

Light up your future

Orientation Meeting for Exchange students

21/10/2020



Orientation Meeting for Exchange students 21st October 2020





PART

1

Your exchange at
Unito and the
coronavirus
preventive measures



PART 2

Administrative procedure for exchange students



PART
3

Studying and taking exams at Unito



PART 4

Student Life



Before starting...





All general and practical information for exchange students are published on the following main webpage

Exchange students and Erasmus mobility

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

Tip: please check this webpage regularly to be up-to-date with exchange procedures

An updated handbook for incoming exchange students will be published soon.





A buddy will get in touch with you by e-mail first.

WhattsApp/Facebook/WeChat groups are likely to be organized with your buddy and other fellow exchange students.



Orientation Meeting for Exchange students 20/21



Buddy – your best friends at Unito!

Buddies can help you:

- receive information about the services offered by the University such as libraries, studying rooms, university canteens, sport activities, etc..
- · receive information about healthcare, residence permit and housing
- · fulfill the administrative procedures related your mobility (such as register
 - courses on your career plan, register to exams, etc...)
- get in touch with relevant offices
- learn Italian language and get in touch with the culture



PART 1

Your exchange at UniTo and the Coronavirus preventive measures







Please note that the following information is based on the current Government guidelines and is therefore subject to change



The University responsibility:

Our priority at all times is to make sure our University is as safe as possible and minimize the risk to everyone onsite.

- Regularly cleaning our buildings with antiviral disinfectant
- Making more soap and hand sanitizer available
- Implementing social distancing (e.g. reducing the number of people onsite)
- Ensuring our buildings are properly ventilated with a good supply of fresh air

The University will keep you updated with any specific changes to its activities caused by Coronavirus (for example, changes to the delivery of courses). Some changes will need to be made on little or no notice, e.g. as a result of circumstances outside our control or government restrictions.



Your responsibilities

To help keep yourself and the people around you (including fellow students and staff at the University) safe and to ensure that you are able to benefit from your exchange programme you must:

a) 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" section of our website, which you should familiarise yourself with: https://en.unito.it/coronavirus-updates-unito-community







Some of these regulations include:

- Register your entry and exit from Unito venues using the My.unito App and QR codes;
- Maintain social distancing of 1-2 metres
- Book your place in lecture halls and classrooms
- Wearing a mask is compulsory in University buildings (and outside!)

Back to UniTo: access to University venues: https://en.unito.it/coronavirus-updates-unito-community/back-unito-access-university-venues



Your responsibilities

- b) follow all relevant guidance and instructions issued by the Italian government on what you can and can't do at the moment:
- Italian Ministry of Foreign Affairs and International Cooperation: information about limitations in force to/from certain countries, possible quarantine, restrictions, FAQ etc.:

https://www.esteri.it/mae/en/ministero/normativaonline/decretoiorestoacasa-domande-frequenti/focus-cittadini-italiani-in-rientro-dall-estero-e-cittadinistranieri-in-italia.html



http://www.salute.gov.it/portale/nuovocoronavirus/dettaglioContenutiNuovoCoronavirus.jsp?lingua=english&id=5412&area=nuovoCoronavirus&menu=vuoto





Your responsibilities

c) 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.



COVID-19 How to...from EU Procedures at arrival



Students coming from France, Great Britain and Northern Ireland, the Netherlands, Belgium, Spain, Czech Republic must get a swab test as follows:

- Get the swab test within 72 hours before entering Italy and send results to the following e-mail: rientroinitalia@aslcittaditorino.it
- Get the swab test upon arrival in Italy (e.g. quick test centres in major airports)
- Get the swab test within 48 hours at Turin hospitals Molinette or Amedeo di Savoia

Fill in the form ASL «Città di Torino» (the form is in italian) within 48 hours from arrival. The local health authority (ASL) will contact you after receiving the form and the form to be students 20/21



Information updated on 09/10/2020

COVID-19 How to...from Non-EU countries Procedures at arrival



Students coming from non EU countries and Romania:

- Compulsory self-isolation for 14 days.
- Fill in the <u>form ASL «Città di Torino»</u> (in italian language!) within 48 hours from arrival;
- Swab test on the 12th day- you will be contacted by the office Rientroinitalia



Information updated on 12/10/2020

Applying for Residence permit:

Certified quarantene/self-isolation takes precedence over the application request (8 days).

COVID-19 How to...



If you feel like you might have suspicious symptoms related to COVID-19 make sure to:

- If you are an international student and you HAVE NOT a family doctor in Torino (e.g. if you are an extra-UE student who did not register with the Italian National Health System and/or you have not chosen a family doctor yet -> write to gestionecovid@aslcittaditorino.it and you will receive the necessary information
- If you are an international student and you <u>HAVE</u> a family doctor → get in touch with your doctor and, in general, with your nearest local health authority (ASL)

Information updated on 25/09/2020

SWAB TEST vs SEROLOGICAL TEST

Swab test is free. Serological test costs about € 50,00 (only private lab do it)

Useful links and Contacts:



- Local Health Centre «Città di Torino» Returning to Italy Rientri in Italia (swab test and self-isolation at arrival)
- 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 emergency medical services
- National Information Centre on COVID-19: 1500. For general information valid nationwide
- Guardia Medica: 0115747. non-urgent medical services at night-time (from 8 pm to 8 am) or weekends (from 10 am to 8 am on the closest working date). The service is free of charge.

If you don't live in Turin, you have to refer to the local health authority (ASL) closest to the place where you live (e.g. if you live in Grugliasco \rightarrow ASL TO3)

Mini essential Coronavirus glossary



- **Distanziamento/distanza** → *distancing/distance*
 - Mantenere il distanziamento/la distanza di 1-2 metri → Maintain social distancing of one-two metres
- **DPCM** \rightarrow Decreto del presidente del consiglio; Prime minister's decree
 - The latest one: Il DPCM del 19 ottobre 2020 (Decree of 19th October 2020)
- Mascherina → mask/face covering
 - È obbligatorio indossare la mascherina > it is mandatory to wear face covering
- Quarantena/isolamento fiduciario -> Quarantene/Self-isolation
- Sintomi: febbre, tosse. -> Symptoms: high temperature, cough
- **Gel igenizzante** → hand sanitiser
 - Igienizzare le mani > sanitise your hands
- Tampone (fare il tampone) → Swab (get a swab test)





PART 2

Administrative procedure for exchange students

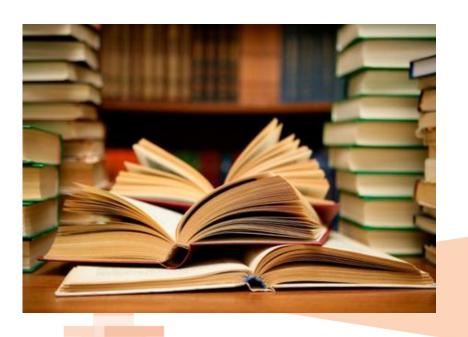


PART 2

Administrative procedure for exchange students

- ☐ Arrival in Turin
- ☐ Learning Agreement
- □ Italian language courses
- ☐ Extend mobility period
- ☐ Registering the end of your exchange
- □ Contacts







Getting started (1)

- Application Form
- Fill in the Google Form: Confirmation of exchange period at Unito 2020/2021
- In case of IN-PERSON mobility, make an appontment with Infopoint to register your arrival date, collect your certificate of arrival and have your University paperwork signed: https://en.unito.it/about-unito/infopoint
- In case of virtual mobility, your certificate of starting mobility cointains the arrival date you declared in the google form. You can have it by e-mail.
- Get your EDISU CARD at EDISU office by bringing your certificate af arrival with you

Sportello EDISU

via Giulia di Barolo, 3/bis Monday, Tuesday and Thursday 9:00 a.m.- 3:00 p.m.

Getting started (2)



• Get your MyUnito account activated (for both in-person and distance mobility)

username = name.surname
password = the same as at time of registration
☐ Personal profile
☐ Unito email account (user@edu.unito.it)
☐ Carreer Plan
☐ Registration to exams (Appelli)
☐ Grades
☐ CampusNet/Moodle/Webex (e-learning)
☐ Free Wi-fi in University venues and other delimitated areas

Learning Agreement

PART 2: Administrative procedure for exchange students



- You can choose courses from the whole catalogue of your Department and others
- Search courses tool:
 - Unito website: https://en.unito.it/course-search
 - Department website (under «elenco completo insegnamenti»)
- The information on the course webpage can help you fill in your Learning Agreement and compare courses content with those of your Home University
- Classes timetable
- Tip: contact the Professor who manages the course or the relevant office to get further information on courses compatibility

Learning Agreement

PART 2: Administrative procedure for exchange students



- Who signs my Learning Agreement?
 - Agreement Exchange coordinator or relevant international Department office: Academic Information – courses, exams and transcripts 2020-2021 in https://en.unito.it/international-relations/students-mobility/exchange-students-and-erasmus-mobility
 - ALERT: Law, Management, SAA, Psychology.
- When do I have to get the approval and signature of the LA Change?
 - Before arrival (check the deadlines of your home University) and in any case
 BEFORE taking exams

GET YOUR LEARNING AGREEMENT SIGNED BEFORE COMPLETING YOUR EXCHANGE!!!

Italian Language Course

PART 2: Administrative procedure for exchange students

- Free
- 40 hours of classes online
- 3 levels:
 - beginner (no test)
 - intermediate (entry test)
 - Advanced (entry test)
- At least 30 hours of attendance to take exam
- Final exam 5 ECTS
- The course and final grade will be registered directly by our office (no need to include it in you Piano Carriera)





Extending your mobility period



PART 2: Administrative procedure for exchange students

- Max mobility period: 12 months
- Mandatory to attend further courses and to take exams after the previously planned mobility period
- How to apply:
 - Be authorised by your Unito exchange coordinator/office
 - Be authorised by your Home University
 - Email





Registering the end of your exchange



PART 2: Administrative procedure for exchange students

- In case of physical mobility:
- make an appointment with Infopoint to register the ending date of your mobility period;
- Bring the **Confirmation of mobility certificate** of your Home University with you to have it signed.
- - Let us know if your **Exam Booklet** is complete or what is missing.
- In case of **virtual mobility**:
- register the ending date by filling in a the specific online form;
- Let us know if your **Exam Booklet** is complete or what is missing.

NB: Your **TRANSCRIPT OF RECORDS** is sent directly to your **Home** University email address one all your grades have been registered on your **MyUnito**.

Tip: before leaving please let us know if you have any urgency or you see any inaccuracies in your certificate.

Contacts



PART 2: Administrative procedure for exchange students

- Administrative queries (exchange procedure and paperwork):
 - SEZIONE MOBILITÀ E DIDATTICA INTERNAZIONALE

Email: internationalexchange@unito.it

Tel: +39 3204390182 Monday-Friday from 2:30 pm to 4:30

INFOPOINT

Via Po, 29

E-mail: infopoint@unito.it
Tel. 011.6703020/3021

The Infopoint is open to the public every day from Monday to Friday. Services will be provided by appointment by calling or writing e mail

- Academic queries:
 - Agreement Exchange coordinator
 - Professor managing course
 - Exchange office at schools/departments: next slides



International support offices at Schools/Departments (Polo) - 1



Campus Luigi Einaudi (CLE)

Lungo Dora Siena 100/A - 10153 Torino

E-mail: international.cle@unito.it

School of Human Sciences (SUM)

Via S. Ottavio, 19/A - 10124 Torino

E-mail: <u>international.humanities@unito.it</u>

School of Management and

Econimics

Corso Unione Sovietica, 218 bis, 10134 Torino E-mail: exchangestudents.econ@unito.it



S.A.A. School of Management

Via Ventimiglia, 115, 10126 Torino TO

Email: exchange.saa@unito.it

International support offices at Schools/Departments (Polo) - 2



School of Natural Sciences

Corso Massimo D'Azeglio, 60 – 10126 Torino

Email: international.sciences@unito.it



Department of Pharmacy:

Via Giuria, 9 – 10126 Torino E-mail erasmus.farmacia@unito.it

School of Medicine - Torino

Corso Massimo D'Azeglio, 60 – 10126 Torino

Email: international.medtorino@unito.it

School of Agricoltural Sciences and Veterinary Medicine (AgroVet)

Largo Paolo Braccini 2, 10095 Grugliasco E-mail: international.agrovet@unito.it

School of Medicine – Orbassano

Regione Gonzole, 10 - 10043 Orbassano E-mail: fcl-med-did-sanluigi@unito.it



PART 3

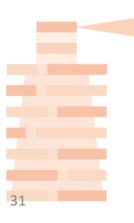
Studying and taking exams at UniTo



PART 3 Studying and taking exams at Unito

International Università di Torino

- Distance and face-to-face learning
- Carreer Plan
- Credits and grades
- Registration to exams (Appelli)
- Registration of grades



How to access online teaching services:

Enrolled students (current student):

Use your MyUnito credentials to access:

- CampusNet
- Moodle
- Webex
- Student Booking to attend the in-person activities

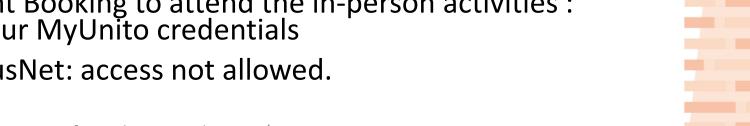
Students not yet enrolled (future student):

- Moodle: Use your MyUnito credentials
- Webex: you can access it as unauthenticated user by entering through browser o using it as guest ("Usa come ospite")
- Student Booking to attend the in-person activities:
 Use your MyUnito credentials
- CampusNet: access not allowed.











Registration to courses

 It is relevant for both distance learning and face-to-face learning.

Read the course webpage carefully

 Do not hesitate to contact the Professors who manage the course if you need any clarification/help!
 You can find their contacts in the Unito People's Directory:

https://rubrica.unito.it/?lang=eng



Useful information about distance learning: .1 Courses details



Each course webpage includes all information about the course (eg: lessons materials, content, credits, mode of delivery, method of assessments, bibliography etc.)

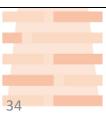




In the section AVVISI you can find information about the teaching modality (either online or face-to-face) and how to access courses materials

Avvisi

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



Useful information about distance learning: (2) E-learning platforms

International Università di Torino

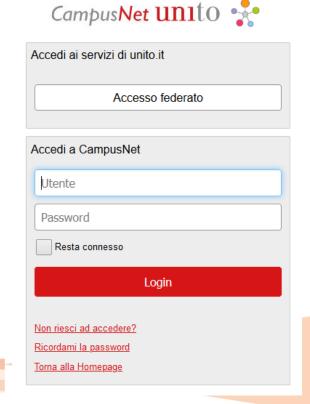
CampusNet

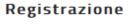
1) Access via Degree Programme / Dept in Unito:





3) Register to the course:

















Useful information about distance learning:

.3 E-learning platforms Moodle



How to access the platform:

a) You can access the service by clicking on the icon at the bottom of the course webpage:



NEED HELP TO ACCESS?

<u>Service Desk</u> Unito.

b) Click on E-Learning either on website of the Degree programme, or the Department or of the School







FOLLOW THE SERVICE

DESK STEPS AND

PROVIDE YOUR NAME,

SURNAME, I.D.

NUMBER (MATRICOLA)

AND UNITO E-MAIL

ADDRESS

(NAME.SURNAME@EDU

.UNITO.IT)

Useful information about distance learning: .4 E-learning platforms





Webex

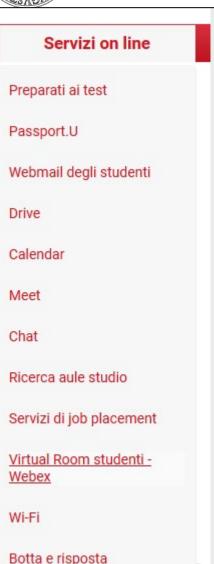
It is a web conference service mostly used for online lectures and classes No software installation is required.

- 1) How to access
- Starting from MyUnito, select «Servizi online» > «Virtual Room studenti Webex» or by the direct link provided by the Professor who manages the course
- 2) Need help?

If you need you can contact the <u>Service Desk</u>. Provide your name, surname,

I.D. Number (matricola) and UniTO e-mail address (name.

surname@edu.unito.it)



Useful information about face-to-face learning: .5. Face-to-face learning



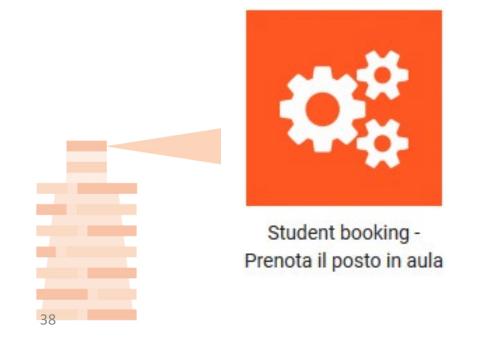
Booking your place in the classroom

To comply with Covid-19 social distancing measures, book your place in a classroom via the "Student booking" service on on your MyUniTo profile.

Lectures are recorded

Need any help?

Write an e-mail to: student.booking@unito.it



Career Plan - Piano Carriera



- A Career Plan (Piano Carriera) made up of all the courses listed and approved in your Learning Agreement
- Registration to courses (to allow attendance either in person or online) ≠ Career Plan
- You can change it anytime
- Mandatory to take exams and register grades and credits
- Mandatory for final Trascript of Records.

Credits and grades



- 1 UniTO credit (CFU) = 1 ECTS
- Grades equivalence:

ECTS GRADES	UNITO GRADES
Α	30 – 30 cum laude
В	28 – 29
С	25 – 27
D	21 – 24
E	18 – 20
Fail	<18

Credits and grades





- «Corso integrato» (integrated course): made up of 2 or more modules
- Try and choose courses with the amount of credits you need! Ask the professor of the course for any guidance!
- To take only part of the programme and thus reducing the amount of credits of the course it is **mandatory** to:
 - Obtain the WRITTEN approval of the Professor who manages the course
 - Send the written approval (email/document) to internationalexchange@unito.it WAY BEFORE taking the exam!!!

NB: don't make decisions on your own! Ask for the professor's approval first!



Methods of assessment (mostly online)

- Written exam (online)
- Oral exam (online)
- Written + oral exam
- The method of assessment is on the course page.
- When
 - First semester: December 2020– February 2021 -- 2 or 3 dates
 - Second semester: May 2021– July 2021 -- 4 of 5 dates
 - September 2021: 1 date



Registration to exams (Appelli)



- Exam = Appello
- MANDATORY REGISTRATION
- Take note of the timeframe to register to exams. Check deadlines on your MyUnito
- No registration to exam = no grades on your Transcript of Records
- Pay close attention to the «APPELLI NON VERBALIZZANTI» (exams without registration)! (Non ver)

Registration of grades



- Accepting/Refusing a grade
 - Oral exams: on the spot
 - Written exams: online, generally 5 days to accept or silent consent.
- **Results** (not registration!) sent to your Unito email account user@edu.unito.it (not to personal email!)
- Failed exams: Grade registered as «insufficiente».
 If you need this grade shown as number please tell the Professor BEFORE AND DURING the exam.
- Laboratories and seminars: "idoneo". if you need a grade shown as number please tell the professor BEFORE registration
- If the grade is not registered within 1 month of publication, please contact the professor and/or office

NB: In your Transcript of Records you will find only the **exams you have taken and be graded for**, not those you who only attended as auditor. 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.

Mini essential academic glossary



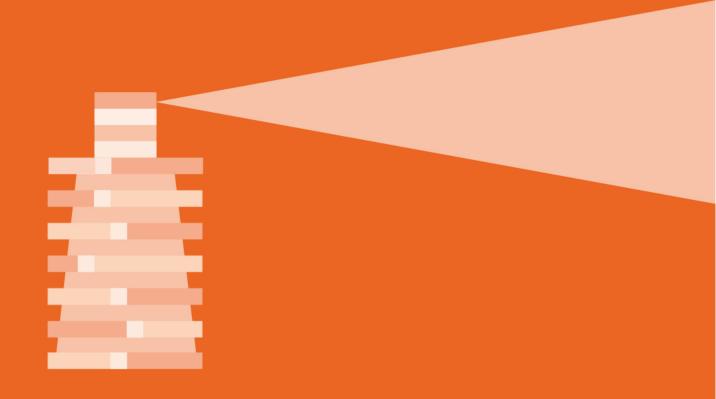
- Appello → Exam date
- Aula → Lecture hall/classroom
- Dipartimento → Department
- Docente/Professore-Professoressa → *Professor*
- Piano Carriera → Carreer plan
- Ricevimento → *Professors' office hours*
- Verbalizzazione → *Grades registration*
- Esame/Corso → Exam/Course
- Esame verbalizzante/non verbalizzante → Exam with/without a registered mark





PART 4

Student life



Student Life – Useful Information





- Libraries and study places
- Healthcare
- Counselling: Support and Assistance
- Safety and Emergency
- Codice Fiscale (Tax code)
- Transportation
- Food and shopping
- Sports
- Student Associations

Libraries and study places



University libraries

Check on each library website information about access to **reading rooms** for studying, **shared PCs**, **copy machines** and **consultation services**. In some cases booking a place or service before accessing the premises is required.

Online magazines, ebooks and databases bought by UniTo can be accessed via the

Bibliopass - remote access to UniTo digital Library

For further information check the Library section on the website: https://en.unito.it/about-unito/structures/libraries

EDISU study spaces:

Availability and access requirements:

https://www.edisu.piemonte.it/en/notizie/avvisi/study-halls-open



Healthcare



FOR ALL EMERGENCIES HEALTHCARE ASSISTANCE IS GUARANTEED REGARDLESS OF ANY TYPE OF MEDICAL INSURANCE

EU nationals:

- healthcare assistance (general practitioner and hospital services) guaranteed with Servizio Sanitario Nazionale (SSN). Bring with you your **European Health Card** and identity card and refer to local medical authorities (A.S.L.)
- Some medical visits may require an extra cost ("ticket")

Non-EU nationals:

- -Servizio Sanitario Nazionale (SSN): full health coverage upon payment of a fee per calendar year. Some medical visits may require an extra cost ("ticket")
- -private insurance: to be purchased at insurance companies.
- -Mandatory for residence Permit

Ufficio Assistenza Sanitaria

EDISU PIEMONTE

Residenza Universitaria "Verdi", Via Giuseppe Verdi 15 - Torino

Telefono: +39 334 100 6710 (office hours)

e-mail: ezio.chionio@EDISU-piemonte.it

https://www.edisu.piemonte.it/en/services/study-halls-and-other-services/healthcare-assistance-information



Counselling: Support and Assistance



- professional support
- personal or social difficulties that interfere with their academic goals
- problems in settling in different country and culture (such as stress and anxiety)
- For free
- privacy guaranteed
- *PASSI@UNITO project is dedicated to International students attending the University of Turin.

UNIVERSITY COUNSELING

On appointment

Phone: (+39) 388 1469366

Email: counseling@unito.it

PASSI@UNITO PROJECT*

On appointment

E mail: passi@unito

Via Verdi 10/ter/E

Safety and Emergencies



Emergency numbers

- 112 Common Emergency Telephone Number: emergency medical services, Police,
 Carabinieri, Fire fighters
- Accidents during studying activities: <u>internationalexchange@unito.it</u>
- Further info: https://en.unito.it/services/insurance



Codice Fiscale (Tax Code)



The tax identification code is the way to identify the citizens as far as the relations with public bodies and institutions are concerned. It is a group of 16 alphanumeric signs.

It is necessary in order to open a bank account, residence permit, to register to the

National Health Service, sign a rental contract, etc...It is for free

Example:

Maria Rossi born 01/01/1970 in Milano

Tax code: RSSMRA70A41F205Z

RSS MRA 70A41 F205Z ROSSI

MARIA MILANO

2009

01/01/1970

What do you need to get it?

- Identification Card/Passport
- Online form (in italian!) : https://piemonte.agenziaentrate.it/?id=6674
- Email address: dr.piemonte.sf@agenziaentrate.it

Transportation



Local transportation company: **G.T.T.** (**Gruppo Trasporti Torinese**) Travel options:

- City tickets (single ones), Daily tickets, Multiday tickets (BipCard)
- Season tickets: annual, monthly and weekly tickets (Bip Card)
- Download the App GTT To Move

You can buy **BipCards** at Railway Stations and you can top-up them railway stations or tobacconists, newsagents, bars

You can buy **city and daily tickets** at Tobacconists, Newsagents, bars, self-service points at railway and subway stations



Food and shopping EDISU UNIVERSITY CANTEENS



You can access Edisu canteens with your **Edisu card**. Due to Covid restrictions most canteens offer only a **take-away service**.

Fare for exchange students:

Ex: Full meal (main course, second course, side dish, bread, fruit) € 2,50

List of canteens: https://www.edisu.piemonte.it/en/services/food-services/canteens/locations-and-opening-hours-canteens

Food and shopping



University student discounts

- Partitial list http://www.studyintorino.it/it/informazioni/sconti-per-studenti/
- Museums, cinemas, bookshops, Printing shops, clothing shops, hairdressers, concerts, bars, etc..
- Generally 10% or you're given a «fidelity card» for a final gift or discount

Where to shop and buy everyday stuff

- Supermarket and Ipermarkets
- Local street markets
- Look for bargains (OFFERTE)!
- Online delivery services





Sport Centro Universitario Sportivo





- Wide range of activities, including athletics, rugby, football/soccer, basketball, volleyball, dance, tennis, golf courses and more
- For further information and get your card please check the website
- https://www.custorino.it/
- Internationalstudents@custorino.it

Student Associations









- List of University associations and groups
 - https://www.unito.it/ateneo/organizzazione/organizzazioni-di-studenti/albo-organizzazioni-studentesche
- Association for musical activities

https://www.unito.it/ateneo/strutture-e-sedi/strutture/fondazioni-consorzi-associazioni-e-societa/associazione-le



Grazie per l'attenzione

