

# **Luiss University**

Fact and information sheets 2023-2024

# LUISS



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| <b>Name of the University</b>          | <b>Luiss Libera Università Internazionale degli Studi Sociali Guido Carli</b>                            |
| <b>Erasmus Code</b>                    | <b>I ROMA03</b>  |
| <b>Website of the University</b>       | <b><a href="http://www.luiss.it">www.luiss.it</a> - <a href="http://www.luiss.edu">www.luiss.edu</a></b> |
| Rector                                 | Prof. Andrea Prencipe  |
| Deputy Rector for Internationalization | Prof. Raffaele Marchetti   |

#### **Luiss Student Mobility Office**

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| Student Mobility Office<br>Viale Romania, 32<br>00197 Rome - Italy | <a href="http://www.luiss.edu/students/erasmus-and-exchange-students">http://www.luiss.edu/students/erasmus-and-exchange-students</a><br><a href="mailto:relint@luiss.it">relint@luiss.it</a><br>T: +39-06-85225.642 |
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#### **CONTACTS**

**Annamaria Ricciardi**  
Head of Student Mobility Office  
Erasmus Institutional Coordinator  
Tel. +39-06-85225.711  
[aricciar@luiss.it](mailto:aricciar@luiss.it)

**Michele Sorrentino**  
Outgoing Students  
Tel.+39-06-85225.389  
[msorrentino@luiss.it](mailto:msorrentino@luiss.it)

**Simone Paratore**  
Exchange Agreements & Partnerships  
Tel.+39-06-85225.777  
[sparatore@luiss.it](mailto:sparatore@luiss.it)

**Roberta Limone**  
Incoming Students  
Tel.+39-06-85225.778  
[rlimone@luiss.it](mailto:rlimone@luiss.it)

**Anna Liguori**  
Administrative Officer  
Tel.+39-06-85225.722  
[aliguori@luiss.it](mailto:aliguori@luiss.it)

**Stefania Ruccia**  
**Marina Riccardi**  
**Olga Molyakova**  
Mobility Assistants  
Tel.+39-06-85225.642  
[relint@luiss.it](mailto:relint@luiss.it)

#### **RANKINGS/ACCREDITATIONS**



Ranked 14th in the world, for Politics and International Studies and among the Top 50 for both Management and Law



Among the Financial Times Top 100 Management Programs



In the top 1% for Business and Management



The #1 private university in Italy



AMBA - accredited

Luiss Business School is accredited by AMBA (Association of MBAs) the most authoritative international accreditation for MBA programs, granted to only the top 2% of business schools in over five continents.



Luiss among the Top 20 most sustainable universities worldwide

## NOMINATION AND APPLICATION PROCEDURES

|   |  |
|---|--|
| <b>Nomination deadline</b>                    | <b>8 May</b> for both I (Fall) and / or II (Spring) semester   |
| <b>Nomination procedures</b>                  | All exchange students must be <b>nominated by their home university</b> . The home coordinator must e-mail the <a href="#">nomination sheet</a> to relint@luiss.it   |
| <b>Application period (Including housing)</b> | <b>01/03 to 15/05</b> for both I (Fall) and / or II (Spring) semester  |
| <b>Application deadline for II semester</b>   | <b>Luiss does not accept a second round of selected students for the II (Spring) semester</b> , after the summer. Very few exceptions can be made and they have been agreed on with the partners involved.   |
| <b>Application procedures</b>                 | <p><b>Online application system</b></p> <p><b>Application steps for incoming students:</b></p> <p>After being nominated by the home university, exchange students will receive an email with an <b>access code</b> (token) and instructions to <b>register</b> to our online Web Self-Service Platform.</p> <p><b>Registration</b><br/>Students must register to the Web Self-Service.<br/>Enter the <b>access code</b>, first name, last name and date of birth. The information entered must match the data we received from home university.</p> <p>If registration is successful, students will be allowed to login to the system using their <b>newly assigned username and password</b>. <b>We recommend saving this page, print it, or note down the credentials for future use</b> (a copy will also be sent to the student's e-mail address).</p> <p>By logging into the system students will be able to proceed to the next step.</p> <p><b>Application</b><br/>From the Web Self-Service user page, in the right-hand page, students should click on Study abroad &gt; Application Form for Incoming students (Erasmus/Exchange).</p> <p><b>Students will have to upload the following scanned documents:</b></p> <ul style="list-style-type: none"> <li>• A recent photograph (35x40mm, max 5MB, in JPEG, JPG, BMP or PJPEG) *</li> <li>• ID card (for Schengen countries) or passport for non-EU students*</li> </ul> |

- Updated transcript of records in English\*
- Language certificates (if required, check with home university)

\* Compulsory attachments

## ACCEPTANCE OF STUDENTS

|   |   |
|---|---|
| <b>In June</b>  | From the end of May, as soon as application forms are processed, the Student Mobility Office will send the incoming students an acceptance letter and practical information via e-mail. <b>Hard copies of the acceptance letters will be sent only to the home university coordinators of the students that have to apply for a visa.</b>         |
| <b>In November</b>  | From the middle of November, as soon as application forms are processed, the Student Mobility Office will send the incoming students an acceptance letter and practical information via e-mail. <b>Hard copies of the acceptance letters will be sent only to the home university coordinators of the students that have to apply for a visa.</b> |
| Only for Partners with whom we have agreed on a second round of selection for the Spring semester |   |

## ACADEMIC CALENDAR

### First semester – Fall

|  |  |
|--|--|
| <b>Mandatory arrival date</b>  | <b>September 7 2023</b>                      |
| <b>Classes begin</b>   | <b>September 11 2023*</b>                    |
| <b>Classes end</b>   | <b>December 2 2023</b> (12 weeks of classes) |
| <b>Main examination period</b> (One examination date for all <b>first semester courses</b> ) | From 4 December to 21 December 2023          |
| <b>Second examination period only for Enquiry based courses</b>                              | From 8 January to 20 January 2024            |
| <b>Examination period</b>  | From 8 January to 3 February 2024            |
| <b>Christmas Holidays</b> from 22 December 2023 to 7 January 2024                            |  |

### Second semester - Spring

|  |   |
|--|---|
| <b>Mandatory arrival date</b>  | <b>February 1 2024</b>                  |
| <b>Classes begin</b>   | <b>February 5 2024</b>                  |
| <b>Classes end</b>   | <b>May 4 2024</b> (13 weeks of classes) |
| <b>Examination period</b> (one examination date for all <b>second semester courses</b> ) | From 6 May to 25 May 2024               |
| <b>Second examination period only for Enquiry based courses</b>                          | From 27 May to 8 June 2024              |
| <b>Examination period</b>  | From 27 May to 27 June 2024             |
| <b>Easter Holidays</b> from 28 March to 2 April 2024                                     |   |

## REQUIREMENTS FOR EXCHANGE STUDENTS

|                              |   |
|------------------------------|---|
| <b>Academic requirements</b> | Although a specific minimum GPA is not required, incoming students should be in <b>good academic standing</b> .   |
|                              | With <b>most of our partners</b> we have agreed that the language proficiency will be certified by each home university confirming the level is equivalent to at least <b>B2 in English or Italian</b> and <b>students will not be required to submit an official language test result for the exchange program</b> . |
|                              | Please notice that <b>knowledge of Italian language is not required</b> for students studying in English.   |
| <b>Language requirements</b> | <b>From our partner Universities with whom we have not agreed on a language certificate waiver we will require one of the following proofs of language proficiency for English OR Italian language to study at Luiss.</b>   |
|                              | A minimum of <b>B2</b> of the CEFRL or equivalent.<br>Italian language proficiency can be certified by the home university.   |
| <b>For Italian:</b>          | IELTS score a minimum of 6<br>TOEFL IBT score - minimum grade 78<br>Cambridge FCE - minimum grade B<br>Cambridge CAE - minimum grade C<br>IELTS and TOEFL tests must be valid, they expire after two years  |
| <b>For English:</b>          |   |

## ACADEMICS

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| <b>List of courses for exchange students</b> | The most up-to-date list of courses is available <a href="#">here</a> .  |
| <b>Languages of instruction</b>              | Italian and English  |
| <b>University structure</b>                  | 3 + 2 - according to the Bologna system<br>Undergraduate and Graduate Schools<br>Three-year Bachelor's Degree Programs (180 ECTS credits)<br>Two-year Master's Degree Programs (120 ECTS credits)<br>Five years Single Cycle Graduate Program (300 ECTS credits) |
| <b>ECTS credits</b>                          | Luiss university credits are ECTS credits<br>1 credit is equivalent to 25 hours of study   |
| <b>Attendance of courses</b>                 | Full-time attendance of courses is compulsory  |
| <b>Average workload</b>                      | The average workload for Luiss students is <b>about 30 ECTS credits per semester</b> , including the Italian language courses.<br>Four or five courses per semester are the average workload for full-time study, depending on the year of study and level.      |
| <b>Minimum requirements</b>                  | It is a responsibility of the home Institution, but exchange students should <b>take at least one course</b> .   |
| <b>Maximum number of credits</b>             | Although for enrolment purposes and deadlines, exchange students will be allowed to enroll in up to 40 ECTS credits per semester, <b>they are strongly advised not to take more than 32 credits per semester</b> (not including the Italian language course).    |

## Courses exchange students can take

Exchange students will be given access **to all the courses at Bachelor and /or Master level** if they **have the necessary prerequisites** and do not have time-table clashes.

The **Master courses are at advanced level** and students **must have the required background and very good language competences**.

### Restricted programs and courses

School of Government programs  
School of European Political Economy programs  
School of Law programs  
School of Journalism programs  
Luiss Business School and MBA Programs  
Post-graduate and PhD courses  
All one-year Master programs  
Language courses other than Italian  
Workshops and Seminars  
RoME Master in Economics  
Digital Program: Marketing  
Digital Program: Strategic Management

### Programs and courses in English

Erasmus and exchange students will have access to **about 350 courses in English**. They will be allowed to attend the courses in English offered in the following programs, according to their academic background and English language proficiency:

- Bachelor's Degree in **Economics and Business**
- Bachelor's Degree in **Business Administration**
- Bachelor's Degree in **Management and Computer Science**
- Bachelor's Degree in **Politics Philosophy and Economics**
- Master's Degree in **Management**
- Master's Degree in **Data Science and Management**
- Master's Degree in **Corporate Finance**
- Master's Degree in **Global Management and Politics**
- Master's Degree in **Law, Digital Innovation and Sustainability**
- Master's Degree in **International Relations**
- Master's Degree in **Policies and Governance in Europe**
- Master's Degree Major in **Economics**
- Master's Degree Major in **Finance**
- Master's Degree Major in **Business Model Innovation**
- Master's Degree Major in **Marketing Analytics & Metrics**
- Master's Degree Major in **Market Relationship & Customer Engagement**
- Master's Degree Major in **EU Law and Regulation**
- Master's Degree Major in **Law and Innovation**

### Elective courses

Elective courses in all areas will be offered only if enough students register for the courses. The final list will be available in August.

### Cross-program enrolment

Incoming Exchange students will be given access to all the courses in the Undergraduate and Graduate Luiss schools in the areas of Business and Management, Economics and Finance, Political Science and Law.

**Students must have the required pre-requisites for each course and avoid time-table clashes.**

### The area of Law

The area of Law offers a five-year single cycle degree program. The courses in the fourth and fifth years of study are more advanced and equivalent to Master level. In addition to this, a 2-

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|                                | years master's degree program of 120 ECTS credits is also offered.   |
| <b>Course description</b>      | Course description can be found at <a href="http://www.luiss.edu/cattedreonline">http://www.luiss.edu/cattedreonline</a><br>If you do not find some course descriptions it means they are new subjects and they are not available yet.   |
| <b>Italian language course</b> | Luiss offers Italian language extensive courses in both semesters for exchange students who have been admitted to attend a period of study at Luiss, under an exchange program (Erasmus+ or Bilateral Agreement).<br>The courses are at three levels, beginners, intermediate and advanced <b>and are free of charge for the students</b> .<br>The students that attend the courses and comply with the requirements will receive a certificate and gain 3 ECTS credits, per semester.   |
| <b>Course enrolment</b>        | Students coming for the Fall semester will have to make a <b>provisional course registration in June/July</b> while students coming for the Spring will make it in <b>November/December</b> .<br><br>The <b>final course selection</b> will take place at the <b>beginning</b> of each <b>semester</b> . Students will have one week to change courses if necessary. Detailed information will be sent with the acceptance letter.<br><br>Courses have a limited capacity and the allocation of places will take place on a first come first served basis. |

## ACADEMIC OFFER

### UNDERGRADUATE SCHOOL

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|---|--|
| <b>Bachelor's Degree Programs (3 years)</b><br>180 ECTS credits | By clicking on the name of the Programs a video presentation is available  |
| <b>Area of Business and Management</b>                          | <b><u>Business Administration</u></b> (held in <b>English</b> )<br><br><b><u>Management and Computer Science</u></b> (held in <b>English</b> )<br><br><b><u>Economics and Management</u></b> |
| <b>Area of Economics and Finance</b>                            | <b><u>Economics and Business</u></b> (held in <b>English</b> ) <ul style="list-style-type: none"> <li>• Management</li> <li>• Economics</li> <li>• Finance</li> </ul>                        |
| <b>Area of Political Science</b>                                | <b><u>Politics, Philosophy and Economics</u></b> (held in <b>English</b> )<br><br><b><u>Political Science</u></b>  |

### GRADUATE SCHOOL

|   |   |
|---|---|
| <b>Master's Degree Programs (2 years)</b><br>120 ECTS credits | By clicking on the name of the Programs a video presentation is available   |
| <b>Area of Business and Management</b>                        | <b><u>Corporate Finance</u></b> (held in <b>English</b> )<br><br><b><u>Management</u></b> (held in <b>English</b> ) |



- Entrepreneurship and Innovation
- International Management
- Luxury, Fashion and Made in Italy

**Global Management and Politics** (held in **English**)

**Data Science and Management** (held in **English**)

**Strategic Management**

- Business Model Innovation (held in **English**)
- Strategic Human Resource Management
- Green Economy and Sustainability

**Marketing**

- Marketing Analytics & Metrics (held in **English**)
- Market Relationship & Customer Engagement (held in **English**)
- Marketing Analytics & Metrics
- Market Relationship & Customer Engagement

**Accounting, Finance and Control**

- Corporate
- Professional

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**Area of Economics and Finance**

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**Economics and Finance**

- Economics (held in **English**)
- Finance (held in **English**)
- Banks and Financial Intermediaries

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**Area of Political Science**

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**International Relations** (held in **English**)

- Diplomacy
- Security
- Mediterranean Governance

**Policies and Governance in Europe** (held in **English**)

- Cultural Heritage Policies
- Economic Governance and Market regulation

**Government, Administration and Politics**

- Politics and Communication
  - Government and Administration
- 

**Area of Law**

**Single Cycle Graduate Program (5 years)**  
300 ECTS credits

- EU Law and Regulation (held in **English**)
- Law and Innovation (held in **English**)
- Civil Law
- Law and Economics
- Company and Tax Law
- Criminal Law
- Administrative Law
- International Law
- Labour and Social Security Law

**Master's Degree Program (2 years)**  
120 ECTS credits

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**Law, Digital Innovation and Sustainability** (held in **English**)

- Digitalization
  - Sustainability
-



## EXAMINATION PERIODS AND ASSESSMENT

### Luiss Uniqueness – Enquiry-based learning

**Luiss Uniqueness** is an educational approach which combines academic rigor and practical relevance to equip students with the critical thinking required to solve daily and future challenges. At the heart of the Luiss ethos is its **enquiry-based learning model**, which teaches students how to formulate qualified questions and informed opinions about the complex world in which we live. This unique approach is student-oriented and involves curricular and extracurricular activities that connect students with Luiss university's privileged network of real-world practitioners in business, institutions, and public administration. Via guest lectures, research projects and teamwork, students experience meaningful learning and see first-hand how to play an active and valuable role in society. The Luiss educational journey is one of investigation, innovation, interaction and interdisciplinarity.

### Examination periods

Exams are held after the teaching period and can be oral, written or both. Depending on the area and level, some courses will have two or three examination dates and students can choose the one they prefer.

Courses included in the degree programs **adopting the enquiry-based model** will have two **examination dates** available in December and January or May and June depending on the semester and study period. For these courses the students' performance will be continuously assessed throughout the whole semester and will constitute the main component of their final grade. The traditional final exam will account for no more than 30%.

The exact examination dates for each subject will be defined about a month and a half before the beginning of the examination session.

**Students should make their travelling arrangements according to the examination periods.**

### Final assessment

**Exams can be taken only on the official dates.**

Exchange students will take their exams in the same conditions as regular students.

Exchange students are NOT authorized to organize their exams individually with their professors.

### Proctored Exams

According to the Italian examination system **Luiss cannot allow proctored Exams.**

### Transcript of records

Transcripts of records will be sent by email to the Partner Institutions 4 weeks after the end the examinations periods of each examination session.

Luiss University has embraced an eco-friendly policy and hardcopies will be sent only to those partners who explicitly request it.

#### Grading system

|           |                |
|-----------|----------------|
| 30 e lode | = excellent    |
| 29-30     | = very good    |
| 27-28     | = good         |
| 24-26     | = satisfactory |
| 18-23     | = sufficient   |
| < 18      | = fail         |

Individual courses are graded on a scale of 18-30/30. Very brilliant students may be awarded 30 cum laude (30 e lode).

The minimum passing grade is 18/30. **Grades below 18 are a fail and are not registered.**

Grades below 18 will not and cannot appear on the transcript of records. In Italy grades below 18 do not exist. **Exceptions cannot be made.**

### ACCOMMODATION

#### Application for housing

Students must apply for housing through a web form during their online application to Luiss.

#### Type of housing offered

The Luiss University Accommodation Office is available **to assist** incoming exchange students in their search for housing.

Students can apply for **a room in a Luiss Residence or in an apartment shared** with other students.

More details about the residences can be found at <https://www.luiss.edu/students/residences-and-accommodation/luiss-residences>. There **are limited places available** and they will be assigned on a first-come first-served basis. Students will receive feedback on the outcome of their housing application by the deadline.

Students interested in living in an apartment will receive an email from [CasaLuiss](#) with customized proposals in accordance with the preferences expressed in the housing application form. The apartments are chosen among previously selected private owners and will be rented out with clear conditions and a regular contract.

For more information: <https://www.luiss.edu/studenti/scambi-internazionali/scambi-internazionali-ed-erasmus/studenti-stranieri/accomodation-for-erasmus-and-exchange-students>

#### Application deadline for housing

**15 May - for both I (Fall) and / or II (Spring) semester**  
Luiss **does not usually accept a second round** of selected students **for the second semester**, after the summer. Very few exceptions can be made **and they have been agreed on with the partners involved.**

#### Contact for housing

**Accommodation e campus services**  
T : +39 06 85225971  
[residenze-collegi@luiss.it](mailto:residenze-collegi@luiss.it)



#### Fees

**Erasmus students and students under a Bilateral Exchange Agreement do not have to pay any kind of university fee.**

These students are admitted on a no tuition fee basis.

#### Facilities for exchange students:

- Free Italian language courses
- Free shuttle buses connecting the different campuses
- Free medical service and emergency medical assistance
- Cultural activities such as: conferences, cinema, theatre, literature and music
- Luiss e-mail account
- Access to the wireless network
- Computer and printing facilities
- Orientation services and tutoring
- A specialized library that may also be accessed online through the University's website
- University canteens and cafés
- A University radio
- Sport clubs
- Luiss Loft
- Language café

## VISA AND INSURANCE

#### Health insurance

**Non-EU students** must hold a health insurance policy meeting the following requirements:

- It must cover expenses in the event of emergency treatments and/or urgent hospitalization.
- It must cover the entire duration of your stay in Italy.
- It must be valid for the territory of all member-states applying to the Schengen Agreement in its entirety.
- It must guarantee the policy-holder's return to his/her own country in case of serious illness.

- It must be translated into Italian (or English) and legalized by the Italian Embassy/Consulate.

**EU students** must bring their **European Health Insurance Card (EHIC)** which entitles the holder to get necessary treatments at the same cost as an Italian citizen. Students are advised to verify how to get the card and which services are covered with the social security administration of their country before their departure. For more information, please visit:  
<https://ec.europa.eu/social/main.jsp?catId=559>

An insurance covering **third part liability** is strongly recommended for all exchange students.

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**Visa application**  
(for non-Schengen citizens)

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Students from non-Schengen countries, as soon as they receive the letter of admission from Luiss Guido Carli University, should go to the Italian Diplomatic Offices (Embassy or Consulate) and apply for a **Study Visa**. For more information please visit: <http://vistoperitalia.esteri.it/home/en>

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**Permit of stay**  
(for non-Schengen citizens)

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After arrival, students coming from non-Schengen countries will need to apply for permit of stay. To do so students must bring the following:

- A declaration of sufficient means of support
- A private Health Insurance valid in Italy
- The acceptance letter they received from Luiss

Please note that all the documents must be originals. Private insurance from home countries is sometimes not accepted at the Questura, unless an official paper from the Italian Embassy or Consulate of home country states the validity of the insurance.

Students will receive detailed information before arrival with their acceptance letter.

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**Cost of living** (average price in Rome)

Housing: between € 350/€ 400 and € 800 per month  
Transportation: € 35 monthly card; € 1.50 single ticket (valid for 100 min.); € 250 annual pass  
Textbooks: about € 200 / 250 average per semester  
Cinema: € 8.50 / 9.50  
Fitness club – monthly fee: € 30 / 80  
Tennis court rent (1 hour on weekend): € 15 / 25  
Food and meals: between € 200 and 300 per month  
Meals at the University restaurant: € 5 / 8 per meal  
Fast food menu: € 8.50  
Meals at inexpensive restaurant: € 20 / 25  
Espresso coffee: € 1.00  
Cappuccino: € 1.50  
Milk: € 1.40 / Liter  
Bread: € 3.50 / Kilo  
Beef: € 9.00 / 19.00 / Kilo  
Chicken: € 8.00 / 10.00 / Kilo  
Local cheese: € 7.00 / 25.00 / Kilo  
Eggs: (regular – 12) € 1.80 / 5  
Rice: € 1.70 / 2.50 / Kilo  
Pasta: 0.80 / 1.20 / Kilo  
Mineral water: € 0.50 / 1 / Liter  
Beer: € 2.50 / € 6  
Bottle of wine: € 4.50 / 12  
Apples: € 1 / 3 / Kilo  
Banana: € 1 / 3 / Kilo  
Orange: € 1.50 / 3.50 / Kilo  
Tomato: € 1.30 / 4 / Kilo  
Potato: € 1 / 2 / Kilo  
Lettuce (one head): € 1 / 2

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#### RESOURCES ON ROME AND ITALY

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|------------------------------------|---|
| <b>Italy</b>                       | <a href="http://www.italia.it/en/home.html">http://www.italia.it/en/home.html</a>   |
|                                    | <a href="http://www.study-in-italy.it/">http://www.study-in-italy.it/</a>           |
| <b>Ministry of Foreign Affairs</b> | <a href="http://www.esteri.it/MAE/EN">http://www.esteri.it/MAE/EN</a>               |
| <b>Rome</b>                        | <a href="http://www.turismoroma.it/?lang=en">http://www.turismoroma.it/?lang=en</a> |
| <b>Public Transportation</b>       | <a href="http://www.atac.roma.it">www.atac.roma.it</a>                              |