

*A.Y. 2019/2020*  
**Welcome Meeting**



UNIVERSITÀ DEGLI STUDI DI TORINO

**DM** DIPARTIMENTO  
DI MANAGEMENT

# Agenda

1. Deadlines for matriculation
2. Presentation / Coordination Team
3. Campus
4. Courses' structure description
5. Calendar and Timetables
6. Exams and Re-takes
7. MyUniTo Portal

# Deadlines for matriculation

- If you are already admitted, the deadline for matriculation is **25/09 at 3:00 p.m.**
  - If you are not admitted yet, next rankings («riescaggi») will be published on:
    - 1° **riescaggio**: **27/09** (the deadline for matriculation will be on **30/09 at 3:00 p.m.**)
    - 2° **riescaggio**: **2/10** (the deadline for matriculation will be on **3/10 at 3:00 p.m.**)
- >>If you are not admitted by 2/10 you need to **confirm your interest** through your MyUnito page from 9:30 of 7/10 to 8/10 at 3:00 p.m.



- 3° ripescaggio: 10/10 (deadline for matriculation 11/10 at 3:00 p.m.)
- 4° ripescaggio: 15/10 (deadline for matriculation 16/10 3:00 p.m.)
- 5° ripescaggio: 18/10 (deadline for matriculation 21/10 at 3:00 p.m.)

>>**Confirm your interest** through your MyUnito page from 9,30 a.m. 23/10 to 3:00 p.m. 24/10

- 6° ripescaggio: 28/10 (deadline for matriculation 29/10 at 3:00 p.m.)
- 7° ripescaggio: 31/10 (deadline for matriculation 4/11 at 3:00 p.m.)



# B&M Coordination team

- **Mariacristina Rossi**, *Associate Professor of Economics, B&M Director*
  - Office: corso Unione Sovietica 218/bis (fourth floor)
  - Students' hours: by appointment
  - Contacts: [mariacristina.rossi@unito.it](mailto:mariacristina.rossi@unito.it)
  
- **Cecilia Casalegno**, *Researcher and Lecturer, Deputy Director of the Degree Course*
  - Contacts: [cecilia.casalegno@unito.it](mailto:cecilia.casalegno@unito.it)
  - Office: corso Unione Sovietica 218/bis
  - Students' hours: See students' hours [here](#)
  
- **Lorenzo Vasile**, *PhD, Teaching Manager for EMI courses*
  - Office: corso Unione Sovietica 218/bis (third floor) or via Ventimiglia 115
  - Students' hours: by appointment
  - Contacts: [internationaldegrees.management@unito.it](mailto:internationaldegrees.management@unito.it)



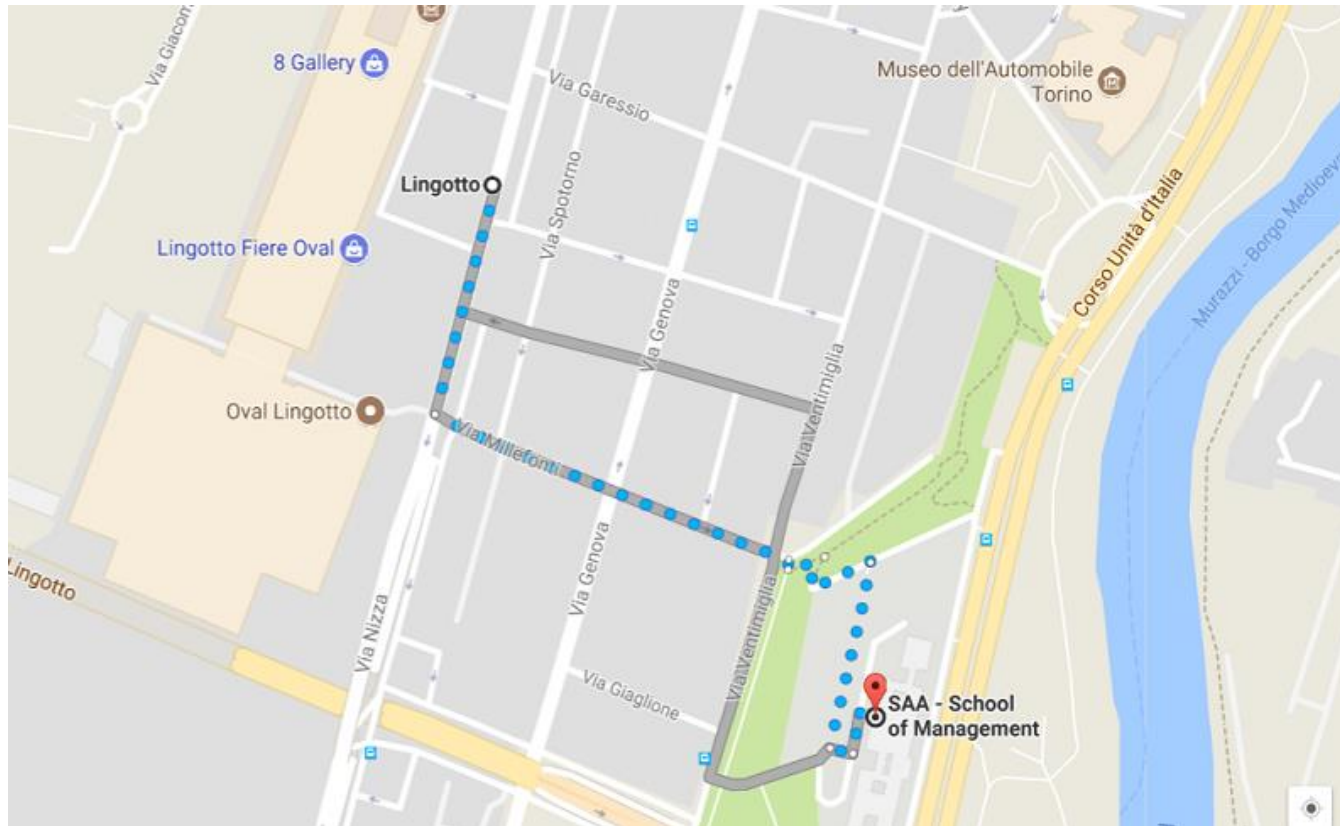
# Information desk for Business and Management



- **Marilena Catanese,**  
*Coordinator*
- **Barbara Gianessi,**  
*Coordinator*
- Office: via Ventimiglia 115 (Segreteria Studenti)
- Office opening hours:  
**9,00-11,30 / 14,30-16,30**
- Contacts:  
[internationaldegrees.management@unito.it](mailto:internationaldegrees.management@unito.it)

# Campus – Where we are now

- Lectures will be held at: SAA – School of Management, Via Ventimiglia 115, Torino



# Administrative offices



## SME – School of Management and Economics, corso Unione Sovietica 218 bis, Torino:

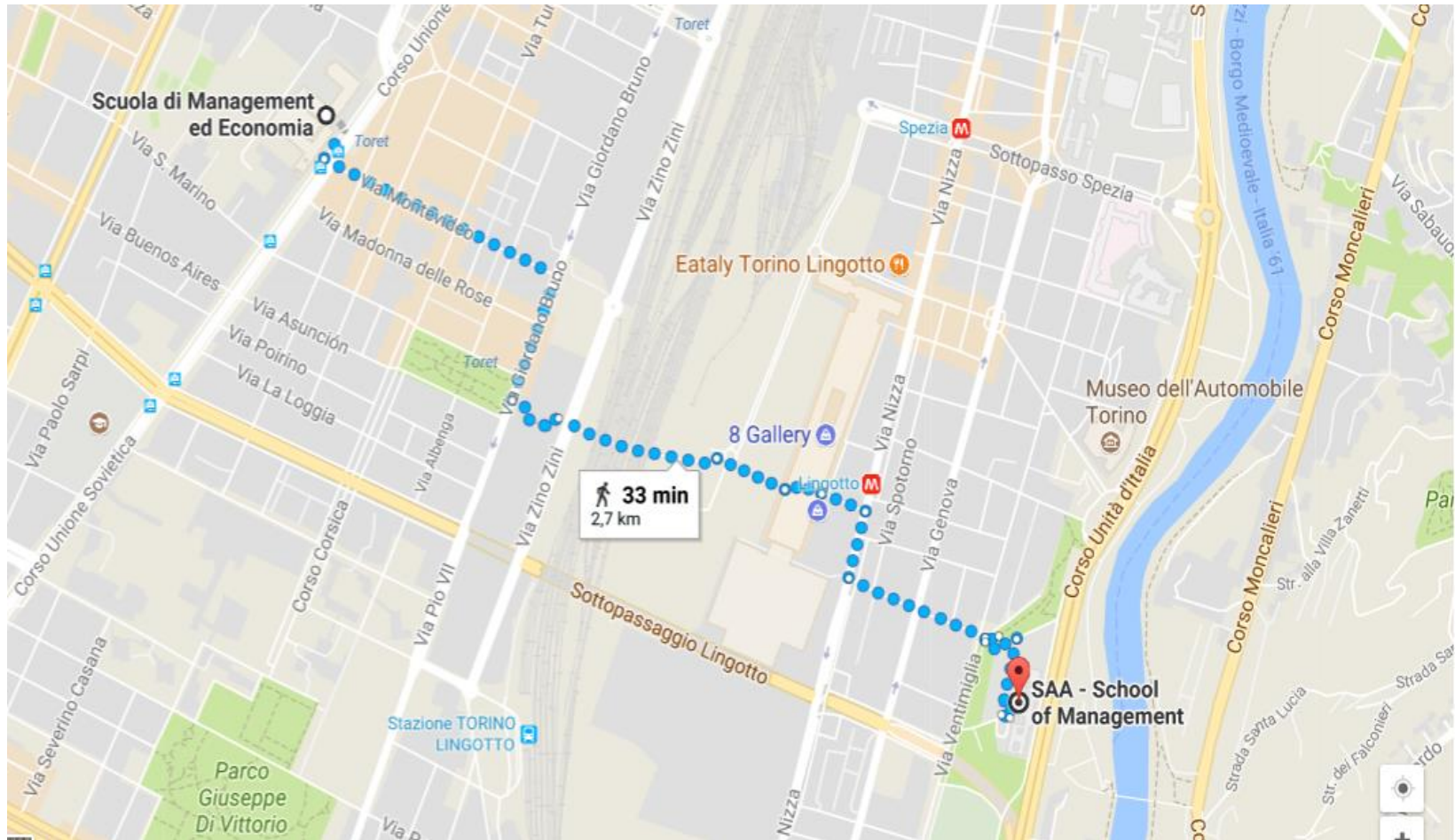
- *Segreteria Studenti* (Ground floor, Mon-Fri 9,00 – 11,00; Tue-Thu. 9,00-11,00 + 13,30-15,00)
- *Job Placement* (First floor, Tue, Thu, Fri 9,30-12,30)
- *Segreteria Didattica* (Third floor)
- *International Office* (Third floor)
- *Orientamento* (Third floor)



## SAA – via Ventimiglia 115, Torino: EVERYTHING IN ONE PLACE



# How to get to SME



# Courses' structure description

## ▪ INTERNATIONAL DEGREE

- Three-year degree in English

## ▪ AIM OF THE COURSE

- Broadening students' understanding of the business functions in big, complex and multinational companies

## ▪ LECTURES ARE TAUGHT IN BLOCKS

- 2-3 weeks long (intensive learning)
- Generally students attend only one course at a time
- **The assessment is at the end of each block**



## FIRST YEAR

N.	Code	Course Name	ECTS
1	MAN0512	Financial Accounting and Business Administration	12
3	MAN0263	Mathematics for Business and Finance	12
4	MAN0259	Microeconomics	9
5	MAN0264	Operations Management	5
6	MAN0260	Private Law	6
7	MAN0520	Public Law for Economics	6
8	MAN0261	Statistics for Business	6

# Syllabus – first and second Year

## Second Year

N.	Code	Course Name	ECTS
1	MAN0265	Business Law	6
2	MAN0266	Business management	6
3	MAN0272	Business organisation	6
4	MAN0267	Financial Markets and Corporate Finance	12
5	MAN0268	Intermediate Financial Accounting	6
6	MAN0269	Macroeconomics	9
7	MAN0270	Managerial Accounting	6
8	MAN0271	Marketing	6



# Syllabus – third Year and Elective courses

Third Year			
N.	Code	Course Name	ECTS
1	MAN0278	Environmental Management Systems	9
2	MAN0247	Introduction to Psychology and Behavioral Management	7
	<u>2 Courses among the following ones:</u>		12
	MAN0274	Administrative Law	
	MAN0275	Advanced Accounting	
	MAN0276	Advanced Banking and Finance	
	MAN0281	International Marketing	
	MAN0207	Labelling (Food and non food products)	
	MAN0516	Logistic Trade	
	MAN0283	Soft Skills in Business	
	MAN0322	Strategic Management	
	MAN0285	Sustainability Accounting & Accountability	
	MAN0282	Tax Law in an International and European Perspective	

	Electives (3 Courses from the above list)		18
		Foreign Language (one course among)	
	MAN0286	French Language	6
	MAN0288	German Language	
	MAN0287	Spanish Language	
	MAN0291	Italian Language (only for foreign students)	
		Internship	9
		Final Dissertation	6
		Total	180



# Calendar and Timetables

## ▪ TRIMESTER CALENDAR DIVISION

- **Fall term:** 16<sup>th</sup> September – 21<sup>st</sup> December 2019
- **Winter Term:** 13<sup>th</sup> January 2020 – 8<sup>th</sup> April 2020
- **Spring term:** 20<sup>th</sup> April 2020 – 13<sup>th</sup> June 2020

## ▪ TIMETABLES

- Classes are usually at:
  - - 9:00 a.m to 1:00 p.m Monday through Friday → Stream A
  - - 2:00 p.m to 5:30 p.m Monday through Friday → Stream B





# Class and Tutorial Schedule

Students are divided into 2 streams:

Streams	Surnames	Lectures	Tutorials
A	A... to L...	9:30-13:00	14:00-17:30
B	M... to Z...	14:00-17:30	9:00-12:30

Two additional streams A1/A2 B1/B2 for tutorials only

*Always check: <http://www.business-management.unito.it>*

**STREAM CHANGES ARE NOT ALLOWED**



# CALENDAR

## a) WEEKLY TIMETABLE:

Regularly check  
your classroom

1

2

3

Dipartimento di Management  
Bachelor Program in Business and Management

Home Overview Applying Studying Graduating Living in Turin

Home / Timetable

Class Schedule a.y. 2019/2020

After having filled the career plan Students can check the class schedule on App MyUNITO+.

As the page is regularly updated, we recommend to check it periodically before the beginning of lectures.

Please check the term dates to find out the beginning of the lectures.

Study plan Bachelor Program in Business & Management

- Timetable First Year
- Timetable Second Year
- Timetable Third Year

Class Schedule a.y. 2019/2020

After having filled the career plan Students can check the class schedule on App MyUNITO+.

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Study plan Bachelor Program in Business & Management

Timetable First Year

Timetable First Year

Bachelor Program in Business and Management - Timetable First Year  
Monday 23 – Saturday 28 September 2019

### Monday 23 September 2019

14:00 - 18:00 BUSINESS ORGANIZATION HISTORY  
MAN0515 - BUSINESS & MANAGEMENT ()  
P. DI MARTINO  
Aula 14 (Corridoio A) (School of Management - SAA) - -  
\*For third-year students only

### Tuesday 24 September 2019

9:30 - 13:00 FINANCIAL ACCOUNTING AND BUSINESS ADMINISTRATION - BUSINESS ADMINISTRATION  
MAN0512 - BUSINESS & MANAGEMENT (1)  
L. CORAZZA  
Aula 2 (Corridoio D) (School of Management - SAA) - CAN/CanA

14:00 - 18:00 BUSINESS ORGANIZATION HISTORY  
MAN0515 - BUSINESS & MANAGEMENT ()  
P. DI MARTINO  
Aula 14 (Corridoio A) (School of Management - SAA) - -  
\*For third-year students only

14:00 - 17:30 FINANCIAL ACCOUNTING AND BUSINESS ADMINISTRATION - BUSINESS ADMINISTRATION  
MAN0512 - BUSINESS & MANAGEMENT (1)  
L. CORAZZA  
Aula 2 (Corridoio D) (School of Management - SAA) - CAN/CanB





1

Home Overview Applying Studying Graduating Living in Turin

Home / Timetable

## Class Schedule a.y.

After having filled the [career plan](#) you can find the [timetable](#) on the page.

As the page is regularly updated, please check the [term dates](#) to find the [lectures](#).

Please check the [term dates](#) to find the [lectures](#).

### Study plan Bachelor Program

- Timetable First Year
- Timetable Second Year
- Timetable Third Year

Academic calendar

Courses

Timetable

Career plan

Exams

E-learning

Teaching

Classroom

Tutoring

Scholarship

Internship

### Study plan Bachelor Program in Business & Management

- Timetable First Year
- Timetable Second Year
- Timetable Third Year

Please find here attached

Timetable First Year 2019-2020 (last update July 29<sup>th</sup>)

Timetable Second Year 2019-2020 (last update September 12<sup>th</sup>)

Timetable Third Year 2019-2020 (September 11<sup>th</sup>)

# CALENDAR

## a) TERM TIMETABLE

2

3

**BUSINESS & MANAGEMENT - 1st Year 2019/2020 - Definitive timetable**  
Please note that, due to the organizational structure and Visiting Professors' involvement, timetables are sometimes only on the official website (last update: 28.07.2019).

→ PLEASE CHECK WEEKLY TIMETABLE ←

Undergraduate Degree (3 years) / First Year  
Lectures held in SAA - Via Ventimiglia 115  
Classroom 2 (corridor D)  
OFFICIAL WEBSITE: [www.business-management.unito.it](http://www.business-management.unito.it)

SEPTEMBER 19						
MONDAY 02	TUESDAY 03	WEDNESDAY 04	THURSDAY 05	FRIDAY 06		
MONDAY 09	TUESDAY 10	WEDNESDAY 11	THURSDAY 12	FRIDAY 13		
MONDAY 16	TUESDAY 17	WEDNESDAY 18	THURSDAY 19	FRIDAY 20		
MONDAY 23	TUESDAY 24	WEDNESDAY 25	THURSDAY 26	FRIDAY 27		
	6 CPU (over 12) - 42h Financial Accounting and Business Administration (9.30-13.00) A (14.00-17.30) B	12 CPU - 84h Mathematics for Business and Finance (9.30am-13.00pm) A (2.00pm-5.30pm) B	Business Administration (9.30-13.00) A (14.00-17.30) B			CORAZZA
OCTOBER 19						
MONDAY 30	TUESDAY 1	WEDNESDAY 2	THURSDAY 3	FRIDAY 4		
Mathematics for Business and Finance (9.30am-13.00pm) A (2.00pm-5.30pm) B	Business Administration (9.30-13.00) A (14.00-17.30) B	Mathematics for Business and Finance (9.30am-13.00pm) A (2.00pm-5.30pm) B	Business Administration (9.30-13.00) A (14.00-17.30) B	Mathematics for Business and Finance (9.30am-13.00pm) A (2.00pm-5.30pm) B	LANGUAGE COURSES	UBERTI
MONDAY 7	TUESDAY 8	WEDNESDAY 9	THURSDAY 10	FRIDAY 11		
Mathematics for Business and Finance (9.30am-13.00pm) A (2.00pm-5.30pm) B	Business Administration (9.30-13.00) A (14.00-17.30) B	Mathematics for Business and Finance (9.30am-13.00pm) A (2.00pm-5.30pm) B	Business Administration (9.30-13.00) A (14.00-17.30) B	Mathematics for Business and Finance (9.30am-13.00pm) A (2.00pm-5.30pm) B	LANGUAGE COURSES	
MONDAY 14	TUESDAY 15	WEDNESDAY 16	THURSDAY 17	FRIDAY 18		
Mathematics for Business and Finance (9.30am-13.00pm) A (2.00pm-5.30pm) B	Business Administration (9.30-13.00) A (14.00-17.30) B	Mathematics for Business and Finance (9.30am-13.00pm) A (2.00pm-5.30pm) B	Business Administration (9.30-13.00) A (14.00-17.30) B	Mathematics for Business and Finance (9.30am-13.00pm) A (2.00pm-5.30pm) B	LANGUAGE COURSES	TIBILETTI
MONDAY 21	TUESDAY 22	WEDNESDAY 23	THURSDAY 24	FRIDAY 25		
Mathematics for Business and Finance (9.30am-13.00pm) A (2.00pm-5.30pm) B	Business Administration (9.30-13.00) A (14.00-17.30) B	Mathematics for Business and Finance (9.30am-13.00pm) A (2.00pm-5.30pm) B	Business Administration (9.30-13.00) A (14.00-17.30) B	Mathematics for Business and Finance (9.30am-13.00pm) A (2.00pm-5.30pm) B	LANGUAGE COURSES	



# Exams and Re-takes

- The assessment is at the end of each block
- Re-take sessions are:
  - Winter Exam session: 7<sup>th</sup> – 11<sup>th</sup> January 2020
  - Spring Exam session: 15<sup>th</sup> April 2020 – 18<sup>th</sup> April 2020
  - Summer Exam session: 15<sup>th</sup> June – 4<sup>th</sup> July 2020
  - Autumn Exam session: 2<sup>nd</sup> – 19<sup>th</sup> September 2020
- You **MUST** book the exam on ESSE3 in order to sit the exam.

# MyUniTo Portal – TUITION FEES



Payments

- Deadlines for payment are:
  - First instalment fees: at the moment of matriculation
  - Second instalment fees: within 4 pm of **28th November 2019**
  - Third instalment fees: within 4 pm of **2nd April 2020**
- You have to download the MAV (pre-printed payment slip)
- It can be paid online or at any Bank
- ISEE (financial situation certificate) deadline: 31st October



# MyUniTo Portal – CAREER PLAN



Career plan

- Opening periods:
  - October 2019 – 30 January 2020
  - 15 April 2020 – 18 May 2020
  - It must be completed **every academic year** in order to register for the exams
- It can be modified at any time during the opening periods

# MyUniTo Portal – Career Plan

Go to [www.business-management.unito.it](http://www.business-management.unito.it) and access to your myunito page with your credentials

**unito.it**  
L'UNIVERSITÀ DI TORINO ON LINE



Accedi ai servizi di unito.it

Login

Oppure:



Entra con SPID

[Ricordami la password](#)

[Istruzioni e supporto](#)

Sei un nuovo utente?

[Registrati](#)

[Registrati con SPID](#)








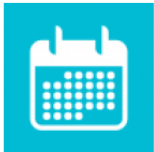


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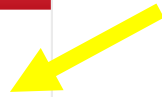


Click on «Career plan» to start

myunito



	Enrolments	Career	Exams	Final test	Part time collaborations	Online services
<b>E-learning</b> <ul style="list-style-type: none"><li>› Dipartimento di Lingue e Letterature Straniere e Culture Moderne</li><li>› Scuola di Management ed Economia</li><li>› Scuola di Scienze Giuridiche, Politiche ed Economico-Sociali</li><li>› Scuola di Scienze Umanistiche</li><li>› Scuole di Specializzazione</li><li>› Strutture Universitarie</li></ul>	 Edumeter	 Payments	 Thesis submission	 Career plan		
<b>Self-service box</b> <ul style="list-style-type: none"><li>› Stampa statino</li></ul>	 Career summary	 Exam sessions	 Help desk	 Students webmail		
	Highlights			Current student		



## FULL-TIME OR PART-TIME?

Do you want to modify your full time/part time choice?



The screenshot shows the 'myunito' portal interface. At the top left is the 'myunito' logo. At the top right is the University of Turin logo and name. A red horizontal bar contains the language selector 'ita' and 'eng'. Below this, a sidebar on the left is labeled 'Studente' and contains a placeholder image. The main content area is titled 'Piano Carriera di:' and asks 'Vuoi modificare il tipo di impegno?'. At the bottom of this area are two buttons: 'Si' and 'No'.



1. Click on the «Modifica Piano»



Modifica piano

2. Click on «Prosegui compilazione Piano Carriera»

Stampa Piano

Complete your career plan for the entire duration of the course:  
3 years = 180 credits



### Stampa Manifesto

Il piano carriera deve essere effettuato per l'intera durata del corso di studi (180 CFU per la laurea, 120 CFU per la laurea specialistica\magistrale, 300 o 360 CFU per la laurea magistrale a ciclo unico). Il piano deve essere compilato nei periodi di apertura previsti e va ricompilato completamente per ciascun anno di regolare iscrizione e ogni volta che sia necessario apportare modifiche.

Prosegui compilazione Piano Carriera





# **SELECT THE MANDATORY COURSES I-II-III YEAR**

- Confirm the mandatory courses for 1, 2 and 3 year  
(«Conferma la scelta e prosegui»)
- Choose 5 elective courses + 1 language courses  
(You will be able to change these courses in the following years)
- Italian language course is just for non-Italian students



To conclude this process click on the «CONTINUA per CONFERMARE» at the end of the last page

Regola prec.

Annulla piano

Stampa Piano

CONTINUA per CONFERMARE

*Check your institutional email!  
You will receive a confirmation message from the  
University.  
Only then, the procedure is completed.*



# Remember to check the deadlines!

- From October 2019
- To January 30th 2019
- From April 15<sup>th</sup> 2020
- To May 18<sup>th</sup> 2020



# MyUniTo Portal – Edumeter



Edumeter

- Edumeter is a questionnaire for the evaluation of the courses' quality
- It is **MANDATORY** to complete the questionnaire of EACH course in order to register for exams

# MyUniTo Portal – Exam registration

- Registering for the exams is **MANDATORY**
  - Registration opens 20 days before and closes 5 days before
  - You can withdraw:
    - Online, until 5 days before the exam date
    - During the exam, depending on the professor
- >> Always register for the exams through the web browser, do not use Unito app.



Exam sessions



# Exams

- If you can't register for an exam, check:
  - Have you paid all tuition fee instalments?
  - Have you filled in the correct Edumeter questionnaire for the course?
  - Have you added the exam on your career plan?
  - Are you within the deadline for the registration (at least 5 days before the exam)?

If you still cannot register for the exam, get in touch with the Coordination Office ([internationaldegrees.management@unito.it](mailto:internationaldegrees.management@unito.it)) **before the registration deadline.**



# MyUniTo Portal – Webmail



Students webmail

- Format:

*name.surname@edu.unito.it*

- Always use your official unito webmail and specify your student n. in your emails.
- You can use and set the Gmail App to check your university email.

# Who should I ask to?

- Information about: courses content, exam modality, grades registration on the transcript, programmes for non-attending students → **Professors**
- Information about: classrooms, problems with registration for the exams, credit recognition, internship, career plan, smart card → **Coordination Office**
- Information about: Erasmus, Erasmus Extra-Europe → **SME Erasmus Office**  
(<https://www.sme.unito.it/it/internazionalita/chi-siamo>)
- Information about: Erasmus traineeship, foreign languages courses → **Mrs. Cristina Ragionieri (Relazioni Interuniversitarie office)**

# You can search professors'/tutors' email addresses here: <https://rubrica.unito.it/>

**rubrica**  
I CONTATTI DI UNITO



UNIVERSITÀ  
DEGLI STUDI  
DI TORINO

Torna -> [www.unito.it](http://www.unito.it)

## Pagine correlate

- › Mappa strutture
- › Guida modifica dei dati

[Home](#) / Rubrica

## Cerca persone per Cognome e Nome

Cognome

Nome

Cerca

## Nota

È possibile eseguire una ricerca parziale sul cognome inserendo alcune delle prime lettere del cognome. Per esempio volendo cercare Mario Rossetti è sufficiente inserire "Ross". Tale modalità risulta particolarmente utile nella ricerca di utenti con il doppio cognome o con l'ultima lettera del cognome accentata.



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# IT LAB

- To use IT Lab computers:



Username and password: ask the coordination office

- You cannot print long documents, books or any material covered by copyright.
- For slides and learning material please refer to the Coordination Office.











# Slides and learning materials are uploaded on Moodle (e-learning plaform)

## You can access to Moodle by logging into your MyUnito page



UNIVERSITÀ  
DEGLI STUDI  
DI TORINO

Enrolments	Career	Exams	Final test	Part time collaborations	Online services
<div>E-learning</div> <div><div>➤ Dipartimento di Lingue e Letterature Straniere e Culture Moderne</div><div><div>➤ Scuola di Management ed Economia</div></div><div>➤ Scuola di Scienze Umanistiche</div><div>➤ Scuole di Specializzazione</div><div>➤ Strutture Universitarie</div></div> <div>Self-service box</div> <div>➤ Stampa statino</div> <div>Smart card and badge</div> <div>➤ Reservation and support</div> <div>➤ Undate your smart card</div>	<div><div>Edumeter</div></div>	<div><div>Payments</div></div>	<div><div>Thesis submission</div></div>	<div><div>Career plan</div></div>	
	<div><div>Career summary</div></div>	<div><div>Exam sessions</div></div>	<div><div>Help desk</div></div>	<div><div>Students webmail</div></div>	
	<div>Application to Master Courses</div> <div>➤ <b>Registration for admission tests</b></div> <div>For further details, learn <b>how to enrol</b> on specialization masters</div>		<div>Current student</div> <div>Highlights</div>		



# MyUniTo Portal – E-learning (Moodle portal)

Scuola di Management ed Economia

UNITO ▾ HELPDESK ITALIANO (IT) ▾ Login ➔ 🔍

Polo di Management ed Economia

II ● ● ● ● ●

SCIENZE ECONOMICO -SOCIALI  
E MATEMATICO-STATISTICHE

MANAGEMENT

AMMINISTRAZIONE  
AZIENDALE IN COMPLEX  
I FARNING

PROGETTI MULTIMEDIALI

<http://elearning.moodle2.unito.it/management/>



For last-minute changes or new opportunities  
daily check the «News» section of the website

<https://www.business-management.unito.it/do/avvisi.pl/Search>

Highlights

Notices EXTRA ERASMUS CALL FOR APPLICATIONS	Notices Elective Courses/Majors presentation for 2nd year students BA 2019-2020	Notices ⌚ Summer opening times – August 2019
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< >

News and events

- ▼ Notices
- ▼ Call, awards, scholarships

New documents

- ▼ Timetable





**Thank you for your attention**