

Welcome Orientation Meeting

Politecnico di Torino
September 25th and 26th 2023



Politecnico
di Torino

Agenda

Welcome speeches:

- Elisa Armando: Deputy Head Student, Education and International Affairs
- Professor Alberto Godio: PoliTO Rector's Advisor for student mobility and Erasmus
- International Mobility Unit
- Teaching & Language Center
- Life Division – Practical information for your stay in PoliTO and Torino
- Q&A session
- ESN Association – Buddy System
- Wrap up and meeting with Students Associations

WELCOME EXCHANGE STUDENTS!

**We are excited
to have you at
PoliTO!**

**Welcome speech and
academic tips
by the Rector's Advisor for student mobility
and Erasmus+**

Professor Alberto GODIO

To be remembered

Mobility for courses/courses and final project: you have to define the Learning Agreement including at least 18 credits/ECTS of courses per semester taught in the PoliTO Degree Course of application. Final project and Italian language course credits are excluded. The remaining credits, in order to reach 20/30 per semester, can be chosen also from the entire course catalogue.

Mobility for final project/PhD research: you are excluded from the 18 credits/ECTS requirement as the workload is directly agreed with your PoliTO supervisor. You don't have to define the PoliTO Learning Agreement.

Mobility for Double Degree: the Learning Agreement must include the courses of your first year of mobility according to the scheme shown in the Double Degree Agreement. All the courses have to belong to the PoliTO Degree Course of application.

Courses

Composed by:

✓ **1 module**

- Modules can be worth 6, 8 or 10 credits and their workload is 25 hours per credit – 10 hours (class) and 15 hours (homework)

✓ **More than 1 module (integrated courses)**

- The modules of an integrated course cannot be separated: they are complementary and offered as a whole.
- you cannot choose to attend only 1 module as the final grade will be registered only after having passed all of them.

It is not possible to ask professors to let you attend courses that are not included in your PoliTO Learning Agreement.

Advice!

If you need a smaller amount of credits, you can choose another course which fits better in your study plan.

Exams

Exam periods (*sessioni*)

There are 3 *sessioni* available:

- ✓ **January/February** (end of the first semester)
- ✓ **June/July** (end of the second semester)
- ✓ **September** (recovery session)

Check the Academic Calendar [here](#)

How to take the exam:

- 1) Register up on your [Portale della Didattica](#) page (don't forget it!)
- 2) Show up on the examination date (follow the instructions given by your professor)
- 3) Have your Smart Card with you, as you'll be requested to prove your identity before taking the exam

Advice!

Since all the exams take place in the same period, you should study every week and organize your workload for the upcoming sessions!

Important

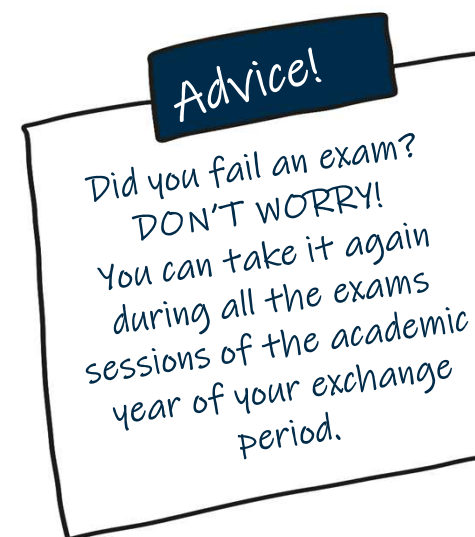
Exams can be **written, oral** or **both**.

Check the online course description or ask your professor.

⊖ **Online exams are not allowed.** ⊖

Exam marks

Range from 18 to 30	
Below 18	failed
From 18 to 23	low (albeit sufficient)
From 24 to 26	average
From 26 to 27	good
From 27 to 28	very good
From 29 to 30	excellent
30 e lode	excellent with honours



Marks registration

The exam marks are registered through an online procedure by professors.

Marks already registered cannot be refused nor modified.

Final Project

Mobility for Final Project

- Evaluated by your PoliTO supervisor through the Final Project Evaluation form (downloadable in your Portale della Didattica page)
- Not shown in the Transcript of Records
- No final discussion at PoliTO

Mobility for Double Degree

- You need to find by yourself a PoliTO final project supervisor
- You need to define with them the topic
- The Double Degree Agreement specifies the final project credits amount and where to defend the thesis
- Final discussion and graduation

Transcript of records

- For each passed course, the ECTS (European Credits Transfer System) and the cumulative percentage will be shown
- Marks below 18 (failed) will not appear
- If an exam grade is P (passed), like the PoliTO Italian language exam, this cannot be converted in a mark from 18 to 30
- The final grade of an integrated course is only one. Single modules cannot be registered.



Welcome speech and practical tips by the International Mobility Unit

Maria Cristina CAMINITI
Head of office

Emilia PARISI, Francesca FERRERO, Carol ADDABBO
Mobility coordinators

How to reach...

The International Mobility Unit:

Campus Help Desk

Corso Castelfidardo 39 (left side down the hall)
every Mondays, Tuesdays and Thursdays from 9 am
to 12:30 pm

Virtual help desk

upon request via Ticket >> INCOMING MOBILITY

Ticketing service

Ticket >> INCOMING MOBILITY

Other PoliTO offices:

Campus Help Desk

when available, more details [here](#)

Ticketing service

Professors:

By E-mail

using your PoliTO e-mail account ([sSTUDENT NUMBER@studenti.polito.it](mailto:sSTUDENT_NUMBER@studenti.polito.it)). Remember to check it frequently!

To do list after your arrival



Declaration of Mobility in Presence: compulsory

- Steps 4 guidelines*
- Declare the arrival date and upload a proof of travel

*in your new PoliTO profile >> Incoming Students >> Get ready for PoliTO

Boarding cards, electronic bus/train ticket to Torino **YES**

Toll and cross border receipts to Torino **YES**

Receipt of payment; Confirmation email; Itinerary description; Credit card balance **NO**



Collect the Smart Card: career status ACTIVE

- Step #4 guidelines*
- Access to laboratories when entitled
- Pay the meal at the university canteen

*in your new PoliTO profile >> Incoming Students >> Get ready for PoliTO

Download PoliTO Declaration of Stay: replaces your Home University Certificate of Arrival



Update your contact info: the address in Torino

- New PoliTO profile >> View your data and change your address >> Personal Details >> Change Address >> Contact info

Learning Agreement drop and add period

Who?

mobility for courses, courses and final project, double degree

mobility for final project or PhD research don't do the L.A.

When?

from September 25th
To October 16th

How?

Same procedure done last June/July;
Learning Agreement already unlocked;
For academic issues contact your
PoliTO Academic Advisor

Why?

Only if you need to modify your L.A.
If you don't have to change it you don't
have to do anything. The courses are
already approved

Check the **Step #3 part 1 and 2** in your New PoliTO profile >> Incoming students >> Get ready for PoliTO or the **tutorial in the videoguides section**

Welcome speech and practical tips by the University Language Centre

The Italian language courses at Politecnico di Torino

The **CLA** (University Language centre) offers language courses.

How can you join an Italian language course?

You are required to register through your **PoliTO profile, Languages Tab, Italian section, Italian language courses**. According to the time period of your mobility, you can register for an Italian course of the

First Semester: procedure open **in October and November**

and/or of the

Second Semester: procedure open **in March and April**

Further information at https://didattica.polito.it/cla/en/courses_italian
<https://didattica.polito.it/cla/en/urgent>

The Italian language courses at Politecnico di Torino

- are taught by teachers of the Società Dante Alighieri (<https://www.dante.global/en>), an organization which spreads the Italian language and culture in Italy and abroad through its Centres all over the world.
- start **(1 or more weeks) after** the beginning of your other courses.
- are usually held **at 19:00–20:30 on three days a week from Monday to Friday and on some Saturday mornings**

Mobility for courses / courses and final project / final project / research during Phd: Italian COURSE/EXAM RULES

When you register for an Italian course (through your PoliTo profile, Languages tab, section Italian - Italian language courses), the **Italian course/exam** will be automatically added to your Learning Agreement.

You can take the university Italian exam in person @Politecnico during the Exam periods, and **ONLY** if you have an Italian course added to your Learning Agreement.

If your mobility project lasts 2 semesters, you **can**:

- attend an Italian course in First Semester
- Attend another Italian course in Second Semester (provided that you have passed the exam in First Semester)

Please Note!

The exam will give you **6 CFU**.

The Italian language exam does not have a final grade: it is on a **pass-or-fail basis**.
You will have only **P (passed)** or **not passed as final grade**.

Mobility for Double Degree: Italian COURSE/EXAM RULES

If you are enrolled in an English-taught degree programme:

You must take and pass the Italian language exam – level 2 (already included in your Learning Agreement). You are not allowed to take a higher level exam. The Italian language exam is a graduation requirement. The 6 credits of the Italian exam do not count towards the number of credits required for graduation at PoliTO.

If you are enrolled in an Italian-taught degree programme or in a blended programme:

If you are interested in learning Italian, you can attend an Italian language course. You do not need to include it in your Learning Agreement and you are not required to pass the final exam.

PLIDA exam at Politecnico

The teachers of the Italian courses are specifically trained to prepare students to take the PLIDA exam, the Italian language certificate developed by the Società Dante Alighieri and recognized by the Italian Ministry of Foreign Affairs and International Cooperation, the Ministry of Labour, and the Ministry of Education, University and Research.

You can take the PLIDA A2 or the PLIDA B1 exam in the sessions organized at Politecnico in cooperation with Società Dante Alighieri.

PLIDA exam at Politecnico

Further information about the PLIDA certificate at:

<https://www.dante.global/en/certifications/plida-certification>

Information about

PLIDA – registration deadlines and PLIDA payment policy:

<https://didattica.polito.it/cla/en/plida>

Registration for PLIDA @Politecnico: through your PoliTo page, Languages Tab, Italian section, PLIDA.

Welcome speech and practical tips by the LIFE Division

Francesca Brazzani
Head of Service

Marina Galati Welcome Domain Expert
Vincenzo D'Alessandro
Francesca Sartorio

CODICE FISCALE

The Fiscal Code (Codice Fiscale) is a code made up of letters and numbers and it is used to identify the citizens living in Italy.

The Fiscal Code is needed for:

- enrolling at PoliTO
- opening a bank account
- receiveing the payment from a scholarship
- signing a rental contract

If you have not obtained it at the Italian Embassy/Consulate of your country you can get it at the local Revenue Agency (Uffici Locali dell' Agenzia delle Entrate)

Copia per il richiedente

agenzia entrate

CERTIFICATO DI ATTRIBUZIONE DEL CODICE FISCALE

CODICE FISCALE
XXXXXXXXXXXXXXXXXX

CODICONE
XXXXXXXXXXXXXXXXXX

COGNOME
XXXXXXXXXXXXXXXXXX

PROV. DI NASCITA
PORTOGALLO

PROV. DI NASCITA
EE

DATA DI NASCITA
12/07/1989

DATA 31 OTTOBRE 2019

IL FUNZIONARIO
XXXXXXXXXX

UT XXXXXXXXXXXX

Per delega del Direttore Provinciale
31 OTTOBRE 2019
Funzionario
XXXXXXXXXX

AVVERTENZE
Questo certificato attesta il codice fiscale e i dati ad esso associati, registrati in Anagrafe Triluteraria.
La stampa del codice fiscale nel formato bar-code (codice a barre) ne consente l'acquisizione ottica, al pari del tesserino di codice fiscale e della Tessera Sanitaria.

AGE.DREFI.REGISTRO UFFICIALE.1657291.31-10-2019-U
Identificativo certificato: 20191657291

CODICE FISCALE

International Students - Fiscal code (polito.it)

Where to apply for Fiscal Code



- at *Politecnico di Torino* every Tuesday and Wednesday
→ *Book your appointment on your PoliTO Profile in the Reservation Tool*
- at *Agenzia delle Entrate*
→ *by booking an appointment at Direzione Provinciale I di TORINO - Direzioni Provinciali e uffici Provinciali territorio - Uffici - Uffici - Agenzia delle Entrate (agenziaentrate.gov.it)*

CODICE FISCALE

DOCUMENTS NEEDED at the appointment with Agenzia delle Entrate

passport/ID card and a photocopy of it
visa (non-EU students) and a photocopy of it
A4/8 form filled in

WHERE CAN YOU FIND THE FORM AND A SAMPLE ON HOW TO FILL IT IN?



[International Students - Fiscal code \(polito.it\)](#)

The official fiscal code must be uploaded in your PoliTO profile. Check how to do it in the Get Ready for PoliTO section!

Immigration procedures

- European Union citizens are not required to apply for the residence permit. For staying longer than 3 months registration at “Ufficio Anagrafe” requested.
- Non-EU citizens have to apply for the residence permit within 8 working days from their arrival in Italy.
- Politecnico Immigration Desk can help you with the application procedures. In these weeks the service is open **every day from Monday to Friday** → *appointment on your PoliTO Profile in the Reservation Tool*

Please

People with dual nationality (Italian or EU/ExtraEU) do not need to apply for the residence permit.

Save the date

29th September at 11:00 AM in classroom 7 (Main Campus):
meeting, explaining residence permit procedures.

Life at Politecnico

Students' Canteen

University canteens are run by EDISU Piemonte. The closest University canteen to PoliTo Main Campus is located in Corso Castelfidardo, 30A. Check the other locations and the opening times [here](#)

You can **benefit of the lowest fare**.

If you don't have access to the lowest fare after that date or if you face any **problem related to that issue**, you can **contact EDISU Piemonte** through its ticketing service, section «Restaurant service»:

<https://clio.edisu-piemonte.it/ticket.aspx>

Life at Politecnico

Accommodation

PoliTO has a new service called «Cercò Alloggio».

Cercò Alloggio offers a service of orientation and support in the research of a rooms/flats to rent thanks to a database of certified apartments.

If you need help finding accommodation, book your appointment on your PoliTO student page.

Additional info [here](#).

Life at Politecnico

Welcome Point

You can find our mentor students and ask information about the procedures to be completed upon your arrival and much more. It is open until the 13th October from 9:00 am to 12:00 pm

Libraries

You can borrow book and magazines from the different libraries.

Study Rooms

Various study rooms are available to have a quiet environment for studying.

LaIB

Students have access to different Basic Informatic Laboratories (LaIB) for their activities.

Life at Politecnico

Student Teams and Projects

Students can join various Student Teams to create a project that allows them to boost cultural and technical skills.

Student Societies

Student societies allow students to share their interests and/or cultures.

Counselling Service

A counselling service, run by psychologists provides advice and support assuring privacy and confidentiality

Post Office and Bank

A post office is available for every postal service and for the acceptance of the Residence permit requests. Unicredit bank offers its services aimed at Politecnico students.

PoliTO Welcome activities

Do you want to get familiar with PoliTO facilities?

**SIGN UP FOR
THE DAILY
CAMPUS TOUR!**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
18	19	20	21	22	23	24
9:00 AM - 12:00 PM RESIDENCE PERMIT APPLICATION @Immigration Desk*						
12:00 PM PoliTO Tour with mentor students*						
	9:00 - 12:00 PM Fiscal Code Desk*		6:30 and 7:00 PM Valentino Castle Tour*	11:00 AM ROOM 12A - Main Campus - Info session on residence permit procedures*		
	2:30 and 4:30 PM Egyptian Museum Free Tour*	3:00, 4:00 and 5:00 PM MAO - Museum of Oriental Art Free Tour*	8:00 PM Sandretto Foundation Contemporary Art Free Tour*	6:00 PM Monte del Cappuccini with OBU Society		
		4:30 PM Park Hangout with OBU Society				
25	26	27	28	29	30	
9:00 AM - 12:00 PM RESIDENCE PERMIT APPLICATION @Immigration Desk*						
12:00 PM PoliTO Tour with mentor students*						
4:00 PM IKEA trip with OBU Society	9:00 - 12:00 PM Fiscal Code Desk*		6:00 and 6:30 PM Valentino Castle Tour*	11:00 AM ROOM 7 Main Campus - Info session on residence permit procedures*	4:30 PM Tour of city center and aperitif with S7/PoliTO Society*	
		2:00 PM ROOM 7 Main Campus - Sustainability @PoliTO*	8:00 PM Walking tour of Turin with OBU Society	2:00 PM ROOM 7 Main Campus - Sustainability @PoliTO*		
OCTOBER 2023						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
2	3	4	5	6	7	8
9:00 AM - 12:00 PM RESIDENCE PERMIT APPLICATION @Immigration Desk*						
	9:00 - 12:00 PM Fiscal Code Desk*					
		12:00 PM PoliTO Tour with mentor students*				
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>Sustainability@PoliTO How is PoliTO contributing to the most urgent challenges of our time? Presentation from the PoliTO Green Team and the Student Sustainability Hub</p> <p>GSU activities reservation Park Hangout book HERE Monte del Cappuccini book HERE IKEA trip book HERE Walking tour of Torino book HERE</p> </div> <div style="width: 20%; background-color: #ffff00; padding: 5px;"> <p>WELCOME POINT OPENING DAYS from 01/09 to 15/10 MON to FRI from 9:00 AM TO 12 PM</p> </div> <div style="width: 20%; background-color: #e0e0e0; padding: 5px;"> <p>CITY SIGHTSEEING BUS from 04/09 to 31/10 Monday to Friday from 10:00 am to 8:00pm SPECIAL PRICE € 8 (student card required) - Piazza Castello Terminal</p> </div> <div style="width: 20%; background-color: #e0ffe0; padding: 5px;"> <p>CERCO ALLOGGIO ACCOMMODATION DESK* OPENING DAYS from 01/09 to 30/10 MON - TUE - WED - FRI from 2:30 PM to 5:30 PM</p> </div> </div>						
9	10	11	12	13	14	15
9:00 AM - 12:00 PM RESIDENCE PERMIT APPLICATION @Immigration Desk*						
	2:30 and 4:30 PM Egyptian Museum Free Tour*	12:00 PM PoliTO Tour with mentor students*				

**Reserve your activity on your PoliTO profile*



Are you interested to know the opportunities for students to enjoy campus life in a sustainable way?

**SIGN UP FOR THE
Sustainability@
PoliTO event**

**JOIN AND HAVE
FUN WITH THE
OTHER
ACTIVITIES!**

How to reach...

Immigration Desk

Campus Help Desk

Corso Castelfidardo 39 (Right side down the hall) on Tuesdays and Thursdays from 9:00 AM to 12:00 PM, on appointment only.

(September and October open from Monday to Friday)

Info

E-mail >> immigration.desk@polito.it

Desk Agenzia delle Entrate at PoliTo:

Campus Help Desk

Corso Castelfidardo 39 (Right side down the hall) on Tuesdays and Wednesdays from 9:00 AM to 12:00 PM, on appointment only.

Reservations

registration in the section "My Academic Progress" on your PoliTO Profile in the Reservation Tool

Who can I contact...

For information regarding
the **Italian language
course?**

Language Center (CLA):

Ticketing service >>
Foreign Language
Learning

For information regarding
the **Smart Card?**

Registrar's Office:

Ticketing service >>
Academic progress, rules
and other information

For information regarding
**your mobility and related
documents?**

**International Mobility
Unit:**

Ticketing service >>
Incoming Mobility

For information regarding
exams and grades?

Registrar's Office:

Ticketing service >>
Academic progress, rules
and other information

For information regarding
**courses in your Learning
Agreement?**

**Your PoliTO Academic
Advisor**

For information regarding
Immigration: E-Mail >>
immigration.desk@polito.it

**PoliTO Welcome
activities:**

E-Mail >>
welcome.events@polito.it
Edisu: >> [Ticketing service](#)

**Any
questions?**

Thank you!



Politecnico
di Torino