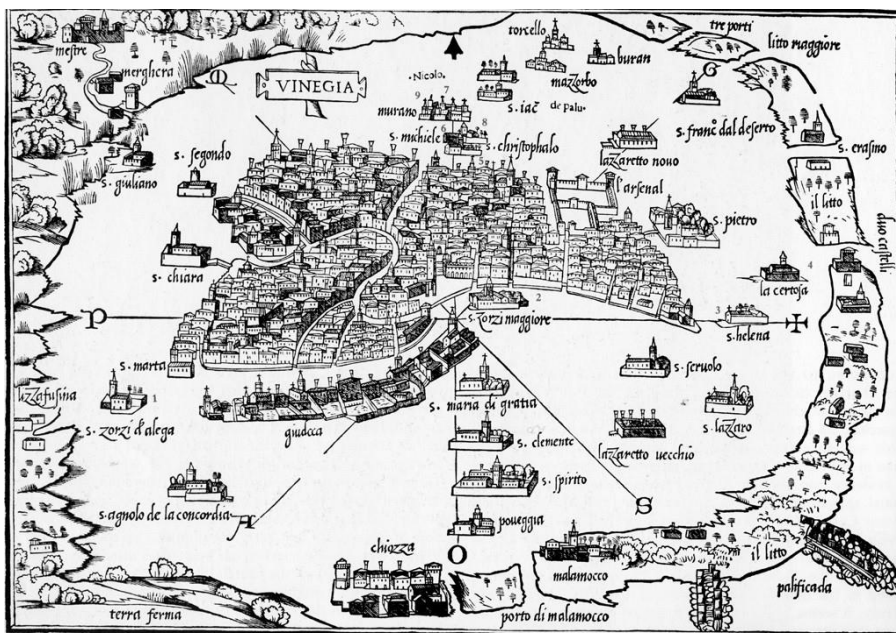


**UNIVERSITY OF WARWICK
DEPARTMENT OF HISTORY OF ART**

**VENICE COURSE
HANDBOOK
FOR MA STUDENTS**

AUTUMN TERM 2023
(MONDAY 2 OCTOBER– SATURDAY 9
DECEMBER)



BENEDETTO BORDONE, *MAP OF VENICE AND THE LAGOON*, WOODCUT (1528)

COURSE CONVENOR:

Professor Louise Bourdua: l.bourdua@warwick.ac.uk

COURSE TUTORS:

Prof Bourdua, Drs Otto Saumarez Smith, Giorgio Tagliaferro

Warwick in Venice
at the Palazzo Giustiani Lolin
c/o Fondazione Ugo e Olga Levi,
San Marco 2893, Venezia

OUTLINE

This autumn term provides the opportunity to take two Venice-based options taught by an international team of leading academics specialized in a variety of periods, from the Middle Ages to the Renaissance, to Modern and Contemporary, in addition to taking **ITALIAN LANGUAGE FOR BEGINNERS**. **MAs from the CSR take the medieval/early modern Venice module.**

THINGS TO DO OVER THE SUMMER SUMMER VACATION READING LIST

- **If you are taking the medieval/early modern Venice module, read at least one history of Venice from this list:** Joanne M. **FERRARO**, *Venice: History of the Floating City* (Cambridge: Cambridge University Press, 2012); Thomas F. Madden, *Venice: A New History* (Harmondsworth: Viking, 2012) also available on Kindle; Elizabeth HORODOWICH, *A brief history of Venice: a new history of the city and its people* (Philadelphia, 2009), paperback.
- **If you are taking the modern/contemporary Venice module, read:** Margaret Plant, *Venice: Fragile City, 1797–1997* (New Haven, CT: Yale University Press, 2002); Jennifer Scapatone, *Killing the Moonlight, Modernism in Venice*, Wiley-Blackwell, 2014.

BOOKING YOUR FLIGHT TO VENICE

If necessary, renew your passport (unless there are six months left from the date of entry into Italy). **Depending on your nationality** you may need to apply for a Schengen visa: <https://vistoperitalia.esteri.it/home/en>

- The **nearest airport to Venice is Marco Polo** (about 5 km from Venice).
- The **next closest airport to Venice is Treviso** (about 30 km from Venice).
- Many airlines now fly direct from airports in the UK to Venice or Treviso, including:
 - Jet2.com (<http://www.jet2.com>): direct flights from Birmingham Int'l to Venice on specific dates
 - British Airways (<http://www.britishairways.com>).
 - Easyjet (<http://www.easyjet.com>).
 - Ryanair (<http://www.ryanair.co.uk>).

When booking your flight, please bear in mind the following:

- You need to be in Venice by Sunday 1st October at the latest: the first meeting takes place on Monday 2nd October.
- Since it is not reasonable to expect your proprietor/estate agent to meet you after 6.30pm, you should book a flight that lands before 3pm in the afternoon: you will need at least 2 hours from your arrival time to get to your flat, factoring in passport control, baggage collection, customs, journey time to Venice and then to your flat.
- You must stay in Venice until Saturday 9th December, so please do not book a return flight until then.

EXCESS BAGGAGE

Most airlines are very strict about the weight of checked-in hold baggage, and charge handsomely for excess, so pack as lightly as you can!

No airline is likely to accept an individual piece of baggage exceeding 30 kilos.

INSURANCE: MEDICAL AND TRAVEL

Warwick students are covered under the terms and conditions of the University Travel Insurance Policy for medical emergencies. Note that there are exclusions for gadgets such as iphones and tablets. Please download the travel card produced by the university's insurance office: https://warwick.ac.uk/services/finance/insurance/keypolicies/travelovers/eas/solace_global_card.pdf. It contains the policy number and helpline. All incidents, which might give rise to a claim, must be notified immediately to the University Insurance Services: insuranceservices@warwick.ac.uk

For day-to-day health needs, UK residents can apply to the UK government's Global Health Insurance Card. This entitles UK and EEA residents to reduced cost, sometimes free, medical treatment in a European Economic Area (EEA) country. **Non EAA students should buy Private Health and Travel Insurance.** If you have an existing EHIC, you can continue to use it until it expires. NB: if you apply for the GHIC get the standard GHIC, not the student GHIC (you should select "no" when asked if you will be studying in the EU as you are not going to be based in an EU university).

NB. We strongly recommend that you see your doctor, dentist and optician to check that you are fit enough to travel and live in Venice for ten weeks. Anyone with a known health condition must be declared fit to travel by the general practitioner to be insured.

ADVICE ABOUT THINGS TO BRING TO VENICE

OFFICIAL STUFF

- Valid Passport. Remember that under Italian law you must always have valid ID on you, so keep a photocopy of your passport/driving license in your wallet.
- Airline ticket (or booking reference number).
- Accommodation Information (e.g. contact details for your landlord, address and directions to flat).

INSURANCE & MEDICAL STUFF

- Any relevant medical and travel insurance documentation.
- Any necessary prescriptions and medicines (sufficient to cover you for ten weeks).
- List of any medicines to which you are allergic (useful if you need to go and see the doctor/dentist).
- Contact lenses (if you wear them) and the relevant cleaning solutions. Visits to the optician are much more expensive in Italy.
- Glasses (if you wear them) and possibly even a spare pair for emergencies.
- Common medicines and medicaments (e.g. ibuprofen, antihistamines, plasters, sun-block, mosquito repellent). These tend to be much cheaper in the UK and if you have fair skin you will find it difficult to find factor 50 sun cream in Venice. NB. You can obviously buy these things in Venice, but they tend to be more expensive than in the UK.

FINANCIAL STUFF

- Credit/Debit card (Please check that your credit/debit card is valid/operates in Italy and does not expire before your return). Keep a note of your card number (in a secure place), together with the 24-hour emergency phone-number to ring to cancel it, in case it gets lost or stolen.
- Euros: it is always useful to have cash with you upon arrival (small denomination notes are best) so you can buy your bus or boat ticket, and in case the cash machines at the airport aren't working.
- **N.B. We would strongly recommend you take a photocopy of every piece of vital documentation you have (passport, insurance**

documents, EHIC Card) and make a note of other important information such as your bank details, laptop model number, etc. Leave these at home with a responsible family member or friend in case of emergencies.

OTHER STUFF

- Mosquito repellent (for skin) and plug-ins for your apartment
- Laptop Computer and memory sticks or Tablet
- Adaptor plugs (for Italian sockets)
- Camera and charger
- Mobile phone and charger (make sure that your phone has been activated to work in Italy; or is unlocked if you wish to buy an Italian SIM card which works out much cheaper)
- Light-weight binoculars (useful for studying works of art placed high up)
- Small powerful torch (helpful when studying works of art in dimly-lit spaces)
- Clipboard or notepad with a rigid back (useful when taking notes on site visits, etc.)
- Secure (zip-up) bag (useful for site visits, etc)
- Venice Course Handbook
- Map of Venice
- Pocket Italian dictionary

APPROPRIATE CLOTHES & FOOTWEAR

- Comfortable shoes, slippers/socks (to avoid disturbing your downstairs neighbours).
- For hot weather (temperature can rise to +26°C in October): sun-hat, sun-glasses, sun-block.
- For cold weather (temperature can drop to -2°C in November and December): thick jumper, woolly hat, gloves, scarf, thick coat, thick-soled shoes.
- For wet weather and high tides: umbrella, waterproof coat. Wellies/rubber boots are very important to cope with frequent high tides & rain; they are also expensive to buy in Venice itself and you may need them from day one. Wear them on the flight to save luggage space and weight!

GETTING FROM MARCO POLO AIRPORT TO VENICE BY LAND

(1) The Blue ATVO Fly Bus

Website: www.atvo.it/index.php?lang=en

Departure point: outside main entrance of airport.

Destination: Piazzale Roma

Frequency: every half an hour or so.

Journey time: 20 mins (direct, non-stop).

Cost: € 10 (luggage included).

Tickets: can be purchased online and from the machine near the luggage belt, at the ATVO counter in the Arrivals Hall, or from the machine near the bus (occasionally, the driver sells tickets but don't rely on this). Paper tickets should be validated by punching in the machines provided on the bus or next to it.

(2) The Orange ACTV Bus (No. 5)

Website: <http://www.veneziaunica.it/en/e-commerce/services>

Departure point: outside main entrance of airport.

Destination: Piazzale Roma.

Frequency: every half an hour or so.

Journey time: ca. 25-30 mins (direct but stops en route at passengers' request).

Cost: € 10 (luggage included)

Tickets: either online or from the machines near the luggage belt, the tobacconist in the Arrivals Hall, or from the large machine near the bus. Tickets should be 'waived' in front of the machine on the bus ('contactless' card).

(3) By Land Taxi:

Departure point: outside main entrance of airport.

Destination: Piazzale Roma.

Journey time: ca. 20 mins.

Cost: approx. € 40. N.B. You may also be charged extras depending on luggage, time of day that you travel and number of people in the party.

GETTING FROM MARCO POLO AIRPORT TO VENICE BY WATER

(1) By the AliLaguna Water Bus

Website: <https://www.alilaguna.it/en>

Departure point: dock (*darsena*) at the airport; follow the signs and the long path left as you exit. Various destinations on multiple lines.

Cost: € 15 online

Tickets: online or at the ATVO counter in the Arrivals Hall.

(2) By Water Taxi

Departure point: dock (*darsena*) at the airport; follow the signs and the long path left as you exit.

Destination: Piazza San Marco or to the canal nearest to your destination of choice.

Journey time: ca. 20-40 mins depending on where you want to go.

Cost: approx. € 100 for up to 4 people plus luggage.

N.B. You may also be charged extras depending on the time of day that you travel and for more than 4 people in the party, or for large amounts of luggage.

GETTING FROM TREVISO AIRPORT TO VENICE

By ATVO Eurobus service

Website: www.atvo.it/index.php?lang=en

Departure point: outside main entrance of airport.

Destination: Piazzale Roma.

Frequency: every half an hour or so.

Journey time: 70 mins.

Cost: € 12 (luggage included).

Tickets: online or at the ATVO counter in the Arrivals Hall or near the bus.

TRAVELLING AROUND VENICE

Venice is small enough that you can walk across the historic centre in 45 minutes.

BY WATERBUS (Vaporetto)

ACTV run an efficient water-bus service that connects Venice with the islands. For timetables use the Moovit App or download CheBateo?

A single ticket costs €9.50 and is valid for 75 minutes for one journey only (i.e. it is good until you disembark). It must be validated (by 'tapping') before each journey at the automatic machines or barriers on the landing-stages. If you are caught without a validated ticket, you will be made to pay a large fine.

If you live on the Lido or Giudecca, you'll need to take boats regularly and it may be cheaper for you to invest in a Venezia Unica Travel Card (*tessera venezia unica al servizio di trasporto pubblico*) than buying full price tickets. Initial cost is € 100 (valid for 5 years); this enables you to either buy tickets at vastly reduced rates (ie. €1.50 as opposed to €9.50) or a monthly season ticket (*abbonamento mensile*) € 37. This functions like a Contactless Card and entitles travel on all *vaporetto* routes for one calendar month. The card is 'topped' up via a machine or at a booth. To buy Venezia Unica, go online and follow instructions:

<https://www.veneziaunica.it/>

CROSSING THE GRAND CANAL BY *TRAGHETTO*

Another way of getting from one side of the Grand Canal to the other is by *traghetto*, a large *gondola* rowed by 2 oarsmen at the following points:

- *Campo Santa Maria del Giglio* to the *Salute* and vice versa.
- *San Barnabà* (near *Ca' Rezzonico*) to *San Samuele* and vice versa.
- *San Tomà* to *Sant'Angelo* and vice versa.
- *Santa Sofia* to the *Rialto markets* and vice versa (good for getting to Warwick in Venice).
- *San Marcuola* to the *Fondaco dei Turchi* and vice versa.

The *traghetti* normally operate from 06.00/08.00 to 18.00/19.00 Monday to Saturday.

You pay the oarsmen when you get on: the cost is €2 if you look like a tourist; € 0.70 if you look Venetian; if you have bought a **Venezia Unica** card, you will get you the local discount.

HOW TO FIND WARWICK IN VENICE, SAN MARCO N. 2893

Our nearest landmark is the Accademia bridge. We are located on the Campo S. Stefano side (on the other side of the Gran Canal where the boats stop). Leaving the bridge behind you, turn immediately left to cross the small bridge named 'ponte Giustinian': at the end of the lane (walk under 'sottoportego Giustinian') you will reach the portal of the Fondazione Levi (n. 2893) and ring the bell marked 'Warwick in Venice'. We are on the second floor.

YOUR CONDUCT IN VENICE

During your travel to/from Venice and during your sojourn there, you are responsible for your conduct as a representative or ambassador of the University. As such, the University expects you to recognise your responsibilities and at all times to:

- Behave in a way that respects the rights and dignity of others, the local culture diversity, customs and laws
- Use each social interaction to display courtesy and good manners
- Work and study on a co-operative basis
- Adhere to appropriate health and safety guidelines and advice given, prior to travel and during the course of the programme and take appropriate and sensible precautions
- Behave in way that will not jeopardise the future of the programme or other students' ability to experience the programme
- Behave in a way that will not compromise your personal safety and security of others which may arise, for example, through consumption of alcohol or use of drugs.

Any form of behaviour which offends others, puts you and/or others at risk or in danger, or seriously disrupts or prejudices the work or study of others, or could be deemed to, will not be tolerated. Any behaviour of this nature may lead to you being withdrawn from the programme, and also may result in action taken under the University's Disciplinary regulations. You may also incur additional costs relating to your early departure from the programme. All this is reiterated in the Code of Conduct you must sign in order to be allowed to participate in the Venice programme.

ACCOMMODATION

Chiara Farnea is your port of call if you arranged accommodation through her: venice@warwick.ac.uk. It is important that you respect the accommodation you are renting, that it is kept clean and free of mould, and that the fixtures and fittings are not damaged. A dirty/damaged flat will almost certainly result in the loss of all (or part) of your deposit, and proprietors will be reluctant to make it available to Warwick students in the future: if our supply of flats dries up, Warwick's Venice Term will cease to exist.

NOISE LEVELS

You should also be mindful of neighbours and refrain from anti-social or disruptive behaviour, who may also be sharing that accommodation and refrain from anti-social or disruptive behaviour, for example, excessive noise levels, particularly late at night. Venice is an extremely quiet city, untroubled by the noise of passing motorbikes, cars and lorries/trucks and as a result even the slightest noise carries over the water and along the narrow streets. Venetians tend to rise early and go to bed early and your neighbours will be quick to complain if you are keeping them awake: they may even call in the police (*polizia & carabinieri*). On one or two occasions in the past, students have been evicted from their flats because of complaints from neighbours. In such circumstances, the financial costs of the move are borne by the students.

Here are some things to be aware of:

- Avoid slamming doors anywhere in your flat and the apartment block as a whole, especially as you go in/out of the front door.
- Avoid having long, drawn out conversations on the stairs and at the entrance to your flat.
- Avoid having extended chats on your mobile phone if you are by an open window.
- Avoid clomping around your flat in high heels or heavy-soled shoes because your footsteps will go straight through the floor to the poor person who lives below you.
- Avoid holding social gatherings in your flat after 10.00pm.

LANDLORDS AND TENANTS IN VENICE

Please remember that in all your dealings with your landlord/lady (even if you feel you have a legitimate grievance) you must make every effort to be polite for Italians, quite rightly, set great store by formal politeness. Most Warwick students enjoy a perfectly satisfactory (and, indeed, often cordial) relationship with their landlords/ladies in Venice. However, very occasionally problems do occur that need resolving.

Should you have a legitimate complaint about your rented accommodation (e.g. the plumbing or heating is not working properly) then please contact the landlord/lady/agent yourself. If, however, they do not speak English, and/or you are not confident of your ability to explain the problem in Italian, you should see Chiara Farnea so that she can act as an interpreter.

EMERGENCY PHONE NUMBERS

Police (Carabinieri) 112

General Emergency (Soccorso pubblico di emergenza) 113

Ambulance/Medical Emergencies (Emergenza sanitaria) 118

Warwick Emergency 24-hour Contact +44(0)24 7652 2083

PERSONAL SAFETY & CRIME

In Italy, you are obliged by law to always carry some form of ID, so make sure you have a photocopy of the information pages of your passport in your wallet. Venice is considered one of the safest cities in Europe, but do watch out for **pickpockets**, especially on public transport and in crowded places like St. Mark's Square, and **bag snatchers** in bars (ie. keep your bag on your lap and not on the floor or behind your chair).

Your safety and security at all times are of paramount importance. If you are in a group, you have responsibilities to the whole group. It is vital that you appreciate that your behaviour could have an impact not just on your own safety but also put others at risk or in danger as a result. You should look out for others in your group and be clear on safety procedures and contacts in the event of an incident or an emergency. If you are on your own, do not place yourself in a position of trust or vulnerability with a stranger, no matter how pleasant they may seem.

All crime should be reported immediately: **if you have been robbed or lost valuables**, go to the *Polizia Municipale* at Piazzale Roma, or the commissariato at Fondamenta San Lorenzo with your passport or photocopy (if stolen) to complete a detailed statement in order to get an official document confirming loss, damage or theft (*denuncia di smarrimento/rapina*), which is **essential for insurance claims**.

HEALTH

The term will be exhausting and it is possible that some of you may get run down. Try to keep your energy and resistance levels up by **getting enough sleep, eating properly** (i.e. healthily and regularly) and **drinking lots of water**, especially when it's hot. If you drink alcohol, do so in moderation: we are very sympathetic to people who are genuinely ill, but have little patience for hangovers.

If you are on regular medication, remember to take it! (Ask your flat-mates to remind you).

If you feel unwell, tell someone immediately.

INJURY

Go to *pronto soccorso* (A&E) at the Civic Hospital at SS. Giovanni e Paolo (follow signs for “*Ospedale*”). You will be seen by one (or more) doctors. **Do not leave the hospital until you have been given paperwork** (above all a single sheet of paper entitled: “*Relazione Sanitaria di Pronto Soccorso*”) as this is essential for the insurance claim (you may also need to pay a ‘ticket’ at a machine: a reduced fee for the care you receive).

PHARMACIES

Farmacie are identified by an **illuminated green cross**.

They are usually open Monday to Friday 09.00–13.00; 16.00–19.30; with some open over the lunch hour. They take it in turns to open on Saturdays, Sundays and holidays, and at night: the *farmacie di turno* will be listed on the door of every chemist, online <https://www.farmacistivenezia.it/farmacie-di-turno/> (click on ULSS3) and in Venice’s daily newspaper (*Il Gazzettino*). Please bring all necessary medical supplies with you: it can be really difficult attempting to get prescriptions and medicines “after hours”.

ACQUA ALTA

This is an exceptionally high tide (above 110 cm), which occurs frequently between September and April. The level of the lagoon is carefully monitored and when an *acqua alta* is imminent, sirens (like air-raid sirens) are sounded throughout the city three hours before high tide. The high water normally lasts 2-3 hours. Duck-boards (*passarelle*) are laid throughout the lowest-lying areas of the city to enable people to get to work or back home without getting their feet wet. The ‘*passarelle* etiquette’ is to keep moving: Venetians get justifiably fed up with tourists who stop to marvel at the scene of rising water since this blocks the flow of traffic, so be a Venetian, not a tourist! When the *acqua alta* is really bad the *vaporetti* may be suspended or have their routes altered (if they are unable to pass below the road and rail bridges near the station). Sometimes the *passarelle* run out on you and/or you are confronted with a water-filled street: in this situation, NEVER EVER take your shoes off and walk bare foot through the flooded streets because you may risk treading on something harmful (e.g. broken glass). See this site for videos: <https://www.comune.venezia.it/en/content/venice-and-high-water>

USING YOUR MOBILE PHONE IN VENICE

Since the UK left the European Union, the guarantee of free mobile phone roaming in Italy and in the EU has ended. You may not be able to 'roam like you're at home' using your minutes, text and data as if you're in the UK. It's up to the individual phone operators to decide what they will charge for cross-border calls and data usage. Check with your phone operator to find out about any roaming charges you might get while you are in Venice, and whether you can use your phone for calls in Europe during the entire ten-week term (check the 'fair usage' policy).

There is more information on this website:

<https://www.comparethemarket.com/mobile-phones/content/a-guide-to-data-roaming-charges/>

An alternative to changing your phone plan is to buy an Italian SIM card once you get to Venice city centre (bring your passport).

INTERNET

- Wifi available in Warwick in Venice. Password will be supplied on arrival
- Wifi available in University of Venice (Ca'Foscari) buildings via edu roam. Set up your device at Warwick I.T. helpdesk in September before leaving
- Wifi available in the Cini library by asking at the desk for an access code
- Wifi available in the Querini Stampalia library and the Marciana library by signing up
- Other alternatives include buying a 'dongle' or 'wifi hotspot' from various mobile phone shops in Venice

MONEY

- By far the simplest way to withdraw money in Venice is by using your credit/debit card and PIN at a cash-machine (*bancomat*): these can be found all over the city and operate 24/7. Make sure that your home bank knows you're travelling and that the cards you take can work in Italy; some banks block foreign transactions unless they've been notified ahead of time. NB. accepting card payments is now mandatory for virtually all vendors in Italy.

THE ACADEMIC PROGRAMME IN VENICE

SOME ESSENTIAL DATES

Venice teaching starts on **Monday 3 October** and finishes on **Friday 9 December**. The [full timetable](#) will be published on the **Venice Term Resources webpage** at the start of term:

<https://warwick.ac.uk/fac/arts/scapvc/arthistory/studentpages/ug/venice/>.

- Please notice that this may be **subject to variations**, so check it regularly for possible updates. We will notify you in any case by other means.

WEEK 1: INTRODUCTION & GENERAL ORIENTATION

- Week 1 is designed to get you properly **oriented in Venice**
- Various **academic activities** have been scheduled:
 - Orientation Sessions at various libraries
 - Introductory Briefings.

WEEKS 1-9: FORMAL TEACHING

- **Formal teaching in Venice begins in Week 1 and continues until Week 9.** You are expected to attend the **Italian language classes** alongside your other courses. Attendance is compulsory, please see the note below under 'Italian'.
- Teaching takes the form of lectures (in our palazzo), on-site seminars, out-of-town day trips and the occasional classroom-based seminar in our palazzo.

WEEK 6: RESEARCH WEEK

- This week is an opportunity for you to carry out independent research and/or writing to supplement your module-related knowledge.
- If you decide to travel out of town, please provide us in advance with **your itinerary** so we can contact you in case of emergency.

WEEK 8: FESTA DELLA SALUTE

- The ***Festa della Salute*** takes place in Venice every year on **21 November** (this year a Tuesday) come rain or shine. Along with the *Festa del Redentore* (third Sunday in July), this is "the" Venetian festival.
- It has been celebrated every year from ca. 1630 and is a festival of thanksgiving for the cessation of the terrible plague that killed off between a quarter and a third of the city's population.

- **Celebrations centre on the Basilica di Santa Maria della Salute** with a **temporary votive bridge built across the Grand Canal** to allow pilgrims and tourists to access the church more easily.
- It is also LOADS of fun! (e.g. crossing votive bridge, eating *fritelle*, buying large votive candles, helium balloons and tombola tickets, etc.)
- There is a procession of secular and religious officials (closest thing you'll get to a Renaissance event) in front of the basilica followed by a **solemn high mass** celebrated by the Patriarch at 10.00, but you should arrive earlier if you want to witness the procession. We do not teach 'formally' on that day.
- **Other national holidays** in Italy that occur during our programme are: 1 November (Ognissanti = 'All Saints') and 8 December (Immacolata Concezione = 'Immaculate Conception'). On these days, churches may not be open for visits (only for worship), while shops or other public buildings (possibly including museums or galleries) may be closed or, if open, will have different opening hours (like Sundays). Check opening times if you plan any visit on these days.

WEEK 10: SLIDE TESTS AND ITALIAN TEST.

- Your final Italian class test cannot be missed and is usually scheduled at the end of the week, so **do not book travel home before the Saturday of that week!**
- It is necessary to pass the **Italian test** in order to obtain the language certificate from the University of Venice.

ITALIAN:

Basic Language Tuition in Italian for our postgraduates attending the Venice term is compulsory. Classes are designed for total beginners so that you can learn Italian in a supportive environment. **NB:** If you miss more than two classes and the final class test you will be expected to reimburse the 200-euro course fee paid for by the department. The final class test is in week ten. Please note that the certificate you will gain from Ca'Foscari normally lists the number of hours you attended and the grade.

Please get in touch with the course convener before 15 July 2023 **if you are bilingual or have high competencies** (you may be exempted).

WARWICK STAFF IN VENICE

- Chiara Farnea (venice@warwick.ac.uk) is our on site administrator and can give you information about the following:
 - **Accommodation and issues with proprietors**
 - **Medical matters (i.e. seeing a doctor or dentist)**
 - **Information about Venice beyond this guide**
 - **Administrative issues**
- **Please contact Chiara by email** for any relevant query or issue you may want her to help you with.
- You may also contact Chiara **by phone in case of urgent need** in any of the areas above. Her phone number is: **+39 3775907617**.
- Chiara will be available in her office with hours advertised in due course. **Please note** that she might need to be away on an errand, in which case try to contact her later or call her if urgent.

TUTORS' ADVICE & FEEDBACK HOURS & ROLE

- During the Venice Term, Profs Bourdua & Drs Saumarez Smith and Tagliaferro will be **Personal Tutors to History of Art students (MAs & BAs)**.
- Each tutor will be available during their **Advice & Feedback Hours** to talk about any problems you may be having, be they related to the academic programme or personal. You will be offered help and advice.
- Advice & Feedback Hours **will be posted on the Venice Term Resources webpage:**
<https://warwick.ac.uk/fac/arts/scapvc/arthistory/studentpages/ug/venice/>
- We will aim to meet you individually to touch base during weeks 1 & 2. Thereafter, we'll organise ways of signing up in advance.
- There will also be **Art History student representatives** on the Venice Liaison Committee (the local **SSLC**) to raise communal issues or queries.

ATTENDANCE AND PUNCTUALITY

- **Attendance at all academic sessions is compulsory.**
- Failure to attend will be dealt with in accordance with University [Regulation 36](#).
- **Classes will start promptly at the time indicated**, so please make sure you arrive **punctually**; this means you having to **leave in plenty of time**: travelling around Venice always takes much longer than you think.

- For Site Visits and Out-of-Town Trips, please ensure that you arrive **fully-equipped** and **dressed appropriately and, if need be, with your travel ticket in hand**.
- If you are prevented from attending a class by illness, you must inform Chiara or the relevant course tutor *before* the class.
- The **presence of guests in Venice is not an acceptable excuse for missing teaching**.

SITE VISITS

- Site Visits are compulsory and a register will be taken at the start of each one.
- Please **arrive punctually** at the **appointed meeting point**.
- Please make sure that you are **fully-equipped** (see Check-list below).
- Please also ensure that you are **suitably clad** (see Visiting Churches: Appropriate Dress below).
- Many Site Visits involve a lot of walking and you will be on your feet all morning, so please **wear comfortable footwear**.
- Please also ensure your **mobile phones are switched off or in silent mode** and that **other electronic devices (unless necessary to take notes) are put away for the duration of the Site Visit**.
- **NB:** Site Visits may have to be altered or postponed at short notice due to transport strikes, *acqua alta* or other circumstances beyond our control.

COSTS

- We have endeavoured to organise **free entrance for you wherever possible** or **we will cover entrance fees** during group Site Visits and Out-of-Town Trips that are part of the academic programme.
- Occasionally, however, you **may have to pay a small entrance fee**, so always bring some money with you.
- Costs for transportation during Out-of-Town Teaching Trips (e.g. vaporetto to the islands or train to Padua) will be **reimbursed** once you are back at Warwick using the customary [claim form](#). **NB:** For each Out-of-Town Trip, please read the programme carefully in advance, for it will specify which tickets can be purchased (some transportation ticket **may not be reimbursed**).
- If you need to visit a particular site on your own, for instance to prepare for a seminar presentation, you may be entitled to reimbursement back at Warwick. If in doubt, check with teaching staff. Any other expenses for individual visits (or transportation

tickets), which you may incur during your stay in Venice (incl. travel undertaken during week 6) will **not be reimbursed**.

- If you are taking the modern/contemporary module, you will be provided with a **Biennale Pass**, which give you unlimited access to the Biennale pavilions. Please notice that you are responsible for this pass especially if you lose it (ie. you may need to purchase a replacement).
- A **letter of presentation** in Italian will be available for you to download from the Venice Term Resources [webpage](#). This letter introduces you as a Warwick student based in Venice and requests advice/help through your research. You can use it to access libraries, museums, galleries etc. when a library card is required or to access material that is not accessible to a wider public. You may also use it to obtain a ticket concession at museums and galleries.

CHECK-LIST OF THINGS TO BRING ON A SITE VISIT OR OUT-OF-TOWN TRIP

- **Transceiver and headset** (fully charged; you'll be loaned one at the start of term)
- **Sufficient cash to cover the day's expenses but not too much in case your wallet is stolen.**
- For this reason, it is probably best to leave your credit/debit card/s behind, in a safe place in your flat.
- **Transportation tickets.**
- **Biennale Pass** (when relevant).
- Any necessary **medicines** and a **bottle of water** (to avoid dehydration).
- **Notebook, clipboard** and a **couple of pens.**
- **Camera, binoculars** and **torch** (if you have these).
- **Any handouts that you may have been given** (e.g. timetable for the trip).
- **Mobile phone** (fully charged to make calls in an emergency).
- If necessary, hot weather kit (e.g. sunglasses, hat, sun-block, water, 'modesty shawl').
- If necessary, wet weather gear (e.g. umbrella, rain-gear, Wellingtons).
- If necessary, cold weather gear (e.g. hat, scarf, gloves, thick coat).

VISITING CHURCHES: APPROPRIATE DRESS AND BEHAVIOUR

Many of the Site Visits and Out-of-Town trips will include visits to churches.

Please remember that **churches are, first and foremost, places of Christian worship.**

You are kindly asked to **respect these holy sites** - whatever your beliefs.

Before entering, please ensure:

- **You are appropriately dressed** to avoid giving offence (e.g. no shorts and skimpy tops). It may be wise to bring along a shawl or equivalent with which you can cover yourself up. Men should remove hats / caps.
- **Your mobile phone is switched off or in silent mode.**
- **Any other electronic devices that may make noise are put away.**

Once inside the church, please make sure that you:

- **Avoid disturbing people's private devotions.**
- **Speak quietly and behave in a respectful manner.**
- **Only ever sit in designated seats (i.e. the pews): NEVER sit on the floor or altar steps.**

Please be aware that in a Catholic church, the **places of greatest sanctity** are the **High Altar** and the **altar where the Holy Sacrament is reserved** (*Cappella del Santissimo Sacramento*): this is often the chapel on the right or left of the High Altar and is identifiable because it will have one or more red sanctuary lamps burning.

LIBRARIES IN VENICE

- We have a **library with books** relevant to the modules and particularly useful to prepare your seminar presentations in our palazzo. Call numbers can be found on the Warwick library catalogue: look for the location 'Venice library'. Hours of opening and the borrowing/return system will be explained during week 1.
- Since we do not have evening or weekend access to our teaching spaces, there are **other libraries in Venice** that will be of use to you listed below.
- You will be taken on **orientation trips** around some of these libraries.
- There are other libraries in Venice, for all of which you will need to apply for a library card (you may need your letter of presentation to obtain one).
- Unfortunately, you will not have borrowing rights in any of these libraries (as you are not Venetian residents).

- For the full **catalogue of Venetian libraries** see: <https://polovea.sebina.it/SebinaOpac/.do?locale=eng>.
- Listed below is some **basic information concerning their location and opening hours**.

BAUM – CA’ FOSCARI

- **Nearest Vaporetto Stop:** Piazzale Roma
- **Location:** [Palazzo Malcanton Marcorà](#) - Dorsoduro 3484/D - 30123 (VE)
- **Opening Hours:** Monday to Friday: 08.30 – 24.00; Saturday and Sunday: 09.00-21.00
- **Comments:** This is the Humanities library of our partner university Ca’ Foscari. Aside from books (90% open shelves), and periodicals, you have access to scanners and self-service photocopiers.
- Website: <https://www.unive.it/pag/4756>

THE BIENNALE LIBRARY

- **Nearest Vaporetto Stop:** Giardini – Biennale.
- **Location:** [Giardini](#), in a restored wing of the Central Pavilion.
- **Description:** A large, open-shelf collection of 130,000 volumes (books, catalogues and periodicals) related to the visual arts, architecture, film, music, dance, theatre and the mass media from the mid-nineteenth century to the present, including a current periodicals section in the reception area.
- Website: <https://www.labiennale.org/en/venues/biennale-library>

THE “QUERINI” (BIBLIOTECA DELLA FONDAZIONE QUERINI STAMPALIA)

- **Nearest Vaporetto Stop:** Rialto (Fondamente Nuove is also fairly close)
- **Location:** [Campo Santa Maria Formosa](#), Palazzo Querini Stampalia (first floor)
- **Opening Hours:** Monday: Closed; Tuesday to Sunday: 10.00-19.00
- **Comments:** This library is located in the Palazzo Querini Stampalia and also specialises in art-historical texts (it is the dedicated library for the Fondazione Querini Stampalia, which has a large painting collection).
- Website: <https://www.querinistampalia.org/en/library/>

THE “CINI” (BIBLIOTECA DELLA FONDAZIONE GIORGIO CINI)

- **Nearest Vaporetto Stop:** San Giorgio
- **Location:** [Fondazione Giorgio Cini](#), Island of San Giorgio Maggiore (take No. 2 vaporetto from the San Zaccaria stop on the Riva degli

Schiavoni and get off at the first stop; you need only pay the *traghetto fare*). Entrance is through gateway to the right of the church: tell the doorkeeper that you have come to use the library.

- **Opening Hours:** Monday to Friday: 10.00-18.00; Saturday and Sunday: Closed.
- **Reservation** is recommended as is the pre-order of materials. Create an account here: <https://polovea.sebina.it/SebinaOpac/.do?locale=eng>
- **Comments:** This library specialises in art-historical texts (it is the dedicated library of the Fondazione Giorgio Cini, which has a large art collection). It is also very quiet as comparatively few people can be bothered to make the boat ride across. This also means that the staff are normally very happy to see you! NB. bring a lunch since there is only one expensive bistro on the island which is often closed for private functions.
- **Website:** <https://www.cini.it/en/biblioteche>.

THE “CORRER” (BIBLIOTECA DEL MUSEO CIVICO CORRER)

- **Nearest Vaporetto Stop:** Valaresso (San Zaccaria is also extremely close)
- **Location:** [Procuratie Nuove](#), Piazza San Marco (entrance near Caffé Florian; go through to second courtyard and take the lift up to the second floor).
- **Opening Hours:** Monday to Friday: 8.30-13.30; Tuesdays and Thursdays: 8.30-13.30 and 13.30-17.00; Saturday and Sunday: Closed.
- **Comments:** This is a small and friendly library that specialises in art-historical texts (it is the dedicated library of the Museo Civico Correr). It has relatively few seats, so if you want to guarantee getting in, make sure you arrive early!
- **Website:** <https://correr.visitmuve.it/en/il-museo/servizi-agli-studiosi/photographic-archive-2/information/>

IUAV (CENTRAL) – BIBLIOTECA DELL’ISTITUTO UNIVERSITARIO DI ARCHITETTURA DI VENEZIA

- **Nearest Vaporetto Stop:** Piazzale Roma.
- **Location:** [Campo dei Tolentini](#), Santa Croce 191 (entrance in the recess to the left of the Church).
- **Opening Hours:** Monday to Friday: 09.00-19.45. Saturday and Sunday: Closed.
- **Comments:** Architectural library with convenient opening hours. It's easy to use and the staff are friendly with most of the books on open

shelves. It also has self-service photocopiers. It can be packed during exam periods.

- **Website:** <https://www.iuav.it/BIBLIOTECA/>