Business and Management 2022/2023 a.y.



BUSINESS AND MANAGEMENT PRESENTATION

- Full name: Business & Management (English-medium), https://www.business-management.unito.it/do/home.pl
- Type of course: Undergraduate degree (3 years)
- Code: 1106L31
- ♦ Degree programme class: L-18 CLASS OF FIRST DEGREES IN ECONOMIC AND BUSINESS MANAGEMENT SCIENCE
- Aim of the course: Broadening students' understanding of the business functions in big, complex and multinational companies
- Career opportunities: Several career paths are available to the graduates of this program. Our graduates qualify for careers in administration, marketing, or management of business firms, in banking and insurance, in state and local government agencies as well as a variety of other settings where the knowledge of business functions and processes is required.



Deadlines for matriculation

- Matriculation: 26/09 to 28/09 at 15:00
- If you are not admitted yet, next rankings («ripescaggi») will be published on:
- 1st repechage:
 - 30/09 (the deadline for matriculation will be on 3/10 at 3:00 p.m.)
- 2° ripescaggio:
 - 5/10 (the deadline for matriculation will be on 6/10 at 3:00 p.m.)

>>If you are not admitted by 6/10 you need to confirm your interest ("manifestazione d'interesse) through your MyUnito page from 9:30 of 10/10 to 11/10 at 3:00 p.m.

The calendar of the waiting lists/ripescaggi is available at page 25 of the

Vademecum per chi studia - Unito (2022/2023)



	Data e orario Inizio	Data e orario Fine	
Apertura iscrizioni	Ore 09.30 del 26/09/2022	Ore 15.00 del 28/09/2022	
1ª riassegnazione posti	Ore 09.30 del 30/09/2022	Ore 15.00 del 3/10/2022	
2ª riassegnazione posti	Ore 09.30 del 5/10/2022	Ore 15.00 del 6/10/2022	
andidati che risultano in graduatoria		Ore 15.00 del 11/10/2022	
3ª riassegnazione posti	Ore 09.30 del 13/10/2022	Ore 15.00 del 14/10/2022	
4ª riassegnazione posti	Ore 09.30 del 18/10/2022	Ore 15.00 del 19/10/2022	
Manifestazione di interesse solo per i candidati che risultano in graduatoria con stato "Non ammesso"	Ore 09.30 del 21/10/2022	Ore 15.00 del 24/10/2022	
5ª riassegnazione posti	Ore 09.30 del 26/10/2022	Ore 15.00 del 27/10/ 2022	
6ª riassegnazione posti	Ore 09.30 del 31/10/2022	Ore 15.00 del 2/11/2022	
Manifestazione di interesse solo per i candidati che risultano in graduatoria con stato "Non ammesso"	Ore 09.30 del 4/11/2022	Ore 15.00 del 7/11/2022	
7ª riassegnazione posti	Ore 09.30 del 9/11/2022	Ore 15.00 del 10/11/2022	
8ª riassegnazione posti	Ore 09.30 del 14/11/2022	Ore 15.00 del 15/11/2022	



Matriculation

Matriculation will be completed **online.**Follow the **enrolment guide** and take the following steps:

- log into your MyUnito using the username and password received when you registered on UniTO website
- log into your MyUniTo profile and fill in your personal data, so that your registration can be visible by the International Students Desk to support you with the enrolment procedure
- select the menu "Enrolments" and then "Matriculation"
- fill in the online enrolment form
- after completing the online procedure, you will be required to **pay the tuition fee** first instalment online through PagoPA within the enrolment deadline.
- print the enrolment form, sign it and upload it into your MyUnito, under the menu "Enrolments", "Career Attachments" together with the payment receipt of the tuition fees first instalment.



B&M Coordination team

- Cecilia Casalegno, B&M Director, Researcher and Lecturer, Deputy Director of the Degree Course
 - Office: corso Unione Sovietica 218/bis
 - Students' hours: See students' hours here
 - Contacts: Cecilia.Casalegno@unito.it

- Lorenzo Vasile, PhD, Teaching Manager for EMI courses
 - Office: corso Unione Sovietica 218/bis (third floor) or via Ventimiglia 115
 - **Students' hours**: by appointment
 - <u>Contacts</u>: internationaldegrees.management@unito.it



Business and Management Coordination office

- Marilena Catanese, Coordinator
- Yuliya Dolzhenko, Coordinator
- Luigi Fortarezza, Coordinator
 - Office: via Ventimiglia 115 (Segreteria Studenti)
 - <u>Contacts:</u> <u>internationaldegrees.management@unito.it</u>



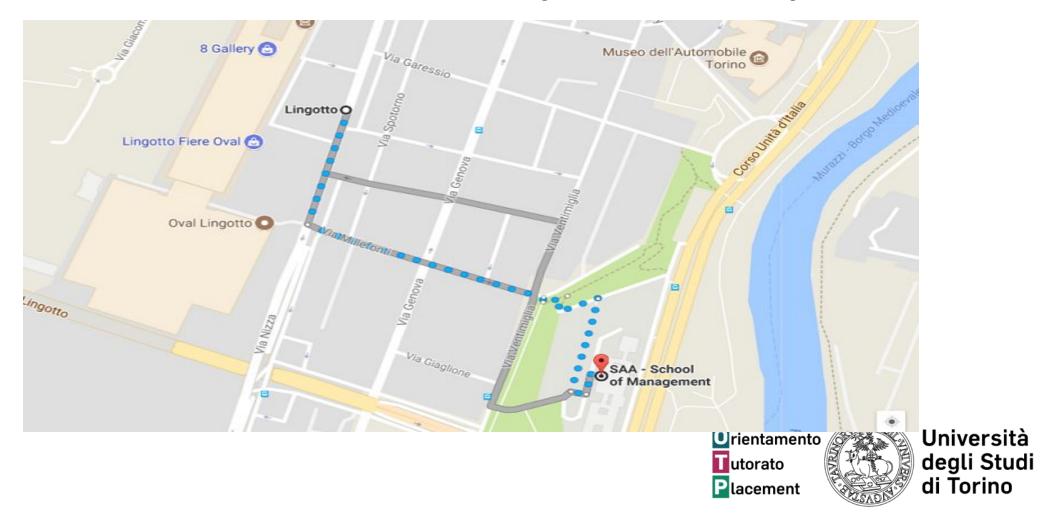
For more information check the <u>notice section</u>





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, by appointment only)
- Job Placement (First floor)
- Segreteria Didattica (Third floor)
- International Office (Third floor)
- Orientamento (Third floor)



SAA – School of Management

via Ventimiglia 115, Torino

EVERYTHING IN ONE PLACE



Lectures and tutorials

Students are divided into two groups, A and B, as follows:

- Group A: surnames' initials from A to L
- Group B: surnames' initials from M to Z

Please note that in order to create balanced groups, this grouping may change after the second ranking list is published and repechages are over. Further information will be provided by email and on the website (<u>www.business-management.unito.it</u>).

TUTORIALS | Tutorials are small group meetings held by an academic tutor. They can be central to supporting your study as you will develop a better understanding of topics and integrate ideas from your reading and lectures.

Please note that you might be divided into smaller groups according to the first letter of the surname to ensure a greater effectiveness of the personal preparation.

- Group A1: from A to C
- Group A2: from D to L
- Group B1: from M to Q
- Group B2: from R to Z



Calendar and Timetables

TRIMESTER CALENDAR DIVISION

- Fall term: 19th September 22nd December 2022
- ♦ Winter Term: 16th January 2023 5th april 2023
- Spring term: 20th April 2023 17th june 2023

TIMETABLES

Link to lessons calendar:

https://www.business-management.unito.it/do/avvisi.pl/Show? id=27lk

	(*please r	ote that, due to the orga ables are sometimes sui Group A: s Group B: s La: PLEASE (Lectures he OFFICIAL WEBS	t YEAR 2022/20	23 d Visiting Professors involved in the official women at the common at	volvement,	
MONDAY 19	TUESDAY 20	WEDNESDAY 21	THURSDAY 22	FRIDAY 23	SATURDAY 24	
MONDAY 26	TUESDAY 27	WEDNESDAY 28	THURSDAY 29	FRIDAY 30	SATURDAY 1	
	STUDENTS WELCOME // 6 CFU (over 12) - 42h Financial Accounting and Business Administration (9,30-13,00) A (14,00-17,30) B	12 CFU - 84h Mathemathics for Business and Finance (9:30-13:00) A (14:00-17:30) B Uberti	Business Administration (9,30-13,00) A (14,00-17,30) B	Mathemathics for Business and Finance (9,30-13,00) A (14,00-17,30) B Uberti		CORAZZA 42h TORCHIA 42h
October 2022						
MONDAY 3	TUESDAY 4	WEDNESDAY 5	THURSDAY 6	FRIDAY 7	SATURDAY 8	
	Business Administration (9,30-13,00) A (14,00-17,30) B	Mathemathics for Business and Finance (9,30-13,00) A (14,00-17,30) B Uberti	Business Administration (9,30-13,00) A (14,00-17,30) B D. Torchia	Mathemathics for Business and Finance (9,30-13,00) A (14,00-17,30) B Uberti		UBERTI (35h+42h) TIBILETTI (21h+21h) ALBANO (14h+21h) VP (JACKSON)



Tuition fees

In accordance with the "Tuition Fees Regulation 2021-2022 a.y.", the tuition fees for students are calculated by adding up:

- regional tax for the right to University Education
- full-comprehensive contribution (ordinary UniTO fee)
- additional contribution: variable additional amount which depends on the student's ISEE level. It is NOT covered by scholarships or other kind of financial aid.

Deadlines for payment are:

- 1st instalment fees: at the moment of matriculation
- 2nd instalment fees: within 4 pm of 30th November 2022
- 3rd instalment fees: within 4 pm of 31st March 2023
- 4th instalment fees: within 4 pm of 31sth May 2023
- SINCE JUNE 30TH 2020 TUITION FEES CAN ONLY BE **PAID ONLINE**
- ♦ ISEE (financial situation certificate) deadline:



Career Plan

- Career Plan is: the complete set of exams that you need to sit in order to graduate. Each degree programme envisages a certain number of learning activities (course units, laboratories, other activities): some are compulsory, others are elective. The sum of the compulsory and elective activities represents your study plan.
- Opening periods:
 - October 2022 31st May 2023
 - It must be completed every academic year in order to register for the exams
 - From October 26th January 2023, you must choose the type of study: FULL TIME/ PART-TIME
- It can be modified at any time <u>during the opening periods</u>



MYUNITO PORTAL - CAREER PLAN

Go to www.unito.it and access to your myunito page with your credentials





Accedi ai servizi di unito.it

username	
password	
Log	in
Entra con SP	D
Entra con SP	Istruzioni e supporte



Click on «Career plan» to start





FULL-TIME OR PART-TIME?

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





- 1. Click on the «Modifica Piano»
- 2. Click on «Prosegui compilazione Piano Carriera»Complete your career plan for the entire duration of the course:3 years = 180 credits

Modifica piano

Stampa Piano

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 in 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 <u>mandatory courses</u> for 1st, 2nd and 3rd year («Conferma la scelta e prosegui»
- Choose <u>5 elective courses</u> + <u>1 language courses</u> (You will be able to change these courses in the following years)
- Do not select ONLINE COURSES
- <u>Italian</u> language course is just for <u>non-Italian students</u>



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



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



Exams

Exams are at the end of each course module.

Retake sessions:

- Winter exam session (resit week) | 9th January 2023 14th January 2023
- **Spring exam session** (resit week) | 12th April 2023 19th April 2023
- Summer exam session (resit weeks) | 19th June 2023 15th July 2023
- Autumn exam session (resit weeks) | 28th August 2023 9th September 2023

Exam sessions

- **Sessions**: The University manages the scheduling of exams, booking and online registration of the results with the web application ESSE3.
- Link to the dates: Dates are subject to change. You are invited to check the notices on the CHANGES IN EVIDENCE EXAM section on the homepage.
- (!) Register for Exams: (they open 20 days and close 5 days before the date of the exam). Log in to the portal www.unito.it and access the page MyUniTO Studente. Then select the "Exams" entry "Available session" (WARNING: NOT from the "Careers"> "Booklet") DO NOT REGISTER THROUGH MYUNITO APP.

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Exams

- If you can't register for an exam, check:
 - Have you paid all tuition fee instalments?
 - Have you filled in the 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 (<u>internationaldegrees.management@unito.it</u>) **before the registration deadline.**



MyUniTo Portal – Edumeter

- Edumeter is a questionnaire for the evaluation of the courses' quality. Take it seriously!
- It is MANDATORY to complete the questionnaire of EACH course in order to register for exams





MyUniTo Portal – 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 exams registration, credit recognition, internship, career plan, smart card □ **Coordination Office**
- Information about: Erasmus, Erasmus Extra-Europe

 SAA Erasmus Office
- Information about: Erasmus traineeship, foreign languages courses

 Mrs. Cristina Ragionieri (Relazioni Interuniversitarie office)



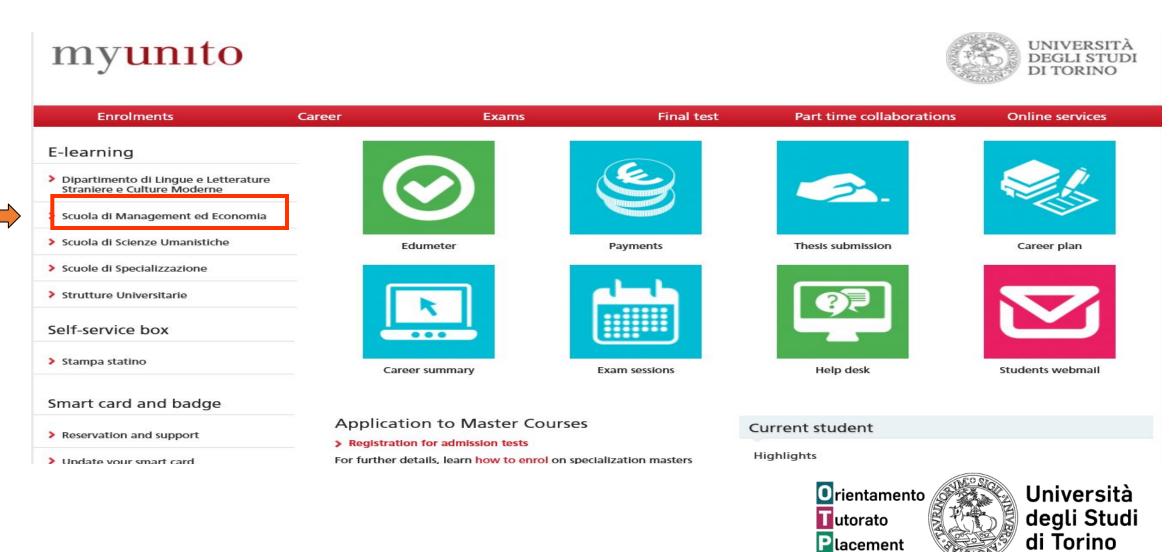
You can search professors'/tutors' email addresses here: https://rubrica.unito.it/



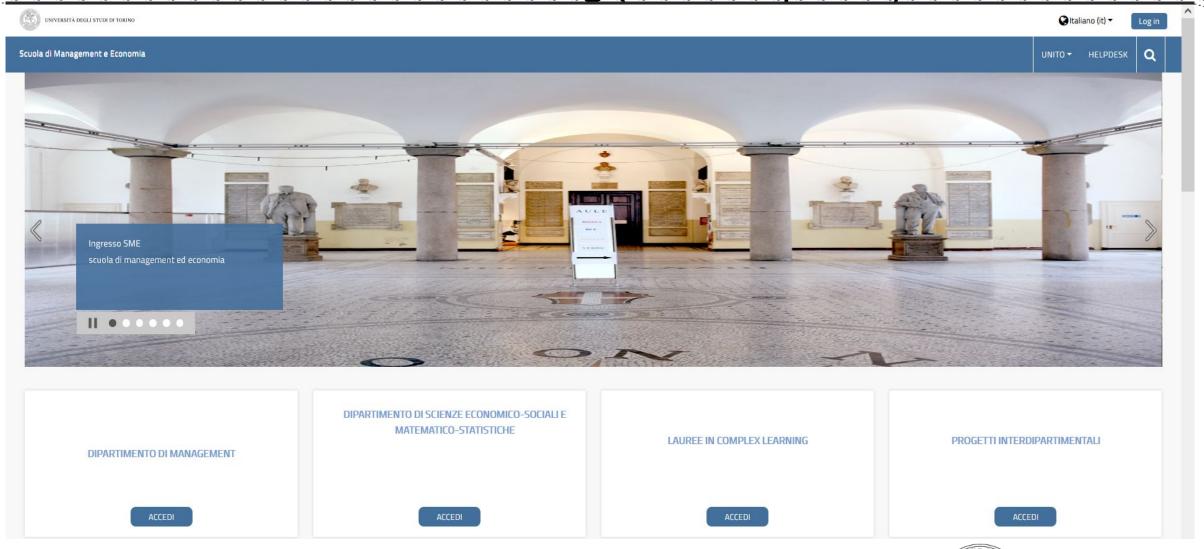


Torna -> www.unito.it	
Pagine correlate	Home / Rubrica
> Mappa strutture	Cerca persone per Cognome e Nome
> Guida modifica dei dati	Cognome
	Nome
	Cerca
	Nota
	È possibile eseguire una ricerca parziale sul cognome inserendo alcune delle prime lettere del cognome. Per esempio volendo cercare Mario Rossetti 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. Campus SME Presentation

Slides and learning materials are uploaded on Moodle (e-learning platform) You can access to Moodle by logging into your MyUnito page



E-learning (Moodle portal)



https://elearning.unito.it/sme/



Webex Meetings

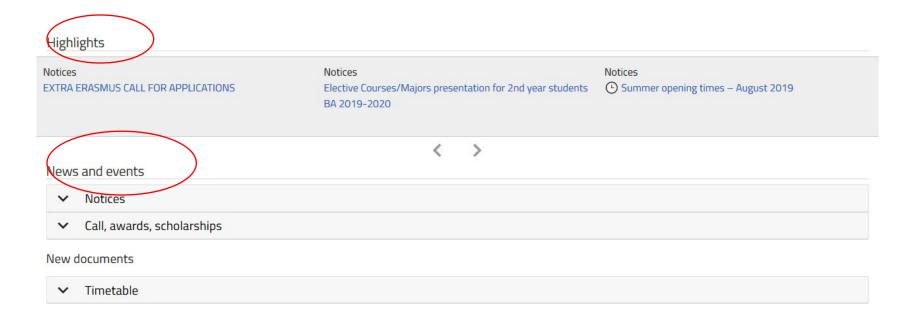


https://elearning.unito.it/sme/



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



Tutoring for Freshmen

- Tutoring service: includes assistance activities for students aimed at making university studies more effective and productive, from trying to bridge the gap between secondary school and the university world in the early stages of their careers, to improving the quality of learning and provide advice on study plans, international mobility, training offers before and after graduation.
- Tutoring for freshmen: The tutors are students enrolled in their final year, who offer help to freshmen in their university studies by making their experience and skills available: they are a reference throughout the academic year.
- The Freshmen Tutoring Office:

Freshmen Tutor: Fabio Gonella (third year student) **Contact**: matricole-busman.management@unito.it



STUDENTS' REPRESENTATIVES

Do you want to sit as students' representative for first year students?

Your responsibilities will include:

- . Liaise with the Bachelor's Degree President to report collective remarks/requests;
- . Collaborate with the Bachelor's Degree President and the coordination office in sharing relevant information with the students.

Please write to: internationaldegrees.management@unito.it



ERASMUS + and INTERNATIONAL OPPORTUNITIES

The international exposure consists not only in studying in English with a global perspective, but it is strengthened through classes with foreign classmates and visiting professors,

exchanges with our Erasmus+ and extra UE partners,

internships carried out in big companies in Italy and abroad.

Dedicated office for internship scouting abroad

Specific partnerships





Overseas Network



apply for Erasmus + scholarship you should have **at** least 10 **ECTS**

More information available at this link

Partnerships with **US Universities**



Ongoing partnerships

- Southern Illinois University Edwardsville (USA) $3+1 \text{ year} \rightarrow BSC$
- Kent State University (USA) $3+1 \text{ year} \rightarrow BSC$

More information available at this link





JOINT DIDACTIC COMMISSION

https://www.sme.unito.it/it/la-scuola/organi-della-scuola/commissione-didattica-paritetica

The Commission issues opinions on the establishment, activation, modification and cancellation of study courses, also with reference to teaching requirements. These opinions are promptly communicated to the degree program, to the relevant departments and to the School Board. The Joint Teaching Commission is composed as follows:

Professors' Representatives

Student representatives

Claudio Giovanni Campanale

Ongoing appointment

- Laura Corazza
- Alberto Ferraris
- Carolina Fugazza
- Maurizio Irrera
- Cristina Rovera



REFERENCE OFFICES

Link to:

- Student helpdesks: https://hdstudenti.unito.it/
- OTP Office: <u>Ufficio Servizi OTP (Orientamento, Tutorato, Placement)</u>
- Students Secretary internationaldegrees.management@unito.it
- Course Teaching Manager—Lorenzo Vasile: internationaldegrees.management@unito.it
- Scholarship to Study in Universities in Piemonte- https://www.edisu.piemonte.it/



SERVICES FOR STUDENTS WITH DISABILITIES/SLD

If you are a student with a temporary or permanent disability, the University of Turin provides you with technical and / or didactic aids and specialized services, identified on the basis of specific needs, which are available from the moment you choose the course, studies up to graduation and beyond, with post-graduate courses. Services offering:

- **Peer teaching tutoring** (writing notes and / or support for exam preparation)
- Mediation interventions with teachers in view of the exams at the request of teachers and / or students, clarifications on individualized treatment, compensatory tools and dispensative methods, which can be granted in the light of current university legislation, in consideration of the specific difficulties of individuals students and the specificity of the exam subject
- **Use of the study room** at the office premises; possibility to use computer stations equipped with specific tools / software and to scan texts to convert them into Università 👤 rientamento 🔏 digital format deali Studi

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OPPORTUNITIES AND STUDENT'S SERVICES

- **Erasmus**: https://www.unito.it/internazionalita/studiare-e-lavorare-allestero
- Student part-time collaborations:
 https://www.unito.it/universita-e-lavoro/opportunita-ed-esperienze-di-lavoro/chi-studia/collaborazioni-tempo-parziale
- Library: BME-Economics and Management Library: https://www.bem.unito.it/it/
 SBA-University of Turin Library System: https://www.sba.unito.it/en/library
- University Listenning Space with psychologists:
 https://www.unito.it/servizi/salute-e-assistenza/spazio-di-ascolto-di-ateneo
- ♦ CUG: https://www.unito.it/ateneo/organizzazione/organi-di-ateneo/comitato-unico-di-garanzia
- Trusted Advisor:
 https://www.unito.it/ateneo/organizzazione/organi-di-ateneo/comitato-unico-di-garanzia/

https://www.unito.it/ateneo/organizzazione/organi-di-ateneo/comitato-unico-di-garanzia/consigliera_e-di-fiducia



LIVING AND STUDYING IN TURIN

- Residences and canteens information:
 https://www.unito.it/servizi/lo-studio/residenze-e-mense
- University Sports Center-CUS Torino:
 https://www.unito.it/servizi/sport-cultura-e-tempo-libero/centro-universitario-sportivo



SAAVE Paper





