SISSA Vademecum
Welcoming New Students

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Dear first-year PhD students,

first of all congratulations for your choice of SISSA for your graduate studies: here in Trieste you will find a welcoming and stimulating environment, both for your academic and social life. With this note, we would like to share some tricks with you on how to get the best from your experience here in SISSA.
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1 Some History of SISSA

As of this moment, you might be wondering: where am I now, exactly? Well, you’re at the Scuola Internazionale Superiore di Studi Avanzati, or SISSA (International School of Advanced Studies, or ISAS), located in the Santorrio building on top of the hills of Karst (this is a Slovenian word, in Italian it’s “Carso”) above the city of Trieste.

SISSA used to be located near the Miramare Castle, on the sea, next to the International Centre for Theoretical Physics (ICTP). SISSA moved some years ago to the present building, which used to be a hospital for people suffering from tuberculosis (the “Sanatorio Santorio Santorio” – it’s no joke: you may find a bust of Santorio Santorio in the hall just outside the Cafeteria). The beautiful park surrounding the Santorrio building is also owned by SISSA, although it has been made open and accessible to the public – during certain days and hours, this is still a working place after all! – since May 2011. You should definitely seize the occasion of having a walk around it, when “bora” (the strong, extremely cold wind that sometimes blows in Trieste) is at rest!

1.1 Doing Science in Trieste

Apart from SISSA and ICTP, Trieste and its surroundings host many other scientific institutions, like INAF-OATS (the Astronomic Observatory of Trieste), AREA Science Park, ICGEB (International Centre for Genetic Engineering and Biotechnology), OGS (the National Institute for Oceanography and Experimental Geophysics), and the University of Trieste. SISSA collaborates actively with most of these institutes.

1.2 Settling in Trieste

Other useful and practical information on life in Trieste can be found on the SISSA Students’ Wiki page [http://wiki.sissa.it/students/index.php/Main_Page] or later in this note.

2 Gestione Separata INPS

Italian State divides all people who works in Italy in different categories, most of all managed by INPS (which is a short name for “Istituto Nazionale della Previdenza Sociale”, in English you can translate it by “National Social Welfare Institution”).

As people who works in Italy, all SISSA PhD students must be registered to “Gestione Separata”, which is the category of workers PhD students belong to. The deadline to subscribe to “Gestione Separata” is 30 days, starting from the day SISSA notifies your admission to the PhD.

If you have been already registered to “Gestione Separata” (for example if you had a 150 hours contract with an Italian University in your bachelor or master degrees), you are done.

In order to subscribe to “Gestione Separata” you have to:
• get your INPS PIN number. Following this link: https://serviziweb2.inps.it/RichiestaPin/jsp/menu.jsp?bi=32&link=Il+PIN+online you can get your INPS PIN number (mandatory to log-in in your personal INPS webpage and get registered to “Gestione Separata”). Note that it can take a few weeks to get your INPS PIN code; so the sooner you do it, the better it is;

• to get subscribed to “Gestione Separata”, you can follow this link: https://www.inps.it/nuovoportaleinps/default.aspx and log-in to your INPS personal webpage (using your INPS PIN number) and subscribe to “Gestione Separata”.

3 Research and Academic Life

3.1 Academic Life

So, now that you know where you are, you are probably willing to ask: what am I here for?

The School’s main job is to train you as an independent young scientist. From an academic viewpoint, research in SISSA is divided in three Areas: Physics, Mathematics, and Neuroscience.

Being a first year PhD student in SISSA, you are supposed to attend a number of lectures and take the corresponding exams (except for students in Genomics and Neurobiology), as well as attending the seminars offered in your PhD course. These will also serve the purpose of letting you know which research topics are active in your Area, and “who works on what”: participation in your PhD course activities will offer you guidance in your choice of a PhD project.

More interdisciplinary seminars, delivered by experts in the fields of research active in the School and open to the whole SISSA community, are organized in the form of the monthly SISSA Colloquia.

Starting from academic year 2018/2019, students of SISSA started organizing student-lead seminars called “INTERDISCIPLINARY COLLOQUIA” (temporary name): these seminars’ aim is to strength the bonds of all people working in SISSA (students of PhD and of Master, administrative and technical staff, professors, . . .). In order to do so, scientists and intellectual with various backgrounds in both science and humanities are invited to SISSA to share their knowledge.

Since these “seminars” are organized by students, you all have a very crucial role: you have to suggest names and vote them!

Prepare for the abundant variety of seminars which are given daily here at SISSA, there is something for all tastes! More specific information regarding teaching and seminar activities can be found at the following websites: https://www.sissa.it/phd-courses
Shortly after your arrival at SISSA, a **meeting** with the staff and the students’ representative of your PhD course will take place, where topics regarding your life as a SISSA student like the above will be discussed.

## 4 Your Office, Printing and Binding

The **ITCS** (Information Technology and Computing Services) helps new students to get **SISSA credentials** (username and password). The account will provide you: the possibility to use remote SSH access to SISSA main cluster servers (example: ssh.sissa.it), an e-mail account and the possibility to register and to connect your laptop using the SISSA network in the Santorio buildings. All the information needed is available at ITCS webpage:  

[https://www.itcs.sissa.it](https://www.itcs.sissa.it)

You can access your account from any computer, that is all the ones affiliated to your Area, by just logging in with your SISSA credentials.

Moreover, you will soon be assigned your **office**, in which each of you will have a desk and access to a **workstation** running a Linux or Windows OS and with a lot of software already installed, both for scientific (e.g. various LaTeX editors, Mathematica, Matlab, R) and non-scientific (e.g. Skype) purposes. The correct functioning of your machine is a responsibility of the ITCS: contact them if you have any problems or questions.

Your computer will obviously be connected to the Internet, but it will be recognized, especially from Journal websites, as affiliated to a SISSA account. This will grant you the access to many articles (virtually all the ones you may need), making your bibliographical researches so much easier. More details on this can be found on the Library website (see page 7 for details).

Once you have thus downloaded your Gigabytes of articles, why tiring your eyes reading them on the screen rather than on paper? You can use SISSA **printers**, located at any floor. Notice that, as SISSA users, you will have unlimited printing, but please don’t push it too far! If one of the printers runs out of paper and you are able to replace it yourself, you can find those in the **deposit rooms** which are usually located near the **toilettes** (Incidentally, toilettes at all floors are marked by the yellow walls).

**Photocopiers** are also found near the printers. You can also use them to scan your documents and have them sent to you by email in pdf format, following the instructions on the machine. You can also bind the articles you just printed, by means of the binding spirals you can ask at the Store (see page 10 for details) and you will find the binding machine at the 2nd floor, in front of the Students’ Secretariat.

From the office, you can also make **free telephone calls to the area of Trieste**: calls outside have to be authorized by the Coordinator of the PhD course. Moreover, if you have to call someone in the SISSA building, just look the number up on the **Phonebook**: you will only need the last three digits of his/her phone number. Speaking of telephones, the SISSA building...
is located very near to the border with Slovenia, so your mobile phone may connect automatically to the roaming line.

http://services.sissa.it/phonebook/index.php?r=site/people

5 Missions

If you plan to attend some interesting School or Workshop, you can ask SISSA for a reimbursement of your expenses. The mission forms you have to fill in are found on the SISSA Web Services page (https://services.sissa.it/online/), to which you can log in with your usual SISSA credentials.

First of all, read the mission rules to get more information about what can be refunded, and up to how much:

http://www.adm.sissa.it/missioni/english
http://www.adm.sissa.it/missioni/indice

Before you leave for your mission, fill in the form by opening a new mission. Here you will state which conference you wish to attend and how much money you plan to spend. As a first year student, you will probably want to travel on your group’s funds, by selecting the appropriate tab, unless you are able to find a different funding source (read below). You will have to fill out this form at least one week before your mission starts, but, as usual, the sooner the better. During your stay away, keep all documentation of your expenses (train/plane tickets and boarding passes, receipts, bills and so on); don’t forget to get also a certificate of attendance for the event to which you participated. Once you come back, you will have to close the mission with the online form, with a detailed description of how you actually spent your – or indeed SISSA’s – money, and then hand in the compiled form and all your documentation of expenses to the Secretary of your Area (http://wiki.sissa.it/students/index.php/SISSA_staff).

Speaking of funds, you may also be interested in joining one of the national scientific institutes, that can provide an alternative source of funding. Some of these different sources include for example:

- IndAM (Istituto Nazionale d’Alta Matematica): http://www.altamatematica.it

For long visiting periods in EU (3 – 6 months), there are also Erasmus Job Placement Fellowships: the official announcements are forwarded by Students’ Secretariat in September-October, with a deadline of about one month. Further information at: http://wiki.sissa.it/students/index.php/Erasmus_%2B_Programme
6 SISSA Facilities

https://www.sissa.it/facilities

6.1 Library

Our Library (http://library.sissa.it) is located at the ground floor, “behind” the reception. It has many books and journal collections in all fields of pertinence of the three Areas of Physics, Mathematics, and Neuroscience. Some dictionaries, non-scientific books and newspapers can also be found. By means of the SISSA Catalog on the Library website, you can check whether the book you need is currently available. You can either read it in the Library itself, where a number of desks is available and the atmosphere, as you can imagine, is very quiet, or loan it and take it with you. You can have up to 5 simultaneous loans. A self-loan service, which can be used also outside working hours, is available upon registration of your badge (see below Badge).

In case you cannot find the book you need at our Library, check also the ICTP “Marie Curie” Library (http://library.ictp.it). As was mentioned above, until a few years ago SISSA and ICTP were very near, so they shared the “Marie Curie” Library. Consequently, it is very big, and is full of books not just about Physics but also in all the research areas of interest in the School. In order to get full access to the “Marie Curie” Library services, you need to ask SISSA’s Students’ Secretariat to certify your SISSA affiliation; if you don’t want to go yourself to Miramare to pick up a loan, you can also ask here in SISSA for an inter-library loan.

More information, for example on how to access Journal websites with a remote SISSA account from your PC or on how to request the acquisition of a book, may be found on the Library website.

6.2 Cafeteria

The Cafeteria is located at the ground floor and it offers both Bar and Canteen services. The Bar service is available from Monday to Friday from 8.00 a.m. to 7.00 p.m. Here you can find a variety of snacks and beverages and, of course, coffee.

For the residents of Trieste coffee is not just any beverage!

In fact, the residents have such a strong connection with this beverage that they have coined a lexicon of terms to indicate the various options and possibilities.

This short glossary will help you getting the hang of the strange vocabulary used in the typical menu of a café in Trieste. If you want to make sure you get what you want, you must not give anything for granted!

Let’s start:

• for an espresso, order a NERO

• for a decaffeinated espresso, order a DECA

• for an espresso with a splash of frothed milk, order a CAPO
- for a decaffeinated espresso with a splash of frothed milk, order a **CAPO DECA**
- for an espresso with a drop of frothed milk, order a **GOCCIA**

All these options may be served in a glass instead of a cup, in this case use “in B” formula (i.e. for an espresso with a splash of frothed milk in a glass, order a **CAPO IN B**).

Now you know how to order your coffee in Trieste. If you don’t know where to go find it, you just have to look around you. The wonderful squares and roads of the town are populated by old literary cafés where you can breathe that certain Viennese atmosphere that once inspired writers such as Italo Svevo, Umberto Saba and James Joyce.

After enjoying a Nero or a Capo, try to answer to Mauro Covacich’s question: “Is Trieste a town of writers because it inspires people to play with names - coffee included - or do people play with names here, because it’s a town of writers?”.

Remember that this is only true for the city and province of Trieste. If you go to Monfalcone and ask for a NERO, they will bring you a glass of red wine... so be careful!

Enjoy your coffee in Trieste!

The SISSA bar serves two brands of coffee, **Cibao** and **Illy**: the second one is more expensive.

The Canteen service is available every day from 12.00 pm to 2.30 p.m. it usually stays open Monday to Friday. They serve a wide variety of meals, including vegetarian options. In principle you can have whatever you want. There are two options:

- “Speciale” (reduced meal): \( \frac{1}{2} \) portion of first course, \( \frac{1}{2} \) portion of second course, a side dish and a dessert;
- “Intero” (full meal): one full portion of first course, one full portion of second course, a side dish and a dessert.

You can order your meal online ([https://www.sissa.it/cafeteria](https://www.sissa.it/cafeteria)) and check the canteen queue ([http://services.sissa.it/cam/lunch](http://services.sissa.it/cam/lunch)) only from SISSA network.

You can have discounts on your lunch! View ARDISS section at [12](#) for details.

### 6.3 Store and Post Office

Remember the days in which you had to buy pens, pencils and notebooks? Well, these days are finally over!

At floor -1, stair C, you will find the **Store**, e-mail address:(store@sissa.it), where you can get all your stationery for free.

When you need something, just go to the Store web page ([http://services.sissa.it/store/](http://services.sissa.it/store/)) choose what you need and send an email specifying the quantity and codes, your name, your Area and PhD course, and your room number; then go to the store and you will be given what you asked.

Please notice that the Store has the following opening hours: Monday to Friday, from 9.00 am to 12.00 am.
Just in front of the Store, you can find the **Post Office**. You can send all your letters (also registered mail, or “raccomandata”) just putting them in the “Mail Out” box, without any charge: envelopes are found at the Store. You can also have mail delivered to you directly at SISSA: you will find your correspondence in the alphabetic boxes.

In the Post Office, you can also personalize your **badge** with your photo, name, surname and date of birth printed on it. You will receive your badge shortly: ask for it at the Reception. It will grant you the access to the external door at the second floor, and more generally to the SISSA building, Laboratories and the Library outside working hours.

### 6.4 Music Room and Kindergarten

To look after your “right side of the brain”, SISSA has made available for its students also a **Music Room**. There you will find a piano, drums and some amplifiers and equipment to use with your guitar, free at your disposal. In order to access this room, you have to subscribe to the Students’ Secretariat, and then you can book the room at your pleasure.

The **“SISSA per i piccoli” Kindergarten** is open to all SISSA staff, thus including students, to take care of your small children during your working hours. For further information, see the relevant pages: [https://www.sissa.it/kindergarten](https://www.sissa.it/kindergarten).

### 7 Support and contributions

#### 7.1 Financial subsidies to the students

SISSA contributes to the **expenses** of its students. In addition to the fellowship, you can get:

- a contribution for your **rent** for students living in the province of Trieste (with a different domicile from their family of origin): the requests of contribution must be submitted to the Students’ Secretariat no later than July 31st each year; those who submit the request by July 31st and have a rent contract that does not cover the entire period of the calendar year, may submit a request of integrations of the previous one, with the details of the new contract or the renewal to cover the remaining period, no later than December 31st, each year. The entire contribution will be paid in September. For those who will submit an integration of the request, a second payment will be made by January / February of the subsequent year. Students who start the first academic year, will have to submit the application for contribution no later than December 31st of the first year of PhD. The contribution for the period from the beginning of the academic year to December will be paid by the end of February of the subsequent year. You can find the dedicated form at: [http://wiki.sissa.it/students/index.php/Contribution_towards_living_expenses](http://wiki.sissa.it/students/index.php/Contribution_towards_living_expenses)
- a laptop contribution: the contribution will be €400.00 maximum for PhD students enrolled in the I and II years and €300.00 maximum for PhD students enrolled in the III year. The deadline for purchase and for submitting the request: October 31st. The bonus will be awarded only once and shall not exceed the price of the laptop. For further information, please consult the following website: [http://wiki.sissa.it/students/index.php/Laptop_contribution](http://wiki.sissa.it/students/index.php/Laptop_contribution);

- a contribution towards health care expenses (especially dental care); further information is available at: [http://www.adm.sissa.it/_media/documenti/regolamento-assistenziale.pdf](http://www.adm.sissa.it/_media/documenti/regolamento-assistenziale.pdf) (in Italian) [http://www.adm.sissa.it/_media/documenti/english_regolamento_interventi.pdf](http://www.adm.sissa.it/_media/documenti/english_regolamento_interventi.pdf) (in English);

- part-time positions to students (150 hours). Students are paid 10.30 euros per hour for various projects, lasting 50 to 150 hours depending on your availability, such as helping out in the Library, keeping the website updated, and so on. This income is tax-free. First year students cannot apply, but keep this in mind for the next years. Further information: [http://wiki.sissa.it/students/index.php/150_hours](http://wiki.sissa.it/students/index.php/150_hours);

- a contribution for non-EU students to travel back home. The maximum amount of the contribution is €500.00. The contribution can be used only once during the PhD and after two years of work at SISSA (i.e. III and IV years students only). The capital city of the homeland must be more than 1000 km far from Trieste. In order to get the contribution you should fill the relevant form, enclose a copy of the receipt and boarding pass and bring it to the Students' Secretariat. For more information: [http://wiki.sissa.it/students/index.php/Travel_grant_contribution](http://wiki.sissa.it/students/index.php/Travel_grant_contribution);

- students who are forced to interrupt their activity due to illness, severe personal problems or pregnancy may be granted a contribution equal to 70% of the scholarship for a maximum period of 5 months. However, if you are a female PhD student who became pregnant and you are working in a SISSA lab, your fellowship freezes starting from the day you notify it by sending a certificate vouching your pregnancy to the Student Secretariat and the Director. You will get a contribution of 70% of the scholarship starting from the day you notify your pregnancy and ending the seven month after the birth of your child. Also the date of your PhD defense is postponed by the right amount of months. Moreover, Italian State helps women who became pregnant. In order to get this grant, you must be subscribed to “Gestione Separata” (see [2](#) for further informations);

- non EU students are entitled to a refund of the amount paid to register with the national health system, up to a maximum of €198 per year;

- a contribution towards the expenses for training and research may be assigned to PhD students enrolled in their third or fourth year of the course.
This contribution is, in particular, aimed to support the self-promotion of the students during the search for their postdoctoral position. The amount of money given is € 1000 and can be given una tantum upon request of the student. For more detailed explanation, see [https://wiki.sissa.it/students/index.php/Training_and_research_contribution](https://wiki.sissa.it/students/index.php/Training_and_research_contribution).

Moreover, SISSA helps foreign students to deal with the Italian bureaucracy, for example:

- to get your **permit of stay**. For detailed information: [http://wiki.sissa.it/students/index.php/Permit_of_stay](http://wiki.sissa.it/students/index.php/Permit_of_stay);
- to get your **health insurance**. For detailed information: [http://wiki.sissa.it/students/index.php/Health_Insurance](http://wiki.sissa.it/students/index.php/Health_Insurance).

### 7.2 SISSA’s housing service

The SISSA’s housing service is managed by Welcome office Friuli Venezia Giulia ([http://www.welcomeoffice.fvg.it](http://www.welcomeoffice.fvg.it)). You can find the Welcome Office Friuli Venezia Giulia, in the old town center - Via dei Capitelli, 960 A – near Piazza Unitá d’Italia. It is available for all kinds of support and it opens on Mondays and Thursdays from 9.30 a.m. to 1.00 pm and from 2.00 pm to 4.30 pm (by appointment only).

Phone: +39040304972; email: housingsissa@welcomeoffice.fvg.it.

At your request, an employee of the housing service will accompany you to visit the rooms or the apartments they propose. Moreover they will give you advice in order to ensure that you sign a regular rental contract. For further information about rental contracts please consult [http://wiki.sissa.it/students/index.php/Main_Page](http://wiki.sissa.it/students/index.php/Main_Page).
ARDISS is an agency run by the Region created to provide students with services (cafeteria and bar discounts) and financial support.

As PhD student you are entitled to benefit on the lunches at the cafeterias of SISSA, ICTP, University of Trieste and on the ARDISS tax. In order to enjoy this kind of facilities first of all you should get your ISEE (indicator of the equivalent economic situation).

The procedure of requesting an ISEE differs between students with residence in Italy and students without residence in Italy. For this purpose, a resident in Italy is a person who has been registered at the registry office (in Italian “ufficio anagrafe”).

The detailed explanation for getting your ISEE is as follows:

- **This section concerns students with residence in Italy.** In order to get your ISEE you have to call a CAF (center of fiscal assistance) for an appointment. Any CAF is fine, though we can recommend the CAF-UIL located at via Polonio 5, tel.: 040 – 638251. There, you should present the documentation needed and ask for the “reduced ISEE for PhD students” (in Italian “ISEE ridotto per dottorandi”). We remark that the call will likely be in Italian, ask an Italian friend or one of the representatives for help if necessary.

  **Note for Italian citizens:** potete andare in qualsiasi CAF sul territorio nazionale e richiedere l’ISEE ridotto per dottorandi.

Here follows a list of what you have to provide to get your ISEE:

- fiscal code;
- valid identity card;
- your incomes of two year ago (i.e.; if we are in 1995, you should provide your incomes of the year 1993) even if they were tax-free (i.e.; you should provide your PhD fellowship and eventual collaboration with Universities);
- owned buildings for residential purposes of the last year and/or the rent of the last year;
- balance and average stocks of all your bank accounts for the last year;
- certification of your disabilities;
- plate numbers of your vehicles (only if they have 500 cc or more), boats owned;

Note that if you present documents which display currencies different from Euro you have to convert them according to the average annual exchange rate (see [www.uic.it](http://www.uic.it)).

- **This section concerns students without residence in Italy.** If you belong to this category, you have to call a CAF with an agreement with ARDISS...
and then provide them with the documentation needed, but these documents must be either translated or certified by an Italian consulate in your home country.

Here follows a list of what you have to provide to get your ISEE:

- certification of the family composition;
- certification of yours and your family incomes of two years ago (i.e.: if we are in 1995, you should provide your incomes of the year 1993) even if they were tax-free (i.e.: you should provide your PhD fellowship and eventual collaboration with Universities);
- owned buildings for residential purposes and/or the rent of the last year belonging to any member of your family;
- balance and average stocks of all bank accounts belonging to any member of your family for the last year;
- certification of any disabilities over 66% of any member of your family;
- your fiscal code.

Note that if you present documents which display currencies different from Euro you have to convert them according to the average annual exchange rate (see www.uic.it).

The following website lists all the CAFs with an agreement with ARDISS: http://www.ardiss.fvg.it/contenuti.php?view=news&id=9518&tipo=evidenza. Make sure to choose a CAF located in Trieste.

We, the representatives, suggest you to go to the CAF-UIL at via Polonio 5, tel.: 040 – 638251. As mentioned above, the call will likely be in Italian, ask an Italian friend or one of the representatives for help if necessary.

8.1 Cafeteria Discounts

With the ISEE in your possession, you can

- either go to the ARDISS office (University of Trieste, Salita M. Valerio 3 Trieste tel. +390403595203/205, fax +390403595352; info.trieste@ardiss.fvg.it opening hours (from Monday to Friday, from 9.30 am to 12.00 pm)

- or fill in the on-line form present at the site https://ardiss-ol.dirittoallostudio.it/istud/. For this option, you first have to request a username and password from the Esse3 website https://esse3.units.it/Home.do Once you have complete the on-line procedure, you will be emailed with two documents. We point out a few tricky parts:

  - at stage TS05. COMUNICAZIONE IBAN at the question “Hai un conto corrente intestato o cointestato?” answer “YES” and then click on “AVANTI”. Then it appears a windows: click on “OK” and move on;
  - at stage TS14. DATI DEL CONTRATTO DI LOCAZIONE leave it blank and move on to the next page;
at stage TS15 INFORMAZIONI PERSONALI AGGIUNTIVE leave it blank and move on to the next page;

IMPORTANT: Print the attached files (called “Informativa sulla privacy” and “Dichiarazione possesso dei requisiti yyyy/yyyy”) and, after filling and signing them, send them to the following email address info.trieste@ardiss.fvg.it with a copy of your identity card or passport (according if you are an Italian or a foreign student). If you are a first year student, one week later, say, you have to go to ARDISS and get your magnetic card (ARDISS card or “Tessera Mensa”) that allows you to have proper discount at the canteen.

Note: In order to get discounts, the above procedure must be done every year around the beginning of the new academic year. PhD students who will not provide their ISEE within the established deadline, will have to pay without fail the maximum annual fee and the highest price for the canteen service. For further information, contact the Students’ Secretariat: phd@sissa.it.

Note: An up to date list of all canteens and restaurant at which you can get discounts on meals providing your ARDISS card is listed here: http://www.ardiss.fvg.it/contenuti.php?view=page&id=214#scheda532. At the same link you can find also opening hours of every canteen.

8.2 Housing in an ARDISS-owned building

ARDISS provides guesthouses for PhD students, postgraduates, researchers, professors and visiting professors of the universities, conservatories and ITS, whose assignment is governed by special announcement published on the website: http://www.ardiss.fvg.it/contenuti.php?view=page&id=42.

8.3 Discount on monthly/yearly subscription to the bus service

As SISSA students, we are entitled to have a 30% discount on the seasonal tickets of Trieste Trasporti. Detailed information can be found at the following website: http://ardiss.fvg.it/contenuti.php?view=page&id=41#scheda67

If you want to buy your ticket online (which is going to give you an additional 5% discount), you can follow this procedure:

- Go to http://form.triestetrasporti.it/
- Click on “agevolazioni studenti universitari”
- Fill in the form
- Wait a few hours
- Go to https://webticketing.triestetrasporti.it/ and buy your ticket.

The first time you buy a monthly or yearly ticket you will need to ask for a Trieste Trasporti card. Detailed information can be found here: https://webticketing.triestetrasporti.it/Documenti/Istruzioni.pdf.
8.4 CUS card
You can get the CUS card and join the sport activities organized by CUS Trieste as well as activities held in external facilities which have an agreement with CUS Trieste, more information at [http://www.cus.units.it/home.php](http://www.cus.units.it/home.php).

8.5 Discount on Regional Tax
You can get a discount on Regional Tax that you were requested also to enroll in SISSA every year. This discount is based on your ISEE.

8.6 Psychological counselling
Both SISSA and ARDISS offer a free psychological counseling service. The service aims are:

- to identify individual and relational problems associated with adapting to academic life, preventing conflicts and discomforts, improving students’ ability to understand themselves, others and to behave consciously;
- to help students to decode the discomfort, recognizing the risk factors;
- to provide support on topics such as emotional education, sexuality, and management of emotions.

Contacts:

SISSA SISSA’s psychologist, Dr. Laura Pomicino, is available for free every Thursday from 10 am to 2 pm in Building B4, room 3. Booking in advance is suggested. For further informations please contact cug@sissa.it.

Cell: 328 – 3155790, emails: sissacare@gmail.com

ARDISS Tel: 040309774, Cell. 3925529489, email: psicologo.trieste@ardiss.fvg.it
See also [http://www.ardiss.fvg.it/contenuti.php?view=page&id=46](http://www.ardiss.fvg.it/contenuti.php?view=page&id=46) (the website is in Italian, but the service is available also in English).
9 Extracurricular activities

But enough with this courses and exams already! SISSA cares also about your leisure activities. Apart from the Gym and the Music Room, these are some of the other extracurricular activities in which you can entertain.

9.1 SISSA Club

SISSA Club offers you the possibility to attend many different activities that can be also proposed by the students and be changed every year. Some examples include sports, drawing classes, acting lessons, choir, dancing courses, photography classes, and a weekly cine-club.

In the park (more precisely, in the B5 building), you may find the Gym. It is actually managed by the SISSA Club that organizes fitness courses.

There you can work out and exercise, following the Latin motto “mens sana in corpore sano” (“a sane mind in a healthy body”).

Language courses, including Italian for foreigners, are also among the available options as well as English and scientific English courses. A subscription fee is required to join the Club: it will also cover your insurance if you participate in the sport activities. SISSA Club can admit also people that are not in SISSA but want to enjoy the time with us. For further information, please visit the SISSA club website:

http://club.sissa.it/

9.2 SISSA for School

SISSA also opens its doors to guided visits to the School and the park for schools (ranging from primary to high school). This project, called “SISSA for School” (“SISSA per la Scuola” in Italian), is organized in collaboration with SISSA Medialab, a SISSA spin-off company involved in communication of science and many different activities. Children and young adults are offered small seminars and other entertaining activities, with the aim of popularizing science. You are welcome to join the program and become a lecturer or a guide for the tours. Additional information at

http://medialab.sissa.it/sissaperlascuola/en

9.3 Welcome Day and SISSA Parties

At the beginning of the academic year, a presentation of SISSA – probably less interesting than the one you are reading... ;) – will take place in the Aula Magna in the garden: this is the Welcome Day. This is only one of the many social occasions where you will be able to get to know all your colleagues and new friends from SISSA, like the celebrated SISSA Parties. Remember that, among the secret mottoes of SISSA, there is: Study hard, party harder! (The official one is “ma per seguir virtute et canoscenza”, that is “to follow virtue and knowledge”, a quote from Dante’s Inferno.)
9.4 Neuroscience experiments

An easy way to get some money and contribute to the advancement of science is to participate in the experiments that your colleagues from the Neuroscience Area conduct every day. These are announced on the Facebook group “Esperimenti SISSA” (https://www.facebook.com/groups/144096472323480/); if you choose to help a neuroscientist out, you will be also paid for your participation.
10 Who should I ask?

10.1 Students’ Representatives

In case you are facing some issues with your life in SISSA or you are simply curious about how the School works, the Students’ representatives are there to help. Each PhD course has its own representative, who sits in the Area council where all the important matters about your scientific Area are discussed. You will meet him or her at the presentation of your PhD course. You can find names and photos of all the representatives on the board in the Cafeteria and on the website [http://students.sissa.it/], e-mail address: studentreps@sissa.it.

In addition to the Students’ representatives in the Area councils, there are representatives also in the governing bodies of the School, namely the Senate, the Board of Directors and the Evaluation Unit. Together with the President of the Students’ Council, they are in direct contact with the Administration and the Director, with whom they discuss all issues which are relevant to the whole students’ body.

It is the duty and pleasure of all Students’ representatives to help you get the best from your experience as a SISSA fellow. Feel free to contact them, either in person or dropping them a line.

10.2 Administration

For most bureaucratic questions, you can turn to the Area Secretariat or the Students’ Secretariat:

- the Students’ Secretariat is concerned with “general” problems, like enrollment to the School, housing, tax declaration, etc. (E-mail address: phd@sissa.it);
- the Area Secretariat administrates all issues (missions, booking of lecture rooms, etc.) which concern your Area specifically ([http://wiki.sissa.it/students/index.php/SISSA_staff](http://wiki.sissa.it/students/index.php/SISSA_staff)).

For more specific issues, related to your PhD or Area, the people in charge are the following:

- the PhD Coordinator (together with the Professors’ Council) is in charge of all the administrative issues of your PhD course, like for example coordination of teaching activities, approval of plan of studies, qualifying/progress exams, approval of missions (when funded on the specific PhD course funds), etc.
- the Area Coordinator administrates your research Area as a whole.

10.3 Support to Students on the Workplace

To analyze and possibly resolve various problems that students may experience during their academic life, the School has introduced several institutional roles:
• the **Ombudsperson** is an independent, neutral and confidential resource for the students and the postdocs. He is the person to go to whenever one encounters a problem with their supervisor, on a scientific or personal level, e.g. inconclusive research project, hampering of one’s personal approach to pursue their career, and so on. The **typical duties** of these figures are to investigate students complaints and attempt to resolve them, usually through recommendations or mediation; to identify systematic issues that leads to poor service or breaches of students’ rights; removal of all types of discriminations and moral or psychological harassment for all people working and studying at SISSA. For any problems related to the above points, please contact one of the three members:

  Prof. Nicola Gigli (ngigli@sissa.it); Prof. Daniele Amati (amati@sissa.it); Prof.ssa Emilia Mezzetti (UniTs) (mezzette@univ.trieste.it). More info on the website [http://students.sissa.it/innerpage.php?title=The%20ombudsperson&section=iss&page=ombud](http://students.sissa.it/innerpage.php?title=The%20ombudsperson&section=iss&page=ombud).

• The **Trusted Advisor** or **Confidential Counsellor** (“Consigliere o Consulente di Fiducia” in Italian) is a figure appointed to collect reports of acts of discrimination, sexual and moral harassment and mobbing. His/her purpose is to find any concrete remedy to these acts, through prevention and resolution. He/she is external to SISSA and collaborates with CUG.

Contacts: Dott.ssa Giovanna Galifi (Trusted advisor) (ggalifi@sissa.it).

Source: [www.altalex.com](http://www.altalex.com) (in Italian).

• The **Committee for the Wellbeing** (“Comitato Unico di Garanzia” in Italian, or CUG) proposes and verifies the results of positive actions for the realization of equal opportunities, improvement of the organizational well-being, removal of all types of discriminations and moral or psychological harassment, particularly if based on gender, age, sexual orientation, ethnicity, religion, language, belief and policies on disability conditions. It can be addressed by all people working and studying at SISSA.

  E-mail address: cug@sissa.it; more info on the website [http://www.sissa.it/committee-wellbeing-cug](http://www.sissa.it/committee-wellbeing-cug).

• The **Health and Safety Management** is in charge of issues like emergencies and buildings evacuation, as well as health security (for example in laboratories). E-mail address: safety@sissa.it; more info on the website [http://www.sissa.it/safety](http://www.sissa.it/safety).