ACCADEMIA
EUROPEA
DI FIRENZE

AEF

STUDENT HANDBOOK

FALL 2017

STUDY. LIVE. EXPERIENCE.

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INTRO

Welcome to AEF!

Accademia Europea di Firenze is an international school of Italian, Music, Art, Dance and Culture. AEF began as an Italian language school for foreigners, expanding its curriculum over the years to include humanistic studies, music, the liberal and the performing arts, while providing an extraordinary combination of quality and individual attention.

AEF prides itself on creating a diverse community comprised of students from all over the world, through the organization of cultural events, musical concerts, dance recitals, and many other group activities, such as the AEF choir and soccer team.

AEF staff supports our students, academically and personally, throughout their stay to ensure that they never feel like they are tourists - but rather citizens of Florence. Everything we do targets building a full-rounded experience with the students at its' center, including the selection of teachers, the organization of cultural immersion activities, and the management of student housing.

We strive to create an atmosphere of beauty, art and culture for all of our students. An atmosphere that ensures your time at AEF will not be just another study opportunity, but a true-life experience.

We are located on Via Cavour 37 - just a few feet away from Piazza San Marco and the Galleria dell'Accademia and right down the street from the Duomo.

Please use this handbook as a guide to help you with your experience abroad. It is your resource for helpful and important information.
AEF staff is also on hand to help with any other inquiries you may have.

ACADEMIC STANDARDS AND CODE OF CONDUCT

ECTS and U.S. Semester Hours

ECTS

AEF academic courses are compliant with Bologna Standards and use ECTS (European Credit Transfer System) credits as academic unit and measure according to the following parameters:

1 Semester: 15 Weeks (14 weeks of classes and 1 week of break)
1 Academic Hour (AH) = 45 minutes
1 ECTS credit = 25 AH of work, of which 12 Class Contact Hours (CH) for lecture classes*

**Independent study and hours dedicated to Projects / Presentations / Activities vary according to each class and are indicated in the course syllabus. The sum of all the course components is always 25 AH of total work for every ECTS credit.*

References:
European Standards of Higher Education (Bologna Process)

For Fine and Performing Arts, AEF refers to the standards of MIUR (Italian Ministero Istruzione, Università e Ricerca), as applied by AFAM guidelines (Alta Formazione Artistica Musicale e Coreutica: *D.P.R. 8 luglio 2005, n. 212)* with the following specifics:

1 ECTS = 25 hours of total work.
In-class contact hours vary according to class tipology:
Theory: 7.5 hours / Workshop (i.e.: ensembles): 12 hours / Laboratory: 25 hours

AEF PROPOSED ECTS / US CREDIT CONVERSION

Based on the standards above, AEF transcripts propose the following ECTS / US conversion:

1,5 ECTS = 1 Us Credit

AEF Course Grading

LEARNING OUTCOMES - ASSESSMENT CRITERIA - GRADING SCALE

AEF course syllabi indicates course objectives, learning outcomes, grading system and all information the student needs to understand the course and its functioning.
While grading scale, attendance and conduct policy are consistent throughout all AEF courses, assessment and grading criteria may differ according to each discipline, as determined by faculty.

AEF GRADING SCALE:

A 94-100, A- 90-93, B+ 87-89, B 83-86, B- 80-82, C+ 77-79, C 73-76, C- 70-72, D+ 67-69, D 63-66, D- 60-62, F 0-59. F will be considered a fail grade. I: incomplete.

AEF GRADE ASSESSMENT:

A: The Desired Outcomes are fully reached and supported by the results of the various tests (Quiz, Task, Presentation, Papers, Portfolio, Written and/or Oral Exams, Performances, according to the choice of the professor's course syllabus), which demonstrate that the student has acquired excellent results and critical perspective for the determined level of competence. The student has furthermore manifested by his/her active and constructive behavior in class and in assignments, a profound commitment to going beyond the objectives of the course and a strong grasp of the material.

B: The Desired Outcomes are reached and the results of the various tests (Quiz, Task, Presentation, Papers, Portfolio, Written and/or Oral Exams, Performances, according to the choice of the professor's course syllabus) demonstrate that the student has acquired good results and critical perspective for the determined level of competences. The student has furthermore manifested by his/her active participation in class and in assignments, a serious commitment to fully reaching the objectives of the course.

C: The Desired Outcomes are reached in a satisfactory way and the results of the various tests (Quiz, Task, Presentation, Papers, Portfolio, Written and/or Oral Exams, Performances, according to the choice of the professor's course syllabus) demonstrate that the student has acquired acceptable results for the determined competences. The student has furthermore manifested by his/her positive behavior in class and in assignments, a satisfactory commitment to reaching the objectives of the course.

D: The Desired Outcomes are reached to a degree that is barely sufficient to pass the course; the results of the various tests (Quiz, Task, Presentation, Papers, Portfolio, Written and/or Oral Exams, Performances, according to the choice of the professor's course syllabus) demonstrate that the student has acquired only partial results for the determined level of competences. The student has furthermore manifested by his/her behavior in class and in assignments - only sporadically positive - a scarce commitment to reaching positive results.

F: The Desired Outcomes are not reached in a sufficient way and the results of the various tests (Quiz, Task, Presentation, Papers, Portfolio, Written and/or Oral Exams, Performances, according to the choice of the professor's course syllabus) are not sufficient for the determined level of competences. The student has furthermore failed

to manifest by his/her behavior in class and in assignments - inconsistent and often unfocused - a commitment to reaching the objectives of the course.
W / Withdrawal: Students may withdraw from a course at any time until the 8th week of the semester (see academic calendar for exact date). Please note that this applies to the Spring/Fall semesters only. During Intersession and Summer sessions, a student may withdraw from a course until the end of the 2nd week (see Academic Calendar for exact date). A student who withdraws from the university, for any reason (except for a medical reason), receives grades of "W" if the withdrawal is before the designated half-term time period. After this time, a student will receive a "W" or "F" depending on his/her grades at the time of withdrawal. A student who withdraws from the university with a medical withdrawal will receive a "WD."

I / Incomplete. "I" grade signifies incomplete work because of illness, emergency, extreme hardship or self-paced courses. An "I" grade is normally not given when a student has missed more than 30 percent of the class work. It is not given for a student missing the final examination unless excused by the appropriate department chair upon communication from the student.
The student receiving a grade of "I" completes all work no later than nine class days after mid-semester grades are due during the following semester. A final grade is submitted to the Registrar by the instructor the following Monday. After this date, the "I" grade automatically changes to "F" unless an extension is granted by the Provost/ Vice President for Academic Affairs.

Plagiarism

Students are expected to maintain the highest standards of academic conduct.
Violations of the academic Honesty Policy include: cheating, plagiarism (including from the Internet), fabrication, falsification or other physical theft. All forms of academic Dishonesty are at odds with AEF mission and the educational experience, and are amongst the gravest offenses a student can commit.

Definition of Cheating: intentionally using or attempting to use unauthorized materials, information or study materials in any academic assignment (homework, paper, quiz, presentation or examination).
Definition of plagiarism: accidentally, knowingly or intentionally representing the words or ideas of another as one's own in any academic assignment (homework, research paper, presentation, quiz or examination).
An instructor who has evidence of a violation of the academic Honesty policy may avail themselves of the following options:
■ Discuss and assess the situation, in terms of gravity of the offence and motivation, with the student;

- Issue an oral / written reprimand to the student;
- Request that the student repeat the assignment or retake the quiz or examination: in such cases, the assignment or exam may be significantly different from the original;
- Lower the grade of the assignment in question;
- Assign the student a grade for the assignment in question;
- Assign the student a grade for the entire course in the case of a serious or repeated offense.

GRADE APPEALS

AEF grade appeal procedure is available to students both during and after their stay in Italy, with a six-month statute of limitations after the final course grade has been issued. The student is required to file, in written form, his/her complaint with the AEF Academic Director. The student must provide written evidence indicating a mistake, fraud, or bad faith on the part of an instructor.

AEF ATTENDANCE POLICY

Attendance counts for 10% of courses final grade for most of AEF courses. Absences need to be justified. Every Unexcused Absence results in a deduction of 5 of 100 points allotted for Attendance. Students are required to come to class on time. Four (4) late arrivals (5 minutes or more) will equal one absence. Early departures, extended classroom exits (5 minutes or more), and inappropriate use of technology (texting, browsing the web, etc.) will also count against your Attendance Grade. Three (3) of any of the above will equal one (1) absence. AEF consider "Unexcused" any absence without medical note from a doctor, presented to administration within 48 hours.

CONDUCT POLICY

Students are required to behave properly either within the school premises or during the excursions. Conduct problems will be considered possible violations of the AEF's Honor Code and will be immediately referred to the AEF Academic Director. Auditing, friends and family visits are not allowed during class time.

ACADEMIC RESOURCES

Italian Language Tutorship

Immersion in the Italian culture is key for a successful semester at AEF, taking full advantage of the diverse cultural immersion opportunities we offer our students.
Italian language is the environment in which the Italian culture comes together and an important part of the semester Academic workload. AEF proudly offers Italian tutors for all students that want to improve their level of Italian, whichever this level maybe. Students can contact their professors or the Front Desk to set an appointment with our faculty.

STUDYING

Bookstores

Paperback Exchange (Anglo-American Bookshop) Via delle Oche, 4/r
BM Bookshop - Borgo Ognissanti, 4/r
La Feltrinelli Librerie - Via dei Cerretani, 40/r
Red Feltrinelli - P.zza Repubblica, 5
Todo Modo - Via dei Fossi, 15/r

Libraries

Biblioteca Oblate: Via dell'Oriuolo, 26
Biblioteca Nazionale: P.zza dei Cavalleggeri, 1
Biblioteca Marucelliana: Via Cavour, 43-45

COMMUNICATION & MAIL

Telephones

Landline phones will not be provided. Please consult local cellular service companies for Data-plan Upgrades for your US phones.

Internet

AEF Wi-Fi will be available throughout the school and in student housing.

Sending/Receiving mail

You will not be able to receive any mail at your apartment address, therefore:
Please have your friends and families address letters/packages to:
Your Name
C/O ACCADEMIA EUROPEA DI FIRENZE
VIA CAVOUR, 37
50129 FIRENZE, ITALIA

When you receive a package, you will receive an email from AEF to pick it up at the Front Desk. You will sometimes have to pay a customs fee. Regular mail generally takes anywhere from 8-10 days to arrive, both to and from the US. Packages take longer: 10-20 days if sent Airmail, 60-90 days if sent Surface rate. Express mail (Fed-EX, DHL, etc.) takes about 3-4 days. Please let your family and friends know to avoid bulky/large packages that contain electronics or other valuables because they will be held at customs, sometimes for weeks at a time. *Food should not be sent by mail.*

POST OFFICES

Services available at the Italian post offices are: **stamps** ("francobolli," which are easier to purchase at a Tabacchi), **registered letters** and **sending of packages**.

MAIN POST OFFICES IN THE CENTER OF FLORENCE *(All closed on Sunday)*:

- Via Pellicceria, 3 *(P.zza della Repubblica under the arches)*

Hours: Mon - Sat 8:15AM - 7PM

- Via Pietrapiana, 53 *(in front of the supermarket CONAD CITY)*

Hours: Mon - Fri 8:15am - 7PM; Saturday 8:30AM - 12:30PM;

- Via Cavour, 71/A

Hours: Mon - Fri 8:15am - 1PM; Saturday 8:30AM - 12:30PM;

SHIPPING PACKAGES OVERSEAS

Eduservices is a company in charge of international shipping with convenient prices and good services. *ENGLISH SPEAKING ASSISTANCE - ON SITE PAYMENT BY CREDIT CARD OR CASH - 5 BUSINESS DAYS DELIVERY. No alcohol, perfumes or food allowed.*
P.zza di San Lorenzo, 6 (2nd Floor) - tel. +39 055 210460
info@edu-services.org - www.edu-services.org

EXPRESS MAIL SERVICE

DHL Service Point *(Multisolution Service)* - Via San Gallo, 5/r
Mail Boxes Etc - Via della Scala 13/ r - tel. 055 268 173
They will do your packaging and shipping for you as well as photocopies, fax and passport photos. They also have Western Union service and the possibility to rent a PC. *www.mailboxes.it*

E HEALTH AND SAFETY

Your personal safety during your stay in Florence is important. Please stay safe!

1. **Drinking alcohol is the N.1 threat to your safety.** "Binge-drinking" impairs your judgment and causes you to behave in unsafe ways. While under the influence, you may decide to take dangerous risks such as walk home alone late at night, lose track of your belongings in a disco, or go home with someone you don't know well. All of these behaviors seriously put your safety at risk. Many arrests, accidents, rape, and other violent crimes have occurred because of alcohol abuse.

2. **Use common sense**: like most cities in Italy, Florence is a safe destination for travellers. There is hardly ever violent crime, there are smaller crimes happening, mostly pickpocketing and drug use. In general, maintain the same safe behaviors you would if you were in a large city in the United States. Be particularly carefull on buses, trains, discos, tourist areas.
3. **Don't accept packages from anyone**: if the package contains illegal drugs or substances, the fact that you didn't know will not reduce the charges.

EMERGENCIES / MEDICAL CARE

Emergency-Police, Fire and Ambulance

IN CASE OF EMERGENCY-POLICE, FIRE & AMBULANCE:
General Emergency Number is 118 *(U.S. 911 equivalent)*
When dialing from a U.S. number, dial +39 118.

THEFT/LOSS
If you have to report a theft or loss to the police and you do not speak Italian, you can find assistance at the following police stations:
Carabinieri Comando Stazione Firenze Uffizi
Via dei Castellani, 1 - tel. 055 214 343
Commissariato di Polizia S. Giovanni
Via Pietrapiana, 50r - tel. 055 203 911
Questura
Via Zara, 2 - tel. 055 497 71
U.S. Consulate In Florence
Lungarno Vespucci, 38 - tel. 055 266 951 *(between 2 and 4pm)*
Emergency Services: Monday through Friday 9AM-12:30PM *(walk-in)*

MEDICAL CARE
In a medical emergency, you will need to go to the nearest Emergency Room (Pronto Soccorso) and wait to be treated. If you are unable to do so, call 118 and the appropriate medical service will be sent to you. Any treatment, in private hospitals, dental work and secondary examinations, is not covered and therefore it is very important that you always carry your international health insurance info and a valid I.D.

HOSPITALS
General Hospital of Santa Maria Nuova - P.zza Santa Maria Nuova, 1
tel. 055 27 581

General Hospital of Careggi - Viale Morgagni, 85
tel. 055 427 7111

DOCTOR VISITS

Medical Center, Studio Medico Associato
Here you can find English, French, German speaking doctors.
Via Roma, 4 - tel. 055 475 411 for appointments
medserv@tin.it - www.medicalservice.firenze.it
For home visits 24/7 tel. 055 475 411
For walk-in service (Mon thru Fri: 11AM-12PM, 1PM-3PM and 5PM-6PM;
Sat: 11AM-12PM and 1PM-3PM)
Specialty Doctors/Medical Guard-walk in *(English Speaking)*
Vicolo degli Adimari, 1 - tel. 055 212 221
Monday through Friday 8AM-8PM, Saturday 8AM-1PM
Psychological counseling
Doc. Anna Choub: tel. 339/5687775; *achoub@yahoo.it*
Medical Assistance
Doc. Stephen Kerr: tel. 335/8361682

AFTER-HOUR PHARMACIES

Molteni: Via Calzaiuoli, 7r - Open until 10PM
All'Insegna del Moro: P.zza S. Giovanni, 20/r *(Duomo)* - Open until midnight

SHOPPING AND MONEY

SUPERMARKET/GROCERY STORES:

CONAD CITY - Via Pietrapiana, 42
PEGNA - Via dello Studio, 32/r
MARGHERITA/Conad - Via dei Servi, 56/r - Via de Bardi, 45-47
VIVI MARKET - Via del Giglio, 20 *(for all the international foods you've been missing)*
SAPORI & DINTORNI CONAD - Borgo S. Lorenzo, 15-17

DEPARTMENT STORES:

COIN - Via del Calzaiuoli
LA RINASCENTE - P.zza della Repubblica

BANKS:

Banca CR Firenze - P.zza della Repubblica, 16/r - tel. 055 274 8911
Monday through Friday 8:10AM-4:00PM

Banca CR Firenze - P.zza Della Signoria 20/r - tel. 055 261061
Monday through Friday 8:30AM-13:00PM
Bnl - Gruppo BNP Paribas - Via De' Cerretani 28/r - tel. 055 060060
Monday through Friday 8:20AM-13:20PM 14:45PM-16:45PM

MARKETS

San Lorenzo Market: The most famous shopping market in Florence, on Via dell'Ariento, all around the Basilica of San Lorenzo. You can find clothing, leather goods, souvenirs, etc. Closed on Sundays and Mondays.
Mercato Centrale: Arguably the best food market in the city, inside the San Lorenzo central market, in Via dell'Ariento. It opens every morning from 7AM to 2PM, except for Sunday and public holidays. Above the market, is a local food court, with specialty foods from around Italy.
Sant'Ambrogio: Located in P.zza Ghiberti and P.zza Sant'Ambrogio, the market is both indoors and outdoors. You can find fresh fruits and vegetables, fresh meat or fish, pasta, general groceries or good cheeses but also clothes, flowers, shoes and other stands. The restaurant inside has great food at affordable prices. The market is open Monday-Saturday from 7AM to 2PM.

DINING SUGGESTIONS

RESTAURANTS & TRATTORIAS:

ACQUA AL DUE - Via della Vigna Vecchia, 40/r *(behind the Bargello Museum)* tel. 055 284 170
ALAS - Via Cavour, 98/r - tel. 055 268 059 *(closed Monday)*
BALDOVINO - Via San Giuseppe, 2/r - tel. 055 241 605
BIRRERIA CENTRALE - P.zza de Cimatori, 1/r - tel. 055 211915
BUCA LAPI - *(closed Sunday)* Via Trebbio, 1/r - tel. 055 213 768
OSTERIA GANINO - P.zza de Cimatori, 4 - tel. 055 214125
GROTTA GUELFA- Via Pellicceria, 5/r - tel. 055 210042
IL DESCO BISTROT - Via Cavour, 27 - tel. 055 288 330
OSTERIA DI GIOVANNI - Via del Moro, 22 - tel. 055 284897
OSTERIA PEPÒ - Via Rosina, 6 - tel. 055 283259
RISTORANTE IL FRANCESCANO - Largo Piero Bargellini, 16 - tel. 055 241605
SASSO DI DANTE - P.zza delle Pallottotole, 6/r - tel. 055282 113
TRATTORIA CIBREO - *(closed Sunday/Monday)* Via dei Macci, 122/r - tel. 055 234 1100
TRATTORIA DALL'OSTE - Via Luigi Alamanni, 3-5/r - tel. 055 212048
TRATTORIA LA CASALINGA - Via dei Michelozzi, 9/r - tel. 055 218624

YELLOW - (closed Tuesday) Via del Proconsolo, 39/r - tel. 055 211 766

FOR FISH LOVERS:

GOLDEN VIEW FIRENZE - Via dei Bardi, 58/r - tel. 055 214502
FISHING LAB Alle Murate - Via del Proconsolo, 16/r - tel. 055 240618
FUOR D'ACQUA - Via Pisana, 37 - tel. 055 222299

PIZZA:

Pizzeria Santarpia - Largo Annigoni, 9 - tel. 055 245829
Sud (Mercato Centrale di Firenze) - Via dell'Ariento - tel. 055 239 9798
Osteria Caffè Italiano - Via Isola delle Stinche, 11-13/r - tel. 055 289080
Il Pizzaiolo - Via dei Macci, 113/r - tel. 055 241171

BAR E APERITIVO:

Odeon Bistrot - P.zza degli Strozzi, 8 - tel. 055 215654
Colle Bereto - P.zza degli Strozzi, 5 - tel. 055 283156

ENTERTAINMENT

THEATERS

Nuovo Teatro Opera di Firenze - Via Fratelli Rosselli, 15 - *www.operadifirenze.it*
Teatro Verdi - Via Ghibellina, 99 - *www.teatroverdifirenze.it*
Teatro della Pergola - Via della Pergola, 18 - *www.teatrodellapergola.com*
Teatro Puccini - P.zza Puccini - *www.teatropuccini.it*
OBI-HALL - Lungarno Aldo Moro, 3 - *www.obihall.it*
Auditorium Flog - Via Michele Mercati, 24/b - *www.flog.it*
Nelson Mandela Forum - P.zza Enrico Berlinguer - tel. 055 678 841

ORIGINAL LANGUAGE (ENGLISH) CINEMA

Odeon Cinehall - P.zza Strozzi - Price: €8,00 *(On Wednesday - all day - and during weekday afternoons the price is €6,00)*

LIVE MUSIC

Florence offers an abundance of possibilities to enjoy a night of live music.
We recommend the following:
Rex Café - Via Fiesolana, 25/r
La Ménagère - Via dei Ginori, 8
Libreria Café La Cité - Borgo S. Frediano, 20/r
NoF - Borgo San Frediano, 17

TRAVELLING

TRAINS:

The FRECCIA ROSSA is the fastest train. You must have a reservation (it is mandatory) in order to ride this train. There are special windows at the ticketing counter for Eurostar train tickets and reservations. If you can reserve in advance, it is better, but if you need a same-day reservation, there are special tickets windows for Last minute Eurostar Reservation. An extra supplement is needed! These trains are expensive, but going from Rome to Florence only takes about 1‘ 40”.

Important: you must validate your ticket before getting on the train! Validation boxes are set up right by each track expressly for this purpose. If you forget to do so, the conductor will make you pay a fine!

BUS SYSTEM AND TAXIS

The city bus company is ATAF. The information office is located right outside the train station. You can purchase bus passes which range anywhere from 90 minutes to a one month ticket, and ask for bus schedules there. One bus ticket lasts 90 minutes from the time it is validated. You can ride as many busses as you wish within that time with the same ticket. Tickets (*biglietti)* can be purchased at newspaper stands, tabacchi, and at night they can be bought from the bus driver (have exact change or else the driver gets a tip!) There is also a special Student Bus Pass which you can purchase for the days you’ll need. *www.ataf.net*

Important: Single, 90 minute tickets must be validated in the machine immediately upon entering the bus. The other types of tickets only need to be validated the first time you use them and must always be carried with you, along with a form of ID (copy of passport). Fines are very expensive! Do not get caught without your ticket, or without having validated it.

TAXIS

Keep in mind that taking a taxi in Florence is very expensive, especially at night, but may be a good alternative when returning home from the clubs late. Generally, taxis cannot be hailed, you must either go to the taxi stand in the main squares (Duomo, San Marco, Repubblica) or at the train station or you can call a taxi at any following numbers:

055 43 90 or 055 42 42

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