

THE WIDENER UNIVERSITY SCHOOL OF LAW

*In cooperation with
The Graduate Institute of International Studies*

**SWITZERLAND 2004
A Student Guide to
The Widener Summer Institute
Geneva, Switzerland
© 2004**

TABLE OF CONTENTS

INTRODUCTION.....	1
PREPARATION	3
Passports, Visas & Other Important Documents	3
Passport.....	3
Visas	4
International Student Identity Card (ISIC)	5
International Youth Hostel Membership Card.....	6
Euro-rail Pass	6
Packing and Luggage	7
Luggage	7
Clothing	7
Foreign Customs, Language, Culture, and Time Designations.....	8
Respect for a foreign country in general	8
Swiss customs	9
Cleanliness	9
Language.....	10
Swiss Time.....	10
Safety Tips.....	10
Crime... ..	10
Protect your valuable documents at all times	11
Use your common sense; be street-wise.....	11
Travel Guides	12
Finances and Budgeting	12
Plan a budget before you arrive	12
Credit Cards	13
ATM Cards	13
Exchange rates and where to exchange money.....	14
Wiring money	16
DEPARTURE FOR EUROPE.....	17
Getting your tickets.....	17
Airport check-in.....	18
The Flight	19
ARRIVAL IN SWITZERLAND	20
What to do when you arrive	20
By Train.....	20
By Bus.	21
Exchanging money	21
Housing and Meals	21
Student Housing	21
Swiss Cuisine	22

Low budget restaurants.....	23
Recreation.....	24
Getting Around in Geneva	25
Information	25
Bus Passes.....	26
MISCELLANEOUS.....	27
Using the Telephone	27
Tipping.....	28
Electricity	29
Medical Matters.....	29
WEEKEND TRAVEL.....	30
Traveling by Train.	31
Auto Travel.	31
Youth Hostels	32
Hostel etiquette	32
APPENDIX A	I
Directory of Travel Guides	I
APPENDIX B	II
Student Academic Requirements and Rights	II
Course Attendance	II
Examinations	II
Course Selection.....	II
Grading.....	II
Substance Abuse	III
Sexual Harassment Policy of Widener University	III
APPENDIX C	V
Additional Travel Information	V
APPENDIX D	VI
Check List	VI
APPENDIX E	VII
Cité Universitaire Room Directory.....	VII

INTRODUCTION⁰

Congratulations on your acceptance to the Geneva International Law Institute. We hope to provide an enriching academic experience, opportunities to enjoy the history and culture of Geneva and the surrounding countryside, and to expand your horizons and personal growth. You will have the chance to meet students, faculty, and international civil servants from a variety of different cultures, which may challenge your thinking and enlarge your view of the world and yourself.

The Institute will offer international law classes, tours of various international organizations, and an introduction to Swiss culture. But the most lasting impressions from the summer may well be the friendships you make with the *genevois* (inhabitants of Geneva), other international students, your classmates, and a new found appreciation for Europe and its role in the global community.

You will have the opportunity to travel both near and far. Weekend journeys to Paris, Vienna, Rome and other world capitals will contribute to the memorable summer. Less than an hour away from Geneva, you can explore the lush meadows of the Alps, and, in some places, even do some summer skiing.

⁰1. This manual was prepared by Professors Kenneth Sprang, John Wladis, Carolyn Dessin, and Andrew L. Strauss. Professor Strauss would like to thank Ray Hilferty for his work in this manual. Revised editions for 1999 through 2002 by Professors Phyllis Bookspan, Barry Furrow, Paul Regan, and Roberta Mann with assistance from Jamie Dautrich, Sharon Holefelder, Douglas Short and Bill Snell.

- A great favorite among previous students is a day trip to Montreux, home of the world famous *Montreux Jazz Festival* and *Le Chateau de Chillon* (Chillon Castle).
- For Information See www.montreuxjazz.com

Many things in Geneva and the rest of Europe are familiar. Others are quite different. For example, the Swiss, and Europeans in general, are much more formal than Americans. With the exception of fellow students, who may be more informal, you should never address persons whom you meet by their first names. *Madame, Monsieur, or Mademoiselle* are the appropriate forms of address. Do not switch to first names unless invited to do so.

The Swiss also are impeccably clean, tidy, and orderly. Every day, city crews are out cleaning not only the streets, but the sidewalks as well. Public facilities are generally shiny and scrubbed. This attitude toward cleanliness and efficiency is important to remember, particularly when sharing bathroom and other public facilities at the student residence halls, where many of you will be staying.

We often are not aware of how much our own values and point of view affect our attitudes. We are conditioned by our own culture and not necessarily aware that others may have a completely different view. Accept that others have different values and different habits. Give yourself time to relax and experience the country. Above all, remember that you are a guest in a foreign land, and must observe and respect the customs of your hosts.

When you return to the United States, you may be surprised at how much your perspective has been enriched and changed. Viewing our own culture and habits from the prism of travel and broader experience, it is much easier to laugh at our own foibles and American idiosyncrasies. The beauty of this transformation is that it allows one more choice in how to live one's life.

We hope that you will take time to read through this Manual. The more thorough your preparation for the trip, the more enjoyable it will be. In addition to the information provided here, there are numerous travel books that will provide you with information on Switzerland and other countries you may want to visit. A list of some travel books is contained in **Appendix A**.

PREPARATION

A. Passports, Visas & Other Important Documents

1. **PASSPORT**. In order to travel outside of the United States, you will need to have a valid passport if you are a U.S. citizen. Passports can be obtained either through the mail or by direct application in person at a U.S. Passport office. The State Department website will direct you to the various offices (www.state.gov).

You can obtain a passport through the mail by completing a passport application (Form DSP-11). Applications can be obtained from many local post offices, and from selected local, state, and federal courthouses.² If you mail your passport application, allow at least four weeks **MINIMUM** for your passport to arrive.

The quickest way to obtain a passport is to apply in person at one of the thirteen U.S. Passport Offices across the United States. Offices are located in New York City (tel. (212) 541-7710), Philadelphia (tel. (215) 597-7480), Washington, D.C. (1425 K. Street NW), Boston, Chicago, Honolulu, Houston, Los Angeles, Miami, New Orleans, Seattle, Stamford, CT, and San Francisco. Telephone numbers for the location nearest you can be found in your phone book [under Government Agencies], or by calling Information. You can also get information from a 24-hour recording by the U.S. Passport Agency (tel. (202) 647-0518). To be on the safe side,

² Students in the Wilmington, Delaware area can get passport applications at the Talleyville Post Office on Concord Pike, about 1 minute south of the Law School on Route 202.

you should call the office prior to going in to determine office hours, and to be sure that you bring all necessary documents with you. Whether you mail your application or apply in person, you will need to produce the following documents: (1) Proof of U.S. citizenship (certified birth certificate); (2) proof of identity--items that contain a signature and physical description/photograph (such as a driver's license); (3) two passport size photographs; (4) fees totaling \$65.00 (to be paid by cash, certified check or money order). You can have passport photographs taken at many AAA offices and at numerous photography shops.

Protect your passport at all costs! It is your most vital document while traveling in Europe. You will need to show it many times, *e.g.*, during airport check in, when going through customs, or when cashing travelers checks. If you are planning to stay in small hotels during weekend traveling, be wary of hotel keepers who may wish to "hold onto your passport for a little while." Don't trust anyone when it comes to your passport. Without it, you cannot re-enter the United States. You may enter France without a passport, but will be unable to re-enter Switzerland without your passport.

If your passport is lost or stolen, go to the nearest U.S. embassy or consulate and to local police authorities. If you can provide consular officers with the information that was contained in your passport, they may be able to issue you a new one. We strongly suggest that you photocopy your passport, your birth certificate, and other important identification documents, and keep the copies separate from your passport (perhaps in your luggage). A second copy could be left with someone else, or at home in Geneva. In addition, we strongly recommend that you take four extra passport photographs with you. Should you lose your passport, having the photographs may save you hours of time.

2. **VISAS**. A visa is a stamp put on your passport by a country's government allowing you to visit the country for a specific period of time and for a specific purpose. It is not necessary to obtain a visa to enter Switzerland or travel in Western Europe, so long as you stay no more than 90 days. If you are not an American citizen, then you need to call your own consulate for visa information regarding travel in Europe.

If you plan to travel outside of Western Europe, you should check entry requirements of the countries that you propose to visit, to determine whether you need a visa. Visa information can be obtained by calling the Embassy of the country you wish to visit, in Washington, D.C. Most visas cost between \$10 and \$30. You can also use a private company to obtain your visa for a fee. You may wish to call Visa Center, Inc., 307 Fifth Ave., #904, New York, New York 10017 (tel. (212) 986-0924) or World Visa and Document Services, 1413 K. St. N.W., Washington, D.C. (tel. (202) 289-0251).

For more information on visas, you can obtain the U.S. State Department publication, *Foreign Visa Requirements*, from the Consumer Information Center, Dept. 459X, Pueblo, CO 81009 (tel. (719) 948-3334), or call the Bureau of Consular Affairs, Passport Services, 1425 K. St. N.W., Washington, D.C. 20524 (tel. (202) 647-0518).

3. ***INTERNATIONAL STUDENT IDENTITY CARD (ISIC)*** . We recommend that you obtain an international student identification card. You must have the card in order to qualify for rail passes and many student airfares. It is the most widely accepted form of student identification. This card does exactly what the name suggests--it identifies you as a full time student. The card also provides an e-mail account, student discounts on museum admissions, and sometimes on local transportation. It may also provide discounts around Europe at places that offer "student discounts." In addition, you are provided with \$3000 in emergency medical

coverage, plus hospital coverage of \$100/day for up to 60 days. Go to

www.counciltravel.com/idcards/apply.asp to find out more information on what other services are offered to students who purchase an ISIC. The website will also provide you with a local office in which you may apply for an International Student Identity Card.

- The card can be obtained from student travel agencies, such as Council Travel (a division of the Council on International Educational Exchange), Let's Go Travel, and STA Travel.
- Apply for the card early so that you may book your flight (the earlier you book, the better the price and availability).
- Cards are also available for teachers or faculty of an accredited institution as well as children at least 12 years of age.

Applications may be made in person or through the mail, and should include: (1) current, dated proof of full-time student status (photocopy of current school ID, verification from the registrar, or a photocopied transcript); (2) a 1 _ by 2 inch (passport size) photo with your name printed on the back; (3) proof of age; (4) proof of nationality; (5) name and address of beneficiary (for insurance purposes); (6) certified check or money order for \$22.00.

4. INTERNATIONAL YOUTH HOSTEL MEMBERSHIP CARD. If you plan on doing a lot of traveling and want to stay at youth hostels, you may want to purchase an International Youth Hostel Federation ("IYHF") card. There are many independent hostels in Europe, however, those affiliated with the IYHF are regulated and more consistent in quality. You may stay at IYHF affiliated hostels without the card, but you will have to go through an initiation process to get validation stamps, and you will have to pay a supplemental fee. The IYHF card may be obtained from Council Travel at www.counciltravel.com, or directly from American Youth Hostels, P.O. Box 37613, Washington, D.C. 20013-7613 (tel. (202) 783-6161). The cost is approximately \$20.00 and you may apply for it at the same time you apply for an ISIC card.

5. **EURORAIL PASS**. The best bet for weekend traveling is the Eurorail [Youth] Flexipass. It provides travel throughout 17 countries for fifteen non-consecutive days of travel usable within two months. You will need an ISTC card to purchase your train pass through council travel. If you plan to do less traveling, you may only want to purchase the Eurail Selectpass. The cost for the Eurail Flexipass is approximately \$599.99 but will increase or decrease depending if you are over 25 years of age or if you choose to travel less than fifteen days (Selectpass). See www.counciltravel.com/railpasses/default.asp for more information.

B. Packing and Luggage

Remember that you will be in Europe over a month, so plan carefully before you pack.

1. **LUGGAGE**. The type of luggage that you should bring depends upon how you wish to spend your time in Europe. If you plan on doing a minimal amount of travel, then a knapsack, book bag, small backpack or similar item, in addition to your other luggage will suffice for carrying around your necessities. **If you plan on doing a lot of weekend travel, then you may want to consider investing in a backpack.** Backpacks allow you to carry necessities for long weekend trips, and the frame makes carrying the backpack easier. Costs of backpacks and frames start at about \$100, and they can usually be purchased where camping equipment is sold. Talk to the salesperson to learn what size pack is best for your height. Internal pack frames make traveling easier. They are less cumbersome on trains, easier to carry while traveling, and don't get caught on airline luggage carousels. As a general rule, pack light.

- There are packs that are designed for this type of travel. They include an internal frame and shoulder harness that can be tucked away so they won't get caught in airport luggage systems.
- They usually include a detachable backpack that can be used for day trips and school.

2. **CLOTHING**. Dress in Geneva tends to be more conservative than in the United States and even other parts of Europe, although students tend to dress more casually than others. Jeans, tops, and sweaters will suffice much of the time in Geneva and throughout Europe. Shorts are appropriate for the country, but not always in the city. When traveling, women may not enter some churches with shorts above the knee or bare shoulders. One travel author suggests putting a wrap-around skirt, or shawl in your knapsack, just in case. Be sure to bring a range of clothing as temperatures will vary throughout Europe. Geneva has a public pool with a student discount so you may want to bring your bathing suit as well.

- | |
|---|
| <ul style="list-style-type: none">• For class, students should dress appropriately, <i>i.e.</i>, no sweatpants, short-shorts, jeans with holes, or revealing clothing. |
| <ul style="list-style-type: none">• Avoid wearing shorts on field trip days. |

In the evening, it is common for men to wear a sport jacket, even over a pair of jeans. Only at the most exclusive restaurants, the theater, or the opera is a tie required. Suits are needed for anyone who has an internship. Do not bring valuable jewelry.

The best scheme to follow is to bring outfits that you can mix and match, preferably made of cotton or a cotton blend. We recommend clothes that are easily washed, because you will have to either wash them yourself, or take them to a Laundromat (*salon-lavoir*).

- | |
|---|
| <ul style="list-style-type: none">• There are laundry facilities available at the Cité Universitaire; however, the facilities do take time to learn how to use, so please be patient.• Detergent can be purchased in Geneva. |
|---|

*** ***Comfortable shoes are a must!*** In Europe you will walk much more than in America.

Sneakers are necessary. Hiking boots are recommended for Alpine exploration. Sunglasses are also important for trips to the mountains, since glaciers can be blinding in the sun.

The weather in Geneva tends to be changeable ranging between the low 60s and the mid 80s during the day, and cooling off almost every evening. Rain is frequent throughout June. Humidity is lower than in the United States, and air conditioning is uncommon and generally not needed. If you hope to visit the mountains, be certain to bring a few warm things. If you ascend to a level of 14,000 or 15,000 feet on Mont Blanc or the Matterhorn, you will want all the warmth that you can bring. Sweaters, a light jacket, and perhaps a hat and gloves should be adequate. Hiking boots or shoes are invaluable. See **Appendix D**.

C. Foreign Customs, Language, Culture, and Time Designations

1. **RESPECT FOR A FOREIGN COUNTRY IN GENERAL**. A basic principle that often is overlooked when traveling overseas is that YOU are now the foreigner. Although the Swiss and other Europeans tend to be very gracious, polite and helpful, you should not expect them to bend over backwards to help you out just because you are an American. Try to speak the language of the country that you are in as often as possible, or at least make the attempt. Although most Europeans speak more than one language, often including English, **do not assume that everyone can speak English**. If you need assistance, ask persons in their own language whether they speak English. *Parlez vous anglais?* You will gain more respect that way. **Appendix F**.

- Respect local habits and customs.
- When visiting attractions, obey warnings not to touch artifacts, or to be quiet.
- Oftentimes there are no posted warnings, but it is assumed and expected by Europeans that they be heeded.

2. **SWISS CUSTOMS**. Geneva is clearly a French city. Fortunately, for those seeking to use high school or college French, the *Genevois* speak much more slowly than the French. In addition, the *Genevois* maintain many of the customs common to France. For example, when entering a store or greeting anyone, always begin "*Bon jour [bon soir], madame [mademoiselle,*

or monsieur]." When you leave, be sure to say "*Au revoir, madame [mademoiselle, or monsieur]*." The terms *madame* and *mademoiselle* distinguish between married and unmarried women. When in doubt, use *madame*. Never use first names unless invited to do so. Relationships among students are less formal, but certainly with regard to non-students in shops and other places around the city, observe the formality until invited to drop it.

3. **CLEANLINESS**. One of the joys of being in Switzerland is that it is an incredibly clean country. It often is said that there is no such thing as a bad hotel room in Switzerland, and that is generally true. The most inexpensive room will be immaculately clean. Hence, you can expect extraordinary cleanliness in the bathrooms, public rooms, etc., at the residence halls and in other public buildings. Daily, you will see public employees out cleaning the sidewalks and streets, both with vehicles and brooms and dustpans.

Similarly, public restrooms are usually immaculately clean. Many contain a toilet brush so that each occupant of the facility can leave it as clean for his/her successor as he/she found it.

4. **LANGUAGE**. Switzerland is an international country, where four languages are spoken: French in the west (including Geneva); Italian in the south; Romansch (a mix of French and Italian) in certain cities; and Swiss German (*Schweizerdeutsch*) everywhere else. Because of the large number of foreigners in the city, many persons in Geneva speak English, as do many persons throughout Europe. In addition to French, German can be very useful since the majority of Switzerland is German-speaking and many Europeans speak German.

5. **SWISS TIME**. Geneva is 6 hours ahead of Eastern Standard Time; thus when it is 2 p.m. in Delaware, it is 8 p.m. in Geneva. The Swiss use 24 hour military time designations instead of A.M. and P.M.

- **To convert TO Swiss time - simply add 12 to any American P.M. time designation. To convert FROM Swiss P.M. time designations, subtract 12 hours.**
- Thus, what is 1:00 p.m. to us, is 13.00 hours for the Swiss; 9:45 p.m. is 21.45 hours. You will need to know this for train and bus timetables, store opening and closing times and other matters.
- Most shops and businesses close from 12:00 until 14:00 for lunch.

D. Safety Tips

1. **CRIME. GENEVA IS CONSIDERED ONE OF THE SAFEST CITIES IN EUROPE, AND YOU GENERALLY WILL FEEL SAFE WALKING ALMOST ANYWHERE. HOWEVER, YOU SHOULD ALWAYS PRACTICE THE SAME GENERAL SAFETY PRECAUTIONS YOU WOULD AT HOME, AND REMEMBER THE RULE, IF YOU DON'T FEEL SAFE, YOU PROBABLY AREN'T. THE WORST THREAT IS FROM PICKPOCKETS AND OTHER PETTY THIEVES. BE ESPECIALLY CAREFUL WHEN IN AIRPORTS, TRAIN STATIONS, OR SUBWAYS. THE BEST WAY TO PROTECT YOUR BELONGINGS IS TO AVOID LOOKING LIKE A TOURIST.**

- For example, do not stand in a busy subway station looking at a map to figure out where you are going. A thief will recognize you immediately as a tourist who is preoccupied, and this a prime target.
- Also, be wary while traveling on subways or buses of a person who begins talking to you or asking you questions. This may be a diversion to allow a pickpocket to act.

2. **PROTECT YOUR VALUABLE DOCUMENTS AT ALL TIMES.** We cannot stress enough that all your valuable documents--passport, Railpass, International Student ID, Youth Hostel Membership card, and traveler's checks--should be kept **on your person** at all times while traveling. Although most of the documents can be replaced, you will be wasting valuable time, effort and funds to do so. A useful safety tip is to make photocopies of all your valuable

documents and credit cards, leaving one set at home in Geneva, and keeping another set separately in your luggage.

- We recommend either a money pouch, which is hung around your neck and hidden under your clothes, or a money belt.
- Women may want to use a pouch in lieu of a purse.
- If you do get robbed, then call or visit the nearest police station and report it immediately. (In Geneva, dial 117). You may need a copy of the police report for insurance claims.

3. **USE YOUR COMMON SENSE; BE STREET-WISE.** Don't ever flash money; always keep it well hidden. It is wise to keep it in different places on your person, *e.g.*, some in a wallet, some in a pocket. Avoid looking like a tourist; try to look like the locals. When in Italy and Spain, use ATM machines and only carry small amounts of cash at any given time. Students who dress casually do not often get bothered by thieves, unless they make themselves susceptible to a robbery. (*e.g.*, by wearing an expensive watch, jewelry, carrying a large purse, or a bulging wallet in the back pocket.) Purses or bags should be carried on the side away from the street; men's wallets in a front pants pocket, not a rear pocket. Beware of gangs of innocent looking children who huddle around you; they could be well-trained thieves who will take off with your valuables before you know what's happening. Innocent beggars may turn out to be not so innocent after all. Also, it's wise to travel in pairs, or in groups, *especially* at night. A lone person makes a much easier target for a thief than a group.

E. Travel Guides

There are a multitude of travel books that are available in almost every book store, which can give you a great deal of information on Europe in general, and Switzerland in particular. We like any of the *Rick Steves* series, *Let's Go Europe!* and *Let's Go Austria and Switzerland!*. **The**

***Let's Go!* series has been referred to as the "student bible" when traveling in Europe. *Let's Go* is an extremely comprehensive student's guide, listing the best sites to see, where to eat and sleep inexpensively (with explicit directions to get there), historical information, and maps.**

Two additional travel books are *Fodor's: Switzerland* and *Frommer's Switzerland and Liechtenstein*. *Fodor's* is a travel guide that is more sophisticated than *Let's Go!*, with listings for more expensive hotels and restaurants.

An excellent source of information on Geneva is *All About Geneva* by Scott Charles. It is available at the Tourist Office at the Gare de Cornavin (rail station) in Geneva. At the Tourist Office you can also get the free *Guide to the English-Speaking Community in Geneva*.

F. Finances and Budgeting

1. PLAN A BUDGET BEFORE YOU ARRIVE. It is important that you take some time to plan your budget before you arrive in Europe. Remember that Geneva can be very expensive, as are most major European cities (similar to New York, Chicago or San Francisco).

The most reasonable places to eat usually are cafeterias. Many restaurants in Geneva offer a reasonably priced *plat du jour* (dish of the day). You also may have access to cooking facilities where you stay. Please see Housing and Meals section of this manual for suggested cafeterias and restaurants.

You should also estimate whether and where you will be traveling on weekends, and if so, what your meals and accommodations will cost.³ Scheduling overnight train trips allows you to save on hotel bills, and is not unpleasant if you are able to sleep on a train. Consider spending an extra \$15-20 to reserve a *courette* (bed) for overnight train trips. Youth hostels are an

³ If you travel in groups in which two or three persons can share a room, your daily travel cost, exclusive of transportation, can be kept to \$40 or less, if you travel frugally.

inexpensive alternative to staying in hotels. And don't forget souvenirs, and admissions to museums, castles, and other attractions you may want to visit. Bring more than you think you will need; many students have run out of money and it's often difficult having money wired.

2. **CREDIT CARDS**. By far the very best way to pay for things in Europe is by credit card. You can charge at many stores and restaurants with Visa, MasterCard, and sometimes American Express. American Express can cash personal checks and have money wired through its office. Your transaction is then converted at a rate very close to the official bank rate. The more that you can use your charge card, the better. Also credit cards offer buyer protection plans which provide coverage for lost or stolen items.

You should be able to obtain cash advances with your card, if you have your PIN number. Be warned, however, that cash advances on most credit cards begin to accrue interest immediately -- there is no grace period.

- **ATMs** - The banks' networks of automatic teller machines are now connected with European machines, so that in most places you can use your MAC, NYCE, or other ATM card to withdraw money in Europe directly from your American bank account.
- It may, however, take some effort for you to find a machine linked to your network
- You will get a very favorable exchange rate.

3. **ATM CARDS**. ATM cards are the best for traveling. Upon traveling, you may use your MAC card in the train station to obtain the local currency. They offer a better exchange rate and avoid the risk of carrying* too much money at one time. However, some small bank cards may not work internationally. You may want to consult your bank on the cards international accessibility and any rates that may apply to international use. Most major bank ATM cards are accepted within Europe with no extra fee. Also, in case of loss or theft, you may want to bring a back up card or a credit card. You may also want to ask your bank for an international helpline number before leaving, as well as making copies of your cards and writing

down the account numbers, card numbers, and customer service numbers for all credit cards and bank cards.

- One word of warning regarding Traveler's Checks. Merchants in Europe do not accept traveler's checks for payment as readily as do American firms. Use your checks as a way to safely carry cash. Cash them at a bank or American Express office as you need them. In Geneva, the American Express office is located on the rue du Mont Blanc, between the Lake and Gare de Cornavin, the train station.

4. **EXCHANGE RATES AND WHERE TO EXCHANGE MONEY.** The unit of currency in Switzerland is the Swiss franc (SFr or CHF). Each Swiss franc is worth 100 centimes. Paper currency is issued in denominations of 10 to 1,000 francs, while coins are issued for 10 and 20 centimes, as well as for SFr , 1, 2, and 5.

- As of February 23, 2002, the exchange rate was approximately \$1.00 = CHF 1.68973.

Exchange rates vary daily, and are posted outside banks and exchange booths. Exchange rates can also be found in the major English newspapers, such as the *Wall Street Journal Europe*. When you first arrive in Switzerland or in any foreign country, you may want to exchange some of your money in a nearby bank at the airport or train station. Before leaving on weekend excursions, it is advisable to get some currency of the countries you will be traveling through for layovers, meals, taxis or in case the money exchange is closed when you arrive. Look for counters with the sign "*Change*."

There are several banks within minutes of where you will be staying. Exchange rates at the Gare de Cornavin (rail station) and at bus stations in Geneva are almost as good as those at the banks. The *Change* office at the Gare de Cornavin is open daily from 6:00 a.m. to 9:45 p.m. The *Change* office also provides excellent travel info for busses, car rentals, and train prices. This is also where you get your buss pass and picture (make sure to bring passport size photo as

it may save you \$10). When you become settled in Geneva, shop around for banks with the best exchange rate, and monitor the rate daily. Banks are open weekdays from 8:30 to 4:30, and 8:30 to 5:30 on Wednesdays.

- There is a Union Bank of Switzerland branch at the Geneva Cointrin Airport that is open seven days a week.

Note that two exchange rates will be posted for each currency: Buy (*achat*) and sell (*vente*). "Buy" and "sell" refer to what the moneychanger is doing. Thus, when you exchange American dollars (or U.S. dollar traveler's checks) for foreign currency, the money changer is **buying** U.S. dollars from you, so the *achat* rate applies. If you are obtaining dollars for your foreign currency, the money changer is **selling** U.S. dollars to you so the *vente* rate applies.

Study the posted exchange rate signs very carefully! Often there will be a commission or fee charged in addition to the exchange rate. These charges often are listed in smaller print or on other signs. These charges can offset a favorable exchange rate. Thus, the place with the best exchange rate may not be the best place to exchange your money. Compare rates and charges. A pocket calculator is useful for making the comparison and for confirming that you received the correct amount. Again, please note that the ATM machines are the best place to do this.

It's also wise before leaving the United States to obtain a little currency of the country to which you will fly first, if you plan on spending any time there. If your local bank can't exchange money for you, contact Thomas Cook Currency service (tel. 212 635-0515), for the Thomas Cook office nearest you. Some AAA offices also sell "Travel Packs" of foreign currency. Do not, however, get more than \$25 or \$50 worth of foreign currency in the U.S., as you will be paying a significant premium above the official exchange rate. The worst exchange rates are usually found in the United States.

You will almost certainly visit France at some time during your stay in Geneva, perhaps often. Prices are generally less expensive across the border in France, and visits to Chamonix, Mont Blanc, and Annecy are suggested. You will need French francs for those visits. You can obtain a few French francs in Geneva, but you will probably obtain a better rate if you use an ATM card. You need to cash your traveler's checks in France at a *Bureau de Change* or a local bank. Be aware that many places in France (and elsewhere in Europe) are closed on Sunday, and some close for a long lunch hour from noon until 2:00 p.m. Plan accordingly.

Many Europeans carry multiple coin purses (both men and women), because so much of the European currency is in coins. You will find that a sufficient quantity of one, two, and five Swiss or French franc coins will wear out your pockets quickly. We recommend two or three small change purses (one for each country's currency) that will fit conveniently in the front pocket of jeans or into the small corner of a purse.

5. WIRING MONEY. Even though you may have planned a super budget, something unexpected might happen, such as finding an unanticipated souvenir, or going out for a special night. In those cases, you may have to call home to have additional funds wired. Both Western Union (tel. (800) 225-5227) and American Express (tel. (800) 926-9400) have instant international money transfer systems. If you visit one of their overseas offices, or call them and charge your credit card, you can pick up the cash at the office within minutes. American Express fees start at \$10.00 to wire up to \$100.00. Western union fees start at \$15.00 to wire up to \$100.00. Fees increase with the amount transferred. You'll need some sort of ID to pick up this money. Other alternatives include wiring money from a US bank to a foreign bank, or contacting the Department of State's Citizen's Emergency Center (tel. (202) 647-5225) as a *last resort* measure only! It is very difficult to have money wired - the safest way seems to be the American Express card.

DEPARTURE FOR EUROPE

A. Getting your tickets .

We recommend going through one of the student travel agencies or through your own travel agency. **Appendix C.** There are two major travel agencies that serve students and provide excellent fares to Europe. Council Travel has offices in New York, Washington, Philadelphia and several other places around the country. STA Travel, an Australian organization, has offices in New York. When making your reservation, ask whether you are able to make your seat reservation at the same time. An aisle or window seat will make your travel much more comfortable. The easiest way is to do a search for Council Travel on Yahoo or MSN and have a credit card handy to order your ISIC card and ticket at the same (Council has travel agents and offer free service as long as you order an ISIC).

- | |
|--|
| <ul style="list-style-type: none">• If you haven't already done so, start calling NOW for the best airfares in May. |
|--|

Also check with your travel agent regarding fares with the various carriers. Occasionally their APEX fares are competitive with the student fares. The biggest advantage that we find with the student/faculty fares is the freedom to make changes in tickets up until the last minute without any charge, and even to make changes in the itinerary after leaving the United States for a modest charge. You may want to ask about Frequent Flyer points when making your air carrier decision. Some fare information has already been sent to you. If you are planning to fly directly into Switzerland, then you may want to use Switzerland's official airline, Swissair, or the domestic carrier Balair. American Airlines, TWA, as well as other European carriers like Air France, Sabena and British Airways fly into Geneva. We have had excellent experiences with British Airways, which allows you to stop over in London at no extra charge. We have also generally found British Airways and Air France to provide better fares and service than the

domestic carriers from the U.S. British Airways (ticket changes are usually the cheapest through U.S. British Airways) and Sabena also seem generally to offer the best student fares. If you have special dietary needs (Vegetarian, Kosher, etc.), tell your airline when reserving.

If you have already decided to buy a Eurailpass,⁴ and you want to travel before going to Geneva, you may want to consider flying to another city and then taking the train to Geneva. The least expensive gateway cities are Amsterdam, Brussels, Cologne, London, Luxembourg, Paris, Munich, Frankfurt, and Lyon. Please note, however, that you will need to factor in the cost of the train fare from your gateway city to Geneva to determine if the alternative arrival city offers a meaningful net savings. If you fly into London and plan to take the train to Geneva, your Euro-rail pass may not cover Britain. You may have to buy a train ticket to get you to France where your Euro-rail pass is effective.

B. Airport check-in .

Arrive *early*--a *minimum* of two hours before your plane is scheduled to depart. It may sound like a very long time to wait (especially if the plane is delayed), but you may have to stand at the check-in line for a very long time. You may also go through several security checks. Please note that do not want to try to carry on any knives, razors, nail-clippers, etc. Remember to remove these items from your bags before check-in or you will be out of luck. Furthermore, if you have not been able to select your seat in advance, an early arrival will give you more choice.

Upon arrival, go to the check-in counter of the airline that you will be flying. They will ask you for your tickets and passport, and will issue you a boarding pass in return. This is also where you will check your luggage. Most airlines will allow you to check only two pieces of luggage, and to take one or two pieces of carry-on luggage onto the plane. The size and weight restrictions of the airlines vary, but are usually 70 pounds each. Check with the airline or your

⁴ See page 9 *supra*, for a discussion of railpasses.

travel agent.⁵ Make sure that you have identification badges attached to the outside of all of your bags, as well as identification cards *inside* each bag. You may find it helpful to put something unique on the outside of your luggage, e.g., a decal or fluorescent tape, particularly if your luggage is a very popular brand. This will make it easier for you to recognize your luggage at the baggage claim area. You will also be issued luggage tickets, which usually are stapled to the jacket containing your boarding pass. **At some airports you will have to produce those tickets, which must correspond to the tickets on your checked luggage, in order to recover your luggage.**

C. The Flight .

For those of you who have never flown to Europe before, be prepared for a very long flight. It takes approximately seven hours from New York to Geneva, ten hours from Chicago, and fourteen hours from San Francisco, not counting layover time on the ground. Some airlines will keep you posted on the location of the plane via a video screen or announcements from your captain.

If you can sleep on the plane, then you're fortunate. Otherwise, you will have to keep yourself busy with books, magazines, and in-flight entertainment. The airlines offer several channels of music, from classical to rock. You will also see an in-flight movie, usually after about 4-5 hours in the air. In order to enjoy all this, however, you will need headphones. They are free on British Airways and most major airlines, but some carriers may charge a nominal fee. You could, of course, bring your Walkman, if you like. Don't be afraid to talk to your neighbor. You can start meeting people before you arrive and get tips on what sites to see and where to eat, etc.

- | |
|---|
| <ul style="list-style-type: none">• Most flights leave the East Coast in the early evening. |
|---|

⁵ Excess luggage will require you to pay an additional charge to the airline.

- Thus, remember when planning your trip that you may arrive the next day.

You will be served at least two meals on the plane, usually dinner and breakfast. Drinks (both alcoholic and non-alcoholic) are served throughout the flight. Some airlines charge for alcoholic beverages, while some do not. We encourage you to avoid alcohol during the flight. When you arrive you will have a six hour time difference to deal with, (if it is 8:00 pm in the United States, it will be 2:00 am in Geneva), and alcohol consumption exacerbates jet lag.

If you are prone to motion sickness, don't forget the Dramamine. If you have any problem with congestion, get a decongestant from your doctor or pharmacy. Congestion can cause pain in the ears when taking off and landing. Chewing gum is also useful.

ARRIVAL IN SWITZERLAND

A. What to do when you arrive

If you are flying directly into Geneva, you will fly into *Cointrin*, Geneva's airport. Follow the signs, which will be in English, toward the baggage claim area. When you pass through passport control, all you have to do is show your passport. After collecting your luggage, exit the baggage area through the green doors, unless you have goods that must be declared to customs agents. You should proceed to wherever you may be staying to get settled.

You may want to arrive several days or weeks earlier, and travel through Europe. Be prepared for a few days of fatigue as your body becomes acclimated to the new schedule. There are a few travel books that suggest various kinds of diets and sleep adjustments to reduce the effects of jet lag. You may want to explore those. Also, if you arrive in the early afternoon, you may want to stay up until your normal bedtime. Doing this right off will help to minimize the jet lag effects. You may want to explore those.

- The Geneva Institute will begin with Orientation at the Cité Universitaire on May 31st at 9:00 a.m. You may wish to arrive before that date to allow for jet lag and adjusting your schedule.

By Train

Trains run from the airport to the center of Geneva (look for signs to "*Genève centrale*" or "*Cornavin*" (the train station in central Geneva) approximately every 10 minutes, from 5:30 a.m. to midnight. The trip takes approximately 6 minutes, and the fare is SFr 4.50. The train is perhaps the most convenient and economical way to go into the city. The train goes directly to the Gare de Cornavin (usually referred to on signs as "Cornavin").

- When leaving the train station (Gare de Cornavin) take the "Crets-de-Champel" bus (#3) (red sign) to get to the Cité Universitaire (the last stop).
- Be sure to have coins for bus fare.
- The bus stop is located about two blocks South-West of the Train Station on the other side of the Catholic Church (Notre Dame). *See Map Appendix E.*
- Buy the ticket from the orange machine at the bus stop.

By Bus

There is also a bus that will take you to the center of Geneva, which takes about 20 minutes and costs SFr 1.50.

- Buy the ticket from the orange machine at the bus stop.
- Be sure to have coins for bus fare.
- Whether transferring from the train or the bus, the Crets-de-Champel bus (#3) is the one to remember since you will always be taking bus #3 to get back to the Cité.
- The bus stops directly in front of the Cité Universitaire. (The last stop) **Appendix C.**

Taxis are another option for getting into the city, **but they are expensive** (as much as SFr. 40). If you are not traveling directly into the city, you may want to leave your luggage in a locker at the airport and explore your surroundings before moving onto Geneva.⁶ Although

⁶ If you do not fly directly into Switzerland, but plan on traveling there by train, you may want to reserve a couchette (bed) in the sleeping car for an overnight trip. The price of a couchette is NOT included in

expensive, you may want to get a cab because it is the most convenient way, especially with your luggage. After you are more familiar with the bus system, you will be able to use the busses for travel to the airport for weekend travel and your return flight.

B. Exchanging money

You will want to exchange some of your money for Swiss francs at the Union Bank of Switzerland at the Cointrin airport so you will have Swiss francs to pay for your transportation.⁷ Remember to use the change machines as the tellers will charge a much higher fee. Once you arrive at Champel Cité you will be told the ATM locations.

C. Housing and Meals

1. **STUDENT HOUSING**. If you have not already done so, you will need to make your own housing arrangements. We recommend the Cité Universitaire, the major housing facility for the University of Geneva. The residential fees for a single room for the duration of the program, though subject to change, is now SFr 1000 which translates into US \$704.00 at the current exchange rate of 1.49 Swiss Francs to the Dollar. The Cité also has a few one, two and three bedroom apartments, which may be available. See **Appendix E** for a list of services offered by the Cité Universitaire.

It is recommended that you share an apartment with someone. The single rooms do not provide a kitchen, refrigerator nor a private bathroom, as do the shared apartments.

With single rooms, you share bathrooms, kitchens and refrigerators. As students from all over the world will be there, this might also be your preferred method of housing as it seems to create a friendlier environment due to the shared space.

the general Railpass fee. You must reserve a couchette at the train station, and pay the supplemental fee. Couchettes are available in first or second class. This also applies to weekend travel while using your rail pass.

⁷ See discussion of exchanging money at page 15.

- Single rooms may be too small to be comfortably shared, however it has been done.
- To reserve accommodations you should contact John Donnelly by E-mail at Donnelly@uni2a.unige.ch or call at the Cité at 011-41-22-839-2222, or Fax 011-41-22-839-2223.
- The Cité has agreed to reserve some rooms for the Widener Institute, but space is limited so we advise you to contact Mr. Donnelly as soon as possible.
- Reserve as soon as possible and confirm with John Donnelly before you leave.

After you reserve housing, please contact the International Programs and Graduate Studies Office and let the office know where you will be staying. If you are not going to be staying at the Cité, there are apartments and rooms available on the Internet or check in one of the tour books listed in **Appendix A**.

The Cité has a cafeteria which is open from 7:00 A.M. to 9:00 P.M. and serves beer and wine. Although restaurants in Geneva tend to be a little expensive, many have a *menu* or *plat de jour*, which provides a salad or appetizer, main course, and sometimes dessert for a fixed price, often as low as 15 francs. Favorites were le Peron, Pied de Cochon (both in the Old Town) and a little Italian restaurant a street up from the Foyer Forget Me Not.

2. SWISS CUISINE.

There are several Swiss dishes that you should try at some time during your visit. Perhaps the most famous is *fondue fromage*, which is Emmentaler and/or Gruyère cheese melted together with white wine, and spices, served at your table over a candle flame into which one dips cubes of bread. Another offers beef. It is usually shared by more than one person. You take the excellent French bread which is always served with meals, cut it into small pieces, use a fondue fork and dip the bread in the cheese. When it is fully covered with the cheese, you devour it. Tradition has it that if a woman loses her bread cube in the fondue pot (*caquelon*), she

owes the man on her right a kiss. If a man loses his bread when in a restaurant, he has to buy the next round of drinks.⁸

Rösti or *röchti* is another well known dish, which consists of grated potatoes seasoned and cooked in a round pancake form. Sometimes vegetables are mixed with the potatoes.

Raclette is a traditional cheese dish. A quarter or a half of a round of cheese is held over a fire. As it softens, it is scraped on your plate. The cheese, with its unique flavor, is eaten with dark bread, potatoes boiled in their skins, and sometimes pickled onions and pickles. Swiss chocolate is, of course, quite famous and has been very popular among our students.

Coffee in Switzerland, and often in France, is a different experience. Rather than the cup of coffee to which we are accustomed in the United States, the Swiss usually serve coffee in a very small *demitasse* cup, *un petit café*. (If you want a larger cup, ask for *un grand café*.) It is a strong espresso coffee. Many persons add sugar cubes to the coffee, and occasionally milk or cream. Coffee in the morning is usually *café au lait*, or hot milk with the same strong Swiss coffee. Do note that you will pay for each cup of coffee. The free refills common in the United States are not the custom in Europe. Expect to be charged for water, even tap water.

3. **LOW BUDGET RESTAURANTS**

Although there are many expensive restaurants in Geneva, there are also several places where you can find good food at an affordable price. The Placette, a large department/grocery Store offers prepared food in a sit down cafeteria, as well as take out sandwiches at a good price. (Coutance bus stop). In the same building as the Placette, the Restaurant Manora, offers a wonderful selection of delicious food prepared in front of you. There is a good selection, and the set up is cafeteria-style, so you can choose exactly what you want to eat, and how much you

8 Darwin Porter, *Frommer's Switzerland and Liechtenstein* 31 (1990). Sexist don't you think?

want to buy. (Coutance bus stop). It is a great place for lunch located halfway between school and the Cite!.

The World Meteorological Organization has a great cafeteria at the top floor of the WMO, which has walls made entirely out of glass, giving you a beautiful view as you eat inside or in the open air balcony area. The WMO is a few blocks from the Graduate Institute of International Studies, right across from Jardin Botanique (the botanical gardens). (Plat du jour SF4. 8. Jardin Botanique bus stop.)

Also, Restaurant Miremont (located one block up from the Cite! across from the pharmacy) is a nice family owned establishment that specializes in Italian food. The prices are reasonable and the portions are generous.

Geneva also has a variety of fast food restaurants including McDonalds, Wendy's, Burger King, and Pizza Hut. (Most of which can be found near the train station.) Be forewarned that value meals will cost you about \$7.00 each! Although there are many expensive restaurants in Geneva, there are also several places where you can find good food at an affordable price. The Placette, a large department/grocery store offers prepared food in a sit down cafeteria, as well as take out sandwiches at a good price. (Coutance bus stop.) Manora, offers a wonderful selection of delicious food prepared in front of you. There is a good selection, and the set up is cafeteria-style, so you can choose exactly what you want.

4. **RECREATION** . Geneva has a public pool that is open to students at discount prices with an ISTC card. You may pay for the day or you may buy a one-month membership. There are several pools and admission is open to all. (Take the bus across the street from the Cite!, southwest towards *Le Bout-Du-Monde*).

In the *Parc des Bastions* there are several life size chess boards and checkers boards open to the public to play. The park also includes the Reformers' Wall which depicts leading figures of the Reformation movement and a Latin narrative. In the summer the park has many open-air concerts and festivals that are also free to the public. (*Petit Palais* or the *Claparade* bus stop).

Across from the park in old town (*vieille ville*) there are several restaurants, bars and outdoor cafes. One favorite restaurant of former Geneva students is *Chez Ma Cuisine*. The price is very reasonable and the chicken is delicious. See Appendix C for more suggestions.

Geneva is home to the largest Fourth of July celebration outside of the United States. See Appendix C for more information regarding fireworks displays. You may want to travel on days other than the 4th for ease of travel.

D. Getting Around in Geneva

1. **INFORMATION**. Brush up on your map reading skills, because they will be of vital importance to you. A map of the city can be obtained at the *Office du Tourisme* (Tourist Office) in the train station (Cornavin). In addition, many banks offer free maps of the city.

The best place for information regarding Geneva and its environs is the Tourist Office (tel. 738 52 00), which is open seven days a week from 8:00 a.m. until 8:00 p.m. You can get some information while you are still in the United States, by contacting the Swiss Tourist Office in New York City. All of the staff at the Geneva office speak excellent English, and they can provide a wealth of information.

You can also obtain information at the *Centre d'Accueil et de Renseignements ("CAR")* (Welcome and Information Center) at 30 rue du Mont-Blanc (tel. 731-46-47), open daily 8:00 a.m. to 11:00 p.m., and at the *Information de la Ville de Genève* (City Information Center), 4

place du Molard (tel. 3 29 99 70). There is also a student information office (*Info Jeunes*) at 13 rue Verdaine (tel. 3 21 22 30). It is open Monday through Friday from 10:00 a.m. until 6:00 p.m.

2. BUS PASSES. Geneva has an excellent system of buses and trolleys that will take you virtually anywhere within the city. A bus pass is more economical than paying the bus fare every time you ride. **To obtain a one-month bus pass you will need to go to the TPG (public transportation) office in the train station (*Gare de Cornavin*). Have a passport picture (white background) with you. It should cost about SFr. 35 and it will probably be ready immediately.** Until then, you will have to pay to ride the buses each time you ride.

- The bus system has several types of tickets: one way, one hour (with free circulation of the city on any bus and some trains and boats), all-day, two day, five day or monthly.
- **The Monthly is generally found to be the best bargain. About SFr. 35 for those age 25 or under and about SFr. 70 for those over 25.**
- **Bring a passport photo.**

You can obtain maps of the Geneva bus system in the information center at the TPG office in the train station. You must buy your individual bus ticket at the orange machine located at each bus stop before boarding the bus. If you have an all-day or multi-day ticket, you must have it stamped at the orange machine before boarding. Each bus stop has a name, which is printed in white letters on an orange plate at the stop. Those names also appear on the map that you have. Beneath the name of the stop is the number and end destination of each bus that stops at that particular place. As in America, not every bus stops at every stop. In addition, at each stop there will be a schedule posted. Buses generally run in the range of every 15 to 30 minutes. The number 8 bus will take you to the International Labor Organization, the Red Cross, and the World Health Organization, and it will put you within a short walk of all of the other international buildings. As in the States, it may be necessary to transfer from one numbered bus to another to reach a particular destination. Unlike in the United States, passes are not checked

when you board the bus. Rather, the police occasionally will board the bus and conduct spot checks to make sure there are no free riders. **Do not free ride.** The Swiss are very law abiding and, in addition to being very embarrassed if caught without a pass, you will have to pay a hefty fine. During your six week stay, you will probably witness approximately 7-8 checks.

MISCELLANEOUS

A. Using the Telephone .

In Geneva, pay phones are located in most post offices and PTT centers (which are usually located in the same building). To make a local call, deposit at least 40 centimes and dial the number. A digital readout will indicate when you have to deposit more money.

- An alternative to continuously depositing money is the purchase of a Swisscom phone card. The cards are available in SFr 10 or 20 units and can be purchased at the post office, train station, or magazine stands.
- There are phones throughout the country that can be used with the Swisscom card, including several at the Cité.

International calling is also available on pay phones on a phone-first, pay-later, or collect basis. For assistance in English, dial 191 or 114. For AT&T's USA Direct, dial 155-00-11-1-(area code)-(telephone number). By dialing this toll free number, you can reach an AT&T operator in the U.S., and charge calls on your AT&T calling card. MCI offers a similar service. The number for the MCI operator is 155-0222.⁹ **Be sure to check the international calling rates of your long-distance carrier, some carriers charge over \$6.00 a minute.** Be careful when saying your number aloud - sadly, people have been known to steal them. **Prepaid phone cards are quite common in Europe and can be purchased in Geneva and other European**

⁹ I strongly suggest that you check with MCI and/or AT&T before leaving for Europe to confirm the accuracy of the toll-free numbers. In addition, you may want to get the toll free numbers for use in other countries you may visit.

cities. They generally offer substantial savings over U.S. calling cards. The best way to do this is to go to the front desk and get a card which will be self-explanatory. There are also phone inside Cité.

Long distance rates in general are lower between 5 and 7 pm (European time), after 9 pm, and on weekends. Calls to the United States are substantially more than the cost to call from the U.S. If you are going to have much communication with family and friends at home, we suggest that you may want to arrange for them to call you. Both AT&T and MCI offer special reduced rate programs for calling Europe. (Communicating with people at home will require you to call them first in most cases due to the inability for them to access you directly. You will not have your own phone at the Cité, nor control over its use—they are shared by floors).

B. Tipping.

Generally little or no tipping is required in Geneva. The tip is always included in the prices set forth on the menu. It is customary, however, to leave a waiter or waitress small change. For example, if the bill for lunch is SFr 15.50, you might give the server SFr 16 and allow him to keep the balance. If the bill were SFr 103, you might give the server SFr 105. If the service has been extraordinarily good, it is also customary to leave a little extra something for the server.

In nearby France, look for the words "*service compris*" on the menu. That indicates that the tip has already been included. Sometimes the tip will merely be added to the bill. If you have any question at all as to whether the tip has been included, ask the waiter "*est-ce que le service est compris?*" He will answer "*oui*" or "*non*." **Be careful, especially in Italy, to read the small print on the menu to ascertain whether the listed prices include tip (*servizio*) or a per person cover charge (*coperto*).** Be careful! These charges, if not included in the

prominently posted meal prices, can add as much as 20 - 30 % to those posted meal prices! If you are not sure, ask before you order.

Tips for taxi drivers are included in the fare in Geneva, but you round off to the next highest Swiss franc. You will probably only use the taxi upon your arrival, as the bus stops everywhere. In other cities in Europe the tip should be 10% to 15% of the bill. If you travel and stay in hotels throughout Europe, then it is always customary to tip the persons who carry your luggage. In many parts of Europe, it is customary to tip persons differently than in the United States. For example, one generally gives the usher at a theater a few centimes, and there are other examples. Consult the guidebooks for guidelines for each country.

C. Electricity

The current used in Switzerland and most of Europe is 220 volts, alternating current, 50 cycles. This is in contrast to the 110 volt electricity we use in America. The electrical plugs are also different. The Swiss use two or three round prongs, rather than the flat prongs used in America. The system in Britain is different yet.

- You will need a converter and adapter for European electric current, if you bring any appliances. (It's easier to buy a hair dryer there.)

In order to use your electric appliances, *e.g.*, hair dryers, curling irons, electric shavers, you will need both an electric converter to convert the 220 volt current to 110 volts, **and** plug adapter to allow you to plug the American appliance into the European outlet. The kits are generally available at large hardware stores, department stores, or perhaps even at a discount store. **Do not attempt to use European current with only an adapter and not the converter.** Your machine will operate twice as fast and almost certainly burn out, and it may cause you

serious injury. Please also note that most appliances will work differently when using the converter and some things may not work at all, such as irons.

D. Medical Matters

If it's an emergency, you can dial 144 to get an ambulance. The Cantonal University Hospital of Geneva is located at 24 rue Micheli-du-Crest, between Plainpalais and Champel (tel. 22 61 11 or 46 92 11). For an emergency, enter the hospital at Door No. 2 of the *Pavillon d'accueil*. There also are numerous neighborhood medical centers (*Permanences médicales*) located throughout the city.

Doctors can be seen at the Hospital Monday through Friday, 8:00 a.m. to 6:00 p.m. An appointment is necessary. You enter Door No. 3 for the Policlinics of Internal Medicine, etc. If you need an appointment, call the Geneva Medical Association, open 8:30 a.m. to 5:30 p.m. (tel. 20 25 11) for an appointment within 24 hours. For a dental appointment, call the Association of Dentists (tel. 732 80 05), Monday through Friday 7:30 a.m. to 8:00 p.m. or Saturday and Sunday 8:00 a.m. to 6:00 p.m. (tel. 46 64 44). Most non-prescription medications can be obtained over the counter all over Europe.

We recommend that you check the status of your medical insurance and what arrangements it makes for payment in Europe, before you leave. Many insurance policies require that you purchase additional travel insurance.

WEEKEND TRAVEL

You may wish to take weekends to travel both throughout Switzerland, the surrounding French countryside, and to other points in Europe. We encourage you to travel with other students. Not only will it give you guaranteed roommates to keep down hotel costs but you probably will appreciate the companionship on the journey. Another option is to travel alone, in which case you will meet many more people. Remember when traveling alone to let someone in your party know your travel plans and leave phone numbers in case of emergency.

- **Information.** When traveling, you can often get information from Information booths, located in all major airports and train stations.
- Just look for signs indicating a small blue “I”. But be careful, because there are two types of information booths. General information (which is what you want), and Ticket/Rail Information (which you’ll use if you have questions about traveling on the train or plane). Information staff usually speak English.

Generally, air travel within Europe is somewhat expensive. Budget airfares do exist, but you should plan ahead to get the best price. For example, Easy Jet fares must be purchased 14-20 days in advance and for a round trip to Holland, Spain and other destinations have cost approximately 180-240 SFr. The easiest and least expensive way to travel is by train. There is an American Express Office located on *Rue de Mont Blanc* (across from the post office) which offers flights to surrounding countries.

A. Traveling by Train.

The trains are fast, clean, and comfortable, and they go virtually everywhere, even to tiny, out-of-the-way towns. You may purchase your rail pass in the United States, but may want to wait to buy your rail pass in Geneva at the bus stations due to possible lock outs, such as in

2003 when students who pre-purchased their rail passes were locked out of France and Spain sue to a strike in France. A rail pass is very economical, as it allows you unlimited travel within a defined period of time for a single price. Often the cost of a single trip between two major cities will exceed the price of a rail pass, which will entitle you to an entire month of travel. Several kinds of rail passes are available at different prices. Euro-rail passes are the most popular rail passes.

- Go to www.counciltravel.com. See Rail Pass section on page 9.
- Reservations are often required for certain trains, so planning may be necessary before a weekend trip. Also, there are extra charges for reservations and overnight accommodations that are not included in your rail pass.
- Inquire at the train station for more information on Euro-rail routes and information.

B. AUTO TRAVEL.

Car rentals are expensive in Geneva. They are significantly less expensive in some other countries. You may wish to check with a travel agent in the United States to determine whether you can get a better deal by taking the train to France, Germany, or Italy, before using a car for the weekend. You also may want to check with classmates, to see if several students might want to join in renting a car. This is a cost effective way to go, especially for weekend trips inside Switzerland. Weekend rates are the best deal, because of unlimited mileage (kilometers) and the use of a car from noon on Friday until nine o'clock on Monday morning. The least expensive rates in Geneva are at Léman. You might also want to explore riding with someone else by calling *Telstop* (tel. 731-46-47), located at the *CAR*. If you are planning to drive in Europe, you should probably get an International Driver's License, available at your local AAA. Some prefer motorcycles or mountain bikes, but you must be licensed.

C. Youth Hostels ¹⁰

Hostel etiquette. Youth hostels are an ideal way for students to travel throughout Europe. There are about 5,000 hostels located in 68 countries throughout the world. The cost is minimal: approximately \$20-30 per night, which often includes breakfast. A hostel will provide you at the minimum with a bed and bath; you may have to bring your own sheets. Hostels are located in nearly all major European cities, conveniently near the best attractions. **Guidebooks such as *Let's Go Europe!* will tell you where the hostels are located.** You can also inquire at the information center or tourist office located in most airports and train stations.

Some disadvantages of hostels may include early curfews, or the fact that you will be locked out between morning and mid-afternoon. Be careful to protect your valuables while staying at a hostel. We recommend that you keep all your valuables on your person while you are sleeping.¹¹ Many hostels offer lockers to store your bags. You may want to bring a padlock to put your bags in a locker while you are away from the hostel during the day. *Let's Go!* offers descriptions of hostels as well as addresses, phone numbers, and cost. **REMINDER: DO NOT GIVE YOUR PASSPORT TO ANYONE FOR ANY REASON!**

BON VOYAGE!

¹⁰ See discussion of IHYP hostel membership at page 8.

¹¹ See the discussion of safety at page 12.

APPENDIX A

Directory of Travel Guides

1. *Let's Go: Europe*¹²
2. *Let's Go: Germany, Austria & Switzerland*
3. *Fodor's Switzerland*¹³
4. *Frommer's Switzerland and Liechtenstein*¹⁴
5. *Fodor's Europe*
6. *Fodor's Budget Europe*
7. *Frommer's Europe on \$50 a Day*
8. *All About Geneva* by Scott Charles¹⁵
9. *Rick Steves, Europe Through the Backdoor* (travel guides for all countries)

You will find that *Let's Go!* is more comprehensive and geared for the student (budget) traveler. Frommer's the *Lonely Planet* series and the Affordable series (e.g. *Affordable France*) are also useful. For even more information on traveling in Europe try Rick Steves' *Europe Through the Back Door*. (See **Appendix C** for Additional Travel information.)

12 All of the *Let's Go* books are written by the staff of the Harvard Student Agencies and published by St. Martin's Press in New York.

13 All *Fodor's* publications are published by Fodor's Travel Publications, Inc., in New York.

14 All *Frommers* publications are published by Prentice Hall Travel in New York.

15 Available at the Tourist Office in Geneva, and possibly from the Swiss National Tourist Office in New York.

APPENDIX B

STUDENT ACADEMIC REQUIREMENTS AND RIGHTS

A. Course Attendance

Student and course requirements for the Institute are the same as those for the Widener University School of Law. The student honor code applies. Courses must meet the requirements of the American Bar Association. Compliance with ABA requirements is necessary for the credits to be applied toward your law degree at your home institution.

Classes are held on the dates and at the times indicated on the final schedule. Class requirements are fully equivalent to your classes at home. Class starts on time, and attendance will be taken in all courses. The ABA requirement that a student attend 80% of class hours is enforced. Any student not attending 80% of classes will be given an "F" in the course. In prior years, more than one student received an "F" for poor attendance. There is no refund for poor attendance, and no credit will be given for the course. In exceptional cases, a student who receives an "F" for excessive absences may petition the Dean of Students for relief. Only upon a showing of extraordinary circumstances beyond the student's control, the Academic Standards Committee may withdraw the "F" and grant a "W" or withdrawal in the course.

B. Examinations

Exams may not be deferred except in the case of documented extreme medical or similar extreme personal emergency. In such case, notify the Program Director. Permission to defer an examination must be obtained prior to the scheduled examination day, unless the cause for deferral occurs on the examination day, and the cause is beyond the student's control. Permission to defer can only be granted by the Program Director.

C. Course Selection

Course selection will normally be done through the mail prior to arrival at the Institute. Students should make every effort to finalize their course plans at this time. Students will, however, be allowed to add or drop courses after the first day of classes in each session. After this period, students may not add or drop courses. Students withdrawing from a course after this period will receive a "W" indicating withdrawal on the transcript to be sent to their home institution. Please see the Widener Refund Policy on page IV of this appendix for more detail.

D. Grading

Course instructors will use the Widener University grading system. Courses will be graded on an A through F basis. Widener has no D- or F+ Grades. Grades will be reported to your home law school. Each law school determines whether to accept the letter grade or to change it into a pass or fail. While home institutions may change grades into pass or fail, students may not elect to take courses at the Institute on a pass/fail basis.

E. Substance Abuse

Students are responsible for ascertaining and obeying all laws regarding drugs and alcohol in the countries in which they are residing or traveling. Any infraction of such laws will also be considered an infraction of Widener University Substance Abuse Policy. Any student who violates this policy may be disciplined, suspended, or dismissed.

SEXUAL HARASSMENT POLICY OF WIDENER UNIVERSITY

Section 1. Human Rights Policy.

It is the policy of Widener University not to discriminate on the basis of sex, physical handicap, race, age, color, religion, national or ethnic origin, marital status or sexual or affectional preference in its educational programs, admissions programs, employment practices, financial aid, or other school administered programs. This policy includes, but is not limited to:

- a. recruitment and employment of applicants who possess the necessary qualifications and/or experience for appointment to the Faculty;
- b. renewal of faculty appointment, promotion, tenure and separation from the University;
- c. sabbatical leave or other leave with or without pay; Faculty development programs, grants and awards;
- d. establishment of salary, benefits, workload, and other rights belonging to a Faculty member.

Moreover, it is the policy of the University that no employee shall discriminate against another employee on any of these grounds.

Section 2. Discrimination and Harassment

Widener University seeks to create and maintain an academic environment in which all members of the community are free from unlawful discrimination and harassment.

- a. Definition of Sexual Harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when
- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic rating; or
 - (2) submission to or rejection of such conduct by an individual is used as the basis for employment and/or academic decisions affecting such individual; or
 - (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or academic performance, or creating an intimidating, hostile or offensive work or classroom environment.
- b. Sexual harassment in academe includes the use of authority to emphasize the sexuality or sexual identity of a student in a manner which prevents or impairs that student's full enjoyment of educational benefits, environment or opportunities. Academic administrators are required to acquaint their faculty with the seriousness of these issues and with the Widener institutional policy.
- c. Any faculty member, staff member or student who believes himself or herself to have been injured because of a violation of these policies should make a prompt, written report to the Associate Dean's office.¹⁶ Any reports of sexual harassment or discrimination will be promptly investigated and referred to the appropriate body for disposition.

REFUND POLICY

Geneva Program: June 2, 2002 to July 6, 2002

100% Refund if withdrawal is completed prior to the second class day for all programs.

06/03/02 through 06/05/02: 90%

06/06/02 through 06/08/02: 80%

06/09/02 through 06/12/02: 70%

06/13/02 through 06/14/02: 60%

06/16/02 through 06/19/02: 50%

06/20/02 through 06/22/02: 40%

No refunds for withdrawals after June 22, 2002.

¹⁶ The director of the appropriate Summer International Institute is the Associate Dean for this purpose.

APPENDIX C

Additional Travel Information

Add Geneva Maps

APPENDIX D

CHECK LIST

** Some often overlooked items.

You can buy almost anything you may need in Geneva. However, most things will be more expensive than at home.

Q travel alarm clock (battery operated if possible);

Q at least 30 days' supply of toiletries (including Band-Aids, non-aerosol hair spray, tampons, hair conditioner, razors and shaving gel, laundry detergent. Although these things are all available, if traveling before settling in Geneva, one may wish to weigh the benefits of having the items versus the extra space and actual weight);

Q medicine, e.g. aspirin, Dramamine (for motion sickness), anti-diarrheal. medicine (for traveler's diarrhea), two month supply of any prescriptions you use regularly, contact lens supplies, and maybe a small First Aid Kit (sold in K-Mart, etc.)

Q film (It's usually expensive in Europe. You will probably find development cheaper at home, too.)

Q money belt or waist pouch for money, passport, tickets; credit cards and your MAC card

Q Walkman and tapes

Q appropriate shoes

Q notebooks and pens for school

Q Flip flops (for the beach and shower)

Q small calculator (for exchange rates).

- You may also wish to bring wash cloths. They are not commonly used in Europe, and you may find that you will want to pack one when traveling.

Q _____

Q _____

Q _____

* We suggest that you prepare your own “check-list” of things that you may need.

APPENDIX E

Cité Universitaire Room Directory

A

Ambulance/Fire

In emergencies only use the internal phone, dial 0, wait for the tone then dial 117 [ambulance/police]. Fire: 118

B

Bedding

Sheets and towels are changed each week by our staff. Nevertheless you must make your own bed.

C

Credit Cards/Exchange

Major direct debit and credit cards are accepted. A list of nearby banks is available at the Reception. No exchange is available for foreign money.

D

Departure

On your departure please vacate your room before 10 a.m. Otherwise you will be charged for an additional night. If you wish to stay please inform Reception at least 48 hours in advance. Don't forget to return your room keys and collect your deposit at the Reception.

Disco

There is a disco in the basement of the Cité called Arcade 46. Entry is free for guests. The disco is open Thursdays and Saturdays from 10 p.m.

Doctor

A doctor's office may be found 5 minutes walking distance from the Cité: Dr. P. Ruetschi, 12 chemin Beau-Soleil, phone 346 57 78. It is also possible for a doctor to come to the Cité, call John Donnelly if necessary.

Drinks/Meals

There is a restaurant on the ground floor of the Cité, which is open every day from 7 a.m. to 9 p.m. Meals are served at the following times:

Breakfast: from 7 a.m.

Snacks: from 12 noon to 8:30 p.m.

E

Electric Razor

A socket [220v] has been placed in the neon of the bathroom cabinet in the room. Please do not use any other machine as the incorporated security switch will cut out.

Emergencies

Please call the Reception [int. 2002].

Hospital Geneva: 372 3311

Dentist: 346 64 44

I

Information

For all information contact the Reception.

See also Tourist Information.

K

Keys

Upon arrival you will receive a set of keys in exchange for a deposit of Fr. 30.

Please keep your receipt to obtain a refund at the end of your stay.

M

Messages

All telephone and fax messages taken at the Reception will be left in your room.

A voice mail service is available. Please contact the Reception. However, the voice mail prompts are in French. Unless you speak French, you (and your caller) will not understand this service in order to utilize it.

N

Newspapers

In the reading room A 13.0 you will find newspapers in four languages. Please do not remove them from the room.

P

Parking

If you leave your car in the parking lot you must pay. Please place the ticket behind the windshield so that is visible from the outside. For longer stays you may buy a parking badge from the Reception.

Payment

The rent must be paid in advance at the Reception.

Pharmacy

A pharmacy can be found opposite the Cité on the corner of avenue de Miremont/chemin des Clochettes.

Photocopies

A photocopy machine is located at the Reception. Each copy costs 10cts. To make reductions or enlargements please ask for assistance at the Reception.

Post

All letters will be put in your mailbox beside the elevator on your floor. If you are staying for a long period of time, please write your name on the box. Also, please give your address as follows:

Name.....

Building.....Floor.....Room.....

Cité Universitaire de Geneve

46, avenue miremont

CH-1206 Geneva

You will be notified when registered mail and packages are received. They may be collected at the Reception at the following times:

Monday-Friday: 7:15 p.m.-8:00 p.m.

Saturday: 11:15 a.m.-11:45 a.m.

Public Transport

The No. 3 Bus Stop [Terminus] is in the Cité's parking lot. This bus takes you to the center of town in 12 minutes. A ticket valid for one hour may be bought at the Bus Stop. Bus passes are sold at the Reception.

R**Reception**

To call the reception dial 2002. Opening hours:

Monday-Friday: 8 a.m.-12 noon; 2 p.m.-10p.m.

Saturday-Sunday 8 a.m.-12noon; 6 p.m.-10p.m.

Repairs

Please contact the reception

Restaurant

See Drinks/Meals. A list of other restaurants is available at the Reception.

S**Safe**

A safe at the Reception is available to our guests for the safety of their valuables. Keep your receipt it must be presented for each withdrawal. The Cité declines all responsibility for any valuables not deposited at the Reception.

Shops

There is a small supermarket on the ground floor of building B. The market is expensive, so for a large supermarket trip it would be cheaper to go to *Migros*, or the bottom for the of the *Placette*.

T

Telephones

[Fax 839 22 23]

During opening hours of the Reception the calls on 839 22 22 are put through to the floors. There is also a number of phone boxes with taxcard:

Building A

ground floor: 346 70 98/ 347 88 98

2 floor: 347 28 98

4 floor: 347 20 98

8 floor: 347 40 98

10 floor: 347 05 98

Building B

ground floor: 347 10 98

3 floor: 347 82 98

4 floor: 347 39 98

5 floor: 347 64 98

6 floor: 347 48 98

Building C

ground floor: 347 36 98

Your callers may dial directly to the floor by dialing 83, plus the internal number [see above]. Additional country codes may be required. Keep in mind that you will not always be able to answer the phone, or make sure that it is available for use. The phones in the hall may be answered by anyone, most likely a French speaking person living on the same floor. In sum, it is much easier to use the phones that accept the prepaid phone cards. The phones listed above do not accept calling cards there are a few in the lobby of the Cité for phone card use.

Television

Two television rooms are at the disposal of our guests. Floor A 7.0 and B 6.33. Do not adjust the settings. Smoking is not permitted in the TV rooms.

Theatre/Cinema [Movies]

A complete list of all theatrical productions and cinema programs is published daily in the local newspapers: Tribune de Geneve and journal de Geneve.

Tourist Information

For all tourist information please contact the Geneva Tourist Office, 3, rue du Mont-Blanc, 1201 geneve, telephone # 909 70 00.

W**Washing Machines**

There are washing machines and dryers available to our guests. Ask for the key at the Reception. A deposit of 20Fr. is required and you are asked to return the key within 2 hours. Some machines are coin operated, and others are operated with a prepaid card purchased at Reception.