This document is meant to be read together with all other general and practical information published on the following main webpage:

- [Exchange students and Erasmus Mobility](#)
- [Handbook for incoming exchange students](#)
- [Academic Glossary](#)
- Additional information sent via e-mail

**Tip:** Please check our webpage regularly to be up-to-date with exchange procedures
Getting started

Your arrival check list ✓
ARRIVAL CHECK LIST

- **Application Form**
- **Infopoint** to register your **arrival date**, collect your **certificate** of arrival and have your University paperwork **signed**
- **EDISU APP (Personal Code)** to get discounted access to the University Canteen Services
- Access to **Libraries** and **Study Places**
- **Codice Fiscale**
- Get your **MyUnito account** and **email** activated
You can access Edisu-run canteens with your **Edisu APP and code (get it at Infopoint)**

List of canteens, opening hours, menu at the following link: [Edisu canteens](#)

**Special fare for exchange students:**

**Ex:** **Full meal** (main course, second course, side dish, bread, fruit) € 2,50
University 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 cases booking a place or service before accessing the premises is required.

  • **EUREKA:** unified access point to online and printed bibliographic resources

EDISU study spaces:

• Availability and access requirements: [Edisu study halls](#)
Codice Fiscale

- The Codice Fiscale is a 16 number and letter sequence required to apply for residence permit, to open a bank account, to enter into a tenancy agreement, to receive the payment of a UNITO scholarship.

  Example:
  
  RSSMRA70A41F205Z

- Write to: office.incoming@unito.it 

- Requests for Codice Fiscale related to Italian Residence Permit will be processed with priority.
MyUnito account - online services

- **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
Studying and taking exams
Studying and taking exams

- Choosing Courses
- Language requirements and language courses
- Timetables
- Career Plan
- Credits and grades
- Taking exams (Appelli)
- Getting your grades
- Registering the end of your mobility
Choosing courses

• You can **choose courses** from the whole catalogue of your Department and others:
  • Unito website: [course search](#)
  • Department website (under «elenco completo insegnamenti» - full list of courses)

• Erasmus+ (mandatory for scholarship!)
  • **Who signs my Learning Agreement?**
    Agreement Exchange coordinator or relevant international Department office: [Academic Information – courses, exams and transcripts](#)
  • **When do I have to get the approval and signature of the LA Before/Change?**
    • Before arrival (check the deadlines of your home University) in any case **BEFORE taking exams!**

**GET YOUR LEARNING AGREEMENT**
**SIGNED BEFORE COMPLETING YOUR EXCHANGE!!!**
Choosing courses: details

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

Each course webpage includes all information about the course (eg: lessons materials, content, credits, mode of delivery, method of assessments, bibliography etc.)
Language requirements to take classes and sit exams

- Main languages of instruction are Italian or English.
- **Italian** recommended level B1*
- **English**: recommended level B1*

Language proficiency certificates **are not required** for admission.

* Level according to Common European Framework of Reference for Languages (CEFR), see https://www.coe.int/en/web/common-european-framework-reference-languages/home

Any language arrangements to attend classes and sit exams **MUST BE agreed upon** with the professor in charge of the course at the beginning of classes.

Please be aware that not all requests may be accepted due to the course content and requirements.
Italian language course

• Free for all exchange students. Check calendar here.

• 40 hours of classes. At least 30 hours of attendance to take exam and get credits
• 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)

• NOTE: THE FOLLOWING EXAM IS NOT FOR EXCHANGE STUDENTS
• “LIN0593 ITALIAN FOR INTERNATIONAL STUDENTS BEGINNER/PRE-INTERMEDIATE LEVEL”
The Language Center CLA-UniTO is looking for volunteers whose first language is **English, French, Spanish, German, Portuguese or Russian** in order to set up conversation groups with our Italian students.

- **WHEN?**
  1 hour a week

- **WHERE?**
  At CLA-UniTO: Palazzo Nuovo, via S. Ottavio 20 Turin (basement)

- **HOW?**
  Write an email to claunito@unito.it to receive the registration form
**Class Timetables: access your classes planner**

Each Department/Degree programme may display their lesson plans differently:
- year of delivery (e.g., Year 1 undergraduate, Year 2 undergraduate, etc...);
- Degree Programmes;
- all the courses together.

For further details please read the "Focus on" section of the handbook of your main department.

MyUniTO profile and app ONLY show the timetable of the courses you registered on your piano carriera.

The default timetable view will display the current week. You can change view from the following display options: Day/week/month; Calendar/List view; Specific date; you can also print/download the calendar.
A Career Plan (Piano Carriera) is made up of all the courses listed and approved in your Learning Agreement.

- Learning Agreement ≠ Career Plan
- Registration on Moodle/Campusnet ≠ Career Plan
- Deadline: exchange students have different deadlines from degree-students, however it must be completed as soon as you decide your courses!!!
- WHEN: from mid-October
- Mandatory to take exams and register grades and credits
- Mandatory for final Transcript of Records.
- FAQ: How to fill in the Piano Carriera

read page 18 of Handbook for incoming exchange students
Credits and grades - 1

- 1 UniTO credit (CFU) = 1 ECTS

- In your Transcript of Records, you will find ECTS translation table for each exam and/or study field you have taken (when available). Grade distribution varies based on each department or degree course general statistical performance.

- Further information in Handbook for incoming exchange students (page11-12)

<table>
<thead>
<tr>
<th>ECTS GRADES</th>
<th>UNITO GRADES</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>30 – 30 cum laude</td>
</tr>
<tr>
<td>B</td>
<td>28 – 29</td>
</tr>
<tr>
<td>C</td>
<td>25 – 27</td>
</tr>
<tr>
<td>D</td>
<td>21 – 24</td>
</tr>
<tr>
<td>E</td>
<td>18 – 20</td>
</tr>
<tr>
<td>Fail</td>
<td>&lt;18</td>
</tr>
</tbody>
</table>

This is only a general example
Credits and grades - 2

• **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 Credits are **awarded only when the course is completed** and the related exams is **passed**. Therefore, credits are not awarded for attendance only courses.

• «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 in charge 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 **at least 6 weeks before taking the exam!!!**

Don’t make decisions on your own!

Ask for the professor’s approval first!
Taking exams (appelli) - 1

Methods of evaluation

• The method of evaluation is on the course webpage.
  • Written exams
  • Oral exams
  • Written + oral exam

• Exam sessions: When?
  • Mid-December – February - 2/3 dates/appelli
  • May-July 3/4 dates/appelli
  • Online exams are not allowed!
  • All exams must be taken within the exchange time period.

YOU MAKE YOUR OWN SCHEDULE
but! We strongly suggest you to take exams as soon as possible!
Taking exams (appelli) - 2

• **Mandatory online registration.** This applies to seminar, laboratories, internships, papers as well.

• **No registration to exam = no grades** on your Transcript of Records. Make sure to understand how to get your grades validated.

• Take note of the timeframe to register to exams. Check deadlines on your MyUnito.

• [How to register to exams](#)
Getting your grades

- You can retake exams
- Accepting/Refusing a grade
  - Oral exams: on the spot, no e-mail sent to you.
  - Written exams: online, generally 5 days to accept or silent consent applies. Results sent to your Unito e-mail account user@edu.unito.it
- Failed exams: Grade registered as «insufficiente».
  If you need this grade shown as number, please tell the Professor BEFORE the exam takes place.
- Laboratories and seminars: “idoneo”. if you need a grade shown as number please tell the professor BEFORE registration is completed.
- If a grade is not registered within 1 month of publication, please contact the professor first for information.

Check the Handbook for incoming students (pp 19-20) AND FAQ exams

NOTE: In your Transcript of Records you will only find the exams you have taken and be graded for (passed or failed), 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 your planned activity.
Registering the end of your exchange

• Fill in the «END OF MOBILITY» FORM – instructions and link on the website;

• Let us know if your Exam Booklet is complete or what is missing

• Infopoint: Bring the confirmation of mobility certificate or any other document of your Home University with you to have it signed.

• Your Transcript df Records is sent directly by email to the International Office of your Home University once 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.
Looking for support? Here’s a contact list
# If you help with your exchange and study matters

<table>
<thead>
<tr>
<th>WHO TO REFER TO</th>
<th>CONTACT DETAILS</th>
<th>WHAT CAN WE HELP YOU WITH</th>
</tr>
</thead>
</table>
| **Sezione Unita e Mobilità Internazionale**<sup>1</sup> (International Mobility Office) | Email: internationalexchange@unito.it  
Tel: +39 0116704425 Tuesday-Thursday from 2:00 pm to 4:00 | Administrative queries  
(exchange procedure, registration and paperwork) |
| **Infopoint**                                        | E-mail: infopoint@unito.it  
Via Po 29, Torino  
Open: Mondays - Friday from 9 am to 4.30 pm.  
Virtual Service: available from Monday to Friday from 2.00 pm to 4.00 pm. | General queries about University life and point of contact with International Exchange Office |
| **Exchange coordinator**                             | Check pur main webpage                                                           | Academic queries (advice and guidance on courses and life at department); learning agreement |
| **Professor in charge of a single course**           | See course webpage for contact details                                             | Advice and guidance on course                                                             |
| **Tutoring**                                         | [https://en.unito.it/services/guidance-and-counseling-services/tutoring](https://en.unito.it/services/guidance-and-counseling-services/tutoring) | General tutoring services provided by each department                                      |
| **Buddy Project**                                    | Find the list of contact details on the main webpage                              | Unito students are available to support your exchange and help you settle in your new environment. |
You can refer to the **Support to International Activities (Polo) offices** to get more information about academic matters, such as Learning Agreement, availability of courses, etc.. Check page 11 of the Handbook to see which is the Polo you can refer to.

| International office of the Hub of Agricultural and Veterinary Sciences – AgroVet | international.agrovet@unito.it |
| International office of the Hub of Law and Social Sciences | international.cle@unito.it |
| International office of the Hub of Humanities | international.humanities@unito.it |
| International office of the Hub of Science of Nature | international.sciences@unito.it |
| International office of Department of Pharmacy | erasmus.farmacia@unito.it |
| International office of the Hub of Medicine Torino | international.medtorino@unito.it |
| International office of the Hub of Medicine Orbassano and Candiolo | international.medsanluigi@unito.it |
| International office of the School of Management and Economics | international.sme@unito.it |
| International office of SAA School of Management | exchange.saa@unito.it |
# Safety and Wellbeing

<table>
<thead>
<tr>
<th>WHO TO REFER TO</th>
<th>CONTACT DETAILS</th>
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</thead>
<tbody>
<tr>
<td>Common Emergency Telephone Number</td>
<td>112</td>
<td>emergency medical services, Police, Carabinieri, Firefighters</td>
</tr>
<tr>
<td>Passi@UniTo - Counseling for international students</td>
<td><a href="mailto:passi@unito.it">passi@unito.it</a></td>
<td>professional support to help you with personal or social difficulties that interfere with your academic goals, problems in settling in different country and culture (such as stress and anxiety). Service is free and privacy guaranteed. Support available in different languages.</td>
</tr>
<tr>
<td>General University counseling</td>
<td>Phone: (+39) 388 1469366</td>
<td>professional support to help you with personal and academic difficulties.</td>
</tr>
<tr>
<td>Antiabuse counseling service</td>
<td>toll free number +39 800.093.900</td>
<td>The antiabuse counseling is a free service, offered to all women who experience moments of hardship due to forms of abuse, abuse and violence.</td>
</tr>
<tr>
<td></td>
<td>for emergency +39 366 4607803</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:sportellounito@emmacentriantiviolenza.com">sportellounito@emmacentriantiviolenza.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Website</td>
<td></td>
</tr>
<tr>
<td>Students with special needs</td>
<td>Website <a href="mailto:ufficio.disabili@unito.it">ufficio.disabili@unito.it</a></td>
<td>The University of Turin offers educational and/or technical aids and specialized services in order to facilitate inclusive contexts and the full participation in the several aspects of the university life.</td>
</tr>
<tr>
<td></td>
<td>Tel: +39 011 6704284</td>
<td></td>
</tr>
</tbody>
</table>
ENJOY YOUR EXCHANGE!