

NABA

NUOVA ACCADEMIA
DI BELLE ARTI

SERVICE GUIDE NABA MILANO

Academic Year
2020/2021

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WELCOME TO NABA

Dear Student, NABA would like to welcome you to the Academic Year 2020-2021!

This guide contains the information you need about the services and opportunities offered by NABA to help you make the most of your experience at the Academy.

The services offered range from the ones you need as soon as you arrive, such as housing, IT and electronic services, administration, and support for learning, academic career, through to extra-curricular services to make your life easier even outside lectures and studying.

The content page serves to help you consult the information you need.

Enjoy your stay in NABA!

Safety First

In 2020 the pandemic emergency COVID19 led to new indications of behavior, to new safety standards, which continue to evolve over time.

NABA constantly monitors the situation on the Italian and Milanese territory and the impacts on an international level, constantly updates its safety protocols and adapts its teaching delivery and its service to the situation, with the aim to always guarantee students the best educational experience.

Before accessing the Campus, all students are invited to check the MyNABA Student Intranet Home page and carefully read and comply with the information on protection and prevention measures (**link**) and the primary and secondary prevention guidelines (link) issued by the Academy and the changes made to Academic Rules and procedures.

The Academy has appointed a Contact Person for the Health Protection Agency (ATS), ready to implement all the measures that will be envisaged for the management of any case that should occur; among the tasks the Contact Person has to provide, according to legislation, the contact tracking lists related to classrooms and in the various teaching and services spaces.

WE HIGHLY RECOMMEND ALL STUDENTS TO CONSULT THE INSTITUTIONAL ACCOUNT FREQUENTLY and keep the own telephone contacts up-to-date, so that they can be reached by communications from the Academy or the Health Protection Agency (ATS) in the event of an emergency.

WHERE TO FIND US

How to reach NABA

The Academy is served by the following public transport:

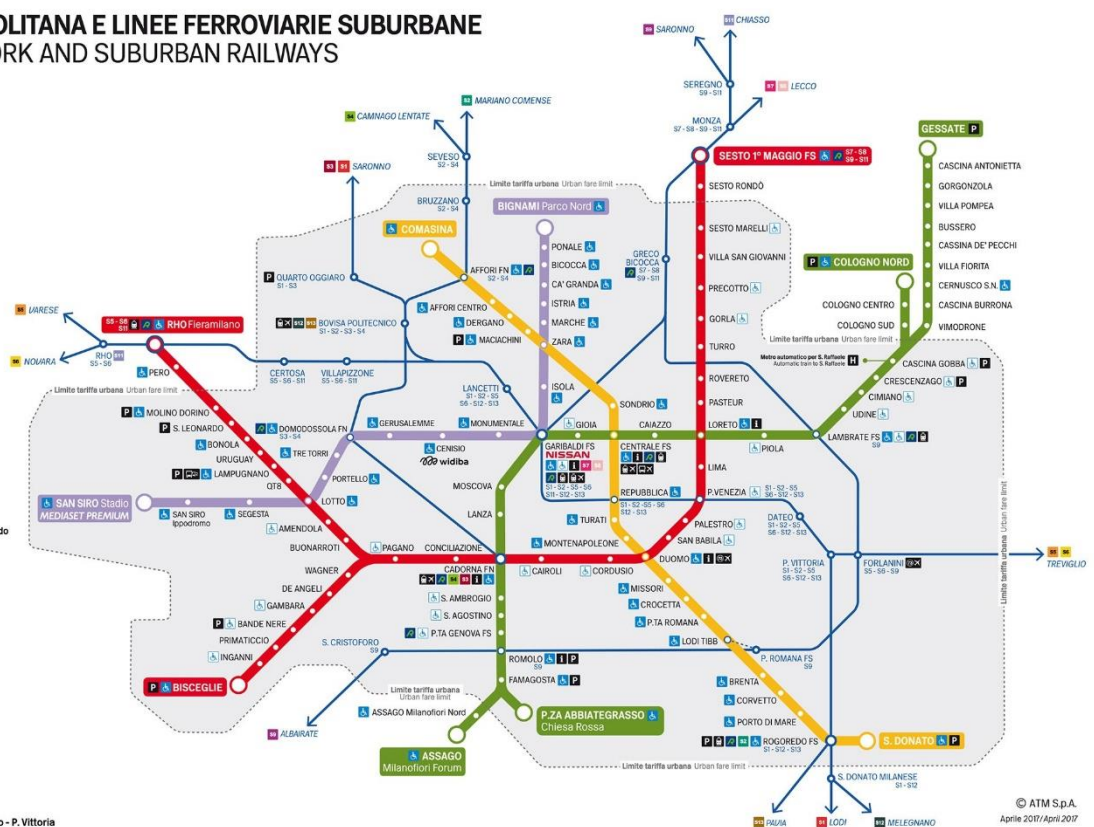
- MM 2 green line – Romolo and Porta Genova stops
- BUS no.90 – 91 – 47 – Piazza Belfanti stop
- TRAM no.3 – Via Meda / Via Tantardini stop

NABA's address is: Via Carlo Darwin 20 – 20143 Milan

M RETE METROPOLITANA E LINEE FERROVIARIE SUBURBANE METRO NETWORK AND SUBURBAN RAILWAYS

- M1** Metro Linea / Line 1
- M2** Metro Linea / Line 2
- M3** Metro Linea / Line 3
- M5** Metro Linea / Line 5
- Stazione accessibile (ascensori)
Stop-free station (lifts)
- Stazione accessibile (montascale)
Stop-free station (stairs)
- ATM Point: informazioni e punto vendita
ATM Point: information and sales point
- Linee ferroviarie regionali
Regional railways
- Interscambio con rete ferroviaria
Connection with railway system
- Linea 73 per Aeroporto di Linate
Line 73 to Linate Airport
- Bus per Aeroporto di Linate, Malpensa e Orio al Serio
Bus service to Linate, Malpensa and Orio al Serio Airports
- Malpensa Express
- Terminal bus lunga percorrenza
Long distance bus terminals
- Parcheggio di corrispondenza ATM
ATM car park
- Limite tariffa urbana
Urban fare limit
- Linee ferroviarie suburbane
Suburban railways
- S1** Saronno - Milano Passante* - Lodi
- S2** Mariano Comense - Milano Passante* - Milano Rogoredo
- S3** Saronno - Milano Bovisio - Milano Cadorna
- S4** Camnago Lentate - Milano Bovisio - Milano Cadorna
- S5** Varese - Milano Passante* - Treviglio
- S6** Novara - Milano Passante* - Treviglio
- S7** Lecco - Molteno - Milano P. Garibaldi
- S8** Lecco - Carnate - Milano P. Garibaldi
- S9** Saronno - Milano Greco - Albairate
- S11** Chiasso - Milano P. Garibaldi - Rho
- S12** Molegnano - Milano Passante* - Milano Bovisio
- S13** Pavia - Milano Passante* - Milano Bovisio

*STAZIONI / STATIONS:
Lancetti - P. Garibaldi - Repubblica - P. Venezia - Diateo - P. Vittoria



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Aprile 2017/Aprile 2017

Campus Map

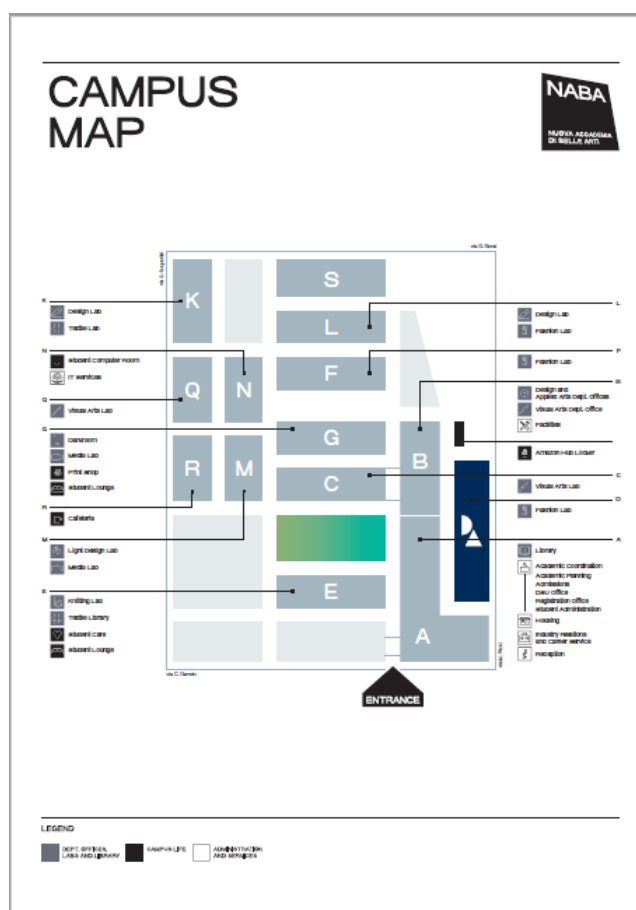
The campus entrance is in Via Carlo Darwin 20.

The buildings are marked with the relevant letters, which can be seen easily on the front.

This way, using the map provided and following the signs, you can move around the Campus and reach the offices and other sites.

On the campus, there is an Amazon Locker block, to be used as a delivery and collection point for any online purchases.

You can use the Amazon Locker in the same opening hours as the Campus as you will find indicated on the Amazon website when you choose this delivery and collection point.



For the updated MAP: **MyNABA/Link CAMPUS MAP**

ACADEMIC SUPPORT

Academic coordination

Academic Coordination guarantees educational programmes and the development of educational activities, ensuring the quality and the continuity of courses.

Thanks to constant relationships with our students and supervision of their study path, the Coordination service monitors academic progress, allowing timely actions in order to guarantee maximum performance during their career.

The coordinator, who is the student's main point of reference, makes sure that all the procedures to facilitate student-teacher relations are correctly applied through the Academic Coordination department.

Coordinators are also in charge of suggesting the students the several services offered by the Academy.

WHERE	Building A – Floor 2
OPENING HOURS	The opening times for NABA's Coordination service can be found in the MyNABA reserved area
CONTACTS	<p>Three-year course coordination: coordinamento.ug@naba.it</p> <p>Two-year course and Master's degree coordination: coordinamento.pg@naba.it</p> <p>Coordination of non-institutional Courses (short courses; summer courses; semester abroad programs): shortprograms@naba.it</p>

Language Courses

NABA aims at supporting students in learning a language, improving the language skills they have already acquired and obtaining the required credits. Students are therefore supported and facilitated in their international study experiences.

The language courses are part of NABA's Academic Coordination service.

For further information on the requirements in the curriculum and for access on language courses, see the specific page in MyNABA.

WHERE	Building A – Floor 2
OPENING HOURS	The opening times of NABA's Coordination service can be found in the MyNABA reserved area
CONTACTS	Language Course Coordination languagecentre@naba.it

International Opportunities

International exchange opportunities are part of NABA's Academic Coordination service.

NABA develops and promoting opportunities for students and teachers who would like to spend a period of work or study abroad as part of their university experience.

The Erasmus+ programme, which includes exchanges within the European Union, as well as other international exchange programmes, allows incoming and outgoing students to improve their own academic skills and, where applicable, to gain credits that are recognised by NABA.

The full regulations concerning the international exchange programmes can be read in MyNABA.

WHERE	Building A – Floor 2
OPENING HOURS	The opening times of NABA's Coordination service can be found in the MyNABA reserved area
CONTACTS	International Exchange Coordination erasmus@naba.it

Communication between NABA and students

All educational information and notices are:

- Published on the Noticeboard of the MyNABA reserved area;
- Published on the MyNABA App
- Sent to the email address@studenti.naba.it

NABA only sends specific communications to a student's home address as administrative notices or reminders or sanctions. Students will only be contacted by telephone in the event of urgent personal communications.

It is therefore important for students to keep their telephone contacts and email addresses up to date on **personal details section** on the home page of the **MyNABA reserved area**.

NABA is also on the main social networks:

- Facebook: NABA Nuova Accademia di Belle Arti (@NuovaAccademiadiBelleArtiMilano)
- Instagram: @naba
- Twitter: @NABAMilano
- LinkedIn: NABA Nuova Accademia di Belle Arti
- YouTube: NABA Nuova Accademia di Belle Arti Milano
- MyNABA app: for IOS, Android and Windows phones

To find news about the Rome campus, use the hashtag #Rome

Student areas and classrooms

Study halls

Students enrolled at NABA are free to use the study hall, where they can work in a peaceful setting in the intervals between lessons.

The work stations in the classrooms are all connected to NABA's Intranet as well as to the internet. A printing service can also be accessed from the work stations.

WHERE	Building N, first floor
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Students enrolled at NABA will also find room to study, as well as educational resources and support for bibliographical research, in the Library.

WHERE	Building A, first floor
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Student Lounge

The Student Lounges are common rooms, open to students, where it is possible to enjoy a snack from home at lunch time or between lectures. The rooms are also equipped with microwave ovens and vending machines.

WHERE	Building G, ground floor Building E, ground floor
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Classrooms – computerized classrooms

Only students enrolled at NABA and identified with a regular ID badge are able to use the computerized classrooms.

The work stations in the classrooms are connected to NABA's Intranet as well as to the internet.

Computerized classrooms can only be used for activities concerning NABA. The classrooms cannot be used by students outside lesson times.

In particular classrooms are:

Edificio	Piano	Stanza	Tipologia
A	2	A2.2	PC avanzato
B	1	B 1.6	PC avanzato
C	1	C1.1	Mac
C	1	C1.2	Mac
C	1	C1.3	PC
C	1	C1.4	MaC
L	0	L 0.1	PC
L	0	L 0.2	Mac
L	0	L 0.3	PC avanzato
M	1	M 1.1	PC avanzato
M	1	M 1.2	PC avanzato
N	-2	N-1.2	Mac – grafica avanzata

Classrooms for theoretical and theoretical/practical lessons

The Campus has numerous classrooms of different types and sizes according to teaching needs.

All classrooms have projectors, pc stations for lectures, Wi-Fi connection, board, and power sockets.

Access to classrooms and to theoretical and theoretical and practical lessons is only open to regularly enrolled NABA students.

The classrooms cannot be used by students outside lesson times.

The correct use of rooms is necessary; in particular, it is not permitted to change the layout of furnishings or fixed equipment in the rooms; this is to prevent damage to instruments and tools, with interruptions to teaching as a result.

Laboratories

Design and Media Design laboratories are available on the NABA Campus, as are Dressmaking/Tailoring and Fabric laboratories, Textile Library, Engraving, Painting, Darkroom and Lighting Technology.

Access to and use of single laboratories and their facilities are regulated autonomously and specific regulations apply for their use. (The specific regulations on the use of different laboratories are provided in the MyNABA area).

The machinery and tools made available to NABA students can only be used if a teacher, laboratory supervisor or class tutor is present or with the permission of one of these. Students must strictly abide by the instructions concerning the correct use of each single tool.

The supervisor of each laboratory is available to provide advice during the design and work creations stations and for any information that you may need about the laboratory.

HEAD	Patrizio Orlandi
CONTACT	Building K, first floor patrizio.orlandi@naba-da.com Tel: 02 42414066
OPENING HOURS	The timetable for lessons and laboratories free access opening time are provided at the beginning of the courses. Free access seats can be booked by consulting MyNABA reserved area.

Design Department Laboratories

MASTER'S DEGREE DESIGN LABORATORY

Laboratory dedicated to the two-year Master's Degree courses, with the standard equipment of tools and power tools, together with a milling cutter, two lathes, a circular saw, two band saws, a painting booth, and a professional thermoforming machine.

CONTACT PERSON	Carmelo Zocco
CONTACT	Building K, ground floor carmelo.zocco@naba-da.com Tel: 02 97372181

THREE-YEAR DESIGN LABORATORY

The laboratories included the Light Modelling, Wood and Plastic sections.

The Light Modelling laboratory is equipped for working with polystyrene and small tools for making studio models and it represents a support area for the first-year design courses. The wood and plastic-working laboratory is used to make models that require the use of complex machining processes.

The laboratories also contain two thermoforming machines, a bending machine for sheets of plastic, two hot wire machines to cut polystyrene.

CONTACTS	Building K, ground floor Building L, mezzanine floor Laboratory assistant: Michele Favale michele.favale@naba-da.com Laboratory assistant: Valeria Martignoni valeria.martignoni@naba-da.com Tel: 02 42414062
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3D/LASER CUT DESIGN LABORATORY

A Laser Cut and 3D Printer and CNC control, is located in the laboratory for students of the Master's courses. The lab can be used by students on the three-year courses in just a few cases and with the authorisation of a lecturer and supervisor.

In this Laboratory it is possible to create 3D models and prototypes, cut and engrave different types of material, creating 3D items with slot-in system, and to create models by bending and handling plastics.

Access and timeframes for creating works in this area must follow a strictly planned calendar of reservations, agreed with teachers and with the supervisor for the area. **IMPORTANT:** Laser Cut and 3D Print Printer are only free to create models that are part of programmed teaching courses.

CONTACT	Building K, ground floor Laboratory assistant: Silvia Signorini silvia.signorini@naba-da.com Tel: 02 42414062
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Media Design Department Laboratories

MEDIA DESIGN LABORATORY

The Media Design Laboratory is divided into different sections to cover the different disciplinary areas.

Inside the MEDIALAB, it is possible to use the audio/video tools, professional digital camera like RED Gemini, video cameras, lenses, monitors, lighting, microphones and trestles) to draw up academic and personal projects: according to their course, the students will be able to access specific types of material.

The Laboratories are available to all students who need to develop projects, in agreement with their course teachers.

Students can also use laboratories to draw up and finalize personal projects (subject to working time), and draw up a production schedule in conjunction with a teacher, informing the laboratory manager.

As far as non-academic projects are concerned, students must inform the supervisor in advance in order to evaluate possible collaboration with the company. The student is responsible in case of damage, loss or theft of borrowed equipment. We recommend reserving the material with a good deal of advance notice so as to avoid overlaps with lessons and other reservations.

CONTACT	Building M, first floor Building M, basement Laboratory assistant: Andrea Caiazzo andrea.caiazzo@naba-da.com Tel: 02 97372224
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LIGHTING TECHNOLOGY LABORATORY – GREEN SCREEN (2 INTERDEPARTMENTAL LABORATORIES)

The lighting technology laboratory - Green Screen is a completely dimmed space for the purpose of setting out photo and video sets. The laboratory provides the following tools and equipment as standard: light bridge sets, different colour backdrops (white, black, grey, blue and green) various types of light and flash. Access to the laboratory is only possible with advance reservation and in the presence of a tutor. We recommend reserving space well in advance.

CONTACT	Building M, second floor on the right, no. 1 Building M, mezzanine floor on the left, no. 1 Laboratory assistant: Andrea Caiazzo andrea.caiazzo@naba-da.com Tel: 02 97372224
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TECLAB

Laboratory for audio and video post-production, editing, colour correction, visual effects, sound recording and mixing. 2D – 3D animation and VR laboratory.

CONTACT	Building M, mezzanine floor on the right, no. 1 Laboratory assistant: Tobia Invernizzi tobia.invernizzi@naba-da.com Tel: 02 97372212
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Painting and Visual Arts Department Laboratories

LABORATORY FOR PAINTING (STUDIO) AND ETCHING

The studio has easels, spaces and desks equipped for individual work.

The etching and gravure laboratory is also fully equipped for printing. It is only possible to access the laboratory when a supervisor is present.

CONTACT	Building Q, ground floor Laboratory assistant: Dario Pecoraro dario.pecoraro@naba-da.com Tel: 02 97372427
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DARKROOM

The darkroom is specifically intended for developing photographic film. Access to the room must be agreed with the supervisor.

CONTACT	Building Q, ground floor Laboratory assistant: Dario Pecoraro dario.pecoraro@naba-da.com Tel: 02 97372427
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Fashion Design Department Laboratories

SEWING ROOMS

The sewing rooms are equipped with industrial sewing machines, presses, and professional irons and standers, as well as male, female and child dummies. These rooms are used to create models and prototypes, experimenting with and matching various materials. The machines can only be used in the presence of teaching staff or a supervisor, or with the authorisation of one of the above. Students must abide by the instructions given regarding the correct use of all machines.

The sewing room has a professional system to digitalize patterns: Lectra System and thermowelding machine like Framis.

CONTACTS	<p>Building F – Building L - Building D, ground floor / first floor / mezzanine floor</p> <p>Supervisor: Anna Paola Dos Santos annapaola.dossantos@naba-da.com Tel: 02 97372203</p> <p>Laboratory assistant: Ekaterina Matantseva ekaterina.matantseva@naba-da.com Tel: 02 97372203 - 02 97372205 - 02 97372197</p> <p>Laboratory assistant: Ali Karami ali.karami@naba-da.com Tel: 02 97372203 - 02 97372205 - 02 97372197</p> <p>Laboratory assistant: Giorgia Rosano giorgia.rosano@naba-da.com Tel: 02 97372203 - 02 97372205 - 02 97372197</p>
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TEXTILE LABORATORY

The Print and Dye Laboratory is equipped to dye fabrics in thermoelectric tanks, and also has induction plates and washing machines; there is also drying equipment for fabrics and equipment for silk screen printing by hand of placed designs, using the frames in the laboratory. The laboratory has domestic sewing machines, heat press for transfer onto fabric using special paper, and an oven for product polymerization. It also has smaller tools for special processes (e.g., hot glue guns).

CONTACTS	<p>Building K, first floor</p> <p>Laboratory assistant: Salvatore Averzano</p> <p>salvatore.averzano@naba-da.com</p> <p>Tel: 02 97372408</p> <p>Laboratory assistant: Francesca Bricchi</p> <p>francesca.bricchi@naba-da.com</p> <p>Tel: 02 97372408</p>
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KNITWEAR LABORATORY AND TEXTILE LIBRARY

The Knitwear Laboratory is equipped with knitting machines, a electronic knitting machine like Shima Seiki and also included domestic sewing machines and professional iron.

The Textile Library has a collection of some 4000 fabric samples, most of which have been coded and provided with data sheets. It is a place for research and in-depth information. The supervisor is available for advice and suggestions concerning research within the Textile Library.

CONTACT PERSON	Barbara Comuzzi
CONTACT	<p>Building E Room 04, ground floor</p> <p>barbara.comuzzi@naba.it</p>

Library

The Library is an important resource for students and teaching staff alike. It works in support of learning, teaching and research, providing books, films, dissertations, reports, and online resources.

The Library also has a reading room for study purposes and four iMac computers available to students.

Access to the Library and reading room is exclusively available to teaching staff and students at NABA.

CONTACT PERSON	Anna Rita Pagliaccia
CONTACTS	Building A, first floor library@naba-da.com Tel.: 02 97372 285 – 116
OPENING HOURS	The opening hours can be found in the MyNABA reserved area

Collection and resources

The Library catalogue includes:

- approx. 14000 volumes;
- more than 300 e-books;
- over 50 subscriptions to reviews;
- more than 500 Italian and international films DVDs;
- graduate and post-graduate theses;

The texts in the Library are divided into shelves according to subjects of interest of courses (art, design, graphic design, theatre, fashion, media, communication).

The MyNABA platform offers the opportunity to read more than 300 e-books online as well as to download them.

NABA annually renews subscriptions to numerous specialist publications, available in hard copy and for the majority, also digital version.

The catalogue of texts, DVDs and degree theses available at the Library can be consulted at the following link: nabadomus.oseegenius.it.

The online catalogue also offers opportunities to consult full digital versions of the texts (.pdf format, available to consult on the campus network).

Borrowing

A maximum of three items can be withdrawn on loan at any one time; this includes books, DVDs and magazines for the period of one week.

The full regulations for library loans can be consulted in the Library regulations, available in the Library Rules, which are published in the reserved area, MyNABA and affixed in the Library.

Materials Library

Inside the Library, you can find an innovative space used for our Materials Library. More than 100 material samples, selected on the basis of the needs of NABA courses. Each sample can be handled and it is accompanied by a data sheet, as well as a dedicated QR code for each one, which provides further information.

Online Database

The library makes specialist online resources available to users as part of the teaching process. By accessing the dedicated Library section in MyNABA when connecting to the campus Wi-Fi network, you will find a search box to browse the contents in our online resources:

- **Material Connexion:** this is the largest research and consulting centre on innovative materials. Access to the contents of their database and premises in Viale Sarca is unlimited for NABA students.
- **EBSCO:** a large online research database with full texts of periodicals and e-books on art, architecture and design.
- **Vogue Archive:** a digital version of all issues of VOGUE AMERICA from 1892 to date.
- **WWD - Women's Wear Daily:** online fashion industry review updated on a daily basis (access outside the NABA campus Wi-Fi with user name and password).
- **Berg Fashion Library:** fashion and accessories research in historical, sociological, artistic, anthropological and geographical aspects.
- **Performance Design Archive:** stage design database with floor plans of the most famous theatres and theatre history content.
- **Taylor & Francis:** this platform offers 40 publications on design, media, communication and videogames.
- **BOF – The Business of Fashion** is a daily updated database with news on the world of fashion.
- **Domus Archive,** database with all the issues in digital version of Domus magazine since the foundation in 1928.
- **WGSN,** Worth Global Style Network, is a trend forecasting platform, focus on design.

Library Services

RESEARCH ASSISTANCE

The Library supports students in their research and provides information about Library resources. It also provides students with the reports requested by teaching staff as integrative supports for their lessons.

NOTICEBOARDS

The Library provides additional information about exhibitions and events that may interest students, both on and off campus.

The Library service collects and provides information about calls for applications that may be of interest to students.

The applications are available for direct consultation in the Library or in the MyNABA reserved area.

LIBRERIAUNIVERSITARIA.IT

Collaboration with the online shop libreriauniversitaria.it means that students can register their [email address@studenti.naba.it](mailto:email.address@studenti.naba.it) to purchase from the website and receive their purchases directly on campus. Libreria universitaria also sells second hand books.

OTHER SERVICES

The Library also has a photocopier/scanner that students can use with their badges. Free press publications are available at the Library entrance.

The reserved area contains some free database sites as well as the main Libraries databases in Milan.

Photocopies/prints on campus

Print and photocopy stations in the students' computer room

The stations in the students' rooms are connected to 4 colour and black and white printers, which students can use to print and photocopy educational material.

To print and photocopy material, it is necessary to place your badge on the machine reader.

Price of photocopies/prints:

- A4 colour: € 0.25
- A3 colour: € 0.35
- Black/white A4: € 0.05
- Black/white A3: € 0.10

Library photocopier

A photocopier is available for students to use in the library, with their personal badge and with the same prices and procedures as the study hall.

CONTACT	helpdesk@naba.it
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Print shop

The print shop is located on campus and offers the following services:

- 3D printing (PROTOTYPING)
- colour and black&white digital prints, in A4-A3 formats
- plotting in different weights and types of paper
- thesis printing
- prints on rigid materials (e.g. forex and Plexiglas)

STUDENTS CAN SEND IN FILES FOR PRINTING WITH ALL CHARACTERISTICS VIA EMAIL AND THEN COLLECT THEM, WITHOUT UNNECESSARY QUEUING.

The price of services are provided at the print shop.

Students can request a pre-paid card at Digiprint for access to discounts on services offered.

CONTACT PERSON	Angelo Ricchiuti
CONTACT	Building G, ground floor info@3dmilano.com Tel: 339 6770492
OPENING HOURS	Monday to Friday, from 08.30 am to 12.30 am – from 2.00 pm to 6.30 pm During examination and thesis periods: Monday to Friday, from 7.30 am to 6:30 pm open continuously Saturday: 9.00 am – 12.00 am

ACADEMIC CAREER AND REGISTRATION SERVICES

NABA Registration Office Is divided in two areas:

1. Student registration office
2. Online services registration office

Student registration office

The Registration Office offers support to students, specifically in three areas:

- following student career proceedings, from registration to final examinations;
- following management of the MyNABA reserved area for the relevant active online services;
- providing assistance to international students for procedures concerning tax ID code requirements and foreigner's permit to stay, registration with the City Council – Registry Office, opening a bank account and registration with the National Health Service.

CONTACT PERSONS	Manager: Sandra Mastrini Student Support Supervisor: Laura Maresca Online Services Supervisor: Nicoletta Mauri
CONTACTS	Building A, ground floor segreteria@naba.it Tel: 02 973721 (select number 3 for Registration Office)
OPENING HOURS	All services are supplied remotely via email. For emergencies or specific requests we are available to receive students by appointment

Online services registration office

Online services registration office:

- updates the information on MyNABA reserved area;
- follows and manages the available online services on MyNABA;
- ensures publication alerts;
- prepares exams and thesis calendars and manages appeals;
- provides calendars, hour lessons and free access to laboratories communication

CONTACT PERSONS	Manager: Sandra Mastrini Student Support Supervisor: Laura Maresca Online Services Supervisor: Nicoletta Mauri
CONTACTS	Building A, ground floor webservice@naba.it Tel: 02 973721 (select number 3 for Registration Office)
OPENING HOURS	All services are supplied remotely via email. For emergencies or specific requests we are available to receive students by appointment

Student career procedures

The Registration Office is the reference office for all procedures concerning a student's career, from enrollment through to the final examination. Specifically, the Registration Office follows activities concerning:

- Enrollment;
- Interruption of studies, suspension of studies, rejoining a career and transfers to other institutions;
- Passages from internal courses;
- Issue of certificates (*);
- Management of student careers (registration of grades, study plan);
- Management of forms and exceptions to the obligation for attendance, forms for recognition of projects and extracurricular productions, etc.
- Issue of a final certificate and supplement diploma;
- Announcement of the activities of part-time collaboration (150 hours);
- Renewal of internal scholarships from NABA.

(*) In particular, to ask for the issue of certificates, it is possible:

- to send requests to the following address certificate@naba.it
- to use the active online service on MyNABA in the section > **Online Services**

Students can contact the Registration Office also in order to request:

- careers advice;
- check of study plans.

CONTACT	studentsupport@naba.it
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MyNABA reserved area and other online services

The Registration Office deals with running the MyNABA reserved area and relevant active online services that can be consulted in the Online Services section in MyNABA.

For problems accessing the MyNABA reserved area and/or support requests for online services:
webservice@naba.it

CONTACT	webservice@naba.it
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Assistance to international students

The Registration Office provides assistance to international students for procedures concerning:

- Tax ID code requests (for EU and NON-EU students);
- Requests to renew foreigner's permit to stay (for NON-EU students);
- Registration with the City Council – Registry Office (for EU and NON-EU students);
- Opening a bank account;
- Registration with the National Health Service.

The Registration Office organises specific meetings for the students who require requiring assistance for these procedures. The calendar of meetings and the office's opening times to the general public for management of these procedures are published in the MyNABA reserved area, in the section **Academic Registration Office > Assistance to International Students**

CONTACT	studentsupport@naba.it
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Compliance with Italian regulations

All overseas students who enter Italy must comply with Italian law concerning the residence of foreign students. European students are obliged to register with the area police commission ([here](#) the Declaration to be presented), while non-EU students must apply for a residency permit, as required by Art. 5 of the Law 286/1998.

Other conditions include:

- Tax ID code (for EU and non-EU students)
- B: Foreigner's permit to stay (for non-EU students)
- C: Registration with the City Council – Registry Office (for EU and non-EU students)

For further information, it is possible to consult the dedicated MyNABA page.

Opening a bank account

NABA has completed an agreement with UBI - Banca Popolare Commercio e Industria, branch at Via Brunacci on the corner with via Meda. The agreement offers students the possibility to open a bank account on campus and with special conditions. The Registration Office provides support to students for this procedure.

Opening hours and access guide are available in the reserved area MyNABA.

Other banks near NABA:

- Banca Anton Veneta, Corso San Gottardo 42/a
- Banco di Brescia, Piazza XXIV Maggio, 7 Banca di Legnano, via Pavia 6/2
- Banca Popolare di Milano, Via Pavia

Healthcare

The Registration Office can provide assistance and a guide for contacting a GP (healthcare is free for students with European Health Card), or it can support the student when registering for specialist treatments.

The Registration Office provides information to those wishing to register with the Italian National Health Service.

Support to students with learning disabilities or physical disabilities

The service for students with learning disabilities is to assist them in the educational experience, specifically using compensatory tools for examinations and/or for removal of obstacles in the learning process.

To use the service for students with learning disabilities, students are kindly asked to provide a medical certificate to the Registration Office.

Students with physical disabilities that require preparations for the correct use of spaces and equipment are kindly asked to inform the Registration Office or the course coordinator.

NABA does not offer specific tutoring or specially created learning tools, but it is committed to listening, informing and paying attention to be sure to remove any obstacles to the learning process and the use of spaces, equipment and services.

Career ALIAS

NABA wishes to guarantee all transgender students the possibility to live in a serene environment for their studies, where their privacy and personal dignity is respected, where interpersonal relations are based on fairness and mutual respect of individual freedom and inviolable human dignity.

This is why, starting from the academic year 2020/21, students who have commenced a certifiable gender transition process, can ask for a CAREER ALIAS, where instead of their given birth name, they can use a name that corresponds to their new identity for all activities and services on Campus and pertaining to their academic life.

A career alias consists of a complete change and is used until the end of the gender transition process.

The new identity will be used in lecture registers and for examinations. The student can request a new badge with the alias name and a new email address@studenti.naba.it.

To activate this process, the student must sign a confidential agreement with NABA.

Activation requests must be sent to: sandra.mastrini@naba.it

For further information, please see MyNABA > **Academic Registration Office > Career Alias**

CONTACT	sandra.mastrini@naba.it
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STUDENT LIFE

NABA's Student Life Office assists students during their academic studies proposing or facilitating numerous extra-curricular activities to foster integration and socialization.

These activities, promoted together with the Student Council, the main Student Representative body of the Academy, might include parties, aperitifs, guided tours and trips to the most beautiful locations either in Italy and Europe, recreational classes, sports activities such as football, volleyball, basketball and table tennis.

In fact, NABA annually promotes and supports the establishment of Academy teams and their participation in official local university tournaments.

Auditions and subscriptions to be part of the Academy teams, take usually place at the beginning of the Academic Year and, the participation requires students a double weekly evening commitment: one training and one match.

Students can benefit from the numerous agreements signed by the Academy with cultural and commercial services, including sports centers, copy shops, theaters, medical centers and restaurants, as well as medical assistance service by appointment at a private medical practice near the campus.

NABA has set up the Buddy Project, an initiative in which a group of second and third year students volunteer additional support to international students. In addition to create a network of relationships with new students, the Buddy Project helps students to improve their language skills and their knowledge of different cultures.

Student Life office also collaborate with NABA's Academic Registration Office supporting students with their bureaucratic fulfillments.

WHERE	Building M – mezzanine
OPENING HOURS	Opening hours available on the reserved area MyNABA
CONTACT	Alessandro Cagnetta Tel: 02 97372252 studentlife@naba.it www.instagram.com/stu_dentlife/

The Student Council (Consulta degli Studenti)

The Student Council is the body that represents students within the Academy. Students elect council members, are part of the council and take part in its functions through student meetings organised during the year.

The Student Council (Consulta degli Studenti) will appoint two of its members to take part in Academic Council meetings for consultation and proposals concerning the protection of students' rights and interests.

The Student Council (Consulta degli Studenti) is strongly characterised by the independent planning of the students and decides on the running of academic activities self-managed activities in the cultural field, but also extra-academic sports and leisure activities so that they reflect the needs of the student body and evolve alongside it.

The Student Council (Consulta degli Studenti) accepts proposals from students through meetings that are open to all enrolled students.

The Student Council Regulations are published in the MyNABA reserved area in the dedicated section together with all the documents produced and the activities proposed: **Non-academic Services > Student Council**

ENROLLMENT ASSISTANCE AND ADMINISTRATIVE SUPPORT

Administration office and enrollment assistance

The Administration Office is available for NABA students for:

- Enrollment
- Re-enrollment
- Identification of the payment band
- Payment of fees and taxes
- Financial transactions. To activate processes, it is advisable to arrange an appointment

CONTACT PERSON	Gianna Veneri
CONTACTS	Building A, ground floor amm.studenti@naba.it Tel: 02 973721 (press 2 for the Administration Office)
OPENING HOURS	Opening hours available on the reserved area MyNABA

University scholarships (DSU)

NABA students can apply for annual university scholarships (DSU) available in compliance with the Lombardy regional law no. 33 of December 2004.

This study scholarship (DSU) is an economic payment that is allocated through applications, based on merit and income. The number of scholarships is established by NABA on a yearly basis. Economic requirements for applications are identified based on the Equivalent Financial Situation Indicator (University I.S.E.E.). The scholarship amount can be increased by additional sum for students with disabilities or additional sums for international mobility. The amount of the scholarship is differentiated based on the corresponding I.S.E.E. group of the student's family, as well as on the different geographical origin of the student. Payment is made in two instalments, distributed during the Academic Year.

NABA's DSU office will coordinate direct interventions to implement study payments and to ensure publication of the annual call for applications for study scholarships, available for consultation in the MyNABA area of the NABA website.

CONTACT	Edificio A, secondo piano dsu@naba.it
OPENING HOURS	The access to the DSU Office is only allowed online. Individual appointments on site will strictly be upon reservation at dsu@naba.it .

Part-time collaboration (150 hours)

For students enrolled in second or third years of undergraduate and master's degree courses

Pursuant to Art. 11 of Lgs. decree 68/2012, Art. 13 of Law 390 of 1991, of DPCM 9 April 2001, and all novations, amendments or integrations of same, NABA publishes an announcement for students enrolled in second or third years of undergraduate or master's degree courses to work part time in support of educational activities or services for the Academy.

First-year students in the academic year 2020/21 can present applications for the tutoring service from the 2nd year of their course (academic year 2020/21).

This position includes provision of a minimum number of 8 and up to a maximum of 150 hours to be completed during the academic year of reference, for an hourly rate of euro 8.00.

Applications for the service must be submitted exclusively via the online process that is accessible through the reserved area of the MyNABA website and no later than the deadline stated.

The call for applications, which is usually published mid-July, and the relevant information can be consulted in the reserved area of MyNABA inside the section **Tuition and Grants > 150 Hours Work/Study Program**.

CONTACTS	REGISTRATION OFFICE Building A, ground floor segreteria@naba.it Tel: 02 973721 (select number 3 for Registration Office)
OPENING HOURS	All services are supplied remotely via email

COMPUTER AND ELECTRONICS SERVICES

Personal badge

Each student enrolled in the first year is provided with a personal badge, to be used as:

- an ID document;
- top-up card for access to the various print and photocopy services on campus;
- top-up card for use with the various vending machines on campus;
- top-up card for use with catering services at The Corner Campus Bar & Restaurant

The use of the badge is strictly personal.

The badge is provided to first-year students at the start of course. Students must provide the 2 photographs (as requested at enrollment). The badge includes a non-refundable bonus of 20 euros to be used for photocopies and prints.

Lost badges must be communicated to the Student Administration that will provide a duplicate at a cost of € 10.00.

The reception will communicate the date of delivery of the new badge.

Students are obliged to comply with the regulations covering the use of personal badges, which can be consulted in the reserved area of the website in the section: Education > Regulations and standards

The badge has separate credit channels and therefore, credit topped up through a top-up device (vending machines/cash desks and totems at The Corner/photocopier) cannot be spent on other circuits.

Wi-Fi and computer access service

The NABA campus is covered by a Wi-Fi network that can be accessed by all students enrolled at the Academy.

To access the Wi-Fi service, students must connect to the campus network and enter their username and password, as sent to them by email during enrolment.

These credentials can also be used to access the computers in the mac laboratories on campus and the students' computer room, as well as to access the NABA internet network. Each student has their own 40-Gigabyte virtual Intranet archive space on the NABA network and this can be accessed from the computers in the laboratories and students' room.

This system makes it possible for students to organise their own documents in a single virtual archive and to work on them from different stations.

Student data on the Intranet is archived for an academic year until the end of the lessons.

We recommend always creating a backup of all files on own networks or hardware support.

OneLogin

The platform used by the Academy has centralized access via the OneLogin portal.

After logging in with the link <https://gge-ita.OneLogin.com/login>, in the "Company" area, the available platforms are shown (e.g. email management platform, access to MyNABA, etc.).

To access the portal, students must connect to the campus network and enter their username and password, as sent to them by email during enrolment.

NABA email account

NABA gives all students a personal email account: [name_surname@studenti.naba.it](mailto:nome_cognome@studenti.naba.it).

Academy communications will be sent to the NABA account. Movements and cancellations of lectures will be promptly sent via email.

It is therefore advisable for students to check their NABA email account daily for the latest communications.

The webmail is accessible from the “OneLogin” portal: <https://gge-ita.OneLogin.com>

Access credentials will be sent to the personal email address communicated by the student during enrolment and a copy will be sent to the NABA email address.

Students are also required to read and comply with the Rules for the use of the @students.naba.it e-mail account and the badge (available in the MyNABA Reserved Area) and in general to respect the ethical rules for the use of e-mail and electronical, connection and digital communication tools.

MyNABA: the academy online

MyNABA is a specific section of the NABA website, managed by the Registration Office, where students and teaching staff can find information and clarifications concerning their academic career, teaching activities and services and laboratories on campus.

The reserved area is also used for direct access to the student's NABA email (name_surname@studenti.naba.it - name_surname@docenti.naba.it), consult the Noticeboard, and use the following services online:

- study plans, including marks for examinations and relevant credits, and teaching syllabuses;
- course attendance (presences/absences);
- changes to personal data;
- request for certificates;
- completion of study plans (service active only in specific periods);
- EOS examination noticeboard: view of exam dates and enrolment for examinations (service active only in specific periods);
- Registration for the final academic diploma examination (service active only in specific periods);
- completion of questionnaires (service active only in specific periods);
- noticeboard and news;
- competition and calls for application;
- Laboratory reservation (service available for Design and Fashion Design laboratories);
- submission of applications for "Part-time collaboration -150 hours", from second year of course (service active only in specific periods);
- Submission of "application for DSU scholarship" (service active only in specific periods)

MyNABA can be accessed through the homepage of www.naba.it and/or at my.naba.it entering the username and password sent to the student's personal email address, as provided during enrolment, and in copy, to name_surname@studenti.naba.it

CONTACT	For problems accessing the service: webservice@naba.it
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MyNABA App

“MyNABA” is a free app that NABA has developed to improve communication between the Academy and its students. Using the app, which is integrated with the MyNABA platform, students can receive real-time updates on events, lecture rooms, changes to classroom.

The app is used to:

- View study curricula and marks
- Check timetables and rooms
- Check attendance
- Receive news and academic notices
- View opening times for offices and laboratories
- Receive communications for events, with browse and calendar functions
- Receive live push notifications for all communications sent out by NABA

The MyNABA app can be downloaded from the official app stores for Apple, Android and Windows devices.

TECHNICAL ASSISTANCE	helpdesk@naba.it
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CAREER SERVICE

The NABA Industry Relations & Career Service Office offers its students and alumni a range of opportunities to approach and enter the world of work, facilitating the transition from the Academy to the working context. It does this through two types of initiatives, those of Industry Relations and those of Career Service. These initiatives aim to provide useful tools for professional self-promotion and real and concrete opportunities to get in touch with leading companies in their sector such as workshops, Design Marathon, Recruiting Day, Talent Harbor and internship opportunities.

CONTACT PERSONS	Industry Relations & Career Service: Eleonora Manto Career Service: Simona Castagna Ferria Contin
CONTACTS	Building A, second floor careerservices@naba.it Tel: 02 973721
OPENING HOURS	All services are supplied remotely. For emergencies or specific requests we are available to receive by appointment.

Preparing for the world of work

Classroom Seminars and Career Coaching

The Career Service organises career orientation meetings for students, helping them to map out their skills and define their professional aims.

Students are supported in writing up their own résumés, motivational letters and professional portfolios with the aim of making their passage through to employment a smoother one.

The Career Service also plans individual coaching sessions, following the GROW model (goal, reality, options, will). The goal is to give students a guide for career development, asking the questions that will lead them to achieve SMART aims (specific, measurable, achievable, realistic and timed).

Every year, the office organises a Talent Harbour week and Talent Harbour day on the NABA'S campus, which are dedicated to students and alumni. During these events, students are encouraged and advised on a more conscious career path.

Important companies share their experiences, providing students/alumni with the opportunity to attend selection interviews on campus. Company representatives dialogue with students/alumni, providing them with advice about the different professional figures and roles.

Face-to-face with a company: projects and recruiting

The Career Service contacts companies to arrange internship agreements, to start training programmes for students and graduates, and to organise recruiting days on campus.

Job Corner

In the Career Service office, we provide a Job Corner service dedicated to alumni, with the aim of making it easier for students to enter the world of employment, by setting up extra-curricular internships or professional opportunities.

All alumni are able to access the Job Corner, setting up personalised appointments.

To use the service, it is necessary to make an appointment through the NABASYMPPLICITY platform.

Finding an internship

The Career Service collects and sorts the requests and wishes of students/alumni and sorts them according to company offers:

- It is in contact with a wide range of partner-companies and professional firms offering employment/internships.
- It organises initial contact with companies, supporting students in their interview preparation.
- It offers consulting services for bureaucratic procedures when activating an internship.
- It also offers support and coaching during internship periods.

The Career Service offers the NABASYMPLICITY platform, a web platform dedicated to the self-promotion of students and alumni at professional level. Students/alumni can consult and apply for internship/employment opportunities on the platform.

Students can access NABASYMPLICITY using the login procedure (One Login).

Go to <https://naba-csm.symplicity.com>, click on student and enter name surname and PW used to access Wi-Fi on Campus.

Through this platform, students can:

- Publish their curriculum vitae
- Publish their portfolios, personal projects and degree thesis
- Contact companies
- Submit their candidacy for internship and placement offers
- Take part in competitions and special projects
- Be selected to receive work opportunities
- Be informed on important events being held outside the NABA campus.

NABA Alumni association

Since 2012, NABA has been managing an alumni network, created to maintain relations with ex-students.

The Alumni network has an online community, chat and exchange room, and it offers alumni the opportunity to develop important collaborations in professional development terms.

The dedicated online channels are:

- on www.naba.it there is a dedicated section for alumni, where different projects are communicated.
- NABASYMPLICITY website *

*Alumni platform access:

Go to <https://naba-csm.symplicity.com>, click on alumni and enter name surname and the PW used to access Wi-Fi on campus. In case of a forgotten PW, write to helpdesk@naba.it.

CONTACTS	alumni@naba.it Tel: 02 97372221
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OTHER SERVICES

Housing service

The Housing service helps students with accommodation in Milan, either in private apartments and/or accommodation managed by selected providers.

CONTACT PERSON	Brunello Morelli
WHERE	Building A, ground floor
OPENING HOURS	Monday to Friday, from 10.00 am to 2.00 pm
CONTACTS	<p>Website: www.milanhousing.it</p> <p>E-mail:</p> <ul style="list-style-type: none"> - general information and “long stay” accommodation (three-year degree courses, and two-year specialist and master's degrees): info@milanhousing.it - housing for six-month and summer courses, as well as Erasmus programmes: short@milanhousing.it <p>Tel: 02 36517943</p>

The Corner – campus bar & restaurant

The Corner, Campus Bar & Restaurant is on three floors: a large central dining room, a mezzanine floor and a panoramic summer terrace. There is also an al fresco area in the summer.

At The Corner, there is a handy payment system using the student's personal badge, providing a 20% discount on list prices.

To top up the badge, it is sufficient to place the card on the reader in The Corner and insert a banknote (accepted denominations: €5.00/€10.00/€20.00/€50.00) or hand it to an operator and ask to top up by the required amount (to be paid in cash or by credit/debit card). The reader (totem) accepts coins and also gives change.

After topping up the badge, it is necessary to inform the operator of purchasing choices and then to place the badge on the special readers near the cashier (at the bar, the badge needs to be handed to the operator).

The operator will issue a receipt with the foods chosen and the available total.

Please remember that badges are personal and have two separate credit channels: one for the Bar & Restaurant area and the other for vending machines on campus. Therefore, it is not possible to store or use credit from vending machines inside the Bar & Restaurant area and vice versa (except for unverifiable fraudulent spending).

Credit for food consumption at The Corner is associated with your personal data and not your badge; therefore, in case of loss, you will not lose your credit and you can charge any remainder to your new badge.

To keep up to date on the daily menu, offers and initiatives, there is an app for The Corner called MySodexo. You can use this to look at information about the products in the bar and restaurant, such as nutritional content, calories, allergens, and therefore, personalise your food diary.

You can also consult news on activities and events in The Corner.

WHERE	Building R
OPENING HOURS	The opening hours are available at the entrance to the venue and are then reported in the MyNABA reserved area
CONTACT	Ristorante.Thecorner.FMS.IT@sodexo.com

Agreements with stores and services

NABA has various agreements with businesses and service providers which provide discounts and offers for NABA students.

The list, which is regularly updated with new agreements, is available at reception and can be downloaded from MyNABA in the section > **Non-academic Services > Other Services > Agreements with stores and services.**

There are offers ongoing with colour shops, copy services, bookshops, fabric stores, driving schools, costume hire services and retailers of various types, cosmetic stores and hair salons, numerous theatres and cultural centres, but also health services, opticians, dentists and private therapists.

Using the MyNABA account, it is also possible to access an online store that offers Apple products at convenient prices (register with school email at <https://naba.juice.it/>).

Counselling

A free counselling service is available to all students on campus.

The service aims to offer confidential listening to students, run by a professional counsellor, to help dealing with any difficulties that can emerge in different areas of their lives, including study, interpersonal relationships, their growth path, being away from home, coming from a different cultural context to the one they now experience, difficulty relating to other students, relationship problems, completing their academic career, etc..

Students can meet with counsellors for one or more sessions, in person or through remote connection.

A course of counselling consists of a short cycle of individual sessions, either weekly or fortnightly, lasting around 50 minutes each.

Students can contact a counsellor directly at the following email: counseling@naba.it

QUALITY MONITORING

Thanks to the quality of the courses and services offered, NABA has had UNI EN ISO conformity certification since 2000. The conformity certificate represents a guarantee of quality for all parties involved in the Academy: Students, Teachers and Staff.

To monitor student satisfaction and collect suggestions that can be used to improve the education and services offered, NABA uses the following tools: assessment questionnaires, dedicated meeting with student groups (Student Council and Student Forum), spontaneous meetings in various offices working in contact with the public, and a specific module, available from the Library, to point out any problems found and/or suggestions to improve services.

Student Council e Student Forum

As part of Service Quality monitoring, NABA also collects student feedback in a structured manner, using the formats of the Student Forum and Student Council, feedback meetings between Students and School, and with each class and class representative. Students can use these occasions to share their observations and remarks, as individuals or groups as well as make suggestions.

Satisfaction questionnaires

NABA regularly collects feedback from students on their educational experience at the Academy, also using Student Questionnaires. The results are carefully processed in order to guarantee listening and continued improvement of educational quality.

USEFUL INFORMATION

Emergency numbers

Single emergency number 112

Using the single emergency number 112, calls are directly switched to the emergency service required **Police, Emergency Medical Services, Fire Services** or **Carabinieri**.

It also has a multi-language service for simultaneous translation of calls using an interpreter.

Police station

Near the academy:

- Porta Ticinese - Via Tabacchi 6 - Tel: 02 8330181
- Porta Genova - Piazza Venino 6 - Tel: 02 4380071

Central police station:

- Via Montebello 26 - Tel: 02 62261

Healthcare assistance

Italian students who live in Milan can choose a GP for their period of study in Milan, contacting their area health authority.

Health Authorities nearest to NABA: Via Gola 22 – Tel: 02 85788017

Open: Tuesday, Wednesday, Thursday 08.15 am – 12.00 am and 13.15 – 2.30 pm

European students can use the blue card for European health services and be examined by a GP from the National Health Service, without any extra charge.

Non-EU citizens are not required to register with the local health authority, but this allows them to use healthcare services, including in hospitals, in the same way as an Italian citizen for a cost of €150.00 per year (from January to December).

To apply for this, it is necessary to have a valid foreigner's permit to stay (a receipt for this is not enough).

The Registration Office can assist students in this process.

Codice verde

NABA has a special agreement in place with Codice Verde, a private healthcare service that provides first aid services and offers the possibility to book same-day specialist examination services. NABA students can use a 10% discount for services offered.

NABA also has various agreements in place for healthcare, which can be viewed in the section on MyNABA.

Via Crivelli 15/1, Milan - www.codiceverde.com, Tel: 02 58319874

Family planning

- Family Planning Clinic – Via La Valle 7 – Tel: 02 85788530
- Family Planning Clinic – Via Stovani 5 – Tel: 02 85788532
- Family Planning Clinic – Via Monreale 13 – Tel: 02 85788535
- Ferrera Family Planning Clinic – Via della Ferrera 14 – Tel: 02 85788534
- Family Planning Clinic – Via Oglio 18 – Tel: 02 85788427
- Fantoli Family Planning Clinic – Via Fantoli 7 – Tel: 02 85788430
- Boifava Family Planning Clinic – Via Boifava 25 – Tel: 02 85788428
- Women's Centre – Via della Guastalla 8 – Tel: 02 861145 - info@cpdonna.it
- Fondazione C.A.Me.N. onlus Family Planning Clinic – Via S. Cristoforo 3/5 – Tel: 02 48953740

Pharmacies

PHARMACIES CLOSE TO CAMPUS:

- Farmacia Alzaia Pavese - Via Pichi 9
- Farmacia Bianchini - Via Pavia 1
- Farmacia Conte - Via Lagrange 2
- Farmacia Meda - Via Meda 37

PHARMACIES OPEN 24/7:

- Farmacia Stazione Centrale - Tel: 02 6690735
- Farmacia Boccaccio Via Boccaccio 26 - Tel: 02 4695281
- Farmacia Carlo Erba, Piazza Duomo 21 - Tel: 02 72023120/02861161
- Farmacia Reale, Via Larga 16 - Tel: 02 875463

Free phone Farmacie Milano 800 801185

Hospitals

Emergency: 112 (single emergency number)

- Milan hospitals and Emergency:
- Ospedale Fatebenefratelli, Corso Porta Nuova 23
- Tel: 02 63631/ www.fbf.milano.it
- Ospedale Luigi Sacco, Via G. B. Grassi 74
- Tel: 02 39041/ www.hsacco.it
- Ospedale Maggiore ("Policlinico"), Via F. Sforza 35
- Tel: 02 55031/ www.policlinico.mi.it
- Ospedale Niguarda, Piazza Ospedale Maggiore 3
- Tel: 02 64441/ www.ospedaleniguarda.it
- Ospedale San Carlo, Via Pio Secondo 3
- Tel: 02 40221/ www.sancarlo.mi.it
- Ospedale San Giuseppe, Via San Vittore 12
- Tel: 02 8599 - www.fatebenefratelli.it/s.giuseppe
- Ospedale San Raffaele, Via Olgettina 60
- Tel: 02 26431/ www.sanraffaele.org
- Ospedale San Paolo, Via Di Rudinì 8
- Tel: 02 81841/ www.hspsanpaolo.mi.it

Postal services

POSTE ITALIANE: www.posteitaliane.it

POST OFFICES NEAR TO THE ACADEMY:

- Via R. Bonghi 3/7 – Tel: 02 84405537
Open: Monday – Friday 8.00 am – 7.00 pm / Saturday 08.30 am – 12.00 am
- Via Rimini 2 – Tel: 02 8466513
Open: Monday – Friday 8.00 am – 2.00 pm / Saturday 08.30 am – 12.00 am
- Via Tosi Franco 2 – Tel: 02 81808111
Open: Monday – Friday 8.00 am – 7.00 pm / Saturday 08.30 am – 12.00 am
- Corso di Porta Ticinese corner with Via G. Giacomo Mora
Open: Monday – Friday 8.00 am – 7.00 pm / Saturday 08.30 am – 12.00 am

Private courier services

- UPS: 800 877 877/ www.ups.com
- TNT: 803 868/ www.tnt.it
- DHL: 199 199 345/ www.dhl.it
- Bartolini: 02 33912534/ www.bartolini.it

Credit cards

In case of credit card loss or theft, this must be reported to the police station and to your credit card provider.

- American Express: 06 72 90 03 47
- Diners: 800 864 064
- Cartasì: 800 151616
- MasterCard: 800 870 866
- Visa: 800 819 014

Milan: Open WIFI

Open WIFI is the free wireless network for the municipality of Milan.

This service allows free web browsing in all areas of the city that are covered.

To find out more: info.openwifimilano.it

Public transport “ATM” Milan

Azienda Trasporti Pubblici Milano: www.atm-mi.it

ATM manages the whole public transport network in Milan: metro, bus and tram. The GiroMilano section of the website allows you to calculate the best route to your destination.

ATM POINTS FOR INFORMATION AND TO PURCHASE PASSES:

- Romolo MM2 (closest to NABA)
- Duomo MM1-MM3
- Centrale MM2-MM3
- Cadorna MM1-MM2
- Garibaldi MM2
- Loreto MM1-MM2

To activate a pass, you need to visit an ATM point with the following documents:

- Tax ID code
- 2 passport-size photographs
- Copy of an ID document
- Application form (available from ATM)
- Self certification of student status

The issue of the electronic card is subject to a € 10 fee.

Railways

- TRENORD (Regional Service): www.trenord.it
- TRENITALIA: www.ferroviedellostato.it
- ITALO: www.italotreno.it

Airports

- LINATE
Bus from MILANO CENTRALE every 30 minutes from 6.10 am to 11.30 pm
Bus n. 73 da Piazza San Babila every 10 minutes from 6.0 am to 00.55 am
- MALPENSA
Train from CADORNA (Malpensa Express) every 30 minutes
Malpensa Bus Express from MILANO CENTRALE from 6.35 am to 11.35 pm
- ORIO AL SERIO
Bus from MILANO CENTRALE from 04.50 am to 00.15 am

Milan taxis

- 02 8585
- 02 8383
- 02 5353
- 02 4040
- 02 6969