

**A TO Z**  
**PENN IN FLORENCE – SUMMER 2009**

Please see the index for the general subject matter of your concern and if you have further questions please contact Professor Fabio Finotti: [finotti@sas.upenn.edu](mailto:finotti@sas.upenn.edu)

Application	Friends who come to visit
Accommodations (see Hotel)	
Adaptor for laptop	Guidebook
Alcohol policy	Gym facilities
Arrival in Florence	
ATMs in Florence	Hotel accommodations
	Hotel address
Beaches	Hotel roommates
Behaviour in the hotel	International SOS
Bicycles	Internet access
Billing	Laptops
Books (see Textbooks)	Laundry
Budgeting for trip	Libraries
Buses in Florence	
Buying textbooks	Medical condition
Buying my ticket (see flight)	Emergency
	Prescriptions
Cabs in Florence	Money to bring
Calls – receiving calls at the hotel	
Cell phone	Packing my bags
Cell phone – Directors' numbers	Palazzo Cerchi
Churches	Passport
Clothes – see Dress code	Photocopying & faxing
Converter	Roommates
Costs	
Course credits	Smoking
Courses offered	
	Taxi from airport – see cabs
Dates of program	Textbooks – list & where to purchase
Dress code	Transcripts for non-Penn students
	Train travel
Eating out	Trips
Euro-rail pass	
	Visas
Faculty	Visitors
Flight	Wireless internet access at KSU
Forms	Withdrawal & Refund policy

### **Application**

All students interested in a Penn Summer Abroad program must complete an online application at College of Liberal and Professional Studies. <http://www.sas.upenn.edu/lps/summer/abroad/application>. Applications for Penn-in-Florence are considered on a rolling basis as space is available in the program. Notification of your admission will be sent to your email address from the College of Liberal and Professional Studies and you can view the admission letter from your online application account. The letter and pre-departures forms are also mailed to your current address. (see *Forms*)

### **Accommodations – see Hotel**

### **Adaptor for lap-top**

In Italy the voltage is different from that used in America. Most newer laptops can switch from one system to the other (from 110 to 220 volts and vice-versa) and all you will need is the appropriate adaptor (available at Radio Shack and other computer stores). Make sure your computer has this capability before plugging it in Italy or it will crash and it will not be possible to resuscitate it.

### **Alcohol policy**

Students have to comply with the age limit in Pennsylvania, despite being in Italy, where there is no drinking age. No consumption of alcohol is permitted during the program or in any of the hotel bedrooms.

### **American Express**

The American Express office is the best place to exchange either cash or Travelers' checks, or to simply use the ATM. It is located very close to the building where classes are held. The address is Via Dante Alighieri 22r. The phone number is 055-50981 or 055-288751. Hours: Mon. – Fri. 9:00 am to 5:30 pm; Sat. 9:00 am to 12:30 pm. You may also make travel arrangements at the American Express Office.

### **Arrival in Florence**

There are no direct flights to Florence from the US, so most likely you will have a change of plane in a European city – London, Frankfurt, Paris and Rome are common stops on the way to Florence. When you arrive at the airport, take a cab to the Hotel Bellettini. The cab will cost you about 25-30 euro, depending on how much luggage you bring. You do not need to tip the driver. (see *Dates of Program*)

### **ATMs in Florence**

The best way to deal with money is to use the ATMs in Florence, which are located in many areas of the city. If you do not have a debit card, please arrange to get one before departure. Fees are charged according to the fees policy of your own bank, but the Florentine banks do not charge a fee.

### **Beaches**

The closest beach to Florence is in Viareggio. It is easily accessible by train, and the beach is only a couple of blocks from the station, so it is really convenient. It is also inexpensive to get there, though you might want to pay for a beach chair and umbrella if you plan to be there all day. It is very much a “family beach” so if you want to see people your age, and you have a free weekend, you will probably want to head further off, to Rimini or Riccione on the Adriatic coast. Riccione and Rimini are known for their night life and the Adriatic at Riccione, Rimini, Pesaro and Cattolica is much nicer than further north in Venice.

### **Behaviour in the hotel**

It is imperative that you understand that you are guests in the hotel and that just because you have paid to stay there does not mean that you can behave as you might do in your own home. You cannot just walk into the kitchen or to the bar area and help yourself to food or cutlery. You cannot sit in the lobby with your feet on the table. Nor can you speak in a loud and disrespectful tone in the lobby. Be aware that high heels make a lot of noise on the floors of the hotel and the clicking of your heels, plus the noise of your voice and laughter, will disturb other guests. The hotel is not a dormitory and cannot be considered such. If you eat in the lobby, clear away after yourself. Bringing bottles of beer and wine into the hotel for consumption in the lobby or in the rooms is forbidden. If you indulge in drunken and lewd behavior, the director has the right to send you back to the U.S.

### **Bicycles**

If you want to go on a bike tour while in Florence, there are several companies which organize day trips and longer trips. We recommend Tuscany Bike Tours (339-1163495). If you wish to rent a bike for the 6 weeks, see Geordie Cohen in the Via Fiesolana.

## **Billing**

The bill for tuition and program fee for Penn in Florence are charged to the students' accounts in the same way that tuition is charged during the academic year. Since Penn-in-Florence begins during the period of the Summer I session, it will be charged on the Summer I billing schedule. The first e-bill for Summer I is sent on April 28 (bill due May 22).

## **Books – see Textbooks**

### **Budgeting for trip**

Besides the cost of the flight and the program, you will need to budget for eating out on a daily basis, odd purchases in the pharmacy as well as more expensive items and gifts. A continental breakfast is included at Hotel Bellettini. Most likely you will need at least \$2,500 for food and sundry expenses. If you want to travel at weekends, there will be trains and hotels to pay. Remember that the program organizes an optional weekend trip to Venice. If you travel to Venice with the program, it is expected that the cost will not exceed \$350. This includes transportation and accommodation in a triple or quadruple room with private bath for two nights.

### **Buses in Florence**

Florence is a small city and very easy to get around. But on some occasions you may want to take a bus. The buses work on an honor system. You must buy a ticket before boarding the bus. Tickets are sold in some bars (Tabaccherie) and in some newspaper kiosks. They cost very little. When you board the bus, you must have the ticket stamped with the date and time. There is a machine on the bus for this purpose. The ticket is valid for an hour from the time you stamp it; you can change buses within that hour with the same ticket. Failure to buy a ticket and failure to stamp it can result in a HEAVY fine, so never board without a ticket. Inspectors jump on at odd times and places and do catch people, so don't risk the embarrassment!

### **Buying textbooks**

Textbooks will be available either at the Penn Book Store, (36<sup>th</sup> and Walnut) or at the Penn Book Center in Philadelphia, (34<sup>th</sup> and Sansom). You should try and buy all textbooks before departure, (see list below, under Textbooks), but books will be available in Florence for those students who decide to switch courses. A textbook list will be mailed to all participants separately.

### **Cabs in Florence**

Many students find it convenient to take a cab when heading out to a restaurant or discoteca at the other end of the city. Cabs are efficient and not too costly. It is not necessary to tip the driver. The cab from Florence airport to the Hotel Bellettini will cost you between 30 and 35 euro.

### **Calls – receiving calls at the Hotel.**

Students will be renting cell phones in Florence, so it is best to make sure family and friends have that number as soon as you have the phone. The international code to dial Italy is 011.39 (followed by the code for Florence (055) and the local number eg: 011.39.055.123456. Also, keep in mind the six-hour difference in time between Italy and the US. If possible, try to avoid receiving calls on the hotel line very late at night or very early in the morning.

### **Cell phone**

It is easy and fairly inexpensive to rent a cell phone for the six weeks that you will be in Florence. You will be given the cell phone numbers of the director as well as professors and students on the program who have them, so you will never need to feel you cannot reach anyone.

### **Cell phones – Directors' numbers:**

In Florence Professor Finotti can be reached at: (011 39) 338 222 8474

Helen can be reached at: (011 39) 333 949 5390

### **Churches**

There are many churches in Florence and in the other cities you will visit. Please be aware that in order to be allowed into a church you must be dressed modestly. Shorts and mini-skirts for women are not deemed acceptable – you will want your knees and your shoulders to be covered. A shawl can serve for the latter.

If you are interested in attending Mass, let Helen know and she will give you a printout of the times of Masses in the major churches of the city.

### **Converter**

If you want to bring an appliance with you, be aware that the Italian electric system is different from the one in the U.S. and you will need to buy a converter. The converter can be used for small appliances (traveling iron, hairdryer). It cannot be used for a laptop. Most newer laptops can switch from one system to the other (from 110 to 220 volts

and vice-versa) and all you will need is the appropriate adaptor (available at Radio Shack and other computer stores). Make sure your computer has this capability before plugging in the other power supply or it will crash and it will not be possible to resuscitate it.

### **Costs**

Please see the website: <http://www.sas.upenn.edu/lps/summer/abroad/florence>

Tuition: \$5,866

Program fee: \$3,400 (hotel accommodation with breakfast, cultural activities & the excursions to Assisi and Siena. In the case of Venice most of the money will be paid by the students and the program will pay only the deposit for the Hotel). In addition, students are responsible for other direct expenses including: roundtrip ticket to Florence, course materials, meals, local transportation, personal expenses and entertainment.

### **Course credits**

All students must sign up for either one 2-unit course (Italian 134) or two 1-unit courses. All courses will award academic credit at Penn. Note for non-Penn students: One CU is generally considered to be equivalent to three semester hours in cases in which Penn coursework is transferred to another institution.

### **COURSES**

Five courses will be available to students, including an introductory language course, an intensive intermediate language course, a fifth-semester language/culture course, and two upper level courses taught in English. There are no prerequisites for Ital 110 or Ital 300/Hist180 or ArtHist251/Ital297. If you don't want to take any Italian language course, you can enroll in the History and the Art History course.

#### **Italian 110: Beginning Italian**

**Michele Rossi (University of Pennsylvania, Romance languages)**

*No prerequisite. (1 CU) (2 sections)*

Italian 110 is a first-semester elementary language course for students who have never studied Italian before or who have taken the placement test and received a score below 380. All students who have studied Italian previously are required to take the placement test. Class work emphasizes the development of listening comprehension and speaking, with training in reading and writing. The course will be conducted in Italian.

#### **Italian 134: Intensive Second Year Italian**

**Helen McFie Simone (University of Pennsylvania, Romance Languages, Co-director Italian-Language Program)**

*Prerequisite: Completion of Italian 112 or the equivalent (one year of college-level Italian). (2 CU).*

Italian 134 is a two-semester course which provides for intensive study of the structure of the Italian language at the intermediate level, emphasizing the development of all communication skills. The course will be conducted in Italian.

#### **Italian 220: Streets of Florence, Words of Italy**

**Lillyrose Veneziano-Broccia (University of Pennsylvania, Romance Languages, Co-director Italian-Language Program)**

*Pre-requisite: Completion of Italian 140 or its equivalent (two years of college-level Italian). (1 CU).*

The purpose of this course is to enable students to achieve fluency in Italian language and facilitate their transition into more advanced Italian studies. Frequent lessons on site will draw information and inspiration from the roads, buildings, monuments, markets and ordinary life of Florence. Students will be also be exposed to the living and picturesque Florentine Italian language. The course will be conducted in Italian.

#### **ITAL 300 / HIST 180: Survey of Italian Culture and History (in English)**

**Fabio Finotti (University of Pennsylvania, Romance Languages, Mariano DiVito Professor of Italian Studies)**

*No prerequisite. (1 CU)*

An introduction to the major periods, political and cultural institutions of Italian History from the Middle Ages and the Renaissance to the present day. The course will be taught both in the classroom and on site, and will be conducted in English. The trips to Assisi Siena and Venice will enhance the students' exposure to Italian civilization. The course counts for the Major and Minor in both Italian Culture and in Italian Literature.

#### **ART HIST 251 / ITAL 297: The Art of the Florentine Renaissance in the Italian Context (in English)**

**Maia Gahtan (Scientific Coordinator, MA in Museum Studies, Istituto Lorenzo de' Medici-Università degli Studi di Firenze-Fondazione Palazzo Strozzi)**

*No prerequisite. (1 CU) (2 sections)*

An introduction to the major monuments, periods, theories and methods of Italian art from the Middle Ages and the Renaissance to the present day. The course will be taught in large part on site and will be conducted in English. The

trips to Assisi Siena and Venice will enhance the students' exposure to Italian art and culture. The course counts for the Major and Minor in both Italian Culture and in Italian Literature  
Cap for each section: 17 students. No auditors.

## **DATES**

**Saturday, May 30th - Sunday, July 12, 2009.**

- **May 29:** Departure from USA
- **May 30: Arrival in Florence**
- **May 31:** Information meeting in Florence, late afternoon.
- **June 1:** Classes begin.
- **June 11:** One day trip to Assisi (transportation costs covered by the program).
- **July 2:** One day trip to Siena for Palio (transportation costs covered by participants).
- **June 26 - 28:** Weekend trip to Venice (transportation costs and hotel must be paid by participants).
- **July 9:** Classes end.
- **July 12:** Last day to check out of the Hotel Bellettini.

## **Dress code**

The dress code for classes and the hotel is casual. Wear comfortable clothes but be aware that if you dress provocatively you cannot expect to be invisible! In June, it can be rainy in Florence, so rainwear and an umbrella are a must. Evenings and air-conditioned interiors can be cool, so bring a sweater or two with you. In general however, it will be warm and pleasant and as the program advances quite hot. If you expect to spend time at the beach, bring a beach towel – you cannot take hotel towels off the premises.

## **Eating out**

There are many delightful restaurants of every price category in the city. In general students go out in a group to eat in the evening. Some restaurants have a "tourist menu" which includes a small amount of wine, pasta (primo piatto), entrée (secondo), fruit, and sometimes dessert for a fixed price, which may be more of a bargain than ordering each dish separately. Lunch is frequently taken in any of the small establishments in the center. When you get to Florence you can explore all those places. Remember that in a bar you will be served coffee and snacks.

## **Euro-rail pass**

Train travel is inexpensive in Italy and it is not worth your while to buy a Euro-rail pass, unless you intend to travel well beyond the borders of Italy and you intend to stay beyond the 6 weeks of the program. For more information see STA Travel at <https://www.statravel.com>.

## **Faculty**

Fabio Finotti – [finotti@sas.upenn.edu](mailto:finotti@sas.upenn.edu)  
Helen McFie Simone – [smcfie@sas.upenn.edu](mailto:smcfie@sas.upenn.edu)  
Lillyrose Veneziano Broccia - [lillyros@sas.upenn.edu](mailto:lillyros@sas.upenn.edu)  
Michele Rossi - [michelerossi77@virgilio.it](mailto:michelerossi77@virgilio.it)  
Maia Gahtan - [mgahntan@aya.yale.edu](mailto:mgahntan@aya.yale.edu)

## **Flight**

When buying your plane ticket, please be aware of the following:

Florence airport is too small to accommodate international flights, so all flights from the US go to a European city and then on to Florence. Amsterdam, Frankfurt, Rome, London, Milan, Munich or Paris are common stopovers. It is better to avoid London, unless the connecting flight leaves from the same airport as the one in which you land - often you have to change airport there and it is a hassle. If you cannot get a flight to Florence, consider flying to Pisa, which is 45 minutes away by train, or Bologna, which is about an hour and a quarter by train.

Also make sure you get a flight that gives you some time for the change-over in Europe; so many times flights are delayed at this end and it means you have to wait for the next available flight from the European connection. Allow at least three hours for the change-over.

It is strongly suggested that you make sure you have a PAPER ticket for travel outside the U.S. Should there be any problems with flights at the airport, you will have fewer problems with a paper ticket than with an electronic ticket. If your agency assures you an electric ticket is sufficient, be sure to print out your itinerary and your receipt and take a copy with you to the airport. If your flight is cancelled you might have to take another carrier which may not accept the electronic ticket.

For cheaper flights go to the Student Travel Agency at <https://www.statravel.com>

## Forms

Pre-departure forms must be completed and submitted to the Penn Summer Abroad office before you are registered for the courses. The forms are mailed to you with the admission letter or can be accessed from:

<http://www.sas.upenn.edu/lps/summer/abroad/forms>

All pre-departure forms which cannot be filled out on line should be mailed, faxed or hand-delivered to:

Penn Summer Abroad

College of Liberal & Professional Studies

University of Pennsylvania

3440 Market Street, Suite 100

Philadelphia, PA 19104-3335

Tel: 215-573-7537

Fax: 215-573-2053

## Friends who come to visit

If your friends or family come to visit, they are encouraged to do so before or after the program. Visitors are not a legitimate reasons for absence from class. If you do have visitors during the program, they will have to arrange accommodation elsewhere or pay for their own room if space is available in the hotel. It is against the law in Italy to have people stay in a hotel who are not registered.

## Guidebook

The most useful guidebook is **LET'S GO ITALY** by Harvard Student Agencies. It has everything from inexpensive restaurants to helpful phrases, to what bus to take. It's also more appropriate for students traveling on a budget.

**Let's Go Europe** is also good if you plan to do any traveling outside of Italy as it tells you -- to the letter -- how to get from one country to the next and also has a good section on Italy.

## Gym facilities

There are gym facilities all over Florence and one gym is very conveniently located beneath the hotel. It is rather expensive but very convenient. There is a better-priced one a little further away in the Borgo Pinti. There is also an Olympic size swimming pool at the Campo di Marte and another at Bellerive. It costs about 6 euro for the day to go to the pool at Bellerive. If you plan to go running be aware the pavements are hard and uneven so make sure you have very good running shoes.

## Hotel

Students will share double or triple rooms at Hotel Bellettini, Via di Conti 7, 50123 Florence (center city):

[www.hotelbellettini.com](http://www.hotelbellettini.com). The rooms are reserved for 43 nights, from Saturday, May 30th, 2009 to checkout on Sunday morning, July 12<sup>th</sup>, 2009. Breakfast is included.

You may tell the director your choice for roommates well before departure from the States. If you need to find a roommate, you will be able to send a message to all accepted applicants via the listserv created for all to communicate: [penn-in-florence@ccat.sas.upenn.edu](mailto:penn-in-florence@ccat.sas.upenn.edu)

## International SOS

All students and faculty in the Penn-in-Florence program have Emergency and Medical Assistance Coverage from International SOS under the University of Pennsylvania's group plan. You will receive an ISOS card and information on coverage, which includes '24-hour medical advice by phone', assistance with obtaining prescription medicines, doctor/dentist referrals, and assistance with emergency evacuations and repatriation. For an overview of SOS services, see <http://www.internationalsos.com/>. Log in under Member services using Penn's Scholastic Group Membership number: **11BSGC000012**. The Penn Summer Abroad Student Handbook also has more information about this service.

## Internet access

Students will have internet access at the classroom site (*see Palazzo Cerchi*) ONLY if they bring their own laptop. Those who bring their laptop will have Internet access and printing access by means of the school's wireless network. The fee is set at €50 per person and is paid for from the program fee. This fee covers a variety of costs, including:

- configuration of student machines for access to our network, including supplying of necessary hardware, if required;
- weekly access to IT technicians for resolution of computer problems, including connectivity issues, but also including diagnostics (but generally not repair) of computer malfunctions;
- unlimited broadband access

\*You will find the technical requirements under wireless internet connection at the end of this document.

Students who do not bring a computer can purchase internet-café cards for €45/€90.

### **Laptops**

If you are a laptop user and WANT to take your laptop with you, then do so! Do not bother to bring a printer. You will be able to print from an internet café or at the Palazzo Cerchi. If you are going to take the Art History or the Survey of Italian Culture and History course, a laptop will be useful for writing papers. For language classes a laptop is not necessary, but would be useful at the 220 level. Make sure your laptop can switch from 110-220 volts, and then you will need an adaptor (available at Radio Shack) for the Italian system.

### **Laundry facilities**

There are no laundry facilities at the hotel. However there are several laundromats in the city. The most convenient is on Via del Sole, a 5-7 minute walk from the hotel.

### **Libraries**

There are several libraries which you can use in Florence:

1. The Biblioteca degli Oblate, with an entrance on via dell'Oriuolo 26 is open until 6:30 pm each weekday and on Saturday morning until 1:30 pm. They have a wireless connection available to anyone who wants to use it and a great terrace with tables for studying outside.
2. For evening study, the only library open is the Biblioteca della Parte Guelfa (in the Palazzo della Parte Guelfa), which is open Monday-Thursday until 10:15 pm.
3. The university libraries are usually open until 7:00 pm.
4. For information on the largest library, the Biblioteca Nazionale Centrale, go to: <http://www.bncf.firenze.sbn.it/>

### **Medical condition**

If you have any kind of medical condition which might require a visit to the hospital or to a doctor during your stay, please make sure you let the directors know before you arrive in Florence.

### **Medical emergency**

If you have a medical emergency in the hotel, contact Helen immediately. She will deal with the emergency by taking you to the ER if necessary and contacting the director, Prof. Finotti.

### **Medical prescriptions**

If you are on any kind of prescription drug, it is IMPERATIVE that you fill a prescription with enough medicine for the 6 weeks of your stay in Italy. Dosages are different in Italy and you don't want to be taking the wrong dose.

### **Money**

Because you will be arriving in Italy on a Saturday (May 30) and the local banks will not open until the following Monday, please remember to exchange enough currency before leaving. Approximately €200 (about \$300) should be enough for the weekend. The current rate of exchange is €1 = \$1.4 and it is possible to exchange money at the airport before departure. However, the US rate of exchange for the € is not favorable to the traveler, so it is best to change as little as possible in the US. The best place to change money is at a bank or at the American Express Office. Be careful of places that post a better rate of exchange but NOT the high commission they charge. ATM machines (Bancomat) are also available in Florence, for the most part 24/7, but may run out of cash on a long weekend!

### **Packing**

Usually it is human nature to pack too much! So after you have put aside everything you want to bring, try to cut it in half. Laundry facilities do exist in the city and of course purchases can be made – particularly at the outdoor markets which generally offer better prices than the shops.

### **Palazzo dei Cerchi**

Classes are held at Palazzo dei Cerchi, a historic building from the 13<sup>th</sup> century, owned by Kent State University (KSU) and located in the center of Florence. It is at the corner of Via della Condotta and Vicolo dei Cerchi, next to the famous Piazza della Signoria. Students will have access to the building from 8 a.m. until 8 p.m., from Monday to Friday.

## Passport

The most important item in your luggage is your passport. Make sure it is up to date. When you arrive in Florence keep it in a safe place – at the hotel you can leave it in the safe at reception. Keep a xeroxed copy of it in a separate place.

## Photocopying and faxing

Students can buy rechargeable copy cards to use with the machine on the first mezzanine of Palazzo Cherkhi.

## Prerequisites

See: **Courses**

## Requirements:

See: **Courses**

## Smoking

Please be aware that smoking in the hotel bedrooms and in the school classroom facility is absolutely forbidden. However, you may smoke in the bar across from the school or in the nearby piazza!

## Textbooks

Please note that books are to be purchased before departure. The books for Italian 110 are available at the Penn Book Store, (36<sup>th</sup> and Walnut) books for all the other courses are available at the Penn Book Center (34<sup>th</sup> and Sansom). Both stores will ship as needed. Students will be notified when textbooks arrive at the two bookstores in April.

## Tipping

When you go out to eat, it is not necessary to leave a tip worth 15% of the total bill for the waiter. Your waiter is paid a salary and if you wish to tip at all, merely round out the total on the bill. For example, if the bill amounts to 22.50 euro, you could leave 25 euro.

## Train travel

Train travel is inexpensive in Italy. To find out about fares and to book via the internet go to:

[www.trenitalia.it](http://www.trenitalia.it)

## Transcripts for non-Penn students.

For those of you who will be wanting a transcript sent to your home university, please access the following website for information. A mailed transcript (US post office) will cost you \$7, one sent by internet will cost \$10.

<http://www.upenn.edu/registrar/transcripts/transcripts.html>

## Trips

- Friday, June 12: One day trip to Assisi
- Thursday, July 2: One day trip to Siena for Palio.
- Weekend, July 26-28: Venice

## Useful phrases

After you have arrived in Florence and settled in, you will probably want to get something to eat. If you've not taken Italian yet, here are some helpful phrases:

- Dov'è? (Where is?)
- Quanto costa? (How much does it cost?)
- Una bottiglia d'acqua, per favore (A bottle of water, please)
- Il conto per favore (The bill please)
- Mi sono perduto/a (I am lost)
- When ordering an item in a store, use **vorrei** (I would like) and not **voglio** (I want)
- Vorrei un gelato per favore (I'd like an ice cream please)
- Lasciami stare (leave me alone!)

Be aware that even if you speak no Italian at all, a friendly "Buon giorno" goes a long way towards creating good will with shopkeepers, bar and restaurant personnel, etc! Don't just assume people speak English, it is more polite to ask: "Parla inglese?"

## Visas

If you hold a passport from a country within the European Union, you will not need a visa to enter Italy. All other students must apply for a short term student visa in order to participate in the program. There is no visa fee but you must submit your application to the Italian Consulate no less than 60 days before the start of the program. The Penn

Summer Abroad office provides instructions and information on how to apply. Contact them before you begin any visa application process on your own. [summerabroad@sas.upenn.edu](mailto:summerabroad@sas.upenn.edu) or 215-573-7537.

### Visitors

It is against the law in Italy to have people stay in a hotel who are not registered. If your friends come to visit, they will have to either pay for a room or stay elsewhere. Visitors are not a legitimate reason for an excused absence from class or program activities.

### Wireless internet access at KSU - Palazzo dei Cerchi

Wireless (WIFI 802.11g) Network

#### Minimum requirements:

##### **What you MUST have:**

- A Windows XP or VISTA Operating system or a Mac OSX with integrated wireless card WPA2 compliant.
- A free PCMCIA slot or a WI-FI 802.11g built-in interface in case you don't have a built-in card.
- Updated antivirus software (Norton, McAfee, Panda etc.).
- Updated Spyware removal software, available for download at [www.safer-networking.org](http://www.safer-networking.org)
- All Windows Service Packs and critical updates, available for download at [www.windowsupdate.com](http://www.windowsupdate.com)
- **The recovery CD provided with your laptop.**
- Information about your laptop's international warranty.

##### **What you MUST NOT have:**

- Virus, Spyware, Trojans or other malicious software.
- Peer to Peer File sharing software ( kaza, e-donkey,emule, lmesh etc...).

Your computer will be checked and if the previously mentioned software is found, the connection will not be processed or authorized.

#### NOTE:

If your laptop is in poor condition and it's not possible for the IT staff to install a wireless card, you will have to wait for all the others to be done and a complete recovery from scratch (factory reset) will be done, if the following conditions are met:

- You have the recovery CD.
- The faculty staff agrees.
- You backup all your data yourself.
- You have all the software you need after the recovery is completed.

**For these reasons, if you wish to start working ASAP with your laptop it's suggested that you verify all these requirements with your technician before leaving home.**

### Network facilities at KSU-Palazzo dei Cerchi

#### • Firewall

For security reasons Firewall is configured to allow web browsing (TCP port 80) and to deny all other applications. MSN messenger, AOL, ICQ will not work. However, for these applications you can easily find a web based version. Live streaming is not allowed due to bandwidth restrictions.

#### • Internet Access

A web content filter is active and it will deny access to inappropriate websites. Sometimes it might happen that a common website is considered inappropriate. If you think the filter is blocking a website you need to access, please inform the IT staff and we will unlock it. The only internet activity admitted is web browsing. Any other internet access (e.g. video conferencing, instant messaging etc.) will be filtered out.

#### • Support

The IT staff is available to help you one afternoon a week. You can ask the KSU staff for info about the time and the day. If you are having IT problems, please sign up with KSU staff reporting the specific problem you are encountering. People, who sign up first, will be helped first. You can come without having signed up but will be helped after those who did sign up. If nobody signs up, we presume everything is going smoothly and the technician will not come.

### Withdrawal and Refund Policy

Notification of Withdrawal:

All notifications of withdrawal from the program must be made in writing to the Office of Penn Summer Abroad at

[summerabroad@sas.upenn.edu](mailto:summerabroad@sas.upenn.edu). The date of the written notification is the date by which the financial calculation will be determined.

Application Fee:

The \$70 Application fee is not refundable.

From registration to 30 days prior to the program start date:

Cancellation fee of \$500 will be charged.

Program fee will be fully refunded (minus the \$500 cancellation fee)

Tuition fully refunded.

Less than 30 days prior to the program start date:

Program fee will be refunded 50%

Tuition fully refunded

Program start date and beyond:

No program fee refund

Tuition refund will be granted for those who withdraw from the program within 5 calendar days after the program start date. After that, there is no tuition refund.

*Exception for late financial aid notice:*

Penn's financial aid packages for the summer programs are usually processed in late April or early May. The above penalties for withdrawing prior to the start of the program may be waived if the financial aid package you receive cannot support the costs for the program this year. Notice of withdrawal and the request for a waiver of the fees must be made in writing to [summerabroad@sas.upenn.edu](mailto:summerabroad@sas.upenn.edu). The request must state the reason for withdrawal and provide the date when you received the financial aid notice. Requests for the fee waiver due to the timing of financial aid are reviewed on a case-by-case basis. Waivers are not considered for any other reason.