ARCADIA UNIVERSITY
THE COLLEGE OF GLOBAL STUDIES
London

STUDENT HANDBOOK

Summer 2014

Your guide to living, studying and travelling in the UK

Arcadia University College of Global Studies London Center
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Travelling? For your security you must complete an online travel form:
www.arcadia.edu/abroad/uk-travel-form

Table of Contents

The London Center 7
ACADEMICS 9
LONDON NOW 12
COURSE SELECTIONS 12
THE LONDON INTERNSHIP PROGRAMME 14
STUDYING IN BRITAIN 31
ESSAY WRITING 33
EXAMS 34
FERPA - The Family Educational Rights and Privacy Act 39
TRANSCRIPTS 43
Notice of Attendance and Assessment 60
HEALTH & WELLBEING 63
Student Services - New opportunities. 24/7 support. 64
IMMIGRATION AND VISAS 74
ALCOHOL & DRUGS 78
LIVING IN BRITAIN 79
TRAVEL INFORMATION & ADVICE 80
EMERGENCIES, SAFETY AND SECURITY 83
DISCIPLINE PROCEDURES 89
ARCADIA HOUSING 95
INDEX 101

Arcadia - Over 60 Year of Study Abroad

Arcadia has been sending students abroad since 1948 and is now one of the largest and most prestigious international study abroad operations in the United States.

Today, the London Center welcomes around 900 students on 30 different programs throughout England & Wales each year.

Globally, Arcadia University sends around 3000 students to study on over 140 programs in 18 countries across Africa, Asia, Australia, Europe, Great Britain, Ireland, Latin America, New Zealand and Turkey each year.

Meet the Director

Peter Leuner - Regional Director of Great Britain and Ireland

Dr. Leuner is responsible for overseeing all academic, administrative and business functions across the British and Irish offices. He also supports existing relationships with partners and explores new opportunities for meaningful collaboration in international education.

With more than 40 years of significant administrative, managerial and teaching experience in the field of international education, Dr. Leuner has served in a variety of academic and administrative posts; specifically Syracuse University, Richmond, The American International University in London, the Foundation for International Education and the American Institute for Foreign Study as well as numerous consultancies to a variety of international educational institutions and organizations.

Dr. Leuner's academic and professional qualifications include research-based management training via Harvard University's Management Development Program and a Masters in Political Sociology from the London School of Economics and Political Science, awarded with Distinction. He also holds a Ph.D. awarded by the University of London Institute Of Education.

After several decades of activity at all levels of international education one of the constants for Peter is his enjoyment of direct student contact and enthusiasm engendered by their intellectual and personal journeys.

- **I have drop-in, open office hours, Wednesdays 12.30-1.30pm (subject to availability)**
- **Questions? Suggestions? Please email me at londondirector@arcadia.edu**

The College of Global Studies Mission Statement
To prepare students for life in a rapidly changing global society. Because international learning is an essential component of an effective undergraduate education, The College of Global Studies is committed to providing high-quality, academically-sound and experientially-rich study abroad programs and support services to a wide range of students and institutions

WELCOME TO BRITAIN

From the Director of the London Center

On behalf of the Arcadia staff across the United Kingdom, I'm delighted to welcome you to the Arcadia London Center. The challenges and excitement of your upcoming programme will hopefully be one of the most intensive and rich periods of your life and will be marked by myriad adjustments, observations and questions. Negotiating some of these will sometimes be a real challenge, but you'll no doubt respond well to the ample opportunities for enriched experiences and academic and personal growth. The time will pass quickly; sometimes managing time, making wise choices and staying on top of your studies will be a real juggling act: **all we ask is that you be *actively involved* in shaping your experience by:**

- taking full advantage of what's on offer;
- never hesitating to seek our advice or support when needed. We are accessible, knowledgeable, sympathetic and an excellent source of practical assistance.
- taking an active role in the community

We are committed to supporting you and making your semester abroad a memorable, positive experience. Each of us has a special interest in your success and can contribute something unique. We share a broad-spectrum approach to "learning" starting with challenging, engaging classes and extending beyond the classroom to internships, co-curricular learning certificates, lecture series, guided field visits and a whole host all other Arcadia programme activities.

To provide some guidance, we have prepared this handbook for you. It presents information that will help you to adjust and be successful in your new environment. Ultimately, this is ***your*** experience and it will require time and effort on your part to enhance it to its full potential. This handbook is your starting point – use it and keep using it throughout the semester.

We will provide you with ample opportunities: what you make of them is up to you – so welcome again to a wonderful semester in the UK with Arcadia.

Peter Leuner, PhD

Staff Directory – London Center

Dept/Name		Location	Ext	Email
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Philip	Godfrey	Palace Court		RLApalace@arcadia.edu

Staying in Touch - London Center Contact Details

16/17 Southampton Place **London, WC1A 2AJ** Tel: 0207 792 0211 (from UK) Tel: 00 44 207 792 0211 (from US) Fax: 0207 229 3099 **Email:** london@arcadia.edu **Nearest Tube:** Holborn	**Opening hours** Monday-Thursday 8.30am-9pm Friday - 8.30am-5pm Saturday - closed Sunday 5.30pm-10pm

Health, safety or legal emergencies

London Center staff 24/7 number - 0800 652 5587

Academics - My Arcadia

For students on our center-based programs, we will provide you with log in details to access **My Arcadia**, an online portal for email, Blackboard (Arcadia-taught classes) and the online Landman Library.

Email (Arcadia taught programmes only)

You will be provided with an Arcadia University email address. For academic purposes and formal Arcadia University business, Arcadia University will correspond with students through Blackboard and their Arcadia University email address only.

Social - Follow us online@

Arcadia London website

http://blogs.arcadia.edu/londoncenter

The Arcadia London Center's own website has up to date information on academics internships, housing and student life.

Facebook semester group

www.facebook.com/TCGSLondonCenter

Each semester we set up a Facebook group where you can find co-curricular events, news and updates. For the latest on life in London join the semester Facebook group. Can't find it? Email London@arcadia.edu.

Twitter - @ArcadiaAbroadUK

Too much to read and too little time? For short, sharp updates follow us on Twitter.

The London Center

Set in Holborn, on the doorstep of the West End theatre district and Bloomsbury academic district, the London Center contains six classrooms, a seminar room, a student break-out area with TV, newspapers and a hot drinks machine, a computer lab as well as facilities for students to use their own laptops and to print and copy materials, and a quiet study room.

A telephone and fax machine are available for free for academic purposes. There is also a travel resources library, with guide books and information on a range of subjects. Staff are available during office hours in person or by calling the London Center telephone number or by email and outside of hours by appointment.

Arcadia staff in our London and Edinburgh study centres work closely with our affiliated institutions in order to co-ordinate all programme activities and ensure a provide a comfortable and enriching international experience for you.

Wifi - Arcadia-Student
Wifi is provided throughout the building via the 'Arcadia-Student' network
Password is Arcwifistud1617

Security – for the safety and security of all users of the building, ID cards must be shown on entry to the London Center each time you enter.

Food and Drink - Food & drink may be consumed in designated areas but not in classrooms.

Mail and packages - Can be sent to the London Center address above providing your name is included with the address.

Fax - A fax machine is available for use, free of charge for academic purposes.

Printing and Scanning
Printing and scanning for academic purposes is available in the centre via the computer lounge in the basement.

Smoking
Smoking is not permitted on the premises

London

With a population of around 8 million, London is the capital city of the United Kingdom and is one of the most diverse and vibrant cities in the world. Home of the Royal Family and the seat of political power in Westminster, London continues to dominate the UK, politically, economically and culturally. There are a wealth of parks and cultural events and venues. There are numerous sites of historic interest, artistic influence and a vibrant financial sector. Split into 9 transport zones, with 1 (where the London Center and housing are based) being the most central and 9 being the outermost.

Bloomsbury

Set in Holborn, on the doorstep of the West End theatre district and Bloomsbury academic district, the London center is easily accessible by bus and tube. With the central location comes an abundance of opportunities to take advantage of. These include the theatre, Leicester Square premiers, the British Museum, Senate House Library and shopping on Oxford Street to name but a few.

ACADEMICS

The London NOW Programme

WELCOME TO LONDON NOW

The London Now programme is specially designed to take advantage of Britain's historical and cultural center. The London Now courses are crafted and organised by Arcadia University to give a specific introduction to all that London has to offer in art, history, literature, theatre and more. They all involve co-curricular activities—visits to museums, special exhibitions, newspapers, press conferences, lectures at any of the various UK institutions and walks in areas of the city that are of particular interest to the course.

To help you achieve your academic goals we have prepared this handbook for you. It presents information which will help you to adjust and be successful in your new learning environment.

LONDON NOW - PROGRAMME STAFF

Emily Wescott (Associate Director of Academic Affairs) is your primary contact whilst studying on the London NOW programme. Emily is responsible for advising on all academic matters including registration, course changes and transcripts. She is also responsible for the scrutiny of all assessments and for the release of final grades to Arcadia University.

You can contact Emily at the London Office or email her at wescotte@arcadia.edu.

Dr. Peter Leuner (Regional Director) has responsibility for academic policy and the overall quality assurance of the academic programme. If you have academic requirements that fall outside the normal regulations of the programme you will need the Director's approval.

LONDON NOW
COURSE SELECTIONS

Class Load

You can choose from a wide range of 4-credit courses offered by the Arcadia London Center.

You are required to maintain 3-6 semester hours of credit throughout the program.

For a full list of available modules, please check the London NOW programme website found on www.arcadia.edu/abroad.

Please read the Arcadia Center Academic Information section of this handbook for further important information.

LONDON INTERNSHIP PROGRAMME

THE LONDON INTERNSHIP PROGRAMME

Introduction

This section has been compiled to provide you with important information about the Internship Programme**. Please make sure you read it carefully.**

The Internship Programme has been both exciting and rewarding for the hundreds of students who have participated in it, and we will do our best to ensure it is for you too. We ensure that you receive a comprehensive learning experience – one that seeks to bring together the theoretical/academic coursework and the practical training provided on the job.

Best wishes for a good programme!

London Internship - KEY MEMBERS OF STAFF

Academic and Internship placement points of contact

ACADEMICS

All issues or questions with regards to academics, including classes and Final Projects, are initially to be addressed to **Gabrielle Genus, Academic Co-ordinator** (genusg@arcadia.edu).

INTERNSHIP PLACEMENT

James Ballantyne, Internship Programme Coordinator,
ballantynej@arcadia.edu

Will be your first point of contact for all questions and concerns regarding your internship placement.

Joe Dwyer, Internship Programme Manager,
dwyerj01@arcadia.edu

Manages the Internship Programme.

London Interns - PROGRAMME OVERVIEW

The London Internship Programme ensures that all interns receive a comprehensive learning experience, one that brings together the opportunity to trial the theory you have studied in your academic coursework in a work placement. This experience also allows for an opportunity to develop skills for succeeding in the workplace, through reflective thought and discussion.

Class Load

Students participating in the London Internship Programme must register 6 credits. This includes the 3-credit internship course, INPR 310 Work in Thought and Action, as well as one 3-credit course available through Arcadia's London Centre.

While every effort will be made to accommodate your course requests, Arcadia University cannot guarantee placement in any course.

For a full list of available modules, please check the London NOW programme website found on www.arcadia.edu/abroad.

Please read the Arcadia Center Academic Information section of this handbook for further important information.

LONI INPR 310 WORK IN THOUGHT & ACTION

(Class Sessions, Final Project, Attendance and Assessment, Work Placement,)

Course Overview

Whilst much of your time in London will be spent in your work placement, the most tangible aspect of your experience will be the academic research that you will undertake as part of the INPR 310S 'Work in Thought and Action' course. In constructing a 3,000 – 3,500 word extended essay, you will work with an academic supervisor to critically engage with academic literature to investigate a challenge or learning opportunity encountered during your work placement experience. In addition to this project, you will be encouraged to critically reflect upon your placement and research through classroom discussion and a final presentation to faculty and to your peers in order to maximize your learning from your internship experience and to connect it to your course of study and career aspirations.

Instructor (s):	Chris McMillan
Email:	mcmillanc@arcadia.edu
Course Title:	Work In Thought & Action
Course Code:	LONI INPR 310S
Class Details:	This class facilitates the development of an academic research project through which students engage with academic literature to explore the particular challenges and learning opportunities that arise during their work placement experience.
Credits:	3
Semester /Term:	Spring Fall X Summer
Course Description:	This course is orientated around the development of a 3,000-3,500 word extended essay that explores an issue identified during the work placement experience. Structured peer-discussions, academic supervision and a reflective presentation are used to maximize student's learning from their internship experience and connect it to both their course of study and their career aspirations.

Course Requirements:

Required Texts

One of the central elements of this course is to develop the skills for independent and critical research. As researchers, students are expected to read widely to enable them to respond to the identified research issues with evidence and with academic theoretical rigor. While there are no assigned readings for the course, students will construct relevant bibliographies, under the guidance of their Academic Supervisors.

Recommended reading

It will be, however, of value for you to do some reading before you arrive. The following texts are useful sources for orientating you to your internship and to your academic research

The chapter 'Work to Rule' (pp.176-207) in *Watching the English: The Hidden Rules of English Behaviour* (2004) by Kate Fox. The chapter is available on the BlackBoard Learn page for this course, but the entire book is an interesting guide to your London experience.

Chapter Three 'From Topics to Questions' in *The Craft of Research* (2009) by Wayne Booth, Gregory Colomb and Joseph Williams provides a valuable overview to developing a research question (also available on BlackBoard)

Finally, the report *Are They Really Ready to Work? Employers' Perspectives on the Basic Knowledge and Applied Skills of New Entrants to the 21st Century US Workforce* available from http://files.eric.ed.gov/fulltext/ED519465.pdf is a useful consideration of the skills graduates require in the 21st century workplace.

Grading Scale

Grading Scale	**Percentages**
A	65-100%
B	50-64%
C	40-49%
D	35-39%
F	0-34%

Assessments

Course Requirements	Percentages
1. Extended essay	80%
2. Reflective presentation	20%
Total	100%

1. **Extended essay**

Students are to identify a learning opportunity or challenge that they have encountered at their workplace and work with an academic supervisor to construct an academic question to be discussed in an extended essay of 3,000 to 3,500 words.

This question is to be based on work-place experiences and must help the student to maximize their learning from the internship experience through engagement with academic literature. In addition, students should aim to identify a topic that they find personally interesting and that would enhance their career aspirations.

Students will work with an academic supervisor, with whom they must meet at least twice, to develop an appropriate academic question and work towards a thesis in response. Academic supervisors are able to guide students through this project and must approve the project, but, ultimately, the project is the responsibility of the student.

Assessment Criteria

- Demonstrates the ability to effectively identify an issue encountered within the workplace
- Demonstrates the ability to critically engage with academic literature to investigate the identified issue and produce justified conclusions
- Demonstrates the ability to articulate a critical academic argument in a clear and professional manner

Final Project submission

A final version is expected by 8:00pm on Monday July 14th 2014 and is to be submitted as follows:

- one hard copy is submitted to the London Centre
- one electronic copy is submitted via Blackboard through the assignment section of LONI INPR 310S.
- include completed Academic Supervisor logsheet

You are welcome to have a friend/peer drop off your project on your behalf, should you not be able to travel to the office, as long as it arrives on or before the deadline.

Do not ask your academic supervisor for an extension. You must contact the Associate Director of Academic Affairs before the deadline if you feel you will need an extension. Extensions are only granted in extenuating circumstances. Manage your time carefully. You will not be issued an extension if you have to work on the day of submission.

Final grade for Academic Project

The final grade for your Academic Project constitutes 80 per cent of the overall grade for LONI INPR 310S. The project is assessed by the academic supervisor, in conjunction with another faculty member, who acts as a second marker using the General Marking Criteria.

Final Project Assessment Form

The completed assessment feedback forms will be posted on Blackboard after the Exam Board meeting in August 2014.

Please note that it is crucial for you to stick to the deadlines and submit all required documents on time. Failing to do so will not only result in a lowering of your overall grade but it will also jeopardize your right to stay in the UK (see section on visa requirements in this handbook).

Previous Final Projects are held at the London Centre as a resource.

2. Reflective Presentation

Following the submission of their extended essay, students are required to reflect upon their internship experience through a presentation to faculty and to their peers.

Students should seek to communicate:

	- The challenges and learning opportunities they encountered during their internship - The academic question they developed in their extended essay and the argument they made in response to this question - How they plan to build upon their work experience and research in the future The presentations are scheduled for ten minutes, with students to give a five-minute presentation and five minutes for discussion with faculty and peers. The course convener and a member of Arcadia's faculty will assess the presentation. ***Assessment Criteria:*** - Demonstrates the ability to communicate complex ideas verbally in a concise and engaging manner - Demonstrates the ability to consider the relationship between academic literature and the challenges and the learning opportunities encountered during the internship - Demonstrates the ability to reflect critically upon the internship experience Students will be able to sign-up for a presentation session following the submission of their extended essay project. Presentation times are expected to be offered on July 15th, 16th and 17th, along with July 21st, although these dates are subject to change.
Learning Outcomes and/or Expected Student Competencies:	Upon successful completion of this course, students should be able to: Produce a piece of work that demonstrates their ability to apply academic attributes and knowledge to their practical work experience – successfully applying an intellectual context and a larger critical discourse to their understanding of the world of work. Assessment measure: extended essay, academic supervision and reflective presentation Identify possible learning opportunities they may encounter in a practical experience and create a plan to maximize those opportunities. Assessment measure: In class participation, academic supervision and reflective presentation. Synthesize their own reflections on practical experiences with those

	of peers, and with arguments advanced in relevant literature, as applicable. Assessment measure: in class participation and reflective presentation Articulate how an out of class learning experience (i.e., the work placement) has affected their development as a student and a budding professional, and how the course (including the placement) may affect their approach to academics, work, and career in the future. Assessment measure: Reflective presentation *Additional learning outcomes may be co-constructed by the academic supervisor and the student.
Course Outline:	

Session/ Date	Topic
Session 1	***Work in the 21st Century: An Introduction to your Research Project*** Thursday 5th June: Students will be allocated into groups during orientation for a one hour introduction to the course and to the academic project
Session 2	***Putting thought into action: Identifying learning opportunities in the workplace*** This class session offers an opportunity for students to discuss their work placement experiences with their peers and to consider how these experiences could be the basis for academic research Students will be able to sign up for sessions to be run on the week starting June 23rd

Other Policies:	**Attendance/Participation** Attendance at the seminar sessions is a core part of the course. **Plagiarism** Students are expected to subscribe to the principles of academic integrity, and must be willing to bear individual responsibility for their work while studying abroad. Any academic work (written or otherwise) submitted to fulfill an academic requirement must represent a student's original work. Any act of academic misconduct, such as cheating fabrication, forgery, plagiarism, or

	facilitating academic dishonesty, will subject a student to disciplinary action.
Academic Support	**Academic Supervisors** Students will be assigned an academic supervisor before the start of the program. Academic supervisors are faculty of the London Center or of other universities in London. Supervisors are chosen to provide guidance for students during what is considered to be a largely independent exercise. Academic Supervisors, along with a second marker, are responsible for assessing the final academic project. It is important that students meet with their academic supervisor as soon as possible and at regular intervals during the program. At least two face-to-face meetings are required. **Writing Center** Students are encouraged to use the Arcadia London Writing Center for academic support during the "writing-up" stage of their academic project. The writing center operates on a drop in basis through the each week of the semester. The course convener, Dr. Chris McMillan, is also available throughout the semester to discuss any issues you may be experiencing with your academic work. Chris can be contacted at mcmillanc@arcadia.edu
Prerequisites:	None
Rationale and Impact of the Course:	This course provides a rigorous academic framework within which the London internship placement is located, providing opportunities for research, reflective activity, and the development of the transferable personal and professional skills increasingly desirable in the globalized workplaces of the 21st century.

WORK PLACEMENT

Placement Process

All students on the Internship Programme will have submitted either an internship essay or placement questionnaire several months before arrival, allowing the Internship Placement Team to work in advance on finding a suitable placement in a field related to your interests. The following points discuss the process of finalising your internship placement, before and after arrival in London:

- **Provisional Placement Offer** - Many students on the Internship Programme will have received a provisional placement offer via email prior to their arrival in London. It is normal, however, for some students to arrive without yet having received their offer, and these students should rest assured that the Internship Placement Team is working to make an offer as soon as possible and will provide a full update in your individual meeting during arrival week.

- **Interview** – All internship placements are subject to an interview with the employer. Once you've received a provisional placement offer the placement team will arrange the interview, either by phone or Skype before arrival in London, or in person after you've arrived. Please note that some students who have done a phone interview may also be asked to come in to meet the employer in person after they've arrived in London.

  Interview styles can vary, with some being more formal than others. All students are expected to prepare, however, for a formal interview and dress appropriately. General interview tips and suggestions, as well as any specific advice on your employer, can be obtained from the Placement Team.

- **Placement Confirmation** – Once you have interviewed, the Placement Team will contact both you and the employer to confirm that you would

both like to move forward with the internship placement, and a confirmation email will then be sent to you via email.

- **Placement Schedule** – The internship schedule must be set for three full days per week for the duration of the term (following arrival week). Exact hours vary with each employer, but a normal working day should be 7-8 hours, excluding lunch.

  PLEASE NOTE: Students on the Internship Programme must inform the Internship Coordinator (londoninterns@arcadia.edu) as soon as possible of their academic course schedule – by no later than the end of arrival week. This will allow us to confirm the placement schedule with your employer for the first week of the internship.

Scheduled Contact with Placement Team

In addition to your regular coursework, class and internship attendance requirements, there are two specific required points of contact with the Internship Placement team:

- **First Visit** – Later in the arrival week each student will have a 15-minute individual meeting with a member of the internship placement team. This meeting will serve as an initial contact point following the orientation to discuss placement logistics and expectations, answer any outstanding queries or concerns or update students on the placement search.

  This meeting is mandatory and details of the time will be forwarded to students near to arrivals week.

- **Mid-term Evaluation Form** – Each student on the programme is required to submit a mid-term evaluation form, providing feedback on their experience in internship placement as well academics, housing and any other aspects of your London experience.

  Details on the form and deadline will be emailed to each student.

- **Mid-term Evaluation Meeting** – following the submission of the mid-term evaluation form, each student will have a scheduled 15 minute meeting with a member of the placement team. Details on the schedule will be provided in due course.

Placement Attendance

Students are expected to be on time at their placement for each day of the placement period, three days per week.

Attendance will be regularly monitored by Arcadia throughout the placement period, with any absences reported to us as your legal sponsor under the Tier 4 (General) Student Visa. If your attendance is determined to be unsatisfactory you may be subject to sanctions listed in the section on Disciplinary Codes and Procedures.

If you are ill and must miss time on the placement you must do the following:

- Contact your employer by phone at your earliest opportunity on the day (no later than 10am) to indicate that you are unwell and unable to come in that day. (Do not email – past students have found that email messages have gone missing or were not received in time).
- Contact the Internship Coordinator at Arcadia on 0207 792 0211 to inform us as well of your absence.
- If you are absent for more than one day, you must repeat the steps above for each day – do not assume that the employer will know you are still ill.
- You must obtain a doctor's note if you miss time for illness, and this must cover you for each day you are absent. Contact the Internship Coordinator for more information.
- Failure to undertake any of the above points can result in disciplinary sanctions, as listed in the section on Disciplinary Codes and Procedures.

Placement Issues/Concerns

Every internship placement can produce unexpected challenges, whether directly related to the nature of your work (e.g., trouble with a particular

project, or not enough to do) or something more personal (e.g., not getting along with a co-worker, or not liking a supervisor's management style). Coping with these kinds of challenges can be a part of life in any workplace.

The Internship Programme Coordinator (James Ballantyne) and Internship Programme Manager (Joe Dwyer) are on hand throughout the term to advise and provide support on any issues that arise in the work placement. They are available to be seen in person Mondays through Fridays from 9:00 – 5:30pm or spoken to on 0207 792 0211. You can also email us at londoninterns@arcadia.edu.

Please contact us if there is anything you'd like to discuss about your placement.

Requesting a Change of Placement

All students are considered to have made a commitment to the internship placement following the acceptance and confirmation of the placement after the employer interview, and are therefore expected to remain in that placement for the duration of the term.

A request for a change of placement can be considered, however, in the event of an unforeseen and otherwise irreconcilable problem arising in the placement, where every reasonable effort to address the matter with the supervisor has been made.

As with any issue arising in the placement (as discussed above), students wishing to enquire about changing placements should contact James or Joe as per above.

Tips for a Successful Internship

In working with both students and employers over the years, we feel that the single most important factor in the success of any internship is the attitude that the student brings to it. Remembering the following can help foster a successful internship experience:

- Bring a positive, professional attitude to everything you are asked to do – even administrative tasks. Such tasks are often expected of interns,

and this kind of work can provide an excellent opportunity to observe and to learn how the organisation works around you.

- Be proactive. Most work environments experience slow periods, perhaps for a day or two or maybe even for a couple of weeks. If this happens, don't just wait to be told what to do, but look around for where you can assist others – this can be really appreciated and lead to more responsibility in the placement.

- Be patient. Placements can sometimes start slowly, as it may take the employer some time to get used to having you there and to learn how much and what kind of work they can give you. Things usually begin to settle after the first few days.

- Go with the flow. The working world can be unpredictable. For example, a project you were set to work on may take longer to arrange than intended, or may perhaps fall through altogether. Learning to adapt to these kinds of unforeseen changes is part of working life, so be patient and willing to be creative in working with your supervisor to come up with alternatives.

- Be willing to learn. Your internship is a learning opportunity – a chance for you to see life in the British workplace from the inside. Even when doing administrative work you can observe how the organisation works around you and gain an intercultural perspective on the way people approach work and problem-solving.

- Reflect upon your experience. Make some time to think or write about what happens in your internship - its daily challenges and successes. Doing so will enhance your learning experience and help you get the most from it.

Remember that you are always welcome to speak with James and Joe if there are any issues in the placement that you'd like to discuss.

ARCADIA UNIVERSITY LONDON CENTER

ACADEMIC DEPARTMENT INFORMATION

CREDIT SYSTEM AND GRADE CONVERSION

Credit System

Arcadia London Now classes	4 Arcadia credits

While every effort will be made to accommodate your course requests, Arcadia University cannot guarantee placement in any course.

For a full list of available modules, please check the London NOW programme website found on www.arcadia.edu/abroad.

Grade Conversion Scale

Arcadia University uses the following scale for the award of letter grades. These grades are recorded on the Arcadia University transcript as received. Arcadia University does not issue pass/fail grades for work completed overseas.

First A+ 75-100	Overall	Outstanding answer: exceptionally well structured and informed, showing striking personal insight and originality.
	Understanding	Authoritative; full understanding of relevant material; highly original analysis; highly independent and critical judgment; high degree of precision.
	Selection and Coverage	Unusually extensive range of sources, applied with outstanding insight; exceptionally effective use of evidence to support argument.
	Structure	Excellent structure, focus, presentation and writing style, contributing to a highly compelling argument.
First A (68-74) A- (65-67)	Overall	Highly thoughtful answer informed by wider reading, showing clarity of thought, personal insight and originality.
	Understanding	Thorough understanding of relevant material; insightful discussion; evidence of independent and critical judgment.
	Selection and Coverage	Extensive range of sources applied insightfully; very effective use to support argument.
	Structure	Very good structure and focus; clear and fluent writing style; persuasive argument
Upper-Second B+ (60-64) B (55-59) B- (50-54)	Overall	Good understanding of relevant material; coherent and logical argument.
	Understanding	Good understanding of important facts and concepts; substantive analysis of key issues.
	Selection and Coverage	Good use of relevant sources/literature; employment of a range of evidence to support argument.
	Structure	Coherent and logical presentation.
Lower-Second C+ (47-49) C (43-46) C- (40-42)	Overall	Sound understanding; limited analysis.
	Understanding	Generally sound understanding of relevant material but limited range or depth; more descriptive that analytical.
	Selection and Coverage	Appropriate but limited use of sources/literature; attempts to support argument, but these are awkward and/or unconvincing.
	Structure	Generally clear presentation but awkward structure and/or limited development of argument.
Third	Overall	Basic understanding and analysis.
D 35-39	Understanding	Some general knowledge but little detail; minimal demonstration of analytical thought.
	Selection and Coverage	Sparse coverage of basic material; generally unsuccessful in using evidence to support argument.
	Structure	Adequate structure and presentation, but unclear or disorganized in places.
Fail F 0-34	Overall	Unsystematic, incomplete and/or inaccurate.
	Understanding	Little or no knowledge demonstrated; generally inaccurate and/or unclear; little or no analysis.
	Selection and Coverage	Inappropriate and/or inaccurate use of sources/literature; poor or no use of evidence to support argument.
	Structure	Disorganised and unclear presentation; consistently poor spelling and grammar; incoherent argument or none discernible; unacceptably brief.

COURSE SELECTIONS

For a full up to date list of available courses, please visit the following link: www.arcadia.edu/abroad.

CLASS LEVELS

100 level courses are taught to first year degree seeking students. They are introductory level courses that have no specific prerequisites in their own subject but may require some mathematics or other related subjects. British students normally select these courses when they have no previous background in the subject.

200 level courses are taught to second year degree seeking students. They are intermediate level courses that have prerequisites in the form of university-level introductory courses in the same or a closely related subject. These courses are the equivalent of Junior-year courses at four year degree institutions and, as such, are usually the most appropriate for the London NOW programme.

300 level courses are taught to third year degree seeking students. They are advanced and equivalent to either final year undergraduate or first year graduate courses. They have prerequisites of university- level intermediate courses. London NOW students should ordinarily only select one of these courses when they have a minimum three semesters of background and very high grades in the relevant field.

STUDYING IN BRITAIN

There are three main methods of teaching on the London NOW Programme: lectures, tutorials and field studies. All students are expected and required to attend all sessions associated with each course, to take part in discussions and tutorials and to undertake a substantial amount of carefully researched and convincingly argued written work.

Lectures are a way of providing information and analysing arguments. To gain the most from lectures:

- Do the readings before you attend to ensure that you are familiar with the material and themes. This will make the lecture easier to follow.
- Do not attempt to write down everything the lecturer has said, but only that which adds to the knowledge you have already gained from your reading. That includes names and authors of other books or articles that the lecturer mentions, as you will need additional resources for

examination preparation.

- The speed of lectures will not allow you to take down all the information given, so be selective. If you do not get the names, or do not know how to spell them, ask the lecturer immediately after the lecture.

Tutorials are small classes that allow particular topics to be discussed in depth. You may be asked to read an essay and then defend its content in discussion. Alternatively, discussion may be based on directed reading or previously set questions. In tutorials, participation is key. This is an opportunity for you to discuss and unpack your ideas in a small group. You should attempt to overcome any shyness you may feel and participate. Again, it is imperative that you have read beforehand. Use tutorials to explore your ideas on a topic and to answer any questions you have from your reading. Be prepared to defend your views and enter into academic debate.

Field studies are used to enhance classroom sessions. Attending field studies is important. Whether in the theatre, the gallery or the museum, the experience will contribute to your final assessment, so as normal, attendance and participation is mandatory.

While London NOW classes are designed for students from American universities, it is still true to say that **expectations** in the British system of education are seen to be **less clearly designed** than they are in the United States. British higher education relies on students taking responsibility for their own learning; undergraduates are said to **"read for a degree"** and are encouraged to do just this. The system is intended to produce specialists capable of independent research – and it is independent study and research that should be filling a large portion of your time outside of the lecture.

You will need to be alert to the requirements of your courses and not depend on being told what to do or when to do it. If you have a feeling nothing is happening or very little is being asked of you, go to your lecturer and ask for suggestions and guidance.

The best way to ensure your academic success is to **find out at the start of your semester exactly what will be required for each course and how you will be assessed.**

ESSAY WRITING

All courses are formally assessed on the basis of written work and on a final exam.

Preparation:

- Make sure that you know the deadline for the essay and plan your work to ensure you will meet this deadline.
- Read through the choice of topics carefully.
- Check that you understand the questions asked and select the one that most interests you.
- When researching an essay keep the question in mind as you read.
- Make a list of the points you think are relevant to the question.
- Ensure that you keep a thorough and accurate record of the sources that you have used.

Writing:

- Plan the structure of your essay before you start writing. Make sure that it follows a logical line of reasoning.
- Ensure that you show evidence of external reading and use this to serve an independent analysis.
- Think of your essay as an argument, which leads the reader from the title to the conclusion. An argumentative essay will debate the problems raised by the question.
- Express your argument clearly and concisely always ensuring that it relates to the question you address.
- If you are using a text or texts quote to illustrate your points.
- Always distinguish between your own words and those of critics. Copying other people's work and presenting it as your own is regarded as a serious misdemeanor. If you do this, you run the risk of receiving a fail grade for your whole course.
- Employ the language of formal debate and do not use slang.
- Avoid abbreviations and use of the first person point of view.
- Keep to any word limits.
- Provide a bibliography.

EXAMS

Preparation:

- Start your revision early and pace yourself.
- Create an exam plan. Make a chart of the days until your exams and the hours that you will spend on revision, coursework and projects. Experiment with this schedule to find what works for you.
- Throughout the revision and exam period ensure that you keep to regular eating, sleeping and exercise patterns.
- Organize your course notes and material.
- Study only to the required level. Do not over focus on one topic or subject at the expense of others.
- Do not worry about what you have not done during a course. Work out how to make the best use of what you have done.
- Be selective in choosing the parts of the course that you will revise.
- Find your best study environment. If the library stresses you, avoid it.
- Avoid clutter. Do not try to study with too many books on your desk, it will only remind you of how much you have left to complete.
- Work for brief periods. Take a short break when your concentration is slipping but keep in mind how long your exams are; train yourself to concentrate for this period.
- Vary your techniques for revision. Do not simply read books but distil the information in them, make study diagrams or use study cards to develop different memory skills.

Writing:

- Answer the question posed. Argue a case that clearly responds to this question.
- Draw on material from the course.
- Be selective in the material you present. Do not simply write all you know.
- In most exams each question is worth only a proportion of the final grade. Plan your time to ensure that you answer all the questions fully. Do not spend too much time on one question at the expense of the others.
- Write clearly and legibly. Remember an exam marker will only have limited time in which to mark your paper.

ACADEMIC RESOURCES

Textbooks

For your convenience, we have placed an order at the Blackwell Bookstore (Charing Cross branch) for most textbooks required for Arcadia taught classes. Please see below for a map of the bookstore which is a short walk from the London Centre.

Alternatively, you can purchase textbooks through www.amazon.co.uk or www.alibris.com.

Please ensure that you have purchased the necessary texts by the beginning of classes.

Blackwell Bookstore

100 Charing Cross Road, London, WC2H 0JG**, Tel**: 020 7292 5100

Libraries

The main library facilities available to you are:

1) Senate House Library - www.ull.ac.uk

You are welcome to use the wonderful facilities at the University of London library, Senate House, just a short walk from the London Centre.

To access Senate House Library, you must present a relevant University ID card at reception and say that you are an Arcadia University student.

If you are taking courses at Queen Mary, Goldsmiths or SOAS University you will be given an ID card during registration. Please use this ID card to gain access to the Senate House Library. As a student of a British institution you will gain automatic access in to the Library.

Senate House Opening Hours:

Monday - Thursday: 09.00 - 21.00
Friday: 09.00 - 18.30
Saturday: 09.45 - 17.30
Sunday: Closed

2) British Library – Euston Road

In order to use the facilities at the British Library, you will need to register for a pass. In order to receive this pass you'll need a proof of address letter (pick one up from Arcadia's Center).

3) Landman Library - Students who have access to Blackboard via Arcadia, will be able to access the Landman Library's online resources, this includes access to JSTOR articles as well. Please contact the Academic Department for further information.

4) More Libraries - London NOW students will have access to public libraries through the Borough Library system. Arcadia University will provide you with a letter of introduction if necessary. There are also many specialist libraries in London, which cater to specific fields. If a student finds an assignment requires special library facilities, contact Emily Wescott at the London Center for guidance and further information.

My Arcadia/Blackboard

London NOW students will be provided with log in details to access My Arcadia, an online portal for classes selected Arcadia-taught classes and the Landman Library. Students will also be provided with an Arcadia University CGS email address. **Arcadia University will correspond with students through Blackboard and their Arcadia University email address only.** For every Arcadia-taught class a student is enrolled in, he or she will be required to complete an online evaluation on Blackboard by the time they depart the programme.

IT Facilities

You will have access to IT facilities at the London Centre. You will be able to use the printing facilities as well. You will also have access to these facilities at the Senate House Library

Learning Disabilities and Dyslexia

If you have a learning disability or dyslexia, please speak to your Programme Manager **before** classes begin. Appropriate arrangements can be made for teaching and examinations if documentation is provided.

Wellbeing

Advice can be given to students about private counseling services if required, please do not hesitate to contact someone at the London Center for advice on finding any the right support for your needs.

Writing Center

Writing support is available to all students studying on an Arcadia programme. Run by two of our finest lecturers, Dr. Laurence Scott and Dr. Richard Maguire, the Writing Center operates by drop in sessions run during the week at our London Center. For students outside of London, Skype sessions are available by appointment. Please email London@arcadia.edu for details.

ATTENDANCE & ASSESSMENT

You are required to participate in all classes, tutorials, field studies, and in scheduled work assignments set-up for your course(s). These are a vital part of the learning and assessment process on study abroad programmes. Failure to attend a class or field study must be documented by a physician's note or by consultation with Gabby Genus (genusg@arcadia.edu) before the scheduled class.

All courses are formally assessed on the basis of written work and in most cases, on a final exam. If an exam is available in a course you must sit it to ensure full credit. All final grades are converted to their American letter grade equivalents. Keep in mind that this country uses an entirely different numerical grading system than that you're used to at home. For example, while an American 65 is barely (if even) passing, a British 65 is considered very good. Refer to your grade scale to translate your grade.

If the requirements or assessment method for a course are unclear to you for any reason, ask for clarification so that you can plan your work properly and be organised from the start of the course.

Final grades and marks are usually based partly on the results of a final exam and partly on "continuous assessment", i.e., essays, short tests, oral contributions, projects and/or practical not produced under exam conditions. Although you may have several pieces of marked work returned to you, remember that individual pieces of **coursework and essays do not necessarily carry equal weight in the final overall assessment.** The final exam results could be weighted to represent as much as 60-75% of your final grade.

Remember that you must submit all your written work before you leave at the end of the programme. Late papers cannot be counted in your final assessment and will be averaged in as zero marks or your course will be recorded as "incomplete" and appear on your transcript as a failure.

You can jeopardise your credit if you do not take the prescribed exams at the end of the programme. No unilateral assessment arrangements entered into with lectures or course coordinators in lieu of an exam will be acceptable. **If an exam is scheduled you must sit it.** If you have any questions about exam requirements refer them to the course lecturer or **Emily Wescott** in the

Arcadia University office.

You are required to enter into a contract with Arcadia University to show that you both understand and agree to abide by our rules regarding attendance and assessment. An example of the Attendance and Assessment Contract and the grade grid are given on the following pages.

FERPA - The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, popularly known as "FERPA" or the Buckley Amendment, is the federal law that governs the rights of students and the corollary responsibilities of institutions of higher education with respect to student education records. The law applies to all colleges and universities that receive funds under an applicable program of the U.S. Department of Education. The materials listed below provide detailed information regarding FERPA and how student education records are managed at Arcadia University. A copy of the statute may be found in 34 C.F.R. Part 99. For more information on how Arcadia University handles FERPA requests please contact the Office of Legal Affairs and General Counsel or the Office of the Registrar.

REGULATIONS FOR EXAMINATIONS

General Examination Regulations

No candidate is permitted to leave the examination room until half an hour after the start of the examination, and normally no candidate is permitted to enter the examination room more than half an hour after the start of the examination. However, if a candidate arrives after the first half hour has passed, the invigilator may use his/her discretion in extending the time limit provided no candidate has already left the room. If a candidate is excluded from the examination room under this Regulation he/she should in his/her own interest report to the Academic Department.

Any irregularities of conduct within the examination room will be reported and the invigilator may order a candidate to leave the examination room.

Except when prevented by medical reasons or other sufficient cause, a candidate who fails to present himself/herself for examination will be deemed to have failed in that part of the examination. Misreading of the examination timetable—or prior travel arrangements—will not be regarded as 'sufficient cause'. If, for any reason, a candidate is unable to attend an examination, he/she should report the circumstances to the Academic Coordinator at the earliest possible moment. The Examinations Committee shall also be notified by the Academic Coordinator of any such absences.

Candidates are forbidden to take into the examination room any books, papers, calculators, or any information storage and retrieval device, or any attaché case or bag in which such items can be carried, unless there is an express provision otherwise in the case of a particular paper. Candidates are forbidden to pass calculators or any other item to one another during examinations.

If a candidate suspects that there is a printing error in a question paper he/she should consult an invigilator.

No student may leave the examination room during the last fifteen minutes of the examination, in order to avoid disturbing other candidates who are completing their papers.

Candidates are forbidden to take into the examination room any devices which may emit noise or are likely to disturb other candidates.

Regulations for the Invigilation of Examinations

It is the prime duty of invigilators to ensure that no improper practices occur within the examination room and that the examinations are conducted within the terms of the regulations agreed by the Senate.

Not less than two invigilators will be allocated to each examination room. Invigilators must remain in the examination room throughout the examination except when their duties require them to leave.

One invigilator in each room shall be designated Senior Invigilator. The Senior Invigilator shall be responsible for the co-ordination of the invigilation in that room and such duties as may be set out in the Instructions to Invigilators. Invigilators under the direction of the Senior Invigilator shall be responsible for the security and laying out of the examination papers and for such other duties specified in the Instructions to Invigilators.

At the time scheduled for the start of the examination the Senior Invigilator shall:

(a) Make an announcement to the effect that candidates must satisfy themselves that they are in possession of the correct paper;

(b) Ask candidates to study carefully the rubric at the head of the examination paper;

(c) Make all other necessary announcements.

Normally no candidate may be admitted after the examination has been in progress for half an hour; if, however, no candidate has left the room, the invigilators may use their discretion in extending this time limit. If a candidate is refused admission under this Regulation, the invigilator must tell the candidate in his/her own interest to report immediately to the Academic Department.

Where an invigilator suspects a candidate of cheating the invigilator shall, after informing and consulting the other invigilator(s), warn the candidate that a report will be made. The candidate shall then be permitted to finish the paper. A full report of the circumstances shall be made to the Senior Academic Department immediately after the examination.

Invigilators may require a candidate to leave the examination room, but only if his/her conduct is disturbing other candidates.

Candidates leaving the examination room temporarily for any reason must be accompanied by an invigilator.

Instructions to Invigilators shall be published annually by the London Center, setting out details of the procedures to be followed in the conduct of examinations.

ASSESSMENT AND APPEALS

The London Center operates a system where two examiners working entirely independently from one another mark each exam script, neither of whom is aware of the student's identity. In addition, all module grades are approved by an independent examinations board to ensure that the final grades awarded for a particular course are appropriate and reasonable.

Matters of academic judgement cannot be appealed. The London Center defines "academic judgement" as the professional and scholarly knowledge and expertise which members of Arcadia University staff draw upon in reaching an academic decision. Academic judgement therefore includes, but is not restricted to, decisions about the academic standard attained by students and/or marks and grades to be awarded for individual pieces of work or modules.

In view of its limited scope, there are essentially only two possible grounds for appeal:

(a) that there might have been a serious error in the way in which the original decision was made;
(b) that there exists or existed circumstances affecting the student's performance of which, for good reason, academic faculty or staff might not have been aware when the original decision was made.

If a student wishes to appeal marks given to assessed work (e.g. midterm examinations, term essays), a written request must be submitted to the Academic Department within five working days of the disputed mark being issued. Such a request must include an explanation as to how the disputed mark satisfies the possible grounds for appeal listed above. On receipt of such a request, members of academic staff will consider the issues raised and respond to the student, in writing, normally within ten working days, providing an explanation for the decision resulting from this review. If no response is received within the required timescale, the student should submit the details of the request for a review in writing to the Academic Department of the London Center.

If a student wishes to appeal a module grade, a formal petition must be submitted to the College of Global Studies Program Coordinator in Glenside. The petition must be made no later than one month after the date on the Arcadia University transcript. Any petitions postmarked after the one month period will not be considered.

Students may appeal without fear of disadvantage unless misconduct is uncovered in the course of investigating the appeal. Students must not submit frivolous or vexatious appeals and staff must not investigate cases in which any potential conflict of interest might arise. Where practicable, senior staff will avoid becoming involved in the early stages of an academic appeal because it may compromise their ability to be involved at a later stage.

TRANSCRIPTS

Arcadia University provides you with a full American transcript, certified by our registry in Glenside. Once your grades are complete, a copy of this transcript will automatically be sent to you and to your home school. This service is included in your program fee. The transcript shows the full course titles of the classes you have taken, the equivalent American semester credits they are worth, and an American standards letter grade equivalent to your British assessment.

Often, home schools record overseas courses as only pass/fail and without credit weights or details of where you studied. Graduate school applications may require more information.

You may need extra copies of transcripts for applications to graduate and professional schools. Some jobs may also require a full transcript. If you need additional copies of your transcripts at any time, you may order them by writing to:

The Registrar
Arcadia University College of Global Studies
450 S. Easton Road
Glenside
PA 19038-3295

GRADE REVIEW & PETITION

All students participating in The College of Global Studies (TCGS) programs are responsible for following the TCGS Program Code of Academic Responsibility and the Code of Conduct as they are contained in the TCGS Student Handbook.

All students are required to sign and abide by the Academic Contract.

In accordance with the policy and procedures of the Student Handbook and Academic Contract, students may avail themselves of the following procedures to request a review of a grade.

Procedures for Petitioning for a Grade Change

After the completion of the program, Final Grades are reported by the host institution to Arcadia University, after all outstanding financial obligations to Arcadia have been met, Arcadia University issues a transcript that is sent to the student.

Responsibility for the grade rests exclusively with the instructor and the department in which the course is offered. The instructor may be from a host university for direct enrollment students or an Arcadia instructor for students participating in programs taught by TCGS. Changes in grades after the instructor has submitted them are permitted only in very limited circumstances: if a faculty member believes she or he has not taken into consideration significant information in assessing the grade and wishes to correct the grade originally assigned; if a technical or clerical error has been made; if properly submitted material by the student has not been taken into account. Any change of grade must involve the instructor (and, often, the department of the host institution), the Academic Department and the Dean of Studies of TCGS. In some cases, the student's home school will be consulted.

Grade review petitions will be considered only when:

- The professor of the course believes that she or he has not taken into consideration significant information in assessing the grade.
- A typographical or mathematical mistake has been made in compiling the grade.
- A relevant piece of the student's work has been omitted in the grade

compilation. In the event of lost or missing work, the student is expected to submit a retained copy of the work along with the petition.

- A specific bias or prejudice has interfered with the academic judgment of an instructor and non-academic criteria have been used in determining the grades. This is a very rare and very serious ground for appeal, and it must be addressed in consultation with the Director in country before completion of the program.

Simply questioning the academic judgment of the instructor does not constitute grounds for appeal.

Petitions for grade change will be treated in confidence by TCGS.

While abroad

A. The student who disputes a grade (of an assignment, exam or final grade) may choose to request that the instructor of the course re-assess the grade. In addition, the direct enrollment students must abide by the regulations of the host university which may vary from those of Arcadia University. This request must be made no more than seven days after the grade has been given, and the student must also notify the Academic Department about the request.

B. Within seven days of the student's grade-change request, the instructor needs to notify the Academic Department and indicate whether or not a grade change is to be made. Direct enrollment students must abide by the policy and procedures of the host university which may vary from those of Arcadia University. The Academic Department will notify the student and TCGS.

Post-program

A. The student may make a formal petition for a grade change by writing a letter to the TCGS Program Coordinator in Glenside. The petition must be made no later than one month after the date on the Arcadia University transcript. Any petitions postmarked after the one month period will not be considered.

B. The Program Coordinator will compile relevant materials and submit them to the Academic Department overseas. The Academic Department will consult with the instructor and/or his/her department to determine whether there

should be a change of grade. They Resident Director will inform the Program Coordinator about the final disposition of the appeal, and TCGS will notify the student of the decision regarding the grade change. The decision will be final, and no further petitions for grade change will be considered.

ACADEMIC DEPARTURE CHECKLIST

The end of your program will come quicker than you think, so try to keep up in all your work to avoid a last minute rush at the end of term. When your program is over, your priority will be to get your grades as soon as possible. That is also our intention. Arcadia University transcripts are issued in a matter of days once we receive grades from all the course lecturers and UK Universities. ***Please note -*** transcripts are issued from UK universities approximately three months after the end of the relevant term.

TIME MANAGEMENT

If you are going to be happy and successful in your studying you need to plan to avoid simply drifting. You will want to make the most of your time in Britain but also need to meet deadlines and allow yourself the necessary space to produce quality work. This requires a balancing act for which planning is the key.

Try using a daily/weekly plan and a semester plan. A semester plan will help you to meet deadlines but you also need to plan your time on a day to day basis. Be aware of the demands that you have to work around and identify the times of day when you can choose what you do. Consider also the part of the day when you work best. Your plan has to be realistic and flexible, change it as your routine develops. Remember, to plan your work allows you to take advantage of the other opportunities studying abroad offers.

Manage your studying by breaking down major assignments such as essays into smaller tasks: going to the library, collecting materials, reading books, making notes, planning the writing, writing the first draft, etc.

Use the following blank plans to map out a schedule you think you can keep to.

Daily / Weekly Plan

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Before 9am							
9 – 10 am							
10 – 11 am							
11 – noon							
12 – 1 pm							
1 – 2 pm							
2 – 3 pm							
3 – 4 pm							
4 – 5 pm							
5 – 6 pm							
6 – 7 pm							
7 – 8 pm							
8 – 9 pm							
After 9 pm							

Semester Plan

Weeks	Subject/Topic				Travel Plans
1					
2					
3					
4					
5					
6					
7					
8					

CO-CURRICULAR LEARNING

The Co-Curricular Learning Certificate (CLC)

The Co-Curricular Learning Certificate is a record of your non-academic co-curricular and extra-curricular learning experiences. The CLC is a self-directed opportunity organized under a series of themes explained at orientation. You spend a prescribed amount of hours engaged in activities that contribute to the completion of a reflective piece. The work is assessed by The College of Global Studies and the certificate is awarded to you meeting the criteria.

One of the most important and potentially challenging aspects of the study-abroad experience is a meaningful engagement with the host culture. Arcadia's Co-Curricular Learning Certificate offers you a formalized way in which to participate in British life beyond the classroom!

In addition to gaining an enhanced understanding of British history and culture, those who enroll in the CLC program receive formal certification of their intellectual curiosity and enthusiasm for new experiences. These traits are extremely attractive to potential employers, but are often difficult to quantify. The CLC is therefore an excellent asset in the building of a strong resume or CV.

You will typically choose from one of seven themes, but you may also pitch your own theme to the CLC coordinator for approval. Each theme has three required activities, which comprise a mix of institutional learning (e.g. relevant museums) and self-directed research. Once you have a solid understanding of your theme from the three required components, you will choose the fourth 'wildcard' activity yourself, with the coordinator providing additional guidance where necessary.

All participants must complete a minimum of four hours of community engagement relevant to their chosen theme. Community of engagement is defined interacting with people from the local culture, whether through community service or taking part in clubs or activities held by the local community. The CLC program will offer you guidance and organizational support on how this engagement is best to be achieved.

The CLC includes a mandatory final project, which will be negotiated with the program coordinator. The project will be a 2500-word written piece that

records and reflects on the activities undertaken and details the learning outcomes achieved. Equivalent projects such as video diaries and art works, or some combination of these elements in tandem with a shorter written piece, may be approved. This project will be submitted at the end of the semester.

The CLC coordinator will meet with each enrolled student once at the beginning of the semester, with a mandatory mid-term check-in typically occurring in the sixth or seventh week. During the check-in, you will be given the opportunity to seek advice on selecting your wildcard activity, as well as tips on how to structure your final report.

In London

The seven CLC themes and their associated activities are:

The Green City

Exploring London's pastoral spaces and participating in some of the capital's ongoing environmental initiatives.

Activities:

- Visit to Chelsea Physic Garden
- Volunteer day with the British Wildlife Trust
- Kew Gardens

Metropolis & Medicine

A tour of some of the major outbreaks and medical breakthroughs in London's history.

Activities:

- Royal College of Surgeons Hunterian Museum
- The John Snow Pub
- The Freud Museum

Thames Life

Understanding the importance of the Thames River, from London's founding to its contemporary cultural life.

Activities:

- Day trip to the river's source (Thames Head, Gloucestershire)
- Museum of London Docklands
- London Thames Walk with free downloadable audio guide from walklondon.org

Crime & Punishment

Charting the evolution of criminality and discipline in the capital.

Activities:

- 'Adult Learning Event' at The Tower of London
- Recreate the infamous last journey from Newgate prison to the Tyburn gallows
- Attend public trial at the Old Bailey

The Belly of London

Discovering the past and future of how London feeds itself.

Activities:

- Smithfield Meat Market & Borough Market
- Volunteer day with The London Orchard Project
- Visit to Imperial College's food for the homeless initiative

London at War

Learning how World War II shaped and disfigured the modern capital.

Activities:

- The Cabinet War Rooms
- The Jewish Museum Holocaust Exhibit

- Blitz London: St. Paul's and the Barbican

Good Sports

A cultural history of England's contribution to global sporting life.

Activities:

- World Rugby Museum, Twickenham
- Marylebone Cricket Club
- Attend a professional Rugby or Cricket match

Outside London

The program can also be pursued at any of the regional study-abroad programs throughout the UK. Initial induction and the subsequent check-in meeting will take place via Skype.

The criteria described above for the London program also apply to regional students: participation in four discreet activities and composition of a final 2500-word report. However, the themes suggested for students studying throughout the UK are more flexible, allowing students to structure a learning experience according to both their interests and the special features and strengths of their respective locations.

The Imagined City

Consider four artistic interpretations of your study-abroad home and its environs. For example, who has written about it, sung about it, or painted it? How does that cultural history affect our current ideas about this region? How are places always to some extent constructions of the imagination?

British Food & Culture

Explore how your corner of Britain feeds itself. What is its relationship to agricultural industry? Was it historically associated with a market town? Is it now locally sustained or supplied primarily by chain supermarkets? Activities include visits and research into the history of market culture and farming in your area.

Sacred Symbols

Create your own tour of hallowed places in your environs. You can choose traditional venues of worship such as churches, cathedrals, synagogues, and mosques, as well as considering other iconic sites or symbols that hold spiritual meaning, whether religious or secular.

Community Engagement

Choose a community-focused organization in your area that accepts volunteer workers and participate in their initiatives at least four times throughout the term.

Environmental Exploration

Learn about the natural environment beyond the campus. Your engagement may be filtered through relevant outdoor activities, visits to conservation areas, or independent exploration of striking features in the local landscape.

The Multicultural Map

Whether being invaded and conquered, or representing the seat of British Imperialism, this island has never been isolated. Consider the multicultural influences that have shaped and continue to impact your local community. What is the history of ethnic diversity in your area? Were the Romans or the Vikings there? Did indentured peoples pass through on their way elsewhere? Which formerly colonized nations continue to have cultural presence in the life of your town or city?

GLOSSARY OF USEFUL ACADEMIC TERMS

Course In the UK this means the entire "course of study" as outlined over several years, leading to a degree in your chosen discipline.

Department Subdivision of an British University Faculty, similar to American departments.

ECTS credits European Credit Transfer System credits were created to ease international student mobility within the European Union. Several English Universities now use it.

Enrolment This is the term most commonly used in the UK for what Americans think of as registering for courses.

Essay A written paper researched and prepared as part of coursework requirements.

Examination Usually a 2-3 hour long written test, in essay form consisting of previously unseen questions.

External All British Universities use an external examiner system. The external is an expert in a discipline who comes from outside the university and acts as an objective referee in the marking of all exams and essays.

Faculty The most commonly used term to designate the "schools" within a university. It is seldom used in Britain to mean the people who actually teach you.

Honours Qualification conferred for completion of a specialised course at a higher standard than that required for ordinary degrees.

Invigilator A proctor, the person who supervises exams.

Lecture Usually an hour long presentation by an academic without

the opportunity for discussion.

Lecturer The most commonly used term for someone who teaches at a British university—roughly equivalent to American Professors.

Mark Grade, and like grade, mark is used as both a noun and a verb.

Module This is what Americans usually call a course. It is a self-contained unit of study lasting for a term or semester ad given a code and title.

Professor Highest academic rank in British universities. A professor often serves as head of a department.

Reading Lists A list of books and articles relevant to lecture topics. It is intended to suggest directions for research, and is not a list of required books. (unless otherwise stated).

Registration This is not the same as registering for courses at an American university. It means registering as a student of the university in order to get your ID card and student privileges.

Seminar A teaching method which combines discussion, and oral presentations by students. It is what many Americans think of as the typical classroom experience.

Tuition The act of teaching or instructing for a fee.

Tutorial Small classes used as a forum for discussion of material covered in lectures.

Unit A credit weighting assigned to “modules at certain British universities. Units are assigned American credit equivalences.

APPENDIX:

ACADEMIC DOCUMENTS

SUMMER PROGRAM ACADEMIC CONTRACT

All College of Global Studies program students are required to sign this contract to indicate their understanding and acceptance of their academic responsibilities during their period of study abroad. These academic requirements support the accreditation of your Arcadia University program in Great Britain.

1. Rules and Regulations:

You are required to assume full responsibility for your behaviour and conduct and to obey the laws of the host country. If you are enrolled in a program at a foreign institution, you will be subject to the standard institutional requirements governing academic and residential life. Arcadia University reserves the right to terminate your participation in the program without refund if you violate local laws or institutional regulations.

2. Late Work:

All essays, reports and other required written work must be submitted prior to your departure from your host institution. Late work cannot be accepted. Incomplete work will count as failure.

3. Finish Program:

You are required to remain at your host institution until the scheduled conclusion of your program. In most cases, you will be free to leave at the conclusion of the assessment period fixed for the term during which you are enrolled.

4. Your Work:

You should retain your course syllabi, reading lists and copies of your written work at least until you receive your Arcadia University transcript. It is your responsibility to save your own course documentation; Arcadia cannot duplicate or retain this material for you.

5. Grade Reporting:

Your host institution has been instructed to send your grades and any other assessment reports directly to the Arcadia University London Centre. Any interference with this reporting procedure will jeopardize the prompt completion of your program transcript and could result in the loss of records and/or credit. You must not request that information be sent anywhere else.

6. Code of Academic Responsibility

You are expected to subscribe to the principles of academic integrity, and you must be willing to bear individual responsibility for your work while studying abroad. Any academic work (written or otherwise) submitted to fulfil an academic requirement must represent a student's original work. Any act of academic misconduct, such as cheating, fabrication, forgery, plagiarism, or facilitating academic dishonesty, will subject a student to disciplinary action.

7. Exams and Assessment

You are required to complete the course assignments and take all regularly scheduled examinations and assessments in each course for which you are registered. Arrangements made with individual instructors do not supersede this regulation. Failure to take the required examination or submit the requisite final assignments for a course will result in failure.

8. CGS Student Handbook

As an enrolled Arcadia University student abroad, you are expected to read and comply with the Arcadia University CGS Student Handbook.

9. Bills:

You are responsible for settling all personal accounts, library fines, telephone bills, payments for loss or damage, etc., before you leave so that your transcript can be issued without delay as soon as your final assessment reports are received at Arcadia University. You are personally responsible to return all library books to the library from which you borrowed them.

10. Receiving Transcripts:

At the end of your program, we will send an official transcript to your home school and an unofficial copy to you. The Family Educational Rights and Privacy Act of 1974 allows us to release your transcript to your home school, even if you instruct us otherwise. Arcadia University is not responsible for any damages resulting from delays in issuing the final transcript when those delays are the result of failure of the foreign institution to forward grades in a timely manner. Transcripts for fall programme students are usually issued by early to mid-September. Additional copies of your transcript may be ordered at any time by writing to the Arcadia University Registrar.

NAME _____

HOME COLLEGE _____

SIGNATURE _____

DATE _____

Summer London NOW

Arcadia University College of Global Studies

Notice of Attendance and Assessment

Attendance and participation at all classes, tutorials, and in scheduled work assignments are integral parts of the learning and assessment process on study abroad programmes. Therefore, they are also components of each student's final assessment. Space is provided on final evaluation forms for instructors and work placement supervisors to note and comment on attendance and participation.

The Academic Director will consider attendance and participation in arbitrating final grade awards. She may raise or lower final grades on the basis of instructors' comments on these matters.

In addition, missing in excess of one day of class may be sufficient grounds for the Academic Director's decision to withhold course credit. Arrival at class more than ten minutes late or leaving class early will be considered an absence.

Illness or family emergencies may require a student's absence. Such an absence must be documented by a physician's note or by consultation with the Arcadia University London Centre prior to the absence. Please inform both the academic staff and the lecturer prior to the class, if an absence is unavoidable. The Office will inform the Director of the circumstances requiring the absence. The Director has the final decision on the disposition of an absence. The absent student is always responsible for all class material and assignments missed.

Absence from an examination or scheduled final assessment or inability to submit a final project by the set deadline will result in the failure of that course. Examinations cannot be rescheduled.

Please indicate your understanding of these evaluation procedures and complete your programme registration by signing and dating this sheet.

....

(signature) (date)

.....

(print name)

London Internship Programme

Accredited by Arcadia University College of Global Studies

Notice of Attendance and Assessment

Attendance and participation at all scheduled work and class assignments are integral parts of the learning and assessment process on study abroad programmes. Therefore, they are also components of each student's final assessment. Space is provided on final evaluation forms for instructors and work placement supervisors to note and comment on attendance and participation.

The Examinations Board will consider attendance and participation in arbitrating final grade awards. The board may raise or lower final grades on the basis of supervisors' and instructors' comments on these matters.

In addition, missing in excess of two day's work or one day of class may be sufficient grounds for the Director's decision to withhold course credit. Internships require three days per week in work placements for the entire period of the programme. Arrival at work or class more than ten minutes late or leaving the workplace or class early will be considered an absence. Interns are expected to inform their work placement of an absence.

Illness or family emergencies may require a student's absence. Such an absence must be documented by a physician's note or by consultation with the London Centre prior to the absence. The London Centre will inform the Director of the circumstances requiring the absence. The Director will have the final decision on the disposition of an absence. The absent student is always responsible for assignments missed.

Absence from an examination, viva, or scheduled final assessment or failure to submit an Final Project will result in the overall failure of the internship assessment. Examinations and vivas cannot be rescheduled.

Please indicate your understanding of these evaluation procedures and complete your programme registration by signing and dating this sheet.

....

(signature) (date)

.....
(print name)

LI – Academic Supervision Log

Please take this sheet with you to all three of your mandatory meetings with your Academic Supervisor. At the end of each meeting, please ask your supervisor to fill out the details below. Please sign and submit this sheet to **Gabrielle Genus.**

Student name:

Term: Summer 2014

Academic supervisor name:

Meeting Date		Academic Supervisor Signature
1		
2		
3		

FOR OFFICE USE ONLY

Date Received:

Staff Initials:

Comments:

HEALTH & WELLBEING

Student Services - New opportunities. 24/7 support.

Studying abroad is a time of opportunities, challenges and new experiences. The Arcadia London Center Student Life team are here with you every step of the way, from your first arrival at the airport, to your eventual return home and everything in between. We provide support, information and opportunities, to help you make the most of your time abroad.

Where can you find us?

Online @ArcadiaAbroadUK, Facebook, the blog via email London@arcadia.edu on the phone at anytime via freephone 0800 652 5587 or **in real life** in the Student Life room opposite reception in the London Center from Monday – Friday 9am-5pm.

Arcadia excursions & events programme

Each semester Arcadia staff organise a programme of subsidised co-curricular and extra-curricular events to places of historic and cultural interest in London and throughout the UK. Details are sent out via email and the semester Facebook group page prior to the start of the semester. Any spare places are advertised through the semester Facebook group page. Most excursions depart and return to the London Center**. Sign-up online here:** https://commerce.cashnet.com/arcadiacgsemppay

Orientation

Upon arrival in the UK, Arcadia staff meet you at the airport on the morning of arrival day, and provide you with a comprehensive introduction to London, the UK, the Arcadia London Center and your fellow students. Orientation includes session on staying safe & healthy, academics in the UK, life in the UK as well as travel budgeting, cell phones and social events.

Twice semesterly check-ins

Twice a semester, you will have an individual meeting with a member of Arcadia staff.

Student Life – What Can We Do For You?

Support

- Health care advice & support
- Safety advice
- Room mate relations
- 24/7 local staff emergency telephone number
- Feedback & problems
- Free Personal Alarms
- Chats - Stop by the Student Life room

Opportunities

Getting involved with the community through community engagement and programming activities

- Events & excursions
- Community Engagement volunteering
- Host UK homestay
- Clubs & societies

Services

- Housing
- Social media & communications – Twitter, Facebook & blog
- ULU cards
- Student Oyster cards
- Orientation
- Emergency Loans
- Student status confirmation letter

Information & advice

We provide information and advice on all of the items listed below Drop-in to the Student Life room, just near London Center reception and speak to our friendly staff, or pick up an information sheet.

- Travel
- Budgeting
- Immigration & visas
- British Culture & cultural adjustment
- Local geography
- Transport
- Local events & organisations
- Diversity
- Faith support
- Cell phones
- Shopping
- Banking
- Money
- Popular Culture
- Staying Healthy

For more information on any of the following, drop in to the Student Life room in the London Center and either speak to a member of staff or pick up a handy information sheet.

Managing your money

Managing your own finances may be new for you, and it will almost certainly be new for you doing it in a foreign country, so it takes some getting used to. Be careful in the early days as you learn the most cost effective ways to live, shop and travel in London. Be especially mindful of transfer costs for bringing money from home. Check with your bank to determine what costs you will incur.

Get insured - Personal possessions are not covered in Arcadia housing, so it's important to ensure you're covered. **We strongly advise that you get personal belongings insurance while you are here and travelling in Europe.**

Emergency loan - If you find yourself temporarily unable to access your funds, Arcadia can provide a temporary emergency loan.

Budgeting

Drop into the student life room for tips on making your money go further including how to shop tax-free.

Cell phones

If you brought a phone from home and it's unlocked, you can pick up a local sim card. If not, you can pick up an inexpensive local cell phone. There are some very competitive **pay as you go** deals, including **unlimited data plans** and **inclusive calls within networks**, or **international calls. It is always free to receive calls.**

You're in a foreign country

You may think you know the UK from films, books, TV and magazines, but as you will discover during the course of the semester, it is a foreign country. As well as visible things like clothes, food and architecture, there are invisible difference expectations, customs, beliefs and attitudes. Sometimes these will

be a pleasant surprise, other times these will be jarring. Don't be surprised if you find it more difficult than you expected, everyone experiences this 'culture shock' to some extent. It will pass, you will survive and thrive and learn to adapt in this foreign culture and you will return home a more independent person. **If it all gets too much, as it sometimes does, there is plenty of support available to you in this handbook.**

British media

Take advantage of the British media while you are here. There is long held British journalistic tradition of a (mostly) healthy mistrust of institutions. Keep up with the British news via the papers and online. The partially government funded BBC is an amazing resource for advert free TV and is free to watch via catch up (not live TV) online.

How to meet the locals

One of the most frequently heard comments after a period of study abroad is that 'I didn't meet any locals'. Arcadia provides you with a number of opportunities to meet the locals. Including, free homestay, through HOST UK Arcadia clubs & societies, community engagement volunteering and more. Drop into the student life room for more information.

Diversity & Faith support

London is a cosmopolitan city of 8 million people, made up of many different ethnicities, and backgrounds, beliefs and persuasions. As such, it's a famously tolerant society. If you need support or want to know more about experiencing the diverse culture that London has to offer drop in to the Student Life room

Travel

Travel in London is best done by foot or with an Oyster card. A regular Oyster card is the most cost effective option for using public transport and you can pick one up for a £5 returnable deposit from almost any tube station. For information on travelling further afield, around the UK and Europe, with budget travel and student discounts, drop-in to the Student Life room and speak to staff or pick up an information sheet.

HEALTH COVERAGE

In this section

- Arcadia/HTH health care while studying abroad
- How to get healthcare
- Seeing a doctor

HTH Insurance Plan & Counseling

Arcadia University provides comprehensive health coverage for the duration of your programme.

All students studying abroad through Arcadia are enrolled in the HTH Worldwide plan which covers you for the exact duration of your programme.
www.hthstudents.com

Arcadia provides comprehensive health care for you through HTH. No payment or paperwork is required.

You will have received information on registration for this service prior to your departure from the US. If you did not sign up to HTH before your departure, please contact London@arcadia.edu to request the information again.

Getting Started

Once registered, you can access your HTH account at www.hthstudents.com. All students need to go to the Well Prepared tab, and create a profile. This will enable you to schedule doctor's appointments and find information specific to your needs. The website also contains information regarding policy coverage and approved medical listings, has copies of claim forms and your HTH insurance card and confirmation letter (under My Benefits), with an additional section dedicated to security risks and health requirements broken down by country which is a useful resource if you intend to travel.

The British health care system is one of the best in the world, but will be different from what you are used to.

Getting Health care in the UK – a quick guide

Finding a doctor

1) A list of doctors close to the London Center is listed in this section.

Other ways to find a doctor:

2) Go to www.hthstudents.com **OR** Call HTH on 1.888.243.2358 or **OR** Call the International Operator on 155 and then ask them to make a collect call to 1.610.254.8771
3) Email globalhealth@hthworldwide.com
4) Go to http://www.nhs.uk

When you have contact details for a doctor:

Making an appointment

5) Contact the doctor to make an appointment,
6) Tell them you are covered by HTH health insurance
7) Once you have an appointment, contact HTH to provide a Guarantee of Payment (GOP) to the healthcare provider so that you do not have to pay

What is covered?

All reasonable GP and hospital inpatient and outpatient expenses are covered. Physiotherapy is covered if you injure yourself while in the UK, but not usually if your injury was sustained in the US. To see exactly what is covered, visit the website or call HTH directly at 610.254.8771.

Making an appointment

If you need to see a GP or visit the hospital, you should ideally schedule it with HTH first. Use your wellbeing profile to schedule an appointment, or call the helpline on 001.610.254.8771 where a representative will set up an appointment for you. Please be aware that most hospitals and practices will not charge you for your visit if you arrange it in this way. You may also choose to go to an approved GP or hospital without arranging it with HTH first, pay your bill upfront and then claim the fees back by submitting your receipts and a claim form. If you are concerned about whether a specific GP or hospital will be covered, you should contact HTH prior to your visit on 001.610.254.8771.

Making a claim

You may make a claim up to one year after medical expenses are incurred. In order to claim money back for a GP or hospital visit, please visit the **My Benefits** section of the **HTH website** in order to access the form. The form contains details of where to send it to. You will also be required to submit receipts to back up your claim. Once approved, you will be reimbursed.

Prescriptions

You can also claim back the cost of your prescriptions. Please retain the receipts of medications received in order to claim back the costs of your medication. The form for you to make the claim is available in the **My Benefits** section of the **HTH website**.

After you leave

HTH cover is provided for the duration of your programme. You will not be covered with HTH past your programme end date. However, you can purchase extended coverage from the HTH website.

The National Health Service (NHS)

If you're studying in the UK for more than 6 months you are entitled to free health care as part of the UK government funded National Health Service. You will need proof (confirmation of student status letter) that you are studying in the UK for more than 6 months.

NHS Emergency treatment

Emergency treatment is free for all under the NHS, regardless of your status in the UK. That means you can be seen any time of day or night at the Accident and Emergency (A&E = ER) unit of any NHS hospital.

Dental Costs Covered by HTH

HTH will cover costs up to $500 in total per year. You can claim to get these expenses reimbursed if you require work to repair natural teeth as a result of an injury. All non-injury related dental costs will not be covered. For routine dental treatment, contact your home dental health insurance provider to see if you are covered.

HTH registered healthcare providers in Central London

Emergencies
Princess Grace Urgent Care 42-52 Nottingham Pl, London W1U 5NY Drop-in without appointment Tel: 020 7486 1234

Heather Davison, MBChB **The London Clinic** 116 Harley Street London W1G 7JL 44.20.7616.7693	**Alexander Moghissi** **Holborn Medical Services** 64-66 Lambs Conduit Street London WC1N 3NA 44.20.7831.1725	**Joanna Hayes, MBBS** **The Palace Gate Practice** 2A Pennant Mews London W8 5JN 44.20.7244.5800
David Smart, MBChB **The Westover Medical Practice** 13 Crescent Place London SW3 2EA 44.20.7052.0070	**Susan Beattie, MBBS** **The London General Practice** 5 Devonshire Place London W1G 6HL 44.20.7935.1000	

Special needs

If you have any special health needs that would affect either your studies or your living conditions, we would like to ensure you are familiar with the support structures available to you while you are studying in the UK and discuss with you any additional assistance you may need.

Please introduce yourself to your programme representative during orientation and we'd be happy to discuss support options. Otherwise don't forget that you can speak to any member of Arcadia staff and you also have the comprehensive range of professional, confidential support services available to you at no charge via HTH Student health coverage as outlined in this handbook.

Counselling Services with HTH and elsewhere

Most universities offer a free counselling service for students, and can also provide details of other private services in the area. The Arcadia Study Centres in London and Edinburgh can also help you get in touch with a counselling service.

Dr Genevieve Solomou
DPsych CPsychol
Chartered Counselling Psychologist
Consulting Room 2 - 1st floor

13 John Prince's St
London W1G 0JR
Telephone: (+44) 07880 793605

American Psychotherapy Associates
39A Welbeck Street
London W1G 8DH
Tel: 020 7486 9255

Dr. Kenneth Demsky
drkennethdemsky@yahoo.co.uk
020 7435 6116

Gail Simmonds
g.simmonds@herts.ac.uk
020 8340 4837

Dr. Erin Miller
millerbespoke@gmail.com
07881 708 874
Tuesdays & Thursdays

Support - NATIONAL HELPLINES

There are hundreds of national and local medical and welfare organisations where you can get confidential, non-judgemental support. A few of these are listed below.

For further information, visit the National Helplines website: www.helplines.org.uk

Personal Crisis 24-hour confidential support

The Samaritans - 0845 790 90 90

Find a counsellor
www.itsgoodtotalk.org.uk

Nightline listening service
(listening@nightline.org.uk - 0207 631 0101

Alcoholism
Alcoholics Anonymous - 0845 769 7555
Drinkline - 0800 917 8282

Drug Abuse
National Drug Helpline
0800 77 66 00

Eating Disorders UK Support Network
Eating Disorders Association
01603 621 414

Lesbian and Gay Resources
http://www.indiana.edu/~overseas/lesbigay/index.html

Contraception
Contraceptive Education Service
www.contraceptioneducation.co.uk

Pregnancy, Abortion & Sexual Health Advice
Brook Advice Helpline
0800 018 5023
www.brook.org.uk

HIV/AIDS Advice
Sexual Healthline
0800 567 123
www.playingsafely.co.uk

Terrence Higgins Trust
020 7812 1600
www.tht.org.uk

Rape & Assault
Rape & Abuse Line0808 800 0123

Victim Counselling & Support
Victim Support Line0845 30 30 900

The Law

IMMIGRATION AND VISAS

Unless you are a passport holder of a European Economic Area (EEA) country, you are subject to immigration control in the United Kingdom and require a visa to enter.

There are two types of visa for study

1. **Student Visitor**
2. **Tier 4 (General) Student**

---

1. Student Visitor

- **Cost** - Free
- **Application** – Stamp in passport on arrival at airport
- **Conditions**
- 6 months maximum permitted stay
- No permission to work, paid or unpaid
- Must re-apply on each entry to the UK

If you are not a US national you may have to apply for this prior to arrival and pay the requisite fee.

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2. Tier 4 (General) Student

- **Cost** - £310
- **Application** - Must apply before departure, at your nearest British Embassy/Consulate
- Biometric test
- **Conditions**
- Permission for unpaid work (internships)
- Permission for paid employment, up to 20 hours per week
- Can stay/study for more than 6 months

The UK's immigration rules make this type of visa a requirement for students on the London Internship Programme in order to do a placement.

European Economic Area nationals (EEA)

If you are a European Economic Area national (you hold a passport from one of those countries) then you **do not** require a visa. You may come and go as you wish without being subject to immigration control. You will need to show your passport when entering or leaving the UK.

What are the rules about working?

Employment – paid and unpaid and volunteering

If you want to do unpaid voluntary work, please note that there is a difference between unpaid employment and voluntary work, and you should always check with the organisation which offers you voluntary work whether it might constitute unpaid employment. The British government's immigration department website has guidance for employers which deals with this question.

Police Registration - Overseas Visitors Registration

Citizens of certain countries (not US passport holders) are required to register with the police within 7 days of arrival. **If you are required to do so, this will be stamped in your passport with your visa.** You can find information about registering with the police here:

http://content.met.police.uk/Site/overseasvisitorsrecordsoffice

The nearest **Overseas Visitors Registration Office in London** is **180 Borough High Street, London SE1 1LH** (go to Borough underground station). The registration station is open from 9am-4pm. You will need to take your passport, two passport-sized photos (photos from a photo-booth are fine) and £34 registration fee, usually in cash (exact money only) and a biometric residence permit if you have one.

Directions to Borough Police Station
From Kings Cross take the Northern Line, towards Morden, to Borough Underground Station.

The police station can be very busy with queues forming from 7am. This means it will sometimes close at 2.30pm.

Student Visa (Tier 4)

Your responsibilities

It is a condition of your visa permission upon entering the UK that you comply with the British government immigration regulations. Arcadia London is your sponsoring institution for immigration purposes in the UK, with Highly Trusted Status. This means that we have certain responsibilities to ensure that you comply with the conditions of your visa. For example, Arcadia London has the responsibility to report to the British government if your attendance is inadequate, if you fail to enroll of your intended course or study, or if you fail to comply with the conditions of the visa, such as breaching any restriction on employment or staying beyond your permitted time in your visa.

With regards to attendance, we will report if you miss 10 expected contact points. A contact point is any official programme component, which requires your participation. This includes (but is not limited to):

- class attendance
- attendance on excursions
- internship & course related work placements
- essay submission
- exams
- any formal programme component for which attendance is monitored

You must:

- Present to us your passport and visa on arrival when requested
- Comply with the terms of your visa by working no more than 20 hours per week during term-time (outside of your internship placement)
- Provide us with your local cell phone number
- informing us of any change in your circumstances (such as a change of address, cell phone number)
- Inform of your date of departure from the UK
- Not remain in the UK beyond the expiry date of your visa
- **If you fail to comply with your responsibilities we may withdraw our Sponsorship and notify the Government.**

Our responsibilities

The Arcadia London Center has certain legal responsibilities as your Sponsor for immigration purposes. These obligations include:

- Ensuring that you arrive and enrol on your course
- Keeping a copy of your passport/visa (and/or identity card if you have one) whilst in the UK and for two years after you leave
- Providing the British government with your contact details
- Keeping up to date contact details for you
- Reporting any unauthorised absences
- Reporting to the British government if you discontinue your studies

We must notify the relevant British government authority if you:

- Fail to enrol
- Miss 10 'contact points' (this includes classes, tutorials and assignment submission deadlines)
- Withdraw
- We believe you are in breaking your visa conditions

What if I decide I want to stay longer?

If you decide you would like to stay for more than one semester and you do not have a Tier 4 visa, you should seek advice. You would usually need to leave the UK and re-apply for entry.

Where can I get advice about visas and immigration?

Immigration advice is regulated by law, and only organisations authorised to do so may give immigration advice. The Immigration rules and procedures change frequently. Contact an International Student Advisor in your campus International Office. At the Arcadia London Center, please speak to staff in the Student Life room.

For free advice by telephone (you pay for the call only) contact **UKCISA**, the **UK Council for International Student Aid**. They are the preeminent source of immigration advice for students in the UK. Call **020 7788 9214** Monday to Friday 1pm-4pm. You can use a telephone in the London center for free for this purpose.

ALCOHOL & DRUGS

Alcohol

In Britain the minimum age for the legal purchase and consumption of alcohol is 18. Attitudes toward alcohol can be very different here than at home. Moderate consumption of alcohol is a major and accepted part of British culture and university life. However, be aware that you are responsible for your actions both during and after drinking. While drinking alcohol is legal, there are circumstances where drunkenness can lead to criminal prosecution.

British beers and many continental lagers have a higher alcohol content than most American beers. Even beers with a familiar name are brewed for the European market and are up to twice as strong. British drinks are also larger in volume: the British pint measure is 20oz. compared to the American 16oz. pint.

Drugs

In the UK **all** drugs are classified as controlled substances. They are classified under English law in three categories, relating to the damage the drugs can cause and the severity of judicial punishment associated with them. A full list can be found in the Misuse of Drugs Act 1971. There is no lenience shown by law enforcement agencies in dealings with drug offenders and the penalties are severe.

Possession of any controlled drug (including cannabis) is a criminal offence that carries the risk of arrest and imprisonment. You commit an offence by having controlled drugs on your person, or in your belongings, no matter how small the quantity or how harmless you think it is. ***It is an offence to supply or offer to supply a controlled drug to another person.***

Anyone found possessing or using drugs on university premises will lose programme housing immediately and face expulsion and your home institution notified. If a police officer has "reasonable grounds", they may obtain a warrant to search the premises and anyone on them, and seize any controlled drugs. Drugs are put into one of three categories A, B, and C with A being the most serious due to the harmful effects.

LIVING IN BRITAIN

TRAVEL INFORMATION & ADVICE

TRAVEL - SAFETY FIRST

For your safety and security, you must let us know where and when you're going:

www.arcadia.edu/abroad/uk-travel-form

- Tell someone where and when you are going
- Plan and do your research before you travel
- Book your accommodation and travel in advance
- Complete a travel form to let us know your travel plans. We will only refer to it if there is a problem
- Leave your valuables behind and locked away or keep them safe at all times
- Don't act like a tourist
- Learn some helpful phrases

Travelling around London

- For more information on travel, drop in to the Student Life room and pick up an information sheet.

- The most cost effective way to travel using London's extensive and modern public transport system is to use an Oyster card.

Oyster Card

- **You can pick up a regular Oyster card** from any underground station for a £5 returnable deposit, as it's still the most cost effective way to use public transport in London, which include buses, tube trains, some overground trains and river boats.
- **Register your Oystercard online**
- Make sure you register your Oystercard online at tfl.gov.uk. That way if you lose it, you won't lose the credit stored on it, and, you can keep a check on your travel and spending.

TRAVEL INFORMATION & ADVICE

- A semester abroad in the UK can be a great opportunity to travel around the UK and Europe. The following information has been compiled to help you plan your travel as easily, and as safely, as possible.

Travel - Accommodation

- Where possible, book in advance, particularly during peak tourist season. In Europe, a Youth Hostel Association card is also worth looking into.
- You should be aware that after travelling, it is possible to bring back bedbugs in your luggage. To avoid infesting your university accommodation, wash everything in your luggage as soon as you return.

TRAVEL TIPS

Area Information – do your homework before you go

- Read as much as possible about the countries you plan to visit. Learn about the history, culture, customs and politics of your destination. This will make your stay more meaningful and safe.
- Contact the relevant tourist board before you travel. Most countries have tourist board offices in Britain, which can give you information about places to visit, as well as information about the area. Nearly all British towns/cities have tourist information centres, which provide invaluable local information.

Documentation

- Ensure that you carry the necessary documentation to enter the country you are visiting. Travel document requirements vary from country to country, but generally include a passport and possibly a visa/tourist card. You may also need evidence that you have enough money for your trip and/or have return transportation tickets or tickets for onward travel. To find out exactly what travel documentation you will need, contact the appropriate foreign consulate office. **Ensure also you bring evidence of your studies for when you return to the UK. Your original Arcadia admission letter will suffice.**

Health

- If you plan on travelling to any areas outside Europe (e.g. Africa, Asia,
- the Middle East etc) you may require vaccinations. To find out what (if any) vaccinations you require, be sure to contact the country's consulate. Another useful option is the British Airways Travel Clinic,

which offers online information and provides on-the-spot vaccinations, often without appointments. www.british-airways.com

- Don't forget to purchase travel insurance. Also check how much coverage your health insurance policy provides for travel in countries outside the UK, and for emergency medical evacuation back to the United States.

Money

- It is not wise to carry large amounts of cash. Take travellers cheques or ATM cards where possible. Record and keep separate any serial numbers and copies of cards/identification in case you lose your items.
- Only take necessary credit/bank cards along with you. Leave all others in a safe place at home. Be sure that you have correct pin numbers and also check with your card issuer which local ATMs you will be able to use.
- It is possible to purchase pre-paid visa cards.

TRAVEL INSURANCE

- If you're travelling in Europe, it is highly advisable to take out travel insurance. A comprehensive scheme including medical coverage for two weeks vacation can cost as little as £16.00.

- STA Travel has branches at most British universities, and offers wide-ranging, specialist student policies at very reasonable prices. Visit www.statravel.co.uk for your nearest branch and further information.

Schengen Visa

- You will need a visa to travel from the UK to other European countries.
- If you're a US national you can usually travel without a visa.
- If you are NOT a US national you will require a Schengen visa.
- A Schengen visa is a visa that allows you to travel to a number of different European countries
- You usually need between 3-6 months remaining on your permission to be in the UK AFTER you are due to return from your visit.

To Apply:

- Apply to the embassy of the country you are going to for the longest time, or first.
- Applications methods can vary, so you will need to check with the website of the embassy of the country that you are going to longest or first.

EMERGENCIES, SAFETY AND SECURITY

Emergencies

Arcadia London staff 24/7 freephone number - 0800 652 5587

For health, safety or legal emergencies - Free from a landline
In the event of a health, safety or legal emergency, Arcadia Staff in London can be contacted outside of office hours on the number above.

999 - Emergency services – Police, Fire, Ambulance –free from any phone
.Call 101 for non-emergencies for free.

Report a crime online - https://online.met.police.uk

Travel Safety - For your safety and security, you must let us know where and when you're going:
www.arcadia.edu/abroad/uk-travel-form

Large Scale Emergencies

In the event of a major emergency, it is essential that you check-in with an Arcadia staff member as soon as possible. A major emergency is a event that has the potential to affect a large number of people, poses a severe risk to life or well-being. Examples include major transport accidents and gas or other explosions.

In the event of a large scale emergency:

- **Check-in with Arcadia staff as soon as possible – in person, via email @ London@arcadia.edu, freephone 0800 652 5587**
- You should get to university premises unless advised otherwise by emergency services or university staff
- You should let someone at home know you are safe and well
- You will receive a message from Arcadia via email and text
- You must respond to this message as quickly as possible
- Monitor reliable news sources and Arcadia bulletins via email, text and the web for updates
- If you are unable to return to university premises, you should get to a public building such as a police station, or local government building

PERSONAL SAFETY & SECURITY

London is a cosmopolitan city, with 8 million people living shoulder to shoulder. Despite this, incidents of violent crime are rare. The UK generally benefits from relatively low crime rates, and incidents of violent crime are minimal compared to the US. However, petty theft and pick pocketing are common, especially in touristy areas and cities. As you attempt to adjust to your new environment, bear the following in mind:

Personal Security

- Avoid drawing attention to yourself (e.g. talking in loud voices in public places, anti-social behaviour, looking like a tourist)
- If provoked, walk away.
- Keep emergency numbers stored on your mobile phone, and emergency cards in your wallet.
- Make a copy of your passport and only carry your real passport with you if you are leaving the country or changing travellers cheques .
- Never carry your wallet or purse in your back pocket. Carry handbags in front of you with the fastener on the inside. Put other items in different locations on your body so that in the event something is stolen you will not lose everything.
- Do not display expensive jewellery or belongings, such as iPods.
- Never openly count/show your money. Be extremely cautious at ATMs. Use indoor ATMS where possible.
- If you are unsure of your location and feel uncomfortable, walking confidently into a shop to check your map is better than doing so on a street corner.
- Stay near busy, well-lit areas and wherever possible walk with a friend.
- If someone threatens you with violence in an attempt to rob you, be cooperative. Report any incidents to the police immediately.
- In the event that your purse or wallet is lost or stolen, cancel all cards, report the incident to the police and to Arcadia.

Housing Security

- Ensure all windows and doors are firmly closed and locked when leaving your room/flat/ building.
- Never prop an outside door to a residence hall/locked building open.
- Lock your room door behind you and take your keys even if just going to

use the bathroom or to a communal living area in the building.
- Never give your keys out and keep separate from anything with an address.
- Be aware of 'tailgating' (people following you into the building and never let anyone in that is not know personally to you.
- We strongly recommend you taking out personal possessions insurance
- You are responsible for the behaviour of your guests in housing

Personal Alarm

If you'd like a free personal alarm please ask at the London Center or email us on London@arcadia.edu.

TRAVEL SAFETY

London Taxis & Cabs

The only taxis you can hail from the street are the traditional shaped London black cabs (n.b. they are not always black and are sometimes daubed in advertisements). They are the familiar London tax shape cab with an illuminated TAXI sign above the driver. When the sign is illuminated the taxi is available for you to flag down. When it is not illuminated the taxi is not available.

It is illegal for anyone to approach you to offer you a ride. Legitimate licensed taxi cabs will not do that and you should not accept an offer from anyone.

Cabwise

Cabwise is a service to help you book a legitimate taxi. Download the app - . www.tfl.gov.uk/cabwise

Or text 60835 (standard charges + 35p) to get numbers for local taxis and minicabs.

Public Transport

Britain's public transport systems are relatively safe and used by millions of commuters daily. Nevertheless, extra care should be taken.

- Pay close attention to wallets/purses on very crowded trains and buses.
- Beware if you are jostled or if there is a sudden argument or commotion. Incidents can be staged to distract you while your possessions are stolen.
- If you witness/are involved in a crime while on public transport, contact

the British Transport Police toll free on 0800 40 50 40. Calls will be treated in strictest confidence.

Travel Safety

- Be especially careful when travelling. Always be aware of your surroundings and avoid situations that make you uncomfortable. Remember to take maps and guidebooks to avoid becoming lost.
- Arcadia University strongly encourages you to register your travel and vacation plans with our Study Centres in the UK. This can prove very useful should we need to contact you in case of an emergency. Please also remember to keep someone back at home informed of your travels.

State Department Bulletins

The state department and its consular offices around the world will occasionally issue warning notices for American citizens living abroad, normally after an event of international significance. As the Department continues to develop information on any potential security threats to U.S. citizens overseas, it shares credible threat information through its Consular Information Program documents, available at http://travel.state.gov. Arcadia University has an obligation to pass on correspondence from the State Department and from the US Embassy in London.

- **Download the US State Department Smart Traveler app**

State Department Travel Registration

We strongly recommend that you register your travel details with the State Department https://travelregistration.state.gov/ibrs/ Travel registration is a free service provided by the US Government to US citizens who are travelling to, or living in, a foreign country. It allows you to record information about your location that the Department of State can use to assist you in case of an emergency.

Safety Precautions

- The American Embassy provides very useful information for American travellers, including tips on places to avoid. Visit their website for travel advisories and warnings for US citizens.
- You should leave a detailed itinerary with someone at home or in the UK, in case you need to be reached or in case of emergency. Also, include a copy of your passport information page.
- When you are in a foreign country, you are subject to its laws. Know the

local laws and regulations and obey them. Avoid areas of unrest and disturbance. Do not get involved in protests. Deal only with authorised outlets when exchanging money or buying airline tickets. Do not accept or deliver packages.

- Female travellers are sometimes more likely to encounter harassment, but uncomfortable situations can usually be avoided by taking the following precautions:
- Dress conservatively – outrageous clothes may encourage unwanted attention.
- Avoid walking alone late at night or in questionable neighbourhoods.
- Do not agree to meet anyone you do not know very well in a non-public place.

Be aware that some men from other countries tend to mistake the friendliness of American women for romantic interest.

UNITED STATES CONSULATE INFORMATION

As an American citizen, it is helpful to know where your closest U.S Consulate or Embassy is located. Both are responsible for representing the United States abroad and handling major diplomatic issues, such as preserving the rights of U.S citizens. While it is important that you contact Arcadia in the case of an emergency, the consulate serves as an important contact and resource for a variety of matters as outlined below.

American Embassy, London
24 Grosvenor Square
London, W1A 1AE
020 7499 9000
www.usembassy.org.uk

DISCIPLINE PROCEDURES

DISCIPLINARY CODES AND PROCEDURES

The full codes and procedures are published on the website:
http://www.arcadia.edu/WorkArea/showcontent.aspx?id=25274
You must read and comply with the regulations as published on the website.

During your period of study abroad you represent yourself, your home school your country and Arcadia.

You want to be the best ambassador you can be, and many students have made a positive contribution to the local community.

Students on overseas programs must respect and abide by the laws and regulations of their host country and its institutions. They must behave with courtesy for the standards and codes of the social and academic communities that they join and towards the officials who regulate them. They must adhere to a high standard of integrity and truthfulness in their academic work and general deportment.

The regulations of Arcadia University College of Global Studies supplement but do not supersede the laws and regulations of the host country and its institutions. Students who violate those laws and regulations are themselves solely responsible for answering to them. They may seek the advice of Arcadia University but the University is not obligated to defend them. The University may impose further sanctions on students who violate the laws and regulations of host institutions if those violations bring the University and its work into disrepute.

Code of Conduct
Students must uphold the values and good order of the communities in which they live. They must respect the institutions that they are part of and the rights of others members of those communities. Violations of this regulation include but are not limited to:

- Physical assault
- Violent or intimidating behaviour
- Sexual assault, sexual harassment (See website: http://gargoyle.arcadia.edu/abroad/CEAstudenthandbook.pdf – 'Sexual Harassment')
- Stealing
- Destroying or damaging the University's or another's property

- Maliciously harming the reputation of another
- Failure to observe housing regulations (see Housing Contract)
- Discriminatory behaviour on grounds of race, religion, gender or sexual preference http://gargoyle.arcadia.edu/abroad/CEAstudenthandbook.pdf – 'Grievance Procedures for Cases of Discrimination or Harassment')
- Failure to uphold the University's standards of good practice on discrimination and to promote a community free from racial, religious or sexual discrimination.
- Using banned drugs
- Public drinking and disruptive drunkenness
- Disorderly behaviour
- Possession of firearms, fireworks, explosives and the like, or any weapon in University facilities
- Tampering with or misusing fire or safety equipment
- Disruptive behaviour in class
- Damaging or disrupting the computer or internet facilities or using them to damage the reputations of others or of the University (See website: http://gargoyle.arcadia.edu/abroad/CEAstudenthandbook.pdf 'Technological Abuses')
- Smoking in University facilities
- Treating members of staff or fellow students with disrespect

Academic Code

Students must do their academic work honestly, with integrity, and according to the regulations set down by the University and by their instructors. Violations of this regulation include but are not limited to:

- Cheating: presenting another's work as one's own or using notes or similar aids and assistance on closed examinations
- Plagiarism: copying another's words or using another's ideas without clear and accurate citation. See: http://gargoyle.arcadia.edu/abroad/CEAstudenthandbook.pdf – 'Procedures for Papers, Reports, and Other Written Work')
- Failure to turn in work according to the form and instructions set down by the University or its instructors
- Lying to avoid examinations or extend academic deadlines
- Failure to observe the Academic Contract of the program

Procedures for Determining Violations and Sanctions

Violations of host University regulations are determined by the procedures established by that institution. Arcadia University will support those decisions.

Arcadia University procedures do not replace recourse to the civil authorities and legal proceedings in host countries, but may take place alongside such proceedings in order to safeguard the interests of the University community.

All members of the University community, staff and students, must uphold and enforce the University regulations. Failure to report serious violations to the University may itself be a violation.

- Most minor or inadvertent violations can be resolved by informal discussion and warning. A staff member may inform a student that a note of the violation will be entered in the student's file for the remainder of the program. Should there be a repetition of the violation or should similar disciplinary issues arise, such a written warning will be considered in a formal hearing to determine the level of the sanction imposed.
- Serious or repeated violations of regulations require a formal hearing. Any party to an accusation, accused or accuser, staff member or student, may invoke a formal process by notifying the Resident Director in writing.
- A formal hearing may take place in written form or before a Judicial Board. An entirely written hearing can only take place if all parties and the Resident Director agree, or if the Resident Director decides that logistics and timing require this form to reach a just resolution in a reasonable time.
- In either form of hearing, at least 24 hours before it, the accused will receive a written statement of the accusation and a summary of the grounds and evidence for it. He or she may respond in writing and must appear to answer the accusation at the time and place and in the form designated by the Resident Director.
- The Resident Director will designate two members of staff, one of whom may be the Resident Director, as a Judicial Board to conduct a hearing.
- The accused student may ask a colleague, drawn from the University community, to attend and witness the hearing, but not to participate in it.
- The accused student will hear the accusation and any evidence or testimony supporting it. He or she may present evidence or witnesses in response. Neither the accused nor the accuser may question others at

the hearing. The Board members may ask questions of participants at any point in the hearing. The Board may suspend hearings to gather any information it requires and then reconvene as quickly as convenient.

- The Board will keep a written record in summary of the proceedings, come to a decision and determine sanctions if any, and then communicate to the participants the decision and any sanctions as quickly as possible. The Board will place a written statement of this judgement in the student's file.
- A record of the notification of the hearing and of the decision of the proceedings will be shared with a student's home school and a student's financial sponsors as required by US law.
- A record of the proceeding and/or of any written warning will form part of a student's record for reference throughout the program.
- Within three days of a student's notification of the decision of a formal hearing, that student may ask the Resident Director, if not involved in the formal hearing, or the Director of Student Services in Glenside to review the written record of the proceedings and decision. New written statements and documentation may be introduced in this appeal. The appellate staff member will review and produce a final written judgment upholding, modifying or over-turning the hearing's decision.
- Interim suspension: exceptionally, if a Resident Director deems a student's actions pose an immediate harm to others or to him or herself, or that they immediately threaten the property or good order of the University, the Resident Director may suspend a student immediately and then must organise a hearing at the earliest opportunity to consider the accusation.
- Cases of sexual harassment and of discrimination require special procedures involving the University's affirmative action office. These procedures are detailed in the complete Student Handbook: http://gargoyle.arcadia.edu/abroad/CEAstudenthandbook.pdf – 'Grievance Procedures for Cases of Discrimination or Harassment'.
- Violations that occur near or after the official end of a program on University property or involving University members may proceed to an accelerated hearing or decision at the discretion of the Resident Director.

Sanctions

Sanctions for conduct violations may include but are not limited to:

- A written final warning that becomes part of a student's program record for the duration of the program and that is communicated to the student's home school: frequently that warning should also require a student to sign a behavioural contract that addresses the violation.
- Suspension from all or some of program or class sponsored activities – trips, visits and the like: suspended students may be required to make up class activities in their own time and at their own expense. They are always responsible for any material missed.
- Expulsion from a particular course, resulting in a failing grade
- Suspension of privileges like the use of kitchen facilities or common areas
- The payment of fines in the amount of the damage or disruption caused and/or a punitive fine of no more than $100 equivalent
- A requirement to move to different program accommodation
- Expulsion from program housing, which can only result from the decision of a formal hearing
- Expulsion from the program, which can only result from the decision of a formal hearing and must be formally and immediately reviewed by the Resident Director or Director of Student Services in an appeal review

There is no financial compensation for suspension or expulsion resulting from disciplinary violations.

Sanctions for Academic Code violations may include:

- A requirement to repeat all or some of an assignment or a required alternative assignment, including repeating an exam
- Lowering a grade
- Failure on a given piece of work
- Suspension from a class meeting
- Expulsion from a course, which can only result from the decision of a formal hearing
- Expulsion from the program, which can only result from the decision of a formal hearing and must be formally reviewed by the Resident Director or Director of Student Services in an appeal review

Normally the sanctions for Academic Codes violations, excepting those that involve expulsions, are decided informally and by agreement between an

instructor and a student. Either may invoke the procedures for a formal hearing. A Judicial Board will normally consult with an instructor to determine an appropriate sanction for a violation after a formal hearing.

ARCADIA HOUSING

Arcadia London Center provides housing for in central London.
All housing includes utilities (gas, electricity, heating) as well as internet and laundry facilities and all have live-in residential staff

Arcadia housing is subject to the housing policy below which you agreed to before arrival.

Residential Staff

Residential Life Assistants live in housing and are available for support, residential life activities and to ensure housing policies are observed.

Cleaning

Housing is cleaned by Arcadia cleaning staff once per week. They will only clean when they can access surfaces so please make sure your living area is tidy.

Mail

Regular letter type mail can be sent you at your residential address, with your name on it. For valuable items & packages we recommend having them sent to the London Center.

Housing Checkout

Checkout time is by 1pm on departure day. Full checkout instructions will be sent to you towards the end of the semester. Please make sure your room is as you found it. Any broken/missing items have been reported (see below).

Luggage storage

Arcadia provides temporary, free storage facilities after the end of the semester, space permitting, on a first come, first served basis. Further details are available towards the end of the semester.

Lost keys

Lost keys will incur a £30 replacement charge.

Room change requests

There is a room change freeze period during the first two weeks of the semester. Room change requests are possible subject to a suitable room being available. If you would like to request a room change please contact the Senior Student Services Officer.

Maintenance Requests

Maintenance requests should be submitted online here:

www.arcadia.edu/abroad/housing-maintenance

For urgent maintenance requests relating to health or safety please contact either your RLA immediately or call 0800 652 5587 at anytime. All other requests will receive a response within five working days.

Remember:

We can only address maintenance issues if we know about them.

- Don't assume someone else has reported it
- Even if you think/know they have, please take responsibility for reporting it. This helps us to understand the scope, frequency and duration of the issue.

Maintenance staff will leave a note letting you know what action they have taken.

Room mate Relations

Learning to live with others is one of the challenges of study. No two people are exactly the same with the same habits, likes and dislikes. Staff work very hard to assign roommates based on preferences. In the event that you experience roommate relations issues the first step should be to approach

your roommate to address them. Often we are unaware of our own habits and their effect on others until someone points them out.

If that approach fails or for whatever reason Arcadia staff will intervene and impose a resolution.

Room mate agreements

We strongly advise you to complete a roommate agreement form to decide on things like quite times, guests, sharing belongings and basic ground rules for communal living. Talk to your RLA about completing this form.

Guests

Arcadia housing is intended to provide a comfortable, safe environment for students studying through Arcadia, conducive to study and relaxation. It is not intended to provide free accommodation for visitors. There is no shortage of budget accommodation in London visitors can utilise. Visitors impact on the comfort of residents for whom the housing is intended.

However, Arcadia does allow for non-resident guests in certain circumstances.

Day Visitors must sign the guest book at the entrance. Residents are responsible for their guests at all times and are responsible for making sure they observe housing rules. Guests should not be left unaccompanied.

Overnight guests

Each resident is permitted to have an overnight guest a maximum of two nights in every seven subject to building capacity. Requests for an overnight stay, guest requests must be submitted 7 days in advance, in writing to your RLA and is subject to approval from Arcadia staff and roommates. Arcadia reserves the right to put a freeze on overnight guests during certain periods. E.g. start of semester, exams, or if a building/apartment reaches its designated capacity.

To maintain the comfort of Arcadia residents there is a maximum allowance of overnight guests at any one time.

Overnight guests are not permitted during orientation week.

ARCADIA UNIVERSITY
—THE COLLEGE OF GLOBAL STUDIES—

Housing Agreement 2013-2014

The following is an agreement between the Arcadia University, The College of Global Studies, *hereinafter identified* as Arcadia and

_____ (**name of student**, **please print**) *hereinafter identified* as student:

Last name, First Name

For use of Arcadia University housing, Arcadia and the student agree to the following terms and conditions (*note: additional policies specific to properties may apply*)

1. **TERM OF USE** - Student rooms may be occupied on the date authorized and communicated by Arcadia. The student is required to vacate rooms in the same good order and condition, reasonable wear and tear expected, by 1:00 PM on the day following the end of their academic programme (e.g., if academic programme finishes on Friday, 18th April, the student must vacate his/her room and building by 1:00 PM on Saturday,19th April).
2. **ELIGIBILITY FOR RESIDENCE** - All students must carry a full-time academic course-load to be eligible to live in Arcadia housing. If a student falls below full-time eligibility, he or she may be removed from Arcadia housing.
3. **AUTHORIZED ENTRY** - Arcadia reserves the right to enter residents' rooms for the following purposes: maintenance inspection; repair; cases of clear emergency; to ensure compliance with national and local criminal law and Arcadia policies; cause to believe a violation has occurred or is taking place; or to aid in the responsibility of Arcadia to maintain an educational atmosphere. Arcadia recognizes its responsibility to respect the right of a resident student not to have his or her privacy unreasonably disturbed.
4. **ROOM/BUILDING ASSIGNMENT** – Arcadia reserves the right to make reassignments and temporary assignments of accommodations as considered necessary. Building or room changes may not be made without written approval of the Housing Officer. If a resident permanently vacates his or her room during the academic year, the remaining residents must agree to accept another roommate as assigned or, as required by the Housing Officer, to move to another room.
5. **CHECK-IN REQUIREMENTS** – The student is expected to follow all check-in procedures. Official check-in procedures will be made available prior to check-in.
6. **GUESTS** – Nonresident guests (overnight and otherwise) are permitted under the following conditions:
   a) Guests must be 18 years of age or older.
   b) Unless permitted to stay overnight as detailed below, all guests must vacate Arcadia property by 11:00 PM and cannot return until 9:00 AM;
   c) The student host has notified the Housing Officer in writing (email or handwritten) of their guest's dates of stay at least seven (7) days prior to the guest's arrival;
   d) Each student host may not have more than one (1) nonresident guest staying at any given time;
   e) Overnight guests are limited to no more than two (2) overnight periods in any seven (7) day period unless granted special exemption from the Housing Officer;
   f) Only family and friends from the student host's home residence are eligible guests;
   g) The student host has the permission of roommate(s) to have a guest;
   h) The student host assures the housing of a guest will not infringe on the rights of other residents [overnight stay in communal areas (e.g., lounges, kitchens, etc.) is strictly prohibited];
   i) All guests must comply with Arcadia rules and regulations;
   j) The guest must be escorted at all times by the student host;
   k) The student host is responsible for the conduct of the guest(s) and for any charges that may result from their stay;
   l) Arcadia reserves the right to deny access to any guest if it is reasonably determined that such person has disturbed, or is likely to disturb or disrupt other students residing in Arcadia housing.
7. **CARE OF FACILITIES** – The student is responsible for the care of rooms, furnishings, and equipment in the residential facilities and for keeping the assigned unit in a clean and sanitary manner. Special cleaning required by reason of students' carelessness will be billed to those responsible.

8. **FURNISHINGS –** Arcadia property, including furniture, appliances, equipment, and fittings, must not be moved from its assigned area within the building without authorization from the Resident Life Assistant. Water-filled furniture is not permitted.
9. **DAMAGE LIABILITY –** The student is liable for any damage to Arcadia property and agrees to pay for the replacement or restoration of the property, with the exception of an act of God or reasonable wear and tear. In instances where liability cannot be individually determined, roommates/flat mates/housemates may be held jointly liable. The responsible student's academic transcripts will be withheld until all costs have been paid.
10. **BEHAVIOUR AND CONDUCT –** Students are responsible for knowing and observing all Arcadia University regulations and procedures as set forth in the Student Handbook, Academic Contract, Housing Policies and Procedures, and other official Arcadia publications. Arcadia reserves the right to make other rules and regulations as in its judgment may be necessary for the safety, care, and cleanliness of the premises, and for the preservation of order. The student agrees to abide by all additional rules and regulations that are adopted.
11. **NOISE/DISTURBANCES** - At all times, the resident agrees to show courtesy and consideration for others in the pursuit of academic scholarship and agrees to abide by the established quiet hours of Arcadia buildings between 11:00 PM and 9:00 AM. Parties and individual or group activities that disturb others will not be tolerated.
12. **KEYS –** Each student is issued keys to his/her room and main entrances. The student agrees not to duplicate any keys assigned, or transfer his/her keys to another person, and will be subject to student conduct action if this occurs. If keys are not returned at check-out, or if the keys are lost or stolen, the student agrees to pay for all lock changes and key replacements. Illegal possession or unauthorized use of keys to Arcadia facilities is strictly forbidden.
13. **SECURITY –** The student is responsible for securing the assigned unit/building at all times and taking such precautions as are necessary for personal and property protection. Entrance onto or into restricted areas such as roofs, mechanical equipment rooms, buildings closed for vacation, any unauthorized area, any unauthorized entry into or use of Arcadia facilities is strictly forbidden.
14. **LIABILITY FOR PERSONAL POSSESSIONS** - Arcadia shall not be liable, either directly or indirectly, for any loss by theft of residents' or guests ' personal property, or for any damage or destruction of such property by fire, water, or any other cause. Residents are encouraged to secure appropriate property or renter's insurance for their personal possessions.
15. **WEAPONS/EXPLOSIVES –** Dangerous weapons, including firearms and knives, are not permitted in student rooms or in Arcadia housing. Flammable liquids and explosives of any nature, including gunpowder and fireworks are not permitted in Arcadia housing. Residents having weapons or explosives in Arcadia housing may be evicted.
16. **ILLEGAL SUBSTANCES/DRUGS** - The sale, possession, production, purchase, or use of any controlled substance or illegal drug or any drug paraphernalia in or around University housing is strictly forbidden. Students will be held responsible through judicial proceedings for violations that occur. Arcadia reserves the right to notify local authorities of drug policy violations.
17. **NO SMOKING –** Smoking is not allowed in any Arcadia housing.
18. **APPLIANCES** - High voltage electric and open coil appliances such as electric skillets, hot plates, toaster ovens, sunlamps, space heaters, halogen lamps without approved covers, electric and outdoor grills, and coffee makers are not permitted.
19. **IGNITION SOURCES –** In the interest of safety, candles, incense, non-electric lanterns, bottled gas appliances, and other open flame sources are strictly prohibited. Students found in possession of these items will be held responsible through judicial hearings and could face possible eviction from housing.
20. **DECORATIONS –** All decorations (e.g., posters, photos, paintings, etc.) must be confined to notice boards or hung from picture rails where available. Materials must not be attached to walls/ceilings using pins, nails, or adhesive substances. No alterations or additions to the decorations of fittings of the room are allowed. Hanging any wall or ceiling coverings that could potentially be a fire fuel (e.g. paneling, cloth ceiling hangings) is not permitted.
21. **FIRE SAFETY EQUIPMENT –** Fire equipment is to be used only as necessary in the case of fire. Tampering with, disabling of, destruction of, or abuse of fire and/or safety equipment is A SERIOUS BREACH of Health & Safety

Persons living in Arcadia housing are subject to all published rules and regulations of Arcadia. All laws of the United Kingdom and all applicable local ordinances and fire regulations shall be adhered to in Arcadia housing. Adjudication of violations of Arcadia policies and the Housing Agreement are entirely within the jurisdiction of Arcadia. Each student is expected to respond appropriately to requests from staff and fellow students concerning behavior that does not honor this end. Intentional, reckless, or threatened use of physical force or violence, intentionally or recklessly causing reasonable apprehension of harm toward any person on Arcadia premises, including harassment, will not be tolerated. Students are responsible for the policies in the Arcadia Student Handbook, Academic Contract, and the Arcadia Housing Policies and Procedures.

Regulations and punishable by fines, repair/replacement costs, and or/disciplinary action up to and including expulsion from the Arcadia academic programme.

22. **PETS** – No pets are allowed in Arcadia housing or grounds.
23. **SALES/SOLICITATION** - Solicitation or commercial endeavors in or around Arcadia housing are prohibited unless authorized by Arcadia University. Door-to-door solicitation and advertising is prohibited.
24. **CHECK-OUT REQUIREMENTS** - The student must return Arcadia Housing keys to the Resident Life Assistant before leaving his/her accommodation. Each student will be required to submit a room condition report to Arcadia, co-signed by his or her Resident Life Assistant, at the beginning of the programme session and again if he or she should change rooms during the term. Each room will be inspected when the student leaves - damage beyond normal wear and tear will be charged to the student. A student will also be charged for furnishings that are inventoried at the beginning of the programme but are no longer present in the room when the student leaves. Each student must adhere to all policies regarding room alterations and will be charged accordingly if policies are violated. In addition to being responsible for damage in rooms, residents will be held responsible for any damage done to any other part of the building and its equipment. Public area damage that cannot be attributed to specific individuals will be billed on a prorated basis to residents of that section, floor or building. Destruction of property is cause for disciplinary action in addition to costs that will be charged to the student (this includes public area and room damages).
25. **ABANDONMENT – PERSONAL PROPERTY** – If a student abandons any personal property in the student room (or common areas as applicable) following the termination of this Agreement and the checking out by the resident, such property shall be disposed of according to Arcadia procedures.
26. **WITHDRAWAL/DISMISSAL** - In the event a student withdraws or is dismissed from their Arcadia academic programme, or Arcadia cancels this agreement, he or she will properly vacate his or her assigned room within twenty-four (24) hours of notification, unless otherwise specified in his or her letter that terminates the Housing Agreement.
27. **REFUNDS** - Students who withdraw from Arcadia housing after having had access to Arcadia housing are entitled to a refund of the unused portion of their payment until the **fifth** day of the programme except for a $1,000 administrative charge. **No refunds are made after the fifth day of the programme, there are no refunds for room payment regardless of the reason(s) for withdrawal.**
28. **EXCEPTIONS/TERMINATION** - Arcadia reserves the right to cancel the Housing Agreement of, or to reassign to other accommodations, any student whose actions have been determined to be detrimental to the welfare of other students living in Arcadia housing, or for violation of any of the agreements contained herein or Arcadia policies and procedures listed in the Student Handbook.

By signing this agreement, the student agrees to abide by the above terms and conditions.

STUDENTS MUST ALLOW CLEANER INTO THE ROOM TO CARRY OUT THEIR DUTIES

INDEX

Index

Academic Code, 92
ACADEMIC RESOURCES, 35
ACADEMICS, 9
ALCOHOL & DRUGS, 78
ARCADIA HOUSING, 96
Arcadia London staff 24/7 freephone number, 85
ATTENDANCE & ASSESSMENT, 38
Blackboard, 36
Blackwell Bookstore, 35
Bloomsbury, 8
British Library, 36
CLASS LEVELS, 31
Code of Conduct, 91
Counselling Services, 72
COURSE SELECTIONS, 12
CREDIT SYSTEM AND GRADE CONVERSION, 29
Dental Costs, 70
DISCIPLINARY CODES AND PROCEDURES, 91
DISCIPLINE PROCEDURES, 90
Emergencies, 85
Emergency Numbers, 85
Employment – paid and unpaid and volunteering, 75
European Economic Area nationals (EEA), 75
EXAMS, 34
FERPA, 39
FERPA - The Family Educational Rights and Privacy Act, 39
Finding a doctor, 69
GLOSSARY OF USEFUL ACADEMIC TERMS, 55
Grade Conversion Scale, 29
HEALTH COVERAGE, 68
Housing Agreement, 99
Housing Checkout, 96
Immigration Advice, 77
IMMIGRATION AND VISAS, 74
IT Facilities, 36
Learning Disabilities and Dyslexia, 36
Libraries, 35
LIVING IN BRITAIN, 80
London, 8
London Center Contact Details, 6
London Internship Programme, 61
Luggage storage, 96
Mail, 96
Opening hours, 6
PERSONAL SAFETY & SECURITY, 86
Police Registration - Overseas Visitors Registration, 75
Schengen Visa, 83
Senate House Library, 35
Special needs, 71
Staff Directory – London Center, 5
State Department Bulletins, 88
State Department Travel Registration, 88
STUDENT VISA (TIER 4), 76
Student Visitor visa, 74
STUDYING IN BRITAIN, 31
Textbooks, 35
Tier 4 (General) Student visa, 74
TRANSCRIPTS, 43
Travel - Accommodation, 82
TRAVEL INFORMATION & ADVICE, 81
TRAVEL INSURANCE, 83
TRAVEL SAFETY, 87
TRAVEL TIPS, 82
UNITED STATES CONSULATE INFORMATION, 89
Writing Center, 37

Important Contacts

US Embassy 0207 499 9000
Police, Fire, Ambulance – 101
HTH Health- 001 610 254 8771
(dial 155 first for collect)
Travelling? For your security you must complete an online travel form:
www.arcadia.edu/abroad/uk-travel-form

Twitter @ArcadiaAbroadUK
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