# Field School Guide for Students

*Note to Faculty Members Leading the Field School:* ***This guide is subject to change at any time. KPU International will provide the most up-to-date field school guide to students upon acceptance into the field school program.***

Congratulations! Now that you've been accepted to participate in a field school, there are a number of things you will need to do leading up to, during, and upon return from your experience. This guide contains important information about financial considerations, health & safety, and important documentation. There is a checklist at the end of this document of all the things you must do before, during and after your field school experience.

## Part One: FINANCIAL 

### Program Cost & Payment

Field School participants are responsible for paying their tuition, student fees and all program fees related to the field school according to the details provided by KPU International upon acceptance to the field school program. Detailed information about the non-refundable deposit is included on the application form. Normally the collection of fees will coincide with KPU's regular payment deadlines.

### Student Loans

Students participating in field schools and other international learning opportunities are generally eligible to apply or remain eligible for their student loans. For information on applying, please visit the KPU Student Awards and Financial Assistance website. Students seeking additional funding can also inquire with any financial institution regarding loans and a Coast Capital Savings student line of credit.

### Scholarships and Awards

Students participating in international learning experiences are still eligible to apply for KPU scholarships and awards. Please visit www.kpu.ca/awards for a full list. There are a few specific opportunities to draw attention to:

- KPU Student Educational Enhancement Fund - (up to $500) to help support learning experiences outside of the classroom which are directly related to their program of study and educational goals

- KPU Student Leadership Awards - ($1000) awarded to a student who has demonstrated an outstanding contribution to KPU student life while also maintaining a good academic standard
- KPU Awards Guide - visit the awards guide for a full list of opportunities available to you as a KPU student
- KPU Student Led Research Grants - (up to $1500) apply to have your research project supported by KPU.
- BC Study Abroad Scholarship - ($1500) awarded to a student participating in a short-term study abroad opportunity.

**Irving K. Barber British Columbia Scholarship Society**:

- The **One World International Scholarship program** Submit your application before October 15th to our KPU International office at the Richmond or Surrey campuses.

- The **Premier's Scholarship application** must be submitted directly to the Irving K. Barber BC Scholarship Society by April 30th every year.

  Please mail your application to:
  *Irving K. Barber BC Scholarship Society*
  #109 - 645 Fort Street
  *Victoria, BC V8W 1G2*

**Currency & Debit/Credit Cards**

This topic will be explored more thoroughly during your pre-departure session as different countries suggest different things in regards to how much currency you should carry with you upon arrival into the host country. It is usually recommended to exchange a small amount of money (approximately $100-200 CAD) into the foreign currency before you leave. Check with your local banks to find the best exchange rate.

If you are planning to use your debit or credit card while overseas, check with your local bank or credit union to learn how to access your account(s) in the host country and whether or not there are any limits or restrictions. It is important to let your bank or credit union know that you will be traveling out of the country.

If your ATM card is linked to the PLUS, Cirrus or Maestro networks, you have the option of using it to obtain cash virtually anywhere in the U.S. and in hundreds of countries worldwide. Each network has more than a million ATMs. The PLUS network is associated with Visa, so your Visa card will usually work at those ATMs.

Likewise, the Cirrus and Maestro networks are associated with MasterCard, and so ATMs marked with these logos usually accept MasterCard for cash advances.

Before you leave home with just your ATM card, however, make sure that the Cirrus, Maestro or PLUS networks are readily available where you're going. While these networks are increasingly common overseas, they are still only available at a limited number of banks in selected countries.

For more information, please visit http://www.independenttraveler.com/travel-tips/money-and-insurance/atms-abroad

## Part Two: HEALTH, SAFETY & PARTICIPANT CONDUCT

### Travel Medical Insurance

All outgoing students are required to have travel medical insurance coverage for the duration of their time abroad. If you are part of the KSA extended health and dental plan, travel medical insurance is included as part of this plan. Please contact the KSA Benefits office to determine whether or not this coverage meets your needs.

If you are not a part of the KSA extended health and dental plan, you can purchase insurance through the KPU Insurance Plan or other insurance providers. Students are required to show evidence of travel medical insurance coverage for the duration of their field school to KPU International before departure.

*NOTE: Students may also want to consider travel and/or property insurance, however, these are not mandatory. In either case, check directly with your insurance provider to find out if you are covered, and if not, how much it would cost you in the event you were to purchase it.*

### Immunizations

Students are responsible for ensuring they receive any necessary immunizations for the country(ies) that the field school is taking place in. It is also recommended that students visit their family doctor prior to travel to ensure they are fit for the physical and emotional aspects related to their experience abroad.

Please visit http://travel.gc.ca/travelling/health-safety to learn more about any vaccinations or illnesses that you should be aware of before traveling to your destination(s), and/or refer to the following websites for further information:

Useful Travel Health Websites:

- HealthLinkBC, Travel Health… www.healthlinkbc.ca/kb/content/special/te7636.html#te7637
- Public Health Agency of Canada… www.phac-aspc.gc.ca/tmp-pmv/index-eng.ph
- World Health Organization… www.who.int
- CDC-Travel Information… www.cdc.gov/travel
- Vancouver Coastal Health Travel Clinic… www.ravelclinic.vch.ca

## Accidents

In order to have the best field school experience possible, use precaution at all times! Remember to wear your seat belt when traveling by air, bus or car, and wear a helmet if traveling by bike. Avoid going out by yourself at night, and be wary of bars and parties where drink tampering may occur. It is always best to travel in pairs or groups whenever possible! For more information on how to stay safe while traveling abroad, please visit http://travel.gc.ca/travelling/health-safety (this site will also be shared with you during your pre-departure orientation session with KPU International).

### Medical Kit

Students are responsible for carrying their own medical kits. Be sure to pack any medication you may require during the field school experience. If you wear contact lenses or glasses, be sure to pack extra. It is suggested that you label all medication clearly and keep it in its original containers when possible (customs officials may not accept medication that is not in its original container(s)). Keep important medication with you in your carry-on luggage and ensure that your medications are legal in the host country(ies). Suggestions for what to include in your medical kit:

- Adhesive bandages (multiple sizes) and adhesive tape
- Alcohol-based hand sanitizer
- Antiseptic wound cleanser (for example, alcohol or iodine pads)
- Blister pads or moleskin
- Disposable latex or vinyl gloves
- Gauze

- Packets of oral rehydration salts
- Safety pins and scissors
- Tensor bandages for sprains
- Thermometer
- Tweezers for removing ticks, splinters etc.

For more information and tips on what to include in your medical kit, please visit http://travel.gc.ca/travelling/health-safety/kit

In case of illness, or for ongoing care, it is a good idea to carry some information such as blood type, allergies, or severe reactions to medications. Those with chronic illnesses should carry a summary of their medical problems and a medication list (generic names).

**Travel Advisories**

It is important that students are aware that if at any time the government of Canada issues a travel warning of high degree OR if KPU administration deems travel is too risky to the host country or region where the field school is taking place, the experience could be cancelled. The following website is used by KPU to monitor travel advisories from the Canadian government: http://travel.gc.ca/travelling/advisories

IMPORTANT NOTE: Students are ultimately subject to the local laws of the host country they visit. Any violation of local laws could result in an arrest and/or prison sentence. It is the student's sole responsibility to ensure that local laws are adhered to at all times. If you run into trouble abroad you must request that the arresting authorities notify the nearest Canadian Consulate on your behalf. For more information, please visit http://travel.gc.ca/travelling/health-safety/drugs

**Participant Conduct:**

It is important to remember that while you are away on the field school experience you are an ambassador for both KPU and Canada and should act accordingly. Please also remember that you must abide by the host country(ies) laws, any rules and regulations of KPU's partner institutions (if applicable), and all relevant KPU Policies:

- C.8-Plagiarism & Cheating
- C.21-Student Conduct
- C.35-Diversity and Inclusiveness
- D.1-Information and Educational Technology Usage
- G.2-Human Rights Policy/Procedures

- K.2-International Travel and Security
- B.7-Attendance and Performance in Semester and Other Term Based Courses

Please also make yourself familiar with all of KPU's student rights and responsibilities as these will continue to be applicable while you are away on the field school experience: https://www.kpu.ca/calendar/2015-16/student-services/studentrightsresponsibilities.html

## Part Three: DOCUMENTATION




### Passport

In order to participate in a field school outside of Canada, students will need to have a passport. Gathering all the documents required for a passport application can take a significant amount of time. Passport processing times can also be quite lengthy so please ensure that you apply for your passport as soon as possible. If you are a Canadian citizen, visit Passport Canada to apply. If you are an international student, please consult with the nearest embassy or consulate for your country.

If you already have a passport, it must be valid for at least **6 months** after your expected return date to Canada in order to facilitate entry into your host country.

KPU International recommends that you make copies of your passport. Leave one copy at home in Canada with someone you trust and take one copy with you. If your passport is lost or stolen while you are abroad, contact the nearest Canadian embassy, high commission, or consulate, of if you are an international student, contact the mission of your home country, and notify local authorities immediately.

### Visa

If a visa is required for Canadian citizens, KPU International will help guide the visa application process. Please visit http://travel.gc.ca/travelling/documents/visas to find out more. If you are not a Canadian citizen, please ensure you find out whether or not you need a visa for your field school and let KPU International know in the event that you do.

Students are ultimately responsible for obtaining and paying for any necessary visas.

**FIELD SCHOOL STUDENT CHECKLIST FOR MANDATORY TASKS**

**Pre-departure:**

☐ Complete and submit all required acknowledgment of risk/release forms (housed in KPU International)

☐ Complete and submit KPU's Third Party Waiver to KPU International

☐ Attend the pre-departure orientation session with KPU International

☐ Purchase any required visas and/or immunizations needed for the field school experience

**During:**

☐ Exercise caution at all times during the field school experience; do not partake in any risky activities (for more information on how to avoid risky activities while traveling, please visit http://travel.gc.ca/travelling/publications/well-on-your-way#before_you_go)

☐ If you are going to be registering for studies in the semester following the field school, ensure your account is in good standing and that you are aware of your registration time

**After:**

☐ Attend a re-entry session in order to discuss transitioning back home

☐ Complete an anonymous online survey from KPU International