



WELCOME MEETING FOR EXCHANGE STUDENTS

23rd September 2021

Orientation Meeting for exchange students 23rd September 2021



PART

1

Your exchange at Unito and the coronavirus preventive measures



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Administrative procedure for exchange students



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Studying and taking exams at Unito



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Student Life



Before starting



All general and practical information for exchange students is 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 <u>handbook for incoming exchange students</u> has been published.
- Do not forget to check the <u>Academic Glossary!</u>





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 it is therefore subject to change!





The University responsibilities:

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:

- Show your Covid digital certificate
- 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

Back to UniTo: access to 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.: Here
- Italian Ministry of Health: Here





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.



Useful weebsites on the coronavirus regulations in Italy



- Coronavirus: updates for UniTO Community
- Travelling to Italy Ministry of Foreign Affairs
- Covid-19, information for travellers
- List of pharmacies with antigenic tests services at reduced prices for students

Residence Permit/Permesso di soggiorno

Applying for Residence permit:

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





Procedures at arrival

PROCEDURES DEPEND ON THE COUNTRY OF DEPARTURE.

- Travelling to Italy Ministry of Foreign Affairs
 - Covid-19, information for travellers
- Negative swab test within 72/48 hours before entering Italy. You won't need to do the fiduciary isolation.
- If you don't have a swab test you must undergo the fiduciary isolation

MANDATORY FOR EVERYONE:

- Passenger Locator Form
- Regione Piemonte Form

Information updated on 23/09/2021



Green Pass



(EU Digital COVID Certificate)

An EU Digital COVID Certificate is a digital proof that a person has either

- been vaccinated against COVID-19
 - (vaccines approved in Italy authorized by EMA Pfizer-BioNtech,
 Spikevax (Moderna), Vaxzevria (AstraZeneca), Janssen (Johnson & Johnson)
- received a negative test result or
- recovered from COVID-19

Further Information: **<u>EU Digital COVID Certificate</u>**

<u>Certificazione verde – Italia</u>





Converting your COVID certificate



If you want to apply for the issue of an European Green Pass submit a request to <u>ASL TORINO</u>, attaching the following documents:

- Copy of identity card
- Copy of tax code (see below)
- Copy of vaccination certificate (vaccine recognized in the EU)
- Copy of UNITO registration (arrival certificate)
- Proof of residency in Turin (rental contract, utility bill or self-declaration).





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 <u>HAVE NOT</u> 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) call the Continuità Assistenziale Emergency Doctor Service **116117**, at night-time (from 8 pm to 8 am) or weekends (from 10 am to 8 am on the closest working date) and you will receive the necessary information.
- If you are an international student and you <u>HAVE</u> a family doctor in Torino □ get in touch with your doctor and, in general, with your nearest local health authority (ASL)
- Read CAREFULLY THE **HANDBOOK** for Incoming students (pp.28-30)





Useful links and contacts



- Local Health Centre «Città di Torino» Returning to Italy Rientri in Italia
- Call the Regional Covid Emergency toll-free number 800.95.77.95: 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.
- Continuità Assistenziale Emergency Doctor Service: 116117. 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.

IMPORTANT: 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 (2) ASL TO3). Ask your buddy for help!





PART 2

Administrative procedure for exchange students



Buddy is your bestfriend here at UniTo!



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.





Buddy - your bestfriend here at UniTo



Buddies can help you:

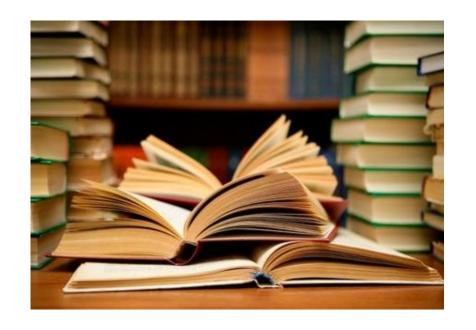
- receive information about the services offered by the University such as libraries, studying rooms, university canteens, sport activities, etc...
- receive information about healthcare, residence permit and housing
- fulfill the administrative procedures related your mobility (such as register courses 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 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



- Application Form
- 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 of arrival with you

Sportello EDISU

via Giulia di Barolo, 3/bis Monday and Thursday 13:00 - 15:30 | Tuesday 9:00 -12:00

They receive both without and with reservation (reservation will give priority in the booked time).

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



Learning Agreement/1



- 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» full list of courses)

More tips in the **Handbook for incoming students!**



Learning Agreement/2



- 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!!!



Extending your mobility period



- 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 both approvals to <u>international exchange@unito.it</u>





Registering the end of your exchange



Everyone has to fill in the **END OF MOBILITY** FORM (Let us know if your **Exam Booklet** is complete or what i missing)

- In case of **physical mobility**:
- Fill in the «END OF MOBILITY» FORM;
- 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.
- In case of virtual mobility:
- register the ending date by the «END OF MOBILITY» FORM.

NB: Your **TRANSCRIPT OF RECORDS** is sent directly to your Home University e-mail address once all your grade 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



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

Email: internationalexchange@unito.it

Tel: +39 0116704425 Monday-Friday from 2:00 pm to 4:00

INFOPOINT: Services will be provided **by appointment.** To make an appointment, send an email to infopoint@unito.it or call: +39 0116703020.

Via Po, 29 E-mail: infopoint@unito.it

Infopoint is **open** to the public on: **Monday** from 9.00 am to 4.30 pm and **Wednesday** from 9.00 am to 1.00 pm **Infopoint Virtual Service**: available **from Monday to Friday** from 2.00 pm to 4.00 pm. <u>Access the service</u>

- Your BUDDY for anything else!! Page
 Ask for a buddy to your Polo (next two slides!)
- 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

Economics

Corso Unione Sovietica, 218 bis, 10134 Torino

E-mail: international.sme@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:

international.medsanluigi@unito.it



Italian language course

- Free of charge
- 40 hours of classes online
- At least 30 hours of attendance to take exam
- Final exam 5 ECTS
- 3 levels:
 - beginner (no test)
 - intermediate (entry test)
 - Advanced (entry test)
- The course and final grade will be registered directly by our office (no need to include it in your Piano Carriera)
- It will start in mid-October 2021, check the Section: Italian language courses at the following page

NOTE: THE FPOLLOWING EXAM IS <u>NOT</u> FOR EXCHANGE STUDENTS

«LIN0593 ITALIAN FOR INTERNATIONAL STUDENTS PRE-INTERMEDIATE LEVEL"





PART 3

Studying and taking exams at UniTo



Studying and taking exams at UniTo



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



How to access online teaching services



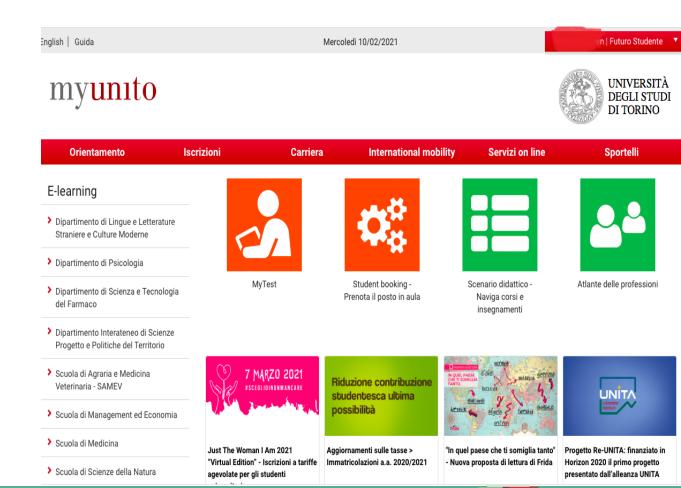


- Contact us if you are still «future student»
- CampusNet: access not allowed.
- MyUnito+ App: no full access to services

Enrolled students (current student):

Use your MyUnito credentials to access:

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





MyUnito+ App

- MyUnito+ is the official app of the University of Turin, where you can be updated on activities and services promoted by UniTO.
- English/Italian
- Log in with your MyUnito credentials to manage your bookings, your calendar and notes!

(N.B. if you are a «Future student» you can not yet access all the app services).









Registration to courses



- Moodle/Campusnet
- It is relevant for both distance learning and face-to-face learning.
 Read the course web page carefully!
- Read the <u>Handbook for incoming students</u> (pp. 17-18)
- Do not hesitate to contact the Professors who manage the course if you need any clarification/help!
 You can find their contacts in the <u>Unito People's Directory</u>:

Useful information about distance learning: courses details

Bacheca appelli



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



Useful information about face-to-face learning, when it will be possible



Booking your place in the classroom

Where applicable, book your place in a classroom via the "Student booking" service on your MyUniTo profile (or MyUniTo App).

Lectures are recorded, unless otherwise specified (see course webpages)

Need help?

Write to: student.booking@unito.it



Student booking -Prenota il posto in aula



Career Plan – Piano carriera



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



Credits and grades - 1



- 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 - 2





- «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
 BEFORE taking the exam!!!

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



Methods of evalutation



- Written exams
- Oral exams
- Written + oral exam
- The method of evaluation is on the course page.
- Exams session: When? We strongly suggest you to take exams as soon as possible!
 - December- February
 - Mid-May 2021 July 2021 4 of 5 dates/appelli
 - September 2021: 1 date/appello (not recommended)



Registration to exams (Appelli)



- Exam = Appello
- MANDATORY REGISTRATION
- No registration to exam = no grades on your Transcript of Records
- Take note of the timeframe to register to exams. Check deadlines on your MyUnito
- Pay close attention to the «APPELLI NON VERBALIZZANTI» (exams without registration)! Do not choose this option unless the professor said so!



Registration of grades

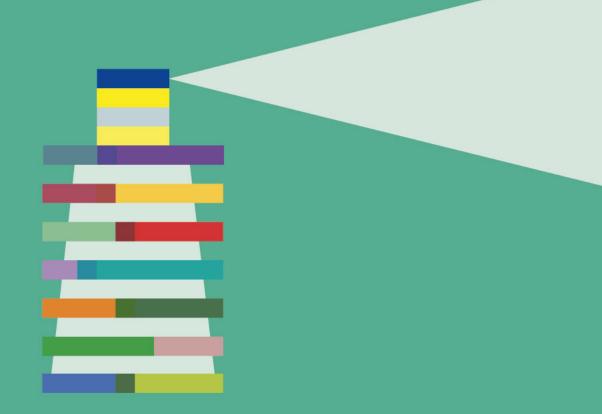


- Check the <u>Handbook for incoming students</u> (pp 20-21) AND <u>FAQ exams</u>
- Accepting/Refusing a grade
 - Oral exams: on the spot, no email sent to you.
 - Written exams: online, generally 5 days to accept or <u>silent consent applies</u>. Results sent to your Unito email account user@edu.unito.it (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 our office

NOTE: 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.



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
- Sports
- Student / Musical 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/book loans**. In some case booking a place or service before accessing the premises is required.

Online magazines, ebooks and databases bought by UniTo can be accessed via the <u>Bibliopass - remote access to UniTo digital Library</u>

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: Edisu study halls



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 your **European Health Card** with you.

Non-EU nationals:

- Mandatory for residence Permit
- Servizio Sanitario Nazionale (SSN): full health coverage upon payment of a fee per
- calendar year.
- private insurance: to be purchased at insurance companies.

Read CAREFULLY THE <u>HANDBOOK for Incoming students</u> (pp.28-30)

Ufficio Assistenza Sanitaria EDISU PIEMONTE

Residenza Universitaria "Verdi", Via Giuseppe Verdi 15 - Torino Telephone: 334 100 6710 (Monday to Thursday from 8.00 am to 04.00 pm and Friday from 8.00 to 12.00 noon). e-mail: info.healthcare@edisu-piemonte.it

Website: Edisu Health



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





Counseling Support and Assistance



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

GENERAL UNIVERSITY COUNSELING

On appointment

Phone: (+39) 388 1469366

Email: counseling@unito.it

<u>Passi@UniTo - Counseling for international students</u>

On appointment

Email: passi@unito.it



Codice Fiscale (Tax/Fiscal 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, to buy a sim card etc... It is for free and issued by Agenzia delle Entrate Offices

Example:

Maria Rossi

born 01/01/1970 in Milano

Tax code: RSSMRA70A41F205Z

What do you need to get it?

- Identification Card/Passport/Visa
- For information and help with the request, please right to «office.incoming@unito.it»



SS MRA 70A41 F205Z

Transportation



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

- City tickets (single ones), Daily tickets, Multiday tickets
- Season tickets: annual, monthly and weekly tickets
- Download the App GTT ToMove

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

http://www.gtt.to.it/cms/

+ GO GREEN! BIKE SHARING







Food



You can access Edisu canteens with your **Edisu card**. List of canteens, opening hours, prevention measures to safely access available at the followin link:

https://www.edisu.piemonte.it/en/services/food-services/canteens/locations-andopening-hours-canteens

Fare for exchange students:

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



Students 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



Sport Centro sportivo universitario (CUS)





- Wide range of activities, including athletics, rugby, football/soccer, basketball, volleyball, dance, tennis, golf courses and more
- For further information about sports activities allowed during this pandemic period, and get your card, please check the website and sign up for the newsletter !!
- https://www.custorino.it/
- Internationalstudents@custorino.it





We wish you a fun and productive stay in Torino!

