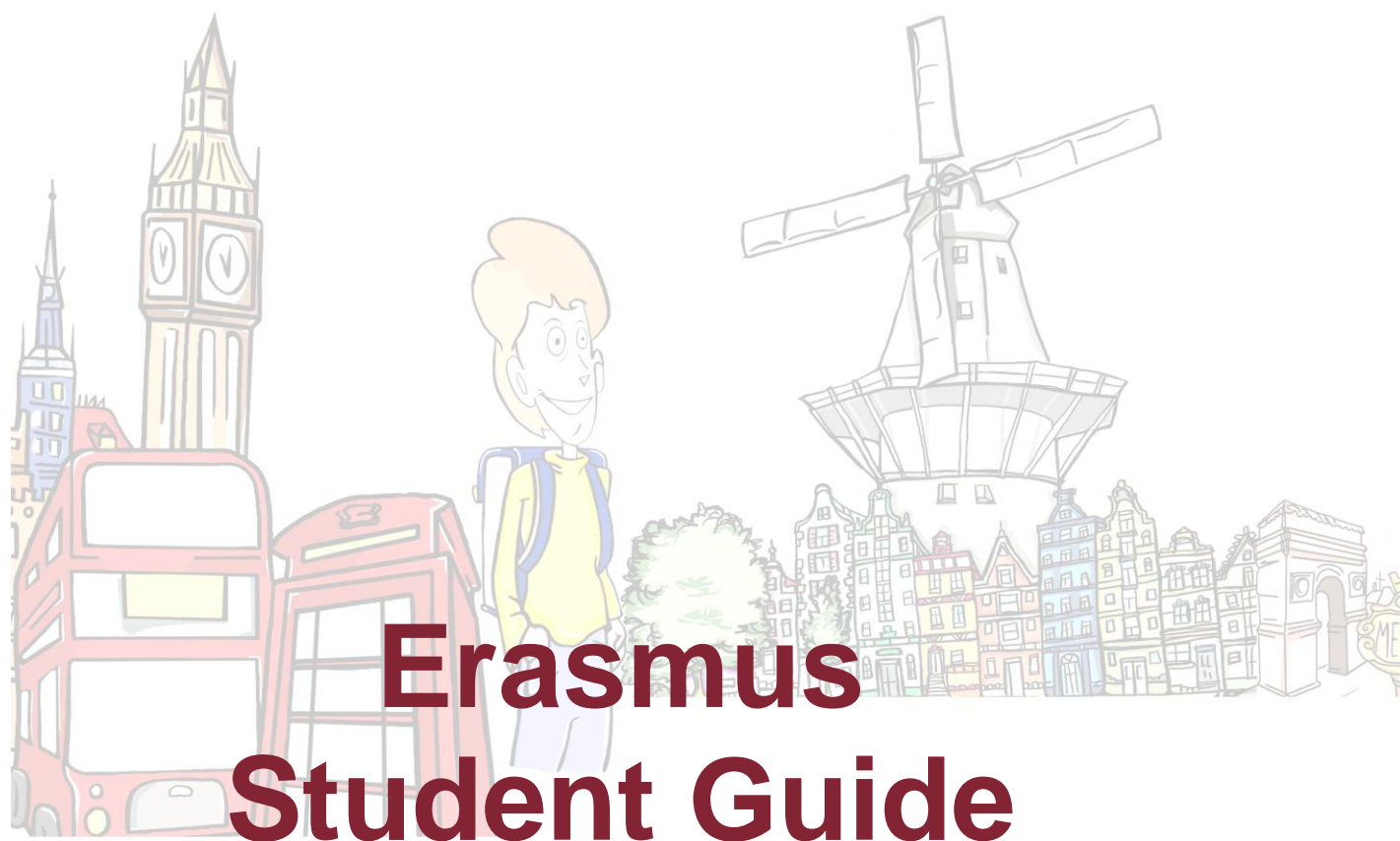


AREA
PER L'INTERNAZIONALIZZAZIONE



SAPIENZA
UNIVERSITÀ DI ROMA



Erasmus Student Guide

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1 Welcome

Sapienza University of Rome is happy to welcome you to our community! Every year, we receive nearly 7000 students from around the world along with nearly 1200 incoming and outgoing exchange students. We are proud of the diversity of our student population and look forward to the contribution that you will make to life at Sapienza.

The Sapienza International Office will provide you with guidance and support before, during and after your stay. We look forward to meeting you and helping you to adjust to your new life in Rome. Settling into a different environment and adjusting to new situations can be challenging, but there are a variety of support services on hand at the University to assist you with this. We truly hope you will enjoy your time at Sapienza and in Rome and make the most of it both academically and personally.

This short guide should help you understand what to expect and what steps you need to take in the coming months.

2 Sapienza University of Rome

Sapienza, founded in 1303 by Pope Boniface VIII, was Rome's first university and is amongst the oldest in Europe. Over the course of seven centuries, it has established a reputation as a distinctive centre for learning, teaching and research. With just over 110,000 students, 3880 professors and 4300 members of staff, Sapienza is also the largest university in Europe, a city within the city. Sapienza offers a broad range of courses, over 250 degree programmes and more than 70 PhD courses.

Sapienza is engaged in virtually every area of research, achieving high results both at the national and the international level thanks to the work of its 11 faculties, 63 departments and many research centres. In the 2011-2012 academic year, the University inaugurated the School for Advanced Studies, which evaluates candidates on the basis of educational merit and provides students with courses and activities aimed at encouraging and developing their capabilities through scientific, cultural and interdisciplinary activities.

About 8000 foreign students are regularly enrolled at Sapienza. In addition, Sapienza also encourages international exchange programmes: every year there are over 1200 incoming and outgoing exchange students on various mobility programmes.

The main campus, designed by Marcello Piacentini, opened in 1935. It is located close to the city centre. It is the largest university in Europe - a city within the city - where teaching activities are integrated with libraries, museums and comprehensive student services. Faculties and Departments also pursue their activities in off-campus buildings throughout the city. In fact, there are two other university campuses in the Lazio Region.

3 The Italian Higher Education System

3.1 Organisation

The Italian Higher Education system is organised as follows:

Laurea (L) – Undergraduate studies

First-cycle university degree entailing both theoretical and applied studies

Pre-requisites: Italian school diploma or comparable foreign diploma

Workload: 180 ECTS credits

Length: 3 years full-time

Degree: Laurea - English: Bachelor, first-cycle degree

(The Italian bachelor-level degree of the Bologna Declaration.)

Further university studies: access to LS and MU1 programmes

Laurea Magistrale (LM - Single Cycle) – Graduate studies

Single-cycle university degree entailing both theoretical and in-depth studies on a single subject

Pre-requisites: Italian diploma or comparable foreign diploma

Workload: 300 ECTS credits for the 5-year degree and 360 ECTS credits for the 6-year degree

Length: 5 or 6 academic years

Degree: Laurea Magistrale - English: Master, second-cycle degree.

(The Italian master-level degree of the Bologna Declaration.)

Further university studies: access to PhD.

Laurea Magistrale (LM) – Graduate studies

Second-cycle university degree entailing both theoretical and in-depth studies on a single subject

Pre-requisites: related Laurea or similar foreign degree

Workload: 120 ECTS credits

Length: 2 years full-time

Degree: Laurea Magistrale - English: Master, second-cycle degree.

(The Italian master-level degree of the Bologna Declaration.)

Further university studies: access to PhD.

Dottorato di Ricerca – Post-graduate studies

Third-cycle university degree

Pre-requisites: Related Laurea Magistrale or a similar foreign degree in a related subject area

Admission: by public competition, organised locally by individual universities

Length: min. 3 years, depending on subject

Course structure: independent high quality research projects. Postgraduates carry out research activities under the supervision of a university professor who is appointed as a tutor. In some cases, attendance of seminars or courses is also required. Transition from one year to the next depends on the tutor's positive assessment of the doctoral student's performance.

Degree: Dottorato di Ricerca (Doctorate, Doctor of Philosophy-PhD)

Further university studies: participation in post-doctoral (post-doc) research projects

Vocational Degrees:

Master universitario di 1° livello - *1st Level Professional Master degree*

Graduate studies - 1 year; it is a professionally oriented second cycle-degree, which does not give access to PhD studies.

Master universitario di 2° livello – *2nd Level Professional Master degree* (1 year)

Postgraduate studies – 1 year; professionally oriented third cycle-degree

General websites on Higher Education in Italy: www.study-in-italy.it
[/www.miur.it/guida/guide.htm](http://www.miur.it/guida/guide.htm)

3.2 Grading System

The Italian university grading system for individual exams is based on a 30-point scale (18 and above is considered passing), while a 110-point grading scale is used for the final dissertation:

- 66 is the minimum grade necessary to graduate
- “Cum Laude” (Honours) is added to the maximum grade to praise outstanding results.

For further details on grading at Sapienza's faculties: www.uniroma1.it

3.3 Academic Calendar

Academic calendars are issued by all Italian universities. They indicate the beginning and end of courses, exam sessions, vacations and national and religious holidays.

Rough dates for Sapienza's academic calendar are as follows (dates may vary for each faculty):

Bachelor-Master students:

First Semester

Courses: late September – mid-December

Exams: January-February

Second Semester

Courses: late February – late May

Exams: June-July

PhD students:

Start: November 1

Main Italian Public Holidays

January 1 - New Year's Day

January 6 - Epiphany

March-April- Easter Monday

April 25 - Liberation Day

May 1 - Labour Day

June 2 - Anniversary of the Republic

June 29 – St. Peter and St. Paul (local holiday)

August 15 - Ferragosto

November 1 - All Saints' Day

December 8 - Immaculate Conception

December 25 - Christmas Day

December 26 - St Stephen's Day

NB: For enrolment or other information about the university, we highly recommend you to get in touch with our offices before July and August.

3.4 Courses

University courses usually begin in late September/early October (first semester) and in March (second semester), but this may slightly vary from faculty to faculty. The Student Administration Office publishes the course calendar for every faculty more or less one month before the beginning of the courses. Some professors will publish the academic calendar on faculty or personal web pages as well as on office notice boards.

It is not necessary to enrol in a course to attend lectures. Once lessons start, you simply go to the designated lecture hall or classroom and attend the lesson. (It's a good idea to get to the lesson on time as some classes fill up fast). In fact, attendance is often optional, but some professors may ask you to sign an attendance sheet to keep track of the students who attend lessons regularly. Furthermore, the course load may vary slightly depending on whether or not you attend the lessons. Some professors may ask students who do not attend lessons to integrate their studies with an extra or a different text compared to classmates who attend. In this way, the professor tries to balance the hours dedicated to the course by each student and to allow all students to reach the course objectives. The textbooks for each subject, both for attending and non-attending students, are listed in the subject programme available on the faculty website (*Lista dei programmi*) or by directly contacting the professor.

3.5 Assessment (Exams)

There are three assessment (exam) periods at Sapienza:

- Winter (January and February)
- Summer (June and July)
- Autumn (September)

Faculties publish the exam dates as soon as possible, so check your faculty website or notice board for exact dates and times. In order to take exams, you must book your place on-line through the Infostud student portal. You can book on-line from one month up to a week before the exam date. Once the exam is booked, remember to print your receipt, as you will need to take it to

your exam, have it signed by your professor and keep it for your accreditation.

Most exams are oral, although some may also have a written part. In any case, if the exam structure is different from the standard end of semester oral exam, this will be communicated to you by the professor during the lessons. During a standard oral exam, the professor or one of his/her assistants will question the student for about 15-30 minutes, depending on the subject matter.

If there are too many students on one exam day, the professor may decide to divide the students booked for that day into 2 or more groups, which means that some students will have to take the exam on another day. If this is necessary, the professor will inform his/her students on the day of the exam or a few days beforehand, if possible.

On the day of the exam, when you are called for the exam by the professor or an assistant, you will need to show the receipt of your exam booking and a form of photo ID. After the exam, you will receive a score ranging between 18 and 30 (18 being the minimum passing grade). In order to praise outstanding results, the examiner may add “cum laude” to a maximum score. If you are not satisfied with your exam score, you may refuse it before it is registered. You can then take the exam again on another date.

At the end of the exam session, all the results are registered on the database and a couple of days later they will be visible on the Infostud portal.

3.6 Contacting Professors

You can contact your professor via his/her email. These are available on the office notice board or on the faculty websites. You can also see your professor during his/her office hours, which are also published on the office notice board or the faculty website.

4 Arrival in Rome

4.1 Visa and Customs

EU citizens do not need a visa to enter Italy. However, if your stay will be longer than three months, you will need to register at the Registry Office (*Anagrafe*) of the Town Council (*Comune*) where you live.

Non-EU citizens have to apply for a student visa at the Italian Embassy or Consulate in their home country. Student visas are free of charge. Please keep in mind that you can only apply for your visa after having received confirmation of your admission to the university.

The following documents are usually required for visa application:

- Visa application form
- Photo (passport size)
- A valid passport (with at least six months validity)
- Proof of economic independence for your stay in Italy: minimum €350 per month for the academic year. Such proof may be personal or family assets or proof of a scholarship (Erasmus Mundus; Science without Borders; etc.)
- Proof of accommodation in Italy

Some countries also require medical insurance and/or additional documents. The full list of documents required for visa application is available on the Italian Embassies' websites and on the website of the Ministry of Foreign Affairs: www.esteri.it/MAE/EN

4.2 Passport Control

If you are travelling from a Schengen country, there is usually no passport control at the airport (in compliance with the Schengen agreement). If you are travelling from a non-Schengen country, you will undergo a passport and visa check. Please make sure you have all the required documents and keep the invitation letter from Sapienza with you.

4.3 Airport Security

You may be stopped and asked some additional security questions. If you encounter any problems or if you have any concerns on arrival regarding your passage through immigration/passport control, ask the Immigration Officer to contact Sapienza International Office by telephone (see Chapter 17 – Contacts) during office hours (9 am – 5 pm, Monday to Friday).

4.4 Documents you should have upon arrival

Make sure you keep the following documents/items with you when travelling (possibly in your hand luggage):

- Passport, travel documents and tickets
- Visa (if necessary)
- Invitation/admission letter from Sapienza
- Medical insurance certificate (if applicable)
- Proof of accommodation (if applicable)
- Other documents for immigration purposes (if applicable)
- Warm clothing – winter in Rome can be cold (0-10 degrees)
- Cash (EUROs) to pay for airport transfers and public transport
- Travel adaptor
- Any required medication
- Address, telephone number and travel instructions to reach your final destination

4.5 Getting to Rome

Fiumicino Airport

Train

The Rome Fiumicino “Leonardo da Vinci” Airport (FCO) is connected to the city centre via a direct train (Leonardo Express) and slower trains on the FR1 Regional Railway line. Leonardo Express trains take you directly to the city’s main train station, Termini. They leave the airport every 30 minutes from 6:36 am to 11:36 pm. The journey takes 30 minutes and the tickets cost €14.

FR1 trains (destination Orte/Fara Sabina) make several stops. Tickets cost €8 and the journey is 30-60 minutes, depending on your destination. The service

runs from 5:57 am to 11:27 pm with a train leaving every 15 minutes, except on Saturdays and Sundays. Weekend trains run every 30 minutes.

To reach the airport train station follow the indications in the airport arrivals hall. Train tickets are sold at the station counter and at automated machines. You can pay with cash or by credit card. Alternatively, you can buy the tickets on-line: www.trenitalia.it

Bus

A number of bus companies provide transportation from the airport to the centre of Rome ('Termini' central train station or Piazza Cavour – Vatican Area). Tickets cost €4-6 one way and €8/12 return trip. The journey lasts approx. 1 hour, depending on traffic (especially during peak-hours). For further information: <http://www.adr.it/pax-fco-autobus>

The night bus 40N (€4.50) connects the airport with the train stations of Rome Tiburtina and Rome Termini. Buses depart at 1:15 am, 2:15 am, 3:30 am and 5:00 am. Tickets are sold on board. For further information: <http://www.adr.it/pax-fco-autobus>

Taxi

The cost of a taxi ride from Fiumicino Airport to the city centre (within the Aurelian Walls) is €48.

Shared Taxi – Door-to-Door Airport Shuttle

The Sapienza International Office offers all exchange students and researchers a door-to-door shuttle service at the discounted rate of €18 (Fiumicino Airport to the city centre). The driver will wait for you at the airport arrival hall holding a sign with your name. E-mail booking (airportshuttle@airportshuttle.it) is required; payment must be made in cash to the driver.

Ciampino Airport

Bus and Train

To get to Rome city centre from Ciampino airport (CIA) you can catch a bus (Cotral) at the airport to the Underground (Metro) Line A station in Anagnina. From there, you can take the underground to Termini (about 30

minutes). You can use the same ticket for buses and the underground. The ticket costs € 1.50 (valid for one Metro ride or 75 minutes on all buses). Buses leave every 40 minutes from 6:00 am to 10:40 pm

Direct bus services from Ciampino to Termini station are also provided by several bus companies (SIT, Terravision, Schiaffini). Tickets can be bought at the airport (€4.00/4.50). For further information: www.adr.it/pax-cia-autobus

Alternatively, you can catch the bus (€1.50) to Ciampino railway station and board a train (€1.30) to Termini station (15 minutes).

Taxi

The cost of a taxi ride from Ciampino to the city centre (within the Aurelian Walls) is €30.

5 Practical Information

5.1 Residence Permit

All non-EU citizens who intend to stay in Italy for longer than 3 months must apply for a residence permit (*permesso di soggiorno*) within 8 working days from their arrival in Italy.

How to apply:

1. Pick up a residence permit kit at any post office (Poste Italiane). There is one on the main campus by the Viale Regina Elena entrance or you can go to the main post office branches either at Piazza San Silvestro or Piazza Bologna (10 minutes' walk from the main campus).
2. Complete the application form using a black pen and attach photocopies of the required documents along with a tax revenue stamp (ask for a €16 "marca da bollo" at any tobacconist). Instructions are included in the Residence Permit Kit; however, if you are unsure or are have any difficulties, you can ask for assistance at our International Office or at the HELLO office (Piazzale Aldo Moro, 5 – 00185).
3. Alternatively, you can make an appointment with Patronato Labor, an Italian government office established to assist people with their Residence Permit applications. To find locations and opening hours visit: www.patronatolabor.it
4. On completing your application form, you will need to take it back to the post office. On filing your application, you will have to pay €107.50 – 227.50 (for the Residence Permit procedure) and an extra €30 (for the postal service), using a pre-printed form you will find inside the kit.
5. Note: prices for the residence permit procedure vary according to the duration of the requested stay: €107.50 – for periods of stay over 3 months and less than or equivalent to 1 year; €127.50 – for periods of stay over 1 year and less than or equivalent to 2 years; €227.50 – for periods of stay over 2 years.
6. The post office will give you a receipt for your application, which is your proof of having applied for the residence permit and also indicates the date/time/place of your appointment with the Immigration Office

(Police). **N.B.:** always keep the postal receipt with you. It serves as a formal proof that you have applied for a residence permit and it will also allow you to travel within the Schengen Area while you are waiting for your official residence permit card.

7. You will have to go to the appointment to complete the application for your residence permit. For the first appointment, you must bring 4 passport-sized ID photos with a white background, one of which will be attached to your residence permit.

For further information about the residence permit please go to the State Police website: www.poliziadistato.it or visit the following website: www.portaleimmigrazione.it

5.2 Tax Code (codice fiscale)

The Codice Fiscale is an alphanumerical code based on your first name, family name and date and place of birth. It is used by the public administration to identify citizens living in Italy. All those living in Italy need to have one.

The Codice Fiscale is also necessary to apply for a residence permit, to open a bank account, to sign a rent agreement, to obtain a canteen card and to carry out many other procedures/activities.

Tax Code Application Procedure 1 (recommended)

We strongly advise you to apply for a Fiscal Code at the Embassy/Consulate where you apply for a visa.

Erasmus students should contact the Erasmus Office of their receiving Faculty, because in some cases they could issue the Fiscal Code.

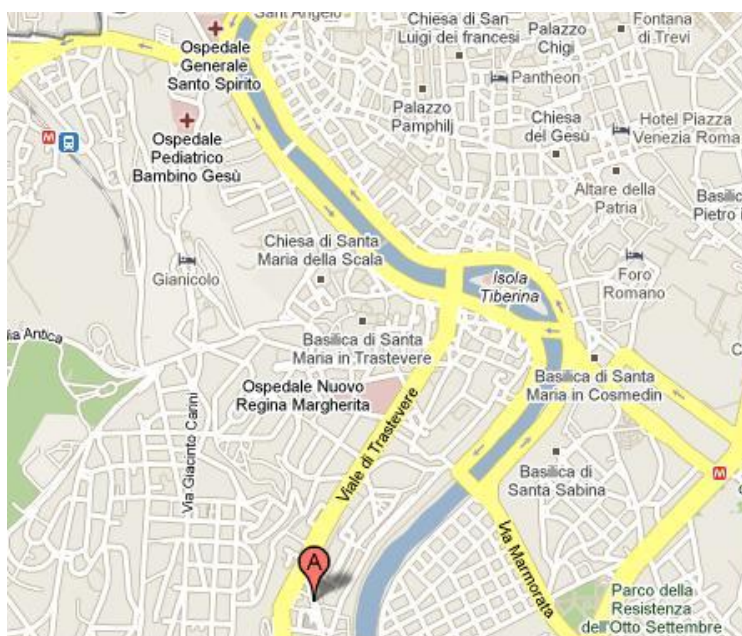
Tax Code Application Procedure 2

If the Consulate/Embassy/Faculty will not issue a Fiscal Code, you will have to go to the Agenzia delle Entrate (on Via Ippolito Nievo 36) when you arrive in Rome.

Open

Monday	Tuesday	Wednesday	Thursday	Friday
08:45-12:45	8:45-12:45 14:15-15:35	8:45-12:45 14:15-15:35	8:45-12:45 14:15-15:35	8:45-12:45

The office is located about 500m from the Trastevere train station and can be reached with tram n. 8 or bus no.s 3 or 780, getting off at the Piazza Ippolito Nievo stop.



Website: <http://www1.agenziaentrate.gov.it/inglese/>

5.3 Healthcare

Your private health insurance (where applicable) should cover your medical needs for the entire period you are in Italy.

If your private insurance only covers medical care for a 3-month period, you can register with the Italian National Health Service (NHS) from the 91st day onwards.

The NHS gives you the same status as any Italian national in terms of access to medical services. These include:

- Access to a general practitioner (whose services are free of charge)
- Free access to first aid hospital services
- Access to day-hospitals
- Access to surgical procedures in all public structures
- Access to blood tests and other analyses, examinations and specialist visits for which you must pay a reduced fee (ticket).

Registration with the NHS requires an annual tax of about €149. You can make the payment at any post office to "Amministrazione P.T. – contributo Servizio Sanitario Nazionale", C/C number 370007. You must also specify the reason for your payment: "iscrizione volontaria al Servizio Sanitario Nazionale".

To use the NHS, visit a Local Health Unit (ASL) in your area of residence (municipality) with your NHS tax payment receipt and you will be able select your general physician from a list of doctors in your area of residence.

Documents requested for the registration:

- Certificate of residence or the application receipt from the municipality (or self-certification);
- Valid Identity Card and/or Passport;
- Tax identification code (codice fiscale);
- Name of the selected general practitioner;
- Payment of € 149.77 to the Postal Office on c/c n. 370007;
- Certificate of enrolment in a legally recognised university (or self-certification).

What to do in case of health problems

For emergencies: Call 118, the medical emergency toll-free number (pronto soccorso) or go to a hospital first aid centre. The staff there will assign you a colour code (white, yellow, green, red) according to how serious your condition is. Patients will be treated in order of assigned code, not arrival. So, if the medical staff assigns you a white code, the wait could be very long. You should bring your health care card (tessera sanitaria) and residence permit with you.

If you have a medical emergency in the evening: Call 118, the medical emergency toll-free number (pronto soccorso) or go to a hospital first aid

centre. The “Guardia Medica” is open 24 hours a day. Bring your residence permit and health care card with you.

For minor health problems (flu, cold, etc.) you should see your general practitioner. Visits to a GP are free, as long as you are registered with the NHS (see above). Always bring your residence permit and health care card with you.

For specialist visits (gynaecologist, dentist, etc.) your general practitioner will provide you with a referral called a “ticket”. You then need to book an appointment through the dedicated CUP (80 33 33) call centre. You will need to provide the operator with your personal details, including your tax identification code and other information specified on the ticket. Be sure to get a booking number from the operator before you hang up. For the medical appointment, remember to bring your residence permit and health care card with you.

Outpatient clinics for foreigners

Presidio Nuovo Regina Margherita, Via Morosini, 30- Tel: 06 7730 6650

This Emergency outpatient clinic caters specifically to tourists and foreigners in need of urgent medical care. Open are from 8am – 8pm Monday to Friday. Website (in Italian): www.aslrma.com

Referral Centre for Lazio Region

San Gallicano Hospital

Via delle Fratte di Trastevere, 52 (ground level)

Tel: 06 5854 3731

The Referral Centre for the Lazio Region is organised by the NIHP (National Institute for Health Migration and Poverty). NIHP services are open to Italian and foreign citizens with health problems, particularly those affected by dermatological, infectious, ophthalmic, gynaecological, neuropsychiatric, psychological, internal and surgical disorders.

Open:

Monday to Sunday from 8am – 1pm (reception from 8 – 11am)

Tuesday, Wednesday and Thursday also in the afternoon from 2 – 5pm (reception from 2 – 5pm)

The Services of the Outpatient Department can be accessed directly. No reservation or doctor's referral needed. Medical prescription is optional. Before your medical examination, you may use the cultural mediation service that can provide you with information and answer your questions in over 30 different languages.

Website: www.inmp.it

5.4 Public Transport

Bus, Underground, Urban Train and Tram

Metrebus, Rome's public transport system, integrates a variety of different transport services: underground/tube (metro), urban trains (treno metropolitano), buses and trams. Metrebus tickets are available for journeys on all such means of transport.

There are several different types of tickets:

BIT - Integrated Time Ticket: costs € 1.50 and lasts 100 minutes from the initial validation. Only 1 metro or train journey is permitted. You can buy it at: ticket offices, newsagents, tobacconists and automatic machines in stations. You should not board on the bus without a ticket.

Please remember that you must always validate your ticket at the beginning of your journey and when transferring onto the metro (your ticket must be re-stamped within 100 minutes from the first validation stamp and is then valid until the end of your journey on the metro). It is only valid for one metro journey, but you can take more than one bus.

You must keep your ticket with you while travelling on public transport and be ready to show it, on request, to ticket inspectors.

Daily pass – costs €6 and is valid until midnight (24.00) of the day of its validation and for an unrestricted number of journeys.

Monthly Pass – costs €35 and lasts for the calendar month, as printed on the pass, for one person for an unrestricted number of journeys. You can buy a monthly pass from any tobacconist and news agency up to the fifth day of each calendar month. Starting on the sixth day of each month, the pass can only be purchased from ticket offices and Atac sales points.

The holder must complete the pass with his/her personal details. Holders must show their pass along with some form of ID to ticket inspectors.

Annual Pass: costs €250 and is valid for 365 days from the date stamped on the pass. It can be purchased at any Atac ticket office by filling out the forms and attaching a passport photograph.

Calculate Your Route! If you are uncertain about how to get somewhere in Rome you can calculate the fastest way to get from one place to another in the city. This service is available on Rome's public transport system webpage:

<http://viaggiacon.atac.roma.it>

<http://www.agenziamobilita.roma.it>

Taxi

Taxis in Rome are white. They have an identification name and number on the front door and all have installed taxi-meters. They can be easily found in every part of the city at special taxi stops or you can call one of the numerous radio-taxi companies at: 06 3570, 06 6645, 06 8822, 06 4157, 06 4994 or 06 5551.

For further information:

www.atac.roma.it (to see more about passes and tickets available, in English)

www.comune.roma.it (updates and notifications, in Italian)

www.agenziamobilita.roma.it (updates and notifications, in Italian and English)

5.5 Accommodation

University Affiliated Housing

Sapienza provides special housing agreements for exchange students at:

- Fondazione Pier Giorgio Falciola (www.abitaplus.it)
- Sturent (www.sturent.it)
- Valeda spa (www.romaresidenceconti.it)
- Affitto studenti (www.affittostudenti.it)

Please consult the sites of the individual hotels and residences to find further details on Sapienza agreements.

Interested students should contact the structures directly. Sapienza agreements include an official rent contract, free intermediation services, quality standards and the conformity and safety of housing. Sapienza requires all housing providers to report on their services via a questionnaire that the structures must present to resident students.

Private Accommodation

On average, prices for a private room in a shared apartment range from €350 to € 550 (or higher) per month. Please note that you will also be required to pay a 1-3 month deposit when you sign a contract. Always demand a signed receipt of payment, if it is not given to you.

Important: DO NOT make any advance payments from abroad. Make sure to meet with the person who is providing the accommodation when you arrive in Rome before making any payments and if you have any doubts do not hesitate to contact the Welcome Office for advice.

To obtain a visa, you may require proof of accommodation (a receipt or letter attesting your accommodation). If this is the case, temporary accommodation at a hostel or bed and breakfast will provide you with the necessary proof without having to spend large amounts of money from abroad.

You can look for accommodation on the private market through several different sources:

On-line

The following websites publish rooms for rent:

www.easystanza.it

www.wantedinrome.com (English)

www.postoletto.com

www.roma.bakeka.it

www.kijiji.it

www.affitti.com

www.home4students.it/

www.piucase.it

www.casaswap.it (room swapping)

Newspapers

There also are a lot of free newspapers distributed at newsstands, bars, pubs, etc. that publish accommodation offers. Be aware that these newspapers only carry adverts from real-estate agencies that charge at least one month's rent + VAT for their service and prefer renting apartments to long-term students studying in Rome who have already studied here for a few years.

A local newspaper for rooms for rent ads (both through real estate agencies or directly with landlord) is "Porta Portese." It comes out on Tuesdays and Fridays and costs €1. You can also check their website at: www.portaportese.it (click on Immobiliare and then Affitto-Subaffitto).

Wanted in Rome is an English-language magazine and guide on Rome and Italy. It is published every two weeks and is also on sale at newsstands and at international bookshops: www.wantedinrome.com.

Room Adverts on University Notice Boards/Word of Mouth

Wherever there are students (faculties, departments, canteens, bars, campus areas) you will find advertisements for accommodation.

Your Social Network

Your network of personal contacts may become an important source of information. Take every opportunity, while getting to know people and making new friends, to enquire if they know about anyone who may have a vacant room for you.

Important: Unfortunately, due to the high demand for student housing in Rome, some landlords take advantage of the enormous influx of students by trying to rent their properties to students without an official rental contract. Clearly, this leaves the tenant unprotected and is illegal under Italian law. Bill no. 23/2011 has made it easier to report dishonest landlords and force them to provide you with a legal contract. For more information and updates, please visit: www.unioneinquilini.it

Accommodation and Distance from Faculties

Rome is a large city and students live in many different neighbourhoods, depending on their university faculty, costs, etc. While Sapienza has a main campus (Città Universitaria) in the Rome city centre (by the Roma Termini train station), many Faculties have buildings in different parts of the city... after all, Sapienza is Europe's largest university! To find out more about the location of your Faculty, have a look at the [map](#)!

Here is a list of the addresses of the main faculty buildings (check on your application form to see at which Faculty you will be studying):

Architettura

<http://www.architettura.uniroma1.it/dove-siamo>

Economia

<http://www.economia.uniroma1.it/node/5559/dove-siamo>

Farmacia e Medicina

<http://www.farmaciamedicina.uniroma1.it/?s=facolta&m=permalink&x=dove-siamo>

Giurisprudenza

<http://www.ius-sapienza.org/drupaluni/facolta/dove-siamo>

Ingegneria civile e industriale

<http://www.ing.uniroma1.it/drupal/facolta/dove-siamo>

Ingegneria dell'informazione, informatica e statistica

<http://www.i3s.uniroma1.it/it/sedi>

Lettere e filosofia

<http://www.lettere.uniroma1.it/facolta/dove-siamo>

Medicina e Odontoiatria

http://www2.uniroma1.it/mappe/Mappa_Facolta/default.html

Medicina e Psicologia

<http://www.medepsico.uniroma1.it/node/5537>

Scienze Matematiche, Fisiche e Naturali

<http://www.scienzemfn.uniroma1.it/node/5559/dove-siamo>

5.6 Banking

You can open a bank account at any bank in Italy by presenting the following documents:

- Tax identification code (codice fiscale)
- Passport and Visa
- Letter of invitation/acceptance by host university (where applicable)

UniCredit Banca di Roma has a branch on the University campus. See the Student Discounts section for information on special student banking offers.

5.7 Telephone and Emergency Numbers

Italy's international phone code is +39.

There are many mobile phone providers in Italy including: Tim, Vodafone, Wind, 3, Postemobile, etc. We advise you compare services and costs before choosing one.

You may be able to buy a pre-paid phone card for international calls in your home country before arriving in Italy.

Emergency numbers (toll-free):

- 112 Carabinieri (military police)
- 113 Police
- 115 Fire Brigade
- 116 Car Rescue Service
- 118 Emergency Medical Care

5.8 Internet

Most houses in Italy have an Internet connection. It is a good idea to ask the landlord or real estate agent about Internet availability when you enquire about rooms for rent. The cost of Internet is usually included in the rent. In other cases, you may have to get an Internet connection at your own cost and with the consent of your landlord.

There are several Internet providers in Italy (Alice, Vodafone, Wind, Fastweb, Tiscali etc.) that offer competitive packages. Compare the offers by visiting the respective websites or one of their authorised sales points. For this kind of contract, you will need to show the sales representative your rental contract as well as your Tax identification code and a valid ID.

If you are not going to stay in Rome for a long time, it may be cheaper and easier to subscribe to mobile broadband Internet access through one of the phone companies. In this case, you will need to provide your tax identification code and a valid ID.

6 Life on Campus

6.1 Sapienza International Student Welcome Week

To help you settle in at Sapienza, we run a Welcome Week from 22 to 25 September 2014 fully dedicated to international students. This will help you find your way around, settle in, learn about your courses and faculty and make new friends.

Detailed information on the Welcome week agenda and activities will be sent to you 2-3 weeks prior to your arrival.

6.2 Sapienza Student Card

The Sapienza International Office provides all students with a student card that will enable you to take advantage of special discounts, etc. For further information, visit: <http://en.uniroma1.it/campus-life/student-services/discounts>

6.3 Campus Internet

You can use the campus Wi-Fi by selecting “Sapienza” from the available wireless networks. When you open your Internet browser you will have to register with a username and password. International students (undergraduate and postgraduate) can access the network by using their enrolment identification number (matricola) as a username and their Infostud password.

6.4 Libraries

International students have access to all Sapienza libraries on presentation of a photo ID and their student card. Every library has different internal regulations, so please consult the library staff for details on how to borrow books; in general, however, a photo ID and a student card or number are required.

The on-line library catalogue is available at: <http://opac.uniroma1.it/>

Sapienza's large collection of library resources and traditional services are supplemented by innovative services that allow the university community to access on-line databases, journals and e-books. Register with the BIXY around the-clock from wherever you are.

If you have been a resident of Rome for more than three months, you can become a member of Rome's public library network: Biblioteche di Roma. Membership allows you to access all of Rome's public libraries from which you can borrow books, DVDs, use the Internet and enjoy the vast private study areas. In order to apply for membership, you must show your proof of residence in Rome, proof of enrolment and photo ID. www.comune.roma.it

6.5 Canteens

University Canteens – Laziodisu

Via Cesare De Lollis 22, 00185 Roma

T (+39) 06 4970283-4

Office hours: Monday to Friday 9 am – 2 pm

To eat at the university canteens, you have to apply for a canteen card. Please refer to the specific section of your programme (Erasmus; Erasmus Mundus; etc.) for further information.

Addresses and opening hours:

- **Central Canteen**

Via De Lollis 22

Monday-Friday: 11:45 am - 3:00 pm and 6:45 am – 9:00 pm

Saturday: 11:45 am – 3:00 pm

- **Faculty of Economics**

Via del Castro Laurenziano, 9

Monday-Saturday: 11:30 am – 3:00 pm

Sunday: 11:45 am – 3:00 pm

- **Casal Bertone – Via De Dominicis**

Monday-Saturday: 11:45 am – 3 pm and 6:45 – 9:00 pm

- **Civis**

Viale del Ministero degli Affari Esteri, 6

Monday-Saturday: 12:00 am – 3:00 pm and 7:00 – 9:00 pm

- **Faculty of Engineering**
Via delle Sette Sale, 19
Monday-Friday: 11:45 am – 2:30 pm

7 Student Information and Orientation Services

7.1 CIAO - Information and Orientation Welcome Centre

Office:

Piazzale Aldo Moro 5, Rectorate (Aula Magna colonnade) - 00185 Rome

www.uniroma1.it/ciao

ciao@uniroma1.it

Office hours: Monday – Friday 9:30 am to 5:00 pm

Department 4 – Students

The Information and Orientation Welcome Centre is run by 180 students enrolled at Sapienza.

CIAO provides information and advice on:

- How to enrol;
- Location and opening hours of various university offices and services;
- How to use the on-line student portal (Infostud);
- Student procedures such as course transfers, etc.;
- Services and cultural initiatives at the university.

7.2 HELLO – Information and Orientation for International Students

Office:

Piazzale Aldo Moro 5, Rectorate (Aula Magna colonnade) - 00185 Rome

hello@uniroma1.it

www.uniroma1.it/didattica/sportelli/hello

Office hours: Monday–Friday 9:30 am – 5:00 pm

HELLO is an information and orientation service dedicated to international students who wish to study at Sapienza. The office is run by both staff and students, including international students. All staff members speak English as well as another foreign language.

7.3 SOrT – Orientation and Tutoring Service

Main Office:

Piazzale Aldo Moro 5, Palazzo delle segreterie, Stairwell A, 4th floor

Office hours:

Monday, Wednesday, Friday from 8:30 to 12:00 am;

Tuesday and Thursday from 14:30 to 16:30

Tel. (+39) 06 4991 2794 F (+39) 06 4991 2748

www.uniroma1.it/studenti/sort/
servizio.orientamento@uniroma1.it

SOrT has information points at every faculty as well as a main office located on campus. SOrT aims at providing students with specific information about each faculty and degree programme. The staff at SOrT can advise you in your choices on study plans and course structure.

7.4 SOUL – Career Office

Office: Via de Lollis, 22 - 00185 Roma - www.jobsoul.it

Tel. (+39) 06 4970301 (Placement) – (+39) 06 4970 7507 (Info) –(+39) 06 497 0394 (Office) – (+39) 06 4970 7506/7502/7682 (Internships) Fax. (+39) 06 497 0367

Office hours: Monday to Friday 10:30 – 12:30 am/2:30 – 4:30 pm

e-mail: info@jobsoul.it

SOUL (Sistema Orientamento Università Lavoro) is a joint office run by Sapienza, Università degli Studi di Roma Tre, Università degli Studi di Roma Tor Vergata, Università degli Studi di Roma Foro Italico, Accademia delle Belle Arti, Università degli Studi di Cassino, Università della Tuscia – Viterbo and LUMSA – and Libera Università degli Studi Maria.

SOUL runs an internship and job search portal which brings together all of the employment service networks used by public institutions (Ministry of Employment, Ministry of Health and Welfare, Lazio Region, Province of Rome, Rome City Council) in collaboration with the main work placement agencies that work with university students (e.g. Laziodisu, Caspur, Irfi, Bic Lazio, Italia Lavoro and Isfol).

The service aims to help students find relevant internship and work opportunities.

Through the portal (www.jobssoul.it) students can:

- Register their personal information and create and publish their curriculum vitae;
- Look for job offers or internships that fit their profile and apply on-line;
- Follow procedures for internships offered in conjunction with the University;
- Contact companies and apply for positions;
- Decide whether they want to make their personal information available to companies or not.

SOUL's faculty information point provides the following services:

- Welcome and information services
- Interviews to help with work orientation
- Technical assistance for using the portal

Career Office – Sapienza

Via Cesare de Lollis 22 - 00185 Roma

Tuesday, Wednesday, Thursday 9:30 to 17:30

impiego.sapienza@provincia.roma.it

7.5 URP – Public Relations Office

Office: Piazzale Aldo Moro 5, Rectorate Building

Tel. (+39) 06 4991 4180/4181

www.uniroma1.it/urp

urp@uniroma1.it

Office: Monday, Wednesday, Friday 9 to 12 am; Tuesday and Thursday 2:30 to 4:30 pm

The Public Relations Office is a qualified assistance centre, specialised in resolving problems and dealing with user complaints.

7.6 Services for Disabled Individuals

Office: Sapienza Student Disability Services

Piazzale Aldo Moro 5, 00185 Roma (Colonnade of Rector's Building)

<http://sportellodpd.uniroma1.it/>

Toll-free number: 800 410 960 (also free when calling from a mobile number)

E-mail: sportello@uniroma1.it

Office hours: Monday to Friday 9 am – 5 pm

Sapienza promotes activities and services aimed at improving studying conditions for people with disabilities. Students with disabilities can come to the Disability Services Office to:

- Report difficulties or particular needs;
- Receive information on available services;
- Make suggestions;
- Ask the Office to handle administrative procedures on their behalf: for example, enrolment, course or faculty transfers, assistance during exams, getting books from university libraries and much more.

All material requested by a student is then sent to him/her via post, fax or email. Hearing-impaired students may also make a request for an interpreter directly to the Disability Services Office.

At the moment, Sapienza guarantees the following support services for students with motor or sensory disabilities:

- Student assistant programme – this programme provides disabled students who request assistance with a student assistant whose main aim is to eliminate or reduce the obstacles that disabled students may face. Student assistants can provide the following services: help in the classroom by taking notes and interacting with staff, help moving from one university building to another, help with independent study, bibliographical research, information technology and in any other situation in which a disabled student may need assistance on campus.
- Available technical equipment and teaching/learning aides:
 - Digital texts for vision-impaired students (mp3 or txt) and Braille;
 - Remote controls for electronic gates at various entrances to the University campus;

- Funds (allocated by competition) to students with a motor or sensory disability to purchase personalised aides/equipment;
- Information technology aides, such as multimedia workstations with speech synthesis, Braille display, software for text enlargement, video enlargement, scanner, audio book and Braille printers;
- LIS (Italian Sign Language) service for hearing-impaired individuals;
- Sitting exams with special technical aides;
- Brief accompaniments inside the university campus;
- Taxi vouchers (allocated by competition) to allow students with a motor or visual impairment to attend lessons;
- Academic support via Internet;
- Exemption from tuition fees (in certain cases).
- Awards for students who make a solid contribution to the study of disability through their research and theses;
- Travel to study abroad with the ERASMUS Programme to offer opportunities, information, training and comparison with different cultural models.

In order to benefit from the many services offered, students must register directly with the Disability Services Office.

7.7 POP'S and GIAS

Via Cesare De Lollis, 20 00185 Roma

gruppopops@gmail.com; sportello@uniroma1.it

Office hours: Tuesday 10 am -1 pm; Thursday 4 – 7 pm

POPS Psychosocial Orientation and Promotion for Disabled Students

This service offers support to disabled university students to:

- Develop an increased awareness of one's personal capabilities through training;
- Strengthen personal motivation by identifying one's personal choices and educational aims;
- Promote active participation in the selected course of studies and in the social aspects of university life by encouraging students with disabilities to interact with academic staff and fellow students;

- Promote student independence in various contexts;
- Develop each student's personal study method and encourage an increased awareness of individual personal resources.

The service provides student assistance both through individual interviews and group counselling.

Students can find more information about POPS at:
<http://sportellodpd.uniroma1.it>

7.8 GIAS Integrated Student Assistance Group

GIAS is a disability workshop that organises informal meetings, seminars and conferences aimed at increasing student awareness on the issues surrounding disability, whilst also giving students the opportunity to meet and socialise.

GIAS is managed by qualified specialist staff and uses equipment designed for students with motor and sensory disabilities. Staff members include experts in art fruition, study methods for the visually impaired, life and independence coaching, distance learning and in the development and experimentation of aides for use by people with a motor disability. Students who wish to learn more about GIAS should contact the Disability Services Office. The Office will then refer the student to the best-suited staff member for further expert assistance.

7.9 Laziodisu Services

Via Cesare De Lollis, 20 00185 Roma

Tel. (+39) 06/ 497 0255/256/310

Office Hours:

Monday to Friday 9:30 am -1:30 pm / 3:00 – 6:00 pm

Laziodisu offers various services for disabled students with an impairment recognised as being equal to or greater than 66%. These include:

- Economic assistance to purchase specialised equipment or ad hoc academic material;

- Assistants to accompany the disabled student to class, use other university services and encourage disabled student attendance;
- Disabled students living in Laziodisu Student Residencies without their families, can request an assistant for other activities conducted outside of the university campus: i.e., for help using sporting facilities, medical appointments and physiotherapy or other personal needs. This service is free.
- Transport service to drive students with a disability to the university and home again with appropriately equipped automobiles. This service is available at a reduced rate.
- Personal assistance: this service is only available to disabled students who reside in the Laziodisu Student Residency at Via Cesare De Lollis 20. Both male and female assistants are available in the residency 24 hours a day to assist the students with personal hygiene, domestic chores and other personal needs at a reduced rate.

8 Student Organisations

To help international students get the most out of everyday life at Sapienza there are a number of student groups, clubs and organisations keen to involve new international members. These include:

- Erasmus Student Network ESN - Rome: www.esn-roma.it
- AEGEE - *Association des Etats Généraux des Etudiants de l'Europe*: www.aegeeroma.it
- BEST - Board of European Students of Technology: www.bestroma.org
- AIESEC ROMA SAPIENZA: www.aiesec.org

8.1 Sports Facilities

The CUS (Centro Universitario Sportivo) is Sapienza's sporting centre. It has several locations where students can enjoy a wide range of sporting activities.

- At Piazzale Verano, near the main campus, CUS runs a gym where students can take courses in martial arts, dance, yoga, pilates, aerobics and other team sports.
- At Tor di Quinto, in Rome's northern suburbs, CUS has a swimming pool, football grounds and playing fields suitable for practising other sports.
- In Anzio, the Tevere Royal Rowing Club offers sailing courses, outdoor training and inter-university sailing competitions.
- The "One Thousand and One Sails" Project allows groups of students to design, build and race 4.6 meter long skiffs with guidance from qualified instructors. Visit: www.sapienzavela.it

Membership at CUS is open to all students and staff at discounted rates. In order to apply for membership, students must present a medical certificate attesting the student's ability to participate in sporting activities, proof of enrolment (paid tuition fees), a photo ID and annual membership fees to the CUS Office. For more information, please visit www.cusroma.net/

8.2 MuSa – Music at Sapienza

MuSa is one of the many music and entertainment organisations at Sapienza. The group was established in 2006 and has since organised a wide range of activities, concerts and events. Student orchestras, choirs, and various instrumental groups of diverse musical genres perform throughout the year on formal and ceremonial occasions, inaugurations, conferences, seminars and other public events. The chamber groups regularly perform at seasonal concerts and Thursday nights at 7pm at the Sala Prove (Viale dell'università 28/A).

MuSA includes:

- Classical MuSa (orchestra and chamber music; Director: Maestro Francesco Viziolo).
- MuSa Jazz (bands and solo musicians with both an Afro-American and Italian repertoire; Director: Maestro Silverio Cortesi).
- MuSa Choir (vocalist groups devoted to polyphonic and choral music; Directors: Prof. Paolo Camiz and Maestro Giorgio Monari).

Anyone - from simple music lovers to graduates of a music conservatory - can join! All you need to do is be enrolled at Sapienza (or be a teacher or staff member). If you'd like to join, contact MuSa at: musica.sapienza@uniroma1.it

If you'd like to find out more about upcoming events and concerts, please contact: eventisapienza@uniroma1.it

Phone: (+39) 06 4991 0656

Address: Celebrative and Cultural Events Sector

Piazzale Aldo Moro, 5 00185 Roma

8.3 University Concert Institution

Lungotevere Flaminio 50, 00196 Roma

Open: Monday to Friday 10 am – 1 pm/2 – 5 pm; on concert days: 10 -12 am

Phone: (+39) 06 36 100 51–2; Fax (+39) 06 36 001 511

botteghino@istituzioneuniversitariadeiconcerti.it

www.concertiuc.it

Facebook: facebook.com/Istituzione.Universitaria.dei.Concerti

Facebook: [facebook.com/IUC.Concerti.alla.Sapienza](https://www.facebook.com/IUC.Concerti.alla.Sapienza)

Facebook: Uni-IUC

Twitter: @IucSapienza

Concert season in the Aula Manga

Piazzale Aldo Moro 5, 00185 Roma

All Sapienza students are invited to the concert season. It costs less than €2 per concert by registering for a Uni-IUC card.

Season Programme

The concerts are held throughout the month of June, every Saturday starting at 5:30 pm and Tuesdays at 8:30 pm (there are exceptions). You can request a season programme at the IUC, CIAO and AGIS university ticket offices and from Sapienza University libraries. You can also download the seasonal programme from the website: www.concertiuc.it or request one via email by writing to: botteghino@istituzioneuniversitariadeiconcerti.it

Memberships and Uni-IUC Cards

Three types of memberships are available: full season (€44), Calliope (€22 - concerts on Saturday afternoons) and Minerva (€22 - concerts on Tuesdays evenings).

With a Uni-IUC card and a membership, students can book their choice of seating on-line. The Uni-IUC card is available during June, July, September and October from the IUC and from the "Sapienza in Movimento" desk. It is also possible to apply for a Uni-IUC card from mid-September to mid-October from the ticket office in the Aula Magna (dates and opening hours can be found at www.concertiuc.it or the "Uni-IUC" group on Facebook). Required documents: 1 ID, 2 passport photos and a document that proves your enrolment or employment at Sapienza.

Discounts are also available for other main universities and conservatories in Rome and the Lazio Region for anyone under 30 years of age.

Students under 30 years of age can buy single concert tickets at the reduced price of €8. Students over 30 years of age, teachers and staff at Sapienza can also buy and use discounted tickets; prices, however, vary depending on the

concert. A limited number of discounted tickets is available from the IUC and the ticket office at the Aula Magna one hour before the concert starts.

Unlimited discounted tickets are available from the university ticket offices at Sapienza, Tor Vergata, Roma Tre and from the “Last Minute” office (Via Bari 18 and Largo Corrado Ricci 1).

Full price tickets are available from: IUC, Orbis (piazza Esquilino 37), Circuito Greenticket points of sale or on-line at www.greenticket.it, University ticket offices, Last minute or by phone (for purchases with a credit card) by calling: +39 06 361 0051 or +39 060 608.

8.4 Franco Maria Saraceni Choir

www.corosaraceni.org

www.myspace.com/corosaraceni

Email: posta@corosaraceni.org

Phone: 06 3201150

Try-outs for the Franco Maria Saraceni Choir are open to all students, faculty and staff at the university and are held on Mondays and Thursdays from 8:45 to 10:30 pm at the Institute of Hygiene. No special musical knowledge is required to participate, just commitment and passion! The main location for the concert season is the Aula Magna, where the choir, besides holding various concerts, annually hosts Italian and foreign musical groups.

8.5 Theatron – Ancient Theatre at Sapienza

Celebrative and Cultural Events Sector

Piazzale Aldo Moro, 5 - 00185 Roma

Phone: (+39) 06 4991 0656 F (+39) 06 4969 0360

theatron@uniroma1.it

www.uniroma1.it/sapienza/teatro

Theatron - Ancient Theatre at Sapienza - aims to divulge the unique experience of classical Greek and Latin theatre in its many forms and modern reinterpretations. The project includes two workshops: a translation workshop and a *mise-en-scène* workshop.

Students, staff and teachers at Sapienza can participate in the workshops by responding to the call for candidates published annually on the Sapienza

website. Participants are selected following an interview to establish their linguistic competencies for the translation workshop; while for the *mise-en-scène* workshop, participants are selected after an audition to establish their level of experience with regards to performing, directing, set design, lighting, costume design, singing, dance, acrobatics and choreography.

8.6 CTA - Sapienza's Theatre Centre

www.uniroma1.it/sapienza/teatro

Phone: (+39) 06 4991 4108

Sapienza's Theatre Centre was created in 1981 to conduct research on theatre, promote research on theatrical culture and organise seminars, laboratories, conferences, shows and publications.

The goal is to integrate academic activity with initiatives that allow students to participate in and learn more about the world of theatre. All students regularly enrolled at Sapienza can participate in the activities organised by the Theatre Centre.

9 Support and Counselling

9.1 Student Commission

The Student Commission monitors and promotes the principles of student autonomy, participation and freedom to make sure they are always respected by the University. The Commission collaborates with other universities to remove any obstacles that might hinder the achievement of these educational goals. The Commission is coordinated by Professor Enzo Santini, delegate of the Rector for services to the university community and the territory. The Student Commission is composed of student representatives of the Academic Senate and the Board of Directors.

Professor Ezio - Department of Astronautic, Electric and Energetic Engineering
Via Eudossiana 18, Rome
Phone: 06 4458 5524
Mobile: 347 356 2560
Email: ezio.santini@uniroma1.it

9.2 Psychological Counselling

There are three active counselling services at Sapienza operated in collaboration with Laziodisu: the psychological counselling centre, the “Fatti Vivo!” student reception counselling desk at the 1st Faculty of Medicine and Surgery and the “Dacci un segno! ..possiamo darti una mano!” service for psychological counselling at the 2nd Faculty of Medicine and Surgery.

9.3 Psychological Counselling Centre

The Psychological Counselling centre is designed to accommodate and provide support to students who feel they have personal and relational difficulties that make their university plans and dreams seem overwhelming. The service is free and located close to the University on Via de Lollis 23/B.

The team consists of psychologists and psychotherapists with experience in working with young people. The psychological Counselling Centre was set up by the Centre for Research in Clinical Psychology under the supervision of professor Massimo Ammaniti.

Open: Monday 9 am - 2 pm, Tuesday 2 - 7 pm, Wednesday/Thursday 9 am - 7 pm.

Tel: 06/4970 7662

Mail: counselling.psicologico@laziodisu.it

Blog: <http://w3.uniroma1.it/counselling/>

Faculty of Medicine and Dentistry

Student Counseling Service “FATTI VIVO!” is the place to turn if you feel blocked and you’re not managing to make any progress in your studies, if you’ve lost all desire to go to lessons, do sports or go out with friends. There’s always someone willing to listen, whatever the problem may be.

The Psychotherapy Clinic (UOD Psychotherapies)

Villa Tiburtina - Via Casal dei Pazzi, 16 Roma

T (+39) 06 4080 0589; T (+39) 06 4080 2390; F (+39) 06 407 0447

E-mail: fattivivo@uniroma1.it

For further information:

http://w3.uniroma1.it/fattivivo/?page_id=2

This service is free.

Faculty of Medicine and Physiology

The “Dacci un segno! .. possiamo darti una mano!” Psychological Counselling Service is located at the various points on the Second Faculty of Medicine and Surgery and also at the Psychiatric and Psychological Clinic directed by Prof. R. Tatarelli and Professor G. Angeletti.

The service provides free support to all students enrolled into Sapienza, including those on a Socrates/Erasmus Programme. Students are given the opportunity to identify and express the difficulties surrounding a university study career. The service has a space for listening, confrontation, clarification and resolution of emotional issues that are the source of discomfort. The service provides students with four free interviews, each lasting one hour. The interviews are held weekly. There is a fifth follow-up interview six months later. At the end of the 4th meeting, the student and counsellor determine whether there is any need for a referral to a professional clinic.

For booking information:

Go to the SORT desk, Room 125 - Level 3

Azienda Ospedaliera Sant'Andrea

Open: Monday to Friday from 10 am – 3 pm

Write to: unicounseling@gmail.com

Or call: 06 3377 5383.

Appointments required

Interview office: Azienda Ospedaliera Sant'Andrea

Website: www.sapienzacounseling.com

Facebook: Dacci un segno! Possiamo darti una mano

http://w3.uniroma1.it/medicina2/laurea_magistrale/aiuto_counseling.htm

9.4 Gong - Nutritional and Gastronomic Education

Piazzale Aldo Moro 5, 00185 Roma

Sanarelli Building - Department of Science and Public Health

Tel. (+39) 06 4991 4669

www.uniroma1.it/studenti

www.dssp.uniroma1.it/gong

Representative: Anna Maria Patti

GONG provides nutritional guidance for young people. It is a service that Sapienza offers free of charge to all students to teach them how to maintain a healthy diet.

9.5 UNITAB - Anti Smoking Awareness Office

Piazzale Aldo Moro 5, 00185 Roma

Institute of Hygiene (Sanarelli Building)

Department of Public Health and Infective Diseases

<http://www.unitab.it/>

<http://www.dssp.uniroma1.it/>

info@unitab.it

Representative: Maria Sofia Cattaruzza

UNITAB offers students and teachers of Sapienza free information on the effects of smoking. If you want to quit this is the place to go. It is possible to make individual appointments or attend group meetings, as well as

participate in seminars and conferences on specific themes related to the addiction to smoking.

9.6 University Chapel

Tel. (+39) 06 4991 4670

Fax. (+39) 06 4991 4283

sapienza@gesuiti.it

www.uniroma1.it/sapienza/cappella

The university chapel is a service offered to all students and staff at Sapienza. It is a place for discussion and research, cultural and artistic development, solidarity and a life of faith. It offers extra-curricular courses and opportunities to discuss important themes regarding human existence with particular attention to the search for the meaning of life. The university chapel community pursues, as per the gospels, an integration of spirituality in into one's studies and extra curricular activities, both ethically and professionally.

The Chapel's programme and information regarding the various initiatives mentioned above is communicated through brochures, email and on the website: www.uniroma1.it/cappella. A periodical newsletter, available on campus and on request by email (sapienza@gesuiti.it) contains information on current activities.

10 Student Discounts

10.1 Discounts for Aula Magna concerts (IUC)

Please check the student organisations section of this guide for more information on concerts organised by the University Concert Institution and student discounts.

10.2 Discounts for the Agis Lazio theatre

Viale Regina Elena – Entrance near the Student Offices

Tuesday to Friday 12 am – 5 pm

Tel. 06 9727 6594

e-mail: biglietteria.roma1@libero.it

Agis Lazio is a ticket office located on the main campus at which students can purchase tickets to see shows in more than 40 associated theatres at prices reduced by up to 50%. Some discounts are also available to university academic and administrative staff. Students can also purchase cinema tickets from this office.

Agis Lazio was introduced as part of the “Teatro...30 e lode!” Project promoted by the Lazio Region, the Province and the City of Rome in collaboration with Sapienza. The project also includes a series of talks with directors, actors and esteemed figures from the world of theatre held on campus. For further information and a complete list of associated theatres see www.spettacoloromano.it

10.3 Discounts for Cinema

Sapienza students are entitled to discounted tickets at “Cinema di Roma” theatres. Students pay €5 Monday to Friday (excluding public holidays and films shown in 3D). The discount is available in the following theatres:

- Barberini - Piazza Barberini 24, 25, 26
- Ciak - via Cassia 692
- Lux - via Massaciuccoli 39
- Odeon - Piazza Jacini, 22
- Alhambra - via Pier delle Vigne, 4

- Tibur - via degli Etruschi, 36

Students must prove they are enrolled at Sapienza by showing a receipt of their paid tuition fees as well as photo ID.

For further information, please contact:

www.cinemadiroma.it

info@cinemadiroma.it

Tel. 06 8639 1361

Sapienza students are also entitled to discounted tickets at any Mediaport Cinema theatre. Students pay €4 at the following locations:

Mondays to Fridays at:

- Empire – Viale Regina Margherita, 29 – tel. 06 841 7719
- Royal – Viale Emanuele Filiberto, 175 – tel. 06 7047 4549
- Broadway – Via dei Narcisi, 26 – tel. 06 230 3408
- Admiral – Piazza Verbano, 5 – tel. 06 854 1195
- Ambassade – Via Accademia degli Agiati, 57/59 – tel. 06 540 8901
- Reale – Piazza Sidney Sonnino, 7 – tel. 06 581 0234
- Gregory – Via Gregorio VII, 180 – tel. 06 638 0600
- Roma – Piazza Sidney Sonnino, 37 – tel. 06 581 2884
- Sala Troisi – Via Girolamo Induno, 1 – tel. 06 581 2495

Tuesdays at:

- Adriano – Piazza Cavour, 22B – tel. 06 3600 4988
- Atlantic – Via Tuscolana, 745 – tel. 06 761 0656

(Excluding public holidays and films shown in 3D)

10.4 Photocopying Services

There is a photocopying centre on the main campus and one at the Villa Mirafiori campus. Sapienza students can take advantage of the very competitive prices provided by these photocopying and printing services.

University Photocopying Centre

Via del Castro Laurenziano, 9

Faculty of Economics building

Tel. (+39) 06 4976 6901

E-mail: info@centrocopieuniversitario.com

Open: 8:30 am – 6:30 pm

Photocopying Centre - Mirafiori

Faculty of Arts building

Tel. (+39) 06 4991 3042

Email: copisteriamirafiori@gmail.com

Open: 8:30 am – 6:30 pm

10.5 Apple on Campus

Apple on Campus is an on-line store that offers a range of Apple products (both hardware and software) at discounted prices. Students enrolled at Sapienza (or any other university) automatically receive a 10% discount on Apple products purchased on-line.

11 Technological Resources

11.1 The Student Information System: Infostud

Infostud, which is accessible from the student section of the Sapienza website, is the main instrument through which Sapienza manages administrative procedures for students, including: registration, booking exams, viewing completed exams, printing forms and certificates such as the university fee paying slip, degree records with completed exams, enrolment certificates, etc. Infostud allows students to print certificates and documents with the University digital stamp of certification.

Exchange students can use InfoStud for exam registration only. The results of the exams taken during the stay at Sapienza will be included in the official Transcript of Records issued by Sapienza International Office or the Faculty (Erasmus students).

11.2 E-learning (Moodle)

The E-learning platform is based on Moodle and managed by Infosapienza. The platform provides teachers and students with an instrument to manage and provide parallel courses to those carried out in classrooms. The purpose

of these parallel courses, other than to distribute texts and materials, is to create a discussion community where teachers and students can share information and recommend study practices. At the moment, the system contains over 1200 courses involving over 80,000 students and more than 1000 teaching staff from all Sapienza faculties. To access the E-learning platform, please visit: <http://elearning.uniroma1.it>

11.3 Free Software for Students

The *Software Distribution Service for Research and Teaching (DSRD)* seeks to reduce costs and simplify the acquisition procedures for University educational software and scientific facilities by providing coordinated support and arranging agreements between the university and manufacturers and suppliers of software.

There also are special agreements with manufacturers to provide free distribution of software to Sapienza students, along with offers for services related to the use of software itself.

For further information on the Software Distribution Service visit: www.campus.uniroma1.it/studenti

11.4 Autodesk Student Community

Thanks to an agreement reached as part of the Distribution Software for Research and Teaching, the Autodesk Student Community Website (students.autodesk.com) is now also open at Sapienza. After six months of rigorous testing with a network of 6,000 students and 110 teachers from the most prestigious universities worldwide, the website is now accessible to teachers and students from Sapienza.

The Autodesk Student Community is an innovative and completely free initiative that aims to promote access to scientific and technical knowledge. It promotes an exchange of ideas between teachers and the future talents coming from the world's centres of academic excellence and fosters relations and exchange with the technology industry.

Services include:

- Individual licences for the educational use of Autodesk software technology developed for mechanical design, manufacturing, civil and architectural design, such as: Autodesk Inventor Professional, Revit Architecture e Revit Structure, Civil 3D, Raster Design, Autocad Electrical, VIZ, AliasStudio, 3D Max, Maya, MotionBuilder;
- E-learning lessons run by professionals, also providing learning material accessible from home;
- Discussion groups at an inter-university or university level, Q&A and forums;
- International relations with students and lecturers from other universities worldwide;
- Relationships with industries and jobs offers.

Sophos Antivirus

InfoSapienza has a campus licence agreement that allows the free distribution of Sophos Anti-Virus software (www.sophos.it) to all teaching staff, non-teaching staff and students at Sapienza. The antivirus may be installed on university network computers and even personal networks with no limitations. However, downloading the files required to install the software is only permitted from the uniroma1.it or roma1.infn.it domains or from a personal computer with an IP address from subnet [151.100] or [141.108].

Statistical Software

Thanks to the promotion and the support provided by organisations at Sapienza, the university has an annual licence contract for statistical software that is available to all staff and students at Sapienza. Downloading the files required to install the software is permitted (after user validation) only from the uniroma1.it or roma1.infn.it domains or from a personal computer with a [151.100] or [141.108] subnet IP address. However, the installation and the use of the software is only permitted on personal computers used for teaching or academic research purposes. Available products include SAS and SPSS, composed in modules, as described below:

SUN Star Office

InfoSapienza has established an agreement with SUN Microsystems Italy (it.sun.com) for the free distribution of StarOffice. Acquisition and use of this product is reserved for teaching staff, non-teaching staff and all students

enrolled at Sapienza. Use of the software is also subject to the terms of agreement.

12 Erasmus

12.1 Before Arrival

How to Apply

All the documents that you need to apply to Sapienza University are available at: www.uniroma1.it/students-coming-sapienza

An Erasmus Committee (Academic coordinators, Agreement Promoters, Administrative officers) assists Erasmus students and provides them with advice and information on academic and administrative matters (contact details available [here](#)).

1. NOMINATION - Your Home University must send an official nomination to erasmusincoming@uniroma1.it as per our application procedures (<http://www.uniroma1.it/students-coming-sapienza>). Application without a prior nomination by your Home University will not be accepted.
2. Fill in your ON-LINE APPLICATION FORM - You will receive, by e-mail, a login code to complete your on-line application form. After submitting and printing out your application form, you will receive a username and a temporary password to access the on-line Infostud service (Sapienza student information system). At this stage, your registration number (*matricola*) is not active, yet. You may change your password, but you cannot access any other Infostud services. Your registration number will become completely active only after you receive your Erasmus student card in the Erasmus office of your host faculty.
3. If you wish to enrol in Sapienza Italian language courses, which are free of charge, you will have to fill out the appropriate section of the on-line application form. Please bear in mind that Italian language courses are available beginning at the B1 level.

4. Upload your DOCUMENTS (Application Form, Learning Agreement, latest Transcript of records) on your personal page (<http://151.100.101.75/ppincoming/login.aspx>) and email your host faculty to get a confirmation.
5. The documents listed at point (4) must be signed and stamped by your Erasmus Coordinator and should reach your host Faculty by our [deadlines](#).
6. Wait for your LETTER OF ACCEPTANCE. This will be issued by the Erasmus Office of your Faculty at Sapienza (if you are a European student) or by the Central Erasmus Office (if you are a non-EU student).

12.2 Upon Arrival

Once in Rome, you should contact the [Erasmus Office of your host faculty](#) as soon as possible to complete the registration process (otherwise you will not be able to take exams).

The Erasmus Office will provide you with information about enrolment, syllabus, exams, courses, timetables, etc. You will also receive your Erasmus card and a *Scheda Studente* that will allow you to receive the Laziodisu card for the University canteens.

Please note: it is absolutely necessary to register as an Erasmus student (upon your arrival in Rome) to activate your registration number (*matricola*), which will allow you to register for exams.

If you enrolled in one of the free Italian language courses, you will have to take a placement test to assess your level. Once the results are published, you will be given information on lessons.

12.3 During Your Stay

If you need to change your plan of study, you will need to fill out the form provided by your Home University. This form must be approved by both universities.

If you need to extend your Erasmus study period, you can submit an extension request that must be officially requested by your university and approved by your host faculty.

In order to register to take exams, you will need to use the Infostud system. Please follow [these instructions](#).

12.4 Before Leaving

Before leaving do not forget to collect your Certificate of Attendance and your transcript (as well as any other documents) at the Erasmus Office. If you attended an Italian Language Course, you will also receive your language certificate.

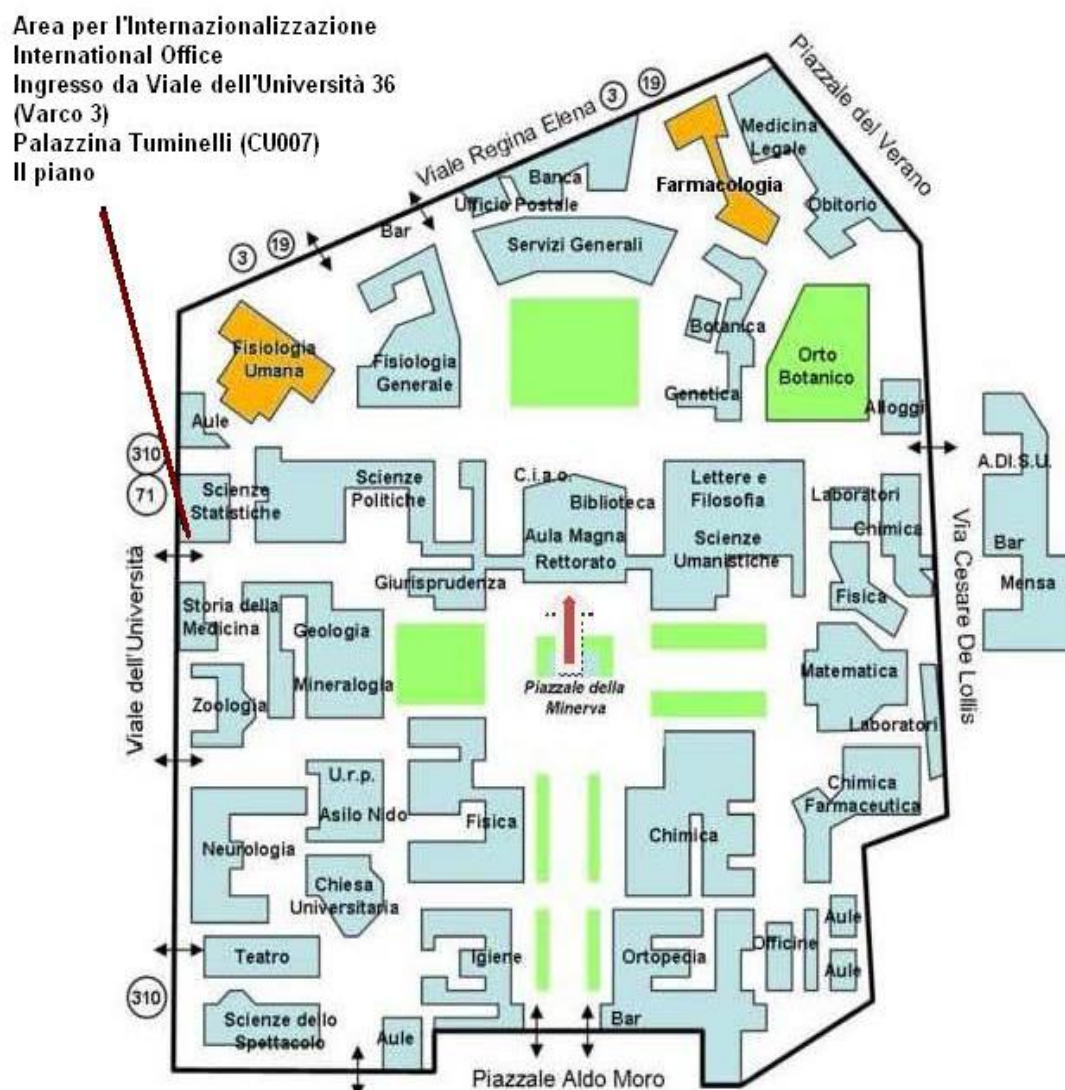
13 Contacts

13.1 International Office

Where We Are

Città Universitaria, Viale dell'Università 36, 00185 Roma (Varco 3)

Palazzina Tuminelli (CU007) – II piano



Contacts

Erasmus Office

Open: Monday-Wednesday-Friday 9 am – 12 am

E-mail: erasmusincoming@uniroma1.it

Telephone: +39 06 49690434

13.2 HELLO – Information and orientation for International students

Office:

Piazzale Aldo Moro 5, palazzo del Rettorato (Aula Magna Colonnade) - 00185 Rome

E-mail: hello@uniroma1.it

Open: Monday – Friday 9:30 am to 5:00 pm