

# QUICK GUIDE STUDY AT UNITO

2023/2024



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# BEFORE STARTING

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



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# Getting started

## Your arrival check list ✓

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**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

# ARRIVAL CHECK LIST

# University canteens



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- 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



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- **University libraries:**

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

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

## **EDISU study spaces:**

- Availability and access requirements: [Edisu study halls](#)





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# 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](mailto:office.incoming@unito.it)
- **Requests for Codice Fiscale related to Italian Residence Permit will be processed with priority.**

# MyUnito account - online services



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- **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



Italiano Current student

## myunito

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Enrolments Career Exams Final test Part time collaborations Online services

### E-learning

- ▶ Competenze Trasversali - UniToSkillCase
- ▶ Dipartimento di Lingue e Letterature Straniere e Culture Moderne
- ▶ Dipartimento di Psicologia
- ▶ Dipartimento di Scienza e Tecnologia del Farmaco
- ▶ Dipartimento Interateneo di Scienze Progetto e Politiche del Territorio
- ▶ Groupware per i progetti
- ▶ Scienze Video On Line
- ▶ Scuola di Agraria e Medicina Veterinaria - SAMEV
- ▶ Scuola di Management ed Economia
- ▶ Scuola di Medicina

Counter - Make an appointment

Student booking - Book your place

Edumeter

Payments

Career plan

Exam sessions

Help Desk

Students webmail

Aggiornamenti sul test a.a. 2023-24

Publicazione bandi test di ammissione

Decidi tu!

Ultima possibilità per richiedere l'ISEE universitario





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# Studying and taking exams

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# Studying and taking exams



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Choosing Courses



Language requirements and language courses



Timetables



Career Plan



Credits and grades



Taking exams (Appelli)



Getting your of grades



Registering the end of your mobility



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# 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!!!**

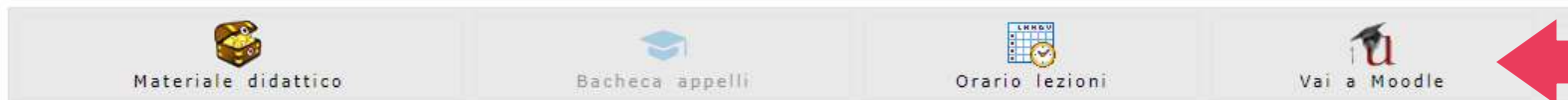
# Choosing courses: details



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Name of course (Italian and English)	CHINESE FOR ECONOMICS AND INTERNATIONAL RELATIONS	
Academic year	Anno accademico 2020/2021	
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
Assesment method (written exam, oral exam, paper, etc...)	Tipologia esame	Orale
Prerequisites	Prerequisiti	<input type="button" value="Italiano"/> <input type="button" value="English"/> <input type="button" value="中文"/>

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



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

# Language requirements to take classes and sit exams



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- 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



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- 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»**

# Conversation groups

## Language Center CLA-UniTO

[www.cla.unito.it](http://www.cla.unito.it)



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- 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](mailto:claunito@unito.it) to receive the registration form

# Class Timetables: access your classes planner



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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.

A screenshot of the MyUniTO class timetable view. The header shows the date '11/16/2020' and navigation options: 'TODAY', 'MONTH', 'WEEK', 'DAY', 'CALENDAR', 'LIST'. The main content is a grid for 'Economia (1° anno)' from 'Nov 16 - 20, 2020'. The grid shows classes for Monday (11/16), Tuesday (11/17), Wednesday (11/18), Thursday (11/19), and Friday (11/20). The time slots range from 8am to 9pm. Classes are color-coded: pink for 'ECONOMY AND ACCOUNTING BUSINESS' and purple for 'PUBLIC LAW'.

	Mon 11/16	Tue 11/17	Wed 11/18	Thu 11/19	Fri 11/20
all-day					
8am					
9am	ECONOMY AND ACCOUNTING BUSINESS SEM0036 - ECONOMICS (1) L. MANZI, V. GAMBÀ	MATHEMATICS FOR ECONOMICS I, MATHEMATICS FOR ECONOMICS SEM0090 - ECONOMICS (1) M. MARENA, E. VIGNA	MATHEMATICS FOR ECONOMICS I, MATHEMATICS FOR ECONOMICS SEM0090 - ECONOMICS (1) M. MARENA, E. VIGNA		ECONOMY AND ACCOUNTING BUSINESS SEM0036 - ECONOMICS (1) L. MANZI, V. GAMBÀ
10am					
11am					
12pm	PUBLIC LAW ECON009 - ECONOMICS (1) C. SARTORETTI	PUBLIC LAW ECON009 - ECONOMICS (1) C. SARTORETTI			MATHEMATICS FOR ECONOMICS I, MATHEMATICS FOR ECONOMICS SEM0090 - ECONOMICS (1) M. MARENA, E. VIGNA
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					
9pm					

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.



# Career Plan (Piano carriera)

read page 18 of [Handbook for incoming exchange students](#)



- A Career Plan (**Piano Carriera**) is made up of all the courses listed and approved in your Learning Agreement
- **Learning Agreement  $\neq$  Career Plan**
- **Registration on Moodle/Campusnet  $\neq$  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](#)



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# Credits and grades - 1



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- 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)



This is **only a general example**

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

# Credits and grades - 2



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- **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](mailto: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



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- 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



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- **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



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Check the [Handbook for incoming students](#) (pp 19-20) **AND** [FAQ exams](#)

- **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.

**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



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- 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 of 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.



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**Looking for support?  
Here's a contact list**

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# If you help with your exchange and study matters



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WHO TO REFER TO	CONTACT DETAILS	WHAT CAN WE HELP YOU WITH
<b>Sezione Unita e Mobilità Internazionale (International Mobility Office)</b>	Email: <a href="mailto:internationalexchange@unito.it">internationalexchange@unito.it</a> Tel: +39 0116704425 Tuesday-Thursday from 2:00 pm to 4:00	Administrative queries (exchange procedure, registration and paperwork)
<b>Infopoint</b>	E-mail: <a href="mailto:infopoint@unito.it">infopoint@unito.it</a> 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
<b>Exchange coordinator</b>	Check pur <a href="#">main webpage</a>	Academic queries (advice and guidance on courses and life at department); learning agreement
<b>Professor in charge of a single course</b>	See course webpage for contact details	Advice and guidance on course
<b>Tutoring</b>	<a href="https://en.unito.it/services/guidance-and-counseling-services/tutoring">https://en.unito.it/services/guidance-and-counseling-services/tutoring</a>	General tutoring services provided by each department
<b>Buddy Project</b>	Find the list of contact details on the <a href="#">main webpage</a>	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	<a href="mailto:international.agrovet@unito.it">international.agrovet@unito.it</a>
International office of the Hub of Law and Social Sciences	<a href="mailto:international.cle@unito.it">international.cle@unito.it</a>
International office of the Hub of Humanities	<a href="mailto:international.humanities@unito.it">international.humanities@unito.it</a>
International office of the Hub of Science of Nature	<a href="mailto:international.sciences@unito.it">international.sciences@unito.it</a>
International office of Department of Pharmacy	<a href="mailto:erasmus.farmacia@unito.it">erasmus.farmacia@unito.it</a>
International office of the Hub of Medicine Torino	<a href="mailto:international.medtorino@unito.it">international.medtorino@unito.it</a>
International office of the Hub of Medicine Orbassano and Candiolo	<a href="mailto:international.medsanluigi@unito.it">international.medsanluigi@unito.it</a>
International office of the School of Management and Economics	<a href="mailto:international.sme@unito.it">international.sme@unito.it</a>
International office of SAA School of Management	<a href="mailto:exchange.saa@unito.it">exchange.saa@unito.it</a>

# Safety and Wellbeing



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WHO TO REFER TO	CONTACT DETAILS	WHAT CAN WE HELP YOU WITH
<b>Common Emergency Telephone Number</b>	<b>112</b>	emergency medical services, Police, Carabinieri, Fire fighters
<b>Passi@UniTo - Counseling for international students</b>	passi@unito.it	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.
<b>General University counseling</b>	Phone: (+39) 388 1469366 Email: counseling@unito.it	professional support to help you with personal and academic difficulties.
<b>Antiabuse counseling service</b>	toll free number +39 800.093.900 for emergency +39 366 4607803 <a href="mailto:sportellounito@emmacentriantiviolenza.com">sportellounito@emmacentriantiviolenza.com</a> <a href="#">Website</a>	The antiabuse counseling is a free service, offered to all women who experience moments of hardship due to forms of abuse, abuse and violence.
<b>Students with special needs</b>	<a href="#">Website</a> <a href="mailto:ufficio.disabili@unito.it">ufficio.disabili@unito.it</a> Tel: +39 011 6704284	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.



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**International Mobility Office**

**ENJOY YOUR EXCHANGE!**