

INCOMING EXCHANGE STUDENTS HANDBOOK

For UNITA VIRTUAL MOBILITY students

A.Y. 2020/2021

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1

This document has been produced by the International Mobility Office and has been designed to provide you with a general introduction to the University of Torino 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.



First of all, let's clarify some basic doubts!

Who are Universities of the UNITA Alliance? From West to East: Universidade de Beira Interior, Universidad de Zaragoza, Université de Pau et des Pays de l'Adour, Université Savoie Mont Blanc, Università di Torino and Universitatea de Vest din Timisoara.

What is UNITA UNIVERSITAS MONTIUM? UNITA is an alliance of six comprehensive research universities from five countries with different sizes and trajectories gathering together more than 160 000 students and 13 000 staff members.

Which are the goals of UNITA UNIVERSITAS MONTIUM? UNITA aims at transforming the pre-existing training, administrative and mobility management dynamics, involving teachers, students and administrative staff in a participatory process with many objectives:

- innovating didactics, also with reference to digitisation;
- create an international virtual campus;
- promoting research and innovation on renewable energy, cultural heritage, circular economy and bio economy;

- promoting multilingualism through intercomprehension between Romance languages;
- promoting European citizenship in border regions and in rural and mountain areas;
- to promote inclusion through the active use of related languages.

What is a virtual mobility? This alternative model to traditional mobility gives students the possibility to attend Curricular Units offered by partner universities in the distance learning model, cumulatively with their studies at the home institution. In this way, they can obtain an important learning experience at universities in Spain, France, Italy, Portugal or Romania, benefiting from improved linguistic knowledge, virtual interaction with students from other universities and different cultures and the internationalization of their curriculum, without expenses and the need to travel abroad.

Table of Contents

| | | | |
|--|---|--|----|
| BUDDY PROJECT for VIRTUAL MOBILITY | 3 | CFU/ECTS CREDITS | 7 |
| EXCHANGE ADMINISTRATIVE PROCEDURES | 4 | COURSES AND EXAMS | 8 |
| BEFORE YOUR VIRTUAL ARRIVAL | 4 | HOW TO FIND COURSES..... | 8 |
| APPLICATION FORM | 4 | CLASSES TIMETABLES (ORARIO DELLE LEZIONI)..... | 9 |
| GETTING USED TO THE WEBSITE UNITO.IT, EMAIL | | REGISTRATION TO COURSES | 10 |
| ACCOUNT and UNITO E-LEARNING PLATFORMS..... | 4 | CAREER PLAN (PIANO CARRIERA) | 13 |
| BEFORE “LEAVING” TURIN | 5 | VIRTUAL EXAMS (APPELLI) | 13 |
| REGISTERING THE END OF YOUR VIRTUAL EXCHANGE | 5 | GETTING YOUR GRADES..... | 14 |
| ACADEMIC MATTERS | 5 | STUDENT SERVICE..... | 15 |
| UNIVERSITY ORGANISATION: who and at which email | | ONLINE UNITO LIBRARIES | 15 |
| address? | 5 | USEFUL CONTACTS | 15 |
| LEARNING AGREEMENT | 6 | | |

BUDDY PROJECT for VIRTUAL MOBILITY

3



The Buddy project **“Do you need support- TO?”** is a welcome and support service to international exchange students in mobility through the Erasmus+ programme even if you are virtually here.

A “Buddy” (a current student at UniTO) will assist international students adapting in their new academic, cultural and linguistic environment during their mobility at Unito.

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 (academic organization, website of the University, administrative procedures, etc...).
- They assist you with online procedures

For further Information visit our webpage [Buddy Project](#).

If you are not been contacted yet by YOUR BUDDY, PLEASE, contact the email address buddy.support.to@unito.it

EXCHANGE ADMINISTRATIVE PROCEDURES

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

4

BEFORE YOUR VIRTUAL ARRIVAL



01 APPLICATION FORM

The **online application form for incoming students** is a **MANDATORY** step for 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](#).



02 GETTING USED TO THE WEBSITE UNITO.IT, EMAIL ACCOUNT and UNITO E-LEARNING PLATFORMS

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 virtual 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)

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).

5

To report an issue with your Unito IT and email account Log a ticket with our [Help and Support desk](#).

BEFORE “LEAVING” TURIN

REGISTERING THE END OF YOUR VIRTUAL EXCHANGE



Registering the end of your exchange is **MANDATORY for virtual mobility as well!** Without this step you will not receive your Transcript of Records!

To register the end of your virtual 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 virtual stay) signed write to internationalexchnge@unito.it

You can register the end of your virtual 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 your last exam.



ACADEMIC MATTERS

UNIVERSITY ORGANISATION: who and at which email address?

The University of Torino is a very big University 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 in mind this general information but you will get in contact only with the relevant office of your chosen course at Unito. As an Virtual exchange student you are assigned to a specific host Department.

| DEPARTMENT | SCHOOL | HUB (POLO) |
|--|---|--|
| -Agricultural, Forest and Food Sciences - Veterinary Sciences | School of Agriculture and Veterinary Medicine (SAMEV) | Agriculture and Veterinary Medicine international.agrovet@unito.it |
| - Cultures, Politics and Society - Economics and Statistics - Law | School of Law, Politics and Social-Economic Sciences | Campus CLE international.cle@unito.it |
| - Management - Economics, Social Studies, Applied Mathematics and Statistics -SAA | School of Management and Economics | School of Management and Economics (SME) international.sme@unito.it |
| - Molecular Biotechnologies and Health Sciences - Neurosciences - Surgical Sciences Medical - Public Health and Paediatrics - Medical Sciences | School of Medicine | Medicine Torino international.medtorino@unito.it |
| - Oncology - Clinical and Biological Sciences | | Medicine Orbassano and Candiolo International.medorbassano@unito.it |
| - Chemistry - Computer Science - Drug Science and Technology - Physics - Earth Sciences - Life Sciences and Systems Biology | School of Natural Sciences | Natural Sciences international.sciences@unito.it |
| - Philosophy and education - Historical Studies - Foreign Languages and Literatures and Modern Cultures - Humanities | School of Human Sciences | Humanities international.humanities@unito.it |

See [websites](#) details for each Department.

See page 17 to find contact details for your Polo (Hub).

LEARNING AGREEMENT

The “Learning Agreement Student Virtual Mobility for Studies” (aka LA) – Study Plan is the document listing all the course(s) you wish to attend and sit exam(s) during your virtual mobility. This document has to be **approved and signed** by your home University and the Erasmus Institutional Coordinator at Unito: prof. Fiorio Pla Alessandra (alessandra.fiorio@unito.it).

You have to send to our office (internationalexchange@unito.it) your LA signed by your home university **before starting** VM course attendance. We will get the signature of prof. Fiorio Pla (Unito) and send it back to you as soon as possible.

The learning agreement for studies (LA) is **mandatory**. As Virtual Mobility (VM) student, you shall fill in your LA with the course(s) you are going to attend in the frame of UNITA Virtual Mobility Project. Please, keep in mind that you have been selected just for specific course(s) offered in the frame of UNITA Virtual Mobility Project, unfortunately you are not allowed to choose any other course (except for the Italian Language course).

If you are interested you can add on your LA the **Italian Language course for incoming students**. It will be totally online, divided by levels (beginners-intermediate-advanced). Classes will start at the beginning of March and it will give you **5 ECTS**, BUT you must verify with your Home University whether academic recognition is granted for full virtual mobility.

You need to send to our office (internationalexchange@unito.it) your LA signed by your home university **before starting** VM course attendance. We will get the signature of prof. Fiorio Pla (Unito side). In any case of some changes (it should not happen!), remember that both institutions must approve your changes well **before the start of the exam sessions** at Unito.

As a Virtual exchange student, you are assigned to a specific host Department in Unito.

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 7 and Contacts at page 17

CFU/ECTS CREDITS

Your virtual mobility will be recognised in terms of ECTS (European Credit Transfer and Accumulation System).

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...

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”).

| ECTS GRADES | UNITO GRADES |
|-------------|-------------------|
| A | 30 – 30 cum laude |
| B | 28 – 29 |
| C | 25 – 27 |
| D | 21 – 24 |
| E | 18 – 20 |
| Fail | <18 |

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](#).

COURSES AND EXAMS

HOW TO FIND COURSES

Please, keep in mind that you have been selected just for specific course(s) offered in the frame of UNITA Virtual Mobility Project, unfortunately you are not allowed to choose any other course (except for the Italian Language course).

Have a look at the [List of courses](#) offered at Unito during the II semester a.y. 20/21.

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.).

| | | |
|---|--|-------------------------------|
| LABORATORIO: INTERCOMPRESIONE FRA LINGUE AFFINI | | Elenco per anno |
| <i>WORKSHOP:</i> | | Elenco completo |
| Anno accademico 2020/2021 | | Elenco dei corsi |
| Codice attività didattica | LIN0573 | Elenco dei moduli |
| Docente | Sandra Garbarino (Titolare del corso) | Utilità |
| Corso di studio | LINGUE E LETTERATURE MODERNE (Triennale) SCIENZE DELLA MEDIAZIONE LINGUISTICA (Triennale) LINGUE E CULTURE PER IL TURISMO (Triennale) LINGUE E LETTERATURE MODERNE (Magistrale) COMUNICAZIONE INTERNAZIONALE PER IL TURISMO (Magistrale) LINGUE STRANIERE PER LA COMUNICAZIONE INTERNAZIONALE (Magistrale) TRADUZIONE (Magistrale) | Ricevimento studenti |
| Anno | 1° anno, 2° anno, 3° anno | Registrazione ai corsi |
| Periodo | Secondo semestre | Materiale didattico |
| Tipologia | Altre attività | Storico dei corsi |
| Crediti/Valenza | 6 | Brochure dei corsi |
| SSD attività didattica | L-LIN/02 - didattica delle lingue moderne | Corsi per struttura didattica |
| Erogazione | Tradizionale | |
| Lingua | Italiano | |
| Frequenza | Obbligatoria | |
| Tipologia esame | Da definire | |
| Prerequisiti | L'insegnamento sarà attivo dall'a.a. 2020-2021. | |

In the section **MODALITÀ DI INSEGNAMENTO** you can find information about the teaching modality and how to access courses materials.

The **activity banner** includes Teaching material (*materiale didattico*), Exams dates (*bacheca appelli*), Timetable (*orario lezioni*), Moodle/E-learning (*vai a Moodle*), Forums (*visita i forum*).

Registrazione ● Aperta

| | | | | |
|---------------------|-----------------|----------------|--------------|----------------|
| Materiale didattico | Bacheca appelli | Orario lezioni | Vai a Moodle | Visita i forum |
|---------------------|-----------------|----------------|--------------|----------------|

CLASSES TIMETABLES (ORARIO DELLE LEZIONI)

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

Apertura registrazione 01/09/2020 alle ore 09:00

Materiale didattico
 Bacheca appelli
 Orario lezioni
 Vai a Moodle

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

| | Mon 11/16 | Tue 11/17 | Wed 11/18 | Thu 11/19 | Fri 11/20 |
|---------|---|---|---|-----------|---|
| all-day | | | | | |
| 8am | 08:15 - 11:15 ECONOMY AND ACCOUNTING BUSINESS SEM0038 - ECONOMICS (1) L. MANZI, V. GAMBA | | | | 08:15 - 11:15 ECONOMY AND ACCOUNTING BUSINESS SEM0038 - ECONOMICS (1) L. MANZI, V. GAMBA |
| 9am | | 09:15 - 11:15 MATHEMATICS FOR ECONOMICS I - MATHEMATICS FOR ECONOMICS SEM0096 - ECONOMICS (1) M. MARENA, E. VIGNA | 09:15 - 12:15 MATHEMATICS FOR ECONOMICS I - MATHEMATICS FOR ECONOMICS SEM0096 - ECONOMICS (1) M. MARENA, E. VIGNA | | |
| 10am | | | | | |
| 11am | 11:15 - 13:15 PUBLIC LAW ECO0009 - ECONOMICS (1) C. SARTORETTI | 11:15 - 13:15 PUBLIC LAW ECO0009 - ECONOMICS (1) C. SARTORETTI | | | 11:15 - 13:15 MATHEMATICS FOR ECONOMICS I - MATHEMATICS FOR ECONOMICS SEM0096 - ECONOMICS (1) M. MARENA, E. VIGNA |
| 12pm | | | | | |
| 1pm | | | | | |
| 2pm | | | | | |



ALERT! on both the MyUnito profile and app you can ONLY see the timetable of the courses you registered on your Piano Carriera (see page 14).

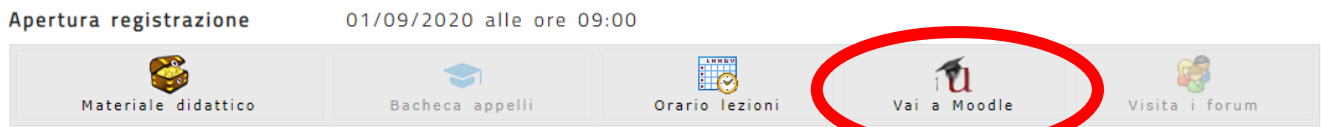
REGISTRATION TO COURSES

Registration to courses **allows you to take part to lectures (online) and get useful course material**. Unito 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

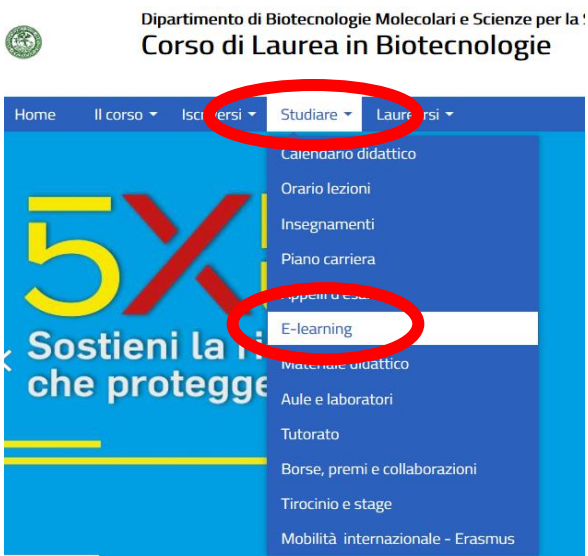


You can access the platform by clicking on the icon at the bottom of the course description webpage:



11

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



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!**



CampusNet unito

Accedi ai servizi di unito.it

Accesso federato

Accedi a CampusNet

Utente

Password

Resta connesso

Login

Use your Unito username and password here

You can find detailed instruction at the following link:

Instructions for students may be found [here](#).



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)

CAREER PLAN (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 your VM course as listed in your Learning Agreement for Studies, 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 virtual 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!

| <i>Piano Carriera</i> | Registration to courses on Campusnet/Moodle |
|---|--|
| <ul style="list-style-type: none"> - It is the only way to register for exams and record your grades - It allows the University to issue your Transcript of Records | <ul style="list-style-type: none"> - It allows attendance (either in-person or online) - Gives you access to course material provided by the Professor in charge of the course |

VIRTUAL EXAMS (APPELLI)

Students can schedule their own exam timetable within the timeframe provided by each course. 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 your VM mobility semester. This means that if you fail your exam, or if 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).

We highly recommend you to take your exam as soon as possible (June)!



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

14

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.

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.

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 SERVICE

15

ONLINE UNITO LIBRARIES

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 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](#)



USEFUL CONTACTS

The main references for international students spending a virtual mobility period in Torino are the following:

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

International Mobility Office (Ufficio Mobilità Internazionale)

Tel: +39.011.6704425 from Monday to Friday from 2:00 p.m. to 4:00 p.m.

Email: internationalexchange@unito.it

Incoming VM UNITA student procedures are also available on the [UNITA incoming students mobility page](#).

- b) **Direct line to Unito professors**

UniTO professors contacts are available in the University [people directory](#). Office hours (usually when you can contact them by phone or video call) 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 virtual mobility students.

c) 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 7 to see which is the Polo you can refer to:

- Polo Agraria e Medicina Veterinaria – AgroVet: international.agrovet@unito.it
- Polo Scienze Umanistiche (SUM): international.humanities@unito.it
- Polo Scienze della Natura: international.sciences@unito.it

**We wish you a fun and productive virtual mobility
in UNITO!**

