

MBA Full-Time Program  
**Travel and Living Guide**



*A Year with your Peers,  
A Year Dedicated to Learning*

**Consortium Institute of Management and Business Analysis**

VIA COLLEGIO 40

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Through its Degree-Granting Institution

**University of Kansas**

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## **Planning Checklist and Suggested Deadlines**

### **Five Months Before Departure**

- Obtain a passport.
- Get your visa application (if applicable)
- Ensure that you have adequate health insurance coverage for your time abroad.
- Begin search for airline tickets.
- Look for bargains on travel backpacks.
- Buy a travel book and phrase book and start learning Italian.
- Investigate financial aid options (if applicable)

### **Four to Three Months Before Departure**

- Complete Visa Application (if applicable).
- Purchase airline ticket
- Check our websites and practice your Italian

### **Two Months Before Departure**

- Return all required forms to the KU Consortium Office
- Obtain PIN numbers from credit card companies and back up ATM cards (they take up to 3 weeks to receive).
- Obtain a European train schedule at [www.trenitalia.com](http://www.trenitalia.com) or [www.bahn.de](http://www.bahn.de)
- Check out websites and continue practicing Italian

### **One Month Before Departure**

- Finalize arrangements for things such as:
  - Who will pick up your mail?
  - How will money get into your bank account?
  - Who will pay your bills in your absence?
  - Should you give someone power of attorney to handle things while you are overseas?
- If you have not yet received your student visa, please let the Consortium Office know at least two weeks prior to your scheduled departure.
- Check out websites and continue practicing Italian!



## INTRODUCTION

### Important Contact Information

<p><b>CIMBA Main Office</b></p> <p><b>Asolo, Italy</b> Office Tel: +39-0423-951090 Fax: +39-0423-951104 Email: info@cimba.it</p> <p><b>Mailing Address:</b> CIMBA Via Collegio 40 31011 Asolo (TV) Italy</p> <p><b>Contact People:</b> Margherita Lago Cristina Turchet</p>	<p><b>Degree Granting Institution</b></p> <p><b>University of Kansas</b> Office Tel: 1-785-864-7576 Fax: 1-785-864-7606 Email: ItalyCIMBA@ku.edu</p> <p><b>Mailing Address:</b> University of Kansas Consortium Office 1300 Sunnyside Ave., Rm 124 Lawrence, KS 66045-7585</p> <p><b>Contact People:</b> Alexis McKinley Cassie Cooper</p>		
<p><b>Emergency Contact Numbers in Italy:</b></p> <table><tr><td>Dr. Al Ringleb Director Cell: +39-335-7851271</td><td>Cristina Turchet Associate Director Cell: +39-0335-6475070</td></tr></table>		Dr. Al Ringleb Director Cell: +39-335-7851271	Cristina Turchet Associate Director Cell: +39-0335-6475070
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The following information will assist you in preparing for your upcoming travels and living in Italy. You will find that the information presented is general in nature, but will answer many of your questions. After reading through this booklet, if you have additional questions or concerns, please contact either office listed above beginning with the CIMBA office at KU.

In preparing to make your trip to Italy, there are a number of items that need your careful attention. Some of these items – passport, health insurance, and student visa – are essential and without them you cannot attend the program. Others, like proper clothing are not essential but will make your stay in Asolo a more comfortable and productive one.



## **CIMBA Staff**

**KU Office:** Your first point of contact for admissions and academic related questions will be the KU Office. It is their job to facilitate admissions, enrollment, grades, and a number of other administrative functions. In addition to the people listed below, there are student assistants and other staff members that work with the undergraduate programs.

### Alexis McKinley, Program Coordinator

Alexis will work with all incoming students. Her contact information is [amckinley@ku.edu](mailto:amckinley@ku.edu) and 785-864-7584. You have likely already been contacted by her. She is your point of contact for questions about preparing to go abroad, admissions, etc.

**Italy Office:** Once you are in Italy, you will work mainly with the staff on-site. Some questions, especially those relating to enrollment and admissions requirements, may be sent to the KU office; however, the on-site staff will handle most everything else. In addition to the staff listed below, there are other staff members that work on special projects, the undergraduate campus and executive programs.

### Dr. Al Ringleb, CIMBA Founder and Executive Director

Dr. Ringleb is the founder of the program. He is a prominent presence on campus and additionally teaches several classes at both the graduate and undergraduate campuses.

### Cristina Turchet, CIMBA Associate Director

Cristina works at both the graduate and undergraduate campuses overseeing all operational activities including working with students and staff and coordinating programs.

### Scott Newton, Consulting Lab Manager

Scott is a CIMBA alum who now resides in Asolo. He works with MBA students on the consulting projects during the year and also teaches undergraduate classes.

### Margherita Lago, CIMBA Campus Coordinator

Margherita will be your primary contact while studying at CIMBA. She is responsible for all of the logistics of your arrival, departure and everything in between. She is an Italian who was born and raised in this area so you will find her knowledge regarding the local area very valuable.



## BEFORE YOU DEPART

### Passports & Visas

All participants are required to obtain a passport. Depending on your country of citizenship, you may be required to obtain study visas to Italy and/or the United States. Detailed instructions regarding visas were provided in the “Admissions Booklet”. Preparations should be made for a visa as soon as possible. If you encounter any difficulties, please contact our offices immediately.

### Health Issues & Vaccinations

#### *Medical Insurance*

All students studying at CIMBA must have medical insurance that covers them while in Italy and the United States. Additionally, each student is automatically provided with emergency evacuation and repatriation coverage from one of two companies. This is not medical insurance as it only provides students with emergency evacuation and repatriation services, as well as some additional consultation services, in the event of a medical emergency. Students will receive an Assist America card and brochure prior to departure; it is important for students to keep the card with them at all times. Assist America will help students with medical consultation, referrals, medical monitoring, transportation to the nearest medical facility in which adequate care can be provided, and emergency message transmission, if necessary. More information regarding this matter was provided in the “Admissions Booklet”.

#### *Vaccinations*

It is our understanding that you will not need any special vaccinations to travel in Italy or within the European Union (EU). However, we suggest that you talk with your doctor about what he or she recommends along the lines of vaccinations.

In order to complete your study at the University of Kansas, all students not holding a US passport must show proof of Measles, Mumps, and Rubella vaccinations. Also, if you will be living in University housing during your time in Kansas, you will be required to receive a meningitis vaccination. More information regarding required vaccinations can be found at [www.ku.edu/~shs](http://www.ku.edu/~shs). A form to show proof of required vaccinations will be provided later in the year; it may be wise to obtain written documentation of vaccinations prior to leaving your home country if it will prove difficult to get the necessary information in Italy. Vaccinations can be obtained once in Kansas for a fee.

#### *Medical, Dental & Eye Exams*

It would be a good idea to get a physical, vision and dental exam before departing for Italy, especially if you will be gone at a time when you would normally schedule these



appointments. This will give you an opportunity to talk with a health care professional about general health concerns you may have.

#### *Pre-Existing Conditions*

If you have ongoing medical problems (i.e. allergies, diabetes, etc.) you need to take special precautions in preparing for and managing your condition overseas. If you use specific medication, be sure to plan accordingly because you may not be able to find exactly what you use in Italy. **If your condition requires periodic care by a physician or could require medical attention, please inform the CIMBA staff in advance in order to make proper preparations.**

#### *Emotional & Mental Health*

International living can be stressful both emotionally and mentally. Most travelers will experience a degree of culture shock during the normal adjustment period. Culture shock causes feelings of disorientation and unease, which can be intensified for students dealing with ongoing, unresolved emotional or medical issues. It is very important that students with such issues discuss these with their mental health providers, or other trained medical personnel before leaving for Italy.

#### *Medical Service in Italy*

Should you need to seek medical assistance in Italy, professors and students in the past have been quite pleased with the quality of service in the Asolo area. In addition, the pharmacies will have most items that you need. For students who will be insured by companies outside of the Italian social system, you will be required to pay for insured services up front and then seek reimbursement from your insurance company. In extreme situations, we can work with you to secure reasonable payment terms until your insurance company releases reimbursement.

#### *Medications*

If you take regular medications for allergies or pre-existing medical conditions, you will find that many of the same treatments are available in Italy, but some are not. Over-the-counter medication availability also differs. Most things you already take will be available; however, brand names may differ. If you are particular on the type of cold medication you use, bring the generic (scientific) name of the medication and active ingredients you use. In the event the exact medication is not available, a complementary one will be. You cannot ship medication through the mail or through a courier service such as FedEx or UPS. If you take prescription medication, please bring a clearly written prescription from your doctor which also contains the generic (scientific) name of the medication in addition to the brand name.

## **Culture Shock**

Living abroad can be a very exciting and rewarding experience. However, it can also be stressful. The single biggest cultural difference and source of stress for most people is the language factor and the inability to communicate what you want to say. We highly



recommend you invest in a pocket phrase book and learn the basics of the Italian language before you arrive to reduce the communication barriers, which are the typical source of frustration for most students. At a minimum, learning how to ask directions, the numbers, the days of the week and how to tell time are critical. You are going to encounter new things, new people and a new environment. All of these changes hit you at once. It can take some time to adapt. After you first arrive, everything will be new and exciting. However, do not be surprised if you feel “down”, “crabby” or homesick for a portion of your stay. Adjusting to a new culture can take time. Be patient. Know that feeling this way is completely natural. Our staff will be happy to chat with you if want someone to talk to about how you are feeling.

## **Legal Concerns**

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

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

## **Packing & Weather**

### *Dress*

Students are requested to bring suitable professional attire to be worn when executives visit the Asolo campus for lectures, plant tours, interviews, and project presentations, as well as for the internship and consulting projects. In addition to at least one suit, it is suggested that participants bring additional professional pieces.

Dress during other occasions at the Asolo campus is casual subject only to considerations for the implicit rules of the Italian culture. In this regard, that Italians typically dress well and are not sloppy. Italians usually do not wear shorts in the city during the summer months. Even when dressed casually, Italians are careful about their appearance. Shorts and revealing clothing are often prohibited in churches. Women should be mindful of sleeveless shirts in churches and short shorts in other places.

### *Weather*

The Veneto Region has four distinct moderate seasons. The seasons are somewhat comparable to the milder portions of the Midwest in the US. Average daytime temperatures range from 32° Fahrenheit in the winter to 84° Fahrenheit in the summer. The region also



experiences periods of rain. There can be considerable snow in the mountains, approximately 16 kilometers away, but there is rarely snow in Asolo. Due to the changing seasons, bring necessary clothing ranging from summer to winter attire. Like other parts of Europe and Asia, people tend to walk more than in North America. As a consequence, many of the North American participants have commented that they dress warmer in Italy. Generally speaking, however, the seasons are not extreme and you will be able to be outside year round. Additionally, many students have indicated that a raincoat is useful as a versatile coat between seasons and for walking in rainy weather. Sturdy comfortable walking shoes are also a necessity as well.

Month	Average High	Average Low	Warmest Ever	Coldest Ever	Average Dew Point	Average Precipitation
JAN.	43	31	61	10	32	2.2
FEB.	47	33	70	16	33	2.1
MARCH	54	40	77	21	40	2.4
APRIL	61	46	75	32	45	2.9
MAY	70	55	86	34	53	2.7
JUNE	76	61	91	50	60	3.1
JULY	81	65	100	50	63	2.7
AUG.	81	64	100	50	63	3.1
SEP.	74	59	88	41	59	2.6
OCT.	64	50	81	32	50	3.0
NOV.	52	39	66	16	40	3.5
DEC.	45	33	61	14	33	2.4

\*All temperatures are in Fahrenheit and precipitation in inches

### *Electrical Appliances*

The electric current in Italy is 220 volts and 50 cycles. If appliances are not 220 volts, a small electric transformer with an adapter will be needed. Appliances used without a transformer and adaptor will be destroyed and injuries can occur. Transformers and adapters cannot be bought in Italy, but inexpensive appliances, such as hairdryers, can be purchased. Appliances used with a converter usually do not perform at the same level as when used at the intended voltage. Students are encouraged to purchase basic items – hair dryers, razors, and other small appliances – in Italy.

Please note that most laptop computers convert alternating current to direct current. If you intend to bring a personal computer, make sure that your converter can handle either 110 or 220 volts. Also, in order to use the CIMBA network, computers must be equipped with a 10/110 Ethernet card.



### *Personal Hygiene & Medical Products*

Personal hygiene products (such as shampoo, contact solution, etc.) are readily available in Italy. However, the specific brand you use may not be. Do not assume that what is available over-the-counter in your home country is necessarily available in Italy. If you have a medical need, please make arrangements to bring those products with you.

## **Arriving in Italy**

Arrival and departure arrangements are the sole responsibility of each student. Some students decide to arrive in Europe before the program begins. If you plan on doing this, consider your luggage. Many airports and train stations have large lockers for storage, which you may wish to utilize so that you do not have to carry everything with you for the few days that you arrive early. Note that much of your luggage, particularly your winter things can be shipped in advance of your arrival. Please let the CIMBA office in Italy know if a package will be arriving; refer to the "Communications" section of this guide for more mailing instructions.

The campus in Italy cannot accommodate the early arrival of students; therefore if you plan on arriving in Italy before the arrival date specified on the program calendar, you must secure your own accommodations off campus. There are several hotels near the campus. Venice, being the closest large city, also has many hotel and hostel options.

Venice is the most convenient starting point for traveling to the Asolo campus; therefore many students decide to fly directly to Venice. However, less expensive flights may be available into Rome, Milan, or other European destinations. There are several things to consider when deciding where to land in Europe.

- ❑ *Travel time to final destination.* If flying to a destination other than Venice, it is recommended to check the train schedule. This will give you the departure and arrival times as well as the cost and potential transportation strike information.
- ❑ *Jet lag and luggage.* You will have jet lag when arriving in Europe; this can affect your alertness and increase your stress level. Combine this with carrying luggage and figuring out the train system and some students may find that it is not worth the money savings.
- ❑ *Discount Airlines.* There are several discount airlines within Europe who often have incredible deals, but can also depart from remote airports. Some students, often those who travel early, will fly to a cheaper European destination and then utilize one of the discount airlines for flights to Italy.

Once you have landed, you need to make your way to the Asolo campus. Detailed directions can be found in the appendix.



Working with a travel agent may be advisable. They will be able to help you find the best route to Italy and will be able to help you change your travel plans should you require to do so. If you are seeking the cheapest arrival options; however, discount travel websites may be more appropriate. STA Travel, for example, caters to students and oftentimes offers discounted fares. STA can be found on the web at [www.statravel.com](http://www.statravel.com).

## LIVING IN ITALY

### Housing

Most students will be living on the Asolo campus; a few will be staying in apartments in Asolo. Detailed housing information was provided in the “Admission Booklet”. Students staying on the Asolo campus will be required to sign a standard housing contract before entering the room. To summarize, the contract will, among other things, set forth the following rules and requirements:

1. All residents will be provided with a room key and key to the Asolo Facility. Those keys are provided to the resident upon payment of a room deposit equivalent to one month’s rent.
2. By law and governmental decree, the Asolo Facility is designated a NON-SMOKING area. An area set off within the campus courtyard is the only place within the grounds where smoking is permitted. Smokers are the parties solely responsible for keeping this area clean.
3. Residents are responsible for maintaining the cleanliness of their rooms. Residents are required to report any damage or other problems immediately upon their discovery. Any and all damage to the room is the responsibility of the resident. Your room will be professionally cleaned twice monthly.
4. Residents are required to share in the responsibility of keeping the common living areas clean and in order. Specific assignments will be made shortly after students arrive.
5. No pictures, posters, clothing or other articles may be displayed from the windows or on the balconies of the Asolo Campus.
6. For a maximum time period, not to exceed one month during the academic year, residents are not obligated to pay rent during which their internship requires that they maintain separate lodging.

Residents will be obligated to pay rent from mid-September to mid-May, or for a total of eight months. Students living in apartments will pay rent to private landowners and will generally take the apartment from September through June and pay rent for ten months.



## **Guest Policy**

CIMBA encourages students to invite guests to visit during their stay in Asolo. There are several local hotels that are convenient for guests. Students who intend to have a guest stay on campus are restricted to a three day stay and must provide a copy of their passport and complete an information form as dictated by law. We are happy to provide a tour of the Asolo campus and to discuss any and all aspects of the program with guests. Due to our relationship with several local hotels, the staff in Italy can assist in making hotel arrangements.

## **Campus Amenities**

The Asolo campus offers a variety of amenities including a full kitchen, 25-station computer lab (MS Office XP), MBA library, internet access, study areas, general purpose room with television and satellite dish, movie collection, and small fitness room. Students may also use the larger fitness center and pool at the undergraduate campus in nearby Paderno.

## **Meals**

Students will be responsible for their own meals. Students in past programs have worked together to plan meals and cook as a group. The kitchen in the CIMBA facilities will be available for resident use and there are many local restaurants available for you to choose from as well.

## **Laundry**

The Asolo campus does not have in-house laundry facilities. However, there is a local commercial laundry that provides a service to CIMBA students. For a price of €5, the service will wash, dry and fold (but not iron) a “washer load” of laundry. In terms of convenience, former students have found this service to be very useful and more than sufficient.

## **Communications**

Students can communicate with friends and family via e-mail, mail service, fax and telephone.

### *E-Mail*

E-mail is the easiest and cheapest way to stay in touch with friends and family. The computer lab on campus is equipped with Internet access at each station. The campus is also equipped with wireless internet access for those who bring laptops that are wireless enabled. As University of Kansas students, you will be able to create a KU email address if desired. Instructions for creating a KU On-line ID can be found in the appendix.



### *Mail Service*

Students are encouraged to have their mail sent directly to CIMBA. Mail generally arrives at approximately 11:30 AM, Monday through Saturday. Whether you live on campus or in an apartment, having your mail sent to the campus allows us to verify receipt of your mail, even if it arrives after you have completed the program and returned to your home country. As a benchmark, airmail takes approximately ten days to arrive from the U.S. Ground or service mail can take from eight to ten weeks to arrive. Courier service generally takes only two to three working days if sent from outside of Europe. Please be aware that the overnight registered service of the U.S. Postal Service will take at least eight to ten days. The service is overnight to Europe but then gets dropped in the regular mail. If you need to receive something urgently, we recommend using FedEx.

Please note, when a person sends a package to Asolo from outside of Europe, they will be required to fill out a customs declaration form. While the form will ask for the value of the contents of the package, please understand that it is really asking for the *commercial value*. If a value is claimed, import taxes in the amount of 33% of the value declared will be levied upon the receiver of the package. This is also true of packages that are declared to have no value but then are insured and consequently taxed on the insured value. Be sure to mark clearly on the package that the contents are for personal use only and have no commercial value. In addition, be careful how you describe the goods. “New Clothes – Personal Use Only” will almost always get taxed while the same goods declared as “Clothing – Personal Use Only” generally will not. We cannot be responsible for the levy of any taxes, duties, or other fees incurred for items intended for your personal use. To be safe, declare a very minimal value on all packages sent, if at all, and do not purchase insurance on packages to avoid any taxes or duties in Italy. Please note that if someone sends you vitamins or diet products, the package will go through the *Sevizio Sanitario Italiano*, and they will charge you for taxes.

### *Fax*

Students regularly send and receive faxed communications. The fax number at CIMBA is provided in the front of this booklet. While there is no charge for receiving faxes in length of 3 pages or fewer, CIMBA does impose a fee for the long-distance phone expense in sending a fax outside of Italy.

### *Cell Phones*

Most students have found it very convenient and economical to purchase a cellular telephone in Italy. New phones can be purchased for as little as €90 and minutes purchased as you go. Since these phones use a “smart” card that is rechargeable, there is virtually no activation waiting time and no monthly bill. In contrast to many countries, particularly the U.S., there is no charge for receiving calls; only when placing a call. Also, it is important to note that the European cell phone system is different than in the U.S. Unless you have a very high-end phone with special plan in the U.S., the phone is not likely to work in Europe. Please contact your carrier for more information. Most students choose to purchase an Italian phone due to ease and cost considerations.



### *Telephones*

There is a public telephone available on campus from which students can make calls using coins, telephone cards, and credit cards (for calls to the US). The main CIMBA office also is open from 9:00 AM to 1:00 PM and from 2:30 PM to 6:00 PM Monday through Friday. We encourage you to make arrangements for your friends and family to call during office hours. During other times, friends and family may leave a message on the answering machine.

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

There are three ways to make a call:

- (1) By inserting coins (this may vary on the country and phone)
- (2) By using an Italian telephone card; or,
- (3) By using a major credit card.

In using an Italian telephone, you must first insert coins, telephone card, or credit card. Listen for the tone and then dial the number of the person to whom you wish to speak. As in the US, the number you dial to reach that person will vary with your location. More about how to dial numbers from Italy will follow below.

**Telephone Card** – A very convenient method of using the telephone in Italy is through the use of a telephone card. These cards can be purchased at most tobacco or newspaper stores. You may also purchase them at the airport and in most train stations where they are available from vending machines generally located next to the telephones. In using the card to make a call, simply insert the card in the mechanism located just to the right of the headset. Remember to remove the corner of the card (it is already perforated for you) before using it or it will not work. Please be aware that you may not call 800 toll free numbers from Italian payphones. Check the web for alternative telephone numbers for calling airlines and banks in the US from Italy.

**Credit Card Calls** – When using credit cards to call, you must first either insert a phone card or make a coin deposit to get the dial tone. The amount you will need to deposit is usually around €0.25 which will be returned to you following the completion of your call. Once you have a dial tone, you will need to reach a US operator. When using an Italian telephone, it is possible to reach an AT&T operator by calling 800-172-444, an MCI operator by dialing 800-172-401 or 800-172-404, or a Sprint operator at 800-172-405. You may then charge it to your telephone card (if you have one), call collect or charge the call to any major credit card. If you are just calling within Italy, this is by far the most expensive method. To reach a US operator from other countries in Europe, you will need to find the access number for the respective country that you are in. These access numbers can be found at the following links:

(AT&T): [http://www.business.att.com/default/?pageid=bt\\_intl\\_dialing\\_guide&branchid=bt](http://www.business.att.com/default/?pageid=bt_intl_dialing_guide&branchid=bt)

or (MCI): <http://consumer.mci.com/international/english/info/accessnos2.shtml>.



A more recent addition to the market are private companies that require you to call a special number, enter your card code, receive a second dial tone, and then dial the number to which you wish to connect. We suggest looking into other options for calling cards, like the Europa & USA Card (with € you will have about 170 minutes); former students have found very good deals.

**How to Dial** – Let’s start off by explaining what each number stands for in the telephone number. For example: Asolo Campus **+39-0423-951090**

**“+”** – The plus refers to the fact that you will need to dial the international access code if you are outside the country you are calling. Thus, if you are in the US and you want to dial Italy, you must first dial the US telephone system international access code (011). If are in Italy, and you want to call the US, the international access code is (00). Finally, if you are in Italy and want to call another number within Italy, you do not need to dial the Italian telephone system international access code.

**“39”** – The next number is the country code. The country code for Italy is 39. For the US, the country code is 1. If you are in Italy and you want to call a number in Italy, you do not include the 39. If you want to dial a number in the US from Italy, you must first dial the Italian system international access code (00) and then the country code for the US (1) followed by the complete number you want to dial. Thus, if you wanted to call the Consortium Office at the University of Kansas from Italy, you would dial: 00-1-785-864-7576. If you wanted to call another country from Italy, such as Germany, it would be the same process except instead of dialing (1) for the country code, you would dial the country code for Germany, (49): 00-49-555-12345.

**Calls Made During Non-Office Hours** – The Consortium in Italy is generally open from 9:00 AM to 1:00 PM and from 2:30 PM to 6:00 PM Monday through Friday. More than likely, anyone who calls will get an English speaking staff member who will take a message. The Consortium Office in Kansas is open from 9:00 AM to 5:00 PM Monday through Friday. Remember that Italy is seven hours ahead of the United States CST. Thus, when it is 1:00 PM in Asolo, it is 6:00 AM in Lawrence, Kansas. Generally speaking, if you are trying to reach one of the Italy offices from the US, it is best to call during the morning or early afternoon.

## **Campus Safety**

We encourage all students and their guests to be mindful of crime at all times. However, the crime rate in Asolo is low, even by European standards. Both male and female students find it safe almost anywhere and at any time. The most serious crime – in fact the only crime – we have encountered in Asolo is petty theft in regards to breaking into automobiles. The campus was fully renovated and contains the latest in surveillance cameras, motion detectors, fire and smoke alarms, and security doors. We rely on each and every student to lock doors in the



evening in order to maintain security. Additionally, a security company checks all exterior doors twice every evening.

The most inconvenient crime to encounter is the loss of your passport. We require that all students provide a copy of the picture page of their passport upon check-in. We maintain those copies in the event your passport is lost or stolen so that the replacement process runs smoothly.

## **Money & Banking**

The unit of currency in Italy and the majority of Europe is the Euro. Bills come in denominations of 5, 10, 20, 50, 100, 200, and 500. Coins come in 1 and 2 euros, and 1, 2, 5, 10, 20, and 50 cents. Be sure to check the current exchange rates for budgeting purposes.

ATMs are widely available and easy to use. ATM cards from bank accounts in the U.S. and other countries can be used to obtain cash in Euros. Generally, the exchange rate is similar to the posted stock exchange rate. A small fee will be charged, similar to the charges you receive when withdrawing from a bank other than your own. ATMs are by far the easiest method for obtaining cash abroad. Before leaving home, make sure to check that the ATM card and pin number will work in Europe. Generally, the card will be accepted if it carries the CIRRUS or PLUS logo on the back. Know the numerical equivalent for the PIN as many international ATMs do not have letters on the key pads. Also, many banks now require their customers to complete authorization requests in order to use their ATM card overseas. This is a measure to help combat fraud. Make sure to check with your bank and credit card companies before leaving to ensure that you can obtain funds in Europe and/or the US.

Credit cards are good for emergencies or major travel expenses. Many places in Italy accept credit cards; however, Italians do not charge minor expenses like people do in the U.S. Even if credit cards are accepted, they may not be for small purchases. Cash is the most dependable method for payment when abroad.

Prices in Italy are in line with the rest of Europe. Generally speaking, you will find that prices are about the same in Asolo as in major Italian cities. Please note that prices generally include (but not always) a 20% IVA tax. For certain, specific purchases – such as jewelry – which exceed a specified minimum (normally €180) and will not or could not be consumed in Italy, you may be able to make arrangements to have the tax refunded when leaving the country.

### *Tracking Your Expenses*

Most banks now offer on-line banking. This can be particularly useful for students. On-line banking can provide relatively current transactions, bill-paying services, and balance transfers. Checking particular transactions can be helpful so that you know exactly what you are spending with the exchange rate and view any fees that have been assessed to your account. Note: The CIMBA offices cannot convert currency.



## Shopping Hours

Hours of operation differ significantly in Italy and most of Europe. Remember to remain flexible when needing to get currency, purchase a particular product or go to a restaurant. Most stores are open from approximately 9 a.m. to 12:30 p.m., and from 3:30 to 7:30 p.m. Clothing stores usually are closed on Monday morning or sometimes for the entire day, while grocery stores generally close on Monday and Wednesday afternoons. Restaurants often close on either Monday or Tuesday. Except in tourist areas, stores are generally closed on Sundays. Store hours vary, but are usually posted.

Additionally, it is inappropriate in most stores to touch or handle merchandise as people do in the US. Watch other Italians, and be sure to ask a salesperson before handling or trying on an item. A receipt must be given upon the purchase of a product or service in Italy, and receipts must be in the customer's possession for the first 100 meters after leaving the premises. Therefore, it is important to always carry receipts out of an establishment in order to avoid fines and embarrassment.

Banks in Italy are open Monday through Friday, usually from 8:30 a.m. to 2 p.m., although opening and closing hours vary slightly from bank to bank. ATMs tend to be accessible 24 hours a day.

## Extracurricular Activities

The Veneto region of Italy is well known for its physical beauty. Characterized by the Dolomites to the north and the Adriatic Sea to the south, the region provides a wide variety of both summer and winter sports. There are a number of beaches within one hour south of Asolo and world cup skiing at Cortina, approximately two hours to the north. Good local skiing is available in Asiago, less than one hour from Asolo. The larger community in the area also enjoys a variety of private clubs offering health facilities, tennis, golf, swimming, and other sports (in most cases additional transportation will be necessary). Although the mountains can provide a formidable challenge, a number of students have enjoyed cycling. Other students with skills in rugby and soccer have joined local teams.

## Transportation & Travel

### *Automobile*

Most non-European students attend the program without a personal car. A combination of a heavy academic workload, set holiday periods for which public transportation is more than adequate, and the charms of Asolo make life without an automobile completely possible. Some former students have missed the freedom of automobile travel, however. While parking is difficult in Asolo, there are convenient long and short-term alternatives. Cars can be rented from local vendors on a daily, weekly, monthly, or even yearly basis. Students contemplating usage of a car should consider the costs of parking, insurance coverage, and operation (gasoline costs approximately 5 euro per gallon).



Please note, the leading cause of death and injury among international visitors is automobile crashes (often combined with drugs and alcohol). At a minimum, students are strongly encouraged to obtain an international driver's license and a European travel book that provides a good summary of international road signs.

### *Train*

Traveling by train is probably the easiest method of travel around Europe. Italian and other European trains are reliable, comfortable, reasonably priced and convenient. The Italian train system's Web site, [www.trenitalia.com](http://www.trenitalia.com), is a valuable resource. The site includes schedules, prices, ticket purchases and strike information; however, you will be required to enter the Italian names of your departure and destination cities. Unique to Italian culture, the Italian rail workers strike often, but all strikes are scheduled and posted in advance. Strikes usually last for one day during specified hours in which no trains run and no one works in the stations. Sometimes, the strikes only affect local rail service, and major destinations are still serviced (from Venice to Milan for example). It always is a good idea to check for train strikes prior to traveling.

In larger train stations throughout Europe, there is almost always an Information Desk. Normally, these people speak English and can assist you in making ticket arrangements. Once you have purchased your ticket, you need to **validate** it. You will do this by locating a small, normally yellow, machine and insert your ticket. The machine looks and functions much like a factory worker's time clock. Note that once you have done this, your ticket is valid for travel only on that day. Failure to validate your ticket will result in embarrassment and a €30 fine payable on the spot. **Emergency Note:** If you find that you have forgotten to validate the ticket, look immediately for the train personnel and they will validate it for you.

Helpful words:

Biglietto (bill-yee-et-toe) – ticket

Solo Andata – one way

Andata e Ritorno – round trip

### *Discount Airlines*

Some European discount airlines offer bargain deals on flights. The airports serviced generally are less convenient than major airports, but the cost savings may be worth it. In order to offer lower costs, airlines provide less “frills” to their customers, which can mean no free in-flight snacks or first-come-first serve seating. The following airlines often provide discounted flights within Europe and web addresses are found in appendix.

- *Ryan Air* - Irish airline that services many popular locations for dirt-cheap prices;
- *Volare*- Italian airline servicing most of Europe's main destinations;



- *Easy Jet* - English airline servicing 55 European destinations;
- *Alpi Eagles* - Italian airline servicing a limited number of European destinations, mainly within Italy.

#### *Buses & Taxis*

Buses can be cheaper than traveling by train, but may take longer. Consult travel books about bus travel before choosing this method. Travel by bus is very common within a city such as Rome. Routes are generally clearly marked and buses run on time. Taxis are also good means of travel. They are safe and reliable but can be expensive. Traveling by bus within a city is much less expensive than using a taxi.

## **SESSION IN KANSAS**

Students must arrive in Lawrence, Kansas no later than the day prior to the start of classes for the final session as noted in the academic calendar. The closest airport to the University of Kansas is located in Kansas City, Missouri (airport code MCI). Detailed directions and information regarding the final session in Kansas will be distributed to students after the start of the program. During the final session students will be enrolled in the final capstone course – Strategic Management. During the month, events will be planned and include company tours, professional baseball game outing, graduation banquet and graduation ceremony.

## **ACADEMICS**

### **Preparations**

An understanding of fundamental business software is a minimum requirement for success in today's technology-based business environment. All students are expected to have a working knowledge of Microsoft Word, Excel, PowerPoint and Access. All students will take a Skills Assessment on these software programs. Students not demonstrating the expected level of proficiency will be required to take remedial courses at their own expense. Thus, we strongly encourage you to advance your skill level in this area.

We also strongly recommend that non-Italian students begin in the summer to build their Italian language skills. We suggest that you purchase tapes or a textbook, depending upon your preferred study method, and begin to make yourself comfortable with the language. All students will take a Skills Assessment to determine the level of Italian instruction that is appropriate.



## Academic Schedule

The CIMBA program is a highly intensive program of study. Students should expect to be involved in the program seven days a week. In fact, most classes are held on Saturdays and Sundays; weekdays contain other mandatory learning experiences and projects. A formal schedule will be provided to students upon arrival in Italy, a shortened version is located in the appendix.

## Grade & Examination Policy

Grades are awarded in letter fashion on a 4.0 scale in the following manner:

A = 4.0  
A- = 3.7  
B+ = 3.3  
B = 3.0  
B- = 2.7  
C+ = 2.3  
C = 2.0  
C- = 1.7  
D+ = 1.3  
D = 1.0  
D- = 0.7  
F = 0

Students must maintain an average of at least 3.0 in order to graduate from the program.

All participants must take and all professors must give a final examination for each course. Examinations will range in length from three to four hours and test the ability of participants to solve real-world problems using tools, techniques, and thought processes developed in the course. Grades of incomplete – “I” – are only allowed under extreme circumstances.

Grades will be posted with the University of Kansas and can be viewed by creating a KU on-line ID. Creating an on-line ID will also be useful for students who wish to access KU’s on-line library materials, including services like LexisNexis. Instructions for creating this ID can be found in the appendix.

## Group Work

One of the advantages of the CIMBA program is the diversity in student population. The use of study and work groups is widely utilized and encouraged throughout the duration of the program. Professors are encouraged to organize groups into sets of diverse individuals in terms of work experience, gender, and nationality.



## **Classrooms & Facilities**

CIMBA courses will be held in classrooms configured to be conducive to discussion. Classrooms are furnished with white boards, projection systems, Internet connections, VCRs, and overhead projectors. The Asolo campus also has a 25 station computer lab dedicated to the use of participants. All computers are currently equipped with Office XP.

## **Persons with Disabilities**

Students with disabilities must notify the CIMBA staff so that proper arrangements may be made. The University of Kansas along with the individual have rights and responsibilities with regards to disabilities that may affect the educational process. Specifics may be viewed online at [www.disability.ku.edu](http://www.disability.ku.edu).



## APPENDIX

### Weights & Measures Conversion Charts

Italy, inline with the rest of continental Europe, uses the metric system. Americans who are more familiar with the imperial system of weight and measurement may find this guide useful.

#### Clothing Conversion Chart

##### Women's clothes

USA	2	4	6	8	10	12	14	16	18
Italy	36	38	40	42	44	46	48	50	52

##### Men's Shirts

USA	14	14.5	15	15.5	16	16.5	17	17.5
Italy	36	37	38	39	40	41	42	43

##### Men's Pants

USA	26	28	30	32	34	36	38	40
Italy	42	44	46	48	50	52	54	56

##### Men's Suits, Sweaters and Overcoats

USA	36	38	40	42	44	46	48
Italy	46	48	50	52	54	56	58

##### Women's Shoes

USA	5.5	6.5	7	7.5	8	9	10
Italy	35	36	37	38	38.5	39-40	41

##### Men's Shoes

USA	7.5	8	8.5	9	9.5	10	11	12
Italy	41	41.5	42	42.5	43	43.5	44-44.5	44.5

##### Children's Clothes

USA	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Italy	35	40	45	50	55	60	65	70	75	80	85	90	95	100

##### Children's Shoes

USA	8	9	10	10.5	11	12	13	1	2
Italy	24	25	26	27	28	29	30	1	2



### **Temperature**

To convert °C to °F multiply by 1.8 and add 32

To convert °F to °C subtract 32 and divide by 1.8

### **Length and Distance** **multiply by**

Inches to centimeters	2.54
Centimeters to inches	0.39
Feet to meters	0.30
Meters to feet	3.28
Yards to meters	0.91
Meters to yards	1.09
Miles to kilometers	1.61
Kilometers to miles	0.62

### **Weight** **multiply by**

Ounces to grams	28.35
Grams to ounces	0.035
Pounds to kilograms	0.45
Kilograms to pounds	2.21

### **Volume** **multiply by**

US gallons to liters	3.79
Liters to US gallons	0.26

1 cup = 0.2366 liters

1 pint = 0.4732 liters



## Useful Web Sites

<http://www.italyemb.org/consolati.htm> – Provides consulate phone numbers and locations.

[www.usembassy.it/cons/acs-italy.htm](http://www.usembassy.it/cons/acs-italy.htm) - Instructions for applying for a U.S. passport while in Italy.

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

[www.sta.com](http://www.sta.com) – Provides airline and train pass information.

[www.ryanair.com](http://www.ryanair.com) – This website is a great website if you want to fly cheaply in Europe.

[www.volareweb.com](http://www.volareweb.com) – Great website for cheap flights in Europe.

[www.alpieagles.com](http://www.alpieagles.com) – Great website for cheap flights originating in Italy.

[www.easyjet.com](http://www.easyjet.com) – European carrier that has cheap flights across Europe.

[www.trenitalia.com](http://www.trenitalia.com) - This is a very easy to use Italian Train Schedule website for information on schedules for any train traveling through Italy. This site also provides current updates on train strikes. (You need to use the Italian spelling of the names of cities.)

[www.bahn.de](http://www.bahn.de) – This is the German national train service website and you can check schedules for trains.

[www.landnet.it](http://www.landnet.it) – Provides very useful information on Asolo, the campus, and other surrounding communities and businesses available for students

[www.trevisotour.org](http://www.trevisotour.org) – Website dedicated to the promotion of the province of Treviso, where Asolo is located. Includes information on local hotels, restaurants and current events.

[www.jansport.com](http://www.jansport.com) & [www.eaglecreek.com](http://www.eaglecreek.com) – Provide information on backpacks and other travel gear

[www.rei.com](http://www.rei.com) – Provides information on backpacks and other travel gear

[www.asolo.it](http://www.asolo.it) – Information about the city of Asolo

[www.initaly.com](http://www.initaly.com) – Offers travel and living information for Italy



## Packing Tips and Suggestions

### General Information:

- Consider the weather and the typical standard of dress, pack accordingly
- Pack clothes that will drip dry easily and that do not need to be ironed
- Most toiletries are available overseas, don't overload by carrying extra
- Think about what type of luggage will work best for you
- Clearly identify your luggage (outside and inside)

### Must Have:

- An alarm clock (you will have to wake up for class)
- At least one business professional outfit (for presentations and tours)
- Transformers and/or adapters (if you plan to use anything electrical)
- Prescription medications (These CANNOT be shipped so make sure you bring enough with you in the original packaging from the pharmacy to avoid problems)
- Over the counter medicines (Many things are available overseas, but not necessarily the same ones you are used to.)
- Italian phrasebook and dictionary
- Money (travelers checks, credit card, ATM card, cash)
- Travel information (one good book per traveler should be sufficient)
- Schools Supplies (at least enough to get you started)
- A backup ATM card in case you lose your first one

### Very Useful and Handy:

- Small back pack for day trips
- Folding umbrella and/or rain gear
- European map
- Wristwatch (good idea to have one with an alarm)
- Clothesline (you'll need it if you do laundry in your room)
- Sewing kit
- USB Drive for saving files/documents

### Other Things You Might Like:

- Camera & film (with spare batteries)
- First-aid kit
- CD or MP3 player with favorite music
- Small towel (cheap hotels and hostels don't supply towels) & washcloths if you use them
- Hostel sheet



## Tentative Academic Calendar

This calendar should help students plan their travel dates while attending the CIMBA Program in Italy. Except for the travel dates noted below, students should expect classes to be held from Monday through Sunday each week. These dates are tentative. Finalized calendar information will be sent as soon as it becomes available.

<b>Event:</b>	<b>Date:</b>
Students Arrive	Thursday, September 14 <sup>th</sup> , 2006
Student Orientation	Friday, September 15 <sup>th</sup> , 2006
DVT	Saturday, September 16 <sup>th</sup> to Friday, September 22 <sup>nd</sup> , 2006
Classes begin & Director BBQ	Saturday, September 23 <sup>rd</sup> , 2006
Fall Break	Monday, October 30 <sup>th</sup> to Sunday, November 5 <sup>th</sup> , 2006
Winter Break	Thursday, December 21 <sup>st</sup> to Friday, January 5 <sup>th</sup> , 2007
Easter Break	Friday, April 6 <sup>th</sup> to Wednesday, April 11 <sup>th</sup> , 2007
Resident Students Check-Out	By Tuesday, May 15 <sup>th</sup> 2007
Summer Session I in Asolo Begins	Sunday, May 20 <sup>th</sup> to June 15 <sup>th</sup> , 2007
Summer Session II at KU Begins	Monday, June 25 <sup>th</sup> to July 20 <sup>th</sup> , 2007
Graduation Ceremony	Saturday, July 21 <sup>st</sup> , 2007

Please, remember that attendance to class activities is mandatory. We recommend that you plan visits of families and friends according to this schedule.



## Obtaining a KU On-line ID

- 1) Go to [www.ku.edu/computing/services](http://www.ku.edu/computing/services)
- 2) Our students have experienced a few problems while creating KU Online ID's. Please try these combinations in order.
  - Your KUID number & actual birthdate
  - Your KUID number & 010101 for your birthdate
- 3) Your KUID number is located on your acceptance letter from the University of Kansas.
- 4) If you are still unable to create an Online ID, please contact the KU Italy Program office via email at [amckinley@ku.edu](mailto:amckinley@ku.edu). Include the KUID number you were using and your birthdate. We will troubleshoot your problem and get back to you.

After you have created an on-line ID you will be able to log in to the KU Student Portal at <https://sa.ku.edu> to view your grades once they are posted. You will also be able to send and receive email through a KU email address if you choose to create one.



## Directions to Asolo CIMBA Campus

To reach Asolo, the most convenient airport to fly into is the Marco Polo Airport in Venice. The Venice airport is within one hour of the Asolo Campus. The least expensive airport with regard to the actual price of the airline ticket may be Malpensa in Milan. However, Malpensa is about 300 kilometers (180 miles) from Asolo and will involve considerable additional bus and train travel.

**Make Your Way to Castelfranco Veneto.** Past experience tells us that participants will arrive in Europe at innumerable locations and times. Some participants will arrive at the last possible moment, while others will arrive a few days in advance to allow themselves time to travel to a part of Europe that is of particular interest to them. To provide participants with the maximum flexibility possible with regard to arrival locations and pre-program travel plans, we request that participants ultimately make their way to the train station in either Castelfranco-Veneto or Montebelluna. Once you reach the train station in either of these two cities, take a taxi to the Asolo Campus. **Make sure that you are traveling to Castelfranco in the Veneto Region and not in another Region of Italy.** Please visit [www.trenitalia.com](http://www.trenitalia.com) for the train schedule. Castelfranco is approximately 25 kilometers and Montebelluna approximately 8 kilometers from Asolo. Of the two cities, Castelfranco is larger and has more train traffic. The cost of a pre-arranged taxi ride is approximately €30. The cost is less from Montebelluna -- but that cost is somewhat offset by the fact that Montebelluna is less accessible than Castelfranco.

**Specific Directions if traveling from Venice Marco Polo Airport.** After departing from the baggage area, you will enter the Arrival Lounge. Money can be exchanged in this area. Depending upon your arrival time, we encourage you to use banking facilities as opposed to commercial exchange services which charge much higher rates. Look for the ATVO transportation booth in order to purchase a bus ticket for the Mestre Train Station (cost: approx. €3). Buses leave about every 20 minutes from just outside the Arrival area. It is well marked by an electronic sign indicating the destination as Mestre Train Station (Mestre Stazione or Ferrovia). The trip will take about 20 minutes.

Venice is connected to the mainland by a long bridge. The mainland city to which that bridge connects is the city of Mestre. While Venice is clearly a major passenger train hub, virtually every train that stops in Venice also stops in Mestre, which is far easier for you to reach than Venice.

At the Mestre Train Station, take a train to Castelfranco-Veneto (cost: approx. €3.50). Trains leave for Castelfranco on an hourly basis. Note that in the vast majority of cases, the trains will not be going to Castelfranco specifically, but rather will be stopping in Castelfranco while traveling to other destinations (Look for trains going to Vicenza, Verona or Bassano in particular. If you have questions, ask at the Information Desk). The train will normally stop for about two minutes in Castelfranco so you might want to prepare yourself in advance of the



stop – particularly if you are carrying a fair amount of luggage. The trip will take about 50 minutes, depending upon the connection. Then, at Castelfranco, take a taxi to Asolo as discussed above.

If you prefer that we assist you and book a taxi for pick up at the Venice airport, please indicate so on your arrival information form. The cost of a taxi ride from Venice to Asolo – when pre-arranged with one of our local drivers – is about €70 (versus €120 with the public taxi company)

**Specific Directions if traveling from Milan Malpensa Airport.** The majority of flights arriving in Milan will arrive at Malpensa Airport. Airline tickets to Milan are often less expensive than to Venice. (Please note, however, that the cost savings are frequently more than offset by the extra costs of traveling between Milan and Asolo. In fact, your return to the States or elsewhere via Milan may necessitate spending the night in Milan before your departure). Typically, flights from abroad to Milan Malpensa arrive early in the morning. Malpensa is located about 30 kilometers (12 miles) north of Milan.

At the airport, take a bus to the Milan Central Train Station (it is a special shuttle and is well marked; if you are unable to locate it, ask at the information desk; cost is approx. €8). Do not take a taxi as it will cost you about €100 or more. At the train station, purchase a ticket to Castelfranco-Veneto (cost: approx. €25). Then take a taxi from Castelfranco to Asolo as discussed above.

Note: Some students may arrive in other parts of Europe and then change planes to make their way to Milan. Some of those students will arrive at the second Milan airport, Linate. Linate is located within the city limits of Milan. As at Malpensa, there is a bus that will transport you to the Milan Central Train Station.