



# JOHN CABOT UNIVERSITY

## **2024-2025 STUDENT HANDBOOK**

### **FOR CONTINUING EDUCATION STUDENTS**

- Luxury Management and Customer Experience - The Italian Excellence
- EMBA, Executive MBA
- Professional Education Certificate Programs



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# STUDENT HANDBOOK

## MISSION

John Cabot University is an American institution of higher education in Rome, Italy. The mission of the University is to provide an educational experience firmly rooted in the American tradition of the liberal arts within a dynamic international community. The academic programs are designed to take the best advantage of the rich diversity reflected in the student body, faculty and staff, as well as the extraordinary history of Rome and Italy. An experience at JCU is an opportunity to engage academically with a global vision of mutual dialogue, discovery, and innovation.

## EXPECTATIONS FOR BEHAVIOR

John Cabot University values human connection. We recognize that individual action impacts the surrounding community. This Student Handbook and the JCU Code of Conduct are a shared set of principles that reflect our commitment to mutual respect and the creation of a safe and healthy educational and living environment. To that end, all members of the JCU community are expected to respect the standards for behavior set forth in this handbook. Any instance of misconduct should be reported immediately to [deanofstudents@johncabot.edu](mailto:deanofstudents@johncabot.edu). The JCU conduct process is further outlined in this handbook.

## NON-ACADEMIC POLICIES AND SERVICES

John Cabot University offers a robust network of student support services and extracurricular activities to promote cultural awareness and leadership opportunities. Participation in JCU programs and activities is contingent upon the student's compliance with immigration regulations, health insurance subscription, and respect for community and academic standards.

## JCU COMMUNITY STANDARDS

All JCU community members are expected to contribute to a culture of cooperation and mutual respect through shared adherence to the Code of Conduct. Students who act in disrespectful, negligent, or inappropriate ways compromise the wellbeing of the community and their personal reputation.

For this reason, all JCU students are responsible for upholding the University's established set of Community Standards within its physical and social (virtual) space, and in the local community, i.e., on and off campus. These standards, along with the University's disciplinary procedures, serve to protect all members of the JCU community, including students accused of any violations. The disciplinary process is designed to enforce and reinforce Community Standards, encourage sound decision-making, and provide the opportunity for personal development.

Visiting students may be subject to disciplinary action by their home institution as well. Bystanders reporting other students for violations that endanger student safety and/or wellbeing may enjoy temporary immunity from enforcement of the JCU Alcohol and Drug Policy.

Insofar as some violations of Community Standards may also be violations of Italian law, students may be subject to Italian criminal or civil liability as well. Students are responsible for being informed of both JCU Community Standards and Italian law, and ignorance of Italian law is not an excuse for engaging in prohibited conduct. Any violation of Italian law is a matter between the student and Italian authorities; it is not within the power of JCU to intervene in Italian legal proceedings. Non-Italian citizens have the right to contact their consulate if arrested. Any suspect may remain incarcerated until brought to trial. An Italian lawyer is required for the defense of those arrested for violations of Italian law, and the student is responsible for any expenses incurred.

Neither acts of retaliation (punishing, either overtly or covertly, or taking negative actions to deter a complainant from making a discrimination or harassment complaint or participating in discussions of such),



nor false reporting will be tolerated by JCU and will be subject to disciplinary action through the established disciplinary procedures of the University.

## **SPECIFIC JCU COMMUNITY STANDARDS**

### **ALCOHOL AND DRUG POLICY**

The JCU Alcohol and Drug Policy aims to prevent antisocial and dangerous behavior. The policy is informed by the cultural environment of Italian life that accepts the consumption of alcohol in moderation and under appropriate circumstances. In keeping with Italian tradition, cultural and social events hosted on campus and sponsored by JCU Administration may provide a limited quantity of wine. Regulations for dispensing alcohol at student events are laid out by the Office of Student Engagement in their [Alcohol Policies document](#).

Students may not bring alcoholic beverages onto University premises.

Students living in JCU Housing should refer to the JCU Housing Policies and Regulations.

Any substance or product containing legal marijuana<sup>2</sup>, Synthetic Cannabinoids (commonly known as K2/Spice), or any New Psychoactive Substances (NPS) sold in store or on the street is prohibited on campus. The use, possession, sale, giving, or exchange of illegal or prescription drugs (as defined by Italian law) is strictly prohibited on all University premises.

While alcoholic beverages may be served at student-sponsored events, provided the Alcohol Events Guidelines are respected, the University does not authorize the use of student funds collected and administered by the University to provide alcoholic beverages for any student event held off campus.

Alcoholic beverages, companies, distributors, or drinking establishments are not to be advertised on University property. Print, electronic, and broadcast media funded by or associated with the University may not contain advertisements promoting alcohol or alcohol-centered events. The University's name or logo may not be used to promote alcohol-centered events.

Any student who causes a disturbance on or off campus, destroys or damages property, harms any person, or is hospitalized as a result of alcohol or drug use, is subject to disciplinary action.

### **ANIMALS ON CAMPUS**

John Cabot University (JCU' or 'the University') generally prohibits the bringing of animals onto campus, including in University-owned and -rented property, such as the residences. An exception is provided for students with documented disabilities, who need a Service Animal in order to support their ability to function in their role at the University.

This Policy outlines the procedures for gaining authorization to bring a Service Animal onto campus, and the relative responsibilities of Service Animal Owners, in compliance with Italian law. This Policy and related procedures are applicable to all JCU community members and external visitors or guests, in all University-owned and -rented spaces. For the purposes of this Policy, "Service Animal" is defined as an animal, usually a dog, that is individually trained to do work or perform tasks for individuals with a disability or disabilities. This specialized training to perform tasks for individuals with disabilities is what distinguishes it from a pet (an animal companion) or emotional support animal.

#### **Policy**

Neither pets nor emotional support animals are permitted on campus or in University-owned or -rented buildings, including offices, terraces, or vehicles. Service Animals may accompany their owners on campus and in University-owned or -rented property. Certain spaces may be restricted for specific reasons, such as health and safety concerns. These spaces include, but are not limited to, rooms that house machinery, spaces in which hazardous chemicals and cleaning products are stocked, areas where protective clothing must be worn, and locations where equipment must be used. Access to spaces that are generally off limits, such as art studios, may be permitted on a case-by-case basis to allow for individual needs in accordance with the [JCU Disability Accommodations Policy](#).

#### **Authorization to Bring a Service Animal into JCU Spaces**



In order to bring a Service Animal into JCU spaces, owners of a Service Animal will have to follow the procedures for obtaining a disability accommodation, **providing recent documentation of a disability necessitating the support of a Service Animal to perform specific tasks so that the JCU community member may function normally in their roles at the University.**

### **Student Requests**

To request authorization for a Service Animal, undergraduate and postgraduate students should contact the Office of Disability Accommodations at [disabilityaccommodations@johncabot.edu](mailto:disabilityaccommodations@johncabot.edu).

The request must be made by the time the student pays their tuition deposit or housing placement fee. Details of payment deadlines may be consulted on the JCU website.

### **Owner Responsibilities for Service Animals at JCU**

The owner alone is responsible for their Service Animal, both at the moment of entry into Italy or exit from the country, and for the duration of the time at JCU.

Owners must present to the relevant University office an annual clean bill of health, issued by a registered veterinarian. The University has the right to ask for any additional documentation that attests to compliance with regional or national ordinances, laws, and/or regulations. Upon receipt of authorization to bring a Service Animal into JCU spaces, the Owner commits to meeting the following requirements:

- Always keep control of the animal
- Ensure appropriate conduct of the animal, so that it does not interfere with the normal operations of the University
- Assume financial responsibility for any bodily injury or property damage caused by the animal
- Dispose of animal waste promptly and appropriately
- Maintain correct hygiene of the animal

When outside the Owner's accommodation unit, the Service Animal must be kept within a transport box or secured to a harness or leash that does not exceed six ft. (182.88 cm.) in length; the Owner should retain control of the opposite end of this restraint. In the event such constraints are impractical for the purposes of performing the Service Animal's work, or are incompatible with the owner's disability or disabilities, the owner must remain in full control of the Service Animal through other effective means, such as voice commands.

Owners are expected to comply with designated University personnel with regards to all terms of this Policy, such as agreeing upon an outdoor relief area, and appropriately disposing of animal waste.

### **Expectations for Community Members**

All JCU community members must respect the following expectations for interacting with Service Animals and their owners:

- Do not touch a Service Animal
- Do not feed a Service Animal
- Do not harass a Service Animal
- Do not separate or attempt to separate an Owner from their Service Animal: in accordance with this Policy, Service Animals must be permitted to accompany their owner at all times and in all places in JCU spaces, except where animals are prohibited for reasons of health, safety, or security.

JCU community members are also asked to respect the following additional guidelines:

- Do not ask about the nature or extent of an individual's disability
- Do not ask for proof that the animal has been certified, trained, or licensed as a Service Animal
- Do not require the animal to wear an identifying vest or tag
- Do not ask that the animal demonstrate its ability to perform the task or work

### **Removal of Service Animals**



In the following instances, the University reserves the right to remove a Service Animal from JCU spaces, temporarily or permanently, or to require the owner to do so:

- The owner fails to comply with the terms of this Policy
- The animal poses a threat to the health or safety of the JCU community
- The animal causes significant damage to University property or to the property of one or more of its community members
- The animal causes unreasonable disturbance, or unreasonable interference with the routine operations of the University

### **Conflicting Health Conditions**

The following offices and individuals are available to work with members of the JCU community negatively impacted by the presence of a Service Animal (for example, allergies, phobias, respiratory diseases):

- Health & Wellbeing
- Disability Accommodations
- Housing (in the case the owner is a JCU resident)
- Chief of Staff (where the owner is a staff member)
- Dean of Academics (for owners who are professors or teaching staff)

### **Resources**

The Office of Disability Accommodations and the Chief of Staff will coordinate as necessary with other offices such as Housing for the implementation of appropriate and reasonable adjustments of Service Animal arrangements implemented under this Policy. The Office of Health & Wellbeing offers support and assistance to JCU community members who may be adversely impacted by the presence of a Service Animal in JCU spaces. Staff will liaise with the appropriate office to reach a resolution or make reasonable accommodations to support the wellbeing and safety of all JCU community members.

For further information on Service Animals in a University environment, JCU community members may refer to the relevant section of the [Americans with Disabilities Act](#).

### **DISCRIMINATION/HARASSMENT POLICY**

JCU is an academic community committed to valuing mutual respect, human dignity, and individual differences; the University supports intellectual, personal, and professional growth.

The University is dedicated to inclusion and diversity and does not tolerate discrimination and harassment of any kind based on race, color, ethnic or national origin, religion, sex, age, sexual orientation, gender identity, marital or parental status, or disability in any of its policies, programs, and services. All members of the JCU community have the right to an environment free of discrimination and harassment, which includes online/virtual spaces.

The JCU Discrimination/Harassment policy prohibits the following:

#### **DISCRIMINATION**

Treating an individual or group less favorably than others because of race, religion, ethnicity, national origin, gender, age, marital status, familial status, disability, economic status, or sexual orientation or reassignment, or any other factor unrelated to effective contribution, ability, or potential.

#### **HARASSMENT**

Unwanted conduct or speech violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating, or offensive environment that interferes with a person's learning, work, or social wellbeing. Harassment includes the following:

- **Bullying:** repeated or persistent action, criticism or abuse in public or private which intentionally or unintentionally humiliates, denigrates, undermines, intimidates, or injures the recipient. Bullying includes setting up a person to fail, ridicule, exclusion, victimization, unfair treatment, or the abuse or misuse of power.





- **Hate Speech:** highly derogatory or grossly degrading speech intended to dehumanize, humiliate, or incite hatred against persons or groups because of their race, religion, gender, sexual orientation, or disability.
- **Gender-based Harassment:** acts of verbal, non-verbal or physical aggression, sexual bullying, intimidation, or hostility on the basis of sex or sex-stereotyping (such as sabotaging female students' work or heckling a student because of their sexual orientation or gender identity, whether or not disclosed).

## **SEXUAL HARASSMENT**

Unwelcome verbal or physical conduct of a sexual nature, including sexual advances, statements, and requests for sexual favors. The unwelcome nature of such verbal or physical conduct may be inferred by such characteristics as aggression, or persistence even after its target has expressed that it is unwelcome. Sexual harassment will be implied where there is power asymmetry (such as that between an instructor and a student, or a supervisor and a worker). Sexual harassment includes:

- Unwanted sexual statements: jokes, comments on physical attributes, spreading rumors, sexual bullying, or talking about or rating others' sexual activity or performance.
- Unwanted personal attention: letters, phone calls, texts, visits, pressure for sexual favors, or unnecessary personal interaction, with an evident sexual or romantic intent, including stalking.
- Unwanted physical or sexual advances: unwanted touching, hugging, kissing, fondling, touching oneself sexually for others to see, or other sexual activity. This includes domestic violence and sexual assault. Sexual assault is understood as sexual activity in which one party did not or could not consent.

### **Note on Consent**

Within this context, consent is an agreement between two or more participants to engage in sexual activity. Consent should be clearly and freely communicated.

Consent cannot be given by minors, or by individuals who are intoxicated or incapacitated by drugs or alcohol, or who are asleep or unconscious. Agreement to sexual activity under coercion is not considered consensual.

## **DAMAGE/DESTRUCTION OF PROPERTY**

Intentionally or recklessly damaging, vandalizing, destroying, or tampering with University property or the property of any person or business is prohibited.

## **DISTRIBUTION OR POSTING OF ADVERTISEMENTS/FLYERS**

Students must obtain authorization from the Office of the Dean of Students to distribute or post any materials on University premises, including in JCU Housing, which advertise non-JCU sponsored events or programs.

### **GUIDELINES FOR ETHICAL MEDIA POSTING**

1. **Transparency:** indicate your identity and intent
2. **Reliability:** acknowledge information sources; avoid generalizations and negative stereotypes
3. **Impact:** consider the likely effects on the community
4. **Sensitivity:** try to include support resources when posting on marginalized communities or sensitive issues; be respectful and open-minded
5. **Consent:** Never post anything without first obtaining the relevant consent.
  - a. If a person gives consent to the use of their image, make sure the post in question gives them a voice and spreads the message they would like to communicate. The purpose should be to provide a platform through which others can be heard.
  - b. Never post pictures of minors or those who are unable to give consent; their identities must be protected.





## **DRESS CODE**

JCU does not have an official dress code and is proud to afford each student significant freedom in their choice of attire. Students should nonetheless be aware that, in Italy, one would never wear such casual articles as pajamas or beachwear to class.

All students are permitted to wear the clothing of their choice, regardless of traditional gender norm conformity. Students may dress in accordance with their gender identity and gender expression, provided that such clothing does not violate other aspects of the University Code of Conduct.

## **GENERAL BEHAVIOR**

Any behavior that impedes the safety, security, and normal operation of the University, University-sponsored activities and events, or the greater community, is prohibited. Students are always expected to cooperate with each other, faculty, staff, administration, and guests. Students may be sanctioned for any disrespect, or offensive or improper language, directed against any member or guest of the University. This includes reckless behavior, whether or not motivated by drugs and alcohol, that compromises either individual or community safety, privacy, and security.

## **GUESTS**

Students seeking to bring guests onto campus must coordinate with the JCU Front Office to obtain authorization for their entry to campus.

All current JCU students are permitted to visit residents in JCU Housing buildings between 9am and 11pm. All students entering JCU housing are obliged to follow Housing Policies (see section below). External visitors are NOT allowed to enter JCU Housing buildings. Next of kin (parents/guardians or siblings) may be granted access, if the following criteria are met and appropriate request is sent:

- No visits are allowed during Orientation week or the last two weeks of the semester.
- Students MUST confirm that their roommates have agreed to the visit taking place. If a roommate conflict develops over the visit, it will result in a conduct investigation for non-compliance.
- Visitors MUST be next of kin (parents/guardians or siblings).
- No more than two visitors are allowed per visit.
- Visits will be granted for a maximum of 1h only.
- Visiting hours are Monday - Friday from 10 am to 5 pm. Visits are not allowed on University-observed Holidays.
- Requests must be sent 48 hours prior (72 hours if the visit is for a Monday or following a holiday) via the following [form](#).
- Visitors must be accompanied by their host at all times and the host takes responsibility for their guests' actions.
- Students are not allowed more than TWO approved external visits during the semester.

Please note that authorization for visits is granted at the discretion of staff and is not guaranteed.

## **IDENTIFICATION**

Students must scan their JCU ID badge to enter and exit University premises. Students must also present their JCU ID badge when requested by any official of the University, including faculty members, staff, and security guards.

Italian law enforcement officials may ask to see a valid form of photo identification which includes passports, national identity cards, and European driving licenses. The JCU ID badge is not a valid form of identification for purposes outside the University.

## **INTELLECTUAL PROPERTY & PRIVACY RIGHTS OF OTHERS**

All members of the JCU community are expected to respect the intellectual property and the privacy rights of others. This includes instructors' and fellow students' right to intellectual property in their lectures, notes,



slides, and other course-specific materials, and the right to limit the distribution of images and recordings of themselves.

### **MISUSE OF UNIVERSITY COMPUTER FACILITIES**

Violating the University's computer security systems is prohibited, as is altering the configuration of University computers, any technical property owned by the University, software, e-mail accounts, or any other computer files. Also prohibited is the theft or other abuse of computer facilities and resources, including but not limited to:

1. Using another individual's identification and/or password
2. Interfering either intentionally or unintentionally with the work of another student, faculty member, or University official
3. Sending obscene or abusive messages
4. Interfering with normal operations of the University computing system
5. Downloading illegally or distributing without authorization copyrighted materials, including unauthorized peer-to-peer file sharing. Such activities may also subject students to civil and criminal liabilities.

### **POSSESSION OF DANGEROUS WEAPONS OR MATERIALS**

Dangerous weapons or materials of any kind on University premises, including in JCU Housing, are strictly prohibited. These items include but are not limited to firearms, martial arts weapons, knives, pepper spray, explosive devices, fireworks, ammunition, chemicals, or any item deemed to be dangerous by University officials, including security guards.

### **PRIVACY**

Video recording, photographing, and audio recording JCU community members, including students, staff, faculty, and security personnel, without their permission is strictly prohibited, as is the unauthorized or inappropriate use and/or distribution of such material.

Additionally, under the GDPR<sup>3</sup>, recording someone else and distributing this material without their informed consent is prohibited.

### **QUIET HOURS**

Students are expected to respect a standard of reasonable quiet on all University premises, including JCU Housing, to allow for a conducive learning environment.

Moreover, excessive noise between the hours of 11.00 p.m. and 8.00 a.m. is prohibited under Italian law and may be reported to the police.

### **RETALIATION**

It is a violation of University policy to retaliate in any way against an individual because they raised allegations of prohibited conduct. The University recognizes that retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, or violence.

### **SAFETY DEVICES**

Tampering with or misusing fire alarm and safety devices, system components, or any emergency communication equipment is prohibited.

### **SMOKING**

Smoking on University premises is permitted only in designated areas, including marked areas of the Lemon Tree and Critelli courtyards, the Guarini Roof Terrace (between the Kushlan Wing and Main Building), and the Guarini Mid-Level Terrace of the main building. Smoking, including the use of e-cigarettes and vapes, is prohibited in all other spaces, including in JCU Housing.



## **THEFT**

Attempted or actual theft, whether on and off campus, of University property, the property of a member of the JCU community, or other personal or public property, is prohibited.

## **TRESPASSING**

Any unauthorized presence in a restricted area is prohibited, as well as the unauthorized possession, duplication, or use of keys to any University premises, or unauthorized entry to or use of University premises.

## **USE OF UNIVERSITY NAME OR LOGO**

The use of the University name or logo in any public statement, advertisement, or demonstration is prohibited, unless prior authorization is issued by the President of the University.

## **VIOLENCE**

Any act or threat of physical violence, or any act which causes personal injury to another person, is prohibited. This includes sexual assault, understood as sexual activity in which one party did not effectively consent.

# **STUDENT DISCIPLINARY PROCEDURES**

JCU's Student Code of Conduct is administered by the Office of Community Standards which may appoint one or more Student Conduct Coordinators (SCC) to facilitate the investigation process. The disciplinary procedure is designed to foster community, uphold the common good, and respect the individual through requiring adherence to the University's Community Standards. Internal disciplinary proceedings, distinct from external legal proceedings, aim to provide a fair evaluation of an accused student's responsibility, and apply appropriate sanctions to educate and hold accountable the responsible party while safeguarding the University community.

## **REPORTING A VIOLATION**

The Office of Community Standards reviews both personal complaints and third-party reports by students, collaborating with the Director of Administration on complaints involving staff and students, and with the Dean of Academics on complaints involving faculty and students.

The Office of Community Standards responds to all formal student complaints of sex/gender discrimination, harassment, and assault within the University.

## **PERSONAL COMPLAINTS**

Any member of the JCU community may initiate a personal complaint against another community member. A personal complaint requests that the University investigate alleged offenses by and against JCU community members. Students may initiate a complaint completing the [Official Complaint Form](#) or e-mailing [communitystandards@johncabot.edu](mailto:communitystandards@johncabot.edu)

The complainant should review the JCU Code of Conduct and articulate the violation clearly.

## **THIRD-PARTY REPORTS**

Any individual who witnesses or becomes aware of an alleged violation of the Student Code of Conduct by a JCU student, should report the violation to any member of the Office of Community Standards. Other violations of University standards committed by any member of the JCU community may also be reported to the Office.

## **ANONYMITY**

If a complainant reports an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the SCC must weigh that request against the obligation to provide a safe, nondiscriminatory environment for all students, faculty, and staff. The SCC will evaluate the merit of an investigation and may take action in cases where a complainant would prefer



complete confidentiality. The Office of Community Standards may consult with senior Administration, including the President, when considering actions that may conflict with the complainant's request. Complainants who insist that their name or other identifiable information not be revealed understand that the SCC may be unable to investigate the incident or pursue disciplinary action against the alleged perpetrator.

### **PROCESS FOR REVIEWING A COMPLAINT OR REPORT**

Once an alleged violation is reported, the SCC prepares an incident report, describing the nature and circumstances of the incident and the parties involved. All incident reports are reviewed by the Office of Community Standards to determine whether the allegations may constitute a violation of the Student Code of Conduct. For incidents that do not meet the standard of actionable behavior, the Office of Community Standards may initiate a dialogue with the relevant parties to mediate the conflict between them.

If the Office of Community Standards determines that a personal complaint or third-party report is actionable, they will notify the accused students of the following:

1. Alleged Community Standard violation(s)
2. Location, description, and date of incident (if known)
3. Time and place of the Discovery Conference

Complainants (those who have formally made a personal complaint against another JCU student, faculty member, or staff member) will be kept informed as the Office of Community Standards addresses their claim. Parents/guardians may be notified in cases where the sanction could result in the student being removed from JCU Housing or dismissed from the University. In accordance with the relevant privacy laws, JCU reserves the right to communicate with a student's parent or guardian at any time to discuss student misconduct or behavior that risks student health and wellbeing. Situations involving emergency services or significant risk to student life automatically result in parental/guardian and home institution notification.

### **DISCOVERY CONFERENCE**

The Discovery Conference is a meeting between the accused student(s) and the SCC to determine the events that took place. An invitation letter, issued through the Maxient system, initiates the investigation process. A Discovery Conference is called when the SCC determines there is need for additional investigation and discussion regarding the details of the alleged misconduct.

Should the SCC determine that a Discovery Conference is unnecessary, a single decision letter will be issued to document the incident, determine responsibility, and assign any appropriate sanctions. Students may appeal an initial decision by the SCC via the Appeals Process.

At the conclusion of the Discovery Conference, the SCC may determine that:

1. Additional fact-gathering is warranted. The SCC may call a follow-up conference on the basis of any new information or make a determination. Any follow-up meeting may be called for by the SCC via email or phone call.
2. The case be dismissed for insufficient information, or because the alleged behavior does not constitute a violation of Community Standards.
3. The accused student is "responsible," "not responsible," or "responsible for a different violation." In some cases, the SCC may determine that an allegation is "not applicable", or that "no finding" can be made due to insufficient evidence.
4. A distinction may be made between "accepted responsibility" and a finding of responsibility where the accused student refutes the allegation, particularly with regards to any sanctions applied.

Students who may have been a witness to an alleged violation, or may have pertinent information regarding an alleged violation, may be invited to speak with the SCC. This meeting invitation may be initiated through the Maxient system or via e-mail.

### **EVIDENTIARY BASIS OF FINDINGS**

The evidentiary basis for findings of responsibility for violating the Student Code of Conduct is "more likely than not," which means that more than 50% of the information presented indicates that a violation has occurred.



## **NOTIFICATION OF FINDINGS**

Both the accused and any personal complainant will be notified of the decision at the conclusion of a review by the SCC and investigation of the incident, which may or may not include a Discovery Conference, in an official letter issued through the Maxient reporting system. The home institution of Visiting Students found responsible for any violation may also be notified.

## **APPEALS**

Students who have been found responsible for violations may appeal that determination. In the case of personal complaints in which the accused is found “not responsible”, the complainant may also appeal. Appeals are considered first by the Office of the Dean of Students which ascertains whether one or more of the following grounds may be demonstrated:

1. A lack of fairness in the discovery procedures
2. Significant new information that alters the facts of the matter and thus the appropriate outcome
3. An outstanding dispute over the facts, and thus a need to hear from witnesses, the accused student, or the accuser.

Appeals that cannot be resolved by the Office of the Dean of Students can be reviewed by a panel made up of two University employees (a faculty member and a staff member), and a representative of Student Government. The Dean of Students will issue a motivated decision to allow the appeal to proceed to an Appeals Panel.

The severity of a sanction is not a valid basis for an appeal. However, a student may ask that the sanction be reviewed as part of the appeals process.

Letters of appeal addressed to the Dean of Students must be received within five (5) business days of the date of the notification of the final findings. The sanction of expulsion from the University may be appealed directly to the President of the University. Letters of appeal must be submitted by the appealing student, written from their perspective, signed, and in PDF or Word format. Appeal letters are expected to be formally written and to raise at least one of the recognized grounds for appeal.

If the Office of the Dean of Students decides that the appeal has merit, it may:

1. modify the sanction determined by the SCC, for example by making it more or less severe
2. refer the case to an Appeals panel, or
3. remand the case to the SCC for further review.

If the Dean of Students decides that the appeal does not have merit, the sanctions will remain in effect.

## **APPEALS PANEL**

Within a reasonable time frame, after the Dean of Students Office refers a case for appeal, the SCC shall convene a panel of two University employees (a faculty member and a staff member), and a representative of Student Government. The faculty and staff members are chosen from all employees who have worked at JCU for at least one year. As soon as membership has been determined, everyone involved in the dispute will be sent written notice of the time and place of the appeals panel meeting. The panel will identify a Chair and the SCC will act as secretary. Students may bring an advisor to this meeting. The advisor must be an individual from within the JCU community, for example, Academic Advisor, mentor, or friend.

The panel will examine the allegation and hear the accused student’s explanations and the complainant’s rebuttal, if applicable. The Dean of Students serves as a non-voting adviser to the panel and participates in all its deliberations. Regarding JCU Housing issues, the Director of Housing will also serve as a non-voting advisor to the panel. The chair of the panel will rule on all matters of procedure. Formal rules of evidence shall not be applicable to any discussion before the panel, and any evidence or testimony which the panel believes to be relevant to a fair determination of the complaint may be admitted.

The Appeals Panel may decide that the student is “responsible,” “not responsible,” “responsible for a different violation” that better describes the infraction, or make “no finding.” If the student is held “responsible,” the



panel may recommend sanctions up to and including suspension, expulsion, or removal from JCU Housing. The Dean of Students may uphold or modify the panel's recommended sanctions.

### **APPEALS PANEL PROCEDURES**

1. The Chair convenes the panel, has all parties introduce themselves, explains the purposes of the panel, addresses the issues of honesty and confidentiality, and explains the role of the advisors if any are present.
2. The Chair reads the allegation(s) against the accused.
3. In the case of an appeal by a student who has made a personal complaint, the complainant is given an opportunity to present their statement. The accused is given an opportunity to respond. Then:
  - a. Panel members question both parties.
  - b. Each side is given an opportunity to question the other. The Chair may facilitate the questioning of each party.
4. Witnesses are brought into the room individually and answer questions from all parties. Witnesses for the accuser are heard first. Questions for witnesses from the complainant and the accused may be directed through the Chair. Once the witnesses have given their statement, they are asked to leave the room.
5. The complainant and the accused, respectively, are given the opportunity to make a final summary statement to the panel.
6. In the case of an appeal brought by a student who has been found responsible for a violation, the student shall have the opportunity to present further arguments and information, and to call witnesses.
7. Upon hearing all relevant information, the panel adjourns for deliberation until it arrives at a decision.
8. The panel's determination will be based on its assessment that it is more likely than not that the accused has violated JCU Community Standards. If a finding of responsibility is determined, the panel will then recommend appropriate sanctions. Final recommendations will reflect the majority opinion of the Appeals Panel.
9. The findings and recommendations will be forwarded to the Dean of Students who may uphold or modify the recommended sanctions of the panel.
10. The SCC is responsible for providing written notification of the final findings and sanctions to the accused and complainant within three (3) business days of the conclusion of the hearing.

### **EMERGENCY ADMINISTRATIVE ACTION**

If an individual appears to pose a risk of danger or disruption to the community or to any individual, Emergency Administrative Action may be taken, including removal of the student from the University community. This action does not require an admission or final determination of responsibility of the accused student. The decision to take Emergency Administrative Action is at the sole, non-reviewable discretion of the Office of Community Standards and the President of the University, or their designee. Within a reasonable amount of time of the Emergency Administrative Action, a notice of conduct violation will be provided to the accused student. The SCC will schedule a Discovery Conference as soon as reasonably possible after the notice of conduct violation is presented to the accused student.

### **STATEMENT ON CONFIDENTIALITY IN AN APPEALS PANEL MEETING**

All parties, including the accused student, the complainant and the members of the appeals panel, are required to respect the relevant parties' right of confidentiality. Students appearing before a panel, their advisors and witnesses, must not communicate with any member of the panel or with the accuser(s) and their witnesses prior to the meeting. Any act which violates this confidentiality may be dealt with as a subsequent violation or as grounds for exclusion from the meeting. Appeals panel determinations shared with a complainant are confidential and should be treated as such.

Any implied or actual act of retaliation, intimidation or harassment is strictly prohibited and may also be dealt with as a separate violation.





## STUDENT DISCIPLINARY SANCTIONS

Sanctions will be imposed based on the type of violation, and the student's degree of responsibility for it. Sanctions shall aim to be educational in nature, to correct inappropriate behavior, and prevent the reoccurrence of misconduct in the future. Factors such as the seriousness of the incident and the student's past disciplinary history may be taken into account in determining appropriate sanctions. Sanctions may range from written warnings and fines to dismissal from the University. The following are examples of sanctions that may be imposed:

1. Formal Warning: a written notice that the student is violating or has violated Community Standards and that this behavior must cease immediately
2. Restorative Justice Work Project: supervised work in the University or off-campus programs.
3. Financial Restitution: based on the value of any damages to JCU property.
4. Educational Modules/Projects: alcohol or substance abuse education modules or reflection papers that prompt the student to consider the consequences of their actions and articulate how they will moderate their behavior in the future.
5. Housing Relocation: immediate relocation to alternative JCU Housing.
6. Housing Expulsion: removal of the right to live in University housing for a given period or for the remainder of the student's time at JCU. No refunds will be given.
7. Non-Academic Probation: students on non-academic probation are not permitted to hold elected office or participate in extracurricular activities of the University during the probation period. Should they violate other standards of conduct while on probation, they may be suspended or dismissed from the University.
8. University Suspension: suspension from the University for a specified time. This suspension shall be noted as "Disciplinary Suspension" on the academic transcript.
9. Disciplinary Dismissal: permanent termination of the individual's relationship with the University. This includes all activities, services, facilities, and access to University property. A dismissal shall be noted as "Disciplinary Dismissal" on the academic transcript.
10. Parental Notification without consent

## IMMIGRATION SERVICES

### (Permit to Stay Policy)

In accordance with Italian law (Art. 5 of Law 286/1998), JCU requires all foreign students to be authorized to study in Italy. The Office of Immigration Services guides JCU students to obtain and maintain their legal status in Italy.

To enter Italy with the purpose of study, non-European citizens must first obtain an Italian student visa (except for stays of less than 90 days during the summer sessions, based on the student's nationality). It is illegal to enter Italy under a tourist visa with the purpose of remaining more than 90 days.

Once in Italy, Non-European students attending the Fall or the Spring semesters must fulfill the appropriate immigration requirements within 8 working days of their date of entry. Students who obtain a visa for less than 150 days will need to file a Declaration of Presence (*dichiarazione di presenza*), while students whose visa is longer than 150 days will need to request a Permit to Stay (*permesso di soggiorno*).

Non-European students attending summer sessions might need to request a Declaration of Presence: the process is only required when they do not obtain an entry stamp from an Italian airport.

The Office of Immigration Services acts as point of reference with Italian immigration authorities and ensures students comply with immigration directives, including attending the mandatory appointments to request a Permit to Stay.

The steps to obtain or renew a Permit to Stay are:

1. Attend the Post Office appointment and obtain the Permit receipt and fingerprinting appointment date;
2. Attend the fingerprinting appointment at the Questura (central police station);
3. Wait for the email from the Office of Immigration Services, informing students that the Permit to Stay card is ready for collection (usually 50/60 days after the fingerprinting appointment)

Please note:





1. Students who miss their scheduled Post Office appointment will be fined €100 and a hold will be placed on their student account.
2. Students who miss their scheduled Fingerprinting appointment will be fined €250 and a hold will be placed on their student account.
3. In order to be sponsored throughout the immigration process, students must be registered full-time for classes and must not have any holds on their student account.

Students are responsible for keeping their Permit to Stay up to date and must go through the above three steps again to renew it. Students must provide the Office of Immigration Services with a copy of their valid Permit to Stay once they collect it.

If the Office of Immigration Services does not receive a copy of a valid Permit to Stay, the University will:

1. Block the student's registration for the following term (until a valid Permit to Stay is presented).
2. Block the student's transcripts if they have not complied by the end of the semester.
3. Withdraw the student from classes and suspend participation in any University activity.

Students going through the immigration process are expected to check their JCU email account regularly for communications from the Office of Immigration Services.

Students waiting for their very first Permit to Stay Card may leave and reenter Italy only if they have a valid multi-entry visa. Students traveling under circumstances other than these do so at their own risk.

Non-European citizens applying for or renewing a Permit to Stay cannot travel within the Schengen Area unless they have a valid visa or a valid Permit to Stay card. Direct flights from Italy to outside the EU are permitted, but free travel within the Schengen Area is not allowed without a valid Permit to Stay card or a valid visa.

It is the student's responsibility to follow all immigration directives as stipulated by the Italian government and EU law. JCU will assist students with meeting these requirements, but students are ultimately responsible for understanding and following all immigration regulations and procedures.

## STUDENT SERVICES

Below is a list of student activities and services available to students at JCU.

### - COMPUTER LABS

There are seven computer labs at John Cabot University, with a total of more than eighty computers. The Secchia Lab is located on the ground floor of the Kushlan Wing (across the Lemon Tree Courtyard). The Kushlan Lab is located on the second floor of the Kushlan Wing and can be accessed using the staircase from the Lemon Tree Courtyard. The Frohring computer lab is located on the second floor of the Frohring campus. The Garibaldi Lab is located in Via Garibaldi 88/c. The library is also equipped with a multimedia lab. For up to date Computer Lab hours, please check online at: <https://www.johncabot.edu/information-technology/computer-lab-info.aspx>

#### Computer Lab Rules:

- *No food is allowed in the computer labs. Drinks are permitted only in covered containers;*
- *Keep noise to a minimum: low level chatting is permitted;*
- *It is strictly prohibited to share your user ID and password with other students or friends. If you are caught doing this, your account will be suspended for the rest of the semester;*
- *If you are absent from your workstation for longer than 5 minutes and there are other students waiting to use the computers, your computer will be given to someone else;*
- *Priority is given to students who are working on school-related projects. If you are chatting, checking e-mail, surfing the internet, etc., you may be asked to give up your computer to another student who is waiting to work on a school project;*
- *Do not install or remove any software on computers in the computer labs. If there is software that you need installed, e.g. digital camera software, please ask IT to install it for you;*
- *The IT Department is not responsible for files stored on the hard drive. Since computers in labs are cleaned up daily, we advise students to save files to their cloud;*
- *Do not print transparencies;*



- *Most items found in the computer labs will be placed in the lost and found box. Items of value, such as cell phones, keys, etc. will be given to the Lost and Found located in the Front Office.*

## - CENTER FOR CAREER SERVICES

The [Center for Career Services](#) is dedicated to helping students and alumni successfully enter the workforce. Students should make an appointment to meet the Career Services team early in their university career. The Center for Career Services is open to degree-seeking students, study-abroad students, and alumni, to discuss internship possibilities or provide advice in searching for jobs and writing resumes and cover letters.\_\_\_\_

## FROHRING LIBRARY

The [Frohring Library](#), located in the Guarini Campus, provides numerous learning and research support services for students, faculty, staff and the local community.

### Circulation Policies

- Undergraduate students may borrow up to six books at a time. Books in the Main Collection can be checked out for two weeks; and books in the Reserves can be checked out for three hours, for use within the Library only.
- Graduate students may borrow up to 15 books at a time.
- The Library has a very limited collection of textbooks that can only be used in the Library. While all materials marked as reserve or required readings in the course syllabi are made available, the Library does not purchase textbooks; and students are responsible for obtaining their own copy of the textbooks assigned by professors.
- The Library has a small supply of electronics and related equipment available for checkout by members of the community. This includes laptops, headphones, calculators, and chargers.
- Laptops can only be used for five hours within the Guarini campus, while other equipment may be kept for six hours.

### Fines and Fees

- Overdue books - €0.50 per book per day
- Overdue reserve books - €3.00 per book per hour
- Overdue laptops and equipment - €3.00 for every overdue day
- Lost book replacement fee - €50.00
- The total amount is generated when the item is returned.
- Library privileges may be suspended for students with outstanding fines or for those who have lost items; and a hold may be placed on the student's transcript and/or registration.
- Students may review their [library account information online](#). Books on loan and fines will be displayed. All correspondence is sent to their JCU email address, including the overdue and fine notices. Failure to receive a notice does not absolve the borrower of their responsibility to return materials or to pay the overdue fine.
- Students are responsible for all transactions charged with their JCU ID cards.
- For complete details about Library circulation policies, please refer to the Library website.

### Reference Services

- Students can find Reference Librarians that will provide assistance with research assignments and with understanding how to use the resources, including the electronic resources available 24/7.
- The Reference Librarians can be contacted via email at [referenceservices@johncabot.edu](mailto:referenceservices@johncabot.edu) or via chat on the Library website. Students can



also schedule individual appointments with the Reference Librarians via the [online booking form](#).

### Rules of Common Sense

- Silence your phone and be respectful of others.
- Keep your voice down in the designated quiet study areas (Aurelian Wing and Upper Reading Room).
- The main section of the library is NOT a quiet study area, therefore low-level chatting and group study are allowed.
- Always leave the desks as you find them (and as you would like to find them).
- The Library Staff is not responsible for items left unattended in the Library.
- Food is not allowed. Drinks are permitted only in covered containers.
- Should the security gate alarm sound as you exit the Library, return to the Welcome Desk to resolve the situation.
- For full details, visit the [Library section](#) of the JCU website. Direct any questions to the Library Welcome Desk at [library@johncabot.edu](mailto:library@johncabot.edu)

## JCU STUDENT ID CARDS

The JCU ID card identifies students as members of the JCU community, entitling them to access the Guarini, Frohring, and Critelli campuses; the Library; the Fitness Center; University residences (if a resident or accompanied by a resident); Largo dei Fiorentini; and outside sports facilities or events.

For security purposes, students are required to carry their JCU ID card as their primary means of identification on University premises. Students may not enter any JCU facility without their JCU ID badge. Lost, stolen, or damaged ID cards should be reported immediately to any campus Front Office during normal business hours; and a replacement ID badge may then be requested. Students who forget their JCU ID badge must either return to campus with their JCU ID or pay for a replacement in the moment (form of photo identification required; replacement fee of €10 for the first re-printing and €25 for any subsequent re-printing).

ID badges may only be used by the rightful possessor. Impersonating fellow JCU community members, including, but not limited to, switching IDs with other JCU students, loaning IDs to external visitors, or scanning on behalf of someone else, is strictly forbidden.

JCU IDs will, by default, reflect a student's legal name. However, lived/preferred names may be used by filling out the [Name Form](#) to request a change. This change requires five business days to process.

Students who purchase JCU Meal Plans will have their ID cards credited with the purchased amount of meal plan points.

JCU Administration reserves the right to confiscate the ID cards of students with outstanding account balances.

## MAIL AND PACKAGE PICK-UP POLICIES

The JCU Mail Office receives student mail and packages. It does not provide shipping or mailing services for sending items on behalf of students. Students are restricted to receiving mail and packages no larger than a shoebox. Any items exceeding this limit will be automatically returned to the sender, as will any mail or packages addressed to individuals other than registered JCU students. JCU will store packages for up to six months from the end of the semester and/or summer session during which the package is received. After this time, the University will dispose of any uncollected mail or packages.

### Guidelines

1. Mailing Address Format: ensure that the University mailing address is formatted as follows:
  - Name of Receiver: [Your Name]
  - Address: Via della Lungara 233, 00165 Rome, Italy
2. JCU Mail Room location: the office is located on the ground floor of the Kushlan Wing in the Guarini Campus.
3. JCU Mail Room Operating Hours:



- Monday-Thursday: 11.00 a.m. – 1.00 p.m. / 03.00 p.m. – 5.00 p.m.
  - o Friday: 11.00 a.m. – 1.00 p.m.
  - o Saturday and Sunday: Packages can be retrieved upon request; send to [frontoffice@johncabot.edu](mailto:frontoffice@johncabot.edu)
  - o
- 4. Mail Receipt Notification: students are notified by the Front Office to the email used will be the one provided during registration if you are a visiting student or, the @johncabot.edu email if you are a degree seekers.
- 5. Package retrieval: to retrieve mail and packages each student must come in person, carrying a valid Id. A student can authorize another student to retrieve a package by [notifying frontoffice@johncabot.edu](mailto:notifyingfrontoffice@johncabot.edu).

## HEALTH POLICIES AND SERVICES

The Office of Health and Wellbeing connects students with physical and mental health resources to enable them to better achieve their educational and personal goals. The Office oversees student health services, including day-to-day needs, long-term medication management, specialist care, and urgent interventions. Students wishing to discuss any aspect of their overall wellbeing should contact [health@johncabot.edu](mailto:health@johncabot.edu)

### CAMPUS DOCTOR

#### **Doctor on Campus**

A General Practitioner is available free of charge multiple times a week according to the schedule published by the Office of Health and Wellbeing every semester. Please contact [health@johncabot.edu](mailto:health@johncabot.edu) for the most up-to-date information. Appointments can be scheduled using the booking calendar link. The doctor's office is located in the Guarini Campus next to the Aula Magna.

#### **Doctor on Call**

#### **Medical Advisor and On-Call Doctor**

Dr. Andrea Guerriero is available 24/7 and offers free guidance and advice to all JCU students. He is available via telephone, through text message, or WhatsApp:

Tel./WhatsApp: +39 320.40.65.709

Email: [andrea.guerriero@medinaction.com](mailto:andrea.guerriero@medinaction.com)

Prices are €50 during business hours (8 AM – 7 PM Monday through Friday) and €120 after hours, on holidays and weekends. If you use CISI, Allianz, Cigna, GeoBlue\* or HTH\* (\*depending on your policy) insurance, the doctor will bill your insurance after you cover the deductible fee. If you have a different insurance, you will pay in cash or PayPal and the doctor will provide a detailed receipt which you may submit to your insurance company for reimbursement.

### HEALTH INSURANCE POLICY

Italian law requires that all non-Italian students living in Italy have medical insurance, whether they need a Permit to Stay or not. John Cabot University works with [Cultural Insurance Services International](#) (CISI) to assist you in obtaining high-quality health insurance that will fulfill your immigration requirements.

Under Italian law, *emergency* medical treatment is provided to Italian nationals and foreign nationals alike, regardless of insurance coverage. (Treatment received in Italian Emergency Rooms may be subject to a small fee.) If follow-up care is required, the hospital will ask for proof of insurance. Policies on public hospital charges vary from region to region.

Students are required to have a health insurance plan valid in Italy throughout their course of study at John Cabot University as follows:

#### **European Students**



National health insurance cards from European countries (EHIC) are theoretically accepted in Italy. However, private health insurance is highly recommended for the following reasons:

- Confirmation required from issuing country for specific treatment in Italy
- Excessive waiting periods; limited opening hours
- Language barrier of medical staff
- Even for emergency and critical care, treatments received are partially paid for by the patient
- Reimbursement is not guaranteed in Italy – ask the competent authority in the issuing country
- Private practitioners do not have to accept EHIC

To make an appointment once in Italy, students with the EHIC card should visit their local health office (ASL) to consult the list of available practitioners. They can then select a doctor from the directory to contact to set up the medical visit.

JCU highly recommends purchasing the CISI plan, designed specifically for community members, offering tried and tested coverage for a range of medical needs, including mental health.

Should you decide to arrive in Italy with your EHIC card, a copy must be uploaded to the Student Portal prior to your arrival. Learn more about the [EHIC](#).

### **Non-European students**

Must provide a private non-Italian medical insurance which is comparable to the CISI Plan covering at least Medical Repatriation/ Evacuation, Medical Expenses (per Accident or Sickness), and Travel Insurance. The duration of the coverage should be for the entire Academic Year

## **HEALTH POLICIES**

The University is committed to respecting the mandates of the Italian authorities. All JCU students are expected to comply with Italian and JCU public health and safety requirements at all times. **Reporting Health Concerns:** Any student who feels ill should contact the office of Health and Wellbeing ([health@johncabot.edu](mailto:health@johncabot.edu)) or call the JCU On-Call Doctor, Dr. Guerriero (+39 320 406 5709) for assistance.

## **EMERGENCY ASSISTANCE**

While the University is available to coordinate access to resources and provide additional information, we collaborate and rely on the intervention of local emergency services such as the police, EMTs, firefighters, and Carabinieri (state police). In the event of a medical or security emergency off campus, those in need should reach out to local emergency officials or call **112** (valid for all of Europe) to be connected with an Emergency Services Operator.

### **JCU EMERGENCY NUMBER**

Any currently enrolled student can reach out to the 24/7 Emergency Number printed on the back of the JCU ID card (+39 331 656 1907), as can an individual acting on the student's behalf. This line is reserved for situations of urgent need. In addition, students may approach any JCU Front Office during office hours for assistance. Those students living in JCU housing should reach out to their assigned Residence Director or Residence Assistant for help.

### **INTERNATIONAL SOS**

All JCU students have access to International SOS, a world-wide emergency services company that will liaise with the caller to assist in resolving emergency situations (security, theft, medical, travel, etc.). International SOS works with JCU to collaborate on assistance for students in need outside of Rome.

International SOS also offers short-term emotional support services for JCU international students to call and access resources meant to provide short-term care and guidance. Call the ISOS Assistance Center in Italy (+39 02 35989501) to be connected with an Emotional Support specialist who will direct your call to a trained professional. You can always ask the Assistance Center to call you back if you have concerns about international calling. This 24/7 support includes consultations with professionals in up to 60 languages. Short-term counseling can take place over the phone, via video-call, or face-to-face sessions. Every international student is allowed 5 counseling sessions per individual issue of concern.





This emotional support service is meant to be a temporary means to access assistance with issues of emotional wellness.

Students must register with International SOS by downloading the app inputting the JCU ID number (302SCA834985). This app connects the user with a 24/7 operator while also providing comprehensive travel and security information in real-time updates. Verify your membership with JCU by giving the membership number (302SCA834985) or stating you are a student of JCU

### **MENTAL HEALTH – JCU COUNSELING AND 1522 COUNSELING HOTLINE**

Students may wish to speak with a trained counselor. Counselors are available internally at the JCU counseling center. An appointment can be schedule by writing to [counseling@johncabot.edu](mailto:counseling@johncabot.edu). Externally to the University, Italy provides a hotline for victims of sexual abuse and violence. Dial 1522 from an Italian phone or use the 1522 app to access support (service available in Italian and English)

### **TELEFONO AMICO SUICIDE HOTLINE**

The Telefono Amico Suicide Hotline is serviced by volunteers trained to offer support and guidance during an emotional crisis. The hotline is available by phone call (+39 02 2327 2327), Whatsapp (+39 324 011 7252), and email ([mail@micaTAI](mailto:mail@micaTAI)), seven days per week between the hours of 10.00 a.m. and midnight CET. The operators work mostly in Italian although alternative language operators speaking in English or Spanish may be available through appointment.

### **LAW ENFORCEMENT**

Students who wish to speak with Italian law enforcement may:

- Use the YouPol app to report a crime or gather information. Users of the YouPol will be referred to the local police station.
- In Trastevere you can find law enforcement at the following locations:
  - The Trastevere Police Station, which is located at Via di S. Francesco a Ripa, 64. Services available in English. Open 8am-8pm, Monday – Saturday. Phone: 06 583 9141.
  - The Trastevere Carabinieri (Military Police) station, which is located at Via Garibaldi, 43. Open 24/7. Phone: 06 5859 6700

### **THE SENIOR DIRECTOR OF COMMUNITY STANDARDS AND/OR JCU ON-CALL DOCTOR**

Students can contact the Senior Director of Community Standards and/or the JCU On-Call Doctor for further information about resources. Roman Clark can be reached at [rclark@johncabot.edu](mailto:rclark@johncabot.edu) / [communitystandards@johncabot.edu](mailto:communitystandards@johncabot.edu). Dr. Andrea Guerriero can be reached at any time on +39 320 4065709 or at [andrea.guerriero@medinaction.com](mailto:andrea.guerriero@medinaction.com).

When dealing with medical emergencies or situations that jeopardize student safety, the University will take the greatest care possible to respect student privacy. JCU may need to share sensitive information internally with specially trained staff. JCU counselors will share information with relevant staff only if they feel the student's life is at imminent risk. JCU will inform partner institutions if their student is a victim or perpetrator of a crime or serious breach of the JCU Code of Conduct, as well as any emergency medical situations that require hospitalization.

### **SEXUAL ASSAULT INFORMATION AND RESOURCES**

#### **a. Support Resources**

- JCU Emergency Phone: Students are strongly encouraged to call the JCU Emergency Phone Number (+39 331 656 1907) for assistance and guidance in utilizing University and public resources. JCU staff is trained in helping student navigate the complex medical and legal systems in Italy that students may need to engage with when experiencing an emergency. We will provide as much support as the student is comfortable with.
- Office of the Dean of Students Office: provides information and logistical resources.
- Office of Health & Wellbeing: provides additional guidance, can assist in scheduling counseling and medical appointments, and collaborates with Academics in the coordination of necessary academic accommodations.



- Office of Community Standards; manages internal complaints of harassment, discrimination, and bullying between JCU community members.
- Counseling: appointments available at the JCU Counseling Center, through a referral to an external counselor, or via the International SOS Emotional Support service.
- Student Policy Advisor: provides additional clarity on the CU Student Handbook policies and procedures ([studentpolicyadvisor@johncabot.edu](mailto:studentpolicyadvisor@johncabot.edu))
- 1522: the anti-violence hotline/app that connects victims of domestic abuse, stalking, and sexual violence to local resources.
- Gay Helpline: contact by phone on 800 713 713 or by e-mail [info@gayhelpline.it](mailto:info@gayhelpline.it) Mondays, Wednesdays, Thursdays, and Saturdays between 4.00 p.m and 8.00 p.m. Offers support with selecting and making contact in advance with a Questura (police station). Psychological support is also available.
- Legal advice. Embassy: Foreign students should contact their Embassy to understand additional resources afforded to them by their government.

#### b. Medical Intervention

The Office of the Dean of Students can accompany and support the student throughout the process. Students preferring to act without staff assistance should follow these steps:

- Those seeking medical intervention for a sexual assault **must** go to a public hospital, per Italian legal guidelines and reporting procedures related to sexual violence. Private physicians are legally obliged to refer victims of sexual violence to the police and the ER for treatment and support.
- San Camillo Hospital and the Sportello Donna Antiviolenza (06 58703216 /+39 327 360 3369). This hospital is structured to receive and process female survivors of sexual violence and can connect students with legal counsel. Call to make an appointment or go directly to the Emergency Room of the San Camillo Hospital and ask for the Sportello Donna.
- In an emergency, go to the closest or most conveniently located public hospital: <https://www.aslroma2.it/index.php/violenza-di-genere>
- Reporting a sexual assault to the hospital has both medical and legal implications:
  - i. Doctors will perform a full medical exam, collecting evidence, refer the student to Spallanzani Hospital for prophylaxis treatment, and coordinate a psychological assessment with social workers.
  - ii. Doctors are obliged to contact the police who will either come to the hospital to take a statement or will set up an appointment for the following days. JCU can accompany the survivor to the police station for this appointment.
  - iii. <https://www.differenzadonna.org/codice-rosa/> provides additional details regarding national Italian initiatives to support victims of sexual violence.

#### c. Police and Legal resources

- The survivor may wish to report the incident to the Italian authorities. Students may use the YouPol app to report a crime or can be referred to Trastevere law enforcement to file a report in-person.
- The Trastevere Police Station is located at Via di S. Francesco a Ripa, 64. Services available in English. Open 8.00 a.m. to 8.00 p.m., Monday through Saturday. Phone: 06 583 9141.
- The Trastevere Carabinieri (Military Police) station is located at Via Garibaldi, 43. Open 24/7. Phone: 06 5859 6700.
- The Office of the Dean of Students can send a staff member to assist in filing a report and to follow up as necessary.
- The Sportello Antiviolenza Donna at San Camillo also provides legal advice.

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