

# STUDENT HANDBOOK

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ACCADEMIA ITALIANA NAPOLI

## **Your Guide**

For an unforgettable language study trip to one of the most beautiful city in Southern Italy: Napoli!

## **Accademie Italiana Napoli**

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napoli@accademia-italiana.it



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# 01

## THE SCHOOL

# ACCADEMIA ITALIANA

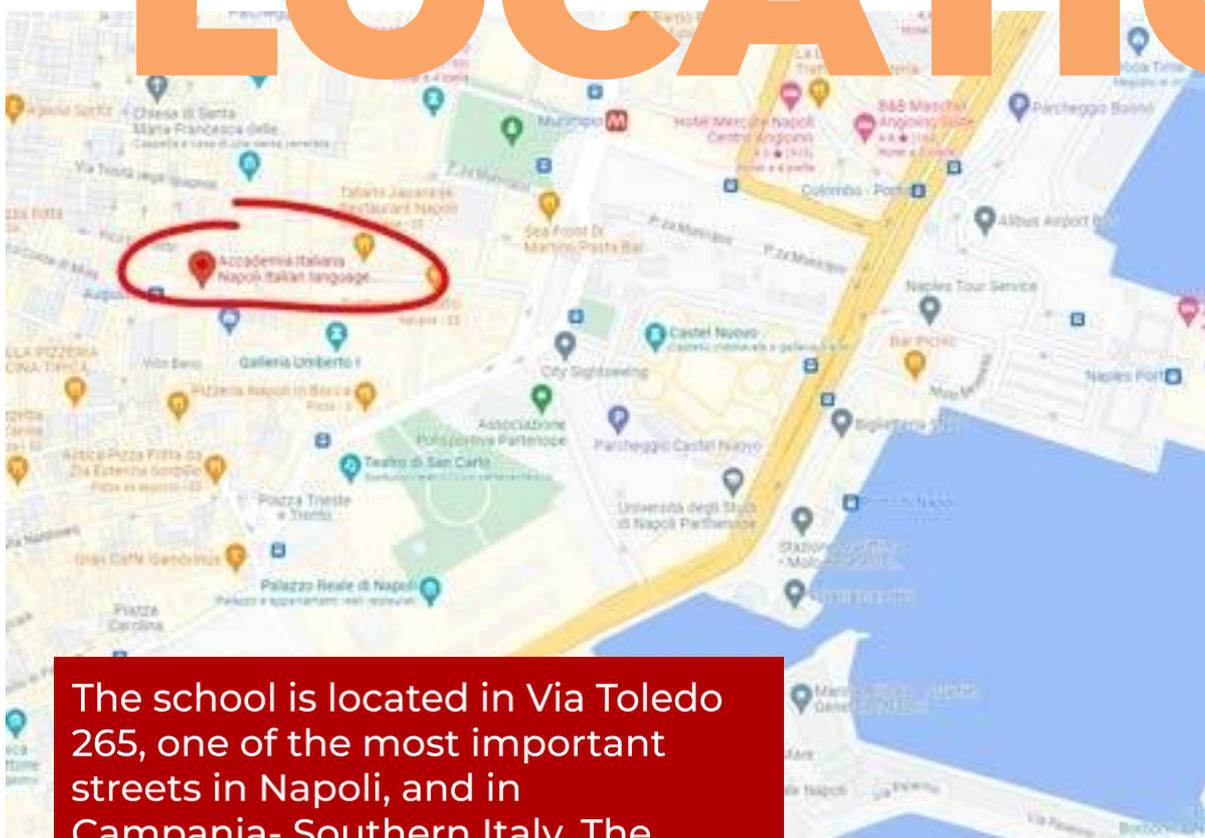


Accademia Italiana Napoli is an Italian language school for international students, highly accredited for the quality of its programmes and services and with over 25 years' experience in teaching Italian to foreigners. The school in Naples is located in the lively Via Toledo, the heart of the city, an incredible shopping street right in the area of the main tourist attractions such as the Royal Palace, the San Carlo theatre and the famous Gambrinus café. The school is housed in a prestigious historic building in the picturesque Piazzetta Duca d'Aosta.

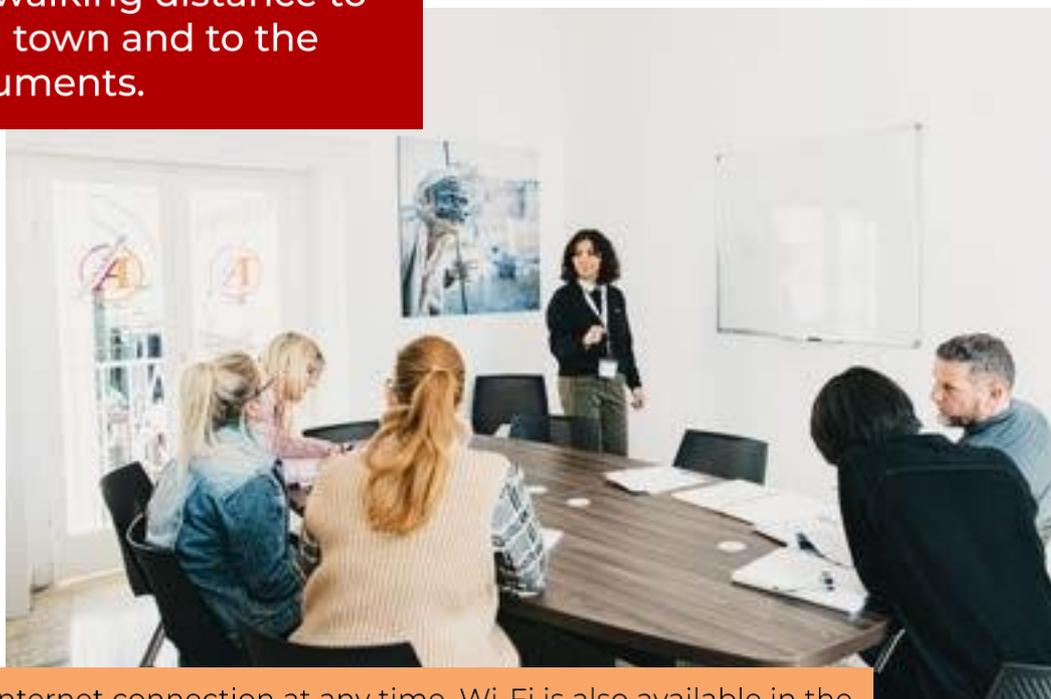
Our Italian language school in Italy offers a wide choice of customised Italian language courses and programmes: general Italian language courses, 50 Plus Programme, Family Programme, Language, Cooking and Wine, Italian for Professionals, Italian courses for specific purposes, exam preparation courses for CILS (issued by the University for Foreigners of Siena) and CELI (issued by the University for Foreigners of Perugia) certifications, L2/LS Italian teacher training courses, Erasmus+ courses, Italian cooking courses, Italian music courses in collaboration with local conservatories, Italian art, handicraft courses, Internship.

Classes consist of a maximum of 10 students per group with experienced and highly qualified mother-tongue Italian teachers specialised in teaching Italian to foreign students.

# LOCATION



The school is located in Via Toledo 265, one of the most important streets in Napoli, and in Campania- Southern Italy. The ancient school buildings are within a few minutes walking distance to the sea, the old town and to the main city monuments.



Students can use the Internet connection at any time. Wi-Fi is also available in the classrooms and in the conference room.  
Password: @Toledo2023!

Accademia Italiana is open every day, from Monday to Friday from 09:00 am to 07:00 pm.

Scan the QR codes to  
follow us!

Scannerizza i codici QR  
per seguirci



## FACEBOOK

Accademia Italiana  
Napoli



## INSTAGRAM

@accademia\_italiana\_napoli



## LINKEDIN

Accademia Italiana  
Napoli



[https://www.youtube.com/  
@TheACCADEMIAITALIANA](https://www.youtube.com/@TheACCADEMIAITALIANA)

[https://learn.accademia-italiana.it/  
studia-litaliano-a-napoli-in-italia/](https://learn.accademia-italiana.it/studia-litaliano-a-napoli-in-italia/)



# STAFF



## **FRANCESCA ROMANA MEMOLI**

*Founder & General Director*

Appointment on request

[francescamemoli@accademia-italiana.it](mailto:francescamemoli@accademia-italiana.it)



## **LUCA FRASCA**

School Vice Director

From Monday to Friday from 8.30 a.m. to 6.30 p.m.

[luca@accademia-italiana.it](mailto:luca@accademia-italiana.it)



## **GINA ESPOSITO**

Senior Teacher

Appointment on request

[gina@accademia-italiana.it](mailto:gina@accademia-italiana.it)



## **Serena Grande**

Head Secretariat

From Monday to Friday from 9.00 a.m. to 7.00 p.m.

[napoli@accademia-italiana.it](mailto:napoli@accademia-italiana.it)



# Your Course

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# 02



# DAILY SCHEDULE

<b>Morning</b>	8:30 - 09:00	<b>Placement Test*</b>
	09:00 - 11:00	<b>Lessons</b>
	11:00 - 11:30	<b>Breafi</b>
	11:30 - 12:30	<b>Lessons</b>
	12:30 - 13:00	<b>Orientation</b>
<b>Afternoon</b>	13:30 - 16:00	<b>Afternoon Lessons**</b>
	16:00 - 17:00	<b>Seminars &amp; Activities</b>
	17:00 - 19:00	<b>Evening Activities</b>

\* The placement test and orientation only occur on the students' first day.

\*\* Afternoon lessons are only for students who are enrolled in our intensive or super-intensive courses.

Seminars and activities are regularly scheduled for students. For more information visit the secretary's desk.

## Lesson Schedule

Our courses run from Monday to Friday. All the lessons start at 09:00 am and they finish at 12:30 pm for standard courses. The standard course includes 20 lessons per week, 4 lessons a day. Intensive and super intensive courses also include lessons in the afternoon. Each lesson has a length of 45 minutes.

## Placement Test

It tests your level of Italian, so that you are placed in the right class according to your level.

Placement consists of a grammar test and a short interview with the teachers. Placement test starts at 08:30 am on the first day of your course. After this test you can regularly attend the lessons.

## Orientation

On the first day of attendance, after the lessons, there is an introduction to our school, the courses, the activities and leisure program, etc. Furthermore, you are given information about our city and practical advice about your stay. You will meet the key staff members and the teachers, so you will know who you can address your questions or concerns to in case of any problems.

## Classes

Depending on the starting date and type of course you have chosen, you might join a class which already exists because students arrive on different dates and stay for different lengths of time. Every week students start a separate teaching unit and you are placed in the class which is most appropriate for you and your level of Italian. Your teacher will help you integrate into the group. The classes are made up of a minimum of 4 and a maximum of 10 students.

## Teachers

All the teachers are highly qualified and specialized in teaching Italian as a foreign language, L2/FL. All have university degrees and have been selected for their professional qualifications, their enthusiasm and their ability. The teachers are the main point of reference for the students.

They regularly organize different recreational and cultural activities in order to make students practice the Italian language even outside the classroom.

## Materials

You can borrow your textbook or you can decide to buy it. In addition, your teacher will use a wide range of supplementary resource as well as authentic materials.

## Progression

You will take a progress test every Friday at the end of the teaching unit in order to assess if you need to repeat that unit or if you can go on with the program. You can discuss the test with your teacher.

## Ending and Certificates

At the end of your course you will receive a certificate of attendance (provided you have attended at least 80% of your course). You are also asked to take a final test to measure the progress you have made since you started your course, and a short questionnaire about your classes and all aspects of your stay with us. This is very important to us in order to improve our services.

## Questions and Advice

If you are uncertain about your level or your course, you can speak to your teacher first and then with our Vice Director, Luca Frasca, who is available to help students every day from Monday to Friday after your classes at 12.30 p.m.



**NAPOLI** is an authentic Italian city rich in art, culture and food with breathtaking monuments, a UNESCO heritage centre, cathedrals, churches and museums! The Royal Palace, the San Carlo theatre, the archaeological museum and the underground city are just some of the monuments you can enjoy during your stay in Naples while enjoying the world's best pizza and espresso!

# 03



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## The City



1. Via San Greg. Armeno
2. Castel Nuovo
3. Castel dell'Ovo
4. Spaccanapoli
5. Cappella Sansevero
6. Royal Palace
7. Galleria Umberto I
8. Naples Cathedral
9. Piazza Plebiscito
10. Naples Underground
11. Teatro di San Carlo



# STAYS SAFE

in Napoli

## **Take advantage of this opportunity and enjoy your stay.**

However you are in a foreign country and not everything will work as at home.

Here you will find some recommendations to help you understand how to behave.

Please keep with you a photocopy of your passport and permit of stay but keep the originals in a safe place at home as it's compulsory in Italy carrying an ID all the time.

**At home:** Beds can be slightly different sizes, refrigerators can be smaller, meal times are different, washing machines operate differently, so ask for all the information you might need. Don't be shy (but be flexible). In general, we can say not to let anyone enter the building and to remember to close all the windows and lock the entrance door. Keep your set of keys always separate from your address and be careful to shut the door properly behind you when you enter the building.

**Taxi:** Take only official cabs and take a picture of the name and number of the car. In case you forget something in the car it would be the only way to trace it. You can call a taxi by dialing the following numbers:

Consortaxi: +39 081 2222  
Consorzio Taxi Napoli: +39 081 8888  
Radio Taxi Napoli: +39 081 5564444

and it arrives in few minutes: be ready to provide on the phone your correct location and your address of destination!

## **Golden Safety Measures:**

1. Avoid any large gatherings of people, such as demonstrations. When you go out in the evening, always go with friends or in groups and let people know where you are.
2. If you are concerned about your safety, reach out for assistance. You may email the Director of the school [francescamemoli@accademia-italiana.it](mailto:francescamemoli@accademia-italiana.it) or call the school emergency numbers at any time.
3. Store the universal emergency number 112 on your phone.

# WHERE TO EAT



Tasting the Italian traditional food will be one of your best memories of your Study Abroad experience! In Napoli there are a lot of restaurants where you can eat traditional dishes but before looking at the list, it is better you know more about the difference between ristorante, trattoria and pizzeria. A restaurant (ristorante) is a more formal place where you can eat traditional food but prices are usually higher than in pizzeria and trattoria. Trattoria usually serves local or typical food and prices are lower than in restaurants. Pizzeria, as you can easily imagine from the word, it is a place where you eat pizza but also pasta or salad.

Prices are usually lower than in a restaurant or in a trattoria but, of course, it depends on what you eat!

Last but not least, there is something you must know: meals have an order. We eat first antipasto (optional) then primo (pasta or riso), secondo (meat or fish), dessert, fruit and coffee. We usually drink cappuccino only for breakfast and not in the afternoon.

# Where to eat in the school area

Within 10 min walking distance

**OSTERIA DELLA MATTONELLA:** Via Giovanni Nicotera 13. It is situated in the spanish quarter and offers a cheap and authentic kitchen. Menù “à la carte”. Fish and meat. Range price: First or second courses (with seafood or meat) from 8,00 Euro; It’s a small restaurant with only a few tables, make sure to book a table.

**PIZZERIA LAEZZA:** Via Speranzella 125. It is situated in the spanish quarter near the school. Menù “à la carte”. Traditional neapolitan Pizza. Range price: Pizza from 4,00 Euro

**A TAVERNA D’ E ZOCCOLE:** Vico Lungo del Gelso 96. It is situated near to the Toledo Metro station. Menù “à la carte”. Traditional Cooking. Fish and meat. Range price: First or second courses (with seafood or meat) from 15,00 Euro

**ANTICA PIZZA FRITTA DA ZIA ESTERINA SORBILLO:** Piazza Trieste e Trento 53. It is situated near to Piazza Plebiscito. Only Take Away. Traditional Cooking. Pizza Fritta. Range price: from 5,00 Euro; It is not even one of the favourite places of Tourists but even from the napoletans. During rush hours (from 8:00 pm on the weekends) their can be a longer line.

Coffee shops or “bar”, like we call them in Italy, are places where you dash in for a quick caffè and dash out after few minutes. You pay first for your coffee and then you go to the counter to get it and drink there (not at the table). Coffee shops also serve sandwiches, slices of pizzas, panini and pastries for breakfast. If you want to sit down and take your time to eat something or drink a coffee, you need to specify this when you pay because the price is usually higher. When you are not sure, you can ask “scusi, si paga prima o posso sedermi al tavolo?”



**Tiping** is not compulsory in Italy. In a restaurant, you usually pay a supplement (servizio) or a charge (coperto) that includes the tip and this is written at the bottom of the menu. This would range from 1–3 Euro per person. However, in some places service is not included and it is always nice to leave a small tip (about 10%).



Pasta e Patate

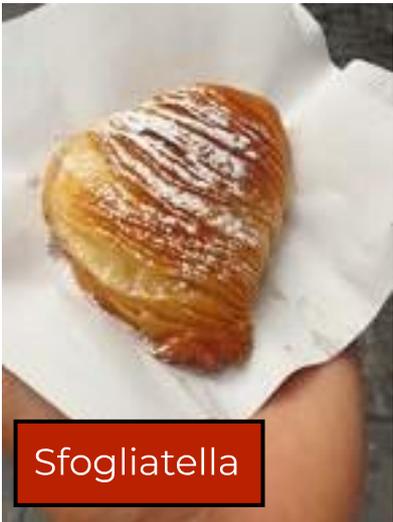


Pasta al Ragù



Pizza Fritta

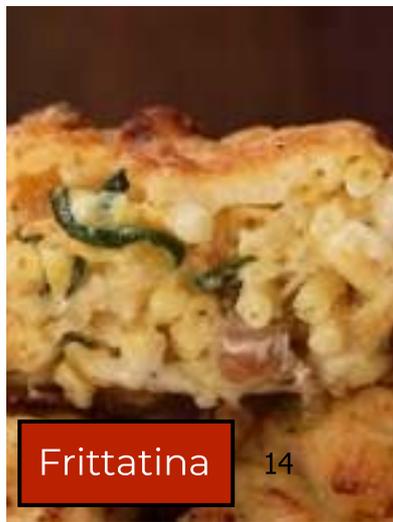
# Typical Neapolitan Dishes



Sfogliatella



Cuoppo



Frittatina

# Where to go...

## SHOPPING

- **Via San Gregorio Armeno:** Small and pleasant, San Gregorio Armeno is one of the best-known commercial arteries of the city. The specialty of the supoi shops are the figurines of the nativity scene.
- **Via Toledo:** The main commercial street of Naples offers all kinds of shops at any time of the day.
- **Via Pignasecca:** Pignasecca is a street full of stalls ideal for tasting local specialties and taking them away with you.
- **Via Chiaia:** Located between Piazza del Plebiscito and Piazza dei Martiri, Chiaia is a pleasant little street full of shops and kiosks, ideal for refreshment between one purchase and another.
- **Via Benedetto Croce, Via San Biagio dei Librai and Via Mezzocannone:** It is a pleasure to stroll through these narrow streets to let yourself be enveloped by the magic of the city. They are the best option for buying souvenirs and typical local products.

**Crib figurines:** If you love the nativity scene, in Via San Gregorio Armeno you will find carefully crafted figurines made by the best artisans.

**Gastronomy:** If you fall in love with Neapolitan cuisine during your trip, you can always pack a little piece of Naples. Pasta, typical sauces or a bottle of limoncello are the most common options.

**Neapolitan Moka:** Neapolitan Moka: Known as 'cuccumella', this stainless steel coffee pot makes a very thick coffee, typical of Naples.

**Souvenirs:** In Naples you will find all kinds of typical souvenirs such as magnets, key rings or postcards with two recurring themes: Pulcinella and the cornetto della fortuna.

**Fashion:** You are sure to find good bargains in the city's many boutiques.



## BEAUTY

- **Beauty Center: Centro Estetico Benessere & Spa La Rosa Del Deserto** - Via Toledo 256, Tel +39 081 422169 (2 minute walking distance from school)
- **Hairdresser: Parluxhairstyle** - Vico Lungo del Gelso 38, Tel +39 081 412471 (2 minute walking distance from school)

## LAUNDRY

**Helvetia Di Starita** - Via S. Mattia, 1, Tel +39 081 415635 (2 minute walking distance from school)

## ENTERTAINMENT

- **Cinema Metropolitan** - Via Chiaia, 149, Tel +39 081 415562, <http://www.cinemametropolitan.it/>, 8 minute walking distance from school
- **Multicinema Modernissimo** - Via Cisterna dell'Olio, 49/59, Tel +39 081 5800254, <https://modernissimo.stellafilm.stellafilm.it/>, 15 minute walking distance from school
- **Teatro di San Carlo** - Via San Carlo, 98, Tel +39 081 7972331, <https://www.teatrosancarlo.it/it/>, 5 min walking distance from school
- **Teatro Sannazaro** - Via Chiaia, 157, Tel +39 081 411723, <http://www.teatrosannazaro.it/>, 7 minute walking distance from school



# Getting Around

# 04

**The public transport network** in Naples is quite cheap and convenient. In this section, we will tell you everything you need to know about means of transport and their prices.

The historical centre of Naples can be covered on foot without any problems, but if you need to travel to the suburbs or to other places away from the centre, the bus or the metro are a good alternative.

# Public Transport



# METRO

A pioneering city in the railway field, Naples inaugurated its first underground railway in 1993. It has some of the most beautiful stops in Europe, all on the so-called '**Art Line**'.



**TOLEDO**

**Timetable and frequency:** The Naples metro runs daily from 6 am to 11 pm. The frequency may vary between 6 and 15 minutes depending on the time of day.

**Lines:** The Naples metro is very easy to use, as it consists of only two lines.

Line 1 covers a distance of 18 kilometres, along which there are 19 stops.

Line 6, on the other hand, has a length of 2.3 kilometres and 4 stops. It is connected to line 1 via the Garibaldi stop.

# BUS

**Timetable and frequency:** The bus service connecting the city operates in a rather irregular manner. Due to the traffic, official timetables are hardly ever adhered to.

However, many urban and extra-urban lines and night services are available.

**Lines:** The city bus network in Naples has 150 lines that cover practically the entire centre and suburbs, although from a tourist point of view you will use them little.

# FUNICOLARE

**Timetable and frequency:** The funicular service generally operates punctually and accurately between 6:30 am and 10 pm with rides every 10 minutes and connects the city vertically to the hillier districts.

**Lines:** Four routes are available to tourists and travellers:

*Funicolare Centrale* (Augusteo - Piazza Fuga) (directly at the school)

*Funicolare Montesanto* (Via Morghen - Montesanto)

*Funicolare Mergellina* (Mergellina - Via Manzoni)

*Funicolare Chiaia* (Cimarosa - Piazza Amedeo) (service currently stopped)

# TRAIN

## Regional trains you may use:

**Circumvesuviana** is the regional train that connects Naples to Sorrento, with many stops on the way, like Ercolano or Pompeii.

**Circumflegrea** is the regional train that connects Naples to Torregaveta, with many stops on the way like Pozzuoli or Bagnoli.

Napoli has one train station called GARIBALDI which is located in ca. 15/20 min walking distance from the city center.

From Napoli Train Station you can easily reach all the Italian cities (Rome, Florence, Milan, Venice, etc.).

The main train company is called TRENITALIA

(www.trenitalia.com) but there is also another private company called ITALO that has more affordable fares and trains that get to the main Italian cities.

There are different kinds of trains: REGIONAL (a slow train mainly used to travel to near destinations such as Salerno, Pompeii or Paestum); INTERCITY and FRECCIAROSSA / FRECCIAARGENTO, highly recommended to travel to Rome, Florence or Milan.

# FERRIES

For Ferries to the Amalfi Coast, Capri, Ischia or Procida from the main Port Molo Beverello, please check the timetable and prices on the website of the ferry boat companies or use a service website like ferryhopper.com

While you are traveling on public transportation, keep an eye on your wallet and keep your bag with you in a place you can easily see it. Don't leave your bag on the seat and if you are wearing a backpack, keep it in front of you.

# TICKETS

In Naples, public transport is managed by 3 separate companies:

- **ANM**, the municipal public transport company
- **EAV**, the Campania-based company that covers transport within and outside the municipality of Naples
- **Trenitalia**, a national company that covers transport within and outside the municipality of Naples on rail lines

**ANM Single ticket:** 1,20 Euro

**EAV Single ticket:** 1,40 Euro

**TIC** (Ticket Integrato Campania) you can travel on all kind of transport of the different local transport companies with a single ticket for 90 min: 1,70 Euro

**TIC daily ticket:** 5,10 Euro

There are available even other tariffs like weekly or monthly tickets

## Where to buy tickets

Physical tickets:

- In the many participating **Tabaccheria** and newsagents, near to the stations
- At the **Unico Points** distributed throughout the territory
- Through **vending machines** in most stations

Non physical ticket:

- in the **App UNICO CAMPANIA**
- with **TAP&GO**: At the entrance, simply bring your credit card close to the POS reader (TAP IN) to open the gate. At the arrival station, always remember to bring the card close to the exit reader to close the passage (TAP OUT) and allow the best fare to be calculated.

**If you buy physical tickets, you have to stamp and validate them before boarding.** If you buy it online and you get it scanned on your smartphone, you only need to show it to the ticket inspector.

If you travel by Freccia Rossa/ Argento , Intercity and Italo treno you will have an assigned seat and you can check the seat and coach number on your ticket.

# Places to visit while you are in Napoli



# The islands



## CAPRI

*(it takes 50 Minutes by ferry)*

Capri is one of the most beautiful and famous islands of the Amalfi Coast. Some of the main areas of the island include the following: the Marina Piccola (the little harbour), the Belvedere of Tragara (a high panoramic promenade lined with villas), the limestone crags called sea stacks that project above the sea (the Faraglioni), the town of Anacapri, the Blue Grotto (Grotta Azzurra), and the ruins of the Imperial Roman villas.

## ISCHIA

*(it takes 50 Minutes by ferry)*

Ischia is an island of volcanic origins in Italy's Campania region, at the northern end of the Bay of Naples. The island is easily reached by ferries and hydrofoils from Naples. As well as sandy beaches and blue sea, the island also boasts natural thermal springs, and the spa complexes around these are another major holiday attraction.



## PROCIDA

*(it takes 40 Minutes by ferry)*

Procida is a small island in the Bay of Naples in southern Italy. Procida's charm has led to it featuring in a number of films including the classic *Il Postino* and *The Talented Mr. Ripley*. It has also been used as a literary setting, notably in *L'Isola di Arturo* (Arturo's Island), a 1957 novel by Elsa Morante.



# the Golf of Napoli I

## ERCOLANO

*(it takes 20 Minutes by train)*

Herculaneum (it: Ercolano) is a town close to Naples in Campania, Italy. It is named after the ruined Roman city which forms its main attraction. Herculaneum was destroyed by an eruption of Mt. Vesuvius in AD 79, in the same eruption that destroyed Pompeii.



## VESUVIUS

*(it takes 50 Minutes by train and bus)*

Monte Vesuvio is a volcano east of Naples, Italy. It is the only volcano on the European mainland to have erupted within the last hundred years, although it is not currently erupting. It forms a conspicuous feature in the beautiful landscape presented by that bay, when viewed from the sea, with the city in the foreground. The mountain is notorious for its destruction of the Roman cities of Pompeii and Herculaneum in AD 79.



## POMPEII

*(it takes 45 Minutes by train)*

The city of Pompeii is famous all over the world because it was destroyed and buried by the explosions of Vesuvius in 79 AD. The city was rediscovered in 1599. Since then there has been continuous archeological work carried out and still today they are digging up other relics. Today, Pompeii is a UNESCO World Heritage Site.



## SORRENTO

*(it takes 90 Minutes by train)*

Sorrento is the pearl of the Sorrento Coast. Visitors cannot miss its centro storico (old town) with its shops and monuments: the Cathedral, the Basilica of San Francesca and the public gardens (Villa Comunale) from which you can enjoy a breathtaking view.



# the Golf of Napoli II



## POZZUOLI

*(it takes 35 Minutes by train)*

Pozzuoli, a small port city near Naples, is known for its old town Rione Terra and its beautiful location in the Phlegraean Fields. This volcanic area is also home to the steaming Solfatara volcano, the largest in the Phlegraean Fields. In the Rione Terra district there are interesting archaeological excavations. You can also see a Roman amphitheatre with an underground vault. Pozzuoli is proud of its once most famous inhabitant: the actress Sophia Loren grew up here.

## BACOLI

*(it takes 45 Minutes by train)*

The name Bacoli derives from the Latin Baulia. The city was in fact founded by the Romans many millennia before the birth of Christ and its origin is linked to the myth of Hercules. After his famous labours, the hero took refuge in this very place to hide the oxen he had stolen from Geryon. The name Baulia appears in numerous Roman writings and inscriptions.



## BAIA

*(it takes 40 Minutes by train)*

The ancient Roman city of Baia, submerged over the centuries by the phenomenon of bradyseism, holds the remains of domus and villas, baths, mosaics and extraordinary testimonies. Statues, amphorae and other finds from the sunken city are on display in the Aragonese Castle in Baia, home to the Campi Flegrei Archaeological Museum.

# the Amalfi coast

## RAVELLO

*(it takes 120 Minutes by train/bus)*

Capital of Classical Music festivals and Events  
The charm of its landscapes, the quality of its monuments and villas ravished a lot of European artists who came here to find inspiration. The history of Ravello is directly linked to Amalfi's one. During the period in which Amalfi was one of four powerful Maritime Republic, Ravello reached its maximum splendor excelling in commerce.



## AMALFI

*(it takes 105 Minutes by ferry)*

Amalfi is one of the most important and particular city on the Coast. Its medieval architecture and the 11th-century cathedral of St. Andrew richly represent the artistic movement prevailing in Southern Italy at the time of the Normans. The Amalfi coast is famed for its production of Limoncello liqueur and for its handmade thick paper which is called "bambagina".



## POSITANO

*(it takes 80 Minutes by ferry)*

Positano is one of the most attractive towns along the Amalfi Coast, with its winding streets and typical Mediterranean architecture. Famous worldwide for its fashion (Moda Positano), handmade clothing and sandals, Positano is one of the most popular destinations after Capri. Positano has also been the setting for many famous films.



# towns nearby



## SALERNO

*(it takes 35 Minutes by train)*

Salerno is a port city south-east of Naples. On the summit of Mount Bonadies, the ancient Castle of Arechi offers glimpses of the sea, as well as housing a museum of ceramics and medieval coins. The city cathedral stands on the remains of a Roman temple. Its distinguishing features are Byzantine bronze portals, a Baroque crypt and a marble altar. At the Minerva Terraced Garden, medicinal plants have been cultivated since the 14th century.

## CASERTA

*(it takes 40 Minutes by train)*

La "Reggia di Caserta" is a former royal residence built for the Bourbon kings of Naples. It was the largest palace and one of the largest buildings erected in Europe during the 18th century. In 1997, the palace was designated a UNESCO World Heritage Site, described in its nomination as "the swan song of the spectacular art of the Baroque, from which it adopted all the features needed to create the illusions of multidirectional space".



## BENEVENTO

*(it takes 70 Minutes by car)*

Benevento is a historic town in the region of Campania, 50 km inland from Naples. It was a base for Roman expansion in southern Italy and an important stop on the Via Appia, the ancient Roman road connecting the west and east coasts. Benevento hosts the Monumental Complex of Santa Sofia and of the homonymous Church, UNESCO World Heritage Site, a few original frescoes of which are on view in its lateral apses



# HOUSING

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05

While studying in Napoli, you maybe live in shared apartments provided by the school. A special "housing office" in the school assigns each student his/her accommodation. Our office has the task to regularly check and inspect the assigned accommodation in order to guarantee the quality and the fulfilment of students' requirements.

Lodgings are available to students from the Sunday prior to the course start date (from 2:00 pm) until the Saturday (10:00 am) after the course. (Extra days must be requested at the moment of enrolment).

Accommodation includes sleeping facilities, bed linen and blankets, water, gas, and electricity consumption. Whether you're staying in a shared or in an independent apartment, the following is intended to draw your attention to basic standards, but is not an exhaustive list:

1. The accommodation is available for you on the Sunday before the course start date after 2:00 pm. until Saturday after the course end date before 10:00 am. Remember that any different arrival or departure times must be communicated to the school Housing Office. You will find the room well equipped, clean and tidy. It is your responsibility to keep the room clean and neat during your stay. The host will provide bed linen, covers, and towels. Remember to leave the room in the same condition as when you arrived. There is, of course, WI-FI in the apartment: you will find the password on your desk.
2. Students are responsible for any excessive consumption. Utility costs are very high in Italy. Everybody is strongly urged to assist in energy conservation. This can be done, for instances, by turning off lights when you leave. Hot water is usually provided by a hot water heater. Your daily shower should be limited to 10/15 minutes.
3. The use of electric blankets and electric radiators is not permitted. As with the air-conditioning, dryer machines are relatively rare in Italy, in large measure again because of the extremely high cost of the power. In Italy almost all clothes drying is done on outside washing lines.  
Those living in an executive student apartment will have a cleaning service to clean the apartment once a week. This service also includes the change of bed linens and towels. Those living in a standard student apartment are responsible for the cleanliness of communal spaces, bathrooms, and kitchens. For an additional charge, it is possible to hire a cleaning service.
4. Houses in Italy have 220 volts, so be careful when you plug your electrical devices, eg. hair dryers, etc. that run at 120 volts directly into the electrical socket. You should have adapter plugs and transformers.
5. After using kitchen and cooking utensils, students must clean up and put away all used items. Remember to keep bathroom and communal spaces clean after yourselves.
6. The owner of the apartment will give you keys to the flat. Be very careful not to lose them or you will be charged for the key and lock replacements. Apartment keys must be left on the table in the room before departure.
7. It is absolutely forbidden to invite friends, visitors or other people to enter the apartment and/or stay the night without prior agreement of the owner of the apartment.
8. It is absolutely forbidden to keep bottles of wine or any kind of alcohol in your room. Students are not allowed to drink alcohol in the school premises nor during excursions and cultural visits.
9. It is very important that you cooperate with your hosts/landlord in keeping the house safe. As burglaries are quite common in Italy, there are many measures that Italians take to prevent unwanted people from entering, such as a secure main door of the building, an intercom system to open the main door, a series of locks on the door of the house, and windows that can be closed with very secure shutters. Please take some time when you move in to see exactly how all of these things work.  
Above all, be sure to never open the door of the house or the main door of the building to anyone that you do not know, no matter what reason they may give you.

10. You'll have to observe the quiet hours of 2:00 pm to 4:00 pm and 11:00 pm to 8:00 am. Showers and baths are not allowed after 11 pm and before 6:00 am as the noise travels easily throughout the house. If you return home after 11 .00pm, be especially attentive not to create any loud noises; for example, close doors softly.

11. Take special care in using the furniture and other things of the house. Remember that you're responsible for all repairs and replacements to any damaged or missing items. You'll find a complete inventory once entering your place and you'll be kindly asked to check it and sign it. The owner of the apartment must be notified immediately if anything is broken or becomes damaged. If you damage something, you will be asked to pay for its repair or replacement.

12. Take out the trash in your room on a regular basis (perhaps daily). Students must be attentive in using the appropriate bins for plastic, glass, paper and organic waste. If you are living in a shared apartment, please be aware of your responsibilities and in case of doubts, please ask our housing manager to provide you with the Trash Collection Rules. Try to avoid the fine! You'll be charged for it!

13. Should you have any technical problems in the apartment, please write an email to [housing@accademia-italiana.it](mailto:housing@accademia-italiana.it) asking for help and explaining the situation. To solve the problem, it will take from 24 to 72 hours, depending on the availability of the technicians.

14. Last but not least, should you have any problems or are unsure about any of the house rules, please do not hesitate to speak first about this with your hosts. Secondly, complaints or special requests have to be notified directly to the school's housing office in an official form possibly soon after arrival. Write an email to [housing@accademia-italiana.it](mailto:housing@accademia-italiana.it) and we'll do our best to rectify the problem.

If a situation arises in which a significant problem cannot be resolved, you may be moved to a different apartment. In your email you should clearly explain the reason for such a request. The housing coordinator will reply within 24 hours by email to fix an appointment with you. Accademia Italiana is committed to change your accommodation within one week.

**Please remember**, for any kind of issues regarding your accommodation, don't hesitate to contact our housing office!

**[housing@accademia-italiana.it](mailto:housing@accademia-italiana.it)**

You can contact even directly Tiziana ([tiziana@accademia-italiana.it](mailto:tiziana@accademia-italiana.it)) or Maria Laura ([marialaura@accademia-italiana.it](mailto:marialaura@accademia-italiana.it)).

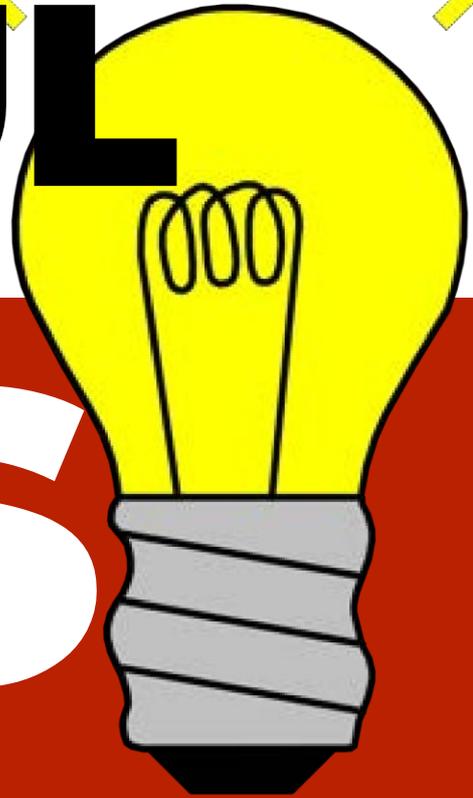
Certainly you can contact always the secretariat in the school directly at the desk or via +39 081 18181319.

**HAVE A NICE STAY!**

**06**

**USEFUL**

**TIPS**





# MONEY

Italy is a cash country, so be prepared to pay by cash when you are shopping. It is highly recommended to carry bills less than 50 euros. Paying by credit card for smaller amounts is not very common and it depends on the stores. Smaller traditional shops or take away and fast food restaurants usually don't accept card payments. Before ordering, it's best to ask if it's possible to pay by cards. If you want to purchase a coffee or a cappuccino, you are expected to pay with coins or small bills (5's, 10's). The easiest way to get cash money is to use your debit card at the nearest ATM. There is a Intesa Sanpaolo only a 3 minutes walking distance away from the school.

ATM fees on foreign chargers depend on your banks. It's recommended that you check and review all international fees with your bank before departing. Be sure to also ask your bank if there are any sister branches in Italy and figure out where they are located. It is suggested that before leaving your home country, withdraw enough euros for pay for transportation and/or to purchase other necessities.

Please find here a link to one of the websites where you can check the exchange rates: <http://www.x-rates.com/calculator/>

# Cost of living



Some examples:

1 COFFEE - 1 Euro

1 CAPPUCCINO - 1.50 Euro

1 PIZZA MARGHERITA - 4,00 Euro

1 PIZZA MARGHERITA + SOFT DRINK + DESSERT - 10,00 Euro

Range price: First or second courses (with seafood or meat) from 10,00 Euro

# 07

# EMERGENCY

## Student Health & Safety

Accademia Italiana takes out an insurance policy to guarantee staff and students safety on the school premises. Students are advised to take out a medical and personal insurance before leaving their home country.

Students safety is our primary concern. During your stay at Accademia Italiana, all efforts are made to ensure a risk-free environment and to guarantee your security. Accademia Italiana is committed to achieving and maintaining the highest standards of health and safety for all employees and students.

This is accomplished by:

- The identification of all workplace hazards
- The identification of all people who may be exposed to the hazards
- The evaluation of the significant risks to which employees, students, and others are exposed. The recognition of the likelihood of foreseeable accidents, injuries occurring
- The selection of realistic and practical precautions and control measures

Risk Assessments are carried out by people who are trained and competent in the process; however, it is essential that everyone participates in making it a success.

With this in mind, it is also important to note that all students must take responsibility for their own safety and security during their stay. This means that students and participants in Accademia Italiana programs commit themselves to avoid dangerous situations.

## Medical Emergency

In case a medical emergency arises during your stay in Italy and you think you need to call an ambulance the telephone number is 118. If you need to schedule an appointment with a specialist, our secretary may help you to deal with it if you want to!

Napoli public hospital "Ospedale dei Pellegrini" is located in Via Portamedina alla Pignasecca, 41 – Napoli, near the city centre. It takes 6 minutes by car/taxi/ambulance from the school.

Note that a first aid box is kept on the school premises, inside the WC. In case you need it, please ask our secretaries at the front desk, however, by the law, we are not allowed to give you any kind of medication.

### EMERGENCY CONTACTS

**FIRST AID:** 118;

**HOSPITAL:** 118; +39 081 2543526

**EMERGENCY:** 118

**POLICE:** 113

**FIRE:** 115

112 is the European emergency phone number, available everywhere in the EU, free of charge.

**GUARDIA MEDICA:** +39 081 400047

USA Consulate General Naples: +39 081 5838111 / +39 081 5838221

Other Embassies: <http://www.esteri.it/mae/doc/>

### SCHOOL EMERGENCY NUMBERS

Telephone: + 39 081 18181319

Mobile number:

+ 39 3450716013

You should enter these numbers in your contact list in your cell phone and carry them with you at all times or on a separate piece of paper in your backpack or in your purse.

# Fire Safety Information at School

All of our students must carefully read the fire notices in the corridor of the school and they must be aware of the instructions with regards to exiting the building. In the case of a fire, no one should stop to collect personal belongings and students must look for the nearest escape route. In the event of a fire, the fire brigade must be called at 115. Teachers are responsible for escorting the students off the premises. Once safely outside the teacher of each class is responsible for checking the roster to ensure that all students are safe.

## Earthquake Safety

In the case of an Earthquake, drop to the floor, take cover under a sturdy desk or table, and hold onto it firmly. Be prepared to move with it until the shaking stops. If you are not near a desk or table, drop to the floor against an interior wall and protect your head and neck with your arms. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, etc.





**NAPOLI**

Via Toledo 265  
80132 Napoli  
Tel. +39 081 18181319  
[napoli@accademia-italiana.it](mailto:napoli@accademia-italiana.it)  
[www.accademia-italiana.it](http://www.accademia-italiana.it)