



VIU for Beginners

Useful information on VIU services and facilities

GLOBALIZATION PROGRAM: OFFICE HOURS AND CONTACTS	2
VAPORETTO (waterbus): LINE 20 TIMETABLE	4
TELEPHONE COMPANIES IN ITALY.....	5
VIU – Safety and Security Measures	6
IN THE EVENT OF AN EMERGENCY ON CAMPUS.....	9
MAP OF THE FACILITIES AND EMERGENCY EVACUATION PLAN	11
SPORT FACILITIES IN VENICE	14
VIU LIBRARY – ONLINE CATALOGUE & OTHER LIBRARIES IN VENICE.....	17

GLOBALIZATION PROGRAM: OFFICE HOURS AND CONTACTS

VIU FRONT OFFICE

Intern	frontoffice@univiu.org Phone: +39 041 2719 511 Fax: +39 041 2719 510	Office 2A Mon - Fri from 9 am to 1.30 pm and from 2.30 pm to 5.25 pm
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GLOBALIZATION PROGRAM OFFICE

Luca Pes <i>Vice Dean Globalization Program Scientific Director</i>	luca.pes@univiu.org	Office 2B (ground floor) Mon and Wed
Orla McLaughlin <i>Executive Director</i>	orla.mclaughlin@univiu.org	Office 2F (ground floor)
Cristina Di Gioia <i>Program Coordinator</i> Maddalena Gottardi Francesca Zennaro <i>Program Assistants</i>	cristina.digioia@univiu.org maddalena.gottardi@univiu.org francesca.zennaro@univiu.org Office contact: student-services@univiu.org	Office 2G (ground floor) Mon - Fri from 10.30 am to 1.30 pm
Elena Bovolenta <i>VIU librarian</i>	librarian@univiu.org	1 st floor, next to the MacLab Mon-Fri 9.30 am-1.30pm 2.30pm-5.15pm (timetable can be extended thanks to volunteer students, if interested please contact: librarian@univiu.org)

- **PC room:** ground floor, corridor 7; free access 24 hours, 7 days a week.
- **MacLab:** 1st floor, access only with VIU magnetic card. Open 24 hours, 7 days a week. Access not available if classes are scheduled in the MacLab.
- **Cafeteria** (Italian: *mensa*): breakfast from 7.30 am to 10 am; lunch from 12 pm to 2.30 pm; dinner from 7 to 9.15 pm. Show your VIU card to

benefit of reduced menu at a lower fare. Boston College students living on campus receive from their home university meal vouchers (Buoni Day) to be required at Globalization Program office, room 2G. N.B. Meal vouchers cannot be combined with VIU card discounts.

- **Bar:** open every day 7.50 am - 6.45 pm
- **San Servolo Servizi Reception: open 24 hours, 7 days a week. Phone: + 39 041 2765100**



USEFUL LINKS

Course listing and descriptions:

www.univiu.org > Study > Globalization Program > Courses

Program Regulations:

www.univiu.org > Study > Globalization Program > Admissions, and box:
Globalization Program Regulations

The **schedules** of the semester are (or will soon be) available at this link:

www.univiu.org > Study > Globalization Program > Schedules

- **WEEKLY SCHEDULE:** courses timetable (pdf)
- **ORIENTATION WEEK** September 7-11, 2020 (pdf) please check regularly for most updated version
- **PROFESSORS: OFFICE HOURS AND CONTACTS**
- **CO-CURRICULAR ACTIVITIES PROGRAM,** please check regularly for most updated version

VAPORETTO (waterbus): LINE 20 TIMETABLE

<http://www.univiu.org/campus-services/how-to-get-to-viu>

During the summer months of 2020, line 20 will run on a reduced schedule and line 10 is suspended. Here below you can find the line 20 timetable that is usually in force during the semester. Please check the updated timetables on the [ACTV website](#).

LINE 20 TIMETABLE



Venezia (S. Zaccaria)	S.Servolo	Lido S.M.E.	Lido S.M.E.	S. Servolo	Venezia (S. Zaccaria)
<i>Departure</i>	<i>Stop/Arrival</i>	<i>Extension (arrival)</i>	<i>Extension (Departure)</i>	<i>Departure</i>	<i>Arrival</i>
06.55	07.05			07.05	07.15
07.15	07.25			07.350	07.45
08.10	08.20		08.10	08.30	08.40
08.40	08.50			08.50	09.00
09.00	09.10			09.10	09.20
09.20	09.30			09.40	09.50
09.50	10.00			10.00	10.10
10.30	10.40			10.50	11.00
11.10	11.20			11.20	11.30
11.50	12.00			12.10	12.20
12.30	12.40			12.40	12.50
13.10	13.20			13.30	13.40
13.50	14.00			14.00	14.10
14.30	14.40			14.50	15.00
15.10	15.20			15.30	15.40
15.40	15.50	16.00	16.00	16.10	16.20
16.30	16.40			16.50	17.00
17.10	17.20			17.30	17.40
17.50	18.00			18.00	18.10
18.10	18.20	18.35	18.35	18.45	18.55
19.10	19.20			19.20	19.30
19.50	20.00			20.00	20.10
20.30	20.40			20.40	20.50
21.30	21.40			21.40	21.50
22.30	22.40			22.40	22.50
23.30	23.40			23.40	23.50
00.30	00.40			00.40	00.50
01.20	01.30			01.30	01.40

Line 10 from Zattere to Lido with stop in San Servolo departs from Zattere at 8.14 (arr. 8.27) and 8.34 (arr. 8.47). The stop in San Servolo is upon request only. From San Servolo to Lido the stop can be requested calling the free number 800845065 at least 20 minutes in advance.

Public transport in Venice:

The timetable is subject to summer/winter timetable changes.

Check the updated timetable on <http://actv.avmspa.it/it/content/orari-servizio-di-navigazione-0>

App for the vaporetto timetable (on Google Play search for “Orari vaporetti/ bus Venezia”):

<https://play.google.com/store/apps/details?id=net.pluservice.Actv>

<https://play.google.com/store/apps/details?id=it.chebateo.app&hl=it>

Waterbus plan (from the ACTV website):

<http://actv.avmspa.it/it/content/consulta-le-mappe>

TIDE FORECAST IN VENICE

Centro Maree

<https://www.comune.venezia.it/it/content/centro-previsioni-e-segnalazioni-maree>

<https://www.comune.venezia.it/it/content/la-previsione>



High tide App (on Google Play search for “hi!tide Venezia”):

<https://play.google.com/store/apps/details?id=venice.amphitrite&hl=it>

TELEPHONE COMPANIES IN ITALY

Here are the main telephone companies in Italy to choose from.

SIM cards can be bought at the following specific shops:

- TIM
- VODAFONE
- WIND
- 3
- POSTEMOBILE (Ask for it at the Post office, *Posteitaliane*)

N.B. All **non-EU students** and **professors** must activate an Italian mobile number (even if you do not plan to use it), within 8 working days from arrival, to complete the procedures for the **residency permit**.

VIU – Safety and Security Measures

When an event occurs that threatens the safety or security of students visiting VIU, or studying abroad via VIU programs, VIU staff hold meetings at various administrative levels to discuss the situation and to decide on a plan of action, in collaboration with the students' home universities.

Students are advised to check the websites of their country's diplomatic mission in Italy (or in the host country if studying abroad on a VIU program), to consult travel advisories, and where a dedicated service is available, register with the Embassy to ensure timely consular and emergency support if needed.



VIU will contact the students potentially involved, and liaise with the program coordinators in their home universities.

Please fill out the [emergency contact form](#) so that we are better prepared to provide support if needed.

See specific information regarding travel and health advice related to the COVID-19 (Coronavirus) epidemic ([link to the document for the Fall 2020 term available soon](#)).

Embassies in Italy

US Embassy in Italy
+39 06-46 741 (from within Italy) or 011-39-06-46741 (from the U.S.)
<https://it.usembassy.gov/u-s-citizen-services/>

Embassy of Israel in Italy
+39 06 36 198 586
<http://embassies.gov.il/roma-en/ConsularServices/Pages/ConsularServices.aspx>

Embassy of the People's Republic of China in Italy
+39 06 96 524 200
<http://it.china-embassy.org/>

Japanese Embassy in Italy
+39-06-48 799 1
<http://www.it.emb-japan.go.jp/>

Embassy of the Republic of Korea in Italy
+39 06.802461
<http://overseas.mofa.go.kr/it-ko/index.do>

Russian Embassy in Italy
00185 Via Gaeta 5, Roma, Italia
Tel.: (39) 06/4941680; (39) 06/4941681; (39) 06/4941683
Fax: (39) 06/491031
ambrusitalia@mid.ru
cultura.ambrussia@mail.ru

EMERGENCY PROCEDURES FOR STUDENTS AND PROFESSORS WHEN OFF CAMPUS

Information for students

What defines an emergency:

- a student is caught up in civil unrest, a terrorist attack, natural calamity
- a student sustains serious accident or injury, is victim of assault, or in the event of hospitalization
- a student is suffering from severe psychological symptoms
- Death or disappearance of a student
- Arrest or questioning by police
- Serious illness or death of a close relative
- A fellow VIU student is exhibiting behavior that poses an immediate threat to his/her own safety or the safety of others



What a student or parent should do in the event of an emergency:

If the incident is very serious, and you require immediate assistance:

1. Call the emergency services*:

Police **113**
Fire Department **115**
Ambulance **118**

*If you are travelling in another country, make sure to check and make note of the equivalent emergency numbers on arrival in the country you are visiting.

2. Contact VIU for support:

- For emergencies that occur during normal office hours, call VIU directly:
(+39) 041 2719 511
Office Hours: Monday – Friday, 9.00am - 5.30pm
- For emergencies that occur outside normal office hours, call the reception of the residential facilities: (+39) 041 2765001
Request that the reception contact a VIU staff member and leave a number where you can be reached

3. Contact the consular services of your country for support.

VIU can provide support also in other circumstances that do not constitute an emergency:

For any of the below, come to the Globalization Office during office hours, or write to student-services@univiu.org. If necessary call: 041 2719511.



- You have a minor physical injury, or are feeling unwell
VIU can help you make a doctor's appointment (If you are a non-EU citizen you can also contact your insurance provider directly).
- You have lost your Italian residency permit or you have missed an appointment for your residency permit
- (non-violent) theft or loss of personal items or documents
VIU can help you report the incident to the police (may be required for duplicate document requests, or insurance claims)
- You have an ongoing conflict with your room-mate(s) and think you might benefit from mediation (for VIU-managed accommodations only).

For any of the following, you may benefit from a confidential conversation with a member of VIU staff, who can help you get professional support if you feel it is necessary:

- You have been experienced sexual harassment*
 - You are feeling overwhelmed by course workload
 - You are finding it difficult to adjust to being abroad, or are not fitting in with your peers.
 - You are feeling depressed or isolated.
- write an email to request an appointment to student-services@univiu.org or directly to Cristina Di Gioia (cristina.digioia@univiu.org; Francesca Zennaro francesca.zennaro@univiu.org).

*If the harassment was by a member of the VIU community, disciplinary measures and action will also be taken.

IN THE EVENT OF AN EMERGENCY ON CAMPUS

EMERGENCY SERVICE:

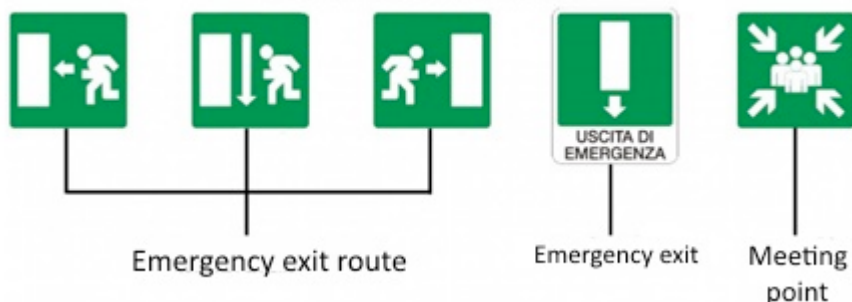
- **Coordinators:** Igor Nash for VIU, office 2J, tel+39.0412719514;
Carlo Castiglioni for San Servolo Servizi Metropolitan tel +39.0412765001, Reception, ground floor.
- **Fire Marshals:** Elena Bovolenta and Lucia Di Gioia, office 5Q, tel +39.0412719566-561; Elisa Carlotto, office 5T, tel. +39.0412719547; Cristina Di Gioia and Francesca Zennaro, office 2G, tel. +39.0412719513-563.
- **First Aid referees:** Giovanna Pietrobon, office 2J, tel +39.0412719545; Orla McLaughlin, office 2F, tel +39.0412719512
- emergency centers:
 - VIU front office, ground floor tel +39.0412719511;
 - Reception - San Servolo Servizi Metropolitan, ground floor, tel +39.0412765001



Emergency personnel wear yellow or orange high-visibility jackets as identifying features.

LOCATION OF THE ASSEMBLY POINTS:

- ASSEMBLY POINT " A ": in zone 6 on the map, ground floor (outside the café)
- ASSEMBLY POINT " B ":in zone 1 on the map, ground floor (near the boat stop)
- ASSEMBLY POINT " C ": in zone 4 on the map, ground floor (courtyard in front of the church)



EMERGENCY SITUATIONS

there are 2 types of emergencies:

- material incidents: all those that require to evacuation of the building(s), e.g. fire, earthquake, flood, explosion, terror attack etc.;
- health emergencies: accident or sickness.

SIGNALLING AN EMERGENCY

Emergency and evacuation signaled by VIU:

An emergency inside the building is signaled by emergency marshals or by VIU staff either via an acoustic alarm, via the emergency lights, or by phone, voice or megaphone in those areas where an alarm system is not operational.

The acoustic signal for evacuating the building is a continuous tone.

How to raise an alarm if you witness an emergency:

- if you notice an emergency situation, please activate the alarm system by pushing an alarm button or by phone or by raising the alarm in person with the Emergency Coordinator Mr. Igor Nash in office 2J on the ground floor (tel. +39.0412719514) or with the Emergency Centers, i.e. the VIU Front Office on the ground floor (tel. +39.0412719511) or the Reception of San Servolo Servizi on the ground floor (+39.0412765001).
- follow the instructions listed below according to the type of emergency.

**PROCEDURES FOR DIFFERENT TYPES OF EMERGENCY****EVACUATION PROCEDURE COMMON TO ALL TYPES OF EMERGENCY:**

- stay calm.
- do not use lifts
- follow the escape routes, unless there is an evident danger, and reach the nearest Assembly Point. If you are unable to reach an official Assembly Point seek refuge in the nearest safe place.
- wait for further indications from the emergency staff wearing yellow or orange high-visibility jackets.

FIRE

- if time permits, switch off electrical equipment and close windows and doors.

EARTHQUAKE

- stay away from windows, glass, mirrors and heavy objects such as bookshelves, filing cabinets etc.;
- seek refuge under a doorway, a loadbearing wall or column or on the edge of a room, close to a wall;
- if necessary seek refuge under a desk or table;
- do not lean out of a window or stand on a balcony;
- do not run to the stairs to reach the ground floor: stairs are the weakest part of the building in the event of an earthquake.

FLOOD

- stop using any electrical equipment;
- stay away from plugs etc.

EXPLOSIVES

- do not approach or touch any suspect package.

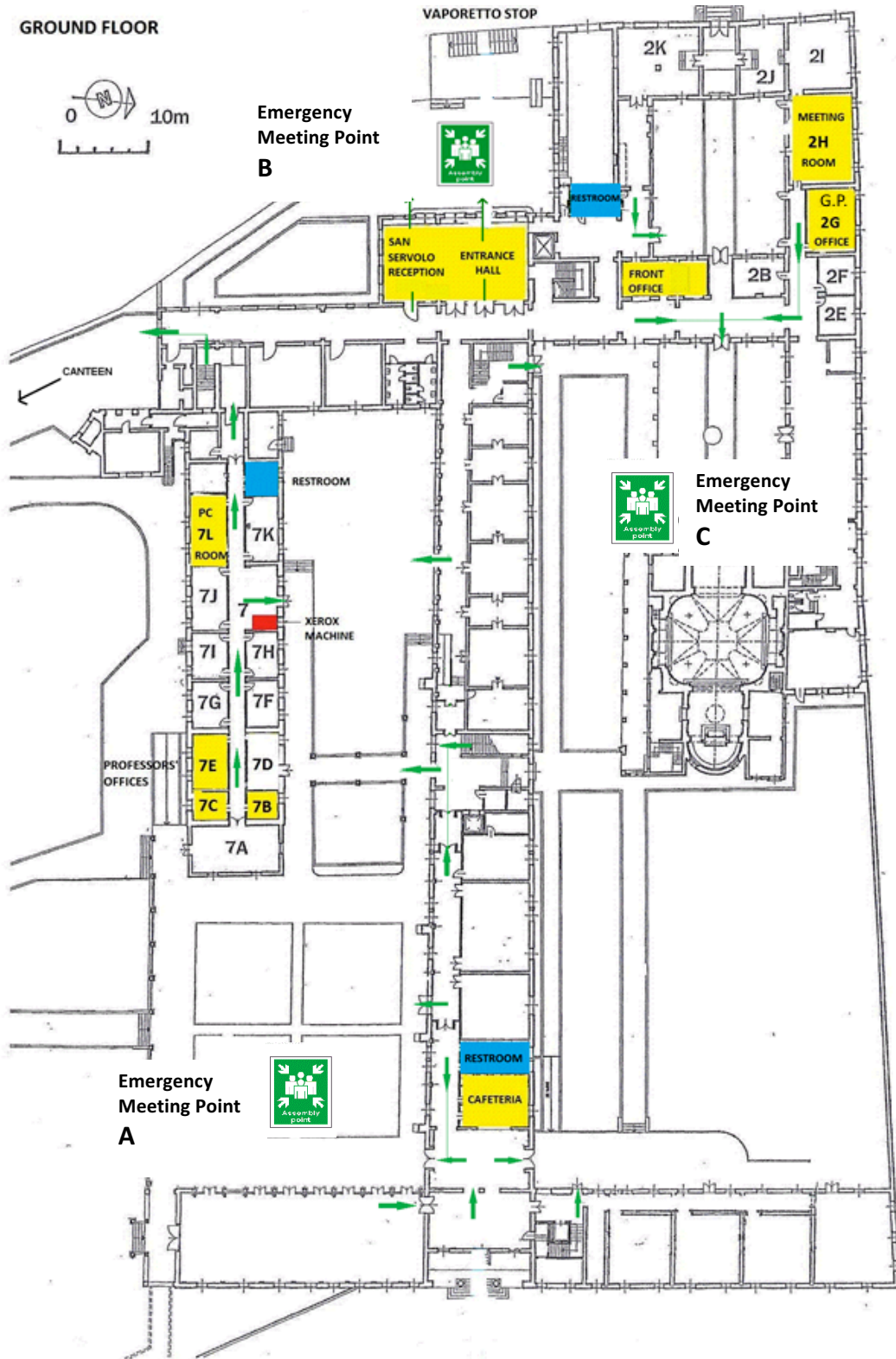
TERROR ATTACK

- if in danger seek refuge immediately.

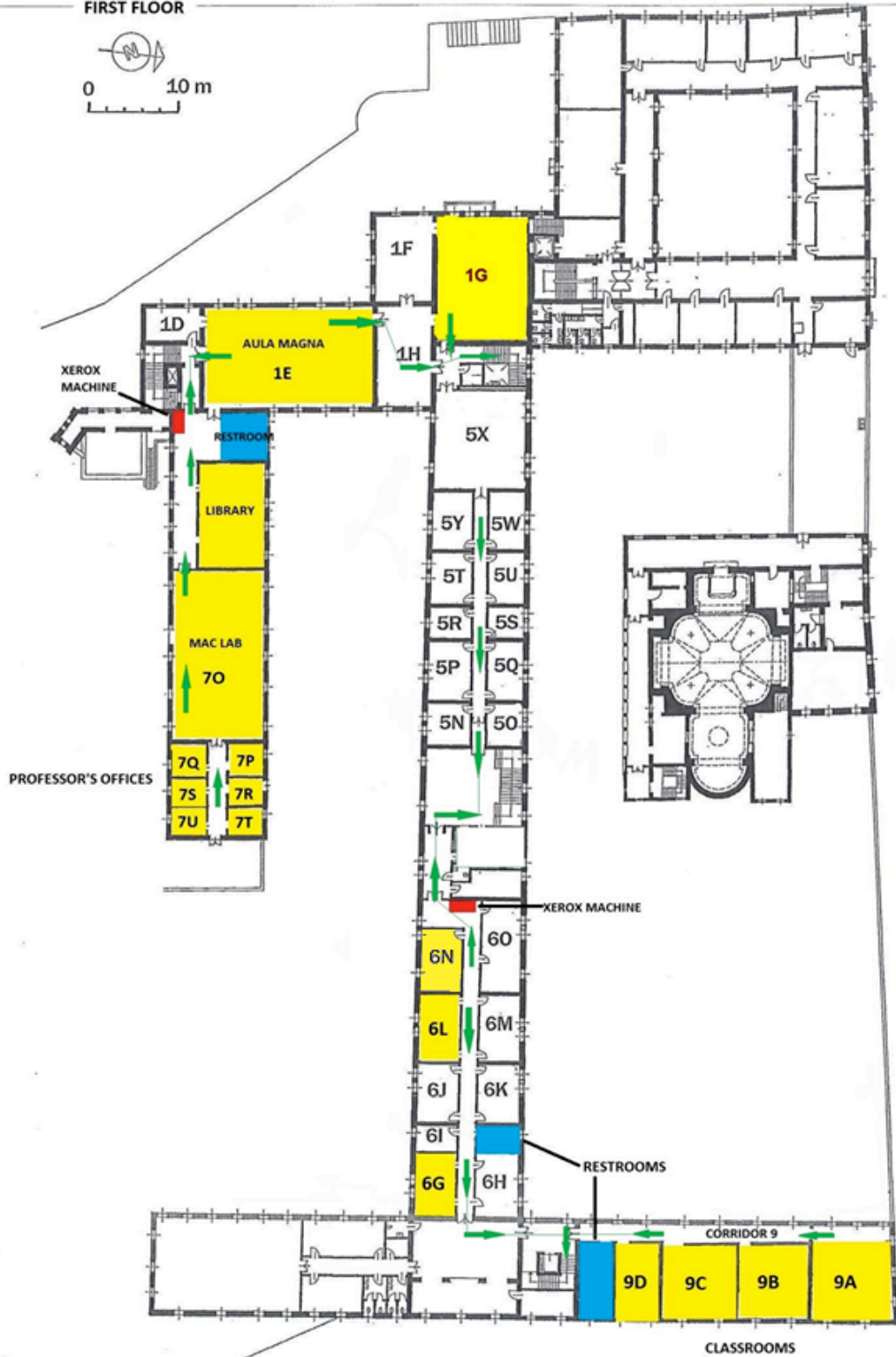
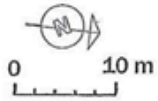
ACCIDENT OR SICKNESS

- do not attempt any intervention unless you are adequately trained to do so.

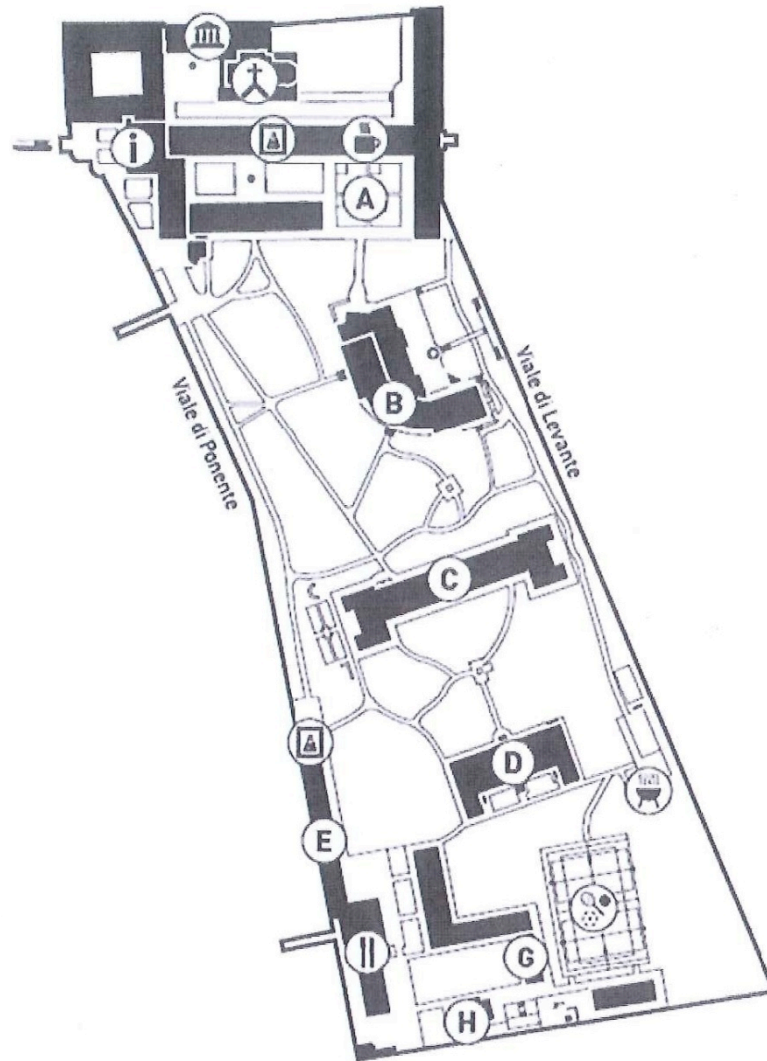
MAP OF THE FACILITIES AND EMERGENCY EVACUATION PLAN












FIRST FLOOR



Map of San Servolo:



- | | | | |
|---|--------------------------------|---|----------------------------|
|  | Boat stop | B | Residence Hall - Grecale |
|  | Main entrance / Guards' office | C | Residence Hall - Maestrale |
|  | Church | D | Residence Hall - Scirocco |
|  | Exhibitions Areas | E | Residence Hall - Libeccio |
|  | Museum of the Insane Asylum | G | Residence Hall - Ostro |
|  | Main Floor: San Servolo Café | H | Residence Hall - Zefiro |
|  | Barbecue | | Coin-operated laundrette |
|  | Sport Facilities | | |
|  | Cafeteria | | |

SPORT FACILITIES IN VENICE

University Sport Centre (CUS)

The University Sport Center (CUS) give students the possibility to play several sports: Judo and self-defense, aerobics and gymnastics, fitness, volleyball, basketball, tennis, handball and soccer. Several other sports can be practiced on the mainland (Mestre, Marghera).

VIU has a special agreement with CUS: the price list at reduced rates is available at the Front office.



REGISTRATION

The registration Office is open Monday to Friday from 10.30 am to 12.30 am and from 4 pm to 7 pm.

In order to register you need to:

- pay the registration fee to CUSI and CUS (insurance included)
- pay the registration fee for each activity you choose
- bring with you the original of a medical certificate of fitness to practice non-competitive sports
- bring with you a copy of the Certificate of Attendance

CONTACTS

CUS Venezia

Fondamenta dei Cereri, Dorsoduro 2407, 30123 Venezia (just nearby Campo Santa Margherita)

Tel.: 041 520 0144

Fax: 041 524 6619

E-mail: info@cusvenezia.it

Website: www.cusvenezia.it (Only in Italian)

Main Activities and their Venue:

Small Gym

Judo, Ju Jitsu, Personal Defense, M.E.T., Pilates, Hip Hop

Main Gym

Volleyball, Basketball, Handball, Soccer

Open Fields

Tennis, Volleyball, Basketball, Soccer

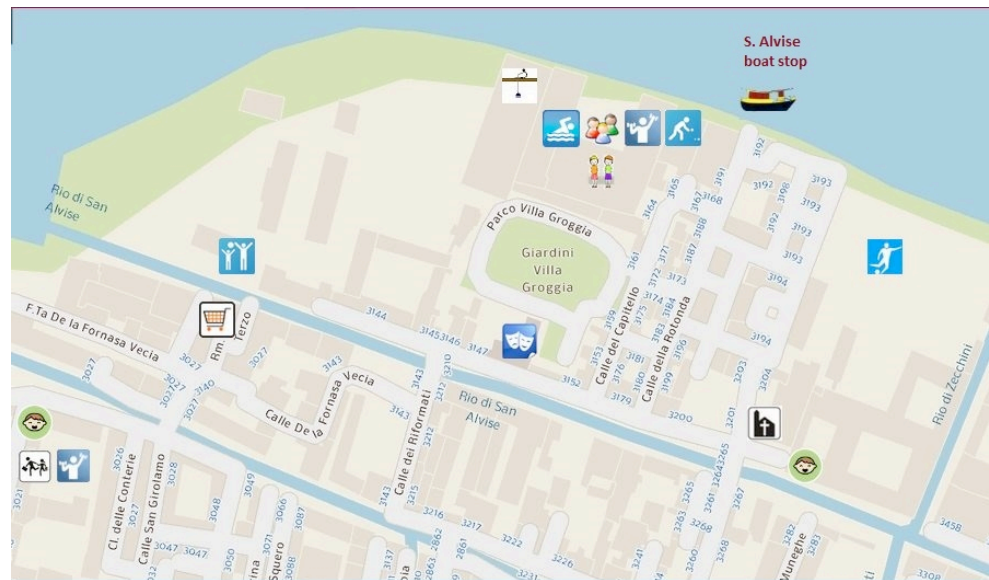
Fitness Gym

Swimming Pool

Free Swimming, Aquagym, Scuba Diving



Gym and Swimming Pool: “Palestra Piscina Il Centro - Sant'Alvise”



Il Centro Sant'Alvise is one of the best sport centers in Venice, it has a gym, a swimming pool and it offers several courses for adults and children. In the gym area you can take lessons of modern dance and classic ballet, yoga, krav maga, pilates.

Contacts

Cannaregio 3163, 30121 Venezia

Boat Stop: Sant'Alvise

Tel.: 041 715650

Fax: 041 2005811

E-mail: info@piscinasantalvise.it

Website: <http://www.piscinasantalvise.it/>

Swimming pool “Piscina Comunale Sacca Fisola” (also used for courses by CUS)

Giudecca Island, Sacca San Biagio

Boat stop: Sacca Fisola

Tel.: 041 528 5430

Opening Hours: http://www.rarinantesvenezia.it/attivita.php?id_attivita=21

Mon, Tue, Thu, Fri: from 9am to 12 pm, from 1.30 pm to 4.30 pm and from 6.45/7.30 to 9 pm

Wed: from 3pm to 4.30 pm and from 6.45 pm to 7.30 pm

Sat and Sun: from 3 pm to 6pm;

Rowing classes: “Remiera Canottieri Cannaregio”

Cannaregio 3161, 30121 Venezia

Boat stop: Sant’Alvise

Email: info@remieracanottiericannaregio.it

Website: www.remieracanottiericannaregio.it (only in Italian)



Ca' Foscari Rowing Courses – Dragon Boat, Venetian rowing, kayak
info@sportnautici@unive.it

VIU LIBRARY – ONLINE CATALOGUE & OTHER LIBRARIES IN VENICE

VIU Library – online catalogue: <http://library.univiu.org/>

Other Libraries In Venice – online catalogue:
http://polovea.sebina.it/SebinaOpac/Opac?locale=en_GB



BAUM (Università Cà Foscari, Humanities department)

Palazzo Malcanton Marcorà, Dorsoduro 3484/D, 30123 Venezia (near Campo Santa Margherita)

Opening Hours: Mon to Fri from 8.30 am to midnight; Sat and Sun from 9am to 9 pm

Lending Hours: Mon to Fri from 8.30 am to 6.15 pm

BEC (Università Cà Foscari, Economy department)

San Giobbe, Cannaregio 873, 30121 Venezia

Opening Hours: Mon to Fri from 8.30 am to 10 pm; Sat from 9 am to 6.00 pm

Lending Hours: Mon to Fri from 8.30 am to 6.15 pm

CA' FOSCARI ZATTERE – CFZ (Università Cà Foscari, Foreign Languages Department)

Zattere al Pontelungo, Dorsoduro 1392, 30123 Venezia; boat stop: Zattere

Opening Hours: Mon to Fri from 9 am to midnight; Sat from 9 am to 8 pm; Sun from 2 pm to midnight. Lending hours: Mon.-Fri. 9 am-4 pm.

GIORGIO CINI FOUNDATION LIBRARY (especially devoted to Art History and Architecture, rare manuscripts)

Island of San Giorgio (Line 2 boat stop)

Opening Hours: Mon to Fri from 9 am to 6 pm

QUERINI STAMPALIA FOUNDATION LIBRARY

Castello 5252, 30122 Venezia (Campo Santa Maria Formosa)

Opening Hours: Tue to Sat from 10 am to midnight; Sun from 10 am to 7 pm

Lending Hours: Tue to Sat from 10 to 7.45 pm; Sun from 10 am to 6.30 pm

ASAC (Historical Archive of Contemporary Arts: specialized in Fine arts, Theatre, Music, Cinema)

Calle Paludo Sant'Antonio, Giardini della Biennale, Castello; boat stop: Giardini

Opening Hours: Tue to Fri from 10 am to 5 pm

BIBLIOTECA MARCIANA (The most ancient library in Venice and National Archive)

Piazzetta San Marco, 7, 30124 Venezia (Saint Mark's square)

Opening hours: Mon to Fri from 8.20 am to 7 pm; Sat from 8.20 am to 1.30 pm

Lending Hours: Mon to Fri from 8.30 am to 6.30 pm; Sat from 8.30 am to 1 pm