

## **SOME RULES OF CONDUCT**

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Program Director

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### **1. Attendance and Punctuality**

A. Tour participants are expected to be present and ready at the designated times for all appointed tour activities. It is your responsibility to understand the itinerary and be aware of any changes.

B. Check in at breakfast each morning. The time for breakfast may vary from day to day so be sure you know the time that you should be awakening (an alarm clock is an essential as it may not be provided at the hotel).

C. At all major transition points we will conduct a roll call. "Counting off" is an efficient way to ensure everyone is with us.

### **2. Substance Abuse**

Do not let consumption of alcohol interfere with your responsibilities to the group or the goals of the tour. Return to the hotel quietly in the evening and avoid making noise in the hallway or your room. It is the custom in Europe that individuals are not loud in hotel corridors or rooms.

Use or possession of controlled substances may be punishable by severe penalties and individuals caught in possession of illegal drugs are subject to local laws of the country. AVOID any involvement or association with anyone involved with drugs of any kind.

### **3. Communication and Caution**

If you are going out alone, try to let at least one other person know your plans. Discuss major plans with Drs. Janavaras or Thiewes. Let someone know when you expect to return, especially if out at night or if traveling outside the city.

### **4. Passport**

Give Dr. Janavaras a **copy** of your passport before the last class on March 1.

### **5. Some Prohibited Behavior**

- Unauthorized absence from class and/or other organized program activities;
- Lack of cooperation with reasonable requests;
- The use of, or threats of, physical violence;
- Violating the laws of the country we are visiting, openly abusing the customs and mores of the host community;
- Damage to, or destruction of, property of others; and
- Violation of any rules of conduct articulated by MSU.

## **6. Disciplinary Procedures for Serious Violations**

The Program Director, Dr. Janavaras, will investigate any alleged student violations. The student involved will have the opportunity to discuss the alleged misconduct. The Program Director may impose disciplinary action:

1. Verbal Warning: An oral warning to the student that his/her conduct is in violation of the Rules and Regulations of the MSU Study Abroad Office or the Greece study-tour.
2. Written Warning: A written notice to the student of the misconduct violations and that failure to meet expected behavior or repeated violations may result in failure of the course or termination from the study abroad program.
3. Serious violations will impact the student's final grade. In the case of non-business students, Dr. Janavaras and Dr. Thiewes will consult before making the final decision.
4. Termination from the Study-Tour: In cases of EXTREME MIDCONDUCT, a student may be terminated from the study abroad program for the overall benefit of the group. Termination would only be imposed after the Program Director has consulted with: the Assistant Program Director, Dr. Thiewes, Seminars International and the Vice President for Student Affairs. If the decision is termination of the student from the study abroad program, the student's participation shall be concluded immediately. A student who is terminated from a study abroad program will receive a grade of "F" in their course work. In addition, the student will not be entitled to a refund of fees. Once a student's participation has been terminated, he/she shall be required to absent him/herself from all premises used by the program for the duration of the program and return to the United States at his/her own expense.

## **WARNINGS AND ADVICE**

### **1. Legal Warning**

Once you leave US soil, US laws and constitutional rights no longer apply. US consular officers can visit jailed Americans to see that they are being treated fairly and humanely, but they cannot get them out of jail or intervene in a foreign country's legal system. If students find themselves in trouble overseas, the Consular Officer at the nearest U.S. embassy or consulate can provide certain assistance and advice. Aid is available in the event of illness, injury, natural catastrophe, evacuations, destitution, or death. In case of an emergency, the Office of Overseas Citizens Services can also assist American students abroad as well as their families. They can be reached 24 hours a day by calling (202)647-5225 or at [http://travel.state.gov/overseas\\_citizens.html](http://travel.state.gov/overseas_citizens.html).

### **2. Insurance Warning**

It is the responsibility of the student to purchase sufficient insurance to cover him/her while abroad. Students are required to purchase the ISIC card and insurance from the MSU International Programs Office. This is minimum insurance coverage. Students should check with their current carrier to determine if they are covered while traveling abroad. Students with chronic illnesses should be especially aware of insurance coverage.

### **3. Safety and Security Advice**

Carry your contact details with you.

- Include the address and phone number of our hotels.
- Make copies of your passport's data page and any visas.
  - keep a copy separate from the originals while traveling and give one to Dr. Janavaras - this will help to obtain a replacement passport in the event that a passport is lost or stolen;
  - traveling with extra photos will also aid in obtaining a new passport quickly should you lose your original passport.
- Do not give out your room number to persons you do not know well. Meet all visitors that are not a part of our tour in the lobby.
- Be wary of con artists. They exist around the world. Panhandlers and hustlers may seek out travelers and can be very persistent. If bothered, continue walking and say "no" repeatedly in a loud and clear voice, using the local language. If you are still being followed, go into the nearest store or hotel.
  - Local con artists will often ask you where you are from and mention that they have been/have a relative from the U.S. BEWARE of these conversations;
  - Do not go with anyone as their guest to have a drink in an establishment they recommend—particularly down a non-traveled street. BEWARE.
- Keep a low profile. Dress and behave conservatively to avoid drawing attention to yourself as a wealthy foreigner. Be polite and low-key.
- Avoid demonstrations or civil disturbances. These can quickly turn violent. Avoid taking pictures of police, military personnel, and military installations. However, pictures of the palace guard at the Parliament Building are encouraged for souvenirs.
- Become familiar with the U.S. customs rules and declaration policies. The booklet titled, "Know Before You Go" is very helpful in knowing about those items that are not allowed in the U.S. or those that are taxed.
- Security Wallet/Money Belt: Keep your keys, wallet, handbags and other essentials concealed. Use a money belt or keep your cash and credit cards inside your clothing. If you have access to a safe, use it. Be careful not to leave valuables (purse, camera, etc) on the bus – however sweaters, coats should be fine to leave on the bus if you do not wish to take them on tours.
- Be sure your credit card is given back to you after each transaction. Conceal your money, travelers' checks, passport, and other valuables in several places to prevent easy theft. Carry handbags in a secure manner to prevent snatch theft. Putting rubber bands around your wallet or keeping it in a zipped portion of a handbag makes it more difficult for a pickpocket to remove. Report any loss or theft to Dr. Janavaras and the police or other appropriate authorities. Keep a copy of the police report for insurance purposes. Report loss of passport to the nearest U.S. Embassy or consulate.

### **4. Money**

- Use the ATM to get the best currency exchange rate.
- Using credit cards in Greece is no different than in the U.S. The exchange rate on cards is very good. Do not show large amounts of money when paying bills.