AUSTRALIA
International Summer School
University of New South Wales
Summer 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 UNSW International Summer School and will look back on it as a highlight of your UC education. As a UCEAP student, the terms of your participation in the UNSW International Summer School differ from students who attend UNSW independently or through another university. **You need 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 the UNSW International Summer School should be read carefully; arrival dates and instructions should be followed, and the UNSW 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 in the UNSW International Summer School. For example, the grades you earn at UNSW will appear on your UC transcript and, unlike other students you may meet in the program, **you will pay your fees to UCEAP** rather than directly to UNSW. You will carry an insurance policy that is a part of your UCEAP participation and will have additional resources and contacts through UCEAP. 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 Australia.

**I. CONTACTS**

Your first point of contact while abroad will be the on-site UNSW International Summer School staff, including:

**Clare Mander, Program Coordinator**
UNSW Study Abroad Summer School  
Ph: +61 2 9385 1656 /mobile 0415 033 101  
Email: c.mander@unsw.edu.au

**Tom Küffer, Program Coordinator**
UNSW Study Abroad Summer School  
Ph: +61 2 9385 3178 /mobile 0412 894 282  
Email: t.kuffer@unsw.edu.au

**Nick Dowd, Senior Short Course Manager**
UNSW Study Abroad Summer School  
Ph: +61 2 9385 1445 /mobile 0414 262 214  
Email: n.dowd@unsw.edu.au  
Fax: +61 2 9385 1265

**YOUR UCEAP NETWORK**

While you will stay in close touch with the staff and faculty of the UNSW International Summer School, you will also need to keep a list of contacts handy for the **UCEAP Systemwide Office**. The UCEAP Systemwide Office establishes and operates programs and coordinates UCEAP administration for all UC campuses from its headquarters in Goleta, California. As a participant in the UNSW summer 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
Lisa Read
Phone: (805) 893-2810; E-mail: lread@eap.ucop.edu

Student Finance Accountant
Annie Sikora
Phone: (805) 893-5928; E-mail: asikora@eap.ucop.edu

UCEAP Systemwide Office
6950 Hollister Avenue, Suite 200
Goleta, CA 93117-5823
Phone: (805) 893-4762; Fax: (805) 893-2583

Your UCEAP Contact in Australia

If you experience an emergency, need assistance or support while in Australia, please contact Ms. Kay Harmes, UCEAP Program Officer. Ms. Harmes administers programs in Australia from the UCEAP Study Center in Melbourne. Ms. Harmes routinely monitors local and international conditions and provides support, counseling, and safety advisories. UCEAP Study Centers are supported by UC, a network of UCEAP-affiliated offices at every UC campus, and the UCEAP Systemwide Office.

Ms. Kay Harmes, Program Officer
University of California
Education Abroad Program
Suite 1314, Level 3
530 Little Collins Street
Melbourne VIC 3000
AUSTRALIA

Phone
Calling from the U.S.: 011 61 3 9621 2718
Calling within Australia: 03 9621 2718

After-hours Emergency Cell Phone
Calling from the U.S.: 011 61 4 0831 7296
Calling within Australia: 04 0831 7296

Fax
From the U.S.: 011 61 3 9621 2728
From within Australia: 03 9621 2728
E-mail: uceap1@gmail.com

Note approximate time difference: Add 17 hours April through October; add 19 hours November through March.
II. ACADEMICS

The Academic Chapter of the UCEAP Guide to Study Abroad (UGSA) contains all standard UCEAP academic regulations and advice. You are encouraged to consult the UGSA for general policies, including some referenced below. Following are specific academic policies and information for UCEAP students on the UNSW International Summer School program.

Remember that as a UCEAP student you have the additional resources of UCEAP staff both in Australia and in California to turn to in case of difficulties. If you have significant health, academic, or financial issues that may impact your program performance, be sure to contact UCEAP staff to discuss options and consequences.

WHO SHOULD I ASK ABOUT…?

- UNSW course specifics and concerns: UNSW course coordinator and/or faculty
- UCEAP academic regulations: UCEAP (email both Kay Harmes/Australia and Hugo Marquez/California)
- Home UC college or department requirements: home department advisor and/or campus EAP advisor

COURSE DETAILS AND UCEAP SUBJECT AREAS

Each program will earn 10 UC quarter units (equivalent to 6.6 semester units) through one UC upper-division course, letter grade only. You may choose from two UCEAP subject areas available for each course:

- Australian Environment, Wildlife, and Conservation…Environmental Studies or Australian Studies
- International Business: Australia and South East Asia…Business Administration or Asian Studies

The UCEAP subject area determines how the course is listed on your UC transcript. You may be able to petition the course towards departments beyond these UCEAP designations. Consult your home advisors with any questions on this. Be sure to bring back all course materials to assist your advisors in making these decisions.

REGISTRATION AND MYEAP STUDY LIST

- The UCEAP Systemwide office will create your MyEAP Study List for you, and will contact you to select which of the above two UCEAP subject areas you’d prefer for your UC transcript.
- There will be no changes to your MyEAP Study List, unless you need to withdraw from the program after departure (in which case “W” grades will be reported to your registrar).

CREDIT AND TRANSCRIPTS

- You will earn direct UC credit and grades, which will be calculated into your cumulative UC GPA.
- Although the UNSW handbook indicates that students will receive UNSW transcripts in order to transfer them to their home university, UCEAP students will receive direct UC credit (vs. transfer credit) and thus will not receive a UNSW transcript. Instead, your Australian marks will be communicated to UC, converted and approved by UC faculty, and final UC grades will be transmitted to your registrar.

GRADES

- Your grades will not be transmitted until any outstanding balance owed to UCEAP is paid in full.
- Grades will not be posted to your UC transcript as quickly as on campus. Grades will be entered and transmitted as a group by UCEAP Systemwide staff to UC registrars, usually between 2-3 months after the program ends. Grades cannot be individually expedited until after 90 days from the program end date.
- Seniors should not file for summer degree candidacy. Grades won’t be available by most degree verification deadlines, and cannot be expedited individually for this reason.
- All grades that the UCEAP Systemwide Office reports to UC campus registrars are permanent and final. A grade may not be changed except to correct a documented clerical or procedural error. Once grades have been recorded at your UC campus, check the UCEAP portion of your academic records carefully. If you suspect an error, request a review of your record using the Request to Review form, and/or refer to the entire Grades section of the Academic chapter of the UGSA for further information on grade queries.
III. INSURANCE

You are covered by a comprehensive insurance plan: The Insurance Plan for University of California EAP Participants. Please read the policy brochure carefully and have a general, working knowledge of your coverage and how it works before departing for Australia. 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 tab on your UCEAP 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