GENERAL CONTACT INFORMATION

Smith Center Address: Smith College International Studies Program in Geneva
16, Boulevard Georges-Favon
1204 Geneva, Switzerland
Office Tel: 022 328 50 72
Office Fax: 022 321 64 14

Resident Academic Director: Geneviève Piron
gpiron@smith.edu

Associate Director: Elsie Chantre
echantre@smith.edu

Faculty Liaison: Howard Gold
hgold@smith.edu

To call from the United States, add 011 (international code) 41 (country code) and then omit the first 0 in the local area code. When calling from another European country, add 00 41 (remove the 0 before the phone number. Remember that Geneva is six hours ahead of the East Coast. Noon in Northampton is 6 p.m. in Geneva.

Smith College Office for International Study
Northampton, MA 01063
Tel: (413) 585-7598
Fax: (413) 585-4982

Dean for International Study: Rebecca Hovey
rhovey@smith.edu

Asst. Dean for International Study: Lisa Johnson
ldjohnso@smith.edu
EMERGENCY CONTACT INFORMATION AND PROTOCOL

If you are experiencing a minor inconvenience or challenge, we ask that you please communicate with your program directors by email or voice message on the office phone.

For serious emergencies only, contact these individuals or offices in order of availability:

**Resident Academic Director, Geneviève Piron**
Cell: 078 774 24 16 (for emergencies only)
Home: 021 828 2116

**Associate Director, Elsie Chantre**
Cell: 079 330 84 27 (for emergencies only)
Home: 022 759 0563

**Smith College Campus Police** (yes, they are available for you even when you are abroad!)
24-hour call line: 413-585-2490 (remember to dial (001) if needed)
Ask for message to be relayed to Dean Rebecca Hovey or Dean Julie Ohotnicky

**Smith College Office for International Study** (available during business hours, 8:30-4:30 p.m. EST)
(001) if needed, then: 413-585-7598 or 413-585-4905

**U.S. Consulate in Bern:**
Phone: 031 357 70 11
Address: Sulgeneckstrasse 19
CH-3007 Bern, Switzerland

**U.S. Department of State** – for major crises only
From overseas: (001) 202 501 4444
From the U.S.: 1-888-407-4747

Important insurance information for you to have handy in a medical or political emergency:
**AIG/Travel Assist** (for emergency medical information, evacuation or repatriation)
1-877-244-6871 (from U.S. & Canada)
1-715-346-0859 (overseas collect)
travelassist@aigbenefits.com
Policy holder: Five Colleges, Incorporated
Policy number: GTP 9144090

**Basic Safety Tips**
- Keep your cell phone with you and charged.
- Travel with a friend, or tell someone where you are going if on your own.
- Keep a copy of your passport and insurance card on you.
- Avoid large crowds and demonstrations. (Protests can turn violent unexpectedly.)
**2016-17 ACADEMIC CALENDAR**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday, 26 August, 2016</strong></td>
<td>Arrival Date: Students must arrive before 4:00 p.m.</td>
</tr>
<tr>
<td><strong>Monday, 29 August</strong> - <strong>Friday, 16 September, 2016</strong></td>
<td>Fall Orientation</td>
</tr>
<tr>
<td><strong>Friday, 16 September, 2016</strong></td>
<td>Welcome day at University of Geneva</td>
</tr>
<tr>
<td><strong>Monday, 19 September</strong> - <strong>Friday, 23 December, 2016</strong></td>
<td>Fall classes at University of Geneva*</td>
</tr>
<tr>
<td><strong>Sunday, 25 December, 2016</strong></td>
<td>Housing ends for fall semester students</td>
</tr>
<tr>
<td><strong>Saturday, 24 December</strong> - <strong>Sunday, 8 January, 2017</strong></td>
<td>Winter vacation</td>
</tr>
<tr>
<td><strong>Monday, 9 January</strong> - <strong>Friday, 17 February, 2017</strong></td>
<td>University of Geneva fall examination period (full year students only), approximate dates (TBC)</td>
</tr>
<tr>
<td><strong>Friday, 27 January, 2017</strong></td>
<td>Arrival in Geneva for spring semester students. Students must arrive before 4:00 p.m.</td>
</tr>
<tr>
<td><strong>Monday, 30 January</strong> - <strong>Friday, 17 February, 2017</strong></td>
<td>Spring Orientation</td>
</tr>
<tr>
<td><strong>Friday, 17 February, 2017</strong></td>
<td>Welcome day at University of Geneva</td>
</tr>
<tr>
<td><strong>Monday, 20 February</strong> - <strong>Friday, 2 June 2017</strong></td>
<td>Spring classes at University of Geneva (all students)</td>
</tr>
<tr>
<td><strong>Friday, 14 April</strong> - <strong>Sunday, 23 April 2017</strong></td>
<td>Spring break</td>
</tr>
<tr>
<td><strong>Monday, 5 June</strong> - <strong>Friday, 23 June, 2017</strong></td>
<td>University of Geneva examination period approximate dates (TBC)</td>
</tr>
<tr>
<td><strong>Sunday, 25 June, 2017</strong></td>
<td>Official end of the program. Housing and insurance coverage end for all students.</td>
</tr>
</tbody>
</table>

Do not make travel plans at the end of either semester until you have confirmed the dates of all your exams with your professors and with the Resident Academic Director. Last minute changes in exam schedules are frequent. You are responsible for knowing about these changes and for being present at all your exams. No exceptions are made to this program policy.

*Fall-semester students must choose university courses carefully and plan to complete all academic work prior to departure in December.*
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PART A: GENEVA INFORMATION

RESIDENT ACADEMIC DIRECTOR’S GREETINGS

Welcome to Smith in Geneva 2016-17

This Student Handbook is intended to guide you through some of the early decisions that will shape the kind of experience you will have abroad. A commitment to studying away from the United States means increased personal responsibility for your own education and life. As the Resident Academic Director, I am available to help you make informed choices about your academic and personal welfare. I will work closely with our faculty liaison on campus, with our partners at the University of Geneva and the Graduate Institute and with related Swiss authorities. Together with the Associate Director, I will be happy to offer advice and assistance throughout the year. However, it is primarily up to you to make your year or semester in Geneva a fulfilling experience.

The primary reason for your trip is study, but your rewards will come just as much in the form of cultural enrichment and personal growth, which are intangible, but last for life.

Prepare yourself mentally for a period of exploration, adjustment, and insights learned through (at times, difficult) experience. Keep an open mind, try to put your own habits and preferences into perspective; be prepared to explore another language and culture. If you are a track A student, be prepared for an intense but rewarding program where the challenge will be to manage work and studies, English and French, and a demanding rhythm of work. If you are a track B student, be ready to open yourself to a different academic system and another mentality. In any case, don’t forget that you will be in a French speaking country. Use your French as much as possible before you arrive, and of course once you are in Geneva. Do not be afraid of making mistakes! Studying and using another language on a daily basis is a true challenge and an experience which will open your mind and your horizons.

Please read this information thoroughly and share the details with your parents. Keep this handbook at hand and refer to it regularly. If your parents wish to visit you, please advise them not to come during the first or last months of the semester, when you will have orientation session, new courses to register for and adjust to, or examinations to prepare. Late November or April would be a good time for a visit, as well as before or after the program.

Neither Smith College, nor the Resident Academic Director, nor the Associate Director is responsible for program participants during vacations, during the period between a student’s last final exam of the fall semester and the official start of the spring semester, or after a student’s last examination at the end of the spring semester.

Have a wonderful time in Geneva! And remember that I am here to help you to fully profit from your time abroad.

Geneviève Piron
Reserving Flights: When you make your flight reservations, keep in mind that your exams and finals will take place on dates that you cannot know in advance. Because of this uncertainty, especially for the spring semester, try to purchase an open-ended return ticket. Or plan to be flexible and use any extra time you may end up having to travel in Europe. You should **not make travel plans for the end of either semester** until you have confirmed the dates of all your oral and written exams with your professors and with the Resident Academic Director. If you need to buy a ticket with a fixed return date, refer to the official end of the program date.

Visas: You must have your Swiss visa before you arrive in Geneva. It is a Shengen visa that will allow you to travel around most European countries, excluding the U.K. and Ireland. The multi-entry visa should be issued for three months starting two weeks before Geneva program arrival date. Shortly after your arrival we will apply for your residency permit at the Geneva Migration Office. This residency permit functions the same way the visa does; it allows travel in Europe to most European countries.

Packing: What to bring to Geneva

Weather in Geneva is similar to weather in Northampton with four distinct seasons. Although winters are generally milder than in Northampton, it does get very cold and windy, and occasionally snowy in the winter months. Make sure you have a warm coat, hat, scarf, gloves and warm boots for walking in snowy and wet weather. Sneakers or comfortable shoes to walk in are also necessary during the spring, fall and summer months. You are likely to do more walking in Geneva than you do at Smith; be sure to bring comfortable shoes. A windbreaker with a hood is a handy item to have, as well as a light down jacket and foldable umbrella. Apart from sensible weather gear, you will need the same kinds of clothes you need at home for work and study. However, keep in mind that you will not be living on a campus and able to run to a class from your dorm room in sweat pants. Make sure you pack casual clothes that you can wear while walking through the city of Geneva to get to class. In addition, some internships will require that you dress in professional attire.

Some students bring favorite spices or Tupperware for use in the residence kitchens. But most dishware and utensils needed for cooking and eating will be supplied by the residences. Although bedding and sheets are also provided by the residences, towels are not. Reasonably priced towels can be bought in Geneva if you do not have room in your luggage.

Try to pack “smart” in order to avoid paying excess baggage charges. Make sure you check your airline’s baggage allowance (for example 23 kilos for a Swiss Airlines economy flight). Apart from certain **prescription medication** almost everything you will need is available in Geneva, so pack thoroughly without going overboard. Bringing a small carry-on suitcase with wheels in addition to your main suitcase can be handy for weekend trips in Europe. Label your luggage inside and out with your name and the address of your residence.

If your luggage is lost upon arrival, give the airline the address of your residence and the phone number of the Smith Center in Geneva (and cell phones of the Director and Associate Director). Your bags will be delivered as soon as possible.
**Packing: Hand-carry**

- your passport with visa
- your ticket or the booking reference for your flight
- about 100 Swiss francs (CHF) in small bills for incidental expenses and travel to the Smith Center. You can change money at the airport upon arrival at American Express or Global Exchange, both located on the Arrivals level. ATM's (UBS Bancomats) are also located on the Arrivals level.
- your laptop or tablet with a plug adapter for Switzerland (adaptors are available at international airports but you can also purchase one in Geneva). Note that the electricity in Switzerland is 220 volts (in the U.S., it is 110). Most laptops work with either 110 or 220, so a plug adapter is all you need.
- a phone charger if you are bringing your cellphone (and plug adapter).
- essential medication

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**ARRIVAL IN GENEVA**

Students must arrive before 4 p.m. on the Arrival Date. There can be no derogation to this rule: the program starts immediately. Some students find that flights arrive too late in the day and choose to arrive one day early. This is often a good option and all residences allow students to arrive one day early, free of charge.

If you choose to arrive a day early, make sure to contact your residence to let the residence managers know the timing of your arrival. Residence managers are not always on site and so arrivals must be planned for.

**Going from the airport to your residence and then to the Smith Center.**

Take a taxi from the airport to your residence. The fare will be approximately 45 francs. Please remember to ask for a receipt; we will reimburse the taxi fare. Once you have dropped your bags and rested a bit, come to the Smith Center. All the residences are located within a 10-15 minute walk from the Smith Center. You will receive links with walking maps before your arrival.

The Resident Academic Director and Associate Director will be available to welcome you at the Smith Center on both Thursday (early arrival) and Friday (Arrival Date) during normal working hours. We will give you a welcome kit with maps, transportation passes and other information and start the process for getting your phone operational. Friday evening we will have dinner together. On Saturday morning, we will gather for a Practical Information meeting at the Smith Center.
LIVING IN GENEVA

Housing: All students live in residences located in the heart of Geneva.

Students staying for the entire academic year live in suites in co-ed international student residences, in single rooms with shared kitchens, living rooms and bathrooms. Semester students live in residences of different types, in shared rooms (some singles are available), sometimes arranged in suites, with shared kitchens and bathrooms. Bedding is provided, but towels are not. Coin-operated laundry facilities are on site. Resident kitchens are fairly well equipped, and each student has designated cupboard and refrigerator space.

Dining: All university buildings have cafeterias, however, most students find it most economical to cook for themselves. All residences have shared kitchen facilities with basic cooking utensils and dishes. It would be a good idea to learn some French vocabulary for food items and shopping before you leave home and to bring along your favorite recipes.

Receiving mail: You may receive mail, including packages, at your residence. You can also receive letters at the Smith Center but no packages. Any mail sent to you at the Smith Center must be addressed with your name followed by “c/o Smith College” or the post office will not be able to deliver it.

The Smith Center: The Smith Center is ideally located on the tramline linking university buildings and the main international organizations of Geneva. The Center houses the offices of the Resident Academic Director and the Associate Director. There are two classrooms and a small library equipped with computers, printers and Wi-Fi. Smith courses meet at the Center, and students often study at the Center between classes, or in the evenings. Students are welcome to use the small kitchenette to make tea or coffee or snacks.

Libraries: Your University of Geneva student card will give you access to most university libraries. In addition, you can request a library card at the United Nations library, which contains the archives of the League of Nations. The Smith Center also has a small library with a variety of resources.

Computing Facilities in Geneva: University buildings, residences and the Smith Center are all equipped with Wi-Fi. The Smith Center has four desktop computers, a copy machine and a scanner available to students.

Accommodation for Visitors

The Hotel Bel’Espérance is a simple place for family and friends to stay when visiting Geneva. It is well located near the old town and about a 15 minute walk from the Smith Center.

Tiffany Hotel, a nicer but more expensive hotel, is located very near the Smith Center.

The Starling Residence has reasonably priced rooms with small kitchens. It is located next to the University of Geneva (Uni Mail).

Please note that because of the many international conferences and trade shows in Geneva, it is wise to reserve in advance.
FEES AND EXPENSES

The comprehensive fee paid to Smith College includes:

- all tuition and fees related to matriculation at the University of Geneva and the Graduate Institute
- a three-week linguistic and cultural orientation;
- housing in a residence hall from the start of the program to the end of term;
- a daily meal stipend during orientation and when classes are in session;
- a contribution of 50 CHF to a cellphone or cellphone plan;
- a half-price reduction on all train tickets within Switzerland (includes some reductions for train fares to Austria and Germany);
- a Geneva public transportation pass (trams and buses) four months per semester;
- transportation, admission fees and some meals on program excursions;
- reimbursement of entrance fees and tickets to cultural activities (theatre, dance, museums, films) up to 150 CHF per semester;
- study abroad medical insurance;
- medical evacuation and repatriation coverage.

Students must budget for personal expenses including international airfare, books and supplies, phone calls and personal travel not covered by the program. **Students should also keep enough money to cover medical or other emergencies** (a medical visit in Geneva costs from 120-250 CHF; it will be reimbursed by your insurance in U.S. dollars to your U.S. address).

**Books and supplies:** Past students report spending 50 to 100 CHF for course readers, books, and supplies each semester. Most courses post readings online, and students can also accessed course materials at the library for free.

**Cell phone:** You will receive 50 francs to organize your cell phone as you wish; to buy an inexpensive phone for use in Geneva, with a SIM card to which you can add call time as needed, or to buy a plan for your own smart phone. Make sure your phone is not “locked”. Most phones are no longer locked and can be used abroad but you will need to check this with your U.S. service provider ahead of time.

**Spending money:** Most students report they are able to buy food and daily necessities with their meal stipend. However, be aware that Geneva is an expensive city. Because personal tastes vary so widely, it is hard to estimate how much you might spend. Full year students in particular may need to budget for travel between semesters.

**Banking:** Your food stipend will be deposited directly in your U.S. bank account at the beginning of each semester. You may wish to use an ATM card linked to your U.S. checking account to withdraw funds. Make sure you know your bank’s conditions and rates for use abroad. Some banks charge high fees to make cash withdrawals and for currency exchange. It is also important to have a PIN that is compatible with Swiss ATM’s. Your PIN code should be six digits – numbers only. A debit card will not work in shops in Switzerland if doesn’t have a chip (and PIN code).
The Smith College program in Geneva offers you the opportunity to study at the University of Geneva and, in some cases, at the Graduate Institute for International Relations and Development. While Smith College maintains a Center in Geneva, the facilities at the Center are intended to help students bridge the gap between the American and the local social and academic cultures, not to simulate the environment of an American campus.

Please be aware that the European university education system is very different from the American one. To feel comfortable and be successful at the University of Geneva you will need to be resourceful, motivated, and capable of living and studying independently.

The Language Pledge

By accepting the offer to study in Geneva under the auspices of Smith College, you have made a commitment to learn and improve your French, and to use French at the Smith Center and during group activities, whenever possible, and to the extent possible.

Orientation in Geneva

Orientation is an intensive immersion period, with classes and cultural events taking place four or five days a week. Our objective is to help you to navigate the city and discover the local culture. You will take French courses four times a week (in a beginner’s, intermediate or advanced group), revise grammar and participate in indoor and outdoor activities in French. Orientation is also a time to socialize, with info sessions at the Smith Center, visits and excursions. Although some fatigue is normal at this early stage, you should prepare yourselves to be fully engaged in this three-week experience. The orientation activities are mandatory. Students earn a letter grade and 2 credits for satisfactory completion of the orientation program.

Orientation will also give you the opportunity to meet individually with the Resident Academic Director to start the advising process and look for appropriate classes, and to meet with both Directors to discuss issues regarding life in Geneva. Track A students will be invited to meet with their internship supervisors or to have interviews during this period.

There is no official vacation break between the end of orientation and the beginning of classes at the University in the fall or spring.
ACADEMIC YEAR IN GENEVA

Academic Calendar

Please note that the Academic Calendars are different in Europe and in the U.S. See page 3 for important information about exams and travel.

Course Load

Students earn 16 credits each semester.

Track A students do:

- An intensive non-credit internship (usually three to four workdays a week, for a total of 20-25 hours)
- A 4 credit Practicum, which is an independent research paper under the guidance of a mentor (PhD candidate in International History or Economics)
- A 4 credit course on international organizations taught at the Smith Center (the core course of Track A)
- a 4 credit French course at the Smith Center
- One or two additional courses at the University (up to 4 credits).

Track B students take:

- A 4 credit French language course at the Smith Center
- Three to four university courses, depending on the credit weight of the courses. The seminar on International Organizations taught at the Smith Center is also open to Track B students on a space available basis.

Smith Courses

A. French Language, fall and spring, 4 credits (FRN)

The different language levels are taught by various instructors.

Fall semester: Grammar and Culture (intermediate), Francophone Culture(s) (advanced);

Spring semester: Grammar and Culture (beginner), Francophone Culture(s) (intermediate) and Translation (advanced).

These courses are tailored to provide a continuous language support and help meeting academic requirements throughout the semester or year. They offer grammar at an intensive pace twice a week, together with readings in French, written and oral productions and whenever possible cultural topics related to literature, translation, and cultural studies.
B. International Actors and Humanitarian Interventions

Davide Rodogno, Ph.D., Fall and Spring, 4 credits (GOV, HST)

This class explores the history and politics of international organizations and humanitarian interventions. Through the practical case study of Geneva, it aims to provide students with critical tools to debunk a number of commonplace assumptions about the role of governmental and non-governmental organizations in the world from an international history and political perspective.

C. Practicum in International Organizations

Mentors, fall and spring, 4 credits (GOV)

This independent study project is limited to Track A students and is mandatory. Students choose their topic in conjunction with their internships in order to make the most of this experience. Students meet regularly with a mentor (a PhD candidate from the Graduate Institute for International Relations and Development) and produce a 20-25-page research paper, which they present and defend orally in front of the group and assembled mentors at the end of the term.

University of Geneva courses

The University of Geneva is a French-speaking university. Program participants can take courses and seminars in humanities (Faculté des Lettres), social sciences, economics, global studies, and psychology and sciences. Formally, only the Department of Psychology requires an advanced level of French (B2) but in practice, the level of understanding and writing must be proficient to succeed. In economics and international studies, a small number of classes are offered in English.

Students can also take 2 credit courses to improve their French at the École de langue et civilisation françaises which provides linguistic support for international students (intensive summer courses are also available). Smith program participants who are close to bilingual (French, English, Spanish, Russian, Arabic) can take classes at the prestigious Faculté de traduction et d’interprétation.

Students with a 3.5 GPA or higher are permitted to take one course at the Graduate Institute of International and Development Studies, which has a bilingual policy and where most courses and seminars are taught in English.

Before departure, students need to discuss a tentative course program with their major academic adviser at their home institution as well as with the Geneva Program Faculty Liaison or resident Director. However, since the course catalogue is not available in advance, you will need to wait until you arrive in Geneva to set your course schedule with the Program Director, in consultation with your advisers.

Please refer to the important information provided by email at the time of your online registration at the University of Geneva with regard to how to peruse the course catalogue: http://wadme.unige.ch:3149/pls/oppreg/w_rech_cours.debut.
Examinations

Most courses at the University of Geneva are semester long, with exams held in January/February and in June. They are given in the language of the course. Fall semester students, who leave Geneva before the official examination period, can only enroll in courses in which final examinations or coursework can be completed in December.

Do not make travel plans for the end of either semester until you have confirmed the dates of all your oral and written exams with your professors and with the Resident Academic Director. Last minute changes in exam schedules occur; you are responsible for knowing about these changes and for being present at all your exams. No exceptions are made to this program policy.

Non-credit internships

The market for internships in Geneva is highly competitive. The resident Academic Director and the Internship Coordinator will try their very best to help you, but students also need to show flexibility, and be willing to explore possibilities other than their “dream internship.” Students who have had contacts with international organizations directly must go through the Resident Academic Director and the Internship Coordinator, who will make sure that all internships fall within the parameters established by the program and the Swiss immigration and labor laws.

Summer internships

Only students with a European passport may work or intern in Switzerland in the summer after the official end of the program. Other students cannot work or hold summer internships unless they are being sponsored by an organization willing to go through the immigration and labor procedures to obtain a work permit. This process takes at least three months, UN organizations abide by different rules, but neither Smith College nor the Director are responsible for helping you make arrangements outside the framework of the program. You cannot apply for Praxis or any internship funding without having made sure that you are abiding by the Swiss immigration and labor laws that require a work or internship contract and/or work permit.

ACADEMIC POLICIES

Credit

Smith policies require that you take at least 16 credits per semester while abroad (normally these convert to four 4 credit courses). This, together with the 2 credits for the orientation session, will result in a total of 34 credits for the year. With the permission of both the Resident Academic Director and the Dean for International Study, you may earn up to 38 credits for the year. Only in extenuating circumstances, requiring the permission of the Resident Academic Director, the Dean for International Study, and the Class Dean, may you carry fewer than 16 credits in a semester (you will still be expected to complete 32 credits for the year). No courses are awarded more than 4 credits unless approved by the Dean for International Study.
Grades

Grades earned during each term abroad are recorded on Smith College transcripts. For Smith students these grades count in the calculations of the grade point average, for Latin Honors, and for membership in Phi Beta Kappa. Other colleges and universities may treat study abroad grades differently. If you are a guest student, please consult with your home institution.

The Swiss university system grades on a scale of 1-6, which converts to Smith grades as follows:

<table>
<thead>
<tr>
<th>Swiss grade</th>
<th>Smith grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 - 5.50</td>
<td>A</td>
</tr>
<tr>
<td>5.25 - 5</td>
<td>A-</td>
</tr>
<tr>
<td>4.75</td>
<td>B+</td>
</tr>
<tr>
<td>4.50 - 4.25</td>
<td>B</td>
</tr>
<tr>
<td>4</td>
<td>B-</td>
</tr>
<tr>
<td>3.75</td>
<td>C+</td>
</tr>
<tr>
<td>3.50 - 3.25</td>
<td>C</td>
</tr>
<tr>
<td>3</td>
<td>C-</td>
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<tr>
<td>2.75</td>
<td>D+</td>
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<tr>
<td>2.50</td>
<td>D</td>
</tr>
<tr>
<td>2.25</td>
<td>D-</td>
</tr>
<tr>
<td>Below 2.25</td>
<td>E</td>
</tr>
</tbody>
</table>

Satisfactory/Unsatisfactory Grading Option

While enrolled on your Smith program abroad you are expected to take all courses for letter grades. In order to request taking a course with the S/U option, you must:

a) confirm with the appropriate department chair that the course will count in the major, if indeed it is a “major” course;  
b) seek, prior to the ninth week of the semester, permission to do so from the Resident Academic Director, the Dean for International Study, and the Class Dean. Please remember that at Smith College a maximum of 16 credits taken S/U may be counted towards the degree.

If approved, you will need to fill out the S/U application form from the Smith College Class Dean’s webpage, sign it and ask your Resident Academic Director (as instructor and adviser) to also sign it. The Resident Academic Director will scan/email it to the Office for International Study. The form is available at: http://www.smith.edu/registrar/documents/ChangeofGradingOption.pdf

Guest students must confirm with their home school advisers that the S/U option is acceptable.
Extensions

In extenuating circumstances, the deadline for work due may be extended beyond the end of the semester with the approval of the Resident Academic Director and the Dean for International Study, with notice to the Class Dean. The Resident Academic Director and Dean for International Study will determine a specific date and time for submission of the material.

Advising

The Resident Academic Director, in consultation via email with your on-campus adviser and the Geneva Faculty Liaison, serves as your major adviser in Geneva, helping you to select and then approving your courses. It is your responsibility to ensure that courses taken in Switzerland will count towards your major (if you intend them to be). The Resident Academic Director will work closely with you to choose classes. Prior to departure, please consult with your major adviser, make sure that she or he will be available during your time abroad (and if need be find the name of his or her replacement), and be prepared to provide the Resident Academic Director with your adviser’s email.

Attendance

You are expected to attend all classes and take all scheduled exams. Classes are generally held Monday through Friday. Unless group excursions are planned, Saturdays and Sundays are free days for travel and individual plans. You may not begin official vacations early or extend them beyond the given dates.

Language Courses and Independent Study

Credit is not awarded for a beginning modern foreign language course (other than French). Given the value placed on study within the local academic context, students may not engage in independent study or special studies.

Smith College Policies

Unless otherwise indicated in this handbook, all Smith College policies published in the Smith Bulletin apply to the Smith programs abroad.

SMITH ACADEMIC HONOR CODE

The regulations and requirements of the Smith College Academic Honor Code apply to all students on the Smith College programs abroad. The Smith College community at home and abroad maintains that any evasion of the spirit of the Academic Honor Code constitutes a violation of the Code.

The Smith College Academic Honor Code is found at: http://www.smith.edu/sao/handbook/socialconduct/honorcode.php

The Honor Code requires you to practice intellectual honesty in all oral and written work. You may seek the advice of a faculty member or a tutor regarding written work; you may seek assistance from friends and native speakers about a limited number of specific linguistic problems. You may not submit work
that is not your own. You may not submit work that has been translated, rewritten, or significantly revised by a third party. When quoting from secondary sources, you must follow the format suggested by the relevant instructor; in case of continuing doubt, you may consult with the Resident Academic Director.

Examples of specific infractions of the Honor Code particularly relevant to students abroad include

- the submission of a paper that is not your own work;
- the submission of a paper for more than one course;
- the use of outside sources—websites, secondary materials, another student’s findings—without proper attribution;
- receiving extensive assistance from a member of a host family or a friend;
- using translations or published notes without specific permission from the instructors;
- Unless specifically authorized, you may not read in translation a work that has been assigned in a language other than English. If you have any doubt about any question of intellectual honesty, please consult the Resident Academic Director.

Suspected infractions of the Honor Code should be reported to the Resident Academic Director. In cases of clear violation, the Resident Academic Director will inform the Dean for International study and the case may be referred to the Dean of the College.

**PREPARING YOURSELF**

Start right now: Learn key phrases, speak French with your friends. Again, don’t be afraid to make mistakes! Try to communicate - it doesn’t need to be perfect! Practice will help you to be more at ease and confident.

If you have little or no knowledge of French, try to take a summer course, or a first semester introductory course in the fall before you go abroad (for those of you coming in the spring), or at least try to study on your own, through an immersion language program, or an online course.

Expose yourself to as much French as possible, both now and throughout the summer and fall, for those coming in the spring. Read French language newspapers and magazines; listen to French music; go to French movies or rent French videos, or visit websites in French.

Consult the following newspapers online:

- [www.letemps.ch](http://www.letemps.ch) (respected French language Swiss daily)
- [www.tribunedegeneve.com](http://www.tribunedegeneve.com) (local French language Geneva newspaper)

Let your summer readings contribute to your knowledge of Europe, but also inform you about the politics, history and society of your own country. Expect to be asked many questions about your home country in the “ambassadorial” role you will be playing, either as an American, or as an International student studying both in the United States and Geneva.
Here is a short reading list of books on study abroad and Switzerland in order to better understand the culture and the history of your future home:


**REAL TIPS FROM REAL STUDENTS**

**On learning French:**
- **Make friends!** It is the best way to practice French. Attend films, go to museums and lectures. All of the cultural activities here are really a great way to improve language skills.
- **Try hard.** Most people in Geneva speak English so you have to make a concerted effort. Watch TV, movies, read the newspaper and magazines. Keep a notebook where you write down new vocabulary. Write your grocery lists in French.
- **This program not only forced me to use French in the classrooms but also in my daily routine, things like going to the grocery store or cooking with roommates allowed me to use and learn new vocabulary and to become more comfortable with the language.**
- **Get a tandem partner at the beginning of the year and speak in French with your roommates. That alone will help. And read the newspaper daily!**

**On living in a residence hall:**
- **Be friendly and social and don’t expect a “dorm” life.** People here are very much doing their own thing (they are not necessarily undergrads) and have their own lives, but if you are nice they will hang out and be fun.
- **Be someone other people would want to live with - friendly, clean, respectful - from the beginning.**
- **Be open and outgoing.** It helps to invite people over for dinner, spend a lot of time in the common space and cook food together.
- **Be friendly!** Take advantage of the shared cooking space to talk to people (and get great cooking advice from people with serious skills). All these living spaces are transient, people come and go, but all the more reason to go out and meet them. You never know who you’ll find yourself talking to!
On making friends:

- Apart from traveling, my internship was probably the highlight of my time abroad. Not only was I able to do substantial work for a boss I truly admire, but I was also able to make connections with other international students and found people outside the program with whom I could explore the city.

- While there are certainly drawbacks to the fact everyone in Geneva speaks English and a good number of them don’t even know French, the living experience in Geneva really pushes you to be independent - you learn to budget your money and maneuver Geneva’s expensive daily life, manage your accounts, make your own travel plans, prioritize, cook meals, etc. It’s a beautiful city, though quiet, and a really good place to focus and study. Also, since Switzerland is really in the center of Western Europe, it’s a great “launching point” for any holiday trips you might make to surrounding cities.

- I made incredible friends, who I will always cherish. I think that Geneva is an amazingly livable city, and it gave me the opportunity to view life from a more European perspective. I also greatly appreciated the courses that I took at the Graduate Institute, as I found that they applied directly to and greatly shaped what I hope to do in the future.

PART B: GENERAL STUDY ABROAD INFORMATION

PROGRAM FEES AND BILLING

The program fee for all Smith programs is the same as the Smith comprehensive fee. Expenses not included in the fee are your own responsibility (see Section 5: Fees and Expenses). Such expenses include U.S.-based health insurance (See Health Insurance section below), international airfare, books and supplies, passport and visa fees, and personal expenses such as medical expenses, toiletries, phone calls, entertainment, personal travel, and dining out.

Smith uses a paperless E-bill system; paper bills are not sent by mail. You or the authorized user whom you designate will receive automated emails when new billing statements are available, approximately one month before payment is due (on August 10 for the fall semester, on January 10 for the spring semester). Please see the Student Financial Services webpage “Guide to Fees and Payments” for more information about billing and payments at http://www.smith.edu/finaid/guides/feesandpayments/.

Guest students whose home institutions pay part or all of their study abroad costs are responsible for understanding these arrangements, and for giving “authorized user” status to the appropriate person at the home institution.
FINANCIAL AID

With rare exception, financial aid is available to Smith College students who wish to participate in a Smith College study abroad program on the same basis as it is to students who wish to study in Northampton. Application for financial aid must be completed before May 1. For questions about Smith financial aid as it relates to study on a Smith Program Abroad, please visit Student Financial Services at http://www.smith.edu/finaid/jya.php.

Smith College does not provide financial aid to students from other institutions. If you do not attend Smith but wish to participate in a Smith program, please discuss the matter with the financial aid office at your own institution.

For the time you will be abroad, you ought to consider giving financial Power-of-Attorney (POA) to a parent or trusted friend, so that she or he can take care of financial transactions at home, such as signing financial aid applications, on your behalf.

HEALTH INSURANCE, MEDICAL CARE AND WELLNESS ABROAD

Insurance

You are covered by a number of different insurance policies that will provide coverage while on your program abroad, while traveling, and upon your return.

Primary insurance: As a student on a Smith program abroad, you are required to carry U.S.-based primary health insurance, and will be automatically enrolled in the Smith College student health insurance plan through Arthur J. Gallagher & Co. If you have another primary health insurance policy that provides comparable coverage, you may waive coverage from Gallagher & Co at https://www.gallagherstudent.com/. However, if you are an international student at Smith, you must purchase the Smith College student health insurance plan via Arthur J. Gallagher & Co.

Supplemental study abroad insurance: As a student on the Smith College program, you will also be covered by a supplemental international medical insurance policy from ACE American Insurance Company. This cost of this supplemental health care coverage is included in the program fee. The policy provides 100% coverage for office visits, and prescription drug coverage at 80% for the period of the program (with certain specified limits). This supplemental insurance plan will serve as your primary health insurance policy during your time abroad. Expenses not covered by this plan should be submitted to your regular, U.S.-based health insurance provider.

While abroad, you are responsible for paying your own medical bills, for requesting reimbursement by submitting your receipts to the appropriate parties, and more generally for coordinating your health insurance benefits with your U.S.-based health insurance company.

You and your family should carefully review the supplemental health insurance plan and be familiar with the coverage it offers. The plan may be downloaded from Health and Safety section of the Smith
website at https://www.smith.edu/studyabroad/safety_insurance.php. Policy documents will also be sent to you, via email, prior to your departure for the program.

**Other Insurance and Services:** All students are covered by a Travel Accident Policy as well as a Travel Guard policy which provides emergency medical evacuation and repatriation coverage. For details, see https://www.fivecolleges.edu/riskmgmt/intltravel/aigtravelguard. Benefits are coordinated through the [Five-College Director of Risk Management](https://www.fivecolleges.edu/riskmgmt/intltravel/aigtravelguard) via the Director of your program.

- Smith College is not responsible for personal injury or for damage to or loss of personal property. If you want liability, luggage, or other personal insurance, please arrange coverage with your agent before leaving the U.S.
- Additional health insurance coverage is provided in some program locations according to local law or university regulations. See your program specific section for details.

**Prescription Drugs:** It is **your responsibility** to thoroughly investigate, well in advance of departure, the availability abroad of the medications you need to maintain good health. In some cases, medications routinely prescribed in the US are illegal in other countries and you may not be able to bring those medications through customs.

Ask your doctor if your medication can be disbursed in quantity, and if so, obtain a supply **well before** departure. If possible, bring a supply of your medications sufficient to cover your entire time abroad and pack this in your carry-on baggage. If you do take a prescription medication, please also bring a copy of the prescription written legibly **in generic terms**. As noted above, check the host country’s laws regarding that particular medication, as drug laws vary greatly. If your medication is not available abroad, discuss with your doctor the options regarding other medications.

If you need help with these questions, please call **Ace Travel Assistance Program**

Toll-free number: 855-327-1414  
Direct: 630-694-9764  
Email: medassist-usa@axa-assistance.us  
Policy Number: GLMN10893513

**Medical Care**

Health care providers in Europe generally do not directly bill U.S. health insurance companies. You must therefore count on paying your bill at the time of service and on seeking reimbursement from Gallagher & Co’s claims company. (The process is explained in the plan brochure.) Reimbursement checks in U.S. dollars are sent **only** to U.S. addresses. As stated above, you are responsible for managing your own health insurance claims. The Director and Associate Director will be happy to assist you, but cannot file claims in your behalf.

Because the insurance plan operates on the basis of payment first, reimbursement later, you must discuss with your family, **before leaving for the program**, how to handle reimbursement checks. (Please be reassured that reimbursement is **assured** and is usually prompt.) In case of an emergency shortage of cash, you may request a temporary loan from the Smith program office.
You may arrange for the partial payment of the loan by indicating that the claim be reimbursed directly to Smith College. This is indicated as an option on the Claim Form in the policy documents you will receive.

If your loan is not paid by the beginning of the following academic year, a financial hold will be placed on your Smith account.

**Health and Wellness Abroad**

You should visit your doctors and dentist for routine appointments before departure. If you have a chronic condition, have mental health needs, or take prescription medication, please discuss with your doctor managing your health abroad—in particular how to obtain your medication, what to do if it does not work properly, or if new conditions arise, or old problems resurface. If you have medical issues, you should bring with you a copy of your medical history, and you should sign a release with your doctor or with Health Services at Smith College in order to facilitate transfer of your records to a care provider abroad.

If you wear glasses or contact lenses, bring a second pair of glasses or extra lenses, and a copy of your vision prescription as well.

Each program center maintains a list of doctors (general practitioners and specialists, dentists, and English-speaking psychotherapists and psychiatrists) from whom students have received good care in the past. Ask your Resident Academic Director for the list of medical providers.

**RELATIONSHIPS**

The idea of a once-in-a-lifetime foreign romance is charming. But you should be cautious about entering into a relationship while abroad. Each country’s cultural values and rules regarding dating and relationships are different from those you are accustomed to. Please take the time to figure them out before beginning a relationship. You should of course attempt to gain sensitivity to the new culture in which you will be living. But if ever you feel that your personal safety is threatened, forget your cultural sensitivity and remove yourself from an uncomfortable situation. In a cross-cultural relationship, it is perfectly appropriate to share with your partner your own standards of discretion. In all relationships, you should always practice safe sex.

**STUDENT SAFETY AND CONDUCT ABROAD**

Be smart about personal safety. Use common sense. Do not walk alone at night, drink to excess, accept drinks from strangers, or leave with someone you have just met. Use the buddy system; pay attention to what is going on around you. Avoid demonstrations and large crowds. Take cues from people around you and listen to advice from locals about which areas to avoid.
Theft is the most common crime experienced by students abroad. Students have been pick-pocketed, mugged, and robbed of unattended items such as jackets, laptops and wallets. Safeguard your personal belongings. Leave your passport at home (and carry a photocopy with you); carry only the cash you need for the day. If you must carry a lot of cash, or your passport, use a money belt. Do not carry your passport or other valuables in a purse or backpack that can be easily stolen. Be very careful with the key to your residence: replacing the locks at a university residence is no small feat and is extremely expensive. If you are a victim of a crime, or theft, let the Resident Academic Director know. She will provide support and offer advice about reporting to local authorities.

Memorize or note down at least one phone number, such as the Resident Academic Director’s or a friend’s on the program, and make sure your cell phone is always charged. Make copies of your passport and other important documents such as your residency permit, visa, credit card, debit card, etc.; leave one copy at home with your family, and one copy in your room in Europe. This will be essential if you need to replace your passport or cancel your credit card.

Smith College strongly urges students not to rent or operate motor vehicles while abroad.

**Emergencies**

- In the event of a medical emergency, seek medical treatment and contact your Resident Academic Director.
- In the event of a large scale crisis such as a natural disaster or a terrorist attack, contact the Resident Academic Director to let her know where you are and that you are safe. Then, if possible, contact your parents: they will inevitably have heard a report of the incident and will be worried about you. The Resident Academic Director will be in contact with the Office for International Study at Smith, and will contact your family, if necessary.

**Laws of the Host Country**

As a student on the Smith College program, you are also bound by the laws of your host country, just as are local citizens. You are not protected by U.S. law or the laws of your home country. This applies to everything from drug possession and alcohol restriction to currency exchanges, dress codes, drunken driving, as well as labor and immigration laws. It is not unusual for violators (foreign or domestic) to receive prison sentences for crimes, or to be held in a prison for several years while awaiting trial. If you are an American, you are used to hearing politicians speak about “the most powerful nation on earth.” That does not always sit well with our foreign friends. If you violate their laws, America will be powerless to exonerate you.

If you are arrested, it is therefore unlikely that the U.S. Embassy, your family, or Smith College will be able to arrange for your release. Your embassy can notify your family and help arrange for legal representation in conformance with the laws of the host country. You might do well to read the U.S. Department of State web page on assistance to U.S. Citizens arrested abroad, at: [http://travel.state.gov/travel/tips/emergencies/emergencies_1199.html](http://travel.state.gov/travel/tips/emergencies/emergencies_1199.html)
Alcohol and Drug Policy

If you are of legal age in your host country—the question of “legal age” is complex, but in Europe, if you are over 18, you are “legal”—you may consume (but not abuse) alcohol. If you chose to do so, please remember that you are at all times responsible for your actions. Smith College prohibits the illegal distribution of alcohol to students who are not of legal drinking age in the host country, and prohibits the unlawful use of alcohol in any of its facilities and at any of its activities abroad.

Possession, use, or distribution of any substances that are considered by host country law to be illicit or illegal drugs is prohibited. Please be aware that the possession of drugs is often dealt with very harshly by local and host country law enforcement.

Any alcohol or drug infraction will be considered a grave violation of program policy and may result in a serious sanction, up to and including dismissal from the program.

Student Conduct

As a student on a Smith College program, you are expected to conduct yourself in a manner compatible with the program and its reputation, with local laws and regulations, including labor and immigration laws, and with Smith College’s own regulations. The Smith College Code of Student Conduct is found at: http://www.smith.edu/sao/handbook/socialconduct.php

In cases of academic or personal misconduct, you should know that the Resident Academic Director has the right and responsibility to implement a range of sanctions and in severe cases, in consultation with the Smith College administration, to require withdrawal from the program. In the case of involuntary withdrawal from the Smith College, no credit will be granted and no fees will be refunded.

MONEY AND BANKING ABROAD

To obtain cash abroad, you may wish to use an ATM card linked to your U.S. checking account. As we have mentioned previously, make sure your PIN does not contain more than six digits and does not include non-numerical characters. Most U.S. banks charge transaction fees for this service, but ATMs do offer the most favorable rates of exchange. Be sure to budget for these fees. You should not carry large amounts of cash, but you might consider making one withdrawal of 100 CHF, for example, rather than two of 50 CHF.

Ask your own bank how much they charge for cash withdrawals overseas and whether they limit the amount you can withdraw per day or per transaction. The Bank of America, with several branches in Northampton, waives its ATM fees for banks in the Global ATM Alliance; you might wish to open an account here. On the Bank of America website there is useful information about making payments overseas:

But, keep in mind that there are no Bank of America branches in Geneva and Switzerland is not part of the Global ATM Alliance.

Whatever bank you use, you should sign up for online banking so that you can manage your U.S. account from abroad. You should notify your bank and your credit card company that you will be abroad for the year, make sure that your PIN will work internationally (ATM machines often have only numbers, not letters), and write down your various access codes in a safe, private place. You will want to instruct your family how to make deposits to your U.S. account, for health insurance reimbursements or in case of emergency.

We also recommend having a credit card as an alternative financial resource. While most Europeans use debit cards for everyday transactions, credit cards can be useful for major purchases such as airline and train tickets (Visa and MasterCard are more commonly accepted in Europe than American Express). Most credit card companies permit cash advances from a bank or an ATM machine (if you have a PIN), but interest rates for such advances are extremely high. Before leaving, after informing your credit card company that you will be in Europe for the year, you should arrange for online statements, as at your bank, in order to manage your account and make payments from abroad.

Please read the specific information regarding money that is provided in the material for your own program.

**Exchange Rates and Budgeting**

Fluctuating exchange rates make advanced financial planning difficult. To allow for fluctuation, you should slightly overestimate the expenses you are likely to incur while abroad. Bookmark an exchange-rate calculator such as [www.oanda.com](http://www.oanda.com) and become familiar with current rates, keeping in mind that what you see online are usually bank-to-bank rates, which are more advantageous than what you will experience. You will soon be able to think in Swiss francs or euros, and will be able to forget about dollar equivalencies. If possible, try not to focus too much on the price of specific, small items; attempt, rather, to modify your spending habits in order to remain within your budget.

Life in Europe, generally speaking, is more expensive than it is in the U.S.—but this does depend on personal spending habits. As a rule, you should understand that in Europe you will spend at least as much per week as you do in the U.S.

You should think, now, about making travel plans on some weekends and during vacations. Past students reported spending from €300 - 500 per week on food and lodging while traveling in Europe—not including the cost of transportation.
You are responsible for booking and paying for your travel to the program site abroad. Most flights from the U.S. to Europe leave in the evening and arrive early the next day; be sure to book your travel in order to arrive at the program site on the correct day! If you arrive before the official beginning of the program, you must make your own arrangements for accommodations.

If you are eligible for an airfare stipend, Smith College will notify you in May of the exact amount, which will be sent via check or direct deposit. Most airfare stipends cover approximately one-half the cost of the average ticket to the program location.

Purchasing a round-trip ticket with a return date more than eleven months after the date of purchase is usually not possible. There are various ways to handle this problem.

- purchase a round-trip ticket with the latest return date possible, then change the return date well in advance of the original departure date, and pay the fee for the change. STA Travel (www.statravel.com) offers a low change fee and good student rates.
- purchase two separate one-way tickets. Usually one-way tickets are outrageously expensive, but some airlines do offer competitive one-way rates.


You must not plan to travel until the dates of your academic commitments are firm. In many cases, examination dates vary by course and are not posted until late in the semester. As a student on a Smith College program, you are required to take all scheduled exams, unless you have specific permission not to do so, and you may not leave the program before your academic commitments have been satisfied.

**Packing for Study Abroad**

- **Pack light.** You need to take less clothing and fewer personal items than you think. You can buy almost anything you need in Europe, though prices will be somewhat higher than those you are used to.
- **Take no more than two moderately sized pieces of luggage and a carry-on bag** for weekend trips. You must be able to carry all your luggage by yourself, possibly up and down stairs, and on cobbled streets where wheeled suitcases become unwieldy. Before leaving, check your airline’s restrictions concerning the size and weight of luggage, and their fees for excess baggage. Label your luggage inside and out with your name and the address of your program’s office.
- If you simply cannot fit your belongings into two pieces of luggage, you will probably find it most reasonable to pay excess baggage charges than to ship items via the post office or FedEx. Shipping personal belongings is not recommended because it may require you to pay taxes and customs’ fees and to retrieve your things at a faraway airport. If you must ship items, please be sure to list the contents of the shipment as “used personal effects.” Never ship laptops or electronic devices, or medications.
- Europe is becoming more Americanized, but you should know that Europeans still tend to dress up more than Americans. For instance, no European wears pajamas to class! Rather than multiple pairs of jeans, you might want rather to bring only one pair, and to diversifying your
wardrobe with trousers and skirts (especially if you plan to pursue an internship or volunteer work). Pack items that work together and can be layered. You are also likely to do more walking in Europe than you do at Smith: be sure to bring comfortable shoes.

Personal Travel Abroad

A. Personal travel while your program is in session

When planning to travel outside of your host city (on breaks, on weekends) during the official dates of the program, make sure you are reachable by cell phone or email, in the event of an emergency.

Thanks to a number of low-cost airlines in Europe (RyanAir, EasyJet, AirBerlin, etc.), the cost of air travel is now competitive with rail travel, although rail passes can still be a great bargain. For several days or weeks of train travel Eurail can be a good option: [http://www.eurail.com/eurail-passes](http://www.eurail.com/eurail-passes)

The Swiss National Railway demi-tarif pass will allow you to travel in Switzerland with a 50% discount (but like life in general in Switzerland, trains are quite expensive). The French National Railway (SNCF) also offers competitive passes (Carte 12-25), something that is especially attractive if you’re planning to travel in France during weekends and vacations. University-organized trips are also cost-effective, and a great way to develop friendships with other students.

Above and beyond the cost of transportation, students report spending from €300 - 500 per week on food and lodging when traveling in Europe during breaks and holidays. If you plan to travel, you should build these costs into your budget.

B. Travel before or after the official dates of the program

If you hold a European passport, you can travel (and work) in Switzerland and in Europe before or after the official dates of the program.

If you hold a U.S. passport, you can remain in Switzerland and in Europe for up to 90 days after your residency permit expires, but only as a tourist (as such, you may not hold a job or an internship).

If you hold a non-U.S. and non-European passport, you are free to travel through Switzerland and Europe during the official dates of the program, but **once your residency permit expires, you must comply with immigration laws and leave Switzerland and Europe.**

Visits from Family and Friends

If your friends and family plan to visit you, please encourage them to come only after you have settled into your new life, at least two months after arrival. Past students have enjoyed visits from their family during the winter holiday break; families often plan Easter-time visits, when students have really settled into life abroad, the weather is nice, and travel is less expensive.

Please ask your visitors to arrange their own accommodations. The residence halls cannot accommodate overnight visitors.
Additional Pre-Departure Resources

You should register with the U.S. Embassy in your host country and get more advice for student travelers: [http://www.studentsabroad.state.gov](http://www.studentsabroad.state.gov)
For more safety tips, and a “Know Before You Go” video: [http://www.saraswish.org/](http://www.saraswish.org/)
For a cultural training resource for study abroad: [http://www2.pacific.edu/sis/culture/](http://www2.pacific.edu/sis/culture/)
For more on adjustment and culture shock: [http://www.studentsabroad.com/cultureshock.html](http://www.studentsabroad.com/cultureshock.html)

GRANTS AND INTERNSHIPS

As a student on the Smith College program, you are eligible to apply for an International Experience Grant. You may also apply for a Blumberg Traveling Fellowship, specifically designed for Smith students to conduct summer research projects for a minimum of four weeks in their host country or region, provided you are legally entitled to do so (see “Travel outside the official dates of the program” above). For more information, see [http://www.smith.edu/studyabroad/grant_blumberg.php](http://www.smith.edu/studyabroad/grant_blumberg.php).

Only students with a European passport can work or intern in Switzerland in the summer following the end of the program. For other students, summer internships in Geneva or Europe are possible only if the organization for which you work offers you a paid internship and goes through immigration and labor procedures to obtain you a work permit. This usually takes 3 months. You may not use your Praxis or any other internship funding without this permit.

RETURNING HOME

Smith students:

- **Housing:** You must carefully watch your Smith email account in February for information about next year’s housing. With regard to housing, students abroad follow the same timeline as students on campus. You will have to submit your House Decision Form online, and your House Choice Form (if you choose to leave your current house); you will have to communicate with your housing proxy in advance of the housing lottery. See [http://www.smith.edu/sao/reslife/lottery_getstarted.php](http://www.smith.edu/sao/reslife/lottery_getstarted.php), and, if you have any questions, please contact the Housing Coordinator.

- **Evaluations:** As a student on the Smith College program, you are required to complete an online evaluation of your experience. Some programs require additional evaluations in loco. Smith students who fail to complete their evaluations will have registration holds placed on their accounts.

- **Grades and Transcripts:** Once the Resident Academic Director of the Smith College program has obtained all your grades, he or she will send your transcript and an accompanying grade report to the Office for International Study at Smith in Northampton. Both Smith Center and local university courses and grades will appear on your Smith College transcript and be available via
BannerWeb. For Smith students, Smith program study abroad grades are included in the calculation of the GPA.

**Guest Students:**

- **Registration and Housing:** Please remain in touch with the appropriate offices on your own campuses for instructions regarding housing and registration for the return to campus.
- **Evaluations:** You are also required to complete the online evaluation of the program. The Office for International Study at Smith will work with your study abroad offices to ensure completion of the evaluations.
- **Grades and Transcripts:** As a guest student, you will receive an official Smith College transcript at your home address; a transcript will also be sent to the college office you specified in your application. To request another official transcripts in the future, contact Smith College’s Office of the Registrar, at [http://www.smith.edu/registrar/transcript.php](http://www.smith.edu/registrar/transcript.php).