



**University of Pennsylvania  
School of Arts & Sciences  
College of Liberal and Professional Studies**

**PENN SUMMER ABROAD  
STUDENT HANDBOOK**

**SUMMER 2020**

[www.upenn.edu/summerabroad](http://www.upenn.edu/summerabroad)

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# INTRODUCTION

Welcome to Penn Summer Abroad. Please read this handbook carefully as it contains important information on Penn Summer Abroad policies and procedures.

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## **Non-Discrimination Policy Statement**

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice) or (215) 898-7803 (215) 898-7803 (TDD).

# PENN SUMMER ABROAD

## TRAVEL PREPARATION CHECKLIST

This is a general list of things to do/think about/research as you prepare for your summer abroad. Program Directors may also provide more program-specific information.

### PENN ADMINISTRATION

- Discuss study abroad plans with appropriate school advisor.
- Officially commit to your program in Passport, submit deposit, and complete all post-decision documents and requirements by noted deadlines.
- Attend mandatory on-campus orientations (dates TBA). Visiting students who are unable to attend will be sent the materials that are covered in the orientation.
- Visiting students: set up your PennKey and become familiar with how to access your student account and other Penn electronic resources.

### TRAVEL PREPARATION

- Apply early for a passport or make sure your current one is valid for at least 6 months past your return date.
- Make flight arrangements (**we highly recommend purchasing travel and trip cancellation insurance**).
- Check visa requirements with the consulates of the country(s) you will be visiting. Obtain visa as needed.
- If non-US citizen, consult an international student advisor.

### FINANCIAL MATTERS

- Apply for Student Summer Term Financial Aid (if applicable).
- Plan your budget. Refer to program cost sheet on the website.
- Plan to bring appropriate credit cards, bank cards, and cash.
- Research your credit/debit card for any additional fees that may be applied when using these cards abroad.

### HEALTH AND SAFETY

- Inform yourself of health & safety issues for the country you are visiting.
- Complete the Health Disclosure form on Passport. Discuss any health concerns with your Health Care Provider. Make sure you receive all appropriate vaccinations.
- Become familiar with the [International SOS](#) (ISOS) website and their resources. Download the app to your smart phone. All program participants are automatically covered by Penn's group policy. You still need your regular health insurance but ISOS includes emergency evacuation. Log in with *11BSGC000012*.
- Review your health insurance plan to understand what it covers while you are abroad. Purchase additional coverage if needed. Take insurance card with you.
- Make arrangements to have medications, prescriptions, saline solutions, extra eye-glasses, etc. ready to take with you. Pack it in your carry-on luggage. It should be in the original, properly labeled containers.
- U.S Citizens register on-line with the U.S. State Department. <https://step.state.gov/step/> International students register with the equivalent or your embassy in the host country.
- Save important phone numbers in your phone, including the program director's cell phone, the embassy, [International SOS](#), and Penn Police. Carry it with you at all times. Share these numbers with your parents/guardians.
- Arrange an international calling plan and/or make plans to purchase a cell phone abroad.

## **PROGRAM CANCELLATION POLICY**

***LPS/Penn Summer Abroad, in consultation with the University of Pennsylvania officials as well as other authorities domestically and abroad, reserves the right to cancel or modify the program at any time.*** Penn Summer Abroad will provide participants with as much advance notice as reasonable under the circumstances. Any decision regarding refunds and course grades in such a situation will be determined by LPS/Penn Summer Abroad with consideration to the timing of the cancellation.

**Any costs incurred for air tickets are not refunded by Penn Summer Abroad.** For this reason, as well in consideration of any other unexpected events that may impact travel plans, you are advised to purchase travel and trip cancellation insurance.

# PRE-DEPARTURE INFORMATION

## FINANCIAL MATTERS

### Tuition and Program Fees

The tuition and program fees are charged to your student financial account after the required pre-departure forms have been completed and you have been registered for the course(s). The billing dates follow Penn's [Summer Session Billing Schedule](#).

The refund policy for withdrawing from the program either before or after the program begins can be found [here](#).

Tuition rates for Summer courses are published in the prior Spring semester, and are available to view on the [Penn Summer Abroad website](#).

The program fee covers accommodations. Additional expenses such as meals, local transportation, cultural activities, and organized excursions may also be included in the program fee. Please visit the individual program page to determine what the program fee covers for your preferred program, and to review the estimated cost worksheet, which will help you plan for additional direct expenses such as airfare.

### Budgeting for other direct costs

Consider the following items when planning your overall budget for participating in the program. Refer to the Cost Sheet mentioned above for more guidance.

- Round-trip air ticket
- Passport and/or visa (if needed)
- Travel insurance (coverage for airline change/cancellation fees, trip cancellation, personal property loss, etc. ISOS covers emergency medical costs for Penn students abroad.)
- Local transportation (including transportation to/from the airport if it is not included in the program fee)
- Meals (if not included with accommodations)
- Local cell phone or international cell phone plan fees
- Books
- Personal Entertainment and Souvenirs
- Travel for optional group excursions (depending on program)
- [Personal travel](#)

***The University of Pennsylvania does not cover personal property loss. We strongly recommend participants purchase travel insurance that covers replacement of lost or stolen personal property while abroad.***

Be aware that fluctuating exchange rates can make advance planning of costs challenging. We recommend that you overestimate your costs to accommodate these fluctuations.

### Financial Aid

Penn students receiving financial aid during the academic year are eligible to apply for summer term financial aid that can be used to support the costs of Penn Summer Abroad. [Student Financial Services \(SFS\)](#) considers the full costs of participating in the summer abroad program (including tuition, program fee, air ticket and on-site expenses) when determining the aid package according to their assessment of the student's need.

***Students should contact [SFS](#) for all questions regarding financial aid.***

Visiting students are not eligible for aid from Penn and should apply for financial aid from their home university.

For program-specific funding opportunities, please visit the individual program pages on the Penn Summer Abroad [website](#).

### **William A. Levi Travel Fellowship**

Penn undergraduates who currently receive financial aid are eligible to apply for William A. Levi Travel Fellowship funds to participate in a Penn Summer Abroad program. Recipients are selected with consideration to their academic standing, financial need and demonstrated motivation for participating in a Penn Summer Abroad program.

#### **Eligibility**

- Penn undergraduates who receive need-based financial aid during the academic year that includes their Penn Summer Abroad program.
- Penn undergraduates who have been admitted, or are in the process of applying to a current Penn Summer Abroad program, are eligible. Admission to the program is required before the fellowship awards being announced but students may apply prior to receiving their admission decision

#### **Award**

- Awards cover all or part of the cost of the program fee.
- Fellowship recipients who withdraw from the program forfeit the award. If the program is canceled, the student may not apply the award to any other coursework or program.

#### **Apply**

- For additional information, and to apply for the William A. Levi Travel Fellowship, please visit the Penn Summer Abroad [website](#).

### **PROGRAM COMMITMENTAL PROCESS**

If you are accepted into a Penn Summer Abroad program, you have two weeks from the date of your decision letter to commit to your program. To do so, please log back into your application and click the “commit” button. Once you have committed to the program, **you are required to submit a \$500 non-refundable deposit** to Penn Summer Abroad and you will be subject to all [withdrawal policies](#).

- If you are unable to commit within the two-week timeline, your acceptance will remain active, but your spot in the program will not be held. Should you decide that you wish to participate in the program after the two-week window, please contact the Penn Summer Abroad office ([summerabroad@sas.upenn.edu](mailto:summerabroad@sas.upenn.edu)) to inquire if there is still program capacity. If there is availability in the program, you may then login to your application and click the “commit” button. Upon commitment to the program, you will be required to submit a \$500 non-refundable deposit and will be subject to all deadlines and withdrawal policies and fees.
- If you are placed on a waitlist due to a program reaching capacity, Penn Summer Abroad will notify you of any changes to your status if space becomes available.
- If you do not intend to commit to your program, please log back into your application and click the “decline” button. Doing so will officially withdraw your application.

### **POST-ACCEPTANCE MATERIALS**

All post-acceptance materials and requirements for Penn Summer Abroad programs will be provided to committed students via Passport and a program-specific Canvas site. After committing to your program in your online application and submitting your deposit, you will have access to post-decision requirements on Passport where you can complete mandatory pre-departure forms and upload documents. You will also receive an email invitation to your program’s Canvas site. Each Canvas site will contain program-specific pre-departure communication and materials.

- Upload completed documents as PDF files, signed in blue or black ink (pencil or typed-in “signatures” will not be accepted), to Passport or your program-specific Canvas site.
- For assistance with scanning documents, please make use of the resources at [Weigle Information Commons](#). Please make sure all scans are clear and legible. Please upload multi-page documents as a single file.

**All students participating in Penn Summer Abroad are required to submit/complete the following before they will be registered for courses:**

- Penn Abroad Health Information Form as well as any program-specific health forms.
- Program Agreement and Limits of Liability Waiver: Available under post-decision requirements on Passport and in the appendix of this handbook.
- Copy of your Passport: Upload a clear copy of the first 2 pages (with your picture, personal information, and signature) as a .pdf or .jpg file to Passport. Please ensure that all numbers and text are clearly visible in your scan.
- Program-specific forms: Some programs may require additional forms. These may include, but are not limited to, vendor-specific forms for homestay/housing preferences, additional health information, and additional contracts/waivers.
- Canvas modules and quizzes: The Canvas site for each program contains program-specific pre-departure communication and materials. All modules and quizzes in Canvas must be 100% completed. This may require retaking quizzes until you achieve 100% completion.

Refer to your acceptance letter for the deadline of when the forms must be submitted to Penn Summer Abroad.

***Complete after course registration, confirming air ticket, and no later than two weeks prior to departure.***

- MyTrips: After completing the above requirements, Penn Summer Abroad will register you for courses, and add you to Penn’s International Travel Registry MyTrips. You will receive an email notification to create your profile. For more information on MyTrips, please click [here](#).

## **TRAVEL PREPARATIONS**

### **Passport**

If you do not already have a passport, make sure you apply for one several months in advance. Passport application forms and instructions can be obtained at the U.S. Post Office or at <http://travel.state.gov>.

If you already have a passport, check the expiration date and make sure you have at least two blank pages for entry/exit stamps. Some countries will require your passport be valid for at least six months from the day you enter the foreign country. If your passport will expire in less than six months from your date of departure, you should renew it before you leave.

Remember that your passport is the most important legal document you have while you are outside the U.S. Be sure you guard it carefully. ***Do not travel away from your study abroad site, and particularly away from your host country, without your passport.***

Keep a copy of the first 2 pages (pages with your picture and personal information) of your passport in a separate location in case you lose your passport.

### **Visas for U.S. Citizens**

A visa is official permission granted by the authorities of the country where you will study or travel that allows you to enter and remain in that country. Most of the countries where Penn Summer Abroad has programs do not require U.S. citizens to have visas for a short-term stay (less than 90 days). In many cases, the regulations regarding a student visa are for semester or year-long study at a local university rather than short-term programs offered by a U.S. university.

If your program requires a visa, the Penn Summer Abroad office will provide instructions on how to obtain a visa. If you are planning to travel to countries other than the site of your program, check requirements with the consulates of these specific countries as you they may require a tourist or transit visa. Be aware of how much time it takes to get a visa for the country you are visiting.

In some cases, even though a visa may not be required, appropriate acceptance letters and financial documentation are required for entry into the country (e.g. United Kingdom). Penn Summer Abroad will provide you with instructions concerning what documents you will need.

### **Visas for Non-U.S. Citizens**

Non-U.S. citizens participating in Penn Summer Abroad may have different visa requirements than U.S. students. If you are not a U.S. citizen, check with the consulate of the country of your citizenship and the nearest consulate of the country where you plan to study. You must also check on the visa requirements for each country you plan to visit on the way to or from your Penn Summer Abroad program site: it is possible you will also need a visa for each of those countries. It is important to initiate this process as soon as possible in order to assemble documents and allow time for lengthy procedures. Contact Penn Summer Abroad office for assistance if you require any additional documentation about the program for your visa application.

In addition, if you are a Penn student with non-U.S. citizenship, you must notify the [International Students and Scholar Services](#) office of your plans to study abroad. (Visiting students must notify the similar office at their home school.) You will need paperwork from this office to make sure that you will be able to return to the U.S. after completing your summer abroad program. U.S. permanent residents should also check with the U.S. Citizenship and Immigration Services concerning regulations for reentry into the U.S.

### **Dual Nationality**

Different countries have different laws concerning citizenship. Some countries may claim you as a citizen of their country if you were born there, if one of your parents is a citizen of that country, if you are married to a citizen of that country, etc. If any of these apply in your circumstances, be sure to clarify your status with that country's embassy or consulate before you leave.

### **Visa Services**

If you are unsure if you will need a visa, please check the [CIBT website](#). CIBT has a Penn-dedicated page for students traveling abroad. Please follow the prompts to determine if you need a visa. You can also purchase visas through CIBT.

If you have any visa-related questions you can also forward your inquiries to International Students and Scholar Services at 215-898-4661 or [iss@pobox.upenn.edu](mailto:iss@pobox.upenn.edu).

### **Airline Tickets**

You are responsible for making your own travel arrangements to your Penn Summer Abroad program site, with the exception of the Havana program. Program Directors will provide site-specific information about arrivals and departures.

***You are responsible for any fees incurred due to changing or cancelling or your ticket. We strongly recommend purchasing travel and trip cancellation insurance that will provide coverage for lost baggage or unforeseen events that may require changing your ticket.***

### **MyTrips**

Penn Summer Abroad will register you for courses, and add you to Penn's International Travel Registry [MyTrips](#). You will receive an email notification to create your profile. Penn uses MyTrips to facilitate assistance in case of emergency.

Please create your profile in MyTrips to ensure the University is aware of your location abroad should an emergency arise.

**Registration in MyTrips will activate your [International SOS insurance](#).**

## **HEALTH AND SAFETY MATTERS**

## HEALTH ISSUES

Penn Summer Abroad requires that you complete a health information form, and also provide a statement from your primary health care provider regarding your health in relation to your ability to participate in your chosen summer abroad program. You are expected to fully disclose the physical and mental demands of your chosen program to your health care provider before s/he provides you with this statement. The information provided by you and your health care provider will remain confidential and will be shared with program staff, faculty, or appropriate professionals only as it pertains to your own well-being.

Your admission to the program will not be overturned on the basis of either a physical or an emotional condition unless it is of such a serious nature or degree as to prevent your successful participation in the program, or unless appropriate medical care for the medical issue is not available in the program to which you are applying, and/or unless the living and environmental conditions to which you could be exposed would present a risk to your health.

If you are experiencing any physical or emotional problems, please address them before leaving the U.S. If you have not been feeling well, make an appointment with your primary health care provider or the Student Health Center for a check-up. If you anticipate needing any dental work, get it done before departure. If you are experiencing any emotional, eating, or substance abuse problems, seek professional advice and consider deferring your participation in an overseas short-term program until you have the issue well under control. Remember, studying abroad can be challenging both physically and mentally. A healthy mind and body will enable you to make the most of your study abroad experience.

For your safety and well-being, it is vital that you inform Penn Summer Abroad of any physical, emotional, or psychological difficulties or special needs you may have. Penn Summer Abroad, in conjunction with the individual program directors, will do our best to make reasonable accommodations for students with special needs.

### Learning Disabilities

It is extremely important that students who receive learning support services at Penn (or their home university) discuss their needs during the abroad program well in advance with the [Office of Student Disabilities Services \(SDS\)](#) and Penn Summer Abroad. If applicable, please contact SDS to have them send a letter to Penn Summer Abroad documenting your learning needs.

### Medications

If you have to take medicine containing habit-forming or narcotic drugs abroad, you should carry a doctor's certificate attesting to the prescription. Label all medicines and carry them in their original containers. Prescriptions from doctors in the U.S. are generally not refillable at foreign drugstores. If you take any medication regularly (including contraceptives), bring a large enough supply to last the length of your stay. It may be illegal to mail medications. You should also verify with a local physician or your family doctor what kinds of medication are available in your particular country that would serve as generic substitutes for your regular prescriptions. If you wear contact lenses, bring extra solution and a special sterilizing unit which can be used overseas, as well as a spare set of lenses or glasses. Seek advice from [Student Health Services](#) or [International SOS](#) about taking medications with you abroad. Always pack your medications in a carryon bag to reduce the chances of theft. Over-the-counter medication should be in their original and unopened packaging.

### Immunizations

Consult with the Penn Student Health Center or your primary health care provider to make sure you receive all appropriate inoculations. Any of the following sites are good resources for information on required or recommended vaccines and immunizations for travel abroad.

- [Penn Student Health Travel Services](#): schedule a travel consultation and an immunization appointment
- [Penn Travel Medicine](#)
- [International SOS](#)

Log in at the Members Section using the Penn' Group Plan number (11BSGC000012). Immunizations are part of their comprehensive country guides.

- [Centers for Disease Control and Prevention](#)

## **INTERNATIONAL SOS**

All Penn students and employees traveling on [Penn-affiliated trips](#) are members of [International SOS](#) (ISOS). ISOS membership includes 24/7 medical and security consultation, hospital and medical care referrals, travel medical insurance, and emergency evacuation assistance. ISOS will also assist with payment for medical services abroad.

For additional information on ISOS medical care coverage, and what to do if you receive a bill for treatment abroad, please refer to the ISOS [website](#).

***ISOS does not cover personal property loss.***

In order to receive notification of ISOS membership, a summary of benefits and a link to download your ISOS member card, please create a profile in [MyTrips](#).

You are encouraged to review destination guides, travel advisories and membership benefits by visiting the [ISOS Penn Portal](#). Feel free to contact the ISOS Assistance Center at any time if you need assistance before departure or while abroad.

Philadelphia Assistance Center  
1-800-523-6586  
1-215-942-8478  
[onlinehelp@internationalsos.com](mailto:onlinehelp@internationalsos.com)  
Penn Membership No: **11BSGC000012**

Please contact [Jaime Molyneux](#), Director of International Risk Management, if you have questions about International SOS membership.

You will receive an ISOS card and information on coverage at the start of your program. Keep it with you when you travel. You can also download a digital copy of the card and the ISOS app from the [ISOS Penn Portal](#).

## **Contacting International SOS Assistance Centers**

Members may contact any International SOS Assistance Center at any time (24/7). PSA has been advised that the Philadelphia center is the best point of contact (call collect); however, which center you call will make no difference in terms of service.

To ensure a prompt response when calling, you should be prepared to provide the following:

- Your name, location, age, gender, and nationality.
- The program with which you are associated (U. of Pennsylvania Summer Abroad program in \_\_\_\_\_).
- Your International SOS membership number (11BSGC000012).
- The telephone number from which you are calling (in case you are disconnected).
- Your relationship to the member (if the person calling is not you).
- Name, location, and telephone number of the hospital or clinic (when applicable).
- Name, location, and phone number for the treating doctor, and where the doctor can be reached (if applicable)

## **MEDICAL INSURANCE**

In addition to your International SOS coverage, Penn Summer Abroad requires you to maintain your personal health insurance coverage for the period of the program. It is your responsibility to make sure that your insurance covers you adequately on the program. You must check with your health insurance carrier to confirm if/how it will cover you while you are abroad. Become familiar with the coverage provisions, deductible items, and the process for making claims abroad.

## **ILLNESS OR INJURY ABROAD**

In the event of an illness or injury, contact your program director and [International SOS](#). International SOS will give you the location of the preferred medical provider in your location.

Be sure to retain all receipts and bills for your treatment. Be sure to keep anything the hospital, clinic, or anyone else gives you regarding your medical care. It is very difficult to obtain this information once you have returned from your program.

### **Counseling Services**

If, for any reason, you require counseling services while abroad, please note the following options:

#### International SOS

ISOS has counselors available by phone 24/7, and may also be able to assist you in identifying a local clinician for an in-person appointment.

#### Counseling and Psychological Services (CAPS)

If you are more comfortable, or have an existing relationship with a CAPS counselor, you may reach CAPS via phone or email during normal Penn business hours. You may want to e-mail ahead to schedule a phone conversation.

Regular phone hours: +1 215-898-7021, ask for the On-Call Clinician

After Hours Phone: +1 215-349-5490, ask for the CAPS On-Call Clinician

Email: [caps@upenn.edu](mailto:caps@upenn.edu)

Counseling services through both ISOS and CAPS are confidential.

## **SAFETY GUIDELINES**

The safety of program participants is a central concern for Penn Summer Abroad. In partnership with other University offices, Penn Summer Abroad assesses risk management to promote security, and has established procedures for emergency response.

Students are briefed during the pre-departure and on-site orientations on health, safety and security issues while abroad. Unfortunately, we cannot guarantee your safety or eliminate all known and unknown risks. During your study abroad, as in other settings, you can have a major impact on your own health and safety through the decisions you make and your day-to-day choices and behaviors.

Listed below are some guidelines to assist you in living safely during your study abroad. These guidelines are adapted from "Responsible Study Abroad: Good Practices for Health and Safety," prepared by the Interorganizational Advisory Committee on Safety and Responsibility in Study Abroad. These Guidelines are supported by numerous universities and study abroad programs.

### **Responsibilities of Participants**

- 1) Read and carefully consider all materials issued by the program that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country.
- 2) Consider personal health and other personal circumstances when applying for or accepting a place in a program
- 3) Make available to the program accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
- 4) Assume responsibility for all the elements necessary for personal preparation for the program and participate fully in orientations.
- 5) Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- 6) Inform parents/guardians/families and any others who may need to know about your participation in the study abroad program, provide them with emergency contact information, and keep them informed on an ongoing basis.

- 7) Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program, and obey host-country laws.
- 8) Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.
- 9) Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
- 10) Accept responsibility for your decisions and actions.
- 11) Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
- 12) Follow the program policies for keeping program staff informed of your whereabouts and well-being.

### General Safety Points

- You should have valid identification (for example, an international student ID card, a photocopy of your passport, or a driver's license) with you at all times.
- Learn how to use the telephone before you have an emergency. Know how to contact the police or fire department. **Always carry with you the phone numbers for your program director and staff, place of accommodation, fellow students, International SOS, and your nearest embassy or consulate.** Carry a charged cell phone with you at all times.
- Be respectful of the culture of the country you are visiting. Consider how your dress and demeanor may be interpreted when interacting with locals.
- Whenever possible, speak in the local language.
- Be wary of people who seem overly friendly or overly interested in you. Do not give out your or anyone else's address or telephone number to strangers. Don't give away your class or excursion schedule.
- Report suspicious events immediately. Contact the program director if you observe suspicious persons within the premises of your educational environment.
- Be street wise. Find out which areas are considered to be unsafe by the local people and avoid them. Exercise caution in crowds.
- Use the buddy (or in the evening, small group) system.
- Try to avoid arriving late at night in cities with which you are not familiar, and take along a reliable guidebook that lists resources and hotels/hostels.
- If you consume alcohol, remember that your ability to make sound judgments is impaired, and therefore you may be putting yourself in danger.
- Many drugs are available in other countries over-the-counter that wouldn't normally be available in the U.S. Be certain when purchasing medication that you know the ingredients and understand their effects, especially if you're taking other medication.

### Money and Valuables

- Do not carry more cash than you are prepared to lose.
- Do not handle or display large quantities of money in public places. Be aware of your surroundings while withdrawing cash from ATM.
- Take good care of bank and credit cards.
- Do not bring valuables.
- Note that the theft of laptop/notebook computers has become alarmingly common. Take precautions with your computer.

### Handbags/Backpacks/Luggage

- Do not leave your bags or belongings unattended.
- Avoid putting important or valuable items in the back pocket of your pants or your backpack. Wear your backpack in front of you in crowded places. We recommend bringing money belt or waist/neck pouch that can be worn concealed under your clothes.

- Always keep an eye, and/or your hands, on your purse/bag/wallet, especially in crowded public areas (public transportation, crowded sidewalks, markets, and metro stations).
- Be aware that pickpockets exist and tend to prey on people who look lost or who do not seem to be paying attention. Pickpockets often have an accomplice who will jostle you, ask you for directions or distract you in another way. Also, be aware that thieves on mopeds snatch purses, so carry your bag facing away from the street.

### **Fire Safety**

Know the fire instructions wherever you are. Know where the fire exits are and know how to report a fire. Locate the fire extinguishers. In case of fire, leave your room if possible.

### **Independent Travel**

- If you plan to do any traveling outside the group during the program, keep the program director informed of your travel plans. Failure to do so may result in dismissal from the program.
- Don't plan trips to a high-risk area as indicated by the U.S. Department of State.
- If possible, do not travel alone. Always try to travel with at least one other person.
- Have sufficient funds or a credit card on hand to purchase emergency items such as bus or train tickets, or for medical treatment.

### **HOW THE LAW APPLIES TO YOU ABROAD**

Be advised that that local laws and regulations apply to you the same as they do to the citizens of that country. U.S. laws and constitutional rights do not cover you while abroad. Penn and Consular officials can do very little in the event of the law being broken. Therefore, make sure you know the relevant laws for each country you will visit. Country Specific information and Travel Warnings from the U.S. State Department are available [here](#).

**Embassy or Consulate Assistance:** If you find yourself in legal trouble abroad, the U.S. Embassy or Consulate (or that of the country where you are a citizen) may be able to assist you only in the following ways:

1. Visit you in jail after your arrest.
2. Give you a list of local attorneys. (You would be responsible for bearing the financial burden.)
3. Notify your family and friends and relay request for money and other aid.
4. Intercede with local authorities to help ensure your proper treatment under the law and in accordance with internationally recognized standards.
5. Protest mistreatment.

### **Penalties for Involvement with Drugs**

If you are caught with either soft or hard drugs overseas, you are subject to local and not U.S. laws.

### **WHAT TO DO IN A HEALTH, SAFETY, OR LEGAL EMERGENCY**

- Contact [International SOS](#) for assistance.
- Seek local emergency medical or police assistance as appropriate.
- Contact your program director.
- Keep your parents/loved ones informed.
- If applicable, follow the on-site emergency instructions and go to the designated safe meeting point.
- If it is a city or country-wide emergency and you cannot make contact with your group, make sure to check in with your embassy and/or International SOS to let them know where you are and get updated security information. If possible, contact Penn Police to inform them of your status.

# ACADEMICS AND PROGRAM POLICIES

## ORIENTATIONS

Each program will hold pre-departure orientation(s) on the Penn campus in the spring to provide important information about the courses and the program in general. Penn student attendance is mandatory for all orientations. Visiting students who are not able to attend will be sent materials from the workshops and are expected to contact the program director(s) with any questions. There will also be a mandatory on-site orientation upon arrival in the host country.

## NOTIFY ADVISORS

You are responsible for notifying your academic advisors that you are participating in a Penn Summer Abroad program.

## ATTENDANCE

Given the intensive pace of the program, attendance is mandatory for each lecture, site visit, or program-related activity. Unexcused absences from class will affect the final grade. Failure to attend program-related activities may result in your dismissal from the program.

## COURSE LOAD

You will enroll in either 1 CU or 2 CU (credit unit) depending on the program requirement.

You will get specific information about the academic requirements of the course(s) from the program director(s)/instructor(s). Some courses will require or recommend coursework or reading be completed prior to departure. Please review all communications and syllabi from the program directors/instructors thoroughly to ensure you are aware of all academic expectations, assignments, and due dates.

## COURSE CANCELLATION

Penn Summer Abroad reserves the right to cancel or change any course or to add other sections to the current offerings due to enrollment. In unusual circumstances, the program may be obliged to change an announced instructor or modify the emphasis of a course. You will be notified of any changes to a course or to your schedule resulting from a course cancellation. In the event of a course cancellation, Penn Summer Abroad will assign you to an alternate class.

## VISITING STUDENTS

Non-Penn students participating in a Penn Summer Abroad program are considered Penn students in the [College of Liberal and Professional Studies \(LPS\)](#) during the period of the program. You are advised to become familiar with Penn policies as they do apply to you during this period. Penn policies can be found in the [Pennbook](#).

After committing to your Penn Summer Abroad program, you will receive a phone call from Penn Summer Abroad to obtain your Social Security Number and Date of Birth, which will be used to set up your Penn student account. Subsequently, you will receive a letter from the Registrar's office within 10-15 days with instructions and the Setup Code for your [PennKey](#). A PennKey is your personal username required to access protected electronic resources at Penn including your student account, Canvas, library resources and Penn email account. You need to set up your PennKey in order to fully participate in the summer abroad program.

Once you have a PennKey, enter your contact information, particularly an email address, in the [Penn Directory](#) so that you receive all necessary communications. You may view your student account by logging in to [PennInTouch](#). For more information about setting up your account review items #4 and #5 on the [New Student Checklist](#).

## CREDIT TRANSFER FOR VISITING STUDENTS

After you've completed the program and received your grades you can request your transcript by contacting the Registrar's office or requesting it online from [www.upenn.edu/registrar](http://www.upenn.edu/registrar). Contact your home school for instructions on how to transfer the credit. Note that one CU at Penn is generally considered equivalent to three semester hours when the coursework is transferred to another institution.

## REGISTRATION

After all of your required forms are received, the Penn Summer Abroad office will register you for your course(s) and program fees.

Course preferences selected on your application form are subject to availability and program director approval.

Non-SAS students (SEAS, Nursing, Wharton) may require advisor sign-offs to be registered for Penn Summer Abroad courses. You will be contacted by the Penn Summer Abroad office with a request to contact your home school advisor and request the sign-off. Your home school advisor must login to the course registration system to officially provide the sign-off. Please notify the Penn Summer Abroad office when your advisor has signed off, so that your course registration can be completed.

Non-Penn students will be contacted by the Penn Summer Abroad office, so that a student record can be created using your social security number.

## PASS/FAIL

For **2 CU** programs, you may choose to change your grade status to Pass/Fail for the non-language courses through Penn InTouch prior to the end of the second week of class. For **1 CU** programs, the last day to change your grade status is the first Friday. Be aware that if you are taking the course to fulfill any general requirement or a major/minor requirement, it must be taken for a grade to count. Courses in the Madrid and Tours programs must be taken for a grade.

Changing to Pass/Fail will work the same as it does on campus. It is designed so that the instructor is not notified of your selection but will assign you a grade that will convert to either a "P" or "F" depending on the grade. A "P" will not affect your GPA but an "F" will enter as 0.0 and factor into the GPA. If you have any difficulty in changing your option to pass/fail, contact Penn Summer Abroad.

## DROP/ADD

You must maintain the minimum required course load in order to stay in the program. Requests to change a class must be made in writing from your Penn email account to the program director. The program director will forward the request to the Penn Summer Abroad office with a recommendation to approve or deny. The final decision and processing of the drop/add request is made by Penn Summer Abroad. If your course drop/add is approved, you will be issued a permit for the new course, and enrolled in the new course.

Please note that while you may be able to drop/add a course using Penn InTouch, doing so without prior approval can be cause for dismissal from the program. Penn Summer Abroad's policy regarding drop/add and tuition refunds takes priority.

## WITHDRAWAL AND REFUND POLICY

Withdrawal is defined as leaving the program as opposed to dropping a course within the program and adding another course to maintain enrollment requirements.

**Notification of Withdrawal:** All notifications of withdrawal from the program must be made in writing to Penn Summer Abroad at [summerabroad@sas.upenn.edu](mailto:summerabroad@sas.upenn.edu). The date of the written notification is the date by which the adjustment to your academic record and financial calculations will be determined. Failure to attend classes or notification only to the program director or instructors does not constitute formal withdrawal and will result in failing grades in all courses.

**Before the program begins:** The following will occur for a withdrawal from the program after accepting the offer of admission.

**Statement of Committal Submitted; Pre-Departure Forms NOT Submitted**

From program committal to 30 days before the program start date	<ul style="list-style-type: none"> <li>• Student removed from program</li> <li>• 100% program fee refund (minus the \$500 non-refundable deposit)</li> </ul>
From 29 days prior until the program start date	<ul style="list-style-type: none"> <li>• Student removed from program</li> <li>• 50% program fee refund (minus the \$500 non-refundable deposit)</li> </ul>
<b>Statement of Committal and Pre-Departure Forms Submitted</b>	
From <i>course</i> registration to 30 days before the program start date	<ul style="list-style-type: none"> <li>• Student removed from program</li> <li>• Course(s) dropped</li> <li>• 100% tuition refund</li> <li>• 100% program fee refund (minus the \$500 non-refundable deposit)</li> </ul>
From 29 days prior until the program start date	<ul style="list-style-type: none"> <li>• Student removed from program</li> <li>• Course(s) dropped</li> <li>• 100% tuition refund</li> <li>• 50% program fee refund (minus the \$500 non-refundable deposit)</li> </ul>

**After the program begins:** In addition to the official withdrawal email sent to Penn Summer Abroad, the program director must be notified in advance of your leaving the program.

**Tuition and program fee refunds:** For programs with a duration of more than two weeks abroad, tuition refunds will be granted for those withdrawing in writing from the program within five calendar days after the program start date. For programs with a duration of less than two weeks abroad, there are no tuition refunds after the start of the program.

There is no program fee refund after the program start date.

If you are receiving financial aid, eligibility for the summer term will be re-determined by Student Financial Services (SFS) based on actual charges and prorated allowances for living expenses.

**Academic record:** The effect of a program withdrawal on the way courses are reported on the transcript will vary according to the date of withdrawal and length of the program. Refer to the chart below for the course drop/add deadline and the course withdrawal deadline of your program.

After the course drop/add deadline, you may submit a [withdrawal form](#), signed by the course instructor, to Penn Summer Abroad to receive a grade of "W" on the official transcript. Withdrawals do not affect the grade point average.

Program	Course Drop/Add Deadline	Course Withdrawal Deadline
Alps (Aug 17 – 29, 2020)	N/A	August 29, 2020
Cannes (May 10 – 24, 2020)	N/A	May 24, 2020
London (Jun 20 – Jul 25, 2020)	June 29, 2020	July 13, 2020
Madrid (May 21 – Jun 27, 2020)	June 1, 2020	June 15, 2020
Tours (May 20 – Jun 27, 2020)	June 1, 2020	June 15, 2020

## **PROGRAM CANCELLATION**

LPS/Penn Summer Abroad, in consultation with the University of Pennsylvania officials as well as other authorities domestically and abroad, reserves the right to cancel or modify the program at any time. Penn Summer Abroad will provide participants with as much advance notice as reasonable under the circumstances. Any decision regarding refunds and course grades in such a situation will be determined by LPS/Penn Summer Abroad with consideration to the timing of the cancellation.

Any costs incurred for air tickets are not refunded by Penn Summer Abroad. For this reason, as well in consideration of any other unexpected events that may impact travel plans, you are advised to purchase travel and trip cancellation insurance.

## **STUDENT UNDER DISCIPLINARY SANCTIONS**

You are not permitted to study abroad if, prior to the start of the program, you have a pending matter with the Office of Student Conduct that may result in a serious resolution such as suspension sanction or expulsion sanction, or if you have failed to comply with all disciplinary sanctions or obligations which could result in the placement of a disciplinary hold on your academic records. You are expected to disclose this information to Penn Summer Abroad in a timely manner and are responsible for costs related to the program already incurred.

## **GROUNDS FOR REVOKING ADMISSION PRIOR TO DEPARTURE**

Note carefully that once you have been admitted or conditionally admitted to a program, you are required to fulfill all the final requirements of Penn Summer Abroad or your admission may be revoked. These final requirements include, but are not limited to, the timely submission of the required pre-departure documents and attendance at mandatory orientations. Visiting Students are exempted from attending the pre-departure orientation on campus if they are not located in the Philadelphia area but are required to review all the materials provided.

You must satisfy any conditions that have been imposed on your admission. If you do not meet academic good standing at the end of the spring term or are subject to a pending conduct or academic integrity disciplinary matter that may affect your enrollment at Penn prior to study abroad, permission to participate may be revoked even if you have already been admitted and made travel arrangements. You will also not be permitted to study abroad if you have outstanding financial debts to the University from previous semesters.

If your admission is revoked, you are responsible for costs already incurred by the program including pre-paid accommodations. Air tickets are not refunded by Penn Summer Abroad.

## **PROGRAM AND COURSE EVALUATIONS**

At the end of the program, you will be required to complete course evaluations and a Penn Summer Abroad program evaluation. Some programs may also ask you to complete a more program-specific evaluation. Evaluations are anonymous. Your feedback is valued.

## **HOUSING**

Penn Summer Abroad, in conjunction with the individual program directors, secures housing accommodations for all participants. Housing costs are included in the program fee. Housing will vary among study abroad programs from hotels or local university housing to home stays. Please visit the individual program website, or contact the individual program director, for more information on program-specific housing accommodations.

## **HOME STAYS**

Programs that use home stay arrangements coordinate with local partners in the country to place students in reputable and safe homes. Students living with host families are required to abide by the rules and policies established by the program with the host families. You will receive information about this, as applicable, from the program director.

General requirements will include but are not limited to:

- Abiding by rules established for use of phone, internet, electronic appliances, etc.
- Advising the family if you plan to spend the night outside the home

- Using articles in the home with moderation and only as needed
- Abiding by emergency, safety, and health procedures as established

If you have a conflict with the host family, consult with the program director or local coordinator for advice as you try to work it out with the family. If it cannot be resolved, the program director or local coordinator can provide further assistance. Please do not wait until the end of the program to notify the program director of any issue. Informing them early on allows the opportunity to seek a solution that could hopefully improve your experience.

### **INDEPENDENT TRAVEL DURING PROGRAM**

If you plan to travel away from the program site during weekends or free time you are required to notify the program director in writing prior to your departure and to provide your itinerary and contact information. Failure to do so may result in expulsion from the program. You are not allowed to travel during program days.

### **VISITORS AND GUESTS POLICY**

If your family members and friends plan to visit, they are encouraged to do so before or after the program. Visitors are not a legitimate reason for an excused absence from class or program activity. Guests may participate in program activities only with the permission of the program director.

Students will not be allowed to house family members, guests, or students from other programs in their room, whether it is in a dormitory, apartment, hotel, or with a family.

### **STUDENT CONDUCT**

Students are expected to exhibit responsible behavior regardless of time or place. Before leaving for their program, students sign the **Program Agreement and Limits of Liability Waiver**, committing to abide by all program rules and the rules and responsibilities set forth by the University, particularly the Student Code of Conduct and the Code of Academic Integrity as outlined in the [Pennbook](#).

Failure to adhere to these expectations may result in disciplinary action up to and including dismissal from the program. Penn Summer Abroad also reserves the right to report any violations of policies abroad to the Office of Student Conduct.

During the Penn Summer Abroad program, responsible behavior includes but is not limited to the following obligations:

- To attend classes and to meet academic obligations.
- To treat each person with respect and courtesy. Abusive language, hazing, threatening behavior, and disorderly conduct are strictly forbidden.
- To be sensitive to the cultural differences and to social customs of the host country.
- To refrain from stealing, damaging, defacing, or misusing other's property. Students are responsible for any damage that they cause to any property while in the program.
- To comply with program rules regarding housing.
- To abide by all applicable federal, state, and city laws.
- To observe the laws of the host country.

### **ALCOHOL AND DRUGS**

Since Penn Summer Abroad offers Penn for-credit courses, Penn's alcohol and drug policy is in effect while you are abroad on these programs. In some cases, individual programs may also have site-specific alcohol policies in effect, particularly related to the residence.

Please review the full text of Penn's Alcohol and Drug Policy [here](#).

### **POLICIES ON SEXUAL HARRASSMENT AND SEXUAL VIOLENCE**

Penn's policies on Sexual Harassment and on Acquaintance Rape and Sexual Violence apply to students during Penn Summer Abroad. For the full policies, please review the links below:

- A. [Sexual Misconduct Policy](#)
- B. [Penn Violence Prevention](#)

**INFORMATION, COUNSELING AND SUPPORT**

The following University resources are available to members of the University community who seek information and counseling about University policies on sexual harassment, standards of behavior, informal and formal mechanisms for resolving complaints and resources for complainants and respondents.

Deans and directors may also make referrals to these resource offices:

- A. [Division of Public Safety, Special Services](#)
- B. [Counseling and Psychological Services \(CAPS\)](#)
- C. [Student Health Services](#)
- D. [Student Intervention Services](#)
- E. [Cultural Resource Centers](#)
- F. [African-American Resource Center](#)
- G. [Lesbian Gay Bisexual Transgender Center](#)
- H. [Penn Women's Center](#)
- I. [Office of the Chaplain and SPARC](#)



Appendix A

Program Agreement and Limits of Liability Waiver

I have applied for participation in the Penn Summer Abroad program ("PSA") sponsored by the University of Pennsylvania ("Penn") College of Liberal and Professional Studies ("LPS") as follows:

- A. Name of Student:
B. Program Name/Location:
C. Semester/Year of Program:
D. Academic Advisor/School/College/Dept.:

I understand that I am obligated as a Program Participant to abide by all PSA policies, procedures, and instructions provided to me by the Program Director in charge of my PSA program indicated above.

As a Participant in PSA, I acknowledge that I have received, read, and understood the PSA Student Handbook and all of the policies contained therein, and agree to become familiar with its recommendations and abide by its requirements.

As a participant in PSA, I understand that Penn, LPS, PSA, the PSA Directors, PSA representatives or agents, travel arrangers, and others cannot and will not provide me with full-time supervision while I am a participant in PSA.

As a PSA Participant I further agree that:

- 1. I will assume full responsibility for my personal care and safety throughout my participation.
2. If I decide to leave the PSA program before completing my course of study, I will provide PSA and the Program Director or Faculty Member in charge with advance written notice of my intention to leave the program and the applicable effective date.



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3. I understand that the circumstances of living and studying abroad may require a standard of behavior and dress that differs from that of my current lifestyle. In recognition of that fact, I acknowledge my willingness to make a reasonable effort to understand and conform to the standards and expectations of my hosts.
4. I understand that it is important to the success of the program and the continuance of future programs that participants observe standards of conduct that will not compromise Penn and the PSA program in the eyes of individuals and organizations that PSA depends upon. Therefore, I agree to comply with all rules and regulations established by PSA, Penn, LPS, the program director, or any of their designees. Further, I understand and agree that it is within the discretion of the PSA program director to determine that a violation of any such rule and regulation has occurred and that the violation warrants disciplinary action up to and including my termination from the program. In the event I am terminated from the program, I agree that I will be sent home at my own expense. LPS, Penn and PSA shall bear no responsibility or liability for any losses or claims incurred by me in connection with the termination of my participation in the program. If I decide to remain in the foreign country after receiving notice of my termination from the program, I understand that I will be required to bear full responsibility and all liability for my own care and safety and that I must release Penn, LPS, and PSA from any responsibility or liability.
5. I understand that students found in violation of the following PSA program rules will be disciplined up to, and including, dismissal from the program:
  - Students are expected to attend classes and to meet academic obligations responsibly.
  - Students will read and abide by all academic policies, calendars, rules and responsibilities set forth by the University. Please refer to the Pennbook at: <https://catalog.upenn.edu/pennbook/>
  - Students are expected to abide by all applicable federal, state, and city laws.
  - Students are expected to observe the laws of the country in which they study.
  - Dealing, consuming, and possessing illegal drugs is prohibited and is grounds for immediate dismissal, as is possession or use of firearms.
  - Abusive use of alcohol (as defined by the [Pennbook](#)) is prohibited.
  - Students are expected to treat each person with respect and courtesy. Abusive language, hazing, threatening behavior, and harassing conduct are strictly forbidden.
  - Students are expected to be sensitive to the cultural differences and to social customs of the country in which they study.
  - Students are expected to respect others' property and act responsibly. Students are responsible for any damage that they cause to any property while in the program.
6. I understand that LPS reserves the right to make cancellations, changes or substitutions to the program in cases of emergency or changed conditions or in the general interest of the PSA program either prior to the start or during the program. LPS may determine that circumstances within a foreign country require the cancellation of the PSA program within that country. LPS will provide me with as much advance notice as reasonable under the circumstances of any intention to cancel the program for which I have applied. I also understand that LPS, Penn and PSA shall bear no responsibility or liability for any losses or claims incurred by me in connection with an early termination of the PSA program. If I decide to remain in the foreign country after a premature program termination initiated by LPS or PSA, I understand that I will be required to bear full responsibility and all liability for my own care and safety and that I must release Penn, LPS, and PSA from any responsibility or liability.



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7. I am responsible for any and all required payments, charges and fees applicable to the PSA program and my participation in it. I understand the withdrawal and refund policies of the PSA program and I agree to abide by them and pay or reimburse the program for any fees or amounts due the program in accordance with these policies.
8. I have thoroughly examined, accurately completed, and have (or will) appropriately submit the following forms and requirements to the PSA program:
  - A. Program Commitment (in online application)
  - B. \$500 non-refundable deposit
  - C. Program Agreement and Limits of Liability Waiver (this form)
  - D. Penn Abroad Health Form (Student Self-Assessment and Health Care Provider Evaluation)
  - E. MyTrips Travel Registry profile
  - F. A copy of my passport
  - G. Any additional post-decision requirements or forms requested by PSA
9. I understand that Penn, LPS, and the PSA program **cannot**:
  - Guarantee or assure the safety of participants or eliminate all known or unknown risks from the PSA Program experience for me;
  - Monitor or control all of the personal decisions, choices, and activities of individual participants including me;
  - Prevent participants, including me, from engaging in illegal, dangerous, or unwise activities;
  - Assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants including me;
  - Assume responsibility for the actions of persons not employed or otherwise engaged by LPS or the PSA program, for events that are not part of the program, or that are beyond the control of LPS, the PSA program and any subcontractors for situations that may arise because a participant, including me, fails to disclose important and pertinent information (including medical and psychiatric information); and furthermore LPS and the PSA program cannot assure that U.S. or home-country cultural values or norms will apply to circumstances and situations that occur during my visit to the host country.
10. I understand that during the PSA program I have emergency medical and accident assistance through Penn's group policy with International SOS. However, this is not intended to be a substitute for my required comprehensive policy.

I fully understand and agree that I am responsible for any expenses not covered by my insurance coverage plans and policies.

11. I understand that Penn/LPS policies require each student to maintain enrollment in a comprehensive health coverage plan whether through his/her family insurance plan, an individually acquired policy, or a policy provided by the home university. **I further understand that the PSA program requires that such coverage be in place and in force throughout my participation in the program.**
12. If I live with a home stay family as part of this program, I agree to abide by all of the recommendations pertaining to home stays, safety, and student behavior in the *PSA Student Handbook*. While PSA undertakes to provide home stays that are safe and secure, I understand that PSA does not administer these facilities and cannot guarantee that private housing accommodations abroad conform to U.S.



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standards related to fire, earthquake, and flood protection, and security systems. Nor can PSA monitor the individuals who frequent such private residents. I therefore agree to hold Penn, LPS, and PSA and their employees harmless for the outcome of any problems or damages that may arise in home stay facilities.

13. I understand that the program director or instructors may need to withdraw or be replaced by LPS or the PSA program and that there is no guarantee that the person identified will be able to serve in the identified capacity relating to my PSA program participation.
14. I acknowledge and affirm that I have taken adequate time to carefully review this Agreement along with all other ancillary forms and policies referenced herein and that I understand my commitments related to participation in the PSA Program.
15. I understand that I am participating in this program “at my own risk” and agree to hold harmless the University of Pennsylvania, its departments and representatives for any harm or costs that may arise as a result of my own actions during my affiliation with this program.

I have carefully read and understand this agreement and have had the opportunity to ask any questions I may have about the program and the rules I am hereby agreeing to follow. I understand that if I fail to abide by any of the conditions in this agreement, I may be dismissed from the program immediately or that I may be subject to other appropriate disciplinary action.

I have read this entire Agreement and any related and referenced documents and as witness by my signature below, I agree to all terms and conditions of this Agreement made effective with the date of my signature recorded below.

\_\_\_\_\_  
(Signature of Program Applicant/Participant)

\_\_\_\_\_  
(Signature of Parent/Legal Guardian if student is under 18 years of age)

\_\_\_\_\_  
(Date of Signature)

\_\_\_\_\_  
(Date of Signature)