CGIS: Advanced Italian Language in Bologna, Italy

Student Handbook Supplement

Academic Year 2016-17
Winter 2017

University of Michigan
Center for Global and Intercultural Study
Congratulations on your commitment to participate in the Advanced Italian Language in Bologna, Italy program! Participants of this program will enroll in the Bologna Consortial Studies Program (BCSP) administered by Indiana University.

CGIS is involved throughout the many stages of the student experience and is responsible for advising and assisting with the application process, pre-departure preparation, credit transfer, financial aid and scholarship transfer, and more. BCSP staff is responsible for advising and assistance with the visa application process, registration for courses on site, housing arrangements, on-site support and emergency response, and other pre-departure and on-site logistics. Further explanation about the roles of each unit will be discussed at the CGIS pre-departure orientation session. Students are encouraged to contact their CGIS Advisor for clarification on CGIS vs. BCSP responsibilities.

Program participants are also expected to thoroughly read through e-mails and supporting documentation provided by both CGIS and Indiana or BCSP staff and to manage pre-departure requirements established by both organizations. This document supplements the handbook you receive from Indiana University’s Office of Overseas Study and information available on both the BCSP and the CGIS websites.

Grades and Credits

Before you leave, you must register for the 15 credits of the STDABRD place holder credit in Wolverine Access: **STDABRD 381**.

(Please note that Academic Year students must register for 15 credits in Fall and 15 credits again in Winter.)

CGIS students can take courses Pass/Fail during the program. Your CGIS advisor will upload a copy of the Pass/Fail contract into the document center of your M-Compass account. It is then your responsibility to complete the form and e-mail a signed copy back to your CGIS advisor. The deadline to submit the contract to your CGIS advisor is 3 weeks after the first day of class.

Titles of the courses you take in Bologna, credits, and grades will be reported to CGIS by Indiana University (conversion chart for changing University of Bologna grades to U.S. grades can be found in the BCSP Handbook), and they will then be sent to the Registrar’s Office to be placed on your U-M transcript.

The grades and credits are taken from the Indiana University transcript without conversion, except that an “F” is an “E” at U-M.

**LSA Students:** You will earn in-residence credit for your work on the program and the grades you earn on the program will be calculated in to your cumulative GPA.

**Non-LSA Students:** Please check with your school to determine what type of credit you will receive (in-residence versus transfer credit), and whether the grades you earn on the program will be calculated in to your cumulative GPA.

**VISA & RESIDENCE PERMIT**

**U.S. Citizens**

You are required to acquire a student visa prior to your departure. Once you are admitted to the program, BCSP will send you information on the visa application process and required documents. In addition to the student visa, you will also be required to apply for a residence permit (*permesso di soggiorno*) after you arrive on site. The BCSP staff will assist you with this process.
Non U.S. Citizens

Please visit the following website to research visa requirements for you’re the country of your citizenship: http://www.esteri.it/visti/home_eng.asp

FEES AND BILLING

Students pay a Program Fee as well a CGIS Administrative Fee for each semester (please see the program Budget Sheet for more information), billed by U-M Student Financial Services through your U-M account. As a registered U-M student, any financial aid you receive from U-M may be applied toward the costs of the program, as can all CGIS scholarships and grants, and most U-M awarded scholarships.

MEDICAL COVERAGE FOR UNIVERSITY OF MICHIGAN STUDENTS

Insurance

All students will be automatically enrolled in the mandatory HTH-GeoBlue Worldwide health insurance. For details of your coverage, please refer to: http://www.uhs.umich.edu/taix

You are also required by the Italian government to purchase Italian medical insurance, which costs approximately 49 Euro per semester. (Please see your program Budget Sheet.)

CONTACT INFORMATION

BCSP Office in Italy

Indiana University- BCSP
Via Malcontenti, 3
40121 Bologna, Italy
Phone: 011-39-051-236486 (from the U.S.)
051-236486 (within Italy)
Fax: 011-39-051-274139 (from the U.S.)

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@geo-blue.com.