

# Get Ready for the Experience of a Lifetime

Congratulations on your decision to participate in a UCEAP Faculty-Led program in celebration of its 50<sup>th</sup> anniversary committed to international education. You are about to have a unique experience that will stay with you long after you graduate from UC. Our hope is for you to really make the most of your term abroad. After all, you have invested quite a bit of time, effort, and money on this endeavor. One of the best ways to prepare for your program is to learn as much as possible about your host country before your departure. While this handbook covers important points, you have the ultimate responsibility for preparing for your trip abroad.

There is much to do before your leave. Do you know about all the UC resources and support available to you?

In this guide you will find:

- Steps to follow that will help you prepare for UCEAP.
- Tips to help you make the most of your opportunities abroad.
- Standards developed to ensure your safety and successful participation in the program.

You can find this guide, your Predeparture Checklist, and other instructions and resources (program calendar, UCEAP Student Budget, etc.) in the Participants portal of the UCEAP website.

If you have any questions along the way, we are here to help. You can contact your personal UCEAP program advisor ([alogan@eap.ucop.edu](mailto:alogan@eap.ucop.edu)), or call our main line at (805) 893-4762. Your faculty leader is a good resource for questions about academics, field trips, and other program-specific related questions.

**Have a wonderful and safe journey and a valuable academic experience with UCEAP!**

## **Table of Contents:**

Student Life (Pages 2-11)

Academic Information (Pages 11-14)

Safety (Pages 15-28)

Health (Pages 28-39)

Insurance (Pages 39-44)

UCEAP Policies and Contracts (Pages 44-62)

# **Student Life**

## Checklists

### SOME THINGS TO TAKE CARE OF PRE-DEPARTURE

- Read the UCEAP Faculty-Led Handbook.
- Have phone numbers, and e-mail addresses for your faculty leader, UCEAP emergency number, and any individual whom you might need to have contact while abroad. Leave a copy with your parents.
- Notify your bank that you will be using your ATM and/or credit cards overseas so overseas charges will not be seen as suspicious.
- Talk to your parents and/or trusted friend/family member about finances and any bills that they may need to pay on your behalf while you are abroad.
- Print your UCEAP insurance card and carry it with you at all times.
- Read the UCEAP insurance policy brochure and make sure that it is adequate coverage.
- Make sure your prescription medication is legal and available abroad.
- Consider having a medical exam/physical and a dental check-up. Have wisdom teeth extracted, if necessary.
- If you wear contact lenses, bring supplies. Also bring eyeglasses in case you cannot wear your lenses. Bring a copy of your prescription in case you need to replace lost/broken glasses/lenses.
- Bring an adequate supply of prescription medication (in the pharmacy-labeled container) to last your entire stay abroad.
- Know what items are permitted and prohibited for air travel: <http://www.tsa.gov>
- If you are not a US citizen, consult with the international student office on your campus to make sure your immigration documents are in order.
- Leave a copy of your passport, credit/ATM cards with your parent(s).
- It would be a good idea for your parents to have a valid passport, in case an emergency requires them to travel.
- Read about the country(ies) in which you will be traveling or studying.
- Register your travel with the US Department of State: <https://travelregistration.state.gov/ibrs/ui/>

### THINGS TO REMEMBER WHILE YOU'RE ABROAD

Follow the faculty leader's instructions at all times.

Never leave your hotel or room door propped open while you are in the room or away from the room.

No late night parties.

Keep noise down.

Keep a journal of your experiences, travels, friends, contacts, addresses, etc.

Take lots of photos

Start a blog -- your family will love it.

## *Important Documents*

You are responsible for obtaining all necessary entry documents before departure to your travel overseas...

### **U.S. Citizens**

If you do not already have a passport, apply for one immediately. Often there are early visa or admission documents that require a current passport.

The U.S. Department of State website contains passport information and application or renewal forms for U.S. citizens. Additional information is available from the National Passport Information Center (NPIC) at (877) 487-2778 or via TDD/TTY at (888) 874-7793.

Depending on your program, your passport should be valid for at least three months (or more than 6 months) beyond the period of stay.. If the passport will expire before that time, you will need to renew it before departure.

Check with the embassy or consulate of your host countries about passport duration and country-specific entry requirements.

If you are planning to travel before, during, or after UCEAP, make sure you know all of the entry and exit requirements for your final destination(s). If you do not have the right documentation, you might be denied boarding to your connecting flight...

Immediately upon receipt of your passport: sign it, make copies of the first two pages, and leave one copy with an emergency contact at home. If possible, scan your passport and visa so they are accessible electronically while abroad.

Update MyEAP with your passport information. Make sure your name matches the spelling on your passport, including initials, middle names, etc.

International travel prior to the official UCEAP start date may be restricted due to visa processing.

### *Submit all required predeparture documents by the deadlines*

UCEAP will e-mail you the link to your UCEAP Participants program page, which includes a predeparture checklist, program budget and calendar, insurance forms and instructions, and other predeparture resources. It is crucial that you **review all the tabs on this page**; they are titled **Travel Requirements, Money Matters, Calendars, Insurance, Policies, and Petitions**. Most items will only be available online for you to download, complete, and submit. Review the instructions as soon as you receive them—do not wait until the last minute. Return all forms and accompanying documents by the designated deadlines. Failure to submit documents by specified deadlines is cause for dismissal from UCEAP.

### **Purchase an airline ticket with a changeable return date**

Do not use a standby ticket to travel to your program site.

Always check your Program Calendar on the UCEAP website before finalizing a flight reservation.

If you are on financial aid, you will need to purchase a plane ticket before you receive a financial aid disbursement. Plan for this expense. Neither UCEAP nor the Financial Aid office will reserve or pay for your ticket.

UCEAP recommends purchasing changeable fares, which will allow you to make changes to your return flight for a fee. Carefully research airfare rules prior to purchasing a flight. Standby and courier fares are not appropriate.

### *Non-US Passport holders:*

If you are traveling on a passport other than a U.S. passport, you should check with the nearest consulate of your host country to determine whether a visa will be required. Do this as far in advance as possible. You should also check with the local consulate of your home country (ies) to determine whether there are any passport or travel restrictions of which you need to be aware. You also should determine whether you need to apply for a new visa to re-enter the United States.If you fail to obtain the proper visa documentation before

departure, the host country may deny your admittance to the country or limit your stay to a shorter period of time, which would prevent your participation in UCEAP.

#### COMMUNICATING: PHONE CARDS, CELL PHONES, E-MAIL

Check with your U.S. long-distance carrier to obtain an international calling card for calls back home, or ask the faculty leader about low-cost phone cards which can be purchased in your host city. Phone card calls to the U.S. from overseas can be expensive, but invaluable in an emergency.

More students abroad are acquiring mobile phones which allow them to make and receive calls to and from the US. Minutes can usually be purchased as needed, so that you are not locked into a contract. Set up a plan for staying in touch with your family and friends. Talk to your phone carrier about roaming charges.

E-mail is relatively inexpensive, if not cost-free but e-mail access may be limited, depending on the country. Cybercafes can be found in most cities.

#### *Arrival and orientation instructions you must follow*

You must arrive at the predetermined site in the host country by the specified time on the UCEAP Official Start Date. After arrival, you must attend the mandatory UCEAP orientation. You are required to attend *all* orientation activities. If you arrive late or do not participate in all or part of the required orientation, you may be withdrawn from the program (Student Agreement, Section 10).

#### *Understand UCEAP policies and host country laws concerning conduct*

You are expected to take responsibility for your own actions or inactions. UCEAP policies are based on the principle that students are adults and guests in the UCEAP host countries.

As a member of the UCEAP community, you are expected to comply with all host country laws, UC and UCEAP policies, and conduct yourself in a way that supports a scholarly environment. As a UCEAP participant you assume a dual status as both a UC student and a student of the host country. Therefore, you are subject to, and should be familiar with, student conduct policies as well as local laws.

As a participant of an official University of California academic program, you are expected to respect the rights and dignity of other students, staff, faculty, and local citizens. You must take responsibility for acting in ways that demonstrate respect for yourself and others and recognize that you represent University of California and your country for the duration of your time abroad. UCEAP is committed to maintaining an environment that encourages personal and intellectual growth. It is a community with high standards and expectations for those who choose to become a part of it, and thus establishes rules of conduct intended to foster behaviors that are consistent with a civil and educational setting.

UCEAP holds **you** responsible for knowing and understanding all UCEAP policies and for reading and complying with the UCEAP Student Conduct and Discipline Policy. If you are ever in doubt, ask. These policies are designed for your well-being and an efficient educational program, and to ensure a safe, fair, and successful experience for all students. Ignorance of the policies is not an acceptable excuse for policy violation.

Misconduct abroad refers to actions that, in the judgment of UCEAP, jeopardize student welfare or that of the program. Such actions include, but are not limited to:

- Threats or the use of physical and/or verbal violence
- Violating the laws of the host country or institution
- Openly abusing the customs and culture of the community

- Damage to or destruction of other people's property
- Alcohol or substance abuse
- Harassment of any kind
- Eviction from your lodging
- Disrespectful, rude, aggressive action toward another person, and uncivil behavior/communication (e.g., talking back, willfully ignoring a Program's and/or Faculty Leader's communication, physical/psychological intimidation, culturally insensitive, name calling, etc.) with any official associated with the Program.
- Bias-motivated behavior (e.g., disability, sexual orientation, race, religious, ethnicity, etc.)
- Obstruction or disruption of teaching or other Program activities
- Unauthorized absence from classes
- Exceeding the number of unexcused absences from class allowed for the Program
- Failure to submit a completed MyEAP Study List by the deadline set by UCEAP
- Academic misconduct (cheating, fabrication, forgery, plagiarism, or facilitating academic dishonesty)
- Staying in accommodations other than the program accommodations when Program is in session.
- Any failure to participate in the Program as designed and determined by the Faculty Leader (e.g., failure to attend class, failure to participate in required events or activities, failure to submit academic work, disruption of classes or activities)
- Any failure to provide the Faculty Leader and/or Program officials with complete and accurate personal information as requested, or to provide updated information if there are any changes.
- It is your responsibility to read and comply with all policies. Inappropriate conduct abroad is a *direct* violation of the UCEAP Student Agreement, which you have signed, and can result in dismissal from the Program.

### *Illegal drugs*

You are expected to read and comply with the UCEAP Substance Abuse Policy.

UCEAP will impose disciplinary action, including dismissal, if students violate the UCEAP Substance Abuse Policy, including drunkenness and/or any abuse of alcohol. Specific sanctions from the host country for alcohol-related legal violations may also occur; the student's UC campus will be notified of all sanctions. If a student becomes incapacitated due to alcohol overuse, or if he/she is in need of medical attention, contact the faculty leader immediately, to protect the health and well-being of the affected student.

### **Mailing Illicit or Controlled Substances Is Illegal**

Receiving illegal substances (such as drugs or drug paraphernalia) through the mail will subject you to UC and host country regulations. Mail is often opened by host country customs officials before delivery to the recipient abroad. If you are found in possession of illegal substances, you will be dismissed from UCEAP and you may be placed under immediate arrest, face a local trial and jail term, be expelled from the country, or worse, depending on the local laws. The sender is liable to USPS and U.S. federal laws and regulations, and punishments may include imprisonment and hefty fines.

### *Communicate regularly with on-site staff*

On-site support will include your program's faculty leader and may include a program assistant, a UCEAP Study Center, or a Liaison Office.

While abroad, the faculty leader will be your first point of contact for all matters. Among other things, the faculty leader will provide you support by advising on academic matters, program logistics, and personal issues; providing information on cultural activities; and responding to on-site emergencies.

## *Enter all travel plans and absences in MyEAP*

Click on the “Travel Signout” link in MyEAP under Participation. In the event of an emergency, UCEAP will need this information to contact you.

## *Identify sexual harassment and report issues to UCEAP*

UCEAP is concerned about students facing sexual harassment abroad. Knowing how to identify harassment—whether it is between you and another student, professor, program assistant, or housing authority, etc.—and where to report an incident can help to maintain a safe, harassment-free environment. Be sure to read the UCEAP Sexual Harassment Policy.

Sexual harassment may include:

- Derogatory remarks made about clothing, body, or sexual activities based on gender

- Disparaging remarks, jokes, and teasing based on gender

- Visual materials or pictures that unnecessarily sexualize the environment or that you find offensive

- Subtle pressure for sexual activity and dates

- Unnecessary and unwanted touching, patting, or pinching

- Demanding sexual favors accompanied by overt threats concerning such things as your job, grades, letters of recommendation, etc.

- Verbal harassment or abuse

- Any electronic communications which include any of the above

- Physical assault

Harassment issues may be particularly difficult to identify abroad, where cultural norms are often very different from those in the U.S. A fair rule of thumb is to assume that sexual harassment consists of any unwanted sexual advances and behavior of a verbal, visual, written, or physical nature in living arrangements or in educational or work environments.

Note that the U.S. description of sexual harassment may differ from the host country description. In such a case, you are encouraged to discuss these issues, if you feel comfortable, with the faculty leader to determine an appropriate course of action.

Trust your judgment and intuition. If a situation makes you uncomfortable, it needs to be addressed. Never ignore sexual harassment. Ignoring it will not make it go away; most likely it will just make it worse. Both males and females can be sexually harassed, and the perpetrator can be male or female and of the same or opposite gender. Seek help from UCEAP and on-site personnel, who can provide counseling and advice and act on your behalf to remedy a problem.

### **If You Experience Sexual Harassment**

Trust what you are feeling. Many people feel ashamed or humiliated because of the harassment. It is not your fault and you do not have to endure it. Take one step at a time—it is easy to feel overwhelmed. If possible, talk to the harasser. Clearly and firmly tell the harasser that you want the behavior to stop. If you can, tell the harasser how the behavior makes you feel. Let the harasser know that you will take further action if the harassment does not stop. Keep records. It is very important to write down dates, times, places, and witnesses to what happened. If you receive any notes, e-mail, or written letters from the harasser, keep them. You can use documented information to support a complaint. Report the incident to the faculty leader. He/She can help you resolve the issue and provide counseling and guidance. If you need further assistance, or if you do not feel comfortable with the faculty leader, contact your UCEAP Title IX Sexual Harassment Officer, Inés DeRomaña. Call (805) 893-7936 or e-mail to leave a confidential message. When you establish contact, indicate that you are

being sexually harassed and leave a phone number and a good time to return your call. All messages are confidential.

### **What to Do if You Are Accused of Sexual Harassment**

If you are told that your behavior is inappropriate and/or offensive, you must immediately stop the behavior. People perceive certain behaviors, jokes, and gestures, etc., differently. What may be acceptable to you may be extremely offensive to someone else. Sometimes due to the difference in culture you may not think your comment(s) or behavior is offensive. Nevertheless, you should try to understand the other person's feelings and concerns and respect his or her request to stop the sexual harassment.

### **For More Information**

Please refer to the UCEAP Sexual Harassment Policy.

Contact:

Inés DeRomaña

**Office phone:** (805) 893-7936

**Mobile phone:** (805) 451-1704

**E-mail:** [ideromana@eap.ucop.edu](mailto:ideromana@eap.ucop.edu)

In addition, all UC campuses provide sexual harassment education materials online, including information on applicable laws, where to go for help, etc. Most UC campuses have a dedicated Sexual Harassment/Title IX Office and Officer whom you can contact for help as well.

For information about Sexual Assault, refer to the Safety chapter in this guide.

### *Prepare for culture shock; it happens to everyone in varying degrees*

Culture shock is a normal developmental phase of adjustment to a new cultural environment. It is not a psychological disorder. Culture shock occurs when one's values and typical ways of viewing the world clash with the values and viewpoints of the new cultural environment. Reactions to culture shock can mimic more severe psychological problems such as clinical depression and anxiety. Typical reactions to culture shock include feeling helpless, out of control, vulnerable, fearful, anxious, and confused. Sadness may set in with periods of crying or sleeplessness.

To adapt successfully to a new culture, it helps to know what to expect from both the foreign environment and yourself. For details on this topic, review "Cross-Cultural Adjustment" by Dan K. Smith, former Associate Director of the International Students and Scholars Office at UCSB.

### *Read about your countries and keep up with the latest news*

Research and learn about your new host countries and cities (where to travel, transportation expenses, how to shop in a market, what the weather is like, how to meet locals, health and safety risks, etc.). There are many excellent travel guides available.

Begin your research as soon as possible. Learn about the local cultures in which you are to be immersed. Most UC libraries have host country newspapers and periodicals. In addition, the Internet has endless resources with country information.

### *Be aware of potential gender issues and report any incidents to UCEAP*

One of the most rewarding aspects of study abroad is making friends with people who have grown up in a different culture. It is important to be aware of the cultural differences affecting gender roles to have a successful and safe experience.

Women studying abroad outnumber men by about 2 to 1; therefore, while some men may be harassed, women experience more sexual harassment and sexual assault.

Learn about different gender role expectations and cultural norms regarding relationship roles and dating, and practice strategies for dealing with unwanted attention. In a cross-cultural context, communication, like everything else, may become more complicated. The culture of the host country or language barriers may cause people to interpret your words, gestures, and body language differently than the way you mean them (and vice versa). The direct way of saying certain things may strike some listeners as too harsh. Communication problems, especially misunderstanding and misinterpretation, are common frustrations that you may experience.

Your own sense of personal boundaries (personal space around you) can have a different interpretation from culture to culture. Do not assume you know customs and personal boundaries in a new culture. For your safety, you must learn them. Be observant; you may notice that host country people stand closer to or farther apart from each other than what's common for Americans.

Harassing behavior is annoying at best and threatening and dangerous at worst. It is important to be aware that in many instances, the intentions of the accused may be regarded as irrelevant in determining whether her/his behaviors constitute sexual harassment; it is the effect of the behavior on the recipient that may define a hostile environment. Eye contact between strangers or a smile at someone passing in the street, which may be common in the States, may result in totally unexpected invitations. Observe the locals and be aware of cultural cues.

Although cultural differences may account for some discomfort, never endure verbal or physical abuse. If you feel threatened, remove yourself quickly from the situation or ask someone and/or local authorities for help. Trust your intuition and obey instincts sending you warning signals. Decline offers that trigger anxiety and avoid situations that make you nervous. Only you can determine how best to handle a situation.

Preparation and research about gender relations before departure will help you deal with unexpected situations. For example, many campuses and communities offer free or low cost self-defense and assertiveness classes. Such classes are good preparation for dealing with unwanted attention or abuse.

### *Students with Disabilities...Advance Planning is Key to Success*

Plan ahead. It takes time to communicate with *providers* abroad and determine if the requested accommodations you need are possible. Without adequate advance notice, unnecessary problems arise and; the *program providers* or host institution may be unable to consider your needs. Ask key questions about the UCEAP host country; for example, does weather have an effect on your disability? An effort will be made by UCEAP and the campus Office of Students with Disabilities to reasonably accommodate students while on the program.

Although UCEAP cannot guarantee the accessibility of UCEAP locations, we can advise you if one of your preferred locations appears to be accessible or recommend an alternate site.

UCEAP can provide information about approximate costs at some UCEAP sites so you can budget to pay for these expenses.

To assess your needs and determine what modifications might be possible, you must work with your UC campus disability office specialist, the UCEAP program advisor ([alogan@eap.ucop.edu](mailto:alogan@eap.ucop.edu)).



## **About Confidentiality**

Once you disclose a disability, UCEAP will only share information with those who need to know (UCEAP staff at the Systemwide Office and the faculty leader).

## *Be flexible; accommodations differ around the world*

Study abroad requires adaptability for people with and without disabilities. Living in a new culture will bring new challenges, including disability services and accessibility standards that might differ significantly from what you are used to in the U.S.

## *Sexual orientation within the context of a foreign culture*

The Rainbow Special Interest group of NAFSA, the association of international educators, provides an excellent website on LGBT (lesbian, gay, bisexual, and transgendered) issues in relation to studying and living abroad. The site offers extensive lists of travel guides, journals, and books, as well as newsletter articles, a bibliography of LGBT texts with culturally specific information, lists of related organizations, and other links for students. You may also find country-specific information at your Campus EAP Office.

Before departure, reflect on the culturally based ideas and definitions of sexual identity. For example, does the right to be LGBT in the U.S. conflict with the host country's religious or cultural values and traditions? How will you reconcile personal human rights with the cultural values of the host society? Consider how your identity as an LGBT person may affect relationships with host nationals, cultural adjustment, and the overall education abroad experience.

In preparing to study abroad, consider the following: Become familiar with the laws of the host countries, particularly those pertaining to LGBT persons. This information can be found through the Amnesty International website.

It is important to realize how behavioral signals that mean one thing in the U.S. may mean something completely different in the foreign culture. Depending on the situation, the consequences can be serious. Physical harassment, assault, and rape are threats that both women and men have to consider when interacting across cultures because of the chance of misinterpretations of behavior. Furthermore, the legal system in the country may not offer protection for the victim when issues of sexual orientation or other behavior are involved. Explore and research the cultural, legal, and social issues relevant to the country where you plan to study and travel. You will find that attitudes and tolerance toward gay, lesbian, bisexual, and transgendered individuals vary from country to country, and even within the U.S. Some countries are more welcoming and legally protective than the U.S., while others may be less accepting and more restrictive. For example, in many parts of the world, being lesbian, gay, bisexual, or transgendered is not seen as a right, but rather as a behavior forbidden by law. If necessary, are you willing to hide your sexual orientation? After finding out about the laws of the host country, would you reconsider your options? You are likely to encounter a significant range of attitudes regarding LGBT issues while abroad.

Reflect on what it means to leave behind a support system of friends and family. Being LGBT abroad has been described by some as a second coming out. How will you reestablish your identity abroad?

Before you leave the U.S., we encourage you to learn about the culture-specific norms of friendship and dating for relationships between people of any sexual orientation. Doing this research will allow you to understand the cultural codes and avoid potentially difficult situations.

Inform yourself of important safe sex practices. You might consider purchasing the most current edition of one of the various gay and lesbian international reference guides before departing from the U.S.

Whatever your own sexual orientation, keep in mind that there may be LGBT students in the UCEAP group and other groups in the host countries. Some will be ‘out,’ some not, and some may just be coming to terms with their sexual identity. Sensitivity to this diversity within your own group and the diversity of the host culture will further enrich your overall UCEAP experience.

### **Additional Resources**

Amnesty International

The International Lesbian and Gay Association (ILGA)

*Behind the Mask* (a website magazine on lesbian and gay affairs in Africa)

### *Possible racial/ethnic issues:*

The extent to which you may encounter race-based prejudice in other countries depends on the cultural, socio-economic, and political situation of the host country, and on the education level, perceptions, and attitudes of individuals you may encounter abroad. People abroad have different cultural norms and tend to be less “politically correct” than people in the U.S. Political correctness is not universal and may not apply to your specific situation.

In an international context, your race may be less of an issue than your nationality. Many U.S. students of color are surprised by this. In some countries race is discussed more casually than it is in the U.S. In other countries, it may be avoided and more taboo. Research what kinds of contact and relations your minority group has had in your host countries.

In many countries, locals are not well-informed about the ethnic and racial diversity of the United States, and they may expect all Americans to be Caucasian. In addition, some country cultures regard more highly lighter skin, a perception based more on an aesthetic bias than any racial prejudice and one that may have existed for a long time. Students of color, in particular, should not take local citizens’ views of skin color personally and should try to consider them within this context. In addition, people in villages may have a difficult time seeing some people of color as Americans.

In dealing with issues such as race, keep a few points in mind. First, be aware of your own self-image and expectations. Keep in mind that other people’s reactions may reflect their own curiosity about you. Before reaching any conclusions in new situations, it is also important to keep in mind your own cultural assumptions. If any troubling incidents arise, speak to the UCEAP faculty leader.

### *Don’t allow obstacles to stop you from studying abroad*

Decide before you go that you will give the program a chance and that you will not immediately withdraw at the first obstacle. At some point, you *will* face challenges and obstacles, but overcoming them is possible. Discuss concerns with UCEAP staff to determine solutions to potential problems before they become unmanageable.

### *Prepare for reverse culture shock; you will be a different person*

After returning from the program, the Campus EAP Office will send you information about cultural reentry issues and activities (usually scheduled for the fall), which include gatherings and volunteering opportunities to recruit or advise future UCEAP students. You are encouraged to participate in these activities. If you do not receive the information, contact the Campus EAP Office for an update.

The following books provide excellent information about intercultural issues:

\**Intercultural Communication: A Reader*, Larry A. Samovar and Richard E. Porter, editors; Belmont: Wadsworth Pub. Co., 2003. Series title: Wadsworth series in communication studies.

*\*Toward Internationalism: Readings in Cross-Cultural Communication*, Louise Fiber Luce and Elise C. Smith, editors; Cambridge, Mass.: Newbury House Publishers, 1986.

*Learning Across Cultures: Intercultural Communication and International Educational Exchange*, Gary Althen, editor; Washington, DC. Order from Publications Order Desk, National Association for Foreign Student Affairs (NAFSA), 1860 19th St., NW, Washington, DC. 20009, 1981.

\*These titles are available from Intercultural Press, Yarmouth, Maine. Intercultural Press also has a rich listing of books about specific cultures.

## **Academic Information**

### **Campus Policies & Procedures**

*Before and after UCEAP, most academic questions are specific to your campus*

#### **Absence from UC Before or After the Program**

On most UC campuses, if you are not enrolled during the academic term immediately preceding departure abroad (summer sessions excepted) you are not automatically considered a continuing student and must therefore apply for readmission to UC before departure. If you are “sitting out” a term before departure it is your responsibility to contact the appropriate office on your campus to determine your campus policy.

If you will not be returning directly to your UC campus after completing your program, find out about your UC campus leave of absence policy. Some UC campuses do not have a leave of absence status for undergraduates. If you are contemplating “sitting out” a term or two, communicate with your campus UCEAP advisor concerning your tentative plans and intended reenrollment.

If you are a **graduate student**, it is especially crucial that you follow leave of absence procedures; otherwise, you could lose graduate student status and candidacy.

#### **UC registration for term following UCEAP**

Policies and deadlines for enrollment vary by campus. The *Schedule of Classes* for all UC campuses can be accessed online. Contact your campus with questions regarding UC registration following UCEAP participation.

#### **Senior Residency Rules**

UC students are required to be in residence at their UC campus during all or part of their senior year; however, there are exceptions available to UCEAP students. Seniors on UCEAP must consult with the Campus EAP Office and the appropriate academic authorities on campus about senior residency rules.

#### **Graduation**

If you are nearing graduation, inquire at your UC campus about graduation procedures for UCEAP students. Do **not** file for summer degree candidacy if the summer 50<sup>th</sup> Anniversary Faculty-led Summer Program is your final UCEAP term. Grades may not arrive on time to accommodate the degree verification deadlines.

After you return from your program, contact your Campus EAP Office and Registrar’s Office to inquire about the completion of graduation checks and the recording of grades. See the *Grades* section in this chapter.

#### **Graduate School Planning**

If you plan to apply to graduate school while abroad, collect information on graduate school requirements before leaving the U.S. Once abroad, allow extra time for communication with the U.S. and for UCEAP grades to be reported, which may affect your graduate school application or enrollment. If you are planning to attend a

professional school following the completion of your program, consult with the appropriate advisors prior to departure regarding exams and entrance requirements.

### *General education and major requirements*

**Courses are guaranteed to count for UC units but are not guaranteed to apply to any specific degree or major requirements.**

You will earn regular UC units (not transfer credit) for all UCEAP courses you complete. Your major department determines how much credit will be awarded toward fulfillment of major requirements and which courses will satisfy specific requirements. Your college approves credit for general education courses. Keep track of which general education and major requirements you must complete. If you have questions about how your UCEAP coursework will apply to UC campus requirements, communicate with your departmental and college advisors. Before departure, obtain your advisors' contact information so you can communicate with them while abroad.

UCEAP Systemwide staff cannot provide advice about major or general education requirements or the applicability of host institution courses to your major program.

### **Keep Course Materials**

In most cases, final decisions about whether UCEAP courses fulfill major or general education requirements will not be possible until after you return from your program. To assist campus academic advisors in evaluating UCEAP courses for fulfillment of those requirements, gather course information such as syllabi, bibliographies, papers, and returned exams for use upon return to your UC campus. Keep materials for all courses you take so you have adequate proof of the work you completed at the host institution.

### *Units for UC semester students*

If you are a Berkeley or Merced student, you will see UC quarter units on your MyEAP Study List. The quarter units are converted to semester units when grades are entered on student records by the UC Registrar's Office (1.5 quarter units equal 1 semester unit; quarter units multiplied by .66 equal number of semester units; 19.5 UC quarter units would be equivalent to 13.0 UC semester units).

## Registration Process

### *MyEAP Study List and course registration*

#### **Registration:**

You must take all program courses. UCEAP Systemwide staff will pre-populate your MyEAP Study List, reflecting the above courses. Courses will appear on your UC transcript exactly as above. You will be able to view your final Study List, but no Study List changes are possible.

You may be able to petition these courses towards various departments, beyond the UCEAP subject area designations, on your home campus. Consult your home campus with any questions on this issue. Be sure to bring back all course materials to assist your advisors in making these decisions.

Note that all group study courses will be graded as P/NP, which most departments will not allow within the major. It is your responsibility to be aware of campus P/NP restrictions.

UCEAP and MyEAP Study Lists are expressed in quarter units. For semester units (Berkeley and Merced), multiply the above by .66.

## Course Numbers

UCEAP course numbers do not correlate with any specific UC course numbers; UCEAP enrolls students from all 10 UC campuses—all of which have their own course numbers and systems. However, UCEAP does use the UC numbering scheme: 1-99 are lower-division, 100-199 are upper-division, and 200s are graduate-level.

## Grades

You will earn UC credit and grades for all coursework. Courses with the Letter Grade grading option will be calculated into your cumulative UC GPA. Your grades will not be transmitted until any outstanding balance owed to UCEAP is paid in full.

Grades will not be posted as quickly as on campus. Grades will be entered as a group, and will be transmitted as a group by UCEAP Systemwide staff to the respective UC Registrars' Offices. Do not file for summer degree candidacy. Grades won't be available by most degree verification deadlines, and cannot be expedited individually for this reason.

All grades that the UCEAP Systemwide Office report to UC campus registrars are permanent and final. A grade may not be changed except to correct a documented clerical or procedural error. Once grades have been recorded at your UC campus, check the UCEAP portion of your academic records carefully. If you suspect an error, request a review of your record using the [Request to Review](#) form, and/or refer to the entire Grades section of the [Academic chapter of the UGSA](#) for further information on grade queries.

The P or NP (or S or U for graduate students) grade will be assigned in accordance with the rules of your UC campus; some UC campuses consider a grade of C or above (B for graduate students) to be equivalent to a P or S, while others consider a grade of C- or above (B- for graduate students) to be equivalent to a P or S.

### *Official UC Grades and Transcripts*

You will earn direct UC credit and grades for all UCEAP coursework. All UCEAP course information—subject areas, course numbers, course titles, and units as they appear on your MyEAP Study List—will appear on your official UC transcript with final grades that will be calculated into your cumulative GPA.

Your faculty leader is the official UC instructor of record for courses taken during the program.

### **UCEAP Grades are Final**

All grades the UCEAP Systemwide Office reports to UC campus registrars are considered permanent and final. A grade may not be changed except to correct a documented clerical or procedural error. With the exception of grades of Incomplete (I) or In Progress (IP), no grade may be revised by reexamination or by completing additional work.

Once grades have been recorded at your UC campus, check the UCEAP portion of your academic records carefully. If you suspect an error, you may request a review of your record using the Request to Review form.

### *Request to Review Student UCEAP Record*

This form is used to request an *investigation* of a student's record of possible clerical or procedural errors. Requests will not be processed if they are made more than **12 months** after the end of the program. The end of the program is determined according to the UCEAP calendar for the program in question.

Errors include those either on the study lists or final grade reports; for example, a data entry error by the Systemwide Office or UC Registrar's Office.

There must be evidence of a clerical or procedural error in order to make any correction to the academic record. All corrections must come through the UCEAP Systemwide Office to the UC Registrar.

## **Grade Appeals**

If you believe that non-academic criteria have been used in determining the final UC grade for a course, write to the UCEAP Systemwide Office representative within **two months** following the date that grades are recorded at your home campus. Criteria not directly reflective of academic performance include discrimination on political grounds, race, religion, gender, sexual orientation, ethnic origin, or nationality.

## **Withdrawal, Petitions, and Incompletes:**

You may not withdraw from individual courses during the program.

If you withdraw from the entire program prior to departure, all MyEAP Study List courses will be deleted and no course entry will appear on your UC transcript.

If you withdraw from the entire program between the start and end dates of the program, all courses will be reported with W grades to the UC Registrar.

After the program ends, you can only drop courses via Retroactive Petitions, which are generally only approved in unusual health or similar circumstances. Retroactive Petitions require input from your faculty leader and the Systemwide Office, but final approval rests with your UC campus. If you are approved to drop courses via retroactive petition, these courses will be reported with W grades to the UC Registrar.

You must complete all work by the dates set by your faculty leader. Contracts for Incomplete will only be granted in exceptional circumstances, usually due to illness or injury, and only if you can reasonably be expected to complete the work based upon how much of the program was missed. If you have any health or similar reasons and feel you are unable to complete a course, consult with your faculty leader immediately.

## *Grades from UCEAP Take Time*

Grades earned abroad may not be posted to UC records as quickly as UC campus grades are posted. Once the grades for a program are available from the instructor, they are sent to the Systemwide Office where they are processed (as a group, not individually) and then electronically transmitted to the respective UC Registrars' Offices. After your grades are transmitted you will receive an automatic e-mail notification and you will be able to view your grades through your MyEAP portal the next business day; however, grades are not official until they have been posted to your UC transcript.

The UC Registrar must receive the grades directly from UCEAP for degree verification. Do not file for degree candidacy your final term of UCEAP; grades won't be available by most degree verification deadlines.

## **Intercampus Transfers**

If you transfer UC campuses while you are abroad, coursework completed prior to the transfer remains with the original UC campus; subsequent work will be recorded at the campus to which you have transferred.

## *Outstanding Debts and Grades*

If you have an outstanding balance owed to UCEAP, your grades will not be transmitted to your UC Registrar's Office until your balance is paid in full.

## **Safety: A Partnership**

*Think about Safety and Have a Plan*

***Make all necessary preparations for a high-quality learning experience on UCEAP.***

You have a responsibility in determining the quality of your experience. UCEAP also strives to establish and maintain professional competence, ethical practices, and the highest quality of services. UCEAP achieves these objectives by being accountable to UCEAP constituents and through collaborative partnerships within the University of California community, UCEAP host institutions, UCEAP operations abroad, UCEAP students, University of California security and insurance providers, and U.S. government agencies.

Read all UCEAP materials, have a personal emergency action plan, and participate fully in UCEAP orientations.

Understand and comply with the UCEAP Student Agreement, policies, and emergency procedures.

UCEAP provides specific information about potential challenges while abroad through a variety of sources: your UCEAP Faculty-Led Student Handbook, the UCEAP website, risk-assessment documents for selected countries, U.S. Department of State safe travel links, and other sources.

The University of California Education Abroad Program has established policies and procedures to help you minimize your risk exposure and enhance your safety. However, your own conduct is the central factor in promoting your safety and well-being. Staying safe and secure while abroad is a partnership with UCEAP and it requires you to take personal responsibility for observing culturally appropriate behavior, exercising sound judgment, and abiding by UCEAP policies and procedures. You need to recognize that you are responsible 24 hours a day, 7 days a week for exercising good judgment to protect your health, safety, and well-being. Essential behaviors include being aware of your surroundings, understanding how your conduct and actions may be perceived, and being sensitive to the impact that your behavior could have on your personal safety.

You are expected to report safety concerns or incidents to the UCEAP on-site representative ready to provide assistance.

### **Travel Signout**

**You must sign out if the faculty leader has authorized your travel during the Program.**

For your own welfare, UCEAP requires you to sign out through MyEAP when you travel anywhere overnight away from the UCEAP program location and to carry emergency phone numbers with you at all times.

### ***Adopt a safe lifestyle.***

Personal safety is important to consider while traveling anywhere in the world, including the United States. The majority of UCEAP students will have safe experiences. However, even with the best-planned trips, things can go wrong. Though your first goal will be to prevent problems, you will also need to be prepared to respond if a problem occurs.

UCEAP promotes a safety support system and offers reliable information on potential risks and necessary precautions you must observe. You must heighten your awareness to ensure your safety and security during your UCEAP experience and personal travel.

To prepare for a healthy and safe experience, inform yourself about your destination and discuss basic health and safety issues with your family and your UCEAP advisor before departure. UCEAP considers your safety and security a partnership with you. You can—and UCEAP expects you to—adopt a safe lifestyle.

## **UCEAP Cannot:**

Guarantee or assure your safety or eliminate all risks from study abroad environments.

Monitor or control all of your daily personal decisions, choices, and activities.

Guarantee that you will not engage in illegal or dangerous activities.

### ***Mentally prepare for moving to an unfamiliar environment.***

Your well-being abroad is mostly your responsibility so educate yourself about cultural differences.

The most important factor that may affect your stay is your personal behavior, which only you can control. Prepare now for living in an unfamiliar location. Consider how you might respond or react to unexpected situations, how you will conduct yourself in public settings, etc.

Understand how you will tolerate adversity and uncertainty.

### ***Actively minimize risks and prepare for potential hazards.***

Living and studying in an unfamiliar location comes with risks. You and your family play a role in reducing potential risks and developing a personal emergency plan. UCEAP expects you to participate actively in minimizing risks while abroad.

The goal is to make informed, responsible, and reasonable choices concerning your health and safety.

## **Basic Predeparture Steps**

### ***Discuss questions and concerns with UCEAP staff.***

Experienced staff in the U.S. and abroad will help you to prepare and to stay safe during your daily activities and during emergencies.

### ***Register your trips with the U.S. Department of State.***

Online registration for U.S. citizens with the Smart Traveler Enrollment Program (formerly known as ‘Travel Registration’ or ‘Registration with Embassies’) is free, easy, and voluntary. You will receive the latest travel updates and information on any destination. You only need to sign up once, and add and delete trips from your account. The U.S. Department of State registration can be accessed through the **Smart Traveler App** (currently available for iPhone users), which is designed to provide mobile access to frequently updated official country information, travel alerts, travel warnings, maps, and U.S. embassy locations.

Make the Smart Traveler Program part of your travel planning and security. Update your travel plans if you will be traveling to other countries during your UCEAP break. This will help the U.S. Department of State contact you if there is a family emergency in the United States or if there is an emergency where you are traveling. Also, registration helps if your passport is lost or stolen while you are abroad.

### ***Sign your passport and fill in the emergency information.***

Make sure that the personal information on your passport is correct. If it is, sign it and fill in your current address and the name of a person to contact in case of emergency. Always keep your passport in a safe place.

Make two copies of your passport and carry additional passport-size photos. Give one copy to a friend or relative who can be contacted if your passport is stolen. Take the other copy and extra photos with you. If your passport is misplaced and you can provide the U.S. embassy or consulate with a photocopy of your passport identification page, that will make getting a new passport easier since your citizenship and identity information would be more readily available.



### ***Know how to contact the U.S. embassy during your travels.***

Refer to [www.usembassy.gov](http://www.usembassy.gov) or use your mobile phone to contact the nearest U.S. embassy anywhere in the world. The site is accessible on any Web-enabled mobile device: <http://apps.usa.gov/app5>

### ***Develop a personal emergency plan.***

Have a personal Emergency Plan (EP) in place to prepare for possible risks. Some examples for your personal EP include: 1) If you travel during a UCEAP break, be sure you know where you should go first in an emergency; 2) Do you have an emergency cash reserve?; 3) Do you know how to get safely to your destination?; 4) List risks that are present at your destination and how you will manage them.

While on the program, should you find yourself in trouble or in need of assistance, your first point of contact is the faculty leader. If you or a classmate requires immediate medical attention, contact the local emergency services first—and then inform the faculty leader of the events leading to the emergency. Local emergency numbers available for your site will be given to you by the faculty leader.

## **Medical Emergencies**

In cases that require immediate medical attention, have someone call the local emergency number right away. Carry these numbers with you. If you are not with the faculty leader, contact him/her immediately. You may be responsible for paying for treatment at the time of service; you can submit the claim to the insurance provider upon return. After seeking treatment, contact [ideromana@eap.ucop.edu](mailto:ideromana@eap.ucop.edu) with using your UCEAP insurance. The better prepared you are, the better you can respond effectively to an emergency and/or crisis. Leave a copy of your plan with your family in the U.S.

### ***University of California Traveler Services.***

University of California provides you with access to the iJET Worldcue Planner Service to help you prepare for any travel destination. You will be registered automatically. iJET Worldcue are the University of California providers of security protection and travel intelligence services. iJET will provide you with travel alerts and in-depth information about all your travel destinations, including health, transportation, security, entry/exit requirements, travel tips, etc.

Destination intelligence

Information related to your trips to, from, and within your UCEAP location

## **Do Your Homework Before Departure**

### ***Know emergency numbers.***

Be prepared for emergencies and plan ahead on how you will handle them. Know how to contact the police, an ambulance, the fire department, your faculty leader's emergency phone number and the UC traveler assistance providers, Europ Assistance. Carry all numbers in your wallet on an emergency contact card in case your phone is misplaced. Also, store all numbers in your cell phone.

### ***Know what to do and who to contact during a personal emergency...***

Carry local emergency numbers (police, ambulance, etc.) and program emergency contact information with you at all times. Depending on the seriousness of the situation, contact local emergency services first and then contact your faculty leader. Let the faculty leader know of any emergency before contacting your parents, guardians, or emergency contacts so local staff can respond immediately.

Keep separate emergency funds in case you are stranded or need to leave the country quickly.

### *Know the laws of your UCEAP host countries*

When you are in a foreign country, you must obey all laws and host institution regulations.

#### **You cease to be protected by U.S. Law and Constitutional rights once you leave the country.**

The local legal system may differ significantly from the United States and may not afford the protections available to you under U.S. law. Penalties can be more severe than in the United States for similar offenses.

It is your responsibility to inform yourself about the legal system in your UCEAP host countries and in any country you plan to visit. Ignorance of local law is no defense to escape liability for violating that law.

If you break local laws while abroad, the U.S. government can do very little to help you. You will not be granted special privileges or rights. The U.S. embassy may assist you in finding legal representation, but if you are accused or arrested for a crime, they cannot intervene on your behalf or get you out of jail. You will be responsible for bearing the financial burden of your legal representation and the outcome of a trial.

### *Learn about road safety.*

According to the U.S. Department of State, road travel is the greatest risk to healthy Americans abroad.

In some countries, bad roads and careless drivers are considered top dangers.

For information about road and traffic realities abroad, visit the Association for Safe International Road Travel (ASIRT) website. ASIRT provides the following tips for safe travel.

- Choose the safest form of transportation in each country.
- Avoid night travel in countries with poor safety records and/or mountainous terrain.
- Understand local “road culture.”
- Be aware of traffic patterns as a pedestrian.

### *Follow news reports about your host countries.*

For the latest security information, regularly monitor the U.S. Department of State’s International Travel page and official news sources.

### *Know how to ask for help in the local language.*

Get emergency vocabulary before you travel and memorize words for both medical and non-medical emergencies.

If you have a disability, learn specific vocabulary relating to your disability to communicate important needs during an emergency.

## **While on UCEAP:**

### ***On-site Orientation***

When you arrive at your host country, you will have a required onsite orientation, which includes a review of specific safety and security guidelines. You will learn about culturally appropriate behaviors and receive information how to remain safe.

### ***Arrange to contact your family by appointment after arrival.***

Discuss communication expectations *before* the start of the program. Stay in touch with your family to reassure them of your safety and whereabouts. If you make plans to call at a certain time, follow through so your family does not worry unnecessarily. This is especially crucial when you first arrive.

It may be difficult to anticipate where you may be at all times during the program, so discuss what types of communication may be feasible, alternate communication plans if there is an unexpected delay, and how often you will communicate. If your availability changes, notify your family so they don't worry when you have not called as regularly as expected.

### ***Use MyEAP to provide and update your local contact information.***

Log on to your MyEAP account and select **Contact info** from the left-hand menu under Student Information. You will need to add and/or update "Address Abroad While Participating in UCEAP." If you do not have reliable access to the Internet, provide your local contact information in writing to the UCEAP local faculty/staff or liaison officer.

Carry at all times the faculty leader and/or host institution contact information. Provide your family with accurate and updated local contact information, including country and city codes. UCEAP and emergency contact information is published in your UCEAP Faculty-Led Student Handbook.

### ***Connect with UCEAP and your family during a local or regional disaster.***

In the event of a local emergency (earthquake, flood, etc.), report your welfare status immediately to the faculty leader. A UCEAP representative in California will contact you and/or your faculty leader to determine your well-being and whereabouts, and to provide information, instructions, and advice. You may also be asked to call other students in your group if the faculty leader established a phone tree for emergencies.

Details on emergency protocols will be discussed during the on-site orientation; pay careful attention to those instructions. Update your local contact information in MyEAP.

News about an emergency or disaster in your host country may be broadcasted by the media in the U.S. so contact your family in the U.S. when possible to let them know about your well-being and to help minimize anxiety.

### ***Independent personal travel.***

**Do not plan on independent travel during the program unless authorized by the faculty leader. If traveling before and after the program, do not hitchhike. Hitchhiking is risky for both men and women, and it is not a safe way to travel in most parts of the world.**

Provide a detailed itinerary to the faculty leader and your family if the faculty leader has authorized you to leave the program location for more than 24 hours. The itinerary should include your contact information, travel dates, and destinations.

How?

Log on to your MyEAP account

Choose **Travel Signout** under Participation

If you do not have easy access to MyEAP, provide information above in writing to the faculty leader.

While traveling, know where you are, where you are headed, and how you are getting to your destination. If your family does not hear from you for a while, they might worry needlessly. If you have not signed out, UCEAP cannot reassure them.

If you will be traveling independently before or after the program, UCEAP strongly discourages couch surfing through online networks that connect you to people who will let you sleep on their couch for free. Safety is your primary concern and responsibility, so whether you choose to couch surf or not, make sure someone knows where you are at all times. Always keep emergency phone numbers at hand and note where police stations are located in every city you visit.

### *Take Precautions Abroad to Reduce Risks*

*Be aware of your surroundings and avoid being a target of crime.*

#### **Risks upon Arrival:**

Newly arrived travelers are often targets of crime because they:

- Are unfamiliar with their surroundings
- Might not speak the local language well
- Are recognizable as foreigners
- Have not yet learned the social norms or unwritten rules of conduct
- Are eager to get to know new people and the local culture
- Are naive to the intentions of people around them
- Are carrying all their valuables with them

#### **Actions to Avoid:**

Some factors that you can control, which may place you under greater risk, include:

- Being out after midnight
- Being alone at night in an isolated area (travel with someone whenever possible)
- Being in a known high crime area
- Sleeping in an unlocked place
- Being out after a local curfew
- Being under the influence of alcohol or drugs
- Carrying excessive amounts of cash and/or valuable property

### *Pay attention to your actions and appearance and try to adapt.*

Keep an open mind. Learn how your own culture is both similar to and different from the local culture. In your new surroundings, others may misinterpret or be offended by what you may consider normal dress and interaction. Be aware of local dress codes and customs and adapt accordingly. Be culturally sensitive without compromising your safety.

Social gestures that may seem innocuous in your culture may be interpreted in radically different ways in other societies.

Make sure your appearance is respectful of local customs; do not risk drawing negative attention to yourself by wearing inappropriate clothing. Understanding local culture will help you stay safe.

Communicate concerns about situations that seem particularly awkward or inappropriate.

### *Prepare to live in an urban environment*

Many program sites are in major international cities. You may experience conditions generally associated with dense urban living: increased crime, pollution, sexual harassment, and standards of living that are not

comparable to life at UC. Practice the same safety tips you would in any place you are not familiar with. The more you learn now about these realities, the better prepared you will be to handle the challenges and rewards of studying abroad.

### *Safeguard your belongings from damage or theft*

As on your UC campus, you are responsible for your personal property. You can safeguard your belongings from damage or theft by making sure that your room and windows are locked, and by securing money, travelers checks, and other valuables.

Review the personal property insurance benefits in the UCEAP Insurance Plan and determine whether they are adequate.

### *Fire safety involves thinking ahead, knowing what to do, and keeping fear under control*

According to the U.S. Fire Administration, every year in the United States, about 3,500 people die in home fires. Many might be alive today if they had only learned what to do during a fire. Almost 70 percent of all residential fire victims die of smoke inhalation, poisonous gases, or lack of oxygen—not severe burns.

Fire safety is a shared responsibility between UCEAP (orientation training of students), the community (well-trained and prepared emergency responders) and the individual person. You are ultimately responsible for your own safety during a fire. It is vitally important for you to know how to react during a fire.

Practice a fire escape plan and fire-safe behavior on a regular basis. When a fire strikes, you may have less than one minute to get safely out of a building. Knowing what to do can mean the difference between life and death. **Take the time to inspect your lodging for possible safety hazards**, including lack of smoke detectors, exposed wires, and improperly operating heating and cooking equipment.

In many countries, fire regulations do not exist, firefighting equipment is antiquated, water sources are inadequate, and buildings are constructed to minimal standards. Although many fire departments around the world have equipment that can reach above a second floor, most do not have equipment to reach beyond a seventh floor. If you live in a multi-story building, request a room between the second and seventh floors. Accommodations in many countries differ considerably from those found in North America and Western Europe. Fire safety features required in U.S. hotels and universities and strongly suggested for U.S. households—such as sprinkler systems, smoke detectors, fire stairwells, and emergency lighting—are often either lacking or inoperable.

For more information, visit [www.firesafetyfoundation.org](http://www.firesafetyfoundation.org)

## **PREVENT**

Taking a few sensible precautions, you can help protect yourself, and others, from injury—or worse:

Ensure you have a working smoke alarm and test it weekly

If you smoke, never smoke in bed; when you finish a cigarette, put it out completely and make sure all cigarette ends are cold before emptying ashtrays into bins

Be aware of where fire alarms are located and fire equipment is kept

Draw an escape route. Plan and practice it with your housemates

Keep a flashlight on hand to help guide you through smoke

## **Living in Halls of Residence**

If you have any concerns or questions about fire safety in residence halls (e.g., you've spotted a fire risk) speak to officials at your host institution. If you have a disability and would need assistance during a fire, let the

university or college health and safety officer know when you arrive. You should also: check what the fire safety rules are, such as any ban on candles in rooms pay attention to fire drills, if practiced, and never ignore alarms

## **HAVE A PLAN**

Preparing and practicing a plan of action will help you, and others, act quickly if there's a fire—it could even save your life.

**Locate Your Exits:** Count the doors between your room and the nearest exit; this could be a lifesaver if you have to crawl low under smoke through a smoke-filled room or corridor.

**Have a Fire Escape Plan:** In the event of a fire, time is not on your side, since a **free burning residential fire can double in size every 30 seconds**. A pre-plan for escape can help you get out quickly. The residence will also rapidly fill with blinding, choking, thick black smoke, so practice evacuating the building blindfolded. Begin planning your escape from a fire as soon as you move into your residence. Should a fire occur, you will be able to act efficiently and without panic.

**Portable Fire Extinguisher:** Fire extinguishers are valuable safety tools when you know how to use them. A 5-lb. fire extinguisher with a 2A-10BC rating is sufficient for most residential fires. Caution: a fire extinguisher is intended for use on small fires only. If you cannot extinguish the fire with one extinguisher, get out of the building immediately because that fire is going to grow exponentially and you will be in danger.

**Fire Escape Ladder:** A portable ladder may be helpful as a last resort if your room is on the second or third floor of a building.

**Whistles:** Consider having a key-ring loud safety whistle for any kind of rescue to attract attention.

**Cell Phones:** Have a reliable and charged cell phone at hand. Enter the local emergency numbers (keep a hard copy of all numbers in your wallet).

**Smoke Alarms:** A properly installed and maintained smoke alarm is the only thing that can alert you to a fire 24 hours a day, seven days a week. Since smoke and many deadly gases rise, installing your smoke alarms at the proper level will provide you with the earliest warning possible. Always follow the manufacturer's installation instructions.

**Pack a portable, battery-operated smoke detector for use in private lodgings and/or hotel rooms while traveling during breaks.** A smoke detector should be temporarily located as close to the ceiling as possible in a hotel room, but should be permanently attached to the ceiling in your place of residence.

## **ACT**

If a fire breaks out:

Do not investigate the fire

Crawl on the floor if there's smoke; the air is cleaner near the floor

On the floor, put your nose as low as possible—remember, smoke is toxic and can kill you

Use the stairwell or fire escape for evacuation. **DO NOT USE ELEVATORS.**

Stay calm so you can take steps to protect yourself.

Close all doors between you and the fire and stuff wet clothing, towels, etc., in cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help.

Never open doors that are hot to the touch. When you come to a closed door, use the more heat sensitive back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame to

make sure that fire is not on the other side. If it feels hot, **do not** open the door; use a secondary escape route if there is one available. Even if the door feels cool, open it carefully. Brace your shoulder against the door and open it slowly. If heat and smoke come in, close the door immediately, and make sure it is securely closed, and then use your pre-planned alternate escape route.

## **SURVIVE**

If your exit path is clear, crawl into the hallway. Stay close to the wall to avoid running into others or into rescuers. If there is smoke in the hall but no fire, crawl to the exit. Cover your mouth and nose with a wet washcloth in case the smoke becomes too thick for you to breathe.

When navigating stairs, hold the handrail for guidance. This will also help protect you from being knocked down by other people trying to escape. If you encounter heavy smoke in the stairwell, do not try to run through it. You may not make it. Turn around and walk up to the roof exit.

If you cannot leave the room, retreat to a place with an outside window remote from the fire, smoke, or emergency situation and scream for help if possible. Place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. Do not leave the window open. Leaving it open can draw in fresh air and feed the fire. Sometimes opening a window will change the air pressure in the room and smoke may enter the room from the inside or the outside of the building. If smoke starts to enter the room through the open window, from around the closed door, or through vents, *immediately close* the window. If you really must get out of the window, look for a ledge; if there is a ledge, you can get yourself out onto the ledge facing the building. Always face the building structure when exiting a window on an upper floor.

Protect yourself from smoke inhalation when inside. Take a shirt or a rag and get it wet. Place it over your nose and mouth. This will only buy you a minute or so, which is not a lot of time, but it does help to filter those products of combustion which lead to smoke inhalation. Smoke inhalation causes people to become disoriented and can even render a person unconscious.

**If your clothing catches on fire: STOP, DROP, and ROLL:** If you are caught in smoke, do not stand upright; crawl or keep low to the floor to avoid smoke and odorless carbon monoxide. Practice staying low to the ground when escaping. Smoke rises, so stay close to the floor where the air will be less toxic. The “safety zone” of breathable air is about 12 to 24 inches above the floor.

### **Identifiable Fire Hazards:**

Identify potential fire hazards (see below for partial list) and take steps to minimize or eliminate hazards. Eliminating fire hazards associated with electricity, natural gas, and flammable liquids will go a long way toward reducing your fire risk.

Smoking in bed or careless smoking. Careless smoking is known to be one of the primary causes of home fires. If you don't discard a cigarette properly, loose embers that are hot can ignite when they come in contact with a flammable surface.

Other significant hazards include:

Smoke alarms that do not work.

Expired or inoperable fire extinguisher.

No escape plan.

Overloaded extension cord. Overloaded electrical outlets.  
Using a space heater that is not laboratory tested and approved.  
Frayed cord plugged into wall socket.  
Electrical cords under carpets or across high-traffic areas.  
Electrical appliances left on (hair iron, etc.)  
“Daisy-chained” power strips (one plugged into another).  
Power strip without circuit breaker.  
Flammables close to a source of ignition.  
Unattended candle, fireplace, or space heater.

### *Encountering Racism While Traveling*

Dealing with racism while traveling will never be a welcome experience. Depending upon location there may be common misperceptions of people of a certain race, benign curiosity of people of a certain race, and even specific stereotypes of women of a certain race. You will always have a choice about how to deal with these situations. Among other things, you can report racism to a relevant authority, educate people on your own, or try to ignore it and enjoy your travels. Whatever you do, make sure that you do not compromise your own health and safety to tackle racism while traveling. For more information refer to the **Student Life** chapter in this guide.

### *Avoid demonstrations and events that may become unruly*

Do not participate in illegal strikes or demonstrations. Abide by the laws of the country. Although strikes and demonstrations may occur in your host country, be aware that you can be arrested and/or deported if you participate in local political activities, including peaceful demonstrations. The local constitutions of many countries around the world prohibit political activities by foreigners.

If possible, avoid demonstration areas and be cautious within the vicinity of any demonstrations. Seek shelter immediately. Anti-American sentiments may be expressed at some political events, and even demonstrations that are intended to be peaceful can sometimes turn violent.

Participating in an illegal demonstration or strike could cause you physical harm, and it might also damage UC’s relationship with the host institution or country.

### *Emergency suspension and evacuation plans*

Planning in the event of an emergency is crucial while you are abroad.

The UCEAP emergency management plan is a dynamic process that begins well before any critical event and extends beyond its conclusion. It follows a multi-level response. An evacuation plan is one way to ensure the safety of all UCEAP students, faculty, and staff and reduce their exposure to a risky situation. The goal of the evacuation plan is to provide a reasonably safer environment for all students. Every stage before, during, and after an emergency will present different challenges and will require UCEAP to implement different strategies for effective management.

As a crisis develops, the on-site faculty/staff, host institution, and staff in California will constantly assess the nature and extent of the emergency. University of California first responders will strive to protect UCEAP students first. This responsibility may, at times, appear in conflict with the premise that students are adults; there is no autonomy or independence when it comes to following UCEAP instructions during an emergency.



In matters relating to personal safety, the authority of the University of California or a local government will supersede any individual wishes. While each of us responds to and deals with emergencies in a different way, and you may potentially feel that UCEAP acted prematurely, the University does not negotiate the handling of an emergency or crisis. You must quickly follow all UCEAP instructions to respond in a mature, respectful, and responsible fashion. UCEAP decisions made during a crisis will vary depending on the nature of the event.

If a local situation requires increased caution, shelter in place, or a program suspension and evacuation of participants, UCEAP will activate its contingency plans for the specific location. For security reasons, contingency plans are not public and cannot be shared with anyone except UCEAP faculty and staff. Safe evacuations and/or relocations are not easy and can be a deeply unsettling and chaotic experience to many students.

### **UCEAP Program Suspension Policy**

If the U.S. Department of State or the U.S. Centers for Disease Control and Prevention issues a Travel Warning after the start date of the program term, UCEAP may suspend the program. If time and local security conditions permit, UCEAP will consult with the UC Study Center Director, U.S. Department of State regional and security analysts, University of California Office of Risk Services, University of California security provider and insurance carrier, other organizations that offer programs in the same country, and area experts to determine the appropriate time frame for suspending the program and/or the departure of the students from the host country.

When possible, UCEAP will assist students in completing their academic program while minimizing adverse financial consequences.

### **In the Event of a Local Emergency**

There are many types of disasters and emergencies: floods, fires, earthquakes, hurricanes, tornadoes, civil unrest, etc. Being prepared can reduce fear, anxiety, and losses. Communication lines usually break down during a major local emergency, so discuss all the ways you and your parents can connect—via cell phone, text (which sometimes works even when cell networks are jammed or down), e-mail, online social networks, land lines, and through UCEAP. It is critical to provide your local contact information to your parents, UC campus officials, and the UCEAP representative. The Systemwide Director will contact you and the other UCEAP participants immediately to ascertain everyone's welfare and to provide information, instructions, and advice. You are advised to contact your parents/guardians or other emergency contacts. Depending on the emergency, the UCEAP Systemwide Office will post a message on the UCEAP website, [www.eap.ucop.edu/911](http://www.eap.ucop.edu/911), and provide e-mail updates to your emergency contacts and parents. Make sure you enter your parents' e-mail address in MyEAP.

Regardless of the nature and extent of a crisis, it usually has an impact on everyone in the UCEAP community. Local staff, host universities, parents, families, friends, and UCEAP staff in California may be profoundly affected by every tragedy, emergency and unforeseen crisis that could occur during your UCEAP experience. The host country nationals and local students in your classes, faculty, and staff are just as deeply touched and impacted by the local events and will require emotional support and stress relief.

### ***Avoid illegal drugs and excessive or irresponsible consumption of alcohol.***

Never feel pressured into drinking alcohol or using illegal substances. Read the UCEAP Substance Abuse Policy.

Obey local laws and regulations, especially those pertaining to drug and alcohol use. Excessive alcohol consumption and unruly behavior can lead to serious problems with local authorities. Disturbing the peace, lewd or indecent behavior, littering, drinking on the street or on public transportation, etc., may be considered

criminal activities by local authorities. Every year, many American students are arrested abroad on drug charges or because of their behavior under the influence. Ignorance of the law is no excuse, so be informed.

Local laws can impose harsh penalties for violations that would be considered minor in the United States. Having U.S. citizenship will not exempt you from prosecution under the local criminal justice system.

## *Avoiding Scams and Other Crimes*

*Prevent being a victim by being alert and knowing how to identify scams.*

### **Beware of Offers for “Free” Drinks**

Unfortunately, some UCEAP students have been victims of spiked drinks. Designer drugs are being used in many parts of the world to take advantage of unsuspecting victims. Some of the drugs used are: Rohypnol, GHB, Ecstasy, Ketamine, Burunganda, etc. Drinks of any type can be spiked, including water, coffee, sodas, and alcoholic beverages. You may not be able to see, smell, or taste if your drink has been spiked—the drug may be colorless, odorless, and may not affect the taste of your drink, *or it may taste salty*. The effects of Rohypnol can be felt within 30 minutes of being drugged and can last for several hours. GHB takes effect in about 15 minutes and can last 3 or 4 hours. It is very potent. Ketamine is very fast-acting. You might be aware of what is happening to you, but unable to move. It also causes memory problems. If you are drugged, you might look and act like someone who is drunk. Most victims don’t remember being drugged or assaulted.

Warning signs include: feeling dizzy or faint, feeling sick or sleepy, feeling intoxicated or confused—even if you’ve only consumed a little alcohol—passing out, and waking up feeling uncomfortable and disoriented with memory blanks about the night before.

To minimize your risk:

Watch your drink and watch out for each other’s drinks.

When in bars or clubs, always get your drink directly from the bartender and do not take your eyes off the bartender or your order.

Do not accept open drinks. Open your own bottle or container.

Never leave your drink unattended.

Do not share drinks.

Do not drink from punch bowls or other common, open containers. They may already have drugs in them.

Keep your eyes and ears open; if there is talk of date rape drugs or if friends seem “too drunk” for what they have ingested, leave the party or club immediately.

If you think your drink tastes funny, discard it. If you leave it lying around, someone else may drink it. Do not listen to anyone if they challenge your better judgment, for instance by telling you things like, “That salty taste is normal.” GHB can give your drink a salty taste.

## *Sexual Assault*

*Rape and sexual assault can happen to women and men anywhere in the world.*

In the United States violence against women, specifically sexual assault, continues to be a serious problem on college and university campuses. Sexual assault is defined as any unwanted sexual contact, including rape. Victims do not cause sexual assault. It is wrong for anyone to have any sexual contact with you without your consent—regardless of how well someone knows you, how much you’ve had to drink, or whether some of the sexual activity was consensual.

If you're too drunk to understand a person trying to say "No" . . .

If you're too drunk to listen and respect a person trying to say "No" . . . or

If you have sex with a person who is incapable of giving consent . . . it is rape!

Even if you think you would never force sex on a person, you might lose control if you have been drinking.

*If you are sexually assaulted.*

If you have been sexually assaulted while abroad, get yourself to a safe place and consider talking to a friend and/or to the faculty leader immediately. Consider getting medical attention.

Reporting the incident to law or university officials is your choice. Understanding that reporting is an intensely personal process, and is considered empowering and therapeutic for some yet emotionally draining and unsatisfactory for others, the University respects your right to decide whether or not to report.

The UCEAP insurance policy provides an Emergency Reunion Benefit to pay for the travel expenses of a family member to join you while abroad. Covered expenses include a roundtrip economy airline ticket and food and lodging expenses not to exceed \$500 a day for up to 10 days. Benefits will not be paid unless the insurance carrier authorizes all expenses in advance and services are rendered by Europ Assistance, the UCEAP travel assistance provider.

***Reporting Sexual Assault, Rape, Sexual Harassment to UCEAP.***

Rape and sexual assault can happen to women and men of all ages and backgrounds. While most UCEAP students abroad do not experience sexual assault, UCEAP officials are becoming more aware of students being sexually assaulted while abroad because students are choosing to report. Sexual assault is a very traumatic experience—whenever and wherever it happens—but it may be more difficult to deal with when it happens in an unfamiliar setting. UCEAP officials in California and abroad and UC host institution officials will be as helpful and responsive as possible with you if you choose to report rape or sexual assault, or attempted rape or sexual assault. Cultural and social attitudes toward rape and sexual assault victims may vary greatly in different countries. The support you receive from law officials and others, in addition to the resources available to you, will vary from country to country. In the United States, for example, if you tell a medical professional that you have been raped, he or she is legally required to report your name and situation to the police. However, you have the legal right to refuse speaking with the police. Laws in other countries may provide you with more or less decision making power. Therefore, it is important to consult with UCEAP staff/faculty abroad.

**The UCEAP Title IX/Sexual Harassment Officer**

If you have been the target of a sexual assault, including rape, you may request an administrative investigation with or without filing a police report.

Contact Inés DeRomaña at [ideromana@eap.ucop.edu](mailto:ideromana@eap.ucop.edu)

*Reporting to the police.*

If you decide against reporting the incident to the police, it is still a good idea to have a medical exam to see if you were injured and to check for sexually transmitted diseases and pregnancy. Be aware, though, that some countries will require the attending physician to alert the police. You may receive an exam and avoid legal involvement by not disclosing the sexual assault to the medical professionals if you do not want to report the assault to the police.

*Care after sexual assault.*

Different people react to the trauma of sexual assault in different ways. As a survivor, you might feel angry, ashamed, frightened, or guilty. You may have different feelings at different times. You may have some of these feelings soon after the attack and some may develop later on, even years later. This is normal after such trauma and you should consider getting help and advice from a counselor or support group whenever you feel you need

to. UCEAP can provide you with information on what professional and legal help is available to you—both locally and in California.

### ***Myths/Truths***

**MYTH:** Rape is uncommon.

**REALITY:** According to United States Department of Justice document, *Criminal Victimization in the United States*, there were overall 191,670 victims of rape or sexual assault reported in 2005. Only 16 percent of rapes and sexual assaults are reported to the police (*Rape in America: A Report to the Nation*, 1992).

Worldwide, a United Nations statistical report compiled from government sources showed that more than 250,000 cases of male-female rape or attempted rape were recorded by police annually. The reported data covered 65 countries. For additional worldwide statistics, visit [Nationmaster.com](http://Nationmaster.com)

**MYTH:** There are many false rape reports. Many women make false rape accusations because they changed their mind after having sex, or in order to get revenge on someone.

**REALITY:** False rape reports are very rare and are not more common than for any other felony crime. In reality, sexual assault is the most underreported violent crime in the U.S. 84 percent of rapes are never reported to the police.

**MYTH:** Sexual assault is an impulsive crime of passion and lust.

**REALITY:** Rape is not sex. Sexual assault uses sex as a weapon to dominate, humiliate, and punish victims. Perpetrators plan most sexual assaults in advance. Sexual violence is not just an individual or relationship problem, but stems from institutional sexism, racism, heterosexism, and other forms of oppression.

**MYTH:** Only young, attractive women are sexually assaulted.

**REALITY:** Sexual assault is a crime of power and control, not sexual attraction, and perpetrators often choose victims whom they perceive as vulnerable. Sexual assault survivors include people of all ages, gender identities, sexual orientations, races, classes, etc.

**MYTH:** Men cannot be raped.

**REALITY:** Men represent 13 percent of sexual assault survivors (\*). Typically, the perpetrator is a heterosexual male. Being sexually assaulted cannot “make someone gay.” \**Department of Justice, Criminal victimization 2002, Washington, DC: U.S. Government Printing Office; 2003.*

## **Health**

### ***UCEAP Health Requirements***

*The UCEAP Health Clearance is a requirement for participation.*

Discuss your medical history and current health status with a health practitioner. It is critical to tell the doctor about past illnesses and surgeries, chronic health problems, or other underlying medical conditions.

You may be cleared if the examining health practitioner considers that any medical condition is controlled and you are stable on your medication.

You are responsible for getting this form to the UCEAP Systemwide Office by the deadline. You will be withdrawn from UCEAP if you do not complete the health clearance.

*Your medical information.* All information you provide is confidential. The American Medical Association's Code of Medical Ethics states that all information disclosed to a physician during the patient-

physician relationship is confidential to the utmost degree. In addition, Federal and State laws protect your medical information from disclosure. Therefore, you will need to sign an authorization to release information during the UCEAP health clearance process if you choose to have a disclosure shared with UCEAP.

## **Prevention**

### ***Planning and awareness will decrease health risks while traveling***

UCEAP officials cannot provide medical advice regarding travel vaccinations and cannot be held responsible for unannounced health requirement changes. Learn about travel health risks through the U.S. Centers for Disease Control and Prevention Destinations page and choose the country or countries you will be visiting. Check for “Travel Notices in Effect” for your destination. Discuss your travel plans and any physical or psychological condition that could increase your health risk with the health professional doing your UCEAP Health Clearance.

International travel can pose various risks to health, depending on the destination and your particular medical history. You may encounter sudden and significant changes in altitude, air pollution, humidity, microbes, and temperatures, which can result in illness. Risk increases and serious health complications could happen in areas where hygiene and sanitation are inadequate, medical services are not well developed, and clean water is scarce.

Forward planning, appropriate preventive measures, and careful precautions can substantially reduce the risks of adverse health consequences.

### ***Pay attention to your health and protect against illness***

Gastrointestinal disorders, sore throats, and colds often occur more frequently in a foreign country than at home, particularly soon after arrival. This is due to a new climate, environment, diet and water, and personal habits.

Even with good travel advice, vaccines, and medications, you are not 100 percent protected against all diseases or injuries. Healthy personal behaviors, such as being careful about food and water, protecting against insect and mosquito bites, and washing hands frequently, are important ways to prevent many common travel illnesses.

### ***Mass gatherings and your health and security***

Mass gatherings ranging from major sports events to fairs, festivals, concerts, or even political rallies may pose special risks for travelers; large numbers of people in small areas can facilitate the spread of infectious diseases or increase the risk of injury (e.g., catastrophic stampedes, collapse of venues, crowd violence and damage to political and commercial infrastructure).

Events with large numbers of international participants tend to have increased risk of infectious disease outbreaks. This is in part related to varying endemic diseases in host and home countries and different levels of vaccinations in those locations. The longer an event lasts, the more likely that stresses to facilities, organizers, and participants will be observed.

The most common health problems reported at mass gatherings are injuries, respiratory and cardiac issues, heat-related illness, alcohol or drug effects, and gastrointestinal illnesses.

Tips:

- Knowledge of the country or region being visited is essential.
- Be aware of the most likely health risks associated with the event you are attending and what you can do to stay healthy and safe.

- Avoid gatherings where drug and alcohol use could contribute to dangerous behavior, where political or religious fervor may contribute to violence, or where inadequate facilities may contribute to an unhealthy environment.
- Avoid densely congested areas with limited exits. Wherever you are, make sure you always know how to get out.
- Be aware of emergency precautions and the location of exit routes from the venue and where medical facilities are located.
- If you find yourself in the middle of a moving crowd do not fight against the pressure, do not stand still or sit down, because you could easily get trampled. Move in the same direction of the crowd; take advantage of any space that may open up to move sideways to the crowd movement where the flow is weaker.

## Preexisting medical conditions

Living and studying in a foreign environment may cause unexpected physical and emotional stress, which can exacerbate some chronic health conditions. For example, if you have diabetes, travel and different nutrition can make it difficult to keep your blood sugar within your target range because of changes in time zones, meal schedules, and types of foods available. Check your blood sugar level more often when you are away from home.

If your immune system is weakened from a disease such as HIV/AIDS, cancer, or from chemotherapy or medicines, talk to your doctor about your travel plans in detail. There may be added risks related to travel. If you get sick while traveling, your illness may be more severe or you may have added complications to your existing condition. It is important to follow health precautions before, during, and after the journey.

## *Allergies*

Research and plan your trip thoroughly in consultation with your doctor. An allergic reaction can occur within minutes or up to hours upon exposure and it could compromise your education abroad experience.

### **What Is Anaphylaxis?**

Anaphylaxis is the term doctors use to describe a serious allergic reaction. It can happen very quickly and can cause death.

Anaphylaxis can happen if you:

- eat food you are allergic to
- take medicine you are allergic to
- are stung by an insect you are allergic to
- touch something made out of latex if you are allergic to latex

Other triggers can also cause anaphylaxis. You might know if you are allergic to something, but you can also have anaphylaxis even if you do not know you have an allergy.

### **What are the Symptoms of Anaphylaxis?**

Anaphylaxis can involve one or more parts of the body. The most common symptoms are:

- Hives—raised, red patches of skin that are very itchy
- Angioedema—a condition that causes puffiness, usually of the face, eyelids, ears, mouth, hands, or feet

Other symptoms can include:

- Redness or itching of the skin (without hives)
- Swelling or itching of the eyes
- Runny nose or swelling of the tongue
- Trouble breathing, wheezing, or a change in your voice
- Vomiting or diarrhea
- Feeling dizzy or passing out

With anaphylaxis, you can get very sick, very quickly. Your symptoms can also change. You may first get hives on your skin. Soon after that, you may throw up or have trouble breathing. **Each time you have anaphylaxis, you can have different symptoms. Symptoms also differ from person to person.**

The symptoms you have with anaphylaxis can be worse if you have:

- Asthma
- Other health problems such as lung or heart disease

### **Should I Seek Medical Help?**

Yes. If you think you have anaphylaxis, call local emergency services and/or your faculty leader. Do not try to get yourself to the hospital. Anaphylaxis can lead to death.

### **How is Anaphylaxis Treated?**

At the hospital, you will get treatment to stop the anaphylaxis and reduce your symptoms. Health practitioners will also watch you to make sure your symptoms do not get worse.

People who have had anaphylaxis before often get a prescription for an auto-injector (e.g., the EpiPen®). This device carries one or two shots of a medicine called epinephrine. This medicine can help stop anaphylaxis. The auto-injector makes it easy for you to give yourself the shot. If you have an auto-injector, keep it with you at all times and use it right away any time you think you are having anaphylaxis.

If you have had anaphylaxis, you should talk with your doctor or nurse **before departure**. If needed, your doctor can do tests to find out what you are allergic to. Your doctor can help you make a plan to prevent future anaphylaxis.

As part of your plan, you can:

- Learn anaphylaxis symptoms so you will know when to get help
- Have an epinephrine auto-injector with you at all times
- Avoid foods (peanuts, eggs, shellfish, wheat, etc.), medicines (penicillin, codeine, etc.), or insects (bee stings, etc.) you are allergic to

### **What if I am Allergic to Penicillin?**

Penicillin is a common medicine doctors use to treat infections. If you are allergic to penicillin, you can have anaphylaxis if you take it. Do not take any type of penicillin medicine. Other people who think they have a penicillin allergy might be able to take it without a problem. If you have been told you are allergic to penicillin, talk to your doctor.

### **Tips:**

Think about your destination. What allergens and irritants are common where you will be living and studying?

Talk to your doctor before departure and discuss your UCEAP destination.

Know the differences between life-threatening food allergy and food intolerance.

Wear a medical bracelet and/or pendant ([www.medicalert.com](http://www.medicalert.com)) and carry a laminated card—in English and in the local language—with a warning about your allergy, to let others know.

Consider packing an allergy translation card to help you communicate in the local language.

If you have severe allergies or asthma, visit your allergist before traveling to discuss your plans.

Take all the precautions necessary to ensure your study abroad experience will be successful.

### *Identify medical services and resources abroad.*

Identify host country health care resources before your trip in case of a medical emergency. This is especially important if you have a preexisting medical condition. Information about local medical care may be provided after arrival during your UCEAP on-site orientation. You can also contact the UCEAP 24/7 travel assistance provider, Europ Assistance, at 1+866-451-7606; e-mail: [ops@europassistance-usa.com](mailto:ops@europassistance-usa.com)

### *Know what to do during a health emergency.*

You never know when and where an emergency will occur. Keep contact information (phone numbers and addresses) of local services you may need and/or people you need to contact. Faculty leaders, in collaboration with UCEAP in California, will respond in the unlikely event of an emergency situation that could impact the program. They can also help you during a personal emergency if you need advice in finding a doctor or counselor, or need a refill of your prescription. If you are not feeling well, contact your faculty leader. If you cannot contact your faculty leader, contact the UCEAP 24/7 travel assistance provider, Europ Assistance at [ops@europassistance-usa.com](mailto:ops@europassistance-usa.com) or call collect the UC dedicated line at 1+202-828-5896.

## *Health Risks: General Considerations*

### *Dehydration*

Drink plenty of fluids. Unfortunately, thirst is not always a reliable gauge of the body's need for water.

Mild to moderate dehydration is likely to cause: Dry, sticky mouth; Sleepiness or tiredness; Thirst; Dry skin Headache; Constipation; Dizziness or lightheadedness. If you are a healthy adult, you can usually treat mild to moderate dehydration by drinking more fluids, such as water or a sports drink. Get immediate medical care if you develop severe signs and symptoms such as extreme thirst, a lack of urination, shriveled skin, dizziness and confusion.

### *Influenza (flu) vaccine*

The UCEAP physician consultant strongly encourages a flu vaccine before departure, particularly if you have a chronic medical condition (e.g., asthma, diabetes). Influenza is one of the most common ailments reported by UCEAP students.

### *Sexually transmitted diseases*

Sexually transmitted diseases (STDs) are infections that are spread primarily through person-to-person sexual contact. There are more than 30 different sexually transmissible bacteria, viruses, and parasites. The most common conditions they cause are gonorrhea, chlamydial infection, syphilis, trichomoniasis, chancroid, genital herpes, genital warts, human immunodeficiency virus (HIV) infection, and hepatitis B infection. STDs are the main preventable cause of infertility, particularly in women. Many countries have been unsuccessful in adequately controlling STDs. Lack of adequate precaution (e.g., engaging in unprotected sex) in situations where there is a risk of contracting a sexually transmitted disease could lead to serious problems.



The surest way to avoid transmission of STDs is to abstain from sexual contact. In addition, consistent and correct use of latex male condoms can reduce the risk of STDs.

Inform yourself, access the CDC Sexually Transmitted Diseases website for more information.

### *HIV/AIDS*

AIDS is a chronic, life-threatening condition caused by the human immunodeficiency virus (HIV). By damaging your immune system, HIV interferes with your body's ability to fight off viruses, bacteria and fungi that cause disease. HIV makes you more susceptible to certain types of cancers and to infections your body would normally resist, such as pneumonia and meningitis. The virus and the infection itself are known as HIV. "Acquired immunodeficiency syndrome" (AIDS) is the name given to the later stages of an HIV infection. The infection occurs worldwide.

### **How HIV Is Transmitted**

The ways in which HIV can be transmitted have been clearly identified, as follows: 1) sex, 2) infected blood, 3) needle sharing, 4) accidental needle sticks, 5) mother to child, and in rare cases, 6) through organ or tissue transplants or unsterilized dental or surgical equipment. To become infected with HIV, infected blood, semen, vaginal secretions, or breast milk must enter your body. One cannot become infected through ordinary contact (e.g., hugging, kissing, dancing, or shaking hands) with someone who has HIV or AIDS.

### **HIV/AIDS Prevention**

There is no vaccine to prevent HIV infection and no cure for AIDS. The most effective prevention is to be informed. The CDC has a very informative site regarding precautions against contraction of STIs and HIV/AIDS at <http://wwwnc.cdc.gov/travel/yellowbook/2012/chapter-3-infectious-diseases-related-to-travel/hiv-and-aids.htm>.

### *Abuse of alcohol and other drugs*

Many students experiment with alcohol and other drugs when they are away from home, particularly when they are in a foreign country where they may be of legal drinking age. If you decide to drink while abroad, drink wisely. Alcohol abuse usually leads to unsafe choices, poor academic performance, higher risk behavior, and unwanted sexual activity. Do not endanger yourself, others, or property. Use good judgment whenever consuming alcohol. If you choose to consume alcohol know that you remain responsible for your actions at all times and that alcohol abuse is against UCEAP policy.

Substance abuse may result in serious health problems or even sudden death, which in the case of some drugs (e.g., cocaine) can occur after first-time use. In addition, students may face legal consequences for behavior they exhibit while under the influence of alcohol or other substances (e.g., arrest, fines, etc.).

Alcohol is the "drug of choice" in college. For some students, use of alcohol and other drugs is minimal or moderate, and may not cause them or others significant concern. However, a certain percentage of students study abroad with an existing alcohol or drug abuse problem. A widely agreed-upon definition of alcohol or drug abuse is when a person's use interferes with his or her physical, social, or economic functioning.

Alcohol is classified as a depressant because it slows down the central nervous system, causing a decrease in motor coordination, reaction time, and intellectual performance. At high doses, the respiratory system slows down drastically and can cause a coma or death. Acute alcohol poisoning is when more alcohol is absorbed into the bloodstream reaching a toxic level.

### **How to Identify Alcohol Poisoning:**

- Person is asleep and cannot be awakened; unconscious
- Breathing is slow, shallow, or irregular

- Irregular or slow pulse
- Skin/lips are cold, clammy, pale, or bluish
- Continual vomiting
- Shows signs of a possible head injury (e.g., talking incoherently)
- Seizures
- Delirium tremens—a state of confusion and visual hallucinations

**How to Help:**

- Trust your instincts!
- Turn the person on their side to prevent choking while vomiting.
- Stay with the person. Do not leave them alone or let them “sleep it off.”
- Call the local emergency number, the UCEAP faculty leader, and/or a hospital immediately. Do not hesitate to call for help.
- Stay calm.

**Alcohol myths:**

**Myth:** I can drink and still be in control.

**Fact:** Drinking alcohol impairs your judgment, which increases the likelihood that you will do something you will later regret such as having unprotected sex, date rape, damaging property, or being victimized by others.

**Myth:** I can sober up quickly if I have to.

**Fact:** It takes 2–3 hours to eliminate the alcohol content of two drinks, depending on your weight. Nothing can speed up this process—not even coffee or a cold shower.

**Myth:** I’d be better off if I learn to “hold my liquor.”

**Fact:** If you have to drink increasingly larger amounts of alcohol to get a buzz or get high, you are developing tolerance. This increases your vulnerability to many serious problems, including alcoholism.

**Myth:** Beer and wine do not have as much alcohol as hard liquor.

**Fact:** A 12-ounce bottle of beer in the U.S. has the same amount of alcohol as a standard shot of 80-proof liquor (either straight or in a mixed drink) or 5 ounces of wine. The alcohol content of beer varies by local practice or beer style.

*Bed bugs*

Bed bugs are found from North and South America, to Africa, Asia, and Europe, and they are currently spreading quickly in parts of the United States, Canada, the United Kingdom, and other parts of Europe. Bed bugs have been found in five-star hotels and resorts and their **presence** is not determined by the cleanliness of the living conditions where they are found.

Some simple preventive measures can be taken to minimize the possible impact on your travels and, more importantly, on your permanent accommodations when you return from your travels.

**Travel Light**

When traveling, try to pack only clothing and objects that can be washed or laundered in hot water, which is one easy way to kill any bed bugs. Traveling light also allows you to pack items and clothing into sealable plastic bags when not in use, further protecting against infestation.

## **Inspect Your Room**

Regardless of how often a hotel/hostel claims to inspect rooms for bed bugs, it is always a good idea to check for signs of infestation upon check-in. Leave your luggage at the door, in the bathroom, or preferably on a luggage rack. Use a flashlight to inspect the room, paying extra attention to the room's bed and furniture. Make sure to check under all four corners of the mattress and box spring, and in large upholstered furniture. If the headboard is of a manageable size and easy to look behind, check it too, but don't risk damaging it or hurting yourself. Digested blood will be brown rather than red, and will dissolve when touched with a wet napkin or tissue, which is an easy way to differentiate it from lacquer or varnish. A basic inspection can be done in five to ten minutes.

## **Protect Your Bags**

Store your luggage on a rack or in the bathroom, not on any upholstered furniture or under the bed. Keep clothing and other items sealed in your bags when not in use, rather than unpacking. Keep any electronic devices, toiletries, or other items that cannot be laundered or heated in air-tight plastic bags.

When you get home, immediately wash everything that can be laundered through a hot wash and hot dryer cycle. Dry cleaning is also effective. Luggage can be sterilized by using a steamer or the steam function on many household irons.

## **Sanitation/Prevention**

It is a misconception to think that bed bugs are the result of poor sanitation and/or poverty. People usually bring bed bugs into their homes, in luggage or on clothes, after visiting an infested dwelling or hotel/hostel. It is much easier to control a population when the infestation is small. Be alert and keep clutter down to make it easier to inspect and bed bugs have fewer hiding places. If you travel frequently, and have just returned, watch for signs of bed bugs by checking under your sheets and inspecting your mattress, especially if you have been bitten. If you suspect bed bugs, act immediately to notify your faculty leader and wash all your clothes in hot water immediately.

Bed bugs are not a medical or public health hazard as they do not spread disease. Bed bugs can be an annoyance because their presence may cause itching and loss of sleep. Itching may lead to excessive scratching that can sometimes increase the chance of a secondary skin infection.

## **Bite Symptoms**

Not everyone reacts to bed bug bites in the same fashion. Some people have reactions that are delayed for several days or more while others do not react at all. Reactions to bites can also vary significantly between individuals from a mild itchy welt to a more severe rash like symptom. People often confuse itching bed bug welts for mosquito bites. The only way you really can confirm bed bugs are the cause is to find the bugs in your bed or bedroom. Often people are bitten when traveling, making diagnosis even more difficult.

The best way to treat a bite is to avoid scratching the area and apply antiseptic creams or lotions and take an antihistamine.

## **Do Not Overreact**

If after your travels you have bites, don't scratch, take an antihistamine if you can, and conduct inspections in the weeks and months following your travel. For example, for several months upon returning from an overnight trip it is a good idea to periodically inspect (at least once every few weeks) your bed and upholstered furniture. Bed bugs often go undetected for several months until their populations become larger and they eventually emerge in areas where they are more easily detected.

If at any time you have reason to believe that you are experiencing a problem with bed bugs it is very important that you act swiftly and contact your faculty leader to conduct a thorough inspection and evaluate the situation.

Bed bugs are extremely difficult to control especially if they are not caught during the early stages of the infestation.

If you have confirmed that you have bed bugs in your room, and it is not a result of previous traveling or guests, politely ask the accommodations staff to move you to a room with no history of bed bugs. Remember, that a non-professional can easily find false positives, and a number of other harmless insects can be confused with bed bugs.

## **Medication & Supplies**

### *Make sure your medications are legal abroad*

Some medications that are commonly prescribed or sold in the U.S. may be considered illegal substances in other countries or may contain controlled substances.

At least two months, before departure consult with your doctor if you need to obtain a permit to travel with your medication. Be aware that your medication could be restricted or illegal in some countries. Europ Assistance, UCEAP's travel assistance provider, offers support with prescription replacements and refills, and can answer questions regarding the legality of prescription drugs abroad to the extent that their resources in the specific country will allow them. Call toll free 1+(866) 451-7606 (inside the U.S.) or collect 1+ (202) 828-5896 (from outside the U.S.).

Be aware that some FDA-approved medications have the same brand names as medications that are marketed outside the U.S. but contain completely different active ingredients. No international regulatory system exists to ensure that new brand names are sufficiently different from existing ones elsewhere in the world to prevent undue confusion by pharmacists who are filling prescriptions from outside their country.

You can also call the country's Consul General Office for information.

### *Travel with an adequate supply of medications*

Due to strict customs regulations, some countries may limit the amount of a particular prescription medication that you can transport in and out of the host country. It is important to check with Europ Assistance, UCEAP's travel assistance provider, about restrictions before departure. Call them at 1-866-451-7606 or e-mail at [ops@europassistance-usa.com](mailto:ops@europassistance-usa.com)

### *Tips for traveling with medication*

Keep medications in their original, labeled containers (rather than transferring them to travel containers).

Take a copy of your prescription with the names of the active ingredients (including brand and generic names) and a letter from your physician with your diagnosis, prescribed medications, and required dosage.

Pack your medication in your carry-on luggage; checked baggage can get lost. U.S. Transportation Security Administration (TSA) does not limit the amount or volume of these items you may bring in your carry-on baggage. **However**, if the medically necessary items exceed three ounces or are not contained in a one-quart, zip-top plastic bag, you *must* declare them to one of the TSA Security Officers at the checkpoint for further inspection. Non-liquid or gel medications of all kinds such as solid pills or inhalers are allowed through the security checkpoint once they have been screened. Read more on the TSA website and prepare.

Carry a medication/emergency card with your name, drug allergies, the name and contact information of your physician, exact names of the medications that you are currently taking, and an emergency contact. In addition, if you have significant allergies to medication, or a chronic medical condition, consider wearing a Medic Alert medical ID.

### *Mailing medication abroad*

Many countries have strict regulations (high customs duties), restrictions, or prohibition (medication confiscated) on having medications sent by mail, as not all U.S. medications are legal in other countries.

### *Filling a U.S. prescription abroad*

If you need to fill a prescription abroad, the FDA (U.S. Federal Drug Administration) warns that medications abroad may contain different active ingredients, even though many of them are marketed under the same or similar-sounding brand names as in the U.S. The FDA also cautions that taking a drug containing a different active ingredient may not help your medical condition and could even be harmful. Sometimes a drug that has the same name may not be prescribed for the same illness as in the U.S.

**Before returning to the U.S., be aware that medications purchased abroad may not be FDA-approved or allowed into the U.S.**

### *Contraception*

Each country has a different policy regarding availability and dispensing of contraception. Plan ahead.

### *Anti-Anxiety and anti-depression medicine*

Never abruptly discontinue your medication. Compliance with prescribed medication regimens is important. Stopping the medication early—without consulting a doctor—can cause adverse reactions and/or relapse. For example, discontinuation effects are common after withdrawal of MAOIs and may include disorientation, confusion, agitation, cognitive impairment, catatonia, paranoid delusions, aggressiveness, hallucinations, depression, thoughts of suicide, slowed speech, and sleep disturbance. Researchers have found that suddenly stopping treatment with antidepressants known as SSRIs can cause serious withdrawal effects, both physically and psychologically. A physician may recommend gradually decreasing or tapering off the medication. Tapering off is particularly important with some medications to give your body an adjustment period.

### *Prescription eyewear*

If you wear glasses or contact lenses, take an extra pair and your written prescription abroad. Take sufficient quantities of contact lens solution, since it may not be readily available or the product name may not be the same as in the U.S. For example, Optifree Express is called Optifree Multiaction Solution in Europe; the formulation may be different or you may be allergic to the ingredients. The manufacturer may not sell their entire line of products in certain countries. Also, in some countries you may need to see an optometrist, optician, or ophthalmologist to get contact lens solutions because they are considered drugs.

### *Information for students with diabetes*

Diabetes management is important when traveling. Plan ahead to ensure that you have all the things you need.

The American Diabetes Association recommends that persons with diabetes or other persons who require routine or frequent injections should carry a supply of unused syringes and needles, when accompanied by insulin or other injectable medication, sufficient to last their stay abroad.

Pack a good supply of syringes; not all sizes are available abroad. However, be aware that carrying needles and syringes without a prescription may be illegal in some countries. Carry a letter from your physician indicating that the needles and syringes are necessary for your physical well-being. If you use an insulin pump, carry additional refills. Ask your physician for a note on prescription pad or letterhead explaining that the pump is connected to a catheter under the skin and cannot be removed. When traveling by plane, request a visual inspection of your diabetic supplies and have the letter ready to be viewed by the agent at the security check.

**At the airport**, before departure from the U.S., notify the Transportation Security Administration Security Officer that you have diabetes and are carrying your supplies with you. For a list of supplies that are allowed on the plane after screening, visit the TSA website.

### *Sample first-aid kit*

Carry a medical kit for all destinations, especially for those where there may be significant and/or endemic health risks, such as developing countries and locations where the immediate availability of specific medications is uncertain. Include in your first-aid kit treatment for minor cuts and abrasions and something for temporary diarrhea, and a variety of bandages, medications, and equipment to stabilize injuries until proper medical attention can be administered. Obtain advice from your physician on assembling a suitable medical kit and visit the CDC website for a list of recommended items.

## **Psychological Health**

### *Discuss and disclose conditions before departure*

Study abroad can be a personally rewarding and culturally expanding experience. But the stress of adjusting to an unfamiliar culture, a different academic environment, and a new system of support services can give rise to a wide array of unexpected and overwhelming reactions. After arrival, you may feel unprepared for the impact that culture shock can have on your emotional well-being, including mood, stress level, behavior patterns, or identity development. In addition, the process of adjusting to a new culture can exacerbate preexisting concerns or developmental challenges that you may have been managing quite well at home.

Most students who experience culture shock function reasonably well under the stress and are able to keep up with the responsibilities of school and everyday life. However, any situation entailing a high level of stress can cause unusually strong emotional reactions and can interfere with effective functioning either at that time or later. Such reactions are normal responses to abnormal situations and are to be expected under the circumstances. They are usually transitory—lasting a couple of weeks—and do not imply mental illness or an inability to cope. Nevertheless, there are occasions when the experience of culture shock can stir up deeper emotional issues. These reactions should not be ignored; if they persist, talk to your faculty leader.

You are responsible for assessing (along with your parent/guardian and physician) any mental health conditions that could be affected by studying abroad; there are certain conditions that may require continued therapy, monitoring, or specific support mechanisms while abroad. Talk to your doctor to discuss if the type of travel and your destination are appropriate for you. Get advice on how to stay healthy and how to communicate with one another while you are abroad; consider the time difference and methods (Skype, texting, e-mail, phone calls, etc.). Ask your doctor to adjust your medication dosage if crossing time zones.

When you disclose such conditions in advance of participation, UCEAP can help you to arrange appropriate accommodations abroad (if they are available).

To minimize a potential crisis abroad, familiarize yourself with the psychological healthcare system of your destination and identify a mental health professional whom you can contact immediately in case of an emergency. Work with UCEAP officials before departure.

Social and cultural acceptance of mental health at your destination can determine the type of care you will receive.

### *While Abroad*

Give yourself plenty of time to arrive and go through safety checks. Inform TSA about your condition to make your trip less stressful.

Know your mental and physical limits. Ask for help when you notice the first sign of distress. Re-assess your original plans and change them to minimize stress levels. Take your medication as prescribed. Do not reduce or stop the dosage without a doctor's approval. Know who to call if you feel distressed.

## ***References and resources***

The following are UC offices of counseling and psychological services:

### **UC Berkeley**

Counseling and Psychological Services  
2222 Bancroft Way  
(510) 642-9494  
TTY/TDD: (510) 642-2368

### **UC Davis**

Counseling and Psychological Services (CAPS)  
219 North Hall  
(530) 752-0871

### **UC Irvine**

Counseling Center  
Room 202 Student Services I  
(949) 824-4642

### **UC Los Angeles**

John Wooden Center West  
221 Westwood Plaza  
(310) 825-0768

### **UC Merced**

Counseling Services  
Kolligian Library, First floor  
West Wing  
(209) 724-4266

### **UC Riverside**

Counseling Center  
Veitch Student Center  
North Wing  
(951) 827-5531

### **UC San Diego**

Psychological and Counseling Services (P&CS)  
Galbraith Hall, Room 190  
(858) 534-3758

### **UC Santa Barbara**

Counseling Services  
(805) 893-4411

### **UC Santa Cruz**

Counseling and Psychological Services  
1156 High Street  
(831) 459-2628

There are many valuable websites that address mental health topics and issues. Below are some useful resources for additional information about mental health.

- National Eating Disorders Association
- The JED Foundation
- Mental Help Net
- Mental Health America (MHA)
- Outside the Classroom
- ULifeline (free, anonymous website that links you to your college counseling center and a library of mental health information)

## **Student Insurance**

*Carefully verify you have adequate insurance coverage*

Make sure you are fully covered and carefully review your health insurance coverage before, during, and after UCEAP. Medical bills can be a financial burden, especially if you are uninsured or underinsured.

Share all insurance information with your parents or guardian so you can assess whether it is adequate and how to process insurance claim refunds for services abroad.

*If you have USHIP/GSHIP coverage, read the following*

The University requires that you have major medical insurance as a condition for enrollment at UC and provides the UC Student Health Insurance Plan (UC-SHIP/UC-GSHIP) to meet this requirement. While on UC-SHIP, call Student Health to find out about coverage for international travel vaccines that you may need when you participate in the program abroad.

While on UCEAP, you will be covered by the mandatory UCEAP Insurance Plan, which is not the same as UC-SHIP. See below for more information.

**Important:** Depending on your campus, you will either be automatically dropped from UC-SHIP while on UCEAP or you will need to waive out of the UC-SHIP to avoid being billed for the premium. Follow your UC campus SHIP procedures to prevent billing or insurance coverage problems.

### ***Mandatory UCEAP Insurance Plan***

UCEAP provides you with required accident and illness insurance and emergency assistance to protect you while on UCEAP. Coverage begins 14 days before the official start of your program and ends 31 days after the last day of your program. Refer to the **UCEAP Insurance Plan brochure** for detailed benefit information.

The UCEAP Insurance Plan is underwritten by ACE American Insurance. You do not need to take any action to enroll in the plan and initiate coverage; you are automatically covered.

UC pays the premium of University Of California degree-seeking students.

If you are dismissed or withdraw from UCEAP, coverage will end 31 days after the official withdrawal date.

## ***Benefits At a Glance***

### ***Know your Insurance Benefits, Policy, and Number***

Read your Insurance Benefits At a Glance:

***[eap.ucop.edu/Documents/Insurance/1213/Insurance\\_Benefits\\_at\\_Glance.pdf](http://eap.ucop.edu/Documents/Insurance/1213/Insurance_Benefits_at_Glance.pdf)***

### **UCEAP Policy Number and Insurance Card**

UCEAP Insurance Plan policy number: ADDN04834823

Print the **Ace Insurance Card** as it contains the policy number and carry it with you at all times. It is not an ID card.

### ***Gap in health insurance coverage before or after UCEAP***

**You should not be uninsured or underinsured at any time before or after UCEAP.**

### **Before your UCEAP Coverage Starts and Before Departure from the U.S.**

Carefully assess your UCEAP and U.S. health insurance plans and discuss this with your parents/guardians to ensure that you will not experience any coverage gaps.

The UCEAP coverage begins 14 days before the official start of the program. If you are covered by UC-SHIP or a private insurance plan while in the U.S., find out when your coverage ends; if you determine a break in coverage, consider purchasing pre-program gap insurance.

If you are not familiar with the UC-SHIP plan coverage, contact you campus Student Health Services.

You can purchase pre-program gap insurance if you do not have a valid or acceptable U.S. medical insurance coverage before departure from the U.S. Applying and paying for pre-program gap is an easy online process



through <https://secure.visit-aci.com/insurance/UOC>. For benefit information refer to the **UCEAP Insurance Plan brochure**.

### **After UCEAP Coverage Ends Upon Return to the U.S.**

You can purchase gap insurance if you do not have valid or acceptable U.S. medical insurance coverage upon return to the U.S. after the expiration of your UCEAP insurance benefits.

For this coverage to apply, you must be returning for the next term as a full-time student to a UC campus.

Applying, and paying for gap insurance is an easy online process through <https://secure.visit-aci.com/insurance/UOC>. For benefit information refer to the **UCEAP Insurance Plan brochure**.

### *Optional extension of the UCEAP Insurance Plan while abroad...*

If you are traveling outside the U.S. before or after UCEAP and foresee becoming uninsured, you may choose to purchase up to three months of coverage that extends the UCEAP Insurance Plan in 30-day increments.

Applying and paying for extension insurance is an easy online process through <https://secure.visit-aci.com/insurance/UOC>. For benefit information refer to the **UCEAP Insurance Plan brochure**.

## *Travel Assistance and Other Benefits*

### *Travel assistance through Europ Assistance*

Europ Assistance USA is based in Washington, DC and offers services in 208 countries and territories around the world. While participating in UCEAP, they will help you wherever you are to respond to unexpected situations. Twenty-four hours a day at 36 assistance centers worldwide, multilingual assistance coordinators will answer your collect call. You will need your UCEAP policy number: ADDN04834823.

Contact Information:

**Phone:** (866) 451-7606 (inside the U.S.)

**Call collect:** 1+ (202) 828-5896 (from outside the U.S.)

**E-mail:** [OPS@europassistance@usa.com](mailto:OPS@europassistance@usa.com)

### **Services include:**

- Emergency Medical Assistance
- Medical evacuation and/or repatriation
- Repatriation of remains
- Medical case management and review
- Bedside visit of a family member
- Return of dependent children
- Return of traveling companion
- Prescription replacement or refill assistance
- Pre-trip informational assistance
- Legal, Communication Assistance
- Lost passport assistance
- Referral to attorneys

- Emergency message relays
- Emergency translation/interpretation assistance by phone
- Security Assistance
- Access to 24/7 security assistance center

### *Non-Medical Benefits*

Non-medical benefits include but are not limited to:

- Emergency Hotel Convalescence
- Lost Baggage
- Personal Property
- Trip Cancellation
- Trip Delay
- Security Evacuation

For detailed information about these benefits, and their limits, refer to the **UCEAP Insurance Plan brochure**.

*Carefully verify whether this will be adequate coverage based on the cost of your trip and personal property, and consider purchasing an additional policy if it is not. For example, the UCEAP trip cancellation benefit will refund you up to \$2,000 if your trip is interrupted solely due to illness, injury, and/or death. If this is not sufficient, you can purchase an additional policy that will allow you to cancel for any reason not otherwise covered by the policy.*

### *Optional Renters and Tuition Insurance*

University of California recommends that you consider purchasing renters and/or tuition insurance while you are studying on your UC campus as it will cover your period of study abroad. Tuition insurance will protect a family financially if you need to withdraw for medical reasons. In addition to some liability protection, renters insurance covers personal property lost or damaged due to theft, vandalism, fire, and certain natural disasters (including earthquakes) up to the chosen policy limits.

You may have purchased annual coverage while on campus, which will include the UCEAP term. If not, you may be able to purchase the monthly plan during UCEAP.

These plans are optional, and may be purchased from any source. As a service, the University has arranged for you to shop for coverage directly through GradGuard.

If you and/or your parents have questions or want details, refer to the GradGuard website:

**Tuition Insurance:** <http://www.gradguard.com/tuition>

**Renters Insurance:** <http://www.gradguard.com/renters>

**Before purchasing a policy while participating in UCEAP, speak with the agent at GradGuard to ensure the terms of coverage and whether the policy will apply while abroad.**

### *UCEAP Insurance: Claims and Payments*

#### *Arranging Direct Payments with Europ Assistance*

The UCEAP Insurance Plan works on a reimbursement basis.

*As soon as possible—either before your appointment or after receiving emergency care, place a collect call at the number on your insurance card for Europ Assistance (1-202-828-5896) to connect with a care manager who will be able to assist you. If you do not have access to a phone, please ask your faculty leader to permit you to call using his/her international cell phone. Europ Assistance can also arrange an appointment and advance payment if you call them before you visit a doctor. If a direct connection between Europ Assistance and the health provider is not established before your visit, then you may have to pay up front and submit a claim form when you return.*

Many medical facilities abroad require a deposit upon admission and all require full payment of all bills upon the patient's release. You are responsible for paying up-front for all medical treatment abroad and for submitting a claim to the UCEAP insurance claims administrator if you have not been able to arrange with Europ Assistance to pay directly, or the medical facility will not accept direct payment. The same holds true for any outpatient diagnostic tests and for physicians' services.

There is no deductible and no co-pays. The plan pays 100% of usual and customary charges up to \$500,000.

### *If you are hospitalized or require outpatient medical care*

If you cannot pay directly, contact the UCEAP travel assistance provider, Europ Assistance, collect at 1+ (202) 828-5896 or e-mail: [ops@europassistance-usa.com](mailto:ops@europassistance-usa.com). If you pay by credit card or cash for services, save all your receipts and submit a claim.

### **To Submit a Claim Form**

There are four ways to submit a claim form to ACI, claims adjusters: online, e-mail, fax, or mail.

1. **By Mail\***

Administrative Concepts Inc.  
994 Old Eagle School Rd, Suite 1005  
Wayne, PA 19087-1802

2. **By Fax\***

1- 610-293-9299

3. **By E-mail**

[claims@visit-aci.com](mailto:claims@visit-aci.com)

4. **Online:** [www.visit-aci.com](http://www.visit-aci.com)\*

The online claim process is a two-step process:

**1. Create an online account with ACI and submit a claim.**

A. Click on "Claim Status"

B. Click on "Insured "

a. *If a new ACI online user*

On the right side of the page:

Enter Member ID Number (your UCID number) and Policy Number as shown on the insurance card. Enter all required information to set up a username and password. (Refer to 'Tips When Signing In' below). The insurance card is a card that you are instructed to print before departure and carry with you at all times. It can be found in the Participants portal, here: [eap.ucop.edu/Documents/Insurance/Insurance\\_Card.pdf](http://eap.ucop.edu/Documents/Insurance/Insurance_Card.pdf)

b. *If a returning ACI online user*

On the left side of the page:

Enter username and password for an existing account.

**TIPS WHEN SIGNING IN:**

- Member ID is your UCID number.
- The UCEAP policy number is ADDN04834823 (the only letters are ADDN, followed by a zero and the rest of the numbers).
- The complete policy number should be entered, letters included, all capitals no dashes or spaces.

Once logged in, on the left-hand side of the page there is the option to submit a Claim Form.

**2. Submit your supporting documentation using one of the processes below.**

\*NOTE: If you completed a hard-copy claim form, make sure that you use the correct form.

- **Illness/accident**
- **Personal property**
- **Trip cancellation/interruption**

**To Submit Supporting Documentation**

All claim information including receipts, bills, and other claim supporting documentation can be submitted to ACI via one of three ways: e-mail, fax, or mail.

**1. By Mail\***

Administrative Concepts Inc.  
994 Old Eagle School Rd, Suite 1005  
Wayne, PA 19087-1802

**2. By Fax\***

1- 610-293-9299

**3. By E-mail**

Scan paid receipts/invoices and any other supporting documentation that clearly indicate that you have paid for services and e-mail them as an attachment to ACI: ***claims@visit-aci.com***. Put your name in the subject line and mention that you are sending supporting documentation. Example: FIRST AND LAST NAME - SUPPORTING CLAIM DOCUMENTATION.

## **UCEAP Policies & Contracts**

While participating in UCEAP, you remain enrolled in the University of California. Certain conditions and responsibilities are set out in the UCEAP Student Agreement, which is your informed consent and contract with UCEAP and UC. By joining UCEAP, you become a member of both your host country's society and the UC community, with attendant rights and responsibilities. You are expected to comply with all laws and with UC policies and regulations.

**You must read the UCEAP Student Agreement thoroughly and become familiar with the legal aspects of participation before signing the contract online.**

This section contains important policies. While not all-inclusive, the policies outline many of your rights and responsibilities as a UCEAP student. You must know and abide by UCEAP policies and procedures, even when such requirements exceed those of your UC campus.

The following policies implement various provisions of the University of California Policies Applying to Campus Activities, Organizations, and Students effective October 9, 2009.

## Official UCEAP Policies

Academic Conduct Policy

Mandatory Student Insurance Policy

Program Suspension Policy

Sexual Harassment Policy

Student Conduct and Discipline Policy

Student Privacy Policy

Student Travel Policy

Substance Abuse Policy

### **EAP Academic Conduct Policy**

EAP students are expected to follow University of California rules and regulations on academic misconduct. As enrolled UC students abroad, EAP participants should understand and subscribe to the principles of academic integrity and must be willing to bear individual responsibility for their work while studying abroad.

Any academic work (written or otherwise) submitted to fulfill an academic requirement must represent a student's original work.

Any act of academic misconduct, such as cheating, fabrication, forgery, plagiarism, or facilitating academic dishonesty, will subject a student to disciplinary action.

**1.Cheating** Fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials that are unauthorized. Copying or attempting to copy from others during an exam or on an assignment.

Communicating answers with another person during an exam. Preprogramming a calculator to contain answers or other unauthorized information for exams. Using unauthorized materials, prepared answers, written notes, or concealed information during an exam. Allowing others to do an assignment or portion of an assignment for you, including the use of a commercial term-paper service. Submission of the same assignment for more than one course without prior approval of all the instructors involved. Collaborating on an exam or assignment with any other person without prior approval from the instructor. Taking an exam for another person or having someone take an exam for you.

**2.Plagiarism** Plagiarism is intellectual theft. An author's work is his/her property and must be respected by documentation. Plagiarism refers to the use of another's ideas or words without proper attribution or credit. Wholesale copying of passages from works of others (for example, books, articles, films, graphics, including websites or other electronic sources) into your homework, essay, term paper, dissertation or class project without acknowledgment.

Use of the views, opinions, or insights of another without acknowledgment.

Paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment or proper citation.

### **3. False Information and Representation, Fabrication, or Alteration of Information**

Furnishing false information in the context of an academic assignment.

Failing to identify yourself honestly in the context of an academic obligation.

Fabricating or altering information or data and presenting it as legitimate.

Providing false or misleading information to an instructor or any other University official.

### **4. Theft or Damage of Intellectual Property**

Sabotaging or stealing another person's assignment, book, paper, notes, experiment, project, electronic hardware or software.

Improper access to, or electronically interfering with, the property of another person or the University via computer or other means.

Obtaining a copy of an exam or assignment prior to its approved release by the instructor.

### **5. Alteration of University Documents**

Forgery of an instructor's signature on a letter of recommendation or any other document.

Submitting an altered transcript of grades to or from another institution or employer.

Putting your name on another person's exam or assignment.

Altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process.

**6. Distribution of Lecture Notes for Commercial Purposes** Selling, distributing, website posting, or publishing course lecture notes, handouts, readers, recordings, or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.

## **Program Suspension Policy**

### **1.0 INTRODUCTION**

The University of California Education Abroad Program (UCEAP) is the distinctive and distinguished international program of the University of California that provides academic exchanges and integrates international curricula and learning opportunities into the University. Operating programs in over 150 universities and 35 countries, EAP provides a diverse array of quality academic offerings while placing the highest priority on the safety and health of its student participants. In executing its academic and administrative oversight responsibilities, EAP reserves the right to suspend programs if conditions so warrant.

This document describes the policies and the rationales underlying the suspension of UCEAP programs. Such suspensions may occur because of security, health, academic quality, or operational concerns.

### **2.0 SUSPENSIONS BASED ON SECURITY**

#### **2.1. POLICY**

The UCEAP follows an unequivocal policy that bases security-related program suspensions solely on U.S. Department of State Travel Warnings. Accordingly, the UCEAP will not initiate, operate, supervise, direct, or otherwise support a new program, or a new term of an existing program, in any country for which a U. S. Department of State Travel Warning is in effect. In such instances, the EAP Director will issue a formal statement of program suspension.

Should a Travel Warning be issued after the start date of an EAP program term in a country, UCEAP will consult, if time permits, with the affected UC Study Center or Study Centers, U.S. Department of State regional and security analysts, other organizations that offer programs abroad, and area experts, to determine the appropriate time frame for suspending the program and/or the departure of the students from the host country,

and, when possible, UCEAP will assist the students in completing their academic program while minimizing adverse financial consequences.

In the event that the U.S. Department of State removes its Travel Warning for a country in which UCEAP has ceased operating an existing program(s), UCEAP will resume such program(s) within a reasonable and appropriate time frame, unless factors other than security provide an independent reason for continuing the suspension of the program(s).

## **2.2. BACKGROUND**

The health and welfare of all students, staff, and faculty abroad under the auspices of UCEAP are of the highest priority for the University of California. Risk and institutional liability are also important factors in considering program suspensions.

The U.S. Department of State periodically posts Travel Warnings for countries that it deems to be unsafe for Americans based on relevant information that the Department has collected. Travel Warnings are issued to describe long-term, protracted conditions that make a country dangerous or unstable. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.

Note that Travel Warnings are distinct from two other forms of Department of State information, Country Specific Information (CSI) and Travel Alerts (TA):

Country Specific Information (CSI) is available for every country of the world. These pages include such information as location of the U.S. embassy or consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. If an unstable condition exists in a country that is not severe enough to warrant a Travel Warning, a description of the condition(s) may be included under an optional section entitled "Safety/Security."

Travel Alerts (TA) are issued to disseminate information about short-term conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert.

EAP monitors both Travel Alert and Country Specific Information and gives serious consideration to the information contained within them. Under the EAP Student Travel Policy, and by signature of agreement in the Student Agreement, students participating in EAP Programs are strongly discouraged from traveling independently during their breaks to locations that a CSI or TA recommends avoiding as well as to countries under a Travel Warning. However, EAP does not make decisions about program development and operation solely on the basis of a CSI or TA.

## **3.0 SUSPENSIONS BASED ON HEALTH CONCERNS**

### **3.1. POLICY**

The UCEAP follows an unequivocal policy that bases health-related program suspensions solely on Travel Health Warnings. In such instances, the EAP Director will issue a formal statement of program suspension. Accordingly, the Universitywide of California EAP will not initiate, operate, supervise, direct, or otherwise support a new program, or a new term of an existing program, in any country for which the U.S. Centers for Disease Control and Prevention (CDC), independently or in partnership with the World Health Organization (WHO), issues a Travel Health Warning. No exceptions will be considered. The use of a Travel Health Warning

will be the only factor to be considered when suspending programs because of health reasons. In such instances, the EAP Director will issue a formal statement of program suspension.

Should a Travel Health Warning be issued after the start date of an EAP program term, UCEAP will consult, if time permits, with the affected EAP Study Center or Study Centers, CDC and WHO health experts, other organizations that offer programs abroad, and area health experts to determine the appropriate time frame for suspending the program and/or the departure of the students from the host country and EAP will assist the students in completing their academic program while minimizing adverse financial consequences.

In the event that the Travel Health Warning is removed for a country in which UCEAP has ceased operating an existing program(s), UCEAP will resume such program(s) within a reasonable and appropriate time frame, unless factors other than health provide an independent reason for continuing the suspension of the program(s).

### **3.2. BACKGROUND**

The health and welfare of all students, staff, and faculty abroad under the auspices of UCEAP are of highest priority. Risk and institutional liability are also important factors in considering program suspensions.

A variety of U.S. and international bodies issue scalable definitions for travel notices about disease occurrences abroad. UCEAP relies on notices from CDC (independently or in conjunction with WHO and the U.S. Department of State) when determining to suspend a program because of health concerns.

The CDC issues four different levels of information and warnings regarding disease outbreaks. The notices are as follows:

**In the News:** This notice provides information about sporadic cases of disease or an occurrence of disease of public health concern affecting a traveler or travel destination. At this level, the risk for an individual traveler does not differ from the usual risk in that area. CDC's recommended preventive measure is to keep travelers informed and reinforce standard prevention recommendations.

**Outbreak Notice:** Information is provided regarding a disease outbreak in a limited geographic area or setting. The risk for travelers is defined and limited, and the notice reminds travelers about standard or enhanced travel recommendations such as vaccination. CDC's recommended preventive measure is to issue reminders about standard and enhanced recommendations for the region.

**Travel Health Precaution:** CDC does NOT recommend against travel to the area. Specific information is provided to travelers that a disease outbreak of greater scope is occurring in a more widespread geographic area. This precaution also provides guidance to travelers about what to do if they become ill while in the area. At this level, CDC does not recommend against travel to a specific area, but might recommend limiting exposure to a defined setting (e.g., poultry farms or health-care facilities). CDC's recommended preventive measure is to issue specific precautions to reduce risk during the stay, and provide guidance as to what to do before and after travel. The risk for travelers is dependent on patterns of transmission, as well as severity of illness.

**Travel Health Warning:** CDC recommends against nonessential travel to the area. A travel health warning is a notification by CDC that a widespread, serious outbreak of a disease of public health concern is expanding outside the area or populations that were initially affected. The purpose of a travel warning is to reduce the volume of traffic to affected areas, limiting the risk for spreading the disease to unaffected areas. CDC recommends against nonessential travel to the area because the risk for the traveler is considered to be high (i.e., the risk is increased because of evidence of transmission outside defined settings and/or inadequate containment). CDC recommended preventive measure: In addition to the specific precautions cited above, postpone nonessential travel. Additional preventive measures may be recommended, depending on the circumstances (e.g., travelers may be requested to monitor their health for a certain period after their return; arriving passengers may be screened at ports of entry).



## **CDC Criteria for Downgrading or Removing Notices**

To downgrade a travel health warning to a travel health precaution, there should be:

Adequate and regularly updated reports of surveillance data from the area

No evidence of ongoing transmission outside defined settings for two incubation periods after the date of onset of symptoms for the last case, as reported by public health officials.

To remove a travel precaution, there should be:

Adequate and regularly updated reports of surveillance data from the area

No evidence of new cases for three incubation periods after the date of onset of symptoms for the last case, as reported by public health authorities. Limited or no recent instances of exported cases from the area; this criterion excludes intentional or planned evacuations.

CDC will revisit “In the News” and “Outbreak Notices” at regular intervals; these will no longer be issued when the health concern is under control and no further information needs to be distributed.

EAP monitors all CDC and WHO notices, gives serious consideration to the information contained within them, and constantly reassesses any critical situation.

## **4.0 SUSPENSIONS BASED ON ACADEMIC QUALITY POLICY**

UCEAP will not initiate, operate, pay for, supervise, direct, or otherwise support a new program, or a new term of an existing program, in any host institution, if that program does not meet UC standards of quality. To ensure program quality, ongoing assessments are done by the Director, Associate Director/Academic Dean and Associate Dean, and include consideration of such factors as: the academic rigor of learning opportunities, course availability, professional qualifications of faculty, accreditation, UC faculty program reviews, student evaluations, Study Center Director or Regional Director input, reports from EAP-International Faculty Exchange visitors, and access to appropriate research and library resources, among other things. UCEAP will attempt to remediate problems of academic quality for programs that have been identified as problematic. If such remediation is unsuccessful, UCEAP will suspend the program after consulting with the University Committee on International Education (UCIE). The EAP Director has the formal authority to suspend programs for academic quality reasons.

### **BACKGROUND**

The Academic Senate, through (UCIE), exercises academic oversight over EAP. Among other responsibilities, UCIE formally reviews existing programs and approves new programs. Having active involvement by UC faculty in the development of new programs ensures that in their totality they are of comparable quality to UC and that the proposed curricula can be integrated into UC academic majors and programs.

In addition to direct faculty oversight, UCEAP maintains a standard set of informational documents that, taken together, provide assessments of the academic strengths and weaknesses of various programs. These documents include: Profiles of the educational systems in host countries, EAP partner institutions, and the EAP programs; Annual Reports from each UC Study Center Director or local Liaison Officer and/or visiting UC faculty or UCEAP staff; and Annual Status and Strategy Reports providing a review and assessment of the strengths and weaknesses of each program.

## **5.0 SUSPENSIONS BASED ON OPERATIONAL FACTORS AND CONDITIONS POLICY**

UCEAP may suspend a program based on operational factors and conditions. These include (but are not limited to): the level of enrollment in the program, the financial impact of operating the program on EAP and its participants, ability to meet administrative and logistical requirements associated with operating the program, local conditions affecting the safety, health and welfare of the students and the EAP Study Center, or other factors related to being able to fulfill the provisions and obligations of the contractual Agreement between UC

and the host university or program provider. UCEAP will suspend a program if conditions so warrant after consulting with UCIE and CCD. The EAP Director has the formal authority to suspend programs based on operational considerations.

### **BACKGROUND**

Programs being considered for suspension because of operational factors and conditions are identified through a variety of mechanisms: the Annual Status and Strategy Reports, Annual Reports, student evaluations, recommendations from Study Center Directors or Regional Directors, enrollment reports, and others. UCEAP will attempt to remediate the program in those instances that it determines it is appropriate and feasible. UCEAP will alert the relevant UCEAP community in those instances that remediation is authorized. UCEAP will then review the condition(s) or factor(s) that triggered the remediation plan after an appropriate interval of time to determine if they have been satisfactorily addressed. If remediation is unsuccessful, UCEAP will suspend the program after consulting with the UCIE.

### **UCEAP Sexual Harassment Policy**

*“The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Every member of the University community should be aware that the University is strongly opposed to sexual harassment, and that such behavior is prohibited both by law and by University policy. The University will respond promptly and effectively to reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.”*

University of California, Office of the President, February 10, 2006

### **UCEAP Student Conduct and Discipline Policy (hereinafter the “Code”)**

#### Introduction

A student participating in UCEAP assumes a dual status as a UC student and as a student of the partner institution.

Students are members of both the local society and the academic community with attendant rights and responsibilities. It is a community with high standards and high expectations for those who choose to become a part of it, including established codes of conduct. Students are expected to make themselves aware of and comply with the law, and with University of California, host institution and UCEAP policies and regulations.

While many of UCEAP’s policies and regulations parallel the University Of California Policies Applying to Campus Activities, Organizations, and Students (UC Policies), UCEAP standards may be set higher and may be stricter because of the broader consequences of student conduct when a student is participating in UCEAP (e.g., student conduct may affect UCEAP’s relations with the host institution and the local community or arouse anti-American sentiments).

UCEAP’s procedures are time sensitive and more compressed than campus procedures due to the relatively short duration of the program.

#### Definitions

Student: An individual for whom the University of California maintains a student record, and who: a. Is enrolled in or regis-tered with an academic program of the University; and b. Is on an approved educational leave or other approved leave sta-tus, or is on filing-fee status.

The UCEAP standards of conduct also apply to:

1. applicants who become students, for offenses committed as part of the application process;
2. applicants who become students, for offenses committed on campus and/or while participating in University-related events or activities that take place following a student's submittal of the application through his or her official enrollment; and
3. former students for offenses committed while a student.

Notice: Whenever the UCEAP Student Conduct and Discipline Policy requires giving written notice to the student, it will be conclusively presumed to have been furnished if the notice is sent to the student by email to the email address most recently filed through MyEAP.

Days: The term “days” is defined as the normal business day and does not include Saturdays, Sundays, legal holidays or University designated administrative holidays.

### **UCEAP Student Conduct Policies**

UCEAP students may be disciplined for violation, or attempted violation (including aiding, abetting, or participating in a violation of the policies of a partner institution, University of California, or UCEAP, or local laws) as indicated below. UCEAP has jurisdiction over student conduct that occurs while on UCEAP, especially if the alleged misconduct indicates that the student poses a threat to the safety or security of the student or any member(s) of the UCEAP and/or local community.

### **Partner Institution Policies**

It is the student’s responsibility to comply with all local laws and UC partner institution policies. UCEAP may take disciplinary action whether or not action is taken or requested by the partner institution.

### **University of California Policies**

See the complete University of California (UC) Policies referenced above. All UCEAP students are responsible for reviewing this document, in particular section 100.00 “Policy On Student Conduct And Discipline”. Policies address the rights and responsibilities of members of the University community and are designed to protect and promote the rights of members of the University, prevent interference with University functions or activities, and assure compliance with all pertinent laws and other applicable University policies. Most cases of misconduct for which UCEAP students are subject to discipline, including dismissal from UCEAP, fall into the types enumerated in Section 102.00–102.23. Each UC campus has its own specific rules and regulations for student conduct, which also govern students while enrolled in UCEAP.

### **UCEAP Policies**

The UCEAP Representative, in close consultation with the Regional Director at UCEAP, is responsible for the enforcement of all policies pertaining to student conduct and discipline at the program site. Centralization of authority, responsibility and record-keeping is essential for fair and impartial administration of the Code.

### **UCEAP Student Agreement**

By signing the agreement with the UC Regents, UCEAP students acknowledge their understanding that their conduct while abroad has international implications for UC. (See the Student Agreement for the full text.)

In Provision 11, the UCEAP Student Agreement states:

“It is understood between the parties to the Agreement that the international implications of this Agreement are such that the good conduct of Student during the course of the Program is of critical importance. Student, therefore, agrees to read, understand, and abide by the UCEAP Student Conduct and Discipline Policy and the UCEAP Academic Conduct Policy as outlined in the UCEAP Guide To Study Abroad. Student agrees to

regularly attend all classes for which Student is registered and to conform to all applicable rules, regulations, and policies of the partner institution and the University of California.

Student understands that misconduct abroad can lead to dismissal from the Program, loss of academic credit, and may additionally result in a decision by Student's UC campus to impose further sanctions, such as suspension or dismissal from the University of California. Misconduct abroad refers to Student's actions that violate student conduct policies or that, in the judgment of the UCEAP representative and/or other officials of the Program, jeopardize Student's own welfare or that of fellow students and/or the Program."

Students should be aware that certain kinds of conduct abroad may have serious consequences for themselves, for their fellow students, for their host institution, and for UCEAP or UC as a whole. This is particularly significant in countries where an international incident might arouse anti-American sentiments that could jeopardize UC students or UCEAP itself.

### **UCEAP Travel Policy**

UCEAP has instituted a Student Travel Policy strongly discouraging students from visiting places during their breaks for which the U.S. Department of State and/or UCEAP has issued a Travel Warning.

### **UCEAP Substance Abuse Policy**

Student use or possession of controlled substances abroad may be punishable by severe penalties (including arrest).

According to the U.S. Department of State, several hundred U.S. citizens are arrested abroad on drug charges every year. In addition, personal involvement or association with others involved with drugs of any kind may be considered misconduct abroad and a violation of the Student Agreement. See the UCEAP Substance Abuse Policy.

### **Student Discipline Procedures**

Procedural due process is basic to the proper enforcement of UCEAP policies and regulations. The procedures outlined in this section represent the steps employed to reach a resolution in cases of an alleged misconduct. The UCEAP representative is responsible for carrying out the investigation of all alleged violations of UCEAP, UC, or host institution regulations or policies. Normally this investigation will consist of interviews with the reporting party, witnesses, and the person alleged to have violated a regulation or standard of conduct. When the person alleged to have violated a regulation or standard of conduct is interviewed, he/she will be informed of the nature of the alleged misconduct, the regulations or policy allegedly violated, and the procedures to be followed.

The UCEAP representative may provide brief written notice (e.g., email) to a student (whether or not disciplinary action is taken), that his or her alleged behavior may have violated University, UCEAP policy or home institution, and that, if repeated, such behavior will be subject to the disciplinary process. The student can provide a brief written response to the notice which will be retained with a copy of the notice by the UCEAP representative. Evidence of the prior alleged behavior as detailed in the written notice, along with the student's written response, may be introduced in a subsequent disciplinary action to enhance the penalty.

If the UCEAP representative believes that disciplinary action is appropriate, he/she is empowered to take disciplinary action in consultation with the Regional Director at UCEAP and local university officials, if applicable.

### **Conduct Sanctions**

When a student is found in violation of UC, local institution, and/or UCEAP policies or regulations, any of the following sanctions or combination thereof may be imposed. Any sanction imposed should be appropriate to the violation, taking into consideration the context and seriousness.

a) Reprimand/warning/censure

Written reprimand that the student has violated policies and/or regulations and that continued or repeated violations may be cause for further disciplinary action.

b) Disciplinary probation

Written notice of a status imposed for a specified period of time during which a student must demonstrate conduct that conforms to UCEAP and/or host institution standards of conduct. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary action, normally in the form of dismissal. Depending on the student's misconduct, and at the discretion of the UCEAP representative and/or Regional Director, the following are examples of probation conditions: formal apology, written apology, written analysis of misconduct with reference to local social norms, community service, alcohol/drug assessment with treatment as deemed necessary, professional counseling, payment of fines/restitution of property, etc.

c) Dismissal

Written notice of termination of UCEAP student status. The UCEAP representative and/or the UCEAP Regional Director will inform the student in writing of the action to be taken and of the appeal process available to the student, with copies to the UCEAP representative, the host institution, and the relevant Academic Specialist, who will inform the appropriate campus offices with copy to the campus EAP representative.

Behaviors that may lead to dismissal from UCEAP include actions that, in the judgment of UCEAP officials, jeopardize a student's welfare, that of fellow students, or the Program. Such actions include, but are not limited to, the following:

- 1) threats or the use of physical violence,
- 2) violating the laws of the country or host institution,
- 3) openly abusing the customs and mores of the community,
- 4) willful damage to or destruction of property of others,
- 5) alcohol or substance abuse,
- 6) harassment of any kind,
- 7) eviction from one's lodging,
- 8) criminal conduct,
- 9) failure to comply with the directions of, a University official or partner university official acting in the performance of his or her duties,
- 10) obstruction or disruption of teaching or other university activities,
- 11) unauthorized absence from classes and/or from the Study Center,
- 12) exceeding the number of unexcused absences from class allowed for the program,
- 13) failure to submit a completed, signed, and approved Registration Study List by the deadline set by the Study Center, and
- 14) academic misconduct (cheating, fabrication, forgery, plagiarism, or facilitating academic dishonesty).

**Appeal of Dismissal**

If a student decides to exercise his or her right to appeal a Study Center or UCEAP dismissal decision, he or she must do so in writing. The appeal must be initiated within 72 hours -3 days- (in real local time) of the date of notice from UCEAP of his/her misconduct. The imposition of a dismissal sanction will be deferred during such appeal. Access to housing and the program will not be restricted unless the nature of the act that caused the discipline is appropriately related to the restriction. Exclusion of housing and the program will occur when there is reasonable cause for UCEAP to believe that the student's presence will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person associated with UCEAP or other disruptive activity incompatible with the orderly operation of the program. An appeal must be in writing to the UCEAP Associate Vice Provost and Executive Director. This letter may include any relevant documents and testimonials that the student wishes to enter into the record. If the student does not submit an appeal within the time stipulated above, the student's right to appeal is waived.

The imposition of a dismissal sanction will be deferred during such an appeal. Access to housing and the program will not be restricted during the pendency of an appeal unless there is reasonable cause for UCEAP to believe that the student's presence will lead to physical abuse, threats of violence, or conduct that threatens the health or safety of any person, or other disruptive activity incompatible with the orderly operation of the housing arrangement and/or the program.

The UCEAP Associate Vice Provost and Executive Director will adjudicate and will either concur with, or overturn the decision of the UCEAP representative and/or Regional Director, ordinarily, within a period of two business days after receipt of the appeal. He or she will inform the student in writing of the decision. This decision will also be communicated to the UCEAP representative, the host institution, and the relevant Academic Specialist, who will inform the appropriate campus offices with copy to the campus EAP representative.

### **Academic Misconduct Procedures**

All members of the UCEAP academic community are responsible for UCEAP's academic integrity. In their academic work, students are expected to (1) maintain personal academic integrity; (2) treat all exams and quizzes as work to be conducted solely on their own, unless otherwise instructed; (3) take responsibility for knowing the limits of permissible or expected cooperation on any assignment.

See the UCEAP Academic Conduct Policy and UC Policies Applying to Campus Activities, Organizations, and Students; academic misconduct violates University Regulation 102.01. Academic dishonesty matters will be processed as specified in the UCEAP Academic Conduct Policy.

The UCEAP representative is responsible for investigating all alleged violations of UC and host institution policies regarding academic misconduct and for consulting with the relevant Academic Specialist at UCEAP about the steps in the process. The UCEAP representative will immediately inform the Academic Specialist at UCEAP of any incident of alleged violation of UC policies regarding academic misconduct. The Academic Specialist will consult with the Regional Director.

The UCEAP representative will inform the student in writing of the nature of the alleged misconduct, the student's right to respond, and the procedures to be followed.

The UCEAP representative will collect all information and documentation regarding the alleged violation (for example, correspondence with the host institution instructor, reports from witnesses, notes of discussions among the parties involved, and copies of the source material and the student's work involved in a case of alleged plagiarism).

UCEAP respects the host institution's procedures regarding academic misconduct, which will be handled separately from UC procedures. If necessary, the UCEAP representative will inform the host institution that UC disciplinary action must follow individual UC campus procedures, which may or may not accord with the host

institution's action or request. The host institution may request that it be informed of the final action by the UC campus. If the host institution's action is to dismiss the student from the host institution, the student ordinarily will be dismissed from EAP.

The UCEAP representative or the Associate Vice Provost and Executive Director, as instructor of record and acting independently from the host institution, will follow EAP and UC campus procedures regarding the student's UC record.

If the UCEAP official resolves the case with dismissal of the charges or with disciplinary action within his authority as instructor of record, and the student accepts the penalty, the UCEAP official may conclude that no further action should be taken. (A Liaison Officer's disciplinary action shall be confirmed by the UCEAP Associate Vice Provost and Executive Director, as the official instructor of record.) The UCEAP representative should obtain the student's written agreement to the disciplinary action.

If the UCEAP representative or the Associate Vice Provost and Executive Director believes that the student should be immediately dismissed from EAP, or if the host institution dismisses the student, the UCEAP representative will consult with the Regional Director. Upon agreement with the Regional Director, the UCEAP representative or the Regional Director will issue an administrative dismissal in writing to the student. The written notice will include the nature of the academic misconduct, the UCEAP policies and/or regulations allegedly violated, the fact that the student will receive no credit for course work during the term in progress, and the appeal process available to the student.

If a student decides to appeal the dismissal, he/she must initiate the appeal within 72 hours -3 days- (in real local time) of the date of notice from UCEAP of his/her misconduct; the appeal must be in writing addressed to UCEAP Associate VP and Executive Director and may include any relevant documents that the student wishes to enter into the record. The UCEAP Associate VP and Executive Director will adjudicate and shall either concur with or overturn the decision of the UCEAP representative or Regional Director, ordinarily within a period of 48 hours -2 days- after receipt of the appeal. The Director will inform the student in writing of the decision, with copies to the UCEAP representative, the host institution, and the relevant Academic Specialist, who will inform the appropriate campus offices with copy to the campus EAP representative.

### **After the Appeal has been Adjudicated**

If the UCEAP representative or the Associate VP and Executive Director believes that the case should also be referred to the student's UC campus for consideration of disciplinary action, or if the student does not accept the penalty assigned by the UCEAP official, all pertinent documentation will be sent to the relevant Academic Specialist at UCEAP, who will be responsible for forwarding it to the appropriate UC campus officials. In this case, in order for individual campus procedures and final decisions to be honored, the UCEAP representative will report an NR (no report) as the grade for the course or courses in question.

### **Consequences of Dismissal**

If the decision is to dismiss the student from UCEAP, the student's participation in the program shall be terminated. A student who is dismissed from UCEAP for violation of the Code will not receive credit for course work in progress; the UCEAP official will submit grades as W.

In cases of dismissal for violation of the Academic Conduct Policy, the UCEAP official will submit grades as I; the final grades will depend on resolution of the case at the student's UC campus.

Termination of student's participation in UCEAP shall not diminish or otherwise affect student's obligation to make all payments to UC. The student will not be entitled to a refund of fees, may be required to reimburse UC for financial aid received, and is responsible for all unrecoverable costs incurred by the host institution or EAP as well as personal financial obligations, including, but not limited to, utility bills and rent.

A student's UCEAP insurance coverage will end 31 days after the effective dismissal date.

A student's registration at the UC campus may be blocked until all such financial obligations have been met. A student's UC campus may, in addition, impose further sanctions, such as suspension or dismissal from UC.

## **Privacy**

Student discipline records are confidential. The disclosure of information from such records is subject to the following:

UC Policies Applying to Campus Activities, Organizations, and Students

California Information Practices Act

Family Educational Rights and Privacy Act

## **UCEAP Student Privacy Policy**

### **I. SCOPE**

This policy governs the disclosure of information from all student education records.

### **II. DEFINITIONS**

"Student" is an individual for whom the University of California maintains student records and who:

- a. Is enrolled in or registered with an academic program at a UC campus; and
- b. Is on an approved educational leave or other approved leave status, or is on filing-fee status.

"Enrolled in or registered with" as specified in these policies is equivalent to the term "attendance" as used in the Family Educational Rights and Privacy Act. The University uses enrollment and registration rather than attendance as a measure of student status.

"Student education records" as used in this policy is synonymous with the term "education records" in the Federal Family Educational Rights and Privacy Act. Student education records are those records that contain information directly related to a student and that are maintained by UCEAP. For records not governed by this policy, refer to the **University of California System Policies Applying to Campus Activities, Organizations and Students, section 130.234**.

"Legitimate Educational Interest" (aka "need to know" means: (1) ) the information or record is relevant and necessary to the accomplishment of some task or determination; and (2) the task or determination is an employment responsibility for the inquirer or is a properly assigned subject matter for the inquirer. A University official is determined to have legitimate educational interest in a particular record if the information requested is relevant and necessary for that official to:

- a. perform a task or determination that is an employment responsibility or is a properly assigned subject matter for the inquirer;
- b. perform a task that is related specifically to the official's participation in the student's education;
- c. perform a task that is related specifically to the discipline of the student; or
- d. provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

### **II. POLICY SUMMARY**

Under the Family Educational Right to Privacy Act (FERPA), provisions of state law relating to public records disclosure and UC policy, registered students have the right to keep their records private. FERPA protects the



privacy of student records, generally prohibiting disclosure of personal information, and giving the students a right to access their own record (with some exceptions). UC students are considered adults, regardless of their age, and regarded as capable of managing their own records and determining who can access information about them.

Parents/Spouses are not able to view private information without written authorization from the student. Private information includes, but is not limited to transcripts, exam scores, physical and mental health records, disciplinary actions, financial aid, and advising records. This applies even to the parent of a minor, or the parent of a student who claims the student on their income tax as a dependent. Even though FERPA itself does permit sharing with parents information about financially dependent student, the University Of California has elected as a matter of policy, not take advantage of this FERPA exception. UCEAP encourages students to give consent for University Of California officials to release information to parents and the University may release information to parents in the event of a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individual. The threat of harm must be “articulable and significant,” and the University must create a record of the basis for the disclosure.

Directory (public) information may be obtained without prior authorization unless student has restricted access to directory

information through MyEAP. The following information is considered public information at UCEAP:

1. Full name of the UCEAP student
2. E-mail address
3. Date of birth
4. UC campus
5. Class level
6. UCEAP program in which student is enrolled

This policy is applicable to University Of California Education Abroad Program (UCEAP) only and might not apply to the rest of the University of California.

#### *A. Disclosure of Student Education Records—General*

1. The disclosure of student records is to conform to **UC Policies Applying to Campus Activities, Organizations, and Students, Section 130, Policies Applying to the Disclosure of Information from Student Records** and to the **Federal Family Educational Rights and Privacy Act of 1977 (FERPA)**.
2. When law and policy are silent on student records, use and access are to be guided by two principles:
  - a. Privacy of an individual is of great weight, and
  - b. The information in a student’s files should be disclosed to the student on request within a reasonable timeframe.
3. The release of any non-directory information about a student to any person outside the University community, or to any university personnel without an official “need to know” (“legitimate educational interest”) violates federal and state laws, as well as University rules.

#### *B. Disclosure of Student Education Records—To Third Parties*

1. Directory information may be released without the student’s prior consent to a third party, that is anyone other than the record custodian and the student about whom the information pertains, unless a student has opted to restrict such access through MyEAP. If a student’s record displays the “do not release” icon, directory information is to be treated as confidential.

If parent/guardian needs to communicate with UCEAP on a student's behalf, he/she must provide written consent to discuss his/her records.

2. **Confidential information** may not be disclosed to third parties (including parents and spouses) **unless**:
  - a. The student provides written authorization via the **Release of Student Information to a Third Party** authorization form;
  - b. A legitimate educational interest will be served.
  - c. There is an emergency and the information is necessary to protect the health or safety of the student or other persons.
  - d. The student has requested his/her own record (with exceptions).
  - e. The student is deceased.
  - f. Other reasons as allowed by law.

If parent/guardian needs to communicate with UCEAP on a student's behalf, he/she must provide written consent to discuss his/her records.

### *C. Disclosure of Student Education Records —To Student*

1. Students **are not** permitted access to:
  - a. Financial statements of parents/guardians, unless the parent/guardian has given written authorization.
  - b. Confidential statements and letters of recommendation to which the student has waived access rights, such as letters of recommendation for a grant.
  - c. Records containing information about another student, such as a course roster.
- d. Personal records relating to individual students (separate from their academic records) that are kept in the sole possession of the maker of the record and not accessible or revealed to any other individual.

## **III. RESPONSIBILITIES**

### *A. Notification*

UCEAP is responsible for annually notifying students of their privacy rights under University policy and state and federal laws. See annual notification below.

### *B. Protecting Students' Privacy*

Everyone with access to information about a present or former student is responsible for complying with the law and University policies on the use, maintenance, and disclosure of student information.

When information from a student education record is released, consistent with law and policy, to a third party, the individual releasing the information is responsible for informing the recipient that the disclosure of information is subject to the condition that the information not be released to any other party without the prior written consent of the student, unless otherwise permitted by law and policy.

The recipient of the student record may not re-disclose the information without the written consent of the student or use the information for any purpose other than that for which it was originally obtained. Improper maintenance, disposal, or release of information about a present or former student is a disservice to our students and exposes the University to significant risk.

## **STUDENT PRIVACY – UCEAP FERPA ANNUAL NOTIFICATION**

### **Disclosure of Information from Student Records**

Under the Federal Family Educational Rights and Privacy Act of 1974 and provisions of state law relating to public records disclosure, the University of California Policies Applying to the Disclosure of Information from Student Records and UCEAP's implementation of that policy assure EAP students the following rights:

To inspect and review most of your student records.

To have withheld from public disclosure, without your prior consent, personally identifiable information from your student records.

To inspect records maintained by UCEAP offices concerning disclosure of confidential information from your student records.

To seek corrections of your records through a request to amend the records, or a request for a hearing to challenge the content of your records, or to include a written statement therein.

To file complaints with the U.S. Department of Education regarding violations of the rights accorded by Federal law or University policy.

UCEAP policy defines "public records" (which may be released without your prior consent), describes the record access rights of applicants who have not been admitted to UCEAP, and describes the conditions under which you may waive the right of access to your records.

### **UCEAP Student Travel Policy**

Participants in the University of California Education Abroad Program are responsible to exercise good judgment and to take certain precautions to minimize risks to themselves and others during their participation in the program. It is the policy of the Education Abroad Program Universitywide Office to promote safe behavior and to encourage students to engage in personal risk management when traveling during the EAP program, including breaks. In addition to advice contained in UCEAP student publications, there are tools available through the U.S. Department of State website at [travel.state.gov/travel/travel\\_1744.html](http://travel.state.gov/travel/travel_1744.html) and [travel.state.gov/travel/tips/safety/safety\\_1180.html](http://travel.state.gov/travel/tips/safety/safety_1180.html). These websites provide information and recommendations for U.S. travelers.

Travel advice from the U.S. Department of State may take several forms, all of which can be accessed at the website listed above:

- **Travel Warnings (TW)**—**consider very carefully whether it is safe to travel to these countries.** TWs are issued to describe long-term, protracted conditions that make a country dangerous or unstable (unstable government, civil war, or ongoing intense crime or violence, or frequent terrorist attacks). A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate. Travel Warnings remain in place until the situation changes; some have been in effect for years.

- **Travel Alerts (TA)** are issued to disseminate information quickly about terrorist threats and other relatively short-term conditions that pose significant risks or disruptions to Americans.

- **Country Specific Information Sheets (CSIS)** For each country, there is information like the location of the U.S. embassy and any consular offices; whether an entry visa is needed; crime and security information; health and medical conditions; drug penalties; and localized hot spots.

Accordingly, in addition to encouraging students to 1) use good judgment, 2) sign out before any travel through MyEAP, 3) register at the local US Embassy all travel, and 4) share travel information with families in the U.S., UCEAP has adopted the following policy:

### **All UCEAP participants**

- a) are strongly discouraged from traveling to areas for which the U.S. Department of State has issued a Travel Warning (see [travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)) unless UCEAP has made an exception to this policy.
- b) are also strongly discouraged from traveling to areas that the Study Center, UC partner institutions, or other information sources indicate may be risky or dangerous.
- c) should pay particular attention to the U.S. Department of State Travel Alerts and Country Specific Information that recommend U.S. citizens to avoid or defer all travel to a particular region or area within a country.
- d) are responsible for following the UCEAP student travel policy.

UCEAP participants who choose to travel to high-risk areas as described above in spite of UCEAP and U.S. Department of State recommendations should discuss their plans with Study Center and/or UC partner institution staff, and must sign a Travel Waiver before departure.

A student who travels without advising the Study Center Director or staff and signing the waiver may be subject to disciplinary action.

Due to the security environment in a particular country, or region, that may impact UCEAP's and U.S. Consular Affairs' ability to assist students, this policy and related security measures may be amended at any time including increasing travel restrictions, or adding travel bans during student breaks.

UC OGC approved Updated: March 2011

### **UCEAP Substance Abuse Policy**

The excessive use of alcohol by students abroad is one of the primary causes of accidents and incidents resulting in injuries. UCEAP does not condone any behavior that results from the use and/or abuse of alcohol; such behavior may lead to dismissal. Alcohol and other drug abuse and the resulting consequences can have a significantly negative impact on UCEAP participants.

It is the student's responsibility to know what the alcohol laws and the legal drinking and purchasing age are in the host country. Students should be careful to limit their alcohol intake and pay particular attention to host country laws and the regulations described below. All UCEAP students are expected to obey all of the laws of the countries they visit. Those who break these laws sometimes face severe penalties, including prison sentences.

### **Preamble**

As participants in an official academic program of the University of California, students enrolled in, and employees of, the Education Abroad Program are subject to all the rules and regulations of the University. The substance abuse policies at the University of California apply equally to students abroad, who are receiving credit from the University through the Education Abroad Program, and its employees.

### *University of California Policy on Substance Abuse*

The University of California recognizes dependency on alcohol and other drugs as a treatable condition, and offers programs and services for University employees and students with substance dependency problems.

Employees and students are encouraged to seek assistance from local resources and/or counseling or psychological services available on site. Information about an employee or student during participation in such programs or services will be treated as confidential, in accordance with Federal and State laws.

To promote an environment of academic excellence and to comply with the requirements of the Drug-Free Schools and Communities Act and the Drug Free Workplace Act, academic and staff employees and students:

Shall not use illegal substances and shall not abuse legal substances in a manner that impairs scholarly activities, job performance, or student life.

Shall not use illegal or legal substances in a manner that violates applicable criminal or civil laws in the workplace, on university premises, at university activities, or while conducting university business.

Are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of alcohol and/or a controlled substance in the workplace, on university premises, at university activities, or while conducting university business.

Students found guilty of violating the UCEAP Substance Abuse Policy, the University of California System Campus Regulations Applying to Campus Activities, Organizations, and Students. 102.17-18 ([www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc100.html](http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc100.html)), or the systemwide Substance Abuse Policy ([www.ucop.edu/ucophome/coordrev/policy/11-01-90.html#enclosure](http://www.ucop.edu/ucophome/coordrev/policy/11-01-90.html#enclosure)) are subject to disciplinary sanctions, which may include loss of privileges and exclusion from activities, warning, suspension, or dismissal. In addition to or in lieu of a corrective action, a student may also be required to participate in an approved counseling or treatment program. This treatment program is not covered by UCEAP insurance so students will pay for any costs associated with such treatment. The UCEAP insurance policy covers only three (3) days hospitalization (acute detoxification).

#### *Use of Controlled Substances Abroad*

According to the U.S. Department of State, each year, 2,500 Americans are arrested abroad. One third of the arrests are on drug-related charges. Many of those arrested assumed that they could not be arrested as U.S. citizens. From Asia to Africa and Europe to South America, U.S. citizens are finding out the hard way that drug possession or trafficking will result in incarceration in foreign countries; legal sanctions pertaining to the use and possession of even the smallest amounts of illegal substances tend to be extremely severe; and the U.S. authorities have virtually no control over a U.S. citizen found to be in violation of local law. In many developing countries, no distinction is made between personal use or possession and distribution or sale; penalties can be life imprisonment or execution. Even associating with drug users can be very dangerous. If you purchase prescription medications in quantities larger than that considered necessary for personal use, you could be arrested on suspicion of drug trafficking. Once you're arrested, the U.S. consular officer cannot get you out.

#### **Health Risks**

Substance abuse may result in a wide spectrum of extremely serious health and behavioral problems. Substance abuse results in both short- and long-term effects upon the body and mind. There are specific health risks related to alcohol and drug use, and there are general health risks related to impairment and addiction. Alcohol and drugs are toxic to the body's systems. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection associated with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which, in the case of some drugs such as cocaine, can occur after first-time use. Long lasting health effects of drugs and alcohol may include disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells and permanent memory loss, infertility, impotency, immune system impairment,

kidney failure, cirrhosis of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

### **Where to Get Help**

Students are encouraged to seek assistance for substance abuse and dependency problems. To find out what services are available to you abroad, consult with your Study Center Director/Liaison Officer and staff. Your inquiries will be kept confidential.

### **UCEAP Mandatory Student Insurance Policy**

The University of California, Education Abroad program (UCEAP), requires the UCEAP Student Insurance Plan as a non-academic condition of EAP participation and registration for all students who participate in a University-sponsored international education program.

The mandatory UCEAP Insurance Plan is provided by ACE, USA, insurance company through Mercer Health & Benefits, and paid by the University of California for UC students only. All degree-seeking UC students will be enrolled automatically in the UCEAP plan for the duration of their UCEAP program. All other students and dependents must pay the premium directly online.