Student Handbook
(Online version)
Mission Statement

The Duquesne in Dublin Program links Duquesne University, the Spiritan’s American university, with the Irish Spiritans and their extensive network of prestigious Irish educational institutions. Duquesne undergraduate students study at the University College Dublin, one of Ireland’s top universities, where students in a wide variety of majors can pursue courses in their field of studies while living together in the Spiritan’s historic St. Michael’s House. The shared language allows Duquesne students to integrate into Irish university life, to explore Irish culture and its rich contribution to the United States, and to develop a global perspective that transforms Duquesne students into citizens of the world.
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Duquesne in Dublin at St. Michael’s - A message from The Spiritans in Ireland

Formally known as the Congregation of the Holy Spirit and remembered by many as the Holy Ghost Fathers, the Spiritans are an international Catholic congregation. The co-founders were two Frenchmen Francis Libermann (pictured above) and Claude Poullart des Places. Today the global headquarters are in Rome.

The Irish Province of the congregation followed from the arrival in Ireland of a number of French Spiritans soon after Ireland’s “Great Famine” of the mid-19th century; they saw an opportunity to encourage English-speaking missionaries for Africa. This culminated in a substantial involvement by the Province in the area of education; a number of schools in Ireland are to this day run under the auspices of the Spiritan Education Trust. St. Michael’s College was founded in 1944 as a Catholic Junior School, becoming a full Secondary School in 1975.

A key focus today is on a number of parishes, mostly in west Dublin, while a key priority of the Spiritan asylum-seeker initiative, SPIRASI (See www.spirasi.ie), set up in the 1990s, is the provision of rehabilitation services for torture survivors who sought asylum in Ireland.

The largest Irish Spiritan community is in Kimmage Manor. Education and training have been offered on campus by the Kimmage Development Studies Centre for over 40 years, while a number of Spiritans who are active in chaplaincy roles are part of the community. A number of Spiritans lived for many years in the house occupied since 2013 by the Duquesne campus.

Among the countries where Irish confrères were central to early Spiritan mission overseas, and where today home-produced African missionaries have taken up the mantle, are Mauritius in the Indian Ocean, Nigeria and Sierra Leone. Irish confrères began work in places such as the Philippines, South Sudan and Taiwan in the recent past while Spiritans remain key partners in overseas development work funded through Irish Aid in, for example, Brazil and Ethiopia.

A close Irish Spiritan link has long existed with Duquesne University: Brian Cronin, C.S.Sp. is Associate Professor of Philosophy (College of Arts), and Seán Hogan C.S.Sp., who was executive vice-president for student life for some 30 years, is the first president of the Duquesne University Scholarship Association. Former Duquesne staff now resident in Kimmage Manor, include Naos McCool C.S.Sp. who was Assistant Dean for Student Formation (School of Education) for several years, and Seán Kealy C.S.Sp., a number of whose publications deal with the Gospels. John Kilcrann C.S.Sp., of the current leadership team of the Irish Spiritans, established a human rights distance learning programme in Duquesne when he was based there in 2009–2010, while Billy Cleary C.S.Sp., whose past appointments include St. Michael’s College, has a new role from the fall of 2017 in the university’s Office for Mission and Identity.

As you come to Ireland to continue your university studies, may I wish a very warm welcome to every one of you, especially those in Ireland for the first time. I wish you every success in your endeavours and I hope that this experience of life in Ireland will stand to you in the life choices that you will be making. May the Spirit of God give life and joy to each one of you.

*Céad míle fáilte romhaibh go léir.*

Marc Whelan C.S.Sp.
Provincial of the Spiritans in Ireland.
INFORMATION ABOUT DUQUESNE IN DUBLIN

Welcome to Duquesne in Dublin in cooperation with the Holy Ghost Fathers, the Spiritans. We look forward to creating a home for Duquesne students in Dublin and for sharing in the cultural experience that you are about to endeavor. **We welcome you to Duquesne in Dublin!**

**Address of Campus**

*(Your Name)*  
Duquesne in Dublin  
St. Michael’s  
Ailesbury Road  
Ballsbridge  
Dublin 4  
IRELAND

**Emergency Contacts and Phone Numbers**

Director, Nora McBurney  
will be given upon arrival in Ireland

Assistant Resident Director, Cassandra Wood  
will be given upon arrival in Ireland

Resident Assistant, Kerill Kelly  
will be given upon arrival in Ireland

Duquesne University Administrative Office/Fax  
will be given upon arrival in Ireland

U.S. Embassy in Dublin  
01 668 8777

St. Vincent’s Hospital  
01 221 4000

UCD (Switch Board)  
01 716 7777

Ireland Emergency Numbers  
999/112

Ireland Country Code  
+353

USA Country Code  
001

Taxis  
01 8 202020

Ballsbridge Taxi  
01 608 0900

**Director, Nora McBurney** is responsible for all activities, academics and student life issues on campus during the semester, and anything pertaining to the St. Michael’s property. Nora is normally available during office hours in the Student Services Office (SSO). Office hours will be posted on the office door. You can reach her by phone, email or just stop in the office.

**Assistant Resident Director (ARD), Cassandra Wood** is the resident life administrator here to help with student life issues. Cassandra is available during the some office hours during the week, evening hours, and most weekends and can be reached by phone or email. When Cassandra is not on duty for the weekend, Kerill is available for problems or concerns.

**Resident Assistant (RA), Kerill Kelly** is on duty most evenings and splits on duty weekends with Cassandra. He is available for night and weekend emergencies and can answer questions when you see him around the house.
CAMPUS SPACES

St. Michael’s House will be “campus” during your stay in Dublin. It shares the grounds with St. Michael’s College, a primary and secondary school. While we have full use of the house, all grounds of St. Michael’s College (the neighboring school) are strictly OFF LIMITS. This includes the grass area between St. Michael’s House and the school as well as any property around the school. There are no grounds around St. Michael’s House which students are permitted to use.

The tower in St. Michael’s House is OFF LIMITS to students.

The House has three bathrooms on the 3rd floor that students are permitted to use as well as a bathroom on the ground floor. There is also a bathroom on the main floor that will be used as a community bathroom.

Students are permitted to work/study in the Community Room, Computer lab, Classroom, Student Kitchen Area, or front entrance space.

All other buildings and rooms on the property not mentioned are off limits to students.

STUDENT ROOMS ON THE UPPER FLOORS

➢ ROOM KEYS AND HOUSE KEYS
  Every student will be provided with a room key and a house key. Please keep both keys on your person and safe at all times. If you have lost or had your keys stolen, please report it immediately to the SSO. There is a replacement fee of €50 for both the room key and house key. You are never to take someone else’s room key or enter someone else’s room without his/her permission. The SSO will not grant access to any room other than that of the student.

• HOUSE ALARM
  There is an alarm system in St. Michael’s House. The alarm will be on every evening starting at 00:00 (midnight) and will turn off the next morning. The windows on the 1st and 2nd floor also have sensors for the alarm. You CANNOT open the windows in the kitchen, community room, or any other rooms on these two floors while the alarm is set. You can always open the windows in the top floor bedrooms.

• BED LINEN
  Linens must be deposited in the laundry cart that will be placed in the hallway outside the kitchen. Every two weeks (on Tuesdays) there will be a laundry bin as well as new linens available for pick up. You are responsible for depositing your sheets and gathering new linens when the cart is available. If you need new linens at another time, please notify a staff member.

• WALLS/FURNITURE
Hanging, taping, marking and applying objects to the walls as well as moving any furniture is PROHIBITIED. Please see fine below.

- **TELEPHONES**
  There is one landline telephone in the Community Room for student use and one phone in each student room. The only way you can call out on the phones is by using a calling card. You can use any phone to dial emergency numbers (999/112). The phones will receive incoming calls and the SSO office can provide you with your direct dial number.

- **WEEKLY ROOM INSPECTIONS**
  Room inspections will be performed on Tuesday evenings while students are attending the Ireland Uncovered Class. Students are responsible for cleaning their own rooms, including vacuuming the floors. **If the following requirements are not met, a €20 fine per room will occur, including an appointment with the Director or Assistant Director:**
  1. Trash emptied, removed from room and taken to dumpster,
  2. Floor hoovered,
  3. No wall hangings (as explained above)
  4. No dishes from kitchen!

- **HEATING**
  Each room is equipped with a heating unit. It is very hard to keep this big house warm, so please do not leave windows open when you leave the room and also do turn down the heat when leaving the room. **DO NOT PLACE TOWELS OVER THE HEATERS AS THEY CAN CAUSE FIRES.** Also, please be as energy-friendly as possible during your stay; turn out lights and turn off space heaters when you leave the room.

**STUDENT SERVICES OFFICE (SSO)**

The Student Services Office is located on the main floor, Room #208, and is run by the Director, along with the Assistant Resident Director. Weekly hours will vary and will be posted on the office door at the beginning of each semester, but the ARD and Director can always be reached by phone or email and appointments can be scheduled.

The Student Services Office is available to provide assistance or support to students with the following:

- **Student Academic support**- Questions, problems or concerns with scheduling, general questions about UCD or who to contact at the University.

- **Travel Advice and Services**- In the SSO you can find information regarding weekend and Spring/Fall study break individual travel in Ireland, the UK, and in Europe (hotels, transportation, activities, etc.).

- **Photocopies**- The SSO can make photocopies (free of charge) for you during regular office hours. Please ask a staff member for assistance.
• Building Maintenance- The SSO serves as an intermediary (when appropriate) between the students and the St. Michael’s property, employees and management. Questions, concerns, or problems can be discussed with the SSO regarding any other this issues above.

• Optional Excursions and Activities- Students can sign up for all excursions and activities in the SSO.

• Medical Attention- The SSO can make appointments and/or accompany students to see a doctor.

LAUNDRY ROOM

The laundry room is equipped with two washing machines, two dryers, two drying racks, and an ironing board and iron. Laundry machines are free, but you are responsible for purchase and storage of your detergent. We kindly ask that you do not use powdered laundry detergent as it clogs the machine. Please ensure the iron is switched off after use. The laundry room is not to be used after 11pm due to noise issues.

ORATORY

The Oratory is equipped with an electric piano and a guitar, which can be used when there are no classes in session and before quiet hours. It also serves as a chapel and can be used as a place of quiet reflection. It should not be used as a study space and the furniture should not be moved. Occasionally, throughout the semester, we will have services or masses here with the Spiritan fathers.

CLASSROOM

Ireland Uncovered will be held in the classroom on Tuesdays from 18:00 – 20:00. The classroom is also available for studying, reading, or working during non-class hours. Please note that this space is to be used for study (individual or group study) and to respect others also utilizing this space. Please do not leave cups, books or papers behind in the classroom when you are finished.

COMMUNITY ROOM

The Community Room is equipped with a television that provides many programs, including news and sports. There are also many travel guides and leisure books that can be borrowed. Please treat borrowed books with care and return them when finished as they have been generously purchased or donated for student use. Please also keep this space tidy and do not leave behind plates, cups or personal items.
STUDENT KITCHEN AREA

The student kitchen is equipped with two microwave ovens, a toaster, coffee maker, refrigerator, hot water machine, vending machines, as well as crockery and cutlery. All foods in the refrigerator must be in containers marked with your name and room number, or else will be discarded. Any food not in containers left sitting out on the counters or tables will also be discarded. Students may bring one plate and one glass to their bedrooms, but please return it when finished. It is imperative that you clean up after yourself in the student kitchen. Do not leave dirty dishes in the sink or on countertops as this may result in fines or the closing of the kitchen. Please place all dishes into the dishwasher. If the dishwasher is full or clean, please run it or empty it. We are all responsible for the cleanliness of the kitchen.

MEALS

The Board Plan at Duquesne in Dublin is breakfast on campus Monday – Friday, one weekly dinner after Ireland Uncovered, vouchers provided to a local restaurant, money provided on your UCARD and Tesco gift cards. You are able to add money to your UCARD if necessary, but you must do this on your own and with your own funds.

- **Breakfast:**
  Monday – Friday set out from 7:30 – 10:00. Extra fruit and yogurt will be placed in the student refrigerator and can be taken by students at their leisure.

- **Weekly Dinner:**
  Provided following the Ireland Uncovered course (unless otherwise specified) in the kitchen and the menu option changes weekly. The dinner option will be outlined in weekly emails.

- **Vouchers:**
  Vouchers will be distributed once per month. They can be collected in the SSO during regular office hours ONLY. They are only good at our partner restaurant—The Merrion Inn ([http://www.themerrioninn.com/menu/](http://www.themerrioninn.com/menu/))—just down the street from the house. Please see the voucher for an address.
    - Vouchers will **NOT** be given out for study breaks or spring break.
    - Each voucher is worth €20,00. If you spend more than €20,00 at the restaurant, you are responsible for the additional cost. If you spend less than €20,00, you will **NOT** receive any change back from the restaurant.
    - The €20,00 voucher does **NOT** include gratuity. Tipping is at your discretion; if you choose to tip, 10% is customary.
    - Each voucher is personalized with your name. You must present the voucher to the wait staff before ordering, along with a form of identification (UCD student I.D. or a copy of your passport). The voucher is non-transferrable.
    - Each voucher has the specific dates when it can be redeemed. The Merrion Inn kitchen is open daily from 12:00 pm-9:30 pm.
- Vouchers can be used for food and non-alcoholic drinks only. Any alcoholic drinks must be purchased on your own.
- If you lose or misplace your voucher(s), you will NOT be provided with replacements.

- **UCard:**
  At the beginning of the semester, €125 will be loaded on your UCard. You can add an additional €125 (paid by Duquesne) when you are ready by emailing ucard@ucd.ie. Any additional funds loaded to the card will be at your own expense.

- **Tesco Gift Cards:**
  You will receive a Tesco gift card worth €150 3 times during the semester that you can use toward the purchase of groceries.

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**COMPUTERS AND THE INTERNET**

**COMPUTER LAB**
Located on the main floor of St. Michael’s, there is a computer lab with three computers, which are connected to the Internet and printers (Room #204). Food and drink are prohibited in the computer lab, violation of this rule will result in a €5 fine.

**WIRELESS ACCESS**
The entire Duquesne in Dublin campus is equipped with wireless Internet, including the Main Floor and Residence Floors. The SSO will provide needed password information to connect to “DUQIN_Dublin”. Please be aware that the more people/wireless devices using the network simultaneously could result in a slower connection. **In your bedroom it is advisable to use an Ethernet cable and reserve the Wi-Fi for Smartphones and iPads/tablets.** Ethernet leads can be provided to you by the SSO.
POLICIES

Here are some policies that you will need to know about the Dublin campus on a daily basis. You can find a more comprehensive list of policies, rules, and agreements in the Appendix I in this handbook:

DRY CAMPUS

- Please refer to the Alcohol Agreement located in Appendix I for the official policy about alcohol on the Dublin campus property. Please note that the only alcohol allowed on campus is alcohol provided by the program for special meals and organized activities.

QUIET HOURS

- Quiet hours, which are strictly enforced, especially during exam periods, differ from home campus due to the difference in accommodation and out of respect for the neighboring residences. Due to the size and layout of the house, even the quietest sounds can be amplified. Please keep voices at an appropriate volume at night, especially when entering and exiting St. Michael’s House and on Ailesbury Road. Quiet hours are in effect for all of campus property. Courtesy hours are in effect 24 hours a day to help respect your fellow students and our neighbors. If courtesy hours are not followed, or if the ARD or RA is awakened during quiet hours for noise, an automatic write-up will occur and fine will be given.

<table>
<thead>
<tr>
<th>Regular Quiet Hours</th>
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<tbody>
<tr>
<td>Sunday-Wednesday 22'00-07'00</td>
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<tr>
<td>Thursday-Saturday 00'00-07'00</td>
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<table>
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<tr>
<th>Extended Quiet Hours</th>
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<tbody>
<tr>
<td>Study/Exam Days: 20:00-8:00</td>
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VISITORS ON CAMPUS

- Students will be allowed one visitor at a time in the building. All visitors must vacate the building/premises by 00:00 (midnight). No overnight guests will be allowed. Violation of this will result in possible dismissal from the program.

SMOKING

- Smoking is strictly prohibited inside the building and on the grounds of St. Michael’s House and of St. Michael’s College. You must go out to the street/sidewalk to smoke.

WEEKLY CAMPUS UPDATE

- There will be a weekly campus update email sent to all students at the beginning of each week (generally every Monday). There will also be some general announcements made during the weekly dinner. Students are responsible for attending. If a student cannot attend they must notify the Director and only ONE excused absence will be permitted.
CLASS ATTENDANCE POLICY
In compliance with the attendance policy at home campus, students who have more than one unexcused absence per class will have their final grade lowered by one full letter grade. Professors are required to take attendance at session and will submit their attendance sheets at the end of the semester. Travel related absences (including train strikes and missed connections) are considered unexcused.

STUDENT CELL PHONE POLICY
In accordance with the Duquesne in Dublin Emergency Response Plan (ERP), each student is required to have a cell phone during the semester. Having a cell phone gives parents, family & friends instant access to the Duquesne student no matter where they are traveling in Ireland or beyond. The cell phone also helps the staff keep in touch with the students while they are mobile and advise them in the case of an emergency. **Your cell phone must always function, even if you are travelling outside of Ireland.** It should be charged with money/credit on it, and you should be reachable at all times by call or text (both Irish and US cell phones apply to the policy). These are the following two options for a cell phone while abroad:

1. A “rechargeable” Irish cell phone with SIM card, which can be purchased independently by the student in Dublin during the first week (example: Vodafone, O2, Three, Meteor, Tesco)
2. U.S. cell phone with an international plan bought from home (remember your phone must be tri or quad band to function in the EU).

Please note that having a phone with no money on it is a violation of this policy and fines may occur.

ACADEMIC EXCURSIONS
- There are two **mandatory** academic excursions in the Fall and Spring: the Western Ireland Cultural Excursion and the Belfast Mini-Excursion.
  - The Western Ireland Cultural Excursion has been organized to complement your Intercultural Awareness and Exploration course and is **obligatory**. Please note that this excursion and the correlated assignments will constitute a large part of your grade for this course.
  - The Belfast, Northern Ireland Mini-Excursion is included as part of the Ireland Uncovered course and is **obligatory**. Please note that some material covered during the excursion may appear on Midterm and Final exams for on-site courses.
- Hotel accommodations and transportation are provided for the mandatory excursions, as needed. Rooms can be doubles, triples, or quads and roommates are selected from the Duquesne in Dublin rooming list. Breakfast is provided daily, along with one group meal; all other meals are independent. Admission for most sites and museums are included.
OTHER DUQUESNE IN DUBLIN CAMPUS-SPONSORED EXCURSIONS

- Duquesne in Dublin may offer day trips and overnight excursions or activities in the city of Dublin and around Ireland. There are limited spaces on these excursions and it is a first come first serve basis by signing up in the Student Services Office. **By signing up, you are signing a written agreement as financially responsible for the cost of the excursion.** There are no exceptions.

INDIVIDUAL AND GROUP TRAVEL FORM

- Duquesne in Dublin requires you fill out an Individual or Group Travel Form and turn it in to the Student Services Office before you depart for any type of individual travel outside of Dublin. The form is also available online at: [http://goo.gl/sSOhrb](http://goo.gl/sSOhrb). Over longer study breaks, you are required to turn in an Individual Travel Form (as your travels may differ from others over the entire break). The Form includes train/plane information, contact address/phone numbers at your destination. Remember that you must also have a working cell phone all you at all times. **If you fail to turn in a form as well as fail to answer your phone and if no one knows where you are for more than 24 hours, you will be reported to the police as a missing person, and when you do reappear, the Director may choose to send you home.**
IMMIGRATION DOCUMENTS, SAFETY & SECURITY

US (or other) PASSPORT
Your passport serves as your only legal form of identification while in Ireland (US Drivers License and other documents are not valid while abroad). The SSO will make photocopies of your passport to help facilitate replacement if stolen/lost. Replacing a passport can be expensive and time consuming, so we suggest while in Dublin to simply carry a photocopy of your passport at all times. It is recommended to leave your actual passport on campus in a safe place. When traveling outside of Dublin, however, you need to take your actual passport with you and safely guard it at all times.

REGISTERING WITH THE GARDA NATIONAL IMMIGRATION BUREAU
You are required to register with the GNIB, you must do so within 30 days of your arrival into the country. There is a fee of €300 upon registration (you do not need this on arrival at the airport, but will need the funds when you go to register at a later date). Registering can take up to two hours, so plan accordingly. UCD organizes two evenings where they accompany groups to the GNIB to assist with registration. Once you are registered, please bring your Certificate of Registration to the SSO so we can make a copy for our files.

UCD STUDENT CARD
Your UCD student card provides an extra form of identification as a student and must be carried with you on all group excursions. Your card may enable you to receive discounted or free entrances during your travels. It is also necessary to bring your student cards to ALL UCD Examinations or a €50 fine will be charged by UCD. Your student card is also required for access to all UCD Libraries.

US EMBASSY REGISTRATION
It is the responsibility of each Duquesne in Dublin student to register themselves with the State Department. This allows the US Embassy in Dublin to know that you are here studying with Duquesne University and the period of time that you will be living in Dublin. Please visit their website https://travelregistration.state.gov and fill out the form and notify the SOS office once this is complete. This service for American citizens allows you to register and update your contact information, provides you with travel information, and securely stores your data behind Department of State firewalls, accessed by cleared personnel only.

The best way to stay safe abroad is to be more aware and learning as much you can about your host-country.

SAFETY & HEALTH ISSUES
It is easy to romanticize Ireland and get caught up in its splendor and beauty and the kindness of strangers. Because of this students can be lulled into a false sense of security. Remember that with your American accent you will stand out and could be a target. Dublin is a metropolitan city like all others, and with that comes crime, including theft, muggings, violence against women, stabbings and
other crime. It is important that all students have regard for themselves and the safety of others by being mindful and using your best judgment. Please read the following points regarding safety:

1. **Pick pocketing.** Petty theft is common in Dublin, especially in tourist areas and on public transportation. Do not carry anything extravagant with you. Always keep things out of your back pockets and to keep your backpacks and purses close to your body. **Always be attentive and aware of your surroundings and the people present.**

   FROM THE US EMBASSY WEBSITE:

   Each year some 200 Americans report their passports stolen or lost in Dublin. Many are the victims of pickpockets operating in areas frequented by tourists, particularly museums or crowded bus and train stations. In the center of town, the area along the banks of the Liffey River is popular with pickpockets. Well-dressed pickpockets also stalk their prey in hotel restaurants and lobbies and in pubs.

   Pickpockets assume that American tourists carry large amounts of cash and are sufficiently preoccupied with their unfamiliar surroundings to be easy targets. They are confident that most American tourists off their guard while in Ireland and believe that this sort of thing does not happen in Ireland.

2. **Ailesbury Road/Ballsbridge area.** These areas are generally safe during the daytime and in the evening. As always, be aware of your surroundings and travel in groups when possible. Ailesbury Road and Dublin 4 are known as very wealthy areas in Dublin. Be aware of telling strangers and new friends that you live in this area, they might try to take advantage of you or assume you are rich.

3. **Temple Bar and Grafton Street areas.** These are generally safe areas; however there have been problems with theft and violence in the recent years, especially at night when bars/pubs close for the night. It is important to always be aware of your surroundings, stay in a group and never be intoxicated.

4. **O’Connell Street and North Dublin.** North of the Liffey can be more dangerous than the South. During the day it is generally full of people and very safe, but can have drug activity and pickpocketing at night. Always pay attention to your surroundings and stay in groups.

5. **General Street Crossing.** Traffic can be confusing especially because drivers use the opposite side of the road than used in the U.S. If you are going to cross the street where there is a pedestrian light, wait for it to turn green before crossing and look in both directions before crossing. In the city there are often reminders written on the road for which direction to look for oncoming traffic. **Only cross**
the street in a cross walk. The majority of Dublin City Centre is one-way so please keep this in mind when crossing the street. Always look in both directions regardless.

6. **Drugs.** Each year 2,500 Americans are arrested abroad, 1/3 of these arrests for possession of illegal drugs. **Don’t do drugs abroad.** If you get caught doing drugs in another country you are fully subject to their laws (which are often more stringent then our own) and chances are high that you will spend time in prison, or worse. Being a U.S. citizen gives you **no special privileges.** The U.S. Embassy will not go out of its way to help you and Duquesne University can do nothing to intervene other than to call your parents and advise them to hire an international lawyer fast and at their own expense. There are three key things to understand about this issue (drawn from a study of U.S. Americans in prison abroad by journalist Peter Laufer):

   1. Most nations adhere to the Napoleonic code, which presumes the accused to be guilty until proven innocent.
   2. Few nations grant bail between arrest and trial.
   3. The State Department will rarely intervene to aid an accused or convicted American for fear of upsetting relations with the host county

7. **Individual and Group Travel Form.** *See above under policies.* This is extremely important for safety.

8. **Campus security.** Please always make sure that the main door entrance to campus is securely closed behind you when entering and exiting campus. The door will not shut on its own; you must pull the door closed to make sure it latches. These doors, including the emergency exits, must never be blocked/left open as it places the entire property at risk. Ailesbury Road is known for its wealthy residents and can be a target for thieves, so keeping the campus properly secured is very necessary.

9. **Amendments to the Residence Life Handbook, Participation Agreement and Alcohol Policy.** Please read and familiarize yourself with adapted guidelines, regulations, and policies of Duquesne in Dublin regarding general information.

10. **Emergency Response Plan (ERP).** In the case of a campus wide or student-involved emergency, the ERP will be set into action. Please read the ERP document in the handbook, as more extensive training will happen during Orientation and throughout the semester.

11. **Medical Attention.** If any student needs immediate medical attention, they must advise one of the staff members of Duquesne in Dublin. UCD has a health services department and St. Vincent’s Hospital is right around the corner from St. Michael’s and there are various specialized clinics around Dublin. Typically, you must pay up front for a doctor’s visit (usually €55-65) and then the visit should be sent to your insurance company for a credit or reimbursement. **For life and death circumstances, students will be transported to the nearest hospital/emergency room.** Depending on the severity of the situation ER visits can cost from €300-€1,000.

12. **Counselor.** Any visits to our recommended counselor are covered by Duquesne University. Information will be provided upon arrival.
13. **Over-the-Counter Medicines in Ireland.** Sometimes it is best to visit the Chemist (Pharmacist) before the doctor. They have consultation rooms and can recommend medications without a doctor’s prescription, which can be quicker and more cost-effective. There is a pharmacy in the Merrion Centre near the house.

14. **Prescriptions.** You are permitted to carry a 3-month supply of your medication with you to Ireland. You must have a prescription with you. If you need more than a 3-month supply you must email the Irish Medicines Board (enforcement@imb.ie) to the attention of Sean Cullen. They will need:
   - Your Name
   - The courier company name
   - The tracking number
   - The type and amount of medication
   - The package itself will need to include a photocopy of the prescription on the outside of the box.

You can also get most medications in Ireland, but will need to see a doctor in Ireland who will give you a prescription to be filled here.
DUBLIN LOGISTICS

SENDING AND RECEIVING MAIL
Mailing items from regular Irish mail is reliable. For general cards and postcards it takes about a week to arrive to the United States. Make sure to ask for international stamps if you are sending items to the U.S. The mailboxes around the city are green; some have slots for Dublin and ALL OTHER MAIL so just look and see what the specific mail says. There is a green mailbox just outside of campus.

All incoming mail will be placed on the cart near the whiteboard outside the kitchen. Remember to remind family and friends to never send cash via mail; it is also illegal to receive medicine via post in Ireland unless it is specifically declared. All medications will be held/destroyed if sent via post or courier services.

OTHER PACKAGES
Care packages that include something other than used goods will incur duty charges from the Irish government (this includes Food). There are a handful of stores in Dublin that stock imported US food which may be cheaper than having it sent from the US. Students will be required to pay the duty charge before having their package released. Family and friends sending used items should be advised to denote “used” on the green custom form at the USPS to avoid these additional custom fees.

TRANSPORTATION INFORMATION

- **BUSES AND TRAINS**
  There are many different ways to purchase bus/transportation passes. Bus fare depends on where you are going in the city. Students are encouraged to purchase a Leap Card, which can be used on the Dublin Bus, the DART & Commuter Rail, the Luas, Wexford Bus, and Bus Eireann. You can add whatever amount of money you want on your card and top-up online or from many locations when your money is running low. There are several other types of bus passes including unlimited monthly passes or 5 – 10 day traveler’s passes. More information can be found on www.dublinbus.ie and www.leapcard.ie.

- **TAXIS IN DUBLIN**
  From Ailesbury Road: You can call one of the numbers provided at the beginning of the Handbook and reserve a taxi. If you have a smart phone, there is an App called MYTAXI where you can reserve taxis directly from the app based on your GPS location and even pay with a credit card (or cash). You will also be provided with the driver name and number and the driver will be provided with yours.

  In the city: Taxi’s can be hailed, but it is also very easy to find a taxi rank/bank at various locations around the city. Simply go to the first taxi in line and ask if they are available. Fares start at €4.40 and one euro is added for each additional passenger. From the city centre it should be around €10-15 to get back to St. Michael’s House. Tipping taxi drivers is appropriate in Ireland by just rounding up your taxi fare to the
next Euro (€) or giving, for example, your taxi fare is €10.50 – leave €11.00 or leaving an extra Euro as a tip. Tipping is not compulsory, however.

**To St. Michael’s House:** Most taxi drivers know where we are located and know Ailesbury Road, but may be confused because there is another place in Dublin called St. Michael’s House which is a facility for people with special needs. When telling the taxi driver your destination make sure to say St. Michael’s House on Ailesbury Road or even say next to St. Michael’s College if they are still unsure.
Individual Travel is an essential part of your study abroad experience. For some of you, this semester is your first time out of the country and your first real travel experience. Others are already seasoned travelers, or at least seasoned tourists. Study abroad allows for many opportunities for further travel, but it may seem there are so many choices it can be difficult to make decisions. It could be helpful to read guidebooks, especially about the different areas in Ireland. Consider what is important to you and how you want to make good use of your time in Ireland/Europe.

DUBLIN
You have chosen Dublin as your home for the next four months. Students can choose between two extremes, spending a lot of time getting to know every corner and nook that Dublin has to offer, or traveling most weekends to other cities or even other countries. Recognize that there is a balance to be struck between these two extremes. But also recognize that weekend visits to other cities or countries will not offer the level of in-depth access you will get by regularly exploring the city you live in while abroad. Feedback from students at the end of other study abroad semesters always includes the overwhelming regret for not spending more weekends in their home city and getting to know the city better. Take advantage of your newfound home!
UCD’s handbook provides information to helpful websites for travel in Dublin and around to other destination in the UK and Europe.

Planning ahead will make your trip cheaper! By planning at least three weeks in advance, you can expect to pay cheaper rates on hotels and airlines. Airline tickets are usually priced by the following rules: 3-5 weeks advance purchase (cheapest), 14 day (cheap), 7 day (not as cheap), 3 day (expensive!). Planning will not only help secure cheaper rates, but also availability!

Use your travel guides! There are many helpful hints in travel guides that will help you take advantage of your time and money. Lonely Planet and Let’s Go are designed especially for young travelers on a budget. They will often give you great information on hostels in cities. They also give helpful information on museum openings and availability. Many times they will tell you when museums will be open for free and other helpful information. There are many travel guides in the Community Room for your use during your travels.
HELPFUL WEBSITES FOR TRAVEL PLANNING IN IRELAND AND EUROPE

www.buseireann.ie
www.iarnrodeireann.ie
www.ryanair.com
www.aerlingus.com
www.skyscanner.com
APPENDIX I

AMENDMENTS TO THE DUQUESNE HANDBOOK
STUDY ABROAD PARTICIPATION AGREEMENT
SANCTIONS FOR VIOLATIONS
ALCOHOL AGREEMENT POLICY
EMERGENCY RESPONSE PLAN (ERP)
Amendments to the Duquesne University Residence Life Handbook for Duquesne in Dublin

1. Alcohol - (page 17)
The drinking age for the Duquesne in Dublin Program is 18 years of age. No person under 18 years of age is permitted to consume, transport, possess, or be in the presence of alcoholic beverages.

All students of legal drinking age are responsible for their actions while drinking alcoholic beverages which include being intoxicated while being in public. Any student may be cited by a university official for public intoxication. It is to the university official's discretion whether or not a student may be considered publicly intoxicated. Public intoxication includes, but is not limited to, endangering the safety of other students or him/her. See attached Duquesne in Dublin Alcohol Agreement for more detailed information.

Since by U.S. law it is illegal for persons under the age of 21 years of age to transport alcohol in the United States, starting today we will no longer be able to check-in alcohol for students under the age of 21 to take back to the States. Students that would like to ship alcohol home from Dublin can still do so, as there is no federal law not allowing a minor to ship from a different country where they are legal to purchase alcohol and ship it to someone that is of age in the United States. The legal consumption and purchase age is 18 years of age, and in agreement with Irish law this continues to be the rule at the Duquesne in Dublin Program. No alcohol is allowed on the actual Duquesne in Dublin campus, except for special events when alcohol will be provided by the staff. All alcohol purchased for gifts, etc. must be checked in with the Student Services Office.

10. Drugs
Duquesne in Dublin strictly prohibits the distribution, possession, or use of controlled substances. Students illegally possessing illicit drugs or paraphernalia, distributing or using a controlled substance will be dismissed from Duquesne in Dublin immediately. In specific cases involving marijuana, the enforcement policy has been clarified to state the detection of the odor of marijuana can constitute a violation. Duquesne's policy is that NO drug paraphernalia is allowed on campus in Dublin. This now includes hookahs. The definition of drug paraphernalia by Duquesne University is any object made or purchased for the express use of using drugs or smoking marijuana. It does NOT matter if the paraphernalia is used or unused; they both constitute a drug violation. More details available in the Residence Life handbook online.

20. Illegal Entry and Exit – (page 26)
No student may enter or exit St. Michael’s residence in any way other than that designated. Anyone found illegally entering or exiting the building or grounds may face judicial action.

There are two changes in this policy: First, there will be four people involved in the handling of the Judicial Process. They are:

- Dr. Douglas Frizzell Executive Vice President, Student Life
- Roberta Aronson Executive Director, International Programs
- Michael Wright Director of European Programs
- Nora McBurney Director, Duquesne in Dublin

Second, under Living/Learning Center Suspension: A student may lose their privilege to maintain enrollment in the program and be asked to return home. All violations of policy and judicial hearings will be recorded and kept on record at Duquesne University upon the return of the student to Duquesne University home campus.
45. **Smoking Policy** – (page 34)

Students are not allowed to smoke in any area of St. Michael’s House or property. Students in violation of this amendment will face a fine by Duquesne in Dublin and may face a Dublin City Ordinance fine.

50. **Visitation** – (page 36)

All students must adhere to these amended upperclassmen policies:

1. Residents may not have any guests between 00’00 and 08’00.
2. All guests must leave the building by 00’00.
3. Resident students may not have overnight guests in their rooms. Residents that break this rule could be subject to dismissal from the program or monetary fines.

**SEMESTER WITHDRAWAL AND REFUNDS**

Students attending the Duquesne in Dublin program are on a different semester calendar than the students on the main campus. Therefore, the published refund schedule does not apply. Please refer to the Financial Policies form for more detailed information.

**Legal Issues**

The undersigned acknowledges and understands that should he/she fall into legal problems with any foreign nationals or government jurisdictions of the host or visited countries, he/she will attend to the matter personally with his/her own personal funds. The university does not guarantee what, if any, assistance it can provide under such circumstances. Illegal activities place not only the individual but the group and the program in jeopardy; therefore, all participants in Global Campus programs must agree to the conditions of participation as stated herein and in The Duquesne University Study Abroad Participation Agreement. Any participant is prohibited from using illegal drugs during the term of the program. U.S. citizens in a foreign country are subject to the laws of that country. The U.S. Embassy cannot obtain release from jail for a U.S. citizen, but can only aid in obtaining legal assistance. Duquesne in Dublin has adopted the policy outlined below for dealing with illegal activities of any sort and for illegal drug use:

The consequences of illegal activities/drug use during the program include:

- Immediate expulsion from the program
- Total forfeiture of all fees paid to the program
- Loss of all course credit, and
- All costs related to any of these activities will be the responsibility of the student.
Study Abroad Participation Agreement

I, ___________________________, in consideration for the opportunity to participate in the Duquesne University study abroad program at the Duquesne in Dublin, Dublin, Ireland for the period from insert correct date to insert correct date and intending to be legally bound hereby, do hereby stipulate and agree to the following terms and conditions:

Pre-Departure

1) While it is not a sanction imposed through the disciplinary process, a student who plans to study abroad is advised to notify the Office of International Programs immediately of any pending judicial matter, as such a matter could change a student’s disciplinary status with the University and jeopardize a student’s ability to participate in a study abroad program. Duquesne's Code of Student Conduct and the procedures through which it is implemented will apply to students studying abroad.

2) I will assume full financial responsibility for my participation in the program. I will pay Duquesne University the applicable tuition and academic fees for credit toward a Duquesne University degree.

3) I will obtain the appropriate insurance coverage, with a minimum coverage for medical evacuation and repatriation, and comply with the conditions imposed by the insurance carriers for the duration of the study abroad program. I hereby acknowledge and agree that in the event an injury to me, I will apply my own medical, hospitalization and/or accident insurance for the payment of the expenses incurred and will not look to Duquesne University for the payment of any medical or injury related expenses. I will provide the University with proof of the medical insurance under which I am covered.

4) I agree to obtain all immunizations recommended by the Center for Disease Control and the Allegheny County Health Department.

During Program Abroad

5) I agree to comply with all conditions for participation in the program, with the code of conduct set forth in the Duquesne University Student Handbook and Code of Student Rights, Responsibilities and Conduct, and with all rules and regulations of the program sponsor and host institutions.

6) I recognize that this is an academic program for which academic credits are awarded, and I agree to attend classes regularly and meet all of the academic requirements of the program.

7) I will read and carefully consider all information and documentation related to safety, health, legal, environmental, political, cultural, and religious issues in the host country, which is issued by the Office of International Programs, and/or by the international program sponsor.

8) I agree to not participate in high risk behavior while attending Duquesne in Dublin. This includes but is not limited to: driving a car, moped, or motorcycle; skydiving; bungee jumping; cliff diving; etc. I understand that the Director of Duquesne in Dublin may warn against other high risk activities and that I am not to participate in them.
9) I agree that I will not travel outside of Europe during my semester in Dublin, unless given special permission from the Duquesne in Dublin program or participant in a Duquesne in Dublin sponsored excursion.

10) I hereby stipulate and agree that if am the victim of a crime while participating in the program, I will notify the Director of my international program and the Office of International Programs as soon as possible after the incident.

11) I acknowledge that failure to comply with the terms of this Agreement will result in appropriate discipline as determined by the Executive Director of International Programs and/or the Onsite program director.

**Release and Hold Harmless**

Intending to be legally bound hereby, and in consideration for the opportunity to participate in this study abroad program, I, for myself, my heirs and legal representatives agree to release, indemnify and hold harmless Duquesne University and its officers, administrators, agents, and employees from any and all liability for any injury or loss and all claims, demands and actions at law or in equity that my hereafter at any time be brought by me, or anyone acting on my behalf, because of any injury (including death), loss, or damage to me or my personal property resulting from or in any way related to my participation in this study abroad program.

I HAVE READ THE ABOVE RELEASE AND HOLD HARMLESS AGREEMENT, I UNDERSTAND THE SAME, AND I AGREE TO BE LEGALLY BOUND BY ALL OF THE TERMS STATED THEREIN.

________________________________________  ______________________________________
Date                                      Participant’s signature
ALCOHOL AGREEMENT POLICY

1) **You must be 18 to purchase alcohol in Ireland:** The drinking age for the Duquesne in Dublin Campus is 18 years of age. No person under 18 years of age is permitted to consume, transport, possess, or be in the presence of alcoholic beverages. Students under the legal drinking age are absolutely prohibited from consuming alcohol, and may be expelled from the Duquesne University Duquesne in Dublin program without recourse or refund if they violate this rule.

2) **You are never to be drunk/intoxicated:** You are still at Duquesne University, even though you are in Ireland! You are still bound by the Duquesne University Residence Life Handbook (http://www.duq.edu/Documents/residence-life/_pdf/Residence_Life_Handbook.pdf), which is clear on its policy of never being intoxicated: “All students of legal drinking age are responsible for their actions while drinking alcoholic beverages, including being intoxicated while being in public. Any student may be cited by a University official for public intoxication. It is to the University official’s discretion whether or not a student may be considered publicly intoxicated. Public intoxication includes, but is not limited to, endangering the safety of other students or the self. All alcohol policy violations will result in disciplinary action and/or educational programming by Duquesne CARES.”

3) **The Duquesne in Dublin is a “dry campus”:** As clarified in the “Amendments to the Duquesne University Residence Life Handbook for the Duquesne in Dublin” “No alcohol is allowed on the actual Duquesne in Dublin, except for special events when alcohol will be provided by the program. All alcohol purchased for gifts, etc. must be checked in with the Student Services Office.”

4) **You are responsible for YOU!:** Each Duquesne University Duquesne in Dublin student is individually and personally responsible for complying with all legal requirements of the nations where they are located, the rules and regulations of Duquesne University and the Duquesne in Dublin Student Handbook. Any and all consumption or usage of alcohol by a Duquesne in Dublin student is wholly the student’s own personal responsibility. Each student is responsible for knowing the country’s laws, Duquesne University’s rules, and the Duquesne in Dublin rules before using or consuming alcoholic beverages. As a Duquesne in Dublin student I understand and agree that the Duquesne in Dublin will not assume any responsibility whatsoever should I, or other students, choose to consume alcohol, and I understand that alcohol is a legally controlled substance, which can cause serious health consequences and unacceptable behavioral manifestations.

5) **You are an Ambassador:** Duquesne in Dublin’s good standing, acceptance, and reputation in Ireland is adversely affected if and when Duquesne in Dublin students manifest bad behavior, are arrested or otherwise involved in civil or criminal proceedings where alcohol use is implicated. Duquesne in Dublin reserves full discretion to prohibit the use of alcohol by specific students, and/or all students, to establish curfews or to establish conditions for such use or consumption while enrolled in the Duquesne in Dublin program, whether such use is on Duquesne in Dublin sponsored premises or otherwise.

6) **You are expected to use alcohol in a culturally sensitive way!** Through constant observation and mindfulness, you are expected to mimic good Irish social behavior when it comes to alcohol. While sharing pints and engaging in social drinking is very common in Irish culture, you are expected refrain from binge drinking.

7) **Duquesne in Dublin will provide alcohol as part of our programs:** Duquesne in Dublin acknowledges that the culture of Ireland may promote the consumption of alcohol from time to time: whether wine, beer, liquor or other beverages. When deemed it to be appropriate, Duquesne in Dublin will provide occasional social or program access to alcoholic beverages on a strictly optional basis. On such occasions each student remains wholly and individually
responsible for complying with applicable rules irrespective of usage by others, and no student is required to or expected to consume alcohol.

8) **When we travel together:** On Academic Excursions, our hotels and the places we stay become our "Duquesne in Dublin" while we are away from Dublin. The same rules will apply as if you were at campus. On these excursions, **alcohol is ONLY allowed when provided by the program** as part of group meals or other structured activities.

9) **Three strikes, you’re out!**: Please refer to the language in your Duquesne in Dublin Student Handbook regarding how strikes work with regard to discipline. **Consequences for prohibited uses or abuses of alcohol are at the Duquesne in Dublin’s sole discretion, including without limitation, probation or immediate dismissal from the Duquesne in Dublin program, without recourse or refund.**

The Duquesne in Dublin does not act *in loco parentis*, and a student's responsibility for complying with alcohol consumption rules is not reduced in any way whatsoever whether or not Duquesne in Dublin may, or may not act as an alcohol "policeman". **Warning:** the most severe consequences may be applied by Duquesne in Dublin to any violation of applicable rules, whether or not such rules were previously enforced, and irrespective of how they were previously enforced.

10) **Probation and Dismissal from the program:** Students who are placed on probation at Duquesne in Dublin will be provided with a Duquesne in Dublin Probation Contract. This contract outlines behaviors that will result in immediate expulsion from the Duquesne in Dublin program. In addition to the signature of the offending student, the Probation Contract requires the signatures of the Director and the student's parents. Copies of the Probation Contract will be forwarded to the Vice President for Student Life on the home campus. If a student is dismissed from the program, they will return immediately to the United States (or their home country) at their own expense.

11) **You are bound by this agreement, even when you are not on campus, in Dublin, or are traveling throughout Ireland/Europe on your own:** I understand and agree that the Duquesne in Dublin’s policies apply to me whether I consume alcohol on or off the Duquesne in Dublin premises, so long as I am enrolled in the Duquesne in Dublin program.

12) In consideration of my enrollment in the Duquesne in Dublin program, I hereby accept all the above conditions, and I agree to conform to all applicable rules and regulations. I understand that even one violation of such rules and regulations may result in my immediate dismissal from the Duquesne in Dublin program without refund or recourse, or other severe penalties, at Duquesne in Dublin’s sole discretion.

13) I hereby agree to hold harmless, indemnify and defend the Duquesne in Dublin program, its employees, agents, and representatives from any claims, costs including attorney's fees, actions, arbitrations, lawsuits, and otherwise, arising out of or in connection with use or consumption by me of alcohol while I am a participant in the Duquesne in Dublin program and/or utilizing facilities provided by Duquesne in Dublin.

14) I further understand that I shall not be entitled to participate in Duquesne in Dublin program unless I agree to this agreement.

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**Signature**  
**Printed Name**  
**Date**
Alcohol Discipline - “ Strikes” in the Duquesne in Dublin Program

Students that attend the Duquesne in Dublin program are bound by the rules stipulated in the Duquesne University Residence Life Handbook, the Duquesne in Dublin Student Handbook, the Amendments to the Duquesne University Residence Life Handbook for the Duquesne in Dublin, the Participation Agreement, the Alcohol Agreement and also the laws of the country of Ireland.

As stated in the Duquesne in Dublin Alcohol Agreement “Consequences for prohibited uses or abuses of alcohol are at Duquesne in Dublin’s sole discretion, including without limitation, probation or immediate dismissal from the Duquesne in Dublin program, without recourse or refund.” This means that for situations where a student becomes a danger to himself/herself or has endangered the life of someone else, he/she can be dismissed from the program without any previous “strikes”.

1st Strike
A 1st strike at the Dublin Campus is a first offense, such as (but not limited to):
- Being intoxicated/drunken
- Having alcohol on campus/During Academic Excursions
- A noise violation due to alcohol consumption

What happens?
- If on an Academic Excursion, the offending student will be escorted back to Dublin by an ARD (at your expense).
- Mandatory meeting with the Director of the Program.
- A monetary fine between €25,00 and €50,00.
- Complete online DU Cares alcohol program and have a follow up meeting with the Director
- The incident will be reported to the Office of International Programs and the VP of Student Life.
- Completion of community service hours designated by the Director.

2nd Strike – “Probation”
A 2nd strike will generally be given as a second offense, after a student has already received a 1st strike. What happens?
- If on an Academic Excursion, the offending student will be escorted back to Dublin by an ARD (at your expense).
- Mandatory meeting with the Director of the Program.
- Requirement to meet two times with the Dublin Campus Counselor.
- A counseling fee of €120 – this pays directly for your two counseling sessions.
- A Probation Contract will be drawn up. The contract outlines behaviors that will result in immediate expulsion of the program. The student will have to sign the contract, in addition to the Director of the program, a witness (staff member), and your parents.
- The probation will be communicated to the Office of International Program and the VP of Student Life.
- Completion of community service hours designated by the Director.

3rd Strike – “Expulsion”
Expulsion from the program happens when either a student breaks their probation or if a student has caused danger to himself/herself or has endangered the life of someone else. What happens?
- Mandatory meeting with the Director of the Program.
- Airline ticket will either be changed or a new ticket will be purchased to send student home (at student’s expense).
- The parents of the offending student, the Executive Director of International Programs and the VP of Student Life will receive notice of the student’s impending return home.
- A Judicial Affairs hearing will happen at Duquesne University’s home campus in Pittsburgh upon return, where further sanctions will be determined.
SANCTIONS FOR VIOLATIONS OF DUQUESNE IN DUBLIN POLICIES AND PROCEDURES

Listed below are approved sanctions for violations of Residence Life policy and procedure. Please note that the following information is intended to provide a guideline for students. Discretionary and/or punitive sanctions may be deleted or added at the discretion of the Director. In extreme or repetitive cases, as well as in violations that could result in a sanction above LLC suspension, students may be referred to the Director of Judicial Affairs for judicial proceedings. The judicial process will begin within seven working days from the time of the incident. A student failing to comply with the given directives will face additional judicial action. In addition, a student failing to comply with an assigned sanction will face additional sanctioning and fines along with the required compliance with the initial sanction.

It is the responsibility of all resident students to make our residence halls and campus a safe place to live. If you observe any violations of the University Code of Conduct of Residence Life Handbook, it is your responsibility to notify a resident staff member. Failure to do so may result in your being held responsible for the consequences.

More information concerning the judicial process can be found in the Student Handbook and Code of Student Rights, Responsibilities and Conduct.

1. **Violation: Alcohol**

   Includes possession on campus, presence and public intoxication in an area where alcohol is being used in violation of campus policy and/or local law. Students should note that the laws of public intoxication as well as the use of alcohol for minors do apply to those of the legal drinking age (18) and will be enforced as necessary.

   **Sanctions:**
   - **First Offense:** Depending on severity, mandatory meeting with the Director, monetary fine (€25 - €50), 1st or 2nd “Strike”, constitutes the signing of a probation contract.
   - **Subsequent Offenses:** Depending on severity, monetary fines, parental notification, signing of probation contract, or dismissal from program. See Alcohol Agreement Policy for more detailed information on probation and warning procedure.

2. **Violation: Marijuana and Other Illegal Drugs**

   Includes possession of illicit drugs or paraphernalia, distributing or using a controlled substance. In specific cases involving marijuana, the enforcement policy has been clarified to state the detection of the odor of marijuana can constitute a violation.

   **Sanctions:**
   - **First Offense:** - immediate dismissal from Duquesne in Dublin program.
3. **Violation: Smoking**

   *Sanctions: First Offense* - €25 fine for smoking in any on campus area and/or possible fine from municipality - warning by Director / Assistant Resident Director(s).  *Subsequent Offenses* – Meeting with Director, increased fines.

4. **Violation: Violating visitor policy/having overnight guests**

   *Sanctions:* €50 fine - Meeting with Director, sanctions will be given as determined by the severity of the situation, and include possible notification of Vice President for Student Life and/or parents, possible notification of legal authorities, and possible dismissal from the program.

5. **Violation: Trespassing on St. Michael’s School property/quarters not open to students**

   *Sanctions:* Meeting with the Director, discretionary sanctions, including monetary fines and/or dismissal from the program.

6. **Violation: Illegal Entry (Including climbing in/out of windows or balconies)**

   *Sanctions:* Fine of €15, discretionary sanctions, a phone call to a parent, and possible dismissal from the program. Restitution for damages will also apply if appropriate.

7. **Violation: Setting off security alarms**

   *Sanctions:* Fine of €30, plus any governmental city ordinance fines.  *Subsequent Offenses* – meeting with Director, increased fines.

8. **Violation: Tampering with Fire Alarms/Sprinkler Equipment**

   *Sanctions:* Fine of €100 plus any governmental city ordinance fines, meeting with Director, possible notification of Vice President for Student Life and/or parents, notification of legal authorities, and possible dismissal from the program.

9. **Violation: Vandalism**

   *Sanctions:* Restitution for damages, fines, and possible dismissal from the program.

10. **Violation: Lewd Behavior (public urinating, indecent exposure, spitting, inappropriate language)**

    *Sanctions:* Meeting with Director, restitution and possible notification of parents and Vice President of Student Life.

11. **Violation: Noise**

    *Sanctions: First Offense* - warning by Director/Assistant Resident Director.  *Subsequent Offenses* - removal of audio equipment (if appropriate), discretionary sanctioning, monetary fines (€15). More serious sanctions, including an increased fine of €30, will be in effect during midterm and final exam periods.

12. **Violation: Fighting**

    *Sanctions: First Offense* – €50 fine, and meeting with Director.  *Subsequent Offenses* – possible expulsion from program.
13. **Violation: Harassment**

   *Sanctions:* **First Offense** - discretionary sanctioning. **Subsequent Offenses** - discretionary sanctioning, possible dismissal from program, possible University expulsion.

14. **Violation: Weapons (Includes items such as BB guns and sling shots)**

   *Sanctions:* €50 fine, confiscation, discretionary sanctions, possible dismissal from program, possible University expulsion, and possible judicial action.

15. **Violation: Failure to comply with rules of computer usage / damage of computer equipment**

   *Sanctions:* Discretionary sanctions and/or monetary fines, possible restitution of computer equipment when applicable.

16. **Violation: Damage or misuse of laundry facility/equipment**

   *Sanctions:* Discretionary sanctions and/or monetary fines, possible restitution of laundry equipment when applicable.

17. **Violation: Failure to have a working cell phone on your person**

   *Sanctions:* Students will be fined in the amount of €5 and are responsible for meeting with Director.

18. **Violation: Failure to Attend Meeting/Judicial Hearing with Director**

   *Sanctions:* Notification of parents and/or Vice President of Student Life, monetary fine and meeting with the Director.

19. **Violation: Food/Drink in Computer labs**

   *Sanctions:* Possible warning and subsequent €5 fine for each offense.

20. **Violation: Cohabitation**

   *Sanctions:* To be determined by Director and possible dismissal from the Duquesne in Dublin program.

21. **Violation: Failure to Comply with Imposed Sanctions**

   *Sanctions:* Additional fines and/or discretionary sanctions, possible dismissal from program.

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* If for any reason a student is suspended from the University housing, there will be NO credit made on room and board charges.
EMERGENCY RESPONSE PLAN

(STUDENT GUIDE)

Students should always have in their possession the following items:

1) Original Copy of U.S. Passport
2) Certificate of Residence
3) Emergency Contact Card

Common Accidents and Occurrences

A detailed section of contacts, addresses, phone numbers, and maps is available in the Student Services Office to keep staff and students aware of where they can seek medical attention in the case of an accident. This information includes local doctors, hospitals, pharmacies, legal assistance, legal authorities, insurance providers and the U.S. Embassy.

Students may seek medical attention on their own, but are asked to report any illness or accident to the Director as soon as possible after the visit. Any serious crime happening against a student OR legal action being taken against a student must be reported immediately to the Director.

Emergency Response Plan

The Emergency Response Plan consists of a four-layer “Safe Place” action plan in conjunction with a divided contact list. The contact list consists of students carrying cell phones and of students with whom they are in constant contact with. This contact list is divided between the Director and the Assistant Resident Director of Duquesne in Dublin. The staff members are responsible for contacting the students they are assigned and will give instructions of the “safe place” meeting location.

Students can expect contact from either the Director or Assistant Resident Director. Three separate ways of communication will be attempted: a) **Telephone call** to cell phone or contact number left on Travel Forms b) An **SMS** will be sent out with a brief message to all student cell phones c) An **Email** will be generated to all Duquesne in Dublin students with a message and some instruction. Students will be asked to respond to the email acknowledging that they received the message.

1) **Students in Dublin** – If an emergency happens in Dublin, students are instructed to try to make their way back safely to St. Michael’s House. If returning to campus is dangerous or not plausible, students should seek out a safe location.

2) **Students outside of Dublin (other cities in Ireland or foreign)** – a) If an incident happens in the location where the student(s) are visiting, they should contact the Director or an Assistant Resident Director, and if plausible, return safely to St. Michael’s House. b) If a student hears that there has been an emergency in Dublin, students should stay in their current location and await contact from either the Director or an Assistant Resident Director.

*A practice drill will be conducted with both staff and students at the beginning of each semester.*
APPENDIX III

ACADEMIC CULTURE & STANDARDS
ACADEMIC CULTURE AND STANDARDS

Just like at home campus, there is no single “standard” or classroom culture abroad, each professor will run his/her classroom his/her own way and your job, as the student, is to adapt to their expectations and teaching style. Having said this, there are some general statements that can be applied to most classroom settings outside of the United States. Here are some of the most prevalent that are likely to affect the classroom “culture” you will experience and to which you must adapt.

1. Learning is YOUR responsibility, not your professor’s. It is much less common abroad for a faculty member to seek you out if you work is deficient, your attendance is unsatisfactory or your understanding of content inadequate. Faculty abroad expect that you will ask for help if you need it-and if you do not then you should be prepare for the consequences.

2. Assessment (i.e. graded papers or exams) is less frequent and therefore each grade counts- a lot. In the U.S: we are accustomed to frequent assessment and feedback. You normally receive a paper with lots of comments. A first paper is usually returned before the second exam is given. This is NOT always true abroad. If you feel uncertain about how you are doing, make a point of sitting down with the professor to ask where you stand, and NOT just at the end of the semester before final exams.

3. Unlike in the US where assigned readings are often discussed in class, faculty abroad frequently provide students with a list of required readings and also some supplemental “recommended” readings to further illuminate some of the themes emerging in class. However, these readings may never be discussed explicitly nor are you assigned homework designed to demonstrate you understanding of the readings. Be forewarned: whether or not readings are discussed, if they are assigned they are fair game for exams. You are expected to do the readings, to understand them and to incorporate them into your thinking about a particular topic. If you feel that you are not “getting” it, ask questions.

4. In most societies, classrooms are run more formally than in the U.S. (there are a handful of exceptions) and the division between student and professor is more marked. Unless/until you are told otherwise, here are a few basic “don’t’s” about classroom etiquette on campus.

- Don’t eat or drink in class.
- Don’t dress more casually than is acceptable for the culture (no pajamas/slippers, etc.)
- Don’t shout out an answer without being called upon.
- Don’t interrupt another student while speaking, even if you disagree.
- Don’t put your feet up on desks or other chairs.
- Don’t address your professors by their first names without being invited to do so.
- Don’t assume that original opinions are equally rewarded on exams and papers. Find out whether you are free to develop your own ideas or if you must demonstrate understanding and ability to apply the professor’s own ideas or themes.

LEARNING OR PHYSICAL DISABILITIES

If you have a physical or learning difference that requires accommodation, you should disclose this to the Duquesne in Dublin Campus staff so that you can receive similar accommodations while in Dublin. The Director/Assistant Director can inform your professors when you begin your classes.
APPENDIX III

RETURNING HOME INFO SHEETS: I, II & III
ROOM CHECK-OUT FORM REQUIREMENT
RETURNING HOME INFO SHEET PART I:  
Campus Check-Out and Departure

Here is some information that may be helpful to you in your last week in Dublin & your return back to the United States:

**Room check-out:** Room check-out must happen at least one day before your departure from Dublin. **Rooms that have not been inspected by the ARD or RA and signed off by the day before you leave will be subject to a €5 fine per roommate.** You can make an appointment with the ARD or RA to have your room inspected. **All roommates must be present for the check-out process! You must have your room ready for your inspection. Please review check-out form in Appendix III for categories.** An additional form will be provided for you upon check-out. Garbage bags will be available at the SSO office, so please plan on picking up bags during SSO working hours. **Rooms must be completely clean and bags must be 98% packed in order to pass check-out!**

**Donations of books:** Duquesne in Dublin would be happy to accept any books that you might have to donate to our library. Please turn in all donated books to the SSO during office hours. **Remember, by donating books to the library you continue the process of helping future students having to bring minimal amounts of books!**

**Donations of clothing, etc.** Duquesne in Dublin will take donations of clothing that you will not take home with you to give to charitable organizations in the city of Dublin.

*Clothing:* “Trash bags” are provided at the student services office for clothing items. Please deposit the clothing items that you’d like to donate, tie off the bag, and leave in the Community Room.

*Other items:* Unused toiletries, office supplies, paper/notebooks, pens/pencils, etc. etc. can be donated in boxes in the Community Room.

**Cell Phones:** You can donate your cell phone to a Duquesne in Dublin student that will be coming next semester! Visit the Student Services Office for a form and a bag where you can deposit your phone.
Room # ____________

All rooms must be inspected before 17:00 on Friday, December 18th.

This form must be completed by an Office of Residence Life staff member and verified by the occupants of the above room. It is essential that the condition of the room be both accurately and specifically described.

Charges will be divided equally among roommates unless otherwise noted on this form.

DO NOT FILL THIS FORM OUT – THIS IS FOR STAFF MEMBERS!

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<thead>
<tr>
<th>Item</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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</thead>
<tbody>
<tr>
<td>Door</td>
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<tr>
<td>Lock</td>
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<tr>
<td>Wardrobe</td>
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<td>Bed Frame</td>
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<td>Mattress Condition</td>
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<td>Ceiling Light</td>
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<td>Wall Reading Light</td>
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<td>Walls</td>
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<td>Window(s)</td>
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<td>Window Curtains</td>
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<td>Floor</td>
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<td>(Trashcan)</td>
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<td>Chair(s)</td>
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<td>Desk</td>
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<td>(Desk Lamp)</td>
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<td>Telephone</td>
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<tr>
<td>Night Stand(s)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keys Present?</td>
<td>Yes</td>
<td></td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

My signature below verifies that I agree to the condition of the room and the material and equipment it contains as described on this form. Furthermore, I understand that my failure to note damages upon initial inspection does not excuse me from responsibility for charges assessed for those damages upon my departure.

Signature Information:

_________________________  ______________________________  ___________
First Resident’s Printed Name  Signature  Date

_________________________  ______________________________  ___________
Second Resident’s Printed Name  Signature  Date

Room keys and house keys will be collected the morning of departure. Students missing keys will be charged €50,00.
RETURNING HOME INFO SHEET PART II:
US Immigration, Customs & Tax Information

When you come back, you'll need to declare everything you brought back that you did not take with you when you left the United States. If you are traveling by air or sea, you will be asked to fill out a Customs declaration form. This form is almost always provided by the airline or cruise ship. You will probably find it easier and faster to fill out your declaration form and clear Customs if you do the following:

- Keep your sales slips! As you read this brochure, you'll understand why this is especially important for international travelers.
- Try to pack the things you'll need to declare separately.
- Read the signs in the Customs area. They contain helpful information about how to clear Customs.

Be aware that under U.S. law, Customs inspectors are authorized to examine luggage, cargo, and travelers. Under the search authority granted to Customs by the U.S. Congress, every passenger who crosses a U.S. border may be searched. To stop the flow of illegal drugs and other contraband into our country, we need your cooperation. If you are one of the very few travelers selected for a search, you will be treated in a courteous, professional, and dignified manner. If you are searched and you believe that you were not treated in such a manner, or if you have any concerns about the search for any reason whatsoever, we want to hear from you. Please contact the Executive Director, Passenger Programs.

What You Must Declare

- Items you purchased and are carrying with you upon return to the United States.
- Items you received as gifts, such as wedding or birthday presents.
- Items you inherited.
- Items you bought in duty-free shops or on the ship or plane.
- Repairs or alterations to any items you took abroad and then brought back, even if the repairs/alterations were performed free of charge.
- Items you brought home for someone else.
- Items you intend to sell or use in your business.
- Items you acquired (whether purchased or received as gifts) in the U.S. Virgin Islands, American Samoa, Guam, or in a Caribbean Basin Economic Recovery Act country (please see section on $600 exemption for a list of these countries) that are not in your possession when you return. In other words, if you acquired things in any of these island nations and asked the merchant to send them to you, you must still declare them when you go through Customs. (This differs from the usual procedure for mailed items, which is discussed in the section on Sending Goods to the United States.

You must state on the Customs declaration, in United States currency, what you actually paid for each item. The price must include all taxes. If you did not buy the item yourself - for example, if it is a gift - get an estimate of its fair retail value in the country where you received it. If you bought something on your trip and wore or used it on the trip, it’s still dutiable. You must declare the item at the price you paid or, if it was a gift, at its fair market value.

Duty-Free Exemption

The duty-free exemption, also called the personal exemption, is the total value of merchandise you may bring back to the United States without having to pay duty. You may bring back more than your exemption, but you will have to pay duty on it. In most cases, the personal exemption is $800, but there are some exceptions to this rule, which are explained below.

Depending on the countries you have visited, your personal exemption will be $600, $800, or $1,200. (The differences are explained in the following section.) There are also limits on the amount of alcoholic
beverages, cigarettes, cigars, and other tobacco products you may include in your duty-free personal exemption.

The duty-free exemptions ($600, $800, or $1,200) apply if:

- The items are for your personal or household use.
- They are in your possession (that is, they accompany you) when you return to the United States. Items to be sent later may not be included in your $800 duty-free exemption.
- They are declared to Customs. If you do not declare something that should have been declared, you risk forfeiting it. If in doubt, declare it.
- You are returning from an overseas stay of at least 48 hours. For example, if you leave the United States at 1:30 p.m. on June 1, you would complete the 48-hour period at 1:30 p.m. on June 3. This time limit does not apply if you are returning from Mexico or from the U.S. Virgin Islands. (See the section on the $200 exemption.)
- You have not used your exemption, or any part of it, in the past 30 days. If you use part of your exemption - for example, if you go to England and bring back $150 worth of items - you must wait another 30 days before you are allowed another $800 exemption. (However, see the section on the $200 exemption.)
- The items are not prohibited or restricted as discussed in the section on Prohibited and Restricted Items. Note the embargo prohibitions on products of Cuba.

**Tobacco Products**

Passengers/travelers may import previously exported tobacco products only in quantities not exceeding the amounts specified in exemptions for which the traveler qualifies. Any quantities of previously exported tobacco products not permitted by an exemption will be seized and destroyed. These items are typically purchased in duty-free stores, on carriers operating internationally, or in foreign stores. These items are usually marked "Tax Exempt. For Use Outside the U.S." or "U.S. Tax Exempt For Use Outside the U.S."

For example, a returning resident is eligible for the $800 exemption, which includes not more than 200 cigarettes and 100 cigars. If the resident declares 400 previously exported cigarettes, the resident would be permitted 200 cigarettes, tax-free under the exemption and the remaining 200 previously exported cigarettes would be confiscated. If the resident declares 400 cigarettes, of which 200 are previously exported and 200 not previously exported, the resident would be permitted to import the 200 previously exported cigarettes tax free under the exemption and the resident would be charged duty and tax on the remaining 200 not previously exported cigarettes.

The tobacco exemption is available to each person. Tobacco products of Cuban origin, however, are prohibited unless you actually acquired them in Cuba and are returning directly or indirectly from that country on licensed travel. You may not, for example, bring in Cuban cigars purchased in Canada. Persons returning from Cuba may bring into the U.S. no more than $100 worth of goods.

**Alcoholic Beverages**

One liter (33.8 fl. oz.) of alcoholic beverages may be included in your exemption if:

- You are 21 years old.
- It is for your own use or as a gift.
- It does not violate the laws of the state in which you arrive.

Federal regulations allow you to bring back more than one liter of alcoholic beverage for personal use, but, as with extra tobacco, you will have to pay duty and Internal Revenue Service tax.

While federal regulations do not specify a limit on the amount of alcohol you may bring back for personal use, unusual quantities are liable to raise suspicions that you are importing the alcohol for other purposes, such as for resale. Customs officers are authorized by Alcohol Tobacco and Firearms (ATF) make on-the-spot determinations that an importation is for commercial purposes, and may require you to obtain a
permit to import the alcohol before leasing to you. If you intend to bring back a substantial quantity of alcohol for your personal use you should contact the Customs port you will be re-entering the country through, and make prior arrangements for entering the alcohol into the U.S.

Having said that, you should be aware that State laws may limit the amount of alcohol you can bring in without a license. If you arrive in a state that has limitations on the amount of alcohol you may bring in without a license, that state law will be enforced by Customs, even though it may be more restrictive then Federal regulations. We recommend that you check with the state government before you go abroad about their limitations on quantities allowed for personal importation and additional state taxes that might apply.

In brief, for both alcohol and tobacco, the quantities discussed in this booklet as being eligible for duty-free treatment may be included in your $800 (or $600 or $1,200) exemption, just as any other purchase would be. But unlike other kinds of merchandise, amounts beyond those discussed here as being duty-free are taxed, even if you have not exceeded, or even met, your personal exemption. For example, if your exemption is $800 and you bring back three liters of wine and nothing else, two of those liters will be dutiable. Federal law prohibits shipping alcoholic beverages by mail within the United States.

**Gifts**

Gifts you bring back from a trip abroad are considered to be for your personal use. They must be declared, but you may include them in your personal exemption. This includes gifts people gave you while you were out of the country, such as wedding or birthday presents, and gifts you've brought back for others. Gifts intended for business, promotional, or other commercial purposes may not be included in your duty-free exemption.

Gifts worth up to $100 may be received, free of duty and tax, by friends and relatives in the United States, as long as the same person does not receive more than $100 worth of gifts in a single day. If the gifts are mailed or shipped from an insular possession, this amount is increased to $200. When you return to the United States, you don't have to declare gifts you sent while you were on your trip, since they won't be accompanying you.

By federal law, alcoholic beverages, tobacco products, and perfume containing alcohol and worth more than $5 retail may not be included in the gift exemption.

Gifts for more than one person may be shipped in the same package, called a **consolidated gift** package, if they are individually wrapped and labeled with each recipient's name. Here's how to wrap and label a consolidated gift package:

*Be sure to mark the outermost wrapper with:*

The words "**UNSOLICITED GIFT**" and the words "**CONSOLIDATED GIFT PACKAGE**"; the total value of the consolidated package; the recipients' names; and the nature and value of the gifts inside (for example, tennis shoes, $50; shirt, $45; toy car, $15).

Packages marked in this way will clear Customs much more easily. Here's an example of how to mark a consolidated gift package:

**Unsolicited gift-consolidated gift package- total value $135**

To John Jones—one belt, $20; one box of candy, $5; one tie, $20
To Mary Smith—one skirt, $45; one belt, $15; one pair slacks, $30.

If any item in the consolidated gift parcel is subject to duty and tax or worth more than the $100 gift allowance, the entire package will be dutiable.

You, as a traveler, cannot send a "gift" package to yourself, and people traveling together cannot send "gifts" to each other. But there would be no reason to do that anyway, because the personal exemption for packages
mailed from abroad is $200, which is twice as much as the gift exemption. If a package is subject to duty, the United States Postal Service will collect it from the addressee along with any postage and handling charges. The sender cannot prepay duty; it must be paid by the recipient when the package is received in the United States. (Packages sent by courier services are not eligible for this duty waiver.)

For more information about mailing packages to the United States, please contact your nearest Customs office and ask for our pamphlet International Mail Imports.

Prohibited and Restricted Items
The Customs Service has been entrusted with enforcing some 400 laws for 40 other government agencies, such as the Fish and Wildlife Service and the Department of Agriculture. These other agencies have great interest in what people bring into the country, but they are not always at ports of entry, guarding our borders. Customs is always at ports of entry - guarding the nation's borders is what we do.

The products we want to keep out of the United States are those that would injure community health, public safety, American workers, children, or domestic plant and animal life, or those that would defeat our national political interests. Sometimes the products that cause injury, or have the potential to do so, may seem fairly innocent. But, as you will see from the material that follows, appearances can be deceiving.

Before you leave for your trip abroad, you might want to talk to Customs about the items you plan to bring back to be sure they’re not prohibited or restricted. Prohibited means the item is forbidden by law to enter the United States, period. Examples are dangerous toys, cars that don’t protect their occupants in a crash, or illegal substances like absinthe and Rohypnol. Restricted means that special licenses or permits are required from a federal agency before the item is allowed to enter the United States. Examples are firearms and certain fruits, vegetables, pets, and textiles.

Medication/Drugs
The U.S. Customs Service enforces Federal laws and regulations, including those of the Drug Enforcement Administration (DEA) and the Food and Drug Administration (FDA).

A new bill was recently passed by Congress that amends a portion of the Controlled Substances Act (21USC956(a)). This amendment allows a United States resident to import up to 50 dosage units of a controlled medication without a valid prescription at an international land border. These medications must be declared upon arrival, be for your own personal use and in their original container. However, travelers should be aware that drug products which are not approved by the U.S. Food and Drug Administration may not be acceptable for such importation. FDA warns that such drugs are often of unknown quality and discourages buying drugs sold in foreign countries. For further information visit the FDA’S Office of Regulatory Affairs Website. http://www.customs.ustreas.gov/xp/cgov/travel/alerts/medication_drugs.xml

Drug Paraphernalia
It is illegal to bring drug paraphernalia into the United States unless they have been prescribed for authentic medical conditions - diabetes, for example. Customs will seize any illegal paraphernalia. The importation, exportation, manufacture, sale, or transportation of drug paraphernalia is prohibited by law. If you're convicted of any of these offenses, you will be subject to fines and imprisonment.

MORE INFORMATION MAY BE FOUND AT http://www.customs.ustreas.gov

Each individual arriving into the United States must complete the CBP Declaration Form 6059B. If you are traveling with other immediate family members, complete one form per family unit. Please contact your nearest port of entry to order the form.
U.S. Customs and Border Protection Declaration Form – Front

1. Print your last (family) name. Print your first (given) name. Print the first letter of your middle name.

2. Print your date of birth in the appropriate day/month/year boxes.

3. Print the number of family members traveling with you (do not include yourself).

4. Print your current street address in the United States. If you are staying at a hotel, include the hotel’s name and street address. Print the city and the state in the appropriate boxes.

5. Print the name of the country that issued your passport.

6. Print your passport number.

7. Print the name of the country where you currently live.

8. Print the name of the country(ies) that you visited on your trip prior to arriving to the United States.

9. If traveling by airline, print the airline’s name and flight number. If traveling by vessel (ship), print the vessel’s name.

10. Mark an X in the Yes or No box. Are you traveling on a business (work-related) trip?

11. Mark an X in the Yes or No box. Are you bringing with you:
   a. fruits, plants, food, or insects?
   b. meats, animals, or animal/wildlife products?
   c. disease agents, cell cultures, or snails?
   d. soil or have you visited a farm/ranch/pasture outside the United States?

12. Mark an X in the Yes or No box. Have you or any family members traveling with you been in close proximity of (such as touching or handling) livestock outside the United States?

13. Mark an X in the Yes or No box. Are you or any family members traveling with you bringing $10,000 or more in U.S. dollars or foreign equivalent in any form into the United States?

Read definition of monetary instruments on the reverse side of the form. Examples: coins, cash, personal or cashier’s check, traveler’s checks, money orders, stocks, bonds. If yes, you must complete the Customs Form 4790.
14. Mark an X in the Yes or No box. Are you or any family members traveling with you bringing commercial merchandise into the United States?

**Examples**: all articles intended to be sold or left in the United States, samples used for soliciting orders, or goods that are not considered personal effects.

15. If you are a U.S. resident, print the total value of all goods (including commercial merchandise) you or any family members traveling with you have purchased or acquired abroad (including gifts for someone else, but not items mailed to the United States) and are bringing into the United States. **Note**: U.S. residents are normally entitled to a duty-free exemption of $800 on items accompanying them.

If you are a **visitor** (non-U.S. Resident), print the total value of all goods (including commercial merchandise) you or any family members traveling with you are bringing into the United States and will remain in the United States. **Note**: Visitors (non-U.S. Residents) are normally entitled to an exemption of $100.

Declare all articles on this form. For gifts, please indicate the retail value. Use the reverse side of this form if additional space is needed to list the items you will declare.

The U.S. Customs officer will determine duty. Duty will be assessed at the current rate on the first $1,000 above the exemption.

- Read the notice on the reverse side of the form.
- Sign the form and print the date.
- Keep the complete form with you and hand it to the CBP inspector when you approach the Customs and Border Protection area.

**IVA (VAT) TAX RETURN**

Visitors to Europe from the Americas are entitled to have their VAT tax returned to them. Each country has a minimum spending limit to receive the return. If you are making a large purchase, you should ask for the tax-free forms and have the store validate them for you. The tax in Ireland is approximately 21%. The forms will need to be kept with the original receipts and presented with the merchandise at Dublin Airport on the day you return to the United States. **Note**: The return will only be given on goods purchased with 90 days of departure. This tax return is available in all countries of the EU and many other European Countries. The minimum purchase requirement fluctuates between countries.
EATING AND DRINKING

Food is one of the most important parts of any culture. Although we may have pushed eating aside in the United States, trying to make it fast and unobtrusive on the real concerns of our lives, for many cultures across the work, eating and food are still of central importance to family and social life. Be aware that many countries frown upon eating on-the-go and it is considered rude to eat food while you’re walking.

As a guest in the Irish culture, you should be open to trying as many different new customs as you can, and this means kinds of food and modes of eating. But be realistic: don’t expect yourself to eat beef if you are a vegetarian or keep ordering black pudding if you really hate it. Try new foods and experiment with menu items that you can’t necessarily identify. You will never know what you discover!

Alcohol consumption varies in degree and social context from county to county. Many countries to not have strict drinking ages and therefore alcohol, not being illegal or taboo, isn’t considered novel, and binge drinking is relatively rare. Many other cultures appear to have a much healthier relationship to alcohol than does society in the U.S. Gathering at pubs is a very common practice in Ireland, not just in the evenings to get drunk. You will see older couples on Saturday afternoons and whole families gathered at the pubs.

Although you are “legal” abroad, we strongly encourage you to drink responsibly and carefully. Drinking too much leaves you more vulnerable to all of the aforementioned crime, and in excess will lead you to display behavior that many fuel anti-American sentiment. If you choose to drink, be very aware of the quantities you consume and note that alcoholic drinks in other countries tend to have higher alcohol content per volume than their U.S. counterparts.
Savor the Trip, Don't Tweet It

National Geographic Traveler Magazine

Jan-Feb 2011

By Christopher Elliott

Last summer, my family of five was driving down a two-lane highway that cuts through some of the most gorgeous scenery in the Catskills. But the kids—ages three, four, and eight—didn’t have a clue. They were busy watching Wizards of Waverly Place and Phineas and Ferb on iPhones. Me: “Kids, are you seeing this? Look at the mountains! Look at the cows!” Kids: “Uh-huh.” Remember vacations before social networking, DVD screens in the back of the minivans, and Flip video cameras wrapped around every wrist? Think back. The smart phone wasn’t always buzzing like a hornet. The GPS wasn’t ordering you to make a U-turn now. The first thing you saw when you stepped onto the overlook at the Grand Canyon wasn’t a miniature Grand Canyon in the viewfinder of your HD video camera.

Vacation meant leaving the world you knew for a world you didn’t. We immersed ourselves in a new place with minimal interference from technology. To be fair, there were always shutterbugs who obsessively took photos, and some vacationers were never really there to begin with, because they were engrossed in a novel. But the numbers of these distracted travelers increased significantly when portable consumer camcorders came on the scene in 1983. Digital cameras appeared in the 1990s. And then so-called convergence devices came along, merging the cell phone, camera, video camera, and personal computer. Case in point: Apple’s iPhone, introduced in 2007. Today’s model comes loaded with two cameras, digital compass, and gyroscope. Oh, and some of the quarter million apps available.

Now it’s almost impossible to avoid seeing a vacation through the prism of your portable gadgets. Nearly one in five Americans carries a smart phone, according to Forrester Research, Inc. Among travelers, the adoption rate is even higher. With more than 500 million active Facebook users worldwide—each with an average of 130 friends—just imagine the number of vacation photos and status updates posted every second.

But do we know when to power down our gizmos? Indeed, a recent poll by Harris Interactive on behalf of PC Tools found that about one in ten men think they shouldn’t have to switch off their mobile devices during weddings.

Their own weddings.

Annette Priest says gadgets have made travel a less memorable, less meaningful experience in the 21st century. She studies how people use computers and smart phones for Revel Insight in Austin, Texas. “Technology constantly used to connect people can make travelers miss the positive disconnection and fresh insights of their own day-to-day life,” she says. Technology analyst William Bao Bean adds, “Social media has fundamentally changed travel; when you’re on the road, there is a constant stream of pictures, comments, complaints, and video to share with friends, family, and even strangers.”
Technology short-circuits some of the delights of discovery, too. We can almost experience the trip before we step off the plane. Where will we stay? There’s an app for that. Recommendations for dinner? There’s an app for that, too. What to do right now? Open your browser, and all will be revealed. Whatever happened to exploring, happenstance, and serendipity? That essential, spontaneous part of the vacation is at risk of extinction.

“The process of reporting, documenting, and communicating pulls you out of the experience,” says adventure travel expert Don Mankin, a former psychology professor. “Instead of having the experience, you are now observing yourself having the experience. It’s a layer removed and just not as sensual.”

Another problem, according to Priest and other usability experts, is that some travelers see the world through the tiny screens of their smart phones before they bother looking at the real thing. They perceive a vacation as a film director might, blocking off each shot, concerning themselves with backlighting and background interference rather than taking it in with all their senses. Travel, then, is compressed into a series of still images or high-definition video for posterity. But it’s fake, because you never had the experience in the first place.

Full disclosure: I own not only several iPhones but also an iPad. I use Facebook and Twitter, and I shoot digital pictures and video. If you send me a tweet right now, I’ll probably respond. As a travel journalist, I love the way technology can connect me with readers, sources, and friends. Then again, that’s my job.

Putting the electronic toys away while traveling isn’t just a nice idea. It could also improve the quality of your life when you return home “Those who take a real vacation by untethering from technology have higher overall long-term productivity than those who don’t,” says Marc Resnick, a usability expert who teaches at Bentley University in Waltham, Mass. Resnick isn’t just talking about laying off the work when you’re on vacation. He means cooling it on the electronics while you’re away—even the occasional game of Super Mario Brothers.

It’s not all bad. Used in moderation, technology can make your trip go more smoothly. Priest hastens to add that technology can increase travelers’ safety and confidence, as well as provide supplemental information and context while in the destination. Wondering if George Washington is buried at the base of the Washington Monument? You can look up the answer while gazing at the obelisk. (No, he’s not.)

The solution? Set boundaries on technology. If work requires you to check in, limit yourself to a half-hour in the morning and answer only the most urgent messages. Say no to obsessive Facebooking. Let the kids use the iPad during the flight, but bury it deep in the suitcase when you arrive. That’s what I did last year, on a memorable trip to Hawaii’s Big Island. We had a rule: Turn on Hannah Montana Forever, and the phone goes in the volcano. We still have all of our iPhones. If that doesn’t work, book lodgings without cell phone or Wi-Fi connections. I recommend the Catskills. (Also see the story on classic summer lodges in the May/June 2010 issue.)

Technology isn’t really the issue. But too much of it is. It trivializes travel, turning it from a much-needed, multisensory recreational experience into fleeting and utterly forgettable entertainment. You might as well stay home and throw a bag of popcorn into the microwave.
Students only study abroad so they can have an easy class schedule and get drunk every night, duh. Is this statement offensive to you? At GoAbroad, we die a little every time we hear it. It is a reality, however, that some students treat studying abroad like an extended party-soaked spring break instead of an immersive learning experience. Please don’t be one of those students.

We aren’t here to lecture and tell you that drinking is bad; it isn’t. Drinking in other countries (responsibly) doesn’t make you a horrible person, it just makes you a person. We merely want to give you a reminder that there’s more to studying abroad than drinking. In fact, some of the best moments abroad come from those nights you took it easy or did something other than get lost in the bottle.

Drinking while studying abroad can be a mature foray into new cultural insights, or it can be a slopfest.

Here are eight benefits of being sober while studying abroad:

1. You’ll be prepared to explore the next day.

You don’t want to miss out on this!

Drinking is fun, but uh, hangovers are not. You can leave the Gatorade and aspirin at home. Don’t miss out on exploring your host country because you drank too much the night before. Not only will the alcohol make you feel terrible, but so will the fact that you missed out on zip-lining through a rainforest during your study abroad program in Costa Rica.
If you want to try some local alcohol, like Pimm’s or Ouzo or mezcal, go for it. In some countries, having a pint of beer or glass of wine is a cultural norm. **Just don’t get obliterated every night.** There is a difference between social drinking and binge drinking, even though the two can sometimes seem interchangeable.

2. **YOU CAN SEEK A LARGER VARIETY OF EXPERIENCES.**

Get dizzy at a fair on a carousel, not with booze.

Even nightly clubbing at Babyface while studying abroad in Beijing becomes lame if you do it every night. You are in a different country. *Who knows if you’ll ever get the chance to travel there again?* Embrace it! **Treat every night like it’s your last night in that country.** One night it actually will be, and you don’t want every memory to take place in a bar. Explore restaurants, go to a concert, find a nearby fair or festival, see a movie in another country. Look at your decision to drink less as an invitation to see and do MORE!

3. **YOU WILL GET OUT OF YOUR COMFORT ZONE MORE OFTEN.**

Enjoy the outdoors and cityscapes with friends.

If you’re shy or in an uncomfortable situation, drinking may seem like a viable option to help you loosen up. However, it’s one of the dangers of drinking — if you always use alcohol in these types of situations, you’ll never learn how to deal with the discomfort and become a less awkward person. By taking a break from the booze, you’ll **be forced out of your comfort zone** and wind up gaining more confidence and self assurance, maybe even a mastery of small talk. You’ll never know if you don’t try!

4. **YOU WON’T BE A WALKING STEREOTYPE.**

This is not an attractive look.

If you’re from a country that is stereotyped as loud, obnoxious, heavy drinkers, **getting wasted every night won’t help improve the image of your nation** on an international scale. It also won’t improve the image of international students as a whole. You won’t win over the locals, as many cultures look down on people who get blatantly drunk in public. Even countries that are known for alcohol consumption, such as Germany, have culturally accepting drinking etiquette and find public drunkenness distasteful. Aside from this, embarrassing and offensive statements are more likely to escape from your mouth if you’re tanked. Lock it up!

5. **YOU WILL BE SAFER.**

Don’t drown in your drinking.

It’s easy to make bad decisions when you’re drunk (this is how 24-hour fast food restaurants stay in business). When you’re abroad, decisions can lead to much worse outcomes than eating ten tacos. **The dangers of drinking are serious.** You could be taken advantage of, robbed, or led into even worse situations by people who know
you’re from a different country. When you do drink, always keep an eye on your beverage and stay with at least one person you know. In general, it’s safer to take a break from the obliterated-drinking scene.

6. **YOU’LL SAVE MONEY FOR OTHER ACTIVITIES.**

You’ll save pounds of money by not drinking.

If you’re spending all of your money on fermented beverages, you will have less money to spend on other things, right? You’d be surprised at how much it all adds up at the end of every week. You could use that money instead to try more local foods, ride the train to other countries, or buy gifts for friends and family at home (or some hot-ticket mementos for yourself!). Maybe that money can go toward an impromptu adventure activity, like skydiving or bungee jumping, in another country!

7. **YOU’LL GET MORE OUT OF YOUR STUDIES.**

Reading maps is easier when you’re sober.

One of the main reasons for studying abroad is to...well, study. If you’re skipping classes to drink or because you’re hungover, you’re missing out on a lot of valuable cultural learning opportunities. Studying abroad is by no means an entirely cheap endeavor (although it can be cheaper), so make the most of your money by participating in your classes and enriching your brain for your career back home.

8. **YOU WILL REMEMBER BEING ABROAD.**

Create memories that will last.

This is one of the many TOP benefits of being sober because what’s the point of studying abroad if half of your memories are hazy? You can drink anywhere, but you can only experience the culture and history of your host country in that country. Again, we aren’t saying that alcohol is the root of all evil. Please go out, get a drink, and have some fun! Just keep in mind that drinking is only a drop in an ocean of studying abroad experiences. If that last sentence was too cliche to process, just remember that there’s more to the world than alcohol.

You’ll experience many, many more benefits of study abroad by being sober. Whether you’re scuba diving in Australia or eco touring in Brazil during your free time, you’ll need to be in tip-top shape to fully immerse yourself in cultural experiences. You’ll cherish the photos of you getting out of your comfort zone much more than the photos of a confusing look on your face from drinking. While a sip here and there may be no big deal, making the mistake of binge drinking and missing out on a once-in-a-lifetime experience of studying abroad is. Stay thirsty for meaningful experiences, friends!
10 Things To Know Before Studying in Ireland

Published on 02/16/2017 by Caela Provost

You’ve probably put a lot of thought into whether or not you should study abroad in Ireland. You've scoured the web, debated Ireland versus England or any other attractive option, and this is undoubtedly not the first “Things to Know Before Going to Ireland” article you’ve read. In said previous articles, you were probably hit over the head with information akin to one or more of the following statements:

- “Make sure you change dollars to Euros!”
- “Bring an umbrella!”
- “Don’t forget to renew your passport!”
- “Be sure to pack for all seasons!”
- “Get an account with Skype!”
- “Get all of your medical and financial needs in order before you leave!”

And now you're mad at me for wasting your time by listing the same things listed in all those countless articles. This, however, is not your typical "Things to Know Before Going to Ireland" article. Why? Because I don't want to talk about the basic facts about Ireland. You're a smart cookie, you already know those.

Instead, I'm bringing insider information to the table. So sit tight and hear me out on these 10 things you need to know before studying abroad in Ireland:

1. Learn about Ireland’s History Before You Go

First thing first, know where you're going! It doesn’t take a history major to know that one of Ireland’s most enthralling features is the country’s deep-rooted history and traditions. If you come to Ireland without a mind open wide to new ideas, information, and knowledge then, to be blunt, you’re wasting a great opportunity.

You will never come to “know” the country and its people without first gaining an appreciation for and love of its history.
It would truly be a shame to travel to Ireland and fail to become aware of the Irish customs, background, and past. You will never come to “know” the country and its people without first gaining an appreciation for and love of its history. It’s like the old saying goes, “We can never understand our present without learning about our past.” (Well, I know it goes something like that.) Still not convinced? Taking this initiative will also make you a better student.

2. Ireland Is a Land of Magic and Mystery

I can’t imagine an individual without an imagination going to Ireland. Granted, yes, there are countless, very real, stellar sites to see on the Emerald Isle. From the Giant’s Causeway to the Cliffs of Moher, from the Blarney Stone to the Famine Ship in Dublin, Ireland never ceases to amaze any and all adventurers with its breathtaking landscapes, intriguing history, and unrivaled charm.

But what kind of Irish explorers would any of us be if we failed to embrace all of the mystical tales and enchanted treasures that Ireland has to offer? Therefore, my fellow travelers, I encourage you to brush up on your favorite (or potentially new favorite) Irish tales of ghost and fairies, leprechauns and giants, selkies and banshees. Background knowledge of these beings and their corresponding folktales will certainly help you on tours, in conversations, and while reading Irish literature. Research away, my friends!

3. You’ll Want to Pack a Camera (or Two) to Capture the Landscapes and Memories

Here’s one of my “short and sweet” points: bring a camera…with extra batteries…and an extra memory card. Take as many pictures as you can! What’s the use of being in a land of magic and mystery if you don’t remember how it looks once you step back onto your home soil?

Share your pictures with others so that they can take a step into your abroad adventures. You will regret every picture you don’t take; my motto with photos has always been, just snap away! You can always delete bad photos, but you can’t rewind time to take a picture you chose to ignore. Moral of the story: capture your memories. Say cheese!
4. THE IRISH LOVE MUSIC, DANCING, AND GIGS!

At least once during your study abroad in Ireland, find a venue with traditional Irish music and go to that venue for the night. Sit down. Listen to the music, and I mean really listen to the music.

Irish music has this incredible power -- it can transport anyone to any place or time, make you feel any emotion, and give anyone willing to listen a sneak peek at the life of another. Let the music provide you with a greater understanding of what Irish culture is all about; let the music transform you and take you on voyages of the mind and soul!

5. YOU’LL HAVE A LOT OF “CRAIC” -- THE SAFE KIND, DON’T WORRY!

*Craic* in Ireland (pronounced like “crack”) simply means “fun”. You'll hear the word a lot over on the Emerald Isle, and I figured it would be best for all of you, my wonderful readers, to hear it from me first so that you didn’t make a shocked and appalled face like I did the first time I heard my friends use the word! You’re welcome.

6. GUINNESS IS BEST SERVED ROOM TEMPERATURE AND CONSUMED IN MODERATION

I feel like this is one of those points that just has to be made quickly. Despite what you've already learned about beer, Guinness is best served at room temperature. It's also a drink to be savored and consumed responsibly.

Simply put, if you choose to enjoy a pint or two at the pub, make sure you are in control not the pints. Don't be that obnoxious backpacker stumbling around town and vomiting in the bushes -- you're a student here. You know better.

7. THE IRISH AND AMERICANS SHARE A STRONG BOND OF FRIENDSHIP

Something your study abroad adviser likely didn't tell you is that Europeans don't actually hate Americans. In fact, people will likely be curious to hear about where you're from.

So don't hide your nationality -- embrace it (not obnoxiously, of course). After all, they don't call it an "exchange" for nothing. You'll likely teach your Irish friends as much as they'll teach you.
8. You Shouldn’t Force a Fast Pace for Life in Ireland

In Ireland, life is much more “chill” (for lack of a better word). As my Aunt Lynn would put it, the Irish prefer to dwell in Kairos (Greek for “of the opportune moment”) Time rather than Chronos (Greek for “chronological”) Time. In other words, the Irish like to truly live in the moment.

So remember, no opportunity should be passed up because a “clock” tells you that you can’t do it. This isn't America, and you shouldn't try to make your time in Ireland like the U.S.

As William Ernest Henley put it in his poem, “Invictus”, the Irish people embrace the saying, “I am the master of my fate: I am the captain of my soul.”

9. You’ll Need to Be Flexible

Just as you shouldn't force a fast pace life in Ireland, sometimes you have to "go with the flow," as they say and be flexible. At this point, I’m sure that everyone has heard about Ireland’s ever-changing weather that deviates from the norm of any and all regular weather patterns just about as much as a bride-to-be switches from one dress choice to another.

Same goes for your plans. Your plans while in Ireland, whether you are studying or traveling, will inevitably change as quickly as the weather.

*Your plans while in Ireland, whether you are studying or traveling, will inevitably change as quickly as the weather.*

As a natural born planner, I have always relished making plans and watching all of them fall directly into place; in Ireland, even my best plans didn’t always work out as I'd hoped. Oddly enough, even when life forced me to stray from my plans, it always handed me a picture, an experience, or a memory that was beyond incredible.

In the end, Ireland helped me take my “planning” down a notch, relax more, and learn to, as my favorite band REO Speedwagon would say, “Roll with the Changes.”
10. **The Irish are Die-Hard Sports Fans**

Okay, maybe this isn't such insider-knowledge. The Irish are pretty well known for fancying their sports -- and home to one of our must see sports around the world. So bring a strong set of lungs to cheer for your favorite teams! No matter what type of match (rugby, hurling, football), no matter the weather (rain or shine...usually rain), no matter the time, no matter the place, the Irish are passionate about their athletic endeavors!

So, **get involved!** Learn the rules of the sports you’re not familiar with as soon as you can! Pick a team! Don the team colors! Paint your face! Cheer until your voice sounds like Gollum’s from The Lord of the Rings! Most important, have some good craic!

**Make This Experience Your Own**

Of course, the most important thing to remember while studying abroad in Ireland (or wherever you end up!) is to make this experience your own. Say yes to everything. Try new things. Don't skip class (too much...) and be open to all of the beauty your host has to offer you. You've got an incredible opportunity in your hands, so make the most of it. Do this and Ireland can and will be everything you want it to be and more.