



GCP (Global Consulting Practicum)
General Course Policies & Guidelines 2009-2010
(As of 09/22/2009)

The GCP course is a 6-credit elective course. As the GCP course is part classroom-based and part experiential learning via travel, it requires special policies and guidelines as outlined in this document.

Each GCP trip is led by the Faculty who taught the classroom portion of that course. Typically, this Faculty member is supported by a CASE or Fuqua staff member.

All students are eligible for Financial Aid to finance the GCP trip and associated fees.

FINANCIAL AID

The Financial Aid process is straightforward. However, it requires that all students, especially non-US students, pay very close attention to all steps and deadlines to ensure funds are disbursed in a timely manner. If a student drops the GCP course after having received Financial Aid, that loan must be paid back in full and immediately upon cancellation of GCP enrollment.

Please be aware that financial aid is not disbursed directly to the travel agent. The money will be deposited into your student account, which will then be either deposited into your checking account or mailed as a check, depending on the individual arrangements each student makes with the Duke Bursar's Office. Once the student receives the money, they must then pay the travel agent. For this reason, all students participating in the GCP who apply for financial aid are asked to submit a direct deposit form to the Duke Bursar's Office as soon as possible to speed disbursement.

- **October 19, 2009:** submission of financial aid application form to Fuqua Financial Aid Office (a form will be sent to you with your notice of acceptance in to the GCP)
- **December 11, 2009:** deadline for submitting GCP trip payments to travel agent (TravelMBA)

Please be aware that checks to the travel agent will be deposited and the amount withdrawn from students' accounts the first week in January 2010. Any student who does not have sufficient funds on hand at that time will face a \$25 bounced check fee, plus the cost to buy a Cashier's check as a replacement for the returned check.

Students in severe financial aid situations can work with TravelMBA to hold checks until later in January. This will be addressed on a case by case basis and each situation will be addressed in partnership with the Center for the Advancement of Social Entrepreneurship (CASE) and the Financial Aid office.

REGISTRATION

A) Process

The registration for the GCP course is not done through ACES web. Instead, it is done online (Part I) and in-person (Part II).

Part I (online registration):

A link to an online registration survey will be e-mailed to all students in Fall 2009. This survey will require students to rank country and client preferences. First choice preferences are not guaranteed but will be taken in to consideration during the matching process.

- Online registration opens: October 1, 2009 @ 9:00 AM
- Online registration closes: October 8, 2009 @ 9:00 PM

Part II (in-person):

Students must submit a copy of their passport, their current resume and an application fee of \$300 payable by check or money order to Duke University. Any student whose check is returned for insufficient funds will be charged a \$30 processing fee. We are unable to accept credit card or cash payments.

Copies of passports and checks/money order must be submitted to the International Center by the following deadlines:

- **Start:** October 1st, 2009 (9 am)
- **End:** October 9th, 2009 (by noon).

GCP registration is only considered official and complete once both Part I and Part II of the application process have been completed.

Students will be notified of their registration status and country/client match by noon on Friday, October 16th, 2009. Students will have until Monday, October 19th at noon to confirm their status or withdraw their registration and receive a full refund. This situation takes place when students are not fully satisfied with their registration status and/or simply changed their mind. After October 19th at noon, the registration status is FINAL and the application fee non-refundable.

The number of students enrolling in the GCP each year depends upon the number of projects available and faculty and staff capacity. There are often more applicants for the GCP than the number of spots available, therefore students are selected based on a review of their skills, experience, learning objectives and match with client needs.

B) Drop/Add

After confirmation of the registration status (October 19th at noon), the application fee is non-refundable and students who drop the GCP course will incur additional cancellation fees, as follows:

- Any student who drops the GCP course between October 19th and December 5th will incur no additional cancellation fees (beyond the loss of the \$300 application fee)
- Any student who drops the GCP course between December 6th and January 11th, 2010 will incur an additional cancellation fee based on hotel and airline contracts
- Any student who drops the GCP course after January 11th, 2010 will incur a 100% cancellation fee (no refund of trip payment).

C) MBA Students Studying Abroad in Fall 2

The GCP course begins with two special sessions in Fall Term 2. Students that are studying abroad during that time may still participate in the GCP but need to make arrangements with the GCP Faculty and Staff to participate in the special sessions.

D) Student Spouses/Partners

Student spouses/partners are not allowed on any GCP trip unless they are a full-time student taking the GCP course as well.

E) Non-Fuqua Graduate Students

Non-Fuqua graduate students in a full-time degree seeking granting program at Duke, UNC, NC Central or NC State, may also register for the GCP course ONLY after Fuqua students have registered and if there are spaces available. Duke Law School and Public Policy students as well as students from other local graduate schools, who have inter-institutional agreements with Duke, may inquire to the Center for the Advancement of Social Entrepreneurship (CASE, gcp@fuqua.duke.edu) and the Fuqua Registrar for more information about availability and registration.

F) Auditing the GCP Course

Auditing of the GCP course is not permitted. Students must participate in both the pre- and post-departure and the trip components of the course in order to be able to earn credit.

FEES

A) Application Fee

As stated above, an application fee of \$300 is required as an element of registration for the GCP course. It is not a deposit toward the cost of the trip. This fee is used to cover costs such as guest speaker related expenses, pre-departure dinners, alumni and/or admitted student gatherings, international phones and phone calls, printed material, overnight shipping of visa applications, corporate gifts, and crisis management related expenses.

VISAS

Each student is personally responsible to comply with the entire visa process, including payment of the visa and service fee if applicable. The International Center recommends students use a visa expeditor, CIBT (<http://www.us.cibt.com/>) for their visa processing. The Duke account number that students can use is 45120.

Even when using the visa expeditor, students are solely responsible for meeting all immigration law/visa requirements of the country to be visited. In cases where invitation letters, or confirmation of travel documents, are required, the International Center and TravelMBA will work together to provide these to students as necessary.

Note: Students will be responsible for providing copies of their visa information prior to departure. A copy of each student's visa must be received by the Center for the Advancement of Social Entrepreneurship (CASE) no later than Wednesday, February 17th, 2010.

Should the student fail to secure the visa(s) in time to depart with the group, the student will not be allowed to join the group in-country and can expect their participation grade to reflect their absence from the trip. In addition, the student's trip costs (airfare and hotel) will be non-refundable if this failure happens close to departure.

INSURANCE

A) Medical and Repatriation Insurance

The Duke Student Medical Insurance Plan (SMIP) covers Duke students worldwide. Typically, if Fuqua students require medical attention during the trip, the cost of these services should be paid at the time of service. Upon returning to the U.S. the cost will be reimbursed less any applicable co-payments.

In regards to security and medical evacuation, all Duke Students are covered by International SOS. The coverage is automatic upon matriculation at Duke. Insurance cards will be provided closer to departure. The member number is 11BSGC000072. The company's website, designed specifically for Duke, is: http://www.internationalsos.com/Private/DukeUniversity_NET/MemberPages/index.aspx

B) Travel Cancellation Insurance

Travel cancellation insurance is NOT included in the GCP application fee or the trip cost itself. While it is not required, it is strongly recommended. The travel agency will provide one or more options for this insurance coverage and its requirements. It is ultimately each student's responsibility to select, pay for and follow up with arrangements for this additional and optional trip insurance.

TRAVEL VARIANCES & FREQUENT FLYER MILES

A variance is defined as departing or returning on a different date than the group, departing from an airport other than RDU, and/or returning to an airport other than RDU. Variances are not allowed on the GCP. The entire group must leave RDU on the same day and on the same flight and return variances are not allowed due to the constraints of the academic calendar.

GCP flights are booked at group rates through our travel agent, TravelMBA. TravelMBA will ask for your frequent flier account number before booking tickets so that each student is credited for the mileage traveled (if they have an account with that particular airline).

If the student has frequent flyer miles that they would like to use to purchase airfare, they may do so under the conditions outlined below:

- Students must fly on the exact same itinerary as the group
- Students using frequent flyer miles must book their tickets on their own (the travel agent cannot assist with booking) and must provide a copy of their confirmed itinerary no later than 90 days prior to their departure from the US.
- The ability to use frequent flyer miles is on a first come, first served basis. After all students have registered for the course, you will be notified of the number of students who can use frequent flyer miles.

IMMUNIZATIONS

The immunizations that are recommended by Duke's Student Health Center are recommendations only; Exception: Yellow Fever, which is mandatory where appropriate. Each individual student needs to decide which immunizations are necessary in his or her case. This guidance can be found through Duke's Student Health Center.

Obtaining immunizations through the Duke's Student Health Center is advantageous in that the nurse specializes in conducting research about the various countries and checks your personal medical history before making recommendations. Immunizations through the Student Health Center are generally inexpensive and all charges will appear on your Bursar bill.

Students will be responsible for making any and all arrangements to obtain the necessary immunizations.

Additional resources available:

- Duke Student Health Center's Travel Clinic web page:
http://healthydevil.studentaffairs.duke.edu/medical_services/services/travel_clinic.html
- Passport Health: <http://passporthealthtrianglerc.com/>

CONDUCT

As soon as they gather at RDU, Fuqua students traveling during a GCP trip are expected to behave as representatives and ambassadors of the Fuqua School of Business and Duke University at large.

Should the behavior of any student, during the GCP trip, be deemed to be a threat to either the safety or the productivity of the entire group, Fuqua reserves itself the right, upon the recommendation of the supervising staff and/or faculty, to send the student(s) back to the U.S.

The **Fuqua Honor Code remains operative during any GCP trip and until return at RDU**. Any violations thereof will be dealt with accordingly.
