

PALAZZO MALVISI RAVENNA

ITALIAN
LANGUAGE
SCHOOL



PALAZZO MALVISI

Via De Gasperi 5 – 48121 – Ravenna (I)
Phone / Fax: +39.0544.38.199 - Mobile: +39.340.4793562
Email: ravenna@scuolapalazzomalvisi.com

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Ravenna

0. WHY US?

Teaching

Lessons of 55 min each
Very small groups: max 8 students per class
All teachers DITALS certified
Fully accredited programmes
More than 25 years of experience
Very intensive course (in low season), 24 lessons/week

The Town

Superb artistic town, quiet and very well organised
A few minutes from the exciting and trendy Adriatic Riviera
No 1 Italian city for km of cycle paths
One of the safest towns in Italy

The School

Situated at the heart of the town centre
Modern building, recently fully renovated
Large and bright classrooms, comfortable chairs
Certified safety procedures
Approved by the Italian Government
Partner of the most important Italian Universities

1. AT A GLANCE

RAVENNA

| | | |
|-----------------------|---|--------------------|
| Number of inhabitants | 90,000 in town; 120,000 with suburbs | |
| Closest airports | Rimini (50km), Bologna (80km) | |
| Climate: | Winter | min 0 – max 10 °C |
| | Spring/Autumn | min 12 – max 25 °C |
| | Summer | min 26 – max 35 °C |
| Prices | Café 1€; pizza and beer: 12€; dinner: 20 – 80 €; bus: 0.8 €/h; Happy Hour: 6€ | |

SCHOOL

| | |
|---------------------------------------|---|
| Director | Michele Merola – michele@scuolapalazzomalvisi.com |
| Main Contact | Milva Fuschini – milva@scuolapalazzomalvisi.com |
| Emergency numbers | +39.335.458.739 |
| Teachers- number, High/Low season | 10 – 4 (all DITALS certified) |
| Clerks-number | 3 (including Directors) |
| Location of the School in town | At the heart of town centre |
| Number of buildings | 1 |
| Total area | 350 sqm, all on one floor |
| Classrooms (number and size) | 13 in total (11 for group, 2 for individual lessons) |
| Distance from school to city centre | 0 |
| Distance from school to host families | 500m in average – maximum 1.5km (10 min on average by bike) |

STUDENTS

| | | | | | | |
|--|---------------|-----|---------|-----|---------|-----|
| Students enrolled per year (approx) | 300 | | | | | |
| Maximum student capacity | 97 students | | | | | |
| Number of Students, H/L season (avg) | 60 / 15 | | | | | |
| Lowest number of students any week of the year | 10 | | | | | |
| Students age range | 16 / no-limit | | | | | |
| Average student age, H/L season | 27 / 35 | | | | | |
| Breakdown by Country | Switzerland | 30% | Germany | 28% | Austria | 17% |
| | US | 5% | Holland | 5% | Japan | 4% |
| | UK | 3% | Others | 8% | | |



1. AT A GLANCE

FACILITIES

| | |
|--|---|
| PC + WIFI Fast Internet connection, free of charge | Drinks, coffee and snack machine |
| Air conditioning in all the rooms | Library for students |
| VISA and MasterCard accepted (No Amex) | Large TV screen, for cultural and leisure purpose |
| Discounts Card for shopping, restaurants and bar | One large classroom for seminar, up to 25 people |

PROGRAMME

| | |
|-----------------------------------|--|
| Lesson duration (min) | 55' |
| MAX number of Students per class | 8 |
| AVG. number of Students per class | 6.5 high season - 3.2 low season |
| Language levels | 6 According to CEFR plus Absolute Beginners |
| Language + Cultural Courses | Yes |
| Special Purpose Italian Course | Yes |
| Absolute beginners accepted | Yes, every 2 weeks |
| Bespoke group courses offered | Yes upon request |
| Junior program offered | Yes upon request |
| Social activities | Aperitivo Happy-Hour; pizza at a restaurant at the sea side; dinners in a typical "Romagnola trattoria"; Italian movies at the School; wine tasting, sampling typical Italian "delicatessen"; cookery lessons: spaghetti, pizza, maccheroni, etc; a wide variety of beach sports; |
| Credentials | <p>Official authorisation by the Italian Ministry of Education</p> <p>University for Foreigners of Perugia: accredited centre for CELI examinations</p> <p>University for Foreigners of Siena: accredited centre for DITALS examinations at certificate and Masters level</p> <p>University of Urbino: official internship centre for the Masters in Italian Language Teaching</p> <p>CSN accreditation: approved by the Swedish National Authority in charge of financial aid for students</p> <p>Bildungsurlaub: Official accreditation of Land Councils (Hamburg, Berlino, Hannover, ...)</p> <p>A.I.L. (Accademia Italiana di Lingua): accredited centre for "Firenze" exams (DELI - DILI-B1, DILI-B2 - DALI - DILC - DALC)</p> <p>Patentino di Bilinguismo: It is possible to attend a specific combination course for the preparation of the "Patentino di bilinguismo" exams, required by the "Provincia di Bolzano".</p> |



2. CONTACTS



MICHELE Merola
Managing Director
+39 335 458 739



SANDRA Goop Merola
Financial Director
+39 347 6763492



MILVA Fuschini
Student Assistant
+39. 340 4793562



GIANNI Garelli
Director of Studies
+39 328 2860191

3. BEFORE THE ARRIVAL

Please inform always in advance the host family and the School, about your arrival details.

Get to know us before you arrive by visiting the following websites:

www.palazzomalvisi.com
www.comune.ra.it
www.ravennamosaici.it

www.turismo.ra.it
http://ravennaintorno.provincia.ra.it
www.parcodeltapo.it

www.ravennantica.it
www.ravennafestival.org

How to get here

TRAIN: Ravenna railway station is in the centre of the town. Normally families pick up the students at their arrival. All Bus lines have a stop there, info right in front of the exit.

Taxies are quite convenient, an average ride costs 8 euro.

AIRPORTS: Bologna (90 km) Rimini (60 km) Forlì (30 km).

Regular trains from and to Ravenna.

By CAR: Motorway A14, Bologna-Ancona-Taranto, exit Ravenna.



Via A. De Gasperi, 5 - angolo piazza Caduti per la Libertà – 4° piano
P/F: +39 0544 38199 – Mobiles +39 335 458 739 and +39 340 479 3562

4. TEACHING APPROACH

METHOD

We provide an integrated teaching approach to develop the 4 language skills (listening, speaking, reading, writing), grammatical structures; social/cultural knowledge and Italian savoir-faire! Our teaching draws on a wide variety of authentic materials, and provides a real connection between what you learn in the classroom and what you experience out and about in Italy.

LEVELS AND TESTS

We cover the 7 language levels (in line with the Common European Framework of Reference) from complete beginners to very advanced and provide written and oral assessment tests, and continuous monitoring of your progress.

TEACHERS

- University degree in foreign languages or literature;
- Experience in teaching Italian to foreigners and/or other languages to Italian and/or literature to Italians;
- Approx nr. 8 teachers, all DITALS Certified. CV available upon request.



5. PLACEMENT TEST and FIRST DAY

PLACEMENT TEST

After enrolment all students will receive our placement test. It should be completed according to the written instructions and returned to us at least one week before the start of the course. This allows the students to begin their lessons at 9:00 on their first day at school without further delay.

FIRST DAY AT SCHOOL

All students who have not sent in the placement test beforehand will have to take the test at 8:30 am on their first school day. They will be able to go to their scheduled classroom no later than 11:20. The other students can immediately start at 9:00 o'clock, but should arrive a few minutes in advance.

In the course of the morning the students will receive a complete introduction about Ravenna, including general information and handy hints, as well as various brochures, maps and detailed touristy material.



6. STANDARD COURSES

Group course (Code G/20) Code G/22

- 20 lesson per week (55 minutes each).
- Monday to Friday, 9 am - 1 pm; coffee-break (20 min) at 10.50.
- **IN LOW SEASON**, G/20 becomes at same price G/22: 20 lessons in the morning plus 2 additional lessons in the afternoon in the same class.

Individual Courses (Code I/...)

- 10, 20, 25 or 30 lessons per week.
- Requests for a change to the lessons timetable must be made 24 hours in advance.
- If a teacher were to be unavoidably delayed or absent, the School would make alternative arrangements to make good the missed time.
- However, the School cannot offer any refund, fee reduction or alternative arrangement where a student is absent or delayed.

Combination course (Code G20 + I/...)

- Several options available: G/20 + 2, 4 or 8 individual afternoon lessons per week.
- Normally we have 2 hours lessons, held from 1 to 4 time per week.
- Other options available upon request.

Duo Course (Code DC/15 - DC/20)

- 15 or 20 hours per week.
- Other options available upon request
- Very flexible: hours, content and dates
- Course run for two students, same language level, enrolled together.



7. SPECIAL COURSES

Please see below a few examples of our Special Courses along with many other options, we offer:

- Practical Mosaic courses
- Italian cookery lessons
- Wine
- Italian Cinema
- History of Italian art
- Italian Literature
- Byzantin Art
- Iconography
- Legal
- 55 Plus

Many other types of course on any subject connected with Italy can be organized upon request.

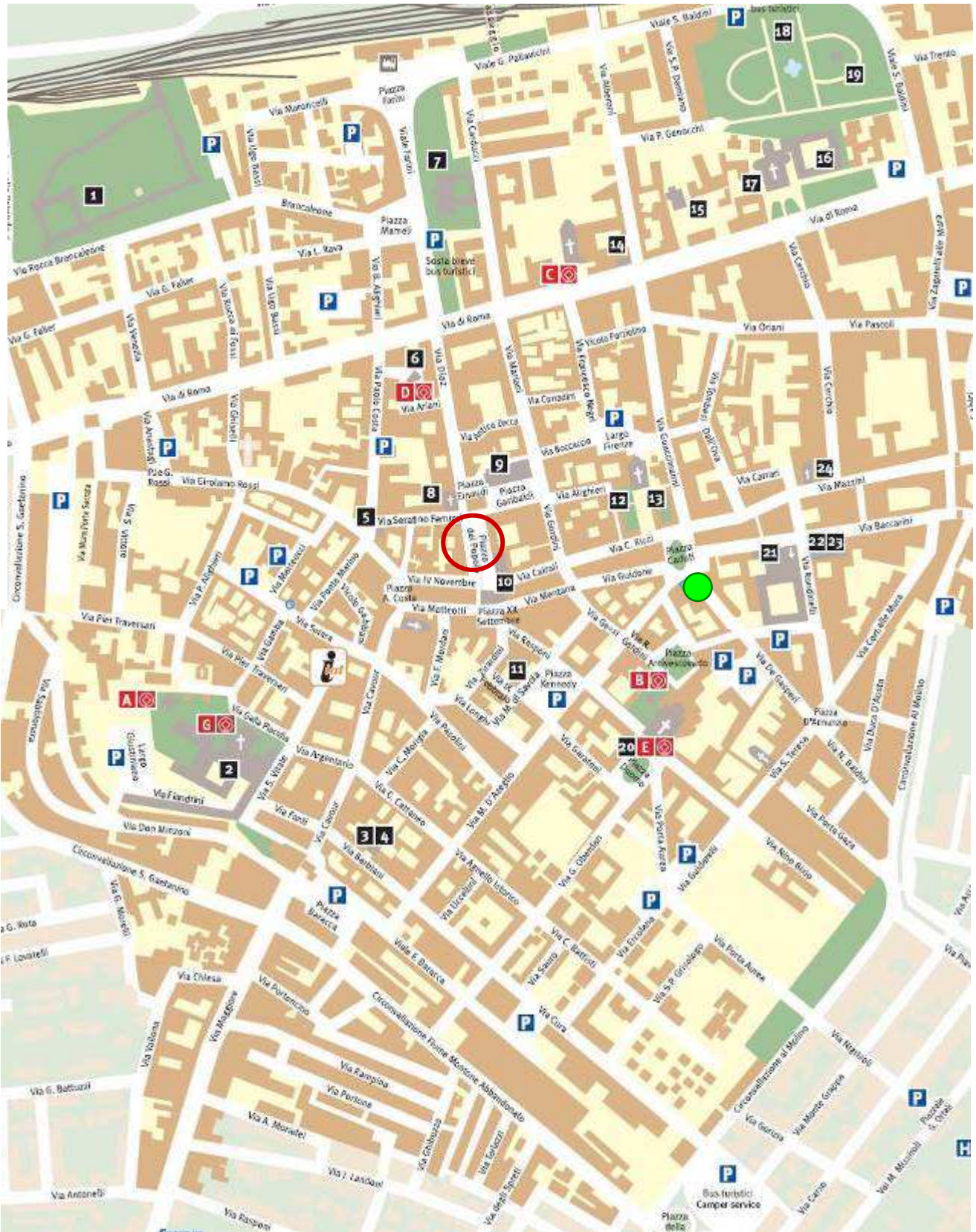
All the courses, which are held exclusively in Italian, consist of theoretical elements and practical work with exercises, role-playing and the use of audiovisual equipment.





Please see our price list for further details









-  - "Piazza del Popolo" heart of the town (400m from the railway station)
-  - Scuola Palazzo Malvisi (150m from Piazza del Popolo)
-  - UNESCO World Heritage Monuments
-  - Railway station (600m from the School)

8. ACCOMMODATION

Host families

Room in apartment with the owners who interact daily with students. The household can also be a one-person family and freedom is limited by the normal rules of the family. Accommodation fees include Italian breakfast (and dinners if booked).

- Standard rooms:

- Single room, with shared bathroom, bed & breakfast - Code F1
- As above but with half board (4 dinners per week) - Code F1-hb
- Double room, with shared bathroom, breakfast included - Code F2
- As above but with half board (4 dinners p. week) - Code F2-hb

NOT INCLUDED: special breakfast, dinners if not booked, laundry or washing machine use (free only once per week), kitchen use, towels, ironing, bicycle hire. Students must ask the family directly regarding the availability and cost of such extras. Extra services must be paid for at least 2 days before leaving.

- Executive rooms:

Executive rooms have a private bathroom and the environment is more comfortable with larger room, washing machine, bicycle hire included

- Single room, with private bathroom, bed & breakfast - Code E1
- As above but with half board (4 dinners) - Code E1-hb
- Double room, with private bathroom, breakfast included - Code E2
- As above but with half board (4 dinners) - Code E2-hb
- Options F/2, F/2-hb, E/2 and E/2-hb can be chosen ONLY by students enrolling together.



Rooms in Apartments

- Rooms in shared flats

- Single room - Code A1
- Double room - Code A2

Rooms in shared apartment where other students and/or owners can live in, just sharing common spaces (kitchen, bathroom, etc.). There is more freedom than in the host families but there are common sense rules to follow.

Accommodation fees include heating, water, lighting, bed linen and kitchen supplies.

- Independent Room or Flats

Completely independent flat. Accommodation fees include bed linen, towels, laundry washing machine, iron, heating, water, lighting and kitchen supplies and if requested flat cleaning once per week.

- Single room: Studio/Apartment - Code: S/A1
- Double room: Studio/Apartment - Code: S/A2
- Accommodation A/2 and S/A2 can be chosen ONLY by students enrolling together



General

In apartments extra bed linen is available to be changed by the students. Food and consumables are not provided. Towels are not included in the accommodation fees, except in the case of Executive Host Families and Studio Apartments. It is possible for students to book accommodation together with friends even if the friend does not attend a course. Any damage to the furniture and property will have to be refunded.

Distance from the School

All our host families and independent flats are in town, some at a walking distance from the School, the farthest are at approx 2 km from the centre – that means 30 minutes by bike or by bus. For the buses/cycle prices, please see “practical information” page 31.

Transfers

Transfer from the train station is not included but most of the owners pick the students up. Please agree it directly with the family /owner.

Availability

Accommodation is available from the Sunday after 3:00 pm, the day before the beginning of the course, to the Saturday (10:00 am) at the end of the course. Different arrival or departure days must be confirmed in writing. Students must contact the host family or the owner of the flat at least 5 days before the arrival, confirming all details.

The apartment’s keys need to be collected directly from the family, the School is not involved in this part of the arrangements.



sample

9. FREE TIME

Leisure

Our School's philosophy is that you need to be completely immersed in the foreign language to learn it. So, the leisure activities we organise for our students are a substantial and integral part of our teaching programmes.

Every week we promote a very wide range of leisure activities in order to integrate the students as much as possible:

- ❖ "Aperitivo Happy-Hour" you buy one drink and then snacks, salad and pasta are free for the whole night. Several very nice bars in town and at the seaside;
- ❖ soft drinks under the trees in the garden in the ancient castle "Rocca Brancaleone";
- ❖ pizza in the open air at a restaurant at the seaside;
- ❖ dinners with the School in a typical "Romagnola trattoria";
- ❖ Italian movies at the School, using a wide screen HD 50" monitor;
- ❖ wine tasting, sampling typical Italian "delicatessen";
- ❖ cookery lessons: spaghetti, pizza, maccheroni, etc;
- ❖ a wide variety of beach sports;



Academic Activities / Excursions

We organise regularly a guided tour of Ravenna. Due to Ravenna's priceless works of art, we offer 4 tours, 3 hours each, with a professional tourist guide.

Moreover we offer trips to the historical towns close to Ravenna:

- ❖ Firenze
- ❖ Venezia
- ❖ Ferrara
- ❖ Bologna.

Also these excursions are with an authorised Italian guide and possibly with a member of staff.



10. Practical Information (Alphabetic Order)

Best time to visit

Spring and autumn are the very best seasons to stay in Ravenna, the town is less crowded, you'll have more chance to get to know the locals, and the weather is lovely at this time of year.

City Markets

Just outside the town centre, there is a twice - weekly large market offering all kind of food, clothes and house goods at very competitive prices.

Classical Music

Ravenna Music: 12 concerts, once per week, January - April, often with international artists.

Climate- typical temperatures

| | |
|----------------|--------------------|
| Winter: | min 0 – max 10 °C |
| Spring/Autumn: | min 12 – max 25 °C |
| Summer: | min 26 – max 35 °C |

Distances

The School is in the centre of Ravenna. The train station is less than one kilometre away and the main bus station is right by our building. Beaches are at 10 km from the town.



Disco

There are several discos at the seaside, with free shuttle buses. In the week-end during the high season The riviera has the highest number of discos and night-clubs anywhere in Europe.

Electricity:

220V - 50hz. Italian sockets are used – as seen in the illustration. to bring an adaptor for their electrical equipment.



Students are advised

Emergency telephone numbers:

Police: 113

Fire Brigade: 115

Medical emergencies : 118

School Emergency number (24h): +39.335 458 739

Festival (Ravenna Festival)

Ravenna is home to a highly – respected annual festival - a packed programme of musical events to suit every taste - from opera and ballet to rock. June – July. www.ravennafestival.org.

Happy Hour

Several typical Italian bars serve “aperitivi” and offer “ happy hour”: you pay one drink and get free snacks. Please ask us for further information.



10. Practical Information (continues)

Jazz Festival

The oldest European Jazz event in Europe, part of Europe Jazz Network (EJN), normally in October.

Languages

Ravenna is a great place to learn Italian because its' warm, friendly locals will want to speak to you in Italian.

Money

Currency is Euro (€), no other currency is accepted.

Banks are open from 08,30 until 13,20 and 14,45 to 15,45 (closed on Saturdays and Sundays).

Nightlife

The town's two theatres offer a wide range of attractions, including concerts and dance shows. We have more than 20 cinemas. There are also many bars, pubs, discos and night-clubs, especially at the seaside.

Population

90.000 (Ravenna town) – 150,000 with suburbs. Approx 90% Italian and 10% foreigners.

Prices

Cappuccino 1,2 € - espresso 1 € - brioche 1 € - pizza and beer about 12 € . Dinner in a trattoria: 18/20€ - Restaurants up to 80 € - cinema 8 € - theatre 25/50 € - disco up to 35 €



Public Toilets

In Italy you rarely find public toilets but in any bar you can ask to use the toilet free of charge although it is considered polite to first buy a drink or something to drink.

Restaurants

There are about 50 in the town centre, including high-class gourmet restaurants and there are also simpler but excellent trattorie, pizzerie and snack-bars that offer good value for money. Please ask us for suggestions.

Shops

Closed on Thursday afternoons and on Sunday. Generally open 9.30/12.30 and 15.30-19.30. In the summer season, shops are open Friday night till 23.00. In the town centre there are both designer stores and simpler good value shops. Outside the town several shopping centres are available, which you can get to by bus or bike.

Sports

In town there are tennis clubs, swimming-pool, and fitness centres. Out of town activities include baseball, free-climbing, horse-riding and parachuting (Ravenna has one of the most prestigious centres in Europe). Many foreign tourists take part in amateur cycling competitions around Ravenna e.g. "Nove colli". At the seaside you can take part in windsurfing, sailing, tennis and water-fitness.



10. Practical Information *(continues)*

Street Market

The third weekend of each month, stall holders await you right in the town centre. Furniture, paintings, fabric, glassware, clocks and watches, jewellery, military objects, photography, music, and curios.

Taxi

Telephone: 0544 33888. Prices are approx 8-10 euro per trips in town for approximately 5km.

Theatre

“Dante Alighieri” and “Rasi” Theatres. Drama, comedy, November - May.

Tel. area code:

0544. From abroad +39-0544-...

Transport:

The best means of transport in town is the bicycle, You can hire one from a shop or from your host family; price 23 € for 2 weeks. For longer periods you will usually pay less by buying a bike and then reselling it at the end of your stay; price approx 60 €.

Buses (7 lines) are available, with prices: 1 € (for 60 minute journeys) monthly subscription 25 €.



11. General Conditions

Payments

Payment must be made by bank transfer to the school Bank Account at Banco Popolare Soc. Coop. IBAN IT98 W 05034 13101 0000 0000 5856 BIC/ SWIFT BAPPIT21443

The payment should be addressed to: MIDA TRAINING CENTER S.R.L., which is the firm which owns Palazzo Malvisi Ravenna.

For each payment it must be clearly indicated whom it refers to: students name and period.

Cancellation of the Course

In case of cancellation after the enrolment has been sent and up to one month before the beginning of the course, the school will retain the deposit, if any.

If cancellations come up within the month before the beginning of the course, the school will charge 50% of the amount for both course and accommodation.

There is no refund in any circumstances of cancellation after arrival. If the course is longer than 2 weeks Students may apply for a credit for the unused part of the course. This may be used within one year and cannot be transferred to another student.

Please be aware: there is NO credit for cancelled lessons for the first 2 weeks of a course.

The school will refund the amount exceeding 12 weeks of course.

Cancellation of the Accommodation

After arrival to cancel the accommodation costs: €100, 00.

You must give written notice as follows:

- 1 week's notice: Shared apartments, Standard and Executive Home stays;
- 2 weeks' notice: Studio apartments;
- 48 hours' notice: Three, Four Star Hotels and Bed&Breakfast.

Where notice is not received, accommodation fees for the above periods will be added to the cancellation fee.

Accommodation refunds may take around 30 days to process. Refunds cannot be processed until the school has been fully paid for all services booked.

Change of the Accommodation

After arrival it is possible to change the accommodation but there is a cost of 50,00 € for general expenses, unless, of course, in case of claims or School omissions or mistakes.

Insurance

Students are advised to take out medical and personal insurance before leaving their home country. Moreover, students are also advised to insure themselves against loss of fees through non-arrival, absence for any reason or unforeseen termination of their courses.

11. General Conditions *(continues)*

Personal Data

Students authorize Scuola Palazzo Malvisi to include her/his personal data on a mailing list for enrolment purposes. Student may also periodically receive informative publicity or promotional material. Students may at any time, in accordance with the Italian law (DL 196, 30 giugno 2006), request that her/his personal data be removed from the mailing list of the School.

Responsibility

The school is not liable for the loss of property on the premises. The school acts as intermediary between students and landlords and cannot be responsible for the relations between them.

The School reserves the following Rights

To change course schedule or location and accommodation in the event of unforeseen circumstances beyond our control.

To refuse claims which have not been made by a student during her/his stay at Palazzo Malvisi Ravenna.

To make changes to this document and to the price-list without any prior notice.

Please note:

- During High Season lessons can take place either in the morning or in the afternoon.
- In the event of insufficient students in a class (less than 4), a different schedule of lessons will be offered, as follows:
 - in the case of 2/3 students: 15 lessons with 2/3 students;
 - in the case of only 1 student: 10 individual lessons
- Group courses cannot be transformed into individual courses.
- Students who are absent for whatever reason from a group course are not entitled to any refund, fee reduction or replacement lessons.



PALAZZO MALVISI RAVENNA

PALAZZO MALVISI RAVENNA

Via De Gasperi 5 – 48121 – Ravenna (I)

Phone / Fax: +39.0544.38199 – Mobile: +39.340.4793562

Email: ravenna@scuolapalazzomalvisi.com

Company name: MIDA TRAINING CENTER SRL

VAT: 01145530398

IBAN IT98 W 05034 13101 0000 0000 5856 - BIC/ SWIFT BAPPIT21443