



## UNiTo ADMINISTRATIVE PROCEDURE ERASMUS+ PARTNER COUNTRIES KA 171

Version 04 of 16/06/2024

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

In order to organize your mobility period, please read carefully the [Handbook for incoming students](#), available at the [Exchange students and Erasmus mobility webpage](#). This document contains some practical information about Visa, Residence Permit, accommodation and so on.

### Table of contents

<b>1. BEFORE THE MOBILITY</b>	<b>2</b>
1.1 VISA	2
1.2 APPLICATION FORM	2
1.3 LEARNING AGREEMENT FOR STUDIES	3
<b>2. UPON YOUR ARRIVAL</b>	<b>3</b>
2.1 RESIDENCE PERMIT	3
2.2 ITALIAN TAX CODE ( <i>CODICE FISCALE</i> )	4
2.3 ITALIAN BANK ACCOUNT	4
2.4 GRANT AGREEMENT	4
<b>3. DURING THE MOBILITY</b>	<b>7</b>
3.1 REGISTRATION TO COURSES	7
3.2 CAREER PLAN AND EXAMS	7
3.3 EXTENSION OF THE MOBILITY PERIOD	8
<b>4. CLOSING OF THE ERASMUS MOBILITY PERIOD</b>	<b>8</b>
<b>5. ACADEMIC ORGANIZATION</b>	<b>9</b>
5.1 ADMINISTRATIVE REFERENCES	9
5.2 REFERENCES FOR DIDACTIC ISSUES AND LEARNING AGREEMENT	9
5.3 SUPPORT TO INTERNATIONAL ACTIVITIES OFFICE - POLO (HUB)	10

## 1. BEFORE THE MOBILITY

### 1.1 VISA

Selected participants must apply for a Visa.

Since 2020 (and following the COVID-19 emergency) all pre-enrolment and student visa applications must be submitted online via [University](#) portal. Your request will be validated by our Office and then by the Embassy. Steps to follow:

- register and fill with your personal data
- submit your pre-enrolment application for the exchange programme (Erasmus+).
- Course Type: (Bachelor or Master)
- Course Name: if you applied on MyUnito select the one that is closer to the name of your Department at Unito.
- Qualification: you do not need to submit any study qualifications or further documents related to your studies here at Unito.

In this way, normally, you will not need an invitation/acceptance letter.

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

For more information about Visa:

- [Before you leave home](#)
- [Visa](#)

### 1.2 APPLICATION FORM

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](#) → Application form and registration

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 your enrolment at our University.

You may receive this communication even after the given deadlines.

After registering on the website [www.unito.it](http://www.unito.it), you will receive your **personal credentials (credenziali SCU)**. These normally correspond to: username=name.surname and password, which is the one you set at the moment of your online registration.

About one week after your arrival, you will be officially enrolled at the University of Torino so that you can access the online services for students available on the website [www.unito.it](http://www.unito.it). In particular, personal credentials give access to the following services:

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



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

*Save time, the International Mobility Office is not in charge of that ☺*

### 1.3 LEARNING AGREEMENT FOR STUDIES / FOR TRAINEESHIP

With regard to any academic issues related to the study plan and the choice of exams, you have to address directly the **Department/Polo** you are nominated to<sup>1</sup>.

However, our office shall receive your Learning Agreement for Studies/Traineeship **filled, signed and stamped** at the email address [internationalexchange@unito.it](mailto:internationalexchange@unito.it)

The Learning Agreement is **compulsory** and must be signed by you, by the Responsible person at UniTO (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. Please remember to duly check your document before sending it.

#### 1.3.1 Learning agreement for Studies

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 (*main language of instruction*) and your personal data.

Be careful with **ECTS**: ECTS in Table A shall be more or less equivalent to ECTS in Table B in order to guarantee a full mobility recognition for students.

#### 1.3.2 Learning agreement for Traineeship (LAT)

The Mobility for Traineeship enables students currently enrolled in higher education institutions to carry out a **traineeship** period abroad (from a minimum of 2 months to a maximum of 12 months) in UniTo. If you wish to carry out a traineeship as part of your Erasmus+ Partner countries mobility, you will need to apply as a regular Erasmus+ exchange student and you have to fill in the **"Before the mobility"** section of the LAT as follows:

- fill in the Table A describing the activities you will carry during the **Traineeship** at UniTo;
- fill in the Table B stating how the **Traineeship** will be recognised at your home university (such as ECTS number and type of placement);
- read carefully the Table C (already filled in) with important information such as on insurance.

## 2. UPON YOUR ARRIVAL

### 2.1 RESIDENCE PERMIT

Citizens coming from countries outside EU, staying in Italy for more than 3 months, **MUST apply for a residence permit**. The application for a residence permit must be made within **8 working days** after the arrival in Italy.

All applications must be carried out 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 please refer to [Residence permit webpage](#) and book an appointment via email or calling:

<sup>1</sup> For more information, see page 10 "References for didactic issues and Learning Agreement"

**International Welcome Office**

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

Via Verdi 10 ter/E Torino

Tel.: +39 011 670 4367

## 2.2 ITALIAN TAX CODE (CODICE FISCALE)

**Italian tax code** is an identification number needed **to open a bank account**, to draw up a rental agreement or to purchase a mobile phone in Italy. It is issued by *Agenzia delle Entrate* upon presentation of a valid Identity Document or a passport.



As you are going to receive a scholarship by our University, the **International Welcome Office** will take care of this document, write to [international.welcome@unito.it](mailto:international.welcome@unito.it) and you will be guided

## 2.3 ITALIAN/EUROPEAN BANK ACCOUNT

In order to receive your scholarship, you have to open an **Italian/European bank account** (SEPA circuit<sup>2</sup>). This bank account must be either in the name of the participant, or co-owned by the participant.

## 2.4 GRANT AGREEMENT

The Grant Agreement is the document that allows you to receive your Erasmus+ Partner Countries scholarship. You can find it in the section "Attachments" of the [Erasmus+ Partner Countries webpage](#), on the left of the screen:

- [Grant Agreement Call 2022](#)
- [Grant Agreement Call 2023](#)
- Grant Agreement Call 2024 available soon



### IMPORTANT

You have to fill in the Grant Agreement with your **Italian Tax Code** and an **Italian/European bank account** IBAN code.

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

Your scholarship will be paid according to the **timing of receipt of your Grant Agreement** by our office (for further information please refer to "**Payment arrangements**" p. 6)

You will receive a copy of your Grant Agreement signed by our Director at your e-mail address. Our office is in charge of getting the document signed by our Director: you just have to fill it in with all the required information and send it to us duly signed.

<sup>2</sup> SEPA consists of the twenty-eight [EU member states](#), the four members of EFTA (Iceland, Liechtenstein, Norway and Switzerland), Monaco and San Marino.

#### 2.4.1 DURATION AND FINANCIAL SUPPORT

The **minimum duration** of the mobility period is **2 months (60 days)**. The total duration of the mobility period shall not exceed 12 months, including any zero-grant period, which shall only be implemented exceptionally.

In any case, the mobility period shall be concluded:

- within **31/07/2025** for **Call 2022** projects;
- within **31/07/2026** for **Call 2023** projects;
- within **31/07/2027** for **Call 2024** projects.

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

The financial support from Erasmus+ EU funds for the **mobility abroad** corresponds to a Individual Support of **€ 850,00 per month (€ 28,33 per day)**. The 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. Please note that according to Erasmus+ Procedure, all months are calculated as lasting 30 days, independently from their duration. **In case of virtual mobility periods from your home country, you are NOT going to receive any Erasmus scholarship.**

In case of incomplete months, the financial support from Erasmus+ EU funds is calculated by multiplying the number of days of actual mobility in the incomplete month with 1/30 of the unit cost per month.

*For example:*

*Mobility period from 16/10/2021 to 02/03/2022 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 x 137 = € 3.881,67*

Anyway, in case of **reduction of the mobility period up to a maximum of 5 days** from the foreseen mobility period (as stated in the Grant Agreement), the mobility period will be considered as completely realized. This does NOT apply to the minimum duration required (2 months - 60 days).

*For example:*

*Scholarship amount: € 850 per month*

*Foreseen mobility period: 5 months (150 days)*

*Realized mobility period: from 05/09/2021 to 02/02/2022*

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

*You have to calculate in this way: 850,00 / 30 x 150 = € 4.250,00*



We suggest you to use the **Erasmus+ National Agency Calculator**: this is a very useful tool to check the correctness of your mobility period. You can find it in the section "Attachments" of the [Erasmus+ Partner Countries webpage](#).

In addition to the scholarship, participants are entitled to receive a **Travel Grant Standard** in accordance with **EU Commission distance band** ([EU Commission distance calculator](#)):

100 - 499 KM	€ 180,00 per participant per roundtrip
500 - 1999 KM	€ 275,00 per participant per roundtrip
2000 - 2999 KM	€ 360,00 per participant per roundtrip
3000 - 3999 KM	€ 530,00 per participant per roundtrip
4000 - 7999 KM	€ 820,00 per participant per roundtrip
8000 KM or more	€ 1.500,00 per participant per roundtrip

In addition, the Participant shall receive **€ 250,00 *una tantum*** as an “**Extra UniTo contribution**” for administrative expenses (such as possible supplement for the cost of travel, visa cost, residence permit, medical insurance, ...).

In addition, the Participant, if she/he has been selected as student with “Fewer Opportunities” by her/his Home University, shall receive an additional **TOP-UP Fewer Opportunities contribution** from Erasmus+ EU funds for the mobility period corresponds to **€ 250,00 per month**.

## 2.4.2 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**.

Please note that in case of documents received during the months of August, December and January, payments will be made in the following month.

The payment shall be made to the participant in full (**100%**) of the financial support (Individual support from Erasmus+ EU funds, TOP UP Fewer Opportunities contribution, “Extra UniTo contribution” and “Travel Grant Standard”).

Take  
Note

Please note participants will be asked to partially/totally refund the allocated support **in case their mobility period resulted shorter than foreseen in their grant agreement**.

In these circumstances, at the end of their mobility students will receive via e-mail a communication asking for:

- **refund of the whole amount** in case the candidate withdraws from the mobility period or does not complete the minimum required mobility period of 90 days;
- **partial refund of the amount** in case the candidate shortens the mobility period. The amount of the refund shall be calculated according to the number of days that the participant did not spend abroad in comparison with the number of mobility days initially declared in the grant agreement.



In case of refund, all details for the refund will be included in the e-mail received by the students.

### 3. DURING THE MOBILITY

#### 3.1 REGISTRATION TO COURSES

Registration to courses on the e learning platforms (Webex, Moodle, CampusNet) **is essential**. It allows you to take part to lectures and get course material. The University uses three e-learning services: Moodle, Campusnet and Webex. The choice of platform depends on the requirement of the course as set out by each Professor. Please, refer to professor to understand which platform(s) you need to register on.

#### 3.2 CAREER PLAN AND EXAMS

In order to take exams at the University of Turin, you must fill in the online Career plan with all the subjects (*insegnamenti*) included in your Learning Agreement. In case of changes, please remember to also report them in the section 'During the mobility' of 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"). **Registration for exams and online registration of marks are compulsory to have your final Transcript of Records.**

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

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"); nevertheless, they will be included in the Transcript of records directly by the International Mobility Office.



##### **Let's sum up:**

*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.*  
**BE CAREFUL**, there is a **fixed short period to book the exams**.  
**Check the exams booking period!**

In case you face any technical problems in applying for exams, you should promptly inform the International Mobility Office ([internationalexchange@unito.it](mailto:internationalexchange@unito.it)).

#### 3.2.1 ONLINE MARKS REGISTRATION

At the University of Torino exams grades 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)) to accept/reject the grade.

**WARNING: fixed short period to accept/reject your grade!**

**BE CAREFUL and check the specific time windows when exams grades can be rejected!**

### 3.3 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.

Please note that extension requests can be authorized just in **EXCEPTIONAL CASES**.

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

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 Erasmus/International mobility;
- ✓ provide the International Mobility Office with the authorization (ask for "Extension request form" to [internationalexchange@unito.it](mailto:internationalexchange@unito.it)) approved by the professors in charge of the inter-institutional agreement (both at Unito and at your home institution).

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



*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 could be authorized without financial support (zero-grant period).*

Keep in mind that the **Erasmus+** period can last **maximum 12 months**.

### 4. 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.



**IMPORTANT**





EU Survey is **compulsory**. In case of participants who **fail to 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. Fill in the "**End of Mobility**" **Gform** (you will receive a specific email on this issue) JUST FOR Students who did courses and exams;
3. Any final documents of your home University that you need to have signed/stamped by our University.

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**). Please note that Transcript of records will not be issued in case the student who has to partially or fully refund the scholarship fails to comply with this measure.

Once 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.

## 5. ACADEMIC ORGANIZATION

### 5.1 ADMINISTRATIVE REFERENCES

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

a) **International Mobility Office (*Sezione Mobilità Internazionale*)**

Reference office for all the administrative procedures related to the mobility period.

Tel: +39.011.670 4425 (from Tuesday to Thursday from 2:00 p.m. to 4:00 p.m.)

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



b) **Infopoint Office**

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. For any additional information (office hours etc) visit the [Infopoint web page](#)

Via Po, 29 (ground floor) - Torino

Tel: +39.011.670 3020/3021 (voicemail)

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



### 5.2 REFERENCES FOR DIDACTIC ISSUES AND LEARNING AGREEMENT

The University of Torino is organized in 27 Departments and 7 "Poli" (Hub).

For any didactical issues and for the Learning Agreement approval, you should refer to the professor in charge of your inter-institutional agreement, or to the [Departmental Coordinators](#) of your Department.

NOTE: 1 CFU (local credit) = 1 ECTS

It is essential to have the Learning Agreement 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 you are going to attend in order to introduce yourself and ask whether there is any specific information or there are any instructions for Erasmus or international students.

### 5.3 SUPPORT TO INTERNATIONAL ACTIVITIES OFFICE - POLO (HUB)

You can refer to the Polo offices to get more information about academic matters, such as Learning Agreement, availability of courses, etc.

You can refer to [Handbook for incoming students](#) (page 33) to check out your Polo:

- **Polo AgroVet - Agraria e Medicina Veterinaria:** [international.agrovet@unito.it](mailto:international.agrovet@unito.it)
- **Polo CLE - Campus Luigi Einaudi:** [international.cle@unito.it](mailto:international.cle@unito.it)
- **Polo SUM - Scienze Umanistiche:** [international.humanities@unito.it](mailto:international.humanities@unito.it)
- **Polo Scienze della Natura:** [international.sciences@unito.it](mailto:international.sciences@unito.it)
- → Department of Drug Science and Technology: [erasmus.farmacia@unito.it](mailto:erasmus.farmacia@unito.it)
- **Polo Medicina - Torino:** [international.medtorino@unito.it](mailto:international.medtorino@unito.it)
- **Polo Medicina - Orbassano:** [international.medsanluigi@unito.it](mailto:international.medsanluigi@unito.it)
- **Polo di Management ed Economia:** [international.sme@unito.it](mailto:international.sme@unito.it)
- → SAA School of Management: [exchange.saa@unito.it](mailto:exchange.saa@unito.it)



Furthermore, in case of any particular problems, you can also refer to the [Departmental Coordinators](#) of your Department.

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



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