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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.

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IMMIGRATION

Arriving in Ireland

If you are a citizen of the United States, Canada, Mexico, or the European Union (or others under the list of "Schedule 1" countries), **then you do not need to apply in advance for a visa to study in Ireland.** Citizens of other countries should double-check whether or not they need a visa by checking the Ireland Department of Foreign Affairs website: <https://www.dfa.ie/travel/visas/visas-for-ireland/> or see [HERE](#) (PDF) for a list of visa-required countries. Be aware, however, that even if you do not have to apply in advance for a visa, there are other requirements (as described below).

Upon arrival in Ireland, you must typically provide documentation to a border agent (see complete list here: <https://www.irishimmigration.ie/at-the-border/entry-for-non-eu-non-eea-and-non-swiss-nationals/>). The list currently includes a travel itinerary (typically a roundtrip airline ticket), a valid passport, and a letter of admission from the exchange institution (University College Dublin) to present to immigration officials. **Do not pack these items in your luggage, and do not enter the country as a tourist.** You will want to indicate that you are entering the country for studies. You should also be sure to have financial documentation to show that you can support yourself during your studies (see below for exact requirements). You should also carry your health insurance card and policy with you, which you may download from Gateway Abroad (currently called the IECL packet, or 'Insurance/Emergency Cards & Letters' packet). It is also a good idea to have proof of accommodation, so you should have a document showing your housing assignment, for example. Make sure that the immigration officer properly stamps your passport upon entering the Republic of Ireland.

***Note:** Those entering through Northern Ireland are not subject to border control but must present themselves at the **Garda National Immigration Bureau** within 30 days to have their passport stamped.

Registering at the Garda National Immigration Bureau

By the date of expiry stamped in your passport upon arrival, **all non-EU/EEA visiting students are required to register with the Garda National Immigration Bureau.**

There is a fee for doing this (300 Euro at the time of publication); the Dublin office accepts credit/debit cards only. **You need to make an appointment in advance for your visit:** <https://burghquayregistrationoffice.inis.gov.ie/>. Book early (up to 10 weeks in advance), as appointments often fill!

For registration, you will need:

- Completed immigration form - available at UCD Orientation Program
- Original letter of admission/offer from UCD (available in SISweb)
- 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 (**see below** for exact detail; very important)
- 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)
- Evidence of full Medical Insurance for the period of proposed stay in Ireland, e.g. insurance card and insurance policy printout. See your IECL (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). The letter also certifies you have insurance, as indicated above, but is not intended to be the sole proof of insurance.
- Proof of address in Dublin (e.g., utility bill or a letter from your landlord/student residence, indicating your address)
- At registration, you will give your biometrics (they will take a photo/fingerprints)

Specifics Regarding Evidence of Financial Support:

Be sure to check if this is the most current information below, as details can change. Please see further information about evidence of finances on the [Irish Immigration website](#). The documentation described below is for U.S. citizen students going abroad for ONE SEMESTER. If you will be abroad in Ireland for the year, or if you do not have U.S. citizenship, double-check the requirements because they will differ.

The current guidance for U.S. citizen students going abroad for one semester (who do not require a visa to enter Ireland) is that you must show **€500 per month or €3,000 (whichever is lesser)** is available to the student to cover living expenses.

➤ Option 1: Provide two original bank statements from a non-Irish bank (for example from the bank in your home country) in the student's name (as written in the passport), one dated no more than one month old, together with a past statement from the same bank and same account, dated no more than 6 months old, PLUS a debit card from the same account to show you have access to those funds.

➤ Option 2: Students who receive scholarship/financial aid support may show a letter from the sponsoring body/university confirming financial status. You may request a Fund Certification Letter from the UR Financial Aid Office if you receive financial aid to help with your room/board costs.

➤ Option 3: Students could choose instead show a pre-paid credit/debit card with the required minimum funds, but you would have to be very careful not to lose this card (the equivalent of 500€/month for a 4-month semester abroad, for example, is 2,000€ or roughly \$2,196 as of the Aug. 9, 2023 exchange rate).

- Option 4: If you think any of the above would be difficult, you may open an Irish bank account and provide a statement after transferring in sufficient funds (you must first ensure you are eligible to open a bank account in Ireland; note for yearlong students, opening a bank account is required).
- Option 5: Provide documentary evidence that money (same minimum amount as above) is held in trust for a student by a financial services body regulated in Ireland by the Central Bank of Ireland.
- **Important Notes:** Regardless of which option you select, you must show **€500 per month or €3,000 (whichever is lesser)** is available to the student. In general, copies and printouts from online accounts will not be accepted.

Find additional detail at <https://www.ucd.ie/global/study-at-ucd/visasandimmigration/>.

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: <https://www.dfa.ie/irish-embassy/usa/our-services/visas/visas-for-ireland/> to review the information regarding 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 <https://www.irishimmigration.ie/>.

IRP Card

On successful completion of your INIS registration, you will be issued **an IRP Card/residence permit** (formerly known as GNIB). This will be sent to you by post/mail within 10 working days. This is valid for one year, or for single semester students, until the end of their course. You must carry your IRP with you at all times and present it to an immigration officer or a member of An Garda Síochána (police) if requested. **This includes whenever you leave or re-enter the country.**

ARRIVAL

UCD will typically 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. You will be directed as to where to check in 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 heavy luggage, so it is important to plan ahead.

See here for more information: <https://www.ucd.ie/global/offerholders/orientation/>. The Transport page may also be of use: <https://www.myucd.ie/visiting-ucd/transport-links/>.

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 UCD

There is an excellent private bus service mentioned above called AIRCOACH (website: <https://www.aircoach.ie/>). This service will take students from the airport to UCD with minimal stops. 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 on Stillorgan Rd., or select UCD Slip Rd. Regular cost=12.5 Euros for a single-way fare. Be sure to inform the driver of your desired stop.

BUS FROM CITY CENTRE TO UCD, BELFIELD

According to this page (<https://www.ucdsu.ie/transport-guide>), the Dublin Bus routes **11 and 46a** provide bus service to/from the Belfield campus and the city centre. To be sure, check with Dublin Bus (<http://www.dublinbus.ie/>).

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. If your driver was particularly friendly/helpful, you might tip €1 or round up your fare (for example, an 8 Euro fare rounded up to 10 Euro).

FERRY TERMINALS (<http://www.irishferries.com/uk-en/to-ireland-from-britain/>)

Sea Ferries operate between France and Ireland and between Britain and Ireland. See website for further detail.

HEALTH CARE

The Student Health Service in UCD is located in the old Student Centre on the Belfield Campus (building 70 on the UCD campus map). 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/> for more information. The office hours are listed on the main page.

See here for counseling services: <http://www.ucd.ie/studentcounselling/>.

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 (<https://edoc.ie/>), Dial (01) 22 34 500

Open weekdays (M-F) from 6 PM-8 AM and 24 hours on Weekends and all bank and public holidays. Note there is a charge for this service (except COVID testing). Please note this service is for urgent issues only.

Doctor on Duty (<https://www.doctoronduty.ie/>), Dial (01) 420 0880
House calls 24/7. Please note there is a charge for this service (*including* COVID testing).

OR St. Vincent's University Hospital, Elm Park (<https://www.stvincents.ie/emergency-department/>) is available 24 hours a day.

NOTE: A Procure pharmacy (<http://procarepharmacy.ie/>) 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). See the on-campus fee sheet here: <https://www.ucd.ie/stuhealth/charges/>; off-campus will likely cost more. Students may then seek reimbursement for charges via the Chubb Insurance/ACE Travel Assistance (AXA) plan provided by the University of Richmond (see below). Note that typically pre-approval is required except in case of emergency. Services operated by UCD Student Counseling will remain free of charge.

INSURANCE

University of Richmond students are automatically enrolled in a health insurance plan called Chubb/ACE Travel Assistance (AXA), for which the costs are paid by UR (see <https://international.richmond.edu/semester/health-safety/insurance.html> for exclusions and details). Your insurance card is available for download in 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://wwwnc.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://wwwnc.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>.



The UR Office of International Education also recommends that students register with the State Department's travel registration website: <https://step.state.gov/step/> (non-U.S.

citizens can register as well since you go to school in the U.S., or 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, consular officers can assist in evacuation were that to become necessary. However, they cannot assist you if they do not know where you are. 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. Orlaith McGourty (business students) or Ms. Ruth Redahan (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 ([UNICARE](#)): 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. Be aware that most buses stop running at 11pm. 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 pressured 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) or internal line (112) 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: <http://www.firesafetyfoundation.org>.

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 at <https://tinyurl.com/275857t2> (or go to <http://www.epa.gov/iaq/pubs/coftsht.html> and search “preventing carbon monoxide poisoning”).

COSTS

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



Payment of these fees includes:

- ❖ Advising and orientation at Richmond before departure and after return
- ❖ Tuition fees at University College, Dublin
- ❖ \$1,000 travel allowance (credit on your UR account to help with your int'l flight)
- ❖ Travel, accident, and sickness insurance plan through Chubb Insurance / AXA Assistance while you are abroad
- ❖ Transfer credit for courses taken abroad (see <https://registrar.richmond.edu/registration/programs/studyabroad/> for specifics)

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*
- ❖ *Visa/residence permit costs*
- ❖ *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 and health insurance premiums paid out 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 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.

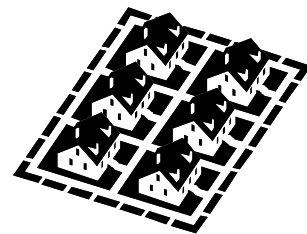
The estimates for listed expense categories should be considered as adequate to cover normal predictable expenses and not as bare minimums. Often, students can reduce costs by as much as 10-15% in some categories as they learn where to find local student-priced bargains. Pre-departure expenses for clothing, 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. IE 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 live in on-campus accommodation at UCD, which they will find allows the best chance to enjoy campus activities, academics, sports, clubs, etc. Unless UCD is unable to provide accommodation, students are not permitted to book off-campus/independent housing.

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. Utilities are typically included. Students should bring, or plan to purchase while abroad, towels, kitchen utensils, and bed linens. A comforter/duvet, mattress protector, and pillow are supplied.

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 Ashfield, Belgrove, Merville, Roebuck Hall, or Glenomena Student Residences, and Roebuck Castle is also available (catered). The UCD Student Villages are the newest residences. 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 housing deposit (which is equivalent to one month's license fees/rent) 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 fees will be billed to you and can be paid in monthly installments. The monthly installments will include utilities and catering (if applicable).

Return of deposit: If any fines or outstanding bills are incurred, this amount will be deducted from the housing 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, <https://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

Courses in the UCD School of Commerce are generally available to University of Richmond students who meet minimum prerequisites (subject to capacity and timetable), with the exception of courses ending with a letter, such as 'S' or 'D,' as those courses are not available to undergraduates. 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 (please contact the UR International Business Programs Office if you wish to take 6 courses). 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 one or no more than two modules outside of the business school (no psychology or upper-level English or history courses). All requests for non-business modules must be emailed to quinnstudyabroad@ucd.ie.

CLASSES—Non-Business Students

University of Richmond students who meet minimum prerequisites will typically take 4-6 modules (normal is 5) per semester in a variety of subject areas. You will select a home College (such as the College of Arts, Humanities, and Social 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: <https://www.ucd.ie/global/learningabroad/exchanges/studyabroad/> 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. It is VERY important to check the restrictions here: <https://tinyurl.com/yc2sxxzu>.

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 a larger 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.

Students should also be certain to read the information on the UR Registrar's Office website regarding the ["First Five"](#) rule to determine whether the courses would be bumped up to a full unit.

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

GRADES

UCD scale	U.S. grade equivalency
A+, A, A-	= A (70-100%)--Excellent
B+, B, B-	= B+ (60-70%)—Very Good
C+, C, C-	= B (50-60%)--Good
D+, D, D-	= C (40-50%)—Acceptable
E+ or under	= F (less than 40)—no transfer credit

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: <https://www.ucd.ie/registry/staff/registryservices/assessment//>

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. All buildings at UCD are wireless, including housing. UCD also uses BlackBoard.

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/> 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

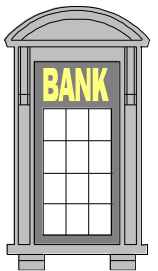
UCD has a Sport & Fitness Center (<http://www.ucd.ie/sportandfitness/>) that offers a variety of sports and workout facilities and club sports for students - football, hockey, and indoor sports, etc. It also offers aerobics classes and circuit training classes, and there is a pool as well.

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 (yearlong students are required to open a bank account in Ireland). 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 <http://www.bankofireland.com/> 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. 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. Academic year students

fall under immigration status "Stamp 2."

Important: Single semester students cannot seek employment. See this website for more information: <https://www.ucd.ie/global/studentexperience/workinginireland/>. Semester abroad students fall under immigration status "Stamp 2A."

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. Orlaith McGourty (business students) OR Ms. Ruth Redahan(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 LEAP card. These are usually offered for free to UCD students, and allow the student to pay discounted fare on all of the transportation options listed below.

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. You can pay on the bus if you have exact change or pay with a LEAP card. Free Leap cards are available to students and can be reloaded via www.leapcard.ie. Using the Leap card can save 20% or more (up to 50% savings, in some cases).

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 <https://www.buseireann.ie/>.

DART (Dublin Area Rapid Transit): Within the Dublin area, the electric rail 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. DART services operate every 10 minutes all day. 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 <https://www.irishrail.ie/en-ie/rail-fares-and-tickets/fares-info/dart-and-short-hop-zone>.

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. See www.irishrail.ie and <https://www.irishrail.ie/en-ie/rail-fares-and-tickets/students>.

Luas (tram / light rail): The Luas operates two tramlines (Red Line and Green Line) 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. Please do be careful and look both ways before crossing.

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: <https://www.studentvolunteer.ie/ucd>. Students who wish to work with children will need to have documentation from their permanent residence that they have no criminal record.

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.

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!!