

# THE PANTHEON INSTITUTE

Academic Programs in Rome, Italy

## Program Handbook



**PANTHEON INSTITUTE**  
Study Abroad Programs in Rome

Academic Year 2023-2024

***Benvenuti a Roma!***

Welcome to the Pantheon Institute and to Rome. We look forward to getting to know you during your time with us.

This Pantheon Institute Program Handbook contains important information about our health and safety procedures as well as basic information about our campus, resources, academic policies and hours. Additionally, we have included a wealth of information about transportation, finances, student cell phones and general life in Rome. Please be advised that additional PI housing policies can be found in the PI Housing Handbook,

This program handbook is meant to be the first place you look when a question or concern arises. Please take the time to read it carefully and save a copy for reference throughout the semester. Should you have any questions or concerns not addressed in this handbook, please do not hesitate to contact a member of our staff for help or guidance.

*A presto,*

The Pantheon Institute Staff

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## FACILITIES

### **Main Office**

Via del Pantheon 57 00186 Rome – Italy

Telephone: +39 06 94 53 9142

Email: [segreteria@pantheon-institute.com](mailto:segreteria@pantheon-institute.com) and [www.pantheon-institute.com](http://www.pantheon-institute.com)

Open hours: Monday – Friday, 9am – 5pm

### **The Main Office Library**

The Pantheon Institute library includes a small collection of books and journals, which cover the academic curriculum of the university, travel guide, fiction, and general subject matter about Rome and Italy. Opening hours for both the library and the lab follow the office schedule but can be changed according to student requests and/or special events (reviews, exams, etc.).

Not all books are available for loan. Please ask before removing a book from our library or offices.

### **The Main Office Computer Labs**

The computer labs are in the Gatta Architecture Studio and in the library. They are both equipped with a printer/scanner. Like all our facilities, the computer labs and the library are equipped with Wi-Fi.

### **The Main Office Classrooms**

Via del Pantheon 57 is the location of one large classroom and a smaller seminar room. Italian lessons are held here. Should any of your other classes be scheduled to take place in these classrooms, you will be notified. These rooms are sometimes used by guest lecturers and for PI events.

**The Main Office Mail Center** (see section on **Sending and Receiving Mail**, below)

### **Via della Gatta Architecture Studio**

Via della Gatta is the main architecture studio, located just around the corner from Piazza del Collegio Romano. As with all our studio spaces, it is open during normal business hours, but hours are flexible based on student needs. To access the studio, you will be given a special code which works on the entrance door, which changes periodically. **When you arrive, the code is 1397\*. To ensure everyone's safety, please do not share the code with anyone outside of the program.**

### **Via Lata Architecture Studio**

Via Lata is the secondary architecture studio, located on the west-side of Piazza Collegio Romano. As with all our studio spaces, it is open during normal business hours, but hours are flexible based on student needs. **To access the studio, you will be given a special code which works on the entrance door, which changes periodically. When you arrive, the code is 1397\*. To ensure everyone's safety, please do not share the code with anyone outside of the program.**

### **Student Housing**

PI Housing includes the Santa Maria in Capella Residence as well as several private apartments in the Trastevere neighborhood. Please see the Pantheon Institute Housing Handbook for full details on PI housing policies.

## MAIL AND DELIVERIES

### Sending and Receiving Mail

Please use the following address for all incoming mail and packages:

(Your name)  
c/o The Pantheon Institute  
Via del Pantheon 57  
00186 Rome, Italy

**Never use the apartment address for personal mail and packages, as packages may not reach you!**

Student can also opt to use the Lungotevere Ripa 8 Amazon locker, or any of the other Amazon lockers around the city, for alternative package pick-up outside of office hours see amazon.it for details about shipping and retrieval (*The Pantheon Institute is not responsible for delivery and retrieval of student items that the student organizes independently through a third-party, such as Amazon*).

### Receiving Packages

Any goods sent from outside the European Union will be subject to a customs tax, as set by Italian and European law. The postal delivery service may also charge a handling fee in addition to the customs tax. While a tax can be charged for any item of value, in general most (but not all) packages with a declared value of under \$50 arrive untaxed. Items of high value accrue an accordingly high customs tax. **High value items should be brought with you to Rome to avoid damages or the high cost associated with shipping them to Italy.** Should you need to have such an item shipped, advise your family and friends not to assign an excessive value to the package: the value they assign to your package will be the amount used for calculating any taxes and fees.

Should an item need to be insured you will be taxed on the value declared and insured by the sender. The usual tax rate is around 20%. In our experience, packages containing used clothing or personal items with a low declared value usually have little or no problem getting through the customs and delivery system. Packages with easy-to-understand and simple descriptions seem to arrive more easily than those with minute details (i.e., "used clothing, value \$ 30"). Advise your friends or relatives to avoid using brand names when shipping and to use the simplest descriptions possible.

**No medication/beauty product of any kind should be shipped to Italy.** If medications or beauty products (from over-the-counter to prescription) are detected in your package, a delivery hold will be put on them. Additional documents such as a copy of your passport, declaration of intended use, and a doctor's statement to explain why the medicines or vitamins are needed will be required before your package can be released and delivered. This process takes a very long time.

For further information about shipping to Italy from the U.S., the United States Postal Service has a customs section at <http://www.usps.com/global/customs.htm>.

### Medications

If you require prescription medication, try to bring a supply that will last for your entire stay. Make sure you travel with your original prescription.

**If you cannot travel with a supply of necessary medication to last the entire program, contact MedInAction (<http://www.medinaction.com>) learn how to obtain an Italian doctor's prescription**

**for the same or similar medicine.**

### **Sending Mail and Packages Stamps**

It is not necessary to purchase stamps (*francobolli*) only at a post office. You can purchase regular stamps at any tabacchi. You can say "*un francobollo per gli Stati Uniti,*" which means "one stamp for the United States."

### **Italian Postal Service (Posteitaliane)**

Post Offices are located throughout the city of Rome and are denoted by a yellow circle with the letters 'PT' in blue. You can ask the Pantheon Institute staff where the closest post office is. The Italian postal system is safe and fairly reliable. Post offices are open Monday through Friday, 8:00AM-7:00PM and until 1:00PM on Saturday. They are closed on Sundays. For more information, consult the Posteitaliane website at [www.posteitaliane.post/english/index.shtml](http://www.posteitaliane.post/english/index.shtml)

### **Lost/Delayed Luggage**

Lost luggage is your responsibility. Please give the SMC Student Residence address (Vicolo del Canale 14) for luggage delivery and coordinate with onsite PI staff for the receipt of this luggage. Outside business hours, you will need to be present and ready to personally handle receipt of your luggage.

# ACADEMIC POLICIES

## Academic Dean

The Academic Dean, **Romolo Martemucci**, will answer any inquiries you may have about the academic curriculum. He reviews and addresses all academic disciplinary issues when they arise and is also your point of access for any serious reservations or problems you might have about the academic integrity of any component of the PI program. Prof. Martemucci is available by appointment and can be contacted at any time via email: [rm@pantheon-institute.com](mailto:rm@pantheon-institute.com).

- For enquiries regarding Architecture and Landscape Architecture courses and programs, please contact: **Romolo Martemucci** - [rm@pantheon-institute.com](mailto:rm@pantheon-institute.com)
- For enquiries regarding Italian Language and Liberal Arts courses and programs, please contact: **Barbara Parisi** - [bparisi@pantheon-institute.com](mailto:bparisi@pantheon-institute.com)

## Student Services Coordinator

The Student Services Coordinator, **Irene Lufrano**, will answer any practical enquiries you might have relating to your class schedule, academic field trips, library access and transcripts: [irene@pantheon-institute.com](mailto:irene@pantheon-institute.com) or [segreteria@pantheon-institute.com](mailto:segreteria@pantheon-institute.com)

## Accreditation

Courses taught at the Pantheon Institute have been designed in conjunction with and fully approved by Penn State University and Connecticut College. Additional partner school registrars have reviewed and approved Pantheon Institute courses as equivalent and acceptable for transfer credit. The agreement between Pantheon Institute, Penn State University and Connecticut College follows the highest standards of good practice in education abroad and satisfies the rigorous requirements of the Universities' institutional accreditations, the Commission on Higher Education of the New England Association for Schools and Colleges (CIHE/NEASC) and the Middle States Accrediting Board.

For students of Architecture and Landscape Architecture, the Pantheon Institute has modeled its course offerings directly on those of Pennsylvania State University. Courses offered in Rome have an equivalent correspondence to those offered in the fourth-year curriculum on the University Park Campus of Penn State and have NAAB-accredited status.

## Transcripts

Transcripts will be generated by the Pantheon Institute or your home institution, depending on the agreements between the home institution and Pantheon Institute, and become part of your official academic record. Students whose accounts are financially cleared are issued one official Pantheon Institute transcript and one unofficial copy of the transcript each at no charge.

This transcript will become part of your home institution's official transcript for the semester or academic year in question, depending on the agreement between Pantheon Institute and the home institution.

## Class Schedule

Pantheon Institute courses are typically taught from Monday to Thursday. Many of the class meetings will be at the school, while many will be on-site in museums, galleries or other significant locations. Some classes may also take place on Fridays, including make-up classes, overnight trips and scheduled on-site visits.



The academic calendar will have these dates specified in advance of the term in question. Nevertheless, changes in the schedule are often necessary due to unforeseen circumstances and students should expect adjustments to the calendar as the semester progresses.

### **Instructors**

Your Pantheon Institute professors are especially attentive to any questions or concerns you might have about course material, your work requirements or your learning goals. To address these issues your professors will always be available during classes for questions, and by email at other times. They can also make appointments to sit down with you face-to-face during office hours or at an agreed-upon time.

### **Course Registration**

Students are registered prior to arrival. Registrations for classes are final and your courses should have been approved by an advisor at your home university. Where necessary, students are responsible for getting all course preferences, including alternates, approved for credit transfer by their home institution. To aid in transferring credits, it is recommended that while abroad, students should keep all course materials. PI strongly recommends students keep a record of all books, syllabi, notes, exams and papers (even in cases where courses have already been approved) in case the amount of transfer credit is ever in question.

### **Course Fees**

Certain elective courses will require additional payment of course fees (for materials or entrances to sites for example). You will receive an invoice via email at the end of the semester (within two weeks of the add/drop deadline) for such fees, payable on-line or in person at the Main Office.

### **Elective Courses Offerings**

Elective courses are offered every semester. Students may register for these prior to arrival or during the first week of classes. A minimum of six to eight registered students is required to effectively offer a regularly scheduled elective course (depending on the course). Independent Study (IS) electives are also available each semester. Consult the academic coordinators or Academic Dean to see if an IS course is right for you.

### **Minimum and Maximum Credit Enrollment**

To maintain full time status, semester students must be continually enrolled in a minimum of twelve credits per semester. Students studying during the summer session must remain enrolled in a minimum of three credits. These are the accepted minimums for maintaining a student's financial aid status. All students are subject to the rules and regulations of their home institution Financial Aid Office and Registrar's Office and PI is not responsible for knowledge of individual institutional policies. In addition, full time status must be maintained for the purposes of retaining a student immigration status. Students who do not retain full-time status are subject to the immigration rules and regulations of their host country.

### **Adding and Dropping Courses**

Prior to the start of the semester, you will receive confirmation of your course offerings, via email, which will include a request for you to select any approved elective courses. After arrival, course changes may only be made if allowed by the Institute and there is sufficient space available. Students cannot expect to change courses or enroll in courses not listed as "required" on their forms. Any subsequent academic registration change (the dropping or adding of courses) must be approved by the

Pantheon Institute, Academic Dean and/or your home college or university. Students are allowed to change courses only up to the first week of regularly scheduled classes.

### **Withdrawal from a Course**

You may choose to drop a class only with prior approval from your home institution and the Pantheon Institute. You may withdraw from a course as part of the add/drop process through the first week of regularly scheduled classes, provided you still maintain a full-time course load as defined by your home institution. A class dropped during this period will not be recorded on your transcript.

Pantheon Institute strongly encourages all students to attend the first meeting of the elective course prior to officially deciding to withdraw.

Between the end of the first week and the end of the third of regularly scheduled elective classes you may petition the Academic Dean to withdraw from a class, after receiving prior approval from the home institution and provided you still maintain a full course load. If the petition is granted, the withdrawal will be reported as a "W" on your transcript. No withdrawals will be granted after this period. If a class is dropped without permission or confirmation, it will be recorded as an "F" (failure) on your transcript.

### **Withdrawal from the Program**

A student who wishes to withdraw from the Rome program must notify the Program Director in writing. In addition, a student may be required to withdraw from the Program for academic misconduct.

### **Academic Eligibility**

Students must remain academically eligible at the host institution(s) and/or the PI to continue participating in the PI program. Factors determining eligibility include but are not limited to preserving full time status, maintaining satisfactory academic progress and complying with academic and attendance policies. Each institution establishes its own policies. Students are encouraged to be familiar with and understand the policies of their home institution(s) and the PI, paying particular attention to the attendance policies as they may differ dramatically from those of their home institution. Students who become ineligible may not receive a transcript or academic credit according to the host institution's policies. PI supports, and will enforce, the policies of the home institution.

Students may be dismissed from PI programs for engaging in gross misconduct, behavior that jeopardizes the Institute programs in any way, lack of academic attendance or deficient performance as deemed by PI. In addition, dismissal from the host institution and/or the PI will result in dismissal from the PI program itself. Grades for students dismissed from the PI program for academic reasons will be reflected on their academic transcripts. In addition, students will not receive a refund of any kind.

### **Course Attendance**

Student attendance at all regularly scheduled meetings of a course is mandatory. Faculty will have their own attendance policies for their course, often stating the penalties for missing a class. Normally, students are allowed only two absences in any given class during the semester. The making-up of required exercises missed due to absences is at the discretion of the faculty member. Generally, missed work will not be accepted, nor will examinations or quizzes be rescheduled. It is the policy of the Institute not to cancel classes on religious holidays. However, students and faculty members are expected to exercise their own judgment as to attendance during religious holidays.

It is also the policy of the Institute to excuse without penalty students who are absent because of religious observances and to allow the make-up of work missed because of such absence. Examinations and specially required out-of-class activities will not ordinarily be scheduled on those days when religiously observant students refrain from participating in classes. It is the student's responsibility to notify the Director and professors within two weeks of the beginning of class and give advance notice of absences for religious reasons.

### **Arriving Late for Class**

A student consistently arriving late for class displays an unacceptably deficient degree of participation, and an unacceptable lack of respect for his instructor and his fellow students. Instructors will reflect students' persistent lateness by deducting percentage points from the total earmarked for Participation as indicated on the syllabus.

### **Classroom and Campus Behavior**

High standards of behavior are required in class to foster a constructive environment of interaction and learning. Students are expected to follow closely the following guidelines:

- No cell phones on during class time.
- No food or drink to be consumed during class (except water).
- No baseball caps during class.
- No leaving and re-entering class during lectures without explaining oneself.
- No instant messaging during class.
- Do not use the office as a social meeting place. If you need to talk to a friend in the office, please do it quietly.
- Do not waste electricity: turn off lights in rooms or in the studio when they are not in use. The last person to leave the studio is responsible for turning off all lights as well as individual desk lamps.
- Always close the studio door after you and do not allow anyone into the building unless you know them personally and are responsible for them. It is forbidden to make extra copies of the office or studio keys. Do not lend or give keys to anyone.

### **Studio Etiquette**

Only pin your work up on the panels provided for this. Do not damage walls and do not put your feet on them.

If you are using spray cans (fixatives, paints, etc.) you should protect the walls and floors with sheets of plastic or paper. Use paper trash containers only for paper. Plastic and metal should be disposed of separately via the appropriately marked bins. Inform the administration immediately of any damage that occurs or of any appliances you notice are not working.

We expect you to respect the facilities, their furnishings and equipment. It is your responsibility to leave all workspaces in good order and to adhere to behaviors that ensure security for our building.

### **Assignments/Homework**

Courses at the Rome program normally involve various types of assignment and homework assignments across a range of media designed to allow you to pursue personal interests and sometimes to perform collaborative exercises in teams. These will often take the form of journal entries, written research papers, in-class multimedia presentations and reaction papers.

## **Exams and Other Forms of Assessment**

Final grades are also determined according to various forms of in-class examination at mid-term and at the end of the course, occasionally complemented by in-class quizzes.

## **Missing Examinations**

Students who miss midterm or final examinations at the assigned hours will not be permitted to sit a make-up examination without written permission from the Academic Dean. Permission will rarely be granted. It might be granted in the case of instances of serious, documented illness (see the attendance policy for more details), but never for travel.

Examinations will not be rescheduled under any circumstances, except in cases of genuine emergencies. Such cases should be taken to the Academic Dean. Missing an examination for whatever reason is effectively an absence from class.

## **General Grading Policy**

The Institute uses a traditional grading system based on the four-point scale. Letter grades may carry plus and minus marks that are computed in the grade point average. Instructors will make clear at the outset how grades will be determined, what work in the course will be graded, and what standards will be applied.

With the exception of a grade of "F," each grade may be given with or without a plus (+) or a minus (-). Please note that there is no grade of "A+" or "C-". A grade of "F" indicates that the student has failed the course and does not receive credit.

## **Academic Integrity**

PI is an academic community based on the principles of honesty, trust, fairness, respect and responsibility. Academic integrity is a core value that ensures respect for the academic reputation of PI, its students, faculty and staff. PI expects that students will learn in an environment where they work independently in the pursuit of knowledge, conduct themselves in an honest and ethical manner and respect the intellectual work of others.

## **Policy Response by Faculty to Cheating and Plagiarism**

A student caught cheating in a test or plagiarizing in a writing assignment must receive, at a minimum, a failing grade for that particular assignment (either an F or a 0). The faculty member may then issue a warning to the student. Because the student has been given a warning, however, that student is still eligible for passing the course (providing that the rest of that student's work is acceptable and the course average with the 0 or F factored into it for the cheating infraction is passing). If the student is caught cheating or plagiarizing again, the instructor may fail the student for the entire course.

The above statement is only a guideline established by the Pantheon Institute. Faculty are permitted to have their own policies on cheating and plagiarism, as long as their policies are not more lenient than the above guidelines. In other words, faculty can maintain a harsher policy, which could include failing a student for the entire course on the first (clear and proven) episode of cheating and plagiarism. In such cases when faculty choose to implement their own policy on cheating and plagiarism, faculty must make their policy clear to students and place it in writing in their syllabi.

NOTE: Incidence of cheating and/or plagiarism, along with a copy of the suspect work assignment, will

be reported to the Academic Dean. This evidence will also be kept on file as an official record. The subsequent definitions of Cheating and Plagiarism can be referred to as guidelines.

### **Cheating**

Cheating in an exam occurs when a student uses assistance in taking an exam without the express permission of the instructor or uses assistance in taking an exam that is clearly outside the guidelines given by the instructor. This can include, but is not limited to, the following:

- the use of “cheat sheets” (hidden or otherwise) or other written materials not approved by the instructor.
- the use of electronic devices, such as smartphones or audio players with earphones or other handheld computer devices that contain prohibited information (e.g., test answers).
- **looking at the test answers or writing of another student’s test (with or without the consent of the other student). In cases where the other student has given consent for the cheating, both students are responsible.**

### **Plagiarism**

Plagiarism is defined as a piece of writing or other work product that has been copied from someone else and is presented as being your own work. It can include taking someone’s words or ideas and incorporating them into your work without attribution as if they were your own.

### **Resources on Proper Citation of Sources**

- American Psychological Association. (2001) *Publication Manual of the American Psychological Association* (5th ed.). Washington, D.C.: Author.
- *Chicago Manual of Style* (15th ed.)(2003) Chicago: University of Chicago Press.
- Gibaldi, J. (2003) *MLA Handbook for Writers of Research Papers*. (6th ed.), New York: Modern Language Association.
- Sources online (<http://library.newhaven.edu/ResearchGuides.html>)
- Strunk, W. & White, E.B. (2000). *The Elements of Style* (4th ed.). Boston: Allyn and Bacon.
- Turabian, K.L. (2007) *A Manual for Writers of Term Papers, Theses and Dissertations* (7th ed.), Chicago: University of Chicago Press.

### **Faculty and Course Evaluations**

Shortly before the end of the program you will be asked to complete evaluation forms that give you the opportunity to deliver your own verdict on the academic quality and effectiveness of your courses, your instructors and the materials they employed. We take the results of these evaluation forms seriously and will use them to maintain the highest standards of academic quality.

### **Resources**

- **PI Resource Center:** The PI also has its own collection of books and resources designed to ensure that all students can access required readings for their courses. These resources are held in the main office in Via del Pantheon, 57 and are available during normal office hours (9.00am-

5.00pm). DVDs and most books are for reference only (i.e., in-house use only). The staff will maintain and ensure the resources are up to date and relevant to coursework.

- **Online Library Access:** We recommend that you make sure that you have all of the data and guidelines you need to access the digital resources of your home institution's library holdings while you are here in Rome. For PSU students LIAS is available through the PSU web site: [www.psu.edu](http://www.psu.edu).
- **PI Computer Room:** The computer room holds computers for student use. Instructions for printing from computers can be found in the computer room. Please maintain a quiet, peaceful atmosphere when you study in the computer room, and refrain from cell phone use, Skype, and so on. If you simply need to email or chat, please give precedence to those who need the computers for their research and coursework.
- **Photocopying:** Instructions for photocopying can be found near the photocopying devices. We kindly ask all students to use discretion with printing so as to conserve ink and paper as much as possible.

### Academic Field Trips

Some courses require instructor-led seminars to more distant locations. Academic field trips generally take place on Fridays for extended stays. These trips are mandatory and failure to attend will result in you being marked on the class roll as absent. You must check the timetable of your course, all the details of your syllabus, and consult your instructor before you make any travel plans. Travel will not be considered a valid reason for absence from one of these trips.

Academic Field Trips are integral to the study experience of students at the Pantheon Institute. Each semester program has regularly scheduled field trips as part of the course offerings for that semester. Generally, they consist of on-site lectures and exercises that are pertinent to specific courses, and include sites such as Pompeii, Paestum, Firenze, Verona, and Venezia.

The academic field trips are of three types:

- Curricular, or integrated to specific courses as part of the academic content of the course,
- Extra-curricular, or additive to the course contents and therefore elective,
- Workshops, or stand-alone exercises, usually involving an architectural design intervention specific to a site or partner institution. Workshops can be either curricular or extracurricular.

## EMERGENCY INFORMATION

PI staff collaborates with local emergency services, such as police, EMTs, firefighters, and Carabinieri (military police) in the event of an emergency situation.

### **Italian Public Emergency Number 112**

**In case of an EMERGENCY DIAL 112 to reach Italian emergency services.**

An operator will put you in touch with someone who speaks English.

**Pantheon Institute Emergency Phone at +39 347 668 6443**

### **Emergencies should be reported to the PI Emergency Phone.**

An emergency qualifies as a situation in which any PI student, staff member, property or program is at risk for serious harm, necessitating immediate intervention. Examples include serious student injury or severe illness, an act of violence towards a student or vandalism to PI property, natural disasters, or serious criminal actions such as a break-in. In the event of an incident, AFTER dialing 112 to alert the public authorities, you can call the PI emergency number to alert the staff.

PI staff will support students, faculty, and staff with navigating public services and considering private alternative resources to resolve issues and concerns as soon as possible.

Please be assured that in sensitive situations, PI guarantees a maximum level of discretion and confidentiality, although we will collaborate with emergency services and your school's administration as necessary.

Please remember that this is a cell phone number, and there may be periods when the call cannot be connected. If this is the case, call the emergency numbers again. You can also send the phone a text or WhatsApp message.

There will also be a group chat for emergencies amongst all students, plus PI staff. Misuse of the emergency phone can result in disciplinary action.

### **Pantheon Institute Emergency Notification WhatsApp Group Chat**

This chat will be operated by PI staff and used only to communicate with PI students, as a group, for major emergency issues that may imminently impede or threaten general PI operations or student safety during the program. These safety and security concerns relate to Trastevere, Rome, Italy, and any area in Europe it could be possible/probable PI students may be traveling to during the Semester.

Any emergency communications will be accompanied by an PI notification email and the student's Home University will be alerted to the emergency communication.

Examples of events that would trigger a WhatsApp Group Chat Emergency Notification:

- Terrorist attack in Rome;
- Catastrophic fire in the Rome city centre;
- Major earthquake or other large-scale weather/geological issue that suddenly is impacting Italy (such as a huge volcano eruption);
- Catastrophic train crash/derailment on a major railway line in Europe over the weekend when it is likely PI students are traveling independently;
- Impromptu Large-scale political protest that may turn aggressive or violent.

Please note that this is a closed group chat that only PI administrators may post to. You, as participants in the group chat, will be unable to send messages to the group chat or add new members. Group members are limited to PI staff and the current semester's students.

**When an Emergency WhatsApp Message is sent, you may be asked to provide a response so that PI administrators can account for your well-being.** If that is the case, you are kindly asked to respond to the message by either Whatsapping the PI Emergency Phone or replying to the notification email.

### Italian Law Enforcement

Students who want to speak with Italian law enforcement may:

- Use the YouPol app to report a crime or gather information. Users of YouPol will be referred to the local police station.
- In Trastevere you can find law enforcement at the following locations:
  - The Trastevere Police Station, which is located at Via di S. Francesco a Ripa, 64. Services available in English. Open 8am-8pm, Monday – Saturday. Phone: 06 583 9141.
  - The Trastevere Carabinieri (Military Police) station, which is located at Via Garibaldi, 43. Open 24/7. Phone: 06 5859 6700

### Telefono Amico Suicide Hotline

The Telefono Amico Suicide Hotline is responded to by volunteers trained to offer support and guidance during an emotional crisis situation. The hotline is available by call (+39 02 2327 2327), WhatsApp (+39 324 011 7252), and email (mail@micaTAI), 7 days a week between the hours of 10am to 12midnight CET. The operators work mostly in Italian although alternative language operators speaking in English or Spanish may be available through appointment.

### Public Emergency Rooms Near Pantheon Institute

- **Fatebenefratelli (religiously affiliated):** Via di Ponte Quattro Capi, 39 (Tiber Island)
- **Santo Spirito in Sassia Hospital:** Lungotevere in Sassia, 1
- **San Camillo Hospital:** Circonvallazione Gianicolense, 87 · 06 58701

### Private On-Call Doctor

Dr. Andrea Guerriero can be reached at any time at +39 320 4065709 or at [andrea.guerriero@medinaction.com](mailto:andrea.guerriero@medinaction.com). Dr. Guerriero has a private medical practice that offers house-call medical services and can liaise with you and a local medical provider for additional health care, such as an appointment with a specialist or emergency medical intervention.

### Private Hospitals Near Pantheon Institute

Salvator Mundi International Hospital: V. le delle Mura Gianicolensi, 67, tel. +39 [06 588961](tel:06588961), <https://upmc.it/it/sedi/salvator-mundi>.

### 1522: The Anti-Violence hotline/app

Service that connects victims of domestic abuse, stalking, and sexual violence to local resources.

### Gay Help Line:

Service that offers guidance and support to the LGBTQIA+ community members who have been the victim of a crime. Operational Monday, Wednesday, Thursday e Saturday at 16.00-20.00, tel. 800.713.713, [info@gayhelpline.it](mailto:info@gayhelpline.it). If you are part of a minority group, Contact the "Gay Help Line" and they will redirect you to different services depending on your needs. They offer support with:

- Selecting a Questura (police station) - they will help you select and contact the police station in



- advance
- Psychological support
- Legal advice

## Embassy

### The United States Embassy

Via Vittorio Veneto, 121 (Metro 'A' Barberini stop) Tel: 06 46 741

Fax: 06 4674 2244

<http://italy.usembassy.gov>

#### Hours of Operation:

- Emergency Services: Monday – Friday, 8:30am-12:00pm (walk-in)
- Non-Emergency Services (e.g., renewal of U.S. passports, Consular Reports of Birth Abroad and Notarials) by appointment only. Please visit <https://evisaforms.state.gov/acs/default.asp?postcode=RME&appcode=1> to schedule an appointment.
- Public Phone Inquiries: (06 - 4674 – 2420 / 2421)
- Monday – Friday, 3:00pm – 5:00pm; or e-mail: [uscitizensrome@state.gov](mailto:uscitizensrome@state.gov); or fax 06-4674-2244

The Embassy's American Citizen Services section performs various tasks for Americans living abroad, including all passport and notary functions. The Embassy also assists Americans in case of incarceration or serious injury. The US Department of State also operates Consulates in Milan, Florence and Naples in Italy, and the US Government maintains representation in most major European destinations.

PLEASE NOTE THAT YOU MAY NOT BRING ANY BAGS (BACKPACKS OR LARGE PURSES) INTO THE EMBASSY OR CONSULATES FOR SECURITY PURPOSES. ALSO, YOU WILL HAVE TO CHECK ANY MOBILE DEVICES WITH THE SECURITY GUARDS.

For the latest security information, Americans traveling abroad should regularly monitor the Department of State's Bureau of Consular Affairs Internet website at <http://travel.state.gov>. Also, the Overseas Citizens Services call center at 1-888-407-4747 (dialing from overseas use +1-317-472-2328) can answer general inquiries on safety and security overseas. This number is available from 8:00am-8:00pm Eastern Time, Monday through Friday, except U.S. federal holidays.

additional support resources depending on their U.S. state of residency.

### Sexual Assault Resources

PI staff are ready to accompany and support the students who are victims of sexual violence. PI staff can guide students through the process. PI will share necessary information with the student's home university per Title IX reporting protocols. Should a student elect to refrain from PI assistance, please see below for pertinent steps to be followed.

Those seeking medical intervention for a sexual assault must go to a public hospital, per Italian legal guidelines and reporting procedures related to sexual violence. Private physicians are legally obliged to refer victims of sexual violence to the police and the ER for treatment and support.

### San Camillo Hospital and the Sportello Donna Anti Violenza

(Circonvallazione Gianicolense, 87, tel. 06 58703216 /+39 327 360 3369). This hospital is set-up

specifically to receive and process female victims of sexual violence and can connect students with legal counsel. Call to make an appointment or go directly to the Emergency Room of the San Camillo Hospital and ask for the Sportello Donna. iv. If it is an emergency, go to whatever public hospital is closest/most convenient: <https://www.aslroma2.it/index.php/violenza-di-genere.v>.

### **Hospital Reporting Protocols**

Reporting a sexual assault to the hospital, has both medical and legal implications:

- Doctors will perform a full medical exam, collect evidence, refer the student to Spallanzani Hospital for prophylaxis treatment, and coordinate a psychological assessment with social workers.
- Doctors are obliged to contact the police, who will either come to the hospital to take a statement, or will set up a later appointment to take the victim's statement in the following days. PI staff can accompany the victim to the police station for this appointment.

The website at <https://www.differenzadonna.org/codice-rosa/> provides additional details regarding national Italian initiative to support victims of sexual violence.

### **Police Resources**

The victim may wish to report the incident to the Italian authorities. Students may use the YouPol app to report a crime or they can be referred to Trastevere law enforcement to file a report in-person.

- The Trastevere Police Station is located at Via di S. Francesco a Ripa, 64. Services available in English. Open 8am-8pm, Monday – Saturday. Phone: 06 583 9141.
- The Trastevere Carabinieri (Military Police) station is located at Via Garibaldi, 43. Open 24/7. Phone: 06 5859 6700.

PI can send a staff to assist the student in filing a report and follow up.

### **Legal Resources**

- The Sportello Anti Violenza Donna at San Camillo also provides free legal advice. All victims of sexual violence in Italy are entitled to free public legal services.
- Check your Embassy for a listing of private legal services you may choose to contract. Note that different U.S. states have different additional services for their residents overseas.
- PI can also provide names of private legal services. Students are fully responsible for any legal service they contract.

### **Safety Best Practices**

**It is your responsibility to be aware of your surroundings and practice situational awareness at all times.**

Rome is a large, diverse, European capital city. While violent crime is very low, there are instances of petty theft in very crowded and touristic areas. The following tips are important for ensuring your general safety, especially when going out at night. Remember that you are in a foreign city, and you are a guest here. It is very easy for a situation to spiral out of control, especially when alcohol is involved.

**The following are best practices to remain safe while out in the city:**

- Do not speak loudly or obnoxiously, especially late at night or on public transportation. Disturbing the peace is a punishable offense.
- Go out with other people, especially late at night, so you are not on your own.

- **Never leave anyone behind alone.**
- Tell your roommates where you are going and alert PI staff if you are leaving Rome by filling out an independent travel form. Do not tell strangers where you are going or discuss your travel plans in public.
- Check maps and learn the route before leaving your apartment. If you need to ask directions, it is always safe to ask someone in uniform or go into an establishment.
- Be extra aware of your surroundings late at night. Stick to well-lit streets and avoid empty parks.
- If you are out late, take a taxi home. In a group you can share the fare, and if you are alone, it's a great investment for your safety: women riding in a taxi late at night are eligible for a 10% discount as part of a Rome safety program.
- Take a taxi from a designated taxi stand or call a taxi using the FreeNow app. Uber is now legal in Italy!

Possession or transportation of drugs or any other illegal substances is a serious criminal offense, which can result in jail time. In such situations, PI staff cannot assist you.

**Possession and carrying of knives and pepper spray for personal defense is against Italian safety law.**

- Beware of strangers who approach you, are overly friendly, offer bargains or offer to be your guide.
- Always be aware of your personal belongings and never leave your bag unattended where you can't see it.
- Be aware of current events, here and at home. Pay attention to e-mails and messages from the PI staff. U.S. citizens should sign up for the STEP traveler program, as listed on the U.S. state department website, to receive updated travel information while abroad.
- Avoid public demonstrations and other civil disturbances.

If you ever feel harassed or threatened, remove yourself from the situation and call the police, a PI staff member, or friend.

- Going out for drinks with friends is a normal part of any study abroad experience. That said, public intoxication is strongly discouraged. **Be extremely careful with your drink. Avoid accepting drinks from strangers. Do not leave your friends alone or behind. Many Italian pubs and nightclubs have restrooms which are down a flight of stairs: use the buddy system and be aware of your surroundings.**
- If you find yourself in a dangerous situation, leave immediately.
- Carry a photocopy of your passport. **Never carry the original.**
- If you carry a backpack, carry it in front of you and make sure all pockets are tightly zipped.
- Keep valuables in the front pockets of your trousers.

- Carry only enough cash for the day's needs.
- Beware of "good Samaritans" – people who offer to help you with a problem such as picking up something you may have 'dropped'. They may be trying to distract you and will take advantage of any confusion to pickpocket.

-Keep your phone in your bag or pocket when in public.

-If you get robbed, we recommend that you head for the nearest police station to report the theft.

## HEALTH AND MEDICAL SERVICES

**If you need to see a doctor and it is not an emergency situation, please notify a member of the PI staff.** In addition to emergency services, we are prepared to assist students with a range of medical care options. In addition to a list of hospitals where you can make an appointment, we have an English-speaking doctor on call who can visit you at your dorm. Prescription and over the counter medications are available for purchase at any local pharmacy.

**At the time of your appointment, remember to bring your health insurance documents. In most cases you will be asked to pay in cash or by credit card at the time of treatment, then submit your receipts to your insurance company by mail for reimbursement.** Consult your insurance company's policy on reimbursement for treatment overseas.

### Health Insurance

All American students traveling abroad are required to obtain health insurance coverage. Emergency assistance is available regardless of the duration of stay. Please verify with your insurance provider policies and procedures for out-of-pocket/reimbursable expenses vs. what is directly billed from the hospital to the insurance provider.

### Public Italian Hospitals

Public hospitals in Italy are very low cost but have few English-speaking staff and have long wait-times. You must bring a valid passport (or copy) with you while checking in. Visits are usually free, as Italy features socialized medicine.

- Ospedale Fatebenefratelli - Isola Tiberina (between the Garibaldi and Paletino bridges on the Tiber River) Phone: 06 68 371 – Emergencies 06 683 7299
- Ospedale Nuovo Regina Margherita - Viale Trastevere, 72 (near the Ministry of Education) Phone: 06 58 441
- Tourist Medical Services (walk-in clinic), Via Emilio Morosini, 30. Open from Monday through Friday, 8:00am–8:00pm

### Private English-Speaking Hospitals

- Salvator Mundi International Hospital: Viale delle Mura Gianicolensi, 67 (in Monteverde, near Gianicolo Hill) Phone: 06 588 961. Website: [www.salvatormundi.it](http://www.salvatormundi.it). Salvator Mundi acts more as a medical center, featuring doctors with various specialties. On Saturdays and Sundays, there is a medical doctor on call. However, they cannot treat emergency cases as they do not have an Emergency Room. You must call first for an appointment.
- Aventino Medical Group: Via Sant'Alberto Magno, 5 (Circo Massimo Metro Stop). Phone/Fax: 06 5728 8349; 06 578 0738. Website: [www.aventinomedicalgroup.com](http://www.aventinomedicalgroup.com) - E-mail: [info@aventinomedicalgroup.com](mailto:info@aventinomedicalgroup.com). Hours: Monday–Friday, 9:00am–7:30pm – Saturday. Visits by appointment only.

### 24/7 Doctor on Call & House Calls

MedinAction and Dr. Andrea Guerriero. Dr Guerriero runs a private, English-speaking medical service to connect you with local medical resources. He will recommend you to a specialist or can set an appointment for a home visit. The cost of the visit is \$100. However, over-the-phone consultation is

free. Call his service any time for more information. Cell Phone/WhatsApp: +39 (320)-406-5709, Email: [andrea.guerriero31@gmail.com](mailto:andrea.guerriero31@gmail.com)

## Pharmacies

Italian pharmacies only sell medical-related products and some limited beauty and personal care items. You will need an Italian prescription to get prescription medication in Italy (i.e., you cannot use a foreign-issued prescription). Very few, if any, are operational 24/7.

## Psychotherapists/Counseling:

- Dr. Carolina Meucci. Email: [caromeux@gmail.com](mailto:caromeux@gmail.com). Cell phone: +39 328 1781021
- Dr. Philip Georgiu. Email: [phil@philgeorgiu.co.m](mailto:phil@philgeorgiu.co.m) Cell phone: +39 349 1493548
- Dr. Nicola Petrocchi. Email: [Nicola.petrocchi@gmail.com](mailto:Nicola.petrocchi@gmail.com). Cell phone: +39 340 9498265

## Additional Services:

- Alcoholics Anonymous: Every day with the exception of Saturdays. Meetings at St. Paul within the walls, Via Napoli, 58. Phone: 06 4742 913
- Narcotics Anonymous: Piazza Santa Maria in Trastevere. Every day. Phone: 333 6730 795
- Overeaters Anonymous Via Napoli, 5. Every day. Phone: 06 474 3772.

## Cell Phones

All students must have a working cell phone abroad. Investigate with your local carrier what international rates would look like. Alternatively, you can sign up for a local plan in Italy. Local plans include pay-as-you-go with no credit card attached to the contract, meaning, you can stop using the SIM card you purchased at the end of the semester and stop adding credit to the phone. After 6-months of non-use, the cellphone number will expire.

Local phone providers include WIND, TRE, Iliad, TIM, and Vodafone.

## Public Transportation

Roman public transportation features three subway lines, tramlines, buses, suburban metro lines that serve the province of Rome and a further-reaching suburban rail service. Public transportation is run by ATAC.

Please note that Co.Tral buses require a different bus ticket than ATAC buses. Co.Tral buses operate around the greater Lazio area as opposed to ATAC which is more limited to the Rome. Co.Tral tickets are usually available at the transit hubs that they depart from. It is a good idea to purchase return tickets at transit hubs during ticket office business hours, as it can be difficult to find ticket vendors for Co.Tral buses returning to the city center from remote areas in the province of Rome.

## Tickets

You must board public buses, trams, and the metro with a ticket ready to validate. Metro tickets are validated at the turnstile while bus and metro tickets are validated in yellow machines immediately upon boarding. Some buses do have electronic ticket machines where you can use your credit card to purchase an electronic ticket, but you must do so IMMEDIATELY upon boarding (purchasing of electronic tickets on the bus is limited to one ticket per credit card). **YOU CANNOT BUY PHYSICAL PAPER TICKETS ON THE BUS/TRAM.** Tickets can be purchased at tobacco shops (“tabaccherie”) and

many newsstands, as well as ATAC stands at the principal bus stops (Stazione Termini, Piazza Venezia, Largo Argentina, the Vatican etc.). Single tickets are € 1,50 and are valid for 100 minutes. Monthly passes, also valid for subway and trains around the city, are on sale at the beginning and at the end of each month. You can also buy a tourist bus pass, good for one week, or a one-day ticket. **FAILURE TO VALIDATE YOUR TICKET WILL RESULT IN A €100 FINE.**

### The Rome Metro

The Rome Metro consists of three lines: 'A' (red), 'B' (blue) and the recently added 'C' (Green) which connects to the Metro line A at the San Giovanni station and extends service to areas outside of the city center.

The 'A' and 'B' lines intersect underneath Stazione Termini, the main railway station and a major transfer point for public buses and are the easiest way to get around the city center.

Hours: from 5:30am to 11:30pm from Sunday to Thursday, and until 1:30am on Fridays and Saturdays  
For more info you can check on: [www.atac.roma.it/index.asp?lingua=ENG](http://www.atac.roma.it/index.asp?lingua=ENG)

### Buses

An efficient network of bus routes serves all sections of Rome. Day buses generally run from 5:30am until midnight, night buses (indicated by the letter "N") from midnight until 5:30am. Check the bus stops for specific times.

All bus stops have easy-to-follow indications: for each bus that stops at a particular bus stop, there is a yellow or green sign that lists all the stops along that bus's particular route. Thus, for example, if you are going to Piazza Venezia, you can scan the signs at the nearest bus stop to see if any of the buses stop at Piazza Venezia.

### Night Buses Network

Rome has a network of night buses that run from 12:00am–5:00am (depending on the line). These buses run limited service on the major bus lines in the city center only. Buses run once every 30–45 minutes on the lines (weekends have increased service). The cost of the night bus is € 1,50 and all ATAC passes are valid. Night bus service is denoted by the letter 'N' followed by a number. For more info you can check on: [www.atac.roma.it/index.asp?lingua=ENG](http://www.atac.roma.it/index.asp?lingua=ENG)

### Train

Trenitalia, the Italian railway company, operates regional rail service from Rome to destinations throughout Lazio. This service operates until around 11 PM (depending on individual lines) and during peak service operates trains once every 15-30 minutes for trains serving the city center. Ticket prices depend on the length of the journey, but travel within the city of Rome on regional rail costs €1,50 for 100 minutes (ATAC tickets and passes are valid). These trains are sometimes denoted as FM (Ferrovie Metropolitane) but consult train staff to ensure the train is going where you need to go! For information and timetables, consult the English version of the website: [www.trenitalia.it](http://www.trenitalia.it). Please note that even when using the English version of the site that you must still use the Italian names for cities/stations i.e., Venezia, not Venice.

Trenitalia also runs routes throughout Italy. Faster, high-speed rails are also run by the private train company ITALO. Download the Trenitalia and/or ITALO app for more information.

Rome has two main train stations, along with several secondary stations. Roma Termini is the main

station, with all intercity and international service. Roma Tiburtina is the second main station, with many regional, intercity and international trains also stopping here.

## Taxis

In Rome, official taxis are marked with a neon sign on the roof and are white with the name of the taxi company on the side doors. Use a Taxi App to book/call for a taxi. You can connect your credit card to pay for the taxi electronically. Popular apps are FreeNow and ITTaxi. There are also designated taxi stands throughout the city. If you take a taxi from a stand, ask immediately to be sure they accept the method of payment you wish you use (cash, credit). Taxis will charge a supplement for each piece of luggage. Taxis can be reserved a day ahead for a trip to the airport or train station through the app.

Women travelling alone between 9:00pm and 01:00am are entitled to a ten percent discount on the total bill. Ask for the discount at the end of the ride.

Taxis hailed from Termini Station are subject to a € 2.00 surcharge. There is a surcharge of € 1.00 for each piece of luggage.

Know your rights as a taxi passenger in Rome – as in any city, foreigners can be targets for scams or inflated prices. If you think you have been overcharged, note the number of the taxi and the time of the journey. With this information, you can file a formal complaint with the city of Rome. Be sure to ask for an official receipt (*ricevuta*).

Taximeters begin at € 2,80 for taxis hailed at taxi stands from Monday – Saturday during the day. During evenings and on Sundays, the minimum rate is € 6.

## Getting to the Airports

### Fiumicino

- **Trains and Buses**
  - The Leonardo Express is an express train running between Termini Station and Fiumicino airport. Total duration is 30 minutes, and it departs every half-hour. The trains run 7 days a week. Check times on the Trenitalia website or app for details.
  - There is also a commuter train from the Trastevere Train Station to the Fiumicino Airport. Check the Trenitalia website or app for details.
  - COTRAL: you can find the Cotral buses in Piazza Cinquecento (bus station in front of Stazione Termini). Although they don't seem to have anything resembling a regular schedule, they appear to start running at 1:15am and go until 7:00pm. Info at [www.cotralspa.it](http://www.cotralspa.it).
  - Terravision Shuttle. These buses leave Stazione Termini about every 30 minutes starting at 4.40am and running until 9.50pm. Info at [www.terravision.eu/rome\\_fiumicino.html](http://www.terravision.eu/rome_fiumicino.html).
  - The Sit Shuttle Bus Coaches offer connections to and from Fiumicino airport from Rome center (Piazza Cavour and Termini Station, Via Marsala) starting at 5:00am and running until 8:30pm. The stop for Leonardo da Vinci is outside the arrivals hall of Terminal 3, just after the pedestrian crossing towards the parking lot dedicated to buses. Info at [www.sitbusshuttle.com/en](http://www.sitbusshuttle.com/en).
- **Taxis: €60 from any place in the city center to Fiumicino Airport.**

### Ciampino



- **Buses**
  - Atral – You can take Atral buses from Termini Station (via Giolitti, 12/14). The departures are at: 04.50am – 07.35am – 10.15am – 10.45am – 11.15am – 12.45am – 1.45pm – 2.30pm – 3.40pm – 4.45pm – 5.15pm – 7.05pm – 8.05pm – 9.05pm – 9.45pm – 00.05am. The trip to Ciampino airport takes about 40 minutes. Info at [www.atral-lazio.com](http://www.atral-lazio.com).
  - Terravision Shuttle offer connections to and from Ciampino airport. These buses leave from Termini Station (Via Marsala, 29 F/G), starting at 04.30am and running until 9.20pm. They run about every 20 minutes during the day, they are less frequent at night. Info at [www.terravision.eu/rome\\_ciampino.html](http://www.terravision.eu/rome_ciampino.html).
  - Sit Bus – These buses leave Termini Station (Via Marsala, 5) about every 30 minutes starting at 04.30am and going until 9.30pm. Timetable and prices can vary, for more information and updates please see the website. Info at [www.sitbusshuttle.com/en](http://www.sitbusshuttle.com/en).
- **Taxi:** €50 from any place in the city center Info: 06 3570 or 06 6645
- **Private car service** Another way to get to both the airports is to contact a car rental company. The Pantheon Institute has referred to a company named Blucar for a long time. Blucar offers a quality and fast service at fairly reasonable prices:
  - a car with private driver to and from the airport will only cost you about €50;
  - **a minivan for eight people will cost you about €150.**

If you need to make arrangements with Blucar, you can contact them at:

- Ph: 06 701 7944 (they speak English)
- E-mail: [blucar2000@tiscali.it](mailto:blucar2000@tiscali.it);

## Libraries

- American Studies Center
- Via Michelangelo Caetani, 32 (near Piazza Venezia)
- Open Mon-Thu from 9:00am to 5:30pm; Fri. from 9:00am to 2:00pm Ph. 06 6889 1613 – Website: [www.centrostudiamericani.org](http://www.centrostudiamericani.org)
- Books on literature, history, international affairs, politics and art. Mainly in English. The library is open to members with an annual fee membership card (€ 50,00).
- Biblioteca dell'Istituto Nazionale di Archeologia e Storia dell'Arte *Library of the National Institute of Archeology and Art History* Piazza Venezia, 3
- Open Mon-Fri from 8:30am to 7:30pm; Sat from 9:30am to 1:30pm Ph. 06 6977 0031 – E-mail: [b\\_asar.urp@beniculturali.it](mailto:b_asar.urp@beniculturali.it)
- Books on archaeology and history of art. English books are available.
- Keats-Shelley Memorial Association Piazza di Spagna, 26
- Open Mon-Fri from 10:00am to 1:00pm and 2:00pm-6:00pm Ph. 06 678 4235 – Website: [www.keats-shelley-house.org](http://www.keats-shelley-house.org) Library open to members with letter of recommendation.
- Università Roma Tre – Biblioteca d'Area Umanistica 'G. Petrocchi' Via Ostiense, 236 (Pyramid area)
- Open Mon-Fri from 9:00am to 7:30pm Ph. 06 5457 7315
- Library offering books in various languages.

## Art/Design Stationery Supplies

- Arte Tre - Via del Fiume 3/a (Piazza del Popolo area) Phone: 06 321 9240 - Website: [www.arte3.it](http://www.arte3.it)

- La Bottega dell'Artista - Via Cardinale Merry del Val, 18 (close to Trastevere area) Phone: 06 581 2531
- Poggi - Via Piè di Marmo, 38/39 (Pantheon Institute Discount Partner) Phone: 06 679 3674 - Website: [www.poggi1825.it](http://www.poggi1825.it)
- Roccas - Via Arenula, 85 (close to Largo Argentina) Phone: 06 6880 1475
- Vertecchi - Via della Croce, 70 (Spanish Steps area) Phone: 06 332 2821 - Website: [www.vertecchi.com](http://www.vertecchi.com)

## CALENDAR OF ITALIAN PUBLIC HOLIDAYS

Shops, offices, banks, schools and most museums and sites in Italy are closed on the following public holidays:

- |                              |   |
|------------------------------|---|
| - January 1                  | Il primo dell'anno (New Year's Day)           |
| - January 6                  | Epifania (Epiphany)                           |
| - March 31 Pasqua            | (Easter 2024)                                 |
| - April 1 Pasquetta          | (Easter Monday 2024)                          |
| - April 25                   | Liberazione (Independence Day)                |
| - May 1                      | Il primo maggio (Labor Day)                   |
| - June 24 (only in Florence) | S. Giovanni Battista                          |
| - June 29 (only in Rome)     | SS. Pietro e Paolo (Saints Peter and Paul)    |
| - August 15                  | Assunzione-Ferragosto (Assumption Day)        |
| - November 1                 | Ognissanti (All Saints Day)                   |
| - December 7 (only in Milan) | S. Ambrogio                                   |
| - December 8                 | Immacolata Concezione (Immaculate Conception) |
| - December 25                | Natale (Christmas)                            |
| - December 26                | S. Stefano                                    |

## Code of Conduct

To preserve integrity as an American educational program in Rome, the Pantheon Institute will always work to ensure its positive image in the community and must insist that the conduct of all students, faculty and other members reflect well upon the Institute. The Institute places its trust upon its members, and any abuse of that trust will be treated so as to protect the Pantheon community and the rights of its members. All Pantheon Institute students are responsible for upholding PI's Code of Conduct within the Institute's physical and social space, as well as within the local community. The Code of Conduct and Disciplinary Procedures exist to protect all members of the PI community, including any students accused of violating them. The disciplinary process is designed to enforce and reinforce community standards, encourage sound decision-making and provide an occasion for personal development and self-reflection. Neither acts of retaliation (punishing, either overtly or covertly, or taking negative actions to deter a complainant for making discrimination or harassment complaints or participating in discussions of such), nor false reporting will be tolerated by PI and will be subject to disciplinary action through the established disciplinary procedures of the Institute.

Bystanders reporting other students for violations that endanger student safety and/or wellbeing may enjoy temporary immunity from enforcement of the PI Alcohol and Drug Policy. Students living in PI Housing are also obliged to follow the rules outlined in the PI Housing Handbook. The Pantheon Institute's President and Vice President's office reviews alleged violations of PI Housing Policies.

The Institute enjoys no special immunity to Italian law, and therefore, cannot prohibit its enforcement on Institute premises or against Institute members. The Institute's cooperation with law enforcement officials will be exercised with consideration for safeguarding the interests of the Institute and the Community.

### **Discrimination and Harassment Policy**

The Pantheon Institute prohibits discrimination and harassment in all forms as well as any form of retaliation related to reports of such conduct. It is prohibited to discriminate or harass any person because of their actual or perceived age, race, color, ancestry, national origin, sex, sexual orientation, gender, gender identity, physical or mental disability, religion, creed, veteran status, marital or family status, pregnancy, pregnancy-related conditions, or political ideas.

The following outlines specifics related to PI's Discrimination and Harassment policies.

- **Discrimination.** Conduct of any nature that denies an individual the opportunity to participate in or benefit from a University program or activity, or otherwise adversely affects a term or condition of an individual's employment, education, or living environment, because of the individual's actual or perceived age, race, color, ancestry, national origin, sex, sexual orientation, gender, gender identity, physical or mental disability, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, marital or family status, pregnancy, pregnancy-related conditions, genetic information or political ideas.
- **Harassment.** Behavior consisting of physical or verbal conduct, including Acts of Bias, which is sufficiently severe or pervasive such that it substantially interferes with an individual's employment, education or access to university programs, activities or opportunities and would detrimentally affect a reasonable person under the same circumstances. Harassment may include, but is not limited to, verbal or physical attacks, graphic or written statements, threats, or the use of slurs or other derogatory language/statements in reference to others. Whether the alleged conduct constitutes prohibited Harassment depends on the totality of the particular circumstances, including the nature, frequency, and duration of the conduct in question, the location and context

in which it occurs, and the status of the individuals involved. Harassment also includes conduct, excluding conduct of a physical or sexual nature, which occurs within a romantic or intimate relationship when it would have the effect on a reasonable person of creating fear, isolation, or unreasonable power or control over access to resources, education, or work.

- **Gender-based harassment.** Verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on actual or perceived sex, sex-stereotyping, sexual orientation, or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this Policy.
- **Sex-based harassment.** Unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or (2) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the Institution's education or work programs or activities (hostile environment).

**Sex-based harassment also includes:**

- Unwanted sexual statements: jokes, comments on physical attributes, spreading rumors, sexual bullying, or talking about or rating others' sexual activity or performances.
  - Unwanted personal attention: letters, phone calls, texts, visits, pressure for sexual favors or unnecessary personal interaction, with an evident sexual or romantic intent, including stalking.
  - Unwanted physical or sexual advances: unwanted touching, hugging, kissing, fondling, touching oneself sexually for others to see or other sexual activity. This includes domestic violence and sexual assault. Sexual assault is understood as sexual activity in which one party did not or could not consent.
- **Sexual Exploitation.** Taking sexual advantage of another for one's benefit or to benefit or advantage anyone other than the one being exploited, by, for example, the following:
    - viewing, possessing, producing, or distributing child pornography;
    - non-consensual recording, disseminating, or copying of images, photography, video, or audio recording of sexual activity or nudity conducted in a private space;
    - knowingly exposing another person to a sexually transmitted infection, or sexually transmitted disease, without their awareness;
    - prostituting, or promoting or soliciting the prostitution of, another person; or
    - use of dishonesty or deception regarding the use of contraceptives or condoms during sexual contact or sexual activity.

## Violations

The following is a summary of additional conduct that is prohibited by the Institute and Italian law:

- **Damage to Institute Property:** Any willful act of defacement or damage to Institute property is an abuse of Community membership and is prohibited.
- **Devices:** Tampering with or misuse of fire alarm and safety devices and system components or any emergency communication equipment is prohibited.
- **Disruptive Conduct:** Any act that disrupts the authorized use by others of the Institute's facilities is an abuse of Community membership and is prohibited. This includes behavior motivated by drug or alcohol use.
- **Drug and Alcohol Abuse:** The use or possession of illegal drugs is prohibited. If drug use is discovered, the Institute will take disciplinary action against the student. Most forms of cannabis, including any THC product, are not permitted in Italy. Pantheon Institute does not allow any kinds of cannabis, including marijuana specific paraphernalia, to be used or stored on our premises. Alcohol, if consumed, should be handled with moderation. Disruption of the peace is a crime. Misuse of alcohol that interferes with the normal operation of the Institute or jeopardizes other member(s) wellbeing is a violation of the PI Code of Conduct.
- **Firearms and Weapons:** The possession of firearms or other dangerous weapons or substances on the premises is an affront to the community and is prohibited.
- **General Behavior:** Any behavior that impedes the safety, security, and normal operation of PI, PI-sponsored activities and events, or the greater community, is prohibited. Students are expected to cooperate with each other, faculty, staff, administration and guests at all times. Students may be sanctioned for any disrespect, offensive or improper language, directed against any member of the PI community. This includes reckless behavior that is motivated by drugs and alcohol and compromises either the student's or the community's safety, privacy, and security.
- **Guests: Guests are not permitted at PI housing.** All guests must first receive approval from a PI staff to enter PI housing or to participate in a PI student and/or academic event. Participation in PI events is at the discretion of the supervising academic and/or PI staff member.
- **Pets:** Students are not allowed to bring pets on to PI property, including PI Housing. Trained service animals are allowed with permission of the PI VP of Operations.
- **Privacy:** Students must recognize and understand that video recording, photographing, and audio recording of PI students, staff, faculty, and/or security personnel without their permission is prohibited. In addition, students must understand that unauthorized or inappropriate use and/or distribution of photographs, videotapes, or recordings of other PI Community Members is prohibited and may result in PI sanctions. Under GDPR, it is prohibited to record someone else and distribute this material without their informed consent. Students may not copy, capture, produce screenshots of, reproduce, share, repost, or distribute in any way recordings of or from PI courses (both in the classroom and online).
- **Retaliation:** It is a violation of PI policy to retaliate in any way against an individual because they raised allegations of sexual harassment or other forms of prohibited conduct. PI recognizes that

retaliation can take many forms, including threats, intimidation, pressure, continued abuse, violence or other forms of harm to others.

- **Smoking and other Flammable Items:** Smoking is prohibited on all PI property. Persons must exit PI property to smoke and then dispose of their cigarette in the appropriate receptacle. Flammable products and open flames are not permitted in any PI space. This means that items such as candles and incense are not allowed on PI property.
- **Theft:** Attempted or actual theft of and/or damage to PI property or the property of a member of the PI community or other personal or public property is prohibited.
- **Threats or Acts of Violence:** The use of force or threat of force by any member of the Community against any other(s) is prohibited.
- **Trespassing:** Any unauthorized presence in a restricted area is prohibited, as well as the unauthorized possession, duplication or use of keys to any PI premises or unauthorized entry to or use of PI premises.
- **Unauthorized Use of the Institute Name:** Without prior authorization by the Program Director, the use of the Institute's name in any public statement or demonstration is an abuse of Community membership and is prohibited.

### Reporting a Violation of Pantheon Institute Code of Conduct

The PI Vice President's office reviews both 3rd party reports of a violation committed by a student, as well as personal complaints against another PI community for harming them in violation of the PI Code of Conduct. The PI President, Vice President, and General Counsel collaborate on complaints involving students and staff/faculty. If a complainant reports an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, PI President, VP, and General Counsel must weigh that request against its obligation to provide a safe, nondiscriminatory environment for all students, faculty, and staff. The PI President, VP, and General Counsel will evaluate the merit of an investigation and may act in cases where a complainant would prefer complete confidentiality.

If an individual who makes a report insists that their name or other identifiable information not be revealed, and PI administration is able to respect that request, the individual must understand that PI staff may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Any member (student, faculty, or staff) of the Pantheon Institute community may initiate a personal complaint against another member of the Pantheon Institute community and/or report witnessed inappropriate behavior.

- Students may initiate a complaint by writing to the Vice President of Operations, Carla Wieggers, at [carla@pantheon-institute.com](mailto:carla@pantheon-institute.com).
- Faculty may initiate a complaint by writing to President Romolo Martemucci at [rm@pantheon-institute.com](mailto:rm@pantheon-institute.com).
- Staff may initiate a complaint by writing to the Pantheon Institute General Counsel, Marco Martemucci, at [marco@pantheon-institute.com](mailto:marco@pantheon-institute.com).

### Process for Reviewing a Reported Violation of the PI Code of Conduct

Once an alleged violation is reported, the responding PI Senior Administrator (President, VP, or General Counsel) prepares an incident report, describing the nature and circumstances of the incident and the parties involved. All incident reports are reviewed by the PI Senior Administration office to determine whether they allege facts that could constitute a violation of the Code of Conduct. For incidents that do not meet the standard of actionable behavior that would be considered a violation of the Code of Conduct, the PI Senior Administrator may initiate an informal conversation with the relevant parties to mediate the conflict between them. If PI Senior Administration determines that a personal complaint or 3rd party report is actionable, they will notify the accused students of the following:

- Alleged Code of Conduct violation(s)
- Location, description, and date of incident (if known)
- Time and place of the Conduct Review Meeting

PI collaborates with our partner universities in the resolution of code of conduct issues related to their students. PI also reserves the right to communicate with a student's parent or guardian at any time to discuss student misconduct or behavior that risks student health and wellbeing. Situations involving emergency services or significant risk to student life will automatically result in home school and parental/guardian notification.

Parents/guardians may be notified in cases where the sanction could result in the student being removed from PI Housing or dismissed from the University.

### **Conduct Review Meeting (CRM)**

The Conduct Review Meeting (CRM) is a meeting between the accused student(s) and the Senior PI Administrator to determine what happened. A CRM invitation letter will initiate the investigation process and will be issued to the student's email. A CRM is called when the Senior PI Administrator determines there is need for additional investigation and discussion regarding the details of the alleged misconduct. If the Senior PI Administrator determines that a CRM is not necessary to make a decision, a single decision letter will be issued to document the incident, determine responsibility, and assign a sanction if deemed appropriate. Students may appeal an initial decision via the Appeals Process.

At the conclusion of the CRM, the Senior PI Administrator may determine that:

- Additional fact-gathering is warranted, resulting in follow-up meeting(s) based on any new information.
- The case be dismissed for insufficient information, or because the alleged behavior does not constitute a violation of the Code of Conduct.
- The accused student is "responsible," "not responsible," "responsible for a lesser violation." The Senior PI Administrator may also decide to make "no finding." Students who may have been a witness to an alleged violation, or may have pertinent information regarding an alleged violation, may be called in for a conversation with the Senior PI Administrator. This meeting invitation will be initiated via email.

### **Evidentiary Basis of Findings**

The evidentiary basis for findings of responsibility for violating the PI Code of Conduct is "more likely than not," which means that more than 50% of the information presented indicates that a violation has occurred.

### **Notification of Findings**

Both the accused and any personal complainant will be notified of the decision at the conclusion of a review by PI Senior Administration, which may or may not include a CRM, in an official letter issued via

email. The home University of the student(s) found responsible for any violation will also be notified.

## Appeals

Students who have been found responsible for violations may appeal that determination. In the case of personal complaints in which the accused is found “not responsible”, the complainant may also appeal. Appeals are considered first by the VP of Operations and General Counsel, and eventually the PI President.

To succeed on appeal, students must demonstrate:

- a lack of fairness in the discovery procedures;
- significant new information that alters the facts of the matter and thus the appropriate outcome; or
- an outstanding dispute over the facts, and thus a need to hear from witnesses, the accused student or the accuser.

The severity of a sanction is not sufficient ground for an appeal. However, a student may ask that the sanction be reviewed as part of the appeal process. Letters of appeal must be addressed to the VP of Operations ([carla@pantheon-institute.com](mailto:carla@pantheon-institute.com)) and must be received within five (5) business days of the date of the notification of the final findings. Letters of appeal must be submitted by the appealing student, written from their perspective, signed, and in either PDF or Word document format. Appeal letters are expected to be university-level work and adhering to the terms and conditions of the justifiable grounds for appeal. If the VP and General Counsel decides that the appeal has merit, (e.g., a case in which there is evidence of improper procedures, or one in which there is significant new information) s/he may modify the original determined sanction determined by making it more severe, less severe or otherwise different, or refer the case to the PI President.

If PI Senior Administration decides that the appeal does not have merit, the sanctions will continue to be in effect. During the appeals process, PI Senior Administration will determine which, if any, sanctions will be imposed while awaiting a final decision.

## Sanctions

Sanctions are designed to promote student growth and education and may take a variety of forms. Sanctions can be issued in combination depending on the violation in question.

- Written Warning: A writing warning will be issued to the student via email.
- Notification of incident, violation(s), and subsequent sanctions to student’s Home School and/or parents of any violation
- Restitution/Fine: Payment for damages, theft, or penalty
- Community Education or Service: Educational or service task/s as assigned for a limited period.
- Loss of Privileges: Withdrawal of the use of facilities or participation in events/activities either permanently or for a period
- Disciplinary Probation: Notification that any further infraction within a stated period will result in dismissal from the program.



- Dismissal: Permanent termination of student status from the program

Please note that by accepting admission to the Pantheon Institute students have authorized the administration of Pantheon to reserve the right and sole discretion to expel any student from the program for any reason it deems adequate. Expulsions will result in a forfeiture of all course work, grades, and payments without compensation to the student.

### **Emergency Administrative Action**

If an individual poses a risk of danger or disruption to the community or any individual, Emergency Administrative Action may be taken by PI Senior Administration, including immediate removal of the individual from the PI community. This action does not require an admission or final determination of responsibility on the part of the accused student. The decision to take Emergency Administrative Action is vested solely in the non-reviewable discretion of the VP of Operations, the General Counsel, and the President. Within a reasonable amount of time of the Emergency Administrative Action, a Notice of Conduct Violation will be provided to the accused student. The Senior PI Administrator will schedule a Discovery Conference as soon as reasonably possible after the Notice of Conduct Violation is presented to the accused student.