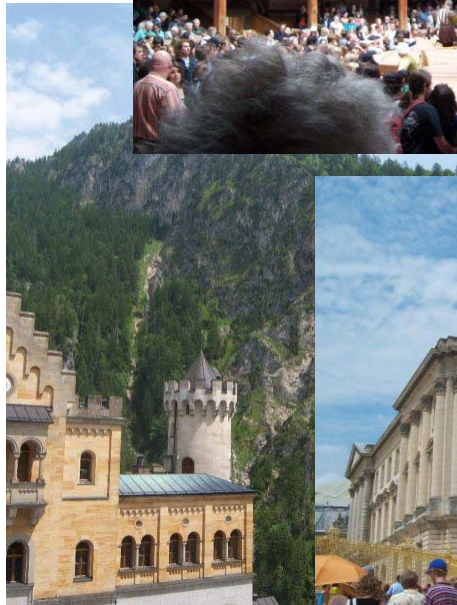
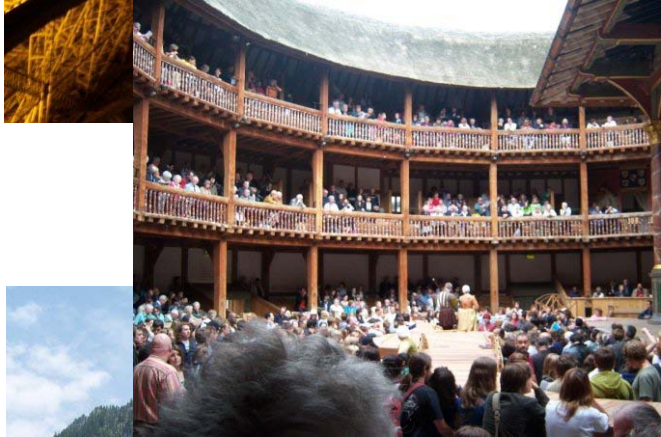




Studying Abroad with the Faculty of Arts

Student Handbook



All photos by Zaren Healey White

Handbook revised and updated April 2010 by Zaren Healey White, Go Abroad Coordinator for the Faculty of Arts and Career Development and Experiential Learning

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Why Study Abroad?

Studying abroad can be one of the most rewarding experiences of your university career. It will introduce you to new sights, sounds, cultures, and ideas, and will broaden your perspectives and capabilities. As an arts student, there are many once in a lifetime opportunities to see the world while completing courses towards your degree. Studying abroad combines academic and experiential learning in an exciting and empowering way that will inevitably transform yourself and your life.

There are many different reasons why people choose to study, volunteer, work, or simply travel abroad:

- see the world
- experience new cultures
- get to know yourself better
- learn about life away from home
- contribute to the global community
- study in another country
- develop language skills
- develop professional experience through working abroad
- improve communication skills
- practice independence
- develop a global perspective or enhance global citizenship

Before you can embark on the journey of studying abroad, there are many things you must do first and many important things you should know. This handbook will help you prepare for your adventures overseas.

To make the most of your study abroad experience and minimize any problems you may encounter, please read this handbook carefully, attend the program information sessions organized by your faculty coordinators and the safety and security briefing delivered by the Go Abroad Coordinator. Also, make sure to take the time to explore relevant information on the websites mentioned.

Have a safe and rewarding journey!

www.mun.ca/goabroad

Study Abroad Programs with the Faculty of Arts

English Language and Literature

- Harlow campus

European Studies

- Italy Within Europe program in Conegliano, Italy

French

- Frecker Program in St. Pierre et Miquelon
- Exchange program with the Lycée d'État in St. Pierre et Miquelon
- Canadian Third Year in Nice program in Nice, France

German

- Summer Language Field School in Heidelberg, Germany

Political Science

- Harlow campus, England, Uppsala University in Uppsala, Sweden
- University of Limerick in Limerick, Ireland

Spanish

- Summer Spanish program in La Coruna, Spain

Russian

- Summer Language program in St. Petersburg, Russia
- Summer Language program in Nizhny Novgorod, Russia

Money Matters

Expenses

- Tuition
- Program Fee
- Flight
- Accommodations
- Meals
- Personal spending money

These items will be reviewed by the faculty coordinator and will vary according to your program, location, time of year, and duration of time abroad. You will be notified early in the registration process of the expenses and how and when they are to be paid.

Deposit

In the early stages of planning, the faculty coordinator will compile a list of students who are interested in participating in the program. The faculty coordinator will set a date for when students will be required to pay a deposit. There will be no cash refunds on this deposit if the student decides to withdraw from the program after the fact.

Scholarships

There are several scholarships, awards, and bursaries available for Memorial University students planning to study abroad in various departments and faculties. They include:

- The Gordon Billard Award in Education
- The Coca-Cola Scholarship for International Studies
- Paddy Dobbin Scholarship in the Faculty of Business Administration
- The Harlow Development Corporation Scholarship
- Harlow Travel Awards
- The Ann Elizabeth Crosbie (Perlin) Harvey Memorial Harlow Scholarship
- The Elizabeth C. Hesson Memorial Scholarship in German
- The A.C. Hunter Travel Award in French
- The Muriel H. Hunter Award in Spanish
- The H.H. Jackson Travel Scholarship in German
- The Arthur and Sonia May Scholarship

- The Dr. M.O. and Grace Morgan Harlow Bursary
- The Patti Lynn Noonan Memorial Harlow Travel Bursary
- The Gar Pynn Memorial Harlow Scholarship
- The Rothermere Harlow Travel Bursary
- Dr. Edmund de Rothschild Harlow Travel Bursary
- The Scotiabank Bursaries for International Study

For more information, visit, call, or e-mail the Scholarships and Awards office or check out their website:

UC 4018

737-3956

scholarships@mun.ca

www.mun.ca/scholarships

Student Aid

The process of applying for a student loan when you're going to be studying abroad with Memorial is the same as when you will be studying here on campus. The application and the loan itself are the same, but students should state in their loan application that they will be completing a MUN program abroad. Students should direct any questions regarding applying for a student loan to:

Student Financial Services Division
216 Prince Philip Drive
Coughlan College, Memorial University
Telephone: 729-5849 or
Toll-free: 1-800-657-0800

E-mail: studentaid@gov.nl.ca
Website: www.edu.gov.nl.ca/studentaid
Business hours: Monday-Friday, 9:00 am-4:15pm
(3:45 pm during the summer)
Counter hours: Monday-Friday, 10:30 am-3:30 pm

Picking up your student loan

Because most students will already be abroad when their loans arrive on campus, there are two ways the loans can be picked up and processed. Please note: the Student Aid office processes the loan and handles any appeals or reassessments, however, Answers (UC 3005) distributes student loans.

1. The student must e-mail Answers at answers@mun.ca indicating that a parent will collect the loan on the student's behalf. Once collected, the parent will send the loan to

the student abroad for them to sign where necessary. The student must then send the loan to the national loans office in Canada.

OR

2. The student and parent can complete a Power of Attorney form, available on the Answers website: www.mun.ca/answers/about/Loans/index.php (see Related Links). This form will give the parent permission to collect and process the student's loan on their behalf.

Any further questions regarding the distribution of loans can be directed to:

Answers

University Centre, room 3005

737-7461

answers@mun.ca

Paperwork

Registration Procedure

1. Sometimes study abroad programs do not follow conventional course registration procedures. This is because students must "pre-qualify" by committing to them months in advance. In many cases students do not register themselves, but staff and/or faculty, with the help of the Assistant Registrar, will "block register" on their behalf via "Add/Drop" forms. Students must give permission for this and register using these "Add/Drop" forms rather than online via Memorial Self-Service. This is because students must be selected to go and pay their down payment, etc. It is suggested that, if needed, a permission form be distributed and collected well in advance of registration. For example:
 "I authorize my professor, Dr. X, Department of X, to register me for courses for the Harlow Program X, Fall semester 200X." Signed: _____
2. The student's university financial account must be clear of any outstanding balances (unpaid fees).

3. **Confirmation of Enrolment** – Confirmation of enrolment or “proof of registration” can only be obtained once students are registered. When requesting this documentation, students must indicate why it is needed (e.g. student loan, bank, and scholarships), as different institutions require different types of proof. Students can receive their confirmation of enrolment by presenting their Student ID at the Registrar’s Office and requesting one. A parent can collect this document on behalf of the student only if they have written permission from the student.

All inquiries should be directed to the Registrar’s Office, Arts and Administration room 2003, telephone number 737-8260. If students cannot visit the Registrar’s Office to submit their request in person, please telephone.

4. **Schedule 2 for National Student Loan** – All students who wish to obtain a Schedule 2 for the National Student Loans Service Centre (NSLSC) can contact the Registrar’s Office, 737-8260. Schedule 2s can be picked up at the Registrar’s Office or mailed to the student’s home address. A Schedule 2 can be done immediately upon request. The student must provide the Registrar’s Office with their Student ID or another photo ID to confirm their attendance. The student must also complete a portion of the form and send it to the NSLSC (address provided at Registrar’s Office).

Parents can request a Schedule 2 for their son or daughter only if the parent presents the Registrar’s Office with written permission from the student. For example:

“I _____ give permission to my mother/father _____ to pick up my Schedule 2 on my behalf” Signed: _____
The student must ensure to sign their name on the permission form.

Students who require a confirmation of enrolment for banks can obtain it in the same way they would obtain a Schedule 2. Confirmation of enrolment can also be faxed to the bank for students if they provide the Registrar’s Office with the fax number. Similar to the Schedule 2 procedure, confirmation of enrollment for banks can be obtained by the student once they present a photo ID at the Registrar’s office, or collected by a parent if they have written permission from the student.

For more information please contact the Registrar’s Office at 737-8260.

5. In addition to regular tuition fees, special program fees to cover the costs of site visits, field trips, museum and theatre outings, etc. which the instructors deem essential to the program, are tax deductible and will be included in the student's annual T-2202A tax form. Contact your faculty coordinator for more information about tax deductibles and the study abroad program.

Waiver and Health Statement

All students participating in a study abroad program must sign a Waiver and Health Statement issued by Enterprise Risk Management at Memorial University. Both documents will be provided to students by the Go Abroad Coordinator.

Students will be e-mailed the forms from the Go Abroad Coordinator up to two months in advance of the program's start date. Please read these forms carefully. A hard copy of the Waiver and Health Statement will be distributed to each student at the mandatory Safety and Security Briefing. At that time students will complete the forms and return the documents to the faculty coordinator. The forms must be witnessed by the faculty coordinator or Go Abroad Coordinator when they are completed.

Please Note: The Go Abroad and / or the faculty coordinator are not permitted to answer questions or discuss the details of the Waiver or the Health Statement with students. In students have any questions regarding these documents, please contact Enterprise Risk Management, Arts and Administration room 1004, 737-7683.

Passport

It is important to ensure that you have your passport well in advance of your departure and that it expires well after your expected return to Newfoundland and Labrador. For more information regarding passports, please see www.pptc.gc.ca.

Please Note: Sometimes it can take a long time to obtain a passport due to a large number being processed. Although passports can be processed through the mail, it is faster to process in person at the Passport Office in the Toronto Dominion Building on Water Street. Give yourself lots of time to obtain your passport before you go abroad. To get started filling out the application, you can pick one up at Travel Cuts, third floor University Centre.

Visa

A visa is permission granted by another country for you to enter that country. A visa can be issued to visit, study, or work abroad. The cost, length, necessity, and permission to enter a country and get a visa is the prerogative of that country. Not all countries require Canadians to have a visa.

The faculty coordinator of your program will have more information regarding visas and whether or not they are necessary for your time abroad.

Please Note: Information in this section was taken from the Foreign Affairs Canada website: www.voyage.gc.ca. Check their website for more information about visa requirements. You can also contact the Embassy or Consulate of the country you plan to visit to inquire about visa information.

Insurance

MCP – You are partially covered by your provincial health plan (MCP). An Out of Province Coverage Certificate is mandatory for anyone travelling out of the province for more than 30 days. Download the application form here:

www.health.gov.nl.ca/health/mcp/forms/oop_rqst.pdf

- You must complete this form and return to MCP.
- You will notice on the form that “students must provide proof of full-time enrollment from the educational institution.” You do not need to worry about this, as arrangements will be made with MCP. It is important that you notify the Go Abroad Coordinator when you apply so these arrangements can be made.
- If you are in St. John’s you can go to the MCP office (57 Margaret’s Place off Newtown Road) and get your certificate on the spot, or you can mail in the application and your certificate will be mailed out to you:

Newfoundland and Labrador Medical Care Plan
PO Box 8700
57 Margaret’s Place
St. John’s, NL, Canada
A1B 4J6

Please Note: When you return to Canada you must contact MCP and tell them that you're back (1-800-563-1557) otherwise you will not be covered here in Canada.

Very Important: MCP only covers you at NL rates. Supplementary health insurance is essential as the cost of healthcare can be much more expensive elsewhere.

Supplementary Health Insurance

As stated above, you **must purchase extra insurance** if you are not already covered for travel (you may already be on your parents' plan – check this out first).

Note: MUN Students' Union Health and Dental Insurance

If you have MUNSU health and dental coverage, you are covered for **up to 90 days abroad**. If you are not sure if you have insurance with MUNSU, you should contact the Service Coordinator at the MUNSU General Office, UC 2000. If you have **opted out** of MUNSU insurance or are going for **more than 90 days**, you need to purchase insurance.

Travel insurance can be purchased through Travel Cuts, MUNSU, or any other insurance company. Shop around and decide which plan is right for you. Don't be afraid to ask questions as you have to be comfortable with your plan.

Opting out of MUN fees for semesters abroad – what you can and cannot opt out of:

1. MUNSU – you can NOT opt out of your students' union fees except for health and dental
2. Health and Dental – you CAN opt out of these but you have to complete a form online, www.munsu.ca, with proof of supplementary health coverage for while you're away (your parents' plan, whatever you bought from Travel Cuts, or any other company you may have gone with). This can be either a copy of your insurance card with your name on it or a letter from your insurance company with your plan number. You can buy insurance from MUNSU with a plan called "ETFS." Talk to the Service Coordinator or any MUNSU staff to find out more.

Please Note: If you opt out for the Fall semester, you will also be opting out for the Winter and Spring semesters too. So if you don't have general coverage for when you return, you may want to reconsider opting out of MUNSU's Health and Dental.

3. Recreation Fees (The Works) – you CAN opt out of these – the faculty coordinator must forward a list of student names to the Cashier’s Office and request that they not be charged this fee.

Arrangements

Finances

Talk to your bank before you depart and let them know where you are going and how long you will be gone so that out of country credit card transactions, for example, won’t look suspicious and cause your card to account to be frozen. Also, they may have information about banking and currency abroad. It is also recommended to exchange currency before you depart, such as withdrawing a quantity of British pounds and / or Euros.

Please Note: Banking fees for Canadians abroad are very high. If possible, it is advised to withdraw a larger amount of money at once (such as before you leave home, as mentioned above) and keep it in a secure place (such as a safe) in your housing area. At the Harlow campus, for example, students have the option of placing cash, passports, and any other important or valuable items in a safe controlled by the campus administration. By withdrawing at one time all the money you expect to need, you can take as much as you need at a time without incurring service charges through frequent withdrawals. Always make sure your money is kept in a secure place!

Health

Talk to your doctor before you depart and tell them where you are going and how long you’ll be away. They may have information for you pertaining to travelling abroad. Make sure that you have enough of any prescriptions filled for the time you will be away and make sure to carry any prescriptions in their original bottles / packages.

You can also visit Jema International Travel Clinic for information regarding vaccinations. The clinic is located at 736 Water Street, you can call 738-JEMA (5362).

Registering for next semester

Don’t forget that you are returning to Memorial next semester! Keep your course registration date in mind. If you require any assistance contact the Academic Advising Centre (Science room 4053), by phone, 737-8801, or by e-mail, advice@mun.ca.

Safety and Security

Safety and Security Briefing

All students participating in study abroad programs with the Faculty of Arts are required to attend a Safety and Security briefing. These briefings cover topics including personal safety, finances, waiver and health statement, and health and embassy services. They are delivered by the Go Abroad Coordinator in cooperation with the faculty coordinator(s). Sessions will be arranged preferably one month prior to departure and students will be notified as to when and where.

Please Note: The Safety and Security briefing is mandatory for all students; however, due to students' location throughout the summer, it may not always be possible for every student to attend the sessions. In this event, please contact the Go Abroad Coordinator as soon as possible to make alternate arrangements to receive the information covered in the briefing.

Airport security and procedures

Airport security has increased in the last 10 years and custom and immigration regulations are strictly enforced. Be prepared when going through customs and immigration. Have your passport or required proof of identification ready to show. Also, make sure you do research in advance to know what you can and cannot take in your carry-on luggage.

More information from Transport Canada can be found here: www.catsa.gc.ca

It is advised that students check baggage limits for all countries and airports to which they are travelling. It could vary from country to country.

Below is a helpful link from **Air Canada** regarding luggage:

www.aircanada.com/en/travelinfo/airport/baggage/index.html

Because regulations change often, remember to check these sites immediately before you travel!

Customs

Protecting your valuables with regard to customs

From *I Declare* – Canada Border Services Agency (CBSA)

www.cbsa-asfc.gc.ca

Before travelling outside of Canada with valuable items, you may wish to take advantage of a free **identification service** that is available at any of the CBSA offices. This service is available for items that have serial numbers or other unique markings. For items that do not have such markings, the CBSA can apply a sticker to them so they can be identified for customs purposes as goods legal in Canada.

Bring your items (laptops, camera, iPods – anything with a serial number) to 165 Duckworth St. 6th floor, 772-5544. When you show your valuables to the CBSA officer and state that you acquired them in Canada or lawfully imported them, the officer will list your valuables and their serial numbers on a wallet-sized card called a Form Y38, Identification of Articles for Temporary Exportation. If you are questioned about your goods when you return to Canada, simply show your card to the CBSA officer. This will help identify the valuables that were in your possession before leaving the country.

Travel Reports

Wherever you plan to travel, Foreign Affairs Canada has a great website: www.voyage.gc.ca. This site contains regularly updated travel reports. These reports will provide information about the country, any rules and regulations, visa requirements, and security issues.

Registration of Canadians Abroad

Travellers who will be out of Canada for more than three months are strongly advised to register with the Canadian government via “ROCA,” the Registration of Canadians Abroad. Once you arrive, you must call the embassy to confirm that you are there. You can register online at: www.voyage.gc.ca/faq/roca-eng.asp

Being a Traveller

Very Important: It is advised to make photocopies of all your important documents before you depart. Leave one set of copies with a trusted family member or friend at home and keep another set for yourself but separate from the original documents.

Value Added Tax Refunds

Value Added Tax or VAT is called the Retail Export Scheme and is of interest when shopping in some European countries. You can get refunds of the Value Added Tax (like HST in Canada) which is charged on certain goods.

Look for stores with the Tax Free Shopping sign (or some variation) in the window and ask for a tax refund form when you make a purchase. When leaving the country, have the forms stamped at customs and you will get the refund at the airport or back in Canada.

Please Note: Sometimes stores will charge you to fill out the refund form so depending on how much you spend at a store it may not be worth paying to complete the form.

International Student Identity Card

An International Student Identity Card (ISIC) will recognize you internationally as a student. This card will save you money on travel, accommodations, admissions, and cultural attractions. It is recommended that all Memorial students studying abroad get an ISIC card prior to departure. To obtain an ISIC card, visit Travel Cuts on the third floor of the University Centre. Ask the Go Abroad Coordinator for more information.

www.isic.org

Culture Shock

All travellers experience some degree of culture shock during their adventures abroad. Culture shock – feelings of anxiety, surprise, disorientation, uncertainty, confusion, etc. experienced when having to operate in an unknown and foreign culture and environment – can result from many different elements, such as food, people, ceremonies, accommodations, language, religion, daily life, clothing, etc. However prepared you may feel for travel, you may still experience some form of culture shock. You may feel isolated, uncomfortable, and unwilling to enjoy your experiences.

Take comfort in the fact that this is common amongst travellers and a natural part of going abroad and taking in new and different experiences. Going through this process means that you are settling in to your new environment, making adjustments, and experiencing the vast stimuli of your surroundings. When you feel any of the feelings or anxieties associated with culture shock, sit back and try to remember why you wanted to travel in the first place, the value of the learning experience, and think about positive things you've enjoyed and been excited about in your new surroundings. For example, if you really enjoyed a particular pub, coffee shop, or art gallery, go back and spend time in those places.

For more information on culture shock (and everything else related spending time abroad) check out *The Big Guide to Living and Working Overseas* by Jean-Marc Hachey (available to view in the Centre for Career Development, UC 4002).

For online resources by Jean-Marc Hachey, visit www.workingoverseas.com.

Reflection and journaling

Reflecting on your experiences is an essential part of any kind of experiential learning (which studying abroad definitely is). While keeping a journal is a useful exercise for self-awareness and organization at any point, it is especially useful to keep a journal while travelling. Whether or not it's required as part of a course, it is very recommended that you keep a journal throughout your time away. Not only will keeping a journal give you a healthy and helpful outlet for your thoughts and feelings during your travels, but it will help you remember and synthesize all the details of what you are experiencing. By keeping a journal, you will be able to go back and relive your study abroad experience anytime you read it. It's also a great way to enjoy your time on planes, trains, or to relax during your breaks.

Here are some tips for keeping a travel journal while studying abroad:

- Use a small, portable format that is easy to write in while in motion (such as on a train) and lightweight and easy to carry
- Make it fun and interactive. Write memorable quotes and anecdotes from classmates and your professors and let it take on a life of its own. Maybe one day it'll be a summary of the day and the next day it'll be a snapshot of what you're feeling in the immediate moment.
- Include drawings, keepsakes, photos – anything that will help you represent your experience
- Don't worry about making it neat and presentable. While you may choose to let someone read it after the fact, or may swap with a classmate also keeping a journal, your journal is for your purposes first and foremost. Don't compromise the flow and authenticity by worrying about re-writing and making sure it's legible to anyone other than you.
- Devote a few minutes each day to your journal. Whether this be on the train every morning or every night while you're winding down before bed, you'll thank yourself later that you have a lasting monument of your experiences.

Tips for smart travellers

- ✓ Get your passport ready as soon as possible and long before you need it
- ✓ Check visa requirements (if needed)
- ✓ Get your ISIC card

- ✓ Pack lightly and check airline regulations for baggage and carry-on limits
- ✓ Frequently check travel reports on www.voyage.gc.ca
- ✓ Check out tour busses – a great way to get to know the city in a short amount of time
- ✓ Ask locals to recommend things such as places to eat (they know the good spots) and other attractions. Be friendly and inquisitive!
- ✓ Make a “to pack” list and a “to do” list while preparing to leave and check things off as you complete them
- ✓ Do some currency exchange before you depart and make sure to have some currency on you when you arrive in case you need to make a small purchase or a phone call
- ✓ Pack a small first-aid kit to bring with you
- ✓ Make sure to have your prescriptions filled and packed in their original containers
- ✓ Carry a small dictionary or phrase book with you if you’re going somewhere in which English is not the native language. Try to learn some phrases in advance that will be helpful to you along the way.
- ✓ Ensure electronic devices in carry-on baggage are operational
- ✓ Be curious and open-minded
- ✓ Don’t forget your journal!
- ✓ Get a travel or visitor’s guide for the country or main city you are visiting in order to get acquainted with maps and other pertinent information

Useful links and resources

Passport information: www.pptc.gc.ca

Foreign Affairs Canada: www.voyage.gc.ca

FX converter: www.oanda.com/convert/classic

Greenwich mean time: <http://www.greenwichmeantime.com>

Career Development and Experiential Learning: www.mun.ca/cdel

Go Abroad Memorial: www.mun.ca/goabroad

Traveller's Checklist

Logistics

- Flight information / Itinerary
- Passport
 - Check expiry date to ensure that it is valid at least 6 months after your scheduled return date
- Letter of Entry (from MUN) – obtain this from faculty coordinator and bring this with you on all your travels
- Register with the Canadian government, ROCA: Registration of Canadians Abroad: www.voyage.gc.ca/faq/roca-eng.asp
- Have your valuables (laptop, camera) identified by Canada Border Services Agency
- Make copies of all important documents and leave one copy with family / friends, and one with your belongings, but separate from the original
- ISIC card

Health

- Health insurance – bring all documentation / proof of coverage with you
 - MCP Out of Province coverage certificate
 - Supplementary health insurance
- Doctor: check-up and vaccinations in advance (Hepatitis A and B)
- Prescriptions: bring all necessary medication and copies of prescriptions (list generic and trade names)
- Extra pair of glasses or your prescription
- Pack a mini first aid-kit (over the counter painkiller, anti-diarrhea tablets, Band-aids, etc.)

Finances

- Budget in advance for your trip and research and seek funding opportunities (such as scholarships) well in advance
- Clean out your wallet
 - Bring only what you will need overseas such as your driver's license, student ID, ISIC card, credit card, bank card, MCP card, as opposed to your Chapters irewards card which you will NOT need 😊

- Make a list of all important documents and phone numbers in case you have to cancel your credit card (keep a copy hidden in a place outside your wallet)
- Access to money
 - Arrive with some local currency
 - Check with your bank in advance to 1) to ensure your card and PIN will work and 2) to inquire about currency conversion charges, interest on withdrawals, etc.
 - Call your credit card company to inform them when and where you are going out of the country and to find out if you will need a PIN
 - If you don't already have online banking, get it set up. It'll make your banking much easier when abroad.
 - Leave banking information or a void cheque with family / friend so they can deposit emergency funds
- Bringing back goods
 - Keep all receipts for purchases; Value Added Tax refund
 - Find out about allowances for value of goods you can bring back based on duration of time out of country (you will fill out a Customs card and have to declare things on the plane ride home to Canada).

Country-specific research

- Read the country Travel Reports for your destinations on the Consular Affairs website: www.voyage.gc.ca
- Obtain Embassy contact information

Have Fun and Bon Voyage!

www.mun.ca/goabroad