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This document has been produced by the International Mobility 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 for the most up to date information.

Sezione Mobilità e Didattica internazionale Complesso Aldo Moro, Via Sant’Ottavio 12 – 10124 – Torino
Tel. (+39) 011.670.44.25 internationalexchange@unito.it
UNIVERSITÀ DEGLI STUDI DI TORINO
Direzione Attività Istituzionali, Programmazione, Qualità e Valutazione

Area Internazionalizzazione - Sezione Mobilità e Didattica Internazionale

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Tel. (+39) 011.670.44.25 internationalexchange@unito.it
ACADEMIC YEAR 2020/2021

COVID-19 IMPORTANT NOTICES AND INFORMATION

Due to the current exceptional situation caused by the Covid pandemic some procedures may undergo changes throughout the academic year. The University will keep you updated with any specific changes to its activities caused by Coronavirus (for example, changes to the delivery of courses). Changes resulting from circumstances outside our control or government restrictions will need to be made on little or no notice. Please check the website www.unito.it and the “Exchange students and Erasmus mobility” page regularly for the most up to date information.

To ensure that you can benefit from your exchange in these particular times you must:

- **Coronavirus: updates for UniTO Community**: follow all instructions and rules issued by the University in respect of life on Universities venues. Information on rules and requirements are available as part of the University’s “Coronavirus: updates for UniTO Community” dedicated section of our website, which you should also read and familiarise yourself with:

- follow all relevant guidance and instructions issued by the Italian government on what you can and cannot do at the moment:
  - [Italian Ministry of Foreign Affairs and International Cooperation portal –MAECI](https://maeci.it): Italian nationals returning to Italy and foreigners in Italy. This page provides useful information about limitations in force to/from certain countries, possible quarantine, restrictions, FAQ etc.:
  - [Italian Ministry of Health](https://www.salute.gov.it/portale/nuovacorona?)

- When you are out and about in Turin e.g., going on public transport, eating out, visiting shops and museums etc you must comply with any specific instructions issued by the operator of that venue/service.

WHAT TO DO BEFORE TRAVELLING TO TURIN:

Restrictions change according to the country of departure, please make sure to check the MAECI website for accurate and up-to date information: [travelling to/from Italy](https://maeci.it)

Restrictions may include:
- Getting a swab test:
  ▪ within 72 hours before entering Italy and send results to the following e-mail: rientroinitalia@aslcittaditorino.it (recommended)
  ▪ upon arrival in Italy (e.g., quick test centres in major airports)
  ▪ within 48 hours at Turin hospitals - (see contact details below)
- Compulsory self-isolation for 14 days

In all the above cases, fill in the ASL (local health authority) «Città di Torino» form (in Italian language) within 48 hours from arrival. The ASL will contact you after receiving the form.

**IF YOU FEEL LIKE YOU MIGHT HAVE SUSPICIOUS SYMPTOMS RELATED TO COVID-19:**

- If you are an international student and **YOU ARE NOT** registered with a general practitioner in Turin (e.g., if you are an extra-UE student who did not register with the Italian National Health System and/or you have not registered with a doctor yet → write to gestionecovid@aslcittaditorino.it and you will receive the necessary information
- If you are an international student and **YOU ARE** registered with a general practitioner → get in touch with your doctor and, in general, with your nearest ASL

For further information on how to register with a general practitioner see page 30

**USEFUL CONTACTS:**

- **Local Health Centre «Città di Torino» - Returning to Italy - Rientri in Italia** (to take a swab test and inform about your self-isolation at arrival)
  - **Covid test centres** in Turin: see website for details (in Italian)
    - Aeroporto di Torino Caselle
    - ASL Città di Torino: via Plava and via Farinelli
    - Città della Salute: corso Bramante 88, Molinette Hospital
    - Ospedale Mauriziano, corso Re Umberto 101

- Call the **Regional Covid Emergency toll-free number 800.19.20.20**: be ready to answer some questions related to your whereabouts, latest travels, health condition etc... Be specific and follow their guidelines and advice. The service is available 24/7
- **112 - Common Emergency Telephone Number**: for urgent, life-threatening emergencies medical services
• **Guardia Medica**: 0115747. non-urgent out-of-hours medical services. The period is from 8pm to 8am on weekdays or from 10 am to 8 am on the closest working date on weekends and holidays. The service is free of charge.

For further information on healthcare, please read page 30

**ESSENTIAL CORONAVIRUS GLOSSARY**

<table>
<thead>
<tr>
<th>ITALIAN</th>
<th>ENGLISH</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASL (azienda sanitaria locale)</strong></td>
<td>Local Health Authority</td>
</tr>
<tr>
<td><strong>Distanziamento/distanza</strong></td>
<td>distancing/distance</td>
</tr>
<tr>
<td><em>Mantenere il distanziamento/la distanza di 1-2 metri</em></td>
<td><em>Maintain social distancing of one-two metres</em></td>
</tr>
<tr>
<td><strong>DPCM</strong> Decreto del presidente del consiglio</td>
<td>Prime minister’s decree</td>
</tr>
<tr>
<td>Il DPCM del 19 ottobre 2020</td>
<td>Decree of 19th October 2020</td>
</tr>
<tr>
<td><strong>Gel igienizzante</strong></td>
<td>hand sanitiser</td>
</tr>
<tr>
<td><em>Igienizzare le mani</em></td>
<td>sanitise your hands</td>
</tr>
<tr>
<td><strong>Mascherina</strong></td>
<td>mask/face covering</td>
</tr>
<tr>
<td><em>È obbligatorio indossare la mascherina</em></td>
<td><em>it is mandatory to wear face covering</em></td>
</tr>
<tr>
<td><strong>Quarantena/isolamento fiduciario</strong></td>
<td>Quarantine/Self-isolation</td>
</tr>
<tr>
<td><strong>Sintomi: febbre, tosse</strong></td>
<td>Symptoms: high temperature, cough</td>
</tr>
<tr>
<td><strong>Tampone (fare il tampone)</strong></td>
<td>Swab (get a swab test)</td>
</tr>
</tbody>
</table>
The Buddy project “Do you need support-TO?” is a welcome and support service to international students enrolled to a degree programme in UniTO and to international exchange students in mobility through the Erasmus+ programme or through a study abroad scheme.

A “Buddy” (a current student at UniTO) will assist international students adapting in their new academic, cultural and linguistic environment before and on their arrival in Turin.

In consideration of the current restrictions on social interactions and outdoor activities due to Covid-19 most activities will be moved into a digital format. However, do not hesitate to ask your Buddy for help!

What does a Buddy do:

- They contact you at first by email
- They reply to the most urgent questions (accommodation, academic organization, website of the University, arrival administrative procedures, etc...).
- They assist you with finding the relevant administrative offices for your needs or help you find locations in the main university buildings (professors’ offices, classrooms, canteens, libraries etc...).
- They assist you with online procedures
- They can give you tips on life in Turin

For further Information visit our webpage Buddy Project or contact the email address buddy.support.to@unito.it
EXCHANGE ADMINISTRATIVE PROCEDURES

How to register your exchange correctly and get all the paperwork done smoothly!

BEFORE ARRIVAL

STEP 1: APPLICATION FORM
The online application form for incoming students is a MANDATORY step for both in-person and virtual mobility. Read the instructions and fill out the application form before arriving in Torino. Any delay in doing so will result in further delays in registering and getting your account activated.

Follow the instructions at application form and registration 2020-2021

STEP 2: EXCHANGE TERMS AND REGULATIONS
Before arriving in Turin and after submitting the application form (see step 1), you will also need to fill in the “Confirmation of exchange period at UniTo 2020/2021” form. In this form you will be informed about the terms and regulations of the exchange, related in particular to the Covid-19 emergency, and you will also be able to provide information on your upcoming exchange:

- Mode of exchange: in-person in Turin or remotely form your home University/country.
- update/change the starting and ending dates of your mobility if they have changed after your online application was submitted.
- withdraw from the programme

To confirm/change this information, please fill in our questionnaire

STEP 3: REGISTERING YOUR ARRIVAL

Find out the best way to get to Turin

IN-PERSON MOBILITY

INFOPOINT

Due to the Covid-19 emergency, to access the UniTO Infopoint you MUST make an appointment or contact them via the virtual office!
Once you arrive in Torino, you will need to register at the Infopoint Office where you can collect your **Unito certificate of arrival**: this document confirms the date of arrival and your status as Erasmus/international exchange students at the University of Torino. Moreover, here you can also have your home University documents signed, i.e., Certificate of arrival.

**INFOPOINT UNITO** (only by appointment)
Palazzo degli Stemmi, Via Po, 29 - 10124 Torino
Tel: +39. 011 6703020-3021
Email: infopoint@unito.it

**VIRTUAL MOBILITY**

To communicate the start of your virtual mobility, please confirm the exact dates on the “**Confirmation of exchange period at UniTo 2020/2021**” form (see step 2)

**ONCE IN TURIN**

**UNITO IT AND EMAIL ACCOUNT**

When you register on the UniTO website, you get your **Unito IT and account** (generally known as “SCU credentials”). These are made up of your personal **username** (name.surname) and **password**.

After your arrival, you are officially enrolled (“**immatricolato**”) at the University and you can then access all the online services available on the website such as:

- MyUnito (Unito.it reserved area)
- Matricola number (Unito ID number)
- Unito Email account user@edu.unito.it
- Online career plan (PIANO CARRIERA)
- Online registration to exams (APPELLI)
- CampusNet/Moodle/Webex of your host Department (e-learning platforms)
- Free wi-fi in University buildings

You should check both your Unito email account as well as your private one.
ALERT: Moodle and Webex platforms can be accessed by all students registered to the UniTO portal, including students who are tagged as “prospective students”. The Campusnet platform, on the contrary, requires being fully registered at UniTO (profile “Current Student” with a matricula number).

To report an issue with your Unito IT and email account Log a ticket with our Help and Support desk.

EXTENSION OF THE EXCHANGE PERIOD

Students who want to extend their mobility period at the University of Torino must be authorized by both the Unito exchange coordinator and by their home University.

In order to ask for an extension you need to:

✓ Provide via email to UniTo International Mobility Office internationalexchange@unito.it with the authorization of the UniTo exchange coordinator and the authorization of your home University.

✓ In your email please specify the number of additional months and the new end date of your Erasmus/International mobility. This allows you to get the renewal of your EDISU card as well.

ALERT!!

- The whole exchange period can last to a maximum of 12 months.
- Extension requests are mandatory to be able to take exams after the official ending of the exchange period. This is to say beyond the number of months confirmed at the time of application. For example, if your exchange lasts 6 months, you can take exams only within 6 months of your arrival. If you want to take exams beyond the agreed period, you need to ask for an extension.

BEFORE LEAVING TURIN

REGISTERING THE END OF YOUR EXCHANGE

Registering the end of your exchange is MANDATORY for both in-person and virtual mobility! Without this step you will not receive your Transcript of Records!
IN-PERSON MOBILITY

Due to the Covid-19 emergency, to access the UniTO Infopoint you MUST make an appointment or contact them via the virtual office!

To register the end of your exchange you need to:

- Fill in the “End of Mobility form” providing information on your pending exams.
- Make an appointment with the InfoPoint for signing your home University documents (End of Mobility certificate/departure certificate/certificate of Stay).

VIRTUAL MOBILITY

To register the end of your exchange you need to:

- Fill in the “End of Mobility form” providing information on your pending exams.
- To have your home University documents (End of Mobility certificate/departure certificate/certificate of Stay) signed write to internationalexchnge@unito.it

You can register the end of your mobility even if your exams are not yet registered on your Libretto.

**ALERT:** the ending date of the exchange period will be the date specified on the End of Mobility Form. If you do not complete the form, the official ending date of the exchange period will be the date of their last exam.
**UNIVERSITY ORGANISATION**

The University of Torino is organized in **27 Departments, Schools** and **7 Hub areas** ("Polo"). As an exchange student you are assigned to a host Department which is part of a larger Hub/Polo. It is important to keep this information in mind so it will be easier for you to choose courses and get information from the relevant office.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>SCHOOL</th>
<th>HUB (POLO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Agricultural, Forest and Food Sciences</td>
<td>School of Agriculture and Veterinary Medicine (SAMEV)</td>
<td>Agriculture and Veterinary Medicine <a href="mailto:international.agrovet@unito.it">international.agrovet@unito.it</a></td>
</tr>
<tr>
<td>- Veterinary Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Cultures, Politics and Society</td>
<td>School of Law, Politics and Social-Economic Sciences</td>
<td></td>
</tr>
<tr>
<td>- Economics and Statistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Law</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Management</td>
<td>School of Management and Economics</td>
<td>School of Management and Economics (SME)</td>
</tr>
<tr>
<td>- Economics, Social Studies, Applied Mathematics and Statistics</td>
<td></td>
<td><a href="mailto:international.sme@unito.it">international.sme@unito.it</a></td>
</tr>
<tr>
<td>- SAA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Molecular Biotechnologies and Health Sciences</td>
<td>School of Medicine</td>
<td>Medicine Torino</td>
</tr>
<tr>
<td>- Neurosciences</td>
<td></td>
<td><a href="mailto:international.medtorino@unito.it">international.medtorino@unito.it</a></td>
</tr>
<tr>
<td>- Surgical Sciences Medical</td>
<td></td>
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<tr>
<td>- Public Health and Paediatrics</td>
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<tr>
<td>- Medical Sciences</td>
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<tr>
<td>- Oncology</td>
<td></td>
<td>Medicine Orbassano and Candiolo</td>
</tr>
<tr>
<td>- Clinical and Biological Sciences</td>
<td></td>
<td><a href="mailto:fcl-med-did-sanluigi@unito.it">fcl-med-did-sanluigi@unito.it</a></td>
</tr>
<tr>
<td>- Chemistry</td>
<td>School of Natural Science</td>
<td>Natural Science</td>
</tr>
<tr>
<td>- Computer Science</td>
<td></td>
<td><a href="mailto:international.sciences@unito.it">international.sciences@unito.it</a></td>
</tr>
<tr>
<td>- Drug Science and Technology</td>
<td></td>
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</tr>
<tr>
<td>- Physics</td>
<td>School of Human Sciences</td>
<td>Humanities</td>
</tr>
<tr>
<td>- Earth Sciences</td>
<td></td>
<td><a href="mailto:international.humanities@unito.it">international.humanities@unito.it</a></td>
</tr>
<tr>
<td>- Life Sciences and Systems Biology</td>
<td></td>
<td></td>
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<tr>
<td>- Philosophy and education</td>
<td></td>
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<tr>
<td>- Historical Studies</td>
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<td></td>
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<tr>
<td>- Foreign Languages and Literatures and Modern Cultures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Humanities</td>
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</tr>
</tbody>
</table>

See [locations and websites](#) details

See page 33 to find contact details for your Polo (Hub)
LEARNING AGREEMENT

The Learning Agreement – Study Plan is the document listing all the courses you wish to attend and sit exams for during your exchange. This document has to be approved and signed by your home University and your relevant Exchange Coordinator at UniTO.

Erasmus students: A learning agreement is mandatory.

International exchange students: recommended as guidance but not necessary.

The deadline to have your Learning Agreement – Study Plan signed depends on your home university schedule. In any case, both institutions must approve any changes well before the start of the exam sessions at UniTO.

As an exchange student, you are assigned to a specific host Department with which your home University has either an Erasmus or an international exchange agreement.

Exchange students can choose courses from the host Department/Hub (Polo) to which they are assigned to, however, you can also choose courses provided by other Departments/Hub (Polo) if there are no options suitable to you in your current Department. To do so, you must gain approval from both your host Department Exchange Co-ordinator and the Exchange Co-ordinator from the Department in which the course is taught.

If you are assigned to the following Departments (for both Erasmus and international exchanges) you must send your Learning Agreement and enquiries only to the following email addresses:

- **School of Management:**
  - Department of Management and Department of Economics, Social Sciences, Mathematics and Statistics – ESOMAS: international.sme@unito.it
  - SAA: exchange.saa@unito.it
- **Department of Psychology:** international.sciences@unito.it
- **Department of Law:**
  - French speaking area - Prof Aluffi (roberta.aluffi@unito.it)
  - German speaking area - Prof Masuelli (saverio.masuelli@unito.it)
  - Spanish speaking areas - Prof Mastromarino (anna.mastromarino@unito.it)
English and other languages speaking area – Dr. Poli (ludovica.poli@unito.it)

If you are assigned to any other department, you can send your learning agreement and enquiries to:

- **Erasmus students**: Look for your University and subject area and find the name of the Exchange Coordinator in the list of agreements and coordinators 2020-2021

- **International exchange (non-Erasmus)**: list of current agreements and people directory

If you have questions on courses details, timetable, changes to your plan etc... please refer to:

- **Professor** in charge of the relevant course (contact details are listed in the course description page)

- **Support to International activities Office- POLO (HUB)**: see further information on page 12 and Contacts at page 33

**CFU/ECTS CREDITS**

CFU (Credito Formativo Universitario)/ ECTS credits are a value allocated to courses to describe the student workload required to complete them (lectures, individual study, exams, etc...). The students participating in an exchange programme will be able to transfer these credits from Unito to their home University on the basis of a prior agreement between the institutions. **Credits are awarded only when the course has been completed and the related exams have been successfully taken.** Therefore, credits are not awarded for attendance-only courses.

1 local credit (CFU) = 1 ECTS credit.

1 CFU corresponds to 25 hours of work including lectures, laboratories, seminars, individual studies ect...

Workload for incoming students is set out by sending institutions. As a general guidance, the average workload for 1-year full time studies is 60 CFU

**Grading system:**

The Italian grading scale runs from 0 to 30. Minimum score to pass an exam is 18; the maximum is 30 e lode (cum laude, “with distinction”).
In your Transcript of records, you will find ECTS translation table for each exam you have taken. If you need specific information on credit recognition from Unito to your home University grades, please refer to the relevant office at your home University.

For further information on ECTS system can be read the dedicated webpage: [European credit transfer system](http://example.com)

**COURSES AND EXAMS**

**HOW TO FIND COURSES**

The list of courses available for every academic year and semesters is generally updated starting from late July each year. It may be therefore likely that you will need to adjust your study plan should courses be cancelled or moved from one semester to the other. In the meanwhile, please have a look at the current offering since changes are generally limited.

**Course description page**

Each course webpage includes all information about the course (eg: lessons materials, content, credits, mode of delivery, method of assessments, bibliography etc.)
In the section **AVVISI (NOTICES)** you can find information about the teaching modality (either online or face-to-face) and how to access courses materials.

**Avvisi**

Accesso ai materiali didattici e delle comunicazioni relative agli insegnamenti 2020-2021

**The activity banner includes** Teaching material, Exams dates, Timetable, Moodle/E-learning, Forums

**SEARCH COURSES TOOLS:**

a) List of courses across all departments: [Course search](#)

Here you can have a full list of courses across all departments at a glance. For example, searching for “international relations” will bring up all the international relations-related courses. To get further details click on

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the name of the course and then on the link provided under “Detailed report”. By using the “Advance search” tool, you can also filter the search by semester, department and more.

2) List of courses in one department/degree programme: department/degree course website.

- Select “Studiare” (Study) from the navigation bar at the top of the page and then go to “Insegnamenti” (Courses) from the drop-down menu. The “Elenco completo” button gives you the complete list of courses.
CLASSES TIMETABLES (ORARIO DELLE LEZIONI)

Each Department/Degree programme may display their lessons plan differently: some may organise it according to the year of delivery (e.g., Year 1 undergraduate, Year 2 undergraduate, etc...), some others may display them according to Degree Programmes, others show all the courses together. As an exchange student, you have access to all courses across all years and degree programmes so you might have to check all the above-mentioned methods to look for classes timetable a you may choose courses across departments and programmes. Here you can find some general tips to access your class planner:

1. In the course description page, click on the banner the symbol for timetable

2. In the main calendar page, you will be able to choose amongst the following display option:
   1) Day/week/month
   2) Specific date
   3) Full list
   4) Print/download calendar

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ALLERT: on both the MyUnito profile and app you can ONLY see the timetable of the courses you registered on your piano carriera (see page 22)

REGISTRATION TO COURSES

Registration to courses allows you to take part to lectures (either in-person or online) 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.

MOODLE:

You can access the platform by clicking on the icon at the bottom of the course description webpage:

Or by clicking on “E-Learning” either on the Department or Degree programme website under “Studiare” or “Didattica”.

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Tel. (+39) 011.670.44.25 internationalexchange@unito.it
Need help? Contact the Service Desk via the link provided in the webpage. Give your name, surname, ID Number(matricola) and UniTO email address (name. surname@edu.unito.it)

CAMPUSNET

You can access it via either the Department or the Degree Programme website using your Unito username and password. Bear in mind that your student status must be “current student” to be able to access this platform!
You can find detailed instruction at the following link:

Instructions for students: https://en.unito.it/coronavirus-updates-unito-community/online-teaching

**Need help?** Contact the Service Desk via the link provided in the webpage. Give your name, surname, ID Number(matricola) and UniTO email address (name.surname@edu.unito.it)

**WEBEX**

It is 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.

**Need help?** Contact the Service Desk via the link provided in the webpage. Give your name, surname, ID Number(matricola) and UniTO email address (name.surname@edu.unito.it)
PIANO CARRIERA

The online career plan (PIANO CARRIERA) is an online procedure (through MyUniTO services) you must complete to take exams at UniTO and register your grades. You will need to include all the courses listed in your Learning Agreement – Study Plan, the only exception being the Italian language course. This will be included in your Transcript of records by the International Mobility Office. You do not need to fill it in before your arrival, however it must be done before the start of the exam session.

The Piano Carriera is generally open for submission and changes from October to June each year.

ALERT: The Piano Carriera procedure is different from the registration to courses on campusnet/moodle. YOU MUST DO BOTH OF THEM!

<table>
<thead>
<tr>
<th>Piano Carriera</th>
<th>Registration to courses on campusnet/moodle</th>
</tr>
</thead>
<tbody>
<tr>
<td>- It is the only way to register for exams and record your grades</td>
<td>- It allows attendance (either in-person or online)</td>
</tr>
<tr>
<td>- It allows the University to issue your Transcript of Records</td>
<td>- Gives you access to course material provided by the Professor in charge of the course</td>
</tr>
</tbody>
</table>
EXAMS (APPELLI)

Students can schedule their own exam timetable within the timeframe provided by each department. Take note of this timeframe to register to exams in time. Check deadlines on your MyUnito. As a general rule, for each course you can choose from two or three exam dates (APPELLO) included within the set timeframe for both first and second semester. This means that if you fail an exam, they can retake the or you are not satisfied with the result you can usually retake it. However, please bear in mind that only the last grade you obtained will be registered in your Transcript of Records, regardless of its “value” (either a higher or lower score).

**Alert:** you can take exams ONLY within the confirmed exchange period! For example, if your exchange lasts 6 months, you can take exams only within 6 months of your arrival. If you want to take exams beyond the agreed period, you need to ask for an extension (see page 9).

To take an exam **REGISTRATION IS MANDATORY!**

For further information and details visit the section Academic Information – courses, exams and transcripts 2020-2021 ➔ Exams (Appelli)

GETTING YOUR GRADES

When a grade is uploaded online, you will receive an email on your MyUnito email account. You can keep track of your grades both on your MyUnito profile and app.

**Accepting/Refusing a grade:**

At the University of Turin exams grades (VOTO) can be either accepted or rejected.

- Oral exams: you need to make your decision on the spot
- Written exams: you need to confirm your decision online. You will have 5 days to accept or reject the result.
  
  If you do not act within this timeframe your grade will be registered according to the “silent consent” rule.

**Failed exams:** If you fail an exam (that is your grade is below 18) this will be registered as «insufficiente» (unsatisfactory). If your home University demands to see this grade as an actual number, please tell the Professor in charge of the exam BEFORE AND DURING the exam.
Internships and other exams: these are registered as “idoneo” (passed). If your home University demands to see this grade as an actual number, please tell the Professor in charge of the exam BEFORE AND DURING the exam.

When do I get my results?
The date of publication of results depends on many factors such as the type of exam (oral or written), how many students were assessed on that date, the complexity of the assessment. In case of an oral exam, you will know your evaluation immediately. The evaluation of written exams may require 3 to 4 weeks. You can ask the Professor who manages the course an approximate date.

ALERT! In your Transcript of Records you will find only the exams you have taken and be graded for, Attendance-only courses will not be registered. If you need an attendance certificate, please tell the Professor in charge of the course at the beginning of classes so to receive it at the end of the planned activity.

For further information and details visit the section Academic Information – courses, exams and transcripts.
2020-2021 → Exams (Appelli)
STUDENT SERVICES

EDISU-RUN STUDENT SERVICES
EDISU Piemonte is in charge of managing and running most of the services that fall under the name of “Right to Education”, which are aimed to give the necessary support to those students who are “capable and deserving, although under-resourced”. Such activities include housing, study spaces, canteens services etc... **EDISU services are available to international exchange students as well.**

ACCOMMODATION
Due to Covid-19 emergency restrictions some of the services listed below may have undergone changes. Check the website for up-to-date information!

Being home to both the University of Turin and the Politecnico, Turin is a popular destination for students and finding accommodation can be difficult.

**Student residence halls**
They are run by Edisu (the Regional Agency for the Right to Education of Piedmont, see page xxx). Each year the University of Turin reserves a limited number of rooms for international exchange students in Edisu residence halls. To check conditions of allocation, availability, fees, please visit the website

**Private housing market**
Since places in residence halls are limited, searching on the private housing market is a common option. Accommodation ads are posted on housing platforms by current tenants, landlords and agencies. Note that most agencies or platforms may ask you to pay a fee when you are searching for housing.

**Temporary Housing**
Sometimes it may not be possible to find housing before your arrival. In that case, you may consider starting the semester in temporary accommodation from where you can search a more permanent place to stay. For short-term stays (hostels, halls of residence, bed & breakfasts), you can check the [City of Torino tourism website](http://www.turismo.comune.torino.it/).

Further information on accommodation can be found at the following links.
• University of Turin
• Study in Torino
• Informagiovani: Youth Office of the Municipality of Torino
• ads on student notice boards located in all the Departments (generally there are offers of single rooms in apartments, with shared kitchen and bathroom).

IMPORTANT: BEWARE OF SCAMS!

Before signing any contract or transferring money make sure that the offer is genuine. When searching for housing on the private market always remain aware of scams.

Some red flags to keep in mind:

- Scammers often operate from outside the country
- They say they cannot show you the room/flat
- They do not provide clear answers
- They will ask you to transfer money before you have even seen the room/flat

ESSENTIAL ACCOMODATION GLOSSARY

<table>
<thead>
<tr>
<th>Italian</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>affitto</td>
<td>rent</td>
</tr>
<tr>
<td>agenzia immobiliare</td>
<td>estate agents</td>
</tr>
<tr>
<td>ammobiliato/non-ammobiliato</td>
<td>furnished/unfurnished</td>
</tr>
<tr>
<td>appartamento</td>
<td>flat/apartment</td>
</tr>
<tr>
<td>bagno</td>
<td>bathroom/toilets</td>
</tr>
<tr>
<td>balcone/terrazza</td>
<td>Balcony/Terrace</td>
</tr>
<tr>
<td>condiviso/a</td>
<td>shared</td>
</tr>
<tr>
<td>condominio</td>
<td>apartment blocks</td>
</tr>
<tr>
<td>cucina (abitabile)</td>
<td>kitchen (with space to eat in)</td>
</tr>
<tr>
<td>mansarda</td>
<td>attic</td>
</tr>
<tr>
<td>monolocale/Bilocale/Trilocale</td>
<td>studio/two room/three room apartment</td>
</tr>
<tr>
<td>riscaldamento</td>
<td>heating</td>
</tr>
<tr>
<td>salotto</td>
<td>living room</td>
</tr>
<tr>
<td>spese</td>
<td>additional costs and bills (e.g. electrics, gas, services etc)</td>
</tr>
<tr>
<td>stanza (singola/doppia/condivisa)</td>
<td>room (single/double/shared)</td>
</tr>
</tbody>
</table>
UNIVERSITY CANTEENS

Due to Covid-19 emergency restrictions some of the services listed below may have undergone changes. Check the website for up-to-date information!

As an Erasmus or International exchange students you can access the Edisu-run canteens with the Edisu card. This card has an “electronic wallet” and you can use it to pay your meal. It is possible to recharge the electronic wallet at any recharging point. The canteens and substitute services are spread all over town next to all departments. They provide a wide range of food selection, including vegetarian, ethnic and gluten-free menus. All fares for Erasmus and International exchange students fall within the “Fascia 1” (Bracket 1):

E.g.: Full meal → First course, second course, side dish, bread, fruit → 2,50 €

You can collect your Edisu Card here:

Edisu Office
Via Giulia di Barolo, 3/bis
E-mail: edisu@edisu-piemonte.it
More information is available on University canteens and location

CUS TORINO

Due to Covid-19 emergency restrictions some of the services listed below may have undergone changes. Check the website for up-to-date information!

CUS TORINO is the University Sports Centre. It organizes sports activities and tournaments open to both students, staff, and the public. The CUS membership card gives you access to facilities, activities, and discounts. It is valid for one academic year and is free of charge for all students enrolled at the University of Torino, including the Erasmus and international students. You will be able to access CUS centres, courses, and book courts at special fares.
To start a sport or physical activity you are required to provide a medical certificate of good health issued in Italy. This can be obtained by the general practitioner (if you are registered with one), the SUISM Centre or directly at the CUS Torino office.

The list of activities and events organized by CUS Torino and all further detailed information are published on the CUS website.

CUS Torino
Via Braccini, 1 – 10141 Torino
Tel. +39.011.388307
www.custorino.it
https://www.custorino.it/foreign-students/
email: internationalstudents@custorino.it

LIBRARIES AND STUDY PLACES

Due to Covid-19 emergency restrictions some of the services listed below may have undergone changes.

Check the website for up-to-date information!

University libraries

The University of Turin has a large network of libraries providing support to your studies. Borrowing entitlements and loan period are listed on each library website. You can access your loan status via your MyUnito profile. All library services are free of charge.

To access library services, make use of:

- Your Edisu card
- Your Matricola number
- Your Unito email
- Your UniTo username and password
Check the full list of libraries and the University catalogue of books and other resources.

**Alert!** It is your personal responsibility to manage your own loans, returns and renewal on time. If you fail to return a book you will need to buy a replacement copy and your Transcript of Record will not be issued until the book is returned or a new copy bought.

**Study places**

In study places you can read and study, research information, and use a range of services (photocopying, PCs, free wifi, etc...) In Turin study Edisu runs study rooms all over the city next to all University departments.

Check the list of the Edisu study places and University suggestions.
COUNSELLING: SUPPORT AND WELLBEING

- **Passi@UniTo: counselling for international students**

This free counselling service is specifically addressed to all international students at the University of Turin. You can make an appointment by emailing the counselling team at passi@unito.it and specifying your name and surname, nationality and phone number.

The service we provide is strictly confidential.

Head of Project: Prof. Simona Taliani
E-mail: passi@unito.it

- The general counselling service provides free professional support to students experiencing:
  
  - personal or social difficulties that interfere with their academic goals
  - adaptation problems to Torino
  - stress and anxiety conditions

The service we provide is strictly confidential.

In order to register with the service, you’ll need to fill in the registration form linked on the website: Unito listening space

Sezione Mobilità e Didattica internazionale Complesso Aldo Moro, Via Sant’Ottavio 12 – 10124 – Torino
Tel. (+39) 011.670.44.25 internationalexchange@unito.it
USEFUL INFORMATION

Due to Covid-19 emergency restrictions some of the services listed below may have undergone changes. Check the website for up-to-date information!

Please find below some useful information for the organization of your stay in Turin.

HEALTHCARE ASSISTANCE

For all emergencies healthcare assistance is guaranteed regardless of any type of medical insurance.

GENERAL GUIDANCE FOR ALL
Before travelling to Italy, make sure to check with your home country healthcare provider (either public or private) if any of their medical policies can be extended to cover your exchange period in Turin or what other conditions may apply. If you have any pre-existing medical conditions, we strongly recommend that you bring with you a certificate in English explaining these and any medication you are receiving.

THE HEALTHCARE SYSTEM IN ITALY
The healthcare system in Italy is a regionally based national health service known as Servizio Sanitario Nazionale (SSN – National Healthcare Service). It provides universal coverage to citizens and residents, with public healthcare largely free of charge or covered by a small co-payment such as tests, medications and medical assistance provided by specialists.

Registering with a doctor
Regardless of your type of health insurance, we recommend that you register with a doctor once in Turin. This will enable you to undergo free outpatient and in-home medical examinations, and to obtain prescriptions for medications and specialist services. You can decide to replace your doctor whenever you want. You can choose them from a list of names and the addresses at the ASL (Local Health Authority) closest to you. We suggest you to contact the Edisu service or your Buddy for help.

EU students, SEE State students (Iceland, Liechtenstein and Norway) and students from Switzerland.

All necessary healthcare is covered by the Italian National Healthcare System: you need to have the European Health Insurance Card (EHIC). Please contact the health authorities in your home country for information and/or to get one before leaving for Italy. This card ensures that you will have the same access to the public healthcare system (e.g. access to a doctor, recovery in a hospital) as an Italian citizen.
Students from countries with bilateral agreements

Students from countries with bilateral agreements benefit of the same health insurance from the SNN: you need to get a specific health certificate released by the health Services Institutions of your home country. Countries include Australia, Brazil, Croatia, Bosnia Herzegovina, Macedonia, Serbia and Montenegro, Principality of Monaco. Make sure to seek out information on the terms and conditions of these certificates before leaving for Italy. You are also eligible to the voluntary registration to the National Healthcare system (see paragraph about Non-European students)

Non-European students

When applying for your residence permit, you are required to provide evidence of health insurance coverage. The health insurance coverage can be:

1. With a private insurance company. It must be valid in Italy and it must have a coverage for the entire period of your stay in Italy.
2. With a voluntary registration to the National Healthcare System. The voluntary registration gives you the right of obtaining the same health care as an Italian citizen, it has a validity of a calendar year (1st January – 31st December), it is not apportionable and cannot be backdated (e.g., if you apply for it in July, you will need to pay for the whole year regardless). Registration for students costs 149.77 €

For full detailed information on the National Health System please read the brochure: Access to the National Health Service by Foreign Citizens

An information point on how to access the National Health System (SSN) is also available at EDISU Piemonte.

Ufficio Assistenza Sanitaria EDISU PIEMONTE
Residenza Universitaria “Verdi”
Via Giuseppe Verdi 15 - Torino Tel. +334 100 6710 4
e-mail: ezio.chionio@edisu-piemonte.it

ITALIAN TAX CODE (CODICE FISCALE – CF)

The Italian “Codice Fiscale” identifies citizens in Italy in their relations with public administrations. It is a series of 16 alphanumeric characters (letters and numbers reproducing your personal data: surname, name, gender, place and date of birth). It is not a mandatory document for incoming students from EU countries, but it is HIGHLY RECOMMENDED for administrative procedures such as a rental contract or the opening of a bank account. Non-EU students must apply for a tax code to submit the request for their residence permit.

Due to Covid-19 emergency restrictions the service is available online:

Sezione Mobilità e Didattica internazionale Complesso Aldo Moro, Via San'tOttavio 12 – 10124 – Torino
Tel. (+39) 011.670.44.25 internationalexchange@unito.it
Fill in the form
Email: dr.piemonte.sf@agenziaentrate.it
Local office of Agenzia delle Entrate
Corso Bolzano 30 – Torino
Tel: +39 011.5523111

GETTING AROUND

BUSES, METRO AND TRAMS.

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

A single ticket (1,70 €) lets you travel for up to 100 minutes and you can access all public transports, it is also valid for a one-way metro ride.

You can buy and top-up **tickets and passes** at Railway Stations, Tobacconists, Newsagents, bars, self-service points at railway and subway stations.

Further information about the different types of tickets is available on the company website **GTT**

Other means of transportation: https://en.unito.it/living-turin/turin-and-surroundings/public-transportation
The main references for international students spending a mobility period in Torino are the following:

a) **International Mobility Office**: reference office for all the administrative procedures and paperwork related to your exchange period (ex. registration, extension of mobility, Transcript of Records, etc...)

   International Mobility Office (Ufficio Mobilità Internazionale)
   Tel: +39.011.6704425 from Monday to Friday from 2:30 p.m. to 4:30 p.m.
   Email: internationalexchange@unito.it

Incoming student procedures are also available on the University [incoming student pages](#).

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, Italian language courses and University services, as well as practical tips about the city
   - signing paperwork related to your exchange (e.g. Certificate of Attendance, etc...)

   Infopoint Office
   Via Po, 29 (ground floor) - Torino
   Tel: +39.011.6703020
   E-mail: infopoint@unito.it

c) **Direct line to Unito professors**

UniTO professors contacts are available in the University [people directory](#). Office hours are shown in the contact details or directly on the Departments websites.

We encourage you to contact the professors who manage the courses you are interested in to introduce yourself and ask whether there is any specific information or instructions for Erasmus and/or international exchange students.

d) **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...Check page 11 to see which is the Polo you can refer to:

- Polo Agraria e Medicina Veterinaria – AgroVet: [international.agrovet@unito.it](mailto:international.agrovet@unito.it)
- Polo CLE- Campus Luigi Einaudi: [international.cle@unito.it](mailto:international.cle@unito.it)
- Polo Scienze Umanistiche (SUM): [international.humanities@unito.it](mailto:international.humanities@unito.it)
- Polo Scienze della Natura: [international.sciences@unito.it](mailto:international.sciences@unito.it)
- Department of Pharmacy: [erasmus.farmacia@unito.it](mailto:erasmus.farmacia@unito.it)

Sezione Mobilità e Didattica internazionale Compresso Aldo Moro, Via Sant'Ottavio 12 – 10124 – Torino
Tel. (+39) 011.670.44.25 [internationalexchange@unito.it](mailto:internationalexchange@unito.it)
• Polo Medicina - Torino: international.medtorino@unito.it  
• Polo Medicina – Orbassano: international.medsanluigi@unito.it  
• Scuola di Management ed Economia: international.sme@unito.it;  
  ➔ SAA School of Management: exchange.saa@unito.it
We wish you a fun and productive stay in Torino!