



UNK STUDY ABROAD

STUDENT HANDBOOK

UNIVERSITY OF NEBRASKA KEARNEY

WEST CENTER RM. 269W
UNKSTUDYABROAD@UNK.EDU
308-865-8207

BE GLOBAL

UNK

**BE BLUE. BE GOLD.
BE BOLD.**

LAST UPDATED: JAN. 2021

Table of Contents

Introduction	1
The Role of the Office of Study Abroad (OSA), Program Directors, & Local Faculty	1
The Journey Ahead	1
Prior to Departure	3
Understanding Study Abroad Policies	3
Required Official Documents	3
Identification, Passports, Visas	3
Airline Tickets	4
Absentee Ballots	4
Taxes	4
Academic Policies	4
Housing	5
Financial Concerns	5
ATM Cards	5
Credit Cards	6
Transfer of Money	6
Power of Attorney	6
Medical Concerns	6
Health Insurance, TB Testing, & Medical Kit	7
What to Pack	8
Baggage and Weight Allowance	8
Electrical Appliances	8
Dress.....	8
Guide Books and Travel Accessories	9
Gifts	9
Keeping a Journal	9
Pre-departure Checklist	9
During the Semester Abroad	10
Immigration & Customs Concerns	10
What is Culture?	10
Culture Shock	10
How to Respond to Culture Shock	11
Learn the Local Language & Be Open-Minded	11
Academics	12
Class Attendance & Expectations (Group-programs only)	12
Cultural Program & Excursions	12
Course Enrollment for Next Term	12
Living Arrangements	12
Valuables	12
Meals	13
Travel Issues	13
Independent Travel, Holiday Travel, Hitchhiking, Storage of Belongings	13
Car Rentals	14
Behavior Code & Disciplinary Policies	14
Contact with Home	14
Emergency Medical Assistance	14
Strategies to Reduce Risk Abroad	14
Risk upon Arrival, Remain in Control, Prevent Pick Pocketing, & Sexual Crimes.....	15
Sexually Transmitted Diseases	16
Jewelry and Other Valuables	16

Be Aware of Your Surroundings	16
Know the Effects of U.S. Foreign Policy	16
Political Rallies & Conversations	16
Registration with the Local Embassy	16
Legal Issues	17
Making the Most of your Experience Abroad	17
Explore the Territory	17
Pick up the Silent Language	17
Do Not Limit Yourself to UNK/U.S. Friends	17
Master the Language	18
Just Ask	18
Blend In and Don't Fight It	18
Study Abroad Evaluation Form	18
The Re-Entry Process	19
Immigration & Customs Issues	19
Study Abroad Grades / UNK Transcript	19
Re-entry/Reverse Culture Shock	19
Change and Adaption	19
Family and Friends	19
Loss of Status	19
University/College Life	19
Coping Strategies	20
Building upon the Experience	20
Career Planning	21
Final Thoughts	21
Appendix A: Emergency Contact Information	22
Appendix B: Student Travel Data Required	23
Appendix C: Policy for Visitors and Local Travel	24
Appendix D: Academic Course Policy	26
Appendix E: General Disciplinary Policies	29
Appendix F: Drug, Alcohol, & Sexual Misconduct Policies	31
Appendix G: Authorization to Release Protected Medical Information	33
Appendix H: Study Abroad Behavioral Expectations & Agreement	34
Appendix I: Study Abroad Waiver, Release, and Indemnification Agreement	35
Appendix J: Notification of Termination Policy/Form	38

Introduction

Congratulations for deciding to enhance your life experience by studying abroad!

Many students have reported that study abroad helped focus the direction of their future and was the single most influential decisions they had ever made. The experience of living abroad for several months in a foreign country will give you the chance to go beyond sightseeing, and become acquainted with another country, culture, and many fascinating people.

Please take this handbook with you to your host institution. It will be a good reference and resource during the entire program abroad. The Office of Study Abroad, your UNK Program Director (if applicable) and the University of Nebraska at Kearney want to help you make the most of your experience abroad. If you have any additional questions or concerns, please contact the Office of Study Abroad (unkstudyabroad@unk.edu).

The Role of the Office of Study Abroad (OSA)

OSA supports students during the application process and after they arrive abroad (**See 'Appendix A' for Emergency Contact Information**). OSA coordinates the development of policies, including those found in the *Student* and *Program Director Handbooks* and in the documents and waivers that the students sign during the application process.

The Role of the Program Director (UNK group programs)

Your Program Director is a UNK faculty member who is responsible for leading your study abroad program and for making all major decisions on-site. Program Directors coordinate the daily aspects of the academic and experiential learning curriculum abroad and enforce UNK academic and safety policies during the Program. Directors also assume the role of academic advisor, cultural guide, and student affairs counselor. In addition to supervising one UNK required course during your Program, the Program Director is responsible for designing and implementing the academic and experiential learning aspects of their program. In some cases, they may choose to implement a portion of their Program course before or after the Program dates.

Local Faculty (UNK group programs)

Local faculty are highly qualified instructors residing near the study abroad site who are hired by UNK to teach UNK courses abroad. Local faculty work with the Program Director to implement an integrated learning experience for students in and outside of the classroom.

The Journey Ahead

You will be a foreigner, and thus a minority, perhaps for the first time in your life. The more knowledge you gain of a particular country's language and culture through personal research, the easier it will be to fit in and fathom your new surroundings. The best way to get candid information about your host country is to talk to people who have experienced your host culture, whether that be study abroad alumni, faculty and staff who have lived or worked in the specific region, or natives from the country. Most people love to share their experiences and will be delighted to talk with you.

You will meet many people while abroad who may turn into lifelong friends. Be sure to befriend locals from your host country as well as other American/foreign students. This will help you learn more about your host country's culture and language. Interacting with natives is the best way to immerse oneself into a new culture. Above all, do not just sit around at your residence or limit yourself to sightseeing only. The simplest way to meet people is to join a group or take a class that will allow you to pursue an interest or hobby and interact socially.

You will more than likely have some of your long-held values and beliefs questioned. You may be amazed to discover an intrinsic strength and self-confidence that you never knew existed once you are confronted with certain questions posed by foreigners--questions that will make you think about your stand on various issues. Nonetheless, you will return to the U.S. with a stronger sense of purpose, with a clearer idea of what it means to be an "American", and with new perceptions of yourself and the world.

We hope that the following pages will help you adapt more quickly to the life of a U.S. citizen abroad. Once you arrive, you will have many questions. We may not have all the answers, but we assure you that we will do what we can to help you find them. This manual is geared to assist the reader in understanding the ultimate goal of international education programs, which is to promote global understanding through study abroad. We hope you are able to experience complete enculturation, acceptance, language and communication enhancement, and that you return to the U.S. a well-rounded, sensitive, mature individual with an infectious intellectual curiosity that serves to encourage global citizenship. Last but not least, have fun!!

Prior to Departure

Understanding Study Abroad Policies

By electronically signing documents within the Study Abroad Application Portal, you have indicated that you have read and understood all information and policies related to your UNK study abroad program, including this Handbook and its appendices. Failure to comply with any of these policies may result in expulsion from the program.

Required Official Documents

Identification

Most foreign police agencies require that all persons carry an I.D. or photocopies, along with their home address and telephone number in their host country at all times. They do have the authority to ask for identification, and students without it run the risk of being detained. It is also wise to carry the on-site address and phone number of the UNK Program Director (if applicable), residence, and/or Host Institution. It is not necessary to carry your passport with you. In fact, you are strongly advised to leave it at your domicile. However, you should always have a copy of your passport with you.

Passports

All students participating in a study abroad program need a valid passport to travel abroad. You should apply for a passport well in advance to avoid any conflict that may delay your departure. Make sure it is valid through at least six months beyond the end of the program. New passports cost approximately \$145; renewals cost \$110 (based on July 2019 research). Expedited service is also available for an extra fee. Passport applications are obtainable at your local county clerk's office, most post offices, or downloadable (<http://travel.state.gov>). Passport photos can be taken at Walgreen's or Walmart in Kearney. **It is of utmost importance to get your passport as soon as possible.** Once abroad, it is best practice to only carry a copy of your passport with you, so you do not run the risk of losing it. However, if you are traveling you may need to bring the original with you.

Visas

A visa is a stamp in your passport that allows you to enter a specific country for a certain period. It may or may not be necessary to obtain a visa to study abroad depending on the country and the proposed length of stay. The Office of Study Abroad at UNK will assist you in figuring out if a visa is necessary and obtaining one. It is your responsibility, however, to obtain visas for any other countries that you wish to visit during your time abroad (see '**Policy for Visitors and Local Travel': Appendix C**). You can learn about visa requirements by researching country entry requirements through the appropriate embassy website (www.embassy.org). This web site provides a list of all foreign embassies in the US.

There is typically a fee required for visa applications, and the process can take several weeks. Visa application fees are not included in the cost of the program. You will not be able to board your plane unless the visa is in your passport.

Among standard items usually required in the visa application are:

1. A current, valid passport 180 days beyond the end of the program date
2. Visa application form
3. Passport photographs
4. A visa application fee
5. A letter of acceptance from the host institution or program sponsor
6. Sometimes you may also be required to provide evidence of financial support during the period of time you will be studying abroad
7. Proof of medical insurance and/or FBI background check are also sometimes required

Note for International Students studying at UNK who wish to study abroad: You may have different visa requirements. Please check the visa requirements for each country to which you intend on traveling. It is possible you will need separate visa(s) for entrance into each country. Also, please be sure to notify the Office of International Student Services of your plans to study abroad in order to obtain the appropriate signatures on your I-20 or DS-2019.

Airline Tickets

Airfare is not included in the study abroad program charges. You will need to purchase your own plane ticket in order to arrive on the date designated by your Program Director and/or the Office of Study Abroad. The beginning and ending dates listed on the UNK Study Abroad Application Portal for your program are the dates your housing will be available. When researching travel agencies and airlines, keep in mind that **it is not acceptable to arrive after the starting date of your program** as a means of trying to save money on airline tickets. Any expenses you incur because of early arrival are your own responsibility. Other options for purchasing airline tickets would be to research the web for discounted student fares (www.orbitz.com, www.statravel.com, www.studentuniverse.com, www.travelocity.com, www.expedia.com). Once you have made a flight reservation, send a copy of your itinerary to the Office of Study Abroad (unkstudyabroad@unk.edu) and the Program Director (if applicable).

Absentee Ballots

If your semester abroad occurs during an election year, you must request an absentee ballot before leaving the country if you wish to vote. An application for an absentee ballot will have to be completed and sent to your county auditor prior to departure for the program. A ballot will then be sent to the semester abroad location before the actual election.

Taxes

You may need to arrange to have tax forms sent to you (they are also usually available at a U.S. consulate or embassy) or have taxes paid for you by your power of attorney while you are out of the country. It is also possible to ask for an extension. Be sure to know what your tax responsibilities are and how to comply before you leave. The IRS web site may be a helpful resource (www.irs.com).

Academic Policies

You should expect classes held at the host institution to be as demanding as those held on the UNK campus although there may be some variations in teaching and grading manners. Courses will be taught by faculty from the host institution and/or the UNK Program Director (if applicable).

To prepare yourself academically for your semester abroad experience

1. Read as much as possible about the history, culture, politics, current events and language of your host country and region.
2. Stay informed of American current events and politics. You can be sure you will be required to answer questions or carry on a dialogue about these issues.
3. Purchase your textbooks in advance if they are required.
4. Participate and complete all pre-departure meetings and assignments.

Housing

The Office of Study Abroad will make housing arrangements at the study abroad site for students in the case of *faculty-led group programs*; which the student is responsible for paying. Individual student based study abroad programs usually have a housing application which needs to be submitted at the time the host institution application is due. In the case of individual exchange programs, the student must pay the host institution or host housing agency directly. It is the students' responsibility to secure housing in Kearney for the term *after* their study abroad Program.

Financial Concerns

The cost of a semester abroad is approximately equivalent to the cost one would incur if they remained on the UNK campus with the addition of round-trip airfare, which is reserved and purchased by each student participant.

The range of personal expenses on-site can vary depending on location of the study abroad program, spending habits, and expectations. Consider these costs when planning your budget for study abroad:

- Transportation - International and Local
- Textbooks
- Personal Expenses
- Meals
- Gifts and Souvenirs
- Communication
- Entertainment

To see the value of your US dollar budget in the foreign currency, you can use the currency calculator at: <https://www1.oanda.com/currency/converter/>. Managing your finances responsibly is an important aspect of a successful and enjoyable academic experience abroad.

ATM Cards

Depending on the host country, you can access money in your savings account in the US by using a bank card that is on systems such as *Cirrus* or *Plus*. Local currency is withdrawn from your US account. Before you leave, visit with your bank to make sure your card and PIN number can be used to withdraw money abroad. Tell your bank the dates you will be overseas and in which country you will be studying so your card will not be cancelled due to sudden use in a foreign country.

ATM machines can be found in almost every country. Most banks charge a fee per withdrawal (\$2-\$5), but you can get a good exchange rate and you do not have to pay commission. You may consider giving a parent or guardian the ability to access your bank account from the U.S. If you happen to run out of money, it is easy for someone to put more in your account in the U.S.

Credit Cards

Even if you do not plan to use them, it is nice to have one in case of an emergency. Many places will require you to pay for medical expenses (doctor, hospitalization, etc.) with a credit card and you are responsible for getting reimbursement from your insurance company upon your return to the U.S.

Credit cards are convenient for larger transactions and purchases but they do require that you have someone at home pay your monthly bill. Cash advances on most credit cards have higher interest rates than with purchases. For this reason, you may think twice about withdrawing cash from an ATM with your credit card. All cards must be in your name (not your parents). As with ATM Cards, be sure to inform the credit card company you will be overseas so your card is not cancelled due to sudden use in a foreign country.

Take the international phone number for each of your credit cards with you in case they are stolen or lost. Make two photocopies of each card (both sides), one copy to take with and one to leave at home with your parents or guardian. Also, check your card's expiration date prior to departure.

Transfer of Money

The transfer of money from a domestic account to an affiliate bank abroad is a time consuming and costly tactic. Try to budget your money accurately so that you will not use up your entire personal budget before the end of the program. Money can also be wired from home through American Express or Western Union; this type of transfer will take two to five days and the charge will vary according to how much money is sent.

Power of Attorney

When you give someone the authority to act on your behalf, you are granting power of attorney. It is highly advisable to designate an individual, usually a parent, to take care of legal or financial matters on your behalf while you are abroad. You need to choose someone who will not abuse the powers you grant to them and will look out for your best interests. A Power of Attorney may be granted for a fixed term, or it can be left open-ended. To grant a Power of Attorney, the principal must be at least 19 years of age, of sound mind, and must grant the power voluntarily. You can do this by signing and dating a statement to this effect.

Medical Concerns

The emotional effects of confronting a new lifestyle can arouse anxiousness, bewilderment, and discouragement. As a result, you may experience a fluster of mood swings. If you take proper care of yourself through rest and relaxation, you will be more capable of healthily adjusting.

Be clear about your health status when applying for a study abroad program and particular housing arrangements. Describe allergies, disabilities, psychological treatments, dietary requirements, and medical needs so that appropriate arrangements can be made. If you have a medical condition that is not easily identified (diabetes, epilepsy), you are advised to wear a medic alert bracelet while you are abroad. You should also inform the study abroad program director and travel companions (if applicable) so that they can be prepared in case of an emergency. If you have a medical problem that could be

aggravated by conditions abroad (e.g. asthma), consider carefully how you will deal with the problem overseas and discuss it with your doctor.

Make appointments for medical examinations well in advance to ensure that you are in good health before you leave and to discuss and complete all necessary immunizations. Please note the certain immunizations may require a series of shots separated by a time interval so prepare well in advance of the program start date. Request copies of important records, x-rays, and prescriptions in generic form to go with you.

If you expect to need regular medical care abroad, take an informant letter from your physician at home, providing details of your medical conditions, care, and specific needs. If you self-inject prescribed medication, you may need to carry needles and syringes with you. You will need a physician's prescription for medication and medical supplies to pass through customs. It is also important to keep medications in their original containers.

Participants in a study abroad program should research specific health and safety concerns of the host country/region using these websites:

- The Department of State's Travel website (www.state.gov) has thorough information on International Travel and Health, Travel Warnings, Consular Information Sheets, etc.
- The Centers for Disease Control website (www.cdc.gov), has complete information on health issues, Safe Food and Water, Vaccination Requirements, Health Information for specific countries, etc.

The Department of State and Centers for Disease Control websites should not be used in lieu of advice from a medical professional.

Health Insurance

UNK Office of Study Abroad provides a mandated basic international insurance plan that offers coverage for injury and repatriation of remains in case of death. The cost (if not included in the Program Cost) is \$1.58 per day.

TB Testing

A tuberculin test 2 months after your return to campus will be required of all UNK students who have participated in a program where TB is endemic (China). UNK Student Health Care will place a "hold" on your student account until this requirement has been satisfied.

Medical Kit

It is important to bring a medical kit so that you have access to supplies that you may need suddenly. Here is a list of items you should include in your kit:

- *Band-Aids, antiseptic
- *Constipation or diarrhea remedy (natural bran or bran tablets)
- *Cold/cough/allergy symptom relief (such as antihistamines, lozenges)
- *Motion sickness medication
- *Pain/fever relief (aspirin, acetaminophen)
- *Sunscreen

What to Pack

Baggage and Weight Allowance

Since policies vary, contact your airline to find out what specific regulations apply to you. Most airlines operate on the cubic measurement system and not on the weight system, but as a general rule of thumb, suitcases should not weigh more than around 50 lbs. A luggage's square measurement is determined by length + width + height. The first bag cannot exceed overall dimensions of 62". Airlines usually allow two checked bags and one carry-on for international flights. If you try to leave or return with more than this, you will be charged accordingly. Label your bags clearly with your name and address, and be sure to put this information somewhere inside your bag as well.

Do not bring excessive amounts of luggage! Remember that you will have to carry your luggage yourself, and the heavier your luggage, the more stairs you will be likely to climb (Murphy's Law of Traveling). It is suggested that you buy a suitcase with wheels and extra space in your suitcase for souvenirs. Students in the past have packed an empty (collapsible) piece of luggage so that you may bring home any new belongings. **It is wise to pack anything expensive with you in your own carry-on baggage (laptops, jewelry, camera, medication, etc).**

Electrical Appliances

Bring as few electrical items as possible as the electrical system will be different from the US system in your host country. Dual-voltage blow dryers are available at reasonable prices in many discount stores in the U.S., as can voltage converters (Walmart). For information on electrical systems in various countries, refer to the web site

<https://www.worldstandards.eu/electricity/plugvoltage-by-country/>.

A GOOD PRINCIPLE TO FOLLOW: Never take anything with you overseas that would be hard to get along without if it is lost, stolen, or damaged. Check you or your parent's homeowner's insurance policy to ensure that your computer will be covered overseas. Remember, your host family (if you are on a program that features a home stay experience) may not want you to use your computer for long periods because of the cost of electricity. Alternative: cyber cafes are increasingly common in urban areas around the world.

Dress

It is wise to expect the unexpected in regards to the weather. You should bring an umbrella or raincoat, scarves, gloves, hats, and clothes that you can layer for warmth. This way, you can easily remove or add clothing when the temperature changes during the day. Do your research—find out about your host country's "style" before you go.

In some parts of the world, people frown on wearing clothing such as shorts or revealing tops except when playing certain sports or at the beach. You may not be allowed to enter some public buildings or tourist attractions wearing or not wearing certain garments. Many students dress informally for classes; their attire is much the same as that found on American campuses. It is a good idea to bring one dressy outfit for special occasions. Shoes should, most of all, be comfortable. You have probably never in your life walked as much as you will walk while overseas. A bathrobe is helpful since bathrooms are not always located in each person's room.

Closet space may be very limited compared to what you are used to back home. Bring versatile outfits!

Depending on the program, bed sheets, pillowcases, blankets, and hand towels may be provided to you. However, if you plan to travel, bring a small towel to take with you.

Guide Books and Travel Accessories

If you plan on traveling at all within the host country or neighboring countries, guidebooks like Lonely Planet, Let's Go, or Rough Guides are valuable resources. You might want to purchase a money belt or hidden pocket for money and important documents.

Gifts

It is thoughtful to bring a few small gifts for your friends you will make in the host country. Gifts would include something representative of you, your school, or state.

Keeping a Journal

Writing down your thoughts and feelings about this exciting time will prove invaluable to you later as you look back upon how much you have grown and changed. Try to move beyond just writing about what you did and saw, and describe how you were impacted or impressed by what you experienced. It is a good idea to make notations in your journal of what pictures you took while overseas.

Pre-departure Checklist

- Airline Ticket
- Passport
- Visa (if applicable)
- Speak with Financial Aid regarding application of aid package for the program overseas and possibly obtaining forms that may need to be submitted from overseas for your next term at UNK.
- Submit 4 passport size photos to the Office of Study Abroad (program specific)
- Pay housing deposit for next term after your return if you will be living on the UNK campus
- Make arrangements with advisor to register for classes for the next term
- If your program features home stay consider the following:
 - Gifts for host family
 - Write to your host family to introduce yourself
- Give parents and friends your address overseas
- Provide the Office of Study Abroad and Faculty Director (if applicable) your flight information
- If you will be away for your final Fall semester, inform the Registrar if you will be attending commencement
- Visit a physician for physical and immunization advice

During the Semester Abroad

Immigration & Customs Concerns

At your destination airport, you will be required to go through Immigration & Customs where the official will check your passport before allowing you to enter the country. They may ask you the purpose and length of your stay. Usually, the Customs official will waive you through without any problem. It may be necessary to carry a letter from the Office of Study Abroad with your passport for presentation.

Suggestions:

1. Be prepared to hand over your passport and supporting documents
2. Listen to questions, be respectful, and answer politely
3. Gifts should remain unwrapped

What is Culture?

L. Robert Kohls defines “culture” as “an integrated system of learned behavior patterns that are characteristic of the members of any given society.” Culture is learned and transmitted from generation to generation. However, there are individual differences in cultures that define a group so that it is nearly impossible to completely define a culture in its entirety. Further, there are no intrinsically right or wrong ways of living. In order to understand different values and behaviors, it is useful to approach them non-judgmentally and seek to understand that which is logically inherent in every culture rather than automatically condemning or accepting the different culture.

Living in another country for an extended period of time will give you an opportunity to develop an in-depth understanding of another culture, confront different customs and ways of thinking, and adapt to a new daily routine. An individual’s adjustment to a new culture is a continuous, on-going, natural process. It never stops, and the adjustment styles and techniques vary from one individual to another, from one culture to another. The end process nearly always results in both changes in the individual and the setting.

Cultural baggage contains the values that are important to you and the patterns of behavior that are customary in your culture. The more you know about your personal values and how they are derived from your culture, the better prepared you will be to see and understand the cultural differences you will encounter abroad. As you enter into new cultures, those patterns of behavior may no longer satisfy your needs. In developing new patterns of coping with your new environment, you may experience varying degrees of discomfort and lead you to the beginning stages of culture shock.

Culture Shock

Culture shock is psychological disorientation similar to feelings of frustration. However, when you feel frustrated you can usually trace the causes and begin to “attack” them. Culture shock is different from frustration because the causes are difficult if not impossible to trace. It is a feeling that grows little by little, as you interact with people in the new culture. You may experience a wide range symptoms such as; homesickness, hyperirritability, bitterness towards your host country, depression, or loss of sense of humor or concentration. While living in another culture is extremely exciting and rewarding, it can also be disorienting and challenging to be far away from your family, friends, support systems and cultural

norms. However, the more you know what to expect in the host country, the closer your expectations will match reality and the less shocking your experience will be.

When you first arrive in the host country, everything around you will probably be new, different and exciting. You may enjoy the distinct character of sights, sounds, gestures and other aspects of the culture that flood your senses. Moreover, you may look ahead to your assignment with great expectations and a positive mindset. This initial reaction is common to the period of culture shock called the honeymoon stage.

After several weeks, when you have settled into a daily routine, some of the subtle differences in gestures, manners, and tone and rhythm of voices will become more evident. It is possible that these cultural differences will make you feel out of place and miss everything about home. You may even feel disappointed in yourself if it is difficult to communicate at first. However, you should be aware that this is a natural and common reaction to the cultural adjustment process and it will pass with time.

How to Respond to Culture Shock

You should know most people cannot escape culture shock. It is very important to maintain a good sense of humor and continue activities that you enjoyed in your home country such as religious practices, working out, reading, etc. When you first arrive, observe your foreign surroundings. Once you have identified some of your host country's values, share some of your observations with a native person with whom you trust. Do not fear losing your home/personal values. To partake in the customs of your host country will not make you less of an American. It will only enlighten your mind and spirit, open doors to understanding, and allow you to be more at ease in your new environment.

Learn the Local Language

Learning to speak the foreign language of your host country will demonstrate your initiative to learn and, at the very least, will be a courtesy to your hosts. Attempting to use the local language is a good basis on which to build new relationships with local people because it shows that you respect the people and their culture. People will be delighted by your eagerness.

Try to remember that other cultures might use different verbal and non-verbal communication methods. Body language, the use of personal space when conversing and other non-verbal communication can be very different from what you are familiar with in the United States. Likewise, some cultures are not nearly as frank, sarcastic or confrontational when discussing certain topics as Americans are. You should avoid making judgments about a person's mannerisms until you understand how verbal and non-verbal communication styles work in your host culture.

Be Open-Minded

It is important to target culture in a way that makes it easier to see how behavior fits together, both logically and systematically. The tendency of people to impose their own values and assumptions onto people in a new culture usually inhibits cross-cultural understanding. Try to be open-minded rather than resort to becoming defensive and fitting to your preconceived stereotype. Stereotypes will only prevent you from getting to the richer reality that lies beyond them. They may also evoke hostile relations between in-group and out-group members and prevent a person to be receptive to other people's ideas.

Academics

The essence of study abroad is an extensive education within and out of the classroom. Formal classes should take precedence during your overseas experience. Grades earned abroad will impact your cumulative GPA just as classes taken on UNK campus (in the case of group programs); whereas, only the credit hours earned will be transferred on individual programs as long as a passing grade is earned at the host institution (**See: Appendix D**).

Class Attendance & Expectations ← Group-programs only

You are required to attend every class. Expect your final grade to decrease in proportion to the number of times you miss class. Three or more unexcused absences per month will result in a lowering of your grade. Written work is required. We encourage you to have time to also profit from your host country as an experiential classroom, but not at the expense of attending class. Many courses involve fieldwork and activities such as touring museums, investigating various aspects of the city, practicing your language, and experiencing the culture (**See 'Appendix D' for Academic Course Policy and 'Appendix C' for Policy for Visitors and Local Travel**).

Cultural Program & Excursions

The cultural program constitutes an essential part of each student's learning experience. UNK's students can take advantage of the activities and trips that are offered as part of the program fee. Note that excursions vary by program and the term of enrollment. Participation in all trips and activities that are scheduled as part of the Program is mandatory.

Course Enrollment for Next Term

The Fall/Spring Course Bulletin will be emailed to all students and faculty who are overseas by the Registrar's Office or can be accessed using MyBLUE. The main mode of communication will be by UNK email; therefore, please do not block email from this sender.

Please be aware, a "hold" can be placed on your student account by the Finance Office, Academic Advising, Parking Services, Library, etc. and will prevent you from register for future coursework. Before you leave campus, be sure to make sure that all holds have been lifted enabling you to register without any obstacle.

Living Arrangements

All UNK Semester Abroad programs include lodging, which may consist of living with host families, in apartments, independent housing or residence halls. The basic plan is double occupancy residing with a student of the same sex who is a member of the Program. You will not be allowed to live with non-program members or guests, though some programs may have an agreement with a host university that includes a foreign roommate option with a student from that university.

Valuables

Since UNK cannot guarantee that roommates respect one another's property, control door locking habits or who may have access to your room while you are away, we recommend that large amounts of cash not be kept in your apartment or room and that you keep your door locked at all times. All students participating in UNK Study Abroad programs must accept responsibility for any damage or debts they may incur during their stay. Students can request a change in housing arrangements if they are dissatisfied with their current living situation, but

that change can only be made in compliance with the rules of the residence where you are residing and with the permission of the Program Director (if applicable). Disregarding any of these conditions may result in dismissal from the program.

Meals

Some programs include a certain number of meals per day if the student lives with a host family. Otherwise, students are responsible for purchasing their own food and meals. Depending on the program, students might have the option of participating in a discounted meal plan at a partner university or restaurant.

Travel Issues

To make the best of your time abroad (and to avoid problems with your professors), *restrict traveling to the vacation period and to the period before and after the term of the Program. (See 'Appendix C' for Policy for Visitors and Local Travel)*. You will make some weekend trips, but if you do this too frequently, you will never have the chance to get to know your host city or to make close friends among the many people you will meet.

If participating in a group program, be sure to notify the Office of Study Abroad (unkstudyabroad@unk.edu) and the Program Director (if applicable) when conducting personal travel requiring you to spend the night away from your assigned residence (See 'Appendix B' for Student Travel Data Required). You may also want to inform your family at home to avoid any unwanted worries.

You will frequently be using public transportation such as buses, trains, metros, and taxis, all of which are rather practical and inexpensive modes of traveling. Be careful not to display money, jewelry, or other valuable items while traveling. It is wise to wear a money belt if you are carrying a wallet or purse, and keep it close where you can see it at all times in order to avoid pickpockets. Choose a train or metro car in which others are riding. Locate the emergency equipment, and if someone is bothering you, inform the train operator. Try to stay awake and alert during your travels so you do not miss your destination and avoid unwanted attention and confrontations.

Independent Travel

Travel on weekends should *never* interfere with regular class attendance. Save your more distant sightseeing trips for before or after the program, or during vacations.

Holiday Travel

Be careful when planning vacations over holidays. Check the country's holiday calendar at a tourist agency if possible. Some destinations of interest may be closed on certain holidays.

Hitchhiking

Hitchhiking is most strongly discouraged. If you do hitch, take precautions and use common sense. NEVER hitch alone. Real tragedies have taken place involving hitchhiking students.

Storage of Belongings

Because of very limited space and problems in the past, the program cannot be responsible for the storage of luggage for those students arriving early or for students who are traveling after the program ends. Housing provided by the program begins on the first day of the student's

period of enrollment and ends on the student's last day of enrollment precisely. You may find places for storage at various train stations if you plan to travel outside of the program dates.

Car Rentals

The highest cause of death among students studying abroad is by auto accidents. You are strongly discouraged to operate in a motor vehicle while abroad. In general, car rentals abroad are very expensive and many places stipulate a 23 year old age limit or higher for rentals.

Behavior Code & Disciplinary Policies

You certified that you read and understood all UNK study abroad rules pertaining to acceptable behavior on the program when you electronically signed the process elements within your Application Portal (<https://international.unk.edu/index.cfm?FuseAction=Security.Login>). Failure to understand these rules and policies could result in your expulsion from the Program. **See General Disciplinary Policies (Appendix E), Study Abroad Behavioral Expectations & Agreement (Appendix H), & Drug, Alcohol, & Sexual Misconduct Policies (Appendix F).**

Contact with Home

It is important to remain in contact with family and friends at home; however, daily contact may hinder your experience abroad. Time spent focusing on life at home via technology or social media may pull you away from the true reason for participation. It is critical that you find a good balance between "spending time" at home and exploring your new surroundings.

Emergency Medical Assistance

The best advice for emergencies is to use your best judgment. In an emergency, follow the steps below.

The systematic procedure is as follows:

1. The appropriate medical care will be summoned immediately.
2. If studying with a Program Director, then they shall be notified next and accompany the victim to the hospital.
3. After the victim's condition stabilizes, the Program Director will call the victim's parents and the Director of International Education to notify them of the incident. The Program Director will also complete an Incident Report with the Office of Study Abroad.
4. The Director of International Education will stay in contact with the students' family providing them with updates and other assistance.
5. The Program Director will arrange to meet the victims' parents upon arrival if the family plans to travel overseas.
6. The Program Director will share communications between local physicians with the parents after their arrival.

Strategies to Reduce Risk Abroad

UNK recommends purchasing or renting a cell phone while abroad. While we cannot mandate this acquisition, it is strongly urged as a major strategy to reduce risk while abroad. It is important to remain aware of your surroundings at all times. Consider what the "locals" do in particular situations and learn from their knowledge. When in doubt, do not put yourself in a questionable situation. Travel with at least one other member of the group or person you know. Do not walk around the streets alone after

dark especially in questionable neighborhoods. If you plan to be gone for an overnight or longer during a program break, you must first submit a Student Travel Data Required from (Appendix B) to the Office of Study Abroad (unkstudyabroad@unk.edu) and the Program Director (if applicable) which includes details of your planned time away from the host site. Resources and information about avoiding risks while abroad can be found below.

Risk upon Arrival

Travelers, especially those having just arrived abroad, are at greater risk of being taken advantage of. There are several reasons for this, including:

- Being unfamiliar with the surroundings
- Lack of fluency in the local language
- Clearly recognizable as a foreigner
- Have not yet learned the social norms or unwritten rules of conduct
- Eagerness to get to know new people and the local culture
- Naive to the intentions of people around them
- Carrying all their valuables with them when they first step off the plane, train, or boat

Remain in Control

Some controllable factors that place students at greatest risk include:

- Being out late at night or past a local curfew
- Being alone in an isolated area
- Being in a known high crime area
- Sleeping in an unlocked place
- Being under the influence of alcohol or drugs.

Prevent Pick Pocketing

Stay alert when you have been bumped, had your foot stepped on, and have been pushed around in a crowd; these are perfect times for pickpockets to do their work. Remember that pickpockets do not necessarily have to be adults, in many instances they may be children. Backpacks are another easy target for pick pocketing. Remember to turn your bag around when traveling in crowded areas.

Sexual crimes

One cannot assume with certainty that sexual assault, rape or harassment will not take place, even on a study abroad experience. Do not let your guard down because a date happens to be a host family, classmate, or even a new “friend.” Especially in a different cultural setting, the offender may misread or imagine that the victim is communicating a desired “silent message” or attitude. If you have been violated, do not keep it to yourself. Get to a safe place and then talk to a trusted person (Your program director, host family, etc.)

UNK can provide counseling services to students who have been assaulted or accused of sexual misconduct. Every attempt will be made to provide counseling services in the country in which the student is studying. Please contact the Office of Counseling & Health Care at 308.865.8047 or the local domestic/sexual violence agency S.A.F.E. Center 308-237-2599 for more information.

Sexually Transmitted Diseases

Keep yourself free from sexually transmitted diseases by using protection (like condoms or abstinence). Also, remember that saying NO may not always be interpreted as NO in other countries or cultural contexts. Inform yourself about the types of diseases prevalent in the area in which you are traveling.

Jewelry and Other Valuables

Be cautious with how you display valuables. Leave your good jewelry at home, and keep money in a safe place like a money belt or hidden pouch under your clothes. As a rule of thumb, never bring anything with you that if it were to be lost or stolen, it would ruin your time abroad.

Be aware of Your Surroundings

You should be aware of your surroundings, remembering to:

- Pay attention to what people around you are saying
- Find out which areas of the city are less safe than others
- Know which hours of night are considered more dangerous
- Stay and walk only in well-lit areas
- Avoid being alone in unfamiliar neighborhoods
- Know where to get help (police station, fire station, phones, stores, etc.)
- Do not touch suspicious items like letters or packages from someone you don't know
- Know what is "normal" and "not normal" to see on a daily basis in the areas you frequent
- Do not respond to explosions or gunfire by going to a window; seek cover away from windows and exterior walls

Know the Effects of U.S. Foreign Policy

The foreign policy of the U.S. does not always sit well with citizens of foreign countries. In some cases, U.S. Citizens living abroad can be targets of the frustrations of these individuals. Consider the nature of the political climate and relations between the U.S. and the countries you plan to visit.

Political Rallies & Conversations

Avoid political rallies, which can increase tensions and emotions. Try not to engage in conversations about contentious political issues with host nationals and avoid retaliating against hostile remarks about Americans. Whatever your view of U.S. politics, it is best to "test the waters" of your new environment before publically proclaiming your beliefs.

Registration with the Local Embassy

The US government has a presence in most countries through an Embassy. Your Program Director (if applicable) will register your name there at the beginning of the program. Registration at the U.S. Embassy or Consulate (in the country you are visiting) makes your presence and whereabouts known, in case it is necessary for a consular officer to contact you in an emergency. During a disaster overseas, U.S. consular officers can assist in evacuation were that to become necessary. Nevertheless, they cannot assist you if they do not know where you are.

Legal Issues

Students abroad are subject to the laws of the country in which they study and the rules of the institution in which they are enrolled, as well as those of the University of Nebraska at Kearney. Students who violate the law may have to face legal proceedings in the local judicial system, which may not provide the same safeguards for those accused of crime in the U.S. system. If convicted of a crime, a student will face punishment according to local practices, which could include expulsion from the country as undesirable, even when no legal proof exists that they have broken a law. Students who are incarcerated will receive the following assistance from the Program Director (if applicable) and the United States Government:

1. Your family will be advised of your situation.
2. You will be assisted in getting a lawyer at your own or your family's expense.

Neither the Program Director nor the U.S. Consulate in the host country can get you out of jail or provide you with bail money. **You need to avoid illegal activity at all times.**

While abroad, students are subject to the disciplinary regulations of their host university or program and bear responsibility, as well, to the University of Nebraska at Kearney Code of Conduct. In general, disciplinary action under the Campus Code of Conduct may be taken for one year after the alleged misconduct occurs. Records of any disciplinary actions overseas become a part of a student's file at UNK and may result in subsequent disciplinary action by UNK.

All students are expected to respect national and local ordinances, even though these may sometimes be very different from those in the U.S. The program does not tolerate abuse of alcohol, use of illegal drugs, or other behaviors disruptive to the wellbeing of others. **Students who do not adhere to appropriate standards of conduct will be dismissed by UNK. No fees will be refunded under such circumstances.**

Making the Most of your Experience Abroad

Explore the Territory

Get a map and venture out. Get 'lost' near the Program site and ask directions (this is also good language practice). Ride the public transportation.

Pick up the Silent Language

Go sit in the park, a market, or a sidewalk café and observe. How do people greet one another, visit, and say goodbye? How do friends act? How does one show respect? What types of mannerism do the people have? What seems to be typical dress for the different age groups? Can you spot a U.S. Citizen? What are their giveaways in dress, movement, voice, and gesture? After noticing these different things chat with your U.S. friends about what you have observed, and then with your national or international friends and see if they agree or disagree. Try to behave like a national, using the same silent language, blending into the culture.

Do Not Limit Yourself to UNK/U.S. Friends

If you hope to form acquaintanceships - much less friendships - in the short time you will be in your host country, you must open yourself up to others. The more you speak English, and go out with fellow U.S. friends, the more you send out the message that you prefer U.S. friendship.

Master the Language

Force yourself into situations where you must talk - no matter how scary, difficult, or awkward it may seem. Practice makes perfect!

Just Ask

If you do not understand something, are curious, or need any help, just ask someone. People's responsiveness may surprise you. In addition, questions are great conversation starters.

Blend In and Don't Fight It

Plunge right in - do not wait to adjust before you participate, you adjust by participating. Your host country has its own culture with its own traditions, customs, manners, and written and unwritten laws - immerse yourself. If you do all of the above, you cannot help but feel like a part of your host country. Talk to as many people as possible, they have a lot to offer and you have a lot to learn.

Study Abroad Evaluation Form

You will be asked to complete a program evaluation form during the last few weeks of the program. This form will be a source of program improvement and should be completed in a comprehensive manner to include your views and comments on courses, professors, program components, and the Program Director (if applicable).

The Re-Entry Process

Immigration & Customs Issues

Upon your return flight to the U.S., you will be given a Customs Declaration Form to fill out. You should be prepared to provide a list of items of significant value purchased during the Study Abroad Program and accompanying receipts. Omission of items on this form may result in penalties levied by Customs.

Study Abroad Grades / UNK Transcript

Course grades earned on the *group* Study Abroad Program will be entered by either the Program Director, the Office of Study Abroad, and/or the Office of Student Records and Registration. If you participated in an individual study abroad program, where you enrolled in courses taught at the host institution, the credit hours will transfer if you received a passing grade in the course. The grades will not transfer towards your GPA; view this as a pass/fail class.

Re-entry/Reverse Culture Shock

Readjusting to your home country will hit you just as it did with culture shock upon arrival into your host country. You will notice that it is very difficult to pick up where you left off, especially when you realize the changes that have taken place all around you.

Change and Adaptation

You may unconsciously accept again the conveniences you missed while abroad, and at the same time, you may be sharply critical of practices that you once took for granted in your home country. Just as it was difficult adapting to a different way of life overseas, you may now find it difficult fitting in the way you used to with your friends and family. The people that knew you before the study abroad experience may be unprepared for the changes in your values and lifestyles. As a result, you may feel lonely, restless, and perhaps resentful towards your country.

Family and Friends

Remember that your family and friends have also had new experiences while you have been gone; take the time to listen to their stories as well. Friends and family can help students by showing interest, by not making them feel defensive, giving them freedom to adjust at their own pace, encouraging them to share photographs, and discussing their feelings as they readjust to your home environment. Above all, it is important for family, friends, and returnees to be patient with the readjustment process.

Loss of status

As a foreigner, you may have been especially intriguing to others, which probably lured much attention to you. When you return home, you may become frustrated to realize that you are just like everyone else and that your status is generally lower than it had been overseas.

University/College life

The experience of learning within a different education system and cultural environment has a liberating and confidence-building effect. For those study abroad participants who return directly to your university upon return from overseas, you may find life on campus restrictive and unexciting at first. However, you will be able to add new dimensions to the classroom by sharing your study abroad experience, which can be very rewarding.

Coping Strategies

The best thing you can do to adjust more quickly is to alter any negative attitudes or expectations you may hold about your home country. Do not act superior to your compatriots. Rather, seek out a sympathetic ear with whom you can share your feelings and who will genuinely listen to you without accusing you of bragging. Ask them questions about what is going on in their life as well.

Seek Out a Support Group

Being able to share common concerns and coping strategies with other recent or more established returnees may help reduce the frustration, and sense of helplessness that can accompany re-entry. It helps to locate even one other person with whom you can discuss the sensation of re-culture shock.

See it 'as a Phase'

Acknowledge the re-entry phase as part of the overseas experience. Remind yourself that readjustment is a natural psychological process when confronted with change.

Share Your Feelings

Many people have never heard of reverse cultural adjustment. If the people around you are informed of what you are experiencing, more than likely, they will be a bit more patient and understanding. If you have difficulty communicating your feelings, it may be a good idea to share this section of the handbook with your family and friends.

Stay in contact with your host culture

Keep in contact with the friends that you made in your host country. It will help you feel that what you experienced was real and not one big dream, which is common.

Continue to keep a journal

Continuing to write in your journal about your experiences and memories you made overseas. This can be an easy and helpful self-therapy method.

Continue to practice a foreign language

Another coping strategy is to take an advanced course in the foreign language that interests you. If you cannot fit this into your class schedule, then think about contacting your university's ELI department (gundersontd@unk.edu) about becoming a conversation partner!

Building upon the Experience

Seek out captive audiences by becoming part of an international club that would have a natural interest in your overseas experience. A big part of readjusting is being able to tell your personal story and to assimilate your adventures. Volunteering some time at your Office of Study Abroad can also help you affirm the importance of your overseas experiences while helping students learn about opportunities abroad. You may also volunteer to be a host for international students on campus or perhaps a tutor for those who are having a hard time adapting to the academic life in the U.S.

Career Planning

There are many routes you can take to put to use your cross-cultural adaptation skills and language proficiency that you have acquired overseas. Look into international companies that have subsidiary offices located abroad. Perhaps they may do some recruiting on campus or in nearby cities. You may also inquire about long or short term work abroad resources through the Office of Academic & Career Services (308.865.8932) at UNK that will allow you to return overseas immediately after graduation. If you are adamant about returning overseas, you may want to check into taking the TESL (Teaching English as a Second Language) exam, which would grant you many opportunities to teach abroad.

Final Thoughts

Participants will be exposed to a myriad of new and unpredictable situations, and the ability to cope will be the key to your success. Knowing and establishing realistic expectations and goals will greatly increase the chances of having a successful study abroad experience and reduce both culture shock and reverse culture shock. The opportunities for growth are there. It is your responsibility to find them and make use of them. Above all, it is imperative that you ask questions and enjoy yourself; be an active rather than a passive participant.

The contents of this manual were designed to be of help to you during your entire study abroad experience from beginning to end. Please note the Office of Study Abroad is always available to you at all stages of your study abroad experience. If you have questions or comments, please feel free to contact our office (unkstudyabroad@unk.edu).

Appendix A: Emergency Contact Information

Emergency Contact Information

For Immediate Assistance

UNK Program Director on-site (cell # in host country) Cell: _____

Office of Study Abroad & Exchange Programs

Tim Burkink Office: 001+1+(308)865-8207 unkstudyabroad@unk.edu Cell: 001+1+(308)233-1792

UNK Student Health & Counseling

Counseling: 001+1+(308)865-8248

Health: 001+1+(308)865-8218

Local Residence Director

Phone: _____

Local International Student Office

Phone: _____

UNK Switchboard

Phone: 001+1+(308)865-8441

Other UNK Contacts

Assistant Vice Chancellor for International

Dr. Tim Burkink

burkinktj@unk.edu

Office: 001+1+(308)865-8207

Cell: 001+1+(308)233-1792

Student Records and Registration

Phone: 001+1+(308)865-8527

Academic Advising & Career Services

Phone: 001+1+(308)865-8932

Residential & Greek Life

Phone: 001+1+(308)865-8519

Appendix B: Student Travel Data Required

Student Travel Data Required

All UNK Study Abroad students must fill-out this form completely and submit it to both the OSA (unkstudyabroad@unk.edu) and the Program Director (if applicable) one week before leaving for an overnight or extended trip that is not an official part of the Program.

1. Name of each UNK student traveling on the itinerary listed below. In the case not all students will travel together the *entire* break period, multiple forms must be submitted in order to account for each students' travel plans during the entire period. Please also provide at least one student cell phone number (multiple contact numbers is preferred) within the group traveling in case of an emergency.
2. Departure date from program site.
3. Lodging Information ←(Please account for each NIGHT spent away from site of study.)
4.
 - a) Destination City 1
 - b) Destination Country 1
 - c) Name of Lodging 1
 - d) Address of Lodging 1
 - e) Telephone of Lodging 1
 - f) How many nights will you stay at Destination 1?
 - a) Destination City 2
 - b) Destination Country 2
 - c) Name of Lodging 2
 - d) Address of Lodging 2
 - e) Telephone of Lodging 2
 - f) How many nights will you stay at Destination 2?
 - a) Etc.
 - b) Etc.
 - c) Etc.
 - d) Etc.
 - e) Etc.
 - f) Etc.
5. Return Date to program site.

* This form will also be available within each students' Loper-Abroad Portal and should be sent via email to unkstudyabroad@unk.edu and the Program Director (if applicable) one week before travel is to take place.

Appendix C: Policy for Visitors and Local Travel

Policy for Visitors and Local Travel for University of Nebraska at Kearney (UNK) Study Abroad Programs

A primary goal of UNK study abroad programs is to provide the opportunity to learn from other cultures in ways that are not possible back home. This is best accomplished when students immerse themselves in the target culture and language.

Trips outside of the target culture and long periods socializing with relatives or American tourists *during* the program reduce the main benefit of living abroad.

Therefore, we require that all participants abide by these rules:

A. Guests

The Office of International Education advises those who are not registered participants in the study abroad program, such as friends and family, to visit or travel with program members before or after, but not during, the program. Students will not be excused from classes or required activities to visit with guests, and visitors will not be included in program-related classes or trips without Program Director approval.

Students may not share their study abroad living quarters with anyone who is not a student in the UNK study abroad program.

B. Local Travel

- Students may not travel outside of the host city and its environs (over 30 miles from the program site – unless defined otherwise by the Program Director) during ‘program days’. A ‘program day’ is one that has any required study-abroad related class, program, or activity.
- All weekdays (M,T,W,Th,F) are considered ‘program days’. Weekend days that include required trips and learning programs are also considered ‘program days’.
- You will have opportunities for independent travel, however. Please see your program calendar for a list of ‘open’ days and holidays.

Missing classes due to travel:

Students who miss a class due to travel will receive a lower grade for that class; Failure to attend planned program-related trips and activities may result in disciplinary action.

- Students who do not email the Program Director of independent travel plans that include one or more nights away from the program site are subject to disciplinary action. This is necessary to ensure communication between students and the Program

Director during emergencies and must include time of departure, travel itinerary, and information on how the student can be reached during the trip.

C. Tourist Travel

- Students may visit other regions or countries during ‘non-program’ periods. The best time to do this is before your program begins, after the program ends, or during program-approved recesses, such as national holidays.
- Students must send information contained within the Student Travel Data Required form to the Program Director before leaving the host city and its environs (see LopersAbroad Portal). If you are participating in a group study abroad program, please have your travels plans approved in writing by the Program Director – before leaving the Program site.

I have read and fully understand the terms of this document and, in consideration of participation in this program, agree to the provisions thereof.

Electronically signed by student before departure from UNK

<i>Full Name (print or type)</i>	<i>Signature</i>	<i>Date</i>
----------------------------------	------------------	-------------

Appendix D: Academic Course Policy

Academic Course Policy for University of Nebraska at Kearney (UNK) Study Abroad Programs

A. Registration

1. The minimum undergraduate class load for UNK semester abroad programs shall be the equivalent of 12 credit hours per semester, including any audited and on-line courses. The Program Director must approve all courses that a student registers for, and student cannot drop a credit course without the permission of the Program Director. If a student elects to drop a credit course, the student may still be required to audit that course by the Program Director.
2. Students participating in UNK semester abroad programs must register for courses in the usual way. Before leaving for their study abroad program, students must secure departmental approval for any special requests, such as Independent Study, Directed Readings, permission to apply General Studies credit to non-GS courses, or upper division credit to lower division courses.

B. Attendance

1. Attendance is mandatory for all classes in which students are registered. Unexcused absences will result in a lower course grade and excessive absences can lead to suspension from the program.
2. Students must attend in all scheduled program activities, such as lectures, meetings, excursions, and receptions.

C. Drop/Add/Withdrawal [from UNK Registrar website, January 2010]

Drop, withdrawal, and audit deadlines must be met as required by UNK policy:

A student dropping a course after the first week of a semester and any time prior to the end of the 9th week of that semester will be awarded a "W". For courses of duration other than an entire semester, a student dropping a course after the first day of the class and any time prior to the end of the mid-point of the class duration (e.g., the end of the 4th week of an 8-week course) will be awarded a "W". THE "W" WILL APPEAR ON THE STUDENT'S GRADE REPORT AND TRANSCRIPT.

D. Grades and Grading Options

Grades earned at foreign universities or given by local instructors affiliated with UNK semester abroad programs are final and cannot be changed by testing or special assignments, unless the course is an Independent Study or Directed Reading previously arranged through a UNK professor.

E. Credit/No-Credit [from UNK Undergraduate Catalog, January 2010]

In addition to traditional grading ("A" - "F") a student may opt to be graded in registered courses by credit/no credit, or audit. Credit/No Credit and audit grading options must be declared at the time of early registration or open registration if early registration is not utilized. Tuition rates and related fees are identical for each of these grading options. Grading options cannot be changed after the first week of the fall and spring semesters or the first class day of a summer class. Each option is described as follows:

A student may elect one course each semester (a summer session is considered as a semester) for which he/she chooses to be graded on the basis of credit/no credit. A student must declare the grading option at the time of registration. The credit/no credit refers only to the final grade in the course as recorded by the Registrar. Nothing will change in the content of the course and the course examinations. When a student completes the course, he/she will receive a letter grade. If that grade is at least a "C" the student will receive the appropriate hours' credit. If the letter grade is "C-" or lower, the student will receive no credit for the course. In either case, the student's GPA will not be affected. This grading system is at the option of the student, but will operate with the following restrictions:

1. The option is available only to students who have completed 28 semester hours and are in good academic standing.
2. The student must have met all of the prerequisites required for enrollment in the course chosen.
3. The course chosen cannot be used to meet major, comprehensive major, minor, or endorsement area requirements.
4. The student may choose only one course per semester, unless it is an established function of the course, to be taken on a credit/no credit basis.
5. A maximum of 18 credit hours may be taken on a credit/no credit basis.
6. Students wishing to declare a course CREDIT/NO CREDIT must do so at the Office of Student Records and Registration by the end of the first week of the semester (Spring or Fall) or by the end of the first class day (Summer).
7. The CREDIT/NO CREDIT grading option cannot be changed after the first week of the semester. The responsibility for assuring that the student satisfies the above restrictions lies with the student and his/her advisor. The actual granting or withholding of credit is the responsibility of the Registrar's Office.

1. Audit Grading [from UNK Undergraduate Catalog, January 2010]

Audit grading does not result in the accumulation of credit hours applicable to a program of study. No audited course may be subsequently granted credit unless it is repeated as a reregistered course under the traditional grading option.

2. Auditing is generally limited to one course per semester, but is not specifically limited to a cumulative total. Auditing may be opted without regard for the student's classification. Students who wish to audit a course must complete a request form at the Office of Student Records and Registration by the end of the first week of the semester (Fall or Spring).

I have read and fully understand the terms of this Agreement and, in consideration of participation in this program, agree to the provisions thereof, including all UNK payment and withdrawal/refund policies.

Electronically signed by student before departure from UNK

Full Name (print or type)

Signature

Date

Appendix E: General Disciplinary Policies

General Disciplinary Policies for University of Nebraska at Kearney (UNK) Study Abroad Programs

1. The UNK Study Abroad Program Director (hereafter, the 'Program Director'), is responsible for encouraging student conduct that is consistent with the educational goals of UNK Study Abroad programs and for enforcing policies related to student behavior that are designed to:
 - a. facilitate the satisfactory functioning of the program
 - b. ensure the safety of student participants
 - c. protect the program's and the students' good standing as welcome guests in the eyes of the host society and governmental bodies.

2. The Program Director must inform the UNK Office of Study Abroad (OSA) of any student behavior that may warrant disciplinary action. Students may be subject to immediate dismissal from the Program and/or from UNK if, in the judgment of the responsible UNK academic authorities, their actions are any of the following:
 - a. Disruptive to the educational aims of the Program
 - b. Harmful to the social and/or legal relationship which exists between the host country and the institutions and students of UNK
 - c. Harmful to the student herself/himself or to other students or staff
 - d. Inconsistent with the policies or mission of UNK and/or its partner institution in the host country.

3. The UNK Study Abroad Coordinator has overall responsibility for the hiring and managing agreements with on-site instructors, establishing and managing educational excursion programs and activities, arranging for housing, planning and managing the program budget, and being knowledgeable of relevant international rules and regulations.

After the program begins, however, the Program Director is responsible for managing the day-to-day aspects of the program. If it becomes necessary for the Program director to suspend a student from the program due to policy infraction, this action is not subject to appeal to the campus judiciary system. However, if it is deemed appropriate by the Senior Vice Chancellor for Academic and Student Affairs (SVCASA), the SVCASA may request that UNK administrators and/or faculty members (other than the Program Director) conduct an independent review of the case and offer another opinion. In such a case, both the affected student and the Program Director shall submit written statements describing the issue to the Director of International Education for use in related administrative investigations.

Information related to the case may be communicated to parents in so much as it complies with student privacy rights as put forth by relevant FERPA and HIPAA statutes.

4. Academic disciplinary actions related to student misconduct shall be determined in consultation with the Dean of the student's UNK college or school.

5. When a student's behavior is determined to have done – or threatens to do – serious harm to the program or its members, the student in question can be suspended immediately and unenrolled from UNK. In this case, all incurred fees will become due and payable, and a 'W' will be entered on the official transcript for all unfinished courses. The student may seek re-entry to UNK through the usual admission procedures subject to approval by the Dean of the student's UNK school or college.

6. In situations where there is clear evidence of serious student misconduct, the appropriate UNK dean may act immediately to impose appropriate sanctions. The SVCASA shall review any suspension of a UNK student participating in a UNK study abroad program. If this review determines the suspension was in any way inappropriate, the SVCASA can modify the sanctions and/or offer redress on behalf of the student.

Students must abide by all provisions of the current *UNK Student Code of Conduct* (found in the *UNK Student Handbook*). These policies may be accessed and reviewed on the UNK website.

Electronically signed by student before departure from UNK

<i>Full Name (print or type)</i>	<i>Signature</i>	<i>Date</i>
----------------------------------	------------------	-------------

Appendix F: Drug, Alcohol, & Sexual Misconduct Policies

Drug, Alcohol, & Sexual Misconduct Policies

for University of Nebraska at Kearney (UNK) Study Abroad Programs

Drugs and Alcohol

UNK has a zero-tolerance policy regarding the possession, use, manufacture, production, sale, exchange or distribution of illegal drugs by students participating in UNK study abroad programs. Alcohol misuse and abuse will not be tolerated on UNK study abroad programs. Violation of local laws and/or UNK regulations or policies related to these substances may result in (i) immediate dismissal from the Program; (ii) academic withdrawal from the University for the semester in progress; and (iii) disciplinary action upon return to campus.

Alcohol and drug misuse is defined as:

“Any use that is harmful or potentially harmful to one’s self or others”

Alcohol and drug abuse is:

“The planned, systematic misuse of drugs or alcohol”

Alcohol and drug misuse is present when the effects of consumption cause a student to:

- Miss any scheduled event
- Become ill
- Be disrespectful of others
- Congregate in loud groups that disturb others
- Engage in inappropriate behavior towards others or in destructive behavior toward property
- Not abide by the laws of the country in which he or she is staying
- Engage in behavior that causes embarrassment to the other members of the group, the faculty member(s) or the in-country host(s)
- Facilitate/encourage or ignore a fellow student who is misusing or abusing alcohol
- Transport quantities of alcohol or drugs to the Program site with the intent of sharing the alcohol with members of the group.

Program Directors may choose to report the above behaviors for judicial action through the UNK Dean of Students. If a formal complaint is filed by the Program Director, the student will be contacted once he/she returns to campus and the judicial process will begin. If found responsible for violating University policy, the complaint and its resolution will become a formal part of the student's UNK record and could be available to both internal and external offices on a need-to-know basis. ***A student can be suspended from the program and sent home while his/her case is being adjudicated.***

General guidelines for responsible alcohol use:

Alcohol misuse and abuse will not be tolerated on UNK study abroad programs

- Students are encouraged to use good judgment if consuming alcohol at private homes or other accommodations during non-Program hours.
- Students are encouraged to discuss issues related to alcohol abuse by other members of their group with the Program Director.
- Peers should look out for each other and keep each other safe.
- If a student becomes incapacitated due to alcohol overuse, or if he/she is in need of medical attention, others are strongly encouraged to contact a local emergency medical service and the Program Director immediately, in order to protect the health and well-being of the affected student.
 - The individual needing medical attention will not receive disciplinary sanction in these circumstances, but rather will be referred for assistance to address issues of chemical use/abuse.
 - Peers are encouraged to make the responsible choice to notify Program or emergency personnel quickly.
 - The person (or persons) making the call will not be subject to disciplinary action

Sexual Misconduct

UNK is committed to providing an institutional environment where all persons may pursue their studies, careers, duties and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. UNK will not tolerate any form of sexual misconduct.

Sexual activities should be explicitly agreed upon by all parties involved in the act. Verbal communication of non-consent, nonverbal acts of resistance or mental impairment of the victim will constitute lack of consent. Sexual assault includes sexual penetration or sexual contact by intentional touching another’s intimate parts or the clothing covering these parts.

Police reports so not obligate prosecution but it does make legal action possible if the decision to prosecute is made at a later date.

University judicial action, criminal prosecution and civil suits are all options available to victims of sexual assault. Sanctions for sexual misconduct may range up to and including expulsion and or termination.

I have read and fully understand the terms of these policies and, in consideration of participation in this program, agree to abide by the rules and provisions thereof.

Electronically signed by student before departure from UNK

Full Name (print or type)

Signature

Date

Appendix G: Authorization to Release Protected Medical Information

**Authorization to Release Protected Medical Information
for University of Nebraska at Kearney (UNK) Study Abroad Programs**

I authorize the release of information contained in the **Health & Diet Form** for access and review by such UNK representatives, health professionals, and insurance providers as UNK may deem appropriate. I understand that if this information is pertinent to my health and safety abroad, it may be discussed in a confidential manner with the UNK Office of Study Abroad and/or with my study abroad Program Director, and that I will be informed of this communication.

If my UNK study abroad Program Director, acting for the University of Nebraska-Kearney determines that it is in my best interest, whether or not the circumstances may constitute an emergency, the University of Nebraska-Kearney may notify my emergency contact(s) indicated in the **Health & Diet Form**. I further authorize the University of Nebraska-Kearney or its representatives to secure such medical treatment as it determines is reasonable under the circumstances and to incur such medical expenses on my behalf as are reasonably indicated. I release, discharge, indemnify and agree to hold harmless the Board of Regents of the University of Nebraska, the University of Nebraska-Kearney, and their agents, employees, or other representatives from any liability that may result from authorizing any medical treatment and /or medication for me. I understand that such treatment shall be solely at my expense, and I shall reimburse UNK or its representatives for any expenses that they might incur because of my condition or treatment.

In the event of any emergency abroad, UNK has my permission to notify my emergency contacts listed on the **Health & Diet Form**.

I certify that all responses made on the **Health & Diet 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 **Health & Diet Form**. I understand that if I withhold information on the **Health & Diet Form** that the UNK Study Abroad should be aware of in order to protect my health and wellbeing on the program, 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.

Time Limit and Right to Revoke: This authorization will expire upon my return from my study abroad program. However, I may revoke this authorization at any time by submitting a signed, dated statement that is signed dated to the UNK Office of Study Abroad or my study abroad Program Director. Such revocation shall not apply to any information already released or collected.

I have read and fully understand the terms of this Authorization Agreement and, in consideration of participation in this program, agree to the provisions thereof.

Electronically signed by student before departure from UNK

Full Name (print or type)

Signature

Date

Appendix H: Study Abroad Behavioral Expectations & Agreement

Study Abroad Behavioral Expectations & Agreement for University of Nebraska at Kearney (UNK) Study Abroad Programs

By virtue of my signing this *Study Abroad Behavioral Expectations & Agreement*, I understand that the provisions of this *Agreement* are in addition to the *UNK Student Code of Conduct*, (<https://www.unk.edu/offices/reslife/documents/university-of-nebraska-at-kearney-student-code-ofconduct.pdf>), which I am also subject to, and which I have read and understand.

1. I understand that a primary goal of my participation in UNK study abroad is to learn from the culture of the host country, and I am committed to this goal.
2. As a UNK student studying abroad, I understand that my host culture has cultural and social practices that may be different from those of my home culture. Although I may not agree with them, I commit myself to respecting these values and practices.
3. I know that I will be viewed as a representative of my country and my university. Therefore, any negative or offensive behavior on my part – whether engaging in illegal activity, rudeness, or socially inappropriate dress or behavior (by host country standards), or frequenting establishments where such behavior is known to occur – will reflect poorly on me, UNK, and my country.
4. I understand that such behavior could jeopardize UNK’s relationships with the host institution as well as our good standing with the host country legal authorities.
5. **I pledge to:**
 - a. Obey all host-country laws.
 - b. Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
 - c. Avoid violence, illegal drugs and excessive or irresponsible consumption of alcohol.
 - d. Follow the program policies for keeping program staff informed of my whereabouts and well- being.
 - e. Become familiar with the procedures for obtaining emergency health and legal system services in the host county.
 - f. Accept the rules and decisions of my instructors and Program Director and to communicate with them and others in a courteous and respectful way.
 - g. Not engage in any activity that will disrupt the program or distract other students from engaging in their academic studies.

I have read and fully understand the terms of this document and, in consideration of participation in this program, agree to the provisions thereof. I understand that UNK will hold me fully responsible for my own decisions and actions in relation to this *Study Abroad Behavioral Expectations & Agreement*, and that I may be expelled from the program on short notice – and subject to other forms of discipline– if I am found to be in violation of any part of this Agreement.

Electronically signed by student before departure from UNK

Full Name (print or type)

Signature

Date

Appendix I: Study Abroad Waiver, Release and Indemnification Agreement

Study Abroad Waiver, Release and Indemnification Agreement for University of Nebraska at Kearney (UNK) Study Abroad Programs

This is an Agreement between the undersigned study abroad Participant and the University of Nebraska at Kearney ("the University").

This Agreement incorporates by reference all informational material distributed by the University regarding the Participant's specific study abroad program, including the attached cost information. These materials address a general description of the program, eligibility requirements, cost, registration procedures, award of credit and related topics. The Participant agrees to: (1) read and understand all material distributed and agrees to be bound by it; (2) attend all pre-departure orientation meetings; (3) maintain the eligibility standards established for the program; and (4) consult with the U.S. Department of State Travel Advisory Service and Center for Disease Control as specified in the distributed materials.

The University reserves the right to make such alterations in the program as may be necessary or appropriate, consistent with the goals of the program. While the University tries to maintain the stated program itinerary, activities, and costs, it may make modifications in the event of unforeseen or changed circumstances, such as changes affecting safety, changes in program expenses, currency fluctuations, tuition increases, room and board increases and changes in the academic calendar or course offerings at the host institution. The University shall not be liable for damages or other results caused by events beyond its control.

Should Participant fail to pay any fee or debt owed to the University or any host institution arising in relation to Participant's involvement in or actions taken in the course of the program, the University may place a "hold" on Participant's University records and ability to register until the debt is satisfied in its entirety, in addition to any other recourse available.

The Participant agrees to have sufficient funds for personal expenses and for return transportation, if applicable.

The University may cancel the program should the University determine circumstances require such cancellation, in which case the Participant shall receive such refund as the University in the exercise of its reasonable efforts is able to recover for the Participant.

The Participant understands that living in or traveling through a foreign country may involve certain health and personal risks, including terrorist attacks and other acts of violence, and the Participant accepts those risks. He or she agrees to exercise reasonable and prudent care while abroad with regard to food, substance use and abuse, threats to physical safety and political instability.

The Participant authorizes the on-site program coordinator (whether an employee of the University or host institution) to seek and obtain medical treatment in the event the Participant does not have the capacity to do so.

The Participant is required to be covered by adequate health and accident insurance applicable in the program locale and to the program activities, including medical evacuation and repatriation of remains benefits. The Participant understands that any health insurance provided by the program does not cover pre-existing conditions. If the University or host institution should pay for Participant's medical or other personal expenses, Participant shall reimburse the payer for the expense.

The Participant understands the essential elements of participating in the program and has read the program **Health & Diet Form** and **Study Abroad Waiver, Release and Indemnification Agreement**. The Participant represents that he/she is able to fully take part in the essential elements of the program. If the Participant believes that he/she is in need of a reasonable accommodation in order to fully take part in the essential elements of the program, the Participant represents that he/she has contacted the University's 504/ADA Coordinator and completed an accommodation evaluation in such a reasonable time-frame so as to allow for satisfactory evaluation of the requested accommodation and adequate time to implement the accommodation, if any. The Participant has informed the study abroad coordinator and the program coordinator of any accommodation to be provided as a result of that evaluation. The Participant has disclosed to the study abroad coordinator and the program coordinator any health condition, to the extent that it may affect the Participant's safety and welfare or that of the other program participants. If in the course of the program, the study abroad coordinator or the program coordinator should determine in his/her good faith judgment that the health, safety or welfare of the Participant or others, or the integrity of the program, is jeopardized by the Participant's health condition, the Participant agrees to withdraw from the program and return to the U.S.

The Participant agrees to abide by the rules and policies of the University and the laws and regulations of the host country and the host institution. The Student Code of Conduct shall apply to student Participants throughout the course of the program. The University may remove the Participant from the program should the University determine that the Participant's actions, conduct or behavior impede, disrupt or obstruct the program in any way, subject the University to risk of liability, or jeopardize the Participant's health or safety or that of the other program participants. Termination from the program shall result in a forfeiture of all program fees and a loss of academic credit where applicable.

The Participant understands that he/she is a non-degree student at any host institution involved. The University may terminate the Participant from the program if he/she fails to enroll or ceases to be enrolled at the host institution, withdraws from the program or violates the host country's or institution's laws, regulations or rules. Termination for such cause shall be without refund.

The Participant is responsible for ascertaining the applicability of credits to be earned through the program to his or her degree requirements.

While the University may assist with or arrange for transportation in connection with the program, Participant agrees the University shall not be liable for any injury, accident, delay, or irregularity, or any loss or damage to baggage resulting from strikes, lockouts, weather, government regulations, sickness or other causes. The Participant is urged to purchase trip cancellation and baggage loss insurance.

The Participant shall obtain a valid passport or proof of citizenship and all other necessary travel documents prior to departing the U.S. (Non-U.S. citizens are especially advised to thoroughly understand

the particular entrance requirements of those countries he or she plans to enter, as well as re-entry into the U.S.)

The Participant consents to the University's use of his or her name, photograph, likeness, and comments for publicity or promotional purposes, as the University in its sole discretion may determine.

The Participant will indemnify, hold harmless, release and forever discharge the University, its Board of Regents, its officers and agents, either in their individual capacity or by reason of their relationship to the University, for all claims or demands the Participant, his or her heirs, representatives, executors or administrators, may have against the University by reason of any accident, illness, or injury or other consequences arising or resulting directly or indirectly from the program, any air flights or other travel associated with the program, any provision of medical care, or by reason of the actions or negligence of other parties which may result in injury, death, property damage or other loss to the Participant.

This Agreement shall be governed by and in accordance with the laws of the State of Nebraska. Any claim brought arising from a claim under the terms of this Agreement shall be brought in a forum of proper jurisdiction and venue located within the State of Nebraska. This Agreement takes effect upon receipt of the Participant's signed 'Main Signature Form' by the University Study Abroad Office.

I have read and fully understand the terms of this Agreement and, in consideration of participation in this program, agree to the provisions thereof, including the payment and withdrawal/refund policies.

Electronically signed by student before departure

<i>Full Name (print or type)</i>	<i>Signature</i>	<i>Date</i>
----------------------------------	------------------	-------------

Appendix J: Notification of Termination Policy/Form

**Notification of Termination Policy/Form
for University of Nebraska at Kearney (UNK) Study Abroad Programs**

Name: _____
University of Nebraska-Kearney Program: _____
Date and Location of Incident: _____
Brief summary of Violation: _____

Please check the appropriate box:

After having received a verbal and/or written warning on (date/s) _____, describing a previous violation of the Code of Student Conduct/Rules and Regulations for a UNK program, the above named student has not desisted from continuing to violate the rules and regulations, nor has he/she fulfilled the required expected behavior conditions as specified in the written warning. For this reason, the student in question is being terminated from the study abroad program.

The seriousness of the violation is such that further participation by the above-named student would be to the detriment of the _____ program and its participants either by impacting the health and safety of the individual or other participants in the program or by causing detriment to the best interest and welfare of the program and to UNK. For this reason, the student in question is being terminated from the study abroad program.

To be completed by student:

I understand that due to my violation of the UNK Code of Student Conduct/Rules and Regulations and/or the Study Abroad Behavioral Expectations and Agreement signed prior to program commencement, I have been terminated from the above-mentioned study abroad program. Termination shall not diminish or otherwise affect my obligation to make any and all payments to UNK and/or host institution. I understand that I will receive a grade of an 'F' in all course work in progress. In addition, I will not be entitled to a refund of fees, I may be required to reimburse my home institution for financial aid received, and I am responsible for all non-recoverable costs incurred by the host institution and/or UNK, as well as personal financial obligations. I understand that the conduct that led to my termination from this program may also lead to further student disciplinary process review and sanctions upon returning to my home institution.

I confirm that I have received this written Notification of Termination and understand that I am no longer a part of the UNK Study Abroad program in which I am currently participating in.

Therefore, you must immediately remove yourself from all premises used by the study abroad program and return to the United States. You are responsible for financing your own return trip. The UNK Program Director will escort you to the airport immediately.

Student Signature

Date

Program Director Signature

Date

Witness Signature

Date