Welcome Kit
The BioRobotics Institute
Scuola Superiore Sant’Anna

Guidelines to discover administrative steps, services and locations of the Institute
SUMMARY

INTRODUCTION
Scuola Superiore Sant’Anna 3
The BioRobotics Institute 4
Areas and Labs 5
PhD in Biorobotics 7

THE INSTITUTE - LOCATIONS
Polo Sant’Anna Valdera - The Headquarters 10
Research Center on Sea Technologies and Marine Robotics 15
Assistive Robotics and Industrial Biorobotics Labs 16

THE INSTITUTE - SERVICES
Guesthouse 18
Classrooms 20
Vehicles 21

THE INSTITUTE - PEOPLE
Faculty 23
Administration and Technical Staff 24

THE INSTITUTE - PRACTICAL INFORMATION
Italian Residence Permit 26
Italian Tax Code 30
Bank Account 31
National Health Service 32
Useful Phone Number 34
Discovering Pisa 35
Discovering Pontedera 36
Scuola Superiore Sant’Anna is a public university institute funded in 1987 - with special autonomy - working in the field of applied sciences: Economics and Management, Law, Political Sciences, Agricultural Sciences and Plant Biotechnology, Medicine, and Industrial and Information Engineering. The School aims at experimenting innovative paths in research and education. Professors and researchers live and interact with the students, day after day, enjoying a continuous cultural and intellectual exchange.

Scientific research and advanced education are provided by six Institutes: The BioRobotics Institute, Institute of Law, Politics and Development, Institute of Economics, Institute of Management, Institute of Life Sciences and Institute of Communication, Information and Perception Technologies.

Scuola Superiore Sant’Anna entered in 2017 into a federation with the Scuola Normale Superiore of Pisa (SNS), and the School of Advanced Studies of Pavia (IUSS). The agreement provides for increasing integration in key areas (education, PhD courses, research activities) and student services.

THE SCHOOL IN NUMBERS *

- 570 students attending university courses
- 370 students attending PhD courses
- 1,190 students in post-graduate training courses and continuing education
- 27% overseas students in PhD courses
- 1:7 teacher/student ratio

- 18,8 million Euros in research grants
- 79% self-financed research
- 59 spin-offs
- 159 active patent families
- 105 agreements for training and research

* data updated to 2018

VISIT THE WEBSITE OF THE SCHOOL
www.santannapisa.it

▪ 1th place on a national level out of 39 institutions;
▪ 155th place out of 1,102 international institutions;
▪ 9th place in the top 200 best young universities.

▪ 3rd place on a national level out of 30 institutions;
▪ 192nd place out of 916 international institutions;
▪ 11th place in the top 50 best young universities.
Advanced education, frontier research and innovation: this is The BioRobotics Institute, one of the six Institutes of Scuola Superiore Sant’Anna, founded in 2011. The Institute has built a vast wealth of knowledge and expertise in the fields of surgical-, bio-inspired-, service-, industrial- and neuro-robotics, neural and rehabilitation engineering and their ethical, legal, social and economic implications. The BioRobotics Institute aims at building a net of collaborations among international centres of knowledge and to create a new concept of engineers that are scientists, inventors, entrepreneurs, able to invent and solve problems.

The mission of the Institute is based on three pillars:

- **Education**, at all levels of postgraduate training: a MSc in Bionics Engineering and a PhD program in BioRobotics;
- **Research**, organized in 8 research Areas and 10 research Laboratories;
- **Innovation**, which promotes entrepreneurial skills such as the ability to invent, to file patents and to create start-up companies.

The Institute in Numbers *

- 23 Faculty Members
- 90+ PhD Students
- 75 Research Assistants
- 20+ Technicians and Administrative Staff members
- 65+ International and National project
- 25 spin-offs

* data updated to 2018
The priorities of our research agenda are: **world-class scientific production, impact on society, innovation.**

While maintaining a coherent vision on this topic, the research at The BioRobotics Institute is articulated in Areas and Laboratories. Research Areas are led (PI) by Professors or Associate Professors, while the Research Labs are coordinated by Assistant Professors.

**AREAS AND LABS**

**RESEARCH AREAS**

- **ARTIFICIAL HANDS AREA**
  Principal investigator: Christian Cipriani

- **CREATIVE ENGINEERING DESIGN AREA**
  Principal investigator: Cesare Stefanini

- **NEURO ROBOTICS AREA**
  Principal investigator: Maria Chiara Carrozza

- **ROBOT COMPANIONS FOR CITIZENS AREA**
  Principal investigator: Paolo Dario

- **SENSOR SIGNAL AND INFORMATION PROCESSING AREA**
  Principal investigator: Angelo Maria Sabatini

- **SOFT ROBOTICS AREA**
  Principal Investigator: Cecilia Laschi

- **SURGICAL ROBOTICS & ALLIED TECHNOLOGIES AREA**
  Principal investigator: Arianna Menciassi

- **TRANSLATIONAL NEURAL ENGINEERING AREA**
  Principal investigator: Silvestro Micera
ASSISTIVE ROBOTICS LABORATORY
Principal investigator: Filippo Cavallo

MICRO-NANO-BIO SYSTEMS AND TARGETED THERAPIES
Principal investigator: Leonardo Ricotti

COMPUTATIONAL NEUROENGINEERING LABORATORY
Principal investigator: Alberto Mazzoni

NEURO-ROBOTICS TOUCH LABORATORY
Principal investigator: Calogero Oddo

COMPUTER-INTEGRATED TECHNOLOGIES FOR ROBOTIC SURGERY
Principal investigator: Gastone Ciuti

REHABILITATION BIOENGINEERING LABORATORY
Principal investigator: Stefano Mazzoleni

HUMAN ROBOT INTERACTION LABORATORY
Principal investigator: Marco Controzzi

SOFT MECHATRONICS FOR BIOROBOTICS LAB
Principal investigator: Matteo Cianchetti

LOCOMOTION BIOMECHANICS LABORATORY
Principal investigator: Vito Monaco

WEARABLE ROBOTICS LABORATORY
Principal investigator: Nicola Vitiello
The PhD Program in BioRobotics is a three-year course of advanced studies and supervised research. The Program aims at educating highly competent researchers with the potential to be leaders in this area. The students will be educated in a stimulating and multidisciplinary environment, both through high level courses and through demanding, creative and original research work. PhD projects will be carried out in very well equipped, state-of-the-art laboratories (in such fields as micro-engineering, biomedical engineering, biomimetic robotics, rehabilitation technologies, surgical robotics and neural engineering, robot companions) and through individual and team work performed under the supervision of a full-time faculty.

The PhD Program is managed by The BioRobotics Institute. Its mission is to educate the Engineer of the 21st Century: a competent, interdisciplinary, creative inventor and entrepreneur, able to handle new technological and scientific challenges. The students will investigate how biological systems work from an engineering viewpoint, and will make use of such knowledge to pursue challenging research projects aimed at modelling, designing and building novel components and systems for biomedical applications, such as surgery and rehabilitation.

ADMISSION

Students are admitted to the program following a successful entrance examination (ranking criteria are set in the official call). Eligible applicants must hold a Master of Science (M.Sc.) degree or equivalent title. Students can be admitted to the PhD programme with a Scholarship or with a Fellowship (generally funded by a research grant) which are renewed annually following a successful assessment. There are no tuition fees for the enrolment to the PhD in Biorobotics.

PHD COURSES

Check out all courses and their ECTS (European Credit Transfer System):

https://www.santannapisa.it/en/education/courses
THE BIOROBOTICS INSTITUTE LOCATIONS
LOCATIONS OF THE BIOROBOTICS INSTITUTE

COLLESALVETTI - LIVORNO
Industrial BioRobotics Lab
Technical support in the design and development of robotics systems

PONTEDERA
Polo Sant’Anna Valdera (PSV)
Headquarters of The BioRobotics Institute

LIVORNO
Research Centre on Sea Technologies and Marine Robotics
Design and validation of robotic systems for marine applications

PECCIOLI
Assistive Robotics Laboratory
Research activity on cloud and social robotics

FLORENCE

PISA
The headquarters of The BioRobotics Institute, called Polo Sant’Anna Valdera (PSV), is a knowledge and research center established by the Scuola Superiore Sant’Anna in 2002, in the industrial town of Pontedera. The PSV is home of world class equipment for analysis, design and (micro-nano) fabrication as well as classrooms and a guesthouse. The headquarters hosts all the administrative offices of the Institute and the following research areas (Robot Companions for Citizens, Soft Robotics, Artificial Hands, Creative Engineering Design, Surgical Robotics and Allied Technologies, Neuro-Robotics, Translational Neural Engineering, Sensor Signals and Information Processing) and labs (Rehabilitation Bioengineering, Soft Mechatronics Technologies, Computer-Integrated Technologies for Robotic Surgery, Micro-Nano-Bio systems and targeted therapies, Locomotion Biomechanics, Computational Neuroengineering, Wearable Robotics, Neuro-Robotics Touch, Human-Machine Interaction).

The PSV also hosts on its premises the Centre for Micro-BioRobotics of the Italian Institute of Technology (IIT@SSSA) and some joint research with leading universities in Japan and Korea, which share education and research in areas of high technological content, as well as promoting and enhancing ideas and technologies.

Polo Sant’Anna Valdera (PSV)
V.le R. Piaggio, 34 – 56025 – Pontedera, Pisa
You can reach **Polo Sant’Anna Valdera** through the railway line connecting Pisa and Florence (Firenze). The stop is Pontedera railway station. 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).

See [www.trenitalia.com](http://www.trenitalia.com) for a timetable.

---

**FROM PONTEDERA STATION TO THE BIOROBOTICS INSTITUTE**

When you arrive at the Pontedera Station, **exit on the opposite side of the station main exit**, in Viale Rinaldo Piaggio, then turn left: Polo Sant’Anna Valdera is about 200m ahead, on your left.
1- "GALILEO GALILEI": PISA INTERNATIONAL AIRPORT

The Pisa International Airport is located along the coast at only 1 km from the city of Pisa, and is accessible from the A11 and A12 motorways, from the Florence-Pisa-Livorno highway, from the normal city roads, and from the railway network.

The best solutions that you have to reach the BioRobotics Institute from Pisa Airport are:

1 - People mover-Pisa Centrale railway station
The Pisa International Airport is about 1 km from Pisa Centrale railway station, from which you can reach any Italian railway network destination. At less than 40 metres from the Passenger Terminal at the Pisa Airport, you can find the new, high-speed, fully automatic People Mover service for direct connections between the Pisa Centrale railway station and the airport.

The service is available every day from 6:00 AM to midnight at 5/8 minute intervals.

2 - Bus-Pisa Centrale railway station
At the airport, bus tickets may be purchased at the Information Desk (Arrivals Area). The Bus Area (P6) is located just outside the Passenger Terminal Arrivals Area.

3 - Taxi
Reaching Pontedera from Pisa airport by taxi is about 30 minutes and costs around 40/50 €.
Located four kilometers from the center of Florence, the "Amerigo Vespucci" Airport occupies an area of approximately 115 hectares between Castello and the Plain of Sesto Fiorentino. The area, to the north-west of Florence, lies between the "Firenze Nord" exit from the superhighway and Florence's industrial area near Prato.

The best solutions to reach the BioRobotics Institute from Firenze Airport are:

1 - Taxi-Firenze Rifredi railway station
You can 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.

2 - Taxi-Firenze SMN main railway station
You can take a taxi (20 to 30 min., 20 €) to Firenze main railway station, named Firenze SMN. Then take a train bound to Pisa or Livorno, reaching Pontedera in about 45 min.

3 - Bus-Firenze SMN main railway station
You can take a bus (Transit Time: every 30 min) to Firenze main railway station, named Firenze SMN. Then take a train bound to Pisa or Livorno, reaching Pontedera in about 45 min.

TO/FROM AIRPORT
How to reach Firenze International Airport with all transport services

Find the Polo Sant’Anna Valdera on Google Maps:
1- BY CAR FROM PISA OR HIGHWAY A12 GENOVA-ROSGANO

Take the freeway SGC FI-PI-LI, indicated with blue signs, towards Florence (Firenze) (from highway A12, Exit “Pisa Centro” if coming from North, Exit “Collesalvetti” if coming from South). Take the second Pontedera exit of the freeway SGC FI-PI-LI (the first one is named “Pontedera-Ponsacco”) and follow the directions towards “Centro” and “Museo Piaggio”. You will find the Museo Piaggio on your left side after about 5 km. The PSV is on your right, 50 m ahead.

2- BY CAR FROM FLORENCE OR HIGHWAY A1 MILANO-NAPOLI

Take the freeway SGC FI-PI-LI, indicated with blue signs, towards Pisa (from highway A1, Exit “Firenze Signa”). Take the exit “Pontedera” of the freeway SGC FI-PI-LI and follow the directions towards “Centro” and “Museo Piaggio”. You will find the Museo Piaggio on your left side after about 5 km. The PSV is on your right, 50 m ahead.

PARKING AREA

The nearest parking area is close to the Hospital (via Roma): from FI-PI-LI follow the signs to the Hospital, then the blu "P" signs (pay and display parkings). Then walk to our Institute (see maps for your reference). Limited parking lots are also available in front of the PSV Building and, upon authorization given by the Institute Secretariat, inside the Centre.
The Research Centre on Sea Technologies and Marine Robotics is the laboratory of the BioRobotics Institute specialized for the design, development and validation of new technologies and robotic systems for marine applications. Research is conducted on surface and underwater autonomous systems, underwater manipulator control and environmental sensors as well as on bioinspired aquatic robots.

The Centre is equipped with testing tanks to test robots in a controlled environment and it has direct access to the sea to assess robots’ performance in a real environment. The Centre is also equipped with: FDM 3D Printer, laser cutting, mechanical workbench, electronic workbenches, chemical workbench with laboratory fume hoods, aquariums, 3D tracking system, high-performance workstations, laboratory vacuum oven.

Research Centre on Sea Technologies and Marine Robotics
V.le Italia 6 – 57126 – Livorno

HOW TO REACH RESEARCH CENTRE ON SEA TECHNOLOGIES AND MARINE ROBOTICS

You can reach the Livorno railway station that 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.

Between the Livorno railway station and the “Research Centre on Sea Technologies and Marine Robotics” there are about 5km. You can take a taxi or, preferably, the bus Number 1 that stops in front of the lab.

Find the Research Center on Sea Technologies and Marine Robotics on Google Maps:
The aim of the Assistive Robotics Lab is to design and develop ICT and robotics solutions to provide support and assistance to citizens in daily life activities. Particularly, the studies carried out in the Active and Assisted Living field aims to integrate robotics, internet, cloud, mobile and electronic technologies for applications, such as healthcare, agriculture, logistic and manufacture. The main scientific challenges to enhance the abilities and capabilities of robotic systems revolve around the physical and cognitive human robot interaction, the integration in intelligent environments and the dependable design.

Assistive Robotics Lab
Via Boccioni, 1 – 56037 – Peccioli, Pisa

Find the Assistive Robotics Laboratory on Google Maps:

INDUSTRIAL BIOROBOTICS LABORATORY

Applied research, innovative solutions and systems to improve industrial growth and competitiveness: the research is mainly focused on companies' needs in the field of robotics, automation and mechatronics. The Industrial BioRobotics Lab copes with unstructured problems and finds innovative solutions taking inspiration from nature. The aim is to drive partners to develop new products and processes.

Industrial BioRobotics Laboratory
Via delle Colline, 100 – 57107 – Collesalvetti, Livorno

Find the Industrial BioRobotics Lab on Google Maps:
THE BIOROBOTICS INSTITUTE SERVICES
You will be greeted in our guesthouse, located in Polo Sant’Anna Valdera. The guesthouse offers 10 double rooms, each one equipped with two single beds, a private bathroom, one desk and chair, air conditioning/heating system, wifi access and a small refrigerator. Cleaning service is provided daily, change of linen twice a week.

You can access a small kitchen, available in the Institute headquarters, open Monday to Saturday from 7.30 am to 9.30 pm. A relax room is available for all guests on the guest house floor.

Internet cable is available, to get a temporary wi-fi access please send an email to marco.moscato@santannapisa.it, indicating your name, surname, position, length of stay, the name of the faculty supervising/collaborating with you during your stay in the Center.

Rates are as follows:

<table>
<thead>
<tr>
<th></th>
<th>SINGLE USE</th>
<th>DOUBLE USE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DURATION</strong></td>
<td><strong>COST</strong></td>
<td><strong>DURATION</strong></td>
</tr>
<tr>
<td>one night</td>
<td>€ 25,00 + 10% VAT</td>
<td>one night</td>
</tr>
<tr>
<td>one week</td>
<td>€ 112,00 + 10% VAT</td>
<td>one week</td>
</tr>
<tr>
<td>two week</td>
<td>€ 180,00 + 10% VAT</td>
<td>two week</td>
</tr>
<tr>
<td>one month</td>
<td>€ 290,00 + 10% VAT</td>
<td>one month</td>
</tr>
</tbody>
</table>

*REMEMBER: THE MAXIMUM ALLOWED STAY IN THE GUEST HOUSE IS THREE MONTHS.*

**HOW TO BOOK A ROOM IN OUR GUESTHOUSE**

Write to:

servizibiorobotica@santannapisa.it

Check the availability of rooms at the following link (only with SSSA log):

ftp://192.168.80.70/ServiziUtentiPSV/
Upon your first arrival you are asked to address the Guardian Service (available from Monday to Saturday, from 7.30am to 9.30pm, closed on Sundays and National Holidays). Please give you name and, based on the reservation you have done through the Biorobotics Institute Secretariat, the guardian will give you your room keys.

You will get 3 keys:

1. One to enter the main gate
2. One to open the entrance door of B Building, where the Guest House is located (3rd floor)
3. One to open your room

Please note that the 3 keys have to be given back to the Guardian once leaving the Guest House.

If, for any reason, keys are lost, a signed declaration has to be presented, detailing reasons of the loss, to the BioRobotics Institute Secretariat.

At your check-in the guardian will ask for your ID document, so to take a copy and register you as a guest, for security and immigration issues.

To contact the guardian service from inside the institute please dial 3000 on the room telephone, from outside dial +39 050 883000.

How to Pay

We kindly ask you to settle the payment of your stay in our Guest House within your departure, addressing the BioRobotics Institute Administration Dept, located on the 2nd floor of the A Building, from Monday to Friday on mornings (10am-1pm).

You can choose whether to pay cash (no credit cards accepted) or by bank transfer (preferred choice). In this last option you can dispose a bank transfer to Scuola Superiore Sant’Anna indicating as reason of payment: **Name+ Surname+ Foresteria PSV+ arrival and departure dates** - and using the following details:

**NAME:** SCUOLA SUPERIORE DI STUDI UNIVERSITARI E DI PERFEZIONAMENTO SANT’ANNA
**ADDRESS:** PIAZZA MARTIRI DELLA LIBERTÀ 33 - 56127 PISA - ITALY
**VAT NUMBER:** 01118 840501

**BANKING INFORMATION**
UNICREDIT BANCA S.p.A. - Agenzia Piazza Garibaldi, 1 - Pisa
IBAN: IT3200200814006000401272765
BIC: UNCRITM1G12
N. CONTO: 000401272765
THE CLASSROOMS

In Polo Sant’Anna Valdera there are five classrooms where you can organize meetings, project meetings, seminars, experimental sessions or catering services. Check out the features of our classrooms.

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Seating Capacity</th>
<th>Video Projector</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSROOM 1 (door n° 10)</td>
<td>72</td>
<td>Yes</td>
</tr>
<tr>
<td>CLASSROOM 2 (door n° 13-14)</td>
<td>20 (9 pc access)</td>
<td>Yes</td>
</tr>
<tr>
<td>CLASSROOM 3 (door n° 15-16)</td>
<td>45</td>
<td>Yes</td>
</tr>
<tr>
<td>CLASSROOM 4 (door n° 17-18)</td>
<td>27</td>
<td>Yes</td>
</tr>
<tr>
<td>CLASSROOM 5 (door n° 19)</td>
<td>10</td>
<td>No</td>
</tr>
</tbody>
</table>

The CLASSROOM 5 is reserved for catering services and experimental sessions.

WI-FI ACCESS

At the Institute there are 3 Wi-Fi networks that people can attach to.

1) **Eudoroam**: eduroam (education roaming) is the secure, world-wide roaming access service developed for the international research and education community. Users can connect using their institute credentials;

2) **S.Anna guest**: users can request autonomously access to the WiFi S.Anna Guest network. Users fill a form and receive access to the wifi network for 4 hours;

3) **Scuola Superiore S.Anna**: this is the main wifi network for S.Anna users. To request access for an event send an email to marco.moscato@santannapisa.it indicating the name of the event, the number of guests the wifi access is needed by, and the number of days access is needed for.

HOW TO BOOK A CLASSROOM

Write to: servizibiorobotica@santannapisa.it

Check the availability of rooms at the following link (only with log):

ftp://192.168.80.70/ServiziUtentiPSV/
You can book for institutional reasons one of the two cars of The BioRobotics Institute:

- **OPEL Zafira**, 1900 cc diesel (DL 543 FX);
- **FIAT Qubo**, 1300 cc diesel (ES 166 HK).

Remember that, to book a vehicle, you have to produce the following documents:

1) The mission form that you have to present at the reception of **Polo Sant’Anna Valdera**;
2) The form detailing your driving license information that you can find here: [ftp://192.168.80.70/ServiziUtentiPSV/](ftp://192.168.80.70/ServiziUtentiPSV/) (name of folder: Servizi Polo 2018 - access only with log).

Write to: servizibiorobotica@santannapisa.it

Check the availability of vehicles the following link (only with log):

THE BIOROBOTICS INSTITUTE
PEOPLE
DIRECTOR OF THE BIOROBOTICS INSTITUTE
Christian Cipriani

FULL PROFessORS
Maria Chiara Carrozza  Cecilia Laschi
Paolo Dario  Arianna Menciassi
Antonio De Simone  Silvestro Micera

ASSOCIATE PROFessORS
Leonardo Ricotti  Cesare Stefanini
Angelo Maria Sabatini  Nicola Vitiello

ASSISTANT PROFessORS
Marcello Calisti  Egidio Falotico
Filippo Cavallo  Andrea Mannini
Matteo Cianchetti  Stefano Mazzoleni
Gastone Ciuti  Alberto Mazzoni
Marco Controzzi  Vito Monaco
Simona Crea  Calogero Maria Oddo
ADMINISTRATIVE AND TECHNICAL STAFF

HEAD OF ADMINISTRATION AND TECHNICAL STAFF

Daniela Parra

ADMINISTRATIVE STAFF

Roselse D’Alessandro - Procurement; Minor expensive (Fondo Economale).
Silvia Dell’Oro - PhD Staff.
Giada Gerberini - National and International Research Project.
Marica Gervasio - National Research Project and Project funded by private companies.
Monica Giagheddu - National and International Research Project.
Fabiana Giannotti - National and International Research Project; Work Contracts (e.g. Fellowship).
Beatrice Granvillano - National and International Research Project.
Elisa Meloni - National and International Research Project.
Anita Pampana - Missions (travels).
Federica Radici - PhD Staff; reservation of Services (guesthouse, classrooms, vehicles).
Ivonia Salituri - Invoice and reservation of Services (guesthouse, classrooms, vehicles).

TECHNICAL STAFF

Riccardo di Leonardo - Advanced electronic design.
Gabriele Favati - Mechanical Workshop: design, prototyping and equipments development.
Nicodemo Funaro - Mechanical Workshop: design, prototyping and equipments development.
Roberto Lazzarini - Advanced electronic design.
Andrea Melani - Mechanical Workshop: design, prototyping and equipments development.
THE BIOROBOTICS INSTITUTE
PRATICAL INFORMATIONS
If you are a non-European/EEA citizen and you wish to study at SSSA for more than 90 days, you must apply for a Italian Residence Permit in order to legally stay in Italy. With the VISA issued by the Italian Consulate/Embassy in your country of origin, you must apply within 8 working days, after your arrival in Italy, for your Residence Permit.

You should always carry with you your Italian Residence Permit or the post-office receipt issued upon handling in the application along with an ID document.

Application for the Residence Permit
The request for the Residence Permit must be made WITHIN 8 WORKING DAYS after your arrival in Italy. The Residence Permit is issued at the Police Headquarters ("Questura") by the Immigration Office ("Ufficio Immigrazione") in Pisa or Pontedera, it entitles you to temporarily live in Italy, and to visit any Schengen country.

In order to request your Residence Permit you should fill in a documentation kit RICHIESTA DI RILASCIO/RINNOVO DEL PERMESSO/CARTA DI SOGGIORNO PER CITTADINI STRANIERI that you can obtain at the International Relations Office (IRO) or in any post office ("Ufficio postale" or simply "Poste").

WHICH DOCUMENTS DO YOU NEED TO APPLY THE RESIDENCE PERMIT?

1. A documentation kit that includes an application form (Form 1 filled in) and a list of documents to be enclosed with the application.
2. A "marca da bollo" (revenue stamp) of € 16.00 to be put on Form 1. It can be bought at a tobacconist's ("tabaccaio").
3. Photocopy of your passport with personal information, the visa entry and the stamps received at the border upon entry into Italy or the first country in the Schengen area.
4. Photocopy of the presentation letter written by SSSA supporting your visa application with the stamp of the Italian Consulate/Embassy where the visa was issued, or a certificate issued by the SSSA if the Italian Consulate/Embassy has not put its stamp on the letter.
5. Copy of the health insurance payment: this insurance will be valid in Italy for the entire period of validity of the Residence Permit, and will cover you in case of illness and injury.
6. Please, address the Phd’s Secretariat for more information.
7. A receipt of the postal paying-in slip for the payment of € 70,46, that you have to pay upon submission of your application to the post office.
IMPORTANT: All these documents must be enclosed in the documentation Kit RICHIESTA DI RILASCIO/RINNOVO DEL PERMESSO/CARTA DI SOGGIORNO PER CITTADINI STRANIERI.
The enclosed document should be copies (you must keep the originals) except for FORM 1.

HOW MUCH DOES THE APPLICATION FOR THE RESIDENCE PERMIT COST?

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee</td>
<td>€ 30,00</td>
</tr>
<tr>
<td>Cost for electronic permit</td>
<td>€ 70,46</td>
</tr>
<tr>
<td>Marca da bollo</td>
<td>€ 16,00</td>
</tr>
</tbody>
</table>

WHERE TO SUBMIT THE APPLICATION KIT?

The receipt issued by the post office: the Assicurata number is circled in red.

After having filled in Form 1 of the documentation kit and enclosed ALL the required additional documents, go to the Post Office Sportello Amico (Via Silvio Pellico, Pontedera) and personally hand in the open envelope of the kit. The Post office clerk will ask you to show your passport (or an identity document). You will be then asked to pay a post charge of € 30.00 for the application and € 70,46 for the electronic Residence Permit.

You will receive a receipt from the post office that you must always keep with you together with your passport, as this replaces your Residence Permit until the original arrives. This receipt contains a number ("Numero Assicurata") that will allow you to check online whether your Residence Permit has been issued.

You will also receive a note with the date of your appointment for fingerprinting at the immigration office (usually a few weeks after your request).

APPOINTMENT AT THE IMMIGRATION OFFICE

When you go for the fingerprinting at the Immigration Office, remember to take with you:

- your passport;
- the registered letter containing the details about the appointment at the Immigration Office;
- the originals of all the documents you have submitted through the post office;
- 4 passport-sized photographs on white background.
IMPORTANT: Starting from March 10, 2012 the Integration agreement for foreigners has come into force. The integration agreement, as envisaged by article 4-bis of Legislative Decree no. 286 of July 25, 1995, is an agreement between the Italian State and a Third country national who enters Italy for the first time. The integration agreement is addressed to newcomers aged over 16.

The foreigner will sign the agreement when submitting an application for a Residence Permit for no less than 1 year. Students will sign it at the Immigration Office at fingerprinting appointment or when the Residence Permit will be delivered. The agreement is drawn up in two original copies, one for the foreigner in the language indicated by him/her. The foreigner is committed to meet his/her civic obligations and to fulfill his/her duties under the Charter of values of citizenship and integration adopted by the Italian government in 2007. A credit-based approach is used to properly achieving integration. After signing the agreement, the foreigner will be automatically awarded 16 credits.

Note that you will NOT be called by the Questura to collect your Residence Permit. Approximately four months after your fingerprints have been taken, you have to go personally to the Immigration Office to collect your Residence Permit.

After the fingerprint process, handled at the Immigration Office, you will get another appointment at Questura in Pontedera, for the photo-identification (fotosegnalamento).

It will be the officer of the Immigration Office to give you date and time of the appointment.

Please, don’t forget to bring you the registered letter containing the details about the appointment at the Questura, your passport and the originals of all the documents you have submitted through the post office.

IMPORTANT: never miss an appointment for fingerprinting.

HOW TO RENEW THE RESIDENCE PERMIT

The Residence Permit can be renewed starting from 60 days before its expiry. As many months elapse before you can get the new Residence Permit, it is advisable to apply for the renewal 2 months before the permit expires.

To renew your Residence Permit, you will need to follow the same procedure as for the first one, producing the documentation listed below:

▪ The documentation kit filled in;
▪ Photocopy of your passport with personal information, the visa entry and the stamps received at the border upon entry into Italy or the first country in the Schengen area.
- Photocopy of your Residence Permit that is going to expire;
- Proof of sufficient means of subsistence;
- Declaration by the host institution that you are regularly enrolled (PhD certificate);
- Copy of the insurance policy valid for Italy for the entire validity of the Residence Permit, that covers you in the case of illness and injury e.g. private health policy or registration with the National Health Service;
- A revenue stamp ("marca da bollo") of € 16,00. It can be bought at any newsagent's and tobacconist's ("tabaccaio").
- A receipt of the postal paying-in slip for the payment of € 70,46, which you have to pay upon submission of your application to the post office.

**N.B.: The Residence Permit for study reasons may only be renewed** if the entry visa was issued to attend a study programme for more than three months (D-type visa).

Please be informed that after receiving your Residence Permit, within 20 days it is possible to

**Immigration Office in Pontedera**

Piazza del mercato - Pontedera  
(Opening hours: from Monday to Friday 08,30-12,00)

**HOW TO GET AT THE IMMIGRATION OFFICE FROM THE PSV**

Free bus from Via Saffi (downtown Pontedera) to Piazza del Mercato:

http://www.pisa.cttnord.it/  
GoogleTransit
The Codice Fiscale (*Italian Tax Code*) is a personal alphanumeric code of **16 characters** which identifies each individual person in Italy when dealing with public offices and/or administration. You need one to open a bank account, or to get a cellular phone, and to receive your scholarship. To apply for the tax code in Pontedera, you must go to the local office of the “Agenzia delle Entrate” and bring the following documents:

- **for EU students**: a valid passport or ID document;
- **for Non-EU students**: valid passport + visa or residence permit (or receipt of application). If they are staying less than 90 days, they must bring their passport + an entry visa for study.

### Location of Agenzia delle Entrate

**Via delle Brigate Partigiane, 2 - Pontedera**

Phone: 050 315471

mail: [dp.pisa.utpontedera@agenziaentrate.it](mailto:dp.pisa.utpontedera@agenziaentrate.it)

### Opening Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>8,30-12,45</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>8,30-12,45 / 14,30-16,45</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>8,30-12,45</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>8,30-12,45 / 14,30-16,45</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>8,30-12,45</td>
</tr>
</tbody>
</table>
If you need to open a bank account, you should go to one of the local banks with the following documents:

1) stay permit (or the temporary receipt you received after making your application);
2) Italian tax code;
3) certificate of university enrolment at Scuola Superiore Sant'Anna;
4) identity document or passport.

THE LIST OF THE BANKS IN PONTEDERA CENTER

1. BNL Gruppo BPN Paribas
   Via Carducci 30/36 - Phone: 00 0060

2. Banca Popolare di Lajatico
   Largo Pasolini, Via Renato Fucini 6/8 - Phone: 0587 53547

3. Cassa di risparmio di San Miniato
   Via I Maggio 17 - Phone: 0587 210523

4. Monte dei Paschi di Siena
   Corso Matteotti 10 - Phone: 0587 21401

5. UniCredit
   Corso Matteotti 61 - Phone: 0587 093005

6. Banca Popolare di Vicenza
   Via San Faustino 11 - Phone: 0587 59232

7. BANCA C.R. FIRENZE - Filiale HUB
   Via Aristide Castelli 36 - Phone: 0587 59014

8. UBI Banca
   Corso Matteotti 133 - Phone: 0587 52439

9. Banca di Pisa e Fornacette Credito Cooperativo
   Piazza Martiri della Libertà 9 - Phone: 0587 274601

10. Bcc Credito Valdinievole
    Piazza Martiri della Libertà 28 - Phone: 0587 52076
Health insurance coverage is required in order to obtain your stay permit in Italy.

**IF YOU ARE A NON EU CITIZEN:**

There are different types of health insurance policies according to the student's citizenship.

**NATIONAL HEALTH SYSTEM:** you can voluntarily register with the S.S.N. (Servizio Sanitario Nazionale –National Health System) at a cost of Euro 149,77 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 SSN Regione Toscana, description of payment (causale) Iscrizione SSN anno (year of stay) Studente straniero.

**PRIVATE HEALTH SYSTEM:** 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 WAI - Welcome Association Italy. WAI cares about associated's health and welfare, and that is why it relies only to carefully selected partners, with which it shares the fundamental principles and values, to ensure their associated any type of health care.

**WAI CONTACTS:** phone: 06 3611676; mail: Info@waitaly.net

**IF YOU ARE A EU CITIZEN:**

If you are an EU Member citizen or an EEA country citizen or you are of Swiss nationality, you should have a European Health Insurance Card (EHIC, Italian acronym: TEAM) issued from the national healthcare authority in your home country. With that card, you are automatically covered in all EU member countries. Please before leaving make sure that you hold an EHIC. If you do not have one, go to the competent Health Institution in your country to ask for an extension of your health insurance coverage to Italy.

**IF YOU ARE STAYING LESS THAN 3 MONTHS**

Nationals from the EU Member States, EEA countries or Switzerland who hold EHIC are covered for emergencies and medical care by a general practitioner (family doctor). A patient contribution is required for prescriptions, medical examinations. If you need medical assistance, you can contact the local health authorities "Azienda Sanitaria Locale - ASL" and SSN hospitals. Please note that you will be asked to show your EHIC. Remember to have your EHIC always with you. If you stay in Italy less than 3 months, please note that you are not entitled to register with the SSN.
IF YOU ARE STAYING MORE THAN 3 MONTHS

According to European Law you can stay in Italy more than 3 months with your European Health Insurance Card. The EHIC remains valid for the length of the stay in Italy (only if you DO NOT move your permanent residency to Italy) and covers only emergencies and medical care by a general practitioner (family doctor).

Otherwise you can register with the SSN by submitting your application at the ASL, ONLY if you have Form E106 (or S1) or E109 (or S1) form. You need first to be registered at the Ufficio Anagrafe (Anagrafe of citizens temporarily present or permanent resident) in Pisa.

The following documents are needed to be entitled to public healthcare services: Passport or valid ID; Tax identification number (Codice Fiscale); Temporary Anagrafe registration receipt or Certificate of permanent residence (or the request thereof submitted to the municipal Anagrafe office); Letter or statement of the study programme; Form E 106 (or S1) or Form E109 (or S1).

WHAT IS FORM E106 (OR S1)? E106 or S1 certifies entitlement to health benefits in a country other than the one in which the person concerned is normally or was previously insured. Before leaving, remember to go to your local health insurance institution and request an E106 or S1 for Italy.

WHAT IS FORM E109 (OR S1)? E109 or S1 certifies entitlement to health benefits in a country other than the one in which the person concerned is normally or was previously insured. E109 or S1 can be issued by your local health insurance institution only if you are dependent on your family's financial support.

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 preventionprogrammes; 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.
The phone numbers listed below may prove useful in case of an emergency during your stay in Italy:

**Carabinieri Emergency** 112
**Carabinieri station (Pontedera)** 0587 210900
**Carabinieri station (Pisa)** 050 501779
**Police Emergency** 113
**Police station (Pontedera)** 0587 21001
**Police station (Pisa)** 050 313921
**First Aid Emergency** 118
**Pontedera Hospital** 0587 273111
**Pisa Hospital** 050 997743
**Emergency Medical Service (Pontedera)** 0587 54381
**Emergency Medical Service (Pisa)** 050 959866
**Fire Brigade** 115
**Road accidents and assistance** 116
**Civil Protection (Pontedera)** 0587 734456
**Civil Protection (Pisa)** 050 910575
**Taxi service (Consorzio Taxi Area Pisana)** 050 220 0013
**DISCOVERING PISA**

Pisa and its **Piazza dei Miracoli** have always been a fundamental stop on any trip to Tuscany. Despite the overwhelming presence of tourists from all over the world, who sometimes seem to have arrived here for the sole purpose of pretending to hold up the Leaning Tower, this sacred place still emits a timeless, evocative and powerful beauty.

Pisa vaunts **thousands of years of history** (the city’s name dates back to the *Etruscan age* and alludes to the “mouth” of the Arno), reaching a peak during the age of the *Maritime Republic*, a period that turned the city center into a treasure chest of artistic gems.

Among these, the **Romanesque and Gothic churches** stand out, in squares and palazzi that enhance the neighborhoods marked by lungarni (riverside streets) and age-old roads. Wandering through the centre also offers an education in famous university campuses, whose importance has remained steady through the centuries.

**Discovering Pisa** means getting lost in squares packed with students who fill up the **nighttime locales**, bringing new life to the medieval city. Propping up one of the little tables in the bars of **piazza delle Vettovaglie** or **piazza della Pera** is a lovely way to spend an evening, and meandering through the hidden alleyways and riverfront streets means coming upon architectural gems such as **Santa Maria della Spina**, the headquarters of the *Scuola Normale* in Piazza dei Cavalieri, the exhibitions at **Palazzo Blu**, and so forth. Eventually you’ll eventually end up being drawn to the magnetic **Piazza dei Miracoli**, where every element is unique and hides secrets that add mystery to the general splendor. Begin with the **Baptistery** (and its unique acoustics – if any lucky people among you get the chance to attend a concert inside, you’ll hear the walls act almost as an instrument, with sounds continuing to echo and bounce up to a minute after they have been sung). Next, to its left is the 130-meter **Camposanto Monumentale**, which faces the piazza and contains 43 arched sections. The **Cathedral** is an absolute masterpiece of Romanesque-Pisan architecture, built beginning in 1063; behind it stands the celebrated Leaning Tower.

But there’s more to Pisa than its historic centre. One unexpected delight when visiting is exploring the nature that surrounds the city, starting with **Parco Naturale di Migliarino, San Rossore and Massaciuccoli**, which extends along the coast from **Viareggio to Livorno**.


You can find all informations about arts & cultures, food, mobility transfer, tourist offer on: [http://www.turismo.pisa.it/en/](http://www.turismo.pisa.it/en/)
Pontedera is a harmonious little town near to the place where the Era river meets the Arno. Around the town remains of ancient settlements have been found that date back to the Neolithic period. Subsequently the territory was also inhabited in Etruscan times and in the Middle Ages the castle was built with brick walls and stone and the bridge over the Era river was strengthened. Pontedera hosts the largest of Enrico Baj’s works: one of the largest mosaics in Italy, inaugurated in 2006. The Wall covers the walls of the railway ballast in Viale Risorgimento near Piazza Garibaldi. It was the great artist’s last work, one of the most important exponents of Italian art of the last century.

Over the past few years the town has become a sort of “open-air museum” with the installation of large permanent sculptures in the Albereta and Montagnola Parks, in various piazzas (above all in Piazza Garibaldi with its “masterpiece benches” [Joe Tilson, Giò Pomodoro, Jean Paul Philippe, Rinaldo Bigi, Marcello Aitiani, Mirella Forlivesi, Yasuda Kan, Viliano Tarabella, Daniel Couvreur, Venturino Venturi, Mauro Berrettini, Daniel Milhaud and Manuele Giannetti in marble]) and traffic dividing “roundabouts” at the entrances to the town, with works by today’s most important living artists: Carmassi (the “Oleandra” [Rose-bay] at the roundabout of the cemeteries), Cascella (the “Toro” [Bull] in piazza Curtatone), Trafeli (the “Vespa” [Wasp] in Station Piazza), Vangi (the young “woman” in piazza Cavour).

But Pontedera is especially popular because it is the city that hosts Piaggio, the father of Vespa, one of the leading international companies in the production of motorcycles (cit. https://www.visittuscany.com/en/)

PIAGGIO MUSEUM

The Piaggio Museum was inaugurated in March 2000 and occupies the 3,000 square meters of the company’s former tool-shop in one of the oldest and most characteristic bodies of the industrial complex in Pontedera, where Piaggio started its production in the early nineteen twenties. The Museum was created to preserve and highlight the value of a historic legacy. The objective is to tell the history of Piaggio and through it the development of Italian industry, economy and society by exhibiting some of the company’s best known, most representative products and through the documents and images of its extensive Archive.

Fundamental examples of the company’s production prior to the launch of the Vespa in 1946, welcome the visitor at the entrance of the Piaggio Museum: a MC2 54 train engine, a P148 airplane, a two-seater acrobatic training plane produced in 1951.

Inside the museum, two stellar plane engines, built in the Pontedera and Pisa plants in the Thirties, dominate the central hall.