Università
di Torino

Degree Seeking Students Handbook

A.y. 2021/2022 information about what to do before and when you get to Italy, studying at UniTo

21st september 2021

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Welcome to UniTO

With over 80,000 students and more than 3,900 academic and administrative staff, the **University of Turin (UniTo)** is one of the country's largest and most prestigious universities.

The University, founded in **1404**, provides quality higher **education and research** opportunities; many UniTo graduates have achieved international renown.
Today, UniTo offers over 150 undergraduate and postgraduate degree programs in almost every field of study. A growing number of courses are taught in English, and Italian language tuition is available for incoming students.
The University's 27 departments offer excellent opportunities for Italian and non-Italian academic staff; 1 doctoral school provides over 35 doctoral programs.
Students and academic staff can make use of 34 libraries with over 2 million books, the Botanic Gardens, and a number of university museums; university accommodation, eating places, and sports facilities are well situated.
Turin is a **lively, people-oriented city**, and boasts a wide variety of cultural resources: historic buildings, world-class museums and galleries, and numerous exhibitions and fairs. The city's parks and 2 rivers together with the nearby mountains and lakes provide a great leisure environment.

Discover UniTo today and through its 600-year history, and learn more about living in Turin.

Buddy Project
Do you need support-TO?

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

Here comes Buddy Project, UniTo welcome and support service to international students.

Before getting to Italy

ID, passport or visa?

The identity documents required to access the Italian territory depend on your citizenship:
EU and Schengen area citizens are only required to carry the ID card or passport during their stay in Italy. If you stay in Italy **more than 3 months** you are required to register at the local Registry Office ("Anagrafe").

Non-EU and non-Schengen area citizens are required to carry a valid passport and may be required to obtain a **Visa** to enter Italy. If you stay in Italy **more than 3 months** you are required to apply for the Residence Permit.

Information about **Italian Visa requirements** are available on UniTo website.

How to get a visa for study purposes? Check Apply for a visa for study purposes.

Health Insurance

Students coming from EU countries staying in Italy more than 3 months can access health care supplied by the Italian Public Health Service ("SSN-Servizio Sanitario Nazionale").

Non-EU students can choose between two different types of health cover:

- **Public cover** supplied by the Italian Public Health Service ("SSN - Servizio Sanitario Nazionale"), upon payment of an annual fee.
- **Private insurance** to be purchased directly from private insurance companies.

Information on health and insurance

Need some help to access the Italian Public Health Service? Contact EDISU Piemonte Information Point

How to get to Turin

By plane, by train, by bus and by car: reach the city from wherever you are.

Full information on How to get to Turin.

Coming to Italy from abroad? Check possible restrictions issued by the Italian Government due to Covid-19 emergency.

When you get to Italy

Residence permit (Permesso di soggiorno) – For Non-EU and Non-Schengen citizens

A residence permit is a document or card required to allow a foreign national to reside in a country for a fixed or indefinite length of time.

• Extra-EU citizens, planning to stay in Italy **up to 90 days** are not required to apply for a residence permit.

• Extra-EU citizens planning to stay in Italy **more than 90 days** have to apply for a residence permit for study purposes.

If you plan to stay in Italy more than 90 days, you must apply for a residence permit **within 8 working days** of your arrival in Italy: contact **UniTo Residence Permit Office** (E-mail: office.incoming@unito.it) soon after your arrival for information and help in obtaining a residence permit.

Check how to apply for a study residence permit: Residence Permit Office at UniTO

Remember: your Buddy can help you in all the required administrative steps: feel free to contact your Buddy before starting!

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? Contact Residence Permit Office (E-mail: office.incoming@unito.it) and don't forget you can rely on your Buddy.

Opening a bank account

Opening a bank account in Italy can be useful for receiving a scholarship or for payments in your everyday life in Turin.

Requirements, terms and conditions, policies, vary from bank to bank: check the banks' websites for information.

Are you in trouble with requirements to open a bank account? Ask your Buddy for help!

Housing

International students can apply for a room at **University residences** managed by EDISU Piemonte, the local Regional Agency for the Right to Education.

Rooms at EDISU are awarded upon a selection of candidates: check the Information on How to Apply.

Private accommodation and alternative solutions are available in town: check the webpage Housing

Any trouble in finding accommodation? Ask you Buddy for help!

Italian Language Courses

Online courses, summer schools and courses throughout the academic year: check the options for learning Italian while you are in Turin: Italian Language Courses

Life in Turin

Located in North West Italy, Turin is **the third biggest city in Italy**. The city offers a wide range of museums, sites, monuments, churches, parks, theatres and events all year round.

Turin's **exciting lifestyle** is appreciated by students, who can make use of a number of study rooms and housing options, university restaurants, transport and sports facilities.

Discover the main city services and attractions: When you arrive

Are you looking for special discounts for students? Check Student Discounts

University restaurants

EDISU Piemonte, the local Regional Agency for the Right to Education, offers a restaurant service to all university students at special prices, in university canteens throughout the city.

Full information on University Restaurants.

What is the best University restaurant in town? And the closest to your Department? Ask your Buddy for tips!

Libraries and Study Rooms

Libraries and study rooms are available for students throughout the city, providing books, free Wi-Fi and a quiet space to study in.

Find the most suitable library for you studies and browse the study rooms available in town.

Public Transport

Buses and trams, the underground, shared bikes, cars, and motorbikes allow you to move around the city.

Check full information on Public Transport.

Tired of citylife in Turin? Italy has a lot of villages and cities you can visit by train: check the National Railway Website.

Sport

Turin's great location, close to the mountains, the countryside, rivers and lakes, provides an excellent environment for a **wide range of sports and outdoor activities**.

The **University Sports Centre (CUS Torino)** offers **more than 100 different sports** at all levels to promote competitive and non-competitive sports among students.

Check information and contacts on Sport.

Studying at UniTo

Verify the required documents for enrolment

When you arrive in Turin you are required to provide the International Students' Desk (E-mail: internationalstudents@unito.it) with a set of documents for your enrolment, **depending on your country of origin and residence, and the degree programme** you wish to enrol in.

Check for details Welcome and Enrolment at UniTo.

Are you getting confused about the documents you must provide? Ask your Buddy for help!

Register to UniTO web portal

As a new student at UniTo you must register on UniTo web portal: you will be able to access to MyUniTo section, your personal portal to manage your academic career and university services.

Check how to register to the portal and do not forget your Buddy can help you.

Smart managing of your career? Download MyUniTO app

Take the admission test (for degree programs with restricted number of places only)

If the degree program you applied for has a quota of places ("corso ad accesso programmato"), you have to register for and take the **admission exam** within the deadlines stated in each call for admissions ("bando").

You can check online if your degree program requires an admission exam and if such an exam is required locally by UniTo or nationally: Degree programs.

Need to take the admission exam? Check how it works both for degree programs with à national or local restricted number of places!

Take TARM (Assessment of Minimum Requirements)

TARM test is mandatory if you enroll in programs without restricted number of places. The test is held through the TOLC test offered by CISIA.

Check full information about the test, deadlines and guidelines at Welcome and enrolment at UniTo - Take TARM

Enrol online at UniTo and pay the enrolment fee

You are now required to complete the enrolment online within the deadlines published at Welcome and enrolment at UniTo by following the instructions published in the section "Enrol online and pay the enrolment fee".

Tuition Fees

Students enrolled at UniTo are required to pay annual fees in 4 instalments, whose amount is calculated according to each student's family income.

You are required to provide ISEE (financial situation certificate) to allow the relevant office to calculate your tuition fees.

You can check the updated situation of your fees (Fees already paid, fees to be paid, amount) in My Unito – Fee section .

For full information on fees, deadlines and how to present the ISEE check Tuition fees.

Trouble with getting your ISEE? Join the online service: Servizio ISEE UNIVERSITARIO CAF Do.C. 2020 or ask your Buddy for help.

Scholarships

International students at UniTo can apply for a range of scholarships awarded at national, regional and university level: discover them all on Scholarships for International Students

Study Plan

Study plan is the complete set of exams that you need to sit in order to graduate. You must fill your study plan online by **choosing the courses** provided for the degree programs, through your MyUniTO profile, by selecting "Compilazione piano carriera" icon.

Study plans can be filled in only by students who have **regularly paid tuition fees**.

For full information on study plan, how to fill it in, deadlines for filling it in, check Study Plan.

What exam? Laboratory A or B? What is a "Tirocinio"? For any doubts with Study Plan check this turial or ask your Buddy for help!

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Courses

The list of courses available for each academic year and semester is generally updated from late July each year.

Check the available courses in Course search

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E-Learning and online platforms

Registration to courses **allows you to take part to lectures (either in-person or online) and get course material**.

You can register to courses and attend classes through three e-learning services - Moodle, Campusnet and Webex - depending on the requirement of the course as set out by each Professor.

MOODLE

Access the platform through the icon "Vai a Moodle" at the bottom of the course description webpage, or by clicking on "E-Learning" either on the Department and the Degree programme website under "Studiare" or "Didattica".

CAMPUSNET

Access through the "Login" either on the Department and the Degree Programme website using your Unito username and password. Your student status must be "current student" to be able to access this platform

WEBEX

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.

Any trouble with online platforms and digital learning?
Your Buddy can help you

Student Booking

Book your seat in the classroom before accessing, by clicking on "Student booking" in your MyUnito profile.

Detailed information on Student booking service.

Exams at UniTO

Log in to your personal MyUniTO page and register either by:

- **libretto** (**Examination Record book**)
- **exam sessions**

Registration is possible only during the timeframe indicated next to the date of the exam.

Check online the FAQ about exams, and the tutorial for registering to exam session.

Contact your Buddy for any trouble with exam registration,

Edumeter

It is the evaluation system of courses and professors that anonymously collect student assessments and contribute to the improvement of university teaching.

Click on "**Esami - Edumeter**" in your **MyUnito** and fill the survey in.

Check the tutorial on how to fill in the Edumeter.

International Mobility programs

Erasmus+ for studies and traineeship, exchange agreements with Universities in all Continents: make use of the international opportunities UniTo provides to make your career international.

Information and contacts on Student's mobility.

Part-time collaboration at the University

Students at UniTo can work part time (Maximum 200 hours per student) for the University administrative structures, and as Buddy or tutor for other students.

Every year UniTo issues selection procedures for students wishing to apply for different posts.

Information on Collaborazioni a tempo parziale (italian only)

If you do not speak Italian at all ask your Buddy for help in applying for part-time collaboration.

Tutoring and student support

Passi@UniTo - Counseling for international students

Passi@UniTo project is a psychological counseling service aiming at listening and understanding practical and emotional difficulties that international students may face during their study and life experience in Turin.

Book your meeting with the counselling team by email passi@unito.it, mentioning your name, surname, nationality and phone number. You will be contacted to schedule a first online or face-to-face session.

Check full information on Passi@UniTO.

Tutoring and counseling

The tutoring scheme covers a wide range of activities designed to help make university life more effective and productive. Moreover, the counseling service offers free assistance, provided by trained psychologists, to all UniTo students suffering from psychological disturbances.

Check the tutoring services and the couseling service offered by UniTo.

Mentorship Project

If you have doubts about how to register for classes and exams, how to fill your student career plan and edumeter evaluation surveys, you can rely on the Mentorship Project, which provides useful tutorials for all students starting their career in UniTO, with a special attention to students holding international protection.

Discover Mentorship project and how to request the service

Students with special needs

UniTo offers technical services and/or didactic support to students with temporary or permanent disabilities, and students with specific learning disability (SLD).

Check the services available for Students with special needs.

Università
di Torino

Hub of Science of Nature

Focus on your hub

Hub of Science of Nature

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 Science of Nature**.

The Hub of Science of Nature is made up of the following departments:

- *School of Sciences of Nature*
  - *Department of Chemistry*
  - *Department of Computer Science*
  - *Department of Physics*
  - *Department of Mathematics "Giuseppe Peano"*
  - *Department of Earth Sciences*
  - *Department of Life Sciences and Systems Biology*
- *Department of Drug Sciences and Technology*
- *Department of Psychology*

2. INTERNATIONAL OFFICE - HUB OF SCIENCE OF NATURE

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.

School of Science of Nature webpage

Department of Drug Science and Technology webpage

Department of Psychology webpage

E-mail international.sciences@unito.it

Telephone +39 011 670 4129 / +39 011 670 2467

Videoconference

- Google Meet **GCalendar on Webex**.
  (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 accomodation
- 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.sciences@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 designed by Buddy students.

Remember: Departments are located throughout the city: check carefully where your lectures are scheduled.

5. HAVE YOU READ IT YET?

Did you check the following information in the Handbook for Degree seeking?

- ✓ **Before getting to Italy**
- ✓ **When you get to Italy**
- ✓ **Studying at UniTo**
- ✓ **Register to UniTO web portal**
- ✓ **Study Plan**
- ✓ **E-Learning and online platforms**
- ✓ **Student Booking**
- ✓ **Exams at UniTO**
- ✓ **International mobility programmes**

6. DEPARTMENT AT GLANCE

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

Academic and Didactic Calendars

You can check the "**Academic calendar**" of UniTo at this link.

Be aware that each programme has its own academic calendar divided in semesters. Check them on the specific webpage of each programme by clicking on "Studiare"->"Insegnamenti"/"Studying"->"Courses"

Exception:

Undergraduate and Postgraduate programmes in Computer Sciences: http://laurea.educ.di.UniTo.it/index.php/offertaformativa/calendario/periodi-didattici/

List of Subjects

You can check all subjects of UniTo at this link.

Be aware that each programme offers its own subjects divided in semesters. Check them on the specific webpage of each programme by clicking on "Studiare"->"Insegnamenti"/"Studying"->"Timetable"

Exception:

Programmes in Computer Sciences:

- Undergraduate programme: http://laurea.educ.di.UniTo.it/index.php/offerta-formativa/insegnamenti/
- Postgraduate programme: http://magistrale.educ.di.UniTo.it/index.php/offertaformativa/insegnamenti/

7. TRAINEESHIP

If, depending on your status, you would like do a traineeship during your stay at UniTo, you need to verify the correct procedure:

Traineeship in Italy:

If you are a degree-seeking student regularly enrolled at UniTo and your career plan includes a traineeship, contact the Job Placement Offices of the Sciences of Nature Hub:

School of Sciences of Nature (ITA)

- Department of Drug Sciences and Technology (ITA)
- Department of Psychology (ITA)

Erasmus for Traineeship:

If you are interested in a traineeship abroad within the Erasmus for Traineeship Programme, you can have a look at the following webpages for the available Erasmus for Traineeships call and related information:

- School of Sciences of Nature (ITA)
- Department of Drug Sciences and Technology (ITA)
- Department of Psychology (ITA)

If you need any linguistic support, ask your Buddy!

8. SERVICES and FACILITIES

A) Segreteria Didattica (Study Courses Office)

You can contact and/or make an appointment with the office by **Help desk**: it is an online service you can access through your MyUniTo area. One of the main points is 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 send a new question to the office; soon afterwards, you will receive an answer on your institutional e-mail address.

Use the map to find your *segreteria* and contact your Buddy for support in making an appointment.

B) Manager didattici/Administrative Course-Managers

The managers provide information and support concerning the courses, exams and graduation; the professors and the organization of the didactic activity of the department courses. How to contact them:

- Department of Chemistry:
  Lorenzo Pisani (lorenzo.pisani@UniTo.it) and
  Carmen Filardo (carmen.filardo@UniTo.it)
  Erasmus Joint Master MaMaself:
  Elisabetta Buzzoni (elisabetta.buzzoni@UniTo.it)
- Department of Physics: fisica-redazione@UniTo.it
- Department of Computer Sciences: informatica@educ.di.UniTo.it
- Department of Mathematics «G. Peano»: ccs.mat@UniTo.it
- Department of Psychology: didattica.psicologia@UniTo.it
- Department of Life Sciences and Systems Biology: ccs-sb@UniTo.it
- Department of Earth Sciences: Rossana Petean (rossana.petean@UniTo.it)
- Department of Drug Science and Technology: dstf-redazione@UniTo.it

Officers sometimes do not speak English. Should you need help, ask your Buddy to contact them for you or to lead you to the office.

C) Students' Representatives and Tutors

Department of Chemistry:

- Students' representatives: Pietro Di Febbo (pietro.difebbo@edu.UniTo.it) and Antonello Calò (antonello.calo@edu.UniTo.it)
- First year tutors: tutorato.chimica@UniTo.it and tutorato.materiali@UniTo.it
- Digital tutor (for online courses and lectures): mediatoredig.chimica@UniTo.it
- DSA and disability tutor: Maria Paola Luda (mariapaola.luda@UniTo.it)
- Students' tutors (professors) : https://chimicaetecnologie.campusnet.UniTo.it/do/home.pl/View?doc=coord_docrif_tutors.html, https://stmateriali.campusnet.UniTo.it/do/home.pl/View?doc=Coordinatori_Tutor.html

Department of Physics:

- Students' representatives: rappresentanti_studenti.df@UniTo.it
- First year tutors: tutorato.fisica@UniTo.it
- Digital tutor: mediatoredig.fisica@UniTo.it
- DSA and disability tutor: Stefania Beole (stefania.beole@UniTo.it)

Department of Computer Science:

- Students' representatives: rappstudccs@educ.di.UniTo.it
- First year tutors: tutorato.informatica@UniTo.it, https://t.me/tutoratomatricole,
- Digital tutor: mediatoredig.informatica@UniTo.it
- DSA and disability tutor: Cristina Baroglio (cristina.baroglio@UniTo.it)
- Students' tutors (professors): commtutor@educ.di.UniTo.it.

Department of Mathematics "G. Peano":

- Students' representative: Elisa Antuca elisa.antuca@edu.UniTo.it
- First year tutors tutorato.matematica@UniTo.it
- Digital tutor: mediatoredig.matematica@UniTo.it
- DSA and disability tutor: Anna Capietto (anna.capietto@UniTo.it)

Department of Earth Sciences:

- Students' representatives: Moreno Bertolazzi (moreno.bertolazzi@edu.UniTo.it) and Luca Brezzo (luca.brezzo@edu.UniTo.it)
- First year tutors: tutorato.geologia@UniTo.it
- Digital tutor: didatticadigitale.dst@UniTo.it
- DSA and disability tutor: Domenico De Luca (domenico.deluca@UniTo.it)

Department of Life Sciences and Systems Biology:

- Students' representatives:
- Biological sciences: rappresentantibiologia@UniTo.it
- Natural sciences: Sofia Foch (sofia.foch@edu.UniTo.it) and Florinda Giaretto (Florinda.giaretto@edu.UniTo.it)
- First year tutors:
- Biological sciences: tutorato.biologia@UniTo.it
- Natural sciences: tutorato.scienzenaturali@UniTo.it
- Digital tutors: didatticadigitale.dbios@UniTo.it
- DSA and disability tutor: Silvia Demarchis (silvia.demarchis@UniTo.it)

Department of Psychology:

- Students' representatives: Sofia Foch (sofia.foch@edu.UniTo.it) and Florinda Giaretto (Florinda.giaretto@edu.UniTo.it)
- First year tutors: peertopeer.psicologia@UniTo.it
- Digital tutors mediatoredig.psicologia@UniTo.it
- DSA and disability tutor: Gabriella Gandino (gabriella.gandino@UniTo.it)

Department of Pharmacy:

- First year tutors: tutorato.dstf@UniTo.it
- Digital tutors: mediatoredig.dstf@UniTo.it
- DSA and disability tutor: Arianna Carolina Rosa (ariannacarolina.rosa@UniTo.it)

Libraries

First Steps at UniTo

Checklist for International Students

1. **Get in contact with your Buddy at UniTo**
https://en.unito.it/studying-unito/application-international-students/buddy-project

2. **Register to unito.it website**
https://en.unito.it/services/online-services/help-and-support/portal-registration-instructions

3. **Apply for your Tax Identification Code (Codice Fiscale)**
https://en.unito.it/living-turin/when-you-arrive/residence-permit/tax-identification-code

4. **Apply for your residence permit (Permesso di soggiorno) - Only for Extra-eu students** -
https://en.unito.it/living-turin/when-you-arrive/residence-permit

5. **Get an insurance or register to Italian Public Health Service**
https://en.unito.it/living-turin/you-leave-home/health-and-insurance

6. **Find accommodation in Turin**
https://en.unito.it/living-turin/when-you-arrive/housing

7. **Submit the required documents (EU and non-EU equivalent students/non-EU students) to** International students desk -
https://en.unito.it/studying-unito/application-international-students/step-3-welcome-and-enrolment-unito

8. **Enrol online**
https://en.unito.it/studying-unito/application-international-students/step-3-welcome-and-enrolment-unitohttps://en.unito.it/studying-unito/tuition-fees

9. **Pay the enrolment fee**
https://en.unito.it/studying-unito/tuition-fees

10. **Discover the city and the University services for students -**
https://en.unito.it/living-turin/when-you-arrive

Università
di Torino

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