



University College Dublin
Ireland's Global University

**UCD INTERNATIONAL
STUDENT HANDBOOK
2018/2019**



UCD International



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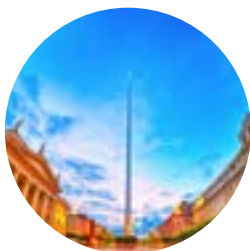
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For the witch for dragons that fly
in the air in the air in the air
The string tells each living thing
to argue to fly out from the
Each mortal thing does one thing and the same
Dance did that being indoors each one dwells
Selvesingones itself, myself it speaks and spells,
Cry What I do is me: for that I came

to the UCD Global Lounge

WELCOME

It is a great pleasure to welcome you to University College Dublin and to Ireland.

As Ireland's Global University, UCD is proud to host the largest community of international students in the country and we work hard to provide a supportive environment for all students and staff, regardless of where they're from.

This practical handbook aims to provide you with information about life as a new international student at UCD and as a new member of the wider Dublin community. It is designed to be particularly useful for you in your first weeks, but please keep it for future reference during your studies.

UCD offers many learning opportunities both inside and outside the lecture theatre. We hope that you will take full advantage of these opportunities and become involved in the dynamic life of our university. Beyond the campus, we also hope you enjoy exploring both Dublin and the rest of Ireland during your time here.

The staff in UCD International are here to support you in your transition to studying at UCD. We work collaboratively with other support services across campus to ensure that you receive the necessary support during your time at UCD. If you need help or guidance, please consult this handbook for the most appropriate office to contact.

Thank you for choosing to study in Ireland and we wish you all the best for your time at UCD

Douglas Proctor,
Director of International Affairs, UCD



UNIVERSITY
COLLEGE
DUBLIN

1. REGISTERING AT UCD





Registration

Before attending courses you will need to:

- Register for your programme (Confirmation of attendance)
- Enrol in your programme
- Pay your tuition fees
- Receive a student card (UCARD).

Your UCARD gives you access to all student facilities, including the Residences, Library and Student Centre.

It is important that you upload your photo for your card as early as possible. For further information and guidelines on photo upload please visit:

→ www.ucd.ie/ucard



How to Enrol in Your Programme

Full-time Undergraduate and Postgraduate Students

All first year undergraduate and postgraduate students must go online to:

- Confirm their attendance
- Complete module registration (where applicable)
- Pay any fees owed

For most graduate taught programmes, module registration takes place online.

For research programmes (Masters Research and PhD), module registration is done through your Graduate School or Programme Office.

You are responsible for managing your module registration.

→ www.ucd.ie/students/registration.html

Pre-Masters Students

The Pre-Masters Coordinator will manually register you for modules. For registration assistance:

✉ premasters@ucd.ie or visit

→ www.ucd.ie/international/study-at-ucd-jp/what-can-i-study/pre-masters-programmes



International Foundation Year Students

International Foundation Year Students will be registered through the UCD International Study Centre.

→ www.ucdisc.com

Erasmus/Non-EU Exchange Students

Erasmus and Non-EU Exchange students also need to register online (confirmation of attendance). Your Exchange Coordinator will manually register you for modules. Full information about this process will be sent by UCD International before arrival, along with the letter of acceptance.

→ www.ucd.ie/international/exchange-programmes

Study Abroad Students

Study Abroad students need to register online (confirmation of attendance). Study Abroad students are pre-registered to their subject choices prior to their arrival at UCD and should consult their Study Abroad Coordinator for more information.

Visiting/Occasional Fee-Paying Students

Visiting/occasional fee-paying students need to register online (confirmation of attendance). Students are pre-registered to their subject choices prior to their arrival at UCD and should consult their coordinator for more information.

Students who require registration assistance can contact the UCD Student Desk at the Tierney Building.

Undergraduate registration help line: +353 1716 1555

or via the Student Desk Connector: www.ucd.ie/studentdesk/contact



2. UCD INTERNATIONAL ORIENTATION & EVENTS

Orientation and International Student Welcome Welcome to UCD!

Here is what we have planned for Orientation Week to welcome you to the campus!

- Airport Welcome
- International President's Welcome for Exchange and Study Abroad Students
- International Student Café and Fair
- UCARD Collection
- Walking tours of UCD and Dublin
- Cultural and Social day-trips to various locations in Ireland
- Programme-specific orientation events
- Practical information sessions
- Library tours
- Computer induction courses
- Erasmus & Non-EU Exchange Module Registration
- Meet and Greet in the UCD Global Lounge
- International Table Quiz
- Evening Social Events

Many more activities will take place throughout the term!

The up-to-date orientation programme will be available at:

- ✦ www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/orientation

The university-wide orientation programme will be available at:

- ✦ www.ucd.ie/students/newstudents/orientationtimetables.html

For news, updates and information you will need to know during your time here, follow us on social media!

f UCDInternational

🐦 @UCDIternat

📷 @UCDIternational

#HelloUCD



3. STUDYING IN UCD

Academic Calendar 2018/2019

The Academic Calendar for the Year 2018/19 can be found here:

➤ www.ucd.ie/students/keydates.htm

Examinations

Examination results, personalised examination timetables, and other information regarding examinations can be accessed online by logging on to the Student Information System (SIS Web).

➤ <https://sisweb.ucd.ie>

Lectures

Teaching is done through a combination of lectures, seminars, tutorials, practical and laboratory classes. Classes are generally 50 minutes long but may vary in length. You can have a smaller amount of time in formal lectures in UCD, however, you will be required to attend tutorials and to complete your own independent learning.

If you are having any difficulty with your studies or adapting to the style of teaching, it is important to speak to your Study Coordinator or Lecturer/Professor. It is very easy to approach academic staff and they will be able to help you or advise you who to speak to.

Undergraduate Students

Once you are registered as a full-time undergraduate student you will be enrolled to sit university examinations. Examination timetables are posted on the Assessment and Logistics Office website.

➤ www.ucd.ie/registry/assessment

Graduate Students

Course work for Masters degrees is typically examined at the end of semester one, and in May at the end of the academic year, or in August. PhD and Master by Research theses only are submitted directly to the Student Desk in UCD where deadlines for the submission of theses are available. Please ensure that your UCD registration is current or your theses cannot be accepted.

➤ www.ucd.ie/students/fees/thesissubmission.html

Erasmus/Non-EU Exchange Students

Erasmus and Non-EU Exchange students must take UCD examinations or school-based examinations to gain credit for courses taken. Full information about examination registration is provided during your orientation session.

For Erasmus students, examination results are sent out by post to your home address once transcripts become available. Make sure that your home address on SIS Web is appropriately updated.

For Non-EU Exchange students, examination results are sent by post to the home university once transcripts become available.

Study Abroad Students

Study Abroad students must take UCD examinations or school-based examinations to gain credit for courses taken.

Examination results are sent out by post to your home university once transcripts become available.

Visiting/Occasional Fee-Paying Students

Visiting/Occasional fee-paying students must take UCD examinations or school-based examinations to gain credit for courses taken.

Examination results are sent out by post to your home address once transcripts become available. Make sure that your home address on SIS Web is appropriately updated.





4. IMMIGRATION



Registration with Irish Naturalisation and Immigration Service (INIS)

All non-EU/EEA students, living in Dublin, must register with the Irish Naturalisation and Immigration Service (INIS) where you will receive your Irish Residence Permit (IRP) card. This is done after your registration with UCD and prior to the date stamped on your passport when entering the country.

Appointments must be made online via the Burgh Quay Registration Office website:

➤ burghquayregistrationoffice.inis.gov.ie

Appointments are offered in a series of 1 hour slots 7-9 weeks in advance of the date and are released at 10am each day. Cancelled appointments are released at 2.30pm every day. Appointments are generally gone within 10 minutes of being released.



Required documents for first time registrations checklist:

- Valid Passport (with entry visa if applicable)
- Confirmation of appointment email
- Evidence of finances for Non Visa required students – e.g. a current Irish bank account showing your name and a balance of €3000. A bank statement not more than 1 month old and matching debit card or a letter from your sponsoring body will also suffice.
- Certificate of Attendance – available from SISweb after registration
- Evidence of Private Medical Insurance (see Section 7. Student Health)
- A credit/debit card to pay €300 registration fee
- If you are under 18 please contact UCD International to enquire about guardianship and the immigration process.

If you are having any difficulties in registering with INIS please contact the International Student Advisor.



5. ACCOMMODATION

On Campus

Currently UCD has 8 on campus residences spread across Belfield and Blackrock Campuses.

On Belfield campus:

- Ashfield
- Belgrove
- Glenomena
- Merville
- Roebuck Hall
- Roebuck Castle

On Blackrock campus:

- Blackrock Halls
- Proby

If you have any questions or issues during your stay in the on campus accommodation, you should contact UCD Residences:

- 📧 www.ucd.ie/residences
- ✉ residences@ucd.ie
- ☎ +353 1 716 1008

Off Campus

At this stage most of the on campus accommodation has already been booked and it is time to start looking at off campus accommodation options.

UCD is located in one of the most expensive areas of Dublin, but is well connected to areas surrounding the city by public transport (see section 13. Transportation). Google Maps is a useful way of finding out how to get from a specific address to UCD.

Useful websites for accommodation hunting:

Long Term Accommodation:

📌 www.ucdaccommodationpad.ie

This website is managed by our Room Booking Support team. Though the website asks you for a @ucdconnect.ie email address when you register, you can do so with your personal email address. In that case, please email roombookingsupport@ucd.ie and send a copy of your Offer letter, register on the site with your Gmail/Hotmail/university email, verify it and the team will grant you access. The website contains a listing of available accommodation around UCD, and provides general advice.

📌 Airbnb.ie

Private Housing:

📌 myhome.ie

📌 Spotahome.com

📌 Findahome.ie

📌 Property.ie

📌 Daft.ie

(Go to 'Student accommodation', you will have the option to either look at near Campus or on Transport Route accommodation)

📌 Rent.ie
(Students -> University College Dublin)

📌 Dublinrental.ie

Digs:

📌 Hostingpower.ie

📌 Collegecribs.ie

📌 isaccommodation.com
(also non UCD-affiliated Halls of Residence)





Top tip: Unfortunately, there are scam artists who will place fake advertisements on websites without having any accommodation to rent in an attempt to trick you into giving them a deposit. We recommend never handing over any deposit without meeting the landlord and having a thorough inspection of the apartment **IN PERSON**. In a scam you will often get excuses about the landlord being busy, or other means of deflecting from getting you to view the apartment. **DO NOT** hand over any money without seeing the apartment and meeting the landlord in person.

UCD International Accommodation has produced a document with the Do's and Don'ts of renting accommodation. If you are looking for off campus accommodation contact

✉ internationalaccommodation@ucd.ie and we will be happy to share this document with you.



6. INTERNATIONAL STUDENT SUPPORT

Moving to a new country is an exciting experience for students, but there can also be challenges associated with moving. We are here to offer support and guidance specifically for international students along with the wider UCD support network.

Dignity and Respect Policy

University College Dublin is committed to the promotion of an environment for work and study which upholds the dignity and respect of the individual and which supports every individual's right to study and/or work in an environment which is free of any form of harassment, intimidation or bullying. If you have any concerns, please contact UCD International for advice.

Student Advisers

The Student Advisers provide support for all students throughout their university experience. Each programme has a dedicated Student Adviser who is your gateway to support services.

For further information on the Student Advisers log on to:

➤ www.ucd.ie/studentadvisers

International Student Adviser

Colum Cronin

UCD International, Gerard Manley Hopkins Centre, UCD Belfield Campus

☎ +353 1 716 8406

Chaplains

Chaplains, like Student Advisers, are there to serve students' needs whatever they may be. An open door policy exists to enable students to seek assistance, especially in times of distress, illness, and bereavement. Chaplains also cater for the spiritual and religious needs of students.

The Chaplaincy team can be found in the UCD Newman Building, Lochlann Quinn School of Business, and UCD Health Sciences Building

➤ www.ucd.ie/chaplaincy

☎ +353 1 716 8372

Prayer Rooms

Prayer rooms for Muslim students are available in the Woodview Building opposite the Conway Institute on the Belfield campus.

International Students with a Disability

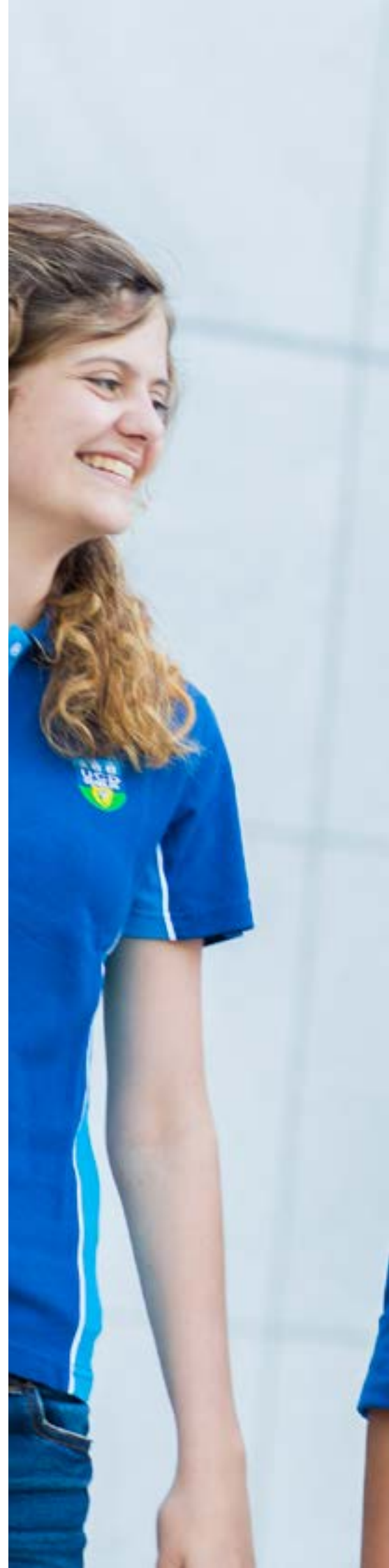
Reasonable Accommodations for students with disabilities studying at UCD are put in place by UCD Access & Lifelong Learning.

For further information contact:

UCD ACCESS & LIFELONG LEARNING

✉ all@ucd.ie

➤ www.ucd.ie/openingworlds







7. STUDENT HEALTH

UCD Student Health and Counselling Services

The Student Health Centre is located in the Student Centre on the Belfield campus. It is staffed by

- Doctors/General Practitioners (GPs) (€25 per visit) and Nurses (€10 per visit)
- Psychiatrist (€40 per visit).
- Student Counselling
- Addiction Counsellor

Appointments

All consultations are strictly by appointment (except in cases of emergency). The Student Health Service does not provide full 24-hour cover and students are advised to register with a general practitioner (GP) on arrival.

If you need to see a doctor urgently you should contact the Student Health Service in the morning to avail of the daily clinic for urgent appointments only.

☎ [+353 1 716 3133/3143](tel:+353171631333143)

🔗 www.ucd.ie/stuhealth

Outside Hours:

Doctor's Appointments - East Doc
☎ [+353 1 209 4021](tel:+35312094021)

Weekdays: 18:00 - 22:00

Weekends/Bank holidays: 10:00 -18:00

House Calls – Contractors Medical Bureau
☎ [+353 1 830 0244](tel:+35318300244)

Accident and Emergency at St. Vincent's University Hospital – Reception:
☎ [+353 1 221 4358](tel:+35312214358)

For Fire, Ambulance and Police Emergency Services: Tel: **999** or **112**

Emergencies on Campus:

In the case of a medical emergency on campus, call the 24-hour emergency line at ext. **7999** (or [+353 1 716 7999](tel:+35317167999)), or pick up a red emergency telephone. UCD Services will then contact the emergency services, and ensure that the relevant traffic barriers are raised for an ambulance. They will also send a patrol jeep to meet the ambulance at the campus entrance and guide it to its destination. If you are resident in UCD make contact with the residential assistants/ residences staff – keep the contact number on your phone.

Important to note: Some types of medication are not available in Ireland or are under stricter licencing laws. Medication may also be more expensive due to these tighter controls. If you are taking medication in your home country please make sure to research its availability and cost in Ireland.

UCD Mental Health and Wellbeing

UCD encourages the promotion, protection, and restoration of mental health and wellbeing amongst all its students. Visit the UCD Mental Health Website for more information.

🔗 www.mentalhealth.ucd.ie

Dental Treatment

There is no dental service attached to the Student Health Service. For details of a dentist in your area of residence please see:

🔗 www.dentist.ie



Health Services in Ireland

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 on your entitlements to healthcare while in Ireland, please see:

➤ www.ehic.ie

Non-EU/EEA Nationals

Due to the Irish Naturalisation and Immigration Service (INIS) and the Garda National Immigration Bureau (GNIB) regulations, non-EU students must obtain private health insurance.

UCD does not arrange health insurance for students, but see information below regarding health insurance.

The Irish Naturalisation and Immigration Service website provides full information on immigration rules in relation to health insurance requirements.

➤ www.inis.gov.ie

For information on the Irish public health care system see HSE (Health Service Executive).

Health Insurance

While non-EEA students are advised to obtain private health insurance in Ireland, you can also purchase it in your own country. If doing so, you must ensure that it is valid in Ireland and in any other countries you plan to travel to. The policy must cover you for any period of hospitalisation in an Irish hospital.

Basic medical expenses insurance which satisfies visa/immigration requirements for private health insurance and can be obtained before students arrive in Ireland is available from Study and Protect and Halligan Insurances. More comprehensive policies are available from the following private health insurance companies in Ireland: VHI, AVIVA, Laya Healthcare or GloHealth

Please note that in order to apply for a policy from one of these companies you will need to provide an address in Ireland and for AVIVA's service you need to have a PPS number. Also note that medical cover does not normally begin immediately with VHI or AVIVA.

Private Health Insurance Companies

Study and Protect:
www.studyandprotect.com

Halligan Insurances: www.halligan.ie/ucd

VHI Healthcare: www.vhi.ie

Aviva: www.aviva.ie

Laya Healthcare: www.layahealthcare.ie

Glo Health: www.glohealth.ie



8. SERVICES & FACILITIES



Student Desk

The Student Desk is located on the ground floor of the Tierney Building. It is the Administrative Hub of UCD. It provides assistance to students with administrative needs in the areas of fees & grants queries, UCD transcripts & official documentation.

☎ +353 1716 1555

Student Desk Connector:
www.ucd.ie/studentdesk/contact

Restaurants

There are a number of restaurants and cafés on the Belfield campus open Monday to Friday during the academic year. The Main Restaurant is located on the first floor of the Gerard Manley Hopkins Centre upstairs from the UCD Global Lounge. There is also a restaurant located on the Smurfit Blackrock Campus.

🔗 www.ucd.ie/students/guide/food.html

Bank Services

There is a branch of Allied Irish Banks (AIB) on campus and a branch of Bank of Ireland located opposite the main entrance.

ATMs or cash machines are located outside the Library Building, the Main Restaurant, AIB bank, and the Student Centre at the Belfield Campus. There is also an AIB ATM located on the Smurfit School Campus.

Opening a Bank Account

To open a bank account in Ireland you will need to have an address in Ireland and have completed your registration at UCD. Make sure that you have your correct address on your SISWeb account as this will be on your Certificate of Attendance.

To open your bank account you will need:

- Valid Passport/National ID Card
- Certificate of Attendance with Dublin address (can be downloaded from SISWeb under the Electronic Documents tab)

Library

The UCD library service operates from five locations: James Joyce Library, Health Sciences Library, Veterinary Library and Richview (all on Belfield campus), and UCD Library Blackrock. A student card (UCARD) is required to gain entry to the James Joyce, Health Sciences and Blackrock libraries, and is always needed to borrow in any library location. All registered UCD students are entitled to use and borrow from all locations.

Laptop loans are available in James Joyce Library (self-service) and in the Health Sciences library (counter service). The library provides a variety of study spaces, many of which are networked, and group study rooms can be booked online.

Graduate students can also apply for an ALCID card which allows them access and reference rights to all other University

libraries and the Royal College of Surgeons. The SCONUL scheme allows access and borrowing rights to participating university libraries in UK and Ireland.

🔗 www.ucd.ie/library

f/🐦 UCDlibrary

Computing services

All students have access to high speed internet, computers, and an email account. At the beginning of your studies you will also be issued with a UCD student email account.

Getting Started

Throughout Orientation week UCD IT Services provide free 20 minute student IT Induction courses from the Daedalus building. The orientation at the Smurfit School also includes a session on IT services on the Blackrock campus.

For more information see

🔗 ucd.ie/itservices/startoftermguide/

Laptops

All the main campus buildings are wireless enabled. Before using the network, laptops must be registered with IT Services, located in the Daedalus Building (Belfield). Note that laptop loans are available from the IT Centres.

The Smurfit School is also wireless. Before using the network, laptops must be registered with IT Services, located beside



the printing and photocopying facilities for students. Students can also top-up their UCARD here.

To find a hotspot on campus log on to:

🔗 www.ucd.ie/itservices/itsupport

Any computer queries can be directed to the UCD IT Services Helpdesk

☎ +353 1 716 2700

✉ ithelpdesk@ucd.ie

🔗 ucd.ie/itservices

UCARD: print, copy and scan

Money can be added to your UCARD. This credit allows you to pay for services such as printing.

You can top up your UCARD online via SISWeb.

Alternatively you can top up your UCARD at the top-up machine in the main restaurant or outside the main library. These machines accept coins or notes.

Copi-Print

There are printing and photocopying services located in the Newman Building, Quinn School of Business, and Blackrock Campus.

Copi-Print offer a 'Follow Me Print' service, which means you can print from your laptop and collect your job at any Copi-Print

machine on campus!

Copi-Print UCard machines are available in the following locations:

- Arts J/K Area
- Quinn Business School
- Smurfit Business School
- Engineering
- Health Sciences
- Campus Libraries

Students' Union

The Students' Union provides a number of services to UCD students, from shops to free entertainment. Most importantly they provide extra peer support to all students. Four full time elected SU officers sit on UCD's Governing Authority - the highest decision making committee of the University. They run a number of campaigns throughout the year. The Union also offers advisory services in education, welfare, employment, and accommodation matters. International Students are represented through the UCDSU International Students Coordinator.

🔗 www.ucdsu.ie

✉ info@ucdsu.ie

☎ +353 1 716 3108

☎ +353 1 716 3109

🐦 @UCDSU

📌 UCD Students' Union

Students' Union Shops

The main shop is located on the ground floor of the Library Building, with smaller shops in the Science Centre, Engineering Building, and the Student Centre.

Campus Bookshop

The Campus Bookshop sells a wide variety of prescribed texts. Only new books are sold here. There is also a small bookshop on the Smurfit School campus.

Check out the Facebook page [UCD Book Exchange](#) to buy, sell and swap books with other students online.





Lost and Found

The UCD Lost and Found is operated from Campus Services in the UCD Agriculture Science Building.

If you have lost anything always report it to UCD Services as it may have been handed in. If you find anything around campus, please bring it to the Campus Services Desk located at the lower ground level in the UCD Agriculture and Food Science Building or Blackrock services desk.

🔗 www.ucd.ie/students/guide/lost.html

Post Office

A post office is located at the rear of the ground floor in the Gerard Manley Hopkins Centre where all regular post office services are available. There is a post-box situated outside the post office as well as near the Library Building.

Student Centre

The UCD Student Centre and UCD Sport & Fitness are at the heart of student life in UCD. The Centre provides students with the most diverse student facility in Ireland.

In the Student Centre, students can spend time in the state of the art 3D cinema, where the latest blockbusters and classic films are screened.

🔗 www.ucd.ie/cinema

You can also find a 600-seat auditorium, seminar rooms, meeting rooms, a radio pod, a medical centre, pharmacy, barbers, Students' Union, Students' Union shop, and a host of great places to eat or just chill out.

The Clubhouse

The Clubhouse is UCD's only student bar on campus. It is conveniently located within the Student Centre, close to all other student leisure facilities. Offering a variety of meals and deals the UCD Clubhouse sports bar is a great place to meet friends, chat or relax and watch sport on the big screens.

🍷 [UCD Clubhouse Bar](#)

Sports Centre

Uses of UCD's sports facilities (excluding the natural grass pitches) are open to all students, staff, graduates, and members of the public. You don't have to be a member of a sports club to use the sports facilities. Booking is easy, just drop into the Sports Information Office. Please note that during term time priority is given to UCD Sports clubs in terms of booking facilities.

For queries and booking:

☎️ +353 1 716 3839

For full details on all the sports facilities and fitness classes please log on to:

🔗 www.ucd.ie/sport

🍷 [UCD Sport](#)

Bicycle Shop

The Belfield Bike Shop, situated at Belfield House, sells new and second-hand bicycles, and cycling accessories. It also offers a bicycle repair service and bicycle rental service.

☎️ +353 1 716 1697

🔗 www.belfieldbikeshop.com



Campus Garda (Police)

The Campus Garda Office is located at Campus Services Agriculture Building. A Community Garda answers any queries and to help process forms such as applications for grants, passports, driving licences, visas etc.

Local Donnybrook Garda Station:

+353 1 666 9200

Campus Garda Opening Hours: Mon, Tues, and Wed: 12:00-13:00

Unicare

UNICARE is a university service designed to enhance the security of property and the personal safety of students, staff, and visitors on the UCD Belfield campus. The programme operates through the combined efforts of students, staff, the local Gardaí, Buildings and Services, and various groups within UCD.

UNICARE red emergency phones are located throughout the campus. In the event of an emergency on campus call UNICARE rather than the emergency services directly. UNICARE can inform emergency services and direct them through the campus via the best route. Services personnel provide vehicle and foot patrols on a 24-hour basis throughout the campus. If you are uncomfortable walking alone through



campus at night a Services staff member will accompany you to your residence.

+353 1 716 7999

UCD Career Development Centre

The Career Development Centre offers a range of services and programmes designed to:

- Enable students to make career decisions and develop career action plans.
- Develop employability skills required for success in graduate recruitment.
- Facilitate effective transitions to graduate study or work, by developing effective CVs, and interview skills and techniques.

Services and products include:

- One-to-one career information and guidance
- A Resource Room packed with information on career entry requirements, industrial/employment sectors, and graduate study.
- Workshops on effective CVs, going for interview, and writing personal statements for graduate study.
- A comprehensive programme of employer events including recruitment fairs.

+353 1 716 7574

careers@ucd.ie



www.ucd.ie/careers

@UCDCAREERS

UCDCAREERS

UCD Career Development Centre
(University College Dublin)

UCD Smurfit Career Development Centre

A dedicated MSc and MBA careers advisory service is available in Blackrock. Visit the UCD Career Development Centre website or log into CareersConnect for all information on how to meet with a Career and Skills Consultant and to keep track of careers fairs, skills seminars, company visits and job vacancies. For more information speak to your Programme Manager or visit our website.

www.smurfitschool.ie/careers



9. UCD GLOBAL LOUNGE

The UCD Global Lounge is a relaxed space for international and Irish students to meet and hang out during their time in UCD. It is designed for you so please let us know if there are any events that you would like to organise!

Based in the Gerard Manley Hopkins Centre right beside the International Office reception, the UCD Global Lounge is the International Student hub on campus.

Students can keep up to date with news from home on the large screen TV or 12 smaller plasma TVs with international TV channels including Sky Sports and ESPN. Wireless headsets are available for students to listen to individual TV stations also.

UCD Global Guides are current students who will be on duty to answer any questions you may have. They will also be happy to set up any of the games or help you tune into the channel you would like to watch.

Events

A wide range of events take place in the UCD Global Lounge. For information on using the UCD Global Lounge or to view upcoming events, check out our website, Facebook, and Twitter pages.

🔗 www.ucd.ie/international/current-students/global-lounge

Opening hours: (during term)

Monday - Friday: 09:00 - 21:00

Saturday: 14:00 - 18:00

Sunday: Closed (excluding September)

f UCDInternational

🐦 @UCDInternat

📷 UCDInternational

#UCDGlobalLounge





Global

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10. CLUBS AND SOCIETIES

www.ucd.ie/sportandsocieties.htm

Get Involved in UCD Life

There are over 100 clubs and societies registered with the Students' Union ranging from sports to academic interests.

You can join any of these clubs and societies during Freshers' Week (second week of Semester 1). This is a very important aspect of student life in the university. Joining clubs and societies is a great way to meet people in UCD - and most sports clubs cater for beginners. There are opportunities to join clubs and sports societies during Refreshers Week in Semester 2 also!

For further information visit:

➤ www.ucd.ie/sportandsocieties.htm

UCD International Students' Society

The UCD International Students' Society organises social and cultural events throughout the year. It is open to both international and Irish students, with the aim of encouraging integration and creating an atmosphere from which all students will benefit.

UCDISS organize free coffee afternoons, diverse events, and discounted trips around Ireland & the UK. All nationalities including Irish are welcome. ISS is the 4th largest society in UCD with over 2000 members. ISS is your opportunity to meet new people from all over the globe and the society is as much about you as it is about the ISS committee.

f @ISS.UCD

✉ iss@ucd.ie

➤ www.ucd.ie/iss

UCD Erasmus Student Network

Erasmus Student Network (ESN) is a non-profit international student organisation. Their mission is to represent international students, thus provide opportunities for cultural understanding and self-development under the principle of Students Helping Students. Erasmus Student Network UCD was established in 2006 by Irish students who had returned from their exchange experience.

ESN run trips, social events, language tandems and lots of other activities. ESN is a great place to meet new friends both international and Irish. Their aim is to ensure students get as much out of the exchange experience in every way possible.

f @ucdesn

🐦 @ucdesn

📷 @esn_ucd

✉ hello@ucdesn.org

➤ www.esnireland.com



UCD Dance Society







“I joined about ten societies when I first got to UCD (and used that for the free food events, covering the two euro charge alone), but there are two that I really recommend joining because they are the ones I ended up sticking around for: LitSoc and GameSoc. Every night of the week, there is a GameSoc event where you can play games and meet people. LitSoc has a writer’s group that meets once a week (along with other events). Between those two, I had a full social calendar.”

Blake Oliver

 www.societies.ucd.ie

 facebook.com/UCDSocieties

 [@UCDSocieties](https://twitter.com/UCDSocieties)





11. UCDVO

UCD Volunteers Overseas is a charitable organisation which offers students, staff and alumni of University College Dublin the opportunity to engage in a year-long Volunteering and Development Education Programme.

Throughout the Programme, volunteers take part in a series of development education workshops, health and safety training and team-building activities while also carrying out their own individual fundraising throughout the year. Overseas placements are for four weeks and normally take place from mid/end of June to mid/end of July. On return from overseas, volunteers take part in a debriefing course, including both operational and personal debriefing.

UCDVO currently has partnerships with organisations in India, Haiti, Nicaragua, Tanzania, and Uganda and work in the areas of education, infrastructure, healthcare and community development. Volunteers work alongside local communities in carrying out small-scale development projects in response to local needs.

UCDVO offers a wide range of opportunities for returned volunteers to build on their learning from the Programme and further actively engage in development education activities. Returned volunteers and the wider UCD community can take part in the Be The Change Course (an introduction to activism course), the Skills in Development Education course (a course which equips participants with the skills to facilitate development education workshops), attend the UCDVO annual conference (Semester 1), attend the UCDVO Development Education Film Series (Semester 2) or take part in events run as part of the UCD Festival.



Applications for the UCDVO Programme open online via the website in September each year and following an interview process, places are offered to successful candidates by mid-November. Each volunteer has a fundraising target of €2,650 which must be reached before travelling in June. These funds support the volunteers' participation costs as well as the project implementation.

“ I think VO is about creating an alternative and much more real image of the developing world. However, even more so I believe VO is a challenge, a challenge in asking you what will you do with this. How will this experience shape what you do, at home in Ireland and in the world? Will those wonderful people you met and the challenges of that place you loved remain in your mind?”

- Róisín O'Donnell, Morogoro, Tanzania 2017

“ To use fingers as forks, to calm a class of a hundred and twenty five, to squat and not to sit, to fix a rusty bicycle chain on a dusty orange track under the pressure of dozens of giddily amused, wide eyed kids. Pure learning from sun up to sun down.”

- Kevin Byrne, Ruaha, Tanzania 2017



UCD VOLUNTEERS OVERSEAS



“Personal development is a term that’s meaning can be elusive. It’s not quantifiable, it’s not even definable. It’s easy to talk about but it’s hard to live out. We all have moments of enlightenment that come and go, that ebb and flow, but it’s hard to consolidate these moments into something lasting and positive. Hard, but not impossible. Personal development, I now recognise, is nothing more than a collection of experiences bound together as a change, large or small, in the way one views life and indeed the way one lives life. Experience manifest.”

- Kevin Byrne, Ruaha, Tanzania 2017

For more information please visit:

Website: www.ucdvo.org

Facebook: [ucdvo](https://www.facebook.com/ucdvo)

Twitter: [@ucdvo](https://twitter.com/ucdvo)

CONTACT DETAILS

UCD Volunteers Overseas
UCD International
Gerard Manley Hopkins Centre
University College Dublin
Belfield, Dublin 4, Ireland.

+353 1 716 8570

info@ucdvo.org



12. LIVING AND WORKING IN DUBLIN

Everyday Life

Cultural Adjustment

Moving to a new country is exciting but it can also be quite stressful. Moving to a new country, away from friends and family, and to a new culture can sometimes cause students to feel homesick or upset. It is also important to note that these feelings may not affect you straight away and may only set in after the hype of orientation week has worn off. If you are finding the experience hard initially there are supports available in UCD such as the International Office, Student Advisers, Students' Union and Counselling services here to help. (See section 6. International Student Support)

Language

English

English is the common language in Ireland. Accents differ from county to county and even different areas of Dublin. If you don't understand what someone is saying, or if you find a person is speaking too quickly, just explain to them that you are having difficulty understanding and ask them politely to speak a little slower!

Irish (Gaeilge)

Irish is a Celtic language which was spoken countrywide until the middle of the nineteenth century. Today, Irish is spoken in the Gaeltacht (Irish-speaking) areas and is an official language of the EU. It is not spoken very widely in Dublin though many Irish people are now taking a new interest in learning it.

If you are interested in learning a cúpla focail (couple of words) in Irish contact UCD's Bord na Gaeilge.

➤ www.ucd.ie/bnag/en

✉ oifigeach.gaeilge@ucd.ie

English Language Courses

The UCD Applied Language Centre (ALC) provides a range of programmes for students. They have programmes suitable for students who require an intensive period of English language preparation for students who have already met the conditions of entry but wish to improve their proficiency. Foreign language electives are offered for students in 10 different languages at various levels of ability.

➤ www.ucd.ie/alc/programmes/flm/

✉ alc@ucd.ie

Day to Day Living

Currency

The official currency of Ireland is the Euro (€). One euro is equivalent to 100 cent. Coins come in 1c, 2c, 5c, 10c, 20c, 50c, €1, and €2 denominations. To convert the currency of your country into Euro, visit:

➤ www.xe.com

Food & Cooking for Yourself

If you are cooking for yourself, you will find all of the basic foods in the main supermarkets such as:

- Tesco: www.tesco.ie
- Dunnes Stores: www.dunnesstores.com
- SuperValu: <https://supervalu.ie>
- Centra: <https://centra.ie>
- Aldi: www.aldi.ie
- Lidl: www.lidl.ie

These are located all around Dublin and you should have a number of options in your locality. Some of them provide delivery services. Lidl and Aldi are popular with students due to their low prices. Check out the websites for more information and locations.





Cost of Living

The UCD International Office has given estimates of expenses for living in Dublin which you can find here:

➤ <http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/living-costs/>

EVERYDAY ITEMS		
Milk (1 litre):	▶	€1.00
Loaf of bread:	▶	€1.50
Butter (454g)	▶	€2.99
Sugar (1kg)	▶	€1.50
Coffee (200g):	▶	€4.50
Tea (40 bags):	▶	€2.25

The Competition and Consumer Protection Commission has an easy and useful spending and budget calculators that can be used to budget your finances:

➤ ccpc.ie/consumers/tools-and-calculators/

Mobile Phones

You may want to buy a mobile phone when you come to Ireland. We would advise you to compare the cost of a 'pay as you go' mobile phone and a phone with a monthly bill as well as SIM only plans if you wish to keep your current phone, though you may need to get your phone unlocked to take an Irish network.

Phones can be purchased in the shop or online, and each website gives you a store locator. If you purchase a 'pay as you go' mobile phone you can buy credit in newsagents. Once you open a bank account you can also buy credit at the ATM, or online using Internet banking.

Gardaí

The police in Ireland are called 'Garda Síochána' or for short 'Garda' (pronounced 'gar-da'), plural 'Gardaí' (pronounced 'gardee'). They patrol the streets on foot, on bicycles, and in cars, and are unarmed. They are very helpful and can be asked for assistance if you are lost and in need of directions, or have encountered any trouble. There is a Garda Office located on UCD Campus. The nearest Garda station to Belfield is located in Donnybrook opposite the Bank of Ireland. For further information go to:

➤ www.garda.ie



Dublin Social Life

Dublin is a cultural and social hotspot with something to do and places to go to suit every taste! There are lots of amenities such as cinemas, theatres, cafés and restaurants. The Visit Dublin app is very useful for finding out what is going on around the city:

➤ www.visitdublin.com/home/

University Events

Make sure to stay connected to UCD International Facebook page for events taking place at the Global Lounge.

For general university events, check with UCD Ents, UCD Societies, the International Students' Society, ESN, the Students' Union, and on the noticeboards around UCD campus.

Working in Dublin

Entitlement to Work (Casual Employment)

Students who are attending a full-time course of one year's duration or more 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 June, July, August and September, and also from 15th December to 15th January inclusive.

One semester (non-EU) students cannot seek employment.

EU/EEA students are entitled to work in Ireland without an IRP card or work permit.

PPS Number

PPSN applications will only be accepted with a pre-booked appointment from the Department of Social Protection. Appointments can be made online at

➤ www.mywelfare.ie

Before arriving for your appointment, please ensure you have been allocated a date, time, and desk number. Without these you may not have a valid appointment.

You need to provide the following:

- Passport
- Proof of Address (utility bill in your name, bank statement, or UCD Certificate of Attendance. See www.ucd.ie/students/studentdesk/online/documents.html).
- Evidence as to why a PPS number is required (e.g. scholarship, job offer). Please note that seeking employment is not accepted as evidence of requirement.



Volunteer Work

Many students like to work in voluntary organisations during their stay in Ireland. Students choose to volunteer through UCD Clubs and Societies such as:

- UCDVO (see section 11. UCDVO)
- UCD Saint Vincent De Paul
- UCD ESN
- UCD ISS
- Relay for Life and many more

Extensive information on volunteering can be found via:

➔ www.volunteer.ie

Employment Websites

There are many websites which cater to specific searches for jobs. These sites give tips on how to apply for jobs and help you to build a CV. The UCD Career Development Centre provides a great range of services to help you get a job.

➔ www.ucd.ie/careers

➔ www.monster.ie

➔ www.jobs.ie

➔ www.irishjobs.ie

UCDSU Job Listings:

➔ www.ucdsu.ie/welfare/jobs

f Facebook: UCDSU Job Listings

“**Definitely do everything you can in Dublin and in Ireland in general. Whether it's the Guinness storehouse, Christchurch Cathedral, or Sandymount Beach, It's such an incredible country that offers so much to people who live here and that's what I love about it! I still go into Dublin all the time and it never gets old for me because I always find a new hidden bar, or a place I haven't previously been. Hit Kilkenny, Cobh, Cliffs of Moher, Kinsale, Galway and Cork when you have the chance to do so. It's so much fun to explore Irish cottages that are a bit kept away from everything else. Castles and pubs are great too! They can be found anywhere in any city or town.**

Sydney Turner

“**Kilmainham Gaol is one of my favorite spots, and also go to a GAA match at Croke Park or a Rugby or Football match at Aviva Stadium and grab pre-drinks at a pub close to the stadiums.**

Miesha Roberts





13. TRANSPORTATION

Buses from City Centre to UCD

Dublin Bus runs all public bus services in the greater Dublin area.

Please note that Dublin Bus operates an exact fare system and the driver does not give change if exact fare is not given. You can pay for the bus using coins or your Student Leapcard (details below).

Bus routes directly servicing UCD Belfield:

1 Santry (Shanard Rd) Towards Sandymount (St. John's Church)

11 Wadelai Park towards Sandyford Business District

17 Rialto to Blackrock

25x Lucan to UCD Belfield

27x Clare Hall to UCD Belfield

32x UCD Belfield to Malahide

39a UCD Belfield towards Ongar

41x UCD Belfield Towards Knocksedan

46a Phoenix Park towards Dún Laoighaire

47 Poolbeg St. to Belarmine

51x Dunawley to UCD Belfield

66x Maynooth to UCD Belfield

67x Celbridge to UCD Belfield

77x Citywest to UCD Belfield

84x Hawkins ST towards Newcastle/Kilcoole

142 Portmarnock to UCD Belfield

145 Ballywaltrim to Heuston Station

- Timetables of the buses serving UCD are available on the website www.dublinbus.ie
- Use the free **Dublin Bus App**, to get real-time departure information by stop number, route, address or GPS position.
- For information on transport options, interactive maps, directions, and estimates of cost and duration of travel we recommend the following websites/apps:
- Transport for Ireland (www.transportforireland.ie)
- Hit The Road website or app (www.hittheroad.ie)

Luas

The Luas is the name of the Dublin City Tram-Service, operating on two tramlines. The Green Line connects Brides Glen to St. Stephen's Green and trams run every 3-6 minutes during peak times. The Red Line connects Tallaght and Saggart to the 3 Arena and Connolly Station and trams run every 3-5 minutes during peak times. Please note that the Green Line and Red Line currently do not directly connect however the Abbey St. Stop on the Red Line sits between the Green line stops of O'Connell GPO (northbound line) and Marlborough (southbound line). The Student Travelcard is valid on the Luas. For more information regarding fares and operating times please see their website:

✈ www.luas.ie

Taxis in Dublin

Taxis are available in all cities throughout Ireland at hotels, rail stations, bus stations, and taxi ranks which are clearly marked. If a taxi is ordered, there may be a pickup charge. Many taxi firms operate via a free app for convenience such as Mytaxi - NRC - Lynk

Transport for Ireland has developed a new app called Taxi Driver Check. This app helps you verify who your driver is and their credentials. There is also the facility to email a friend with trip details:

✈ www.transportforireland.ie/taxi/taxi-driver-check

Taxis from Dublin Airport

If you arrive in the airport after 20:00, you should take a taxi to your destination. A taxi from the airport to the city centre costs approximately €25 and an additional €15 from the city centre to UCD, Belfield. Taxi drivers may add extra charges for each passenger and for luggage. If staying on the Belfield campus, you should advise taxi drivers to enter the campus via the Fosters Avenue entrance. The student residences are signposted.







Dublin Bikes

Dublin Bikes is a self-service bike rental system that enables you to travel through the city centre, commute, and get out and about to enjoy Dublin city at your leisure. Stations are scattered throughout the city and over 100 locations. All stations are equipped for Long Term Hire Card and 3 Day Ticket users.

Subscription Fees

Annual card €25

3 day ticket €5

Bike Hire Fees

First ½ Hour : free

1 hour : €0.50

2 hours : €1.50

3 hours : €3.50

4 hours : €6.50

Every extra ½ Hour : €2

➤ www.dublinbikes.ie

DART (Dublin Area Rapid Transit)

The train service in Dublin city is known as the DART (Dublin Area Rapid Transit). It runs along the coast from Howth in the north of Dublin to Greystones near the south.

The nearest station to UCD Belfield is Sydney Parade – the number 47 bus can then be taken to Belfield. Alternatively, a new shuttle bus service between UCD and Sydney Parade Dart Station is now in operation between the hours of 8am to 10am, and from 4pm to 6pm. This service operates Monday to Friday excluding Bank Holidays with a charge of €1 per trip.

From the campus the shuttle bus departs from the O'Reilly Hall car park, adjacent to the School of Veterinary Sciences Centre.

The nearest station to Blackrock Campus is Blackrock Station.

➤ www.irishrail.ie

Buses from Dublin Airport to City Centre

Dublin Airport is 10 km north of the city centre. Aircoach is a private bus service from Dublin Airport to the city centre and to destinations south of the River Liffey. The recommended route is the Leopardstown route which passes by the main entrance to UCD on the Stillorgan Road.

For UCD Belfield campus please depart the Aircoach at the UCD Slip Road stop. If you are staying in Blackrock residences you can take the Leopardstown Aircoach to UCD and then take a taxi to Blackrock. This will cost €10 or less. For full details and the route map please see the Aircoach website

➤ www.aircoach.ie

Don't forget that we offer an Airport Welcome for UCD Incoming International Students!

When you arrive in the airport look for members of the team who will be wearing distinctive UCD t-shirts. They will direct you to the UCD booth. The team will be on hand to answer any questions and assist you with your transfer to UCD. This service is offered at specified times and dates which may be subject to change.

For more information about our Airport Welcome please see our website:

➤ www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/orientation



Ferry Terminals

Sea ferries operate between France and Ireland, and Britain and Ireland. Dublin has two ferry terminals, located at the North Wall and Dun Laoghaire.

Driving Licence

If your driving licence is issued by an EU/EEA member state you can drive in Ireland provided that your current licence is valid.

If you are not from within an EU/EEA member state and you possess a national driving licence or an international driving permit from your own country, you are permitted to drive in Ireland for the duration of your temporary visit (up to 12 months). However, if you plan on staying in Ireland for longer than 12 months you must apply for an Irish driving licence.

For further information, visit:

➤ www.ndls.ie



Student Travelcard / Student Leap Card

Student Travelcard offers discounts with Irish Rail, Dublin Bus, DART, LUAS, Bus Éireann and other carriers. Your Leap Card can also be used for travel on bus services including Airlink, Xpresso and Nitelink.

If you are enrolled full-time at UCD, you can purchase a Student Travel Leap Card. The card costs €10.00 from on campus agents.

You can Top-Up your Student Travel Card in over 400 agents throughout Dublin as well as at all Luas, DART and Commuter Rail ticket machines in the 'Short Hop Zone'. On Belfield campus you can do that in Centra or the Student Union Shop. Alternatively you can Top-Up online at:

➤ www.studentleapcard.ie/how-to-top-up

Electronic ticketing on Dublin Bus: The Student Travel Leap Card will allow you to travel for unlimited number of times on Dublin Bus for 5 or 30 non-consecutive days, depending on the Rambler purchased. 5 Day Rambler Student tickets and 30 Day Rambler Student tickets cost €22.90 and €114.50 respectively, which is 27% cheaper than travelling without a card for 30 days (29% cheaper for 5 days).

A price cap has been introduced for regular Student Leap Card users. For students the maximum daily cap is €5.00, the weekly cap is €20. Once you hit the Cap value you can continue as normal, but at no cost, no matter whether you have been using Dublin Bus, Luas, Dart or Commuter rail.

To get your Student Travel Card in UCD go to the reception desk in the UCD Student Centre or apply online:

➤ www.studentleapcard.ie



14. USEFUL ADDRESSES IN UNIVERSITY COLLEGE DUBLIN

Accommodation Office

UCD, Belfield, Dublin 4.

☎ +353 1 716 1031

☎ +353 1 716 1154

✉ residences@ucd.ie

Admissions Office

Student Desk

Tierney (Administration) Building, UCD,
Belfield, Dublin 4.

☎ +353 1 716 1555

✉ admissions@ucd.ie

🔗 www.myucd.ie

🔗 www.ucd.ie/registry/admissions

Assessment and Logistics Unit (Examinations)

Student Desk

Tierney (Administration) Building, UCD,
Belfield, Dublin 4.

☎ +353 1 716 1555

✉ assessment@ucd.ie

Fees and Grants Office

Student Desk

Tierney (Administration) Building,
UCD, Belfield, Dublin 4.

☎ +353 1 716 1555

UCD Graduate Studies

Tierney Building,
Room 014,
UCD, Belfield, Dublin 4.

☎ +353 1 716 4043

✉ graduatestudies@ucd.ie

🔗 www.ucd.ie/graduatestudies

UCD Registry

Student Desk

Tierney (Administration) Building,
UCD, Belfield, Dublin 4.

☎ +353 1 716 1555

✉ studentdesk@ucd.ie

🔗 www.ucd.ie/studentdesk/contact

🔗 www.ucd.ie/registry

Student Health Service

Student Centre, UCD, Belfield, Dublin 4.

☎ +353 1 716 3134

☎ +353 1 716 3145

Students Union

Student Centre, UCD, Belfield, Dublin 4.

☎ +353 1 716 3108

✉ info@ucdsu.ie

Merville Accommodation Office

UCD, Belfield, Dublin 4, Ireland.

☎ +353 1 716 1008

☎ +353 1 716 1154

✉ residences@ucd.ie

Roebuck Hall Accommodation Office

UCD, Belfield, Dublin 4, Ireland.

☎ +353 1 716 1005

☎ +353 1 716 1154

✉ residences@ucd.ie

Glenomena Accommodation Office

UCD, Belfield, Dublin 4, Ireland.

☎ +353 1 716 1030

☎ +353 1 716 1154

✉ residences@ucd.ie

Belgrove Accommodation Office

UCD, Belfield, Dublin 4, Ireland.

☎ +353 1 716 8777

☎ +353 1 716 1154

✉ residences@ucd.ie

Blackrock Accommodation Office

UCD, Carysfort Avenue, Blackrock, Co
Dublin, Ireland.

☎ +353 1 716 8807

☎ +353 1 716 8072

✉ blackrock.residence@ucd.ie

Proby Accommodation Office

UCD, Carysfort Avenue, Blackrock,
Co. Dublin

☎ +353 1 716 8807

☎ +353 1 716 8072

✉ blackrock.residence@ucd.ie

Main UCD Website:

www.ucd.ie

UCD Library:

🔗 www.ucd.ie/library

Student Information System:

🔗 <https://sisweb.ucd.ie>

Applied Language Centre:

🔗 www.ucd.ie/alc



**RANKED IN THE
TOP 1%
OF HIGHER EDUCATION
INSTITUTES WORLDWIDE**

UCD International

Gerard Manley Hopkins Centre,
University College Dublin,
Belfield, Dublin 4, Ireland.

+353 1 716 8500

+353 1 716 1165

international@ucd.ie

www.ucd.ie/international

UCDInternational

@UCDInternational

@UCDInternat

UCDGlobal

