

J.E. Cairnes School of Business & Economics, NUI Galway
Exchange Student Fact Sheet



Contact Information

Office dealing with incoming student exchange matters

**International Affairs Office,
National University of Ireland, Galway,
7 Distillery Road
Galway
Ireland**

Contact persons

For general queries:

Name: Dr. Cyril Reddington
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Email: studyabroad@nuigalway.ie

Postal Address:
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Overall coordinator for non-EU exchanges:

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| | <p><i>For Incoming Student Academic Matters:</i></p> <p>Name: Ms Raphael McLoughlin Position: Administrator Telephone: +353 91 493620 Email: raphael.mcloughlin@nuigalway.ie</p> <p>Postal Address: J.E. Cairnes School of Business & Economics National University of Ireland, Galway Galway Ireland</p> |
| | <p><i>For Outgoing Student Matters and General School of Business Exchange Queries:</i></p> <p>Name: Orla Naughton Position: Study Abroad Officer Telephone: +353 91 493106 Email: orla.naughton@nuigalway.ie</p> <p>Postal Address: J.E. Cairnes School of Business & Economics National University of Ireland, Galway Galway Ireland</p> |
| Websites for exchange-related information | <p>Information for International Students http://www.nuigalway.ie/international</p> <p>J.E. Cairnes School of Business & Economics http://www.cairnes.nuigalway.ie/</p> |

| Exchange-related Information | | |
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| Duration of exchange | Full year or Semester | |
| Deadline for nomination(s) to reach NUI Galway | 1st Semester/ FULL YEAR | 2nd Semester |
| | April 30 th | October 31 st |
| Are application materials available online? | Yes, Exchange Student Application form can be downloaded here: http://www.nuigalway.ie/international-students/studyabroad.html#tab4 | |
| Language requirement | Yes – students will need to have an adequate level of English to allow them to follow lectures and complete coursework/write exams. | |

Academic / Course-related Information

| Academic calendar | 1 st Semester/Term | 2 nd Semester/Term |
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| http://www.nuigalway.ie/academic-dates/academic-term-dates.html | September - December | January - March |
| Is course information available online? If yes, please provide link. | The list of courses available to visiting and exchange students may be found in the information handbooks at http://www.nuigalway.ie/international-students/studyabroad.html#tab2 Only courses named in these handbooks may be selected – visiting students will not be permitted to register for any other courses. Please see the section <u>for your chosen school</u> and select your courses from the ones listed there. | |
| Is there a list of courses taught in English for exchange students? (for institutions where English is not the medium of instruction) | All courses are in English. | |
| Is timetable of modules/classes available for ease of timetable planning? If yes, please advise information source/s. | http://www.nuigalway.ie/business-public-policy-law/cairnes/currentstudents/visitingstudents/ | |
| Minimum and maximum number of modules/credits to be taken in each semester/term | NUI Galway uses the ECTS (European Credit Transfer System). ECTS is based on the principle that 60 credits is a measure the workload of a full-time student during one academic year, and correspondingly, 30 credits for a semester. (The student workload of a full-time study programme in Europe amounts in most cases to around 1500-1800 hours per year and in those cases one credit stands for around 25 to 30 working hours.) The number of credits that should be taken by a visiting student is a matter for his/her home university to determine. | |
| Restricted programs or courses (i.e. not open to exchange students) | See the section on course information above. | |
| Are students allowed to take cross-faculty modules? If yes, are there any restrictions? | Students are expected to take courses within their chosen School; admission to courses provided by other Schools cannot be guaranteed. Selecting courses outside of the chosen school may result in timetable clashes at exam time. | |
| Can students take modules of a different level, e.g. students at Year 2 taking Level 3 modules? | This would depend on an assessment by the relevant NUI Galway academic department of the students' ability, academic background and exam results up to the time of application. | |
| Are there any special language courses for incoming exchange students prior to the exchange program stint? If yes, please advise schedule and costs. | No, but a five-week course of English language classes is provided for international students – this course usually starts soon after the beginning of each semester. The course is free of charge and consists of two 2-hour sessions per week (evenings). | |
| When will the academic transcripts of exchange students be sent? | Usually within about 6 weeks of the end of exams. | |

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| Can students order extra transcripts? If yes, what are the procedures? | Yes, by emailing studyabroad@nuigalway.ie |
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Accommodation

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| Is university-administered accommodation available for exchange students? Is availability guaranteed? | No. Details on available accommodation can be found at http://www.nuigalway.ie/student-life/accommodation/ While there are a number of student residences, these are privately managed and not connected to the university. The details can be found via the above link. | |
| When is the application deadline? | <u>1st Semester/Term</u> | <u>2nd Semester/Term</u> |
| | Refer to website of individual student residence. | Refer to website of individual student residence. |
| What is the procedure for application? | Apply via the website of the individual student residence, bearing in mind that demand is usually high and early booking is advisable. | |
| If university-administered accommodation is not available, will there be any assistance in finding private housing? | The Accommodation Office, which is located in Áras Uí Chathail, will be able to provide you with a list of available private rented accommodation. This list can be viewed online at: http://www.nuigalway.ie/student-life/accommodation/ | |

Visa Requirement

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| Are exchange students required to obtain a student visa? If yes, what are the procedures? | If you are an EU citizen, there are no visa requirements when entering Ireland. However, if you are from a country outside the EU, you may require a visa to enter the country. For visa information please see http://www.nuigalway.ie/international-students/afteryouarrive.html#tab3 | |
| Are exchange students allowed to work? | <u>On campus</u> | <u>Off campus</u> |
| | n/a | Refer to Visa Permissions |

Health & Medical insurance

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| Are exchange students required to purchase a compulsory medical insurance plan? | No. |
| If no, is purchase of medical insurance recommended? | Yes. International students are advised to ensure that they have comprehensive health insurance which includes cover in the event of hospitalisation. Students may wish to take out private health insurance in their country of origin or with an Irish health insurance company. www.nuigalway.ie/international/beforearrive/Health.html |
| Is there any health/medical examination required of exchange students? | No. |

Services for Exchange Students

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| Recommended arrival date | <u>1st Semester/Term</u> | <u>2nd Semester/Term</u> |
| | In time for the Orientation | In time for the Orientation |
| Is airport pick-up service available? | No. | |
| Is orientation program available? If yes, when will it be held? | <u>1st Semester/Term</u> | <u>2nd Semester/Term</u> |
| | Orientation Schedule | Orientation Schedule |
| Cost of orientation program (if any) | Free of charge. | |
| Services available to exchange students | <p><u>Academic Advisory Services:</u> Comprehensive academic advisory services are provided by Faculty offices and by academic departments.</p> <p><u>International Student Officer:</u> (Ms. Louise Kelly) provides an advice, information and support service for all International Students, and arranges social and cultural events. She acts as an identifiable point of contact with the various Student Services in the University to ensure that any problems of adjustment are minimized.</p> <p><u>Accommodation Office:</u> helps students find accommodation, provides advice on accommodation issues, e.g. letting agreements, tenant rights and obligations, and help in the event of a dispute. Fact Sheets on a wide variety of accommodation issues are available from the service. Students are offered the following accommodation options: University approved residential accommodation complexes, private sector houses and apartments, hostels, lodgings.</p> <p><u>Library and Information Services</u> is situated in the heart of the Campus. Visiting students will also feel very much at home with the range of international databases available via the Library website. Students may use their laptops throughout the Library, using the University's wireless network, and can also access the resources from home. All visiting students have access to all Library facilities – including off-campus access to electronic resources. It provides excellent support for students with disabilities and special needs. Users with a range of disabilities are very well served with a state of the art Adaptive Technology Centre</p> <p><u>Computer and E-Mail Facilities:</u> PC Suites across the campus provide free of charge Internet and email facilities to registered students. Printing is charged on a per-page basis. A "wi-fi" computing service is available for students with suitably equipped laptops.</p> <p><u>Student Health Service:</u> A Student Health Service is provided on campus, 9.00 a.m. to 5.00 p.m., Monday to Friday, which is free and completely confidential. It is staffed by two doctors, two nurses, a physiotherapist and a sports injuries therapist. Please note that the Student Health Service does not cover the cost of prescribed medicine, hospitalization, optical or dental treatment. Students are therefore advised to have a thorough medical check-up before leaving home. Non-E.U. students are required to pay full charges for in-patient and out-patient</p> | |





services in a public hospital and all charges for doctors' services, drugs and medicines. Students who require private medical insurance should make arrangements for cover prior to departing from their home country, or alternatively they can contact Health Insurance Companies in Ireland, which offer private medical cover.

Student Counselling Service: It provides a professional and strictly confidential counselling service for all students experiencing problems, while pursuing their studies.

Disability Support Service: Students with disabilities - for example, learning difficulties, visual impairment, hearing impairment, or mobility problems - are advised to contact the University Disability Office at the time of application for any information or assistance they may need.

Social Activities: There is no better way to integrate into the social, sporting and cultural life of the University than through membership of one of the University's clubs or societies. "Pleasant is the life of the scholar", says one of Ireland's old bardic poems, and indeed the student's life can be greatly enhanced by taking part in some of the many social and recreational activities on offer at the National University of Ireland, Galway. There are more than fifty societies and thirty athletic clubs on campus which cater for a wide variety of interests.

Restaurant Facilities: There are a number of restaurants and snack bars available on the campus, which are open throughout the day and evening. These cater for a variety of tastes and offer good value and choice. Note that the University does not offer a 'meal plan' option.

Travel Office: Information on travel within Ireland, and abroad, can be obtained from the student travel company USIT located in the city centre.

Estimated Expenses per Semester

| University-administered accommodation | Hall lodging fees | Compulsory hall meal charges (if any) |
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| | n/a | n/a |
| Private accommodation | €410 per month on average for private rented accommodation. (Student residences: approximately €2,500 for a single semester, €4,200 for a full year) | |
| Food/Meals | €1040 | |
| Personal expenses (such as laundry, sundries and local transportation) & Recreation | €1360 | |
| Academic expenses (e.g. books) | €240 | |
| Insurance | At least €255 per year depending on which Insurance Company you choose. http://www.nuigalway.ie/international-students/afteryouarrive.html#tab4 | |