




## Brief guide for International Visitors @DIETI

**Upon arrival, please inform Dr. Alessandra Scippa (✉ [alessandra.scippa@unina.it](mailto:alessandra.scippa@unina.it)) of your staying @DIETI.**

What	How, When, Who, Notes
Moving around in the DIETI's University Campus	<p>The DIETI's Campus is in Via Claudio 21, Fuorigrotta neighborhood, and is open</p> <ul style="list-style-type: none"> <li>- from Monday through Friday, from 7.00 A.M. to 22. 00 P.M.</li> <li>- on Saturday, from 7.00 A.M. to 3.00 P.M.</li> </ul> <p>Reception ☎ +39 081 7683390</p>
DIETI Website	<p>Additional information about DIETI can be found at</p> <p> <a href="https://www.dieti.unina.it/index.php/en/">https://www.dieti.unina.it/index.php/en/</a></p>
Reaching other Teaching & Research Buildings	<p>Some of DIETI's courses and laboratory activities are also held at other headquarters:</p> <ul style="list-style-type: none"> <li>📍 via Nuova Agnano n.11 <ul style="list-style-type: none"> <li>• walking distance from DIETI Campus: approx. 2km</li> <li>• reception ☎ +39 081 7685038</li> </ul> </li> <li>📍 University Complex of Monte Sant'Angelo, via Cinthia n. 21 <ul style="list-style-type: none"> <li>• walking distance from DIETI Campus: approx. 1km</li> <li>• reception ☎ +39 081 676635</li> </ul> </li> <li>📍 Piazzale Tecchio n. 80 <ul style="list-style-type: none"> <li>• walking distance from DIETI Campus: approx. 500 m</li> <li>• reception ☎ +39 081 7682504</li> </ul> </li> <li>📍 Polo Universitario di San Giovanni in Teduccio, <ul style="list-style-type: none"> <li>• corso Nicolangelo Protopisani, n. 70</li> <li>• use the subway or a taxi to reach this campus</li> <li>• reception ☎ +39 081 2530001</li> </ul> </li> </ul>
UNINA'S bike sharing service	<p>At most of the Campuses, you will find an electric bike rack where you can borrow and drop off a bicycle.</p> <p>To ask for the possibility of using the DIETI's electric bicycles, please contact Mr. Pietro D'Ambrosio (✉ <a href="mailto:pdambros@unina.it">pdambros@unina.it</a>)</p>
Activate a UNINA account (email; wi.fi & other services)	<p>Ask the Head of the Department to fill in the required form and send it to the "Centro di Ateneo per i Sistemi Informativi" (CSI)</p>
Other access to Wi-fi Network	<p>You may Select Eduroam from the wireless connection list and enter your credentials.</p>




Access UNINA LAN	Your Contact at DIETI should ask the Head of the Host Department to provide a static IP address
Any additional questions related to ICT services	✉ contactcenter@unina.it 🌐 <a href="http://www.csi.unina.it/home">http://www.csi.unina.it/home</a>

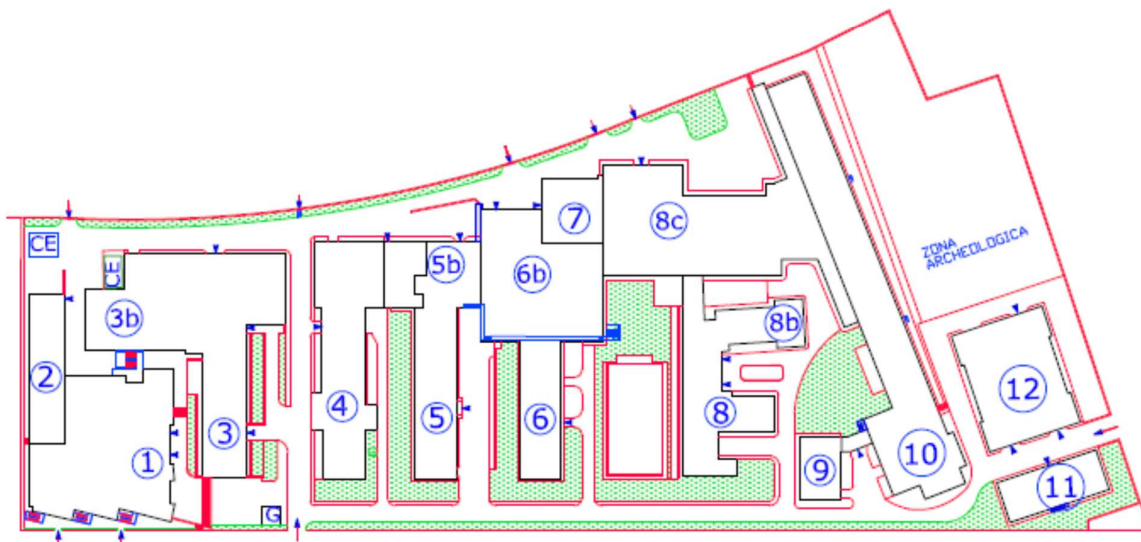
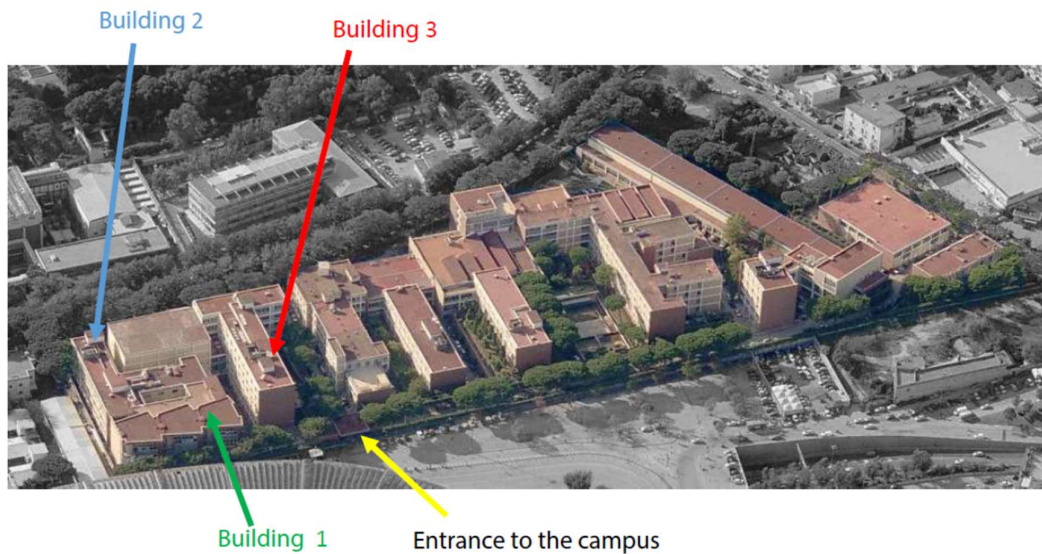
### Useful contacts @DIETI

Who	What	Contacts & address
<b>Head of the Department</b>	<ul style="list-style-type: none"> <li>is the legal representative of the Department;</li> <li>promotes and coordinates research and teaching activities, respecting the autonomy of individuals and their right to directly access funding for research;</li> <li>is in charge of the administrative, financial and accounting management of the department in compliance with the provisions of the University regulations;</li> <li>promotes relations with academic bodies;</li> <li>has power of representation towards third parties and stipulates conventions, contracts and agreements on research, teaching and cultural activities within the limits of the powers assigned to the department by law, by the Statute and by University regulations.</li> </ul>	✉ direttore-dieti@unina.it ☎ +39 081 76 83149 📍 Building 3A, 3rd floor
<b>Secretariat of the Head of the Department</b>	Administrative support to the Head of the Department	✉ Segreteria-direzione-dieti@unina.it ☎ 39 081 76 83754 📍 Building 3A, 3rd floor
<b>Faculty office</b>	provides information and support to students and teachers on topics related to teaching at BSc Degree, MsC Degree Courses and the Ph.D. Course in Information Technology and Electrical Engineering.	Ms. Adriana D'Auria ✉ segreriadidattica.dieti@unina.it ☎ + 39 081 76 83209 📍 Building 3A, ground floor 🕒 Mon. through Fri.: 9.00 - 12.00 Tue. and Th. 15.00 - 16.30



<b>DIETI Internationalization Committee</b>	favors and supports the Department's internationalization programs, with particular reference to <ul style="list-style-type: none"> <li>• international agreements;</li> <li>• providing information on procedures to activate new international agreements, request funds for short mobility, Visiting program request, and University regulations;</li> <li>• providing support for international visiting scholars;</li> <li>• documents for scholars;</li> <li>• study programs available at DIETI.</li> </ul>	Committee members <ul style="list-style-type: none"> <li>• Prof. Mario di Bernardo, (Coordinator)</li> <li>• Prof. Giovanni Breglio</li> <li>• Prof. Valentina Casola</li> <li>• Prof. Egidio De Benedetto</li> <li>• Prof. Alberto Finzi</li> <li>• Prof. Carlo Forestiere</li> <li>• Prof. Raffaele Iervolino</li> <li>• Prof. Aniello Murano</li> <li>• Prof. Ettore Napoli</li> <li>• Dr. Alessandra Scippa</li> </ul> ✉ Internationalization.dieti@unina.it  <a href="https://internationalization.dieti.unina.it">https://internationalization.dieti.unina.it</a>
<b>Erasmus Programme</b>	Provides information about the mobility program funded by the European Union that allows university students to spend a period of study at a university in a different country with an EU financial contribution.	✉ erasmus.dieti@unina.it ☎ +39 081 7683242 📍 Building 3A, 4th floor
<b>Library</b>	<ul style="list-style-type: none"> <li>• book loan;</li> <li>• help in bibliographic research;</li> <li>• access to library study room;</li> <li>• remote access to electronic resources.</li> </ul>	✉ biblioteca.dieti@unina.it ☎ +39 081 7683533 📍 Building 3A, 1st floor ⌚ Mon. through Fri.: 8.30 - 14.00 Mon. and Wed. 14.20 - 16.50
<b>Technical services</b>	<ul style="list-style-type: none"> <li>• technical services</li> <li>• safety</li> <li>• maintenance</li> </ul>	Eng. Massimo Bellucci ☎ +39 081 76 83229 ✉ massimo.bellucci@unina.it 📍 Building 3A, 3rd floor

## The Campus at via Claudio



-- building entrance    -- driveway entrance to the Campus    -- pedestrian entrance to the Campus

G	Reception
Building 1	Classrooms for the first 2 years of University courses Department of Mathematics and Applications "Renato Caccioppoli"
Buildings 2-3-3b-5b	Department of Electrical and Information Technology Engineering
Buildings 4-9-10-11-12	Department of Industrial Engineering
Buildings 6-6b-7	Department of Structures for Engineering and Architecture
Buildings 8-8b-8c-5-5b	Department of Civil, Building and Environmental Engineering

**Note: an ATM is available on the back of Building G**



## Useful readings

	What Link
<b>A smart guide - University of Naples Federico II</b>	<p>A practical guide issued by the University of Naples covering all the practical aspects with your staying in Naples.</p> <p>The guide covers all the issues: from VISA to mobile phone companies, to accommodation.</p> <p><a href="http://www.diacr.dbe.unina.it/images/Naples_Smart-Guide_2019.pdf">http://www.diacr.dbe.unina.it/images/Naples_Smart-Guide_2019.pdf</a></p>
<b>Cost of living in Naples</b>	<p>A practical guide to assess the typical costs (food, transportation, rent) of living in Naples</p> <p><a href="http://www.international.unina.it/costs-of-living-in-naples/">http://www.international.unina.it/costs-of-living-in-naples/</a></p>

## Useful links and offices

	Details
<b>International Welcome desk Federico II</b>	<p>The International Welcome Desk is an external company to whom the University of Naples Federico II subcontracted the task of providing assistance to international students and visitors. In particular assistance is given for the following services:</p> <ul style="list-style-type: none"> <li>• finding accommodation in Naples</li> <li>• opening a bank account</li> <li>• requesting an Italian tax code (Codice Fiscale) needed for receiving any form of reimbursement or payment while in Italy</li> <li>• requesting a residence permit for overseas visitors from outside the European Union</li> </ul> <p>together with any other information necessary for visiting students and staff members (Visiting Professors, Researchers, Fellows, PhD Students, international students and Erasmus students).</p> <p> Largo Santa Maria La Nova n. 12, 80134 Napoli</p> <p> Mon -Wed - Fri 10.00 - 14.00 Tue - Thu 10.00 - 16.30</p> <p> <a href="https://www.isu-services.it/en/universities/universita-degli-studi-di-napoli-federico-ii">https://www.isu-services.it/en/universities/universita-degli-studi-di-napoli-federico-ii</a></p> <p> internationalwelcomedesk@unina.it (general info)</p> <p> accomodation@unina.it (accommodation service)</p> <p> +39 081 0482669 (landline)</p> <p> +39 324 59 477 1 (mobile)</p>



<b>CLA University Language Center</b>	<p>📍 Via Mezzocannone n. 8, 80134 Napoli</p> <p>✉ cl@unina.it</p> <p>🌐 <a href="http://www.cla.unina.it">www.cla.unina.it</a></p>
<b>List of University Libraries</b>	<p>🌐 <a href="http://www.sba.unina.it/">http://www.sba.unina.it/</a></p>
<b>Taxi Service</b>	<p>☎ +39 081 5707070</p> <p>☎ +39 081 2222</p> <p>☎ +39 081 8888</p> <p>Apps: Uber; Free now</p>
<b>ANM (Transportation around Naples)</b>	<p>You can download the ANM app from your mobile phone.</p> <p>Suggested apps:</p> <ul style="list-style-type: none"> <li>• Gira Napoli</li> <li>• Unico Campania</li> <li>• Moovit</li> </ul>

## What are your duties as a Visiting Professor at UNINA?

If you are reading this guide, probably you already know which your duties are.

Your duties as a Visiting Professor are established in Art. 5 of the “Regulations for Visiting Professor - Visiting Researcher - Visiting Fellow” (last modified on July 01, 2019) of the University of Naples Federico II:

1. Comply with the teaching program or research activities agreed with the University Contact Professor;
2. Follow all internal University provisions, including the provisions on workplace safety;
3. At the end of your stay and in agreement with the Contact Professor, write a report on the activities carried out at the University of Naples, including a list of the expenses. This report must be sent to the International Relations Office, addressed to the Rector.

🌐 [https://www.unina.it/documents/11958/18419574/Visiting\\_All.to2\\_SchemaRelazioneRendicontazione.docx](https://www.unina.it/documents/11958/18419574/Visiting_All.to2_SchemaRelazioneRendicontazione.docx)

In case your agreement includes also teaching activities, the report must be accompanied by a register of the lessons held

🌐 [http://internationalization.dieti.unina.it/images/MOD\\_1S\\_REGISTRO\\_SUPPLEMENTI\\_Italian\\_English.doc](http://internationalization.dieti.unina.it/images/MOD_1S_REGISTRO_SUPPLEMENTI_Italian_English.doc)

🌐 [http://internationalization.dieti.unina.it/images/MOD\\_2S\\_-\\_SCHEMA\\_SINTESI\\_SUPPLEMENTI\\_Italian\\_English.doc](http://internationalization.dieti.unina.it/images/MOD_2S_-_SCHEMA_SINTESI_SUPPLEMENTI_Italian_English.doc)

4. Be in possession of the Italian tax code (Fiscal Code) issued by the Agenzia delle Entrate (Tax Office);
5. Prove that you have health insurance coverage for civil liability and accidents (NOTE: the costs for health insurance must be covered directly by the Visitor).