BUSINESS ADMINISTRATION MASTER'S DEGREE ACADEMIC YEAR 2020/2021

## A.Y. 2020/2021 WELCOME MEETING





# AGENDA

- 1. DEADLINES FOR MATRICULATION
- 2. PRESENTATION / COORDINATION TEAM
- 3. CAMPUS
- 4. DESCRIPTION AND STRUCTURE OF THE COURSES
- 5. CALENDAR AND TIMETABLES
- 6. EXAMS AND RE-TAKES SESSIONS
- 7. MYUNITO PORTAL
- 8. COVID-19 MEASURES





## **MATRICULATION DEADLINES**

- IF YOU HAVE ALREADY BEEN <u>ADMITTED</u> YOU CAN ENROL **FROM SEPTEMBER** 1<sup>ST</sup> 2020 TO JANUARY 2021 20<sup>TH</sup>.
- IF YOU HAVE BEEN <u>**Rejected**</u>, Unfortunately you will not be able to proceed with the matriculation process.





# **BA COORDINATION TEAM**

- ELEONORA ISAIA, PHD, ASSOCIATE PROFESSOR, BA DIRECTOR
  - <u>OFFICE:</u> CORSO UNIONE SOVIETICA 218/BIS (2° FLOOR)
  - <u>STUDENTS' HOURS</u>: BY APPOINTMENT
  - <u>CONTACTS: ELEONORA.ISAIA@UNITO.IT</u>
- LORENZO VASILE, PHD, TEACHING MANAGER FOR EMI COURSES
  - OFFICE: CORSO UNIONE SOVIETICA 218/BIS (3° FLOOR)/ VIA VENTIMIGLIA 115
  - <u>STUDENTS' HOURS</u>: BY APPOINTMENT
  - <u>CONTACTS: INTERNATIONALDEGREES.MANAGEMENT@UNITO.IT</u>



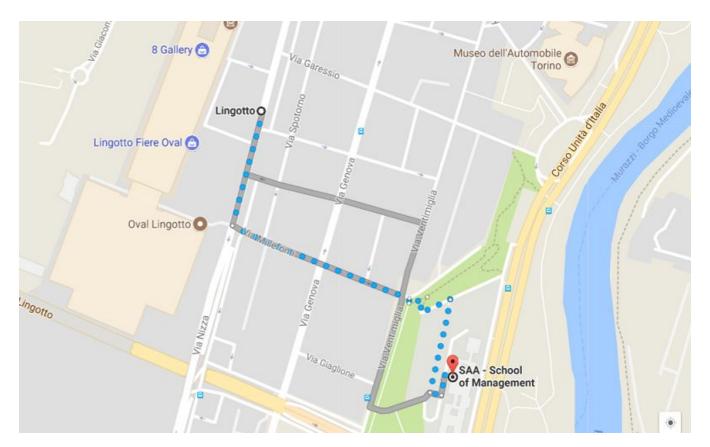
- MARILENA CATANESE, COORDINATOR
- **YULIYA DOLZHENKO**, COORDINATOR
- **BARBARA GIANESSI**, COORDINATOR
  - <u>OFFICE:</u> VIA VENTIMIGLIA 115 (SEGRETERIA Studenti)
  - <u>OFFICE OPENING HOURS</u>: VIRTUAL HELPDESK -Further updates will follow
  - <u>CONTACTS: MDMBA.MANAGEMENT@UNITO.IT</u>





### **CAMPUS - WHERE WE ARE NOW**

 LECTURES ARE LIVE STREAMED AND TAKE PLACE 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 (HELPDESK/ACCESS BY APPOINTMENT ONLY)
- JOB PLACEMENT
- SEGRETERIA DIDATTICA
- INTERNATIONAL OFFICE
- ORIENTAMENTO

#### SAA – VIA VENTIMIGLIA 115, TORINO: EVERYTHING IN ONE PLACE

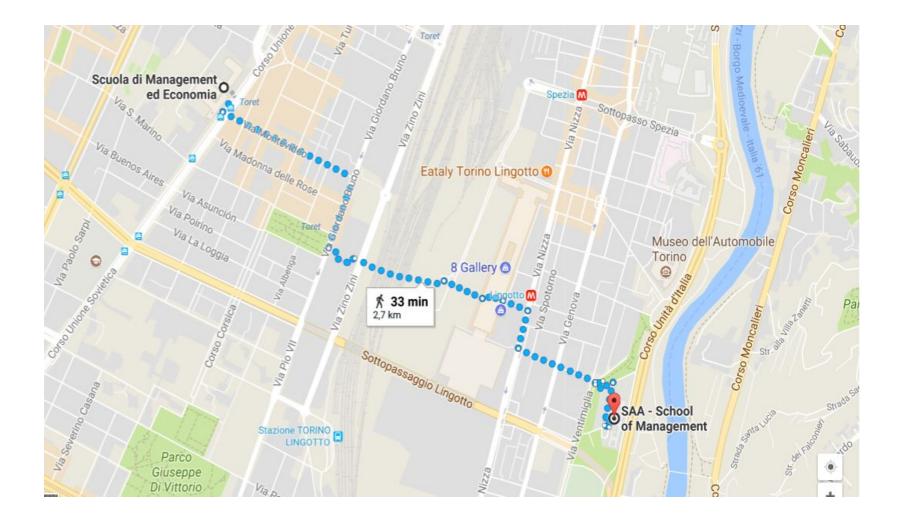








## HOW TO GET TO SME





# **DESCRIPTION AND STRUCTURE OF THE COURSES**

#### - INTERNATIONAL DEGREE

• TWO-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





#### **SYLLABUS**

#### **Curriculum - BUSINESS MANAGEMENT AND INTERNATIONAL MARKETING**

	First Year 2020-2021				68	
1		MAN0521	International GAAP and financial statement analysis	SECS-P/07	10	70
2		MAN0293	Interpreting the macroeconomic scenario	SECS-P/01	12	84
3		MAN0294	Business organisation and behaviour	SECS-P/07	6	42
4		MAN0529	Advanced corporate finance and capital markets - <i>integrated course</i> Module - Advanced Capital Markets Module - Advanced Corporate finance	SECS-P/11 SECS-P/09	10	70
5		MAN0522	Strategic marketing	SECS-P/08	5	35
6		MAN0523	Quantitative methods for decision making - <i>integrated course</i> Module - Financial mathematics Module - Data analysis	SECS-S/06 SECS-S/01	10	70
7		MAN0298	Safety, quality and environment management	SECS-P/13	5	35
8		MAN0299	International law and taxation - <i>integrated course</i> Module - International contract and corporate law Module - International law and taxation	IUS/04 IUS/12	10	70

Second Year 2020-2021				22		
	MAN0526	Corporate governance and Business strategy - integrated course module - Corporate governance module- Business strategy	SECS-P/08	12		
		Students choose two out of the following electives courses				
	MAN0304	Brand management	SECS-P/08			
	MAN0532	International management	SECS-P/08			
	MAN0308	Entrepreneurship	SECS-P/08	5		
	MAN0527	Digital transformation	SECS-P/08			
	MAN0319	Internship		18		
	MAN0320	Final examination		12		





#### **SYLLABUS** CURRICULUM – FINANCE AND ACCOUNTING

	First Year 2020-2021				68	
1		MAN0521	International GAAP and financial statement analysis	SECS-P/07	10	70
2		MAN0293	Interpreting the macroeconomic scenario	SECS-P/01	12	84
3		MAN0294	Business organisation and behaviour	SECS-P/07	6	42
4		MAN0529	Advanced Corporate finance and capital markets - <i>integrated course</i> Module - Advanced Capital Markets Module - Advanced Corporate finance	SECS-P/11 SECS-P/09	10	70
5		MAN0522	Strategic marketing	SECS-P/08	5	35
6		MAN0523	Quantitative methods for decision making <i>integrated course</i> Module - Financial mathematics Module - Data analysis	SECS-S/06 SECS-S/01	10	70
7		MAN0298	Safety, quality and environment management	SECS-P/13	5	35
8		MAN0299	International law and taxation - <i>integrated course</i> Module - International contract and corporate law Module - International law and taxation	IUS/04 IUS/12	10	70

Second Year 2020-2021				22
	MAN0524	Risk Management, integrated reporting and sustainability - integrated course module - Financial Risk management module - Integrated reporting & sustainability	SECS-P/11 SECS-P/07	12
	-	Students choose two out of the following electives courses		
	MAN0530	Management information systems and internal control	SECS-P/07	
	MAN0311	Business plan	SECS-P/07	5
	MAN0531	Mergers & acquisitions	SECS-P/09	5
	MAN0525	Derivatives	SECS-P/11	
	MAN0319	Internship		18
	MAN0320	Final examination		12

UNIVERSITÀ DEGLI STUDI DI TORINO DIPARTIMENTO DI MANAGEMENT



# **CALENDAR AND TIMETABLES**

#### **- TERMS**

- **FALL TERM**: 28<sup>th</sup> September 22<sup>ND</sup> December 2020
- **WINTER TERM**: 11<sup>st</sup> January 2021 31<sup>st</sup> March 2021
- **SPRING TERM**: 12<sup>TH</sup> APRIL 2021 10<sup>TH</sup> JULY 2021
- THE ASSESSMENT IS AT THE END OF EACH BLOCK
- RE-TAKE SESSIONS ARE:
  - WINTER EXAM SESSION: 7<sup>th</sup> 9<sup>th</sup> January 2021
  - **Spring Exam Session:** 7<sup>th</sup> April 2020 10<sup>th</sup> April 2021
  - SUMMER EXAM SESSION: 14<sup>TH</sup> JUNE 17<sup>TH</sup> JULY 2021
- YOU **MUST** REGISTER ON YOUR MYUNITO EXAM BOARD IN ORDER TO SIT THE EXAM.
- **DO NOT BOOK EXAMS THROUGH UNITO APP, LOGIN ON <u>WWW.UNITO.IT</u> WEBSITE**





# **LESSONS**:

- 70% TO 100% OF THE HOURS WILL BE **FACE-TO-FACE**
- REMAINING 30% WILL BE EVENTUALLY DELIVERED THROUGH DISTANCE LEARNING
- ALL THE LECTURES WILL BE LIVE STREAMED THROUGH WEBEX OR GOOGLE MEET





# **COVID-19 MEASURES**

# **ATTENDANCE**:

- ONLY 50% OF THE STUDENTS WILL BE ADMITTED ACCORDING TO A SYSTEM OF WEEKLY SHIFT BASED ON THE INITIAL LETTER OF THE SURNAME.
- STUDENT BOOKING: <u>Exclusively on the days reserved to your group</u> (A or B), book your place through the <u>student booking platform</u>. A guide Will be published on the website.
- WHEN ENTERING AND EXITING THE SCHOOL, ALL STUDENTS WILL HAVE TO REGISTER THROUGH A QR CODE AFFIXED AT ALL ENTRANCES.
- IT IS MANDATORY TO WEAR A FACE-MASK FOR THE ENTIRE PERIOD OF THE STAYING IN THE BUILDING.
- IT IS NOT ALLOWED TO ACCESS SAA IF YOU DISPLAY FLU SYMPTOMS OR FEVERISH Above 37.5 degrees celsius.



## **COVID-19 MEASURES- ATTENDANCE INFORMATION**

- FOR ATTENDANCE ON CAMPUS YOU WILL BE DIVIDED INTO 2 GROUPS, DEPENDING ON THE FIRST LETTER OF YOUR SURNAME.
- GROUP A: SURNAMES FROM A TO L
- GROUP B: SURNAMES FROM M TO Z
- PLEASE NOTE THAT THESE GROUPS ARE EXCLUSIVELY FOR ATTENDANCE ON CAMPUS: THUS YOU ARE SUPPOSED TO ATTEND ALL LECTURES (GROUP A + GROUP B) THAT YOU SEE ON THE CALENDAR, JUST THE MODALITY WILL CHANGE DEPENDING ON THE LECTURE.

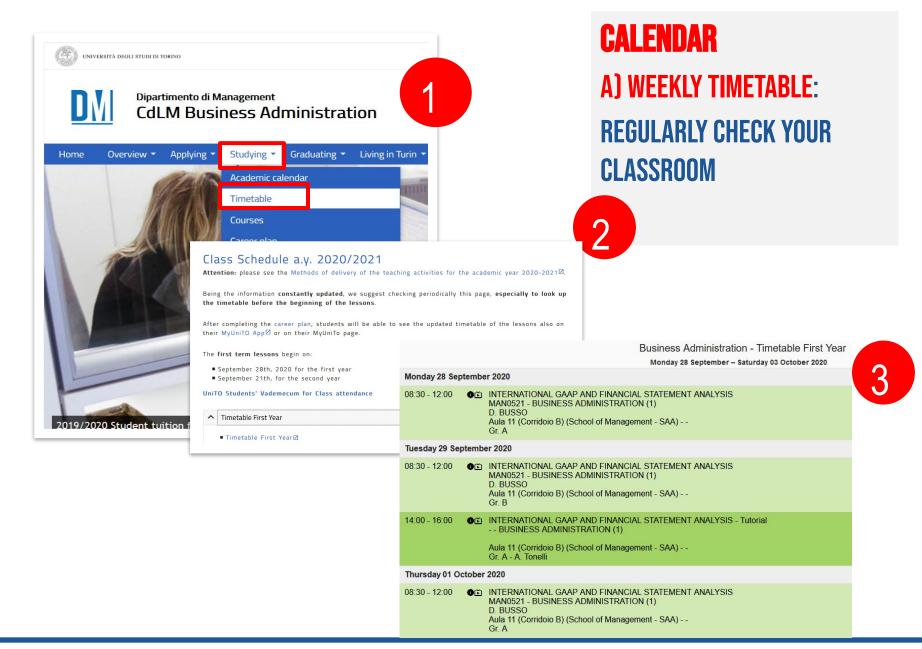


# **COVID-19 MEASURES - BOOKS**

- YOU WILL BE ASKED TO COLLECT YOUR BOOKS ON SPECIFIC DATES AND TIMES THAT WILL BE COMMUNICATED ON THE WEBSITE AND BY EMAIL
- JUST ENROLLED STUDENTS WILL BE ABLE TO COLLECT THE COURSES BOOKS. BOOKS WILL BE DISTRIBUTED DURING THE FIRST AND SECOND WEEK OF THE COURSE. YOU WILL ALSO FIND THE LEARNING MATERIAL (SLIDES AND CASE STUDIES) IN THE CLASSROOMS AND ON MOODLE.
- IF YOU ARE NOT ENROLLED YET YOU WILL BE ABLE TO ATTEND THE LESSONS ON MOODLE WITH YOUR TEMPORARY CREDENTIALS. A FORM HAS BEEN CREATED TO LET US KNOW WHEN YOU PLAN TO ENROL.
- YOU CAN AUTHORIZE FRIENDS TO COLLECT BOOKS ON YOUR BEHALF











#### Highlights



# **CALENDAR A) TERM TIMETABLE**

Important information | Class attendance first term di Administrator

UniTO Students' Vademecum for Class attendance di Administrator

#### Provisional CALENDARS - First term

di Administrator

MBA 20-21 (SAA/Dept. of Management) Beginni di Administrator

#### Provisional CALENDARS - First term

Published: Tuesday, September 8, 2020

Dear Students,

Please find below the provisional calendars of the 2020/2021 a.y. first term.

#### 1st year BA

2nd year BA

Group A: surnames from A to L
Group B: surnames from M to Z
-> PLEASE CHECK WEEKLY TIMETABLE

2

#### Lectures held in SAA - Via Ventimiglia 115 OFFICIAL WEBSITE: www.business-administration.unito.it

	OFFICIAL WEBSITE. WWW.busiless-duministration.umto.it						
				SEPTEMBE	R 20		
	T, MONDAY 31	TUESDAY 01	WEDNESDAY 02	THURSDAY 03	FRIDAY 4	SATURDAY 5	
For weekly updates and information about classroon	EXAMS	EXAMS	EXAMS	EXAMS	EXAMS		
	MONDAY 7	TUESDAY 8	WEDNESDAY 9	THURSDAY 10	FRIDAY 11	SATURDAY 12	
1st year BA (UP)	Statistics ONLINE PRE- COURSE (9,00-13,00)	Statistics ONLINE PRE- COURSE (9,00-13,00)	Statistics ONLINE PRE- COURSE (9,00-13,00)	Statistics ONLINE PRE-COURSE (9,00-13,00)	ADMISSION TEST	Statistics ONLINE PRE-COURSE (9,00-13,00)	LONGHI
	MONDAY 14	TUESDAY 15	WEDNESDAY 16	THURSDAY 17	FRIDAY 18	SATURDAY 19	
2nd year BA (UP)	Accounting ONLINE PRE- COURSE (9,00-13,00)	Accounting ONLINE PRE- COURSE (9,00-13,00)	Accounting ONLINE PRE- COURSE (9,00-13,00)	Accounting ONLINE PRE-COURSE (9,00-13,00)	Accounting ONLINE PRE- COURSE (9,00-13,00)		BUSSO / GROMIS
	MONDAY 21	TUESDAY 22	WEDNESDAY 23	THURSDAY 24	FRIDAY 25	SATURDAY 26	
	Macroeconomic s ONLINE PRE-COURSE (9,00-13,00)	Macroeconomi cs ONLINE PRE- COURSE (9,00-13,00)	Macroeconomics ONLINE PRE- COURSE (9,00-13,00)	Macroeconomics ONLINE PRE- COURSE (9,00-13,00)	Macroeconomics ONLINE PRE-COURSE (9,00-13,00)		RINALDI
	OCTOBER 20						
	R, MONDAY 28	TUESDAY 29	WEDNESDAY 30	THURSDAY 1	FRIDAY 2	SATURDAY 3	1
	10 CFU - 70h: International	International GAAP and					





# **MYUNITO PORTAL - TUITION FEES**

- **DEADLINES FOR PAYMENT ARE:** 
  - FIRST INSTALMENT FEES: WHEN MATRICULATING
  - SECOND INSTALMENT FEES: WITHIN 4 PM OF **30th November 2020**
  - THIRD INSTALMENT FEES: WITHIN 4 PM OF **31ST MARCH 2021**
  - FOURTH INSTALMENT FEES: WITHIN 14TH MAY 2021
- **-** SINCE JUNE 30TH 2020 TUITION FEES CAN ONLY BE PAID ONLINE
- ISEE (FINANCIAL SITUATION CERTIFICATE) DEADLINE: 20TH NOVEMBER 2020



Payments





## MYUNITO PORTAL - CAREER PLAN

#### **OPENING PERIODS:**

- OCTOBER 2020 30 JUNE 2021 : FILL IN/MODIFY YOUR CAREER PLAN
- OCTOBER 2020 29 JANUARY 2021 : CHOOSE THE TYPE OF ATTENDANCE (FULL TIME / PART TIME)
- IT MUST BE COMPLETED **EVERY ACADEMIC YEAR** IN ORDER TO REGISTER FOR THE EXAMS

# IT CAN BE MODIFIED AT ANY TIME <u>DURING THE OPENING PERIODS</u>

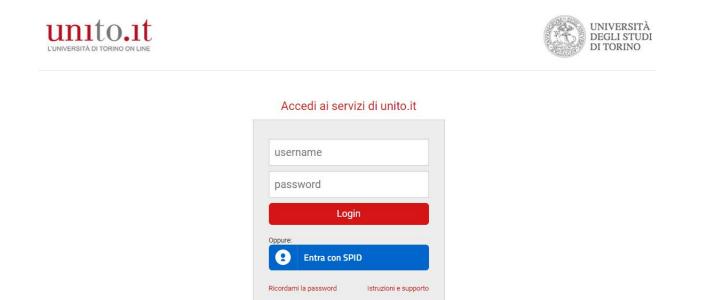






## MYUNITO PORTAL - CAREER PLAN

Go to <u>https://www.business-administration.unito.it/do/home.pl</u> and access to your myunito page with your credentials



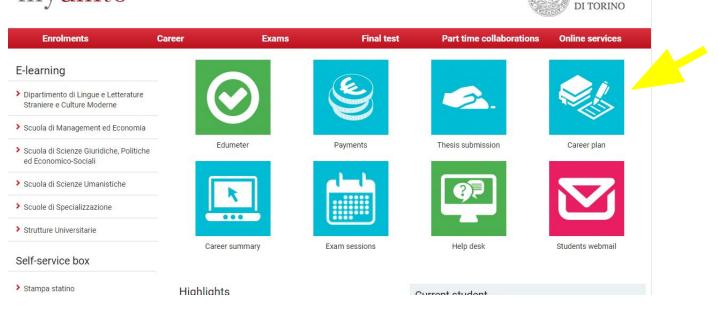
Sei un nuovo utente? Registrati Registrati con SPID





#### Click on «Career plan» to start

#### myunito







UNIVERSITÀ DEGLI STUDI

#### FULL-TIME OR PART-TIME?

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







- 1. Click on «Modifica Piano»
- 2. Click on «Prosegui compilazione Piano Carriera» Complete your career plan for the entire duration of the course

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) er 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 a regolare iscrizione e ogni volta che sia necessario apportare modifiche.

Prosegui compilazione Piano Carriera





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

- Confirm the mandatory courses for 1<sup>st</sup> and 2<sup>nd</sup> («Conferma la scelta e prosegui»
- Do not select ONLINE COURSES





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







## Remember to check the deadlines!

# FROM 1 OCTOBER 2020 TO 29 JANUARY 2021: YOU HAVE TO CHOOSE FULL TIME/PART TIME ATTENDANCE

FROM OCTOBER 2020 TO 30 JUNE 2021:
YOU HAVE TO FILL IN YOUR CAREER PLAN







## **MYUNITO PORTAL – EDUMETER**

• EDUMETER IS A QUESTIONNAIRE FOR THE EVALUATION OF THE QUALITY OF THE COURSES. TAKE IT SERIOUSLY!



Edumeter

• 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



Exam sessions

>> <u>ALWAYS REGISTER FOR THE EXAMS THROUGH THE WEB BROWSER, DO NOT USE UNITO</u>

<u>APP.</u>

REGARDLESS OF YOUR CHOICE RELATED TO COURSES ATTENDANCE (IN PERSON/REMOTE), WHEN REGISTERING FOR EXAMS, STUDENTS WHO OPT FOR ONLINE EXAMS MUST INDICATE IT IN THE NOTES SECTION







#### • 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 (MDMBA.MANAGEMENT@UNITO.IT) **Before the registration deadline**.





## **MYUNITO PORTAL - WEBMAIL**

• FORMAT:

NAME.SURNAME@EDU.UNITO.IT



Students webmail

- 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, CAREER PLAN, SMART CARD □ COORDINATION OFFICE
- INFORMATION ABOUT: INTERNSHIP  $\longrightarrow$  ING. EMANUELA OVCIN
- INFORMATION ABOUT: ERASMUS, ERASMUS EXTRA-EUROPE, ERASMUS TRAINEESHIP, MRS. CRISTINA RAGIONIERI (RELAZIONI INTERUNIVERSITARIE OFFICE)



# YOU CAN SEARCH PROFESSORS'/TUTORS' EMAIL ADDRESSES HERE: https://rubrica.unito.it/





UNIVERSITÀ DEGLI STUDI DI TORINO

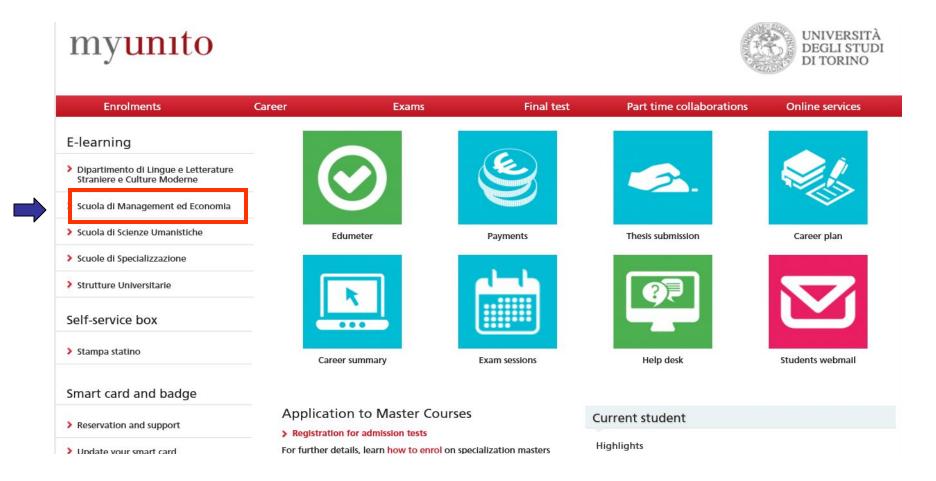
Torna -> www.unito.it	
Pagine correlate	Home / Rubrica
> Mappa strutture	Cerca persone per Cognome e Nome
> Guida modifica dei dati	Cognome
	Nome
	Cerca
	Nota
	È possibile eseguire una ricerca parziale sul cognome inserendo alcune delle prime lettere del cognome. Per esempio volendo

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.





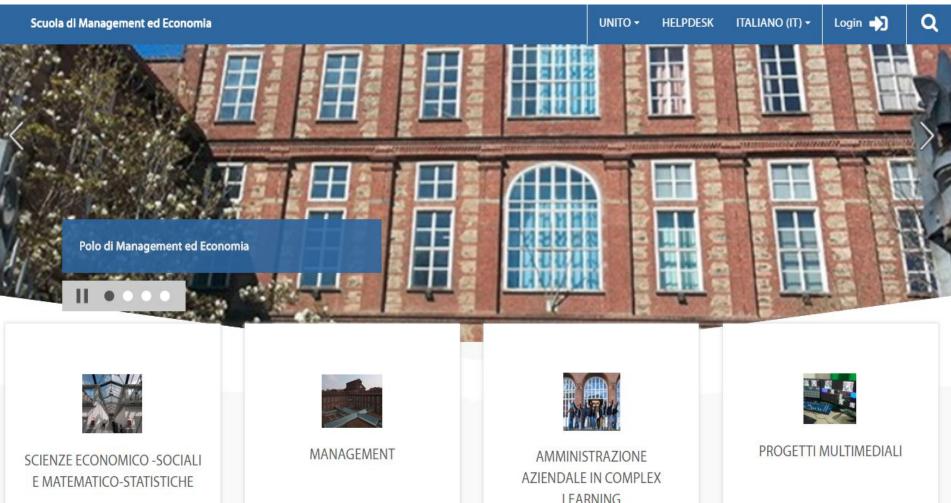
#### SLIDES AND LEARNING MATERIALS ARE UPLOADED ON MOODLE (E-LEARNING PLATFORM) YOU CAN ACCESS TO MOODLE BY LOGGING INTO YOUR MYUNITO PAGE







# MYUNITO PORTAL – E-LEARNING (MOODLE PORTAL)



#### https://elearning.unito.it/sme/course/index.php?categoryid=451





# FOR LAST-MINUTE CHANGES OR NEW OPPORTUNITIES DAILY CHECK THE «NEWS» SECTION OF THE WEBSITE

#### HTTPS://WWW.BUSINESS-ADMINISTRATION.UNITO.IT/DO/AVVISI.PL/SEARCH

Highlights

Important information | Class attendance first term

di Administrator

#### UniTO Students' Vademecum for Class attendance

di Administrator

#### Provisional CALENDARS - First term

di Administrator

#### MBA 20-21 (SAA/Dept. of Management) Beginning of the pre-courses 7/09

di Administrator

#### News and events

Notices





# **HELPDESK**

- THE HELP DESK WILL BE OPEN TO THE PUBLIC BY APPOINTMENT ONLY ON SPECIFIC DAYS
- A VIRTUAL HELP DESK WILL BE CREATED EVERY MORNING FROM 9 TO 11:30





# **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 <u>MDMBA.MANAGEMENT@UNITO.IT</u>







# THANK YOU FOR YOUR ATTENTION



