

**Student handbook**  
**The English Academy**

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## The English Academy

### **Welcome.**

At the English Academy, our Mission is to provide high quality, affordable English language educational services to students from many different countries in a home-like, friendly environment, by experienced teachers.

### **Our Goals:**

- To provide high quality English language instruction which will enable our students to achieve personal, academic and career success.
- To provide our students with the opportunity to form friendships with people from all over the world while sharing the experience of living and learning English in Ireland.
- To enable our students to achieve personal, academic, or business success through the knowledge of English
- To prepare students for all University of Cambridge English Exams
- To prepare dedicated passionate teachers to teach English to foreign students at home or abroad.

The English Academy is located in the heart of Dublin City with easy access to all forms of transport, amenities and everything you need to feel comfortable during your stay here.

## DUBLIN



Dublin is the capital city of Ireland. It is located on the east coast and has a population of 1.5 million people. Dublin covers an area of about 115 km<sup>2</sup> and is bordered by a low mountain range to the south and surrounded by flat farmland to the north and west. The river Liffey divides the city in two between the North side and the Southside. Two further water bodies of the Grand Canal on the south side and the Royal Canal on the north side of ring the inner city on their way to the west and the River Shannon. It has been estimated that 50% of the population of Dublin are under 25.

Politically, Ireland is a safe and stable country, with a vibrant, young and multi-cultural population. A common Irish greeting is 'A hundred thousand welcomes', and it is rightly marketed around the world as a particularly friendly and open country.

Ireland is a high-tech hub for Europe and the wider world, with major technological companies such as Intel, Google, Facebook, eBay, Twitter and Hewlett Packard having their European headquarters in the country.

### Weather

Dublin weather can change dramatically. It is not unusual to have sun, wind and rain in one day. The average temperature in January is 5 C and in summer is 15-19C with July being the hottest month in Ireland. Our advice is to bring warm clothes with you. It can rain a lot in Dublin so it is always handy to carry an umbrella or a raincoat.

## Safety Advice

- Do not carry cash with you when walking in Dublin.
- If you have a laptop, tidy it away when leaving your accommodation so that it is not in view.
- If traveling through the city late a night, we recommend that you use a late night bus or rail service. There are a large number of taxis available in Dublin. Remember it is always best not to travel alone.

## Transport

As a capital city, Dublin has many forms of public transport available

- Bus
- Dart
- Luas
- Bicycle

### **Bus** [www.dublinbus.ie](http://www.dublinbus.ie)

The public bus service is provided by **Dublin Bus**

There is a good bus service with most buses timetabled to arrive every 10 minutes.

#### ▪ **Fares**

The fare you pay is based on the number of stages you travel. Most journeys within the City Centre are between 1-3 stages.

- **Minimum Fares:** Minimum fares are charged on certain trips for the protection of longer distance travellers. At the times specified these services are not intended to be used by people making short trips who have other services provided for them. Details of minimum fares, where they apply are shown at the foot of the page of the relevant bus timetables.
- **Children's Fares:** One child under 4 years of age is carried free if accompanied by and in the charge of a fare paying passenger, provided that the child does not occupy a seat to the exclusion of another passenger. Children under 19 years of age are charged fares in accordance with the child or school child fare scale once they are using a personalised child Leap Card. An official statement confirming a child's age may be obtained at Dublin Bus, 59 Upper O'Connell Street, on production of the appropriate birth certificate.
- **City Centre Fare:** Dublin Bus offer a 70c City Centre Fare. This fare will apply all day, 7 days a week on all routes\* within a special City Centre Zone. Frequent bus routes connect all areas in the City Centre, from Parnell Square, O'Connell Street, the Quays and the IFSC to Merrion Square, St. Stephens Green, South. Great Georges Street and Parliament Street. Just

ask the driver for a City Centre Fare when you board the bus, stating your destination within the City Centre Zone.

- **Leap Card:** Dublin Bus 5 Day and 30 Day Rambler tickets are now available on Leap Card. A leap card is a prepaid card, which can be used on all Dublin Bus services including Nitelink, Xpresso and Airlink

## Getting on the bus – How to pay

1. Tell the driver where you want to go.
2. The driver will tell you how much your fare is.
3. Whenever possible please try to have the correct coins available for your fare. All Dublin Bus services are exact fare only (except Airlink 747) and drivers cannot accept euro notes or give change.
4. Put your coins in the automatic fare machine which you will see in front of the driver.
5. The driver will give you the ticket for your journey. Please keep your ticket for inspection.
6. If you do not have the correct coins for your fare the driver will give you a change receipt. You can use this to collect your change at:

**Dublin Bus Head Office,  
59 Upper O'Connell Street,  
Dublin 1.**

## Student Tickets

### Student Leap Card Capping

	Dublin Bus only		Bus / Luas / DART Commuter Rail	
	Daily	Weekly	Daily	Weekly
Student	€5.00	€20.00	€7.50	€30.00

### Student 5 Day Rambler €20.00

- Valid for unlimited travel for 5 non consecutive days
- Valid on Dublin Bus scheduled services including Xpresso (excluding Airlink, Nitelink, Tours, Special Events and Private Contract services)
- Only available on Student Travelcard - Leap Card

### Student 30 Day Rambler €100

- Valid for unlimited travel for 30 non consecutive days
- Valid on Dublin Bus scheduled services including Xpresso (excluding Airlink, Nitelink, Tours, Special Events and Private Contract services)
- Only available on Student Travelcard - Leap Card

### Student Monthly Short Hop €119.00

- Valid for unlimited travel for 1 calendar month
- Valid on Dublin Bus scheduled services including Xpresso (excluding Airlink, Nitelink, Tours, Special Events and Private Contract services) and DART and Suburban Rail services
- Student Travelcard is required to obtain this discount.

## Dart



In Dublin, the electric rail system called the DART (Dublin Area Rapid Transit) is a quick and easy way to get around Dublin. It runs along the coast of the Irish Sea from Malahide or Howth in north County Dublin southwards as far as Greystones, Co Wicklow. DART services operate every 15 minutes all day.

Like the Bus a Leap Card can be used on the Dart and Luas. You can save up to 18% with Leap card versus cash fares. A Leap Card also offers flexibility, convenience and is safer than carrying cash.

**Luas** [www.luas.ie](http://www.luas.ie)

There are two Luas Lines



- **Red line:** runs from The Point to Tallaght
- **Green line:** runs from St. Stephens Green to Citywest.

### Fares

Fares vary depending on the length of your journey. A Leap Card is also available on Luas Lines at a discounted rate.

### Bicycle [www.dublinbikes.ie](http://www.dublinbikes.ie)

Coca-Cola Zero dublinbikes is a self-service bike rental system open to everyone from 14 years of age. It enables you to travel through the city centre, commute between home and work and get out and about to enjoy Dublin city at your leisure.

Coca-Cola Zero dublinbikes stations are distributed throughout the city centre to enable easy access and optimal use. Located in close proximity to each other, every station has a minimum of 15 stands in situ making it easy to enjoy the service.

You can enjoy the many benefits of an Annual Card for just €20. A 3 Day Ticket costs €5. The first 30 minutes of use is free on every bike.

There is a pay terminal at every station. All terminals accept an Annual Card and a 3 Day Ticket. A number of terminals have credit card facilities enabling you to purchase a 3 Day Ticket.

Go to [www.dublinbikes.ie](http://www.dublinbikes.ie) to register and for further information.



## **Getting to Dublin**

### **Airport**

There is one airport in Dublin located about 30 minutes from the city centre. You can reach the city centre by bus Airlink or Aircoach or by taxi.

The bus costs €7.00 and a taxi costs about €20.

### **Accommodation**

The following information is to give students an idea of what to look for when seeking accommodation in Ireland. The information below is only a general guide.

One of the biggest problems for any student visiting Ireland for the first time is finding suitable accommodation. At The English Academy we are here to help. We can discuss all available options with you prior to enrolment and we can even arrange accommodation for you.

#### **A. Initial Accommodation:**

The English Academy does not at present have on-campus accommodation. It is not advisable to agree to rent a flat or an apartment until you arrive in Dublin and actually see what you are being offered. It is unlikely that you will find suitable accommodation on the day that you arrive.

Therefore you may wish to book *temporary accommodation* in advance of your arrival. The normal procedure is for students to book themselves into a youth hostel/budget accommodation or bed and breakfast before they arrive.

The options are as follows:

**We can organise Hostel, Host Family, Student Residence, or Hotel accommodation for you**

#### **Host Families**

1. The English Academy can place students with a **host family** for the beginning of your stay. Some students stay with the host family for a year. Many students stay with a host family for less than one month and then decide whether they want to stay there longer or organise rented accommodation with people they meet on their course.

2. We can organise for you to stay with an Irish family. The price is €175 per week which includes a room usually with ensuite bathroom. Breakfast and evening meal is included. A lot of students stay with a family when they come to Ireland first, but it is expensive so you can book for say just two weeks, then if you like it you can stay longer or leave for cheaper accommodation. Host families usually also have Wifi internet access available for you.

### **General Information about the host families**

All host families live outside the city centre in the suburbs of Dublin. This means that all clients who select host family accommodation will travel to and from School by bus or train. The average journey will take 15 - 25 minutes.

Host family details will be emailed to the student one week prior to the arrival date. The family details include the name, address and telephone number, together with the first names. We also advise the approximate bus or train journey each client may expect when travelling to and from school.

The family will provide a fresh set of towels each week and change the bed linen once per week. The family will also include the student's basic laundry items, such as, jeans, tee-shirts and underwear once per week. Students cannot expect the host family to wash delicate items of clothing or heavy woollen jumpers.

The family will also provide breakfast and evening dinner. Special vegetarian meals and other dietary requirements can be catered for provided enough notice is given.

### **Sample Host Family Menu**

Breakfast: Cereal and milk; toast, butter, jam; with tea or coffee

Evening dinner: Fish or meat with vegetables, dessert or fruit; tea or coffee

*To help you make the most of their stay with an Irish family, please remember the following elements...*

- Living with a family is not like staying in a hotel, so we advise all students to help their host mother to clear away the table after the evening meal. Such a little act can really improve the contact and quality of the relationship between the client and the family.
- Most families cannot provide en-suite bathroom facilities therefore students must remember that they will share the bathroom.

- It is important that they leave the bathroom clean and tidy, for the next person.
- Keep their bedroom neat and tidy and place all rubbish in the bin. Remember to return home for evening dinner for 18.00 hours approximately, as agreed between each student and their family.
- If a student cannot return home for dinner, then the family will keep the dinner to be reheated later that evening. However it is very important that the student informs their family that they will be late home.
- Students returning home late at night must show consideration for the host family and their children who may already be asleep in bed.
- Students are permitted to make reverse charge telephone calls with the assistance and permission of the host family.
- Any damage caused by the student to the family home or property must be paid for by the client.

**If you require to be placed with a host family, Please give us as much notice as possible as host families are scarce. The current price is €175 per week**

## **2. Hostels**

Dublin has lots of good quality safe hostels from approximately 100 euro per week. The problem is you will be sharing rooms with other people and hostels are notorious for increasing their prices at weekends. Look at the website [www.hosteldublin.com](http://www.hosteldublin.com) for more information.

In Ireland hostels are generally operated by Independent Holiday Hostels (IHH) or Hostelling International groups such as An Óige. The latter is a membership organisation and international visitors can purchase a guest card for brief stays. The independent hostels are cheaper and tend to be more informal. An Óige can be contacted at +353-1-8304555 / fax +353-1-8305808 for bookings in advance. A list of the 120 IHH hostels can be obtained from 57 Lower Gardiner St, Dublin 1 or phone +353-1-8364700 / fax +353-1-8364710. Prices vary across the year and also by location but you should expect to pay approximately €15 per night in a private room.

**The English Academy recommends Iasc's, Paddy's Palace and Jacobs Inn, all in Dublin 1 and all within a ten minute walk of the school.**

See attached list of hostels

3. **Bed and Breakfasts** (or B&Bs) are also very popular in Ireland. These are clean, relatively cheap and well-provided large family homes to be found in every town and city of Ireland. A comfortable bed and more than ample (usually meat-based) breakfasts are the standard fare for B&Bs. Those registered with the Irish Tourist Board ó Failte Ireland - tend to be of better quality and it is always advisable to book ahead if possible. A comprehensive list of such accommodation can be viewed at their <http://www.ireland.travel.ie/>

You might consider referring to the 'Accommodation' sections of the <http://travel.roughguides.com/> and <http://www.lonelyplanet.com/destinations/europe/ireland/> guidebooks (and online) for more detailed information about initial accommodation.

#### **4. Student Residence Accommodation**

This is becoming an increasingly popular choice with students as accommodation is usually of a very high standard and provides greater freedom than host family accommodation. However accommodation in student residences tends to book out very quickly particularly in high season.

**The English Academy** has its own apartment in Jervis Place, Dublin 1 which we let exclusively to students of the School. Unfortunately as it is less than a 10 minute walk to the school it is extremely popular and is usually booked out months in advance.

**Herberton Student Residence** (which is run by Chubb Properties) offers high class living accommodation in Dublin 8 to students studying in Ireland. Students can contact them directly as follows: Tel: 01-676 8788 or view the apartments on [www.chubbproperties.com](http://www.chubbproperties.com)

The same company also run a smaller residence in the City Centre called JBø. It is more expensive than Herberton and is very popular with University Students so it tends to be sold out between September and May each year.

**The Griffith Halls of Residence**, which is part of Griffith College offers living accommodation to students studying in Ireland. Students can contact them directly as follows: Tel: 00 353 1 4150 400 Fax 00 353 1 4549265 Email [accommodation@gcd.ie](mailto:accommodation@gcd.ie) Website [www.gcd.ie](http://www.gcd.ie)

**Shanowen Square**, Dublin 9. Located less than 20 minutes from the city centre, all major transport services are available. Shanowen Square is right beside one of the major universities in Dublin - Dublin City University (DCU), Dublin.

Shanowen is a self catering student accommodation, in Dublin, suitable for students of all nationalities.

For further details Phone: (01) 8623842 or email: [info@shanowensquare.com](mailto:info@shanowensquare.com)

## **5.Hotels**

Next door to the School is a 4 star Best Western hotel offering preferential rates for students of The English Academy.

Check out [www.academyplazahotel.ie](http://www.academyplazahotel.ie)

Single room only rates are available from €350 per week. If you are sharing with a friend prices start from just €200 per week. Meals are also available on request.

We also highly recommend **Cassidy's Hotel**, a mere 3 minute walk from the school and regarded as a little Gem in the city centre. Preferential rates for English Academy students start at €50 per night for Bed and Breakfast.

## **Longer-term accommodation:**

### **Rent a room in an apartment**

Dublin city centre has hundreds of modern apartments, many workers, foreigners & students have rooms to rent out in 2 or 3 bed apartments. The rent is normally 300-400 euro per month. It is cheaper than Host family and it gives you more freedom. You have to be in Ireland though to arrange it as the other people in the apartment will want to meet you first. Rooms to rent can be located on the popular website [www.daft.ie](http://www.daft.ie) A lot of our students make friends in the college and get together to rent an apartment.

## List of hostels

<p><b>Abbey Court</b> 29 Bachelors Walk Dublin 1 Tel: +353-1-878 0700 Fax: +353-1-878 0719 Email: info@abbey-court.com Website: <a href="http://www.abbey-court.com">www.abbey-court.com</a></p> <p><b>Abraham House</b> 82/83 Lr. Gardiner Street, Dublin 1 Tel: +353-1-855 0600 Fax: +353-1-855 0598 Email: stay@abraham-house.ie Website: <a href="http://www.abraham-house.ie">www.abraham-house.ie</a></p> <p><b>Ashfield House</b> 19/20 DøOlier Street Dublin 2 Tel: +353-1-679 7734 Fax: +353-1-679 0852 Email: ashfield@indigo.ie Website: <a href="http://www.ashfieldhouse.ie">www.ashfieldhouse.ie</a></p> <p><b>Avalon House</b> 55 Aungier Street Dublin 2 Tel: +353-1-475 0001 Fax: +353-1-475 0303 Email: info@avalon-house.ie Website: <a href="http://www.avalon-house.ie">www.avalon-house.ie</a> Website: <a href="http://www.isaacs.ie">www.isaacs.ie</a></p> <p><b>Kinlay House</b> 2-12 Lord Edward Street, Dublin 2</p>	<p><b>Barnacles</b> Temple Bar House 19 Temple Lane Dublin 2 Tel: +353-1-671 6277 Fax: +353-1-671 6591 Email: tbh@barnacles.ie Website: <a href="http://www.barnacles.ie">www.barnacles.ie</a></p> <p><b>The Brewery Hostel</b> 22-23 Thomas Street Dublin 8 Tel: +353-1-453 8600 Fax: +353-1-453 8616 Email: brewery@irish-hostel.com</p> <p><b>Dublin International Youth Hostel</b> 61 Mountjoy Square Dublin 7 Tel: +353-1-830 1766 Fax: +353-1-830 1600 Email: dublininternational@anoige.ie Website: <a href="http://www.irelandyha.org">www.irelandyha.org</a></p> <p><b>Isaac's Hostel</b> 2/5 Frenchmanø Lane Dublin 1 Tel: +353-1-855 6215 Fax: +353-1-855 6574 Email: hostel@isaacs.ie Website: <a href="http://www.isaacs.ie">www.isaacs.ie</a></p> <p><b>Jacob's Inn</b> 21-28 Talbot Place, Dublin 1 Tel: +353-1-855 5660</p>
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<p>Tel: +353-1-679 6644  Fax: +353-1-679 7437  Email: info@kinlaydublin.ie  Website: www.kinlayhouse.ie</p> <p><b>Litton Lane Hostel</b>  2-4 Litton Lane  Dublin 1  Tel: +353-1-872 8389  Fax: +353-1-872 0039</p>	<p>Fax: +353-1-855 5664  Email: jacobs@isaacs.ie</p> <p><b>Marlborough Hostel</b>  81-82 Marlborough Street  Dublin 1  Tel: +353-1-874 7629/7812  Fax: +353-1-874 5172  Email: mail@marlboroughhostel.com  Website: www.marlboroughhostel.com</p>
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### **Searching for a Part- Time Job**

Many students in Ireland seek part time employment while studying in Ireland. Positions are advertised as follows:

- Student's notice board
- Daily Newspapers e.g. Evening Herald, Irish Independent, Irish Times, Examiner
- Shop Windows, Word of Mouth e.g. friends in your class in DIT
- Many students prepare a number of Curriculum Vitae/ Resumes, these are generally referred to in Ireland as a CV. Students visit places of work (shops, garages, restaurants, fast food restaurants, hotels etc) in person and leave their CV for review. Please note that you may be required to attend an interview for a position, if so, dress well and arrive early.
- The following web sites are also a good source of job listings:

www.fas.ie

[www.idaireland.com](http://www.idaireland.com)

www.recruitireland.com

[www.skillsbase.ie](http://www.skillsbase.ie)

www.nixers.com

www.jobshipireland.com

www.irishjobs.ie

www.monster.ie

To work in Ireland you need a **PPS number**

## What is a PPS number?

A Personal Public Services (PPS) number is a unique number that government bodies will use to identify you.

Before you can be allocated a PPS Number, you must show that you need one for a transaction with a specified body. For example, if you are taking up employment, you need a PPS Number to register with the Revenue Commissioners. However, looking for work is not a transaction with a specified body

### **Note:**

The PPS number itself does not convey any rights to residency, employment or benefits in Ireland where other conditions apply.

## I am moving to Ireland soon - how do I get a PPS Number?

- You cannot apply for a PPS Number before you arrive in Ireland.
- You must be living in Ireland to apply for a PPS Number.
- Before you can be allocated a PPS Number, you must show that one is required for a transaction with a specified body.
- You will be asked to produce documentary evidence of identity and residence in Ireland. Different documentary evidence will be required, depending on your nationality.

## To get a PPS Number,

- You will need to fill out an application form and provide proof of your identity. For this you will need to produce the following documents:
  - **EU/EEA Citizen** - Your passport or national identity card and evidence of your address in Ireland, such as a utility bill with your name on it
  - **Non EU/EEA Citizen** - Your passport and evidence of your address in Ireland, such as a utility bill with your name on it.

## Where do I go?

Contact Details

Intreo Centre



**Address:**197/199 Parnell Street, Dublin 1

**Phone:** (01) 8899500

**Opening Hours:** 9:30 - 16:00, Open Thu. 10:30

## **Opening a Bank Account**

There are several national banks in Ireland, **Bank of Ireland, AIB** and **Ulster Bank**.

To open any bank account, you are required by law to show valid proof of identity, complete with photograph and proof of address. On request, the administrator can provide a letter confirming you are a student and listing your home and Dublin addresses.

## The English Academy

### Timetable

Morning	Monday	Tuesday	Wednesday	Thursday	Friday
9.30 - 11.00	<b>Class (MCT)</b>	<b>Class (MCT)</b>	<b>Class (MCT)</b>	<b>Class (MCT)</b>	<b>Class (MCT)</b>
11.00-11.15	Break	Break	Break	Break	Break
11.15-12.45	<b>Class (MCT)</b>	<b>Skills lesson</b>	<b>Class (MCT)</b>	<b>Skills lesson</b>	<b>Class (MCT)</b>
Afternoon	Monday	Tuesday	Wednesday	Thursday	Friday
13.45-15.15	<b>Class (MCT)</b>	<b>Class (MCT)</b>	<b>Class (MCT)</b>	<b>Class (MCT)</b>	<b>Class (MCT)</b>
15.15-15.30	Break	Break	Break	Break	Break
15.30-17.00	<b>Class (MCT)</b>	<b>Skills lesson</b>	<b>Class (MCT)</b>	<b>Skills lesson</b>	<b>Class (MCT)</b>

There are two times when students can study.

- 9.30-12.45 hrs
- 13.45 -17.00 hrs

All classes are three hours long and are held five days a week with a total of 15 hours of classes per week.

To facilitate a better learning environment and to provide access to a wider range of methodologies, approaches and styles the classes will be shared with two teachers. The main class teacher -MCTø will teach the class for 12 hours and the second teacher will deliver two -Skills lessonsø a week which are specifically designed to help students develop and practice the particular language skills necessary to progress in a language at each level.

## Student pathway through the school

### Registration- students can register to join the school

- By email
- Walk-in/by visiting the school.

### When a student requests to join the school the following processes are set in motion

- Initial enquiry
- Level test
- Placement in class appropriate to their level

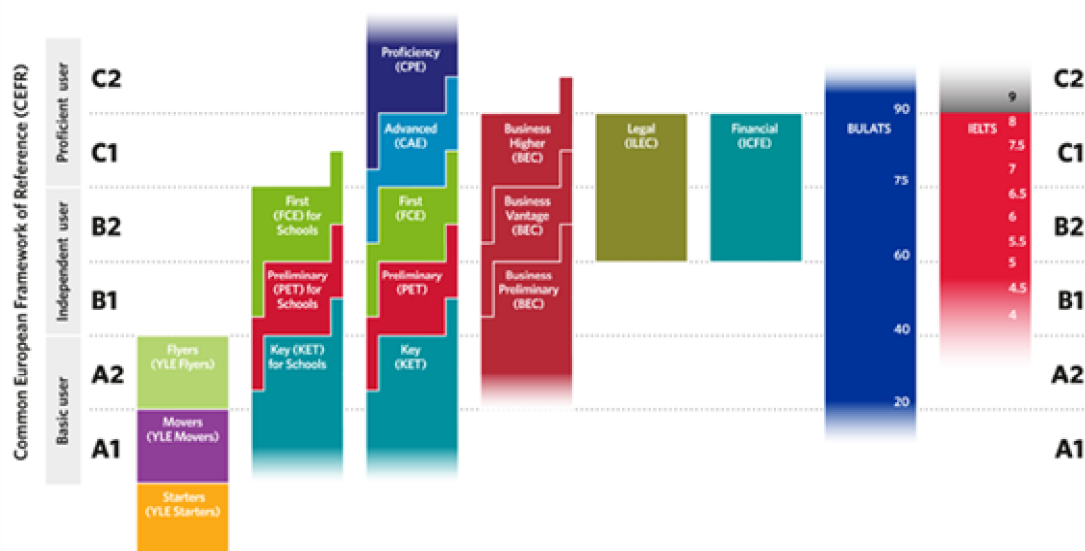
- Provision of materials for that level
- Reassessment of level by class teacher
- Tutorial with teacher to ensure the student is happy
- Possible change to another level
- Change the materials for the new level
- Formative assessment in the form of weekly tests and continuous assessment by the teacher
- A record is kept of student progress by the teacher and administration.
- Students provide feedback on their experience in the class and school.
- A leaver certificate and report is given to all students of successful completion of their course.
- Students keep in touch with the school and give us information about how they are doing.

## Levels at the English Academy

CEFR	The English Academy	Cambridge Exam
A1	ELEMENTARY	
A2	PRE-INTERMEDIATE	KEY ENGLISH TEST – KET or TRINITY FOUNDATION
B1	INTERMEDIATE	PRELIMINARY ENGLISH -PET
B2	UPPER- INTERMEDIATE	CAMBRIDGE FIRST - FCE
C1	ADVANCED	CAMBRIDGE ADVANCED -CAE
C2	PROFICIENCY	PROFICIENCY - CPE

## Cambridge English

A range of exams to meet different needs



The CEFR sets out the learning outcomes for students studying at different levels as a form of self-assessment of skills for students to use at the end of their course.

During and after your course you can check the list below to see if you have progressed.

	A1 (Elementary)	A2 (Pre-intermediate)	B1 (Intermediate)
Listening	I can recognise familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (eg very basic personal and family information, shopping, local geography, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.
Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.
Spoken Interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.
Spoken Production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.
Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages relating to matters in areas of immediate need. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.

	B2 (Upper-intermediate)	C1 (Advanced)	C2 (Proficiency)
Listening	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signaled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.
Reading	I can read articles and reports concerned with contemporary problems in which the writers adopt particular stances or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
Spoken Interaction	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, account for and sustaining my views.	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, account for and sustaining my views.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
Spoken Production	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
Writing	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write detailed expositions of complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can write different kinds of texts in an assured, personal, style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

Common European Framework of Reference for Languages: Learning, teaching, assessment. 2001. Council of Europe. Cambridge University Press.

If a student successfully completes a course at the English Academy or passes the relevant Cambridge exam they will be moved to the next level on re-starting their course.

## Before starting class

A student can join The English Academy classes by applying by email or in person.

**E-mail applicants.** (email: [admissions@theenglishacademy.ie](mailto:admissions@theenglishacademy.ie) )

- If a student requests information by email, they will receive a reply within 24 hours with information about the school, the timetable, the price list, a level test and an application form.
- The student is required to complete the level test in 30 minutes without referring to a dictionary or the internet.
- The student returns the test together with a completed application form and a copy of their passport or ID.
- The tests are corrected by the administrator who will check availability and offer the student a place on the course.
- If the student accepts the place, he is required to pay a deposit to secure this and pay the balance before starting the course.
- The student will then receive a copy of the syllabus he will study and some recommended reading/ listening/grammar materials and websites to visit.
- The student is also given information about flights and accommodation available in Dublin. If required the school can provide accommodation in a host family. (see below)
- Students from non-EU countries are given information about applying for a study visa in Ireland. Once they have paid their course fees a letter of invitation will be sent to them by courier, this is to be shown to immigration officers at the airport.

### **Walk-in applicants.**

- When a prospective student arrives at reception, they are given information about the school, the timetable, price list and the classes. They are invited to take a level test without obligation to sign up.
- Students are brought to the test room where they are given the test. After 30 minutes, the test administrator corrects their test and tells them their level. The Director of Studies will talk to students to assess their oral fluency when required.
- Students complete an application form, which will be kept on file together with their test for future reference.
- The student is offered a place and is expected to pay in full before the course starts. The students are allowed start a class any Monday if there is availability at their level.
- If there is no availability at that time, students will be placed on a waiting list and contacted as soon as a place becomes available.
- Non-EU students are required to show their passport with their current visa status on it. If a student needs to renew their visa, they must ask their previous school to send a letter of attendance to the GNIB.

### **Non-EU Passport Holders.**

Non-EU students follow the same procedure as EU students when joining the school but there a number of other areas that need to be adhered to.

- **Visas and immigration**

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All citizens of the EU can study in Ireland without a study visa or restriction. The citizens of many non-EU countries do not need an entry visa before coming to Ireland. The Department of Foreign Affairs website lists those countries whose citizens do not need an entry visa, a copy of this list is available to the administration department of The English Academy at all times. Advice on Visa requirements are given to students when applicable. Prospective students are given information on



- a. Whether they require a visa or not
- b. How to procure a visa if required.

Prospective visa requiring students are advised to contact their nearest Irish embassy or consulate before enrolling to check whether they need a visa and whether they need to comply with any other requirements. In addition to find out how long the local Embassy is taking to process applications. Students are always advised to allow plenty of time to prepare and submit their application. Students are referred to the The Department of Foreign Affairs webpage containing a list of Irish embassies, consulates and missions. Even if a non-EU student does not need a visa, they are informed that they must have certain documents to show the immigration officer at the point of entry into the country:

- Their passport;
- Their English Academy acceptance letter (letter of Invitation)
- Their return airline ticket (helpful but not strictly necessary)

If their documents are in order they will receive a passport stamp indicating the time period during which they should visit the Garda National Immigration Bureau (GNIB) in Dublin to receive their permission to stay and their registration card (GNIB Green card). The time allowed between entering the country and registering with the GNIB usually varies between 7 days and 1 month.

*It is important to note that on entering Ireland students will be given a status by the immigration officer that cannot be changed within the State, e.g. if they enter as a tourist they may not change this status to a student without leaving Ireland and re-entering.*

- **Garda National Immigration Bureau (GNIB)**

The GNIB is located 10 minutes walk from The English Academy building at Burgh Quay (see address details below). All non-nationals who are not citizens of an EU state, the European Economic Area or Switzerland, must register with the GNIB to receive a registration card.

**To register, a student needs to present the following documents:**

1. A valid up to date passport;
2. A letter from the English Academy stating full tuition fees have been paid;

3. For non-EU visiting students staying for less than 90 days, a letter from the School stating you are a registered student at The English Academy. To ensure smooth registration all such letters are sent directly to GNIB by the School's administration by registered post at least a week before the student is told to present themselves for registration.
4. For students planning to study in Ireland for more than 90 days and up to 12 months, they will be required to demonstrate that they have access to a minimum of €500.00 per month of their stay or €3,000.00, whichever is the lesser (i.e. if they will be here for four months, they will need to show they have access to €2,000.00). If they are studying for a period equal to or greater than six months and up to one year, you will be required to demonstrate you have access to a minimum of €3,000.00. Further information can be found at <http://www.inis.gov.ie/en/INIS/Pages/WP11000003>.
5. International students will be required to provide an up to date bank statement from an Irish bank (in their own name) showing these funds. It will need to have an official stamp on it which can be requested from the branch you open your account with. **A receipt from an ATM machine will not suffice.** Bank statements from non-Irish banks will not be accepted. The School's administration aid the student in the process of opening an Irish bank account (see below).
6. Application fee (to GNIB) of €300 payable by credit /debit card or bank giro (**not cash**).
7. Evidence that they have private medical insurance suitable for Irish Hospitals with a minimum of €2,500,000 of cover. The English Academy have an arrangement with the leading underwriters of such insurance in Ireland to provide cover for a nominal fee to all International students. (The English Academy informs all prospective students of the rules and regulations surrounding medical insurance and are offered the opportunity to purchase a policy. Students are sent comprehensive information on the policy on offer by email. Students are also given the opportunity to purchase their own policy through their own brokers/agents if they so desire).
8. An immigration officer interviews all visa applicants and if all your documents are in order the process is usually straightforward; however, the officer is entitled to seek further documentation.

## **Address Details**

### **Garda National Immigration Bureau**

13614 Burgh Quay, Dublin 2

Tel. +353 1 666 9100; Email: gnib\_dv@garda.ie

Website: [www.garda.ie/gnib](http://www.garda.ie/gnib)

### **Opening hours for students are as follows;**

Monday's from: 9.00am to 2.00 pm

Tuesday, Wednesday and Thursday from: 9.00 am to 10.00 pm

Friday's from: 9.00 am to 4.00 pm.

- **Health Insurance**

All non-EU students must have private medical insurance in order to obtain permission to stay in Ireland or a visa. The insurance policy must provide private medical insurance suitable for **Irish Hospitals with a minimum of €2,500,000 of cover**. The English Academy have an arrangement with the leading underwriters of such insurance in Ireland to provide cover for a nominal fee to all International students. The English Academy informs all prospective students of the rules and regulations surrounding medical insurance when they enquire about joining the school. Students are offered the opportunity to purchase a policy before buying a course. Students are sent comprehensive information on the policy on offer by email. Students are also given the opportunity to purchase their own policy through their own brokers/agents if they so desire.

For more information on this, please contact reception or email [admissions@theenglishacademy.ie](mailto:admissions@theenglishacademy.ie)

- **Re-entry Visas**

A first visa for Ireland will generally be a single entry (long term study) visa. If a student has a valid reason for leaving Ireland for a short period, they must apply for a Re-entry visa in advance of making any arrangements. The school administration will provide a letter for this purpose provided that the student has

previously registered with GNIB and are attending your course satisfactorily. Supporting evidence of the above will be requested before a letter can be issued.

If they are traveling from Ireland to a country other than their own country, it is ultimately the student's own responsibility to find out if they require a visa for the third country but obviously the School administration will give assistance to the best of their ability.

**NOTE:** a visa must be obtained from the UK authorities prior to travelling to Northern Ireland. Northern Ireland consists of Counties Antrim, Armagh, Derry, Down, Fermanagh and Tyrone. A student will also technically require a visa to re-enter the Republic of Ireland from the North. A multi-entry visa will allow a student to leave and re-enter the State any number of times within the dates shown on your visa.

- **Study Visa Renewal**

The student is responsible for renewing their GNIB registration card each time it expires. The English Academy will issue a letter to GNIB to support this provided they have been attending their course and fulfilling all the necessary requirements. Any breach of their visa conditions will lead to a review of their status by GNIB and possible removal from the State and/or bar on re-entry.

## **Holidays**

The following are the times the school will be closed

### **Holidays 2015 - Public**

- New Year's Day
- St. Patrick's Day
- Easter Monday
- May Holiday
- June Holiday
- August Holiday
- October Holiday
- Christmas day
- St. Stephen's Day

The school closes for two weeks at Christmas and on Good Friday

## In Class

- Students are assigned to a class according to their initial placement test results.
- Once in class the teacher reassesses the student to ensure he is in the correct level. This usually takes two days. If the student is not in the correct level, he will be moved to the class suitable for his level.
- The student rents a course book when they start class the money is refunded on return of the book. **The book must be in re-usable condition or the money will not be refunded.**
- Students are expected to attend class everyday and attendance registers are kept by the teacher. Non EU students who require a visa must have a minimum attendance **of 85%**.
- Lessons have clear aims and objectives and follow the syllabus designed by the academic director based on the CEFR and Cambridge English exam for that level.
- Although the teachers are guided by the requirements of the syllabus and the final test, they do not teach towards the test so lots of activities and materials are used to supplement each lesson.
- Classes at the English academy are student centred and emphasis is placed on communication, between students and students and students and teachers.
- All aspects of language learning are incorporated into lessons to encourage learning and ensure the integration of skills as they are used in everyday life.
- Pronunciation practice and correction are also integral parts of all language lessons.
- The language skills lessons provide practice in listening, reading, writing and speaking and an opportunity to work with a different teachers methods and approaches to teaching.
- The teachers are dynamic in their approach to the class and use a variety of teaching methods and techniques to deliver their lessons and ensure classes are not boring or repetitive.
- Individual, group and pair work is used depending on the needs of each activity or lesson.
- No one is made feel uncomfortable because of their age, level or culture thus the affective filter remains low and learning can take place.

## Changing level

- If a student feels they are in the wrong level they should talk to their teacher who will explain why they feel the student should remain there or they will talk to the academic director about moving the student.
- If the teacher does not wish to move a student but the student still wants to move they should talk to the academic director who will assess their level through a written and oral test if necessary.
- If the student achieves 75% in the level change test and the Academic director feels they are able for the challenge of the next level they will be moved.
- On changing level, course books will be changed at reception.
- If a student successfully completes a course at the English Academy or passes the relevant Cambridge exam, they will be moved to the next level on re-starting their course.

## Finishing class

1. When students complete their course they are given
  - a) A certificate of attendance which shows their level and amount of time they have studied.
  - b) A report on their progress with their final overall mark for reading, writing, listening and speaking.

Students are requested to complete a leavers questionnaire when finishing their course. These are reviewed by management regularly.

## Assessment

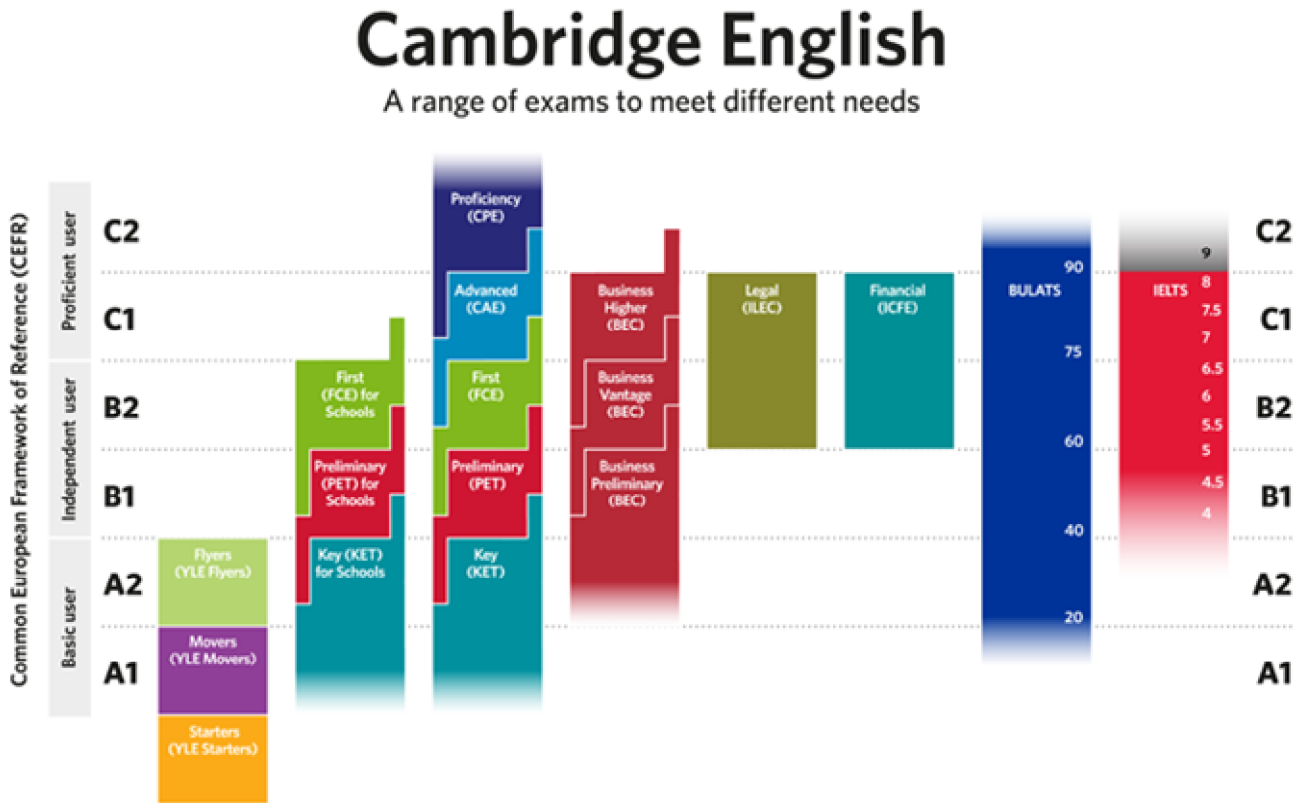
Students are assessed in three ways at the English Academy

1. **Initial placement test** when you apply to join the school. This determines the level you start at.
2. **Weekly class tests**, which chart your progress through the course and allow the academic staff to identify what areas you need to focus on. These tests help the academic staff to chart your progress and measure your rate of progress.
3. **A final end of course test** which is either the Cambridge Exam for your level or the English Academy School Test. These test help the academic staff to determine whether you are ready for the next level of your English language studies.

## Cambridge Exams.

The English Academy is a University of Cambridge Exam Centre. All lower and upper main suite exams can be taken in the school.

The diagram below shows the Cambridge English Exams aligned against the six levels of the CEFR



### Exam Centre Manager:

Paul Seaver (pseaver@theenglishacademy.ie)

Paul is responsible for all Cambridge English Exams that take place in the English academy.

### Head of Exams:

Deirdre Byrne (dbyrne@theenglishacademy.ie)

If you have any queries or doubts about which exam to take, please contact Deirdre.

### How to register for an exam.

- Consult your teacher about whether you are ready to take the exam or not
- Do a practice test and take what feedback you are given- remember the academic staff wants you to pass so they will only give you advice that they believe will help you.
- Get a *registration form* at reception.

- Complete the form and sign the permission to take your photo on the back of the form. All candidates have their photo taken by the supervisor on the day of the speaking test. This photo is uploaded to a secure Online Results Verification website for use by organisations wishing to verify a result. Candidates will be able to control who can access their result and view their photo. The photo taken on the day of the test, along with the candidate's result, name, date of birth and gender, will be available on the secure Online Results Verification.
- Pay the required exam fee.
- Receive your Confirmation of Entry and Exam Timetable by email.

### Preparing for an Exam.

- All classes in the English Academy are exam preparation classes. However, that does not mean you will only do exam practice in class.
- Cambridge Exams are general English Exams and therefore they require that you have a good level of English as well as exam skills and techniques if you are to obtain a pass in these exams. As a result, we ensure that all areas of English language learning, teaching and skills are covered in class.
- Your teacher will give you exam practice materials to do for homework and nearer the exam date more past exam papers will be used in class. It is important that you complete all written work set by your teacher as the Writing Papers carry 20% of the overall marks.
- If you have any worries or doubts about your exam or level or need more exam practice contact Deirdre.
- The teachers at the English Academy are trained speaking examiners and can give you expert advice on how to pass the speaking component of the exam.

### How the exams are graded

Grade	KET	PET
Pass	70-84%	70-84%
Merit	85-89%	85-89%
Distinction	90-100%	90-100%

Grade	FCE	CAE	CPE
Pass C	60-74%	60-74%	60-74%
Pass B	75-79%	75-79%	75-79%
Pass A	80-100%	80-100%	80-100%



## Places of Importance in the School

### 1. Reception

The reception desk at The English Academy is your first point of interaction with the school. It is where you started your time here. The staff are helpful and friendly and willing to assist with any queries. They will help you find a solution to whatever doubt or question you have and will direct you to the place or person you need to find.

#### All the following can be obtained at reception

- Timetable and price list
- Student Card application forms
- Maps of Dublin
- Tourist information
- Certificates
- Reports
- Copy of syllabus
- Information about the school; exams and classes
- Exam registration forms.
- Student letters (these must be requested in advance)
  - i. PPS letter
  - ii. Bank Account letter
  - iii. Letter of attendance
  - iv. Letter of invitation
  - v. Visa related letters
  - vi. Proof of study letters
- Class change request forms
- Complaint forms.

Remember that the administration staff are here to help so it is important that they are treated with respect and given time to explain things to you or to help you find what you need. Remember patience is the key to language learning.

**Library:** The library is a quiet area where students are able to study without interruption from other students. The library contains books for self-study or for reading and a catalogue of penguin readers which can be obtained at the reception desk.

**Student common area:** The student common area contains 10 computers with internet connection. There is wifi in the entire building so students can bring their own devices to use for study.

**Coffee Shop:** The school coffee shop is located adjacent to the student common area. This is only open during break times and when no classes are going on.

**Directors Office:** The directors office is located next to reception. An open door policy is operated and students are free to speak to the directors when they are available. However, good manners should prevail and students are requested not to try to enter the room when another person is in there.

## **School Rules/ Code of Conduct**

It is expected that students obey all the school rules. These rules are read out at the beginning of class each Monday.

The main rules in class are:

- No mobile phones
- No language other than English
- Students must be on time for class. Students who arrive late will not be allowed enter until break time (see school timetable).

**Other rules are also included in our code of conduct and breaches of these will result in disciplinary action or expulsion**

### **Breaches of Code of Conduct**

The following are considered breaches of our code of conduct:

- Obstruction of, or improper interference with, the functions, duties or activities of any student, member of staff or other employee of the English Academy.
- Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on the English Academy premises

- Fraud, deceit, deception or dishonesty in relation to the English Academy or its staff or in connection with holding any position in the English Academy
- Action likely to cause injury or impair safety on the English Academy premises
- Sexual or racial harassment of any resident, member of staff or other employee of the English Academy or any authorised visitor to the English Academy.
- Any behaviour of a hostile or intimidatory nature aimed at individuals or groups of people.
- Damage to, or defacement of, the English Academy property or the property of other students or members of staff caused intentionally or recklessly, or misappropriation of such property
- Misuse or unauthorised use of the English Academy premises or items of property, including computer / network misuse.
- Conduct which constitutes a criminal offence where that conduct: Takes place on the English Academy premises, or affects or concerns other students or staff of the English Academy and damages the good name of the English Academy or constitutes misconduct within the terms of this code or is an offence of dishonesty.
- Breaches of the subsidiary codes (eg. Computer network use) where the behaviour complained of cannot be dealt with satisfactorily under those codes
- Behaviour which brings the English Academy into disrepute
- Failure to comply with proper directions given by an officer or employee of the English Academy

**A student who is suspected of breaching the Code of Conduct shall be subject to the English Academy Disciplinary Procedure.**

## **Disciplinary Procedure.**

If a student is suspected of breaching the code of conduct

- He will be informed that he is breaking the rules and told to stop doing this.
- If a student persists in breaking rules he may be asked to leave the class for the day
- A complaint/ incident form will be submitted and the student will be informed of this
- A meeting will be organized with the director, the student can have another person with them at the meeting for translation or clarification purposes.
- The student will be asked to explain their behavior and assurances will be required that the incident will not occur again.
- A report will be issued on the meeting and the student will be required to sign this.
- If the student persists in his unacceptable behavior he may be asked to leave the school. A report will be sent to immigration on this issue if the student is from outside the EU and on a student visa.

## **Teachers**

The English Academy's teachers are keenly aware of examination techniques and requirements. The English Academy measures its success based on the results of its students. Since its foundation, the aim of the English Academy has been to provide a level of teaching excellence which lets students optimise their grades, regardless of their level of ability. All teachers hold a primary degree from university plus a certificate in English Language teaching as required by the Irish Department of Education.

## Frequently Asked Questions

### **Will I be collected at the airport?**

Admissionø can arrange this, please contact the reception for details.

### **Where will I stay?**

Admissionø can organise a host family for you. The enclosed Accommodation Fact Sheet gives applicants an idea of what to look for when seeking accommodation in Ireland.

### **What should I do when I arrive in Ireland?**

- Visit Admissionø
- Attend inductions and registrations as scheduled.
- Register with the Garda National Immigration Bureau
- Renew your study visa before it expires.

### **Where is Admission's?**

Admissionø is located in reception of the school itself Scotch House, 6-7 Burgh Quay, Dublin 2.

### **How much money do I need for living expenses?**

Apart from tuition fees it is estimated that the cost of living in Dublin for one year is approximately €7,500.

### **I am not from the European Union. Can I work in Ireland while studying ?**

Most students have a part time job. International Students do not need a work permit for Ireland. An international student registered on a full time programme (the duration of which must be at least one year) is allowed to work up to 20 hours per week. All employees in Ireland have a PPS number for tax purposes. Therefore if you are looking for a job you must apply for a PPS number. Please see Admissionø for further details.

### **Eating in Ireland**

It is safe to eat all foods in Ireland. Do not be concerned about salads and tap water.

The best food market we can recommend is the Temple Bar Market which has a variety of Irish and other foodstuffs. We recommend Saturday mornings, the market opens from 9:00am

In general Asian Food is available from:

Oriental Emporium on Georges Street

Asian Market near Georges St.(it is on Drury Lane)

Chinese owned Asian food shop in Georges St.

Temple Bar Food Market, Temple Bar, Dublin (Recommend Saturday mornings)

Tesco is a large chain retail store which has a good variety of Asian food and ingredients

Japanese Restaurants:

AYA (besides Brown Thomas in citycentre) Clarendon Street, Dublin 2 +353 (0) 1 677 1544

Wagamama (Stephen's green) South King Street, Dublin 2 +353 (0) 1 478-2152

YAMAMORI (George's st.) 71 South Great George's Street, Dublin 2 +353 (0) 1 475 5001

## **Religious Information/ Houses of Worship**

Dublin Mosque

For information on bus routes, prayer halls, cultural centres etc please visit [www.islaminireland.com](http://www.islaminireland.com)

Islamic Foundation of Ireland,

Islamic Foundation of Ireland, 163 South Circular Road,

Dublin 8, Ireland.

Tel: (00 353 1) 4533242/4738276

Fax: (00 353 1) 4532785.

Email: [ifi@indigo.ie](mailto:ifi@indigo.ie)

Dublin Synagogues

### **Embassy of Israel**

Carrisbrook House, 122 Pembroke Road, Ballsbridge, Dublin 4, Ireland

Tel: 01 - 230 9400

Fax: 01 - 230 9446

Email: [info@dublin.mfa.gov.il](mailto:info@dublin.mfa.gov.il)

Consular Reception Hours :10.00-1.30 Mon óFri

### **Irish Jewish Community Office - Office Hours 9am-2pm**

Zion Road, Rathgar, Dublin,

Tel : 01 492 3751 Fax : 01 492 4680 Website: [www.irishjewishcommunity.com](http://www.irishjewishcommunity.com)

- **Jewish Home of Ireland**

Tel: 353-1-4972004 Email: [thejewishhomeofire@eircom.net](mailto:thejewishhomeofire@eircom.net)

- **Stratford College & National School incl. Kindergarten**

1 Zion Road, Rathgar, Dublin,

Tel : 01 492 2315 Fax : 01 492 0372

- **Terenure Hebrew Congregation - Ashkenazi, Orthodox**  
Rathfarnham Road, Terenure, Dublin 6, Irish Republic Tel: 353-1-4923751
- **The Jewish home of Ireland**  
Opening Hours : Services are held Friday evening at start of Sabbath and Sabbath morning  
Denmark Hill, Leinster Road West, Rathmines, Dublin, I  
Tel : 01-497-6258 Fax : 01-497-2018 Email : [thejewishhomeofirl@tinet.ie](mailto:thejewishhomeofirl@tinet.ie)

## Other Relevant Information

### Websites

Bus Routes and Timetables for Dublin	<a href="http://www.dublinbus.ie">www.dublinbus.ie</a>
DART Rail System	<a href="http://www.irishrail.ie/dart/home/">www.irishrail.ie/dart/home/</a>
Department of Foreign Affairs (Information on Embassies in Dublin)	<a href="http://foreignaffairs.gov.ie/">http://foreignaffairs.gov.ie/</a>
Dublin Institute of Technology	<a href="http://www.dit.ie">www.dit.ie</a>
ACELS, (regulatory body for language schools)	<a href="http://www.acels.ie">www.acels.ie</a>
Education Ireland	<a href="http://www.educationireland.ie">www.educationireland.ie</a>
Rights of International Studnets	<a href="http://www.immigrantcouncil.ie/factsheets.htm">http://www.immigrantcouncil.ie/factsheets.htm</a>
Information on education and the education system in Ireland	<a href="http://www.educationireland.ie">www.educationireland.ie</a>
Irish Counsel for International Students	<a href="http://www.icosirl.ie">www.icosirl.ie</a>
Luas Passenger Information System	<a href="http://www.luas.ie">www.luas.ie</a>
USIT ó Issues student identity cards so that students can avail of discounts on public transport.	<a href="http://www.usit.ie">www.usit.ie</a>
Bus and Tour Service	<a href="http://www.eirtrail.com">www.eirtrail.com</a>

## The English Academy Student Agreement

The following is an agreement between The English Academy and an intending student. Please make sure that you understand and sign this document before you complete your enrolment and pay your fees. Then keep a copy of the signed agreement for your records.

As an applicant for enrolment in an English Academy course(s), I agree to abide by the following:

- I understand that all courses at The English Academy require a prerequisite level of English for entry and that on or before commencement, The English Academy will test my English language ability and place me in an appropriate level according to my English ability.
- I understand that I will be assessed by The English Academy during the progress of my course and agree to accept the decision of The English Academy in relation to this placement and assessment.
- If I am on a Student Visa, I understand that on arrival and during my course, The English Academy has a duty by law to check that my visa details are correct and may need to notify any changes to the Irish Department of Immigration.
- I understand The English Academy Statement of Achievement will be issued without any grades achieved if my attendance is less than 80%. In addition, it will state "Overall attendance was unsatisfactory".
- I understand that if I hold an Irish Student Visa, The English Academy has an obligation to report me to the Irish Department of Immigration if my attendance is less than 80% or my performance in the course is consistently unsatisfactory.
- I understand that I cannot break my course for any reason and continue studying at a later date, all courses of 4 weeks or more are sold as consecutive week courses and failure to attend results in a loss of that class.
- I understand that I cannot transfer to another school or College during the period of my enrolled course without a written letter of release from The English Academy. I understand that a full week of tuition is payable in weeks that contain a public holiday, and that classes are not held on public holidays.
- If I am on a Student Visa, I understand I must notify The English Academy within seven (7) days of any change of address in Ireland and The English Academy will notify this change to the Irish Department of Immigration (where applicable).
- I understand that The English Academy, and its representatives and staff, will not be held liable for any loss, damages, death, illness or injuries to people or property which occur whilst students are on any activity or excursion organised by The English Academy. It is my sole responsibility to take out insurance against such risks.
- I understand that an Irish immigration requirement is that I have full medical cover while studying in Ireland. The English Academy recommends that before travelling abroad I take out comprehensive travel, accident and medical insurance either through the school or privately.
- I understand that The English Academy is required to share personal information about its students with the Irish Government and other designated authorities.
- I agree to pay course fees due at commencement at least four (4) weeks prior to the course start date.
- I understand that if my fees are overdue at any time during my course, I may be excluded from class and may be reported to the Irish Department of Immigration.
- I understand that The English Academy reserves the right to expel a student who does not adhere to the discipline code of the school as outlined in the Student Handbook, and that no refunds are provided in the case of expulsions.

**Disclaimer:** I understand that The English Academy has the right to alter its fees and conditions, cancel or defer its courses and alter class timetables and contact hours at any time without notice.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Refund & Cancellation Policy

Please read carefully

- Requests for refunds must be made in writing to the Director, The English Academy, 28-32 Upper O'Connell Street, Dublin 1.
- Tuition fees are not transferable to other institutions or other students once you commence your enrolment.
- The enrolment fee, material fee, telegraphic transfer fee and student visa government tax are non-refundable.
- All refunds will be paid to the person who has entered into the contract with The English Academy, unless the person gives a written direction to pay the refund to someone else. Refunds will be processed and paid within four (4) weeks of the receipt of the written notification. Refund cheques will be posted to the nominated address, or made available for collection from Administration.
- Bank charges are deducted from refunds made by overseas electronic transfer or bank draft.
- If the required visa is not granted, a full refund of tuition fees will be made, less administration costs of €250, provided that sufficient evidence of visa refusal is provided. from the Irish Department of Immigration.
- If written cancellation of the enrolment is received four (4) or more weeks prior to the initial course commencement 100% of tuition fees (less non-refundable deposit) will be refunded. If written cancellation of the enrolment is received less than four (4) weeks prior to the initial course commencement 50% of tuition fees (less non-refundable deposit) will be refunded.
- No refund will be given if a course is cancelled in the 7 days prior to commencement date.
- In the unlikely event of The English Academy being unable to provide a course for an enrolled student, all fees will be refunded in full.
- No refunds will be granted once the student commences studies at The English Academy unless the student has a legitimate complaint against The English Academy that can be substantiated under the Consumer Protection Laws.
- Refunds will not be granted if the Department of Immigration excludes you from continuing your studies, you withdraw from studies after the program begins, or you are expelled.
- Should a student become seriously ill or be required to return home due to exceptional circumstances of a compassionate nature (such as death or severe illness of the immediate family) and can no longer continue their study, The English Academy may refund the balance of unused tuition fees and accommodation fees. Requests for such a refund must be made in writing to the Managing Director.
- Exceptional fee refunds are wholly at the discretion of the Managing Director of The English Academy. Appropriate evidence, such as an original medical certificate or death certificate in English, will be required.
- In the unlikely event that The English Academy is unable to deliver your course in full, you will be offered a refund of all the course money from the day on which the course ceased being provided. The refund will be paid to you within 2 weeks of the day on which the course ceased. Alternatively, you may be offered enrolment in an alternative course by The English Academy at no extra cost to you. You have the right to choose whether you would prefer a refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## How many hours do I need to prepare for my exam?

Research suggests that it takes approximately **200 guided learning hours** for a language learner to progress from one level of the [Common European Framework of Reference \(CEFR\)](#) to the next.

For example, a candidate who has passed *Cambridge English: First (FCE)*, mapped at level B2 on the CEFR, might need approximately 200 hours of lessons and supervised study to prepare for the *Cambridge English: Advanced (CAE)*, which is mapped at level C1.

However, there are a number of factors that can affect how long it might take you to achieve your desired level of English, including:

- your language learning background
- the intensity of your study
- your age
- the amount of study/exposure outside of lesson times

The table below suggests how many hours you might need to spend to reach each level of the CEFR, but remember these figures are intended as a guideline only. You may require more or less time and support depending on your own needs.

### Common European Framework Guided Learning Hours (from beginner level)

CEFR Level	Cambridge English Exam	Number of Hours (approximate)
C2	<i>Cambridge English: Proficiency (CPE)</i>	1,000- 1,200
C1	<i>Cambridge English: Advanced (CAE)</i>	700- 800
B2	<i>Cambridge English: First (FCE)</i>	500- 600
B1	<i>Cambridge English: Preliminary (PET)</i>	350- 400

A2

*Cambridge English: Key (KET)*

180- 200