



WELCOME!



SURVIVAL GUIDE

EXCHANGE STUDENTS 2019/2020



**POLITECNICO
DI TORINO**



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The background of the page is a dark teal-to-purple gradient. There are several horizontal bars of different colors (teal, purple, and dark blue) and curved shapes that create a layered, abstract effect. The word "INDEX" is written in white, bold, uppercase letters, centered horizontally and framed by two thin white horizontal lines.

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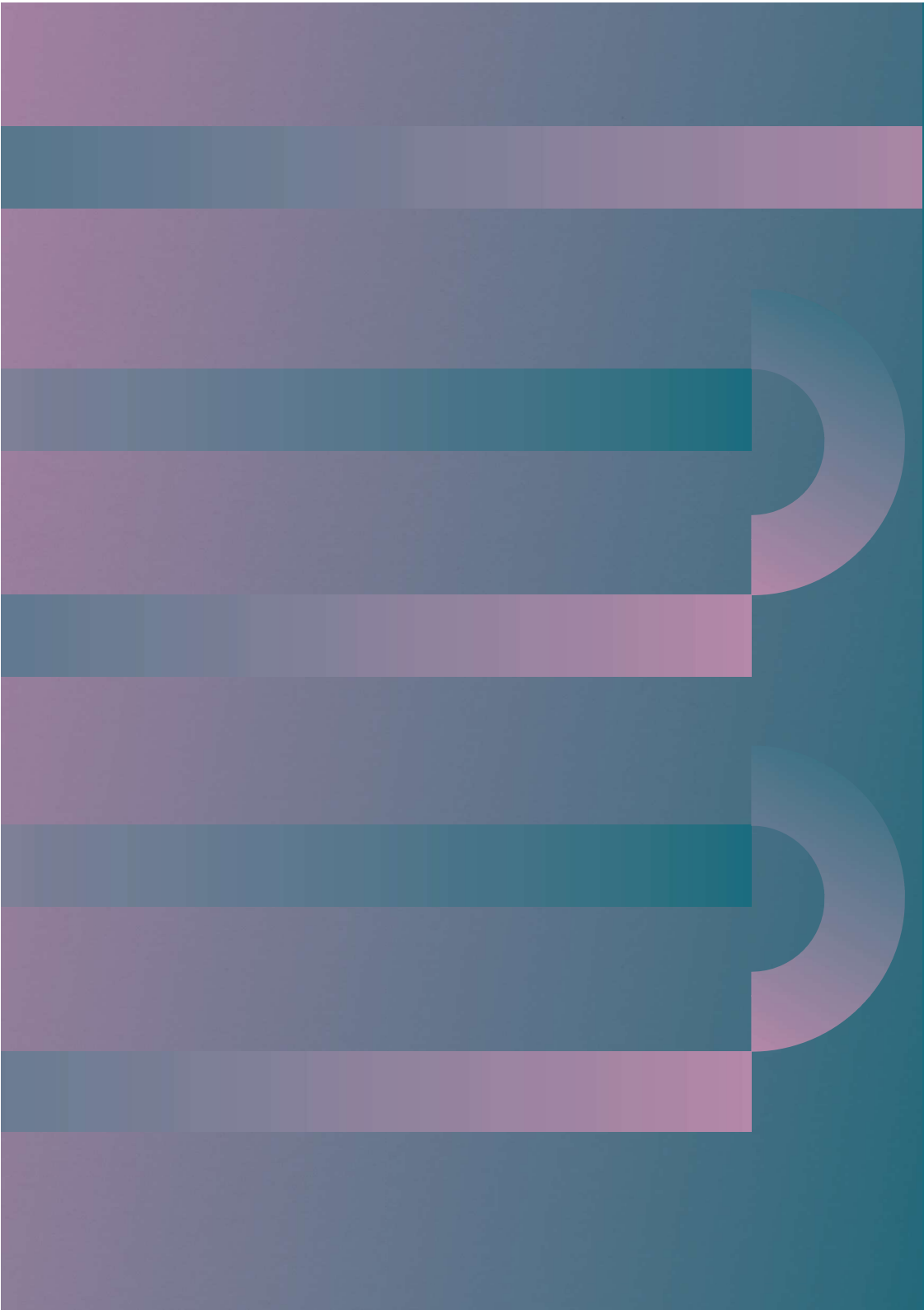
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@CITY

HOUSING

Here you can find all the information you need about hostels for a short stay along with some useful advice for renting an apartment

<http://international.polito.it/practical-information/accommodation>

Generally the minimum timeframe for a booking in a hall of residence or in an apartment is 5-6 months.



PLEASE NOTE - We advise you not to contact private agencies as they might have high commissions (usually a non-refundable 2-month rent).

By law, a landlord must provide the tenant with a contract copy stating the rent duration, the amount and when it is payable.

You should read through the contract very carefully and be sure that you have understood all the terms and conditions. The typical rent agreement, in terms of expenditure, involves:

- **a deposit**, usually the equivalent of two/three-month rent (the deposit is refundable at the end of the rental agreement, subject to deductions for any damage or outstanding debts);
- **one-month rent advance payment**. The rent amount can vary depending on the area, the flat condition (etc.), but you can expect to pay on average about € 250/350 per month for a single room and about € 200/280 per month per person for a twin room. Sometimes all the bills (heating, electricity, water, gas and cleaning) are included in the rent. In other cases the rent can be lower, but you have to add to it the cost of all the utilities.

IMMIGRATION PROCEDURES

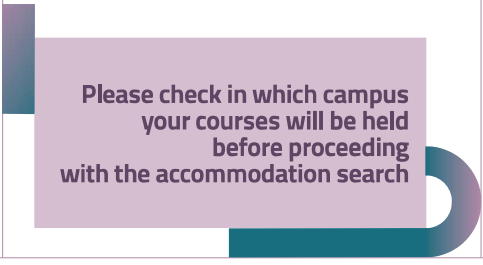
> *Codice Fiscale* ("Fiscal Code")

The codice fiscale ("fiscal code" or "tax code") is a code made up of letters and numbers on the basis of your first name, family name, date and place of birth and it is used by the Italian public administration in order to identify each citizen living in Italy. All European and Non-European citizens staying in our country need to have their own.

The codice fiscale is necessary in order to enrol at Politecnico, to apply for the residence permit, open a bank account, enter into a tenancy agreement, receive a scholarship payment, earn a salary and carry out other procedures or activities.

If available, you can apply for it to the Italian diplomatic representation (embassy or consulate) in your Home Country, before coming to Italy.

Otherwise, you have to apply for it straight away after arrival. The office that issues it in Italy is called "Agenzia delle Entrate" – VAT / Tax Office. Usually in September the Tax Office service is available in the International Affairs Department. The rest of the year, in order to obtain your Italian "fiscal code" you will have to go to one of the local Tax Offices (Uffici Locali dell'Agenzia delle Entrate).



Please check in which campus your courses will be held before proceeding with the accommodation search

Required documentation:

- your passport or identity card
- Non-EU students: a photocopy of your passport data page and of the visa page
- EU students: a copy of your ID card

The codice fiscale is issued immediately when you are attended and it is free of charge.

If your *codice fiscale* card is lost or gets stolen, you can apply for a duplicate at the local Tax Office.

>European Union Citizens

Citizens from countries that belong to the European Union (since April the 11th, 2007) must not apply for the residence permit. Three months after arrival you have to go to your local Register Office (*Anagrafe*) if you are going to spend more than three months in Italy and apply for a “temporary registration” (*iscrizione all’anagrafe della popolazione temporanea*) by submitting your:

- ID card
- European health card (TEAM)
- codice fiscale
- enrolment certificate

Please set an appointment with the *Anagrafe* office staff by going to *Anagrafe* in person or by emailing: prenotazioni.anagrafe@comune.torino.it. You have to include your personal details in your request such as your full name, date and place of birth, citizenship, current address. We remind you that this registration is not compulsory if you are residing temporarily in Torino and do not wish to register.

For further information on this application please visit the *Anagrafe* website (*only Italian version*): <http://www.comune.torino.it/servizi-civici/moduli/residenzatemporanea/>

Sample email:

“Gentilissimi, desidero prendere un appuntamento per fare l’iscrizione all’anagrafe della popolazione temporanea e vi chiederei cortesemente di fornirmi la lista della documentazione richiesta.
Le mie generalità sono: [FAMILY NAME, First Name]
Luogo di nascita: [place of birth (country)]
Data di nascita: [date of birth]
Cittadinanza: [citizenship]
Indirizzo: [current address in Italy]
Ringraziandovi per la disponibilità, invio cordiali saluti,”
[Readable Signature or your full name]

VAT / Tax Offices

Corso Bolzano, 30
Via Paolo Veronese, 199/A
Via Sidoli, 35
Via Padova, 78

These offices are open from Monday to Thursday from 9:00 a.m. to 1:15 p.m. and on Mondays, Tuesdays and Wednesdays also from 2:30 to 3:30 p.m. Fridays from 9:00 a.m. to 1:00 p.m. Saturdays closed.

Anagrafe Centrale

Via Della Consolata, 23

Open from Monday to Thursday
8:15 a.m. – 3:00 p.m.
Friday 8:15 a.m. – 1:50 p.m.

**The CODICE FISCALE
("fiscal code") is the first thing
you have to obtain after arrival**

People with double nationality (Italian or EU + Non-EU citizenship) don't have to apply for the residence permit since they have to enter Italy by using their Italian or EU passport. For all administrative procedures both inside and outside Politecnico (registration, enrolment, *codice fiscale* application, *Anagrafe* and Register Office procedures, etc.) you have to use your Italian or European passport which you used for entering Italy. Other *Anagrafe* Offices in Torino: www.comune.torino.it/guide/anagrafe/

>Residence Permit 1st Application (Non-EU Citizens)

Non-EU citizens spending more than 90 days in Italy have to apply for the residence permit within 8 working days after arrival. We remind you that Non-EU students with a study residence permit are allowed to work for a maximum of 20 hours a week (continuous for 52 weeks, or cumulative, for a maximum limit of 1040 hours in a year). Non-EU citizens have to submit the residence permit application at any post office where there is a "Sportello Amico" counter. You have to gather the following documentation:

Your passport

Passport copies

- 2 photocopies of the page of your passport containing your personal data
- 1 photocopy of the page of your visa for Italy
- 1 photocopy of the passport pages containing stamps/other visas

A € 16,00 duty stamp
(marca da bollo)

You have to buy it at the Tobacconist's (*Tabaccheria* shop)

A photocopy of your
"codice fiscale" ("fiscal code")

A photocopy of the Politecnico
invitation letter

Invitation letter reporting the course in which you are enrolled, stamped by the Italian Consulate/Embassy in your Home Country - when your visa was issued

"Autocertificazione"
(enrolment self-declaration)

Attesting the enrolment in Politecnico di Torino; you can print it from your personal page on *Portale della Didattica* by clicking on *Segreteria online* - *Certificati* - *Stampa autocertificazioni* - *Stampa* (print and sign it)

Income proof copy
or self-declaration

- photocopy of a scholarship letter if you have it; otherwise,
- a self-declaration on your income (*autocertificazione sui mezzi di sostentamento*)

Health insurance copy

Please check chapter 'Health > Insurance >> Non-EU Citizens'



We advise you to keep a copy of all your documents and certificates (health insurance card, contract or payment receipt, renewal receipt, passport/ID card, *codice fiscale*, etc.)

**You have to apply
for the residence permit
within 8 working days
after arrival**

After filling out the application form, the application has to be handed in within a maximum of 2/3 days at any post office where there is a "Sportello Amico" counter.

The postal expenses amount to € 30. You will also have to pay € 70,46 in order to obtain the electronic residence permit card.

The *Poste Italiane* employer will check your passport (please do not seal the application envelope) and will give you a receipt (*assicurata*) containing a USER ID and a PASSWORD.

Thanks to the USER ID and the PASSWORD found on your postal receipt, you will be able to check the status of your application on the following website www.portaleimmigrazione.it (click on the "Area riservata stranieri" icon – bottom right – then enter your PASSWORD and your USER ID).

You can check if your residence permit is ready for collection at this link: www.poliziadistato.it/articolo/15002 by entering your PASSWORD (the one on your postal receipt).

You are advised to check frequently your Politecnico email account (sMATRICOLA@studenti.polito.it) because if we receive a letter from the police about your residence permit, we will contact you on that account.

Please remember to always carry with you the postal receipt and your passport, until your residence permit is issued.

At the post office you will be given an appointment (day and time) for the fingerprinting at the Immigration Office (in corso Verona 4).

On this appointment you will have to bring with you four identical passport photos and all the original documents whose copies you enclosed in the application envelope, including any document that could be missing from your application.



It is mandatory to go and get fingerprinted on the day and at the time indicated in the appointment sheet issued by the post office. The immigration office stops the applications of the students who missed the fingerprinting.

If you are spending more than one year in Italy, on this appointment you will have to sign an "integration agreement".

From the Ministry information brochure:

"[...] Through the signing of the agreement, foreign nationals undertake to achieve specific integration objectives that shall be fulfilled during the period of validity of the residence permit":

- acquiring a sufficient knowledge of the Italian language (A2 level)*;
 - acquiring a sufficient knowledge of the Italian civic culture**;
 - guaranteeing the fulfillment of compulsory education for minors.
- [...while] the State undertakes to support the integration process of foreign nationals."

* the Italian language exam taken at Politecnico can replace the official Italian language certificate, provided that its level is at least A2.

** the training session on civic education and life in Italy is replaced by your enrolment self-declaration.

**Please remember to carry
with you the postal receipt
and your passport
at all times until your
residence permit is issued**

Two years after your entry to Italy, you will receive a letter from the Immigration one-stop shop (Sportello Unico per l'Immigrazione) to the address you gave for the first residence permit application.

If you don't submit the Italian language and the civic culture/enrolment proofs within a year, you will receive another letter soliciting you to do it as soon as possible, otherwise you will be forced to leave the country if you don't reach 30 points.

Failure to provide the required proofs will result in a reduction of fifteen out of the sixteen points awarded upon signing the agreement. The integration agreement "points" officially are called "credits", but they do not have to be confused with the exam credits, as they don't regard your study career, but only your residence permit http://www1.interno.gov.it/mininterno/export/sites/default/it/sezioni/sala_stampa/speciali/accordo_integrazione/accordi_e_brochure.html

About one month and a half after the fingerprinting, the residence permit will be ready for collection at the Immigration Office in corso Verona 4. Please find below the addresses of some post offices with a "Sportello Amico" counter:

Address	Office hours
Via d'Ovidio 8 Politecnico	MONDAY - FRIDAY 8:20 – 1:35 p.m. SATURDAY 8:20 – 12:35 p.m.
Via Alfieri 10 Piazza San Carlo (Centre of Torino)	MONDAY - FRIDAY 8:20 a.m. – 7:05 p.m. SATURDAY 8:20 a.m. – 12:35 p.m.

It is possible to get free assistance for the residence permit application at any of the following aid offices (*patronati*) in Torino:

Name	Contacts
CGIL - INCA	Via Pedrotti, 5 - Torino T 011 2442399 @ torinocentro@inca.it OPENING TIME: Monday, Tuesday, Thursday and Friday 2:30 p.m. – 6:00 p.m. Wednesday closed. Telephone booking required
ACLI	Via Perrone 3 bis/A Booking required through the webpage: http://planner.patronato.acli.it/prenota/
PATRONATO INAC	Via Onorato Vigliani, 123 T 011 6164201 / +7 OPENING TIME: From Monday to Friday 9:00 a.m. – 1:00 p.m. 2:00 p.m. – 5:00 p.m. Telephone booking recommended
	Via Arcivescovado, 9 T 011 5628892 OPENING TIME: Tuesday 09:00 a.m. – 1:00 p.m. Wednesday 2:00 p.m. – 5:00 p.m. Friday 9:00 a.m. – 1:00 p.m. By appointment (also outside of the official opening time)
UIL – ITAL	Via Bologna, 9 T 011 2417103 From Monday to Friday 9:00 a.m. – 1:00 p.m. 2:00 p.m. – 4:00 p.m.
USB	Corso Tassoni, 37/B T 011 655454 @ piemonte@usb.it (Please address the message to Sportello Migranti) From Monday to Friday 9:30 a.m. – 1:30 p.m. (only by booking in the afternoon) Wednesday also 1:30 p.m. – 5:30 p.m.

**CITTÀ DI
TORINO –
SERVIZIO
STRANIERI
E NOMADI**

Via Bologna 51
T 011 01120095
011 01120088
Mon / Wed / Thu / Fri
9:00 a.m. - 12:30 p.m.
Tuesday 2:00 p.m. - 5:00 p.m.
Telephone booking required



If you are holding the postal receipt for the residence permit renewal you can leave and re-enter Italy, provided that:

- you are holding a valid passport, the postal receipt and the expiring/expired original residence permit;
- the travel does not include stopovers in other Schengen countries.

Also in this case, if you are travelling abroad in the Schengen Area or to other countries, you are recommended to verify with the embassy/consulate of your destination if you need a visa for entering that country, depending on your citizenship and your current domicile.

>Residence Permit Renewal

You can renew your residence permit no earlier than 30 days before its expiration. By law you have to apply for the renewal before its expiry. Also for the renewal, it is possible to get free assistance at any Patronato office.

>Residence Permit Sample Payment Form

€ 70,46 SAMPLE PAYMENT FORM

The image shows a sample payment form for the renewal of a residence permit. It consists of three columns, each representing a different payment method or receipt type. Each column includes the following information:

- Header:** "MELL/STZ - Ser. C/C - 47322402 - 1-06-2006 - 11/00 - Pagina 1"
- Payment Method:** "C/C", "C/C", and "C/C" respectively.
- Amount:** "€ 67422402" and "di Euro 70.46" (repeated in each column).
- Recipient:** "SETTANTA/46" (repeated in each column).
- Address:** "NAME SURNAME ADDRESS, CITY" (repeated in each column).
- Barcode:** "ALDT25286L" (repeated in each column).
- Footer:** "111180383840821503" and "67422402< 674>" (repeated in each column).

HEALTH

>Hospitals

There are many hospitals in Torino that are open 24 hours a day, with Emergency Rooms providing assistance in urgent cases. If you are not enrolled in the Italian Health System you will have to pay for the assistance received at the Emergency room. Also if you are moved

from an Emergency Room to a public hospital, you will have to pay. Therefore verify that your health insurance covers the hospitalisation expenses. We suggest to all the students to enroll in the Italian Health System.

Public hospital Emergency Rooms (*pronto soccorso*) in Torino:

Hospital	Address	
<u>MOLINETTE</u> (San Giovanni Battista)	Corso Bramante, 88/90 T 011 6331633	<p>your stay in Italy.</p> <p>If you have a <i>private insurance</i> that has been taken out in your country, please remember that - in order to be valid in Italy for the residence permit - it needs to have the following requirements:</p> <ul style="list-style-type: none"> • your name (in western characters) • validity in the Schengen Area • written in Italian (or in English/French/Spanish) • the exact coverage period (no less than 6 months / maximum 1 year) • the type of coverage for medical expenses <p>Minimum ceiling: € 30.000 (expressed or converted into Euro). Please notice that the duration of the residence permit will be connected to the duration of the insurance).</p> <p>As an alternative, once in Italy, you can take out a private insurance through an Italian insurance company. In order to be accepted by the Immigration Office it must have the above-mentioned requirements.</p> <p>It is also possible to enrol in the Italian National Health Service (Servizio Sanitario Nazionale / S.S.N., if you are spending more than three months in Torino). The price for the health card for students (tessera sanitaria) is € 149,77 per calendar year: it will expire on December the 31st of the year when you bought it.</p> <p>The Italian National Health Service public coverage provides full health assistance - including the possibility to choose a general practitioner (also called "family doctor"). In the Italian health system, the family doctor provides general or first-level health assistance, i.e., health care outside the hospital, hence including medical treatment in case of ordinary diseases or no-emergency health problems and prescribes medicines and tests.</p> <p>In order to subscribe, first you have to pay € 149,77 at a post office or a bank by filling in the "F24" payment form (modello F24 - see the sample).</p>
<u>MAURIZIANO</u>	Largo Turati, 62 T 011 5081111	
<u>SAN GIOVANNI BOSCO</u>	Piazza del Donatore di Sangue, 3 T 011 2401111	
<u>MARTINI</u>	Via Tofane, 71 T 011 70951	
<u>SANT'ANNA</u> (Gynaecology)	Corso Spezia, 60 T 011 6331633	
<u>CTO</u> (Traumatology)	Via Zuretti, 29 T 011 6933111	
<u>OSPEDALE OFTALMICO</u> (Ophthalmology)	Via Juvarra, 19 T 011 5661566	
<u>AMEDEO DI SAVOIA</u> (Infectious diseases)	Corso Svizzera, 164 T 011 4393111	
<u>OSPEDALE MARIA VITTORIA</u>	Via Medail, 1 T 011 6331633	
<u>GRADENIGO</u>	Corso Regina Margherita, 8 T 011 8151211	
<u>COTTOLENGO</u>	Via S. Giuseppe Benedetto Cottolengo, 14 T 011 5294111	
<p>>Insurance</p> <p>The health insurance is necessary in order for you to get medical assistance and also for the residence permit.</p> <p>>>Non-EU Citizens</p> <p>The immigration law requires you to take out a health insurance during</p>		

In order to choose your “family doctor” visit the website <http://www.aslcittaditorino.it/come-fare-per-scegliere-o-revocare-il-medico-di-famiglia-o-il-pediatra/> and click on the district where you live and then the circoscrizione in order to find the PDF with the list of the “Medici di Medicina Generale (MMG)”.

Then you can go to your local “ASL” office (ASL are the local administrative and health care facilities of the National Health Service) in order to subscribe and collect the health card (*tessera sanitaria*).

Documentation to be showed to the ASL employees:

- *modello F24* payment receipt
- general practitioner's name
- passport / ID card
- residence permit and/or postal receipt if you have just applied for it
- Politecnico enrolment self-declaration
- *codice fiscale*

Please note that you can apply for the *tessera sanitaria* at any medical office belonging to the relevant ASL in the area where you live.

The Italian National Health Service card for Non-EU citizens is not valid in other EU countries.

Lastly, if you have a document proving your right to health assistance on the basis of treaties and bilateral agreements between Italy and your Home Country (issued by the Italian Embassy or Consulate in your country), you can benefit from the health services stated in the agreement. For more information, you can refer to the ASL in the area where you live.

>>Occasional Medical Examinations by a General Practitioner

It is possible to get a payment medical examination by a general practitioner. Before going to the doctor's office, please contact him (or her) and ask if he is aware of this possibility. You may be asked to make an appointment. Doctors' secretaries usually don't speak English.

>>EU Citizens Spending more than 3 Months in Italy

If you are from a European Union member country and you hold a long-term TEAM card or the E106 Form (statement for the original European Health Card issued by your Home Country, covering you for the whole of your stay in Italy), you can have the same services as Italian citizens within the National Health Service (SSN). The assistance of a family doctor (*medico di base / medico di famiglia*) is guaranteed if you have an identity card and the original European Health Card (TEAM) or a substitutive statement (Modello E106). In this case you can go directly to a general practitioner's affiliated with the National Health Service, both for ordinary health problems and/or for prescriptions for medicines or specific examinations. The ASL (Local Health Authority) will request the reimbursement to the competent foreign institution, according to the rules of the National Health Service in force in your home country. If you need to go to a hospital for a specialist's examination, you will need the general practitioner's prescription and at the hospital you will have to pay a fee called “*ticket*”. The amount varies depending on the examination type. You can obtain more information about this at the ASL office in the area where you live.

>>Citizens Coming from an EU Country, without a European Health Card

If you are not holding a European health card or if you have a short-term “TEAM” card that is expired or about to expire, you can apply for “S1” form (modello S1) in your EU home country.

If they issue it, you can obtain the Italian health card (*tessera sanitaria*) for free and you will be covered both in Italy and in your home country.

Otherwise, if you don't have S1 form, you can get the National Health Service coverage by paying 149,77 just like non-EU citizens.

In this case the coverage is valid only on the Italian territory.

>>Citizens Coming from a EU Country, Holding a Different Health Insurance Card

If your home country issues a social security card that in your country works as the European health card, but which has a different design and doesn't have the EU logo, this card won't be accepted by Italian general practitioners, a tour public medical offices (ASL) and hospitals. Therefore, before coming to Italy, you are advised to request the European health card to the relevant authority in your home country, so that you can also use it in Italy. The same applies to citizens coming from a EU country who have a private health insurance and do not hold a European/TEAM health card.

>>EU Citizens coming from a non-EU Country

If you have the citizenship of a EU country, but you never lived there and therefore you are not holding a TEAM card or a substitutive statement (*Modello E106*), you will have to pay for enrolling in the National Health Service, just like Non-EU students.

>>EU Citizens Spending less than 3 Months in Italy

If you are a European Union student spending a short term in Italy, you can get emergency health assistance at the emergency unit (*"pronto soccorso"*) of any hospital and/or go to a general practitioner's for free. For the prescriptions, the doctor will fill in the back of the *"impegnativa"* (the red form used for prescriptions).

>> Italian Citizens Coming from a Non-EU country

If you have an Italian passport you can get the National Health System card for free if you apply for *residenza* to the Register office (*Anagrafe*). The *residenza* application requires about 45 days.

Here is a list of the A.S.L. offices in Torino:

DISTRETTO SUD-EST

Ex Ospedale Oftalmico, Via Juvarra, 19
Opening times:
From Monday to Friday
from 8:15 a.m. to 3:00 p.m.

Corso Corsica, 55
Opening times:
From Monday to Friday from 8:00 a.m.

DISTRETTO SUD-OVEST

Via Gorizia, 114
Opening times:
From Monday to Friday from 8:00 a.m.

Via Monginevro, 130
Opening times:
From Monday to Friday from 8:00 a.m.

Via Farinelli, 25
Opening times:
From Monday to Friday from 8:00 a.m.

DISTRETTO NORD-OVEST

Via Pacchiotti, 4
Opening times:
From Monday to Friday
from 8:00 a.m. – 2:30 p.m.

Via del Ridotto, 3/9
Opening times:
Mon.; Wed.; Fri. 8:00 a.m. – 2:30 p.m.
Tue. and Thu. 8:00 a.m. – 3:30 p.m.

Corso Toscana, 108
Mon./Tue./Thu. 8:00 a.m. – 2:30 p.m.
Wed./Fri. 8:00 a.m. – 3:30 p.m.

DISTRETTO NORD-EST

Lungodora Savona, 24/26
Opening times:
From Monday to Friday
from 8:00 a.m. – 2:30 p.m.

Via Cavezzale, 6
(only for health bilateral agreement between Italy and Home Country)

COLLEGNO

Via Torino, 1 (Villa Rosa) – Collegno (To)

Opening times:

From Monday to Friday

from 8:30 a.m. – 2:45 p.m.

MONCALIERI


Via Vittime di Bologna, 20 – Moncalieri (To)

Opening times:

From Monday to Friday

from 8:00 a.m.

National Health Service Payment Form (*modello F24*)

agenzia entrate  Mod. F24

MODELLO DI PAGAMENTO UNIFICATO

DELEGA IRREVOCABILE A: _____

AGENZIA _____ PROX _____

PER L'ACCREDITO ALLA TESORERIA COMPETENTE

CONTRIBUENTE

CODICE FISCALE _____ **FISCAL CODE** _____ Indicare in caso di anno d'imposta non coincidente con anno solare

DATI ANAGRAFICI

SURNAME _____ **NAME** _____

DATE OF BIRTH _____ **SEX** _____ **STATE OF BIRTH** _____

DOMICILIO FISCALE _____ **CURRENT ADDRESS (CITY)** _____ **(STREET NAME)** _____

CODICE FISCALE _____ **del coobbligato, erede, genitore, tutore o curatore fallimentare** _____ **codice identificativo** _____

SEZIONE ENTRATE

codice tributo	esenzione/regione/prov./mese rif.	anno di riferimento	importi a debito versati	importi a credito compensati
IMPOSTE DIRETTE - IVA				
RITENUTE ALLA FONTE				
ALTRI TRIBUTI ED INTERESSI				
TOTALE A			B	SALDO (A-B)

SEZIONE INPS

codice sede	causale contributo	matricola INPS/codice INPS/finale azienda	periodo di riferimento da mm/aaaa a mm/aaaa	importi a debito versati	importi a credito compensati	
TOTALE C					D	SALDO (C-D)

SEZIONE REGIONI

codice regione	codice tributo	esenzione/mese rif.	anno di riferimento	importi a debito versati	importi a credito compensati	
13	ISCRIZIONE SERVIZIO SANITARIO NAZIONALE	884b		149,77		
TOTALE E					F	SALDO (E-F)

SEZIONE IMU E ALTRI TRIBUTI LOCALI

codice ente/codice comune	esenzione/mese rif.	anno di riferimento	importi a debito versati	importi a credito compensati		
TOTALE G					H	SALDO (G-H)

SEZIONE ALTRI SITI PREVIDENZIALI E ASSICURATIVI

codice sede	codice ditta	c.c.	numero di riferimento	causale	importi a debito versati	importi a credito compensati
TOTALE I					L	SALDO (I-L)

SEZIONE ALTRI SITI PREVIDENZIALI E ASSICURATIVI

codice ente	codice sede	causale contributo	codice posizione	periodo di riferimento da mm/aaaa a mm/aaaa	importi a debito versati	importi a credito compensati
TOTALE M					N	SALDO (M-N)

SALDO FINALE

TOTALE _____ **EURO** + **149,77**

ESTREMI DEL VERSAMENTO

DATA _____ **CODICE BANCA/POSTE/AGENTE DELLA RISCOSSIONE** _____

Pagamento effettuato con assegno _____ **banca/postale** _____

tratto / emesso su _____ **cod. ABI** _____ **CAB** _____

1° COPIA PER LA BANCA/POSTE/AGENTE DELLA RISCOSSIONE

SERVICES

>Banking and Post Offices

Italian banks usually apply a € 5 charge for any foreign currency exchange transaction. An Exchange Bureau can also be found at the main entrance of Porta Nuova Railway Station.

In order to open a bank account you will need:

- your ID card (or passport: Non-EU students)
- residence permit or the postal receipt (Non-EU students)
- enrolment self-declaration
- “fiscal code” (*codice fiscale*)
- permanent address in Italy
- Italian mobile phone number

Payments within the Italian territory can be settled through ATM cards (*bancomat*), credit cards (Visa, American Express, Master Card, etc.) and cheques. Debt and credit cards are usually accepted in hotels, restaurants, railway stations, shops and supermarkets.

Another banking option is to open a current account called “Conto Banco Posta” at any post office. For enquiries on the conditions and terms please refer to: www.poste.it/bancoposta/

In order to open a *Banco Posta* account please go to the nearest post office with:

- a copy of your ID card or passport
- Non-EU students: your residence permit or the postal receipt
- a copy of your *codice fiscale*

>Telephone Services

>>MOBILE PHONES

Since making all your calls in the roaming mode is quite expensive, we suggest you to buy a new pre-paid Italian SIM card. The GSM network operators in Italy are: Carrefour UnoMobile, CoopVoce, ERG Mobile, Fastweb, Ho. Mobile, Iliad, Lyca Mobile, Noitel, Noverca, Poste Mobile, Ringo Mobile, 3, Tim, Tiscali-mobile, Visitel, Vodafone, Wind.

After choosing the operator you prefer, you can go to one of its telephone shops and sign the contract, or purchase it online. In order to buy a SIM card, you need to provide:

- a double-sided photocopy of your Italian *codice fiscale*
- a photocopy of your ID card or passport data page.

It only takes a few minutes to obtain a new telephone number.

>Sports Facilities

CUS Torino (Centro Universitario Sportivo) organises several fitness and sports activities for students and academics.

Please note that CUS will ask for a health certificate for practicing any kind of non-competitive sports activity (*certificato medico per attività sportiva non agonistica*). In order to obtain it ask directly the CUS secretariat in via Braccini no.1. A non-competitive health certificate for Erasmus+ and foreign students is available at a special price. Reservation is compulsory by going to the CUS. When you submit the health certificate, the CUS staff will give you the CUS card - free of charge for students.



You are recommended to
buy an Italian SIM card
as soon as possible

C.U.S.

Via Braccini 1
T 011 388307 / 011 337221
Open Monday to Friday 9:00 a.m. to 7:00 p.m.

Infopoint inside Politecnico di Torino
Corso Duca degli Abruzzi 24
Open Monday to Friday 12:00 p.m. to 3:00 p.m.
https://www.custorino.it/international_student
internationalstudents@custorino.it

Otherwise you can apply for the certificate also at:

SUISM - Centro Servizi
Centro di Medicina Preventiva e dello Sport dell'Università degli Studi di Torino
Piazza Bernini 12, Torino
T 011 7764708
centromedicina.suism@unito.it
Open Monday to Friday 8:30 a.m. to 7:30 p.m.

>Leisure

City Council website providing useful information and orientation for students in Torino about available facilities,

transportation in and around Torino, accommodation, leisure and lots more:
www.studyintorino.it

City Council tourist information website on cultural events taking place in Torino and around the Piemonte region: www.comune.torino.it/promozione/ (in Italian). Torino City tourism information website on the territory (how to get there, where to sleep, what to do and tailored information to fit everyone's needs):

www.turismotorino.org
www.inpiemonteintorino.it/web/en
www.piemonteitalia.eu/
www.piemonteoutdoor.it/web/en/

Torino and Piemonte Museum card:
<https://piemonte.abbonamentomusei.it/> (in Italian).



Politecnico has a multi-ethnic choir composed of about 100 Italian and foreign students. Its name is **POLIETNICO!**

If you have some singing skills and wish to join it you can write to this email address: coro@polito.it

TRAVELLING

>Public Transport

GTT is the Torino local transport company. In order to purchase a bus ticket (single tickets, daily tickets, urban and suburban single tickets, 6-trip tickets and "Formula U" weekly tickets), users can:

- go to one of the points of sale in Torino (newsagents, tobacconists, and bars);
- use one of the automatic vending machines available at the metro stations;
- use the App GTT – TO Move available on the Google Play Store.

For information about urban and suburban transport fares are available here <http://www.gtt.to.it/cms/en/fares>

and here <http://www.gtt.to.it/cms/biglietti-abbonamenti/biglietti/biglietti-carnet>

The weekly, monthly or yearly ticket can be purchased at the above-mentioned points of sale (except the App) but it is necessary to upload them on your student Smart Card or on the GTT Bip Card. The cost of the Bip Card is € 5. The GTT Bip Card is an electronic card that can be purchased at any "Centri di Servizi al Cliente GTT": <http://www.gtt.to.it/cms/dialoga/uffici-aperti-al-pubblico#centri>

Monthly ticket (under 26 years old): this ticket costs € 25 and it is valid for one month; it is necessary to validate it on the first day of the month or starting from the 28th day of the previous month. You can use this ticket on any bus, tram, underground within the urban and suburban network of Torino.

Ordinary yearly ticket (under 26 years old): it costs € 258,00 and it can be used on any bus, tram, underground within the urban and suburban network of Torino. It is valid for 1 year and it can be purchased any month.

Yearly ticket (under 26 years old) – reduced fares: it is reserved to all people under 26 years old. It is necessary to be residing or domiciled in Torino with a regular rental contract, registered under your name, or to live in one of the university halls of residence recognized by the City of Torino.

The cost of the yearly ticket at the reduced fare depends on your “ISEE” (document attesting the economic status of your family).

Night public transport: “Night Buster” is the GTT night-time public transport service. Its 10 lines are working from 0:30 am to 4:30 a.m. on Fridays, Saturdays and on the days preceding holidays. You can use your daily seasonal ticket.

Lines and itineraries are available on this webpage: <http://www.gtt.to.it/cms/linee-e-orari/torino-e-cintura/rete-notturna-night-buster>

>Bike Sharing

[To]Bike: The Torino bike sharing service is available 24 hours a day. You can pick up and return a city bike at any of the stations located around Torino where you can find availability.

On the website or on the application you have to download on your mobile phone you can see the availability of bikes and free places at [TO]BIKE stations.

Online subscriptions:

www.tobike.it/firmAbbonati.aspx

Please visit this Web site and find out more about the cycle tracks in Torino and our region:

www.piste-ciclabili.com/provincia-torino (cycle tracks and itineraries) (route planner)

>Railway

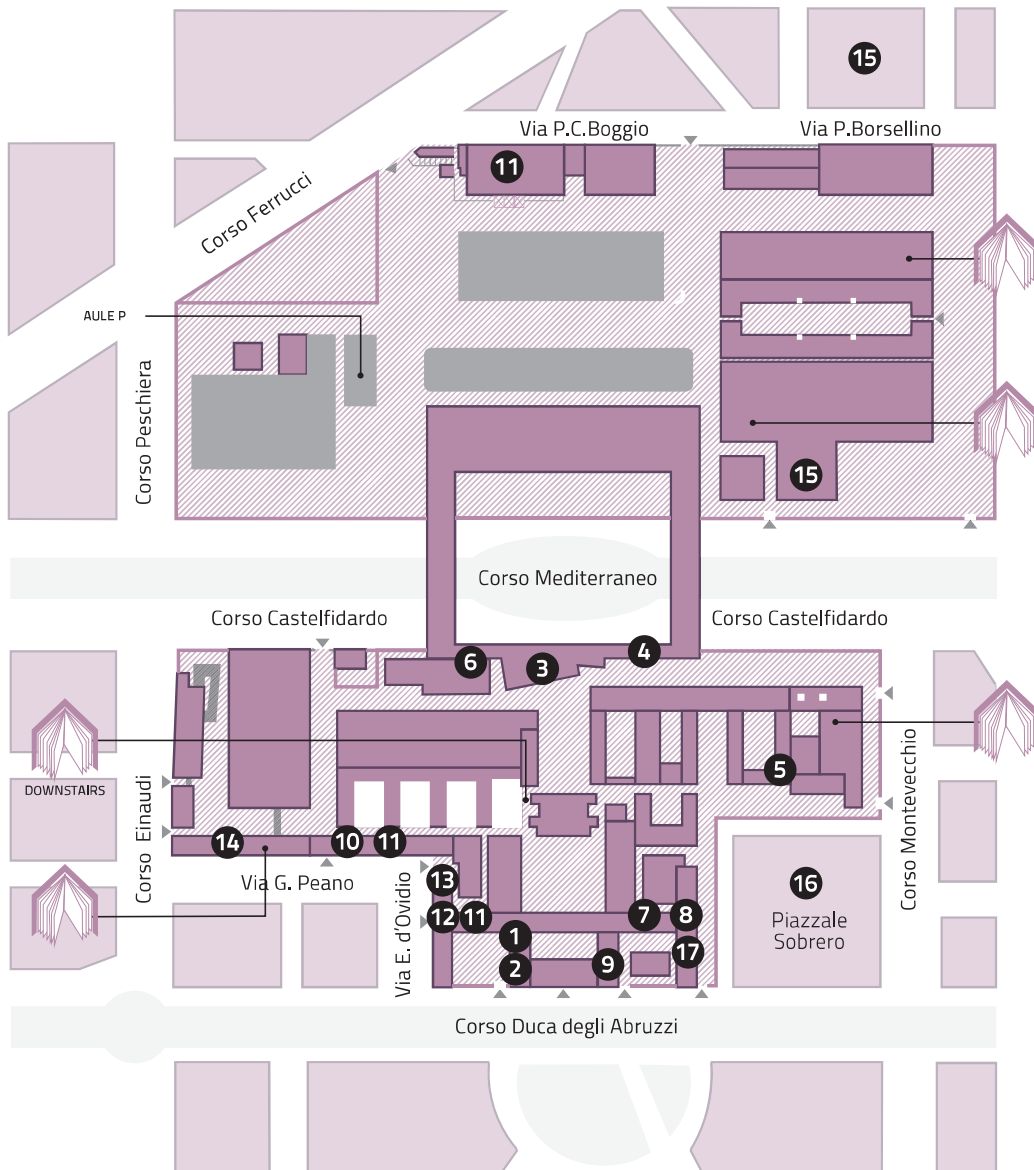
Trenitalia is the main train company in Italy: www.trenitalia.com

Italo is an Italian railway company operating with high-speed trains on three main routes: www.italotreno.it






MAPS







MAP OF THE MAIN CAMPUS



LEGEND












-  Building
-  Parking
-  Cover parking

Offices

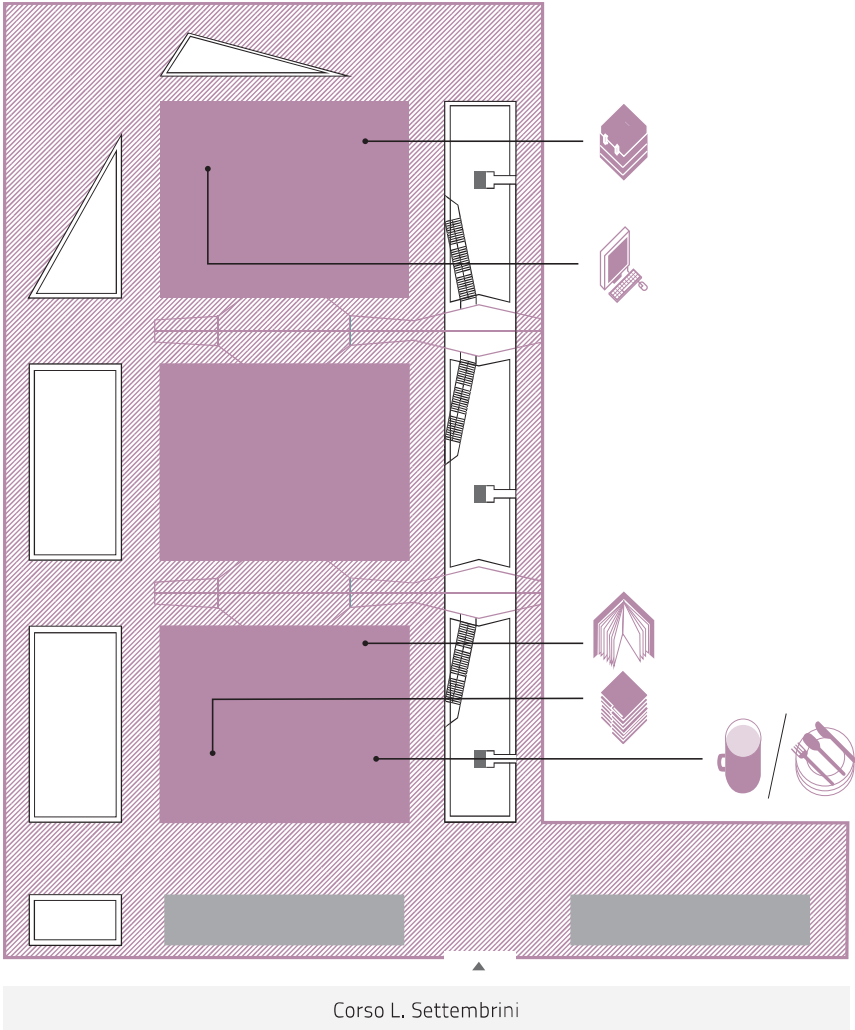
- 1  FOREIGN
- 2  IN Incoming Mobility Office
- 3  Registrar's Office
Segreteria Studenti
- 4  STAGE & JOB Stage & Job Placement Office
(*Ufficio Stage & Job*)
- 5  CLA CLA
Language Centre (downstairs)
- 6  ORIENTA Orientation Office
(*Ufficio Orientamento e Tutorato*)

In order to find the maps of the main sites of PolitTO (rooms, laboratories, Registrar's office, Departments...), you can visit this link:
www.polito.it/ateneo/sedi/mappe/index.php?lang=en

Services

- 7  Bookshop
- 8  Printing Service (downstairs)
(*centro stampa*)
- 9  Porter's Lodge
(*portineria*)
- 10  Polincontri and CUS Shops
- 11  Cafeteria
(*bar*)
- 12  Bank
- 13  PT Post Office
- 14  Medical Service
(*infermeria*)
- 15  Student Canteen
- 16  Students' Associations
- 17  Library
-  Study Room

MAP OF THE MIRAFIORI CAMPUS



LEGEND

 Parking	 Models lab	 Study room	 Bar (Cafeteria)
 Garden	 Computer lab (first floor)	 Registrar's Office	 Student canteen
 Building			



FACILITIES

>Campuses

- **Main campus and Cittadella Politecnica (Engineering and Architecture)**
Corso Duca degli Abruzzi, 24
- **Valentino Castle (Architecture)**
Viale Mattioli, 39
- **Mirafiori campus (Design and Automotive engineering)**
Corso Settembrini, 178
- **Lingotto Campus (Architecture)**
Via Nizza, 230

>Student Canteens

EDISU Piemonte (the Regional Authority for the Right to Higher Education) runs several canteens where you can have a meal near the main campuses where courses are held. In the university restaurants *Castelfidardo*, *Olimpia* and *Principe Amedeo* it is possible to have gluten-free meals.

In order to book a gluten-free meal, you have to download the proper booking form from this website: <https://www.edisu.piemonte.it/en/services/food-services/canteens/gluten-free>

You can have both lunch and dinner in the student canteens. All the students participating in exchange programmes (Erasmus+, Double Degree, Bilateral Agreement) benefit from the lowest fees. Your Politecnico student ID will allow you to eat at the student canteens.



IMPORTANT: should you extend your stay at Politecnico in the frame of an exchange programme, ask the Incoming

Mobility Office about how to recharge your student card for keeping the lowest canteen fee.

For further information concerning the EDISU canteens: <https://www.edisu.piemonte.it/en/services/food-services/canteens>. These are the student canteens in Torino:

Address

Via Principe Amedeo, 48 – the closest one to the Università degli Studi di Torino

Corso Castelfidardo 30/A – this is the closest one to the main Campus, with another entrance from via Pier Carlo Boggio 59, ex Fonderie

Lungo Dora Siena, 102/B (Olimpia)

>Computer Labs

Computer labs are available for students in all Politecnico sites. Students can check online the “LAIBs” availability and find more information on this website: https://didattica.polito.it/laboratori_en.html

>PoliTO Wi-Fi

In order to access the PoliTO Wi-Fi wireless LAN network you need a Politecnico email address. Each Politecnico student has an email address related to the matriculation number (*sMATRICOLA@studenti.polito.it*). For example, if your matriculation number is 123456, your email address will be: *s123456@studenti.polito.it*.

You just need to use your email address and password to access the wireless network. Your first password is your date of birth (day/month/year); you will immediately be asked to enter a new password. For assistance, please refer to *Informazione e assistenza per gli studenti*. Monday to Friday 9-13 T 011 564 7965 or send an email to WiFi@studenti.polito.it

>Study Rooms

You can get access to the study rooms thanks to your STUDENT I.D. CARD. All study rooms are provided with a newspaper reading room, photocopiers and vending machines and have facilities for disabled students.

>Libraries

In order to facilitate your access to university books and other educational work, EDISU Piemonte (the regional authority for the right to higher education) set up and runs two libraries. All students enrolled in the Universities of Piedmont can gain admission to this service by taking along the student card. This service is free. Books may be borrowed from Politecnico central libraries or from Department libraries.

EDISU Loan Service (University Books)

Via Michelangelo Buonarroti, 17 bis

➦ <https://www.edisu.piemonte.it/en/services/study-halls-and-other-services/lending-books-service>

Politecnico Central and Departmental Libraries

➦ <http://www.biblio.polito.it/en/>

>Politecnico Medical Service

You can find a full-time professional nurse at the Politecnico Medical Service (*infermeria*). At the *infermeria* you can only get assistance in an emergency situation, not for ordinary medical treatment.

Infermeria Location

Ground floor (next to Bar Denise) - main building

From Monday to Friday / 8:00 a.m. – 6:00 p.m.
T 011090.7943

>Psychological Support Help Desk (Sportello di ascolto)

Politecnico di Torino has a help desk for the students' well-being and quality of life. This service is available for any Politecnico student (Italian and foreign) and it represents a listening, counselling and support help desk for all the students who are experiencing distress in facing certain situations related to their university life, in sorting their time and their studies, for students with concentration difficulties or with social unease and for those who feel anxious or unmotivated.

Sessions are held by psychologists and psychotherapists specialized in health psychology and graduates who are specializing in the Psychology School. Any communication will be held in strict confidence.

Please keep in mind that you can take part in maximum five sessions.

Where?

Corso Castelfidardo, 49

in "Palazzina Custodi" (porters building), 2nd floor

Or (as an alternative) Via Verdi 10 in the Psychology Department Head Office

Please set an appointment by calling or texting (sms or WhatsApp) number **373 862 22 67** on Tuesday-Wednesday-Thursday from 11:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 4:00 p.m.

The Psychological Support Help Desk is free of charge.

Study rooms in Torino

EDISU study rooms

<https://www.edisu.piemonte.it/en/services/study-halls-and-other-services/study-halls>

Politecnico study rooms

https://didattica.polito.it/sale_studio_en.html

>Politecnico confidential counsellor

Politecnico di Torino university has an external employee, the Confidential Counsellor, that offers free assistance and advice to anyone who has been victim of moral or sexual harassment in the workplace or study place. The Counsellor position is covered by lawyer Arianna Enrichens.

How to access to the service: it is necessary to set an appointment writing to consigliera.fiducia@polito.it or calling 0110907853 on Thursdays from 1:00 p.m. to 2:30 p.m..

>Polincontri Association

Polincontri (Associazione per la cultura, lo sport, il tempo libero) is an association whose offices are located on the ground floor in the main corridor from corso Einaudi (the *Polincontri* box office is next to Bar Denise). Members have discounts in many shops, libraries and sport facilities, free access to many clubs and discounts when buying tickets for cinemas, theatres and concerts. Other special events are organised by *Polincontri*. For further information call 011.090.7926 or visit the home page: www.polincontri.polito.it/

>Student Associations

Students interested in the University life gather in students' associations and organize cultural, theatrical, recreational and sports activities. Associations, along with student representations elected in the government body of the University, have at their disposal some facilities where they can carry on their activities. These facilities are located in A. Sobrero square, inside the headquarters of corso Duca degli Abruzzi, 24. Students' associations of the Politecnico di Torino <https://didattica.polito.it/associazioni/associazioni.html>

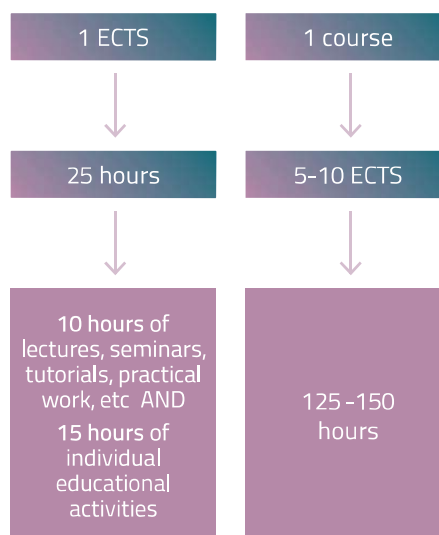
EDUCATION

>Credit system

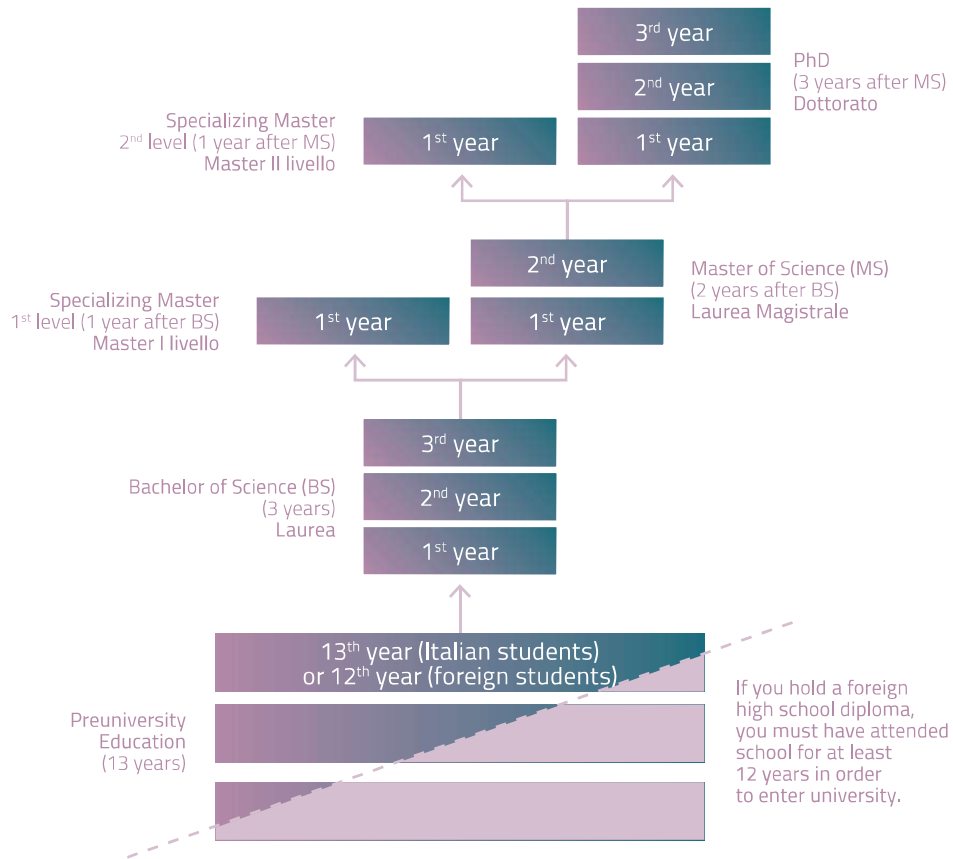
The university reform has introduced a system of university credits (Crediti Formativi Universitari) for the first time in Italy. The main characteristics of the system are as follows:

Degree courses are structured in credits (Crediti Formativi Universitari – CFU). University credits are based on the workload students need in order to achieve the expected learning outcomes. Each credit corresponds to 25 hours of student workload, including independent study. The average workload of a full time student is conventionally fixed at 60 credits per year. Thus, the CFU fully coincide with the ECTS credits.

Credits are earned once the student has passed the assessment for each course or activity.



The Italian Educational System



>Grades

Individual subjects are graded on a scale from 1 to 30, with 18 and 30 as minimum and maximum grade respectively. A 'cum laude' can be added to the maximum grade as a special distinction.

At the end of the Laurea (3 years - Bachelor of Science) and of the Laurea Magistrale (2 years - Master of Science), the student is required to present a final project before an official commission.

The final grade is based on both the average of the previous academic results of the individual exams and on the evaluation of the final project.

The final grade is expressed as a fraction of 110. The maximum grade is 110, while the minimum is 66 out of 110. Exceptionally brilliant candidates might be awarded of 110 "con lode" (cum laude). The Italian system does not foresee a specific final mark for the thesis.

>Exams' rules

While sitting for an exam it's forbidden to use personal materials such as: papers, notebooks, notes, calculators or other electronic devices including mobile phones which should remain turned off during the whole time the exam takes place. Interacting with other candidates during the exam is not only forbidden but also self-defeating, because in most exams questions are different for each student. In order to guarantee all students a perfect uniformity in the exam conditions, the exam will be

cancelled for those who do not follow the instructions or behave in any way that may disturb the exam. Besides, there is a specific Disciplinary Board that imposes disciplinary measures to those that do not follow the above rules.

IT IS ALSO FORBIDDEN TO APPEAR AS SOMEONE ELSE IN THE EXAMS. The final grade of an exam has to be accepted or refused by the students. Whether you accept or refuse the grade, you must inform the Professor or it will not be possible to begin the process of registration.

DOCUMENTS

> Transcript of records, declaration of stay and certificates

You can print or save self-declaration forms through Segreteria OnLine – Certificati – Stampa Autocertificazione. Please note that private parties in Italy could accept self-declarations and contact Politecnico afterwards for confirmation.

Students in the frame of an exchange programme can download the following documents by the personal PoliTO page (*OnLine Service – Incoming Students-Incoming Students Documents*):

- Learning Agreement
- Transcript of records (printable only at the end of the exchange period)
- Final Project Evaluation (only for mobility for final project)

You can print these documents at the Incoming Mobility Office:

- Declaration of Stay with courses in English
- Declaration of Stay with courses in Italian
- Declaration of Stay without courses in English

- Declaration of Stay without courses in Italian

For degree students (Double and Joint Degree) at the end of studies, Politecnico releases the Diploma Supplement (the first copy is free of charge) in Italian and English which is given in association with the diploma, providing a standardized description of the nature, level, context, content and status of the studies completed by its holder.

You can also request the Degree Certificate at the Registrar's office by paying the duty stamp necessary for the release of the document.

The document can be collected by you personally, by authorizing a trusted person (proxy) or you can ask the shipment by post.

>Documents' legalization

The legalization attests the legal quality of the public official who has signed a document as well as the authenticity of the signature.

Documents issued by Foreign Authorities (*Autorità Estere*) are legalized in order to be recognized by the Italian Authorities and, vice versa, Italian documents are legalized in order to be valid abroad.

The authentication procedure is done at once: the office checks if the signature on the document to legalize has been deposited in a register kept by the Prefecture (*Prefettura*).

Prefecture (*Prefettura*)

Piazza Castello, 199
Tuesdays, Thursdays / 9:00 a.m. – 1:00 p.m.
T +39 011 55891

@ prefettura.torino@interno.it
↗ <http://www.prefettura.it/torino/contenuti/15122.htm>

TOOLS

>The Smart Card (*Tessera studenti*)

The Smart Card gives you free access to the main library of Politecnico, the computer labs (*LAIB*), Departments and other facilities. It is also useful for requesting the students' subscription for public transportation and having discounts in museums and cinemas.

In order to obtain it, you have to complete your enrolment procedure and then reserve an appointment at the Registrar's office (*Segreteria Studenti*). The Smart Card will be immediately issued. If you lose your Smart Card you should ask another one to the Registrar's office by paying € 11.

>PoliTO App and Portale della Didattica

The PoliTO App is the official application of Politecnico di Torino that can be downloaded on your mobile through Play Store or App Store. It is the quickest way to use the services of your Portale della Didattica.

The *Portale della Didattica* is an important tool that allows you to reserve an exam or look at your learning agreement, check the registered grades, pay the external taxes (if it is due) and print your documents. After the

enrolment you can access using your PoliTO username (*sMATRICOLA*) and your birth date as password (DD/MM/YYYY). You have to change the password after you log in for the first time.

As soon as you are settled in Torino, you are required to input your address, telephone and/or mobile number otherwise your personal page will be blocked. The data you will provide can be used by any office at the Politecnico di Torino, professors and your Academic Advisor for any urgent communication.

>PoliTO email account and ticketing service

Each exchange student will be given an institutional email address accessible through the *Portale della Didattica* → *Mailbox*. The password of your PoliTO account (*sMATRICOLA@studenti.polito.it*) is your birth date (DD/MM/YYYY). You can change it after you log in for the first time. You can use the forward option to receive your PoliTO messages into your personal email address (*Portale della Didattica* → *Account* → *Forward*).

This email address must be used to contact professors only. After your enrolment, if you need to contact any office at Politecnico di Torino, you must use the ticketing service (*Portale della Didattica* → *Ticket*). Through this service you can check the FAQs available that answer the majority of doubts. If you still have questions you can contact the helpdesk. Emails sent by your personal email account to the Incoming Mobility Office won't be considered.

You are required to input your address and mobile number in Italy on *Portale della Didattica* → *Online Services* --> *View your data and change your address within one month from your arrival*

AT YOUR ARRIVAL

>Enrolment: steps to follow

1. Take part to the Welcome Orientation Meeting (strongly required);
2. apply for the fiscal code (*codice fiscale*);
3. first upload your fiscal code on Apply and, only after, reserve the appointment with the Incoming Mobility Office for the enrolment (bring with you your ID/passport and the fiscal code in original);
4. complete the enrolment and pay the external taxes (if you are required);
5. collect the Smart Card at the Registrar's office (reserve the appointment during the enrolment).

>External taxes

European and Non-European exchange students attending courses, courses and final project, final project, research, traineeship/internship are totally exempted from paying external taxes. While all European and Non-European Double/Joint Degree students have to pay external taxes, no matter which program or project they belong to (Erasmus+, Erasmus+ Non-EU Partner Countries etc.), the type of Agreement established between our institutions or the duration of stay, as they will be formally enrolled to a degree program offered by Politecnico di Torino as any other local student.

The amount is of €159,53 and it covers:

- the regional fee for university right to study (€140);
- accident insurance premium(€3,53);
- the tax stamp (€16).

You can pay these taxes during the enrolment on your Apply page by:

- credit card;
- printing the MAV (payment slip) and going to the bank.

Double Degree students have to pay external taxes through the Portale della Didattica within the set deadlines for every year of enrolment. In case you are abroad and you are not doing exams at PoliTO for one or more academic years, you will have to pay only the stamp for the enrolment (around 20€). If you forget to do the payment some extra fees will be added as penalty.

>Learning Agreement

In order to define your Learning Agreement you are required to meet your PoliTO Academic Advisor. You can reserve a meeting from your Apply page. The deadlines to complete it are: **by September 18th to October 18th (Fall semester) and by February 18th to March to 18th (Spring semester)**. If you are coming for the full academic year you must load the courses for the whole year. The Learning Agreement is a binding document and should only be changed if suggested by the Academic Advisor, in case of timetable clashes or unexpected course cancellations. In order to fill in the online Learning Agreement follow the steps available in the tab "Main" on your Apply page. You are advised to visit the Politecnico web-site for the academic offer (https://didattica.polito.it/pls/portal30/gap.a_mds.init_new?p_a_acc=2020)

**Deadline to complete
the electronic LA:**

FALL SEMESTER
18/09 - 18/10

SPRING SEMESTER
18/02 - 18/03

and then look at the timetable

https://www.swas.polito.it/dotnet/orari/lezione_pub/default.aspx.

While filling in the Learning Agreement for the Fall/Spring semester or for the whole academic year 2019/20, you should remember that:

1. it is not possible to do extra work for the exams in order to obtain extra credits;
2. if you choose laboratories, internships or even single courses having as final grade "passed" you cannot obtain a grade in /30. If it is required to present such grade in /30 to your Home Institution, another course should be chosen;
3. it is not possible to take final exams in the University of origin or abroad;
4. if you are not a Double Degree student your final thesis does not have to be added to the on line Learning Agreement. You must download the "Final Project Evaluation" document;
5. you cannot choose:
 - distance learning courses;
 - curricular courses from the first year of Bachelor's degree;
 - more than one Atelier per semester;
 - language courses other than the Italian;
6. you cannot attend/pass the exam of one module if the course is composed by 2;
7. due to the restricted number of places of some courses (such as Atelier/ Design Units, Workshops, free credits 1st and 3rd year Bachelor of Science programs, etc.), it is not possible to guarantee the attendance of those courses because it is necessary to check that the number of exchange students who selected those courses will match with the seating capacity and with the choices of local students.

For further information read the Guidelines in your Apply page.

Double Degree students, in order to get the degree, are required to pass

all the credits specified in the Double Degree Agreement. The Academic Advisor will help you in defining the Learning Agreement on the basis of the compulsory subjects necessary to get the degree. For any doubt about the length or the structure of the Double Degree Programme contact the Incoming Mobility Office.



If the course you are attending is taught by more than one professor, pay attention to attend it with the correct one, considering the alphabetical order!

DURING YOUR STAY

> Learning Italian

CLA (Language Centre) at the Politecnico di Torino offers all international students Italian language courses free of charge.

For further information about Italian language courses, you can visit the CLA website: https://didattica.polito.it/cla/en/about_us and check the related FAQs available in the ticketing service.

Double Degree students enrolled in a degree course entirely taught in English have to pass the Italian language exam level A2 to obtain Politecnico di Torino degree (some exceptions are established by specific agreements). It is compulsory to pass this exam before registering for the Final Examination.

If you already have one of the official Italian language certificates accepted by Politecnico di Torino you will be exempted from taking the Italian language exam.

The Italian language is compulsory to graduate but it is considered an "extra-subject": the course does not count for the achievement of the total number of credits required to obtain the title.

>Extension of stay

If you attend courses/courses and final project/final project at PoliTO and you want to extend your stay, you should inform the Incoming Mobility Office.

Erasmus+ students: the total duration of the period abroad cannot exceed 12 months per study cycle. If you arrive for the first semester you can extend your stay for one semester more by asking your Home University to send a confirmation email to the Incoming Mobility Office.

If you arrive on the second semester you cannot extend your stay but you need to be selected and nominated again by your Home University.

Bilateral agreement students: if you arrive on the first semester you can extend your stay for one semester more by asking your Home University to send a confirmation email to the Incoming Mobility Office. If you arrive on the second semester you cannot extend your stay (except for students coming from Countries with an opposite academic calendar).

>Double Degree graduation for Bachelor of Science students @PoliTO

The application for admission to the Final Examination must be submitted entirely online, respecting the deadlines for each graduation session (check the Student Guide, available in the webpage of your degree course) and following these steps:

1. upload the final project in your study plan;
2. request the approval of the final project topic to your Tutor through the *Portale della Didattica*;
3. send a digital version of your final project to your Tutor through the *Portale della Didattica*, request the

final project conclusion confirmation (*conferma conclusione prova finale*) and wait for the approval;

4. fill in *Almalaurea* survey available on www.almalaurea.it
5. pass PoliTO language requirements;
6. registration for the Final Examination through the *Portale della Didattica* and payment of the graduation fees. The system will display the total amount of money which is still due to Politecnico, including other debts. If something is wrong (for instance, if some exams have not been registered yet), you will submit your request for the Final Examination selecting *Domanda con riserva* (Provisional application). You will receive an email explaining the reasons for the registration being only provisional.

If you will not attend the graduation ceremony where Diplomas (*pergamena di laurea*) are released, you have to fill in the shipment form available in the Student Guide of your degree course and pay the shipment fees.

>Double Degree graduation for Master of Science students @PoliTO

The application for admission to the Final Examination must be submitted entirely online, respecting the deadlines for each graduation session (check the Student Guide, available in the webpage of your degree course) and following these steps:

1. upload the thesis in your study plan (to be done in the same year of graduation);
2. thesis application through the *Portale della Didattica*. The system will automatically send you a confirmation email once that your Tutor will approve your request;
3. pass all the exams within the deadline;

4. thesis conclusion confirmation through the *Portale della Didattica*. In this step you have to specify the thesis final title, its English translation and the name/s of your Tutor/s and then click on *Richiedi conferma* (confirmation request). The Tutor can confirm that you are eligible for graduation; otherwise he/she will explain why you are not accepted. Once the Tutor has confirmed it, you can register for the Final Examination and **no further changes will be allowed**;
5. pass PoliTO language requirements;
6. fill in *Almalaurea* survey available on www.almalaurea.it. The survey is available both in English and in Italian. When you specify the level of your study you have to choose: "Laurea" (not "Master") if you are filling in the form in Italian; "Bachelor/Master-of-Science degree" if you are filling in the form in English;
7. registration for the Final Examination through the *Portale della Didattica* and payment of the graduation fees. The system will display the total amount of money which is still due to Politecnico, including other debts. If something is wrong (for instance, if some exams have not been registered yet), you will submit your request for the Final Examination selecting *Domanda con riserva* (Provisional application). You will receive an email explaining the reasons for the registration being only provisional;
8. electronic thesis submission 7 days before the thesis oral defense and Tutor's approval.

In agreement with your PoliTO Tutor, you are allowed to prepare the thesis in a different country or in any other University, company or institution in Italy. If you want to prepare your thesis abroad you can ask information to the Outgoing Mobility Office about the *Tesi su proposta*

mobility programme. Except for French students it is not possible to prepare it in your Home Country or Home University. Even if the thesis will be prepared somewhere else, IT IS COMPULSORY TO HAVE A POLITECNICO TUTOR. If you will not attend the graduation ceremony where Diplomas (*pergamena di laurea*) are released, you have to fill in the shipment form available in the Student Guide of your degree course and pay the shipment fees.

>Internship information

If you wish to activate the internship you need to:

- come to the Incoming Mobility Office and ask to add the internship to your study plan (pay attention not to exceed the maximum amount of credits allowed for your degree course);
- visit the web page <https://careerservice.polito.it/en/home> and read the instructions to fill in the Progetto Formativo of your study course;
- deliver your *Progetto Formativo* with all of the signatures to the Stage&Job Office at least 7 days before the starting date of your internship. Then the Stage&Job Office will send you by email the Internship booklet (*libretto di tirocinio*) where you will have to register your daily attendance;
- you will be assigned a Tutor Aziendale by the hosting Company, with whom you will cooperate during the internship. The rules to choose your Tutor Accademico depend on your Degree Course; check them on the Stage&Job website;
- hand in the Internship booklet, signed both from you and your tutors, to the Stage&Job Office within 15 days AFTER the end of the internship and fill in the evaluation questionnaire that you can find in the section "Stage" of your personal page;

- inform the Stage&Job Office about any change regarding your internship (for example: extension, suspension, etc). You will have to fill in the form at least 2 days before the variation: http://stagejob.polito.it/studenti/tirocini_curricolari
- read your course instruction on Stage&Job website in order to register your internship.

For further information you can contact the Stage&Job Office through the ticketing service.

>Part-Time jobs (only for Double Degree students)

In the official website of Politecnico, you can find, announcements for part-time jobs at the Incoming Mobility Office <https://didattica.polito.it/tasse/collaborazioni.html>. This is the only chance that you have to receive a financial support by Politecnico di Torino.

AT YOUR DEPARTURE

>Academic conclusion of your mobility: steps to follow

1. Two or three days before your departure you must come to the Incoming Mobility Office desks for signing the Certificate of Attendance of your Home University and collect your Transcript of records;
2. bring the documents you have to hand in back to your Home University, if any, and ask for the signatures;
3. fill in compulsorily the Customer Satisfaction survey received approximately one month before your departure on your PoliTO email account.

PRACTICAL-INFO

>Safety rules

Do not carry your passport with you (a copy will be sufficient). If you are a Non-EU citizen, bring always with you at least a copy of the residence permit or of the postal receipt of the residence permit application.

Do not keep your credit card in your wallet but in a different place. Look out for pickpockets on trams and buses.

Remember, even at the Politecnico, to keep an eye on your bags, backpacks, mobile phone and laptop.

GTT (city transports)

lost & found office

Via Meucci, 4 / T +39 011 4430753
Mon/Wed/Thu 9:00 - 12:00 a.m.

POLITECNICO DI TORINO

lost & found office

Portineria / Corso Duca degli Abruzzi, 24
T +39 011 0906666

Emergency numbers

PHONE CALL FREE OF CHARGE

Fire	115
Ambulance	118
Emergency First Aid treatment at home	0115747
Carabinieri / Polizia	112

**Fill in the Customer
Satisfaction survey
before your departure**

DEADLINES & HOLIDAYS



2019/2020 Academic Calendar

Engineering and Architecture programs

1st term lectures
start on September 30th 2019
end on January 18th 2020

1st term exam session
start on January 20st 2020
end on February 29th 2020

2nd term lectures
start on March 2th 2020
end on June 13th 2020

2nd term exam session
June 15th 2020 - July 25th
2020 and August 31st 2020 -
September 19th 2020

List of our public Holidays

National days

April 25th
May 1st
June 2nd
June 24th
August 15th
November 1st
December 8th

Christmas Holidays

From December 21st 2019
to January 6th 2020

Easter Holidays

From April 9th 2020
to April 15th 2020

LECTURES TIMETABLE

(orario lezioni)

https://www.swas.polito.it/dotnet/orari_lezione_pub/default.aspx

EXAM RESERVATION

(prenotazione appelli)

<http://didattica.polito.it/pls/portal30/esami.visu.form>



Students who are going to attend courses and sit for the exams
are required to stay at Politecnico until the end of the exam session,
as the marks will be only registered during the exam session.

The Incoming Mobility Office won't be responsible for any problem linked to the
registration of grades in case the students do not follow the correct procedure and
will not deal with Professors in case problems may arise. It is the students' duty to
check before the departure that no academic matters will be left unsettled.

POLITO CONTACTS

You can contact these offices by telephone, email or through the ticketing service:

International Affairs Department

Corso Duca degli Abruzzi, 24
10129 Torino Italia

Incoming Mobility Office

T +39 011 09086.49/52/55

Select INCOMING MOBILITY through the ticketing service

➤ <http://international.polito.it/en/>

The Incoming Mobility Office deals with all the academic issues of your stay at the Politecnico di Torino: Welcome Orientation Meetings, students' selection, enrolment, Learning Agreement, contact with partner Universities, documents issue. You can find us at the desks no. 6-7 of the International Affairs Department.

Foreign Citizens Assistance

T +39 011 0908695

@ foreign.citizens@polito.it

➤ http://international.polito.it/practical_information

The service is in charge of providing the necessary support for your orientation and integration at Politecnico and in the surrounding environment. You can find us at desks no. 1 and 2 of the International Affairs Department. We will help you deal with various services on the territory and practical matters (visa and residence permit, health insurance, fiscal code, accommodation, welcome activities).



Language Centre C.L.A. (Centro Linguistico d'Ateneo)

Corso Duca degli Abruzzi, 24
10129 Torino Italia

Select FOREIGN LANGUAGE LEARNING - ITALIAN through the ticketing service

➤ https://didattica.polito.it/cla/en/about_us

Registrar's Office (Segreteria Studenti)

Corso Castelfidardo, 39 – 10129 Torino Italia

The info desks at Registrar's Office are open from Monday to Friday from 8:30 a.m to 12:00 p.m.

➤ <https://didattica.polito.it/segreteria/contatta/en/index.html>

Stage & Job office


Corso Castelfidardo, 39
10129 Torino Italia

Select INTERNSHIPS AND CAREER SERVICES - CURRICULAR INTERNSHIP through the ticketing service.

The info desk at the Stage & Job Office is open on Tuesday and Thursday from 9:30 to 12:30 a.m.

The info desks at International Affairs Department are open MON/ TUE/THU/FRI from 9:00 to 11:30 a.m. The info desks are closed to public on WEDNESDAYS

>Academic glossary			
Anno accademico	Academic year: the academic year starts from October and ends on September of the following year. The year is organised in didactic terms "periodi didattici"	Dati personali	Personal data
Anticipo (soldi)	To pay in advance	Debito formativo	Extra credit to be attained
Assicurazione medica	Health insurance	Dichiarazione di valore	Declaration of value
Autocertificazione	Self-declaration	Dipartimento	Department
Bollettino postale	Payment slip/ postal slip	Diploma - laurea	Graduation certificate
Borsa di studio	Scholarship	Diploma di maturità	High school diploma
Carico didattico	Study plan: the list of the courses that the student follow during the year	Documento	Document
Certificato	Certificate	Documento di identità	I.D. card
Certificato di iscrizione	Enrolment certificate	Dottorato	PhD program
Codice fiscale	Fiscal code	Esame di profitto	Exam: credits are earned once the student has passed the exam of each course or activity. Grades of individual exams are expressed in fractions of 30
Corso di laurea	Bachelor of Science program	Matricola (numero)	Registration number or student number
Corso di laurea magistrale	Master of Science program	Modulo	Form
Credito	Credit: it represents the student's total workload (class time, individual study, exam preparation, practical work etc.). One credit is equivalent to 25 hours. The average full-time workload per academic year is usually 60 credits (equivalent to 1500 hours)	Nulla osta per ricerca scientifica	Scientific research visa authorization
		Passaporto	Passport
		Patrimonio	Property
		Periodo didattico	Period (fall/spring semester) in the academic year during which the students follow the courses and sit for the exams

Permesso di soggiorno	Residence permit		
Produrre/ mostrare documenti	Show/submit documents		
Rata	Installment		
Reddito familiare	Household income		
Ricevuta del rinnovo di permesso	Residence permit renewal receipt		
Ricongiungimento familiare	Family reunion		
Riduzione tasse	Fees reduction	Segreteria studenti	Registrar's office
Rinnovo del permesso di soggiorno	Residence permit renewal	Specializzazione - corso	Specializing program
Scadere/ scadenza	Expire/deadline	Stage	Internship
Segreteria didattica	Educational Secretariat: the student can refer to them to get information about courses and administrative procedures	Statino	A document the student must hand in to the professor on the day of the exam
		Tasse d'iscrizione	Tuition fees
		Tessera studenti	Smart Card
		Test di ammissione	Entrance test
		Titolo accademico	Degree
		Ufficio postale	Post Office
		Ufficio immigrazione	Immigration Office
		Voto	Mark

Glossary	
Can you help me?	Può aiutarmi?
Do you speak English?	Parla inglese?
I don't understand	Non capisco
I don't know	Non lo so
Hello	Ciao
Good Morning	Buon giorno
Good Evening	Buon pomeriggio
Good Night	Buona notte
Goodbye	Arrivederci
Please	Per favore
Thank you	Grazie
I am sorry	Mi dispiace
Excuse me	Mi scusi
I am hungry	Ho fame
I am thirsty	Ho sete
I am tired	Sono stanco
I am lost	Mi sono perso
How are you?	Come va?
Good, thank you	Bene, grazie
Not good	Non troppo bene
What's your name?	Come ti chiami?
My name is ___	Mi chiamo ___
Where are you from?	Da dove vieni?
I am from ___	Vengo da ___
How old are you?	Quanti anni hai?
Where is ___	Dov'è ___

<div> <div></div> <div></div> </div>	
The toilet?	Il bagno?
The town centre?	Il centro?
The train station?	La stazione?
The airport?	L'aeroporto?
The bank?	La banca?
The hotel?	L'hotel?
The youth hostel?	L'ostello?
The hospital?	L'ospedale?
The police station?	La polizia?
The embassy?	L'ambasciata?
How much is a ticket to ___?	Quanto costa un biglietto per ___?
Where does this bus train go?	Dove va questo autobus treno?
Does this bus train stop at ___?	Questo bus treno si ferma a ___?
Turn left	Gira a sinistra
Turn right	Gira a destra
Straight ahead	Sempre dritto
Go back	Torna indietro
Stop	Fermati
I need to go to ___	Devo andare a ___
How much to go to ___	Quanto costa fino a ___
I would like to order ___	Vorrei ___
The check please !	Il conto per favore !
Can I pay with a credit card?	Posso pagare con la carta di credito?
Master of science	Laurea specialistica
Fiscal code	Codice fiscale
Graduation certificate	Diploma – laurea

NOTES



NOTES



CHECK LIST

ARRIVAL

- ◇ Welcome Orientation Meeting
- ◇ Fiscal code application
- ◇ Residence permit application (only Non-EU students)
- ◇ Enrolment and Smart Card
- ◇ Input your address in Torino and Italian mobile number
- ◇ Meeting with PoliTO Academic Advisor
- ◇ Learning Agreement
- ◇ Registration at *Anagrafe centrale* (Municipality Office: for EU students)
- ◇ LAST BUT NOT LEAST: join our Welcome Activities !

DEPARTURE

- ◇ Ask the Foreign Citizens Assistance if and where you are allowed to travel before buying any travel tickets (only Non-EU students)
- ◇ Fill in the Customer Satisfaction questionnaire (COMPULSORY for receiving the Transcript of records)
- ◇ Pay your flat last rent and all the utilities
- ◇ Close your bank account
- ◇ Return to the libraries any borrowed books (COMPULSORY for receiving the Transcript of records)
- ◇ Go to the Incoming Mobility Office to close your career at PoliTO (bring your Home University documents to be signed)