India
University of Hyderabad
Fall 2012

Supplement for UCEAP Participants
Dear Participants,

Thank you for choosing the University of California Education Abroad Program. We hope that you will have an amazing experience at the University of Hyderabad and will look back on it as a highlight of your UC education. As a UCEAP student, the terms of your participation differ from students who are enrolled with CIEE independently or through another university. It is important for you to be aware of these differences and understand your unique responsibilities as a UCEAP student abroad.

The materials that have been provided to you by CIEE should be read carefully; for example, arrival dates and visa instructions should be followed, and the CIEE contact information should be written down and kept with your passport in case of an emergency. Always keep in mind, however, that you are concurrently enrolled at UC while participating through CIEE in Hyderabad. This means that, among other things, the grades you earn while at the University of Hyderabad will appear on your UC transcript as direct UC credit rather than transfer credit, and unlike other students you may meet in the program, you will pay your fees to UCEAP rather than directly to CIEE. You will also carry a separate insurance policy that is a part of your UCEAP participation. Finally, you will have additional resources and contacts through UCEAP with whom you need to communicate. The details of these separate and unique “UCEAP elements” of your participation are outlined in this short supplement. Please be familiar with them before departing for India.

I. CONTACTS

Your first point of contact while abroad will be the on-site CIEE staff in Hyderabad, including:

Ms. Kavitha Gooty Venkata  
Tel: +91-040-2301-2714  
Mobile: +91-986-604-7507 or +91-779-909-0448  
E-mail: Kvenkatagooty@ciee.org

Ms. Kate Shalvoy  
Mobile: +91-964-221-2109

Mr. Kalyan Murthy  
Mobile: +91-770-297-9730

Ms. Madhuri Gunti  
Mobile: +91-986-694-0823

YOUR UCEAP NETWORK

While you will stay in close touch with the CIEE staff and the faculty at the University of Hyderabad, you will also need to keep a list of contacts handy for the UCEAP Systemwide Office. The UCEAP Systemwide Office establishes and operates programs all over the world, and coordinates UCEAP administration for all UC campuses from its headquarters in Goleta, California. As a participant in the India/University of Hyderabad program, you will work closely with the following Systemwide Office staff:

Program Advisor  
Hugo Márquez  
Phone: (805) 893-5926; E-mail: hmarquez@eap.ucop.edu

International Programs Specialist - Operations  
Jeanie O’Connell  
Phone: (805) 893-5926; E-mail: jgoconnell@eap.ucop.edu

International Programs Specialist - Academics  
To be announced  
Phone: (805) 893-2810; E-mail: lread@eap.ucop.edu

Student Finance Accountant  
Rachel Wilson  
Phone: (805) 893-5927; E-mail: rwilson@eap.ucop.edu
II. ACADEMICS

As a UCEAP student in the University of Hyderabad program administered by CIEE, make sure you understand all of your academic resources, as well as your academic responsibilities. Always ask questions or look up the answers, rather than make assumptions. Remember that other students on the program will be bound to different home-university policies. Regardless of CIEE or U. of Hyderabad regulations – you must meet UCEAP requirements.

The most important thing to understand is that you will be concurrently enrolled in your courses both through CIEE/University of Hyderabad, AND through UCEAP’s MyEAP Study List. Completing your MyEAP Study List is the only way for your UCEAP courses and grades to appear on your UC transcript. See “Credit and Registration” on the next page.

Read enough of these key guides now to know what sorts of information is in each, and know how to access them easily when you have questions later:

- **UCEAP GUIDE TO STUDY ABROAD (UGSA):** The Academic chapter includes UCEAP academic regulations on unit requirements, taking less than the program requirements, MyEAP Study List registration process, changing courses, petitions, grades, and more. Remember though that UCEAP/CIEE cannot answer any questions about applying UCEAP work to major or degree requirements – ask your department advisor.

- **CIEE PROGRAM HANDBOOK (PAGES 4-8):** The Academics section outlines your University of Hyderabad academic program, primarily through the University’s Study in India Program. Read pages 4-8 closely; you will be held accountable for this information, as well as UCEAP academic policies in the UGSA.

WHO SHOULD I ASK ABOUT…?

- UCEAP academic regulations/MyEAP Study List: UCEAP (email Hugo Marquez in the Systemwide Office)
- CIEE/Study in India/University of Hyderabad course specifics and concerns: CIEE on-site advisor
- Home UC college or department requirements: home department advisor and/or campus EAP advisor

You have the additional resources of UCEAP staff in case of difficulties. The CIEE on-site staff should be your first contact for most issues, but remember if you have significant academic, health, personal, or financial issues that may impact your academic performance, be sure to contact UCEAP staff to discuss options and consequences.

PROGRAM REQUIREMENTS

The recommended credits on page 7 of the CIEE Handbook are REQUIRED for UCEAP students:

- 24 UC quarter units (16 semester units), including one language course (see below)
- Most courses are 6 quarter/4 semester units. Note UCEAP primarily uses quarter unit values in publications, while CIEE generally uses semester unit values.
- In addition to your language course, you are recommended to take one direct enrollment course and two courses from the Study in India Program (or select U of H courses, recommended by the CIEE advisor).

Language Requirement: We recommend Hindi at the appropriate level (basic, intermediate, advanced). However, students may choose to take Basic Telugu, Urdu, or Sanskrit. Conversational Hindi is also offered, but is not recommended, especially for students who wish to continue study of Hindi in the U.S.
CREDIT AND REGISTRATION: DUAL ENROLLMENT THROUGH CIEE AND UCEAP/MYEAP

Because you will be receiving direct UC credit, rather than transfer credit, you will effectively be enrolling both with CIEE and concurrently with UCEAP. However, completing your MyEAP Study List is the only way for your UCEAP courses and grades to appear on your UC transcript. Timely completion of your Study List is also a requirement of the Student Agreement you signed.

Registering through CIEE/University of Hyderabad: Signing up for courses

- Work with your CIEE on-site advisor to finalize your registration after arrival.
- You’ll need to be flexible, since exact offerings and timetables are not available until after arrival.
- Note that you may not change courses after the CIEE/Hyderabad add/drop period ends.
- Take your home UC department advisor’s name and email with you, to contact regarding using any new course to satisfy particular department or college requirements. Neither CIEE/Hyderabad nor UCEAP Systemwide Office can assist you with questions about fulfilling home department requirements.

Registering through UCEAP: Entering your courses into your MyEAP Registration Study List

- In the first month of classes, you’ll receive detailed instructions from the UCEAP Systemwide Office. It’s critical that you read and respond to all e-mails regarding the registration process.
- The general process is that you’ll search the MyEAP course catalog to select existing courses taken by previous students in Hyderabad, and enter course information for new course offerings.
- Include the correct number of UC units in UC quarter units (even for semester campus students).
- The Systemwide Office reviews courses (especially subject areas and division) and finalizes Study Lists. Check your final Study List carefully, as it determines how your courses will appear on your transcript.
- If you have concerns about meeting program requirements or other related questions, first consult the relevant sections of the Academic chapter of the UGSA, then contact the Systemwide Office if needed.

ADDITIONAL NOTES

Direct Enrollment: Having Indian classmates is one of the best ways to connect with the local culture. Both UCEAP and CIEE recommend that you take one direct enrollment course at the University of Hyderabad, explained in detail on pages 4-6 of the CIEE Handbook. However, be ready for a different teaching style, academic culture, and faculty expectations (page 6) – we recommend that most students take only one direct enroll course, and that you stick to your major, or another subject in which you have significant background.

Independent Travel: Note that the semester calendar does not include scheduled breaks, and independent travel breaks are not recommended during the term (mentioned on pages 6, 7, and 8). Students should never ask faculty to accommodate examinations to their schedule. Exams are much more formal in India.

Attendance/Exams: Note that there is a 75% attendance requirement. If you do not meet this requirement, you will not even be allowed to take the final examination (which is often the majority of your grade).

Guides and Support: Remember to consult the UCEAP guide for any academic and other questions. If you’re still confused, email Systemwide Office staff. If they aren’t the right person to answer your question, they’ll refer you to the right staff or advisor.
III. INSURANCE

In addition to your CIEE Insurance, you are covered by the Insurance Plan for University of California EAP Participants. Please read the policy brochure carefully and have a general, working knowledge of the coverage, duration, and procedures before departing for India. Information about your policy, including instructions on how to file a claim, links to claim forms and important insurance contacts (listed below) can be found under the insurance menu on your UCEAP India/Hyderabad Participants’ page.

Insurance Contact Information:

24/7 Travel and Emergency Assistance while abroad

For emergency travel assistance services including medical referrals:

Europ Assistance
Phone: 1+ (866) 451-7606 (inside the U.S.)
Phone: (011-202) 828-5896 (international collect call)
E-mail: OPS@europassistance-usa.com

Contact for Questions about Gap, Extension, and Dependent Coverage

Alex Zeron, Mercer Health & Benefits
1166 Avenue of the Americas, New York, NY 10036
Phone: +1 (212) 345-8910
Fax: +1 (212) 948-8320
E-mail: alex.zeron@mercer.com