



HR EXCELLENCE IN RESEARCH



SAPIENZA
UNIVERSITÀ DI ROMA

INTERNATIONAL RESEARCHER GUIDE



WELCOME TO SAPIENZA

Dear Researchers,

It is with great pleasure that I welcome you to Sapienza University of Rome and introduce our International Researcher Guide, a comprehensive resource designed to showcase the vibrant landscape at our esteemed institution.

Sapienza University of Rome, one of the largest and oldest universities in Europe, is renowned for its commitment to research across a wide range of disciplines. We are deeply committed to fostering innovative research that addresses the most pressing challenges facing our global society. At Sapienza, our faculty and researchers are driven by a spirit of investigation and collaboration, pushing the boundaries of knowledge within all the research fields. Our commitment to research excellence is supported by our state-of-the-art facilities and infrastructures, which provide a unique environment to foster creativity and scientific inquiry.

Sapienza places the utmost attention on the development and support of researchers' careers. In 2020 we received the "Human Resource Excellence in Research" award, a recognition given by the European Commission for its commitment in implementing the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. Within this framework Sapienza's vision is to create the best professional and social conditions for the development of your activities.

Through this guide, you will gain insight into the diverse initiatives and facilities available within our university. We firmly believe that collaboration and joint effort is the key enabling ingredient to achieve impactful outcomes; therefore, we are dedicated to building strong partnerships with academic institutions, companies, and research organizations worldwide. We invite you to explore our research centers, engage with our faculty, and discover the opportunities for collaboration that await you at Sapienza.

We hope this guide serves as a valuable resource as you embark on your research journey with us. We look forward to welcoming you to our campus and engaging with you to advance knowledge and foster innovation.

Warmest regards,

The Rector
Antonella Polimeni

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SAPIENZA FOR RESEARCH

Facilities, opportunities, projects

1. ENTRY AND STAY IN ITALY

1. ENTRY AND STAY IN ITALY

This section provides researchers coming from abroad as workers at the Departments or Centers, visiting researchers, and visiting professors with step by step information and support on entry and residence procedures to help you plan your move and help you make your relocation a smooth transition.

Getting started

If you are reading this guide, you are most likely here as a PhD, as a researcher or as a visiting professor or researcher.

Please note, that within the Italian legal system and, more specifically, within Sapienza university regulation system, you shall have a different status depending on the relationship with the University.

If you are **enrolled in a PhD in Italy**, in general you are recognised as an enrolled student with a scholarship and not as a worker, even though PhD scholarships grant access to a certain level of social security.



1. ENTRY AND STAY IN ITALY

If you maintain a strong bond with your home institution, you shall most lightly be here as a **visiting professor or researcher**. Please note that, to this end, your stay should be of a minimum of thirty days and will have to be pre-approved by the Council of the hosting Department in order to award you the actual *status*. Visiting professors or researchers have to be covered by health, accident, and third party liability insurance in order to freely access the Department facilities.

If you, instead, **have an employment contract** with Sapienza, you are considered a worker, although depending on the type of contract you may be an employee or a collaborator. This is the case for most researchers.

1. Entering Italy and applying for a visa

EU CITIZENS

Citizens from the European Union (EU), the European Economic Area (EEA) and Swiss nationals do not need a Visa and can enter Italy with a valid Identification Card (ID) or Passport.

NON-EU CITIZENS

If you are a citizen from a country other than those mentioned above, depending on the reason and length of your stay, you may be required to apply for a visa for entrance in Italy. To find out if you need one, please fill out the questionnaire at the Ministry of Foreign Affairs and International Cooperation (MAECI) dedicated webpage: <http://vistoperitalia.esteri.it/home/en>

1. ENTRY AND STAY IN ITALY

STAYS EXCEEDING 90 DAYS

For stays exceeding 90 days, non-EU/EEA citizens are always required to apply for a Visa to enter Italy: in this case, you can apply at the Italian Embassy or Consulate of reference for your current residence.

Your hosting Department at Sapienza shall assist you in your visa application, so make sure you reach out to check what visa type is applicable before you book an appointment with the Consulate. Please note that – depending on the type- the procedure to obtain a visa may be long (2 months or longer for one person, up to six months if travelling with one or more family members), so make sure to plan out your procedures and contact your hosting Department well in advance.

MOST COMMON VISAS APPLICABLE

Here you can find a brief overview of the most common types of visa applicable for researchers wishing to stay in Italy. Uniform Schengen Visa (USV): this visa is applicable for short stays (normally up to 90 days) in Italy and in other countries that are part of the Schengen Convention. A USV issued by diplomatic-consular missions of other countries in the Schengen Convention, also grants entry into Italy. Depending on your request, the Consulate may grant you a single-entry visa (valid for one





entry and consecutive stay) or a MULTI-visa on which you can leave and re-enter the Schengen area multiple times, as long as your total stay does not exceed the total number of days granted within a specific time frame (eg. 90 days within the 180 of its validity).

National Visa (NV): also known as a “D type visa” is a long-term entry visa (for more than 90 days) that grants access for long-term stays in the country you applied for. A long term visa also allows free circulation in the territory of other European Member States for a period of no more than 90 days every 180 days. The most common types of NV applicable to research are:

- **Visa for Scientific Research:** researchers coming from third countries, who have been selected and receive funding by either private or public research institutions acknowledged in the official list published by the Italian Ministry for University and Research, are entitled to apply for this type of long-term entry visa (more than 90 days). Researchers can only obtain this type of visa as part of a Hosting Agreement with one of the officially recognised research entities. Normally this type of visa applies if you are signing an employment contract with Sapienza University.
- **Study Visa for research purposes or high-level collaboration:** if you are not signing an employment contract with the University, you may be eligible for a special type of Study visa. This case always applies to PhDs and, in most cases, to long-term visiting professors or researchers. When booking an appointment, you shall have to select “Study visa” and add the extra explanation in the notes section. Consulates are not always well aware of how this type of visa may be applicable so it may be necessary to ask the university to reach out to the Consulate once you have booked your appointment, in order to explain the specificity of your request.

1. ENTRY AND STAY IN ITALY

Keep in mind that a 90 day VSU can never be extended or converted to a long-term residency permit. Once your VSU has expired you shall have to leave the Schengen area. Therefore, it is extremely important that you evaluate carefully if your stay in Italy is going to exceed 90 days before you apply for a visa and enter the country.

Please note that it is not possible to sponsor business visas for research purposes or for attending conferences. Normally, one of the types listed above shall apply. If – instead- you are not coming as a researcher but -instead - as a professor or to hold teaching or language teaching activities specifically, other specific visas shall apply. To this end, we invite you to contact the Department that shall reach out to the competent office. Please find an orientation box for Sapienza Central Administration Offices included at the end of this guide.



1. ENTRY AND STAY IN ITALY

FAQ 1.1

How do I find out if I need a visa?

You can fill out the online form at the Ministry of **Foreign Affairs and International Cooperation (MAECI)** webpage with the details related to your stay.

How do I find out what visa type is applicable to my situation?

After checking the above, reach out to your host department that shall help you decide what visa type you should apply for in line with the University Guidelines.

How long does it take for a visa to be issued?

It depends on a number of factors (among these, waiting lists at consulates within your country of residence). Providing you don't have to wait too long for your appointment and your documentation is complete and accurate, we estimate: 1-2 months for a study visa; 2-3 months for a research visa; around 6 months for any visa type when travelling with family members.

If I enter with a VSU and I then find a job or decide to sign up for a course, can I ask for a residency permit directly?

No, you shall have to return to your country of origin and apply for a long-term visa.

Can I travel to other countries with a "D type visa"?

Yes, it is possible for a limited time, providing your first entry is registered in the country you applied for. Remember to check if the country that you are travelling to requires you to register your stay.

I am an extra EU citizen residing in another EU country and have to sign an employment contract for research in Italy, do I need to apply for a Visa?

Yes, you can apply directly in the EU country where you are currently resident.

1. ENTRY AND STAY IN ITALY

I am an extra EU citizen residing with a permit in another EU country and have to spend a period for research in Italy while employed in another country, do I need to apply for a Visa?

No, but your hosting department shall have to provide compulsory registration, so make sure you inform them. If your stay is for less than 180 days they shall file a communication, if it exceeds 180 days they shall have to file for a “research mobility” nulla osta within one month of your arrival.

LINKS AND CONTACTS 1.1

Italian Ministry of Foreign Affairs and International Cooperation (MAECI) page to check if you need a Visa – <https://vistoperitalia.esteri.it/home/en>

List of Sapienza Departments in English – <https://www.uniroma1.it/en/pagina/departments>

Regulation 265/2010 – Amendment of the Convention Implementing the Schengen Agreement and Regulation - <https://www.eumonitor.eu/9353000/1/j9vvik7m1c3gyxp/vitgbgiuunz6>

Fiumicino airport border control police – Tel 06.65953595 (24 h)

1. ENTRY AND STAY IN ITALY

1.2 Applying for a residence permit

EU CITIZENS

If you are an EU citizen staying in Italy for more than 90 days, you do not have to apply for a residence permit, but you have to register with the Registry Office for Temporarily Present Citizens (Anagrafe cittadini temporaneamente presenti) at the Municipality Office. They will require specific documents to be submitted, therefore we recommend that you contact them in advance, in order to have a complete list of all the required documents.

NON-EU CITIZENS

If you are a non-EU citizen and have entered Italy on a VSU or with an entry stamp valid for up to 90 days you do not need to apply for a Residence Permit. However, please note that, if you are entering Italy from another state in the Schengen area you most likely shall not have passed border control. In this case you must report your presence within 8 days after your arrival in Italy at Police Head Office (Questura) by submitting the Declaration of presence form (Dichiarazione di presenza). Such formality is dealt with automatically by your host if you are staying in a hotel, airBnB or other registered accommodation. If you travel from a non-Schengen State, you should report your presence to the border authorities when entering Italy and a uniform Schengen stamp will be put on your Passport.

If you enter Italy with a long-term Visa (VN), you must apply for a residence permit (Permesso di Soggiorno) within **8 working days following your arrival in Italy.**

There are two offices that deal with the procedure: the Sportello Unico Immigrazione (SUI) and the Immigration Office. **If you are entering with a Research Visa** you will first register with the SUI and then be called by the Immigration Office several months later.

1. ENTRY AND STAY IN ITALY

If you are entering with a Study visa you are not required to register with the SUI and you will be only called by the Immigration office several months after you have filed your postal kit.

HOW TO APPLY FOR A RESIDENCE PERMIT

If you have an employment contract with Sapienza (Research Visa) your hosting department must book an appointment with the (SUI, Prefettura of Rome, Via Stendhal 1, Eur) **within 8 days of your arrival**. You shall be accompanied to the appointment by a University staff member delegated by the head of Department. If your permit exceeds 365 days, you shall sign an “integration contract” that shall require you to follow Italian and Constitutional classes provided for by the State (this will most likely happen a few months later). Once you have registered, you will be handed a pre-filled kit that you can send off at any post office along with your payment.

If you are here with a Study Visa, you must file a request using a postal kit within 8 days of your arrival. You can collect the Residence Permit Kit at the nearest post office (there is also [one inside the university campus](#)). Complete the application form and attach copies of all the required documents, along with a tax revenue stamp. If you need assistance filling out your forms, we advise to choose a post office where employees speak English and are able to assist you specifically (see box below). The cost of the Residence permit varies according to the duration of the stay requested: you can check the amount due at the [Ministry Webpage](#).



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At the post office, you will be given a receipt of your posted application which is your proof of having applied for the residence permit. Please make sure to keep it safe since it is the only document provided until your definite permit is ready.

Your definite permit will be ready a few months later (average time for processing is 6-8 months). You will receive a registered letter from the Immigration Office providing you with an appointment to take photos and fingerprints. Roughly one month after that your actual card shall be delivered for pick up. There is a police office inside Sapienza University that is constant contact with the immigration office, you can ask for your card to be sent there and pick it up making an appointment.

Keep in mind that the type of residency permit that you apply for must correspond to the visa type that you applied for. It is not possible to enter the country on one kind of visa and then apply for a different type of residency permit. You can only change your permit type once your first permit has been issued (this may take up to 10 months).

Keep in mind that if you have a visa and entry stamp, you can travel within Schengen up to 90 days within 180 exhibiting your visa and entry stamp. If you plan to stay in another country applying the Schengen convention for several days, make sure to check if there are specific registration requirements for your destination. If – for some reason- you do not have a visa and entry stamp you must ask for a special temporary permit to travel (unless you are travelling to and from your home country).

PROVING YOUR RESIDENCE

For your first registration at the Sportello Unico Immigrazione (SUI) or at the post office, **you will be asked to prove a temporary domicile**. As a form of proof for short term stays your hotel or bnb registration with the local authorities is normally accepted (this is a standard compulsory procedure for anyone renting, including private hosts, so don't be afraid to ask your host for a receipt). If, instead, you are staying with friends, you shall have to ask

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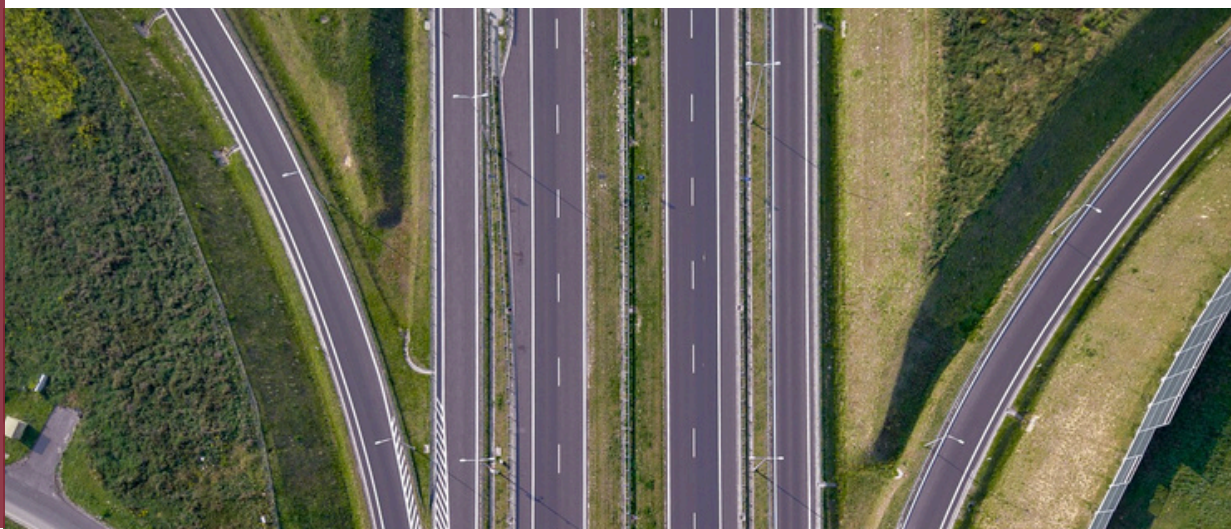
them to file a form called “**cessione di fabbricato**” or “**Dichiarazione di ospitalità**” to the local police office stating that they are hosting you. Make sure to bring the receipt with you at the appointment.

If you are **registering with family members**, you shall be asked to provide proof of a registered rental contract of the duration of at least six months, duly registered at the tax office, starting from the moment of your first registration.

Several months later, when you are called in to register fingerprints and photos by the Immigration Office, you will be asked to prove your long-term domicile. You will be asked to either provide a long-term registered rental contract or – if you are hosted by a friend- a “cessione di fabbricato”. This document needs to be filled out by your property owner or by the person who is entitled to use the apartment in force of a rental contract or similar title. Please make sure that whoever is hosting you or renting you an apartment at any title is able and willing to provide this document since it is crucial for your Permit release.

EXTENDING YOUR STAY OR FILING FOR A CHANGE IN PERMIT TYPE

When your permit is coming to its end, you have different options depending on your situation and the type of permit you have. Remember to check your options before hand, since any request should be presented 60 days before expiry (even though late requests are accepted, providing your permit has not yet expired).



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Extension of the same permit type can be requested directly at the post office before expiry. You shall be requested to provide proof that the reason you originally requested your stay for is still valid and the same conditions are met (i.e – a new Convention for your employment contract or a new study/research period, proof of resources, insurance, ect.). Make sure to reach out to your Department beforehand so that they can prepare the relevant paperwork in due time.

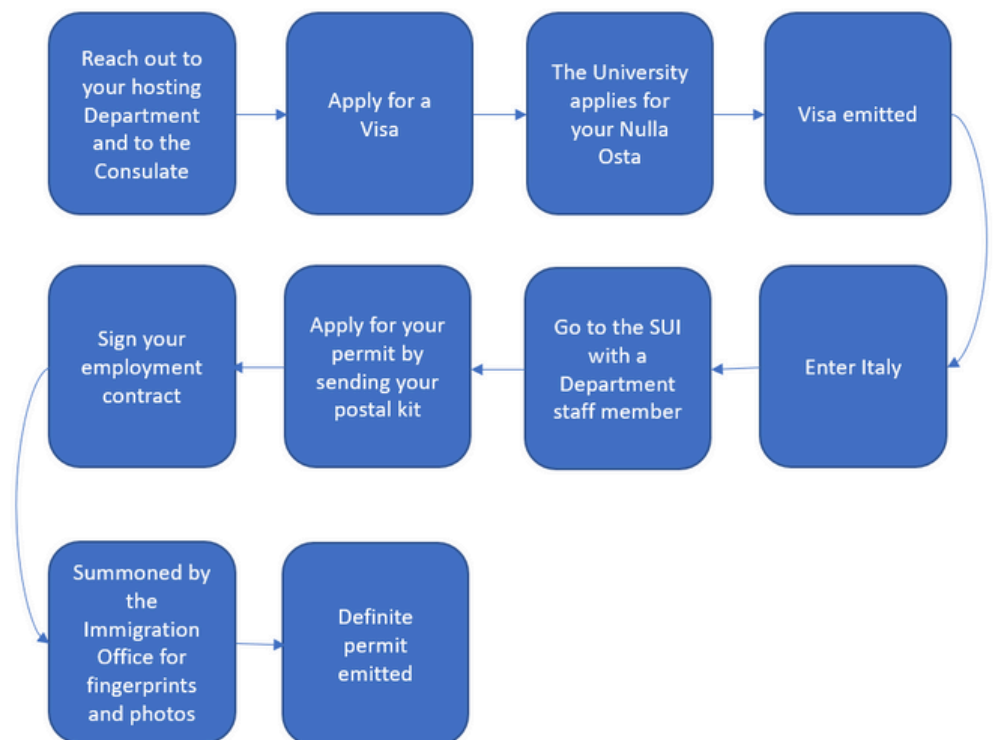
A change in permit type is possible, but only once your definite permit has been issued. If you need to change your permit from “study” to “research”, your employer (hosting Department) shall have to present a “nulla osta” request to the Prefettura, this may take up to two months. If you have, instead, entered on a study visa and wish to convert it to research permit shortly after, keep in mind that this shall not be possible before your definite permit is emitted (8 to 10 months) so make sure to plan out what visa type you request beforehand, accordingly.

If you foresee a short interruption in your research career or have recently finished a Phd in Italy, keep in mind that in certain cases it is possible for you to file for a temporary residency permit and stay up to one year. You shall have to file for a **permit for employment seekers** “Permesso di soggiorno ricerca lavoro” after signing up at the local employment agency (Centro per l’impiego) and prove you have sufficient resources to live on. Generally, you are eligible for this type of visa if you have either: recently graduated or obtained a degree in Italy or if you have been employed by the university but your contract is coming to an end. If you find a job while you are on an employment seeker permit, you can then be employed directly without having to request a nulla osta. If offered a contract, make sure to inform your Department that you are in possession of such a permit.

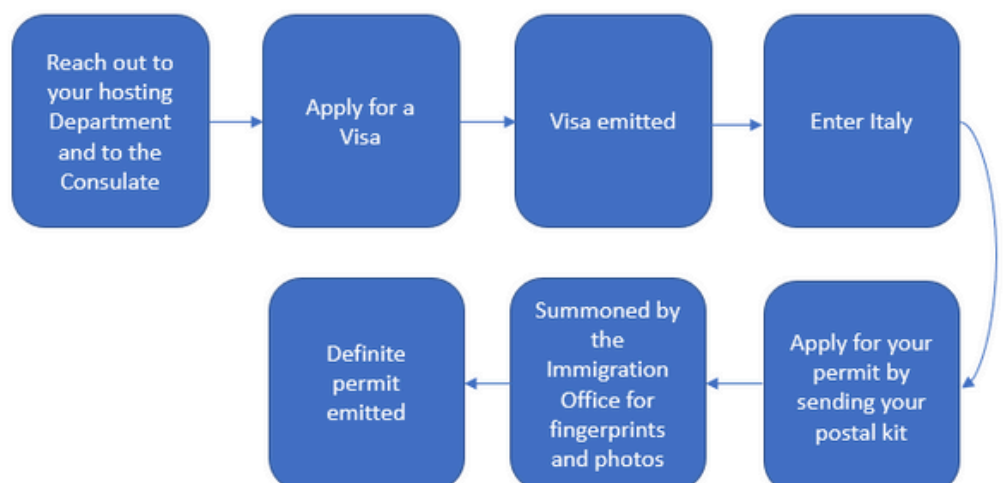
1. ENTRY AND STAY IN ITALY

PROCESS OVERVIEW - Citizens from third countries staying > 90 days

RESEARCH VISA



STUDY VISA



1. ENTRY AND STAY IN ITALY

FAQ 1.2

I have to apply for a permit for study purpose, can I apply myself?

Yes, you can do it directly at the Post office.

I have to apply for a permit for research purpose, can I apply myself?

No, you should ask your hosting Department to book an appointment with the SUI within 8 days of your arrival.

Do I have to wait for my actual residency permit to be issued to sign a contract and start working?

No, you can start work as soon as you hand in your application by post, a few days after you arrive.

I came with a study visa and now I want to work, can I work with a study permit?

Only within certain limits (part time) and if you maintain your “study” status; while you cannot work as a full-time researcher with a “study permit”.

I am planning on coming alone, do I need a long-term rental contract?

No, a hotel booking for a couple of weeks shall be sufficient. If you are a guest, make sure your host registers your hospitality period at the local police office.

I am planning to come directly with my family, can I just book a hotel for a long stay?

No, unfortunately that is not possible, you need to find a transitory long-term contract. You can check for some advice in the section dedicated to housing. If you are coming on a research visa you shall not be asked to provide further proof regarding appropriateness of housing other than a signed contract, while this may be requested when applying for family travel connected to a study visa. For further detail we advise to reach out to the Department that shall advise you regarding the best procedures to follow.

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During my stay my family came to visit on a tourist visa, can they stay and ask for a residency permit?

In theory yes, they can present a “cohesion” request before their visa expires. To do so, you have to be entitled to a regular registered contract and this is only possible if your definite residence permit has been issued (this may take 8 months or longer after your postal kit has been handed in). Due to the long waiting time, public authorities in Rome often allow you to file a request beforehand, but it is not guaranteed that your request will go through since this is not standard procedure and therefore implies some level of uncertainty. If the request is accepted, your family members will be given a receipt and they can then overstay until their family permit is emitted.

My employment contract is coming to an end and – therefore- so is my residency permit, but I wish to seek apply for other opportunities here, what should I do? (or) I have recently obtained a master’s or PhD or other degree in Italy and I am applying for open research positions in the University, what should I do?

If you plan to stay in Italy after contract termination or graduation, sign up to the Employment Agency and declare your availability to work. Upon proving sufficient resources, you can file for a job seeker permit that shall can be granted for up to 12 months. In some cases, you may be entitled to cover unemployment benefit during this period (see below).

My appointment with the SUI has been scheduled late and I need to start work as soon as possible, can I sign already?

Providing you have obtained your nulla osta and booked your appointment, you can send off your postal kit while waiting for your appointment and sign your employment contract straight away. Just make sure that after your appointment you send a copy of the documents you are given to the central immigration office at immigrazione.segreteria.rm@poliziadistato.it along with a copy of your receipt. Don’t forget to take the originals with you when you are summoned for your definite permit release.

1. ENTRY AND STAY IN ITALY

LINKS AND CONTACTS 1.2

Information for registering your residence in Rome – <https://www.comune.roma.it/web/it/scheda-servizi.page?contentId=INF22111>

List of municipality offices available selecting “MUNICIPI” from the dashboard of the general home page - <https://www.comune.roma.it/web/it/home.page>

Sportello Unico Immigrazione – Via Stendhal, 1 (EUR-Viale della Civiltà Romana) – Ground floor – certified email address: immigrazione.prefrm@pec.interno.it
https://www.prefettura.it/roma/contenuti/Comunica_con_L_ufficio-49025.htm

Immigration Office – Via Teofilo Patini n.23, 00155 (ROMA - RM) - Telefono: 06 46863911 - Fax: 06 46863067

Email: immigrazione.segreteria.rm@poliziadistato.it
Registered email: dipps172.00p0@pecps.poliziadistato.it
<https://questure.poliziadistato.it/servizio/orari/5730dc9d12479962542426>

Sapienza Police Office – Telefono e indirizzo
Ministry of Political and Social Affairs- General Information page -

Ministry of Political and Social Affairs, cost for residence permit - <https://integrazionemigranti.gov.it/it-it/Altre-info/e/4/o/5/id/1/Il-permesso-di-soggiorno>

English speaking post offices with residence permit service – Addresses –

- Piazza Dante 9, 00185;
- Via Arenula 4, 00186;
- Via Marsala 39, 00185;

Via Canosa di Puglia 14, 00177

1.3 Recognition or equivalence of your foreign degree

If you have a degree earned abroad and wish to have it recognised in Italy, the process for recognition varies according to the purpose for which the document needs to be recognised.

- **for academic recognition** you will have to apply to an Italian university;
- **for non-academic recognition** you will have to apply to specific administrations, accordingly. This is the case for most open competitions.

Through the [CIMEA](#) website you can find out which type of recognition and what type of administration you should refer to. Furthermore, if you are applying to a competition at the University, you need to contact the administration managing the specific call to find out what documents are accepted and at what stage. In most cases, you will be able to participate to the competition and then apply for recognition if you win, before signing your contract. In any case, before moving, it is always advisable to have your degree legalised and translated. Keep in mind that if you need to apply for a Declaration of value (see next paragraph), that this can only be issued by the Italian Embassy in the country where the qualification was awarded or, if issued by a school with a system that differs from the candidate's place of residence, by the country to which the qualification system adheres.

AUTHENTICITY OF FOREIGN QUALIFICATIONS

Legalization or Apostille

Qualifications and certificates must be legalized at the Italian Embassy in order to guarantee their authenticity.



If the country where you obtained your qualification has joined the [Hague Convention](#) (1961), instead of requesting legalization from the Italian Embassy you must have your documents apostilled by the designated local authority. Consult the [list of competent authorities](#) for each country.

Authenticity/Verification certificates

Authenticity verification certificates issued by or in collaboration with [ENIC-NARIC](#) centers or similar institutions are usually accepted.

VALUE OF FOREIGN QUALIFICATIONS

Diploma Supplement based on the European Commission standards

Academic qualifications issued by universities and higher education institutions of countries belonging to the European Higher Education Area can be accompanied by a Diploma Supplement that must be requested to the institution that issued the qualification.

Certificates issued by ENIC-NARIC centres or similar institutions

For qualifications issued in countries adhering to the Lisbon Convention, certificates of correspondence are normally available for free download from the [ARDI database](#).

Declaration of value

In all other cases, you will have to most likely apply for a Declaration of Value issued by the competent Embassy or Consulate. This is an informative document that can be used by the Italian educational institutions and administrations responsible for the recognition of degrees, for the purpose of the continuation of studies, professional recognition, and so forth.

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TRANSLATION

If you are in Italy, translations have to be sworn on at the [District court](#) by a translator who does not correspond to the person the document is entitled to. If you are not yet in Italy, the translation has to be done according to the criteria established by the [Ministry of Foreign Affairs and International Cooperation \(MAECI\)](#).

1.4 Italian tax system

The tax system is managed by the [Revenue Agency](#) (Agenzia delle Entrate) at national level. Overall, taxes are levied at national, regional and municipal level and can be grouped into two main categories:

- **Direct taxes** such as on personal income (known as IRPEF - Imposta sul Reddito delle Persone Fisiche), on the income of enterprises (IRES - Imposta sul Reddito delle Società) and on regional productive activities (IRAP - Imposta Regionale sulle Attività Produttive).
- **Indirect taxes** such as on goods, services or imports (IVA – Imposta sul Valore Aggiunto, equivalent to VAT), on real estate (IMU), etc.
- Along with the main taxes, which are applied at national level, there are also **local taxes** (e.g. tax on municipal solid waste management).



1. ENTRY AND STAY IN ITALY

The Tax Year runs from 1st January to 31st December. All workers are subject to taxation of their income or other benefits. The tax basis and the amount of taxes to be paid varies according to the type and duration of the work contract (e.g. fellowship, assegno di ricerca, etc.) as well as on the level of income declared.

Although there are some exceptions, generally income tax is deducted at source by employers on the basis of the estimated annual income. Tax balance due is calculated at the end of each year.

Social security contribution is generally paid by the university. It comes into the calculation of employment costs, but not into the calculation of your gross salary that you shall have to use as basis for calculating your tax deductions. However, depending on the type of grant received, some exceptions apply and social security expenses may -instead- be mentioned in your contract. In this case you shall have to apply the deduction to the overall amount before calculating taxes.

Keep in mind that this is the case for most European Commission Grants: your contract should state both the overall amount granted by the Commission to the university, including all employment costs. This means that to work out your final salary, you need to deduct social security contributions first, and then apply that taxation using the resulting amount as a basis.

For an accurate estimate of taxes due, please refer to your hosting Department that is in charge of managing your contract.

Contributions for visiting professors that are corresponded in the form of lumpsum reimbursements are to be considered gross of taxes regulated by fiscal law (IRAP, amounting to 8,5 % and IRPEF for non-residents, amounting to about 30%). For contributions exceeding 5.000€, social security contributions are also due.

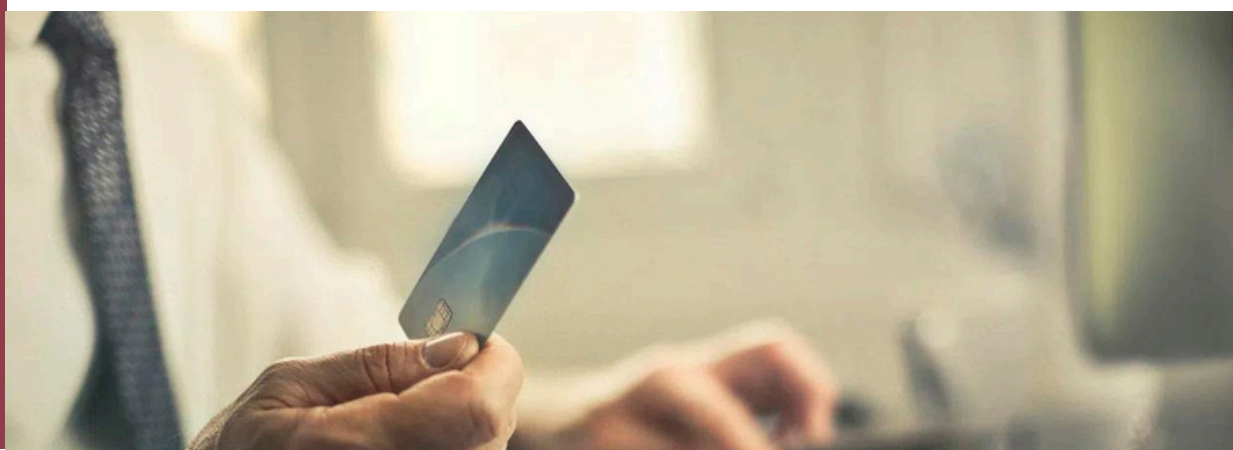
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TAX IDENTIFICATION CODE

The Tax Identification Code (Codice Fiscale) is an individual number issued by the Italian Revenue Agency (Agenzia delle Entrate) that is often required in Italy for all sort of procedures, e.g. opening a bank account, applying for the national health service, renting a flat, applying for a fixed telephone line, etc.

The application may be made at:

- Italian consular authorities in your country of residence;
- At the Sportello Unico Immigrazione (SUI) of Rome when you register there if you are coming on research visa;
- At the [Central Immigration Office](#) for other visa types;
- If you are a visiting professor/researcher, you ask your host Department to apply for a Tax code on your behalf.
- When applying, EU citizens must present valid ID. Non-EU citizens must bring a valid Passport, a valid visa, and a copy of them; the documentation must prove the legitimacy of the presence of the subject in Italy. For more information, follow the [official guidelines](#) provided by the official site of the Revenue Agency.





BILATERAL AGREEMENTS AGAINST DOUBLE TAXATION

If you have your permanent residence in a country that signed an agreement against double taxation with Italy, you are allowed to request to pay taxes in your country of residence. You must provide proof of the actual payment of the taxes in your country of residence. For doing that, please find the [relevant form](#) that shall have to be filled in by the fiscal authority of your own country. Please bear in mind that your country's fiscal authorities may require several weeks to prepare such documentation and that you need to have three original copies of this document:

- one is for you (the taxpayer);
- one is for the fiscal authority of your country (the fiscal administration of the country of residence);
- one is for your host department at Sapienza for acceptance (the Italian paying body or institution).

Your request will be then evaluated by your host department at Sapienza.

TAX RETURN

By March of the year following your income year, the University issues a document called Certificazione Unica. You shall need this document in order to file a tax return; to request a copy, please contact the relevant [Sapienza Office](#) with a direct request attaching a copy of valid ID. Income Tax return Taxpayers can do a tax return (dichiarazione dei redditi) each year by the end of April to claim their income and tax-deductible expenses (i.e. medical and specific educational expenses, health insurance, etc..) using the 730 Form (Modulo 730).

Professional and qualified support is provided by authorised offices called CAF (Centro Assistenza Fiscale - Centre for Fiscal Assistance) and Patronati. We suggest to look up a CAF or Patronato with multilingual staff. Please note that they apply a fee for the offered services.

1.5 Social security and welfare

The Italian Social Security System provides a range of benefits delivered by different institutions. The main institutes are:

- [INPS - the National Social Security Institute](#) (Istituto Nazionale della Previdenza Sociale) operates an ordinary fund for employed workers and a special fund (Gestione separata) for affiliated workers, self-employed workers and fellowship holders. This is often the case for researchers spending a period in Italy.
- [INAIL - Italian Workers' Compensation Authority](#) (Istituto nazionale per l'assicurazione contro gli infortuni sul lavoro) deals with accidents at work and occupational illnesses.

If you are working in Italy, registration and contributions to the Italian Social security system is mandatory (contribuzione obbligatoria). Registration is made by the employer (only self-employed workers need to register personally). Contributions are calculated on the basis of the salary received, according to contribution rates fixed by law. Moreover, you can contribute with an additional voluntary amount (contribuzione volontaria) in order to increase your pension benefits during certain periods of absence from work (e.g. while receiving unemployment benefits or during compulsory maternity leave).

GESTIONE SEPARATA

If you hold a PhD fellowship, a fellowship within EU mobility programmes, a grant for research training (i.e. Assegno di ricerca, research grant) or you are a visiting professor on medium-long term stay with a contribution

1. ENTRY AND STAY IN ITALY

exceeding 5000€, you must register with INPS, under the category “Gestione Separata”. Registration must be done online or by calling the INPS call centre on toll free phone number 803164 or at the nearest INPS office.

Your hosting Department may decide to deal with this directly and apply the deduction or, instead, to give you instructions on how to register so make sure to check with them what procedure you are required to follow.

PORTABILITY OF SOCIAL AND PENSION CONTRIBUTIONS

Foreign citizens from EU/EEA Member States, Switzerland or from countries which have signed a bilateral agreement with Italy, and have paid contributions into the Italian Social Security System, can apply for the portability (totalizzazione) of their contributions in their own country.

UNEMPLOYMENT BENEFIT

If you have completed a PhD funded by Italian Institutions or you are coming to the natural end of your research contract or assegno di ricerca with an Italian University, and you have paid your social security contributions, you are most likely entitled to file for unemployment benefit. Make sure to register at the local employment agency (Centro per l'impiego) and declare your immediate availability to work (Disponibilità immediata al lavoro) in due time.

You can then apply for unemployment benefit at the INPS. Normally, if you have an Italian scholarship funded PhD or an assegno di ricerca, you will file for [DIS-COLL \(Monthly unemployment allowance\)](#), while if you have a contract that establishes a direct dependency from the university, you will file for [NAspi \(New social insurance for employment\)](#). Make sure to always consult the “Unemployment Benefits” section of the INPS webpage, since regulations may be subject to change over time.

1. ENTRY AND STAY IN ITALY

GETTING SUPPORT

For more information, you can check on the [official European Commission webpage](#); furthermore, you can consult one of the many fiscal assistance offices (CAF) located in Rome (see above, under “Tax return”).

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FAQ 1.3- 1.5

Do I have to pay social security contribution myself?

This depends on the type of contract. Check with your Department for details regarding social security contributions, ask them if they are to be deducted from the amount stated on your contract or if they have already been deducted. In case of shared contributions, make sure to check if there are any procedures required on your side.

Is social security always due? And how about income tax?

Social security is due on all contract types while some contract types pay no income tax or very reduced income tax.

Is tax due on lumpsum reimbursements?

Yes, it is. However, in this case you are not required to submit any kind of justification proving expenses and the contribution amounts are usually quantified keeping deductions at mind.

Does the University provide fiscal assistance?

The University will provide assistance, limitedly to your employment contract. For further help and orientation, you will have to reach out to a tax advisor.

LINKS 1.3- 1.5

Revenue Agency -

<https://www.agenziaentrate.gov.it/portale/web/english>

National Institute for social security –

<https://www.inps.it/en/en.html>

Multilingual Tax Code Guide -

<https://www.agenziaentrate.gov.it/portale/web/guest/mini-guida-codice-fiscale-per-stranieri>

Sapienza payroll office contact for Tax return –

fiscale.stipendi@uniroma1.it

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European Commission Employment, social affairs and inclusion webpage -

<https://ec.europa.eu/social/main.jsp?catId=1116&langId=en>

National Institute for social security (INPS) webpage -

<https://www.inps.it/en/en.html#submenu-unemployment-benefits>

INPS DIS-COLL Section -

<https://www.inps.it/en/en.information-english.unemployment-suspension-from-work-and-workers-prot.unemployment-benefits.dis-coll-monthly-unemployment-allowance.html>

INPS NASpI Section -

<https://www.inps.it/en/en.information-english.unemployment-suspension-from-work-and-workers-prot.unemployment-benefits.naspl-monthly-unemployment-allowance-for-dependent.html>

Search for the closest local employment agency -

<https://www.regione.lazio.it/cittadini/lavoro/centri-per-impiego>

Closest employment agency

via Domenico De Dominicis 5 - 00159 Roma RM

Tel: 06-51682990

E-mail: spaziolavorocasalbertone@regione.lazio.it

1.6 Healthcare

GENERAL INFORMATION

The Italian national health system is called **Servizio Sanitario Nazionale (SSN)** and is divided into **Local Healthcare Boards ("Aziende Sanitarie Locali - ASL")**. [Here](#) you can find information about the different ASL operating in Rome and in the Lazio region, depending on the geographical areas.

Most likely, your first and closest point of reference could be the general hospital **Policlinico Umberto I**, since it is also [Sapienza's teaching and research hospital](#) and is located next to the main campus.

EMERGENCY NUMBER: 112

TOLL FREE NUMBER: 800 81 11 92

ACCESS TO HEALTHCARE

To enter and work in Italy from another country you must have mandatory public or private health coverage. If the University is employing you, normally they should provide for your coverage either with a public or private health scheme. However, this may not be the case for certain circumstances, so be sure to check with your employer. **If you are not employed and you spending a research period at the University on your own funds, you must provide proof of coverage under your own responsibility;** make sure to check whether your insurance meets minimum requirements.

1. ENTRY AND STAY IN ITALY

The conditions for enrolling in the National Health Service (SSN) vary depending on multiple factors, such as your citizenship, your residency permit type, and type of employment contract. You could be entitled to compulsory coverage (free of charge) or to **voluntary coverage** (with a cost that varies based on the above-mentioned conditions solar year – 1st January-31st December). If this second condition should occur, you or your employer may decide to opt for a private insurance, providing it meets minimum compulsory requirements. Keep in mind that if, for any reason, you regularly reside in the country and should find yourself not to be covered by any type of private or public insurance, you are still ensured access to national healthcare under the following conditions:

- For urgent treatment, you shall then have to correspond the due tariffs once you are discharged;
- Regular treatment, by first corresponding the due tariffs.

Tariffs are laid out a regional level.

PROCEDURES FOR EU CITIZENS

If you have a valid [European Health Insurance Card \(EHIC\)](#) from your EU country of origin, you can receive all essential and medically necessary health services. To access these services, go directly to a general practitioner (also known as a family doctor) or a public or affiliated health facility and show your EHIC card. Check the list to see which are available in your area. You may be asked to pay for a non-refundable contribution “ticket”, but other from this no expenses are due since the contribution is [direct](#). Please note that with the EHIC Card you cannot access treatments “scheduled abroad”, i.e. foreseeable treatments.

1. ENTRY AND STAY IN ITALY

With a Certificate of Entitlement other than the EHIC Card (eg. Model E 106, E 109, ect.), in order to be able to take advantage of healthcare, you normally must first present this certificate to a “Sportello Unico” ASL (CUP). There they will check whether it is possible for you to register with the National Health Service (SSN), and in this case, you will have the right to full health care under the same conditions as for Italian citizens. The method of access to health services may vary depending on the entitlement held. Ask for more information at the Sportello Unico (CUP) at the time of registration.

In the event that you do not have an EHIC Card or a Certificate of Entitlement, you must take out a private health insurance valid in Italy or register with the Italian National Health Service (SSN).

Registration with the SSN is compulsory, and therefore free of charge in the following cases:

- **If you are an employed or self-employed worker** and you pay taxes in Italy, you are entitled to compulsory and free registration to the National Health Service. Check at a “Sportello Unico” AUSL (CUP) how to register with the SSN. This does not apply if you are employed with a contract for which no income tax is due.
- **If you hold official residence in Italy for at least 5 years**, you may apply from your Municipality of residence for an “Attestato di Soggiorno Permanente” (Certificate of Permanent Residence) which entitles you to register with the Italian National Health Service (SSN) and choose a general practitioner (GP) for an indefinite period. Check at a “Sportello Unico” AUSL (CUP) how to register with the SSN.

1. ENTRY AND STAY IN ITALY

PROCEDURES FOR EXTRA EU CITIZENS

Non-EU researchers must register with the Italian National Health Service (SSN) or have a valid health insurance in Italy. Health cover (against the risk of illness, accident, maternity) is also required to obtain a residence permit. If you are an extra EU citizen employed by an Italian University, your employer must either register you with the national health service or pay for a private insurance covering your stay.

Registering with the Italian National Health Service (SSN)

By registering with the Italian National Health system (SSN), you get the same services guaranteed to Italian citizens. You can register with the SSN if you are staying longer than 3 months. Based on your contract type, you may be entitled to:

- **compulsory registration health service (free of charge).**
- **voluntary registration** by paying an annual contribution calculated according to the income you earned in the year prior to that of registration. The table for calculating the fee is available [on the Ministry of Health website](#). In any case **the annual lump-sum amount shall not be less than €2.000 for researchers with an employment contract and no less than €700 if present in Italy with a “student permit”.** The contribution is valid for a calendar year (1st of January -31st of December) and therefore shall have to be renewed every 1st of January, regardless what time of year it was paid.

The type of registration you are entitled to varies according to your situation in Italy:

- if you have a **Study visa/residence permit**, you are entitled to voluntary registration;

1. ENTRY AND STAY IN ITALY

- if you have a **Self-employment** visa/residence permit, you are entitled to mandatory registration with the National Health Service (SSN), free of charge (see underneath);
- if you have a **Researcher visa/residence permit and a work contract subject to personal income tax**, you are entitled to mandatory registration with the National Health Service (SSN), free of charge (see underneath);
- if you have a **Researcher visa/residence permit and a work contract not subject to personal income tax** (eg. assegno di ricerca), you can register voluntarily with the National Health Service and pay the relative fee (see underneath);
- **Family members with a permit for family reasons** are entitled to mandatory registration with the National Health Service (SSN), free of charge (see underneath) even while waiting for their definite permit to be released.

HOW TO REGISTER IF YOU ARE ENTITLED TO MANDATORY REGISTRATION WITH THE ITALIAN NATIONAL HEALTH SERVICE (SSN)

In order to complete your mandatory registration, you have to go a Local Healthcare Boards office (ASL). First of all check what ASL you refer to according to your current residence. After registering you will be asked to choose a doctor out of a list of available professionals. You can check the list online for availability and location beforehand on the [Regional Health Website](#).

1. ENTRY AND STAY IN ITALY

Go to the appointment with the following documents:

- your passport with visa;
- your contract of employment (and salary slips, if possible);
- the receipt from the post office confirming the submission of your application for first requested residence permit or its renewal, or a valid residence permit;
- a self-certification of residence or, if you are not a resident, a statement of effective residence, as shown from your residence permit;
- your Italian tax code.

Mandatory registration is guaranteed immediately; before the issue of your first residence permit your registration is temporary and, once you submit your residence permit, it will be extended to its same duration.

HOW TO REGISTER IF YOU ARE ENTITLED TO VOLUNTARY REGISTRATION WITH THE ITALIAN NATIONAL HEALTH SERVICE (SSN)

If you're applying for issue or renewal of your Researcher residence permit and your work contract is not subject to IRPEF tax (for example: research fellowship - assegno di ricerca), you can register voluntarily with the National Health Service.

In order to complete your voluntary registration, you have to go a Local Healthcare Boards office (ASL), fixing an appointment through the [RECUP service of Lazio Region](#). Go to the appointment with the following documents:

- your passport, your [official Italian tax code](#) and the documents proving the income earned in Italy; the income earned abroad can be self-certified.

1. ENTRY AND STAY IN ITALY

- Ask for information on how to pay for the voluntary registration for researcher; remember that payment must be made via the [ordinary F24 form](#).
- pay the required fee by presenting the F24 form and keep the payment receipts;
- make a copy of the payment receipt and attach it to your application for the initial issuing or renewal of the residence permit.

After applying for the residence permit, go back to the Local Healthcare Boards office (ASL), as soon as possible, to activate the coverage and choose a general practitioner. Take with you:

- your passport with Research Visa (or, if you already have an Italian residence permit, copy of the “Nulla Osta” for research activity and copy of the residence permit application form, proving that you’re applying for a Researcher permit);
- your Italian tax code;
- payment receipt;
- receipt of your residence permit application (or residence permit if already issued).

At the CUP you’ll have to choose a general practitioner (family doctor) and your health coverage will be activated. Always check the end date of your coverage.

Users registered with the SSN receive a health card (Tessera Sanitaria) by post. The card is sent to the address communicated to the Revenue Agency.

You can contact your Department for information on the possibility of obtaining reimbursement of the fee, but since this is not automatically granted, we warmly advise to do so in advance.

1. ENTRY AND STAY IN ITALY

TAKING OUT A PRIVATE HEALTH INSURANCE

As an alternative to registering with the SSN, you can purchase private health insurance valid in Italy. To be eligible for the approval of a residence permit, the insurance must be:

- registered to you;
- cover the risk of illness, injury, pregnancy.

Private health policies do not allow registration with the Italian National Health Service (SSN) or the choice of a general practitioner. Make sure to compare multiple options to figure out which insurance is best suited to your needs. You can also ask your Department's head office to consult with the [Sapienza's Insurance Office](#) in order to find the best solutions for your personal situation.

Remember, if you are an extra EU citizen applying for the initial issuing/renewal of a Researcher residence permit the University should cover for you. If your contract is not subject to personal income tax (IRPEF), which is the case for **research fellowship - assegno di ricerca**, contact your hosting Department to find out whether they prefer you to be covered by the SSN or taking out an insurance. In the case you are covered by an insurance, ask if you need to purchase an insurance yourself and then claim reimbursement or if the Department shall purchase one directly for you.



EMERGENCY NUMBERS

MEDICAL EMERGENCIES

For medical emergencies call 118. An ambulance shall be called onsite if requested.

ALL OTHER EMERGENCIES

112 is the emergency phone number, available everywhere in the EU, free of charge. It is possible to call 112 from fixed and mobile phones to contact any emergency service: an ambulance, the fire brigade or the police.

You can also use **Sapienza's internal emergency numbers.** Please call **8108 (from a landline) or 06 4969 4233 (from a mobile phone)** to reach the University Health and Safety Office.

1. ENTRY AND STAY IN ITALY

FAQ 1.6

I am an EU resident and cannot get obligatory registration, what do you advise?

Try your best to renew your EHIC card before leaving your country. If this is not possible, then you shall have to take out an insurance.

I am an extra EU resident and my contract type only makes me eligible for voluntary coverage, do I have to pay it myself?

No, your employer has to pay for you. However, they may ask for you to purchase an insurance and then reimburse it on certain occasions.

I am an extra EU citizen, not eligible for compulsory registration. Can I decide what type of coverage to file for?

No, your employer pays for your minimum required coverage in the form they consider appropriate. If you then wish to integrate extra coverage yourself, you are free to do so.

Do my family members have to pay for access to the SSN?

No, if they are here with a resident permit for “family reason” they can register to the SSN for free.

I have an emergency: can I get cured?

Yes, you will be attended by public healthcare regardless of coverage. If you are registered with the SSN, you shall not be required to pay anything. If you are not, you shall be asked to pay according to national flat rates, after you have been attended.

1. ENTRY AND STAY IN ITALY

LINKS 1.6

Number for booking your medical appointments with the SSN RECUP -

<https://www.regione.lazio.it/cittadini/salute/recup-069939>

Health insurance card -

https://www.agenziaentrate.gov.it/portale/documents/20143/233483/Italian_Health_Insurance_Card_.pdf/2d6bcc30-05d8-5024-e4f2-3a813b30a46b

Commission orientation page on Italian Health Service for EU Citizens - <https://ec.europa.eu/social/main.jsp?catId=1116&langId=en&intPageId=4619>

Government page for healthcare for Extra EU Citizens - <https://www.salute.gov.it/portale/assistenzaSanitaria/dettaGlioContenutiAssistenzaSanitaria.jsp?lingua=italiano&id=1764&area=Assistenza%20sanitaria&menu=vuoto>

Regional Health Website

<https://www.salutelazio.it/>

Look for an available doctor or pediatrician

<https://www.salutelazio.it/ricerca-medici>

2. MOVING TO ROME

Home to over 50 museums, 12 UNESCO World Heritage sites, as well as some of the world's most extraordinary artistic masterpieces, Rome's historical and artistic importance needs no introductions. Beyond its heritage, the city has the privilege of hosting many important national and international institutions, as well as a number of universities and important cultural institutions. This vibrant cultural and international scene make the city of Rome the ideal place for researchers to work and settle in.

2.1 Accomodation

FINDING A PLACE TO STAY

As for many big cities, finding a place to stay in Rome can be challenging. It is therefore advisable to plan out your options in advance. Sapienza does not provide long-term housing solutions for researchers or professors; therefore, you shall have to seek an independent solution.

For short term stays, the University has a Guest House. Sapienza University visitors participating in conferences or seminars or who have been invited by Sapienza for a period of study or research are welcome to stay. The guest house is available to lecturers, researchers, visiting professors and scientists, scholarship recipients, research fellows, PhD students, students and technical administrative staff from Italian and International universities provided they are invited by one of Sapienza's Faculties or Departments.



2. LIVING IN ROME

Rates and regulations are laid down in detail on the Guest House Regulation page. If you wish to book your first days there to settle in, you can contact your hosting Department that can make a reservation for you. Alternatively, the University has signed a number of agreements with private structures in order to facilitate discounts and special rates: check the dedicated Sapienza webpage and, if you are interested, reach out to the structure for more information. In some cases, the structure may require for the Department to file a request on your behalf in order to activate the convention.

Orientation for long term accommodation in the city of Rome

If you wish to rent a flat in Rome, your best option is to browse the main websites and reach out directly. Making direct contact from abroad can sometimes be challenging, so you may want to arrive to the city some time before hand and to get things settled onsite or ask colleagues and friends for support in handling communications once you have identified a suitable solution. Alternatively, the university has an agreement with a service to facilitate housing solutions called Sturent that can help you in your search even though, most of the accommodation offered through the service is targeted for students.

This is a list of useful websites to consult:

- <https://www.subito.it/>
- <https://www.immobiliare.it/>
- <https://www.roomgo.it/>
- <https://www.idealista.it/>
- <http://www.affitti.com>
- <http://www.wantedinrome.com>





2. LIVING IN ROME

BASIC INFORMATION ABOUT RENTAL CONTRACTS

Italy's laws provide solid protection for renters (see L.n.392/1978 called the 'Fair Rent' Act, L.n.431/1998, also available in English). You can find [more background and in-depth information here](#). The annual amount of rent established in the contract cannot be altered for the entirety of its duration once it goes into effect. Additionally, except for rare and serious causes, the tenant cannot ask you to leave before your contract expires. Keep in mind that quite often utilities are not included in the rent and you will have to pay for them in addition.

Different types of long-term rental contracts exist, the main types that are likely to apply to your case are:

- **Transitory contracts** (uso transitorio). These contracts can last a minimum of 1 month up to a maximum of 18 months.
- **Unrestricted contracts** (contratto di locazione a canone libero). These contracts last 4 years and are renewable for another 4 years.
- **Conventional contracts** (contratto a canone concordato). These contracts last for 3 years and are renewable for another 2 years.

Do note that often long-term contracts can be terminated by the renter at any time, providing you give notice. This means that if you are planning to stay a year, you can sign a contract for a longer period, but you have to pay attention to the termination clause. In some cases, the termination conditions for 4 or 3+2 year contracts are set out to only allow this for "serious causes".

If this is the case and you decide to terminate early with no good reason, you might risk losing your deposit. However, it is not uncommon to negotiate for this clause to be altered beforehand. Just make sure that – if you sign a long-term contract- the termination clause states that you can terminate the contract at any time (with no cause restriction), providing a fixed term notice.

All rental contracts must be in written form and be registered with the tax office for them to be valid. There are a number of things that must be included in any rental contract regardless of its duration. Other than standard information, the following items must be included:

- Annual amount due;
- Community costs (and whether they are included or not in the rent);
- Deposit (usually 2 or 3 months);
- Terms and conditions for early termination;
- Terms and conditions relating to property maintenance.

2.2 Getting to and around Rome

AIRPORT TRANSFER

Rome has two international airports: Fiumicino Leonardo Da Vinci Airport and Ciampino Airport. Both are administered by ADR (Aeroporti di Roma), and you can find all essential information by consulting the [ADR Website](#). Here you can find a brief summary of the main transport solutions that connect the city centre to the 2 airports of Rome: Fiumicino (FCO) and Ciampino (CIA).





TRAIN SERVICE

NON- STOP LEONARDO EXPRESS TRAIN to and from Rome Termini/ Fiumicino Airport (FCO).

With trains departing every 30 minutes Leonardo express non-stop train service takes you - every day of the year - from Leonardo da Vinci (Fiumicino) Airport to the Centre of Rome in half an hour. The train departs from platforms 23/24 in Termini Station, and is guaranteed year around, even in the event of strikes. For more information related to this service, please visit: <https://www.trenitalia.com/en/services/leonardo-express.html>.

FL1 REGIONAL TRAIN to and From Rome/Fiumicino Airport.

With trains departing every 15 minutes Trenitalia's FL1 regional train takes you from Leonardo da Vinci (Fiumicino) Airport to some of the main train stations in Rome (Trastevere, Ostiense, Tuscolana and Tiburtina). The train also stops in many other important stations in Rome. For passengers with disability or reduced mobility trains are equipped with dedicated seating and equipped restrooms. You can buy tickets at the station or online at the [Trenitalia webpage](https://www.trenitalia.com).

BUS SERVICE

From Leonardo Da Vinci (Fiumicino) International Airport (FCO) to the city centre by bus

There are also several bus services from/to Leonardo da Vinci (Fiumicino) Airport to get directly to the center of the city (usually stopping at Termini station and Piazza Cavour).

From Ciampino Airport (CIA) to the city centre by bus

There are several bus and shuttle services from/to Ciampino Airport to get directly to Rome city centre. Otherwise you can take a bus to reach Ciampino railway station (5 min from the airport) or Anagnina Underground Station (15 min from the airport).

For further details, visit the [Bus - ADR](#) webpage.

2. LIVING IN ROME

PUBLIC TRANSPORT IN ROME

Most public transport within the city of Rome is controlled by a single public company: [Atac](#) (Azienda per la Mobilità di Roma Capitale) is the name of the public company which controls the most of the public transport of Rome: subway/ tube (Metropolitana), Urban trains (Treno metropolitano), Buses and Trams.

Different kinds of tickets are available, from single trip tickets to annual passes. You can check all the options and relative tariffs at the ATAC Webpage. Some types of passes are available for purchase only in the main subway and train stations.

You can download the [official tourist map](#) for the city center that includes main means of public transport in the city.

You can figure out the best way to reach a destination by using the official [Mitrebus website](#). Otherwise, you can also use the most common apps and services such as [Google Maps](#) or [Moovit](#).

SHARING MOBILITY

There are currently 3 car - sharing operators working in Rome, covering the largest part of the city: [Enjoy](#) , [Share Now](#) , [Car sharing Roma](#). You can find the different prices, offers, locations of parking and extensions of renting of each service in the respective web pages.

Regarding sustainable mobility, there are 3 operators currently offering their services of bike/scooter sharing: [Lime](#), [Dott](#), [Bird](#). From 2023, if you have a metrobus annual pass, you're enabled to use daily free rides (different for each operator).

If you want to know more, consult [this specific page](#).



TAXI

Licenced taxi service in Rome is provided for by white cars, with an identification name and number on the front door and a taximeter in the vehicle.

You can contact a Taxi company by dialling the **Numero Unico 060609** or submit your request by app.

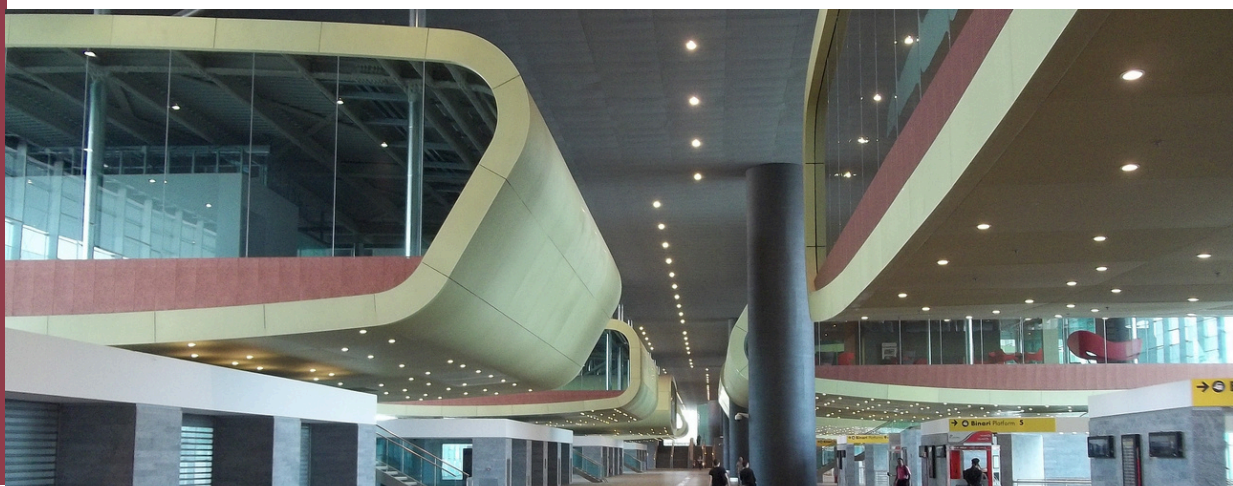
To find out more about this service, you can consult the dedicated webpage. You can also consult the flat rates, fees and surcharges applicable [at this link](#).

Radio Taxi companies are also available 24h at the following phone numbers: +39 06 3570, +39 06 6645, +39 06 8822, +39 06 4157, +39 06 4994 or +39 065551, or by using apps such as [Chiama Taxi](#), [IT Taxi](#), etc.

TRAINS

[Trenitalia](#) and [Italo](#) are the two major Italian train companies: while the first one offers different types of trains's uses (from local to national trains), the second one is limited to high speed trains for long routes. Sapienza University main campus is also equidistant (around 1.5 km, within walking distance) to the two biggest train stations of Rome: [Roma Termini](#) and [Roma Tiburtina](#).

They both work also as railway hubs for the urban train lines which connect different districts of Rome.



2.3 Opening a bank account

GENERAL INFORMATION

Bank accounts can be opened in Italy by both residents and non-residents over 18 years of age. To open a bank account, you may be asked to provide one or more of the following documents:

1. Valid ID or Passport (for identification);
2. Your Italian Tax Identification Code (codice fiscale);
3. Your residence in Italy (i.e. utility bills may be requested by some banks).

Make sure to check the required documentation with the bank of your choice.

2.4 Libraries

LIBRARIES OF ROME NETWORK

Apart from Sapienza's Library System (dedicated paragraph at section 3 of the guide), Rome has a large number of public libraries spread across the city. The main libraries are part of a network called [Biblioteche di Roma](#) (Libraries of Rome).

Biblioteche di Roma represents a strategic socio-cultural hub for the city, which guarantees free access to knowledge and information; each library constitutes the first outpost to which citizens can turn for a path of approach and free access to knowledge.



Numerous and diversified cultural initiatives for adults (courses, workshops, book presentations, thematic reviews) are held by Roman library system, which adheres to the main national and international literary prizes and participates in the most important trade fair events in the sector. All library facilities have study/ reading rooms that grant access to the free city Wi-Fi.

From the portal www.bibliotechediroma.it one can access a rich cultural heritage, other than the availability of books, e-books, reading devices, and access a massive Digital Newsstand with a collection of periodicals from 90 countries in 40 different languages, including major daily and international newspapers, local newspapers and widely circulated magazines.

You can easily [register for a library card online](#) and then physically in any of the affiliated structures. With the card you can access all digital and physical resources as well as get access to a number of connected services and discounts in the city.

CENTRAL NATIONAL LIBRARY

Near Sapienza University main campus, precisely at the Castro Pretorio station of subway Line B, you can also find the headquarters of the [Central National Library of Rome](#), which represents one of the biggest libraries in Italy and, moreover, an important centre for academic studies. The library disposes of an archive of all the Italian publishing production and around 7.500.000 volumes. For all the services offered by The Central national Library (including free registration, seminars, conferences, study rooms...), you can check on the official websites.



2.5 Making the best of Rome's heritage, culture and events

MUSEUMS, PASSES AND LIVE EVENTS

Rome's unique heritage, mostly coming from its glorious past as Capital of the Roman Empire and as first metropolis of the Western History, has no comparison: the richness and variety of museums spread all over the city and embracing ancient, modern and contemporary history, combined with the beauty of its large urban parks and gardens, give the portrait of a city with inexhaustible charm.

If you want to have a general overview of Rome's Museum offerings (sites, times, tickets, passes...), check on the official site of the [city's touristic office](#). For other information related to this topic, you can visit also this page.

To better organize your visiting experiences, there are different passes offered by public institutions, like:

- [Rome Mic Card](#), that for a reduced contribution, provides you free entry to the Sistema Musei di Roma Capitale (museums depending on the municipality governance) for 12 months and offers discounts to the exhibitions hosted in the exhibition spaces with separate ticketing. It requires you to be resident in Rome.
- [Roma Pass 48 / 72 hours](#), that include a series of advantages such free entry for at least 2 museums/ archaeological sites, free use of the city's public transport network, for the entire validity of the card, discount and special prices for exhibitions, etc.

2. LIVING IN ROME

CINEMA, THEATRE AND CULTURAL EVENTS

More than this, Rome is also the Italian Capital of Cinema Industry - as testified by [Cinecittà](#), the largest cinemas studios of Europe -and Public Events: especially during Summer, the city fills with [concerts, public film screening en plein air and cultural events of different forms](#).

Sapienza, through its Service Center for Recreational, Cultural, Artistic, Social, and Entertainment Activities (Sapienza CREA), has also established many [discount agreements with various city theaters and cinemas](#).

PARKS AND GREEN AREAS

Rome is one of the greenest cities in Europe, rich in vegetation embedded with archaeological remains, sculptures, ponds, fountains, theatres, and villas. [Itineraries and activities](#) take place all year round, and especially during the spring and summer seasons.



2. LIVING IN ROME

LINKS UNIT 2

Private accomodation

Subito: <https://www.subito.it/>

Immobiliare: <https://www.immobiliare.it/>

Roomgo: <https://www.roomgo.it/>

Idealista: <https://www.idealista.it/>

Affitti.com: <http://www.affitti.com>

Wanted in Rome: <http://www.wantedinrome.com>

Sturent: <https://www.sturent.it/>

Public transport

Atac official site: <https://www.atac.roma.it/en>

Atac's Geographic Information

System: <https://viaggiacon.atac.roma.it/>

Taxi services: (<https://turismoroma.it/en/node/18690>

Enjoy: <https://enjoy.eni.com/it/roma/home>

Share Now: https://www.share-now.com/it/it/rome-ppc1/?gad_source=1&gclid=Cj0KCQjwltKxBhDMARIsAG8KnqXa3OLNA6G62W2qDKxepkTQUD7sXQze_klyKSxZs3AQbL2OBZ8ZI54aAvmfEALw_wcB

Car Sharing Rome: <https://romamobilita.it/it/carsharing>

Lime: <https://www.li.me/en-it/vehicles/scooter>

Dott: <https://ridedott.com/it/>

Bird: <https://www.bird.co/it/#bird-bike>

Convention for sustainable mobility:

<https://romamobilita.it/it/nuova-micromobilit-sharing>

Airports of Rome: <https://www.adr.it/web/aeroporti-di-roma-en/>

2. LIVING IN ROME

Leonardo Express train to/from Fiumicino Airport:

<https://www.trenitalia.com/en/services/leonardo-express.html>

Buses from/to Fiumicino and Ciampino airports:

<https://www.adr.it/web/aeroporti-di-roma-en/pax-fco-bus>

<https://www.adr.it/web/aeroporti-di-roma-en/pax-cia-bus>

Trenitalia: <https://www.trenitalia.com/en.html>

Italo: <https://www.italotreno.com/en>

Roma Termini: <https://www.romatermini.com/>

Roma Tiburtina: <https://www.stazioneromatiburtina.it/>

Public libraries

Libraries of Rome official site:

<https://www.bibliotechediroma.it/opac.do> Public

libraries' search engine :

<https://www.bibliotechediroma.it/opac/article/le-biblioteche-del-comune-di-roma/biblioteche2>

Central National Library:

<http://www.bnccrm.beniculturali.it/>

Heritage, culture and events

City's touristic office: <https://www.turismoroma.it/en>

Musei in Comune: <https://museiincomuneroma.it/en>

Mic Card:

<https://www.museiincomuneroma.it/en/infopage/mic-card>

Roma 48/72 hours pass: <https://www.romapass.it/en/the-cards/>

Cinecittà Studios: <https://cinecitta.com/en/studios/>

Rome's public events portal:

<https://www.turismoroma.it/en/romalive?>

[field_periodo_08_value%5Bvalue%5D%5Bdate%5D=06/30/2024&field_periodo_08_value2%5Bvalue%5D%5Bdate%5D=06/01/2024&field_tipo_evento_tid=All](https://www.turismoroma.it/en/romalive?field_periodo_08_value%5Bvalue%5D%5Bdate%5D=06/30/2024&field_periodo_08_value2%5Bvalue%5D%5Bdate%5D=06/01/2024&field_tipo_evento_tid=All)

Sapienza's agreements with cinema and theaters:

<https://www.uniroma1.it/en/pagina/cinema-theatre-museums-events>

3. UNIVERSITY LIFE

Merging centuries of tradition with cutting-edge didactic activities, research and innovation, Sapienza provides top quality education and research opportunities. The main campus is a real city within the city located in the heart of Rome. Sapienza University is an extraordinary place for researchers from around the world to meet.

3.1 The University Campus

The main Sapienza Campus, the Città universitaria, was designed by Architect Marcello Piacentini and inaugurated in 1935. It's a true city within the city where educational activities are integrated with administrative and reception structures, library services and museums.

Besides the historical campus on Piazzale Aldo Moro in the San Lorenzo Neighbourhood, Sapienza has various faculty and department buildings and offices in various areas of Rome, as well as university centres in other areas of the Lazio Region.

Virtual Tour

Find your way around Sapienza campuses without getting lost! Sapienza Virtual Tour is an app that works on any device and helps you easily locate offices, structures, lecture halls, libraries, labs, museums and student offices.

[Sapienza Virtual Tour](#)

Maps

Find your way around Sapienza faculties, departments, centres, lecture halls and museums.

[Sapienza Maps](#)



Printable Maps

[Main Campus \(PDF\)](#).

[Sede Castro Laurenziano Campus \(PDF\)](#)

3.2 Safety in workplaces

Living a safe place is a key aspect for anyone living the University premises.

Sapienza's general emergency number is 8108

Remember that, if you are employed at the university you will have to attend a compulsory safety course, if you wish to follow the course in English language, please write to formazione.ssl@uniroma1.it

3.3 The University structure - key info

Sapienza is organized into 11 faculties, 1 school and 58 departments, as well as numerous research and service centres.

The **governing bodies** are: Rector, Academic Senate, Board of Directors). You can find out more about the University Governance here.

Furthermore you can find more detailed information by consulting Sapienza Statute, also [available in English](#).

The operational Structures, Faculties and Departments, conduct the primary functions of the University: research, teaching and third mission.

Departments are primary structures competent in the field of organization and management of research activities and



educational activities and will, therefore, be your primary point of contact. They have organizational and administrative autonomy with regard to all contractual and conventional measures of expenditure. Your key figures of reference at the Department will be: the Department Director, the Department Administrative Manager (R.A.D.) and your Referent for Research.

Please find the full list of [Sapienza Departments linked at this page](#).

Sapienza also has **research centres, service centres, and research&service centres**. The objective of these centres is to strengthen research and improve services. Centres may include two or more departments, or departments and central administration offices. **Centres may can interesting reference points to develop certain multidisciplinary aspects, skills or activities related to your research.**

You can [find Sapienza Centres linked at this page](#).

Central administration offices are responsible for the administrative management of the University, providing in particular all the services needed by the Structures. To help your orientation in certain fields of interest the [Central Administration](#) can support you in, you can consult the Organisation chart. Furthermore, some key fields and services for researchers are listed in the box at the end of section 3.

3.4 Sapienza resources and open data

LIBRARIES AND ONLINE RESOURCES

With 6,000 seats, Sapienza's 46 libraries provide you with the largest university library holdings in Italy, made out of 2.7 million books and scientific journals, supported by around 160 librarians. And if you want to stay at home, by accessing online, you can read over 20,000 ebooks and more than 44,000 electronic journals and consult more than 170 databases for research.

3. UNIVERSITY LIFE

But there is much more: reading rooms open even at night, computer stations, courses on how to carry out bibliographic research or compile a bibliography, cultural activities such as book clubs, bibliographic exhibitions and bookcrossing zones.

The Sapienza Library System preserves, develops, and manages the bibliographic collections owned by the libraries and guarantees access to the electronic resources, in order to support research, teaching and administrative functions and needs.

Through a portal, the Library System offers a tool for searching both the Catalogo Biblioteche Sapienza and the DiscoverySapienza.

Sapienza offers a number of reading rooms open 24 hours. Addresses, opening hours and requirements for access are available on the [dedicated webpage](#).

Sapienza Libraries make a wide collection of electronic resources (eResources) available, including databases, eJournals, eBooks and multimedia resources. Electronic resources are available from any computer connected to the Sapienza network and through off-campus access. To find out more, visit the webpage.

Among these, **Sapienza Libraries make available a large number of databases**, both “full text” and “bibliographic”.

IRIS INSTITUTIONAL REPOSITORY

Furthermore, **IRIS is the Sapienza institutional repository collecting scholarly publication of our researchers**. IRIS is managed and maintained by Research Products and Evaluation Catalogue Sector (see box dedicated to support services below). [IRIS](#) promotes access to the scientific production of Sapienza authors. Sapienza Libraries actively check and validate bibliographic data produced by authors, promoting the dissemination of open access scholarly literature.

In September 2017 Sapienza Library System together with Sapienza University Press launched a **common platform for all scholarly eJournals owned by Sapienza University of Rome**, set up with OJS (Open Journal System). Aim of the program is to support both the transition from print to online and the Open Access philosophy.

OPEN ACCESS PUBLISHING

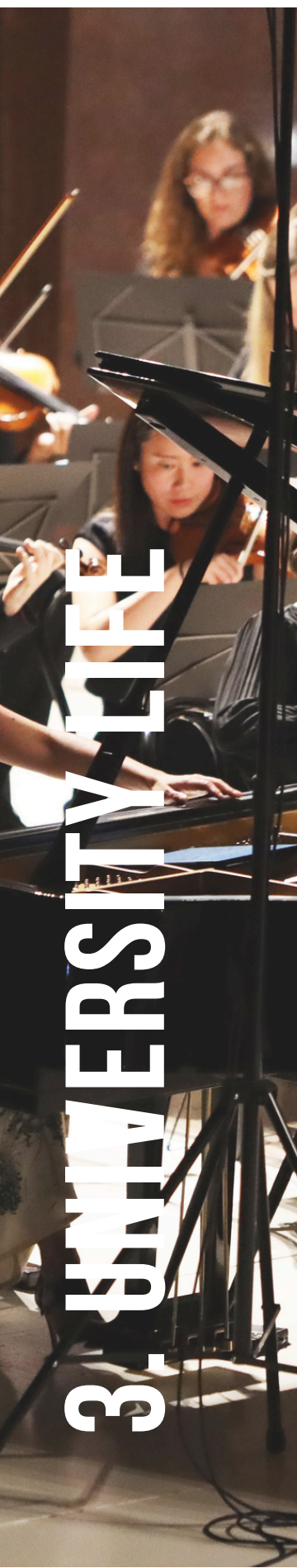
Sapienza library System also **actively promotes open access publishing** by negotiating a number of transformative contracts. For support in open access publishing you can reach out to openaccess.sbs@uniroma1.it.

DATAVERSE - SAPIENZA OPEN DATA

Dataverse Sapienza is a platform that allows you to manage your research data according to FAIR principles (Findable, Accessible, Interoperable, Reusable). You can access the service at <https://dataverse.uniroma1.it> using your email credentials.

Dataverse, just like similar services such as Figshare e Zenodo, is an online data repository that allows researchers to share data from their research in a simple and intuitive manner assigning them a permanent DOI making data available to colleagues that can reference accordingly.





3.5 Museums Network & cultural activities

MUSEUMS NETWORK

The **Sapienza Museum System** ([Polo museale Sapienza - Pms](#)) is an integrated system of 19 university museums with collections illustrating different fields of knowledge. The Pms develops and promotes teaching, communication, and cultural initiatives. Among these, many activities for children and a large festival are planned each year.

THEATRE

The New [University Theatre](#) hosts a number of events and workshops, often in collaboration with Sapienza Departments (theatre and dance laboratories, theatre in jail, events and conferences).

Among these, it is worth mentioning the [Theatron](#) project, that translates ancient theatre pieces and brings them to life curating their representations. For more info and support you can contact the University Theatre Centre CREA crea-nta@uniroma1.it. Sapienza also promotes cinema culture through open initiatives such as presentations and projections.

MUSIC

[MuSa](#), the acronym for "Music at Sapienza," means playing, listening to and living music in Europe's largest university. Participants range from music enthusiasts to conservatory students, but everyone must be motivated to invest time in performing together. The MuSa orchestras play at various Sapienza ceremonies and at public events in Rome.

RADIO

RadioSapienza studios for live radio, recording and editing are located at the Department of Communication and Social Research, at via Salaria 113.

3.6 Wi-fi connection and ICT services

WEBMAIL SERVICE

Sapienza allows staff and students to use a free webmail service. You have to request the registration of your e-mail account from the administrative office of your host department. The email will consist of `yourname.yoursurname@uniroma1.it` : this will be your official email and can be used for all matters regarding university issues.

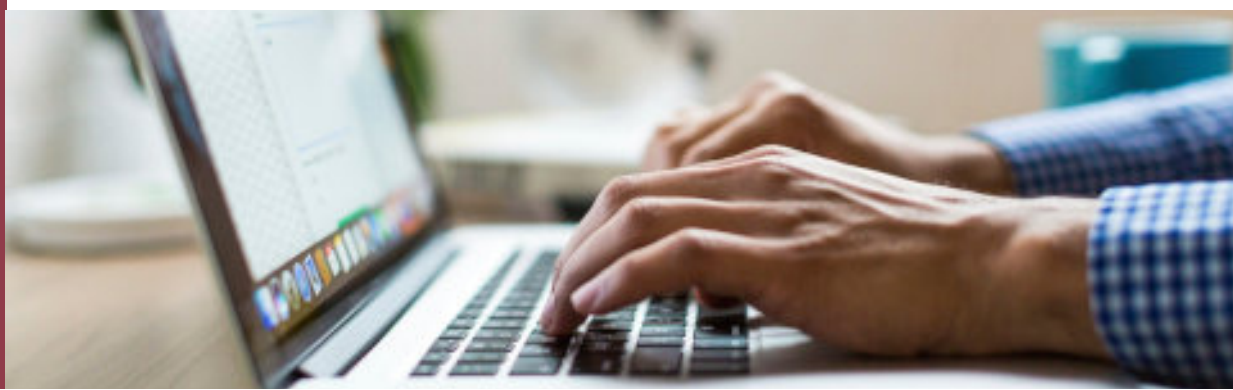
WI-FI

Once your Sapienza e-mail account is activated, you can have free access to the Wi-Fi of the campus. You have to insert as username `yourname.yoursurname` and the same Password of your e-mail.

In case you don't want to have an institutional e-mail account you can ask (one week in advance) for a Wi-Fi card to the administrative office of your department. This card will allow you to access the internet from public spaces covered by Sapienza's wireless signal.

SOFTWARE DISTRIBUTION SERVICE FOR RESEARCH AND TEACHING

The Software Distribution Service for Research and Teaching (DSRD) seeks to reduce costs and simplify the procedures to acquire the educational software and scientific facilities.





In this context, there are special agreements with some companies for free distribution of software to Sapienza students, along with offers for services related to the use of the software.

For further information please visit:

<https://www.uniroma1.it/en/pagina/free-software-students>

3.7 Inclusion and wellbeing

NURSERY SCHOOL

Sapienza Nursery School welcomes sixty children in the 3 – 36month age group divided into 3 age slots. The Educational Group, the Psycho-pedagogical Group, the Management Committee, the Parents' Assembly and the Administrative Commission for the Nursery actively participate in the activities.

There are an on-site paediatric service and a canteen with an independent kitchen service. The educational project adopted aims to respond to the real needs of children and is based on an educational action aimed at building identity, autonomy and skills.

Priority is given to full time employees with certain stable contract types. If all posts should not be covered, researchers with assegno di ricerca and PhD students may also ask for their children to be enrolled. For further information, reach out to affarisociali@uniroma1.it.

If you are not eligible for enrolling your children at Sapienza's nursery school, keep in mind that you can still apply for municipal nursery schools, but keep in mind that the timeframe for enrollment is limited (normally during the month of February or March), Late enrollment is possible, but it will take longer to be called.

Make sure to go to a fiscal support office and get your ISEE (economic equivalent status) calculated, After having done so, you can check how and where to enroll at the [dedicated City council webpage](#).

PSYCHOLOGICAL COUNSELLING

[The Sapienza Counselling Services Hub](#) supports the entire academic community (students, lecturers, administrative staff and librarians) and promotes psychological wellbeing, activating treatment pathways for emotional distress, inclusion and growth. English-speaking counsellor available upon appointment.

CENTRE FOR WOMEN WHO WANT TO EXIT VIOLENCE

[Sapienza's centre for women who want to exit violence](#) (Centro antiviolenza - CAV) was inaugurated in 2022.

It offers the following services, free of charge:

- telephone and preliminary interviews to identify needs and emergencies;
- individual psychological support or in mutual aid groups, also in cooperation with hospital facilities and territorial services;
- support for underage children who are victims of witnessing violence;
- work orientation;
- autonomy orientation pathway;
- direct links with shelters and other centres and institutions;
- pathway out of violence.



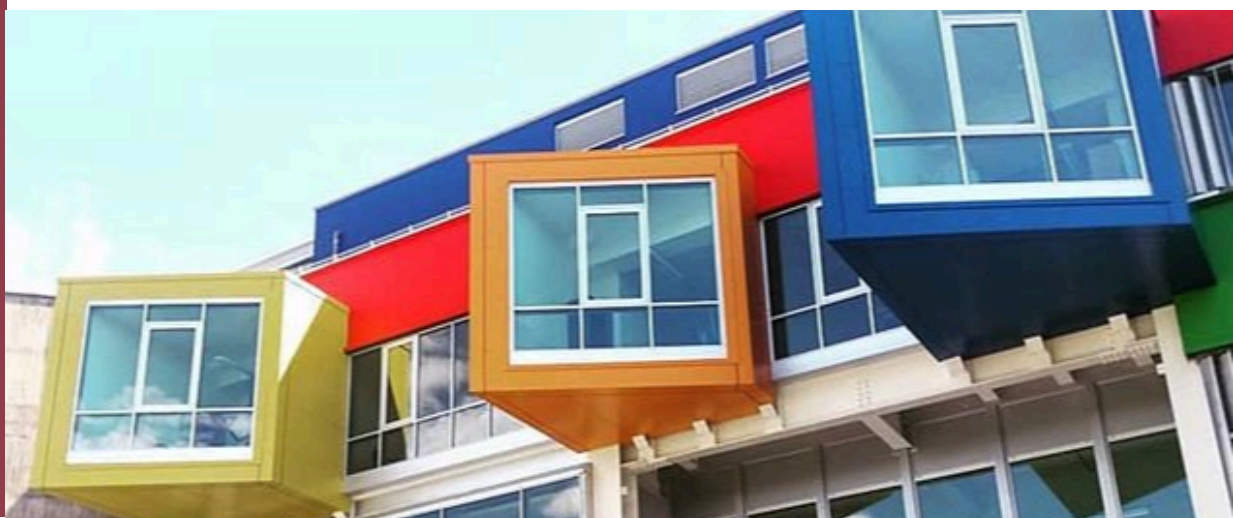
3.8 Keeping fit

Sapienza University offers the opportunity to keep fit at low cost for all members of its community.

The Tor di Quinto facility comprises 100 thousand square metres and exclusive services to practise several sports, from soccer to swimming, from yoga and fitness to martial arts, from archery to tennis, athletics and team sports. It includes a 33-metre swimming pool, athletics track and GreenSet five-a-side football pitches and is connected to the university via shuttle bus service. Furthermore, a **multiactivity gym is located near the main campus**. For more information, visit the University sports centre webpage .

3.9 Italian language courses

Every year the [Sapienza Language Centre](#) (CLA, Centro Linguistico Ateneo) organizes Italian Language Courses - generally one per semester - aimed at International Students attending our university: these are also available for Phd Students, researchers and visiting professors coming from abroad. For more information about the duration or the scheduling of the courses, you can visit the University Language Center [web page dedicated to this service](#). For information regarding enrolment, you can contact cla.internationalstudents@uniroma1.it.



LINKS UNIT 3

University Campus

Sapienza Virtual Tour: <https://virtualtour.uniroma1.it/>

Sapienza Maps:

<https://www2.uniroma1.it/servizi/aule/mappe.php>

Sapienza Central Campus Map (PDF):

https://www.uniroma1.it/sites/default/files/PIANTA_LEGENDA_DEF_AGG_040414_1.pdf

Sapienza Castro Laurenziao Map (PDF):

https://www.uniroma1.it/sites/default/files/CastroLaurenziano_mappa_1.pdf

Sapienza Statute of Sapienza University (PDF):

https://www.uniroma1.it/sites/default/files/field_file_allegati/english_statute_0.pdf

University Structures

Departments:

<https://www.uniroma1.it/en/pagina/departments>

Sapienza Centres:

<https://www.uniroma1.it/en/pagina/centres>

Sapienza Organisation Chart:

<https://www.uniroma1.it/en/pagina/areas-and-offices>

Sapienza Library system

24H Reading Rooms:

<https://www.uniroma1.it/en/pagina/24h-reading-rooms>

IRIS: <https://iris.uniroma1.it/>

OPAC:

https://opac.uniroma1.it/SebinaOpacRMS/article/sapienza-electronic-resources/risorse_elettroniche?locale=eng

3. UNIVERSITY LIFE

Museum Network and cultural activities

Polo Museale Sapienza:

<https://web.uniroma1.it/polomuseale/>

University Theatre:

<https://www.uniroma1.it/it/pagina/teatro-sapienza>

Theatron project:

<https://www.uniroma1.it/en/pagina/theatron-ancient-theatre-sapienza>

Musa: <https://www.uniroma1.it/en/pagina/music>

Radio Sapienza: <https://www.radiosapienza.net/>

Wifi connection and ICT services

Campus Software:

<https://www.uniroma1.it/en/pagina/free-software-students>

Inclusion and wellbeing

Sapienza Counseling Services:

<https://www.uniroma1.it/en/pagina/psychological-counselling-sapienza>

Keeping fit

Sapienza Sport Services:

<https://web.uniroma1.it/sapienzasport/en>

Italian Language Courses

Sapienza Language Centre:

<https://web.uniroma1.it/cla/cla/studenti-erasmus-programme/sapienza-international-students>



SAPIENZA FOR RESEARCH FACILITIES, OPPORTUNITIES, PROJECTS

Your entry point of reference at the University is normally your Department. However, Sapienza Central Administration offices provide support and orientation, and policy guidance on a number of specific issues related to research. To help you find your way around, this is a non-exhaustive list of activities and fields of interest, linking back to the main offices of reference. When necessary don't hesitate get in touch out for orientation or to ask your research referent at the Department who to contact.

RESEARCH OPPORTUNITIES AND FUNDING

Sapienza is strongly committed to supporting the research and innovation activities of professors, researchers and doctoral students. To this end, it promotes and financially supports several calls for proposals addressed to the scientific community that differ according to the priorities and objectives set.

Sapienza also offers information, training and technical assistance services for the identification of funding opportunities, for the presentation and management of projects financed within the framework of programmes promoted by local, national and international authorities, as well as for participation, as an economic operator, in tenders issued by Ministries, public bodies and companies.

<https://www.uniroma1.it/en/pagina-strutturale/research>
<https://www.uniroma1.it/en/pagina/research-opportunities-and-funding>

INTERNATIONAL INDIVIDUAL FELLOWSHIPS

Support in application and management processes in related to the main international individual initiative grants (in particular Horizon Europe - grant ERC e MSCA) through: scouting and informing; organization of infodays e workshops, support in proposal drafting and submission, as well as periodic reporting, networking and by supporting departments in management and audit procedures. Furthermore, Sapienza promotes a series of seed funding initiatives through the SapiExcellence programme.

<https://www.uniroma1.it/it/node/40655>

INTERNATIONAL COLLABORATIVE FELLOWSHIP GRANTS

Support in application and management processes in related to the main international collaborative grants (in particular Horizon Europe pillar II and III) through: scouting and informing; organization of infodays e workshops, support in proposal drafting and submission, scouting as well as periodic reporting, networking and by supporting departments in management and audit procedures. Furthermore, Sapienza promotes initiatives to boost participation in HE collaborative projects through a Coordination of Horizon Europe collaborative projects call.

<https://www.uniroma1.it/it/pagina/settore-grant-office-programmi-collaborativi-internazionali>

INTERNATIONAL COOPERATION NETWORKS AND VISITING PROFESSORS

Support in management regarding cooperation development projects and international cooperation programmes; promotion of international partnerships for cooperation development funded by private and public funds; management of grants and procedures regarding visiting professors and researchers and orientation.

<https://www.uniroma1.it/it/pagina/cooperazione-scientifica-e-reti>

NATIONAL GRANTS OFFICE AND NATIONAL RECOVERY FUND GRANTS

Support in application and management processes in related to the main national and regional grants, as well as grants funded in the framework of the National Recovery Fund (Next Generation EU) through: scouting and informing; organization of infodays e workshops; matchmaking; support in proposal drafting and submission, scouting as well as periodic reporting, networking and by supporting departments in management and audit procedures.

<https://www.uniroma1.it/it/pagina/settore-bandi-regionali-e-nazionali>

<https://www.uniroma1.it/en/pagina/italian-recovery-plan>

UNIVERSITY FUNDED GRANTS

Support regarding University funded grants. Among these: research grants, archaeological excavations, medium and large infrastructure, seminars and conferences.

<https://www.uniroma1.it/it/pagina/settore-bandi-di-ateneo>

SAPIENZA OPEN CALLS FOR RESEARCHERS AND PROFESSORS

To consult other opportunities for funding offered by the university, you may consult the following webpage where all relevant calls are published.

<https://web.uniroma1.it/trasparenza/bandi-personale-docente>

<https://web.uniroma1.it/trasparenza/bandi-personale-docente>



ETHICS COMMITTEE FOR TRANSDICIPLINARY RESEARCH

The Ethics Committee for Transdisciplinary Research (CERT in Italian), ensures that Sapienza University research follows ethical principles defined by international and national regulations and the Sapienza Statute and Code of Ethics. The Committee provides ethical analysis and opinions on research proposals and experimental protocols. Moreover, it prepares information plans aimed at ethical awareness of the implications of research activities. For support: cert.sapienza@uniroma1.it

<https://www.uniroma1.it/en/pagina/ethics-committee-transdisciplinary-research>

RESEARCH PRODUCTS AND CATALOGUES

Coordination regarding the University's research products catalogue, in particular guidelines for upload and validation, information and training for users in coordination with the Library system; promoting and monitoring University policies for Open access and Open Data in collaboration with the Library system.

ONLINE INTEGRATED TIMESHEETS

If you are involved in a project with external funding (and mainly in the case of European Commission funds) you are most likely going to use a monthly online integrated timesheet. This is a resource used to demonstrate the time spent on each project and to make sure you register your project time correctly.

<https://wiki.u-gov.it/confluence/display/public/UGOVHELP/Manuale+Sapienza>

PATENTS AND LICENCING

Support related to protection and management of the University intellectual property through: information on procedures and rules; priority researches to verify the novelty and the industrial viability of the invention; focus and scouting on research results; formal screening on patent proposals and technical support to the evaluation procedures of the Patents Committee; selection of patent attorneys; technical support in Drafting of agreements of Sapienza's Patents portfolio.

[Settore Brevetti e Licensing | Sapienza Università di Roma \(uniroma1.it\)](http://SettoreBrevettiLicensing/SapienzaUniversitaRoma/uniroma1.it)

SUPPORT TO INNOVATIVE INTERPRENEURSHIP

Supporting Spin Off and Start Up development through: orientation in business planning and project development; monitoring and impact evaluation; promoting and managing relationships with Business Angels, Venture Capitalist e Investors in innovative entrepreneurship; promoting incubator and/or acceleration activities for already established businesses.

<https://www.uniroma1.it/it/pagina/settore-partnership-strategiche-spin-e-start>

AGREEMENTS AND RELATIONS WITH COMPANIES AND COMMUNITY

Support in relations between the scientific community and the business world, in order to interface the two realities on mutual development and opportunities, including relations with subjects outside the University and specialized in supporting activities for TT actions; drafting and updating of regulations, guidelines, contract formats, collaboration and partnerships.

<https://www.uniroma1.it/en/pagina/agreements-and-relations-companies-and-community-unit>

PUBLIC ENGAGEMENT AND CITIZEN SCIENCE

Enhancement and promotion of cultural activities of public utility, citizen science initiatives and interaction with the world of education. Support to Sapienza's policies aimed at the growth of Public Engagement through the promotion and management of specific initiatives; participation in national networks dedicated to Public Engagement.

<https://www.uniroma1.it/it/pagina/settore-produzione-di-beni-pubblici-cultura-formazione-continua-e-public-engagement>

