Congratulations on your acceptance to the Metropolitan Studies in Berlin, Germany program. The information in these pages explains how the program will work for you as a U-M student and should be read in conjunction with materials from IES.

WHO TAKES CARE OF WHAT?

IES is responsible for students’ acceptance decisions, all academic arrangements, visa application instructions, on-site orientation, housing, and program-sponsored travel within Europe.

CGIS assists students in preparing to study in Berlin, provides support services while they are abroad, and processes your IES transcripts after completion of the program.

You are responsible for applying for a study visa through IES, for making travel arrangements to get to Germany, and for returning to IES all required forms, including the transcript request form.

PROGRAM DATES

Fall 2017: 9/4/17 – 12/16/17
Winter 2017: TBD

Metropolitan Studies in Berlin Calendar

http://www.iesabroad.org/study-abroad/programs/berlin-metropolitan-studies

Shortly after arrival, IES organizes a mandatory orientation. At the orientation, you will learn about IES academic policies, services offered, safety and security in Berlin, and other useful information. This is also a good time to meet fellow program participants.

You are expected to stay in the program until your last exam has taken place. Late arrival and/or early departure are not permitted.

ACADEMIC ARRANGEMENTS

As a U-M student participating in a CGIS program, you will be enrolled at U-M at the same time you are taking classes through IES. You will need to register for 15 credits of STDABRD before you leave Ann Arbor:

Metropolitan Studies in Berlin, Germany: **STDABRD 354**

This is the only course you will be registered for while you are away, and it serves as a “placeholder,” maintaining your status as a fully-enrolled student at U-M. At the end of the semester, IES provides CGIS with a transcript of your work and CGIS in turn updates your U-M academic record. The actual courses, credits, and grades will be part of your U-M record, with exact course credits replacing the “place-holder” credits you registered for before going abroad.

**LSA Students:** You will receive in-residence credit for your coursework on the program and the program grades will factor into your overall GPA.

**Non-LSA Students:** Please check with your school to determine what type of credit you will receive for the program (in-residence versus transfer credit), and whether the program grades will factor in to your overall GPA.
CGIS students can take courses Pass/Fail during the program, according to LSA guidelines. Please refer to the Pass/Fail form in your MCompass documents center. To designate courses Pass/Fail, please complete the Pass/Fail form and e-mail it to your CGIS Advisor within three weeks of your class start date. Be aware that this cannot be reversed.

You will register your intent to take certain courses through IES pre-departure. It is important that you have met with a U-M concentration advisor and/or general academic advisor prior to registering for courses. You will want to discuss with the advisor the courses you plan to take and how they will count toward concentration and/or general distribution credit. Information about IES classes and syllabi can be found on their website: http://www.iesabroad.org/study-abroad/programs/berlin-metropolitan-studies

Course Options

After arrival, if your final course choices differ from what you had originally discussed with your U-M and/or Honors advisor, you should contact the advisors and review with him/her your new selections.

U-M requires that all students participating in a CGIS program be enrolled for a full load of classes at their host universities. Through this program, most students will receive a total of 16 credits for the semester. For information on how these courses may count toward specific academic requirements at U-M, please contact your Honors or concentration advisor.

ORIENTATION

The 4-day orientation program introduces you to the IES Abroad Berlin staff, your fellow students, and the city of Berlin. Topics such as academics, housing, transportation, and health and safety are covered.

The week following orientation will be divided between intensive German language instruction and a series of lectures, tours, and excursions related to the history, art, and culture of Berlin and Germany. The language intensive period ends with an optional field trip to Potsdam or another nearby city.

HOUSING

Homestays – Students have the unique experience of living with local residents throughout the city. Hosts may be single adults, single parents, or families. Most housing is in apartments.

Students usually prepare their own meals at home or dine in affordable student cafeterias or restaurants. Meals are not included in the program fee.

FEES AND BILLING

In addition to the program fee, you will be billed an administrative fee of $900-$1200 (for a semester and academic year, respectively) according to normal university billing cycles.

You will pay IES directly for the program fee, and the CGIS administrative fee will be billed to your U-M account along normal tuition-paying timelines for the semester.

MEDICAL INSURANCE COVERAGE

All University of Michigan students are required to be covered by HTH Worldwide health insurance while abroad. Details can be found in your CGIS General Handbook and on the UHS website: http://www.uhs.umich.edu/tai and the HTH website: www.hthstudents.com.
CONTACT INFORMATION

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Emergencies: 800.953.0171 or 812.355.3099

BERLIN IES CONTACT INFORMATION

Local questions: IES Abroad Berlin
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EMERGENCIES

Contact your local program/on-site staff immediately if you are the victim of crime or need emergency assistance. Please also contact the University of Michigan to let us know of the situation as soon as you are able. The University of Michigan Department of Public Safety has a 24 hour number which is (734) 763-1131. They will then contact the necessary on-campus offices, including CGIS, to respond to your situation. You may provide this same 24 hour number to your parents should they experience an emergency and need to get a hold of you while you are abroad and are unable to contact you directly. To contact HTH GeoBlue in the event of an emergency, call 1-800-257-4823 or globalhealth@hthworldwide.com.