

FLORENCE



LdM

The Italian
International
Institute

Lorenzo de' Medici

PRE-DEPARTURE GUIDE
SUMMER & FALL 2014



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Welcome to Italy Florence

Dear Student,

You are about to embark upon what we hope will be one of the most enriching adventures of your lifetime. The Lorenzo de' Medici (LdM) Pre-Departure Guide has been created to assist you in preparing for your stay in Italy. It gives you a clear overview of what to do before leaving your country. Good planning and proper time management of your responsibilities are fundamental in the final stages before your departure.

This guide provides you with all the practical advice you will need before you leave home and when you arrive in Florence.

We look forward to seeing you!

Lorenzo de' Medici Institute

BEFORE YOU LEAVE HOME

IMPORTANT REQUIRED DOCUMENTS

PASSPORT

The most important document you will need before planning your trip abroad is a passport. Obtaining the passport is your responsibility. Your passport must be valid for at least three full months after your return date! It usually takes up to six weeks to get your passport, but during peak travel times it may take longer. **It is important to include your departure date on your passport application.** For further information about getting or renewing a U.S. passport, fees and obtaining passport application forms please visit the official website of the U.S. Government of State at: http://travel.state.gov/passport/passport_1738.html.

Please make 2 copies of the face page of your passport and of your Student Visa and bring them with you.

- One copy is needed to apply for the Permit of Stay in Italy, so make sure you bring it to Italy.
- One copy to carry with you at all times. We suggest you keep your original passport in a safe place in your apartment (in Italy), and carry the copy for identification purposes in Florence. When traveling outside Florence, make sure you have your original passport with you.

Photocopies of documents to leave with your family

- Give a copy of your passport, a copy of your driver's license, and a copy of your credit cards (both sides) to your family in your home country. In case one of these are lost or stolen, it might be easier for your family to help replace stolen items.
- Copy of your travel itinerary.
- Contact information, your address in Italy (if you already know it).

STUDENT VISA, PERMIT OF STAY AND

DECLARATION OF PRESENCE

To find out if you need a student visa, you **NEED** to first calculate if you will be studying in Italy more than 90 days. If you will be studying in Italy more than 90 days (i.e. semester programs or three summer sessions), see below. If you will be studying in Italy up to 90 days (i.e. one or two summer sessions, ONLY if you are not staying for the semester as well), see section "Study Periods Up To 90 Days" at page 6.

EU citizens have **NO** legal obligations.

STUDY PERIODS OVER 90 DAYS:

All non-EU citizens must obtain a student visa; it is MANDATORY. Students must contact the Italian Consulate or Embassy of their jurisdiction to see which

documents are required in order to apply for a Study Visa (requirements vary from one Consulate to another). Once processed, the consulate will affix your visa on to your passport.

The following documents are **USUALLY** required to apply for a student visa:

- Valid passport
- Acceptance letter from LdM bearing the official seal: 1 Original and 1 Copy **
- A certified bank letter indicating your financial support
- Proof of health insurance, etc.

****IMPORTANT:** upon receiving your visa, please ensure that the Italian Consulate gives you back the acceptance letter from LdM bearing the official seal of the Consulate. This document is required to apply for the Permit of Stay once in Italy (so make sure you bring it with you).

For further information, please see the Italian Ministry of Foreign Affairs at: www.esteri.it/visti/index_eng.asp.

Select "STUDY: technical and professional instruction beyond the level of compulsory education" as the reason for visit.

The waiting period for a visa is approximately 4-6 weeks from the time of the application, but it may take up to 8 weeks if any documents are missing. To improve the chances of getting the visa on time, we advise students to begin this process approximately 3 months before their departure date since waiting time and lines become longer during peak travel periods.

Students should check their visa when they get it back from the Consulate to make sure that the expiration date matches the date written on the LdM acceptance letter.

****PLEASE NOTE:** Please be aware that the Study Visa you will receive will allow you to travel to the Schengen countries ONLY. This means that during your semester abroad you are not allowed to travel i.e. to UK, Ireland, Croatia, Morocco, Turkey, etc. Please see page 6 for a full list of Schengen countries.

In the event that a consulate does not issue a study visa, the negation of such must be requested in writing.

Besides the Visa, all non-EU citizens studying in Italy more than 90 days will be required to apply for the Permit of Stay once in Italy.

PERMIT OF STAY (Permesso di Soggiorno)

Non-EU citizens must have **BOTH** the student visa (which you obtain in your home country) and the Permit of Stay (which you obtain once in Italy), in order to be legal during your time abroad.

The Decree passed on the 11th of December 2006 by the Minister of Internal Affairs regarding the new procedure for the request of the "Permesso di Soggiorno" (Permit of Stay) for all purposes - tourism, study, work, family, etc. - has remained unchanged. The permit of stay is a mandatory document, especially necessary for all students who wish to travel in Europe.

Upon arrival, LdM staff will instruct you on this procedure. The processing of the documents for the permit of stay will be handled

by Eduitalia. **The link for the semester is <http://secure.edu-services.org/LDMFlorence/Fall2014>.** Although the credit card number is requested when registering on the link, no money is debited until after the collection of the documents for the permit of stay, i.e. during the first week of the term.

The total cost will be approximately Euro 181,50. Since there is a possibility that the price might raise, exact cost and details will be announced during orientation in Florence. This amount has to be paid in cash or credit card by each student when submitting the documents required for the permit of stay:

1. **A COPY OF THE FRONT PHOTO PAGE OF YOUR PASSPORT.**
2. **A COPY OF THE VISA PAGE OF YOUR PASSPORT.** This page, which has been stamped at the Italian border, has to be photocopied upon arrival in Italy.
3. **A COPY OF YOUR INTERNATIONAL HEALTH INSURANCE POLICY** (this health insurance is ONLY valid if your policy specifies that you are covered abroad). Students who do not have International Health Insurance will be required to purchase an Italian Emergency Health Insurance Policy. This will only cover Emergency medical services in Italy.
4. A copy of the **LdM acceptance letter which you presented to the Italian Consulate or Embassy** bearing their official stamp or seal. This letter should have been returned by the Italian Consulate together with your passport and visa.

STUDY PERIODS UP TO 90 DAYS:

The below link lists the countries whose citizens do NOT require a visa for study abroad programs up to 90 days:

http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/IngressoSoggiornoInItalia/Visto_ingresso/Paesi_esenti_visto.htm?LANG=EN

YOU ARE REQUIRED TO APPLY FOR A STUDENT VISA if you come from a country which is not listed in the above link. Please see page 5 for information on how to obtain a Student Visa.

In either case, see the below procedure for the Declaration of Presence.

DECLARATION OF PRESENCE

All non-EU citizens who come to Italy for less than three months for visits, tourism, business and study may have to apply for the Declaration of Presence.

STEP 1: Please read the following and see which situation applies to you:

- a. If you came directly to Italy (that is, you did not touch down in any other country), AND you did get a stamp in your passport at the Italian end when you landed, then you do NOT have to do the Declaration of Presence. Stop reading.
- b. If you came directly to Italy (that is, you did not touch down in any other country), BUT you did NOT get a stamp in your passport at the Italian end when you landed, then, YES, you MUST do the Declaration of Presence. See STEP 2.
- c. If your flight stopped in either a Schengen* country (see list

below in italics) or England or Ireland, then YES, you MUST do the Declaration of Presence (unless your passport was stamped in Italy in which case you do not have to do the Declaration). See STEP 2.

- * ***The Schengen Countries are: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland.***

STEP 2: After you have determined which of the above applies to you and you have discovered that you **MUST** do the Declaration of Presence, here is what you do.

Upon arrival, LdM staff will instruct you on this procedure. You will be assisted by Eduitalia. This service costs 18,15 euro which is deducted from your credit card when you turn in your documents. In order to receive this service you must register on the following link: <http://secure.edu-services.org/LDMFlorence/Summer2014>

Once you have registered with Eduitalia, **you will be required to bring the following documents** to an official meeting (place and date to be disclosed during orientation in Florence):

1. A copy of the front photo page of your passport
2. If you did receive a stamp at border control, bring a copy of that page with the stamp on it

STEP 3: You may be contacted by your LdM advisor if a meeting at the public office Questura will be necessary.

CELL PHONE

For purposes of safety and/or in the case of a national or personal emergency all students studying at the Istituto Lorenzo de' Medici **MUST** carry a mobile phone at all times so that you are available to be contacted 24/7 while studying in Italy. Since student apartments do not have land-lines, the mobile phone is also useful to keep in contact with family, faculty and friends.

If you decide to make use of the cellphone supplied to LdM students, Platform3000 in collaboration with PicCell Wireless, must be contacted. **All phone orders must be done online! To order your phone, you must contact the office you enrolled through and get the proper link.**

If you order your phone at least 14 days in advance, the phone will be shipped in the USA free of charge at the address provided when you ordered it. If you order the phone less than 14 days before your departure, you will be able to pick it up when you arrive in Florence at Home Away Services in Via Chiara 4/r (close to LdM and the main train station).

LdM strongly suggest to have a phone with you throughout your trip to Italy, so that you can easily reach someone in case you need help.

DETAILS INCLUDE:

- You will receive a new phone to keep, an Italian SIM card rental and local service from VODAFONE Italy, all provided through PicCell Wireless.
- Lorenzo de' Medici is paying for all initial fees and you only pay for the outgoing calls and texts you make.
- Incoming calls are free to your Italian number while you are in Italy, regardless of where the call originates.
- You return the SIM card to PicCell Wireless at the end of your program. If you have a personal Smartphone and would like only a SIM card, you need to first unlock it with your US provider so it can be used with an Italian SIM card.
- Order from the special link provided to you and receive the phone before you leave the USA.
- Shipping is free if you order at least 14 days in advance.
- Please read all service details on the link including tips on using your phone responsibly while abroad, saving money on international calls, costs for local rates and roaming rates.
- A PicCell representative will be available during orientation.
- If you plan to travel around Europe while abroad, you can order additional SIM cards for different countries for FREE or order a Europe roaming SIM card for a fee.

If you have questions about this, please contact PicCell Wireless at info@piccellwireless.com.

LOCAL CURRENCY & BANKING

LOCAL CURRENCY

The Italian unit of currency is the **EURO** which is indicated by the symbol € before the amount and it is divided into cents. Banknotes come in 5, 10, 20, 50, 100, 200 and 500. They increase in size progressively according to the value and have different colors. There are 8 different coins which have common European face and, on the reverse, a different symbol representing each of the EU countries. Check currency conversion websites for current rate of exchange. The same currency is also used in the following countries: Andorra, Austria, Belgium, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Kosovo, Luxemburg, Malta, Monaco, Montenegro, Netherlands, Portugal, San Marino, Slovakia, Slovenia, Spain and Vatican City.

Check currency conversion websites such as <http://www.xe.com> for daily currency conversion rates. By calculating Euro equivalents for \$1, \$5, \$10, and \$20 (and writing them down if you easily forget), students should adjust quickly after the first few days of travel.

Some students find it comforting to obtain \$50 to \$100 in Euros from

their local bank before leaving for Italy. This will allow you to become familiar with the look and feel of the currency, and you will have one less thing to think about, when tired, upon arrival at the airport. Please remember however that most U.S. travelers are able to obtain Euros from ATMs in the airports without problems (see section below on ATMs).

BANKING

Unless you have a bank account, it is very hard to exchange money at a bank.

*****Important Note:** Checks from US Bank accounts CANNOT be cashed in Italy.

ATM cards - You may be able to withdraw money from your bank account at home by using your ATM card if your bank card has the Cirrus or Plus symbol. You can find a machine with the same symbols and be able to access funds from your CHECKING account.

MasterCard-Visa - You can obtain cash advance from your credit card at an ATM machine with the Visa or MC symbols if you have a PIN number (different from your ATM PIN; get your PIN number before you leave home). If you don't have a PIN number, you can usually get cash advance from an exchange office or a bank.

*****Important Note:** Be sure to let your bank and the credit card companies know you about your travel plans. Otherwise, European transactions could be flagged and service could be blocked.

Traveler's Check are not commonly used in Italy any more and in the past it was difficult for students to find banks to exchange them or places where to pay with them. Instead you can consider getting a Visa Check Card.

Please visit http://usa.visa.com/personal/cards/prepaid/visa_travel_money.html for more info.

US Banks in Florence

BANK OF AMERICA - BNL

Piazza della Repubblica, 21R telephone: +39 055 233 0502

Via dei Cerretani, 6N telephone +39 055 233 0440

Via Ghibellina corner of Via Verdi telephone: +39 055 244 851

CITIBANK - Barclays

Via Don G. Minzoni, 9 telephone: +39 055 537 2301

BUDGET

You should make a budget plan that guides you in handling your money. In determining your potential expenses for the semester, calculate your expenses on campus, (i.e. books, entertainment, meals, etc.), while factoring in travel expenses, an emergency fund, and other excursions or supplies. Money needed per semester varies depending on students' preferences. Students on a small budget spend between \$3000-\$5000 per semester, and a lavish budget can be \$8000 or more per semester.

Remember, students enrolled in courses with field trips, lab fees, class supplies and materials are responsible for paying these expenses that can be costly and should budget extra money accordingly. Most museum visits occur in relation with specific classes. Entrance fees to museums can vary between \$13.00 to \$20.00. For avid museum goers, you may consider the possibility of purchasing a **museum pass**. More information about this will be given during orientation in Florence.

Here are a few suggestions to keep your costs down:

- Walk whenever you can. You'll see more and feel better too.
- Avoid impulse buying.
- Shop for groceries rather than eating out.
- Keep a record of your expenses.
- Combine trips so as to get several things done at once. It will save time and money if you plan ahead for your trips by talking to those who have been there before and going over your guidebook.

Here are a few examples of how much you could pay for:

- Bus ticket € 1,20
- Notebook € 3,00
- Panini € 4,00
- Small bottle of water € 1,50
- Big bottle of water € 2,50
- Plate of pasta in a restaurant € 6,00-10,00

EMERGENCY FUNDS

In the event of an emergency, it is possible to have your parents wire money to you directly. This procedure takes about one hour on their part (more for you to retrieve it) and should be restricted to emergency use since there is a fee for both the service and transportation to the agency where you can obtain your wired funds. Please remember that the rate of exchange will be the official exchange rate on the day the transaction takes place.

Organizations which provide wire transfer services are Western Union (800) 464464 and MoneyGram (800) 088 256. You may want to call them before you leave to find out details and to see if this is even an option in the country or countries that you are studying in and visiting.

RAIL PASSES

Eurail Passes must be purchased in the U.S. before you leave.

These rail passes can also be bought online. Please see www.eurail.com or www.raileurope.com for more information. The first time you use this pass you must go to the ticket window at the train station to validate your ticket before your departure. In order to use a Eurostar train with your Eurail pass, you must still make a seat reservation and pay a small supplemental fee. Note: Beware of fraudulent companies on the Internet selling fake rail passes! Make sure you buy this card in the United States, before coming to Italy. It needs to be mailed to a valid U.S. address and then signed by you personally.

For one year students it is possible to get the Carta Freccia, which is much like a "mileage rewards card" for frequent users of the train. Earn points for traveling with the Italian train system and you can get discounts and promotions as well as free trips.

Go on line (www.fsitaliane.it) as sometimes there can be discounts if you buy your train ticket 30/15/7 days before departure.

PACKING

IMPORTANT NOTES FOR PACKING

- You alone will carry what you bring! You will find cobblestone streets and many flights of stairs -- can you carry it all by yourself? Find out before you leave the USA and leave whatever you can't carry at home. You will thank yourself, believe us! In addition to the above mentioned, the majority of students arrive in Florence on the same day that they left, which may increase your chances of having your luggage delayed, especially if it's overweight.
- After packing, see if you can weed out any items you don't think you'll wear or use.
- Be aware of items that are prohibited by your airline. For more information on what you cannot carry in your suitcase or carry-on bag, please call your airlines.
- Check your ticket or call your airline for luggage restrictions on size, weight, number of luggage items, locks, etc. Remember that many airlines now charge an extra fee for having more than one bag! Going over the weight limit can also carry severe fees.
- During your journey, watch your bags at all times and do not accept packages from anyone.

SEE PAGE 13 FOR A CHECKLIST OF WHAT TO BRING - AND WHAT TO LEAVE AT HOME!

SMALL APPLIANCES

AND ELECTRONIC DEVICES

The voltage in Europe is 220 volts, 50 hertz. If you have appliances (over 60 hertz) from home, you must use a **transformer** as well as a plug **adapter**. If you don't bring one, you can easily buy it upon arrival. We suggest that you do not bring any electronic items other than a laptop computer. Hairdryers and flat irons are available in dual voltage. A variety of different kinds of batteries (such as AA) are available to purchase in Italy as well.

STUDENTS WITH DISABILITIES

DISABILITY RESOURCES

Many accommodations for disabilities that students are used to in the USA are different or do not exist in Italy. Additionally, the experience of being in a completely different cultural environment can be stressful.

You should anticipate and arrange for any disability accommodations at overseas sites well before your departure. Receiving accommodations once you are abroad will be more difficult and may not be possible.

MAKE SURE TO BRING ANY OFFICIAL DOCUMENTATION OF YOUR DISABILITY OR LEARNING ACCOMODATION WITH YOU TO FLORENCE.

PHYSICAL ACCOMMODATIONS AND SUPPORT

Students with physical disabilities should be aware that accommodations throughout Italy can be limited, and that it will be necessary to adjust to their new surroundings and culture. Prior to departure seek out as much information as possible.

It is important for students to keep in mind that Florence is an old city with buildings that are 50 to 700+ years old, elevators are rare and may not fit a wheelchair, hallways and stairways can be narrow, streets are often cobblestone and uneven and do not have large sidewalks.

**** It is very important to let LdM know about any physical disability and the requirements you may have well before your departure, so that accommodations can be made if possible.**

STUDENTS WITH LEARNING DISABILITIES

Students with documented learning disabilities will be subject to local educational standards, and therefore may not be provided with the same accommodations offered by their home institution. However, based on current and official documentation of the disability, LdM will provide assistance to these students. It is each student's responsibility to obtain written documentation from their home institution, and hand it in to their LdM Advisor and to submit a formal request by email to the Dean of Students by the deadline.

Commonly requested accommodations which have been provided to LdM students include: extra time for completion of exams/quizzes, administration of exams/quizzes in separate classrooms, Italian language tutoring, use of a tape recorder (with permission of instructor), use of laptop for notetaking and exams/quizzes.

SOCIAL ISSUES

RELIGION

You may want to learn about available resources for different religions, or find out the history of a particular religion in the countries in which you are studying or traveling. The following link helps you see the level of religious freedom in different countries overseas:

www.state.gov/g/drl/rls/irf/ - the state of religious freedom, country by country as seen by the United States Department of State.

During Orientation, you will receive a handbook of information that includes some examples of specific religious institutions that you can frequent during your stay in Florence.

HEALTH & MEDICATION

PRE-DEPARTURE MEDICAL/DENTAL EXAMINATIONS

- It is a good idea to have a medical checkup before you leave the USA. Please see www.cdc.gov/travel/westeurp.htm for the Center for Disease Control's current recommendations on **immunizations**.
- It is **IMPORTANT** to bring copies of important **health records** and a doctor's statement about any health problems.
- A visit/checkup with your **dentist** is also recommended.

MEDICATION

- a. If currently on a daily prescription, get enough prescription drugs for the entire stay and an extra supply. Note: pack these in their original containers.
- b. Bring prescriptions from your doctor (as proof that you are allowed to have the medication).
- c. All prescribed medications must be labeled clearly with your name to avoid any problems with local authorities. While US prescriptions justify you traveling with the medications, they are not valid in Italian pharmacies for a refill. Therefore, to obtain a prescription valid in Italy, you will need to visit a doctor there who will be able to write you a prescription.
- d. There are many mosquitos in Florence. While they do not carry any diseases and medication is not necessary, it is advisable to have some bug spray (which can be purchased in Italy), particularly if you will be there during the warmer months. Our suggestion is not to leave the windows open at night when the lights are on in your apartment, as this attracts more mosquitos.

****Important Note**

The drug Adderal, commonly used in the USA for people with ADD or ADHD, is not available in Italy and is, in fact, considered a narcotic and is illegal. If you have a prescription for this drug, please contact the US Consulate/Embassy for further details. Doctors cannot supply it in Italy, and you will not be able to have it sent over, so plan ahead. The sharing of Adderal among students is considered a crime according to Italian law, and will be viewed by LdM as a serious drug offense.

WEATHER

From September until mid-October and from late March until May the weather is sunny and cool. Since Florence is set in a valley, the summer months and the winter months tend to be humid and rather extreme. January and February are generally cold (32° low, 48° high). In March it will be still chilly, and often rainy too.

April is little warmer and May is nice and warm (50° low, 75° high). In June, July and August, it gets very hot (70° low, 100° high). September and October are very good months with beautiful autumn days (57° low, 75° high). In November it can rain often and in December the cold weather begins (37° low, 55° high).

Note: Temperatures mentioned above are in Fahrenheit.

HOUSING

Here is some basic information regarding LdM apartments in Florence:

- The landlord will provide clean linens, towels and kitchen utensils, so there is no need to bring these items.
- Elevators are rare in Florence.
- You will be shopping more often for food because the refrigerators are usually medium or small in size.
- Electricity and water are expensive. Europeans generally are very conservative with their use of utilities.
- Buildings can be anywhere from 50 to 700+ years old and therefore the heating systems are not as powerful as the ones in the USA. Bring wool clothing or clothes you can layer.
- Air-conditioners in the apartments are not available, but most of them are equipped with fans. Open the windows to get a good ventilation in your apartment and save energy. Remind to close the windows when you are not in the apartment.
- House slippers may be helpful and comfortable, since Italian apartments don't have carpets. They can also avoid noise for the neighbours downstairs.
- Electric plugs look different in Italy. The voltage in Italy is 220 (US is 110). For more info, see Page 8.

- Phone landlines are not available in your rented apartments.
- INTERNET is available in ALL LdM apartments. Keep in mind that Italian internet is different from internet in the USA. You may be used to constant, non-stop internet connections but overall in Florence sometimes the connections are not as steady due to the differing architecture of buildings. You may not always have access to internet in your own room, but internet is at least guaranteed in the common area of the apartment. Information may be obtained from the housing office and/or your advisor in Florence.
- Washing machines are available, not dryers. You may hang your clothes on a rack or use the Laundromat.
- It might be a good idea to get ear-plugs for the night. Streets can be noisy.

LDM STUDENT MAIL SERVICE

LdM has a Student Mail Service to facilitate students' mail and packages sent from family and friends. It is easier for you and more reliable to have your mail sent to the Student Mail Office than to your apartment in Italy, since there is always someone to accept it and since your name does not appear on your apartment mailbox. Please have your friends and family address the letters/packages to:

YOUR NAME

C/O ISTITUTO LORENZO DE' MEDICI

VIA DEL MELARANCIO 6/r

50123 FIRENZE, ITALIA

Regular mail generally takes anywhere from 8-10 days to arrive, both to and from the USA.

Packages take longer: 45 days if sent by regular airmail, 3-6 days if sent by special shipping options in the Post Office (this costs more money).

Express mail (Fed-Ex, DHL, etc.) takes about 3-4 days.

We recommend using Fed-Ex, DHL, or TNT. We do not recommend using UPS.

It is your responsibility to check with the Student Mail Service, and to check your LdM mailbox frequently, especially when you are expecting a package.

Customs for Packages sent to Students

International imports are subject to strict customs controls, and many of them can entail fees.

Each time **food, cosmetics, electronics, leather products, medicines, vitamins and medical supplies, e.g. contact lenses,**

are sent and/or declared, your packages are more likely to be held up in customs.

Customs Procedures / Fees: For packages held up in customs, you will have to send/fax a copy of your passport and a signed declaration to customs officials, often pay a customs fee, and sometimes pay a processing fee in addition to the customs fee. For this reason we suggest you avoid sending these types of goods.

Medicine / Medical Supplies

For medicine, contact lenses, etc., we recommend that you bring a supply with you for your whole stay in Italy. If you run out, these items can be prescribed by a doctor in Italy. There is a service with English-speaking doctors which you can use to get new prescriptions. If you have a specific medicine that you take, we recommend that you bring a prescription from your home doctor to show to the doctors here. If medicine or medical supplies are held up in customs, you will have to provide customs officials with a prescription from a doctor in Italy, and there is the risk that they won't arrive by the time you need them.

Import Value: Packages can also be held up in customs if the declared value doesn't match the actual value of the item(s). If sending items that are used (clothing, etc.), they should be declared as such, specifying "used personal effects". Be sure to write the current value of the items, not the original price. New items should be marked "for private use". Goods marked with high values will almost certainly be held up in customs, and the student will have to complete a declaration of the content and value. **AN IMPORT TAX OF ABOVE 30% OF THE DECLARED VALUE MAY BE CHARGED FOR IMPORTED NEW CLOTHING.**

Customs Notification

If the customs office notifies the LdM Student Mail Service directly of a package held up in customs, we email the student immediately. However, sometimes these notifications are in the form of letters addressed to the student, and in this case we cannot know that a package is held up in customs until the student finds the letter in their mailbox and tells us.** This is why students should check their mailboxes and check in with the Student Mail Service regularly, especially when expecting a package. The customs office will wait for the requested documentation from 5-15 work days, after which the package will either be sent back or destroyed, depending on the package's content.

Customs Assistance

LdM Student Mail Service offers assistance to students for packages which are being held in Italian customs for import restrictions. LdM's package service consists of assisting students in:

- filling out forms and documents;
- e-mailing or faxing the requested documents, or else explaining how to send them through the mail (the customs office may specify they want the documents faxed, scanned or sent);
- acting as an intermediary between the student and the customs office/shipping company when possible;

- transferring payments made by the students to the customs office/shipping company.

LdM is not responsible for any errors or delays by the customs office/shipping companies, or any damages caused by the student's delays in finding the customs notification, filling out the forms, etc.

****Timing for Customs Clearance** - The customs clearance time below starts from the moment a student informs LdM about this notification.

- Approximately 5-15 days for goods held in customs for tax reasons
- Approximately 10-45 days for packages held due to restricted content

PRE-DEPARTURE PLANNING CHECKLIST AND USEFUL WEBSITES

CHECKLIST

REQUIRED

- **Valid passport**
- **Student Visa** (if required, see page 5)
- All documents stamped by the Italian Consulate (including Original Acceptance Letter from LdM) -- if applicable
- 2 copies of the face page of your passport
- **Health Insurance Coverage** for living abroad or purchase the Italian health insurance once you arrive in Italy
- **Plane ticket**
- ATM card(s)
- Credit Card(s)
- All US citizens must **register with the American Consulate** (<https://step.state.gov/step/> -- short term traveler)
- **Cell phone**
- **Prescriptions:** if needed, prescription drugs (remember to bring enough medication for the entire stay. If this is not possible, at least bring original prescriptions from your doctor to Italy).
- **Four passport-size photos (not black and white, no copies)**

IMPORTANT

Clothing and other items (which you may either bring or buy in Florence)

- Proper clothing for weather conditions such as shorts, jeans, sweaters, etc. (see Weather section)
- Non-heeled shoes. You will walk a lot! So good, thick-soled, closed shoes will provide protection and warmth for your feet on the cobblestone streets.
- Warm winter coat, gloves, scarves, hats
- Raincoat & umbrella
- Toiletries
- Contact lens solution and eye glasses
- Camera, film or sufficient memory, batteries (all of these can be more expensive abroad)
- Sunglasses
- Small Italian-English dictionary
- Flip-flops or sandals that can be used at pools, on the beach, or in showers
- Warm pajamas and slippers. The apartments in Italy are not as warm as in your home country as the buildings are often old and difficult to heat adequately.
- Backpack or duffel for carrying books, picnic lunches, or supplies during tours and travel (perhaps one big enough for weekend excursions). You may also want to have a small carry-on suitcase for trips throughout your stay in Italy.

- Vitamins, aspirin (pain reliever), cough medicine, an antihistamine (especially if you know you suffer from allergies), medicine for motion sickness
- Converter with adapter (if bringing Laptop Computer)
- LdM Pre-Departure Guide (it has useful information you will need when you arrive in Italy)

OPTIONAL

- Cash in euros for the journey & first few days (or you can withdraw money at any ATM machines once you arrive in Italy)
- Rail Passes (if any)
- School supplies can be purchased upon arrival. Students in photography classes should consult information on required equipment when registering. Additional information on materials for other classes will be given to you on the first day of class. You can decide to bring any art material that you have from home, however please be informed that they will have to be approved by the professor.
- Travel Guides: Lonely Planet, Michelin Green Guides, Eyewitness Italy, and Let's Go! etc. There are a few copies of these available in the Advising Office for reference, and much of this information can be viewed online as well.
- Journal for recording your experiences.

ITEMS NOT TO BRING

- Large electrical appliances
- Too much clothing
- Cigarette cartons and alcohol
- Expensive jewelry
- Too much cash in US \$, as exchange rate fees are pretty high
- Travelers' Cheques

USEFUL WEBSITES

www.hostels.com

(English) - to find/book hostels in Italy and the rest of the world

www.hostelworld.com

(English) - to find/book hostels in Italy and the rest of the world

www.cts.it

(Italian only) - website of the Student Travel Agency. Good fares for students under 26!

www.raileurope.com

(English) - all the info on EurailPasses

www.trenitalia.com

(Italian and English) - official website of Italy's train system. You may check schedules, prices and buy tickets online.

www.aeroporto.firenze.it

(Italian and English) - web site of the Florence airport. It's possible to check the status of the flights.

www.firenzeturismo.it

(Italian and English) - official web site of the Florence's tourist office. To check events, museums' opening times, restaurants, useful information, etc.

www.ataf.net

(Italian and English) - official website of the Florence's bus company. To check routes, schedules, etc.

www.paginegialle.it

(Italian only) - Italian Yellow Pages

www.paginebianche.it

(Italian only) - phone book of any city in Italy

www.boxol.it

(Italian and English) - to check about events, concerts, operas, etc. in Florence and Tuscany. It is possible to buy tickets online.

www.lega-calcio.it/ita/atim.shtml

(official website of Italian soccer) - to check Italian teams' games, results, dates, etc.

www.lapulce.it

(Italian only) - classified ads online

www.cinehall.it

(English) - to check the schedule of movies in English at Odeon movie theater. With the LDM student card there is a discounted rate for the movie shows.

www.eurometeo.com

(Italian and English) - weather in Italy and the rest of Europe

maps.google.com

customized directions including walking paths and bus stops are often included here

SOCIAL MEDIA ABROAD

TIPS FOR USING SOCIAL MEDIA WHILE STUDYING ABROAD

PRE-DEPARTURE

- Read up on Italy! Follow **Twitter** accounts or **Facebook** pages that provide news, politics, culture, and events about your future home.
- Follow our Twitter account (@Istituto_LdM) and our Facebook page (**Scuola Lorenzo de' Medici**) to be updated on our institute life
- Buy **Skype credit** to communicate with your family and friends as needed
- Set up a blog and write a few posts prior to your departure so you can remember how you were feeling leading up to the trip
- Consider making your social media account settings more private (photos will be posted like crazy when you are abroad, so if you don't want certain people seeing everything you do, check those privacy settings)
- If you have a smart phone, decide if it is worth getting unlocked to use abroad. You can always access apps such as **WhatsApp**, iMessage, and **Viber** to communicate via WiFi.

UPON ARRIVAL

- Get in touch with friends and family! It's easy to get wrapped up in the excitement but everyone wants to know you arrived safely.
- Document things (photos, blog, posts) especially at the beginning when new sights and experiences stand out to you the most
- DO NOT be too attached to communicating with people from home; give yourself an allotted time per week to contact friends and family, but do not stay on the computer the entire time abroad while everyone else is exploring and enjoying their new environment

**WHEN YOU ARRIVE
IN FLORENCE**

GETTING SETTLED

CALLING HOME (MANDATORY TO INFORM

YOUR FAMILY OF YOUR SAFE ARRIVAL!)

The prefix for the USA is: 001 - if you are dialing direct, dial: 001+ area code + number

In Italy cell phone calls are expensive, but incoming calls are free. Consult the Platform3000 website (www.piccellwireless.com) for all information and rates. Please remember that the time difference from Italy to the US is -6 hours for the East Coast, -7 hours for Central, -8 hours for Mountain, and -9 hours to the West Coast.

- **Calling Card:** Be careful if you call from one European country to another, it is as though you were calling an European country from the USA. In this case it would be less expensive dialing direct from Italy.
- **Public Telephones:** Public telephones are located in public places, including streets, train and bus stations. To use pay phones buy a phone card, "scheda telefonica" (available in various tariffs). Before you can use this card you will have to tear off the marked corner! Then you must insert it in the payphone and it will work as a debit card. This way, you see (on the computerized monitor) the total on your card decreasing as you talk, and can monitor the length of your conversations.

WARNING: Do not use the 800 numbers posted on the public phone booth asking for your credit card number! Their rates are extremely high and there is also the risk that they might continue charging your credit card fraudulently!

- If you have a Gmail account, we suggest that you try using Google Chat to make calls. You can purchase increments of \$10.00 in your account, and then use that money to make phone calls anywhere in the world. To call the United States from Italy using Gchat on your computer (call to any landline or cell phone) and it will only cost you \$0.01 per minute (can't get much cheaper than that). This is a good option if you want to call a phone, rather than a computer, for which we recommend using Skype, since it is free to call from computer-to-computer.
- If you are bringing your own smart phone (regardless if it is an Iphone, check with your provider in the USA to see what the options are before coming to Italy), there are many apps you can download to make free calls and texts internationally.

IMPORTANT PHONE NUMBERS, EMERGENCY & MEDICAL SERVICES

FOR EMERGENCY ONLY:

Carabinieri	112
Police Emergency	113
Ambulance - First Aid	118
Medical Service	055 475 411

INFORMATION PHONE NUMBERS

**Florence Airport
Flight Information (24 hrs)**
055 306 1700/702

Florence Airport Lost Luggage
055 306 1302

Railway Information
892 021

Tourist Information Center (APT)
Via Cavour 1/r
055 290 832
Piazza Stazione, 4
055 212 245, 055 272 8208

United States Consulate - Lungarno Vespucci 38
(switchboard) 055 266 951
(open to the public: Monday-Friday 9:00am - 12:30pm).
For emergency situations and afternoon appointments they can be reached by phone.

MEDICAL CARE

MEDICAL SERVICE (24/7)
WWW.MEDICALSERVICE.FIRENZE.IT 055 475 411

English speaking general practitioners and specialists.

Via Roma 4

without appointment from Monday to Friday from 11:00am to 12:00pm, from 1:00pm to 3:00pm, and from 5:00pm to 6:00pm. On Saturday from 11:00am to 12:00pm and from 1:00pm to 3:00pm.

Visit to regular doctor (no appointment needed) €40 (cash and credit card payment)

Visit to see a specialist (by appointment only) €70 - €100 (cash only)

For students with HTH and CISI health insurance, visits are free (mandatory to bring the health insurance card or a photocopy of it. The card MUST have all the information: name/last name, coverage dates, policy #).

Doctor's visit to your home: (Credit cards /cash)

- Day-afternoon visits: €70 (for students with HTH and CISI health insurance, cost is €30)
- Evening-night (including overnight, weekends, and holidays) €100 (for students with HTH and CISI health insurance cost is €60)

GUARDIA MEDICA TURISTICA: TEL. 055 212 221

English speaking general practitioners.

Vicolo degli Aldimari 1

(from Piazza del Duomo, take Via Calzaiuoli and turn the first right): without appointment from Monday to Friday from 2:00pm to 4:30pm. Cost € 29. Specialist visits by appointment ONLY (approximate cost € 29/39 - N.B. not all the specialists speak English).

Pharmacies Open 24 hours

Inside train station: tel. 055 216 761

JET LAG

Jet lag occurs when your body's own time clock is out of synchronization with the country you are visiting. Symptoms of jet lag include insomnia, fatigue, irritability, dehydration, problems concentrating and sometimes nausea, anxiety, sweats, etc.

TIPS FOR MINIMIZING JET LAG DURING AIR TRAVEL

- Get good sleep the night before you leave.
- Drink plenty of water on the flight to avoid dehydration. Avoid coffee and alcohol during the flight and upon arrival.
- Avoid overeating; this may give you indigestion.
- Exercise your legs by taking a walk around the aircraft. Stretch your back, arms and leg muscles, walk up and down the aisle.
- Wear loose clothing for comfort. Your feet may swell during the flight so wear loose fitting shoes or slippers.

TIPS FOR ADJUSTING

TO A NEW TIME ZONE UPON ARRIVAL

- Take a short nap upon arrival and only sleep at night.
- Try to keep the day of arrival free to rest.
- Drink lots of water and avoid caffeine.

CULTURE SHOCK

When a student studies abroad, a normal and expected response is culture shock.

WHAT IS CULTURE SHOCK?

Culture shock occurs when a person experiences a clash between his/her way of viewing and interacting with the world (determined by the his/her home culture) and a new cultural environment.

FOUR PHASES OF "CULTURE ADJUSTMENT"

WHAT ARE THE FOUR PHASES?

1. **The Honeymoon:** initial reactions of excitement, fascination and enthusiasm.
2. **The Crisis:** feelings of inadequacy, frustration, sadness, anxiety and anger.
3. **The Recovery:** crisis resolution and cultural learning.
4. **Adjustment:** enjoyment of and adaptation in the new environment.
 - A person may not always follow these steps in order, sometimes moving back and forth between stages or getting "stuck" in one phase.
 - Different people react in different ways

This process repeats itself when a person re-enters his/her home country.

WHAT ARE SOME SYMPTOMS OF CULTURE SHOCK?

- Feelings of helplessness
- Fear
- Confusion
- Anxiety
- Frustration
- Anger
- Sadness and crying
- Loneliness
- Change in sleep patterns (Less or more)
- Change in appetite or weight (Loss or gain)

You may experience as little as one symptom, or you may experience several of them. The point is that most people experience at least some symptoms - it is completely normal.

HELPING WITH CULTURE SHOCK:

1. Increasing support network- For many of you, you have left behind friends, family, and other important relationships. It may be helpful to join clubs, participate in school events and activities, and sign-up for school excursions. Continuing with interests and hobbies from home is also helpful (sports, music, etc.)
2. Journaling- It may be helpful to keep a journal to record your thoughts and feelings about adjusting to a new culture. This may also be helpful to review your experiences abroad when you return home.
3. Education- Know about the phases of culture shock, so that you can recognize them and be proactive.

4. Talking- You may find it helpful to talk to others, including your advisor or a counselor, about the challenges you are experiencing.
5. Self-care- It is really important to continue taking care of yourselves: eat well, exercise and be kind to yourself.
6. Familiarizing yourself- With key phrases and important social customs; try to speak Italian as much as you can. It is also helpful to learn as much as you can about your host culture.
7. Reasonable Expectations- It took us all years to learn the language spoken at home and the social cues important in our own culture, so have patience with yourself when trying to learn Italian language and social cues.

GETTING AROUND THE CITY

This section has brief information that will help you during your first week in Florence before the Orientation meeting.

FLORENCE BUS SYSTEM AND TAXIS

The city bus company is called ATAF. It is definitely the cheapest way to get around the city. Most buses usually run from early morning (about 6:00am) to midnight. For bus routes, schedules and other information, you may visit www.ataf.net, call the toll free # 800 424 500 or go directly to the Ataf office located next to the train station.

* All busses have buttons to signal for a stop. Some seats, identified by a sign, are reserved for disabled, elderly persons and pregnant women and must be given upon request.

BUS TICKETS

A single ticket costs €1,20, lasts 90 minutes from the time it is validated, and must be purchased at Tabacchi shops or news stand before getting on the bus.

IMPORTANT: Single use tickets must be validated by punching them immediately upon entering the bus. Fines are very expensive for those caught without a valid ticket.

TAXIS

Keep in mind that taking a taxi in Florence is very expensive. Generally taxis cannot be hailed; you must either go to the taxi stands in the main squares (Duomo, San Marco, Repubblica), at the train station, at the airport or you can call a taxi at the following numbers to tell them where you are: 055 4390 or 055 4798. Only cash is accepted. No checks or credit cards are accepted for payment.

SAFETY TIPS

Florence is a safe city, as long as you use common sense, and take precautions.

Learn about the customs and local laws of the country to which you are going. Remember that you are subject to their laws and are not protected by U.S. laws. In general, try to keep a low profile. In many countries Americans are not always viewed in a positive light. Once adjusted to your new location, you will have a better sense of how you wish to act in your new surroundings.

- **Always carry a copy of your passport with you.** Carrying a personal document is mandatory by law, but it is always safer when you are coming to class, or just taking a walk, to carry the copy rather than the original. Note that if you will be traveling, or going to the bank, you'll need your original. For lost or stolen passport, call your consulate or go online www.usembassy.it.
- **Beware of pick-pockets.** They are generally women and children who have mastered the art of pick-pocketing, and quickly take advantage of easily accessible purses or wallets in large crowds and packed buses. They are easy to recognize, and concentrated near the main tourist attractions and museums; most of the children carry newspapers or pieces of cardboard to distract their targets.
- **STUDENTS SHOULD NOT WALK ALONE AT NIGHT,** especially if they have had too much to drink - it is unsafe and inappropriate. Call a taxi or walk with someone. Women who travel alone in taxi have a 10% discount from 9pm to 2am.
- Although there is no drinking age limit in Italy, this does not mean that you can drink on the street at any time, day or night. If found in an inebriate state, the police can stop you, ask for documents and fine you (up to 350 euros). Also, in these conditions, you are at a greater risk of being physically or verbally attacked.

CULTURAL HINTS

SHOPPING

In Italy shops are very small. The window displays give an accurate picture of the merchandise available, and the prices are usually listed. This is to prevent too much foot traffic in such a small space. It is general practice to enter a shop only if you are looking to buy, if you see something in the window that sparks your interest and is within your price range. Browsing is discouraged. In the USA, people are used to large department stores where they can try on as much as they like; while there are larger stores in Italy as well, it is a good idea to keep this difference in mind. Window shopping, on the other hand, is always acceptable and the displays are generally quite beautiful (Italians are very good at optimizing the little space they have).

In Florence, the mall is located outside of the city center but is accessible by bus. While there are supermarkets, most of them are much smaller than those in the US and you will not find a "wholesale" type of store. Most shops specialize in certain types of products (i.e.,

a key store, a jewelry store, a stationery store). Sometimes it can be more challenging to find a specific product, but it can also be fun to see all the different kinds of shops that are around!

“SIESTA”

Many businesses close for a few hours in the afternoon for the Italian version of “siesta”. They typically close around 1 pm and re-open between 3:30-4 pm. This includes pharmacies (there are always pharmacies open 24 hours a day), clothing stores, etc. Since Florence is a tourist city, you may even find that things actually stay open (the closer you are to the center). Don’t assume they will, though. The farther you are from the center, and especially when you travel to smaller cities in Italy, the more you will need to take these closures into consideration. Businesses tend to stay open until 7 or 8 in the evening.

TIPPING

In Italian restaurants, especially in Florence, you will be charged a cover charge known as a “coperto” or “servizio” per person, which usually runs between €1-€2. This will be automatically included on your bill and covers the tip, as well as bread. If you wish to leave more, pocket change is completely acceptable. It is not necessary to calculate 20% of the bill and tip accordingly, as in your country. A little extra is of course appreciated, but large tips are not expected nor required. Likewise, it is not necessary to tip bartenders. Tipping taxi drivers is also not necessary, though a little extra on top of the fare is generally acceptable.

COFFEE

While in Italy coffee is certainly an important part of the culture, it differs greatly from the American “stay all day with your laptop” coffeehouse culture. Places considered “cafes” in the US are typically called “bars” in Italian. Bars offer both coffee and alcoholic beverages, and are usually frequented during the day. There is a reason that Italians drink espresso rather than the large cups of coffee that Americans tend to prefer: speed. A coffee break is a brief event, in and out of the café in 5-10 minutes, mostly standing up at the bar counter. In most bars, there are actually different prices for those who drink their espresso standing up and those who prefer table service. There is generally a price list on the wall which indicates both prices. Depending on the location of the bar, this price difference can be quite significant. Bars in the center of Florence (especially those with tables outside in the main squares) tend to charge you not just for the coffee, but for the view as well. A 1 euro coffee can easily become a €6/7 coffee, so be aware. Ordering a “caffè” automatically means “espresso”. If you prefer American style coffee, you need to specify: “caffè Americano” or “caffè lungo”.

DRESS

While people may of course dress as they prefer around Florence, keep in mind that it is easy to stick out as a foreigner particularly in regards to clothing. Italians tend to have a more formal way of dressing than is typical of American colleges. Italians do not attend class in pajamas or sweatpants. It is unlikely to see Italians in the streets of Florence wearing sweatpants or hoodies either, so you may want to bring a smaller supply of these informal clothes.

Many churches (the Vatican included) do not allow people to enter unless their legs and shoulders are covered, even in summer months, so keep this in mind while travelling. Many students will have mandatory museum trips for their classes, and it is important to dress accordingly or admission will be denied.

There are also a few events sponsored by LdM (such as Welcome and Goodbye Dinners) where you may want to have more formal attire with you.

Please note: If you are planning on wearing heels, keep in mind that streets in Italy are mostly cobblestone and very uneven. It is easy to sprain your ankle or hurt your feet, so be careful!

ORIENTATION MEETING

It is **ABSOLUTELY REQUIRED** that all students attend the **ORIENTATION MEETING** in Florence. Students must make sure they plan their travel itinerary accordingly. You will receive an Orientation Packet which will give detailed practical information regarding the campus, services, health and safety tips, bus passes, shopping, free time activities, field trips, etc. We will include more details (date, time, etc.) of this meeting in the final packet you will receive through e-mail before your departure.

ACADEMIC FIELD TRIPS

LdM offers students weekend excursions led by qualified LdM staff. These trips enable students to visit some of the most famous Italian cities and sites, including Venice, Rome, Cinque Terre, Alps and the Garda Lake, Capri, Sorrento and Pompeii as well as others outside of Italy, such as the French Riviera and Switzerland. LdM provides many opportunities to explore local natural and historical sites.

POLICIES AND RULES

POLICIES ON CONDUCT

INTRODUCTION AND GENERAL CLAUSE

Lorenzo de' Medici takes seriously its academic mission of fostering the creative and intellectual potential of each of its students in an international environment that values tolerance and respect. We believe in the concept of informed decision-making and wish to promote healthy behavior.

In order to maintain an atmosphere that nurtures this potential, Lorenzo de' Medici has established Rules of Conduct consistent with this goal.

By accepting admission to Lorenzo de' Medici, students are accepting the conditions as described in these Rules of Conduct.

These conditions apply to behavior both on and off campus (e.g. in the city, bars, clubs and other meeting places), and also include behaviour in all LdM activities (e.g. LdM clubs, volunteer activities, etc.). These Rules apply also to students' behavior in the apartment (or family) where they reside while attending Lorenzo de' Medici.

In addition, the Rules contained herein supersede other LdM publications or documents (e.g. housing flyers, residence life brochures or handbooks, etc.) Any changes to the terms and conditions of these Rules of Conduct will be communicated to students in writing and will replace the relevant portions of this text.

GENERAL CONDUCT

Each student is expected to:

- a) Act as a responsible member of the academic community, in language, personal interactions and the treatment of property.
- b) Act honestly. Providing false information to an LdM faculty or staff member is not allowed.
- c) Treat others as they would like to be treated, and to recognize the inherent dignity and worth of every person in the community.
- d) Behave in classes according to the standards of a serious learning environment and be respectful of cultural norms and local etiquette. Disruption of teaching, study, administration or other Institute activities is not allowed.
- e) Dress in a respectful or non-offensive manner according to the standards of a serious learning environment. Appropriate dress and footwear during all studio art and cooking courses is required.
- f) Refrain from using computers, tablets, and mobile devices during lectures, unless instructed to do so by your professor.
- g) Avoid eating and drinking during all lectures and/or academic activities.
- h) Respect the personal and property rights of all other persons, of Lorenzo de' Medici itself, and of the community at-large. Students are not allowed unauthorized entry to, or use of, an LdM building, structure or facility. Attempted or actual theft of, or the unauthorized possession of, LdM property or property belonging to any member of the LdM community is strictly forbidden.

- i) Be responsible in helping keep yourself and the community safe.
- j) Work with the community to prevent vandalism, hate speech, physical violence and harassment.
- k) Acknowledge that we are all different – in social class, sexual orientation, religion, philosophies, ethnic groups, cultural background, physical abilities, and so on – and strive to understand one another and protect and affirm the right of all persons to be themselves.

ALCOHOL

Alcohol may be consumed, but not abused, by students who are of legal drinking age in their host country. All students are responsible for discouraging alcohol-related behavior that is abusive to themselves or to others. Moreover, Lorenzo de' Medici considers drunkenness and intoxication in public, whether inside or outside the Institute's premises, unacceptable regardless of age.

LdM will not be held responsible for students' alcohol abuse and for all the consequences arising from that abuse.

Penalties for violating the alcohol policy of LdM include but are not limited to: warnings, probations, fines, parental notification and educational service projects. It is hoped that education will help students understand more about the residual effects of alcohol both physically and socially. Alcohol violations may also result in suspension or expulsion from LdM. Penalties are levied on a per-person basis.

DRUGS

The possession, use or distribution of any substances that are considered illicit or illegal drugs or controlled substances is prohibited and is considered a violation of Lorenzo de' Medici Rules as well as Italian laws. Violators are subject to both disciplinary action by Lorenzo de' Medici and prosecution by the Italian authorities. Any drug infraction will be considered a grave violation of policy and will result in serious sanctions, up to and including dismissal from the program.

ASSAULT AND FIGHTING

Assault, fighting and similar behavior are serious offences that are considered detrimental to students and to the name of the Institute.

ACADEMIC DISHONESTY

(CHEATING AND PLAGIARISM)

The Institute makes every reasonable effort to foster honest academic conduct. Within a wider framework of mutual respect, students should act with integrity and honesty in their academics. Instances of suspected academic dishonesty are reported by faculty to the Dean of Students or designated LdM staff who investigates in consultation with the faculty member and the Academic Committee. Violations include cheating on tests, plagiarism, recycled work, unauthorized assistance, or similar actions not explicitly mentioned here. The Dean of Students may determine the sanction of a grade of "F" for the coursework, exam, or project concerned, or else for the course.

PRIVACY POLICY

- a) The LdM privacy policy may be different from the privacy policy of the state where the students come from.
- b) The LdM privacy policy is governed by Italian law.
- c) In case of any form of infringement of the Lorenzo de' Medici Rules of Conduct, or in every case of a health problem for a student, every LdM student agrees to permit LdM Academic Advisors or the Directorate to notify the home university and/or the family about all information concerning the infringement or the health problem.

ENFORCEMENT OF THE RULES OF CONDUCT

- a) Determination of Violation. In the case of a possible violation of the Rules the following process will be followed. After a report is filed, the student will be required to meet with the Dean of Students or a designated LdM staff. This meeting will provide an opportunity for the student and the Dean or designated staff to discuss the possible violation. If the student does not admit to a violation, the Dean of Students or designated staff will decide whether the preponderance of the evidence shows that the student has violated Lorenzo de' Medici's Rules of Conduct.

- b) Sanctions. In all cases involving a violation of any of these Rules, the Dean of Students or designated LdM staff may impose any combination of the following sanctions: **oral or written admonition, written warning, probation, mandated counselling assessment, fines, withholding of academic transcripts, expulsion from Lorenzo de' Medici, or any other discretionary sanctions. Sanctions may be notified to the program or university to which the students belong and/or to the parent/s or guardian/s, at the Institute's discretion. Any sanctions by Lorenzo de' Medici do not necessarily signify that further sanctions cannot be forthcoming from the home institution.**

In case of expulsion for conduct or academic reasons, the Dean of Students or designated staff will decide the timing and the modality of execution. From the moment that notice is delivered, the student will no longer be a student of LdM, and will be obliged to leave LdM without any form of refunding. The student will no longer have access to LdM services, premises or activities. The student will be obliged to vacate LdM Housing (if applicable). Students will receive an "F" in each non-completed course.

- c) Appeals. In all cases involving sanctions, the student may appeal to the Board of Directors of the Institute on the grounds of insufficient evidence, violation of rights, or severity of the sanction. The appeal will be based on the record of the original meeting, unless new material evidence has been discovered since that time.
- d) Disciplinary Files. Files involving violations of the Rules by students will be maintained for five years from the date of sanction. Personally identifiable information about individual students in these files will be protected.

SUMMER & FALL 2014 ACADEMIC REGULATIONS

JUNE DEADLINES

Add/drop	June 3 - 4
Final Registration (Last day to add/drop a class with no record)	June 4 at 1:00 PM
Learning disability documentation	June 5
Lab fee, Extra Course Fee payment	June 5
Last day for a "W" Withdrawal	June 16
Last day for a "W/F" Withdrawal	June 23

JULY DEADLINES

Add/drop	June 7 - 8
Final Registration (Last day to add/drop a class with no record)	July 8 at 1:00 PM
Learning disability documentation	July 9
Lab fee, Extra Course Fee payment	July 9
Last day for a "W" Withdrawal	July 18
Last day for a "W/F" Withdrawal	July 28

AUGUST DEADLINES

Final Registration	August 4 at 1:00 PM
Learning disability documentation	August 6

FALL DEADLINES

Add/drop week	September 1 - 5
Final Registration (Last day to add/drop a class with no record)	September 5 at 12:00 NOON
Learning disability documentation	September 10
Lab fee payment	September 19
Last day for a "W" Withdrawal	November 3
Last day for a "W/F" Withdrawal	December 5

REGISTRATION REGULATIONS

1. Students may be enrolled in one of the following Programs without exceeding the total number of credits allowed by their home institution:

Summer Sessions

- One 3- or 4-Credit Course
- Combination of two courses (total of 6 or 7 credits)
- Workshop (6 credits)

Fall Semester

- 3-Hour Italian + 4 Courses (15 crs.)
- 6-Hour Italian + 3 Courses (15 crs.)
- 16-Hour Italian (16 crs.)

2. Students will not be allowed to change Program or Location after arrival at LdM.
3. Students will be charged an additional fee for any extra course, to be paid during Add/Drop week for the Fall semester and by the deadline for Summer Sessions, if they add the course on-site or if they haven't already paid for the course.
4. All students must take at least one Italian course during the semester (minimum 3 credits). Italian is mandatory during the semester and cannot be dropped. Italian language (ITL code) and Italian language and culture (ITC code) courses are equivalent in term of satisfying the LdM language requirement. During the summer Italian language is optional.
5. Students must retain full-time status, with a minimum of 12 credits per semester and 3 credits for summer session. Students may not drop or withdraw (with a "W" or "W/F") from a course if it would bring them below the minimum number of credits. During the summer, non-credit offerings are available only in addition to credit-bearing classes.
6. Students are responsible for ensuring that their home institution will grant them credits for courses taken at LdM. This includes any new courses as a result of placement test/level adjustments.
7. Students may attend only the courses listed on their Official Registration form. Auditing is not allowed.
8. Students pre-registered for a non-beginning course, including Italian, must check the LdM Catalogue and Course Schedule to make sure they meet all the prerequisites. A placement test will be administered to confirm the students' level. As a result of the placement test, LdM reserves the right to move students into a different level.
9. Only one class can be changed upon arrival at LdM, depending on course availability. This is only allowed before the Final Registration deadline, i.e. during the first week of classes for the semester. Each student is responsible for requesting courses for which their home institution will grant them credits. This is not available for the Three Cities program, Semester Certificate, International Conflict Transformation Certificate mandatory courses, or Summer Workshops.
10. To add/drop a class, students must ask their advisor for the Add & Drop Request form; to be filled out, signed and returned to their advisor, who will submit it to the Registrar for final approval. Students will be held accountable for any absences that occur from not confirming the result of their Add& Drop request/s in person with their advisor after the Final registration deadline and prior to any scheduled/requested courses.
11. Switching from one section to another of the same course, including Italian, is considered a course change. Switching levels of the same course does not constitute a change.
12. No exceptions will be made regarding add/drop regulations, procedure and deadlines.
13. No refunds will be issued for classes dropped after arrival at LdM.
14. All lab fees must be paid by the deadline. Students who withdraw from a class after the final registration deadline are still responsible for paying that course's lab fee (if applicable).
15. Mid-terms and final exams will be given only on the scheduled days that appear on each course syllabus and will not be moved under any circumstances, including illness, religious holidays, travel plans, family matters, etc. Exams are scheduled during normal class times, so more than one exam may be administered on the same day.
16. Students are not allowed to make up any assessed in-class activities they have missed (including but not limited to quizzes, tests, etc.) under any circumstances, including illness, religious holidays, travel plans, family matters, etc.
17. Students with documented learning disabilities will be subject to local educational standards, and therefore may not be provided with the same accommodations offered by their home institution. However, based on current and official documentation of the disability, LdM will provide assistance to these students. It is each student's responsibility to obtain written documentation from their home institution, and hand it in to their LdM Advisor and to submit a formal request by email to the Dean of Students by the deadline.
18. LdM does not offer Pass/Fail grades or Incompletes, only letter grades. All classes registered for and grades received will appear on each student's LdM transcript regardless of their intent to transfer credits to their home institution. Students are responsible for understanding the LdM grading system and their home institution's minimum grade requirement for the transfer of credit. Detailed information about grading/evaluation can be found in the specific course syllabi.
19. LdM reserves the right to withhold the transcript and/or housing deposit of students who violate contract agreements related to housing and/or academic issues (i.e. any balance or debt incurred) and/or whose behavior is considered detrimental towards the institute and other students.
 - a) The Rules of Conduct applied at this Institute may be different from the rules applied by the student's home college or university.
 - b) The Lorenzo de' Medici Rules of Conduct must be carefully read by each student. A copy of the Rules of Conduct is included in the orientation packet given to every student and is also shown in every building of the Institute.
20. The signing of the Academic Regulations means acceptance of the abovementioned Rules of Conduct.
21. It is ABSOLUTELY REQUIRED that all students attend the ORIENTATION MEETING in Florence. Students must make sure they plan their travel itinerary accordingly.
22. All students are required to carry a cell phone at all times that can receive text messages and phone calls in Italy, and to provide the phone number to LdM at Orientation. This is required in case of emergency, but students may be contacted by LdM for other reasons.
23. Any student with several unsatisfactory academic performance may be called to meet with the Dean of Students and subject to academic warning, dismissal, refused admission for a future term, or any other restriction the Academic Committee deems appropriate.

ATTENDANCE REGULATIONS

1. Course attendance is a primary requirement for a responsible learning experience at LdM.
2. Absences will also be counted during the first week of class (for the semester) or the first days of class (for summer session) unless students added the class during the add/drop period.
3. Punctuality is mandatory. Students must arrive in class on time: any lateness, leaving class during the lesson without notice, not showing up on time after the break, or leaving earlier, will impact the participation grade and the Final Grade. In addition:

- Three late arrivals or equivalent (10 to 20 minutes) result in one absence on the attendance count.
 - Missing more than 20 minutes will be considered as one full absence.
- Students are responsible for keeping track of their absences and for catching up on any missed work.
 - Make-up classes are always mandatory as part of the course program.
 - If a class occasionally creates conflict with another class, the student is required to inform both instructors in advance. Students must be aware that there will be no possibility to make up any assessed in-class activities they have missed (including but not limited to quizzes, tests, etc.). Students must keep this in mind in order to make a responsible decision about which class to attend.
 - For no reason (i.e. religious holidays, travel plans, family matters, etc.) will absences be excused.
 - Students will receive an “F” on each exam they miss.
 - Students who leave LdM before the end of the term must fill out an Official Withdrawal Request form and return it to their advisor. Students who submit the form by the “W” Withdrawal deadline will receive a “W” for each non-completed course. Students who submit the form by the “W/F” Withdrawal deadline will receive a “W/F” for each non-completed course. Students who leave LdM without submitting the form will receive an “F” in each non-completed course. In all cases, students will not be eligible for credits or receive a refund.
 - Students who absent themselves from courses will have their final grade penalized as indicated on the following table:

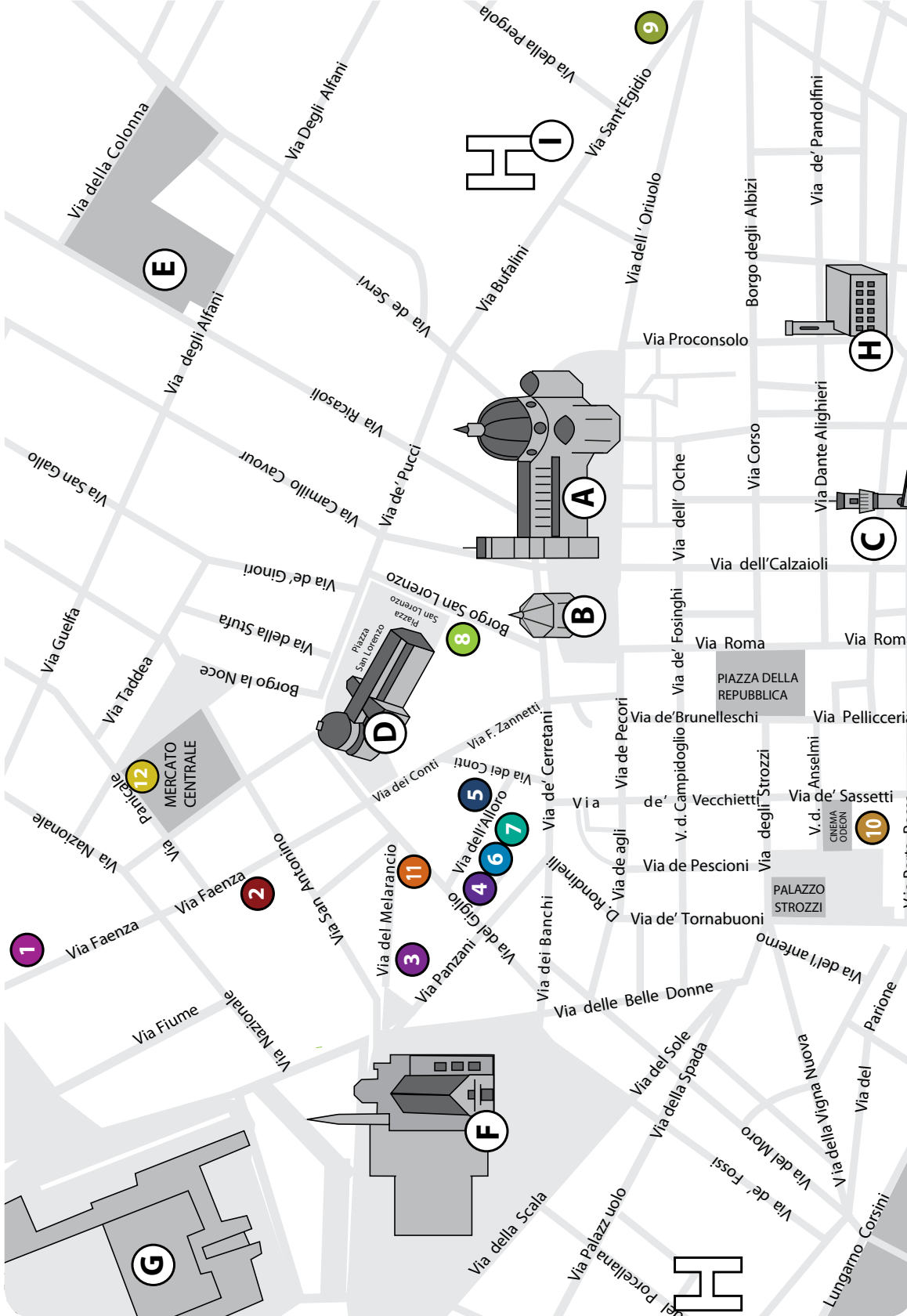
SEMESTER COURSES		
ITALIAN LANGUAGE / ITALIAN LANGUAGE AND CULTURE COURSES (ITL/ITC)		
	Final grade lowered by one full letter when you have	Final grade = “F” (No credit awarded) when you have
3-hour courses meeting once or twice a week	3 absences	4 or more absences
6-hour courses	4 absences	5 or more absences
16-hour courses	See course syllabus for absence policy	See course syllabus for absence policy
DANCE COURSES		
	Final grade lowered by one full letter when you have	Final grade = “F” (No credit awarded) when you have
All Dance courses	3 absences	4 or more absences
ALL OTHER COURSES		
	Final grade lowered by one full letter when you have	Final grade = “F” (No credit awarded) when you have
Course meeting once a week	3 absences	4 or more absences
Course meeting twice a week	5 absences	6 or more absences
International Conflict Transformation Certificate Intensive Course Module, Internships - See course syllabus for absence policy		
SUMMER COURSES		
	Final grade lowered by one full letter when you have	Final grade = “F” (No credit awarded) when you have
All courses	3 absences	4 or more absences
Workshops - See course syllabus for absence policy		
THREE CITIES COURSES		
	Final grade lowered by one full letter when you have	Final grade = “F” (No credit awarded) when you have
Italian class in the 2 nd and 3 rd Cities (total absence limit over the two cities, not per city)	5 absences	6 or more absences
All other courses	3 absences	4 or more absences



CONCLUSION

We hope this Pre-Departure Guide is useful in your preparation for your study abroad experience in Italy. Remember to bring it with you, since it also has useful information you will need when you arrive in Florence. When you arrive, try to keep an open mind. Remember that you are in another country with a different culture and lifestyle. You are a welcomed guest and a representative of your country, so try your best to convey a positive image. It really helps to embrace the differences, have an adventurous spirit and a good sense of humor! Have fun, but remember safety always comes first. Please come to the LdM office with your questions before listening to a local stranger. We'll be glad to help or refer you to someone who can. We would like for you to have an educational, memorable, and a successful Study Abroad experience! Have a safe trip!

- 1 Via Faenza, 44A
- 2 Via Faenza, 43
- 2 Via Faenza, 69/R
- 2 Via Faenza, 71/R
- 3 Via del Melarancio, 6/R
- 4 Via del Giglio, 4
- 5 Via dell'Alloro, 14/R
- 6 Via dell'Alloro, 13
- 7 Via dell'Alloro 17/R
- 8 Piazza San Lorenzo, 7
- 9 Via S.Egidio, 8
- 10 Piazza Strozzi 2
(Palazzo di Palla Strozzi detto Lo Strozzi)
- 11 Via del Giglio, 15
- 12 Mercato Centrale
(1st floor)
- A DUOMO
- B BAPTISTERY
- C PALAZZO VECCHIO
- D SAN LORENZO
- E GALLERIA DELL'ACCADEMIA
- F SANTA MARIA NOVELLA
- G STAZIONE S.M. NOVELLA
- H MUSEO DEL BARGELLO
- I OSPEDALE (HOSPITAL)



- VIA FAENZA 44A**
All Fashion Design.
- VIA FAENZA 43 / 69R / 71R**
Some Liberal Arts, some Italian language courses and the Cooking & Wine Tasting departments. Student services/facilities in this building: Student advising office, Italian tutoring, student counselling, Dean of Students, Clubs/activities, cafeteria and court yard garden.
- VIA DEL MELARANCIO 6/R**
Dance, Restoration, some Painting classes, Archaeology. Student services/facilities in this building: student mailboxes, fax facilities and package pick-up.
- VIA DEL GIGLIO 4**
Photography lab, Digital Photography lab, The Eschini Room and the Internet point (also with laptop connections).
- VIA DELL'ALLORO 14/R**
The majority of the studio art courses: Painting, Drawing, Graphic Design, Printmaking, Jewelry Making Departments and Tetriz Printing Centre.
- VIA DELL'ALLORO 13**
School library.
- VIA DELL'ALLORO 17/R**
Sculpture, Ceramics and Mosaics.
- PIAZZA SAN LORENZO 7**
Interior Design and Jewelry Design. Computer Lab with the programs pertaining to courses of Interior Design.
- VIA SANT'EGIDIO 8**
"Marble & Stone Sculpture" course.
- PIAZZA STROZZI 2**
(Palazzo di Palla Strozzi detto Lo Strozzi) Several Italian language classes and most of liberal arts courses.
- VIA DEL GIGLIO 15**
Lecture Rooms, Digital Filmmaking, Photo Studio.
- MERCATO CENTRALE**
Cucina Lorenzo de' Medici (1st floor).