
WELCOME!

SURVIVAL GUIDE
EXCHANGE STUDENTS
2014/2015



**POLITECNICO
DI TORINO**

@CITY

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@CITY

#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 in the search of an accommodation in Torino for medium and 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 <http://www.bussola.ceur.it/Intro.asp?LN=UK> or at the head office:

Sportello Casa

Via Verdi 26/a.

The office is open: from Monday to Friday (9.00 am - 1.00 pm and 2.00 pm -5.00 pm)

Tel. +39 0118138328 Fax +39 0118391463

Email: info@sportellocasatorino.it

Usually 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 with its duration, the rent amount, 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 months' 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 according to the area, the conditions of the flat and so on, but you can expect to pay, on average, about € 250/350 per month per person for a single room and about € 200/280 per month per person for a twin room.

Sometimes all the expenses (heating, electricity, water, gas and cleaning) are included in the rent.

In other cases the rent can be lower, but then you have to add to it the cost of all the utilities.

Bills can be paid by means of the fee form that is usually sent by the company via mail at the nearest post office or bank (depending on the bill type).

Flats are usually completely furnished. Linen and bath-towels are not provided by the landlords but usually there are mattresses, pillows and blankets.

>Hostels and residences

For the first period in Torino we suggest you to visit the Convention & Visitors Bureau website of the City of Torino at <http://www.turismotorino.org/index.aspx> and book a place for a short stay (a few days/2 weeks/1 month).

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

#IMMIGRATION PROCEDURES

>Fiscal code

The *codice fiscale* ("fiscal code") is the first thing you have to obtain 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, to open a bank account, to enter into a tenancy agreement, to receive a scholarship payment, to earn a salary and carry out other procedures or activities.

Generally in September a desk of the Tax Office is available at the Department of International Affairs.

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 take there a copy of your passport data page and the visa page. The application form is available at the Foreign Citizens Office.

The *codice fiscale* is issued immediately when you are attended.

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.

Our students are advised to go to the *Agenzia delle Entrate* in the morning, in order to facilitate the employees' work.

If the *codice fiscale* card is lost or stolen, a duplicate can be issued by the local Tax office.

in September students have to apply for the *codice fiscale* in our Department.

>European Union citizens

Citizens from countries that belong to the European Union from April, 11th 2007 must not apply for the residence permit.

If you have the citizenship of a EU country, you have to register at the Register Office (*Ufficio dell'Anagrafe*) of the town of residence, provided that your stay in Italy lasts longer than 3 months.

Anagrafe centrale

Via della Consolata, 23. It is open from Monday to Thursday 8.15 a.m. – 3.00 p.m.;

Friday: 8.15 a.m.–1.50 p.m.

Other *Anagrafe Offices*:

<http://www.comune.torino.it/guide/anagrafe/>

You have to submit to the *Anagrafe office* a Politecnico enrolment certificate, a statement concerning your income and a valid health insurance.

People with double nationality (Italian / EU and non-EU citizenship) don't have to apply for the residence permit if they enter Italy thanks to their Italian or EU passport. For all administrative procedures both inside and outside Politecnico (registration, enrolment, *codice fiscale* application, *Anagrafe*/Register Office procedures, etc.) you are required to always use your Italian or European passport.

>Residence permit (non-EU citizens)

The Italian law on immigration provides that non-EU citizens, planning to spend more than 3 months in Italy, have to apply for the residence permit.

You 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 1040 hours per year or 20 hours per week**.

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 appli-

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

cation kit and for support in filling in the application form, at Politecnico you can go to box office n. 12 in the International Affairs Department, 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). First it is necessary to gather the following documentation:

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

Your passport

Photocopies of documents

Two photocopies of the page of your passport containing your personal data;
One photocopy of the page of your visa for Italy;
One copy of the passport pages containing stamps and 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 Politecnico invitation letter

Invitation letter reporting the course in which you are enrolled, which should have been stamped by the Italian Consulate/Diplomatic Representation in your country, when your visa was issued;

Autocertificazione (self declaration)

Attesting the enrolment in Politecnico di Torino; you can print it from your personal page on Portale della Didattica;

Photocopy of a document

Photocopy of a document proving that you dispose of sufficient income to earn your living for the duration of your residence permit:

- if you have a scholarship, bring a copy of a letter providing the details on your grant;

- otherwise, a self-declaration proving that you dispose of sufficient income (you can fill in the form called "*Autocertificazione sui mezzi di sostentamento*", which is available at desks no. 1-2)

Photocopy of the health insurance payment receipt



We advise you to keep a copy and/or a scan of all your documents and certificates (health insurance card or payment receipt, residence permit, residence permit renewal receipt, etc.).

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 2 days 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 € 107,50 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 at 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 also check the status of your application on this link: <http://www.poliziadistato.it/articolo/view/15002/> by entering your PASSWORD (the one on your postal receipt).

You are advised to check frequently your Politecnico email account (sMATRICOLA@studenti.polito.it) because if we receive a letter from the Questura about your residence permit, we will contact you through 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 going to the *Questura*- Immigration Office, in order to be fingerprinted.

On this appointment you will have to bring 4 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 the "integration agreement". [...] *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:*

- *acquire a sufficient knowledge of the Italian language;*
- *acquire a sufficient knowledge of civic culture;*
- *guarantee the fulfilment of compulsory education for minors.*

At the same time, the State undertakes to support the integration process of foreign nationals. [...]

Within one month from the signing of this Agreement, you have to participate in a 5-hours training session on civic education and providing information about life in Italy.

Failure to attend the session on civic education and information about life in Italy will result in a reduction of fifteen out of the sixteen credits awarded upon signing the agreement.

(http://www.interno.gov.it/mininterno/export/sites/default/it/sezioni/sala_stampa/speciali/accordo_integrazione/accordi_e_brochure.html)



THE 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 WILL BLOCK ALL THE APPLICATIONS OF THOSE STUDENTS WHO MISSED THE APPOINTMENT!

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

It is strongly recommended to verify 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 and it is possible to collect it at the Immigration Office.

Please find below the addresses of some post offices with a "Sportello Amico" counter:

Address	Office hours
Via d'Ovidio 8 Politecnico	Monday to Friday 8.20 – 1.35 p.m. Saturday 8.20 – 12.35 p.m.
Via Alfieri 10 Piazza San Carlo (Centre of Torino)	Monday to Friday 8.20 a.m. – 7.05 p.m. Saturday 8.20 a.m – 12.35 p.m.
Via Sacchi 2 Porta Nuova Station	Monday to Friday 8.20 a.m. – 7.05 p.m. Saturday 8.20 a.m – 12.35 p.m.

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

Name	Contacts
CGIL- INCA	Address: via Pedrotti, 5 - Torino. Tel. 011/2442381 Opening times: Monday, Tuesday, Thursday and Friday from 2.30 p.m. to 6.00 p.m. Wednesday: closed Telephone booking required
ACLI - Centro Per Immigrati Torino Social Point Spazio In Movimento	Address: via dei Quartieri, 6/L Tel. 011/7650499 Opening times: Monday from 9.00 a.m. to 12.00 p.m. and from 2.00 p.m. to 4.00 p.m. Tuesday, Wednesday and Thursday from 9.00 a.m. to 12.00 p.m. Friday: telephone booking required. Chinese and Albanian mediators.
ACLI - SPORTELLO IMMIGRAZIONE	Address: corso Palermo, 116/a Tel. 011/2474356 Opening times: Tuesday, Thursday and Friday from 9.00 a.m. to 12.00 p.m.
INAC - CIA	Address: Via San Francesco da Paola, 22 Tel. 011/5628892 Tuesday from 9.00 a.m. to 1.00 p.m. and from 2.00 p.m. to 5.00 p.m.; Wednesday from 2.00 a.m. to 5.00; Friday from 9.00 a.m. to 1.00 p.m.

Name	Contacts
CIA INAC	Via Onorato Vigliani, 123 - Tel. 0116164201 +7 Telephone booking preferred Opening times: from Monday to Friday, 9.00 a.m. -1.00 p.m. and 2.00 p.m. - 5.00 p.m.
UIL – ITAL	Address: via Bologna, 9 Tel. 011/2417103 Fax 011/2417123 Opening times: from Monday to Friday, 9.00 a.m. -1.00 p.m. and 2.00 p.m. - 4.00 p.m.
	Address: via Bologna, 11 Tel. 011/2417121 Fax 011/2417123 Opening times: from Monday to Friday, 9.00 a.m. -12.00 p.m. and 2.30 p.m. - 5.00 p.m.
USB	Corso Tassoni, 37/B inner courtyard Tel: 011/655454 Opening times: from Monday to Friday, 9,30 a.m. – 1,30 p.m. and Wednesday also anche 1,30 p.m. – 5,30 p.m. Afternoon: telephone booking required

Name	Contacts
SIAM MCL	Address: via Pietro Micca, 21/Piazza Solferino, 9 Tel. 011/543483 Opening times: from Monday to Thursday 9.00 a.m. - 12.30 p.m. and 2.30 p.m.- 5.30 p.m. Friday 9.00 a.m.-12.30 p.m. Telephone booking required
CITTA' DI TORINO – SERVIZIO STRANIERI E NOMADI	Via Bologna 51 Tel. 011/4420088 – 011/4420095 Opening times: Monday, Wednesday, Thursday, Friday 9.00 a.m. -12.30 p.m. Tuesday: 2.30 - 5.30 p.m.

>Residence permit renewal

You can renew your residence permit no earlier than 30 days before its expiry date.

By law you have to apply for the renewal before its expiry. Also for the renewal, in order to collect the "kit" for the application submission and for support in filling out the application form, you can go to box office no. 12 at the International Affairs Department, where our cultural mediators will prepare the application form for you.

Mediators are on duty 2 days a week, usually on Tuesdays and Fridays, from 9:00 a.m. to 11:30 a.m.

IMPORTANT: during the month of September mediators are on duty only for the 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 from October onwards.

For information about the requirements for the renewal of the residence permit you can ask the Foreign Citizens Office, desks n. 1-2.

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

- you have the passport, the postal receipt for the residence permit renewal and the expiring/expired original residence permit;
- the travel does not include transit through other Schengen Countries.

Also in this case, before travelling around the Schengen Area and to other countries, you are strongly recommended to verify with the embassy/consulate of the country you are planning to go to 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 go to the Foreign Citizens Office and ask for information.

#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 money with you; 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 at home 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 need to show your passport, the residence permit (or the postal receipt), the enrolment copy and the Italian fiscal code (*codice fiscale*).

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, terms and conditions.

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

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

Students from Iran are kindly requested to collect more information directly at the bank.

There is a bank branch inside the Politecnico main Campus. The entrance is located in via 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:

<http://www.poste.it/bancoposta/contobancoposta/>
In order to open a *Banco Posta* account please go to the nearest post office with:

- a copy of your I.D. or passport
- for non-EU citizens: your residence permit or the postal receipt
- a copy of your Italian "fiscal code"

There are many post offices in Torino. There is one inside the Politecnico building on the ground floor, beside the bank (in via Enrico D'ovidio 8). Most post offices 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 post offices in Torino are open until 19:05 (from Monday to Friday) and on Saturdays from 8:20 to 12:35; they are located in corso Racconigi 43, via Vittorio Alfieri 10, via Paolo Sacchi 2 (next to Porta Nuova Railway Station), via San Quintino 35/F, via Bruino 1, via Luigi Ferdinando Marsigli 22 and via Bligny 8.

Information on "Conto BancoPosta" online can also be found on: www.poste.it

>Telephone services

TELEPHONE 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 building at the "Polincontri" box office or they can be bought at Newsagents' or *Tabaccheria* shops (where also stamps, bus tickets and postcards are sold).

MOBILE PHONES

Thanks to the international roaming service, you can use your GSM mobile phone (or rather, your SIM card) in Italy and Europe, which makes you become a customer of the mobile phone network of the country you are in and allows you to profit from all its offers and advantages.

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 its telephone shop - if available - and sign the contract.

In order to purchase a SIM card, you need to provide:

- a double-sided photocopy of your Italian fiscal code (*codice fiscale*);
 - a photocopy of your ID card or passport data page.
- It only takes a few minutes to obtain your new telephone number.

>Food

Any kind of food can be bought at supermarkets. Please find here a list of the supermarkets available around Torino:

<http://www.paginegialle.it/pgol/1-009987200/4-supermercati/l-2?mr=30&nav=1>

As an alternative to supermarkets, in Torino you can find many markets.

Among the most famous ones you can find: "Porta Palazzo" which is the biggest and most international marketplace in Torino. You can find anything there: footwear, clothes, house ware, toys, food from all over Italy and specialties from all over the world,

beside a crowd of different faces, languages and dialects.

The “Balôn “ is a flea market and it gets its name from the area at the back of *Porta Palazzo*. On Saturdays the market turns into the beating heart of the area, linked as it is to popular tradition. The Gran Balôn is held on the second Sunday of each month: toys, antique furniture, lace, collectors’ items, a variety of offers that make this market a magnet for buyers from all over Italy.

Apart from *Porta Palazzo* and *Balôn*, Turin hosts a number of fairs, marketplaces of all sizes, all year round: in corso Racconigi, Santa Rita, corso Palestro, corso Brunelleschi, Crocetta (via Cristoforo Colombo), Piazza Benefica and many others.

>Sports facilities

C.U.S. Torino (*Centro Universitario Sportivo*) organises several physical training and sports activities for students and academic staff. Students can practice different sports, the most popular being soccer, skiing, swimming, basketball, tennis, volleyball and aerobics. All sporting events take place at the C.U.S. facilities and on grounds in different areas of the city. Special events are organised for foreign students and special conditions are applied to them.

C.U.S.

Via Braccini 1 (near Corso Mediterraneo)
Tel. 011.388307 / 011.337221 and
Via Panetti 30, tel. 0116057106 / 6056231 (take bus 14 from Corso Re Umberto or number 34 from via Nizza).

C.U.S. website: <http://www.custorino.it>
e-mail addresses: segreteria@custorino.it and
erasmus@custorino.it.

Other info: <http://www.custorino.it/Paginaerasmus.aspx?ID=147&LV=0>

Please note that CUS will ask you to submit a health certificate (*certificato medico per attività sportiva non agonistica*) for practicing any kind of non-com-

petitive sports activity. In order to obtain it, go to your Italian ASL doctor or ask directly the C.U.S. secretariat in via Braccini no.1. The cost of a non-competitive health certificate for Erasmus+ and foreign students is € 15. Reservation is compulsory by going to the C.U.S. office in via Braccini 1, which is open from Monday to Friday from 9 to 6.30 p.m. Otherwise you can apply for the certificate also at:

Centro medico I.S.E.F.

Piazza Bernini 12, Torino

Tel. 011.7764708

The doctor is on duty every day from Monday to Friday and a reservation is required by calling the number above

>Laundrettes

In Torino there are some coin-operated laundrettes that are open 7 days a week from 8:00 am to 10:00 pm. 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 through the yellow pages search engine that you can find in: http://www.paginegialle.it/cat/elenco_alfabetico_b.html under the “bricolage e fai da te” category.

>Leisure

<http://www.comune.torino.it/canaleturismo/en/>
<http://www.comune.torino.it/promozione/> (in Italian)
<http://www.turismotorino.org/index.aspx>

>Events

Turin and Piedmont hold different events and festivals throughout the year. At the bottom of the page and in the next page you can find a short list of what you can see, but there is something different every week so look out for them and enjoy your stay!

For further information, please visit:

http://www.comune.torino.it/infoglio/e_n.htm (in Italian)
<http://www.comune.torino.it/torinoplus/english/>

"Torinosette" magazine is a useful tool in Italian to find information on exhibitions, cinemas, theatres, concerts, festivals and nightclubbing. It is published every Friday as a section of *La Stampa* Newspaper. Torinosette website (in Italian):
<http://www.lastampa.it/torinosette>

#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 for a "ticket", the lowest amount being about € 25. 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
MOLINETTE (SAN GIOVANNI BATTISTA)	Corso Bramante, 88/90
MAURIZIANO	Largo Turati, 62
SAN GIOVANNI BOSCO	Piazza del Donatore di Sangue, 3
MARTINI	Via Tofane, 71
SANT'ANNA (Gynaecology)	Corso Spezia, 60
CTO (Traumatology)	Via Zuretti, 29
OSPEDALE OFTALMICO (Ophthalmology)	Via Juvarra, 19
AMEDEO DI SAVOIA (Infectious diseases)	Corso Svizzera, 164
OSPEDALE GRADENIGO	Corso Regina Margherita, 8
REGINA MARGHERITA (children hospital)	Piazza Polonia, 94

>Insurance

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

Non-EU Citizens

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

You can take out a *Generali Italia* Insurance policy, making the payment at any post office on the com-

pany account by means of a paying-in slip (c/c no. 71270003 to "Generali Italia SPA" - see the sample on page 19).

At present, the price is € 49 (*quarantanove*) for a six-month coverage and € 98 (*novantotto*) for a one-year coverage. This insurance only covers urgent medical assistance (surgery and accidents) in the Emergency Room (*Pronto Soccorso*) of any hospital.

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.

If you have a private insurance that has been taken out in your country, please remember that, in order to be valid for obtaining the residence permit, it needs to have the following requisites: it has to be valid in the Schengen Area, it has to be taken out in the holder's name (in western characters), to state the exact coverage period and the type of coverage for the medical expenses, with a € 30.000 ceiling (expressed or converted into Euros), it has to be written in Italian (or in English, French, Spanish). The whole document has to be endorsed and stamped by the Italian Embassy/Consulate in your country. Furthermore, it is possible to take out a full membership with the Italian National Health Service (*Servizio Sanitario Nazionale - S.S.N.*). The price for a student health card (*tessera sanitaria*) is € 149,77 a year per calendar year - that is, it will be valid until December the 31st of the year when you bought it. In order to subscribe, first you have to pay € 149,77 at any post office or any bank by filling in the F24 form (*MODELLO F24* - see the sample on page 20).

After submitting your residence permit application, you have to go to the ASL office in the area 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
- residence permit and/or the postal receipt if you

have just applied for it

- Politecnico enrolment certificate
- *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 area).

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.



IMPORTANT: before paying with the F24 form you are suggested to ask for detailed information at the Foreign Citizens Office.

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/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.

Erasmus+ Mundus non-European students who have 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.

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 (sta-

tement 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 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.

EU citizens residing in a non-European 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.

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

clinics=poliambulatori

ASL TO 1	
Via San Secondo, 29 bis Opening times: from Monday to Friday from 8.00 a.m.	Via Gorizia, 114 Opening times: from Monday to Friday from 8.00 a.m.
Via Monginevro, 130 Opening times: from Monday to Friday from 8.00 a.m.	Via Farinelli, 25 Opening times: from Monday to Friday from 8.00 a.m.
Corso Corsica, 55 Opening times: from Monday to Friday from 8.00 a.m.	

ASL TO 2	
Via Pacchiotti, 4 Opening times: from Monday to Friday 8.00 a.m. – 2.30 p.m.	Via Cavezzale, 6 Opening times: Mon.; Tue.; Thu.; Fri. 8.00 a.m. – 2.00 p.m. Wed. 8.00 a.m. – 4.00 p.m.
Via del Ridotto, 3/9 Opening times: Mon.; Wed.; Fri. 8.00 a.m. – 4.00 p.m. Tue. and Thu. 8.00 a.m. – 3.00 p.m.	Via Borgoticino, 7 Opening times: Mon.; Tue.; Thu.; Fri. 8.00 a.m. – 2.00 p.m. Wed. 8.00 a.m. – 4.00 p.m.
Corso Toscana, 108 Opening times: Mon.; Tue.; Thu. 8.00 a.m. – 3.00 p.m. Wed. And Fri. 8.00 a.m. – 4.00 p.m.	

>Night Pharmacies

Opening hours: 7.30 pm – 9.00 am

Boniscontro: Corso Vittorio Emanuele II, 66 Tel. 011.541 271

Maffei: Piazza Massaua, 1 Tel. 011.779 3308

Nizza: Via Nizza, 65 Tel. 011.669 9259

Comunale 21: Corso Belgio, 151/b Tel. 011.898 0177

Porta Nuova Pharmacy: open from 8 a.m. to 9.30 p.m. also on Saturdays

Via Sacchi, 4 Tel. 011.545372

Mirafiori: via Sanremo, 37 Tel 011.31.76.888

>Sample: one-year Generali Italia insurance

<p>€ sul C/C n. <input type="text" value="71270003"/> di Euro <input type="text" value="98,00"/></p> <p>IMPORTO IN LETTERE NOVANTOTTO</p> <p>INTESTATO A GENERALI ITALIA SPA</p> <p>CAUSALE PAGAMENTO POLIZZA INA-ASSITALIA/GENERALI PER RILASCIO PERMESSO DI SOGGIORNO</p> <p>ESEGUITO DA YOUR FIRST NAME</p> <p>FAMILY NAME</p> <p>VIA - PIAZZA STREET AND NUMBER</p> <p>CAP POST CODE</p> <p>LOCALITÀ CITY</p> <p>BOLLO DELL'UFFICIO POSTALE</p>	<p>€ sul C/C n. <input type="text" value="71270003"/> di Euro <input type="text" value="98,00"/></p> <p>TD 123 IMPORTO IN LETTERE NOVANTOTTO</p> <p>INTESTATO A GENERALI ITALIA SPA</p> <p>CAUSALE PAGAMENTO POLIZZA INA-ASSITALIA/GENERALI PER RILASCIO PERMESSO DI SOGGIORNO</p> <p>ESEGUITO DA FIRST NAME</p> <p>FAMILY NAME</p> <p>VIA - PIAZZA ADDRESS</p> <p>CAP LOCALITÀ POST CODE CITY</p> <p>BOLLO DELL'UFFICIO POSTALE codice bonetoposta</p> <p>IMPORTANTE: NON SCRIVERE NELLA ZONA SOTTOSTANTE! importo in euro numero conto tipo documento</p>
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123>



Mod. F24

DELEGA IRREVOCABILE A:

MODELLO DI PAGAMENTO UNIFICATO

AGENZIA PER L'ACCREDITO ALLA TESORERIA COMPETENTE

PROV.

CONTRIBUENTE

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

DATI ANAGRAFICI **SURNAME** nome **NAME**

data di nascita **DATE OF BIRTH** sesso (M o F) **SEX** comune (o Stato estero) di nascita **STATE OF BIRTH** prov.

DOMICILIO FISCALE **CURRENT ADDRESS (CITY)** prov. **(STREET NAME)** via e numero civico

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

SEZIONE ERARIO

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

SEZIONE INPS

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

SEZIONE REGIONI

codice regione	codice tributo	rateazione/mese rif.	anno di riferimento	importi a debito versati	importi a credito compensati	
13	ISCRIZIONE SERVIZIO SANITARIO NAZIONALE	8846		149,77		+/- SALDO (E-F)
TOTALE			E	F		149,77

SEZIONE IMU E ALTRI TRIBUTI LOCALI

codice ente/codice comune	Ravv. Immob. variati	Acc. Saldo	numero immobili	codice tributo	rateazione/mese rif.	anno di riferimento	importi a debito versati	importi a credito compensati	
									+/- SALDO (G-H)
detrazione									
TOTALE							G	H	

SEZIONE ALTRI ENTI PREVIDENZIALI E ASSICURATIVI

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

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

FIRMA

SALDO FINALE

EURO + **149,77**

ESTREMI DEL VERSAMENTO

(DA COMPILARE A CURA DI BANCA/POSTE/AGENTE DELLA RISCOSSIONE)

DATA	CODICE BANCA/POSTE/AGENTE DELLA RISCOSSIONE	Pagamento effettuato con assegno <input type="checkbox"/> bancario/postale
giorno mese anno	AZIENDA CAB/SPORELLLO	<input type="checkbox"/> circolare/vaglia postale
		tratto / emesso su _____
		cod. ABI _____ CAB _____

Autorizzo addebito su conto corrente codice IBAN firma _____

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

#TRAVELLING

>Public transport

GTT is the local transport company.

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 minutes validity. It can only be used by one person.

Weekly ticket: the weekly ticket (the *urbano one*) 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 the passport with you.

The student monthly and yearly bus ticket can be purchased by students up to 25 years of age.

Monthly ticket for students: it is called "Abbonamento Mensile Studenti" and 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 di Torino, which can be printed at any self-service box
- your Politecnico student ID

Yearly ticket: it is called *abbonamento annuale studenti*. The 10-month student bus ticket costs € 153; the 12-month student bus ticket costs € 170.

You can buy it at any GTT office.

The monthly and yearly ticket must be charged on a Pyou Card or Bip Card.

Pyou Card: you can collect it if you are under 29 years old. The Pyou Card is an electronic card for

the young that allows you to charge the weekly and monthly bus ticket and also allows you to have discounts for participating in cultural events around Torino and in Piemonte. The Pyou Card can be collected showing your ID and the "fiscal code" at the *Informagiovani di Torino* office, which is located in via Garibaldi 25. Information available at www.pyocard.it

Bip Card: if you are over 29 or if you don't want to collect the Pyou Card, for charging 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://www.gtt.to.it/dialoga/uffici.shtml#centri>

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/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?link=ol-n49w.redirect>

For further information you can contact the GTT Company or go directly to their offices: <http://www.gtt.to.it/dialoga/uffici.shtml#centri>

>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 118 stations located around Torino where you can find available places.

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: 48-hour validity for maximum of 8 hours/day).

Public-liability insurance cost: € 5 per year.

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: <http://www.tobike.it/frmAbbonati.aspx>

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

<http://www.piste-ciclabili.com/provincia-torino>

<http://www.bunet.torino.it>

>Shuttles

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

For more information please visit:

<http://www.autostazionetorino.it/>

>Railway

<http://www.trenitalia.com>

>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 at the payment machines and on street signs (from € 1.30 to 2.50 per hour, according to the district):

<http://www.gtt.to.it/en/parking/>

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). Parking can be paid also by atm/debit card.

>Taxi

Pronto Taxi - tel. 011.5737

<http://www.prontotaxi5737.it>

Radio Taxi - tel. 011.5730 / 011.3399

(from Porta Nuova to Caselle Airport taxis may charge approximately € 40/50).

#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.

Mirafiori Campus (corso Settembrini 178): it is located between corso Orbassano and corso Settembrini and hosts the Industrial Design and Visual Communication, Ecodesign and Automotive Engineering degree courses. The campus seats about 1500 students and has classrooms, laboratories, study halls and refreshment areas. The new building was designed by Prof. Aimaro Isola and consists of three blocks covering a total area of 7500 square meters. The area made available to Politecnico di Torino is part of a project of the Province of Turin for the redevelopment of the "Mirafiori" quarter. The site has been conceived to combine contemporary design and functionality in a local factory context and is the realization of the will of Politecnico and local institutions to continue to believe in the future of the automotive sector, as well as in research, innovation and design.

You can reach the Mirafiori Campus by tram 10 from the main Campus (last stop).

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, 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.

The original complex and the new teaching centres work together with the target of carrying on the policy of reinforcing the presence of Politecnico in the metropolitan area, offering a variety of services not only to students but also to citizens. Although these buildings are far from each other, students can easily reach them by bus; the centres do not depend on the main headquarters as each centre has all the facilities students may need.

The Politecnico di Torino is working hard to have a more efficient organisation. It also intends to offer more space for students; the construction of study rooms, canteens, halls of residence, car park areas and sports facilities is being planned. With these expansion plans, the area of the Politecnico has been extended into an area called *Cittadella*, next to the corso Duca degli Abruzzi building complex in Torino.

More info here: <http://www.polito.it/ateneo/sedi>

>Students' 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 your courses are held. These are cafeteria-style canteens and you just have to help yourself at the counter.

EDISU offers a wide range of highly nutritious meals based on the Mediterranean diet.

For students needing to avoid certain foods on religious grounds or for other specific reasons, EDISU usually offers two or three options to choose from, one of which will be a vegetarian dish. In the university restaurants *Castelfidardo*, *Gallari* and *Olimpia* 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: <http://www.edisu.piemonte.it/en/Macroaree/Food-Services/University-Restaurants/Gluten-Free>

You can have both lunch and dinner in the students' canteens.

All the students participating in exchange programmes (Erasmus+, Double Degree, Bilateral Agreement) benefit from the lowest fees.

The complete meal consists of a starter, a main dish, vegetables, fresh fruit or dessert, water and bread, whereas the reduced-course meal is different in each canteen.

Prices are subject to change.

Your Politecnico student ID will allow you to eat at the students' refectories.

 **IMPORTANT:** should you extend your stay at Politecnico, always in the frame of an exchange programme, ask the Foreign Citizens Office or the Incoming Mobility Office about how to recharge your student card for having the lowest fee in the canteens.

For further information concerning the EDISU canteens: <http://www.edisu.piemonte.it/en/Macroaree/Food-Services/University-Canteens>

These are the student canteens in Torino:

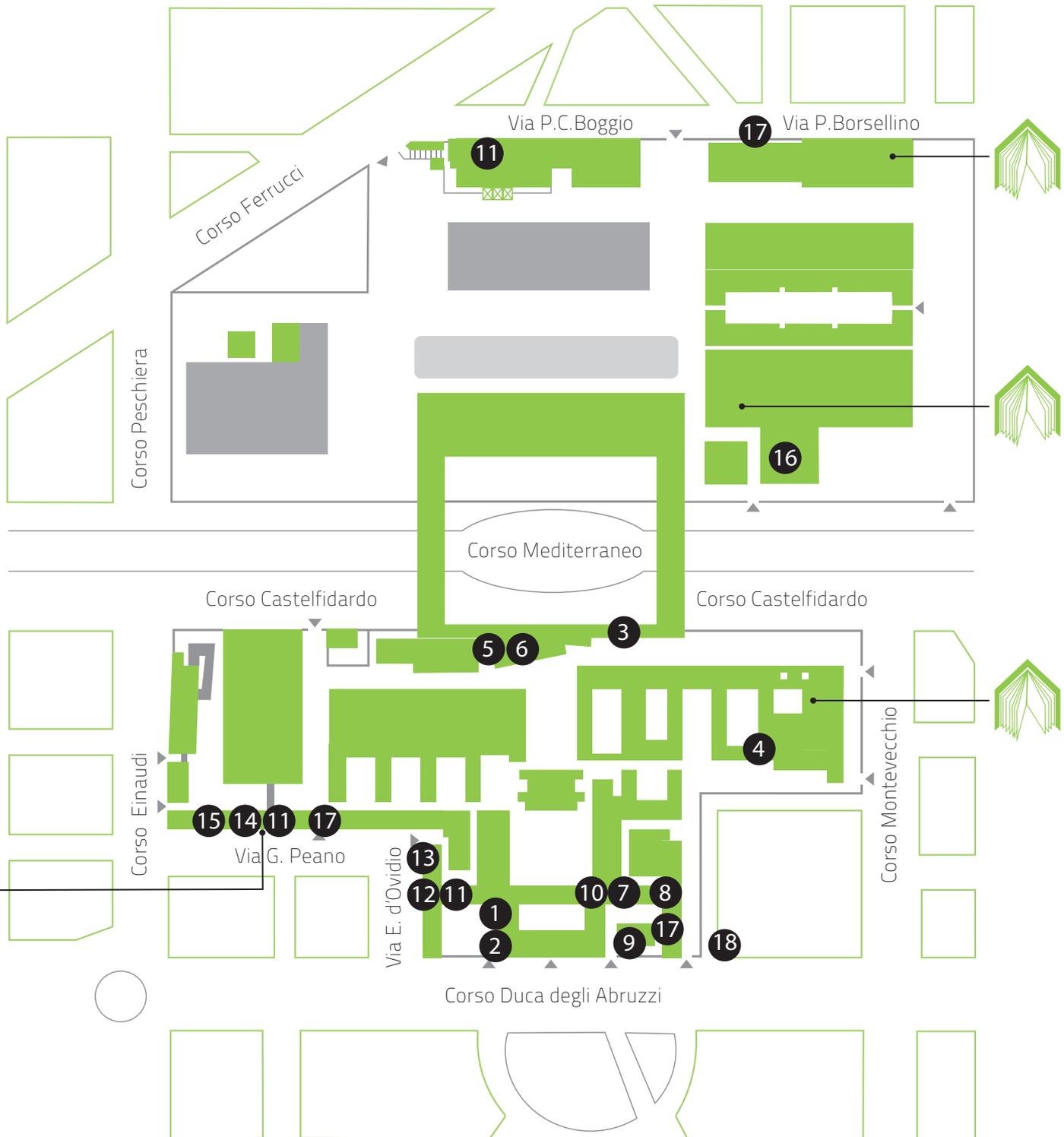
Address	Seats
Via B. Gallari, 30 (the closest one to Castello del Valentino Campus)	150 seats
Via Principe Amedeo, 48 (the closest one to the Università degli Studi di Torino)	240 seats
Lungo Dora Siena, 102/B	230 seats
Corso Castelfidardo 30/A (this is the closest one to the main Campus) with another entrance from via Pier Carlo Boggio 59, ex Fonderie	350 seats
University restaurant "Taberna 1" - Via Paolo Borsellino, 42	122 seats

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

- Bar Katia and Bar Pizzeria 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 (7 a.m. – 7 p.m.), Tuesday to Saturday (7 a.m. – 1 p.m.). Free wi-fi, summer open-air section
- Bar Alpozzi – Architecture Departments, Castello del Valentino, viale Mattioli 39
- Pic-nic area - inside the campus, near the Segreteria Studenti-Cittadella Politecnica.

MAPS

Map of the main campus



LEGEND

-  Building
-  Parking
-  Covered parking

Offices

- 1  Foreign Citizens Office
- 2  Incoming Mobility Office
- 3  Stage & job Office
- 4  CLA Language Center
- 5  Orientation Office

Services

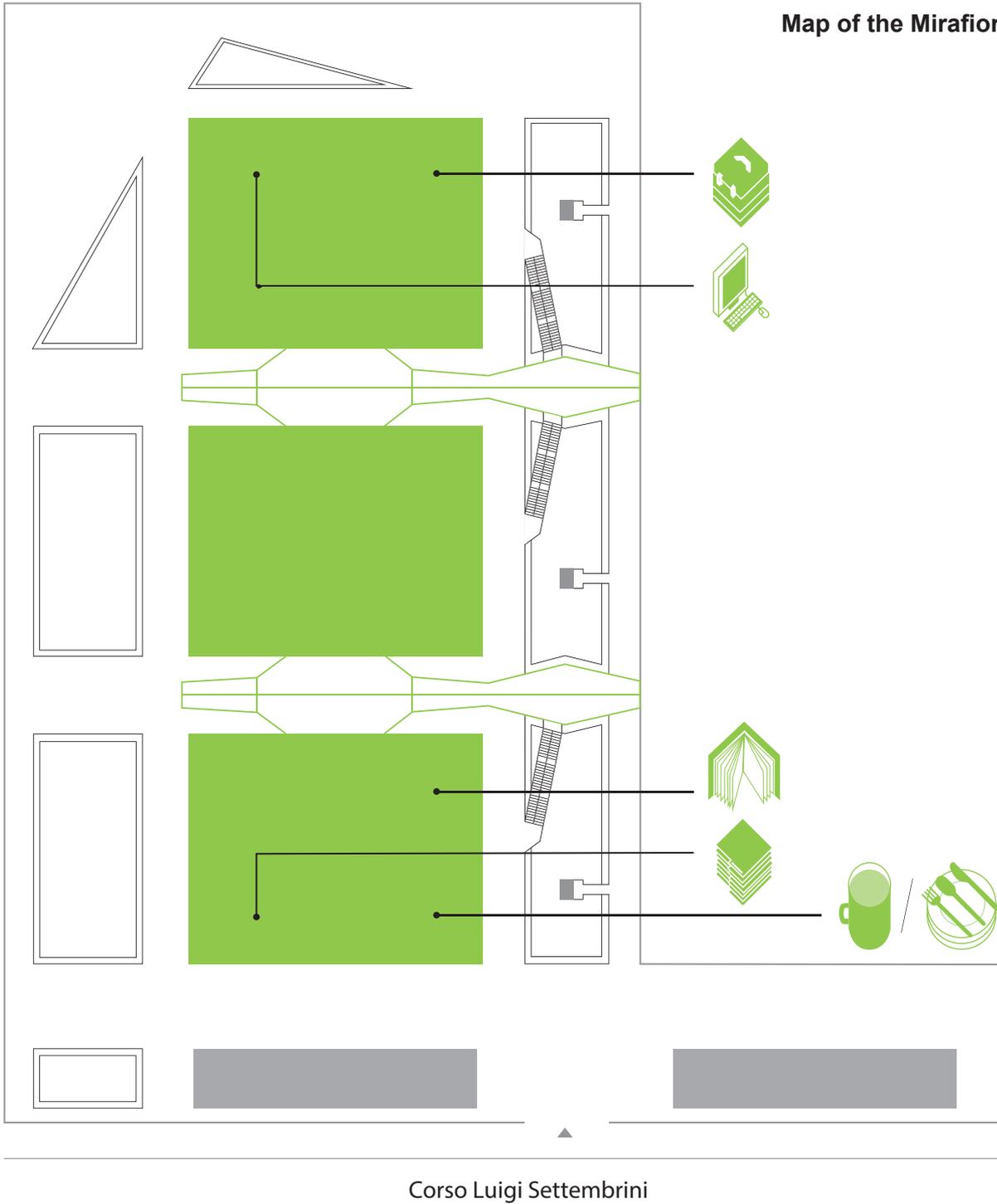
- 6  Secretariat / *Segreteria Studenti*
- 7  Printing Service (*centro stampa*)
- 8  Library
- 9  Students' Associations
- 10  Bookshop

- 11  Cafeteria (*bar*)
- 12  Bank
- 13  Post Office
- 14  *Polincontri* association
- 15  Medical Service (*infermeria*)
- 16  Student Canteen
- 17  Bike Parking
- 18  GTT corner
corso Duca degli Abruzzi 22
(only in September-October)
-  Study room

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

<http://www.polito.it/ateneo/sedi/mappe/index.php?lang=en>

Map of the Mirafiori campus



LEGEND

- | | | | |
|--|---|---|--|
|  Parking |  Models lab |  Study room |  <i>Bar (Cafeteria)</i> |
|  Garden |  Computer lab
(first floor) |  Registrar's
office |  Student
canteen |
|  Building | | | |

>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

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.

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

For assistance, please refer to Informazione e assistenza per gli studenti

Monday to Friday 9-13

Tel. 011 564 7965

or send an email to WiFi@studenti.polito.it

For further information have a look at:

<http://wifi.polito.it/istruzioni.en.asp>

>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.

>Bicycle parking

Politecnico students and staff can use three bicycle parking stations free of charge with controlled access, which are located in the Politecnico main site and provide 130 places in total.

They can be accessed during the Politecnico opening times – that is – from 7,30 a.m. to 9 p.m. and on Saturdays from 8,00 a.m. to 2 p.m.

(closed on Sundays).

The entrances to the parking spaces are in via Pier Carlo Boggio 59 (60 bicycles), in corso Duca degli Abruzzi 22 (20 bicycles) and in the courtyard near classroom 15.

How to access them:

use your magnetic student card to be swiped in the card reader beside the entrance gate.

You will have to place the bike in the rack and secure it with your own bike locker.

In order to exit the parking station you will have to open the door manually. The gate will close automatically but for security reasons you are asked to check that it is actually closed.

Please be aware that the bicycle parking stations can only be used for bicycles. For any malfunctioning, please email in Italian to infopoli@polito.it or call 011/090102 - 011/0906111.

You can find the location of the bicycle parkings on the map on page 28.

Study rooms in Torino	
"Murazzi student zone"	http://www.studyintorino.it/study-in-turin/murazzi-student-zone-2/
EDISU study rooms	http://www.edisu.piemonte.it/en/Macroaree/Study-Halls-and-Other-Services/Study-Halls/Services-and-Locations
Politecnico study rooms	http://www.didattica.polito.it/sale-studio.html

>Bookshops

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

CELID (Engineering and Architecture): 10 up to 20% discount on books for Politecnico di Torino students (info at www.celid.it); you can find it also inside the via Boggio Campus and the Valentino Castle Campus;

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

in the main Politecnico site in corso Duca degli Abruzzi: open from 8.30 a.m. – 7.00 p.m.

Friday: 8.15 a.m.–1.50 p.m.

Centro Stampa

inside the Valentino Castle

Open from 9.00 a.m. to 6.00 p.m.

>Libraries

In order to facilitate your access to university books and other educational work, EDISU Piemonte (the regional authority for the right to higher education) set up and runs two libraries.

All students enrolled in the Universities of Piedmont can gain admission to this service by taking along an enrolment certificate for the current academic year. You can have a book on loan for 40 days and can renew it for another 30 days.

This service is free.

Books may be borrowed from Politecnico central libraries or from Departmental libraries.

EDISU International library

Via S. Ottavio 8 (ground floor near the study room)

<http://www.edisu.piemonte.it/en/Macroaree/Study-Halls-and-Other-Services/International-Library>

EDISU loan service for university books

Via Michelangelo Buonarroti 17 bis.

<http://www.edisu.piemonte.it/en/Macroaree/Study-Halls-and-Other-Services/Loan-Service-for-University-Books>

Politecnico Central and Departmental Libraries

<http://www.biblio.polito.it/en/documentazione/biblpoli.html>

>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.

Politecnico Medical service (*infermeria*)

ground floor (next to Bar Katia) in the main building

Opening hours: from Monday to Friday from 8.00 a.m. to 6.00 p.m.

A doctor is also available on Tuesday and Thursday morning as well as on Wednesday afternoon

Tel. 011564.7943

E-mail: infermeria@polito.it

>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 011.090.7926 or visit the home page: <http://www.polincontri.polito.it/>

>Students' associations

Students interested in the University life gather in students' associations and organize cultural, theatrical, recreational and sports activities.

Associations, along with student representations elected in the government body of the University, have at their disposal some facilities where they can carry on their activities. These facilities are located in A. Sobrero square, inside the headquarters of corso Duca degli Abruzzi, 24.

Students' associations of the Politecnico di Torino
<https://didattica.polito.it/associazioni/associazioni.html>:

AESA Torino (Aerospace Engineering Students' Association) - aesa@studenti.polito.it

AMENTE - Rivista Universitaria Indipendente - amente@studenti.polito.it

B.E.S.T. - Board of European Students in Technology - best@studenti.polito.it

CSSA - Associazione degli studenti e studiosi Cineasti del Politecnico di Torino
CSSA@studenti.polito.it

COMITATO INTERNAZIONALISTA del Politecnico di Torino - CIP@studenti.polito.it

Erasmus+ TORINO - Erasmus+@studenti.polito.it
INGEGNERIA SENZA FRONTIERE
isf@studenti.polito.it - <http://isf.polito.it/>

IRANIAN_STUDENTS' Association of Polytechnic University of Turin
iranianstudents@studenti.polito.it

J.E.To.P. - Junior Enterprise Torino Politecnico - jetop@studenti.polito.it

<http://www.isaput.blogspot.it/>

LAVORI IN CORSO - lavori_incorso@studenti.polito.it - <http://www.facebook.com/lavoriincorso.polito>

Organization of Pakistani Students (O.P.S.) - OPS@studenti.polito.it

POLIMOVIE INTERNATIONAL CLUB
polimovie@studenti.polito.it

R.U.N. (Rete Universitaria Nazionale)
RUN@studenti.polito.it - <http://www.facebook.com/PolitoBenecomune?fref=ts>

WEBINGEGNERIA - webingegneria@studenti.polito.it - <http://webingegneria.net>

#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).

Universities can recognise credits for professional skills and experience, according to the regulations, as well as other skills and knowledge acquired in post-secondary level courses that have been set up and taught in collaboration with the university. The reform establishes the number of credits for each degree.

The reform does not set credits for research doc-

torate 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 the Laurea (3 years - bachelor of science) and of the Laurea Magistrale (Master of Science) two year curriculum, the student is required to present a final project before an official commission and a final grade, based on both the average of the previous academic results of the individual exams and on the evaluation of the final project, is awarded to the student. The final grade is expressed as a fraction of 110. The maximum grade is 110, while the minimum is 66 out of 110. Exceptionally brilliant candidates might be awarded of 110 "con lode" (cum laude).

>Exams' rules

The final grade of an exam has to be accepted or refused by the students. If you refuse the grade, you must inform the Professor. If the grade of your passed exam is too low with respect to your expectation, you can refuse it and do it again during the next exams' session.

We remind you that 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

Degree	Credits	Length of degree course	Course objectives
First degree Laurea	180 credits including a certain number allocated to the learning of an EU language other than Italian	3 years	Provides undergraduate students with adequate knowledge of general scientific principles and mastery of methods as well as specific professional skills
Second degree Laurea Magistrale	120 credits	2 years following the first degree in a relevant field of study	Provides graduate students with advanced education and training for highly qualified professions in specific sectors
Specialisation degree Diploma di specializzazione	120-300 credits in addition to those already earned in the previous degree which are recognised for access to the specialisation degree	2-5 years	Provides knowledge and skills for specific professions. Set up exclusively on the basis of specific national laws or EU directives (medical specialisations, secondary school teacher education, legal professions).
Master Course (first level) Master universitario di primo livello	60 credits in addition to those acquired for the Laurea	Minimum 1 year	Provides specialisation and continuing education in specific fields
Master Course (second level) Master universitario di secondo livello	60 credits in addition to those acquired for the Laurea Magistrale	Minimum 1 year	Provides a higher level of specialisation and continuing education in specific fields

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. Both students risk to 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.

#DOCUMENTS

>Certificates and self-declarations

The Italian stability law (art. 15, law 12.11.2011) introduced, starting January 1st, 2012, the following new dispositions 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 - under pain of nullity - the following caption: "This certificate cannot be submitted to public administration organs or to private managers of public services".

Certificates can be requested for the following uses only:

- if destined for private parties in Italy
- for use abroad.

Certificates and their applications for issue require a current value duty stamp (€ 16,00).

Upon submitting your request, you must indicate the use the certificate is destined to.

If you need a certificate (enrolment/exam certifica-

te, 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.

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

For degree students (Double, Joint or Full degree) 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/lifelong-learning-policy/ds_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, 205

Open to public on Mondays, Wednesdays and Fridays from 9.00 a.m. to 12.00.

Tel. 0115589550 / 0115589498.

>Certificates

After their graduation double degree students must remember to ask their degree certificates (in Italian or English) to the Segreteria Studenti-Cittadella, before their departure from Torino.

The official certificates can be requested providing

two duty stamps (above € 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.

>Transcript of Records and Declarations of Stay

Students in the frame of an exchange programme can request the following documents to the Incoming Mobility Office:

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

At the end of your study period at Politecnico di Torino, two or three days before leaving, don't forget to visit the Incoming Mobility Office to inform us about your departure date and to be sure that there are no academic matters left unsettled. You will be able to print/save your final Transcript of Records from your personal page of Portale della Didattica (once that all your grades will be registered) ONLY by going to the Incoming Mobility Office before you leave.

Another of the fundamental steps to finish the check out procedures is also the compilation of the "customer satisfaction" questionnaire (an email will be sent in your Polito email account a few days before leaving).

#TOOLS

>The Student Identification Card (Tessera Studenti)

The Tessera Studenti-Smart Card is an I.D. card and it must be used in the self-service boxes placed in the corridors of each campus, in order to print self-declarations in Italian and/or the "statino". The Tessera Studenti gives you free access to the main library of Politecnico, the computer labs (LAIB), Departments and other facilities. Moreover, it is useful to obtain discounts in several places such as CUS, museums, cinemas, buses etc.

Further information about the Tessera Studenti-Smart Card: https://didattica.polito.it/pdf/smart_card_info_2014_en.pdf

In order to obtain it, please go to the Segreteria Studenti (CITTADELLA - corso Duca degli Abruzzi, 24) with the "International Student Personal Identification number" (available in your personal page of Apply) .

The Student I.D. card will be issued immediately after your picture has been taken.

If you lose your "Tessera Studenti", please contact the Segreteria Studenti (Cittadella).

You will be able to get a copy that will cost €11.

>Portale della Didattica and Sid@home

The "Portale della Didattica" is an important tool that can be used for a number of purposes. Through it, you can reserve an exam or look at the "carico didattico" (learning agreement), check the passed exams, download the lecture notes, pay the tuition fees (if it is due) and print your final Transcript of Records (Sid@home).

As soon as you are settled in Turin, you are required to input in Portale della Didattica your address, telephone number and mobile number.

The data you will provide can be used by any office at the Politecnico di Torino, professors and your Academic Advisor for any urgent communication. It is important for the personal data to be always up-dated.

From your personal page of Portale della Didattica, you can enter in Sid@home page. It is useful for you to print self-declarations and complete your on line learning agreement.

>Polito account

Each exchange student will be given an e-mail address that must be used to contact the Incoming Mobility Office, the Foreign Citizens Office or any other office at the Politecnico di Torino, your Aca-

You are required to input in Portale della Didattica your address, telephone number and mobile number in Italy within one month from your arrival

demic Advisor or any other professor. 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

As soon as you arrive, don't forget to get your Tesseratura Studenti at Registrar's office.

In your personal page of Apply@polito (registration form) you will find the INTERNATIONAL STUDENT PERSONAL IDENTIFICATION NUMBER (in Italian "matricola"), with information about your field of study and the name of your Academic Advisor. Please print this document and show it to our Registrar's office.

>Learning Agreement

Deadlines to load online all courses defined with your Academic Advisor for the Fall semester are: between September 15th to October 10th.

The Learning Agreement is a binding document and should only be changed if suggested by the Academic Advisor, in case of timetable clashes or unexpected course cancellations.

You are advised to visit the Politecnico web-site for the academic offer (https://didattica.polito.it/pls/portal30/gap.a_mds.init_new?p_a_acc=2014) and then look at the timetable http://www.swas.polito.it/dotnet/orari_lezione_pub/.

In order to fill in the electronic Learning Agreement, please follow these steps:

1. Go on Polito website www.polito.it, Login and select "STUDENTS" --> PORTALE DELLA DIDATTICA (Didactic Portal)
2. enter in your personal page of PORTALE DELLA DIDATTICA with your Username and your password

Username= Smatricola (ex:s123456)

Password= your birthdate (ddmmyyyy)

3. select ENTRA in the section SID@HOME

4. select CARICO DIDATTICO in order to start filling in your Learning Agreement

5. in order to load the course name, click on ALTRI and put the course name in CERCA DESCRIZIONE or the course code in CERCA CODICE

6. when the course name or code appears, click on AGGIUNGI and RITORNA VIDEATA INIZIALE

7. confirm the courses, clicking on OK at the end of the procedure. This question will appear at the end: "Do you want to send your L.A. to the Advisor for the approval?" YES/NO

If you click on YES, the learning agreement is ready for the approval of your Academic Advisor. If it will be approved, the student will find "APPROVED" in his page.

If it will be rejected, the Professor will have to justify his decision, unlock the study plan and let you modify it, according to his suggestions. In this case you will find this message: "Your learning agreement has NOT been approved. Please modify and submit the learning agreement again to your Polito Academic Advisor".

L.A. cannot be changed when status is "pending approval". If the deadline to modify the learning agreement is over, you cannot modify it by yourself. An exception could be done only if it is requested by your Academic Advisor for a considerable reason (as for instance the overlapping of timetable, etc..). In this case you need to contact your Academic Advisor who must open ("unlock") your Learning Agreement. Then, the INCOMING Mobility office, once that will receive the confirmation of the change by your Academic Advisor, will modify it.

Meet the deadlines
to complete
the electronic
Learning Agreement

>Courses and exams

You will find all information about the courses offered and the related syllabus at this link: <http://international.polito.it/en/courses>.

Please take a look at the website before contacting your Academic Advisor; it will help you to plan your studies.

While filling in the Learning Agreement for the Fall semester or for the whole academic year 2014/15, the Erasmus+ and Bilateral Agreement students should remember that:

1. it is not possible to do extra work for the exams in order to obtain extra credits. If a larger number of credits is needed, you should choose/add another course;
2. you cannot take two architecture workshops with the same code;
3. if you choose laboratories, internships or even single courses having as final grade "passed or not passed" (IDONEITA' or SUPERATO) you cannot obtain a grade in /30. If it is required to present such grade in /30 to your Home Institution, another course should be chosen instead of those graded as "passed or not passed";
4. it is not possible to take final exams in the University of origin or abroad;
5. final thesis does not have to be added to the electronic Learning Agreement. In case you are writing your project in Polito, you must contact the Incoming Mobility Office in order to get the "Thesis Evaluation Form".
6. BE CAREFUL: you cannot choose distance learning COURSES (*corsi a distanza*) and courses written in red (they will not be activated);
7. You can't insert courses from the first year of Bachelor's degree.



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

>Learning Italian

CLA (Language Centre) at the Politecnico di Torino offers all international students A2 and B1 Italian language courses free of charge. For further information about Italian language courses (levels, calendars, final marks...), you can visit the CLA website: <http://didattica.polito.it/cla/>

"Italian Language" or "Lingua Italiana" exams should be listed in your study plan according to the following rules for each specific case:

1. DOUBLE DEGREE STUDENTS enrolled on a degree course entirely taught in English must attend Italian language A2.
2. DOUBLE DEGREE STUDENTS enrolled on a degree course entirely taught in Italian must attend Italian Language B1.

You must sign up for the exam in your home page of Portale della Didattica. The exam will be electronically registered and must be passed by the end of the academic year.

Italian certification: Politecnico di Torino accepts proficiency certificates in Italian issued by assessment authorities acknowledged by the Ministry of Foreign Affairs and the Ministry of Education:

- 1) Università degli studi di Roma Tre;
- 2) Università per stranieri di Perugia;
- 3) Università per stranieri di Siena;
- 4) Università per stranieri non statale e legalmente riconosciuta "Dante Alighieri" di Reggio Calabria
- 5) Società Dante Alighieri (PLIDA).

Politecnico also accepts Italian embassies and "Istituti di cultura italiana" certifying the conclusion of courses which require a final examination (certificates of attendance will not be accepted) and that state the level of proficiency attained through the course.

You must hand in your certificate at the Registrar's

Remember that you must reserve the exam from your personal page of Portale della Didattica and print the receipt of the reservation.

office, who will register the exam.

For an updated list of Italian language courses held outside Politecnico, please ask the Foreign Citizens Office, desks n.1-2.

>Extension of stay for Exchange students

Only students coming for the Fall semester can decide to extend their stay for the whole academic year. It is not possible to extend the period of stay during 2 different academic years.

If you want to extend your stay, the Incoming Mobility Office needs to receive an official communication by your home University.

>Internship Information

If you are a Double Degree students and must activate the internship (because it is part of your study plan) you need to:

- visit the web page <http://stagejob.polito.it/en/> home and read the information about the instructions to fill in the PROGETTO FORMATIVO of your study course;
 - present your PROGETTO FORMATIVO and hand it in to the Ufficio Stage&Job at least 7 days before the starting date of your internship. Then the Ufficio Stage&Job will give you the "Internship booklet" (LIBRETTO DI TIROCINIO). You will have to register your daily attendance.
- You will be assigned a TUTORE AZIENDALE by the hosting Company, with whom you will cooperate during the internship. The rules to choose your TUTORE ACCADEMICO depend on your Department; check them on the Stage & Job website.
- hand in the LIBRETTO DI TIROCINIO, signed both from you and your tutors, to the Ufficio Stage&Job within 15 days AFTER the end of the internship period;
 - inform the Ufficio Stage & Job about any change regarding your internship (for example in case of extension or suspension, etc). You will have to fill in the relative form, at least 7 days before the variation: <http://stagejob.polito.it/en/home>
 - read your course instruction on Stage & Job website in order to register your internship.

#DOUBLE-DEGREE AND JOINT DEGREE STUDENTS

>Learning Agreement

At your arrival you must define the Learning Agreement with the Academic Advisor assigned by the Incoming Mobility Office, according to your field of study.

In order to get the degree, double degree students (Master of Science) are required to pass all the exams for a minimum of 90 credits (60 courses + 30 thesis) in 18 months.

According to the agreements, students from the Universidad Central de Venezuela, Universidade de São Paulo, Pontificia Universidad Javeriana, Universidad de Antioquia, Universidade de Brasilia are required to pass all the exams for a minimum of 120 credits (90 credits + 30 thesis) in a period of 24 months.

The Academic Advisor will help you in defining the Learning agreement on the basis of the compulsory subjects necessary to get the degree and the gaps of the previous academic career.

Double degree students enrolled to a Bachelor or Master of Science degree have to attend the Italian language course and pass the exam. It is considered an "extra-subject": this means that the course does not count for the achievement of the total number of credits required to graduate.

For any doubt about the length or the structure of the Double Degree Programme, please contact the Incoming Mobility Office (incoming.students@polito.it).

You cannot change the assigned Academic Advisor without the Incoming Mobility Office approval

>English Language

English is a compulsory subject. You are required to pass IELTS with a minimum score of 5.0 or to possess accepted certification (<https://didattica.polito.it/cla/en/inglese.html>) at an equivalent level in order to get your degree.

Master degree students who want to apply for the IELTS exam in Politecnico, need to pay € 100 at the Segreteria Studenti-Cittadella.

Bachelor degree students are exempted from the payment if they pass the exam at first attempt.

English language is considered as “extra-subject”: this means it does not contribute to the credits required to obtain the Bachelor or Master of Science degree. It is compulsory to pass the IELTS exam before submitting the DEGREE REQUEST (domanda di laurea) to the Segreteria Studenti-Cittadella (check the deadlines in the academic calendar <https://didattica.polito.it/segreteria/esamefinale/it/>).

>2nd Academic Year enrolment

After the first year’s enrolment, you must register to the second academic year according to the deadlines set in the academic calendar.

Please go to the Incoming Mobility Office for the registration to the second year, the payment of the “extra-Politecnico” fees (if it is due) and to complete the Learning Agreement.

After the deadline, some extra fees will be required to pay (even for students whose fees are paid by home universities).

In case the double degree student is supposed to stay for one year only at Politecnico you need to register for the second academic year before you leave.

>Graduation – Bachelor of Science degree

Please refer to the Manifesto degli Studi of your program: http://offerta.polito.it/index_Guide.html for the deadlines and graduation fees.

For any doubt please contact the Incoming Mobility Office or the Segreteria Studenti-Cittadella.

>Graduation – Master of Science degree

About 6 or 7 months before graduating, you should

contact the Academic Advisor to decide the Thesis Supervisor and discuss about the topic and the title of the thesis.

According to the deadlines scheduled in Manifesto degli Studi of your program: <https://didattica.polito.it/segreteria/esamefinale/it/>

enter in sid@home in your Portale della Didattica page and click on “Richiesta conferma conclusione tesi” --> Almalaurea --> “Domanda di ammissione all’esame finale” (here you have to pay the graduation fees - about 100 Euros).

Please remember that it is compulsory to have the IELTS or equivalent certificate before submitting the degree request to the Segreteria Studenti-Cittadella.



The writing of the final thesis takes about 6 months. It is not possible to prepare it in the student’s home country (or student’s home institution), but, in agreement with the Supervisor, you are allowed to prepare the thesis in a different country or in any other University, company or institution in Italy. Even if the thesis will be prepared somewhere else, IT IS COMPULSORY TO HAVE A POLITECNICO SUPERVISOR.

It is also possible to apply for “Contributo tesi fuori sede” (scholarship for thesis abroad), for further info: Outgoing Mobility Office (mobilita.studenti@polito.it).

In order to obtain the Diploma (“pergamena di laurea”), in case the agreement with your home University does not foresee that you attend the graduation ceremony, remember to fill in the form to send the diploma in your home country (shipment fees are about 15 Euros + stamps).

For more details please refer to the Manifesto degli Studi of your program: <https://didattica.polito.it/segreteria/esamefinale/it/>

Meet the
deadlines
for the 2nd
academic year
enrolment

>Extension of stay

According to the Politecnico Board of Directors, students in the frame of the double or joint degree agreements may maintain the economic treatment set by the agreements or projects lasting at most one academic year after the deadline of the programme (special conditions for students coming from Universidad de Belgrano and Universidade de São Paulo).

If the additional time is not sufficient to graduate, students are required to pay Politecnico tuition fees (according to the Tax Regulations) to complete their studies.

For any doubt, please contact the Incoming Mobility Office: incoming.students@polito.it

>Part-Time Jobs (only for Double degree students)

In the official web site of Politecnico, you can find, usually in April/May, announcements for part-time jobs at the Department of International Affairs Offices.

#PRACTICAL-INFO

>Tuition Fees

In general, students in the frame of an exchange programme (Erasmus+, Erasmus Mundus, Ciencias sem Fronteiras, etc.) are exempted from paying tuition fees and other expenses unless it is stated differently in the Bilateral Agreement.

Where the agreement between the Politecnico di Torino and your University states that exchange students pay tuition fees only at the home university, you will be charged above €161 for access to facilities and services such as:

- student canteens, computer and study rooms
- accident insurance in the Politecnico di Torino facilities
- copyright
- enrolment duty stamp

If you are required to pay these fees, you can do it:

- with credit card directly at the Segreteria Studenti (with a bank charge of 1%) or from your personal page of Portale della Didattica;
- with ATM card directly at the Segreteria Studenti;
- with the payment slip (please fill it in with the infor-

mation written in the next page and your personal data) at the Post Office (show the receipt to the officer). You are exempted from paying the “extra-Politecnico” fees if you come from:

- Pontificia Universidad Católica de Valparaíso
- Universidad de las Americas-PUEBLA
- Instituto Tecnológico y de Estudios Superiores de Monterrey- ITESM
- Kharkiv Aviation Institute (National Aerospace University)



If you forget to pay these expenses, some late payment interest will be added as penalty.

Check here
if you have to pay
tuition fees
or other
expenses
at Polito

CONTI CORRENTI POSTALI - Ricevuta di Versamento		BancoPosta		CONTI CORRENTI POSTALI - Ricevuta di Accredito		BancoPosta	
€	sul C/C n. 2 5 9 1 0 1	di Euro		€	sul C/C n. 259101	di Euro	
INTESTATO A: POLITECNICO DI TORINO GESTIONE TASSE SCOLASTICHE SERVIZIO TESORERIA CORSO DUCA DEGLI ABRUZZI 24 10129 TORINO				INTESTATO A: POLITECNICO DI TORINO GESTIONE TASSE SCOLASTICHE SERVIZIO TESORERIA CORSO DUCA DEGLI ABRUZZI 24 10129 TORINO			
ESEGUITO DA:				ESEGUITO DA:			
CAUSALE TASSE EXTRA POLITECNICO A.A. 2013/2014				CAUSALE TASSE EXTRA POLITECNICO A.A. 2013/2014			
BOLLO DELL'UFFICIO POSTALE				BOLLO DELL'UFFICIO POSTALE codice bancoposta			
				RESIDENTE IN VIA-PIAZZA			
				CAP LOCALITÀ			
				IMPORTANTE: NON SCRIVERE NELLA ZONA SOTTOSTANTE importo in euro numero cartello			
				00259101< 451>			

payment slip

> 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 phone and laptop.

GTT (city transports) lost & found office

Open on Mon, Wed and Thu 9:00 - 12:00 am
Address: via Meucci, 4
Tel. 011/4430753

POLITECNICO DI TORINO lost & found office

Portineria
Address: corso duca degli Abruzzi, 24
Tel. 011/0906666

Emergency numbers	
Fire	115
Ambulance	118 (phone call free of charge)
Emergency First Aid treatment at home	0115747
Carabinieri	112
Polizia	113

>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
Esenzione tasse	Tax exemption
Firma	Signature
Fotocopia	Photocopy
Immatricolazione	Registration
Insegnamento/ Modulo	Course: didactic activities and lessons (including extra activities, exercises, labs). For each course the student must pass an exam
Iscrizione	Enrollment
Marca da bollo	Duty stamp
Master	Postgraduate specializing master

>Academic Glossary	
Matricola (numero)	Registration number or student number
Modulo	Form
Nulla osta per ricerca scientifica	Scientific research visa authorization
Overbooking	number of credits that exceed the allowed limit
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

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



2014/2015 Academic Calendar	
Engineering and Architecture programs	1st term lectures start on September 29 th 2014 end on January 20 th 2015
	1st term exam session start on January 21 st 2015 end on February 28 th 2015
	2nd term lectures start on March 2 nd 2015 end on June 13 th 2015
	2nd term exam session start on June 15 th 2015 end on July 25 th 2015

ACADEMIC CALENDAR: http://international.polito.it/it/ammissione/programmi_di_scambio/2014_15_calendario_accademico_provvisorio

LECTURES TIMETABLE (*orario lezioni*):
<http://www.swas.polito.it/orari/OrarioGeneraleInternet.aspx>

EXAM RESERVATION (*prenotazione appelli*): <http://didattica.polito.it/pls/portal30/esami.visu.form>

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 Dicember 8 th
Christmas Holidays	from December 21 st 2014 till January 6 th 2015
Easter Holidays	from April 2 nd 2015 till April 8 th 2015



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

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

POLITO CONTACTS



You can contact these offices by telephone or e-mail:
The INCOMING Mobility Office deals with all the

Department of International Affairs INCOMING Mobility Office

Corso Duca degli Abruzzi, 24 – 10129 Torino
Italia

Tel. +39 011 090 8654 fax: +39 011 090 8656

E-mail: incoming.students@polito.it

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

academic issues of your stay at the Politecnico di Torino: Welcome Orientation Meetings, students' selection, registration, choice of courses, on line Learning Agreement, contact with partner Universities, documents' issue (Transcript of Records, Learning Agreement, Declaration of stay).

You can find us at the desks no.6-7 of the Department of International Affairs.

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.

Department of International Affairs Foreign Citizens Office

Tel. +39 011 090 8695 fax: +39 011 090 8699

E-mail: foreign.citizens@polito.it

http://international.polito.it/practical_information

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.

You can find us at the desk no.1- 2 of the Department of International Affairs.

We will help you in dealing with services and practical matters (visa and residence permits, health insurance, fiscal code, accommodation, sports and free time).

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

Corso Duca degli Abruzzi, 24 – 10129 Torino
Italia

E-Mail: 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 at Cittadella Politecnica – ground floor

The info desks at Registrar's Office are open

Mon – Wed– Fri 8.30-12.00; Tuesday - Thursday
8.30-12.00 and 13.30-15.00.

E-mail: segreteria.studenti@polito.it

https://didattica.polito.it/segreteria/contatta/it/Segreteria_generale.html

Stage & Job office

Corso Duca degli Abruzzi, 24 – 10129 Torino at
Cittadella Politecnica – ground floor

Tel. 011-090.5789 | Fax: 011-090.6295

E-Mail: stage.job@polito.it

The info desks at the Stage & Job Office are
open on Tuesday and Thursday 9.30-12.30.

Telephone assistance: Tuesday and Thursday
14.00 - 16.00.

The info desks at
Department of International
Affairs are open
MON-TUE- THU-FRI- from
9.00 to 11.30 a.m.
The info desks are closed to
public on WEDNESDAYS

CHECK LIST

ARRIVAL

- Codice fiscale (*fiscal code*)
- Student card
- Residence permit
(only NON-UE students)
- Contact your academic advisor
- Fill in your learning agreement
- Registration at *Anagrafe*
(Municipality Office - for EU students)

DEPARTURE

- 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 travel ticket, go to the
Foreign Citizens Office and ask if and where
you are allowed to travel
- Visit the Incoming Mobility Office in order
to take your final transcript of records

