CGIS: Contemporary China & Chinese Language in Beijing, China

Student Handbook Supplement

Academic Year 2016 - 2017

University of Michigan
Center for Global and Intercultural Study (CGIS)
Congratulations on your acceptance to the Contemporary China & Chinese Language program in Beijing, China. 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 China.

CGIS assists students in preparing to study in Beijing, 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 China, and for returning to IES all required forms, including the transcript request form.

PROGRAM DATES

Expected Arrival Date: August 19, 2016
Expected Departure Date: TBD, early May 2016 (see IES account for more information)

Refer to the Travel Dates section of the Pre-departure Information in your MyIESabroad account before booking travel.

*These dates are based on program completion; you must be present on these days to fulfill your obligation to this program. Keep in mind that the Pre-Semester and Post-Semester trips to Tibet are optional and are not included in your regular program fees or CGIS budget sheet. If you plan to attend either Tibet trip you are strongly advised to make that known on your Travel Itinerary on Wolverine Access and be sure to extend your HTH insurance coverage.

Calendar

http://www.iesabroad.org/study-abroad/programs/beijing-contemporary-china-chinese-language

Shortly after arrival, IES organizes a mandatory orientation. At the orientation, you will learn about IES academic policies, services offered, safety and security in Beijing, and other useful information. It is 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

Registration

1. Registration at U-M: Before you leave Ann Arbor, you need to register for 15 credits of the placeholder course on Wolverine Access for the Fall term. This is the only course you will be registered for, and it serves as a placeholder, maintaining your status as a fully-enrolled student at U-M. As you are staying for the full academic year, it is your responsibility to register for these credits again in the Winter 2017 semester. You may register through Wolverine Access as you normally would within your given registration appointment. The course numbers for IES in Beijing are:

   Contemporary China and Intensive Chinese Language: STDABRD 255

   **Please Note:** enrolling in more than 18 U-M credits per semester will result in additional charges assessed by U-M when the classes and credits are reported to U-M after each semester.
2. **Pre-departure Course Approval:** In order to apply IES courses towards concentration, minor, or LSA distribution requirements, students must work closely with their academic advisors. Prior to departure, students are asked to meet with both concentration and general advisors and complete the Advisor Approval Form.

U-M does not assign course equivalencies to determine credit for courses taken abroad. Rather, it recognizes that a particular course may be used to satisfy a range of requirements and students may wish to apply credit for a specific course in different ways. This policy allows students the maximum amount of flexibility in course selection and is intended to encourage enrollment in courses in a wide range of departments and disciplines at the host university.

Information about IES classes can be found on their website:

**Contemporary China & Chinese Language Courses**
http://www.iesabroad.org/study-abroad/programs/beijing-contemporary-china-chinese-language

1. **IES Course Registration:** Students are able to pre-register for classes several weeks before the program starts. When you arrive at the IES center, you will participate in a foreign language assessment and then finalize your enrollment in classes. It is important that you have met with a U-M concentration and/or general advisor prior to arriving at IES. Information about IES classes, including course syllabi, can be found on their website. Students are strongly encouraged to keep in contact with their academic advisors while abroad, especially if/when course descriptions change. Once you have received your final course selection upon arrival on-site, contact your academic advisors if the course selection differs from your pre-approved selection.

2. U-M requires all students on a global study program be enrolled for a full load of classes at their host university. Students will take a required 6 credit language course and choose between a combination of the following: 2-4 area studies courses and/or 2-3 language elective courses.

### Credits and Grades

Once you have completed your semester, IES will provide CGIS with a transcript of your work there and CGIS in turn will submit your grades to the Office of the Registrar to update 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 15 “place-holder” credits you registered for before going abroad.

**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.

### PASS/FAIL OPTION

CGIS students can take courses Pass/Fail during the program. Please refer to the section on Pass/Fail in the General Handbook for details. Note that the deadline to submit the proper form to the CGIS Office is within 3 weeks of the start of classes. The Pass/Fail forms are available to you in the Documents section of your M-Compass and will need to be e-mailed directly to your CGIS Advisor with in the three week time period. Late forms will not be accepted. You will receive a confirmation from your advisor to acknowledge they’ve received your form.
AFTER THE PROGRAM CONCLUDES

Students are encouraged to confirm final approval with academic departments after the courses appear on the official U-M transcript. This process typically goes smoothly for students whom have met with academic advisors before departure and have kept in contact with academic advisors while abroad.

U-M CHINESE LANGUAGE COURSE REGISTRATION AFTER THE PROGRAM

Students who wish to receive credit for Chinese language, or who plan to continue their study of Chinese language at Michigan, will be required to take a language placement test, administered by the Department of Asian Languages and Cultures, once they return to campus:

http://lsa.umich.edu/asian/language-and-academic-programs/chinese-program.html


HOUSING

IES will arrange housing in at the IES Center residence hall. Students live on-campus at Bei Wai with a Chinese roommate from Bei Wai. Details are on IES’ website: http://www.iesabroad.org/study-abroad/programs/beijing-contemporary-china-chinese-language

You may not move into your IES housing early. If you arrive before the official arrival date, you are responsible for your accommodations until you move into your IES Abroad housing on the first day of the program.

TRAVEL TO BEIJING

CGIS does not make travel arrangements for students, and all students should make their own flight reservations. Students should plan to arrive at the Beijing International Airport in Beijing on the date specified by IES (please keep in mind the time difference when booking your flights). Study Center staff will arrange for pick-up at the airport for students arriving on that specific date, and between 7am and midnight on your planned arrival date. IES will meet students with a greeting “IES” sign, and if you miss it, go to the Starbucks. If you will be arriving earlier, or you are not meeting the staff at the airport, proceed directly to the Study Center. IES provides instructions on how to get to the Center in their final mailing. Late arrivals are not permitted.

VISA

Students are responsible for their own visa applications. An X1 or X2 student visa is required for China and is mandatory for all IES Abroad semester and academic year programs in China. See visa application instructions in your IES account.

VACCINATIONS

For information about recommended vaccinations and health measures for East Asia, consult the Centers for Disease Control website: www.cdc.gov/travel/eastasia.htm and the UHS Travel Health Clinic: http://www.uhs.umich.edu/aithc

MEDICAL INSURANCE COVERAGE

All University of Michigan students are required to be covered by HTH Worldwide health insurance while abroad and are automatically enrolled by CGIS. Detailed information on your plan can be found in the CGIS General Handbook, the UHS website: http://www.uhs.umich.edu/ta, and the HTH Worldwide website: www.hthstudents.com.
FEES AND BILLING

Please refer to your CGIS Budget Sheet for specific cost information.

You will pay IES directly for the Program Fee, and the CGIS Administrative Fee will be billed to your U-M account.

EMERGENCIES AND CONTACTS

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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 Worldwide in the event of an emergency, call 1-800-257-4823 or globalhealth@hthworldwide.com.