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This document represents the most accurate information available at the time of publication. Statements contained herein are not contractual obligations, and verbal or other representations that are inconsistent with or not contained within the document are not binding. The University of Richmond reserves the right to change, without specific notice, programs and the conditions under which they are offered.

Students must be aware that not all circumstances are predictable and that one must take self-responsibility very seriously. The University, its agents, and employees cannot be held responsible for the actions of the host institution or of the student. Please read this booklet carefully and share this with your parents.
CONTACT INFORMATION

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IMMIGRATION

Students must typically have a roundtrip airline ticket, a valid passport, and a letter of admission from the exchange institution (UCD) to present to immigration officials upon arrival to Ireland. **Do not pack these items in your luggage, and do not enter the country as a tourist.** Make sure that the immigration officer properly stamps your passport as a student upon entering the Republic of Ireland. Additionally, you should have **financial documentation** on original letterhead paper (copies or internet printouts will not be accepted) that shows you can support yourself during your studies (usually in the form of a financial aid/scholarship award letter, personal bank statement/trust account statement, or parent bank statement/financial document with accompanying letter of support signed by parent/guardian and notarized). Finally, you should also carry your health insurance card and policy with you, as immigration officials may require proof that you will be adequately insured while in Ireland.

**If you are a citizen of the United States, Canada, or the European Union (among others under the list of “Schedule 1” countries), you are not required to apply in advance for a visa to study in Ireland.**

Upon arrival, however, **all non-EU/EEA visiting students are required to register with the Irish Immigration Office (The Garda National Immigration Bureau).** There is a fee for doing this (300 Euro at the time of publication). This fee is reimbursable by the UR Office of International Education (OIE), so remember to submit your receipt for reimbursement to the OIE within 60 days of the charge. The Immigration Office provides a registration service at the University and you will be informed of the dates and venues on which the service is available as part of the Orientation Program. For registration you will need:

- Completed immigration form - available at UCD Orientation Program
- Original letter of admission/offer from UCD
- Valid Passport (and entry visa if your country was not on the **Schedule 1** list)
- Valid UCD Student UCARD (student identity card given after your arrival)
- Evidence of financial support, e.g. original bank statement with student’s name, letter from sponsoring body/university confirming financial status (on original letterhead paper only; €500 per month or €3,000, whichever is lesser)
- Yearlong students will be required to open a bank account in Ireland and will need to show proof of this (instruction on opening an account will be given at orientation)
- A certificate of attendance (this can be downloaded through your UCD SIS account after your arrival overseas. Click on ‘How to Access Your Documents’ from [http://www.ucd.ie/registry/adminservices/studentdesk/onlinedocs.html](http://www.ucd.ie/registry/adminservices/studentdesk/onlinedocs.html))
Evidence of full Medical Insurance for the period of proposed stay in Ireland, e.g. insurance card and/or letter from sponsor (University of Richmond) confirming medical insurance, and insurance policy printout. See your IELC (Insurance/Emergency Cards & Letters) link on your Gateway Abroad application/file.

Letter from U. of Richmond stating your exchange status (this proves you do not need to pay UCD tuition, as you pay UR tuition). This letter was given to you at/around the date of country-specific orientation. The letter also certifies you have insurance, as indicated above.

There will also be additional details at http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/visa-and-immigration/after-arriving-in-ireland/.

NOTE: If your country of citizenship is not a Schedule 1 country and/or if you are planning on staying in Ireland for longer than the academic term, or if you are interested in working and/or living in Ireland, please go to the following webpage: http://www.embassyofireland.org and click on “Visas for Ireland.” You will find information regarding study visa applications, work visas, and other long-stay visas there. In addition, you should do additional research at http://www.inis.gov.ie/.

ARRIVAL

UCD will have representatives waiting at the airport (during specific hours/days only during orientation). They will help direct you on the best way to get from the airport to the university housing (typically via Aircoach bus, for which they will arrange a discounted fare). You will be directed to check in at the Merville Reception to get your key, etc. Even still, be sure to print or look up directions for your arrival and keep them in your carry-on luggage in case you have a delayed flight and miss the airport welcome. You don’t want to be wandering around aimlessly on arrival (carrying your luggage, no less), so it is important to plan ahead.

See here for more information: http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/from-the-airport/ or http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/orientation/.

Some students may choose to arrive in Dublin a couple of days before orientation and the move-in date in order to explore the city/get their bearings. The International Office will send to each student a list of recommended youth hostels. Fall semester students are advised to make advance reservations since September is still a very busy time for youth hostels and space may be limited.

BUSES FROM DUBLIN AIRPORT TO THE CITY CENTRE

Dublin Airport is 10 KM (7 miles) from the city centre. There are approximately 5 flights per hour between London and Dublin from 7:00 am to 10:00 pm with connections or direct flights to all major destinations worldwide. For the bus schedule and information refer to www.dublinbus.ie. This is the city bus.

There is an excellent private bus service mentioned above called AIRCOACH (website: http://www.aircoach.ie/). This service will take students from the airport to UCD without having to stop and change at the city center (must request this direct service at the airport so they know there are newly arrived students on board). There is a discount if booked online in advance. Otherwise buses leave every 15-30 minutes, depending on the hour. Take the Leopardstown Route. The bus stop for UCD is directly across the street from the
main campus gate - Montrose Hotel – on Stillorgan Rd., or select UCD Slip Rd. This service is recommended over Dublin Bus, which is less expensive but not as convenient since it has frequent stops before arriving at UCD. Regular cost=9 Euros for a single-way fare.

**BUS FROM CITY CENTRE TO UCD, BELFIELD**
Dublin Bus routes 17 and 39a provide direct bus services to the Belfield campus. Route 39a can be boarded at Bachelors Walk (stop no 313) and College Street (stop no 349) in Dublin City Centre. Dublin Bus routes 46a from Phoenix Park via Upper O’Connell St (stop no 6059), 46e from Blackrock Station (stop no 3085), 47 from Pearse St via Lower Grafton St (stop no 402) and 145 from Heuston Station (stop no 4320) all serve UCD’s main entrance.

**TAXIS FROM DUBLIN AIRPORT TO CITY CENTRE AND TO UCD**
Taxis cost approximately Euro 40 from the airport to campus. Taxi drivers may add extra charges for each passenger and luggage. If you arrive after 8:00 pm to the airport, it would be advisable for you to take a taxi to your destination. You should advise taxi-drivers to enter the campus via the Fosters Avenue entrance - the student residences are signposted. Note it is not customary to tip in Ireland. Taxi drivers already charge a fee on entry to the cab.

Sea Ferries operate between France and Ireland and between Britain and Ireland. Dublin has two Ferry Terminals, located at the North Wall and Dunlaoghaire.Rosslare Ferry Terminal in Wexford and Cork Ferry Terminal have direct train connections with Dublin.

**HEALTH CARE**
The Student Health Service in UCD is located on the first floor of the Student Centre on the Belfield Campus. Students can see the Medical Officers (male & female doctors available), Psychologists/Psychotherapists, and Consultant Psychiatrist by appointment. A nurse is available throughout the day for walk-in consultations. See [http://www.ucd.ie/stuhealth/](http://www.ucd.ie/stuhealth/) for more information.

See office hours here: [http://www.ucd.ie/stuhealth/contact/](http://www.ucd.ie/stuhealth/contact/) or here for counseling: [http://www.ucd.ie/studentcounselling/one-to-onecounselling/](http://www.ucd.ie/studentcounselling/one-to-onecounselling/). If students are worried about an urgent problem, they may call the Student Health Service to make an emergency appointment at Tel: 716 3134/3143.

Given that the UCD student health services office is not open 24 hours, students are also advised to register with a general practitioner close by their residence. The UCD Health Office can provide referrals. After hours, students can also access urgent care facilities or hospitals. UCD suggests:

**EastDoc** (01) 209 4021
Open weekdays from 6 PM-10 PM and Weekends from 10 AM-6 PM

**Contractors Medical Bureau** (01) 830 0244
24-hour house call service

**OR** St. Vincent’s University Hospital, Elm Park is available 24 hours a day.
NOTE: A pharmacy is also located in the Student Centre on the Belfield campus.

There is no dental service available through Student Health Service. Dental treatment is relatively expensive in Dublin and students are advised to have a dental exam before leaving home. If dental treatment is required, the Student Health Service can recommend a local dentist.

Students from countries other than EU countries are required to pay full charges for in-patient and outpatient services in a public hospital and all charges for doctors’ services, drugs, and medicines (including at the Student Health Center). Expect to pay 45 Euros to see a doctor on campus; off campus will cost 50-60 Euros. Services operated by UCD Student Counseling will remain free of charge. Students may then seek reimbursement for charges via the ACE Travel Assistance (AXA) insurance provided by the University of Richmond (see below). Note that typically pre-approval is required except in case of emergency.

INSURANCE

University of Richmond students are automatically enrolled in a health insurance plan called ACE Travel Assistance (AXA), for which the costs are paid by UR (see http://international.richmond.edu/semester/health-safety/insurance.html for exclusions and details). Your insurance card is available for download in the Insurance/Emergency Cards & Letters (IECL) section of your online Gateway Abroad file. The policy wording, instructions on how to use the insurance, and a claim form are all online (go to the study abroad website > Health and Safety > Insurance). The study abroad insurance covers you worldwide except in the USA.

CDC INFORMATION

Check the following Center for Disease Control (CDC) web page for the latest health updates concerning Ireland: http://wwwn.cdc.gov/travel/destinations/ireland.aspx. If you plan to travel to another country, it is important to check the CDC’s web page for information regarding health issues: http://wwwn.cdc.gov/travel/destinations/list.htm.

SAFETY

Students are encouraged to read the U.S. Dept of State Consular Information Sheet for Ireland on the following webpage http://travel.state.gov/content/passports/en/country/ireland.html. In addition, students should also review the “Background Notes” and Ireland country page on the State Department website: http://www.state.gov/p/eur/ci/ei/.

The UR Office of International Education also recommends that students register with the U.S. Embassy in Ireland upon arrival (if you are a non-U.S. citizen, check to see if your embassy provides a similar service). This makes your presence and whereabouts known, in case it is necessary for a consular officer to contact you in an emergency. During a disaster overseas, American consular officers can assist in evacuation were that to become necessary. But they cannot assist you if they do not know where you are. You can register
with the nearest U.S. embassy or consulate through the State Department’s travel registration website:  https://step.state.gov/step/. In accordance with the Privacy Act, information on your welfare or whereabouts may not be released to inquirers without your expressed written authorizations. Registration through the website is not considered proof of citizenship. Remember to leave a detailed itinerary and the numbers or copies of your passport or other citizenship documents with a friend or relative in the United States.

When traveling outside of Dublin, students are encouraged to leave their itinerary and contact points with Ms. Aine Ni Riain (before November 2017) / Ms. Madeline Molyneaux (business students) or Ms. Aoife Redmond (non-business students).

The nationwide telephone number for fire, police, and ambulance service is 999. The EU emergency number is 112. This number can be used in all EU countries.

UCD emergency line: 716-7999.

Safety is always a concern when visiting a new country. The crime rate is higher in Dublin than elsewhere in the country, but is low compared to the U.S. and much of Europe. However, this does not mean you should become complacent. Keeping safe and out of trouble requires common sense and awareness of your surroundings. In Dublin, as in most major cities, you should be aware of keeping your valuables and your person secure. Do not carry large amounts of cash or your passport around with you except if absolutely necessary, and then use a moneybag around your waist. Don't make yourself a target by walking around with an expensive camera or iPhone on display; be careful with handbags or backpacks, especially in cafes and restaurants. Take simple precautions such as not walking in unfamiliar, unlighted areas alone at night. Regarding your housing, be sure to lock your doors at all times and secure your personal belongings.

Take the chance to talk to local students and take heed of any advice they can offer. Students should be extra cautious against pick pocketing, bag-snatching, and theft from vehicles in busy or tourist areas. Pickpockets may target tourists, so an obvious starting point is to try and look as much like a local as possible, and blend into your surroundings. For example, you should plan your travel routes in advance to save looking at maps and drawing attention to yourself. Always keep an eye on your belongings, especially in crowded places such as in market areas and on tubes (subways) and buses. Make sure you are careful when withdrawing money from ATMs; it is always advisable not to withdraw large amounts of money and to make sure you have stored it away safely before leaving the machine.

Ireland’s public transport system is considered relatively safe. If it is late at night you may feel more comfortable traveling in groups. If at any time you feel uneasy about other passengers, consider moving to the next carriage at the next stop or to the front of the bus. If you are traveling very late at night then you may want to consider taking a taxi. If you encounter poorly lit areas it may be best to avoid them unless you are very familiar with the area.

**Alcohol Use and Laws**

Pub life does form a major aspect of Irish life. It is common to stop at a pub on the way home for a cup of coffee or tea or a pint of beer; however, it is uncommon for Irish people to go to a pub with the intention of getting drunk. In major cities, it is not unusual for women to go to pubs alone, but again caution should be used depending on the location, time of day, and general atmosphere of the establishment. Students who become intoxicated significantly increase their risk of becoming a crime victim.
It is not safe to travel home alone when intoxicated. Students who have had too much to
drink should seek out trusted friends who can get them home safely or should take a
reputable taxi home. It is also recommended to leave the pub 15-30 minutes prior to
closing time as occasionally there may be altercations outside of the pub at closing time.

The lower legal age of drinking in Ireland means local students may be used to drinking
larger amounts of alcohol because they have a higher tolerance level. Beer in Europe and
Ireland has much higher alcohol content so be aware of how much you are consuming and
do so responsibly. You should not feel obliged to drink to excess! Drunk-driving laws are
very strict so make sure you obey them or you may end up in jail.

When you go out, Grafton Street and St. Stephen's Green are generally safe, but do not
stray into nearby backstreets, especially at night. The O'Connell Street and Temple Bar
areas are not safe at night or on weekends. Phoenix Park should be avoided at night and
women should not go to the park alone even during the day. Beware the Boardwalk and
the Talbot St. area, as it has been noted there are drug dealers about. Crime rates are
higher in low-income areas of suburban Dublin such as Ballymun and Finglas in north Dublin
and Collinstown and Ronanstown in west Dublin.

Though the Belfield campus is usually safe and quiet, do not take shortcuts across playing
pitches (fields) at night. To ensure security and safety on campus, UCD has a program
called “Unicare.” This program is designed to enhance the security of property and the
personal safety of staff, students, and visitors at UCD. In the event of a threat to your
personal safety or security of your property, or if you witness an incident, dial Unicare’s 24-
hour Emergency Line (716-7999) or internal line (7999). There are red emergency phones
located throughout campus. As part of the Unicare Program, there is a Campus Garda
(Police) Office with 24-hour foot and vehicle patrols throughout campus, and you may call
(716-1200) to be escorted to your destination if you feel unsafe at night.

Drug Use and Laws
According to the U.S. Dept. of State, Ireland continues to play a relatively small role in
international drug trafficking. However, drug abuse is on the rise, especially among
adolescents and teenagers. From heroin to marijuana to ecstasy, so-called “recreational
drug use,” particularly among club-goers, is a problem. When clubs and night spots close,
there are often problems with the resultant foot and vehicular traffic on the streets. Petty
crimes (theft, robberies, etc.) may be committed by drug-users to support their habit.
According to the World Factbook of Criminal Justice Systems, in Ireland the “[p]roduction,
supply, possession, possession with intent to supply, and offenses related to the importation
and exportation of controlled drugs are illegal.” Do not turn your study abroad experience
into a nightmare—do not participate in drug activity of any kind.

Fire/Natural Gas
Students need to be aware of safety in their residence as well. As one would do in the U.S.,
be sure to locate the nearest fire escape route and know the phone numbers of emergency
services in case they are needed. It is a good idea to take a battery operated smoke
detector with you abroad since many buildings are older and may not have smoke detectors
or sprinkler systems in place. See this website to learn more about fire safety abroad:

As in the U.S., natural gas may be used to provide heat as well as to provide hot water. Be
aware of the heating situation provided by your host institution and host residence. For
locations where carbon monoxide-producing appliances may be present - i.e., any appliance
that burns fuel such as gas, oil, kerosene, wood, or charcoal – be sure to ask for detailed information on usage of these appliances in order to prevent carbon monoxide poisoning. For further information, please visit the U.S. Environmental Protection Agency (EPA) website for a factsheet on this topic: [http://www.epa.gov/iaq/pdfs/co_factsheet_en.pdf](http://www.epa.gov/iaq/pdfs/co_factsheet_en.pdf).

## COSTS

Students pay to Richmond the current rate of University of Richmond tuition.

**Payment of these fees includes:**
- Advising and orientation
- Tuition fees at University College, Dublin
- Application fees, if applicable
- $600 travel allowance
- Health insurance while you’re abroad (some exclusions; see above)
- Reimbursement for regular cost of obtaining a passport/passport renewal (up to $135)
- Reimbursement of residence permit cost (Euro 300 at time of publication)
- Reimbursement for gym membership up to $200/semester, if UCD gym not free
- Reimbursement up to $500/semester for eligible cultural/academic excursions

**Does not include:**
- Housing costs, including deposits and utilities
- Food
- General start up costs for linen, kitchen utensils, telephone connection, and bills
- Books, school supplies
- Club fees
- Personal expenses
- Travel expenses (beyond the travel allowance above)
- Medical expenses not reimbursable by insurance coverage

For specific cost information and estimates, check the Richmond web page for UCD.

**Note:** Travel allowances, reimbursements, health insurance premiums, and other payments above tuition costs paid by Richmond on behalf of its semester/year abroad students are available only to Richmond degree-seeking students accepted to participate on UR-affiliated abroad programs.

The estimated study abroad costs listed on the web are intended only as a guideline for the student, the student’s parents/guardian, and, with regard to eligible students, the undergraduate financial aid counseling staff of the Office of Financial Aid. *Aided students must not assume that their revised off-campus budgets will necessarily correspond exactly to the estimates provided on the web and should consult their assigned financial aid counselor to discuss their need and the expense categories covered by aid.*

The cost of a semester or full year of study abroad is chiefly affected by the individual student’s budgetary habits and the fluctuations of currency exchange rates against the dollar. Students have different life styles as well as different personal resources and must adapt their standards of living abroad accordingly. Therefore, the bottom line of each student’s actual expenditures abroad may be different, but all students should approach the prospect of living abroad with maturity and a sense of financial responsibility.
Cost estimates have been established on the basis of the most recent information available to the staff of the Office of International Education concerning the current cost of living in the program site. Costs are listed in the local currency. Current conversion rates can be found on the following web site: http://www.xe.com/ucc/. Students and parents must bear in mind that the fluctuation of international exchange rates may at any time have an impact on the financial needs of a participant. In the event of unexpected hardship due to dramatic fluctuation in exchange rates, the Office of Financial Aid may be able to offer additional loan assistance to financially aided students upon direct written request. Such a request must include fairly accurate evidence of increased monthly expenses and a letter of support from the resident program director or officer of the host university attesting to the revised circumstances.

The estimates for listed expense categories should be considered as adequate to cover normal predictable expenses and not as bare minimums. Often, students can reduce costs by as much as 10-15% in some categories as they learn where to find local student-priced bargains. Pre-departure expenses for clothing, gear, etc., and expenses related to personal weekend or vacation travel are the responsibility of the student.

**Personal travel**

Expenses for personal travel and entertainment are not included in the cost estimates in this booklet. Be aware that this is the single greatest discretionary expense for students on study abroad. You should make deliberate decisions about where and how you will travel in your free time. Many students succumb to peer pressure and make a lot of short, impromptu and superficial trips while on study abroad. (“Come on, you have to hit Prague with us this weekend!”) People often come home saying they have been to 10 new countries, but have not really learned anything about any of them, and have incurred thousands of dollars in debt. OIE suggests that you take just a couple of well thought out, longer trips during your semester abroad...you will learn more and spend less.

**HOUSING**

http://www.ucd.ie/residences/

Students are required by Richmond to apply for on-campus accommodation at UCD, as they will find this allows the best chance to avail themselves of campus activities, academics, sports, clubs, etc.

**On-campus accommodations**

UCD will normally inform students of the housing information and application process in June for the fall term and in late November/early December for the spring term.

All on-campus accommodation provides basic amenities and fully furnished rooms. Students are responsible for paying for electricity in campus accommodation. Heat especially is very expensive in Ireland; therefore, students should use heat sparingly in order to avoid expensive utility bills.
Students should bring, or plan to purchase while abroad, towels, kitchen utensils, and bed linens (the comforter/duvet is typically provided).

UCD campus housing is equipped with kitchens since Irish students are accustomed to cooking for themselves. There are also campus cafeterias.

Richmond students typically live in the Belgrove, Merville, Roebuck Hall, or Glenomena Student Residences, and Roebuck Castle is also available (catered). Housing in the Blackrock or Proby Campus Residences is not recommended, as those are a 40-50 minute walk or a 15-20 minute bus ride away at the Blackrock (graduate) campus. Muckross is also an off-campus site. In the Belfield campus residences, students live in apartments with mostly Irish students. There are common kitchen and living areas.

The UCD accommodation application is completed online. You will receive correspondence from UCD with instructions for booking and you will be told the date the housing website will open. As housing fills quickly, it is important to be available to book your room when the site opens. You will pay the €400 housing deposit by credit card at the time of booking. When you receive a housing offer, you will have 48 hours to accept the offer. The rest of the housing fee will be billed to you and must be paid on or before the first day of the housing contract.

Return of deposit: If any fines or outstanding bills are incurred, this amount will be deducted from the housing deposit. The cost of electricity is also deducted from the deposit. Students should leave their accommodation in the condition that it was in when they moved in e.g., clean and tidy. If the room was not clean and had any defects, this should be submitted in writing to the Accommodations Office within the first week of arrival. Students should keep a copy of any correspondence. Note also that to receive your deposit back you will need to fill in your banking information in the appropriate part of your UCD online account.

**DATES**

The authoritative source for the dates of your program is the acceptance letter you receive from your host institution abroad and/or the website of your host institution’s international office. UR lists our best understanding of these dates under “Dates and Costs” on the page for your program on the study abroad website, [http://studyabroad.richmond.edu](http://studyabroad.richmond.edu).

Special Notes: An orientation is held for new U.S. and other international visiting students each semester. The orientation is required of all students.

Also, the exact date by which your program ends, and by which you can plan to leave your program site, depends on your exam schedule. You will not know this until you have arrived on-site and finalized your schedule of classes for the semester. You must not plan to leave your program site until after you have finished your last exam. If you leave your program site without taking exams required for your classes, you will not earn any credit for those classes.
REGISTRATION

The online course registration form completed prior to leaving for UCD is your official confirmation of attendance. You will also consult with an advisor upon arrival. In most cases there is a two-week add/drop period at the beginning of the semester.

NOTE: For Quinn business students, there is less flexibility to change courses on arrival. Due to the new small group teaching policy at UCD, course spaces are now capped. Therefore, it is vital that students take great care when completing their course registration form.

CLASSES—Business Students

All courses in the UCD School of Commerce are available to University of Richmond students who meet minimum prerequisites (subject to capacity and timetable). Classes range in size from 30-150 students. For courses in the UCD School of Business, refer to the following web site http://www.ucd.ie/quinn/internationalstudents/studyabroad/curriculum.html.

University of Richmond students are required to register for a minimum of four modules and a maximum of six. The majority of classes must be in the business school and students register online prior to arrival in Ireland. Once you choose four business modules you may take no more than two modules outside of the business school. All requests for non-business modules must be emailed to quinnstudyabroad@ucd.ie. UR students are required to take an Irish History & Culture module, which is specifically organized for all Junior Year Abroad students.

CLASSES—Non-Business Students

University of Richmond students who meet minimum prerequisites will typically take 6 modules per semester in a variety of subject areas from Archaeology to Art History to English, Geography, History, Irish Studies, Math, Politics, Psychology, Sociology and more. You will select a home College (such the College of Arts, Celtic Studies, and Human Sciences), and the majority of your courses must be in that college. You may register for up to two modules from other academic areas (such as business or science). You may also take all of your modules within your chosen college (subject to capacity and timetable). For more information, see: http://www.ucd.ie/international/study-at-ucd-us/what-can-i-study/visiting-students/study-abroad/study-abroad-programmes/ and scroll down to look up subject choices under the relevant College(s). Note that there are some registration limits for certain fields, such as psychology or English.

Academic Structure/Philosophy

The philosophy and approach to education in Irish universities is different in some ways from the U.S. system. Irish students specialize in a specific subject, rather than study a wide range of subjects, as in the U.S. university system. In Ireland, undergraduates typically study for three rather than four years. In the Irish system, a greater emphasis is
placed on independent study. Very often there is no detailed schedule and syllabus, as one would expect in the U.S. system, but rather a reading list from which it is the student’s responsibility to choose what to read. Students are expected to read an enormous amount and to conduct more independent research than they would typically for a paper or essay at Richmond. Assessment differs according to the course. It may range from one essay with a final exam at the end of the course to 3 essays and 2 exams. At UCD, up to 40% of the final grade can be derived from continuous assessment. This is the prerogative of each individual UCD professor.

UCD places heavy emphasis on group projects. UR students are expected to fully participate in these projects as the group is graded as a whole. Irish students are under particular pressure to earn high grades so that they graduate with honors, which is crucial if they wish to go on for further post-graduate study or wish to apply for a high-powered job. If UR students do not participate fully in the group projects, it may cause a bit of resentment from the other group members.

Courses consist of both lectures, tutorials (seminars), and laboratory classes, where appropriate. Lectures are generally 50 minutes in length. Lectures are larger than the tutorials that typically have 10 - 15 students. The tutorial is the traditional strength of the Irish university system. Participation in the tutorial is very important and can count for a significant part of the total grade. In most classes, students prepare and present a seminar paper.

The Irish system is back-loaded, which means that most assessment is by formal essay or exam at the end of the course. UCD, as with most UK and Irish systems, works on the lecture-based system.

The normal course load is 25-30 ECTS credits per semester (50-60 per year). The average load for a UCD student is 5-6 courses per semester at 5 ECTS credits each.

Each UCD course weighted at 5 or 6 ECTS would equal 0.9 unit under Richmond's unit system.

As in the case of work completed at UR, students are advised to keep either hard copies or a disk copy of all of their work for future reference and for the rare instance when their work is misplaced.

**GRADES**

<table>
<thead>
<tr>
<th>UCD scale</th>
<th>U.S. grade equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A, A-</td>
<td>A (70-100%)-Excellent</td>
</tr>
<tr>
<td>B+, B, B-</td>
<td>B+ (60-70%)-Very Good</td>
</tr>
<tr>
<td>C+, C, C-</td>
<td>B (50-60%)-Good</td>
</tr>
<tr>
<td>D+, D, D-</td>
<td>C (40-50%)-Acceptable</td>
</tr>
<tr>
<td>E+ or under</td>
<td>F (less than 40)—no transfer credit</td>
</tr>
</tbody>
</table>

Only 6-10% of students in the entire university would earn a 70 or above. 30-40% of students earn between 60-69%. The average grade is 50% grade.
Therefore, since a UCD grade in the D range is equivalent to a C in the U.S. system, students must achieve a D- or better at UCD (the equivalent of a C or better at UR) in order for the credit to transfer to Richmond.

For further information, please look at the following link to better understand course assessment: [http://www.ucd.ie/students/assessment/index.html](http://www.ucd.ie/students/assessment/index.html).

**NOTE:** Students should complete all their coursework and exams at UCD and must follow the instructions on the UCD course syllabus carefully as exams or coursework submitted incorrectly may result in a failing mark. If a student should fail a course at UCD, exam re-sit grading is on a pass/fail basis only (and UR does not accept pass/fail grades for transfer credit).

**Important!** Any students planning to apply for an advanced degree (such as law school, medical school, etc.) are still encouraged to attempt an exam re-sit because graduate programs typically require the submission of all transcripts (including the abroad transcript) and a passing re-sit grade reflected on the UCD transcript, even if it did not result in credit transfer to Richmond, will be better than a failing grade.

**COMPUTING SERVICES AND EMAIL**

UCD has implemented both e-teaching and e-learning, which means that a laptop is used in class. With the exception of campus housing, all academic buildings at UCD are wireless. UCD also uses BlackBoard. All students using laptops will need a wireless network card. A network card can be purchased at UCD for about $100, which is refundable at the end of the semester as long as it is returned undamaged.

All UCD students with a student card are entitled to use Computing Services’ terminals once they have registered with Computing Services and received a user ID and password (this is known as an "account").

**Quinn business students:** All students, including visiting students from abroad, will be required to have a laptop. See [http://www.ucd.ie/quinn/aboutquinn/technology/laptopspecification/](http://www.ucd.ie/quinn/aboutquinn/technology/laptopspecification/) for more information. If a student does not own a laptop, they may lease a laptop from the JYA Office in the Quinn School for the semester.

**Non-business students:** Students outside of the Quinn School of Business are recommended but not required to bring laptops.

**SPORTING FACILITIES**

UCD has a Sport & Fitness Center ([http://www.ucd.ie/sportandfitness/](http://www.ucd.ie/sportandfitness/)) that offers a variety of sports and workout facilities and club sports for students - football, hockey, and indoor sports, etc. It also offers aerobics classes and circuit training classes, and there is a pool as well.

At last check, the bulk of the UCD sporting facilities are free-of-charge to students. If this has changed, UR will reimburse up to $200/semester equivalent for gym membership/class
expenses. Receipts must be submitted within 60 days of the charge to be eligible for reimbursement.

WEATHER

Western Ireland's proximity to the Gulf Stream ensures that the climate is mild with temperatures generally in the range 32 Degrees -70 degrees F. The climate is damp, so waterproof clothing, a warm jacket or raincoat, an umbrella, non-porous footwear, and woolen sweaters are essential items for winter wear. These can all be purchased in the larger chain stores in Dublin.

BANKING

Students may open a bank account in Dublin after arrival, if desired. To open a bank account, you will need your passport or National Identity Card, a proof of address form that you can print from SIS Web, and a valid UCD student card. Most bank opening hours are 10:00 am – 12:30 pm and 1:30 pm – 4:00 pm, with late opening on Thursdays to 5:00 pm.

There is a branch of Allied Irish Banks on-campus and a branch of Bank of Ireland located opposite the Stillorgan Gate, near the Doyle Montrose Hotel. Both bank branches have designated Student Officers and are recommended not only for convenience, but also because the staff is accustomed to the requirements of students. Four ATM machines are located adjacent to the Michael Tierney and John Henry Newman buildings.

Most banks in Dublin also provide Bureau de Change and Traveller's Cheque facilities. There is also Bureaux de Change at Dublin Airport and Shannon Airport.

- All Irish banks will change foreign currency and travelers checks and provides a full range of services.
- You may be able to get a debit card from your bank; generally purchases with this card have a minimum charge.
- Visa and MasterCard credit cards are widely accepted throughout Europe. Your credit card bill will be sent to the U.S. so arrangements must be made to pay the bill when it arrives in the U.S. (unless you have online banking). Most purchases have a minimum amount that must be charged. Some merchants may charge an extra fee for using a credit card.
- Note: Many places in Europe require a pin code to use a credit card, and the card itself must usually have a computerized chip in it. If you don’t already have such a card, call your credit card company or bank before leaving and see if they can assign you one. Read more about the “Chip and PIN” system here.

WORK IN IRELAND

Non-EU students studying at UCD for an academic year are entitled to work up to 20 hours part-time per week and to work full-time during vacation periods.

Important: Single semester students cannot seek employment. See this website for
All employees in Ireland have a PPS NUMBER (like a social security number) for tax purposes. Therefore, if you are looking for a job you must apply for a PPS number. For more information on this process, see Ms. Aine Ni Riain (prior to November 2017)/ Ms. Madeline Molyneaux (business students) OR Ms. Aoife Redmond (non-business).

TRAVEL WITHIN IRELAND

Budget Travel: Students can avail of a reduced rate for travel on trains and buses if they purchase a Student TravelCard and Travelsave Stamp. Monthly and weekly bus and rail passes can be purchased at the Union of Students in Ireland Travel (USIT) Office on the Belfield Campus.

Bus Atha Cliath (Dublin Bus): Dublin Bus runs all public bus services in the greater Dublin area (including Dart connection buses). Timetables of the buses serving University College Dublin are available for reference at the Services’ Desk in the Arts Building on the Belfield Campus. The main bus serving UCD is the no. 10, which can be taken from O’Connell Street in the city centre or outside Trinity College, also in the city centre. This bus comes directly onto the Belfield Campus. The no. 17 bus links the Graduate School of Business/Blackrock residences to the campus. You can pay on the bus if you have exact change or you can purchase prepaid tickets from the Student’s Union Shop. See www.dublinbus.ie.

Nitelink: The Dublin Bus operates this nighttime service from the city center to the suburbs. Fares cost 6.50 euro (cheaper with LEAP card) and are a safe, convenient and cheap alternative to taxis. See http://www.dublinbus.ie/en/Your-Journey1/Timetables/Nitelink-Services/.

Bus Eireann (Irish Bus): Irish Bus has a nationwide network of buses serving all of the major Irish cities outside the Dublin area. In addition, there is an interlink service connecting these major points to small towns or villages. Buses leave from and arrive at Busaras (Bus Centre), which is located on Store Street in the city centre. See http://www.buseireann.ie/.

DART (Dublin Area Rapid Transit): Within the Dublin area, the train service operated by Iarnrod Eireann is the Dublin Area Rapid Transit (DART), which runs along the coast from Malahide or Howth in the North of Dublin to as far as Greystones in the South. The times of the DART vary between every fifteen minutes at rush hour to every half an hour at off-peak times. The main DART stations servicing Dublin city centre are Pearse Station, Tara Street Station, and Connolly Station. The nearest station to UCD is Sydney Parade - a no. 3-bus links to Belfield. See http://www.irishrail.ie/index.jsp?n=182&p=122.

Iarnrod Eireann (Irish Rail): Irish Rail operates services to all provincial cities from two stations in Dublin; Heuston Station and Connolly Station, both of which are located in the city centre. There are two classes, standard class (economy) and super standard (1st class). See www.irishrail.ie.

Luas (tram): The Luas operates two tramlines servicing Dublin city centre and suburbs. Trams run every 5 minutes at peak time and every 10-15 minutes at other times. See https://www.luas.ie/.
Taxis: Taxis are available in all cities. The best places to get taxis are at hotels, rail, or bus stations or at taxi ranks, which are clearly marked. Taxi meters are in operation in Dublin and you should always check that the meter is switched on. For longer distances, fares may be negotiated in advance. If a taxi is ordered, there may be a pick-up charge. Usually a small tip is given to the taxi driver. Cabs are also available; these cars are not marked and cab drivers are not permitted to use the taxi ranks. Instead, there are cab offices from which a car can be hired.

Cars: Students are not allowed to buy or rent cars to drive in Ireland. As a pedestrian, it is important to note that cars are driven on the left-hand side of the road and there are many narrow streets and different “rules of the road,” which may make it more hazardous for you to cross the street.

VOLUNTEER OPPORTUNITIES

Volunteering can be an excellent venue to learning more about a culture while providing a service to others. UCD lists many volunteer positions here: http://www.ucdblogs.org/volunteer/volunteer/. Students who wish to work with children will need to have documentation from their permanent residence that they have no criminal record. This information can usually be received from the State Police Office. Examples of volunteer opportunities might include:

www.aware.ie - Aware is a voluntary group which was set up to help those suffering from depression. They have regular fundraising events.

http://www.dubsimon.ie/ - The Dublin Simon Community is a charity organization that helps the homeless in Dublin. Many UCD students get involved in the Simon Community.

www.ucdvo.org - UCD Volunteers Overseas has been established to offer students the opportunity for voluntary work in the developing world. Funds are directed according to need to projects identified by local groups, which will benefit the community.

www.alone.ie - Alone is a volunteer organization that helps elderly people living in Dublin.

www.redcross.ie - The Irish Red Cross provides both emergency services as well as a variety of broadly based community services including youth work and care for the sick and elderly.

www.irishrefugeecouncil.ie - The Irish Refugee Council works on issues pertaining to refugees in Ireland in the following areas: policy, research, legal, networking and direct assistance to refugees in Ireland.

www.nala.ie - The National Adult Literacy Agency is a volunteer organization concerned with the national coordination, training and policy development in adult literacy.

www.dspca.ie - The Dublin Society for Prevention of Cruelty to Animals was established in 1840 and is Ireland’s largest animal welfare organization.
SUGGESTED READING

A Portrait of the Artist as a Young Man, James Joyce
Culture Shock!: Ireland, Patricia M. Levy

Have an excellent adventure!!