UCBM
WELCOME GUIDE
FOR INCOMING STUDENTS
WELCOME
Contacts
International Relations Office
Student Services Office
Financial Support
Library
Sport Activities
UCBM in numbers

PLAN AHEAD
Application Process
Step 1: Nomination
Step 2: Application
Step 3: Acceptance and registration
Step 4. Termination of the period of stay
Health care
Accommodation
Student visa and Residence Permit (Permesso di Soggiorno)
Packing

FIRST DAYS IN ROME
Arrival
Welcome day
Living in Rome
  History and culture
  Weather
  Festivities and Celebrations
UCBM Experience
  Library
  Other services
  Computer Laboratory
Canteens
Culture, Art & Events
Sport

USEFUL ADDRESSES AND PHONE NUMBERS

Emergency Numbers:
Transports

CAMPUS MAP
Contacts

**International Relations Office**
Location: TRAPEZIO – Campus Bio-Medico University of Rome, floor 0
Contact Persons: Valerio Greco - tel. +39 06 22541.8887
Claudia Zanetti - tel. +39 06 22541.8760
E-mail: erasmus@unicampus.it
Website: [www.unicampus.it/international-relations](http://www.unicampus.it/international-relations)
Office hours:
Mondays and Wednesdays, 10:30am-12:30pm
Tuesdays and Thursdays, 02:30pm-04:30pm

**Student Services Office**
Location: PRABB – Campus Bio-Medico University of Rome, floor 0
Contact details:
E-mail: segreteriastudenti@unicampus.it

**Financial Support**
Location: PRABB – Campus Bio-Medico University of Rome, floor 0
Contact details:
E-mail: diritto.studio@unicampus.it
Office hours:
Mondays and Wednesdays, 10:00am-01:00pm
Tuesdays and Thursdays, 02:00pm-04:00pm
Library

Location: TRAPEZIO – Campus Bio-Medico University of Rome, floor 0

Contact details:

E-mail: biblioteca@unicampus.it
Website: http://www.unicampus.it/eng/student-life/library

Office hours:
Mondays to Fridays, 08:30am-09:00pm
Saturdays, 08:30am-02:00pm

Sport Activities

Location: PRABB - 1st floor - Financial aid and Campus Life Office

Contact details:
E-mail: campusport@unicampus.it

Office hours:
Tuesdays and Thursdays, 02:00pm-04:00pm
Application Process

In order to apply for an Erasmus+ exchange period at UCBM, there must be an in-force Erasmus interinstitutional agreement between the UCBM and your home University.

Step 1: Nomination

After you are selected, your home University sends your nomination to UCBM International Relations Office at erasmus@unicampus.it. Please notice that Applications will be taken into consideration only after you have been nominated by your home University.

Step 2: Application

After receiving your nomination, you will be contacted by UCBM to send your Application documents listed in the info-sheet. Also, please refer to it for the deadlines and make sure to always abide by them.

Learning Agreement (LA)

When filling the LA in, make sure that the chosen courses are written with the exact same denomination and number of ECTS credits foreseen in the UCBM Student guide, sent via email by IRO (International Relations Office) and that traineeships (if any) are indicated separately.

Before sending your LA, make sure to have it approved and signed by your University. Should any clarifications on the UCBM course programmes be needed, please refer to the Faculty coordinators listed in the info-sheet.

It is possible to choose courses from different programme years. Please be aware that choosing courses this way could result in an overlapping of classes in your timetable. Also, it is highly recommended that students attending the programme in Medicine and Surgery choose all subjects within an integrated course due to the fact that, in some cases, all subjects within the same integrated course could foresee one single exam.

Traineeship activities do not foresee a grade or an evaluation in Italy. In case you need a final grade or evaluation, make sure to inform your traineeship supervisor so that he/she can provide the Faculty Secretariat and IRO at UCBM with the final evaluation/grade at the end of the traineeship period.

Changes to LA

It is possible to make changes to your LA within the first month of classes. In that case, make sure to contact the coordinator at your home University to agree on the changes and have them approved by him/her. Then fill in, sign and send the “During the mobility” version of your LA at erasmus@unicampus.it to have it approved on our end. When adding and/or changing the subjects, please make sure that the new ones take place during your period of stay.

It is possible to change your LA only ONCE throughout the entire mobility period for both annual and semester-long exchanges.
Step 3: Acceptance and registration

After a positive evaluation of your application, UCBM will send you an acceptance e-mail to confirm your mobility together with your learning agreement duly signed by the Faculty Dean. You will also receive a link to register in UCBM student management software (Esse3). Please make sure to note the username and password used upon registration. Through the student management software, IRO will upload all courses foreseen by your learning agreement into personal profile and you will be able to check the exam dates. In case any subject or course is missing, make sure to inform immediately the IRO by writing an e-mail to erasmus@unicampus.it. Your registration will be finalised upon arrival.

Step 4. End of the stay

On the very last day of the stay, you are expected to come by at the International Relations Office and have the Certificate of Attendance filled in, signed and stamped with the exact dates of your mobility period at UCBM. In most cases each University has its own template of this document, please check with your Erasmus coordinator in advance. If not UCBM will issue you its certificate.

The Transcript of Records will be issued by UCBM as soon as possible after the assessment period has finished and all grades have been registered by the Faculty secretariat. In case a hard copy is required, please contact us in advance with the address where it must be shipped.
Health care

EU, EEA and Swiss nationals can benefit from the European Health Insurance Card (EHIC), which gives access to direct health care at public facilities by the Italian National Health Service (SSN) at the same conditions as Italian citizens. The Italian National Health Service provides free-of-charge health care (only administrative fees are to be paid in the form of “Ticket”). Please be aware that the EHIC does not replace private insurance policies, therefore feel free to buy the private insurance policy that better suits your needs.

Students not holding an EHIC must take out a private health insurance covering the whole stay in Italy. As an exchange student you can also apply at for the voluntary registration with the National Health Service (SSN) by paying an annual lump-sum fee of 149.77 € at a Post Office. Please notice that registration with the SSN is based on calendar year and is thus valid from 1 January to 31 December of each year. Remember to keep all payment receipts: most insurance companies will refund the medical expenses foreseen after returning to your home country by providing them with all payment receipts and health documentation.
**Accommodation**

If you are staying for one semester (Winter or Summer term) or if you want to rent independently, we strongly recommend renting a room close to Metro B line. Laurentina, Piramide, Garbatella, San Paolo are the closest metro stations to our University. Online Magazines are a great resource to help you find a room. Here some examples:

- [www.portaportese.it](http://www.portaportese.it)
- [www.subito.it](http://www.subito.it)
- [www.easystanza.it](http://www.easystanza.it)
- [www.spotahome.com](http://www.spotahome.com)

We also have a partnership with Uniplaces [Appartamenti in Affitto: Privati Stanze e Case in affitto - Uniplaces](https://uniplaces.com), an international platform which helps connecting private tenants to students. Our students can get a 30% off their services fee using the code **BIO30**.

This is their Whatsapp number students can use: +351912327259. It is a number exclusively dedicated to students so you can ask all the questions you want to their operators. You can also write an email to: b2b@uniplaces.com

If you are going to stay for the entire academic year (both Winter and Summer terms) and you are interested in University Residences, please check our website [https://www.unicampus.it/en/servizi/right-to-study/student-accommodation/](https://www.unicampus.it/en/servizi/right-to-study/student-accommodation/) Our Financial Support Office will help you to find a suitable accommodation for your needs.

Since Rome is quite expensive, one should be prepared to spend on average 600 euro plus utilities (50 euro approximately) per month for a single-room with a shared bathroom.
Student visa and Residence Permit (Permesso di Soggiorno)

Only for NON-European students

All non-EU students who wish to study in Italy are required to apply and obtain a long-term study visa (type D). Getting a visa is now much easier and faster, thanks to the Universitaly portal created by the Italian Ministry of University and Research in collaboration with the Ministry of Foreign Affairs.

Universitaly aims at connecting students, Italian diplomatic authorities abroad and Italian universities, and therefore it simplifies the request and obtainment of the visa for non-European students.

Candidates need to register on the Universitaly website, and select Campus Bio-Medico when asked in Step B. Once the pre-enrolment application is accepted, the university will send the documentation to the Embassy/Consulate as indicated by the candidate in order to start the visa process.

Please visit this website for further information: www.universitaly.it/

Non-EU nationals staying in Italy for more than 90 days must apply for a Residence permit (in Italian, Permesso di soggiorno) within 8 days from their arrival in the country. This document supersedes the student visa, allows you to stay one full year and can be renewed annually based on the duration of the programme you are enrolled in at UCBM. The student secretariat will provide you with all the information you need to know and the steps to follow.

Packing

Here are some packing suggestions that might be useful for your stay in Rome:

Pocket money: make sure to bring with you enough money to cover at least 2 months of rent (usually paid in advance upon renting a room/apartment) and living expenses for the first month of stay.

Adaptors and transformers: Plan on buying them here, you can find adaptors in hardware stores. A transformer converts foreign voltage to European voltage. Voltage in Italy is 220 Volts which may be different from the voltage in your country.

Laptop: If you have a laptop it is a good idea to bring it here with you. It can be useful for your studies, to contact your friends and family back home, as well as to store digital photos. If you don’t own a laptop, it is not necessary to buy one, there are several places to access computers throughout campus (e.g. the Computer lab).

When thinking about sheets, towels, and general toiletries to bring, don’t overpack your suitcase if you’re short of space. These are easily found in the local stores or shopping centers.
FIRST DAYS IN ROME

Arrival

UCBM Campus is located in the residential district of Trigoria (in the outskirts of Rome) in Via Álvaro del Portillo n.21. To reach the UCBM by public transport from the Rome city centre you can take the Metro B (blue line) direction “Laurentina” and get off at the last stop; take the bus 72 at the D’ARPE/TRIGORIA stop for 13 stops and get off at the ALESSANDRINI/DEL PORTILLO stop (it takes approximately 20 to 30 minutes from Laurentina stop). Please notice that you can get off at two different stops to reach our Campus: the first one is in front of the hospital (“Policlinico” stop) and the second one is by the main University building (“Alessandrini” stop).

There are several options to buy bus/metro tickets

1. **BIT - Integrated Time Ticket**
   - Price: € 1,50
   - Validity: valid for 100 minutes from first validation; single journey on metro/train urban route, even using different lines, but without passing through the turnstiles.
   - Where to buy: “Tabacchi” shops (look for shops with the “T” symbol outside)

2. **Monthly Personal Pass**
   - Price: € 35,00
   - Validity: valid for unlimited journeys within the city of Rome during the charged calendar month.
   - Where to buy/charge:
     - Can be pre-purchased online through tap&go - MyAtac with a contactless payment card enabled for online purchases or an NFC Device (you can download the Atac Tap&go App at this link). By doing so, your contactless payment card or smartphone will be included in the subscriber whitelist.
     - May be charged on a Metrebus Card. The Metrebus Card may be requested online on the Atac website or at any Atac ticket offices. In this case, you just must fill out the form and deliver it in an Atac ticket office (with exception of “Spagna” station) together with a passport photo. Further monthly charges of the Metrebus Card may be done in all other authorized shops equipped with a POS. The subscription may be charged also at Unicredit ATMs in Rome and surroundings.

3. **Annual Pass – Rome**
   - Price: € 250,00
   - Validity: valid for 365 days from the day of recharge written on the sales receipt.

   You can use the tickets and monthly/annual pass within the territory of Rome on buses, trams, trolleybuses, Cotral buses (urban route), Metro Lines, regional trains: (Trenitalia - 2nd class only, Roma-Lido, Termini-Centocelle and Roma-Viterbo - urban route).

   You may not be use them for the following bus/train connections: Cotral line Roma Tiburtina/Termini - Fiumicino Airport, Trenitalia non-stop connection Roma Termini - Fiumicino Airport. Additional information on public transport, including costs and routes, is available at: [www.atact.roma.it](http://www.atact.roma.it)
Don’t forget

- Owners of Metrebus and èRoma Cards shall keep the payment receipt of the pass for the entire duration of their subscription: it has to be displayed in case of a ticket inspection together with the card. The receipt is necessary also in case of loss or substitution of the card in a ticket office.
- Metrebus Card and èRoma Card must be validated at the beginning of each journey. You find validators on: buses, trams, trolleybuses, along the Regional Rail lines Termini-Centocelle, Roma-Viterbo, Roma-Lido and Trenitalia lines and at the entrance of all Metro lines.

Welcome day

At the beginning of each semester, UCBM holds a Welcome day for all incoming students to meet their colleagues, get to know the campus and carry out the registration procedure. Upon arrival, the staff of the International Relations Office (located in Via Alvaro del Portillo 21 - “Trapezio” building) will welcome and accompany you for a brief tour through the University complex. At the end of the tour and after completing the registration procedure¹ you will receive your student badge, which you will need to access the canteen and other restricted areas depending on the type of study/traineeship activities to be implemented during your mobility. Please keep in mind that attendance is mandatory as it counts as the starting date of your mobility.

¹. Make sure to bring with you the UCBM letter of acceptance and the original copy of Learning Agreement or for Studies/Traineeship
Living in Rome

History and culture

According to legend, Rome was founded on 21 April 753 BC with the tale of the twin brothers Romulus and Remus, who were suckled by a she-wolf ("la Lupa", symbol of Rome). Romulus then killed his brother and became the first king of the Eternal City.

It would take a lifetime to see all there is in Rome. The Eternal City offers its visitors a myriad of opportunities. With over 2000 years of history, Rome holds a special place among the capitals of the world: an open-air museum in constant evolution but one that nevertheless proudly preserves its traditions: from the numerous museums to the Baroque churches, from modern art to ancient history to the narrow streets of the historic centre, from refreshing ice-cream to the irreplaceable pizza. The mild climate, its magnificent parks, countless treasures and unforgettable views unique in the world, make Rome the perfect place to enjoy the "dolce vita" (when you are free from studying!). As the saying goes, “when in Rome, do as the Romans do”, so it’s up to you to unveil and enjoy the many treasures of this beautiful city.

Weather

Rome and its metropolitan area has a Mediterranean climate, with mild winters and warm to hot summers. The average annual temperature is above 20 °C (68 °F) during the day and 10 °C (50 °F) at night. In the warmest months, July and August, diurnal temperature often reaches over 30 °C (86 °F). December, January and February are the coldest months with an average temperature of around 8 °C (46 °F).

Festivities and Celebrations

Along with the Italian national festivities, there are also several celebrations held in Rome during the year. Some of most typical ones are the Ides of March (on March 15, Rome marks the anniversary of Julius Caesar’s untimely death with a period reenactment), Natale di Roma (Rome celebrates its birthday on April 21st with concerts, a parade and historical reenactments at Circo Massimo) and Feast of Saints Peter and Paul which celebrations start with the infiorata, a spectacular carpet of flowers and the Girandola (‘pinwheel’) a massive firework show on the same evening.
UCBM Experience

Library

International students will be able to use the university library once they are officially enrolled since they will be required to show their student badge. The UCBM library is located in the Trapezio building; other study spaces are located in the PRABB building as well.

The library mission is to provide comprehensive resources and services in support of the research, teaching, and learning needs. Its focus is to build broad print and e-resources collections.

General library services available to the academic community include reading rooms, with seating for 138 people, direct access to books on shelves, journals and periodicals in digital format, and databases.

Students have access to the digital resources via their personal laptops through the Wi-Fi network.

You can search for titles of your interest available at library through the On-line Public Access Catalogue (OPAC).

Other services

- Library Service
- Document Delivery and Interlibrary Loan Service;
- Information and Reference Service;
- Photocopying facilities.

Computer Laboratory

The Campus Bio-Medico University of Rome provides its students with two Computer laboratories located in the Pole of Advanced Research in Biomedicine and Bioengineering (PRABB). The A laboratory is equipped with 50 workstations. It is used for lectures that require computer facilities. The B laboratory is equipped with 14 fixed and 6 mobile workstations. This second one is used for individual study and also provides document delivery, exam booking and printing services. Both laboratories are equipped with a projector, writing board and software dedicated to the various Degree Courses running at the University.

The B laboratory is open to the public from 9.00 a.m. to 7.30 p.m. (when part-time staff is absent it closes at 5.30 p.m.).

Canteens

All the buildings of the university are equipped with a cafeteria accessible to students, staff and visitors. Students and employees can take advantage of the restaurant services at reduced prices using their identification badge at the checkout. Once charged, the badge allows electronic payment at the cash desk in the restaurants of the PRABB building and the University Hospital (Polliclinico Universitario).
Culture, Art & Events

The Campus Bio-Medico University of Rome is a young and modern university, open to the integral development of the person. For this reason, it provides students with a wide range of activities, services and extracurricular initiatives that contribute to their human, social, artistic and cultural growth to transform their educational path into an extraordinary life experience.

UCBM can boast a wide range of extra-curricular activities that integrate its academic life. Among them:

- The Polyphonic Choir, which accompanies the significant moments of university life and organizes concerts in the wards of the University Hospital.
- The Chamber Ensemble, a group of about 15 elements engaged in a repertoire ranging from 700 to 800 and performing all over the Capital city.
- The Theatre Laboratory, which collaborates with the Polyphonic Choir in the preparation of musicals and allows to learn language and theatrical techniques, but above all to improve communication skills and teamwork.
- The Campus’ Got Talent, an artistic event that gives students and staff the opportunity to present musical and entertainment performances evaluated by a jury of honor.
- The Spring Concert dedicated by students to their colleague Filippo Baldoni, who prematurely passed away in December 2014. It is promoted in cooperation with the homonymous Onlus with the aim of offering a concrete help to parents in need.
- The cultural events of the Weekend sharing, an initiative that throughout the year accompanies students on guided tours of museums and places of artistic interest in Rome and the surroundings, promoted in collaboration with the student Association Campus Sharing.
- The Photography Course, divided into theoretical lessons at the University and practical excursions on weekends, to improve the basic knowledge of photographic technique.
- Initiatives of cultural and scientific divulgation and participation in the main national and international events of deepening scientific, technological transfer.
- Regular meetings with companies interested in strengthening their staff with trained and motivated young people.
Sport

The Campus Bio-Medico University of Rome, in collaboration with the Associazione Sportiva Dilettantistica Campus Bio-Medico, offers a wide range of sports activities for students, who have the opportunity to participate in university championships in various disciplines: from men's 11-a-side football to women's 5-a-side football, from volleyball to basketball, from tennis to running.

The championships are organized by CSI - Centro Sportivo Italiano, a sports promotion body recognized by CONI.

The activities take place in the sports facilities located in the immediate proximity of the University.

To participate in the activities organized by the Associazione Sportiva Dilettantistica Campus Bio-Medico it is necessary to acquire the membership card of the association, paying an annual membership fee and providing a medical certificate.

For more information, please e-mail campusport@unicampus.it
USEFUL ADDRESSES AND PHONE NUMBERS

Emergency Numbers:
1. Single Emergency Phone Number: 112 (only available in Rome and the Lazio Region). For more information: [http://www.regione.lazio.it/rl/112/nue-112/](http://www.regione.lazio.it/rl/112/nue-112/)
2. Police: 113
3. Fire fighters: 115
4. Ambulance: 118
5. Lost property on bus or tram: 0667693214

Tourist Information number: 060608. For more information: [www.romapass.it/en](http://www.romapass.it/en)

Transports

Airports:
- Leonardo da Vinci (Fiumicino) - Intercontinental Airport
  Address: Via dell'Aeroporto di Fiumicino, 320 - 00054 Fiumicino (RM)
  Phone number: 06 65951
  Website: [www.adr.it/fiumicino](http://www.adr.it/fiumicino)
- Giovan Battista Pastine (Ciampino) – International Airport
  Phone number 06 65951
  Website: [www.adr.it/ciampino](http://www.adr.it/ciampino)

Main Train and bus stations
- Roma Termini
  Address Via Giovanni Giolitti 9, Rome - Phone number 06 4546 40100
  Website: [www.instazione.shop/roma-termini](http://www.instazione.shop/roma-termini)
- Roma Tiburtina
  Address: Piazzale della Stazione Tiburtina, Rome - Phone number 06 478411
  Website: [www.instazione.shop/roma-tiburtina](http://www.instazione.shop/roma-tiburtina)

Taxi
- Should you need to take a taxi here are the phone numbers you can call:
  - RADIOTAXI Soc. Coop. 063570
  - Roma - La Capitale 064994
  - Pronto Taxi 066645
  - Mondo Taxi 068822
Vehicle Rental Services

• Car
  • Enjoy enjoy.eni.com
  • Car2go www.car2go.com
  • Share n’go site.sharengo.it

• Bike
  • Jump jump.com
  • Helbiz helbiz.com

• Scooter
  • Ecooltra ecooltra.com
  • Zigzag zigzagsharing.com
  • Cityscoot cityscoot.eu
MAP

AIRPORT OF ROME Fiumicino

M

METRO B LAURENTINA

M

EUR

BUS LINE 72

FIUMICINO

H - HOSPITAL POLICLINICO CAMPUS BIO-MEDICO OF ROME

CAMPUS BIO-MEDICO UNIVERSITY OF ROME