

Bologna 2024-25

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Study Abroad Handbook

A useful guide to your
study abroad experience



INDIANA UNIVERSITY

EDUCATION ABROAD

Read this handbook **now** and **again** before you leave the U.S.
Consult it again before you register for classes overseas.

The usefulness of this handbook depends on student input.
If you find erroneous information, please contact edabroad@iu.edu.

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PROGRAM CONTACTS

Italy Office Address:	Indiana University-BCSP Via Malcontenti, 3 40121 Bologna, Italy
Telephone:	011-39-051-236486 (from the U.S.) 051-236486 (within Italy)
Email:	ricci@bcspbologna.it dileo@bcspbologna.it
Resident Director:	Dr. Andrea Ricci 011-39-340-802-6036 (cell, from the U.S.) 340-802-6036 (cell, within Italy)
Student Services Coordinator:	Ms. Danielle Di Leo 011-39-338-543-4056 (cell, from the U.S.) 338-543-4056 (cell, within Italy)
Useful Websites:	bcspbologna.it/how-to-apply (BCSP Bologna website) unibo.it (University of Bologna) comune.bologna.it (City of Bologna) bologna-airport.it (Bologna Airport) trenitalia.com (Italian train schedules) italotreno.it (Italian train schedules)

PROGRAM INTRODUCTION

The Bologna Consortial Studies Program (BCSP) is a consortium of Indiana University, University of Wisconsin, University of Pennsylvania, University of North Carolina, University of Illinois, and University of Chicago. These universities jointly set the program's academic standards. Nine other institutions including Columbia University, Barnard College, Bryn Mawr College, Cornell University, Mt. Holyoke College, Northwestern University, University of Notre Dame, University of Michigan, and University of Minnesota are associate members of BCSP.

This handbook provides general information relevant for academic-year and semester students from all BCSP schools and from non-consortium schools. Contact your school's study abroad advisor regarding school-specific academic program and degree requirements, tuition and program fees, scholarships and financial aid, and contractual arrangements.

You should use this handbook and other supplemental materials now as you prepare to leave and later while you are abroad. Since many student questions are addressed in this handbook, please consult it before contacting your study abroad office or IU Education Abroad.

ICONS IN THIS GUIDE



Helpful Program Information

Information to help prepare you for study abroad



Student Advice

Suggestions from study abroad returnees



Savvy Traveler Tips

Traveling tips to get you where you're going

GOALS AND OBJECTIVES FOR STUDYING ABROAD

The goals and objectives of a study abroad program are as diverse as the students, faculty, and administrators involved. Some goals may be common (e.g. language acquisition), while others may be more personal (e.g. becoming independent). Some goals may seem more important to some than to others (e.g. desire for academic integrity in coursework vs. desire to travel).

Study abroad programs will provide a more enriching experience if they incorporate a wide range of goals. The first step toward the achievement of these goals is acknowledging and defining them before the program begins. Once you are abroad, the process continues with a structured and cooperative approach to achieving these goals. We've begun the process by outlining some goals for your program.

Bologna Consortial Studies Program Goals

- Competence with the Italian language; knowledge of Italian history, culture, literature and the arts
- Integration into the academic and social environment of the University of Bologna
- Immersion experience in a supportive environment
- Personal development and growth

Program Elements that Support these Goals

- Resident staff to provide personal and academic advising
- Special courses each semester taught by University of Bologna faculty for program participants
- Attendance in University of Bologna courses with Italian students
- Coursework integrated into students' academic goals
- Cultural tours of Bologna and excursions to important but less visited sites in Italy
- Housing with University of Bologna Italian and international students

Before You Go

Documents

Academic Record

By June 30 for the academic year/spring students and December 31 for the fall students, IU Education Abroad needs evidence of completed course grades.

Passport & Visa

If you do not already have a valid passport, apply for one immediately. You can download an application at <https://travel.state.gov/content/travel/en/passports.html/>. You can also pick up an application form and instructions at a post office. Turnaround time can be as much as 12-18 weeks, so submit your application promptly.

You are required to obtain a student visa for your stay in Bologna before you leave the U.S. A visa, which is a stamp in your passport that permits you to travel or reside in another country for a stated period of time, is issued by the country's consulate in the U.S. Late spring, IU Education Abroad will send academic year and fall students documentation and instructions to apply for a student visa. For this purpose, it is essential that you have your passport by mid-May. If you are not a U.S. citizen, immediately contact the nearest Italian consulate for visa instructions. Spring semester students will have a shorter timeframe in late fall to make visa arrangements. Any questions about visa processing must be directed to the Italian Consulate.

Depending on your citizenship and the timing of your application, you will pursue the visa application process in one of two ways:

1. **Group or Batch Processing (for U.S. citizens only)** - Since some Italian consulates allow programs to offer a group (or batch) processing service for U.S. citizens within their jurisdiction, some schools may use the batch processing system for participants who are U.S. citizens. Check with your home school to see if this option is available to you.
2. **Standard Processing** - The standard process to apply for a visa requires collecting documentation (some provided by IU's BCSP and/or your home institution), scheduling an appointment with the *appropriate Italian Consulate with jurisdiction (based on your permanent or school address)*, and going in person to your appointment to submit your application. In some cases, a student may meet a local Honorary Consul or Consular Correspondent in person to have their application reviewed and then mail the full application to the consulate (please verify process with the consulate directly). All non-U.S. citizens must apply for their visa using standard processing.
 - Schedule your appointment early because they fill up quickly.

You are advised NOT to leave the U.S. for any international travel before receiving your visa because you will have to surrender your passport to the consulate anywhere from several weeks to as long as two months or more before the program starts. If you must be out of the country more than a couple of days immediately prior to the program start date, there is no guarantee that the consulate will process the visa in time for your departure.

If you will be abroad prior to the start of the program, please be advised that it is nearly impossible to obtain a student visa outside of the U.S. In addition, consulates and embassies outside the U.S. are generally unfamiliar with student visa requirements as they relate to U.S. students and will often provide conflicting or incorrect information that will ultimately delay the visa application process and jeopardize your chances of obtaining a visa in a timely manner. Therefore, you should return to the U.S. to obtain your student visa.

There is a 90-day grace period in which to travel only in Schengen countries as a tourist to be used either before the visa start date or after the visa expiration date. The 90 days do not have to be used consecutively and can be distributed before or after the visa validity. Please note that the period is 90 days total for tourism purposes and must be used in Schengen territory.

When you arrive in Bologna, the program staff will help you apply for a residency permit (*permesso di soggiorno*). This is a rather long process, composed of multiple steps, and takes up to three months. Students should not travel outside Italy after 90 days from their arrival if they have not yet received the permit.

Fall only students who decide to extend their studies into the spring semester should be prepared to return to the U.S. over the winter break to extend their visa.

Health Insurance

International health insurance coverage is provided either through IU Education Abroad or your home school. In some cases it is included in the program fee. Usually policies require payment upfront for medical care, then filing for reimbursement, but some may also set up a direct payment system with the doctor or hospital. You will demonstrate to the Italian Consulate that you have medical insurance to obtain an Italian student visa.

Students with European Passports

If students with EU citizenship have residency in their European country, then they are most likely enrolled in the country's national health care system and possess an EU health insurance card, valid for medical care in all EU countries. Otherwise, if you are an EU citizen but reside in the U.S.,

Savvy Traveler Tips

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Scan a copy of your passport page and Italian visa and save it in your phone so you can have easy access to it, should you need it, while you are traveling.

you should use the private international health insurance provided through IU Education Abroad or your home institution.

BCSP Statement of Medical History

All BCSP students are required to complete the BCSP statement of medical history and return it to IU Education Abroad. If you are on medication, or have been diagnosed with a condition that could become serious, it is extremely important that you provide a complete medical report, including symptoms to look for, recommended first aid and therapies, etc. This precaution cannot be overstated because the amount of time between admission to hospital and treatment is magnified when there are language barriers and medical files are in a foreign language—English. The more information you and your physician can provide the Resident Director on your statement of medical history form, the better you can be assisted in case of need.



Being my first time "away from home" was in itself very personally challenging, but it pushed me to find myself and figure out who I was and what I want to do with my life after college.

Medications Abroad

If you currently take medications, talk to your physician or nurse practitioner about arrangements for continuing the medications abroad.

Any medications taken overseas should be left in their original containers and be clearly labeled. You should carry a letter from your physician describing the medical condition and any prescription medications, including generic names of prescription drugs. Be prepared for the possibility of having to see a physician abroad to authorize continued treatment during your time overseas.

Seek help if you need to start, reduce, increase or change your medication while abroad. Do not make these decisions on your own. Bologna is recognized throughout Italy and Europe for its excellent doctors, hospitals and medical research.

Pharmacies rotate being open on Sundays. You can find out which ones are open on the website <http://farmaciediturno.org> or posted on the door of your local neighborhood pharmacy. The Farmacia Comunale in Piazza Maggiore is open 24 hours a day, 7 days a week. The Farmacia della Stazione is open until 11p.m. Monday-Saturday and until 10p.m. on Sundays.

Program Costs

I. BCSP Fee

The BCSP fee, which covers tuition, initial lodging in Bologna, excursions, group social activities (and, for some institutions, health insurance), is set by your home university and varies from institution to institution. The fee is paid in U.S. dollars to your school (or, for non-consortium students, directly to Indiana University).

II. Onsite Costs

In addition to the fee paid to your home institution, you will need funds in Italy

for housing (rent, utilities, security deposit, and condominium fees), groceries, books, all personal and incidental expenses, and vacation travel. These costs vary significantly from student to student because they are based on individual spending habits and lifestyle. The dollar's changing value will also affect costs. Please note that due to the economy any estimates in the handbook may vary before your departure for Italy.

One-time variable cost

Permesso di Soggiorno: €120



Estimated variable monthly costs:

Housing costs: € 500 – 1,250

Groceries & meals: € 200 – 500

Incidentals, personal expenses, travelling, books: € 500 – 800

Vacation travel:

Extra costs for vacation travel will vary according to each student's lifestyle and budget. Based on students' travel habits that the program has observed in the last few years, we estimated that expenses usually range between €300 and €1,000 per month.

Managing Your Money

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The European Union monetary unit is the euro (€). The euro functions similarly to the U.S. dollar in that it is subdivided into 100 cents. There are eight euro coins denominated in 2 and 1 euros, then 50, 20, 10, 5, 2 and 1 cents. Each euro coin has a common European face and a face designed by each country that can be used in every monetary member country. There are six euro notes that are differently sized and colored, and come in denominations of 200, 100, 50, 20, 10 and 5. The notes, unlike the coins, do not have national sides and are uniform.

For current exchange rates, consult [the oanda.com currency converter at www.oanda.com](http://www.oanda.com).

1. Bring € 100 - € 200 to cover expenses over the first two or three days. Use the ATMs to periodically withdraw more money.
2. **Bring a debit card with personal identification number (PIN).** With it you can withdraw funds directly from your U.S. checking or savings account at ATMs throughout Europe at the most favorable exchange rates. This is the most popular way to obtain cash. Check with your bank about international transaction fees.

Bring a credit card with PIN. Visa and MasterCard can be used to obtain cash advances from ATMs. The credit card company charges a fee for the service, and computes interest from the date of withdrawal. Verify both your cash advance and credit limits before you leave the US. Keep a record of all credit card numbers and emergency telephone numbers in case of theft. Keep PINs separate from cards.

Packing

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Bologna has a generally mild climate in fall and spring but cold, damp winters and hot, humid summers. Young Italians are interested in fashion trends and dress with style and flair. Students go to class at University of Bologna dressed casually but not in sweatsuits or workout wear. In Bologna there is a variety of clothing stores for all needs, from high-end boutiques to very reasonable prices. Weekend vintage markets are popular.

Rely on easy to air-dry clothing and garments that don't require ironing.

Any appliance you bring should be compatible with the 220 voltage in Italy. You may need an adaptor because of the different shape of the electrical prongs used in Italy. This is easily purchased in the U.S. before departure. (i.e. Target, Wal-Mart, etc.) These can also be purchased at an electronics store in Bologna but can be more expensive.

Pack the following:

- Clothing that is easily washed and dried (dryers are rare in student housing)
- One good outfit for special occasions
- Warm winter coat, sweaters, socks, scarves, hat, and gloves
- Raincoat and umbrella (umbrellas can also be purchased cheaply in any tabaccheria or euro store)
- Laptop computer (there is Wi-Fi connection at the hotel, BCSP office and local libraries and study rooms) and charger
- Sturdy, comfortable walking shoes (be prepared for lots of walking!)
- Shoes that will remain in good condition through rain and snow
- Sports clothes for the activities you enjoy (hiking, swimming, etc.)
- Supply of contact lenses
- One set of sheets and one towel (if you want to be extra prepared)
- Weekend bag for short trips
- Telephone and email contacts for your academic advisors
- \$200 in euros (€) to cover expenses for the first few days
- Prescription medications
- A copy of all your prescriptions, clearly typed with the generic name of the drug
- Prescription for your glasses or contact lenses



Linens and towels can be purchased at low prices at many local stores.

Mail & Shipping

Parcel post packages from the U.S. to Italy can be sent air mail (from 10 to 12 days, but you may experience long delays). Federal Express and UPS packages can take about 2 days. If you must ship boxes to Italy, plan to have them arrive after you do. Address them to: Your First Name and Last Name, c/o Indiana University - BCSP, Via Malcontenti, 3, 40121 Bologna, Italy. Please note: There is no one to receive packages at the BCSP office from July 1 to August 31 and during the winter break.

Do not provide an estimated value for each item. Be aware that you may be charged disproportionate fees based on the value of the content. Items estimated at € 20 or less will most likely not be taxed. Contents estimated between € 20 and € 150 will most likely be taxed at 22% of their value. If you send a gift, take it out of the original packaging and remove any tags. It is important to list what is in the package and declare the contents as used. Do not list items as gifts and do not insure shipments or you will be subject to costly customs fees.

Do not expect to have prescription drugs, contact lenses or cosmetics sent from the United States. Clearing them through customs involves major difficulties and costs.

Stamps are sold at tabaccherie (T-shops) as well as at the Post Office. All tabaccherie are equipped with postal scales for weighing letters and small packages. However, the tabaccherie may not have stamps for sending mail to the US. Go to the Post Office to send mail internationally. Several commercial mailing companies, such as Mail Boxes Etc., or DHL, have offices in Bologna where you can send packages by major courier.

The Program in Bologna

2024-25 Calendar

Fall arrival date.....	September 2
Fall Orientation	September 2 – September 6
Language & Culture Course Session I	September 9
Language & Culture Course Session II	October 7
Spring arrival date	January 6
Spring Orientation	January 6 - 10
Language & Culture Course Session I	January 13
Language & Culture Course Session II	February 10

University of Bologna Classes

First semester courses	mid-Sept. - late Jan. (academic year students)
End date for Fall only students	December 20
Second semester courses	early February - early June

Examination Periods

First semester courses (for fall only students)	December 9 - 23
First semester courses	mid-January - February
Second semester courses	mid May - late June

Holidays

San Petronio	October 4
All Saints Day.....	November 1
Immaculate Conception	December 8
Christmas Holiday	December 24-January 5
Easter Holiday	April 17 - April 22
Liberation Day	April 25
Labor Day	May 1
Festa della Repubblica	June 2
Ferragosto	August 15

There is no central University of Bologna calendar. The beginning and ending dates of the semester and final exam schedules vary from one department to another.

Arrival and Orientation

Academic year and Fall semester participants must arrive in Bologna by Monday, September 2, 2024. Spring semester participants must arrive by Monday, January 6, 2025.

You are responsible for making your own travel arrangements to Bologna. Academic year students should look for a ticket with an open return date or a very low fee for changing the return date because you will not know until next spring the dates of your University of Bologna final exams in June. Indiana University will send you detailed instructions regarding where to go when you arrive in Bologna. Please note that program staff recommends that your flight destination be Bologna (BLQ - Marconi Airport). As you will be traveling with heavy luggage, you may not want to have to carry your baggage and take the train to Bologna after a long flight. Furthermore, other destination choices may cause you to arrive in Bologna later in the night, and you will be expected to be well rested for a full day of orientation the following morning.

Your first week in Bologna will be filled with activities designed to help you get acquainted with each other and feel comfortable in your new surroundings. These will include: a tour of Bologna, group meetings and activities, applying for your permesso di soggiorno, getting acquainted with University of Bologna academic procedures, written and oral language placement examinations, and other practical information.

BCSP Program Office

Here the Resident Director, Dr. Ricci, holds office hours, conducts academic advising and meets with students individually to answer questions and help resolve problems. The Assistant Director for Student Services, Danielle Di Leo, assists you with reserving your housing prior to arrival in Bologna, provides information about cell phones, health insurance, Permesso di Soggiorno, and helps with other student needs. Students receive their mail at the program office as well as notices of program activities, deadlines, and cultural opportunities in the area.

The office is a convenient meeting place, and it houses a modest collection of reference texts in English and Italian for background reading and classes. Alert the Resident Director of additional texts, guidebooks, etc., that could be acquired for common use.

Available for student use are PCs (with Microsoft Office and internet connections), wireless network, and a printer.

Bologna

Bologna—the ancient Etruscan *Felsina* and later *Bononia* to the Romans—is known as *la dotta*, for the prestige and importance of the university, *la rossa*, for both its predominant coloration and the long-standing leftist government, and *la grassa*, because of the superior quality of its cuisine and the wealth of the population. It is consistently ranked as one of the most livable cities in Italy.

Bologna's appearance testifies to its long and important history. Characteristic features include the *centro storico*, whose shape is determined by the last circle of medieval city walls, and *Le Due Torri*, the two tallest towers that remain of the more than 200 that once bristled skyward, proclaiming the wealth and power of their owners. The basilica of S. Petronio, the third largest church in Italy after the cathedral of Florence and St. Peter's in Rome, commemorates the fifth-century bishop of Bologna who is still regarded as the city's most important patron saint. The Piazza Maggiore, with S. Petronio on one side, the adjoining Piazza Nettuno, dominated by the magnificent Neptune fountain by Giambologna, and Piazza Re Enzo, constitutes one of the most gracious and beautiful promenade areas in Italy. But the miles and miles of porticoes give the city its most distinctive character, providing protection from the sun in summer and the rain in winter.

Bologna is the capital of the Emilia-Romagna region. With about 390,000 inhabitants, Bologna is just the right size, small enough to project a friendly and intimate atmosphere and large enough to support a rich cultural life of music, both modern and classical (the opera house is among the best known in Italy) and art, with museums and churches containing masterpieces, for example, by Raphael and Michelangelo, and frequent exhibitions of contemporary art. The city maintains an authentic Italian character. Bologna enjoys very high income per person and very low unemployment.

The history of Bologna has been repeatedly marked by conflict: invasions, rebellions, and turmoil instigated by fierce competition among the powerful local families. Off and on for centuries the city belonged to the Pope. It was ruled by papal legates until 1859 when it passed by plebiscite to the Kingdom of Savoy, thus to become part of unified Italy. Overlapping this ancient city, many of whose buildings and monuments still bear papal coats-of-arms, is a sophisticated and prosperous modern city with boutiques whose windows display elegantly tailored apparel and exquisitely fashioned leather goods, food shops filled with still-life arrangements of fruits and vegetables, stores that display the finest in Italian housewares, restaurants, and a thriving student scene.

Because of its position at the foot of the Apennines in the broad plain of Emilia, Bologna has been since its founding a major crossroads. Today, it serves as a railway hub, providing easy access to Florence and Ravenna or Venice, Milan, and Rome.

University of Bologna

The University of Bologna, located in the city center, mainly around Via Zamboni, is the oldest institution of higher learning in Europe. Established at the end of the 11th century primarily as a law school, it soon afterward developed its ancient tradition of humanistic studies. Petrarch, Copernicus and Tasso studied there. In 1988 the University celebrated its 900th anniversary with great pageantry. It has repeatedly been ranked as the most prestigious university in Europe.

The Academic Program

Academic Advising

The Resident Director oversees all academic matters. Students will meet with him to determine which University of Bologna and BCSP courses they will take. University of Bologna course reviews written by former BCSP students are available in the program office. Students should use these prudently, remembering that many personal factors enter into the remarks offered by students of varying skills and expectations.

Check carefully with academic advisors on your home campus prior to departure to determine which courses or types of courses will meet your degree requirements. Use the University of Bologna website (www.unibo.it). Check various *dipartimenti* and *scuole* for course listings. The use of these listings, in conjunction with the advising sheet you submitted before departure, will result in a more effective advising session on-site. Course schedules for the academic year at the University of Bologna are not released until very shortly before classes actually begin in the fall term, so you will not be able to select courses until late September for fall and January for spring. There will be little time to write home for enrollment advice before classes begin.

All students will be required to take the BCSP Advanced Course in Italian Language & Culture offered each semester. Students should take the Improvement of their fluency and accuracy in the Italian language as one of their primary goals during their year or semester abroad.

University of Bologna Calendar

Courses for most *departments* begin toward the end of September or beginning of October for the fall, and end of January or beginning of February for the spring. Each *scuola* of the university operates according to its own calendar. There is no common *Schedule of Classes* containing all the information about the academic year. Not all classes begin at the same time: the schedule depends on the particular *department* and on the individual professor.

As you can imagine, the lack of a common schedule of classes may create difficulties when you are trying to put your schedules together and when BCSP is scheduling program courses, so flexibility is necessary.

Course Load

Students choose a combination of BCSP courses and University of Bologna (Unibo) courses. All students will take 15 credits per semester.

Academic year students are required to take the BCSP Advanced Course in Italian Language & Culture in the Fall and at least one content course at BCSP during the spring. Over the course of the year, AY students must take at least three Unibo courses (usually six U.S. credits each). Most students will typically enroll in two Unibo courses during the Fall semester along with BCSP Advanced Language & Culture and one BCSP content course. This combination has been helpful in getting students gradually acclimated to the courses at Unibo.

Fall-only students and Spring-only students are required to take a minimum of 15 credits, including BCSP Advanced Course in Italian Language & Culture, and at least one Unibo course. Please note that fall students need to arrange to take only those

courses at Unibo for which they may take the final exams prior to departure.

Note: Comparable figures for students on different academic calendars are 10 semester units for the academic year (five for a semester) and 40 quarter units for academic year (or 20 for a semester). Again, the course load will include a combination of University of Bologna and BCSP program courses.

Most courses at Unibo are taught in a single semester and meet six hours per week. BCSP students may enroll in courses offered by any department, across all fields of study. With the approval of the Resident Director, you will be allowed to take courses in English (offered by Unibo) especially if they are related to your major field of study.

Grading Policies

At the end of each semester, the Resident Director sends all grade reports and course titles to Indiana University, which in turn forwards them to your home institutions, each of which has its own system for reporting program courses and grades on its transcripts.

Pass/fail policies vary by school. It is the student's responsibility to be in contact with their home school to inquire about the pass/fail policy and deadlines.

Grading scale for BCSP students: Italians use a grading scale of 18 to 30. BCSP will apply the scale published in the [academic handbook](#) for Unibo courses.

Incompletes

All coursework must be completed and submitted by the end of the term and prior to your departure from the host country. No incomplete grades are permitted for overseas courses. Unfinished coursework will result in a grade of F for the course. Only documented illness is considered a legitimate excuse for missing a final examination.

BCSP Program Courses

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The BCSP offers a limited number of special courses for its students. These courses are taught in Italian by University of Bologna faculty. Although program courses are similar to those taught at the university, professors are sensitive to the special needs of BCSP students for background material which Italian students have already mastered. Each BCSP course meets for approximately three months and is equivalent to three semester credits.

The Advanced Language & Culture course (fall and spring) is dedicated to the improvement of students' skills in Italian language, vocabulary, and syntax for daily conversation and introductory academic writing. An intensive course with numerous writing exercises and extensive oral practice in class, "Advanced Language & Culture" must be taken by all students.

For all of the BCSP course syllabi and descriptions, please see:

<http://www.bcspbologna.it/academics/syllabi/>

Italian University Structure

Part of the BCSP program experience will be learning to operate in the much less centrally organized Italian university system. In the U.S. students take courses in several disciplines each semester, and rely on a university-wide schedule of classes distributed well in advance of the academic year to plan courses. The absence of such a schedule in Italy may give the impression that the University of Bologna is disorganized and chaotic. It is important to realize that Italian students specialize early in their academic careers and typically take a fixed sequence of courses in a single discipline. They are unlikely to experience scheduling conflicts even if their professors wait to announce which courses they will teach just before classes begin, or set class meeting times and exam schedules individually. Because the *departments* operate independently, the university does not function according to a single calendar. Classes in different disciplines do not begin at the same time or on the same date.

You will have to take the initiative in locating class schedules. Information about class offerings is available 2-4 weeks before classes begin. All schedules are posted on the university's website.

Most Italian faculty use a formal lecture format but some encourage student discussion or questions in class, especially in small seminar classes. Instructors expect to be addressed as *Lei*, and greeted with *Buon giorno* or *Buona sera*, never *Ciao*.

Oral Exams

Although some courses also require written papers, the course grade in many University of Bologna classes rests on a brief final oral exam. It is critical, therefore, to determine early in the term what material the professor expects you to master for the exam. Professors do not distribute a syllabus with day-by-day reading assignments or homework. Meet with your professors early in the course to determine specific course requirements. Some professors require you to master a manual or general textbook in addition to material covered in lectures, and still others enumerate specific texts over which you will be tested.

Pacing Yourself

Without daily assignments you will be tempted to postpone coursework. It is important to begin reading seriously from the beginning of the course. Trying to cram a semester's worth of university-level reading in Italian into the last weeks can be traumatic. You will find most University of Bologna professors helpful and accessible during their office hours (*ore di ricevimento*).

Libraries

The extraordinary resources of the University of Bologna's main library (via Zamboni), the Archiginnasio (Piazza Galvani), the Sala Borsa (Piazza Maggiore), and numerous departmental libraries are linked and accessible via the city-wide online catalogue

known as the Polo (sol.unibo.it). Students should keep in mind that many books cannot be checked out. Rather, many works they will use during their studies must be consulted in the library. Brief loan periods are available for students with a valid university ID; However, the number of books is normally limited to three at a time.

Some students find the small departmental libraries scattered throughout the city easier to use once they learn the sometimes limited schedules for these collections concentrated in particular areas of interest (art history, Italian literature, political science). The BCSP office has a small collection of frequently consulted reference works and some primary and secondary source materials.

Computers & Email

The BCSP office has computers (running on Windows) connected to the internet and a printer for student use.

The BCSP office is also equipped with free Wi-Fi service which allows you to use your own laptop to connect to the internet. Computers must be switchable to 220 VAC, that is built with their own internal or powerpack conversion capacity, handling both volts and cycles.

The University of Bologna will provide BCSP students with free email accounts. All University of Bologna buildings and libraries are equipped with Wi-Fi service.



Life in Bologna

Housing

For historical reasons, the University of Bologna does not have a campus similar to an American university. University buildings are located in various sections of the city. However, Bologna is a medium-size city that is easy to navigate by foot, bike or bus with easy access to university classes. Local students usually live in shared apartments that are a 10 to 40 minute walk from their classes. And they do most of their own cooking at home or eat out. All neighborhoods have fresh fruit and vegetable markets, supermarkets, restaurants, cafés, stores, gyms, and theaters.

BCSP students primarily live in apartment-style or corridor-style residences with a mix of Italian, international and/or BCSP students. The housing options are located either in the city center or within walking distance to the center. It is easy for BCSP students to meet up with each other in the city or at the BCSP office. BCSP students often say how happy they are to widen their social circles through their friends' Italian roommates. While it's possible to meet Italian and international students in class, living with Italian peers provides another consistent and familiar way to improve language skills, be involved in the culture, and integrate into the academic and social environment in Bologna.

Upon acceptance to the program, IU Education Abroad sends students a housing provider overview and, after reviewing their options, students are asked to submit a preference form to the BCSP office in Bologna. Students are highly encouraged to arrange housing from the U.S. as soon as they receive the overview. Housing providers generally work first-come, first-served and do not hold aside places for BCSP students. The BCSP staff helps put housing providers and students in touch with one another so that the process of confirming housing may begin. The process typically consists in paying the security deposit by bank wire or credit card and signing a contract proposal. The BCSP staff is always available for linguistic and cross-cultural support for both the student and the housing provider. BCSP students have had positive previous experiences with the housing offered.

At the start of orientation, BCSP arranges accommodation in a hotel near the office to give students time to settle into the city and make arrangements for moving in. Apartments are furnished but students need to shop for personal items such as sheets, towels, blankets, and some kitchen supplies (not always applicable). As a student-friendly city, Bologna is full of inexpensive home-accessories stores.

Cell Phones

The program will assist you with obtaining an Italian phone number as soon as you arrive. If your phone is locked by your U.S. provider, you will have to purchase a new one in Bologna or have your provider unblock your phone. Check with your provider before departure. Having an Italian number is a critical means of communication with your housing provider, medical and safety services, the BCSP staff and your peers. This is required by the BCSP Emergency Procedures.

Food

The food in Bologna is among the best in all of Italy, and it is difficult not to eat well.

There are inexpensive eateries like pizzeria, self-service restaurants, and bars serving *panini*. See our "*Guide to Living in Bologna*" for more detailed information available online at (https://www.bcspbologna.it/docs/Guide_to_Bologna.pdf). Also, try the fairly inexpensive trattorie, rosticcerie and tavole calde in Bologna's various neighborhoods. In nearly all sit-down eating establishments a cover charge is added to the check. Tipping is not expected.

Grocery Shopping and Recycling

Bologna has many grocery and department stores: PAM, Coop, and Conad (for groceries); Coin and OVS (department stores). The market off Via San Vitale in Piazza Aldrovandi has good prices on fruits and vegetables, as do the downtown markets (Mercato di Mezzo in Via Caprarie), and the Mercato delle Erbe (Via Ugo Bassi).

Hours of store operation vary, but most are open all day, until 7:30 p.m. Carrefour Express (Piazza di Porta Castiglione 14, near the entrance to the Giardini Margherita) is the only supermarket in the city center open 24 hours.

Food is sold by the hectogram (*etto*, about 1/4 pound) or kilogram (2.2 pounds). In some stores you must purchase plastic shopping bags; save them for reuse. Bring a tote bag or shopping cart to avoid having to buy bags.

Paper, plastic, aluminum cans and glass are recycled in Bologna. You can identify these containers throughout the streets of the city.

Personal Shopping

Bologna, like all Italian cities, offers a wide variety of shopping options for clothes, shoes or accessories. In central Bologna you can find everything from flea markets to old, charming, family run shops alongside new, cutting edge, high fashion couture houses. Outside of the center, you can find American-style malls.

Be advised that most stores will not accept returns. Some stores accept returns within

15 days, usually for store credit. Otherwise, there is no option to return merchandise.

Medical Care

Bologna is known for its sound and innovative health care system. Its university clinic (Ospedale Sant'Orsola) is one of the top European medical institutions. The BCSP office has the names of competent doctors, dentists, and psychologists if you need help. Some speak English. The Resident Director and Student Services Coordinator are available to accompany you to medical facilities whenever necessary.

Banking

It is impossible to open a bank account without residency in Italy. Students typically rely on withdrawals at ATMs from their home bank accounts. If students need to pay rent by bank wire, they should order the wire from their U.S. bank account or look into using services such as <https://wise.com/it>.

Banks are open 8:20 a.m. to 1:30 p.m. Monday through Friday, and many re-open in the afternoons from 2:40 p.m. to 4:00 p.m. They are all closed on Saturdays and Sundays.

Public Transportation

Bologna has an excellent bus system. A single ticket (corsa semplice) costs € 2 (if purchased on board the bus) or € 1,50 (if purchased in a tabaccheria before boarding the bus). The City Pass (one ticket worth 10 rides) costs € 14. There are three apps from which you can buy a ticket: Roger, Moovit and Muver. Most buses are also equipped with a contactless ticket machine that accepts payment by ATM card.

The ticket, valid for 75 minutes on any number of buses, must be machine-stamped as you enter the bus; if a *controllore* catches you without a ticket (or a stamped ticket), fines range from €60 to €200. Tickets can be purchased on board (from the red machines) or from *tabaccherie*.

Buses are crowded during peak hours: early morning, lunch hour, and evenings. Expect to stand at these times. Senior citizens and people with disabilities should always be given seats. When you need to get through the crowd to get off at your stop, ask "*permesso*," "*scusi*," or "*scusatemi*". Stops are called by pressing red buttons located on grab bars.

TPER, the bus transportation service in Bologna, offers a discounted monthly pass to under 27 year olds. Instructions on obtain the pass are reviewed during the orientation meeting on transportation and getting around Bologna.

For more information about bus routes and timetables visit the TPER website:

<https://www.tper.it>

Working & Volunteering in Italy

Opportunities for non-credit internships and volunteer positions are frequently available for students who desire to integrate more fully in the Italian culture. Recently, students were placed in internship roles in local schools, museums and a travel media company. Many families seek English tutors and babysitters, and businesses value native English speakers who are competent in Italian.

Students should let the BCSP staff know if they are interested in an internship or volunteer opportunity. Students are permitted to work up to 20 hours per week on their visa status.

Social Activities

During the year BCSP will arrange excursions to cities of interest such as Ravenna, Urbino, Padova, Florence, Sansepolcro, and other off the beaten track locations. These trips usually include a guided tour and a group meal at a restaurant typical of the area. Trips are included in program fees. There is no refund for those who do not participate. The program also organizes dinners, Thanksgiving dinner, an exchange student mixer and other social activities.

Bologna offers a great variety of musical, artistic, literary and cultural events, which are well publicized through websites such as www.bolognawelcome.com. The BCSP office also prepares a monthly event newsletter for students. Students receive discounts at opera and movie theaters and museums.

Travel

Trains

In general, Europe has an excellent railroad system that is fast and reliable. Tickets are available at first- and second-class prices. Check the websites www.trenitalia.com and www.italotreno.it for ticket information and itineraries.

There are a few different types of trains in Italy. Le Freccie, the alta velocità or high speed, requires a seat reservation. The trip between Bologna and Florence takes thirty minutes; Bologna and Milan one hour; Bologna and Rome two hours and fifteen minutes. The local trains (*Regionale*), the least expensive, do not always require a reserved seat and make frequent stops. The trip between Bologna and Ravenna is one hour, Bologna and Ferrara thirty minutes. Regionale tickets without a seat reservation must be machine stamped before boarding the train. The machines are easy to find; they are yellow and distributed throughout the stations.

A student may sign up for the Carta Freccia, a "frequent traveler" card, which entitles the holder to ticket discounts.

At all times on board trains, keep credit cards, cash, and passports in a safe place, such as a money belt or pouch around your neck.

Automobiles

Only Italian citizens and foreign residents may have a driver's license in Italy. Renting a car in Europe can be expensive, and gasoline costs more than in the U.S. because it is measured by the liter, not by the gallon.

Bicycling

Many students purchase used bicycles in Bologna or have the option of renting them. The city of Bologna also offers a bike sharing program that is easy to use. The city center is easily navigated by foot, but navigating the streets between classes is faster and easier by bike. Other bike friendly cities in the Emilia Romagna region include Ferrara and Parma. Bikes may be transported on some trains. Check the Trenitalia and Italo websites for more information. The program advises students to rent or buy a bicycle helmet.

Hostels

Youth hostels provide clean, inexpensive, albeit spartan accommodations throughout Western Europe. See <https://www.hiusa.org>.

Air Travel

The Aeroporto Guglielmo Marconi (airport code BLQ) is an international airport served by many European and international airlines (www.bologna-airport.it). You can reach the airport by taxi (051 4590 or 051 372727) or using the [Marconi Express](http://www.marconiexpress.it) (<https://www.marconiexpress.it/>).

Increased security measures at airport facilities and on aircrafts will require that you take additional precautions when flying. You should be prepared to comply with multiple document checks, baggage searches, and inquiries. Be patient – these steps are being taken for your protection.

Pedestrian Travel

- Avoid crowded areas where you are most likely to be robbed: crowded subways, train stations, marketplaces, festivals. Don't use narrow alleys or poorly lit streets.
- Avoid travel alone at night.
- Beware of pickpockets. They often have an accomplice who will jostle you, ask for directions or the time, point to something spilled on your clothing, or distract you by causing a disturbance. Vagrant children may create a distraction while picking your pocket.
- Try to seem purposeful while you move about. Even if you are lost, act as if you know what you are doing. Go into a store, restaurant, hotel, or other identifiable place, to ask for directions or to use a phone.

Safety & Responsibilities

BCSP will work to protect your health and safety overseas, but you must take responsibility for the results of your decisions, choices and behavior. Before the program, read carefully and consider the information given to you by your study abroad office regarding your health and any special needs; and together with your family, review your university's safety and responsibility guidelines. You are also encouraged to consult the State Department Consular Information Sheets and Travel Warnings at <http://travel.state.gov> and the Centers for Disease Control website at www.cdc.gov and to enroll in STEP (Smart Traveler Enrollment Program,

<https://step.state.gov/step>). While BCSP can provide information about health and safety issues, we cannot eliminate all risks from a study abroad environment or ensure that U.S. standards of due process will be applied in legal proceedings outside this country.

Legal Issues

Student Responsibilities

By your signature on the BCSP Agreement and Release form, you have agreed 1) to respect the laws and customs of the host country, your university's Code of Student Ethics, and all other reasonable standards of conduct promulgated by BCSP, its agents and consortium partners, and 2) to participate fully in the academic program by attending classes and remaining at the host institution for the full semester or academic year for which you are enrolled. You have acknowledged that if the Resident Director, with the concurrence of the Managing Director of BCSP, determines that your conduct is detrimental to the best interests of the program or BCSP and its member institutions, your participation in the program may be terminated.

The University of Bologna has the primary responsibility for discipline in connection with violations of its regulations. Although university officials may consult with BCSP representatives concerning student misconduct, final disposition rests with the University of Bologna and in extreme cases may also become a matter of concern to the Italian government. For example, student demonstrations that start out on a peaceful basis can rapidly escalate into confrontations with the police.

Illegal Drugs

Avoid illegal drugs. Drugs can impair your judgment in situations that require increased awareness. In Italy, possession brings three years in prison; trafficking, three to eight. Persons arrested on drug charges are not eligible for bail. Neither the University of Bologna, BCSP, nor U.S. officials can intervene.

Safety Issues

Please be especially alert to the following aspects of living abroad, which may not at first appear to you as safety or health issues:

Alcohol

One of the best ways to protect yourself abroad is to avoid excessive drinking. Although alcohol may be more accessible at your program site than in the U.S., if you drink alcohol at all, do so in moderation. Not only may inebriation be culturally offensive, more importantly, it can impair your judgment in critical moments when you most need to be alert (e.g. driving, finding your way home late at night, socializing with strangers, etc.).

Hazardous Activities

Students abroad sometimes participate in new activities in which they are not well-practiced or proficient. Be cautious if you're attempting any activity that has an element of danger or risk, particularly if you are far from assistance. These activities can include but are not limited to rock climbing, cliff jumping, snorkeling, bungee jumping, skydiving and skiing. Most international or Italian health insurances will not cover medical expenses incurred by injuries in extreme sports or through the use of drugs and alcohol.

Emotional Health

You are likely to experience some form of culture shock during your time abroad, but this should not be confused with a serious emotional crisis. If you feel withdrawn or detached and cannot cope with your environment, ask the program director on-site for guidance and/or a recommendation for a skilled health care provider.

We urge you to disclose any special conditions on your medical form so that the staff can assist you with making appropriate contacts with health and therapy providers in Bologna. Should a condition emerge during the program, share this with a BCSP staff member.

Any medication that you take for a mental health condition should be listed on your medical form. You should also continue taking your medication abroad since any interruption in medication can produce serious consequences.

Political Disturbances

In the event of anti-American activity abroad, maintain a low profile. Do not approach unattended packages in public places. Be cautious and report any unclaimed object. Avoid protests.

Be sure to stay in frequent touch with the staff during periods of political unrest or turmoil. It is critical for you to keep your cell phone on, battery charged and with credit for calls and texting, so that the staff can reach you with instructions or information.

Sexual Harassment or Sexual Assault

If you feel you may be the victim of sexual harassment or assault, you should consult the program staff. They can help you sort out the difference between unacceptable harassment and culturally acceptable behavior, which is nonetheless uncomfortable

for you. In the case of sexual harassment or assault, you may file a report at the local police station with the assistance of the program staff on-site. There are Title IX campus reporting requirements at your home institution that staff will have to follow as long as they are in keeping with European data protection rules under GDPR. Staff will discuss these details with you after you report an incident to them.

Dating and Sexual Behavior

A survey on dating and sexual behavior while abroad was conducted of IU study abroad returnees. Although each person will make individual choices regarding relationship(s) while abroad, knowing the experiences of some of your peers might provide some useful insights.

Students reported that sexual norms differed from the United States. It is important to understand the norms of the country where you will be studying. You can learn about these through various sources - books, guidebooks to some extent, discussions with program staff, host nationals, and observing the behavior of others. Many students reported that their relationships abroad gave them access to a greater understanding of the culture in which they lived. Others reported that by not engaging in serious relationships they were able to gain more since they could focus on other activities. Consider all these issues if you plan on being involved in a relationship, sexual or otherwise, while studying abroad.

The survey also indicates that the patterns students form while at IU in terms of (a) being sexually active or not, and (b) using methods of pregnancy prevention and STD/HIV protection largely carry over when they study abroad. If you anticipate being sexually active while abroad, consider bringing a supply of the pregnancy and STD/HIV prevention protection you currently use.

Use social media and dating apps with caution. Never meet a stranger you met online in a private place. If you have questions about Italian social or dating culture, talk with the BCSP program staff.



Appendix A

BCSP Safety & Responsibility Guidelines

No set of guidelines can guarantee the health and safety needs of each individual involved in a study abroad program, but the following address issues of general concern and the responsibilities of all parties. It is not possible to account for all the inevitable variations in actual cases, so those involved must also rely upon their experience and thoughtful judgment while considering the unique circumstances of each situation.

A. Responsibilities of the BCSP

1. Conduct regular assessments of health and safety conditions for BCSP, including program-sponsored accommodation, events, excursions and other activities, prior to program. Monitor possible changes in country conditions. Provide information about changes and advise participants and their parents/guardians/families as needed. Develop and maintain emergency preparedness and crisis response plans.
2. Provide guidelines for program directors and staff with respect to managing emergencies abroad.
3. Provide orientation materials to participants prior to departure for the program and on-site, which include appropriate information on health, legal, environmental, political, cultural, and religious conditions in the host country. In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures. Ask students to share this information with their parents/guardians/families so they can make informed decisions concerning preparation, participation, and behavior while on the program.
4. Consider health and safety issues in evaluating the appropriateness of an individual's participation in BCSP.
5. In the participant screening process, consider factors such as disciplinary history that may affect the safety of the individual or the group.
6. Provide students with information on the role of and assistance provided by the on-site resident director or program coordinator.

7. Discuss with students, following their selection but prior to their participation in BCSP, individual health and disciplinary history issues that may affect the safety of the individual or the group.
8. Verify that students have adequate health insurance coverage or assure that participants receive information about how to obtain coverage. Adequate health insurance coverage is necessary to obtain a student visa. Policies should include emergency evacuation and repatriation. Students will be required by Italian law to purchase additional hospital insurance within Italy.
9. Direct on-site program staff to provide information for participants and their parents/guardians/families regarding available medical and support services, and to help participants obtain the services they may need.
10. Hire vendors and contractors (e.g. travel and tour agents) that have provided reputable services in the country in which the program takes place. Advise such vendors and contractors of the program sponsor's expectations with respect to their role in the health and safety of participants.
11. Communicate applicable codes of conduct and the consequences of non-compliance to participants. Take appropriate action when participants are in violation.
12. In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors.
13. Provide these guidelines to participants and their parents/guardians/families regarding when and where the responsibility of BCSP ends, and the aspects of participants' overseas experiences that are beyond the control of BCSP. In particular, BCSP generally:
 - a) *Cannot* guarantee or ensure the safety of participants or eliminate all risks from the study abroad environment.
 - b) *Cannot* monitor or control all of the daily personal decisions, choices, and activities of individual participants.
 - c) *Cannot* prevent participants from engaging in illegal, dangerous or unwise activities.
 - d) *Cannot* ensure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
 - e) *Cannot* ensure that home-country cultural values and norms will apply in the host country.
 - f) *Cannot* fully replicate home campus support services at the overseas location.
 - g) *Cannot* assume responsibility for the actions of persons not employed or otherwise engaged by BCSP, for events that are not part of the program, or that are beyond the control of BCSP and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.

B. Responsibilities of Participants

Students can have a major impact on their own health and safety abroad through the

decisions they make before and during the program and by their day-to-day choices and behaviors.



Participants should:

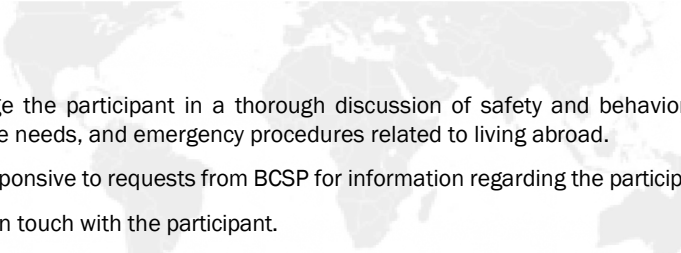
1. Participate fully in all orientations before departure and on-site, and read and carefully consider all information provided by BCSP that relates to safety and health conditions in host countries.
2. When applying for or accepting a place in a program, consider carefully their health and other personal circumstances, and assume responsibility for them after acceptance.
3. Make available to BCSP accurate and complete physical and mental health information and any other personal data that are necessary in planning for a safe and healthy study abroad experience.
4. Obtain and maintain supplementary health insurance coverage and liability insurance, if necessary, and abide by any conditions imposed by the carriers.
5. Inform parents/guardians/families, and any others who may need to know, about their participation in the study abroad program, provide them with emergency contact information, and keep them informed on an ongoing basis.
6. Understand and comply with the terms of participation, codes of academic and ethical conduct, and emergency procedures of the program, and obey host country laws.
7. Once on-site, be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.
8. Become familiar with the procedures for obtaining health and law enforcement services in the host country.
9. Avoid substance use of all kinds.
10. Follow the program policies for keeping program staff informed of their whereabouts and well-being, especially when traveling away from the program site.
11. Behave in a manner that is respectful of the rights and well-being of others and encourage others to behave in a similar manner.
12. Accept responsibility for their own decisions and actions.

C. Recommendations to Parents/Guardians/Families

Parents, guardians and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.

When appropriate, parents/guardians/families should:

1. Through their student participants, obtain and carefully evaluate health and safety information related to the program, as provided by BCSP and other sources.
2. Be involved in the decision of the participant to enroll in a particular program.

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3. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
 4. Be responsive to requests from BCSP for information regarding the participant.
 5. Keep in touch with the participant.
 6. Be aware that some information may most appropriately be provided by the participant rather than the program.

These guidelines are based on those recommended by the Interorganizational Task Force on Safety and Responsibility in Study Abroad (May 2002), as approved by Indiana University's Overseas Study Advisory Council.