PARTICIPANT GUIDE

2016-17
Congratulations! You are about to embark on a very exciting journey! This guide is meant to assist you in your preparations for your semester abroad and to give you some insight into what you might expect when you arrive. Every semester abroad is different and your time in Scotland will fly by.

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THE BASICS

WHAT THE PROGRAM PROVIDES

- Breakfast Sunday-Saturday while classes are in session
- Lunch (during semester & summer programs) and dinner (during semester programs) Monday-Thursday while classes are in session
- Bus pass
- Use of a basic mobile phone
- Opportunities to participate in free day long field trips in the region
- Opportunities to participate in optional day and overnight field trips
- Accommodation in a shared room
- Mattress pad, comforter, pillow, towel, fitted sheet, pillowcase
- Use of a 12”x12”x12” safe (provide your own padlock), and UK adapter
- Use of curling irons, hair dryers, straighteners, irons as available
- CISI Health Insurance
- Option to participate in the ‘Host Family Program’
- 24 hour emergency support
- Course credits

PROGRAM CONTACTS

Experience Scotland Administrative Office
University of Wisconsin-River Falls
102 Hagestad Hall
410 S. Third St
River Falls, WI 54022
Tel: 715-425-3238
Fax: 715-425-3541

Kelsey McLean
Program Coordinator
Kelsey.mclean@uwrf.edu
Sonja Johnson
Program Associate
sonja.johnson@uwrf.edu

Patty Watters
Resident Director of Operations and Student Life
patricia.watters@uwrf.edu

Student Pay Phone
011-44-131-660-4065
(as dialed from the US)

EMERGENCY CONTACTS IN THE UK

U.S. Consulate in Edinburgh
3 Regent Terrace
Edinburgh EH7 5BW
Telephone within Scotland: 0131-556-8315
Telephone from the U.S.: 011-44-131-556-8315
After hours within Scotland: 01224-857097
After hours from the U.S.: 011-44-1224-857097
Fax within Scotland: 0131-557-6023
Fax from the U.S.: 011-44-131-557-6023
Website: http://london.usembassy.gov/scotland

Dalkeith House Duty Mobile (24 hr coverage)
07896718549 (as dialed in the UK)
011-44-7895718549 (as dialed from the US)

Police/Medical/Fire/Emergency
112 (from any phone within the UK)
RECEIVING MAIL AND PACKAGES IN SCOTLAND

Mail is delivered to the house Monday-Saturday except public holidays. Mail can be delivered to the following address:

Name
Experience Scotland Program
Dalkeith House
Dalkeith Midlothian
Scotland EH22 2NA

All packages sent from the US to the UK will require a customs declaration form to be completed prior to posting. Often, friends and family send care packages and personal items and list them on the customs forms as ‘gifts’. If they are listed as gifts, you may be charged ‘duty’ or taxes on your personal items upon arrival in the UK. Instead of listing items as gifts, instruct friends and family to list contents as ‘personal items’.

TRAVEL DOCUMENTS/VISAS

REQUIRED DOCUMENTS FOR ALL STUDENTS

- Valid Passport
- Letter to UK Immigration officials

All U.S. citizens travelling to the United Kingdom are required to possess and show a valid passport. The cost of obtaining, or renewing a passport is your responsibility. It is your responsibility to ensure your passport is valid. A student visa is not required unless you have chosen to participate in the Internship Program (see below). Approximately two weeks prior to the program start date you will receive a packet of information from the Experience Scotland office at UW-River Falls. This packet will contain a letter to immigration officials. This letter will request entry as a Student Visitor at your port of entry. This letter must be carried every time you travel outside of the UK.

REQUIRED DOCUMENTS FOR INTERNSHIP PROGRAM PARTICIPANTS

UK immigration law requires foreign students who will be pursuing any type of work experience to secure a student visa. A visa is an endorsement or stamp placed by officials of a foreign country on a U.S. passport that makes it possible for the bearer to visit that country. If you are planning to participate in the internship program, it is your responsibility to secure a student visa from a British Consulate in the United States prior to the start of the program. Securing a visa can be a lengthy process; therefore, it is recommended that you begin the process early.

As visa requirements and application procedures can change rapidly, you are encouraged to read the UK Border Agency guidance regarding the Tier IV Adult Student Visas at the website below:

http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/pbs/Tier4migrantguidance.pdf

Students applying for a Tier IV visa from the UK government will require a CAS letter from the Experience Scotland program. About 2.5 months prior to the program start date, you will receive a letter that will assist you in completing your visa application and will need to be sent along with your visa application.

You will need to follow the application instructions very closely and provide all requested documents. It is important to note that you will need to show your ability to maintain yourself financially for the period of time you will be in Scotland.
The UK Border Agency requires funds to be in your account or your parents’ account for at least 28 days prior to your application. If you are taking out loans, you will need to get official letters confirming those funds. Applying for the visa can be done online and isn’t difficult, but it can take time to gather the documentation you require – start early.

TRAVEL ARRANGEMENTS

You are responsible for making your own travel arrangements to Scotland. You may choose to fly into the following airport locally.

**Edinburgh Airport** (EDI) is Scotland’s capital airport. Edinburgh City Centre and Dalkeith House are each about a 20 minute taxi ride. Edinburgh Airport is also connected to the city centre by excellent bus connections.

**Glasgow Airport** (GLA) is Scotland’s principal long-haul gateway, with year-round flights to Canada, the United State and the Gulf. Connections from Glasgow to Edinburgh are frequent and easy.

You may also choose to fly into London and then make a connection up to Edinburgh by:

Rail, National Express Bus, Megabus, Easyjet, British Airways

**Layovers and/or pre-program travel in Ireland immediately preceding your entry into the UK should be avoided. There is a Common Travel Area between Ireland and the UK, so an entrance from Ireland will prevent you from receiving the correct clearance to stay in the country for an extended period of time as a student.**

**HINTS FOR BOOKING AIRFARE**

Options for booking travel:

- **Travel search engine (i.e. Travelocity, Expedia, Student Universe):** Travel search engines allow you to compare rates and options from a variety of carriers, though not all carriers allow their flights to appear in searches. Flight options are not always displayed in real time, so flight may in fact be unavailable even if appearing in results.

- **Direct from airline (online or by phone):** Purchasing directly from the airline often allows greater flexibility with refunds, flight changes, etc. Available flights are displayed in real time so you can be assured that those flights appearing in your results are in fact available. A fee will often be charged for booking by phone.

- **Use of an agent:** You will pay a fee to use an agent, but that agent will take responsibility for finding you the most favorable routes, and can help with any itinerary changes that may need to be made after your purchase.

Factors to consider when booking airfare:

- **Total travel time:** When looking at different flight options, it is important to pay close attention to the total travel time. Oftentimes the least expensive routes will have the least favorable travel times. Usually, you can find routes that are just slightly more expensive but significantly less travel time.

- **Location and length of layovers:** The location, number, and length of your layovers will impact your total travel time. Your personal preference may dictate where you have layovers (i.e. you want to avoid a certain airport), but you will want to pay close attention to the amount of time you have for a layover. A shorter layover allows less flexibility in making your connecting flight (i.e. your initial flight is delayed, you get lost in the airport, etc.).

- **Hidden fees:** Be sure to consider the whole picture of whatever airline you end up booking with. What costs are associated with checking luggage? What is the fee for changing your travel dates, should you need to do so? Are there fees for other services you are planning to use?

- **Refundable v. non-refundable:** In the unlikely event something happens that prevents your participation in the program, you’ll want to know whether your ticket is eligible for refund prior to booking. Alternatively, you should look into flight insurance options available to you at the time of your booking.
Other helpful hints:

- **Start searching today:** Start your airfare search right away – search a variety of platforms, and search often. This will provide perspective on what options are available to you, in terms of routes and rates, so you’ll be able to jump on a good deal when you see it!
- **Book early:** *Generally*, the best rates for airfare are available the earlier you book so don’t wait until the week before you depart to start looking for flights!

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**ARRIVING IN DALKEITH**

It is your responsibility to book flights to and from the United Kingdom to ensure you arrive in time to participate fully in student orientation, which begins on the program start date.

Continue to check the Experience Scotland homepage at [www.uwrf.edu/WisconsinInScotland](http://www.uwrf.edu/WisconsinInScotland) for updated travel and arrival information.

As you make your travel arrangements, please ensure you are referencing the online program calendars for information on official program start dates. If you need to arrive prior to the range of dates indicated, please email the Resident Director of Operations and Student Life to make arrangements. If you arrive earlier than the range of dates indicated on the program calendar, you will be staying at the house as a guest at the rate of £25 for the night and you will be expected to abide by guest policies. Any student staying at the house prior to check-in will be assigned to a guest room and will not be able to check into his/her room assignment until official check-in begins.

A few weeks before the program begins you will receive a request to submit your flight details. It is imperative that you respond in a timely manner to this request.
NOTES ON PACKING

Remember that everything you pack, you have to carry, keep track of, and make room for when the program ends. With that in mind, it is a good idea to pack light and think about whether an item is needed, wanted, or if it can be bought relatively inexpensively in the UK. Most toiletries and personal items can be purchased in the UK, so you don’t necessarily need to bring 3 months’ worth of everything. If there is a particular brand you MUST have, then that is your decision.

WHAT TO BRING

Items with a £ can be purchased as needed in the UK relatively easily.

- A good travel guide/book (Let’s Go!, Lonely Planet, etc.)
- Warm clothes (hoodies, sweaters, warm socks, long johns)
- Clothes that can be layered – the house tends to be casual – about a week’s worth
- Socks/nylons
- Underwear
- Swimsuit
- Belt
- Hat
- Pajamas
- Lightweight cover-up or bathrobe
- Waterproof windbreaker with a hood
- A warm coat
- Small backpack for short/day trips
- Covered mug/Nalgene bottle
- 1-2 dressy outfits
- Good walking shoes
- A pair of dress shoes
- Shower shoes
- Slippers
- Camera and charger
- Laptop
- Prescription medication/extra contacts/glasses (packed in your carry-on with prescriptions)
- Journal
- School books
- Money belt
- Small flashlight
- Address book
- Toothbrush
- Pictures of your family and friends
- Postcards of hometown
- Small inexpensive gifts
- Combination lock for room safe
- School supplies
- Band-Aids
- Feminine products
- Sunscreen
- Vitamins
- Antacids
- Thermometer
- Antibacterial ointment
- Aspirin/ibuprofen
- Anti-diarrhea medicine
- Cold medication
- Condoms
- Umbrella
- Needle and thread
- Safety pins
- Sunglasses

WHAT TO LEAVE AT HOME

X Electrical devices with US voltage (laptops, MP3’s, and cameras are OK to bring)
X Plug adapters (approved adapters are provided for rental at the house)
WHAT TO EXPECT IN SCOTLAND

STAFF AND FACULTY

Dalkeith House is staffed by a Resident Director of Operations and Student Life, Resident Director of the Academic Program, Assistant Resident Director, and several faculty members. All staff and faculty are involved in the educational component and provide administrative support to the program and support to all students. Staff members work to assist students in maximizing their experience in Scotland, encouraging positive community growth, and fostering individual responsibility, learning, and development.

Emergency support is provided 24 hours a day, 7 days a week by a rotation of faculty and staff members. Students may contact faculty or staff in the event of an emergency while in the house or traveling.

ON SITE ORIENTATION

Upon arrival, students will participate in a four-day orientation covering academic and house policies, community standards, local customs, and transportation. Participation in orientation activities is required and will provide you with a solid base to excel in course work and in the local community.

FOOD SERVICE

Continental breakfast is available every day of the week while classes are in session, lunch is served Monday-Thursday in the semester and summer programs, and dinner is served Monday-Thursday in the semester program while classes are in session. Meal service times are posted at the beginning of the term and are based on the course schedule. All students will be involved in the preparation and cleanup of meals at various points during the semester.

Menus are planned by the on-site Chef. The aim of the menu is provide a balanced and varied diet. Food will be basic, well prepared, and reflect the culture in which we live – expect to try typically British foods. Faculty should be prepared to try new things and understand that individual preferences cannot be catered to. Please ensure you discuss special dietary requirements (gluten free, vegetarian/vegan, allergies) with the on-site Chef when you arrive.

ACADEMIC RESOURCES

Internet access – wired and wireless internet access is available in various areas on the ground floor of the house. Internet access is not currently available in student bedrooms. Access is consistent and reasonably fast, however, given the number of people utilizing our connection, downloading large files, music, videos and movies is limited.

Computer lab – a small computer lab is available in the house. Computers are basic and allow for word processing and internet access.

Printing – students may print to the common black and white laser jet printer. Printing can be done from lab computers or wirelessly by following instructions posted in the computer lab.

Library – a variety of materials are available in the library at Dalkeith House. Students are able to check out novels as well as textbooks or other non-fiction research materials. You can link to a variety of local periodicals online at: http://thescotsman.scotsman.com, http://www.guardian.co.uk, http://www.timesonline.co.uk/tol/news/, http://www.independent.co.uk, and http://studentnewspaper.org.

GUESTS

If you plan to have guests visit during your time abroad, it may be possible for your guests to reserve lodging at Dalkeith House. Once you arrive in Scotland, you will be able to make a reservation for your friends/family. Reservations are made on a first-come, first-served basis and are based upon the availability of space at the house. In the event that your
reservation request cannot be accommodated, the Assistant Resident Director will be able to provide you with contact information for local hotels and bed and breakfasts. See the detailed guest policy under “Residential Services Contract.”

**TRAVELLING ON YOUR OWN**

The Experience Scotland program provides many opportunities for independent student travel. You will have the option to attend a travel information session (highly recommended) during your first week at Dalkeith House. This information session will provide travel tips and advice for making the most of your time abroad, while staying within your budget. It is highly recommended that students wait to book any independent travel until they arrive in Scotland. You will meet many new people and be exposed to many travel ideas that you may not have originally anticipated.

The following are items you can purchase prior to your time abroad and can be used to receive numerous discounts:

**The International Student Identity Card (ISIC)**
The ISIC entitled you to certain discounts on airfares, train tickets, and ferry crossings and reduced or free admission to museums, theatres and various cultural events. Check with your campus office of international education to determine whether it is available there, or order online at [www.isic.org](http://www.isic.org).

**Eurail Pass**
Eurail, also known as Eurorail, offers European rail passes for train travel in Europe; proving the best solution to buying Europe train tickets. With a Eurail pass you can travel on trains throughout Europe with one pass vs. buying several Europe rail tickets. Just choose the countries you want to visit and the number of travel days you need. Take as many trains as you wish on each day. Eurail passes are free to ship to any address in the U.S., however, unless you are absolutely certain of your travel plans, it is recommended that you wait until you arrive in Scotland to order your pass as many students’ travel plans change. You can learn more here: [http://www.eurail.com](http://www.eurail.com)

**RECREATION**

There are many options available to have fun in the house and get involved in the local community. Items available for student use in the house are:

- Ping Pong
- Foosball
- Billiards
- Movie room with DVD player and VCR (videos from the U.S. will not play)
- TV with basic extended cable
- Guitars
- Piano
- Keyboard
- Drums
- Board games
- Outdoor recreational equipment

**OPPORTUNITIES FOR CULTURAL IMMERSION**

Students are encouraged to get involved in the local community and should research their interests prior to arrival as some activities are seasonal (i.e. local football/rugby teams). Many students have gotten involved in the local community through sports teams, churches, musical groups, etc. Students may also get involved in clubs and societies at the University of Edinburgh. The best way to get involved is to do some research prior to arrival. Several websites are listed below:

- Historic Scotland is a trust that manages historic sites around Scotland. They have an educational visit scheme where educational institutions can bring students for **free** if it is a part of their course of study. We are able to take advantage of this and there are loads of sites around the local area. If you get a group together, we can help you make arrangements for a visit! [http://www.historic-scotland.gov.uk/](http://www.historic-scotland.gov.uk/)
- This is a great site that lists UK holidays, special days, local customs, and national awareness days in the UK. [http://www.woodlands-junior.kent.sch.uk/customs/questions/calendar/index.htm](http://www.woodlands-junior.kent.sch.uk/customs/questions/calendar/index.htm)
• The Oracle lists many events, speakers, and exhibitions in the Edinburgh area. It even has a section dedicated to free activities. [http://www.theoracle.co.uk/](http://www.theoracle.co.uk/)
• The List focuses on Edinburgh and Glasgow nightlife, activities, restaurants, festivals, theatre, and cinema. If it is going on in Edinburgh, it will be listed here. [http://www.list.co.uk](http://www.list.co.uk)
• The Edinburgh University Student’s Association is available to you as well! You can get involved in societies (clubs) and organizations if you choose (sometimes at a higher cost). This is an EXCELLENT way to get to know local students. [http://www.eusa.edu.ac.uk/](http://www.eusa.edu.ac.uk/)

### COMING HOME

Many students find that their return to the United States can be difficult after a semester full of new experiences abroad. You will have the opportunity to participate in a re-entry session (highly recommended) during your final weeks at the house. This session will cover different ways to cope with the re-adjustment to life back home. Many past students have also found great comfort in being able to share their experiences with others in the program who are experiencing the same things.

### ACCOMMODATIONS

The house is over 300 years old. To put that in perspective, the U.S., as a nation, is not even 300 years old. This is an important point in that it can be chilly in the house, therefore it is very important to bring warm clothes that can be layered. Additionally, Dalkeith House has no elevators. Access to many areas of the house, including the student living area requires individuals to climb stairs. Dalkeith House may be inaccessible for individuals with mobility impairments.

#### BEDROOMS

Bedrooms in Dalkeith House vary in size (2-7 students per room) as the house was originally built as a stately home. Students should expect to have 4-6 roommates in a reasonably spacious room. All bedrooms are furnished with a single bed, dresser and a closet for each resident. All beds have a mattress pad, duvet (comforter), duvet cover, fitted sheet, pillowcase and a pillow.

#### TOILETS AND SHOWERS

All toilet and shower facilities are shared. Bathrooms are located on each floor of the house. There are male and female bathrooms on both the 1st and 2nd floors. Unisex bathrooms are located on the ground floor, and 1st floor landing. Showers are located in the gender specific bathrooms on the 1st and 2nd floors.

#### SERVERY

Cooking facilities are available in the house. The Servery has a small stove, oven, toaster, microwave, water boiler, and coffee maker. Keeping the servery clean is each individual’s responsibility. An industrial size refrigerator is available for use in the dining hall. A small freezer is also available for student use.

#### HEATING

Dalkeith House is heated electrically with night storage heaters. This system is not efficient in providing continuous event heat like the systems you are used to in the U.S. Since they operate only at off-peak periods, early evening hours can produce cool temperatures in the house. Because of the moderate temperature of Scotland, the temperature of the house in generally adequate, but during the winter months, parts of the house can be cold. Generally, everyone adjusts and adapts to this system and the discomfort for most has not been a major problem.
LAUNDRY
There are two laundry rooms in the house with a total of 4 washers and 3 dryers. Students and faculty share the use of washing machines and dryers. A steam iron and ironing board are also available.

CULTURE SHOCK

Adapted from Robert L. Kohls, *Survival Kit for Overseas Living*, chapter on “Culture Shock: Occupational Hazard of Overseas Living.”

Sometimes, despite their preparation, people find themselves in their host country feeling homesick, bored, or withdrawn. They might spend all their time with Americans, avoiding the host nationals. They may drink, eat, or sleep too much. They might feel hostile or critical of the host culture. They are experience what many people refer to as “culture shock.”

Culture shock is used to describe some of these more pronounced reactions to spending an extended period of time in a culture very different from your own. Not everyone will experience culture shock. But for those of who do, it is helpful to be able to recognize culture shock when it occurs, so you can take appropriate action.

Adjustment to a new cultures tends to occur in stages. Initially, there is a **honeymoon phase**. You are in a new country and everything is exhilarating and exciting. Perhaps you are involved in a flurry of orientation and getting settled, getting hosted around the town or city. The sights, sounds, and tastes are all a new adventure. And, at first, you may even see more of the similarities between your host country and the U.S. than the differences.

However, after some time, you realize that things aren’t the same. Maybe you are tired of the food or struggling with the language. Maybe you are tired of long commutes whenever you need to go somewhere. Maybe everything is much more expensive than you anticipated. Or perhaps things are less expensive, but not of the quality or variety you appreciate at home. Your initial enthusiasm has drifted away and you have entered the state of **irritability and hostility**. Worse, you may just feel like you don’t really belong.

Be patient. Almost always, these symptoms disappear with time and you will experience a stage of **gradual adjustment**. Your sense of humor will reappear. Things that seemed strange or just inconvenient will gradually become familiar.

Lastly there is a stage of **adaptation or biculturalism**. You have finally arrived. You have managed to retain your own cultural identity but recognize the right of other cultures to retain theirs. You have a better understanding of yourself and others, and you can communicate easily and convey warmth and understanding across the cultural barriers.

There is no one way to experience culture shock. It may be acute or barely noticeable. You may find it returns after you thought you had already passed through all the stages. If you are experiencing the irritability and hostility associated with culture shock, there are positive steps you can take and the sooner you take them, the better. Here are some dos and don’ts for dealing with these symptoms:

**Do**
- Be aware that culture shock exists, that it will probably affect you one way or another, but that it doesn’t last forever.
- Try to keep busy.
- Plan fun things to do.
- Set goals for yourself.
- Look for the best in your situation.
- Enjoy the diversity of people and cultures.
Remember that culture shock can be a very valuable experience, which can leave you with broader perspectives, deeper insight into yourself and a wider tolerance for other people.

Keep a journal. Writing about your daily experiences provides you with a detailed record that you will enjoy for many years to come and may also help you cope with culture shock.

**Don’t**

- Don’t think you’re strange or abnormal. It’s not surprising you’d miss some aspects of home or feel a sense of loss.
- Don’t just sit around being negative and critical. It will only prolong your unhappiness.
- Don’t focus on the bad things. Instead, look for the humor in difficult situations. Things that go wrong often make the best stories when you return.
- Don’t be judgmental. When you find yourself feeling like the U.S. is superior in some aspects, try to understand the needs your host culture is meeting by their different ways of doing things.
- Don’t be offended by characteristics of the culture which are not polite or appropriate here. Try to understand that country’s mannerisms, habits, and accepted norms to avoid taking offense to things you are not used to.
- Don’t immediately call/write/e-mail your family/friends to tell them how miserable you are. The mood may pass the next day and you know that you are fine, but your family/friends are left thinking the worst. One tactic is to write a letter or e-mail and get your frustration out, but do not send them right away. If you feel better the next day, throw away the letter or delete the e-mail...if still upset, do share your feelings with your family or friends.

As impossible as it may seem, reserve culture shock can also occur upon your return to the United States. Be aware of this possibility and use some of the same tips listed above to help you re-adjust to life in the United States.

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**FINANCIAL MATTERS**

**FINANCIAL AID**

It is your responsibility to apply for financial aid in a timely manner. You may request a projection of costs for your term abroad from your campus office of international education/programs. This cost projection can be brought to your campus’ Financial Aid Office and may result in some increase in your total financial aid package. If you receive financial aid, including student loans but excluding work-study allocations, those funds may be credited toward the cost of your program. Your final payments may be adjusted to reflect those credits.

If you are enrolled as a ‘special student’ through UW-River Falls or another institution it is important to realize you will not be eligible for financial aid through the institution at which you are enrolled as a ‘special student’. It is your responsibility to obtain financial aid at your home campus and communicate with your Financial Aid Office to ensure that any financial aid received is applied to your term in Scotland.

**REFUND POLICIES**

Students should refer to the Experience Scotland Fee, Deposit, Payment, Cancellation and Refund Policy in their application for specific details regarding program refund policies.

**ACCESSING MONEY IN THE UK**

**Converting Currency**

The unit of currency in the UK is the British pound (£). You cannot spend U.S. dollars in Britain. One pound (£) = 100 pence (p). You must exchange dollars for pounds at a bank or currency exchange shop. Rates of exchange will vary depending on the location and the form of money you use. Generally, you will be charged a fee to change money. For daily quotes, you can check the following websites:
If you plan to exchange money prior to departure, it is better to only get a small amount, rather than converting all your funds, as the rate in the U.S. will be the least favorable. Furthermore, make sure the bank gives you the Great British Pounds Stirling (£). Euros are NOT accepted in the UK.

**Transferring Money**
Western Union and American Express offices also provide wire transfer service to their nearest branch where the recipient can collect the funds. Commissions are charged for both the service and currency conversion.

**Debit Cards and Cash Cards**
The best advice is to bring a debit card (preferably VISA) from an account that will be kept supplied with money. Several banks in Dalkeith do not charge an extra fee for extracting money from ATMs with a debit card and they give the best exchange rate. Past students agree that the debit card is the easiest, fastest and best money saving form of receiving money in Britain. If your debit card doesn’t work, you’ll want another option. MasterCard and VISA are widely accepted; American Express and Discover are not.

Debit cards operate like cash or personal check. When you use a debit card your money is immediately deducted from your checking or savings account. Debit cards allow you to spend only what is in your bank account. If your credit card doesn’t work or you can’t exchange traveler’s checks, you’ll want another option such as a debit card.

If you have a credit card, use a Visa or MasterCard credit card whenever possible for purchases in Europe. Credit purchases sometimes offer the best available rates of exchange. They are widely honored and provide a reliable financial security. It is strongly recommended that you notify your debit/credit card agency that you will be traveling abroad. Visa or MasterCard are the most widely accepted cards. Some banks charge a commission on cash advances unless you are a client of that bank system.

**Insights on Expenses**
Each student tends to spend varied amounts depending on their personal budget and interests. It will be important to understand how much money is available to you and where your priorities lie in this experience.

**Financial Obligations While in the UK**
It is important to make arrangements to meet your financial obligations while abroad. Make arrangements to stop service or pay bills online or give a trusted friend or family member signed checks to make payments. Bills you might want to consider are rent, credit cards, loans, tuition, cell phone, utilities, etc.

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**INTERNATIONAL INSURANCE**

You will be covered by Cultural Insurance Services International (CISI), the mandatory University of Wisconsin System international insurance plan. If you need to seek medical attention, make sure you have your insurance card present along with other important forms of identity. This card should be carried with you at all times. You will receive your insurance card by email prior to your departure for Scotland.

Please note that the insurance plan only covers your program dates. Should you choose to arrive before the program starts or stay after the program ends, you will need to make sure you are covered by your own personal insurance company. You also have the option of purchasing an extra month of the CISI insurance plan online at [www.culturalinsurance.com](http://www.culturalinsurance.com).
Students are required to obtain (purchase, rent, borrow, etc.) the necessary textbooks for the course offerings they will be taking. It will be the student’s responsibility to bring the textbooks with them and/or obtain them prior to the first day of classes. Required textbook information can be found on the program website under course descriptions. Textbooks for British course offerings will be available for use at Dalkeith House. There may be additional expenses for special courses such as art, photography, field trips, etc.

Students may choose to purchase textbooks from a UK distributor such as amazon.co.uk and have books sent to Dalkeith House prior to the beginning of the semester. If students plan to order their books, they need to make sure they are ordering the correct title, author and edition. The books should be sent to the following address:

Student’s Name  
Experience Scotland  
Dalkeith House  
Dalkeith, Midlothian  
EH22 2NA  
Scotland

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**TAKING CARE OF BUSINESS**

**REGISTRATION FOR NEXT SEMESTER**

It is imperative that you discuss the process for registering for courses with your campus’ registrar office before departing for Scotland. You should also make any necessary appointments with academic advisors/faculty members to discuss the courses you should register for and obtain any permission numbers necessary for taking those courses.

**ON CAMPUS HOUSING RESERVATIONS**

If you intend to live on campus after returning from Scotland, make certain that you have arranged this with your campus’ housing department. You will also want to be certain that you understand the process for signing up for housing online and are aware of any payments that need to be made to your account to secure your on campus housing reservation.

**PRE-DEPARTURE TO-DO LIST**

- Make arrangements to pay all bills, rent, etc. while away.
- Make copies of credit cards and passport. Leave a set at home and bring a set to Scotland.
- Contact the toll-free number on the reverse of your credit card to notify the company you will be abroad, and provide the dates you will be overseas. This is important since credit card companies may suspend the use of your card if they suspect your card has been stolen and unauthorized purchases are being made without your knowledge.
- Give family/friends the “Leave Me Behind” sheet located on the last page of this handbook.
- Research Edinburgh and Scotland and plan sites to visit.
- Get ready for an amazing experience!
ACADEMIC POLICIES

The Experience Scotland program operates under authority granted by the UW Board of Regents. This consortial agreement enables students to enjoy the benefits of studying in Scotland while earning full credit for completed coursework.

Selection of Courses

Experience Scotland offers a select curriculum that reflects the teaching specialties of the participating US faculty. US faculty members will teach the majority of program course work. All students participating in the Experience Scotland program will be required to take Scotland: Society and Globalization. British History will be offered as an optional course along with the other US faculty course offerings.

You must consult with your academic advisor for approval of your Experience Scotland course selections. Return the signed Academic Advisor Form as part of your application process as soon as possible. It is your responsibility to make sure that you have satisfied all the course prerequisites for all courses you take in Scotland. If you lack prerequisites for a course you wish to take, you must obtain permission from the instructor of the course or get written permission from the appropriate department chair, academic advisor, or dean before you enroll for the course. A drop-and-add period will be held during the first week of classes at Dalkeith House, at which time schedule changes may be made.

Scotland: Society and Globalization

Scotland: Society and Globalization is a wide-ranging course that explores different aspects of contemporary Scottish society. Locating Scotland in its historical and global contexts, the course focuses on many of the key social, economic, cultural and political issues that face Scotland today. In particular, it considers many of the ways that globalization can be said to be impacting on Scottish economy and society.

The course takes a multi-and interdisciplinary approach, drawing on a range of discipline areas. In the main, the course draws on sociology, social policy, social history and human geography. The course emphasizes the importance and usefulness of comparative and transnational comparisons for the understanding of developments in a particular national context. In this respect, comparisons between different aspects of Scottish and US societies will occupy center stage and students will be required to reflect on points of similarity and convergence between US and Scottish/UK society.

Experience Scotland Internship

The Experience Scotland program offers a limited number of unpaid internships for students of at least junior standing participating in either the fall or spring semester program. A Resident Director of Academics works closely with you to find an internship experience suitable to your needs and talents, however, you should realize that the location and work involved with these internships cannot be guaranteed at the time of application. Internships can be obtained for a maximum of six credits, dependent on the number of work hours required per credit by your academic department. You will be required to carry additional credits to maintain your status as a full time student. Below is an overview of the internship application process.

Internship Application Process:

- Student finds a faculty mentor in the appropriate department to mentor and evaluate their internship experience.
- Student completes the Experience Scotland Internship Application which includes providing a transcript outlining the major-specific courses enrolled in to-date, a professional resume to be shared with potential
employers; a personal statement of knowledge, skills, and goals for the internship experience; and learning objectives for the experience as defined by the student and faculty mentor.

- In the semester preceding arrival to Dalkeith House, the student will work with the Resident Director of Operations and Student Life to set up a site interview.
- If accepted by an employer, the student works with the Resident Director of the Academic Program once on-site in Scotland to maintain progress towards internship learning objectives as previously defined with the student’s home campus faculty mentor.
- The student will be required to submit progress reports to the Resident Director of the Academic Program who forwards them to the faculty mentor.
- At the end of the internship, the student will make sure the employer completes the Employer Evaluation Form and returns it to the Resident Director of the Academic Program who will forward it to the faculty mentor.
- Student will complete the Student Evaluation of Work Assignment Form and return it to the Resident Director of the Academic Program who will forward it to the faculty mentor.
- The faculty mentor will receive a campus grade report form and assign a final grade for the internship based on their evaluation of the student's learning objectives, progress reports, employer's evaluation, and the Resident Director of the Academic Program's comments.

In certain cases, students will not be recommended for an internship. In this event, a student may be encouraged to consider an independent study or the Career Exploration in an International Setting course.

**Note:** UK immigration law requires foreign students who will be pursuing any type of work experience/internship (paid or unpaid) to secure a student visa. A visa is an endorsement or stamp placed by officials of a foreign country on a U.S. passport that makes it possible for the bearer to visit that country. If you are planning to participate in the internship program, it is your responsibility to secure a student visa from a British Consulate in the United States prior to the start of the program. Securing a visa can be a lengthy process; therefore, it is recommended that you begin the process early as it can take time to gather the required documentation. As visa requirements and application procedures can change rapidly, you are encouraged to read the UK Border Agency guidance regarding Tier IV Adult Student Visas at following website: [Guidance on application for UK visa as Tier 4 student](#)

Students applying for a Tier IV visa from the UK government will require a sponsor letter from the Wisconsin in Scotland program. Several weeks prior to the program start date, you will receive your sponsor letter signed by the Resident Director of Operations. This letter will assist you in completing your visa application and needs to be sent along with your visa application.

You need to follow the application instructions very closely and provide all requested documents. It is important to note that you need to show your ability to maintain yourself financially for the period of time you will be in Scotland. The UK Border Agency requires funds to be in your account or your parents’ account for at least 28 days prior to your application. If you are taking out loans, you need to get official letters confirming those funds.

For additional information regarding the visa application process, click [visa](#). To complete the Tier IV online application, click [here](#) (students from the US are only allowed to apply for visas online).

**Independent Study**

An independent study is an independent research project completed by a student during their term abroad with the Experience Scotland program. Your research and area of focus for independent study should be unique to your international setting. The objective of independent study in Scotland is to be able to apply study of your major/minor to your international experience, not to substitute for an on-campus course offering. You will be asked to identify a faculty mentor from your home campus. It will be your responsibility to work with your faculty mentor prior to your participation in the program to define:

- Your research focus
Outcomes and expectations for the learning experience

To make determination on the means used to assess your work throughout the term, and to create a project progress timeline with defined dates of when you will provide portions of your completed research project to your home campus faculty mentor.

On-site you will receive support for your independent study experience from the Resident Director of Academics (RDA). The RDA will assist in providing recommendations of in-country connections and areas of study related to your research focus, and any other areas you may need on-site support. You will be responsible for submitting progress reports to your home campus faculty mentor throughout the term, and your home campus faculty mentor will report your final grade recommendation to the Experience Scotland Administrative Office.

Career Exploration in an International Setting

*Career Exploration in an International Setting* provides a framework that combines aspects of independent study and internship to facilitate the development of a deeper understanding of your field of study and future career aspirations in general, but also beyond the borders of the United States. You will utilize a combination of job shadowing, informational interviews, and independent research to build a network within your field, and to gain a greater understanding and appreciation for the diversity and breadth of career possibilities within your field.

On-site, you will work with the Resident Director of Academics to complete the requirements of this course. With the Resident Director of Academics you will:

- Arrange job shadows, and informational interviews. The Resident Director of Academics will assist with preparing you for these experiences, and facilitate some of the initial contacts. You will be expected to arrange job shadows and informational interviews beyond the initial experiences arranged for you.
- Submit progress reports to the Resident Director of the Academic Program.
- At the end of the course, the Resident Director of the Academic Program will assign a final grade for the course based on their evaluation of your learning objectives, progress reports, and cumulative portfolio.

Textbooks

Students are required to obtain (purchase, rent, borrow, etc.) the necessary textbooks for the UW course offerings they will be taking. It will be the student’s responsibility to bring the textbooks with them and/or obtain them prior to the first day of classes. Required textbook information can be found on the Experience Scotland website under course descriptions. Textbooks for British course offerings will be available for use at Dalkeith House. There may also be additional expenses for special courses such as art, photography, field trips, etc.

Academic Progress

All students are required to maintain full-time student status during the fall and spring programs (minimum of 12 credits), or enroll for a minimum of 3 credits in the summer program. Students are required to make a reasonable and conscientious effort toward their academic objectives and requirements. Failure to do so may result in immediate dismissal from the program.

Transcripts and Credit

Your course work in Scotland will either be transcripted directly through your home campus or through UW-River Falls. All students are subject to UW grading procedures and policies.

Pass/Fail Option

The restrictions vary from campus to campus and are rather firm. Students need to realize that pass/fail courses might not be accepted in transfer to other institutions of higher learning, and a “fail” may have an adverse effect on the student’s academic standing. It is the student’s responsibility to comply with the pass/fail policy of their home campus.

Class Attendance Policy for Fall and Spring Semesters

The Experience Scotland program has had a compulsory attendance policy since its inception in 1986. The compulsory
attendance policy was built into the program to emphasize that the classroom experience is the central component of this academic study program, just as it would be on the home campus. There has been an on-going concern that some students and/or faculty might see the program primarily as an opportunity to travel in Europe rather than as an integral part of the overall academic degree program. While it is an important component of the experience in Scotland, there are a number of opportunities for travel such as day field trips, long weekends, and a one-week break which are built into the semester’s schedule.

The attendance policy below is designed to help maintain the academic integrity of the program. The participating campuses contribute considerable support to the Experience Scotland program so students can study abroad at a reasonable cost. If the home campus faculty and administrators lose confidence in the academic integrity of the program, this support could be withdrawn in future years. We hope that all students and faculty will respect this policy and understand why it is necessary to insure the continuation of this learning experience.

Class attendance and participation is expected. Excessive absence will result in the following grade reductions:

- 3rd absence: final grade lowered one full letter grade.
- 4th absence: final grade lowered two full letter grades.
- 5th absence: final grade lowered three full letter grades.
- More absences than above: final grade is F.
- As module courses are condensed and may meet for several hours a day, it is important to note that a class period is defined as one block of 1.5 hours.
- Students who arrive ten or more minutes late will be counted as absent. Students who leave class early of after a break will be counted as absent.

Individual faculty members are not permitted to make exceptions to this policy.

**Enforcement:** Each faculty member is required to keep an accurate attendance record on each student. Students who miss more than the allowable number of classes will automatically have their final grade reduced according to the previous schedule unless they provide the Resident Director of Academics or Resident Director of Operations and Student Life the required documentation to show they were ill or injured.

**Final Exams**

All students are required to take their final exams when scheduled. Students who miss a scheduled exam without written documentation from a health professional of a medical illness or injury will not be permitted to make up the exam and will receive a grade of F on the exam.

**Academics**

Grading, testing, and textbooks are determined by each class instructor. The final grade must take into consideration the class attendance policy.

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**Exceptions and Appeals Process**

No exceptions to the policy on attendance will be made by any individual faculty members. Students who believe an exception is warranted, due to unusual circumstances beyond their control, may file a written request with the Resident Director of Academics or Resident Director of Operations and Student Life clearly explaining the reasons for the exception. Exceptions may be approved only by unanimous consent of the Resident Director and the entire teaching faculty.

Any grade appeals must follow established campus procedures at the campus where the student is registered for their term abroad.
RESIDENTIAL SERVICES CONTRACT

Experience Scotland Program

University of Wisconsin-River Falls
102 Hagestad Hall, 410 South Third St., River Falls, WI 54022

Experience Scotland Program, Dalkeith House, Dalkeith, Midlothian, EH22 2NA

Eligibility:
In order to be eligible to live at Dalkeith House, you must be enrolled as a full time student at one of the participating schools or be determined eligible by the Experience Scotland program.

Contract Terms/Conditions:
Contract Duration – Once a student enters into a housing contract, he/she will be expected to honor the contract for the period specified. All contracts are binding for the entire semester, or from the time of arrival through the end of the academic period.

Assignments:
Rooms – Roommates are assigned without regard to race, creed, color, national origin, or religion. Furthermore, discriminatory practices of any kind are prohibited by the Program in all areas of jurisdiction including housing.

In the event of extenuating circumstances, the Resident Director has the right to alter room assignments.

Termination by Program:
Program officials may terminate this agreement under the conditions stated in the following circumstances:

- Exigency – Program officials terminate or temporary suspend performance of any part of the contract without notice in the event of an exigency, which would make continued operation for students housing unfeasible. There shall not be any liability on the part of the Program for the return or refund of any rental payments or the $100 work/damage deposit in the event the contract is terminated for this reason.

- Failure to Comply with Contract – If the student fails to comply with any portion of the Housing contract, program officials may terminate the contract with appropriate notice.

Student Conduct:
Individual students, living communities, share collective responsibility for maintaining safe, respectful living and learning communities that will contribute to academic and personal success.

In cases where students are found responsible for damages to property, the students will also be assess estimated costs associated with the damage.

Depending on the severity and nature of the incident, students may be referred to the Resident Director. In addition to program disciplinary action, civil action may be taken against students who violate state and federal statutes (disorderly conduct, misuse of fire equipment, or any other infractions that may pose a threat to the health and safety of others).

Termination of Housing Contract:
Students will be subject to termination of their housing contract if they engage in behavior which poses a danger of physical harm to self or others, or if they engage, cause significant property damage, or directly and substantially impede the lawful activities of others. Continued behavior that causes disruption of the community living environment may also lead to contract termination. When a housing contract is terminated for disciplinary reasons, the student shall forfeit his/her housing deposit and will lose visitation privileges in the residence.
**Common Area/Vandalism Policy:**
When damage, theft or vandalism occurs to an area not assigned to an individual, the cost of repair, replacement or clean-up may be assessed to the floor, wing or House, with the cost of the damage shared by all residents of the community.

If a student is proven to be responsible for vandalism in the residence, this student is responsible for the cost of the repair/replacement of damaged items.

**Guest Policy:**
- Day guests must sign in and out at the reception desk. Unregistered guests will be asked to leave.
- Day guests may be in the house from 6am-Midnight. Day guests in the house between Midnight-6am will be asked to leave and will not be allowed to return at any time.
- Day guests must remain on the ground floor or basement common areas.
- All overnight guests must register at the reception desk upon arrival. No exceptions! Unregistered guests staying overnight will be asked to leave.
- All overnight guests must stay in approved guest rooms; not student rooms, study rooms, etc.
- Guest rooms in Dalkeith House are available for alumni of the Experience Scotland program, faculty and staff of the participating universities, friends and relatives of current Experience Scotland students and staff, and administrators of the Experience Scotland program.
- Room rental is at the rate of £20.00 per night per person. The rate includes a cold breakfast when breakfast is regularly available to students. When the students are away on field trips, breaks, or between semesters, the server will open for guests to use, but not breakfast will be available. The room rate is £20.00 per night per person in either case.
- Guests may purchase noon or evening meals at guest rates. Meals must be ordered at least one day in advance.
- Rooms and meals must be paid for upon arrival.
- Meal tickets for all ordered meals will be issued. A ticket must be presented in the servery for each meal guest.
- Any damage to guest rooms will be assessed to the student who has reserved the room and may be deducted from that student’s damage deposit.
- Normal rental rates shall be paid for all days that keys are issued and rooms are signed for, regardless of whether the rooms are actually occupied.
- Check-in time: 2:00pm Checkout time: 10:00am

**Noise Policy:**
Residents responsible for excessive noise may be subject to disciplinary action, including contract termination. In addition to other discipline, residents may be asked to remove stereos or musical instruments to be conducive to sleep and study. It is necessary for students to cooperate with one another and to comply with established community standards.

**Non-Discrimination:**
The Experience Scotland program will not tolerate conduct which is racist and/or which involves harassment based upon the race, gender, religion, color, creed, disability, national origin, sexual orientation, ancestry, or age of any individual.

Such conduct is demeaning, destructive, and isolating to the individuals involved, and directly at odds with the Program’s goal of fostering understanding and cooperation.

It is the intention of the Experience Scotland community and administration to work diligently to eliminate all forms of discrimination.

**Non-Smoking Policy:**
Smoking/e-cigarettes will not be permitted anywhere within the House. Students who choose to smoke must do so
outside the building, in the courtyard beyond the front steps. Violations will result in termination of Program and Housing Contract.

Room Construction/Remodeling Policy:
In order to allow students to create a personalized room environment, students are permitted to move and rearrange their beds and dressers. The rearrangement of the furniture is subject to the following guidelines:

- Light fixtures and room wiring may not be altered in any way.
- In order to ensure the best possible environment for studying during Finals Week and increase efficiency during check-out, each room must have all of its original furniture back in it by 10:00pm on the Saturday before Finals week.
- Each resident will be held accountable for all damages incurred by occupancy, including those incurred from the movement of furniture.
- Construction, decoration, or arrangement of furniture in a manner that hinders exit from the room is not permitted.
- Neither decorations nor other paraphernalia of a highly combustible material can be hung from the ceiling or from other overhead room structures. Use of cloth, fish netting, paper, or any other burnable material to provide a false ceiling is particularly hazardous and is not permitted.
- Drilling into the walls or ceilings and anchoring of beds or other furnishing to the walls or ceilings are not permitted.
- The dresser must remain in the room. It cannot be put in storage without permission from the Resident Director.
- Use blue tak to hang/post items on any wall surface. Blue tak is available from staff.

Room Entry Policy:

- The program, as landlord, maintains the right to enter students’ rooms for maintenance purposes. Authorized personnel may enter students’ rooms for reasons of health, safety, general welfare, or to make necessary repairs to room and room equipment. Insofar as possible, advance notification will be given. No room will be searched except by appropriate legal agencies with a warrant of your permission.
- Room entry for reasons of health/safety may be made by authorized program personnel. Reasons for such entry shall be limited to:
  - Room check prior to or during vacation/breaks
  - Emergency situations (example: fire, screams, smoke, as well as other health or safety emergencies)
  - When there is a clear indication that health or safety regulations are being violated.
- In the course of room entry, staff may confiscate illegal drugs, paraphernalia and other contraband items found in plain view in students’ rooms. Any contraband items will be turned over to the Police.
- Staff members may occasionally have to enter students’ rooms on matters relating to the comfort or safety of fellow house residents. For example, to turn off an alarm clock, to turn off a stereo that has been left unattended, or to close a window. Staff must notify students when a room has been entered for one of the above reasons.
- Except in emergency situations, the program staff should not enter a student’s room unless requested by the occupant and/or with the occupant present, or with a search warrant issued by civil court of authority. Periodic environment inspections for the purpose of health and safety can be carried out by the program staff and caretaker.

Procedures for Room Entry:

- Student’s rooms should not be entered without knocking and verbal identification. Entry following a knock shall be preceded by a time lapse of sufficient duration to provide the occupant(s) with ample opportunity to open the door themselves. This provision shall also apply to faculty.
If it should be necessary under the condition outlined for authorized program personnel to enter a room when
the occupant(s) is not present, the student(s) will be notified of the entry and the reason for entry. In emergency
situations where imminent danger to life, safety, health or property is reasonably feared, entry shall be provided
to the room occupant(s) before the authorized personnel leave the room, or when this is not possible, within 24
hours after the room has been entered.

Other students shall not be permitted to enter a room in the absence of the occupant(s).

Students feeling that abuse to the above policy on entry may have occurred may appeal directly to the Resident
Director. The appeal should be in writing and submitted within fourteen (14) school days of actual occurrence.

Alcohol and Drugs:

Illegal use, possession, or distribution of drugs or illegal substances will result in dismissal from the program and
house.

If you must drink, drink responsibly. Alcohol misuses will not be tolerated. Alcohol misuse is present when:
  o A student consumes alcohol and is under the local legal drinking age of 18.
  o A student becomes ill or incapacitated due to the effects of alcohol consumption.
  o A student engaged in inappropriate behavior towards other students, staff, or faculty on the program
    while intoxicated.
  o A student engages in destructive behavior towards property that is the result of alcohol consumption.
  o A student does not abide by the laws of the country while intoxicated.
  o A student engages in behavior that embarrasses other program members or compromises the
    reputation of the program.
  o Students miss any mandatory scheduled event because of the effects of alcohol.
  o A student comes to a scheduled class intoxicated or consumes alcohol during class time.

Parties are not permitted in the Dalkeith House without permission of the Resident Director and Assistant
Director. Arrangements for any party must be approved 2 days (48 hours) in advance.

Alcohol is only permitted in the following designated areas: the server, dining hall, Willie’s Café, and the
basement recreation rooms. If you are transporting alcohol it must be in a sealed container and carrier bag.

If a student or guest becomes incapacitated due to alcohol overuse, or she/he is in need of medical attention,
others must contact the Resident Director or Assistant Director as well as local emergency services. To ensure
this happens, the individual needing medical attention will not receive disciplinary sanctions; rather, they will be
referred to appropriate counseling or assistance to address issues of chemical abused. In certain circumstances,
students will be referred to resources on their home campus after returning from the program.

Appliances:

Electrical appliances permitted in residence hall rooms include clocks, radios, sound systems, personal computers,
razors, approved hair dryers/curlers/straightening irons, and television sets. **No other appliances will be allowed.** Only
approved adapters may be used.

Compliance with Program Officials:

Person(s) interfering with or failing to comply with the direction(s) of a staff member, acting in accordance with his/her
job duties, may be subject to program termination.

Contract Assignment:

This contract may not be sold, subleased, or reassigned to anyone. You may not sublet any part of the premises.
Changes may not be made in the terms and conditions of the agreement without the agreement and written permission
of the Resident Director.

Changes in the rules and regulations may be made by the program during the term. Such changes will be published by
placing notices on the bulletin boards one week before the changes become effective, unless the health and safety of
persons using the facilities may be adversely affected by the delay; then implementation will be immediate.
**Contract Length:**
The rooms are available for the length of one academic semester. Dates vary by semesters. Please see attached appendix for specific dates.

**Indebtedness:**
Failure to satisfy the financial obligation accrued under this agreement may result in the denial of issuance/transfer of grade transcripts and/or enrollment and/or eviction, pursuant to program rules and regulations governing the imposition of these sanctions.

**Keys/Locks:**
Loss of a room key should be reported to the Resident Director immediately. Lock your room. Do not leave it open when you leave to use the bathroom, vending machines, visit a friend next door, or when sleeping. Under no circumstances is any student permitted to have duplicate keys made for any lock. Furthermore, keys assigned to students should not be loaned to other students or non-students. Student should not be in possession of keys that do not belong to them.

**Liability:**
The contracting student agrees to hold harmless the Experience Scotland program from, and to indemnify them for, any claims for damages sustained by him/her; for acts by self or other in his/her acts or others in his/her room results of his/her acts or omissions, relating to any changes or modifications made by him/her to his/her room or furnishing. This makes him/her financially responsible to the program, and releases the program, in the event a person who is injured by a hazard constructed by him/her claims that the program is liable for damages. Experience Scotland is not liable for property belonging to him/her, which may be lost, stolen, or damaged in any way wherever this may occur on the premises, including storage facilities.

**Litter:**
If a student litters a public area (i.e. hallway, lounge, etc.) or surrounding grounds of the building, he/she will be responsible for the cost of clean-up. There is a minimum charge of £10.00. In addition to the charge, disciplinary action may be taken. Cigarette butts are litter.

**Mail:**
Mail service is provided on a regular basis.

**Maintenance/Repairs:**
If repairs or replacements are needed in student rooms, including light bulbs, the Resident Director should be informed. For major or emergency adjustments in your room or in the building, please notify the duty staff member promptly. It is understood that program personnel will need to enter a student’s room to make repairs.

**Open Flames:**
Items which require an open or smoldering flame to operate (i.e. candles, alcohol burners, oil lamps, incense, etc.) are not allowed in resident rooms or anywhere else in the Dalkeith House. Any material found will be confiscated.

**Personal Hygiene:**
It is expected that each student will maintain proper care regarding personal hygiene.

**Posted Materials in Public View:**
Materials displayed outside of room doors and around door frames, and facing outside room windows (therefore exposed to common and public area viewing) must meet program and community standards. Students will be asked to remove materials that are found to be obscene, sexually graphic, homophobic, racist, or discriminatory in nature.

**Publicity Posting-Mailboxes:**
Individuals and/or organizations will not be permitted to stuff mailboxes. Individual correspondence delivered to mailboxes must be individually addressed.
Room Care:
You are responsible for cleaning your room, removing waste materials, basic sanitation, and addressing any safety concerns brought to you by the Resident Director and Caretaker.

Roommate Agreements:
Communication tools outlining conditions and guidelines for room usage will be completed and signed by all roommates and filed with the Assistant Director.

Safety and Security:
For the safety and security of all students, you are required to comply with the safety and security procedures and may not tamper with or prop open locked doors or admit unauthorized people into the house. Persons placing false fire alarms, interfering with a fire alarm system, interfering with firefighters, tampering with or removing firefighting equipment can be prosecuted.

Smoke Alarms:
Each room is provided with a smoke alarm. If there are complications of any type, the student(s) are required to notify a staff member of the problem.

Soliciting:
Soliciting in the house is not permitted. Residents should report all violations to staff immediately.

Telephones:
Central telephone services and mobile telephone handsets are provided to all residents. Residents are responsible for local and long distance calls. Lost or damaged mobile phones will be charged at a rate of £25.

Theft and Security:
Students are urged to take precautions to protect their possessions. Since the program shall not be responsible for the loss of personal property, students are urged to lock their room door at all times especially when they are away or sleeping. All thefts should be reported to staff immediately.

Consequences for Infraction:

First offense: First and last written warning, notice of home campus International Education Director and appropriate campus authorities as well as disciplinary sanctions.

Second offense: Removal from the Experience Scotland program

Appeals Process:

Students will have an opportunity to appeal any disciplinary sanctions they may receive. All requests for appeals must be received, in writing, within five days of the sanction. The appeals process is as follows:

1. The student contacts the Experience Scotland administrative office within five days of receiving a disciplinary sanction to notify staff of his/her intent to appeal the disciplinary sanction. Notification should consist of a written letter emailed to the Experience Scotland program coordinator.
   a. An appeal should include a written statement detailing any mitigating circumstances involving the disciplinary sanction, and can also include letters of support from faculty/staff.
2. The Experience Scotland administrative office will work in consultation with the students’ home campus Office of International Education to review the appeal.
3. The student will hear within five working days of the success/failure of his/her appeal. If the appeal is successful, the disciplinary sanction will be removed from the student’s record.
DALKEITH HOUSE RULES

During your stay in Scotland, you are a member of the Dalkeith House community and, as such, are expected to be a positive contribution to the experience of your peers. These rules really aren’t difficult to follow but they’ll go a long way towards ensuring an enjoyable time (for all) in Scotland!

Students studying in the Experience Scotland program acknowledged during the application process that they will abide by guidelines outlined in the Residential Services Contract, Work Responsibility Policy, Community Standards, the rules outlined below, and UK laws. Students are also held to the standards of University of Wisconsin System Code, Chapter 17, which can be found at: http://www.uwrf.edu/StudentConductAndCommunityStandards/StudentConduct/Chapter17.cfm

- **Follow the Rules:** That’s right, the #1 rule is to follow the rules – easy 😊. You are responsible for abiding by the policies of the Dalkeith Housing Contract (which you signed as part of your application process). A copy of this contract can be accessed in your online application at any time. Keep in mind that the laws of Scotland are different than those of the USA.

- **Safety is Priority:** This means the door code should not be shared with non-residents, open flames/smoking is a no-no, shoes need to be worn at all times when not in your own room, tampering with fire equipment is against the law, and you should know your escape route if evacuation of the building is necessary.

- **Be Nice:** You likely learned how to do this before you knew your ABC’s – being in Scotland is no time to forget it. Respect other members of this community. Inappropriate behavior or language that jeopardizes the rights or welfare of others will not be tolerated. This includes, but is not limited to, threat or use of violence, sexual assault, harassment, offensive or derogatory language towards an individual’s race, ethnicity, national origin, religion/faith, spirituality, age, disability, sex, gender or sexual orientation.

- **Take Care of our House:** Over 3,500 students, faculty, and staff have called Dalkeith House home and we want even more to be able to share in this experience so please treat the house and property with respect. Keep food in designated areas (and properly sealed when not in those areas), keep beverages covered when not in the server or dining room and keep them out of the library and computer lab! If you observe any maintenance issues, building damages, or appliance malfunctions notify staff so repairs can be made.

- **Act Responsibly:** Respect quiet hours and quiet spaces – these are in place to ensure an environment conducive to academic success and personal wellness. Any consumption of alcohol (in or out of the house) must be done in a manner that does not endanger yourself, others, or the future viability of the program. Alcohol misuse will not be tolerated – if you are unclear about what justifies alcohol misuse please refer to the Dalkeith Housing Contract.

- **Hold One Another Accountable:** The rules outlined here are the Experience Scotland program’s expectations of you as a participant but, really, they should be your expectations of one another as well. Those who do not abide by the rules outlined here can have a detrimental effect on the experience of everyone. If you feel someone is not following these rules, you should have an honest and mature conversation with that individual about the impact of their behavior. If you don’t trust yourself to be able to have this conversation in a mature manner, let staff know so the situation can be addressed in a timely fashion.
WORK RESPONSIBILITY POLICY

Every student who is enrolled in the Experience Scotland program is required to contribute four hours per week assisting in house cleaning, maintenance and food service. All program participants will receive a copy of their job responsibilities shortly after arriving. Additionally, the Assistant Directors and other staff will ensure that each student is properly trained in their job so they know specifically what is expected of them. Failure to complete jobs satisfactorily or absences from jobs will result in a fine or sanction being assessed. Specific fines are outlined in a schedule below.

Work Deposits/Fines
Each student pays a $100 work/damage deposit. All fines for failure to complete work responsibilities will be deducted from this deposit and paid to another individual to ensure the job is completed. The Assistant Director will keep a list of all students willing to fill in for students who do not complete their duty. If an individual is fined on a consistent basis and the deposit money is used up, fines assessed will be billed to student accounts. As with any other outstanding balance, students who have not paid this money back will not be allowed to register for the following semester until the outstanding balance is resolved.

Substitutions
Students are allowed to occasionally have another individual “cover” their job; however, the duty is still the responsibility of the original job holder. If a warning or fine is assessed it will not be assessed to the substitute. The substitute will be considered a sub-contractor and the two parties involved in any issues arising from a “work switch” will need to resolve all problems on their own.

Food Service
Students who hold responsibilities in food service must realize that they are part of a very important team. Staff and all program participants rely on them to consistently show up for their jobs on time. If food service workers do not show up or are late they may affect meal times or their co-workers work load. Food service workers will receive only 1 warning for being late or failing to show up. If for any reason you know you will not be able to make it to your scheduled shift you must find a substitute and notify the chef prior to your absence.

Food Service Fine Schedule:

<table>
<thead>
<tr>
<th>Failure to report for duty</th>
<th>Tardiness</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense: £5.00</td>
<td>1st offense: Warning (over 15 minutes, £5.00)</td>
</tr>
<tr>
<td>2nd offense: £10.00</td>
<td>Following offenses: £5.00</td>
</tr>
<tr>
<td>3rd and following offense(s): £15.00 and conduct meeting</td>
<td></td>
</tr>
</tbody>
</table>

*In addition to the designated fine, you will also be required to make up your work hours in either your original work assignment or other community service, as assigned, and meet with the Resident Director (or other appropriate program staff, as designated by the Resident Director) to discuss your infraction and develop a plan for preventing future infractions. Failure to report for duty during the last two weeks of the terms results in the maximum £15 fine.

Cleaning
All individual cleaning jobs will be checked at 5pm on Mondays and Thursdays. If it is determined that your job is not finished or has not been done, you will receive a warning slip in your mailbox and it will need to be completed within 2 hours. If for any reason you know you will not be able to complete your cleaning job you must find a substitute and notify the Assistant Director prior to your absence.

Cleaning Fine Schedule:

<table>
<thead>
<tr>
<th>Failure to complete job to appropriate standard:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense: Warning (£5.00 if not corrected in 2 hours)</td>
</tr>
</tbody>
</table>
2nd offense: £10.00  
3rd and following offense(s): £15.00 and conduct meeting

*In addition to the designated fine, you will also be required to make up your work hours in either your original work assignment or other community service, as assigned, and meet with the Resident Director (or other appropriate program staff, as designated by the Resident Director) to discuss your infraction and develop a plan for preventing future infractions. **Not showing up for the Mandatory Cleaning day will result in a £25 fine.**

**Patterned Infractions**
Students who repeatedly fail to contribute to the Experience Scotland community have a very detrimental impact on the overall experience of their peers. If your behavior indicates a pattern of infractions or flagrant disregard for the work responsibility policy it will be interpreted as a lack of commitment to the overall expectations of the Experience Scotland program. Sanctions for this behavior will be assessed at the discretion of the Resident Director, up to and including program termination.

**Appealing Fines**
At the end of the term abroad, students will have an opportunity to appeal any fines they may have received over the course of the term. Appeals will be granted at the discretion of the Experience Scotland administrative office at UW-River Falls and will need to display student awareness of the seriousness of the infraction and learning from this experience.
The following is a listing of where I'll be and how to get in touch with me. Please try these numbers first in the event of emergency.

My Address in Scotland:
My name
Experience Scotland Program
Dalkeith House
Dalkeith, Midlothian
EH22 2NA Scotland

A note on mailing to the UK: All packages sent from the US to the UK will require a customs declaration form to be completed prior to posting. If sending a care package please list gifts as ‘personal items’. If they are listed as gifts I may be charged ‘duty’ or taxes on the items upon their arrival in the UK.

My Mobile Number:
011-44-____-____-___________

Student Payphone at Dalkeith House:
011-44-131-654-1416

Dalkeith Office:
011-44-131-663-5632

Duty Mobile (24 hour coverage):
011-44-7896718549

Other Helpful Contact Information:

Experience Scotland Office:
Experience Scotland Program
University of Wisconsin-River Falls
102 Hagestad Hall
410 South Third Street
River Falls, WI 54022

715-425-3238