

# Know Before You Go

## Pre-Departure Orientation Guide

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#### UC International Programs

3134 One Edwards

Phone 513-556-4278

Fax 513- 556-2990

E-mail [global@uc.edu](mailto:global@uc.edu)

[www.uc.edu/international/programs](http://www.uc.edu/international/programs)

**EDUCATION ABROAD  
EMERGENCY INFORMATION FORM**

The information requested below will be used only in case of emergency and is limited to the duration of your participation in an international program. The information will be kept confidential and will be destroyed upon completion of the program.

Your Name: \_\_\_\_\_ M# \_\_\_\_\_

Program Destination: \_\_\_\_\_ Program Name: \_\_\_\_\_

Program Dates: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact phone: \_\_\_\_\_

\_\_\_\_\_ Area Code \_\_\_\_\_ Number \_\_\_\_\_

E-mail: \_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone: \_\_\_\_\_

\_\_\_\_\_ Area Code \_\_\_\_\_ Number \_\_\_\_\_

Business phone: \_\_\_\_\_

\_\_\_\_\_ Area Code \_\_\_\_\_ Number \_\_\_\_\_

Cell phone: \_\_\_\_\_

\_\_\_\_\_ Area Code \_\_\_\_\_ Number \_\_\_\_\_

E-mail: \_\_\_\_\_

## **Return this form to:**

UC International Programs  
Rm. 3134 Edwards Center One

**513-556-4278 Phone**

**513-556-2990 Fax**

### **Mailing Address:**

University of Cincinnati  
PO Box 210640  
Cincinnati, OH 45221-0640

***This important documentation is tracked on a study abroad database.  
It is critical that the information be submitted to UC International Programs  
at least two weeks prior to departure.***

## HEALTH INSURANCE FORM

### Medical Insurance

All students must be covered by UC or other medical insurance. You must also have an International Student ID Card (ISIC), which provides supplemental accident insurance and medical evacuation, if deemed necessary. You will pay for medical expenses on site and submit receipts for reimbursement. Be sure you have an adequate limit on your credit card account that will allow for emergency medical expenses.

During the program, I will have health insurance coverage, including major medical coverage, through a policy issued by

---

Name of Company

The policy is issued to (check one):  my parents  me

And the policy number is:

---

If something happens and I need to contact the company or its agent, I may do so by calling the following phone number:

---

Area Code

Number:

Participant's Name (printed)

---

Date

Participant's Name (signature)

---

Date

International Student Identity Card (ISIC) number: S

---

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University of Cincinnati  
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## STUDENT HEALTH/EMERGENCY TREATMENT AUTHORIZATION

The medical review of this form and admission into a program are independent of each other. The purpose of this form is to help UC International Programs provide appropriate assistance to you should the need arise during your study abroad experience. It is important that we be aware of any medical or emotional problems, past or current, which might affect your ability to participate in an education abroad program. This information will be kept confidential in accordance with the law. Any disclosure of such information will be made only to the most appropriate individuals and with the highest level of discretion in order to protect student privacy. Relevant information will be shared with program staff, faculty, or appropriate professionals as it relates to your health and safety.

Name: \_\_\_\_\_ UCID #: \_\_\_\_\_  
 Sex:  Male  Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month/Date/Year  
 E-mail address: \_\_\_\_\_  
 Current address: \_\_\_\_\_  
Street Address City State Zip  
 Local Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Name of study abroad program: \_\_\_\_\_  
 Country/countries of program: \_\_\_\_\_  
 Date and year of program: \_\_\_\_\_

This information is required to coordinate treatment in the event of a medical emergency. Answer "N/A" if not applicable.

### ALLERGIES

<u>Medical Allergy:</u>	<u>Reaction:</u>	<u>Treatment, if exposed:</u>
_____	_____	_____
_____	_____	_____

<u>Food or environmental allergy:</u>	<u>Reaction:</u>	<u>Treatment, if exposed:</u>
<small>(foods, dust, chemicals, household items, pollen, bee stings, etc.)</small> _____	_____	_____
_____	_____	_____

### MEDICATIONS

Please list any medicines you are taking on a daily, regular, or as needed basis, and indicate how often and why each medicine is taken. (See "Staying Healthy" in **Know Before You Go** for information regarding transportation and use of your medication abroad.)

<u>Name of Medication:</u>	<u>How often taken:</u>	<u>For what condition:</u>	<u>Length of time treated (approx.):</u>
_____	_____	_____	_____
_____	_____	_____	_____

*NOTE: Participants must bring an adequate supply of medications that are required on a daily or routine basis when traveling abroad.*

### DIETARY RESTRICTIONS

Do you have any dietary restrictions?  Yes  No

If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

**Return this form to UC International Programs**

## DISABILITIES

Are you registered with UC Disability Services? (If you think you may be eligible, contact them in 210 University Pavilion, 513-556-6823.)

Yes

*(If yes, please discuss your plans to study abroad with your counselor to prevent potential limitations on your options abroad.)*

No

Do you have a disability that will require accommodations while abroad?

Yes

*(If yes, you must register with UC Disability Services and meet with their staff to complete a "Study Abroad Disability Accommodation Request Form." This must be done in a reasonable timeframe so as to allow for satisfactory evaluation of the requested accommodation and adequate time to implement the accommodation, if any. If you do not disclose your disability and/or request accommodations in a timely manner, UC may not be able to assess and accommodate your needs.)*

No

## ADDITIONAL HEALTH CONDITIONS

Do you have any additional health conditions other than those previously listed (such as surgeries, hospitalizations, significant injuries, chronic conditions, physical illness, psychological illness, emotional illness, etc.) that may need special consideration before or during your experience or that may affect your ability to participate in this program?

Yes

No

If yes, you are advised to consult with your health care provider. Please supply an explanation below:

Condition(s):

How often do you have symptoms?

Plan for managing this condition while traveling:

---

## HEALTH AND EMERGENCY AGREEMENT

I authorize the release of information contained in this Student Health/Emergency Treatment Authorization form for access and review by the advising staff of UC International Programs, relevant faculty directors and the appropriate health professionals in the UC Health Services. I understand that if I have not turned in this form in a timely manner, there may be insufficient time for the directors to review this information. If further medical information is required, I understand that I will be contacted by a health care professional in UC Health Services who will ask for a specific release form to my treating health care professional(s), and/or clarify medical information with me directly. I understand that if this information is pertinent to my health and safety abroad, it may be discussed in a confidential manner with the UC International Programs advisor, the faculty director, host family, and the host institution's resident director.

In the event that I need emergency medical care, hospitalization, or surgery while participating in the program, I authorize the University of Cincinnati, through its representatives, to secure any necessary treatment. In some cases, access to medical care may be more than 24 hours away and services may be limited. If coverage is not provided through the local program provider, I understand that such treatment shall be solely at my expense, and I shall reimburse the University of Cincinnati or its representatives for any expenses that they might incur on account of my condition or treatment. In the event of any emergency abroad, the University of Cincinnati may notify my emergency contact listed on the Education Abroad Emergency Information form.

I certify that all responses made on this form are complete, true and accurate, and I understand that if there are any changes in my health status, I will complete and submit an updated Student Health/Emergency Treatment Authorization. I understand that if I withhold information on this form I could be withdrawn from the program. If I am sent home for reasons related to withheld information, I will be responsible for all incurred costs. I understand that participation in this study abroad program is contingent on receipt by UC International Programs of this completed and signed form.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If you have any questions regarding medical problems, immunization requirements, or other health issues, call the University Health Services at least 45 days prior to departure.**

Travel health appointments are offered to students of the University of Cincinnati who have Student Health Insurance only. Appointments are made at least 1 month prior to departure in order for immunizations to take full effect. Payment for immunizations is due at the time of service and is not covered by Student Health Insurance.

To make an appointment call:  
East Campus, Holmes Building, 1st floor 513-584-4457  
West Campus, Lindner Athletic Center, 3rd floor 513-556-2564

**INDEPENDENT OVERNIGHT TRAVEL  
TIME AWAY FORM**

**PROGRAM NAME:** \_\_\_\_\_

You must fill out this form if you intend to spend time away from your program's location, and your activity is not one already planned as a part of the program. This way, we'll know how to contact you should the need arise. Please contact the program director if you are away longer than noted on this form.

Please turn in the form to the program director no later than two days prior to departure each time you intend to leave for independent travel.

Your Name: \_\_\_\_\_

Date and time you anticipate leaving the program for independent travel: \_\_\_\_\_

Date and time you anticipate returning to the program: \_\_\_\_\_

Please tell us where you are going, and if there is a way we can contact you should the need arise:  
\_\_\_\_\_  
\_\_\_\_\_

Please tell us which other students you will be traveling with:  
\_\_\_\_\_  
\_\_\_\_\_

Please note that once you leave the program, you are traveling independently and the University of Cincinnati accepts no responsibility for your safety and well-being.

Participant's Name (printed) \_\_\_\_\_

Date

Participant's Name (signature) \_\_\_\_\_

Date

Return this form to:

# **PROGRAM DIRECTOR(S)**

*Important health and safety information should remain  
with the program director(s) at all times while the group is overseas.*

Name \_\_\_\_\_

Student I.D. # \_\_\_\_\_

Date \_\_\_\_\_

## STATEMENT OF RESPONSIBILITY AND AUTHORIZATION TO PARTICIPATE IN THE UNIVERSITY OF CINCINNATI EDUCATION ABROAD PROGRAM

I have agreed to participate in the University of Cincinnati's Education Abroad Program titled \_\_\_\_\_ (hereinafter "the Program") in \_\_\_\_\_ (Country) from \_\_\_\_\_ (starting date) through \_\_\_\_\_ (ending date). I understand and acknowledge that my participation in the Program is wholly voluntary. The University of Cincinnati (hereinafter "University") has agreed to allow me to participate in the program and I, in turn, agree to the following:

### 1) UNDERSTANDING AND ASSUMING RISKS WHEN TRAVELLING ABROAD

- a) I understand and acknowledge that living and traveling to and within, and returning from a country other than the United States involves risks, dangers, and hazards not generally found at the University, including but not limited to (1) air travel and all other types of transportation, including independent travel decisions to and from social, cultural and programmatic events, which could result in damage to property, injury to persons, or death; (2) political, legal, social, and economic conditions that are different than those applicable in the United States and that can change in an unpredictable manner; (3) differing standards of design, safety and maintenance of utilities, including computing facilities, buildings, public places and conveyances; (4) varying quality and availability of sanitation, housing, and medical care; and (5) the potential for loss of property, personal injury, or death due to war, terrorism, crime, civil unrest, kidnapping, illness, public health risks, diseases, accidents, and/or violence. In addition, I understand and acknowledge that participation in certain dangerous activities may cause me to face an increased risk of injury or death.
- b) I understand that the general condition and standards of living arrangements, including building safety, may be below that which I have experienced in the United States. Further, I understand that as a result of living and traveling to and from major international cities, I may experience problems associated with urban living, such as increased crime, pollution, and high population density, and that women, in particular, may experience unique difficulties as a result of the customs and standards of the foreign country and/or distorted stereotyped images that people of other countries may have acquired.
- c) I understand and acknowledge that I am responsible for reading the Education Abroad Handbook, which has been drafted and made available to me by the University of Cincinnati, and that this information is incorporated and made part of this Agreement, and I am responsible for attending all mandatory orientation programs before departure. Applicable current travel advisories and travelers' health information issued by the U.S. Department of State and the Center for Disease Control information materials can be found at the following Internet site addresses, <http://travel.state.gov/> and [www.cdc.gov/travel/index.htm](http://www.cdc.gov/travel/index.htm), and should be consulted and reviewed before departure. Further, I have made my own investigation and I am willing to accept the risks, hazards, and dangers inherent in international travel and the activities included in the Program.
- d) I understand and acknowledge that the University does not represent nor act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services related to the Program.
- e) I understand and acknowledge that the **UNIVERSITY IS NEITHER RESPONSIBLE NOR ACCEPTS LIABILITY** for matters that are beyond its control. Accordingly, I understand, agree, and acknowledge that the University is not responsible or liable, in whole or in part, for those matters, outside of its control, including but not limited to war, quarantine, civil unrest, criminal activity, public health risks, terrorism, weather, strikes, acts of God, bankruptcies of service and transportation providers, mechanical defects, and cessation of operations, which result in (1) sickness, disease, injuries (including death), accident; (2) losses, damages, expense, or damage to and lost property; (3) fare changes, dishonors of hotel, airline or vehicle rental reservations; (4) any delays or missed transportation connections; and (5) any other expense arising out of such matters.

## 2) HEALTH AND SAFETY

- a) I represent and warrant that I am and will be covered throughout the Program by a policy of comprehensive health and accident insurance, which provides insurance for injuries and illnesses I may sustain or experience in my travels, and, more specifically, in the country that I will be living and/or traveling while on the Program, as well as emergency evacuation and repatriation of remains insurance. I agree to purchase an International Student Identity Card (ISIC), which will be in effect during the entire length of the Program. ISIC insurance is considered supplemental and should not take the place of other insurance. I will provide evidence of such insurance coverage prior to departure. The University reserves the right to deny participation in the Program should there be no documentation of appropriate health insurance, including the purchase of an ISIC.
- b) I agree to complete accurately and fully any required pre-departure health and emergency contact forms, to advise and make known to the University any health issue that may pose a significant health risk or difficulty to the Program, its participants, the host country or myself, and to exercise reasonable precautions while traveling with respect to food, drink, personal hygiene, personal conduct, and exposure to known disease risk factors. I agree to report to UC International Programs any physical or mental condition I have, which may require special medical attention or accommodation during the Program as early as possible, but no later than thirty (30) days prior to departure from the United States.
- c) I understand and acknowledge that the University is not obligated to attend to any of my medical or medication needs, and I assume and accept all such risks and responsibility. The University, however, may take any actions it considers to be warranted under the circumstances regarding my health and safety. In the event of any medical emergency for which the University has knowledge, wherein I am physically or mentally incapable of consenting to medical attention, I give to the University, or any of its representatives, the full authority to take any action deemed necessary to protect my mental or physical health and safety, at my own expense, including but not limited to: placing me under the care of a doctor, or in a hospital, or any place for medical examination and/or treatment, or returning me to the United States, if such return is deemed necessary after consultation with medical authorities. Should the need arise, the University is authorized to provide any personal and medical information about me to any health care provider. In the event I am returned to the United States, the University is obligated to refund only uncommitted monies paid to the Program. I understand that all the funds may have been committed and that I may be ineligible to receive any refund. I agree to pay all expenses related to medical care and release and discharge the University and its representatives from any liability for any such actions, including the cost and quality of such medical treatment and care.

## 3) CHANGES TO PROGRAM AND RESPONSIBILITY

- a) I understand and acknowledge that so long as any such modification contains reasonably comparable substitution, the University reserves the right to make changes to the Program (including transportation and accommodation substitutions; alterations in the proposed itinerary, such as dates and sites; and reasonable and comparable academic courses and class-work) at any time and for any reason. The University is not responsible for the cost of changes that arise as a result of an emergency or that are outside its control. The University reserves the right to substitute hotels, housing, or other accommodations of a similar category at any time. Specific room and housing assignments are within the sole discretion of the University.
- b) The University reserves the right to cancel the Program or any aspect thereof prior to departure; and, it is the University's sole discretion to cancel the Program or any aspect thereof after departure, requiring that all participants return to the United States if the University determines or believes that any person is or will be in danger if the Program or any aspect thereof is continued. If the Program is changed or cancelled, the only responsibility of the University is to refund to me all uncommitted monies I have paid to the Program. I understand that all the funds may have been committed and that I may be ineligible to receive any refund.

## 4) INDEPENDENT ACTIVITY

- a) I understand that neither the University nor its representatives will be supervising me at all times. I will have the opportunity and the right to independently leave the group periodically, subject to the Program Director's approval and requirements for participation in the Program. I understand and acknowledge that if I spend any time away from the Program's location, or participate in any activity that is not a planned part of the program, I may face additional and/or increased risk of injury or death and that I am solely responsible for my own safety.
- b) I understand and acknowledge that should I elect to remain in a foreign country, whether at the location of the Program or elsewhere, after participating in the Program or should I decide to leave the Program before completing my course of study, the University will cease to act as a sponsor and I assume all such risks and liabilities associated in traveling and living independently from the University and its Program

## 5) STANDARD OF CONDUCT

- a) I understand that the University's policies on Alcohol, Drug Use, Sexual Harassment, and the Student Code of Conduct apply while I participate in the Program. I agree to abide by these policies. I understand that misconduct abroad can lead to removal from the Program and may, in addition, result in a decision by the University to impose further sanctions under its policies and rules.

b) I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug and alcohol use, and behavior. I recognize that behavior, which violates those laws or standards, including but not limited to destruction of property of others, alcohol or substance abuse, the use of or threats of physical violence, and openly abusing the customs and traditions of the foreign country, could harm the University's relations with those countries and host institutions and families, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I travel during my participation in the Program, including attending any and all Program orientation meetings and reading all materials the Program provides. I will attend to any legal problems I encounter with any foreign nationals or government of the host country or any country to or through which I travel during my participation in the Program. Further, I will reimburse the University for any and all expenses incurred or caused by me, including but not limited to expenses arising out of vandalism, damage to property, or theft. The University is not responsible for providing any assistance under such circumstances.

c) I understand that the Program Director, or someone he or she appoints, will be the sole judge of whether my conduct or academic standards are detrimental to the best interests of the Program, myself or others in the Program or seriously offend the host institution or family. Should such misconduct

occur, the Program Director or someone he or she appoints, at his or her discretion, may terminate my participation in the Program. I understand that should my participation in the Program be terminated, I will receive no refund or portion thereof of any fees, unless otherwise deemed appropriate by the University; I am required to leave the Program immediately; and I am solely responsible for arranging and paying for my own transportation back to the United States.

**6) ACADEMIC OBJECTIVES**

I understand that the academic aspects of the Program are such that participation in the Program for not less than the full term is necessary to achieve the objectives of the Program. I understand and acknowledge that any grade or course credit is dependent on my participation and success in the Program. I agree that in the event that I do not complete the academic requirement of the Program, I may be obligated to reimburse the University and its Departments for any institutional grants or scholarships that I received to financially support my travels abroad.

**7) REPRODUCTION OF RECORDS**

I grant permission for the University and the Program to reproduce and use for educational, publicity and/or orientation purposes, without compensation, all photographs, videos, movies, or sound recordings taken of me during the time I participate in the Program.

**STATEMENT OF RESPONSIBILITY AND AUTHORIZATION TO PARTICIPATE IN THE UNIVERSITY OF CINCINNATI EDUCATION ABROAD PROGRAM**

In signing this **Statement of Responsibility and Authorization to Participate**, I acknowledge that I have read this entire Agreement, that I understand its terms, that I have had the time and opportunity to read and ask questions regarding the Agreement. Also, I confirm that I am at least eighteen years of age and that I have signed the Agreement knowingly and voluntarily, and that by signing it, I understand that I am giving up substantial legal rights I might otherwise have. Further, I understand that I may withdraw from the Program at any time before departure and shall be reimbursed all uncommitted monies.

I also understand that it is my responsibility to be properly registered for the appropriate University of Cincinnati course(s) associated with the Program, if applicable. As such, **I have registered** or **will register** for the following course:

\_\_\_\_\_ College \_\_\_\_\_ Discipline \_\_\_\_\_ Code for the \_\_\_\_\_ Quarter(s) \_\_\_\_\_ term(s).

I understand that if I am not properly registered, I will be required to pay additional fees.

Name of Program \_\_\_\_\_

Participant's Name (printed) \_\_\_\_\_

\_\_\_\_\_ Date

Participant's Name (signature) \_\_\_\_\_

\_\_\_\_\_ Date

# UNIVERSITY OF CINCINNATI EDUCATION ABROAD PROGRAM AGREEMENT ASSUMPTION OF RISK, WAIVER AND RELEASE OF LIABILITY, AND INDEMNIFICATION

I am a student at the University of Cincinnati (“the University”) and have agreed to participate in the University of Cincinnati’s Education Abroad Program titled \_\_\_\_\_ (hereinafter “the Program”) in \_\_\_\_\_ (Country) from \_\_\_\_\_ (starting date) through \_\_\_\_\_ (ending date). I understand and hereby acknowledge that my participation in the Program is wholly voluntary. The University has agreed to allow me to participate in the program and I, in turn, agree to the following:

(1) **Assumption of Risk and Release of Claims.** Knowing the risks, dangers, and hazards described to me by the University of Cincinnati, and in particular those described in the “Statement of Responsibility and Authorization to Participate in the University of Cincinnati Education Abroad Program,” I agree, individually, and on behalf of my heirs, successors, assigns and personal representatives, to **ASSUME AND ACCEPT ALL THE RISKS, DANGERS, HAZARDS, AND RESPONSIBILITIES** resulting in or arising from my participation in the Program. To the maximum extent permitted by law, I, individually, and on behalf of my heirs, successors, assigns and personal representatives, **HEREBY RELEASE AND FOREVER DISCHARGE** the University and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses, harms, or injuries (including suffering and death) that I may sustain to my person or property or both, whether caused by negligence or carelessness on the part of the University, its employees, agents, officers, trustees or representatives, including but not limited to any claims, demands, actions, causes of action, judgments, damages, costs, and expenses of any nature whatsoever, including attorneys fees, which arise out of, result from, occur during or are connected in any manner to my participation in the Program (including periods in transit to and from any country where the Program is being conducted), any related or independent travel, or any activities or field trips (including any inherently dangerous activities such as mountain climbing, scuba diving, etc).

(2) **Indemnification and Hold Harmless.** I, individually, and on behalf of my heirs, successors, assigns and personal representatives, **HEREBY AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS** the University and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability, losses, damages or expenses, including attorney’s fees, which arise out of, occur during, or are in any way connected with my participation in the Program, any related or independent travel, or any activities or field trips (including any inherently dangerous activities such as mountain climbing, scuba diving, etc).

(3) I agree that this **WAIVER AND RELEASE OF LIABILITY, AND INDEMNIFICATION AGREEMENT** is to be construed and governed under the laws of the State of Ohio, U.S.A.; and that if any portion is held invalid, the balance hereof shall continue in full legal force and effect. In signing this Agreement, I acknowledge that I have read this entire Agreement, that I understand its terms, that I have had the time and opportunity to read and ask questions regarding the Agreement, and that I have signed it knowingly and voluntarily.

Name of Program

---

Participant’s Name (printed)

---

Date

Participant’s Name (signature)

---

Date

## **SAFETY ABROAD: MESSAGE TO PARENTS AND CONCERNED OTHERS**

Family members of students who are going, or are already abroad are justifiably concerned with their safety. The information below reports on what we have done and continue to do in an effort to assure that all University of Cincinnati students are safe.

### **Pre-departure Orientation**

- We orient students to both host country and American security information provided by the U.S. Department of State.
- We speak to students about how to behave abroad, how to maintain a low profile and how to act responsibly.
- We provide faculty directors with emergency procedures.
- We collect all pertinent information from students, including their emergency contact, medical and insurance information.
- We require all students to have an International Student ID Card (ISIC), which provides supplemental medical insurance as well as emergency evacuation for medical cause or repatriation of remains.
- We remind students that while abroad, they represent the University of Cincinnati, and that their actions and behaviors are governed by the UC Student Code of Conduct.

### **Safety Abroad**

- Faculty leaders register all members of the group at the closest American Consulate or Embassy. All students traveling independently must register their whereabouts online with the State Department before departure.
- Faculty leaders carry a copy of students' passports and visas. Independent students must carry a copy of these documents separately.
- Students must respect the rules of the program, refrain from taking unnecessary risks, and stay in touch with their faculty leader. Independent students must stay in touch with the on-site staff of the program where they are located, the American Consulate and UC International Programs.
- Students have contact information to reach UC International staff both day and night.

### **Emergency Procedures**

In the event of an emergency situation while students are abroad, we ask Faculty leaders and independent students to follow these procedures.

- Make sure that all members of the group are accounted for and in a safe place.
- Call the U.S. Consulate or Embassy for instructions.
- Call UC International at 513-556-4278 to report the situation and receive further instructions.
- UC International will contact the emergency phone numbers of all students on affected programs.

### **After-hours contact information:**

UC University Police communications center at 513-556-1111  
International SOS 215-942-8226 ID: 11BCAS000010

## **GETTING READY TO GO**

There are many ways to prepare for your journey. Read books about the history, geography and customs of the countries you will visit. Study maps, read newspapers with good international coverage of each country, and watch videos of the places you'll visit. Check out Web sites for helpful information and advice; for example *Lonely Planet* offers good advice to travelers. Visit the UC International Resource Room to find guidebooks.

Talk with international students from the countries you'll visit. Check out the international travel sections of bookstores and purchase one or two good student guides, such as *Let's Go*, *Lonely Planet* or *Frommer's*. If you don't speak the language, learn some key words and phrases. Everyone likes to hear even simple words or phrases in their native language.

## **STAYING HEALTHY**

When you participate in an education abroad program, you will complete the Student Health/Emergency Treatment Authorization. It is your responsibility to ensure that your routine immunizations are up-to-date, inquire whether there are recommended and/or required immunizations for the country/countries you will visit (including any countries you will visit that are not part of the education abroad program's itinerary), and review educational issues relevant to your personal health and well being. All students participating in Education Abroad must have some form of health insurance, either through a personal policy or the University of Cincinnati. If you have any questions regarding medical problems, immunization requirements, or other health issues that may affect your successful and complete participation in the program, we expect you to consult with either your personal physician or the University Health Services, 513-556-2564 or 513-584-4457, at least three months prior to departure to developing nations, and at least two months prior to departure for all other countries. Some immunizations require a series or spacing for protection so allow

as much time as possible for immunization. Worldwide health information is also available through:

**Center for Disease Control: [www.cdc.gov/travel](http://www.cdc.gov/travel)**

**Shoreland's Travel Health On-line: [www.tripprep.com](http://www.tripprep.com)**

Check one of these resources to determine the health requirements of your country. Additional useful web sites include: the World Health Organization ([www.who.int](http://www.who.int)) and the Medical College of Wisconsin ([www.healthlink.mcw.edu/travel-links.html](http://www.healthlink.mcw.edu/travel-links.html)).

Here is a list of routine vaccinations that should be up-to-date before leaving the U.S. for low-risk countries (such as the UK, France, Ireland, Sweden, Netherlands, Belgium, Switzerland)

- Tetanus-Diphtheria (Td) - recommended every 10 years
- Measles, Mumps, Rubella (MMR) - should have had two since one year of age
- Hepatitis B - series of three shots given over six months; two shots spaced one month apart should give some level of protection

Students traveling to countries with moderate to high health risks (i.e. Greece, Mexico, Zimbabwe, Kenya, China) will need to make sure the above routine immunizations are up-to-date. Additionally, schedule an appointment to be seen at a travel clinic at least 4-8 weeks before your trip for specific recommended and/or required vaccines to consider before departure.

If you have a pre-existing medical condition that may require treatment or need prescription medication while traveling, be sure to bring an adequate supply with your physician's explanation of the condition, generic and brand names of the medication and dosage information. Always carry prescription medication in its original container. If there is a question, check with the embassies of the countries you expect to visit to make sure your medications are not illegal there. Maintain your usual dosage and pattern of taking your medication while you're abroad.

## Food and Water

Watch what you eat. Traveling will bring your body in contact with different bacteria, which are not necessarily harmful in themselves, but can unsettle your stomach or cause other health problems. Water (including ice cubes), milk, fresh fruit and unwashed, raw vegetables could upset your system until your body adjusts to its new surroundings.

It is wise to bring any special dietary supplements or food items you are accustomed to: black pepper, vitamin C, or peanut butter. Keep in mind that it is illegal to carry perishables or plants into other countries. Customs officials will ask what food you have with you. Be sure to eat your oranges and apples on the train before you reach the next country's border.

When abroad, consider changing your normal eating patterns. It may be less costly to eat your most substantial meal at noon and have "lunch" in the evening. For example, in Europe you can usu-

ally save money by buying bread, cheese, yogurt, beverages, and other assorted picnic items at the local grocery store. If you eat these in the evening and save leftovers for breakfast the next morning, you will be ready to travel without the hassle of carrying food.

Don't panic if the change in diet affects your health adversely when you first arrive in a new country. In countries where tap water is safe to drink, the slight difference in mineral content in the water might be enough to upset your system. Be patient. Students studying in the "developing" world may need to review food and water safety guidelines. In countries where the tap water is not safe to drink, the answer to your problem may be as simple as remembering to use boiled water to brush your teeth

Many restaurants overseas have an advantage over their American counterparts in that they post their menus outside the door. This allows you to "window-shop" for a restaurant that suits your palate and pocketbook before entering the restaurant. Many restaurants will have a "house menu" which is a "package meal" set and includes soup, salad, main dish, and dessert. Look the menu over carefully to determine if you want to order from the house menu or a la carte. Beverages generally are not included in the price listed.

Water may be provided upon request. However, you might have to buy mineral water. There are two varieties: sparkling and still. The sparkling water is more expensive but it is acclaimed as an excellent digestant.

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

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

Chemical disinfection can be achieved with either iodine or chlorine, with iodine providing greater disinfection in a wider set of circumstances. For disinfection with iodine, use either tincture of iodine or tetraglycine hydroperiodide tablets, such as Globaline® and Potable-Aqua®. These disinfectants can be found in sporting goods stores and pharmacies. Read and follow the manufacturer's instructions. If the water is cloudy, strain it through a clean cloth and double the number of disinfectant tablets added. If the water is very cold, either warm it or allow increased time for disinfectant to work.

CDC makes no recommendation as to the use of any of the por-

table filters on the market due to a lack of independently verified results of their efficacy.

As a last resort, water that is uncomfortably hot to touch may be safe for drinking and brushing teeth after it is allowed to cool. However, many disease-causing organisms can survive the usual temperature reached by the hot water in overseas hotels.

Be brave! Take the time to explore local taverns and restaurants. You can learn a lot about countries by their cuisine and the clientele they serve. At the same time, be aware of food and water safety precautions. Also, watch out for “extras.” In some places you may pay extra for a napkin! Food is available on most trains but is more expensive. Plan ahead and take sandwiches with you. Train stations in villages often have good restaurants. In larger cities these restaurants, as well as those surrounding the train station, are generally more expensive.

### Note to travelers with special eating habits

You may find that maintaining your normal diet abroad is challenging, especially if you have specific dietary preferences or allergies (i.e. vegetarian, vegan, kosher, wheat allergies, lactose intolerance, etc.). This challenge is presented because of the differences in international cuisine due to specific geography and culture. Despite this fact it is important to maintain a healthy diet while avoiding weighing down your luggage with your favorite foods from home. If you have special eating habits, research your destination carefully before assuming that the food you need or want is available.

Some tips to help you through:

- Research the area in which you will be staying—read the food sections of travel guides. Learn what foods are available and what foods will easily work as substitutes for meals you normally eat at home.
- If you are concerned that you may have difficulty finding suitable substitutions, you may choose to bring protein powder, vitamins, and other dietary supplements to ensure you maintain good health.
- Talk to others with similar preferences to yours who have travelled abroad and listen to the advice they offer.
- Research customs surrounding food and dining in your destination and develop an effective way to communicate allergies and handle social situations in which you may be offered food you are not comfortable eating.

(adapted from *food: the edible part of culture*, published by CIEE, [www.ciee.org](http://www.ciee.org))

### Travelers’ Diarrhea

The typical symptoms of travelers’ diarrhea (TD) are diarrhea, nausea, bloating, urgency, and malaise. TD usually lasts from three to seven days. It is rarely life threatening. Areas of high risk include the “developing” countries of Africa, the Middle East, South Asia and Central America. The risk of infection varies by type of eating establishment the traveler visits—from low risk in private homes to high risk for food from street vendors.

TD is usually acquired through ingestion of fecal contaminated

food and water. The best way to prevent TD is by paying meticulous attention to choice of food and beverage. The Center for Disease Control does not recommend use of antibiotics to prevent TD because they can cause additional problems.

For treatment, oral fluids should be administered to sufferers of diarrhea. Fruit juices, soft drinks (preferably without caffeine), and salted crackers are advised. For severe dehydration, the use of an oral rehydration solution (ORS) is advised (see below). Avoid dairy products and all beverages that contain water of questionable quality.

Antimicrobial drugs such as doxycycline, trimethoprim/sulfamethoxazole (Bactrim®, Septra®), and fluoroquinolones (Cipro®, Noroxin®) may shorten the length of illness and may especially benefit persons with severe abdominal cramping, fever, and/or bloody stool. Consult your physician for prescription and dose schedules. Antidiarrheals, such as Lomotil® or Immodium®, can decrease the number of diarrheal stools but can cause complications for persons with serious infections.

Most episodes of TD are resolved in a few days. As with all diseases it is best to consult a physician rather than attempt self-medication, especially for pregnant women and children. Travelers should seek medical help if diarrhea is severe, bloody, lasts longer than a few days, is accompanied by fever and chills, or if the traveler is unable to intake fluids and becomes dehydrated.

### Good Self Care

Study abroad is inherently stressful—with both “good stress” and more problematic stress. Good stress includes new opportunities and excitement. However, changes of any kind are demanding on people. With study abroad, students are adjusting to many differences from home and doing so without their usual familiar environment and supports.

Self-care helps people cope with stressors and stay physically and mentally healthy. A lot of self-care is common sense, but it may be important to make a specific effort while you are abroad, especially in the first few weeks when culture shock is most likely to occur.

Here are the main principles:

- Eat healthy food at regular meal times; avoid junk food
- Get regular exercise of some kind—walking, biking, going to the gym, etc.
- Get enough sleep—7-9 hours for most people; go to bed and get up at the same time every day
- Schedule leisure time for relaxing and enjoyment
- Socialize and communicate with people around you
- If you feel a conflict developing, try to talk it out with the other person directly and calmly, before anger builds up
- Stay in touch with family and friends back home
- Maintain a positive attitude and flexibility

Culture shock is a normal and predictable reaction to being in a different culture. During the first few weeks of being in a new environment, many people experience mood changes, intense feelings, a sense of vulnerability or helplessness, confusion, sleep prob-

lems, anxiety, sadness, withdrawal, and other states that may look similar to anxiety or depression on the surface but are simply stages of adjustment. If, however, these kinds of experiences continue beyond the first few weeks, it is important to let someone know who can assist you in getting professional help. On-site program staff can help students find physicians and mental health professionals with the skills to treat depression, anxiety, and other conditions so you can get the most out of your international experience.

For students who have a pre-existing condition like depression, an eating disorder, etc., it is important to talk with your treatment providers in advance to make plans for treatment while abroad. That plan should include handling medication issues, getting support, and how to deal with any possible emergencies. They should also be encouraged to disclose this to their faculty director/program provider.

## DOCUMENTS

### Passport

- U.S. and non-U.S. citizens now need a passport to enter all other countries. If you already have a passport, make sure it is valid for at least six months after your return date. New passports take up to eight weeks for processing. Apply early to avoid complications caused by misplaced birth certificates and similar problems. You can apply for a passport in person during certain hours at many U.S. Post Offices, at the Cincinnati Public Library, or twice per year through UC International's Passport Day (watch for announcements).

See [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html) for general information. You will need these documents to apply for a passport:

- U.S. Passport Application
- One passport size photograph
- certified birth certificate or Naturalization document
- picture ID (driver's license, state ID), checks or cash (\$110 for a 10-year passport plus \$25 for an execution fee).

If you need your passport or visa on short notice, there are several independent courier services that can help expedite the process by hand carrying your documents to the different agencies. There is an extra charge for this service. For more information on these services, see [www.uc.edu/international/programs](http://www.uc.edu/international/programs).

### Visa

A visa is an entry/residency permit and official permission granted by the authorities of the countries where you will study or travel, which allows you to enter and remain in that country. The visa itself is frequently a stamp in your passport, not a separate document. Since you will need a passport before applying for a visa and the passport and visa process may take several months, start early. If you are a U.S. citizen (carrying a U.S. passport) a visa is not required by most Western European countries if you are spending less than three months in the country visited. If you are staying longer than 90 days in any country, you must obtain

the appropriate visa according to that country's laws. The cost and requirements of obtaining visas vary. It is your responsibility to inquire about visa requirements for all countries you plan to visit while abroad; this includes countries that you plan to visit before or after your study abroad program. You can do so by consulting with a travel agent, calling the consular agent, or calling the consular offices of those countries. Additionally, you may wish to check the following entry requirements/visa web sites regarding up-to-date visa and entry requirements:

#### A. Briggs Passport & Expeditors:

UC students, faculty and staff receive a 20% discount on visa processing.

<http://www.abriggs.com>

Discount code: UCVPI

#### United States Bureau of Consular Affairs:

<http://travel.state.gov/visa/>

#### Travel Document Systems: [www.traveldocs.com](http://www.traveldocs.com)

You may be denied entry into, or be deported from, a country for which you have not obtained a required visa. For some countries, certain medical requirements must be met before a visa will be issued. Many countries will not issue visas to persons with any type of police record. Note: If you are not a U.S. citizen, consult the embassy or consulate of the countries you will visit to learn their document requirements. See the following Web sites:

#### Foreign Consulate Offices listing: [www.state.gov](http://www.state.gov)

#### Embassies and Consulates: [www.embassyworld.com](http://www.embassyworld.com)

The procedures that you will follow may be different from those for U.S. citizens. It is important to initiate this process as soon as possible in order to assemble documents and allow time for lengthy procedures. International students must visit UC International Services to obtain a signature on visa documents to permit re-entry to the United States.

#### International Student Identity Card (ISIC)

The International Student Identity Card, often called the ISIC, is endorsed by the United Nations Educational, Scientific and Cultural Organization. It was initiated to give traveling students a document that would be readily accepted worldwide as proof of their student status.

The card provides many benefits to holders, including some supplemental health and travel insurance, discounts for museums and attractions, and discount travel. It is required that all UC students planning to study abroad have the card. It is available in the UC International office. Bring a passport size photo and \$22 cash or check.

#### International SOS

UC International is pleased to announce an important new support service for our students abroad. The University of Cincinnati is now an institutional member of International SOS, a membership that gives students studying abroad access to a full range of

medical information and emergency services.

Remember when you are abroad you should always carry your International SOS membership card with you. It contains the University's membership number **11BCAS000010** and phone numbers to International SOS alarm centers.

Here is a brief overview of the most important program features:

As a member, you have access to International SOS information services at no charge.

These information services range from the website informa-



## Welcome

You're now a member of International SOS.

**Rest assured.** You now have your own personal, medical, and security assistance advisor for emergencies, as well as routine advice when outside your home country.

**Reach out** to International SOS if you need a routine referral, lose your medication, or have a medical or security crisis. International SOS is here to help and ensure you get what you need anytime, anywhere. That's what we do best.

**Keep this card** handy as you travel, live, and work. It contains your membership number and phone numbers to access International SOS 24/7/365.

Visit [www.internationalsos.com](http://www.internationalsos.com), enter your membership number, and discover all that International SOS can do for you.

Worldwide reach  
Human touch



If you need medical or security advice or assistance, call us  
24 hours a day, 7 days a week (call collect where available):

Philadelphia +1.215.942.8226      Singapore +65.6338.7800  
London +44.20.8762.8008      Sydney +61.2.9372.2468

[www.internationalsos.com](http://www.internationalsos.com)

University of Cincinnati  
Scholastic Comprehensive  
11BCAS000010

tion provided (including country risk ratings, State Department postings, medical travel recommendations and immunization requirements) to access to medical doctors via phone consultation, referrals to English-speaking doctors, to care assessment and translation services in case of hospitalization.

However, use of actual medical services (beyond information services) is not free.

While members have access to International SOS clinics and doctors around the world, delivery of such services must be covered by the member and/or the member's health insurance policy. This



## When you need help, we'll be here for you.

ON CALL, ONLINE AND ON THE GROUND, 24/7/365.

For more than 20 years, we've been helping our members stay healthy, safe, and secure. Our worldwide reach spans 70 countries with 26 Alarm Centers, 26 clinics, and a fleet of air ambulances. The medical and security expertise of our multilingual staff assures you of the very best assistance and care.

### When do I use this membership?

#### Before you leave, prepare yourself:

- Access accurate, real-time information on [www.internationalsos.com](http://www.internationalsos.com). View country guides, online medical and security reports, and sign up for health and safety e-mail alerts
- Call an Alarm Center for pre-travel information (i.e., vaccination, required medication and travel security concerns)

#### While abroad, stay healthy, safe and secure.

##### Contact us when you:

- Seek health, safety, and security advice
- Need to speak with an experienced, Western-trained doctor or security specialist
- Need a local doctor or other provider credentialed by our medical staff
- Require supplies of medication or equipment
- Need travel advice on loss of travel documents or legal assistance

#### In an emergency, call us right away to:

- Arrange medical transportation or care
- Coordinate medical fees, when approved
- Monitor your condition and advise
- Evacuate you to a center of medical excellence if local care is inadequate or to a secure location
- Provide help if your safety is at risk
- Contact your family

Your membership entitles you to access a powerful resource for worldwide medical, security, travel, and emergency assistance. **Take advantage of it!**

Control Risks



Medical advice and assistance provided by International SOS

Security advice and assistance provided by a joint venture of International SOS and Control Risks

Fold

program and membership is not an insurance plan! Students are still required to have health and evacuation insurance that covers them abroad.

We are very pleased to join over 100 other educational institutions now using International SOS services, which for many years have provided the best-available emergency medical services for military personnel, US government officials and staff, and other worldwide organizations and corporations.

## BAGGAGE & PACKING

- Check with an insurance or travel agent about insuring your luggage and other personal effects.
- If you intend to travel before or after your program, make arrangements for storage of your luggage. Do not assume that your luggage can be stored at your housing location during dates outside of the program. Daily storage charges in train stations and airports can be quite costly.
- Mark your luggage tags ahead of time with a clear indication of your name, home address and phone number. Keep this information inside your bags too.
- Arrive at the airport AT LEAST two to three hours before departure. Go directly to the ticket counter to check your bags and learn about any flight schedule changes.
- Keep your luggage close to you!

Airlines restrict the amount of baggage that passengers are allowed to carry. In general, passengers are allowed two bags, each weighing under 50 pounds. Requirements vary from carrier to carrier, and it is your responsibility to contact your airlines to determine these requirements.

You will have to carry your own luggage. It is a good idea to pack your bags a few days early and to try to carry them when you are tired. Eliminate items that are not essential. Don't take anything you would hate to lose. Leave at home all unnecessary credit cards, expensive jewelry, or irreplaceable family objects! Take a collapsible piece of luggage or leave room in your bags for items acquired abroad. When packing your carry-on luggage, be aware of U.S. security measures.

### Security Measures (U.S. departures)

The Department of Homeland Security has implemented the following security measures until further notice:

1. Travelers will be allowed through security checkpoints with travel-size toiletries (3 ounces or less) that fit comfortably in ONE, QUART-SIZE, clear plastic, zip-top bag.
2. At the checkpoint travelers will be asked to remove the zip-top bag of liquids and place it in a bin or on the conveyor belt. X-raying separately will allow TSA security officers to more easily examine the declared items.
3. In addition, larger amounts of prescription liquid medications, baby formula and diabetic glucose treatments must be declared at the checkpoint for additional screening.

4. After clearing security, travelers can now bring beverages and other items purchased in the secure boarding area on board aircraft.

It is unlikely that additional changes in the liquid, aerosol and gel policy will be made in the near future.

This security regimen applies to all domestic and international flights departing U.S. airports. Travelers should, however, check with transportation security authorities in their country of origin for flights originating at non-U.S. airports.

TSA will be enhancing security measures throughout the airport environment, both visible and not visible to the traveling public. Examples of these measures include: more random screening of employees, additional canine patrols, stronger air cargo security measures, more rigorous identity verification standards, and deploying more trained security officers in bomb appraisal and screening by observation techniques.

### Packing

Most travelers pack too much clothing. Take only what you expect to wear. Although public laundry service is available in most places where students will be staying, it is advised to bring dark colors that will not readily show the dirt. Your clothing should be hand washable and require little care. Learn the typical climate of the locations you plan to visit. The following list is a helpful guide and should be adjusted according to the seasonal weather you will experience during your stay abroad.

### Carry on board

- An extra pair of eyeglasses
- A map or directions of your destination
- Any medications you use (Keep medications in their original labeled container to make customs processing easier. If any medications contain narcotics, carry with you a letter from your physician attesting to your need to take them)
- A sweater or sweatshirt
- An extra change of clothes
- Do not carry knives, pepper spray, nail clippers, or anything that could be construed as a weapon in your carry-on luggage.



## Documents, etc. (to carry on your person)

- Passport
- Tickets and rail passes
- International Student ID Card (ISIC)
- Address and phone number of where you are going
- Cash, travelers' checks, credit cards
- Insurance card

## Clothing

- 1 pair walking shoes
- 1 pair flip-flops or shower shoes
- 3 - 5 pairs of socks
- 5 - 7 pairs of underwear
- 1 - 2 pairs of shorts
- 1 - 2 skirts/trousers
- 2 shirts
- 1 sweater/sweatshirt
- 1 poncho/rain jacket
- 1 light jacket
- 1 bathing suit
- 1 hat
- A nice outfit
- T-shirts (cotton)
- 1 wool sweater or polar fleece

## Medicine, Toiletries and Other...

- Prescription medicines: clearly marked with patient name, physician name and drug name, and written physician prescriptions
- Over-the-counter, unopened medication (i.e., any medications you take on a regular basis or those which are especially effective for you): although your host country may have the same drug, it is probably called something different and may be difficult to identify at your time of need, or not available at all.
- First Aid Kit: include bandages, first aid tape, antiseptic, antihistamine (especially if you are allergic to insect stings) wipes, burn cream, extra-strength aspirin or acetaminophen, and first aid guide
- Comb and/or brush
- Sunscreen, moisturizers, cosmetics
- Deodorant/antiperspirant
- Razor
- Tampons/sanitary pads
- Contraceptives/birth control/prophylactics
- Eyeglasses, sunglasses, contact lenses and cleaning solution

## Miscellaneous

- Battery operated alarm clock
- Camera and film or memory card
- Address book
- Travel journal
- Pocket calculator
- Books, guides, and maps
- Day pack
- Sewing kit
- Laundry soap and line
- Money holster
- Umbrella

- Luggage tag
- Adapter and voltage converter
- Photos from home to share with friends abroad
- Combination lock

## Document Safety

Remove from your wallet and leave at home all credit cards, keys, and other items you won't need abroad. Make photocopies of your valuable documents and maintain an "emergency file" at home containing copies of your airline ticket, passport, visa, travelers' checks, driver's license, blood type and Rh factor, eyeglass prescription, name of doctor and dentist, supplemental insurance policies, and the credit cards you take abroad. Leave one set at home along with a detailed itinerary and contact information and keep another with you in a separate place from the originals. NEVER pack your original passport or any other important documents in your checked-in luggage or your carry-on luggage. Passports, credit cards, and money should be worn in a pouch or a money belt as close to your body as possible.

## Electric Appliances

Electrical service varies throughout the world. Not all outlets will accept the two- or three-pronged plugs that are standard in the United States ([www.kropla.com/electric2.htm](http://www.kropla.com/electric2.htm) for outlet information). Along with a voltage converter, you will probably need a set of adapter plugs in order to use small appliances. These items can be purchased at electronics stores such as Radio Shack or Best Buy. Electric converters work for appliances up to 1600 watts, at least for a while, but good ones are expensive; don't be fooled by cheaper versions because they will burn up your appliance and perhaps cause a fire. Because of the voltage difference, U.S. appliances often short, even with an adapter and transformer. It may be to your advantage to buy electric appliances on-site. If you are bringing expensive electronic equipment such as a computer, obtain all necessary conversion information from a professional before departure.

## Money

Decide on the amount of money you will need while abroad. Make both weekly and daily budgets and stick to them. Learn the value of the currency used where you are and be consistently alert for special student rates and discounts. Friends with foreign experience or students who have participated in your particular study abroad program are excellent sources for advice on spending and saving money while abroad. For conversion tables, see [www.gocurrency.com/custom/ucrates.html](http://www.gocurrency.com/custom/ucrates.html). Before departure, you may wish to purchase small amounts of foreign currency (at least \$50 equivalency) from a U.S. bank to use when you first arrive for buses, taxis, phone calls, tips and other incidentals.

Most students access home funds through automated teller machines (ATMs) on the PLUS or CIRRUS network. Since many ATMs abroad will only access a checking account, do not leave your funds in a savings account before departure. Otherwise, ATMs are used the same as they are here; your home checking account is debited for your withdrawal and you secure local currency.

You receive the current exchange rate and are charged a service fee. Although this way of accessing money is convenient, do not use it as your only form of getting cash. Be sure to check with your bank at home to ensure that your PIN is valid abroad and to clarify what sorts of charges will be applied.

Credit cards such as Visa, MasterCard and American Express are honored abroad (although AMEX is less popular). Credit cards make foreign currency transactions easy and are invaluable in a financial emergency. Take a credit card along, but use it wisely; plastic can be dangerous because it is easy to overspend. Service fees and interest charges can be costly, and the loss or theft of a card can inconvenience you, especially while traveling. Seek advice from the issuing company as to the card's applicability abroad and the billing rate for converting the amount of purchases abroad into dollars. Contact your credit card company to confirm your credit limit and number to call if your card is lost or stolen.

The best way to assure yourself of adequate funds is to take more than the proposed budget. If your money runs out and you have a credit card, you may be able to access funds:

- With Visa or MasterCard, you can obtain a cash advance directly from an ATM or bank. The daily amount available varies with the exchange rate, but averages \$150. If you choose to use an ATM, you need to know the PIN that is issued by your credit card company. If you choose to use a bank, your passport and credit card numbers will be entered into the central computer, so you can't run down the street to another bank and do it again the same day.
- An American Express office can, on presentation of your card, accept a personal check and issue you up to \$1,000 every 21 days for a one percent commission. This amount varies with each office. If you don't have a personal check, American Express can provide a counter check.

- MasterCard and Visa may be used to draw emergency cash. Make sure to check with the issuing company to confirm that your ATM card and/or your credit cards will work abroad. If they don't work properly the company will issue new ones, but this may take up to one week.

If your money runs out and you do not have an ATM card or credit cards to access funds, you have several alternatives, all based on the assumption that someone at home can send you money. Funds can be transferred or wired from home, but this process is very costly and complicated. Money can be wired to you through any bank, but this takes about two weeks to receive. Using the local AMEX Office, you can receive funds in about a day, but high fees may apply. Avoid the expense and hassle by bringing the necessary funds and sticking to a budget.

If you will be absent during tax season and wish to file a tax return, you should make arrangements with a Power of Attorney before your departure. Alternatively, you can file for an extension with the IRS ([www.irs.gov](http://www.irs.gov)) on the Web as long as you pay any taxes owed by April 15.

## HELPFUL SAFETY TIPS

While you are abroad, you are expected to exercise the same safety precautions you would at home. Use common sense, avoid confrontations, familiarize yourself with the area, and PLEASE do not place yourself in any unnecessary dangerous situations.

### Personal Responsibility and Communication

The following information will guide and inform you of safety policies and procedures:

- Be aware that you are responsible for your own decisions and actions.
- Understand and comply with all terms and conditions of your program.
- If you have been a victim of a crime, report this immediately to your program director.
- Do not be free with information about yourself or other students, including your travel itinerary or class schedule.
- Develop a plan for regular communication so that in times of heightened political tensions or local incidents, you will be able to communicate with your family directly about your safety and well-being.

### State Department Alerts and Warnings

UC monitors safety issues in countries and locations for all of our programs. The



office regularly reviews State Department alerts and warnings and other reports to learn of any emerging safety concerns. **You must register with the U.S. Embassy/Consulate abroad.** Registration is free and allows you to record information about your upcoming travel abroad that the Department of State can use to assist you in case of an emergency. The Web site is <https://travelregistration.state.gov/ibrs/ui/>. All participants are required to attend one or more general orientation sessions that stress safety issues and the importance of understanding cultural differences. Additionally, most programs provide country-specific orientation for students where safety and health precautions are also outlined. If you are abroad during an international emergency, follow these procedures:

1. Call the American Consulate or check your e-mail for any particular procedures you should follow.
2. Call your family and tell them where you are.
3. Call UC International Programs (001-513-556-4278)

### **Keeping Informed Before Departure**

When you have your initial orientation to your program abroad, you will receive country specific information from the U.S. Department of State and a Culture Gram™, published by Brigham Young University. Please feel free to call UC International Programs at 513-556-4278 if you have any questions or concerns regarding that information. It is your responsibility to stay informed about developments in the country or countries in which you will spend time (including any countries you'll visit that are not part of your study abroad program's itinerary). You can do so by checking the U.S. State Department web page (<http://travel.state.gov/>).

On the U.S. State Department web page you will find three different types of information: Country Information, Travel Alerts and Travel Warnings. This information is updated based on current events worldwide. According to the State Department, Country Information is issued as a matter of course, and is available for every country of the world. It includes 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. Travel Alerts are issued as required and are a means to disseminate information about terrorist threats and other relatively short-term and/or transnational conditions posing significant risks to the security of American travelers. Travel Warnings are issued when the State Department recommends that Americans avoid travel to a certain country.

### **Overseas Citizens Services**

Overseas Citizens Services of the Bureau of Consular Affairs provides emergency services pertaining to the protection of U.S. citizens arrested or detained abroad, the search for U.S. citizens abroad, and the transmission of emergency messages to those citizens or their next of kin in the United States. Assistance from

the Overseas Citizens Services is available 24 hours a day. See also <http://travel.state.gov/> for procedures regarding emergencies, such as lost passport or medical emergencies.

### **Additional Considerations**

While you are abroad, use common sense to protect yourself. Don't travel with anything you are not prepared to lose; avoid confrontations; try to blend in as much as possible; familiarize yourself with the area; ask the locals where the safe part of town is, and if you feel insecure in a certain place, don't go there. Do not expose yourself to unnecessarily dangerous situations.

Because it is usually difficult to avoid looking like a foreigner, you may be more vulnerable to theft and crime. Here are some tips to decrease your chances of becoming a victim of crime.

- Try to fit in with the surroundings and be "invisible," remaining alert to your surroundings
- Avoid possible target areas, especially places frequented by Americans
- Avoid using American logos on your belongings or clothing, especially athletic wear
- Keep all valuables on your person in a discreet place, preferably stowed away in a money belt or a pouch that hangs around your neck and under clothing. Do not leave valuables unattended. Do not wear expensive clothes or jewelry, or carry expensive luggage
- Try to avoid arriving late at night to cities with which you are not familiar. Try to stay on well-lit, heavily traveled streets. Avoid shortcuts through alleys. Stay in the middle of the sidewalk; avoid walking close to the street or buildings. Walk against the flow of traffic so oncoming vehicles can be observed
- Do not use an iPod on the street
- When possible, travel with another person. It is not advisable to sleep on a train if you are traveling alone. Do not agree to watch the belongings of a person whom you do not know. Do not borrow suitcases. Ensure that nothing is inserted into yours. Take off your luggage tags after arrival. In all public places, remain alert
- Do not hitchhike
- Never leave handbags/purses/baggage unattended and make sure they are locked. If the item has a shoulder strap, wear it crossing the strap over your body. Do not put valuables in the exterior pockets of book bags or backpacks or in bags that are open at the top
- Whenever possible, speak in the local language
- Be street wise. Avoid deserted areas and exercise caution in crowds
- Avoid impairing your judgment due to excessive consumption of alcohol
- Be aware that pickpockets exist and tend to prey on people who look lost or do not seem to be paying attention to their surroundings
- Keep up with the local news through newspapers, radio and television, and, in the event of disturbances or protests, do

NOT get involved – this can be illegal in some countries

- Report suspicious events immediately; contact your leader or resident director if you observe suspicious persons within the premises of your educational environment. Act similarly if anything might indicate threats or an actual terrorist attack on the premises or on student activities. If you have been a victim of a crime, report this immediately to your leader or resident director
- Develop a plan with your U.S. family for regular communication so that in times of heightened political tensions or local incidents, you will be able to communicate with them directly about your safety and well-being
- Be wary of people not associated with your program. Do not give out your, or anyone else's, address or telephone number to strangers. Don't give away your class or field trip schedule
- Inform your leader or resident director of your itinerary when you are traveling, even if only overnight, and where and how to contact you in case of an emergency
- Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program; obey host country laws and observe local customs. You are responsible for your own decisions and actions
- Be aware of local conditions and customs that may present health or safety risks; promptly express any health or safety concerns to the program staff or other appropriate individuals
- Behave in a manner that is respectful of the rights and well-being of others, comply with local laws, regulations, and customs of the host country, community, institution, and study abroad program, and encourage others to behave in a similar manner
- Be aware that certain reading material or literature may offend officials of some countries

### Notes to remember...

- Traffic and swimming accidents are the leading cause of death among travelers
- AIDS and other sexually transmitted diseases (i.e. Hepatitis B) are a global problem
- Always use clean water for brushing your teeth and for drinking
- Swim only in well-maintained chlorinated pools or in unpolluted parts of the ocean

## SPECIAL NOTES

### Gender and Diversity Abroad

**Discrimination:** Regardless of race, religion, gender, physical disability, or sexual orientation, there is a possibility that you will encounter discrimination abroad, just as you may face discrimination on your home campus or in your home town. However, many under-represented students have had positive experiences abroad and said that people were interested in them and their culture because they were different from the “average” American who studies abroad. Don't let the possibility of discrimination stop you from experiencing the benefits of going abroad.

**Women:** In certain locations and programs, women may have a hard time adjusting to attitudes they encounter abroad, both in public and private interactions. Some men openly demonstrate their appraisal of women in ways that many find offensive. It is not uncommon to be honked at, stared at, verbally and loudly approved of, and, in general, to be actively noticed simply for being a woman, and in particular, a U.S. American woman.

Sometimes the attention can be flattering. Soon, it may become very annoying and potentially even angering. Local women, who often get the same sort of treatment, have learned through their culture how to ignore the attention. Many U.S. American students find that difficult. Eye contact between strangers or a smile at someone passing in the street, which is not uncommon in the U.S., may result in unexpected invitations, and some women feel they are forced to stare intently at the ground when they walk down the street. You will have to learn the unwritten rules about what you can and cannot do. Women can provide support for each other; you may wish to get together several times early in your stay abroad to talk about what does and doesn't work for dealing with the unwanted attention. U.S. American women are seen as liberated in many ways and sometimes the cultural misunderstanding that comes out of that image can lead to difficult and unpleasant experiences.

Needless to say, all of this may make male-female friendships more difficult to develop. Be careful about the implicit messages you are communicating, messages you may not intend in your own cultural context. Above all, try to maintain the perspective that these challenging and sometimes difficult experiences are part of the growth of cultural understanding which is, all things considered, one of the important reasons you are studying abroad.

Female travelers are more likely to encounter harassment such as unwanted sexual gestures, physical contact, or statements that are offensive or humiliating. Uncomfortable situations such as these may be avoided by taking the following precautions:

Dress conservatively; while short skirts and tank tops may be comfortable, they may encourage unwanted attention. Avoid walking alone late at night or in questionable neighborhoods. Do not agree to meet a person whom you do not know in a non-public place. Be aware that some men from other cultures tend to mistake the friendliness of U.S. American women for romantic interest.

If, after acknowledging cultural differences, you still feel uncomfortable with what you interpret as sexual harassment, you should talk with your program leader, resident director, or other on-site personnel. This conversation may provide you with some coping skills and a possible action plan to avoid future encounters. It may also help you gain a different perspective by understanding the local customs and attitudes.

**Sexual/Gender Identity:** Diversity in sexual orientation has become more widely accepted in other cultures, but discrimination against the LGBTQ population has not been completely elimi-

nated. You may have the opportunity to publicly identify as gay, lesbian, bisexual, transgender, etc.—or you may feel sent back into the closet because the environment or host culture is not conducive to outward expression of your sexuality or gender. Depending on where you study, you could encounter attitudes ranging from full acceptance of all forms of identity and expression to severe homophobia. Striking a balance between sincere expression of your sexuality and gender and local norms can be a challenge, particularly in cultures where little tolerance exists. On the other hand, in some places where the broader cultural milieu is conservative, liberal laws may exist to protect people with differing sexual identities.

Here are some tips to keep you safe and help you make the most of your study abroad experience:

- When choosing a program, take the location's entire environment into consideration. Research attitudes toward sexual orientation, identify outlets for the local LGBTQ community, and determine whether you will feel comfortable in your destination.
- Observe and listen to locals to learn what kinds of public behaviors are considered acceptable in the particular culture. Understand when it's appropriate to discuss your sexual identity or gender expression with fellow students or hosts. Hopefully, you won't need to hide aspects of your true identity, but you might need to be more careful of your behavior.
- Make sure you know the laws relating to sexuality and gender expression. Local laws and practices differ greatly, and cultural norms may prohibit outward expression of your sexual identity.

(adapted from *identity: sexual and gender expression abroad*, published by CIEE, [www.ciee.org](http://www.ciee.org))

The following web sites may provide useful safety and cultural information for students with questions or concerns about sexual and gender identities abroad:

Rainbow SIG (a Special Interest Group of NAFSA: Association for International Educators): [www.indiana.edu/~overseas/lesbigay/student.htm](http://www.indiana.edu/~overseas/lesbigay/student.htm)

The International Gay and Lesbian Human Rights Commission: [www.iglhrc.org](http://www.iglhrc.org)

The International Lesbian and Gay Association: [www.ilga.org](http://www.ilga.org)

**Culture and Ethnic Diversity:** Many students experience less discrimination abroad than in their home country. You may discover what at first seems like discrimination is in fact curiosity. Many people you encounter will show a sincere interest in your culture. There may be people who stare at you or who are eager to touch your hair or your skin. Others may ask insensitive questions about your cultural heritage, physical features, or national origins. Many of the insensitive questions or actions you may encounter wouldn't be accepted in a multi-cultural society like the United States. However if you're abroad in an area where people have had little or no contact with your ethnic group, people, especially

children, tend to be very curious. If somebody says or does something that is offensive to you, try to distinguish between a person who is genuinely curious about you and your culture and someone who has bad intentions.

You are an ambassador of your culture, family, friends, and the university. This is an opportunity to give those who are unfamiliar with your culture a new way of looking at the world and the people in it. Make

them re-evaluate their perceptions and be sure to reevaluate our perceptions as well. Diversity Abroad (DA) is a great resource for underrepresented groups in study abroad. Visit [diversityabroad.com](http://diversityabroad.com) to hear student testimonials, access FAQ's from underrepresented students who have studied abroad, or contact a DA ambassador directly with questions.

In many parts of the world, people's only connection with other cultures comes from TV or movies. Sometimes the media doesn't portray certain ethnic groups in a positive light. You have the opportunity to be a representative abroad. Show them who you are. Be an ambassador for your culture abroad. (See [www.diversityabroad.com](http://www.diversityabroad.com) for more information.)

## Dating and Sex

It is important to note that different cultures have different norms in regard to gender. Be aware that ways people interact vary widely by region and country, and issues around dating and sexuality can be particularly difficult in a cross-cultural setting. Such things as eye contact, the way one dresses, and body language can send very different messages by region and culture. Observing interpersonal interactions within a culture can be useful in helping you choose the way you communicate verbally and non-verbally with others in that country.

Traveling is often a new and exciting venture. Meeting new and different people may stimulate action that you would not have taken under similar circumstances in the United States. Don't be foolish in assuming that you are invulnerable, because you are a visitor in the country (and no one is judging your behavior). Ask yourself why you are choosing to be sexually active, and be aware of, and set your boundaries and partner expectations. If you choose to be sexually active, practice safe sex and protect yourself and your partner against unintended pregnancy or sexually transmitted diseases.

## Sexual Assault and Study Abroad

The opportunity to study abroad is an exciting experience and



will probably be one of the best times in your life. There will be plenty of opportunities to meet new people and experience new adventures. Since you will be in a new place with new people, it is important to be aware of potential risks and ways you might be vulnerable.

### **Sexual Assault Prevention: Staying Safe**

Remember sexual assault is never your fault. You are the victim of a crime. However, there are some things you can do to decrease the risk of being a victim.

- Trust your feelings and instincts. If you feel uncomfortable, take action as quickly as possible. If you are at someone else's home, leave or call a friend for help. Don't worry about being polite.
- Drink responsibly. Alcohol or drugs make it more difficult to judge your environment, communicate clearly (even with someone you trust) and make you an easier target
- Keep meetings public. Most acquaintance rapes happen at a person's home space, on the second, third or fourth date, not the first.

If you or someone you know is sexually assaulted,

- Contact the person in charge of your program whether an instructor, director or coordinator, if you feel comfortable.
- Tell someone you trust.
- Call UC's 24-Hour Help Line at 513-218-9531. This line is free and confidential and provides services and emotional support for victims of sexual violence including sexual assault and intimate partner violence. You can also email an advocate at [ucpeeradvocate@gmail.com](mailto:ucpeeradvocate@gmail.com) or contact the Sexual Assault Response Coordinator directly at [Amy.Howton@uc.edu](mailto:Amy.Howton@uc.edu). If you do not call while abroad, you can call when you return to talk to an advocate.
- For more information about resources, visit UC Women's Center's website at [www.uc.edu/ucwc](http://www.uc.edu/ucwc)

### **Date Rape Drugs**

Alcohol is the most common drug used to facilitate sexual assault. 85%-90% of sexual assaults among college women occur under the influence of alcohol. In addition to alcohol, other forms of drugs used to facilitate rape include Rohypnol, GHB, Ketamine and Ecstasy.

Date rape drugs have become infamous because they can cause memory "blackouts" or periods of memory loss that follow ingestion of the drug with alcohol. Victims who have been raped while under the influence of these drugs have reported waking up in strange rooms with no memory of the previous night.

Predators dissolve a few tablets of the drug in a drink and give it to an unaware victim. The victim drinks the contents and within 20-30 minutes begins to feel the effects of the drug. Among their effects, these drugs act as a sedative and muscle relaxant, and cause amnesia. When mixed with alcohol, the effects occur more rapidly.

If you suspect that you have been drugged and sexually assaulted,

- Get to a safe place and seek support.
- Decide if you want to report to police.
- Get medical attention. It is difficult to test for many of these drugs and time is critical.
- For more information and support, call a rape crisis center or contact the University of Cincinnati's 24-hour Help Line at 513-218-9531.

### **How can I protect myself?**

- Know your limits.
- Be aware that if a person is drunk, he/she cannot legally give consent to sexual activity.
- Do not accept drinks from anyone other than a server.
- Do not accept drinks from a punch bowl or other open container.
- Never leave your drink unattended.
- Educate yourself—find which drugs are currently in use.
- Don't drink anything that has a funny taste, smell, or color.
- Check in with friends every 20 minutes. If something seems strange, leave immediately.

### **Alcohol and Drugs**

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

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

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

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

Remember: Reckless behavior while in another country can do more than ruin your experience; it can land you in a foreign jail or worse. It is possible to have a safe and enriching international experience by avoiding risky behavior and becoming familiar with the basic laws and customs of the country you plan to visit before you travel. To obtain more information about traveling abroad, check the Department of State's web site at <http://travel.state.gov>.

## UC STUDENT CODE OF CONDUCT

Remember, whether you are abroad with a UC program or with another university program, you are a representative of the University of Cincinnati. We expect you to adhere to the policies of the UC Student Code of Conduct (SCOC), which will both protect you, and provide a positive image of UC abroad. A condensed version of the SCOC, as approved by the Board of Trustees in September 2010, is included in the following pages; the full document can be viewed at the Office of University Judicial Affairs' website: <http://www.uc.edu/conduct/>.

The Student Code of Conduct defines behavior expected of all University of Cincinnati students, although some colleges (Law and Medicine) have their own Honor Codes that govern their students. Behavior considered misconduct is defined. Sanctions or penalties are outlined. Students are subject to the consequences of misconduct. Disciplinary procedures are explained in a step-by-step manner and procedures for appeal of decisions are stated.

It is each student's responsibility to know and comply with the SCOC. In addition to this Code, students must adhere to their college's Professional Codes of Conduct and Honor Codes, where applicable.

### A. Introduction

#### 1. Preamble

- a. The Student Code of Conduct ("SCOC") is intended to provide broad guidance in identifying and discouraging behavior that conflicts with the building of a strong and just community that respects and protects the diverse interests and goals of all students, all student organizations, and the university of Cincinnati's mission.
- b. The SCOC is administered consistently with the university's policy entitled "Conduct, rights and responsibilities: Statement of student conduct, policies and procedures," rule 3361:40-5-03 of the Administrative Code.
- c. The authority for the SCOC is contained in rule 3361:40-5-04 of the Administrative Code and section 3345.21 of the Revised Code. The university may proceed through the disciplinary process as outlined in the SCOC, regardless of any action by other authorities including city or state police, or local, state, or federal courts.
- d. Ten representatives of the administration, faculty and students constituting a SCOC Review Committee provide a democratic mechanism for the review of student conduct standards, as required by rule 3361:40-5-03 of the

Administrative Code.

- e. It is each student's responsibility to know and comply with the university's SCOC and other rules and policies of the University of Cincinnati.
- f. It is the university's responsibility to make reasonable efforts to make the SCOC available for students. Toward that end, the division of student affairs and services will regularly circulate the SCOC along with other rules, regulations, and policies, which directly affect students at the University of Cincinnati. The SCOC will be available for review in the following locations: the office of the university ombuds, the university judicial affairs office, and the university web page.

#### 2. Charter of student rights and responsibilities

- a. Application of the SCOC shall be consistent with rule 3361:40-5-01 of the Administrative Code.

#### 3. Jurisdiction

The University of Cincinnati reserves the right to take reasonable action to engage conduct that undermines, interferes with, or obstructs the safety and security of the University community or that adversely affects the integrity or interests of the educational mission or functions of the University.

- a. Students
  - i. Undergraduate and graduate students who violate the SCOC shall be subject to appropriate disciplinary sanctions. Law and Medical students are only subject to their respective Honor Codes for conduct covered under such codes. Conduct not covered under such codes shall be subject to the SCOC. All other colleges with licensure or professional codes governing conduct shall adhere to the procedural requirements of this SCOC.
  - ii. By admission to or attendance at the university, a student accepts the responsibility to comply with the SCOC and the rules and policies of the university of Cincinnati.
- b. On and off campus behavior
  - i. The SCOC applies to student conduct that occurs on campus or on university owned, leased, or controlled premises. University campuses include university of Cincinnati Uptown Campus, College of Applied Science, Raymond Walters College, and Clermont College.
  - ii. The SCOC applies to off-campus conduct under the following circumstances:
    - a. when the student is on academic assignment, attending a university event or an event of a registered student group, or acting as a representative of the university at an off-campus event; or,
    - b. when the university is notified by an arresting or prosecuting authority of misconduct within 2600 feet of any university campus resulting in a police report being filed, an arrest being made, summons being issued, or an indictment being returned against the student including but not limited to: a crime of violence as defined by paragraph (A)(9) of section 2901.01 of the Revised Code; for corrupting another with

drugs as defined by section 2925.02 of the Revised Code; for trafficking in drugs or aggravated trafficking in drugs as defined by section 2925.03 of the Revised Code; for Underage Persons Offenses Concerning as defined by section 4301.69 of the Revised Code; for Opened Container of Beer or Intoxicating Liquor Prohibited At Certain Premises as defined by section 4301.62 of the Revised Code; for Purchase of Beer of Intoxicating Liquor by Persons under Twenty-One as defined by section 4301.63 of the Revised Code; for Prohibition Against Consumption of Beer or Intoxicating Liquor In Motor Vehicle as defined by section 4301.64 of the Revised Code; for Disorderly Conduct as defined by section 2917.11 of the Revised Code; for Resisting Arrest as defined by section 2921.33 of the Revised Code; for Possession of Controlled Substances as defined by section 2925.11 of the Revised Code; or, for violating substantially equivalent laws of other jurisdictions.

iii. The university also reserves the right to take disciplinary action for conduct that occurs beyond the 2600 foot boundary only when the student, in the university's sole judgment, poses an obvious threat of serious harm to any member of the university community.

c. Riotous behavior

i. Section 3333.38 of the Revised Code focuses on the riotous behavior of students on and around university campuses. The law has two separate penalty provisions—denial of financial aid and expulsion.

ii. Regarding financial aid, paragraph (B) of section 3333.38 of the Revised Code generally provides that an individual who is convicted of, pleads guilty to, or is adjudicated a delinquent child for committing aggravated riot, riot, failure to disperse, or misconduct at an emergency, shall be ineligible to receive any student financial assistance supported by state funds for two calendar years from the time the individual applies for financial assistance.

iii. Regarding expulsion, paragraph (C) of section 3333.38 of the Revised Code generally provides that a student who is convicted of, pleads guilty to, or is adjudicated a delinquent child for committing aggravated riot or riot, shall immediately be dismissed from the university.

iv. Action taken as a result of section 3333.38 of the Revised Code does not limit or affect the university of Cincinnati's ability to otherwise discipline students under the SCOC.

d. Division of student affairs and services

i. If it is not self-evident whether an alleged violation constitutes academic or nonacademic misconduct, the dean of the student's home college or designee and the dean of students or designee shall confer to determine whether the matter shall be handled as academic or nonacademic misconduct, and shall notify the appropriate administrator and all parties.

ii. Without unnecessary delay from the date of discovery of

the alleged offense, all nonacademic misconduct shall be reported to the office of university judicial affairs ("OUJA") and all instances of academic misconduct shall be reported to the college conduct administrator as well as to the OUJA.

iii. At the start of each academic year, the vice president for student affairs and services will appoint a university appeals administrator ("UAA").

iv. When a student organization is charged with a violation of the SCOC, the director of student activities and leadership development or the appropriate administrators at Raymond Walters College, Clermont College, or the College of Applied Science will consult with the appropriate student organizations and activities governing board to determine whether the case should be referred to the appropriate governing body or handled administratively and whether specific individuals should be referred for disciplinary action under the SCOC.

e. Academic divisions: baccalaureate & graduate education and health affairs

i. Each college dean shall appoint a college conduct administrator ("CCA") who shall be responsible for the administration of undergraduate academic misconduct procedures. The head of each graduate program or CCA will oversee the administration of academic misconduct procedures for graduate students in that graduate program.

ii. Any case involving academic misconduct shall originate with the instructor in whose course the alleged misconduct occurred.

#### 4. Procedural overview

a. Timelines

All listed timelines (i.e., fifteen days, forty-eight hours) exclude weekends, holidays, and term breaks when the university is not in session.

b. Notification

All written notices to students shall be considered received upon delivery to a student's current local or permanent address on record with the university, by United States or campus mail, by bearcat on-line electronic messaging with delivery notification, or to the student in person. It is the responsibility of the student to have his or her current local address on record with the university.

c. Standard of proof

The standard of proof used to determine whether a student has violated the SCOC shall be based on a preponderance of evidence.

d. Diminished capacity

Being under the influence of drugs or alcohol will not diminish or excuse a violation of the SCOC.

e. Sanctions for violations

A student found to have violated the SCOC will be subject to sanctions ranging from university disciplinary academic action to university disciplinary dismissal. More than one sanction may be imposed for a single violation. A single act may constitute a violation of more than one regulation.

f. Disciplinary records file

All disciplinary records and files, including those resulting in a finding of “responsible,” are maintained in the OUJA for a period of six years from the date of resolution. Records relating to a disciplinary action for academic misconduct are maintained by the director of the OUJA and CCAs as educational records separate from a student’s academic record and are subject to the protections and release provisions by the Family Educational Rights and Privacy Act (FERPA) of 1974 as it may be amended from time to time.

g. Home college

The home college is the college in which the student is matriculated at the time of the alleged misconduct.

h. Withdrawal

If a student withdraws from the university before a disciplinary process has been completed, the process may proceed in the absence of the student and a block may be placed on the student’s future registration requiring that the disciplinary action would have to be completed before the student would be allowed to register again.

i. Refund

In the event of a suspension or dismissal from the residence halls or university, the regular refund schedule outlined in university publications will apply.

j. Policy on Amnesty

The University community encourages the reporting of conduct code violations and crimes by victims, especially sexual misconduct. Sometimes, victims are hesitant to report such conduct to university officials because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report code violations to university officials. To encourage reporting, the university of Cincinnati does not charge victims with non-violent violations, such as unauthorized use of alcoholic beverages or Drugs or Narcotics, related to the incident. The university may impose educational responses rather than sanctions, in such cases, at the discretion of the Department of Student Life.

## B. Academic misconduct

### 1. Academic integrity and honor pledge

- a. In pursuit of its teaching, learning and research goals, the university of Cincinnati aspires for its students, faculty

and administrators to attain the highest ethical standards defined by the center for academic integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility.” ([www.academicintegrity.org/](http://www.academicintegrity.org/)). Although not all students are subject to a college honor code or pledge, every student is bound by the academic misconduct provisions of this code which are enforced, in part, to assure academic integrity.

- b. Some faculty members and academic units may require students before taking tests or when submitting assignments to sign a pledge.

### 2. Academic misconduct (definitions of terms can be found at [http://www.uc.edu/conduct/Code\\_of\\_Conduct.html](http://www.uc.edu/conduct/Code_of_Conduct.html))

- a. Aiding and abetting academic misconduct  
b. Cheating  
c. Fabrication  
d. Plagiarism

### 3. Procedures for academic misconduct

Students suspected of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue in the course without prejudice pending completion of the disciplinary process.

#### a. Faculty-student resolution

##### i. Allegation

- a. The original jurisdiction of any case involving academic misconduct shall be with the instructor in whose course the alleged misconduct occurred.  
b. If the student fails to respond within five days of notification, the instructor may impose a final academic sanction with a formal notice of action to the CCA and to the student. If the instructor takes no action within five days, the allegations shall be considered dismissed.

##### ii. Notice

- a. Within three days of the student’s response or a meeting the instructor will notify the student in writing of the sanctions and the college hearing options. Failure on the assignment may be reported to the CCA at the discretion of the instructor and may not be disputed if the student admits responsibility. Failure for the course must be reported to the CCA.  
b. If the student fails to respond to the sanction notice within three days after responding or meeting with the instructor, the academic sanction is final.

##### iii. Response to notice

- a. No later than three days from the time of the notice, the accused student shall notify the instructor in writing whether the student:  
i. Accepts responsibility to the violations and agrees to accept the sanctions;

- ii. Accepts responsibility but challenges a sanction; or
  - iii. Denies responsibility and requests resolution by the College Hearing Panel (“CHP”).
- b. If the student denies responsibility or challenges the sanction, the instructor will ask the CCA of the college in which the misconduct occurred to convene a CHP.
  - c. If the student accepts responsibility and the sanction the instructor will notify the CCA of the college in which the misconduct occurred of how the matter was resolved and the action taken. The CCA will record that resolution and provide a copy to the director of the OUJA and to the CCA of the student’s home college.
- b. College hearing panel resolution
    - i. College hearing panel members
      - a. When a faculty-student resolution is not possible, the CCA, without unnecessary delay, shall convene a CHP of the college in which the alleged misconduct occurred.
      - b. The CHP shall consist of: the hearing chair, one representative selected by the college faculty and one representative selected either by the college tribunal or student government for undergraduates, or by the graduate college tribunals or graduate student governance association for graduate students. The hearing chair shall be the CCA. The hearing chair shall vote only in the event of a tie.
      - c. Either the student charged or the instructor alleging misconduct may challenge participation of any panel member on the grounds of conflict of interest.
    - ii. Hearing participants
      - a. Presence at hearings shall be restricted to those individuals involved except as otherwise noted.
      - b. The student may elect to have an adviser present who may counsel, but not actively participate as a spokesperson or vocal advocate in the hearing. Students are required to notify the hearing chair 24 hours prior to the hearing if the adviser is an attorney.
      - c. The university ombuds may be present as an observer.
      - d. Witnesses are strongly encouraged to be present for hearings. However, if they are unable to attend, notarized statements may be submitted.
      - e. If the student, faculty or staff member chooses not to attend the hearing, his or her written statements shall be reviewed at that time and evaluated based on the information available.
    - iii. Hearing procedures
      - a. The hearing chair and the CHP shall have the right to determine the acceptability of testimony and other evi-

dence during the hearing and may place time limitations on testimony and on closing comments.

- b. When more than one student is involved in an allegation of misconduct, any involved student may request a separate hearing.
- c. CHP hearings but not deliberations shall be recorded by the university. Any record of the hearing shall remain the property of the university.
- d. The CHP may alter or recommend to the dean sanctions of a disciplinary reprimand, probation, suspension or dismissal.

#### 4. Disciplinary sanctions for academic misconduct

Sanctions shall be imposed according to the severity of the misconduct. Multiple sanctions may be imposed should the behavior call for the imposition of a more severe penalty. In all cases, the university reserves the right to require counseling or testing of students as deemed appropriate. Definitions of disciplinary sanctions include the following:

- a. Academic action
 

Includes altering a grade or assigning a failing grade for the assignment, examination, or course.
- b. Disciplinary report reprimand
 

Notifies the student in writing that the misconduct and sanction will be recorded in a disciplinary file and if misconduct recurs may be taken into consideration in determining further sanctions.
- c. Probation
 

Imposes specific restrictions or places extra requirements on the student for a specified period.
- d. College or university suspension
 

Prohibits the student from attending the college or university. University suspension prohibits the student from being present on specified university owned, leased, or controlled property without permission of the sanctioning administrator or his or her designee for a specified period of time.
- e. College or university dismissal
 

Permanently prohibits the student from attending classes in that college or permanently prohibits the student from re-enrolling at the university.
- f. Other Disciplinary Educational Sanctions
 

Sanction designed to develop the student’s behavior. This includes service to the college and restrictions on the right of access to the college or university.

#### C. Nonacademic misconduct

##### 1. Report nonacademic misconduct

All instances of alleged nonacademic misconduct shall be reported to the director of the OUJA. Any student found to have

engaged in prohibited conduct, as defined in this SCOC, while within the university's jurisdiction shall be subject to disciplinary action by the university.

2. Nonacademic misconduct (definitions can be found at [http://www.uc.edu/conduct/Code\\_of\\_Conduct.html](http://www.uc.edu/conduct/Code_of_Conduct.html))

- a. Aiding and abetting misconduct
- b. Alcoholic beverages, unauthorized use
- c. Destruction of property
- d. Dishonesty and misrepresentation
- e. Disruption or obstruction
- f. Disturbing the peace
- g. Drugs or narcotics
- h. Failure to comply or identify
- i. Failure to comply with sanctions
- j. False charges or statements
- k. False report of emergency
- l. Harassment
- m. Hazing
- n. Identification, misuse of
- o. Information technology, misuse of
- p. Law, violation of
- q. Physical abuse or harm
- r. Probation, violation of
- s. Property or services, unauthorized use
- t. Public endangering
- u. Residence hall rules and regulations
- v. Retaliation, intimidation
- w. Safety equipment, misuse of
- x. Smoking policy
- y. Theft or receipt of stolen property
- z. Trespass and unauthorized access
- aa. University keys, misuse of
- bb. University policies or rules
- cc. Weapons

3. Hearing procedures for nonacademic misconduct

- a. Complaint and notice
  - i. Complaint

Any person, department, organization or entity may file a complaint with the OUJA alleging a violation of the SCOC by a student. Complaints filed against a student organization shall be filed in the office of student activities and leadership development. The OUJA, upon receipt of a citation by the university of Cincinnati police department or Cincinnati police department, may initiate a complaint on its own.

- ii. Notice

After reviewing a complaint, the Director of the OUJA

or designee initiates the disciplinary process by giving the student written notice of the alleged violations. iii. Procedural review

- a. The purpose of the procedural review is to review the alleged violations, provide an explanation of the disciplinary process, discuss the student's options, and advise the student of the review administrator's recommended sanctions for the alleged violations.
- b. Procedural reviews may be rescheduled at the discretion of the review administrator.
- c. If an accused student fails to appear at the procedural review, the director of the OUJA may schedule an administrative review committee (ARC) hearing.
- d. Notwithstanding the provisions above, the director of the OUJA may schedule an ARC without conducting the procedural review.

iv. Selection of hearing option

- a. No later than three days from the review administrator's written notice of the recommended sanction, the accused student shall notify the review administrator in writing whether the student:
  - i. Admits responsibility to the violations and agrees to accept the sanctions imposed by the review administrator; or
  - ii. Admits responsibility but disputes the proposed sanction and requests that the sanction be determined by an ARC; or
  - iii. Denies responsibility and requests a hearing before an ARC.
- b. If the accused student fails to notify the review administrator of the option selected within three days of the procedural review, an ARC hearing will be scheduled.

c. The OUJA encourages students charged in the same incident and who choose to have an ARC Hearing, to have their cases consolidated. The OUJA reserves the right to require consolidation of hearings.

b. Resolution by administrative review committee (ARC) hearing. All details regarding the ARC committee and its members can be found at [http://www.uc.edu/conduct/Administrative\\_Review\\_Committee.html](http://www.uc.edu/conduct/Administrative_Review_Committee.html).

4. Sanctions for nonacademic misconduct

a. Sanctions shall be imposed according to the severity of the misconduct. Multiple sanctions may be imposed should the behavior call for the imposition of a more severe penalty. In all cases, the university reserves the right to require counseling and testing of students as deemed appropriate. The university may impose interim restrictions (i.e., cease and desist, restriction from dining halls, residence halls or specific buildings, no contact) to protect the rights and ensure

the safety or address the concerns of students, staff, faculty, and the university community.

b. Implementation of sanctions is immediate or as defined.

c. Alcohol or drug possession disclosure

i. The university of Cincinnati may notify the parents or guardians of any student who is under the age of 21 and who has been found to be in violation of the SCOC with respect to any federal, state, or local law or university policy governing the use or possession of alcohol or a controlled substance.

ii. Students will receive copies of notification letters sent to their parents or guardians.

iii. The university also reserves the right to make any other parental disclosures as permitted by FERPA.

d. Definitions of disciplinary sanctions include the following:

i. University disciplinary reprimand

Notifies the student in writing that his or her behavior is unacceptable and that any other violation may warrant further sanctions.

ii. University disciplinary probation

Imposes specific restrictions or places extra requirements on the student for a specified period. These may vary with each case and may include restrictions related to participation in intercollegiate athletics, extracurricular and residence life activities.

iii. University disciplinary suspension

Prohibits the student from attending the university and from being present without permission of the director of the OUJA or his or her designee on any university owned, leased, or controlled property for a specified period of time.

iv. University disciplinary dismissal  
Permanently prohibits the student from attending the university and from being present, without permission, on any university owned, leased, or controlled property.

v. Other disciplinary educational sanctions

Sanctions designed to develop the student's behavior include: service to the university or university community; restrictions on the right of access to campus facilities, events, and student organizations; restitution for damage or expenses caused by the misconduct; and referral for psychological or psychiatric evaluation or other educational or developmental programs.

vi. Interim or emergency suspension

a. An interim or emergency suspension is an interim action, effective immediately, designed to prohibit the presence of the student on campus and participating in any university-related activities, registered student organization activities, and academic coursework until the student's disciplinary

case can be resolved in accordance with prescribed disciplinary procedures.

b. Interim or emergency suspension may be imposed pending the application of the disciplinary process. A disciplinary hearing shall be scheduled by the university without undue delay. The student may, within three (3) business days of the imposition of the suspension, petition the vice president for student affairs and services for reinstatement.

#### **D. Appeal process**

1. Filing an appeal

A student found to be responsible for either an academic or nonacademic violation of the SCOC shall have the right to appeal.

2. Grounds for appeal. The only permissible grounds for appeal shall be that:

a. New information was discovered, which was not available at the time of the hearing, and such evidence could affect the decision in the case;

b. A substantial procedural error occurred in the process, which affected the decision in the case; or

c. A sanction of suspension or dismissal was imposed and is not commensurate with the violation. Lesser sanctions cannot be appealed.

3. Procedure.

a. The UAA shall review all appeals. All steps in the appeal process shall occur without unnecessary delay.

b. The UAA shall review the appeal for appropriate grounds and shall reject and return to the student any appeal deemed groundless, with a brief written explanation of the reason the appeal was rejected. That decision shall be final.

c. If the UAA determines that the new information described in the appeal was not available earlier and could affect the decision or that a substantial procedural error occurred in the process which could have affected the decision in the case, the UAA shall charge the ARC or CHP to hold a limited hearing for the sole purpose of reviewing the new information or correcting the procedural error.

d. If members of the ARC or CHP, which initially heard the complaint, are not available for continued service, substitute members will be selected by the director of the OUJA from the original pool or by the CCA.

e. Following this limited hearing, the ARC or CHP shall submit a report and possibly a revised recommendation to the UAA.

f. For appeals of suspension based on a claim that the sanction is not commensurate to the violation, the UAA shall review the file and issue a final decision to concur with or modify the sanction, then send the file to the appropriate Dean. For appeals of dismissal based on a claim that the sanction is not commensurate to the violation, the UAA shall review the file and issue a final decision to concur with or, modify the sanction, then send to file to the appropriate vice president.

#### 4. Final Decision

The appropriate vice president or dean shall accept, reject or modify the recommended sanction and notify all parties in writing of the final decision.

Approved by the University of Cincinnati Board of Trustees September 21, 2010.

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Reference University Rule 3361:40-5-05, located in the Langsam Library, Board of Trustees Office, Office of the Vice President for Student Affairs and Services, and college offices.

## WHEN YOU RETURN

Coming back from abroad can be difficult for some students. You may discover that you have changed a great deal or find it difficult to find people that understand your new perspectives. “Reverse Culture Shock” is described as having difficulty coming home after spending time in a foreign culture because your perspective on your own culture has changed.

### Common symptoms of Reverse Culture Shock include:

- Difficulty adjusting
- Expectations that things will be “the same”
- Friends and family cannot relate to the experience
- People do not want to hear stories about your time abroad
- Desire to continue aspects of the other culture
- Desire to speak the new language

There are many things you can do to make it easier to readjust to life back at UC:

### Reflect on your experience:

- How have you changed?
- What have you learned about yourself?
- What things are important to you now?
- What aspects of the host culture do you want to bring with you?

### Stay connected:

- Share your experience with your advisor at UC International Programs
- Keep in touch with friends you made while abroad
- Continue language learning at UC or elsewhere
- Stay in tune with your host culture – read the local newspapers, listen to their music, cook foods you enjoyed from your host country
- Integrate aspects of the host culture into your daily life

### Get involved:

- Meet other UC students who have traveled abroad
- Join Cultural Connections (contact advisor [jill.reister@uc.edu](mailto:jill.reister@uc.edu)) or another intercultural student organization
- Apply to become a Student Ambassador at UC International Programs
- Be a buddy to an international exchange student
- Enter a photo in UC International’s annual photo contest
- Participate in the Programs Abroad Expo (October), International Education Week (November) or Worldfest (April)
- Attend UC International Program’s Returnee Workshops on careers and other topics
- Volunteer in community organizations that help people of other cultures
- Study abroad again!

If you need additional help in adjusting to life back in the U.S., the UC Counseling Center offers professional and self-help information ([www.uc.edu/counseling/](http://www.uc.edu/counseling/))

Visit UC International Programs link for returning students: [www.uc.edu/international/programs](http://www.uc.edu/international/programs)

Remember to complete an evaluation when you return!



## BEFORE YOU GO...

- Check with UC International Programs about grant opportunities: [www.uc.edu/international/programs](http://www.uc.edu/international/programs)
- Check with your academic advisor about credit transfer
- Check with the Office of Student Financial Aid about applying your aid to study abroad: 513-556-6982
- Make an appointment for a travel evaluation with University Health Services: 513-556-2564. **Do this early!**
- Register with the U.S. State Department: <http://travelregistration.state.gov>
- Check Centers for Disease Control & Prevention: [www.cdc.gov](http://www.cdc.gov)
- Check Safety and security information: <http://studentsabroad.state.gov>
- Make sure passport is current. Check on country-specific visa requirements: [www.traveldocs.com](http://www.traveldocs.com)
- Get your International Student ID at UC International (Bring one driver's license size photo + \$22)
- Check medical insurance coverage
- Make copies or file electronically all important documents that you will carry
- Hand carry photo I.D. and only necessary credit cards
- Carry prescription medicines in original containers; along with sensitive and proprietary information such as blood type, medical conditions
- Leave travel itinerary with office or family; check in on arrival
- Make sure you are registered for appropriate UC course (15MLTI300/500 or other).

