



**University College Dublin
Dublin, Ireland**

**International Programs
Wisconsin BBA
Study Abroad Handbook
Spring 2018**



WISCONSIN
SCHOOL OF BUSINESS

UNIVERSITY OF WISCONSIN-MADISON

TOGETHER FORWARD

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Last Updated 15 September 2017

Welcome

Congratulations on choosing to enhance your Wisconsin Experience by studying abroad through the Wisconsin School of Business! This program handbook is provided to you as a resource and reference as you are preparing to go abroad. You will also receive information from your host university. Be sure to thoroughly read and understand information sent to you by the host university, as the information provided in this handbook is subject to change.

Key Websites

International Programs Dublin Program Website:

https://www.studyabroad.wisc.edu/programs/program_partner.asp?program_id=580

University College Dublin Quinn School of Business Study Abroad Website:

<http://www.ucd.ie/quinn/internationalstudents/studyabroad>

University College Dublin Housing Website: <http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/accommodation>

Program Contacts

Wisconsin BBA International Programs

3290 Grainger Hall
975 University Avenue
Madison, WI 53706

Contact: Sarah Melin, Assistant Director of International Programs

sarah.melin@wisc.edu

Phone: +1 608-890-2035

Host Institution Contact information

University College Dublin Quinn School of Business
UCD, Belfield, Dublin 4
IRELAND

Contact: Aine Ní Riain, Study Abroad Programme Manager

quinnstudyabroad@ucd.ie

Phone: +353-1-716-4710

Fax: +353-1-716-4759

Please review the partner's website carefully. If you have detailed questions that the website does not answer, you may contact UCD directly.

Program Dates

Spring 2018 semester

Mid January– Orientation (Typically the second half of the week before the term begins)

Semester Dates: January 22 – April 27, 2018

Revision: April 28 – May 6, 2018

Exams: May 8 – 19, 2018

Detailed semester dates will be provided to you by UCD, including recommended arrival date and housing move-in.

UCD on-campus residences are available for move-in beginning January 15, 2018.

The academic calendar dates can be found on the [UCD Quinn School of Business Study Abroad](#) webpage once released.

Application Process

The following information is provided to you as a guide and reference. As partner processes and procedures may change, always be sure to carefully review the information they will provide you.

Because you have been nominated by UW-Madison for the study abroad program, you should be accepted at UCD as long as your GPA of at least 3.0 is maintained through your departure. However, you must submit an application and supporting documents to UCD in order to complete your enrollment. You are responsible for submitting forms and supporting materials to UCD on time. Be sure to retain a copy for your files.

In the past, UCD has reviewed applications on a rolling basis and have requested that applications are submitted a few weeks prior to the final application deadline.

Application Deadlines

Term	Recommended Deadline	Final Deadline
Spring 2018	October 1, 20167	October 15, 2017

Application Procedure

Follow the instructions in the “Application Instructions for Study Abroad” document provided by UCD, adjusting for spring semester rather than fall. This document can be found in the appendix of this handbook.

- We are a partner institution, so you will NOT need to submit a letter of recommendation. You will, however, need to upload a copy of your transcript and your passport ID page.
- You can list your Study Abroad Advisor’s name as the institution coordinator

An overview of the application process can be found on the [UCD Quinn School of Business Study Abroad Programme](#) webpage.

Housing

On-campus housing is limited. Students placed in on-campus housing typically will have a single room and shared living area and kitchen (several restaurants and cafeterias are available on campus). UCD provides assistance locating off-campus housing if on-campus housing is not available. More information on the types of accommodations offered can be found on the [UCD Accommodation](#) website and on the Student Support tab of the [UCD Quinn School of Business Study Abroad](#) website.

Visa & Entry Requirements

The following visa guidelines are meant to help you as you determine what steps you need to take to enter your host country for an extended period of study. The following information can change, so be sure to visit [Travel.State.Gov](#) and carefully review guidelines of the host country's embassy or consulate for information concerning specific requirements. We do not always know when they make changes and this section serves only as an initial guide. While the International Programs office is willing to help with travel documents, it is the student's responsibility to obtain the appropriate immigration documents.

To enter Dublin as an exchange student in Ireland, you will need:

(1) A **passport** is necessary to enter a foreign country. Passport information and application forms for U.S. citizens can be found on the [U.S. State Department](#) website. Your passport should be valid at least six (6) months beyond the end date of your program. If your passport will expire before then, you should apply to renew your passport.

U.S. citizens are not required to have a visa to enter Ireland; however a valid passport is still required. Once in Dublin, semester students will need to register with the Garda National Immigration Bureau. You should be prepared to provide a valid passport, student ID card, evidence of financial support, and €150 immigration registration fee. Your study abroad coordinator in Dublin will give you more information.

Citizens of other countries should contact the Consulate General of Ireland:

[Consulate General of Ireland in Chicago](#)

400 N. Michigan Avenue, Suite 911

Chicago, IL 60611

Phone: (312) 337-1868

Fax: (312) 337-1954

Remember that it is your responsibility to obtain a visa in a timely manner. This can be a complicated process, so be sure to start early.

Finances

As this is an affiliated (non-exchange) program, the Bursar's office will send you a tuition bill as usual, but it will be for \$0. This means that if you receive financial aid and scholarship money it is usually distributed to you as a check at the start of the semester for the "surplus" in your account to use to pay UCD. UCD will bill you directly for their program fee.

All UW-Madison students must be covered under CISI health insurance. The cost of this insurance is included in your confirmation fee; International Programs will enroll you in the plan and you will gain

access to your ID card and policy portal prior to your departure. If you are planning to travel before or after your program, you may be able to extend your coverage directly with CISI at a nominal cost.

Most financial aid and scholarships that you already have may be applied to your term abroad. There may be additional scholarship opportunities specifically for studying abroad. Review our [Scholarships and Financial Aid](#) website for more details.

Academics

All participants will enroll in 4-6 courses of their choice.

In the past, there had been a required course for all study abroad students: Ireland's International Business Environment (IB365). This course is **no longer required** beginning in 2017-18. It will not be running this academic year. There is a similar course offered by the School of History that we recommend students look into if the course content of the Ireland's International Business Environment course was of interest: HIS10320 From Union to Bailout: Imagining Modern Ireland 1800-the present (HISTORY 271).

Online registration will occur about a month before students arrive in Dublin; you will be required to enroll in at least four business modules at this time. Any requests to enroll in modules outside the Quinn School of Business will need to be emailed to the UCD study abroad coordinator. There will be an add/drop period during the first two weeks of the semester.

More information on the modules offered can be found on the Curriculum tab of the [UCD Quinn School of Business Study Abroad](#) webpage. To search for non-business modules, please peruse the [UCD Course Catalog](#) website.

The International Programs [Dublin program page](#) shows a list of all courses that have been equated previously and their University of Wisconsin-Madison equivalencies.

Grade and Credit Conversion Scale

International Programs has established grade and credit conversions. Review the tables below to see how the grades and credits you earn abroad will appear on your UW-Madison transcript.

UCD Grade	UW Grade
B+, A-, A, A+	A
B-, B	AB
C, C+	B
C-	BC
D-, D, D+	C
E, E+	D
E- and below	F

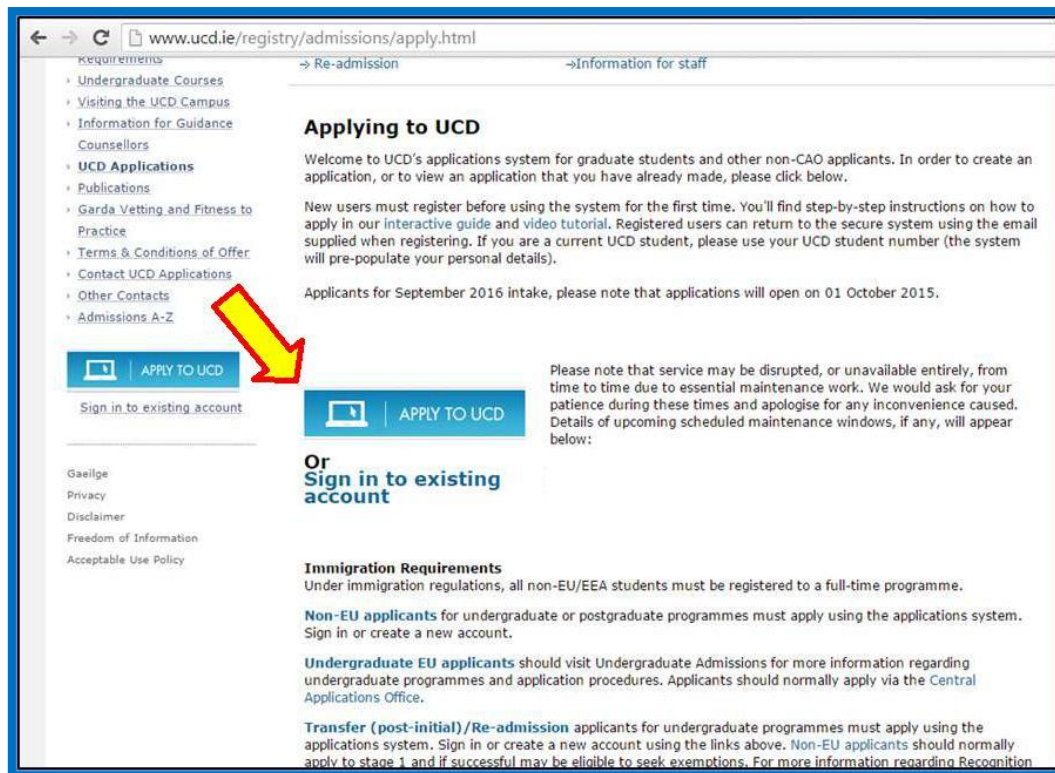
All UCD courses are worth 3 UW credits.

Life Abroad

- Review the [UCD Student Life](#) website to learn more of what you can expect during your time abroad.
- Contact a UW-Madison student who has recently returned from studying abroad in Dublin. Contact information can be found on the [Returned Participant Network](#)

Applying to the UCD Business Study Abroad Programme

1. Go to www.ucd.ie/apply and click on 'Apply to UCD' or follow [this link](#). You should note that **no application fee** is required.



2. Click on 'Start a new Course Application'.





3. Click on 'Create a New Account'.

You must login with an Existing Account or create a New Account to access this page.

Use an Existing Account

Email Address, ID Number or Connect Username

Password

[Login](#) [Forgot Password](#)

Create a New Account

Creating a new account is easy and only takes a minute - you will be asked for name, contact details and a password.

[Create a New Account](#)

- Remember to note your log in details for future use.
- Complete the form. You will be sent an e-mail confirming your password and your UCD Application Number.
- You will be then brought to your Application Page.

UCD Home News and Opinion Key Dates Events Noticeboard UCD Directory UCD Connect

Services Portal Academic Services

Your account has been successfully created.
An email has been sent to [REDACTED] with your account details.

Online Applications

[Continue](#)

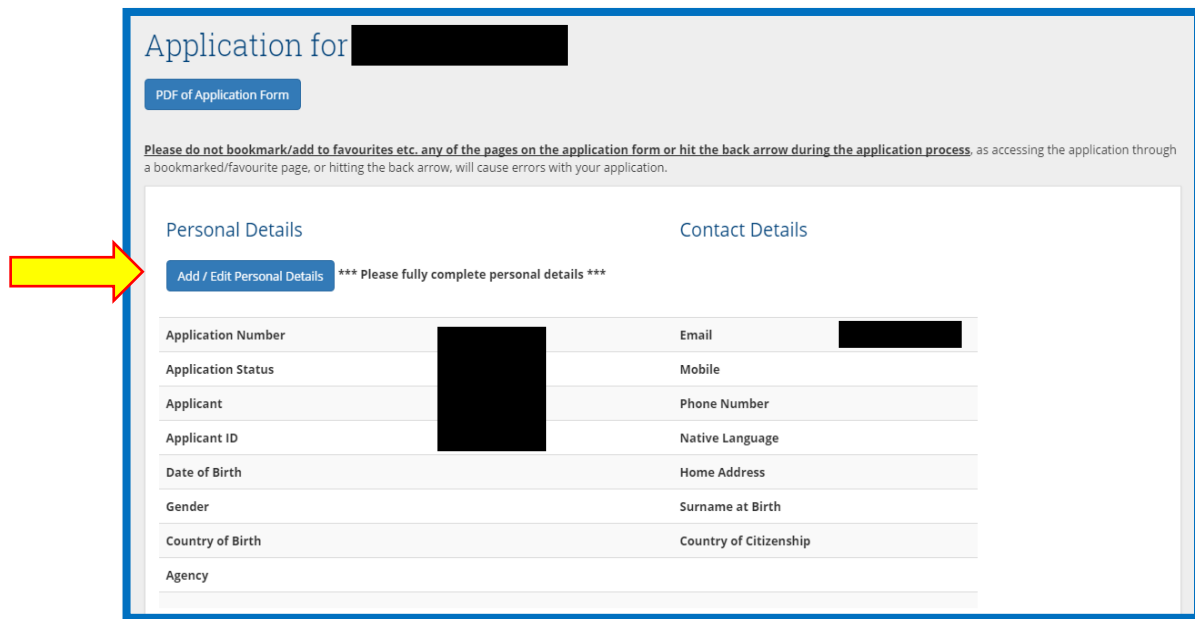
IMPORTANT

If you are a UCD student or alumnus, then you should login using your existing student number so that you do not have to provide transcripts and other information relating to your time in UCD.
If you cannot remember your student number please contact the [Student Desk](#) for assistance.

Visitors who already have a V number should login using this number.

While UCD staff members may apply using their staff accounts, this will pre-populate data from the personnel record which can't be changed. If successful, a UCD student number will be generated and the application details will be stored against this. Staff who were previously UCD students should apply using their previous UCD student number and not their personnel number. Applications submitted against personnel numbers will be merged with the original student number, where one exists.

- Click on 'Add/Edit Personal Details' to complete your contact details.



Application for [Redacted]

PDF of Application Form

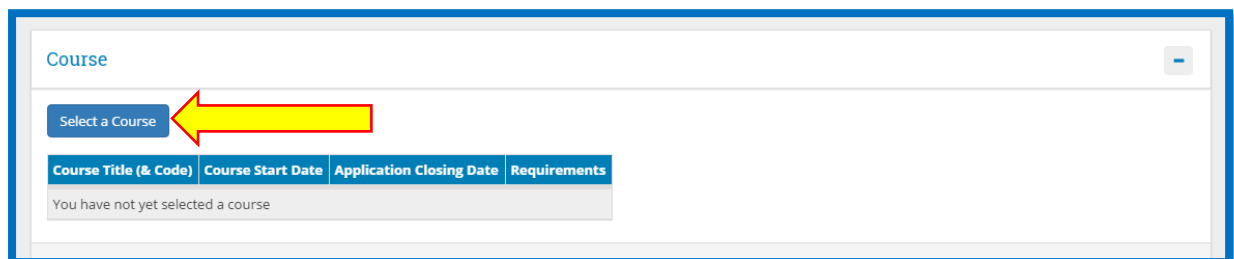
Please do not bookmark/add to favourites etc. any of the pages on the application form or hit the back arrow during the application process, as accessing the application through a bookmarked/favourite page, or hitting the back arrow, will cause errors with your application.

Personal Details **Contact Details**

Add / Edit Personal Details *** Please fully complete personal details ***

Application Number	[Redacted]	Email	[Redacted]
Application Status	[Redacted]	Mobile	
Applicant	[Redacted]	Phone Number	
Applicant ID	[Redacted]	Native Language	
Date of Birth		Home Address	
Gender		Surname at Birth	
Country of Birth		Country of Citizenship	
Agency			

- Click on 'Select a Course'.

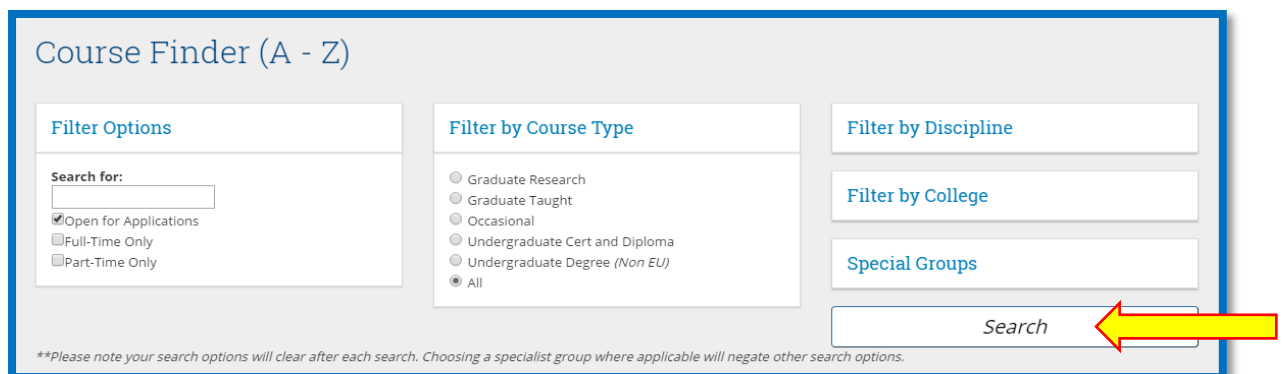


Course

Select a Course

Course Title (& Code)	Course Start Date	Application Closing Date	Requirements
You have not yet selected a course			

- To find the course in the Course Finder, use the 'Filter Options'. In the 'Search for' function enter 'Study Abroad'. Select 'Open for Applications'. Click 'Search'.



Course Finder (A - Z)

Filter Options

Search for:

☒ Open for Applications

☐ Full-Time Only

☐ Part-Time Only

Filter by Course Type

- ☐ Graduate Research
- ☐ Graduate Taught
- ☐ Occasional
- ☐ Undergraduate Cert and Diploma
- ☐ Undergraduate Degree (Non EU)
- ☒ All

Filter by Discipline

Filter by College

Special Groups



Search

**Please note your search options will clear after each search. Choosing a specialist group where applicable will negate other search options.



7. The Study Abroad courses will appear. The upcoming academic year will appear as you will be registered to that academic year. The business course codes you should be aware of are the following:


Full year: CB58
Business Semester 1: CB20

Study Abroad Business Full Year (CB58)	Occasional	Sep 2017	Open for Applications	
Study Abroad Business Sem 1 (CB20)	Occasional	Sep 2017	Open for Applications	

8. Hit the 'Apply' button. You will go to the Application page.

9. Click 'Add a College' to complete your Academic Record. There are three sections; Institution, College within Institution and Qualification. Complete the form with your University Details taking note to complete areas marked with a red star (*). Once complete, hit 'Save and Return' to return to the Application Page.

Academic Record - Third Level




Institution Name	Title of Qualification	Dates of Study	Click to
You have not entered any prior colleges			

10. From the Application page, go to the section 'General Questions'. Click 'Answer these Questions' and complete all questions taking note to complete areas marked with a red star (*).

Make sure to complete the question on Subject choice using the range of modules found on the [Quinn Website \(Business Modules\)](#) and the [Course Search website \(all modules\)](#).

When researching modules check that you meet all prerequisite requirements.

General Questions



Question	Answer
General Questions	
Second Email address:	
Have you been resident in Ireland or the EU/EEA/ Swiss Confederation for 3 of the last 5 years? Excluding any period of residence as holder of a student visa (Stamp 2).	
If accepted on to the programme would you prefer accommodation	
I receive scholarship/ financial aid assistance	
<u>Class Standing</u> Please indicate whether you are currently a Freshman, Sophomore Junior, Senior	
Subject Choice: Students take between 4 and 6 classes at UCD. The majority of these classes are in the programme you apply to. Please list up to 6 modules (classes) that you hope to take at UCD.	
Name of International Office co-ordinator(s) in the University from which you are applying.	
If English is not your first language, please choose the English exam you have taken. Copies of results must be submitted.	
Test date (e.g. November 25 2014)	
English test score (if known):	



Make sure to complete the question on Subject choice using the range of modules found on the Quinn Website (Business Modules) and the Course Search website (all modules). When researching modules check that you meet all prerequisite requirements.

Please note that it is not possible to take Level 4 Business modules, and Business modules (i.e. ACC40020) or Business modules ending in B, D, or S (i.e. ACC1001D). Therefore, please do not include them here.

I receive scholarship/ financial aid assistance* ☐ Yes ☐ No

Class Standing Please indicate whether you are currently a Freshman, Sophomore Junior, Senior*

Subject Choice: Students take between 4 and 6 classes at UCD. The majority of these classes are in the programme you apply to. Please list up to 6 modules (classes) that you hope to take at UCD.*

For example HRM30080, PHIL10010, COMP20080 - a full range of modules can be found at [here](#)

Name of International Office co-ordinator(s) in the University from which you are applying.*

If English is not your first language, please choose the English exam you have taken. Copies of results must be submitted. [Click here for UCD's English Language Requirements.](#)

Test date (e.g. November 25 2014)

English test score (If known):

[Save and Return](#)

11. You must upload a copy of your official grade transcript. You must include this document before your application will be considered.

You must also upload a copy of the identity page of your passport.

Requirement	Status	Special Instructions	Documents Uploaded
Birth Cert/Passport (Copy)	Outstanding		<input type="button" value="Upload"/>
Additional Documentation	Outstanding	Please upload any other documentation which you feel would be beneficial to your application but which has not been specifically requested. You are not required to supply anything in relation to this item unless you wish to do so.	<input type="button" value="Upload"/>



12. When you are satisfied that your application is complete, read the declaration statement and click 'Submit Application'.

Declaration

By clicking SUBMIT below, I confirm the following:

1. I have read the instructions relating to the programme for which I am applying and I declare that the particulars given in the application are in every respect accurate, true and complete.
2. I understand that any offer of admission to me by UCD is subject to UCD Terms and Conditions of Offer of Admission available [here](#) and I confirm that I have read and understood these terms and conditions.

Please Note: Your application form can be submitted once the form itself is complete. Any checklist items not currently available to you can be supplied afterwards

Submit

Once your application has been reviewed if you are successful and receive an offer, you must contact **Áine Ní Riain** immediately to inform her if you require a Visa to study at UCD.

Remember

- No application fee applies.
- Note your log in details for future use.
- You need to upload all relevant documents before your application can be processed. Applications are processed weekly.

What happens now?

- You will receive automatic emails from applications@ucd.ie and/or noreply@ucd.ie keeping you updated on your application status. Put these addresses in your contacts.
- When you are made an offer you will receive an email stating that your application status has changed.
- Log into www.ucd.ie/apply and click on 'My Applications'- Click 'Accept' to accept your offer.

Going forward

- **You will then receive an automatic email from UCD stating your new UCD Student Number. Please note this number and keep it in a safe place.**
- **You will receive further information from Áine Ní Riain (Study Abroad Programme Manager) at the UCD Lochlann Quinn School of Business regarding Accommodation, Registration and Orientation, so check your emails regularly as this information can be time sensitive!**

Áine Ní Riain is your first point of contact for all business applications and questions about study abroad. Email quinnstudyabroad@ucd.ie or ring +353 1 716 4710.