Welcome to DCAS

STUDENT HANDBOOK

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Revision 3.4

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Welcome

Welcome to Dublin College of Advanced Studies (DCAS). This document is intended to introduce you to the school. In the following pages you will find information on the facilities and services provided by the school and some details of DCAS policies.

How to Get Information

Most information from the school will be sent to you by email. It is also the quickest way to contact a member of staff. **Please ensure we have your correct email address,** or we will not be able to contact you as efficiently as we would like. All student requests and queries will be processed and answered within 2 working days.

Keeping Your Student Details Up to Date

Students wishing to update the school regarding a change in their circumstances (e.g. change of contact details, medical condition, emergency leave etc.) must contact reception or email admin@dcas.ie.

Opening Hours

MAIN CAMPUS (DCAS 1 – 98 Capel Street, Dublin 1)

Monday-Thursday 8.45 am to 5:15 pm / Friday 9:30 am – 5:15 pm

SECOND CAMPUS (DCAS 2 – 23/24 Foley St., Ulysses House, D1)

Monday-Thursday 8.45 am to 5:15 pm / Friday 12:30 pm – 5:15 pm

Contact Information

Reception		
DCAS 1 – Capel Street	01 878 3377	admin@dcas.ie
DCAS 2 – Foley Street	01 515 2883	admin@dcas.ie
Director of Studies		
David Kirwan	01 878 3377	david@dcas.ie
Assistant Director of Studies & Student Welfare Officer		
Cristina Dobrojan (DCAS1)	01 878 3377	cristina@dcas.ie
Conor Doonan (DCAS2)	01 515 2883	conor@dcas.ie
General Administration	01 878 3377	admin@dcas.ie
Marketing/Admissions	01 878 3377	sales@dcas.ie
General Enquiries	01 878 3377	info@dcas.ie
Emergency Number out-of-hours	087 193 6500	

Student Orientation & Induction

Each student must attend an induction session that usually takes place on the same day as the placement test. In the induction session students will be introduced to the structure of the school and key personnel. Students will also hear about our punctuality policy, attendance policy and the rules of the school. Students will also receive information about the end-of-course exam and sign an agreement that they understand their rights and obligations, including the obligation to sit the end-of-course exam.

Students are provided with a map highlighting the location of the Local Immigration Office (INIS). The induction process begins during enrolment and registration; nonetheless, students are required to attend induction to ensure they are as familiar as possible with their chosen course and with the school's policies and procedures. Induction makes students aware of their rights and responsibilities in relation to health and safety, discipline, student learning and development, complaints and grievances, appeals, information technology and any other relevant matters.

Placement Test

Before students begin their course, they sit a placement test in order to establish an appropriate level at which to commence their studies.

School Closure Days

The school is closed for 3 weeks for Christmas break (14th Dec 2020 to 1st Jan 2021). These weeks are not counted towards total class weeks.

DCAS also closes on other public holidays and Good Friday. These days are counted towards the total class period. The list of these 7 days each year is as follows:

1. St. Patrick's Day (17th March) – If this day falls on a Saturday or Sunday, the public holiday is observed on the following Monday
2. Good Friday (Friday that precedes Easter Sunday)
3. Easter Monday
4. May Bank Holiday (First Monday in May)
5. June Bank Holiday (First Monday in June)
6. August Bank Holiday (First Monday in August)
7. October Bank Holiday (Last Monday in October)

Language

English must always be used in the classroom and wherever possible in every part of the school. If you feel unable to express yourself adequately, some members of staff are fluent in Spanish, Portuguese, Mandarin and may be able to assist you.

Swearing or using abusive or hostile language is not permitted. If you are heard using such language, you may face disciplinary procedures.

Learner Protection

A Learner Protection Scheme is included in the 25-week full-time English course fee for Non-EU/EEA students. All English language schools are legally obliged to provide non-EU/EEA students with Learner Protection Insurance. This insurance ensures that those students' fees and courses are guaranteed, in the eventuality that 25-week full-time English language programmes become unavailable.

Registering with DCAS

The registration process is simple and can be carried out very quickly by following several easy steps in which you:

- Complete an Application Form and contact our Admissions Team prior to make a course payment
- Once in Ireland, complete the Student Induction
- Complete and sign the DCAS Enrolment Agreement
- DCAS will provide you with letters necessary to:
    - Obtain a student card
    - Register with INIS

Registering with the Irish National Immigration Service (INIS)

In order to obtain a student residence permission, please ensure you:

1. If you live in Dublin city or county, book an appointment for immigration registration at INIS website through this link: https://burghquayregistrationoffice.inis.gov.ie/ (you may book your appointment up to 10 weeks in advance, even before you travel to Ireland). If you live outside Dublin city or county, you must register at your regional registration office, managed by Garda: http://www.inis.gov.ie/en/INIS/Pages/registration-offices#offices

2. Request your documents (IRP Letter + Medical Insurance) at DCAS website on the Student Services section (https://www.dcas.ie/request-a-letter). Please note that documents are issued within 2 working days, so make sure you request the documents at least 1 week before your IRP appointment date.

3. Collect a copy of your Acceptance Letter (IRP Letter) and your private Medical Insurance certificate from DCAS at the school reception.

4. For your IRP appointment, remember to bring:

    a. Your passport (must be valid for at least another 8 months)

    b. Letter of Acceptance from DCAS (IRP Letter), also confirming that your course fees were paid in full

    c. Medical Insurance and Learner Protection certificate

    d. For 1st registration, you must demonstrate access to finances to a minimum amount of €3000 in one of the forms below:

        i. A statement in respect of an Irish bank account showing sufficient funds, where the student can open an Irish bank account

        ii. A current foreign bank statement not less than one month old, together with a past statement, for an account in the student's name (as in his or her passport) accompanied by a debit card in the same name and same bank account

        iii. Documentary evidence that money is held in trust for a student by a financial services body regulated in Ireland by the Central Bank of Ireland

        iv. A pre-paid credit or debit card(s) with a verification of the amount(s) in credit

    e. Personal Credit or Debit Card in order to make a €300 payment for the IRP registration

DCAS submits student details to INIS every Friday. Students should go to the INIS office at their appointment date and time.

Once the process is completed, students are issued an Irish Residence Permit (IRP) on a Stamp 2 (Student Visa), which is valid for up to 8 months. The IRP card will be sent by post to your Irish home address within 10 days.

Student Medical Insurance

All full-time non-EEA students are required to have private medical insurance, obtained either personally or through a group scheme operated by their school, at the time of their registration. DCAS provides a group private medical insurance scheme.

The procedures for attaining health insurance are as follows:

1. DCAS informs students of the insurance provision scheme in advance of their arrival in Ireland
2. Students are provided with a brief outline of the insurance coverage, such as the name of the insurance provider, cost, level of coverage etc.
3. The insurance policy is issued to students upon their arrival at DCAS

Starting Class

New students and students returning from holidays will get an email informing them when they need to (re)start their course in advance.

In the email they are informed of their timetable, campus location, level, teacher name and classroom.

Course Schedule

Clarity and consistency must be evident regarding students' timetabled hours. Academic Calendars are available at https://www.dcas.ie/student-services. Once a student is assigned a study period, they cannot change between morning and afternoon courses, apart from exceptional cases, at the school's discretion and with the student's agreement.

Class Timetable/Modes of Enrolment

English language programmes of study run Monday to Friday for 15 hours per week over a period of 25 weeks. Students commence classes on Mondays.

Morning classes are delivered from Monday to Thursday from 09:00am until 01:00pm with a 15-minute break between 11:00am and 11:15am.

Afternoon classes are delivered from Monday to Friday from 01:45pm until 05:00pm with a 15-minute break between 03:15pm and 03:30pm.

Changing Level

Students wishing to change level must consult with their teacher, who will decide whether they should sit a level progression exam based on the syllabus. If the student scores 75% or more, they may progress to the next level. Level change is only permitted on Mondays, or the first business day of the week.

External End-of-Course Examinations

Student visas dictate that all students must sit a final examination when their course is completed. It is the obligation of the school to register students for this external exam and it is the students' obligation to sit the exam accordingly.

Students are informed of the date and time of their exam. Following the exam, the results and certificates are available for collection in the Academic Department at DCAS1 (Lower Floor / Basement).

Queries about exam preparation can be addressed to any of the DCAS teachers. Queries about exam dates, times etc. are to be addressed to the ADoS: cristina@dcas.ie (DCAS1) or conor@dcas.ie (DCAS2).

Student Feedback

DCAS wants to provide students with the supportive and congenial environment needed to enable them to be successful in their studies and to get the most from their time in Dublin. At regular intervals, formal processes give you the opportunity to give feedback on the quality of the service provided. Nevertheless, if you have any comments about improving our facilities and services, feel free to contact a member of staff or share your experience using our online student feedback form: https://www.dcas.ie/feedback.

Attendance Policy

Attendance Rules:

Students who are on a Student Visa must attend class full-time (15 hours per week) and should aim for 100% attendance. All students must attend at least 85% of online classes, as required by the Irish Naturalisation and Immigration Services (INIS) (www.inis.gov.ie). Students' attendance rates are reported as routine to INIS every week.

Absence due to sickness:

On the first day of sickness and each day subsequently, the student must inform DCAS Administration (admin@dcas.ie) about their absence.

Students can only be excused from class for the specific dates on a medical certificate, which should be presented immediately to DCAS Administration on the first day of return to classes.

This applies to non-COVID-19 related illnesses and absences; for information regarding COVID-19 illnesses, please see below.

INTERIM AMENDMENT DURING COVID-19 PANDEMIC (updated for face-to-face classes from 21/09/2020):

In the event that you are displaying any Covid-19 symptoms, DO NOT come to class. Please contact the school immediately to inform us of your symptoms. Please contact any GP immediately to determine if you are a candidate for a test. The assessment with any GP is free of charge and you do not need to be a registered patient – please take advantage of this service if you are unwell.

1) If you are asked to be tested, please forward us the results right away. If you are given a negative result, you will be excused for the day from which you emailed the school until the day that you receive the negative test result. If you require further days off due to non-COVID illness, you will be required to receive a medical certificate from a GP for further excused days. If you receive a positive test, please inform the school as soon as possible so we can follow the proper protocol.

2) If you are not asked to be tested and instead only asked to self-isolate, please inform us as soon as the medical advice is given. Please note that regular absences due to uncertified sickness will not be excused from your attendance records.

NB How to get tested for COVID-19: https://www2.hse.ie/conditions/coronavirus/testing/how-to-get-tested.html.

Absence due to lack of participation:

Students are required to participate in the classes. Not participating in the learning activities (individual and group tasks) might lead to partial absence for that lesson. Participation in class is assessed according to three factors: 1) submission of work assigned by your teacher during class time; 2) response to your teacher in the lesson; 3) submission of your weekly progress test. These three elements are monitored by the Academic team and dealt with objectively. Teachers are instructed to record this data but do not make decisions on any resulting action taken. Teachers are consulted for their opinion on the general participation of individual students before action is taken.

Consequences of Poor Attendance:

If you do not comply with the Attendance Rules above, you will receive by email:

1. Warning: when your attendance is below 85% after week 4 of the course

2. Final warning: when your attendance is below 75% after week 8 of the course

3. Exit letter to student: when your attendance is below 65% after week 12 of the course

If you receive an Exit letter from DCAS due to poor attendance:

3.1 Your name is removed from the Attendance Register and you cannot attend classes anymore;

3.2 You have 5 working days to submit an appeal, which should be submitted to admin@dcas.ie (Please use the following format in the email: Subject: *ATTENDANCE APPEAL – "STUDENT NAME"*) along with supporting documentation (PDF attachment);

3.3 With regard to attendance appeals, the DCAS Management Committee makes a decision and responds by email within 5 working days; this decision is final.

If your appeal is approved by the committee: Your name is returned to the Attendance Register; Further uncertified absences will result in another Exit letter to you, which may lead to expulsion from the school.

If your appeal is rejected by the committee: an Exit letter is sent to INIS/GNIB, and you are expelled from the school, and fees paid are fully forfeited; INIS/GNIB are informed that you are no longer registered at the school. Your Study Visa and permission to stay in the country may be revoked.

Student Temporary Suspension:

If your attendance for a full week of classes (15h of classes, starting from Monday) is 0%, meaning that there has been a full "no-show" for all classes in a week, without notification, you will be temporarily suspended the following week. Your attendance will not drop any further during that week as you will be placed on an unscheduled break, during which you will have to contact the Academic Management to explain the reasons for your absence before returning to classes. If no action is taken by the student during the unscheduled break week, absences will be recorded from the following week and DCAS will apply, as normal, the steps described above under "Consequences of Poor Attendance".

Student Welfare:

The ADoS (Assistant Director of Studies), who provides pastoral care as part of their role as Student Welfare Officer, is on hand at DCAS 1 and DCAS 2, to meet students who wish to discuss attendance, as well as other, issues. During COVID-19 pandemic, support staff will be primarily

meeting students online. Please note that attendance issues can only be discussed in person before the Exit Letter to student, stage 3 ('Exit Letter to student' described above). Once the student receives an Exit Letter (to student), all further communication on the matter is by email; the student can submit an appeal to admin@dcas.ie along with supporting documentation.

Punctuality Policy

For the consideration of others and in compliance with INIS regulations:

1. Students must be on time for the start of class: all students must be in the online classroom when the class starts (09:00am for morning classes and 01:00pm for afternoon classes)

2. Students must return to class on time from breaks: all students must be in the online classroom when the class starts after break periods (11:15am for morning classes and 03:15pm for afternoon classes, unless your teacher has arranged breaks at different times, in that case you must return at the arranged time given by your teacher)

3. Late students can only enter the class during the first 15 minutes of class: (i.e. 09:01-09:15am or 01:01-01:15pm); all late students will be marked Late (L) on the register

4. Students arriving more than 15 minutes late for class will be marked absent for the period missed

5. Students leaving class early, to a maximum of 15 minutes before class end time (01:00pm / 05:00pm), will be marked Leaving Early (LE) on the register

6. Students leaving class more than 15 minutes before class end time (01:00pm / 05:00pm) will be marked absent for that study period

7. Students must not leave class for extended periods during lesson times: students may only leave class for essential bathroom breaks and emergencies, for no other reason

8. If a student is marked Late or Leaving Early more than once (1) in the same week, they will be marked as absent for any other L/LE in that study week

9. Lack of participation (being "online" in a virtual classroom but not really present, not participating in the learning activities) will lead to

a student being marked Leaving Early. This will happen once teachers face continuous difficulty in obtaining answers from a particular student, even if their "status" is "online", but they are constantly not replying

e.g. L/LE 2 times in a week = marked absent for 1 class period (i.e. Pre-break or Post-break)

L/LE 3 times in a week = marked absent for 2 class periods (equivalent to 1 day's attendance)

L/LE 4 times in a week = marked absent for 3 class periods (equivalent to 1.5 days' attendance)

L/LE 5 times in a week = marked absent for 4 class periods (equivalent to 2 days' attendance)

Complying with this policy will make the best of your study time and enhance everyone's learning experience.

Study Break Policy

For the consideration of others and in compliance with INIS regulations:

1. (AY) Academic Year students (25-week courses | 8-month study visa):

   1.1. Only one Study Break may be requested, along with supporting documents

   1.2. Total study break period must not exceed 5 weeks (including the 2-week Christmas holiday period)

   1.3. Students may request a Study Break of 2, 3, or 4 consecutive weeks during their 7-month study period (8-month study visa):

      1.3.1. One 2-week study break after completing 6 weeks of classes

      1.3.2. One 3-week study break after completing 9 weeks of classes

      1.3.3. One 4-week study break after completing 12 weeks of classes

   1.4. Study breaks must be requested at least 4 weeks in advance

2. (ST) Short-term students must request study breaks at the enrolment stage

3. Students are required to restart their course on the first business day of the week

4. Students returning from study breaks may be placed in a different class/campus on return.

Complying with this policy will make the best of your study time and enhance everyone's learning experience.

Unscheduled Breaks

In the event of exceptional circumstances, such as a serious illness or a family bereavement, students must contact the school immediately and let the school know of the nature of the circumstance and details about the length of time the student expects to be away from class.

Students should request it by email to admin@dcas.ie, which will be analysed by Academic Direction. Students can also request in person with the ADoS, who also looks after Students' Welfare and pastoral care. Students will be informed of the school's decision within 2 working days. Documentary evidence may be required to substantiate a request.

Student Disciplinary Policy & Code of Conduct

The aim of this policy is to address continuous breaches of conduct by students while attending a course at DCAS. Students, as part of their enrolment contract, agree to follow this Disciplinary Policy and adhere to the Code of Conduct displayed across the school. All breaches of Student Discipline will be recorded in the student's file.

Breaches of Student Discipline:

- Disrespect the 'always' and 'never' items listed in the DCAS Code of Conduct
- Continuous use of native language (L1) during class time
- Bullying and verbal abuse of any kind towards classmates, teachers or any member of staff
- Coming to school under the influence of alcohol or any other intoxicating substance
- Forging/falsifying records (signatures/L/LEs) on the Attendance Register (Final Written Warning is given)

- Stealing, physical assault, drinking of alcohol, fighting, vandalism, intentional damage to school property (Final Written Warning is given; Garda/police may also be informed)
- Illicit drug consumption in the school (Exit Letter is given; Garda/police will also be informed)

The list above is not exhaustive. Staff members may give warnings in other situations where discipline and behaviour are understood as inappropriate. All warnings are recorded in the student's profile on the school system.

Consequences of Breaches of Student Discipline:

If a student does not comply with the Student Discipline Policy, he/she will be subject to, according to the stages below and at the school's discretion, a warning, or more serious action, as described:

1. 1st Verbal Warning: If a staff member is unhappy with a student's behaviour, they can give them a warning. The staff will warn the student that if they misbehave again, they will be taken to the Assistant Director of Studies.
2. 2nd Verbal Warning: If the student misbehaves for a second time, he/she will be taken to the Assistant Director of Studies and warned about his/her behaviour.
3. 1st Written Warning: If the student misbehaves for a third time, he/she will be given a written warning by the Assistant Director of Studies. The student will be warned that if they misbehave again, they will be reported to the Director of Studies.
4. Final Written Warning: If the student misbehaves for a fourth time or commits a serious offence, he/she will be taken to the Director of Studies and warned about his/her behaviour. Another staff will also be present while final warning is given. If they misbehave again, he/she may be expelled from the school.
5. Exit Letter sent to student: After receiving a Final Warning Letter, if the student misbehaves again, he/she will be expelled from the school.

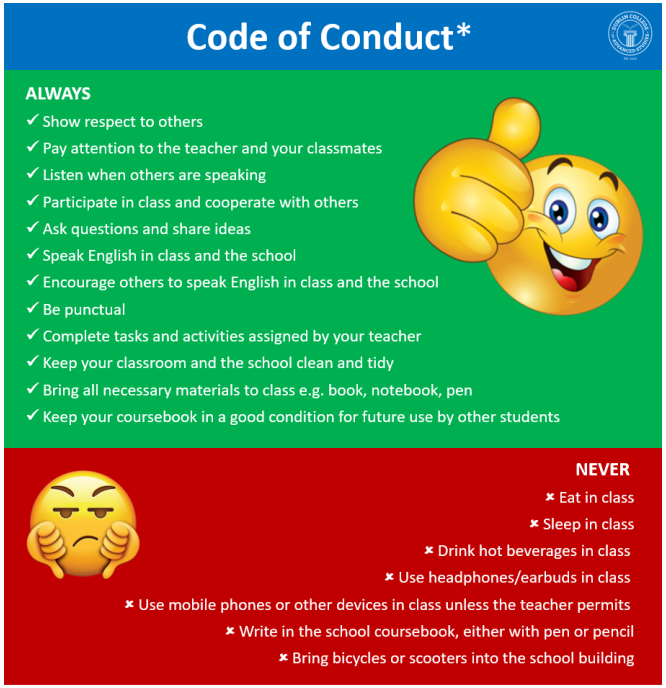
If you receive an **Exit letter** from DCAS due to a **Breach of Student Discipline**:

5.1 Your name is removed from the Attendance Register and you cannot attend classes anymore;

5.2 You have 5 working days to submit an appeal, which should be submitted by email to admin@dcas.ie (Please use the following format in the email: Subject: DISCIPLINE APPEAL – "STUDENT NAME") along with supporting documentation;

5.3 With regard to Discipline appeals, the DCAS Management Committee makes a decision and responds by email within 5 working days; this decision is final.

5.4 If the final decision is your expulsion, immigration authorities will be also informed (Exit Letter to INIS/GNIB) and fees paid are forfeited. Your Study Visa and permission to stay in Ireland may be revoked as a result of this.



**Please refer to the DCAS Disciplinary Policy for further information. Students, as part of their enrolment contract, agree to follow this Disciplinary Policy and adhere to the above Code of Conduct.*

Information Technology Facilities

A computer area is normally available for student use during class time as part of a structured lesson and is also accessible for self-study and learning consolidation purposes on an ad-hoc basis. During COVID-19 pandemic, students common areas are not available in order to mitigate risks of spreading the disease.

Study Resource Area

Students normally may use this as a resource for independent learning or as a study area. It has books and resources for self-study. Microwaves and tea/coffee-making facilities are also normally available. During COVID-19 pandemic, students common areas and shared facilities are not available in order to mitigate risks of spreading the disease.

Social & Cultural Activities

The Social & Cultural Activities Co-ordinator organises cultural visits, social events and extra life-skills lessons on a regular basis. A programme focused on recreational activities is scheduled on a monthly

basis, contingent on the levels of student interest. During COVID-19 pandemic, activities are mostly organised to be delivered online, in order to mitigate risks of spreading the disease.

Pastoral Care Policy

The school offers the provision of pastoral oversight for non-academic problems, involving support to the students, advising them on financial, visa related, health /social or other problems. Students can receive advice and support regarding these issues through reception. Students may also enquire by email.

Where appropriate, support is given to learners by the Assistant Director of Studies (ADoS) or Director of Studies (DoS). If necessary, the student will be referred to a relevant professional organisation to assist them in resolving issues they may have.

Equality and Diversity Policy

At DCAS, we strive to maintain an unbiased learning and working environment in which nobody feels threatened or intimidated. Furthermore, DCAS recognises the real educational and organisational benefits of having a diverse community of staff and students. To this end, the school works towards building and maintaining an inclusive environment which promotes equality, values diversity and respects the rights and dignity of all. Equality best practices at DCAS guarantee people's rights and ensure accordance with legislation. This means, the school embraces diversity, combats discrimination and promotes equality of opportunity for learners and staff.

DCAS believes in the principles of social justice, acknowledges that discrimination affects people in complex ways and is committed to challenging all forms of inequality. To this end, DCAS aims to ensure that:

- Individuals are treated fairly and with dignity and respect regardless of their: gender; civil status; family status; sexual orientation; religious belief or lack of religious belief; age; disability or the nature of their disability; race, colour, nationality or ethnic or national origin; membership of any particular community that is recognised by the state;

- An inclusive and supportive environment is promoted;

- Contributions to the achievement of the school's mission made by individuals from diverse backgrounds are recognised;

- DCAS complies with its obligations under the legislation and that no staff member or student is unlawfully discriminated against.

MAKING A COMPLAINT

If a student is unhappy with any aspect of the service they receive, they have the right to complain, which is key for DCAS to continue improving the services delivered. The complaints process follows the three stages outlined below:

Stage one:

Firstly, the issue will be informally addressed with the relevant individual(s) and an attempt to resolve the situation will be made. Should this prove unsuccessful, complainants may progress to the second stage.

Stage two:

At this stage, the student completes the Complaint Form, available at the DCAS website (https://www.dcas.ie/complaintform), ensuring to provide full details of the nature of the complaint. Then they must return the enclosed form along with any relevant documents, addressed to the Director of Studies.

Stage three:

Once the complaint has been received, it will be reviewed by the Director of Studies and responded to within 7 working days. Where appropriate, the Director of Studies will provide a full explanation of any relevant errors and details of any remedial action taken.

Stage four:

After stage three has been completed, DCAS will consider the matter resolved. If the complainant remains dissatisfied, DCAS will advise the complainant to bring the matter to the attention of the relevant statutory authority (contact details will be provided).

HEALTH AND SAFETY

It is essential that while at school, students take responsibility for the health, safety and welfare of others as well as themselves. In that regard, the following list details some of the DOs and DON'Ts, which will make the school a safer place to study.

DO:

I. Know and observe the code of safe practices that applies in your area of study

II. Know and observe the rules that are designed for the computer area and classrooms, as well as those that relate to certain equipment and materials

III. Always be aware of potential hazards and use common sense to try to lessen the risk of accidents

IV. If you are not clear about anything to do with health and safety, always ask for help and advice

V. Read all the safety notices about potential hazards in the school

DO NOT:

I. Misuse, neglect, damage or interfere with anything that is provided for safety

II. Run within the school buildings

III. Obstruct any traffic areas of the school

IV. Eat food or consume hot drinks in class

Living in Ireland

Ireland is a modern, English-speaking country with a dynamic economy. It has one of the highest standards of living in Europe, average earnings are well above the European average. Job opportunities are available in the hospitality, retail, IT, pharmaceutical, financial and service sectors.

Famous for its friendliness, Ireland has a vibrant multicultural population. Ireland is world renowned for providing quality education. Currently, more than 100,000 international students are studying at colleges in Ireland.

Facts

Capital: Dublin (population: 1.36 million)

Time zone: Greenwich Mean Time (GMT)

Population: Ireland 4.83 million

Average Age: 36.8 years

Official Languages: English & Irish

Currency: Euro (€)

Climate: Ireland has a mild oceanic climate. All year average temperatures are 1 – 6 C° in winter and 20 – 25 C° in summer. May and June are the sunniest months with an average of over 7 hours of sunshine per day.

Political Status: European Union (EU) member state

Emergency Telephone Numbers

112 or 999	Emergency – Police (Garda), Ambulance, Fire Brigade
112	Emergency (same as above), works in any EU country

Useful Telephone Numbers

076107400	Citizens Information Phone Service (free impartial information, advice and advocacy from Citizens Information Centres) – Monday-Friday, 9am to 8pm
01 660 5233	Irish Council for Overseas Students (ICOS)
1800 666111	Garda Confidential Line (freephone)
116 123	SAMARITANS 24/7 (freephone)
01 4537941	St. James's Hospital, Dublin 8 (Dublin southside)
01 8301122	Mater Hospital, Dublin 7 (Dublin northside)
01 8734222	Dublin Bus
01 8366111	Bus Eireann (regional bus service)
01 8363333	Iarnrod Eireann (regional train service)

Useful Links

Irish Naturalisation and Immigration Services (INIS)
www.inis.gov.ie

INIS Appointment Booking System for Immigration Registration
burghquayregistrationoffice.inis.gov.ie/

Daft.ie | Shared Accommodation in Ireland
www.daft.ie/sharing/

Irish Council for International Students (ICOS)
www.internationalstudents.ie/

Academy Plus Insurance
academyplus.net/

3ts Specialist Helplines & Support Services
www.3ts.ie/need-help/specialist-helplines-support-services/

Adverts.ie (popular "buy & sell" website in Ireland)
www.adverts.ie/

Numbeo ("Live" Cost of Living information in Dublin)
www.numbeo.com/cost-of-living/in/Dublin

Europass (European CV and Cover letter resources from EU)
europass.cedefop.europa.eu/

Jobs.ie (popular "Jobs in Ireland" website)
www.jobs.ie/