

LUISS



**Infopack
for international
PhD candidates**

(A.Y. 2023/2024)



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1. Arrival and Stay in Italy

Visa for Non-EU Citizens

Non-European citizens will require a Study Visa to enter the Italian Territory. Visa applications must be presented to the competent Italian Consulate abroad (see [here](#)), after the pre-enrollment through [Universitaly website](#) has been completed.

Residence Permit for Non-EU Citizens

Following the Visa release, Non-European citizens must apply for a residence permit upon their arrival, if their intended stay will exceed 90 days.

To request it, the PhD students must fill out the “Yellow Immigration Kit” (available in Postelitaliane, CAFs and other specialized offices) and submit them to the Questura di Roma at through the [authorized Postelitaliane office](#).

The PhD Office, dottorati@luiss.it, will be in touch with you from the beginning, to assist you throughout the process.

Italian Tax Code number (Codice Fiscale)

The Italian Tax Code number is an alphanumeric code that identifies you in all dealings, with the Italian public authorities and other administrations. The Tax Code is strictly personal. Non-EU and EU students must obtain an Italian tax code number in order to register for the Italian Public 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.

In order to receive the Scholarship payment, PhD students are required enroll to the Gestione Separata INPS, a pension fund, financed with the mandatory social security contributions of insured workers.

The PhD Office will assist you with the procedures necessary to obtain the above-mentioned documentation.

2. Life on Campus

Luiss Library

The Luiss Library is specialized in social sciences, including law, economics, and political science, and includes a rich collection of journals, books, and electronic resources with over 1,000,000 electronic titles also available remotely.

The premises are made of a Main Library for the first bibliographic orientation and core collections as well as three other rooms for reference support dedicated to each Luiss Departments – Law Room, Economics Room, Political Science Room which includes the new Chinese Library and the Multimedia Room.

The library also provides students and its staff access to 25 PC workstations, 15 wall tablets, 4 self-check stations, 2 boxes for book returns, 1 Surface Hub and 7 scanners for digital reproductions, plus a large space for free-time with places to eat, a garden and reading rooms where users can relax or participate in cultural events and gatherings.



To improve the support for research and distance learning, the Library continuously increases the number of electronic resources accessible off-campus, and offers on-demand user education sessions in-person or remotely.

Updates are available on the Library website.

Useful links:

Online catalogue quick search: <https://biblioteca.luiss.it/en>

Library e-resources: <https://biblioteca.luiss.it/en/electronic-resources>

Library main services: <https://biblioteca.luiss.it/en/taxonomy/term/47>

Address: Via di Santa Costanza, 53

E-mail biblioteca@luiss.it

Website <https://biblioteca.luiss.it/en>

Phone +39 06 8522 5600

Opening hours <https://biblioteca.luiss.it/en/opening-hours/0>

Luiss Green Mobility

The Luiss Green Mobility project is the first university pilot project in Europe to provide E-mobility services and related smart services, supported by a management ICT platform with remote control of all the operational functions of the system.

The project, launched in 2013 and managed by Acea Innovations, is part of a broader strategy of sustainable development promoted by Luiss, which includes targeted projects and an educational offer for the promotion of a culture oriented towards sustainability. Luiss Green Mobility is a best practice of sustainable mobility.

The services offered and dedicated to students, teachers and administrative staff Luiss are Shuttle Service and Car Sharing.

The Shuttle Service, managed by Clilia Italia, in partnership with Acea Innovation, expands the Luiss Green Mobility project with a view to mobility as a service. ELL – Electro Luiss Link is a highly innovative transport system, also supported by the technology platform ICT, BOMTS with technological declinations properly designed, ecological, collective, integrated and operated by a third operator that provides 5 shuttles, 3 of them gas shuttles and 2 full electric vehicles. During the period of greatest activity, each vehicle passes every 10 minutes, while they pass every 20 minutes on Saturdays. The service is available to the whole Luiss community: students, teachers and administrative staff, from Monday to Saturday and it links Via Parenzo and Viale Romania campuses. For further and more detailed information check the following link: <https://www.luiss.edu/students/luiss-green-mobility#1>

Car-sharing: Vehicle Sharing Luiss Green Mobility is a service offered by Acea Innovation and dedicated to students, teachers, and administrative staff Luiss. The available vehicles are Smart for two and Smart for four and can be hired from the charging infrastructure installed at Luiss locations: Viale Pola, Viale Romania, Via Parenzo and Via di Santa Costanza.

For further information on how to register, use the service, and fares, please check the following link: <https://www.luiss.edu/students/luiss-green-mobility#1>



IT Service

Before your arrival at Luiss, you will receive your credentials to access to Luiss Wi-Fi Network and your personal account. Information on all IT Services, Web Services and instructions on how to connect to the Wi-Fi Network can be found here: <https://www.luiss.edu/it-services>

You can always contact the main IT Services Help Desk at the following telephone numbers: +39 0685225211 - 5279 - 5275, or email address: supportoit@luiss.it.

Luiss App

The new Luiss App is available, improving the entire university experience, from academics to services. The App's restyling, made possible by suggestions made by the community, makes navigation quick and easy. In particular, the main menu allows users to access lesson timetables and locations, as well as services (such as Green Mobility and Shuttle Bus), news, and events.

Please follow the link for a full description and instructions on how to download it: <https://www.luiss.edu/news/2018/12/14/la-nuova-versione-di-luiss-app>

Luiss Language Café

Luiss Language Café is an innovative space to meet new people, relax and practice foreign languages in an informal and international environment. The Café encourages students to be creative by putting them at the center of the educational process.

The Café follows an innovative philosophy, based on learning-by-doing, and offers an interactive multidisciplinary and stimulating environment where using new languages is fundamental in creating content and projects. For further information regarding the Language Café activities, please visit the following link: <https://www.luiss.edu/students/language-skills/luiss-language-cafe>

The café also possesses over 1,000 books in foreign languages, newspapers, and magazines from around the world, reading space and three Mac stations available to students for research, job interviews, and video and podcast creation.

The café promotes and shares its activities on Facebook and Instagram.

Luiss Loft: Laboratory of Fabulous Things

Located at the highest point of the Viale Romania Campus, the Laboratory of Fabulous Things – LOFT is conceived as a space to foster and enhance an academic culture promoting the use of technology, design thinking and creativity. The LOFT promotes and develops creative activities through its flexibility and the many spaces it provides, such as: an information point, an area dedicated to coding with 3 special stations, a space reserved for video editing with green backdrop, video-camera and microphones, a hi-tech cinema and an open space with 3D printers and various Arduino kits, Raspberry, LEGO Mindstorms and Makeblock. In the lab, there are 11 iMacs with all the software required to produce professional audio, photos and videos.

You can visit the Luiss website and the LOFT Facebook page for regular updates.

University Canteen

Luiss Canteen, located at Viale Pola and Viale Romania Campuses, supplies highly personalized and a vast selection menu, including functional meals based on healthy foods, vegetarian options and gluten-free recipes. Luiss Canteen has also a take-away service open to students, staff, and



Faculty. Menus can be ordered via the Fresh and Natural App. You can submit your lunch orders in advance before 9.45 am of the same day and dinner orders before 3.30 pm (only at Viale Romania Canteen).

Opening hours and more information on menus etc are available on the dedicated webpage: <https://www.luiss.it/studenti/ristorazione>. These may change at specific times during the year i.e., summer and winter vacation periods. Any changes in opening hours will be placed on the canteen notice board and on the abovementioned link.

3. Health and wellbeing services

Luiss Wellbeing Hub

The new Luiss Wellbeing Hub is located in Viale Romania. The Hub, coordinated by Professor Maurizio Evangelista, will offer 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, teachers, and staff will be able to book the following consultations:

- General consultation
- Nutritional orientation
- Cardiology, ECG and Echocardiography
- Abdominal ultrasound, urogenital apparatus, osteo-arthromuscular
- Gynecology and Osteoporosis
- Endocrinology and thyroid ultrasound
- Pain medicine and Long Covid Observatory

To book an appointment, use the online booking service and select "Luiss Wellbeing Hub".

Check-ups and screenings

All students are eligible to take advantage of free regular check-ups as provided by our associated clinics:

- **Laboratorio CGH - Compagnie Générale des Hopitaux** - Via Nomentana n. 173 - Tel. 06.44252747 - Open: Monday - Saturday, 7:30 am - 10:30 am, no appointment necessary
- **CONI - Istituto di Medicina e Scienza dello Sport** - Largo Piero Gabrielli, 1 - tel. 06.32729300 - Open: Monday - Friday, 8:00 am - 8:00 pm, reservations by phone or by writing to medicinadellosport@coni.it

Students may take advantage of the free service once a year by contacting the laboratories above directly.

The service includes:

- Lab tests: Blood Count, Azotemia, Glycemia, Urine tests, Ves, Total Cholesterol, Cholesterol HDL, Cholesterol LDL, Triglycerides, Uricemia, Sideremia, Sodium, Potassium, Total Proteins, GOT, GPT, Creatinina, Total / Partial Bilirubina, Gamma GT, TSH, Ferritina (women only).

Students should not eat the morning of the examination and should bring a urine sample using a sterilized, sealed container that can be purchased at a local pharmacy.

- Electrocardiograms: by appointment only
- Additional screenings on demand: HIV tests and Pap smears or other gynecological exams.

Other exams not listed above may also be requested from either laboratory.



Students may then view their exam results online or have them sent via email.

Students needing a sports activity certificate can request one during their check-up with the [Istituto di Medicina e Scienza dello Sport del CONI](#). Students may make an appointment by calling the number above or by writing to medicinadellosport@coni.it

At the [Luiss Wellbeing Hub](#) – Viale Romania 32, Dr Cutolo is available to help students understand their exam results during regular office hours.

Counseling at Luiss – Luiss ti ascolta

Luiss ti ascolta (Luiss is here to listen) is a free counseling service for Luiss students, young graduates and PhD Candidates. The counseling service is always active and available to organize Skype meetings from home. Two young professionals are available to talk to you in English or Italian, and will **fully respect your privacy**. Anything you discuss with them will be in **strict confidence**, before and after the counseling sessions.

The service provides a space for listening and reflecting, so that students can talk about their problems and get through difficult or confusing times by relying on their own personal resources and strength. The first series of counseling sessions (1 to 3 appointments of 50 minutes each) will be preceded by a conversation with the psychologist, on the phone or via email. At the end of this first phase, depending on your specific needs, an additional cycle of counseling sessions may be provided.

To make an appointment, you can send an email to luisstiascolta@luiss.it or call +39 340 513 50 54.

The phone lines are open during the following hours:

Monday 12:00 pm - 2:00 pm; Tuesday 7:00 pm - 9:00 pm; Thursday 2:00 pm - 4:00 pm.

Outside of these hours, you can leave a message on the voicemail, making sure to include your contact information so that somebody can call you back. Appointments take place at the Viale Pola campus, during the following hours:

Monday 2:30 pm - 7:30 pm

Wednesday 9:00 am - 2:00 pm

Thursday 11:00 am - 4:00 pm

Friday 9:30 am - 2:30 pm.

For further information, visit the webpage <https://www.luiss.edu/students/counseling-luiss>.

4. Life in Rome

The [City of Rome](#) has a **Call Centre** 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 am to 7.00 pm** and **Saturday** from **8.00 am to 1.00 pm** in Italian and in English. **Tel: +39 06 06 06**

Housing

Finding an accommodation will be a very important and necessary step for moving to Rome.

We can recommend to start looking for a final accommodation as soon as possible. Luiss University works with an exclusive real estate agency to offer students private housing options: CasaLuiss.

<https://www.luiss.edu/students/residences-and-accommodation/private-rooms-and-apartments>

CasaLuiss has a database of private apartments that meet the University's quality standards to offer students options that meet a variety of needs. Qualified staff offer assistance to students by matching their needs with available rooms and apartments, looking for additional options,



accompanying them in visits to selected homes and stipulating contracts with landlords. The service is free to all Luiss students.

Contacts:

Viale Gorizia 17

T: 06 85225755

casaluiss@luiss.it

Public transport

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 circulate from 5.30am to 11.30pm. On Friday and Saturday, the service is extended until 1.30am.

For more information about buses and routes search, please follow this link: <https://www.atac.roma.it/en/home>

Tickets must be bought before boarding the bus and must be validated at the beginning of the journey. Passengers found without a valid ticket will have to pay a fine between € 50 and € 100.

Atac also offers a new ticket payment method via smartphone. More information can be found here: <https://www.atac.roma.it/en/tickets-and-passes/tap-go>

Structures and Services affiliated with Luiss

There are several structures affiliated with Luiss, belonging to different categories, such as cinemas, theaters, hotels, restaurants etc. You can find the full and updated list at this link: <https://www.luiss.it/studenti/convenzioni>.

Make sure you mention you are a PhD Candidate at Luiss University while making reservations, so that the preferential rate can be applied (if any).

Please note: Luiss does not take responsibility for services provided by external bodies.

For any further information, please contact dottorati@luiss.it