University College Dublin
Dublin, Ireland

International Programs
Wisconsin BBA
Study Abroad Handbook

Spring 2016
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_Last Updated 5 June 2015_
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: http://bus.wisc.edu/bba/academics-and-programs/study-abroad/programs/semester-year-programs/dublin

International Programs Dublin Program Cost Estimate: http://bus.wisc.edu/~media/bus/dp/international%20programs/2015-2016-costs/dublin-semester-2015-2016-costs.ashx

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
smelin@bus.wisc.edu
Phone: +1 608-890-2035

Host Institution Contact Information

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

Contact: Ms. Madeline Molyneaux, Study Abroad Programme Manager
madeline.molyneaux@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 2016 semester

Spring Orientation: mid-January (Dates TBA)
Semester Start Date: January 25, 2015
Semester End Date: May 22, 2015
Detailed semester dates will be provided to you by UCD.

The academic calendar dates can be found on the UCD Quinn School of Business Study Abroad webpage.

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Recommended Deadline</th>
<th>Final Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2016</td>
<td>October 1, 2015</td>
<td>October 15, 2015</td>
</tr>
</tbody>
</table>

Application Procedure

The UCD online application may not yet be available for spring. In most cases, students will apply to the host institution in the fall semester.

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.

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.

International Programs will invoice you and collect your payment for the mandatory CISI insurance in early fall semester. CISI insurance costs around $35/month and provides comprehensive health insurance coverage.

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 page for more details.
Academics

All participants will enroll in the following courses:

- Irish History and Culture course: a history course with a sociological, economic, and business perspective
- Four additional business courses of your choice

Online registration will occur over two days 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 course equivalency database shows 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.

<table>
<thead>
<tr>
<th>UCD Grade</th>
<th>UW Grade</th>
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</thead>
<tbody>
<tr>
<td>B+, A-, A, A+</td>
<td>A</td>
</tr>
<tr>
<td>B-, B</td>
<td>AB</td>
</tr>
<tr>
<td>C, C+</td>
<td>B</td>
</tr>
<tr>
<td>C-</td>
<td>BC</td>
</tr>
<tr>
<td>D-, D, D+</td>
<td>C</td>
</tr>
<tr>
<td>E, E+</td>
<td>D</td>
</tr>
<tr>
<td>E- and below</td>
<td>F</td>
</tr>
</tbody>
</table>

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

Appendix

UCD Application Instruction Guide
Applying to the UCD Study Abroad (Example CB20 – Business)

1. Go to www.ucd.ie/apply and click on ‘Apply Online’ or follow this link. You should note that no application fee is required. Remember to write down/save your log in details – Username and password so you can log on later.

2. Click on ‘Start a New Course Application’.

![New Applications System](image)

UCD Staff should not use their InfoHub account to create an application but instead create a new account with a non-staff email address.

3. Click on ‘Create a New Account’

   ![Create New Account](image)

   - Complete the form. You will be sent an email confirming your password and your UCD Application Number.
   - You will then be brought to your Application Page.

4. Click on ‘Edit Personal Details’ to complete your contact details.

5. Click on ‘Select a Course’.
6. To filter your options: In the **Course Finder** – Go to Special Groups and Select - Study Abroad. Press Search.

<table>
<thead>
<tr>
<th>Special Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Professional Education</td>
</tr>
<tr>
<td>Erasmus</td>
</tr>
<tr>
<td>Erasmus Work Experience</td>
</tr>
<tr>
<td>Freshman Study Abroad</td>
</tr>
<tr>
<td>Hong Kong, Singapore, Sri Lanka</td>
</tr>
<tr>
<td>M.B. Qualifier</td>
</tr>
<tr>
<td>Non EU Exchange</td>
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<tr>
<td>Non EU Undergraduates</td>
</tr>
<tr>
<td>Online Courses</td>
</tr>
<tr>
<td>Pre Masters Programme</td>
</tr>
<tr>
<td>Scholarship Application, Brazil</td>
</tr>
<tr>
<td>Scholarship Application-China</td>
</tr>
<tr>
<td>Smurfit School Masters - All</td>
</tr>
<tr>
<td>Study Abroad</td>
</tr>
<tr>
<td>Summer Internship</td>
</tr>
<tr>
<td>All</td>
</tr>
</tbody>
</table>

7. The Visiting Student courses populate. The year September 2015 appears as you are registered to that academic year. Hit the apply button. You will go to the Application page.

<table>
<thead>
<tr>
<th>Study Abroad Business Full Year (CD60)</th>
<th>Occasional</th>
<th>Sep 2015</th>
<th>Open for Applications</th>
<th>Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Abroad Business Sem 1 (CD320)</td>
<td>Occasional</td>
<td>Sep 2015</td>
<td>Open for Applications</td>
<td>Apply</td>
</tr>
</tbody>
</table>

8. Click ‘Add a College’ to complete your Academic Record. Complete the form with your University Details taking note to complete areas marked with a red star (*).
Enter the title of the degree programme that you are currently studying

Follow these tips!

You can give an estimation!

9. 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.

### Business Module Levels

- **Level 1 = Elementary**
- **Level 2 = Intermediate**
- **Level 3 = Advanced**
- **Level 4 = Postgraduate Level, do not select**

Business modules codes ending in B, D or S are not eligible for selection. E.g.

ACC1001D
10. You must upload a copy of your passport or Birth Certificate, and a copy of your grade transcript. **You must include all documents before your application will be considered.**

11. When you are satisfied that your application is complete, read the declaration statement and click ‘Submit Application’.

**What Happens Next?**

- **No application fee applies.**
- You need to upload all relevant documents before your application can be processed.
- You will receive automatic emails from applications@ucd.ie keeping you updated on your application status.
- 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.
- 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 your Study Abroad Programme Manager at the UCD regarding Registration and Orientation, so check your emails regularly as this information can be time sensitive!