

# AUTONOMOUS UNIVERSITY OF YUCATÁN

## *DEPARTMENT OF INTER-INSTITUTIONAL RELATIONS*

### LODGINGS FOR FOREIGN STUDENTS



#### **Dear Families:**

This document has been developed to establish guidelines that will facilitate a clear and comfortable relationship between you, the students and the Department of Inter-institutional Relations of the Autonomous University of Yucatán.

We offer a very cordial welcome to those families who are participating in the program for the first time, in the hope that the cooperation entailed in this activity will be pleasant and enduring.

So that you can familiarize yourselves with the commitments and conditions you are assuming by receiving a student in your home, we recommend you read this document carefully. If you have any questions or if any point is unclear, contact the Department of Inter-institutional Relations at (999) 930 – 0900, extensions 1335 and 1336.



## **General Conditions:**

1. Housing a foreign student is a commitment for the whole family and as such implies obligations and responsibilities for both parties. All members of the family should be in agreement with undertaking this commitment. If any member of the family is not in agreement with the presence of a stranger in the home this could be enough to make the situation uncomfortable and unpleasant.
2. When a family is going through a difficult situation, for example, illness, divorce, recent loss of someone close, etc., it is preferable not to receive students until the difficulty has been overcome. These situations are easily perceived by students, and can affect their well-being and academic performance. In the event that such a situation should come up suddenly, we suggest the student be changed to another home.
3. Regardless of the motives a family may have for housing a student, the student must be considered a part of the family and included in all family activities. There are occasions where the student may prefer to maintain a less close relationship with the family, in which case this decision should be respected. In any case, you should always avoid giving the student the impression that his/her presence in the home is due strictly to the fact that s/he provides additional income.
4. There may be various reasons for which students decide to move to another home; for example, problems of adaptation to the family, lack of mutual feelings, or because the program allows him or her to do so. If this should happen, the family will receive payment corresponding to the number of days the student lived in its home. In any case, the family's prudence, maturity and courtesy in avoiding uncomfortable situations are appreciated. On the other hand, we remind you that the family has the same rights as the students, that is, if the family does not feel comfortable with a given student, please contact the appropriate program staff to request the student be moved from the assigned home.



## Requirements:

1. To provide a room in the house with: a comfortable bed, closet, a desk or table with a lamp, fan, access to a bathroom with hot and cold water that is in adequate hygienic condition.
2. To receive the student in the airport or the bus station, according to the information provided by the Department of Inter-institutional Relations.



3. To orient the student during the first days of his/her stay with regard to buses that he or she may use to get to the appropriate university buildings where the program activities will take place.
4. To allow the student to use the telephone only for local calls and emergencies. To allow local and international calls. It is recommended that the family show the student where the nearest public telephones are and teach him/her the use of *Ladatel* cards. It is also suggested that you discuss policies on the use of the phone as well (the number and length of calls, etc.).



5. To provide three daily meals in amounts that are sufficient for an adult. The family will inform the student of the meal schedule and try to integrate him/her into it. If the student's schedule conflicts with this prepared food should be left in the refrigerator so the student can heat up his/her food when s/he arrives.
6. Although regional food is considered a part of the student's experience, you should remember that many people do not eat hot sauce, or foods with high fat content or those that have a lot of condiments. To avoid difficulties, we suggest that the family ask the student what kind of food s/he eats or if the student has preferences. We recommend that you try to please the student so long as this does not represent an extra burden on the family budget.
7. If the family plans to eat outside the home, whether in a restaurant or at a family event of some kind, we suggest you include the student. If this is not possible or the student does not wish to participate, it will be necessary to assure that food is prepared for him or her. When eating out because of a special day and no cooking was done at home, we suggest the family cover the student's meal.



8. If a student goes away for an excursion, it is necessary to send a light lunch for the first (or only) day.
9. In many programs it is customary to have a “semi-formal” party or occasion with the families and students. On these occasions we ask that the student be accompanied by at least one member of the family and that a dish be prepared with enough for at least eight people.
10. The family will provide the student with bed linens, one bath towel and one hand towel. These will be changed once a week. Please tell the student where s/he should hang the towels to dry.
11. Generally, foreign students who come on one of these programs have been used to living alone or with other young people. For this reason we suggest to families that they provide the student with a key so that s/he has the freedom to come and go without causing misunderstandings.
12. The family should respect the period that the program lasts, during which it has committed itself to lodging the student, taking into consideration that s/he will have to arrive a day before the beginning of program activities and will leave one day after they have concluded. The family may be absent one day for personal reasons, but should leave everything in order so that the student’s needs are met. Under no circumstances is it acceptable for a family be gone for several days leaving the student alone or with servants and we reiterate that the commitment is until at least one day after the last day of activities of the program. If the student wishes to stay a longer time s/he will have to arrange that ahead of time and cover the costs of the additional days directly with the family.
13. The family is free to arrange the student’s laundry, whether through an extra payment to the maid service, in a laundromat or allowing the student to use the family washing machine.
14. In the event of illness or accident, the family should contact the Department of Inter-Institutional Relations or the person responsible for the program. In the case of minor problems: congestion, stomach problems, etc., the family may take the student to the Department of Medical Service of the UADY, located on Avenida Itzáes between 59<sup>th</sup> and 59<sup>th</sup>-A. In cases of major emergencies, the students have health insurance.



15. The family should inform the Department of Inter-Institutional Relations or the person responsible for the program of any changes or irregular situations.

### **Finances:**

Payments to families can be made in two ways:

- (1) The student may pay directly, in which case s/he will do it every ten days if the program is short-term or every fifteen or thirty days if it is a long-term program.
- (2) The second kind of payment is processed through the Department of Inter-institutional Relations. In this case, payment is made every two weeks; however, money-handling at the UADY requires administrative steps which in some cases can make payment times vary. If there should be a delay, we ask families to contact the Department of Inter-institutional Relations, or the person in charge of the student payments directly.

We would appreciate your discussing any delay in payments directly with program personnel and not with the student.



### **Placement Methods:**

1. The Office of Academic Exchange follows a system of placement of students in registered families which is regulated by established norms and clear criteria; for example:
  - The last program in which the family participated.
  - The specific needs of the student and the program.
  - Evaluations of the family.
2. Due to the great number of host families registered and the policies of each program, only one student will be assigned to a family. There may be cases when a family may have a student who is not from the UADY; in this case it is necessary to advise the Office of Exchange. If you do not do so you run the risk

of not being considered for future placements.

### **Student Responsibilities:**

The student, besides being informed and receiving a copy of these guidelines, will also receive information on a few more specific points related to his/her obligations.

1. Keeping his/her room clean, orderly and making the bed before going out.
2. Being careful with water, electricity and in general with services offered in the home.



3. Students may not consume alcoholic beverages nor drugs in the home. Consumption of alcohol outside the home should be moderate and under no circumstances may a student arrive home drunk or under the influence of drugs.



4. Students may only use the phone to receive calls. In the case of local calls they may only make them in case of emergency. For long-distance calls, they may make them if they call collect and with the approval of the family.
5. Students must pay for any damages they cause.



Finally, if you have not already done so and with a view to completing our file, we appreciate your turning in photographs of the most important areas of the home.

Diana Arízaga, PUEE  
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