Introduction to the Student’s Guide
This guide aims to help you settle quickly into study life at the Prato Centre and provides important information about the facilities of the Centre as well as the rules and procedures specifically for Prato Law Program students.

Please read this guide in conjunction with the general Guide to the Prato Centre.

If you have any questions or concerns that are not addressed in either guide, please contact the relevant Monash staff member (contact details on pages 3-4 of this Guide and pages 5-7 of the Centre Guide). We will try to ensure that your learning experience is both enjoyable and rewarding.

Prato, Italy
Prato is a small but thriving Tuscan city, with a beautiful historic centre and a vibrant cultural and economic life. Famous for its textile industry, the city has a population of some 180,000 inhabitants, a growing percentage of whom are immigrants from mainland China, the Indian sub-continent, north and west Africa and elsewhere. The communal, provincial and regional governments have welcomed the presence of an Australian academic institution in the heart of their city.

The city is home to a number of great monuments and buildings, museums, theatres and other places of interest.

Monash University, Prato Centre
The Prato Centre is located in historical Palazzo Vaj. This historical building needs to be treated with care. Likewise, all Centre staff should be treated with respect at all times.

Some points to keep in mind –

- Move around the corridors of the Centre quietly and in an orderly manner.
- Place all rubbish in the bins provided or take the rubbish with you ie. water bottles, food wrappers.
- The ground floor and some areas on the first floor can only be accessed using individually programmed swipe cards. Swipe cards are issued by the Prato Centre to students and staff on arrival. Please bring your Monash Student card to Prato as you will need to ‘swap it’ for a Prato Swipe card. At the end of your Prato visit please return and swap the swipe card back for your Monash Student card. Further information regarding the swipe cards will be available at the Orientation session.

Prato Centre address and opening hours
Monash University Prato Centre
Palazzo Vaj
Via Puglisi 26
59100 Prato (PO)

Study and recreational areas such as computer labs, student lounge and reading room: Monday to Friday 8.30 am to 8.30 pm; Saturday 9.00am to 1.00pm

Office hours – Monday to Friday: 9.00 am to 5.30 pm

Emergency numbers
For local assistance, dial 118 in case of a MEDICAL EMERGENCY (ambulance).
Other important Italian emergency numbers: 112 General Emergency Number
Monash Undergraduate and Postgraduate Students
For all non-academic emergencies students should contact our insurance underwriter Accident & Health International Dynamic Assist on +61 2 9978 6666 (24 hours service) while they are in Prato or travelling. Further information please see the Monash Abroad insurance webpage.

Please note that this contact is for Monash University students only.

Partner University Students
Partner University students will need to contact their own travel insurance organisation or home institution.

Please refer to the separate Guide to the Prato Centre for detailed information on medical assistance and emergency numbers.

It is recommended that you keep the list of emergency numbers with you at all times.

Student Contact Details
Please inform the Prato Centre of any changes to your contact details (eg. a new Italian mobile or landline phone number) so that you or your next of kin can be contacted in case of an emergency.

Contacts

Monash University Prato Centre, Italy:
Please note, the Prato Centre administrative staff are only available during the times listed below.

<table>
<thead>
<tr>
<th>Ms Loredana D’Elia</th>
<th>Mr Leonardo Tinti</th>
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<tbody>
<tr>
<td>Academic Programs and Internships</td>
<td>IT Coordinator</td>
</tr>
<tr>
<td>Coordinator</td>
<td><a href="mailto:leonardo.tinti@monash.edu">leonardo.tinti@monash.edu</a></td>
</tr>
<tr>
<td><a href="mailto:loredana.delia@monash.edu">loredana.delia@monash.edu</a></td>
<td>Tel: +39 0574 436936</td>
</tr>
<tr>
<td>Tel: +39 0574 436928</td>
<td>Prato Centre first floor</td>
</tr>
<tr>
<td>Ms Mariagiulia Da Riva</td>
<td>Ms Heather Macleod</td>
</tr>
<tr>
<td>Student Engagement and Support</td>
<td>Receptionist and Student Support</td>
</tr>
<tr>
<td><a href="mailto:Mariagiulia.da.riva@monash.edu">Mariagiulia.da.riva@monash.edu</a></td>
<td><a href="mailto:heather.macleod@monash.edu">heather.macleod@monash.edu</a></td>
</tr>
<tr>
<td>Tel: +39 0574 436929</td>
<td>Tel: +39 0574 436954</td>
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<tr>
<td>Prato Centre first floor</td>
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<tr>
<td>9.00am – 5.30 pm, Monday to Friday</td>
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We expect your time in Prato will be enjoyable and don’t expect problems. If you are confused about any aspect of a unit, please check with your teaching academic in the first instance or Loredana D’Elia for administration matters, then with Marilyn Pittard as Convenor, if necessary.

Administrative queries, questions about acquiring teaching materials or access to Moodle and queries about the various practicalities of life in Italy should be addressed to Loredana D’Elia or Mariagiulia Da Riva.

Enrolment matters, please contact Fleur Morgan if you are from Monash University or your home institution administrator if you are from one of the partner universities.

**Visas and Permit to Stay**

Australian citizens travelling on an Australian passport to study in Italy for periods of up to 90 days no longer require a student visa. Please refer to the visa information page of the Italian Ministry of Foreign Affairs [http://www.esteri.it/visti/index_eng.asp](http://www.esteri.it/visti/index_eng.asp) to have the complete list of countries exempted from applying for a visitor visa to enter Italy. You must remember to organize your Declaration of Presence on arrival.

If you intend to stay for the more than 90 days in Italy you must apply for an Italian Study Visa before departure and then apply for a Permit to Stay (permesso di soggiorno) within 8 days of arrival in Italy.

**Declaration of Presence (Italian Law)**

It is also required by Italian Law within the first eight days of arrival for you to organise a Declaration of Presence or Permit to Stay.

For students arriving directly into Italy from outside the Schengen area (eg from Australia, Canada, South Africa, Malaysia or the US) this can be done by having your passport stamped on arrival with a Schengen stamp. For visitors entering Italy from inside the Schengen area, you are required to make a declaration of presence within 8 days of arrival. If you are staying at a hotel or guest house, the management will normally do this for you. If not, you may do so at the Questura (police station). If you stay in private accommodation and your passport is not stamped at the airport, it is up to you to organise.

Please make sure that your passport is stamped, and if police officers forget to stamp it, ask them to do this, as it will spare you from going to the police station (questura) to file your Declaration of Presence.

The absence of an entry stamp from the initial Schengen port of entry could result in a fine or
create difficulties during subsequent encounters with local police or other authorities throughout the Schengen area.

**Need Help with your Permit to Stay or Declaration of Presence?**
If you go to the police station yourself to organise your Permit to Stay and Declaration of Presence it can be a very lengthy process especially with the language barrier.

Some external organisations – mostly based in Florence – can help you fulfil these legal obligations. The Prato Centre have arranged for an external organisation, Eduservices, to help you fulfil these legal obligations. Please see Eduservices website to know more about procedures and costs: [http://www.edu-services.org/students/document-assistance_en](http://www.edu-services.org/students/document-assistance_en)

More information regarding this service will be available at the Orientation sessions. Please note that the Monash Prato Centre is not connected to this or any other companies providing similar services.

**Compulsory Orientation Sessions**
All students are required to attend one compulsory Orientation session to be held at the Prato Centre before starting their classes.
Attendance will be recorded.
- 8 April – 12.30 pm
- 6 May – 12.30 pm
- 3 June – 12.30 pm

All sessions will be held in Salone Grollo. Please enter the building from Via Pugliesi 26, make your way to the first floor then follow the signs to Reception. Staff will greet you and direct you to Salone Grollo, where the session will take place. At the session you will receive practical information about the Centre, its facilities and an orientation pack.

**Welcome to Monash Prato Law Program Morning Tea**
Students are invited to attend a non-compulsory welcome to Prato session on Wednesday 3 April at 9:30 am to help settle into Italian life on campus.

To register for this morning tea please [register here](http://monash.it/facilities/monash-prato-card).

**Farewell to Monash Prato Morning Tea**
Students are invited to attend a non-compulsory farewell to Monash Prato on Wednesday 3 July at 10:00 am. Students can use this opportunity to return their swipe cards and wish the Prato staff goodbye.

**Prato Card** - [http://monash.it/facilities/monash-prato-card](http://monash.it/facilities/monash-prato-card)
As a student or visitor to the Monash Prato Centre, you are entitled to special discounts and privileges by endorsed venues such as cafés, restaurants, bakeries, food stores, museums and theatres with which Monash Prato has an agreement. This card will be distributed to students at the Orientation session.

**EuroMilano Sports Event**
EuroMilano InterUniversities Tournament will be held on 25 - 28 April 2019.
If you are interested in participating please email Mariagiulia Da Riva or Team Monash staff.
Sports available: futsal, volleyball, beachvolley, tennis, basketball, cheerleading competition.

**Internship** – Studio Legale Delfino e Associati Wilkie Farr & Gallagher, Rome, Italy
Monash University Law students only.
This four week internship with Studio Legale Delfino e Associati Wilkie Farr & Gallagher LLP, an international law firm in Rome, will run between Mid-April to mid-June 2019, with the final start and end dates to be negotiated with the student and the firm.

For further information on the internship please refer to the internship page.

To apply, please complete the Studio Legale Delfino e Associati google drive application form and submit together with supporting documentation to law-international@monash.edu by 11.55 pm Thursday 16 February 2019.

For further information regarding the firm, please see their website.

Studio Legale Delfino have expressed a preference for students who are well-advanced in their law degree, with strong academic performance and preferably (although not essentially) some knowledge of Italian or another Romance language. Applicants should explain in their personal statement why they are interested in the work and mission of Studio Legale Delfino.

Resources:

Prato Library –
The Monash Prato Centre has a small library collection which is comprised of textbooks and reference books used for courses as well as fiction, tour guides and foreign literature. Students are able to remotely access the Monash University Library’s electronic resources, including databases and digitised print material, via the Prato computer laboratories and any other PC/laptop, using their Monash AuthCate username and password.

Prato has a modern, air-conditioned public library that all students are welcome to use. The Lazzerini library is in Via Puccetti, 3, less than 5min walking distance from the Monash University Prato Centre.

Please check the library’s website for opening times and other details: http://www.bibliotecalazzerini.prato.it (Italian version only, you may need to translate in ‘Google’)

Computers, printers and Internet use
Desktop computers and network printers are available for use to students and visiting staff at the Centre. All computers have high speed internet access and are connected to the networked printers. Extensive wireless internet access is also available throughout the building. The instructions to access the Prato Centre network are available in the computer labs and areas. Please follow the instructions to log in and use the computers.

If you are experiencing any difficulties with this access please contact the Network and System Administrator (leonardo.tinti@monash.edu).

Students are asked not to eat or drink in the computer labs and areas.

Photocopying
Photocopiers and printers are available for students and visitors. To print or copy in the Centre, you require a username and password valid for the MUPC’s network.

Further information will be available at the Orientation session.
Monash Acceptable Use of Information Technology Facilities
While using the computing facilities of the Monash Prato Centre, you are required to comply with the Monash Acceptable Use of Information Technology Facilities policy, as well as all applicable Italian laws and regulations.

Please note specifically that it is prohibited to use Prato Centre’s computer facilities for downloading or using any P2P file sharing programs and/or breaching copyright. Under Italian law any infringements of this kind must be reported to authorities.

The Monash Acceptable Use of Information Technology Facilities policy
Any improper use will result in, among other sanctions, your user account being blocked. If you have any questions or concerns, please contact the Prato Centre’s Network and System Administrator, Mr Leonardo Tinti.

IT Information:

Monash Username and Password
**Partner students:** You will be advised of your Student ID number by your home institution and asked to register this number on the following link to create your own Monash AuthCate username and password before starting the program:
https://account-registration.monash.edu/

Once you have created your username and password please write it down so you don’t forget it and click on the following link which will allow you into the Web Enrolment System (WES) https://my.monash.edu.au/wes/

Via WES, please ensure you click on the Enrolment Questionnaire, complete and submit this as soon as possible. **Students cannot continue with the Prato Program until this Questionnaire has been completed.**

This username and password is very important as it allows you access to your Monash Portal, Monash email account, Moodle (see below for definition) and your results.

If you lose or cannot remember your username or password please see Prato Centre’s Network and System Administrator, Mr Leonardo Tinti will be able to assist you.

Monash Portal
To access the Monash Portal please log in to [http://my.monash.edu.au](http://my.monash.edu.au)

Monash Email Account
If Monash administration staff or teaching academics need to contact you they will do so by your Monash email account. It is your responsibility to check your Monash emails on a regular basis for any notices or updates to the program or Timetable.

Moodle
**Moodle** is an online course management system that allows you to access information and assessment tasks related to your units at Monash.

Most of the units taught at the Monash Prato Centre will have a Moodle site, from which you can download the unit guide and reading guide and other subject material that may be useful for your studies. Some units will require you to complete online assessment through Moodle.
You can access the Moodle modules for your units (if any) from the menu on the left side of the my.monash portal.

Please note that not all units use Moodle. Contact your lecturer if you're not sure if your unit has a Moodle site or not.

If you are experiencing any difficulties with this access please contact the IT co-ordinator, Mr Leonardo Tinti.

**Study:**

**Studying in Prato**
As well as being taught by teaching academics from universities from around the world you may also be in classes with students from other countries. This comparative learning experience is one of the things that makes the Monash Law Prato Program a great experience.

**Prato Law Program units**
The Prato Law unit page provides further information on all units taught in the program including -
- unit name,
- unit code with links to the synopsis and assessment
- census dates
- links to text book purchase site, on-line reading lists
- lecturer's name

**Add/Discontinue Units**
*Monash students:* Please email the International Programs Officer (law-international@monash.edu) with any unit changes.

*Partner students:* Please email your administrative coordinator at your home institution to request any unit changes who will note your request and forward to the International Programs Officer for actioning.

*All students* are to take note of the census dates listed on the Prato Law unit page. Census dates are deadlines that must be adhered to when a student wishes to discontinue a unit. If a census date is not met it may result in a WD (withdrawn) or N-Fail grade result appearing on the academic transcript.

**Disability Liaison Unit (DLU):**
Support is offered to all students who have a disability, ongoing medical or mental health condition. Students will need to organise the support with the DLU before they start their classes and provide supporting medical documentation when requested. Please see the following link which outlines the registration process.

[http://www.monash.edu/disability/for-students/services](http://www.monash.edu/disability/for-students/services)

Partner university students must advise the DLU that they are enrolled in the Monash Law Prato Program and the home university they are from when they phone or email the DLU.

**Attendance**
All units in the Monash Law Prato program are taught in on-campus mode. Students enrolled in on-campus units have an obligation to attend classes in person. Moreover, the Monash University
Student Charter states that all enrolled students are expected to fulfil course attendance and assessment requirements: [https://www.monash.edu/students学术/policies/student-charter](https://www.monash.edu/students学术/policies/student-charter). This means that, in accordance with Monash policy, attendance is compulsory.

If, for some reason, you are not able to attend a particular class please use your best endeavours to inform your lecturer beforehand.

**IMPORTANT:** In 2016, an attendance hurdle was introduced for students in the Prato program. This means that students who fail to attend at least 80% of the classes (i.e., who, for most units, miss more than 2 classes) will receive a result of 0 N for the unit. Students who are unable to meet this requirement due to illness or other exceptional circumstances must make an application for [in-semester special consideration](https://www.monash.edu/students学术/policies/student-charter).

**Submission of Assessments**

For information on submission of assessment, please see the unit guide of each unit. Your teacher may stipulate electronic submission of assessments, such as through the unit's Moodle page.

Many units will have assessment tasks, such as a take-home exam or research paper that are due after the end of teaching. You do not need to stay in Prato after the end of the unit, but please make sure that the assessment task is submitted by the due date.

Research assignments and take-home examinations must be submitted with a completed Assessment task coversheet, which can be downloaded from: [http://www.monash.edu/law/current-students/resources/forms](http://www.monash.edu/law/current-students/resources/forms)

**Postgraduate students** please note that the Prato units short extensions and penalties for late submission/exceeding the word limit are different. Please ensure you check the Unit Guide for each unit for details.

**Examinations**

Unless advised otherwise, all units taught at the Prato Centre have take-home exams, and not invigilated exams.

Please note that the faculty will not arrange for students participating in the faculty's Prato program to sit an invigilated exam at Prato.

**Take Home Examinations**

Most units will have a take-home examination. Take-home examinations will be made available to students electronically, usually by uploading the examination to the unit Moodle page. In some units, however, hard copies of the examination may be made available in the last class or through the Academic Programs Coordinator.

Take-home examinations are usually submitted electronically 10 days from the end of the unit, or otherwise as notified by your lecturer. This means that you can leave Prato after your exams in other units (if any), and write your take-home exam anywhere you wish.

**Unforeseen difficulties with completing an assessment**

("Special Consideration" and "Short extension")

If you require an extension on your assignment you may apply for a short extension for either a
postgraduate or an undergraduate law unit.

- **Law - undergraduate** – You can apply for an extension not exceeding two working days of the due date, by submitting a short extension form (DOC, 0.07 MB) to the Chief Examiner of the unit.
- **Law - postgraduate** – You can apply for an extension not exceeding five working days of the due date, by submitting a Postgraduate assessment short extension application form (DOC, 0.08 MB) to the Chief Examiner of the unit.

Note: A DLU registration letter may be considered as sufficient evidence only when applying for a Short Extension.

- An application for short extension must be submitted before the due date for the undergraduate assessment.
- An application for short extension must be submitted no later than two university working days before the due date for the post-graduate assessment.
- Short extension application does not apply to class tests and take-home examinations.

If your work for a particular piece of assessment has been adversely affected by exceptional circumstances beyond your control and you need a longer extension, or an extension on a take-home examination and, you may be able to apply for "Special Consideration". Please see information regarding Special Consideration policy and procedures on the university website (http://www.monash.edu.au/exams/special-consideration.html).

Note: ‘In-semester Special Consideration’ procedures apply to assessment during the course of your classes. The application must be submitted no later than two University working days after the due date of the assessment.

‘End of semester Special Consideration’ procedures refer to final assessment (in the Prato and Malaysia Programs, this is often the take home exam). Applications are to be submitted no later than two University working days after the affected assessment (special rules apply to exams).

**Deferred Exams**
Deferred exams are not granted unless there are exceptional circumstances (ie. sudden illness, family emergency). Deferred exams will not be granted for work, travel or special celebrations ie. birthdays, weddings, or similar occasions.

If we grant you special consideration you may be able to sit a deferred exam. Please see the following link for further information: https://www.monash.edu/exams/changes/deferred

**Re-Marking of Examination Papers**
If you believe that an error has been made in the assessment of your work please refer to the following link for the re-marking procedures:
http://www.monash.edu/law/current-students/resources/assessments/faculty-remarking-procedures

**Results and Academic Transcripts**
*Partner students: Final results in the units will be made available mid- to late-August. Please view the Monash exam and release date page for the exact release date (all units in the Prato Law Program are in teaching period T2-57). Transcripts will be sent to your home institution as soon as the results have been finalised.*

**Testimonials**
To enable us to improve our program in the future we welcome any constructive
comments/suggestions. Please email law-international@monash.edu.

To promote our program in the future any relevant photos are also welcomed.