

WELCOME!

SURVIVAL GUIDE

INTERNATIONAL STUDENTS 2016/2017



**POLITECNICO
DI TORINO**

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HOUSING

> Sportello Casa Service

Since Politecnico does not dispose of on-campus accommodation facilities, the Foreign Citizens Office has taken out an agreement with the *Sportello Casa* service.

Sportello Casa is a free service that provides students with information and support for the search of an accommodation in Torino for long terms. *Sportello Casa* is a point of reference both for those who are seeking a housing solution and for those who are offering it.

Offers can be found on the web www.torino.sportellocasapiemonte.it or at the head office:

Sportello Casa

Via Verdi 26/a

From June to October: from Monday to Friday from 9.00 a.m. to 1.00 p.m. and from 2.00 p.m. to 5.00 p.m.)

From November to May: from Monday to Friday from 9.00 a.m. to 1.00 p.m.

T 011 8138328 F 011 8391463

@ torino@sportellocasapiemonte.it

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.

>Hostels and Residences

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/

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

IMMIGRATION PROCEDURES

>Codice Fiscale ("Fiscal Code")

The *codice fiscale* ("fiscal code") is the first thing you have to apply for, after arrival. The *codice fiscale* 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 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. Usually in September the Tax Office service is available in the International Affairs Area.

The rest of the year, in order to obtain your Italian "fiscal code" you will have to go to one of the local VAT/Tax Offices (*Uffici Locali dell'Agenzia delle Entrate*), bringing along your passport or identity card. You also have to provide a copy of your passport data page and of the visa page or - if you are European - 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.

VAT 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.

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.

>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

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.

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

Other *Anagrafe* Offices in Torino:
www.comune.torino.it/guide/anagrafe/

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

Non-EU citizens spending more than 3 months 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
- 2 photocopies 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*

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' on page 15



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 € 110,46 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.questure.poliziadistato.it/stranieri 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 were enclosed in the application envelope, including any document that could be missing from your application.

If you are spending more than 1 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 (level A2)*;
- acquiring a sufficient knowledge of civic culture;
- guaranteeing the fulfilment of compulsory education for minors.

[while] the State undertakes to support the integration process of foreign nationals."

Within 90 days from the signing of this Agreement, you have to participate in a training session on civic education and life in Italy.

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

A list of the schools holding language and civic education courses is available at the Foreign Citizens Office (desks no. 1 and 2). Failure to attend the session on civic education and life in Italy will result in a reduction of fifteen out of the sixteen credits awarded upon signing the agreement.

The integration agreement "credits" do not have to be confused with the exam credits as they have nothing to do with your study career, but rather only with your residence permit.

*the Italian language exam taken at Politecnico is recognised to this purpose - provided that its level is at least an A2.

www.libertaciviliimmigrazione.interno.it/dipim/site/it/documentazione/documenti/politiche_immigrazione_asilo/Accordo_integrazione_e_brochure_tradotti_in_varie_lingue.html)



Participation in the training session on civic education is compulsory. It is also 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 those students who missed the fingerprinting.

It is strongly recommended to check the status of your 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
Via d'Ovidio 8 Politecnico	MONDAY - FRIDAY 8.20 – 1.35 p.m. SATURDAY 8.20 – 12.35 p.m.

Via Alfieri 10 Piazza San Carlo (Centre of Torino)	MONDAY - FRIDAY 8.20 a.m. – 7.05 p.m. SATURDAY 8.20 a.m – 12.35 p.m.
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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
CGIL - INCA	Via Pedrotti, 5 - Torino T 011 2442399 Monday, Tuesday, Thursday and Friday 2.30 p.m. – 6.00 p.m. Wednesday: closed Telephone booking required.
ACLI - Centro per Immigrati Torino Social Point Spazio in Movimento	Via dei Quartieri, 6/L T 011 7650499 Monday 9.00 a.m. – 12.00 p.m. 2.00 p.m. – 4.00 p.m. Tuesday, Wednesday and Thursday 9.00 a.m. – 12.00 p.m. Friday: telephone booking required. Chinese and Albanian mediators.
ACLI - SPORTELLO IMMIGRAZIONE	Corso Palermo, 116/a T 011 2474356 Tuesday, Thursday and Friday 9.00 a.m. – 12.00 p.m.
INAC - CIA	Via San Francesco da Paola, 22 T 011 5628892 Tuesday 9.00 a.m. – 1.00 p.m. 2.00 p.m. – 5.00 p.m. Wednesday 2.00 a.m. – 5.00 Friday 9.00 a.m. – 1.00 p.m.

CIA INAC Via Onorato Vigliani, 123
T 011 6164201
Telephone booking preferred
From Monday to Friday
9.00 a.m. - 1.00 p.m.
2.00 p.m. - 5.00 p.m.

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 inner courtyard
T 011 655454
From Monday to Friday
9.30 a.m. – 1.30 p.m.
Wednesday also
1.30 p.m. – 5.30 p.m.
Afternoon: telephone booking required

SIAM MCL Via Pietro Micca, 21
Piazza Solferino, 9
T 011 543483
Telephone booking required

CITTÀ DI TORINO – SERVIZIO STRANIERI E NOMADI Via Bologna 51
T 011 01120095
011 01120088
Monday, Wednesday, Thursday, Friday
9.00 a.m. -12.30 p.m.
Tuesday 2.00 p.m. - 5.00 p.m.

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.

>Residence Permit Sample Payment Forms

Generali Italia Insurance Paying-in Slip (12 Months: € 98,00)

Residence Permit Fee Paying-in Slip (Study Residence Permit: € 110,46)

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

National Health Service Payment Form (modello F24)

HEALTH

>Hospitals

There are many hospitals in Torino that are open 24 hours a day, with Emergency Rooms providing assistance in urgent cases. You may have to pay a fee ("ticket") for the tests that are less urgent (starting from € 25 for a code white). If you are moved from an Emergency Room to a public hospital, you will not have to pay for the hospitalisation expenses.

Public hospital Emergency Rooms (*Pronto Soccorso*) in Torino:

Hospital	Address
<u>MOLINETTE</u> (San Giovanni Battista)	Corso Bramante, 88/90
<u>MAURIZIANO</u>	Largo Turati, 62
<u>SAN GIOVANNI BOSCO</u>	Piazza del Donatore di Sangue, 3
<u>MARTINI</u>	Via Tofane, 71
<u>SANT'ANNA</u> (Gynaecology)	Corso Spezia, 60
<u>CTO</u> (Traumatology)	Via Zuretti, 29
<u>OSPEDALE OFTALMICO</u> (Ophthalmology)	Via Juvarra, 19
<u>AMEDEO DI SAVOIA</u> (Infectious diseases)	Corso Svizzera, 164

>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

Please notice that the duration of the residence permit will be connected to the duration of the insurance);

minimum ceiling: € 30.000 (expressed or converted in Euro)

The whole document has to be endorsed and stamped by the Italian Embassy or Consulate in your country.

Otherwise you can take out a *Generali Italia* Insurance policy, making the payment at any post office on the company account by means of a paying-in slip (c/c no. 71270003 to "*Generali Italia SPA*" - see the sample on page 13). At present, the price is € 49 (*quarantove Euro*) for a six-month coverage and € 98 (*novantotto Euro*) for a twelve-month coverage. This insurance only covers urgent medical assistance (surgery and accidents) in the Emergency Room (*Pronto Soccorso*) of any hospital.

After buying it, you are strongly advised to request a copy of the *Generali Italia* health insurance contract.

You can obtain further information about this at the Foreign Citizens Office.

It is also possible to enrol in the Italian National Health Service (*Servizio Sanitario Nazionale / S.S.N.*). The price for a health card for students (*tessera sanitaria*) is € 149,77 per calendar year - that is, it will be valid until December the 31st of the year you bought it. In order to subscribe, first you have to pay € 149,77 at any post office or bank by filling in the "F24" payment form (**modello F24** - see the sample on page 14).

After submitting your residence permit application, you have to go to the ASL office in the district where you live (ASL are the local administrative and operative facilities of the National Health Service) and subscribe.

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 public coverage provides full health assistance - including the possibility to choose a 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.

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.

Lastly, if you have a document proving your right to health assistance on the basis of treaties and bilateral agreements signed by 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 apply 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.

Countries: Argentina, Australia, Brazil, Capo Verde, Vatican State and Holy See, former Yugoslavia (Macedonia, Serbia, Montenegro, Bosnia-Herzegovina).

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.

http://www.salute.gov.it/portale/temi/p2_6.jsp?lingua=italiano&id=594&area=Assistenza%20sanitaria&menu=paesi

>>EU Citizens Spending more than 3 Months in Italy

If you are from a European Union member country and you hold the *TEAM* card or the *E106* Form (statement for the original European Health Card issued by your home country), 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 family doctor affiliated with the National Health Service, both for ordinary health problems and/or to ask 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 of your home country.

You can obtain more information at the ASL office in the area where you live.

The list of doctors is available at any ASL or at any Chemist's.

>>EU Citizens Residing in 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.

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.

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

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

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

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

ASL TO 2

Via Pacchiotti, 4
from Monday to Friday / 8.00 a.m. - 2.30 p.m.

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.

Lungo Dora Savona 24
from Monday to Friday / 8.00 a.m. - 2.30 p.m.

Corso Toscana, 108
Mon/Tue/Thu 8.00 a.m. - 2.30 p.m.
Wed/Fri 8.00 a.m. - 3.30 p.m.

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

>>PHONE CARDS

In order to use public telephones, you need a telephone card (or coins for coin-operated telephones). Telephone cards are available inside the Politecnico di Torino Engineering school at the “Polincontri” box office or they can be bought at any newsagents’ or *Tabaccheria* shop (where stamps, bus tickets and postcards are sold).

>>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: Auchan Mobile, Carrefour UnoMobile, CoopVoce, ERG Mobile, Fastweb, MTV Mobile, Noverca, Poste Mobile, 3, Tim, Tiscali-mobile, 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.

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

>Food

Any kind of food can be purchased at supermarkets. Please find here a list of the supermarkets available in Torino: www.paginegialle.it/ricerca/supermercati/Torino

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 “**Balón**” (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 *Balón*, 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.

>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, please go to your Italian ASL doctor or ask directly the *CUS* secretariat in via Braccini no.1. A non-competitive health certificate for Erasmus+ and foreign students costs € 28.

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
(take bus 14 from Corso Re Umberto o number 34 from via Nizza).

➔ 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.).

Discount fee for CUS card holders: € 15.

>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 tailor-made information for everyone):

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

www.piemonteoutdoor.it/web/en/
Torino and Piemonte Museum card: www.abbonamentomusei.it/pages/Abbonamento_Musei (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: policoro.polincontri@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/infogio/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 (in Italian)

TRAVELLING

>Public Transport

GTT is the local transport company (<http://www.gtt.to.it/cms/en/>).

You can buy single, weekly, monthly, yearly bus tickets.

Single ticket: the ordinary urban ticket costs € 1,50. It is valid for 90 minutes from the first validation on urban lines and on city lines of the GTT suburban lines. It is also valid for a metro trip within the 90-minute validity. The ticket is non-transferable and can only be validated once (in a 90-minute stretch).

Weekly ticket: the weekly ticket (*settimanale urbano*) costs € 12 and it is valid from Monday to Sunday. It must be validated the first time you get on the bus. Since it is a personal ticket it is necessary to have an ID card or your passport with you.

Student monthly and yearly bus tickets can be purchased by students up to 25 years of age.

Monthly ticket for students: it is called "Abbonamento Mensile Studenti" and it costs € 21 (for the Torino urban area). You can buy it at any *Tabaccheria* shop or GTT office. This ticket is valid for one month and you have to validate it only once: either 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 in the city of Torino. Please remember to always bring along the following documents too:

- self-declaration (autocertificazione) attesting your enrolment at Politecnico, which can be printed in any computer room (LAIB)
- your Politecnico student card

Yearly ticket: it is called *abbonamento annuale studenti*. The 10-month student bus ticket costs € 175; the 12-month student bus ticket costs € 200.

You can buy and upload the yearly ticket on your student smart card starting from the 29th of August at the GTT office located in corso Francia, 6 (Torino).

The yearly ticket can be charged on the student card. The weekly, monthly and yearly ticket can also be charged on a Pyou Card or a Bip Card.

Pyou Card: you can collect it if you are under 29 years old. The Pyou Card is an electronic card for youngsters where you can charge the weekly or monthly bus ticket and that also allows you to get discounts for participating in cultural events around Torino and in Piemonte. The Pyou Card can be collected by showing your ID and the "fiscal code" at the *Informagiovani* office, which is located in via Garibaldi 25. Opening times:

Monday, Wednesday, Thursday, Friday from 1.00 to .00 p.m.
Tuesday from 10.00 a.m. to 3.00 p.m.
Further information available on www.pyocard.it

Bip Card: if you are over 29 or if you don't want to collect the Pyou Card, in order to charge the weekly, monthly or yearly bus ticket you must have the GTT Bip Card. It is an electronic card that can be collected at any GTT office (the Torino public transport company). More information is available on: <http://bip.piemonte.it/> (in Italian).

The cost of the Bip Card is € 5; for collecting the card it is necessary to have the ID and a photo (passport size).

If you are over 26 you have various options to choose from for purchasing a bus ticket. For detailed information on the fares please visit the GTT website: <http://www.gtt.to.it/cms/en/fares>

At the following link you can buy the Bip Card online: you have to choose the card type and you have to register in order to buy it (payment by credit card): <https://ecommerce.gtt.to.it/page1?so=opu2w&link=oln49w.redirect&nav=page1.0> (in Italian).

The new version of the “GTT Mobile” App for smartphones and tablets is available in English, French and Spanish, free of charge.

The new app provides real-time information through an interactive map on bus stops, bus and tram departure times as well as a route planner.

For further information you can contact the GTT Company or go directly to their offices: www.gtt.to.it/cms/dialoga#centri (in Italian).

>Bike Sharing

The Torino bike sharing service is available 24 hours a day. You can pick up and return a city bike at any of the 116 stations located around Torino where you can find availability.

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 cost: € 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). 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/frmAbbonati.aspx

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

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

>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

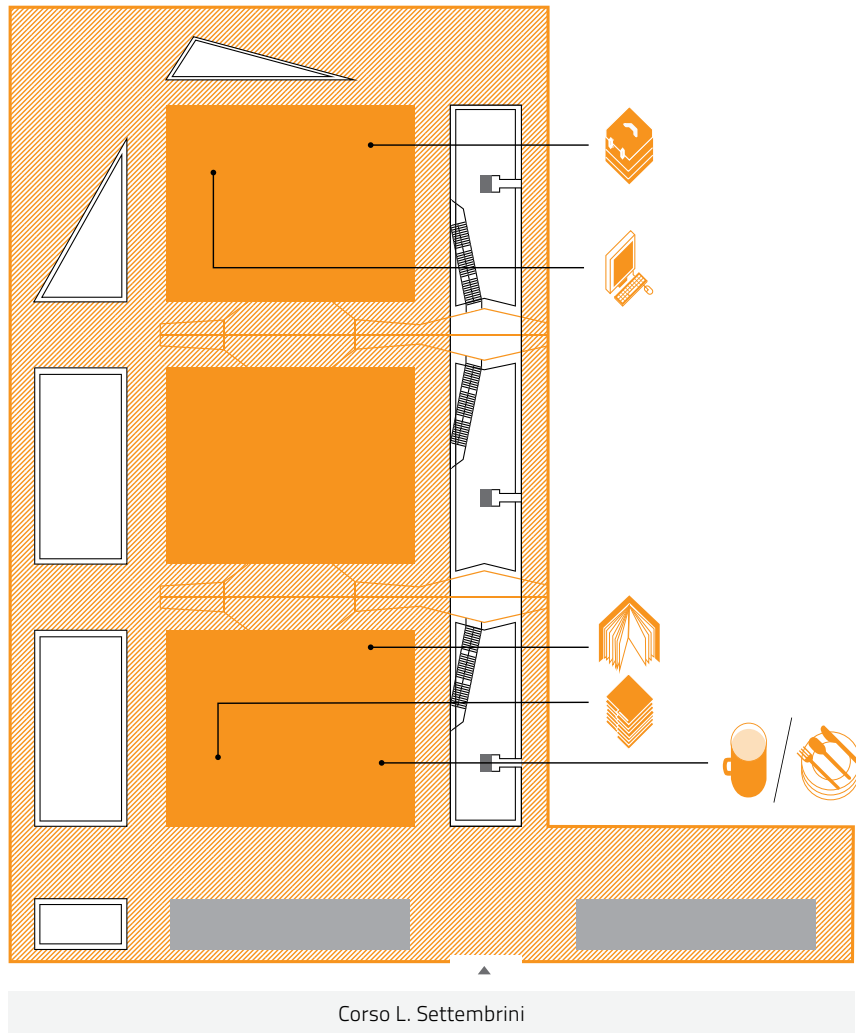
www.prontotaxi5737.it

Radio Taxi / T 011 5730 / 011 3399

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



MAPS



LEGEND

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

@POLITO

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 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*, *Galliani*, *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: www.edisu.piemonte.it/en/servizi/ristorazione/university-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: www.edisu.piemonte.it/en/servizi/food-services/university-canteens. These are the student canteens in Torino:

Address

Via B. Galliani, 30 – the closest one to Castello del Valentino Campus

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 Katia** 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 Alpozzi** – 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. Wi-Fi coverage: <http://wifi.polito.it/mappe/>

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)
- **CLUS** (Architecture)
- **CUSL** (Engineering)

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).

>>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
Monday to Friday from 8.30 a.m. to 7.00 p.m.

Inside the Valentino Castle
Monday to Friday from 8.30 a.m. to 7.00 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 International Library

Via Sant’Ottavio, 8
↗ <http://www.edisu.piemonte.it/en/services/study-halls-and-other-services/international-library/international-library>

EDISU Loan Service (University Books)

Via Michelangelo Buonarroti, 17 bis
↗ <http://www.edisu.piemonte.it/en/servizi/study-halls-and-other-services/textbooks-loan-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 Katia)
in the main building

Monday to Friday from 8.00 a.m. to 6.00 p.m.
T 011 0907943
@ infermeria@polito.it

Please find at this link some information on the facilities within our campuses: http://international.polito.it/practical-information/campus_facilitie

>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 Katia). 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 0907926 or visit the home page: www.polincontri.polito.it/

Study rooms in Torino

Murazzi student zone <http://www.murazzistudentzone.it/>

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

Politecnico study rooms https://didattica.polito.it/sale_studio_en.html

>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 <http://www.aect-cameroun.it> 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 <http://isf.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

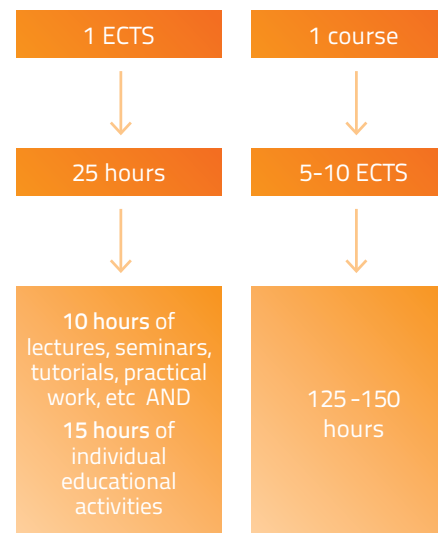
EDUCATION

>Credit system

The university reform has introduced a system of university credits (Crediti Formativi Universitari) for the first time in Italy. The principal objective has been to make studies more oriented towards the students, reducing the gap between the official and real length of courses as well as lowering the drop-out rate. 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 1500 hours. Universities may opt for an increase or decrease in this total workload of a maximum 20% (1200-1800 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.
- The total or partial recognition of credits obtained by students wishing to continue their studies in a different degree programme or different institution is at the discretion of the educational authority, in accordance with the criteria and procedures of the university teaching regulations. The teaching regulations of each university can provide for regular reassessment of credit allocation and indicate the minimum number of credits that must be achieved within a fixed period of time (in the case of full or part-time studies).
- The reform establishes the number of credits for each degree.
- The reform does not set credits for research doctorate studies since they are essentially based on individual research activities. The legal length is a minimum of three years, in accordance with the regulations of the most recent reform.



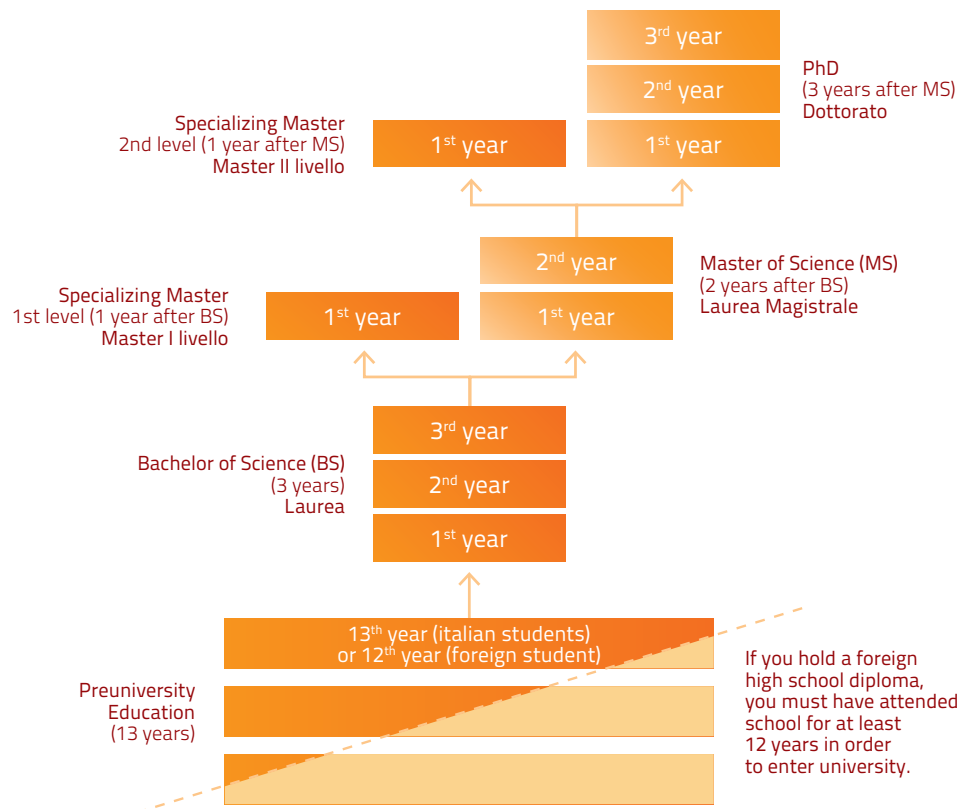
>Grades

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 three years Bachelor of Science (Laurea) and two years Master of Science (Laurea Magistrale), the student is required to present a final project. The final grade is based on both the average of the previous academic results of the individual exams and on the evaluation of the final project. The final grade is expressed as a fraction of 110. The maximum grade is 110, while the minimum is 66 out of 110. Exceptionally brilliant candidates might be awarded of 110 "con lode" (cum laude).

>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.** In both cases students can be expelled by the Politecnico.



International students are the ambassadors of their own country in Italy, they have to show their culture, habits and customs. Please take this into consideration during your stay at Politecnico.

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

>Certificates and self-declarations

The Italian stability law (art. 15, law 12.11.2011) introduced, starting January 1st, 2012, the following new regulation regarding certificates and self-declarations (called "autocertificazione"):

1. Certificates issued by Italian public administrations regarding personal states, qualities and facts are valid and can be used among private parties only.

2. Italian public administrations cannot request nor accept certificates issued by other Italian public offices. Certificates are always substituted by self-declarations when submitted to public administrations or to private managers of public services (articles 40, 46 and 47 of the D.P.R. 28.12.2000, no. 445).
3. Certificates attesting personal states, qualities and facts must contain the following caption: "This certificate cannot be submitted to public administration organs or to private managers of public services". Certificates can be requested only:

- if addressed to private parties in Italy;
- if to be used abroad.

Certificates and their applications to be issued require a current value duty stamp (€ 16,00). Upon submitting your request, you must indicate to whom the certificate is addressed.

If you need a certificate (enrolment/exam certificate, final degree certificate with or without passed exams) for one of the reasons mentioned above, it is necessary to refer to the "Segreteria Generale-Cittadella" on the ground floor.

You can print or save self-declaration forms through the Sid@home (Portale della Didattica personal page), to be addressed to public administrations in Italy. Please note that private parties could accept self-declaration and contact Politecnico afterwards for confirmation.

At the end of studies, Politecnico releases the "Diploma Supplement" 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/tools/diploma-supplement_en.htm

>Documents' legalization

The authentication 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 legalise has been deposited in a register kept by the Prefettura (Prefecture).

Prefettura (Prefecture)

Piazza Castello, 199

Open to public on Tuesdays and Thursdays from 9:00 a.m. to 1:00 p.m.

T 011 55891 / 011 5589442 F 011 5589518

@ prefettura.torino@interno.it

➔ <http://www.prefettura.it/torino/contenuti/15122.htm>

>Certificates

Official certificates can be requested providing duty stamps (€ 16,00 per each copy of the certificate) to the Segreteria Studenti-Cittadella.

It will be possible to apply for the Diploma Supplement (the first copy is free of charge).

Moreover, graduated students will have the possibility to print some self declarations about their career from their page of the Portale della Didattica.

TOOLS

>The student identification card (tessera studenti)

The Tessera Studenti-Smart Card is an I.D. card that gives you free access to the main library of Politecnico, the computer labs (LAIB), Departments and other facilities such as:

- access to Ente Diritto allo Studio Universitario (EDISU) benefits and services;
- subscription to public transport services (GTT);
- University sport centre services (CUS);
- Piedmont Region youth card (PyouCard).

Further information about the Tessera Studenti-Smart Card: https://didattica.polito.it/pdf/smart_card_info_2013_en.pdf. The Student I.D. card will be issued immediately after your picture has been taken. If you lose your "Tessera Studenti", please contact the Registrar's Office. You will be able to get a copy that will cost € 11.

>Portale della Didattica and Sid@home

Foreign students are subject to the same conditions as Italian students at the Politecnico di Torino; they have a badge number that allows them to obtain a great deal of information and various services. The "Portale della Didattica" is an important "tool" that is used by the students for a number of purposes. With it you can reserve an exam or look at the "carico didattico" (study plan), check to see if you have passed an exam and download lecture notes. As soon as students are settled in Italy they are required to input in the Portale della Didattica their address, telephone number and mobile number (Recapito). The information they will enter will be stored in a database of Politecnico di Torino and treated according to "Legge sul trattamento dei

dati personali Dlgs. 196/2003" (Italian law on the treatment of personal data).

Example: how to reserve an exam

Portale della didattica:

<http://didattica.polito.it>

Utente (User): SXXXXXXX (badge number)

Password: student's date of birth DD/MM/YYYY (we advise you to change your password after having entered it in the "Portale della didattica" for the first time).

1. Insert your own BADGE NUMBER (SXXXXXXX) and PASSWORD into the spaces under the title "SINGLE SIGN-ON" "Portale della Didattica" in order to access the personal pages of the "Portale della Didattica", then click onto Visualizza elenco appelli disponibili in the Appelli prenotati section.
2. If the name of the course you have chosen does not appear, select AGGIUNGI INSEGNAMENTO, and look for it. Only the courses inserted into your "carico didattico" will appear.
3. Click onto the name of the exam you want to reserve. Then select on which day you prefer to sit the exam and click PRENOTA.
4. Now you will see all the information (classroom, date, hour, ect.). If the information is right click PROCEDI (proceed).
5. You have made the reservation!! To finish click onto INDIETRO (back) and check on your home page to see if Appello Prenotato appears.

You are required to input your address and mobile in Italy on Segreteria OnLine - Aggiornamento indirizzo within one month from your arrival

>Polito account

Each student will be given an e-mail address that must be used to contact the Incoming Mobility Office, the Foreign Citizens Office, any other office at the Politecnico di Torino and professors. You can have access to your Polito account by logging in your personal page of Portale della Didattica.

The password of your Polito account (*sMATRICOLA@studenti.polito.it*) is your birth date (DD/MM/YYYY). You can change it after you login for the first time. You can also forward your personal e-mail address by logging in your page of Portale della Didattica, so that you will receive your Polito messages into your personal e-mail address.

@ACADEMICS

WHAT TO DO

>Registration

At the moment of your arrival, you must be registered at the Politecnico di Torino. The International Affairs Department will help you with this matter.

>Enrolment

>>BACHELOR OF SCIENCE programs (CORSO DI LAUREA)

After taking the admission test, the INCOMING Mobility Office will inform you when and where you must enrol and the documents to submit. You will have to bring to the INCOMING Mobility Office the following documents:

- Declaration of value of the High School Diploma
- High School Diploma with official translation into Italian
- AP certificates (for US Diploma) or A-level (UK diploma) and school report or School's declaration to certify the required 2 years of attendance (for both UK and US Diploma)
- valid language certificate

- passport (extra-EU students) or ID card (EU students)
- residence permit receipt

At enrollment time you will be asked to pay the first installment of tuition fees of around 200 €. Further instruction on payment will be given by Incoming Mobility office. When the enrolment is completed, the TESSERA STUDENTI (Student Identification Card) will be issued immediately after your picture has been taken. From this moment on you will have the "Numero di Matricola" (Matriculation/Roll No.) which is your identification number of the Politecnico di Torino.

>>MASTER OF SCIENCE programs (CORSO DI LAUREA MAGISTRALE)

Students who are admitted to the Master of Science degrees should check with the INCOMING Mobility Office when they can enrol and what documents to submit. During the registration at the INCOMING Mobility Office, international students will have to bring the following documents:

- Declaration of value of the Bachelor Degree Diploma
- Bachelor Degree Diploma with official translation into Italian
- Academic transcript with official translation into Italian (translation is not necessary in case original certificates are in English, French, Portuguese or Spanish)

- passport (Non-EU students) or ID card (EU students)
- residence permit receipt
- valid language certificate

At enrollment time you will be asked to pay the first installment of tuition fees of around 200 €. Further instruction on payment will be given by Incoming Mobility office. When the enrolment is completed, the TESSERA STUDENTI (Student Identification Card) will be issued immediately after your picture has been taken. From this moment on you will have the "Numero di Matricola" which is your identification number of the Politecnico di Torino.

IMPORTANT NOTICE: Missing documents must be submitted within February 28th, 2017. The residence permit must be submitted within July 10th, 2017.

>Credit transfer (Bs. and Master of Science programs)

Credit transfer is the term used by European universities for the procedure of recognition of credits obtained from educational experiences or courses undertaken at another university. When a student moves to an Italian University, they usually provide their academic transcript(s) which lists the courses taken, grades obtained and other attributes from each institution they attended when applying for enrolment. Each transcript and the listed courses are tentatively evaluated to see if any of the courses taken satisfies the requirements of the receiving institution. Credit transfer is not official until an academic commission of Politecnico provides a written verification that the award has

The deadline to apply for credit transfer for the A.Y. 2016/2017 is 2/12/2016

been accepted. Credit transfer is not guaranteed when a student transfers from one institution to another. The regulation is available on the Notice Board of each Department (please check it for updated information about deadlines <https://didattica.polito.it/bachecca/>).

Enrolled students who want to apply for credit transfer are requested to submit the following documents to the International Affair Department (Incoming Mobility Office):

- the official university document listing all the subjects of courses completed in the foreign university: in Italian it is called "certificato", while in some foreign countries it is called academic transcript of records;
- the official abstract of each subject (subject description/syllabus) issued by the foreign university.

The official transcript of records MUST be translated into Italian. The translation must be an "official one" and it has to be certified by the Italian Embassy in your country or by the Traduttori Giurati (sworn translator) at Turin Court. Translation is not necessary in case original certificates and abstract are in English, French, Portuguese or Spanish.

It is possible to apply for credit transfer only once in the first year of enrolment at Politecnico.

The deadline to apply for credit transfer for the A.Y. 2016/2017 is December, 2nd 2016.

>Language requirements

>>BACHELOR COURSES TAUGHT IN ITALIAN

In order to enroll students must submit Italian language certificate – level B1 at enrollment time. This certificate can be issued by the institutions recognized by the Ministry of Foreign Affairs and the Italian Ministry of Education:

- Università degli studi di Roma Tre;
- Università per stranieri di Perugia;

- Università per stranieri di Siena;
- Università per stranieri non statale e legalmente riconosciuta "Dante Alighieri" di Reggio Calabria;
- Società Dante Alighieri (PLIDA).

Moreover, Politecnico di Torino accepts certificates issued by Italian embassies, Italian Cultural Institutes, Universities or institution for Italian language courses which require a final examination (attendance certificates are not accepted) and which mention the level of proficiency obtained.

>>BACHELOR COURSES TAUGHT IN ENGLISH

In order to enroll students must submit IELTS 5.0 or equivalents listed here: http://apply.polito.it/language_requirements.html

>>BACHELOR COURSES OFFERED FOR THE 1ST YEAR IN ENGLISH AND THE FOLLOWING IN ITALIAN

In order to enroll students must submit a valid (as above-mentioned) English language certificate at enrollment time. The Italian language certificate – level B1 must be obtained within the end of the 1st year. In case of failure, students will be transferred to a course taught in English.

>>MASTER OF SCIENCE COURSES

It is required to submit the language certificate at the enrollment time as established by the Reference Programme Faculty (http://apply.polito.it/pdf/LanguageRequirements_2016_17.pdf).

Please note that English is a compulsory subject to graduate at the Politecnico and even students enrolled in courses taught in Italian are required to pass IELTS with a minimum score of 5.0 or to possess accepted certification (<https://didattica.polito.it/cla/en/certificates>) at an equivalent level in order to complete their degree. Please note that Italian is a compulsory subject to graduate at the Politecnico and even students enrolled in courses taught in English are required to pass A2 level

or to possess accepted certification at an equivalent level in order to complete their degree.

>Internships and Employment

The Politecnico di Torino is strongly linked to companies and to the business community. It helps its graduates to build up a high profile, with skills and expertise which help them to easily enter the job market and to successfully follow various career paths, in both large and small companies, as freelancers or in public entities. The Politecnico di Torino has already signed more than 3.100 agreements with companies to allow engineering and architecture students and graduates to undergo traineeships, and every year about 3.000 students spend a training period (curricular or optional internships) in an Italian or foreign company.

As a student of the Politecnico di Torino you will benefit from a range of various placement services:

- online job and internship opportunities
- career labs
- professional orientation activities
- employers presentations
- on-Campus recruiting

The Stage & Job Office assists students and graduates entering the job market working closer with Italian and foreign companies. For further details please visit <http://stagejob.polito.it/students/>

>Edisu benefits

Edisu, the Regional Agency for the Right to University Education of Piedmont, offers real opportunity for students to enjoy the university experience through benefits and services granted by public competition or on request. A majority of deserving students who find themselves in financial needs benefit from these services.

Benefits granted by competition

- scholarship
- halls of residence
- additional grant for international mobility programs
- interventions for students with disabilities
- special grants (for students in situations of particular difficulty)

Services

- university study and computer halls
- university restaurants
- loan of university textbooks
- Sportello Casa
- cultural and sports activities
- various student activities
- information and orientation

The EDISU grant is a sum of money (that includes the tuition fees exemption) which may be assigned to Italian and international students registered at Piedmont universities who have good academic results and low income. The assignment of grants has the purpose of promoting higher education. The amount of money received by the students varies according to the family income and attendance (full-time/part-time). The assignment of an EDISU scholarship is NOT guaranteed even if a student fulfils all the requirements. It depends on the available funds and on how many students apply for the benefits. Located in Turin, this office helps students with information and everything related to Edisu benefits and services.

EDISU offices

Via Giulia di Barolo, 3/bis

Mon / Fri 9.00 a.m – 11.00 a.m

Tues / Wed / Thur 9.00 a.m – 11.00 a.m and 1.30 p.m – 3.00 p.m

T 011 6522701 @ edisu@edisu-piemonte.it

The deadlines within which to submit applications vary according to the type of benefits.

Deadlines for application

**8th
SEPTEMBER,
2016**

FUORI SEDE [NON RESIDENT] students enrolled in the FIRST YEAR requesting scholarships and halls of residence

**29th
SEPTEMBER,
2016**

LOCAL, COMMUTERS and FUORI SEDE [NON RESIDENT] students enrolled FOR ALL YEARS requesting a scholarship

For more information on EDISU benefits:
<http://www.edisu.piemonte.it/en/>

>TOPoliTO Scholarships

A call for 35 scholarships has been launched for students who will enroll for the first time in a Bachelor of Science program in the A.Y. 2016/17. The gross amount of the scholarship is 8.000 € per year for 3 years (normal duration of the Bachelor of Science program). The call is open to students who:

- obtained a Secondary High School Diploma outside Italy, or are attending the last year of secondary high school located outside Italy
- fulfill the entry requirements for Bachelor of Science program (see for details: http://international.polito.it/admission/prospective_students/admission_to_bachelor_of_science_programs) and will enroll for the first time in a Bachelor of Science program at the Politecnico di Torino.

Moreover, a new Call for Competition will be soon available also for students who will enroll in a Master of Science program in the A.Y. 2016/17.

For further details please read this page http://international.polito.it/finacial_aid/topolito_scholarships or contact topolito.grants@polito.it.

>Part-time jobs

The Politecnico di Torino helps students by offering part-time employment (Collaborazioni part-time) within its offices in the different areas during the academic year. There are some announcements of competition during Academic Year for part-time jobs at the International Affairs Offices. When you become a Politecnico student, you can run for this kind of scholarships on the basis of your academic merit and income. Here you can find the link for all the part-time jobs calls: <https://didattica.polito.it/tasse/index.html> Further opportunities to get economical support, like prizes, scholarships or thesis awards, will be published during the Academic year on the following websites: https://didattica.polito.it/tasse_borse_e_premi/index_en.html

PRACTICAL INFO

>Tuition fees

Tuition fees for 1 year is € 2.601,53. This amount has to be paid in 2 installments:

1. The First installment is 200 € and has to be paid in September at enrollment time.
2. The second installment has to be paid in March.

For more info on fee reduction: http://international.polito.it/admission/prospective_students/tuition_fees For further information, please visit Politecnico web page https://didattica.polito.it/tasse_riduzioni/Guida_tasse_16_17_en.html and download the "Fee Guide".

The tuition fees include:

- EDISU services such as student canteens, computer and study rooms

- accident insurance facilities at the Politecnico di Torino facilities
- copyright
- enrolment duty stamp

You can pay the tuition fees with:

- credit card (with a bank charge of 1%);
- payment through MAV (Form of Notice of Payment) from the bank.

>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, keep it 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 phones.

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

>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"
Anticipo (soldi)	To pay in advance
Assicurazione medica	Health insurance
Autocertificazione	Self-declaration
Bollettino postale	Payment slip/ postal slip
Borsa di studio	Scholarship
Carico didattico	Study plan: the list of the courses that the student follow during the year
Certificato	Certificate
Certificato di iscrizione	Enrollment certificate
Codice fiscale	Fiscal code
Corso di laurea	Bachelor of Science program
Corso di laurea magistrale	Master of Science program
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)

Dati personali	Personal data
Debito formativo	Extra credit to be attained
Dichiarazione di valore	Declaration of value
Dipartimento	Department
Diploma - laurea	Graduation certificate
Diploma di maturità	High school diploma
Documento	Document
Documento di identità	I.D. card
Dottorato	PhD program
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
Matricola (numero)	Registration number or student number
Modulo	Form
Nulla osta per ricerca scientifica	Scientific research visa authorization
Passaporto	Passport
Patrimonio	Property
Periodo didattico	Period (fall/spring semester) in the academic year during which the students follow the courses and sit for the exams

Permesso di soggiorno	Residence permit
Produrre/ mostrare documenti	Show/submit documents
Rata	Installment
Reddito familiare	Household income
Ricevuta del rinnovo di permesso	Residence permit renewal receipt
Ricongiungimento familiare	Family reunion
Riduzione tasse	Fees reduction
Rinnovo del permesso di soggiorno	Residence permit renewal
Scadere/ scadenza	Expire/ deadline
Segreteria didattica	Educational Secretariat: the student can refer to them to get information about courses and administrative procedures

	
Segreteria studenti	Registrar's office
Specializzazione - corso	Specializing program
Stage	Internship
Statino	A document the student must hand in to the professor on the day of the exam
Tasse d'iscrizione	Tuition fees
Tessera studenti	Student card
Test di ammissione	Entrance test
Titolo accademico	Degree
Ufficio postale	Post Office
Ufficio immigrazione	Immigration Office
Voto	Mark

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

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



DEADLINES & HOLIDAYS



2016/2017 Academic Calendar

1ST YEAR Engineering Bs programs	1 st term lectures start on September 29 th 2016 end on January 21 st 2017
	2 nd term lectures start on March 6 th 2017 end on June 17 th 2017
1ST YEAR Architecture Bs programs	to be defined
	to be defined
Master of Science programs in Architecture and Engineering	1 st term lectures start on September 29 th 2016 end on January 21 st 2017
	2 nd term lectures start on March 6 th 2017 end on June 17 th 2017

2016/2017 Important deadlines

MS enrolment	October 14 th 2016
Credit transfer	December 2 nd 2016

List of our public Holidays

National days	April 25 th May 1 st June 2 nd June 24 th August 15 th November 1 st December 8 th
Christmas Holidays	From December 22 nd 2016 to January 8 th 2017
Easter Holidays	From April 13 th 2017 to 19 th 2017

IMPORTANT NOTICE: Missing documents must be submitted within February 28th, 2017. The residence permit must be submitted within July 10th, 2017.

More precise information about academic calendar, schedules and exam sessions can be found in the Politecnico di Torino web pages:

ACADEMIC CALENDAR and STUDENT'S GUIDE / Calendario Accademico e Guida dello Studente
http://offerta.polito.it/index_Guide.html

STUDY PLANS / piano degli studi
https://didattica.polito.it/pls/portal30/gap.a_mds.init_new?p_a_acc=2017

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>

POLITO CONTACTS

You can contact these offices by telephone or e-mail:

International Affairs Area INCOMING Mobility Office

Corso Duca degli Abruzzi, 24
10129 Torino Italia
T 011 090 8654 F 011 090 8656
@ incoming.students@polito.it
↗ <http://international.polito.it/en/>

The INCOMING Mobility Office deals with recruitment of international students, online application, candidates selection, registration, information, foreign study documents check, credit transfer, recognition of foreign degrees and contacts with Italian Embassies.

You can find us at the desk no.8-9-10 of the International Affairs Area.

International Affairs Area Foreign Citizens Office

T 011 090 8695 F 011 090 8699
@ foreign.citizens@polito.it
↗ http://international.polito.it/practical_information

Along with academic issues, you will have to deal with practical matters, which should not be neglected during your stay at Politecnico, in order to spend your studies in the best way.

The Foreign Citizens Office is in charge of providing you with the necessary support for your orientation and integration into Politecnico and in the surrounding environment.

We will help you in dealing with services and practical matters (visa and residence permits, health insurance, fiscal code, accommodation, sports and free time). You can find us at the desk no.1-2 of the International Affairs Area.



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

Corso Duca degli Abruzzi, 24
10129 Torino Italia
@ cla.ingegneria@polito.it
@ cla.architettura@polito.it
↗ <https://didattica.polito.it/cla/en/presentazione.html>

Registrar's Office (Segreteria Studenti)

Corso Duca degli Abruzzi, 24
10129 Torino Italia
at Cittadella Politecnica – ground floor
The info desks at Registrar's Office are open
From Mon to Fri from 8.30 to 12.00 a.m.

@ segreteria.studenti@polito.it
↗ https://didattica.polito.it/segreteria/index_en.html

Stage & Job office

Corso Duca degli Abruzzi, 24
10129 Torino Italia
at Cittadella Politecnica – ground floor
T 011 0905789 F 011 0906295
@ stage.job@polito.it

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.

With the exception of September, the info desks at International Affairs Area are open MON/TUE/ THU/ FRI from 9.00 to 11.30 a.m. The info desks are closed to public on WEDNESDAYS

IN

prospective Bachelor of Science students

- ◇ Welcome point
- ◇ Registration
- ◇ Codice fiscale
- ◇ Permesso di soggiorno (for Non-UE) within 8 days from arrival
- ◇ ISEE
- ◇ EDISU application (residence/scholarship)
- ◇ Enrolment
- ◇ Student card

IN

prospective Master of Science students

- ◇ Welcome point
- ◇ Codice fiscale
- ◇ Registration
- ◇ Permesso di soggiorno (for Non-UE) within 8 days from arrival
- ◇ ISEE
- ◇ EDISU application (residence/scholarship)
- ◇ Enrolment
- ◇ Student card

CHECK LIST

OUT

if you leave Turin

- ◇ Pay your flat's last rent and all the utilities
- ◇ Close your bank account
- ◇ Return to the libraries any borrowed books, DVDs or CDs
- ◇ Before buying any ticket, go to the Foreign Citizens Service office if you have not received the residence permit yet
- ◇ Go to the Registrar's office to collect the Diploma Supplement or any certificate

NOTES



