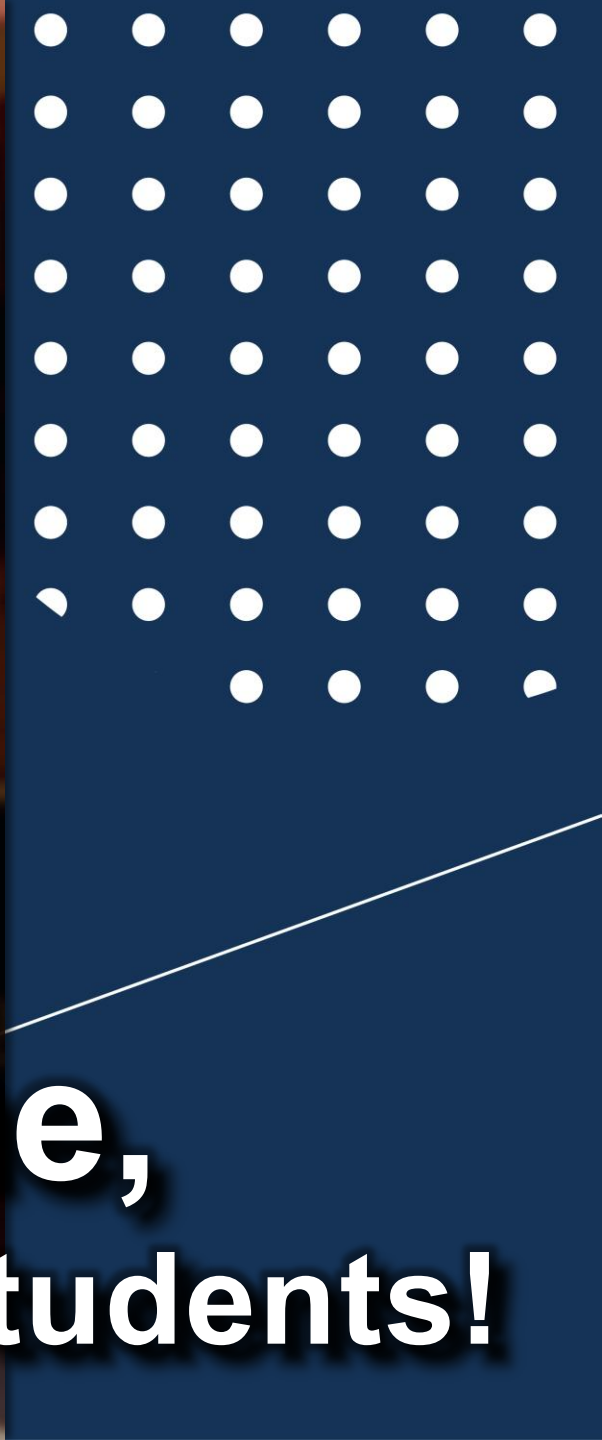




UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore

2026

**Welcome,  
Summer Students!**





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del Sacro Cuore

# Thank you

for choosing to study with us this Summer!

We hope this presentation can provide valuable information that can help you make the most of this experience.

- **Welcome Kit**
- **Presentation:**
  - **Part 1 – Introduction + Ice-Break**
  - **Part 2 – Surviving in Rome**
  - **Part 3 – Your University**
  - **Part 4 – Your Tools**
  - **Part 5 – Cultural Tips**
- **Campus Tour**
- **Lunch at the Student Canteen**  
(offered by Cattolica International)
- **Classes start**





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# PART 1

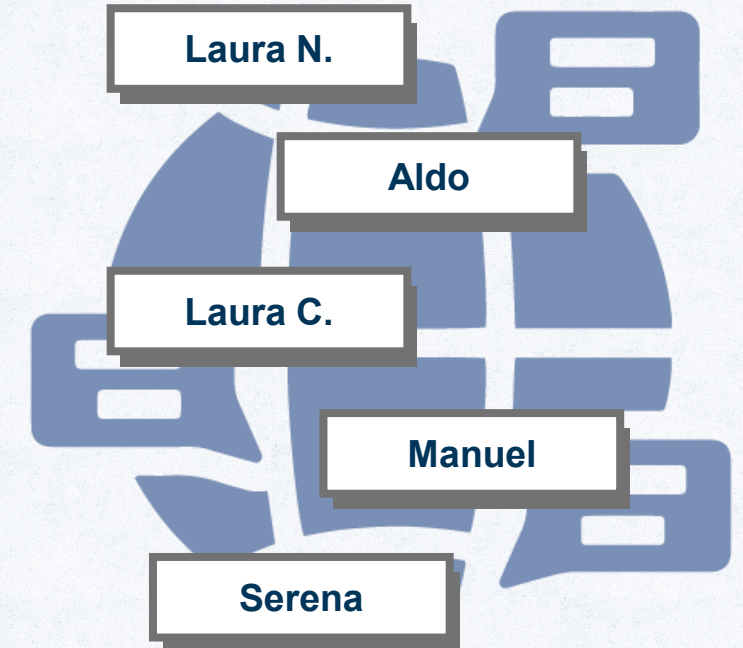
## Introduction

The International Office of our Rome Campus provides continued support for admission procedures and student services pertaining to international students of our Rome Campus (either “degree-seeking” or “Exchange”).

Location: “Istituti Biologici” building, ground floor, room 231

E-mail for general inquiries: [ucsc.international-rm@unicatt.it](mailto:ucsc.international-rm@unicatt.it)

E-mail for Summer Programmes: [international.advisor-rm@unicatt.it](mailto:international.advisor-rm@unicatt.it)



You can connect to the publicly available **Wi-Fi access points** available around the Campus by following these instructions.

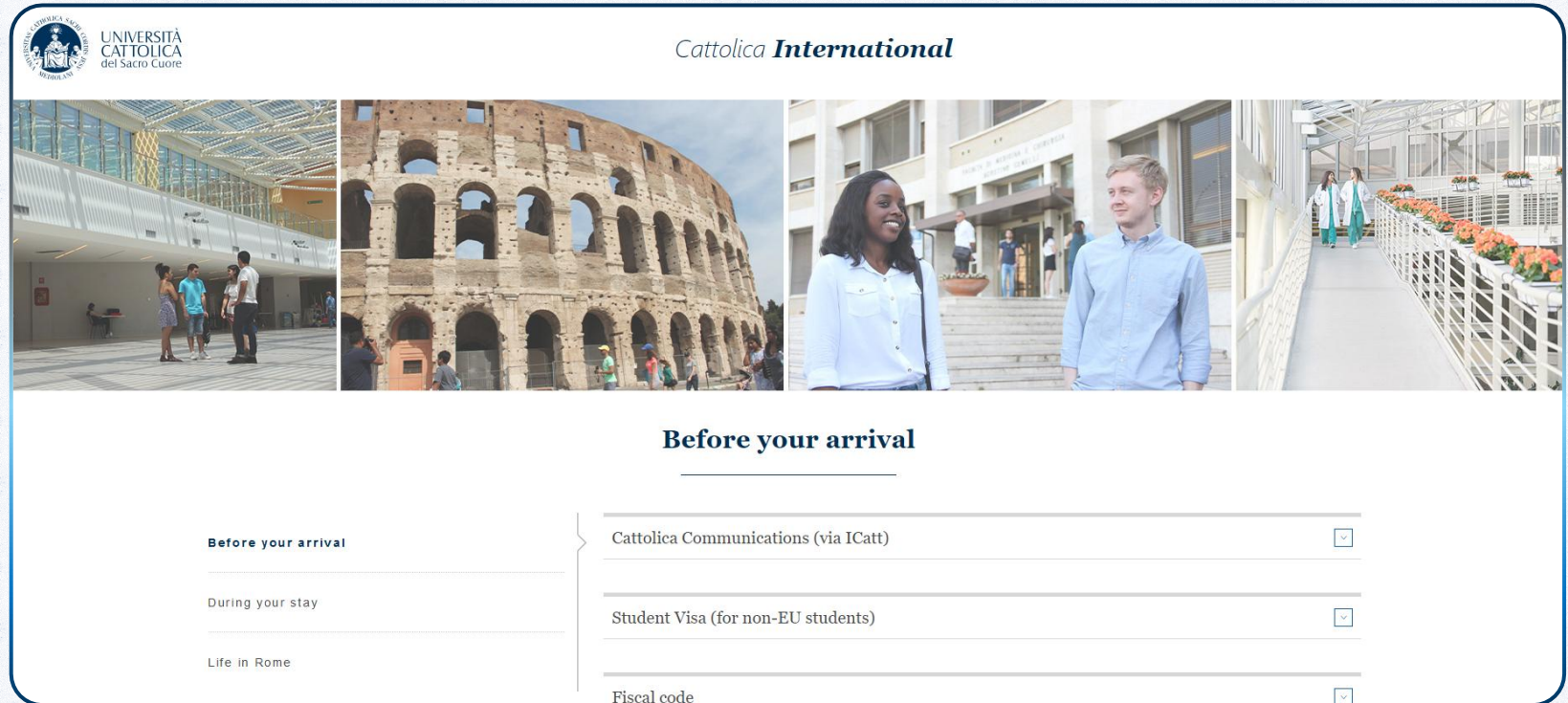


Search for the network named  
**“wifi-unicatt”**



To log in, use your **Cattolica “nominal account” username and password** (the same ones that you used for your Enrolment process and that you will use to access your iCatt account)





**Before your arrival**

- Before your arrival
- During your stay
- Life in Rome

Cattolica Communications (via ICatt)

Student Visa (for non-EU students)

Fiscal code

<https://international.unicatt.it/ucscinternational-9846.htm>

### Our journey starts here!

This link leads to the official “**landing page**” that we prepared for our Summer Students, containing all sorts of bits and pieces of information, some of which we will also cover during today’s talk.

If you have not yet done so,  
please make sure that you read and sign the Cattolica International academic policies.

[https://international.unicatt.it/ucscinternational-Cattolica%20Short%20Term%20Program%20Academic%20Policies%20online%20form\\_2026.pdf](https://international.unicatt.it/ucscinternational-Cattolica%20Short%20Term%20Program%20Academic%20Policies%20online%20form_2026.pdf)



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#### Cattolica International curriculum policies SHORT-TERM PROGRAMS

Students are requested to read the following academic policies carefully and click on the link below.

##### Schedule

You are requested to be well informed on the course schedule you are enrolled in. Course schedules will be sent to you prior to your arrival by e-mail and will be available on your iCatt page. You are requested to be familiar with the timetable of classes and the locations.

##### Class Attendance/Absences

Regular class attendance is mandatory. Please consider that Field Trips are considered equal to regular classes and indeed you are expected to attend all the scheduled visits. Given that the Short-Term Programs consist of intense, five- week courses, any missed lesson/trip time will result in a loss of course content and a student's ability to obtain a good performance.

Professors will regularly check on your attendance in class either by using a register or by roll call. Unexcused absences will not be accepted. An excused absence will only be granted if you are seriously ill and can support your claim with a doctor's note presented and dated the day you missed class (therefore you must go to the doctor that same day).

Students must notify the Cattolica International Office and the Professor of their illness **prior** to the beginning of the lesson.

In the case of excused absence, it is the students' responsibility to catch up on all the material lost during their absence. Students may have access to recorded lectures if they inform the professor in advance of their absence and request that the lesson is recorded. This possibility is evaluated on a case-by-case basis by the professor.

**Please note that any other cases of absence will be considered unexcused and may result in a negative impact on your final course grade. The professor may deduct 3 or 4 points from your final grade per unexcused absence.**

Withdrawal is possible until the Monday of the second week of each course. This will result in a W and 0 (zero) credits on the transcript. Credits will be granted only upon completion of each course.

##### Exams

**UNDER NO CIRCUMSTANCE MAY YOU REQUEST TO RE-SCHEDULE AN EXAM.** Exam dates communicated in the syllabus cannot be re-scheduled. Should the dates of the final exams be moved for force majeure reasons, Cattolica International Office and the Professor will promptly inform you in class and/or via e-mail on the new date agreed.

Unexcused absences to the exams will result in a failing grade in the course. In cases of unforeseeable circumstances such as illness or injury on the day of the exams, you must submit a medical certificate and communicate your absence to the Professor and the Cattolica International Office via email prior to the exam. If you do not justify your absence through sufficient documentation and with adequate notice before the test, you will receive an automatic Failed. Absences for other unforeseeable circumstances will not be accepted and will result in a failing grade.

##### Penalties for cheating, plagiarism and AI

Cheating and plagiarism are against University regulations. Cheating in exams will result in an automatic fail for the exam. Plagiarism found in assessments will result in a fail for the assessment. The use of AI software such as Chat GPT is not permissible for written graded assessments or in exams (unless stated otherwise). Students found to have used such software in these cases will be penalized and/or assigned a fail.

Transcript of Records



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Università Cattolica will issue 1 official transcript that will be sent to your home institution or program provider. You will be able to request additional transcripts only after the first original transcript is issued and received by your home university. All additional transcripts will be mailed to you for a fee.

[CLICK HERE TO CONFIRM THAT YOU HAVE READ THE ACADEMIC POLICIES](#)



## Course Schedule

- Check your schedule (available on the welcome landing page)
- Get familiar with classrooms and timings

## Attendance (mandatory)

- Attendance required for all classes and field trips
- Unexcused absences → grade penalties (-3/-4 points each)
- Excused absences only with same-day medical certificate

## Absence Procedure

- Inform **both** the Professor and the International Office before class
- Students **must** catch up on any missed material
- Recorded lectures: **only** upon request **and** approval





## Withdrawal

- Possible until Monday of Week 2
- Result: “W” and 0 credits

## Exams

- Dates **cannot** be rescheduled
- Unexcused absence → **fail**
- **Illness**: medical certificate + prior notification required

## Academic Integrity

- Cheating and plagiarism → **fail**
- Use of AI (e.g. ChatGPT): **not** allowed in exams/graded work (unless stated)

## Transcript

- One official transcript sent to home institution
- Additional copies available upon request (fee applies)



## Second Session

- **Eukaryotic Cell Biology**
- **Health Policy and Management for Universal Coverage**



Health Policy and Management for Universal Coverage - Summer Course 2026

**Coordinator:**

Prof. Gianfranco Damiani

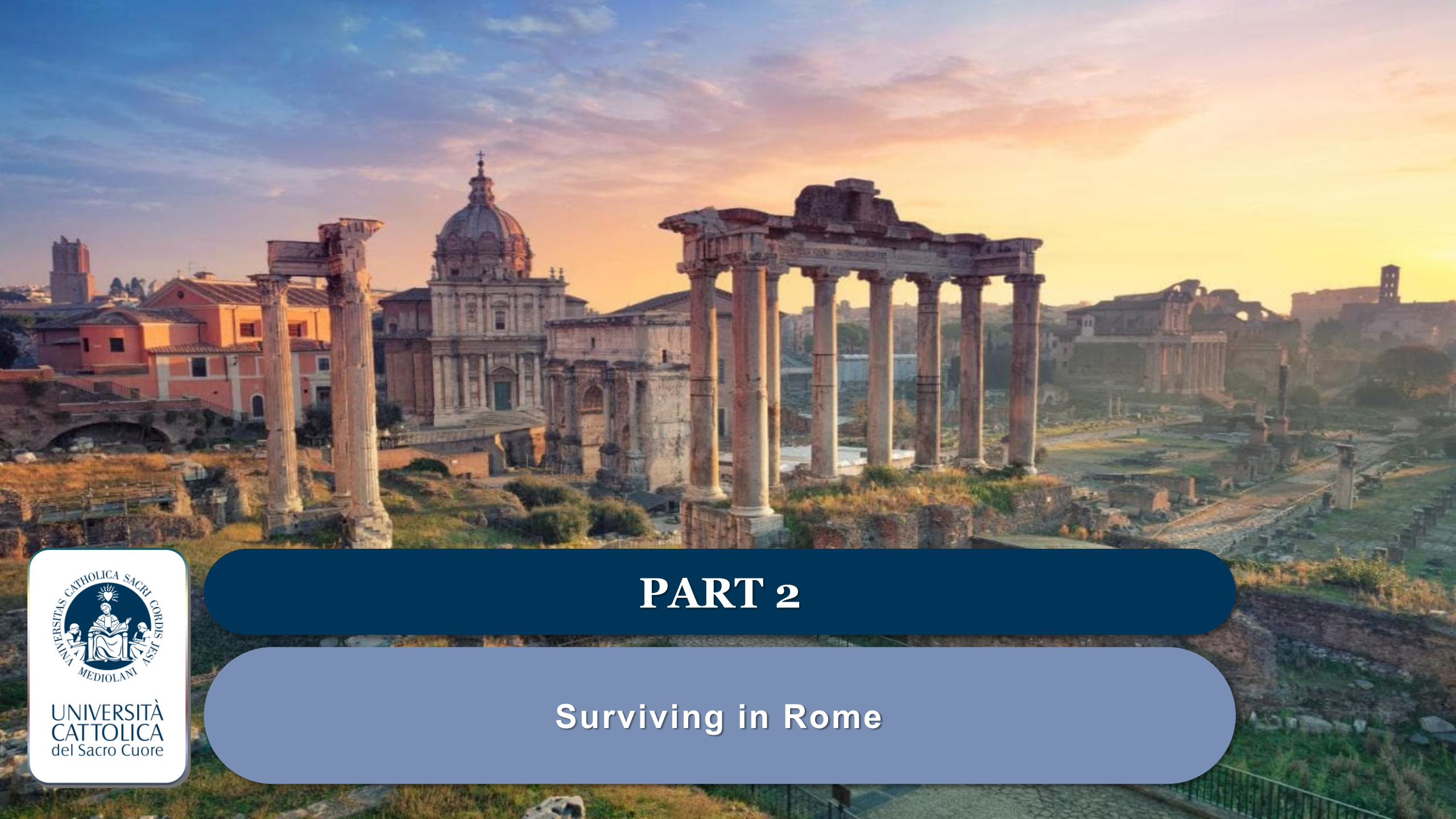
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>Week 1</b>	<b>JUNE 22</b>	<b>JUNE 23</b>	<b>JUNE 24</b>	<b>JUNE 25</b>	<b>JUNE 26</b>	<b>JUNE 29</b>	<b>JUNE 28</b>
	9:30 – 13:00 Orientation session Aula 4 @Polo  Prof. Damiani 14.00 – 17.00 Aula 3 @Polo	Prof. Morandi 09.00 – 11.00 Aula 3 @Polo  Prof. Korn 14.00 – 16.00 Aula 3 @Polo	Prof. Petrangolini 11.00 – 13.00 Aula 12 @Economia  Field Trip (Gemelli Hospital) 14.30 – 17.30	Prof. Damiani 09.00 – 13.00 Aula 14 @Economia  Prof.ssa Riccardi 14.00 – 16.00 Aula 14 @Economia	Prof. Riccardi 09.00 – 13.00 Aula 3 @ Polo  Prof. Nurchis 14.00 – 18.00 Aula 3 @Polo	FREE	FREE
<b>Week 2</b>	<b>JUNE 29</b>	<b>JUNE 30</b>	<b>JULY 1</b>	<b>JULY 2</b>	<b>JULY 3</b>	<b>JULY 4</b>	<b>JULY 5</b>
	FREE	Prof. Tsiasiotis 09.00 – 13.00 Aula H @Istituti Biologici  Prof. Turati 14.00 – 18.00 Aula H @Istituti Biologici	Prof. Sacchini 09.00 – 12.00 Aula 4 @Polo  Prof. Salmasi 14.00 – 16.00 Aula 4 @Polo	Field Trip (Museo Ninfeo) 10.30 – 12.30	Final Exam 10.00 – 13.00 Aula H @Istituti Biologici	FREE	FREE

[https://international.unicat.it/ucscinternational-Calendar\\_SUMMER%202026%20Second%20Session\\_Health%20Management.pdf](https://international.unicat.it/ucscinternational-Calendar_SUMMER%202026%20Second%20Session_Health%20Management.pdf)

## Introduce yourselves



- Talk a little bit about **yourself**, your **interests** and your prior **studies**.
- If you'd like, tell us about your **goals** and **expectations** too!



# PART 2

## Surviving in Rome



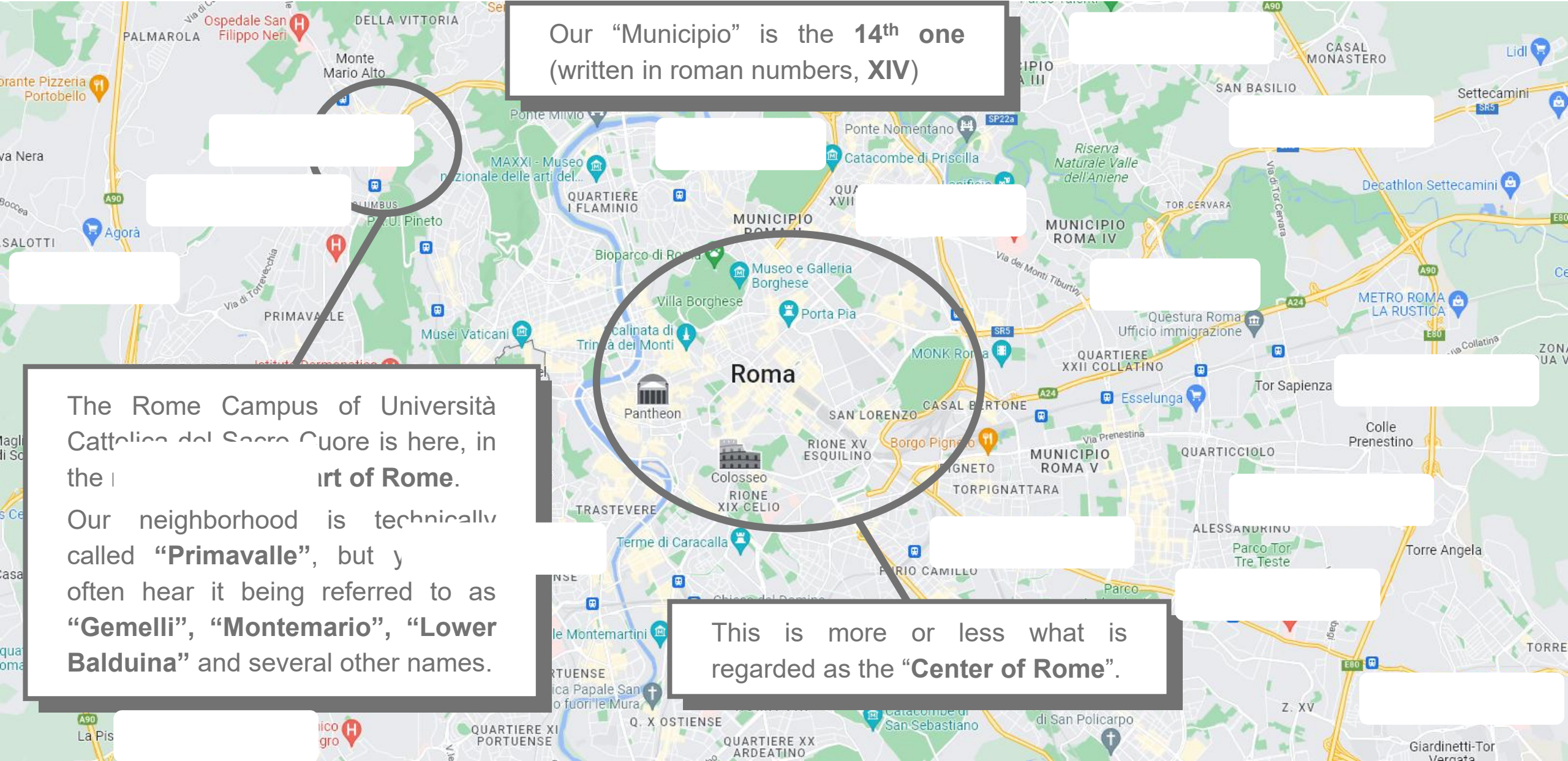
### Rome, The Eternal City

A place filled with undying marvel, history and art



### Rome, The Eternal Chaos

An intricate mass of disjointed neighborhoods



Our “Municipio” is the 14<sup>th</sup> one  
(written in roman numerals, XIV)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

The Rome Campus of Università Cattolica del Sacro Cuore is here, in the [Redacted] part of Rome. Our neighborhood is technically called “Primavalle”, but you often hear it being referred to as “Gemelli”, “Montemario”, “Lower Balduina” and several other names.

[Redacted]

This is more or less what is regarded as the “Center of Rome”.

[Redacted]

[Redacted]

## TICKETS AND PASSES



You can use the same tickets for most types of public transport within Rome: bus, metro or local city train.

- **SINGLE-USE TICKET:** €1.50 (with a maximum duration of 100 minutes and just one Metro/Train consecutive run)
- **DAILY PASS:** €7
- **MONTHLY PASS:** €35
- **ANNUAL PASS:** €250

Bus

FL3 Train

METROA

METROB

METROC

You can buy your tickets at the following places:

- at a **Giornalaio** (newspaper kiosk);
- at a **Tabaccheria** (tobacconist store, easily recognizable by the big T outside);
- at a **Metro or Train Station**;
- through an **online app** on your phone, such as “**MooneyGo**” or “**TicketAppy**”.

Remember to always **validate** your tickets!  
Public transportation officials are very strict about this.

## STRIKES

In case of a public transportation strike, what should I do?



- <https://www.atac.roma.it/>

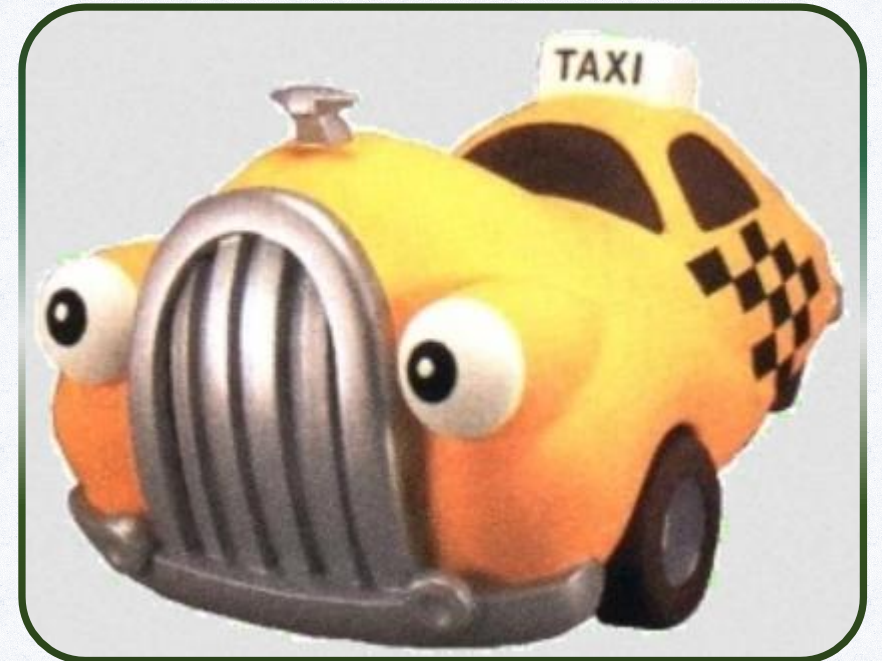
Always check the news section! Make sure to ask an Italian friend to help you with the linguistic barrier, if needed.

- <https://www.trenitalia.com/tcom/Informazioni/Treni-garantiti-in-caso-di-sciopero> (for Trains)

This website can be useful to get a list of trains that are guaranteed to travel in case of strike.

## How to get a Taxi

- At a **taxi stand** at several points throughout the city.
- You can call a taxi by using the following phone numbers. Please clearly mention your current location when talking to the phone operators: **063570** or **060609**
- You can also download this app: [Freenow](#)



- White taxis are generally **cheaper and easier** to find in Rome than Uber.
- Taxi drivers generally accept cards, [but always ask the driver for confirmation.](#)

Do not assume that they all accept credit card payments without asking beforehand.



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## PART 3

Your University

A long time ago...



- **1920:** creation of the “Giuseppe Toniolo” institute, the legal and financial body established since the very beginning as the formal authority behind “Università Cattolica del Sacro Cuore”
- **December 7, 1921: Official opening of the University headquarters in Milan**, with two main schools: “Philosophy” and “Social Sciences”

- **1934:** The territory where the Rome Campus would be built is granted to its founders by the Vatican (Pope Pius XI), with the goal of creating a fully integrated environment: a medical school and a hospital.
- **November 5, 1961:** Official opening of the Rome Campus of Università Cattolica del Sacro Cuore, with the beginning of medical lectures and academic activities
- **1962-1964:** Opening of the “Policlinico Universitario Agostino Gemelli” hospital, with full integration of teaching and research.

### The Rome Campus





**Father  
Agostino Gemelli**



**Armida Barelli**



**Francesco Vito**

These are some of the most authoritative and important individuals who contributed to creating and shaping our University as it is today.

**Father Gemelli's dream** was to create a place of academic excellence, where scientific rationality and spiritual principles could blend seamlessly.

**Faith and Science, supporting each other in the pursuit of Truth**

## What about the present times?



Size of the Rome Campus:  
**301,772 square metres**

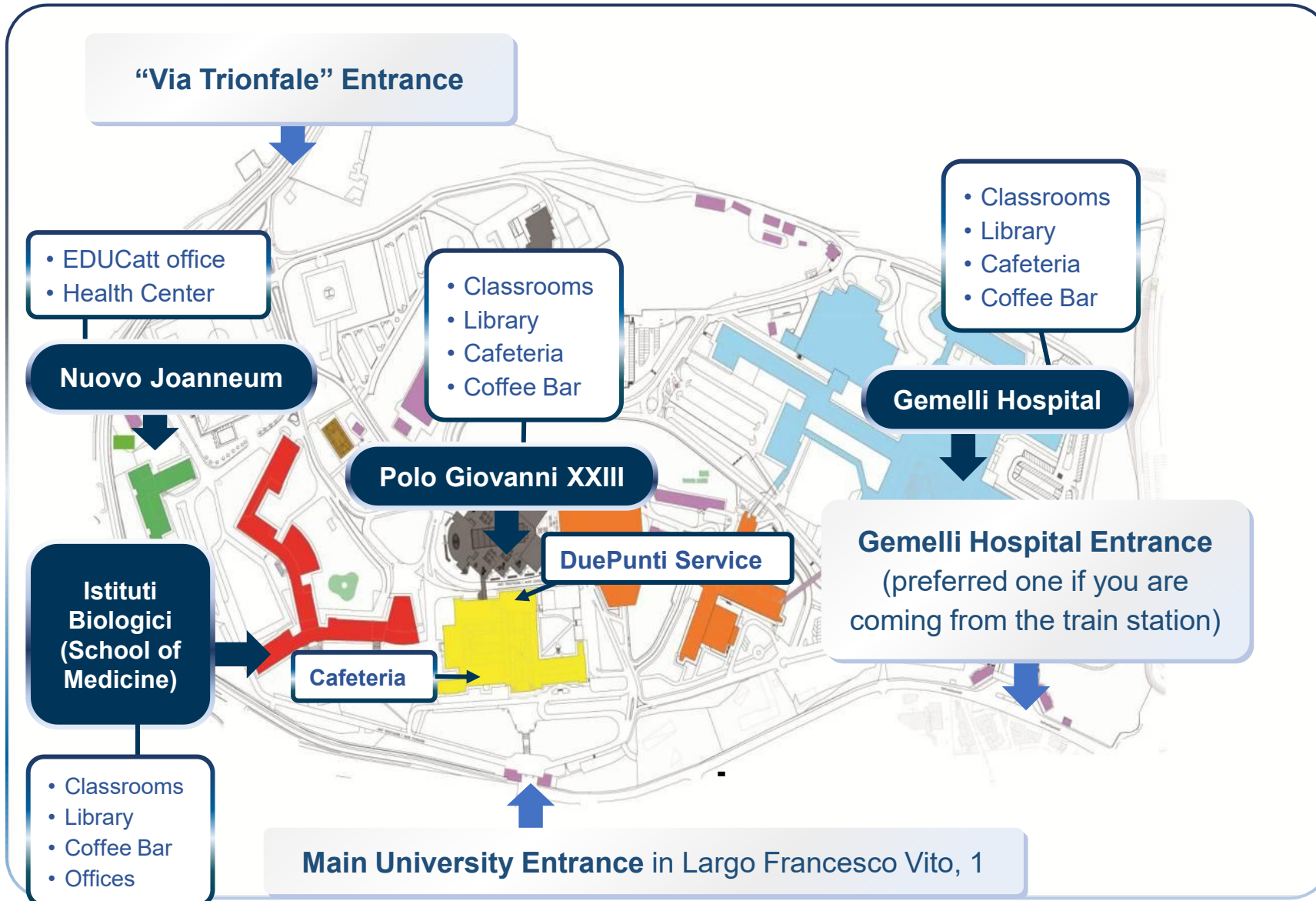
- **More than 6000 Degree Students every year**, distributed across a multitude of Degree Programmes: Medicine in Italian, Medicine in English (both in Rome and Bolzano), Medicine and Technology, Dentistry, Pharmacy, Healthcare Management, Healthcare Professions such as Physiotherapy, Nursing, etc.
- **More than 1000 Post-Graduate, PhD and/or Specialization students**

## What about the present times?



Size of the Rome Campus:  
**301,772 square metres**

- **The Policlínico Gemelli Hospital** is, still to this day, one of the most highly regarded healthcare facility in both Italy and Europe as a whole (also remarked by the U.S. magazine “Newsweek” in 2024).
- **More than 1500 beds** available
- **More than 12 floors and at least 14 wings**, all fully operative
- Legends say that some students are still trying to find their way out of the hospital, after years and years of being lost inside...



The Rome Campus includes several different facilities that are used for one or another Program.

The main building of the School of Medicine is called “Istituti Biologici” (Biological Institutes).

Do not worry if you get lost around the Campus at first!

**Give yourself some time to get used to the surroundings and feel free to explore around.**

## Our “Mensa”



“**Mensa**” means “Canteen/Cafeteria” and here refers to our **student restaurants**, where you can enjoy meals from the Italian cuisine together with your classmates, right after attending your daily lectures.

There are **4 Mensa places** in the Rome Campus:

- **Mensa&Caffè.23** – inside Polo Giovanni XXIII (ground floor)
- **Mensa.21** – between Polo and the main Church
- **DuePunti Kitchen** – in front of Polo Giovanni XIII (mainly for pizza, French fries/chips, etc.) – Currently being restructured
- **The Hospital Cafeteria** (mainly for interns/residents)

You can only pay through your Student Badge (more on this later), or with pre-paid tickets bought at DuePunti Service.

Opening hours for lunch in all Mensa places: **From Monday to Friday, from 12:00 to 3:00 PM**  
Opening hours for dinner, only in Mensa&Caffè.23: **From Monday to Friday, from 6:00 PM to 8:00 PM**

## Our “Mensa”



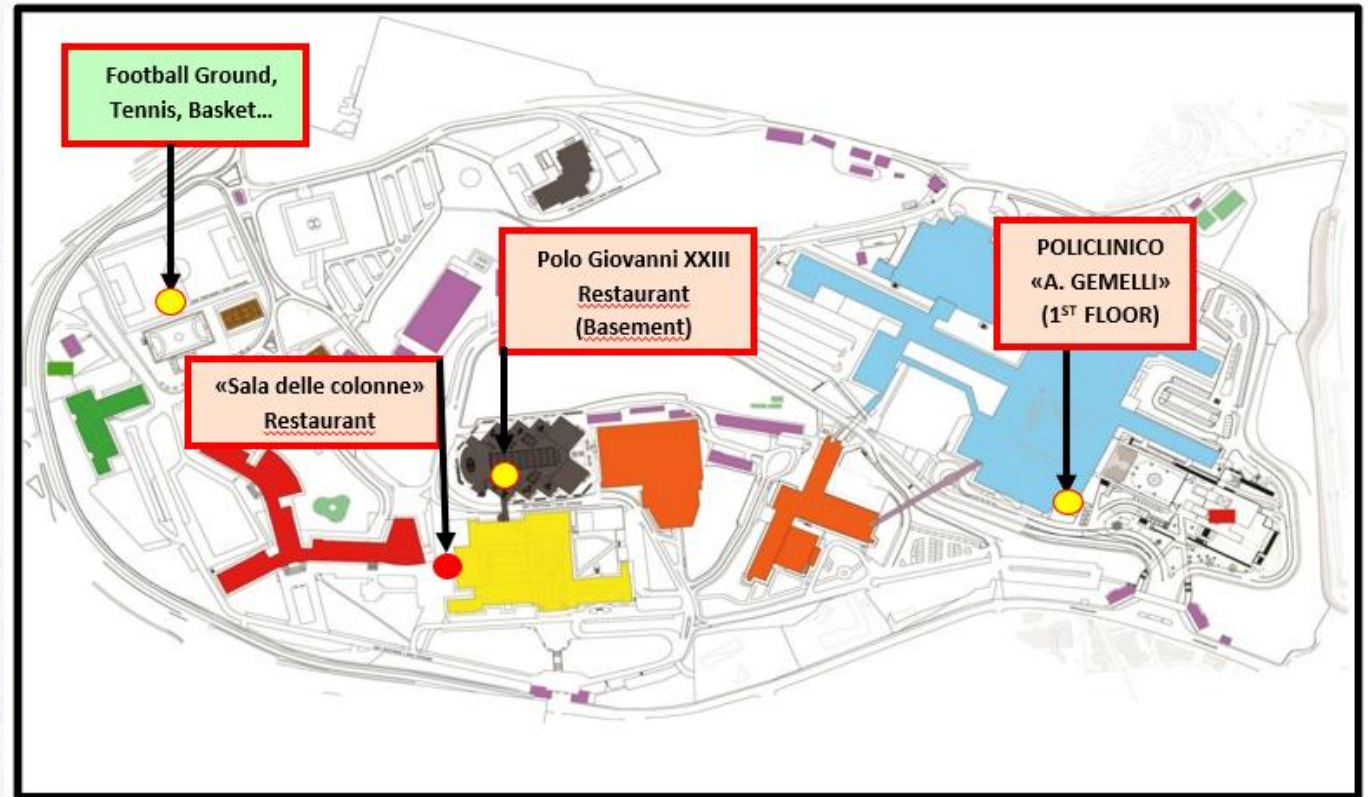
- **COMPLETE MEAL 7€:** main course, second course, side dish, fruit, bread + free refill drinks
- **LUNCH FORMULA 5€:** main course, side dish, fruit, bread + free refill drinks OR second course, side dish/fruit, bread + free refill drinks
- **OTHER FORMULAS:**
  - Red Price formula 2.50€ Each canteen has different variants of Red Price.
  - Pizza and chips 5€

**Please note:** The amounts listed here refer to the 2025 pricing and might have been changed in the meantime. This page only serves as an approximate estimation of the costs. Make sure to always check on-site and with EDUCatt for more details.

The campus provides the following sports areas to all our students as well as external users:

- a football field;
- three tennis courts;
- a volleyball court
- a basketball court
- a 5-a-side field
- a gym for judo and gymnastics

Several sport events are held on campus such as football, basketball and volleyball tournaments between teams made up of University students, doctors and staff.



- [EduCatt](#) - [Sport inCampus](#)
- **«Sportclubby» App for booking**



## Università Cattolica's Health Center (CENTRO SANITARIO)

provides registered students with medical care, nursing care and psychological counselling.

### Campus Universitario - Collegio Nuovo Joanneum

Largo F. Vito, 1 00168 - Roma

Tel. 06.3050120 - Fax 06.30155708

E-mail: [info.rm.dsu@educatt.it](mailto:info.rm.dsu@educatt.it)



**Contacts in  
case of  
emergency**



**112** – Emergency Service

**5555** – Campus Dorms

**06 5852 6811** – “Care Continuity” service

**06 30151** – Emergency Aid (Pronto Soccorso) service at Policlinico Gemelli Hospital for gynecological, ophthalmic and orthopedic needs

**06 4997 5710** – Dentistry Emergency Aid at Policlinico Umberto I

**06 3054 343** – Toxicological (Poison Control) emergency service at Policlinico Gemelli



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## PART 4

Your Tools



- **Pay for your meals** at the Student Canteens
- Use **University services** (printers inside the libraries, applying for visits/services at the health centre, etc.)
- Access some areas **reserved** for authorized personnel (such as the library of the Gemelli hospital)

## Your Student Interface

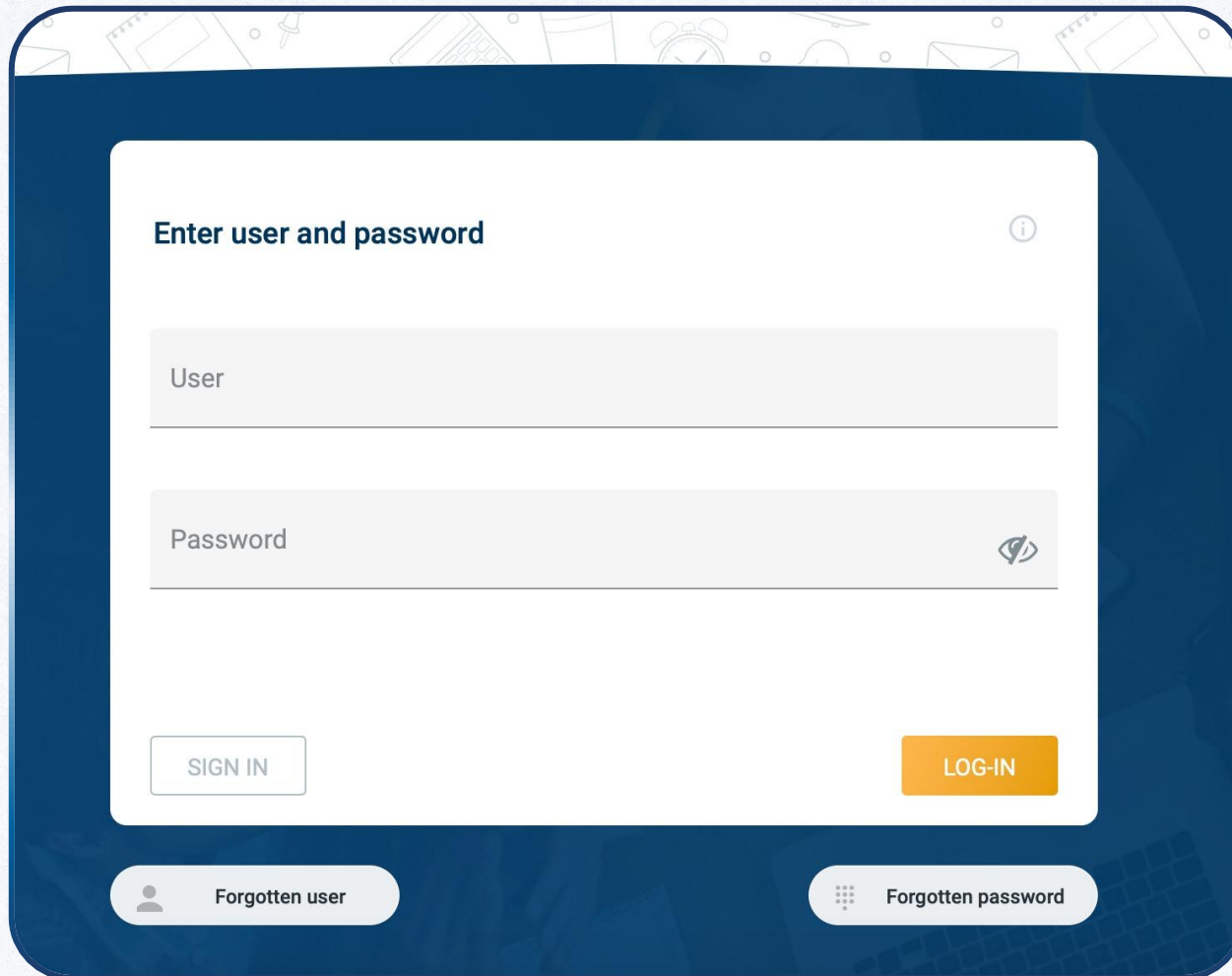


<https://icatt.unicatt.it>

iCatt is the **official Student Interface** given to all enrolled students of Università Cattolica del Sacro Cuore. It offers a comprehensive overview of the data revolving around each student's ongoing experience in their Programme of choice.

Here is what you can do through iCatt:

- Receive information, notices and alerts about your programme
- Check the classes schedule and/or exam dates
- Access Blackboard links for your courses



The screenshot shows a login interface with a dark blue background. At the top, there's a header with the text "Enter user and password" and an information icon. Below this are two input fields: "User" and "Password". The "Password" field has a toggle icon for visibility. At the bottom of the form, there are two buttons: "SIGN IN" (white with blue border) and "LOG-IN" (orange). Below the form, there are two links: "Forgotten user" (with a person icon) and "Forgotten password" (with a grid icon).

This is your login panel for the iCatt interface, accessible from <https://icatt.unicatt.it>

Anytime you see this login panel, you should use your **Cattolica “nominal account” username and password (“name.surname” and then a number right after – usually 01).**

#### **PLEASE NOTE:**

If you happen to have forgotten your password, click on the ‘forgotten password’ option.

Afterwards, when asked to do so during the recovery process, type the «codice fiscale» that was sent to your email address just before you started your application to Cattolica

The name, surname and ID number of the student will be shown here

UNIVERSITÀ CATTOLICA del Sacro Cuore

 English Italiano

Home Page

Exams

Online registrar

Courses

Services and opportunities

Help

## SCHEDULED EXAMS

▶ TODAY

▶ TOMORROW

EXAMS REGISTRATION

## REGULATIONS OF THE UNIVERSITY

## Code of Ethics and whistleblowing procedure to the Supervisory Body

Click here to access to the web page where you find more information to submit a report to the Supervisory Board (OdV: Organismo DI Vigilanza) concerning any breach or attempted breach of the Code of Ethics, the organization, Management and Control Model, the Statute and all University Regulations.

## ACADEMIC REGULATIONS

## UNIVERSITY CARD

Click on ACCESS to activate or check the activation status of your Ateneo+ University card

ACCESS

## YOUR MESSAGES

Date

Topic

Subject

There are no data to show

Last update : 6/9/25, 9:07 AM

5 items per page

Go to your @icatt.it inbox

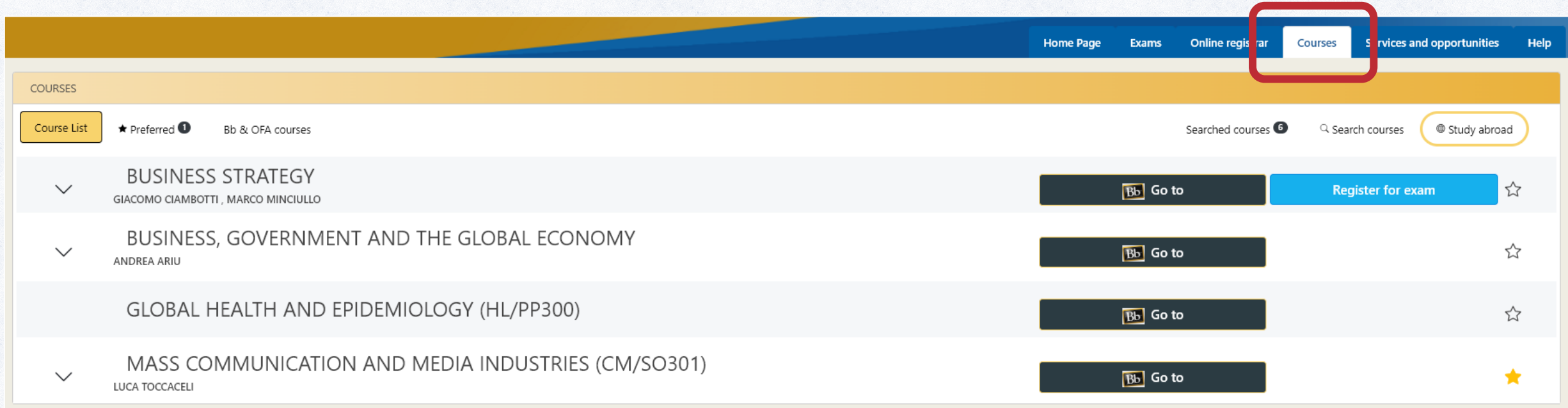
If you have questions on your mobility programme, please get in contact with the International Student Services team, writing an email to:

international.advisor@unicatt.it









## LINK BLACKBOARD COURSES

Access Blackboard

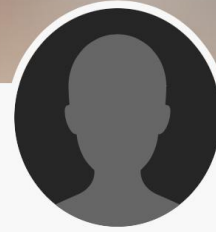
**Blackboard is the internal platform used for accessing material and assignments uploaded by your Professors.**



The screenshot shows the Blackboard interface. At the top, a navigation bar contains links for Home Page, Exams, Online registration, **Courses** (highlighted with a red box), Services and opportunities, and Help. Below this, the 'COURSES' section is visible. It includes a 'Course List' button, a 'Preferred' indicator, and a filter for 'Bb & OFA courses'. On the right, there are search options: 'Searched courses 6', 'Search courses', and 'Study abroad'. The course list contains four entries:

Course Name	Instructor	Action	Star
BUSINESS STRATEGY	GIACOMO CIAMBOTTI, MARCO MINCIULLO	 Go to	
BUSINESS, GOVERNMENT AND THE GLOBAL ECONOMY	ANDREA ARIU	 Go to	
GLOBAL HEALTH AND EPIDEMIOLOGY (HL/PP300)		 Go to	
MASS COMMUNICATION AND MEDIA INDUSTRIES (CM/SO301)	LUCA TOCCACELI	 Go to	

You can access your Blackboard files by selecting the **“Courses”** option from within iCatt



Institution Page

John Doe

Activity Stream

Courses

Organizations

Calendar

Messages

Grades

Tools

Sign Out

## John Doe

00000.doe

### Basic Information

Full Name	John Doe
Email Address	john.doe01@icatt.it
Student ID	00000

### Additional Information

Gender	Male
Birthday	Jun 15, 2000

### System Settings

Language	English (United States)
Global Notification Settings	<a href="#">Stream notifications</a>
	<a href="#">Email notifications</a>
	<a href="#">Push notifications</a>

**Use the main menu on the left side to check the content your Professors may upload for your courses, from time to time.**



Blackboard

## You have got mail!



Every student is given access to a **University e-mail account**, which you can open from the Home Page of iCatt and also through a separate link.

This inbox will be the one used by the University, for **all official communication, invites and reminders** during your stay at Cattolica.

The inbox in question uses the name of your nominal Cattolica account as the handle. For example:

- if your Cattolica username is **olivia.rodrido01**, the address of your iCatt inbox will be **olivia.rodrido01@icatt.it**

**You have got mail!**

**<https://login.microsoftonline.com/>**

You can also use this link to access your iCatt inbox through the Microsoft Cloudmail infrastructure

Username / E-mail

Your Cattolica username followed by the iCatt domain (**name.surname01@icatt.it**)

Password

The same password you use for your Cattolica/iCatt account

Before trying to access your iCatt e-mail, make sure that you have received confirmation of the completion of your enrolment process.



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## PART 5

### Cultural Tips

*Antipasto*  
(Appetizers)



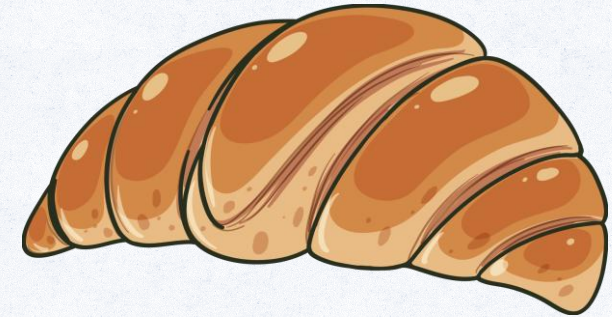
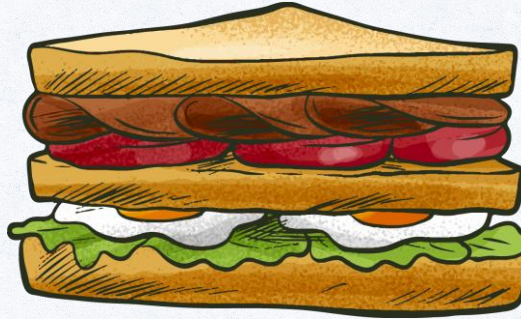
*Primi Piatti*  
(First Courses)



*Secondi Piatti and Contorni*  
(Second Courses and Side Dishes)



You can take advantage of the coffee bars around the city or even on Campus, for a quick snack, a coffee, a «cornetto» or... cappuccino.



**DON'T YOU DARE ORDER CAPPUCCINO  
AFTER 12 IN THE MORNING**

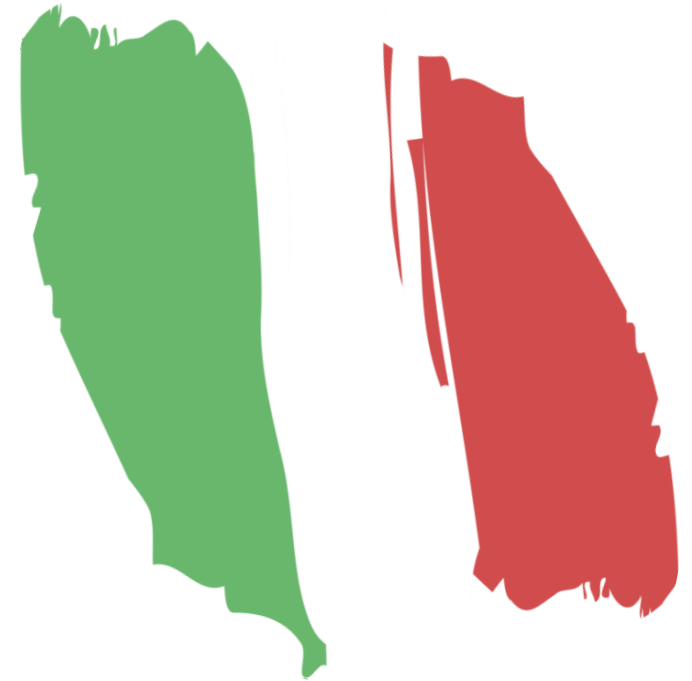
- **Payment system** varies in bars and restaurants
- **Aperitivo:** it's a pre-dinner/relax after work moment that usually goes from 6:00 PM to 9:00 PM. You can have drinks and snacks or small dishes.
- **Tipping** is not expected. You may leave some extra euros and this will be appreciated, but it is **not** considered necessary. However, you will be charged a '**coperto**' (**service fee**) that is usually around € 2,00 per person.
- **Lunch time:** 13.00 pm - 2.30 pm
- **Dinner time:** 7.00 pm - 10.00 pm
- **Public water fountains:** free, clean water
- Visit the **local farmers market** for an authentic **Italian grocery shopping experience**
- **Typical breakfast at the bar:** *cappuccino* and *cornetto* (also called brioche or croissant)



- **Be aware of pickpocketing.** It is a frequent risk especially around the main train/metro stations (for instance Termini, Ostiense, Trastevere, Gemelli).
- When you feel you are in a potentially risky situation, always try to blend. Thieves and pickpockets tend to target tourists.
- **In general, it is not a good idea to be out alone at night.**
- Use a taxi to get back home, if needed.
- Be aware of cultural differences with regards to drinking
- **Always try to travel in groups**, so as to minimize unneeded risks.
- Always make sure your **backpack/handbag is closed. Hold your bag/backpack in your arms on transport**
- Don't leave your **phone/wallet** on the table in bars.
- In Italy you are required to always have an **ID card** with you. However, we advise you to keep your **passport** in your apartment in a safe place.
- Make sure you have **scans or copies** of your **important documents**, and keep them safe at home/ online

**EMERGENCY SERVICE NUMBER: 112**  
(Police, Ambulance, Fire Department)

- Appropriate clothing is expected at University: watch and learn from senior students.
- Be aware of your surroundings.
- Quiet hours are generally 10:00 PM on weekdays and 11:00 PM on weekends
- If you visit any church, make sure you cover your shoulders and knees and remove any hats before entering.
- Always cover your mouth with your hand when yawning or coughing!
- Always knock on the door of an office, before entering
- **Get out of your comfort zone and interact with locals**



It is no secret that Italians tend to communicate a lot with gestures, sometimes even more so than with words...  
Here are two examples!



Shock with an element of irritation

“What in the world are you saying / doing / thinking?”



Confusion with mockery and disappointment

“Look at that... I have no words.”

Hi lol

hi, can i get an enrolmant certificate?? k thx bai

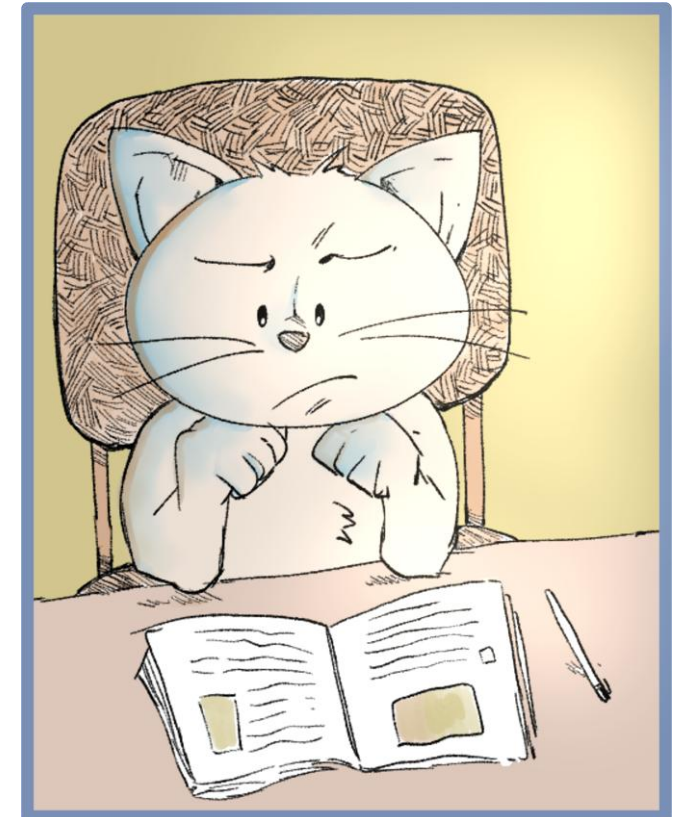


This is definitely not appropriate...

- Always use **proper grammar**.
- Refrain from making use of an excessive and/or inappropriate amount of **modern slang**.
- The purpose and intent behind all your e-mails should always be to **clearly convey your request and allow others to easily understand you**.

Using the right linguistic style and adapting your style accordingly, based on the authority and the level of the person you are talking to, is an essential skill to learn. It is a way to demonstrate **respect** and **mutual understanding**.

- It is better to use somewhat formal greetings if you had **no prior interaction with someone**, or if you are talking to a Professor (“good morning Professor”, **instead of just “Hi”, “Hello”, etc.**)
- **Always sign your e-mails with:**
  - **Your Name and Surname**
  - **The Course that you are attending and the Year**
- **Never expect or demand to receive an answer to any of your e-mails within 24-48 hours.** If it happens, that’s great! But remember that it is not necessarily a cultural norm here.
- **While you are waiting for a reply, refrain from sending multiple copies of the same e-mail over a short timespan.**





**Questions?**



UNIVERSITÀ  
CATTOLICA  
del Sacro Cuore