departments and Schools.

For any didactical issues and the Learning Agreement approval, students should refer to the professor in charge of their bilateral agreement, or to the Erasmus delegates of the Department.

NOTE: 1 CFU (local credit) = 1 ECTS

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.

Professors' contacts are available in the University address book on [www.unito.it](http://www.unito.it) into the section "People Directory". Professors' office hours are indicated in the contact details or directly on the Departments websites.

We suggest you to contact the professors of the courses they are going to attend in order to introduce themselves and ask whether there is any specific information or there are any instructions for Erasmus or international students.

Besides, some Departments and Schools have their own International office, where students can refer to in order to have more information about the study plan and the Learning Agreement. According to their planning, these offices may organize orientation meetings specifically dedicated to incoming students.

- ➔ **Just for Management, Economics and Psychology students**, to have a first approval of their Learning Agreement students have to fix an appointment by writing to:
  - School of Management and Economics (*Department of Management and Department of Scienze Economico-Sociali e Matematico-Statistiche*): [exchangestudents.econ@unito.it](mailto:exchangestudents.econ@unito.it)
  - Department of Psychology (*Dipartimento di Psicologia*): [erasmus-socrates.psicologia@unito.it](mailto:erasmus-socrates.psicologia@unito.it)
  
- ➔ **Just for Law, Culture, Politics and Society and Pharmacy students**, to have general information about the mobility students can write to:
  - Department of Law (*Dipartimento di Giurisprudenza*): [erasmusgiur@unito.it](mailto:erasmusgiur@unito.it)
  - Department of Culture, Politics and Society (*Dipartimento di Culture, Politica e Società*): [international.cle@unito.it](mailto:international.cle@unito.it)
  - Department of Pharmacy (*Dipartimento di Farmacia*): [erasmus.farmacia@unito.it](mailto:erasmus.farmacia@unito.it)

Furthermore, in case of any particular problems, students can also refer to the Erasmus delegates of each Department. The contact list of the Erasmus Delegates is available ("University Erasmus Commission" pdf file) on [www.unito.it](http://www.unito.it) » English » International Relations » Students' Mobility » Erasmus and Exchange students.

***We wish you a good stay in Torino!***