Going Global @ WPI

A handbook developed by the Interdisciplinary and Global Studies Division at Worcester Polytechnic Institute for students going to the residential project site:

London D2008

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# Going Global at WPI

## London D 2008

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Section 1 – WPI and IGSD procedures

Introduction

Worcester Polytechnic Institute has been practicing innovative, project-based technological education for over 30 years. WPI requires all undergraduates to complete a series of projects, including one in which they examine how science or technology interacts with societal structures and values - the Interactive Qualifying Project. Because of its commitment to a global perspective, the university offers its students opportunities to complete this unique degree requirement at locations around the world. WPI operates more than ten international project programs where students, with resident faculty advisors, live and work full time solving real-world problems for public and private agencies and organizations. WPI sends more engineering and science students overseas for experiential learning than any other US college or university; during the 2007-08 academic year, approximately 525 WPI students -- including over half of the junior class -- will travel to a global project site to complete one of these interdisciplinary projects.

Congratulations! You are beginning to prepare for one of the most meaningful experiences that you will encounter while at WPI. In order to insure that you have a successful experience, the Going Global at WPI Handbook has been compiled from a number of sources to provide as much practical information as possible that may be applicable to all project sites. The Handbook was prepared to inform the student who has been accepted to participate in the Global Perspective Program during the 2008 D Term.

A successful off-campus experience does not just occur; it requires careful consideration of things you will need to do before you leave, and while at your off-campus site. The Interdisciplinary and Global Studies Division (IGSD) has developed this document to outline these considerations.

For the mutual protection of WPI, the students, and their families, the obligation assumed by each must be carefully defined and understood. You should recognize the fact that you have entered into a contractual agreement with WPI that states the obligations and responsibilities of both the university and yourself. This Handbook was created as the document that should be read carefully and thoroughly to avoid misunderstandings.
The following text is taken from the NAFSA: Association of International Educators’ website. NAFSA is the predominant professional association in the world dealing with international education, and the section of the Association that deals specifically with study abroad currently known as the Education Abroad Knowledge Community. A committee of study abroad professionals (the Interorganizational Task Force on Safety and Responsibility in Study Abroad) developed the following document and is included here for your reference. Please keep in mind that while WPI’s off campus program is unique in its structure, the University is committed to uphold the standards of the profession.

Responsible Study Abroad: Good Practices for Health and Safety

Statement of Purpose

Because the health and safety of study abroad participants are primary concerns, these statements of good practice have been developed to provide guidance to institutions, participants (including faculty and staff), and parents/guardians/families. These statements are intended to be aspirational in nature. They address issues that merit attention and thoughtful consideration by everyone involved with study abroad. They are intentionally general; they are not intended to account for all the many variations in study abroad programs and actual health, safety and security cases that will inevitably occur. In dealing with any specific situation, those responsible must also rely upon their collective experience and judgment while considering their specific circumstances.

I. Responsibilities of Program Sponsors

The term “sponsors” refers to all the entities that together develop, offer, and administer study abroad programs. Sponsors include sending institutions, host institutions, program administrators, and placement organizations. To the extent reasonably possible, program sponsors should consider how these statements of good practice may apply. At the same time, it must be noted that the structure of study abroad programs varies widely. Study abroad is usually a cooperative venture that can involve multiple sponsors. Because the role of an organization in a study abroad program may vary considerably from case to case, it is not possible to specify a division of efforts that will be applicable to all cases. Each entity should apply these statements in ways consistent with its respective role.

In general, practices that relate to obtaining health, safety and security information apply to all parties consistent with their role and involvement in the study abroad program. Much of the basic information is readily available and can be conveyed to participants by distributing it and/or by referring them to or utilizing materials from, recognized central sources. Statements of good practice that refer to the provision of information and the preparation of participants are intended for parties that advise, refer, nominate, admit, enroll, or place students. Statements of good practice that suggest operating procedures on site apply to entities that are directly involved in the operation of the overseas program.

It is understood that program sponsors that rely heavily on the collaboration of overseas institutions may exercise less direct control over specific program components. In such cases, sponsors are urged to work with their overseas partners to develop plans and procedures for implementing good practices.

The use of letters is provided for ease of reference only and does not imply priority.

Program sponsors should:

A. Conduct periodic assessments of health and safety conditions for their programs, and develop and maintain emergency preparedness processes and a crisis response plan.

B. Provide health and safety information for prospective participants so that they and their parents/guardians/families can make informed decisions concerning preparation, participation and behavior while on the program.

C. Provide information concerning aspects of home campus services and conditions that cannot be replicated at overseas locations.
D. Provide orientation to participants prior to the program and as needed on site, which includes information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures.

E. Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program.

F. Determining criteria for an individual's removal from an overseas program taking into account participant behavior, health, and safety factors.

G. Require that participants be insured. Either provide health and travel accident (emergency evacuation, repatriation) insurance to participants, or provide information about how to obtain such coverage.

H. Conduct inquiries regarding the potential health, safety and security risks of the local environment of the program, including program-sponsored accommodation, events, excursions and other activities, prior to the program. Monitor possible changes in country conditions. Provide information about changes and advise participants and their parents/guardians/families as needed.

I. Hire vendors and contractors (e.g. travel and tour agents) that have provided reputable services in the country in which the program takes place. Advise such vendors and contractors of the program sponsor's expectations with respect to their role in the health and safety of participants.

J. Conduct appropriate inquiry regarding available medical and professional services. Provide information about these services for participants and their parents/guardians/families, and help participants obtain the services they may need.

K. Develop and provide health and safety training for program directors and staff, including guidelines with respect to intervention and referral that take into account the nature and location of the study abroad program.

L. Develop codes of conduct for their programs; communicate codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that participants are in violation.

M. In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know.

N. In the participant screening process, consider factors such as disciplinary history that may impact on the safety of the individual or the group.

O. Provide information for participants and their parents/guardians/families regarding when and where the sponsor's responsibility ends and the range of aspects of participants' overseas experiences that are beyond the sponsor's control.

In particular, program sponsors generally:

A. Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.

B. Cannot monitor or control all of the daily personal decisions, choices, and activities of participants.

C. Cannot prevent participants from engaging in illegal, dangerous or unwise activities.

D. Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
E. Cannot assume responsibility for actions or for events that are not part of the program, nor for those that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.

F. Cannot assure that home-country cultural values and norms will apply in the host country.

II. Responsibilities of Participants

In study abroad, as in other settings, participants can have a major impact on their own health and safety through the decisions they make before and during their program and by their day-to-day choices and behaviors.

Participants should:

A. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.

B. Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).

C. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.

D. Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.

E. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.

F. Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.

G. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.

H. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.

I. Accept responsibility for their own decisions and actions.

J. Obey host-country laws.

K. Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.

L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.

M. Follow the program policies for keeping program staff informed of their whereabouts and well being.

N. Become familiar with the procedures for obtaining emergency health and legal system services in the host county.
III. Recommendations to Parents/Guardians/Families

In study abroad, as in other settings, parents, guardians, and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.

Parents/guardians/families should:

A. Be informed about and involved in the decision of the participant to enroll in a particular program.

B. Obtain and carefully evaluate participant program materials, as well as related health, safety and security information.

C. Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.

D. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.

E. Be responsive to requests from the program sponsor for information regarding the participant.

F. Keep in touch with the participant.

G. Be aware that the participant rather than the program may most appropriately provide some information.

NAFSA: Association of International Education
Responsible Study Abroad: Good Practice for Health and Safety Guidelines, Revised November 8, 2002

http://www.nafsa.org/knowledge_community_network.sec/education_abroad_1/developing_and_managing/practice_resources_36/guidelines_for_health
Mandatory Paperwork
The following forms must be on file in the IGSD office before students leave WPI for their off-campus project experience. If any forms are missing, students are in jeopardy of not being allowed to participate at off-campus programs.

Paperwork Deadline
All paperwork for London D 2008 must be in the IGSD by Thursday, February 14, 2007 (before 1:00 PM), see Appendix G.

Participant Statement of Agreement
Once accepted to the Global Perspective Program at WPI, every student is required to submit to the IGSD along with his or her housing deposit a signed and dated “Participant Statement of Agreement”. The text of that document is included below for your convenient referral. Of course, you may request a photocopy of your signed “Participant Statement of Agreement” at any time.

I understand that my participation in the WPI Global Perspective Program is subject to my agreement to accept and abide by the following conditions of participation:

A. Financial Responsibility
1) I understand that my deposit of $400 is used to secure my place in the program and will be credited toward my housing cost.

2) I understand that charges for any damages to housing, WPI property on site, the property of our host institutions, or project sponsors will be charged to my WPI account. When responsibility for damages to housing cannot be assigned to an individual student, all students in the housing unit will be charged an equal share of the cost. I also realize that an official hold will be placed on my records until all payment responsibilities are satisfied.

3) I agree to pay all housing charges as requested. The accounting office normally bills housing costs at program sites at the time of the usual billing for Spring, Fall, and Summer terms.

B. Withdrawal, Cancellation, or Dismissal
1) I understand that the $400 acceptance deposit is fully refundable up to 120 business days before the beginning of the program. Notice of withdrawal must be made in writing to the Interdisciplinary and Global Studies Division. Withdrawals after this time are subject to forfeiture of the entire deposit, plus any unrecoverable portion of the housing costs or other program expenses advanced on my behalf.

2) WPI makes every effort to deliver every program offered. However, many circumstances beyond our control could affect the welfare and safety of our participants. WPI, therefore, reserves the right to cancel a program in the event of changes that adversely affect our ability to deliver a quality academic program in which we can reasonably safeguard the health, safety, and well-being of all participants. In the event of cancellation by WPI, all deposits, tuition, and housing costs will be fully refunded.

3) Students who are dismissed from a program for any reason will receive no refund of any costs involved and are subject to charges for any unrecoverable housing costs or program expenses advanced on their behalf.

C. Behavioral Responsibilities
1) I understand that all policies governing acceptable behavior as printed in The Policies section of The Campus Planner & Resource Guide apply to me during my participation at an off-campus program site. Failure to abide by these policies, either before or during my participation in an off-campus program, can result in disciplinary action, up to and including my immediate dismissal from the program. I recognize that the authority for adjudicating alleged violations of the WPI Code of Conduct while at an off-campus program site lies with the on-site WPI representative in accordance with basic due process.

2) I further understand that as a WPI student at an off-campus program site, I represent my institution and my country and will behave as an ambassador for both. I understand that grounds for dismissal may also be found in behavior disruptive to the group as a whole, or offensive within the host culture: disruptive sexual behavior, or behavior deemed offensive to the host culture; or disruptive, violent, or destructive behavior in student housing.

3) I understand that WPI must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs while WPI students and faculty are abroad. Accordingly, WPI reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes WPI concern for the safety and well-being of students or others. The Dean of Interdisciplinary and Global Studies shall have the authority to make the final decision on dismissal from the program.
D. **Academic Responsibilities**

1) I understand that my participation in this program is subject to successful completion of all required preparation classes. I agree to attend all required orientation and re-entry meetings.

2) I understand that if I am placed on academic probation, I am no longer eligible to participate. The withdrawal refund policy stated above will apply.

3) WPI reserves the right to withdraw acceptance to students who are subsequently placed on academic warning. The withdrawal refund policy stated above will apply.

E. **Medical Issues**

1) I understand that there are certain risks inherent in travel to an off-campus program site and WPI cannot assume responsibility for all of my activities or medical needs. I understand that it is my responsibility to carry medical insurance that is valid at the off-campus site for the length of my stay.

2) I accept all financial responsibility for any medical treatment I receive while at the program site and understand that to obtain medical care abroad it is usually necessary to pay when the care is administered and seek reimbursement from my insurance company when I return home.

F. **Legal Issues**

1) I understand that as a non-citizen in a foreign country, I will be subject to the laws of that country. The use or possession of illegal drugs or other substances in violation of the laws of the host country or The Policies section of *The Campus Planner & Resource Guide*, before or during my participation in the program, can result in disciplinary action, up to and including my immediate dismissal from the program and legal action under the laws of the Commonwealth of Massachusetts and / or the laws of the host country.

G. **Travel Issues**

1) I understand that I am responsible for making my own travel arrangements and for arriving at the program site on the designated arrival date and remaining until the official departure date.

2) I understand that while WPI encourages students to travel during their free time, the university can take no responsibility for my safety during independent travel. I further understand that I must inform the faculty-in-residence of my travel plans.

H. **Federal Compliance Issues**

1) I understand there are Federal regulations regarding the export of information to foreign countries or foreign citizens, with which all of us at WPI must comply. WPI's emphasis on engineering programs makes us particularly sensitive to these regulations. If I take a laptop computer (or other type of computer digital storage device, I hereby assure WPI that I will not have any restricted information on that device as such action may be considered an export.

I have read, understand, and agree to abide by the above stated conditions of participation.

<table>
<thead>
<tr>
<th>Participant Signature</th>
<th>date</th>
<th>site</th>
<th>term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name</td>
<td>student number</td>
<td>date of birth*</td>
<td></td>
</tr>
</tbody>
</table>

*If participant is under 18 years of age, both parents and/or legal guardian must also read and sign this form.

I am the parent or legal guardian of the above Participant, have read the foregoing Participant Statement of Agreement Form (including such parts as may subject me to personal financial responsibility), and will be legally responsible for the obligations and acts of the Participant as described in this Participant Statement of Agreement Form, and agree, for myself and for the participant, to be bound by its terms.

X

Signature of Parent / Guardian | Date

X

Signature of Parent / Guardian | Date
Travel Information Form (Appendix A)

The IGSD must have a completed Travel Form from each student on file before the student leaves for their site. The office keeps a copy of this itinerary and we send a copy with the faculty advisor. By doing this, the IGSD staff, the advisor and the local coordinator all will know when and where every student will arrive and will be alerted if there is a problem arises. Whenever possible, students will be met at a pre-agreed location depending on their itinerary.

Any students traveling outside the United States to a WPI project site must supply the IGSD with a photocopy of the information pages of their passport. Copies will be sent with the faculty advisor and kept on file in the IGSD. If a passport is stolen or lost while outside the U.S., having copies of this document will greatly facilitate having a new one issued while overseas. Another thing that one can do to facilitate having to process a new passport while overseas is to carry duplicates of passport photos with the passport number written on the back. These photos must by carried securely, yet separate from your passport.

Students should understand that they are responsible for making their own travel arrangements and for arriving at the program site on the designated arrival date and remaining until the official departure date. If you are traveling by air, you must have confirmed reservations. Flying standby is not acceptable.

Students and their families should also understand that while WPI encourages students to travel during their free time, the university can take no responsibility for the student’s safety during independent travel. The student must inform the faculty-in-residence of any travel plans and when they should be expected back on site.

You may not take vacation days off from your project work, even if you have the permission of your project mentor. If you have an urgent family or academic or job-related need to travel away from the project site on a project work day, consult with the faculty member in residence before making any travel plans.

Health Update and Records Release Form (Appendix B)

The IGSD must have a completed Health Update and Records Release Form on file for each student before the student leaves for her site. The IGSD keeps a copy and sends a copy with the faculty advisor in case of an emergency. The student should list any medical conditions that could affect the student while off-campus (i.e. epilepsy, diabetes, depressive episodes, etc.) Also, the student must list any changes in their health not noted on medical records on file with WPI Health Services. Medical allergies must be listed, as well as prescription medications.

The IGSD strongly recommends that every student who plans to travel outside of the United States should read closely all information put forward by the Center for Disease Control specific to the geographic area where they will be going. This information is included in this handbook.
When traveling abroad it is a good idea to take a supply of your prescription medications sufficient to last for the entire length of the trip. Prescription medicines should always be kept in the original containers with the prescription label intact to avoid problems with customs officials. It is also important to take along a copy of the prescription from your physician, clearly written, in generic terms, and with an indication of the condition being treated.

Two people need be listed as emergency contacts. These contacts should be people empowered to make a medical or legal decision on behalf of the participant (i.e., parent, guardian, living adult relative). Contact information for each must also be provided to the IGSD on this form: name, relationship, address, phone (home and work), and email.

Students must accept all financial responsibility for any medical treatment received while at the program site and should understand that to obtain medical care abroad, it is usually necessary to pay when the care is administered and they will have to seek reimbursement from their insurance company when they return home.

Participants and their families should understand that there are certain risks inherent in travel to an off-campus program site and WPI cannot assume responsibility for every activity or medical need. It is the student’s responsibility to carry medical insurance that is valid at the off-campus site for the length of the stay. Students must accept all financial responsibility for any medical treatment received while at the program site. Students should understand that to obtain medical care abroad, it is usually necessary to pay when the care is administered and they will have to seek reimbursement from their insurance company when they return home.

**All students traveling off-campus to participate in a WPI program are required to carry medical insurance that is valid at the program site for the entire length of the program. The IGSD must have the name of your insurance provider and your subscription number. It is the responsibility of the student to make sure that they are covered for the entire length of the program while they are off-campus.**

**Tube Passes**

All students purchase travel passes according to the geographical area of their project. The passes cover travel on the underground, the buses, and over ground trains.

**Students must make sure they do not lose their travel passes.** A costly and a time consuming process is required to replace a lost travel pass.
Voluntary Acknowledgment Form

All participants are required to sign a Voluntary Acknowledgment Form that is kept on file in the IGSD. The text of the form is below for your convenient referral. We hope that by asking participants to read and sign such a form that we remind them of the nature of their participation and the responsibilities which are assumed by the individuals.

ACKNOWLEDGEMENT and RELEASE

I acknowledge that I am voluntarily participating in the __________________________ (the “Program”), which is being offered by Worcester Polytechnic Institute (WPI). I further acknowledge that WPI has provided me with adequate information about the Program, both verbally and through written materials, and that I have read and understand such information. I agree to comply with any immunization or medical treatment necessary to participate in this program. I also acknowledge that any laptop computer (or other form of computer or digital storage device) that I may take abroad cannot contain any restricted information as such action may be considered an export subject to Federal control and regulation.

Assumption of Risk and Release of Claims. Knowing the risks described, and in consideration of being permitted to participate in the Program, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the Program. To the maximum extent permitted by law, I release and indemnify Worcester Polytechnic Institute, and its officers, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the Program (including periods in transit to or from any site in country where the Program is being conducted).

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS.

Participant Signature     date

Printed Name     date of birth*

*If participant is under 18 years of age, both parents and/or legal guardians must also read and sign this form.

I am the parent or legal guardian of the above Participant, have read the foregoing Acknowledgement and Release Form (including such parts as may subject me to personal financial responsibility), and will be legally responsible for the obligations and acts of the Participant as described in this Acknowledgement and Release Form, and agree, for myself and for the Participant, to be bound by its terms.

X
Signature of Parent / Guardian     Date

X
Signature of Parent / Guardian

Going Global at WPI Handbook – London D08
1/31/2008
Use and adaptation welcome, but please acknowledge WPI and Natalie Mello and tell us of your use (nmello@wpi.edu)
Informal Hearing Procedure at Off-Campus Residential Program Sites

Students at off-campus residential program sites accused of violating the WPI code of conduct or any other WPI policy as outlined in the annual Campus Planner shall be accorded an informal on-site hearing before a WPI representative designated by the dean of Interdisciplinary and Global Studies Division. The following guidelines will be applicable.

(a) Students will be informed of the complaint pending and the time, date and location of the informal hearing, in writing, at least two (2) days prior to the hearing. This notice should include a full description of the incident, names of witnesses, if any, and a reference to the section(s) of the campus code allegedly violated.

(b) The informal hearing shall be conversational in nature and non adversarial.

(c) Before the hearing, the student shall be given the opportunity to consult with an on-site advisor of their choice or a member of the WPI community.

(d) During the hearing, the WPI representative shall elaborate on the nature of the complaint and present any evidence or witnesses in support of that complaint.

(e) The accused student shall have an opportunity to respond to the complaint and present any evidence or witnesses in response to the complaint.

(f) The WPI representative will make a determination of the student’s responsibility for the complaint based on the outcome of the informal hearing.

(g) If the student is found responsible, the WPI representative must contact the dean of students or her/his designee to review the student’s past record, if any, before a sanction is determined. The WPI representative must then consult with the Dean of Students Office and the Director of global operations in Interdisciplinary and Global Studies Division to determine an appropriate sanction for the offense.

(h) All decisions shall be final and not subject to appeal on site. The decision may be appealed to the Dean of Interdisciplinary Studies Division once the student has returned to the WPI campus. Appeals may be submitted in writing to the Dean of Interdisciplinary Studies Division within seven (7) days of the start of classes of the term following the off campus project experience. The appeal must be specific and contain a full description of the basis for the appeal. A given case may be appealed only once. Grounds for an appeal must be based on one or more of the following criteria:

   a. Failure to follow the procedures outlined in the Campus Planner and Resource Guide;
   b. Inappropriate gravity of the sanction in relationship to the offense;
   c. That no reasonable person could conclude, on the basis of the evidence presented, that the accused was responsible.

The appeal will not be reviewed until after the start of the term following the off campus project experience when all parties involved have returned to the WPI campus.

(i) If the on-site WPI representative determines that continued presence at the project center by the student would constitute a danger to the safety of persons or property on the premises of the project center, a recommendation for interim suspension may be made to the vice president for student affairs.

Note: WPI’s Academic Honesty Policy and the procedures described therein also apply to the off campus residential programs. The WPI representative must communicate with the dean of Interdisciplinary and Global Studies Division and Student Life Office before taking action.
WPI Housing

If you live in a WPI residence hall, it is your responsibility to notify Residential Services of your intended absence.

Mail Services

All students going off-campus must go to Central Mail to fill out the appropriate card to have their mailboxes closed and their mail forwarded. Failure to do so will result in mail staying in the student's mailbox for the entire term. All students must now be responsible for their own mailbox and mail by signing a forwarding card at Central Mail.

Protocol for PCs for Off-Campus Project Centers – Appendix C

After you have turned in this completed form to the IGSD, at least one member of your group (although we suggest the entire group come so that the entire group takes equal responsibility for the equipment) is required to go to the ATC and reserve a laptop BEFORE pick-up on the specified date.

Students who participate in the Global Perspective Program are offered the opportunity to borrow laptop personal computers from WPI. This is not an entitlement to students, but rather a privilege extended to students. It is expected that the following protocol will be followed and the proper responsibility will be assumed by the students taking advantage of this opportunity. WPI does not have an unlimited supply of laptop computers to loan to students. If student teams are unable or unwilling to comply with the dates specified by the Academic Technology Center (ATC), the ATC reserves the right to refuse to accommodate that request. One PC per project team for each site as available:

Procedure
1. Each team will fill out an ATC Team Form (Appendix C). Barbara Riley Milanese (from the IGSD) will send approved names to ATC. Every team member must meet all IGSD paperwork deadlines before names are sent to the ATC.
2. Person(s) responsible for PC will be required to register at the ATC and sign a statement accepting responsibility for the PC.
3. Person(s) responsible for PC should be the member of the team with the tightest travel schedule. Arrangements can be made for one person to pick up the PC and another member of the team to return the PC but, BOTH people must register when the reservation is made with the ATC.
4. It is strongly recommended that everyone in the group sign the ATC's reservation form. The ATC will hold only signing parties financially responsible for damage beyond normal wear and tear and/or any fees incurred.

Reservations
1. Make your reservation early for your PC. You must go to the ATC to make your reservation with your WPI ID card. At the time of reservation you must be specific about the dates and times of pick-up and return of the equipment and about your hardware requirements. Be as specific as possible about what you will be using the PC for: (e.g. word processing, spreadsheets, data analysis, etc.) PCs are reserved on a first-come, first-serve basis. Avoid last minute changes as they may not be able to be accommodated.
2. If two people are responsible (one for pick up, one for return) BOTH must go to the ATC to register before leaving campus. If arrangements have been made for a faculty member to return the PC, then the faculty member must send confirming email to Mary Beth Harrity (mharrity@wpi.edu) before the PC will be released.

3. Modems, ethernet cards and other misc. hardware are in limited supply and must be requested at the time the reservation for the PC is made.

4. Upon request, the ATC can provide external floppy and/or zip drives that can be attached to the laptop.

5. Pick-up and Return deadlines will be strictly enforced. If the laptop computer is not returned to the ATC on the agreed upon date, your group will be charged a $50 per business day late fee.

Software
1. All PCs will be loaded with Windows, MS Office, Netscape and communications software. The ATC does not provide or load software other than this.
2. If students load their own software it must be removed prior to returning the PC to the ATC.
3. If you significantly alter the original configuration of the laptop (e.g. install a different operating system), your group will be charged a $50 software re-installation fee.

Picking up the PC
1. You must have your WPI ID card in order to pick up the PC assigned to you.

Acceptable Use Policy Regarding Computers (WPI laptops, sponsor PC’s, WWW use)

At a minimum, you must adhere to the WPI Acceptable Use Policy (http://www.WPI.EDU/Pubs/Policies/) whether using WPI computer resources or your housing provider or sponsor’s resources. Your housing provider or sponsor may have more restrictive computer and web use policies and those must be followed. It is your responsibility to determine what your housing provider or sponsor’s policy is and to comply with it. Using a housing provider or sponsor’s network(s) or computer(s) for recreational use (defined as non-project related use – on or off the web) is not permitted. Violators will be subject to disciplinary actions.
Protocol for WPI Recommended Cell Phones for Overseas Project Centers (Appendix D)

WPI strongly recommends that students who participate in the overseas Global Perspective Program carry a cell phone provided by Brightroam Company (product – Brightroam). It is expected that the following protocol will be followed and the students using the cell phones will assume proper fiscal responsibility.

If students choose not to take advantage of the negotiated opportunity for a Brightroam cell phone outlined below, it is the student’s responsibility to return the appropriate form indicating that they will not be participating.

Procedure
1. Students are required to contact Brightroam brightroam.com.
2. Students are responsible for the cell phone assigned to him or her.
3. Students are responsible for meeting the specified deadline for contacting Brightroam and securing their cell phone.

Receiving the cell phone
1. Students must contact Brightroam to arrange for direct delivery of the cell phone.

Using the cell phone while on site
1. You should carry the cell phone with you at all times – including when traveling on weekends or away from the project site.
2. All students must supply the on-site faculty advisor(s) with a written itinerary if you plan to travel overnight at any time during the project experience. (The required form is at http://www.wpi.edu/Academics/GPP/Students/Travel_Form_on_Site_07-08.pdf)
3. If you travel to a location where your cell phone does not function you must call the on-site faculty advisor upon arrival with a phone number where you can be reached.
4. You are financially responsible for ALL CALLS made to and from your cell phone. (Do NOT lend your phone to others as you will pay for the call.)

* Rates and product may vary by country.
General Policies and Important Things to Remember

- There can be no overnight guests in any accommodations acquired and provided by WPI for use by the Project Center students.

- Charges for any damages to housing, WPI property on site, the property of our host institutions, or project sponsors will be charged to your WPI account. When responsibility for damages to housing cannot be assigned to an individual student, all students in the housing unit will be charged an equal share of the cost. An official hold will be placed on all records until all payment responsibilities are satisfied.

- Students who are dismissed from a program for any reason will receive no refund of any costs involved and are subject to charges for any unrecoverable housing costs or program expenses advanced on their behalf.

- All policies governing acceptable behavior as printed in The Policies section of The Campus Planner & Resource Guide apply to participants at an off-campus program site. The authority for adjudicating alleged violations of the WPI Code of Conduct while at an off-campus program site lies with the on-site WPI representative in accordance with basic due process.

- You must always keep the resident faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor a written itinerary.

- The IGSD will notify the parents of students who fail to return from a weekend excursion at the predetermined time. If you are delayed you MUST contact your resident faculty advisor to inform them that you are safe.

- As a WPI student at an off-campus program site, you represent your institution and your country and will behave as an ambassador for both. Grounds for dismissal may also be found in behavior disruptive to the group as a whole, or offensive within the host culture: disruptive sexual behavior, or behavior deemed offensive to the host culture; or disruptive, violent, or destructive behavior in student housing.

- You may not take vacation days off from your project work, even if you have the permission of your project mentor. If you have an urgent family or academic or job related need to travel away from the project site on a project work day, consult with the faculty member in residence before making any travel plans.

Violations of any of these policies can result in disciplinary action up to and including immediate dismissal from the program.

What can you expect to pay “out of pocket” toward your IQP while off-campus?

Current WPI policy states that students are expected to contribute $25 per person per 1/3 unit of IQP work toward any out of pocket expenses encountered. This means that each student is expected to pay $75.00 towards the completion of the IQP before asking for reimbursement of any kind. If you have a project team of 4 students, then the total contribution before being reimbursed is $300. If you anticipate that your expenses will exceed this expectation, then you must submit a budget for your project. The on-site faculty advisor and Center Director must approve this budget prior to submission of any expenses to the IGSD. (Commuting costs are not reimbursable.)
Travel Documents and Competencies

Passports

Who needs a passport?
A US citizen needs a passport to depart or enter the United States and to depart and enter most foreign countries. US Immigration requires you to prove your US citizenship and identity when you reenter the United States.

If you are not a United States citizen, contact the embassy or consulate of the country you are planning to travel to, as well as the United States Embassy in order to receive specific entry instructions. International students should consult with Mr. Tom Thomsen, Director of the International Students and Scholars Office about these issues. His contact information is listed under the heading WPI Offices. For travel within the European Union, see page 29.

Beware of a passport that is about to expire. Certain countries will not permit you to enter and will not place a visa in your passport if the passport is valid for less 6 months. If your passport is expiring in less than the 6 months, you will need to get a new one. If you return to the United States with an expired passport, you are subject to a passport waiver fee of $100, payable to US Immigration at the port of entry.

It is the responsibility of the student to acquire his or her passport. The IGSD does not administer this process for students.

How to get your passport

1. Go to Prime Color Photo located at 1094 Pleasant Street to have your passport photos taken. Show your WPI id to get the special rate of $6.99 + tax ($7.34 total) for these photos.
2. Pick up a passport application form from the U.S. Post Office, Prime Color Photo or download from: http://travel.state.gov/passport/passport_1738.html
3. Turn in all required documentation to the nearest federal post office with the appropriate fee.
For Immediate Release
April 2, 2002
STATEMENT BY PHILIP T. REEKER, DEPUTY SPOKESMAN

U.S. Passports Will No Longer be Issued Abroad

All passports, except those required for urgent travel, will be issued in the United States using the new more secure photo-digitized imaging system.

Effective April 8, 2002, American citizens residing or traveling abroad, who require issuance of a U.S. passport, will be issued the latest, state-of-the-art passport. It incorporates a digitized image with other enhanced security features. Because this technology is not available at U.S. embassies and consulates, overseas passport issuance is being transferred to the National Passport Processing Center in Portsmouth, New Hampshire.

Travel documents in the post-September 11 world have become even more important. The new passport has many features that make it one of the most secure travel documents produced anywhere in the world. Getting these more secure passports into circulation will help minimize the misuse of American passports by criminals, terrorists, and others.

This new procedure will increase processing time at U.S. embassies and consulates, but the Department is committed to ensuring that American citizens receive secure documents in a timely manner. American citizens overseas are encouraged to apply early for renewal of expiring passports.

U.S. embassies and consulates will continue to issue passports that are needed for urgent travel. However, such passports will be limited in validity, and cannot be extended. Bearers will be required to exchange, at no additional cost, their limited-validity passports for a full-validity digitized passports upon completion of their urgent travel.

Information on applying for a U.S. passport, passport application forms and requirements, and other travel-related information can be accessed through the Department of State’s web site at: http://travel.state.gov.

Visas

A visa is an endorsement or stamp placed in your passport by a foreign government that permits you to visit that country for a specified purpose and a limited time. You should obtain all necessary visas before you leave the United States, because you will not be able to obtain visas for some countries once you have departed. Apply directly to the embassy or nearest consulate of each country you plan to visit. Passport agencies cannot help you obtain visas. It is your responsibility to determine if you need a visa or not.

You will need to give or send your passport to the official foreign embassy or consulate. You will also need to fill out a form, and you may need one or more photographs. Many visas also require a fee. The process may take several weeks for each visa, so plan accordingly and apply well in advance of your departure date. The IGSD will supply you with a letter if necessary stating that you will be at your site completing academic work however, you must supply the dates of arrival and departure, your full name, and complete information about who this letter should be addressed to.

For more information on country specific required visas and where the nearest official embassy or consulate is, go to the web page http://www.embassy.org/
International Student Identity Cards (ISIC)

All WPI students completing course requirements abroad are required to get the ISIC. As you have been charged the $24.00 cost of the card, it makes the most sense to get yours from the IGSD. If you choose to purchase a card elsewhere you will forfeit the $24.00. In some countries, the student discount network is highly developed, and an ISIC will entitle students to reduced entrance fees at museums and theaters, special rail or bus passes, and even discounts at hotels and shops. While it cannot be guaranteed that you'll get discounts wherever you go, the ISIC is the most accepted card for international access to all student discounts that are available.

With the International Student Identity Card, you gain access to a 24-hour, toll free help line that can provide aid in the case of a medical, financial or legal emergency while abroad. You can call the ISIC Help Line from the United States at (877-370-4742). Outside of the United States, call collect 715-342-4104. The call is free, but be prepared to provide your card number to the ISIC Help Line.

The most important reason for the ISIC requirement is the additional insurance coverage that you get. The ISIC provides a basic sickness and accident insurance policy to students while traveling outside the United States. International Student Identity Cards also provide students with emergency evacuation insurance, if due to injury or sickness, a legally licensed physician certifies the severity of your condition is such that you must be evacuated for medical treatment. In addition, cardholders are eligible to have expenses covered for the repatriation of remains in the unlikely event of death while abroad. (For more specific coverage information, contact American Home Assurance Company 70 Pine St. New York, New York 10270).

Students who are traveling to sites outside of the United States are required to carry with them an International Student Identity Card (ISIC). The cost of this card is built into the expenses associated with going off-campus and does not require additional fees to be charged to the student. However, students must supply the IGSD with two photos in order to process the card. These photos can be taken at the IGSD Office.

Students are required to come to the IGSD, located in the Project Center, to fill out an application form for the ISIC and turn in their photos (extra passport photos will suffice as well, but please keep in mind the need to carry two other passport photos with you when traveling). IGSD staff will process your card, which will be given to you when all mandatory paperwork mentioned previously has been completed and turned in to the IGSD. If you need the number from your ISIC to book your flight, a photocopy of your card can be provided to you at your request. For more specific information about discounts, go to www.isic.org.
How to Take Money

You should take with you or have access to a sufficient amount of living/spending money. The IGSD recommends the following modes of carrying money.

**Travelers Checks**
Rather than carrying large amounts of cash, it is always safer to take most of your money in travelers checks. Remember to record the serial number, denomination, and the date and location of the issuing bank or agency. Keep this information in a safe and separate place. In case your checks are lost or stolen, you can get replacements quickly with this information.

**Credit Cards**
Some credit cards can be used worldwide, even for cash advances. However, be sure to monitor your charges carefully, so as not to exceed your limit - do not forget to account for the exchange rate! Leave all unnecessary cards at home. Record the numbers and expiration dates for the cards you take in a separate place. Always report the loss or theft of your credit cards immediately to the issuing companies and notify the local police.

**Foreign Currency**
Before departing, it is recommended that you purchase some foreign currency to use for buses, taxis, food, phones or tips when you first arrive. You can purchase several currencies at the airport, but be advised that they only carry major currencies and that exchange windows may be closed depending upon your time of departure. You may be able to purchase foreign currency at one of your local banks. Do not change all of the money you plan to take while still in the US. The exchange rate is always better in the host country.
Section 2 – Health and Safety Information

Safety

When traveling to an off-campus project site, there are a number of precautions you should follow in order to travel safely:

- Do not leave your bags or belongings unattended at any time. Security in airports and train stations are instructed to remove or destroy any unattended baggage. Do not agree to carry or look after packages or suitcases for individuals you do not know well. If someone approaches you to make such a request, tell security immediately. Make sure that no one puts anything in your luggage without your knowledge. Take all questions from airport personnel seriously and do not make jokes in response to security questions.

- Safeguard your passport! Your passport is the most valuable document you will carry abroad. It is your best form of identification and confirms your citizenship, you must guard it carefully. Do not lend it to anyone or use it as collateral for a loan of any sort. You will need it when you check into hotels, embassies or consulates, or when cashing travelers checks. Some countries require that you carry it with you at all times as a means of identification. When you carry your passport, hide it securely on your person. Do not leave it in a handbag, book-bag, backpack or in an exposed pocket.

- Never keep all of your documents and money in one place or suitcase. You should make a list of all of your important numbers - your passport information as well as credit cards, travelers’ checks and airline ticket numbers. Leave a copy at home, and carry a copy with you, separate from your valuables.

- Always keep the resident faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor an itinerary in writing. All student need to be accounted for every weekend whether you are traveling or not, see Appendix E.

- The IGSD will notify the parents of students who fail to return from a weekend excursion at the predetermined time. If you are delayed you MUST contact your resident faculty advisor to inform them that you are safe.

- Have sufficient funds or a credit card on hand to purchase emergency items such as train or airline tickets.

- Always be careful about traveling alone.

- All WPI students who are participating in the London D2008 Project Program are expected to behave in a manner so as to not put themselves at risk.

- All students have an obligation to look out for each other and themselves. This means that if one student observes another engaging in risky behavior, that student should report the behavior to either of the faculty advisors. The faculty advisor should then address the issue with the student at risk. Repeated behavior identified as risky can result in disciplinary action up to and including immediate dismissal from the program.

- Be as inconspicuous in dress and demeanor as possible. If the host country nationals do not wear baseball caps and sneakers, you will stand out as a foreigner if you do.

- Do not flash money or documents in public places. Be discreet in displaying your passport.
Safety Tips from the US State Department

Crime in many parts of the world seems to be increasing.

Visitors should take common sense precautions:

• Safety begins when you pack. Leave expensive jewelry behind. Dress conservatively; a flashy wardrobe or one that is too casual can mark you as a tourist. Use travelers’ checks, not cash. Leave photocopies of your passport personal information page and your airline tickets with someone at home and carry an extra set with you.

• Use a money belt or a concealed money pouch for passports, cash and other valuables.

• In a car, keep doors locked, windows rolled up and valuables out of sight. A common trick is for a thief to reach through a car window and grab a watch from a persons’ wrist or a purse or package from the seat while you are driving slowly or stopped in traffic.

• When you leave your car, try to find a guarded parking lot. Lock the car and keep valuables out of sight.

• When walking, avoid marginal areas of cities, dark alleys and crowds. Do not stop if you are approached on the street by strangers, including street vendors and beggars. Be aware that women and small children, as well as men, can be pickpockets or purse-snatchers. Keep your billfold in an inner front pocket, carry your purse tucked securely under your arm, and wear the shoulder-strap of your camera or bag across your chest. To guard against thieves on motorcycles, walk away from the curb, carrying your purse away from the street.

• Use official taxi stands rather than cruising taxis. Illegal taxis can be decoys for robbers.

• Whenever possible, do not travel alone. If you travel in isolated areas, go with a group or a reputable guide.

• Avoid travel at night.

• Money exchangers on the street pass off counterfeit U.S. dollars and local currency. Credit card fraud is growing.

• Do not take valuables to the mountains or on excursions.

Any U.S. citizen who is criminally assaulted should report the incident to the local police and to the nearest U.S. embassy or consulate.
Fire Safety

Fire can be one of the most destructive elements to a structure, especially one in which people live and sleep. To help ensure the safety of our residents, the residence hall is equipped with an alarm system that immediately calls out the fire brigade. This system is designed and maintained to detect fires in their early stages and warn occupants and staff of the need for action.

Read the fire evacuation plan located in your room and ask your RA if you have any questions. Additionally familiarize yourself with the locations of all emergency exits, fire extinguishers, fire blankets and fire alarm pull stations.

FIRE PREVENTION ACTIONS
• Be careful with smoking materials.
• Don’t overload electrical outlets or place cords under rugs.
• Don’t use fire - in any form - as a prank.
• Read and follow the safe cooking instructions on the appliances in your kitchen.

WHAT TO DO IN CASE OF A FIRE
• If the evacuation bells are sounding, immediately exit the building.
• If you discover smoke or fire, remember the RACE acronym:
  R - RESCUE people in immediate danger. This could be yourself!
  A - ALARM - activate the fire alarm by pulling a fire pull station.
  C - Close doors between you and the fire to contain it.
  E - Extinguish the fire if you can safely do so.

FALSE ALARMS
Due to the sensitivity of the fire alarm system, we sometimes experience false alarms caused by smoke and/or airborne particle sources other than by unfriendly fires. These alarms result in a full response from Fire Brigade and the residence hall staff who ultimately arrive at the room of the activated smoke detector. Please understand that intentionally setting off a false alarm could result in serious disciplinary action.

PREVENTING FALSE ALARMS
• Don’t leave food unattended while it’s warming or cooking.
• Provide adequate ventilation for whatever you are cooking
• Don’t spray aerosols or liquids at or near the smoke detector.
• Keep your bathroom door closed when you are showering.
Avoiding Travel Risks

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Planning and Preparing:
Do not display provocative luggage tags, overly patriotic displays or any other indications that you are from the United States;
Do not pack anything that could be construed as a weapon, including knives, nail files, razors or other sharp instruments;
Arrive at the airport at least three hours in advance of your flight.

Air and Ground Travel:
Dress casual and look like a traveler; do not dress like a “flamboyant” US patriot;
Spend little time in foreign airports or public transportation areas that carry a high risk of or invite terrorist attacks;
Avoid air, rail and local ground carriers from countries where terrorist groups are based or have grievances;
Avoid flights or trains with intermediate stops, especially stops in hostile countries, which would allow terrorists to board;

In the Country;
Avoid countries, areas of countries and regions, even for leisure travel on weekends, that are hostile or likely to be hostile to Americans;
Study and understand the customs and political environment of the country(s) you are visiting;
Be prudent in your choice of eating and drinking establishments;
Avoid political discussions, confrontation and arguments;
Do not reveal personal information to casual acquaintances;
Beware of overly friendly or flirtatious persons;
Always travel in groups of two or more people;
Should you find yourself present during a coup, uprising or riot, remain in a safe harbor, such as your hotel or residence, that is not apt to be a military target;
Carry the phone number and address of the American Embassy and local police – and a cell phone if possible;
Return to your apartment or living quarters at a reasonable, early hour every night.
U.S. DEPARTMENT OF STATE
Office of the Spokesman

For Immediate Release
February 8, 2002

MEDIA NOTE
State Department Alerts Students To Risks Of Overseas Travel

Each February the Department of State distributes information to over 1,500 college and university newspapers to alert American students traveling abroad during their spring and summer breaks about conditions that may affect their safety and welfare. Students, who can be caught off-guard by differences in local practices and unfamiliar surroundings, sometimes face the risk of arrest in connection with drug and alcohol abuse and can become the victims of crime while traveling in foreign countries.

The information is provided as part of the Department’s effort to inform as many Americans as possible of hazards they may encounter outside the U.S. We endeavor to achieve as wide a distribution as possible to some of our most vulnerable travelers—young people going abroad, some of them for the first time.

The State Department urges college and university newspapers to use the information in the attached “Fact Sheet” on Travel Safety Information for Students. We encourage students and to consult the Bureau of Consular Affairs’ web site, http://travel.state.gov, for the latest travel safety information.

U.S. DEPARTMENT OF STATE
Bureau of Consular Affairs
February 8, 2002

FACT SHEET
Travel Safety Information for Students

As the time approaches for spring or summer breaks, many college students are getting ready for that much anticipated trip abroad. Most will have a safe and enjoyable adventure, but for some, the trip will become a nightmare. A number of ruined vacations are caused by one or more of the following: drugs, alcohol and disorderly behavior.

Each year, more than 2,500 American citizens are arrested abroad—about half on narcotics charges, including possession of very small amounts of illegal substances. A drug that may be legal in one country may not be legal in a neighboring nation. Some young people are victimized because they may be unaware of the laws, customs, or standards of the country they are visiting.

Besides drugs, alcohol can also get U.S. citizens in trouble abroad. Students have been arrested for being intoxicated in public areas, for underage drinking, and for drunk driving. Some young Americans go abroad assuming that local authorities will overlook such conduct. Many believe that they are immune from prosecution in foreign countries because they are American citizens. The truth is that Americans are expected to obey all of the laws of the countries they visit, and those who break these laws sometimes face severe penalties, including prison sentences.

Disorderly or reckless behavior is also to be avoided. In many countries, conduct that would not result in an arrest here in the U.S. constitutes a violation of local law. It is crucial that young Americans be aware of this risk as they are enjoying their time abroad.

Being arrested is not the only thing that can happen on a foreign vacation. Young Americans have suffered injury or even death from automobile accidents, drowning, and falls, in addition to other mishaps. While these accidents are sometimes chance occurrences, many are caused by alcohol or drug abuse. Sadly, other Americans have been raped or robbed because they have found themselves in unfamiliar locales or are incapable of exercising prudent judgment while under the influence of drugs or alcohol.

Remember: Reckless behavior while in another country can do more than ruin your vacation; it can land you in a foreign jail or worse! To have a safe trip, avoid risky behavior and become familiar with the basic laws and customs of the country you plan to visit before you travel. To obtain more information about traveling abroad, check the Department of State’s web site at http://travel.state.gov.
United Kingdom - Consular Information Sheet

Americans planning travel to United Kingdom and Gibraltar (England, Wales, Scotland, Northern Ireland) should read Intercountry Adoption United Kingdom, International Parental Child Abduction United Kingdom, CHILD SUPPORT ENFORCEMENT - Country Specific United Kingdom, Avian Flu Fact Sheet, Updated Information Regarding Polonium-210 and Worldwide Caution - Public Announcement available on the Department of State web site at http://travel.state.gov

December 12, 2007

COUNTRY DESCRIPTION: The United Kingdom of Great Britain and Northern Ireland is a highly developed constitutional monarchy comprised of Great Britain (England, Scotland and Wales) and Northern Ireland. Read the Department of State Background notes on the United Kingdom for additional information. Gibraltar is a United Kingdom Overseas Territory bordering Spain and located at the southernmost tip of Europe at the entrance to the Mediterranean Sea. It is one of thirteen former British colonies that have elected to continue their political links with London. Tourist facilities are widely available.

ENTRY REQUIREMENTS: A visa is not required for tourist or business visits to the UK of less than six months in duration. Visitors wishing to remain longer than one month in Gibraltar should regularize their stay with Gibraltar immigration authorities. Those planning to visit the UK for any purpose other than tourism or business, or who intend to stay longer than six months, should consult the website of the British Embassy in the United States at http://britainusa.com for information about current visa requirements. Please note that new student visa requirements were introduced in September 2007. Those who are required to obtain a visa and fail to do so may be denied entry and returned to their port of origin. The U.S. Embassy cannot intervene in UK visa matters.

In addition to the British Embassy web site at http://britainusa.com, those seeking current UK visa information may also contact UK consular offices via their premium rate telephone service at 1-900-656-5000 (cost $3/minute) or 1-212-796-5773 ($12 flat fee). The service operates Monday through Friday, from 8:30 a.m. to 8:30 p.m., U.S. Eastern Time, excluding public holidays. There is also a no-fee web site for visa information at www.visainfoservices.com.

Information about dual nationality or the prevention of international child abduction can be found on our web site. For further information about customs regulations, please read our Customs Information sheet.

SAFETY AND SECURITY: The United Kingdom is politically stable, with a modern infrastructure, but shares with the rest of the world an increased threat of terrorist incidents of international origin, as well as the potential, though significantly diminished in recent years, for isolated violence related to the political situation in Northern Ireland (a part of the United Kingdom).

On July 7, 2005, a major terrorist attack occurred in London, as Islamic extremists detonated explosives on three underground trains and a bus in Central London, resulting in over 50 deaths and hundreds of injuries. Following the attacks, the public transportation system was temporarily disrupted, but quickly returned to normal. A similar but unsuccessful attack against London’s public transport system took place on July 21, 2005. UK authorities have identified and arrested people involved in these attacks. Similarly, those involved in terrorist incidents in London and Glasgow during the summer of 2007 were identified and arrested.
Like the US, the UK shares its national threat levels with the general public to keep everyone informed and explain the context for the various increased security measures that may be encountered. UK threat levels are determined by the UK Home Office and are posted on its web site at http://www.homeoffice.gov.uk/security/current-threat-level/.

Information from the UK Security Service, commonly known as MI5, about the reasons for the increased threat level and actions the public can take is available on the MI5 web site at http://www.mi5.gov.uk/.

On August 10, 2006, the Government of the United Kingdom heightened security at all UK airports following a major counterterrorism operation in which individuals were arrested for plotting attacks against U.S.-bound airlines. As a result of this, increased restrictions concerning carry-on luggage were put in place and are strictly enforced. American citizens are advised to check with the UK Department for Transport at http://www.dft.gov.uk/transportforyou/airtravel/airportsecurity/ regarding the latest security updates and carry-on luggage restrictions.

The British Home Secretary has urged UK citizens to be alert and vigilant by, for example, keeping an eye out for suspect packages or people acting suspiciously at subway (called the “Tube” or Underground) and train stations and airports and reporting anything suspicious to the appropriate authorities. Americans are reminded to remain vigilant with regard to their personal security and to exercise caution. For more information about UK public safety initiatives, consult the UK Civil Contingencies Secretariat web site at http://www.ukresilience.gov.uk.

The political situation in Northern Ireland has dramatically improved since the signing of the Good Friday Agreement in 1998, the announcement by the Irish Republican Army (IRA) on July 28, 2005, that it would end its armed campaign, and the agreement to set up a power-sharing government on May 8, 2007. The potential remains, however, for sporadic incidents of street violence and/or sectarian confrontation. Tensions may be heightened during the summer marching season (April to August), particularly during the month of July around the July 12th public holiday. American citizens traveling to Northern Ireland should therefore remain alert to their surroundings and should be aware that if they choose to visit potential flashpoints or attend parades sporadic violence remains a possibility.

The phone number for police/fire/ambulance emergency services - the equivalent of "911" in the U.S. - is “999” in the United Kingdom and “112” in Gibraltar. This number should also be used for warnings about possible bombs or other immediate threats. The UK Anti-Terrorist Hotline, at 0800 789 321, is for tip-offs and confidential information about possible terrorist activity.

For the latest security information, Americans traveling abroad should regularly monitor the Department's Internet web site where the current Travel Warnings and Travel Alerts, including the Worldwide Caution Travel Alert, can be found. Recent communications from U.S. Embassy London to the local American citizen community, called Warden Messages, can be found on the U.S. Embassy's American Citizens' Services web site at http://london.usembassy.gov/cons_new/acs/index.html.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll free in the U.S., or for callers outside the U.S. and Canada, a regular toll-line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to
protect themselves in an overseas environment, see the Department of State’s pamphlet *A Safe Trip Abroad*.

**CRIME:** The United Kingdom and Gibraltar benefit from generally low crime rates; however crime, including violent crime, has increased over the last few years, especially in London. Incidents include pickpocketing; mugging; “snatch and grab” thefts of mobile phones, watches and jewelry; and theft of unattended bags, especially at airports and from cars parked at restaurants, hotels and resorts.

Pickpockets target tourists, especially at historic sites, restaurants, on buses, trains and the London Underground (“Tube” or subway). Thieves often target unattended cars parked at tourist sites and roadside restaurants, looking for laptop computers and hand-held electronic equipment. Walking in isolated areas, including public parks, especially after dark, should also be avoided, as these provide advantageous venues for muggers and thieves. In London, travelers should use only licensed “black taxi cabs,” or car services recommended by their hotel or tour operator. Unlicensed taxis or private cars posing as taxis may offer low fares, but are often uninsured and may have unlicensed drivers. In some instances, travelers have been robbed and raped while using these cars. Travelers should not leave drinks unattended in bars and nightclubs. There have been some instances of drinks being spiked with illegal substances, leading to incidents of robbery and rape.

Due to the circumstances described above, visitors should take steps to ensure the safety of their U.S. passports. Visitors in England, Scotland, Wales, Northern Ireland, and Gibraltar are not expected to produce identity documents for police authorities and thus may secure their passports in hotel safes or residences. The need to carry a passport to cash traveler’s checks is also minimized by an abundance of ATMs able to access systems widely used in the U.S. and offering more favorable rates of exchange. Travelers should be aware that U.S. banks might charge a higher processing fee for withdrawals made at an overseas ATM. Common sense personal security measures utilized in the U.S. when using ATMs should also be followed in the UK. ATM fraud in the UK is becoming more sophisticated, incorporating technologies to surreptitiously record customer ATM card and PIN information. Travelers should avoid using ATMs located in isolated areas. Travelers should be aware that in busy public areas, thieves use distraction techniques, such as waiting until the PIN number has been entered and then pointing to money on the ground, or attempting to hand out a free newspaper. When the ATM user is distracted, a colleague will quickly withdraw cash and leave. If distracted in any way, travelers should press the cancel transaction button immediately and collect their card before speaking to the person who has distracted them. If the person does not appear genuine, travelers should not challenge them but remember the details and report the matter to Police as soon as possible. In addition, travelers should not use the ATM if there is anything stuck to the machine or if it looks unusual in any way. If the machine does not return the card, it should be reported to the issuing bank immediately.

**INFORMATION FOR VICTIMS OF CRIME:** The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate at the opening of the next business day. The U.S. Embassy or Consulate only issues replacement passports during regular business hours. If you are the victim of a crime while overseas, report it to local police. The nearest U.S. Embassy or Consulate will also be able to assist by helping you to find appropriate medical care, contacting family members or friends, and explaining how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.

See our information for Victims of Crime. For further information on the many resources available to victims of crime in the UK, visit the web site of “Victim Support,” an independent UK charity that helps people cope with the affects of crime at [http://www.victimsupport.org.uk/](http://www.victimsupport.org.uk/).
MEDICAL FACILITIES AND HEALTH INFORMATION: While medical services are widely available, free care under the National Health System is allowed only to UK residents and certain EU nationals. Tourists and short-term visitors can expect charges that may be significantly higher than those assessed in the United States.

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention’s hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC’s web site at http://wwwnc.cdc.gov/travel/default.aspx. For information about outbreaks of infectious diseases abroad consult the World Health Organization’s (WHO) web site at http://www.who.int/en.

Hiking in higher elevations can be treacherous. Several people die each year while hiking, particularly in Scotland, often due to sudden changes in weather. Visitors, including experienced hikers, are encouraged to discuss intended routes with local residents familiar with the area, and to adhere closely to recommendations.

MEDICAL INSURANCE: The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. The Department of State provides a list of travel insurance companies that can provide the additional insurance needed for the duration of one’s trip abroad in its online at medical insurance overseas.

Remember also that most medical care facilities and medical care providers in the UK do not accept insurance subscription as a primary source of payment. Rather, the beneficiary is expected to pay for the service and then seek reimbursement from the insurance company. This may require an upfront payment in the $10,000 to $20,000 range.

TRAFFIC SAFETY AND ROAD CONDITIONS: UK penalties for driving under the influence of even minimal amounts of alcohol or drugs are stiff and often result in prison sentences. In contrast to the United States and continental Europe, where traffic moves on the right hand side of the road, traffic moves on the left in the UK.

The maximum speed limit on highways/motorways in the UK is 70MPH. Motorways generally have a hard shoulder (breakdown lane) on the far left, defined by a solid white line. It is illegal to stop or park on a hard shoulder unless it is an emergency. In such cases, you should activate your hazard lights, get out of your vehicle and go onto an embankment for safety.

Emergency call boxes (orange telephone booths with “SOS” printed on them) may be found at half-mile intervals along the motorway. White and blue poles placed every 100 yards along the motorway point in the direction of the nearest call box. Emergency call boxes dial directly to a motorway center. It is best to use these phones rather than a personal cell phone, because motorway center personnel will immediately know the location of a call received from an emergency call box.

Roadside towing services may cost approximately £125. However, membership fees of automotive associations such as the RAC or AA (Automobile Association) often include free roadside towing service.

Visitors uncomfortable with, or intimidated by, the prospect of driving on the left-hand side of the road may wish to avail themselves of extensive bus, rail and air transport networks that are comparatively
inexpensive. Roads in the UK are generally excellent, but are narrow and often congested in urban areas. If you plan to drive while in the UK, you may wish to obtain a copy of the Highway Code, available at http://www.highwaycode.gov.uk.

Travelers intending to rent cars in the UK should make sure that they are adequately insured. U.S. auto insurance is not always valid outside the U.S., and travelers may wish to purchase supplemental insurance, which is generally available from most major rental agents. The city of London imposes a congestion charge of £8 (eight pounds sterling, or approximately U.S. $16.00) on all cars entering much of central London Monday through Friday from 7:00 a.m. to 6:30 p.m. Information on the congestion charge can be found at http://www.cclondon.com.

Public transport in the United Kingdom is excellent and extensive. However, poor track conditions may have contributed to train derailments resulting in some fatalities. Repairs are underway and the overall safety record is excellent. Information on disruptions to London transportation services can be found at http://www.tfl.gov.uk and information about the status of National Rail Services can be found at http://www.nationalrail.co.uk. Many U.S. citizens are injured and some are killed every year in pedestrian accidents in the United Kingdom, forgetting that traffic moves in the opposite direction than in the United States. Extra care and alertness should be taken when crossing streets.

Driving in Gibraltar is on the right-hand side of the road, as in the U.S. and Continental Europe. Persons traveling overland between Gibraltar and Spain may experience long delays in clearing Spanish border controls.

Please refer to our Road Safety Overseas page for more information. For specific information concerning United Kingdom driving permits, vehicle inspection, road tax and mandatory insurance, refer to the United Kingdom’s Department of Environment and Transport web site at http://www.dft.gov.uk, the Driving Standards Agency web site at http://www.dsa.gov.uk or consult the U.S. Embassy in London’s web site at http://london.usembassy.gov/.

**AVIATION SAFETY OVERSIGHT:** The U.S. Federal Aviation Administration (FAA) has assessed the Government of the United Kingdom’s Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of the UK’s air carrier operations. For further information, travelers may visit the FAA's web site at http://www.faa.gov/safety/programs_initiatives/oversight/iasa.

**SPECIAL CIRCUMSTANCES:** The legal drinking age in the UK is generally lower than in the U.S. and social drinking in the wide range of pubs is often seen as a routine aspect of life in Britain. Parents, organizers of school trips and young travelers should be aware of the impact that this environment may have when combined with the sense of adventure that comes with being on vacation. Please see our International Travel Safety Information for Students, which is geared to help students plan a safe and enjoyable adventure.

The UK has strict gun-control laws, and importing firearms is extremely complicated. Travelers should consider leaving all firearms in the U.S. Restrictions exist on the type and number of weapons that may be possessed by an individual. All handguns, i.e. pistols and revolvers, are prohibited with very few exceptions. Licensing of firearms in the UK is controlled by the Police. Applicants for a license must be prepared to show 'good reason' why they require each weapon. Applicants must also provide a copy of their U.S. gun license, a letter of good conduct from their local U.S. police station and a letter detailing any previous training, hunting or shooting experience. Background checks will also be carried out. Additional
information on applying for a firearm certificate and/or shotgun certificate can be found on the Metropolitan Police Firearms Enquiry Teams web site at http://www.met.police.uk/firearms-enquiries/index.htm.

A number of Americans are lured to the UK each year in the belief that they have won a lottery or have inherited from the estate from a long-lost relative. Americans may also be contacted by persons they have “met” over the Internet who now need funds urgently to pay for hospital treatment, hotel bills, taxes or airline security fees. Invariably, the person contacted is the victim of fraud. Any unsolicited invitations to travel to the UK to collect winnings or an inheritance should be viewed with skepticism. Also, there are no licenses or fees required when transiting a UK airport, nor is emergency medical treatment withheld pending payment of fees. Please see our information on International Financial Scams.

**CRIMINAL PENALTIES:** While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating British law, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in the UK are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. Please see our information on Criminal Penalties.

Many pocketknives and other blades, and mace or pepper spray canisters, although legal in the U.S., are illegal in the UK and will result in arrest and confiscation if detected. A UK Metropolitan Police guide to items that are prohibited as offensive weapons is available at http://www.met.police.uk/youngpeople/guns.htm. A UK Customs Guide, detailing what items visitors are prohibited from bringing into the UK, is available at http://customs.hmrc.gov.uk/channelsPortalWebApp/downloadFile?contentID=HMCE_CL_001734.

Air travelers to and from the United Kingdom should be aware that penalties against alcohol-related and other in-flight crimes (“air rage”) are stiff and are being enforced with prison sentences. Please also see our information on customs regulations that pertain when returning to the US.

**CHILDREN’S ISSUES:** For information on the international adoption of children and international parental child abduction, see the Office of Children’s Issues web pages.

**REGISTRATION - EMBASSY AND CONSULATE LOCATIONS:** Americans living or traveling in the United Kingdom are encouraged to register with the nearest U.S. Embassy or Consulate through the State Department’s travel registration web site, and to obtain updated information on travel and security within the United Kingdom. By registering, Americans make it easier for the Embassy or Consulate to contact them in case of emergency, and to relay updated information on travel and security within the United Kingdom. The Embassy and Consulates regularly send security and other information via email to Americans who have registered. As noted above, recent communications from U.S. Embassy London to the local American citizen community, called Warden Messages, can be found on the embassy’s web site. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. The Consular Section also disseminates a newsletter every month. Those wishing to subscribe to the monthly consular newsletter in London should send a request by email to SCSLondon@state.gov.
The U.S. Embassy is located at 24 Grosvenor Square, London W1A 1AE; telephone: in country 020-7499-9000; from the U.S. 011-44-20-7499-9000 (24 hours); Consular Section fax: in country 020-7495-5012; from the U.S. 011-44-20-7495-5012, and on the Internet at http://london.usembassy.gov.


The U.S. Consulate General in Belfast, Northern Ireland, is located at Danesfort House, 228 Stranmillis Road, Belfast BT9 5GR; Telephone: in country 028-9038-6100; from the U.S. 011-44-28-9038-6100. Fax: in country 028-9068-1301; from the U.S. 011-44-28-9068-1301. Information on the Consulate General is included on the Embassy’s web site at: http://london.usembassy.gov/nireland.

There is no U.S. consular representation in Gibraltar. Passport questions should be directed to the U.S. Embassy in Madrid, located at Serrano 75, Madrid, Spain; telephone (34)(91) 587-2200, and fax (34)(91) 587-2303. The web site is http://madrid.usembassy.gov. All other inquiries should be directed to the U.S. Embassy in London.

*     *     *

This replaces the Country Specific Information dated May 14, 2007, to update the sections on Entry Requirements, Safety and Security, Crime, Victims of Crime, Medical Insurance, Traffic Safety and Road Conditions, Special Circumstances and Registration - Embassy and Consulate Locations.
IMPORTANT information for British customs upon arrival

Important Immigration Information

When British immigration officials examine your passport at the airport, they are likely to ask, "What is the purpose of your visit?" Officially (and legally), you are entering as a "visitor". But a careless answer to that simple question could lead the officers to believe you are in a different category. They could delay or deny your entry.

To avoid such problems, please read and follow these guidelines.

Have your return ticket handy to show the immigration official.

Do NOT use phrases like:

- "work", "internship", "project", "work experience", "sponsor", "work group"
  Any of these can put you into a worker category which is very bad from their perspective.

- "study", "class", "WPI project center", "study abroad", "global program"
  Any of these can make it seem that you are enrolled in a program registered in the UK. You are NOT.

In short, according to British customs rulings, you are a visitor, not a student and not a worker. Answer any questions you are asked accordingly.

In response to questions you CAN say:

- Purpose of your trip?
  I am visiting as part of a group from an American university (WPI), where I am a full-time student.

- How long will you be in the UK?
  For seven weeks.

- Return ticket?
  I have a round-trip ticket.

- Expenses?
  All of my housing expenses have been paid in advance, and I have money for food for my stay.

Some general principles: Be courteous in demeanor and in your responses. Give them your full attention: cell phones and iPods off and out of site. Keep your answers simple. No jokes --- they've heard them all. And some aren't funny. The officials are just doing their jobs, which are increasingly serious these days.
Safety If You Rent a Car

As WPI students working on an academic project while in London, you are strongly discouraged from renting a car during your time in the program. Known risks include road safety, familiarity with road conditions, condition of the vehicles available for rent and the possibility of identifying yourself as a tourist. If you choose to rent a car, you do so at your own risk.

When you rent a car, don’t go for the exotic; choose a type commonly available locally. Where possible, ask that markings that identify it as a rental car be removed. Make certain it is in good repair. If available, choose a car with universal door locks and power windows, features that give the driver better control of access to the car. An air conditioner, when available, is also a safety feature, allowing you to drive with windows closed. Thieves can and do snatch purses through open windows of moving cars.

- Keep car doors locked at all times. Wear seat belts.
- As much as possible, avoid driving at night.
- Don’t leave valuables in the car. If you must carry things with you, keep them out of sight locked in the trunk.
- Don’t park your car on the street overnight. If the hotel or municipality does not have a parking garage or other secure area, select a well-lit area.
- Never pick up hitchhikers.
- Don’t get out of the car if there are suspicious looking individuals nearby. Drive away.

Patterns Of Crime Against Motorists

In many places frequented by tourists, including areas of Europe, victimization of motorists has been refined to an art. Where it is a problem, U.S. embassies are aware of it and consular officers try to work with local authorities to warn the public about the dangers. In some locations, these efforts at public awareness have paid off, reducing the frequency of incidents. You may also wish to ask your rental car agency for advice on avoiding robbery while visiting tourist destinations.

Carjackers and thieves operate at gas stations, parking lots, in city traffic and along the highway. Be suspicious of anyone who hails you or tries to get your attention when you are in or near your car. Criminals use ingenious ploys. They may masquerade as good Samaritans, offering help for tires that they claim are flat or that they have made flat. Or they may flag down a motorist, ask for assistance, and then steal the rescuer’s luggage or car. Usually they work in groups, one person carrying on the pretense while the others rob you. Other criminals get your attention with abuse, either trying to drive you off the road, or causing an “accident” by rear-ending you or creating a “fender bender.” In some urban areas, thieves don’t waste time on ploys, they simply smash car windows at traffic lights, grab your valuables or your car and get away. In cities around the world, “defensive driving” has come to mean more than avoiding auto accidents; it means keeping an eye out for potentially criminal pedestrians, cyclists and scooter riders.

CUSTOMS REGULATIONS: London’s customs authorities encourage the use of an ATA (Admission Temporair/Temporary Admission) Carnet for the temporary admission of professional equipment, commercial samples, and/or goods for exhibitions and fair purposes. ATA Carnet Headquarters, located at the U.S. Council for International Business, 1212 Avenue of the Americas, New York, N.Y. 10036, issues and guarantees the ATA Carnet in the United States. For additional information call 212-354-4480, send an e-mail to atacarnet@uscib.org, or visit www.uscib.org for details.

CRIMINAL PENALTIES: U.S. citizens are subject to the laws of the country in which they are traveling. Sometimes these laws can differ significantly from those in the United States and may not afford the protections available to individuals under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. In Nancy, France penalties for possession, use, and dealing in illegal drugs are strict, and convicted offenders can expect jail sentences and heavy fines.
Drugs and the Legal System
When you are in a foreign country, you are subject to its laws. Learn about local laws and regulations, preferably before you arrive on site, and obey them. Deal only with authorized outlets when exchanging money or buying items such as airline tickets and travelers checks. Adhere strictly to the local laws because the penalties you risk are severe.

About 3000 Americans are arrested overseas each year. Of these, approximately one-third are held on drug-related charges. Despite repeated warnings, drug arrests and convictions are still a common occurrence. Many countries have stiff penalties for drug violations and strictly enforce drug laws. You are subject to foreign, not U.S. laws while overseas, and you will find, if arrested, that:

- because you are subject to local laws abroad, there is very little that a US consul can do for you if you encounter legal difficulties
- few countries provide jury trial
- most countries do not accept bail
- prisons may lack even minimal comforts: bed, toilet, wash basin
- officials may not speak English
- nutrition is often inadequate
- physical abuse, confiscation of personal property and inhumane treatment are possible

In other words, it is not worth imprisonment or extradition to break local laws. Be mature. Remember that laws are established for reasons (and you don’t need to agree with those reasons), and that you are a guest, and should behave as such.

Embassy and Consulate Information
American Embassy London
24 Grosvenor Sq.
London, W1A 1AE
United Kingdom
Tel [44] (0)20 7499-9000
### WWW Addresses

The following are web addresses that you may find helpful, particularly before you leave for your site.

<table>
<thead>
<tr>
<th>Health &amp; Safety Sites</th>
<th>Travel Sites</th>
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| Center for Disease Control (CDC)  
http://www.state.gov/www/background_notes/index.html |
| American Society of Tropical Medicine and Hygiene (ASTMH)  
http://www.astmh.org | Travel Warnings and Consular Information Sheets  
http://travel.state.gov/travel/warnings.html |
| Council on International Educational Exchange (CIEE)  
http://www.ciee.org | Links to U.S. Embassies and Consulates Worldwide  
http://travel.state.gov/visa/questions_embassy.html |
| Travel Safe: AIDS and International Travel  
http://www.ciee.org/health_safety/health/AIDS_intl_travel.aspx | Services and Information for American Citizens Abroad  
http://travel.state.gov/travel/abroad.html |
| Lonely Planet  
http://www.lonelyplanet.com/travel_services/health/single_return.cfm | Travel Warning on Drugs Abroad  
http://travel.state.gov/travel/livingabroad_drugs.html |
| The Travel Clinic  
http://www.drwisetravel.com/index.html | Women’s Sites |
| Travel Health Online  
http://www.journeywoman.com |
| U.S. State Department  
http://travel.state.gov | Disability Sites |
| Association for Safe International Road Travel (ASIRT)  
http://www.asirt.org/ | Access-Able  
http://www.access-able.com/tips/ |
| StudyAbroad.com Handbook  
http://www.studyabroad.com/handbook/safety.html | Air Travel Tips and Resources  
http://www.miusa.org |
| NAFSA: Association of International Educators  
http://www.nafsa.org/ | }
WPI Offices

Interdisciplinary and Global Studies Division
Project Center, 2nd Floor
T 508-831-5547
F 508-831-5485
• Prof. Rick Vaz, Dean
  x 5344, vaz@wpi.edu
• Natalie A. Mello
  Director of Global Operations
  x 5852, nmello@wpi.edu

Academic Advising
Daniels Hall
T 508-831-5381
F 508-831-5486
• Dale Snyder, Director
  x 5281, dsnyder@wpi.edu

Accounting Office
Boynton Hall, 2nd Floor
T 508-831-5754
F 508-831-5064
• Janet Whittier
  Accounts Receivable Manager
  x 5741, whittier@wpi.edu

Central Mailing Services
Campus Center, 1st Floor
T 508-831-5523
F 508-831-5753
• Celia McLaren, Supervisor
  x 5683, cmclaren@wpi.edu

Financial Aid
Boynton Hall, Lower Level
T 508-831-5469
F 508-831-5039
• Monica Blondin, Director
  x 5469, mmmlucey@wpi.edu

International Students and Scholars Office
28 Trowbridge Road
T 508-831-6030
F 508-831-6032
• Mr. Tom Thomsen, Director
  x6030, hartvig@wpi.edu

Academic Technology Center
Fuller Labs, 1st Floor
T 508-831-5220
F 508-831-5881
• Mary Beth Harrity, Director
  x5810, mharrity@wpi.edu

Registrar’s Office
Boynton Hall, 1st Floor
T 508-831-5211
F 508-831-5931
• Alaina Wiehn, Registrar
  x 5211, awiehn@wpi.edu
• Marjorie Roncone
  x 5457, mroncone@wpi.edu

Residential Services
Ellsworth Residence, Institute Road
T 508-831-5175
F 508-831-5870
• Naomi Carton, Director
  x 5175, letendre@wpi.edu

Student Development and Counseling Center
157 West Street
T 508-831-5540
F 508-831-5139
• Charles Morse, Director
  x 5540, cmorse@wpi.edu

Student Life Office
Campus Center, Main Level
T 508-831-5520
F 508-831-5581
• Philip Clay, Dean of Students
  x 5507, pclay@wpi.edu

Use and adaptation welcome, but please acknowledge WPI and Natalie Mello and tell us of your use (nmello@wpi.edu)
Health Information for Travelers to Western Europe

The preventive measures you need to take while traveling in Western Europe depend on the areas you visit and the length of time you stay. For most areas of this region, you should observe health precautions similar to those that would apply while traveling in the United States.

Site Specific Web Addresses from CDC

The following web addresses should be accessed for health information specific to where you will be traveling. The IGSD strongly recommends that you review all health recommendations and discuss these with your health care provider. The preventive measures you need to take while traveling, depends on the areas you visit and the length of time you stay.

<table>
<thead>
<tr>
<th>Site</th>
<th>Web Address</th>
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<tr>
<td>Switzerland, United Kingdom</td>
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HIV and AIDS information

Acquired immunodeficiency syndrome (AIDS) is a severe, often life-threatening, illness caused by the human immunodeficiency virus (HIV). The incubation period for AIDS is very long and variable, ranging from a few months to many years. Some individuals infected with HIV have remained asymptomatic for more than a decade. Currently, there is no vaccine to protect against infection with HIV. Although there is no cure for AIDS, treatments for HIV infection and prophylaxis for many opportunistic diseases that characterize AIDS are available.

The universal precaution to prevent infection of either AIDS and/or HIV is to assume that everyone you meet has these diseases. While this may seem extreme, there is no way to judge from looking at someone whether or not they have been exposed to these illnesses or if, in fact, they are infected.

HIV infection and AIDS have been reported worldwide. Comprehensive surveillance systems are lacking in many countries, so that the true number of cases is likely to be far greater than the numbers officially reported from some areas, particularly the non-industrialized nations. The number of persons infected with HIV is estimated by WHO to be approaching the range of 18 million worldwide. Because HIV infection and AIDS are globally distributed, the risk to international travelers is determined less by their geographic destination than by their sexual and drug using behaviors.

Transmission and Prevention Information

The global epidemic of HIV infection and AIDS has raised several issues regarding HIV infection and international travel. The first is the need of information for international travelers regarding HIV transmission and how HIV infection can be prevented.

HIV infection is preventable. HIV is transmitted through sexual intercourse, needle or syringe sharing, by medical use of blood or blood components, and perinatally from an infected woman to her baby. HIV is not transmitted through casual contact; air, food, or water routes; contact with inanimate objects; or through mosquitoes or other arthropod vectors. The use of any public conveyance (e.g., airplane, automobile, boat, bus, train) by persons with AIDS or HIV infection does not pose a risk of infection for the crew or other passengers.
Increased risk for contracting AIDS and HIV

Travelers are at risk if they:

- have sexual intercourse (heterosexual or homosexual) with an infected person;
- use or allow the use of contaminated, unsterilized syringes or needles for any injections or other skin-piercing procedures including acupuncture, use of illicit drugs, steroid or vitamin injections, medical/dental procedures, ear or body piercing, or tattooing;
- use infected blood, blood components, or clotting factor concentrates. HIV infection by this route is a rare occurrence in those countries or cities where donated blood/plasma is screened for HIV antibody.

Travelers should avoid sexual encounters with a person who is infected with HIV or whose HIV infection status is unknown. This includes avoiding sexual activity with intravenous drug users and persons with multiple sexual partners, such as male or female prostitutes. Condoms, when used consistently and correctly, prevent transmission of HIV. Persons who engage in vaginal, anal, or oral-genital intercourse with anyone who is infected with HIV or whose infection status is unknown should use a condom.

In many countries, needle sharing by IV drug users is a major source of HIV transmission and other infections such as hepatitis B and C. Do not use drugs intravenously or share needles for any purpose.

Safety of Blood, Blood Products, and Needles

In the United States, Australia, New Zealand, Canada, Japan, and western European countries, the risk of infection of transfusion associated HIV infection has been virtually eliminated through required testing of all donated blood for antibodies to HIV. In the United States, donations of blood and plasma must be screened for antibodies to HIV-1 and HIV-2 and HIV-1 p24 antigen.

If produced in the United States according to procedures approved by the Food and Drug Administration, immune globulin preparations (such as those used for the prevention of hepatitis A and B) and hepatitis B virus vaccine undergo processes that are known to inactivate HIV and therefore these products should be used as indicated.

In less-developed nations, there may not be a formal program for testing blood or biological products for antibody to HIV. In these countries, use of unscreened blood clotting factor concentrates or those of uncertain purity should be avoided (when medically prudent). If transfusion is necessary, the blood should be tested, if at all possible, for HIV antibodies by appropriately trained laboratory technicians using a reliable test.

Needles used to draw blood or administer injections should be sterile, preferably of the single-use disposable type, and prepackaged in a sealed container. Insulin-dependent diabetics, hemophiliacs, and other persons who require routine or frequent injections should carry a supply of syringes, needles, and disinfectant swabs (e.g., alcohol wipes) sufficient to last their entire stay abroad.

For the information made available by the Center for Disease Control, please go to the following web address

http://wwwn.cdc.gov/travel/yellowBookCh4-HIVAIDS.aspx
Food and water and travelers’ diarrhea

Contaminated food and drink are the major sources of stomach or intestinal illness while traveling. Intestinal problems due to poor sanitation are found in far greater numbers outside the United States and other industrialized nations like the UK.

Water

In areas with poor sanitation, only the following beverages may be safe to drink: boiled water, hot beverages (such as coffee or tea) made with boiled water, canned or bottled carbonated beverages, beer, and wine. Ice may be made from unsafe water and should be avoided. It is safer to drink from an unopened can or bottle than from a container that is not known to be clean and dry. However, water on the surface of a beverage can or bottle may also be contaminated. Therefore, the area of a can or bottle that will touch the mouth should be wiped clean and dry. Where water is contaminated, travelers should not brush their teeth with tap water.

Treatment of Water

Boiling is the most reliable method to make water safe to drink. Bring water to a vigorous boil, then allow it to cool; do not add ice. At high altitudes allow water to boil vigorously for a few minutes or use chemical disinfectants. Adding a pinch of salt or pouring water from one container to another will improve the taste.

Chemical disinfection can be achieved with either iodine or chlorine, with iodine providing greater disinfection in a wider set of circumstances. For disinfection with iodine use either tincture of iodine or tetracycline dihydroiodide tablets, such as Globaline*, Potable-Aqua*, and others.

These disinfectants can be found in sporting goods stores and pharmacies. Read and follow the manufacturer's instructions. If the water is cloudy, strain it through a clean cloth, and double the number of disinfectant tablets added. If the water is very cold, either warm it, or allow increased time for disinfectant to work.

As a last resort, if no source of safe drinking water is available, tap water that is uncomfortably hot to touch may be safer than cold tap water. However, many disease-causing organisms can survive the usual temperature reached by the hot water in overseas hotels, and boiling or proper disinfection is still advised.

Food

Food should be selected with care. Any raw food could be contaminated, particularly in areas of poor sanitation. Foods of particular concern include: salads, uncooked vegetables and fruit, unpasteurized milk and milk products, raw meat, and shellfish. If you peel fruit yourself, it is generally safe. Food that has been cooked and is still hot is generally safe.

Travelers’ Diarrhea

Travelers' diarrhea, the number one illness in travelers, can be caused by viruses, bacteria, or parasites, which can contaminate food or water. Infections may cause diarrhea and vomiting (E. coli, Salmonella, cholera, and parasites), fever (typhoid fever and toxoplasmosis), or liver damage (hepatitis). Make sure your food and drinking water are safe.
The typical symptoms of travelers' diarrhea (TD) are diarrhea, nausea, bloating, urgency, and malaise. TD usually lasts from 3 to 7 days. It is rarely life threatening. Areas of high risk include the developing countries of Africa, the Middle East, and Latin America. The risk of infection varies, depending on the type of eating establishment the traveler visits - from low risk in private homes, to high risk for food from street vendors. TD is slightly more common in young adults than in older people, with no difference between males and females. TD is usually acquired through ingestion of fecally contaminated food and water.

The best way to prevent TD is by paying close attention to choice of food and beverage. The CDC does not recommend use of antibiotics to prevent TD because they can cause additional problems themselves.

If you do become ill with travelers' diarrhea, it is usually self-limited and treatment requires only simple replacement of fluids and salts lost in diarrheal stools. This is best achieved by use of an oral rehydration solution such as World Health Organization Oral Rehydration Salts (ORS) solution. ORS packets are available at stores or pharmacies in almost all developing countries. ORS is prepared by adding one packet to boiled or treated water. Packet instructions should be checked carefully to ensure that the salts are added to the correct volume of water. ORS solution should be consumed or discarded within 12 hours if held at room temperature, or 24 hours if held refrigerated. Iced drinks and noncarbonated bottled fluids made from water of uncertain quality should be avoided. Dairy products can aggravate diarrhea in some people and should be avoided.

Most episodes of TD resolve in a few days. As with all diseases it is best to consult a physician rather than attempt self-medication, especially for pregnant women and children. Travelers should seek medical help if diarrhea is severe, bloody, or does not resolve within a few days, or if it is accompanied by fever and chills, or if the traveler is unable to keep fluid intake up and becomes dehydrated.

**Tickborne Encephalitis**

Tickborne encephalitis, a viral infection of the central nervous system, occurs chiefly in Central and Western Europe. Travelers are at risk who visit or work in forested areas during the summer months and who consume un-pasteurized dairy products. The vaccine for this disease is not available in the United States at this time. To prevent tickborne encephalitis, as well as Lyme disease, travelers should take precautions to prevent tick bites.

**General Travel Precautions**

All travelers should take the following precautions, no matter the destination:

- Wash hands often with soap and water.
- Because motor vehicle crashes are a leading cause of injury among travelers, walk and drive defensively.
- Avoid travel at night if possible and always use seat belts.
- Always use latex condoms to reduce the risk of HIV and other sexually transmitted diseases.
- Don’t eat or drink dairy products unless you know they have been pasteurized.
- Don’t share needles with anyone.
- Never eat undercooked ground beef and poultry, raw eggs, and un-pasteurized dairy products. Raw shellfish is particularly dangerous to persons who have liver disease or compromised immune systems.
To Avoid Getting Sick

- Don’t eat food purchased from street vendors. Do not drink beverages with ice.
- Don’t handle animals (especially monkeys, dogs, and cats), to avoid bites and serious diseases (including rabies and plague).

What You Need To Bring with You

- Insect repellent containing DEET (diethylmethyltoluamide), in 30%–35% strength for adults. The insecticide permethrin applied to clothing is an effective deterrent to ticks.
- Over-the-counter antidiarrheal medicine to take if you have diarrhea.
- Prescription medications: make sure you have enough to last during your trip, as well as a copy of the prescription(s).

After You Return Home
If you become ill after your trip—even as long as a year after you return—tell your doctor where you have traveled.
Section 3 – Site Specific Information for London

This guide has been produced to help you prepare for your project in London, to show you what to expect, and to inform you of what is expected of you. You should enjoy your time in London, and the information in this guide is designed to help.

Introduction

It has been said that Britain and America are two nations divided by a common language. You will have to get used to different meanings of several words and phrases, as well as various accents, so don’t be surprised if during your first few days you find problems with the people and the language – there will have to be adjustments on both sides.

There are many other cultural differences. For example, people aged 18 years and over can buy and drink alcohol in public places, namely bars, pubs (you have heard about the English pub) and restaurants. You can also buy alcohol in shops. You will discover that English like their beer less cold and that ‘bitter,’ not ‘lager,’ is the preferred drink. Another difference to remember is that the English drive on the left-hand side of the road in England - so be careful when crossing!

Please be aware, especially when touring in Britain, that the Welsh and Scots do not like to be called 'English,' and neither for Britain to be called 'England.' (It’s rather like getting the US and Canada muddled up!) You should find the English (and the Scots and Welsh!) very welcoming and pleasant to deal with, especially your sponsors.

Welcome and Good Luck!

Dates

The following dates should be used in making your travel arrangements to London.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive WPI housing</td>
<td>Saturday, March 8, 2008 - in time for the 10:30 a.m. Orientation (Land at Heathrow by 7:45 a.m. that morning to catch the WPI bus.)</td>
</tr>
<tr>
<td>Depart WPI housing</td>
<td>Saturday, April 26, 2008 – vacate housing before 12:00 noon</td>
</tr>
</tbody>
</table>

All students are expected on site by the arrival date. If you arrive earlier, you are responsible for finding your own accommodations – you can not get into the WPI housing early.

Bus transportation will be coordinated for students arriving at Heathrow on specific flights. If you intend to wait several hours in the airport to ride the bus with other students, you must inform the IGSD BEFORE leaving for the site. Bus drivers are not authorized to take passengers not on their list. If you don’t “sign up” ahead of time, you will have to make your own way to the residence. Please plan accordingly.

Student may apply directly to IES Student Residence Hall for early arrivals, as well as staying late. Please fill out the Early Arrivals/Late Departures Form and email this form back to IES at info@iesreshall.com or fax it to 011-44-207-376-5167. You may download the form at http://www.wpi.edu/Academics/GPP/Centers/london.html

The IES Student Residence Hall will work with you directly. Keep in mind that you are responsible for yourself as well as financially responsible for your payment during this timeframe.
Calling Home
Calling home from a foreign country can be a difficult and frustrating experience. Phones may not be familiar and the costs of calling overseas with local currency may be very high. For these reasons, it is highly recommended that you carry some sort of calling card. One source for inexpensive (12-18 cents/min) calls to and from London is the following:

Britt Zieger TeleGroup
2098 Nutmeg Avenue
392 161 9707
Fairfield IA 52556
Tel 1 1-800-338-0225 Ext 2095
Tel 2 1-888-863-1721
E-mail bzeiger@telegroup.com; usacs@telegroup.com

Users dial an 800-number equivalent, enter a code number, and then dial the call to the US, which is charged to a credit card.

The IGSD is not endorsing or promoting the service, but faculty associated with the program have found it generally reliable.

Travel Arrangements and Other Things
There are several items of business to take care of before leaving for London. It is sensible to deal with these at as early a stage as possible.

International students from outside the European Union are likely to be required to obtain a visa in addition to a passport in order to enter the UK and other countries such as France and Spain. Students should check with the relevant embassies to determine whether or not they need a visa. Within Europe (except for the UK) there is what is known as the Schengen Agreement, which allows unrestricted travel to residents. However, if you are not from a European country or from the USA you will need to obtain a special visa if you wish to travel in Europe. For further information and forms, you must contact the embassy of the country you are most likely to visit first. Please give yourself plenty of time to do this; it takes longer than one thinks. For UK visa information, please go to: http://www.fco.gov.uk/servlet/Front?pagename=OpenMarket/Xcelerate/ShowPage&c=Page&cid=1098377476175. This is the home page for the Foreign and Commonwealth Office. Click on "Visa Information" and follow the link for overseas nationals. There is a visa application form that can be filled in on screen. (American citizens are not presently required to have a visa to be granted access to the UK or the rest of Europe.)
Air Travel

All students are expected to arrive at the IES Residence Hall in London by 10:30 am on the Saturday preceding the commencement of their project. See the schedule linked from http://www.wpi.edu/Academics/GPP/Centers/London_Centre_Dates_for_2007-08.pdf

If you are traveling by air, you must have confirmed reservations. Flying stand-by is not acceptable.

Students are solely responsible for finding accommodation before the first Saturday and after the last Friday of their term in London. Inexpensive London hotels are listed at: http://www.wpi.edu/Academics/GPP/Centers/londonhotel.html

Students are responsible for making their own flight arrangements, which they must communicate to the IGSD office (see Travel Information Form). Students and advisors who wish to take advantage of our airport pick-up MUST fly into Heathrow and arrive by 7:45 am on the scheduled arrival date. For those students and advisors who will not be using the airport pick-up, please see the information below on the two major airports in London:

Heathrow:
- Underground (fare approximately £7 single) length of journey 1 hour to central London. Get out at Earls Court and get a cab to Manresa Road in Chelsea (Not recommended with heavy luggage)
- Heathrow Express (fare approximately £14.00 single) length of journey 15 minutes to Paddington. Get a cab at Paddington to Manresa Road in Chelsea.

Gatwick:
- Gatwick Express (fare approximately £14 single) length of journey 35 minutes to Victoria. Get a cab from Victoria to Manresa Road in Chelsea.
Travel in London
All students purchase travel passes according to the geographical area of their project. The passes cover travel on the underground, the buses, and over ground trains.

**Students must make sure they do not lose their travel passes.** A costly (£10) and time consuming process is required to replace a lost travel pass. Students are required to deal with this themselves.

Travel in Europe
Students are responsible for their own travel arrangements if they wish to travel in Europe. **You are advised to book travel and accommodations ahead** especially during the summer months. Youth hostels are particularly busy from May until October in Europe. International Student Identity Cards are available for purchase in the IGSD Office. Also, there are special cheap rail and airfares in the UK and Europe if you book ahead. Look on travel web sites such as:

- [www.thomascook.com](http://www.thomascook.com)
- [www.buzzaway.com](http://www.buzzaway.com)
- [www.gofly.com](http://www.gofly.com)
- [www.ryanair.com](http://www.ryanair.com)
- [www.easyjet.com](http://www.easyjet.com)

The First Weekend in London
Besides getting over jetlag, the first weekend is one to be used for getting to know London and learning where your sponsor is based. On the Saturday the faculty advisors and students typically take a London Walk together.

Traveling Lightly
Please try to travel as lightly as you can. Yes, you are in London for seven weeks and may be traveling either before or after, but there are washing machines and irons in the flats. If you want to store luggage while traveling, you will have to look at the following:

- Luggage storage facilities at major rail stations at £3.50 ($7.00 approximately) per day
- Student Tourist Luggage Office – offices in Earl's Court and Wimbledon. Charges from £22 ($41 approximately) per month.
- Nationwide Self Storage, Blantyre Street, Chelsea, London SW10 0EQ, 20 7351 6800 at approximately £10 ($20) per week.
- DFDS Transport will store and ship belongings home for you. You can contact them via email at transport@dfds.co.uk. **N.B. Storage at airports is expensive.**
Living Arrangements while in London

Dorm
Students are accommodated in a modern dorm called the IES Residence Hall located at:

Manresa Road
London SW3 6NA
Phone: 011-44-207-808-9200
Fax: 011-44-207-376-5167

http://reservations.bookhostels.com/curiouscat.com/hostel.php/HostelNumber.2639/PHPSESSID.?PHPSESSID=atf8501loak83yfg54inl79t9i8boar8

The dorm is new and is used by both WPI students and study abroad students from other programs. There are Resident Assistants that live in the dorm and there is 24 hour security.

Each room is fully furnished with:
- Fully-carpeted rooms
- En-suite bathroom, includes a shower, toilet, sink, mirrored medicine cabinet, and heated towel rack
- Professional cleaning of en-suite bathroom once a week
- Twin beds that can be bunked
- Two writing desks with movable bookcases
- Two lockable wardrobes
- Self-controlled heating unit
- Two data ports per room with free Internet access 24/7
- Telephone
- Sheets and blankets
- In addition, each room shares a kitchen that includes:
  - Modern cooking utensils and appliances, including a microwave, refrigerator/freezer, stove/oven, dishwasher, and garbage disposal
  - Couch and coffee table as well as table and chairs
  - Typically 6 students share each kitchen
  - Students will have individual lockable cupboard space in kitchen
  - Each floor has a comfortable common area lounge complete with cable TV, DVD, and additional data ports for laptop hookups
  - Professional cleaning of kitchens once a week

N.B. **Towels and bathmats are not provided** - students should bring their own.

It is important to keep the rooms as tidy as possible if you want them to be properly cleaned every week. Cleaners can only do their work if floors and surfaces are not covered with junk. The rooms are well furnished and in good condition. Please keep them that way. You will be charged for damages beyond normal wear and tear or for leaving the room dirty when you depart.
Cost of Living in London
London is an expensive place to live. Costs are far higher than in Worcester. You need to plan to spend at least £60 ($120) per week for food, clothing, and incidentals.

Telephones
Students are responsible for all telephone charges in their rooms. To make international calls, students must use AT&T or equivalent calling cards, which one can access via a free phone number. Calling cards, which can be purchased throughout London, are the most affordable way of making international calls from public pay phones. Students must understand that telephone calls in the UK are more expensive than in the US (local calls are 15p per minute).

US versus UK Washing Machines
A small point needs to be made about UK washing machines, because you will find them very different from US ones and not as efficient! UK machines are front loaders and the maximum load that they usually take is less than a US machine and it is important that they are not overloaded. UK machines also use hot water washes and not cold water ones as in the US and therefore it is important that you read the instructions as to use and quantity of the powder or liquid you use. The powders or liquids are classified as biological or non-biological, the latter being for use particularly by people with skin sensitivities. The Chelsea site has coin-operated washer & dryer facilities located in the basement – the driers are conventional. The cost to wash and dry a load of laundry is £1 each.

Problems and Damages
Emergencies
In the event of an emergency, WPI students should immediately contact the nearest RA (The IES Residence Hall has 5 RAs on staff - one RA for two floors. They are located in the rooms by the elevator on alternating floors). If no RA is available or able to assist, please find David Yeates, the Managing Director, who lives on site.

Non-Emergencies
For non-emergency issues regarding the IES Residence Hall, WPI students should contact the nearest RA (the Residence Hall has 5 RAs on staff - one RA for two floors. They are located in the rooms by the elevator on alternating floors). If no RA is available or is unable to assist, please speak with the person on duty at the front desk.

If your issue is still unresolved after speaking with the front desk, please e-mail Lee Frankel at lee@academicstudies.com with the problem.
Shopping
The IES Residence Hall is located just off of the King’s Road in Chelsea, which is a major shopping area. There is a major supermarket within walking distance and public transportation is very close. The nearest bus and tube stops are:

- Piccadilly Line at South Kensington (from Heathrow) is a 10 minute walk
- Circle/District Lines at Sloane Square (15 minute walk down King’s Road)
- Bus stop at the corner of our building with numbers 11, 19, 22, 49, 319, N11, N19, N22 (N means night buses)

Personal Safety
London is a big city and it is advisable to take notice of safety advice at the induction. It is essential that students are careful about their bags and purses when in London. If there is a lost or stolen bag/ purse/ wallet, the Project Advisor must be informed immediately. Lost tube passes will incur expense and trouble. Do not leave bags unattended in public places and do not put wallets into back pockets. Women should not go out by themselves late at night (after 9.00pm). There is safety in numbers and in mixed sex groups.

Consistent with WPI’s Residence Hall policy there are no pets allowed in project center housing. Violation of this policy can result in your termination from a residential project center.

Medical Information
The Residence Hall staff will brief arriving students on nearby medical care facilities. In addition, in case of emergency, make sure you have this information with you:

- For medical emergencies telephone 999 and ask for an ambulance. Be as exact as you can as to the address of where you are.

Victoria Medicentre (011-44-207-821-1531) - Main concourse, Victoria Mainline Station - no appointment is necessary and this is what we’d consider to be the emergency room. Also nearby is the Chelsea and Westminster Hospital, which is about a 10 minute walk from the IES Residence Hall on the Fulham Road. Student consultation rate is 39 pounds upon production of a student ID card.

- Call a cab if needed: Black Cabs: Dial-a-Cab: 020 7253 5000 / 251 0581; Computer Cabs: 020 7286 2728; Minicabs: Capital Cars: 020 7402 1166.

There is a doctor’s office called The Good Practice (011 44 207 251 1766) just down the road from the IES Residence Hall at 409 King’s Road. Students should register with The Good Practice upon arrival, and then an appointment can be made.

American students cannot use National Health Service doctors or National Health Service walk-in centres unless they are in the UK for 6 months or longer.
Mental health services are available from Chelsea and Westminster Hospital (our local) and from the Borough of Kensington and Chelsea (RBKC). The links below provides more details regarding the services offered.

Services available via RBKC:
http://www.rbkc.gov.uk/SocialServices/mentalhealth/emergency.asp

Mental Health Facilities at the Chelsea and Westminster Hospital:

Emergency Duty Team (night time and weekends):
http://www.rbkc.gov.uk/az/az.asp?OrgId=1877

Students who are on medication and may need regular treatment should contact their primary care physician in advance so that arrangements can be put in place before arrival.

_The London A to Z Guide will help you get around in London, please purchase one on arrival._

This pocket guidebook contains maps of the entire city that are laid out in an easy to read grid. An index in the back lists the pages where individual street and Tube stops are located. They come in different sizes and can be bought at bookstores and newsagents, at rail stations, and in airports.

Despite its size, you will find London easy to get around once you have adjusted to using its public transport.
Section 4 – Transition Issues

Experiences in New Culture
adapted from an article by Janet Bennett, Intercultural Communication Institute, Portland OR

Culture Surprise
Culture surprise are the reactions which occur shortly after arrival in a different culture when we see things that are different than we are used to. It usually occurs within the first few days after arrival as we become aware of superficial differences: modes of dress, signs in a different language, nonverbal behaviors.

Culture Stress
Culture stress manifests itself in the fatigue that occurs when we practice new behaviors in a different culture. This occurs as we respond to the behavior of the new culture and try to fit in by doing our own shopping, understanding comments made about us in the local language, learning to navigate public transportation and other attempts to adjust to the new culture.

Culture Shock
Culture shock is a state of loss and disorientation precipitated by a change in our environment, which requires adjustment. It results from confronting values different from our own and from the loss of a familiar network and environment. It is a normal healthy reaction to the stress of living in a different culture. Everyone who has spent time living in another culture, experiences some form of culture shock.

Symptoms of Culture Shock
Symptoms can be both physical and psychological, and can include: headaches, stomach aches, dizziness, rashes, nausea, irritability, insomnia or excessive sleepiness, depression, loneliness, withdrawal paranoia, anger, aggression, hatred, fear, crying, complaining, self-doubt, boredom, helplessness, confusion, and feelings of inadequacy. This list is not exhaustive.

Prescription for Culture Shock
adapted from an article by Bruce LaBrack, Summer Institute for Intercultural Communication

1. Understand the symptoms and recognize the signs of culture stress.
2. Realize that some degree of discomfort and stress is natural in a cross-cultural experience.
3. Recognize that your reactions are largely emotional and not easily subject to rational management.
4. Gather information before you go so at least the differences will be anticipated. Knowledge is power.
5. Look for the logical reasons behind host culture patterns. Discover why things are done the way they are.
6. Relax your grip on your normal culture and try to cheerfully adapt to new rules and roles.
7. Don’t give in to the temptation to disparage what you do not like or understand. It probably won’t change.
8. Identify a support network among colleagues in your agency, team members, other students and faculty advisor. Use this network, but do not rely on it exclusively.
9. Understand that this is a passing phase of what will be, in retrospect, a time of great learning and personal growth.
10. Give yourself quiet time, some private space, and don’t be too hard on yourself.
In preparation to return home

“In a sense, it is the coming back, the return, which gives meaning to the going forth. We really don’t know where we’ve been until we come back to where we were - only where we were may not be as it was because of who we’ve become, which, after all is why we left.” - Bernard, *Northern Exposure*

Reentry Challenges and Suggestions
adapted from articles by Dr. Bruce LaBrack, School of International Studies, University of the Pacific

There are lots of reasons to look forward to going home, but there are also a number of psychological, social and cultural aspects, which can prove difficult - often because they are unanticipated. Reentry into your home culture can be both as challenging and frustrating as living overseas, mostly because our attitude toward going home is that it should be a simple matter of getting resettled, resuming earlier routines, and reestablishing your relationships. Research has shown that reentry has its own set of special social and psychological adjustments, which can be facilitated by being aware of the process and following some advice from those who have already returned.

The following list of issues and suggestions was generated by interviewing students who have been through the experience of off-campus study. Their advice is to take the process seriously by being realistic and thinking about it and your possible reactions.

Prepare for the adjustment process and allow enough time
The more you think about what is to come, and know how returning home is both similar to and different from going away, the easier the transition will be. Anticipating is useful. The process of reentry will take time, just like adjusting to the new culture did. Give yourself time to relax and reflect on what is going on around you, how you are reacting to it, and what you might like to change.

Overcoming boredom
After all the newness and stimulation of your time away, a return to family, friends, and old routines (however nice and comforting) can seem very dull. It is natural to miss the excitement and challenges which characterize project work off-campus, but it is up to you to find ways to overcome such negative reactions - remember a bored person is also boring.

“No one wants to hear”
One thing you can count on upon your return: no one will be as interested in hearing about your adventures as you will be in sharing those experiences. This is not a rejection of you or your achievements, but simply the fact that once others have heard the highlights, any further interest on their part is probably unlikely because they have no frame of reference for your experiences. Be realistic in your expectations of how fascinating your journey is going to be for everyone else. Be brief.

Cultivate sensitivity and interest
Showing an interest in what others have been doing while you have been gone is the surest way to reestablish your rapport. Much frustration can be avoided if you become as good a listener as a talker.
You can’t explain
Even when given a chance to explain all the things you saw, felt and experienced while off-campus, it is likely to be at least a bit frustrating to relay them coherently. It is very difficult to convey this kind of experience to people who do not have similar frames of reference, no matter how sympathetic they are as listeners. You can tell people about your trip, but you may fail to make them understand exactly how or why you felt a particular way. It’s okay.

Reverse homesickness
Just as you probably missed home for a time after leaving campus, it is just as natural to experience some “reverse” homesickness for the people, places and things that you grew accustomed to while away from WPI. Feelings of loss are an integral part of returning from an off-campus sojourn and must be anticipated and accepted as a natural result of study away.

Beware of comparisons
Making comparisons between cultures is natural, particularly after residence abroad; however, the tendency to be an “instant expert” is to be avoided at all costs.

Relationships have changed
It is inevitable that when you return you will notice that some relationships with friends and family will have changed. Just as you have altered some of your ideas and attitudes while away, the people at home are likely to have experienced some changes as well. These changes may be positive or negative, and may seem even trivial to you, but expecting no change is unrealistic. The best preparation is flexibility, openness, minimal preconceptions, and tempered optimism.

Feelings of alienation
Sometimes the reality of being back home is not as natural or enjoyable as the place you had imagined. When real daily life is more demanding than you remembered, it is natural to feel some alienation, see faults you never noticed before, or even become quite critical of everyone and everything for a time. Mental comparisons are fine, but keep them to yourself until you regain both your cultural balance and a balanced perspective.

Remain flexible
Keeping as many options open as possible is an essential aspect of a successful return home. Attempting to re-socialize totally into old patterns and networks can be difficult, but remaining isolated and aloof is counterproductive.

Loss/compartamentalization of experience
Being home, along with the pressures of school work, family and friends, often combine to make returnees worried that somehow that will “lose” the experience; somehow becoming compartmentalized like souvenirs only occasionally taken out and looked at. You do not have to let that happen. Maintain your contacts. Talk to people who have experiences similar to yours. Practice your skills. Remember your hard work and the fun you had while off-campus. There are lots of people on campus who have gone through their own re-entry and have had experiences similar to yours. Seek out other returned students from other sites, and look into becoming involved with the Global Ambassadors.
Appendix A - Travel Information Form

WPI Off-Campus Study Travel Information Form

All students intending to complete a project at a WPI project site are asked to provide the IGSD with information about their travel arrangements. This will notify the faculty advisor, on-site coordinator and IGSD staff of your expected arrival date and time and alert them if a problem arises. For some sites this information is needed in order to arrange to have students met at the airport.

*****************************************************************************

You must bring your passport into the IGSD to be scanned, unless you are participating in a project program within the U.S.

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<thead>
<tr>
<th>Name:</th>
<th>Site:</th>
<th>Term:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival Date on site:</td>
<td>Arriving from (city):</td>
<td></td>
</tr>
<tr>
<td>Mode of travel (air, train, bus, car):</td>
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<tr>
<td>If traveling by air:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airline:</td>
<td>Flight Number:</td>
<td>Airport Destination:</td>
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<tr>
<td>Departure time:</td>
<td>Arrival time:</td>
<td></td>
</tr>
<tr>
<td>Scheduled return date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airline:</td>
<td>Flight Number:</td>
<td>Airport Destination:</td>
</tr>
<tr>
<td>Departure time:</td>
<td>Arrival time:</td>
<td></td>
</tr>
<tr>
<td>If you plan to travel independently either before or after the program, please tell us your tentative plans:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

London Project Center Only
Bus Transportation: _____ Yes _____ No

(Please make sure you check one of these options for transportation from Heathrow Airport to IES)

You must attach a copy of your travel itinerary provided by your travel agent or airline, in addition to completing this form. No handwritten itineraries will be accepted.
Appendix B - Off-Campus Students’ Health Update and Records Release Form

Name Project Site Term

All students traveling off-campus to participate in a WPI program are required to carry medical insurance that is valid at the program site for the entire length of the program. Please verify this with your insurance company and list the name of your carrier and your policy number.

Carrier Policy Number:

Do you have any medical conditions that could affect you while off-campus of which you would like to make the IGSD aware? (i.e. epilepsy, diabetes, depressive episodes, etc.) Also, please list any changes in your health not noted on your medical records on file with WPI Health Services.

Are you allergic to any medications? If so, please list them.

List any prescription medicines you are currently taking.

When traveling abroad it is a good idea to take a supply of your prescription medications sufficient to last for the length of the trip. Prescription medicines should always be kept in the original containers with the prescription label to avoid problems with customs. It is also important to take along a copy of the prescription from your physician, clearly written, in generic terms, and with an indication of the condition being treated.

In the event of an emergency, please contact:

1. Name Relationship to Student
   Address
   Home Telephone: Work Telephone
   Cell Phone Number:
   email

2. Name Relationship to Student
   Address
   Home Telephone: Work Telephone:
   Cell Phone Number:
   email

I hereby authorize WPI health services to release my medical records to the Interdisciplinary and Global Studies Division in the event of a medical emergency while studying off-campus. I hereby acknowledge that it is my responsibility to contact my health insurance provider to determine that I am covered while at an off-campus project site.

Signature Date
Appendix C - ATC Team Form (one per group)

After you have turned in this completed form to the IGSD, at least one member of your group (although we suggest the entire group come so that the entire group takes equal responsibility for the equipment) is required to go to the ATC and reserve a laptop BEFORE pick-up on the specified date.

Project Site: _______________________________________________________

Pickup person: ______________________________________________________

Return person: ______________________________________________________

names of team members:
______________________________
______________________________
______________________________

If you can not pick up and return this PC within the specified dates, then you will need to make alternative arrangements: the ATC can not accommodate you.

Dates: pick up on or after: 03/05/08

Return on or before: 04/30/08

Pick-up Person

Return Person

Student Name:_________________________  Student Name:_________________________

Student Address: ______________________  Student Address: ______________________

                                  ______________________

Local Phone #: ______________________  Local Phone #: ______________________

Student ID#: _________________________  Student ID#: _________________________

WPI Email: __________________________  WPI Email: ___________________________
Appendix D - Cell Phone Protocol Recognition

Please turn in this form (completed) to Barbara Milanese in the IGSD with your other mandatory paperwork.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>student number</th>
</tr>
</thead>
</table>

I have read the “Protocol for WPI Recommended Cell Phones for Overseas Project Centers” and I understand that I am responsible for choosing whether or not to take advantage of the services provided by Brightroam.

All arrangements must be made directly with Brightroam for the delivery of the cell phone before February 14, 2008.

I HAVE CAREFULLY READ THIS AND FULLY UNDERSTAND ITS CONTENTS.

<table>
<thead>
<tr>
<th>Participant Signature</th>
<th>date</th>
<th>date of birth*</th>
</tr>
</thead>
</table>

☐ By checking this box, I am indicating that I choose not take advantage of the cell phone services provided by Brightroam.

*If participant is under 18 years of age, both parents and/or legal guardians must also read and sign this form.

I am the parent or legal guardian of the above Participant, have read the foregoing “Protocol for WPI Provided Cell Phones for Overseas Project Centers” (including such parts as may subject me to personal financial responsibility), am and will be legally responsible for the obligations and acts of the Participant as described in this “Protocol for WPI Provided Cell Phones for Overseas Project Centers,” and agree, for myself and for the Participant, to be bound by its terms.

X

Signature of Parent / Guardian Date

X

Signature of Parent / Guardian Date
Appendix E - Onsite Travel Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td></td>
</tr>
<tr>
<td>Date &amp; time of departure</td>
<td>Date &amp; time of return</td>
</tr>
</tbody>
</table>

**Mode of Transportation – Roundtrip**

<table>
<thead>
<tr>
<th>Train</th>
<th>Bus</th>
<th>Air</th>
<th>Car</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Departing from the Site Information**

<table>
<thead>
<tr>
<th>Time of Departure</th>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Connection Information if applicable:

<table>
<thead>
<tr>
<th>Departing from</th>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Returning to the Site Information**

<table>
<thead>
<tr>
<th>Time of Departure</th>
<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

* Connection Information if applicable:

<table>
<thead>
<tr>
<th>Departing from</th>
<th>Number of flight/train/bus</th>
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</tr>
</thead>
<tbody>
<tr>
<td>time</td>
<td></td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
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<th>Number of flight/train/bus</th>
<th>Airline/train/bus carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Lodging** (please call advisor with any changes to your reservations)

<table>
<thead>
<tr>
<th>Name of hotel</th>
<th>Address</th>
<th>City and country</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List other students who are traveling with you on this exact itinerary:

_________________________
_________________________
_________________________

☐ Check this box if you are staying on site in WPI provided housing for the entire weekend.

Student Signature       Date

Every student or group of students must turn this form into an advisor before 12:00 noon every Friday – in other words, every student must be accounted for.
# Appendix F - Mandatory Paperwork Checklist

All paperwork for London D 2008 must be in the IGSD by Thursday February 14, 2007 (before 1:00 PM).

- [ ] Acknowledgement and Release From
- [ ] Travel Form
- [ ] Health Form
- [ ] ATC Laptop Form
- [ ] Cell Phone Form
- [ ] Scanned Passport
- [ ] 4 Photo Pictures 2 for ISIC Application, 2 for ID Card (photo’s can be taken in the IGSD office)