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



General information for guest students

Basic Survival Guide












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GENERAL INFORMATION FOR GUEST STUDENTS BASIC SURVIVAL GUIDE

✓ COST OF LIVING

💰 MONEY

On January 1st, 2002 the Euro was introduced as a legal currency in Italy.

Banks – opening hours: Monday to Friday, 8.30 a.m. – 1.30 p.m. and 2.45 p.m. – 3.45 p.m.

It is advisable to go to the bank in the morning. If you wish to open a bank account in Italy you will first have to obtain your *Codice Fiscale*.

Credit cards: these are widely accepted in restaurants, hotels, railway stations and shops. You may use a credit card (Visa, MasterCard, American Express, etc.) to withdraw Euro from Automatic Teller Machines -ATM- outside of most banks. Most cards have a limit on the amount of cash which can be drawn.

We recommend that students bring with them a sufficient amount of Euro or travellers cheques to cover immediate necessities (bearing in mind that there are considerable delays involved in transferring money to Italy from abroad).

🏠 ACCOMMODATION

Luiss University has no dormitory facilities. Most Erasmus students live in private apartments with Italian or international students in the neighbourhoods near the University.

The International Relations Office does not take direct responsibility for providing accommodation. A private organization takes care of it **on the basis of the application forms received** (*by the International Relations Office of Luiss Guido Carli*) **by May 31**.

The average cost is between 300 € for a place in a double room and 400 € for a single room a month plus extras (telephone, electricity, heating, gas). Ask your coordinator for a copy of the accommodation documents. Please read the booking conditions carefully, follow the instructions and complete the application form by the deadline.

🛡️ INSURANCE

All guest students are required to have an insurance policy covering medical care and third party liability. It is advisable for them to take it out in their country of origin because these policies are very expensive in Italy. For students from countries which are members of the European Union some medical costs are generally covered by their national health service (**do not forget to bring your E128!**).

MEALS

- At the university cafeteria: about 2 €
- Take-away pizza shops, snack bars: from 5 to 10 €
- *Pizzerie* (pizza restaurants), *birrerie* (beer houses), fast food, *tavole calde* (self service): from 12 € up.
- *Trattorie, ristoranti* (restaurants): from about 20 € up.

PUBLIC TRANSPORT

Rome is served by an integrated public transport system operated by the companies Atac – Cotral – FS. The system includes a network of metro, bus, tram and metro-type rail services.

- Bus and tram services (ATAC) cover the centre of the city and the suburbs. They operate from 5.30 am to 12.00 p.m. Night bus services is available from midnight to 5.30 a.m. These services are recognized by the number followed by the letter N.
- The price of a single ticket, valid for 1 hour fifteen minutes is 1 €
- The price of a monthly ticket, *intera rete*, valid for all buses and the underground is 30 €

Note: Single or monthly tickets must be bought before boarding the bus. They may be purchased at ATAC kiosks (at the end of the line), newspaper kiosks or *Tabaccherie* (tobacco shops) or from automatic ticket machines. Tickets must be validated on commencement of your journey. Validation machines are located at the rear of buses and trams, at the entry gates of Metro stations and within the entrance area of all rail stations.

The underground service is run by ACOTRAL, which also runs the extra-urban busses. There are two lines, A and B, which connect extra-urban and peripheral zones with the centre. Metro line A runs from *Battistini* Station (Northwest of the city), to *Anagnina* Station (in the Southwest). Metro line B runs from *Rebibbia* Station (in the Northeast of the city), to *Laurentina* Station (in the South). Trains run from 5.30 a.m. to 11.30 p.m. (until 12.30 p.m. on Saturdays). Line A crosses line B at *Termini* Station.

The integrated ticket –Metrebus- provides you with the freedom of using all the modes of public transport within the metropolitan area of Rome excluding, the rail link Termini – Fiumicino Airport. It is valid for up to 75 minutes. The price of a single ticket is 1 €

A shuttle train called *Fs non-stop Termini*, leaving every hour (from 7.37 a.m. to 10.07 p.m.) links *Fiumicino* airport with *Stazione Termini*. The price of the ticket is about 8 €

A shuttle train called *FMI linea urbana*, leaving every 20 minutes (from 6.27 a.m. to 11.27 p.m.) links *Fiumicino* airport with *Stazione Tiburtina*. The price of the ticket is about 4 €

For information about bus and tram service (ATAC) call 800 431 431 (Monday to Friday from 8 a.m. to 6 p.m.). All numbers beginning with 800 or 147 or 1670 are free phone numbers.

Bus and underground information can be found in *Tuttocittà*, a streetmap which is issued annually along with Rome telephone directories.

TAXIS

Taxis in Rome are quite expensive; charges vary with distance, time of day and *supplementi* (extra charges). A taxi is, however, the easiest transportation for students arriving in Rome at Fiumicino airport (average fare about 47 €).

To order a taxi call: 06-3970; 06-3570; 06-5870; 06-4994

- Car hire - through all the main agencies.
- Bicycle hire - various points in the centre of Rome.

BOOKS

Average costs are about 260 € per semester.

LIBRARIES

A large number of libraries are located in Rome. The most important ones are:

The Luiss library, located in via Costanza, 54, holds more than 100.000 volumes, including a current and retrospective collection of 1550 periodicals. The collection concentrates on economics, law and politics.

Open Mondays to Fridays from 8 a.m. to 8 p.m., and Saturday from 8 a.m. to 12 p.m.

- The Central National Library of Rome (*Biblioteca Nazionale Centrale di Roma*), viale Castro Pretorio 105, 00185, tel. +39-06-49891; fax +39-06-4457635, e-mail: bnorm@cosput.it;
- *Biblioteca Universitaria Alessandrina*, piazzale Aldo Moro 5, 00185 Roma, tel. +39-06-4474021, e-mail: alessandrina@librari.beniculturali.it.

SHOPPING

It is less expensive to buy basic necessities (food, toilet articles, clothes) in large stores or supermarkets, such as STANDA, UPIM, GIESSE, SMA, SIDIS, etc. than in small shops.

CINEMA / THEATRE / CONCERTS

Cinema: a cinema ticket costs about 7 € (with a reduced price of about 4 € on Wednesdays in many cinemas). Films in English are shown at the *Pasquino*, vicolo del Piede, Trastevere, and the Quirinetta, via Minghetti Marco, 4.

Theatre and concerts: tickets generally cost between 15 and 30 €. Many associations give reductions to students. Tickets at reduced prices are sold at Luiss Guido Carli on a weekly basis. For detailed information call *Diritto allo Studio*, viale Gorizia 17, 00198 Roma, tel. +39-06-85225410.

SPORTS

The Sports Association at Luiss Guido Carli offers all students the opportunity of playing sports (basket ball, foot-ball, rugby, volley, etc.). It also organizes seminars and meetings with guest speakers. The Luiss basket ball team participates in the national championship.

For further information students may contact the **Sports Office**, viale Pola 12, 00198 Roma, tel. +39-0685225400, e-mail: sport@luiss.it, open from Mondays to Fridays from 10 to 13 a.m., and Monday and Wednesday from 3 to 4 p.m.

✓ MISCELLANEOUS

Italian time in relation to Greenwich mean time: + 1 hour from October to March, + 2 from April to September.



CLIMATE AND CLOTHING

Italy extends 1,200 km from North to South, so the climate varies considerably, with winter temperatures of -5° C (23° F) in the North, and summer temperatures of 40° C (105° F) in the South. Rome, with its central position in the peninsula, has a mild climate, with temperatures rarely reaching the extremes indicated above. Consequently, light or medium-weight clothing is recommended. It is advisable, however, to come provided with a raincoat, and an overcoat or heavy jacket for the winter. Do not forget a knapsack or bag for when you are moving around, a bathing suit, and a pair of tennis shoes.



POST OFFICE

Open Monday to Friday 8.30 to 13.30. Saturday: 8.30 to 12.00. Some offices in the centre have longer opening hours, closing time is between 6 and 7 p.m.. Stamps can also be bought at the tobacco shops.



TELEPHONE

The Italian telephone service is run by Telecom, wherever you see the sign Telecom you will find a public telephone. To telephone from a public phone, you need coins, or a telephone card: about 5 € (can be bought from tobacco shops, news stands and in some bars). The cost of a local call is about 20 c., for inter city and international calls you need at least six coins (or the equivalent in units of a telephone card).



TOURISM

For information, the best place to make inquiries is E.P.T. (*Ente Provinciale Turismo*), Rome Offices are at 5 via Parigi, at the central station and at *Leonardo Da Vinci* airport, *Fiumicino*.

Detailed information can be obtained from the Information Office in Rome (*Servizio Informazioni del Comune di Roma*), tel. +39-06-36004399, from Monday to Friday from 9 a.m. to 7 p.m.; website: <http://www.romaturismo.it>

INFORMATION ABOUT ROME

Besides the EPT brochures (see above) good sources of information about streets, monuments, museums, places of entertainment, commercial activity, craftsmen and industry are *Tuttocittà* and the «**Yellow Pages**». Both are issued along with the telephone directories. It is advisable to buy a good map of the city. Another good source of information about what is going on in Rome is *Trovaroma*, a weekly publication which is given out with the Thursday edition of the newspaper *La Repubblica*. Many other newspapers offer similar publications.

EMBASSIES AND CONSULATES

Most Embassies are located in Rome. There are Consulates in the smaller cities.

ELECTRICITY

The current in Italy is 220 volts. If students come from U.K. they will need an adaptor.

EMERGENCY NUMBERS

In case of emergency call 122 (*Carabinieri*), 113 (Police), 115 (Fire Brigade), 116 (ACI Road Assistance), 118 (Ambulance). These numbers can be called without using a coin. Other emergency numbers can be found in the opening pages of the «**Yellow Pages**».

NATIONAL HOLIDAYS

January	1 st	New Year's Day
January	6	Epiphany
April	16	Easter Sunday (2006)
April	17	Easter Monday (2006)
April	25	Liberation Day
May	1 st	Labour Day
June	2	Republic Day
August	15	Assumption Day
November	1 st	All Saint's Day
December	8	Immaculate Conception
December	25	Christmas Day
December	26	Boxing Day

HOLIDAY IN ROME

June 29 St. Peter and Paul



LUISS GUIDO CARLI WEB SITE

<http://www.luiss.it>

Information for guest students can be found selecting **Sudy at Luiss** - *Relazioni Internazionali*.

Search our web site; from time to time, the pages are updated when new information is available.



WEB SITES WITH USEFUL INFORMATION ON ITALY AND ROME

Italy:

<http://www.articles.student.com>

<http://www.about.com>

<http://www.erasmus.indire.it>

<http://goeurope.about.com/library/weekly/aa980402.htm>

<http://goitaly.about.com/travel/europe/goitaly/>

<http://www.roughguides.com>

Rome:

<http://www.thecity.it/roma/turismo.html>

http://www.romagiovane.it/index_english.html

<http://www.romaturismo.com>

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

<http://eee.romagiovane.it>

✓ HOW DO I APPLY FOR A PERIOD OF STUDY AT LUISS GUIDO CARLI ?

WHO CAN APPLY:

First of all, you should be aware of the fact that the International Relations Office of Luiss Guido Carli will accept exchange students only under the Socrates / Erasmus Programme or another exchange agreement.

Other students can only apply for *corsi singoli* and have to pay a fee for each course. At the end of the period of study they will receive a transcript of records for the exams taken.

For *corsi singoli* registration is made through *Segreteria Studenti* of Luiss.

THE STEPS YOU SHOULD TAKE AND THINGS YOU SHOULD KNOW:

Contact the International Coordinator at your Home University. Each *sending* Institution is responsible for the selection of students.

Ask them for all the information, documents, brochures, application forms on Luiss.

We channel all relevant information through partner Institutions and do not, usually, send additional packages to the students selected for the exchange.

Read the instructions carefully before you apply.

➤ Be aware of our deadlines.

Remember, **the language of instruction is Italian**. Your level should be adequate.

Luiss Guido Carli offers an **intensive Italian language course**, held in September, and **courses during both semesters** (3 hours per week). The courses are at two levels, intermediate and advanced. **No provision is made for beginners**. At the end of the courses, the students who have complied with the requirements, will receive a certificate (with grades and ECTS credits) for the work done.

➤ The courses are **free of charge for our exchange students**.

If you feel your language level is not sufficient, take a summer course before coming to Luiss for the intensive Italian language course held in September.

TIMING:

In December and February of every academic year, we send all our partners updated materials, applications, documents and course catalogues for exchange students.

The **deadline** that never changes **is 31 May** for receiving the Luiss application forms.

All the other deadlines slightly change from year to year.

Exchange students will receive an acceptance letter and practical information after the end of May, when Luiss has received their application forms.



THE INTERNATIONAL RELATIONS OFFICE

Dr. **Annamaria A. Ricciardi**
Sig.ra **Anna Liguori**
Dr. **Giovanna Marra**



Via Giulio Alberoni, 7
001198 Rome - Italy



+39-06-85225722



+39-06-86506550



relint@luiss.it



<http://www.luiss.it>

Available for students   

From Monday to Friday 10.00-12.00 a.m.
Tuesdays and Thursdays from 3.00 to 4.00 p.m.

*Dott.ssa A. Ricciardi is available:
From Monday to Friday 11.00-12.00 a.m.
Tuesdays and Thursdays from 3.00 to 4.00 p.m.*

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BACHELOR DEGREES 2005-2006 ACADEMIC CALENDAR

INTENSIVE ITALIAN COURSE

<i>MANDATORY ARRIVAL DATE:</i> <u>For all incoming students</u>	SEPTEMBER	7	International Relations Office Via Giulio Alberoni 7
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ITALIAN TEST	SEPTEMBER	8	Test at 10.30
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CLASSES BEGIN	SEPTEMBER	9	
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CLASSES END	SEPTEMBER	23	
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FIRST SEMESTER

<i>MANDATORY ARRIVAL DATE:</i> <u>For all incoming students</u>	SEPTEMBER	22	International Relations Office Via Giulio Alberoni 7
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CLASSES BEGIN	SEPTEMBER	26	
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CLASSES END	DECEMBER	23	
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→ **EXAMINATION PERIOD: FROM JANUARY 9 TO FEBRUARY 18**

SECOND SEMESTER

<i>MANDATORY ARRIVAL DATE:</i> <u>For all incoming students</u>	FEBRUARY	16	International Relations Office Via Giulio Alberoni 7
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CLASSES BEGIN	FEBRUARY	20	
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CLASSES END	MAY	27	
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→ **EXAMINATION PERIOD: FROM JUNE 12 TO JULY 22**

8 GRADING SYSTEM

Luiss Guido Carli *and* **ECTS**

The maximum final university grade is 110. For exceptional students the degree may be awarded cum laude. Individual courses are graded on a scale of 18/30 (30 e lode).

Luiss Guido Carli grades	ECTS grades	% of successful students normally achieving the grade
30 e lode (30 L.)	A	5 %
30 / 29	B	30 %
28 / 27	C	30 %
26 / 24	D	25 %
23 / 18	E	10 %
< 18	F	/

? FAQ - FREQUENTLY ASKED QUESTIONS

Admission / Enrolment

I am an international student and would like to study at Luiss Guido Carli, what should I do?

If your University has a Bilateral Agreement with Luiss (under the Socrates/Erasmus Programme or other exchange agreement), you can apply through the International Relations Office of your Institution. The first thing to do is to contact the co-ordinator in your home Institution.

If your University does not have an agreement with Luiss:

- you can enrol for single courses (*corsi singoli*). In this case you would have to pay a fee of 600 € per course. In order to enrol read the information available on the web site (Student Office) and contact **Settore Studenti**.
- you can enrol for a degree course. In this case you would have to take the admission test. In order to enrol read the information available on the web site (Student Office) and contact **Settore Studenti**.

Language of Instruction

I do not speak Italian. Do you offer courses in English?

At Luiss the language of instruction is Italian but a few courses in English are offered each year.

Your level of Italian should be adequate (at least at an intermediate level) **because no provision is made for beginners**.

Italian language courses

Do you offer Italian language courses? Who can apply?

Each year Luiss offers intensive an Italian language course in September and extensive courses in both semesters. These courses are both at intermediate and advanced level.

The courses are **only open to students coming from partner Universities and they are free of charge**.

If students do not have a sufficient level of Italian, they should take a summer course before coming to Luiss.

Do I have to take a test? Will I receive a certificate at the end of the course?

Students wishing to attend the intensive September course will have to take a written test before arrival (the deadline for reception of the test is 1st of July 2005).

At the end of the courses, the students who have complied with the requirements, will receive a certificate for the work done (with grades and ECTS credits).

Deadlines and arrival dates

When should I apply for Luiss?

The deadline for Luiss is May 31. By this date Luiss must receive the application forms from the incoming students (**for both I and II semester**) **from the sending Universities**. Find out when and where you have to apply at your Institution.

After the deadline of May 31 students may not be accepted by Luiss.

When should I arrive at Luiss?

There are **set arrival dates for each academic year and they are mandatory**. For the **2005-2006 academic year the arrival dates are:**

Intensive Italian course: 7 September 2005

Bachelor Degrees

First semester: 22 September

Second semester: 16 February 2006

Master Degrees

Second semester (first year courses): 7 September

First semester (second year courses): 16 February 2006

The dates will be sent to the students with the acceptance letters. They are also indicated in the academic calendar and in the web site.

On the set arrival dates the students should go to the International Relations Office at 10.00 or 11.30 a. m., or at 2.30 p. m..

Orientation sessions will be held on the arrival dates and students will receive an information package.

Accommodation

How can I find a room in Rome?

You can apply through Luiss by May 31. In this case CTS (Centro Turistico Studentesco e Giovanile) will take care of finding a room for you. **Make sure you read the booking conditions carefully, follow the instructions and meet the deadlines.**

Of course, you can look for a room by yourself, in this case we advise you to come to Rome at least one week before the beginning of each semester (it is not easy to find accommodation in Rome).

Cost of living

How much will I spend in Rome?

Housing : the average cost is between about 300 €(for a place in a double room) and about 400 € (for a single room) a month plus extras (telephone, electricity, heating, etc.)

Meals: about 2 € per meal at the University cafeteria. From 5 to 20 € in take-away pizza shops, bars, pizzerie, trattorie, ristoranti.

Public transport: the price of a monthly card (*tessera intera rete*) for all public transport is 30 €

Books: about 260 €

Cinema: a ticket costs about 7 €

Theatre and Concerts: the average cost is between 15 and 20 € but many associations give students reduced prices.

Student facilities at Luiss

What facilities are offered to exchange students?

Guest students will have the same facilities as the Italian ones: access to the Library, the University Dining Hall, Computer and multimedia facilities, E-mail, Sports, a Medital Card for free emergency medical service and all the extra curricular activities organised for students such as: film shows, conferences, cultural events, concerts, parties, tours, etc.

Course enrolment and classes - Bachelor Degrees

Which courses can I take?

You will be given access to all the courses in the three Faculties as long as you have the necessary prerequisites and you do not have time-table clashes, because attendance of courses is compulsory.

Full-year courses can only be taken by the students that will spend the whole academic year at Luiss. The Faculty of Law has many full-year courses.

Information about courses can be found in the ECTS brochures in English (www.luiss.it select Ammissione → Study at Luiss) or *Luiss online*: cattedre online, for the course catalogues in Italian.

Course enrolment and classes - Master Degrees

Which courses can I take?

You will be given access to the Master courses in the three Faculties (offered in your period of study), as long as you have:

- a bachelor degree or completed three years of study before departure;
- a very good command of Italian language;
- the necessary prerequisites;
- do not have time-table clashes because attendance of courses is compulsory.

All guest students must send a Programme of study (learning agreement) approved by the coordinator of the home University, before arrival. **After the beginning of classes, students will have one week to select courses and make their final choice.** At the end of the week, a course registration form must be presented to the International Relations Office.

After the deadline it will not be possible to change or add courses.

Exams and the Italian examination system

How do I register to sit an exam?

Guest students will be automatically registered for all the examination dates (appelli) for all the courses they have taken.

At the end of each exam students **must always sign the examination register** (verbale d'esame) which will also be signed by the professors. This is very important, otherwise the grades will not be included into their transcripts of records.

When can I sit exams?

Bachelor Degrees examination periods a. y. 2005-2006

First semester: from 9 January to 18 February

Second semester: from 12 June to 22 July

Master Degrees examination periods a. y. 2005-2006

Second semester: from 9 January to 18 February

First semester: from 12 June to 22 July

The exact examination dates are decided by the professors at the end of each semester. They will be published in the notice boards of the three Faculties and in the Luiss web site (Luiss online: ☐ *cattedre online* ® *write the faculty* ® *write the name of the professor and the title of the course* ® *cerca* ® *online* ® *date esami*)

Exams can be taken only on the official dates. Please note that NO special examination arrangements can be made for exchange students. Therefore students should make their travelling arrangements according to the examination periods.

Are all the exams oral?

The Italian University system is based on oral exams although some courses may require written work during the semester or a written exam before the final oral examination.

Transcripts of records

When will I receive my transcript?

Original transcripts of records will be sent both to the students and partner institutions after the end of each examination session. **The students who come to Luiss for the whole academic year or for the second semester will receive the transcripts by mid-September.** *The examination session ends at the end of July and transcripts cannot be prepared before the session is over. Since the University closes in August, the transcripts can only be issued by the Student Office after the Summer break.*

The International Relations Office

When can I contact the office?

Office hours:

Morning: from Monday to Friday, from 10.00 a.m. to 12.00 a.m.

Afternoon: Tuesdays and Thursdays, from 3 p.m. to 4 p.m.

Dr. A. Ricciardi:

Morning: from Monday to Friday, from 11.00 a.m. to 12.00 a.m.

Afternoon: Tuesdays and Thursdays, from 3 p.m. to 4 p.m.

In the Summer, from mid-June to mid-September, the Office is closed on Friday afternoons.

Luiss Guido Carli - Area Map



Viale Pola 12 (main campus)
Presidency, Rectorate, Faculties of **Economics**
and **Political Science**, Administrative Offices,
Dining Hall, Sports Office

Via di Santa Costanza 53
Library

Via Tommasini 1
Research Departments
School of Journalism
Computer Centre

Viale Gorizia 17
University Union, Medical Doctor
Student Associations

Via Parenzo 11
Faculty of Law

Via Alberoni 7
Student Office
Placement Office
The International Relations Office



via G. Alberoni 7

Luiss Guido Carli – main campus: viale Pola 12
 Location of Master Programmes: via Yser 18 / via Lovanio 10



Percorso in bus da viale Pola 12 **(P)** a via Yser 18 / Via Lovanio 10 **(A)**

P = Partenza da :	Viale POLA 12	
recarsi alla fermata	Nomentana/Villa Paganini	
Prendere la linea	36 (Termini) per 2 fermate oppure 84 (P.za Venezia/Campidoglio)	36 ogni 7 min. 84 ogni 8 min.
Scendere alla fermata	Nomentana/Regina Margherita	
recarsi alla fermata	V.le Regina Margherita/Nomentana	
Prendere la linea	3 (Thorvaldsen) per 3 fermate oppure 19 (Risorgimento/S. Pietro)	3 ogni 7 min. 19 ogni 10 min.
Scendere alla fermata	Liegi/Bellini	
A = fino all'arrivo :	Via YSER 18 / Via LOVANIO 10	

