

BURREN COLLEGE OF ART

Student Handbook 2010/2011

NEWTOWN CASTLE, BALLYVAUGHAN, CO. CLARE, IRELAND

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Introduction

Welcome to Burren College of Art! Since there can be no such thing as an art school without art students, you are our reason for being here. We hope you are going to enjoy your time with us as well as finding it artistically and academically rewarding.

As an international college we are at the confluence of cultures, combining Irish educational traditions with those of the world beyond. This means the educational experience here may differ from what you are used to, no matter where you come from, and we hope you will both value these differences and take them as a source of inspiration.

This college is best suited to independent minded artists who value our unique location free from urban distractions. We encourage you to be open to the new experiences available to you and to engage with this vibrant community of like-minded individuals you will be studying with. This openness is essential to the community spirit that is the essence of the college. We want you to both benefit from and contribute to that sense of community and this handbook is intended to help you with that.

This Student Handbook contains useful information about life at Burren College of Art for undergraduate and graduate students. I recommend you read it before you come.

You will also receive separately the Academic Handbook for your programme, giving detailed information of the programme structure, content, etc.

May I say on behalf of all my colleagues how much we look forward to working with you.

Professor Timothy Emlyn Jones, Dean

Burren College of Art Personnel

Mary Hawkes-Greene	President & CEO
Prof. Timothy Emlyn Jones	Dean & Graduate Director
Tom Molloy	Head of Painting
Áine Phillips	Head of Sculpture
Martina Cleary	Head of Photography & Lecturer in Art History
Gordon D'Arcy	Lecturer, Irish Studies
Frank Golden	Creative Writing Tutor
Anna Downes	Director of Marketing & Admissions
Deborah Evers	Student Affairs & Library Resources Scholarship Fund Coordinator
Robert Wainwright	Facilities Manager
Joe Ryan	Systems Administrator
Karen Culligan	Accounts Manager
Brid O'Loghlen	Receptionist

Academic Calendar 2010 / 2011

Autumn Semester

- September 3rd Students arrive in Ireland and begin orientation
- September 6th Semester begins
- December 17th Semester ends
- December 18th Airport transfers to Shannon Airport

Spring Semester

- January 7th Students arrive in Ireland and new students begin orientation
- January 9th Semester begins
- April 22nd Semester ends
- April 23rd Airport transfers to Shannon Airport

A more detailed academic calendar will be issued to all students at the beginning of each semester.

Paperwork to complete

First things first, you need to complete the forms that we have sent you and return to us as soon as possible. The forms are:

- Housing preference form
- Emergency Contacts form
- Medical form

If you have a medical condition or learning disability that may we should be aware of, please feel free to speak in confidence to our Student Affairs Officer, Deborah Evers, devers@burrencollege.ie

Travelling to Ireland

International students travelling to Burren College of Art are recommended to fly to Shannon Airport, the closest international airport to the College. Students will be provided with airport transfers to and from Shannon on designated dates at the beginning and end of each semester. Shannon is serviced by many international airlines including Aer Lingus, Delta, Continental etc and a full list of carriers is available from www.shannonairport.com

If you choose to fly into another airport, or arrive on any other date, you must make your own arrangements to travel to Ballyvaughan. Please note that student housing is not available before September 3rd for autumn semester students, or before January 7th for those arriving for the spring semester.

International students interested in travelling around Ireland or elsewhere in Europe just before or just after your programme should allow for this when booking flights. If you book well in advance it is possible to get very low cost flights from Shannon to destinations such as Barcelona, Brussels, London, Milan, Paris, Stockholm and other

European cities. You can research low cost travel at www.ryanair.com and www.aerlingus.com. It is also possible to travel in Ireland at low cost - information on the national bus network is available on www.buseireann.ie and the national rail network website is www.irishrail.ie. As you may imagine this can be an excellent way of enhancing your time here and you are encouraged to think of this as a possibility outside semester time.

Please note, there is no autumn or spring Break at Burren College of Art, nor are we able to support time out of the programmes for travel abroad or within Ireland. You should be aware that unapproved absence from college (whether for European travel or other reasons) might result in the encumbrance of your grades. Therefore, if you do wish to travel you should do so outside the semester dates of your programme here. If you plan on travelling at the end of the semester you should mention this to the Immigration Officer when you are applying for your visa in case you need an extension.

Students should consider getting an International Student Identity Card (ISIC). Go to www.isic.org for specific information on offices in your locality.

www.oasis.gov.ie/ is an Irish government website which provides general information on the social and civil rights of everyone in Ireland. It may answer some of your questions about coming to live in Ireland.

Travel Insurance - All students are required to have health insurance.

- Non-Irish EU Residents should obtain a European Health Insurance Card (see www.ehic.ie for more information). This will cover all medical emergencies.
- If you are not an EU Resident you should check the extent of your coverage with your insurance agent, and bring any required policy information with you. Each health insurance policy is different but most policies will expect you to pay for your medical service up front and will reimburse you for money spent, except in case of an accident emergency.

It is up to you if you wish to purchase travel/baggage insurance. Some people are covered under their parents' home insurance. If you intend to make additional trips outside Ireland while you are here you should make sure your insurance covers this.

Check with your airline regarding their baggage regulations as international airlines restrict the weight of luggage any one person can travel with. Most airlines will allow you to take two "big bags" and one "carry on" with you. Please note that a bike or guitar is classed as one "big bag". Some airlines will allow you to book space for your bike in advance.

You can ship luggage to Ireland via your local post office or international couriers such as Fed Ex and DHL. Prices vary considerable and depend on size and weight of items as well as the speed of delivery.

Students shipping supplies ahead of arrival please note that you should not have supplies shipped directly from suppliers (these will be stopped at customs in Ireland and you will be charged value added tax and import duties). Goods should be packed by yourself and marked as "goods for personal use" the value marked on the package should not be greater than \$45 and there should be NO price tags on items within the

package. You can insure the package for the true value but do not show this on the outer packaging.

Essentials to Bring

- **Flight tickets** - Please keep your return flight tickets somewhere safe and give a copy of your itinerary to your parents/next of kin.
- **Important documents**
Take photocopies of important documents, prescriptions, passport, etc. Also note the address of your home bank and the numbers of any accounts you have there. Do the same with your credit card numbers.
- **Cash**
Bring some Euro, as you will need some cash for your first few days. There is no ATM (cash machine) in Ballyvaughan – the nearest is 8 miles away in Kinvara. You can buy Euro on arrival at Shannon Airport. Western Union money transfer is available at the local post office.
- **Credit cards**
We recommend use of either Credit or Debit Card while in Ireland, as non-residents cannot open a bank account here. The credit card must be in your own name. Visa and Mastercard are widely accepted in Ireland (some outlets do not accept American Express cards). Please check with your credit card company to inquire about its overseas capabilities. Most of the ATMs (cash machines) in Ireland accept credit cards. You will need a PIN to use your credit card in Ireland, so make sure you have this prior to departure.
- **Electrical appliances**
Any electrical appliance you take should be able to be powered at 220V. (Not 120V as in the US). Your 120V appliance will burn out if you plug it into Irish voltage. Power Converters (transformers) to convert US appliances to Irish voltage can be purchased at any hardware/ electrical shop and at some chemists and general stores. Please note a plug adapter is not a power converter. Most students bring their laptops with them and WIFI is available on campus and in student housing. Most laptops are 110V – 240V able. European students should be aware that Irish sockets are 3-pin square so you may need a plug adapter if your plugs differ.
- **Clothes**
Ireland, influenced by the Gulf Stream, enjoys a temperate climate and temperatures ranging from 0-26°C. Average temperatures in autumn/winter range from 2-12°, and in spring/summer from 12-26°. If anything can be said for the Irish climate, it is unpredictable. One thing you can count on is that it will rain so make sure to bring a good waterproof jacket, leggings and waterproof gear for cycling. A pair of tough walking/hiking boots is essential for trekking around the Burren. High visibility vests are provided in all students housing and we strongly encourage you to wear these when walking/cycling in the dark.
- **A Torch**
We also recommend that you bring a torch with you.

Immigration / Visas

You may be required to show the following pieces of documentation to the Irish Immigration officials once you land in Ireland. Immigration will ask you various questions about your purpose for being in Ireland. Please have the following documents ready for inspection:

- **Passport** - Ensure that your passport is current.
- **Letter of Acceptance** - You should bring the letter of acceptance you receive from the Burren College of Art and keep this with your passport.

US Students - Please be sure to have your passport stamped on arrival at an Irish Airport. This will happen routinely if you fly direct from US to Ireland. If you travel US to London, your passport will be stamped in London. You must request that it be stamped also on arrival in Ireland.

Non-European Union students must register with Immigration. All foreign students, whose course duration is 12 weeks or longer, must pay a Government Registration Fee of €150. This will be payable to Immigration directly. We arrange for all students to meet with the local Immigration Officer during the first week of term. Please ensure you have the following items with you, as you will be required to present them at this registration:

- Current Passport
- 2 passport standard photos (white background only)
- Receipt from The BCA for full course fees for the current year/semester (available from the Admissions Officer at registration)
- Proof of sufficient funds to support you while at college (e.g. Bank Statement or letter from parents confirming financial support)
- Proof of Medical Insurance cover
- €150 registration fee (this is due for payment 3-4 weeks after your registration application has been filed)

Accommodation

Graduate students can avail of college housing or organize their own accommodation. There are a number of apartments and cottages to rent in the village of Ballyvaughan and we issue a list of accommodation available for rent to new students. Rented accommodation in Ireland is normally fully furnished and while prices vary, students can expect to pay approx. €75 - €100 per week for a room in a shared house.

Undergraduate students are housed, on a self-catering basis, in houses located between the college campus and the village of Ballyvaughan. All are bright modern houses with equipped kitchen and laundry facilities. There is also wireless internet access in all college houses.

College housing is based on twin occupancy – (a limited number of single rooms are available at a supplement). Bedding is provided and consists of a duvet (comforter), a pillow and one set of bed linen – i.e. 1 sheet, 1 duvet cover and 1 pillowcase. No towels are provided – students should bring their own.

Students are required to sign the following **rental agreement** on arrival and are expected to leave their accommodation in a clean and tidy state on departure:

Housing Terms and Conditions

We would ask students to observe some rules so that everyone can enjoy the housing complex.

- 1*. A security deposit of €65 per student must be paid in advance. This is either by credit card or cheque. This will be returned to you or the credit card will not be deducted if you comply with the housing terms and conditions. . Students are expected to leave the house clean and tidy. Smoking is not permitted in any college housing.
2. Residents of housing should transfer wheelie bins to the roadside of the house for collection. Recycling (Blue) bin is collected on alternative weeks. There is no glass permitted in the recycling bin – glass should be taken to the Bottle Bank in the village.
3. Remember there are families staying in houses and private residences nearby so please refrain from making noise outside after 10pm. Parties are not allowed.
4. Playing football or other games is NOT permitted on or near house.
5. No Pets allowed in housing.
6. Rental of the house may be terminated, without refund, at the discretion of the proprietor or officer of the Burren College of Art if the occupiers behave in a disruptive manner, cause a nuisance or disturbance, cause damage to the property or in any other circumstances deemed reasonable by the proprietor or officer concerned.
7. On the expiry or other termination of period of stay, the Proprietors may remove all belongings of the students of the house left on the property and store or otherwise deal with the same as deemed appropriate. Notwithstanding the aforesaid the sole risk in respect of such belongings shall at all times remain with the students.
- 8*. Provision has been made for an adequate amount of heat and utilities in your housing fee. If you exceed this amount, the additional amount will be shared among the household. To avoid extra charges, remember to:
 - Turn off lights and water heating when not in use.
 - Use the clothes drier sparingly
 - Do not use heat excessively.
9. The house is equipped with washing machine, tumble dryer, microwave and TV. Duvet (Comforter), pillows and 1 set of bed linen are supplied.
10. Students must maintain houses in a clean and tidy condition at all times. The cost of repairs to or replacement of property will be the responsibility of the occupiers. Affixing posters to walls will result in damage to paintwork, when posters are removed. If this occurs it is deemed as damage and will be deducted from Housing Deposit. Please co-operate by removing belongings from floor, leaving surfaces clear, dishes washed etc., we expect students to adopt a responsible attitude to ensure a harmonious living environment for all. Students are responsible for maintaining their own bedrooms.

The owner will inspect from time to time. A regular cleaning routine should include the following:

- All kitchen crockery, saucepans, cutlery etc. to be properly cleaned and stored neatly in kitchen presses.
- Cooker, oven and grill to be thoroughly cleaned and free of all grease and grime.
- Kitchen sink and counter top area washed with detergent.
- Rubbish to be removed to large outside bins provided and recycling dealt with accordingly.
- Bathrooms to be cleaned/washed down.
- Wash kitchen floor and vacuum carpet area (a vacuum will be provided).

In the event of non-compliance with the above, cleaning will be undertaken by housing staff and reimbursed by housing occupants.

11. The owner is not responsible for any loss of valuables or property left in the house during the stay or on departure.
12. The Caretaker may at all reasonable times visit the house during the stay or on departure.
13. Only students allocated to the house may stay there. This rule ensures the security and privacy to which each of you are entitled. Students contravening this rule will have to leave college housing immediately without refund and make their own housing arrangements.
14. Bicycles must be stored outside.
15. On termination of the letting period, all keys must be returned to the Campus Manager.

* Students are reminded that failure to pay bills will result in their grades being encumbered (see Code of Conduct).

Undergraduate students will be issued with two copies of these Terms and Conditions on arrival - both should be signed, one retained for your own file and one returned with a housing deposit to the Student Affairs Officer.

College Life

The Burren College of Art presents a unique experience for students studying overseas. The College is small, with enrolment averaging 20-40 students each semester. The international student body is drawn from Ireland, Europe and the U.S. and other countries, with American students normally being in the majority. Each student is given an individual studio space in which to develop his/her work throughout the semester/year. The rural setting and absence of distraction provides the opportunity for an intense period of creative activity.

The structure and philosophy of the Burren College of Art requires that students work independently with regular instruction and criticism but not constant attention. U.S. students in particular, who come from a system which is generally tightly scheduled and class driven, may have difficulty initially adapting to this less structured system. Confidence and self-motivation are developed through the challenging yet nurturing approach adopted by faculty.

Code of Conduct

Burren College of Art is a small community of creative people in which there is an ethos of mutual respect and enthusiastic common interest. This community spirit is maintained by the conscious efforts of all members of the college and this code is intended to provide guidelines to ensure that these efforts are effective. **It is a condition of enrolment that students agree to observe the following policies and regulations and that by registering as a student in the College they are entering into such an agreement.**

All colleges and universities have policies and procedures to inform the appropriate conduct of students, faculty and staff. The small size of the community of Burren College of Art in which everyone knows everyone else has led us to adopt an informal approach to this and a positive attitude to how its members deal with each other. The community spirit is important and students have just as much responsibility to maintaining that spirit, as have faculty and staff. We have tried to keep the number of regulations to a minimum although we recognise that some are necessary to protect the creative ethos of the college when someone does not maintain that positive attitude. The college will take disciplinary action to maintain the college ethos and regulations if necessary. If you have suggestions for how we may improve this code please speak with the Dean who will welcome opportunities to further develop the code.

College Contribution

The College recognises students' status as that of adult persons with the rights and duties of adults. All students attending the College become full and active members of the College community and are encouraged to recognize how their presence affects the ethos of the small community. In this way students contribute to and benefit from the college ethos of creative ambition, trust and a convivial environment, sometimes in ways that may not be obvious. Students, like faculty and staff should try to take a positive and constructive attitude in their academic work and in the larger life of the college. Should something go wrong or seem unsatisfactory, patience and a constructive spirit should prevail.

Attendance is a vital element of the contribution that students can make to the college.

The good feeling of the place depends on intelligent and talented students going about their studies with high levels of energy and ambition and each student can make a significant contribution to their peers in this respect. The academic programmes are planned as integrated learning experiences rather than periods of instruction punctuated by free time, and the provision of dedicated studio space 24/7 is intended to support this integration. This approach is common to many professional art schools and differs from that found in many liberal arts colleges.

The college asks, therefore, that full-time study does amount to full-time engagement in the academic programme, either in the studio or elsewhere by advance agreement with faculty. Attendance should normally be for a minimum of 9.30am-4.30pm Monday – Friday although it has become a tradition of the college for students to work much longer hours including weekends. Over the years, many students have come to see the amount of work requested by faculty to be a minimum rather than a target and this contributes to the spirit of excellence.

Since the college is sometimes asked to formally confirm student attendance for undergraduate students by their home colleges they are required to sign in each morning at the college Reception. This record is necessary to demonstrate that attendance is in conformity with NASAD standards for study hours.

Full attendance means that absence from college to travel either within Ireland or abroad is inappropriate during semester time. Students are welcome to travel widely in the period immediately before or after each semester and should take that into account in planning their travel arrangements. Travel at weekends should not impinge on weekday study.

Exceptions to the principle of full attendance can be made only in extraordinary circumstances such as illness or family emergency.

Abuse of the principle of full attendance may lead to the encumbrance of grades.

Respectful behaviour is also an important part of the student contribution to the ethos of the college.

Students should maintain a peaceful environment in the studios as a matter of respect to other students. When listening to music in the studios students should use headphones rather than loudspeakers. Students making a sound work should negotiate appropriate arrangements for playback with colleagues.

Disagreements should be resolved amicably. Verbal abuse, threats, intimidation or harassment are out of place and damaging to the college ethos. Demonstrations that disrupt the normal operation of the college or infringe the rights of other members of the college community, including its visitors also go against the spirit of this code. Obstructing or disrupting faculty or staff or normal administrative procedures is not acceptable.

The health and safety regulations are intended to protect members of the college from harmful substances and dangerous practices and therefore it is essential that all members of the college conform to them.

Honesty is crucial to the ethos of the college, and the following are considered offences:

Submission of false records of academic achievement: cheating on assignments or examinations; plagiarising; altering, forging or misusing a College academic record, document or funds; taking, acquiring or using test materials without faculty permission; acting alone or in co-operation with another to falsify records to obtain grades, honours in a dishonest manner.

Wilfully providing College officers or other officials with false, misleading or incomplete information: intentionally making a false report of a bomb, fire, natural disaster or other emergency to a College official or an emergency service agency; misusing, altering, forging, falsifying or transferring to another person identification issued by BCA; forging or altering official College records or documents or conspiring with or inducing others to forge or alter BCA records or documents.

Theft and damage to property embezzlement, destruction, vandalism, unauthorised possession or wrongful sale or gift of property belonging to the College, a member of the College community or a campus guest.

A safe and secure environment should be maintained in the following ways:

Since the public are welcome to visit exhibitions in the gallery and may take an interest in the studios, students should regularly use the retractable tape barrier as a deterrent. This should also reduce the possibility of theft.

Students should look after their valuables such as cameras and computers and not leave them unattended in the studios.

The last person to leave the studios at night should check if they are and lock up – anyone locked out or locked in can unlock the door and relock it when they are finished.

The last person to leave the studios at night should turn off the lights

Students should not give out anyone's email or phone number to anyone they don't know and trust. Instead they should offer to take the enquirer's details to pass on

In the case of an accident it is quicker to take someone directly to hospital rather than call an ambulance. Therefore, power tools must not be used out of faculty or staff hours since there may be no one with a car in case of an accident.

Students must never copy college keys

There is no smoking in any of the Burren College of Art facilities or housing.

No pets or animals allowed in college housing or college studios.

Since law prohibits recreational drugs in the Republic of Ireland, any student convicted of possession or use of such substances will be immediately dismissed from the College.

Safe and ethical art practice is essential

At BCA we recognize that contemporary art practice can include live actions involving the human body, animals and interventions or interactions with the natural landscape or the social environment. We support innovative and experimental practices, but we ask that students work safely and ethically, with respect for others, and always within the law.

Of particular importance is respect for the safety of the student and other people, the integrity of other living organisms, the landscape, the community spirit of the college, and the larger social environment. In the case of art work in the environment, students should leave the location in the condition in which they found it. In the case of art work with the body, we ask that students refrain from actions that deliberately compromise the integrity of the human body or the bodies of live animals.

In the case of any projects or other proposals that may be dangerous, environmentally sensitive, or transgressive, students should consult their course tutor for advice before taking action so that they may assist the student to fulfil their artistic intentions safely and in an appropriate manner.

A happy community is an important aspect of the Burren College of Art ethos.

Students who experience personal problems may consult the Student Affairs Officer in total confidence. Advice about professional counselling services is available.

A student who experiences any problems with any aspect of college life should make an appointment to draw it to the attention of the Dean who will seek to assist as appropriate.

The College asks Undergraduate students to evaluate their experience at the College once in the middle of each semester in time for any appropriate action to be taken, and again at the end of each semester so the College may look for further learning points. Graduate students are asked to complete the questionnaire at the end of each academic year.

Student Records

Students have access to their records within a reasonable time. Students do not have access to confidential letters of recommendation. Student records will not be released to others (including parents) without the student's prior written consent.

Encumbrance of Grades

Students who have outstanding charges, fees, debts, library fines, or other unpaid accounts will have their grades encumbered until the debts are cleared.

Students may be subjected to legal action if debts are not cleared. This includes missing or damaged equipment or property, and the destruction or defacement of property.

Behaviour that contradicts this code of conduct may be regarded as an actionable disciplinary offence. Grades may be encumbered or a student's membership of the college may be brought into question and possibly terminated.

Studio Etiquette

- Please maintain a peaceful environment in the studios

If you wish to listen to music in your studio please use headphones rather than loudspeakers

If you are making a sound work please negotiate with colleagues appropriate arrangements for playback

- Please maintain a healthy environment in the studios

Please do not use toxic solvents or fumes, and if this gives you a problem please discuss appropriate arrangements with Robert (and if he can't solve the problem, Tim)

Please eat food in the café rather than in the studios because of the health hazard of toxic substances transferring to food

- Please maintain a secure and safe environment in the studios

Since the public are welcome to visit exhibitions in the gallery and may take an interest in the studios, please reduce the possibility of theft. Please look after your valuables such as cameras and computers and do not leave them unattended in the studios

If you feel you may be the last person to leave the studios at night please check if you are and lock up – anyone locked out or locked in can unlock the door and relock it when they are finished

Please do not give out anyone's email or phone number to anyone you don't know and trust. Instead, please offer to take the enquirer's details to pass on

In the case of an accident it is quicker to take someone directly to hospital rather than call an ambulance. Therefore, please do not use power tools out of faculty or staff hours since there may be no one with a car in case of an accident.

- Please leave studios and other working spaces as you found them

You are welcome to mark studio or gallery walls in the course of your work, but please restore them to their original condition. You should include the cost of repainting walls in your project budget if that is necessary. (Graffiti cover is €48 for 5lt tin plus paint brush)

You are also welcome to make work around the college campus and please leave the space as you found it if you do so.

- If you wish to work off campus:

Make sure you are familiar with and follow the Burren Code.

Please seek permission in advance from the landowner and be ready to negotiate the form of your work in response to any constraints that may emerge in negotiation with the landowner. Agree a fixed duration for your installation. Do not consider your work permanent unless that has been agreed.

Respect private property and obey any signs limiting access. Do not enter fields in which crops, including hay, are growing.

Ensure that your installation is safe. It must not harm anyone, you included.

Restore the site to the condition in which you found it (or better) at the end of the agreed duration of your installation.

Facilities

Library

The College library contains a focussed collection of books, journals, DVDs, etc on Fine Art and Irish Studies together with reference material and general fiction. All students have access to the Library and can borrow library materials for home use. The library is open Monday-Friday and the opening times are posted at the Library entrance.

Graduate students are additionally members of the James Hardiman Library at the National University of Ireland, Galway.

A full list of the library regulations are enclosed at the end of this section.

Computer facilities

The college has two digital labs, one online and one exclusively for course work. Wireless internet access is available throughout the campus and the graduate studios have Ethernet ports. We recommend you bring your own laptop.

Café

The Food of the Arts café on campus prepares fresh, homemade soups, filled bagels and hot dishes daily. Students are welcome to bring their own packed lunch also. The café is open between 9am and 3pm, Monday to Friday.

The programme fee does not cover the cost of meals but meal-plans are available and details are available from Karen Culligan (karen@burrencollege.ie).

Daily Transport

The college provides a regular minibus service for students between the village of Ballyvaughan and the College, with stops at college housing, each morning and evening

Art Materials

The small shop on campus should supply most materials needed for course work. If you have any special requirements, Robert Wainwright, the campus manager may help to order them (robert@burrencollege.ie). Because there are no discount outlets, students sometimes find prices in the U.S. less expensive and bring or ship supplies in advance. You should not request suppliers to ship directly to you here as Customs Officials will assume the goods are for resale when they have supplier packaging and will charge duty on entry to Ireland therefore cancelling the advantageous price.

Painting/Drawing students should bring their everyday supplies - paints, scissors etc., photo students may wish to bring photography paper and film.

Art Supplies available at the Campus Art Store - These are just a few selected items. Please contact Robert by email for further details:

Photo

Ilford/Agfa mg rc pearl/gloss 8x10 (€46 approx)

Ilford/Agfa mg fb gloss/matt 8x10 (€60 approx)

Other sizes are available but the full range is not always in stock (no Ilford 11x14).

Orders are usually posted to the College within 2 days; you may be liable for postage costs.

Ilford hp5/fp4 x36 exp = €4.50

Ilford hp5/fp4 120mm= €4.50

Slide and colour film is also available

Epson Premium Glossy A4 paper 80c/sheet

Epson premium semi-gloss A3 paper €3.20/sheet.

A good selection of Canson and Hahnemuhle papers is also available by the sheet or the box. Prices vary and are available on request.

Paper

Sheets

Fabriano Artistico 56x65 300gsm – for watercolour €3.50

Fabriano Artistico 56x65 640gsm – for watercolour €6.50

Arches Aquarelle – 300gsm 56x76 – watercolour €5.50

Fabriano Pittura 70x100 400gsm – for acrylic €3.75

Fabriano Tela Oil Paper 50x60 300gsm – for oil €2.00

Clairefontaine Acrylic paper 50x65 360 gsm – for acrylic €2.00

BFK Rives Blanc 65x50 250gsm – print/draw/bookmaking €2.00

The paper stock is being continually expanded. Contact Robert for details if required.

Rolls

Fabriano 4 1.5mx10m 220gsm Liscia (smooth) – drawing €30.00

Fabriano Academia 1.5x10m 200gsm – drawing €25.00

Pads

Arches Dessin A3 - €14.00

Arches Dessin A4 - €8.65

Canson illustration pads (manga/comic) - €4.50

Hard-back sketch books €5.00 - €9.00

Full packs of newsprint, sketching pens and odourless thinners (Zest-it) are also available along with a variety of general art supplies.

General

MDF Board	8'x4' 6mm	14.00 Euro
Canvas	5' Wide	€8.75 Euro/metre
System 3 Acrylic	75 ml	4.50 Euro
Gesso (primer sealer)	5 litre	38.50 Euro
Windsor + Newton oil paint	200 ml	12.00 Euro
Compressed Charcoal	12 sticks	3.80 Euro
Duck Tape	1g roll	6.50 Euro

Library Regulations

1. The Library exists primarily to circulate library materials to the faculty and student body of the college. The privilege of drawing materials for use outside the library is accorded to all faculty, staff, students, and other registered library users.
2. The Library is open daily for study or casual reading. Hours are posted on the door.
3. Undergraduate students of the College may borrow up to 6 books at any one time.
4. Graduate students may borrow up to 15 books at any one time.
5. Most books are available for loan but some are for reference only.
6. The majority of books can be borrowed for a period of 3 weeks though some course reading material is designated as 1 week.
7. Books for reference only are clearly marked with red dots.
8. Videos and DVDs are available for overnight loan.
9. Periodicals and slides are for reference only.
10. Holds may be requested for books on loan to another borrower.
11. Book loans may be renewed provided the librarian is notified before the date the items are due and there are no outstanding holds.
12. If an item is damaged at the time of borrowing, please bring this to the attention of the librarian.
13. Books must be returned in the same condition as when checked-out.
14. Items on loan are the responsibility of the borrower until they are checked-in. Borrowers will be liable for the replacement cost of damaged, lost or stolen items checked-out in their name.
15. A late fine of 25cent per item per day is payable on overdue books. Overdue notices are sent as a courtesy only, and failure to receive one is not a reason for cancellation or reduction of late charges.
16. Failure to settle fines will result in loss of library privileges
17. If a student has outstanding books or fines at the end of the semester, his/her grades will be encumbered.
18. Library books may not be taken into the studios lest they get damaged.
19. Consideration of other library users should be taken into account at all times. Eating, drinking and smoking are prohibited in the library.

Finding material

Before you visit the Library make sure you have your references.

If you do not have them then you can access our Book Collection catalogue from outside the Library 24 hours online in 2 ways;

Use the online catalogue EOS <http://62.32.98.6/B10303UKStaff/OPAC/index.asp> or from the Library section on the BCA website, which allow you to;

Author search for specific artists; Title Search; Subject Search; Combined Search

You will get

CALL NO.: This is the Classification (Shelf Position) No.

ID No.: This is a unique 5 Digit no on label inside book

You will get a response if we have the book *Available* or *Processed*

If *Available* you can loan it from the Library, if *Processed* you can email me to hold it for you.

Living in Ballyvaughan

As an international College we believe that studying abroad is an incomparable experience. It is an once-in-a-lifetime chance to live the life of another country, learn the customs of another culture and adapt to new surroundings. The success of your experience depends to a large degree upon your own efforts to acclimatise yourself to living and studying in a foreign country. Ballyvaughan is a welcoming environment to college students and it is not difficult to meet people if you can be a little outgoing.

Ballyvaughan has a population of 450, which increases considerably during the summer months. The locals are friendly and will greet you by name when they get to know you. Obviously they will expect you to respect their village, not despoil it! You will be living within the community and College housing can be close to family homes so ensure late night noise is kept to a minimum out of courtesy to families with young children or elderly.

Ballyvaughan is situated at the gateway to the Burren and there are so many places of beauty and wonder to see in the area. Maps of walking/ bike trails and points of interest are available in all the local stores and are highly recommended as an essential traveller's companion for discovering the Burren. In addition there are books about the Burren and the area in the College Library.

Students coming from large cities may be overwhelmed by the stillness and unhurried pace. It can be amazing how much of one's life is taken up in traffic, noise, bustle. At BCA it takes just 5 minutes in the College bus to get from housing to your studio - allowing for an undisturbed creative environment.

Things to do around Ballyvaughan

- Visit Aillwee Caves
- There are different activities held regularly at the College. Watch for notices on the College events notice board.
- Irish traditional set-dancing classes are usually organised locally during the winter months. There is a ceilí in Kilfenora every Thursday and Sunday night.
- Most evening social activity revolves around the pubs. Music sessions are held several evenings each week. See local notices. Please note that Irish pubs are unlike city bars and there is no pressure for you to drink alcohol. All pubs serve coffee and tea as well as soft drinks and mineral water.
- Deborah Evers, our Student Affairs Officer, maintains a diary of social and cultural events and can help arrange transportation.
- There are some beautiful beaches in the area. Bishops Quarter beach is situated 2½ miles away, on the Galway Road (look for the signpost on the left). This is regarded as a safe area for swimming. Another great beach is located at Fanore (8 miles out on the coast road towards Doolin). This beach is more dramatic but prone to dangerous currents, so only swim when the lifeguard is present.

- Outdoor pursuits include hill-walking, horse-riding, pot holing, surfing and canoeing.
 - The Outdoor Pursuit Centre in Carron (8 miles) offers courses in rock climbing, orienteering, hill walking, pot holing and canoeing.
 - The seasonal Aloha Surf School is based in Fanore (12 km) offers surfing lessons and there are a couple of surf schools in Lahinch.
 - There are regular guided Burren walks. Check posters in the tourist office for details. The College is located on the Burren Way and walking routes are marked on Burren map.
- Horse riding can be arranged locally.
 - There are daily trips to the Aran Islands (weather permitting). For current timetable for Ferries leaving from Doolin, ring 7074455 or 7074189. Another ferry company departs from Galway and Rossaveal, ring (091) 568903.

The notice boards in the Village Stores Spar shop and in the petrol station are good to watch for current local events. The church newsletter also often contains details of current events.

Shopping for food

The village has two convenience stores. The Spar Village Store is larger and is well stocked. To help you estimate the cost of food, here are some approximate day-to-day living costs while you are living in Ballyvaughan.

Basic staples from the Spar Village Shop:

	€
Litre of Milk	1.25
Large loaf of Bread	1.99
Jar of Coffee	4.59
Jar of Peanut Butter	2.60
Small packet of Cornflakes	2.99
Packet of Rice	1.99
Half dozen eggs	1.36
Free range eggs - half dozen	2.12
Large Carton of Juice	1.49
Pot noodles	1.58
Jar of Jam (Jelly)	2.60
Half pound of Butter	1.99
Packet of Pasta	1.69
Large jar of pasta sauce	2.60
Individual Fresh Red Peppers	1.00 each
Garlic	1.45

The big supermarket chain stores in Ireland are Supervalu, Dunnes Stores and Tesco. Lidl and Aldi are discount supermarkets. The college provides a weekly bus to bring students to Gort where you can stock up on supplies in these larger shops.

Banking

On arrival at Shannon Airport you should change some money into Euros as there is no ATM in Ballyvaughan. The nearest ATM/Cash point machines are in Kinvara (15 km) and Ennistymon (18 km). Western Union Money Transfer is available at local post offices. Some shops may change travellers' cheques but they are not obliged to do so, and they may not take credit cards for small amounts. You will need your passport to cash travellers cheques.

Visa and Mastercard can be widely used in Ireland. To use your credit card in an ATM you will need to get a PIN number prior to departure.

Graduate students may find that they need some sort of bank account while living in Ireland. There is no bank in Ballyvaughan but a mobile Ulster Bank visits the village twice a week. For this reason, graduate students wishing to open bank accounts may find the Ulster Bank student current account most useful, and should apply at the branch in Eyre Square, Galway using their NUIG student ID. Alternatively, the Bank of Ireland and Allied Irish Bank have a branch on the university campus. The Post Office also offers savings accounts and a facility for paying bills but not current accounts.

Under Irish anti-money laundering legislation, photo ID and proof of address are normal requirements for opening a new bank account. Documents that provide evidence of your name and date of birth include a current passport, driving license or student identity card with photograph from an Irish third level institution. An ISIC card is not acceptable. Documents that provide evidence of address include a recent original utility bill (electricity, gas or telephone) in your name or current household or motor insurance documents. A financial institution should not deny a person access to financial services solely on the grounds that they do not possess certain specified identification documentation. People who do not normally reside in Ireland may be requested to furnish a reference from their bank at home.

Churches

There is a Catholic Church in the village with a resident priest. Mass is celebrated at 7pm on Saturday during winter or 8pm during summer months. Sunday mass is at 11.30am. There is a Church of Ireland in Kilfenora and one in Ennis, and a Mosque in Galway.

Health information

Students currently taking **prescribed medication** should talk to their physician in detail before departure to ascertain whether it is better to take medication to cover their entire stay or if their medication is readily available in Ireland. You should have a copy of any important medical prescriptions. There is no pharmacy in Ballyvaughan so students requiring daily medication should ensure to bring a supply or will need to travel to Galway. Students needing to renew prescriptions here will have to attend the local doctor to have him make out the prescription. Many drugs are named differently here so the local doctor will prescribe the equivalent here.

The local **general practice doctor** in Ballyvaughan should be contacted in the event of accident or illness. The Health Centre phone number is (065) 7077035 and it is located a short walk from Ballyvaughan village in the direction of Galway. Normal cost for a visit is €50. Surgery hours are Monday-Friday from 10am-12.30. Afternoons are by appointment only. Outside office hours medical assistance is available from Shannon Doc, tel: 1850 212 999.

Dental work and check-ups should be attended to prior to departure. There is a dentist in Ennistymon (20 minutes from Ballyvaughan). Students will have to pay for treatment and reclaim (if possible) from their health insurance.

Students with **glasses and contact lenses** should pack an extra pair and a copy of the prescription. The nearest optician is in Ennis (30 mins) or Galway (45 mins).

No vaccinations are currently required for entry into Western Europe, though tetanus and typhoid are often recommended for European travel. Students who wish to travel outside Western Europe should contact the consulate of the country they intend to visit to ascertain if additional vaccinations are needed.

The Burren

The college is located where it is because of the Burren, a unique rocky landscape. You can find information on the college website at <http://www.burrencollege.ie/burren/index.html> and www.burrenbeo.ie for specific information on the Burren. We recommend you visit <http://www.discoverireland.ie/shannon> for information on the area, which will give you details of every town and the many activities available in the region. For walks, hikes and cycles try www.shannonregiontrails.ie/FindaTrail. Illustrated guides and maps are available locally.

Ennis / Ennistymon

Ennis is the county town or capital of Co. Clare. It is a fascinating small mediaeval town with a wide range of shops as well as a centre for traditional Irish music www.glor.ie, a museum and several art galleries.

Ennistymon is the nearest administrative town to the college and. It is here that you will register / tax a car and take it for NCT (National Car Testing) if you purchase one. It is where the Garda Immigration centre is located.

Galway

Galway is the nearest large city to Ballyvaughan (about 40 miles) and has great shops, cinemas, pubs and restaurants. It is the base for the National University of Ireland, Galway and its annual arts and literary festivals have gained the city an international reputation for the performing arts. For what's happening in Galway, check out the Galway Advertiser, a weekly paper (Thursdays) available locally or online at www.galwayadvertiser.ie . A daily bus service between Ballyvaughan and Galway and you can check the schedule or book tickets at www.buseireann.ie

Communications and Travel

Telephones

A mobile phone is supplied in each of the college houses. This should stay in the kitchen area so contact can be made with occupants if required. A small amount of credit is supplied with the phone for emergency use, and when empty it must be topped up by the users. Please respect this system so that when an emergency does occur, contact can be made. Calls can be received on these phones without charge.

European telephones are expensive. Unlike the US, all local calls are charged at a standard rate. The long-distance calling rates from the U.S. to Ireland are much less expensive than calling from Ireland to the U.S. so it is often best to arrange a time with your parents for them to call you. The number of the **College payphone is +353 (0)65 7077218**, but because this phone is a public phone it may not always be heard ringing, so if you want someone to call you on it you should pre-arrange a time. For friends and parents to leave a message for you at the College, they should dial + 353 65 7077200. Classes will not be interrupted for personal phone calls but messages will be taken and left in the student's mailbox for collection. The College phone closes at 5.15pm but the fax is on 24 hours, as is the answer phone. Students are not permitted to make calls using the College telephone line.

Reasonably priced cell phones may be purchased in Ireland. There is a range of pre-paid cell phones on offer, whereby the user buys a prepaid card rather than paying monthly bills. If you choose to buy a mobile phone, the O2 network currently has the best coverage in this part of Ireland. If you have a mobile phone (cell phone) handset you can buy a SIM card in Galway for no more than the amount of credit it carries.

Dialling codes and Numbers

Within Ireland, each area has a local code, which is used as a prefix for calls from outside that area. For instance, the area code for Ballyvaughan is 065, followed by the local number, (the College's number is 7077200). So to ring the college from anywhere outside the 065 area, you must dial 065 7077200. When calling a number outside the 065 area you must use that area's prefix: Dublin is 01, Galway 091, Limerick 061, and Cork is 021.

The access code for the United States from Ireland is 001, followed by area code and local number. The access code for numbers in United Kingdom (apart from Northern Ireland) is 0044. Northern Ireland is accessed by the prefix 048, again followed by the local number. If you do not know the number, but do know the name and address of the person you want to contact you can dial **directory enquiries on 11811/ 11850**. This is for any number within Ireland. In case of emergency, the emergency services (fire, police and ambulance) can be contacted by dialling 999 or 112. There is no charge for these calls.

E-Mail

Students will have free WIFI internet access on campus and in college housing.

Mail

Airmail letters usually take 5-7 days to reach overseas destinations. However, intra-country mail in Ireland usually takes one day. The post office in the village opens from 9:00 – 5:30

weekdays but closes for lunch from 1-2pm. The current cost of posting to a destination within Ireland is 55cent for a regular letter or 82 or 95 cent to send a normal weight airmail letter or postcard to Europe and the rest of the world respectively. Stamped letters can be left for mailing at the College Office before noon, daily. Please note the Post Office in Ballyvaughan does not accept credit cards.

Getting around

The college provides a regular minibus service for students between the village of Ballyvaughan and the College, with stops at college housing, each morning and around 5.30pm without charge.

The college no longer rents bicycles. However, bicycles are available to hire or buy locally or in Galway / Ennis. Students might like to bring their own with them when travelling and bicycles can be checked on as luggage on most international airlines. Usually a restricted number of bikes are allowed so it is advisable to call reservations to book the space prior to travelling.

Important: Cyclists ride on the left-hand side of the roads in Ireland – the same side as motor vehicles. Pedestrians, however, should walk facing on-coming traffic, i.e. on the right-hand side, except when approaching a blind corner.

We recommend that graduate students consider **buying a car**. Expect to pay c. €2,000-€3,000 for a second-hand car that should last the duration of your studies. All cars must be fully insured and taxed before driving on Irish roads and you will need a valid licence. Car insurance for young people in Ireland tends to be quite expensive so it may be worthwhile investigating temporary cover with your insurer in your home country for the duration of your stay. All cars over 4 years old are required to pass a National Car Test. Ensure that the car you are thinking about buying has passed this test and has the certificate to prove it.

Educational Visits

The College organises two educational trips per semester, one to Dublin and one to another European capital each semester (London in the autumn and Berlin or Paris in the spring). The Dublin trip is obligatory for all students. The European city visits are mandatory for Post Bac students and MFA students in their first year of study and in the 1st semester of their 2nd year. It is an optional trip for undergraduate students. The objective of these visits is to see examples of modern and contemporary art and to encourage students' critical engagement with issues of contemporary art. Partners of students are welcome to join organised educational trips as members of the group but it is not possible to offer partial rates to partners who wish to travel with the group and opt out of the educational programme.

There is also a budget for student-led activities, which is supported by the Activity Fee. This budget can be used for a variety of social activities or trips within Ireland, which can be arranged with the assistance of the Student Affairs Officer but are student-led events and are therefore not supervised by college personnel. Further information on this budget will be provided to students at the beginning of the semester.

Health and Safety

Students are urged to comply with all health and safety regulations that are posted in various studios. Faculty members have the responsibility of informing students of proper use of tools and the handling of hazardous materials or substances.

Use of Machinery or Equipment

Notices adjacent to each machine must always be observed and any instructions followed. You may not use equipment unless you are authorised to do so. Safety guards on machines must be kept in place at all times.

Sculpture Workshop

Only those who have undergone workshop training by Burren College of Art faculty or staff may use the sculpture workshop.

1. Never use a tool that you have not been shown how to use properly.
2. Always wear proper safety equipment when using tools.
3. The sculpture workshop will be locked and out of bounds when authorised personnel are not available.
4. Always inform faculty or staff of any defect in machinery as soon as it is noticed.
5. No music may be played nor headphones worn in the workshop.
6. Always use your common sense when in the workshop and surrounding area.
7. Always think of the safety of others as well as yourself when in the workshop.
8. No running in the workshop area.
9. If in doubt, ask for assistance.

Protective Clothing

Appropriate clothing such as protective overalls, protective footwear, goggles, respiratory masks, rubber gloves, must be worn for particular processes. Instruction regarding the type of clothing required will be provided in the various workshops, studios and workplaces.

Photography Darkroom

1. Always take note of the data safety sheets that are available in the Darkroom.
2. Never eat or drink in the Darkroom
3. Always make sure you wash your hands after working in the Darkroom, especially before eating or drinking.
4. Always clean up spilt chemicals in a safe manner.
5. Never touch electrical equipment or outlets when your hands are wet.
6. Take care on wet floors; clean floor spills immediately and safely.
7. Take heed of safety advice when mixing or using chemicals.

Use of Materials

Many of the substances used in workshops and workplaces are toxic, and others can be potentially dangerous if misused. It is sensible to treat all materials and substances with care especially avoiding the creation of dust and the ingestion of powders, suspensions and liquids. Always read and observe the instructions provided, and check with a member of staff.

Painting and Drawing Studios

1. Students should always use low odour thinners whenever possible in communal studio spaces.
2. Ventilation should be used where it exists.
3. Thinners should be disposed of safely and with environmental consequences in mind, in the containers provided by the sinks.
4. Never dispose of oil paint products in the sinks; serious plumbing defects may occur if warnings are ignored.
5. Information on health effects can be obtained on request.

General Guidelines for Health and Safety

1. Students from non-EU countries should be aware that the mains voltage is 240 volts, which in certain circumstances is enough to kill.

You should never:

- (a) Interfere with or try to repair electrical faults
- (b) Use electrical installations you are uncertain of in your artwork.
- (c) Plug in electrical goods brought from other countries unless power converters are used.

Remember: plug converters are not power converters

2. Be careful to use a power converter if your electrical equipment is of a lower voltage than 240 volts. If you plug 110volt equipment into a mains socket you will damage your equipment irreparably.
3. Always lock your doors. Never assume your valuables are safe. Do not leave valuable items unattended in the studios or workshops. Use lockers for personal items in studios.

Walking to and from College

The road between the College and the Village is dangerous. All students are advised to take road safety extremely seriously. The following points must be adhered to:

1. When walking on the roads you must always make sure that the drivers of vehicles can see you as soon as possible.
2. You are advised to wear reflective gear and carry a flashlight if walking the road at night or dusk.
3. You should walk on the right hand side of the road in single file, unless you are walking around a right hand bend, in which case you should cross to the other side safely so the oncoming traffic can see you.
4. Never walk one each side of the road.
5. When riding a bike, ride with the traffic and on the left.
6. When riding a bike always be sure you can be seen by traffic.
7. Always wear reflective gear and use bike lights if travelling at dusk or after dark.
8. Never ride with shopping bags on the handlebars, always use a rucksack or special bike bags.

First Aid

First Aid boxes are available in the Sculpture Studio, General Office and from Robert (0863210976) for anyone who needs attention to a minor injury. When the injury is of a more serious nature a local doctor is available for accident/emergencies (telephone 7077035). The General Office will contact the doctor. If it is necessary to call an ambulance, this may also be done through the General Office. Outside office hours, medical assistance can be obtained by phoning Shannon Doc on 1850 212 999. The nearest hospital Accident & Emergency Department is in University College Hospital, Galway.