HOSPITALITY

May 11 to June 15, 2017
Leysin, Switzerland
LE01
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IMPORTANT CONTACTS

INTERNATIONAL PROGRAMS OFFICE
A5500 University Center
282 Champions Way
P.O. Box 3062420
Florida State University
Tallahassee, Florida 32306-2420

PHONE 850.644.3272
1.800.374.8581
FAX 850.644.8817
850.645.4659
EMAIL IP-Info@fsu.edu
WEBSITE international.fsu.edu

HOURS 8:00A.M. to 5:00P.M. EST, Monday - Friday

PROGRAM STAFF INFORMATION
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ALPINE LEARNING CENTRE
CENTRE VILLAGE CAMPS
Route de Belvedaire
1854 Leysin
Suisse

PHONE (011) 41 24 493 3060
FAX (011) 41 24 493 3061

U.S. EMBASSY IN SWITZERLAND (Bern)
Sulgeneckstrasse 19
CH-3007 Bern

PHONE (011) 41-31-357-7011
FAX (011) 41-31-357-7320
EMERGENCY LINE (011) 41-31-357-7777
(after hours, weekends, holidays)
EMERGENCY FAX (011) 41-31-357-7280
WEBSITE http://bern.usembassy.gov

U.S. CONSULATE AGENCY IN SWITZERLAND (Geneva)
America Center of Geneva
Rue Versonnex 7
1207 Geneva

PHONE (011) 41-22-840-5160 and 5161
FAX (011) 41-22-840-5162
EMAIL geneva-ca@state.gov

INTERNATIONAL CALLS
Making international calls from the U.S. to Switzerland:
First dial “011” (for international call), followed by “41” (the
country code), then the specific area code (dropping the first
zero) and location number.

Making international calls from Europe to another
country: use the prefix ‘00’ instead of ‘011’. To make an
international call to the U.S., dial ‘00’ followed by ‘1’ (the
country code), then dial the phone number you wish to use
with the area code.

Time Differences: Time in Leysin is ahead of Eastern
Standard Time by six hours and Pacific Standard Time by
nine hours. Time is represented by a 24 hour clock. Example:
14:00 hours is 2:00 PM.
ACADEMIC MATTERS
This program is first and foremost an academic one, so you should be prepared to invest as much time, effort and thought into your coursework as you do on your home campus. Since classes are small, you will have more interaction with your fellow students and with faculty than you have on main campus. There will be a greater emphasis on participation in class discussions. This means you must be prepared to maintain a high level of performance. FSU students are encouraged to get involved with the Garnet and Gold Scholar Society and the Global Citizenship Certificate program. These two resources provide special recognition as global-ready graduates. The Garnet and Gold Scholar Society facilitates involvement and recognizes the engaged, well-rounded undergraduate student who excels within and beyond the classroom in the areas of Leadership, Internship, Service, International, and Research. The Global Citizenship Certificate is designed to help undergraduate students maximize the rich cultural learning experiences available to them on campus, in the community, and abroad.

TUTORING RESOURCES
There are a number of tutoring resources available at Florida State University to assist students academically, both in Tallahassee and abroad. Online tutors are available through the following programs:

- **Reading & Writing Center (RWC)**
  [http://wr.english.fsu.edu/Reading-Writing-Center/RWC-Online](http://wr.english.fsu.edu/Reading-Writing-Center/RWC-Online)

- **Academic Center for Excellence (ACE)**
  [http://ace.fsu.edu/](http://ace.fsu.edu/) ACE provides free tutoring in many subject areas, including accounting, biology, chemistry, economics, math, statistics, and physics.

- **University Libraries**
  [https://www.lib.fsu.edu/](https://www.lib.fsu.edu/)

STUDENT DISABILITY RESOURCE CENTER (SDRC)
SDRC provides reasonable and appropriate accommodations for students with documented disabilities. Documented disabilities and accommodations vary in nature, and though the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 do not apply extraterritorially, we do our best to accommodate our students. If you anticipate needing to request accommodations for a documented disability, please schedule an appointment with the SDRC by calling 850-644-9566 (Voice) or 850 644-8504 (TDD) and provide appropriate information on your Special Needs form. For more information, visit [http://dos.fsu.edu/sdrc](http://dos.fsu.edu/sdrc).
VISA REQUIREMENTS FOR U.S. CITIZENS

- **Passport**: Many countries require your passport be valid for at least six to eighteen months after your date of return into the U.S. Students requiring more than six months of passport validity will be notified by the International Programs office.

Students who do not have a passport at the time of application or do not have at least six months of validity from the end of the program should apply for one IMMEDIATELY! Please review estimated passport processing times and visa deadlines (if applicable), as it may be necessary to expedite the order. Any financial penalties associated with delayed arrivals or cancellations will be your responsibility. You may access the following website for instructions and passport applications: [http://travel.state.gov/content/travel/english.html](http://travel.state.gov/content/travel/english.html).

FSU International Programs is a U.S. Passport Acceptance Facility, so you can apply for your passport and have passport photos taken in our office. For details, call 850.645.9714 or visit [http://international.fsu.edu/Passports.aspx](http://international.fsu.edu/Passports.aspx).

- **Copy of Passport Pages**: After you receive your passport, make several photocopies of the pages that contain the issue date, your signature, and your photograph. Leave one copy at home with your family, send one copy to our Tallahassee office, and take another copy with you in case your passport is lost or stolen. Carry a copy separate from your passport when you are traveling.

- **Visa Instructions**: No visa is required for U.S. citizens to enter Switzerland.

VISA REQUIREMENTS FOR NON U.S. CITIZENS AND U.S. CITIZENS LIVING ABROAD:

Non-U.S. citizens and U.S. citizens living abroad are asked to contact an International Programs’ Immigration Specialist at [IP-Visas@fsu.edu](mailto:IP-Visas@fsu.edu). You may be required to apply for a visa on your own or you may have additional visa requirements and expenses.

All visa information is correct at the time of publication, but terms, fees, and guidelines are subject to change without notice.

FLIGHT INFORMATION

There is no group flight for this program and your Program Fee does not include airfare.

You should purchase a flight that arrives in Geneva, Switzerland on May 11, 2017 and departs on June 15, 2017. You will need to depart the U.S. on May 10th, and you should plan to arrive into Geneva no later than 8:25 am on May 11th.

There are several flights from the east coast that arrive on May 11th between 7:00 am and 8:25 am. This will give you enough time to get through passport control, collect your luggage and clear customs before meeting the Program Leader and your Program Assistant for the group pick-up. They will be waiting outside the customs area, located at the end of the airport. When you exit the Customs area, turn right and go past Airport Information and the Tourist Offices.

Students arriving before the start date must make arrangements to stay in a hotel.

Your return flight should depart no earlier than 7:30 am on June 15th. We will provide coach transportation from Leysin to Geneva. Most students depart Geneva between 7:30 am and noon, so the coach will have to leave Leysin in the very early hours of the morning (probably no later than 4:00 am) to arrive at the airport in time to check in.

Students whose flights leave later will be able to wait at the Geneva airport for their departure. Students may not remain in program housing in Leysin after the group departs for Geneva. If you are unable to book such a flight, we will provide you with details of how to take the train from Geneva to Leysin.

Once you have completed your travel arrangements, all students must email their flight arrangements to the IP Office ([ip-info@fsu.edu](mailto:ip-info@fsu.edu)). Your flight arrangements will be provided to the program staff and it is very important that they receive this information in order to monitor student arrivals. You may want to consider purchasing travel insurance when booking your flight.

IN TRANSIT

- **Before the flight**, pack a change of clothing in a carry-on bag in case luggage is delayed.
- **Domestic flights**. In general, arrive at the airport ticket counter two hours before your departure time. Check with your specific airline to find out the recommended pre-flight allowance.
- **International flights**. Arrive at the airport ticket counter three hours before your departure time.
- **Keep your boarding pass**. Some airlines require it for baggage claim. Also, it will help if your luggage gets lost.
- **Have your passport** accessible.
- **During your flight**, drink lots of water and get up and walk around at least once during the flight. Try to sleep; it will help you combat jet lag. Wear layers as the temperature on the plane and in airports may vary.
HOUSING
Rooming assignments and locations will be made based on a combination of factors such as type of program, housing preference form, and special needs form. Roommate assignments will be communicated upon arrival.

During your on-site orientation, you will be advised of the Housing Rules & Regulations. Violation of any of the housing policies is grounds for dismissal. For contractual details about your program housing, rules, and regulations for your specific program, please refer to the FSU International Programs Contractual Agreement located in the Important Forms packet and the Housing Terms and Conditions located in this document.

You are required to sign the FSU International Programs Contractual Agreement as it outlines your contractual obligations as a participant on our program.

You will live and take classes in the Alpine Learning Centre. We will be staying in the annex of the Centre, with shared rooms including a sink and a south-facing balcony. The building includes wireless internet, community bathrooms, a laundry facility, a dining room and lounge area. The internet access is slower and less reliable than you are used to here in the States. The main building includes classrooms, a reading room, and a game room. You must provide your own bath towels. A safe will be provided for each student. You will need to provide your own padlock. We advise against leaving sentimental valuables or large sums of cash in the safe.

Washers and dryers will be accessible, but the Centre will charge a minimal usage fee. The number of machines is limited, so students must plan ahead when doing their wash between trips. Do not leave washing to the last minute. It may also be helpful to intentionally take clothing that dries quickly, even if it means you must wear multiple layers to stay warm.

Meals begin with Saturday dinner and continue through either Tuesday lunch or an optional packed lunch for the train. Breakfast is offered every day.

Visitors are not allowed to be housed in the Centre, or to take meals there. We adhere to this rule firmly. Leysin offers several good, reasonable hotels for visiting guests.

FIRST CLASS EURAIL PASS & OTHER TRANSPORTATION
Students are required to purchase a Eurail First Class Youth 1-Month Global Pass. At the time of publication, this pass costs $804 if purchased through STA travel. You should also purchase the pass loss and theft coverage, which is an additional $15. This ticket is like cash, so if you lose it and it is not insured, you have no recourse for reimbursement. You must buy this pass before you leave the US. We will activate them as a group once we are in Switzerland.

Do NOT purchase a “share pass” with friends or family members. The First Class Pass costs more, but it permits you to travel rapid, luxury TGV trains, to travel in much greater comfort and safety, and to use the First Class cars and compartments as money-saving “hotel rooms” on the occasional night en route. If you intend to stay longer than the program, a two-month pass may be worth considering. Students with a one month pass should only ‘activate’ their pass (thus, beginning the clock on their month) when instructed by the program staff. Typically, this is done on the first group trip, which is a two-night stay in Interlaken.

For current rates, visit: https://rail.statravel.com/dc1a-eurail-global-pass, http://www.eurail.com/eurail-passes/global-pass or www.AAA.com. If you plan to purchase your ticket and insurance through AAA, it may be easier to telephone them and speak to a representative rather than using their ‘rail pass finder’. Please be aware, routes to some destinations (i.e. Paris and Amsterdam) require an additional booking fee, and there is usually a charge for reserving seats (as opposed to finding one when you board).

If you plan on purchasing your ticket through STA Travel, call 800-781-4040 to receive an extra 5% off you Eurail Global pass in addition to any currently running Eurail promotions, including any bonus days. This special is not available online. You will not need to have an ISIC card at the time of purchase.

Trans-European train lines run regularly out of Aigle, the small town at the base of our maintain, allowing access to basically anywhere you want to go. The use of the trains is convenient and uncomplicated. Between Aigle and Leysin, is a delightful, 2-car cog train that goes up every hour and goes down the mountain every hour throughout the day and evening hours. In Leysin, walking will be your main method of transport.

Air travel is also easily accessible. Airlines such as Ryan Air and Easy Jet typically offer budget flights to several destinations around Europe.
PERSONAL TRAVEL
You are no doubt eager to explore areas of your study abroad location. It is best to wait until you have arrived in your study abroad location before you book any independent travel, unless instructed to do so by your Program Leader. Waiting until classes have started will allow you to make your plans around the following factors:

- Academic deadlines for exams, papers and presentations. You do not want to book a once-in-a-lifetime trip somewhere only to discover that you have a major research paper due around that time.
- You will receive a cultural calendar of activities planned for all students upon your arrival.
- The travel plans of your peers. One of the joys of studying abroad is the opportunity to build friendships through travel and shared experiences.

Do not plan travel that will cause you to miss classes; strict academic standards will be maintained on the programs.

Summer programs may have mandatory academic excursions that take place over a weekend. Participants of summer programs should be flexible with their weekend plans. Due to the compact nature of the summer programs, course meeting times will be intensive and independent travel time may be limited.

For safety purposes, you will be instructed by the International Programs staff and Program Leaders to fill out a mandatory online independent travel form each time you plan on traveling outside of your study abroad location. More information will be provided to you in an email from IP-info@fsu.edu prior to departure.

CLIMATE & PACKING
Leysin is located in the Vaudois Alps, above Aigle and near Lausanne, Montreux, and Geneva. During the summer, the temperatures fluctuate between the low 70s during the day and the low 30s at night, though it is not unheard of for it to snow while we are in the Alps. It rains often during the summer; jackets and lined raincoats are a must. Depending on your own schedule for independent travel, you may need a wide variety of weather friendly clothes—from bathing suits to thermal underwear. Regardless, we strongly recommend taking clothing that dries quickly, which will alleviate frustration related to washing and drying clothes. Closed-toed shoes for long-distance walking are essential.

Anticipate where you will be traveling on the four-day breaks, and pack accordingly. An oversized backpack with a waist cinching belt is recommended for independent travel.

It is advisable that you begin monitoring the weather in your destinations a few weeks before your departure to help you pack appropriately and efficiently. For updates on weather conditions, see www.weather.com.

All airlines have different policies regarding the number, size, and weight of bags allowed on domestic and international flights. Fees for having too many bags or exceeding size and weight limits are steep, and also vary by airline. It is important that you determine the restriction on your particular airline before you pack. Please be aware that you will be responsible for carrying your own bags, packs, etc. Restrictions regarding carry-on baggage are different for each airline and sometimes vary depending on your originating, transferring and/or terminating airport. Also, requirements change based on current events. It is imperative that you check your specific requirements just prior to your departure and plan accordingly. Use the IP luggage tag and luggage strap you received to ensure your bag is marked in capital letters with your name, address, and final destination both on the inside and on the outside of the bag. It is recommended that you pack 1 or 2 outfits in your carry-on in case of flight delays/cancellations or lost luggage.

You should not bring any valuable or sentimental items such as jewelry, expensive watches, expensive cameras, or keepsake items you would regret losing. You also don’t want to bring any electrical appliances such as hair dryers, heaters, etc. The electricity in many countries is twice as powerful as in the U.S. and will cause those items to burn out.

Explore the International Programs Pinterest account for more packing tips!
MAIL
Please share the following information with those in the U.S. who are interested in sending you mail while you are abroad.

All mail should be addressed to you at the address listed for the Alpine Learning Centre, with your name on the first line and “FSU” on the second. All overseas mail should be sent via airmail if you desire for it to arrive in a reasonable amount of time. Expect airmail from the States to arrive in 5 to 7 days; 7 to 9 days to the States from Leysin.

CELL PHONES & COMMUNICATION
Calling direct from Europe is expensive. Basically, you have six options for phone calls:

1. SKYPE and/or Facetime make Internet calling and video-chat an affordable option for those students who have laptops/tablets with the microphone/earpiece capability.
2. There are several smartphone apps (such as Viber, whatsapp), which can be used in wireless zones (since you will likely not have your data plan active), allowing you to make free phone calls or texts to others who have the same app.
3. Cell phones are also an option, though it is NOT very easy, straightforward or affordable to use your U.S. phone while abroad. Some students do choose to use their smart phone in wireless zones, which allows the use of apps but does not rely on your domestic data or phone plan. In the past, most students who’ve wanted to use a cell phone for calls have purchased a pay-as-you-go phone in Leysin. Other students have used www.telestial.com or purchased a pay-as-you-go phone upon arrival (about $30). Please be aware that roaming charges can be extremely high when travelling outside the country of origin, whether the U.S. for your domestic phone or Switzerland for a pay-as-you-go phone.
4. If you have a U.S. phone with a SIM card, and you can get your phone unlocked, you may purchase a local SIM card for local phone calls.
5. It is fairly easy to purchase a calling card once in Europe. Calling cards overseas are typically cheaper and allow you to have more minutes when calling back home. Each country has its own card; there is not one universal card. It is better to buy the amount of minutes needed for that country that you may be traveling in and when you return to Leysin exchange among friends the various phone cards.
6. Before you leave the U.S., getting an international calling card from your long-distance carrier is an option. The telephone industry is becoming increasingly competitive, so check around for any new discounts that might apply. Be sure to bring the international access number of your calling card company and your PIN. Make sure to find out before you leave the international access code and the procedure for making an international call from Switzerland on your calling card. This option is not appropriate for making local calls.

If you decide to use your U.S. cell phone, contact your provider to find out about possible international plans and roaming charges that may apply.

COMPUTERS
Please bring a laptop and/or tablet with you. Check if your computer has a built-in transformer that is capable of handling the different voltages. You will also need an adapter for the plug (i.e. from flat to round prongs). Please note that if you take a laptop with you, it is at your own risk. If you do choose to bring a laptop, check your homeowner’s insurance to make sure that it is covered when you are away from your primary residence. If not covered by your homeowner’s insurance, you may want to check into laptop insurance through www.safeware.com, a worldwide insurance provider for all electronic devices (e.g. laptop, digital camera, iPod, etc.). They also have a provision for non-electronic personal property. Do NOT pack your laptop in your checked luggage.

The annex in which we will be staying has wireless internet access, though Internet connectivity will not be as consistent or reliable as you are used to in the U.S. Brace yourself for this, as students can find it frustrating. If you have a laptop or tablet that you are going to bring, the wireless will be another way for you to access the internet. Email and internet access are also available in cyber cafes found throughout Europe. Prices in the cafes are generally reasonable.
EXPENSES WHILE ABROAD

In estimating your financial needs while you are abroad, calculate the amount of money you will need for meals for the entire period of your stay; your transportation and lodging costs for any personal trips you will be taking on the weekends, and your personal entertainment and social activities costs.

- Based on past participants’ feedback, the majority of students spent approximately $3,000 during this program. Many students spend more, depending especially on how much independent travel they do and how frequently they dine out. Your tastes and travel intentions will affect how much you spend. It is suggested that over budgeting is better than underestimating expenses.

- A good way to estimate what you might need abroad is to assume that whatever you spend here in the U.S. (in dollars), you will spend the same (numerical) amount in the currently of your location. Take that dollar amount and convert to your location’s currently by using the current exchange rate.

Switzerland is one of the most expensive living environments in Europe. Though you will have all meals provided three days per week, be prepared to pay for the rest of your meals, and anticipate inflated prices. Lunch prices are considerably lower than dinner, and often offer comparable amounts of food. A good deal of your expenses depends on the trips you take on your own. Mainly, prices are lower in the southern European countries – Italy and Spain – and grow increasingly steep as you travel north, peaking in Scandinavia. As a general rule, you may plan to spend at least $70 per day when traveling. You may wish to avoid destinations that have additional fees for the train routes (over and above your Eurail pass).

CURRENCY

Switzerland uses the Swiss Franc (CHF) as the national currency. Exchange some dollars ($75-$100) for X before you leave the U.S. Don’t exchange more than $100, you just need enough to get you to your study abroad location and to a bank abroad. Visit http://www.xe.com/currencyconverter/ for the current exchange rate.

Be aware that your independent travels will take you to countries that use different currencies, most commonly the Euro.

BANKING

We recommend you set up online banking for your bank accounts prior to departure from the U.S. so you can monitor your account while overseas. The easiest way to access money while abroad is with an ATM card. You can use a Debit Card at any ATM to withdraw cash whenever you need it.

Bring or have access to at least one credit card in the event of an emergency. If you need to visit a doctor or hospital, you will likely have to pay prior to the service, and then submit an insurance claim afterward. Credit cards are also useful for everyday purchases and offer excellent exchange rates. MasterCard and Visa are the most widely accepted credit cards overseas. A credit card with “chip and pin” technology is worth considering, as this is the standard abroad.

If you intend to use an ATM or debit card overseas, contact your financial institution(s) before you leave the U.S. to make sure your ATM or debit card is activated for international use. You will also need to inform them of your dates/location abroad. If you fail to contact your financial institution(s), it is not unusual for credit card companies to “freeze” an account if suspicious or fraudulent activity is suspected. PLUS, STAR and CIRRUS cards are the most widely accepted overseas. A STAR/Debit MasterCard is accepted anywhere the STAR, MasterCard or PLUS symbols are displayed. Make sure your debit/ATM card is linked to a checking account, rather than to a savings account, so you will have access to your funds. If have a pin longer than 4 digits or based on letters, you may have trouble using it abroad. You will need to change your pin before departure. You will also need to inform your financial institution for information regarding ATM transactions fees. You can limit the fees if your U.S. bank has a ‘sister’ bank in the host country and/or if you limit your withdrawals, though we do not advise keeping large sums of money on your person or stored in your residence, even if a safe is provided.

Keep a record of all credit/debit/ATM card numbers and the phone numbers you would need to call, with area codes, if they are lost or stolen. Keep this record in a safe place separate from your cards, and you should provide a copy to family at home.

For those who receive financial aid, ensure that any student loans you have requested will be available for disbursement during the term you are abroad. Disbursement usually occurs after students have left the U.S., so make arrangements for your check to be deposited, if that is your chosen method of disbursement.
IMMUNIZATIONS/MEDICAL CONCERNS

Florida State University requires certain immunizations prior to your registration for classes. Recently admitted FSU degree-seeking students (freshman and transfer students) must complete the required Student Immunization Record. All non-FSU students must submit their required Student Immunization-Insurance Record. Both forms can be downloaded here: http://studentinsurance.fsu.edu/immunizations.html. Forms must be mailed or faxed directly to Florida State University Health Services, Health Compliance Office, 960 Learning Way, Tallahassee, FL 32306-4178, fax (850) 644-8958.

It is very important that you make yourself aware of specific requirements and health matters in your program location. The Health and Wellness Center offers a travel clinic which provides immunizations (http://www.tshc.fsu.edu/travel.html). Additional information is available through the Centers for Disease Control and Prevention’s site: www.cdc.gov/travel/. Please note that some countries have specific requirements for inoculations based on past location the traveler has visited. It is the student’s responsibility to ensure previous travel has not triggered additional requirements.

- A tetanus booster shot is suggested if you have not had one within the past 10 years.
- Specify every health concern you have on your Medical Self-Report Form (in Important Forms Packet).
- We highly recommend that you bring sufficient quantities of your prescription medication with you to last for the duration of your stay. Keep these in their original containers with copies of the prescriptions and place them in your carry-on luggage. Be sure to bring a copy of a legible prescription from your doctor and be aware that not all U.S. drugs are available elsewhere. In particular, Adderall and Concerta are not available in all countries. Don’t postpone discussing your prescription needs with your doctor. After discussing medications with your doctor, students will need to work with their insurance company to cover the vacation prescription. Students who experience difficulty in obtaining a vacation prescription should seek assistance from our office.
- If you wear glasses or contact lenses, take an extra pair and/or the prescription.
- Complete routine medical and dental care before you leave.

ALCOHOL AWARENESS & ILLEGAL DRUGS

The legal age for the drinking of alcohol in Switzerland is 18. This means that you will likely have the opportunity to buy and drink alcohol legally. It is in your interest to recognize that this right carries a great deal of responsibility. International Programs has a strict code of conduct relating to the use of alcohol, violations of which will likely result in a judicial hearing with the possible sanction of being dismissed from the program. In short, know your limits and drink within moderation if you choose to do so, but not to excess.

Florida State University has a zero-tolerance policy regarding the possession, use, manufacture, production, sale, exchange or distribution of illegal drugs by students participating in FSU study abroad programs. Violation of this policy may result in immediate dismissal from the program and disciplinary action onsite or upon return to campus. International Programs’ policies follow either the U.S. law or local law, whichever is more stringent with regard to drug use. For complete information on student judicial processes, victim’s rights, and appeals see the Student Conduct Code at: http://dos.fsu.edu/srr/.

The CISI insurance provided is included in your program fee and the policy is available on our website: http://international.fsu.edu/Documents/HealthSafety/CISIInsurancePolicy.pdf. You will want to familiarize yourself with the coverage details.
POlicies & sAFeTy

ruLes, poLicies & proceDures
Florida State degree-seeking, transient, and special students are bound by the rules, policies, and procedures set forth in the FSU General Bulletin and Student Handbook. It is your responsibility to familiarize yourself with these before you leave. You may locate the FSU General Bulletin online at http://registrar.fsu.edu/ and The Code of Student Conduct at http://dos.fsu.edu/srr/conduct-codes/student-conduct-code. The Office of Student Rights and Responsibilities updates any changes to the Code of Student Conduct.

SAFeTy & SecureTy
Our highest priority is the welfare and security of our students, faculty, staff and facilities. We have emergency plans in place for each of our locations and work closely with our insurers and 24/7 emergency response providers to monitor and respond to all situations worldwide. It is our policy is to follow guidance from the respective U.S. Embassies, U.S. State Department, as well as local officials and keep students abreast of any new information. For more information on IP’s security policies and procedures, please contact our Director of Risk and Emergency Management, Chris Carroll at 850.644.7823 or ccarroll@fsu.edu.

- Resources. Even though students are not on the main campus, they have access to many resources should they encounter issues while abroad. Program staff members are available to support students in a variety of ways, including connecting students with other professionals locally and/or on the main campus.
  - Victim Advocate Program. The University takes very seriously all types of victimization, including sexual violence, relationship violence, and domestic violence. Advocates are available and on-call 24 hours a day to provide confidential support services, even for students who are abroad. For more information on the Victim Advocate Program, visit http://victimadvocate.fsu.edu.
  - University Counseling Center. The Counseling Center is a welcoming and confidential place to discuss questions and concerns such as homesickness, struggles with relationships, sexual identity, cultural issues, and more. Visit http://counseling.fsu.edu/index.shtml for more information.
  - Center for Health Advocacy & Wellness. The Center for Health Advocacy & Wellness encourages students to make healthy lifestyle decisions that facilitate academic success and lead to life-long health and wellness. For more information, visit http://chaw.fsu.edu/.

- The U.S. State Department maintains a web site of information for Americans studying abroad, including current travel advisory warnings, at: http://studentsabroad.state.gov/.

- The Smart Traveler Enrollment Program (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. STEP allows you to enter information about your upcoming trip abroad so that the Department of State can better assist you in an emergency. We strongly recommend you register here: https://step.state.gov/step/.

- Waivers. All IP participants will be given a Waiver of Liability via email. It must be signed and submitted to IP.

- Be aware that you are subject to the laws of the country in which you are traveling.

- Always carry a photocopy of the picture and signature pages of your passport with you. Keep another copy in your room separate from your passport. Leave one copy at home in the U.S. with your family or a relative.

- Use the buddy system—try to travel with friends as much as possible and always tell your roommates or friends where you are going and when you expect to return. Bystander intervention is a powerful opportunity and responsibility for those within our community.

- Valuables. Students should not take sentimental valuables on their program. Students should not leave cash, passports, or other items of value unattended in their rooms. If a locker or safe is provided, students are strongly encouraged to use it to store anything of value at all times. Students should plan regular visits to the cash machine rather than leaving large amounts of cash in their rooms. Students are responsible for ensuring their rooms are left secure at all times – do not prop open doors, do not leave doors and windows unlocked, do not give keys to anyone. Students are strongly encouraged to purchase insurance that will cover their belongings while abroad, whether a standard homeowners or renters policy.

- Pickpocketing. In most large cities throughout the world, pickpocketing is the most common crime and can happen anytime, anywhere! We caution you to always be aware of your surroundings. While traveling in some areas beware of beggars who try to distract you with papers, boxes, or excessive body movements. Coats and purses are often stolen in crowded areas. Keep close to you and lock your pack zippers with a combo lock. Secure your valuables if you are traveling on an overnight (“sleeper”) train.

- Weapons. Students are strictly prohibited from keeping or using firearms, knives, weapons (including pellet, air guns, paintball guns or other dangerous articles or substances). Furthermore, mace and/or pepper spray may be illegal in the countries that you visit. It is your responsibility to know the laws regarding weapons in the host country if you intend to bring any item for self-defense.
HOUSING TERMS AND CONDITIONS

The following regulations for the International Programs student housing are based upon the Florida State University Contractual Agreement and the rights and responsibilities of individual members of the university community as spelled out in the ‘Codes of Student Conduct’ in the:

- Florida State University General Bulletin (http://registrar.fsu.edu/bulletin/undergrad/)
- Florida State University Graduate Bulletin (http://registrar.fsu.edu/bulletin/grad/)
- Florida State University Student Handbook (http://dos.fsu.edu/resources/student-handbook), and

These rules and responsibilities have been adapted and supplemented where appropriate to take into account the special needs of each program. The housing rules are designed to conform to the local laws protecting the mutual rights of both students and our local neighbors. We are guests in another country and we should respect and abide by the customs of the people. Since the housing and academic components are tied together very closely, the program staff must ensure that your stay in the residence facility provided enhances the overall mission of the program.

Carefully read these regulations and responsibilities. All occupants/participants in program-provided housing are obliged to conform to them so the overseas experience may be a positive one for everyone associated with our program. The program staff is responsible for ensuring these rules are enforced. He/she has the authority to supplement them at any time to deal with circumstances that affect the integrity of an academic and social/cultural program that functions in a foreign country. The program staff has the authority to dismiss from the program any occupant/participant who does not comply with all rules.

I. AGREEMENT TO GENERAL TERMS

A. Participants are reminded that our program-provided housing is in facilities regulated by the respective country’s law. Although the FSU rules and regulations apply on our study program, the law of the land where any misdemeanor occurs takes precedence and FSU cannot break these regulations or laws.

B. All program dates are advertised as first night in program housing to morning of the last day of the program. The FSU International Programs Contractual Agreement, appropriately signed, is effective from the morning on the date of the first night in housing of a particular program until the morning of the day of program departure. Specific times vary by country. More information is provided in the housing section of this packet.

C. If an occupant/participant voluntarily withdraws from a program and is released from this legal document he/she must vacate the residence within 24 hours of that decision. In the case of expulsion or immediate suspension/dismissal, another breach of contract, or a judicial process, the occupant/participant must vacate the residence immediately.

D. The acceptance of this FSU International Programs Contractual Agreement by Florida State University/International Programs Association, Inc., does not guarantee assignment to any particular room. Roommate preferences, however, will be honored as far as possible and practicable.

E. Under this document, the Florida State University, in conjunction with the Study Center program staff, reserves the right to formulate and put into effect other rules and regulations which, in their judgment, may be necessary for the safety, care, and cleanliness of the premises and for the preservation of mutual rights and responsibilities of the occupants/participants of the building, and the inhabitants of the neighborhood. All occupants/participants agree to abide by any and all additional rules and regulations adopted for those purposes.

F. Under this document, all occupants/participants are responsible for reading, understanding, and adhering to the general applicable regulations, rules, and procedures concerning student codes and policies as set forth in official publications of Florida State University. Such publications include the current editions of the General Bulletin, the FSU Student Handbook, and the Florida State University International Programs Important Forms packet.

G. All Florida State University International Programs facilities are designated no-smoking facilities. Smoking of any substance is prohibited throughout the buildings. All occupants/participants agree to accept this condition. Deviations from this policy, if they exist, will be provided in your country specific orientation package.
II. AGREEMENT TO GENERAL CONDITIONS AND RESPONSIBILITIES OF PROGRAM PARTICIPANTS

A. Respect for Persons
1. Program participants must be cognizant of the rights of others and avoid activities, which unnecessarily disturb individuals or groups, or interfere with the normal activities of International Programs. These include, but are not limited to, intimidating behavior, physical assault, hazing, or unsuitable or boisterous conduct. Participants should be aware of the effects of their noise on others and respond appropriately to requests to lower volume.

2. Florida State University respects and celebrates the diversity of its students. Statements of intolerance and/or harassment pertaining to race, creed, color, sex, religion, national origin, age, disability, veterans’ or marital status, sexual orientation, gender identity, gender expression, or any other protected group status are neither appropriate nor tolerated and can lead to dismissal from the program.

B. Respect for Property and Living Space
1. Program participants are expected to respect university property as well as the property of other community members.
   a.) University property may not be removed from any room or from public areas.
   b.) Out of respect for the community environment, sports and general rowdy behavior are not permitted either in the Study Center or in program-provided housing.
   c.) Participants may not affix any items to the walls of the residence
   d.) Participants in program-provided housing may not remove, alter, or tamper with door closures, security equipment, or locks, nor may they wash or hang laundry in their rooms.
   e.) Students are expected to report all maintenance issues. If a maintenance issue is unreported and results in major damages, students may be held responsible for costs.

2. Participants in program-provided housing should ensure their rooms are properly cared for. It is the responsibility of all to maintain a standard that provides cleaning and care of the room.

3. Participants in program-provided housing are responsible for the reasonable care of their assigned living spaces and their equipment and appliances. Charges will be assessed for damages to, unauthorized use of, or alterations to, rooms, equipment, and buildings as well as for special cleaning necessitated by improper care of rooms or equipment.

4. Unless it can be determined otherwise, occupants/participants are jointly responsible for damages done to public areas and equipment in their living quarters. Public areas are defined as those areas available for use by all program participants living in a shared area. Charges for damages to public areas and equipment, other than those determined to be the result of normal wear and tear, may be assessed of all program participants of a particular room or floor, or of the residence as a whole.

5. Authorized administrative personnel may enter rooms for the purposes of cleaning, normal inspection, and maintenance. Occupants/participants’ personal property is not subject to search without the express approval of the owner except in circumstances when a reasonable belief exists that the room is being used for an illegal purpose or a purpose which would otherwise seriously interfere with discipline and/or an occupant’s/participant’s personal safety.

6. Florida State University/International Programs Association, Inc. is not liable for damage or loss of personal property, failure or interruption of utilities, or unforeseen accidents or injuries. The organizations named above will be liable only for those damages or injuries caused by negligence on the part of their employees, agents, or representatives while they are working within the scope of their employment or agency. Occupants/participants are strongly advised to secure their own personal property insurance.

C. Respect for Housing Operations
1. It is expected occupants/participants will comply with reasonable requests from the program staff and the housing administrative staff.
   a. Residents will identify themselves when asked and will provide true and accurate information.
   b. Residents will refrain from harassment and verbal abuse of staff personnel.

2. Room keys may be neither lent to nor borrowed by anyone. Such actions violate administrative codes, are not permissible, and constitute grounds for dismissal. For personal safety reasons, the propping open of exterior doors is strictly prohibited.
3. Occupancy of rooms is reserved only to those program participants to whom the room has been assigned.
   a. Room transfers, if possible, may be made only after receiving approval from the program staff.
   b. After reasonable notice, room assignments may be changed, cancelled, or terminated at any time by the program staff in the interest of public order, health, discipline, maximum utilization of facilities, or disaster.

4. You will receive specific information regarding the guest policy for your International Program location during the on-site orientation. Some programs prohibit guests in residential areas. If you are staying on a program that does allow guests, the following rules apply:
   a. No guests are allowed in program housing between the hours of 11 p.m. and 7 a.m.
   b. Guests must be accompanied by their resident hosts at all times throughout the visit and may not be unescorted at any time in the residential areas.
   c. All guests must abide by the housing rules and regulations applicable to the resident host and must immediately depart the premises when told to do so by the host or program staff. Host may be held responsible for violations of their guest(s).

ADDITIONAL HOUSING INFORMATION
As you may know, Florida State University operates study centers in various countries around the world. Under our contractual obligations, students from one program are **not permitted** to use the housing facilities of another program if they are visiting. If you do have friends on another FSU program, please do not get them into trouble by trying to share their rooms if you visit them. You must arrange for your own housing. This also includes friends and relatives who may be traveling abroad..
ADDITIONAL RESOURCES
The more information you find out about the country beforehand, the better off you will be once you get there. Here is a list of a few web sites that may be helpful as you begin your information search.

http://www.tripadvisor.com (online travel guide)
http://www.railpass.com/ (Eurail pass information)
http://www.letsgo.com/(on-line travel guide, check out the "HotLinks" button)
http://cnn.com/WEATHER/ (daily weather forecasts)
http://travlang.com/languages (brush up on any foreign languages)
https://www.roughguides.com/ (travel guide)
http://nolereservations.blogspot.com/ (FSU International Programs blog with articles from former program participants)
www.sbb.ch/en/index.htm (Switzerland rail site)
www.Ricksteves.com (on-line travel guide, more information)
http://studentsabroad.state.gov (U.S. State Department’s information for Americans living abroad)
http://www.leysin.ch/E/indexh.html (guide to Leysin)

USEFUL APPS
Google Translate (instantly translates words, phrases, and web pages between English and over 100 other languages)
Dark Sky (With down-to-the-minute forecasts, you’ll know exactly when the rain will start or stop, right where you’re standing)

(Note: Florida State University is not responsible for the content of external internet sites.)

Connect with International Programs on social media
International Programs Facebook
International Programs Twitter
International Programs Instagram

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