



**MONASH** University

**Faculty of Law**

**STUDENT  
GUIDE**

**PRATO  
2017  
3 April – 23 June**

## **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.
- Leave classrooms and toilets in a clean and tidy manner

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. In order to get a swipe card, students are asked to hand over their Monash students cards which will be returned at the end of the program in Prato. 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 Pugliesi 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 Assist on +61 2 9978 6666 (24 hours service)** while they are in Prato or travelling. Further information please see the [Monash Abroad Undergraduate 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.***

<p><b>Ms Loredana D'Elia</b> Academic Programs and Internships Coordinator</p> <p><a href="mailto:loredana.delia@monash.edu">loredana.delia@monash.edu</a></p> <p>Tel: +39 0574 436928</p> <p><b>Ms Mariagiulia Da Riva</b> Student Engagement and Support</p> <p><a href="mailto:Mariagiulia.da.riva@monash.edu">Mariagiulia.da.riva@monash.edu</a></p> <p>Tel: +39 0574 436929</p> <p>Prato Centre first floor 9.00am – 5.30 pm, Monday to Friday</p>	<p><b>Mr Leonardo Tinti</b> IT Coordinator <a href="mailto:leonardo.tinti@monash.edu">leonardo.tinti@monash.edu</a></p> <p>Tel: +39 0574 436936</p> <p>Prato Centre first floor</p>
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## Monash University Faculty of Law, Clayton, Australia:

<p><b>Ms Fleur Morgan</b> Senior Student Programs Officer (International &amp; Internships)</p> <p><a href="mailto:law-international@monash.edu">law-international@monash.edu</a></p> <p>Tel: +61 3 9905 3024</p>	<p><b>Professor Marilyn Pittard</b> Prato Program Convenor (queries on academic matters or emergencies only)</p> <p><a href="mailto:marilyn.pittard@monash.edu">marilyn.pittard@monash.edu</a></p> <p>Tel: + 39 0574 436925</p>
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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.

If you intend to stay for more than 90 days in Italy you must apply for an Italian Working Holiday 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.

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 or as close as possible after arrival.

Attendance will be recorded.

- 3 April – 12.30 pm
- 2 May – 12.30 pm
- 29 May – 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.

## **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 28-30 April 2017.

If you are interested in participating please email Mariagiulia Da Riva or Team Monash staff. More information will be available soon.

Sports available: futsal, volleyball, beachvolley, tennis, basket, 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 April and the end of July 2017, with the final start and end dates to be negotiated with the student and the firm.

Subject to eligibility, Faculty funding will be available for the successful applicant from the Law Faculty's Student Mobility Fund. 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](mailto:law-international@monash.edu) by 5.00 pm Friday 17 February 2017

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](mailto: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>

### **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](mailto: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.

### **Law Program Prato Timetable**

The [Prato Timetable](#) shows dates and times of all classes including assignment and exam dates (if applicable). Please check it regularly to see whether there have been any changes that affect you. We endeavour to keep the Timetable as up-to-date as possible.

### **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>

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/academic/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 (ie 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](#).**

## 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>

**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. In the event of an invigilated exam, however, please note the following advice:

- Monash students – please ensure you take your Student ID card with you to your exams and place it on the desk so the invigilator can record your attendance.
- Partner students - please take photo ID and your Student ID number with you to the exams and place on the desk for attendance purposes.
- Please check the unit guide to see the assessment structure of your unit or units. Unit guides are available from the unit webpages in Moodle.
- If a unit has a final examination, the exam date and times are shown on the [Prato Timetable](#). All exams, with the exception of the unit *Introduction to Italian Legal Culture*, will take place at the Prato Centre.
- You need to familiarise yourself with, and abide by, the Monash University exam rules – <http://www.monash.edu/exams/conduct-venues/exam-rules>
- Please note that these conditions may be slightly modified to accommodate the different kind of venue and facilities of the Prato Centre.

Please note that the faculty will not arrange for students participating in the faculty's Prato program to sit an invigilated exam at Prato for any unit other than a Prato law unit.

## Take Home Examinations

Most units will have a take-home examination instead of an invigilated exam. 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 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](mailto:law-international@monash.edu).

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