



CIMBA ITALY

STUDY ABROAD TRAVEL & LIVING GUIDE

CONTACT INFORMATION

www.cimbaitaly.com

CIMBA Office - United States

Mail: CIMBA Italy Programs
The University of Iowa
108 Pappajohn Business Building, C300
Iowa City, IA 52240

Tel: 319-335-0920

Fax: 319-384-1937

Email: studyabroad@cimbaitaly.com

CIMBA Office - Italy

Mail: CIMBA
Via San Giacomo 4
31017 Paderno del Grappa (TV), Italy

Tel: +39-0423-932120

Fax: +39-0432-932121

Email: info@cimba.it



LEADING THE WAY *in Global Business Education*

PLANNING CHECKLIST AND SUGGESTED DEADLINES

Five Months Before Departure

- Read this Travel and Living Guide.
- Obtain a passport.
- Non-U.S. Citizens (if applicable): begin visa application and schedule appointment with Italian Consulate.
- Begin search for airline tickets.
- Look for bargains on travel backpacks.
- Buy a travel book and phrase book to start learning Italian.
- Research the Veneto area and travel opportunities throughout Europe.

Three to Four Months Before Departure

- Non-U.S. Citizens: complete visa application, if needed.
- Optional: obtain an International Student ID at www.isic.org.
- Purchase airline ticket.
- Plan an itinerary of places you want to visit during your stay. This will help you determine your arrival and departure locations if you want to travel before and/or after the program.
- Check out travel websites and practice your Italian.
- Turn in all required forms to CIMBA.

Two Months Before Departure

- Notify banks and credit card companies of travel abroad. Obtain PIN numbers from credit card companies to use as backup ATM cards, as it may take up to three weeks to receive a new ATM card.
- Make copies of all your credit and debit cards, and keep in a safe place.
- Determine how you will communicate with friends and family back home. Download Skype and/or other travel/communication applications.
- Talk to cell phone provider about international rates, unlocking phone, or suspending service. Research Piccell cellular services.
- Review CIMBA packing guide and begin preparations.
- Turn in all required forms to CIMBA.

One Month Before Departure

- Finalize other pre-departure considerations (see checklist on page 7).
- International students: If you need a visa, you should have one by now. If not received yet, let the CIMBA office know at least two weeks prior to your departure.
- Any remaining paperwork and forms should be turned into the CIMBA office.
- Print your CISI insurance card as proof of insurance, and keep it with you for the duration of your trip.
- Download SmartTraveler app/STEP registry from U.S. Department of State

TABLE OF CONTENTS

Planning Checklist and Suggested Deadlines	1
Contact information	4
Introduction.....	4
Before Your Depart for Italy	5
Passports and Visas	
Health and Vaccinations	
Health Insurance	
Departure Preparations	8
Airline Tickets	
Arrival Airport	
Arrival Date	
Return Details	
Directions to Campus	11
Traveling in Europe	16
Transportation Methods	
Fundamentals of the Train	
Eurail Passes	
Lodging	
Student Discounts	
Safety Concerns	
Theft	
Living in Italy	23
Culture Shock	
Foreign Law	
Money Matters	
Shopping and Banking	
Mailing and Carrying Things Home	
Calling from Italy	
Paderno Campus Information	28
Contacting Other Students	
About Paderno del Grappa	
About Campus	
Eating on Campus and In Italy	
Housing Arrangements	
Computer Access and Printing	
Athletic Facilities	
Receiving Mail	
Guest Policy	
Rules and Regulations on Campus	
Classes and Academics	32
Academic Environment	
Program Objectives	
Grade and Examination Policy	
Final Exam Schedule	
Appendix I: Useful Websites	34
Appendix II: Academic and Behavior Agreement	36
Getting to Campus: Map of Italy	43

IMPORTANT CONTACT INFORMATION

Important contact information for the CIMBA offices in both Italy and the United States is listed below. CIMBA offers undergraduate and graduate study abroad programs as well as MBA and executive programs on the Paderno campus. You are welcome to call the Iowa office for questions or concerns regarding any of our programs.

<p>Italian Campus: Paderno del Grappa, Italy</p> <p>Mailing Address: CIMBA Via S. Giacomo 4 31017 Paderno del Grappa (TV) Italy</p> <p>Undergraduate Office: Office: Tel: +39-0423-932160 Cell: +39-3357-851270 info@cimba.it Cell for Emergencies ONLY!</p> <p>MBA and Graduate Office: Office: Tel: +39-0423-932120 Cell: +39-3357-851270 Cell for Emergencies ONLY!</p> <p>www.cimbaitaly.com</p>	<p>University of Iowa Office: Iowa City, Iowa</p> <p>Mailing Address: CIMBA Italy The University of Iowa 108 PBB, Suite C300 Iowa City, IA 52242-1000</p> <p>Office: Tel: 319-335-0920 Fax: 319-384-1937 studyabroad@cimbaitaly.com</p> <p>University of Kansas Contact: Office: 785-864-7576 lhazlett@ku.edu</p> <p>www.cimbaitaly.com</p>
--	--

INTRODUCTION

In preparing to make your trip to Italy, this guide will assist you with the various steps you need to complete. Some of these steps, like getting your passport and health insurance, are essential; without them, you cannot attend the program. Others, such as communicating with home, will help you during your time abroad.

It is critical that you read this guide and refer to it both as you plan your trip and while living in Italy. Students who have attended this program in the past have stated that they wished they had read this guide more thoroughly before departing as it contains vital information on the intricacies of traveling abroad. **Furthermore, please bring this guide with you to Italy as it contains important contact information and directions to get to campus. It can also be a very helpful resource to refer to when questions arise.**

BEFORE YOU DEPART FOR ITALY

Passports and Visas

All participants are required to have a valid passport. Obtaining a passport takes time, so you should start the process as soon as possible. U.S. passport applications are generally available at your local post office. If you have any questions about this process, please refer to: <http://travel.state.gov/content/passports/english.html> or your post office.

NOTE: If you currently have a passport, it must be valid at least 6 months **after** your planned return to the U.S. If it will expire within 6 months of your return, you must renew your passport before departure.

Italian study visas are not required for U.S. citizens for study abroad programs that are less than 90 days. Both semester and summer CIMBA undergraduate programs are less than 90 days, so **U.S. citizens participating in CIMBA do not need a visa**. You will be allowed to stay in Italy and the Schengen area for up to 90 days maximum.

***Participants holding passports from countries other than the U.S. should check with the nearest Italian Consulate to determine whether they need a visa to enter Italy. Requirements vary from country to country and from Consulate to Consulate within a country. Upon entry into the Schengen Area, present the visa to the customs official. Normally, the customs official stamps your passport with your date of entry, and, if your visa document is a multi-part form, the customs official will take one copy.

***If you hold a non-U.S. passport and need help getting a visa, please contact the U.S. CIMBA office in Iowa (see page 4 for contact information). Students who are a part of the European Community do not need a passport or visa to study in Italy.

Health and Vaccinations

You do not need any special vaccinations to travel in Italy or within the European Union (EU). However, we suggest that you talk with your doctor about any recommendations for vaccinations. Students who will be in Italy during flu season should consider getting a flu shot. If you take regular medications for allergies or pre-existing medical conditions, please bring enough medication in its original packaging to last the duration of the program. Some of the same treatments are available in Italy, but many are not.

If you have special medical conditions, please share them with our staff on the “medical forms” so that we can be better prepared to support you, if needed. There is an on-campus nurse who can help with minor health issues. There may be an additional fee for any medications or supplies dispensed by the nurse.

If you are going abroad for a semester, we strongly recommend that you take care of things like visiting your physician, dentist, eye doctor, etc. before leaving for Italy. We have had students struggle during several weeks of their stay with problems such as toothaches that were not taken care of before their departure. It is much better to prepare in advance than to have difficulties arise while you are overseas.

The CDC has a great website with detailed health information for all travelers to Italy. Go to www.cdc.gov/travel/. Then select *destinations* and choose *Italy*.

You will be doing much more walking in Europe than you usually do. While abroad, be sure to take care of yourself by eating right and getting enough sleep. If you wear yourself out and become sick, you won't be able to enjoy many of the sites and adventures.

Health Insurance

Health insurance is provided for all students by Cultural Insurance Services International (CISI) through the University of Iowa while traveling abroad. CISI is included in your tuition costs and may not be waived. This insurance meets the Italian requirement that all students studying abroad have health insurance. The CISI plan is designed specifically for students traveling abroad. In addition to providing health insurance, the plan covers medical evacuation, repatriation, and security evacuations, if necessary. Unlike many domestic insurance plans, the CISI plan will pay 100% of covered expenses without requiring a deductible.

*****Be sure to print your CISI insurance card prior to departure as proof of insurance, and keep it with you for the duration of your trip.** It can also be accessed online.

In addition to the above, the Team Assist Plan was designed by CISI in conjunction with the Assistance Company to provide travelers with a worldwide, 24-hour emergency telephone assistance service. Multi-lingual help and advice may be furnished for the insured in the event of any emergency during the term of coverage.

For a more detailed description of benefits, or if you would like to purchase extended coverage for personal travel, visit the CISI Website:
<http://www.culturalinsurance.com/>.

FAQ about Insurance

Do I have to purchase CISI insurance myself?

No. This plan automatically covers all students, faculty, and staff traveling abroad with the CIMBA program for educational or business purposes. CIMBA staff will register all students for the CISI insurance once they are committed to studying with the program. The cost for insurance is included in the tuition amount.

Can I just use my current insurance?

No. Domestic insurance plans can be very difficult to use overseas and often require up-front payment prior to service with no guarantee of reimbursement. They typically do not cover repatriation of remains, medical evacuation, and other travel risks. Despite the drawbacks of domestic coverage abroad, do not let your regular insurance coverage lapse while you are out of the country.

What if I stay abroad longer than the time my CISI insurance covers?

CISI automatically covers 1 day before and after the program dates. However, they also give you the option to extend coverage if you plan to stay abroad longer than the amount of time that CIMBA covers. You should look into extending the coverage before you leave for Italy.

What happens if I don't end up studying abroad with CIMBA?

CIMBA staff will cancel your enrollment with CISI insurance if you decide to cancel your travel plans with the program. Students will not incur any charges for insurance by cancelling their travel plans with the program.

How do I know when I am enrolled?

In the month prior to departure, you will receive a confirmation email from CISI containing your enrollment information, including an insurance ID card that contains valuable information such as the group policy number and emergency contact details. Sign your ID cards after printing, and keep it in a safe place.

How do I reach CISI Team Assist?

If you require assistance, your ID number is the policy number.

CISI Team Assist: (01-312) 935-1703 (outside U.S.)
(855) 327-1411 (within U.S.)
medassist-usa@axa-assistance.us

Other Pre-departure Considerations

Consider anything that will come up while you are gone and make arrangements for someone, such as a family member, to take care of them.

You should consider:

- Do I have a place to live when I return? (On or off campus arrangements)
- Who will receive my mail? (Change of address)
- How will money get into my bank account?
- How will my bills get paid, such as any outstanding fees to CIMBA?
- What do I need to do to enroll for the following semester?
- Do I need to take care of financial aid or scholarships for when I return?
- Will there be an election (local or national) and should I make arrangements for an absentee ballot?
- Should I give someone a power of attorney while I am overseas?

DEPARTURE PREPARATIONS

Airline Tickets

Before you make your flight arrangements, have a rough idea of your travel plans. Get a map of Europe and start to plan where you might want to go besides campus. Also, make sure you take into account your final exams when planning your return to the U.S.! You will not be allowed to take your final exams early, and you will need to allow yourself several hours after your last exam to get to an airport. **Please read the “Return Details” section on page 10 before booking your tickets.**

You may want to consider purchasing a student airline ticket. Student tickets provide two possible features that can be of great help. First, they often allow what’s called an “open jaw.” An open jaw is a ticket that arrives in one city, like Venice, and departs from another, like Paris. If you are going to travel before or after the program, an open jaw ticket allows you to not backtrack to a place you’ve already been, which saves money and time. Open jaws may cost a bit more, but for many students, they tend to be the best way to travel. Second, a student ticket might allow you to change your return date for a small fee, assuming, of course, that space is available. Ask if you can do this when you buy the ticket and how much the fee is. This gives you a little bit of flexibility at the end of the program in case you wish to leave earlier or (more likely) stay longer.

Note: If you are participating in a longer program, it may be more convenient for you to fly in and out of the same airport. This is particularly true if you are traveling afterwards. If you fly out of a different airport, you have to consider what you will do with your luggage—carry it with you on your travels or send it home. Both can be inconvenient and/or costly. You may arrange with the staff in Paderno to store your luggage at campus for a short time after the program. You may also store it in many major train stations in Europe for a small daily fee.

Frequently, airline fares are the cheapest for student travelers. To get student tickets you typically have to go to a consolidator who has made a special deal with the major airlines to sell tickets to specific groups. In past years, many of our students have used STA Travel and consulted with one of their offices around the U.S. There are often local branches in college towns. If you don’t have a branch nearby, their number is 1-800-510-1489. You can also find them online at www.sta.com. Remember that there are other agencies, and sometimes students find better deals than what STA Travel offers so look around a little. Be careful when you receive a price quote since not all agencies include tax when they tell you the price (STA Travel frequently does not include tax in their quote). Taxes can add \$75 to \$200 to the ticket price so be sure to ask for the full price. If you are conducting an online search, be advised it may not guarantee you the best price since most tickets for a stay over 30 days are no longer considered round trip so the price increases. If you are participating in the semester program, know that there are some agencies that will not issue tickets for a duration lasting more than 90 days.

Arrival Airport

If you plan on arriving just in time for the start of the program, Venice Marco Polo (VCE) is the closest international airport. Milan Malpensa (MXP) is the second closest but requires considerably longer travel time. Directions to campus from both of these airports can be found on the following pages. Make sure to factor in that you will be carrying your luggage and may need to decipher the train system. We encourage and help students to find travel partners with whom to fly and make their way to campus. This can help with any anxiety that travel may cause. If the choice comes down to saving a little money or flying into Venice directly, choose flying into Venice. CIMBA may offer buses from Venice Marco Polo for students arriving at certain times. Information about buses will be emailed to all students before departure from the U.S.

Another option is to fly into the much smaller Venice Treviso Airport on a European budget airline such as Ryan Air. Travelers who are flying one of these budget airlines at any point during their travels need to be particularly wary of baggage weight restrictions and the heavy fees that can be incurred if the limit is exceeded. Please check the website of the airline you are flying for current weight restrictions and fees.

We recommend that students do **NOT** fly into the airport in Rome Fiumicino (FCO) if you plan on going directly to campus. The Rome airport is large and navigating it can be complicated. It is difficult to get to the train station from the airport, and there is a 6-hour train ride from Rome to Venice. Unless you plan to travel before the program, do not fly into the Rome airport.

Arriving Before the Program Start Date

If you are arriving in Europe before the program start date, we recommend that you have a room reservation for your first night. You are going to be exhausted the day you arrive and having a place to go immediately is a real bonus. Also, if you are meeting friends who will arrive at different times, it means you can find each other easily at the hotel. Many students use Hostelworld.com or Hostelbookers to find hostels and hotels for very reasonable prices. We also recommend finding a place in a city or close to a train station instead of the airport (airport hotels are usually more expensive).

Note: European hotels and hostels will not allow you to “oversleep” a room, meaning you are not allowed to pack six people into a four-person room.

Return Details

To avoid conflicts between exams and travel plans, you should plan your travel after the program with the following guidelines in mind:

The program typically provides busses from campus to the Bassano and Castelfranco train stations. From there, you can take public transportation to the airport or depart for other travel throughout Europe.

If you are flying, allow a *MINIMUM* of four hours to check out of the facility, get to the airport, and board your plane. (E.g. If your final ends at noon, you will not make a 2 pm flight. The earliest you could possibly make would be at 4 pm.)

If you are taking a train or other mode of transportation, make sure to allow yourself 1.5 to 2 hours to check out of the facility and get to your departure point before your train departs.

Important Note: Flights returning directly to the U.S. usually leave in the morning. If you are returning directly to the U.S. after your program, book your flight for the day after finals. You will also need to secure a hotel for the night before your flight as the dorms will be closed. Many students plan a final evening in Venice the night before departure and have found reasonably priced options in the city itself.

DIRECTIONS TO CAMPUS

There are many options available to arrive on campus. Select your starting point from the options below, and follow the directions to get to our Italian campus.

Traveling to Venice via Plane

When booking your flight to Venice, we highly recommend that your arrival airport is the Venice Marco Polo Airport (VCE). If you are not traveling before the program starts, keep in mind that you will be very tired upon arrival in Italy. While Milan has a larger airport than Venice, past students have found arriving in Venice to be simpler and cheaper after all other transportation costs are factored in. If you must fly through Milan, continue directions at “From an airport in Milan to Milan Train Station.”

Once you are at the Marco Polo airport, continue directions to Paderno at “From Venice Marco Polo Airport (VCE) by Bus to the Venezia-Mestre Train Station.”

Note: CIMBA will offer chartered buses from the Venice airport to campus on student arrival dates. An email will be sent you before arrival to confirm pickup time and location. If you are unable to ride the CIMBA buses, continue directions to Paderno at “From Venice Marco Polo Airport (VCE) by Bus to the Venezia-Mestre Train Station.”

Traveling to Venice via Train

To get to Venice by train, request a ticket for **Venezia–Mestre**. Why Venezia-Mestre? Venice is connected to the mainland by a long bridge. The mainland city to which that bridge connects is the city of Mestre. This is where the Venezia-Mestre station is located.

If you accidentally travel all the way into the main Venice train station, Santa Lucia, you just have to turn around and travel back through Venezia-Mestre. All trains traveling to Venezia Santa Lucia (on the island of Venice) also stop in Venezia-Mestre (mainland).

Once at Venezia-Mestre, you need to switch trains and go to Bassano del Grappa.

*Continue directions to Paderno at
“Train from Venezia-Mestre or Santa Lucia Train Station to Bassano.”*

From Venice Marco Polo Airport (VCE) by Bus to the Venezia-Mestre Train Station

Once you've landed in Venice, take a bus (ATVO airport service) from the airport to the Venezia-Mestre Train Station.

Bus tickets can be purchased at one of several places.

- (1) The ATVO booth - open between the hours of 12:20 pm and 7 pm.
- (2) Currency exchange booth at other hours.
- (3) Automated machine right by the bus stop lane outside of the Arrival Lounge.

Bus tickets to Venezia-Mestre cost about €8. If you need money to purchase a bus ticket, we highly recommend finding the nearest ATM as it will provide far better exchange rates than the currency exchange office.

A bus leaves about every 20 minutes.

Be sure to validate your ticket in the yellow or blue/grey box. If tickets are not validated, you may receive a €50 fine.

Note: Don't change your money at the booth in the ARRIVAL lounge unless you arrive before or after business hours. The Bank of Rome exchange booth in the DEPARTURE area provides far better rates.

*Continue directions to Paderno at
"From Venezia-Mestre or Santa Lucia Train Station to Bassano."*

Venezia-Mestre or Santa Lucia Train Station to Bassano

Next, take the train to **Bassano del Grappa**. This train ride will take about an hour.

In the ticket office, you can buy your ticket to Bassano del Grappa. You may either purchase your ticket from the automated machines with an English option or test your Italian at the ticket counter.

Ask for, "*Un biglietto per Bassano, solo andata, per favore,*" (a ticket to Bassano, one-way, please).

Validate your ticket by stamping it in one of the little yellow or blue/grey boxes on the platform that resembles a time-clock. To stamp, put your ticket in the slot, arrows facing in, and push until you hear the stamp. This allows you to use the ticket for that day. Not validating the ticket can result in a hefty fine by the conductor to be paid on the spot!

On the “partenza” (departures) board, you will see “destinazione” (destination). This lists the final destination of each train. Search for the train that says “Bassano del Grappa.” You will see the departure time listed, and under “bin” (short for binari – meaning platforms), you will see a number.

Follow the signs to the appropriate binari. Trains run roughly every hour. When the train arrives, press the button on the door to open it, board, and keep your validated ticket with you for the entire journey.

**If you board the train in the wrong direction and find yourself at the Santa Lucia Train Station in Venice, don't panic. Follow signs that say “Alla Ferrovia” to the train station (long concrete building, lots of steps in the front, says “FS” in wings in the middle on the top, has tracks coming out the back across a long bridge), and follow the directions: From Venezia-Mestre or Santa Lucia Train Station to Bassano. **

*Continue directions to Paderno at
“Bus from Bassano to Paderno del Grappa.”*

Bus from Bassano to Paderno del Grappa

The bus ride will take about 30 minutes. Please note, there are no buses running to Paderno del Grappa on Sundays or after hours on other days. During those times, you will need to take a taxi. See the “*Taxi from Bassano to Paderno del Grappa*” section for more information.

To buy a ticket for the bus, go to the little “gazzetta stand” located on a small traffic island directly across the street from the exit of the train station. Ask for “un biglietto solo andata per Paderno del Grappa.” They cost about €2,60; if you buy the ticket on the bus, the cost is about €3.

The bus is called Line 2: Bassano – Pederobba. (The campus stop is Paderno del Grappa.) You will have to look for the buses with **POSSAGNO, CAVASO DEL TOMBA, or PEDEROBBA** as the final destination. Do not be afraid to ask the driver if the bus is going through Paderno. Even in English, just say the magic words: “Istituto Filippin in Paderno del Grappa?” Or, if you want to test your Italian, ask “Va all'Istituto Filippin di Paderno del Grappa?”

Stamp your ticket in the machine as you step on the bus, just like you did with your train ticket.

You may wish to sit near the front of the bus so you can ask the driver if you are getting off at the right stop. Simply say “Paderno del Grappa?,” and he will let you know when to get off the bus.

The bus stop where you will be dropped off is right next to campus. Look for a sign on the building that says “Istituto Filippin.” This is our campus.

When you enter campus, walk up the ramp to your right and across the small courtyard to find our office on the left. If you are confused, ask the security office at the front gate.

***Note:** there are no buses running to Paderno del Grappa on Sundays, so plan accordingly.

The bus schedule can be found at the following website:

<http://www.ctmspa.com/linee.php>

(Orari Invernali = winter; Orari Estivi = Summer).

If you open this website in Chrome, it will offer you an option to translate to English. Otherwise, the site is in Italian.

Taxi from Bassano to Paderno del Grappa

If there are taxis waiting at the taxi stand, you can approach them for a ride. If there are no taxis waiting, you can call them from there; the number and the phone are under the taxi sign. The number is 0424-220267. The cost of the taxi is about €25 and will take about 20 minutes. The campus address is Via S. Giacomo 4, Paderno del Grappa.

Once you get closer to campus, look for a sign on the building that says "Istituto Filippin." This is our campus. When you enter, walk up the ramp to your right and across the small courtyard to find our office on the left. If you are confused, ask the security office at the front gate.

From Treviso Airport to the Venezia-Mestre Train Station

To go from the Treviso Airport to the main train station (Venice-Mestre) outside of Venice, you will need to take the blue ATVO bus line. Please visit www.atvo.it for current time schedules and ticket prices.

*Continue directions to Paderno at
"From Venezia-Mestre or Santa Lucia Train Station to Bassano."*

Alternatively, you can take the public bus for €1 to the Treviso train station. From there you will purchase a ticket to Bassano del Grappa. You will have to transfer trains in either Castelfranco Veneto or Mestre. For instructions on purchasing a ticket and reading the train board, see "From Venezia-Mestre or Santa Lucia Train Station." **NOTE:** If connecting in Castelfranco Veneto, you will actually be getting on a train with the final destination "Vicenza." Be sure to get off in Castelfranco Veneto.

*Continue directions to Paderno at
"Bus from Bassano to Paderno del Grappa."*

From an airport in Milan to Milan Train Station

The majority of participants arriving from the U.S. to Milan will arrive at Malpensa Airport (MXP). Typically, those flights arrive early in the morning. Malpensa is located about 50 kilometers (31 miles) north of Milan.

At the airport, take the bus. It is a special shuttle and is well marked; if you are unable to locate it, ask at the information desk. This bus will go to the Milan Central Train Station and costs about €7.50. Do not take a taxi, as it will cost you about €75. Keep in mind that Milan has five train stations and three airports. You can take a train from Malpensa to the city; however, it will drop you off at the Cadorna station and costs €11. This train takes 40 minutes. From there you can connect to the Metro. The green line will take you to the Milano Centrale (green line toward Gassate, 5 stops).

Some participants will arrive at the Milan airport Linate (LIN). Linate is located within the city limits of Milan. There is a bus that costs about €4 that will transport you to the Milan Central Train Station.

*Continue directions to Paderno at
"From the Milan Train Station (Milano Centrale) to
Bassano del Grappa."*

From the Milan Train Station (Milano Centrale) to Bassano del Grappa

At the train station, ask for a one-way ticket to **Bassano del Grappa, Veneto**.

There are two things to remember when arriving from Milan:

- 1) you will likely change trains on your way to Bassano, either in Padova or Vicenza (Vee chen za, not to be confused with Venezia - Venice). If that is the case, the ticket agent will give you instructions on your ticket to either of those two cities and a ticket from that city onto Bassano.
- 2) if you have a rail-pass, ask if you need a supplement (*supplemento*).

*Continue directions to Paderno at
"Bus from Bassano to Paderno del Grappa."*

From all other points in Europe

If you are within Italy, go to the nearest train station and request a ticket to **Bassano del Grappa**. *Continue directions at "Bus from Bassano to Paderno del Grappa."*

If you are outside of Italy, you can rarely buy a ticket for regional transportation. However, you will probably be able to get a ticket to Venice so take the train there.

*Continue directions to Paderno at
"From Venezia-Mestre or Santa Lucia Train Station to Bassano del Grappa."*

TRAVELING IN EUROPE

Transportation Methods

In one way or another, most participants end up using the bus system, train system, and airlines while making their way through Europe.

Local Buses: These are efficient and inexpensive. Buses run frequently during the day but less frequently at night. Be sure to check the bus schedule. The campus office will have schedules available if you want your own for your convenience. They can also be purchased at most *tabacchi* or found online.

Trains: The cost of train travel varies depending upon the distance to be traveled, type of train (regional, intercity, or Eurostar), whether you are traveling first or second class, and whether or not you are in a sleeping or non-sleeping compartment on longer trips. Some participants have asked about a Eurail or Europass for some portion of their travels, but these are not necessary. Since the prices, terms, and conditions of these passes change regularly, check various sources, such as the web, travel agencies, and past participants, to find the best option if you do intend to purchase a train pass. It is currently not convenient to buy a Eurail pass unless you plan on traveling by train for more than a month. (See Eurail Passes below for more information.)

Keep in mind that the closest station is Bassano del Grappa, which is about 20 minutes by car or 30 by bus (serves the following lines: Trento – Venezia and Padova – Bassano del Grappa). Another nearby station is Castelfranco Veneto, which is about 35 minutes by car or 50 minutes by bus (serves Trento – Venezia, Vicenza – Treviso, and Calalzo – Padova). Train schedules can be found online to help you plan your travel.

Cars: Students are not allowed to rent a car if they are not over 25 years old. We discourage students who are of age to rent a car due to the different rules and safety concerns.

Planes: A variety of airlines serve the airports in Venice or Treviso. Europeans travel extensively and increasingly by plane. Thus, there are often very good deals available if you book well in advance. Past students have used these deals to visit Greece, Portugal, Ireland, England, and Russia. Do not rule out plane travel as a means of transportation. In fact, many students are pleasantly surprised to learn they can fly roundtrip to many parts of Europe from Venice for as little as €100. Many students have found it's more convenient to fly rather than use an entire day traveling. This added convenience of flying may be worth the additional cost.

Do NOT buy a train pass until you have checked these airline websites, www.ryanair.com, www.wizzair.com, and www.easyjet.com, to get an idea of the cost to fly within Europe versus the costs of using a rail pass.

Remember to also factor in the time and cost of traveling between the airport and your destination as many of these value-airlines serve smaller regional airports. Refer to Appendix I for more details on airline websites.

Fundamentals of the Train

Whether you use your rail pass to travel or purchase a point-to-point ticket will depend on your particular situation. As mentioned above, the larger train stations will most likely have an English-speaking person at an information desk; in other stations, you will need to ask for a ticket to your destination.

For example, in Italian, you will ask for “*il biglietto*” (the combination of letters *gli* are pronounced like the double *ll* in million, thus BILL-yee-et-toe).

One-way: *solo andata* ex: *biglietto solo andata per Venezia Mestre*

Round trip: *andata e ritorno*

We recommend you buy a second class ticket – *seconda classe* – especially for short distances, as there are really few benefits to traveling first class.

Once you have purchased your ticket, you need to validate it. You do this by locating a small, yellow, blue/grey, or red machine on the platform and inserting your ticket into it. You must do this before you board your train. The machine looks and functions much like a factory time clock by stamping the time and date on your ticket. Once you have done this, your ticket is valid for travel only on that day. Failure to validate your ticket will result in a large fine, such as €50 plus the cost of ticket, payable on the spot.

Emergency Note: If you find yourself on the train having not validated your ticket and you realize it in time, go and look for the conductor and ask him to validate it. If you do not realize it in time, take a pen and write the date, departure station, and hour on the front of the ticket (Day/Month/Year).

Other things to keep in mind about train travel

Reservations: Sometimes you will be required to make a seat reservation. This happens when you are traveling on trains such as the TGV, the Eurostar Italia, or any other high-speed trains. Look at the train schedule. If you see an “R” next to the train you want to take, you will need to make a seat reservation even if you have a rail pass. You will be able to reserve a seat at a kiosk or ticket booth. The reservation costs approximately €10 per person. Keep this in mind when evaluating whether or not to buy a Eurail pass!

Train cars: Make sure you sit in the right train car and seat if your ticket specifies such. Often times, *especially at night*, the train will physically split with one end of the train going to one destination and the other end going to another. You can find the final destination of your train car in several places. In some of the larger train stations, there will be a display of the train indicating which cars are which, or you can look at the actual car. The car should have a placard on the outside stating its starting and final destinations. Also, if you have a seat reservation, look on the ticket for your coach number (carrozza#) and find that car before boarding. If you do not have a seat reservation, look for the giant number on the side of the car that indicates the class (1 or 2), and board the appropriate car.

Train stations: In some of the larger European cities, there is more than one train-station. For example, Venice has two, Paris has six. Make sure you know which station your train will depart from and which one you'll arrive at. Also note that some connections arrive at one station and depart from another.

Overnight travel: If you are traveling overnight on a train, you have several options. You can sleep in your seat, which carries no extra cost but is very uncomfortable, or you can opt to pay a fee to reserve a couchette or a sleeper. The cost for these two items varies depending on the train and what type of option you choose. Buying your ticket well in advance (with the promotional Amica fare) will greatly reduce this cost. For example, a trip to Rome booked a week prior to departure can cost up to €98; the same trip booked 3 weeks before departure will only cost €54.

You should also note that there are special deals with overnight trains. Let's say you want to go to Rome. If you travel during the day, you will pay about €74 for the ticket, but an overnight train will cost only €43. If you purchase your tickets in advance, there are many good deals, especially during the summer months. For more information, check www.trenitalia.it.

Eurail Passes

For CIMBA students, we have found that the Eurail pass does not tend to be an economical choice due to travel restrictions associated with the pass. It is cheaper and more convenient for you to purchase train passes as needed. Another reason the Eurail pass is not economical for CIMBA students is that you will often be able to find competitively priced air tickets for travel throughout Europe.

For a more detailed discussion of Eurail Passes, see the web site www.ricksteves.com or any good student-oriented travel book.

If you do choose to purchase a Eurail Pass, do NOT purchase it too soon! Eurail Passes must be validated in Europe within six months of purchase or they become worthless. At the same time, they are only valid for a specified number of months, usually two. The result is that if you buy one early and don't travel, you've wasted your money. Instead, think about when you will be traveling and for how long, and then purchase the appropriate pass. Passes must be purchased in the U.S.

Since you may be in Europe for a while before you do lots of traveling, it may be best to wait until you get there before deciding where you are going on the breaks. Have some destinations and plans in mind but wait to book anything.

Supplement Fees: Be aware that many countries charge supplements for high speed trains and/or seat reservations. For example, to take the Eurostar in Italy (the trains that connect most major cities), there is a charge of €18/segment. There are also fees for compulsory reservations on many high speed or express trains in Europe. The student Eurail pass provides passage on the lowest class of the train. For instance, you will need to purchase an upgrade if you wish to have a bed on a night train. Additionally, if you are traveling through a country that is not covered by your Eurail, you will have to pay a supplement fee for that portion of the trip. Many Eastern European countries will ask you for a supplement anyway. It does not matter if you are just passing through. Keep this in mind when deciding whether to use your rail pass or to buy a point-to-point ticket. If you are traveling mostly through countries that are not covered by your pass, it may be more economical to buy the ticket and save your rail pass for another day. Remember to consider all of these additional costs when making your final decision to buy a rail pass or not.

Lodging

Hostels: Most students will stay in hostels at some point while in Europe. They are the most economical option available and are often better suited to students' needs. Guests in hostels rent a bed (oftentimes a bunk bed) in a dormitory and share a bathroom with other guests. For the most part, hostels in Europe are very clean and safe if you plan ahead, do some research, and make smart decisions. Most students book through **hostelworld.com**. Read the reviews before making arrangements.

Hostels often do not provide all of the amenities of a hotel, such as towels, toiletries, and sometimes linens. You can normally rent towels from a hostel for one or two Euros. Occasionally, you will have to pay extra for sheets, and you will almost always have to make your own bed. Keep in mind that while many travel books tell you to bring a hostel sheet, some hostels require you to use their linens. When booking hostels through **HostelWorld** or **HostelBooker**, amenities that are included are usually listed on the hostel website.

Other Accommodations: While most students stay in hostels throughout their stay in Europe, there are some alternatives. If you are looking for a more formal atmosphere or some privacy, there are many **hotels**; however, do not expect the same standards as American hotels (especially regarding bathrooms). Be sure to read reviews before making your reservation so that you know what to expect. For most non-westernized hotels (those with actual keys for rooms, not cards), you will normally have to leave the key with the front desk when you leave the hotel and pick it up when you return. If you are traveling in a group, especially to smaller destinations, you may want to research apartment rentals. They can be very private and, if you shop around, you can usually find some pretty good deals. You can also consider **Airbnb.com** for alternate accommodations while traveling throughout Europe.

Student Discounts

Some museums offer discounted pricing for students. Make sure you bring along your university ID card to verify your status and enjoy these benefits. Please note that in most cases, student discounts are available regardless of age. Also, many places only give discounts to European students and/or students with an International Student ID Card.

STA International Student ID Card: A special student ID card is available through STA Travel, an organization sponsored by the Council on International Educational Exchange (CIEE). The International Student Identification Card (ISIC) allows the holder to be eligible for discounted travel as well as a few other benefits. Most universities have a student office that sells these ID cards right in the student union. Check with both your travel agent and your university's international program representative for more information. In the U.S., you can obtain a card at www.isic.org.

Safety Concerns

***We highly recommend downloading the free **SmartTraveler mobile app** so you can update the U.S. Department of State STEP registry as you travel. Other great resources for safe overseas travel are provided by:

- U.S. Department of State:
<http://travel.state.gov/content/passports/english/go.html>
- Rick Steve's: <http://www.ricksteves.com/travel-tips>

Alcohol use and misuse

Many of the injuries sustained by study abroad students are related to drunkenness and associated poor decision making (Guse, Cortes, Hargarten, & Hennes, 2007). Additionally, health insurance for study abroad does not usually cover accidents incurred while intoxicated or during high risk activities. Although alcohol misuse may not carry the same legal penalties as the use of illegal drugs, it can create dire circumstances for you, your participation in the program, your personal safety, and the future of the program. **Remember that your actions reflect on your reputation and that you are serving as an ambassador of your home university, CIMBA, and your home country.**

Although there may be no minimum or a lower drinking age in Italy and other Schengen countries, the customs regarding alcohol use are very different from those in the U.S. Alcohol use or misuse may occur for a variety of reasons: a mistaken impression of how alcohol is used in your new surroundings; cheaper costs in some countries; a lower minimum drinking age; more lenient laws against drunkenness; or a desire to experiment/fit in. Alcohol abuse and misuse are **not tolerated globally and will not be tolerated on CIMBA study abroad programs**. Violation of local laws and/or CIMBA regulations or policies may result in :

- (a) immediate dismissal from the program;
- (b) academic withdrawal from the university for the semester in progress; and (c) disciplinary action upon return to your home campus.

Most countries, with the exception of those with religious prohibitions, tolerate social drinking. However, intoxication, public drunkenness, and inebriated behavior are seldom allowed under any circumstances.

Alcohol misuse is defined as any use that is harmful or potentially harmful to oneself or to others. Alcohol abuse is planned, systematic misuse of alcohol.

Alcohol misuse will not be tolerated on CIMBA study abroad programs.

What is "alcohol misuse?" Alcohol misuse is present when:

- A student misses any scheduled event because of the effects of alcohol consumption.
- A student becomes ill due to the effects of alcohol consumption.
- A student is disrespectful of others sharing the same or neighboring housing due to the effects of alcohol consumption.
- A student engages in inappropriate behavior toward other individuals that is the result of alcohol consumption.
- A student becomes so intoxicated that he/she cannot walk unassisted.
- A student engages in destructive behavior toward property that is the result of alcohol consumption.
- A student does not abide by the laws of the country in which he or she is staying.
- A student engages in behavior that causes embarrassment to other members of the group, faculty, or in-country hosts as a result of alcohol consumption.
- A student engages in behavior that causes his/her companions concern for the safety of the individual or the group.
- Students in a group encourage or ignore a fellow student who is misusing or abusing alcohol.
- Students transport quantities of alcohol to program sites with the intent of sharing the alcohol with members of the group.

Theft

We encourage you to be mindful of safety at all times. The crime rates in Europe are low by U.S. standards. The most serious crime seems to be theft, which is most frequently found in heavily traveled tourist areas and on public transportation. It is important to be aware that pickpockets exist and tend to prey on people who look lost or do not seem to be paying attention to their surroundings.

Pickpockets often have developed strategies, such as working in pairs, asking for directions, etc. Below are a few tips to help avoid theft while you are abroad.

- Remain alert of your environment and seem purposeful when you move about.
- Ask directions only from individuals in authority.
- Refrain from exhibiting jewelry that appears expensive.
- Keep all valuables on your person in a discreet place. (A money belt is strongly recommended.)
- **NEVER** leave handbags, purses, or baggage unattended, opened, or unzipped.
- Travel with others; there is safety in numbers.
- Keep copies of your passport, airplane ticket, health insurance card, driver's license, and student ID in a separate place than the originals, including a copy back home in a trusted place or with a trusted person.
- Use the buddy system when going to the ATM.
- Avoid withdrawing money at night.
- Carry a throw-away wallet with a small amount of cash that you wouldn't mind losing should you need to toss it and run in the opposite direction.
- Put a written list of emergency contact names, phone numbers, and email addresses in your checked luggage, carry-on luggage, and purse/wallet.
- Consider leaving a list of technology passwords/credentials with a trusted person back home in case of an emergency.

If you are a victim of crime while you are abroad, please inform the CIMBA staff or a resident assistant so they can assist you.

LIVING IN ITALY

To help you prepare for your trip, the following material is intended simply to provide you with basic information. If you have any special needs – dietary, medical, or other – please notify us well in advance so that we can determine how best to assist you. **We will not be able to meet the special needs of those participants who do not advise us in advance.** Special services are often very difficult to locate in Italy on short notice.

Culture Shock

Living abroad can be a very exciting and rewarding experience. However, it can also be stressful. The single biggest cultural difference and source of stress for most people is the language factor and the inability to communicate what you want to say. We highly recommend you invest in a pocket phrase book and learn some basics of the Italian language before you arrive to reduce the communication barriers. At a minimum, learning how to ask directions, numbers, the days of the week, and how to tell time are critical. You are going to encounter new things, new people, and a new environment. After you first arrive, everything will be new and exciting. However, do not be surprised if you feel “down,” “irritable,” or homesick for a portion of your stay. Adjusting to a new culture can take time. Be patient. Know that feeling this way is completely natural. Our staff will be happy to chat with you if you want someone to talk to about how you are feeling. Another way to help alleviate some of these feelings is to learn about the environment in which you will be living. We recommend the following article from [slowtravel.com](http://slowtravel.com/italy/veneto/bassano.htm) to learn more about the Veneto region: www.slowtrav.com/italy/veneto/bassano.htm.

Foreign Law

It is very important to remember that you must abide by the specific laws of the country you are visiting. Laws vary from the ones in the U.S., but you are not excused from following them. Please be aware of the common laws of the countries that you plan to visit. Be particularly mindful of involvement with drugs. Drug use will not be tolerated at the program facility. Additionally, drug laws in other countries vary and tend to be much more severe than they are in the U.S.

If you encounter serious problems, American embassies and/or consulates can offer some assistance. They can provide you with a list of local attorneys and physicians, contact friends or family on your behalf to request funds or guidance, and provide assistance during civil unrest or natural disaster. Embassies cannot cash personal checks, arrange for free medical or legal services, provide bail or get you out of jail, or act as couriers or interpreters.

Money Matters

Learning how to manage your finances is an important part of your international education. Students always wonder how much money they should take abroad and if they will be able to afford the things they want to do in Europe. For this reason, we provide a budget as a guideline for each program. These numbers are an average of what students tend to spend. Keep in mind it is possible to spend less than expected, just as it is possible to spend more. Use the information that we provide to help prepare your own budget. Be prepared to spend a little extra money the first few days. Once you reach your destination, review your budget and see where adjustments need to be made. Stick to your revised version. This will help you not spend more than you intended to.

The unit of currency in Italy is the euro (€). There are bills of 500, 200, 100, 50, 20, 10, and 5 euros. Coins are in 2 and 1 euros, then 50, 20, 10, 5, 2, and 1 cents. The euro is now the official currency in 19 participating member states of the European Union, including Austria, Belgium, Cyprus, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, the Netherlands, Portugal, Slovakia, Slovenia, and Spain. Euros are valid currency in all 19 participating member countries. When you travel outside the 19 member states, for example to Great Britain, Norway, Sweden, Denmark, or the Czech Republic, you may have to convert to their currency, although the euro is rapidly becoming accepted in more and more locations. Check the New York Stock Exchange for the most recent exchange rates.

Prices in Italy are in line with the rest of Europe. Generally speaking, you will find that prices are about the same in Paderno and Asolo as they are in the major cities of Italy. Prices generally include (but not always) a 20 percent IVA tax for certain purchases, such as jewelry and designer clothing, which exceed a specified minimum (normally about \$150). For those items that will not be consumed in Italy, you may be able to make arrangements to have the tax refunded to you. You will be asked to fill out some forms and to present those forms and the item purchased to the appropriate officer at your last exit point in Europe. The tax refund will be mailed to you several weeks later. This can be done at the office in the Venice Airport as long as you are holding a boarding pass to leave Europe.

Italy is largely a "cash and carry" society. Credit cards are not as widely accepted in Italy as they are in the U.S., so you should not count on using them for buying train tickets (though you may order tickets **online** using a debit or credit card), shopping for groceries, and paying for day-to-day expenses in general. Larger train stations will accept credit cards. Note that smaller establishments greatly prefer small change and rarely accept anything larger than €50 bills. However, credit card usage and the number of stores accepting them is increasing. MasterCard and Visa are the most widely accepted, followed by American Express. The acceptance of Discover cards is scarce.

There are English-language automatic teller machines (ATMs) in many convenient locations (including one on campus and one just down the street at the bank) that are accessible 24 hours a day. Cirrus and Plus are widely recognized in Europe. Please make sure your ATM card has at least one of the two symbols. It is possible to receive up to the equivalent of about \$250 using your MasterCard, Visa, or debit card **as long as you know your personal identification number (PIN)**. You must obtain your PIN before you arrive in Italy. Request it from your credit card company soon as it may take 2-3 weeks to arrive. Another thing to keep in mind is that many European ATMs will not accept debit/credit cards that have PIN numbers longer than 5 digits **or that begin with a zero**, so get an appropriate PIN from your bank, if necessary. You should also find a non-800 telephone number for your bank because 800 numbers to the U.S. from Italy usually do not work.

A number of local banks will allow you to use a credit card to receive a cash advance but the commission involved will be higher. ATM withdrawals are normally the cheapest way to get money unless you are making numerous small withdrawals and your local bank charges a fixed fee per transaction. If you have traveler's cheques in U.S. dollars or other currencies, they may be cashed at banks and exchange offices (for a fee) throughout Italy during regular business hours. The prevalence of traveler's cheques is declining greatly as debit cards take their place. It's important to note that a lot of credit card companies are beginning to charge a transaction commission for purchases made abroad. You should determine these commissions in advance as it may change the way you wish to pay for things while abroad. You should be able to find an ATM upon arrival at the airport and train stations in Italy, but many students like to arrive with some local currency to start. You should be able to obtain some from your local bank if you give them a few days warning. Don't get too much currency in the U.S. though since the exchange rate is usually high. **The CIMBA program office cannot convert your currency or cash your traveler's cheques.**

Before you leave **be sure to contact your bank and credit card companies** and let them know your travel plans. When large quantities of cash are suddenly withdrawn thousands of miles from home and spending habits suddenly change, your bank and credit card fraud detection will suddenly kick in and freeze your account, leaving you stranded without cash. This has happened to many students in the past, and they have had to rely on other students to lend them money while on travel breaks before they can sort it out. If you notify your bank, they will make a note on your account so it is much less likely to occur. In case something goes wrong, you might want to authorize someone in the states to have access to your account.

Also, while talking with your bank and card companies, ask about international transaction fees and commissions. This will give you an idea of how much extra money you need to account for. Many banks charge a flat fee of \$5 per transaction while abroad, and many students minimize this impact by withdrawing the maximum amount each time. You might also consider shopping around for a different bank or credit card that doesn't charge these fees.

Shopping and Banking Hours

Store hours: Most stores are open from 9 am to 12:30 pm and from 3:30 pm to 7:30 pm. Stores that open on Saturday close at least one half-day during the week (clothing stores usually close on Monday morning, sometimes all day on Monday; grocery stores generally close on Monday and Wednesday afternoons). Restaurants often are closed on Monday or Tuesday.

Except in tourist areas, stores are generally closed on Sundays. Restaurants and bars are normally open on Sundays but will close some other day during the week. Look for signs on the door of every establishment to find opening and closing days and times. (*aperto*=open, *chiuso*=closed, *mattina*=morning, *pomeriggio*=afternoon, *sera*=evening, *notte*=night, *Lunedì*=Monday, *Martedì*=Tuesday, *Mercoledì*=Wednesday, *Giovedì*=Thursday, *Venerdì*=Friday, *Sabato*=Saturday, *Domenica*=Sunday.)

Receipts: It is important that you **always** carry your receipts out of an establishment in order to avoid fines and confusion.

Banking hours: Banks in Italy are open Monday through Friday, usually from 8:30 am to 1 pm, although opening and closing hours vary slightly from bank to bank. ATMs tend to be open 24 hours a day. Traveler's cheques and U.S. dollars can also be exchanged at the foreign exchange offices in main railway stations and airports (usually for a higher service fee).

Mailing and Carrying Things Home

Mailing things home from Italy is more difficult than mailing things from the U.S. Shipping can also get very expensive. Therefore, plan your packing to allow room in your luggage for souvenirs. Also, keep in mind that you will go through customs upon returning to the U.S. For detailed information about customs regulations, see the website by U.S. Customs - *Know Before You Go* <http://www.cbp.gov/travel/us-citizens/know-before-you-go>.

There are three options for shipping things home: 1) Italian postal service 2) Mail Boxes Etc. in Bassano del Grappa 3) personal FedEx/UPS account. The CIMBA office in Paderno can FedEx packages for you if you set up a FedEx account in advance (see www.fedex.com). For more information on prices and procedures, ask the CIMBA staff in Italy.

Calling from Italy

Skype: Skype is an inexpensive, effective way to communicate with home from Italy. You can make calls from one computer to another at no cost or from a computer to phone line for a small fee. If you plan to use Skype, set up an account (with Skype credit if desired) before arriving in Italy.

Apps: Several apps allow you to communicate with home. For example, Viber and WhatsApp require you to have a WiFi connection and that both parties have the app. If connected to WiFi, Viber allows free calls and free texting to other phones with the app. WhatsApp allows free texting to other devices with the app. Download apps before leaving home.

Cell Phones: We do not endorse any particular company or plan over another. If you are considering buying a cell phone, we advise that you shop around. Look carefully at the specifics of the plan and any other you consider. If you choose to use your own phone, be sure to get it unlocked BEFORE you depart the U.S. so it can be used with an international SIM card. (Verizon iPhone 5/6 series and recent Android models are already unlocked.)

Payphones: You can also make calls using a payphone. When using an Italian payphone, you must first insert the coins, a telephone card, or a credit card. Listen for the tone, then dial the number. As in the U.S., the number you dial to reach that person will vary with your location. More details about how to dial numbers from Italy are below.

The Italian dial tone is not a continuous hum as in the U.S. It is two hums, followed by a long pause and then the pattern repeats itself. Some professors and participants have mistaken this sound pattern for the busy signal (which in Italy is much the same as in the U.S.).

Telephone Card: Another method to use the telephone in Italy requires a telephone card. These cards can be purchased at most tabacchi or newspaper stores, as well as at airports and most train stations. Simply insert the card in the mechanism located just to the right of the headset. Remember to remove the corner of the card (it is already perforated for you) before using it or it will not work. Please be aware you cannot call toll-free numbers from Italian payphones. Check the web for alternative telephone numbers for calling airlines and banks in the U.S. from Italy.

How to Dial: Let's start by explaining what each number stands for in the telephone number. For example:

Paderno Campus: +39-0423-932160

“+” – The plus refers to the fact that you need to dial the international access code if you are outside the country you are calling. If you are in Italy and you want to call the U.S., the international access code is (00). If you are in Italy and want to call another number within Italy, you do not need to dial the Italian telephone system international access code.

“39” – The next number is the country code. The country code for Italy is 39. For the U.S., the country code is 1. If you are in Italy and you want to call a number in Italy, you do not include the 39. If you want to dial a number in the U.S. from Italy, you must first dial the Italian system international access code (00) and then the country code for the U.S. (1) followed by the complete number you want to dial. Thus, if you want to call the CIMBA office at the University of Iowa from Italy, you would dial: 00-1-319-335-0920. If you want to call another country from Italy, such as Germany, it would be the same process except instead of dialing (1) for the country code, you would dial the country code for Germany: (49): 00-49-555-12345.

PADERNO CAMPUS INFORMATION

Contacting Other Students

If you have any questions about life in Paderno or traveling throughout Europe, or need advice on purchasing a cell phone, what to pack, how to plan your tickets, etc., you can chat with a CIMBA alum during our U.S. office hours. We also recommend you visit the Facebook site at www.facebook.com/CIMBAItaly. Students who attend the program have found this to be a valuable resource. Typical discussion topics include places to visit, good hostels to use, where to meet upon arrival, finding someone to travel with, subleasing apartments in the U.S., buying used cell phones and electronics (hairdryers, adapters, clocks); those who join the discussion include prospective, current, and former students. Your specific session Facebook group is a great way to start getting to know your future classmates before you get to Italy.

About Paderno del Grappa

Paderno is a quaint Italian town. It is small but offers students a variety of opportunities and is great for really getting a feel for authentic Italian culture. Paderno is located in the northeast region of Italy, known as the Veneto Region, and is about an hour and a half from Venice (via public transit). The Paderno environment is beautiful as it is situated near the base of Mount Grappa, making it an ideal spot for those who enjoy hiking and sightseeing. Other outdoor activities such as world-class paragliding, rafting, horseback riding, and bicycling are also nearby. In addition, fantastic shopping is located in Asolo, Bassano, and Venice, with access to outlet stores like Northface, Replay, Benetton, and Diesel. There is also an open-air market in nearby Crespano del Grappa held every Sunday morning— just a 15 minute walk from campus. A movie theatre and bowling alley are within driving distance as well as some great restaurants. Paderno itself has a few restaurants and cafes within walking distance that students enjoy. You can learn more about Paderno by going to our Facebook site.

About Campus

The first important thing to note about the CIMBA campus is that it is not actually owned by CIMBA. CIMBA shares a facility with a Christian Brothers' School called Istituto Filippin. It is one of the premier boarding schools in the Veneto; there are a few Italian students who live on campus but many that live off-campus. The Filippin serves all grades in primary education, but only the older students live on campus.

The campus itself is very beautiful. There is a lot of well-kept green space around the buildings, and there are majestic views of either the mountains or the Veneto Plain from most windows. The campus is split into two sections by a road. On one side of the road is the athletic campus, and on the other is the academic and housing portion. On the academic side, there are three main buildings (the 3 tallest in town) which have dorms, administrative offices,

classrooms, commons space, the cafeteria, and the nurse's office. The athletic side of campus has a large gymnasium, indoor lap-pool, work-out facilities (available 9 am - 5 pm), theater, small and large soccer fields, a low ropes course, and courts for basketball, volleyball, and tennis.

Housing Arrangements

You will be living in a residence hall facility. The dorm has two different living arrangement options: singles or doubles, each with private baths. If you have a friend on the program that you would like to room with, you may request a roommate before you leave. We will do what we can to accommodate your request, but please note that we cannot always guarantee a specific roommate. Single rooms are available at an extra charge. All rooms have beds, wardrobes for hanging clothes, drawers, and a desk. You will be provided with linens including: sheets, pillowcases, blankets, a pillow, a regular-sized towel, and a hand-towel. However, we recommend that all students bring a travel-towel and washcloths. These will come in handy when you travel as some student hostels and budget hotels charge for towel rental. In previous programs, students have found that a large towel can double as a blanket on cold train rides. Washcloths are almost never provided in most European hotels.

Eating On Campus and In Italy

Food is one part of Italian culture that many find irresistible, although it is very different from the food you have at home. Many "Italian" dishes you may be familiar with have been heavily Americanized and may not be available in Italy. To meet your dietary needs, a cafeteria is available at the undergraduate campus for breakfast, lunch, and dinner. Italians typically eat a very light breakfast, if at all, followed by a larger lunch and dinner at later hours than in the U.S. The cafeteria will offer breakfast at 7:30 am, lunch at 12 pm, and dinner at 7 pm. Each meal is described as "once through the line," taking a first course (usually a choice of pasta), second course (meat or cheese and vegetable), side items (seasonal fruit, yogurt) and a dessert. Meals are not available at the cafeteria during travel weeks and extended travel weekends. Be aware of the various differences in diet here versus what you may be familiar with at home. Many foods, even some Italian foods, that you eat on a regular basis at home, are served very rarely in Italy, if at all. The CIMBA office, in conjunction with the kitchen staff on the undergraduate campus, will work to see that your dietary needs are accommodated; however, please be aware that we cannot replicate your normal diet while you are in Italy. If you have a special dietary condition of any kind, inform the UI and Italy offices before you arrive so we can help make special accommodations.

As a side note: "Pepperoni" in Italian actually means green peppers. If you are looking for American pepperoni pizza, ask for "diavola."

ATMs

There is one ATM on campus and another down the street. The ATM on campus is very popular immediately before travel breaks and is known to run out of money. Be sure to prepare for this in advance. See "Money Matters" for more information on Banking in Italy.

Computer Access and Printing

Students with laptops are encouraged to bring them on the program; you may use in-room wireless internet access with your laptops. You will also have access to computer areas and study areas. Please be advised that internet speeds in Italy may not be up to American standards. Students have found that it slows to dial-up speeds during peak times of day when everyone is out of class and using the internet.

You will be issued a printing card with a set amount, which can be recharged with euros in the CIMBA office.

Athletic Facilities

The Istituto Filippin has kindly allowed CIMBA students to use their athletic facilities, so please respect the facilities and other guests so we may continue to use them in future semesters. While the sports campus belongs to the Filippin, the school also offers gym memberships to the community. You are welcome to use the workout area and pool during the day. You will need to make a €10 refundable-deposit for the electronic key fob that admits you to the area. Please note that you must have a swimming cap and pool sandals to use the lap pool. These are available for sale at the front desk of the gym.

Receiving Mail

If you need to receive mail, it should be sent to: Student Name, Via S. Giacomo 4, 31017 Paderno del Grappa (TV), Italy. Airmail takes 8-10 days to arrive depending on type of service, items, weight of package; ground mail takes 8-10 weeks. If you are expecting to receive mail, ask your family or friends to send it before your last two weeks on campus. If mail is sent in your last two weeks, you may not receive it before you leave and it will be discarded.

Packages will incur customs inspection fees upon their arrival in Italy, which must be paid in order to receive the package. The sender must complete the customs declaration form, which asks for the value of the package's contents. The value it is asking for is the commercial value. For example, if you are receiving a jacket for personal use, you could declare it for \$30 so customs understands there is no intention to sell it. If a commercial value is stated, you need to pay a 33% tax pm the package when received or pay to send it back. The sender should clearly mark on the declaration form and package: FOR PERSONAL USE ONLY, NO COMMERCIAL VALUE. Also, have them describe the goods as "Clothing—Personal Use Only" instead of "New Clothes—Personal Use Only."

If a package is sent with a \$1 commercial value but insured for \$500, expect to pay a 33% tax to receive the package.

If vitamins or diet product are sent, the package will be charged taxes.

Guest Policy

Guests of CIMBA students can visit campus. They should check in with the CIMBA office or with the front gate staff before 6 pm on weekdays and with advance notice on weeknights or weekends. All visiting guests are expected to abide by the rules set forth in the Behavior and Policy Agreement. Guests must get rooms at the Hotel San Giacomo across from the campus if they wish to stay close to campus.

No guests are allowed to stay in the rooms of CIMBA students. The responsibility, behavior, and liability of these guests are assumed by the person(s) who checked them in. Any damages caused by these people will be charged to the person(s) who invited them to CIMBA originally. If no one claims responsibility for visiting guests, and they are not checked in ahead of time, they will be asked to leave the premises immediately.

Rules and Regulations on Campus

As a student at CIMBA, you are expected to abide by the rules and policies set forth by the CIMBA administration in the CIMBA Academic and Behavior Agreement. This document, as well as the disciplinary procedures for the CIMBA campus, is found in Appendix II. Familiarize yourself with this document, as you are required to electronically sign the agreement prior to your departure.

Failure to abide by the rules and policies set forth by CIMBA will lead to disciplinary action, which could include immediate dismissal from the program. The CIMBA behavioral guidelines and policies do not follow a progressive discipline framework, meaning you are not guaranteed a first warning before other disciplinary action is taken. It is the responsibility of all students to ask either a resident assistant or staff member about any rules or policies not fully understood before living in CIMBA dormitories and/or using CIMBA facilities.

Resident assistants, as designated by CIMBA administration, are the first point-of-contact for students after hours. One resident assistant will live in each dormitory and have regularly scheduled office hours, during which you are encouraged to bring any dorm and campus-life issues to their attention for the benefit of the individual and other students.

The CIMBA staff wants you to have an exciting and rewarding semester. We understand you are in a new environment with new people and experiencing many new things, all of which can be stressful. We are always here to help you through this experience. It is not our goal to discipline and we expect no problems. However, please remember that in the interest of the safety and enjoyment of you, your fellow students, faculty and staff, we will not be flexible nor lenient when enforcing the policies you have agreed to abide by while a student at CIMBA.

CLASSES AND ACADEMICS

Academic Environment

The educational experience at CIMBA will differ in several ways from your home university. First, the courses strongly emphasize both international and practical tools and applications. Second, students and faculty will be mixed in terms of representing many different universities. Finally, the intensity of the experience allows professors and participants to develop professional relationships beyond those typically experienced at their home campuses. Most important, all CIMBA programs are focused on personal and leadership development that is based on the latest neuroscience findings, allowing students to learn more than in-class topics. In fact, CIMBA is the leading neuroleadership-based program in the world, and you can expect to be challenged in fun and interesting ways that will open your mind to potential you were not aware you had.

Program Objectives

The CIMBA program is intended to fulfill four fundamental purposes:

To provide participants with opportunities to take classes which are strongly international in flavor and concentrate on application as opposed to theoretical concepts.

Professors are encouraged to develop course materials which reflect the practical applications of the subject matter.

To support personal development based on study abroad experiences.

Using a series of assessments, coaching sessions, team activities, and seminars, students have the opportunity to focus on their strengths, values, beliefs, and personality, gaining a better understanding of who they are, how their brains function, and how they can become more effective in everything they choose to do.

To provide participants with opportunities to “discover Europe” and thereby gain valuable experiences in confronting diverse cultures, values, and traditions.

Participants are strongly encouraged to explore Europe. In contrast to “bus tour” style programs, participants gain a large measure of self-confidence when provided with the opportunity to explore Europe independently. CIMBA provides ample time to engage in this exploration.

To provide participants with opportunities to gain knowledge and understanding of the European Union (EU) and the practices and procedures that define the global marketplace now and in the future.

Participants attend company tours in the Veneto region and discover how businesses operate in the EU. In addition, participants have the opportunity to engage in seminars on the EU, Italian culture, and history as well as interact with local Italians and international expatriates.

Grade and Examination Policy

Faculty will provide course syllabi which outline the grading policy for each class in addition to CIMBA's program-wide policies. **Attendance will affect your grade!**

During **semester programs**, missing one class translates to a penalty of $\frac{1}{3}$ of a letter grade (in the class missed). If you miss another class (in the class missed, even if it is different from the first class missed), you will receive a full letter grade drop. You will be dismissed from the program for the third cumulative absence.

During the **summer programs**, the first absence will result in the loss of $\frac{1}{2}$ a letter grade (in the class missed), the second absence will result in the loss of a full letter grade (in the class missed, even if it is different from the first class missed), and the third cumulative absence will result in dismissal from the program.

There are a few instances for which an absence is excused. If you are sick, you should visit the on-campus nurse, who may be able to excuse you from class. Additionally, CIMBA respects religious holidays. In the case of a religious holiday, you must notify your professors and the staff ahead of time of the absence and when it will occur.

Grades will be assigned as A, B, C, D, and F according to criteria used at most U.S. institutions. The use of +/- is allowed for all courses. Be aware that even though you may be receiving Pass/Fail credit on your home institution's transcript, you will always have real grades on your University of Iowa transcript! You may have to submit your UI transcript when you apply for graduate school; therefore, you should take your grades seriously.

Grades of incomplete (notated by an "I") are not allowed unless extreme circumstances warrant them. If such circumstances arise, contact the CIMBA staff to determine if an "I" can be given and the next steps for completing the course.

Final Exam Schedule

All classes are required to have a final exam or final project. Everyone will have at least one final exam or project due the last day of the program. Finals will end around noon on the last day of the program. Students are required to check-out of the living facility by 2 pm that same day, although many students depart immediately after lunch. CIMBA typically provides buses for departing campus. Please refer to your program calendar for specific dates and times of finals and check out. All students must take their exams at the scheduled times; faculty are not allowed to grant exceptions. **Please read the section "Return Details" before making your travel arrangements.**

APPENDIX I

USEFUL WEB SITES

Embassy/Customs

www.travel.state.gov – For U.S. travelers, U.S. Department of State

<http://usembassy.state.gov> – U.S. Consulates and instructions for obtaining a new passport in Italy

www.cbp.gov – U.S. Customs

Travel Guides

www.ricksteves.com – Provides information on just about anything you need to know about planning and traveling. Rick covers health and safety, general planning, guidebooks, packing tips, communicating and converting, transportation, tour tips, and food and shelter.

www.slowtrav.com/italy/veneto/bassano.htm – Article titled “*Things to Do in the Northern Veneto*” by Cyndy Hawley

www.marcatreviso.it – Information on local hotels, restaurants, and current events near Paderno.

www.bootsnall.com – One-stop indie travel guide

Getting to Italy

www.sta.com or www.studentuniverse.com – Provide student discounts on airfare

www.rome2rio.com – Provides information on how to travel from one point to another, including planes, trains, buses, etc.

Airfare

www.skyscanner.net – Searches budget airlines in Europe

www.ryanair.com or www.easyjet.com – Great website if you want to fly cheaply in Europe

www.kayak.com – Travel website to search competitive prices, flights, hotels, etc.

Buses

www.atvo.it – Regional busses around Venice

Trains

<http://www.roninrome.com/%20transportation/buying-train-tickets-updated> – How to buy a train ticket in Italy

<http://www.roninrome.com/2009/03/10/riding-the-trains-in-italy/> – Italian trains explained in-depth

www.trenitalia.com – Italian train schedule and ticket purchasing

www.db.de – German national train service with train schedules for all of Europe

www.raileurope.com – Train Info

Lodging

www.hostelworld.com

www.hostelsclub.com

www.hostelseurope.com

www.airbnb.com

Other

<http://wwwnc.cdc.gov/travel/> – Centers for Disease Control, Travelers Health

<http://international.uiowa.edu/study-abroad/prepare/health/insurance> – CISI Insurance information

USEFUL MOBILE APPS

Skype—calling application for mobile phones and computers

Viber—instant messaging application

WhatsApp—instant messaging application

SmartTraveler—update STEP registry as you travel

APPENDIX II

CIMBA ACADEMIC AND BEHAVIOR AGREEMENT

This is a copy of the form that you have agreed to and signed electronically prior to the program start.

As a CIMBA student, I hereby agree to abide by the following rules and policies set forth by CIMBA in consideration of fellow students, faculty, administration, and myself. I understand that failure to abide by these rules and policies set forth by CIMBA will lead to disciplinary action, and that such disciplinary action may include immediate dismissal from the CIMBA program.

I. BEHAVIOR POLICY

1. Alcoholic beverages are not allowed on campus and/or in CIMBA facilities, including educational buildings, residence halls, television rooms, lobbies, hallways, the cafeteria, and transportation sponsored by CIMBA.
2. Participants who are intoxicated or under the influence of drugs before, during, or after CIMBA sponsored events may not be allowed to attend said events and/or be allowed on CIMBA sponsored transportation in the interest of the safety, health, and welfare of fellow participants.
3. Manufacturing, possessing, selling, transmitting, using, or being party to any illegal drug, controlled substance, or drug paraphernalia is a violation of CIMBA policy as well as a violation of Italian law. Violators will be turned over to Italian authorities.
4. Carrying or keeping weapons or items defined as a "weapon" is not allowed. Violators will be turned over to Italian authorities.
5. Theft/burglary or damage/defacement of personal, community, Istituto Filippin, and/or CIMBA property is a violation of CIMBA and Residence Hall policy as well as a violation of Italian law.
6. Cooperation with any staff member's reasonable request in the interest of a participant's safety, health, and welfare is expected of all participants and their guests. This includes showing the CIMBA identification card and passport upon request. Participants are expected to resolve disputes or conflicts in a cooperative manner. Fights, under any and all circumstances, will not be tolerated. Participants are encouraged to seek staff assistance to mediate disputes or to reduce the noise

when reasonable requests are ignored.

7. Conduct which is violent and/or disruptive to the program, offensive to the host culture, or which endangers students or others as well as sexual, racial, or ethnic harassment will not be tolerated. Conduct including, but not limited to, abuse of alcohol, intentional and deliberate antagonistic behavior, disruptive noise, and abusive language toward fellow participants, faculty, staff, or citizens of the host country will not be tolerated. Anyone who directs any deliberate and/or intimidating gestures toward another person or purposely humiliates, makes degrading comments, prank phone calls, or removes personal computer files or material of any other student from any of the computers will be subject to disciplinary action.

8. Breaches of local law of the country of Italy or other visited countries may cause disciplinary action. Participants are expected to attend to any legal problems they encounter with foreign nationals or the government of the country. CIMBA is not responsible for providing any assistance under such circumstances.

II. RESIDENCE HALL POLICY

1. Smoking and/or smokeless tobacco is not allowed in educational buildings, residence halls, television rooms, lobbies, hallways, the cafeteria, or on CIMBA sponsored transportation.

2. Using the residence hall or any part of it for purposes other than those for which it is intended, without the authorization of the CIMBA administration, helping others in such activities, or obstructing the work or services of the administration in maintaining and/or repairing the building will not be tolerated.

3. Proper use of and response to fire alarms, drills, or emergency evacuation warnings is required. Violators of Italian law who falsely, intentionally, or negligently activate or tamper with fire safety equipment will be responsible for damages and subject to punishment.

4. No materials, liquid or otherwise, of an explosive or combustible nature shall be kept on the premises. Candles and open flame decorations are fire hazards and are prohibited.

5. The use of heaters, irons, lighting, or similar equipment is not allowed in dorm rooms, unless approved in writing by the CIMBA administration.

6. Damaging the residence hall, any furniture, fixtures, or fittings, equipment and/or communications systems, or using them for purposes other than those for which they are intended will not be tolerated. The participant is responsible for keeping CIMBA-

owned equipment and furnishings in good working condition. Furniture, art, or other equipment and fixtures are not to be moved.

7. Windows and screens may not be removed or altered. Nothing may be thrown or hung out of windows, including clothing or flags. No property, including liquid containers, clothing, shoes, or flowers are to be placed on the window ledge of any residence hall room or hallway.

8. Participants may not be on window ledges, roofs (including porch roofs), or terraces at any time. Participants may not exit through windows at any time.

9. Participants may not have signs in their rooms which are intended for use in other places. This regulation includes actual traffic signs or road construction barricades. Removing road signs is a violation of Italian law, and violators will be turned over to the Italian authorities.

10. No property is to be stored outside any residential unit or in stairwells. There is no extra storage space. Items that are stored in such public locations will be removed by the staff and taken to the trash.

11. Participants are required to pick up after themselves and put furniture and rooms back together in a correct and orderly fashion when they use the common areas for leisure activities or homework. This includes dumping or leaving trash in any areas other than those designated for trash disposal.

12. Participants may not move rooms or transfer roommates without the consent and approval of the CIMBA staff.

13. Guests of CIMBA participants are not allowed to stay on campus in the rooms of CIMBA participants. Although no guests are allowed to sleep at CIMBA, they may visit campus. All visiting guests are expected to abide by the rules set forth in this policy statement. The responsibility, behavior, and liability of all guests are assumed by the person(s) who invited them and checked them in at the CIMBA office and/or front gate. Any damages caused by these persons will be charged to the person(s) who invited them to CIMBA originally. If no one claims responsibility for visiting guests, and they are not checked in ahead of time, they will be asked to leave the premises immediately.

14. CIMBA assumes no responsibility for losses, damages, or injuries of any sort occurring to persons or property in the complexes. It is the participant's responsibility to permit or not to permit others to enter his/her room.

15. Unannounced residence hall room checks shall be conducted as needed. These

inspections are conducted by management to ensure safety, room upkeep, cleanliness, and to confirm compliance with the terms and conditions of this policy statement. Italian Law enforcement personnel with dogs trained in drug detection are allowed to inspect schools and may periodically come through the dorms.

16. Quiet hours must be observed from 10 pm to 7 am everyday. In order to provide optimal living and studying conditions for all residents, CIMBA residence halls have a 24-hour Consideration Policy. Noise should be kept at a level which does not infringe on other residents' rights. Participants should respect others' expectations regarding noise. If a participant is being too loud and is unresponsive to requests to be considerate, please contact the nearest staff member. As a general rule, if the noise can be heard outside a resident's room, it is probably too loud.

III. USE OF COMPUTER POLICY

The use of CIMBA computers are intended for CIMBA participants only. Computer areas are expected to be quiet at all times, and group projects are encouraged to meet outside the computer areas to discuss projects due to the noise level they may cause. Users are subject to the following terms and conditions:

1. The computer areas are also teaching areas. During the hours when the computers are reserved, the computers will be off limits to any student not in the applicable class.
2. No use of profanity, racial slurs, sexual innuendos, or pornographic material will be allowed in computer areas.
3. Use of viruses, Trojans, worms, or other malicious hacking/cracking software will not be tolerated on CIMBA computers.
4. Any student, faculty ,or staff who destroys, damages, or removes equipment/assets will be reported to the Italian staff.
5. Examining or attempting to examine another user's files, accounts, or e-mail, without explicit permission by the owner of those files or e-mail, is a violation of the CIMBA Honor Code.
6. Interrupting, hindering, damaging, or otherwise interfering with the normal operation of the computers, systems, data, and/or voice networks, including, but not limited to, port scanning, IP spoofing, network analysis, network monitoring, illegal logins, running traffic-generating applications, installing any software or program code that is intended to or is likely to result in the eventual damage to or degradation of the performance of computer resources, or using computer resources to perform acts that are deliberately wasteful of computing resources is not allowed.

7. Downloading software, files, or images on a web page without the owner's permission or in any other way violating copyright laws, including, but not limited to, the use of peer-to-peer file sharing applications to illegally transmit music, software, movies, or other protected materials is strictly prohibited.

8. Using computer resources to engage in or to further any fraudulent or criminal act or policies, including, but not limited to, monitoring, in any way, another user's data communications, gaining or attempting to gain access to remote computers, infringing upon the rights of other users to use computer resources, or violating the terms of software licensing agreements is strictly prohibited.

9. All communications and information accessible via the Internet should be assumed to be copyrighted and should be accessed and re-distributed using regular copyright rules; when sources found on the Internet are cited, the name, date, and location of the information must be included or the user could be judged to be in violation of the CIMBA Honor Code.

10. No food or drinks are allowed in the classrooms and computer rooms on campus. Water bottles are allowed but should be placed on the floor at all times. Participants with food or drinks will be asked to remove it from the room before continuing to work. Participants are expected to remove used or unused water bottles and to dispose of them properly when use of the space is completed.

IV. ACADEMIC POLICY

1. Classes at CIMBA run regularly from Monday through Friday and may occur on Saturday. Attendance at all classes is mandatory. Three unexcused absences will lead to program dismissal. Participants are not allowed to take exams early, miss class due to travel breaks, depart early from the CIMBA program, or miss class due to family/friend visits. The following policy will be strictly enforced:

1st Absence – loss of 1/3 a letter grade (during the semester program) or 1/2 a letter grade (during the summer program) in the class missed.

2nd Absence – loss of a letter grade (in the class missed, even if it is different from the first class missed).

3rd Absence (in one class or cumulatively in the program) – dismissal from the program.

2. CIMBA considers all instances of academic fraud, including, but not limited to, plagiarism, cheating, and forgery, as serious academic misconduct and a major

violation of the CIMBA Honor Code.

V. CIMBA ACADEMIC AND DISCIPLINARY REGULATIONS AGREEMENT

I understand and I agree to abide by the behavioral, residence hall, use of computer, and academic policies and any other regulations set forth by CIMBA. My failure to follow these regulations and policies will result in disciplinary action, which may include my immediate dismissal from the program.

I understand that the CIMBA Academic and Disciplinary regulations do not follow a progressive discipline framework. This means that I am not guaranteed a first warning before any disciplinary action is taken.

I agree that CIMBA has the right to enforce these standards of conduct in its sole judgment and that it may impose sanctions, including, but not limited to, fines, probation, or even expulsion from the program, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of CIMBA, the University of Iowa, the program, or other participants. I recognize that due to the circumstances of foreign study programs, procedures for notice, hearing, and appeal applicable to student disciplinary proceedings at the University of Iowa may not apply. If I am expelled, I consent to being sent home at my own expense.

I waive and release all claims against CIMBA, its officers, employees, and agents that may arise at a time when I am not under the direct supervision of CIMBA or that are caused by my failure to remain under such supervision or to comply with CIMBA regulations, policies, and/or instructions.