

# Going Global @ WPI



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

## ***Wall Street/London Project Center B2011***

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Wall Street/London Project Center

Interdisciplinary and Global Studies Division  
Worcester Polytechnic Institute

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## Section 1 – WPI and IGSD Procedures

### INTRODUCTION

Congratulations! You are beginning to prepare for one of the most meaningful experiences that you will encounter while at WPI. In order to ensure that you have a successful experience, the *Going Global at WPI Handbook* has been compiled from a number of sources to provide as much practical information as possible that may be applicable to all project sites. The Handbook was prepared to inform the student who has been accepted to participate in the Global Perspective Program during the 2011-2012 academic year.

Worcester Polytechnic Institute has been practicing innovative, project-based technological education for over 30 years. WPI requires all undergraduates to complete a series of projects, including one in which they examine how science or technology interacts with societal structures and values - the Interactive Qualifying Project. Because of its commitment to a global perspective, the university offers its students opportunities to complete this unique degree requirement at locations around the world. WPI operates more than ten international project programs where students, with resident faculty advisors, live and work full time solving real-world problems for public and private agencies and organizations. WPI sends more engineering and science students overseas for experiential learning than any other U.S. college or university; during the 2011-2012 academic year, approximately 650 WPI students -- including over half of the junior class -- will travel to a global project site to complete one of these interdisciplinary projects.

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

For the mutual protection of WPI, the students, and their families, the obligation assumed by each must be carefully defined and understood. You should recognize the fact that you have entered into a contractual agreement with WPI that states the obligations and responsibilities of both the university and yourself. This Handbook was created as the document that should be read carefully and thoroughly to avoid misunderstandings.

*The following text is taken from the NAFSA: Association of International Educators' website. NAFSA is the predominant professional association in the world dealing with international education, and the section of the Association that deals specifically with study abroad currently known as the Education Abroad Knowledge Community. A committee of study abroad professionals (the Interorganizational Task Force on Safety and Responsibility in Study Abroad) developed the following document and is included here for your reference. Please keep in mind that while WPI's off campus program is unique in its structure, the University is committed to uphold the standards of the profession.*

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## **RESPONSIBLE STUDY ABROAD: GOOD PRACTICES FOR HEALTH AND SAFETY**

### **STATEMENT OF PURPOSE**

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

### ***I. Responsibilities of Program Sponsors***

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

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

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

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

### ***Program sponsors should:***

- A. Conduct periodic assessments of health and safety conditions for their programs, and develop and maintain emergency preparedness processes and a crisis response plan.
- B. Provide health and safety information for prospective participants so that they and their parents/guardians/families can make informed decisions concerning preparation, participation and behavior while on the program.
- C. Provide information concerning aspects of home campus services and conditions that cannot be replicated at overseas locations.

- D. Provide orientation to participants prior to the program and as needed on site, which includes information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures.
- E. Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program.
- F. Determining criteria for an individual's removal from an overseas program taking into account participant behavior, health, and safety factors.
- G. Require that participants be insured. Either provide health and travel accident (emergency evacuation, repatriation) insurance to participants, or provide information about how to obtain such coverage.
- H. Conduct inquiries regarding the potential health, safety and security risks of the local environment of the program, including program-sponsored accommodation, events, excursions and other activities, prior to the program. Monitor possible changes in country conditions. Provide information about changes and advise participants and their parents/guardians/families as needed.
- I. Hire vendors and contractors (e.g. travel and tour agents) that have provided reputable services in the country in which the program takes place. Advise such vendors and contractors of the program sponsor's expectations with respect to their role in the health and safety of participants.
- J. Conduct appropriate inquiry regarding available medical and professional services. Provide information about these services for participants and their parents/guardians/families, and help participants obtain the services they may need.
- K. Develop and provide health and safety training for program directors and staff, including guidelines with respect to intervention and referral that take into account the nature and location of the study abroad program.
- L. Develop codes of conduct for their programs; communicate codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that participants are in violation.
- M. In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know.
- M. In the participant screening process, consider factors such as disciplinary history that may impact on the safety of the individual or the group.
- N. Provide information for participants and their parents/guardians/families regarding when and where the sponsor's responsibility ends and the range of aspects of participants' overseas experiences that are beyond the sponsor's control.

***In particular, program sponsors generally:***

- A. Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.
- B. Cannot monitor or control all of the daily personal decisions, choices, and activities of participants.
- C. Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
- D. Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
- E. Cannot assume responsibility for actions or for events that are not part of the program, nor for those that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.
- F. Cannot assure that home-country cultural values and norms will apply in the host country.

***II. Responsibilities of Participants***

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

***Participants should:***

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

- B. Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).
- C. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.
- D. Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
- E. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- F. Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.
- G. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.
- H. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.
- I. Accept responsibility for their own decisions and actions.
- J. Obey host-country laws.
- K. Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.
- L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.
- M. Follow the program policies for keeping program staff informed of their whereabouts and well being.
- N. Become familiar with the procedures for obtaining emergency health and legal system services in the host county.

### **III. Recommendations to Parents/Guardians/Families**

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

#### **Parents/guardians/families should:**

- A. Be informed about and involved in the decision of the participant to enroll in a particular program.
- B. Obtain and carefully evaluate participant program materials, as well as related health, safety and security information.
- C. Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.
- D. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
- E. Be responsive to requests from the program sponsor for information regarding the participant.
- F. Keep in touch with the participant.
- G. Be aware that the participant rather than the program may most appropriately provide some information.

*NAFSA: Association of International Education*

*Responsible Study Abroad: Good Practice for Health and Safety*

*Guidelines, Revised November 8, 2002*

[http://www.nafsa.org/knowledge\\_community\\_network.sec/education\\_abroad\\_1/developing\\_and\\_managing/practice\\_resources\\_36/guidelines\\_for\\_health](http://www.nafsa.org/knowledge_community_network.sec/education_abroad_1/developing_and_managing/practice_resources_36/guidelines_for_health)

## MANDATORY PAPERWORK

The following forms must be on file in the IGSD office before students leave WPI for their off-campus project experience. If any forms are missing, students are in jeopardy of not being allowed to participate at off-campus programs.

**Paperwork deadline:** All mandatory paperwork for London B 2011 must be in the IGSD Office by September 23, 2011 before 3:00 p.m.

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### Participant Statement of Agreement

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

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

#### **A. Financial Responsibility**

- 1) I understand that my deposit of \$400 is used to secure my place in the program and will be credited toward my housing cost.
- 2) I understand that charges for any damages to housing, WPI property on site, the property of our host institutions, or project sponsors will be charged to my WPI account. When responsibility for damages to housing cannot be assigned to an individual student, all students in the housing unit will be charged an equal share of the cost. I also realize that an official hold will be placed on my records until all payment responsibilities are satisfied.
- 3) I agree to pay all housing charges as requested. The accounting office normally bills housing costs at program sites at the time of the usual billing for Spring, Fall, and Summer terms.

#### **B. Withdrawal, Cancellation, or Dismissal**

- 1) I understand that the \$400 acceptance deposit is fully refundable up to 120 business days before the beginning of the program. Notice of withdrawal must be made in writing to the Interdisciplinary and Global Studies Division. Withdrawals after this time are subject to forfeiture of the entire deposit, plus any unrecoverable portion of the housing costs or other program expenses advanced on my behalf.
- 2) WPI makes every effort to deliver every program offered. However, many circumstances beyond our control could affect the welfare and safety of our participants. WPI, therefore, reserves the right to cancel a program in the event of changes that adversely affect our ability to deliver a quality academic program in which we can reasonably safeguard the health, safety, and well-being of all participants. In the event of cancellation by WPI, all *recoverable* deposits, tuition, and housing costs will be fully refunded.
- 3) Students who are dismissed from a program for any reason will receive no refund of any costs involved and are subject to charges for any unrecoverable housing costs or program expenses advanced on their behalf.

#### **C. Behavioral Responsibilities**

- 1) I understand that all policies governing acceptable behavior as printed in The Policies section of *The Campus Planner & Resource Guide* apply to me during my participation at an off-campus program site. Failure to abide by these policies, either before or during my participation in an off-campus program, can result in disciplinary action, up to and including my immediate dismissal from the program. I recognize that the authority for adjudicating alleged violations of the WPI Code of Conduct while at an off-campus program site lies with the on-site WPI representative in accordance with basic due process.
- 2) I further understand that as a WPI student at an off-campus program site, I represent my institution and my country and will behave as an ambassador for both. I understand that grounds for dismissal may also be found in behavior disruptive to the group as a whole, or offensive within the host culture: disruptive sexual behavior, or behavior deemed offensive to the host culture; or disruptive, violent, or destructive behavior in student housing.
- 3) I understand that WPI must take steps to ensure that no offensive, disruptive or potentially dangerous conduct occurs while WPI students and faculty are abroad. Accordingly, WPI reserves the right to dismiss a student from the program on the basis of any observed conduct or behavior which causes WPI concern for the safety and well-

being of students or others. The Dean of Interdisciplinary and Global Studies shall have the authority to make the final decision on dismissal from the program.

**D. Academic Responsibilities**

- 1) I understand that my participation in this program is subject to successful completion of all required preparation classes. I agree to attend all required orientation and re-entry meetings.
- 2) I understand that if I am placed on academic probation, I am no longer eligible to participate. The withdrawal refund policy stated above will apply.
- 3) WPI reserves the right to withdraw acceptance to students who are subsequently placed on academic warning. The withdrawal refund policy stated above will apply.

**E. Medical Issues**

- 1) I understand that there are certain risks inherent in travel to an off-campus program site and WPI cannot assume responsibility for all of my activities or medical needs. I understand that it is my responsibility to carry medical insurance that is valid at the off-campus site for the length of my stay.
- 2) I accept all financial responsibility for any medical treatment I receive while at the program site and understand that to obtain medical care abroad it is usually necessary to pay when the care is administered and seek reimbursement from my insurance company when I return home.

**F. Legal Issues**

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

**G. Travel Issues**

- 1) I understand that I am responsible for making my own travel arrangements and for arriving at the program site on the designated arrival date and remaining until the official departure date.
- 2) I understand that while WPI encourages students to travel during their free time, the university can take no responsibility for my safety during independent travel. I further understand that I must inform the faculty-in-residence of my travel plans.

**H. Federal Compliance Issues**

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

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

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Participant Signature	date	site	term
Printed Name	student number	date of birth*	

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

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

## Travel Information Form (Appendix A)

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

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

You and your family should also understand that while WPI encourages you to travel during your free time, the university can take no responsibility for your safety during independent travel. *You must inform your advisor of all travel plans and when you should be expected back on site.*

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

## Health Update and Records Release Form (Appendix B)

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

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

You and your family should understand that there are certain risks inherent in travel to an off-campus program site and WPI cannot assume responsibility for every activity or medical need. It is your responsibility to carry medical insurance that is valid at the off-campus site for the length of the stay. You must accept all financial responsibility for any medical treatment received while at the program site.

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

## Voluntary Acknowledgment Form

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

### ACKNOWLEDGEMENT and RELEASE

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

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

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

---

Participant Signature

date

---

Printed Name

date of birth\*

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

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

X

---

Signature of Parent / Guardian

Date

X

---

Signature of Parent / Guardian

## Scan of Passport

You are required to bring your passport to the IGSD office so that staff can scan a copy of the face and information pages. IGSD keeps this on file.



ACE American Insurance Company  
(A Stock Company)  
Philadelphia, PA  
(Herein called We, Us, Our)

## Travel Assistance Program

### ATTENTION

**In the event of a medical emergency  
call Europ Assistance immediately  
and reference plan code: 01AH585**

### 24-Hour Access

**1-800-243-6124 toll free in the USA or Canada  
1-202-659-7803 collect outside of the USA**

Call when:

- You require a referral to a hospital or doctor
- You are hospitalized
- You need to be evacuated or repatriated
- You need to guarantee payment for medical expenses
- You experience local communication problems
- Your safety is threatened by the sudden occurrence of a political or military event

When you call Europ Assistance, please be prepared with the following information:

1. Name of caller, phone no., fax no., relationship to Covered Person;
2. Covered Person's name, age, sex and policy number;
3. A description of the Covered Person's condition;
4. Name, location, and telephone number of hospital;
5. Name and telephone numbers for the treating doctor; where and when the doctor can be reached;
6. Health insurance information, worker's compensation, or automobile insurance information if the Covered Person had an accident.

"Covered Person" means the person insured under the applicable ACE policy.

By requesting assistance you agree to assign to us your rights to recover from any of your responsible insurers any expenses we incurred.

### ATTENTION Medical Personnel or Police

In the event of a medical emergency, Europ Assistance will provide the services on the card below. To verify eligibility call the multi-lingual call center 24 hours a day toll free at 1-800-243-6124 if

you're inside the USA or Canada; or if you're outside the USA call collect at 1-202-659-7803.

In addition to the insurance protection provided by your insurance plan, ACE USA has arranged with Europ Assistance USA to provide you with access to its travel assistance services around the world. These services include:

- **Medical Assistance** including referral to a doctor or medical specialist, medical monitoring when you are hospitalized, emergency medical evacuation to an adequate facility, medically necessary repatriation and return of mortal remains.
- **Personal Assistance** including pre-trip medical referral information and while you are on a trip: emergency medication, embassy and consular information, lost document assistance, emergency message transmission, emergency cash advance, emergency referral to a lawyer, translator or interpreter access, medical benefits verification and medical claims assistance.
- **Travel Assistance** including emergency travel arrangements, arrangements for the return of your traveling companion or dependents and vehicle return.
- **Security Assistance** including a crisis hotline and on the ground security assistance to help address safety concerns or to secure immediate assistance while traveling as well as access to a secure, web-based system for tracking global threats and health or location based risk intelligence.

This information provides you with a brief outline of the services available to you. These services are not insured benefits. Reimbursement for any service expenses is limited to the terms and conditions of the policy under which you are insured. You may be required to pay for services not covered. A third party vendor may provide services to you. Europ Assistance makes every effort to refer you to appropriate medical and other service providers. It is not responsible for the quality or results of service provided by independent providers.

In all cases, the medical provider, facility, legal counsel or other professional service provider suggested by Europ Assistance are not employees or agents of Europ Assistance and the choice of provider is yours alone. Europ Assistance assumes no liability for the services provided to you under this arrangement, nor is it liable for any negligence or other wrongful acts or omissions of any of the legal or health care professionals providing services to you. Travel assistance services are not available if your coverage under the policy is not in effect.

### ACE TRAVEL ASSISTANCE PROGRAM

For medical referrals, evacuation, repatriation or other services please call:

ACE Travel Assistance Program  
1-800-243-6124 (Inside the USA)  
1-202-659-7803 (Outside the USA Call Collect)  
OPS@europassistance-usa.com

Visit [www.ACETravelAssistance.com](http://www.ACETravelAssistance.com) for access to global threat assessments and location based intelligence.

Username: aceah  
Password: security



Plan Number: 01AH585  
Employer: Worcester Polytechnic Institute  
Policy Number: ADD N04947782  
Assistance Provider: Europ Assistance USA

Europ Assistance provides emergency medical and travel services and pre-trip information services. Please call when:

- You require a referral to a hospital or doctor
- You are hospitalized
- You need to be evacuated or repatriated
- You need to guarantee payment for medical expenses
- You experience local communication problems
- Your safety is threatened by the sudden occurrence of a political or military event

## **ATC Laptop Form (Appendix C)**

WPI will provide one laptop per team if you request it. You do not have to use a WPI laptop – you are welcome to take your own. If you do, however choose to sign out a WPI laptop, you will need to complete the form and turn it in to the IGSD with the rest of your mandatory paperwork.

## ***WPI Policies and Services for Students at Off-Campus Sites***

### **Informal Hearing Procedure at Off-Campus Residential Program Sites**

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

- A.** The student will be informed of the complaint pending and the time, date and location of the informal hearing, in writing, at least two (2) days prior to the hearing. This notice should include a full description of the incident, names of witnesses, if any, and a reference to the section(s) of the campus code allegedly violated.
- B.** The informal hearing shall be conversational in nature and non-adversarial.
- C.** Before the hearing, the student shall be given the opportunity to consult with an on-site advisor of his/her choice or a member of the WPI community.
- D.** During the hearing, the WPI representative shall elaborate on the nature of the complaint and present any evidence or witnesses in support of that complaint.
- E.** The student shall have an opportunity to respond to the complaint and present any evidence or witnesses in response to the complaint.
- F.** The WPI representative will make a determination of the student's responsibility for the complaint based on the outcome of the informal hearing.
- G.** If the student is found responsible, the WPI representative must contact the dean of students or designee to review the student's past record, if any, before a sanction is determined. The WPI representative must then consult with the Dean of Students Office and the director of global operations in the Interdisciplinary and Global Studies Division to determine an appropriate sanction for the offense.
- H.** All decisions shall be final and not subject to appeal on site. The decision may be appealed to the dean of Interdisciplinary Studies Division once the student has returned to the WPI campus. Appeals may be submitted in writing to the dean of the Interdisciplinary and Global Studies Division within five (5) days of the start of classes of the term following the off campus project experience. The appeal must be specific and contain a full description of the basis for the appeal. Grounds for an appeal must be based on one or more of the following criteria:
  - a.** Failure to follow the procedures outlined in the *Student Planner and Resource Guide*;
  - b.** Inappropriate gravity of the sanction in relationship to the offense;
  - c.** That no reasonable person could conclude, on the basis of the evidence presented, that the student was responsible.The appeal will not be reviewed until after the start of the term following the off-campus project experience when all parties involved have returned to the WPI campus.
- I.** If the on-site WPI representative determines that continued presence at the project center by the student would constitute a danger to the safety of persons or property on the premises of the project center, a recommendation for interim suspension may be made to the vice president for student affairs or designee.

### **Administrative Agreement at Off-Campus Program Sites**

Students at off-campus residential program sites who accept responsibility for the complaint against them may choose, with the agreement of the university and/or plaintiff, to waive their right to the informal hearing procedure and instead accept a sanction imposed by the university.

**Note:** WPI's Academic Honesty Policy and the procedures described therein also apply to the off-campus residential programs. The WPI representative must communicate with the dean of Interdisciplinary and Global Studies Division and Dean of Students Office before taking action.

## General Policies and Important Things to Remember

- There can be *no overnight guests* in any accommodations acquired and provided by WPI for use by the Project Center students.
- Charges for any damages to housing, WPI property on site, the property of our host institutions, or project sponsors will be charged to your WPI account. When responsibility for damages to housing cannot be assigned to an individual student, all students in the housing unit will be charged an equal share of the cost. An official hold will be placed on all records until all payment responsibilities are satisfied.
- If you are dismissed from a program for any reason, you will not receive a refund of any costs involved and will be subject to charges for any unrecoverable housing costs or program expenses advanced on your behalf.
- All policies governing acceptable behavior as printed in The Policies section of *The Campus Planner & Resource Guide* apply to participants at an off-campus program site. The authority for adjudicating alleged violations of the WPI Code of Conduct while at an off-campus program site lies with the on-site WPI representative in accordance with basic due process.
- You must always keep the resident faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor a written itinerary.
- **The IGSD will notify your parents if you fail to return from a weekend excursion at the predetermined time. If you are delayed you MUST contact your resident faculty advisor to inform them that you are safe.**
- As a WPI student at an off-campus program site, you represent your institution and your country and will behave as an ambassador for both. Grounds for dismissal may also be found in behavior disruptive to the group as a whole, or offensive to the host culture: disruptive sexual behavior, or disruptive, violent, or destructive behavior in student housing.
- You may not take vacation days off from your project work, even if you have the permission of your project mentor. If you have an urgent family or academic or job related need to travel away from the project site on a project work day, consult with the faculty member in residence before making any travel plans.

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

## Travel Documents and Competencies

### Passports

Who needs a passport?

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

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

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

It is your responsibility to acquire your passport. The IGSD does not administer this process for students.

#### How to get your passport

1. You can get passport photos taken at the U.S. Post Office, or other local stores such as CVS.
2. Pick up a passport application form from the U.S. Post Office or download from:  
[http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)
3. Turn in all required documentation to the nearest federal post office with the appropriate fee.

**For Immediate Release**

**April 2, 2002**

**STATEMENT BY PHILIP T. REEKER, DEPUTY SPOKESMAN  
U.S. Passports Will No Longer be Issued Abroad**

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

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

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

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

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

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

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**Visas**

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

**If you are not a U.S. citizen, it is your responsibility to determine what other documentation you will need to file to obtain your visa. Please do so in consultation with IGSD. Do not submit your visa application before checking in with IGSD to ensure that you're submitting the appropriate application.**

## How to Take Money

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

### Travelers Checks

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

### Credit Cards

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

### ATM info:

Making withdrawals from an ATM is generally considered to be the easiest and least expensive way of accessing money while abroad. The biggest advantage is that regardless of the size of your withdrawal, you will receive the wholesale exchange rate which banks use. ATM networks like the Global ATM Alliance, Cirrus and PLUS are used widely around the globe, although you should be sure to verify that your network operates in the country to which you're going. The following websites provide links to ATM locator services for each network:

<http://www.mastercard.com/us/personal/en/cardholderservices/atmlocations/index.html>

<http://visa.via.infonow.net/locator/global/jsp/SearchPage.jsp>

[http://www.scotiabank.com/cda/content/0,1608,CID8040\\_LIDen,00.html](http://www.scotiabank.com/cda/content/0,1608,CID8040_LIDen,00.html)

Before you leave, you should contact your bank to let them know where you will be and for how long. Many banks view activity such as withdrawals in another country as an alert to possible fraudulent activity on your account. Telling them ahead of time, may prevent your accounts from being frozen -- a massive inconvenience when you're abroad.

### Things to consider when using ATMS abroad include the following:

1. Be sure you know the numeric equivalent of your PIN if it contains letters as well as numbers. ATMs abroad may only provide numbers.
2. Some ATMs (especially in Europe) do not accept PINs longer than 4 numbers. You may wish to contact your bank to change your PIN if it is longer than four digits.

There are of course fees associated with using most ATMs, and some of these can be significantly higher than the fees you are used to paying in the U.S. You should check with your bank (be sure to ask if they assess extra fees for international ATM use), and plan for these extra expenses in your budget.

Finally, be sure to keep your ATM card and your money in a safe place. When withdrawing cash from an ATM be sure to do so in a well lighted, safe location so that you decrease your profile as a potential target for theft.

Source: [www.independenttraveler.com](http://www.independenttraveler.com)

## **Foreign Currency**

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

## Section 2 - Health & Safety Information

### SAFETY

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

- Do not leave your bags or belongings unattended at any time. Security in airports and train stations are instructed to remove or destroy any unattended baggage. Do not agree to carry or look after packages or suitcases for individuals you do not know well. If someone approaches you to make such a request, tell security immediately. Make sure that no one puts anything in your luggage without your knowledge. Take all questions from airport personnel seriously and do not make jokes in response to security questions.
- Safeguard your passport! Your passport is the most valuable document you will carry abroad. It is your best form of identification and confirms your citizenship. You must guard it carefully. Do not lend it to anyone or use it as collateral for a loan of any sort. You will need it when you check into hotels, embassies or consulates, or when cashing travelers' checks. Some countries require that you carry it with you at all times as a means of identification. When you carry your passport, hide it securely on your person. Do not leave it in a handbag, book-bag, backpack or in an exposed pocket.
- Never keep all of your documents and money in one place or suitcase. You should make a list of all of your important numbers - your passport information as well as credit cards, travelers' checks and airline ticket numbers. Leave a copy at home, and carry a copy with you, separate from your valuables.
- **Always keep the resident faculty advisors informed of your whereabouts. If you plan to travel during the term, you must give your advisor an itinerary in writing. All student need to be accounted for every weekend whether you are traveling or not, see Appendix D.**
- **The IGSD will notify the parents of students who fail to return from a weekend excursion at the predetermined time. If you are delayed you MUST contact your resident faculty advisor to inform them that you are safe.**
- Have sufficient funds or a credit card on hand to purchase emergency items such as train or airline tickets.
- Always be careful about traveling alone.
- **All WPI students who are participating in the Wall Street/London Project Program are expected to behave in a manner so as to not put themselves at risk.**
- **All students have an obligation to look out for each other and themselves. This means that if one student observes another engaging in risky behavior, that student should report the behavior to either of the faculty advisors. The faculty advisor must then address the issue with the student at risk. Repeated behavior identified as risky will be cause to be sent home.**
- Be as inconspicuous in dress and demeanor as possible. If the host country nationals do not wear baseball caps and sneakers, you will stand out as a foreigner if you do.
- Do not flash money or documents in public places. Be discreet in displaying your passport.

## **AVOIDING TRAVEL RISKS**

Prepared By:

William L. Granahan CIC,LIA,CMC, Senior Consultant

J.H. Albert International Insurance Advisors, Inc.

Two Chestnut Place

72 River Park

Needham Heights, MA 02494-2631

### **Planning and Preparing:**

Do not display provocative luggage tags, overly patriotic displays or any other indications that you are from the United States;

Do not pack anything that could be construed as a weapon, including knives, nail files, razors or other sharp instruments;

Arrive at the airport at least three hours in advance of your flight.

### **Air and Ground Travel:**

Dress casual and look like a traveler; do not dress like a “flamboyant” US patriot;

Spend little time in foreign airports or public transportation areas that carry a high risk of or invite terrorist attacks;

Avoid air, rail and local ground carriers from countries where terrorist groups are based or have grievances;

Avoid flights or trains with intermediate stops, especially stops in hostile countries, which would allow terrorists to board;

### **In the Country;**

Avoid countries, areas of countries and regions, even for leisure travel on weekends, that are hostile or likely to be hostile to Americans;

Study and understand the customs and political environment of the country(s) you are visiting;

Be prudent in your choice of eating and drinking establishments;

Avoid political discussions, confrontation and arguments;

Do not reveal personal information to casual acquaintances;

Beware of overly friendly or flirtatious persons;

Always travel in groups of two or more people;

Should you find yourself present during a coup, uprising or riot, remain in a safe harbor, such as your hotel or residence, that is not apt to be a military target;

Carry the phone number and address of the American Embassy and local police – and a cell phone if possible;

Return to your apartment or living quarters at a reasonable, early hour every night.

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## **SAFETY TIPS FROM THE U.S. DEPARTMENT OF STATE**

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

Visitors should take common sense precautions:

- Safety begins when you pack. Leave expensive jewelry behind. Dress conservatively; a flashy wardrobe or one that is too casual can mark you as a tourist. Use travelers' checks, not cash. Leave photocopies of your passport personal information page and your airline tickets with someone at home and carry an extra set with you.
- Use a money belt or a concealed money pouch for passports, cash and other valuables.
- In a car, keep doors locked, windows rolled up and valuables out of sight. A common trick is for a thief to reach through a car window and grab a watch from a persons' wrist or a purse or package from the seat while you are driving slowly or stopped in traffic.
- When you leave your car, try to find a guarded parking lot. Lock the car and keep valuables out of sight.
- When walking, avoid marginal areas of cities, dark alleys and crowds. Do not stop if you are approached on the street by strangers, including street vendors and beggars. Be aware that women and small children, as well as men, can be pickpockets or purse-snatchers. Keep your billfold in an inner front pocket, carry your purse tucked securely under your arm, and wear the shoulder-strap of your camera or bag across your chest. To guard against thieves on motorcycles, walk away from the curb, carrying your purse away from the street.
- Use official taxi stands rather than cruising taxis. Illegal taxis can be decoys for robbers.
- Whenever possible, do not travel alone. If you travel in isolated areas, go with a group or a reputable guide.
- Avoid travel at night.
- Money exchangers on the street pass off counterfeit U.S. dollars and local currency. Credit card fraud is growing.
- Do not take valuables to the mountains or on excursions.

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

**The U.S. department of State has produced a website specifically for students going abroad. This site provides student specific travel tips and advice, and we strongly encourage you to visit it: [www.studentsabroad.state.gov](http://www.studentsabroad.state.gov).**

## DRUGS AND THE LEGAL SYSTEM

When you are in a foreign country, you are subject to its laws. Learn about local laws and regulations, preferably before you arrive on site, and obey them. Deal only with authorized outlets when exchanging money or buying items such as airline tickets and travelers checks. Adhere strictly to the local laws because the penalties you risk are severe.

About 3,000 Americans are arrested overseas each year. Of these, approximately one-third are held on drug-related charges. Despite repeated warnings, drug arrests and convictions are still a common occurrence. Many countries have stiff penalties for drug violations and strictly enforce drug laws. You are subject to foreign, not U.S. laws while overseas, and you will find, if arrested, that:

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

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

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### WPI Code of Conduct

As articulated in the Drug and Alcohol Policy in the WPI Code of Conduct, students may not possess, use, or distribute illicit drugs or possess drug related paraphernalia. If there are any complaints or evidence of illicit drug use, your Faculty Advisor(s) and the Director of Global Operations in the IGSD will initiate and follow the steps outlined in the "Informal Hearing Procedure at Off-Campus Residential Program Sites" to fairly investigate and adjudicate the matter. Drug policy violations are taken very seriously and could result in sanctions up to and including dismissal from the program.

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## HEALTH ISSUES: HIV AND AIDS INFORMATION

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

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

HIV infection and AIDS have been reported worldwide. The number of persons infected with HIV is estimated by WHO to be approaching the range of 18 million worldwide. Because HIV infection and AIDS are globally distributed, the risk to international travelers is determined less by their geographic destination than by their sexual and drug using behaviors.

### Transmission and Prevention Information

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

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

Increased risk for contracting AIDS and HIV

Travelers are at risk if they:

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

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

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

<http://wwwn.cdc.gov/travel/yellowBookCh4-HIVAIDS.aspx>

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## RENTAL CAR ISSUES

*WPI students working on an academic project while on-site are strongly discouraged from renting a car during their time in the program. Known risks include road safety, familiarity with road conditions, and the condition of the vehicles available for rent the possibility of standing out as a tourist/foreigner. If students choose to rent a car, they do so at their own risk.*

### ***Safety If You Rent a Car***<sup>1</sup>

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

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

### ***Patterns of Crime against Motorists***

In many places frequented by tourists, including areas of southern Europe, victimization of motorists has been refined to an art. Where it is a problem, U.S. embassies are aware of it and consular officers try to work with local authorities to warn the public about the dangers. In some locations, these efforts at public awareness have paid off, reducing the frequency of incidents. You may also wish to ask your rental car agency for advice on avoiding robbery while visiting tourist destinations. Carjackers and thieves operate at gas stations, parking lots, in city traffic and along the highway. Be suspicious of anyone who hails you or tries to get your attention when you are in or near your car. Criminals use ingenious ploys. They may masquerade as good Samaritans, offering help for tires that they claim are flat or that they have made flat. Or they may flag down a motorist, ask for assistance, and then steal the rescuer's luggage or car. Usually they work in groups, one person carrying on the pretense while the others rob you. Other criminals get your attention with abuse, either trying to drive you off the road, or causing an "accident" by rear-ending you or creating a "fender bender."

In some urban areas, thieves don't waste time on ploys, they simply smash car windows at traffic lights, grab your valuables or your car and get away. In cities around the world, "defensive driving" has come to mean more than avoiding auto accidents; it means keeping an eye out for potentially criminal pedestrians, cyclists and scooter riders.

### ***Annual Global Road Crash Statistics***<sup>2</sup>

- Nearly 1.3 million people die in road crashes each year, on average 3,287 deaths a day.
- An additional 20-50 million are injured or disabled.
- More than half of all road traffic deaths occur among young adults ages 15-44.
- Road traffic crashes rank as the 9th leading cause of death and account for 2.2% of all deaths globally.
- Road crashes are the leading cause of death among young people ages 15-29, and the second leading cause of death worldwide among young people ages 5-14.
- Each year nearly 400,000 people under 25 die on the world's roads, on average over 1,000 a day.
- Over 90% of all road fatalities occur in low and middle-income countries, which have less than half of the world's vehicles.

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<sup>1</sup> This information was taken from the U.S. State Department's website.

<sup>2</sup> This information was taken from the Association for Safe International Road Travel's (ASIRT) website: [www.asirt.org](http://www.asirt.org)  
Going Global at WPI Handbook Use and adaptation welcome, but please acknowledge WPI and  
8/30/2011 [Natalie Mello](#) and tell us of your use.

- Road crashes cost USD \$518 billion globally, costing individual countries from 1-2% of their annual GDP.
- Road crashes cost low and middle-income countries USD \$65 billion annually, exceeding the total amount received in developmental assistance.
- Unless action is taken, road traffic injuries are predicted to become the fifth leading cause of death by 2030.

#### ***Annual United States Road Crash Statistics***

- Over 37,000 people die in road crashes each year
- An additional 2.35 million are injured or disabled
- Over 1,600 children under 15 years of age die each year
- Nearly 8,000 people are killed in crashes involving drivers ages 16-20
- Road crashes cost the U.S. \$230.6 billion per year, or an average of \$820 per person
- Road crashes are the single greatest annual cause of death of healthy U.S. citizens traveling abroad

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## WPI OFFICES

### Interdisciplinary and Global Studies Division

Project Center, 2<sup>nd</sup> Floor

T 508-831-5547

F 508-831-5485

- Prof. Rick Vaz, Dean  
x 5344, [vaz@wpi.edu](mailto:vaz@wpi.edu)
- Anne Ogilvie, Director of Global Operations  
X4944, [atogilvie@wpi.edu](mailto:atogilvie@wpi.edu)
- Leanne Johnson  
Assistant Director Global Perspective Program  
x 6089, [ljohnson@wpi.edu](mailto:ljohnson@wpi.edu)

### Academic Advising & Disability Services

Daniels Hall

T 508-831-5381

F 508-831-5486

- Dale Snyder, Director  
X5281, [dsnyder@wpi.edu](mailto:dsnyder@wpi.edu)

### Accounting Office

Boynton Hall, 2<sup>nd</sup> Floor

T 508-831-5754

F 508-831-5064

- Lynn Beauregard, Bursar  
x 5741, [lbeauregard@wpi.edu](mailto:lbeauregard@wpi.edu)

### Central Mailing Services

Campus Center, 1<sup>st</sup> Floor

T 508-831-5523

F 508-831-5753

- Celia McLaren, Supervisor  
x 5683, [cmclaren@wpi.edu](mailto:cmclaren@wpi.edu)

### Financial Aid

Boynton Hall, Lower Level

T 508-831-5469

F 508-831-5039

- Monica Blondin, Director  
x 5469, [mmlucey@wpi.edu](mailto:mmlucey@wpi.edu)

### International Students and Scholars Office

28 Trowbridge Road

T 508-831-6030

F 508-831-6032

- Mr. Tom Thomsen, Director  
x6030, [hartvig@wpi.edu](mailto:hartvig@wpi.edu)

### Academic Technology Center

Fuller Labs, 1<sup>st</sup> Floor

T 508-831-5220

F 508-831-5881

- Mary Beth Harrity, Director  
X5223, [mharrity@wpi.edu](mailto:mharrity@wpi.edu)

### Registrar's Office

Boynton Hall, 1<sup>st</sup> Floor

T 508-831-5211

F 508-831-5931

- Heather Jackson, Registrar  
x 5211, [hjackson@wpi.edu](mailto:hjackson@wpi.edu)
- Marjorie Roncone  
x 5457, [mroncone@wpi.edu](mailto:mroncone@wpi.edu)

### Residential Services

Ellsworth Residence, Institute Road

T 508-831-5175

F 508-831-5870

- Naomi Carton, Director  
x 5175, [letendre@wpi.edu](mailto:letendre@wpi.edu)

### Student Development and Counseling Center

157 West Street

T 508-831-5540

F 508-831-5139

- Charles Morse, Director  
x 5540, [cmorse@wpi.edu](mailto:cmorse@wpi.edu)

### Student Life Office

Campus Center, Main Level

T 508-831-5520

F 508-831-5581

- Philip Clay, Dean of Students  
X 5507, [pclay@wpi.edu](mailto:pclay@wpi.edu)

## Internet Addresses

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

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### Health & Safety Sites

Center for Disease Control (CDC)

<http://www.cdc.gov/travel/default.aspx>

American Society of Tropical Medicine and Hygiene (ASTMH)

<http://www.astmh.org>

Council on International Educational Exchange (CIEE)

<http://www.ciee.org>

Travel Safe: AIDS and International Travel

[http://www.ciee.org/health\\_safety/health/AIDS\\_intl\\_travel.asp](http://www.ciee.org/health_safety/health/AIDS_intl_travel.asp)

Lonely Planet

[http://www.lonelyplanet.com/travel\\_services/flights/singapore\\_return.cfm](http://www.lonelyplanet.com/travel_services/flights/singapore_return.cfm)

The Travel Clinic

<http://www.drwisetravel.com/index.html>

Travel Health Online

<https://www.tripprep.com/scripts/main/default.asp>

U.S. State Department

<http://travel.state.gov>

Association for Safe International Road Travel (ASIRT)

<http://www.asirt.org/>

StudyAbroad.com Handbook

<http://www.studentsabroad.com/contents.asp>

NAFSA: Association of International Educators

<http://www.nafsa.org/>

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### Travel Sites

U.S. State Department

[http://www.state.gov/www/background\\_notes/index.html](http://www.state.gov/www/background_notes/index.html)

Travel Warnings and Consular Information Sheets

[http://travel.state.gov/travel/cis\\_pa\\_tw/cis\\_pa\\_tw\\_1168.html](http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html)

Links to U.S. Embassies and Consulates Worldwide

[http://travel.state.gov/visa/questions/questions\\_1253.html](http://travel.state.gov/visa/questions/questions_1253.html)

Services and Information for American Citizens Abroad

<http://travel.state.gov>

Travel Warning on Drugs Abroad

[http://travel.state.gov/travel/living/drugs/drugs\\_1237.html](http://travel.state.gov/travel/living/drugs/drugs_1237.html)

Women's Sites

Journeywoman

<http://www.journeywoman.com>

Disability Sites

Access-Able

<http://www.access-able.com/tips/>

Air Travel Tips and Resources

<http://www.miusa.org/>

## **ADVICE FROM THE CDC: GENERAL TRAVEL PRECAUTIONS**

The following web address should be accessed for health information specific to where you will be traveling: <http://www.cdc.gov/travel/default.aspx>. We strongly encourage all students to review these guidelines, advice and suggestions carefully. If vaccines are recommended then you should consult with your own personal health care professional (who has knowledge of your medical history) to determine what the best course of action is for you. The IGSD cannot provide medical advice. Any opinions expressed by students, advisors, or center directors with regard to medical issues are only opinions and should not be taken as authoritative.

The preventive measures you need to take while traveling depend on the areas you visit and the length of time you stay. All travelers should take the following precautions, no matter the destination:

- Wash hands often with soap and water.
- Because motor vehicle crashes are a leading cause of injury among travelers, walk and drive defensively.
- Avoid travel at night if possible and always use seat belts.
- Always use latex condoms to reduce the risk of HIV and other sexually transmitted diseases.
- Don't eat or drink dairy products unless you know they have been pasteurized.
- Don't share needles with anyone.
- Never eat undercooked ground beef and poultry, raw eggs, and un-pasteurized dairy products. Raw shellfish is particularly dangerous to persons who have liver disease or compromised immune systems.
- Drink only bottled or boiled water, or carbonated (bubbly) drinks in cans or bottles. Avoid tap water, fountain drinks, and ice cubes. If this is not possible, make water safer by BOTH filtering through an "absolute 1-micron or less" filter AND adding iodine tablets to the filtered water. "Absolute 1-micron filters" are found in camping/outdoor supply stores.
- Eat only thoroughly cooked food or fruits and vegetables you have peeled yourself. Remember: boil it, cook it, peel it, or forget it.
- If you visit an area where there is risk for malaria, take your malaria prevention medication before, during, and after travel, as directed. (See your doctor for a prescription.)
- Protect yourself from insects by remaining in well-screened areas, using repellents (applied sparingly at 4-hour intervals), and wearing long-sleeved shirts and long pants from dusk through dawn.
- To prevent fungal and parasitic infections, keep feet clean and dry, and do not go barefoot.

### ***To Avoid Getting Sick***

- Don't eat food purchased from street vendors.
- Don't drink beverages with ice.
- Don't eat dairy products unless you know they have been pasteurized.
- Don't share needles with anyone.
- Don't handle animals (especially monkeys, dogs, and cats), to avoid bites and serious diseases (including rabies and plague).
- Don't swim in fresh water. Salt water is usually safer.

### ***What You Need To Bring with You***

- Long-sleeved shirt and long pants to wear while outside whenever possible, to prevent illnesses carried by insects (e.g., malaria, dengue, filariasis, and Japanese encephalitis).
- Insect repellent containing DEET (diethylmethyltoluamide), in 30%–35% strength for adults and 6%–10% for children.
- Over-the-counter antidiarrheal medicine to take if you have diarrhea.
- Iodine tablets and water filters to purify water if bottled water is not available. See Do's above for more detailed information about water filters.
- Sunblock, sunglasses, hat.

- Prescription medications: make sure you have enough to last during your trip, as well as a copy of the prescription(s).

***After You Return Home***

- If you have visited an area where there is risk for malaria, continue taking your malaria medication weekly for 4 weeks after you leave the area.
- If you become ill after travel—even as long as a year after your trip—tell your doctor the areas you have visited.

# Health Information for Travelers to United Kingdom, including England, Scotland, Wales, and Northern Ireland

## Travel Notices in Effect

- [2011 Measles Update](#) June 23, 2011
- [Guidelines and Recommendations: Interim Guidance about Avian Influenza \(H5N1\) for U.S. Citizens Living Abroad](#) January 13, 2011
- [Human Infection with Avian Influenza A \(H5N1\) Virus: Advice for Travelers](#) November 04, 2008

## Safety and Security Abroad

- [Registration of Traveler Emergency Contact and Itinerary Information](#) January 13, 2011
- [Transportation Security Administration](#)
- [U.S. Department of State](#)

## Preparing for Your Trip to the United Kingdom

**Before visiting the United Kingdom, you may need to get the following vaccinations and medications for vaccine-preventable diseases and other diseases you might be at risk for at your destination:** (Note: Your doctor or health-care provider will determine what you will need, depending on factors such as your health and immunization history, areas of the country you will be visiting, and planned activities.)

To have the most benefit, see a health-care provider at least 4–6 weeks before your trip to allow time for your vaccines to take effect.

Even if you have less than 4 weeks before you leave, you should still see a health-care provider for needed vaccines, medications, and information about how to protect yourself from illness and injury while traveling.

If your travel plans will take you to more than one country during a single trip, be sure to let your health-care provider know so that you can receive the appropriate vaccinations and information for all of your destinations. Long-term travelers, such as those who plan to work or study abroad, may also need additional vaccinations as required by their employer or school.

**Be sure your routine vaccinations are up-to-date. Check the links below to see which vaccinations adults and children should get.**

**Routine vaccines**, as they are often called, such as for influenza, chickenpox (or varicella), polio, measles/mumps/rubella (MMR), and diphtheria/pertussis/tetanus (DPT) are given at all stages of life; see the [childhood and adolescent immunization schedule](#) and [routine adult immunization schedule](#).

Routine vaccines are recommended even if you do not travel. Although childhood diseases, such as measles, rarely occur in the United States, they are still common in many parts of the world. A traveler who is not vaccinated would be at risk for infection.

## Vaccine-Preventable Diseases

Vaccine recommendations are based on the best available risk information. Please note that the level of risk for vaccine-preventable diseases can change at any time.

Vaccination or Disease	Recommendations or Requirements for Vaccine-Preventable Diseases
<a href="#">Routine</a>	Recommended if you are not up-to-date with routine shots such as, measles/mumps/rubella (MMR) vaccine, diphtheria/pertussis/tetanus (DPT) vaccine, poliovirus vaccine, etc.

## Hepatitis B

Recommended for all unvaccinated persons who might be exposed to blood or body fluids, have sexual contact with the local population, or be exposed through medical treatment, such as for an accident, even in developed countries, and for all adults requesting protection from HBV infection.

**Rabies vaccination** is only recommended for travelers involved in any activities that might bring them into direct contact with bats. These travelers include wildlife professionals, researchers, veterinarians, or adventure travelers visiting areas where bats are commonly found.

## Items to Bring With You

### Medicines you may need:

- **The prescription medicines you take every day.** Make sure you have enough to last during your trip. Keep them in their original prescription bottles and always in your carry-on luggage. Be sure to follow security guidelines, if the medicines are liquids.

Note: Some drugs available by prescription in the US are illegal in other countries. Check the [US Department of State Consular Information Sheets](#) for the country(s) you intend to visit or the embassy or consulate for that country(s). If your medication is not allowed in the country you will be visiting, ask your health-care provider to write a letter on office stationery stating the medication has been prescribed for you.

### Other items you may need:

See suggested over-the-counter medications and first aid items for a [travelers' health kit](#).

Note: Check the [Air Travel](#) section of the [Transportation Security Administration](#) website for the latest information about airport screening procedures and prohibited items.

## Other Diseases Found in Western Europe

Risk can vary between countries within this region and also within a country; the quality of in-country surveillance also varies.

The following are disease risks that might affect travelers; this is not a complete list of diseases that can be present. Environmental conditions may also change, and up to date information about risk by regions within a country may also not always be available.

Tickborne encephalitis (TBE) occurs in warmer months of the southern part of the nontropical forested regions of Europe.

Leishmaniasis (cutaneous and visceral) is found, especially in countries bordering the Mediterranean, with the highest number of cases from Spain, where it is an important opportunistic infection in HIV-infected persons.

Variant Creutzfeldt-Jacob cases have been reported primarily from the United Kingdom, although a few cases have been reported from other countries in Western Europe. Large outbreaks of trichinosis have occurred; outbreaks in France have been linked to horse meat.

Measles outbreaks occurred in several European countries in 2006.

Risk of hepatitis A is low, although sporadic outbreaks have occurred in developed countries.

Highly pathogenic avian influenza virus H5N1 has been documented in wild birds or other avian species in several of the countries in Europe. For a current list of countries reporting outbreaks of H5N1 among poultry and/or wild birds, [view updates from the World Organization for Animal Health \(OIE\)](#).

## Staying Healthy During Your Trip

### Prevent Insect Bites

Diseases, like [tickborne encephalitis](#) (TBE) and [leishmaniasis](#) are spread through tick and sandfly bites respectively. One of the best protections is to prevent such bites by:

- Using insect repellent with 30%-50% DEET. Picaridin, available in 7% and 15% concentrations, needs to be applied more frequently.
- Wearing long-sleeved shirts which should be tucked in, long pants, and hats to cover exposed skin. When you visit areas with ticks and fleas, wear boots, not sandals, and tuck pants into socks.

For detailed information about insect repellent use, see [Insect and Arthropod Protection](#).

### Prevent Animal Bites and Scratches

Direct contact with animals can spread diseases like rabies or cause serious injury or illness. It is important to prevent animal bites and scratches.

- Be sure you are up to date with tetanus vaccination.
- Do not touch or feed any animals, including dogs and cats. Even animals that look like healthy pets can have rabies or other diseases.
- Help children stay safe by supervising them carefully around all animals.
- If you are bitten or scratched, wash the wound well with soap and water and **go to a doctor right away**.
- After your trip, be sure to tell your doctor or state health department if you were bitten or scratched during travel.

For more information about rabies and travel, see the [Rabies chapter](#) of the [Yellow Book](#) or [CDC's Rabies homepage](#). For more information about how to protect yourself from other risks related to animals, see [Animal-Associated Hazards](#).

### Be Careful about Food and Water

Diseases from food and water are the leading cause of illness in travelers. Follow these tips for safe eating and drinking:

- Avoid unpasteurized dairy products.
- Wash your hands often with soap and water, especially before eating. If soap and water are not available, use an alcohol-based hand gel (with at least 60% alcohol).

Diseases from food and water often cause vomiting and diarrhea.

### Avoid Injuries

Car crashes are a leading cause of [injury](#) among travelers. Protect yourself from these injuries by:

- Not drinking and driving.
- Wearing your seat belt and using car seats or booster seats in the backseat for children.
- Following local traffic laws.
- Wearing helmets when you ride bikes, motorcycles, and motor bikes.
- Hiring a local driver, when possible.
- Avoiding night driving.

### Other Health Tips

- To avoid infections such as HIV and viral hepatitis do not share needles for tattoos, body piercing, or injections.
- To reduce the risk of HIV and other sexually transmitted diseases always use latex condoms.

### After You Return Home

If you are not feeling well, you should see your doctor and mention that you have recently traveled. Also tell your doctor if you were bitten or scratched by an animal while traveling.

## Section 3 – Site Specific Information

### Paperwork Deadline

**All paperwork for Wall Street-London B 2011 must be in the IGSD by September 23, 2011 before 3:00 PM**

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

### Introduction

It has been said that Britain and America are two nations divided by a common language. You will have to get used to different meanings of several words and phrases, as well as various accents, so don't be surprised if during your first few days you find problems with the people and the language – there will have to be adjustments on both sides. There are many other cultural differences. For example, people aged 18 years and over can buy and drink alcohol in public places, namely bars, pubs (you have heard about the English pub) and restaurants. You can also buy alcohol in shops. You will discover that English like their beer less cold and that 'bitter,' not 'lager,' is the preferred drink. Another difference to remember is that the English drive on the left-hand side of the road in England - so be careful when crossing!

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

### Dates

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

Housing address: Nido Student Living  
9 Frying Pan Alley  
Spitalfields  
London E17HS

Arrive WPI housing: Sunday, October 23, 2011

Depart WPI housing: Friday, December 16, 2011

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

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

## Calling Home

Calling home from a foreign country can be a difficult and frustrating experience. Phones may not be familiar and the costs of calling overseas with local currency may be very high. For these reasons, it is highly recommended that you carry some sort of calling card.

One source for inexpensive (12-18 cents/min) calls to and from London is the following:

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

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

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

## Travel Arrangements and Other Things

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

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

## Air Travel

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

Students are solely responsible for finding accommodation before the first Saturday and after the last Friday of their term in London. Inexpensive London hotels are listed at:

<http://www.wpi.edu/Academics/Depts/IGSD/Projects/London/hotels.html>

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

### Heathrow:

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

- Heathrow Express (fare approximately £14.00 single) length of journey 15 minutes to Paddington. Get a cab at Paddington to Manresa Road in Chelsea.

**Gatwick:**

- Gatwick Express (fare approximately £14 single) length of journey 35 minutes to Victoria. Get a cab from Victoria to Manresa Road in Chelsea.

**Travel in London**

All students purchase travel passes according to the geographical area of their project. The cost is subsidized by WPI. The passes cover travel on the underground, the buses, and over ground trains. Instructions will be distributed/discussed at the site specific orientation.

**(Make sure you keep your receipts for the Tube Passes)**

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

**Travel in Europe**

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

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

**The First Weekend in London**

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

**Traveling Lightly**

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

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

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### **Cost of Living in London**

London is an expensive place to live. Costs are far higher than in Worcester. You need to plan to spend at least £60 (\$120) per week for food, clothing, and incidentals. You will have a travel card for use in London during your stay that your sponsors fund and this covers all travel on the underground, buses, and trains per allocated zone.

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### **Telephones**

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

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### **US versus UK Washing Machines**

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

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### **Problems and Damages**

#### **Emergencies**

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

#### **Non-Emergencies**

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

If your issue is still unresolved after speaking with the front desk, please e-mail Lee Frankel at [lee@academicstudies.com](mailto:lee@academicstudies.com) with the problem.

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### **Personal Safety**

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

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

### **Medical and Dental Information**

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

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

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

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

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

American students cannot use National Health Service doctors or National Health Service walk-in centres unless they are in the UK for 6 months or longer.

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

### **Mental Health Facility**

Mental health services are available from Chelsea and Westminster Hospital (our local) and from the Borough of Kensington and Chelsea (RBKC). The links below provides more details regarding the services offered.

Services available via RBKC:

<http://www.rbkc.gov.uk/SocialServices/mentalhealth/emergency.asp>

Mental Health Facilities at the Chelsea and Westminster Hospital:

[http://www.cnwl.org/Kensington\\_Day\\_Psychological\\_Medicine\\_\(South\\_Kensington\\_and\\_Chelsea\).html](http://www.cnwl.org/Kensington_Day_Psychological_Medicine_(South_Kensington_and_Chelsea).html)

Emergency Duty Team (night time and weekends):

<http://www.rbkc.gov.uk/az/az.asp?OrgId=1877>

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### ***The London A to Z Guide will help you get around in London, please purchase one on arrival.***

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

Despite its size, you will find London easy to get around once you have adjusted to using its public transport.

## Background Notes: United Kingdom

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Official Name: **United Kingdom of Great Britain and Northern Ireland**

### PROFILE

#### Geography

Area: 243,000 sq. km. (93,000 sq. mi.); slightly smaller than Oregon.

Cities: *Capital*--London (metropolitan pop. about 7.56 million). *Other cities*--Birmingham, Glasgow, Leeds, Sheffield, Liverpool, Bradford, Manchester, Edinburgh, Bristol, Belfast.

Terrain: 30% arable, 50% meadow and pasture, 12% waste or urban, 7% forested, 1% inland water.

Land use: 25% arable, 46% meadows and pastures, 10% forests and woodland, 19% other.

Climate: Generally mild and temperate; weather is subject to frequent changes but to few extremes of temperature.

#### People

Nationality: *Noun*--Briton(s). *Adjective*--British.

Population (2010 est.): 62.2 million.

Annual population growth rate (2010 est.): 0.56%.

Major ethnic groups: British, Irish, West Indian, South Asian.

Major religions: Church of England (Anglican), Roman Catholic, Church of Scotland (Presbyterian), Muslim.

Major languages: English, Welsh, Irish Gaelic, Scottish Gaelic.

Education: *Years compulsory*--12. *Attendance*--nearly 100%. *Literacy*--99%.

Health: *Infant mortality rate* (2009 est.)--4.69/1,000. *Life expectancy* (2009 est.)--males 77.8 yrs.; females 82.1 yrs.; total 79.9 years.

Work force (2009, 31.25 million): *Services*--80.4%; *industry*--18.2%; *agriculture*--1.4%.

#### Government

Type: Constitutional monarchy.

Constitution: Unwritten; partly statutes, partly common law and practice.

Branches: *Executive*--monarch (head of state), prime minister (head of government), cabinet. *Legislative*--bicameral

Parliament: House of Commons, House of Lords; Scottish Parliament, Welsh Assembly, and Northern Ireland

Assembly. *Judicial*--magistrates' courts, county courts, high courts, appellate courts, House of Lords, Supreme Court.

Subdivisions: Scotland, Wales, Northern Ireland (municipalities, counties, and parliamentary constituencies).

Political parties: Conservative, Labour, Liberal Democrats, UK Independence Party, British National Party, Green

Party; also, in Scotland--Scottish National Party. Wales--Plaid Cymru (Party of Wales). Northern Ireland--Ulster

Unionist Party, Social Democratic and Labour Party, Democratic Unionist Party, Sinn Fein, Alliance Party, Progressive Unionist Party.

Suffrage: British subjects and citizens of other Commonwealth countries and the Irish Republic resident in the U.K., at 18.

#### Economy

GDP (at current market prices, 2009): \$2.184 trillion.

Annual growth rate (2009): -4.8%.

Per capita GDP (at current market prices, 2009): \$35,334.

Natural resources: Coal, oil, natural gas, tin, limestone, iron ore, salt, clay, chalk, gypsum, lead, silica.

Agriculture (1.2% of GDP): *Products*--cereals, oilseed, potatoes, vegetables, cattle, sheep, poultry, fish.

Industry: *Types*--steel, heavy engineering and metal manufacturing, textiles, motor vehicles and aircraft, construction (23.8% of GDP), electronics, chemicals.

Services (75% of GDP): *Types*--financial, business, distribution, transport, communication, hotels.

Trade (2009): *Exports of goods and services*--\$351.3 billion: manufactured goods, fuels, chemicals; food, beverages, tobacco. *Major markets*--U.S., European Union. *Imports of goods and services*--\$473.6 billion: manufactured goods, machinery, fuels, foodstuffs. *Major suppliers*--U.S., European Union, and China.

## PEOPLE

The United Kingdom's population in 2004 surpassed 60 million--the third-largest in the European Union. Its overall population density is one of the highest in the world. Almost one-third of the population lives in England's prosperous and fertile southeast and is predominantly urban and suburban--with about 7.5 million in the capital of London, which remains the largest city in Europe. The United Kingdom's high literacy rate (99%) is attributable to universal public education introduced for the primary level in 1870 and secondary level in 1900. Education is mandatory from ages 5 through 16. The Church of England and the Church of Scotland are the official churches in their respective parts of the country, but most religions found in the world are represented in the United Kingdom.

A group of islands close to continental Europe, the British Isles have been subject to many invasions and migrations, especially from Scandinavia and the continent, including Roman occupation for several centuries. Contemporary Britons are descended mainly from the varied ethnic stocks that settled there before the 11th century. The pre-Celtic, Celtic, Roman, Anglo-Saxon, and Norse influences were blended in Britain under the Normans, Scandinavian Vikings who had lived in Northern France. Although Celtic languages persist in Wales, Scotland, and Northern Ireland, the predominant language is English, which is primarily a blend of Anglo-Saxon and Norman French.

## HISTORY

The Roman invasion of Britain in 55 BC and most of Britain's subsequent incorporation into the Roman Empire stimulated development and brought more active contacts with the rest of Europe. As Rome's strength declined, the country again was exposed to invasion--including the pivotal incursions of the Angles, Saxons, and Jutes in the fifth and sixth centuries AD--up to the Norman conquest in 1066. Norman rule effectively ensured Britain's safety from further intrusions; certain institutions, which remain characteristic of Britain, could develop. Among these are a political, administrative, cultural, and economic center in London; a separate but established church; a system of common law; distinctive and distinguished university education; and representative government.

## Union

Both Wales and Scotland were independent kingdoms that resisted English rule. The English conquest of Wales succeeded in 1282 under Edward I, and the Statute of Rhuddlan established English rule 2 years later. To appease the Welsh, Edward's son (later Edward II), who had been born in Wales, was made Prince of Wales in 1301. The tradition of bestowing this title on the eldest son of the British Monarch continues today. An act of 1536 completed the political and administrative union of England and Wales.

While maintaining separate parliaments, England and Scotland were ruled under one crown beginning in 1603, when James VI of Scotland succeeded his cousin Elizabeth I as James I of England. In the ensuing 100 years, strong religious

and political differences divided the kingdoms. Finally, in 1707, England and Scotland were unified as Great Britain, sharing a single Parliament at Westminster.

Ireland's invasion by the Anglo-Normans in 1170 led to centuries of strife. Successive English kings sought to conquer Ireland. In the early 17th century, large-scale settlement of the north from Scotland and England began. After its defeat, Ireland was subjected, with varying degrees of success, to control and regulation by Britain.

The legislative union of Great Britain and Ireland was completed on January 1, 1801, under the name of the United Kingdom. However, armed struggle for independence continued sporadically into the 20th century. The Anglo-Irish Treaty of 1921 established the Irish Free State, which subsequently left the Commonwealth and became a republic after World War II. Six northern, predominantly Protestant, Irish counties have remained part of the United Kingdom.

### **British Expansion and Empire**

Begun initially to support William the Conqueror's (c. 1029-1087) holdings in France, Britain's policy of active involvement in continental European affairs endured for several hundred years. By the end of the 14th century, foreign trade, originally based on wool exports to Europe, had emerged as a cornerstone of national policy.

The foundations of sea power were gradually laid to protect English trade and open up new routes. Defeat of the Spanish Armada in 1588 firmly established England as a major sea power. Thereafter, its interests outside Europe grew steadily. Attracted by the spice trade, English mercantile interests spread first to the Far East. In search of an alternate route to the Spice Islands, John Cabot reached the North American continent in 1498. Sir Walter Raleigh organized the first, short-lived colony in Virginia in 1584, and permanent English settlement began in 1607 at Jamestown, Virginia. During the next 2 centuries, Britain extended its influence abroad and consolidated its political development at home.

Great Britain's industrial revolution greatly strengthened its ability to oppose Napoleonic France. By the end of the Napoleonic Wars in 1815, the United Kingdom was the foremost European power, and its navy ruled the seas. Peace in Europe allowed the British to focus their interests on more remote parts of the world, and, during this period, the British Empire reached its zenith. British colonial expansion reached its height largely during the reign of Queen Victoria (1837-1901). Queen Victoria's reign witnessed the spread of British technology, commerce, language, and government throughout the British Empire, which, at its greatest extent, encompassed roughly one-fifth to one-quarter of the world's area and population. British colonies contributed to the United Kingdom's extraordinary economic growth and strengthened its voice in world affairs. Even as the United Kingdom extended its imperial reach overseas, it continued to develop and broaden its democratic institutions at home.

### **20th Century**

By the time of Queen Victoria's death in 1901, other nations, including the United States and Germany, had developed their own industries; the United Kingdom's comparative economic advantage had lessened, and the ambitions of its rivals had grown. The losses and destruction of World War I, the depression of the 1930s, and decades of relatively slow growth eroded the United Kingdom's preeminent international position of the previous century.

Britain's control over its empire loosened during the interwar period. Ireland, with the exception of six northern counties, gained independence from the United Kingdom in 1921. Nationalism became stronger in other parts of the empire, particularly in India and Egypt.

In 1926, the United Kingdom, completing a process begun a century earlier, granted Australia, Canada, and New Zealand complete autonomy within the empire. They became charter members of the British Commonwealth of Nations (now known as the Commonwealth), an informal but closely-knit association that succeeded the empire. Beginning with the independence of India and Pakistan in 1947, the remainder of the British Empire was almost completely dismantled. Today, most of Britain's former colonies belong to the Commonwealth, almost all of them as independent members. There are, however, 13 former British colonies--including Bermuda, Gibraltar, the Falkland Islands, and others--which have elected to continue their political links with London and are known as British Overseas Territories.

Although often marked by economic and political nationalism, the Commonwealth offers the United Kingdom a voice in matters concerning many developing countries. In addition, the Commonwealth helps preserve many institutions deriving from British experience and models, such as parliamentary democracy, in those countries.

## **GOVERNMENT**

The United Kingdom does not have a written constitution. The equivalent body of law is based on statute, common law, and "traditional rights." Changes may come about formally through new acts of Parliament, informally through the acceptance of new practices and usage, or by judicial precedents. Although Parliament has the theoretical power to make or repeal any law, in actual practice the weight of 700 years of tradition restrains arbitrary actions.

Executive power rests nominally with the monarch but actually is exercised by a committee of ministers (cabinet) traditionally selected from among the members of the House of Commons and, to a lesser extent, the House of Lords. The prime minister is normally the leader of the largest party in the Commons, and the government is dependent on its support.

Parliament represents the entire country. It legislates for the entire country in matters that are not devolved to the legislatures in Scotland, Wales, and Northern Ireland, such as foreign policy, energy policy, immigration and border control, and monetary policy. The devolved legislatures in Scotland, Northern Ireland, and Wales have varying degrees of legislative authority over other matters. England does not have its own separate legislative body and Parliament can therefore legislate in all fields for England. As of May 2010, the maximum parliamentary term was 5 years, and the prime minister could ask the monarch to dissolve Parliament and call a general election at any time. Following the May 6, 2010 election, however, the newly-formed Conservative-Liberal Democrat coalition government announced plans to institute fixed 5-year Parliament terms, in which the only way to remove a government between elections would be a vote of no confidence with the support of 55% of members of Parliament (MPs). This proposed legislation has not yet been enacted. The focus of legislative power is the 650-member House of Commons, which has sole jurisdiction over finance. The House of Lords, although shorn of most of its powers, can still review, amend, or delay temporarily any bills except those relating to the budget. The House of Lords has more time than the House of Commons to pursue one of its more important functions--debating public issues. In 1999, the government removed the automatic right of hereditary peers to hold seats in the House of Lords. The current house consists of appointed life peers who hold their seats for life and 92 hereditary peers who will hold their seats only until final reforms have been agreed upon and implemented. The judiciary is independent of the legislative and executive branches but cannot review the constitutionality of legislation.

Following approval of referenda by Scottish and Welsh voters in 1997, the British Government established a Scottish Parliament and a Welsh Assembly, both of which were launched in 1999. Scotland, Wales, and Northern Ireland now

each have legislative and executive bodies that legislate on and administer many matters, though there is significant variation in the extent of powers enjoyed by each of the devolved governments. The devolved governments have taken over many of the functions previously performed by the Scottish, Welsh, and Northern Ireland offices, whose primary purpose now is to coordinate between Westminster and the devolved administrations and to represent their interests in non-devolved matters. Scotland has always maintained different systems of law (Scots Law), education, local government, judiciary, and national church (the Church of Scotland instead of the Church of England).

Northern Ireland had its own Parliament and prime minister from 1921 to 1973, when the British Government imposed direct rule in order to deal with the deteriorating political and security situation. From 1973, the Secretary of State for Northern Ireland, based in London, was responsible for the region, including efforts to resolve the issues that lay behind the "the troubles."

By the mid-1990s, gestures toward peace encouraged by successive British and Irish governments and by President Bill Clinton began to open the door for restored local government in Northern Ireland. A Provisional Irish Republican Army (PIRA) cease-fire and nearly 2 years of multiparty negotiations, led by former U.S. Senator George Mitchell, resulted in the Belfast Agreement (also known as the Good Friday Agreement) of April 10, 1998, which was subsequently approved by majorities in both Northern Ireland and the Republic of Ireland. Key elements of the agreement include devolved government, a commitment of the parties to work toward "total disarmament of all paramilitary organizations," police reform, and enhanced mechanisms to guarantee human rights and equal opportunity. The Good Friday Agreement also called for formal cooperation between the Northern Ireland institutions and the Government of the Republic of Ireland, and it established the British-Irish Council, which includes representatives of the British and Irish Governments as well as the devolved Governments of Northern Ireland, Scotland, and Wales. Devolved government was reestablished in Northern Ireland in December 1999, although certain key functions, such as policing and justice powers, remained under Westminster control.

The Good Friday Agreement provides for a 108-member elected Assembly, overseen by a 12-member Executive Committee (cabinet) in which unionists and nationalists share leadership responsibility. Northern Ireland elects 18 representatives to the Westminster Parliament in London. However, the five Sinn Féin members of Parliament, who won seats in the last election, follow an abstentionist policy in which they refuse to take their seats, although they do maintain offices and perform constituency services. Progress has been made on each of the key elements of the Good Friday Agreement. Most notably, a new, more-representative police service has been instituted, and PIRA and the other main republican and loyalist paramilitary groups have decommissioned their weapons. However, a small number of splinter republican groups continue to oppose the peace process and engage in violence, particularly against the police, U.K. military, and the justice sector. Disagreements over the implementation of elements of the agreement and allegations about PIRA's continued engagement in paramilitary activity troubled the peace process for several years. In October 2002, Northern Ireland's devolved institutions were suspended amid allegations of IRA intelligence gathering at Stormont, the seat of Northern Ireland's government. Assembly elections scheduled for May 2003 were postponed. Elections were held in November 2003, but the Assembly remained suspended. Finally, in 2007, the parties signed the St. Andrews Agreement, which paved the way for the Northern Ireland Government to stand up and for the devolution of powers to Belfast to occur. Responsibility for police and justice issues in Northern Ireland were the last component of devolution to take place; the transfer of these powers from London to Belfast occurred on April 12, 2010, having been provided for by the signing of the Hillsborough Agreement on February 4, 2010. The United States remains firmly committed to the peace process in Northern Ireland and to the full implementation of the Good Friday Agreement and subsequent agreements, which it views as the best means to ensure lasting peace. The United States has condemned all acts of terrorism and violence, perpetrated by any group.

The United States also is committed to Northern Ireland's economic development, and appointed an Economic Envoy for Northern Ireland in September 2009 to work with the Northern Ireland Government and private sectors in fostering new opportunities for trade and investment. The United States has also been a strong supporter of the International Fund for Ireland, which provides grants and loans to businesses to improve the economy, redress inequalities of employment opportunity, and improve cross-border business and community ties.

### **Principal Government Officials**

Head of State--Queen Elizabeth II

Prime Minister (Head of Government)--David Cameron (Conservative Party)

Deputy Prime Minister--Nick Clegg (Liberal Democrat Party)

Secretary of State for Foreign and Commonwealth Affairs--William Hague

Ambassador to the U.S.--Nigel Sheinwald

Ambassador to the UN--Mark Lyall Grant

The United Kingdom maintains an [embassy](#) in the United States at 3100 Massachusetts Ave. NW, Washington, DC 20008 (tel. 202-588-6500; fax 202-588-7870).

### **POLITICAL CONDITIONS**

The Labour government that had been in power since 1997, first under Prime Minister Tony Blair and then under his successor, Gordon Brown, lost its majority in the House of Commons in the May 6, 2010 election. For the first time since 1974, however, no party was able to win a full majority in the Commons, which led to several days of intense negotiations between the Conservatives (Tories), who won the most seats, and the Liberal Democrats (Lib Dems), who placed third in number of seats won. On May 11, when it became clear that Labour would be unable to form a government, Prime Minister Gordon Brown resigned, and David Cameron became the new Prime Minister. Cameron subsequently announced a formal coalition with the Liberal Democrats, which would ensure Liberal Democrat support for a Conservative-led government in exchange for five Liberal Democrat cabinet seats and policy compromises. As part of the coalition deal, Liberal Democrat leader Nick Clegg became the Deputy Prime Minister. The Conservative-Liberal Democrat coalition has a 78-seat majority in the House of Commons, and the Labour Party forms the opposition. Gordon Brown resigned as Labour leader on May 11, and was succeeded by Ed Miliband in a September 2010 Labour party election.

### **DEFENSE AND FOREIGN RELATIONS**

The United Kingdom is a founding member of the North Atlantic Treaty Organization (NATO) and is one of NATO's major European maritime, air, and land powers; it ranks third among NATO countries in total defense expenditure. The United Kingdom has been a member of the European Community (now European Union) since 1973. In the United Nations, the United Kingdom is a permanent member of the Security Council. The U.K. held the Presidency of the G-8 during 2005; it held the EU Presidency from July to December 2005.

The British Armed Forces are charged with protecting the United Kingdom and its overseas territories, promoting Britain's wider security interests, and supporting international peacekeeping efforts. The 37,000-member Royal Navy, which includes 6,000 Royal Marine commandos, is in charge of the United Kingdom's independent strategic nuclear arm, which consists of four Trident missile submarines. The British Army, consisting of approximately 99,200 personnel, the Royal Air Force, with 42,000 personnel, along with the Royal Navy and Royal Marines, are active and regular participants in NATO and other coalition operations. Approximately 9% of the British Armed Forces is female,

and 4% of British forces represent ethnic minorities.

The United Kingdom stood shoulder to shoulder with the United States following the September 11, 2001 terrorist attacks in the U.S., and its military forces are, after U.S. forces, the second-largest contingent of the coalition force in Afghanistan. The U.K. force in Afghanistan stood at 10,000 as of May 6, 2010. U.K. forces are primarily based in the Helmand region, where they are on the front line in the war against continued Taliban operations. In addition, the U.K. has committed over £700 million (\$1.1 billion) to development in Afghanistan over the next 4 years, making it the second-largest donor after the United States. The U.K. was the United States' main coalition partner in Operation Iraqi Freedom; its combat forces withdrew from Iraq in July 2009.

## **ECONOMY**

The United Kingdom has the sixth-largest economy in the world, is the second-largest economy in the European Union, and is a major international trading power. A highly developed, diversified, market-based economy with extensive social welfare services provides most residents with a high standard of living.

The United Kingdom's economy was hit by turmoil in the financial markets. It entered a recession in the third quarter of 2008 and began to recover with two quarters of slightly positive GDP growth in the fourth quarter of 2009 and the first quarter of 2010. Unemployment has yet to return to pre-recession levels, standing at 7.7% in September 2010. In response to the financial crisis, the British Government implemented a wide-ranging stability and recovery plan that included a fiscal stimulus package, bank recapitalization, and credit stimulus schemes.

London remains a leading international financial center, but was affected by recent financial market turbulence. London banks laid off thousands of workers in 2008 and are beginning to rehire; many scaled back their international operations during the crisis. Two U.K. banks, Northern Rock and Bradford & Bingley, were nationalized, while the British Government has taken a significant share in two others. In spite of the damage caused by the financial crisis, London's financial exports contribute greatly to the United Kingdom's gross domestic product and will continue to do so. London is a global leader in emissions trading, a center for Islamic banking, and home to the Alternative Investment Market (AIM).

## **U.S.-UNITED KINGDOM RELATIONS**

The United Kingdom is one of the United States' closest allies, and British foreign policy emphasizes close coordination with the United States. Bilateral cooperation reflects the common language, ideals, and democratic practices of the two nations. Relations were strengthened by the United Kingdom's alliance with the United States during both World Wars, and its role as a founding member of NATO, in the Korean conflict, in the Persian Gulf War, and in Operation Iraqi Freedom. The United Kingdom and the United States continually consult on foreign policy issues and global problems and share major foreign and security policy objectives.

The United Kingdom is the sixth-largest market for U.S. goods exports after Canada, Mexico, China, Japan, and Germany, and the sixth-largest supplier of U.S. imports after Canada, China, Mexico, Japan, and Germany. U.S. exports of goods and services to the United Kingdom in 2009 totaled \$99.076 billion, while U.S. imports from the U.K. totaled \$86.034 billion. The United Kingdom is a large source of foreign tourists in the United States. In 2008, 2.83 million U.S. residents visited the United Kingdom, while 3.15 million U.K. residents visited the United States.

The United States and the United Kingdom share the world's largest foreign direct investment partnership. U.S. investment in the United Kingdom reached \$421 billion in 2008, while U.K. direct investment in the U.S. totaled \$454

billion. This investment sustains more than 1 million American jobs.

### **Principal U.S. Officials**

Ambassador--**Louis B. Susman**

Deputy Chief of Mission--Barbara Stephenson

Minister-Counselor for Political Affairs--Robin Quinville

Minister-Counselor for Commercial Affairs--Dorothy Lutter

Minister-Counselor for Economic Affairs--Richard Albright

Minister-Counselor for Public Affairs--Sandra Kaiser

Minister-Counselor for Management Affairs--Thomas J. Tiernan

Minister-Counselor for Consular Affairs--Derwood Staeben

Regional Security Officer--Mark J. Hipp

U.S. Consul General in Belfast--Kamala S. Lakhdir

Principal Officer in Edinburgh--Dana M. Linnet

The **U.S. Embassy** in the United Kingdom is located at 24 Grosvenor Sq., W1A 1AE, London (tel. [44] (0)20 7499-9000; fax [44] (0)20 7409-1637). The U.S. also maintains Consulate Generals in Belfast, Northern Ireland and Edinburgh, Scotland.

Consulate General Belfast is located at Danesfort House, 223 Stranmillis Road, Belfast BT9 5GR (tel. [44] (0)28 9038 6100; fax [44] (0)28 9068 1301).

Consulate General Edinburgh is located at 3 Regent Terrace, Edinburgh EH7 5BW (tel. [44] (0)131 556 8315; fax [44] (0)131 557 6023).

### **TRAVEL AND BUSINESS INFORMATION**

#### **Travel Alerts, Travel Warnings, Trip Registration**

The U.S. Department of State's Consular Information Program advises Americans traveling and residing abroad through Country Specific Information, Travel Alerts, and Travel Warnings. **Country Specific Information** exists for all countries and includes information on entry and exit requirements, currency regulations, health conditions, safety and security, crime, political disturbances, and the addresses of the U.S. embassies and consulates abroad. **Travel Alerts** are issued to disseminate information quickly about terrorist threats and other relatively short-term conditions overseas that pose significant risks to the security of American travelers. **Travel Warnings** are issued when the State Department recommends that Americans avoid travel to a certain country because the situation is dangerous or unstable.

For the latest security information, Americans living and traveling abroad should regularly monitor the Department's Bureau of Consular Affairs Internet web site at <http://travel.state.gov>, where current **Worldwide Caution**, **Travel Alerts**, and **Travel Warnings** can be found. The travel.state.gov website also includes information about **passports**, tips for **planning a safe trip** abroad and more. More travel-related information also is available at <http://www.usa.gov/Citizen/Topics/Travel/International.shtml>.



The Department's **Smart Traveler** app for U.S. travelers going abroad provides easy access to the frequently updated official country information, travel alerts, travel warnings, maps, U.S. embassy locations, and more that appear on the travel.state.gov site. Travelers can also set up e-itineraries to

keep track of arrival and departure dates and make notes about upcoming trips. The app is compatible with iPhone, iPod touch, and iPad (requires iOS 4.0 or later).

The Department of State encourages all U.S. citizens traveling or residing abroad to register via the [State Department's travel registration](#) website or at the nearest U.S. embassy or consulate abroad (a link to the registration page is also available through the Smart Traveler app). Registration will make your presence and whereabouts known in case it is necessary to contact you in an emergency and will enable you to receive up-to-date information on security conditions.

Emergency information concerning Americans traveling abroad may be obtained by calling 1-888-407-4747 toll free in the U.S. and Canada or the regular toll line 1-202-501-4444 for callers outside the U.S. and Canada.

### **Passports**

The [National Passport Information Center](#) (NPIC) is the U.S. Department of State's single, centralized public contact center for U.S. passport information. Telephone: 1-877-4-USA-PPT (1-877-487-2778); TDD/TTY: 1-888-874-7793. Passport information is available 24 hours, 7 days a week. You may speak with a representative Monday-Friday, 8 a.m. to 10 p.m., Eastern Time, excluding federal holidays.

### **Health Information**

Travelers can check the latest health information with the U.S. Centers for Disease Control and Prevention in Atlanta, Georgia. A hotline at 800-CDC-INFO (800-232-4636) and a web site at <http://wwwn.cdc.gov/travel/default.aspx> give the most recent health advisories, immunization recommendations or requirements, and advice on food and drinking water safety for regions and countries. The CDC publication "Health Information for International Travel" can be found at <http://wwwn.cdc.gov/travel/contentYellowBook.aspx>.

### **More Electronic Information**

**Department of State Web Site.** Available on the Internet at <http://www.state.gov>, the Department of State web site provides timely, global access to official U.S. foreign policy information, including more [Background Notes](#), the Department's [daily press briefings](#) along with the directory of [key officers](#) of Foreign Service posts and more. The Overseas Security Advisory Council (OSAC) provides security information and regional news that impact U.S. companies working abroad through its website <http://www.osac.gov>

[Export.gov](#) provides a portal to all export-related assistance and market information offered by the federal government and provides trade leads, free export counseling, help with the export process, and more.

## Country Specific Information

United Kingdom and Gibraltar (England, Wales, Scotland, Northern Ireland)



April 22, 2011

**COUNTRY DESCRIPTION:** The United Kingdom of Great Britain and Northern Ireland is a highly developed constitutional monarchy composed of Great Britain (England, Scotland, and Wales) and Northern Ireland. Read the Department of State [Background Notes on the United Kingdom](#) for additional information. Gibraltar is a UK Overseas Territory bordering Spain, located at the southernmost tip of Europe at the entrance to the Mediterranean Sea; it is one of 13 former British colonies that have elected to retain political ties with London. Tourist facilities are widely available throughout the United Kingdom and Gibraltar.

**SMART TRAVELER ENROLLMENT PROGRAM (STEP) / EMBASSY LOCATION:** If you are going to live or visit the United Kingdom, please take the time to tell our Embassy or Consulates about your trip. If you enroll, we can keep you up to date with important safety and security announcements. It will also help your friends and family get in touch with you in an emergency. Here's the link to the [Smart Traveler Enrollment Program](#).

The [American Citizen Services](#) section maintains a [blog](#) of easy-to-access information relevant to U.S. citizens living in or traveling to the United Kingdom. Local Embassy and Consulate information is available below and at the [Department of State's list of embassies and consulates](#).

### [U.S. Embassy London](#)

24 Grosvenor Square, London W1A 1AE

Telephone: 020-7499-9000

Telephone from the United States: 011-44-20-7499-9000 (24 hours)

Consular fax: 020-7495-5012

Consular fax from the United States: 011-44-20-7495-5012

### [U.S. Consulate General Edinburgh, Scotland](#)

3 Regent Terrace, Edinburgh EH7 5BW

Telephone: 013-1556-8315

Telephone from the United States: 011-44-13-1556-8315

Emergency after hours telephone: 020-7499-9000

Emergency after hours telephone from the United States: 011-44-20-7499-9000

Fax: 0131-557-6023

Fax from the United States: 011-44-131-557-6023

### [U.S. Consulate General Belfast, Northern Ireland](#)

Danesfort House, 223 Stranmillis Road, Belfast BT9 5GR

Telephone: 028-9038-6100

Telephone from the United States: 011-44-28-9038-6100

Emergency after hours telephone: 07545-507738

Emergency after hours telephone from the United States: 011-44-7545-507738

Fax: 028-9068-1301

Fax from the United States: 011-44-28-9068-1301

There is no U.S. consular representation in Gibraltar. You should direct passport questions to the [U.S. Embassy in Madrid](#), located at Serrano 75, Madrid, Spain; telephone: 34-91-587-2200 and fax: 34-91-587-2303. You should direct all other inquiries to the U.S. Embassy in London.

**ENTRY / EXIT REQUIREMENTS FOR U.S. CITIZENS:** While some countries impose a minimum passport validity of three, six, or nine months for arriving passengers, there is no such requirement for the United Kingdom. U.S. citizens seeking entry as tourists or visitors are simply required to present a valid passport, as explained on [the website of the UK Border Agency](#).

The UK Border Agency (UKBA) has a five-tier, point-based visa system that affects U.S. citizens coming to the United Kingdom as well as U.S. citizens and dependents already in the country. You can find information on the [point-based system on the UKBA website](#). For all questions, please visit the website. You must be outside the United Kingdom, the Channel Islands, and the Isle of Man when you make an application for a UK visa.

Companies and individuals intending to employ U.S. citizens, or other nationals from countries beyond the European Economic Area and Switzerland, are required to apply to the UKBA for a sponsorship license. Information on the [sponsorship license can be found on the UKBA website](#).

Educational establishments must also apply for a sponsorship license. This includes U.S. educational institutions offering only short-term study abroad programs on their own premises in the United Kingdom to students who are enrolled in the United States but come to the United Kingdom for one or two semesters prior to returning home to finish their degree courses. All educational establishments must apply for a license from the UKBA. Information on the [license for educational establishments can be found on the UKBA web site](#).

**Students and prospective students who intend to stay longer than six months, and those coming for less than six months but who wish to work while studying, are required to obtain a student or prospective student visa before traveling to the United Kingdom.** If you do not, you will be refused entry to the United Kingdom. You can find information on [student visas on the UKBA website](#). Students may apply online.

Please note that charity workers, religious workers, and other temporary workers-- even those performing unpaid duties-- are required to obtain a visa prior to traveling to the United Kingdom. You can find information on [temporary workers on the UKBA website](#).

It is your personal responsibility to ensure that you have the appropriate permission to enter the United Kingdom. We cannot intervene on your behalf to get a visa, nor can we get you one at the airport. We cannot assist if you are denied entry into the United Kingdom and returned on a flight to the United States. The UKBA website will help you [find out whether you need a visa to enter the United Kingdom](#).

The U.S. Department of State is unaware of any HIV/AIDS entry restrictions for visitors to or foreign residents of the UK. Anyone who does not appear to be in good health may be required to undergo a medical exam (including an HIV test) prior to being granted or denied entry into the United Kingdom.

You can find information about [dual nationality](#) or the [prevention of international child abduction](#) on our website. For further information about customs regulations, please read our [Customs Information page](#).

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

Like the United States, the United Kingdom shares its national threat levels with the general public to keep everyone informed and explain the context for the various increased security measures that may be encountered. The UK Home Office posts [UK threat levels on its website](#).

The UK Security Service, commonly known as MI5, publishes through its [website](#) specific reasons for any changes in the threat level and recommended actions for the public.

U.S. citizens should check with the [UK Department for Transport](#) for the latest security updates and carry-on luggage restrictions.

In the past several years, extremists have targeted and attacked subway and rail systems, as well as the aviation sector in cities such as London, Madrid, Glasgow, and most recently, Moscow, demonstrating that terrorists continue to take an active interest in targeting these transport sectors. The British Home Secretary has urged UK citizens to be alert and vigilant. For example, travelers are encouraged to keep an eye out for suspect packages or people acting suspiciously on the subway (called the Tube or Underground), at train stations, and at airports, and to report anything suspicious to the appropriate authorities. U.S. citizens should remain vigilant with regard to their personal security and to exercise caution. As has been widely reported in the press, UK law enforcement authorities have taken action to guard against a terrorist attack, underscoring in their public statements that the police are using a range of tactics to mitigate the threat. For more information about UK public safety initiatives, consult the [UK Civil Contingencies Secretariat website](#).

The political situation in Northern Ireland has improved substantially since the days of the “Troubles,” with the successful completion of a four-year term by the Northern Ireland Assembly in March 2011 and the devolution of policing and justice authorities to the Assembly in April 2010. Nevertheless, the Police Service of Northern Ireland assesses the dissident republican threat in Northern Ireland to be severe. Three violent dissident republican groups, the Real IRA (RIRA), Oglagh na hEireann (ONH), and the Continuity IRA (CIRA) are the main sources of the increased number of security incidents in the last eighteen months. Attacks by these groups have focused primarily on police and military targets, and involved the use of firearms and explosives. Recent attacks have targeted the private vehicles and homes of security personnel, police stations, and other justice sector buildings, increasing the potential for travelers to be caught in the wrong place at the wrong time during such attacks, and also during any sporadic incidents of street violence and/or sectarian confrontation. U.S. citizens traveling to Northern Ireland should remain alert to their surroundings and should be aware that if they choose to visit potential flashpoints or attend parades, sporadic violence remains a possibility. Tensions may be heightened during the summer marching season (April to August), particularly during the month of July (around the July 12th public holiday).

We remind you that even demonstrations intended to be peaceful can turn confrontational and possibly escalate into violence. You should avoid the areas of demonstrations if possible, and be careful within the vicinity of any demonstrations. You should stay current with media coverage of local events and be aware of your surroundings at all times.

The phone number for police/fire/ambulance emergency services – the equivalent of 911 in the United States – is 999 in the United Kingdom and 112 in Gibraltar. You should also use this number for warnings about possible bombs or other immediate threats. The UK Anti-Terrorist Hotline, at 0800-789-321, is available for tips and confidential information about possible terrorist activity.

Stay up to date by bookmarking our [Bureau of Consular Affairs website](#), which contains the current [Travel Warnings and Travel Alerts](#) as well as the [Worldwide Caution](#). Follow us on [Twitter](#), become a fan of the Bureau of Consular Affairs page on [Facebook](#) and follow U.S. Embassy London on [Twitter](#) as well.

You can also call 1-888-407-4747 toll-free within the United States and Canada, or by calling a regular toll line, 1-202-501-4444, from other countries. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

Take some time before you travel to improve your personal security—things are not the same everywhere as they are in the United States. Here are some useful tips for [traveling safely abroad](#).

**CRIME:** The United Kingdom and Gibraltar benefit from generally low crime rates. Overall crime rates have decreased over the past decade; however, according to Metropolitan Police statistics, serious crime (i.e. assault, robbery, burglary, gun-enabled, and rape) in many London boroughs has increased during the past 12 months. As with any major metropolitan city, U.S. citizens are urged to be cautious and aware of their surroundings.

Typical criminal incidents include pick pocketing, mugging, and “snatch and grab” theft of mobile phones, watches, and jewelry. Theft of unattended bags, especially at airports and from cars parked at restaurants, hotels, and resorts is common. Pickpockets target tourists, especially at historic sites and restaurants, on buses, trains, and the London subway (known as the Tube or Underground). Thieves often target unattended cars parked at tourist sites and roadside restaurants, looking for laptop computers and handheld electronic equipment - especially global positioning satellite (GPS) equipment.

You should avoid walking in isolated areas, including public parks, especially after dark, as these are advantageous venues for muggers and thieves. You should be especially careful using underground pedestrian tunnels at night or when there is little foot traffic. As a general rule, either walk the extra distance to use a surface crossing or wait until there are other adult pedestrians entering the tunnel.

In London, you should use only licensed Black Cabs or car services recommended by hotels or tour operators. Unlicensed taxis or private cars posing as taxis may offer low fares, but are often uninsured and may have unlicensed drivers. In some instances, travelers have been robbed and/or raped while using these cars. You can access 7,000 licensed Black Cabs using just one telephone number: 087-1871-8710. This taxi booking service combines all six of London’s radio taxi circuits, allowing you to telephone 24 hours a day if you need a cab. Alternatively, to find a licensed minicab, text HOME to 60835 on your mobile phone to get the telephone number to two licensed minicab companies in the area. If you know in advance when you will be leaving for home, you can pre-book your return journey. The Safe Travel at Night partnership among the Metropolitan Police, Transport for London, and the Mayor of London maintains a website with [additional information on cabs and car services](#).

Don’t leave your drinks unattended in bars and nightclubs. There have been some instances of drinks being spiked with illegal substances, leading to incidents of robbery and rape.

U.S. citizens should take steps to ensure the safety of their U.S. passports. Visitors in the United Kingdom and Gibraltar are not expected to produce identity documents for police authorities and thus may secure their passports in hotel safes or residences.

**ATM Fraud:** You don't need to carry a passport to cash a traveler's check. There are many ATMs that link to U.S. banking networks. You should use the same common-sense personal security measures in the United Kingdom as you do in the United States when using. ATM fraud in the United Kingdom is becoming more sophisticated, incorporating technologies that surreptitiously record customer ATM card and PIN information. Avoid using ATMs that look in any way temporary in structure or location, or are located in isolated areas. Be aware that in busy public areas, thieves use distraction techniques, such as waiting until the PIN has been entered and then pointing to money on the ground or attempting to hand out a free newspaper. When the ATM user is distracted, a colleague will quickly withdraw cash and leave. If you are distracted in any way, cancel the transaction immediately. Don't use an ATM if there is anything stuck to the machine or if it looks unusual in any way. If the machine does not return your card, report the incident to the issuing bank immediately.

Don't buy counterfeit and pirated goods, even if they are widely available. Not only are the bootlegs illegal to bring back into the United States, you may be breaking local law too.

**Internet Financial Scams:** Financial crimes conducted over the Internet have increased dramatically in the United Kingdom as scammers attempt to convince you to send them money. These fraudulent schemes can include lotteries, online dating/social networking services, inheritance notices, work permits/job offers, bank overpayments, or schemes that make it appear you are helping a loved one or a friend in trouble.

In many cases, scammers troll the Internet for victims, and spend weeks or months building a relationship. Once they have gained their victim's trust, the scammers create a false situation and ask for money. Scammers can be very clever and deceptive, creating sad and believable stories that will make you want to send them money.

A number of U.S. citizens are lured to the United Kingdom each year in the belief that they have won a lottery or have inherited from the estate of a long-lost relative. U.S. citizens may also be contacted by persons they have "met" over the Internet – or even receive an email purportedly from a friend or family member – who now need funds urgently to pay for hospital treatment, hotel bills, taxes, or airline security fees. Invariably, the person contacted is the victim of fraud. **If you receive an email from family or friends requesting assistance you should first try calling them, as that person may not know their email account has been hacked.** You should view any unsolicited invitations to travel to the United Kingdom to collect winnings or an inheritance with skepticism. Also, there are no licenses or fees required when transiting a UK airport, emergency medical treatment is never withheld pending payment of fees, and hotels in the UK will not detain guests for lack of funds without involving the police. A claim that a hospital or hotel will not let someone depart until their bill is settled is usually a red flag for a scam.

Visit the Embassy London website for [more information about Internet Financial Scams](#) and how to protect yourself. The site contains useful tips to prevent becoming a victim. To view a common example of Internet financial scams, see [Embassy London's YouTube video](#). The U.S. Department of State also provides [information about other types of international financial scams](#).

**INFORMATION FOR VICTIMS OF CRIME:** If you or someone you know becomes the victim of a crime abroad, you should contact the local police and the nearest U.S. embassy or consulate (see the [Department of State's list of embassies and consulates](#) ). If your passport is stolen we can help you replace it. For violent crimes such as assault

and rape, we can, for example, help you find appropriate medical care, contact family members or friends and help you get money from them if you need it. Although the investigation and prosecution of the crime are solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.

The local equivalent to the 911 emergency line in the United Kingdom is 999; in Gibraltar, it is 112.

Visit [the Victim Support website](#), maintained by an independent UK charity to help people cope with the effects of crime. A Northern Ireland-based independent charity maintains a [similar victim's support website](#). In Scotland victims of crime should contact [Victim Support Scotland](#).

Please see our [information for victims of crime](#), including possible victim compensation programs in the United States.

**CRIMINAL PENALTIES:** While you are traveling in the United Kingdom, you are subject to its laws even if you are a U.S. citizen. Foreign laws and legal systems can be vastly different than our own. If you break local laws in the United Kingdom, your U.S. passport won't help you avoid arrest or prosecution. It's very important to know what's legal and what's not where you are going.

Penalties for possessing, using, or trafficking in illegal drugs in the United Kingdom are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime [prosecutable in the United States](#).

Many pocket knives and other blades, and mace or pepper spray canisters, although legal in the United States, are illegal in the United Kingdom and will result in arrest and confiscation if detected. Please refer to "[A UK Customs Guide](#)," detailing which items visitors are prohibited from bringing into the United Kingdom.

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

Drivers of non-UK-registered vehicles may have to provide an on-the-spot deposit of up to 900 pounds (approximately \$1400) if stopped for a motoring offense. If the driver cannot pay due to lack of cash or credit, the vehicle may be impounded until payment is made, and a release fee will be charged in addition to the deposit.

Non-UK-resident drivers charged with motoring offenses are often unable to provide a verifiable address where a summons (subpoena) to appear in court can be delivered and/or enforced, or fail to return for court if released on bail. U.S. citizens may be detained and arrested if they cannot provide a UK address to receive a subpoena or are about to depart the United Kingdom and have to be brought to court quickly for a motoring offense. If alleged offenders attend court and are found not guilty, the deposit is returned.

If you are arrested in the UK, authorities of the UK are required to notify the nearest U.S. embassy or consulate of your arrest. If you are concerned the Department of State may not be aware of your situation, you should request the police or prison officials notify the nearest U.S. embassy or consulate of your arrest.

**SPECIAL CIRCUMSTANCES:** The legal drinking age (18 years old to purchase alcohol) in the United Kingdom is lower than in the United States, and social drinking in pubs (bars) is often seen as a routine aspect of British life. Parents, organizers of school trips, and young travelers should be aware of the impact that this environment may have when combined with the sense of adventure that comes with being abroad. Please see our [Students Abroad](#) website to help you plan a safe and enjoyable experience.

The United Kingdom has strict gun-control laws, and importing firearms is extremely complicated. Travelers should consider leaving all firearms in the United States. There are restrictions on the type and number of weapons that an individual may possess. All handguns, such as pistols and revolvers, are prohibited, with very few exceptions. Police control licensing of firearms in the United Kingdom. Applicants for a license must be prepared to show "good reason" why they require each weapon. Applicants must also provide a copy of their U.S. gun license, a letter of good conduct from their local U.S. police station, and a letter detailing any previous training, hunting, or shooting experience. Background checks will also be carried out. Additional information on applying for a firearm certificate and/or shotgun certificate can be found on the [London Metropolitan Police Firearms licensing web page](#).

**Accessibility:** In the UK, accessibility and accommodation for individuals with disabilities may be very different from what you find in the United States. UK law mandates access to buildings for persons with disabilities, and the government effectively enforces this requirement in practice. The law requires that all public service providers (except in the transportation sector) make "reasonable adjustments" to ensure their services are available to persons with disabilities.

Getting around in UK cities may be difficult at times since many sidewalks are narrow and uneven. Although the London Underground and the UK's National Rail System are very efficient methods for traveling throughout central London and the UK, most stations are not readily accessible for people with disabilities. Very few stations have elevators, and most have stairways and long corridors for changing trains or exiting to the street. However many UK buses are equipped with lowering platforms for the limited-mobility, sight- or hearing-disabled travelers. Taxis are also a good means of transportation.

The [Transport for London](#) and [National Rail](#) websites provide information for passengers with disabilities. There are many other resources available on the internet for disabled persons traveling to, or living in, the UK. You may also contact any of our consular offices by e-mail for further information on this topic

**MEDICAL FACILITIES AND HEALTH INFORMATION:** While medical services are widely available, free care under the National Health System (NHS) is allowed only for UK residents and certain EU nationals. Tourists and short-term visitors will be charged for medical treatment in the United Kingdom. Charges may be significantly higher than those assessed in the United States. Travelers to the United Kingdom should ensure they have adequate medical insurance to cover the cost of any treatment received, further information below.

You can find good information on vaccinations and other health precautions, on the Centers for Disease Control and Prevention ( [CDC](#) ) [website](#). For information about outbreaks of infectious diseases abroad, consult the [World Health Organization \(WHO\) website](#), which also contains additional health information for travelers, including [detailed country-specific health information](#).

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

**MEDICAL INSURANCE:** You can't assume your insurance will go with you when you travel. It's very important to find out BEFORE you leave whether or not your medical insurance will cover you overseas. You need to ask your insurance company two questions:

- Does my policy apply when I'm out of the United States?
- Will it cover emergencies like a trip to a foreign hospital or a medical evacuation?

In many places, doctors and hospitals still expect payment in cash at the time of service. Your regular U.S. health insurance may not cover doctors' and hospital visits in other countries. If your policy doesn't go with you when you travel, it's a very good idea to take out another one for your trip. For more information, please see our [medical insurance overseas page](#).

**TRAFFIC SAFETY AND ROAD CONDITIONS:** While in the United Kingdom, U.S. citizens may encounter road conditions that differ significantly from those in the United States.

UK penalties for driving under the influence of even minimal amounts of alcohol or drugs are stiff and often result in prison sentences. In contrast to U.S. and continental European traffic, which moves on the right side of the road, UK traffic moves on the **left**. Visitors uncomfortable with or intimidated by the prospect of driving on the left side of the road may wish to use the United Kingdom's extensive bus, rail, and air transport networks. Roads in the United Kingdom are generally excellent but are narrow and often congested in urban areas. If you plan to drive while in the United Kingdom, you may wish to obtain a copy of [the Highway Code](#).

It is illegal to operate a motor vehicle in the UK while you are using a cell phone or similar device, including a Personal Data Assistant (PDA) that incorporates a cell phone. Hands-free phones may be used. Use of cell phones and hand-held communication devices while driving can lead to a substantial fine, and in the event of an accident could result in a jail sentence.

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

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

Roadside towing services may cost approximately £150 (approximately \$240). However, membership fees of automotive associations such as the RAC (Royal Automobile Club) or AA (Automobile Association) often include free roadside towing service.

Travelers intending to rent cars in the United Kingdom should make sure they are adequately insured. U.S. auto insurance is not always valid outside the United States, and travelers may wish to purchase supplemental insurance, which is generally available from most major rental agents. Authorities impose a congestion charge on all cars

entering much of central London Monday through Friday from 7:00 a.m. to 6:00 p.m. Information on the [congestion charge](#) can be found on the [Transport for London website](#).

Public transport in the United Kingdom is excellent and extensive. Information on [disruptions to London transportation services](#) can be found on the [Transport for London website](#). Information about the status of National Rail Services can be found on the [National Rail Enquiries website](#). Information on bus and train services in Northern Ireland can be found on [www.translink.co.uk](http://www.translink.co.uk). Many U.S. citizen pedestrians are injured, some fatally, every year in the United Kingdom because they forget that oncoming traffic approaches from the opposite direction than in the United States. You should exercise extra care when crossing streets; remember to remain alert and look both ways before stepping into the street.

Driving in Gibraltar is on the right side of the road, as in the United States and continental Europe. Persons traveling overland between Gibraltar and Spain may experience long delays in clearing Spanish border controls.

Please refer to our [Road Safety page](#) for more information. For specific information concerning UK driving permits, vehicle inspection, road tax, and mandatory insurance, refer to the [UK Department for Transport website](#) or the [Driving Standards Agency website](#). The [U.S. Embassy in London](#) can also provide information.

**AVIATION SAFETY OVERSIGHT:** The U.S. Federal Aviation Administration (FAA) has assessed the UK government's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of the United Kingdom's air carrier operations. Further information may be found on the [FAA's safety assessment page](#).

## Section 4 - Transition

### Experiences in Transition

*adapted from an article by Janet Bennett, Intercultural Communication Institute, Portland OR*

#### Culture Surprise

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

#### Culture Stress

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

#### Culture Shock

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

#### Symptoms of Culture Shock

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

#### Prescription for Culture Shock

*adapted from an article by Bruce LaBrack, Summer Institute for Intercultural Communication*

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

## **In Preparation to Return Home**

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

## **Reentry Challenges and Suggestions**

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

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

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

### **Prepare for the adjustment process and allow enough time**

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

### **Overcoming boredom**

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

### **“No one wants to hear”**

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

### **Cultivate sensitivity and interest**

Showing an interest in what others have been doing while you have been gone is the surest way to reestablish your rapport. Much frustration can be avoided if you become as good a listener as a talker.

### **You can't explain**

Even when given a chance to explain all the things you saw, felt and experienced while off-campus, it is likely to be at least a bit frustrating to relay them coherently. It is very difficult to convey this kind of experience to people who do not have similar frames of reference, no matter how sympathetic they are as listeners. You can tell people about your trip, but you may fail to make them understand exactly how or why you felt a particular way. It's okay.

### **Reverse homesickness**

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

### **Beware of comparisons**

Going Global at WPI Handbook  
8/30/2011

Use and adaptation welcome, but please acknowledge WPI and  
[Natalie Mello](#) and tell us of your use.

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

### **Relationships have changed**

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

### **Feelings of alienation**

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

### **Remain flexible**

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

### **Loss/compartmentalization of experience**

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

## Appendix A - WPI Off-Campus Study Travel Information Form

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

\*\*\*\*\*

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

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

You must **attach a copy of your travel itinerary** provided by your travel agent or airline, in addition to completing this form. No handwritten itineraries will be accepted.

### **London Project Center Only**

Bus transportation will be coordinated for students arriving at Heathrow before 7:45 am on Saturday. Students who arrive at Heathrow Airport before 7:45 a.m. will be taken by bus directly to IES. Bus drivers are not authorized to take passengers not on their list.

Bus Transportation:      ( ) Yes      ( ) No

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

## Appendix B - Off-Campus Students' Health Update and Records Release Form

Name \_\_\_\_\_ Project Site \_\_\_\_\_ Term \_\_\_\_\_

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

Carrier \_\_\_\_\_ Policy Number: \_\_\_\_\_

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

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

List any prescription medicines you are currently taking.

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

In the event of an emergency, please contact:

1. Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Address \_\_\_\_\_

email \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Address \_\_\_\_\_

email \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix C - ATC Team Form

### (One Per Team)

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

Project Site: \_\_\_\_\_

Pickup person: \_\_\_\_\_

Return person: \_\_\_\_\_

names of  
team members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Dates: pick up on or after: 10/20/2011**

**Return on or before: 12/20/2011**

#### Pick-up Person

#### Return Person

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

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

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

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Student Email: \_\_\_\_\_

Student Email: \_\_\_\_\_

## Appendix D - Onsite Travel Form

Name	Cell phone number
Destination	
Date & time of departure	Date & time of return

### Mode of Transportation – Roundtrip

Train                       Bus                       Air                       Car

Departing from the Site Information			
Time of Departure			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from (name of airport, station, terminal)			
<i>* Connection Information if applicable:</i>			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from	time	Arriving to	time
Number of flight/train/bus		Airline/train/bus carrier	
Departing from	time	Arriving to	time

Returning to the Site Information			
Returning from:			
Time of Departure			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from (name of airport, station, terminal)			
<i>* Connection Information if applicable:</i>			
Number of flight/train/bus		Airline/train/bus carrier	
Departing from	time	Arriving to	time
Number of flight/train/bus		Airline/train/bus carrier	
Departing from	time	Arriving to	time

Lodging (please call advisor with any changes to your reservations)	
Name of hotel	Name of hotel
Address	Address
City and country	City and country
Phone number	Phone number

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

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*Every student or group of students must turn this form into an advisor before 12:00 noon every Friday – in other words, every student must be accounted for,*