

SISSA VADEMECUM

WELCOMING NEW STUDENTS

From students to students



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Dear first-year PhD students,

First of all, congratulations on 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 document, we would like to share some tricks with you on how to get the best from your experience here in SISSA.

Your student representatives

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 Santorio building on top of the hills of the **Karst** (this is a Slovenian word, in Italian it's "**Carso**") above the city of **Trieste**.

SISSA used to be located near 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 Santorio building is also owned by SISSA, although it has been made open and accessible to the public since May 2011 – during certain times, this is still a workplace after all!. You should definitely seize the chance to have 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), the **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** (bit.ly/sissawiki) or later in this document.

1.3 Bank account to receive the fellowship

In order to receive payment of your fellowship from SISSA, you must have a suitable bank account. The suitability of your bank account will depend on where it is located:

- In Italy: your account will be suitable;
- In a SEPA member state (see here for the list): your account will be suitable, but you may wish to open an account in Italy as well;
- In a non-SEPA country (see here for the list) your account will not be suitable and you will need to open a new account in Italy.

SISSA has an agreement with the Opicina branch of UniCredit Banca, located in Piazzale Monte Re, 3/2, Opicina, which will speed up the process of opening a new account. The documents needed to open a new bank account are as follows:

- your Italian fiscal code (codice fiscale);
- the receipt the Questura gave you when you applied for your Permit of Stay ("Permessso di Soggiorno");

- certification that you have won a SISSA fellowship;
- a SIM card with an Italian telephone number with enough credit to send an SMS.

With these documents in hand you can write to phd@sissa.it and they will make an appointment at the bank for you.

2 Gestione Separata INPS

All SISSA PhD students must be registered to “Gestione Separata”. The deadline to subscribe to “Gestione Separata” is 30 days, starting from the day SISSA notifies you of your admission to the PhD. If you have already been registered to “Gestione Separata” (for example if you had a 150 hours contract with an Italian university in your bachelor’s or master’s degrees) just log in to your personal INPS page (see here bit.ly/inpshome) and print the certification.

In order to subscribe to “Gestione Separata” you have to:

1. Get your INPS PIN number. Following this link: <http://bit.ly/inpspin>, you can get your INPS PIN number (needed 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;
2. Follow this link: bit.ly/inpshome and log-in to your INPS personal webpage (using your INPS PIN number) and then subscribe to “Gestione Separata”.

3 Research and 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 into 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), and also attend 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”; as such, 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 the 2018/2019 academic year, students of SISSA started organizing student-lead seminars called “**Interdisciplinary Colloquia**” (temporary name). The aim of these seminars is to strengthen the bonds of all people working at SISSA (Master and OhD students, administrative and technical staff, professors, etc...). In order

to do so, scientists and intellectuals with various backgrounds in both science and the 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 speakers and vote on 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:

- PhD courses links;
- Seminars;
- General Colloquia;
- Conferences;
- Global Calendar.

Shortly after your arrival at SISSA, a **meeting** with the staff and the students representatives of your PhD course will take place, where topics like the above regarding your life as a SISSA student will be discussed.

3.1 Research beyond academia

What are the opportunities for someone with a PhD outside academia? How can SISSA help you in looking for these opportunities? In order to answer these and other related questions, SISSA has created the **Technology Transfer Office** (email address: tto@sisssa.it) whose job is to inform PhD students and post-docs about placement opportunities, self-promotion initiatives, how to protect technologies through intellectual property protections (copyright, patent, etc.) and how to support development and commercialization strategies or create new spin-off and start-up companies.

4 Your Office, Printing and Binding

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

You can access your account from any computer affiliated to your Area, by 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 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 the responsibility of 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

access to many articles (virtually all the ones you may need), making your bibliographical research much easier. More details on this can be found on the Library website (see 10 for details).

Once you have downloaded your gigabytes of articles, why tire your eyes reading them on a screen rather than on paper? You can use **SISSA printers**, located on every 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 paper in the **deposit rooms** which are usually located near the **toilet** (Incidentally, toilet on all floors are marked by yellow walls).

Photocopiers are also found near the printers. You can 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 with binding spirals which you can ask for at the Store (see page 10 for details) and using the binding machine on the 2nd floor, in front of the Students' Secretariat.

From the office, you can also make **free telephone calls to the area of Trieste**, but 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 up in the **Phonebook** their extension. Speaking of telephones, the SISSA building is located very near to the border with Slovenia, so your mobile phone may connect to **roaming** automatically.

5 Missions

If you plan to attend some interesting school or workshop, you are entitled to the reimbursement of your expenses by SISSA upon approval. The **mission** forms you have to fill in are found on the SISSA Web Services page , to which you can log in with your usual SISSA credentials.

We strongly suggest you read the rules and requirements to be met in order to request a refund: you can find the rules in *English* and in *Italian*. A manual has been written to answer the most frequently asked questions and to clarify the less clear aspects, which can also be found in *English* and in *Italian*.

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 option, 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 time away, keep all documentation of your expenses (train/plane tickets and boarding passes, receipts, bills and so on); don't forget to also get a certificate of attendance for the event you participated in. Once you come back, you will have to **close the mission** with the online form, with a detailed description of how and how much money you spent, and then hand in the compiled form along with the documentation of all your 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, which can provide a possible alternative source of funding. Some of these different sources include:

- **INdAM** (Istituto Nazionale d'Alta Matematica);

- **INFN** (Istituto Nazionale di Fisica Nucleare) and **INAF** (Istituto Nazionale di Astrofisica).

For long visiting periods within the EU (3 – 6 months), there are also **Erasmus Job Placement Fellowships**. The official announcements are forwarded by the Students' Secretariat in September-October, with a deadline of about one month. Further information at [this link](#).

6 SISSA Facilities

This is the page on the SISSA website devoted to facilities and services. In this section we will give you a brief overview of the basic information.

6.1 Library

Our **Library** is located on the ground floor, “behind” the reception. It has many books and journal collections on all fields pertaining to the three areas of research done at SISSA: Mathematics, Neuroscience and Physics. Dictionaries, non-scientific books and newspapers can also be found there. Using 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 are available and the atmosphere 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 Badge for more about badges).

In case you cannot find the book you need at our Library, you can also check the **ICTP “Marie Curie” Library** . As was mentioned above, until a few years ago SISSA and ICTP were very close, so they shared the “Marie Curie” Library. Consequently, it is very big and 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 to Miramare yourself to pick up your loan, you can ask here in SISSA for an inter-library loan.

More information, for example how to access journal websites with a remote SISSA account from your personally owned PC or how to request the acquisition of a book by the SISSA library, 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. (except during summer). 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 types.

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 take 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 which case add “*in B*” to the end (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 drink it, you just have to look around you. The wonderful squares and roads of the town are populated by old literary cafès 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 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 from Monday to Friday, from 12.00 p.m. to 2.30 p.m. 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, a dessert/fruit and a loaf of bread;
- “*Intero*” (full meal): one full portion of first course, one full portion of second course, a side dish, a dessert/fruit and a loaf of bread.

You can even order your meal online and check the canteen queue using the internal camera (it works only inside SISSA’s network).

You can have discounts on your lunch! See **ARDISS section** for details.

6.3 Store and Post Office

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

On floor -1, stairwell 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 choose what you need and send an email specifying the quantity and codes, your name, your Area and PhD course, and your office number; then go to the store and you will be given what you asked.

Please note 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 by putting them in the “Mail Out” box, without any charge (envelopes can be found at the Store). You can also have mail delivered to you directly at SISSA, and you will find your correspondence in the alphabetized pigeonholes.

At 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, simply ask for it at the Reception. It will grant you access to the external door on 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 also a **Music Room** made available for its students. There you will find a piano, drums and some amplifiers and other equipment you can use with your guitar; it is all free to use and at your disposal. In order to access this room, you have to register with 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, including students, to take care of your small children during working hours. For further information, see the dedicated webpage.

7 Support and contributions

SISSA offers supplementary contributions its students. In addition to the fellowship, you can get:

- a contribution for your **rent** for students with a regular – registered – contract living in the province of Trieste (with a different domicile from their family of origin). The requests for contributions 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 rental contract that does not cover the entire period of the calendar year may subsequently (but not later than December 31st) submit a request to integrate it with the previous one, with the details of the new contract or the renewal to cover the remaining period. The entire contribution will be paid in September. For those who submit an integration request, a second payment will be made by January / February of the following year. Students who are starting their first academic year will have to submit the application for contribution no later than December 31st of the first year of the 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 following year. You will receive a reminder from the secretariat with all the details or you can find the dedicated form here.
- a **laptop** contribution: the contribution will be € 400.00 maximum for PhD students enrolled in the first and second years and € 300.00 maximum for PhD students enrolled in the third year. The deadline for purchase and for submitting the request is October 31st. The bonus will be awarded only once and shall not exceed the price of the laptop. For further information, please consult the dedicated website.
- a contribution towards **health care** expenses (especially dental care); further information is available in English and in Italian.

- **part-time positions to students** (150 hours). Students are paid € 10.30 per hour for various projects, lasting from 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 following years. You can find more information here.
- 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. third or fourth 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 in the relevant form, enclose a copy of the receipt and boarding pass and bring it all to the Students' Secretariat. For more information visit this page.
- 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 fellowship for a maximum period of 5 months.

However, if you are working in a SISSA lab, in case of pregnancy your fellowship freezes starting from the day you notify the Student Secretariat and the Director by sending them a certificate vouching for your pregnancy. You will get a contribution equivalent to 70% of the scholarship starting from the day of the notification of your pregnancy and ending seven months after the birth of your child. Also the date of your PhD defense is postponed by the appropriate length of time.

Moreover, the Italian state helps women who become pregnant. In order to gain access to this grant, you must be subscribed to "Gestione Separata" (see section 2 for more information);

- 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 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 students during their search for postdoctoral position. The amount of money given is € 1'000 and can be given **una tantum** upon **request** of the student. For more detailed explanation, see the dedicated page.

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

- to get your **permit of stay**. Here you can find detailed information.
- to get your **health insurance**. Here you can find detailed information.

7.1 SISSA's housing service

SISSA's housing service is managed by Welcome Office Friuli Venezia-Giulia. You can find the Welcome Office Friuli Venezia-Giulia in the old town center - Via dei Capitelli, 960A - 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 p.m. and from 2.00 p.m. to 4.30 p.m. (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 more information about rental contracts please consult this page.

8 ARDISS

ARDISS is an agency run by the Regione Friuli Venezia–Giulia. It was created to provide students with services (cafeteria and bar discounts) and financial support.

As a PhD student you are entitled to discounts on lunches at the cafeterias of SISSA, ICTP and the University of Trieste, and on the ARDISS tax. In order to enjoy this kind of discounts, 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. In this context, a resident in Italy is a person who has been registered at the registry office (in Italian “ufficio anagrafe”) and has a valid permit of stay.

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 for fiscal assistance) for an appointment. Any CAF is fine, though we recommend the CAF-UIL located at Via Polonio 5, tel.: +39040638251. There, you should present the documentation needed and ask for the “reduced ISEE for PhD students” (in Italian “ISEE ridotto per dottorandi”). “ISEE ridotto” takes into account only your personal financial resources without considering your entire family. It is very likely that it will allow you to benefit from a greater discount. We remark that all the process will likely be in Italian, ask an Italian friend or one of the representatives for help if necessary. We can also help you in case the CAF incorrectly refuses to ask for the “ISEE ridotto”.

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

The following is a list of what you have to provide to get your ISEE:

- your fiscal code (“Codice Fiscale”);
- a valid identity card;
- your income of two years ago (i.e., if we are in 1995, you should provide your incomes for the year 1993) even if they was not taxed (i.e.: you should provide your PhD fellowship, which can be found in [this website](#), and eventual part-time positions at Universities and/or SISSA);
- owned property for residential purposes during the last year and/or paid rent during the last year;
- balance and average stocks of all your bank accounts for the last year;
- certification of your disabilities;
- vehicles registration numbers (if they have 500 cc or more), boats owned;

Note that if you present documents which display currencies different from the euro you have to convert them according to the average annual exchange rate (see 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. **These documents must be either translated or certified by an Italian consulate in your home country.**

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

- certification of the family composition;
- certification of the incomes of yourself and your family from two years ago (i.e., if we are in 1995, you should provide your income from the year 1993) even if they was not taxed (i.e., you should provide your PhD fellowship, which can be found in [this website](#), and eventual part-time positions with Universities and/or SISSA);
- owned properties for residential purposes and/or the rent paid from 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 disabilities rated over 66% of any member of your family;
- your fiscal code.

Note that if you present documents which display currencies different from the 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. Make sure to choose a CAF located in Trieste!

We, the representatives, suggest you go to the CAF-UIL at Via Polonio 5, tel.: +39040638251. 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

If you have the ISEE in your possession, you can obtain cafeteria discounts by either:

- going 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 a.m. to 12.00 p.m.); or
- filling in the on-line form present at this website. For this option, you first have to request a username and password from the Esse3 website. We point out a few tricky parts:
 - at stage COMUNICAZIONE IBAN at the question “Hai un conto corrente intestato o cointestato?” answer “NO” and then “SALVA” and “AVANTI”;
 - at stage DICHIARAZIONE DI POSSESSO DEI REQUISITI tick “Servizio mensa a tariffa ridotta”;
 - at stage DATI DEL CONTRATTO DI LOCAZIONE answer “NO”;
 - at stage INFORMAZIONI PERSONALI AGGIUNTIVE answer “NO”;

Once you have complete the on-line procedure, you will be emailed with a link.

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 do 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.

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 ardiss@certregione.fvg.it with a copy of your identity card or passport (depending as whether you are an Italian or a foreign student). **If you are a first year student**, approximately one week later, you should go to ARDISS and get your ARDISS card or “Tessera Mensa” that allows you to have proper discount at the canteen.

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. At the same link you can find also opening hours of every canteen.

8.2 Discount on monthly/yearly subscription to the bus service

As SISSA students, we are entitled to a 30% discount on the monthly/annual bus passes of Trieste Trasporti. Detailed information can be found in this website [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 the Trieste Trasporti website;
- Click on “agevolazioni studenti universitari”;
- Fill in the form;
- Wait a few hours;
- Go to the Trieste Trasporti online shop 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 (only in Italian).

8.3 CUS card

It is possible for you to get the **CUS card** and join the sporting activities organized by CUS Trieste as well as activities held in external facilities which have an agreement with CUS Trieste. More information is on their site.

8.4 Discount on Regional Tax

You can get a discount on the **regional tax** that you are required to pay to enroll in SISSA every year. This discount is based on your ISEE.

8.5 Psychological counseling

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' abilities to understand themselves, others and to behave consciously;
- to help students to understand their 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 more information please contact cug@sissa.it.

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

ARDISS **Tel:** 040309774, **Cell.** 3925529489, **email:** psicologo.trieste@ardiss.fvg See also the dedicated page (the website is in Italian, but the service is available also in English).

9 Extracurricular activities

But enough with the boring stuff! SISSA also cares about your leisure activities. Apart from the gym and the music room, these are some other extracurricular activities you can entertain yourself with.

9.1 SISSA Club

The **SISSA Club** offers you the possibility to attend many different activities which can also be 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. The SISSA Club can also admit people that are not in SISSA but want to enjoy time with us. For more information, please visit the SISSA Club website.

9.2 Science Communication and Outreach

SISSA for Schools

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 Schools**” (“SISSA per la Scuola” in Italian), is organized by **SISSA Medialab**, a SISSA spin-off company involved in science communication and many different activities. Weekly, seminars and other entertaining activities are offered to children with the aim of popularizing science. With the same aspiration, the “**Student day**” is yearly organized to host 500 high school students to discover SISSA’s research topics directly from students and professors. If you are interested in science communication, you are welcome to join the program and become a lecturer or a guide for the tours. For the volunteers, SISSA Medialab organized a training course in creative science communication for researchers (“Science dialogues”). You can find additional information [here](#).

Press Office

The SISSA Media Relations and Communications Unit is in charge of managing media relations, social media and the website homepage. It takes care of preparing press releases, press reviews and the development of media products. Moreover the Unit oversees the School’s visual identity and organizes some of the School’s outreach events. If you are interested in promoting your research in the media, you are willing to take part in outreach initiatives or you have any enquiry concerning communication activities, please write to pressoffice@sissa.it or contact any member of the Media Relations and Communications Unit.

Please also note that the SISSA logo, letterhead and PowerPoint templates are available at this webpage.

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 to the **experiments** that your colleagues from the Neuroscience Area conduct every day. These are announced on the Facebook group “**Esperimenti SISSA**”; if you choose to help a neuroscientist out, you will be also paid for your participation.

10 Who should I ask?

10.1 Student Representatives

If you are having some issues during your time at SISSA or you are simply curious about how the School works, the **student representatives** are there to help. Each PhD course has its own representative(s), who sit on the Area Council where all the important matters about your scientific Area are discussed (there are also *supplementary* representatives to ensure quorum in the Area Council). You will meet your representative(s) at the presentation at the start of your PhD course. You can find the names and photos of all the representatives on the notice board in the Cafeteria, on the website and at the end of this section. You can write to them if you would like suggestions, or if you have any questions or problems at studentreps@sissa.it.

Collectively, the student representatives constitute the **Student Council**. The Student Council is an advisory body concerned with decisions related to the students' activities in the School, with a particular focus on teaching activities. The Council elects a President and a Vice-President. The President transmits the requests of the Council to the Director and to the Academic Senate, and submits an annual report on teaching activities and student life in the School during the ordinary meeting of the School Council. The Student Council meets on a monthly basis to discuss all issues which are relevant to the whole student body and to convey those issues to the appropriate committee.

In addition to the student representatives in the Area councils, there are representatives also in the

- **Governing Bodies** of the School, which are the
 - **Academic Senate**, which has the function of proposing general and strategic planning and coordinating the educational and scientific activities of the School;
 - **Board of Directors**, which has the power to approve the strategic planning, one-year and three-year financial plans and the personnel planning as well as monitoring the financial sustainability of School activities;
- **Advisory Bodies** of the School, which are the
 - **School Council**, which is the consultative body that gathers all the School academic personnel (student representatives and research personnel) and technical and administrative personnel;
 - **Student-Professor Joint Committee**, which monitors the educational offerings, the quality of teaching and the quality of the services provided to students by the academic personnel;
- **Supervisory Bodies** of the School, which are the
 - **Evaluation Committee**, which is the body in charge of evaluating the quality of the teaching and research activities carried out;
 - **Quality Assurance Unit**, which manages the implementation of the quality assurance procedures according to the guidelines defined by the Governing Bodies.

The Student-Professor Joint Committee, the Quality Assurance Unit and the Evaluation Committee work together in the quality assurance system developed by the School. SISSA is in fact dedicated to ensuring the high quality and continuous improvement of its standards. The School has developed and maintains periodic internal quality assurance policies and procedures with the involvement of all stakeholders to strengthen the quality culture within the institution. In order to measure the students' degree of satisfaction about teaching and research activities, students' services and employability, the School carries out an annual students' survey that is solely for students officially enrolled in PhD courses at SISSA. For more information about the School quality assurance system visit this website.

You can find more information on the organization of the School's governing bodies on the dedicated page.

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

10.2 Administration

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

- the **Students' Secretariat** is concerned with "general" problems, like enrolment to the School, housing, tax declaration, etc. (E-mail address: phd@sissa.it);
- the **Secretariat** administrates all issues (missions, booking of lecture rooms, etc.): here is the information relating to the **Scientific Secretariat** and here you can find the **general organization** of each office.

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, for example the 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@sisssa.it); **Prof. Daniele Amati** (amati@sisssa.it); **Prof.ssa Emilia Mezzetti (UniTs)** (mezzette@univ.trieste.it). More info on the students' representative website.

- 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@sisssa.it).

- 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@sisssa.it; more info on the website.

- 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@sisssa.it; more info on the website.

YOUR STUDENTS' REPRESENTATIVES

Students' Council

The Students' Council is a consultative body for decisions pertaining to the activity of students in the School, with particular reference to teaching activities, and is composed of the student representatives within the School Council and the Area Councils.

President



Alessandro Nobile
anobile@sisa.it

Vice-President



Mara De Rosa
mderosa@sisa.it

Academic Senate

The Academic Senate has the function of proposing general planning, proposing strategic planning, and coordinating the educational and scientific activities of the School.



Lorenzo Fant
lfant@sisa.it



Manuela Santo
msanto@sisa.it

Board of Directors

The Board of Directors has the power to approve the strategic planning, one year and three-year financial planning and the personnel planning, as well as monitor the financial sustainability of the activities.



Gabriele Peretto
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Elena Tea Russo
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Mathematics Area



Emanuele Caputo
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Analysis Modelling and Applications



Veronica Fantini
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Geometry and Mathematical Physics



Alessandro Rubin
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Geometry and Mathematical Physics



Alessandro Scagliotti
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Analysis Modelling and Applications

Neuroscience Area



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Neurobiology



Osvaldo Basilio Artimagnella
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Functional and Structural Genomics



Carlo Scialò
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Tore Erdmann
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Cognitive Neuroscience

Physics Area



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Condensed Matter



Nicola Calonaci
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Molecular and Statistical Biophysics



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Statistical Physics



Lara Pantoni
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Astrophysics



Matteo Secii
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Condensed Matter



Francesco Sgarlata
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Theoretical Particle Physics



Gauri Sharma
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Astrophysics



Giovanni Tricella
gtricella@sisa.it
Astroparticle Physics

School Council

The School Council is the consultative body that gathers all the School Academic Personnel, also including representatives of the students, Research Personnel and Technical and Administrative Personnel.



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Mara De Rosa
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Domenico Guarascio
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Saddam Hijazi
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Lara Pantoni
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Francesco Sgarlata
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Students-Professors Joint Committee

This Joint Committee monitors the educational offer and quality of teaching and of the services provided to the students by the Academic Personnel.



Emanuele Caputo
ecaputo@sisa.it



Mara De Rosa
mderosa@sisa.it



Francesco Sgarlata
fsgarlata@sisa.it

Evaluations Unit

This Unit is the body in charge of evaluating the quality of the didactic offer and of the research activities carried out.



Carlo Scarpa
cscarpa@sisa.it

Quality Unit

The Quality Control Unit manages the implementation of the procedures of quality assurance according to the guidelines defined by the Governing Bodies.



Lorenzo Fant
lfant@sisa.it

ARDISS Committee

The Committee is involved in the definition of the regional services aimed to guarantee and support the students' right.

Alessandro Nobile
anobile@sisa.it



Committee for the wellbeing (CUG)

CUG is a Committee for equal opportunities, for the wellbeing and against all types of discriminations and moral or psychological harassment for all people working or studying at SISSA.

Manuela Santo
msanto@sisa.it



Write to studentreps@sisa.it or visit students.sissa.it

