

**Study Abroad in Prague, Czech Republic**  
**Summer Business Program**  
**Depart May 18 – Arrive May 19 – Return June 17, 2019**

**1. Highlights**

- A. Study in the capital city which has been the center for political, cultural, and economic activities of the Czech Republic for more than a thousand years.
- B. All courses and program activities will be conducted in English.
- C. Earn six hours MU summer school credit.
- D. Take a class from one American professor and one Czech professor.
- E. Classes composed of MU and Czech students working together.
- F. Visit world class international companies.
- G. Enjoy opportunities for cross-cultural experiences.
- H. Open to *all non-business majors*.

**2. General Requirements for Program Participation**

- A. You must be 18 years or older.
- B. You must be in good academic standing and have no current disciplinary sanctions.
- C. You will need a **passport that is valid for at least six months after** your scheduled return date.
- D. You will be asked to sign a liability release form and a medical release form (included in the International Center's orientation materials).
- E. You must meet minimum health insurance requirements set by the university.
- F. You must attend all of the Trulaske College of Business' pre-departure class meetings.
- G. You will be expected to fully complete the application and International Center safety and security orientation through *myStudyAbroad*.
- H. Participants must agree to the terms expressed in the MU student conduct manual and the MU "Conditions of Participation and Program Acceptance" form and the Trulaske College of Business Student Behavioral Disciplinary Policies.

**3. Program Details**

**A. Program beginning and end**

The program begins when you check into the Czech University of Life Sciences (CULS) dormitory on May 19 and ends when you check out of the dormitory on or before noon, Monday, June 17.

**B. Location**

The four-week study abroad program in the Czech Republic will be located in Prague, one of the most visited cities in all of Europe. It was formed from six formerly independent urban units that were unified in the 18th century: The Old Town, the Jewish Town, the New Town, the Lesser Town, Hradcany and Vysehrad were spared from bombing during the Second World War along with all of its treasured and preserved architecture and culture.

The historic center of Prague was designated as a UNESCO World Heritage Site and Guinness World Records site. The 1,000 year-old Hradcany (Prague) Castle is the largest ancient castle in the world and overlooks the famous Charles Bridge on the Vltava River. Most of the historical monuments, museums and galleries are located in the center part. Charles Bridge, with its two fortified towers at each end, was constructed by King Charles IV in the year 1357. The Old Town Bridge Tower is located on the opposite side of the castle and represents one of the most beautiful Gothic towers in Central Europe.

The Old Town Square has existed since the 14th century and is the most significant square of historical Prague. Besides the Old Town Hall and the Church of Our Lady Before Tyn, the square has several other dominant buildings: the baroque St. Nicholas church, the Stone Bell house (a gothic city palace from the 14th century), and the Memorial to Master Jan Hus. St Nicolas' Church (Chram Sv. Mikulase), located on Malostranske Namesti was built in the period 1704-55 and is the most significant historical structure of the so-called Prague Baroque.

The courses will be conducted at the Czech University of Life Sciences, located just 15-20 minutes away from the city center. This university has launched an initiative to develop the top-ranked business program in the Czech Republic. They plan to achieve their goal by attracting foreign students from around the world and offering a business program to students for three years - entirely in the English language.

#### C. **Lodging and Meals**

Students will stay in the university dormitory on campus and will share a room with one other MU student for the entire program in Prague. The dormitory is located in the middle of campus and just a 3-minute walk from the business building. Public transportation allows for easy and flexible access from campus to downtown Prague. Program social dinner events paid for by the program. A final program dinner social activity will include all the MU and CULS students along with faculty and staff associated with the program.

The food in the Czech Republic is very similar to German food in that it consists of a lot of meat (beef, pork, and chicken), potatoes, salads, and various kinds of vegetables. The meals are relatively inexpensive with an average lunch on campus costing \$3-4 and an evening meal out on the town in a pub or local café usually costs only up to \$7-9. The program schedule will outline which meals are parts of the program fee.

#### D. **Language and Culture**

The culture of the Czech Republic is rich with the role that the Czech people played in European history. Learning about the culture, customs and life styles, as well as some elements of the language can allow for more appreciation and understanding of how the local people view and enjoy life (food, politics, history, culture, fashion, and travel). Some elementary language will be introduced throughout the pre-departure class meetings.

### 4. **Course Offerings and Prerequisites**

The University of Missouri (MU) will offer two courses (6 credits) in International business, and the Czech University of Life Sciences (CULS) will offer two courses in European and Czech business. Students will enroll in one MU and one CULS course. The courses will satisfy BSBA graduation requirements for MU business students. Only one will count for **emphasis** and the other as **emphasis support**.

**Business Minors:** Only one course will count for the business minor. You should plan the other course to fulfill a requirement in your major or as a general elective. **All Students, including Non-Business majors, should check with their academic advisor on how these credits can be applied to their graduation requirements.** All hours are MU summer school credit hours.

MU Courses	Prerequisites
<ul style="list-style-type: none"> <li>• <b>FIN 3000: Corporate Finance/UGR.</b> (Finance course).</li> <li>• MU Professor Andy Kern</li> <li>• <b>Graded A-F</b> (Required by Finance Dept.)</li> </ul>	There are pre-requisites for this course. Please consult with Finance Department, 401 Cornell Hall, or with your Academic Advisor.
<ul style="list-style-type: none"> <li>• <b>MGT 4010: Operations Management</b></li> <li>• MU Professor: Aldis Jakubovskis</li> <li>• Graded S/U (Depts. Required S/U for study abroad courses)</li> </ul>	No prerequisites.
CULS Courses	
<ul style="list-style-type: none"> <li>• <b>MGT 3975: Current Issues in International Management: European and Czech Business</b> (Management course).</li> <li>• Czech professor, Dr. Ludwig Dietrich.</li> <li>• Graded S/U (Depts. require S/U for Study Abroad courses)</li> </ul>	No prerequisites.
<ul style="list-style-type: none"> <li>• <b>MKT 3975-5: International Marketing Management</b></li> <li>• Czech professor, Dr. Amy-Jane Troy</li> <li>• Graded S/U (Depts. require S/U for Study Abroad courses)</li> </ul>	No prerequisites.

*Note: If insufficient students sign up, the college reserves the right to reduce the quantity of course offerings.*

Each class will be limited to approximately 20 MU students, with **first preference given to students who are seniors and majoring in the particular topic.** You should plan to **discuss these courses** and this study abroad program **with your advisor** to clarify exactly how these courses will satisfy the graduation requirements for your particular major or emphasis area.

### Pre-departure Classes at MU

Prior to the start of the program, pre-departure class sessions will be held in Cornell Hall, beginning in April. The purpose of these class meetings will be to provide lectures on the principles of international business; review information regarding the companies that will be visited; and orient you to the host country, travel administration, and safety abroad.

This is a **non-credit course** for which you will be required to **register before the first day of the pre-departure class**, in order to go on the program. You will not be charged any educational fees for this “course”. When registering – search in “additional criteria” for the Class Number only.

Undergrads -           Class # 58295  
Grads -                   Class # 58330

### Class Schedule:

- **Tuesday**
- **April 2 through April 30, 2019**
- **6:00 - 8:30pm**
- **Cornell Hall 40**

**NOTE:** It is a requirement of this program that you attend all of these class sessions to prepare for your program. You must attend all of the classes or you will not be allowed to participate in this program. Possible special circumstances may allow flexibility on this requirement but would have to be approved by the program director prior to missing the class. **If you are dropped from the program because of non-attendance – you will be subject to the penalties listed in section 11 of this document.**

**5. Program Schedule: this is a draft current as of June 11, 2018. Details may change.**

Date	Day	Daily Schedule	Meals	Activities
18-May	Sat	Depart for Prague		
19-May	Sun	Arrive in Prague	D	
20-May	Mon	Orientation to campus and Prague. Learn subway and bus system to old Prague city center.		<b>Czech University evening Welcome reception dinner.</b>
21-May	Tue	Classes. 8:00 – 10:00am, 10:30 – 12:30 pm.		
22-May	Wed	Classes. 8:00 – 10:00am, 10:30 – 12:30 pm.	D	<b>T-Shirt exchange/evening social dinner with Czech students.</b>
23-May	Thu	<b>*Company visit</b> Subject to company changing the date.		<b>South Bohemia Budvar Cultural Site</b>
24-May	Fri	Classes. 8:00 – 10:00am, 10:00 – 12:00 pm.		
25-May	Sat	<b>**Free Day</b>		
26-May	Sun	<b>**Free Day</b>		
27-May	Mon	<b>**Free Day</b>		
28-May	Tue	Classes. 8:00 – 10:00am, 10:30 – 12:30 pm.		
29-May	Wed	Classes. 8:00 – 10:00am, 10:30 – 12:30 pm. *Company visit-University Brewery 16:00 – 21:00 hrs.	D	<b>Evening social with Czech students.</b>
30-May	Thu	Classes. 8:00 – 10:00am, 10:00 – 12:00 pm.		
31-May	Fri	<b>**Free Day</b>		
1-Jun	Sat	<b>**Free Day</b>		
2-Jun	Sun	<b>**Free Day</b>		
3-Jun	Mon	<b>**Free Day</b>		
4-Jun	Tue	Classes. 8:00 – 10:00am, 10:30 – 12:30 pm.		
5-Jun	Wed	<b>*Company visit-Skoda Mlada Boleslav Auto Mfg. Plant Visit.</b> <i>Subject to company changing the date</i>	L	<b>Cultural visit</b>
6-Jun	Thu	Classes. 8:00 – 10:00am, 10:30 – 12:30 pm.	D	<b>Evening social with Czech students.</b>
7-Jun	Fri	Classes. 8:00 – 10:00am, 10:00 – 12:00 pm.		
8-Jun	Sat	<b>**Free Day</b>		
9-Jun	Sun	<b>**Free Day</b>		
10-Jun	Mon	<b>**Free Day</b>		
11-Jun	Tue	Classes. 8:00 – 10:00am, 10:30 – 12:30 pm.		
12-Jun	Wed	<b>*Company visit - (Moser, Becher).</b> <i>Subject to company changing the date.</i>	L	<b>Cultural visit - Karlovy Vary</b>
13-Jun	Thu	Classes. 8:00 – 10:00am, 10:30 – 12:30 pm.		
14-Jun	Fri	Classes. 8:00 – 10:00am, 10:30 – 12:30 pm. <b>Last classes.</b>	D	<b>Final Program dinner sponsored by Czech University.</b>
15-Jun	Sat	<b>**Free Day</b>		
16-Jun	Sun	<b>**Free Day</b>		
17-Jun	Mon	Check out of dormitory. Students on own to get to airport, train station, etc.		<b>Program Ends</b>

The program concludes when you check out of CULS dormitories, which cannot be later than noon

**\*\*\*This proposed itinerary and schedule are subject to change.**

• **Company Visits**

We have planned for you to visit many interesting and varied companies whose high-level managers may discuss some of their business strategy with you. These visits are subject to the availability to schedule and subject to company cancellations at the last minute.

## 6. Students Graduation Ceremony

Due to the departure date, this issue does not apply to this program.

## 7. Weekend Travel

Long weekends allow you to travel to other destinations during the 4-week program. This travel is at your expense and discretion and **class attendance policies will remain in effect upon resumption the next week of class sessions.**

## 8. Travel to program site from the U.S.

**The program fee does not include round trip airfare cost from the US to the program site.** You must fly on your own or with friends by arranging your own flight itineraries and reservations. The Prague Ruzyně International Airport (PRG) will be your final destination for flight planning. During the spring class meetings, you will be assisted with information on program staff flight itineraries and how to book flights for traveling together. Arrangements will be made to transport you from the Prague airport to the campus dormitory in Prague. At the end of the program, there **will not** be any transportation to the airport organized by the program. You will be on your own to organize your own individual departure transportation from the campus dormitory. Failure to provide a paid ticket itinerary by Apr 28 may result in being dropped from the program.

## 9. Estimated Budget

The following budget may be used for planning purposes.

Student Planning Budget	Program Fee paid to MU	Tuition & Fees Paid to MU	Airfare to program site	Total
Transportation to program. <i>Estimate based on average fares from the previous summer.</i>			\$1400	\$1400
MU Tuition ( <i>estimated for 6 credit hours</i> )		\$1709		\$1709
TCoB Professional Fee		\$567		\$567
Technology Fee		\$83		\$83
International Center fee		\$125		\$125
Program fee (see cost section for inclusions.)	\$2592			\$2592
<b>Estimated Student Cost</b>	<b>\$2592</b>	<b>\$2484</b>	<b>\$1400</b>	<b>\$6476</b>

Note: Tuition is **estimated as UGR Resident fees** and is approximate until the Board of Curators of the University of Missouri sets the new fees in April during the spring semester prior to departure. **Non-resident students pay their usual additional non-resident fees.** Provided you are taking courses necessary for graduation, this simply shifts tuition costs from one term to another. The costs presented above in the student-planning budget are best estimates within five percent.

### Cost

The program fee quoted above (**billed to your student account sometime in May**) includes the following:

- A. All transportation in country for program planned company and cultural visits.
- B. All lodging at the university dormitory in Prague for the four-week period:
- C. Multiple program social dinner and culture events during the four-week program.
- D. Airport transfers to the university dormitory upon arrival (**but not departure**) in Prague.
- E. Required University of Missouri GeoBlue Insurance coverage for the duration of the program.

**(Note: In some cases you may be required to pay out of pocket to receive services. This coverage allows you to submit claims for reimbursement by GeoBlue for any medical expenses incurred out of the US while on the program.)**

Expenses NOT included in the program fee are:

- A. Round trip transportation from the US to Prague.
- B. Weekend travel and daily expenses are extra personal expenses which will depend upon the wants and desires of each student, such as travel destinations, going out with friends, personal items, souvenirs, gifts, etc. **Past participants recommend budgeting an additional \$1,500 - \$2,000.**
- C. MU Tuition for the two summer courses (6 hours) billed to your student account in the spring. Resident students pay usual resident fees. Non-resident students will pay the usual non-resident fees.
- D. Daily meals, except for program sponsored events.
- E. Passport, passport renewal or passport application fees.
- F. MU International Center study abroad administrative fee of \$125. This fee covers MU support services for student emergencies during the program period.
- G. Transportation is **not provided** from the dormitory back to the airport at program completion.

**10. Schedule of Payments**

Description	Date	Amount Billed
<b>Program Fee</b> - Billed to your student account.	<b>Approx. May 15</b>	\$2592
<b>Educational Fees</b> 6 credit hours of MU summer courses. (Estimated cost) Billed to your student account.	<b>Approx. May 15</b>	\$1709
<b>International Center fee</b> - Billed to your student account.	<b>Approx. May 15</b>	\$125

**11. Withdrawal from Program - Student must contact the Student Services Coordinator directly by e-mail documenting any withdrawals from the intended study abroad program.** Withdrawal date will be determined to be the date shown on the e-mail that is sent to the Student Services Coordinator in 213 Cornell Hall stating intent to withdraw from the program.

Amount	Withdrawal After
\$100 Deposit	After Date of Application – <b>no exceptions.</b>
\$600 will be billed	March 1
\$2,000 will be billed	April 1
Total Program Fee Billed	May 1

*\*\*\*Depending on the date that you withdraw from the program, the study abroad department may or may not be able to get a refund from the vendor. Your refund will be relative to the costs that can be recovered. If you have not been billed the program fee at the time of your withdrawal – you will be billed for any cancellations fees charged to the program.*

**12. Visas and Travel Documents**

- All students will need a valid US passport or appropriate passport/documentation from their country of citizenship valid for at least 6 months after your return date.
- **Non-US citizen students at Mizzou** will need to check the Internet about visa requirements for program sites for their particular country of citizenship.
- **Copy of all program participant passports due to Study Abroad Office by March 1 to remain on the program. If you are concerned about timing – have it expedited.**

**13. APPLICATION Deadline: April 2.** This program does not use a competitive selection process. Students who register after 50 students have submitted their registration forms will be placed on a waiting list and accepted as space permits.

**\*\*Application process and procedures:** (Students must start the process on the selected program's webpage which is reached via [TCoBStudyAbroad.missouri.edu](http://TCoBStudyAbroad.missouri.edu).)

- Go the web page for the program of interest.
- Click on ***Details and Information*** link which will take you to that program's information document.
- **Read it thoroughly – failure to do so will not excuse participants from any requirements or penalties. See section 11 of the information document.**
- Once you have decided on which program you would like to attend – click on the “*start application*” link in the upper right corner of the page.
- When you begin the application – you will show up in the database as “**Pending**”.
- You must hit the “**Submit**” button to be accepted to the program.
- You will then receive an e-mail from the *myStudyAbroad* database alerting you that you have been “Accepted”. (That email will explain the consequences for not following the instructions given in the email. **Read it thoroughly – failure to do so will not excuse participants from any requirements or penalties.**)
- If you are “Accepted” - you will be placed on a **HOLD LIST**.
- To move to the **ACTIVE ROSTER**, go back into your on-line application and change your status from “Accepted” to “**Committed**”. Be sure you are ready to commit as penalties will begin to apply, subject to Section 11 of the program document.
  - All programs have a maximum number of participants who can attend the program, so delays could affect your participation in the program.
  - As others on the HOLD LIST commit to the program, they will move ahead of you onto the ACTIVE ROSTER.
  - Those on the **hold list** will be notified as spaces become available after the program's max has been reached.
- Once you have changed your status to “**Committed**”, you must return to the on-line application and complete the entire application. **Failure to comply could affect your participation in the program.**
- If, at any point **you decide to withdraw from the program** – you must notify the Student Services Coordinator via [TCoBStudyAbroad@missouri.edu](mailto:TCoBStudyAbroad@missouri.edu) AND return to your on-line app and change your status to “WITHDRAWAL: Declined”. **Penalties are determined by the date that you complete these 2 steps.**

**IMPORTANT:** If you are a student with a disability and anticipate requesting accommodations while studying abroad, we encourage you to notify the MU Office of Disability Services as early as possible (<http://disabilityservices.missouri.edu>). Early notification is essential to allow us time to ensure that appropriate arrangements and reasonable accommodations can be provided, both by the program and our Study Abroad partner organizations.

#### **14. Student Financial Aid**

This Summer Program qualifies for student financial aid, because the six hours of courses are MU summer session credits. Please check with the financial aid office in 11 Jesse Hall for complete financial aid details.

## 15. Scholarships

The International Center website, <http://international.missouri.edu/study-outside-the-us/getting-started/financing/mu-scholarships.php> has a list of available scholarships for studying abroad.

Due Date: February 15, 2019 by 11:59 PM on myStudyAbroad.

***Disclaimer:** The costs and schedules presented in this document are best estimates performed in good faith and do not represent any kind of fixed contract. The nature of dealing with foreign partners makes it difficult to plan exactly how this study abroad program will be finalized.*

### Program Cancellation Policy for Student Financial Liability

I understand that in some circumstances I may not receive full academic credit for the study abroad program for which I have applied. These circumstances include, but are not limited to:

- Cancellation of the program due to circumstances beyond the control of the University of Missouri;
- A decision by the University, in its sole discretion, that cancellation of the program is appropriate based on enrollment, health, safety, or similar considerations;
- My inability to participate in or complete the program due to circumstances beyond the control of the University of Missouri
- My dismissal from the program.

I understand that in any of these circumstances, I will be refunded only those costs that can be recovered by the University of Missouri or the University's partner program. If I have not been billed the program fee at the time of my withdrawal – I understand that I will be billed for any cancellation fees charged to the program.

To obtain more information visit:

**Trulaske College of Business International Programs Web Page:**

<http://TCoBStudyAbroad.missouri.edu>

**Course and Program Information: Gay Albright, Tel: 573-882-2403,**

**E-mail: [albrightj@missouri.edu](mailto:albrightj@missouri.edu) (anytime)**

**Questions regarding Registration: Form, passport and Visa**

**Kim Herschbach, Cornell 213, Tel: 573-884-5312,**

**e-mail: [TCoBStudyAbroad@missouri.edu](mailto:TCoBStudyAbroad@missouri.edu)**