

Modern Foreign Languages (Lingue Straniere Moderne)

Vademecum 2026–27

1. What is the institutional university e-mail account and how do I activate it?

The institutional university e-mail account is the official, mandatory channel for communications between students, teaching staff and the administration: It is the only address recognised by the University for official communications and the exchange of confidential information. The institutional e-mail credentials also grant access to all of the University's online services (the student portal www.studenti.uniupo.it, the DIR platform (Didattica In Rete – Online Learning Resources), exam-session booking, and WI-FI network).

You do not need to submit any request in order to obtain your institutional e-mail address: it is generated automatically at the end of the enrolment procedure, and you can access it directly from <https://mail.google.com>. On first login, you will be asked to change your password in order to complete activation.

For further information, see: <https://www.uniupo.it/en/services/it-online-services/e-mail>

2. What are the TOLC and the OFA?

The TOLC is a self-assessment test of basic skills, required by law for all enrolled students; it can be taken on the CISIA platform on fixed dates announced at the beginning of each academic year. You can register for exam sessions only after you have taken the test. If you do not pass it, you may still take the first-year exams, but you must complete the OFA – *obblighi Formativi Aggiuntivi* (Additional Learning Requirements) by the end of the first year, following a remedial course available on DIR – Didattica In Rete. At the end of the course, you will need to sit a final assessment, also on DIR. Students who do not fulfil the OFA within the first year will not be able to sit the exams of the second or subsequent years. If the TOLC is not taken, the final test of the OFA course is not valid. The remedial course and the final assessment can be repeated and do not award any CFU (Crediti Formativi Universitari – academic credits).

For further information, see:

<https://disum.uniupo.it/en/university-studies/enrolment-university-studies/evaluation-initial-skills-assessment-test-bachelor-degree-courses>

3. What is the English Placement Test and who has to take it?

The English Placement Test is an examination that assesses the B1 level of English proficiency required to attend the English Language course included in your study plan. It is intended for all students enrolling in a three-year Bachelor's degree programme or a single-cycle Master's degree programme, with the exception of those who already hold one of the certifications accepted by the Università del Piemonte Orientale (UPO).

For further information, and to find out which certifications are accepted by UPO, see:

<https://clupo.uniupo.it/lingua-inglese/riconoscimento-certificazioni>

4. What do academic tutors do? And who is mine?

The academic tutor (*docente-tutor*) is a figure from the faculty who will accompany you through every stage of your academic path. Their role is to guide, direct and support students: they can help you complete your study plan, choose your *schede di opzione* (option forms to select your elective courses) and make your most important academic decisions.

Once enrolment is complete, each student is assigned an academic tutor. To find out who is yours, check the department website or contact the *Ufficio Didattica e Servizi agli Studenti* (Teaching and Student Services Office).

5. What is the Study Plan (Piano di Studi) and how do I complete it?

The study plan is the list of courses you intend to take during your university career, chosen from those offered by your degree programme (*Corso di Studi*).

The study plan is completed online through the Student Portal (www.studenti.uniupo.it). After logging in, click on Study Plan (*Piano di studi*) and then Career Plan (*Piano carriera*); if it is your first time, select New Plan (*Nuovo piano*). By clicking Continue (*Proseguì compilazione*), the system will guide you step by step in accordance with the rules of the course regulations (*manifesto degli studi*). Be careful not to use your browser's *back* and *forward* buttons, and to always follow the order proposed by the system.

For further information, see:

<https://disum.uniupo.it/en/university-studies/enrolment-university-studies/study-plans-general-information>

6. What is the DIR platform and what do I use it for?

The DIR platform (*Didattica In Rete* – Online Learning Resources) is the official e-learning portal of the Università del Piemonte Orientale. It is a teaching-support platform that lets students access lecture notes and slides, study materials, self-assessment tests and discussion forums. Through the portal you can also receive notices related to individual courses. To access DIR, simply use your UPO institutional e-mail credentials.

For further information, see:

<https://disum.uniupo.it/en/university-studies/forms-procedures/master-desks/4-dir-it-services>

7. How do I register for exam sessions?

To register for exam sessions, log in to the Student Portal (www.studenti.uniupo.it) and select the Exams (*Esami*) section from the top-right menu. From there you will be able to choose between Final Exam Bookings (*Prenotazioni esami finali*) or Partial Exam Bookings (*Prenotazioni esami parziali*), select the exam from the list, and confirm your registration. Alternatively, you can register through the UniUPO app: after logging in, tap Exam Calendar (*Calendario esami*), select Bookable/Available exams (*Prenotabili*) and search for your chosen exam. Some exams require you to complete a lecturer-evaluation questionnaire before you can finalise your registration.

For further information, see: <https://disum.uniupo.it/en/university-studies/calendar/credit-earning-exams>

8. What are the “additional activities” and what do they include?

Additional activities (*ulteriori attività*) are recognised learning initiatives included in the study plan that allow you to earn CFUs (academic credits). The main categories of activity are: internships, work placements, scientific events (conferences, workshops and congresses), language projects, laboratories, seminars and IT certifications.

The range of additional activities changes every year: check the updated list on the web page of your degree programme.

9. How can I request the recognition of my internship?

To have your internship recognised, you must submit the following documentation to the Internship and Job Placement Office (*Ufficio Stage e Job Placement*) of the Department of Humanities (*Dipartimento di Studi Umanistici*, DISUM) within 30 days of the end of the activity:

1. student's end-of-internship report;
2. attendance register, completed and signed by the host tutor;
3. end-of-placement report by the host Institution or Company (on company's letterhead, signed by the manager in charge).

Once you have submitted all the documents, the Placement Office will also verify that the placement-evaluation questionnaire has been completed.

For more information and to download the forms required for internship recognition:

<https://disum.uniupo.it/en/services/internships-job-placements>

10. What is tutoring? Which tutoring services are active at Modern Foreign Languages (Lingue Straniere Moderne)?

Tutoring is a learning-support service offered to students; it is designed to provide ongoing guidance and to organise supplementary teaching activities for reinforcement, practice or remedial needs. These activities are run by qualified students (usually enrolled in Master's or Doctoral programmes), who are selected through a public call at the start of the academic year.

The activities organised by tutors may include, for example, seminars, practice and revision sessions, individual or group meetings, etc.

The list and contact details of the tutors selected each year can be found in the *Tutor e commissione didattica* (Tutors and Teaching Committee) section of the website of the Bachelor's Degree in Modern Foreign Languages (Lingue Straniere Moderne):

<https://disum.uniupo.it/en/university-studies/course/modern-foreign-languages-y-20262027>.

11. What library services are offered at the Vercelli university campus?

The library offers services, resources and equipment to support your study and research, with assistance from library staff whenever needed.

You can consult books, journals and other bibliographic material on site, as well as digital material via the available computers. By registering with the library you can access the loan service – including in e-book format – and consult the BiblioUPO catalogue through the dedicated app. An interlibrary loan service is also available, allowing you to request books or copies of articles not held by the University's libraries, from Italian and foreign academic institutions.

For further information, see: <https://sba.uniupo.it/servizi/>

12. Where can I find useful information about graduation procedures (graduation sessions, submission of the graduation application, deadlines, etc.)?

All official information regarding the graduation application, the documents needed to submit it, the deadlines and the available sessions can be found on the dedicated page of the Department of Humanities (*Dipartimento di Studi Umanistici*, DISUM):

<https://disum.uniupo.it/en/university-studies/forms-procedures/graduating>