

WELCOME!

SURVIVAL GUIDE

EXCHANGE STUDENTS 2018/2019



**POLITECNICO
DI TORINO**



INDEX

@CITY

7

HOUSING

7

IMMIGRATION PROCEDURES

7

Codice Fiscale ("Fiscal Code")

7

European Union Citizens

8

Residence Permit 1st Application
(non-EU Citizens)

9

Residence Permit Renewal

12

Residence Permit Sample Payment Form

13

Sample: € 70,46 Sample Payment Form

13

HEALTH

13

Hospitals

13

Insurance

14

Sample: National Health Service Payment Form

17

SERVICES

18

Banking and Post Offices

18

Telephone Services

18

Food

19

Sports Facilities

19

Laundrettes

19

Tools for Industrial Models

20

Leisure

20

Events

20

TRAVELLING

20

Public Transport

20

Bike Sharing

22

Shuttles

22

Railway

22

Car Parking

22

Taxi

22

@POLITO

27

FACILITIES

27

Campuses	27
Student Canteens	27
Computer Labs	28
PoliTO Wi-Fi	28
Study Rooms	28
Bookshops	28
Faxes and Photocopies	28
Libraries	29
Politecnico Medical Service	29
Politecnico confidential counsellor	29
<i>Polincontri</i> Association	29
Student Associations	29

EDUCATION

30

Credit system	30
Grades	31
Exams' rules	31

DOCUMENTS

31

Transcript of records, declaration of stay and certificates	31
Documents' legalization	33

TOOLS

33

The Smart Card (<i>Tessera studenti</i>)	33
Portale della Didattica	33
PoliTO email account and the Ticketing service	33

Take a look
at the MAPS
and CHECKLIST
special section!

@ACADEMICS

34

AT YOUR ARRIVAL

34

Enrollment: steps to follow

34

External taxes

34

Learning Agreement

34

DURING YOUR STAY

35

Learning Italian

35

Extension of stay

36

Double Degree graduation for Bachelor of Science students @PoliTO

36

Double Degree graduation for Master of Science students @PoliTO

36

Internship information

37

Part-Time jobs (only for Double Degree)

38

AT YOUR DEPARTURE

38

Academic conclusion of your mobility: steps to follow

38

PRACTICAL INFO

39

Safety rules

39

Emergency numbers

39

Deadlines & holidays

40

PoliTO contacts

41

Academic glossary

42

Glossary

44

Notes

46

CHECKLIST

48



Important
info



Glossary



Contacts



Dates



Notes



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

www.studyintorino.it/information/accomodation/

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. Bills can be paid at the nearest post office or bank by using the fee form

that is usually sent by the company via mail (depending on the bill type). Flats are usually completely furnished. Linen and bath-towels are not provided by landlords but usually there are mattresses, pillows and blankets.


IMMIGRATION PROCEDURES

> *Codice Fiscale* ("Fiscal Code")

The codice fiscale ("fiscal code" o "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.



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

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).

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 application form is available at the Foreign Citizens Office. 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. In September students have to apply for the *codice fiscale* in our International Department where the Tax Office service is available every day.

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.

>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

The application can only be submitted by appointment, four months after arrival. 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 Turin 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/>

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**

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]

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 (totally 1040 hours/year). Non-EU citizens have to submit the residence permit application at any post office where there is a "Sportello Amico" counter. In order to collect the application kit and for support in filling in the application form please go to box office no. 12 in the International Affairs Area, where some cultural mediators will attend you. The total cost for a one-year study residence permit is between € 250 and € 300 (depending on the health insurance type you choose). 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 (you can fill in a form available at our office desks no. 1 and 2 (*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, residence permit, residence permit, renewal receipt, passport/ID card, *codice fiscale*, etc.)

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

During the month of September and for a few weeks in February, some cultural mediators are available everyday, from Monday to Friday from 9:00 a.m. to 11:30 a.m. During the rest of the year, our mediators are on duty twice a week, usually on Tuesdays and Fridays, from 9:00 a.m. to 11:30 a.m.

After filling out the application form with the help of our mediators, 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 paying-in slip is given by the cultural mediators at box office no. 12).

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 not only through the Foreign Citizens Office, but also 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.

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

[...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.

If you wish to participate in the Italian language course and the training session on civic education and life in Italy, a list of the relevant schools is available at the Foreign Citizens Office (desks no. 1 and 2). These courses are free of charge.

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).

You are strongly advised to check the status of your residence permit application about 3 weeks after the fingerprinting. Usually 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
<u>Via d'Ovidio 8</u> Politecnico	MONDAY - FRIDAY 8.20 – 1.35 p.m. SATURDAY 8.20 – 12.35 p.m.
<u>Via Alfieri 10</u> 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 also possible to get free assistance for the residence permit application at any of the following aid offices (*patronati*) in Torino:

Name	Contacts
<u>CGIL - INCA</u>	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
<u>ACLI</u>	Via Perrone 3 bis/A Telephone booking required by calling number 011.5712763 or through the webpage: http://planner.patronato.acli.it/prenota/
<u>ACLI - SPORTELLO IMMIGRA- ZIONE</u>	Corso Palermo, 116/a T 011 2474356 Tuesday, Thursday, Friday 9.00 a.m. – 12.00 p.m.
<u>PATRONATO INAC</u>	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)

SIAM MCL

Via Pietro Micca, 21
2nd floor
T 011 543483
From Monday to Thursday
9.00 a.m. – 12.30 p.m.
2.30 p.m. – 5.30 p.m.
Friday 9.00 a.m. – 12.30 p.m.
Telephone booking required

UIL – ITAL

Via Bologna, 9
T 011 2417103
F 011 2417123
From Monday to Friday
9.00 a.m. – 1.00 p.m.
2.00 p.m. – 4.00 p.m.

Via Bologna, 11
T 011 2417121
F 011 2417123
From Monday to Friday
9.00 a.m. – 12.00 p.m.
2.30 p.m. – 5.00 p.m.

>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, in order to collect the application “kit” and for support in filling out the application form, please go to box office no. 12 in the International Affairs Area, where our cultural mediators will prepare the application form for you.

Mediators are on duty twice a week, usually on Tuesday and Friday, from 9.00 to 11.30 a.m.

IMPORTANT: in September mediators are on duty every day, only for the new students who apply for the first residence permit. Students who need to renew it can do it at Politecnico until the end of July or starting from October.

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

For information on the requirements for the residence permit renewal application please report to the Foreign Citizens Office, desks no. 1 and 2.



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. Before starting a journey and buying a ticket, please enquire with the Foreign Citizens Office.

**Before starting
a journey and buying
a travel ticket, please
ask the Foreign Citizens
Office for information**

>Insurance

The health insurance is necessary in order for you to get medical assistance and also for the residence permit.

>>Non-EU Citizens

The immigration law requires you to take out a health insurance during your stay in Italy.

If you have a *private insurance* 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:

- 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

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).

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.

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.

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.

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).

After submitting your residence permit application, you have to select a general practitioner (*medico di medicina generale*) out of one of the lists available on the ASL websites (depending on the city district where you live):

<http://www.asl102.to.it/mmgpls/elenco.html> (ASL TO1)

<http://www.aslto2.piemonte.it/front/front.php?p=1&idm=14&men-div=> (ASL TO2)

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
- 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 (choose an office either within ASL 01 or ASL 02 territory).

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



IMPORTANT: before paying through the F24 form, you are suggested to ask the Foreign Citizens Office for detailed information on how to fill it in.

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.

Non-EU Erasmus+ students holding the project health insurance, can contact the insurance company (you can find the emergency contacts in the policy), in order to find out where to go and what to do for any health problem or in case of an emergency. In particular, depending on your health problem and on the insurance company, you might be asked either to pay in advance and then to apply for a reimbursement of the treatment expenses, or not to pay at all.

If you have a form proving the right to health assistance on the basis of *treaties and bilateral agreements* between Italy and your home country – an authorization issued by the Italian Embassy or Consulate in your home country – you can use the health services provided for by the agreement.

Please check with your embassy/consulate if you are entitled to be covered and if the NHS service membership for you is payment.

For more information please refer to the ASL (medical office) in the district where you live. For the ASL addresses and further information: Foreign Citizens Office.

>>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. The list of doctors is available at any ASL or online (please enter "ASL TO1" or ASL TO2" in the search engine and click on "*Scelta o revoca medico*" and "*Elenco Medici di Medicina Generale*").

>>Citizens Coming from a EU Country, not Holding a European Health Card

If you are not holding a European Health Card or if you have a short-term "TEAM" card, there are two ways for you to be covered by the National Health Service: To apply for the NHS (SSN) by paying € 149,77 just like non-EU citizens. In this case the coverage is valid only on the Italian territory. To move your

official abode to Torino (through the “*cambio di residenza*” application at the Register / Anagrafe office) and for form S1 (modello S1) to be issued by your EU home country. The residenza application requires about 45 days. This insurance will cover you both in Italy and in your home country.

>>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:

ASL TO 1

Via San Secondo, 29 bis
From Monday to Friday from 8.00 a.m.
(also for health bilateral agreement between Italy and home country)

Corso Corsica, 55
From Monday to Friday from 8.00 a.m.

Via Farinelli, 25
From Monday to Friday from 8.00 a.m.

Via Gorizia, 114
From Monday to Friday from 8.00 a.m.

Via Monginevro, 130
From Monday to Friday from 8.00 a.m.

ASL TO 3 (Collegno)

Via Torino, 1 (Villa Rosa) Collegno (TO)
From Monday to Friday / 8.30 a.m. – 2.45 p.m.

ASL TO 2

Via del Ridotto, 3/9
Mon/Wed/Fri 8.00 a.m. – 2.30 p.m.
Tue/Thu 8.00 a.m. – 3.30 p.m.

Via Cavezzale, 6
Only for health bilateral agreement between Italy and home country

Via Montanaro, 60
From Monday to Friday 8.00 a.m. – 3.00 p.m.

ASL TO 5 (Moncalieri e Nichelino)

Via Vittime di Bologna, 20 – Moncalieri (TO)
From Monday to Friday from 8.00 a.m.

Via Debouchè, 8 – Nichelino
Mon/Tue/Thu/Fri 07.30 a.m. – 8 p.m.
Wed 07.30 a.m. – 5 p.m.

National Health Service Payment Form (modello F24)



Mod. F24

DELEGA IRREVOCABILE A:

MODELLO DI PAGAMENTO
UNIFICATO

AGENZIA

PROV.

PER L'ACCREDITO ALLA TESORERIA COMPETENTE

CONTRIBUENTE									
CODICE FISCALE		FISCAL CODE						barrare in caso di anno d'imposta non coincidente con anno solare	
DATI ANAGRAFICI		SURNAME						nome	
		DATE OF BIRTH						NAME	
		SEX						STATE OF BIRTH	
DOMICILIO FISCALE		CURRENT ADDRESS (CITY)						(STREET NAME)	
CODICE FISCALE del coobbligato, erede, genitore, tutore o curatore fallimentare								codice identificativo	
SEZIONE ERARIO									
IMPOSTE DIRETTE - IVA		codice tributo	rateazione/regione/prov./mese rif.	anno di riferimento	importi a debito versati	importi a credito compensati			
RITENUTE ALLA FONTE									
ALTRI TRIBUTI ED INTERESSI									
codice ufficio		codice atto		TOTALE A		B	SALDO (A-B)		
SEZIONE INPS									
codice sede	canale contributo	matricola INPS/codice INPS/alea 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	ISCRIZIONE SERVIZIO SANITARIO NAZIONALE		codice tributo	rateazione/mese rif.	anno di riferimento	importi a debito versati	importi a credito compensati		
13			8846			149,77			
		TOTALE E		F	SALDO (E-F)				
								149,77	
SEZIONE IMU E ALTRI TRIBUTI LOCALI									
codice ente/codice comune	canale contributo	matricola INPS/codice INPS/alea azienda	codice tributo	rateazione/mese rif.	anno di riferimento	importi a debito versati	importi a credito compensati		
detrazione		TOTALE G		H	SALDO (G-H)				
SEZIONE ALTRI ENTI PREVIDENZIALI E ASSICURATIVI									
codice sede	codice ditta	c.c.	numero di riferimento	causale	importi a debito versati	importi a credito compensati			
INAIL									
		TOTALE I		L	SALDO (I-L)				
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)				
FIRMA		SALDO FINALE		EURO		149,77			
ESTREMI DEL VERSAMENTO									
DATA		CODICE BANCA/POSTE/AGENTE DELLA RISCOSSIONE				Pagamento effettuato con assegno			
giorno	mese	anno	AZIENDA		CAB/PORTELLO	r.no		bancario/postale	
						tratto / emesso su		circular/vaglia postale	
						cod. ABI		CAB	
Autorizzo addebito su conto corrente codice IBAN		I T		firma					

MOD. F24 - 2017 (10/06)

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. We recommend you not to carry all your cash with you. Please watch out for pickpockets on buses and in crowded places. If withdrawing money from cashpoints with non-Italian credit/debit cards (ATM) proves to be too expensive (please check with your bank in your home country that the PIN number is the same), we advise you to open a new bank account as soon as you arrive to Italy.

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

Please be reminded that, although most Italian banks do not usually charge any fees for closing an account, some still do, even though the account has just been opened. In any case, please remember to close your Italian bank account before leaving Italy, in order to avoid additional charges or interests.

Remember that every bank or post office account in Italy is subject to a tax (called *imposta sostitutiva di bollo*).

Hence, before signing any contract or agreement, please be advised to visit an ample enough choice of banks or check their websites, in order to find out more about the possible charges of an account and the relevant terms and conditions.

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.

There is a bank inside the Politecnico main Campus. The entrance is located in via Enrico d'Ovidio, near "*Bar Pizza*" on the south wing of the building. Online banking can make you save money in operating costs.

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*

There is a post office in the Politecnico building on the ground floor, beside the bank (in via Enrico D'ovidio 8).

Most post offices in Torino are open from Monday to Friday from 8.20 a.m. to 13.35 p.m. and on Saturdays from 8.20 to 12.35. Some are open until 7 p.m. Other post offices in Torino:

www.poste.it/online/cercaup/

>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,

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

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.

>Food

Any kind of food can be purchased at supermarkets. Please find here a list of the supermarkets available in Torino: <https://www.paginebianche.it/ricerca?qs=SUPERMERCATI&dv=>

How to find the supermarket list on the white pages: in the field "Nome, Cognome o Ragione sociale" please enter "supermercati"; in the field "Località, indirizzo" please enter "Torino (TO)"; then click on "Trova".

As an alternative to supermarkets, in Torino you can find many marketplaces. Among the most popular ones you can find: "Porta Palazzo" which is the biggest and most international marketplace in Torino; the "Balôn" (held on the second Sunday of each month) is a flea market and it gets its name from the area at the back of Porta Palazzo.

Apart from Porta Palazzo and Balôn, Turin hosts a number of fairs and marketplaces of all sizes all year round, located in corso Racconigi, Santa Rita, corso Palestro, corso Brunelleschi, Crocetta (via Cristoforo Colombo), Piazza Benefica and many others <http://mercati.comune.torino.it/>

>Sports Facilities

CUS Torino (Centro Universitario Sportivo) organises several fitness

and sports activities for students and academics. Special events are organised for foreign students and special conditions apply to them.

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 office in via Braccini 1, which is open from Monday to Friday from 9 to 7.00 p.m. When you submit the health certificate, the CUS staff will give you the CUS card - free of charge for students.

C.U.S.

Via Braccini 1 (near Corso Mediterraneo)
T 011 388307 / 011 337221

Open Monday to Friday 9.00 a.m. to 7.00 p.m.

Via Panetti 30

T 011 6057106 / 011 6056231

✉ www.custorino.it
segreteria@custorino.it
erasmus@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

Doctors are on duty every day from Monday to Friday and reservation is required by calling the number above (8.30 a.m. to 7.30 p.m.).

>Laundrettes

In Torino there are some coin-operated laundrettes that are open 7 days a week from 8.00 a.m. to 10.00 p.m. In the Yellow Pages website www.paginegialle.it, under the heading "LAVANDERIE SELF SERVICE" you can find the list and addresses of the laundrettes in Torino.

>Tools for Industrial Models

Should you need the necessary material for industrial models, please look for the hobby shops by entering “bricolage e fai da te” in the yellow pages search engine: www.paginegialle.it

>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

>Events

Turin and Piedmont hold various events and festivals throughout the year. There is something different every week so look out for the events and enjoy your stay in Torino!

For further information, please visit: www.comune.torino.it/infoglio/welcome.htm (in Italian)

www.comune.torino.it/torinoplus/english/

“*Torinosette*” magazine is a useful tool to find information on exhibitions, cinemas, theatres, concerts, festivals and nightclubbing. It is published every Friday as a section of *La Stampa* newspaper (in Italian):

www.lastampa.it/torinosette

TRAVELLING

>Public Transport

GTT is the Torino local transport company. Website: <http://www.gtt.to.it/cms/en/> and <http://www.gtt.to.it/cms/> In order to purchase a bus ticket (single tickets, daily tickets, urban and suburban single tickets, 5-trip tickets and “Formula U” weekly tickets), users may pay with a debit or credit card:

- go to one of the points of sale in Torino (newsagents, tobacconists, and bars); please find the complete list at this link: http://www.gtt.to.it/cms/risorse/urbana/rivenditori_torino_citta.pdf
- use one of the automatic vending machines available at the metro stations.

The weekly, monthly or yearly ticket can be purchased at the above-mentioned points of sale 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>. It is necessary to show your passport or ID card. Single tickets can also be purchased on the parking machines available by all payment parking zones in Torino (recognizable by the blue lines). You can pay cash or use a credit or debit card. Since May 2017, **all ticket types have to be validated on one of the blue devices immediately when you get on the bus/tram**. The tickets can only be used by one person.

City ticket urban + suburban 100 minutes - € 1,70: it is valid for 100 minutes from the first validation on

urban and suburban network (and for a single journey on the metro).

Daily ticket urban + suburban 1 day - € 4,00: it is valid for an unlimited number of journeys in a single day, starting from the first validation until the end of the service on the entire GTT urban and suburban network.

48 /72 hours special tickets: it is valid for 48 or 72 hours from the first validation on urban and suburban lines (metro included). A 48-hour ticket costs € 7,50; a 72-hour ticket costs € 10,00.

Weekly ticket (Settimanale Formula U): it is valid from Monday to Sunday on the urban network. It has to be validated the first time you get on the bus and it costs € 12.

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. It is necessary to bring with you at all times an identification document like your passport or ID card or residence permit.

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. It is necessary to bring with you at all times an identification document like your passport or ID card or residence permit.

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 list of the residences is available on this webpage: http://www.gtt.to.it/cms/risorse/urbana/docviaggio/residenze_universitarie

[riconosciute 2018.pdf](#). The cost of the yearly ticket at the reduced fare depends on your "ISEE". ISEE is a document attesting the economic status of your family according to their income and assets. It is issued by "CAF" offices. The list of CAF office in Piemonte region, which are authorized to issue the "ISEE Parificato", is available at: https://didattica.polito.it/tasse_riduzioni/index_en.html.

- € 158,00 is the cost of the yearly ticket with an ISEE of up to € 12.000,00
- € 178,00: yearly ticket with an ISEE ranging from € 12.001,00 to € 20.000,00
- € 208,00: yearly ticket with an ISEE ranging from € 20.001,00 to € 50.000,00

Documents required for the GTT yearly ticket: If you are still waiting to be enrolled (without the Politecnico student "Smart Card"): € 5 for the "Bip card", passport, 1 passport-size picture, enrolment self-declaration. If you are enrolled and are holding the Politecnico student card: passport, PoliTO "Smart Card", enrolment self-declaration.

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. Safety is guaranteed by cameras and the staff. Lines and itineraries are available on this webpage: <http://www.gtt.to.it/cms/linee-e-orari/torino-e-cintura/urbana/5125-rete-notturna-nightbuster-estiva-2018>.

>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.

You can subscribe online and obtain a personal electronic card for the annual (€ 25), weekly (€ 8) or daily (€ 5) memberships. Other options: 4FORYOU (€ 8: up to 4 hours/day) and 8FORYOU (€ 13: 8 hours/day to be used within 48 hours). Public-liability insurance: € 5 per year. The card is not transferable.

The use of the bike is free if you return it within 30 minutes and it is available (payment) for up to 4 hours a day. The bicycle can be used only in the city area (not outside Torino) and also from Grugliasco for the students living in the EDISU hall of residence located in via Berta 5.

The traffic laws and driving rules also have to be observed by bikers. You are advised to follow cycle ways whenever possible. The use of a bicycle helmet is always recommended.

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)

Offices where you can subscribe to [TO]BIKE:

- [TO]BIKE, via Santa Chiara 26/F, open form Monday to Friday from 10.00 a.m. to 7.00 p.m.
- TurismoTorino, piazza Castello 161, open every day from 9.00 a.m. to 6.00 p.m.
- TurismoTorino, piazza Carlo Felice/corso Vittorio Emanuele II, 3017 (facing Porta Nuova railway station), open every day from 9.00 a.m. to 6.00 p.m.

Mobike: "Mobike" is a private bike sharing service that you pay per route (€ 0,69 cents every time you use it). Half an hour will cost you € 0,30. You can subscribe for 30/90/180/260 days. You can upload your subscription on your Politecnico student "Smart Card" or on a "BIP card". In order to use "Mobike"

you have to download the Mobike smartphone application.

oBike: "oBike" is the other private bike sharing service available in Torino. It is free for the first two months; then: € 0,50 per half hour. The € 5 deposit is refundable on your credit card. Also oBike can be used very easily through an app to be downloaded on your smartphone.

>Shuttles

From the bus terminal located in corso Vittorio Emanuele II, 131/H, buses to other European cities are available. There are also bus connections to Milano Malpensa airport.

For more information please visit:

www.autostazionetorino.it/

>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

>Car Parking

Only the staff is allowed to the car parks of Politecnico where parking is strictly controlled. Payment parking where you see the blue lines are almost everywhere in Torino, except for suburban areas (white lines represent toll-free parking). Costs are on display on the payment machines and on street signs - from € 1.30 to 2.50 per hour, depending on the district: www.gtt.to.it/cms/parcheggi

There are special weekly and monthly charges (*vouchers*). Parking vouchers can be bought at the Politecnico "Polincontri" box office or at Newsagents' or *Tabaccheria* shops (selling also stamps, postcards and the like).

>Taxi

Pronto Taxi / **T** 011 5737

www.prontotaxi5737.it

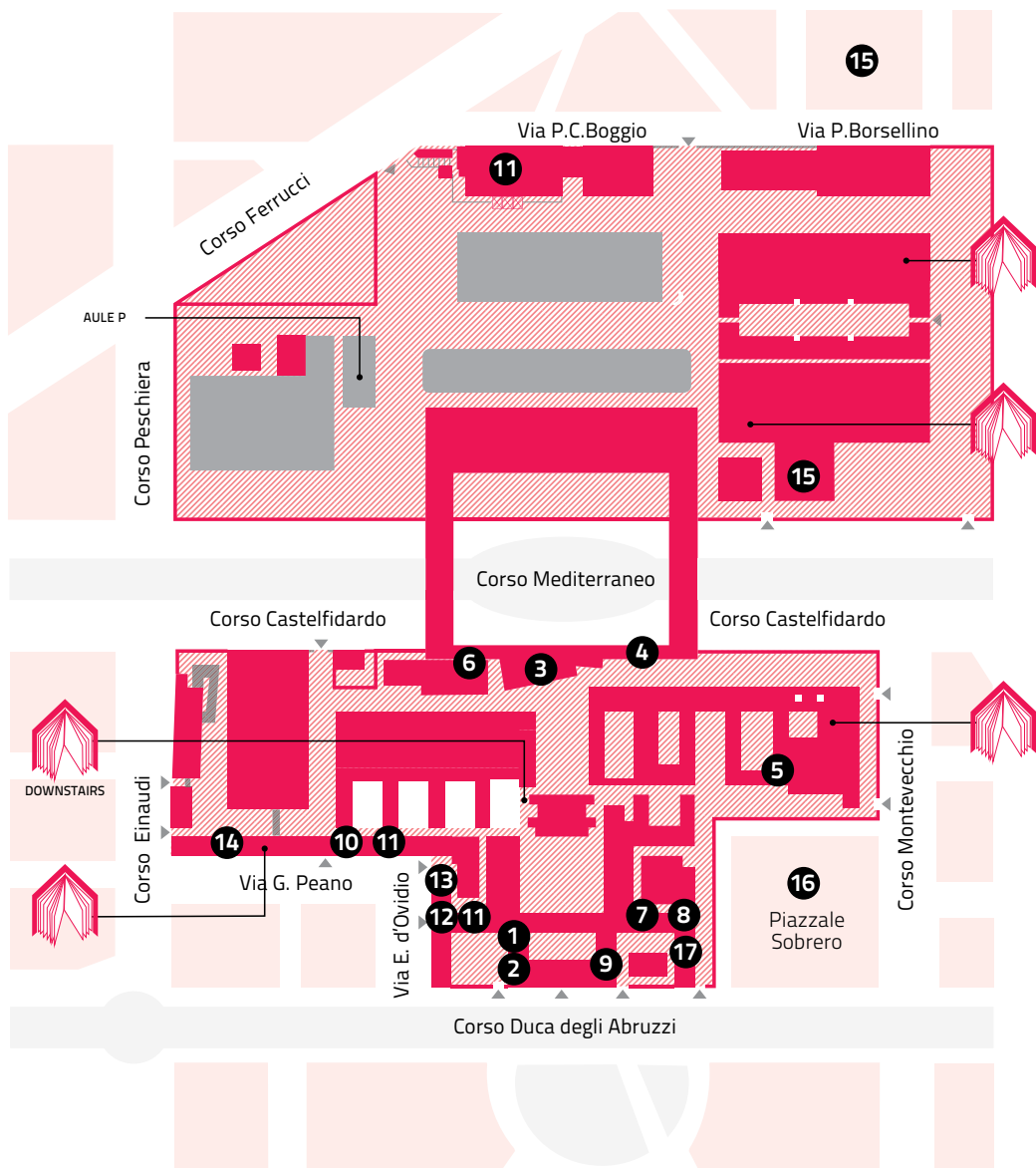
Radio Taxi / **T** 011 5730 / 011 3399

From Porta Nuova to Caselle Airport you may expect to spend approximately € 40/50.






MAPS







MAP OF THE MAIN CAMPUS



LEGEND

-  Building
-  Parking
-  Cover parking













Offices

- 1  Foreign Citizens Office
- 2  Incoming Mobility Office
- 3  Registrar's Office
Segreteria Studenti
- 4  Stage & Job Placement Office
(*Ufficio Stage & Job*)
- 5  CLA
Language Center (downstairs)
- 6  Orientation Office
(*Ufficio Orientamento e Tutorato*)

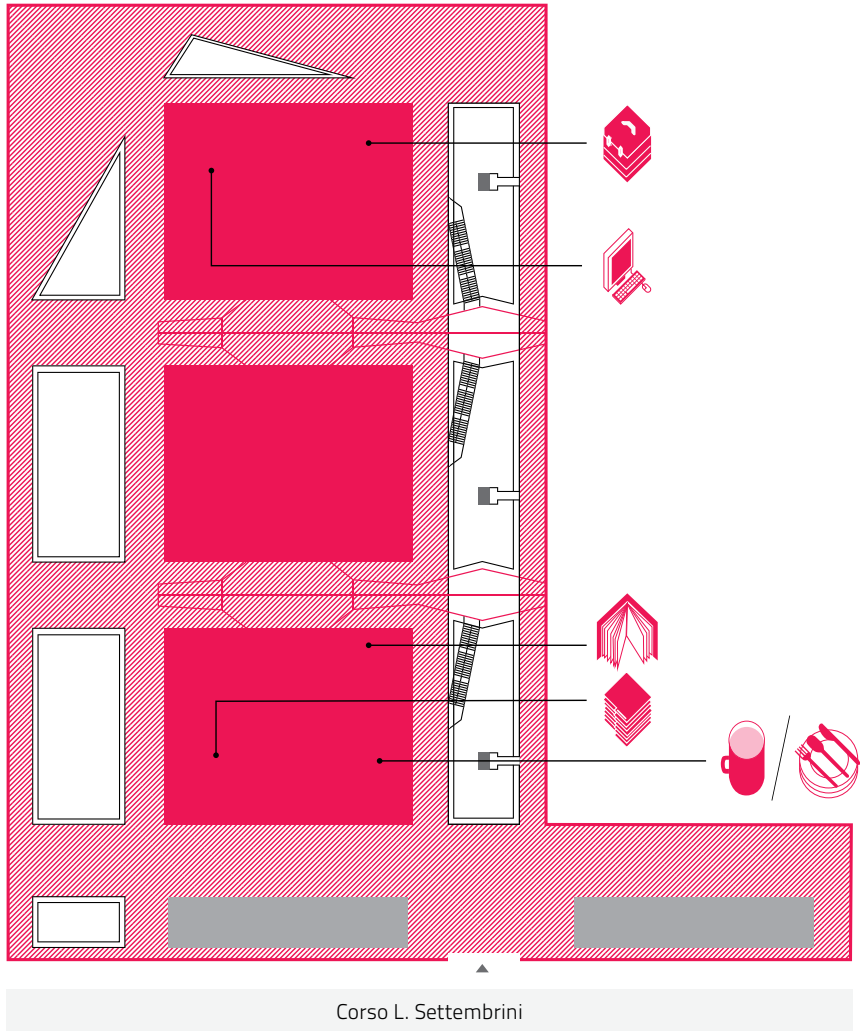
In order to find the maps of the main sites of PoliTTO (rooms, laboratories, Registrar's office, Departments...), you can visit this link:

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  Post Office
- 14  Medical Service
(*infermeria*)
- 15  Student Canteen
- 16  Students' Associations
- 17  Library
-  Study Room


MAP OF THE MIRAFIORI CAMPUS



LEGEND

 Parking

 Garden

 Building



Models lab



Computer lab
(first floor)



Study room



Registrar's
Office



Bar
(Cafeteria)



Student
canteen

FACILITIES

>Campuses

The Politecnico di Torino is made up of various teaching centres, in addition to the central headquarters of corso Duca degli Abruzzi 24.

Main Campus - Corso Duca (Corso Duca degli Abruzzi, 24)
The main campus houses the Politecnico governing and administrative bodies, as well as its secretarial headquarters.

Mirafiori Campus

(corso Settembrini, 178)

It is located between corso Orbassano and corso Settembrini and hosts the Industrial Design and Visual Communication and Automotive Engineering degree courses.

Valentino Castle Campus

(viale Mattioli, 39)

This historical and artistic building, that was first created as a residence for the Royal House of the Savoy, belonged to the *Regia Scuola di Applicazione per gli Ingegneri* since 1859 and is now an important part of the Politecnico. It hosts some courses at the Master of Science level in Architecture. You can reach the Valentino Castle by tram/bus 9, 16 or 34.

Boggio Campus

(via Boggio, 71/A)

This is a branch of Politecnico for both engineering and architecture students; it is situated near the central headquarters. You can reach the Boggio Campus by tram/bus 15, 16, 33, 33/, 42.

More information:

www.polito.it/ateneo/sedi/?lang=en

>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

Via Paolo Borsellino, 42 – University restaurant “Taberna 1”

Lungo Dora Siena, 102/B (Olimpia)

These are the student cafeterias in Torino in the Politecnico di Torino facilities (no smoking areas):

- **Bar Denise and Bar Ambrogio** main campus
- **Bar Smad** – campus, via Pier Carlo Boggio 53
- **MixTO** – campus, corso Castelfidardo 34/A bar-and-grill, open on Sunday (5 p.m. – 1 a.m.), Monday to Saturday (7 a.m. – 7 p.m.).
Lounge bar: Thursday to Saturday (8 p.m. to 1 a.m.). Free wi-fi, summer open-air section
- **Bar Castello del Valentino** – Architecture Departments, Castello del Valentino, viale Mattioli 39
- **Pic-nic area** – in the campus courtyard, beside the Segreteria Studenti-Cittadella Politecnica.

>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. Study rooms are located around the main campus and will allow you to study between the classes or in the evening in a quiet and comfortable environment. All study rooms are provided with a newspaper reading room, photocopiers and vending machines and have facilities for disabled students.

>Bookshops

In the Politecnico central headquarters in corso Duca degli Abruzzi 24 you can find:

- **CLUT** (Engineering): 5% up to 20% discount on books on becoming a member – € 2,60 (www.clut.it)

There are also many second-hand bookshops near the Politecnico and Turin Universities.

>Faxes and Photocopies

>>SENDING A FAX

Personal faxes can be sent from Polincontri box office (inside Politecnico), from any copy shop or from the tobacconists (tabaccherie) that own a fax machine (the price depends on the time/destination of the message).

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

>>PHOTOCOPIES

We would like to inform you that, according to Italian Law, it is forbidden to make photocopies of entire books, only 15% is allowed. Please note that there is a “*Centro Stampa*” in all Politecnico facilities. There are card-operated photocopy machines; these prepaid cards can be purchased and charged at any *Centro Stampa*. The fees are displayed by each machine (the price of self-service copies depends on the size of the sheet of paper). There are many copy shops in corso Einaudi or next to the Università di Torino (via Sant’Ottavio 20).

Centro Stampa

Main Politecnico site in Corso Duca degli Abruzzi
From Monday to Friday / 8.00 a.m. – 6.00 p.m.

Inside the Valentino Castle

From Monday to Friday / 8.00 a.m. – 6.00 p.m.

>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

>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/index.html>

- AESA Torino (Aerospace Engineering Students' Association) aesa@studenti.polito.it
- AMENTE - Rivista Universitaria Indipendente amente@studenti.polito.it
- Association des Etudiants Camerounais de Turin aect@studenti.polito.it
- B.E.S.T. - Board of European Students in Technology best@studenti.polito.it
- CSSA - Associazione degli studenti e studiosi Cinesi del Politecnico di Torino CSSA@studenti.polito.it
- COMITATO INTERNAZIONALISTA del Politecnico di Torino CIP@studenti.polito.it
- Dunamis Pocket PoliTO DUNAMIS@studenti.polito.it
- Erasmus+ TORINO Erasmus+@studenti.polito.it
- INGEGNERIA SENZA FRONTIERE isf@studenti.polito.it
- IRANIAN STUDENTS' Association of Politecnico di Torino iranianstudents@studenti.polito.it
- J.E.To.P. - Junior Enterprise Torino Politecnico jetop@studenti.polito.it
- LAVORI IN CORSO lavori_incorso@studenti.polito.it
- Organization of Pakistani Students (O.P.S.) OPS@studenti.polito.it
- POLIMOVIE INTERNATIONAL CLUB polimovie@studenti.polito.it

- PoliTO Alumni Society Pakistan (PASP) PASP@studenti.polito.it
- R.U.N. (Rete Universitaria Nazionale) RUN@studenti.polito.it
- SPE Studenti Chapter Augusta Taurinorum SPE_Torino@studenti.polito.it
- WEBINGEGNERIA webingegneria@studenti.polito.it
- SOFARAE ASSALAM SOFARAE_ASSALAM@studenti.polito.it
- PISA - Politecnico's Indian Students Association di Torino <http://www.pisaintorino.com/> pisa@studenti.polito.it

EDUCATION

>Credit system

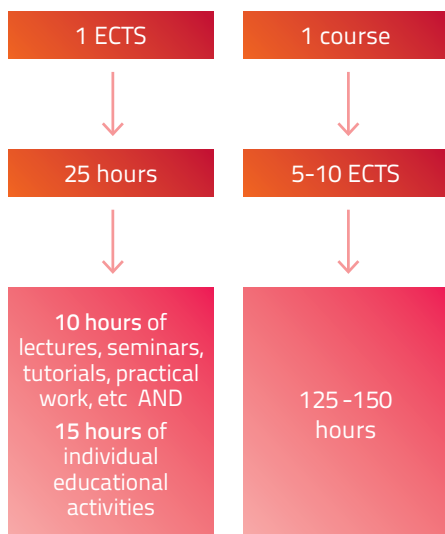
The university reform has introduced a system of university credits (Crediti Formativi Universitari) for the first time in Italy. The main characteristics of the system are as follows:

- The credits represent the student's total workload (class time, individual study, exam preparation, practical work etc.) and one credit is equivalent to 25 hours. The average full-time workload for one academic year is 60 credits which is equivalent to 1.500 hours. Universities may opt for an increase or decrease in this total workload of a maximum 20% (1.200-1.800 hours), but they must justify this change.
- The amount of time reserved for individual learning or other individual educational and training activities must not be lower than 50%, except for the courses that include practical or laboratory work.
- Credits are earned once the student has passed the assessment for each course or activity.

>Grades

At the Politecnico di Torino, and in the Italian universities in general, grades of individual exams are expressed in fractions of 30. The maximum grade obtainable is 30/30, while the minimum required to pass a given exam is 18/30. Exceptionally brilliant candidates might be awarded with a 30 "con lode" (cum laude), and marked 30-L.

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 and a final grade, based on both the average of the previous academic results of the individual exams and on the evaluation of the final project, is awarded to the student. 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

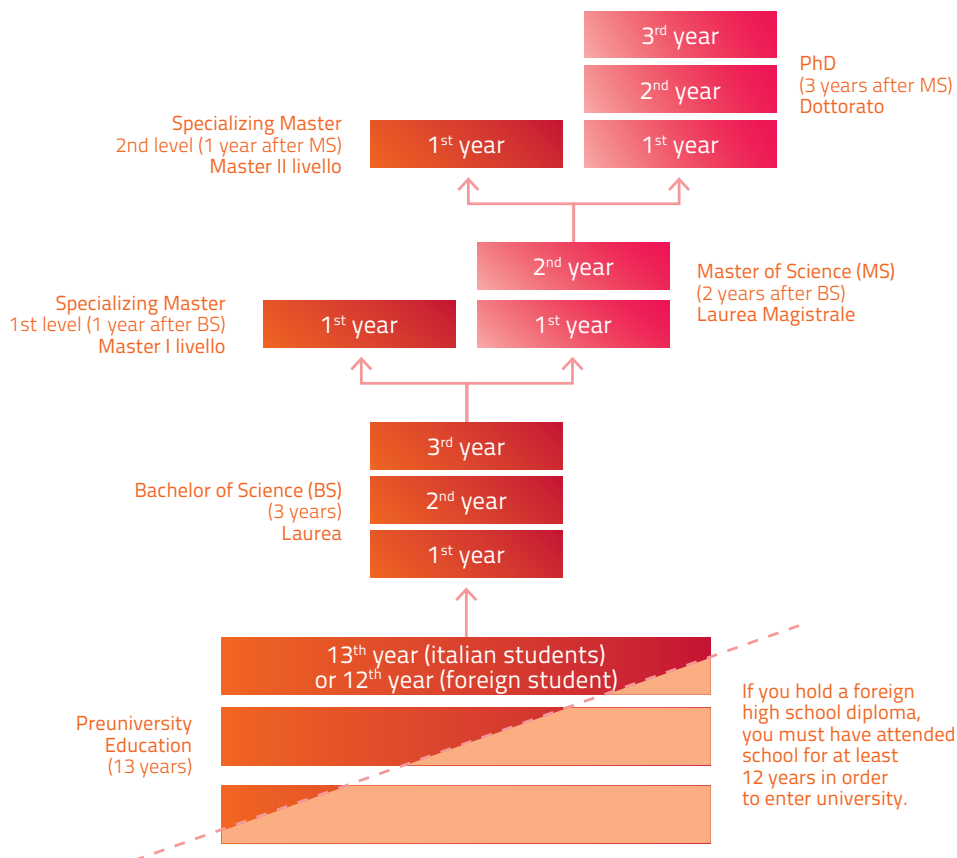
Students in the frame of an exchange programme can download the following documents by the personal PoliTO page (*Segreteria OnLine – Incoming Students-Incoming Students Documents*):

- Learning Agreement
- Transcript of records (printable only at the end of the exchange period)

You can print these documents at the Incoming Mobility Office:

- Declaration of Stay with courses in English

The Italian Educational System



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

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.

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 http://ec.europa.eu/education/lifelong-learning-policy/ds_en.htm

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

>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 011 55891 / 011 5589442 F 011 5589518

@ 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 having discounts in several places such as museums, cinemas, buses etc.

In order to obtain it, you have to complete your enrollment procedure on-line 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.

>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 enrollment 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 Turin, 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* → *Posta*. 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 enrollment, 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* → *Account* → *Consultazione dati e aggiornamenato indirizzo* within one month from your arrival

AT YOUR ARRIVAL

>Enrollment: 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 enrollment (bring with you your ID/passport and the fiscal code in original);
4. complete the enrollment by yourself and pay the external taxes (if you are required);
5. collect the Smart Card at the Registrar's office (reserve the appointment during the enrollment).

>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 enrollment 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 within the set deadlines for every year of enrollment. 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 enrollment (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 19th to March to 19th (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 on line 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=2019)

**Deadline to complete
the electronic LA:**
FALL SEMESTER
18/09 - 18/10
SPRING SEMESTER
19/02 - 19/03

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 2018/19, 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 contact the Incoming Mobility Office in order to get the "Thesis Evaluation Form" document;
5. you cannot choose:
 - distance learning courses;
 - 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 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 Center) 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> 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 and listed here https://didattica.polito.it/zxd/dati/allegato/17/2017_12_12_ITA_2018_19_ENG.pdf 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 on-line, respecting the deadlines for each graduation session (check the Guide for students, 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 (you do not need to print any receipt, as Politecnico is automatically notified when you complete the questionnaire). You are asked to specify the level of your study which is Laurea;
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 Guide for students of your degree course and pay the shipment fees by doing a bank transfer of €31 (€16 revenue stamp + and €15 shipping costs).

>Double Degree graduation for Master of Science students @PoliTO

The application for admission to the Final Examination must be submitted entirely on-line, respecting the deadlines for each graduation session (check the Guide for students, 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 (you do not need to print any receipt, as Politecnico is automatically notified when you complete the questionnaire). You are asked to specify the level of your study which is Laurea Magistrale (**don't choose: Master**);
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 Guide for students of your degree course and pay the shipment fees by doing a bank transfer of €31 (€16 revenue stamp + and €15 shipping costs).

>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 <http://stagejob.polito.it/> and read the instructions to fill in the *Progetto Formativo* of your study course;
- present your *Progetto Formativo* and hand it in to the Stage&Job Office at least 7 days before the starting date of your internship. Then the Stage&Job Office will send you the Internship booklet (*libretto di tirocinio*) by email where you will have to register your daily attendance;
- you will be assigned a *Tutore Aziendale* by the hosting Company, with whom you will cooperate during the internship. The rules to choose your *Tutore 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 period and fill in the evaluation questionnaire that you find in the section “Stage” of your personal page;
- inform the Stage&Job Office about any change regarding your internship (for example in case of extension or suspension, etc). You will have to fill in the relative form, at least 2 days before the variation: http://stagejob.polito.it/studenti/tirocini_curriculari;
- 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)

In the official website of Politecnico, you can find, usually in April/May, 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 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.

Fill in the customer
satisfaction survey
before your departure

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 011 4430753
Mon/Wed/Thu 9.00 - 12.00 a.m.

POLITECNICO DI TORINO

lost & found office

Portineria / Corso Duca degli Abruzzi, 24
T 011 0906666

Emergency numbers	
PHONE CALL FREE OF CHARGE	
Fire	115
Ambulance	118
Emergency First Aid treatment at home	0115747
Carabinieri / Polizia	112

DEADLINES & HOLIDAYS



2018/2019 Academic Calendar

Engineering and Architecture programs

1st term lectures
start on October 1st 2018
end on January 19th 2019

1st term exam session
start on January 21st 2019
end on March 2nd 2019

2nd term lectures
start on March 4th 2019
end on June 15th 2019

2nd term exam session
June 17th 2019 - July 27th 2019
and September 2nd 2019 -
September 21st 2019

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 22nd 2018
to January 6th 2019

Easter Holidays

From April 19th 2019
to April 26th 2019

LECTURES TIMETABLE

(orario lezioni)

http://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+39 011 090 8649/52/55

Select INCOMING STUDENTS 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, enrollment, 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 Office

T+39 011 090 8695

@ foreign.citizens@polito.it

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

The Foreign Citizens Office 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/presentazione.html>

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 to 12:00 a.m.

➤ https://didattica.polito.it/segreteria_contatta/en/index.html

Stage & Job office

Corso Castelfidardo, 39
10129 Torino Italia

T 011 090 5789

Select CURRICULAR INTERNSHIP through the ticketing service

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

Telephone assistance: Tuesday and Thursday from 2:00 to 4:00 p.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	Enrollment 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	Segreteria studenti	Registrar's office
Reddito familiare	Household income	Specializzazione - corso	Specializing program
Ricevuta del rinnovo di permesso	Residence permit renewal receipt	Stage	Internship
Ricongiungimento familiare	Family reunion	Statino	A document the student must hand in to the professor on the day of the exam
Riduzione tasse	Fees reduction	Tasse d'iscrizione	Tuition fees
Rinnovo del permesso di soggiorno	Residence permit renewal	Tessera studenti	Smart Card
Scadere/ scadenza	Expire/deadline	Test di ammissione	Entrance test
Segreteria didattica	Educational Secretariat: the student can refer to them to get information about courses and administrative procedures	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 ___



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)
- ◇ On-Line enrollment 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 Office 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)