Duquesne University’s Italian Campus Program

MISSION STATEMENT

Duquesne University’s Italian Campus Program extends the university to Rome, the capital of the classical world and the seat of the Catholic Church. The program offers undergraduate students from Duquesne’s many schools a focused general curriculum that allows students to fulfill important requirements common to all. Students have opportunities to develop a global perspective, to fuel their intellectual curiosity through first-hand experience of historical and cultural material, to cultivate a deeper spiritual connection, and to grow into more mature and self-confident adults. The Italian Campus Program transforms students into citizens of the world.
# Table of Contents

Welcome Message from the Sisters of the Holy Family of Nazareth ........................................ 5
Information about the Italian Campus ........................................................................... 6
Address of Campus, Emergency Contacts and Important Phone Numbers .................. 6
The Italian Campus Administration ....................................................................... 7

## Campus Spaces

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Rooms on the Upper Floors</td>
<td>8-10</td>
</tr>
<tr>
<td>Room keys, Room phones, Bed linens, Walls/Furniture, Weekly Room Inspections, Heating &amp; Air Conditioning, Alarms</td>
<td>10</td>
</tr>
<tr>
<td>Italian Campus Reception Desk</td>
<td>10-11</td>
</tr>
<tr>
<td>Student Services Office</td>
<td>11</td>
</tr>
<tr>
<td>Laundry Room</td>
<td>11</td>
</tr>
<tr>
<td>Student Kitchen</td>
<td>11</td>
</tr>
<tr>
<td>Dining Hall &amp; Meals on Academic Excursions</td>
<td>12</td>
</tr>
<tr>
<td>Meal Vouchers</td>
<td>12-13</td>
</tr>
<tr>
<td>Atrium</td>
<td>13</td>
</tr>
<tr>
<td>Classrooms</td>
<td>13</td>
</tr>
<tr>
<td>Library</td>
<td>13</td>
</tr>
<tr>
<td>Study Room</td>
<td>14</td>
</tr>
<tr>
<td>Student Lounge</td>
<td>14</td>
</tr>
</tbody>
</table>

## Computers, technology and the internet

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Lab</td>
<td>14</td>
</tr>
<tr>
<td>Library Computer</td>
<td>14</td>
</tr>
<tr>
<td>Wireless Access</td>
<td>14</td>
</tr>
</tbody>
</table>

## Policies – up front!

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dry Campus</td>
<td>14</td>
</tr>
<tr>
<td>Quiet Hours</td>
<td>15</td>
</tr>
<tr>
<td>Visitors on campus</td>
<td>15</td>
</tr>
<tr>
<td>Smoking</td>
<td>15</td>
</tr>
<tr>
<td>Weekly Campus Update</td>
<td>15</td>
</tr>
<tr>
<td>Class Attendance Policy</td>
<td>16</td>
</tr>
<tr>
<td>Academic Excursions</td>
<td>16-17</td>
</tr>
<tr>
<td>Other Italian Campus Sponsored Excursions and Events</td>
<td>16</td>
</tr>
<tr>
<td>Italian Campus Student Account</td>
<td>16-17</td>
</tr>
<tr>
<td>Student Cell Phone policy</td>
<td>17</td>
</tr>
</tbody>
</table>

## Immigration, Safety, Security & Health

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Passport</td>
<td>18</td>
</tr>
<tr>
<td>Statement of Presence (Dichiarazione di Presenza)</td>
<td>18</td>
</tr>
<tr>
<td>Duquesne University Italian Campus ID/International Student ID Card</td>
<td>18</td>
</tr>
<tr>
<td>US Embassy Registration</td>
<td>18</td>
</tr>
<tr>
<td>Safety &amp; Health Issues</td>
<td>19-24</td>
</tr>
</tbody>
</table>

## Pick pocketing, Boccea/Valle Aurelia area, Campo de’ Fiori & Piazza Navona, General street crossing, via Nazareth, Drugs, Individual and Group Travel Form, Campus security, Amendments to the Residence Life Handbook, Participation Agreement, and Alcohol Policy, Emergency Response Plan (ERP), Medical Attention, Counselor, Over-the-Counter Medicines in Italy, Helpful Information and Resources regarding Alcohol and Drug use while at the Italian Campus

Alcohol 101 ........................................................................................................... 25-26
Roman Logistics
Sending and Receiving Mail _____________________________________________ 27
Transportation Information ____________________________________________ 27-28
Buses to and From the City Center/Campus ________________________________ 28
Buses from the Boccea Area to the City Center _____________________________ 29
La Metropolitana or Metro – Rome’s Subway System _________________________ 29
Termini Train Station, learning about Rome’s Public Transportation ________
Taxi Transportation in Rome __________________________________________ 30-32
Getting a taxi from the city center, General taxi fares, How to call for a taxi, How to text (SMS) for a taxi
From the Rome Fiumicino Airport ______________________________________ 32
To the Italian Campus ________________________________________________ 32

Helpful travel planning guide
The City of Rome ____________________________________________________ 33
Helpful websites for other Italian & European Destinations _________________ 33-35
Budget Airlines, Major Airlines, Budget hotels and hostels, Train time tables, Some other tips…
Airport of Rome – Fiumicino and Ciampino ______________________________ 36
European Budget Airline Carry On Regulations ____________________________ 37

Appendix I
Amendments to the Duquesne Handbook __________________________________ 39-41
Study Abroad Participation Agreement ____________________________________ 42-43
Alcohol Agreement Policy ______________________________________________ 44-45
Alcohol Discipline – “Strikes” in the Italian Campus Program ________________ 46
Sanctions for Violations of Italian Campus Policies and Procedures __________ 47-49
Emergency Response Plan (ERP) _________________________________________ 50

Appendix II
Semester Calendar _____________________________________________________ 52-54
Rooming List __________________________________________________________ 55

Appendix III
Academic Culture & Standards __________________________________________ 57
On-Site Class Etiquette ________________________________________________ 58
Class Schedule ________________________________________________________ 59

Appendix IV
Returning Home Information Sheets & Check-Out Form ______________________ 60-65
Room check-out, Text Book Check-in, Donation of books, Donation of clothing, Cell phones, Departure times, Room Check-out Report, Baggage Information, US Immigration, Customs, and tax information, IVA(VAT) Tax returns

Appendix V
Local Customs: Eating and Drinking in Rome ______________________________ 67
Article: “Savor the trip, Don’t Tweet it” ___________________________________ 68-69
Article: “I’m so Wasted! 6 Reasons You Shouldn’t Binge Drink While Abroad” _____ 70-71
Article: “Drinking and Studying Abroad: A Cautionary Tale” ________________ 72-73

Appendix VI
Orientation materials ____________________________________________________ 75-82
A Message from the
Sisters of the Holy Family of Nazareth

The Congregation of the Sisters of the Holy Family of Nazareth is an international congregation whose nearly 1600 members respond to the Church’s call to serve the family through their ministries on four continents and in fifteen countries around the world.

Blessed Frances Siedliska, Mother Mary of Jesus the Good Shepherd, founded the Congregation in Rome in 1875. She called her sisters to extend the Kingdom of God’s love among themselves and others through a variety of ministries which would give special attention to promoting religious family values. By living her vision, we are committed to creating communities of love and hope which celebrate the oneness of the human family.

The Generalate of the Sisters of the Holy Family of Nazareth has been in Rome, Italy since the founding of the congregation. For the past forty years the seat of the congregation’s administration has been located on a large tract of land located on Via Nazareth a few miles west of the Vatican in a suburb of Boccea. In this setting we house a novitiate, one of five novitiates in our congregation, where at the present time worldwide there are 64 women preparing for a vowed commitment to religious life. Also, sisters of all ages live here who either assist the leadership team of the congregation in various day-to-day tasks, pursue university studies, or perform various works of hospitality that aids in making all who enter here feel welcome.

During the 2001 International General Chapter meeting of the Sisters of the Holy Family of Nazareth, our worldwide leadership decided an expanded role for the Generalate property should be explored. After much investigation it was decided that one wing of the Generalate building could become an Educational/Spirituality Center for youth, families and religious.

This far reaching vision resulted in a substantial capital investment project involving renovation and reconstruction of accommodations both for the sisters living and working here, as well as providing a “home away from home” for those pursuing university studies or participating in spiritual and religious leadership programs. A major purpose of the Educational/Spirituality Center is to provide Duquesne University a Rome Campus for conducting semester long courses of studies, as well as summer academic programs. Through our partnership with Duquesne University it is our hope that you find our home to be your home. We look forward to having you with us. Welcome to our Family!
INFORMATION ABOUT THE DUQUESNE UNIVERSITY ITALIAN CAMPUS

Welcome to the Duquesne University Italian Campus, in cooperation with the Sisters of the Holy Family of Nazareth. The history of the Italian Campus Program begins with the spring semester of 2001 (in the Roman suburb of Vitinia). In 2004, the Italian Campus moved to its more permanent home in the Eternal City in the Boccea area of Rome at its current location with the Sisters of the Holy Family of Nazareth. During these past years, the Italian Campus Program has grown into an important academic and life expanding study abroad program for students of Duquesne University’s home campus in Pittsburgh. We welcome you to Rome and to the Italian Campus!

Physical and Mailing Address of the Italian Campus

(Your Name)
Duquesne University Italian Campus
Via Nazareth, 400
00166 Roma
ITALY

Emergency Contacts and Phone Numbers

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>333.414.4173</td>
<td>ICE Number (In Case of Emergency Number)</td>
</tr>
<tr>
<td>333.679.6883</td>
<td>Director, Michael Wright</td>
</tr>
<tr>
<td>345.517.5660</td>
<td>Assistant Director, Alana Sacriponte</td>
</tr>
<tr>
<td>345.485.4439</td>
<td>Resident Director, Ryan Neeven</td>
</tr>
<tr>
<td>345.540.6514</td>
<td>Assistant Resident Director, Paige Leary</td>
</tr>
<tr>
<td>345.543.2808</td>
<td>Assistant Resident Director, Stephen Rodgers</td>
</tr>
<tr>
<td>06.6152.2811</td>
<td>Duquesne University Administrative Office</td>
</tr>
<tr>
<td>06.6152.1231</td>
<td>Duquesne University Student/Parent Phone Line</td>
</tr>
<tr>
<td>06.46.741</td>
<td>U.S. Embassy in Rome</td>
</tr>
<tr>
<td>06.588.961</td>
<td>Salvator Mundi International Hospital</td>
</tr>
<tr>
<td>112/113/118</td>
<td>Rome Emergency Numbers</td>
</tr>
<tr>
<td>115</td>
<td>Rome Fire Department</td>
</tr>
<tr>
<td>(+39)</td>
<td>Italian Country Code</td>
</tr>
<tr>
<td>(06)</td>
<td>Rome City Code</td>
</tr>
<tr>
<td>06.35.70</td>
<td>Taxi</td>
</tr>
<tr>
<td>06.35.70</td>
<td>Taxi</td>
</tr>
</tbody>
</table>
The Italian Campus Administration

Director of European Programs, Michael Wright is responsible for all activities, academics and student life issues on campus during the semester. He is often in his office during normal office hours, but you can also reach him by phone or email to schedule an appointment.

Assistant Director of the Italian Campus, Alana Sacriponte is responsible for all activities, student life issues, student accounts, and anything else pertaining to the Italian Campus property. She is available during normal office hours in the Student Services Office area. You can reach her by phone, email or stop in the office.

The Italian Campus provides a highly trained staff of a live-in Resident Director and two Assistant Resident Directors who support students on a daily basis (24 hours a day). Their responsibilities include:

- Assisting students with personal and academic concerns
- Implementing policies
- Facilitating programs and mini-excursions
- Making referrals
- Sharing information about campus services/events, along with information about the city of Rome and travel within Italy and in Europe.

_They have alternating schedules, but someone will always be available on campus. The person on duty will respond to the in case of emergency number (ICE)._

Resident Director, Ryan Neeven can be reached by cell phone and resides on the guest “0” floor in Room #90. Ryan manages all student residence life and disciplinary matters on campus.

The Assistant Resident Directors (ARDs): Paige Leary & Stephen Rodgers are resident life administrators who are here to help with student life issues. They can be reached by cell phone (see pg. 6). _For extreme emergencies in the night, Paige can be found in Rm. #182, and Stephen in Rm. #198._
Campus Spaces

The Duquesne University Italian Campus occupies only a portion of the property belonging to the Sisters of the Holy Family of Nazareth. The Duquesne University Italian Campus consists of the following:

The University Floor (lower floor/piano -1) is complete with a patio area, reception area/desk, Student Services Office, ARD Workshop, two classrooms, a library, faculty lounge, student lounge, laundry room, student kitchen area, atrium and dining hall.

The Mezzanine Floor (piano 0) is between the University Floor and the two upper floors. This floor is prohibited to students, as this is the faculty apartment floor and guest quarters of the Sisters of the Holy Family of Nazareth.

The Upper Floors (piani 1 & 2) are the two residence floors of the Italian Campus. Students have full access to these floors. The 1st Floor has a small study room with use of a printer and the 2nd Floor is equipped with a computer lab.

The Rooftop Terrace (piano 3) is accessible only by Stairwell B and open from 09:00- 22’00 (midnight).

Students may access the Chapel for Mass and /if needed for individual prayer. When entering the Chapel, remember this is a place of reverence. All outdoor gardens and property can be used for physical activity. However please remember this is the Sister’s property and to respect their use of it during times of prayer.

All other buildings and rooms on the property not mentioned are off limits to students.

STUDENT ROOMS ON THE UPPER FLOORS

- Room Keys. Every student will be provided with a room key and an access code to enter the main gate and reception door of campus. Please keep your room key on your person and safe at all times. If you have lost/had stolen a key, please report it immediately to the SSO. There is a replacement fee of €50 for the room key. You are never to take someone else’s room key or enter someone else’s room without his/her permission. The SSO will not grant access to any room other than that of the student. Do not leave your room key in your door for the safety of you and your personal belongings.

- Room Phones. All rooms are equipped with a phone. You may access an outside line by dialing “0” (only toll free numbers “numeri verdi”, which typically begin in “800” wait for a pulse dial tone and then continue dialing). These phones have the capability of
directly dialing other rooms in the building (dial 4 + room number). To reach the front reception desk, dial “9”. When making international calls on this land line or from a cell phone you are required to dial international access codes (i.e. +1 or 001 for USA or +39 or 0039 for Italy). If you want to be reached on your phone in your room, a person calling from the U.S. should dial the following number: (011) 39.06.6152.1231. Please note that this number will direct the call to the switchboard where the person will have to then dial 4 + your room number. If the caller does not know your extension the front only receives calls during normal office hours from 09’00 to 17’00 (3:00 a.m. to 11:00 a.m. EST), unless a work-study is on-duty in the evening hours

- **Bed linens.** The Sisters will be entering the rooms during weekends when most students are traveling (academic excursion weekends and during Fall Break) to change the bed linens. The office will announce when this will occur. There are an exact number of linens available for each person. Please do not wash your own bed linens. If you need new bed linens for some reason at any point, please see the Office.

- **Walls/Furniture.** Hanging, taping, marking and applying objects to the walls as well as moving any furniture is PROHIBITED.

- **Room Inspections.** Room inspections will be done on the following dates and conducted by the Residence Life team:

  Tuesday, Sept. 24th  
  Tuesday, Oct. 29th  
  Tuesday, Nov. 12th

Students are responsible for cleaning their own rooms and bathrooms (including mopping floors and disposing of trash in the dumpster outside of the campus property). Cleaning products are available in the janitor’s closet at the end of each residence floor. If the following requirements are not met, a €20 fine per room will occur, including an appointment with the Resident Director: 1) Trash emptied, removed from room and taken to dumpster, 2) Floor swept and mopped in bathroom and room, 3) No wall hangings (as explained above) 4) Clean sink, shower, toilet and mirror.

- **Heating and Air Conditioning.** Each room is equipped with a thermostat and controller located by the door. Energy costs are very high in Italy and we ask you to be energy-friendly during your stay. Close your windows when using air conditioning and heating. Turn off lights and air-conditioning when leaving your room. The air-conditioning dial should never be set below 22°.
• **Alarms.** Alarm switches are labeled in your rooms as well as a shower cord in your bathroom. If you accidentally hit a switch, please hold down the switch behind your room door to turn off the red light outside your room. Contact an ARD if you need assistance.

**ITALIAN CAMPUS RECEPTION DESK**

• To enter and exit the building there is a key pad near the door of the reception desk and main Italian Campus entrance which require a PIN code (*see 1st Day Info sheet*). Do not ever prop open this door and always check that it is securely closed behind you. **Leaving this door ajar jeopardizes our safety and the safety of the Sisters of the Holy Family of Nazareth, as well as the property of the Italian Campus and your personal property.**

• By Italian Law, all Duquesne University Italian Campus students must sign in and out of the guest book at the reception. This registry is also helpful as the staff will know if you are in the building or not. **All time is recorded using military time.**

• A guard will be on-duty during night hours between 00:00 and 6:00.

• Students are prohibited from being behind the reception desk. Work-study aids with be allowed to access the desk area, but only during working hours. All other equipment in the reception desk (including the PA system and computer) is not for student use.

**STUDENT SERVICES OFFICE/ARD WORKSHOP**

The Student Services Office is located in the reception area on the university floor and is run by the Assistant Director, along with the Asst. Resident Directors who have a workshop next to the general reception area. Weekly hours are as follows (with a lunch break during regular dining hall meal time):

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>09’00-17’00</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>09’00-17’00</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>09’00-17’00</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>09’00-17’00</td>
</tr>
<tr>
<td>FRIDAY-SUNDAY</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

The Student Services Office and ARD Workshop are available to provide assistance or support to students for the following:

• **Student Academic support**- Questions, problems or concerns with scheduling, drop/add, withdrawals, weekly on-site class meeting points etc.

• **Travel Advice and Services**- In the SSO you can find information regarding weekend and Spring/Fall break individual travel in Italy and in Europe (hotels, transportation, activities, etc.)
• **DVD rental**- Sign out DVD’s from our Library with an ARD during office hours.

• **Building Maintenance**- The SSO serves as an intermediary (when appropriate) between the students and the Italian Campus property, employees and management. Questions, concerns, or problems can be discussed with the SSO regarding any other issues above.

• **Guests on campus**- The SSO can register visitors during approved guest hours.

• **Student Accounts**- Students can pay the Assistant Director in the SSO during normal office hours (cash only).

• **Optional Excursions and Activities**- Students can sign up for all excursions and activities in the SSO.

• **Medical Attention**- The SSO can make appointments and/or accompany student to see a doctor.

**LAUNDRY ROOM**

• The laundry room is equipped with two washing machines, two dryers, an ironing board and iron. Both the washer and dryer function on **one euro and two euro coins** and cost €2 to wash and €2 to dry. Laundry detergent provided free of charge to students. Contact an ARD if you need assistance.

**STUDENT KITCHEN**

• The student kitchen is equipped with an electric range, a microwave oven, toaster, convection oven, refrigerator, electric water boiler, dishwasher, deep freezer, as well as crockery and cutlery. All foods in the refrigerator must be in Tupperware-like containers with your name and room number, or else will be discarded. It is imperative that you clean up after yourself in the student kitchen. Do not leave dirty dishes in the sink or on countertops or fines will occur.

**DINING HALL & MEALS ON ACADEMIC EXCURSIONS**

The Board Plan at the Italian Campus is for on campus meals from Sunday Dinner through Thursday Lunch in the campus dining hall and a combination of Meal Cards for off campus dining. The Dining Hall hours are as follows:
DINING HALL & MEALS ON ACADEMIC EXCURSIONS (continued)

<table>
<thead>
<tr>
<th></th>
<th>BREAKFAST</th>
<th>LUNCH</th>
<th>DINNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>07’00-10’00</td>
<td>13’00-14’00</td>
<td>19’30-20’30</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>07’00-10’00</td>
<td>13’00-14’00</td>
<td>19’30-20’30</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>07’00-10’00</td>
<td>13’00-14’00</td>
<td>Voucher or Supplemental Meal</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>07’00-10’00</td>
<td>13’00-14’00</td>
<td>Voucher or Supplemental Meal</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>No Breakfast</td>
<td>No Lunch</td>
<td>No Dinner</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>No Breakfast</td>
<td>No Lunch</td>
<td>No Dinner</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>No Breakfast</td>
<td>No Lunch</td>
<td>19’30-20’30</td>
</tr>
</tbody>
</table>

**Changes in class schedules or other activities and events may cause a change in meal times which will be communicated to students through email, announcement on campus or on the bulletin board in the Reception area.**

- The Dining Hall is closed outside of meal times. **Do not take any silverware, plates, bowls, cups or mugs outside of meal time.**
- During the following academic excursions: Ancient Campania Excursion, Emilia Romagna Business Excursion and Orvieto Day Excursion, either a group meal or a cash allowance will be provided to cover meals.

**PAM PANORAMA GIFT CARDS & PARTNER RESTAURANT MEAL CARDS**

- Meal Cards & Pam Supermarket Gift Cards will be distributed during Orientation.
- Meal cards are only good at our partner restaurants, Ristorante Old Bear near Piazza Navona, Ristorante l’Isola della Pizza near St. Peter’s and Pizza Inn Casa next door to campus. Please see the meal card or your handbook for address and map.

Addresses:  
**Ristorante Old Bear**, Via dei Gigli d’Oro, 3  
**Ristorante l’Isola della Pizza**, Via degli Scipioni, 45  
**Pizza Inn Casa**, Via Nazareth, 450

****The l’Isola della Pizza is closed on Wednesdays, the Old Bear is closed on Sundays.****

- Meal Cards will **NOT** be given out for the Fall Break period or when a meal is provided on campus.
Each meal card is worth €15.00. If you spend more than €15.00 at the restaurant, you are responsible for the additional cost. If you spend less than €15.00, you will **NOT** receive any change back from the restaurant.

Meal Cards are valid for food and non-alcoholic drinks only. **Meal cards will not cover any alcohol purchases.**

The €15.00 meal card does **NOT** include gratuity. A €1.00 tip per person is customary.

Each meal card is personalized with your name. You must show the meal card to the wait staff before ordering, along with a form of identification (Duquesne student I.D. or a copy of your passport). The meal card is non-transferrable.

Meal cards can be used at any time (based on restaurant opening times and availability). **If you are a party of 6 or more, you must call ahead to make a reservation.**

If you lose or misplace your meal card(s) or your Pam Supermarket Gift Card, you will **NOT** be provided with replacement cards.

**ATRIUM**

- The Atrium is located right outside the dining hall and acts as an extension of the dining hall during meal times. Outside meal times the Atrium is open 24-7 for student use.

**CLASSROOMS**

- Classrooms A and B are located on the University Floor. The Aula Magna (or Cinema Room) is located downstairs off of the Sister’s wing. **Classrooms are only to be used during class times.** Students are not permitted to use any equipment in any classroom unless given special permission by the staff or faculty.

**THE PRESIDENT CHARLES J. DOUGHERTY LIBRARY**

- There are two computers and a printer located in the library for the students’ convenience while they are doing research.
- **Reference books are not to be taken out of the library.** If you need to make photocopies, please see the SSO.
- No food or drink is permitted in the library (expect for bottled water) and 24-hour quiet hours are in effect in the library.
- The Italian Campus Info Center is located in the library, where you can find Maintenance Forms, Travel Forms, handouts for classes as well as other miscellaneous items.
- There are two computers and a printer/photocopier available for student use in the library. Food and drink (excluding bottled water) are prohibited in the library. If problems arise, please contact the ARD on duty. **The Library is open 24-7.** The password to utilize the printer is: [redacted] Please see directions for how to print from your cell phone/device in the Library.
STUDY ROOMS/WATER MACHINE

- Located on the first and second floor of the residence halls, there are study rooms with one computer connected to the internet and a wireless printer (Room #192 & #292). If problems arise, please contact the ARD on duty. **Please note that this space is to be used for study (individual or group study) and to respect others also utilizing this space.**
- The water machines (which has both cold and hot filtered water) are available 24/7.

STUDENT LOUNGE

- The Student Lounge is equipped with an electric piano and acoustic guitar, which can be used when there are no classes in session and before midnight. There is also a television with international satellite, which provides many programs, including news and sports, in English language. There are also many travel guides and leisure books that can be rented/taken out through the SSO. **Please treat borrowed books with care as they have so generously been purchased or donated for future student use.**

**Computers, technology and the internet**

WIRELESS ACCESS

- The entire Italian Campus is equipped with wireless internet, including the University Floor, Residence Floors, and front outdoor patio outside of the Reception area. Please be aware that the more people/wireless devices using the network simultaneously could result in a slower connection.

**Policies – up front!**

Here are some policies that you will need to know about the Italian Campus on daily basis. You can find a more comprehensive list of policies, rules, and agreements in the Appendix I in this handbook:

**DRY CAMPUS**

- Please refer to the Alcohol Agreement located in Appendix I about the official policy about alcohol on the Italian Campus property. **Please note that the only alcohol allowed on campus is alcohol provided by the program for special meals and organized activities.**

**QUIET HOURS**

- Quiet hours, which are strictly enforced, especially during exam periods, differ from home campus due to cultural differences in Italy and out of respect for the Sisters of the
Holy Family of Nazareth. Due to the lack of carpeting and the extensive amount of marble, even the quietest sounds will be amplified. Please keep voices at an appropriate volume at night, especially when leaving or reentering campus. Quiet hours are in effect for all of campus property. **Please note that the Sisters have requested that we be respectful on the weekends, as the Sisters will be using the gardens more during these days for meditation (and the entrance to campus is very close to these gardens).** Courtesy hours are in effect 24 hours a day to help respect your fellow students and the Sisters. **If courtesy hours are not followed, or if an ARD is awaken during quiet hours for noise, an automatic write-up will occur and fine will be given.**

<table>
<thead>
<tr>
<th>Regular Quiet Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday-Wednesday 22'00-07'00</td>
<td></td>
</tr>
<tr>
<td>Thursday-Saturday 00'00-07'00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extended Quiet Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Study/Exam Days: 20'00-08'00</strong></td>
<td></td>
</tr>
</tbody>
</table>

**VISITORS ON CAMPUS**
- Students will be allowed one visitor at a time in the building. The student and visitor must leave an ID at the reception desk and sign in with the ARD on duty. All visitors must vacate the building/premises by 00’00 (midnight). **No overnight guests will be allowed.** Violation of this will result in possible dismissal from the program. Special circumstances should be brought to the attention of the SSO in advance.

**SMOKING**
- Smoking is strictly prohibited inside the building and on the grounds of the Italian Campus, except for two designated smoking areas: 1) Next to the handicap access ramp by stairwell A and 2) The rooftop terrace. Please smoke on the far side of the terrace so that non-smokers are not disturbed. Please dispose of cigarette butts in the receptacles provided.

**WEEKLY CAMPUS UPDATE**
- There will be a weekly campus update email sent to all students the beginning of each week (generally every Monday). This update is used for four purposes: 1) **General Academic Issues** including class updates, attendance, lectures, etc. 2) **Excursions & Cultural Activities** including academic group excursion, mini-excursions, cultural ambassador activities, as well as other preparations for a successful semester 3) **Student Life Issues** including any discussion regarding Resident and Spiritual Life and 4) **Weekly Meals** including menus on campus and any change in the meal schedule.
CLASS ATTENDENCE POLICY

- In compliance with the attendance policy at home campus, students who have more than one unexcused absence per class will have their final grade lowered by one full letter grade. Professors are required to take attendance at every session and will submit their attendance sheets at the end of the semester. Travel related absences (including train strikes and missed connections) are considered unexcused, unless otherwise stated by the Director.
- Only students with a Italian medical doctor’s note will be excused from class.

ACADEMIC EXCURSIONS

- There are two mandatory academic excursions in the Fall and Spring: the Ancient Campania Excursion* (ACE) to Pompeii, Campagna, Capri and Paestum (Emilia Romagna Excursion for Business students) and the Orvieto Day Excursion. These excursions have been organized to complement your regular studies in Rome and are obligatory. Please note that some material covered during the excursions may/will appear on Midterm and Final exams. Please also refer to the Alcohol Agreement which states that the only alcohol that can be consumed during the Academic Excursions is alcohol provided by the Italian Campus program. All other consumption of alcohol during the excursions is prohibited.

- Hotel accommodations (when applicable) and transportation are provided for the Ancient Campania Excursion, Emilia Romagna Business Excursion and the Orvieto Day Excursion typically in three and four star hotels. Rooms can be double, triples, or quads and roommates are selected from the Italian Campus rooming list.

OTHER ITALIAN CAMPUS SPONSORED EXCURSIONS AND EVENTS

- The Italian Campus offers other weekend-long and day-long excursions and events that alternate destination semester to semester. Sign-ups are limited and it is on a first come first serve basis by signing up online pre-semester. By signing up, you are signing a written agreement to be financially responsible for the cost of the excursion or event. There are no exceptions.

ITALIAN CAMPUS STUDENT ACCOUNT

- Each student has an individual student account at the Italian Campus, different than their general student account at home campus. The Italian Campus Student Account includes the following, among any other costs that can arise during the semester. There are a few items that are mandatory costs, but most are optional:

   1. Supplemental Course Packets or text books
   2. Other Italian Campus Sponsored Excursions and cultural activities
   3. Monetary fines for violations of student code and conduct
4. Any/all customs fees for packages and deliveries received on campus (see section on Mail).
5. Late fees for failure to turn in important documents or provide required information to the Student Services Office (Cell phone number, etc.)

- Students will receive a bill at the end of each month. They will have opportunity to review a hard copy of their bill and then proceed with online payment via credit card through PayPal. Each student will receive an email with payment information and must pay by the last day of each month (by Dec. 2nd for the last month) to avoid late fees. Please note that a 5% credit card usage fee has been added to the total amount of each bill.

**STUDENT CELL PHONE POLICY**

In accordance with the Duquesne University Italian Campus Emergency Response Plan (ERP), each Italian Campus student is **required** to have a cell phone during the semester. Having a cell phone gives parents, family & friends instant access to the Duquesne student no matter where they are traveling in Italy or beyond. The cell phone also helps the Italian Campus staff keep in touch with the students while they are mobile and advise them in the case of an emergency. Your cell phone must always function. It should be charged with money on it, and you should be reachable at all times by call or text (both Italian and US cell phones apply to the policy).

These are the following two options for a cell phone while abroad:

1. A “rechargeable” Italian cell phone with SIM card, which can be purchased independently by the student in Rome during the first week (example providers are Vodafone, Tim, or Wind)
2. U.S. cell phone with an international plan bought from home (remember your phone must be tri or quad band to function in the EU). **You must always have your phone “on”**.
   **Your phone must never be on “airplane mode” unless on an actual airplane.**
3. **Note:** Please reference the *Local Customs* section for helpful words and phrases for purchasing an Italian cell phone or SIM card!

**Immigration, Safety, Security & Health**

**US (or other) PASSPORT**

Your passport serves as you only legal form of identification while in Italy (US Driver’s License and other documents are not valid while abroad). The SSO will make photocopies of your passport to help facilitate replacement if stolen/lost. Replacing a passport can be expensive and time consuming, so we suggest **while in Rome to simply carry a photocopy of your passport at all times.** It is recommended to leave your actual passport on campus in a safe place. **When traveling outside of Rome, however, you need to take your actual passport with you and safely guard it at all times.**
DICHIARAZIONE DI PRESENZA (STATEMENT OF PRESENCE)
Italian Campus students will stay less than 90 days in Italy. The Italian Campus will submit immigration paperwork on your behalf to the police department, called a “Dichiarazione di Presenza” or Statement of Presence”. You will receive a photocopy of this document that you MUST carry with you at all times. This paperwork proves that you have taken all of the necessary steps to reside legally in Italy during your semester.

DUQUESNE UNIVERSITY ITALIAN CAMPUS ID (DU CARD) or INTERNATIONAL STUDENT IDENTIFICATION CARD (ISIC CARD)
Your DU Card or ISIC Card provides an extra form of identification as a student and must be carried with you to on-site classes and on all group excursions. Your card may enable you to receive discounted or free entrances during your travels.

US EMBASSY REGISTRATION
It is the responsibility of each Duquesne University Italian Campus student to register themselves with the State Department. This allows the US Embassy in Rome to know that you are here studying with Duquesne University and the period of time that you will be living in Rome. Please visit their website https://step.state.gov/step/. This service for American citizens allows you to register and update your contact information, provides you with travel information, and securely stores your data behind Department of State firewalls, accessed by cleared personnel only.

The best way to stay safe abroad is to be more aware and learning as much you can about your host-country.

SAFETY & HEALTH ISSUES
It is easy to romanticize Rome and get caught up in its splendor and beauty. Because of this students can be lulled into a false sense of security. Remember that with your American accent you will stand out and could be a target. Rome is a metropolitan city like all others, and with that comes crime, including theft, muggings, violence against women, stabbings and other crime. It is important that all students have regard for themselves and the safety of others by being mindful and using your best judgment. Please read the following points regarding safety:

1. **Pick pocketing**. Petty theft is very common in Rome, especially in tourist areas and on public transportation. Do not carry anything extravagant with you. Always keep things out of your back pockets and to keep your backpacks and purses close to your body. Always be attentive and aware of your surroundings and the people present.
2. **Boccea/Valle Aurelia areas.** These areas are generally safe during the day time, however at night students should always be in groups (especially females). **It is recommended that if returning from the city center past midnight, students should always take a taxi.**

3. **Campo de’ Fiori and Piazza Navona.** These are generally safe areas; however there have been problems with theft and violence (stabbings) in the recent years, especially at night when bars/pubs close for the evening. It is important to always be aware of your surroundings, stay in a group and **never** be intoxicated.

4. **General street crossing.** Traffic can be intimidating in Rome. If you are going to cross the street where there is a pedestrian light, wait for it to turn green or say *Avanti* before crossing. **Only cross the street in a cross walk.** When using a cross walk that does not have a signal, step out and walk confidently to the other side, do not second guess your actions or an accident may occur. **Always make eye contact with the driver and hold up your hand to make yourself noticed while crossing.**

5. **Via Nazareth.** Please be careful when walking on Via Nazareth. Always walk on the sidewalk and never on the road, as motorists speed on this street. When crossing the road you must always use the designated crosswalks. Students should not walk on this road at night, especially females, as they might be misconstrued as prostitutes. Please note that prostitution in Italy is legal and street prostitution is most prevalent in outlying neighborhoods of major cities, like the Boccea area. New bills are being passed to try and outlaw street prostitution and some places have local ordinances against it. Do not ever exchange money for sexual services.

6. **Drugs.** Each year 2,500 U.S. Americans are arrested abroad, 1/3 of these arrests for possession of illegal drugs. **Don’t do drugs abroad.** If you get caught doing drugs in another country you are fully subject to their laws (which are often more stringent then our own) and chances are food that you will spend time in prison, or worse. Being a U.S. citizen gives you **no special privileges.** The U.S. Embassy will not go out of its way to help you and Duquesne University can do nothing to intervene other than to call your parents and advise them to hire an international lawyer- fast and at their own expense. There are three key things to understand about this issue (drawn from a study of U.S. Americans in prison abroad by journalist Peter Laufer): 1.) Most nations adhere to the Napoleonic code, which presumes the accused to be guilty until proven innocent. 2.) Few nations grant bail between arrest and trial. 3.) The State Department will rarely intervene to aid an accused or convicted American for fear of upsetting relations with the host county.
7. **Individual and Group Travel Form.** The Italian Campus required you fill out and Individual or Group Travel Form and turn it in to the Student Services Office during office hours before you depart for any type of travel outside of Rome. Over the longer ten-day break, you are required to turn in an Individual Travel Form (as your travels may differ then others over the entire break). The Form includes train/plane information, contact address/phone numbers at your destination. Remember that you must also have a working cell phone on you at all times. **If you fail to turn in a form as well as fail to answer your phone and if no one knows where you are for more than 24 hours, you will be reported to the police as a missing person and when you do reappear, the Director may choose to send you home.**

8. **Campus security.** Please always make sure that the main gate and the main reception door entrance to campus is securely closed behind you when entering and exiting campus. These doors, including the emergency exits, must never be blocked/left open and it places the entire property at risk.

9. **Amendments to the Residence Life Handbook, Participation Agreement and Alcohol Policy.** Please read and familiarize yourself with adapted guidelines, regulations, and policies at the Italian Campus regarding general information.

10. **Emergency Response Plan (ERP).** In the case of a campus wide or student involved emergency, the ERP will be set into action. Please read the ERP document in the handbook, as more extensive training will happen during Orientation and throughout the semester. (See page 52)

11. **Medical Attention.** If medical attention is needed by any student, they should advise one of the staff members of the Italian Campus. We have an English-speaking general practitioner that comes to campus every week. Visits are free during the doctor’s clinic hours on campus. Please sign up for an appointment with the office. **If you need to see a doctor outside of his clinic hours on campus, the cost is €50 per visit.** U.S. health insurance is not accepted as a form of payment. Any specialist visits or additional tests can be paid by credit/debit card directly at the *Salvator Mundi International Hospital* and one of the staff will accompany you with private transportation to the hospital. **For life and death circumstances, students will be transported to the nearest hospital.**


12. **Counselor.** Any visits to our English speaking psychologist are covered by Duquesne University. She can come to campus for a private, confidential visit. Please contact her directly to make an appointment and you can meet in the Sisters reception area where you can meet in a private meeting place. Her contact info is:

Dr. Carolyn Rathjen MSW, LICSW

[Contact information]

13. **Over-the-Counter Medicines in Italy.** In Italy, prescription medications can cost much less than prescriptions at home, while over-the-counter medications tend to be just as much as at home or more. Italians prefer to use effervescent medications that can be dissolved in water and consumed, suppositories, or injections rather than pills. When speaking to a Pharmacist, if you would like to have pill form of your medications you should request - “pillole” (pills) “compresse” or “pasticche” (tablets). Due to the physical size of Italian pharmacies, you have to ask the pharmacist for the product you are looking for, as there is not enough room to display all medications. Here are some common Italian brand names with their U.S. familiar equivalent (See next page). *(Remember that a fever in Celsius starts at 38°)*:

### Flu & Fever Medicines

**ActiDue Giorno e Notte:** Like: DayQuil & NyQuil. This medication comes in pill form and has day time formula pills and night time formula pills, to help you sleep. *(Drugs: Day-time: Paracetamol/Pseudoephedrine  Night-time: Paracetamol/Dimenhydrinate)*

**Tachifludec:** Another cold & flu medication with Tylenol-like medication, a decongestant, and Vitamin C. *(Drugs: Paracetamol, Vitamin C, & Phenylephrine)*

**Vitamina C (acido ascorbico):** This is regular old Vitamin C. You can get these tablets in any pharmacy and usually in different flavors. Get chewable tablets or “masticabile”.

**Zerinolfu:** This over-the-counter medication can be purchased in pill form, but works best in its effervescent form. Drop a small disk into a glass of water and let it dissolve before drinking. This form may remind you of Alka-Selzer at home. *(Drugs: Paracetamol, chlorphenamine, & Vitamin C)*

### Headaches & Minor Pains

**Acetmetaphin** or Paracetamol: Like Tylenol: *Paracetamolo* *(Italian brand name: Tachipirina)*

**Aspirin:** Like Bayer: *aspirina* *(Italian brand name: Bayer Aspirina C)*

**Ibuprofen:** Like Motrin or Advil: *ibuprofene* *(Italian brand name: Moment or Moment ACT)*

### Diarrhea

**Imodium:** You’re in luck! It’s the same in Italian.
Sore Throat

Cough drops: *(Italian name: Le caramelle).* Available in grocery store, usually close to the register. Halls & Ricola both exist in Italy & Benagol is a popular Italian brand.

*Tantum Verde:* A throat spray to help with irritated and inflamed throats. (Drug: benzydamine)

**Antihistamine Medication (Seasonal Allergies)**

*Claritin* – Claritin is available as a seasonal allergy medicine in all Italian pharmacies under the same name. (Drug: Loratadine)

*Zyrtec* – For allergies, available in pill form. (Drug: Cetirizine)

*Aerius* – For allergies, available in pill form – known as Clarinex in the U.S. (Drug: Desloratadine)

*Elocon* – an antihistamine cream for skin use. (Drug: Mometasone topical)

**Laxative**

*Grani di Lungavita or Fibrolax*— This is an herbal form of a laxative that you can get in the pharmacy (or grocery stores).

*Dulcolax* – A stimulant laxative. (Drug: Bisacodyl)

14. **Helpful Information and Resources regarding Alcohol and Drug Use while at the Italian Campus**

The Duquesne University Italian Campus allows for responsible drinking if you are legally allowed to drink in your host country. Illegal, irresponsible drinking and/or misbehaving while drinking are violations of the University’s policy. You can find the Italian Campus’ Alcohol Policies in the “Appendix I” of this Handbook. You are expected to know all of our alcohol policies and rules. **The Italian Campus program has a zero tolerance approach to drug use while abroad. Students using drugs abroad will immediately be removed from the program at their own cost**. If you have questions or doubts about the University’s alcohol and drug policy please do not hesitate to ask a member of the Italian Campus staff.

When Choosing to Drink in Italy

- **You are never to be drunk/intoxicated:** Your consumption of alcohol or another drug, and/or your behavior while under the influence, might lead to a violation of local laws in addition to program and University conduct codes.

- **You should never have alcohol on campus:** The Italian Campus is a “dry campus” property. You are expected to use alcohol in a responsible and culturally sensitive way off campus.

- **Know your limits:** Certain types of alcoholic beverages may be stronger than what you are used to in the United States.

- You are expected to drink in a **culturally sensitive way**, mimicking appropriate Italian social behaviors.
• **You're an ambassador**: You are not only representing yourself but also Duquesne University, and the U.S. (or your home country). Your actions will reflect either positively or negatively on many people.

**Consequences of Drinking Too Much**

There are nearly 30,000 American students in Italy each year. Beyond the incredible good provided by our programs to students, there are terrible tragedies that hit our programs each year. Many of these incidents are alcohol related and could have been prohibited.

**Accidents and Injuries**: Accidents and injuries are common among those who consume too much alcohol. Alcohol impairs judgment, coordination, perception, and concentration. Impairment of these skills can result in a range of accidents, including falling down a flight of stairs or tripping on the sidewalk. The injuries resulting from such accidents can be minor or they can be severe. Within the past few years a number of college students have died in accidents abroad while intoxicated. These accidental deaths include several students who have fallen from balconies or bedroom windows, drowned in lakes or ponds on the way home from a party, or tripped on the sidewalk.

• In 2014, a Trinity College study abroad student in Rome was killed as he was returning home intoxicated and was hit by a train. This devastated his family in the States, his friends in Rome and the administration of his study abroad program.

**Alcohol Poisoning**: Alcohol, when used to excess, can cause alcohol poisoning. The effects of alcohol poisoning can range from vomiting to falling into a coma and subsequent death. Too much alcohol can cause vital organs, such as the heart and lungs, to slow down and even stop, which results in death. Very often someone who dies from alcohol poisoning passes out and is allowed to “sleep it off.” This is a mistake. Anyone who drinks so much that they become unconscious or exhibit any of the signs below should receive immediate attention.

**Unprotected Sex and Sexual Assault**: Alcohol use can result in a number of sexual consequences, including unprotected sex and sexual assault. Most sexual assaults involve the use of alcohol on the part of the perpetrator or the victim. Alcohol misuse can result in impaired judgment, which can put you at risk for either committing a sexual assault or becoming the victim of a sexual assault.

• A 2007 Middlebury College study from the Department of Psychology came up with the shocking conclusion that females studying abroad are 5 times more likely to be raped than those that stay home. There were links in the study to “double drinking” that happens with study abroad students and females in a non-English language country were at the highest risk due to “language barriers and social differences between the woman and her unwanted partner”.

23
**Theft:** In Rome, petty theft is very common and as in any major metropolis of the world, there is crime and those that would do you harm. Specifically, in Italy there are people that prey on intoxicated American students as they have learned to expect this behavior from us.

- Each semester at the Italian Campus students have wallets, cameras, and jewelry stolen while they have been under the influence of alcohol. In both 2012 and 2013, Duquesne students that had had too much to drink were robbed at knife-point in both Campo de’ Fiori and the Piazza Navona areas.
Alcohol 101

Why should I eat before and during drinking?
Food slows down the absorption of alcohol into the bloodstream and gives your body more time to metabolize the alcohol and get it out of your system. Foods that are high in protein or high in fat are especially effective. Beverages, such as water or anything carbonated, will result in increased absorption of alcohol into your bloodstream.

Do all drinks contain the same amount of alcohol?
Some drinks are stronger than others, but in general a 1 ounce shot, a 12 ounce domestic beer, a 12 ounce wine cooler, a properly mixed drink, or a 4 ounce glass of wine all contain about .05 ounces of alcohol. Some mixed drinks and some types of beer (imported, ice, malt liquor) contain more than .05 ounces of alcohol. Many times what seems to be one drink in a restaurant, pub or bar can often times be two drinks or more because of the size of the drink.

Are a woman and a man equally affected by the alcohol they consume?
In general, women will be more affected by the alcohol they consume than a man of the same size and weight. Women typically have a higher percentage of body fat than men and will absorb more of the alcohol they consume. Women also tend to have less of an enzyme, which helps to break down alcohol in the stomach. As a result, a woman can absorb almost a third more alcohol than a man when they drink.

How long does it take for the liver to process the alcohol contained in one drink?
It takes the liver about an hour to metabolize the amount of alcohol contained in a standard drink (.05 ounces of alcohol). Drinking coffee or taking a cold shower will not speed up the process. Only time can make a person sober.

How do I know if I’ve been ruffed?
Rohypnol (benzodiazepine - also called "ruffies" or the “date rape” drug) and GHB are two drugs that are often implicated in sexual assaults. They are odorless and tasteless (GHB can leave a slightly salty taste in a drink) and can be easily dissolved in a drink. When either of these drugs is administered, you can suffer from disinhibition, loss of consciousness, and the inability to remember events that took place while under the influence. You may have been drugged if you:

- feel more intoxicated than usual given the amount of alcohol you consumed
- wake up hung over, feeling “fuzzy,” experiencing memory lapses, and can’t account for a period of time
- cannot remember what happened after consuming your last drink
- feel as though someone had sex with you but you can’t remember any or all of the incident

If you think you may have been drugged, ask a friend to stay with you and take you to a hospital and contact a member of the Italian Campus staff immediately. At the hospital, request that the hospital take a urine sample to test for drugs in your system. If you believe that you were sexually assaulted, preserve as much physical evidence as possible. Do not urinate, shower, bathe, douche, or throw away the clothing that you were wearing during the incident.

What do I do if my friend is injured or has an emergency?
Peers should look out for each other and keep each other safe. If a student becomes incapacitated due to alcohol overuse, or if he/she is in need of medical attention, others are strongly encouraged to contact a local emergency/authorities and the Italian Campus staff immediately in order to protect the health and well-being of the affected student. Peers are encouraged to make the responsible choice to notify the program or emergency personnel quickly. The person (or persons) making the call will not be subjected to disciplinary action.

What does drinking in a culturally sensitive way mean?
We expect you to be mindful and observing all the time during your study abroad experience. Here are some helpful ways to understand how Italians use alcohol. We expect you to use alcohol in the same ways:

- Italians generally consume alcohol while eating: Italians have a deep cultural tie to alcohol, generally linked with the production and consumption of wine and hard liquors used as digestivi, a drink served in a
shot glass that is sipped over conversation after dinner to help with digestion. You probably have already participated in a traditional aperitivo or “happy hour”, where Italians converse over a (1) cocktail while having finger foods before heading to dinner together. Wine will almost always be present at lunch or dinner, but many times wine at lunch is “cut” by adding water to it so that nobody will become tipsy. As you have learned already, Italians will pour each other’s wine and keep track of how much their friends are drinking, as being intoxicated is taboo in this culture.

- After dinner, if alcohol was not consumed during dinner, some friends will head to a local pub and have a beer or two together before parting ways for the evening. You should follow these same customs, as consuming an appropriate amount of alcohol while also drinking water and consuming food will keep you from becoming intoxicated.

- Open Container Laws in Italy: Although open containers of alcohol are only against the law after 10:00 p.m. in most Italian cities, culturally hard liquor should never be consumed in the streets. Although having a normal sized beer in a bottle/can (33cl) is common to drink in a piazza or in front of a bar while socializing, wine should NEVER be consumed directly from the bottle. Wine should be respected when drinking it and should be drunk from glasses in the company of friends.

- The Consumption of Alcohol is “no big deal”: In Italy, families introduce their children to alcohol at a very early age. A sip of prosecco with their birthday cake when they are five years old or a splash of wine to color their water so they can feel like they are participating with their families at lunch/dinner when they are ten years old is very normal in this society. Since alcohol is accepted by all, ubiquitous, and seen as a “special commodity”, there is not a rush to abuse alcohol. Italians are also very in touch with how food and drink affect their bodies and are extremely careful to never reach a state of being out of control.

- Binge Drinking: The new generation of young Italians is starting to have the same issues as we do in the United States with binge drinking, but binge drinking or “drinking to get drunk”, is NEVER socially acceptable in this culture. There is a constant conversation now in Italy about how to battle this new phenomenon that is creeping into their society and generally thought to be a plague from Anglo Saxon cultures. The American stereotypes of drinking, including, “Thirsty Thursdays”, “Tailgating”, “Southside/Bar Crawl”, “Keggers” types of drinking, are extremely prohibited while studying in our programs abroad. This type of behavior is dangerous for study abroad students for a myriad of reasons and seen as offensive by the Italian people.

Resources for students

- **Our Italian Campus Counselor:** Dr. Carolyn Rathjen’s contact information is below. Her services are made available to you to help you during your adaptation abroad. The services are free and are confidential. If you’re having issues with alcohol, peer pressure, understanding your limits, etc., she can be a great resource for you!
  
  Dr. Rathjen's email: carolynvrathjen@gmail.com

- **Article:** “I’m so wasted: Reasons you shouldn’t binge abroad”: A great article about how limiting alcohol consumption abroad helps you have a more meaningful experience:
  
  [http://www.goabroad.com/blog/2013/10/01/reasons-you-shouldnt-binge-abroad/](http://www.goabroad.com/blog/2013/10/01/reasons-you-shouldnt-binge-abroad/) (a copy of this article is located in Appendix V of the Student Handbook under “Interesting Articles”)

- **Alcohol & Your Body:** A great resource for students studying abroad from Brown University about what is a drink and how to intelligently calculate your alcohol intake in order to keep yourself safe and within the rules of campus and society:
  
  [http://www.brown.edu/Student_Services/Health_Services/Health_Education/alcohol,_tobacco,_&_other_drugs/alcohol/alcohol_&_your_body.php](http://www.brown.edu/Student_Services/Health_Services/Health_Education/alcohol,_tobacco,_&_other_drugs/alcohol/alcohol_&_your_body.php)

- **Article:** Drinking & Studying Abroad: A Cautionary Tale: A Study Abroad student in Italy’s recommendations about alcohol while studying in Italy and using it like the Italians do:
  
**Roman logistics**

**SENDING AND RECEIVING MAIL**

Mailing items from regular Italian mail is fairly reliable. For general cards and postcards it takes about a week to arrive to the United States. The Vatican has a separate mail system, which can sometimes take less time to arrive. Please remember to use the appropriate postage for which mail system you chose.

Italian mailboxes are red and usually hang on the sides of buildings and say *Poste.* There are two slots on the top of the mailbox “Per la città” (Rome and the Province of Rome) and “Tutte le alte desinazioni” (For all other destinations, including the US). It costs €2.30 to send a standard card or postcard to the US from Italy. The closest Post Office location to the Italian Campus is located near the Cornelia Metro stop in Via Accursio, 28/30 (located across the intersection from the McDonalds).

All incoming mail will be available at the Reception Desk. Remember to remind family and friends to never send cash via mail, as theft in Italy is a problem. It is also illegal to receive medicine via post in Italy. All medications will be held/destroyed if sent via post or courier services.

Care packages that include something other than used goods will incur duty charges from the Italian government (this includes Food). **Students will be required to pay the duty charge before having their package released.** Family and friends sending used items should be advised to denote “used” on the green custom form at the USPS to avoid these additional custom fees.

Mail Boxes, Etc. can also help with shipping. They can provide express services to the US and helping with packing. For further information, see their website, [www.mbe.com](http://www.mbe.com).

**TRANSPORTATION INFORMATION**

Students are encouraged to purchase a monthly public transportation pass or abbonamento which cost €35. The pass permits use of the subway system (Metro), buses, trams and other city trains (in the extended Rome area). These passes can be purchased at the main ATAC offices at the following Metro stations: Battistini, Ottaviano & Termini. Two important websites to help navigate the city are: [www.atac.roma.it](http://www.atac.roma.it)

This website can help you arrive at any destination by entering your current address and the address of your desired destination. This site is in Italian, but can be changed to English by clicking on the top right hand corner. The “route planner” allows you to type in your street name (i.e. Via Nazareth) and the number (i.e. 400) as well as your desired street name/number destination. Click ‘public transport’.

*See image on right.*
After having clicked ‘submit’, you will be able to see a map, along with specific directions on how to arrive to your desired destination in Rome. Just like other programs (like MapQuest or Google Maps) you can customize your search by fastest route or least number of transfers, etc. See image on right.

www.muovi.roma.it
This website can be accessed online and/or with your Smartphone with very accurate and current bus waiting times in Italian and English (click “Languages” for English under “Other”). Under “Public Transport” click on “Bus waiting times and routes”.

You can search by bus stop id (located on the bottom left hand corner on the physical bus stop sign) or name, line number, or address. If you are leaving the Italian Campus to head in the direction of the city center, you would type “75721” and click search.

Check the number of bus stops and minutes next to 906 (or whatever bus line number you have entered).

BUSES TO AND FROM THE CITY CENTER/CAMPUS

The Via Nazareth, where the Italian Campus is located, has only one bus line that runs to and from campus and the city center, the 906 bus. The 906 bus runs seven days a week, but have fewer buses that run on Sundays and holidays. Students should plan on waiting for the 906 bus diagonally across the street from the front of campus at the yellow pole bus stop. Students should always plan on being at the bus stop at least 10-15 minutes before the bus is scheduled to come, as Rome city traffic is often unpredictable and can disturb above ground traffic, including public transportation. The weekly 906 bus (Monday-Friday) departs the head of the line at these following times (which should subsequently “suggest” the bus passing our campus stop “Nazareth-Barge” about 15 minutes following each listed departure from the bus terminal):

BUSES FROM THE BOCCEA AREA TO THE CITY CENTER

There are numerous bus lines that pass through Boccea (Cornelia area) to different areas of the city center. In the beginning weeks while you are learning the public transportation and bus system, this can act as a helpful guide, sharing some of the important stops where the bus passes:

- Bus #916 - St. Peter’s Square, Piazza Navona, Campo de’Fiori, Largo Argentina, Piazza Venezia
- Bus #46 - St. Peter’s Square, Piazza Navona, Campo de’Fiori, Largo Argentina, Piazza Venezia
- Bus #190 - Only Sundays & Holidays - St. Peter’s Square, Largo Argentina, Piazza Venezia
- Bus #49 - Vatican Museums, Piazza Risorgimento, Piazza Cavour
- Bus #46B - St. Peter’s Square, Piazza della Rovere
- Bus #791 - Villa Pamphili Park, Janiculum Hill, EUR

LA METROPOLITANA or METRO- ROME’S SUBWAY SYSTEM

The Metro system is mainly composed of two lines, Line A and Line B, which intersect at Termini, the main train station. There is a Line C that is not directly connected to the other two lines but accessible in the city center. The Italian Campus is located right past the end of Line A- Battistini, which is about a 15-20 minute walk. The Metro is open every day from 5:30-23:30 and on Saturday from 5:30-1:30. Due to construction, Metro Line B will close in the evening at 21:00. Temporary substitution buses will run in its place. Please check online or with the office for updated information.

Termini Train Station is located above the Metro system (above ground). Termini handles both national and international train routes, as well as a direct train service to the Fiumicino Airport. The station is always very busy and full of people. Much like other large cities, this center train station can also be unsafe, especially in the evenings/at night. Always keep track of your luggage and belongings here, and watch out for pickpockets!

Learning about Rome’s Public Transportation

Refer to your handbook, the websites listed and the map provided during orientation to learn about public transportation in Rome. Student reflections at the end of every semester communicate that they wish they had learned how to use the bus system earlier on in the semester. Buses are often less crowded and more pleasant as they allow the traveler to see more of Rome while traveling above ground. Take note of different areas and bus stops when you pass through for on-site classes or while exploring so you can return at other times and learn about the city. Taxis are wide spread in Rome and are inexpensive for quick jaunts, but using them as a primary source of transportation can become quite expensive.
TAXI TRANSPORTATION IN ROME

Getting a Taxi from the City Center

Roman taxis cannot be hailed. If you would like to get a taxi, you must go to a taxi stand or call/text for a taxi (Information about rates and how to call or text for a taxi are in the following pages).

Read through this list about how to successfully get a taxi from a taxi stand anywhere you are in the city:

- **Get a taxi from an official taxi rank.** It lowers the chance that you’ll wind up in unregistered taxis, which are notorious for not playing by the rules. *Never get in a car that is not an official TAXI!*
- **Calling a cab for a pickup? Know what to expect:** The cab will be a registered taxi and will arrive with a few euros already on the meter. That’s not because the driver’s cheating you. It’s because, in Italy, drivers start the meter from the moment they get the call… no matter where they are.
- **Try to have small change on you.** Don’t get in a cab with just a €50 bill, and the more coins you have on you, the better. Cab drivers should, but don’t always, have lots of bills and coins to create change with.
- **Don’t take a ride from a driver who approaches you.** In general, if someone is hawking a cab, they’re trying to take advantage.
- **A negotiated flat rate… is usually an elevated rate.** Unless you know the city very well, you’re not going to come out ahead. Plus, generally speaking, legitimate taxi drivers won’t try to set a rate with you in advance, unless it’s for a long distance.
- **Make sure the meter’s running.** The driver says it’s “broken”? Ask him to let you out of the car. Ninety-nine percent of the time, the “broken meter” is a ploy to make money.
- **Know your destination address… in Italian!** Rome is a confusing city, and not every driver knows every hotel or restaurant. Have the address, too. To be on the safe side, write it down. In Italian.
- **And make sure you’re specific.** If you say “Vatican,” your driver could drop you anywhere around the small country — if you want, say, the Vatican museum entrance, you have to say it! Ditto, in Rome, for “Borghese” (which could mean the large public park… or the Borghese museum).
- **Know about how much your fare should cost, but don’t be too paranoid.** There could be extra charges. *See the current fares listed below!*
- **Feel like you’re getting the “scenic route”? Don’t panic.** Yes, the driver might be taking advantage of you. But many streets in Italy’s cities also are one-way and winding, meaning it’s hardly ever possible to take a route that feels direct.
- **A small tip’s okay, but not necessary.** Italians don’t tip taxi drivers like Americans do — at most, they’ll round “up”, like telling the driver to keep the change when they hand over €10 for a €9.50 fare. But if the driver gives you help, like with your bags, consider tipping €1 or €2.
GENERAL TAXI FARES

- **FIXED FARES**
  Initial fixed charge on weekdays (from 6.00 am to 10.00 pm): € 3,00
  Initial fixed charge on weekends (from 6.00 am to 10.00 pm): € 4,50
  Initial fixed charge at night (from 10.00 pm to 6.00 am): € 6,50

- **CONCESSIONARY FEES**
  A 10% discount on the sum indicated by the meter:
  - for rides to Rome’s public hospitals;
  - for women travelling alone between 10.00 pm and 6.00 am
  - on Friday and Saturday, for young people leaving clubs (*only certain taxis!*)

- **EXTRA CHARGE**
  - the first piece of luggage is free of charge, then any ‘additional pieces’ will cost € 1,00 per bag (max 35x25x50);
  - from the fifth passenger on (vehicles carrying more than 4 people): € 1,00
  - radio taxi call charge: € 3,50
  - charges are shown on the meter at the end of the ride. Extra charges (additional baggage or passengers, radio taxi call, etc) may be added to the sum shown on the meter at the end of the ride.
  - taking a taxi from the Termini Train Station: €2,00

- **FIXED AIRPORT FEES** *(PER RIDE AND NOT PER PERSON)*
  - **Fiumicino Airport**
    - from Fiumicino Airport to the fixed-rate-zone (inside the Aurelian Walls) and vice versa: € 48,00
    - from Fiumicino Airport to Tiburtina Station and vice versa: € 55,00
    - from Fiumicino Airport to Ostiense Station and vice versa: € 45,00
    - from Fiumicino Airport to Italian Campus (costs are by meter, around approx. €50)
  - **Ciampino Airport**
    - from Ciampino Airport to the fixed-rate-zone (inside the Aurelian Walls) and vice versa: € 30,00
    - from Ciampino Airport to Tiburtina Station and vice versa: € 35,00
    - from Ciampino Airport to Ostiense Station and vice versa: € 30,00
    - from Ciampino Airport to Italian Campus (costs are by meter, around approx. €50)

**HOW TO CALL FOR A TAXI**

Follow these steps to successfully call for a taxi:

- Dial taxi number (06.3570 or 06.6645)
- Wait for an operator to respond.
- When operator responds, you reply:
  
  Buongiorno (or buonasera depending on time)  BWON ZHOR-NO or BWOH-NAH SEH-RAH
  Vorrei una macchina VOR-EH OO-NAH MACK-E-NAH
  in Via Nazareth, 400 IN VEE-AH NAZ-AR-ET, QUATTRO CHEN-TOW

- They will then put you on hold with music playing in the background.
- Stay on the line and wait for a BEEP and the music to stop.
- They will announce how many minutes it will be until the taxi arrives.
- Be sure to wait out at the gate if you are calling from campus (*you start paying as soon as the taxi accepts your request!*).
**HOW TO REQUEST A TAXI WITH THE ‘IT TAXI’ APP**

You can download this app from the App Store on your smartphone.

Follow these steps to request a taxi through the app:

- Create a profile with your cell phone number and credit card information. The app stores your credit card information and allows you to pay for your fare through the app with your card.
- To request a taxi, simply enter in your address or use the location arrow to use the address of your current location.
- Hit the ‘confirm pickup address’ button. Note that there are options to request for a time in the future, request an English speaking driver, and request a car for more than 4 people.
- Once you have included all pickup information, hit the ‘request’ button.
- You will then go to the ‘List of Trips’ page under the menu where you will see the name of the taxi that has been dispatched to you – ex. Bologna43. **This name is on the door of the taxi and is how you will know that it is your requested taxi!**
- When you have arrived at your destination, select ‘pay the taxi trip’ from the menu. You will insert the fare, choose your credit card, and hit pay! A receipt will automatically be emailed to you.

**From the Rome Fiumicino Airport:** Once you exit baggage claim at the Rome Fiumicino Airport, you will be approached almost immediately by people that ask you simply, “Taxi?”’. These men are licensed with the city of Rome but are very expensive private car drivers. You can just say, “No grazie” and exit the terminal. Once outside you will see the white city taxis lined up. The official rate from the Rome Fiumicino Airport into the center of Rome (including the Italian Campus) is €50,00.

**To the Italian Campus:** Most taxi drivers know where we are located and know Via Nazareth. But, if a driver happens to be confused by Via Nazareth, you can also tell them Via di Acquafredda, the main street that Via Nazareth connects to. Taxi fares to campus from the center are usually no more than €20,00.

**RESERVING A PRIVATE CAR SERVICE**

Duquesne University Italian Campus has a discounted car service partnership with AirportCOOP, a private car with driver rental service. (i.e. from FCO to Campus, €45). When calling to reserve a transfer to/from the airport, please specify that you are a student of Duquesne University before making your arrangements. They have vehicles that seat up to 9 passengers (also depending on luggage). Their number is (+39) 06.65954910 and their business cards are available in the SSO.

**Helpful travel planning guide**

Individual Travel is an essential part of your study abroad experience. For some of you, this semester is your first time out of the country and your first real travel experience. Others are already seasoned travelers, or at least seasoned tourists. Study abroad allows for many opportunities for further travel, but it may seem there are so many choices it can be difficult to make decisions. It could be helpful to read guidebooks, especially about the different areas in Italy. Consider what is important to you and how you want to make good use of your time.

**THE CITY OF ROME**

You have chosen Rome as your home for the next three months. Students can choose between two extremes, spending a lot of time getting to know every corner and nook that Rome has to offer, or
traveling most weekends to other cities or even other countries. Recognize that there is a balance to be struck between these two extremes. But also recognize that weekend visits to other cities or countries will not offer the level of in-depth access you will get by regularly exploring the city you live in while abroad. Feedback from students at the end of every semester at the Italian Campus includes the overwhelming regret for not spending more weekends in Rome and getting to know the city better. Take advantage of your newfound home!

HELPFUL WEBSITES FOR OTHER ITALIAN & EUROPEAN DESTINATIONS

Budget Airlines

www.ryanair.com
Ryanair is an Irish budget airline. They currently fly from Rome (Fiumicino and Ciampino) to 22 destinations, including London, Liverpool England (Stansted & Luton); Edinburgh and Glasgow, Scotland; Baden, Germany; Brussels, Belgium; Frankfurt, Germany; Barcelona, Spain (Girona and Barcelona); Paris, France; Stockholm, Sweden; and Santander and Zaragoza, Spain; Krakow, Poland, etc. Booking on website is required. Ryanair also now offers one Italian domestic flight from Rome to Venice.

www.flybudget.com
Flybudget.com is a search engine used to find budget airlines that fly the route you are looking for. You can also check which routes a specific airline flies.

www.easyjet.com
Easy Jet is a UK budget airline. They offer flights daily from Rome (Ciampino) to 12 cities including Milan, Venice, London (Gatwick); Belfast, Northern Ireland; Dortmund, Germany; and Geneva, Switzerland. From London, you can reach nearly 50 European cities. Booking on website is required.

www.airberlin.com
Air Berlin is a charter airline that offers discounted fares to 18 cities in Germany, as well as Warsaw, Poland; London, UK; and Vienna, Austria. Plan ahead, as their routes are not as frequent or convenient as some other airlines.

www.transavia.com
A discount Dutch airline offering service in and out of Amsterdam’s Schipol airport from the following Italian cities: Naples, Pisa, Venice (Treviso), and Verona. Service to Rotterdam is available from Rome’s Fiumicino Airport (FCO).

www.wizzair.com
Wizzair is a Polish airline that flies from Roma Ciampino (CIA) to Katowice, Poland; Budapest, Hungary; Bucharest, Hungary; Sofia, Bulgaria, Transylvania, Romania. Online booking is required.

www.norwegian.com
Norwegian airline flies from Rome (FCO) to multiple Scandinavian countries and Poland.

www.vueling.com
A Spanish budget airline that flies from Rome (FCO) to most popular destinations in Spain, direct to Paris, and connects to other European cities through Spain.
www.skyscanner.com
Airline search engine. The page can also be changed into English. Information is also available on the site for hotels, hostels, B&B’s, ferries, etc.

Major Airlines
www.orbitz.com
To see prices and get an idea of what type of flights are available on major & budget airlines.

www.alitalia.it
This is Italy’s national air carrier. This may not be the cheapest option for many destinations, as the budget airlines are constantly adding routes from Rome, but Alitalia does have competitive prices, and they fly to some great places that the budget airlines do not serve directly from Rome, such as Athens. Plus, you will get full meal and drink service on board, unlike the bare-bones budget flights. Use their Italian language website to obtain the best possible deals. Type in “offerte giovani italia” for special youth fares for students under 26 years of age.

Budget Hotels and Hostels
www.tripandscruises.com
Tripsandcruises.com is owned and operated by Classic Travel and Tours in Pittsburgh, PA. They are the official travel agency of the Duquesne University Italian Campus. They have a link on their website called “Hotel Discounts”. Click on this link to see standard hotels at discounted prices. You must book on the website and pay up front. There is a charge for canceling or changing your reservation. Also, you can look up normal priced hotels and air tickets in the main menu of this website.

Check out these sites for hostel listings in almost any location in Europe. There are also budget hotels listed on these sites as well. You can book your hostel online by paying a small deposit by credit/debit card, and then paying the balance in cash when you arrive. Remember to book early!

https://www.airbnb.it/
A popular choice with students, Airbnb is way to book unique accommodations around the world. There is also more flexibility than hotels for those traveling in larger groups (for example, finding an apartment that sleeps 4 or 6 people).

www.tripadviser.com
Trip adviser is a hotel search engine with reliable feedback from travelers. It is a good way to find and or book accommodations based on recommendations by people who have stayed there.

Train Time Tables
www.trenitalia.it
This is the official website for the national trains in Italy. The site is helpful in travel planning. You will also find information about upcoming train strikes here.
Note: It is possible to reserve electronic tickets online but only if you have a compatible credit card. Do not rely on online purchasing to book tickets. English translation on website.
www.italotreno.it
A new high-speed train company in Italy offers discounted ticket prices to major cities like Florence, Venice, Salerno, Naples, Bologna and Milan (among others). The trains leave from the Rome Ostiense and Rome Tibertina stations only.
Note: It is possible to reserve electronic tickets online but only if you have a compatible credit card. Do not rely on online purchasing to book tickets. English translation on website.

www.bahn.de
This is perhaps the most comprehensive listing of European train schedules that is available for free on the internet. It is also easy to use. You can enter beginning/ending cities from any country in Europe, and you will get plenty of options. You will not be able to book online, but the information is very helpful.

www.raileurope.com
This site is useful for finding out the approximate price for various train tickets. Their site is not as detailed as the others listed above, but prices are given in US dollars to give you some idea of what you will be spending on tickets when you book them at Termini. You cannot book tickets through this website while you are in Europe.

Some other tips…

Always research Hotels vs. Hostels. Hostels and Hotels come in many shape and forms. We have found that many times you can stay in a hotel and split the cost between three or four people for just a few euros more than a hostel. In a hotel you have many more amenities, no lock out times, breakfast, etc. The cheapest hostels usually are for rooms of 10-15 people. You have to share bathrooms and lock up your bags for security!

Planning ahead will make your trip cheaper! By planning at least a week in advance, you can expect to pay cheaper rates on hotels and airlines. Airline tickets are usually priced by the following rules: 21 day advance purchase (cheapest), 14 day (cheap), 7 day (not as cheap as cheap), 3 day (expensive!). Planning really will not only help secure cheaper rates, but also availability!

Use your travel guides! There are many helpful hints in travel guides that will help you take advantage of your time and money. Lonely Planet and Let’s Go are designed especially for young travelers on a budget. They will often give you great information on hostels in cities. They also give helpful information on museum openings and availability. Many times they will tell you when museums will be open for free and other helpful information.

AIRPORTS OF ROME – FIUMICINO AND CIAMPINO
Rome has two airports. The major airport is Fiumicino/Leonardo DaVinci (FCO), the one that you flew into on arrival day. Most budget airlines fly into Rome’s second airport, Ciampino (CIA).

- **Fiumicino** - There are multiple options for transportation from the FCO to the center of the city:
  o Train service to/from the airport direct to Termini Station called the “Leonardo Express” (Track 25-26), where you can connect with the Metro (Cost: €14,00). This train runs every hour (every 30 min. during peak hours) from 07’38 to 22’08.
Local train service (FR1) is also available to/from the Fiumicino airport to the some of the main Roman railway stations (Tiburtina, Tuscolana, Ostiense, Trastevere) usually every 15 minutes, and on holidays, every 30 minutes where you can change to the Metro Line B (Cost: €8.00). This train leaves every 15 minutes.

Taking a cab from the Campus to the Fiumicino Airport costs roughly €50 - €60, depending on baggage and passengers.

Cotral Bus - The buses are located in front of Terminal 2 in the Arrivals area. Follow the sign sign "Regional Bus Station" to reach them. You can buy the tickets at new stands, tabacchi as well as on the bus (with surcharge). The journey takes approximately one hour with one of the stops in front of the Cornelia Metro Stop near campus. More info: www.cotralspa.it

Terravision Bus - The buses are located at the BUS stop adjacent to the exits of Terminal 3 – Arrivals (spot #3). Follow the sign saying "Bus Station" to reach the buses (final destination Termini Station). The service is active every day from Monday to Sunday. The tickets can be purchased on-line or on the bus. The journey takes approximately 55 min. and the buses run approximately every 30 minutes. More info: www.terravision.eu

SIT Bus - Buses are located at the BUS stop adjacent to the exits from Terminal 3 – Arrivals (spot #1). Follow the sign saying "Bus Station" (destinations are Termini Station or Vatican Area). The service is active every day from Monday to Sunday. The tickets can be purchased on-line or on the bus. The journey takes approximately 55 min. and the buses run approximately every half hour. More info: www.sitbusshuttle.it

Ciampino - There are multiple options for transportation from the CIA to the center of the city:

Taking a cab from the Campus to the Ciampino Airport costs roughly €30 - €40, and is the fastest method to get to that airport (and cost effective if you have four people traveling together).

Bus #520 from the Metro A Cinecittà stop takes you to the Aeroporto Ciampino stop (10 stops).

The Terravision bus is a way to transfer from Ciampino to and from Termini station. It departs outside the Ciampino arrivals hall (check times on their website). More info: www.terravision.eu

Another option is to take the Metro A to the Anagnina Station, where you can also find a COTRAL bus. Follow the signs in the Metro station to the buses. More info: www.cotralspa.it
European Budget Airline Carry-on Regulations

Budget airlines are a fantastic way to move around Italy and Europe. Budget airlines, like Ryanair or EasyJet, provide very cheap rates to get students to European capitals and exotic places, but they are VERY picky about luggage restrictions. Many students try to avoid the additional checked luggage fees by trying to take only a carry-on for weekend travel, only to be disappointed that their carry-on is too big or too heavy. Here is some very important information/examples about what it means to take a carry-on with you on budget airlines.

Example #1: Ryan Air

<table>
<thead>
<tr>
<th>Non-priority</th>
<th>Priority &amp; 2 Cabin Bags</th>
<th>NEW 10kg Check-in Bag</th>
</tr>
</thead>
<tbody>
<tr>
<td>All passengers are entitled to bring 1 small personal bag on board which must fit under the seat in front of you (40cm x 20cm x 25cm). Examples include: handbag, laptop bag and small backpack. Duty free bags are also permitted in the cabin along with your cabin baggage.</td>
<td>Allows you to avoid the Priority queue and the only way to bring 2 bags into the cabin, 1 small bag which fits under the seat in front of you and the other (max 10kg) which can be stored in the overhead locker.</td>
<td>Allows you to bring a 10kg bag which must be dropped off at the check-in desk. This bag is then collected at the baggage carousel in your arrival airport. Non-priority customers who have not added a bag to their booking can still purchase a 10kg wheeled bag at the airport bag drop desk for an increased price.</td>
</tr>
</tbody>
</table>

Example #2: Easy Jet

Your allowance:

- Cabin bag: Maximum size 56x45x25cm, including handles and wheels. Cabin bags should be placed in the overhead lockers or if small enough under the seat in front of you.
- Flexi, Upfront, Extra Legroom customers and easyJet Plus cardholders: You can bring an additional under seat bag like a laptop bag or handbag. Maximum size 45x35x20cm. Bags must be placed under the seat in front of you.

No matter what budget airline you choose to fly, always make sure that you check their website and confirm the size and weights allowed by your carrier.

Where can I buy these in Rome? “Carpisa” (located in Termini station) has this size luggage for an inexpensive price, as well as many outdoor market stands. You can also order one from Amazon.it!
APPENDIX I

AMENDMENTS TO THE DUQUESNE HANDBOOK
STUDY ABROAD PARTICIPATION AGREEMENT
ALCOHOL AGREEMENT POLICY
ALCOHOL DISCIPLINE “STRIKES”
SANCTIONS FOR VIOLATIONS
EMERGENCY RESPONSE PLAN (ERP)
Amendments to the Duquesne University Residence Life Handbook for the Italian Campus

All students at the Italian Campus are bound to the Duquesne University Residence Life Handbook while studying abroad. Listed below are amendments to the policies listed by the Residence Life Handbook. Most of the amendments are due to changes in law or culture of the host nation. ([http://www.duq.edu/Documents/residence-life/_pdf/Residence_Life_Handbook.pdf](http://www.duq.edu/Documents/residence-life/_pdf/Residence_Life_Handbook.pdf)).

**Alcohol** – page 4 in the Duquesne University Residence Life Handbook

The drinking age in Italy is 18 years old or over. No person under 18 years of age is permitted to consume, transport, possess, or be in the presence of any alcoholic beverages. Failure to comply will result in disciplinary action.

All students of legal drinking age are responsible for their actions while drinking alcoholic beverages which include being intoxicated while being in public. Any student may be cited by a university official for public intoxication. It is to the university official's discretion whether or not a student may be considered publicly intoxicated. Public intoxication includes, but is not limited to, endangering the safety of other students or him/her. See attached Italian Campus Alcohol Agreement for more detailed information.

The Italian Campus is a “dry campus” property. **No alcohol is allowed on the actual Italian Campus, except for special events when alcohol will be provided by the program.** All alcohol purchased for gifts, etc. must be checked in with the Student Services Office. Please also refer to pg. 10 of the Duquesne University Residence Life Handbook for prohibited items with regard to alcohol containers and paraphernalia.

**When we travel together:** On Academic Excursions our hotels and the places we stay become our “Italian Campus” while we are away from Rome. The same rules will apply as if you were at campus. On these excursions, **alcohol is ONLY allowed when provided by the program** as part of group meals or other structured activities.

Since by U.S. law it is illegal for persons under the age of 21 years of age to transport alcohol in the United States, students under 21 years old are NOT able to check-in alcohol for students under the age of 21 to take back to the States. Students that would like to ship alcohol home from Italy can still do so, as there is no federal law not allowing a minor to ship from a different country where they are legal to purchase alcohol and ship it to someone that is of age in the United States.

**Drugs** – page 6 in the Duquesne University Residence Life Handbook

The Italian Campus strictly prohibits the distribution, possession, or use of controlled substances. Students illegally possessing illicit drugs or paraphernalia or using a controlled substance will be either put on probation (marijuana) or be dismissed from the Italian Campus program immediately (any other drug or distribution of any drug, including marijuana).

Since marijuana has been decriminalized in Italy, being issued a marijuana offense will result in probation at the Italian Campus program. In specific cases involving marijuana, the enforcement policy has been clarified to state the detection of the odor of marijuana can constitute a violation. With any other drug, there is a zero tolerance policy during the program.

Duquesne's policy is that NO paraphernalia is allowed on campus in Rome (including hookahs). The definition of drug paraphernalia by Duquesne University is any object made or purchased for the express use of using drugs or smoking marijuana. It does not matter if the paraphernalia is used or
unused; they both constitute a drug violation. Please refer to pg. 10 of the Duquesne University Residence Life Handbook for Prohibited Items with regard to drug paraphernalia.

**Illegal Entry and Exit** – page 9 in the Duquesne University Residence Life Handbook
No student may enter or exit the Italian Campus residence in any way other than that designated. Anyone found illegally entering or exiting the building or grounds may face judicial action.

**Quiet Hours** – page 10 in the Duquesne University Residence Life Handbook
Excessive noise or behavior that disturbs others, endangers personal safety, or violates the desired standards of quiet conducive to study or sleep is not permitted. Accordingly, the unsafe and/or irresponsible use of electronic equipment (radios, stereos, video games, etc.) may be ample reason for confiscation of such equipment until judicial review. Sanctions are at the discretion of the Resident Director and may result in a fine.
For official Italian Campus rules on “Quiet Hours”, please refer to pgs. 10 and 11 of the Italian Campus Student Handbook.

**Roof Access** – page 11 in the Duquesne University Residence Life Handbook
The Rooftop Terrace (piano 3) is accessible only by Stairwell B and can be accessed by students from 09:00-00’00 (midnight) daily. The Rooftop terrace is one of the official smoking points on campus.

**Room Decorations** – page 11 in the Duquesne University Residence Life Handbook
Hanging, taping, marking and applying objects to the walls as well as moving any furniture is PROHIBITIED. Any damage caused to paint or furniture will be charged to the students occupying the room at the end of the semester.

**Judicial Process**
There are two changes in this policy: First, the following people can be involved in the handling of the Judicial Process. They are:

- Dr. Douglas Frizzell, Vice President for Student Life
- Ryan Neeven, Resident Director of the Italian Campus
- Dr. Joseph DeCrosta, Executive Director, International Programs

Second, under Living/Learning Center Suspension: A student may lose their privilege to maintain enrollment in the program and be asked to return home. All violations of policy and judicial hearings will be recorded and kept on record at Duquesne University upon the return of the student to Duquesne University home campus.

**Smoking Policy** page 13 in the Duquesne University Residence Life Handbook
The Italian Campus building is a smoke free environment. Use of electronic cigarettes inside the campus building is also prohibited. There are two designated smoking areas outside: a) the rooftop terrace and b) outside the handicap access emergency door (located off of stairwell A). Students in violation of this amendment will face a fine by the Italian Campus and may face a Rome City Ordinance fine.

**Visitation Policy** page 14 in the Duquesne University Residence Life Handbook
Students are allowed to have guests at the Italian Campus, but due to Italian law and our contract with the Sisters of the Holy Family of Nazareth, no overnight guests are allowed at the Italian Campus.
- All guests must be properly signed out by 12AM (midnight) all days of the week.
- No guests are able to stay beyond midnight, nor are able to stay overnight.
All visiting family members or friends are able to come for a tour of campus. If you would like for them to eat with you in the Dining Hall, please reserve in advance by speaking to the Student Services Office.

**Signing in a Guest** page 15 in the Duquesne University Residence Life Handbook

Guests must present a photo ID when signing into the Italian Campus. Hosts must present a valid DU Card when signing in their guest. Desk personnel will keep the host’s ID at the front desk of the Italian Campus until the host properly escorts their guest to be signed out. **If the guest plans on using the Italian Campus internet/wi-fi, by Italian law we must make a photo copy of their ID and keep it on file at the Italian Campus for a period of five years.** The host student must escort all guests at all times while in at the Italian Campus and bears responsibility for the guest’s behavior. Each resident student is permitted to sign in a maximum of three (3) guests at any given time within visitation hours and according to visitation policies.

**Overnight Guests** page 15 in the Duquesne University Residence Life Handbook

Due to Italian law and our contract with the Sisters of the Holy Family of Nazareth, **no overnight guests are allowed at the Italian Campus.**

**Semester Withdrawal and Refunds**

Students attending the Italian Campus Program are on a different semester calendar than the students on the main campus. Therefore, the published refund schedule does not apply. Detailed information on withdrawal from the semester is available by contacting the Office of International Programs at home campus (Pittsburgh).

**Legal Issues**

Students shall acknowledge and understand that should he/she fall into legal problems with any foreign nationals or government jurisdictions of the host or visited countries, he/she will attend to the matter personally with his/her own personal funds. The university does not guarantee what, if any, assistance it can provide under such circumstances. Illegal activities place not only the individual but the group and the program in jeopardy; therefore, all participants in study abroad programs must agree to the conditions of participation as stated herein and in The Duquesne University Study Abroad Participation Agreement. Any participant is prohibited from using illegal drugs during the term of the program. U.S. citizens in a foreign country are subject to the laws of that country. The U.S. Embassy cannot obtain release from jail for a U.S. citizen, but can only aid in obtaining legal assistance. The Italian Campus Program has adopted the policy outlined below for dealing with illegal activities of any sort and for illegal drug use:

The consequences of illegal activities/drug use during the program include:

- Immediate expulsion from the program
- Total forfeiture of all fees paid to the program
- Loss of all course credit, and
- All costs related to any of these activities will be the responsibility of the student.
1. I agree to comply with all conditions for participation in the program, including the Code of Conduct set forth in the Duquesne University Student Handbook and Code of Student Rights, Responsibilities, and Conduct, Duquesne Computing Ethics Guidelines, directions of the Program Faculty Leaders, regulations of the program, and host country laws.

2. I will assume full legal and financial responsibility for my participation in the program.

3. I will read and carefully consider all materials issued by the Office of International Programs that relate to safety, health, legal, environmental, political, cultural, and religious conditions of the host country.

4. I will obtain and maintain appropriate insurance for the duration of the program. I will provide Duquesne with proof of medical insurance under which I am covered. I hereby acknowledge and agree that in the event of an injury to me, I will apply my own medical, hospitalization, and/or accident insurance for the payment of the expenses incurred, and will not look to Duquesne University for the payment of any medical or injury-related expenses.

5. I agree to obtain all immunizations recommended by the Center for Disease Control, and the Allegheny County Health Department.

6. I recognize that this is an academic program for which academic credits are awarded, and I agree to attend classes regularly and meet all of the academic requirements of the program. (In the event that I am participating in a non-credit study abroad program, I agree to participate fully and otherwise meet all of the program’s requirements).

7. I understand that I am traveling to a foreign country, and will be expected to adapt to different way of doing things. I agree that I will immediately consult with a Faculty Leader if I feel at risk in any way, am not well, or am concerned about myself, or a fellow student.

8. I understand that I may not operate a motor vehicle of any kind (including motor scooters) while traveling abroad.

9. I affirm that there are no physical or mental health related reasons or problems that preclude my full participation in the student abroad program. If I am taking any medication for physical or mental health reasons, I confirm that I have consulted with my doctor about my participation in this program. I agree that I will take my medication as prescribed, and that I will take a quantity with me that is sufficient for the duration of the trip. I understand that I will be withdrawn from the program and required to return at my own expense if my physical or mental health negatively affects my own stability, other students, or OIP onsite staff.

10. I understand that faculty leaders or OIP onsite staff may contact my emergency contact(s) in the event of an emergency during the program, in the even that I require hospitalization or medical/mental treatment, to inform them of itinerary/accommodation changes, or in the event
that staff determine that I am making decisions or behaving in a way that may jeopardize my own safety or mental health or the safety of others. In the event that I require medical or mental health care and cannot make decisions on my own, staff will make every effort to contact my emergency contact(s). If this is not possible, I authorize OIP onsite staff to make decisions about my medical or mental health on my behalf. I agree to assume all financial responsibility for such care to the extent that it is not covered by health insurance.

11. I understand that I am personally responsible for the safe keeping of my passport/VISA or other travel documents, any currency, or other valuables. I understand that I am strongly discouraged from bringing jewelry, excessive money, or other valuables and that Duquesne is not responsible in any way in the event of the loss or theft of personal items.

12. I acknowledge that failure to comply with the terms of this Agreement will result in appropriate discipline, (including dismissal without refund and return to the U.S. at my own expense) at the discretion of the OIP onsite staff or the Dean of my School.

Release and Hold Harmless

Intending to be legally bound hereby, and in consideration of the opportunity to participate in this study abroad program, I, for myself, my heirs, and legal representatives agree to release, indemnify, and hold harmless Duquesne University and its officers, administrators, agents and employees from any and all liability for any injury or loss, and all claims, demands, and actions at law or in equity that may hereafter at any time be brought by me, or anyone acting on my behalf, because of any injury (including death), loss, or damage to me, or my personal property resulting from or in any way related to my participation in this study abroad program.

I HAVE READ THE ABOVE PARTICIPATION RELEASE AND HOLD HARMLESS AGREEMENT, I UNDERSTAND THE SAME, AND I AGREE TO BE LEGALLY BOUND BY ALL OF THE TERMS STATED THEREIN.
Alcohol Agreement Policy

1) **You must be 18 to purchase alcohol in Italy:** The drinking age for the Italian Campus is 18 years of age. No person under 18 years of age is permitted to consume, transport, possess, or be in the presence of alcoholic beverages. Students under the legal drinking age are absolutely prohibited from consuming alcohol, and may be expelled from the Duquesne University Italian Campus program without recourse or refund if they violate this rule.

2) **You are never to be drunk/intoxicated:** You are still at Duquesne University, even though you are in Italy! You are still bound by the Duquesne University Residence Life Handbook (http://www.duq.edu/Documents/residence-life_pdf/Residence_Life_Handbook.pdf), which is clear on its policy of never being intoxicated: “All students of legal drinking age are responsible for their actions while drinking alcoholic beverages, including being intoxicated while being in public. Any student may be cited by a University official for public intoxication. It is to the University official’s discretion whether or not a student may be considered publicly intoxicated. Public intoxication includes, but is not limited to, endangering the safety of other students or the self. All alcohol policy violations will result in disciplinary action and/or educational programming by Duquesne CARES.”

3) **The Italian Campus is a “dry campus”:** As clarified in the “Amendments to the Duquesne University Residence Life Handbook for the Italian Campus” (pg. 28, Student Handbook), “No alcohol is allowed on the actual Italian Campus, except for special events when alcohol will be provided by the program. All alcohol purchased for gifts, etc. must be checked in with the Student Services Office.”

4) **You are responsible for YOU!:** Each Duquesne University Italian Campus student is individually and personally responsible for complying with all legal requirements of the nations where they are located, the rules and regulations of Duquesne University and the Italian Campus Student Handbook. Any and all consumption or usage of alcohol by an Italian Campus student is wholly the student’s own personal responsibility. Each student is responsible for knowing the country’s laws, Duquesne University’s rules, and the Italian Campus rules before using or consuming alcoholic beverages. As an Italian Campus student I understand and agree that the Italian Campus will not assume any responsibility whatsoever should I, or other students, choose to consume alcohol, and I understand that alcohol is a legally controlled substance, which can cause serious health consequences and unacceptable behavioral manifestations.

5) **You are an Ambassador:** The Italian Campus’s good standing, acceptance, and reputation in Italy is adversely affected if and when Italian Campus students manifest bad behavior, are arrested or otherwise involved in civil or criminal proceedings where alcohol use is implicated. The Italian Campus reserves full discretion to prohibit the use of alcohol by specific students, and/or all students, to establish curfews or to establish conditions for such use or consumption while enrolled in the Italian Campus program, whether such use is on Italian Campus sponsored premises or otherwise.

6) **You are expected to use alcohol in a culturally sensitive way!** Through constant observation and mindfulness, you are expected to mimic good Italian social behavior when it comes to alcohol. The American stereotypes of binge drinking (drinking to get drunk), such as “Thirsty Thursdays”, “Tailgating”, “Bar Crawls” and “Keggers”, are extremely prohibited while studying abroad at the Italian Campus and is considered offensive behavior by the Italians.
7) **The Italian Campus will provide alcohol as part of our programs:** The Italian Campus acknowledges that the culture of Italy may promote the consumption of alcohol from time to time: whether wine, beer, liquor or other beverages. When the Italian Campus deems it to be appropriate, the Italian Campus will provide occasional social or program access to alcoholic beverages on a strictly optional basis. On such occasions each student remains wholly and individually responsible for complying with applicable rules irrespective of usage by others, and no student is required to or expected to consume alcohol.

8) **When we travel together:** On Academic Excursions, our hotels and the places we stay become our “Italian Campus” while we are away from Rome. The same rules will apply as if you were at campus. On these excursions, **alcohol is ONLY allowed when provided by the program** as part of group meals or other structured activities.

9) **Three strikes, you’re out!** Please refer to the language in your Italian Campus Student Handbook regarding how strikes work with regard to discipline. **Consequences for prohibited uses or abuses of alcohol are at the Italian Campus’s sole discretion, including without limitation, probation or immediate dismissal from the Italian Campus program, without recourse or refund.**

   The Italian Campus does not act *in loco parentis*, and a student’s responsibility for complying with alcohol consumption rules is not reduced in any way whatsoever whether or not the Italian Campus may, or may not act as an alcohol “policeman”. **Warning:** the most severe consequences may be applied by the Italian Campus to any violation of applicable rules, whether or not such rules were previously enforced, and irrespective of how they were previously enforced.

10) **Probation and Dismissal from the program:** Students who are placed on probation at the Italian Campus will be provided with an Italian Campus Probation Contract. This contract outlines behaviors that will result in immediate expulsion from the Italian Campus program. In addition to the signature of the offending student, the Probation Contract requires the signatures of the Director and the student’s parents. Two sessions with the Italian Campus Counselor is also mandatory under probation. Copies of the Probation Contract will be forwarded to the Vice President for Student Life on the home campus. If a student is dismissed from the program, they will return immediately to the United States (or their home country) at their own expense.

11) **You are bound by this agreement, even when you are not on campus, in Rome, or are traveling throughout Italy/Europe on your own:** I understand and agree that the Italian Campus’s policies apply to me whether I consume alcohol on or off the Italian Campus premises, so long as I am enrolled in the Italian Campus program.

12) In consideration of my enrollment in the Italian Campus program, I hereby accept all the above conditions, and I agree to conform to all applicable rules and regulations. I understand that even one violation of such rules and regulations may result in my immediate dismissal from the Italian Campus program without refund or recourse, or other severe penalties, at the Italian Campus’s sole discretion.

13) I hereby agree to hold harmless, indemnify and defend the Duquesne University Italian Campus program, its employees, agents, and representatives from any claims, costs including attorney’s fees, actions, arbitrations, lawsuits, and otherwise, arising out of or in connection with use or consumption by me of alcohol while I am a participant in the Italian Campus program and/or utilizing facilities provided by the Italian Campus.

14) I further understand that I shall not be entitled to participate in the Italian Campus program unless I agree to this agreement:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
</table>
Alcohol Discipline - “ Strikes” in the Italian Campus Program

Students that attend the Italian Campus program are bound by the rules stipulated in Duquesne University Residence Life Handbook, the Italian Campus Student Handbook, the Amendments to the Duquesne University Residence Life Handbook for the Italian Campus, the Participation Agreement, the Alcohol Agreement and also the laws of the country of Italy.

As stated in the Italian Campus Alcohol Agreement (no. 8), “Consequences for prohibited uses or abuses of alcohol are at the Italian Campus’ sole discretion, including without limitation, probation or immediate dismissal from the Italian Campus program, without recourse or refund.” This means that for situations where a student becomes a danger to himself/herself or has endangered the life someone else, he/she can be dismissed from the program without any previous “strikes”.

1st Strike
A 1st strike at the Italian Campus is a first offense, such as (but not limited to):
- Being intoxicated/drunken
- Having alcohol on campus/During Academic Excursions
- A noise violation due to alcohol consumption

What happens?
- If on an Academic Excursion, the offending student will be escorted back to Rome by an ARD (at your expense).
- Mandatory meeting with the Resident Director.
- A monetary fine between €25,00 and €50,00.
- Complete online DU Cares alcohol program and have a follow up meeting with the Resident Director.
- The incident will be reported to the Office of International Programs and the VP of Student Life.
- Completion of community service hours designated by the Resident Director.

2nd Strike – “Probation”
A 2nd strike will generally be given as a second offense, after a student has already received a 1st strike. What happens?
- If on an Academic Excursion, the offending student will be escorted back to Rome by an ARD (at your expense).
- Mandatory meeting with the Resident Director.
- Requirement to meet two times with the Italian Campus Counselor.
- A counseling fee of €300
- A Probation Contract will be drawn up. The contract outlines behaviors that will result in immediate expulsion of the program. The student will have to sign the contract, in addition to the Resident Director of the program, a witness (staff member), and your parents.
- The probation will be communicated to the Office of International Programs and the VP of Student Life.
- Completion of community service hours designated by the Resident Director.

3rd Strike – “Expulsion”
Expulsion from the program happens when either a student breaks their probation or if a student has caused danger to himself/herself or has endangered the life of someone else. What happens?
- Mandatory meeting with the Director of European Programs and Resident Director.
- Airline ticket will either be changed or a new ticket will be purchased to send student home (at student’s expense).
- The parents of the offending student, the Executive Director of International Programs and the VP of Student Life will receive notice of the student’s impending return home.
- A Judicial Affairs hearing will happen at Duquesne University’s home campus in Pittsburgh upon return, where further sanctions will be determined.

NOTE: Any sanctions received during the last week of the semester will either need to be completed by the time the violating student returns home or will be transferred to home campus to Student Conduct, Residence Life and Duquesne Cares, depending on what the Resident Director deems appropriate. Going on probation during the last week of the program means a students’ probation will follow them home to Pittsburgh for the following semester.
SANCTIONS FOR VIOLATIONS OF ITALIAN CAMPUS POLICIES AND PROCEDURES

Listed below are approved sanctions for violations of Residence Life policy and procedure. Please note that the following information is intended to provide a guideline for students. Discretionary and/or punitive sanctions may be deleted or added at the discretion of the Resident Director.

In extreme or repetitive cases, as well as in violations that could result in a sanction above LLC suspension, students may be referred to the Director of Judicial Affairs for judicial proceedings. The judicial process will begin within seven working days from the time of the incident. A student failing to comply with the given directives will face additional judicial action. In addition, a student failing to comply with an assigned sanction will face additional sanctioning and fines along with the required compliance with the initial sanction.

It is the responsibility of all resident students to make our residence halls and campus a safe place to live. If you observe any violations of the University Code of Conduct of Residence Life Handbook, it is your responsibility to notify a resident staff member. Failure to do so may result in your being held responsible for the consequences.

More information concerning the judicial process can be found in the Student Handbook and Code of Student Rights, Responsibilities and Conduct.

1. **Violation: Alcohol**
   Includes possession on campus, presence and public intoxication in an area where alcohol is being used in violation of campus policy and/or local law. Students should note that the laws of public intoxication as well as the use of alcohol for minors do apply to those of the legal drinking age (18) and will be enforced as necessary.
   **Sanctions:**
   - **First Offense:** If on an Academic Excursion, the offending student will be escorted back to Rome by an ARD (at your expense); Mandatory meeting with the Resident Director of the Program; A monetary fine between €25.00 and €50.00; Complete online DU Cares alcohol program and have a follow up meeting with the Director; The incident will be reported to the Office of International Programs and the VP of Student Life; Completion of community service hours designated by the Resident Director.
   - **Second Offense:** If on an Academic Excursion, the offending student will be escorted back to Rome by an ARD (at your expense); Mandatory meeting with the Resident Director of the Program; Requirement to meet two times with the Italian Campus Counselor; A counseling fee of €300; A Probation Contract will be drawn up. The contract outlines behaviors that will result in immediate expulsion of the program. The student will have to sign the contract, in addition to the Resident Director of the program, a witness (staff member), and your parents; The probation will be communicated to the Office of International Program and the VP of Student Life; Completion of community service hours designated by the Resident Director. **Third Offense:** Mandatory meeting with the Director of European Programs and Resident Director; Airline ticket will either be changed or a new ticket will be purchased to send student home (at student’s expense); The parents of the offending student, the Executive Director of International Programs and the VP of Student Life will receive notice of the student’s impending return home; A Judicial Affairs hearing will happen at Duquesne University’s home campus in Pittsburgh upon return, where further sanctions will be determined.
2. **Violation: Marijuana and Other Illegal Drugs**
Includes possession of illicit drugs or paraphernalia, distributing or using a controlled substance. In specific cases involving marijuana, the enforcement policy has been clarified to state the detection of the odor of marijuana can constitute a violation.

*Sanctions: Marijuana: First Offense: Meeting with the Resident Director, a possible monetary fine of €50, probation at the Italian Campus, which means that Counseling is mandatory and the EToke program through Duquesne Cares. Second Offense: Student will return home immediately and will face further sanctions at home campus. Any other drug or paraphernalia Offense: Zero tolerance policy. Student will return home immediately and will face sanctions at home campus.*

3. **Violation: Smoking**
*Sanctions: First Offense - €25 fine for smoking in any area other than those designated for smoking and/or possible fine from municipality - warning by Resident Director / Assistant Resident Director(s). Subsequent Offenses – Meeting with Resident Director, increased fines.*

4. **Violation: Having non-registered guests on campus**
*Sanctions: Meeting with the Resident Director, sanctions will be given as determined by the severity of the situation, and include possible notification of Vice President for Student Life and/or parents, possible fine and notification of legal authorities, and possible dismissal from the program.*

5. **Violation: Trespassing on convent grounds or University quarters not open to students**
*Sanctions: Meeting with the Resident Director, discretionary sanctions, and/or monetary fines.*

6. **Violation: Illegal Entry (Including climbing in/out of windows or balconies)**
*Sanctions: Possible dismissal from the program. Restitution for damages will also apply if appropriate.*

7. **Violation: Setting off security alarms**
*Sanctions: Fine of €100, plus any governmental city ordinance fines, meeting with Resident Director, possible notification of Vice President for Student Life and/or parents, notification of legal authorities, and possible dismissal from the program.*

8. **Violation: Tampering with Fire Alarms/Sprinkler Equipment**
*Sanctions: Fine of €100 plus any governmental city ordinance fines, meeting with Resident Director, possible notification of Vice President for Student Life and/or parents, notification of legal authorities, and possible dismissal from the program.*

9. **Violation: Vandalism**
*Sanctions: Restitution for damages, fines, and possible dismissal from the program.*

10. **Violation: Throwing Objects off of Terrace or out of Windows**
*Sanctions: Fine of €50 and restitution of property, loss of terrace privilege.*

11. **Violation: Lewd or Inappropriate Behavior (public urinating, indecent exposure, spitting, inappropriate language, etc.)**
*Sanctions: Meeting with Resident Director, restitution and possible notification of parents and Vice President of Student Life.*

12. **Violation: Noise/ Violation of Quiet Hours**
*Sanctions: First Offense - warning by Resident Director/Assistant Resident Director(s). Subsequent Offenses - removal of audio equipment (if appropriate), discretionary sanctioning, monetary fines (€20). More serious sanctions, including an increased fine of €30, will be in effect during exam periods.*
13. **Violation: Fighting**  
   *Sanctions: First Offense* – Meeting with Resident Director, possible monetary fines, and or dismissal from the program. *Subsequent Offenses* – Dismissal from the program.

14. **Violation: Harassment**  
   *Sanctions: First Offense* - discretionary sanctioning. *Subsequent Offenses* - discretionary sanctioning, possible dismissal from program, possible University expulsion.

15. **Violation: Weapons (Includes items such as BB guns and sling shots)**  
   *Sanctions: Confiscation, discretionary sanctions, possible dismissal from program, possible University expulsion, and possible judicial action.*

16. **Violation: Failure to comply with rules of computer usage / damage of computer equipment**  
   *Sanctions: Discretionary sanctions and/or monetary fines, possible restitution of computer equipment when applicable.*

17. **Violation: Damage or misuse of laundry facility/equipment**  
   *Sanctions: Discretionary sanctions and/or monetary fines, possible restitution of laundry equipment when applicable.*

18. **Violation: Failure to have a working cell phone on yours person**  
   *Sanctions: Students will be fined in the amount of €25 and are responsible for meeting with Resident Director*

19. **Violation: Failure to Attend Meeting/Judicial Hearing with Director**  
   *Sanctions: Notification of parents and/or Vice President of Student Life, monetary fine and meeting with the Resident Director and possible expulsion from program.*

20. **Violation: Food/Drink in Library and Computer Labs**  
   *Sanctions: Possible warning and subsequent €5,00 fine for each offense.*

21. **Violation: Cohabitation**  
   *Sanctions: To be determined by Resident Director of Italian Campus Program and possible dismissal of Italian Campus Program.*

22. **Violation: Failure to Comply with Imposed Sanctions**  
   *Sanctions: Additional fines and/or discretionary sanctions, possible dismissal from program.*

23. **Violation: Lock Out**  
   *Sanctions: Possible warning and €1 fine for each offense.*

24. **Violation: Failure to Submit a Travel Form**  
   *Sanctions: Possible warning and subsequent €5,00 fine for each offense.*

25. **Violation: Improper attire on University Floor**  
   *Sanctions: Possible warning and subsequent €5,00 fine for each offense.*

   *If for any reason a student is suspended from the University housing, there will be NO credit made on room and board charges.*
EMERGENCY RESPONSE PLAN
(STUDENT GUIDE)

Students should always have in their possession the following items:

1) Original Copy of U.S. Passport (copy ONLY if in Rome)
2) Dichiarazione di Presenza (copy of police report paperwork)
3) Emergency Contact Card

Common Accidents and Occurrences
A detailed section of contacts, addresses, phone numbers, and maps is available in the Student Services Office to keep staff and students aware of where they can seek medical attention in the case of an accident. This information includes local doctors, hospitals, pharmacies, legal assistance, legal authorities, insurance providers and the U.S. Embassy.
Students may seek medical attention on their own, but are asked to report any illness or accident to the Resident Director as soon as possible after the visit. **Any serious crime happening against a student OR legal action being taken against a student must be reported immediately to the Director.**

Emergency Response Plan
The Emergency Response Plan consists of a four-layer “Safe Place” action plan in conjunction with a divided contact list. The contact list consists of students carrying cell phones and of students with whom they are in constant contact with. This contact list is divided between the Director, the Assistant Director and the three Assistant Resident Directors of the Italian Campus. The staff members are responsible for contacting the students they are assigned and will give instructions of the “safe place” meeting location.
Students can expect contact from either the Resident Director or one of the Assistant Resident Directors. Three separate ways of communication will be attempted: a) **Telephone call** to cell phone or contact number left on Travel Forms b) An **SMS** will be sent out with a brief message to all student cell phones c) An **Email** will be generated to all Italian Campus students with a message and some instruction. Students will be asked to respond to the email acknowledging that they received the message. **The “safe place” is in the gas station Q8 parking lot across street from campus on Via Nazareth, unless otherwise communicated by the Italian Campus staff.**

1) **Students in Rome** – If an emergency happens in Rome, students are instructed to try to make their way back safely to the Duquesne University Italian Campus. If returning to campus is dangerous or non- plausible, students should seek out a safe location.
2) **Students outside of Rome (other Italian cities or foreign)** – a) If an incident happens in the location where the student(s) are visiting, they should contact the Director, Assistant Director or an Assistant Resident Director, and if plausible, return safely to the Duquesne University Italian Campus. b) If a student hears that there has been an emergency in Rome, students should stay in their current location and await contact from the Director, Assistant Director or an Assistant Resident Director.

**A practice drill will be conducted with both staff and students at the beginning of each semester.**
Amended 29 August 2016
APPENDIX II

ACADEMIC CALENDAR
ROOMING LIST

***Provided in-country***
APPENDIX III

ACADEMIC CULTURE & STANDARDS
ON-SITE CLASS ETIQUETTE
CLASS SCHEDULE

***Provided in-country***
ACADEMIC CULTURE AND STANDARDS

Just like at home campus, there is no single “standard” or classroom culture abroad, each professor will run his/her classroom his/her own way and your job, as the student, is to adapt to their expectations and teaching style. Having said this, there are some general statements that can be applied to most classroom settings outside of the United States. Here are some of the most prevalent that are likely to affect the classroom “culture” you will experience and to which you must adapt. Almost all of the professors at the Italian Campus are Italian or of other non-US backgrounds.

1. Learning is YOUR responsibility, not your professor’s. It is much less common abroad for a faculty member to seek you out if you work is deficient, your attendance is unsatisfactory or your understanding of content inadequate. Faculty abroad expect that you will ask for help if you need it and if you do not then you should be prepare for the consequences.

2. Assessment (i.e. graded papers or exams) is less frequent and therefore each grade counts- a lot. In the U.S: we are accustomed to frequent assessment and feedback. You normally receive a paper with lots of comments. A first paper is usually returned before the second exam is given. This is NOT always true abroad. If you feel uncertain about how you are doing, make a point of sitting down with the professor to ask where you stand, and NOT just at the end of the semester before final exams.

3. Unlike in the US where assigned readings are often discussed in class, faculty abroad frequently provide students with a list of required readings and also some supplemental “recommended” readings to further illuminate some of the themes emerging in class. However, these readings may never be discussed explicitly nor are you assigned homework designed to demonstrate you understanding of the readings. **Be forewarned:** whether or not readings are discussed, if they are assigned they are fair game for exams. You are expected to do the readings, to understand them and to incorporate them into your thinking about a particular topic. If you feel that you are not “getting” it, ask questions.

4. In most societies, classrooms are run more formally that in the U.S. (there are a handful of exceptions) and the division between student and professor is more marked. Unless/until you are told otherwise, here are a few basic “don’ts” about classroom etiquette on campus.

- Don’t eat or drink in class.
- Don’t dress more casually than is acceptable for the culture (no pajamas/slippers, etc.)
- Don’t shout out an answer without being called upon.
- Don’t interrupt another student while speaking, even if you disagree.
- Don’t put your feet up on desks or other chairs.
- Don’t address your professors by their first names without being invited to do so.
- Don’t assume that original opinions are equally rewarded on exams and papers. Find out whether you are free to develop your own ideas or if you must demonstrate understanding and ability to apply the professor’s own ideas or themes.

LEARNING OR PHYSICAL DISABILITIES

If you have a physical or learning difference that requires accommodation, you should disclose your semester specific accommodation letter directly with each of your professors. You must also disclose your letter with the Assistant Director of the Italian Campus staff so that you can receive accommodations for any proctored quiz or exam.
On-site Class Etiquette

These items will help you, as the student, and your professors to be in harmony on behaviors that are acceptable at your on-site classes in the city of Rome. The guidelines have been designed to help you understand cultural differences in classroom etiquette and to help us be good ambassadors of Duquesne University, Pittsburgh, and USA while you are studying in the center of Rome. Always remember that you are more than a tourist, you are a student of Rome!

- **Getting to class:** Make sure that you are on time! You must learn to budget the correct amount of time to arrive to your meeting points by the beginning of class. If you are late, you run the risk of missing the group and thus, having an unexcused absence. Meeting points and times are included in all of your syllabi and are announced at each weekly campus meeting.
- **Footwear:** Usually it takes about an hour to get to an on-site class and an hour to return; plus, your classes are three hours a week. This means that there are many hours of walking involved in the on-site classes. Make sure that you wear footwear that will help your feet through an intense semester of walking! Flip-flops are not acceptable at on-site classes.
- **Dress:** Your dress should be appropriate and respectful. Remember that for many of your on-site classes you will be visiting churches in Rome. There is a dress code for most churches in Rome which requests that shoulders be covered and pants, skirts, and shorts should come to the knee. This is requirement is for both men and women.
- **Telephones:** Your cell phone should be switched off during class or silenced. It is unacceptable to make or receive calls or SMS (text message) during class. If there is an emergency or a special circumstance, please speak with the professor.
- **Eating and Drinking:** Eating and drinking is not allowed. There will be a break during each class where students will be able to purchase a snack and eat during the break. The only exception to this rule is water. Please keep it in your backpack, as you are not allowed to take water into many sites.
- **Respect for the Monuments:** As you will be studying at very interesting museums, churches and monuments, you must respect the art. Please make sure that you do not use flash with your photos when paintings and/or fresco are present. Always check at the entry of the site to see if photos are allowed. DO NOT lean or touch pieces of art or statuary. Only sit when there are benches or chairs available for the group. Leaning on statues or sitting on the ground will quickly attract the attention of a custodian who will come and ask you not to sit or lean!
- **Visitors:** Before bringing visitors to class, you must approve the visit with your professor in advance. To not disturb the dynamic of the class and to avoid a “tour” feel, a limited number of visitors will be allowed to each class.

**Respect for your Professors & fellow students:** Remember that your on-site classes are classes and not tours! You are welcome to take photos, but photo-taking during class explanation disrupts your professors and your fellow students. You are expected to pay attention and take notes. You will find a style that works for you, as taking notes while walking or standing is difficult. If you do not hear the professor or understand what has been said, make sure that you ask questions. You are responsible for the material!
APPENDIX IV

RETURNING HOME INFO SHEETS: I, II & III
ROOM CHECK-OUT FORM REQUIREMENTS
Here is some information that may be helpful to you in your last week in Rome & your return back to the United States:

**Room check-out:** Room check-outs will begin on Monday, Dec. 2 from 21:00-0:00, and on Tuesday, Dec. 3 from 10:00-16:00. **Rooms that have not been inspected by an ARD and signed off by Tuesday, Dec. 3 at 16:00 will be subject to a €5,00 fine per roommate.** If you are planning on spending your last day out on Tuesday, make sure that you check-out on Monday night. **All roommates must be present for the check-out process!** You must have your room ready for your inspection. Please review check-out form in Appendix III for categories. An additional form will be provided for you upon check-out. Garbage bags will be available at the Reception Desk. **Rooms must be completely clean and bags must be 98% packed in order to pass check-out!**

**Text Book Check-in:** Text book check-in and donation will start on Monday, Dec. 2 during office hours or Tuesday from 10:00-16:00. **Please meet with an ARD with all of your books in the library (Do not return books without an ARD present or you will be charged for those books.)**

**Donations of books:** The DU Italian Campus would be happy to accept any books that you might have to donate to our library. Please turn in all donated books to the library during Text Book Check-In. **Remember, by donating books to the library you continue the process of helping future students having to bring minimal amounts of books!**

**Donations of clothing, etc.** The DU Italian Campus will take donations of clothing that you will not take home with you to give to charitable organizations in the city of Rome.

**Clothing:** “Trash bags” are provided at the student services office for clothing items. Please deposit the clothing items that you’d like to donate, tie off the bed, and leave in the Student Lounge.

**Other items:** Unused toiletries, office supplies, paper/notebooks, pens/pencils, etc. etc. can be donated in boxes in the lobby.

**Cell Phones:** You can donate your cell phone to an Italian Campus student that will be coming next semester! Visit the Student Services for a form and a baggie where you can deposit your phone.

**Departure from Campus for Rome Fiumicino Airport is on Wednesday, Dec. 4 (Please see update for departure time after arrival in Italy.)** If not returning home on this group flight, you must vacate campus by 9:00 a.m.
This form must be completed by an Office of Residence Life staff member and verified by the occupants of the above room. It is essential that the condition of the room be both accurately and specifically described.

Charges will be divided equally among roommates unless otherwise noted on this form.

DO NOT FILL THIS FORM OUT – THIS IS FOR STAFF MEMBERS!

<table>
<thead>
<tr>
<th>Item</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lock</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bed Frame</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mattress Condition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ceiling Light</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wall Reading Light</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walls</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bulletin Boards</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window Blinds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Trashcan)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bathroom</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Mat, Trashcan, Sink/Cabinet, Toilet)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shower</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Desk Lamp)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Night Stand(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keys + Laundry Fobs Present?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

My signature below verifies that I agree to the condition of the room and the material and equipment it contains as described on this form. Furthermore, I understand that my failure to note damages upon initial inspection does not excuse me from responsibility for charges assessed for those damages upon my departure.

Signature Information:

First Resident’s Printed Name ___________________________ Signature __________ Date __________

Second Resident’s Printed Name ___________________________ Signature __________ Date __________

Room keys will be collected the morning of departure. Students missing keys will be charged €50,00.
**Checked Bags**
Pay for your 1st and 2nd checked bags when you check in online or at the airport. All bag fees are non-refundable, per person and each way.

**All flights (per bag/each way)**
- **1st bag**: No charge
- **2nd bag**: $100/€85
- **3rd - 10th**: $285/€240

**You're also allowed:**
- Required mobility assistive devices, such as wheelchairs, canes or crutches (to check or carry on)
- Infant assistive device (stroller or car seat)
- Required medical supplies or equipment. These items may also be carried on to the aircraft, as long as they meet size and weight restrictions. If the medical supplies or equipment are included in a larger bag containing other non-essential items, that bag will not be considered a free item, and will be subject to normal baggage fees

**Checking overweight or oversize bags?**
- When you're trying to figure out if your bag is oversize, add the measurements for length, height and width together. The dimensions we list are length + height + width.

**Carry-On Bag Allowance:**
- You're allowed one carry-on bag and one personal item onboard at no charge.
- Confirm that they will fit into the overhead bin or under the seat in front of you.
- Approved Personal Items are one purse, briefcase, camera bag, or one laptop computer (computers cannot be checked), or one item of a similar or smaller size to those previously listed above
- Carry-On Bag may not exceed 45 linear inches (or 114 cm) in combined length, width and height, including any handles and wheels. Baggage must meet carry on size limits (approximately 22” x 14” x 9” or 56 x 35 x 23 cm).

**For any other questions about baggage on Delta Airlines, visit**

If you are flying on a different carrier, please visit your carrier’s website for detailed information on luggage policies.
Be aware that under U.S. law, Customs inspectors are authorized to examine luggage, cargo, and travelers. Under the search authority granted to Customs by the U.S. Congress, every passenger who crosses a U.S. border may be searched. To stop the flow of illegal drugs and other contraband into our country, we need your cooperation. If you are one of the very few travelers selected for a search, you will be treated in a courteous, professional, and dignified manner.

WHAT IS AUTOMATED PASSPORT CONTROL?

Automated Passport Control (APC) is a U.S. Customs and Border Protection (CBP) program that expedites the entry process for U.S., Canadian and eligible Visa Waiver Program international travelers by providing an automated process through CBP’s Primary Inspection area. Travelers use self-service kiosks to respond to CBP inspection related questions and submit biographic information. APC is a free service, does not require pre-registration or membership, and maintains the highest levels of protection when it comes to the handling of personal data or information. Travelers using APC experience shorter wait times, less congestion, and faster processing.

HOW DOES APC WORK?

Instead of filling out a paper Customs declaration form, eligible passengers can proceed directly to the APC kiosks in the passport control area. Travelers are prompted to scan their passport, take a photograph using the kiosk, and answer a series of CBP inspection related questions verifying biographic and flight information. Once passengers have completed the series of questions, a receipt will be issued. Travelers then bring their passport and receipt to a CBP Officer to finalize their inspection for entry into the United States.

IVA (VAT) TAX RETURN

Visitors to Europe from the Americas are entitled to have their VAT tax returned to them. Each country has a minimum spending limit to receive the return. In Italy it is €155. If you are making a large purchase, you should ask for the tax-free forms and have the store validate them for you. The forms will need to be kept with the original receipts and presented with the merchandise at the Rome Fiumicino Airport on the day you return to the United States. Offices are located in Terminal 1 and Terminal 3. Note: There is often a line to complete the paperwork. Note: Please read the instructions carefully so you are prepared. Here is a good website that helps with all of the detailed information: https://www.romewise.com/tax-refund-in-rome.html.
WHAT DO I NEED TO KNOW?

Prohibited and Restricted Items
CBP has been entrusted with enforcing hundreds of laws for 40 other government agencies, such as the U.S. Fish and Wildlife Service, the U.S. Department of Agriculture and the Centers for Disease Control and Prevention. These agencies require that unsafe items are not allowed to enter the United States. CBP officers are always at ports of entry and assume the responsibility of protecting America from all threats.

The products CBP prevent from entering the United States are those that would injure community health, public safety, American workers, children, or domestic plant and animal life, or those that would defeat our national interests. Sometimes the products that cause injury, or have the potential to do so, may seem fairly innocent. But, as you will see from the material that follows, appearances can be deceiving.

Before you leave for your trip abroad, you might want to talk to CBP about the items you plan to bring back to be sure they're not prohibited or restricted. Prohibited means the item is forbidden by law to enter the United States. Examples of prohibited items are dangerous toys, cars that don't protect their occupants in a crash, bush meat, or illegal substances like absinthe and Rohypnol. Restricted means that special licenses or permits are required from a federal agency before the item is allowed to enter the United States. Examples of restricted items include firearms, certain fruits and vegetables, animal products, animal by products, and some animals. Please see the website for more detailed information: https://www.cbp.gov/travel/us-citizens/know-before-you-go/prohibited-and-restricted-items

Alcoholic Beverages
****You must be 21 years of age to bring alcohol into the U.S.****

The importation of absinthe is subject to the U.S. Food and Drug Administration regulations (21 C.F.R. 172.510 and the Department of the Treasury's Alcohol and Tobacco Tax and Trade Bureau regulations (27 C.F.R. Parts 13.51, 5.42(a), and 5.65). The absinthe content must be "thujone free" (that is, it must contain less than 10 parts per million of thujone); the term "absinthe" cannot be the brand name; the term "absinthe" cannot stand alone on the label; and the artwork and/or graphics cannot project images of hallucinogenic, psychotropic or mind-altering effects. Absinthe imported in violation of these regulations is subject to seizure.

Alcohol laws vary from state to state in the U.S. Below is the Pennsylvania State Law about bringing alcohol into Pennsylvania from abroad:

Any individual may import into Pennsylvania up to one gallon of liquor or wine free of tax and mark-up, if that liquor or wine was purchased outside the United States. 47 P.S. § 4-491(2). The purchaser must produce, at the PLCB's request: (1) the ticket stub or receipt for passage or other satisfactory evidence to prove foreign travel, (2) a receipt evidencing purchase of the liquor in the foreign country, and (3) an affidavit indicating that the purchaser was allowed to bring the liquor in duty-free. 40 Pa. Code § 9.82.

Liquor or wine imported in excess of one gallon, in addition to the documentation and service charge requirements, is also subject to mark-up by the PLCB and state taxes to the extent that it can otherwise be lawfully imported. 40 Pa. Code § 9.83. Once the necessary documents are filed and charges paid, a certificate approving the importation would be issued. If you have any questions, please contact the Bureau of Product Selection at (717) 787-7965.

If the liquor an individual wishes to ship from a foreign country to Pennsylvania does not exceed one gallon in volume, it may be brought into Pennsylvania from overseas, pursuant to section 491(2) of the Liquor Code, 47 P.S. § 4-491(2). Because an individual must show that he/she purchased the liquor in a foreign country or United States territory, a receipt is required reflecting the purchase, plus the other information
specified in section 9.82 of the PLCB’s Regulations mentioned earlier. If the liquor is more than one gallon, an individual would have to comply with the general rules mentioned above.

Medication/Drugs
Rule of thumb: When you go abroad, take the medicines you will need, no more, no less. Narcotics and certain other drugs with a high potential for abuse - Rohypnol, GHB and Fen-PHEN, to name a few - may not be brought into the United States, and there are severe penalties for trying to do so. If you need medicines that contain potentially addictive drugs or narcotics (e.g., some cough medicines, tranquilizers, sleeping pills, antidepressants or stimulants), do the following:

Declare all drugs, medicinals, and similar products to the appropriate CBP official; Carry such substances in their original containers; Carry only the quantity of such substances that a person with that condition (e.g., chronic pain) would normally carry for his/her personal use; and carry a prescription or written statement from your physician that the substances are being used under a doctor's supervision and that they are necessary for your physical wellbeing while traveling. U.S. residents entering the United States at international land borders who are carrying a validly obtained controlled substance (other than narcotics such as marijuana, cocaine, heroin, or LSD), are subject to certain additional requirements.

If a U.S. resident wants to bring in a controlled substance (other than narcotics such as marijuana, cocaine, heroin, or LSD) but does not have a prescription for the substance issued by a U.S.-licensed practitioner (e.g., physician, dentist, etc.) who is registered with, and authorized by, the Drug Enforcement Administration to prescribe the medication, the individual may not import more than 50 dosage units of the medication into the United States. If the U.S. resident has a prescription for the controlled substance issued by a DEA registrant, more than 50 dosage units may be imported by that person, provided all other legal requirements are met.

Please note that only medications that can be legally prescribed in the United States may be imported for personal use. Be aware that possession of certain substances may also violate state laws. As a general rule, the FDA does not allow the importation of prescription drugs that were purchased outside the United States. Please see their Web site for information about the enforcement policy for personal use quantities.

Warning: The U.S. Food and Drug Administration prohibits the importation, by mail or in person, of

Drug Paraphernalia
It is illegal to bring drug paraphernalia into the United States unless prescribed for authentic medical conditions such as diabetes. CBP will seize any illegal drug paraphernalia. Law prohibits the importation, exportation, manufacture, sale or transportation of drug paraphernalia. If you are convicted of any of these offenses, you will be subject to fines and imprisonment.

APPENDIX V

LOCAL CUSTOMS
INTERESTING ARTICLES

Reality can be so complex that equally valid observations from differing perspectives can appear to be contradictory.
EATING AND DRINKING

There is a connection between customs and values, however; the values of a culture are often expressed in its customs. The café society of many Mediterranean countries suggests a certain value for comfortable social interaction, a relaxed view of time, and the idea that life should be savored teaspoon by teaspoon. So as you adopt new customs, take time to reflect on the values that underlie them, and examine your own values as well. Is there something in this culture worth taking back with you, making part of your own core values?

Food is one of the most important parts of any culture. Although we may have pushed eating aside in the United States, trying to make it fast and unobtrusive on the real concerns of our lives, for many cultures across the world, eating and food are still of central importance to family and social life. Be aware that many countries frown upon eating on-the-go and it is considered rude to eat food while you’re walking (with some exemptions in Italy, like gelato).

As a guest in the Italian culture, you should be open to trying as many different new customs as you can, and this means kinds of food and modes of eating. But be realistic: don’t expect yourself to eat beef if you are a vegetarian or keep ordering tripe soup if you really hate it. Try new foods and experiment with menu items that you can’t necessarily identify. You will never know what you discover! Buon appetito!

While alcohol consumption varies in degree and social context from county to county, it is safe to say that few countries consider the kind of binge drinking on American college campuses to be socially acceptable. Many countries to not have strict drinking ages and therefore alcohol, not being illegal or taboo, isn’t considered novel, and binge drinking is relatively rare. Many other cultures appear to have a much healthier relationship to alcohol than does society in the U.S.

Mediterranean cultures value alcohol as a social lubricant and as an intrinsic part of meals. People will socialize in bars, but the careful observer will notice that the local people will space their drinking out over a large stretch of time, and eat small snacks in-between drinks. In this environment, it is not uncommon to leave drinks half-finished as there will be a lot of sampling over the course of the evening. If you finish everything, you’ll normally drink quite a bit more than you might here.

Although you are “legal” abroad, we strongly encourage you to drink responsibly and carefully. Drinking too much leaves you more vulnerable to all of the aforementioned crime, and in excess will lead you to display behavior that many fuel anti-American sentiment. If you choose to drink, be very aware of the quantities you consume and note that alcoholic drinks in other countries tend to have higher alcohol content per volume than their U.S. counterparts.
SAVOR THE TRIP, DON'T TWEET IT

National Geographic Traveler Magazine

Jan-Feb 2011

By Christopher Elliott

Last summer, my family of five was driving down a two-lane highway that cuts through some of the most gorgeous scenery in the Catskills. But the kids—ages three, four, and eight—didn’t have a clue. They were busy watching Wizards of Waverly Place and Phineas and Ferb on iPhones. Me: “Kids, are you seeing this? Look at the mountains! Look at the cows!” Kids: “Uh-huh.” Remember vacations before social networking, DVD screens in the back of the minivans, and Flip video cameras wrapped around every wrist? Think back. The smart phone wasn’t always buzzing like a hornet. The GPS wasn’t ordering you to make a U-turn now. The first thing you saw when you stepped onto the overlook at the Grand Canyon wasn’t a miniature Grand Canyon in the viewfinder of your HD video camera.

Vacation meant leaving the world you knew for a world you didn’t. We immersed ourselves in a new place with minimal interference from technology. To be fair, there were always shutterbugs who obsessively took photos, and some vacationers were never really there to begin with, because they were engrossed in a novel. But the numbers of these distracted travelers increased significantly when portable consumer camcorders came on the scene in 1983. Digital cameras appeared in the 1990s. And then so-called convergence devices came along, merging the cell phone, camera, video camera, and personal computer. Case in point: Apple’s iPhone, introduced in 2007. Today’s model comes loaded with two cameras, digital compass, and gyroscope. Oh, and some of the quarter million apps available.

Now it’s almost impossible to avoid seeing a vacation through the prism of your portable gadgets. Nearly one in five Americans carries a smart phone, according to Forrester Research, Inc. Among travelers, the adoption rate is even higher. With more than 500 million active Facebook users worldwide—each with an average of 130 friends—just imagine the number of vacation photos and status updates posted every second.

But do we know when to power down our gizmos? Indeed, a recent poll by Harris Interactive on behalf of PC Tools found that about one in ten men think they shouldn’t have to switch off their mobile devices during weddings.

Their own weddings.

Annette Priest says gadgets have made travel a less memorable, less meaningful experience in the 21st century. She studies how people use computers and smart phones for Revel Insight in Austin, Texas. “Technology constantly used to connect people can make travelers miss the positive disconnection and fresh insights of their own day-to-day life,” she says. Technology analyst William Bao Bean adds, “Social media has fundamentally changed travel; when you’re on the road, there is a constant stream of pictures, comments, complaints, and video to share with friends, family, and even strangers.”
Technology short-circuits some of the delights of discovery, too. We can almost experience the trip before we step off the plane. Where will we stay? There’s an app for that. Recommendations for dinner? There’s an app for that, too. What to do right now? Open your browser, and all will be revealed. Whatever happened to exploring, happenstance, and serendipity? That essential, spontaneous part of the vacation is at risk of extinction.

“The process of reporting, documenting, and communicating pulls you out of the experience,” says adventure travel expert Don Mankin, a former psychology professor. “Instead of having the experience, you are now observing yourself having the experience. It’s a layer removed and just not as sensual.”

Another problem, according to Priest and other usability experts, is that some travelers see the world through the tiny screens of their smart phones before they bother looking at the real thing. They perceive a vacation as a film director might, blocking off each shot, concerning themselves with backlighting and background interference rather than taking it in with all their senses. Travel, then, is compressed into a series of still images or high-definition video for posterity. But it’s fake, because you never had the experience in the first place.

Full disclosure: I own not only several iPhones but also an iPad. I use Facebook and Twitter, and I shoot digital pictures and video. If you send me a tweet right now, I’ll probably respond. As a travel journalist, I love the way technology can connect me with readers, sources, and friends. Then again, that’s my job.

Putting the electronic toys away while traveling isn’t just a nice idea. It could also improve the quality of your life when you return home “Those who take a real vacation by untethering from technology have higher overall long-term productivity than those who don’t,” says Marc Resnick, a usability expert who teaches at Bentley University in Waltham, Mass. Resnick isn’t just talking about laying off the work when you’re on vacation. He means cooling it on the electronics while you’re away—even the occasional game of Super Mario Brothers.

It’s not all bad. Used in moderation, technology can make your trip go more smoothly. Priest hastens to add that technology can increase travelers’ safety and confidence, as well as provide supplemental information and context while in the destination. Wondering if George Washington is buried at the base of the Washington Monument? You can look up the answer while gazing at the obelisk. (No, he’s not.)

The solution? Set boundaries on technology. If work requires you to check in, limit yourself to a half-hour in the morning and answer only the most urgent messages. Say no to obsessive Facebooking. Let the kids use the iPad during the flight, but bury it deep in the suitcase when you arrive. That’s what I did last year, on a memorable trip to Hawaii’s Big Island. We had a rule: Turn on Hannah Montana Forever, and the phone goes in the volcano. We still have all of our iPhones. If that doesn’t work, book lodgings without cell phone or Wi-Fi connections. I recommend the Catskills. (Also see the story on classic summer lodges in the May/June 2010 issue.)

Technology isn’t really the issue. But too much of it is. It trivializes travel, turning it from a much-needed, multisensory recreational experience into fleeting and utterly forgettable entertainment. You might as well stay home and throw a bag of popcorn into the microwave.

Had a bad trip? Contributing editor Christopher Elliott may be able to fix it. Give him the details at celliott@ngs.org.
I’m So Wasted! 6 Reasons You Shouldn’t Binge Drink While Abroad

FEATURE | TUESDAY, 1 OCTOBER 2013

BY LAUREN SEIDL |

Reasons Not to Binge Drink Abroad

Students only study abroad so they can have an easy class schedule and get drunk every night. Is this statement offensive to you? At GoAbroad, we die a little every time we hear it. It is a reality, though, of some students treating studying abroad like an extended spring break instead of a cultural learning experience. Please don’t be one of those students.

We aren’t here to lecture and tell you that drinking is bad; it isn’t. Drinking abroad doesn’t make you a horrible person, it just makes you a person. We merely want to give you a reminder that there’s more to studying abroad than drinking. In fact, some of the best moments abroad come from those nights you took it easy. Here are six benefits of staying sober:

1. You will be prepared to explore the next day

Drinking is fun, but hangovers are not. Don’t miss out on exploring your host country because you drank too much the night before. Not only will the alcohol make you feel terrible, but so will the fact that you missed out on zip-lining through a rain forest in Costa Rica. If you want to go out and drink, go for it. In some countries, having a pint of beer or glass of wine is considered part of the local experience. Just don’t get obliterated every night. There is a difference between social drinking and binge drinking, even though in college the two can seem interchangeable.

2. You will have a larger variety of experiences

Even clubbing in Japan becomes lame if you do it every night. You are in a different country. Who knows if you’ll ever get the chance to travel there again. Embrace it! Treat every night like it’s your last night in that country. One night it actually will be, and you don’t want every memory to take
place in a bar. Explore restaurants, go to a concert, find a nearby fair or festival. Even looking in on a country’s night life as a sober outsider can be an incredibly entertaining and educational experience that doesn’t result in a hangover.

3. You will get out of your comfort zone more often

If you’re shy or in an uncomfortable situation, drinking is one viable option to help you loosen up. But if you always use alcohol in these types of situations, you’ll never learn how to deal with the discomfort and become a less awkward person. By taking a break from the booze, you’ll be forced out of your comfort zone and wind up gaining more from your study abroad experience in the end.

4. You won’t be a walking stereotype

If you are from a country that is stereotyped as loud, obnoxious, and heavy drinkers, getting wasted every night won’t help improve the image of your nation. It also won’t improve the image of study abroad students. You won’t win over the locals, as many cultures look down on people who get blatantly drunk in public. Even countries that are known for alcohol consumption, such as Germany, find public drunkenness distasteful. Aside from this, embarrassing and offensive statements are more likely to escape from your mouth if you’re tanked.

5. You will be safer

It’s easy to make bad decisions when you’re drunk; this is how 24-hour fast food restaurants stay in business. When you’re abroad, decisions can lead to much worse outcomes than eating ten tacos. You could be taken advantage of, robbed, or led into even worse situations by people who know you’re from a different country. When you do drink, always keep on eye on your beverage and stay with at least one person you know. Sometimes it’s safer to take a break from the drinking scene.

6. You will remember being abroad

What’s the point of studying abroad if half of your memories are hazy? You can drink anywhere, but you can only experience the culture and history of your host country in that country. Again, we aren’t saying that alcohol is the root of all evil. Please go out, get a drink, and have some fun! Just keep in mind that drinking is only a drop in an ocean of studying abroad experiences. If that last sentence was too cliché to process, just remember that there’s more to the world than alcohol.

What do you think? Are study abroad students wrongfully stereotyped? How much of the study abroad experience includes alcohol?

http://www.goabroad.com/blog/2013/10/01/reasons-you-shouldnt-binge-abroad/
Drinking and Studying Abroad: A Cautionary Tale

Published on 05/24/2012 by Kristen Wendt

It was day two, my second day in Italy as a study abroad student, first day of Welcome Orientation. Our day was jam-packed with orientation lectures, tours, and activities, ending with a complimentary "night at the spa" to mingle with other students and relax after the long day. At the spa, we were free to wander around the different rooms, swim in the pools, and eat from a light buffet in the dining room. But what caught many students' eyes at the buffet was not the food, but the endless supply of wine at the end of the table.

Take a bunch of American study abroad students, a limited supply of food, some alcohol, and a spa, and you've got disaster. By 10 PM, one party-goer was making a scene in the lobby, one was passed out in the locker room, and another barely managed to make his way home, as he stumbled around the city drunk by himself. The program's staff was not pleased, to say the least. They were humiliated, they were embarrassed, and they were scared as to what to expect from us for the remainder of the semester.

The next morning of Orientation opened with a lecture where we learned about the damage done by our excessive drinking the night before. We had ruined the program's long-standing relationship with the Spa. Until further notice, there was a cap on the amount of wine served at any program-sponsored event in the future. And we were all put on notice for the remainder of the semester. They ended with a story about one of their favorite students from a previous semester, who drank so much at the Farewell Dinner that she was sent to the hospital on her last night in Italy. Her undergraduate college put the incident on her record, which caused her to be dropped from medical school because of a simply disciplinary action. He stated that the story should be a warning for us all.

Our Director's closing point? Italians drink for enjoyment. American's drink to get drunk. A bit of an overstatement? Yes. But there's also some truth to his statement. For many students (many who are under the age of 21), studying abroad is the first opportunity where they can drink legally. It's the first time they are able to order from a bar, or even buy a bottle of wine at the grocery store. For once, there's nothing holding them back.
Most make the transition gracefully enough. Others, however: not so much. While I would love to say "our night at the Spa" was unusual, it is hardly out of character for the typical American study abroad student. Studying abroad provides American students with the dangerous combination of whimsical freedom and a low drinking age (if any). And the opportunities to drink while abroad are plentiful - I mean, you can't go to Oktoberfest without drinking a liter (or two, or three...), right? And who could pass up having a few pitchers of Sangria on their Spring Break in Spain?

**Some Basics of the Italian Drinking Culture:**

The truth is that there are plenty of opportunities to enjoy your newfound freedom to drink wherever, and whenever, you please while abroad, if you only use some common sense. Take Italy, for example.

If there is one thing I miss about Italy, it's the *apertivo*. An *apertivo* is the most popular drinking tradition in Northern Italy. What is it exactly? Think of it as the older cousin of the "happy hour". You pay for a drink between the hours of 6-10 PM at almost any bar, and can then get all the food you'd like. The original intention of the *apertivo* was to "stimulate one's appetite and open up one's taste buds for dinnertime." However, if you find the right *apertivo*, you'll feel no need to make your way to dinner afterwards.

Many young people often congregate in the plazas in front of churches to drink, talk, and sometimes even play instruments. One might say that it's BYOB at its finest (and a cheap night too! You can find some bottles of wine in a typical Italian grocery store for as little as 1 Euro). In Florence, it was in front of the Basilica of Santa Croce. In Milan, it's San Lorenzo Plaza. Everyone drinks on its steps Saturday night, and then goes to mass at the same place on Sunday morning. It's a weird combination, but it seems to work for the Italians.

There's no such thing as a house party in any of the main Italian cities. The majority of citizens in cities like Rome, Florence, and Milan live packed together in apartments and do not appreciate in the slightest a rowdy game of beer pong going on in the apartment above them. Therefore, all group drinking in Italy is done outside of people's homes. Besides in church squares, you can also find young people gathered in bars and discotecas until the wee hours of the morning.

All in all, Italians do enjoy a good drink and having a fun time. But in a whole semester of studying abroad, I can't remember a single time I saw an Italian stumbling around drunk and making a scene on the way to a club. As for Americans... there are more times than I could ever count.

I'm not saying not to drink. I'm not saying not to have fun. But, there's something to be said for having some common sense in a foreign country full of foreign customs and laws. There are already enough poor American stereotypes out there. Don't add to them.
APPENDIX VI

ORIENTATION INFORMATION

Orientation Weekend Schedule
Class Lists- Courses in which you are enrolled
***Provided in-country***

On-Site Class Etiquette: Dress Code 101
How to Complete the Travel Form 101
Copy of your UnitedHealthcare Global Card
How to Buy an Italian SIM 101
On-site Class Etiquette Continued: Dress code

Access to Vatican Museums, Sistine Chapel, Saint Peter’s Basilica, and all other churches and holy places in Rome is permitted only to visitors dressed appropriately (no sleeveless blouses, no miniskirts, no shorts, no hats allowed).

Below is the official dress code taken from the Vatican website. Please note these rules apply to **ALL** churches you will visit throughout your semester:

**Women:**
Women can wear trousers and capri pants. Skirts and dresses are permitted, however they **cannot be shorter than knee length and shoulders must be covered**. In very hot weather, a shawl or large scarf/Pashmina can be draped around the shoulders for visiting the sites. **Bare shoulders and short skirts/shorts are not permitted.**

**Men:**
Men should wear long pants and short sleeves t-shirts or shirts are OK but no vest tops. Jeans are OK, however, official rules state **no shorts**. As summers can be very hot, the Vatican does sometimes relax the rules and allow men to wear shorts, however it is worth noting that this may not always be the case and the official dress code does state no shorts. Men should also be aware that **hats need to be removed before entering any church or chapel which includes St Peter’s Basilica and the Sistine Chapel.**
Individual and Group Travel Form

Name(s) as they appear in your passport and cell phone number(s):

Alana Rae Sacriponte - +39 345.517.****
Michael Aaron Wright - +39 333.679.****

Cities/Places you will be visiting—list the coordinating dates of visit:

*Please include flight information below if flying (no train info needed):*

March 24-25, 2017 – Vueling Flight #687 FCO (Rome) to MAD (Madrid) 24 March at 14:00
Vueling Flight #876 MAD (Madrid) to FCO (Rome) 26 March at 19:55

March 25-26, 2017 – Toledo (by train) from Madrid

Contact Information—list phone #’s for places you will stay (hotels/hostels/relatives) with coordinating dates:

Hotel JC Rooms Santa Ana, Calle de la Cruz, 8, 28012 Madrid, Spain - +34 915 31 44 03 (24 March)
Hotel San Juan de los Reyes, Calle de los Reyes Católicos, 5, 45002 Toledo, Spain - +34 925 28 35 35 (25 March)

If you would prefer to send your completed travel form in one email to italyduqadmin@gmail.com, please include in the subject line of the email “TRAVEL FORM & YOUR NAME”.

**All completed Travel Forms must be turned in to the office or emailed by Wednesdays at 17:30 before you depart for weekend travel. A failure to do so will result in a fine.**

Fall Break requires a submitted individual form (group travel forms not permitted).
How do I retrieve my supplemental insurance card?


CREATE A MYCISI PORTAL LOGIN

Through the **myCISI Portal**, you can:

- Access important information about what is covered
- Locate a Provider
- Obtain Claim Information
- Travel Resources including information related to travel planning, immunizations, health care abroad, personal security, culture and weather.
- Manage your Itinerary
- Purchase additional coverage for Personal Travel after your program
- and more

**Contact info:**

**Tel:** +1 312 935 1703

**Email:** medassist-usa@axa-assitance.us
CELL PHONES IN ITALY

***TAKE THIS SHEET WITH YOU WHEN YOU GO TO PURCHASE YOUR SIM CARD!***

1. Bring your passport with you when you go to buy a SIM card. If you are using an unlocked phone from the U.S., bring it with you to make sure you receive the correct SIM card size.

2. **STEP 1: Choose a provider.** (The four major providers are listed below).

   ![TIM](image1.png)  
   ![Vodafone](image2.png)  
   ![Wind](image3.png)  
   ![Tre](image4.png)

3. **STEP 2: Go to a store sponsored by the provider of choice and purchase your SIM card.**

4. **STEP 3: Choose a prepaid plan and continue on a pay-as-you-go basis.** The pay-as-you-go is a simple, straightforward formula allowing you to recharge your SIM card at your convenience. Money will be deducted from your SIM card according to the plan you have chosen. To “top up” your SIM, you can go to any tobacco shop, cell phone store, coffee bar or some grocery stores. They will have either one of two options: a) Pre-paid “top up card”, which you activate on your phone OR b) they will offer an e-top up service with a machine, which is automatic.

5. You can monitor your phone usage and balance (credito residuo) by calling the phone numbers below, or downloading the app/activating an account on the respective provider’s web portal:

   **TIM:** Text “CREDITO” at 40916  
   **Vodafone:** text or call 404  
   **Wind:** Text “SALDO” at 4155  
   **TRE:** call 4030

***KEEP YOUR RECEIPTS WHEN YOU PURCHASE YOUR SIM JUST IN CASE YOU NEED TO RETURN! IT CAN TAKE UP TO 24-HOURS FOR THE CREDIT TO BE ACTIVATED.***