

Warsaw, Poland

University of Michigan

Student Handbook Supplement

Academic Year 2008-09

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Congratulations on your participation in the University of Michigan's program in Warsaw, Poland. The information in these pages, explains how the program will work for you as a UM student and should be read in conjunction with CIEE's enrollment materials, downloaded at www.ciee.org. Please take this information with you when you go, along with the OIP General Study Abroad Manual, distributed at the general orientation meeting.

PROGRAM OVERVIEW

As a UM student at CIEE Warsaw, you will take courses organized specifically for CIEE students. Course enrollments, housing, and on-site orientation will be handled by CIEE, while you are responsible for making travel arrangements. At the same time you are enrolled at CIEE, you are registered at UM and thus will earn in-residence credit for your work at CIEE (see Academic Arrangements). Any financial aid you receive from UM may be applied toward the costs of the program, as can most UM-awarded scholarships.

IMPORTANT DATES

At the beginning of each semester, CIEE organizes a mandatory orientation for newly arrived students. Plan to arrive on in Warsaw in late January, on the date recommended by CIEE. At the orientation, you will learn about academic policies, services offered, and other useful information. It is also a good time to meet fellow CIEE students. The program ends in mid-May.

ACADEMIC ARRANGEMENTS

As a UM student participating in an OIP program, you will be enrolled at UM at the same time you are taking classes at CIEE. You need to register for **12 credits of STDABRD 463, section 001** before you leave Ann Arbor. This is the only course you will be registered for while you are away, and it serves as a "place holder," maintaining your status as a fully enrolled student at UM.

When you arrive at CIEE Warsaw, you need to enroll for classes there. It is important you have met with a UM concentration and/or general advisor prior to arriving at CIEE. You need to discuss with the advisor the courses you plan to take and how they will count toward your concentration. (If you are planning to satisfy general LSA requirements with CIEE courses, discuss this with a general advisor.) Information about CIEE classes can be found on their website: www.ciee.org. If, for some reason, your final choices differ from what you had originally discussed with your UM advisor, contact the UM advisor and review with them your new selections. (It is useful to cc the OIP on these email messages, as it will then become part of your OIP file and can be referred to when you return.)

UM requires all students studying abroad be enrolled for a full load of classes at their host universities. At CIEE Warsaw, students take a 4-credit Polish language class and 4 3-credit area studies classes for a total of 16 semester credits. If you plan to take any courses on a pass/fail basis, notify the OIP, r via email or using the pass/fail declaration included on the OIP Download Center. For pass/fail guidelines, please review the academic policy guidelines in the LSA Bulletin, as these apply to study abroad as well. It can be found online at: www.lsa.umich.edu/lsa/cg/bulletin/chap4/

Once you have completed your semester, CIEE will provide the OIP with a transcript of your work and the OIP in turn will update your UM academic record. The actual courses, credits, and grades will be part of your UM record, with exact course credits replacing the 12 "place-holder" credits you registered for before going abroad. **These grades will be factored into your UMGPA.**

HOUSING

CIEE will arrange dormitory housing.

OTHER ARRANGEMENTS

TRAVEL TO WARSAW

OIP does not make travel arrangements, and all students make their own flight reservations to Warsaw. Students should plan to arrive at the airport on January 26. If given your arrival information, CIEE will arrange for airport reception.

CIEE will handle travel arrangements for program-sponsored excursions. Students take care of any independent travel themselves.

VISA

Students are responsible for their visa applications, but CIEE provides detailed instructions in the online enrollment materials. See instructions in the Warsaw program enrollment documents on CIEE's website.

HEALTH ISSUES

Consult the Centers for Disease Control website for vaccinations and health measures for Eastern Europe: www.cdc.gov/travel/regionEasternEuropeNorthernAsia.aspx

MEDICAL INSURANCE

Beginning January 2008, all UM students participating in an OIP study abroad program are covered by HTH Worldwide health insurance while abroad. Mandated by the UM Provost, this international insurance plan is reasonably priced, covers a wide range of conditions and events, and eliminates the need to insure your own health insurance will provide sufficient international coverage. Coverage under this plan is required, and the OIP will be responsible for enrolling students in the program.

HTH Worldwide has a website that provides full information about the insurance program and its benefits. Please explore www.hthstudents.com.

SOME COVERAGE BENEFITS

- If students use an HTH preferred physician, HTH Worldwide will pay "up-front" for most medical treatment, eliminating the need to file claims for reimbursement
- Valid entire time abroad, whether in your host country or travelling elsewhere outside the U.S.
- Includes payment for treatment of mental and nervous disorders including drug or alcohol abuse
- Includes most outpatient prescription drugs
- Pre-existing conditions are not excluded
- Includes payment for emergency medical evacuation as well as expenses (up to \$1,500) for a bedside visit by a family member if you are hospitalized
- Students have access to a website of HTH certified English-speaking physicians in their destination location and can pre-arrange an introductory appointment. The website provides links to other important resources available through HTH Worldwide, including drug translations, medical terms & phrases, and CityHealth Profiles (for safety and security in your destination location)
- Each student will receive an insurance card, with important access numbers and contact information.

COVERAGE IN THE U.S.

While the HTH Worldwide insurance plan will provide some continued coverage for when you return home following a condition or injury abroad, this coverage is extremely limited and therefore you should by all means continue whatever current health insurance coverage you have in the U.S.

EXTENDED INSURANCE COVERAGE

If you wish to be covered for a longer period (e.g., if you plan to travel outside the U.S. before or after the OIP program), you may elect to enroll for additional days, at your own expense, directly on the HTH Worldwide website. Students who wish to either purchase new coverage or who wish to extend coverage directly outside of the UMICH Study Abroad program must sign up directly on the HTH website using the UM Ann Arbor Online Group Self Enrollment Codes (OGSE): EAL-7718/ Subgroup Code: UMAO. Students will be billed an additional \$5.00 administrative fee for registering for travel before or after their OIP program, plus the daily cost of coverage.

FEES AND BILLING

Although you are registered at UM while participating in the program, tuition, housing, and other fees are set by CIEE. Payments go through the OIP, and checks should be made to the University of Michigan.

WHO TAKES CARE OF WHAT

CIEE is responsible for acceptance decisions, all academic arrangements, on-site orientation, and housing. The OIP assists students in preparing to go abroad, provides support services while they are abroad, and processes the academic results from study at CIEE for the students' UM academic records. Each student is responsible for obtaining a passport, applying for a visa, making the travel reservations, and paying program fees to OIP. (This is summarized in the OIP's pre-departure checklist for CIEE Poland.) The CIEE online student manual contains useful information about how to handle money while in Poland, what to pack (and what to leave at home), and what you can expect while studying at CIEE and living in Warsaw.

CONTACT INFORMATION

UNIVERSITY OF MICHIGAN

Office of International Programs

University of Michigan
1712 Chemistry
930 N. University
Ann Arbor, MI 48109-1055
Phone: 734-764-74311; Fax: 734-764-3229

Administrative matters and program advising:

OIP Study Abroad Advisors

Telephone: 734-764-4311
Email: ojp@umich.edu

Financial matters:

Nancy Jablonski, Financial Coordinator

Email: nancyjab@umich.edu

EMERGENCY

Emergencies only, during non-business hours:

Nicole LeBlanc, OIP Assistant Director

Telephone: 734-915-7571 (cell)

Daily On Call Study Abroad Advisors

Phone: 734-846-8462 (cell)

During non-business hours, in case of emergency only, please call OIP (734) 764-4311 for contact information. In the evenings and on weekends, our office message will give you the names and telephone numbers of OIP staff who can assist you. OIP provides assistance in case of emergencies due to serious personal problem, political, or health crises.

Emergency medical evacuation coverage is included with your HTH Worldwide Health Insurance. Should you require evacuation, contact HTH using the information on your insurance card.

CIEE'S PORTLAND OFFICE

CIEE- Europe Programs
300 Fore Street
Portland, Maine 04101
Phone: 207-553-4000
Toll Free: 800-40-STUDY
Fax: (207)253-4299

WARSAW

Dr. Bogdan Radomski
CIEE
Center for International Programmes Development
Al. Niepodleglosci 162
Warsaw
02-554
Poland
Tel: 011-48-22-849-51-44 (office)
Fax: 011-48-22-564-86-16
Bradomski@sqh.waw.pl

**EMERGENCY CONTACTS:
WITHIN THE U.S.**



POLAND: WARSAW

OIP Study Abroad Advisors

Phone: (734)764-4311

Email: oip@umich.edu

Office Hours: Mon-Fri, 10a.m.-5p.m.

After Hours: Call main OIP Office

(734) 764-4311 for daily emergency numbers



**EMERGENCY CONTACTS:
OUTSIDE THE U.S.**



POLAND: WARSAW

Name, Title

Phone:

Email:

HEALTH INSURANCE

HTH Worldwide Insurance:

Tel: 1-610-254-8771 (collect)

Policy Number:



(Fold)

OTHER INFORMATION

Consulate: _____
Local Emergency: _____
Passport #: _____
Other: _____

