

Study Abroad in Bergamo, Italy
Summer Business Program
Depart May 18 – Arrive May 19 – Return (END) June 16, 2019

1. Highlights

- A. Study in beautiful Bergamo for four weeks near the Italian Alps, approximately 30 miles northeast of Milan.
- B. All courses and program activities will be conducted in English.
- C. Earn 6 credit hours of MU summer school credit (American professors and European professors).
- D. Classes composed of MU and Italian students working together.
- E. Italian courses emphasize European and Italian business practices.
- G. Enjoy opportunity for cross-cultural experiences.
- H. Open to **ALL majors**.

2. General Requirements for Program Participation

- You must be 18 years or older.
- You must be in good academic standing and have no current disciplinary sanctions.
- You will need a **passport that is valid for at least six months after** your scheduled return date.
- You will be asked to sign a liability release form and a medical release form (included in the International Center's orientation materials).
- You must meet minimum health insurance requirements set by the university.
- You must attend all of the Trulaske College of Business' pre-departure classes.
- You will be expected to fully complete the application and International Center safety and security orientation through MyStudyAbroad.
- Participants must agree to the terms expressed in the MU student conduct manual and the MU "Conditions of Participation and Program Acceptance" form.

3. Program Details

A. Program beginning and end

The program begins when you arrive at the hostel on May 19 and ends when you check out on or before 9am on June 16. Program transportation to and from Malpensa Airport (MXP) will be available at specific times. If you do not use this service, you will be responsible for getting to and from the airport by alternative means.

B. Location

The courses will be conducted at the University of Bergamo (BU), located in Bergamo, Italy, near the foothills of the Italian Alps. Bergamo hosts a population of about 120,000 citizens, and Bergamo Province has 1.1 million residents. The region contains many lucrative industries in fabrics, apparels, and fashion accessories. Bergamo is an old city dating back to the 12th Century. The high part of the city, "Citta Alta," represents Bergamo's major attraction and dates back to the 15th century. It contains many very old buildings, beautiful architecture and has many nice restaurants, shops, and walking paths.

C. Lodging and Meals

During the Bergamo program, you will stay in a new and modern youth hostel. Breakfast and afternoon snacks are provided. Meals (average cost \$8-10) can be taken at the University cafeteria (where students and faculty interact with each other) and the café across the street from the business school. Public transportation allows for easy and flexible access to getting around Bergamo. You will receive a monthly bus pass as part of the program. You will have a room with roommates at the youth hostel for the entire four-week period.

Special Program Feature: The Castle final gala dinner. The final program gala celebration dinner event will be held in a 150-year-old castle and will include the European students participating in the program.

D. **Language and Culture**

The culture of Italy is rich with the history and art of the Renaissance period of Europe and the modern Italian language is primarily the Tuscan dialect. However, all classes will be taught in English.

4. **Course Offerings and Prerequisites**

The University of Missouri (MU) and Bergamo University (BU) will both offer two courses (6 credits) in International business. The courses will satisfy BSBA graduation requirements for MU business students. Only one will count for **emphasis** while the other counts for **emphasis support**.

Business Minors: Only one course will count for the business minor. You should plan the other course to fulfill a requirement in your major or as a general elective. **All Students, including Non-Business majors, should check with their academic advisor on how these credits can be applied to their graduation requirements.** All hours are MU summer school credit hours.

MU Course Offerings (select one of these courses)	Prerequisites
<input type="checkbox"/> FIN 3000. Corporate Finance: <input type="checkbox"/> Professor Ken Shaw (Professor Kari Gingrich for the first week of class) <input type="checkbox"/> Graded A-F (Required by Finance Dept.)	There are pre-requisites for this course. Please consult with Finance Department, 401 Cornell Hall, or with your Academic Advisor.
<input type="checkbox"/> MGMT 3901. Special Topics in Management: International Business (EU) (Management). <input type="checkbox"/> Professor Scott Christianson <input type="checkbox"/> Graded S/U	No prerequisite.
<input type="checkbox"/> MKTG 3901. Special Topics in Marketing: International Business (EU) (Marketing). <input type="checkbox"/> Professor Joel Poor <input type="checkbox"/> Graded S/U	No prerequisite.
BU Course Offerings (select one of these courses)	
<input type="checkbox"/> MKTG 3975-1. Current Issues in International Marketing. (Marketing). <input type="checkbox"/> Professor Mauro Cavallone <input type="checkbox"/> Graded S/U	Prerequisite. MKTG 3000 is highly desired.
<input type="checkbox"/> MKTG 3975-2. Current Issues in International Marketing: Managing Product and Brand Innovation (Marketing). <input type="checkbox"/> Professor Francesca Magno <input type="checkbox"/> Graded S/U	No prerequisite, but MKTG 3000 desirable
<input type="checkbox"/> FIN 4130. Banking and Insurance for European and US Markets (Finance). <input type="checkbox"/> Professor Laura Vigano <input type="checkbox"/> Graded A-F (Required by Finance Dept.)	No prerequisite, but FIN 3000, and MKTG 3000 desirable

Note: If insufficient students sign up, the college reserves the right to reduce the quantity of course offerings.

Class enrollment will be fairly evenly distributed, with **first preference given to students who are seniors and majoring in the particular topic**. You should plan to **discuss these courses** and this study abroad program **with your advisor** to clarify exactly how these courses will satisfy the graduation requirements for your particular major or emphasis area.

Pre-departure Class meetings at MU

Prior to the start of the program, pre-departure class sessions will be held in Cornell Hall, beginning in April. The purpose of these class meetings will be to provide lectures on the principles of international business, review

information regarding the companies that will be visited and orientation to the host country, travel administration, and safety abroad.

This is a **non-credit course** for which you will be required to **register before the first day of the pre-departure class**, in order to go on the program. You will not be charged any educational fees for this “course”. When registering – search in “additional criteria” for the **Class Number only**.

Undergrads - Class # 58288
Grads - Class # 58328
 Class Schedule: **Tuesdays**

- **April 2 through April 30, 2019**
- **6:00--8:30pm**
- **Cornell 115**

NOTE: It is a requirement of this program that you attend all of these class sessions to prepare for your program. You must attend all of the classes or you will not be allowed to participate in this program. Possible special circumstances may allow flexibility on this requirement but would have to be approved by the program director prior to missing the class. **If you are dropped from the program because of non-attendance – you will be subject to the penalties listed in section 11 of this document.**

5. Program Schedule: this is a draft current as of September 17, 2018. Details may change.

This schedule will provide ample time for class time, studying and learning, working in student groups, and working in the computer lab, while still providing flexible time to explore Bergamo and travel around Italy and other countries. Three class hours per scheduled day are required by the Italian university system for the European credit system.

Date	Day	Daily Schedule
18-May	Sat	Depart USA for Milan, Italy (MXP)
19-May	Sun	Arrival in Bergamo with light lunch at the hostel. TBA (morning) - Bus #1 departs Milan to Bergamo mid-morning. TBA (early afternoon) - Bus #2 departs Milan to Bergamo late morning. 6:00pm Program orientation 8:00 - 10:00pm: Evening pasta arrival dinner.
20-May	Mon	Orientation to Bergamo (Student Managers) 5:00pm: Bergamo University welcome reception for MU students.
21-May	Tue	Classes: 9-12, 1:00 - 4:00pm.
22-May	Wed	Classes: 9-12, 1:00 - 4:00pm.
23-May	Thu	Free day
24-May	Fri	Classes: 8:30 – 11:30am, 11:30am - 2:30pm.
25-May	Sat	Free day
26-May	Sun	Free day
27-May	Mon	Free day
28-May	Tue	Classes: 9-12, 1:00 - 4:00pm.
29-May	Wed	Classes: 9-12, 1:00 - 4:00pm. 6:15pm Depart for Pizza Party 8:00pm: Pizza Party for MU and BU students, T-shirt exchange.
30-May	Thu	Free day
31-May	Fri	Classes: 8:30 – 11:30am, 11:30am - 2:30pm.
1-Jun	Sat	Free day
2-Jun	Sun	Free day (Italian National Holiday)
3-Jun	Mon	Free day

4-Jun	Tue	Classes: 9-12, 1:00 - 4:00pm.
5-Jun	Wed	Classes: 9-12, 1:00 - 4:00pm.
6-Jun	Thu	Classes: 8:30 – 11:30am, 11:30am - 2:30pm.
7-Jun	Fri	Free day
8-Jun	Sat	Free day
9-Jun	Sun	Free day
10-Jun	Mon	Free day
11-Jun	Tue	Classes: 9-12, 1:00 - 4:00pm.
12-Jun	Wed	Classes: 9-12, 1:00 - 4:00pm.
13-Jun	Thu	9 - 12 noon: Missouri Exams.
14-Jun	Fri	No MU Classes. / 9-12, Italian Exams 8:00pm: Castle Gala for MU and BU students.
15-Jun	Sat	Free day
16-Jun	Sun	Check-out. Chauffeured bus to Milan airport am. Early time due to traffic delays going into Milan. Do not make flight arrangements for air transportation before 10:00 am for flights leaving Milan.

*****This proposed itinerary and schedule are subject to change.**

6. Students Graduation Ceremony

Some students may want to or need to walk through your graduation ceremony which could conflict with the program departure date. Plan to coordinate with the student managers on a plan for departing Sunday (morning or mid-day) and arriving in Milan on Monday morning and Bergamo in the afternoon no later than 2:00pm. This will allow you to check-in, rest a little, and then be ready for the 4:30pm departure to the University of Bergamo for the welcome ceremony (for MU students) and reception beginning at 5:30pm.

7. Weekend Travel

Long weekends accommodate travel to other destinations during the 4-week program. This travel is at your expense and discretion, and class attendance policies will remain in effect upon resumption the next week class sessions. Students are also free to remain at the Bergamo hostel on weekends for the duration of the program.

8. Travel to program site from the U.S.

The program fee does not include roundtrip airfare cost from the US to Italy. You must fly on your own or with friends by arranging your own flight itineraries and reservations; however, you should coordinate your flight plans to arrive at the Milan Malpensa airport during the morning of Sunday, May 19. The Milan Malpensa airport (code is MXP) will be your final destination airport as the common arrival point for this program. During the spring class meetings, you will be assisted with information on program staff flight itineraries and how to book flights for traveling together.

9. Estimated Budget

The following budget may be used for planning purposes.

Student Planning Budget	Tuition & Fees	Program Fee paid to	Airfare to program	Total
Transportation to the program. (estimated)			\$1500	\$1500
MU Tuition (estimated for 6 credit hours)	\$1709			\$1709
TCoB Professional Fee	\$567			\$ 567
Technology Fee	\$83			\$ 83
Program fee (see cost section for inclusions.)		\$2995		\$2995
International Center fee	\$125			\$ 125
Estimated Student Cost	\$2484	\$2995	\$1500	\$6979

Note: Tuition is **estimated as UGR Resident fees** and is approximate until the Board of Curators of the University of

Missouri sets the new fees in April during the spring semester prior to departure. **Non-resident students pay their usual additional non-resident fees.** Provided you are taking courses necessary for graduation, this simply shifts tuition costs from one term to another. The costs presented above in the student-planning budget are best estimates within five percent.

Cost

The program fee quoted above (**billed to your student account sometime in May**) includes the following:

- All local program-sponsored transportation in-country.
- Round trip chauffeured bus transport from Milan (Malpensa) airport to the hostel in Bergamo. See section 3A.
- All lodging at the Youth Hostel in Bergamo, Italy for the four-week program.
- Check in: Sunday, May 19
- Check out: Sunday, June 16
- Breakfast and afternoon snacks every day at the hostel for four weeks.
- Multiple program social dinner events during the four-week program.
- Morning bus transport from the hostel to the University of Bergamo on class days.
- Bus pass for unlimited travel within Bergamo.
- Required University of Missouri GeoBlue Insurance coverage for the duration of the program.
 - **(Note: In some cases, you may be required to pay out of pocket to receive services. This coverage allows you to submit claims for reimbursement by GeoBlue for any covered medical expenses incurred out of the US while on the program.)**

Expenses **NOT** included in the program fee are:

- Round trip transportation from the US to Milan.
- Weekend travel to other parts of Italy or Europe and daily personal expenses including non-program activities. **Past participants recommend budgeting an additional \$1,500 - \$3,000.**
- MU tuition for the two summer courses (6 hours) billed to your student account in the spring. Resident students pay usual resident fees. Non-resident students will pay the usual non-resident fees.
- Lunch and dinner meals, except for program-sponsored events.
- Passport, passport renewal or passport application fees.
- MU International Center study abroad fee of \$125. This fee covers MU support services for student emergencies during the program period.

10. Schedule of Payments

Description	Date	Amount Billed
Program Fee - Billed to your student account.	Approx. May 15	\$2995
Educational Fees 6 credit hours of MU summer courses. (Estimated cost) Billed to your student account.	Approx. May 15	\$1709
International Center fee - Billed to your student account.	Approx. May 15	\$125

11. Withdrawal from Program - Student must contact the Student Services Coordinator directly by e-mail documenting any withdrawals from the intended study abroad program. Withdrawal date will be determined to be the date shown on the e-mail that is sent to the Student Services Coordinator in 213 Cornell Hall stating intent to withdraw from the program.

Amount	Withdrawal After
\$100 Deposit	After Date of Application – no exceptions.
\$600 will be billed	March 1
\$2,000 will be billed	April 1
Total Program Fee billed	May 1

****Depending on the date that you withdraw from the program, the study abroad department may or may not be able to get a refund from the vendor. Your refund will be relative to the costs that can be recovered. If you have not been billed the program fee at the time of your withdrawal – you will be billed for any cancellations fees charged to the program.*

12. Visas and Travel Documents

- All students will need a valid US passport or appropriate passport/documentation from their country of citizenship valid for at least 6 months after your return date.
- **Non-US citizen students at Mizzou** will need to check the Internet about visa requirements for program sites for their particular country of citizenship.
- **Copy of all program participant passports due to Study Abroad Office by April 9 to remain on the program. If you are concerned about timing – have it expedited.**
- **13. APPLICATION Deadline: April 9.** This program does not use a competitive selection process. Students who register after 50 students have submitted their registration forms will be placed on a waiting list and accepted as space permits.
- ****Application process and procedures:** (Students must start the process on the selected program’s webpage which is reached via TCoBStudyAbroad.missouri.edu.)
- Go the web page for the program of interest.
- Click on **Details and Information** link which will take you to that program’s information document.
- **Read it thoroughly – failure to do so will not excuse participants from any requirements or penalties. See section 11 of the information document.**
- Once you have decided on which program you would like to attend – click on the “start application” link in the upper right corner of the page.
- When you begin the application – you will show up in the database as “Pending”.
- You must hit the “Submit” button to be accepted to the program.

You will then receive an e-mail from the *myStudyAbroad* database alerting you that you have been “Accepted”. (That email will explain the consequences for not following the instructions given in the email.)

Read it thoroughly – failure to do so will not excuse participants from any requirements or penalties.)

- If you are “Accepted” - you will be placed on a **HOLD LIST**.
- To move to the **ACTIVE ROSTER**, go back into your online application and change your status from “Accepted” to “Committed”. Be sure you are ready to commit as penalties will begin to apply, subject to Section 11 of the program document.
 - All programs have a maximum number of participants who can attend the program, so delays could affect your participation in the program.
 - As others on the HOLD LIST commit to the program, they will move ahead of you onto the ACTIVE ROSTER.
 - Those on the **hold list** will be notified as spaces become available after the program’s max has been reached.
- Once you have changed your status to “Committed”, you must return to the online application and complete the entire application. **Failure to comply could affect your participation in the program.**
- If, at any point, **you decide to withdraw from the program – you must notify the Student Services Coordinator via TCoBStudyAbroad@missouri.edu AND return to your online app and change your**

status to "WITHDRAWAL: Declined". Penalties are determined by the date that you complete these 2 steps.

IMPORTANT: If you are a student with a disability and anticipate requesting accommodations while studying abroad, we encourage you to notify the MU Office of Disability Services as early as possible (<http://disabilityservices.missouri.edu>). Early notification is essential to allow us time to ensure that appropriate arrangements and reasonable accommodations can be provided, both by the program and our Study Abroad partner organizations.

14. Student Financial Aid

This Summer Program qualifies for student financial aid because the six hours of courses are MU summer session credits. Please check with the financial aid office in 11 Jesse Hall for complete financial aid details. **You should secure your finances as soon as possible to avoid having to withdraw from the program and incur a penalty.**

15. Scholarships

The International Center website, <http://international.missouri.edu/study-outside-the-us/getting-started/financing/mu-scholarships.php> has a list of available scholarships for studying abroad.

Disclaimer: The costs and schedules presented in this document are best estimates reported in good faith and do not represent any kind of fixed contract. The nature of dealing with foreign partners makes it difficult to plan exactly how this study abroad program will be finalized.

Program Cancellation Policy for Student Financial Liability

I understand that in some circumstances I may not receive full academic credit for the study abroad program for which I have applied. These circumstances include, but are not limited to:

- Cancellation of the program due to circumstances beyond the control of the University of Missouri;
- A decision by the University, in its sole discretion, that cancellation of the program is appropriate based on enrollment, health, safety, or similar considerations;
- My inability to participate in or complete the program due to circumstances beyond the control of the University of Missouri
- My dismissal from the program.

I understand that in any of these circumstances, I will be refunded only those costs that can be recovered by the University of Missouri or the University's partner program. If I have not been billed the program fee at the time of my withdrawal – I understand that I will be billed for any cancellation fees charged to the program.

To obtain more information visit:

Trulaske College of Business International Programs Web Page:
<http://TCoBStudyAbroad.missouri.edu>

Course and Program Information: Gay Albright, Tel: 573-882-2403,
E-mail: albrightj@missouri.edu (anytime)

Questions regarding Registration Forms, Passport and Visa:
Kim Herschbach, Cornell 213, Tel: 573-884-5312, e-mail: TCoBStudyAbroad@missouri.edu