

# ERASMUS AND INTERNATIONAL STUDENTS ORIENTATION MEETING 2017/2018

Version 01 updated on 05/09/2017



# Welcome to Università degli Studi di Torino!

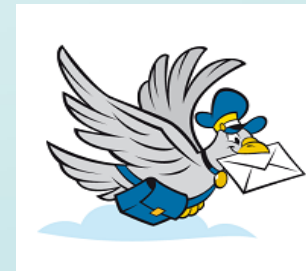


# Welcome Day



**A welcome Day will be organized for you  
Erasmus and International students  
on October 10 !**

**You will receive more information about this  
initiative as soon as the organization has been  
completed**





# **Orientation Meeting**

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

**Get a first look!**





# **Main webpage for Erasmus and Exchange students**

**Administrative procedures, more general instructions and useful information (PdF) are present at the following main webpage for Erasmus and international exchange students:**

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

**This webpage will be updated with information related to the present academic year 2017/2018.**

# **1. ADMINISTRATIVE PROCEDURES**

✓ **Application form online:**

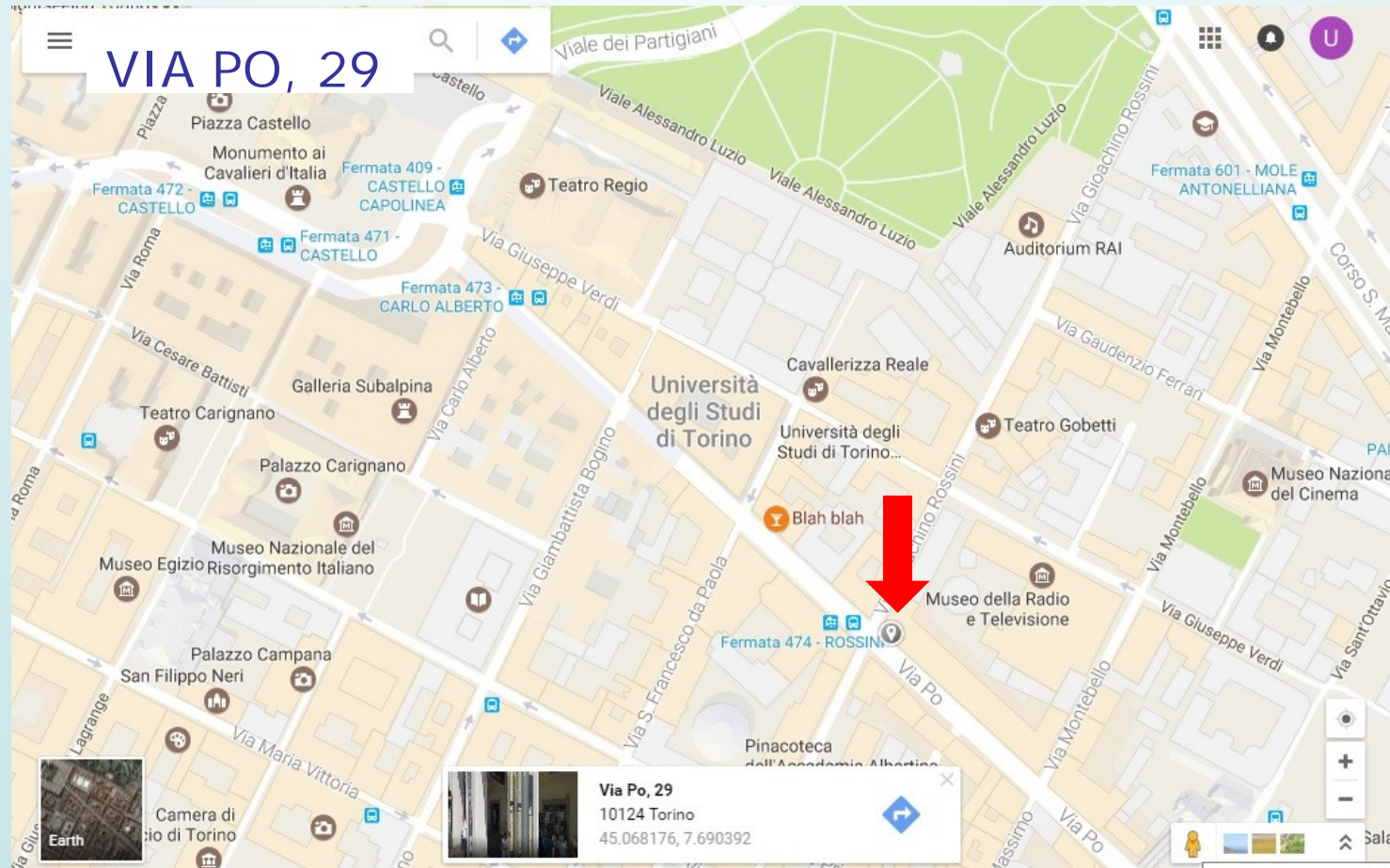
**deadline 15/07/2017**

**(Complete Application=**

**Registration on MyUnito + Application)**

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

# INFOPOINT OFFICE



**OPENING HOURS:** Monday and Friday 9 a.m – 4.30 p.m.  
Tuesday, Wednesday and Thursday: 9a.m. - 7p.m.

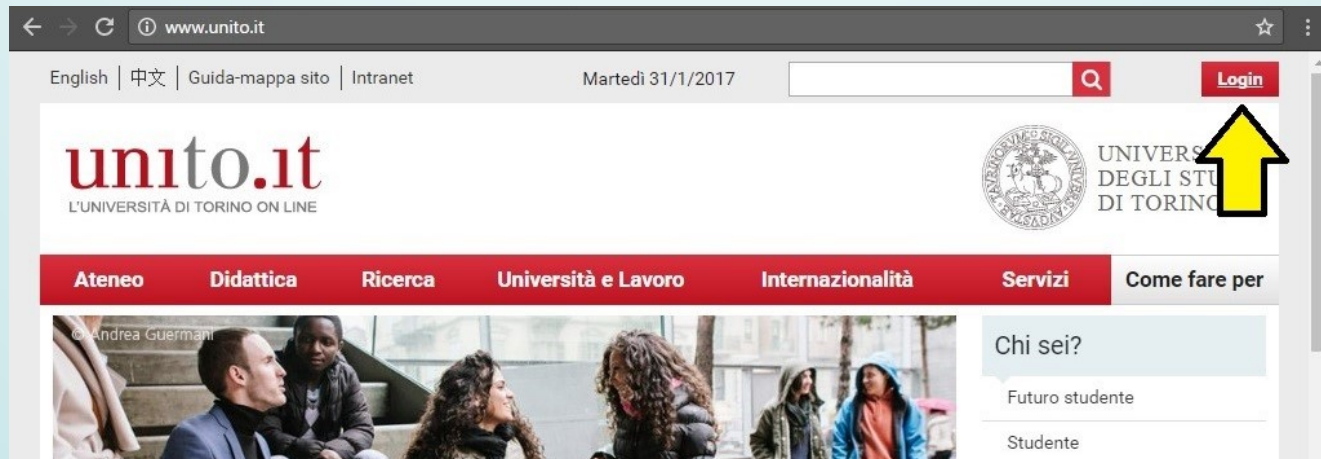


# Students online services (MyUniTO)

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

user=name.surname

(received by email)



**NOTE:**

**Within about one week after arrival at Infopoint students will be enrolled**

# **IMPORTANT**

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

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

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

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

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

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



## **Extension of mobility period**

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

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

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

**MUST** be sent to

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



# **Closing of the Erasmus/international exchange period**

**MANDATORY before leaving!**

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

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

# IMPORTANT



**If you miss to go to Office Infopoint before going away, our Office will consider the date of your last taken exam as the ending date of your mobility period at our University.**



# **Closing of the Erasmus/international exchange period**

## ***TRANSCRIPT OF RECORDS***

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

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

## **2. ACADEMIC ACTIVITIES**

### **References in Torino**

**-International Mobility office: administrative procedures**

**-Infopoint:**

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

**-Professors and Erasmus office of your didactic organization:**

**choice of the exams and confirmation of the Learning Agreement**

# **Academic organization**

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

- **Your Erasmus exchange coordinator is indicated in your self-declaration of arrival**
- **Erasmus office in some Departments/Schools**
- **Erasmus Delegate/s of each Department for particular problems**
- **Contact list available on [www.unito.it](http://www.unito.it)  
(Erasmus and Exchange students/University Erasmus Commission)**



# USEFUL CONTACTS

- **University address book with professors' office hours**
- **Schedule of classes and exams on the didactic organization website**

**Advise: introduce yourself to the professor at the beginning of each course!**




# Where to find the address book on the website

UNIVERSITÀ  
DEGLI STUDI  
DI TORINO

About Unito
Studying at Unito
Research
International relations
Services
Living in Turin



Consider a professional Master for your professional up-dating

Professional Master Programs for the academic year 2016-2017

You are ...

- Prospective student
- Current student
- Exchange student
- Incoming faculty

Quick access

- Degree courses
- Departments
- Extra-metropolitan seats
- Libraries
- Maps - Structures and seats

News
all news >

- Release date 25/08/2016  
100 scholarships for students refugees or with international protection
- Release date 02/08/2016  
Graduate Conference in Theoretical Philosophy - Call for abstracts
- Release date 13/07/2016  
Matriculations and enrolments a.y. 2016-17

Events
all events >

- Starting 01/07  
Cycle of seminars at Candiolo Cancer Institute: "Angiogenesis and metabolism in tumor progression"
- Starting 18/10  
Changing the face of modern medicine: stem cells and gene therapy
- Starting 24/10  
7th Young Researcher Meeting

< 1 of 1 >

Click on "People directory" to access the address book ("Rubrica")

< 1 of 1 >

University of Turin

Via Verdi, 8 - 10124 Turin

Phone +39 011 6706111

PI. 02099550010

References, contacts, complaints and feedback

Legal notices

Privacy policy

Accessibility

Portal User Guide

**People directory**

Online services

Site map

Follow us





# Buddy System



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

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

# Buddy System

**The buddy system is being experimented this year for the first time at UnitO, so you will be the first students using it**



**You will receive more information about this service through your personal e-mail address**

# Learning Agreement

- **Signature and stamp by your Italian Coordinator (or by Erasmus Delegate of the Department)**
- **Name of the exchange coordinator on *self-declaration of arrival***
- **Have it signed on time!**

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



# Some Departments/Schools have specific e-mail contacts that you can contact after your arrival:

please write to fix an appointment to have a **first check** of your Learning Agreement:

**-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:** [erasmus-socrates.psicologia@unito.it](mailto:erasmus-socrates.psicologia@unito.it)

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Please write to fix an **appointment** to have **general information** about your mobility

**-Department of Law:** [erasmusgiur@unito.it](mailto:erasmusgiur@unito.it)

**-Department of Culture Politiche e Società:**  
[international.cle@unito.it](mailto:international.cle@unito.it)

**-Department of Pharmacy:** [erasmus.farmacia@unito.it](mailto:erasmus.farmacia@unito.it)

# **Exploring courses at UNITO**

- ***The list of courses and their schedules are available on:***
  - 1) the website of each Department ,***
  - 2) through [www.unito.it](http://www.unito.it)>> English>> Studying at Unito>> Courses (searching the list of Degree courses by Department is recommended),***
  - 3) through 'Scenario didattico' on [www.unito.it](http://www.unito.it) (Didattica>>OffertaFormativa>>Esplora l'offerta formativa>> Scenario didattico)***
- ***Refer to the exchange coordinator (indicated on your self-declaration of arrival)***



# **Taking exams at UNITO**

## **IMPORTANT**

**Before taking exams students MUST always:**

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

***If students do not upload their learning agreement and do not apply online for exams, exams grades cannot be registered by Professors and cannot be present in the final Transcript of Records at the end of the study period***

# Online career Plan (Piano carriera)

**The online career plan is not available yet**

**When it is available, students will be  
informed by e-mail**

**There will be a time frame during which it  
will be possible to fill in the online career  
plan.**



# Taking exams at UNITO

So, for each exam it is COMPULSORY to:

**1. Upload the exam onto the **online career plan** during the allowed period (instructions available at “**How to fill in the Career Plan for incoming students**”):**

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

**2. Register **ONLINE** for the specific date of the exam you want to take (**APPELLO**)**

**Respect the fixed period to apply for exams**

**NOTE: SHORT PERIOD TO APPLY!**



# **Taking exams at UNITO**

**In order to correctly register for exams, you will have to read the following instructions carefully:**

- ♦ ***How to register for exams (appelli)***
- ♦ ***Specific guidelines about courses and exams for incoming students***

**The specific guidelines will be updated in the next weeks**

***available at the following link:***

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

# **Taking exams at UNITO**

## **2. ONLINE grades registration**

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

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

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

**refuse **ONLINE** within short period**

**established by the Professor (usually 5 days)**

**-Automatic e-mail is sent to [user@edu.unito.it](mailto:user@edu.unito.it)**

**(NOT to private email!)**



# Italian language course

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



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

# **Italian language course**

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

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

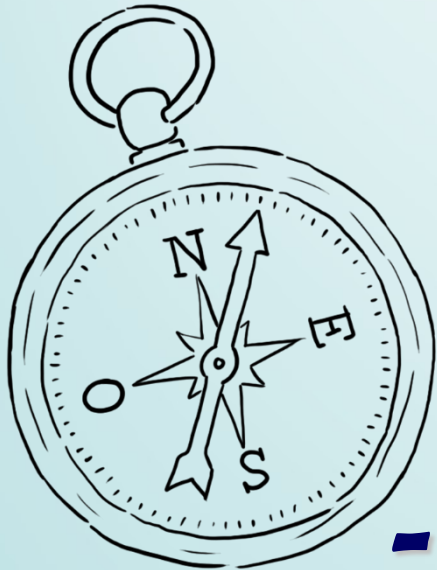
- **Minimum 30 mandatory lessons hours**
- **Final exam 5 ECTS credits, if recognized by your University**

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

**sent by email**

### **3. USEFUL INFORMATION**

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



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

# Residence permit

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



# **Residence permit**

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

**You can refer to:**

**Residence permit office**

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

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

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

**Exceptionally open from Monday to Friday during  
September**

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



# Medical care



- ***EU citizens:***
  - ***Family doctor and hospital services***
  - ***ASL located nearby the residential area***
  
- ***Extra-EU citizens:***
  - ***Purchase of **private insurances** for emergencies***
  - ***for all the other services please refer to ASL located nearby the residential area***

# **Medical care**

**FOR INFORMATION AND SUPPORT:**



**Ufficio Assistenza Sanitaria**

**EDISU PIEMONTE**

**Residenza Universitaria “Verdi”**

**Via Giuseppe Verdi 15 - Torino**

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

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

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

# Tax code



**It is necessary in order to open a bank account, sign a rental contract, purchase a mobile phone SIM card.**

**Can be requested to:**

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

**Corso Bolzano 30 – Torino**

**You can have further information at:**

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

**Under the tag**

**Servizi/Codice fiscale per studenti stranieri**



## **Public transportation**

**Season tickets for one or more months and for the whole year, can be purchased at **discounted fares** by students.**

**MORE INFORMATION available at:**

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

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

## **4. STUDENT SERVICES**

### **Housing**

**Cooperation with *Housing Anywhere***



**LEARN**  
**MORE!**

***Student-to-student housing platform for international exchange and internship students***



# HOUSING on Unito website

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

**Free assistance provided by Sportello Casa to Erasmus and international students)**

<http://torino.sportellocasapiemonte.it>

**Via Verdi 26/A Torino**

**SPORTELLLO  
CASA**

**Free assistance provided by Cerco Alloggio to Erasmus and international students)**

[www.cercoalloggio.com](http://www.cercoalloggio.com)

 **CERCO  
ALLOGGIO**

# Further accomodation opportunities



**Offers** on students' notice boards

**Informagiovani Offers** – Offices of the Municipality of Torino

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

**Max. 15 days in University dormitories in case of availability**

# University Residences

The University of Torino has some Residences  
(managed by **Edisu**)

**IMPORTANT:**

**University Edisu Residences are currently almost all overbooked**

In case of rooms availability, Erasmus students can be hosted for a maximum of 15 days.

International students can check free rooms by accessing the EDISU online service:

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

As for more information:

<http://en.unito.it/living-turin/when-you-arrive/university-life/housing>

# University restaurants EDISU

**EDISU card can be collected at:**

**Edisu Office**

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

***Monday and Friday h 9-11***

***Tuesday-Wednesday-Thursday h 9-11 and 13.30-15***

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

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

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



# Edisu University Canteens

**List of canteens at:**

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

**Services/university canteens**



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

**More information at:**

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

**Services/Substitute canteen's services**



# Sport activities with CUS

**Free card for:**



- sport activities at a **competitive and amateur** level
- **renting** sports grounds (tennis, five-a-side football, beachvolley)
- shop **discounts**

**You can collect your C.U.S. Card at Infopoint Office from 12.00 p.m. to 3.00 p.m.**

***NOTE: For sport activities it is mandatory to have a doctor's note for both competitive and not competitive sports activities***

# Sport activities with CUS

- Many sport activities available
- CUS card must be requested at CUS presenting medical certificate

**For further information please write to:**

**stefania.bisacco@custorino.it**

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

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



# Unito libraries and study rooms

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



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



## **IMPORTANT**

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



# **Support: counseling**

**Professional support for students:**

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



**Free of charge**

**Privacy guaranteed**

**By appointment only**

**Tel.: + 39 3881469366**

**E-mail:**

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



# Organizations which offer services to students:



- EDISU
- Informagiovani



## Student associations:

- AEGEE
- Erasmus Point
- ESN Erasmus Students Network



## **Contacts:**

**Sezione Mobilità e Didattica Internazionale**

**Vicolo Benevello 3/a – Torino**

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

**Tel. 011.6704425 (voicemail)**

**Fax 011.2361017**

**The incoming procedures will be available on  
[www.unito.it](http://www.unito.it) » English Unito » International  
Relations » Students' Mobility » Erasmus and  
Exchange students**

## **NOTE:**

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

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

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

