

PRACTICAL GUIDE

Version: October 2023

ROLE

URBAN AND
REGIONAL
PLANNING &
DIGITAL SKILLS
MASTER'S
STUDENTS



Politecnico
di Torino



UNIVERSITÀ
DI TORINO



Dipartimento Interateneo di Scienze, Progetto e Politiche del Territorio



Politecnico
di Torino

School of
Planning
and Design

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ABOUT THIS GUIDE

*THIS GUIDE WAS CREATED BY
FELLOW STUDENTS WITH
THE AIM OF GATHERING
PRACTICAL INFORMATION
THAT CAN ASSIST INCOMING
MASTER'S DEGREE STUDENTS
IN URBAN AND REGIONAL
PLANNING AND DIGITAL SKILLS
DURING THEIR TIME AT THE
POLITECNICO DI TORINO [POLITO].*

HOW TO READ THE GUIDE

SIGNS AND SYMBOLS FOR INTERACTIVE READING:

CLICK FOR MORE INFO



CLICK FOR DIRECT LINK



FOLLOW FOR MORE INFO

@instagram #hashtag



**IMPORTANT TO
REMEMBER**

*Pathway to follow in
the Portale della Didattica
Portale della Didattica ->
-> My academic progress*

ADVICE BOX

from fellow students/alumnies

UNIVERSITY LOCATIONS

in the city of **TORINO**

Castello del Valentino



Viale Pier Andrea Mattioli, 39
10125 Torino (TO)

Via Morgari



Via Oddino Morgari, 36/B
10125 Torino (TO)

Corso Duca degli Abruzzi



Corso Duca degli Abruzzi, 24
10129 Torino (TO)

*DIST department classes are mainly in these 2 campuses,
but always check the correct classrooms before each semester*

Cittadella Politecnica



Corso Castelfidardo, 39
10129 Torino (TO)
Via Pier Carlo Boggio, 77/A
10138 Torino (TO)

Lingotto



Via Nizza, 230
10126 Torino (TO)

Mirafiori



Corso Luigi Settembrini, 778
10135 Torino (TO)

CLICK FORDIRECTIONS

CLICK FORDIRECTIONS

AND HOW TO FIND YOUR CLASSROOM

via Portale della Didattica



*My academic progress (Main page)
-> Personal Study Plan | AW.Y. 2023/24
-> Course weekly timetables*

*Course classroom will be shown
under the course name*

via POLITO APP



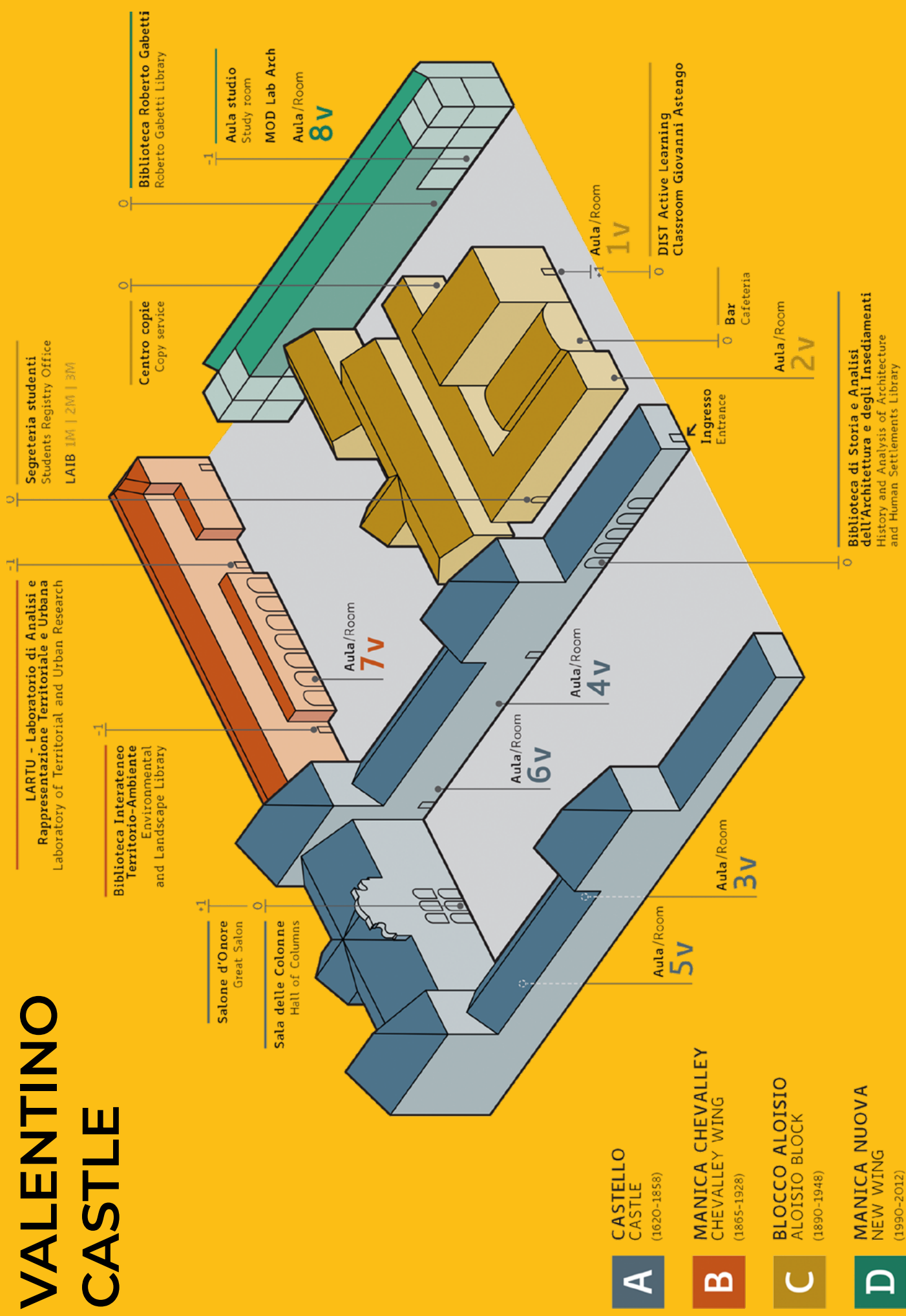
POLITO APP

via POLITO website



CLASSROOM SEARCH BAR

VALENTINO CASTLE



FIRST STEPS

ORIENTATION DAYS & WELCOME WEEKS

MAKE SURE TO PARTICIPATE

WELCOME DAYS

ORIENTATION DAYS

ENROLLMENT PROCEDURE

GET TO KNOW THE UNIVERSITY PORTAL
(PORTALE DELLA DIDATTICA)

University portal is your main tool for managing your study courses, enrollment procedure, contacting ticketing service and much more!

Annual Personal Study Plan [APSP]

- ! **DEADLINE** to fill out APSP - September 24
- ! **MIN** amount of credits to graduate - 120
- ! **MAX** possible credits - 132
- **MAX** credits per Academic year - 80

CREDITS SYSTEM

FULL INSTRUCTIONS

MANDATORY COURSES

FREE CREDIT CHOICE

CLICK FOR MORE INFO

DOWNLOAD POLITO APP

AND IT WILL MAKE YOUR LIFE EASIER

POLITO APP

SMART CARD

YOU NEED IT FOR:

1. Identification of you as a POLITO student
(many places will want you to add as well a self-certificate of enrollment, which you can download for free from [Portale Della Didattica](#) -> [Online Services](#) -> [Certificates](#))
2. Rechargeable payment card for payments in university canteens (within EDISU, see p. 11)
3. Transportation Card (you can upload GTT transportation card into it, see p. 11)

TO PICK-UP YOUR SMART CARD:

1. Reserve the pick up via
[Portale Della Didattica](#) -> [My academic progress](#) -> [My bookings](#) -> [Reservation Tool](#) -> [Registrar's Office services](#) -> [Collection and duplicate of SMART CARD](#)
2. Pick it up according to your reserved time-slot at General Secretary in CITTADILLA POLITECNICA CAMPUS (see p. 02)

GETTING THROUGH

your first semester

COURSES & STUDY MATERIALS

Being pro-active is a key to get the most out of your experience!

■ COURSES:

Courses will be given in person, therefore consider being present as much as you can not to miss important information and not to fall behind with your studies. Some courses provide non-attending option for those students who need it. However, we recommend to talk to your professors.

■ MATERIALS:

Each course you are registered in is backed up with learning materials which can be found on each course page in the Portale della Didattica.

EXAMINATION SESSIONS

Engage Actively in Classes: Attend lectures, participate in discussions, and ask questions. Active engagement helps you better understand the courses and shows your professors that you're committed to learning.

THERE ARE 3 EXAMINATION SESSIONS PER ACADEMIC YEAR THAT YOU CAN REGISTER FOR AND TAKE EXAMS IN:

■ JANUARY/FEBRUARY

There are two exam spots for each subject of the 1st (Autumn) semester and 1 spot for subjects of the 2nd (Spring) semester.

■ JUNE/JULY

There are two exam spots for each subject of the 2nd (Spring) semester and 1 spot for subjects of the 1st (Autumn) semester.

■ SEPTEMBER

There is one spot for each subject you attended but not yet passed in previous academic years.

COURSE
CALENDAR

WHERE TO FIND ANSWERS TO YOUR QUESTIONS

STUDENTS' GUIDEBOOK

Study it well and you'll find 99% of the answers to your questions

TICKETING SERVICE

FOR ALL KIND OF QUESTIONS and problems refer to Ticketing service

PROFESSORS AND UNIVERSITY STAFF

Refer to them if you have issues and question related to the specific course or offices and use university e-mail as a method of communication

URP COURSE
STUDENTS' GUIDEBOOK

*Portale della Didattica ->
-> Ticket service*

check professors e-mail on their profile pages on the website

DIGITAL SKILLS COURSE
STUDENTS' GUIDEBOOK

Frequently, the best answers you'll get are from your own companions. Share, socialize, help each other!

RESOURCES FOR YOU

within the university

Polito provides plenty of resources for your success in the academic work
Use them well and share knowledge!

When you share knowledge, it, like love, has the potential to multiply!

LIBRARIES



- **MAIN LIBRARIES:**
CENTRAL LIBRARY OF ENGINEERING
mon-fri: 8:30 - 18:00
CENTRAL LIBRARY OF ARCHITECTURE
"ROBERTO GABETTI"
mon-fri: 8:30 - 20:00 sat: 8:30 - 14:00
- **ONLINE CATALOGUE**
PICO service to search for printed and
online books



@bibliotechepolito
#BiblioPolito

STUDY ROOMS & LABORATORIES



- **STUDY ROOMS:**
Always check the availability and working
hours on the Polito website or the app
- **LABORATORIES**
Remember to book your spot via the app
You can also print study materials in labs
by using credits assigned by professors

Check out the Interuniversity Library of Environment and Territory (TER). You'll find many resources on urban planning that may be helpful to you

OPEN ACCESS TO INTERNET RESOURCES



By using your university e-mail/
credentials and/or university wi-fi network
you can get free access to many resources
online, including from publishers'
platforms such as 'Elsevier' and similar
ones that are useful for your research

SOFTWARE & DIGITAL SERVICES



Polito provides for its students
many digital services, including
different software free of charge
for study purpose only

UNIVERSITY LIFE

what you can do

WORKSHOPS

Curricular or extracurricular, they are a great opportunity to explore new themes and subjects outside the standard curriculum. Check your university e-mail, @planning.polito Instagram for the extracurricular ones and explore the options on The Portale Della Didattica for the curricular ones.

CHALLENGE@POLITO

Challenges (worth 8 ECTS credits) are an additional chance to work on special projects, develop new skills and broaden your professional horizons. They are often led by firms or students themselves.

GUEST LECTURES AND COMPETITIONS

Throughout the year there are many open lectures from guest professors and companies organized in our university that you can attend to get a glimpse of the professional world. Do not miss as well the opportunity to take part in national and international competitions announced via our university website.

STUDENT TEAMS

Students Teams are based on common interests and ideas. There is a broad list of them ranging from sport teams to robotics and public speaking.

[Check them out here](#)

Make sure to leave some space in your Annual Personal Study Plan for future **workshops** and **Challenge@Polito**

STAY CONNECTED



@planning.polito

Most updated news and events for bachelor's and masters' degree students of urban & regional planning



@politecnico torino

News and events at university level



@bibliotechepolito
#BiblioPolito

Useful library updates and information



@dist.polito.unito

News and events of the DIST department



@studenti.polito

Useful information for students (in ITA)



@eco_poli



@politosust

Sustainability and green events of the university

PEOPLE YOU SHOULD KNOW

PROFESSORS



CLAUDIA CASSATELLA

Chairperson of the School of Planning and Design



MARCO SANTANGELO

Vice-Chairperson of the School of Planning and Design & Chairperson of the Interuniversity PhD programme in Urban and Regional Development



ANGIOLETTA VOGHERA

Academic Advisor for the Master's Degree programme in Urban and Regional Planning



FABRIZIO DI MASCIO

Academic Advisor for the Master's Degree programme in Digital Skills For Sustainable Societal Transitions

STUDENTS



ENRICA RUSSO

Master Students' Representative

Acts as a bridge between you and educational institutions, advocating for your interests, addressing concerns, and facilitating communication. You can always contact her for addressing the general issues with the course and suggest improvements on it

BEING A STUDENT OF POLITO

IS A BIG RESPONSIBILITY AND A PRIVILEGE!

Remember: your actions define who you are

THE CODE OF
ETHICAL CONDUCT

STUDENT CONDUCT
GUIDELINES

STUDENT
REGULATIONS

CLICK TO OPEN

As a student of Politecnico di Torino you are an integral part of the university community and you represent it, so act respectfully and know your rights and responsibilities!

YOUR WELL-BEING & SUPPORT

knowing where to go for help is a key to success

Find joy in the process rather than focusing solely on the end goal

MENTAL HEALTH

is about how we feel, think, and cope with the ups and downs of life. It's about being happy, feeling good about ourselves, and being able to handle stress and challenges. Just like we take care of our physical health, it's important to take care of our mental health to live a happy and fulfilling life

Eat well, exercise regularly, get enough sleep, and manage stress effectively. A healthy body and mind are crucial for your academic goal.

UNIVERSITY IS HERE TO HELP YOU

Seek Support: If you're facing personal or emotional challenges, don't be afraid to seek help from university counseling services such as:

UNIVERSITY PSYCHOLOGIST

'BUDDY' PROGRAMME

CONFIDENTIAL COUNSELOR

STUDENT OMBUDSMAN

CLICK FOR INFO

YOU CAN DO IT!

- 1. Stay Organized:**
Use planners, calendars, or digital tools to keep track of assignments, due dates, and important dates. Being organized will help you manage your time effectively.
- 2. Manage Your Time:**
Develop good time management skills. Create a study schedule, prioritize tasks, and avoid procrastination. Balance your work with other aspects of your life.
- 3. Set Realistic Goals:**
Have clear academic and personal goals. Break them down into smaller, achievable steps. Setting goals can help you stay motivated and focused.
- 4. Adapt and Be Flexible:**
University life can be unpredictable. Learn to adapt to changes, setbacks, and new opportunities as they arise.
- 5. Networking:**
Build relationships with professors, classmates, and professionals in your field of study. Networking can open doors to opportunities like internships, research projects, and job prospects.
- 6. Seek Help When Needed:**
Don't hesitate to reach out to professors, teaching assistants, or academic advisors if you're struggling with a course or need clarification.

TORINO

the city for students

EDISU scholarship

Scholarship opportunity from the Piedmont Region

TRANSPORT & BIKES

GTT TRANSPORTATION CARD

It can be uploaded to your SMART CARD and be refunded by the university.

BIKE SHARING

Bike sharing pass can be purchased and refunded by the university.

CANTEENS

STUDY ROOMS

- Large number of canteens are offered by EDISU service for everybody.

- There are free study rooms available for you across the city.

SPORT

CULTURE

THE UNIVERSITY SPORT CENTER OF TURIN (CUS TORINO)

Includes many sport activities you can register for. CUS TORINO Card and Medical Certificate are required.

ABBONAMENTO MUSEI

Apply for the Museum Card (Abbonamento Musei) through the Portale della Didattica before the published deadline.

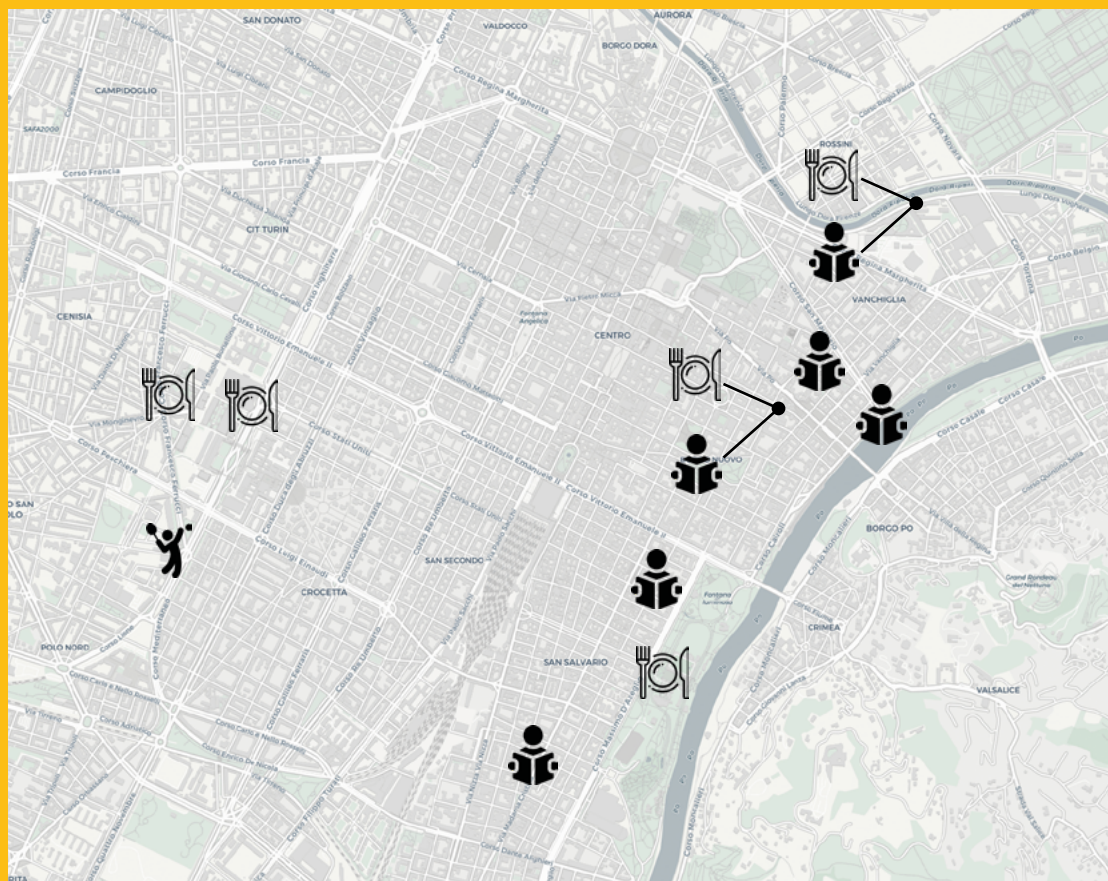
ITALIAN LANGUAGE

POLITO COMPULSORY COURSE

By Italian law every foreign student should know the Italian language till certain level in order to get the degree from an Italian university, therefore our university organizes compulsory courses to pass for the foreign students.

EXTERNAL COURSES

CHECK OUT Società Dante Alighieri center and courses provided by city districts on their websites.



CLICKABLE
ICONS ON
THE MAP



EDISU
STUDY ROOMS



EDISU
CANTEENS



THE
UNIVERSITY
SPORT CENTER
OF TURIN
(CUS TORINO)



**Politecnico
di Torino**
School of
Planning
and Design

MADE $\frac{\text{FOR}}{\text{BY}}$ STUDENTS