

Students Induction Policy

The table below summarises the revision history of the Students Induction Policy since its creation in February 2025.

Revision History

Version	Approval Date	Revision Description	Approved By
1	02/02/2025	First edition	Senior Management
1.1	24/03/2026	General policy revised and updated	Senior Management

1. Purpose

Academic Bridge is committed to providing a high-quality, consistent learning experience for all international students. This induction policy ensures students transition smoothly into school life, understand academic expectations, and comply with legal and regulatory requirements. All induction procedures align with government guidelines, CEFR standards, and the school's reputation as a top-tier English language provider.

2. Induction Overview

All new students undergo **two types of induction**:

1. **General Induction** – introduces the school, campus, services, rules, and life in Dublin.
2. **Academic Induction** – focuses on course structure, assessments, progression, and learning expectations.

Timing: Inductions are held **in-person on the Friday before classes begin**. Students also receive **digital induction videos and the Student Handbook via email**.

Non-attendance: If a student cannot attend, they must **sign confirmation that they have received the Student Handbook and Induction materials**. The Academic Administration Team keeps all induction records.

3. Placement & Starting Procedures

Before students attend classes:

1. Placement Tests

- **Online Grammar & Writing Test:** Multiple-choice and writing assessment to determine language level.
- **Speaking & Listening Test:** Conducted via video call. Students may wait briefly in the virtual waiting room until assigned an examiner.

2. Placement & Level Confirmation

- Results are used to assign students to the most appropriate class.
- If a student is placed incorrectly, teachers may move them to a different level during the first week.

3. Course Start

- Students receive class details, login credentials for the Student Portal, and other important course information the weekend before classes.
- Courses always start on a **Monday**; mid-week starts are not permitted.

4. Course Materials

- Students collect their **coursebook** one week after the course begins, allowing time for any level adjustments.
- Books cannot be returned once used.

4. School Rules & Conduct

To maintain a professional learning environment, all students must:

- **English Only Policy:** Speak only English on campus to build fluency and confidence.
- **Classroom Etiquette:** No mobile phones, earphones, or sleeping in class.
- **Punctuality:**
 - Up to 10 minutes late: enter class directly.
 - After 10 minutes: wait in the student lounge until the break.
- **Attendance:**
 - Minimum 85% for non-EU (Stamp 2) students.
 - Three consecutive unexcused absences result in a formal warning.
- **Respectful Behaviour:** Aggression, verbal or physical abuse, and property damage are strictly prohibited and may lead to expulsion.

5. Essential Student Services

Academic Bridge provides support for students' life in Ireland:

- **Student Portal (portal.academicbridge.ie):** Check attendance, request letters, book holidays, and view course info.
- **Student Leap Card:** Discounted public transport fares; request a letter via the portal.
- **Bank Account:** Request a bank letter through the portal; present with passport and health insurance.
- **PPS Number:** Apply online with a "proof of residence" letter provided via the portal.
- **GNIB/IRP Registration:** Non-EU students must book appointments; bring visa letter, passport, and insurance.

6. Academic Induction & Learning Process

Classroom Experience

- Classes follow a **student-centered, communicative approach**, emphasizing all four skills: speaking, listening, reading, and writing.
- Students engage in real-life activities and multicultural learning.
- Weekly tests and skill assessments track progress.

Course Cycle

- **12-Week Blocks:** Each week focuses on a coursebook unit and one specific skill.
- **Progression Requirements:**
 - 85% attendance
 - 85% in weekly tests
 - Positive teacher evaluation
- **Level Up:** Students discuss progression with their teacher; the teacher informs the Director of Studies.

7. Assessment & Certification

- **Weekly Tests:** Conducted every Monday to reinforce learning from the previous week.
- **Exit Exams:** Students on 25-week courses must take TIE, IELTS, Cambridge, or TOEFL exams as part of course completion.
- **Certificates:** Minimum 70% attendance required. Certificates reflect course completion and level achieved.

8. Quality Standards (CEFR)

All teaching and assessments follow the **Common European Framework of Reference for Languages (A1–C2)**, ensuring internationally recognized standards.

9. Induction Content

Topics covered in the induction:

- School rules and safety procedures
- Campus tours and introduction to staff
- Academic programme structure and expectations
- Attendance and GNIB regulations
- Progression pathways and external exams
- Student Portal usage
- Textbook and course material guidance
- Student rights, responsibilities, and support services
- Health, safety, and emergency protocols

- Complaint and feedback mechanisms
- Academic integrity and misconduct policies

Delivery:

- Induction lasts up to 60 minutes.
- Conducted by a member of the **Sales Team** or Academic Management.
- Induction videos are available for review online.

10. Record-Keeping

- Academic Admin Team maintains records of **all inductions, test results, and handbook acknowledgments**.
- Students who miss the induction must **sign a receipt for the Student Handbook**, confirming they have reviewed all essential information.