

**study  
abroad**

INTERNATIONAL  
ACADEMIC  
PROGRAMS

University of Wisconsin-Madison

# England

UW IN LONDON

## IAP PROGRAM HANDBOOK

*Let Your Mind Wander*

Jointace  
Spring all year round

# University of Wisconsin-Madison in London

## Spring 2020

### IAP Program Handbook

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## **In partnership with UW-Madison FIE welcomes you to London!**

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The UW in London program is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in partnership with Foundation of International Education (FIE).

FIE, a London-based non-profit educational organization provides customized partnership programs and individual student enrollment programs in [London](#), [Dublin](#), and [Amman](#) for undergraduates.

Since establishing in 1998, the Foundation for International Education (FIE) has set new high standards in delivering academic programs abroad. We are a forward-thinking organization with a mission that expresses our passionate belief in the value of international education. The secret of our success lies in our ability to provide exceptional experiences for each and every student. We achieve this through a combination of three essential ingredients: the expertise and commitment of our team, the quality and depth of our support facilities and resources, and the value we place on maintaining the highest levels of service in every aspect of our operation.

Our specialized academic programs allow our visiting students to maximize the value of their stay by gaining theoretical knowledge, practical skills, life experience and an international perspective. Our innovation in areas such as internships, service learning and international research ensures that our students have the most thorough and integrated study abroad experience possible.

FIE is delighted to partner with the University of Wisconsin-Madison in this exciting study abroad endeavour. The wealth of learning opportunities available to students in London is limitless. We look forward to working with UW staff and students to realise their potential in this cosmopolitan city.

Your IAP Program Handbook supplements materials you receive from IAP as well as the FIE/UW Student Handbook. FIE reserves the right to change any matter in this publication without prior notice. Therefore, it should be read as neither a part of a contractual agreement of courses/programs described herein.

## Program Learning Objectives

- Knowledge of English history, literature, culture, and the arts
- Integration into the academic and social environment of the Foundation for International Education (FIE)
- Recognize how FIE's values of sustainability, diversity & inclusivity, and social justice are reflected in British culture
- Immersion in the British workplace through internships and service internships.
- Personal development, growth, and ability to adapt to a new culture
- Develop a literacy in day-to-day London life
- Gain a greater understanding of American culture through the lens of the U.K.
- Succeed in immersive academic experiences in the city of London
- Engage with fellow international students and faculty members at FIE

## Program Elements that Support these Objectives

- Local on-site staff to provide personal and academic advising in London
- UW program office located in FIE residence building
- Special courses taught by English faculty in area studies for program participants
- Course work integrated into students' academic goals
- Internship placement with a London-based organization (second half of semester only)
- Extracurricular opportunities to join clubs at nearby Imperial College
- FIE-sponsored extracurricular cultural events in London and excursions around various regions of the UK
- Shared FIE housing with other American and international students
- Extensive co-curricular outings to exhibits, galleries, and historical sites in London with each course



## ***Program Overview***

The UW in London program allows you to cater your course load and internship placement to reflect your academic interests. You will enroll in a variety of courses while also earning academic credit for your internship placement. The internship is an essential component of the program structure and required for all students. You will select either an Internship or Service Internship for your experience.

### **Important Dates**

Arrival date in London:	Wednesday 8 January 2020**
Orientation:	January 9 – 11, 2020
FIE Welcome Reception:	Friday January 10 <sup>th</sup> , 2020
UW in London Welcome Event:	Saturday January 11 <sup>th</sup> / Sunday January 12 <sup>th</sup> , 2020
Classes begin:	January 13, 2020
Mid-term break:	2 – 6 March 2020
Internship begins:	Wednesday, March 11 <sup>th</sup> , 2020
UW in London Farewell Dinner:	Week of April 20 <sup>th</sup> , 2020
Departure date from London:	12pm on Sunday, April 26 2020

\*\*You should plan to check-in at Metrogate no later than 2pm, and then proceed to Foundation House Study Centre for Registration and Passport copies. This must be completed upon your arrival and before 6pm. See "Instructions for Arrival" for more detailed information.

**IMPORTANT:** Do not make any travel plans until you arrive in London and receive a list of confirmed dates.

## ***Pre-departure Information***

**SAVE-THE-DATE:** Your pre-departure orientation is scheduled for Friday, November 1st, 2019, from 2:00-4:00PM in Union South (room TBD, check [Today in the Union TITU](#) for room assignment). You will learn more about the program and have the opportunity to ask questions to previous participants, Program Leader Tom Loeser, Study Abroad Advisor Jessa Boche and FIE/UW Program Assistant Clare Woessner.

After this, and during the weeks before you arrive in London, you will receive emails from both FIE and UW-Madison telling you more about the program. Please remove any junk mail settings that may block FIE or UW-Madison emails and be sure to check the email account for the address you gave.

There is a wealth of information available on the FIE website via the links below. Please study this information, as it will help you prepare for your semester abroad. Some of this information will be reiterated to you via email from FIE staff in the weeks leading up to departure.

- [Arrival Information](#)
- [Academic Resources](#)
- [Student Life Introduction](#)
- [State Department Registration Information](#)
- [Fitness & Gym Membership Information](#)
- [General Housing Information](#)

**\*\*IMPORTANT NOTE:** Roommate assignments won't be released until you arrive in London.

- [Detailed Arrival Information](#)

It's expected that you will review all of the information located in your My Study Abroad account prior to the pre-departure orientation.

## The Area

One of the world's great cultural and economic centers, London offers almost endless potential for study abroad. As London specialists, FIE staff and faculty have been helping universities, colleges and hundreds of their students realize this potential each year since 1998 through programs of the highest quality.

FIE study and housing facilities are located in the attractive Borough of Kensington and Chelsea, one of London's most desirable areas.

### Highlights of the Area

- FIE is located near schools such as Imperial College, the Royal College of Art, and the Royal College of Music.
- Just down the street are some of the world's great cultural institutions, including the Royal Albert Hall, the Victoria and Albert Museum, and the Natural History Museum.
- Kensington is home to charming residential areas where famous residents of the present (Madonna, Hugh Grant, Dustin Hoffman and Tom Cruise—not to mention the Royal Family) mix with the ghosts of those who lived in the area in the past (T.S. Eliot, J.S. Mill and Beatrix Potter).
- Students live and study near some of London's most fashionable streets, including Gloucester Road, where students will find banks, a post office, pubs, restaurants, and grocery stores; and High Street Kensington, one of London's premier shopping streets.

### Accessing the Rest of the City

Getting to the rest of the city is easy and convenient. The area is served by a number of underground (tube) and bus routes, opening up the whole city to the curious visitor.

Foundation House is located near the corner of Gloucester and Cromwell Road, at the Gloucester Road tube stop. From here, students have instant access to the Piccadilly, Circle, and District Tube lines.

## Contact information

### ***UW-Madison Information***

International Academic Programs (IAP)  
University of Wisconsin-Madison  
301 Red Gym, 716 Langdon Street  
Madison, WI 53706  
Tel: 608-265-6329  
[www.studyabroad.wisc.edu](http://www.studyabroad.wisc.edu)

Jessa Boche  
Senior Study Abroad Advisor  
[jessa.boche@wisc.edu](mailto:jessa.boche@wisc.edu)  
Tel: 608-265-6329

UW Professor Tom Loeser  
Spring 2020 Program Leader  
UW-Madison Art Department  
[tloeser@facstaff.wisc.edu](mailto:tloeser@facstaff.wisc.edu)

### ***On-Site Program Information***

Your primary contact in London will be:  
Clare Woessner  
UW Program Assistant  
Foundation House  
114 Cromwell Road  
SW7 4ES  
Tel: 0207 591 7818  
[cwoessner@fie.org.uk](mailto:cwoessner@fie.org.uk)

### **Your mailing address will be:**

Attn: YOUR NAME  
Metrogate  
3-7 Queens Gate Terrace  
London  
SW7 5PE  
UK

### ***Emergency Contact Information***

#### **FIE Emergency Number**

Facilities Support Team (Metrogate)  
0207 808 0131

#### **IAP Emergency Number**

IAP emergency phone (608) 516-9440



## Important Documents

### Embassy Registration

All program participants who are U.S. citizens must register with the U.S. Embassy before departure as this will help in case of a lost passport or other mishaps. You can register [online](#). If you are not a U.S. citizen, register at your home country's embassy or consulate.

### Address

United States Embassy  
33 Nine Elms Lane  
London, SW11 7US  
United Kingdom  
+44 (0)20 7499 9000  
<https://uk.usembassy.gov/>

### Passport

A passport is needed to travel to the United Kingdom. [Apply immediately](#) for a passport if you do not already have one. If you already have your passport, make sure it will be valid at least six months beyond the dates of your program.

### Immigration Requirements

In order to study in the United Kingdom, you will need a student visa. The only exceptions are for citizens of the UK and the European Union. A student visa is a stamp that is placed in your passport and gives you permission to study in the UK. IAP & FIE can provide you with information and guidance regarding this process, but ultimately it is your responsibility to obtain a student visa.

**In order to study abroad in the UK, you must apply for a Tier 4 (General) Visa.** You cannot apply for a Tier 4 visa after you arrive in the UK. You must apply in your country of residence, prior to departure.

For more information the application process:

- Visit FIE's "[Before You Go – London](#)" Visa Information page
- Read through the information on this page carefully
- To access the guide, scroll down and click on the **Tier 4 Visa Guide** link

## Money

The cost of living in London will be significantly higher than many areas of the U.S. In addition, the U.K. currency, pounds sterling, has at times been valued much higher than the U.S. dollar. The exchange rate changes daily, and can be checked at [www.x-rates.com](http://www.x-rates.com). We suggest you begin to familiarize yourself with the currency before you arrive.

## Budgeting for London

Estimated expenses vary widely depending upon the student. How much you spend will depend on your lifestyle, such as how much you eat out and travel during your free time. We recommend you budget for between £80- £100 each week for food and personal expenses. Keep in mind that your purchasing power is directly related to the dollar/sterling exchange rate.

## Cash for Arrival

It is a good idea to carry some British currency with you for arrival to help you settle in during your first few days. We recommend you exchange this money before you arrive in London. Be sure to ask for mixed notes in small denominations.

## Banking

- Do not plan to keep large amounts of cash in your room. The easiest way to handle your money abroad is often to use the same checking account you have in the U.S., using your debit card as your primary means of payment and cash withdrawal. ATMs are readily available all over Europe.
- The largest banks in England are HSBC, Barclays and Lloyds TSB. If your bank has a relationship with any of these banks, they may not charge an ATM fee. Check with your financial institution to see whether they have these relationships, and what kind of charges you will incur on international purchases. Online banking with your U.S.-based account will help you keep track of how much you are spending in U.S. dollars.
- Always have a backup. If you are using your debit card as your primary means of money abroad, make sure you also bring a credit card (Visa, MasterCard or American Express are recommended) in case your primary card is lost or stolen. Keep the backup card in a different place from your primary card.
- You must inform your bank and credit card companies well in advance (1-2 weeks prior to departure) of your program that you will be abroad so they do not freeze your accounts for security reasons. Keep in mind that your bank/credit card company may require you to notify them for each international trip you take during the program.

## ISIC Card

The International Student Identity Card, or ISIC, is an internationally recognized form of student identification. When starting your studies in London you will receive one of these as your FIE Student ID. Having one of these cards allows students to ask for discounts at hundreds of theatres, restaurants, cinemas and museums, as well as student discounts on plane and rail tickets across Europe.

## Packing

### Essentials:

- **Practical Clothes.** Clothes that require minimal care, are comfortable to travel in, and can be layered are best to take. Layering is the best way to combat the unpredictable British temperature. Casual clothing is the most comfortable for day-to-day British life. If you plan on going out to dinner or to the theatre at night, dressier clothing would be best.
- **Backpack.** Backpacks are easier to carry than suitcases on longer trips. Your flats will also not have a lot of closet space or storage room, therefore it may be best to bring a collapsible suitcase. A small travel bag is convenient for weekend and day trips.
- **Comfortable shoes.** You are likely to be out and about walking around London in many of your classes in addition to outside your classes!
- **Strong umbrella and raincoat.** Many a Londoner will tell you it rains quite often here!
- **Bath towels.** Bed sheets will be provided in the flats and you will be able to buy bath towels upon arrival from a nearby store if you don't want to carry them over.
- **Travel purse or money belt.** To keep your passport, ID, and money safe.
- **Laptop.** We would recommend you bring a laptop with you as a lot of your work and assignments will be electronically submitted. There is free wifi in your residences and Foundation House. You will also have 24 hour access to a computer lab in Metrogate should you not be able to bring a laptop.
- **Necessary prescriptions and medications.** Prescriptions for certain medications can be difficult to get in the UK so make sure you have the right amount of medication for the duration of your program, in their original labeled bottles. Be sure to complete this step well in advance of your departure in case you need to consult with your doctor and/or IAP.

### A few tips:

- **Avoid over-packing!** Planes can place additional charges on extra or overweight luggage. You may also want to bring souvenirs or gifts back from the UK so leave some room!
- **Ensure that every bag is marked** in capital letters with your name, address and final destination.
- **Create copies of important documents** before you go abroad both for yourself and for someone you trust and can easily get in contact with at home. These documents should include scans of your passport, debit/credit cards and insurance cards, as well as any supplemental information that you believe is of significant importance. It is also helpful to have all of these documents in a folder to make it easier for you to navigate border control upon entering the country.

- **Electrical Appliances.** Make sure you bring an adapter for both the UK and Europe if you anticipate travelling as the sockets are different. British electricity also runs on 240 volts, while U.S. runs on 110 volts. If you plan to bring any electrical appliances (hairdryer, electric razor, radio, etc.), you will need to purchase a converter for the voltage. We recommend that you purchase an inexpensive hairdryer (around £10 from Sainsbury's or Argos) in London so as not to risk blowing a fuse.

## ***Arrival Information***

### **Site information**

The program is located on FIE premises in the Kensington neighborhood of London and consists of four of FIE's buildings: Foundation House, Metrogate, Hyde Park Gate, and Manson Place.

**Foundation House:** Foundation House is FIE's main study center where many of your classes are held. The opening hours are 8am – 9pm during the semester. You will spend a significant amount of time in this building during the school week.

**Metrogate:** FIE's main residence building in the Kensington neighborhood. Upon arrival, this is where you will check-in to receive your housing assignment and key. Metrogate has a 24-hour reception, a computer lab, study rooms, and laundry facilities. There are also three classrooms in this building, as well as several FIE administrative offices, including the UW in London program office. Your mailbox is located here too, so this will be your mailing address.

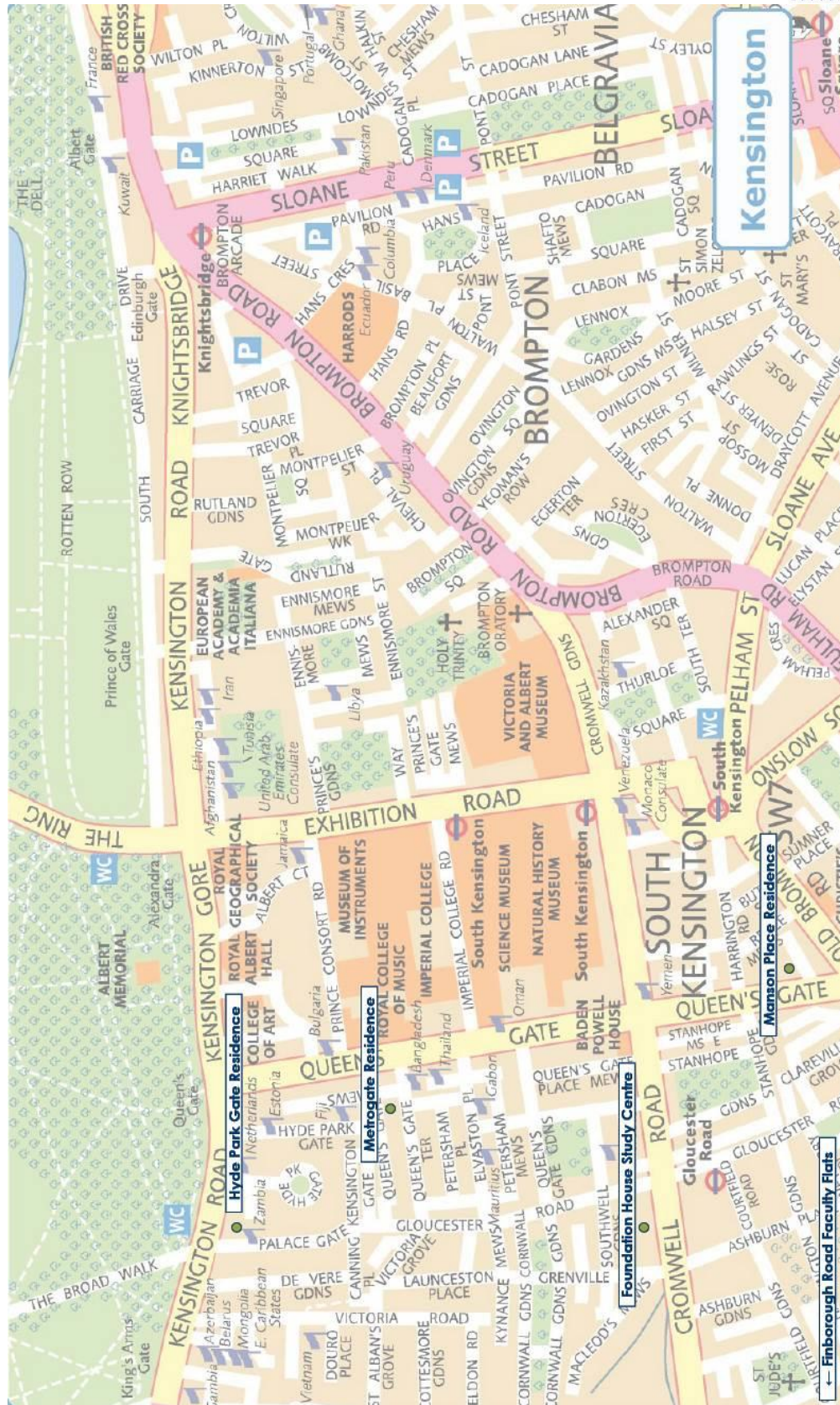
### **Student Residences:**

- UW-Madison students will be living in either Hyde Park Gate or Manson Place, two of FIE's student residences in South Kensington.
- Both residences are within a 10-minute walk from Foundation House.
- Each student will share a bedroom with one, two or three other program participants, and the kitchen/living room area is shared by everyone in the flat.
- You will be notified of your roommate assignment when you arrive in London.
- Keep in mind that British housing, in general, is much smaller than U.S. housing. Not only will you have a smaller living space, but also smaller storage space.
- You will share a bedroom with other UW-Madison students, but there will be students from other universities studying with FIE living in the residences.
- All flats have their own TVs and bed linen that is changed every week (bed linen includes blanket, pillows and sheets). You should bring your own towels. Alternatively, you may buy towels once in London. Stores like TK Maxx, Marks & Spencer, and Primark offer very inexpensive towels and pillows should you decide you'd like extras.
- No overnight guests are permitted. FIE can help you find inexpensive accommodations for your visitors.
- Residence Life Supervisors live in student accommodations. They are usually graduate students pursuing their own course of study in London or young professionals. They keep FIE and UW staff informed of any discipline and welfare problems which may affect the general harmony of all residents.
- Arrival/Departure dates are firm; no exceptions can be made for you to move in early or move out late.





## Map of Kensington Area





## Instructions for arrival

You are responsible for making your own travel arrangements to and from London. Past participants suggest having £80-100 in cash for your arrival and you can either bring it with you or exchange dollars in the airport. Once you arrive in London, please report to the reception desk at:

Metrogate House  
3-7 Queens Gate Terrace  
London SW7 5PE  
Tel: 0207-823-7440

You **MUST** collect your keys from Metrogate upon arrival. The Metrogate reception desk is staffed 24 hours a day in case you arrive early or experience a delay and arrive late. The door to Metrogate requires a key code to enter so when you arrive, ring the door bell to be granted entry. You will be given the codes for the doors at Metrogate and Foundation House at your on-site orientation.

## From Heathrow Airport

### By Tube

The least expensive and easiest route is to take the tube directly from the airport. Follow the signs in the terminal to the Underground and take the Piccadilly Line (dark blue) to Gloucester Road. You can look up your journey before you go on the [Transport for London website](#). This costs approximately £5 and will take about 50 minutes. From the Gloucester Road stop, walk or take a taxi to Metrogate Residence. This is very easy if you are not carrying too many bags - another reason to pack light!

\*\*\*Oyster cards with unlimited free travel in zones 1-2 will be given to you at check-in at Metrogate and fully explained in orientation.

### By Taxi

The most expensive route is to take a cab from Heathrow. A licensed black cab will cost around £70, depending on traffic. This is costly, but if you are sharing a cab with another student and have heavy luggage, you may find it worth it. Don't take a cab without a meter unless you have called ahead to book a car service. We recommend [Green Tomato Cars](#).

### By Train

The [Heathrow Express](#) train runs every 15 minutes from the airport to Paddington Station. Current prices can be found on the website. You will then need to make your way from Paddington to your residence, either by tube or taxi.

## From Gatwick Airport

### By Train

Follow signs at the airport to the trains. Take the Gatwick Express train from the airport to Victoria train/tube station. Current prices can be found on the website <http://www.gatwickexpress.com/>. Trains leave every 15 minutes. It is advisable to ask which platform you need to wait on, as Gatwick is a mainline station with trains to other destinations. From Victoria, either take the Circle or District underground train to your closest tube station (approx £4) and walk or take a taxi directly to your residence (approx £10). We do not recommend taking a cab from Gatwick due to the distance and expense of the journey.

## Registration and Orientation on Arrival

On arrival to your residence you will receive a Welcome Bag with information about what to expect and the location of your on-site orientations.

On arrival day (Wednesday), you will be expected to register at Foundation House, after having settled in to your residences. You **MUST** bring your passport to registration – FIE will photocopy it for immigration purposes. You'll also receive additional documents aiding your stay in London. You will also have a mandatory Welcome Meeting the evening of arrival with your FIE Residence Life Supervisors. This will be held in your flats and you will receive more information about the timing of the meetings upon arrival.

Orientations (required for all students) will be held after your arrival (Thursday – Sunday). The orientations will help you settle in and provide you with the opportunity to ask any questions about the academic program, where you are living, the local area, health and safety and what's going on during your time in London. Further orientation activities include a visit to the Houses of Parliament, a walking tour of Kensington and Chelsea, a London bus tour, theater trip, and a welcome reception.

The UW in London program will have a group welcome outing to Afternoon Tea on the first weekend of the program. The group will gather to kick off the program and celebrate finishing the first week of classes successfully. You will receive more details upon arrival, but please pack one nice outfit suitable for the occasion. The location will be the Royal Garden Hotel, just opposite Kensington Palace.

## The Academic Program

### General Information

The FIE/UW Program Assistant and UW alumna, Clare Woessner, will be based in Metrogate. Clare will be there to help you with every aspect of the program from academic inquiries, drop/add, registration and other course-related questions, adjustment issues, and any other information to help you gain the most from your time in London.

The courses run from Monday-Friday and will be scheduled between 8am and 9pm. Classes normally meet one or two times per week.

**No unexcused absences are allowed.** It is very important that you attend all of your classes because a large part of your grade is based on your class attendance and/or participation. Professors do not accept traveling as an excuse for missing class.

Students **MUST NOT** make any arrangements for weekend travel until you have arrived in London and received your term schedule which will tell you when your classes and other compulsory events are taking place. Some cultural activities will take place on Saturdays and Sundays as well.

## Internship & Service Internship Information

Extensive information about what to expect from your FIE Internship can be found on the [FIE website](#). We recommend that you familiarize yourself with this information now. You will have a special Internship Orientation Session during your first few days after arrival in London, followed by interviews in the weeks leading up to your mid-semester break. Your internship placement will not begin until **after** mid-semester break.

Curious about the difference between an internship and service internship? They have a lot in common, but there are some differences. Check out FIE's page [here](#) for more information.

## Course Information

Classes are held at FIE's Foundation House and Metrogate House. All students must be registered for a minimum of 12 and a maximum of 18 credits. Each course in London is worth 3 UW-Madison credits, so this means you will take 4 -6 courses. There are no exceptions to these rules.

### UW in London Program Structure:

- Key Course: British Life & Cultures **OR** British Life & Business
- 1 UW course taught by UW Professor Tom Loeser
- International Internship placement & course **OR** International Service Learning placement & course
- 1-3 FIE elective courses

Professor Tom Loeser from the UW-Madison Art Department will be teaching the following classes. You will enroll in one of these classes:

**Course title:** **Infiltrating the Art-world**

*\*course details are subject to change. You will receive a detailed course syllabus in London.*

**UW Equivalents:** Art 208 (non-Art Majors)  
Art 448 (Art majors)  
Art History 431 (open to all majors)

### Course Description

Through a combination of classroom lecture and discussion as well as extensive field research, you will navigate and become experts on the visible and less visible aspects of the contemporary art scene. This will include investigating the worlds of design, architecture, street art and fashion. London is one of the major contemporary art centers in the world with a huge variety of public and private institutions that collect art, exhibit art, sell art, or educate artists. This class will concentrate on looking at actual art objects in many contexts all over London, unpacking the artist's intent as well as the curatorial vision behind particular display strategies. Through the process of intensively investigating London's flourishing urban art universe we will ask and attempt to answer some or all of the following questions:

- Can we identify the boundaries of the contemporary art world?
- What happens in the non-public spaces in a major museum, or behind the scenes in a commercial gallery?

- Where do artists have their workspaces and what are they like?
- How and where do artists use alternative strategies to make and present their work and to thrive outside of the expected institutional frameworks?

This course will include lectures and discussion and collaborative student teamwork. We will travel widely in London on a weekly basis balancing intensive classroom time with field research. In addition to visiting high profile public museums we will also explore alternative spaces and artists' work spaces finding the best creative work across the city.

You will write one medium-length research paper on a particular aspect of the art-world, and also write weekly "Rapid-Response" critical essays about what we see and learn. You will also develop a photography-based art project that stresses careful observation. Over the course of the semester each student will develop, refine and edit the parameters of their personal vision. There will also be weekly prompts that keep the visual research changing and lively. We will seek a venue for a semester ending public exhibition.

**Course title:** **Treasure Troves: Archives, Collections and Cabinets of Curiosity as Past, Present, and Future**

*\*course details are subject to change. You will receive a detailed course syllabus in London.*

**UW Equivalents:** Art 108 (non-Art Majors)  
Art 448 (Art majors)  
Art History 431 (open to all majors)

### **Course Description**

The creators, theoreticians and custodians that drive the collecting and archiving process are generating histories as well as providing fuel for present and future creative practice. This course will look closely at London's historical and contemporary archives paying particular attention to how the history of collecting influences how we move forward. We will start with an intensive investigation of the Victoria and Albert Museum (V&A) which offers a particularly rich resource due to its expansive collections and especially because the museum continues to grow and evolve its collection. How does the institutional vision stay relevant and progress and change over centuries of selecting specific objects for the collection? Through developing an in-depth understanding of how an institution like the V&A pursues a particular mission we will develop the tools to look at and understand other London archives and collections. We will also use London as a laboratory to look at how collecting and archiving is challenged by contemporary creative practice. How does one collect or archive performance art or street art? A key question is how has the internet changed the nature of collecting and archiving and do modern digital capabilities help or undermine the concept of an archive?

You will write one research paper on a particular collection, or comparing and contrasting two collections. You will also write weekly "Rapid-Response" essays about what we see and learn. Each student will also develop a photography-based archive based on curatorial parameters that they will develop, refine and edit over the course of the semester. We will seek a public venue for a semester-ending display of the visual archives.

## Registration

IAP will register you for a special “Study Abroad Course” for the term(s) you will be studying abroad; therefore, it is not necessary for you to register on the UW-Madison campus. This is a temporary registration, which will be converted into graded UW-Madison credit after the completion of your program.

## Course Selection

Participants sign up for classes in the Fall before leaving for London. This process will be coordinated by FIE. Please note: Some classes have limited enrollment. If space is limited, class enrollment decisions will be based on the number of credits completed and GPA at the time applications are considered.

## Course Equivalent Requests (CERs)

Each course you take abroad must be assigned a UW-Madison “equivalent” and the grade you receive in the course also transfers back to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Request (CER) through your My Study Abroad account. The deadline to submit the CER is by the end of the fourth week of classes. Detailed information on the UW course equivalent process is available in the IAP Study Abroad Handbook and in your My Study Abroad account under the academics tab.

## Pass/Fail/Drop/Audit

Please refer to the IAP Study Abroad Handbook for academic policies and procedures. The deadline for submitting a Pass/Fail form can be found in the Academics tab of your My Study Abroad account.

## Grades and Grade Conversions

Courses taken in London will follow the same grading scale as UW-Madison, and the grades you earn will apply to your overall GPA.

FIE Grade	UW-Madison Grade
A+ / A	A
A- / B+	AB
B	B
B- / C+	BC
C / C-	C
D+ / D / D-	D
F	F



## **Co-Curricular Excursions**

A large part of your academic program in London will be outside the classroom. You are likely to visit areas, cultural sites, museums, theatres and do tours with your professors in addition to being able to see London outside your classes. Some examples of these trips could include; Houses of Parliament, British Museum and Shakespeare's Globe.

## ***Living in London***

### **Communication**

#### **Phones**

If you are planning to use your smartphone while abroad, you should visit your cell phone provider prior to departure and request to have your device unlocked. Upon arrival you will then purchase an International SIM card to use with your unlocked phone. Alternatively, you can purchase an inexpensive pay-as-you-go phone. Much more will be explained about mobile phones in the UK during your Pre-Departure Orientation on November 1<sup>st</sup>.

#### **Internet Access**

All FIE buildings including your residences and Foundation House have free wifi. Therefore on your mobiles or laptops you will have Internet access. You will be given a password upon arrival to enable Internet access to your device. The Metrogate PC Lab is also available for participants to use and is open 24 hours a day, seven days a week.

#### **Skype**

The cheapest way to contact friends and family in the U.S. is Skype. Skype is a free, downloadable software application that allows users to make live video and voice calls over the internet. Skype users can also add money to their account and can then use the service to call land lines and cell phones internationally at very low rates. Additionally, Skype also provides an instant messaging function as well as file sharing.

#### **Messaging**

If you are looking to lower international text messaging costs, or you do not want to purchase a UK SIM card, then applications such as Whatsapp and Facebook Messenger may be helpful alternatives for you. Many students find these apps to be supplementary for traditional texting, and they only need WIFI to operate.

### **Safety**

London, particularly the Kensington neighborhood, is relatively safe. However, this is still a large metropolitan city and common sense precautions are necessary to ensure your safety. You will want to follow the same safety precautions that you would at home.

#### **Flat Security**

Never let anyone into the flat without proper identification. You should always be informed of workers entering the building, so if someone comes unexpected, do not be afraid to request an ID.

### **Pick pockets**

London is known for its pick-pockets, especially in busy places like Tube stations. Men are advised to carry their wallet in their front pocket. Women will want to ensure that their purse is always zipped and tightly at your side, and never hang it on the back of a chair at restaurants. Use common sense!

### **Going Out**

Make sure you leave with everyone you came with. Do not accept drinks from strangers. Always have an eye on your drink. Lots more information about staying safe in London will be explained at your Pre-Departure orientation, and reiterated at your FIE Orientation once you arrive in London.

### **Cab Services**

Either call for a cab or take a London Black Cab. Black Cab drivers are certified through London's metropolitan police. NEVER get into other unmarked cabs or cabs you have not called for.

## **Practicalities**

### **Food**

You will live within walking distance of several supermarkets as well as many small shops. Sainsburys, Tesco, and Waitrose are the three major supermarkets in London. Most grocery stores are open between 8:00 a.m. - 9:00 p.m. but close earlier on Sundays. Food in Europe often has fewer preservatives than in the U.S., so milk, cheese, bread and other perishables will spoil much faster.

### **Clothes**

If you need a few additional items once you are in London, and are looking for cheaper shops, head to TK Maxx on Kensington High Street (10 minute walk) or Primark on Oxford Street (15 minutes underground journey).

### **Toiletries**

Toiletries are widely available (albeit likely to be more expensive) in supermarkets and stores such as Boots or Superdrug (Britain's version of Walgreens).

## **Seeing London outside of class**

### **Co-Curricular Excursions**

Sponsored academic activities are an integral part of the UW-Madison program, serving to enhance the academics as well as the cultural base of the program. A series of events including day trips to other English cities, popular tourist sites, and meals will be arranged by FIE. Participants are required to attend academic excursions. You will learn more about this (along with specific dates/schedules) when you arrive in London.

### **FIE Extra-Curricular activities**

Clare Woessner, the UW-Madison Program Assistant and the FIE Student Life Team in Foundation House offers you information about local events and sponsors special discounted outings for students, and is available to help with your questions and concerns. Participants are highly encouraged to take advantage of these opportunities as they heighten the cultural experience of the program.

Additionally, the UW in London Program Leader will work with FIE to arrange a series of additional optional events in the city for UW in London students, based on the interest and time commitments of the students. These could include art exhibitions, theatre performances, or trips to local markets. The expenses for these events will be covered by the program and will be at no additional cost for students to attend! You are encouraged to attend these events in order to enjoy/explore London while getting to know your fellow UW program participants and Program Leader!

### Some unique FIE offerings:

- **Extra-curricular calendar:** To show students a different side of British culture, FIE coordinates an optional Extra Curricular Calendar of events taking place around London. The activities are subsidized by FIE and are limited to availability on a first come, first serve basis. There is always a deadline for online sign-up early in the term, so students should make sure to sign up promptly to avoid paying full price somewhere else! This may include a spin on the London Eye, sporting events such as football or rugby matches, theatre trips to the West End, and an adventure weekend in Wales. Students will receive a copy of the calendar via email before they arrive in London, with instructions about how and where to sign up for the events.
- Access to the [Imperial College Student Union](#): you can join some of the 300 societies and sports clubs at Imperial and get to know British university students.
- Membership to [International Students House](#)
- **HOST UK** weekend British home stays
- Regular **Facebook** updates: [Join up now!](#)

## Leaving London

London is a great hub of transportation to other parts of the UK and to Europe. Many students take the opportunity to explore the UK and Europe while abroad.

During the orientation session in London, you will be told more about transportation in and out of London.

However, you are strongly discouraged to travel to areas that the U.S. State Department has designated as hazardous or has advised against travel. Make sure to check the U.S. State Department website (<http://travel.state.gov/>) for Travel Advisories and Consular Information Sheets for any country you are considering traveling to or through before you make any travel plans. Please remember to also alert FIE staff [online](#) when you leave London overnight.

Please see Clare Woessner, FIE/UW Program Assistant, or the FIE Student Life Team, for any advice on travelling outside of London.

## ***Websites of Interest***

[UW-Madison International Academic Programs](#)

[FIE: Foundation of International Education](#)

[U.S. State Department](#)

[U.S. State Department Students Abroad](#)

[Current exchange rates](#)

[Time out London](#)

[Transport for London](#)

[Lonely Planet](#)

[Student Travel Association \(STA\)](#)

[Buckingham Badgers Facebook Page](#)