THE BIOROBOTICS INSTITUTE
SCUOLA SUPERIORE SANT’ANNA

STUDENT GUIDE
Welcome to The BioRobotics Institute of Scuola Superiore

Scuola Superiore Sant'Anna was established in 1967 as the Scuola Superiore di Studi Universitari e di Perfezionamento after merging the Scuola per le Scienze Applicate A. Pacinotti (founded in 1951) and the Collegio Medico-Giuridico. In 1987 the Scuola Superiore Sant'Anna acquired complete independence both from the Scuola Normale and the University of Pisa.

Scuola Superiore Sant'Anna is both a university in its own right, offering Masters and PhD courses, while for undergraduates it works as the Honors College of the University of Pisa. Potential undergraduates undergo a rigorous public examination, and only the very best are creamed off to combine their Pisa University studies with the extra options available at Scuola Superiore Sant'Anna, these students are called Honors College Students.

Honors College Students live at the Scuola and study totally free of charge but have to get top marks in all their exams and show...
In 2002 the ARTS and the CRIM Labs moved from Pisa to the Polo Sant'Anna Valdera (PSV), where the BioRobotics Institute is located today. The PSV was established by the Scuola Superiore Sant'Anna as a research park, in the industrial city of Pontedera, 25km from Pisa. The BioRobotics Institute is the result of a merge between ARTS Lab, CRIM Lab and EZ Lab; it is located at the Polo Sant'Anna Valdera, which also houses an office of the Italian Institute of Technology (MicroBioRobotics Center) and some joint research labs with leading universities in Japan and Korea. The BioRobotics Institute of SSSA started officially on January 1, 2011.

Research activities are displayed through eight main AREAS/LABORATORIES: Surgical Robotics and Allied Technologies lab, Translational Neural Engineering lab, Sensor signals and information processing lab, Human Machine Nexus, Wearable Robotics lab, Artificial Hands lab, Locomotion Biomechanics lab, Soft Robotics -Soft Mechatronics for Biorobotics lab, Assistive and AAL Lab, Creative Engineering Design lab.
The BioRobotics Institute is located close to the Pontedera train station (less than 5-min walk). Pontedera is along the railway from Pisa to Florence and on the freeway connecting Pisa and Florence, about 15 min. from Pisa and 45 min. from Florence. Both Pisa and Florence have airports.
Pisa is about 4h from Milan and 3h30 from Rome.
Florence is about 2h30 from Milan and 1h30 from Rome (fast trains).

The BioRobotics Institute has two branches, the Research Centre on Sea Technologies and Marine Robotics in Livorno, and the Domocasa Living Lab in Peccioli.

LOCATION
HOW TO REACH THE BIOROBOTICS INSTITUTE

ADDRESS: VIALE RINALDO PIAGGIO 34, 56025, PONTEDEERA
PHONE: +39 050 883000
OPENING HOURS: FROM MONDAY TO SATURDAY 7.30AM-10PM- CLOSED ON SUNDAY AND PUBLIC HOLIDAYS

BY TRAIN:
Pontedera station is located on the railway connecting Pisa and Florence (Firenze). From Pisa the trip takes about 15 min; from Florence it takes about 45 min. Trains run frequently, in both directions. “Firenze SMN” is the full name of the Florence Central Station. “Firenze Rifredi” is another station in Florence, convenient for reaching Florence airport (by taxi).
As an example, to reach the PSV early in the morning you have the following connections. See www.trenitalia.com for a complete timetable.

From Florence ("Firenze SMN")

<table>
<thead>
<tr>
<th>Departure</th>
<th>Arrival</th>
<th>Length of Journey</th>
<th>Train no.</th>
<th>Train Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>07:28</td>
<td>SMN</td>
<td>08:13 PONTEDEERA</td>
<td>00:45</td>
<td>3107</td>
</tr>
<tr>
<td>07:33</td>
<td>SMN</td>
<td>08:28 PONTEDEERA</td>
<td>00:55</td>
<td>6661</td>
</tr>
<tr>
<td>07:53</td>
<td>SMN</td>
<td>08:49 PONTEDEERA</td>
<td>00:56</td>
<td>23351</td>
</tr>
<tr>
<td>08:05</td>
<td>SMN</td>
<td>09:01 PONTEDEERA</td>
<td>00:56</td>
<td>23409</td>
</tr>
<tr>
<td>08:28</td>
<td>SMN</td>
<td>09:13 PONTEDEERA</td>
<td>00:45</td>
<td>3111</td>
</tr>
</tbody>
</table>

At Pontedera railway station, exit on the opposite side of the station main exit, in Viale Rinaldo Piaggio, then turn left: Polo Sant’Anna Valdina is about 200m ahead, on your left.
From Pisa ("Pisa Centrale")

<table>
<thead>
<tr>
<th>Departure</th>
<th>Arrival</th>
<th>Length of Journey</th>
<th>Train no.</th>
<th>Train Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>07:19</td>
<td>07:40</td>
<td>00:21</td>
<td>6666</td>
<td>R</td>
</tr>
<tr>
<td>PISA S.R.</td>
<td>PONTEDERA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PISA CENTRALE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07:32</td>
<td>07:46</td>
<td>00:14</td>
<td>3102</td>
<td>RV</td>
</tr>
<tr>
<td>PISA CENTRALE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07:40</td>
<td>07:53</td>
<td>00:13</td>
<td>23378</td>
<td>R</td>
</tr>
<tr>
<td>PISA CENTRALE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07:54</td>
<td>08:09</td>
<td>00:15</td>
<td>3104</td>
<td>R</td>
</tr>
<tr>
<td>PISA CENTRALE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08:01</td>
<td>08:22</td>
<td>00:21</td>
<td>11712</td>
<td>R</td>
</tr>
<tr>
<td>PISA CENTRALE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08:32</td>
<td>08:46</td>
<td>00:14</td>
<td>3106</td>
<td>RV</td>
</tr>
<tr>
<td>PISA CENTRALE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09:42</td>
<td>09:05</td>
<td>00:23</td>
<td>6674</td>
<td>R</td>
</tr>
<tr>
<td>PISA CENTRALE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BY AIRPLANE:

° Arriving at Pisa Airport (www.pisa-airport.com)

Pisa airport has a train station named “Pisa aeroporto”. The Pisa airport terminal is directly linked to Pisa central station (Pisa Centrale) in 5 minutes and to the line connecting Pisa to Florence. From Pisa airport few trains run directly to Pontedera and they take about 20 min. Alternatively, a change in Pisa Centrale is necessary. Another option is to reach Pisa Centrale by bus (15 min.) or taxi (10 min) and take a train to Pontedera (bound to Florence). From Pisa Centrale trains run to Pontedera more frequently and they take 15 min.

See previous section “Arriving by train”. Reaching Pontedera from Pisa airport by taxi is about 30 minutes and costs around 40 €.
° Arriving at Florence Airport (www.aeroporto.firenze.it)

Option 1: Take a taxi to Firenze Rifredi train station (15 min., 20 €). Then take a train bound to Pisa or Livorno, reaching Pontedera in about 40 min.
Option 2: Take a taxi (20 to 30 min., 20 €) or bus (every 30 min., 20-min. trip, 4,50€) to Florence main railway station, named Firenze SMN. Then take a train bound to Pisa or Livorno, reaching Pontedera in about 45 min.

See previous section “Arriving by train”. Reaching Pontedera from Florence airport by taxi is about 1H and 100 €.

° Arriving at Milan or Rome Airports

Use the airport train connections to the city train stations, then reach Florence or Pisa and follow the direction for arriving by train. Scuola Superiore Sant'Anna is located in the heart of Pisa, within a fourteenth-century Benedictine monastery, which has been entirely restored and converted into a modern campus.

Pisa, a former Maritime Republic, is one of the most charming towns in Italy. It is world famous for the Leaning Tower, which stands in the magnificent Piazza dei Miracoli. The river Arno runs through the town, which is only a few kilometres from the sea and yet also close to the hills. Pisa is just one of the main attractions in Tuscany, one of the most beautiful regions in all Italy.

For touristic information visit: http://www.pisaunicaterra.it

Pontedera is a unique open air contemporary art gallery and the hometown of Vespa: explore open-air displays by some of the world’s finest artists, enjoy fascinating exhibitions thanks to a year-round programme of contemporary exhibitions and events.


Opening Hours: Tuesday to Saturday, 10 a.m. to 6 p.m and every 2nd Sunday.
Free entry.
HOW TO REACH THE RESEARCH CENTRE ON SEA TECHNOLOGIES AND MARINE ROBOTICS

ADDRESS: VIALE ITALIA 6, LIVORNO
PHONE +39 050 883396

The Research Centre on Sea Technologies and Marine Robotics is located in Leghorn (Livorno), at “Scoglio della Regina”. (http://www.mrc.sssup.it)
Leghorn is a port city on the Tyrrhenian Sea on the western edge of Tuscany, Italy. It is the third-largest port on the western coast of Italy, having a population of approximately 170,000 residents.
Leghorn is about 15 min from Pisa, 1h30 from Florence, 4h from Milan and 3h30 from Rome.

BY TRAIN:
Leghorn (Livorno) railway station is located on the railway connecting Pisa and Roma.
From Pisa the trip takes about 15 min; from Florence there are trains that go directly to Livorno; they take about 1h 25 min. Trains run frequently from Pisa and about each hour from Florence during all the day. See www.trenitalia.com for a complete timetable.
Between the Leghorn railway station and the “Research Centre on Sea Technologies and Marine Robotics” there are about 5km. In front of the station there is the possibility to take a taxi or the bus number 1 that stops in front of the “Scoglio della Regina”.

![Image 1](image1.jpg)
![Image 2](image2.jpg)
**BY AIRPLANE:**

° **Arriving at Pisa Airport**

Pisa airport has a train station named “Pisa aeroporto”. The Pisa airport terminal is directly linked to Pisa central station (Pisa Centrale) in 5 minutes. A change in Pisa Centrale is necessary. See previous section “Arriving by train”.

° **Arriving at Florence Airport**

Option 1: Take a taxi to Firenze Rifredi train station (15 min., 20 €). Then take a train to Livorno, reaching Livorno in about 1h20 min.

Option 2: Take a taxi (20 to 30 min., 20 €) or bus (every 30 min., 20-min. trip, 4,50 €) to Florence main railway station, named Firenze SMN. Then take a train to Livorno, reaching Livorno in about 1h25 min. See previous section “Arriving by train”.

**HOW TO REACH THE DOMOCASA LIVING LAB**

**ADDRESS: VIA BOCCIONI 1, PECCIOLI (PI)**
**PHONE +39 0587 672152**

Peccioli is a small village on a hilltop in a large rural territory extending in the Southern Province of Pisa, between the towns Pontedera and Volterra. Its agricultural setting has been wisely preserved over the years and several farms of the area have slowly turned into agriturismos in the last decades, consistently leading the local agricultural economy towards tourism.

**BY TRAIN and BY BUS:**

The closest railway station to Peccioli is Pontedera-Casciana Terme with regular trains every hour or 30 minutes all the day through - See train timetable here. A regular bus service is available from Pontedera to Peccioli and the near villages by the company CPT - Compagnia Pisana Trasporti (http://www.cpt.pisa.it/), lines 460 and 500.

**BY CAR:**

The two exits to Pontedera from the Express Freeway FI-PI-LI joining the towns of Florence, Pisa and Livorno are just 15 kms away from the village.

A SHUTTLE SERVICE by mini bus is available from the BioRobotics Institute to the Domocasa every morning, leaving at 9 from the Institute, and getting back every evening at 6.30 pm. For information please contact Dr. Michela Aquilano m.aquilano@sssup.it.
Your stay in Italy: administrative steps

° What should I do immediately after arriving in Pontedera?

You will receive instructions by the Scuola Superiore Sant'Anna staff in charge of welcoming procedures:

° PhD Office at the BioRobotics Institute:

Contact: Silvia DELL’ORO, Federica RADICI
Tel +39 050 883136/420
Fax +39 050 883497
Email: s.delloro@sssup.it - f.radici@sssup.it

° International Affairs Office (IRO) at Scuola Superiore Sant’Anna in Pisa:

Contact: Claudia AMBROGI, Elisa ZANOBINI
Tel +39 050 883712/705
Fax +39 050 883324
Email: iro@sssup.it

Stay Permit Application

I have a valid visa: is there anything else I need to do to reside legally in Italy?

Within eight (8) days of arrival, all non-European citizens who hold a study visa for Italy must apply for a “stay permit” for study purposes. The stay permit is issued by the local Questura Centrale (Central Police Station) for your place of residence in Italy. You have to apply for a stay permit (and renewal) at the following post offices:

1. In Pontedera, Central Post Office, Via Silvio Pellico 11, tel +39 0587 21411, opening hours: Monday to Saturday: 8:15-19:00
2. In Pisa, Central Post Office, Piazza Vittorio Emanuele 11-7-9, opening hours: Monday to Saturday: 8:15-19:00, tel +39 050 519514. Application are accepted only until 17:00.
What is the exact procedure to apply for a “stay permit”? 

**STEP 1: documents required by the Post Office**

1. Application form completed and signed by the interested party - "Modulo" 1 of the envelope yellow stripe for non-EU citizens (available free at Post Offices).
2. Photocopy of Scuola Superiore Sant’Anna acceptance letter stamped by the Italian Embassy or Consulate.
3. Photocopy of 1st page (the one with your photo) and of the page with the Visa on. You will also need to show your passport itself.
4. Photocopy of insurance policy against the risk of illness and injury (p. 18). This must be valid throughout Italy and for the entire period of validity of the stay permit.
6. Applicants must also submit a copy of the € 107,50 receipt of payment made at the Post Office on a form to issue the stay permit electronically (only for requests exceeding 90 days). On the form you have to put, as beneficiary, “Ministero dell’Economia – Dipartimento del Tesoro”, and as “causale” “Importo per il rilascio del permesso di soggiorno elettronico”. If the request is for less than 90 days, you do not need a stay permit, but you have to register at the police office in the airport. The cost of sending the application is €30.00 to be paid at the post office once your documentation has been checked, you will get a registered letter receipt (mod. 22A), which gives you a user ID and password so that you can check the state of progress of your application at [www.portaleimmigrazione.it](http://www.portaleimmigrazione.it), which is the immigration web portal, where you can also learn about application procedures. The status of your application can be checked by inserting the user ID and password indicated on the receipt you were given at the post office when submitting the application.

After submitting the request you will immediately receive an appointment at the Questura for finger prints and photo signalling.
STEP 2: documents required by the Questura (Central Police Station)

The following are extra documents you must provide the Questura for the stay permit:

1. Passport or other equivalent document.
2. Original Scuola Superiore Sant’Anna enrolment letter released by the Scuola stamped by the Italian Embassy / Consulate when the entry visa was issued.
3. Four identical passport size photographs.
4. Original health insurance policy against the risk of illness and injury and a photocopy, valid throughout Italy and for the entire period of validity of the resident permit.
5. Once you are in Questura the officer will ask you to sign Integration Agreement the aimed at facilitating the integration of foreign nationals. Through the signing of the agreement, foreign nationals undertake to achieve specific integration objectives that shall be fulfilled during the period of validity of residence permits: - acquire a sufficient knowledge of the Italian language; - acquire a sufficient knowledge of civic culture; - guarantee the fulfillment of compulsory education to minors. The State undertakes to support the integration process of foreign nationals. Sixteen (16) credits are assigned at the moment of signing the agreement. Within three months after signing the agreement, foreign nationals are invited to participate in a civic training session about life in Italy.

Questura is located: In Pontedera: Piazza Trieste 17, tel +39 0587 21001

How do I renew my “stay permit“?

The application for renewal of the stay permit must be submitted at least:

° 60 days before its expiry date, where the stay permit is valid for 1 year;
° 30 days before the expiry date, for all other permits. For information about the renewal procedure please contact IRO, iro@sssup.it

Requests of renewal made before the suggested timing will be accepted and will give the possibility of a faster release of the ”stay permit“.
I plan to go back to my country for a short vacation: what do I need to do?

You should agree with your course coordinator about the appropriate time to take a vacation. If you already have your official stay permit you can re-enter Italy any time you wish. If you applied for the stay permit but have not yet received the official documents you should take the receipt the Post office gave you at the time of the application with you. Please note that you can only re-enter from your own country if you do not hold the official stay permit.

I need to attend a conference in another country: can I re-enter Italy?

If you hold the official stay permit you can enter any Schengen area country. You can visit other countries on the basis of the immigration rules of the country you plan to visit. You can re-enter Italy only if you have your official stay permit with you. If you do not hold an official stay permit you should contact the International Relations Office for assistance. You will NOT be allowed to re-enter if you only possess the receipt the Post office gave you at the time of the application, even if you have a visa stamped on your passport.

Questura (Central Police Station) is located at nr. 3, Via Mario Lalli, Tel +39 050 583511, Immigration Office opening hours: Monday-Saturday 9:00-13:00, Tuesday and Thursday 15:00-18:00.
Can my family join me when I am already in Italy?

Yes, you can apply for a “family reunion” (ricongiungimento familiare), as follows:

Conditions of application: A foreign national, who is the holder of an EC Long-Term Stay permit or of a stay permit for subordinate work, self-employment, asylum, study, family or religious reasons, valid for at least one year, can apply for family clearance for family members.

Family members concerned: the spouse; children under 18; dependent children over 18, in cases where they cannot provide for their keep due to serious health conditions resulting in permanent inability to earn a living; dependent parents who have no adequate family support in the home country.

Sportello Unico (Immigration Front Desk, at the “Prefettura”). If the above-mentioned conditions are met, application forms for entry clearance (nullaosta) will be submitted or sent to the appropriate Sportello Unico with the necessary documentation concerning adequate accommodation and required minimum income, together with a photocopy of the person's passport and stay permit.

The following documents also need to be submitted: photocopy of the identity card of the proxy; proxy for an Italian national or a foreign national legally residing in Italy. The proxy form, which is available at the Italian Consulate, should be completed and signed before the official of the Italian Consulate by the foreign national who has already been granted an entry visa for the above-mentioned. The family member needs to submit supporting documentation with regard to the family relationship, a child who is still a minor or health conditions, to the Italian Consular Authority in their country of residence.

A receipt of the application and documentation received is then provided by the Sportello Unico.

If all requirements are satisfied, the Sportello Unico issues an entry clearance within 90 days of application or rejects the application and informs the Italian Consulate. Should the Sportello Unico not issue an entry clearance within 90 days of application, the family member needs to submit a copy of the receipt of the application and any relevant documentation which was submitted to the Sportello Unico by their relative to the Italian Diplomatic or Consular Authority abroad.
Within eight days of arrival in Italy, the family member is required to go to the Sportello Unico where the entry clearance was issued. A form is then provided together with an application form for a stay permit. Failure to comply means that the foreign national will be considered as illegally staying in Italy.

A stay permit for family reasons entitles the holder to take on subordinate work or self-employment, to be granted access to education and to health care provided by the National Health Service.

Issue of a stay permit: once the application form has been provided by the Sportello Unico, the family member is required to send the aforesaid form via a post office. The relevant receipt with two personal identification codes (user ID and password), issued by the post office, will allow the foreign national to follow the status of their application on the website www.portaleimmigrazione.it.

The Questura (Central Police Station) will notify the foreign national of the date they need to go to the Questura to submit their photos and be fingerprinted, at the address and mobile phone stated on the application form. They will also inform them of the subsequent date to collect their stay permit.

**PLEASE NOTE: A foreign family member of an Italian or EU national is not required to apply for entry clearance at the Sportello Unico, but can apply for an entry visa directly at the Italian Embassy.**
I am a EU citizen: what I should do?

Under Legislative Decree no.32 of 28 February 2008 EU citizens who wish to stay in Italy for **periods not exceeding 3 months** should report their presence on Italian territory to the local Police authorities filling out the relevant form ([www.poliziadistato.it/articolo/10930-European_Union_citizens](http://www.poliziadistato.it/articolo/10930-European_Union_citizens)). They will be issued a duly stamped copy that must be shown whenever requested by Police. If they fail to comply with the obligation to report they will be deemed to stay in Italy for a period exceeding 3 months.

EU citizens who wish to stay in Italy for a **period exceeding 3 months** should register with the local Anagrafe (population register of the place of residence) ([www.poliziadistato.it/pds/file/files/Certificate_registration_population_register-1.pdf](http://www.poliziadistato.it/pds/file/files/Certificate_registration_population_register-1.pdf)) for the district they reside in. Documents needed for the registration should attest that they work, study or attend vocational training courses.

Otherwise evidence must be given to have sufficient financial resources as well as to be covered by a sickness insurance policy for the duration of one's stay in Italy.

EU citizens who have applied for a residence permit before 11 April 2007 are entitled to register with Anagrafe by simply submitting the receipt issued by Questura or by Italian Post Offices as well as a self-certifying statement that the above-mentioned requirements are met.

For stays of more than 3 months family members of EU citizen who are not EU nationals need to apply for a residence permit to the local Questura or to a Post Office (please use the application kit with a yellow stripe).

The application must include the following documents: an identity document or valid passport with an entry visa (if required); proof of the family link to an EU citizen; a receipt certifying that the family member has applied for registration to Anagrafe.

Family members of an EU citizen who are not EU nationals may apply for a permanent residence card after five years of continuous residence.

Application for permanent residence must be made to the Questura of the place of residence before the residence permit expires.
GUIDELINES FOR LIVING IN ITALY

Will Scuola Superiore Sant'Anna provide me with accommodation?

Non-EU PhD course students will have a two-weeks free stay in the Institute Guest House, in order to have time to look for an accommodation: EU or Italian PhD students will have to find their own accommodation since their arrival in the Institute.

In order to book a room in the Guest House please contact the Technical Support Service, Mr. Fabrizio Battellino, f.battellino@sssup.it

Is accommodation in Pontedera/Pisa expensive?

The cost of accommodation depends a lot on the location. The cost of a furnished single room with shared facilities in the centre of Pisa or close-by ranges from € 300 to € 350 euros per month, whereas one bed in a double room costs around 200/250 euros. The rent for a furnished flat/apartment in Pisa ranges from € 500 to 1000 euros, depending on the location, number of rooms, whether facilities are private or shared, etc. Rent is usually paid monthly.

The PhD Office can help you in contacting rental agencies to find the best accommodation for you.
What is the average cost of living in Italy?

Below are some examples of approximate prices (in euros), which hopefully will help you to compare the cost of living in Pisa with your home country:

- Single room in a shared apartment: € 350,00 a month + utilities
- Shared room in a shared apartment: € 250,00 a month + utilities
- 1 litre of fresh whole milk: €1,20
- 1 kilo of pasta € 0,80
- 1 kilo of rice €1,95
- 1 kilo of fresh bread € 2,60
- 6 eggs € 1,15
- Pizza + beer in a pizzeria € 13,00
- Coffee € 1,00
- Cappuccino + croissant in a café € 2,00
- Meal in a café (a drink + a sandwich) € 5,00
- A beer in a pub € 5,00
- Bus ticket (one-hour validity) € 1,00
- Student monthly bus card € 21,00
- Newly-released movie € 7,00
- Magazines: € 2,00-4,00
- Newspaper € 1,20
What is a “codice fiscale”?  

A codice fiscale (Italian tax code) is a personal code that identifies each person within the Italian State. You need one to open a bank account, or to get a cellular phone, and to receive your scholarship. To obtain a codice fiscale, you need to complete a request form and apply to the “Agenzia delle Entrate” with a valid identity document (for example: passport, stay permit or receipt of request, visa). The codice fiscale is usually issued immediately. Address: Agenzia delle Entrate in Pontedera, viale R.Piaggio 7, tel +39 0587 2771, fax +39 0587 277250, e mail: dp.pisa.utpontedera@agenziaentrate.it

Opening Hours: from Mon o Fri, 8-30-12.30; on Tue and Thu from 14.30 to 16.30 too.

How can I open a bank account?  

If you need to open a bank account, you should go to one of the local banks with the following documents:

° stay permit (or the temporary receipt you received after making your application) or codice fiscale (Italian tax code)
° certificate of university enrolment at Scuola Superiore Sant'Anna
° identity document or passport

UNICREDIT is the bank that manages the Scuola’s financial transactions, but you can choose the most convenient bank for you.
How do I apply for the National Health Service?

Health insurance coverage is required in order to obtain your stay permit in Italy. If you are a Non EU citizen:

1) You can voluntarily register with the S.S.N. (Servizio Sanitario Nazionale – National Health System) at a cost of Euro 155.97 per year. You will be guaranteed all the services enjoyed by Italian nationals. Payment for the Servizio Sanitario Nazionale must be made at the Post Office, account No. 289504 addressed to Poste italiane spa contributo SSNRegione Toscana, description of payment (causale) Iscrizione SSN anno (year of stay) Studente straniero.

2) You can purchase an insurance policy - valid throughout Italy with an Italian or foreign insurance company - which covers sickness, accidents and prenatal care, as well as pregnancy - such as INA Assitalia Insurance but, they will only cover expenses in the event of emergency treatment and / or urgent hospitalization. For more info call 06-3611676. INA-Assitalia: Payment for the Insurance Coverage must be made at the Post Office. Account No 71270003 addressed to: INA Assitalia Agenzia Generale di Roma conto No. 20 stating name, family name and address in Italy. The cost is € 49.00 for 6 months and € 98.00 for one year.

If you are a EU citizen:
Be sure to have made arrangements for health cover before arriving in Italy. You need to obtain a European Health Insurance Card (EHIC) from your local Health Authority, which enables you to register with the Italian National Health Service. The EHIC card has replaced the former E128 form. Please note that if you were issued with an E128 form by your health authority, it is still valid and will be accepted in Italy. Enrolment with the Italian Health Service also entitles you to register with a family doctor and have special discounts. Alternatively, you may be covered by a private health insurance policy. In this case, you need to bring an official Italian translation of the policy, issued at the Italian Consulate or Embassy in your country, along with a declaration that the insurance will provide complete cover while in Pisa.

In order to register with the S.S.N., you need to go to the nearest Azienda Sanitaria Locale (ASL - Local Health Unit) www.usl5.toscana.it in the place you currently live (as stated in your stay permit) with the following documents:

- Identity card
- Fiscal code
- Stay permit (or postal receipt)
If you are hosted c/o the Scuola, the proper Sanitary District is located at 5, Via Torino opening hours: Monday-Saturday 8:00-11:30 Tel +39 050 954908

After registering with the S.S.N., you will be given a Tesserino sanitario personale (Personal Healthcare Card) entitling holders to receive medical assistance either without payment or by paying a contribution, which in Italian is called “ticket”. This medical assistance consists of check-ups in out-patient departments, specialist examinations, home visits, hospitalization, vaccinations, blood tests, x-rays, ultrasound scans, medicines, rehabilitative and prosthetic treatment, and the possibility of choosing a family doctor or paediatrician. Medical assistance is always provided:

° during pregnancy and in the first few months after pregnancy;
° for child health purposes;
° for vaccinations, in accordance with national and international disease prevention programmes;
° for infectious disease prevention, diagnosis and treatments.
° foreign nationals can apply for medical assistance by submitting a written self-certification to the place where they wish to receive the health service.

How do I get a cell phone number?

Several phone companies operate in Italy. The four major providers are: Vodafone, TIM, Wind and 3. You need to go to any cell-phone store and ask to see their cell phone/mobile services. You can buy rechargeable cards (“carta ricaricabile”) or alternatively, you can get a year-long contract (“abbonamento”). With these however, you need to find out how much the monthly charge is, how to terminate the contract and how much advanced notice you need to give before terminating a contract.

You also need to know the following: how much each call costs in Italy; how much each call costs to your home country - although we suggest you buy an international phone card to call abroad, which is usually the cheapest way to call your home country. You can buy international phone cards in any tobacco shop or newsagent. You also need to find out how much a call costs if you use your phone in a foreign country (remember that when you use your Italian mobile phone abroad you are also charged for incoming calls), and also how much an SMS, MMS (and any other service such as Internet access, TV) cost. You need your codice fiscale and your passport when you purchase a phone/phone card in Italy.
Will I get a student ID card from the Scuola Superiore Sant'Anna?

Yes, Scuola students will receive a student ID card upon arrival at the Scuola Superiore Sant'Anna. This badge allows students to use/access the student services listed in this guide.

Contact: Daniela Armani/Daniela Farabullini – General Services (Servizi Generali)  
Tel. +39 050 883192 Fax +39 050 883222 Email: infobadge@sssup.it

Italian Language Courses

Within the Doctoral Programmes the Scuola Superiore Sant'Anna organizes Italian language courses at the main campus in collaboration with Università per Stranieri of Siena for PhD students, who need to pass a final examination and obtain a certificate of attendance. Other foreigners who would like to attend the Scuola’s Italian language courses can participate as ‘un-enrolled’ students, with no final certificates.

You can enroll in one of the Italian language courses for foreigners offered by the CLI (Centro linguistico interdipartimentale) at University of Pisa.  
Visit the CLI website at: www.cli.unipi.it
SERVICES AVAILABLE
AT THE SCUOLA SUPERIORE SANT'ANNA

Library

The Scuola has a well-stocked library including the best scientific and academic publications from all over the world. It is located in Pisa in the main seat, Piazza Martiri della Libertà 33.
Opening Time Monday through Friday, from 8:15 a.m. to 7:45 p.m.
Saturday, from 8:30 to 12:30 a.m.
Total or partial closures may be decided during public and summer holidays.
Please visit: www.sssup.it/context.jsp?ID_LINK=57&area=6

Pisa University's extensive cultural and historic resources are also open to students, professors and the general public. Please visit: www.biblio.unipi.it

Canteen

Full-time students, postgraduate students, research associates, Scuola fellowship holders, teaching personnel, technical and administrative staff, contract researchers and guests of the Scuola are permitted to use the canteen.
The canteen is located inside the Piaggio Factory, and its entrance is few steps away from the Institute (in front of the exit of train station on Viale Piaggio).

To access the canteen, students need to show their ID magnetic card, which is given to all users of the Scuola.

Opening hours
Monday through Friday:
Lunch: from 12.40 to 14.00.

Saturdays, Sundays and Public Holidays:
Closed
Wi-fi

The main building of the Scuola, and the BioRobotics Institute have a complete wireless connections. The use of LAN connection is only for those owning an e-mail account sssup.it: in this case you can access using your e-mail address and password.

Public Holidays
○ 1st January - New Year's Day
○ 6th January – Epiphany
○ Early April - Easter Monday
○ 25th April - Liberation Day
○ 1st May - Labour Day
○ 2nd June – Italian Republic Holiday
○ 17th June - Pisa Patron saint’s day, San Ranieri
○ 26th July - Patron saint’s day of the Scuola (Sant’Anna)
○ 15th August - Assumption of the Blessed Virgin Mary
○ 2nd Thursday in October - Pontedera Patron saint’s day, San Faustino
○ 1st November - All Saints Day
○ 8th December - Immaculate Conception of the Blessed Virgin Mary
○ 24th December - Christmas Eve
○ 25th December - Christmas Day
○ 26th December – Boxing Day / St. Stephen’s Day

Scuola Sant’Anna’s Library
PHD COURSES

AT THE BIOROBOTICS INSTITUTE

The Ph.D. Programme in BioRobotics is a three-year program of advanced studies and supervised research; after the end of the Programme, the Diploma di Perfezionamento is conferred to students who have fulfilled the didactic requirement and passed a final examination with thesis dissertation; the Diploma di Perfezionamento is the equivalent of a Ph.D degree.

LOCATION

Lessons will take place at the BioRobotics Institute in Pontedera, inside the Polo Sant’Anna Valdera Research Center.

Listed below are rooms, capacity and equipment:
ROOM 1 – 72 SEATS, PROJECTOR
ROOM 2 – 12 SEATS, COMPUTERS
ROOM 3 – 45 SEATS, PROJECTOR
ROOM 4 – 20 SEATS, PROJECTOR

In order to check timing and location of lessons please visit the PhD page on the BioRobotics Institute website http://sssa.bioroboticsinstitute.it/phdpublications or contact the PhD Office in the Institute.
<table>
<thead>
<tr>
<th>COURSES SCHEDULE</th>
<th>TITLE</th>
<th>OWNER</th>
<th>CREDITS</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to BioRobotics</td>
<td>Paolo DARIO</td>
<td>3</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Neurorobotics</td>
<td>To be confirmed</td>
<td>3</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Human and Animal models for BioRobotics</td>
<td>Cecilia LASCHI</td>
<td>3</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Selected topics of signal processing</td>
<td>Angelo Maria SABATINI</td>
<td>3</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Introduction to Latex</td>
<td>Angelo Maria SABATINI</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Microrobotics for medical applications</td>
<td>Arianna MENCIASSI</td>
<td>3</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Neural Control of Movement</td>
<td>Silvestro MICERA</td>
<td>4</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Creative Engineering Design</td>
<td>Cesare STEFANINI</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Fundamentals of Microrobotics</td>
<td>Barbara MAZZOLAI</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Embedded control systems</td>
<td>Christian CIPRIANI</td>
<td>3</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>High-Tech Business Venturing</td>
<td>Andrea PICCALUGA</td>
<td>3</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Human locomotion: biomechanics and data analysis</td>
<td>Vito MONACO</td>
<td>3</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Innovative actuation technologies</td>
<td>Matteo CIANCHETTI</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Control Architectures for Wearable Robotics</td>
<td>Nicola VITIELLO</td>
<td>3</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
During the Academic Year the BioRobotics Institute hosts several seminars delivered by eminent scientists and faculties coming from prestigious Institutions. Faculties may decide to insert these seminars in their courses, recognizing credits to students who will attend.

Seminars will be announced by the PhD Office to the PhD students mailing list during the year and on the DIDACTIVE System.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>OWNER</th>
<th>CREDITS</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neuromorphic tactile sensing</td>
<td>Calogero ODDO</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Vision Systems for Biomedical Applications</td>
<td>Monica VATTERONI</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Scientific testing of hypothesis and the use of statistics</td>
<td>Filippo CAVALLO</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Ben EDIN</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Visiting Professor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PERSONNEL AT THE BIOROBOTICS INSTITUTE

FACULTY
Paolo Dario, Professor, Director of The BioRobotics Institute  E mail: p.dario@sssup.it
Maria Chiara Carrozza, Professor  E mail: mc.carrozza@sssup.it
Cecilia Laschi, Associate Professor  E mail: c.laschi@sssup.it
Arianna Menciassi, Associate Professor  E mail: a.menciassi@sssup.it
Silvestro Micera, Associate Professor  E mail: s.micera@sssup.it
Angelo Maria Sabatini, Associate professor  E mail: a.sabatini@sssup.it
Cesare Stefanini, Assistant Professor  E mail: c.stefanini@sssup.it
Filippo Cavallo, Assistant Professor  E mail: f.cavallo@sssup.it
Matteo Cianchetti, Assistant Professor  E mail: m.cianchetti@sssup.it
Christian Cipriani, Assistant Professor  E mail: ch.cipriani@sssup.it
Calogero Oddo, Assistant Professor  E mail: oddoc@sssup.it
Vito Monaco, Assistant Professor  E mail: v.monaco@sssup.it
Nicola Vitiello, Assistant Professor  E mail: n.vitiello@sssup.it

ADMINISTRATIVE STAFF (with internal phone numbers)
Monica Vignoni, Head of Administration  3053  E mail: m.vignoni@sssup.it

Research Projects Management
Marica Gervasio  3076  E mail: m.gervasio@sssup.it
Fabiana Giannotti  3401  E mail: f.giannotti@sssup.it
Beatrice Granvillano  3052  E mail: b.granvillano@sssup.it

Financial Department
Lisa Nardi  3055  E mail: m.vignoni@sssup.it
Ivonia Salituri  3003  E mail: i.salituri@sssup.it

PhD Office
Silvia Dell’Oro  3136  E mail: s.delloro@sssup.it
Federica Radici  3420  E mail: f.radici@sssup.it
THE BIOROBOTICS INSTITUTE - Student Guide

Director’s Secretariat
Federica Radici 3420 E mail: f.radici@sssup.it

Technical Support
Fabrizio Battellino 3033 E mail: f.battellino@sssup.it
Andrea Romanelli 3023 E mail: a.romanelli@sssup.it
Floriano Lami 3023 E mail: f.lami@sssup.it

TECHNICAL STAFF

Electronic Laboratory
Roberto Lazzarini 3456 E mail: r.lazzarini@sssup.it
Riccardo Di Leonardo 3404 E mail: rdl@sssup.it

Clean Rooms
Carlo Filippeschi 3485 E mail: c.filippeschi@sssup.it

Machine Shop
Nicodemo Funaro 3482 E mail: n.funaro@sssup.it
Gabriele Favati 3484 E mail: g.favati@sssup.it
Andrea Melani 3484 E mail: a.melani@sssup.it
SUMMARY

WELCOME TO THE BIORobotICS INSTITUTE 3
HOW TO REACH THE BIORobotICS INSTITUTE 6
YOUR STAY IN ITALY: ADMINISTRATIVE STEPS 11
GUIDELINES FOR LIVING IN ITALY 18
SERVICES AVAILABLE AT THE SCuOLA SUPERIORE SANT’ANNA 21
PhD COURSES AT SCuOLA SUPERIORE SANT’ANNA 24
PERSONNEL AT THE BIORobotICS INSTITUTE 29