



UNIVERSITÀ  
DI TORINO

# Incoming Exchange Students Handbook

A.y. 2023/2024 information about  
Administrative procedures,  
academic matters, student services

**19<sup>th</sup> September 2023**

(1<sup>st</sup> release)

This document has been produced by the International Mobility Office and has been designed to provide you with a general introduction to the University 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](http://www.unito.it) for the most up to date information.**

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# Buddy Project

The Buddy project "*Do you need support- TO?*" is a welcome- and support-service for international students enrolled on a degree programme at UniTO and for international exchange students in mobility through the Erasmus+ programme or through a study abroad scheme.

A "Buddy" (a current student at UniTO) will assist international students adapting to their new academic, cultural and linguistic environment before and on arrival in Turin.

## What a Buddy does:

- They contact you first by email
- They answer your most urgent questions (re: accommodation, academic organization, website of the University, administrative procedures on arrival, etc...)
- They assist you in finding the relevant administrative offices for your needs or help you find locations in the main university buildings (professors' offices, classrooms, canteens, libraries etc...)
- They assist you with online procedures
- They can give you tips on life in Turin



For further Information visit our webpage [Buddy Project](#) or contact the email address [buddy.support.to@unito.it](mailto:buddy.support.to@unito.it)

# Exchange administrative procedure

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

## BEFORE ARRIVAL

### APPLICATION FORM

The online application form for incoming students is a **MANDATORY step to start your exchange**. Read the instructions and fill out the application form **before arriving in Turin**. 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](#)

# WHEN IN TURIN

## REGISTERING YOUR ARRIVAL

»» Find out the best way to [get to Turin](#)

### INFOPOINT

Once you arrive in Torino, you will need to register at the [Infopoint Office](#) where you can collect your **Unito certificate of arrival**: this document confirms the date of arrival and your status as Erasmus/international exchange students at the University of Torino. Moreover, here you can also have your home University documents signed, i.e., Certificate of arrival.



Palazzo degli Stemmj, Via Po, 29 - 10124 Torino



Tel: +39. 011 6703020-3021



Email: [infopoint@unito.it](mailto:infopoint@unito.it)

## UNITO IT AND EMAIL ACCOUNT

When you register on the UniTO website, you get your **Unito IT and email account** (generally known as "SCU credentials"). These are made up of your personal **username** (name.surname) and **password**.

After your 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](mailto: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

You should check both your UniTO email account as well as your private one.



**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 you are fully registered at UniTO (profile "Current Student" with a matricola number).



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

## EXTENSION OF THE EXCHANGE PERIOD

Students who want to extend their mobility period at the University of Torino **must be authorized** by both the UniTO exchange coordinator and by their home University.

In order to ask for an extension you need to:

- Provide via email to UniTO International Mobility Office [internationalexchange@unito.it](mailto:internationalexchange@unito.it) the authorization of the UniTO exchange coordinator and the authorization of your home University.
- In your email please specify the number of additional months and the new end date of your Erasmus/International mobility. This allows you to renew all services at UniTo



- The whole exchange period can last a maximum of 12 months.
- **Extension requests are mandatory to be able to take exams after the official ending of the exchange period**, i.e.: beyond the number of months confirmed at the time of application. For example, if your exchange lasts 6 months, you can take exams only within 6 months of your arrival. If you want to take exams beyond the agreed period, you need to ask for an extension.

## BEFORE LEAVING TURIN

### REGISTERING THE END OF YOUR EXCHANGE



Registering the end of your exchange is **MANDATORY!** Without this step you will not receive your Transcript of Records!

To register the end of your exchange you need to:

- Fill in the "[End of Mobility form](#)" providing information on your pending exams.
- Go to [InfoPoint](#) to sign your home University documents (End of Mobility Certificate/Departure Certificate/Certificate of Stay).



**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

The University of Torino is 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 this information in mind so it will be easier for you to choose courses and get information from the relevant office.



| DEPARTMENT                                                                                                                                                                                                                                                                         | SCHOOL                                                | HUB (POLO)                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Agricultural, Forest and Food Sciences</li> <li>• Veterinary Sciences</li> </ul>                                                                                                                                                          | School of Agriculture and Veterinary Medicine (SAMEV) | Agriculture and Veterinary Medicine<br>international.agrovet@unito.it  |
| <ul style="list-style-type: none"> <li>• Cultures, Politics and Society</li> <li>• Economics and Statistics</li> <li>• Law</li> </ul>                                                                                                                                              | School of Law, Politics and Social-Economic Sciences  | Campus CLE<br>international.cle@unito.it                               |
| <ul style="list-style-type: none"> <li>• Management</li> <li>• Economics, Social Studies, Applied Mathematics and Statistics</li> <li>• SAA</li> </ul>                                                                                                                             | School of Management and Economics                    | School of Management and Economics (SME)<br>international.sme@unito.it |
| <ul style="list-style-type: none"> <li>• Molecular Biotechnologies and Health Sciences</li> <li>• Neurosciences</li> <li>• Surgical Sciences</li> <li>• Public Health and Paediatrics</li> <li>• Medical Sciences</li> </ul>                                                       | School of Medicine                                    | Medicine Torino<br>international.medtorino@unito.it                    |
| <ul style="list-style-type: none"> <li>• Oncology</li> <li>• Clinical and Biological Sciences</li> </ul>                                                                                                                                                                           |                                                       | Medicine Orbassano and Candiolo<br>international.medsanluigi@unito.it  |
| <ul style="list-style-type: none"> <li>• Chemistry</li> <li>• Computer Science</li> <li>• Drug Science and Technology</li> <li>• Physics</li> <li>• Earth Sciences</li> <li>• Life Sciences and Systems Biology</li> <li>• Psychology</li> <li>• Mathematics "G. Peano"</li> </ul> | School of Sciences of Nature                          | Sciences of Nature<br>international.sciences@unito.it                  |
| <ul style="list-style-type: none"> <li>• Philosophy and education</li> <li>• Historical Studies</li> <li>• Foreign Languages and Literatures and Modern Cultures</li> <li>• Humanities</li> </ul>                                                                                  | School of Human Sciences                              | Humanities<br>international.humanities@unito.it                        |

»» See [locations and websites](#) details

»» See page 36 to find contact details for your Polo (Hub)



# LEARNING AGREEMENT

The Learning Agreement – Study Plan is the document listing all the courses you wish to attend and sit exams for during your exchange. This document has to be **approved and signed** by your home University and your relevant Exchange Coordinator at UniTO.

**Erasmus Students:** a learning agreement is **mandatory**.

**International Exchange Students:** **recommended** as guidance but not necessary.

The deadline to have your Learning Agreement – Study Plan signed depends on your home university schedule. In any case both institutions must approve any changes well **before the start of the exam sessions** at UniTO.

As an exchange student you are assigned to a specific host Department with which your home University has either an Erasmus or an International Exchange Agreement.

Exchange students can choose courses from the host Department/Hub (Polo) which they are assigned to, however, you can also choose some courses provided by other Departments/Hub (Polo). To do so, you must gain approval from BOTH your host Department Exchange Co-ordinator AND the Exchange Co-ordinator of the Department in which the course is taught. Please bear in mind that some restrictions may apply, so please refer to the relevant Polo/Hub for help before filling in or changing your Learning agreement.

If you are assigned to the following Departments (for both Erasmus and International Exchanges) you must send your Learning Agreement and enquiries **only** to the following email addresses:



## **School of Management**

Department of Management and Department of Economics, Social Sciences, Mathematics and Statistics – ESOMAS

[international.sme@unito.it](mailto:international.sme@unito.it)

SAA: [exchange.saa@unito.it](mailto:exchange.saa@unito.it)



## **Department of Psychology** [international.sciences@unito.it](mailto:international.sciences@unito.it)



## **Department of Law**

French speaking area - Prof Riberi ([mario.riberi@unito.it](mailto:mario.riberi@unito.it))

German speaking area - Prof Masuelli ([saverio.masuelli@unito.it](mailto:saverio.masuelli@unito.it))

Spanish speaking areas - Prof Mastromarino

([anna.mastromarino@unito.it](mailto:anna.mastromarino@unito.it))

English and other language speaking areas – Dr. Poli

([ludovica.poli@unito.it](mailto:ludovica.poli@unito.it))

If you are **assigned to any other department**, you can send your Learning Agreement and enquiries to:

- **Erasmus students**: Look for your University and subject area and find the name of the Exchange Coordinator in the [list of agreements and coordinators 2021-2022](#)
- **International Exchange (non-Erasmus)**: [list of current agreements](#) and [people directory](#)

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 for International activities Office- POLO (HUB)**: see further information on page 10 and contacts at page 34.



**Erasmus Online Learning Agreement:** at the moment our system is not fully connected to the EWP network. During this phase, incoming students have to send their Learning Agreement to each person or office for approval by email in pdf format.

## CFU/ECTS CREDITS AND GRADING SYSTEM

Due to different cultural and academic traditions, European educational systems have developed not only different national grading scales but also different ways of using them within the same country, in different subject areas or institutions<sup>1</sup>. To describe the student workload required to complete courses (lectures, individual study, exams, etc...), institutions allocate a standard value to courses, generally known as **ECTS credits** or **CFU** (Credito Formativo Universitario) in Italian.

Students participating in an exchange programme will be able to transfer these credits and grades from UniTO to their home University on the basis of a prior agreement between the institutions. This transfer is done through the use of **grade distribution tables**. They represent the statistical distribution of positive grades (pass and above) awarded in each field of study or specific reference group and they can be compared between institutions.

<sup>1</sup>European Commission, Directorate-General for Education, Youth, Sport and Culture, ECTS users' guide 2015, Publications Office, 2017, page 38 <https://data.europa.eu/doi/10.2766/87192>

## CREDITS AT UNITO

**1 local credit (CFU) = 1 ECTS credit.**

1 CFU corresponds to 25 hours of work including lectures, laboratories, seminars, individual studies etc...

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.

## GRADING SYSTEM AT UNITO:



**The following is only a general example of a grading table**

| 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 and/or study field you have taken (when available). Please bear in mind that grade distribution varies in each department or degree courses based on statistical general performance.

See other examples below:

This is an example of a distribution table for a course in the study field of Management:

| ECTS GRADES | % of successful student normally achieving the grade | LOCAL GRADES      |
|-------------|------------------------------------------------------|-------------------|
| A           | 8.00                                                 | 30 – 30 cum laude |
| B           | 24.00                                                | 28 – 29           |
| C           | 36.00                                                | 25 – 27           |
| D           | 22.00                                                | 21 – 24           |
| E           | 10.00                                                | 18 – 20           |
| Fail        | 8.00                                                 | <18               |

This is an example of a distribution table for a course in the study field of Medicine:

| ECTS GRADES | % of successful student normally achieving the grade | LOCAL GRADES      |
|-------------|------------------------------------------------------|-------------------|
| A           | 10.00                                                | 30 – 30 cum laude |
| B           | 27.00                                                | 28 – 29           |
| C           | 30.00                                                | 25 – 27           |
| D           | 23.00                                                | 21 – 24           |
| E           | 10.00                                                | 18 – 20           |

**For any 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 the ECTS system, visit the webpage: [European credit transfer system](#)

## COURSES AND EXAMS

### HOW TO FIND COURSES

The list of courses available for every academic year and semester is generally **updated from late July each year**. It may therefore be likely that you will need to adjust your study plan should courses be cancelled or moved from one semester to the other. In the meanwhile, **please have a look at the current offering** since changes are generally limited.

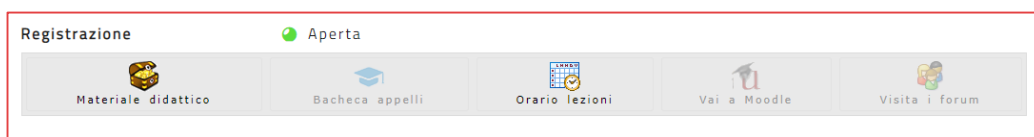
### Course description page

Each course webpage includes all course-information (e.g.: lesson materials, content, credits, mode of delivery, method of assessments, bibliography etc. )

|                                                                       |                                                   |                                                                     |
|-----------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------|
| Name of course (Italian and English)                                  | CHINESE FOR ECONOMICS AND INTERNATIONAL RELATIONS |                                                                     |
| Academic year                                                         | Anno accademico                                   | 2021/2022                                                           |
| Course Code (useful for LA, Piano Carriera and registration to exams) | Codice attività didattica                         | SCP0301                                                             |
| Lecturer (Course Manager)                                             | Docente                                           | Prof. Mei Rong Zhao (Titolare dell'insegnamento)                    |
| Degree programme                                                      | Corso di studio                                   | Corso di laurea magistrale in Scienze internazionali (Classe LM-52) |
| Year of degree programme                                              | Anno                                              | 1° anno                                                             |
| Semester (first, second)                                              | Periodo                                           | Primo semestre                                                      |
| Type of course (e.g. core, elective, combined/integrated)             | Tipologia                                         | Affine/Integrativa                                                  |
| Credits (Italian system)                                              | Crediti/Valenza                                   | 9                                                                   |
| Field of studies                                                      | SSD attività didattica                            | L-OR/21 - lingue e letterature della Cina e dell'Asia sud-orientale |
| Mode of delivery (e.g. lecture, seminar, etc...)                      | Erogazione                                        | Tradizionale                                                        |
| Language of instruction                                               | Lingua                                            | Inglese                                                             |
| Attendance (mandatory, recommended, etc...)                           | Frequenza                                         | Facoltativa                                                         |
| Assessment method (written exam, oral exam, paper, etc...)            | Tipologia esame                                   | Orale                                                               |
| Prerequisites                                                         | Prerequisiti                                      | Italiano English 中文                                                 |

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

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



## Search courses tools

### a List of courses across all departments: Course search

Here you have, at a glance, a full list of courses across all departments. For example, searching for “international relations” will bring up all the international relations-related courses. For further details click on the name of the course and then on the link provided under “Detailed report”. By using the “Advance search” tool, you can also filter the search by semester, department and more.

**Full name:** CHINESE FOR ECONOMICS AND INTERNATIONAL RELATIONS  
**Professor:** ZHAO MEI RONG  
**Degree program:** INTERNATIONAL STUDIES  
**Department:** CULTURES, POLITICS AND SOCIETY  
**Course type:** Master's Degree Programme  
**Language:** English  
**Teaching mode:** Conventional  
**Code:** SCP0301

  
**Click here**

|                                                   |                                                                                                                                     |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Home                                              |                                                                                                                                     |
| CHINESE FOR ECONOMICS AND INTERNATIONAL RELATIONS |                                                                                                                                     |
| Subject description                               |                                                                                                                                     |
| Academic year of matriculation:                   | 2021/2022                                                                                                                           |
| Year of course:                                   | 1                                                                                                                                   |
| Academic year of issuing :                        | 2021/2022                                                                                                                           |
| Type of subject:                                  | Related/Supplementary                                                                                                               |
| Code:                                             | SCP0301                                                                                                                             |
| Teachers:                                         | ZHAO MEI RONG                                                                                                                       |
| Educational credits:                              | 9                                                                                                                                   |
| Field:                                            | Postgraduate degrees in <b>INTERNATIONAL STUDIES</b>                                                                                |
| Curriculum:                                       | CORSO GENERICO                                                                                                                      |
| Disciplinary and Scientific Sector:               | Languages and Literature of China and South East Asia                                                                               |
| Types of instruction:                             | Conventional                                                                                                                        |
| Teaching language:                                | English                                                                                                                             |
| Language:                                         | English                                                                                                                             |
| Teaching period:                                  | First semester                                                                                                                      |
| <b>Detailed report:</b>                           | <a href="http://www.didattica-cps.unibo.it/do/corsi.pl/Show?id=550a">http://www.didattica-cps.unibo.it/do/corsi.pl/Show?id=550a</a> |
| Subject type:                                     | Single discipline educational activity                                                                                              |

**b** List of courses in one department/degree programme:  
department/degree course website.

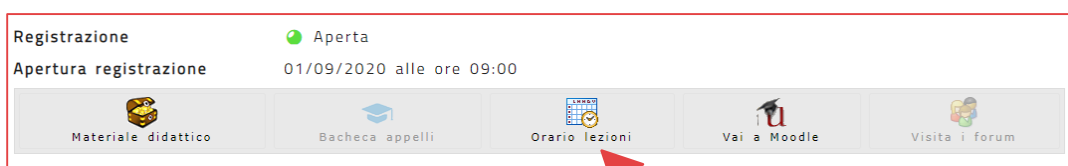
Select "**Studiare**" (Study) from the navigation bar at the top of the page and then go to "**Insegnamenti**" (Courses) from the drop-down menu. The "Elenco completo" button gives you the complete list of courses.

The screenshot shows the website of the Dipartimento di Cultura, Politica e Società. The navigation bar at the top includes links for Home, Corsi, Iscriviti, Studiare, Laurearsi, and English. The 'Studiare' dropdown menu is open, showing options like Calendario attività didattica, Orario lezioni, Insegnamenti, Scenario didattico, Piano carriera, Appelli d'esame, E-learning, Materiale didattico, and Aule e laboratori. The 'Insegnamenti' option is highlighted with a red arrow and the text '1st click'. On the right side of the page, there is a sidebar with the title 'Insegnamenti' and a list of buttons: 'Elenco per anno', 'Elenco completo', 'Elenco dei corsi', and 'Elenco dei moduli'. The 'Elenco completo' button is highlighted with a red arrow and the text '2nd click'.

## CLASS TIMETABLES (ORARIO DELLE LEZIONI)

Each Department/Degree programme may display their lesson plans differently: some may organise it according to the year of delivery (e.g., Year 1 undergraduate, Year 2 undergraduate, etc...), some others may display them according to Degree Programmes, others show all the courses together. As an exchange student, you have access to all courses across all years and degree programmes, so you might have to check all the above-mentioned methods to look for a class timetable. You may choose courses across departments and programmes. Here you can find some general tips to access your class planner:

**1** In the course description page, click on the timetable symbol



**Click here**

**2** In the main calendar page, you will be able to choose from the following display options:

- Day/week/month
- Specific date
- Full list
- 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<br>ECONOMY AND ACCOUNTING BUSINESS<br>SEM0038 - ECONOMICS (1)<br>L. MANZI, V. GAMBÀ | 09:15 - 11:15<br>MATHEMATICS FOR ECONOMICS I -<br>MATHEMATICS FOR ECONOMICS<br>SEM0096 - ECONOMICS (1)<br>M. MARENA, E. VIGNA | 09:15 - 12:15<br>MATHEMATICS FOR ECONOMICS I -<br>MATHEMATICS FOR ECONOMICS<br>SEM0096 - ECONOMICS (1)<br>M. MARENA, E. VIGNA |           | 08:15 - 11:15<br>ECONOMY AND ACCOUNTING BUSINESS<br>SEM0038 - ECONOMICS (1)<br>L. MANZI, V. GAMBÀ                             |
| 9am     |                                                                                                   |                                                                                                                               |                                                                                                                               |           |                                                                                                                               |
| 10am    |                                                                                                   |                                                                                                                               |                                                                                                                               |           |                                                                                                                               |
| 11am    | 11:15 - 13:15<br>PUBLIC LAW<br>ECO0009 - ECONOMICS (1)<br>C. SARTORETTI                           | 11:15 - 13:15<br>PUBLIC LAW<br>ECO0009 - ECONOMICS (1)<br>C. SARTORETTI                                                       |                                                                                                                               |           | 11:15 - 13:15<br>MATHEMATICS FOR ECONOMICS I -<br>MATHEMATICS FOR ECONOMICS<br>SEM0096 - ECONOMICS (1)<br>M. MARENA, E. VIGNA |
| 12pm    |                                                                                                   |                                                                                                                               |                                                                                                                               |           |                                                                                                                               |
| 1pm     |                                                                                                   |                                                                                                                               |                                                                                                                               |           |                                                                                                                               |
| 2pm     |                                                                                                   |                                                                                                                               |                                                                                                                               |           |                                                                                                                               |



On both the MyUniTO profile and app you can **ONLY** see the timetable of the courses you registered on your piano carriera (see page 19)

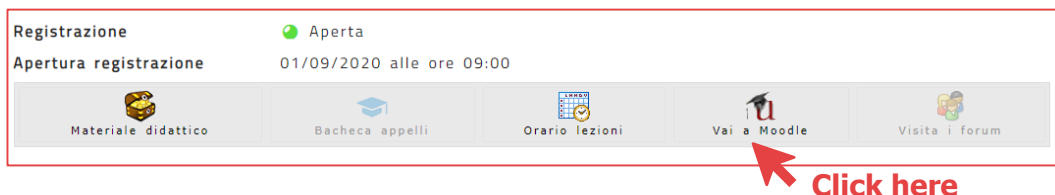


## REGISTRATION TO COURSES

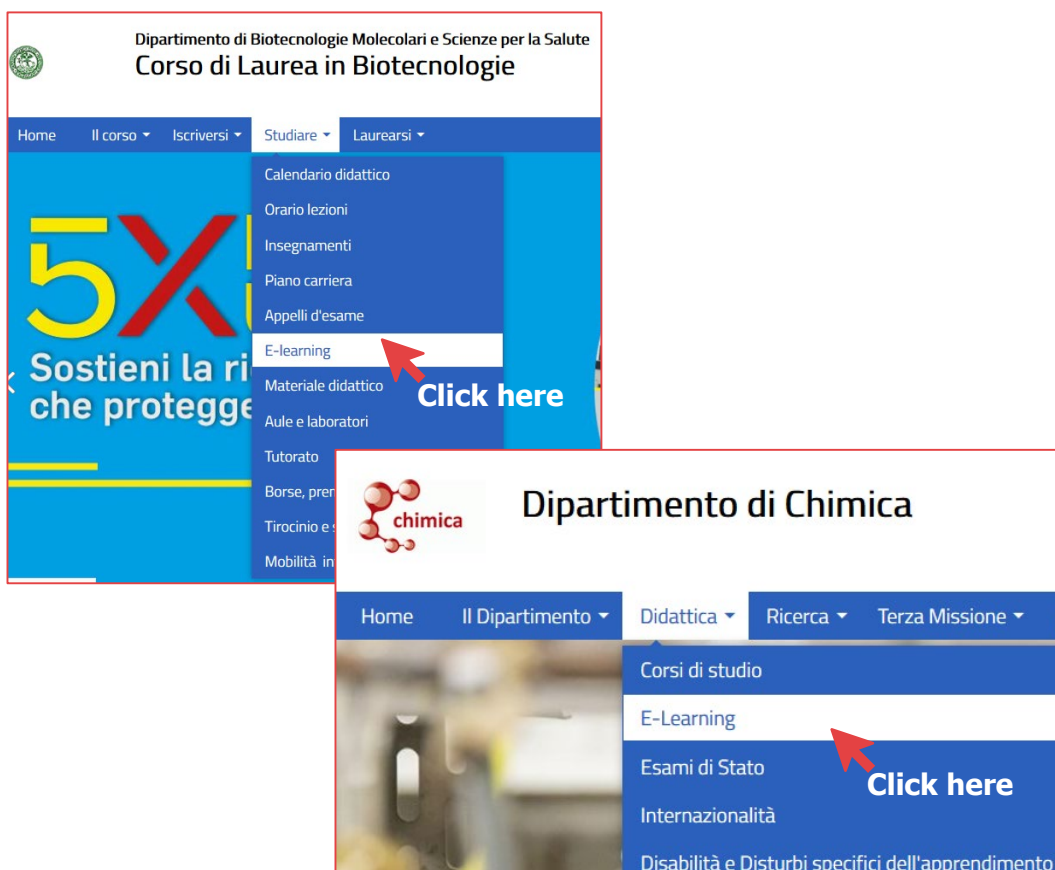
Registration to **courses allows you to take part in lectures (either in-person or online) and get course material**. The University uses three e-learning services: Moodle, Campusnet and Webex. The choice of platform depends on the requirement of the course as set out by each Professor.

### Moodle

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



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!**



Use your UniTO  
username and  
password here



**Need help?** Contact the Service Desk via the link provided on the webpage. Give your name, surname, ID Number(matricola) and UniTO email address (name.surname@edu.unito.it)

## WEBEX

This 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 on the webpage. Give your name, surname, ID Number (matricola) and UniTO email address (name.surname@edu.unito.it)

## 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 all the courses listed in your Learning Agreement – Study Plan, 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 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.



The **Piano Carriera** procedure is different from the **registration on courses on campusnet/moodle**.

### YOU MUST DO BOTH OF THEM!

#### PIANO CARRIERA

It is the only way to register for exams and record your grades

It allows the University to issue your Transcript of Records

#### REGISTRATION TO COURSES ON CAMPUSNET/MOODLE

It allows attendance (either in-person or online)

Gives you access to course material provided by the Professor in charge of the course

## EXAMS (APPELLI)

Students can schedule their own exam timetable within the timeframe provided by each department. Take note of this timeframe to enroll for 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 both the first and second semester. This means that if you fail an exam, or 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).



You can **take exams ONLY within the confirmed exchange period!** For example, if your exchange lasts 6 months, you can take exams only within 6 months of your arrival.

If you want to take exams beyond the agreed period, you need to ask for an extension (see page 7)

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



For further information and details visit the section [Academic Information – courses, exams and transcripts → 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.

**Internships and 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.

### **When do I get my 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 the 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 for an approximate date.



**In your Transcript of Records you will find only the exams you have taken and been 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 as to receive it by the end of the planned activity.



For further information and details visit the section [Academic Information – courses, exams and transcripts → Exams \(Appelli\)](#)

# Student Services

## EDISU-RUN STUDENT SERVICES

EDiSU Piemonte is in charge of managing and running most of the services that fall under the name of "Right to Education", which are aimed to give the necessary support to those students who are "capable and deserving, although under-resourced". Such services include housing, study spaces, canteens services etc...EDiSU services are available to international exchange students as well.

## ACCOMMODATION

Being home to both the University of Turin and the Politecnico, Turin is a popular destination for students and finding accommodation can be difficult.

## STUDENT RESIDENCE HALLS

These are run by Edisu (the Regional Agency of Piedmont for the Right to Education, see page 22). Each year the University of Turin reserves a limited number of rooms for international exchange students in Edisu residence halls. To check conditions of allocation, availability, fees, please visit the [website](#).

## PRIVATE HOUSING MARKET

Since places in residence halls are limited, searching on the private housing market is a common option. Accommodation ads are posted on housing platforms by current tenants, landlords and agencies. Note that most agencies or platforms may ask you to pay a fee when you are searching for housing.

## TEMPORARY HOUSING

Sometimes it may not be possible to find housing before your arrival. In that case, you may consider starting the semester in temporary accommodation from where you can search for a more permanent place to stay.

For short-term stays (hostels, halls of residence, bed & breakfasts), you can check the [City of Torino tourism website](#).

Further information on accommodation can be found at the following links.

- [University of Turin](#)
- [Study in Torino](#)
- Informagiovani: [Youth Office of the Municipality of Torino](#)
- ads on student notice boards to be found in all the Departments (generally there are offers of single rooms in apartments, with shared kitchen and bathroom).

## IMPORTANT: BEWARE OF SCAMS!

Before signing any contract or transferring money make sure that the offer is genuine. When searching for housing on the private market always beware of scams.

Some red flags to keep in mind:

- Scammers often operate from outside the country
- They say they cannot show you the room/flat
- They do not provide clear answers
- They will ask you to transfer money before you have even seen the room/flat



## ESSENTIAL ACCOMODATION GLOSSARY

| Italian                                  | English                                                            |
|------------------------------------------|--------------------------------------------------------------------|
| <b>affitto</b>                           | rent                                                               |
| <b>agenzia immobiliare</b>               | estate agents                                                      |
| <b>ammobiliato/non ammobiliato</b>       | furnished/unfurnished                                              |
| <b>appartamento</b>                      | flat/apartment                                                     |
| <b>bagno</b>                             | bathroom/toilets                                                   |
| <b>balcone/terrazza</b>                  | balcony/terrace                                                    |
| <b>condiviso/a</b>                       | shared                                                             |
| <b>condominio</b>                        | apartment blocks                                                   |
| <b>cucina (abitabile)</b>                | kitchen (with space to eat in)                                     |
| <b>mansarda</b>                          | attic                                                              |
| <b>monolocale/bilocale/trilocale</b>     | studio/two room/three room apartment                               |
| <b>riscaldamento</b>                     | heating                                                            |
| <b>salotto</b>                           | living room                                                        |
| <b>spese</b>                             | additional costs and bills (e.g.: electricity, gas, services etc.) |
| <b>stanza (singola/doppia/condivisa)</b> | room (single/double/shared)                                        |

## UNIVERSITY CANTEENS

As an Erasmus or International exchange student you can access the Edisu-run canteens. The canteens and alternative services are spread all over town next to all departments. They provide a wide range of food, including vegetarian, ethnic and gluten-free menus. All prices for Erasmus and International exchange students fall within the "**Fascia 1**" (Bracket 1):

E.g.: **Full meal** → First course, second course, side dish, bread, fruit → 2,50 €

» More information is available on [University canteens and location](#)

# LIBRARIES AND STUDY PLACES

## University Libraries

The University of Turin has a large network of libraries providing support for your studies. Borrowing entitlements and loan periods 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 Edisu card
- 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](#)



It is your personal responsibility to manage your own loans, returns and renewal on time. If you fail to return a book you will need to buy a replacement copy and your Transcript of Record will not be issued until the book is returned or a new copy bought.

## Study Places

In study places you can read and study, research information, and use a range of services (photocopying, PCs, free WiFi, etc...). In Turin EDiSU runs study rooms all over the city next to all University departments.



Check the list of the [Edisu study places](#) and [University suggestions](#)

## CUS TORINO

CUS TORINO is the University Sports Centre. It organizes sports activities and tournaments open to both students, staff, and the public. The CUS membership card gives you access to facilities, activities, and discounts. It is valid for one academic year and is free of charge for all students enrolled at the University of Torino, including the Erasmus and international students. You will be able to access CUS centres, courses, and book courts at special prices.

To start a sport or physical activity you are required to provide a medical certificate of good health issued in Italy. This can be obtained from your general practitioner (if you are registered with one), the SUISM Centre or directly at the CUS Torino office.

The list of activities and events organized by CUS Torino and all further detailed information are published on the CUS website.



### **CUS Torino**

Via Braccini, 1 – 10141 Torino



Tel. +39.011.388307



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



<https://www.custorino.it/foreign-students/>



E-mail: [internationalstudents@custorino.it](mailto:internationalstudents@custorino.it)

# COUNSELLING: SUPPORT AND WELLBEING

## Passi@UniTo: counselling for international students

This free counselling service is specifically addressed to all international students at the University of Turin. You can make an appointment by emailing the counselling team at [passi@unito.it](mailto:passi@unito.it) and specifying your name and surname, nationality and phone number.

The service we provide is strictly confidential.

Head of Project: Prof. Simona Taliani

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

[Website](#)

The general **counselling service** provides free professional support to students experiencing:

- personal or social difficulties that interfere with their academic goals
- adaptation problems to Torino
- stress and anxiety conditions

In order to register with the service, you'll need to fill in the registration form linked on the website: [UniTO listening space](#)

# Useful information

Please find below some useful information for the organization of your stay in Turin.

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

## HEALTHCARE ASSISTANCE

### **General guidance for all**

Before travelling to Italy, make sure to check with your home country healthcare provider (either public or private) if any of their medical policies can be extended to cover your exchange period in Turin or what other conditions may apply. If you have any pre-existing medical conditions, we strongly recommend that you bring with you a certificate in English explaining these conditions and any medication you are receiving.

## THE HEALTHCARE SYSTEM IN ITALY

The healthcare system in Italy is a regionally based national health service known as Servizio Sanitario Nazionale (SSN – National Healthcare Service). It provides universal coverage to citizens and residents, with public healthcare largely free of charge or covered by a small co-payment for services such as tests, medications and medical assistance provided by specialists.

### Registering with a doctor

Regardless of your type of health insurance, we recommend that you register with a doctor once in Turin. This will enable you to undergo free outpatient and in-home medical examinations, and to obtain prescriptions for medications and specialist services. You can decide to replace your doctor whenever you want. You can choose one from [a list of names and addresses](#) (Italian only) at the ASL (Local Health Authority) closest to you.

**We suggest you contact the EDiSU service or your Buddy for help.**

### EU students, SEE State students (Iceland, Liechtenstein and Norway) and students from Switzerland

All necessary healthcare is covered by the Italian National Healthcare System: you need to have the **European Health Insurance Card (EHIC)**. Please contact the health authorities in your home country for information and/or get one before leaving for Italy. This card ensures that you will have the same access to the public healthcare system (e.g. access to a doctor, hospital admission) as an Italian citizen.

### Students from countries with bilateral agreements

Students from countries with bilateral agreements benefit of the same health insurance from the SSN: **you need to get a specific health certificate from the Health Service Institutions of your home country**. Countries include Australia, Brazil, Croatia, Bosnia Herzegovina, Macedonia, Serbia and Montenegro, Principality of Monaco. Make sure you seek out information on the terms and conditions of these certificates before leaving for Italy. You are also eligible for voluntary registration on the National Healthcare system (see paragraph about Non-European students).

### Non-European students

When applying for your residence permit, you are required to provide evidence of health insurance coverage. The health insurance coverage can be:

- With a private insurance company. It must be valid in Italy and it must have a coverage for the entire period of your stay in Italy.

- With voluntary registration on the National Healthcare System. Voluntary registration gives you the right to obtaining the same health care as an Italian citizen, it has a validity of a calendar year (1st January – 31st December), it is not apportionable and cannot be backdated (e.g., if you apply for it in July, you will need to pay for the whole year regardless). Registration for students costs 149.77 €

An information point on how to access the National Health System (SSN) is also available at EDISU Piemonte.



**Ufficio Assistenza Sanitaria EDISU PIEMONTE**

Residenza Universitaria "Verdi"  
Via Giuseppe Verdi 15 - Torino



Tel. +334 100 6710 4



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

**IMPORTANT!**

Medical insurances (both public and private) may not cover repatriation to your country of residence for medical reasons. Students should independently consider purchasing insurance cover that guarantees repatriation for medical reasons, reimbursement of medical expenses and typical additional "travel" policies guarantees.



## TAX CODE (CODICE FISCALE)

Tax identification code (Codice Fiscale, in Italian) is a mandatory document to identify citizens living in Italy. You will need it – for example - to apply for a residence permit, open a bank account, enter into a tenancy agreement, receive the payment of a scholarship.



How to apply for a Tax identification code? Check [Italian Tax Code](#).



Need any help? For information, please see [this webpage](#)

## GETTING AROUND

### BUSES, METRO AND TRAMS

The local transportation company is **G.T.T. (Gruppo Trasporti Torinese)**

A single ticket (1,70 €) lets you travel for up to 100 minutes and you can access all public transport, it is also valid for a one-way metro ride.

You can buy and top-up **tickets and passes** at railway stations, tobacconists, newsagents, bars, self-service points at railway and subway stations.

Further information about the different types of tickets is available on the company website [GTI](#)



**Sustainable Mobility:** check the advantages of shared transportation

[www.unito.it/ateneo/strutture-e-sedi/come-raggiungerci](http://www.unito.it/ateneo/strutture-e-sedi/come-raggiungerci)

# Contacts

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

- a International Mobility Office:** reference office for all the administrative procedures and paperwork related to your exchange period (ex. registration, extension of mobility, 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](mailto:internationalexchange@unito.it)

 Incoming student procedures are also available on the University [incoming student pages](#)

**b Infopoint Office:** This is the University main information point. It provides information about the services and the organization of our University.

You can refer to Infopoint to:

- find information about the academic offer, Italian language courses and University services, as well as practical tips about the city
- sign paperwork relating to your exchange (e.g. Certificate of Attendance, etc...)



[Infopoint Office](#): Via Po, 29 (ground floor) – Torino



Tel: +39.011.6703020



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

### **C Direct line to UniTO professors**

UniTO professors' contacts are available in the University [people directory](#). Office hours are shown in the contact details or directly on the Department 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 Erasmus and/or international exchange students.

#### **d 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 11 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](mailto:international.agrovet@unito.it)
- International office of the Hub of Law and Social Sciences [international.cle@unito.it](mailto:international.cle@unito.it)
- International office of the Hub of Humanities [international.humanities@unito.it](mailto:international.humanities@unito.it)
- International office of the Hub of Science of Nature [international.sciences@unito.it](mailto:international.sciences@unito.it)
- International office of Department of Pharmacy [erasmus.farmacia@unito.it](mailto:erasmus.farmacia@unito.it)
- International office of the Hub of Medicine Torino [international.medtorino@unito.it](mailto:international.medtorino@unito.it)
- International office of the Hub of Medicine Orbassano and Candiolo [international.medsanluigi@unito.it](mailto:international.medsanluigi@unito.it)
- International office of the School of Management and Economics [international.sme@unito.it](mailto:international.sme@unito.it)
- International office of SAA School of Management [exchange.saa@unito.it](mailto:exchange.saa@unito.it)



UNIVERSITÀ  
DI TORINO

# **FOCUS ON Hub of Medicine Orbassano and Candiolo**

# Hub of Medicine Orbassano and Candiolo

## 1. WELCOME TO YOUR HUB

The University of Turin is huge: more than 80,000 students, 26 Departments, over 150 degree programmes.

That is why, while at UniTo, you will be able to rely both on the central [International Students Desk](#) and the local International office of the **Hub of Medicine Orbassano and Candiolo**.

The Hub of Medicine Orbassano and Candiolo is made up of the following Departments, which are part of the [School of Medicine](#):

- [Dipartimento di Oncologia](#) / [Department of Oncology](#)
- [Dipartimento di Scienze cliniche e biologiche](#) / [Department of Clinical and Biological Sciences](#)

In this section of our guide you will find useful information about the Department of your studies.

## 2. INTERNATIONAL OFFICE - HUB OF MEDICINE ORBASSANO E CANDIOLO

This is a support service dealing with administrative issues for students enrolled at UniTo or involved in international mobility programmes of the Hub degree courses.



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



**Telephone** (+39) 011 6706550 (on Tuesdays 2 - 4 pm)



### **Videoconference**

- Google Meet: [book an appointment](#).  
(Click on "Prenota /Book here" in the preferred time slot to sign in; add in "Description of the subject" for the requested videoconference and click on "Save".)
- For other web meeting platforms contact us via e-mail.



**Face-to face meetings** for specific needs can be requested via e-mail or telephone.

## 3. BUDDY PROJECT – GET SUPPORT FROM A BUDDY

The first few weeks in a new country can be overwhelming: finding accommodation, getting to know your new university, getting the necessary documents, learning Italian. You will probably think: "I need some help!"

This is where [Buddy Project](#) comes in useful, the UniTo welcome and support service for international and exchange students.

On your arrival in Turin you will be contacted by a UniTO student (your Buddy) who will help you understand university life and the linguistic and cultural environment.

Buddies will help you to:

- find out about various University facilities: libraries, study rooms, university restaurants, sport activities
- understand how to get healthcare, a residence permit and student accommodation
- carry out your mobility administrative procedures (such as register courses on your career plan, register to exams, etc.)
- get in touch with relevant offices
- learn Italian and understand the culture

**Contact** [buddy.medsanluigi@unito.it](mailto:buddy.medsanluigi@unito.it) for information and to get in touch with your Buddy.

## 4. ON THE MAP

Find out your Department in the [map](#) of the city.



## 5. HAVE YOU READ IT YET?

Did you check the following information in the Handbook for Incoming Students?

✓ [Unito IT and email account](#)

✓ [Learning Agreement](#)

✓ [Registration to courses](#)

✓ [Career Plan/Piano Carriera](#)

Your Career Plan should contain the same courses as defined within your Learning Agreement agreed with your home university coordinator and our university reference professor

*If your mobility period takes place at the degree course in **Medicine and Surgery**, to fill in your career plan you must send the most up-to-date version of your Learning Agreement to [international.medtorino@unito.it](mailto:international.medtorino@unito.it). The International Office of Medicine Orbassano and Candiolo will upload your career plan for you.*

✓ [Exams \(Appelli\)](#)

## 6. DEPARTMENT AT GLANCE

You can find here below the links to the main webpages for each degree course of our Departments:



Course website



Classrooms and laboratories



Timetable



Traineeship



List of courses



Exams



Location



Contact

**Click on the icons for each degree course to access directly to the dedicated webpage.**



Undergraduate degree



Postgraduate degree



6-year postgraduate degree





## Department of Clinical and Biological Sciences

### DEGREE COURSE

Medicine and Surgery



Nursing (Orbassano)



Nursing (Cuneo)



Psychiatric Rehabilitation Techniques



Health Professions of Rehabilitation Sciences



Sciences and Techniques of Adaptative Physical Activities



## Department of Oncology

### DEGREE COURSE

Medical Radiology Techniques for Images and Radiotherapy (Torino)



Medical Radiology Techniques for Images and Radiotherapy (Cuneo)



Artificial Intelligence for Biomedicine and Healthcare



## 7. TRAINEESHIP

Traineeships for Medicine and Surgery students are organised directly by the International Office of the Hub of Medicine Orbassano and Candiolo and the Student Administration Office (Segreteria Didattica), according to the Learning Agreement.

For further information please contact the International Office of the Hub of Medicine Orbassano and Candiolo.

## 8. SERVICES and FACILITIES

### A) Segreteria Studenti

[Segreteria Studenti](#) is the Students' Registry Office, providing assistance with administrative issues such as fees, registry management, certificates, administrative consulting.

Students of the Hub of Medicine Orbassano and Candiolo refer to two different Students' Registry Offices:

#### Medicine and Surgery students:



C.so Massimo d'Azeglio, 60 - Torino



Tel: +39 011 6709900

#### Health Professions students:



Via Rosmini, 4/A - Torino



Tel: +39 011 6709900



Students' Registry Offices provide face to face appointments for specific activities or online through the **Help Desk online service**. You can access it through your MyUniTO area.

For the service desk, click [here](#) and then insert a key word, open one question and if you're not satisfied by the answer you can "open a ticket". This means that you can write a new question for the registry office; soon afterwards you will receive an answer on your institutional e-mail address.



Should you need linguistic support when contacting the Students' Registry Offices, do not hesitate to ask your Buddy for help!

## B) Segreteria Didattica

Office dealing with academic career and teaching issues such as lectures, credits, study plan.

The office provides information and support concerning the courses, exams and graduation, about the professors and the organization of the department course teaching.

You can find the contacts of the *Segreteria Didattica* under the section "Contacts/Contatti" of the degree course website.

## C) Job Placement



Corso Dogliotti 38 – Torino



Tel: +39 011 670 5498



E-mail: [jobplacement.medicina@unito.it](mailto:jobplacement.medicina@unito.it)

## D) Tutoring service (Servizio di Tutorato)

Support service for any problems during your period at the university.



For information: <https://www.medicina.unito.it/tutorato/tutorato>

## E) Library

[Biblioteca Federata di Medicina "Ferdinando Rossi"](#)



Corso Dogliotti, 38, 10126, Torino, TO



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

[Biblioteca "A. Rosmini" Corsi di Laurea delle Professioni Sanitarie](#)



Via Rosmini, 4/a - 10126 Torino



E-mail: [fcl-med-bib4@unito.it](mailto:fcl-med-bib4@unito.it)



Tel.: +39 011.6708101/02





**UNIVERSITÀ  
DI TORINO**

**Content**

Sezione UNITA e Mobilità Internazionale  
Ufficio Servizi per l'Internazionalizzazione  
Polo Medicina Orbassano e Candiolo

**Graphic design**

Sezione Comunicazione Istituzionale  
e Organizzativa

**en.unito.it**  
**chinese.unito.it**  
**unito.it**