

University Survival Pack



Luiss University

Luiss – Libera Università Internazionale degli Studi Sociali Guido Carli – is an independent university, created between 1974 and 1978. Its goal is not simply to convey knowledge but to instill flexibility in young people, giving them a sense of mastery over their future.

What distinguishes Luiss is its close relationship with the business world. Over 500 companies, multinationals, public and private institutions collaborate with the University, offering its graduates their first real opportunities to step into the business world.

LUISS CAMPUSES

[Luiss Campuses](#) are all located near one another in the heart of Rome.



LUISS HEADQUARTERS

Viale Pola, 12 – 00198 – Rome

This is the historic Luiss University campus where the University's headquarter are located:

- | Office of the President
- | Office of the Rector
- | Office of the General Manager
- | School of Journalism
- | Department of Law
- | School of Law
- | Luiss ti ascolta - Counselling service
- | Canteen

SOCIAL SCIENCE CAMPUS

Viale Romania, 32 – 00197 – Rome

- | Office of the Rector
- | Office of the General Manager
- | Department of Business Management
- | Department of Economics and Finance
- | Department of Political Science
- | University Language Center
- | International Development Office
- | Student Mobility Office
- | Admission and Student Office
- | Student Orientation Office
- | Research

- | Radio Luiss
- | Canteen
- | University Tutoring
- | Academic Tutoring
- | IT Service
- | Accommodation & Campus Services
- | Luiss Wellbeing Hub

LAW CAMPUS

Via Parenzo, 11 – 00198 – Rome

- | Department of Law
- | University Tutoring

VIA DI VILLA EMILIANI CAMPUS

Via di Villa Emiliani, 14 – 00197 – Rome

- | School of Government

LUISS BUSINESS SCHOOL

Villa Blanc, Via Nomentana, 216 - 00162 – Rome

Luiss Business School activities are hosted in the new Campus of Villa Blanc, an historic mansion and an architectural jewel of the 19th century with six surrounding buildings completely dedicated to the School.





LIBRARY

Via Santa Costanza, 53 – 00198 – Rome

VIA SALVINI BUILDING

Via Salvini, 2 – 00197 – Rome

- | Sports Office
- | Career Service & Alumni Office
- | Mentoring Program

VIALE GORIZIA BUILDING

Viale Gorizia 17 – 00198 – Rome

- | Private housing – CasaLuiss
- | IT Service
- | Financial Aid
- | Partnership Office
- | Internal Communication & Service Experience Office
- | Procurement
- | Campus Services
- | Social Innovation and D&I Office

VIA MARSALA BUILDING

Via Marsala, 29H - 00185 - Rome

MILANO LUISS HUB FOR MAKERS AND STUDENTS

Via Massimo D’Azeglio 3 – 20154 - Milan

ACADEMIC CALENDAR - 2023/2024 ACADEMIC YEAR

First Semester - Fall

The semester starts on: **11 September 2023**
Classes end: **2 December 2023** (12 weeks of classes).

Winter Examination period:

- | **from 4 December to 21 December 2023:** one exam date for all first semester courses
- | **from 8 January to 3 February 2024:** please refer to the official website or handbook or contact the Didactics Office to check whether an exam can be taken in this period
- | other examination date(s) in accordance with each degree program’s specification

Second Semester – Spring

The semester starts on: **5 February 2024**
Classes end: **4 May 2024** (13 weeks of classes).

Summer Examination period:

- | **from 6 May to 25 May 2024:** one exam date for all second semester courses
- | **from 27 May to 27 June 2024:** please refer to

the official website or handbook or contact the Didactics Office to check whether an exam can be taken in this period;

other examination date(s) also for courses in the final year in accordance with each degree program's specification.

Autumn Examination period:

from **29 August to 7 September 2024**: please refer to the official website or handbook or contact the Didactics Office to check whether an exam can be taken in this period.

MAIN BANK HOLIDAYS IN ITALY A.Y. 2023/2024

- | **All Hallows' Day** (Festa Ognissanti): 1 November 2023
- | **Immaculate Conception** (Festa dell'Immacolata): 8 December 2023
- | **Christmas Day** (Natale): 25 December 2023
- | **Boxing Day** (Santo Stefano): 26 December 2023
- | **New Year's Day** (Capodanno): 1 January 2024
- | **Epiphany** (Epifania): 6 January 2024
- | **Easter Sunday** (Pasqua): 31 March 2024
- | **Easter Monday** (Lunedì dell'Angelo): 1 April 2024

| **Liberation Day** (Festa della Liberazione): 25 April 2024

| **Labour Day** (Festa dei Lavoratori): 1 May 2024

| **Republic Day** (Festa della Repubblica): 2 June 2024

| **St. Peter and Paul Day** (only in Rome - Festa di S. Pietro e Paolo): 29 June 2024

| **Assumption Day** (Ferragosto): 15 August 2024

CODE OF CONDUCT FOR LUISS GUIDO CARLI STUDENTS

Aware of the social and educational function played by universities – today more fundamental than ever to support young people in adopting as their own some basic characteristics of common life – and with a view to fostering mutual respect and care for the environment and university infrastructure, Luiss University requires all students to adhere to the rules of conduct set out in the Code of Conduct for Luiss Guido Carli Students.

You can find the complete Code of Conduct for Luiss University Students [here](#).



Student Services and Facilities

INTERNATIONAL STUDENTS WELCOME DESK

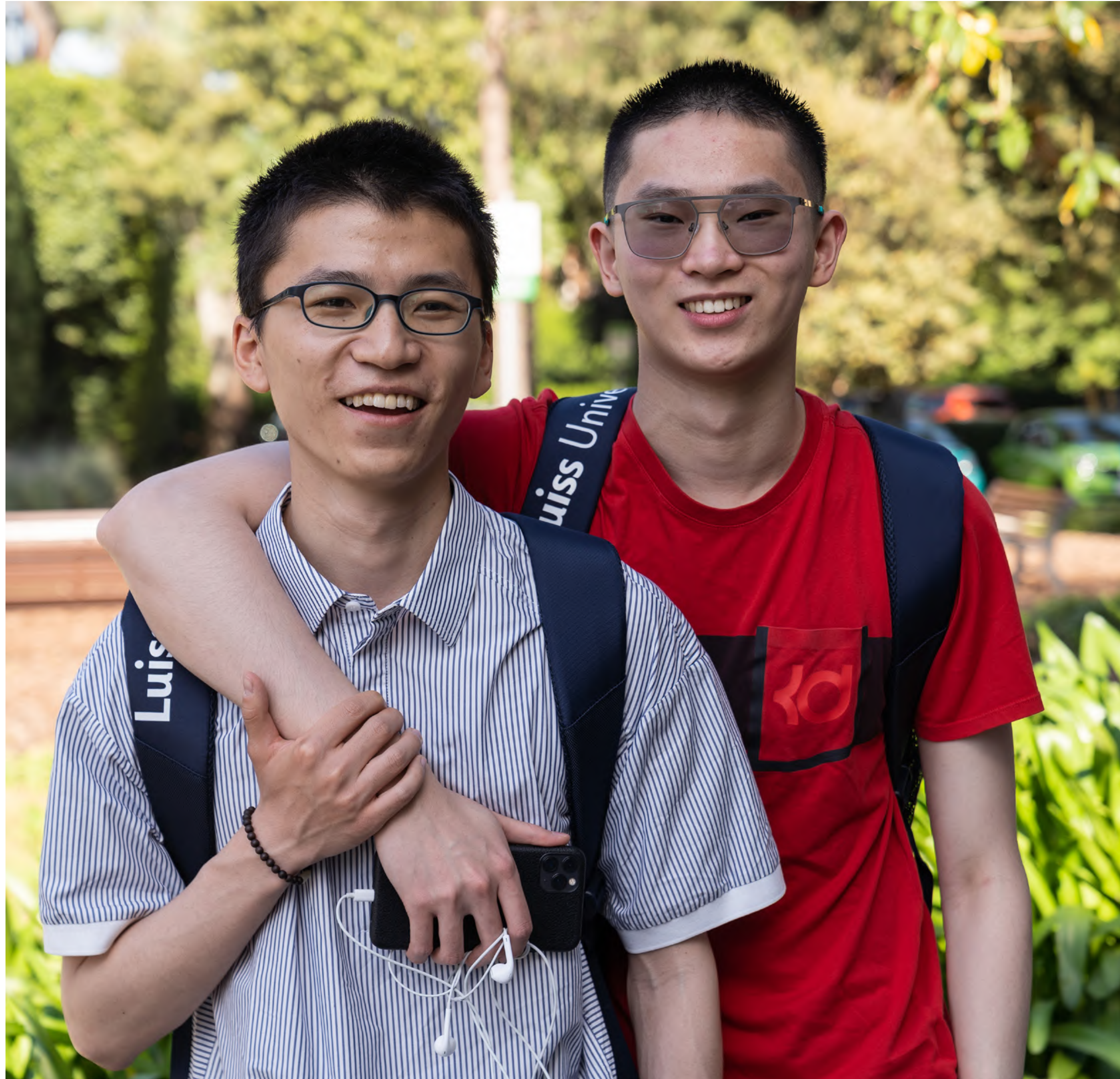
E-mail welcomedesk@luiss.it

Phone 06 85225770 / 06 85225793

Luiss Welcome Desk offers support to all **international students** who are preparing to come to study and are studying at our University in Rome. In particular, the Welcome Desk assists international students in the following areas:

- | request for the invitation letter required for an entry visa;
- | application for an entry visa to study in Italy;





- | application to request or renew an Italian residence permit (permesso di soggiorno) for study purposes;
- | application for an Italian personal tax identification number (codice fiscale);
- | opening an Italian bank account.

INTERNATIONAL DEVELOPMENT OFFICE

E-mail	international@luiss.it incoming.ido@luiss.it
Website	http://www.luiss.edu/international-programs/incoming-students
Phone	06 85225758

The International Development Office is the main point of reference for students participating in **double degree, partnership, QTEM** and other mobility programs (except for Erasmus).

Students can contact the office via e-mail or book an online appointment during the dedicated office hours for info and issues concerning double degrees, enrolment, courses, study plans, learning agreements, exams, administrative procedures, thesis (for double degree students) and contacts with professors. Instructions on **how**

to book an online appointment will be provided at the beginning of the academic year.

ADMISSION AND STUDENT OFFICE

Admission and Student Office assists and provides students with all of the information that they need throughout their academic life here.

In particular, the Student Office provides support in relation to:

- | enrolment procedures;
- | compiling a study plan;
- | requesting official documents and certificates;
- | registering for exams;
- | thesis and degree exam;

and all the administrative matters related to their studies at Luiss. Interactive and updated guides for bachelor's and master's students are available at [this page](#).

Please refer to the [Student Office webpage](#) for updates.

ITALIAN LANGUAGE COURSES

The Luiss University Language Center (CLA) offers all international students the opportunity to take free Italian language classes. If you are interested, you will have to fill out the relevant form that you will receive via e-mail starting from Wednesday 5 July by the deadline of Monday 4 September.

In time for the first class students will receive a message in their Luiss e-mail account – name.surname@studenti.luiss.it – stating the group, timetable, lesson delivery method and classroom where the course is going to be held.

For more information on language courses, you can visit the [dedicated webpage](#) or contact the University Language Center at cla@luiss.it.

TUTORING SERVICE

From a fusion of the most advanced counselling models with market change analyses and the foremost student support frameworks, Luiss University has created a tutoring service, designed to assist you in your own individual academic and career

pathways. Tutors are your primary reference point throughout your studies, offering support and advice when making decisions, organizing courses, and dealing with the various offices and services offered by the University. Tutors will help you build a coherent educational path that will best lead you to your job market goals. They will help you to:

- | organize your workload and prepare for exams;
- | communicate with Luiss professors and researchers teaching assistants;
- | support you in choosing Luiss activities ;
- | organize your plan of study.

The Tutoring Office is open Monday to Friday, 9.00 a.m. to 9.00 p.m.

For more information, you can send an e-mail to tutorato@luiss.it or visit the [Tutoring webpage](#).

BUDDY

The Luiss Buddy Program is aimed at welcoming all students enrolled in the first year of a bachelor's degree or single-cycle master's degree program in the 2023/2024

academic year. Buddies are Luiss students offering support to our youngest students at the start of their university studies, with the aim of helping them to adapt to university life and to the city of Rome. The program aims at:

- | foster the integration of freshers inside the Luiss community, particularly upon their arrival at Luiss;
- | facilitate relations with the University's organization at an educational and administrative level;
- | develop a context in which freshers and "expert" students (buddies) can interact;
- | ensure that the university experience at Luiss is a highly stimulating and enriching one.

For more info, please write an e-mail to buddy@luiss.it or visit the [Buddy webpage](#).

SKILLS DEVELOPMENT

The Skills Development Office designs and implements extracurricular educational opportunities aimed at the individual growth of students. These activities make it possible to supplement the theoretical education





they acquire during their studies with the opportunity to develop additional practical and transversal skills and knowledge, which help shape a student not only professionally but also as an individual.

The various paths and projects organized by the Skills Development Office include: [Freshers' Week](#); [Soft Skills Pathways](#); [Academic Gym](#); [VolontariaMENTE](#); Special Projects like the Legality and Merit project and the Mare Aperto exercise; GAP Activities.

For more information on activities and who to contact, students can visit the [Students' Development](#) and [For-credit Soft Skills](#) webpages.

UNIVERSITY CANTEEN

The service is offered at the Viale Romania and Viale Pola Campuses. Moreover, lunch orders need to be placed by 9.45 a.m. and dinner orders by 3.30 p.m. through the Fresh and Natural app. Canteen services are available in the following time slots:

- ▮ Viale Romania: from Monday to Friday, noon to 2.30 p.m. / 7 p.m. to 9 p.m., and

- ▮ Saturday from noon to 2 p.m.
- ▮ Viale Pola: from Monday to Friday, noon to 2.30 p.m.

HEALTH CARE SERVICE

The [Luiss Wellbeing Hub](#) is located at the Borghetto Campus in Viale Romania. The Hub, offers general consultation services as well as national-level specialists in the areas with the greatest bio-psycho-social impact, with particular attention paid to the awareness and prevention of the main chronic conditions, including Long COVID syndrome.

Students will be able to book consultations in relation to the following:

- ▮ General health;
- ▮ Nutrition;
- ▮ Cardiology, ECG and Echocardiography;
- ▮ Abdominal, urogenital apparatus and musculoskeletal ultrasounds;
- ▮ Gynecology and Osteoporosis;
- ▮ Endocrinology and thyroid ultrasounds;
- ▮ Pain medicine and Long Covid Observatory.

To book an appointment use the [online booking service](#) and select "Luiss

Wellbeing Hub". For more information, visit the [website](#).

Prevention Service: Luiss offers a free-of-charge preventive medicine service through qualified off-Campus local health units. Students can take routine health check-ups, which can be supplemented by more specific ones, if required, at a preferential price.

To reduce risks and encourage a healthy Campus, every year all Luiss students can take free regular check-ups.

Home Medical Care: the service is available on a paid basis. To request a visit and find out the cost, please fill out our [form](#). The service is available Monday through Friday, from 10 a.m. to 8 p.m. and on Saturdays from 10 a.m. to 6 p.m.

For more information, please write to: campusservices@luiss.it.

LUISS TI ASCOLTA - COUNSELLING

Luiss Ti Ascolta is a free counselling service open to all Luiss students and recent graduates providing a space where they can talk about their problems and get through difficult or confusing times by relying on their own personal resources and strength.

The service is available on the Viale Pola Campus.

For those who are unable to travel to Campus, virtual counselling via Skype is available.

To book an appointment send an e-mail to luisstiascolta@luiss.it or call the number 340 5135054 every Monday (noon to 2.00 p.m.), Tuesday (7.00 p.m. to 9.00 p.m.) and Thursday (2.00 p.m. to 4.00 p.m.).

LUISS SPORT

If you would like to practice sports at Luiss, you have to:

- | [Join an AS Luiss Team](#) to practice a sport;
- | [Join a Sports School](#);
- | [Participate in a Sports Tournament](#);

To request any information on how to

participate in the activities, you can get in touch with the Sports Office through the contact details given below or via [Facebook](#), [Instagram](#) or [Twitter](#).

THE LIBRARY

The Luiss Library is specialized in social sciences, especially in law, economics, and political science, in order to support both teaching and research activities.

The majority of the Library's electronic resources and databases are also available off-Campus.

Additional information is available on the [Library's webpage](#).

WEB SELF SERVICE

Through the [Web Self Service](#) platform students can access the following services:

- | enrollment;
- | view and update their address and contact information;
- | check the status of payments made or to be made;
- | view and print self-certification forms;
- | view and compile study plans;





- | view their degree program and list of examinations passed or to be taken;
- | check available exam dates;
- | book exams (up to 5 days before the exam date).

To access the service students must enter the user ID and password provided when enrolling.

LUISS ACCOUNT AND E-MAIL

All students are required to create a Luiss account and e-mail address before their arrival, using the Web Self-Service credentials that they received when they enrolled at the University and were assigned a student number. Click on the following link: <https://createaccount.luiss.it/>. The Luiss account allows you to access the following services:

- | Cloud Office365 Services, included Outlook, OneDrive and Skype for Business;
- | Wi-Fi Network LuissWPA;
- | Federated Wi-Fi Eduroam;
- | Windows PC in classrooms equipped with computers;
- | Luiss Library remote access.

LUISS APP

The Luiss app allows users to access their personal calendar directly, as well as services news, events and badges to access Campus. The app includes:

- | course timetables and locations: to check the academic calendar and see personalized information;
- | study rooms: for information on locations and opening hours of study rooms;
- | badges: to always have your student ID on hand;
- | exam records: to have a complete understanding of what exams you need to take;
- | green mobility: to use Luiss electric cars;
- | shuttle bus: to book your rides on the Luiss shuttle bus;
- | tutor: students can find out who their tutor is and contact them through the app.

LUISS GREEN MOBILITY

Luiss Ecological Shuttle Bus Service

A completely ecological shuttle service is available for the University's students. The shuttles, running on natural gas, allow members of the Luiss community to

travel between the Viale Romania and Via Parenzo Campuses in a sustainable way with minimal environmental impact.

Users must use the Luiss app to book their ride and obtain a QR code at least five minutes before boarding the shuttle. The service is available Monday through Saturday. The timetables are available on the Luiss app.

ACCOMMODATION

The University accommodation office is available to help incoming students in their search for housing during their mobility. We propose three solutions:

- | [Luiss halls of residence;](#)
- | [Private halls of residence;](#)
- | [Private rooms and apartments.](#)

[Here](#) students can find the General Regulations of the University Halls of Residence.

Contact details:

- | E-mail address: residenze-collegi@luiss.it
- | Telephone: [06 85225971](tel:0685225971)



STUDY AND READING ROOMS

To facilitate study the University is open 7 days a week and 24 hours a day, including on public holidays. For further information [click here](#). Below are the opening hours of the study and reading rooms.



CAMPUS	ROOM	FLOOR	DAYS AND OPENING HOURS
Viale Pola	103	Basement	Mon. – Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. – 1:30 p.m.
Viale Pola	Aula Piano Terra Facoltà	Faculty ground floor	Mon. – Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. – 1:30 p.m.
Viale Pola	Aula Mensa	Canteen premises	24 hours- with suspension of study activities from 12:30 p.m. to 3 p.m.
Via Parenzo	T01	First floor	24 hours
Via Parenzo	T02	First floor	Mon. – Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. – 1:30 p.m.
Via Parenzo	A4	First floor	Mon. – Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. – 1:30 p.m.
Via Parenzo	A5	First floor	Mon. – Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. – 1:30 p.m.
Viale Romania	T04	Ground floor	Mon. – Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. – 1:30 p.m.
Viale Romania	107	First floor	Mon. – Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. – 1:30 p.m.
Viale Romania	Aula Mensa	First floor	24 hours- with suspension of study activities from 12:30 p.m. to 3 p.m.
Viale Romania	212	Second floor	Mon. – Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. – 1:30 p.m.
Viale Romania	214	Second floor	Mon. – Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. – 1:30 p.m.
Viale Romania	Matroneo	Third floor	24 hours
Viale Romania	213	Third floor	Mon. – Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. – 1:30 p.m.
Viale Romania	311	Third floor	Mon. – Fri. 7 a.m. - 9 p.m.; Sat. 7:30 a.m. – 1:30 p.m.
Viale Romania	The Dome 1	Ground floor outside	24 hours
Viale Romania	Chostro della Mensa	First floor	24 hours- with suspension of study activities from 12:30 p.m. to 3 p.m.

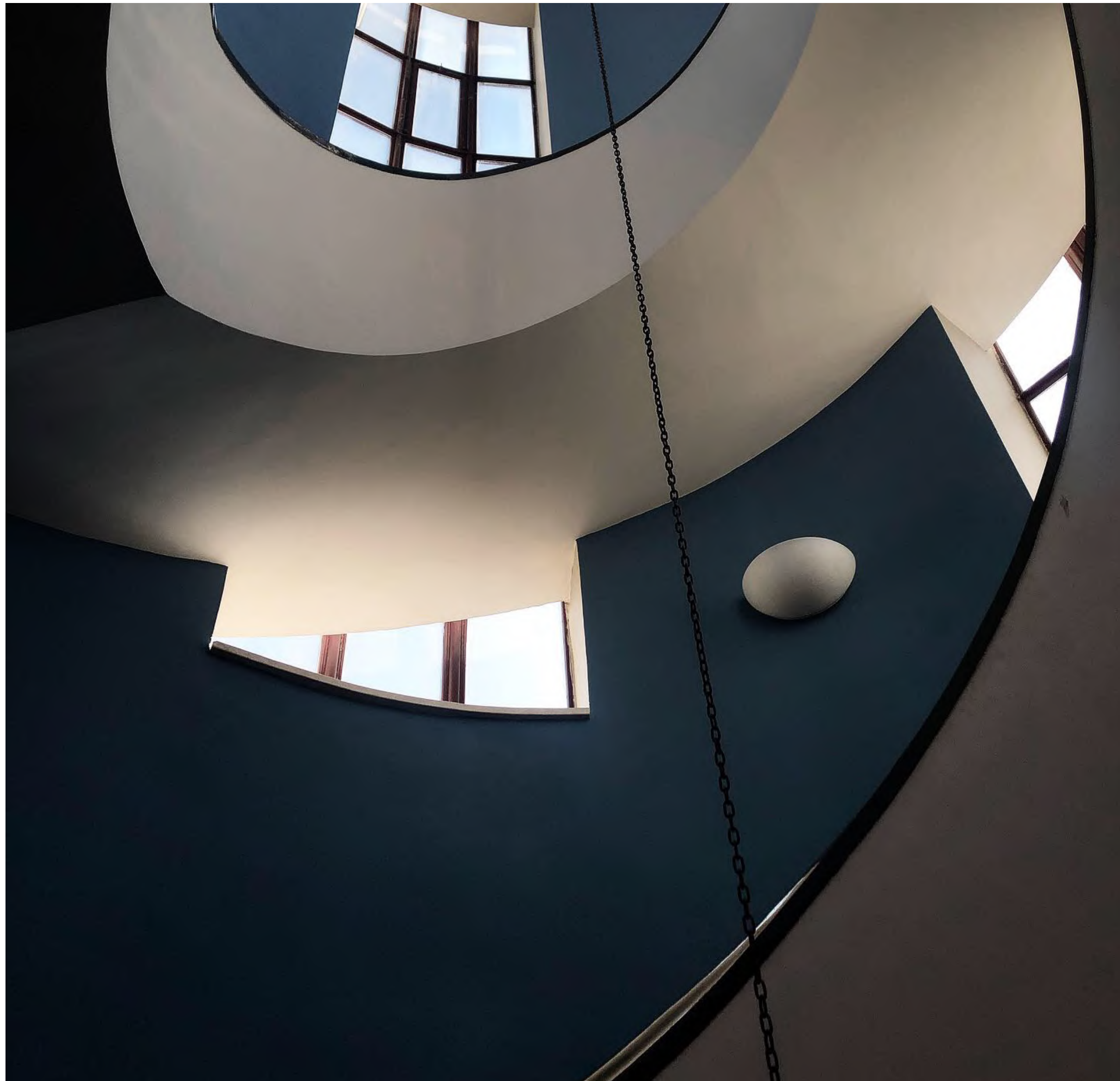
Procedures Before and After Arrival

RESIDENCE PERMIT FOR NON-EU STUDENTS

Non-EU students who intend to spend time in Italy for more than 90 days must request a residence permit – permesso di soggiorno – **within 8 working days**, Saturdays included, from the date of their arrival in Italy (as per the stamp on the passport or equivalent travel document). Students are responsible for applying for their own residence permit under Italian law.

Important information for students who need to apply for a residence permit: sometimes the difference between a visa and a residence permit is not clear for students who may believe that these two documents are identical and issued for the same purpose. **They are two completely different documents!**





	Visa	Residence permit
What is it?	The visa is the document that allows non-EU citizens to initially enter Italy.	The residence permit is the document that allows non-EU citizens to live and study legally in Italy.
When to apply?	Before entering Italy. We suggest that you apply several months before your arrival in Italy and contact the Italian Embassy/Consulate in your country to know what the average time for the issuance of a study visa is.	Upon arrival in Italy (within 8 working days, Saturdays included). We recommend that you not wait until the last day to apply for the residence permit to avoid any further delay due to technical issues or closure of the post office.
Where to apply?	At the Italian Embassy/Consulate in your country.	At the Sportello Amico counter at a post office located in the city where you live. The residence permit will be issued by the immigration office department of the Questura. Non-EU students will need to go to the immigration office twice in person: a first time to deliver the documentation requested and to have their fingerprints taken; a second time to collect their residence permit card although in this latter case it may suffice to go to a local police station instead.
What format does it have?	A paper sticker containing personal data, photo, and reason for your stay, which will be applied to the passport or travel document.	A plastic card incorporating a chip containing personal data, photo and fingerprints that non-EU students should always carry with them (the residence permit allows non-EU citizens to stay legally in Italy).
Duration	The duration of the visa may vary from 90 to 365 days.	The residence permit is valid for 1 year and then it must be renewed.
Please remember that the only document that entitles a non-EU citizen to stay in Italy is the residence permit, not the visa!		

HEALTH INSURANCE FOR NON-EU STUDENTS

Non-EU students need a [health insurance policy](#) to obtain a study visa and, once in Italy, to apply for a residence permit.

The health insurance policy must cover the entire duration of your residence permit, and it can last up to 1 year. If you are staying for a longer period, you will need to renew your health insurance policy every year along with the renewal of your residence permit. To be valid for the purposes of applying for a residence permit, the health insurance policy must satisfy the following criteria under Italian law:

- It has to cover any accident and hospital treatment not only in Italy but also in the Schengen Area;
- its duration has to correspond to the period of your stay in Italy (if you expect to remain in Italy more than 12 months, you will need to renew it along with the residence permit);
- a minimum coverage of € 30,000.

Please note that private insurance policies from home countries cannot be accepted by the Questura unless an official document

from the respective Italian Embassy or Consulate states that the policy is valid. If you decide to go for an Italian health insurance policy, we recommend contacting the following agency:

WAI – Welcome Association Italy

- Generali S.p.A. Group
- Via dei Marsi, 31 - 001985 Roma
- E-mail: info@waitaly.net
- Website: <http://www.waitaly.net>
- Tel. 06 3611676

You can find the [detailed description of the policy](#), terms and conditions [here](#) and [here](#).

HOW TO OBTAIN ITALIAN NATIONAL HEALTH SERVICE COVERAGE (BOTH NON-EU AND EU STUDENTS)

While making their travel plans for Italy, EU students holding a European health insurance card should check its validity and duration by contacting the institution in their country of residence that issued the card. If the actual duration of the card is shorter than the envisaged length of stay, students might wish to consider whether it would be best to take out a private

health insurance policy or register with the Italian national health service, which will allow them to access an affiliated general practitioner in the neighborhood in which they temporarily reside.

The list of doctors enrolled in the Italian national health service can be found at the nearest local health authority (ASL – Azienda Sanitaria Locale) or at any pharmacy. Students can contact the ASL of their area for information.

After collecting these documents, search for the ASL where you have to go based on your residential address.

You can check the ASL list above. Registration is valid for the calendar year, so we suggest that you register in January.

Students will have to renew their registration with the Italian national health system each year:

- by paying the postal bulletin of 149,77€ at the Post Office;
- by confirming the choice of their general doctor, which has to be done at the relevant ASL.

ROME CITY HALL REGISTRATION FOR EU STUDENTS

For periods exceeding three months, EU students need to register with Rome City Hall (Roma Capitale) through their local municipality (Municipio) based on where they are residing. Students should check their address at the following link to ascertain which Rome municipality they belong to: <http://www.urbanistica.comune.roma.it/mappa-municipi.html#footer>. Then they will need to fill in the [dedicated form](#) “Dichiarazione di Residenza” form, available on the Rome City Hall website, and bring it to the registration office of their local municipality, along with the following documentation:

- passport or equivalent travel document;
- invitation letter (if you are a first-year student) or certificate of university enrolment, which you can request from the Student Office;
- health insurance contract;
- proof of economic means of support (including through self-certification).

For more information visit the Rome City Hall website.

ITALIAN TAX IDENTIFICATION NUMBER (CODICE FISCALE)

An Italian tax identification number is an alphanumeric code that identifies you in all dealings, with public authorities and other bodies in Italy. A tax identification number is strictly personal. Non-EU and EU students must obtain an Italian tax identification number in order to register for the Italian national health service, to be able to open a bank account, to start a job or an internship, to buy a SIM card and so on. To obtain their personal tax identification number, students must go to the Italian Inland Revenue Agency (Agenzia delle Entrate), whose main office in Rome is at Via Ippolito Nievo 36 - (tel. [06 583191](tel:06583191)). The office is open from Monday to Friday from 8.15 a.m. to 12.15 p.m. Students can book an appointment at the following link: <https://prenotazioneweb.agenziaentrate.gov.it/PrenotazioneWeb/prenotazione.action>

OPENING A BANK ACCOUNT

If you need/would like to open a bank account in Italy, you should submit the following documentation to the bank of your choice:

- | Italian tax identification number (codice fiscale - see information above);
- | passport or equivalent travel document;
- | visa (for non-EU students);
- | invitation letter (if you are a first-year student) or certificate of university enrolment, which you can request from the Student Office;
- | residence permit or receipt for the appointment for a residence permit (for non-EU students);
- | proof of address (like a rental contract or, if you live in one of the university halls of residence, you can contact them at residenze-collegi@luiss.it);

Luiss University has an agreement with Intesa San Paolo Bank, located at Piazza Bologna 45, 00162 Rome, which is recommended for all students who need to open an Italian bank account. The opening hours of the bank are Monday to Friday from 8.30 a.m. to 1.30 p.m. and from 2.45 p.m. to 4.55 p.m. It is strongly recommended that students book an appointment in advance.

Contact details:

- | Tel. [06 44160711](tel:0644160711)



Rome

The Essentials

CITY OF ROME

[Rome City Hall](#) has a [call center](#) offering information about transport, public office hours, documents, garbage disposal, and more. This service is available 24 hours a day, 7 days a week in Italian and [from Monday to Friday from 9.00 a.m. to 7.00 p.m.](#) and [Saturday from 8.00 a.m. to 1.00 p.m.](#) in Italian and in English.

I Tel: [06 06 06](#).

For practical information about Rome, including public transportation, where to eat, top attractions and itineraries and money-saving tips, etc., you can have a look at [Rome.net](#).





GETTING A SIM CARD FOR YOUR MOBILE PHONE

Several phone companies operate in Italy. The major providers in Italy are [Vodafone](#), [TIM](#), [Windtre](#), [Iliad](#) and [PosteMobile](#). You can go to any mobile phone store and ask to see their mobile phone plans. You can opt for either a plan (abbonamento) or pay-as-you-go (ricaricabile). For the latter you can purchase top-up cards from any tobacconist or newsstand all over the city. If you sign up for a plan, make sure you find out how much it costs if you cancel and how much notice you must give (if any).

GETTING AROUND

PUBLIC TRANSPORTATION

Rome has an integrated public transport network that includes metro, bus, tram and urban railway service. There are 3 metro lines: A, B and C. They are open from 5.30 a.m. to 11.30 p.m. On Friday and Saturday, the service is extended until 1.30 a.m. For more information about buses and routes: <https://www.atac.roma.it/en/tickets-and-passes/young-people-and-students>

Type of ticket	Description	Price
Single ticket	Valid for buses, metro, trams and regional trains covering the metropolitan city of Rome	€ 1,50
Monthly pass	Valid for buses, metro, trams and regional trains covering the metropolitan city of Rome	€ 35
Annual pass	Valid for buses, metro, trams and regional trains covering the metropolitan city of Rome. Valid for 365 days from the day of recharge written on the sales receipt.	€ 250

TAXIS

Taxis in Rome can be quite expensive. The cost depends on distance, extra charges, time of the day/night. To book a taxi, you can call +39 06 3570. It is also possible to book a ride using apps such as [Free Now](#), [Wetaxi](#), and many others.

EMERGENCY NUMBERS

EMERGENCY TELEPHONE NUMBERS IN ITALY



Service	Telephone
Police (Polizia)	113
General Emergency (Soccorso pubblico di emergenza)	112
Fire Brigade (Vigili del fuoco)	115
Finance Police (Guardia di Finanza)	117
Car Breakdown Assistance (Soccorso stradale)	116
Ambulance/Medical Emergencies (Emergenza sanitaria)	118
Forest Fire (Incendio boschivo)	1515

EMERGENCY TELEPHONE NUMBERS IN ITALY

Service	Telephone
City Police Rome (Polizia municipale)	06 67691
Central Police Station Rome (Questura)	06 46861
Highway Police (Polizia stradale)	06 22101
Italian Red Cross (Ambulance Emergency)	06 5510
First Aid at Home – Evening and holidays (Guardia medica)	06 570 600
Blood Transfusion (Trasfusioni urgenti)	06 49970860/1
Poison Control (Centro antiveneni)	06 490663 / 06 3054343
Anti-Drug Centre (Centro antidroga)	800 178 796
Veterinary Emergency	06 6621686
Animal Protection (Ente Nazionale Protezione animali)	06 3242873
Automobile Club Road Service (ACI soccorso stradale)	803 116
Motorcycle/Scooter Towing Service (24/24hr) (SOS moto)	800 300411 / 330 300411
Fiumicino Airport (Aeroporto Fiumicino)	06 65951

LIST OF POLICE STATIONS

Here you can find the list of the Police Stations in Italy: <http://questure.poliziadistato.it/en>

NIGHT PHARMACIES (CHEMISTS) IN ROME

The Federfarmaroma website has daily updates indicating the schedule of all pharmacies:

http://www.federfarmaroma.com/farmacie_aperte.php

For additional pharmacies on duty and pharmacies located outside of Rome, please check the local newspaper or check the notice on the closed pharmacy door listing the on-duty pharmacies and doctors.



Annex 1: Information on your Courses and how to find your Timetable



HOW TO FIND INFORMATION ON YOUR COURSES

In order to find information on your courses (syllabus, credits, course code, semester, exam method) you can search through the following link: <http://www.luiss.edu/cattedreonline>. You will see a search box, where you can type either the name of the professor or the name of the course. Make sure to select the correct course, as there may be courses with similar names for different degrees programs. Clicking on the course name will display the syllabus and other relevant information on the course.

HOW TO FIND YOUR TIMETABLE

You may view your class schedule through the EasyAcademy system, available at the following link: https://pianificazionespazi.luiss.it/spazi_luiss/Orario/index.php?view=easycourse&lang=en. You may search by degree program (corso di laurea), lecturer (docente) or course (insegnamento) – see figure 1. You can export your timetable to your personal calendar or as an Excel file.

Figure 1: home screen: choose the type of search on the left-hand side column

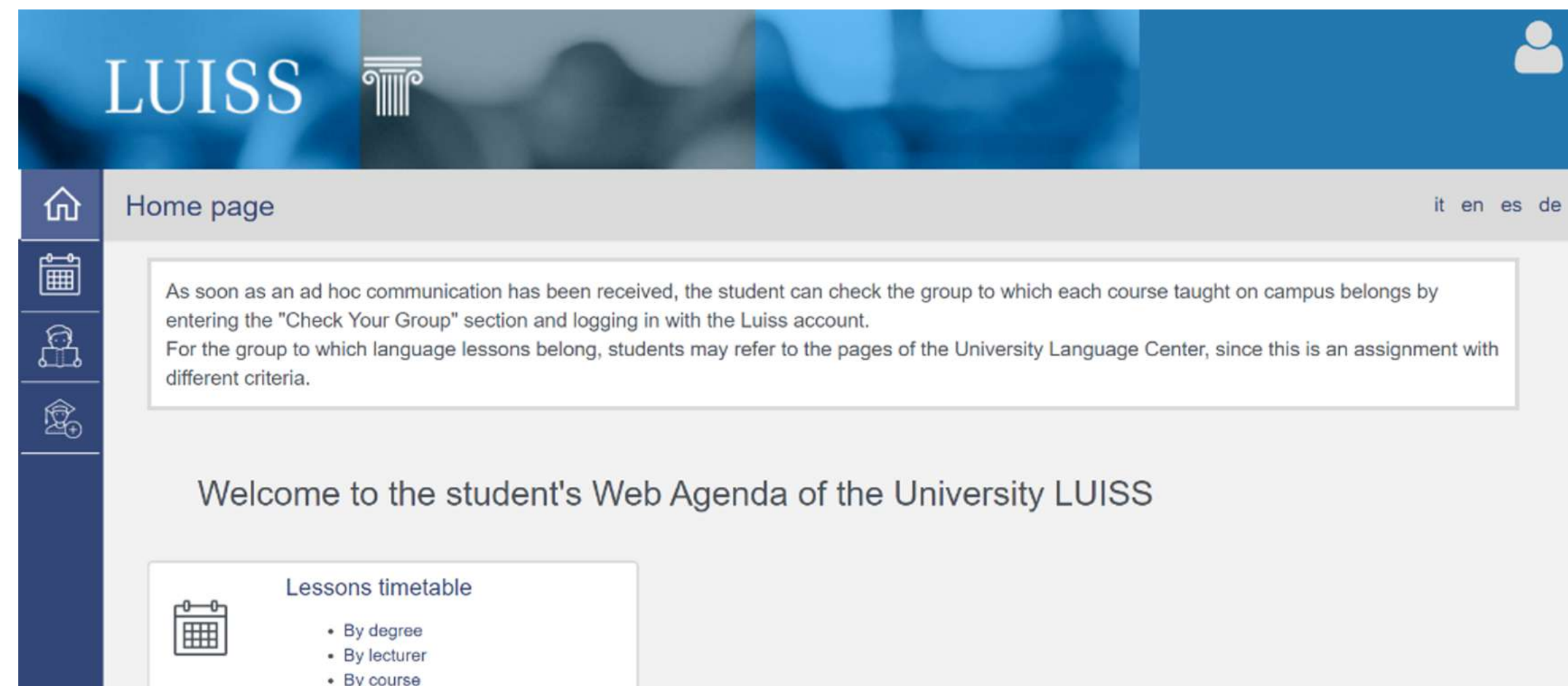


Figure 1

To search by degree program, proceed as below – see figure 2:

- | Select the academic year in the academic year drop-down menu: e.g. 2023/2024;
- | select the program that you are looking for in the degree program drop-down menu: e.g. DD Luiss Maastricht – Corporate Finance;
- | select the year and major (when applicable) in the year of study drop-down menu: e.g. 2nd year – Corporate Finance;
- | select the date for which you wish to view your timetable under the week of section;
- | you can then select the required course from the courses list on the right-hand.

Figure 2: example of search by degree program

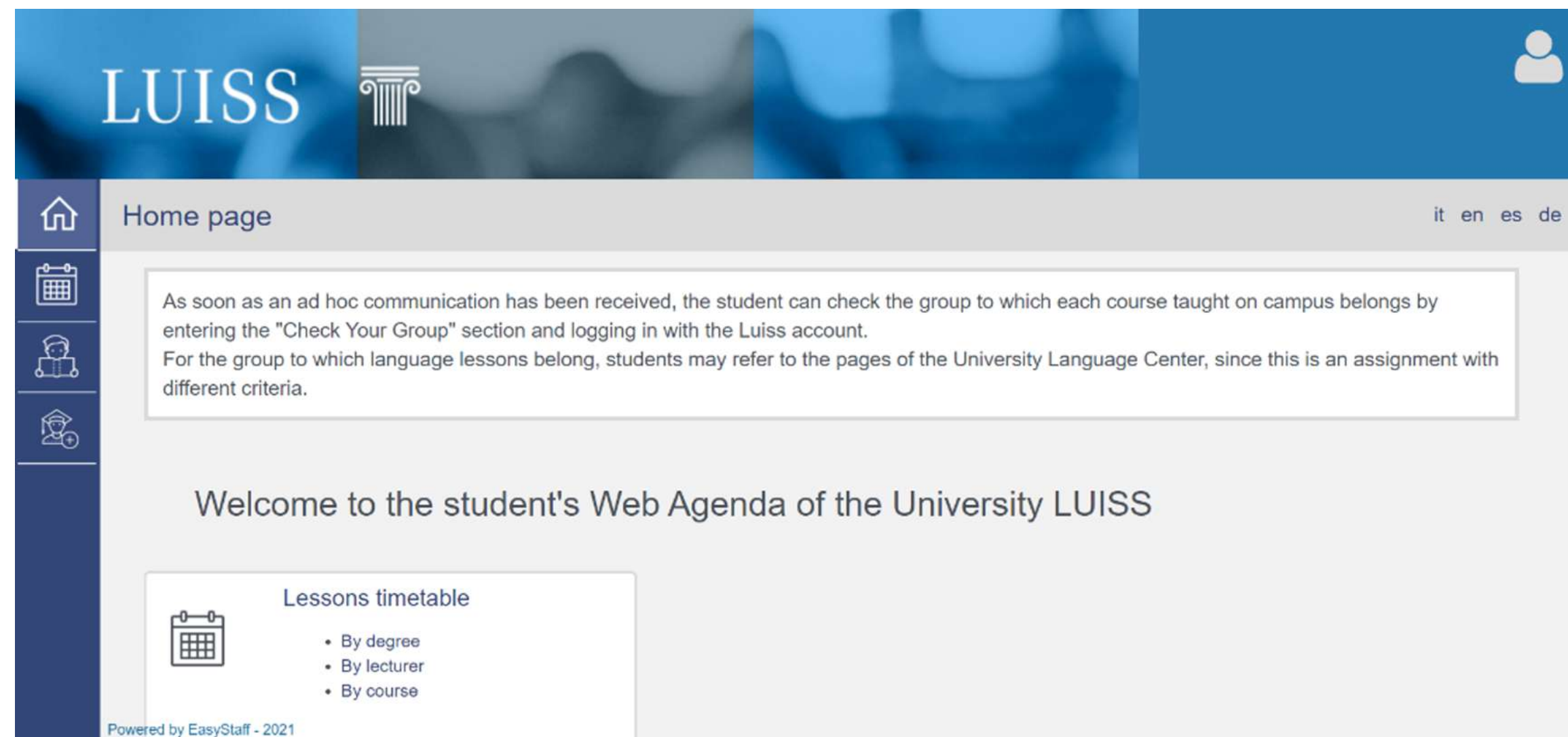


Figure 2

To search by lecturer, proceed as below – see figure 3:

- | Select the academic year in the academic year drop-down menu: e.g. 2023/2024;
- | select the name of the professor whose the timetable you wish the view (e.g. Angelo Abignente) in the lecturer drop-down menu;
- | select the date for which you wish to view your timetable under the week of section.

Figure 3: example of search by lecturer

The screenshot shows the LUISS website interface for searching a timetable by lecturer. The header features the LUISS logo and a user profile icon. Below the header, there is a search bar with the text "Search your timetable by lecturer" and language options (it, en, es, de). The main content area displays a timetable grid with two highlighted entries for "METODOLOGIA DELLA SCIENZA GIURIDICA (Canale D)" by "Abignente Angelo, Ciaramelli Fabio". The right-hand sidebar contains filters and settings, including a "Coloring" dropdown set to "Full color" and an "Overlap view" dropdown set to "With overlaps".

Figure 3

To search by course, proceed as below – see figure 4:

- | Select the academic year in the academic year drop-down menu: e.g. 2023/2024;
- | select the name of the course that you want to view the timetable for (e.g. Macroeconomics – channel A – Economics and Business) in the teaching drop-down menu;
- | select the date for which you wish to view your timetable under the week of section.

Figure 4: example of search by course

LUISS

Cerca il tuo orario per insegnamento

Anno accademico: 2020/2021

Attività didattica: --

Settimana del: 21-09-2020

Mostra orario

* Un asterisco vicino al nome dell'insegnamento può indicare la presenza di una nota o di un allegato. Cliccare sulla lezione per visualizzarne il contenuto.

Esporta gli impegni settimanali sul calendario personale

Dati della ricerca: -- Settimana del 21-09-2020

lunedì 21/09	martedì 22/09	mercoledì 23/09	giovedì 24/09	venerdì 25/09
		MACROECONOMICS (Canale A) - da Gr.3 a Gr.11 Lippi Francesco A101 (Viale Romania) 15:15 - 16:00 Lezione DEF		
		MACROECONOMICS (Canale A) - da Gr.3 a Gr.11 Lippi Francesco A101 (Viale Romania) 16:15 - 17:00 Lezione DEF		

Figure 4

Enjoy
LuiSS
Life!

