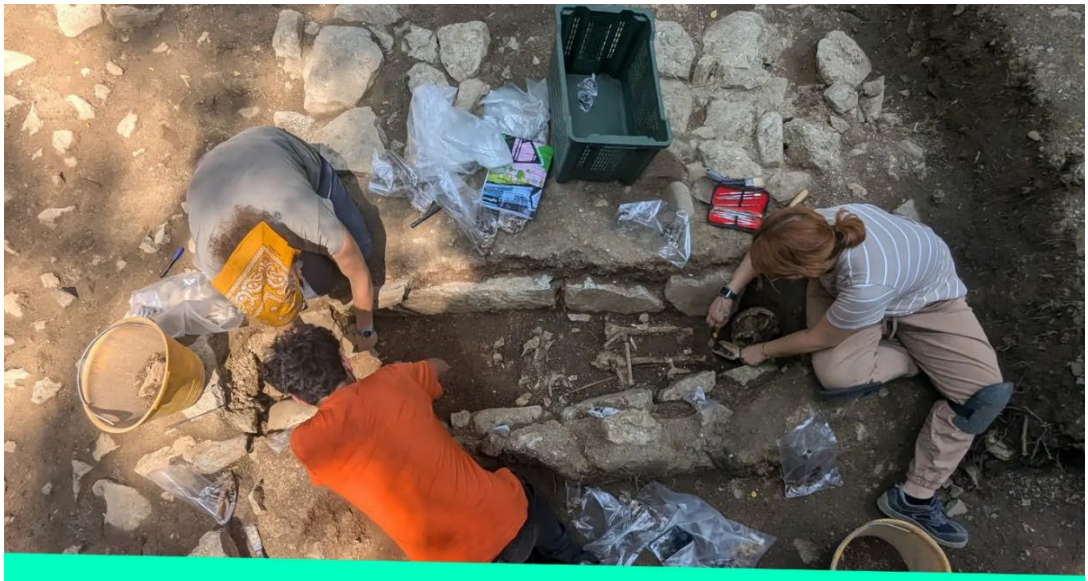
Handbook | 2027

Università di Pisa
divisione di paleopatologia



GALLICANO project

Università di Pisa
divisione di paleopatologia

GALLICANO FIELD SCHOOL IN MEDIEVAL ARCHAEOLOGY AND BIOARCHAEOLOGY

Student Handbook 2027

June 28 to July 16 2027

Handbook | 2027

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1. GENERAL PROGRAM INFORMATION

CONTACT INFORMATION

For general information about the Field School, visit our website at

https://www.paleopatologia.it

For any questions concerning payments, enrollment and required documents contact:

antonio.fornaciari@unipi.it and/or support.summerschool@adm.unipi.it

DIVISIONE DI PALEOPATOLOGIA

Via Roma, 55/Edificio 57, 56126 Pisa PI

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GENERAL FIELD SCHOOL AND SITE INFORMATION

The Field School in Medieval Archaeology and Bioarchaeology at Gallicano (Lucca, Italy) is an academic program aimed at training students in archaeological and bioarchaeological field and laboratory methods.

Excavations will take place at the Pieve di San Cassiano in the municipality of Gallicano during one three-week session:

- ***Monday, June 28 – Friday, July 16, 2027***

The Pieve di San Cassiano dates back to the early Middle Ages, though its exact foundation date remains uncertain. It was once a prominent religious center in the Serchio Valley, overseeing 23 churches. Following the Black Death in 1348, the Pieve gradually declined until its complete abandonment in the 15th century. Today, the site, nestled within a wooded area, offers a well-preserved archaeological context, including the remains of the church, outbuildings, fortifications, and extensive cemetery areas.

Previous excavations in 2024–2026 uncovered an imposing medieval building (11th-13th century) measuring 24 meters long by 18 meters wide, with three naves and three apses. Significant cemetery phases were also identified in the churchyard and behind the apses. Additionally, the remains of an earlier medieval building with stone burials were discovered.

The 2027 excavation campaign will focus on further exploring the medieval and early medieval contexts, including the cemetery areas and the structures of the church and annexed buildings.

The Field School at Gallicano is an outstanding opportunity for students to gain practical experience in archaeological excavation and bioarchaeological investigation by working side-by-side with leading researchers in the field. The field school is designed to provide all participants with an in-depth knowledge of archaeological field methods – including survey, excavation, and GIS (Geographic Information Systems) – and bioarchaeological field and research methods – recovery, restoration, and analysis of human skeletal remains.

On site, students will have the opportunity to investigate specific research interests by being part of smaller research groups focused on:

1) *architectural and material archaeology;*
2) *GIS and informatics archaeology;*
3) *bioarchaeology*.

RESEARCH OBJECTIVES

The Field School is part of a broader academic program powered by the University of Pisa investigating biocultural complexity in the region surrounding Lucca during the Middle Ages. Specifically, the research project has the following objectives:

1) *Excavation and analysis of the church cemetery, with particular attention to population demography, burial typology, and funerary ritual.*
2) *Bioarchaeological analysis of the medieval population buried at Gallicano, with particular attention to biological diversity, paleopathology, and activity patterns.*
3) *Reconstruction of the settlement's evolution from the Early Middle Ages until Modern times.*
4) *Analysis of material culture, with particular attention to trade dynamics, diffusion of technical knowledge and economic activities.*

2. ADMISSION AND TUITION INFORMATION

ADMISSION PROCEDURES

The Field School at Gallicano focuses on medieval archaeology and bioarchaeology. No prior field experience is required, although previous study of archaeology or bioarchaeology is recommended. The program will be activated with a minimum of 6 students and can accommodate a maximum of 12 participants. Consult the official University of Pisa course page for eligibility and application requirements.

The application deadline is April 20, 2027. However, applications are reviewed as soon as they are received and suitable applicants are accepted immediately. A short interview (in person or by phone) and/or reference letters (e-mails) may be requested. The instructors reserve the right to verify any of the information reported in the application form and request supporting documentation (e.g., advising reports, references) at their discretion. Instructors will make final decisions regarding enrollment. Only accepted students will be able to enroll in the class. Upon acceptance, students will receive detailed information on enrollment requirements.

Following acceptance into the program, students will be required to provide the following documentation:

1. *Health Information Form (see the Health Information, Physical Examination and Insurance Information forms), inclusive of a physician's note of good health and tetanus vaccination record.*
2. *Insurance Information Form (see the Health Information, Physical Examination and Insurance Information forms) and proof of insurance. Students must have valid international health and injury insurance (made available through student travel centers) and must provide the insurance provider's contact information as well as the policy number.*
3. *Signed Participation Agreement and Release of Liability (See Release of Liability). All students must read and accept the terms of the field school to participate in the program.*
4. *Travel Itinerary and Pickup Sign-up Form (see Forms and Documents). Provide your travel arrangements to and from Italy and select one of the two scheduled arrival pickups, if required.*

See below for forms and documents. Please scan and submit a copy of all documents to antonio.fornaciari@unipi.it and bring originals with you or send them to the following address:

Antonio Fornaciari, Field School Gallicano

Divisione di Paleopatologia | Università di Pisa

Via Roma, 57 - 56126 PISA ITALY

TUITION AND FEES

Total fee: EUR 2,400.00 — tuition EUR 1,000.00; accommodation EUR 1,400.00.

The fee covers Field School activities (excavation practice, lectures, laboratory activities and equipment), accommodation, weekday meals (Monday to Friday: breakfast, lunch and dinner), and the scheduled arrival pickup from Pisa Airport or Barga-Gallicano railway station. University of Pisa registration and tuition provide 10 CFU-ECTS credits. Credit transfer and conversion into U.S. semester credits must be confirmed by each student's home institution. Pay only after receiving the admission letter, following the official University of Pisa course page instructions.

CANCELLATION/REFUND POLICY

Withdrawal on or before April 10, 2027 (inclusive) is eligible for a refund only in the event of serious health reasons, supported by a valid medical certificate, or visa denial, supported by official documentation from the relevant Embassy or Consulate. A penalty of 50% of the tuition fees already paid applies. No refund is available for other reasons. After April 10, 2027, fees are non-refundable.

COST BREAKDOWN

Tuition and university registration	EUR 1,000.00
Accommodation	EUR 1,400.00
Total	EUR 2,400.00

3. OFFICIAL SCHEDULE AND ACADEMIC INFORMATION

SCHEDULE

Field School Dates

The field school runs from Monday, June 28 to Friday, July 16, 2027. Arrival and scheduled pickups take place on Sunday, June 27.

Important Dates

2027 SESSION
Sunday, June 27 — Arrivals Pisa Airport pickup at 13:30 OR Barga-Gallicano station pickup at 17:00; transfer to Cardoso. Monday, June 28 — Medical examinations Staff-organized transfer to Cisanello Hospital, Pisa. Tuesday, June 29 — Orientation Program expectations, rules, safety, site introduction and field methods. Tuesday, June 29 – Friday, July 16 — Fieldwork, laboratory activities and lectures Wednesday, July 14 — Final examination Friday, July 16 — Last day and departures after 12:00.

EXCAVATION AND LECTURE SCHEDULE

Excavation will take place daily, Monday through Friday, between 8:00 am and 6:00 pm, with an hour lunch break. At the beginning of the field school, the instructors will divide the students in groups and each group will be assigned to a specific excavation area. Area assignments are based on a variety of factors, including experience and interests, and decisions are final. Given the didactic value of direct involvement in – and observation of the progression of – archaeological investigation, students are expected to actively contribute to the excavation of their area for the entire duration of the field school.

Laboratories will be held regularly in parallel with excavation. Lectures and/or group discussions will take place once or twice a week, typically after the lunch break. In case of inclement weather, excavation will be replaced with laboratory activities and/or lectures. At the end of the working day students will have time to relax and shower.

Excavation, laboratories and lectures will not be held on weekends to give students the opportunity to enjoy their stay in Italy. Students are welcome to take sightseeing trips to other cities, provided that they inform the instructors of their whereabouts and return on time for regular excavation and lecture activities (See Off-Site Travel and Off-Site Travel Form).

Laboratory activities will include cleaning, labeling, restoring, and analyzing skeletal remains and artifacts. Such activities will be held at the instructors' discretion and will involve only small groups of students (2-3) at a time. During these activities, students will have the opportunity to apply the methods and concepts covered in the lectures.

A tentative schedule is reported below:

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
07:00–08:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
08:00–12:00	Excavation/ Lab	Excavation/ Lab/Lecture	Excavation/ Lab	Excavation/ Lab/Lecture	Excavation/ Lab
12:00–13:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00–18:00	Excavation/ Lab	Excavation/ Lab	Excavation/ Lab	Excavation/ Lab	Excavation/ Lab
18:00–20:00	Relax/ Shower	Relax/ Shower	Relax/ Shower	Relax/ Shower	Relax/ Shower
20:00	Dinner	Dinner	Dinner	Dinner	Dinner

IMPORTANT: *Please understand that this schedule is tentative and due to unforeseen circumstances (including weather conditions, progress of the excavation, etc.) changes may be made. A daily schedule will be posted at the site and any major changes will be announced to the group at the start of the excavation day.*

COURSE REQUIREMENTS

Prior to their arrival to Italy, the students are required to complete all readings included in the reading list. Students are required to participate actively in both fieldwork and laboratory activities, and to demonstrate a good understanding of the concepts and techniques employed in the field. Participation and overall performance in the field will be monitored throughout the entire field school, and a short written final test will be administered at the end of the three-week program to assess the students' mastery of the subject matter (both readings and on-site activities).

GRADE AND ASSIGNMENT INFORMATION

The students accepted in the program will receive a reading list and will be required to complete all readings prior to their arrival to Italy. The readings will include topics such as bioarchaeology, stratigraphy, geographic information systems (GIS). An understanding of such topics is essential to maximize on-site learning. A Final Examination will be administered during the last week of the program to assess the student's mastery of the

theoretical and practical concepts and techniques learned throughout the entire field school.

On a daily basis, all students assigned to a specific area are expected to work as a team and compose a brief excavation journal to be published on the excavation website. This assignment aims at fostering reflection and discussion among the students about the progress of the excavation. Additionally, it meets some of the project's outreach goals.

On a weekly basis, based on the instructor's decisions, students may be required to give group presentations aimed at exposing the progress excavation in their assigned area. These presentations serve the dual purpose of 1) allowing instructors to evaluate the students' understanding of the project and 2) ensuring that all participants have a sense for the work being conducted at the entire archaeological site.

Final grades are assigned based on participation in excavation (40%) and laboratory (20%) activities, participation in group discussions and presentations (5%) and final (20%) examination, and overall conduct for the entire duration of the field school (15%).

4. PROGRAM EXPECTATIONS AND POLICIES

Students are expected to apply common sense and act safely and responsibly at all times. Please carefully review the following expectations, policies and regulations below.

As any other academic course, the Field School has expectations regarding proper academic conduct. However, field schools such as ours are different from regular academic programs in that they require students to work and live with peers and instructors in a foreign country and for an extended period of time. In addition to standard academic expectations, students attending the Field School are expected to maintain a proper conduct even out of the classroom.

FIELD SCHOOL EXPECTATIONS

- Attendance – attend all excavation and lab sessions as well as lectures. Absence is permitted only for health reasons or with prior staff authorization. Unjustified absences will negatively affect a student's grade.
- Communication – always communicate with staff and peers in a clear way; make sure you understand what you are expected to do; do not complain, rather, express concerns in a reasonable and constructive way; seek the advice of a staff member in case of attrition with other participants or locals.
- Disruptive Behavior – archaeological excavation is a serious professional endeavor requiring attention and dedication. No behavior that will interfere with the proper progression of the excavation or with harmonious cohabitation will be tolerated.
- Laws and Regulations – regardless of what you may be used to, when in Italy you will need to abide by local laws and regulations; this notwithstanding, most of your home university's code of conduct will apply here.
- Participation – participate in all activities; contribute to class discussions and work in the field as directed by the faculty and staff; cooperate with your peers and make sure to pull your weight in any group activity.
- Punctuality – out of respect for staff and peers, be punctual and adhere to the field school activity schedule. If you are late at the time we leave to the site, you will likely be left behind.
- Respect - keep in mind that other people may have different sets of values and priorities than yours, especially when traveling to a different country. You will be "guests" of the local community and you should always strive to be "good guests."
- Safety – always act responsibly and avoid any behavior that may put you or others at risk.

GROUP EXPECTATION CONTRACT

Every student involved in the Field School should agree to abide by the following principles and rules.

All members of the team should act with courtesy towards government representatives, visitors and community members.

Excavation will take place in a village, and we want to maintain excellent relationships with the community. Local people visit the site on a daily basis and often ask questions on the progress of the excavation. Always interact with them courteously and take the time to address any questions they may have about our activities. Any visitors to the site should be introduced to the representatives of the Field School at the first opportunity. Visitors must be escorted round the site and may be excluded from sensitive/dangerous areas. Should a problem with the community arise, please report it to the instructors, who will then seek a resolution. Remember that our behavior will contribute to how Italians view The University of Pisa and other universities, and foreigners in general. Personal conduct can directly affect how the local people treat and perceive students.

Respect should be shown for local customs and the environment.

Please be careful not to leave litter, either at the excavation or beyond it. No improper behavior or inappropriate attire (e.g., drunkenness, swimming suits on site, etc.) will be tolerated. No electronic devices (including computers, cell phones, I-pods, MP# players, cameras, and any other unapproved devices) are allowed during program activities (on the site or during lectures and labs). It is forbidden to enter the excavation areas after working hours.

Consideration should be shown towards other team members.

Have a positive attitude and a sense of humor. Be considerate of others. Be patient. Make as little noise as possible, and abide by any requests such as not playing music late at night, not slamming the doors, not talking in the corridors of the accommodation area. The observation of safety and hygiene rules are important aspects of showing consideration towards others. While a regular cleaning schedule will be implemented, it is expected that communal living areas are kept clean and free of clutter. Let others know where you are going and if possible don't go by yourself. Someone should always know where you are. Be punctual. Keep in mind that the use and abuse of alcohol can be a hazard as well as a nuisance to other people. Your daily participation is paramount. Absences due to excessive drinking the night before will not be tolerated.

Respect should be shown towards the archaeological site, human remains and artifacts.

Remember that the excavation of an archaeological site is a serious, professional endeavor and as such must be treated with care, professionalism and respect. Given the destructive

nature of excavations, to guarantee the validity of their results, it is of utmost importance to record all data according to standard protocols. Always follow all guidelines for data collection and comply with staff directions and ask questions if you are not clear on what you are expected to do. Treat skeletal remains with the respect due to the deceased and remember that they were people and not only important data for understanding our history. Always remember: **It is illegal to take human remains and artifacts or other archaeological material from the site.**

SITE RULES

1. No one is allowed on the site after dark.
2. No one is allowed on the site after working hours without the permission of Field School representatives.
3. Introduce visitors immediately to one of the Field School representatives.
4. No artifact should be moved from its place on the surface of the site without following standard recording procedures.
5. Labs with finds MUST be kept locked at all times unless there is an authorized key-holder present.
6. There should always be one car at the site in case of an emergency.
7. Smoking is prohibited on the site, in the vicinity and in all the labs. Please stop visitors and local staff from smoking in these areas.
8. Where smoking is allowed, please use the provided ashtrays. Do not use designated smoking areas as an ashtray.
9. Tidy up after yourself - don't leave trash lying around.
10. BE CONSIDERATE.

SMOKING

Smoking is not allowed on the field site, in the accommodation area, in the labs or in the kitchen or dining room. Smoking is allowed only in designated areas outside the accommodation area and in the designated area outside the boundaries of the field site.

ALCOHOL CONSUMPTION

When traveling to a different country, students must abide by that country's laws and regulations. The legal drinking age in Italy is 18 years; hence most college students will be able to drink alcohol even though they may be underage in their home country. If you elect to consume alcohol when in Italy, drink responsibly. Alcohol consumption overseas poses additional security and health risks to study abroad students who are unfamiliar with the

language, cultural norms, and lack of sanctions on alcohol. The abuse of alcohol can be a hazard as well as a nuisance to other people. Alcohol consumption is not allowed in the accommodations.

RECREATIONAL DRUGS

Recreational drugs are illegal in Italy. Anyone found with recreational drugs will be dismissed from the project immediately and reported to competent authorities at University of Pisa, if applicable.

SEXUAL HARASSMENT

The University of Pisa Sexual Harassment Policy applies to: faculty, staff, student employees, students, and volunteers. The University administration, faculty, staff, student employees, and volunteers are responsible for assuring that the University maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the University's mission of distinction in education, scholarship, and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The University community seeks to eliminate sexual harassment through education and by encouraging faculty, staff, student employees, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs.

Policy Guidelines

- **Definition of Sexual Harassment**
  Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when any of the following conditions are met:
    - Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing.
    - Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual.
    - The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or of creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

  Sexual harassment can occur between any individuals affiliated with the University, including, but not limited to: an employee and a supervisor; coworkers; faculty members; a faculty or staff member and a customer, vendor, or contractor; students; or a student and a faculty member.
- **Examples of Sexual Harassment**
  Examples of sexual harassment include, but are not limited to:
    1. Physical assault of a sexual nature.

2. Direct or implied threats that submission to sexual advances is a condition of employment, work status, promotion, grades, or letters of recommendation.
3. Direct propositions of a sexual nature and/or persistent, unwanted pressure for sexual activity that unreasonably interferes with an individual's work or academic environment.
4. A pattern of conduct that creates a hostile or uncomfortable environment, such as (when not related to the academic content of a course):
5. Sexual comments or inappropriate references to gender.
6. Sexually explicit statements, questions, jokes, or anecdotes, regardless of the medium (oral, written, electronic, etc.).
7. Unwanted touching, patting, hugging, brushing against someone's body, or prolonged staring.
8. Inquiries or remarks about a person's sexual activity, experience, or orientation.
9. Display of inappropriate sexually explicit material in areas visible to others.

GROUP MEETINGS (FACULTY, STAFF AND STUDENTS)

Students are required to attend all meetings called by the staff prior to beginning the excavation operations or at any other time during the workday. During such meetings the staff will recap the progress of the excavation, will outline the activity plan for the day, will make any announcement as necessary, and will assign chores and other tasks, as needed.

Regular staff meetings will be held during the field school to evaluate student participation in the field school, individual performance and overall progress of the program. During such meetings the staff will also define excavation plans and strategies, and will address any disciplinary incidents.

DISCIPLINARY POLICY

The field school expects all students to maintain a proper conduct for the entire duration of the program. Disruptive behavior and improper conduct are taken very seriously and may engender disciplinary actions.

Any person who becomes aware of improper conduct, criminal activity, or other behavior that may jeopardize student and staff safety is required to report it to the program's Resident Director, who serves as the local Campus Safety Authority. The Resident Director is responsible for administering any necessary disciplinary actions and reporting such actions or other relevant events to the University of Pisa and local authorities.

Disciplinary Actions

Students who do not follow the expectations, policies and regulations stipulated in this Handbook are subject to disciplinary actions. After a disciplinary incident, the Staff will

fill out an Incident Report (see Forms and Documents) and will discuss it with the student to make sure the behavior that led to the disciplinary action will not recur. After a first disciplinary action, a student will be officially put in probation. Upon any additional violation of the Field School rules, the Staff will meet to decide the appropriate sanction, up to and including the student's immediate discharge from the program.

Discharge from the Program

Students who will be found to be in violation of any law, or who will put themselves or others at serious risk will be immediately discharged from the program. Discharged students are responsible for returning to their home country at their expense. The Staff will fill out an Incident Report (see Forms and Documents), which will be signed by staff and student and submitted to the Field School Directors and, when applicable, to the student's advisor and/or academic sponsor. In case of dismissal from the program, students will receive a failing grade for the course.

5. HEALTH AND SAFETY

Students are responsible for their own health. Remember that no matter how much you have traveled in the past, changes in diet, time zone and activity levels can exacerbate chronic conditions, including physical and mental ones. Alcohol use can exacerbate these conditions. Dehydration can occur; make sure to drink lots of water and non-caffeinated fluids throughout the workday. Remember that no matter how enjoyable, travel is a stressor and plan accordingly.

WELLBEING ON SITE

The participation in the field school at Gallicano involves intense physical activity and possibly high temperatures (over 90 °F) during the workday. It is mandatory that all students consult with their physician to confirm that they will be able to endure the demands of working outdoors for several hours.

All students accepted in the program will be required to provide a physician's note stating that they are in good health and able to participate in the field school safely. In case of students with medical conditions and/or special needs, a specialist's note may be required. In order to guarantee safety and proper intervention in case of emergency, medical history information must be included in the physician's note. Such information will be treated with absolute confidentiality and will not be disclosed to any third party unless required to safeguard the student's health.

Given the potential exposure to pathogens in the soil, students must have had a tetanus vaccination or booster within the past ten years; no other vaccinations are required to travel to Italy.

INTERNATIONAL HEALTH INSURANCE AND MEDICAL EXPENSES

All students enrolled in the field school must have a valid international medical insurance for the entire duration of their stay in Italy. Students are required to provide policy information prior to their arrival in Italy. In case of accidents, with the exception of life-threatening situations, students are responsible for paying for their medical expenses out of pocket and submitting any claims and requests for reimbursement to their insurance provider.

Prescription Medications

Students should keep in mind that prescriptions will most likely not be honored abroad. This implies that you may not be able to purchase your medications during your stay in Italy. Therefore, students who take prescription medications on a regular basis must ensure they bring from home sufficient quantities of each medication for their entire stay abroad.

In general, it is advisable to know the generic drug name for both over-the-counter and prescription medications you take regularly, in order to be able to provide this information to treating physicians or pharmacists in case of emergency.

Mental Health and Overall Wellbeing

Mental health issues are one of the greatest challenges that students and staff experience while working in the field abroad. Mental health conditions are more challenging to keep under control and address promptly because, unlike physical ailments, they may not be readily apparent.

If you have been diagnosed with a mental health condition (including but not limited to depression, bipolar disorder, etc.), you want to make sure that the time zone change and work schedule will not get in the way of your regular and consistent consumption of prescription medications. Additionally, a different diet and alcohol consumption may interfere with your medications and affect your overall wellbeing.

Regardless of whether you have a known mental health condition or not, it is important that you take your overall wellbeing seriously in order to make the most of your experience abroad. Should you experience any issues in adjusting to the new living and working situation, or should you feel that a physical or mental condition is not well controlled, please seek the assistance of our staff immediately.

Should the instructors determine, in their sole discretion, that it is not possible to guarantee a student's ongoing safety due to the onset or worsening of a mental or physical condition, the student will be requested to make arrangements to leave the field school and return home immediately.

SAFETY TIPS

We recommend you keep your personal identification and travel documents, money, and any valuable possessions locked at all time they are not being used. When traveling, you should bring with you only the documents you will need (all hotels require a valid ID to be exhibited at the time of check-in) and a limited amount of cash/credit cards, rather than everything you own.

Italy is a safe place to visit, even though some areas, especially where tourists abound, are affected by minor thievery. When visiting the country, always make sure to avoid any behavior that may make you an easy target for pick pocketing.

As you would in your home country, avoid accepting anything from strangers and do not agree to follow strangers anywhere. We encourage students to adopt a "buddy system" and watch out for each other at all times, especially when traveling during the weekend. Whether you travel together or simply go to a bar on a Saturday night, make sure never to leave a fellow student behind, and support each other in case of need.

Always act responsibly and respectfully and avoid disruptive behaviors. Additionally, understand that cultural differences and linguistic barriers may lead to misunderstandings: when interacting with locals, be patient and open-minded and seek the assistance of Italian staff members whenever needed. Be mindful of the fact that Italians' ideas of what is proper conduct in social interactions or proper attire in public can be substantially different from yours. For instance, Italians tend to be rather formal in their interactions with strangers and acquaintances, and do not greet, or start casual conversations with, strangers on the street. Additionally, very short shorts or sweatpants are considered inappropriate to wear in public.

PERSONAL HYGIENE AND FOOD PREPARATION

All members of the Field School should be aware that their own health and hygiene standards may affect the welfare and efficiency of the whole excavation. Keep the toilets and washing facilities clean and tidy. Always wash your hands after using toilets, and after work on site, particularly where there may have been contact with biological, animal, or chemical contamination.

Before preparing or handling food or eating meals hands *must* be washed with soap and hot water and dried. Please adhere to any requests such as not entering food preparation areas, or keeping doors and windows shut in order to keep insects out.

6. EMERGENCY INFORMATION

In case of a health or safety emergency on the excavation site or in any of the facilities routinely used by students and staff (i.e. labs, classrooms, dorms, etc.), seek the help of a Staff member immediately.

In the event of an emergency caused by unforeseen and uncontrollable circumstances (e.g., strikes, civil unrest, war, fire, earthquakes, floods, etc.), all activities must be immediately suspended. You are required to proceed without delay to the designated rendezvous points:

- **If you are at the archaeological site**, go to the **parking lot next to the site**.
- **At the Cardoso hostel, leave by the designated evacuation route and go to the outdoor assembly point identified by staff during the arrival briefing. Keep access routes clear and do not re-enter until instructed to do so.**

If you become separated from the group during a weekend trip, contact staff. Unless staff or emergency services instruct you otherwise, return to the primary accommodation when it is safe to travel:

Field School hostel in Cardoso, Gallicano (LU), Italy

Map:

https://www.google.com/maps/search/?api=1&query=44.02589469507784,10.480836338870365

Coordinates: 44.02589469507784, 10.480836338870365

In an emergency, call 112 for police, fire or ambulance assistance. Give your exact location and contact the Field School staff as soon as possible.

- Police - Carabinieri: 112
- Police - Polizia di Stato: 113
- Fire Fighters: 115
- Ambulance: 118

COMMUNICATION OF PERSONAL INFORMATION

IMPORTANT: Under The Family Education Rights and Privacy Act of 1974 (or FERPA), the field school staff is not at liberty to disclose your academic, health, or financial information to your families or other unauthorized third parties. Information will only be disclosed when a student agrees in writing to the release of their records. Exceptions to

this general provision include: 1) communications with your listed Emergency Contact in case of emergency and only when you are unable to communicate with your families; 2) communications with your academic sponsors (if applicable) regarding your performance, necessary for the proper operation of the field school; 3) communications with medical personnel or other parties as needed to ensure you receive proper assistance in case of an emergency.

7. PLANNING YOUR TRIP – TRAVEL INFORMATION

The field school takes place in the municipality of Gallicano, near Lucca. The excavation is at Pieve di San Cassiano, Località Al Sano (site coordinates: 44.0589031, 10.4269739). Accommodation is in Cardoso (hostel coordinates: 44.02589469507784, 10.480836338870365). These are separate locations. The nearest railway station is Barga-Gallicano. The closest airports are Pisa (PSA) and Florence (FLR); the scheduled airport pickup is available only at Pisa.

TRAVEL AND ARRIVAL INFORMATION

All students are responsible for arranging their own travel to and from the field school site. The following guidelines are intended to help you plan your trip effectively.

The field school starts on Monday, June 28, 2027. Students must arrive at the Cardoso hostel on Sunday, June 27. Medical examinations take place at Cisanello Hospital in Pisa on Monday, June 28, before fieldwork begins. Staff will organize transport from the hostel; students using it must be ready to depart together at the time communicated by staff.

To facilitate timely arrival, the organization will provide a **pickup service for all students**. Details and instructions on how to request this service are outlined in the **following section**.

> Students who prefer to go directly to Cisanello Hospital on Monday, June 28 must notify staff in advance, arrange their own transport, and arrive at the time specified by the Field School.

If you fly to Pisa, plan to be at the pickup point by 13:30 on Sunday, June 27. Students arriving at Florence or another airport must arrange onward travel to the 17:00 pickup at Barga-Gallicano railway station or travel independently to the Cardoso hostel. Arrival in Italy by Saturday, June 26 is recommended where onward travel cannot be completed reliably on Sunday.

Please be aware that regional and interregional train travel in Italy—while cost-effective—can be time-consuming, may involve transfers, and is occasionally subject to delays. For updated train schedules and ticket information, visit: www.trenitalia.com.

PICKUPS

Two arrival pickups are available on Sunday, June 27, 2027: Pisa Airport at 13:30 and Barga-Gallicano railway station at 17:00. Both services take students to the Cardoso hostel. There is no Florence Airport pickup.

SUNDAY, JUNE 27, 2027 — ALL TIMES ARE LOCAL ITALIAN TIME

Pisa Airport (PSA)	13:30	Meet staff outside the arrivals exit; look for the Field School logo.
Barga-Gallicano railway station	17:00	Meet staff outside the station exit.

Please take note of certain limitations applied to the transportation services provided by the field school:

1. Pickups are available only at Pisa Airport at 13:30 or Barga-Gallicano railway station at 17:00 on Sunday, June 27, 2027.
2. Transport is provided from the selected meeting point to the Cardoso hostel, with no intermediate stops or alternative pickup locations.
3. To reserve a pickup, complete and return the Travel Itinerary and Pickup Sign-up Form in Forms and Documents.
4. Students arriving on other dates or unable to use either scheduled pickup must arrange transport to the Cardoso hostel and agree their arrival time with staff in advance.

Be at the meeting point on time. If a flight or train delay prevents this, contact staff immediately using the numbers in this handbook. An additional pickup cannot be guaranteed; staff will advise on the available options.

DEPARTURES

The last day of the field school is Friday, July 16, 2027.

Students should plan to leave after 12:00 on Friday, July 16, 2027.

On Friday, July 16, station drop-offs are offered at Barga-Gallicano at 13:00, 14:00, 15:00 and 16:00. Sign up with the Student Coordinator during the last week.

No airport drop-off service is provided; hence the students must make their own arrangements to reach airports from the Gallicano train station.

Any extension of your stay, up to Saturday, July 17, 2027, must be agreed with the Student Coordinator and is subject to availability.

PASSPORT AND VISA

Before booking, check current passport, visa and entry requirements for your nationality and purpose of stay. U.S. citizens should consult https://travel.state.gov/en/international-travel/travel-advisories/italy.html and may register with STEP at https://step.state.gov/.

Non-U.S. citizens should refer to similar sources and services offered by their country of origin.

EU citizens should carry a valid national identity card or passport. Non-EU participants should consult the Italian Ministry of Foreign Affairs and their competent Italian Embassy or Consulate about documents and any visa needed for this course: https://www.esteri.it/en/servizi-opportunita/ingressosoggiornoinitalia/.

For non-EU travelers, passports generally must have been issued within the previous ten years and remain valid for at least three months after the intended departure from the Schengen Area. Check all current entry requirements before travel, including any entry authorization rules in force in 2027. Official passport guidance: https://www.esteri.it/en/servizi-opportunita/ingressosoggiornoinitalia/passaporti_documenti/.

We recommend that you travel with at least one photocopy of your passport and give another photocopy to the Instructors upon arrival in Gallicano.

BAGGAGE AND CUSTOMS

We recommend that you pack lightly, especially because airlines may impose penalties for heavy baggage. Before you travel, go to the homepage of your airline to find baggage information, including weight and baggage limits and costs.

Check baggage limits and charges with your airline and consult the customs authorities of Italy and your home country before packing restricted items.

OFF-SITE TRAVEL POLICY

When the Field School is not in session (Friday evening, Saturday and Sunday), you are welcome to travel outside Gallicano and the city of Lucca. Students are welcome to take sightseeing trips to other cities, provided that they inform the instructors of their whereabouts and return on time for regular excavation and lecture activities (i.e. no later than 10:00 PM on Sunday). If your plans include an overnight stay, you must complete the Off-Site Travel Form (see Forms and Documents) and submit it to the Student Coordinator before you travel. This form helps the Field School keep track of your whereabouts in case of any emergency.

Make sure to inform the Student Coordinator whenever you leave the excavation site (for instance during the lunch break) and remember to bring with you the staff's contact information at all times.

MANAGING FINANCES

The fee covers the services listed under Tuition and Fees. Weekend meals, personal travel, transport outside scheduled services, personal purchases and medical expenses not covered by insurance are the student's responsibility. Staff cannot lend money to students.

CURRENCY AND EXCHANGE

As a member of the European Union (EU), Italy adopted the Euro (€) in 2002. Updated information on Euro-US dollar exchange can be easily found online. Money may be exchanged at local banks, exchange agencies and hotels, or simply withdrawn at local ATMs. Most major airports feature a currency exchange desk, but you are likely to get a better rate directly from an ATM machine affiliated with a major bank.

ATMs (Bancomat) are available at banks and many transport hubs. Withdrawal limits and fees depend on your card provider and the ATM operator; check displayed charges before confirming.

Major credit cards are widely accepted, but small establishments may accept only cash. Please note that restaurants in Italy do not issue individual checks to groups and do not typically accept multiple credit cards for payment of one check.

LANGUAGE AND CULTURE

The official language of the field school is English and no knowledge of Italian is required. However, it is important to keep in mind that the majority of the local population, particularly in rural areas, will not speak English. Students who intend to spend their weekends traveling throughout Italy are encouraged to have an Italian dictionary and/or phrasebook with them at all times.

Also encouraged is a travel guidebook to Italy. Some suggested guidebooks are Rough Guide to Italy, and *Lonely Planet Discover Italy Travel Guide* (U.S. edition).

You might also want to prepare for your trip by reading some Italian classics and watching some classic Italian films. Following is a list of some relevant authors and works.

- *Il Canzoniere* (*Song Book*) – Francesco Petrarca
- Cesare Pavese
- *La Divina Commedia* (*Divine Comedy*) – Dante Alighieri
- Federico Fellini
- *Il gattopardo* (The Leopard) – Giuseppe Tomasi di Lampedusa, also a film directed by Luchino Visconti
- *Ladri di biciclette* (*Bicycle Thieves*) – directed by Vittorio De Sica

- Luigi Pirandello
- *Il nome della rosa* (*The Name of the Rose*) – Umberto Eco
- *I Nostri Antenati* (*Our Ancestors* trilogy, includes *The Cloven Viscount*, *The Baron in the Trees*, *The Nonexistent Knight*) – Italo Calvino
- *Orlando furioso* (*The Frenzy of Orlando*) – Ludovico Ariosto
- *A Place to Live* – Natalia Ginzburg
- *The Decameron* – Giovanni Boccaccio
- Primo Levi
- *I Promessi Sposi* (*The Betrothed*) – Alessandro Manzoni
- *A Small Place in Italy* – Eric Newby

8. PLANNING YOUR TRIP - WHAT TO BRING

Students should plan on bringing clothing appropriate to the summer season and the following items specifically for the field school. **The Field School is not responsible for damage to or loss of any personal clothing, equipment or electronic devices.**

CLOTHING

Required Items

- **Backpack**
  For daily use on and off the site.
- **Basic school supplies**
  Pens, pencils, notebooks, erasers, highlighters.
- **Steel-toe work shoes with reinforced soles**
  Note: Sandals, flip-flops, or tennis shoes are not allowed on site.
- **Comfortable, breathable work clothes**
  Lightweight pants and shirts suitable for physical activity and exposure to the elements.
  Note: Shirts with sleeves are preferable to tank tops. Avoid wearing shorts during excavation.
- **Wide-brimmed hat or cap**
  For sun protection during peak hours.
- **Insect repellent**
  Preferably one effective against ticks and mosquitoes.
- **Personal toiletries**
  Shampoo, soap, lotion, contact lens solution (if applicable), toothpaste and toothbrush, deodorant, etc.
- **Refillable water bottle or canteen**
  Hydration is essential on site.
- **Required medications**
  Over-the-counter and/or prescription medications in their original labeled containers.
  Consider bringing medication for colds, allergies, gastrointestinal issues, and pain relief.
- **Shower and hand towels**
- **Small personal first-aid kit**
  With band-aids, antiseptic wipes, blister pads, etc.
- **Sunglasses**
  Preferably polarized for better visibility.
- **Sunscreen**
  SPF 30 or higher recommended.
- **Bed linen or sleeping bag**
  Bring bed linen suitable for your assigned bed, including a pillowcase, or

a sleeping bag. The hostel has single bunk beds and double beds; confirm the bed assignment before buying fitted sheets.

- **Work gloves**
  Durable gloves for handling tools and materials (see Equipment section for specifics).

Optional but Recommended:

- **Flashlight or headlamp**
  With extra batteries—for use during power outages or in low-light conditions.
- **Quick-dry towel**
  Handy for field use or travel days.
- **Rain gear**
  Lightweight waterproof jacket and/or poncho.
- **Multi-tool or pocket knife**
  (Only if allowed by local regulations and campus policies.)
- **Power bank**
  For charging phones and small electronics on the go.

Suggested Items

- **Books or e-reader**
  For reading in the evenings or on weekends.
- **Camera or smartphone with camera**
  For personal photos (note: restrictions may apply in certain areas).
- **Comfortable walking shoes**
  For excursions or daily use outside the site.
- **Comfortable sleepwear**
- **Pillow**
  Optional, depending on your comfort preferences.
- **International travel adapter**
  Check compatibility with Italian sockets (Types C, F and L) and your devices' voltage requirements.
- **Lightweight jacket**
  For cooler evenings or variable weather.
- **Umbrella and/or waterproof rain jacket**
- **Headphones and music player (e.g., smartphone, MP3 player)**
  Please note: these devices, along with cell phones, are not allowed during lectures, or in laboratory facilities.

EQUIPMENT

Excavation kits and field tools will be provided. However, you should bring at least one pair of work gloves. These are usually made from a rough cowhide or other tear-resistant materials. Gloves like these can sometimes be difficult to find in a size appropriate for most women though hardware stores tend to carry a variety. We do not recommend cloth gardening gloves, as they tend to tear and disintegrate after even one or two uses.

Whatever type of gloves you will decide to use, make sure that they are not too bulky and that they will allow for good tactile feel.

9. LIVING IN GALLICANO

ACCOMMODATION

HOUSING

Students and staff will stay in a three-storey hostel in Cardoso, in the municipality of Gallicano (LU). Location: 44.02589469507784, 10.480836338870365.

The hostel has single bunk beds and double beds, bathrooms with showers, and a kitchen. Sleeping accommodation is shared; staff arrange room and bed assignments. Bring your own bed linen or sleeping bag, towels and toiletries, and confirm the assigned bed size with staff. Check pillow availability before arrival. The hostel is separate from the excavation site.

LAUNDRY

A washing machine is available at the Cardoso hostel. Staff will explain access and use on arrival. A self-service laundry option in the Mologno area is also identified below; check opening hours and transport before going.

3F92+9W Mologno, Provincia di Lucca

MEALS

Breakfast, lunch and dinner are included from Monday to Friday. Staff will explain meal locations and arrangements at the start; lunch is normally eaten in the designated break area at the site. Students may help with preparation and cleaning. Notify the organizers of allergies or dietary requirements immediately upon admission and discuss arrangements with the Student Coordinator. Weekend meals and snacks are not included.

LOCAL TRANSPORTATION

The hostel is in Cardoso, outside Gallicano town centre. Do not assume that shops, restaurants, public transport stops or the excavation site are within convenient walking distance.

Plan journeys from Cardoso with staff. The wider area has buses and Barga-Gallicano railway station, but connections and access from the hostel must be checked before travel. Transfers outside the scheduled program are subject to staff and vehicle availability.

Staff have vehicles for program transport, materials, supplies and emergencies. Follow the arrangements communicated by staff for travel between Cardoso and the excavation site.

Students are strongly encouraged to take advantage of weekends to explore Tuscany and other parts of Italy. It is recommended to organize group travel, departing from Gallicano on Friday after fieldwork or, at the latest, on Saturday morning, and returning on Sunday afternoon.

COMMUNICATION

Telephones, Telephone Cards & VoIP Alternatives

Before departure, ask your mobile provider about roaming, international plans or a SIM/eSIM. Check coverage in Cardoso and at the site. Do not rely exclusively on mobile data or hostel Wi-Fi for essential communications.

Calling Italy from the U.S.: Dial 011 39 followed by the number you are calling, inclusive of area code. (e.g. 011 39 335 99 99 999).

Calling other countries from Italy: Dial 00 followed by the country code and phone number inclusive of area code. (e.g. 00 1 614 292 4149).

Useful country codes:

- United States and Canada: 1
- United Kingdom: 44

Internet-based services such as WhatsApp, Zoom, Google Meet and Microsoft Teams can be used where a suitable connection is available. Check mobile data charges before use.

Please note that **you are responsible for ensuring your device meets the minimum technical requirements** to use these services, as the Field School does not provide hardware or technical support for personal communication tools.

EMAIL AND INTERNET

Wi-Fi is available at the Cardoso hostel. Staff will provide access details after participants sign the wireless internet disclaimer in Forms and Documents. Uninterrupted access is not guaranteed.

10. VISITORS

Occasionally, members of the local community and tourists may visit the site. As part of its outreach commitment, the Field School welcomes visitors to the site, provided that basic safety and security rules are respected. First, visitors should always be accompanied by a Field School representative, who may provide information on the research project being conducted at Gallicano, show visitors around, and answer any questions. For safety and security reasons, no visitors are allowed to enter the excavation areas and restricted areas of the site.

Different rules apply to overnight visitors. An archaeological site is a place of work and requires the use of protective equipment so you are strongly discouraged from having visitors. Any person who is not officially a Field School participant (student or staff) must have official permission to stay overnight from the Staff. To this end, contact the instructors at least 2-3 days in advance of any arrival to seek permission to have overnight visitors at the Cardoso hostel. Please note that requesting permission does not imply it will be granted. IF permission is given all visitors must sign the Participation Agreement and Release of Liability (see Forms and Documents). Please note that if accommodation is available visitors can only stay for a maximum of 2 nights and again this is at the discretion of the Staff. Even if permission is given, there is no guarantee that a bed will be available. You will be responsible to seeing to the needs of your visitors. Please remember that we all have intense schedules and a heavy workload at the site and cannot allow visitors' presence to interfere with the Field School operations.

Visitors should **never** be left to wander around alone. All visitors must be accompanied on site by a Staff team member. DO NOT EVER direct visitors across the site or into labs unaccompanied.

11. FORMS AND DOCUMENTS

HEALTH INFORMATION FORMS

To be completed by student or guardian and must be in ENGLISH.

LAST NAME _____ FIRST _____ MIDDLE _____

PERMANENT ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ CELL PHONE (Student) _____

HOME PHONE _(___)_____ DATE OF BIRTH _____ MARITAL STATUS _____

GENDER: _____

PERSONAL HISTORY

Does the student have now or has he/she ever had; (circle all that apply)

1. ADD OR ADHD	11. CHRONIC HEALTH PROBLEMS	21. IMPAIRED MOBILITY/ PARALYSIS	31. PNEUMOTHORAX
2. ANEMIA	12. DEAFNESS/HEARING IMPAIRMENT	22. KIDNEY DISEASE	32. SEIZURE DISORDER
3. ANOREXIA/BULIMIA	13. DEPRESSION	23. LEARNING DISABILITY	33. STD
4. APPENDECTOMY	14. DIABETES	24. LOSS OF PAIRED ORGAN	34. SICKLE CELL DISEASE
5. ARTHRITIS	15. EMOTIONAL/MENTAL ILLNESS	25. MALARIA	35. THYROID DISEASE
6. ASTHMA	16. HEART DISEASE/PROBLEM	26. MIGRAINE/CHRONIC HEADACHE	36. POSITIVE TB TEST
7. BLINDNESS/VISUAL IMPAIRMENT	17. HEPATITIS (TYPE_____)	27. MONONUCLEOSIS	37. TUBERCULOSIS DISEASE
8. CANCER/ MALIGNANCY	18. HIGH BLOOD PRESSURE	28. NEUROMUSCULAR DISEASE	38. ULCER/STOMACH PROBLEMS
9. CHICKENPOX	19. HIGH CHOLESTEROL	29. PARASITE INFECTION	39. UTI/FREQUENT ?
10. CROHN'S/IBS/COLITIS	20. HIV INFECTION/DISEASE	30. PHLEBITIS/DEEP VEIN	40. OTHER

Please explain all circled answers including dates:

_____

_____

_____

HOSPITALIZATIONS

Please list all medical/psychiatric hospitalizations, dates, and diagnosis:

_____

_____

_____

WELLNESS PROFILE

1. Do you smoke cigarettes? ☐ YES ☐ NO. Number per Day_____ For how many years?_____
2. Do you drink alcohol? ☐ YES ☐ NO. If yes, how often?_____When you drink, how many do you usually have? _____
3. Do you now or have you ever used recreational drugs ☐ YES ☐ NO. If yes, which ones?_____ How Often?_____
4. How often do you exercise? __Never, __Daily, __3-5 times a week, __Weekly. What type of exercise_____
5. Do you follow a diet? ☐ YES ☐ NO. If so what kind?_____. Are you concerned about your eating habits? ☐ YES ☐ NO
6. Do you often have a feeling of being anxious, overwhelmed or depressed? ☐ YES ☐ NO
7. Have you ever received counseling for emotional problems? ☐ YES ☐ NO

MEDICATION AND ALLERGY INFORMATION

*Please list **ALL** medications you are taking. Please include prescription and non-prescription medications. This includes vitamins, minerals, herbal supplements, and allergy injections.*

MEDICATION	DOSE	USE	ALLERGY	YES	NO	EXPLAIN
1.			PENICILLIN			
2.			SULFONAMIDES			
3.			ASPIRIN			
4.			CODEINE			
5.			OTHER DRUGS			
6.			INSECT BITES			
7.			PEANUTS			
8.			OTHER FOODS			
9.			LATEX			
10.			OTHER			

EMERGENCY CONTACT INFORMATION

NAME OR PERSON TO CONTACT IN CASE OF AN EMERGENCY _____

RELATIONSHIP _____ AREA CODE/PHONE NUMBER _____

ADDRESS_____

CITY _____ STATE _____ ZIP CODE _____

IMPORTANT INFORMATION - PLEASE READ AND COMPLETE

STATEMENT BY STUDENT (OR PARENT/GUARDIAN, IF STUDENT UNDER AGE 18):

(A) I have personally supplied (reviewed) the personal history information and attest that it is true and complete to the best of my knowledge. I understand that the information is strictly confidential and will not be released to anyone without my written consent, unless otherwise permitted by law. If I should be ill or injured or otherwise unable to sign the appropriate forms, I hereby give my permission to IRLAB to release information from my (son's/daughter's) medical record to a physician, hospital, or other medical professional involved in providing me (him/her) with emergency treatment and/or medical care.

(B) I hereby authorize any medical treatment for myself (son/daughter) that may be advised or recommended by the physicians in case of emergency treatment.

(C) I understand that I am responsible for any charges not covered by insurance for services received by an outside provider (i.e.: laboratory, pharmacy, emergency room or consulting physician).

_____ _____
Signature of Student Date

_____ _____
Signature of Parent/Guardian, if student under age 18 Date

PHYSICAL EXAMINATION

To be completed by physician or clinic and must be in ENGLISH.

Note: The student shall have a physical examination within the **12**-month period preceding the starting date of program. Information on this form will be made available to any party as deemed necessary for the student's well being.

Last Name _____ **First** _____ **Middle** _____ DOB____/___/____

Height _____ **Weight** _____

Are there abnormalities?	Normal	Abnormal	Description (attach additional sheets if necessary)
1. Head, Ears, Nose, Throat			
2. Eyes			
3. Respiratory			
4. Cardiovascular			
5. Gastrointestinal			
6. Hernia			
7. Genitourinary			
8. Musculoskeletal			
9. Metabolic/Endocrine			
10. Neuropsychiatry			
11. Skin			
12. Mammary			

A. Is there loss or seriously impaired function of any paired organs? ☐ YES ☐ NO
Explain _____

B. Is student under treatment for any medical or emotional condition? ☐ YES ☐ NO
Explain _____

C. Recommendation for physical activity ☐ YES ☐ NO
Explain _____

D. Is student physically and emotionally healthy? ☐ YES ☐ NO
Explain _____

E. Is the student currently taking any medications to treat a mental/emotional condition? ☐ YES ☐ NO
Please list Medications _____

F. Has the student experienced any emotional problems requiring assistance by a psychiatrist or any that might affect his/her adjustment to and/or performance in the program? ☐ YES ☐ NO
Explain _____

IMMUNIZATION RECORD

Given the potential exposure to pathogens in the soil, students must have had a tetanus vaccination or booster within the past ten years. Please indicate the details and date of the most recent vaccination/booster: _____

Based on my assessment of this student's physical and emotional health on _____, he/she appears able to participate in Fiekd School in Medieval Archaeology and Bioarchaeology at Badia Pozzeveri ☐ YES ☐ NO

If no, please explain _____

If the student is under care for a chronic condition or serious illness, please provide additional clinical reports to assist us in evaluating the student's needs and participation into the program.

Signature of Physician _____ Date _____

Print Name of Physician _____ Area Code/Phone Number _____

Office Address _____

INSURANCE INFORMATION

International Health and Injury Insurance Requirement
All students enrolled in IRLAB's educational offerings must have a valid international medical insurance for the entire duration of any program attended. Upon acceptance in the program, students are required to provide complete insurance information. Please fill out the following form completely. Additionally, a copy of the insurance card and/or any additional relevant documentation must be provided.

STUDENT NAME _____

My current insurance carrier has certified that my health and major medical insurance is currently valid to travel abroad: ☐ YES ☐ NO

My insurance carrier does not cover me abroad so I will be purchasing Travel Protection Insurance: ☐ YES ☐ NO

NAME AND ADDRESS OF HEALTH INSURANCE COMPANY:

_____

_____

AREA CODE/TELEPHONE NUMBER _____

NAME OF POLICY HOLDER _____

POLICY OR CERTIFICATE NUMBER _____

POLICY EXPIRATION DATE _____

I understand that I am responsible for providing my coverage for health, accident, major medical and hospital insurance during the period that I will be a participant in any of IRLAB's programs. Furthermore, I understand and agree that lack of appropriate health insurance coverage may result in my expulsion from the program.

_____ _____
Signature of Student Date

_____ _____
Signature of Parent/Guardian, if student under age 18 Date

PARTICIPATION AGREEMENT AND RELEASE OF LIABILITY

In order to participate in the Field School at Gallicano, all students are required to sign this Participation Agreement and Release of Liability and return it within 2 weeks of admission in the program. Failure to return a signed copied of this Agreement will result in the automatic forfeiture of the participant's seat in the field school.

I, the undersigned, desire to participate in the academic program known as Gallicano Field School, organized jointly by DIVISIONE DI PALEOPATOLOGIA and the University of Pisa (hereinafter "Program"). The Program will take place at Gallicano, Gallicano (LU), ITALY, between 1st July to 18th July 2026.

I understand that entering in this Participation Agreement (hereinafter "Agreement") is a necessary condition to obtain permission to participate in the Program. Therefore, in exchange for said permission to participate, I make the following representations and agreements, which I understand that the Program, is relying on:

1. I am of sound mind, in good health, and affected by no physical or mental conditions that would hinder or prevent me from participating in the Program, or that would impair my judgment and affect my ability to freely enter in this Agreement.
2. The term "Releasees" as used in this Agreement shall mean any individual or legal entity associated with the Program, including, but not limited to: DIVISIONE DI PALEOPATOLOGIA, the University of Pisa, the Municipality of Gallicano and their respective members, employees, agents, and affiliates.
3. The Releasees have not made any representation or promise to me about the matters covered in the Agreement, apart from what is written in this Agreement. In other words, this document contains the entire agreement between the Releasees and me with respect to the matters covered by the Agreement and I understand that the terms of this Agreement are contractual ones that are legally binding on me.
4. I have carefully read and fully understand all of the provisions of this Agreement, and the terms and conditions set forth in this Agreement. I further acknowledge and represent that I enter into this Agreement freely, knowingly and without coercion, and based on my own judgment.
5. I understand and agree that by signing this Agreement I may relinquish important rights, and it is my right to consult with counsel concerning the terms and conditions set forth herein prior to execution of this Agreement.
6. I understand that this Agreement is binding not only the Releasees and me, but also on our respective representative heirs, estates, beneficiaries, successors, and assigns.

Release of Liability
In order to receive permission from the Releasees to participate in the Program, I further agree as follows: I understand that travel, foreign travel, and staying in a foreign country involve risks and can be dangerous. By participating in the Program, I voluntarily expose myself to these risks and dangers, whether expected or unexpected. I am aware of these risks and dangers and I am aware that I may obtain appropriate insurance coverage at my own expense.

On my own behalf and on behalf of anyone who, as a result of my participation in the Program, can make a claim on my behalf or because of me, I agree as follows: I release and discharge the Releasees unconditionally and forever from any and all liability and responsibility for any loss, damage, or injury of any kind that I may suffer as a result of or in connection with my participation in the Program.

This release covers any loss, damage, or injury caused by: 1. any criminal, illegal or unauthorized acts of third parties, including but not limited to any terrorist act, hijacking or sabotage; 2. any social or labor unrest; 3. any political conditions; 4. any mechanical or constructional difficulties or conditions; 5. any diseases, local laws or climatic conditions, 6. any conditions, developments, actions or omissions outside of the control of the Releasees; 7. any other expected or unexpected conditions, developments or risks connected with travel, foreign travel, or staying in a foreign country, even if I suffer the loss of money, property, health, or life, and irrespective of who is or may be at fault, or whose negligence, including the negligence of the Releasees, may have caused my loss, injury or death.

I HAVE READ EACH AND EVERY WORD IN THIS AGREEMENT. I FULLY UNDERSTAND ALL OF THE TERMS OF THIS AGREEMENT AND THEIR MEANING. I VOLUNTARILY SIGNED THIS PARTICIPATION AGREEMENT AND RELEASE OF LIABILITY.

_____ Status while at site:
☐ Staff ☐ Student ☐ Visitor

Legal Name of Participant

_____

Full Address of Participant

_____

No. of Passport

_____ _____

Signature of Participant Date

_____ _____

Signature of Parent/Guardian, if student under age 18 Date

ALL PARTICIPANTS WHO ARE MARRIED MUST HAVE THE FOLLOWING PROVISION SIGNED BY THEIR SPOUSE.

AS A SPOUSE of _____ (name of Participant) I have read each and every word in this Agreement and I fully understand its meaning. In exchange for permission for my spouse to participate in the Program, I voluntarily sign this Participation Agreement and Release of Liability. By signing, I agree to release and discharge the Releasees unconditionally and forever from any and all claims I may have, including any claims for loss or deprivation of my spouse's services, support, sexual relations, comfort, or attention that I may suffer as a result of, arising out of, or in connection with any of the events, conditions, or risks stated in the Agreement, even if such loss, liability, damage, or cost is based on the negligence of the Releasees.

_____ _____

Legal Name of Participant Legal Name of Spouse

_____

Full Address of Spouse

_____ _____

Signature of Spouse Date

OFF-SITE TRAVEL FORM

The following form is required for anyone planning to travel outside of Gallicano or beyond the city of Lucca during the time the Field School is in session. Please fill it out and submit it to the Instructors before you leave the area.

Name _____

Travel destination(s) _____

I do or do not know where I will be staying. (Please circle one.)

Hotel/hostel name, phone number and address: _____

_____

_____

Date and time leaving _____

Date and time returning _____

If my plans change significantly or I am due to arrive later than anticipated, I will notify the Instructors.

Signature _____

Date _____

INCIDENT REPORT

Relevant Information: Describe what happened. Be as specific as possible in stating the facts available to you. Include names of witnesses and give a clear description of the situation (i.e., who, what, when, where, why).

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Disciplinary Action: ☐ Probation ☐ Immediate Discharge

Staff Member Signature: _____ Date: _____

Staff Member Signature: _____ Date: _____

This Incident report has been discussed with me and I understand its content.

Student Signature: _____

Date: _____

DISCLAIMER OF WARRANTIES AND LIMITATION OF LIABILITY FOR WIRELESS INTERNET ACCESS

The service is provided at the Hostel of Gallicano to the participants of the Field School in Medieval Archaeology and Bioarchaeology at Gallicano (Gallicano, LU, Italy).

The wireless Internet Access provided is for use free of charge to Field School participants. Wireless Access is provided on an "as is" and "as available" basis. This service will be available 24/7 for the entire duration of the program; however, the Field School does not warrant that this service will be uninterrupted, error-free, or free of viruses or other harmful components.

No information you consider confidential should be transmitted via this network. By using this network, you agree to be solely responsible for the content of all information you disseminate. The Field School does not control the users and as such does not guarantee the accuracy, integrity or quality of such third party communications.

Users should be aware that there are security, privacy and confidentiality risks inherent in wireless communications and associated technology and the Field School does not make any assurances or warranties relating to such risks. By using Wireless Internet Access, users agree that the Field School is not liable for any costs or damages, special, incidental or consequential, arising from the use of this service.

No technical support of any kind under any circumstances will be provided to any user trying to access the wireless network. Internet access at designated areas is provided only as a courtesy and may not be available at any requested time. The Field School reserves the right to deny or restrict access to any user who abuses the network, such as excessive bandwidth consumption or using the network for any type of activity or purpose deemed by the Field School to be unlawful, harassing, abusive, criminal or fraudulent. The field school also reserves the right to monitor, intercept and disclose any transmissions over or using its facilities, and to provide user information, or use records, and other related information under certain circumstances (for example, in response to lawful process, orders, subpoenas, or warrants, or to protect our rights, users or property) to appropriate authorities.

I understand that by using the free wireless internet access provided by the Field School I am agreeing to the disclaimer set forth above.

Name _____

Signature _____

Date _____

DISCLAIMER ON PHOTOGRAPHY, IMAGE USE, AND MEDIA RELEASE

The Field School in Medieval Archaeology and Bioarchaeology at Gallicano (Gallicano, LU, Italy) operates within an active archaeological excavation conducted under the direct authority and supervision of the competent *Soprintendenza* and the Ministero della Cultura (MiC). As such, all archaeological contexts, materials, features, and documentation produced during the excavation are considered sensitive scientific data and are subject to strict regulations.

Participants are **strictly prohibited** from taking photographs, videos, or any other form of visual documentation of the excavation area, stratigraphy, human remains, artifacts, or related materials **without the explicit prior authorization of the Field School staff**. Unauthorized recording or dissemination of such content may violate Italian cultural heritage laws and the regulations imposed by the competent authorities.

The Field School reserves the exclusive right to produce photographic and audiovisual documentation for scientific, educational, and outreach purposes, including but not limited to the excavation diary, official reports, academic publications, and online dissemination through institutional channels.

By participating in the program, students acknowledge and agree that:

- Official photographs and videos may be taken during fieldwork and related activities;
- Such materials may include recognizable images of participants;
- These images may be published online (including websites, social media, and digital platforms), as well as in printed or academic materials, for documentation, dissemination, and promotional purposes.

Participants are therefore required to grant their **informed consent and media release authorization** for the use of their image as described above. Refusal to grant such authorization must be communicated in writing prior to the beginning of the program.

Failure to comply with the above rules may result in disciplinary measures, including removal from the excavation activities.

I have read and understood the above disclaimer and agree to comply with its terms.

Name _____
Signature _____
Date _____