

# Student Handbook

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emerald<sup>®</sup>  
cultural institute

Experience Tradition, Embrace Innovation

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# Welcome

## Dear Student,

We are happy to welcome you to the Emerald Cultural Institute. We hope that you will enjoy your course at the school and your time in Ireland.

In this booklet you will find a lot of the information you might need about the school and the city of Dublin. Please take some time to read it and keep it until the end of your course.

If there is any information or advice not included here, please do not hesitate to ask any member of staff, as we all aim to make your language and cultural experience in Dublin both rewarding and memorable.

Our school is recognised by Qualifications and Quality Ireland, and is an accredited member of EAQUALS, IALC and Quality English, all international organisations responsible for inspecting member schools and ensuring that quality standards are met and maintained. Information on these organisations is displayed on notice boards in our schools.

Keep up to date with all of the latest news, tips and events from the Emerald Cultural Institute by following us on our social media sites.

\*Words that are marked with a \* can be found in the Glossary in section 12

# Your Emerald Study Path

## Step 6

**Level:** CEFR C1-C2 / Advanced +  
**Weeks:** 12-16  
**Exams:** CPE/ IELTS 7.5 / TOEFL iBT 120+

## Step 5

**Level:** CEFR C1 Pre Advanced – Advanced  
**Weeks:** 12-16  
**Exams:** CAE/ IELTS 6.5-7.0/ TOEFL iBT 110-119/ TOEIC minimum 905

## Step 4

**Level:** CEFR B2 Upper Intermediate  
**Weeks:** 12-14  
**Exams:** FCE/ IELTS 5.5-6.0/ TOEFL iBT 87-109/ TOEIC minimum 785

## Step 3

**Level:** CEFR B1 Intermediate  
**Weeks:** 12-14  
**Exams:** PET/ IELTS 4.5-5.0/ TOEFL iBT 57-86/ TOEIC minimum 550

## Step 2

**Level:** CEFR A2 Pre Intermediate  
**Weeks:** 12-14  
**Exams:** KET/ TOEIC minimum 225

## Step 1

**Level:** CEFR A1 Elementary  
**Weeks:** 12-14

A student's progress is dependent on a number of factors including attendance, ability, motivation, and the length and type of programme.

# Section 1: Your First Day

## **9:00am**

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Written and Spoken Placement test

## **10:00am**

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Coffee break

## **10:15am**

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Meet with Student Welfare Officer\* and receive student welcome pack

## **10:45am**

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Classroom and level information distributed

## **11:20am**

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Meet teacher and new classmates. Begin first English lesson

## **13:20pm**

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Lunch time

## **14:00pm**

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City Centre Orientation\*

# Section 2: Student Services

## General Services and Facilities



## Palmerston Park

### Main building: Ground Floor:

Reception

Classrooms 1, 3, 5, 6, 7, 14, 15

Computer Room (room 2)

Toilets

### First Floor:

Classrooms 8, 10, 11

Library (room 9)

Toilets

### Second Floor:

Administrative & Academic Offices

### Modern Building: Ground Floor:

Student Welfare Office  
and Social Programme\* notice board

Classrooms 16, 17, 18

Coffee Bar/Canteen

Toilets

### First Floor:

Classrooms 19 - 25

Toilets

Tutorial Rooms

### **Coffee Bar/Canteen**

The coffee bar is open from 8:30 – 15:00. There are teas, coffees, pastries, pizza, sandwiches and hot meals at lunchtime. All food is freshly-prepared daily by our chefs. The canteen remains open as a student lounge until the school closing time in the evening.

### **Free Wi-Fi**

We offer all our students access to the school's free Wi-Fi network. Ask at reception for the password.

### **English Language Films**

English language films (with English subtitles!) are shown in school on our state-of-the-art TV. Check the Social Programme for what film is showing.

### **Resource & Self-Study Room**

There is a Self-Study and Resource Room in room 9 on the first floor. It is open from 14:00 - 17:00, with a teacher present on designated afternoons (usually Tuesday to Thursday). The tutor in charge can explain how the resource room works and recommend material.

### **Computer Room**

The Computer Room is open 08:00 – 9:00 and 13:20– 17:00.

### **Library**

You may borrow books from the library in the Resource Room in Room 9. First, you must get a library card for €10 from Reception. The €10 will be returned to you when you return the card and book. Dictionaries are also available in Room 9 but cannot be removed from there.



## 2 & 3 Merrion Square North

### Services and Facilities

#### 2 Merrion Square

##### Lower ground floor:

Director of Studies Office

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Academic Office

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##### Ground floor:

Emerald Life Office

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Student Common Room

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##### 1st mezzanine:

Men's Toilet

---

##### 1st floor:

Classrooms 206 – 207

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##### 2nd mezzanine:

Ladies Toilet

---

##### 2nd floor:

Classrooms 208 - 209

---

##### 3rd floor:

Classrooms 210 - 211

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## 3 Merrion Square

### Lower ground floor:

Nespresso Coffee

---

Classrooms 301 - 302

---

### Ground floor:

Classrooms 303 - 305

---

### 1st mezzanine:

Men's Toilet

---

### 1st floor:

Classrooms 306 - 307

---

### 2nd mezzanine:

Ladies Toilet

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### 2nd floor:

Classrooms 308 - 309

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### 3rd floor:

Classrooms 310 - 311

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### **Common Room**

The student common room is open all day. It is possible to buy coffee and use the facilities to have lunch. This is also where the English language films are generally shown.

### **Nespresso Coffee**

Is available in both buildings, number 2 and number 3.

### **Free Wifi**

We offer all our students access to the school's free Wi-Fi network.

### **English Language Films**

Are shown in school with English subtitles. Check the social programme for information on what is showing.

### **Library**

Ask the academic staff if you are interested in borrowing books.

## **Student Services in Palmerston Park & Merrion Square**

### **Social and Cultural Programme**

The student notice board has weekly information about school afternoon activities, seminars, weekend trips\* and any additional information you may need. If you would like to attend an afternoon activity, you must sign your name in the Student Welfare Green Folder at least one day before the activity. For weekend trips, information and itineraries are available and students must sign their name no later than 16:00 on the Wednesday before the weekend trip. Don't hesitate to ask for information or advice if you would like to visit something that is not scheduled in our programme.

### **Accommodation**

The Emerald can provide accommodation in carefully-selected host families throughout the year as well as residential accommodation.

\*There is further information on page 24 of this handbook regarding Emerald Accommodation.

# Section 3:

## Academic Services

### **Placement Test**

Each student does a level test in Written and Spoken English on their first morning of classes. Students are placed in the class that is most appropriate to their level. The levels range from Beginners A0/A1 (on fixed dates) to Advanced C1.

Your progress depends on your attendance\*, participation, extra study and how much English you use outside the classroom and is closely monitored by your teacher and Director of Studies\*.

Exam classes are subject to a specific level test for that exam. Please speak to a member of our academic team for information on possible English examinations.

### **Classrooms**

Your morning lessons are always in the same classroom. If you have afternoon lessons, a teacher will come to your classroom on your second day to tell you when and where they are, or the Receptionist will tell you at lunchtime.

### **Books**

You can buy the book on your second day in the Academic Office before 9am. If you have paid in advance for your book you can collect it from the Academic Office.

### School Holidays

The school is closed on Public Holidays: St. Patrick's Day, Easter Monday, first Monday of May, first Monday of June, first Monday of August and the last Monday in October. The school is also closed for two weeks at Christmas.

On these days there will be no classes and courses will begin on the Tuesdays of these weeks.

### Your First Week

It can take a day or two to settle into your new class. If you are not sure you are in the correct class, please speak first to your teacher. The Director of Studies or Assistant Director of Studies will also be happy to help you.

### Changing Level

To change level, you need both of your teachers' recommendations and you need to do a level test. Your teachers will give you the necessary information. If you are finding your class too difficult, or if you are not sure that the level is the right one for you, please speak to your teachers.

### Methodology

We use a variety of different teaching methods in the language classroom but the main focus is always on developing and improving communicative skills in English. All classes are shared by two teachers, with the first teacher of the morning focusing on grammar and use of English and the second focusing on listening and fluency skills.

Remember that you can learn a lot from the other students as well as from your teachers. Classroom activities will include pair and group work.

### Syllabus

A textbook provides the core material at each level and this is supplemented by a variety of different materials, including interactive whiteboard material as well as newspapers, magazines or information leaflets.

The syllabus is based on the course book in use for each class. Weekly learner outcomes and “Can Do” statements are posted on the classroom noticeboards.

### Assessment

Regular formal and informal assessment is built into the language programme. Teachers monitor this and you will receive feedback on your results and on your progress from both teachers. It is important to complete all the assessment that is included in your programme as this is also used when students are preparing to move from one level to the next. Poor attendance will affect a student’s progress from one level to the next.

Self-assessment is also important and you will be encouraged to take responsibility for this during your programme with us.

### Student Reports

All students receive a report completed by the class teachers on completion of the study programme. This report includes test results and assessment of the four skills of listening, speaking, reading and writing. Attendance, punctuality and participation are also covered in this report.

### Student Mentors

All students are encouraged to speak to their teachers or to the Director of Studies or Assistant Directors of Studies if they have any query regarding their academic programme. Students who enrol on a long-term programme of studies (12 weeks or longer) are assigned a mentor from the academic team. Your mentor\* will meet with you regularly throughout your programme of studies to discuss it with you and to give you advice and assistance. If you wish to speak to your mentor outside of your scheduled meetings, just ask!

### **Certificates**

All students receive an Emerald certificate at the end of their course. The information on the certificate includes your name, dates and level of the course you have attended. If you require an additional letter or report, or a modification to your certificate, you should advise the Director of Studies one week before you are due to finish your course. Students who miss a significant number of lessons may be required to repeat part of their academic programme and may not receive a certificate.

### **Student Pathways**

The Emerald Cultural Institute provides a university pathway programme for students who are planning to continue further study through English in a third level college or university. Our academic team provide advice and assistance as well as identifying the specific requirements and English language score needed for your chosen course. We offer guidance on the most suitable examination (IELTS, Cambridge PET, FCE or CAE, TOEFL or Oxford Test of English) for you and provide assistance in completing college applications and submitting the required documents. We will keep in regular contact with you and follow-up on your application with the international office of the chosen university.

### **Integrated Language Learning**

Starting in January 2019, all Intensive English courses (level B1 – C1) at Emerald Cultural Institute will include Integrated Learning Workshops. Students will be challenged with developing their soft skills while continuing to improve their competency in English. Using modern communicative teaching methods our teachers will deliver Professional Development Workshops which utilise 21st Century Skills.

## Sample Class Schedules:

### **GEN 1: Intensive Course**

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Intensive Course Monday – Friday

09:00 – 11:00      Grammar & Use of English

11:00 – 11:20      Break

11:20 – 13:20      Writing, Listening and Fluency Skills

### **GEN 6: Intensive + Examination**

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Mornings (as GEN 1)

+ Afternoon:

14:15 – 16:15      Exam Preparation classes

Tuesday, Wednesday & Thursday.

### **GEN 4: Intensive Plus Speaking Skills**

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Mornings (as GEN 1)

+ Afternoon:

14:15 – 16:15      Speaking Skills classes

Tuesday, Wednesday & Thursday.

### **GEN 7: Intensive Plus Business**

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Mornings (as GEN 1)

+ Afternoon:

14:15 – 16:15      Business English Classes

Tuesday, Wednesday & Thursday.

# Section 4: Emerald Rules and Information

## Emergencies

It is the duty of the Institute to ensure Emergency procedures are in operation and this is to ensure that all people within the Institute are not exposed to any unnecessary danger. There are designated fire wardens and first aiders within the Institute.

Emergency Situations which may cause the Institute emergency procedures to be implemented include:

Fire

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Accidents and Injury

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Extreme Weather Conditions

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Off-Site Incidents

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Power Failure

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### **Actions in the event of FIRE**

Raise the alarm – by breaking the nearest break glass unit or informing a member of staff.

Leave the building – your teacher will lead you to your nearest emergency exit.

Report to your assembly point. At all times follow the indications of the Fire Wardens (who will be wearing yellow jackets) and do not under any circumstances enter the building unless told that it is safe to do so.

### Emergency Exits

Check and familiarise yourself with the exit(s) from your building, your assembly point and the break glass units in your area.

### Plumbing or Electrical faults

Contact the Administration Office or notify a member of staff if you notice any faults.

## Refund Policy

**Cancellation of booking before arrival:** For cancellations received at least fourteen days prior to the course commencement, fees will be refunded less the non-refundable deposit of €150. For cancellations received within 7-13 days of course commencement 50% of the course fees will be refunded. For cancellations of less than 7 days no refund is given. Refunds will be processed by the Accounts Department (giacomo@eci.ie, +353 1 497 3361) within 15 working days of receiving the request.

**Visa Refusals:** We will refund all prepaid money minus €150 for administration costs on all visa refusals. Written proof of the visa refusal from the Embassy is required.

**Cancellation After Arrival:** Once a student has commenced their course at the Institute they are obliged to complete their full course of study. The full course of study is defined as the initial enrolment period. No refund will be given for course fees if a student withdraws from the course before the completion of the full course of study.

Students who have obtained an extension to their visa as a result of a course extension cannot cancel that extension and will not be entitled to any refund.

## Feedback and Complaints

Feedback from students is important to us to keep improving. If you have a question or issue regarding any aspect of your time here, please tell us and we will help you to resolve the issue. For example, if you wish to discuss your academic programme or your class level, speak to a member of the Academic team who will help you. If you have a query about accommodation, speak to a member of the Accommodation team. Students are invited to give feedback at the end of their first week with us. Our monthly feedback forms offer students the chance to give us regular written feedback. You can also contact the Student Welfare Officer by email at any time at **studentwelfare@eci.ie**. You will receive a comment card with your certificate on your last day of school. Please let us know your overall opinion of your experience with us.

A complaint can be any issue deemed by a student to require attention and/or corrective action. It can be verbal or written.

The procedure for complaints is overseen by the Operations Manager (**aideen@eci.ie, +353 1 497 3361**).

If you have a complaint, please speak to the Student Welfare Officer who will direct you to the staff member best able to help you. The department in question will follow up with you within one working day of your complaint. They will investigate the complaint and implement corrective action if needed. All complaints are logged and are dealt with confidentially.

## Code of Conduct

### Attendance

Attendance at class is compulsory and is the responsibility of each student. Attendance is recorded by the teacher in each class. Students who do not attend class regularly are likely to have poor grades. Students who miss a significant number of lessons may be required to repeat part of the programme and may not receive a certificate of attendance.

**For non-EU students:** Attendance is vital as the Irish Immigration Bureau requires a minimum attendance level of 85% during your time in Ireland. Students who do not meet these requirements will not be able to renew their visa and/or immigration permission. In such a case you will not be able to book further courses at ECI. The school is required to inform INIS if a student has 25% or more uncertified absences in the first six weeks of their course or if their attendance level falls below 85%. Students who are not meeting the required level of attendance will be given written notice and required to meet with their academic mentor. Continued absences will result in the school communicating this fact to the immigration bureau.

Holidays taken with the permission of the Institute, or absence due to illness and certified by a doctor do not affect an attendance record.

The only acceptable absences are for the following reasons:

Scheduled holidays taken with the permission of the Institute

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Absence due to illness and certified by a medical professional

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Time-off agreed with the school for INIS office appointments

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All other absences will affect a student's attendance record. If you will be absent for any reason, you can also contact us by email at **studentwelfare@eci.ie** or phone **+353 1 497 3361 (Palmerston Park)** or **+353 1 662 4718 (Merrion Square)**.

**Note:** If you wish to book additional courses, you will need to ensure that you have obtained a minimum school attendance of 85% throughout your stay at the Emerald Cultural Institute. You will also require a new Immigration Letter\* which can be obtained from the Student Welfare Officer.

### **Sick Leave**

If you are ill, you must contact the Student Welfare Officer by email (**studentwelfare@eci.ie**) on the first day you will be absent and each day after that. You must provide the certificate from the doctor to the school on the first day you return to class. Absences due to illness that are not accompanied by a medical certificate will affect a student's attendance record.

### **Punctuality**

Good time-keeping, regular attendance and active participation in class are required of all students.

Students who arrive more than 15 minutes late or who leave the class more than 15 minutes before the end of the lesson will be marked absent for that class.

In addition you should note that it is your responsibility to keep up with the progress of the class. If you are unable to attend classes you should inform your teacher and the Student Welfare Officer of this. It's also important to ascertain what you missed and to acquire any course materials given out during your absence.

### **Eating/Drinking/Smoking**

Eating and drinking are prohibited in class and in the classrooms, unless there is specific permission given by an Institute staff member. By Law smoking is banned in the Institute building. There is a smoking area outside the building that is provided for students, but please use the smoking trays provided to dispense of the used cigarettes. Please keep Emerald Cultural Institute tidy by using the litter bins in your classes and throughout the building.

### **Bullying and Harassment Policy**

The Institute is committed to supporting the rights of all its students and staff to be treated with dignity and respect. It is the policy of the Institute to provide all students and staff with an environment free of bullying, intimidation, harassment or sexual harassment.

All students should be aware that bullying, intimidation, harassment or sexual harassment is unacceptable and will be considered a serious breach of conduct.

Students who believe they are being subjected to bullying, intimidation, harassment or sexual harassment should report the problem as early as possible to the Institute Director or any staff member. Concerns can also be submitted by email at any time to **studentwelfare@eci.ie**. Please be assured that all complaints will be treated in confidence, and will be attended to immediately.

### Expulsion

A serious breach of conduct may result in expulsion. In the event of an expulsion, fees are not refunded. Additional charges for flights and other costs will not be covered by the school and are the responsibility of the student or, in the case of underage students, their parents/guardians.

Please note that non-EU students wishing to book another course will need a minimum attendance level of 85% in order to fulfil immigration requirements. The school will not be able to re-register students with an attendance level below 85%.

## Holidays

Students are permitted to take holidays, depending on the duration of the course.

If you are a non-EU student you must book your holidays prior to registering with Immigration. If you are an EU student you should request your holiday at least two weeks in advance.

### Guidelines Non-EU Students

Students must schedule all holidays before they register with INIS. Unscheduled breaks in study are not permitted except in exceptional circumstances.

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The minimum holiday period permitted is 2 weeks.

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Holidays cannot be taken in the middle of a week (must be booked from Monday to Friday).

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Upon returning from a holiday, students may have to take a level test before returning to class.

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Holidays cannot be taken during the first 8 weeks of a student's course and cannot exceed 1/3 of the total weeks study completed before the holiday.

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To request a holiday, students should contact the admissions department at least 2 weeks in advance.

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### Guidelines EU Students

The minimum holiday period permitted is 2 weeks.

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Holidays cannot be taken in the middle of a week (must be booked from Monday to Friday).

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Upon returning from a holiday, students may have to take a level test before returning to class.

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To request a holiday, students should contact the admissions department at least 2 weeks in advance.

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### Public Holidays in Ireland

New Year's Day (1 January)

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St. Patrick's Day (17 March)

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Easter Monday (Changes each year)

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First Monday in May

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First Monday in June

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First Monday in August

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Last Monday in October

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Christmas Day (25 December)

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St. Stephen's Day (26 December)

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## Change of Address

If you change your address during your study period with Emerald Cultural Institute, you are obliged to inform the Institute of your new address/accommodation.

If you have opened a bank account in Ireland, it is advisable to inform the bank of your change of address, as any correspondence will be sent to the address you provided when opening the bank account. You must also inform the bank of your new address when you move back to your home country.

**Non-EU students** are required to inform the Immigration office of their change of address.

## Internet Policy

Circulating, publishing or distributing (including on the internet) material associated with the Emerald Cultural Institute activities including, but not limited to, material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person, is considered a serious breach of discipline and may result in disciplinary action.

## Emerald Accommodation

Students attending courses at the Emerald Cultural Institute can choose from a wide range of high quality accommodation options.

We offer a range of residential accommodation on university or college campuses. If you require further information on our residence options or on rules and regulations of the ECI residence, please contact the residential supervisor or a member of staff.

Staying with a host family gives students an excellent opportunity to develop their language skills in a natural everyday context. Keep in mind that our host families all have traditions and habits that may be different from what you are accustomed to and keeping an open attitude and experiencing these new cultures is the best way to get the most out of your study abroad experience. All of our host families are carefully selected and will do their very best to make sure that you feel at home. We have full-time Accommodation Officers who can answer any questions you have and help you with any issues you may encounter.

Your host family will provide breakfast and dinner everyday as well as lunch at the weekends. Dinner is usually served at around 6pm in the evening and you should contact your family in advance if you are going to be late for any reason. Your room will be cleaned on a weekly basis (change of bed sheets etc.) and in order for this to be done, please try to keep your room tidy and clean. Your host family will also wash your clothes and they will explain to you on which day(s) the washing is done. Most host families will not allow smoking inside the house but will permit you to smoke outside.

Should you wish to extend your stay in your family, you will have to talk to the accommodation team and they will make the appropriate arrangements. Should you wish to shorten your stay with a host family, we will need a minimum of 2 week's notice. All bookings and payments must be made directly with the Emerald Cultural Institute.

Our host families are either on a direct bus or tram route that connects directly to the school or some may be in walking distance. Your host family can advise you on the best route or form of transport to use in order to get to school and don't hesitate to ask them any questions about local bus routes or the local area. Most host families will have Wi-Fi available for you to use. Please note there are restrictions on downloading films, music, books or other copyright material when using the host family's internet. You are also asked to show consideration to the rest of the host family when Skyping i.e. level of voices & hour of the day. We would recommend you talk to your host family in relation to the internet connection speed etc.

If you are in accommodation organised by us, and have any issues, please speak to an Accommodation Officer or any member of staff. Also, please feel free to come to us if you are interested in other accommodation options we offer and would like more information about them. For any questions or issues, you can also write to us at **[emerald@eci.ie](mailto:emerald@eci.ie)**. Your accommodation address is clearly marked on your Emerald student card, together with the phone number of the residence/host family.

We hope you will enjoy your time with your Irish family and return home with happy memories of family life in Ireland.

# Section 5: Immigration

There are conditions that all students (both visa requiring and non-visa requiring) must satisfy before they will be granted permission to remain in Ireland as a student.

## Non-EU Students

### **Immigration Registration**

It is a requirement for students from outside the EU who intend on staying in Ireland for more than 90 days to register with the Irish Naturalisation and Immigration Services (INIS, formerly GNIB).

Registration needs to be completed within the date stamped on the passport on arrival to Ireland. The Student Welfare Officer will assist you with this process including preparing documents to open an Irish bank account and providing you with a School Immigration letter. We also hold regular seminars in school to further help you with the immigration process.

**For more information on the steps involved in the immigration registration process, please consult our website [www.eci.ie](http://www.eci.ie)**

### Non-EU Working hours

Non-EU nationals with permission to remain in Ireland and registered for an Academic Year Programme (minimum course duration 25 weeks) are allowed to take up casual employment to supplement their income while studying in Ireland. During term time and during scheduled vacation periods non-EU Students can work up to 20 hours per week. Non-EU students can obtain a PPS number (Personal Public Service number) once they have received a job offer in Ireland.

**Important Note:** Students can work up to 40 hours per week only during specific vacation periods scheduled from December 15 to January 15 and from June to September.

### Non-EU Attendance

Attendance is compulsory for students. For non-EU students, the Garda National Immigration Bureau requires a minimum attendance level of 85%.

The only acceptable absences are for the following reasons:

Scheduled holidays taken with the permission of the Institute

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Absence due to illness and certified by a medical professional

---

Time-off agreed with the school for INIS office appointments

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All other absences will affect a student's attendance record. If you will be absent for any reason please contact the administration office or any Emerald staff member who will direct you. You can also contact us by email ([studentwelfare@eci.ie](mailto:studentwelfare@eci.ie)) or phone (**+353 1 497 3361 - Palmerston Park, +353 1 662 4718 - Merrion Square**).

## Examination Requirement

All non-EU students at the Emerald Cultural Institute are obliged to register for and sit an approved English-language examination. Students confirm they are aware that the exam is mandatory when agreeing to the Terms and Conditions on enrolment as well as when they collect their GNIB letter. Examinations on the approved list, for which preparation is possible at the Emerald Cultural Institute include: The Cambridge English Examination suite, IELTS, TIE, ETAPP, Trinity ISE and BEC (N.B. A minimum number of candidates is required for some of these examinations and so they are not available for individual bookings).

All students who must register with INIS pay a €120 examination deposit with their course fees and this is clearly indicated on the invoice. Any balance due for the examination is then payable on registration.

The procedure for registering candidates for exams is overseen by the Director of Studies, (**Miriam@eci.ie, +353 1 497 3361 - Palmerston Park or Carl@eci.ie, +353 1 662 4718 - Merrion Square**). Please see Procedures for Registering for External Exams on our website for details.

## EU Students

In order to work in Ireland you will need a PPS number (Personal Public Service number) which is issued by the government. Some students may also need to open an Irish bank account. You can get information on both of these from the Welfare Officer in your school.



## Embassies

### Embassy of Brazil

Block 8, Harcourt Centre,  
Charlotte Way, Dublin 2  
+353 1 416 1204

### Embassy of China

118 Merrion Road,  
Dublin 2  
+353 1 219 6651

### Embassy of Colombia

Calima Brighton Road  
Foxrock, Dublin 18, Ireland  
+353 1 289 3104

### Embassy of France

36 Ailesbury Road  
Ballsbridge, Dublin 4  
+353 1 277 5000

### Embassy of Germany

31 Trimleston Avenue,  
Booterstown,  
Co. Dublin  
+353 1 269 3772

### Embassy of Italy

63-65  
Northumberland Rd,  
Dublin  
+353 1 660 1744

### Embassy of Japan

Nutley Building,  
Merrion Centre  
Nutley Lane, Dublin 4  
+353 1 202 8300

### Embassy of Korea

15 Clyde Rd., Ballsbridge  
Dublin 4  
+353 1 660 8800

### Embassy of Mexico

19 Raglan Road  
Ballsbridge, Dublin 4  
+353 1 667 3105

### Consulate of Oman:

4 Kenilworth Square North  
Rathgar, Dublin 6  
+353 1 491 2411

### Embassy of Russia

184-186 Orwell Rd.,  
Rathgar, Dublin 14  
+353 1 492 2048

### Embassy of Saudi Arabia

6 Fitzwilliam Square East,  
Dublin 2  
+353 1 676 0704

### Cultural Bureau of Saudi Arabia

The Stockyard  
20-24 Upper Sheriff St  
Dublin 1  
+353 1 633 0111

### Embassy of Spain

17a Merlyn Park  
Dublin 4  
+353 1 283 9900 /  
+353 1 269 1640

### Taipei Representative Office

8 Lower Hatch Street  
Dublin  
+353 1 678 5413

### Embassy of Turkey

11 Clyde Rd.,  
Ballsbridge, Dublin 4  
+353 1 218 6382

### Embassy of Ukraine

16 Elgin Rd, Dublin,  
Co. Dublin City  
+353 1 668 5189

## Section 6: Practical Information

**Student Travel Card:** You can buy the Visiting Student Travel Card in the Student Union shop at Trinity College in the city centre if you will be studying in Ireland for at least 3 months. You must ask for a signed and stamped application form from our Student Welfare Officer. We will take you to the Student Union during your city centre orientation on your first Monday, should you wish to buy the Travelcard. This card allows you to avail of student rates on public transport and of some discounts and offers. Important: You cannot buy student tickets on public transport unless you have this card – if you buy a student ticket and are not in possession of the Travelcard you may receive a fine. Your Welfare Officer will inform you of the price of the card.

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**SIM Cards:** pre-paid SIM cards for mobile phones can be bought with any of the major operators, such as Vodafone, Meteor, 3 or Tesco Mobile in any of their many branches throughout the city, including on Grafton Street and in Dundrum Town Centre.

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**Electricity/adaptors:** the standard mains voltage is 220v. Three-pin plugs are used in Ireland. It is possible to buy adaptors in the airport, or in shops such as Boots in Dundrum Town Centre or the city centre.

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**Currency:** The currency in Ireland is the Euro €. All major credit cards are accepted in Ireland. For information on opening a bank account in Ireland speak with your Welfare Officer.

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## Public Transport in Dublin

**Luas\* (Tram):** There are two lines, Red and Green. On the green line, **Cowper** is the closest stop to the ECI Palmerston Park campus and **Dawson Street** is the closest stop to the ECI Merrion Square campus. At every stop, you can buy tickets or top up your Leap Card\*. It is also possible to buy weekly and monthly tickets. Student tickets are available; just make sure to always have your Student Travelcard with you. At peak times, trams depart every 5 minutes.

Check the website **www.luas.ie** to see operating times and fares.

The Luas is the fastest and cheapest method of transport in Dublin. The nearest tram stop to your school and accommodation will be highlighted on your ECI map.

**Dublin Bus:** These are the blue and yellow double-decker and single-decker buses you will see all around Dublin. You may use your Leap Card or you will need to have the correct money in coins as they do not give change. Bus services run daily throughout the city, starting usually at 06:00 (10:00 on Sunday), with the last bus at about 23:30. On Friday and Saturday nights, **Nitelink** services run from the city centre to the suburbs of Dublin from midnight to 04:00. Buses operate every 30 minutes for most runs. It is possible to obtain real time information, timetables, a fare calculator and a route planner both on **www.dublinbus.ie** and on the **Dublin Bus App** for phones. You can also text the number of the bus stop or the bus number to 53503 and you will immediately receive a reply with the time of the next bus. This service is available on all Irish networks only.

To find out which bus is most suited for you and your accommodation in Dublin, ask a member of staff in school.

**DART:** The Dublin Area Rapid Transit (DART) is a commuter train that runs along the coastline of Dublin Bay on the Trans-Dublin route, from Greystones in County Wicklow through Dublin to Howth and Malahide in County Dublin. Fares are cheap and the views as you travel along the DART are breath-taking.

Service operates roughly every 10 to 20 minutes Monday to Saturday from around 06:00 to midnight and Sunday from 09:30 to 23:00.

**[www.irishrail.ie](http://www.irishrail.ie)**

**Irish Rail (train):** Irish Rail/Iarnród Éireann is the national railway system operator of Ireland. This is an expensive but fast form of public transport if you wish to travel around Ireland. Tickets can be bought at a discounted rate when purchased in advance. **[www.irishrail.ie](http://www.irishrail.ie)**

**Taxis:** It is very easy to find a taxi in Dublin. A useful website to get an estimated fare rate is **[www.worldtaximeter.com/dublin](http://www.worldtaximeter.com/dublin)**. The **mytaxi** app allows you to find taxis in your area and to request taxis. ECI students often use **Terenure Taxis +353 1 490 1111**. It is possible to arrange fixed fares to and from the airport, just ask when you call to book.

**Dublin Bikes:** There are 500 bikes available for hire from 40 locations around Dublin city centre on Dublin's bike sharing scheme. The first 30 minutes are free each time a Dublin Bike is used. Rates then start from €0.50 for 1 hour right up to €20 for a yearly subscription.

**[www.dublinbikes.ie](http://www.dublinbikes.ie)**

**Coach travel:** A slow but cheap mode of transport. There are many private coach companies that operate from the Central Bus Station (BusÁras) and at various locations around Dublin city centre. Bus Éireann, Aircoach and GoBus are some of the most popular choices among ECI students. This can be a very convenient means to reach the main cities in Ireland, such as Galway, Cork, Belfast etc.

**Sightseeing Buses:** There are a number of Dublin City tour companies that offer a hop-on/hop-off service. In addition to the City Centre Orientation tour provided by ECI, this is a great way for students to familiarise

themselves with Dublin City and its main tourist attractions. Tickets for students range from €16 - €20 and can be bought at any of the nearly 30 bus stops around the city.

**Driving:** Driving in Ireland is on the left hand side, so be sure to look the right way when crossing the road. There are several car hire companies in Ireland, such as Hertz, Budget, and Europcar – make sure you meet the age and licence requirements and have proper insurance when renting a car in Ireland.

**Airport:** Students have different options for getting to and from the airport. ECI can provide a transfer service either or both ways at a cost of €75 each way. For more information on this or to book a transfer\* please speak to a member of staff or email **emerald@eci.ie**. If you have booked a transfer and have a problem, you can call our Transfer Manager at +353 87 280 4743. It is also possible to avail of a taxi service and to pre-book the rate to the airport. Otherwise, the **Aircoach** runs to and from the airport every 15 minutes throughout the day and on different routes that can be found on their website: **www.aircoach.ie**.

# Section 7: Dublin Information

## Things to do in and around Dublin

### Free Indoor Venues

Dundrum Town Centre: For shopping, eating out and cinema;  
[www.dundrum.ie](http://www.dundrum.ie)

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Irish Museum of Modern Art;  
[www.imma.ie/](http://www.imma.ie/)

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Hugh Lane Gallery;  
[www.hughlane.ie](http://www.hughlane.ie)

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National Photographic Archive;  
[www.nli.ie/en/national-photographic-archive.aspx](http://www.nli.ie/en/national-photographic-archive.aspx)

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St Mary's Abbey;  
[www.heritageireland.ie/en/Dublin/StMarysAbbeyDublin](http://www.heritageireland.ie/en/Dublin/StMarysAbbeyDublin)

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Chester Beatty Library;  
[www.cbl.ie](http://www.cbl.ie)

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Whitefriar church - containing the remains of St Valentine  
[www.whitefriarstreetchurch.ie](http://www.whitefriarstreetchurch.ie)

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### **Suggestions for scenic walks, within a short train /bus journey of Dublin City**

Marlay Park, Rathfarnham, Dublin 14.

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Dún Laoghaire – Victorian Harbour Town.

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Dalkey – Quaint fishing village 30 minutes south of Dublin City.

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Bray & Greystones – Victorian seaside resort & coastal walk.

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Howth – Beautiful coastline fishing village just outside of the city

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### **City Centre Parks & Squares – pockets of calm in the city centre**

St. Stephen’s Green

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Merrion Square

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Trinity College Dublin grounds

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Phoenix Park

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Meeting House Square, Temple Bar - traditional farmer’s market  
Saturday morning.

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### **One-Day Trips – for information, ask your Student Welfare Officer**

Belfast and Giants’ Causeway

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Powerscourt and Glendalough

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Trim Castle and Hill of Tara

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Wicklow Mountains & Glendalough

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Connemara & Cong

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## Two Day Weekend Trips – for information, ask your Student Welfare Officer

Galway and Aran Islands

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Cliffs of Moher and Burren

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Belfast and Titanic Museum

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## Evening Activities & Leisure Centres

**Swimming:** Swan Leisure Centre (Rathmines)

**www.swanleisure.ie** There are many leisure and fitness centres located close to our schools, including FlyeFit in Ranelagh, David Lloyd and UCD in Clonskeagh, just ask the Student Welfare Officer for more information.

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**Cinemas:** Dundrum and Stillorgan **www.movies-at.ie/dundrum/**. In the city centre the Savoy on O’Connell Street and Cineworld on Parnell Street.

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**Q-zar and Bowling:** Stillorgan Leisureplex. **www.leisureplex.ie**

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Irish music & dance shows can be seen free of charge at the Arlington Hotel or with dinner at the Merry Ploughboys pub. Please contact your Student Welfare Officer for more information.

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Riverdance, the world-renowned show of Irish music and dancing can be experienced in Dublin in The Gaiety Theatre (St. Stephen’s Green), during the summer months. Tickets cost between €25 and €50, subject to availability. If you are interested in going to the show, please ask your Student Welfare Officer for more information, or check out [www.ticketmaster.ie](http://www.ticketmaster.ie)

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## Things that can be seen in an afternoon

### City Centre Orientation

The City Centre Orientation is the perfect introduction to Dublin City Centre, and an important activity for new students who want to get their bearings and meet other students. This takes place at 2pm on the afternoon of your first day of school, please meet your guide in reception.

Christ Church Cathedral

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Dublin Castle

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Dublin Writers' Museum

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The GAA Museum

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Georgian Walking Tour

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Guinness Storehouse\*

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Kilmainham Gaol

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National Gallery

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National Museum- Kildare Street

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Collins Barracks Museum

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Natural History Museum

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Old Jameson Distillery\*

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Phoenix Park Visitors Centre

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St. Patrick's Cathedral

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Trinity College & Book of Kells

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Dail Eireann / Leinster House

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### Some Tips about Dublin

Irish Seafood is one of the best things Ireland has to offer – if you don't make it to Clare where the seafood chowder\* is amazing, make sure to make it to Howth where during the week Beshoffs serve fish & chips for €5!

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Make sure to watch some Irish sport – Gaelic Football, Hurling and Rugby all make for an exciting afternoon!

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In the event that you have forgotten items of clothing, or pieces of luggage have been delayed, head to Penneys! It is the cheapest department store in Ireland – you will find everything you need at a great price!

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Irish breakfasts are world famous – don't leave without having a proper fry – black pudding, white pudding, rashers, sausages, eggs and potato farls. Famous cafés like Bewleys or the Avoca Café near Trinity College offer delicious Irish breakfasts!

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Ireland's National Galleries and Museums are really fantastic (and entrance to most is free) – but the smaller galleries are also worth a look – Temple Bar has many, including the fantastic Gallery of Photography in Meeting House Square.

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If you're looking for some special restaurants or cafes in Dublin, Butlers Chocolate Cafés, with its numerous locations in the city centre and a café in Dundrum Town centre, make a delicious cappuccino or hot chocolate and you get a free chocolate with your drink! For Irish pastries head to Avoca in the city centre. For fun meal ideas try the Hard Rock Café on Fleet Street or Eddie Rockets all around the city.

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## Libraries

Dublin is home to many local libraries that can be easily joined by members of the public and visiting students. Here are some of the closest libraries to our school, you can check out **[www.dublincity.ie](http://www.dublincity.ie)** to find your local library.

### Libraries & Language Centres

Central Library, ILAC Centre, Dublin

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Rathmines Library, 157 Lower Rathmines Road, Dublin 6

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Dundrum Library, Upper Churchtown Road,  
Dundrum, Dublin 14

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National Library of Ireland, Kildare Street, Dublin 2

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## Shopping

**City centre shops:** Grafton Street and Henry Street are the most popular shopping areas in the city centre. Shops are open late until 21.00 on Thursday evenings.

**Dundrum Town Centre:** Late night shopping, eating out or cinema. Monday – Friday shops open until 21.00. Dundrum, Dublin 14. [www.dundrum.ie](http://www.dundrum.ie)

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**Powerscourt Town Centre:** Speciality shopping centre with Irish fashion designers, restaurants, art galleries and antiques. City Centre, Dublin 2. [www.powerscourtcentre.com](http://www.powerscourtcentre.com)

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**Ilac Shopping Centre:** Many top retailers, Ticketmaster and Supermarkets. City centre shopping centre, Dublin 1. [www.ilac.ie](http://www.ilac.ie)

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**Stephen's Green Shopping Centre:** Located at the Luas terminus at St. Stephen's Green. There are a range of Shops including Dunnes and Carroll's Gift shop, a food court, Ticketmaster and much more. See [www.stephensgreen.com](http://www.stephensgreen.com)

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**George's St Arcade:** Colourful indoor market with quirky stalls and unusual restaurants. City Centre, Dublin 2. [www.georgesstreetarcade.ie](http://www.georgesstreetarcade.ie)

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**Jervis Shopping Centre:** Located at the Jervis Luas Station. Has a number of top retail shops, a food court and supermarkets. Located in the city centre. [www.jervis.ie](http://www.jervis.ie)

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**Arnotts:** Located on Henry Street in the City Centre, Arnotts has a number of clothing, beauty, home and leisure stores as well as many more. [www.arnotts.ie](http://www.arnotts.ie)

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There are many different supermarkets in Dublin where you can shop for food with the most common ones being Lidl, Supervalu, Tesco, Aldi, Dunnes Stores and M&S.

### Postal Services

An Post is the largest postal service provider in Ireland. You can send letters, parcels and packages either within Ireland or around the world. For more information visit **[www.anpost.ie](http://www.anpost.ie)**.

Additionally, if students require the services of a courier company, there are many operating in Ireland such as FedEx, UPS and DHL.

### Eating out

Dublin has a number of beautiful restaurants of all cuisines. You can find whatever your appetite desires throughout the city with a host of restaurants having delivery services. Check out **[www.justeat.ie](http://www.justeat.ie)** for a list of delivery options.

### Pubs

There are many pubs in Dublin and a lot offer live music throughout the week, including traditional Irish music. Some of the most popular pubs in the city centre include: O'Donoghue's, The Auld Dubliner, The Brazen Head, McDaid's and O'Neill's. Mother Reilly's in Rathmines is very popular with Emerald students. When in a pub, it is impolite to remain there without buying anything. Pubs sell alcoholic and non-alcoholic drinks, while also serving food and snacks. It is against the law to enter a pub after 9pm if you are under the age of 18 and it is at all times illegal to buy and consume alcohol if you are under the age of 18.

The lively neighbourhood of Ranelagh, close to both our Milltown and Palmerston schools has a number of great bars and restaurants. It is full of Irish character and atmosphere and is a great place to experience the Irish culture of music, dance and Guinness. Temple Bar is another one of Dublin's popular locations and also hosts a number of great bars and restaurants.

# Section 8: Living and Working in Dublin

## Finding your own accommodation

For the most up-to-date house/apartment listings and room availability you can visit **[www.daft.ie](http://www.daft.ie)** or **[www.rent.ie](http://www.rent.ie)**

Also check our Student Noticeboard as many current students advertise shared accommodation.

Tips when looking for accommodation:

**Consider where you are:** Check bus routes and Luas lines to see if the house/apartment is within easy access of your school/ place of work.

**What do you need:** Identify what you require in your new house/ apartment/room!

Do you need Wi-Fi? Do you want digital TV? Electric shower? Washing Machine? Dishwasher? Smoking or non-smoking? You can customise your search on daft or rent websites to limit your search to your specifications.

**Set a budget:** Set a budget for your rent. Rent is usually paid by the month and you usually require a month's deposit in addition to the first month's rent when you move in.

**Read the terms:** You may have to sign a lease (contract) before you move in. Make sure you are familiar with all the terms and the process involved if you wish to move out. You may have to give one month's notice.

**Check your room:** Before you move into your new house/apartment, make sure you and the landlord are familiar with the condition of the room to avoid any problems in the future. Point out any damages or issues. Never rent before having visited the property!

**What's included?** It's important to check if your monthly rent includes bills such as bins, Wi-Fi, TV, electricity, gas and water charges.

**Who do you live with:** It's also important to consider who your new housemates will be. Are they students also or professionals?

### Other accommodation options

Emerald has special rates with some convenient hotels and B&B's. Please ask your Welfare Officer for more information.

## Finding a job

When looking for a job in Ireland the easiest place to search is on the internet. Websites such as **www.jobs.ie** and **www.irishjobs.ie** generally have the widest choices of full and part time jobs.

Other options are the daily newspapers and checking noticeboards/shops.

### Tips for finding a job

**Experience required?** Check the job description to see if you require any prior experience for the given role.

**Payment:** You may require an Irish bank account in order to receive payment, which may be weekly, every two weeks or monthly depending on your role. There is a basic rate of pay which everyone is entitled to receive (minimum wage).

**Tax:** In order to work in Ireland you require a **PPS number**, which is a personal identification number that allows you to work legally in Ireland. To obtain this number you must contact your local Department of Social Protection. For further information on this process and requirements contact the department of social protection on **01 8748444** or **www.welfare.ie**. Our Student Welfare Officer will also provide the necessary documentation for you to request this number, and maps of where you need to go.

**C.V.** Even for casual work it's important to have an up-to-date CV (Curriculum Vitae). This should have some basic information about yourself i.e. Name, Contact details etc. It should also list your previous employment and any qualifications you may have.

**Emerald Cultural Institute understands the importance of students planning for their futures. That's why we have put in place regular seminars to help students with guidance in relation to C.V. and Interview preparation. Check out the Social Programme noticeboard or ask the Student Welfare Officer to find out when the next seminar is scheduled. Our Student Welfare Officers can also provide advice and assistance at any time and help you to prepare your C.V. in English.**



# Section 9: Health Information

## Health Insurance

Students travelling to Ireland from EU countries must bring their European Health Insurance Card\* with them. If you have not purchased health insurance prior to arriving in Ireland, you can do so once you have begun lessons at ECI. For more information on health insurance, please ask a member of staff.

NB\* Non-EU students who require a visa to study in Ireland will need to submit full details in English of their medical insurance policy to INIS when submitting their application and they are required to have adequate medical insurance valid for their entire stay in Ireland.

Medical insurance is available to purchase through the ECI's group policy with Guard.me Insurance at a cost of €110 (may be subject to change) for coverage up to 1 year. Details of this policy are available from the Admission Office ([bookings@eci.ie](mailto:bookings@eci.ie), +353 1 497 3361).

## Medical Information School: ECI Palmerston Park

**Doctor – Walk in - No appointment necessary**

**Dr. Peter O'Sullivan**

150 Rathgar Road, Rathmines, Dublin 6

**Phone:** +353 1 497 7106

**Additional Information:** It is not necessary to phone in advance for an appointment. Bring E111 (European Health Insurance Card) or private medical insurance documentation with you. On average, a check-up can cost you between €50 - €60.

### **Surgery Hours:**

Monday	10:30 - 11:30am	5:00 - 6:00pm
Tuesday	10:30 - 11:30am	5:00 - 6:00pm
Wednesday	10:30 - 11:30am	2:00 - 3:00pm
Thursday	10:30 - 11:30am	4:00 - 6:00pm
Friday	10:30 - 11:30am	2:00 - 3:00pm

### **Dentist**

#### **Rathmines Dental**

183 Lower Rathmines Road, Rathmines, Dublin 6

**Phone:** +353 1 497 7106

**Additional Information:** You need to phone for an appointment in advance. Bring E111 (European Health Insurance Card) or private medical insurance documentation with you. On average, a check-up can cost you between €55 - €65.

### **Surgery Hours:**

Monday	08:00 - 16:00
Tuesday	10:00 - 19:00
Wednesday	08:00 - 13:00
Thursday	10:00 - 19:00
Friday	08:00 - 16:00

### **Local Hospitals**

VHI Swift Clinic	1890 866 966
St Vincent's Hospital	+353 1 269 4533
St. Vincent's Private Hospital	+353 1 269 5033
Blackrock Clinic	+353 1 283 2222

### **Local Pharmacies**

Roche's Pharmacy, Rathgar	+353 1 497 2693
Rathgar Late Night Pharmacy, Rathgar	+353 1 497 0046

## School: ECI Merrion Square

### Doctor – Mercer's Medical Centre

2 Stephen Street Lower, Dublin 2

**Phone:** +353 1 402 2300

**Additional Information:** You need to phone for an appointment in advance. Bring E111 (European Health Insurance Card) or private medical insurance documentation with you. On average, a check-up can cost you between €50 - €60.

### Surgery Hours:

Monday – Thursday:	09.00 - 17:30
Friday:	09.00 - 16.30

### Local Hospitals

VHI Swift Clinic	1890 866 966
St Vincent's Hospital	+353 1 269 4533
St. Vincent's Private Hospital	+353 1 269 5033
Blackrock Clinic	+353 1 283 2222

### Local Pharmacies

Boots Pharmacy Grafton Street	+353 1 677 3000
Hickeys Pharmacy Grafton Street	+353 1 679 0467

## Personal Safety

### An Garda Síochána (Irish Police Force)

An Garda Síochána is the national police service of Ireland. The nearest Garda stations to our schools are:

#### Palmerston Park:

##### Rathmines Garda

196 Rathgar Road, Rathmines, Dublin 6

+353 1 666 6700

#### Merrion Square:

Pearse Street Garda Station

+353 1 666 3000

### Emergencies

If you have an emergency and require the aid of a FIRE & RESCUE SERVICE, AMBULANCE or GARDAI (Police), dial either **112** or **999**.

If you need assistance with any other issue please ask our Student Welfare Officer. **The out-of-hours ECI emergency number is +353 86 811 2047.**

# Section 10: The Law & Safety

## Drinking

It is illegal for anyone under the age of 18 to buy, attempt to buy or consume alcohol in Ireland. It is also illegal to obtain alcohol for anybody below the minimum age, and to drive under the influence of alcohol. Please be aware of these laws at all times. Always drink sensibly and if you are out late at night, make sure you know how to return home safely.

## Smoking

Smoking is banned in all indoor public places in Ireland. Some bars and nightclubs will have designated areas in which you are free to smoke.

## Drugs

Illicit drug use in Ireland will result in heavy punishments. There are strict laws in Ireland against the use of illegal drugs.

## Pickpockets

Be vigilant with your wallet/purse or other valuables particularly when travelling in a group. Don't carry large amounts of cash with you, only carry what you need. It is not necessary for you to carry your passport with you in Ireland. Instead leave it at home in a safe place. If your wallet/purse or other valuables have been lost or stolen, report all items at the nearest Garda station.

## Shoplifting

Shoplifting is not tolerated in Ireland and will result in an arrest and possibly prosecution if an individual is found guilty of shoplifting.

**N.B.** Individuals are not allowed to carry or be in possession of firearms or offensive weapons such as knives, etc. in Ireland. In doing so, you may risk arrest and imprisonment.

## Cycling

Cycling is a fun, efficient, cheap and easy form of transport. It is safe if you watch out for other traffic and follow the Rules of the Road. Remember to always remain alert when cycling, wear visible clothing, lights and a helmet and keep within the cycling lane when there is a designated lane.

**Remember to always look both ways when crossing the road as in Ireland, motorists drive on the left hand side.**

# Section 11:

## Useful Websites & Apps

Most of these websites provide links that offer apps for iPhones and android phones.

### **Tourist Activities and Information**

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Dublin Tourism: [www.dublintourist.com](http://www.dublintourist.com)

Visit Dublin: [www.visitdublin.com](http://www.visitdublin.com)

Irish Tourist Assistance Service: [www.itas.ie](http://www.itas.ie)

Irish Council for International Students: [www.icosirl.ie](http://www.icosirl.ie)

### **Transport**

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Dublin Airport: [www.dublinairport.com](http://www.dublinairport.com)

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

D.A.R.T (train) & Irish Rail: [www.irishrail.ie](http://www.irishrail.ie)

LUAS (tram): [www.luas.ie](http://www.luas.ie)

Aircoach: [www.aircoach.ie](http://www.aircoach.ie)

Dublin Bikes: [www.dublinbikes.ie](http://www.dublinbikes.ie)

Leap Card: [www.leapcard.ie](http://www.leapcard.ie)

**Taxi** mytaxi app: [www.hailocab.com/ireland](http://www.hailocab.com/ireland)

### **Immigration**

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[www.inis.gov.ie](http://www.inis.gov.ie)

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

### **Embassy Information**

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Department of Foreign Affairs: [www.dfa.ie](http://www.dfa.ie)

### **Job Websites**

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

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

## **Bank**

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AIB Online Banking: [www.aib.ie](http://www.aib.ie)

## **Postal, Courier and Shipping Services**

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An Post: [www.anpost.ie](http://www.anpost.ie)

Fedex: [www.fedex.com/ie](http://www.fedex.com/ie)

Parcel2Go: [www.parcel2go.com/ie](http://www.parcel2go.com/ie)

## **Accommodation Assistance / Renting**

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

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

## **Hotels/ B&B's**

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

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

**Social** [www.meetup.com/cities/ie/dublin](http://www.meetup.com/cities/ie/dublin)

## **Dublin Shopping**

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

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

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

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

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

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

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

## **Irish News & Weather**

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RTE: [www.rte.ie](http://www.rte.ie)

Irish Times: [www.irishtimes.com](http://www.irishtimes.com)

Met Eireann: [www.met.ie](http://www.met.ie)

## **Emerald Links**

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Website: [www.eci.ie](http://www.eci.ie)

Facebook: [www.facebook.com/EmeraldCulturalInstitute/](http://www.facebook.com/EmeraldCulturalInstitute/)

# Section 12:

## Glossary

**Student Welfare Officer:** The Student Welfare Officer is the person who ensures that all of the student's social needs are catered for.

**Orientation:** An introduction on your first day to the school, staff, rules and to Dublin City.

**Social programme:** Non-academic activities. Afternoon & weekend activities that include tourist attractions, entertainment & tours.

**Weekend Trips:** Visiting Irish attractions outside of Dublin on a one day excursion tour.

**Attendance:** being present (e.g. at your lessons)

**Director of Studies:** The person in charge of all of the academic matters of the school.

**Mentor:** A tutor or teacher to help and advise you with your course & study path.

**Host Families:** A family that has a student live with them in their home.

**Luas:** The tram that runs through Dublin City as means of public transport.

**Leap Card:** A card that you can top-up with money and use on the bus and Luas for a discounted fare.

## Glossary

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**Transfer:** Private car to take you from the airport to your accommodation

**Hurling:** A national Irish sport played with a stick (hurley) and a ball

**Gaelic Football:** A national Irish sport played with a football (not soccer)

**Storehouse:** The building where they brew Guinness

**Distillery:** A building where they make Whiskey

**Chowder:** A seafood or vegetable stew, often served with milk or cream

**INIS:** provide everything in relation to asylum, immigration, citizenship and visas in Ireland

**European Health Insurance Card:** Issued free of charge and allows anyone who is insured by or covered by a statutory social security scheme of the EEA countries and Switzerland to receive medical treatment in another member state for free or at a reduced cost

# Dublin



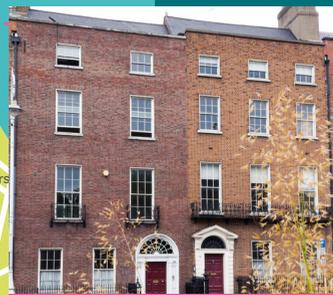
Alexandra Female Residence



Marino Summer Residence



Trinity Hall Summer Residence



Merrion square



Palmerston Park



St. Raphaela's Residence

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