



SOCIETA' DANTE ALIGHIERI  
IL MONDO IN ITALIANO  
Comitato di Siena

## STUDENT ADMISSION, PLACEMENT & DISMISSAL POLICIES

### Admissions Policy

Dante Alighieri Siena welcomes applications from students from colleges, universities and other academic institutions, international students, and adults with an interest in studying abroad for a semester, quarter, or summer. The principal aim of the Admissions Policy of DA Siena is to offer admission to students, irrespective of social, racial, and religious considerations.

The application form may be filled out directly on-line. A complete application includes an academic letter of recommendation, a personal statement describing your interest in and expectations for your study abroad experience, and a passport-size picture. Some programs have additional application requirements. For example, a letter describing your specific qualifications & experience if you are applying for an internship program.

To be considered for admission to our programs, you should have at the time of application a cumulative grade point average (GPA) of at least 2.5 on a 4.0 scale. Meeting or exceeding the minimum cumulative GPA requirement, however, does not guarantee admission to our programs. When considering an application for individual courses we reserve the right to judge the relevance and acceptability of any qualification or individual subject. All applications are carefully read and multiple factors are taken into account when making decisions. Therefore no applicant will be guaranteed admission based on GPA alone. Admissions decisions are however, based on a full review of the application including all documents sent along with the application. Once admitted to DA Siena, students must remain in good academic and judicial standing throughout the entire program.

Admitted students will receive a confirmation email including detailed program information as soon as the application is received.



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## Placement Policy

All students with any language experience are required to take the online placement exam.

After enrolling online, students will receive an email confirmation of enrollment. Email will include a link to the personal profile, a second email will be sent with the password to the personal profile. In the personal profile page, each student will be able to see if there is any information missing in the enrollment form, the specifics of the program (dates, courses, etc), and the link to the online placement test.

The placement test is only required for those who have some knowledge of the Italian language. Students will be invited to choose the level they think they belong in:

- Absolute Beginner
- Beginner
- Intermediate
- Upper Intermediate
- Medium
- Upper Medium
- Advanced

The test is composed of 4 sections. After each section the student will see how many answers they have missed. When all four sections have been completed there will be a summary with number of correct answers of all sections completed. The program will let the student know immediately if the level they initially chose is the same as the one they placed in. If the level the student placed in is different from the one initially chosen then the program will let the student know which level they should be in. The student is free to re-take the test at the level the program advises.

On the first day of class, each student will have a short oral assessment to check his/her communicative ability. The Didactic Director will then determine if the level the student placed in is in accordance with the comprehension, written and oral ability.

Students who are not able to take the placement test online, may take the test at DA Siena on the first day of class at 8:00am.



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## Dismissal Policies

DA Siena expects study abroad participants to abide by the laws, regulations, and customs of the host country, community, institution and program. Any behavior that endangers another person or property can result in immediate dismissal. There are certain areas under which the DA Siena Director has the authority to immediately dismiss a student from the program.

The following behaviors are among those that will result in immediate dismissal from the program:

- conduct which is in violation of the laws, rules and regulations, or customs of the host country, community, institution and program;
- behavior that is disruptive and detrimental to the group learning process and academic success of the program;
- making derogatory or threatening remarks and using foul or abusive language. Disrespecting, threatening, or abusing (verbally, written, or physically) an on-site director, homestay family, landlord, other participant, instructors, School staff, or any local resident;
- conduct that damages or destroys property of another person, institution or organization. (Student is financially responsible for any and all damages caused to personal property at a homestay, apartment, residence, hotel, school, or any program related venue);
- behavior that gives the program director reasonable cause to believe that the continued presence of the student in the program constitutes a danger to the health or safety of themselves, persons or property;
- Behavior, whether academic or social, which threatens the future viability of the program;
- repeated offenses or severe infractions of the housing rules and regulations;
- violating curfews imposed by the school, homestay, landlord, or any governmental authority;
- refusal to participate in required or organized elements such as classes, afternoon activities, or excursions;
- alcohol misuse/abuse;
- physical or sexual assault;
- harassment;
- possession, use or distribution of illegal drugs;
- setting a fire or possession of explosives;
- possession of a weapon, including BB guns and knives;
- theft, vandalism;
- repeated bad behavior for which the student has been warned in writing;
- Provocative or revealing clothing. Apparel with profane, vulgar, or derogatory language or depictions. Students will be required to change clothing.
- conduct that violates home-campus regulations.

Students attending DA Siena through their University or other educational institution study abroad program are also held to their home-campus University's Code of Policies and Regulations. Failure to abide by the policies and regulations may be cause for dismissal from the program.



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The student is not generally required to leave the country, but DA Siena will strongly encourage the student's swift return to the U.S or home country.

The **Student Affairs Conduct Committee (SACC)** will serve to recommend the policy concerning the conduct of students and serves as a review and hearing body which determines whether a student's conduct is in violation of DA Siena's regulations or interferes with and obstructs the educational mission and responsibilities of the school.

Membership consists of Director of Academic Affairs, Didactic Director and Student Affairs Coordinator.

### **Procedures for Dismissal**

Students, faculty and staff are invited to make reference to the Case Flow Chart.

If there is a case against a student that requires immediate dismissal, or if a student has committed a lesser violation a preponderance of evidence must always support the case. Therefore, faculty/staff should collect all information related to the situation for review and consultation.

DA Siena Faculty/staff should deal with any disciplinary or behavioral problems immediately before letting the problem affect the atmosphere and morale of the entire group.

Faculty/staff should contact the SACC (Student Affairs Conduct Committee) to make a record of the incident and the following steps should be taken:

- 1) Oral warning – The Director should discuss the problem individually with the student or students. The student/s will be required to sign a document stating that he/she has been given an oral warning. If the behavior persists after the oral warning step two must be followed.
- 2) Written warning from SACC – student will receive an official letter stating that his/her behavior has violated the Standards of Conduct of DA Siena. The written warning serves as a notification to the student that further misconduct could result in additional disciplinary action. SACC will put into writing the expected change and the consequences if the behavior does not change and both SACC and the student should sign the paper. Should the student's inappropriate behavior persist, step three must be followed.
- 3) Probation – student/s will be put on probation for a specific length of time. If problem persists step four should be followed.
- 4) Dismissal from the program. Letters of dismissal are written by Director of Academic Affairs in consultation with the SACC. If the incident was housing related the student must also vacate program-arranged housing within 24-48 hours.



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## STUDENTS WITH LEARNING DISABILITIES

Dante Alighieri Siena welcomes applications from students with learning disabilities. Students with disabilities (e.g. visual impairment, emotional, mental, physical or learning disabilities etc.) who receive support services at their home-campus are requested to inform DA Siena as soon as possible. The same learning support may not be available at DA Siena. As always, advance planning is important in order to ensure the best possible experience abroad. Dante does its best to make all practical and reasonable adjustments to ensure students are able to fully participate in the programs.

If you are a student with a diagnosed disability, the school will need recent, detailed medical and/psychological documentation of the disability to be accommodated in order to determine feasible and appropriate recommendations. Such documentation must have been previously approved by your home-campus and be sent at the time of admission, or as soon as possible after enrollment. For those conditions diagnosed after enrollment, declaration to the Student Affairs Director should be made immediately upon diagnosis.

The Student Affairs Conduct Committee assesses the accommodations that would be necessary for the student to complete a course or program at DA Siena. After this evaluation has taken place, students will be informed directly by the Student Affairs Office of the accommodations that have been granted. In the event it appears that reasonable accommodations cannot be made for a student with a learning or other disability, the school will refund the application fee, the tuition deposit, and the housing placement fee.

Students should also inquire about additional costs, if any, for services. They should not assume that such services will be free.

It is important to keep in mind that Italy does not have the same accessibility laws as in the United States. Therefore it is imperative that students inform the school of their needs and/or concerns so that the school can be of assistance, if necessary. If special accommodations for a physical disability or learning disability are needed, it is extremely important to inform the Housing Coordinator in a timely manner as it may take a considerable amount of time to arrange.

**DA Siena cannot provide individual learning or other disability accommodations to students who do not follow the above guidelines.**



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## HOUSING POLICIES

Selection of hosting families:

Families that have been working with DA for a long period of time are the first to be chosen. New families: interview with Housing Coordinator, if deemed suitable in terms of personality etc then Housing Coordinator will request specific information about the housing (location, family members, number of rooms, bathrooms, etc). Housing Coordinator will then personally visit the house to ensure the information that was given is accurate. HC will take pictures and ask for references.

Information regarding families for homestay and apartments:

When students enroll and choose homestay, HC sends detailed description of the family he/she will be placed with. The information includes price, family member, number of rooms, location and distance from school, pictures of the house, etc.

When students enroll and choose apartment, HC sends detailed description of the apartment he/she will be placed in. The information includes price, number of rooms, location and distance from school, pictures of the apartment, etc.

Student evaluations:

Students are requested to fill out an evaluation of the housing 1/2 way through the course and after their departure. If there are problems in the evaluation, when deemed necessary, HC intervenes by speaking with the student and then with the family. If the problem is deemed too unacceptable, the family will no longer be used and the student will be placed immediately with another family.

HC intervenes when there are problems with landlords or families also in the case of communication problems.

Training families for Homestay:

Each year DA Siena hosts a meeting with all families working as homestay. The meeting is intended to help families better understand students needs and expectations. Student Affairs Director and HC give tips to the families on how to make students feel welcome and differences in cultures, etc. Families also have a great opportunity to ask questions and speak with other families regarding experiences they've had and problems they may have encountered.

Rules and Regulations:

Once students have enrolled and chosen the type of accommodation, HC will send the "Accommodation in Shared Apartment Rules & Regulations" or "Homestay Rules & Regulations" to the student which will have to be signed and turned in to HC.



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## FOOD SERVICE POLICIES

Buon appetito!

During the orientation walk-through tour of the city, students will be given tips on where to buy fresh produce and healthy meals. There are vending machines on the 1<sup>st</sup> and 2<sup>nd</sup> floor of the school for students to buy snacks and cold and hot beverages.

Students enrolled at DA Siena as University students through Dante Abroad and so considered *Studenti in Mobilità* will be able to have access to the University of Siena Mensa (cafeteria). Students are strongly encouraged to take advantage of this opportunity to not only to have a healthy meal but also meet with Italian students. Students interested in this option must request a Mensa card at DA Siena.

The average cost of a full meal at the University cafeterias is about €4,50. As for the menu, each day 4 starters, 3 main dishes, 3 side dishes, and 2 types of seasonal fruit are prepared. The menu can be chosen in 3 modes:

*Pasto Completo* Complete meal - including a first, a second, a side dish and a fruit.\*

*Pasto tipo A* Meal Type A - includes a second, a side dish and a fruit.\*

*Pasto tipo B* Meal Type B - includes a first, a side dish and a fruit.\*

\*first dish (soup or pasta), second dish (meat, fish or cheese), side dish (vegetables).

### Ristorante Universitario Bandini

Via Sallustio Bandini, n. 47

Tel. 0577 226207 - Fax 0577 247887 e-mail: s.alesi@dsu.siena.it

The facility is managed directly by the Regional Agency for the Right to Education. This cafeteria offers a full meal menu which includes first dish (soup or pasta), second dish (meat, fish or cheese), side dish (vegetables), bread, water and fruit. Students can also choose alternative dishes to the daily menu, such as special menus without gluten (on request), or take advantage of take-away service.

### OPENING HOURS:

Lunch: Monday / Friday from 12:00pm to 2:30pm

Dinner: Monday / Friday from 7:00pm to 9:15pm

Closed on Saturdays and Sundays.



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**Ristorante Universitario Sant'Agata**

Via S. Agata, n. 1

Tel./Fax. 0577 222592

This cafeteria offers several stands with all costs about the same. Students may choose from the following stands: Pizza and french fries; Salad bar; Panini; First dish; Second dish; Complete meal; International (kebab, tacos, hot dogs, etc.)

**OPENING HOURS:**

**Lunch: Monday / Sunday from 12:30pm to 3:00pm**

**Dinner: Monday / Sunday from 7:30pm to 9:30pm**

**Pizza & Pasta Dinner: Monday / Sunday at 7:30 p.m. to 10:00 p.m.**

**Bar: Monday / Sunday from 10:00am to 4:00pm / 5:30pm to 11:30pm**



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## **MEDICAL/EMERGENCY POLICY AND PROCEDURES**

### **RESPONSIBLE ADMINISTRATOR:**

Quality Assurance & Head of Prevention Manager  
Office Manager

### **ORIGINALLY ISSUED:**

November 2001

### **REVISION DATE:**

November 2013

### **OBJECTIVES:**

It is the policy of DA Siena to ensure the safety of its constituents in case of a medical emergency, and to this end, specific procedures must be established and guidelines followed.

### **APPLICABILITY:**

This policy applies to all DA Siena faculty and staff whether full-time, part-time, or temporary, students, alumni, visitors and any other persons on the property.

### **EMERGENCY PHONE NUMBERS:**

Emergency (equivalent to 911):

Medical Emergencies: **118**

Police (Carabinieri): **112**

Police (Polizia di Stato): **113**

Fire Department: **115**

DA Siena President Sonia Di Centa available 24/7: (+39) 335 7020007

DA Siena Student Affairs Director Luca Bonomi available 24/7: (+39) 333 8468116

### **US CONSULATE FLORENCE**

Lungarno A. Vespucci, 38



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Tel: 055 266951 – Emergency Number for US Citizens Only

Fax: 055-215550

uscitizensflorence@state.gov

### TAXI IN SIENA:

0039 0577-49222

### VISITING A DOCTOR

#### Studio Medico

DA Siena has an agreement with a local Medical Office *Studio Medico* and students may show up at the Medical Office without an appointment from Monday to Friday from 8:30am to 7:30pm.

Address:

Via Pantaneto, 105  
53100 Siena

Phone number: 0039 0577-42173

Students must present their valid passport at the time of visit. The fixed cost for each visit is €30.00 which must be paid in cash. No checks or credits/debit cards will be accepted.

#### Guardia Medica

For non-life threatening **night-time emergencies** from Monday to Friday from 8:00pm to 8:00am and on **weekends** from Saturday 10:00am to Monday 8:00am:

Call 118 and if deemed necessary a doctor will be sent to your address. Please make sure you know the address you are at the time of the call. If not, you may be instructed to go directly to the Guardia Medica to see a doctor. You may also go directly to the Medical office during visiting hours without calling first.

Address:

Via Roma, 56  
53100 Siena

Students must present their valid passport at the time of visit. The cost of the visit is €25.00 which must be paid in cash. No checks or credits/debit cards will be accepted.



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## MEDICAL EMERGENCY

In the event of a sudden unexplained or possibly life threatening medical situation or a severe illness or injury, please dial 118 or 0-118 if calling from school phones for Medical Emergences. Examples of life threatening conditions may include, but are not limited to, the following: choking, severe chest pain and/or shortness of breath, loss of consciousness, uncontrolled bleeding, debilitating injuries and violent behavior. After calling 118, the following key contacts must be informed: Quality Assurance & Head of Prevention Manager, Office Manager.

## ASSISTING IN A MEDICAL EMERGENCY

You can always do something to help in any emergency.

- Take appropriate safety precautions for yourself and the safety of others. Be alert to possible dangers at the scene. Move a victim only if the victim's life is endangered.
- Communicate effectively, giving specifics on what, where, when, and the number of persons involved. Ask a conscious victim for permission before giving care; provide necessary information to Emergenza Sanitaria (medical emergency) personnel upon arrival.
- Organize to the extent possible. Comfort the victim as well as bystanders. Keep the area free of unnecessary traffic and help protect the victim from possible dangers.

## SPECIAL ACTIONS BY INJURY TYPE

### Bleeding

Stop the bleeding at once and send promptly for an ambulance or a doctor. Control by direct pressure and elevate the limb if possible. Apply the pad of sterilized dressing(s) (in the first aid cabinet) and bandage firmly. It may be necessary to apply a second pad on top of the first one. Where such dressings are not available, arterial bleeding may be controlled by pressing the artery against the underlying bone with the finger or thumb.

### Burns

If serious, send promptly for an ambulance or a doctor. If possible, run affected area under cold water for 10 minutes if skin is intact. Do not burst blisters, and do not try to remove clothing sticking to the burn or scald. With chemical burns, remove contaminated clothing and flush the burn with plenty of cold water.

### Cardiac arrest (heart attack) - suspected

Call 118. Perform Hands-only CPR which calls for uninterrupted chest presses — 100 a minute — until paramedics take over. This action should be taken only for adults who unexpectedly collapse,



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stop breathing and are unresponsive.

### **Collapse**

If the casualty is unconscious, but is still breathing and has a pulse, place him or her on their left side (coma position) and call an ambulance. Cover with a light blanket or clothing – but no hot water bottles. Do not give anything to eat or drink by mouth.

### **Concussion**

After a blow on the head, especially when there is interference with consciousness, a doctor should see the casualty. Neither you nor the casualty can decide the importance of this.

### **Electrical shock**

Act quickly. Switch off the current. If this is not possible, free the person by using something that will not conduct electricity - DRY, folded newspaper, wood, cloth or rubber. Do not touch the individual - you may get a shock yourself. If breathing is failing or stopped, apply artificial respiration - use the Resusitube if necessary - do not waste time. Get help and send for an ambulance.

### **Eye injuries**

#### Chemical in the eye or chemical burn

Flush the open eye at once with clean cold water for at least 15 minutes. Send the casualty for medical attention immediately.

#### Foreign body in the eye

Send the casualty to a doctor or hospital immediately.

### **Fractures**

Do not attempt to move a casualty with broken bones or injured joints unless he/she is in immediate danger.

## **PEOPLE WITH SPECIFIC NEEDS**

People's needs may vary in emergency situations. There may be people who are frail; have a visual or hearing impairment; have mobility problems and use walking aids or wheelchairs; have limited walking or standing ability; are pregnant; have heart conditions or asthma or are prone to panic



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attacks; or they may get claustrophobic.

### **Responsibility of the person with a disability**

Whether your disability is of a temporary or permanent nature, wherever possible it is important that you know what your needs are and plan ahead for emergency situations and/or evacuation.

1. If you are an occupant of the DA Siena building or regular visitor and have specific needs, take the initiative to speak with the Quality Assurance & Head of Prevention Manager and the Office Manager and consult them regarding your needs.
2. Consider who you might ask for help and communicate your needs.
3. Know the Exit routes in the buildings that you frequent, and check these for suitability, even if they are not your normal route of travel.
4. Remember, you are encouraged to specify what assistance (if any) you may require from other people during an emergency. Do not assume that people around you will know what to do. If you are confident in giving instructions it can prevent being hindered by others offering inappropriate assistance.

### **Assisting people with physical disabilities**

1. Do not provide physical guidance, hold, lift or carry a conscious person without their permission. This includes pushing someone in a wheelchair, or 'hurrying a person along' by pushing them.
2. Ask what assistance the person requires (such as clearing the path before them, walking alongside or behind on steps). Try to avoid offering advice or pre-empting what the person needs if you do not know the person.
3. If a person is reliant on a wheelchair for mobility and there is no access available to get down stairs, another person should wait with them in a fire isolated stairwell until emergency services arrive, as it is the safest place. Ensure that the Quality Assurance & Head of Prevention Manager and the Office Manager are advised.
4. If someone needs to be transferred or assisted from the floor, requiring a full body lift, it is best to get Fire and Rescue Services involved. Try providing a chair for the person to climb up on to. Do not try to lift them up unless you are trained to do so.
5. Do not carry a person in their wheelchair down stairs. Either wait for their advice on how to proceed (minimum of two people required) or wait for emergency personnel.

### **People who may be disoriented or having a panic attack**

1. Reassure the person by talking calmly to them. Tell them that you will stay with them.
2. Get the person to control their breathing. Breathe in and breathe out in unison to the count of three. Use your hands in an up and down motion to signal the tempo. Maintain eye contact.



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## TRANSPORTATION POLICIES

Operation of Personal Owned Vehicles On DA Siena Business.

When driving a personal vehicle on University business, the driver must have a valid driver license. The driver's personal insurance serves as the primary insurance and is the extent of the driver's protection. Students and employees need to be comfortable with their own auto insurance coverage and limits and assume all risks and responsibility for transporting other individuals in their vehicle.

- 1) The use of a personal vehicle for official DA Siena business must be approved by the Departmental Head.
- 2) A person authorized to use a personal owned vehicle shall do so at his/her own cost and claim for Reimbursement.
- 3) Any accident/damage to personally owned vehicle is not covered by DA Siena.
- 4) The mileage allowance takes into consideration the cost of insurance and normal Repairs and therefore no further claims should be made against the University.
- 5) The driver/owner of the vehicle must follow all traffic laws and regulations and ensure that the personal vehicle is in good operating condition and safe to drive.



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# Dante Alighieri Case Flow Chart

