# INFORMATION SHEET 2016/2017
## ERASMUS / NON-EU EXCHANGE STUDENTS

### UNIVERSITY COLLEGE DUBLIN
**LOCHLANN QUINN SCHOOL OF BUSINESS**
BELFIELD, DUBLIN 4, IRELAND

### CONTACTS
- **Esther Sanz**, International Affairs Officer
  New Partnerships, agreement renewal and balances. Incoming students.
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Outgoing students BComm (International) Programme

http://www.ucd.ie/quinn/internationalstudents/erasmusnon-euexchange/
- Information for UCD International students including UCD International Student Handbook:
  http://www.ucd.ie/international

### INTERNATIONAL ACCREDITATIONS
- UCD Lochlann Quinn School of Business is the leading Undergraduate Business School in Ireland.
- Only School in Ireland to hold the “Triple Crown of Accreditation”:
  AACSB (International) and EQUIS, the top European accreditation,
  with our postgraduate School, UCD Michael Smurfit Graduate School
  of Business, holding the prestigious AMBA accreditation.

### NOMINATION/APPLICATION Deadlines
Nominated students will receive online application information via e-mail.

### TERM DATES- Academic year 2016/2017
http://www.ucd.ie/students/keydates.htm

- **Semester one and full year students:**
  - Deadline to receive nominations: 1st May 2016
  - Deadline to submit online applications: 15th May 2016
- **Semester two students:*
  - Deadline to receive nominations: 1st October 2016
  - Deadline to submit online application: 15th October 2016

**Semester one:**
- Teaching Term: 12th September - 2nd December 2016
- Exams: 10th to Friday 22nd December 2016
- Students don’t have to be in UCD for the grade approval process at the beginning of January 2017.

**Semester two:**
- Business Orientation session: 19th January 2017 (TBC)
- Teaching term: 23rd January - 28th April 2017
- Exams: 8th to 19th May 2017
An Orientation session for Lochlann Quinn School of Business incoming International students takes place on Thursday before the official start of each academic term. In addition to it, UCD Central International Office runs a programme of social events for all international students coming to study at UCD. This usually takes place during the week before term starts and also during the first week of each semester. Please check UCD Central International Office webpage. Details will be updated in due course: www.ucd.ie/international

Please check the ‘Irish Naturalisation and Immigration Service webpage for full details on application procedures and to see whether you require a visa to study in Ireland: http://www.inis.gov.ie/
You should also check out the website of the Irish Department of Foreign Affairs for details of the Irish Embassy attached to your country: http://www.dfa.ie/home/index.aspx?id=8605

Registering with the Garda National Immigration Bureau (GNIB): All non-EU/EEA students must register with the GNIB after they have registered with UCD and before the stamped date on their passport. Further details are available on the UCD International Office webpage. Students will also receive information about this process at the orientation session for incoming exchange students.

EU Nationals: Students from EU Member States in possession of the European Health Insurance Card (EHIC) are entitled to public health services in Ireland. The EHIC card is available from the health authorities in your home country. For further information, please see the European Health Insurance Card website. http://www.ehic.ie/

Non-EU Nationals: Because of GNIB regulations, non-EU students must obtain private health insurance. UCD doesn’t arrange health insurance for students.

EU/EEA Nationals have the same entitlement to take up employment as that of an Irish person.

Non-EU/EEA Nationals: Students who are attending a full-time course of one year’s duration (on a course leading to a qualification which is recognised by the Irish Department of Education and Science) are entitled to seek employment on a casual basis. Casual employment means you can work for 20 hours per week during term time or full-time (up to 40 hours) during normal college holidays. One semester students cannot seek employment.
COST OF LIVING
http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/living-costs/

Estimate of a monthly student budget: €1,300

HOUSING
http://www.ucd.ie/residences
http://www.ucd.ie/international/study-at-ucd-ie/

Once students have been accepted to UCD, they will receive accommodation application information via e-mail. On campus accommodation is available at both the Belfield and Blackrock campus. UCD has set aside a large proportion of on-campus rooms for international students. However, places are limited and we regret that we are unable to guarantee accommodation to all international students.

STUDY PROGRAMME

Information on BUSINESS MODULES available can be found on our webpage:
http://www.ucd.ie/quinn/internationalstudents/erasmusnon-euexchange/curriculum.html

Online Business module registration takes place in August/September for semester 1 December/January for semester 2.

LAPTOP POLICY

UCD uses the European Credit Transfer System. Modules are generally worth 5ECTS credits each.

A full semester workload is equivalent to 30ECTS credits. Erasmus/Exchange students can take a maximum of 30ECTS credits per semester. They can also take less than 30ECTS if allowed by their Home University. Four modules is the minimum in order to be considered full-time for immigration purposes. Access to particular modules is dependent on space availability in the class and the timetable.

Students may choose from a range of over fifty modules. These modules are from the third and second year of our Bachelor of Commerce Degree Programme (BComm).

LANGUAGE OF INSTRUCTION: ENGLISH

As a guideline, the minimum English language requirement for students undertaking a Full time Degree programme in UCD is:

1. TOEIC 750
2. IELTS 6.5
3. TOEFL 600. A min score of 100 in internet based TOEFL

While Quinn School of Business does not apply the above requirement to incoming Erasmus/Exchange students, students must have adequate English language skills to follow their lectures and take their exams through English while in UCD (recommended level of B2/B1 CEF). Exchange students should check with Lochlann Quinn School of Business for suitable alternatives.

Very important! Students who need to apply for a visa must check with the relevant Embassy to see whether an English language certificate is required as part of the visa process.
**English and other foreign language modules**

Offered by UCD Applied Language Centre (ALC) each semester. Each module is worth 5 ECTS credits.

**STUDENT SERVICES and FACILITIES**

- [Clubs and Societies](http://www.ucd.ie/sportandsocieties.htm)
- Over 100 clubs and societies ranging from sports to academic interests. Of particular interest to international students may be the ESN (Erasmus Student Network) or the International Student Society.
- [Buddy Programme](http://www.ucd.ie/stu_services.htm) (UCD International)
- [Library](http://www.ucd.ie/alc). All registered students are entitled to use and borrow books from the libraries, located in Belfield and the Blackrock campus.
- [Restaurants and snack-bars.](http://www.ucd.ie/international/study-at-ucd-global/student-life/)
- [Sports Centre](http://www.ucd.ie/stunion). UCD has an excellent sports center, located on the Belfield campus.
- [Students’ Union](http://www.ucd.ie/stuhealth/)
- [Student Advisers](http://www.ucd.ie/stuhealth/). Provide support for all students during their university experience working in conjunction with academic and administrative staff.
UCD Sutherland School of Law

Exchange Student Information 2016-17
LAW CONTACTS

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Immigration Officer and Student Advisor  
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USEFUL WEBSITES

UCD Sutherland School of Law  www.ucd.ie/law/exchangestudents/
UCD International Office  www.ucd.ie/international
Online course catalogue  www.ucd.ie/students/course_search.htm
Term dates  www.ucd.ie/students/keydates.htm
Residences  www.ucd.ie/residences

TERM DATES 2016/17

SEMESTER ONE
Orientation:  6 September to 9 September 2016 (optional)
Teaching term:  12 September to 2 December 2016
  Revision week
Exams:  10 December to 22 December 2016

SEMESTER TWO
Orientation:  16 January to 20 January 2017 (optional)
Teaching term:  23 January to 28 April 2017 (two week break March 12th to 29th)
  Revision week
Exams:  8 May to 19 May 2017

*The examination timetable is published by the UCD exams office in October (for December exams) and March (for May exams) STUDENTS MUST NOT BOOK RETURN FLIGHTS TO DEPART BEFORE OR DURING THE EXAMINATION PERIODS

ORIENTATION

Orientation takes place each semester the week before classes start (6th September 2016 and 16th January 2017), it usually starts on a Tuesday. Attendance is not mandatory but we strongly recommend you attend so you can settle in and get information that you will need for classes and extra-curricular interests.

There will be a variety of different academic, social and cultural events. The exact schedule will be sent to you nearer the time. The School of Law will give you an information session paying particular attention to your Law classes.

The UCD International Office will organise a buddy for you so you will have a current UCD student dedicated to helping you settle in. We offer support throughout the semesters so you do not need to worry about being lost in a new university system.
APPLICATION INFORMATION

Application Deadlines

- **Semester One/Full Year**
  September 2015 start, student to apply online by **15 May 2016**
  
  *Partner universities to nominate students by the 1st May 2016*

- **Semester Two**
  January 2016 start, student to apply online by **15 October 2016**
  
  *Partner universities to nominate students by the 1st October 2016*

Students are invited to apply online as soon as they are nominated by their home university.

Supporting documents

Students will be asked to upload the following supporting document to the online application:

- Official transcript of results in legal studies
- Students coming through Erasmus: the UCD Confirmation of Nomination form (emailed once students nominated by their home university)

Please ignore any messages you get for further documentation, the system is designed for many different programmes but this is all UCD Sutherland School of Law require from exchange students.

ACCOMMODATION

Campus housing for incoming exchange students is managed by the **UCD Residences Office** and supported by the UCD International Office.

For Semester One/Full Year students the application will open before term begins, dates TBC. For Semester Two students it will open in either November or December 2016.

You will be sent information on the application process and exact date it will open (they never publish a time but it is usually between 7-10am IST). Please note Schools do not have access to the residences systems so all queries should be directed to them.

Further information on on-campus accommodation in UCD is available at: [www.ucd.ie/residences](http://www.ucd.ie/residences)

Please note that on-campus accommodation is not guaranteed. The International Office and Accommodation office provides advice on finding off-campus accommodation too and I am happy to give you advice if you have questions. There is information for students at [http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/accommodation/](http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/accommodation/)
We strongly recommend that students opting for off-campus housing arrive at least one week before term to look at properties. UCD welcomes thousands of new students each year therefore the housing around the campus fills up quickly.

### MODULE (COURSE) INFORMATION

**Language of instruction** English

**What type of modules (classes) are there?**

In UCD School of Law there are Lectures, Seminars and Tutorials.

- **A lecture** is where the Professor delivers 50 - 110 minutes of the subject. They may invite questions at the end. Class size can be anything from 10-300 students.
- **A seminar** is where the Professor will deliver a lecture and ask for class participation; this could be asking students questions or asking them to make presentations. Class size can be anything from 10-50.
- **A tutorial** is where a tutor invites class participation to discuss and further delve into what has been taught at lectures. These are only for some Level 1 and 2 courses. Class size can be anything from 5-20.

**How many credits/ECTs can I take?**

UCD uses the ECTS - European Credit Transfer System - and each of our classes is called a **module**. A full course load is 30 ECTS/credits per semester. At undergraduate level each module is worth 5 ECTS/credits and students take six modules per semester. At **graduate level** most modules are worth 10 ECTS and students take three modules per semester.

Your home university will advise you on the amount of modules/ECTs you are required to take whilst you study with us. They will also advise you which courses you can get accreditation for. Exchange students in UCD can take less than six modules per semester if they have the permission of their home university however students coming to Ireland on a VISA must take a minimum of four modules per semester in order to be considered full-time by the GNIB (Garda National Immigration Bureau)

**What is a level?**

Students can enrol in modules from Levels 1, 2, 3 if they have completed two years of legal studies prior to coming to UCD. Students can enrol in Levels 1, 2, 3 and 4 if they have completed three years of legal studies prior to coming to UCD.

The level of a module is an indication of the level of difficulty of the learning outcomes and the material that will be encountered, and broadly indicates the stage in your academic career when you are likely to attempt the module.

- Level 1 modules are usually taken by first year undergraduate students
Level 2 modules are usually taken by second year undergraduate students
Level 3 modules are usually taken by second and third year undergraduate students
Level 4 modules are usually taken by LLM/JD/Masters students

Continuing to complete and LLM at UCD for award
Students that enrol in Level 4 Graduate modules may return to UCD to complete an LLM and use the credits achieved on the exchange towards programme credits. For example a student that completes 30 ECTs from Level 4 Law modules on exchange can return to complete one more Semester of 30 ECTs and a *dissertation worth 30 ECTs to be awarded an LLM award. Both academic credits and discounts are applied for these students.

*The dissertation classes take place during Semester One of each academic year with materials available online and students can submit their topics from abroad but it is recommended you complete it in Dublin with access to resources and your supervisor. Thesis submissions are made in August.

REGISTRATION

Where can I see the list of Law modules?
A list of the School of Law modules can be found at www.ucd.ie/students/course_search.htm (select the Subject Area Law). All modules with the code that begins with ‘LAW’ are School of Law modules.

When will the list of Law modules for 2016/17 be available?
The course curriculum for 2016/17 will be published online around June/July 2016 at www.ucd.ie/students/course_search.htm

Can I take any modules from outside of the School of Law?
Students can apply to take one* module from outside of the Law school each semester. A module outside of the School of Law is anything that does not begin with the code ‘LAW’. For example LAW30180 Jurisprudence is a module from the School of Law. PHIL30260 Philosophy of Law is a School of Philosophy module.

*Students from the following universities (that accept UCD’s Law with Business students) are allowed to take a 50/50 subject split with Law and Business. The University of New South Wales; The University of Queensland; The University of Tulsa, Leopold-Franzens Universität Innsbruck; Université Catholique de Louvain; Université de Rouen; Ludwig Maximilians University Munich; Università Commerciale Luigi Bocconi, Milan; Universidad Carlos III de Madrid; University of Navarra, Pamplona.

Students from the following universities (that accept UCD’s Law with ‘arts’ students) are allowed to take a 50/50 subject split with Law and Economics/ History/ Politics/
Students are manually registered to modules from outside of the School of Law when there are spaces in the classes for exchange students and if they have met prior learning requirements (see ‘Am I eligible to take this module?’ in www.ucd.ie/students/course_search.htm) – there is no definitive list so students make individual enquiries when registration opens.

How do I register to modules?
Students will register online/be registered manually their Law modules from August 2016, date TBC. Information and instructions will be sent nearer the time.

Language courses
The applied language centre look after all language courses for the university. They give students information and register them to classes (Schools are not allowed to register students to language classes). To be registered to a language class students are required to take a placement test so they are put in a class at the correct level. Courses are worth 5 ECTs and students cannot take them as extra credit. Contact information is available at http://www.ucd.ie/alc/contactus/

Learning Agreements
Students from EU countries may be required by their home university/governing authority to complete a learning agreement before the module list for 2016/17 is available. We can sign any forms to assist students but you should note that modules may change semester/be removed or added and it is subject to change.

IMMIGRATION REQUIREMENTS

Student visas and Immigration

All non-EU/EEA students must comply with Irish immigration requirements. Information is available at both the Before Arriving in Ireland and After Arriving in Ireland web pages, which are a summary of immigration rules and regulations.

Students can then go to the Irish Naturalisation and Immigration Service website for full details on application procedures.

Students should also check out the website of the Irish Department of Foreign Affairs for details of the Irish Embassy attached to your country.
Information on registration with the immigration office is available in the International Student Handbook and will be further explained at orientation.

**Work**

Exchange students who are non-EU citizens are not permitted to work in Ireland if they study at UCD for one semester. Full-year exchange students who are non-EU citizens can work up to 20 hours per week part-time during term-time and full-time during the university holidays either on or off-campus

**Health Insurance**

Non-EU students are advised to obtain private health insurance which covers them during their stay in Ireland. UCD does not arrange health insurance for students. Students can purchase insurance in their home country but will need to ensure that it is valid in Ireland and in any other countries to which they plan to travel.

Basic medical expenses insurance is available for approximately €120 from Odon Insurance Brokers. This insurance policy will satisfy the visa requirement for private health insurance and can be obtained before students arrive in Ireland. For more information on this insurance, please visit: www.odon.ie/ucd

Health insurance can also be purchased from one of Ireland’s three private health insurance providers:

- VHI: http://www.vhi.ie
- Quinn Healthcare http://www.quinn-healthcare.com/
- Aviva: http://www.aviva.ie/online/health/

Further information on health insurance is available in the International Student Handbook, http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/international-student-handbook/

**COST OF LIVING ESTIMATES**

For estimated cost of living please see guide at http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/living-costs/

**GETTING FROM DUBLIN AIRPORT TO UCD**

Current UCD students will be at the airport during Orientation to meet and direct new students. Once the schedule is confirmed all information will be posted at http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/orientation/

Aircoach, a private bus service, operates a regular service from Dublin Airport to UCD at a cost of €8-€10.00 single/€16.00 return. Further information is available at: www.aircoach.ie
About UCD Sutherland School of Law

UCD Sutherland School of Law is located on the Belfield Campus where students receive support from the dedicated student co-ordinator. Students enjoy lectures in large theatres, small group tutorial sessions and mock trials in the moot court.

Further information on Dublin is available at: www.ucd.ie/law/

About UCD

University College Dublin is Ireland’s largest and most richly diversified university. It provides a broad range of courses grouped into seven Colleges: Agriculture, Food Science & Veterinary Medicine, Arts & Celtic Studies, Business & Law, Engineering & Architecture, Health Sciences, Human Sciences and Science. UCD traces its origins to the Catholic University of Ireland founded in 1854 by Cardinal John Henry Newman, author of the celebrated ‘The Idea of a University’. Today UCD is a vibrant, modern university of approximately 30,000 students situated on a spacious and leafy campus some 5km to the south of Dublin city centre.

Further information on UCD is available at: http://www.ucd.ie/about/

About Dublin

Located on the east coast of Ireland, Dublin began as a Viking settlement founded over one thousand years ago. In the 21st century, with a population of over 1.2 million people, Dublin is the thriving capital of the Republic of Ireland and is the centre of the political, diplomatic, administrative and commercial life of the country. Famous for its literary tradition, Ireland’s capital has been home to writers from Jonathan Swift to William Butler Yeats and James Joyce. A visit to Dublin allows you to explore both the historical and the modern, from castles and churches to cafés and clubs.

Further information on Dublin is available at: www.visitdublin.com