



UNIVERSITÀ
DI TORINO



Dipartimento
Culture, Politica
e Società

Department of Cultures, Politics and Society University of Torino

Guide to the Department



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This Guide provides useful information about the following aspects of the Department, each of which is covered in a separate section:

1. Governance
2. Teaching
3. Research and Third Mission
4. Internationalization
5. Communication
6. Info for faculty
7. Campus-wide offices
8. The Department's technical/administrative staff



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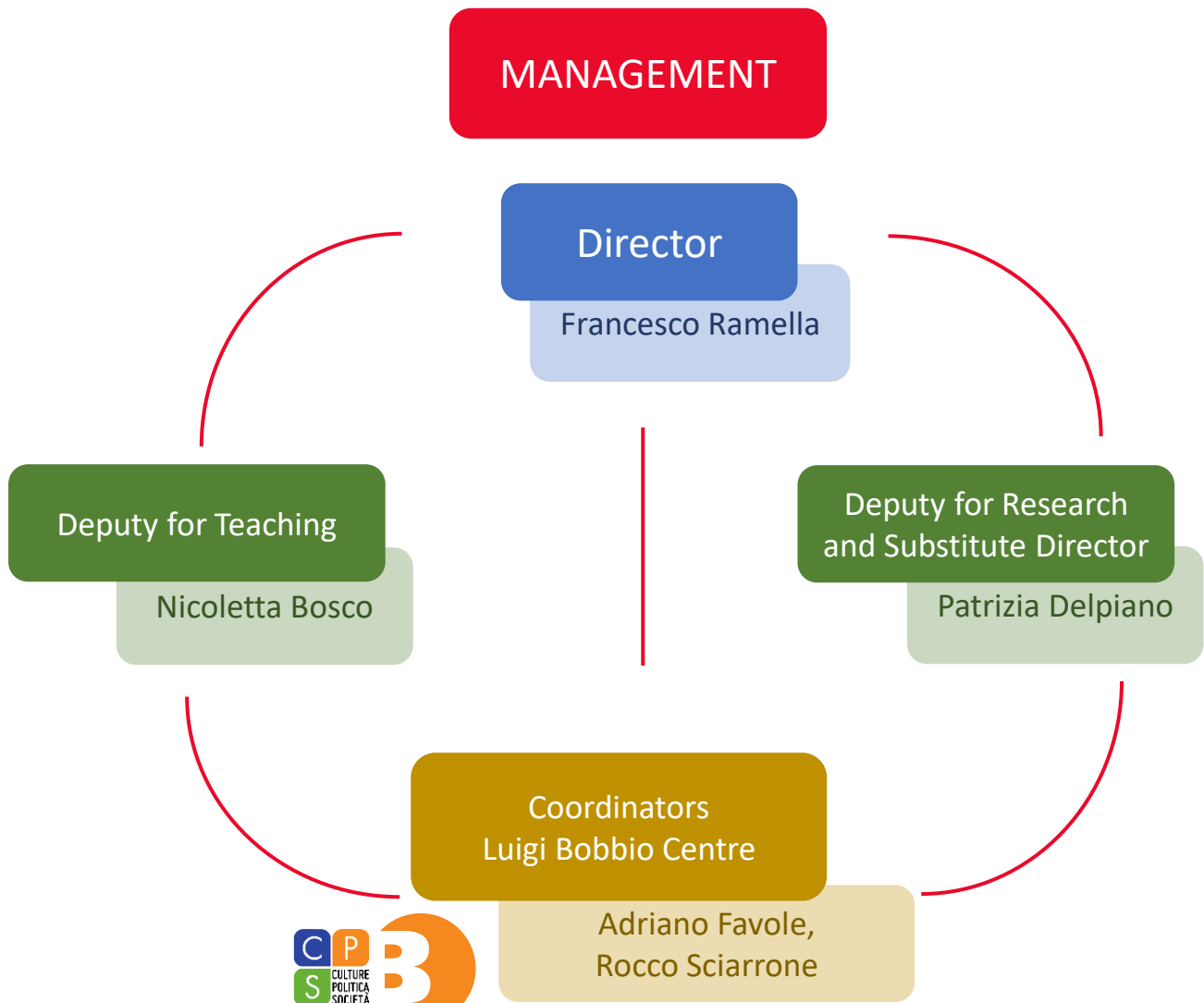


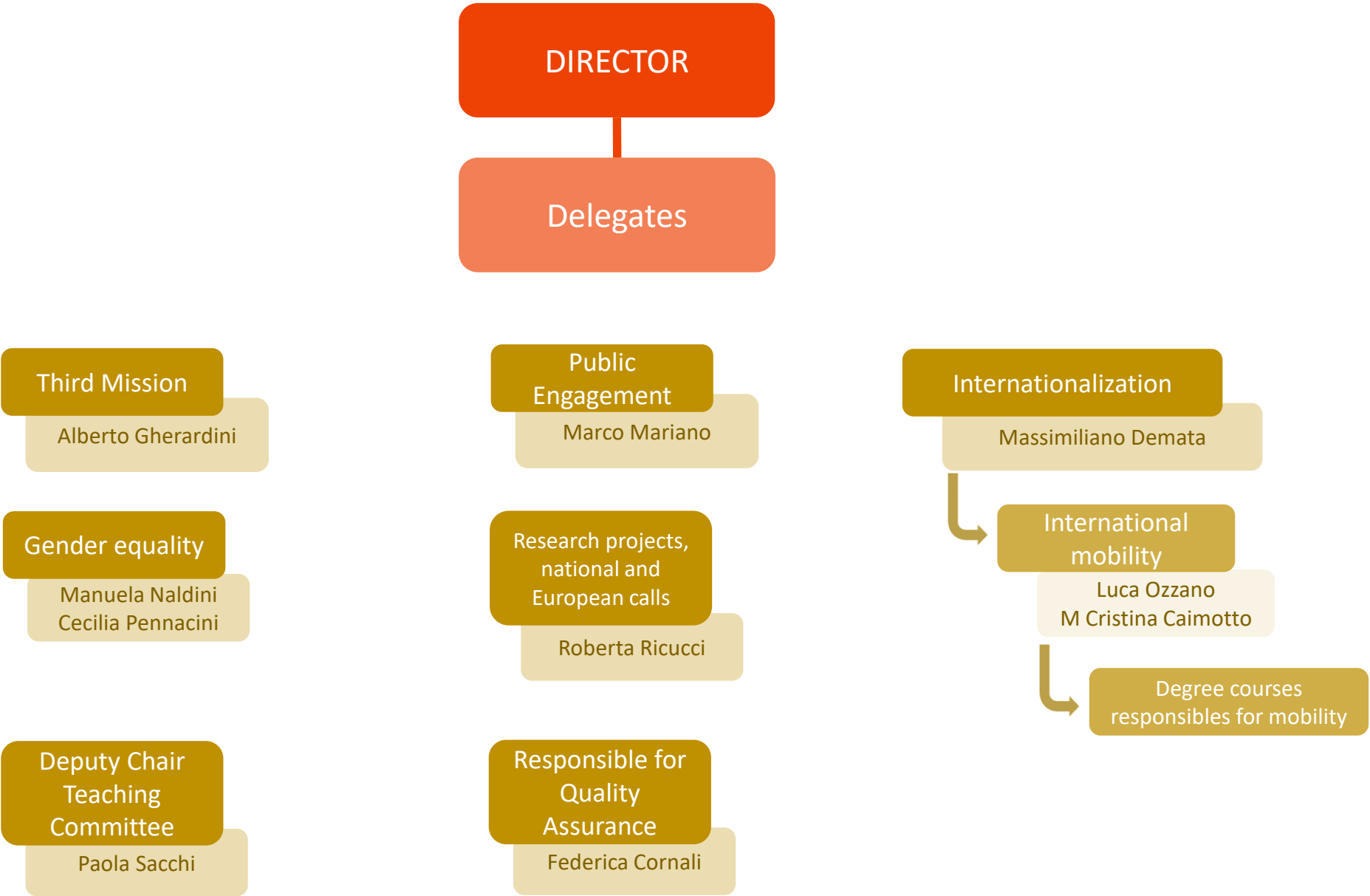
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GOVERNANCE







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DEPARTMENT BODIES & COMMITTEES

Departmental Council

Chaired by the
Director

Members:
Teaching faculty ,
representatives of the
technical and
administrative staff, of
PhD students, of
research fellows and
of students enrolled in
degree courses.

Attention! Attending the
Council's meetings takes
precedence over any
other engagement. Each
absence must be
justified by sending an
email to
direzione.cps@unito.it

Departmental Board

Chaired by the
Director

Members:
Deputy Directors for
Teaching and
Research;
representatives of full,
associate and assistant
professors;
representatives of the
technical and
administrative staff;
representatives of PhD
students, of research
fellows and of
students enrolled in
degree courses.

Teaching Committee

Chaired by the Deputy
Director for Teaching

Members:
Presidents and Deputy
Presidents of the
degree courses (or
their delegates),
representatives of the
technical and
administrative staff, of
students enrolled in
degree courses, of
research fellows and
responsible for Quality
Assurance

Research Committee

Chaired by the Deputy
Director for Research

Members:
at least six members
belonging to the
teaching faculty and
nominated by the
Departmental Council;
representatives of the
technical and
administrative staff, of
the research fellows
and of PhD students



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Degree courses &
Presidents

Undergraduate

TEACHING

Intercultural Communication
(COMINT)

Simona Taliani

Social Innovation, Communication
and New Technologies (ICT)

Luca Console

International Development and
Cooperation Studies (SISCO)

Roberta Ricucci

Political and Social Sciences (SPS)

Andrea Pritoni

Social Work (CLASS)

Marilena Dellavalle

Strategic and Security Studies
(SUISS)

Gian Luca Pozzato



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Degree courses &
Presidents

Postgraduate

Cultural Anthropology
and Ethnology (ACE)

Barbara Sorgoni

International Studies
(SCINT)

Rosita Di Peri

Economic Analysis
and Policy (EAP)

Aldo Geuna

Public and Political
Communication (CPP)

Giuliano Bobba

Communication, ICT and
Media (CIME)

Cristina Gena

Sociology (SOCI)

Luca Storti

Government Studies
(SCIGOV)

Stefania Ravazzi

Area and Global Studies
for International
Cooperation (AGIC)

Filippo Barbera

Social Policies and Social
Work (PSS)

Stefania Palmisano



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Things to know...

Deadlines for faculty

Lecture log

At the end of each semester, all faculty members are required to complete the lecture log by the deadlines announced by the university and the Teaching Office (failure to do so will negatively affect the Department's regular funding and staffing allowances).

Record of teaching activities

At the end of each academic year, all faculty members are required to complete the record of teaching activities by the deadlines announced by the university and the Teaching Office (failure to do so will negatively affect the Department's regular funding and staffing allowances).

Personal webpage

Updates

All information on faculty members' personal webpages must be kept up to date at all times, CV included.

Attention! The personal webpages on the two sites are identical: updating information on one site will automatically update the information on the other.

Degree course opportunities

Departmental funds for degree courses

The Department provides funding to degree courses to support their activities.
The President of each course is responsible for these funds.



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People to contact...

Teaching
and degree course support

didattica.cle@unito.it
consistudio.cps.cle@unito.it

Masters' and postgraduate
courses

altaformazione@unito.it

Final exams

lauree.cle@unito.it

Job Placement

job.cle@unito.it

Social work field education

tirocinioiclass.dcps@unito.it

Orientation

orientamento.cle@unito.it

Student Services

segreteriastudenti.cle@unito.it

Exam scheduling

appelliesse3.scuolacle@unito.it

Classroom booking

gipes@unito.it



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RESEARCH

Things to know...

Deadlines for faculty

Public Engagement records

As the university monitors PE initiatives, all faculty members are asked to update the records of their activities. All academic and technical/administrative staff can access PE records via the university portal's "MyUnito" webpage.

IRIS UniTo portal

All faculty members must ensure that their publications listed on the IRIS UniTO portal are up to date at all times: this is important for assessment by the university and the ministry.

SMART Project - IRIS AP

All faculty members are required to enter the project proposals submitted for competitive funding programmes in the IRIS AP app. The SMART project has created a research and Third Mission management system which is integrated with the university's other management platforms.



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Faculty opportunities

New hires

The Department provides new hires with 1,000 euros in funding to start their research work

Things to know ...

Publications

The Department provides its regular faculty members with a publication allowance:

500 euros for translation of articles (upon presentation of an abstract and the name of the journal to which the article will be submitted) and 1,000 euros for monographs (upon presentation of a publisher's contract). Each faculty member may submit one or more applications up to a maximum of 1,000 euros for monographs and 500 euros for articles

Research fellows

Research fellows are provided with an annual allowance to cover translation/publication/mission expenses.
Each research fellow may draw up to 1,000 euros per year.



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Things to know ...

Faculty opportunities

Department research centres

The Department has established research centres, gathering colleagues with shared research interests. The Department assigns each centre with funding for which the coordinator is responsible.

Local research funding

Each year, the university assigns local research funding to the departments, which then assign funding to faculty members (full, associate and assistant professors and research technicians) via an internal call for proposals.

Compagnia di San Paolo

The three-year agreement between the university and the bank Foundation Compagnia di San Paolo (CSP) is an innovative means of funding the university's research. For more information, see <https://www.unito.it/ricerca/finanziamenti-la-ricerca/ricerca-nazionale-e-regionale/progetti-finanziati-da-compagnia-san>

Fondazione CRT

Each year, the bank Foundation CRT organizes two calls to fund research projects. The Department manages submission of applications by agreement with the university. In order to participate, each faculty member will receive a communication with the necessary information.



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Things to know ...

Participating in calls for proposals

Calls with a limit on the number of applications

To participate in calls where there is a limit on the number of applications that can be submitted by the university and/or the Department, it is necessary to consult the Deputy Director for Research and the campus-wide Research Office

Assistance in submitting research proposals

The campus-wide Research Office provides support for submitting national, European and international research proposals.

This support consists of:

- Fund raising
- Consulting
- Writing non-technical sections
- Proposal review



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People to
contact...

Campus-wide
Research Office

ricerca.cle@unito.it

Campus-wide
Budget Office

budget.cle@unito.it



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Things to know...

INTERNATIONAL

Opportunities

Outgoing mobility for Faculty

Faculty members could ask for funds (maximum 1,000 Euros) for outgoing mobility (at least 30 days).

There are also international mobility programmes (e.g. Teaching Staff) managed by UniTO.

For students

Mobility thesis research abroad.
Each year the Department funds opportunities for students to spend a period abroad for writing their thesis.



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People to
contact...

Outgoing mobility for Faculty

ricerca.cle@unito.it

Visiting Professor

international.cle@unito.it

Calls for Students

international.cle@unito.it

UniTO Outgoing mobility for
Faculty

international.cle@unito.it



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Things to know ...

How to announce events

Department newsletter,
website and Facebook page

To announce initiatives on the
Department's internal channels, write to
comunicazione.cps@unito.it

Department teaching website

To announce initiatives on the
Department's teaching website, write to
redazioneweb.cle@unito.it

COMMUNICATION

UniTo Flash News
and University Portal

To announce initiatives on UniTo Flash
News, fill in this [Form](#)

To request that news be posted on the
university portal, write to
redazioneweb@unito.it



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Things to know ...

To organize an event

Booking hotels – restaurants – travel

Contact the campus-wide Procurement Office (acquisti.cle@unito.it), and fill in the online purchase request <https://www.unito.it/richiesta-di-acquisto-rda>

Important! The request must be submitted at least 10 days in advance, as it must be authorized by the person in charge of funding, the Director of the Department and the administrative offices.

Paying honoraria

Complete the forms available on the website, attaching the flyer for the event:

<https://www.dcps.unito.it/do/documenti.pl/Show?id=7bad>

InfoNews and University Portal

To announce initiatives on UniTo Flash News, fill in this [Form](#)

To request that news be posted on the university portal, write to redazioneweb@unito.it



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People to contact...

Support to the
Departments' Institutional
Activities

comunicazione.cps@unito.it

ICT and Web E-Learning
Services

redazioneweb.cle@unito.it

Administration and
Accounting

acquisti.cle@unito.it
compensi.cle@unito.it



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Things to know ...

Info for faculty and research fellows

Travel and Purchases

Prior authorization from the Director of Department is required for all travel. Requests for authorization and reimbursement are made via the ESCO procedure <http://esco.unito.it/>

To proceed with purchases of goods and services, fill in the online purchase request <https://www.unito.it/richiesta-di-acquisto-rda>

The request must be submitted in advance, as it must be authorized by the person in charge of funding, the Director of Department and the administrative offices.

Vacancy notices for grants and support/research/teaching appointments

Procedures must be approved by the Departmental Council. Material must be submitted by the deadlines established by the offices.

Research grant forms:
<https://www.dcps.unito.it/do/documenti.pl/Show?id=ds8g>

Support appointments:
<https://www.dcps.unito.it/do/documenti.pl/Show?id=ba0f>

Research appointments:
ricerca.cle@unito.it;
incarichi.cle@unito.it;
budget.cle@unito.it

Teaching appointments:
didattica.cle@unito.it ,
budget.cle@unito.it

INFO FOR FACULTY

Contracts, framework agreements and protocols of understanding

A guide to entering into contracts, framework agreements and protocols of understanding is available on the Department's website.

As the information provided in the guide cannot claim to be exhaustive, it is necessary in all cases to consult the administrative offices concerned.

Guide and contacts:
<https://www.dcps.unito.it/do/avvisi.pl/Show?id=svkt>



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Things to know ...

Info for faculty and researchers

Book orders

To request that the Norberto Bobbio Library purchase a book, click on the following link, enter your credentials and fill in the online form.

Online form:

https://www.dcps.unito.it/do/home.pl/View?doc=acquisti_biblioteca.html

Norberto Bobbio Library resources

A wide range of resources at the Norberto Bobbio Library can be accessed.

Info and access:

<https://www.bibliotecabobbio.unito.it/it/risorse-informative>

Workstations

The Director of Department assigns offices to incoming faculty. To request office equipment (PC + telephone + network printer connection), write to ict.cle@unito.it

To purchase computer equipment or software for research, contact the service desk <https://askit.unito.it/servicedesk/customer/portal/34> and attach the response to the purchase request.



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Things to know ...

Info for faculty and
research fellows

Maintenance work and logistic
services

To request office maintenance work
(e.g., heating system) and/or logistic
services, contact the campus-wide
logistics office via the help desk
<https://hdedilog.unito.it/>

Stationery and mail

For stationery and mail, contact third
floor reception (D3 and D4)



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Things to know...

Info for faculty and research fellows

Compensated outside employment

University regulations regarding compensated outside employment, specifying activities for which prior approval is and is not required:
https://www.unito.it/sites/default/files/reg_modifica_autoriz_incarichi_retribuiti_extraistitut 5552_2013.pdf

To download forms:
[University intranet](#)

Submit requests for approval to the Director of Department, writing to
direzione.cps@unito.it

Send disclosures of non-compensated outside employment to direzione.cps@unito.it and to personale-docente@unito.it

Non-tenure track assistant professors must contact the Personnel Office in all cases, writing to
pers-tempodeterminato@unito.it

Important! Teaching activities for degree courses or masters' programmes at other universities and sitting on the faculty committee for other universities' PhD programmes are NOT considered outside employment. For these activities, ALWAYS request prior approval by the Departmental Council.

For forms and procedures, write to
direzione.cps@unito.it

Assessments pursuant to Law 240/2010. Art. 6, clauses 7 and 8

At the end of each academic year, faculty members must submit self-certification of their teaching and research activities to the Director of Department.

Self-certifications are then sent to the Rector for final assessment.

[University intranet](#)



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Administrative services

CAMPUS-WIDE OFFICES

The university's main technical, administrative and management services are provided via a series of hubs, including the Luigi Einaudi Campus hub of which the Department is a part.

The services provided by the Luigi Einaudi Campus hub are organized in the following areas:

Support to the Departments' Institutional Activities

Governance, communication, three-year plans, personnel, research and teaching faculty

Contacts:

direzione.cps@unito.it;
dipartimento.cps@unito.it;
comunicazione.cps@unito.it;
sid.cle@unito.it

Research Support

Funding, planning, grants, research project reporting, third mission and public engagement

Contacts:

ricerca.cle@unito.it

Norberto Bobbio Library

Procurement of hardcopy/online periodicals and books; cataloguing and catalogue management; reception, user loans, reading room management and supervision; reference service

Contacts:

biblioteca.bobbio@unito.it
ricerche.bobbio@unito.it

<https://www.bibliotecabobbio.unito.it/it/la-biblioteca/personale>

Internationalization

Assistance for incoming and outgoing students and faculty; international cooperative agreements; international projects

Contacts:

international.cle@unito.it

Logistic Services

Facilities management, correspondence, maintenance of equipment, fixtures and furnishings, inventory management

Contacts:

logistica.cle@unito.it; gipes@unito.it



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Administrative services

Administration and Accounting

Budgeting and revenue management, goods and services procurement, calls for proposals and contracts for research travel and payroll

Contacts:

amministrazione.cle@unito.it;
budget.cle@unito.it;
acquisti.cle@unito.it;
incarichi.cle@unito.it;
missioni.cle@unito.it;
compensi.cle@unito.it

ICT, Web and E-Learning Services

Workstations, licenses, classroom multimedia infrastructure, sound equipment, IT security, support for special/specific teaching, research and third mission projects, topic-oriented and institutional websites, social media, e-learning, online collaboration

Contacts:

redazioneweb.cle@unito.it;
elearning.cle@unito.it;
ict.cle@unito.it

Teaching and Student Services

Teaching provision planning, support for degree courses and graduate programmes, field education, final exams and exam scheduling, lifelong learning programmes, job placement, orientation and tutoring, student services

Contacts:

didattica.cle@unito.it;
corstistudio.cps.cle@unito.it;
altaformazione.cle@unito.it;
lauree.cle@unito.it; job.cle@unito.it;
tirocinio.class.dcps@unito.it;
orientamento.cle@unito.it

The Department's technical and administrative staff

In addition to the campus-wide services, the Department has its own technical and administrative staff which provides direct support for research, as well as mother-tongue language instructor/consultant/lector(s).

Technical services for research

Margherita Amateis
Marco Di Nardo
Francesca Irene Ferro
Virginia Mariano
Marinella Vercelli

Mother-tongue language instructor/consultant/lector

Laura Ann McLean



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