



Magellan

STUDENT GUIDEBOOK

a resource for exchange participants

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Application Process

Application

You will complete an online Magellan application, which consists of general information about you, at least three preferred host locations, and a transcript (in English). You can also provide optional documents, such as a copy of your passport or your CV/resume.

Once you submit your application, the Magellan coordinator at your university will review it and determine if you are eligible to participate (you must meet all eligibility criteria set forth by your university). If necessary, they will ask you to revise your application and resubmit it.

If your application is approved by the coordinator, Magellan will process your application and will assign a placement; this generally occurs within 1-2 weeks after the application deadline. (Applications for short-term programs are processed on a first come, first served basis.)

You can check the status of your application any time by logging in and referring to the right panel of your application's home page.

Deadlines

Semester and academic year applications will be processed after the stated deadlines. Placements are generally confirmed within 1-2 weeks. Short-term program placements will be made on a first come, first served basis.

Academic Year	March 15
Fall Semester	March 15
Spring Semester	October 15
Short-Term Programs	Varies by program

Applications will only be processed after they are submitted/approved and the application processing fee is received.

Costs

With Magellan, you do not pay tuition at the host school; you will pay tuition at home, as usual (if applicable). You will be responsible for your housing abroad, as well as your transportation, passport, visa/residence permit, and personal expenses. Your study abroad advisor can assist you with determining a budget.

Fees

All Magellan applications require a non-refundable application processing fee:

Semester Exchange	\$165
Academic Year	\$165
Short-Term Exchange	\$75

You can securely pay online with a credit/debit card or PayPal via your Magellan application. These payments will incur a 4% processing charge. Alternatively, you can mail a check (payable

to “Cenet”) to:

Cenet
338 Broadway St Suite 620
Cape Girardeau Missouri 63701

Some institutions have additional fees, such as for the recreation center or for orientation. Please take note of any required fees when you are reviewing your host school options.

Pre-Departure

Trip Preparations

Once we confirm your placement abroad, your host school will send you information, including your visa or residence permit support documents and practical information about arrival, academic calendar, orientation, housing, course registration, and other pertinent details.

Planning Your Arrival

It is important to arrive on the date specified by your host school as well as to schedule your return flight for an appropriate date. Provide your incoming flight details to your host school as soon as these arrangements are confirmed. In some cases, arrangements can be made to meet you when you arrive; your host school will advise if this is possible. If not, plan your transfer in advance of arrival, especially if you need connecting bus or train travel after your flight.

Packing and Baggage

Pack appropriately for your host destination. Versatile, mix-and-match, wash-and-wear clothing is always desirable. Keep in mind that most locations will have inexpensive second-hand shops for items which you do not bring with you. Verify the free baggage allowance for your airlines well in advance of packing your suitcases!

Due to security regulations, never leave your baggage unattended in public places. Take important documents, money, and other valuables with you in your carry-on bag. You may be required to complete information forms prior to landing in your port of entry. You will typically be required to claim all checked baggage before proceeding through customs and immigration.

Housing

In most cases, you will be living in dormitories/residence halls or shared apartments. Occasionally, accommodation with host families is available. Your host school will inform you of what the housing options are at their location and advise you about what to do to confirm your housing arrangements. Though in some cases shared housing can be arranged if you are traveling with a friend from your school, it is recommended to live with local or other international students instead.

Specific housing information is available on each school's profile page.

Health Insurance

All students must be covered by approved health insurance. Your host institution may require that you purchase an insurance policy through them. Otherwise, you will be expected to provide proof of coverage. Specific insurance information is available on each school's profile page.

Money

Useful information about exchange rates may be found on websites such as www.xe.com/ucc/. You may use the following options for paying expenses abroad.

ATM: The most effective way of getting money while abroad is with a bank/automatic teller machine (ATM) card. If your bank is part of an international network, you can use your ATM card to get cash in the local currency from your home account. In most cases, you will pay a service charge. Be sure to check with your home bank to ensure that your card and PIN are valid abroad and to determine the service charges. If possible, you should have two cards, which you carry separately. Some banks can provide you with an ATM/debit card and an ATM card.

Credit Cards: Many major credit cards can be used abroad, though credit cards may be more widely used in the U.S. than in Europe. Check in advance if your card can be used abroad and check to see if there is a foreign currency conversion charge (for converting the purchased amount to your own currency). Also, find out what your credit limit is and what number to call in case your card is lost or stolen.

It is also advisable to alert your credit card company and bank that you will be abroad so they do not question international charges/withdrawals and freeze your account until it can be determined whether these are legitimate or not. You should also make two copies of the fronts and backs of any ATM, debit or credit card you take abroad. Leave one copy at home with parents or friends and take the other copy with you - but don't keep it with your cards! This will provide you with easy access to your account numbers and phone numbers in case your wallet is stolen or you need assistance.

Visas and Residence Permits

You will generally need a student visa or a residence permit for your study abroad program. Your host school will issue you a letter of acceptance and any necessary documentation for use with your visa or residence permit application. Requirements differ by country, so it is important to understand what you need to do in order to obtain the visa or residence permit. The study abroad advisor at your school can provide you with guidance. Make sure you apply in plenty of time to receive your visa before your departure!

Culture

When you study abroad, you will be experiencing new customs, new food, new sights, new people, and more. This is one of the best parts!

To help you prepare for your new environment, it is recommended that you purchase a travel book, such as Lonely Planet, for your host country. Travel guidebooks will provide you with information on the history of that country, its customs, important things to see and do, and useful advice. Remember to be patient and flexible as you get acclimated to the new culture!

Arrival

Getting to Your Final Destination

If your host school has advised you that they will meet you at the airport, you should follow the

instructions they have provided you.

If it is your responsibility to get to your final destination, you should refer to the plans you made prior to departure to take a train, bus, taxi, shuttle service, etc. Make sure you have the address of your housing or other destination so that you know exactly where you need to go.

Getting Around

Outside the U.S., you will generally be well connected by public transportation. Most cities will have buses, subways, and/or other options. You will usually be able to travel outside the city by train, bus, or plane.

In the U.S., public transportation is not as prevalent. In most cases, there will be no bus or subway services available, so you may wish to purchase a bicycle upon arrival (used bicycles can sometimes be found in local used good stores). You will sometimes be able to access Greyhound Bus or Amtrak Train to travel elsewhere in the country. Your host school may offer a scheduled shuttle service for local grocery and other shopping.

Culture Shock

You will more than likely experience some degree of culture shock when adjusting to a new cultural environment. This is a natural experience and one that can be better tolerated if you understand it and know what to expect.

Generally, four phases of adjustment comprise the process of culture shock:

Phase 1, Euphoria: You have arrived in the new country, and you are excited and thrilled to be introducing this new challenge of study abroad into your life. Any uncertainty is outweighed by your excitement.

Phase 2, Anxiety: You find that this new culture is different from the one to which you are accustomed. Food is different, products in the grocery store are different, customs are different, language is different, etc. You feel helpless as you become more anxious.

Phase 3, Rejection: Things do not work exactly like they do at home, and you begin thinking this new way is wrong, rejecting and avoiding things that are not like home. You begin seeking out people from your home country or people who are more similar to you than the local students and community.

Phase 4, Adjustment: You are now adjusting to the new environment, and you recognize that the differences are not "wrong" but rather just "different" from home. You understand the advantages and disadvantages of living in both the new country and your home country. You can deal with problems and you are learning from your study abroad experiences.

While you are moving through the process of adjustment, you may experience culture shock symptoms. You may face such things as homesickness, irritability, withdrawal, lack of appetite, tiredness, headaches, stomachaches, depression, and lack of motivation.

It is hard to eliminate culture shock from your study abroad experience, but you can take steps to make your adjustment period shorter and easier.

Learn about the culture. Read about the new culture before leaving home. If you don't speak the

language, try to learn a few key phrases before you leave such as "hello," "goodbye," "please," and "thank you." Learn about their customs so you will be better prepared when you arrive. Once you get there, explore and watch the locals to learn more about their customs firsthand.

Talk to the local students. Making friends with some of the local students will enable you to learn more about the culture. It also provides an outlet to ask questions when you do not understand something or need help. Plus, they'll be able to show you around!

Be active. Just like at home, you should try to be active and eat healthfully. Get involved with university or community clubs and organizations. This will allow you to meet new people as well as to be active and involved in your new environment.

Enhance your language skills. If you are not already familiar with the local language when you arrive, try to learn as much as you can while you are there. Being immersed in a new country is a great way to enhance your language skills.

Record your experiences in a journal. Writing about your experiences can be therapeutic, but it can also provide you with one of the best souvenirs you can take back home.

Remain open-minded. Do not allow judgmental comparisons to impair your ability to enjoy your new environment. Every culture – even your home culture – has positives and negatives. Remain open to learning about this new culture's customs. Just because it is different from home doesn't make it wrong. Making snap judgments that aren't objective may offend others. Try to be respectful, open and objective.

Above all else, be patient! It will take some time to adjust to your new surroundings. Give yourself time to do so. When you are anxious in the beginning, just tell yourself to relax and be patient. You will adjust with time and eventually you may wonder why you were worried in the first place.

Although you may experience both positives and negatives, you will more than likely be able to reflect upon your study abroad time as one of the most remarkable experiences of your life!

Adapted from information from Wendy Settle, Ph.D., University of Notre Dame, from www.nd.edu/~ucc/International_Eds_Hdbk_1.html#Culture by Kevin Gaw, www.uwec.edu/counsel/pubs/shock.htm by Katherine Schneider, Ph.D. and www.utoronto.ca/safety.abroad/Guide/shock.html by Study.Aboard@UToronto.

Departure

As you reach the end of your study abroad program, you will want to remember a few key details.

- Ensure that you understand the process for obtaining a transcript of your studies abroad (some schools require you to request the transcript before departing)
- Pay all outstanding bills (e.g., at school, at your housing)
- Leave your forwarding address with the post office
- Follow all guidance from your host and home schools

Other Programs

Many students find they want to have further international experiences after studying abroad. There are plenty of options available to you:

- Another Magellan Exchange program - there is no limit to the number of times you can participate!
- A J-1 Visa internship or training program - for non-U.S. citizens who wish to undertake a practical training program in the U.S.
- A camp counselor program - for U.S. and non-U.S. citizens who wish to spend their summer break working at a summer camp in the U.S.

Please contact us for more information about participating in any of our other programs.

Academics

One of the advantages to studying abroad is exposure to different ways of learning. Your time abroad will likely provide you with an opportunity to experience a different classroom environment, including different ways of learning and different perspectives from both your professors and your classmates.

European Academics

Courses are considerably less structured under the traditional European educational system compared to North America. Some classes may meet the entire semester, while other subjects are very specific and meet for a shorter period of time, possibly on an irregular schedule.

The traditional European educational system places great emphasis on student initiative. This means that class attendance is not always required; attending lectures is sometimes optional. Professors may not provide an outline of the courses or a list of textbooks. Upon attending lectures, you will have a general idea of what knowledge should be acquired in the course. However, it is your responsibility to conduct independent readings and research.

Professors may or may not be receptive to discussing your academic concerns, but you should certainly make an effort to contact professors when you are having difficulty. Under the traditional model, there are no quizzes, papers or hour exams. In those cases, there may be only one means of evaluating your knowledge of the material: a comprehensive final examination. In many instances, there is more than one opportunity to "sit" for the final examination. If you are concerned about your academic performance, investigate the re-sit possibilities before you leave your host school. Under the grading system of the European Credit Transfer System (ECTS), as few as 10 percent of students receive a grade equivalent to "A"; you may find the grading system more challenging than at your home school.

Increasingly, European institutions are modifying their educational systems. There will now be courses where group projects, case studies, and problem solving are the primary focus. In these situations, class attendance is important as is the completion of regular assignments. Some programs require students to spend as much as 30 hours per week in class but may then have fewer outside study expectations. In this type of situation, you will have a higher degree of

interaction with your classmates and your professors and will receive regular evaluation of your progress. A final group presentation or project is quite common and may replace the final examination in terms of evaluation.

Institutions in France and Germany are more likely to follow the traditional educational system, while institutions in Finland and The Netherlands are more likely to follow the problem-based learning model. Other institutions may include a mix of the systems, depending on the course and professor.

ECTS: A Common Language for Academic Recognition

The European Credit Transfer System (ECTS) was developed by the Commission of the European Communities in order to provide common procedures to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements and transferring them from one institution to another. This is achieved through the use of a common ECTS credit unit and a common grading scale. ECTS also improves access to information on foreign curricula.

ECTS makes use of three important documents: (1) the information package, which provides general information on the host institution as well as detailed descriptions of the degree programs and courses available; (2) the application form and learning agreement, which, in addition to giving student's personal data, describes the program of study to be taken and the ECTS credit to be awarded for satisfactory completion; and (3) the transcript of records, which shows the learning achievements of the student prior to and after the period of study abroad. The transcript indicates every course taken by the student, the number of ECTS credits completed, and the grades awarded to the student.

ECTS: Credits

ECTS credits are a numerical value allocated to course units to describe the student workload required to complete them. They reflect the quantity of work each course requires in relation to the total quantity of work required to complete a full year of academic study at the institution, i.e., lectures, practical work, seminars, independent study (in the library or at home), and examinations or other assessment activities. ECTS credits express a relative measure of student workload. In ECTS, 60 credits represent the workload for a full academic year of study; correspondingly, 30 credits normally represent a semester.

The ECTS Grading Scale

Examination and assessment results are usually expressed in grades. There are many different grading systems in Europe. To help institutions interpret the grades awarded to exchange students, the ECTS grading scale has been developed by the institutions participating in the pilot scheme. The ECTS grade provides information on the student's performance, in addition to that provided by the institution's grade. Please be advised that the ECTS grade does not replace the local grade. The following chart describes the dual use of the ECTS grading system.

ECTS Grade	Definition	% of Students	US Grade*	US %
A - Excellent	Outstanding performance	10%	A	90-100%
B - Very Good	Above average with some errors	25%	B	80-89%
C - Good	Sound work with notable errors	30%	C+	75-79%

D - Satisfactory	Fair but with major shortcomings	25%	C	70-74%
E - Sufficient	Work meets minimum criteria	10%	D	60-69%
FX - Fail	More work required but credit awarded			
F - Fail	Considerable amount of more work required			
*Suggested U.S. equivalent letter grade				

North American Academics

At the North American Magellan schools, each course usually meets three hours per week, or more if there are laboratory projects involved (in Costa Rica, some courses meet for two hours a week and supplement with online forums and chats). Regular attendance is expected. In the U.S., some professors may take daily attendance; daily attendance will be taken in Mexico and in Costa Rica (you will fail a course with three absences). If you are ill or have a legitimate reason to miss class, it is important to inform your professor (in Mexico, students have the opportunity for 2 weeks of absences). Generally, you will be provided with an outline of the course ("syllabus") and a list of books which you are expected to rent or purchase.

Specific reading assignments are made each week, and there may also be short papers, work sheets, problems or other assignments. Some courses may have short quizzes throughout the semester. Most courses will have two to three "hour exams" covering material for a portion of the semester; in Mexico, courses have monthly examinations (three per semester). At the conclusion of the course, a comprehensive final examination is typical; there is only one opportunity to take the final examination. In addition, some courses may have major research papers or projects due at the end of the semester. Projects often utilize a team approach, which usually involves three to five students working together. Teams may be designated by the professor or students may be responsible for organizing their own teams.

Expectations for academic performance are often clearly outlined at the beginning of the semester. Many professors welcome the opportunity to talk with students outside of class and many have regular office hours when you may discuss problems; in other cases, you can make an appointment for a meeting. However, do not expect to negotiate with your professors regarding your grades unless there are extremely extenuating circumstances.

In the U.S., a four point/letter grade evaluation system is used:

Grade	Range	Description	Grade Point Average
A	90-100	Excellent, Exceptional Performance	4.0
B	80-89	Good, Above Average Performance	3.0
C	70-79	Satisfactory, Average Performance	2.0
D	60-69	Poor, Below Average Performance	1.0
F	Below 60	Failure, Unsatisfactory Performance	0.0

In Costa Rica, the following scale is used. The transcript will generally reflect the numeric grade.

Grade	Range	Description	Grade Point Average
A	96-100	Superior performance	3.6-4.0
B	90-95	Very good performance	3.0-3.5
C	80-89	Average performance	2.0-2.9
D	70-79	Performance inferior to average	1.0-1.9
F	Below 70	Failure; no credit	0.0-0.9

In Mexico, a 00/100 numeric grade evaluation system is used, with 70 being the minimum passing grade.

Asian Academics

The only Asian destination currently offered through the Magellan Exchange is South Korea. Korean academics closely follow the U.S. style. Each course usually meets three hours per week. Regular attendance is expected in all classes with professors taking daily attendance. If you are ill or have a legitimate reason to miss class, it is important to inform your professor. Generally, you will be provided with an outline of the course ("syllabus") and a list of books which you are expected to purchase.

Specific assignments may be made each week, such as short papers, work sheets, problems or other assignments. Some courses may have short quizzes throughout the semester. Most courses will have a mid-term exam covering material for the first half of the semester. At the conclusion of the course, a comprehensive final examination is typical; there is only one opportunity to take the final examination. In addition, some courses may have major research papers or projects due at the end of the semester. Projects can be individual or by team, which usually involves three to five students working together. Teams may be designated by the professor or students may be responsible for organizing their own teams.

Expectations for academic performance are often clearly outlined at the beginning of the semester. Many professors welcome the opportunity to talk with students outside of class and most have regular office hours when you may discuss problems. However, do not expect to negotiate with your professors regarding your grades unless there are extremely extenuating circumstances.

Korean schools use a four point five/letter grade evaluation system:

Grade	Destination	Grade Point Average
A+	Exceptional Performance	4.5
A	Excellent Performance	4.0
B+	Very Good Performance	3.5
B	Good Performance	3.0
C+	Above Average Performance	2.5
C	Average Performance	2.0
D+	Below Average Performance	1.5
D	Poor Performance	1.0
F	Failure, Unsatisfactory Performance	0.0

Frequently Asked Questions

Where can I study through The Magellan Exchange?

Currently, Magellan has partners in Austria, Belgium, Costa Rica, Denmark, Finland, France, Germany, Mexico, Netherlands, Serbia, Spain, South Korea, and the United States.

If I am not a business major, can I still participate?

Certain partners can only accept business students; others welcome students from various disciplines, such as computer science, engineering, fine arts, and hospitality. You can search/explore your options on the Magellan website. In addition, detailed information, including courses available in English, is available on each institution's profile.

Can I participate if I am a master-level student?

In some cases, yes. You can search/explore your options on the Magellan website or refer to each institution's profile.

What are the host schools and cities like?

Most of our partner institutions are in small to medium sized communities to help reduce the expense and to provide a safer environment. An overview of each location is provided on each school's profile. Additional links to the school website and area tourism sites are also included.

What are classes like and how hard do I have to study?

Various educational expectations are held among our partners. Please refer to the Academics section above.

How much does it cost?

In general, your study abroad experience will cost about the same as it would for a semester on your home campus, with the exception of airfare. Some institutions have mandatory charges for visiting exchange students; refer to each institution's profile page. A Magellan application processing fee is also required with your application.

How do I apply for the program?

Each institution determines which of its students are eligible to participate, so you will need to speak to the study abroad advisor at your home school to confirm your eligibility. You will also need to complete an online Magellan application.

When do I have to apply?

Priority is given to students who complete the application process by the specified deadlines, which are March 15 for fall semester and academic year placements and October 15 for spring semester and calendar year placements. Short-term programs have varying deadlines.

Do I have to be fluent in any language other than English?

The common language is English. All partners offer some or all instruction in English; therefore, fluency in other languages is optional.

What documents do I need in order to study abroad?

All participants need a current passport. Visa and residence permit requirements vary by country.

Am I guaranteed to be placed at my first-choice school?

Each applicant is required to select at least three preferences for host school. Every effort is made to place students at their first choice, but this cannot be guaranteed since some schools have more demand than available spaces.

When will I know where I am placed?

Placements are typically confirmed within two weeks of the application deadline. You can check the status of your application and placement at any time by logging into your online Magellan application.

How do I find a place to live?

Housing arrangements vary by institution and may include university dormitories, private residence halls, or off-campus apartments. Information for each school may be found on their profile page.

Can I be connected to other students who will study at the same host school?

The name, email address and home school of students who grant permission to share contact information will be provided to other students traveling to the same school.

Will I have time for fun and travel?

Absolutely...see our student testimonials!

I've never traveled before...help!

We provide an overview of each destination on our website. We've also included some travel hints in this guidebook. Doing some online research and investing in a good travel guidebook for your host country is also helpful.