

STUDY ABROAD STUDENT CODE

2018-2019 Academic Year

Because I have chosen to enroll in a study abroad program for which I will earn academic credit towards my degree at the University of Pittsburgh, I acknowledge that there are rules and guidelines that may differ from those I follow on my home campus. These exist to ensure the best academic and pre-professional experiences for me and others as well as to contribute to my cohort's general health, safety, and security. I will read this information thoroughly and follow it while preparing to go abroad as well as when I am on my program.

Academic Responsibilities:

I understand that study abroad programs are strictly academic in nature and I must expect to invest at least the same amount of time and effort toward my coursework abroad as would be required for equivalent coursework at the University of Pittsburgh. I acknowledge the following:

Class/Internship Attendance and Performance:

1. I understand that the structure of my program is set and generally not customizable to fit my personal needs/wishes.
2. I am required to attend all classes, orientations, mandatory excursions, and cultural activities required by my study abroad program, both before and after my departure.
3. I understand that attendance policies are set at the discretion of each class's instructor and may be stricter than similar policies on my home campus.
4. I am required to report any absence to my instructor, program leader, and/or internship supervisor as soon as possible prior to the event. That person has the sole discretion to approve (or not approve) absences.
5. If I am participating on a Panther Program, I understand that I must meet the minimum hours required in each class and/or internship in order to receive academic credit. Class schedules may be subject to change and may fall outside of normal university class schedules.
6. If I am participating on a Partner, Exchange, or Pitt-Recognized program, I understand that I must abide by the host institution's attendance policies.
7. I understand that absences will not be approved for non-emergency reasons such as independent travel or visiting family/friends.

8. I understand that any unapproved absence may result in a lower grade or my earning no credit for the course in question.

9. I understand that chronic unapproved absences or the inability to complete requested tasks in an internship or coursework may result in dismissal from my program and deportation from my host country.

Research:

1. I understand that if I plan to perform independent research during my program, I am subject to the regulations and guidance of the university's Institutional Review Board (IRB) and must consult them before beginning my research/field work. Please see: <https://www.irb.pitt.edu/>.

Grades:

1. If I am enrolling in a Panther or Partner Program, I am aware that I will receive letter grades for my coursework and that these will become part of my permanent University of Pittsburgh transcript. I cannot activate the pass/fail (S/NC) designation for any course I take abroad.

2. If I am enrolling in a Pitt-Recognized or Exchange Program, I will receive credit only (as S/NC) for my experience abroad. That said, I must earn the equivalent of C or better in any coursework that I take abroad in order to receive this credit AND I am aware that transcripts from universities or programs abroad are considered part of my full academic record.

3. I understand that my grades and/or credits from abroad will be delayed in posting and can take up to six months to show on my transcript. In rare cases, this may result in issues processing financial aid in subsequent terms. (Panther Program students should expect to receive grades 4-6 weeks after completing their courses; Partner, Pitt-Recognized, and Exchange students may see a 3-6 month wait time.)

4. I understand that academic internships are only eligible for pass/fail designations and that students enrolled in these will receive a grade of "S" or "NC", regardless of my program type, i.e. Panther, Partner, Pitt-recognized, or Exchange.

5. I understand that courses are governed and grades are awarded according to University of Pittsburgh policies and procedures.

5. I understand that grading scales are set by each instructor and are outlined in each course's syllabus. These may differ across location and reflect different academic cultural norms.

Last Credits:

1. I understand that if I go abroad during my final term, my transcripts will be delayed (as program end dates are often later than the end of on-campus terms) and that this will cause a delay in my graduation certification date.

2. I understand that I must complete a graduation application prior to departing for a program (when applicable) and that I will need to reapply for graduation with my dean's office should my graduation term change.

Financial Responsibility:

1. I understand that the cancellation policy is applicable to me regardless of circumstance.
2. If I intend to withdraw from my program, I agree to notify the Study Abroad Office immediately.
3. If I withdraw from my program prior to departure, I am responsible for contacting the Office of Admissions and Financial Aid and the administrator of any scholarship money I may receive to determine if I need to return any financial aid, refund and/or scholarship monies to the University of Pittsburgh.
4. If I withdraw from the program after it starts for any reason, I understand that I remain responsible for the program price and should expect no refund.
5. If I am paying through a university-sanctioned payment plan, I will be expected to complete that payment, regardless of whether or not I complete the program.
6. If I am participating on an Exchange program, I understand that I am required to pay all the fees related to attending classes on the Oakland campus. To see a complete list, please consult: <https://ir.pitt.edu/undergraduate-tuition> .
7. I understand that if the university advances funds on my behalf in an emergency situation, I may be required to repay the university after my return to the United States.

Logistics:

Passports and Visas:

1. I understand that I am responsible for obtaining and holding a valid passport. My passport must be valid for at least six months AFTER my departure from my host country, as this is commonly required by other countries for entry.
2. I understand that a visa may be required to enter a host country. It is my responsibility to obtain that visa. If I am denied, I will not be able to participate on the program but will remain financially responsible for it.
3. I understand that I may be required to travel to my host country's consulate in the US to apply for a visa and, if so, that travel is at my own expense.
4. If I am denied a visa for any reason, I understand that I am still financially responsible for my program and should inform my program manager/advisor immediately.
5. I understand that if I lose my passport and visa, it is my responsibility to contact the proper authorities as soon as possible to replace it and to pay all associated replacement fees.
6. If I am an international student at Pitt, I understand that I should check with the Office of International Services about how my time abroad may affect my legal status in the United States, if at all.

Background Checks and Clearances:

1. I understand that some countries will either request or perform a criminal background check as part of my visa application and that I may be denied if I have any civil or criminal record, either on or off campus. If required for my host country visa, it is my responsibility to request my background in a timely manner and to resolve any pending cases/expungements before completing the visa application process.
2. I understand that certain programs that contain teaching opportunities or service-learning placements that include contact with children will require that I submit a copy of a background check/clearance. If my program manager requests this, I understand I must submit this information in a timely manner.

International Air Travel:

1. I understand that the university will not book my travel arrangements (with limited program-specific exceptions).
2. I understand that I should not make my travel arrangements until I am given instructions to do so by my program manager, program advisor, or host institution/program provider.
3. I understand that if the university/program provider publishes a required itinerary or mandatory arrival to the host country (including times, dates, and designated airport) for my program, I will follow these instructions.
4. I understand that I am solely financially responsible for working within these requirements and to address any itinerary errors, flight delays or cancellations, modifications, or any other changes and for any resulting fees or price increases.

Housing:

1. I understand that standards of housing may vary between and within programs and may not be equivalent to what is expected in the United States.
2. If I am a Panther Program student, I acknowledge that living arrangements will be made on my behalf and I am not permitted to make my own.
3. If I am a Partner, Exchange, or Pitt-Recognized student, I understand that it is my responsibility to contact my host institution or provider to discuss housing options.
4. If I am an Exchange student, I understand that I am not guaranteed on-campus housing at my host institution.
5. I understand that gender-neutral housing options may not be available at my program location.

Program Visitors

1. I understand that family members (regardless of their relationship to me), friends, and other visitors I may have while abroad are not permitted to attend any classes, excursions, or other program-related activities as this interrupts the educational process for all of the program participants.
2. If I am a Panther Program student, I understand that no short- or long-term guests are allowed to stay overnight in my housing, regardless of their relationship to me. If I am a Pitt-recognized or Exchange student, I will check with my housing provider before my visitors arrive.
3. I understand that my not attending class in order to accompany my visitors, either locally or outside of my host city, will result in an unexcused absence and thus may affect my final grade.

Independent Travel During A Program:

1. I understand that some programs do not allow for independent travel during the program.
2. I understand that if my program does, the university is not responsible for booking and/or managing any travel not expressly linked to my study abroad program.
3. I acknowledge that study abroad programs are not travel tours, and the university does not grant academic credit for independent travel.
4. I understand that I am responsible for making travel plans that will permit me to attend all regularly scheduled or rescheduled classes, field trips, and internships/service learning placement responsibilities.
5. I understand that in order to provide for my own health, safety, and security, I will review the US Department of State's website for any pertinent travel advisories prior to planning supplemental travel: <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>
6. I understand that if I plan to arrive early or remain in my host country after my program ends in order to accommodate personal travel, it is my responsibility to ascertain if my visa allows it.

Standards of Conduct:

Behavioral Misconduct Prior to Departure:

1. I understand that once accepted to my study abroad program, I am expected to maintain a clear on- and off-campus judicial and criminal record before my departure.
2. I understand that my involvement in any behavior that violates the *University of Pittsburgh Student Code of Conduct and Judicial Procedures* (<http://www.studentaffairs.pitt.edu/studentconduct>) or municipal, state, or federal law could lead to dismissal from my program.

3. I understand that if any university judicial referral or off-campus civil or criminal charge(s) is pending against me at the time I am scheduled to participate in my program, I may not be permitted to participate.

Conduct While Abroad:

1. I understand that studying abroad is a privilege. While abroad, I am representing myself, my family, the University, and the United States (or my home country) at all times.

2. I understand that I am subject to all local laws and that it is my responsibility to ascertain the legality of my actions.

3. I understand that the local university or provider may have its own rules of conduct. I agree to adhere to them fully. If I do not, I may be subject to on-campus disciplinary reprimand under the *University of Pittsburgh Student Code of Conduct and Judicial Procedures* upon my return to the University after my program is completed, and/or dismissal from my program.

4. I understand that I am a guest of the host country and thus may not have the same legal and social rights that I have in the United States. I understand that behaviors that are acceptable in the United States may not be appropriate in my host country and may lead to disruption of the program. I assure the University that I will conduct myself in a locally- appropriate manner, and will respect the laws, customs, and mores of the country or countries (i.e. dress, classroom behavior, alcohol consumption, curfews) in which my program is conducted, considering the rights, health, and safety of myself and/or other program participants (including other students, instructors, staff, and members of the local community).

5. I understand I am expected to display responsible and culturally-appropriate behavior during the course of the program both when I am in the company of other program participants and when I am physically separated from other program participants.

6. I understand that misconduct on my part of any sort may be cause for in-country legal prosecution, institutional reprimand, referral to counseling (if such services are reasonably available), or dismissal from the program and action under *the University of Pittsburgh Student Code of Conduct and Judicial Procedures* upon return to the University of Pittsburgh.

7. I understand that, according to US federal law and international treaties, if I am involved in alleged civil or criminal misconduct abroad, the University cannot obtain nor pay for local legal representation. I would be responsible for securing and paying for my own attorney.

8. I understand that the University reserves the right, at its sole discretion to decline to award credit to any participant should such participant's behavior jeopardize the success of the program, the experience of other participants, or the health, safety, or general welfare of me or the other participants.

9. I understand that should an emergency arise, my faculty director, program assistant, local contacts, or host institution officials may issue specific directives that may curtail my movement, activities, or ability to travel independently. If this occurs, I agree to follow these instructions completely. My failure to do so will result in dismissal from my program.

In-Program Housing:

1. I understand that my housing provider abroad may have rules or guidelines about conduct in the facility that are stricter than those covered in this code. If so, I must follow those rule or guidelines completely.

Drugs, Alcohol, and Related Misconduct:

1. I understand that I am subject to all alcohol and drug-related laws of the host country. These may differ considerably and penalties may vary greatly in length and severity from those in the United States.

2. I understand that it is my responsibility to determine what constitutes an illegal drug in any country where I will be studying or traveling.

3. I understand that the use, possession, purchase, or sale of illegal drugs during the program or being knowingly present in instances of use, possession, purchase, or sale of illegal drugs during the program will be cause for dismissal from my program.

4. I understand that any inappropriate behavior due to the abuse of drugs considered legal in the host country (including prescription medications and indigenous drugs/medicinal plants) will not be tolerated and will be cause for dismissal from my program.

5. I understand that cultural mores regarding the consumption of alcohol vary widely across cultures. I will respect both the laws and cultural mores of my host country regarding alcohol consumption.

6. I understand that any alcohol abuse and related misconduct will not be tolerated and may be cause for dismissal from my program at the sole discretion of University of Pittsburgh officials.

Dismissal:

1. I understand that the University of Pittsburgh, at its sole discretion, reserves the right to immediately dismiss any student from a program for any violation of my host institution's codes/rules/guidelines, or for any other reasons set forth in this code.

2. If I am dismissed from my program, I must vacate program-sponsored housing immediately at my own expense.

3. If I am required to hold a visa to attend my program and I am dismissed, the University will contact local officials in order to have that visa voided, rendering my legal stay in my host country invalid.

4. I understand that if I am dismissed from my program, I am still fully responsible for any program-related expenses which I have already paid or have yet to pay.

5. I understand that dismissal from the program will result in the issuance of failing grades for all courses on the program, regardless of academic performance up to that point.

Health, Safety, and Security:

I acknowledge that there are certain risks inherent in international travel and that immediate medical assistance may not be available. I likewise acknowledge that I am solely responsible for my safety while participating on my program and while engaged in independent travel during my program dates.

Pre-program Medical/Health Preparation:

1. I will consult with a medical doctor with regard to my personal medical needs (including mental health issues, allergies, dietary restrictions, and preferences).
2. I understand I will be asked to complete a medical report via the program portal.
3. I will work with my medical doctor or a travel medicine specialist to create a plan for how to treat any existing chronic medical issues while I am abroad and will share this information with the University upon the University's request.
4. If I am taking any prescription medication, I will obtain a sufficient supply for the entire duration of my program prior to the start of my program.
5. I understand that many vaccinations/prophylaxes (such as those for yellow fever, malaria, and typhoid) are not immediately effective, and some can take several weeks to reach the full immune response. Therefore, I will complete any vaccinations required for my program no later than six (6) weeks prior to my departure and I will consult with a medical professional about when to begin any oral prophylaxis.
6. I understand that my host country's laws determining the legality of prescription medication may differ from those in the United States and it is my responsibility to determine how to follow these laws.
7. I understand that it is generally illegal to ship prescription medication through the mail (or private carriers, i.e. FedEx, UPS, etc.) and that it is generally illegal to have another person carry/import prescription medication across international borders on my behalf.
8. I understand that replacing prescription medication abroad is not advisable unless absolutely necessary, as compounds may vary slightly but enough to cause an adverse reaction to the medication itself.

Program Orientation:

1. I understand that my program will host at least one on-campus pre-departure and one on-site orientation and that my attendance and attention at the entirety of these orientations is compulsory and mandatory.
2. I will read the Study Abroad Office website pages on health, safety, and security before I attend my program-specific orientation, (<http://abroad.pitt.edu/safetyfirst>).
3. I will read and understand any advisories, provisions, and country-specific information listed on the Department of State's website before I depart the US:
<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>.

4. I understand that I am expected to adhere to the University of Pittsburgh's International Travel Guidelines, published in the Health, Safety, and Security pages of its website (<http://www.abroad.pitt.edu/safetyfirst>).

In-Program Medical Care/Health Insurance:

1. I understand that the university will provide me with insurance coverage via an international insurance provider during the dates of my program. This will be sufficient to cover medical contingencies while participating in the program as well as medical evacuation and repatriation of remains insurance. I may be required to pay for my care up-front and then to file for a reimbursement.

2. I understand I am responsible for understanding the scope of the insurance coverage provided to me through the University. I also understand that certain activities may be excluded from coverage.

3. I understand that in order to use this insurance most effectively, I should contact my faculty director, local provider representative, or insurance company directly to coordinate care BEFORE going to a medical facility, if possible or practicable. **Failure to do so greatly increases the chance that I will be required to pay the costs up-front.

4. I understand that while University employees or local partners will assist me in getting medical care, I alone assume legal responsibility for the outcome of these medical services.

5. I understand that I am responsible for transportation costs to/from treatment, for any co-pays, and for any other related expenses not covered by insurance at the time of treatment.

6. I understand that this insurance coverage is only in effect during my actual program dates and thus it does not cover any independent travel before or after my program.

Motorized Vehicle and Adventure Sport Prohibition:

1. I am aware that I am not permitted to rent, purchase, or drive any motorized vehicle for any reason (i.e. automobiles, vans, trucks, motorcycles, electric scooters, motor bikes, motor boats, Segways, ATV's, drones of any size). This is because my university-provided insurance does not cover injuries related to accidents caused by these activities.

2. I am not permitted to be a passenger on a motorcycle, electric scooter, or any ATV. I am not permitted to hitchhike.

3. I understand that accidents and injuries related to adventure sports are often not covered by health insurance and are thus prohibited during the program. Adventure sports **include but are not limited to** bungee jumping, sky diving, zip lining, shark diving, white water rafting, deep-water diving, paragliding, wind surfing, cliff diving, kayaking, rock climbing, and ski jumping.

4. I understand that my violation of this stipulation may result in immediate dismissal from my program.

Students with Disabilities

1. I understand that accommodations will not be considered or provided unless I am registered with Disability Resources and Services and provide sufficient notice.
2. I understand that disclosure of any disability to the University of Pittsburgh Disability Resources and Services will ensure that efforts are made to prepare me for limitations to access in certain locations. The Study Abroad Office will work with Disability Resources and Services and me to explore reasonable accommodations.
3. I acknowledge that the absence of law mandating equal access for individuals with disabilities in some countries may affect the ability to provide accommodations in certain locations.