The London Parliamentary Internship is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with the Hansard Scholars Programme. This IAP Program Handbook supplements handbook(s) or materials you receive from Hansard as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions relating to your relationship with your host university or academics (e.g. course credit and equivalents, registration deadlines, etc.) should be directed to International Academic Programs at UW-Madison.

This program handbook contains the following information:

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Contact Information

On-Site Program Information
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Coordinator, Hansard Scholars Programme
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40-43 Chancery Lane
London WC2A 1JA
Direct Line: +44 207 438 1223
Hansard Society: +44 207 438 1222
Fax: +44 207 438 1229
www.hansardsociety.org.uk

UW-Madison Information
International Academic Programs (IAP)
University of Wisconsin-Madison
261 Bascom Hall, 500 Lincoln Drive
Madison, WI 53706
Tel: 608-262-2851, Fax: 608-262-6998
Web: www.studyabroad.wisc.edu
Emergency Contact Information
In case of an emergency, call the main IAP number (608) 265-6329 between 7:45 a.m.-4:30 p.m. Monday-Friday; after-hours or on weekends call the IAP staff on call at (608) 516-9440.

You can also call the Accommodation Reception desk in the case of an emergency. This reception is staffed 24 hours, and the staff can deal with most problems. The number is 0207 823 7440.

Embassy Registration
All program participants who are U.S. citizens must register at the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register online at https://travelregistration.state.gov. If you are not a U.S. citizen, register at your home country’s embassy or consulate.

Mailing Address
United States Embassy
24 Grosvenor Square
London, W1A 1AE
United Kingdom
+44 (0)20 7499 9000
http://www.usembassy.org.uk

Physical Address
24 Grosvenor Square
London, W1A 2LQ
United Kingdom

2010 Program Dates
May 15 – July 31

Arrival Date: Saturday 15th May
Orientation Week: Monday 17th May
Classes Begin: Monday 17th May
Trip to Edinburgh: Tuesday 25th May
Internships begin: Tuesday 1st June
Final Exams: Monday 26th June, Tuesday 27th June
Move out of Housing: Saturday 31st July

Preparation Before Leaving
Refer to the Pre-Departure Checklist on pages four and five of the IAP Study Abroad Handbook for essential information, as well as the Hansard pre-departure documents.
Immigration Documents

Passport
U.S. citizens will need a passport is needed to travel to England. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website (http://travel.state.gov/passport). If you already have your passport, make sure it will be valid for at least 6 months beyond the length of your stay abroad.

U.S. citizens will need Entry Clearance (essentially a visa) in order to participate on the program. The Hansard Society will serve as your official sponsors for Entry Clearance. Your formal offer letter from Hansard contains all the information you need to gain Entry Clearance including your visa sponsor number from their accreditation from the UK Border Agency.

International Student ID Card (ISIC)
This card will be very useful to you in Europe, entitling you to a number of reduced student rates in fees and tickets including museums, concerts, movies, and rail and air travel. It also carries evacuation insurance as well as emergency legal, financial, and medical assistance. ISIC cards can be purchased at STA Travel on State Street or online at www.isic.org. Hansard also recommends waiting to arrive in London to purchase this card, completely up to you.

Handling Money Abroad
The currency of the United Kingdom is the Pound Sterling (£). For up-to-date currency conversion rates visit http://x-rates.com/. As of February 9, 2009, the rate was $1.00 = £0.67. Hansard provides participants with information on budgeting money while in London.

Packing
Dress code (this information is taken from the Hansard pre-departure documents): Spring, summer, and autumn are all comparatively temperate in Britain, although there can be frequent showers all year round. Make sure you bring plenty of warm clothes as well as summer items, and a good raincoat – or be prepared to buy something once here. Please note that you will be expected to dress formally (suit or (m) trousers, shirt & tie (f) trousers/skirt & blouse) when at work in your internship placement.

Electronics
Standard US electrical appliances are incompatible with the British electrical system, because both the current and type of outlet are different. If you plan to bring any appliances with you, you should obtain a voltage converter (past students have recommended the FRANZUS voltage converter) and an adapter before you depart the US. These can be purchased in Britain but they are more expensive. You will need a three (square) prong plug for London and all parts of the UK. Many Americans find that even with the proper equipment, it can be difficult to use US appliances in Britain, because converters can easily over-heat and short fuse. Some
people find it easier and in the long-run just as economical to purchase the cheapest available British appliances once they are in London; hairdryers and irons can be purchased for about $20. It is now possible to buy dual-voltage hairdryers and curling irons in the US. You can use these in the UK with a plug adapter, purchased in the US or UK.

**Travel and Arrival Information**

_The following information is taken from your Hansard Pre-Departure Handbook:_

**Arriving in London**

With 20-30 students arriving at London’s five international airports throughout the weekend, unfortunately, it is not possible for you to be met at the airport. Upon arrival in London, you will therefore need to make your own way to your accommodation (see below). Please take this into account when packing – only bring as much as you can carry on your own! Also bear in mind that you will need some cash handy to pay for fares, etc. Your accommodation will be ready from midday on Saturday 17th May but a representative from the Hansard Society will be waiting for you at the flats from 09h00. Travel details from the main London airports to the centre of London are as follows:

**From Heathrow Airport**

From Heathrow, the simplest way into central London is to take the Tube and go on the northbound Piccadilly line to South Kensington. From South Kensington tube station, your accommodation is a five minute walk.

**From Gatwick Airport**

From Gatwick you will need to take a train to Victoria station. The Gatwick Express will take 30 minutes and costs £16.90. The Express departs every 15 minutes, or there are also slower trains that take slightly longer, run less frequently, and cost less (approx. £10.90). From Victoria tube station, take the westbound District or Circle lines two stops to South Kensington tube station from where your accommodation is a five minute walk.

**By Taxi**

Taxis will be available at either airport, and obviously would be the easiest way to get to your accommodation. Be prepared to pay, however – fares into central London could be in excess of £60.00.

**Early arrivals**

Your accommodation is available from midday on Saturday, May 16. If you are arriving in London before this date, you will need to find somewhere to stay beforehand. There are numerous hostels and cheap hotels in London, and you should not have too much trouble finding somewhere to stay. If you are arriving early in London, please contact the Programme Coordinator who will be happy to advise you on finding somewhere to stay.
The Academic Program

General Information
The Hansard Scholars Programme is a 11-week, full-time course of study which offers an outstanding opportunity for international students to gain academic and practical knowledge of the British political system and current debates in UK public policy. It combines practical experience with academic training in political science. The elements of the program are:

- Study Placement (Internship)
- 2 required courses (Parliament & Politics Course – Politics & Public Policy Course)
- Guest Lecturers
- Dissertation (Research Paper)

You will be required to intern 20 hours per week for 3 days a week while attending classes, guest lecturers and working on the research paper in conjunction with a supervisor. Your study placement may be with a Member of Parliament in the House of Commons or a Peer in the House of Lords, writing speeches, carrying out research and attending parliamentary meetings; you may be in the parliamentary clerks’ office – with unprecedented access to the behind-the-scenes workings of Parliament; or with the BBC, researching articles and analysing the work of the Government; or with a campaign group, helping to devise and run media campaigns on key social and political issues. You may be based in the national headquarters of a political party or in one of the other many organisations and businesses which drive forward the policy agenda in the UK and beyond. You will be informed of your placement at the start of the program. Please refer to the Hansard Scholars Programme - Academic Guidelines provided to you by email for more information on the program academics.

Orientation
When you arrive, you will be provided with a Welcome Packet that will have all the information you will need about the program. During orientation week there will be introductory sessions from all of the classes, from Ivanna Chakma and the Deputy Chief Executive of the Hansard Society. During this session Hansard will discuss the academic courses, the scholar’s placement and what they expect of you during your time in London. In addition, there will be tour of LSE and Parliament and a theatre visit.

Credits and Equivalencies
Students must successfully complete the program in order to receive credit. The following shows how these credits will be awarded:

Credit Conversion Scale

<table>
<thead>
<tr>
<th>Academic Component</th>
<th>Hansard Credits</th>
<th>UW Madison Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parliament &amp; Politics Course and Politics &amp; Public Policy Course</td>
<td>3 credits each</td>
<td>4 credits total received for both courses</td>
</tr>
<tr>
<td>Research Project</td>
<td>3 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>Internship (Study Placement)</td>
<td>6 credits</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
Equivalents

<table>
<thead>
<tr>
<th>Hansard Course</th>
<th>UW Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parliament &amp; Politics Course &amp; Politics &amp; Public Policy Course</td>
<td>Political Science 627</td>
</tr>
<tr>
<td>Research Project</td>
<td>Case by Case: Students must send a copy of the short outline to Jessa Boche, <a href="mailto:boche@bascom.wisc.edu">boche@bascom.wisc.edu</a> during the 2nd week of the program.</td>
</tr>
<tr>
<td>Internship (Study Placement)</td>
<td>Case by Case: You will be asked to fill out an Internship Syllabus Form to determine which equivalency fits your internship.</td>
</tr>
</tbody>
</table>

Grading

Hansard will award a separate grade for each component of the program.
- Parliament & Politics
- Politics & Public Policy
- Research Project
- Internship

The following represents how these grades will convert back to UW Madison grades:

<table>
<thead>
<tr>
<th>Hansard Grade</th>
<th>UW- Madison Equivalent Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>70 +</td>
<td>A</td>
</tr>
<tr>
<td>60 - 69</td>
<td>AB</td>
</tr>
<tr>
<td>50 - 59</td>
<td>B</td>
</tr>
<tr>
<td>45-49</td>
<td>BC</td>
</tr>
<tr>
<td>40 – 44</td>
<td>C</td>
</tr>
<tr>
<td>39</td>
<td>D</td>
</tr>
<tr>
<td>0 – 38</td>
<td>F</td>
</tr>
</tbody>
</table>

Living Abroad

England

It is sometimes confusing to understand the difference between England, Great Britain, and the United Kingdom. England is located on the island of Great Britain, which also consists of Scotland and Wales. Great Britain is part of the United Kingdom, which consists of Great Britain and Northern Ireland.

England is the largest and most populous country of the UK, and it ranks as one of the most influential countries in the world. Perhaps most interesting is their cultural mix of old and new. As a country formally founded in 886, the English have a rich history with cherished traditions and customs. However, they are also a modern society with constant contributions to the fashion, music and political realms.

London
First-time visitors to London are often dazzled by its diversity, if slightly overwhelmed by its size. However, if you view London as the sum total of all its smaller parts you will find it easier to explore and to discover its many hidden treasures for yourself. Whether exploring the markets in Camden, the museums of South Kensington, or the performing arts scene at the South Bank, London can yield a pearl in each small area of the city. London offers more than the guidebooks can show you. While tourist spots like Buckingham Palace and the Houses of Parliament should not be missed, London will be more thoroughly enjoyed if you venture down side streets and mingle with the locals in their own neighborhood haunts. Strive to make London your home: you will look less like a tourist and be well received.

**Housing**

*Taken from the Hansard Pre-Departure Booklet:*

Whilst you are in London, you will be staying at:

13 Manson Place  
South Kensington  
London SW7 5LT  
United Kingdom

Nearest Tube: South Kensington (Piccadilly, District & Circle lines)

Accommodation is based on Scholars sharing rooms in fully-furnished, student flats. Bed linen is provided, and cleaners will visit every week to clean and change the bed linen. Scholars are responsible for providing their own towels. There are telephones in each apartment where Scholars may receive calls. Calls can also be made from the flats using an international calling card. Each apartment also has a television. **Storage space in the flats is limited** – please only bring what you will need. Our apartments are very central and close to the shops, restaurants, bars and world-famous museums of South Kensington.

**IMPORTANT:** Please note that, whilst we make every effort to ensure that your accommodation is of the highest quality possible within your price range, the apartments may be very different to those to which you have become accustomed in your home universities. Accommodation in central London is at an absolute premium – don’t expect the Ritz!

**Transportation**

London public transportation is notoriously expensive even for Londoners. If you must commute to your internship using public transport (or if you simply expect to ride the tube and buses frequently), you can save a lot of money by using an Oyster card. Information on how to get an Oyster can be found at any Underground station. Passport-size photographs are required to obtain a student Oyster card. These are easily purchased from photobooths in most stations, but you can save yourself some trouble by bringing them from home.

Transportation in London - Your guide to tube, bus, and train travel:  
http://www.transportforlondon.gov.uk/tfl
Communication
When making calls, keep in mind time zone differences (www.timeanddate.com/worldclock). To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always “1”) followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial “011”, the country code, city access code (if necessary) and the phone number. Country and city codes can be found online (www.timeanddate.com/worldclock/dialing.html). Some of above steps can vary if you are using a calling card.

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

To create a Skype account, users must download the application from www.skype.com and create a user name and password. Once the application is installed onto their computer, they can search for friends either by first and last name or using their friends’ Skype usernames. Once a friend is added to a users contact list, they will be able to see whether that person is available to chat. If two users both have web-enabled video cameras for their computers, they will be able to chat face to face. For users without a web cam, a microphone is all that’s required for calls to another computer.