

STUDENT INDUCTION SHEET



Student's Name			
Date of Birth		Total weeks of Course	

A	Introduction to Liffey College <ul style="list-style-type: none"> • Building layout: classrooms, library/computer lab shown/ floor plans • Campus facilities briefly explained (classrooms, library/computer lab, toilets, etc.). Liffey College has several locations; students cannot be guaranteed that they will be enrolled at any specific location. • Services offered explained (Student Visas, SPECIAL NEEDS (HEALTH CONATIONS LIKE OTHERS), Health Insurance, PEL, External & internal Exams & Others) <p style="text-align: right;">Student Signature: _____</p>
B	Course Information & Delivery <ul style="list-style-type: none"> • Awards and courses explained • Structure of course, duration, Number of Levels/Modules, Mode of Delivery explained • Course schedule, duration of classes and break times explained (Subject to change) • Course BOOK POLICY (buying a course book, etc.), homework & others • All students must have the relevant course-book for their level on their first day of class. Should the course book be changed, students are responsible for buying the new book. • Where the teacher gives homework or project work all students agree to participate and complete such assignments. • Liffey College is an English-Only Area. • Field-trips are organised regularly and are compulsory for all students. Attendance procedures are the same as for normal class. All students sign a declaration form and inform the college of any medical issues that may affect their participation • Students cannot be guaranteed the same teacher throughout their 25 weeks of study • Teaching may be done singly or/and in pairs • If a teacher is sick and cover cannot be arranged or possible, students may be merged into other classes • Login details: At the start of their course, each student is issued a unique Username and Password to access their course information on the Liffey College website (www.liffeycollege.ie). This information includes their Attendance, Course Start and End Dates, Final Exam Date, Internal Exam Results, Message Centre Downloads, etc. <p style="text-align: right;">Student Signature: _____</p>
C	Students Assessment & Progression – Internal Examinations <ul style="list-style-type: none"> • Ways of assessing students explained (Formative & Summative Assessment) • Examination Policies & Procedures explained • Academic and Non Academic warnings on unsatisfactory performance record explained • Registration Procedure with relevant accredited body & deadlines for exams registration explained • Students will be tested on a continuous assessment basis. Students who are continually absent on assessment days will face consequences. • The student agrees that his/her internal exam results may be made available to a third party (such as Immigration Officers, etc.) <p>Student Signature: _____</p>
D	Liffey College Policies <ul style="list-style-type: none"> • College Equality policy explained (Equal Opportunities & Fairness) • Other policies discussed includes Harassment & Bullying, Sick Leave Policy • Disciplinary Procedure explained (Dismissal, Grievance & Complaints Policies) • Please be advised that it's the responsibility of each and every student to familiarise themselves with the College Notice Board as this is where important public announcements (such as Christmas holidays etc.) will be on display. Students should also check the Liffey College, Notice boards, Facebook page and their email & log In System accounts on a regular basis. <p>Other Policies briefed are Complaints, Copyright, Computer Use, Personal Device Use, Food & Drink, Parking, Visitor, Litter, Noise, Pet, Children on Campus, Classroom Behaviour, Campus Posting & Others) Forms, requests and change of details.</p> <p style="text-align: right;">Student Signature: _____</p>

E	<p>Student's Rights & Responsibilities</p> <ul style="list-style-type: none"> • Code of Conduct briefly explained (Integrity, Respect, Concern & Inclusiveness, Honesty, Diversity & Civility) • Students Confidentiality & Data Protection explained • Students are responsible for ensuring that college has right email address and they are receiving emails. For example, once a student is enrolled in the class he/she will receive an email from the college regarding their class start date, level, timings, etc. <p style="text-align: right;">Student Signature: _____</p>
F	<p>Health & Safety</p> <ul style="list-style-type: none"> • Importance of Medical Care and Health Insurance explained • No Smoking and Drug & Alcohol Policy explained • Campus Safety & Security Issues discussed (Armed Threat, Violent Behaviour, • Emergency Response Numbers, Accidents and Medical Emergencies) • Students should inform a staff member immediately if they see a suspicious person in the building • Fire Safety & Evacuation: In the event of a fire, students must gather at the designated Assembly Point (playground in Swift's Alley – exit the building to the right). Liffey College conducts regular fire-drills which students are expected to take seriously. <p style="text-align: right;">Student Signature: _____</p>
G	<p>Exams – External Examination/Final Exam</p> <ul style="list-style-type: none"> • All English courses at Liffey College conclude in an English language exam that meets immigration requirements. Upon enrolment non-EEA enrolled students will be registered with the awarding body when they start the course. • Please be informed that the timetable for examinations is available and should be consulted. It should be noted that some exam dates and times may have been scheduled outside the given timeframe of the course. Students are advised to contact the College prior to the start of their classes should they require any change. No extension letters will be issued where exam dates are scheduled beyond the course dates. • The level of the final examination will be allocated to all students at the time of enrolment. An email regarding the same will be sent to all students following enrolment. Their exam level will be one level higher than the level assigned at enrolment. During the term of study (25 weeks), should any student fail to progress to the next level, the College should be contacted to make the necessary change. Students have up to 7 weeks prior to the exam date to make any change with respect to the date and/or level. There will be strictly no change after this period and refunds will not be processed. • Students will be sent a confirmation e-mail prior to their Final Exam. Students must reply to this e-mail if they wish to be booked for that Final Exam date; otherwise, their Final Exam will be postponed until the next date. • All students are entitled, upon submitting a Student Request Form at the end of their course, to receive a Liffey College certificate of completion, <u>except</u> students who have been expelled or who have left their course. • Student's declaration - "I understand that the Final Exam is mandatory and I will sit my course examinations whenever they are scheduled, otherwise I may be expelled or other sanctions may be taken against me as deemed necessary by the college (Study Visa Rule)" • Student's declaration - "I understand that if I have been expelled from or have left Liffey College, I will not be permitted to sit the final exam/end course exam and will not be entitled to a refund for exam fees." • Final exam is: Option B (if TIE is not available): Final exam date is: <p>Student Signature: _____</p>

H	<p>Attendance & Punctuality Policy Daily Punctuality and Attendance clearly explained:</p> <ul style="list-style-type: none"> • Class times are Monday - Friday 9:15am to 12:30pm (Morning class) & 13:45pm to 17:00pm (Afternoon class). • If there is a bank holiday on a Monday of any week, classes will be scheduled from Tuesday to Friday at the times outlined above. In a normal, five-day week, each day is worth 20% of that week's attendance. In a week with a bank holiday, the week will be divided into four days and thus each day will be worth 25% of that's week attendance. In case the College is unexpectedly closed (for instance, due to extreme weather warnings), attendance will be divided according to the number of school days that week. • Every student MUST SIGN the attendance register EVERY DAY at RECEPTION. • All students are expected to remember to sign the register and can sign only for themselves and not for others. False signatures will result in expulsion of all students involved. Students are expected to go to class immediately after signing the attendance register or they risk getting marked absent. • Morning students must sign the attendance register before 9:30 or they will be marked absent. Students who are not present in class when the register arrives at 12:15 will be marked absent. • Afternoon students must sign the attendance register before 14:00 or they will marked absent. Students who are not present in class when the register arrives at 16:45 will be marked absent. • We expect students not to make a habit of this 'leeway'. Liffey College reserves the right to revoke this 'leeway' or take action should student punctuality on the whole or individually become an issue. • If a student is late, the teacher has the right to refuse them entry into the classroom. • Liffey College has no agreement with any student regarding late arrivals or early departures. Please Note: continuously arriving late and/or leaving early will not be tolerated by Liffey College and if you arrive late more <u>than 3 days</u> in a week, you will face disciplinary procedures. Student's declaration: "I understand that daily Punctuality & Attendance is mandatory and I will be punctual for class and sign the attendance sheet every day at reception prior to 9:15AM and 1:45PM, otherwise I may be expelled or other sanctions may be taken against me as deemed necessary by the college". <p style="text-align: right;">Student Signature: _____</p>
I	<p><u>Class Time Changes</u> - Class time changes clearly explained:</p> <ul style="list-style-type: none"> • Students are registered with immigration for specific classes. A student cannot simply be moved to a different class from the one they are enrolled in. A student who wishes to change their class time must complete a Student Request Form and pay the administration fee in advance. Class time changes are subject to availability. • Student's declaration: "I understand that I cannot be moved to a different class and that there will be no switching of classes (subject to change)." Student Signature: _____
J	<p>Holidays – Holiday policy clearly explained:</p> <ul style="list-style-type: none"> • Every student MUST consult Administration regarding holidays. By enrolling in Liffey College each student has agreed to follow the COLLEGE TIMETABLE (33 weeks cycle) and must follow its structure even when it conflicts with the student's request for holidays, e.g. as in the Christmas college holidays. • As the school is closed for 4 weeks over the Christmas period students must take these 4 weeks as holidays if their course falls during this period. • Students are entitled to 8 weeks of holidays (in addition to their 25 weeks of study). 2 of these weeks are <u>flexible</u>; the other 6 weeks are <u>non-flexible</u>. The weeks at the beginning of the course cannot be changed (non-flexible), but 2 weeks at the end of the course may be moved (flexible). Students may request to take 2 weeks of holidays in the middle of their course instead of at the end, in which case their study end date will be extended by 2 weeks (as every student must complete a total of 25 weeks of study). Holiday requests can only be approved if the student (i) has completed 12 weeks of study, (ii) has at least 85% attendance and when there is (iii) no conflict with the college timetable. <p><u>Please be advised that all 25 weeks of study MUST be completed within a 7 month period</u></p> <p>No unscheduled breaks are permitted except for a family bereavement, participation in legal proceedings or a documented illness.</p> <ul style="list-style-type: none"> • To take 2 weeks of holidays in the middle of their course (after 12 weeks) instead of at the end, students must fill out a Student Request Form available from Reception. Students should allow a minimum of 3 (three) working days for their request to be processed and check its status over the following days. In the meantime students must follow their timetable.

	<ul style="list-style-type: none"> Requested holidays must be a full week, Monday to Sunday; no partial holidays may be provided. Students returning from holidays cannot be guaranteed that they will return to the same classrooms (subject to availability). Student's declaration: "I understand that I can only take holidays as per the Reform of the International Education Sector and Student Immigration System Government Policy Statement. In addition, I also understand that I may only be granted two weeks' holidays if I have completed 12 weeks with 85% attendance & according to the Liffey College timetable and no holidays can be approved if there is a conflict with the timetable." <p style="text-align: right;">Student Signature: _____</p>
K	<p>Absenteeism & Expulsion Policy/Procedures: Disciplinary/Expulsion Procedures clearly explained: 6 Steps</p> <ul style="list-style-type: none"> 1: A formal face-to-face oral warning is given to students with less than 85% attendance. The student will be contacted by telephone or sent an email in the event that a face-to-face warning is not possible. 2: Should attendance not improve, a first written warning via email is sent to the student. 3: Should attendance still not improve, a final written warning via email is sent to the student. 4: Student will be suspended and invited to attend a formal hearing/appeal. 5: Student can appeal the situation on certain grounds (please see college notice board for more details). 6: If the student fails to satisfy the formal hearing/appeal board with justifiable reasons for their absence/fails to show up he/she will face expulsion <u>without a refund</u> with immediate effect from Liffey College and GNIB/INIS will be informed of such. <p>Student's declaration: "I understand the Disciplinary/Expulsion Procedures in place at Liffey College, therefore, I will be punctual for class and sign the attendance sheet every day at reception prior to 9:15AM and/or 1:45PM, otherwise I may be expelled by the college. I also understand that there <u>will be no refund</u>".</p> <p>Please note:</p> <ul style="list-style-type: none"> Students, with less than 25% attendance in the first 6 weeks will be expelled by the College without a chance to warnings and/or appeal and the GNIB/INIS will be informed of their expulsion. All students are expected to maintain 85% at all times throughout their course. Absence due to illness, when the student has provided relevant documentation (such as a medical certificate/doctor's note) in a <u>timely manner</u> will be considered justified and will not count towards expulsion. Absence due to a GNIB appointment, if proof is provided (such as the GNIB card with the relevant date) in a timely manner, may also be considered justified. Classes missed due to PPS or bank appointments will not be considered justified. Students who miss class due to illness or a GNIB appointment will still be marked absent; their attendance percentage will decrease, but, as they are considered justified, the absences will not count towards expulsion. To be considered, documentation such as medical certificates must be provided prior to and not after expulsion. <p style="text-align: right;">Student Signature: _____</p>
L	<p>Class Level Change - Class level changes clearly explained;</p> <ul style="list-style-type: none"> Any students wishing to move up one level will have to complete 12 weeks in their assigned level. Whether or not a student moves up is dependent on their academic performance, i.e., their scores on their continuous assessments, as well as feedback from their teacher(s). Any student who wishes to move up prior to the completion of the 12-week cycle should consult their teachers and submit a Request Form to the DoS or ADoS. Any such moves will be subject to availability and are first dealt with by the teacher/DoS/ADoS. Any student who achieves inadequate test results during the 12 week period <u>WILL NOT</u> be eligible to move up and will remain <u>at the same level</u>. Only the Academic Department will inform the Administration Department at reception about any such changes, students will no longer be allowed consult reception about this matter. Any changes will be dealt with on a first come, first served basis and will be subject to availability as well. Student's declaration: "I understand that class level changes are subject to availability & academic performance. In addition I understand that if I achieve inadequate results in my assessments I will <u>NOT</u> be eligible to move up one level and will have to remain at the same level until my academic performance improves." Please Note: Class room change is at the discretion of administration. <p style="text-align: right;">Student Signature: _____</p>
M	<p>Building Change Policy: Due to the fact that Liffey College operates out of rented buildings, students agree that if Liffey College changes its location(s), they will be transferred to different premises to continue their course.</p> <p style="text-align: right;">Student Signature: _____</p>

N Fee Refund Policy:

Considering the fact that choosing the correct programme of study is an important step, Liffey College assumes that a student would have made a thoughtful decision prior to applying for the course.

- No refund is granted for students who withdraw from a programme (prior to/shortly post commencement or during the programme).
- The course fee or instalments paid are strictly Non-refundable except in the following circumstances:

Full-Time Students

1. In the event that an international student is refused either an entry visa or a student visa in Ireland.
2. If the course for which the student has paid is cancelled by Liffey College with no other alternatives available.

Part-Time Students:

1. If the course for which the student has paid is cancelled by Liffey College with no other alternatives available. (Part time fees refund include total fees paid in terms of course fee and registration fee)

Where a course is cancelled by Liffey College:

Students will be transferred to similar courses (if available at Liffey College) at equivalent level within the same discipline.

Arrangements will be made with other institutions to provide the same or similar courses at equivalent level within the same discipline.

Please Note:

- If a course fee is **refunded, €300 (college registration fee)** of the total course fee paid will be deducted.
- **Other non-refundable fees** that are charged as extras include **medical insurance fees, PEL fees, examination fees**, registration for examination fees, **accommodation fees**, Pick-up fees, books, hand-outs and others.
- **IF A STUDENT HAS BEEN EXPELLED THERE IS NO REFUND.**

Student Signature: _____

O Protection for Enrolled Learners (PEL)

In compliance with the Protection of Enrolled Learners (2012 Act, Part 6), Liffey College has learner protection arrangements in place with respect to all students who have paid fees and enrolled on programmes of three months or more duration. **“Liffey College has approval to offer students learner protection insurance, Leaner Protection insurance is only in place when each student receives their certificate.”** The purpose of this is to protect student course fee only paid to Liffey College in the event of Liffey College becoming Insolvent.

Please Note:

- This insurance applies only to Unexpired Course Fees and Does Not Include extras (for example; registration, medical cover, final exam, PEL, book and others, if applicable).
- Students will get individual certificate via email, as per this policy. If you have not received your certificate within 3 weeks of enrolment you **MUST** contact the college immediately.
- Students are advised to retain their individual certificate as this will be required for reimbursement when claiming the unexpired fees, if such a situation arises.
- Claims Procedure: Any occurrence which may give rise claim should be advised to ODON.
- Data Protection: Personal data that you provide to ODON will be held in accordance with Data Protection act 1998.

Please contact College if further information is required.

Student Signature: _____

P	<p>Students Feedback:</p> <ul style="list-style-type: none"> • Students are allowed to express their opinions and ask questions (feedback) • Newsletter/Timetable given to students including details about Course Schedule, Class & Break Times etc. • Registration & Examination Fees (<i>if applicable</i>), deadline for other payments, etc. • College Opening Times, Hours of Student Queries & 24-hour emergency number (086-1232008). <p style="text-align: right;">Student Signature: _____</p>
Q	<p>Full policy details and additional information is available at Liffey College reception, the Student Handbook or on our website www.liffeycollege.ie.</p>
R	<p>From time to time the college will organise Educational Tour / Field Trips.</p> <p>As these form part of the programme of study, students will be required to attend. Students must sign the declaration form provided and this is used as part of the attendance. Students must participate exactly as if they are in class and will be marked absent if they fail to complete the day/hours allocated.</p> <p>As students are required to be out of the premises particular attention needs to be paid to discipline to ensure proper behaviour and for personal and group health and safety.</p> <p>If you have any new or existing medical issues then please bring this to the attention of your teacher BEFORE the scheduled Educational Tour / Field Trip(s). The college reserves the right to ask you for a medical certificate for regular absences from Educational Tour / Field Trips.</p> <p style="text-align: right;">Student Signature: _____</p>
S	<p>Data Protection:</p> <p>We require the following documentation from every full-time student: GNIB copy (if applicable), Passport copy, completed new student induction sheet and application form. For part-time students we will require a Passport copy (photo ID) and completed application form. These documents will be kept in the student's file in a secure filing cabinet accessible only by Liffey College administration. Student files are kept for the duration of each student's course, and destroyed upon completion of their course; only an online record (data entry) will be kept in the College System.</p> <p>Copies of medical certificates (we do not keep originals) and other similar documents will be kept in a secure folder accessible only to Liffey College administration. These copies will be destroyed after one year; thereafter only an online record (data entry) will be kept.</p> <p>Liffey College's online system will contain data in text format; no physical paper will be stored.</p> <p>In addition to an online record of each student's attendance, a physical record of weekly class attendance (with student signatures) will be kept in files accessible only to Liffey College administration.</p> <p>Information about each student's attendance and other information are accessible only to Liffey College administration and the students themselves (in person or via the Liffey College online system).</p> <p>We will share student information only with the relevant government agencies such as Immigration officials, Gardaí, HSE, educational bodies.</p> <p>Please note: If any students has any questions please contact administration office.</p>

Do you have any existing medical conditions preventing you from pursuing your programme of study?

Student's declaration:

The above policies were clearly explained to me and I thoroughly understand all the points from A-R.

Student Signature: _____

College Representative Signature: _____

Date: _____

Students - Learner Contract

Note: Adapted from CEFR – Understanding and Using the CEFR for Teaching and Learning.

Name:	Teacher's Name:
Class:	Date:
I am learning this language because	My next target(s):
In this language I want to be able to	
Things I like doing in language class	When would I like to achieve it
Things I am good at	What I plan to do
Things I find difficult	How much time (a day/week) I plan to spend
Things I like doing outside class	Other activities I think will help me