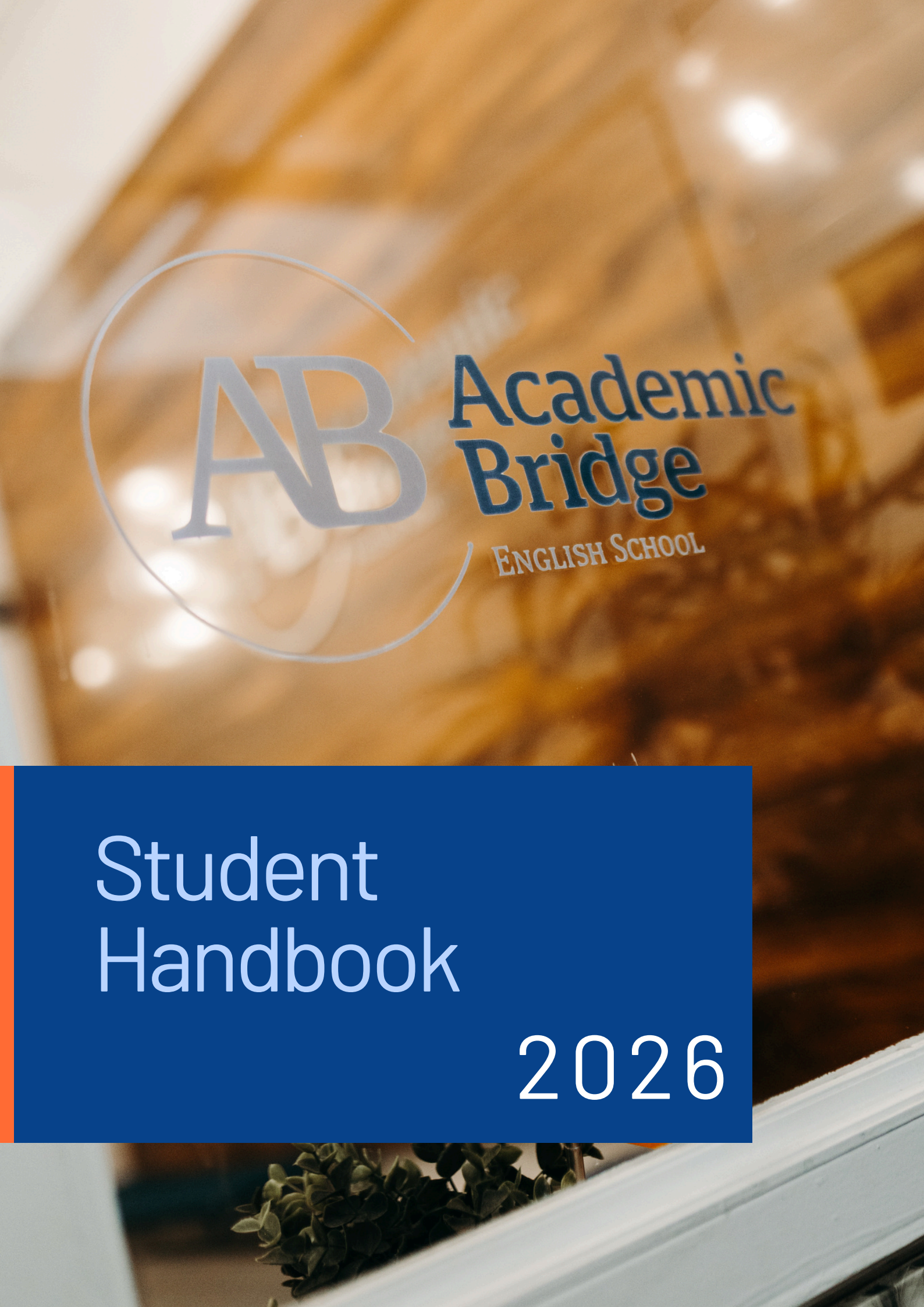

Student Handbook

2026

ACADEMIC BRIDGE

DUBLIN, IRELAND

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BEFORE YOU JOIN ACADEMIC BRIDGE

Welcome to Academic Bridge

Academic Bridge Ltd opened in Dublin in September 2012 to provide high-quality English language education to learners from around the world. Since then, the school has grown from a small, single-site operation with 10 students to over 700. A multi-campus language school serving a large and diverse student body in central Dublin.



As a school we want to become the best and most memorable chain of English schools around the globe. We will do this by providing an unforgettable learning experience for students and deliver the best customer service in the existing market. Students' happiness is our main concern. We believe that if we work together as a team we will be able to reach both the dreams of the students and those of the school.

The mission statement of AB

Our mission is to deliver high-quality English language courses in a welcoming and supportive atmosphere with qualified and passionate teachers to a pluricultural student base. Our aim is to enable our students to develop and improve their English language skills and increase their confidence by providing an immersive learning experience in Ireland.



Learners' Charter

AB seeks to provide an accessible, high quality service to all. We aim to give each learner the best possible chance of success in the classroom. We are committed to putting the learner first.

Our commitment to each learner is to:

- Support the principles and practices of our Equality Statement
- Provide accurate impartial information to enable them to make an informed choice of courses.
- Ensure that course enrolment is handled fairly and efficiently.
- Offer high quality and enjoyable adult learning opportunities.
- Provide a high quality learning experience.
- Advise them on resources to support their studies.
- Ensure that classes start and end on time and where practicable, and notify learners of any unavoidable changes.
- Comply with Health and Safety requirements.
- Make reasonable adjustments to provide additional support when required.
- Provide a safe and welcoming environment.
- Explain how learners are assessed.
- Advise learners regularly on their progress.
- Treat them with consideration and respect.
- Give them both formal and informal opportunities to express their views and opinion.
- Deal with complaints fairly and in confidence.
- Provide access to an appropriate appeals procedure.
- Be responsive to any concerns raised by learners.
- Provide access to information and advice .
- Provide students with feedback.
- Continually improve our service for students.



Equality Statement

AB works from an ethos of equality, fairness and justice for all students in this college. We will work towards elimination of barriers preventing active participation and involvement of students in the college. We recognise the needs of every student and will strive to help students reach their full potential. We will work tirelessly to promote equality under the nine grounds of the equality legislation.





Nine grounds of Equality: Race, Age, Gender, Family Status, Sexual Orientation, Disability, Marital Status, Religious Belief and Membership of Traveller Community.

Respect and Dignity Policy

AB is committed to creating a friendly classroom environment while upholding the dignity and respect of its students . AB will support every student's right to study in an environment which is free from any form of harassment, intimidation or bullying. This is in line with our policy and strategy as set out in our Staff Handbook which describes our commitment to continuous improvement in study practices.



AB recognises the rights of every student in such an environment and requires all members of staff and those working on behalf of AB to recognise their responsibilities in this regard. Every student in AB is entitled to be treated with dignity and respect by our employees. Equally, all students in AB are expected to support the principles of dignity and respect in relation to their study.

General Information

School policy

Academic Bridge observes strict guidelines with regards to workplace safety, equality, bullying, harassment and protection of minority rights. Any student found in breach of these guidelines will face disciplinary or/and even legal action against them.

Rights

Academic Bridge organises and hosts a number of extra-curricular and social events, both on the school premises and elsewhere, to enrich the student experience and learning outcomes. During these activities it is normal for photographs, videos and recording to be taken, which may be used and published for promotional purposes. If any student does not wish to be recorded or photographed during these activities they must make this clear during the activity, otherwise the school reserves the right to use these materials for the stated purposes.

Photography and Video Material

By accepting Academic Bridge's terms and conditions, the student accepts that Academic Bridge can freely use all photography, video and sound material created by the school and/or our staff during the programme which contains the student, without asking further approval from the student.



Communication Policy

AB's philosophy is to make communication a priority, ensuring it is an embedded part of our working practice. It is our policy to have an effective exchange of information with students. We believe that to be effective, we must facilitate the circulation of information and feedback. Therefore, we commit to providing access to relevant, accurate, and up-to-date information to all students, thereby enabling them to make informed choices.

Our aim is to ensure a high level of awareness of AB's role, vision and mission, and its place in the communities and regions that it serves. This also includes international communities, and we intend to achieve this in the following ways:

- Communicate AB's achievements and performance effectively to the wider public, celebrating its successes and reaffirming its vision of providing higher education that promotes student employability.
- Reinforce AB's vision and mission as a student-centered organization in publicity material.
- Communicate information in sufficient detail to students, using appropriate language
- Communicate openly to the communities it serves
- Raise awareness of AB's facilities to students, as well as to the general public.
- Ensure that students are available to give feedback on their individual and collective experiences of programmes and services. The feedback mechanisms will allow students of diverse backgrounds to give feedback on issues of particular concern to them.
- Students can give feedback by completing feedback surveys (which are handed out in class from time to time), by putting their comments in the suggestion box, or by email, text, phone, or one-to-one meetings.

Hours of opening

The college opens from:
8:30 am to 5:00 pm
Monday to Friday.

Students are welcome to stay in the college during opening hours and may request to use classrooms/ common rooms to study outside timetabled hours.

The administration hours are from 8.30 am to 4.30 pm.

If for any reason these hours change in the future, details will be posted on the College notice boards.



Academic Calendar



Admission

Minimum age

Any student wishing to enrol on a course at Academic Bridge must be at least 18 years old on the date of enrolment and entry into Ireland.

Course start dates

Academic Bridge English School operates a rolling enrolment policy. There are normally two new student intake dates per calendar month, which are outlined in our academic year calendar available on our website. Students have the freedom to select a desired course start date, but must be aware of limited availability of student spaces or course start dates being fully booked and therefore choose an alternative start date. Students remaining in the country after their valid and current Stamp 2 has expired and who wish to renew their student immigration permission in Ireland as English Language students will be offered start dates by our sales representatives which must adhere to the Immigration policies regarding Stamp 2 renewals and are non-negotiable.

The deadline to start the course at Academic Bridge is 1 year after the first payment, either deposit, first instalment, or full payment, was made by the student. If the students have not used their reserved space and started tuition on one of our courses after 1 year from the first payment, Academic Bridge reserves the right to cancel the place on the course, and no refund will be given.



Placement tests

All students enrolling in a course at Academic Bridge English School are assessed prior to the start of their programme to ensure accurate level placement. Assessment consists of two components: an Online Written Placement Test, which evaluates Grammar, Vocabulary and Writing; and a Spoken Fluency Assessment (Speaking Test), conducted online or in person before the student's start date, which evaluates Speaking and Listening.

Students who have previously completed an English language course in Ireland and are renewing their enrolment may submit a valid English language certificate issued within the past three months. The Academic Team will review the certificate and, where appropriate, renewal students may be exempt from the Speaking Test. Final level placement is determined by Academic Managers based on the placement test results, performance in the Speaking Test and overall observation of the student's communicative competence.

Academic Bridge ensures that all four core language skills are assessed in line with CEFR standards before or at the start of the course. Speaking and Listening are assessed in the Speaking Test (via Zoom or in person), using the CEFR Oral Global Scale. Grammar, Vocabulary and Writing are assessed through the online written placement test. Reading is assessed through a diagnostic reading test on the student's first day of class.

Admission and enrolment refusals

The following categories of students will not be allowed to start a process of booking a course or enrolling on a course with Academic Bridge:

- Students found to have breached the conditions of their permission to enter or remain in Ireland legally.
- Students attempting to gain admission by misrepresentation, falsification of documents or other fraudulent means.
- Students seeking to renew their English language course and their Stamp 2 immigration permission with attendance rate lower than 85% in their previous course.
- Students expelled from their English Language school due to not meeting the minimum attendance requirement or breaching other terms and conditions of the institution.
- Students who fail to fulfil the normal admission or enrolment requirements.
- Students who do not pay their tuition fees in full.

STARTING YOUR COURSE

Student induction

The in-person new student induction takes place every Friday prior to course start dates. All students who are new to Ireland and to Academic Bridge are strongly encouraged to attend.

All students receive the full induction information before they start their course via email, including an induction video and the Student Handbook, which contains all essential information about courses, procedures, and school operations.

Students who are unable to attend the in-person induction are still required to review all induction materials provided. In such cases, they must sign the Student Handbook to confirm that they have received, read, and understood the induction information.



Course Levels Overview

General English

Academic Bridge runs morning and afternoon General English courses across nine levels, from A1 (Beginner) to C2 (Proficiency), aligned with the Common European Framework of Reference for Languages (CEFR):

- **A1 CEFR - Beginner**
  - The student can understand and use very basic everyday expressions and simple phrases related to personal needs.
  - The student can introduce him/herself and others, and ask and answer simple questions about personal details such as where he/she lives or people he/she knows.
  - The student can interact in a very simple way, provided the other person speaks slowly and clearly and is willing to help.

- **A1+ CEFR - Elementary**
  - The student can understand simple sentences and commonly used expressions related to everyday situations.
  - The student can communicate in basic, familiar contexts using simple language and short exchanges.
  - The student can describe basic personal information, daily routines, and immediate needs in simple terms.

- **A2 CEFR - Pre-Intermediate**
  - The student can understand sentences and frequently used expressions related to areas of immediate relevance such as work, shopping, and daily life.
  - The student can communicate in simple and routine tasks requiring a direct exchange of information on familiar matters.
  - The student can describe aspects of his/her background, immediate environment, and basic experiences using simple language.

- **B1 CEFR - Intermediate**
  - The student can understand the main points of clear standard input on familiar topics regularly encountered at work, study, or leisure.
  - The student can deal with most situations likely to arise while travelling in an area where the language is spoken.
  - The student can produce simple connected text on familiar topics and describe experiences, events, and plans with reasons and explanations.

- **B1+ CEFR - Intermediate Plus**
  - The student can understand the main ideas of longer texts and discussions on familiar and some unfamiliar topics.
  - The student can interact with reasonable uency and condence in everyday and work-related situations.
  - The student can produce more detailed connected text and express opinions with some supporting detail.

- **B2 CEFR - Upper Intermediate**
  - The student can understand the main ideas of complex texts on both concrete and abstract topics, including discussions in his/her eld of interest.
  - The student can interact with a degree of uency and spontaneity that makes regular interaction with procient speakers possible without strain.
  - The student can produce clear, detailed text on a wide range of subjects and explain viewpoints, giving advantages and disadvantages of options.

- **C1 CEFR - Advanced**
  - The student can understand a wide range of demanding, longer texts and recognise implicit meaning.
  - The student can express him/herself uently and spontaneously with little obvious searching for expressions.
  - The student can use language exibly and eectively for social, academic, and professional purposes.

- **C1+ CEFR - Advanced Plus**
  - The student can understand complex and nuanced spoken and written language with a high degree of accuracy.
  - The student can express ideas clearly, precisely, and uently in extended discourse across a wide range of contexts.
  - The student can produce well-structured, detailed text using a broad range of vocabulary and cohesive devices.

- **C2 CEFR - Proficiency**
  - The student can understand with ease virtually everything heard or read.
  - The student can summarise information from dierent spoken and written sources, reconstructing arguments in a coherent presentation.
  - The student can express him/herself spontaneously, very uently, and precisely, conveying ne shades of meaning even in complex situations.

Exam Preparation Classes*

Academic Bridge supports students in developing the skills required for English language proficiency examinations throughout its General English programmes. Examination-related skills, including Reading, Writing, Listening and Speaking, are regularly developed and practised as part of the weekly course programme.

Where there is sufficient student demand, Academic Bridge may also offer dedicated examination preparation classes for specific English language proficiency examinations. Depending on demand, staffing and timetable availability, these may include:

- IELTS
- Cambridge English examinations
- Trinity ISE
- TIE (Test of Interactive English)

Dedicated examination preparation classes provide focused practice of the relevant examination format, task types, assessment criteria and examination strategies.

Students wishing to join a dedicated examination preparation class may be required to meet a minimum English language level appropriate to the examination. Academic managers may advise students to continue developing their general English proficiency before joining an examination preparation class if their current level is not sufficient to engage effectively with the course content.

This is to support the student's learning and maintain an appropriate level and progress within the group.

The availability of dedicated examination preparation classes is subject to student demand, staffing and timetable availability. Academic Bridge reserves the right to introduce, reduce, or temporarily suspend specific examination preparation classes where demand does not support their continued provision. Students should confirm the current availability and entry requirements of their preferred examination preparation class with Academic Bridge before enrolling.

Course structure

English language courses run for a total of 15 hours per week.
General English classes are scheduled Monday to Thursday from 9:00 am to 12:55 pm (AM) or from 1:00 pm to 5:00 pm (PM), or Monday to Friday from 9:00 am to 12:10 pm (AM five-day class)

Morning Break Times
Morning break times are staggered according to classroom location. This arrangement is in place to manage the number of students accessing the Students' Lounge at any one time and to ensure that all students have appropriate access to the facilities.

33 Gardiner Building
- Rooms 0–6: 10:20–10:30 am
- Rooms 7–13: 10:30–10:40 am

31 Gardiner Building
- Rooms 0–5: 10:20–10:30 am
- Rooms 6–10: 10:30–10:40 am

Harcourt Building
- Rooms 1–4: 10:20–10:30 am
- Rooms 5–8: 10:30–10:40 am

AM (Monday-Thursday)
- Rooms 0–13: 11:00–11:10 am

Afternoon Break Times
Afternoon break times are also staggered according to classroom location to ensure that students can access the Students' Lounge comfortably and safely.

31 Gardiner Building
- Rooms 0–5: 2:40–2:55 pm
- Rooms 6–10: 3:00–3:15 pm

33 Gardiner Building
- Rooms 0–6: 2:40–2:55 pm
- Rooms 7–13: 3:00–3:15 pm

Harcourt Building
- Rooms 1–4: 2:40–2:55 pm
- Rooms 5–8: 3:00–3:15 pm

Students are expected to follow the break time allocated to their classroom and return to class promptly at the end of their break.
Academic Bridge reserves the right to make changes to class timetables and break schedules during the academic year. Changes may be necessary due to operational requirements or other unavoidable circumstances. The school will communicate any significant changes to students as appropriate.

Outcomes

Following the investigation, the DOS will prepare a report outlining the findings. Possible outcomes include:

- Confirmation of the original decision.
- Adjustment of the student's grade.
- Permission for the student to progress to the next level.

The final decision will be communicated to the student by email, and a meeting may be arranged if further clarification is required.

Classes

Timetable

Academic Bridge runs classes in the AM and PM shift. Our classes are broken into two sessions with a break in between.

Shift	Class Start Time	Break Time	Class Finish Time
AM (Monday-Friday)	09:00 AM	**33 Gardiner** Rooms 0–6: 10:20–10:30 am Rooms 7–13: 10:30–10:40 am **31 Gardiner** Rooms 0–5: 10:20–10:30 am Rooms 5–10: 10:30–10:40 am **11 Harcourt** Rooms 1–4: 10:20–10:30 am Rooms 5–8: 10:30–10:40 am	12:10 PM
AM (Monday-Thursday)	09:00 AM	Rooms 0–13: 11:00–11:10 am	12:55 PM
PM (Monday-Thursday)	13:00 PM	**33 Gardiner** Rooms 0–6: 2:40–2:55 pm Rooms 7–13: 3:00–3:15 pm **31 Gardiner** Rooms 0–5: 2:40–2:55 pm Rooms 6–10: 3:00–3:15 pm **11 Harcourt** Rooms 1–4: 2:40–2:55 pm Rooms 5–8: 3:00–3:15 pm	17:00 PM

Students are advised to check the monthly elective activities calendar which is available on our social media channels and notice boards.

Academic Bridge reserves the right to make timetable changes during the year. This may be due to unavoidable circumstances and therefore the school will not be held responsible for any inconvenience caused.

Class sizes

The maximum number of students in each class is 15. Academic Bridge tries to maintain the average class size at 13 students per class and seeks, wherever possible, to ensure a good linguistic mix in the class, i.e.a multicultural classroom and students with a variety of mother tongues.

College Facilities

- Most classrooms are equipped with a desktop and monitor.
- Free Internet access (WIFI) is available throughout the buildings.
- Paid photocopying facilities available in the reception/student's lauch.
- Library facilities and canteen; the college has a common-room/library available to all students during opening hours. It contains desks and chairs to eat or study and plenty of novels and other books to enrich students' vocabulary, knowledge of literature and general English skills.



Course Materials and Book Policy

Academic Bridge uses coursebooks published by internationally recognised ELT publishers as the core learning materials for its programmes. Coursebooks support classroom participation, academic progress, and successful completion of the course.
Where a coursebook is included in the agreed course fee, eligible students will receive one coursebook. Where a coursebook is not included in the course fee, students are required to purchase the required book from Reception before or at the start of their course.
The use of the official coursebook is mandatory for students attending in-person classes. Students must bring the required coursebook to every lesson.
Photocopies, scanned copies, unofficial PDF versions, or other materials that infringe copyright are not permitted as substitutes for the official coursebook.
In accordance with Academic Bridge policy, attendance may not be recorded for students who attend class without the required coursebook.

Book Replacement, Exchange and Resale

Students are responsible for ensuring that they have the required coursebook for their current level. If a replacement is required, students may purchase a new copy from Reception, an authorised bookseller, or obtain a legitimate second-hand copy.

When progressing to a new level, students may return their previous coursebook to Reception and may be eligible for a discount on a new book, depending on the condition of the returned copy.

Academic Bridge also facilitates book exchange and resale opportunities through designated school channels, including book exchange schemes and student communication groups. Students may use these channels to buy, sell, exchange, or swap coursebooks, provided that the books are legitimate copies.

Students progressing to C2 – Proficiency will be provided with a coursebook for use during their classes. This coursebook remains the property of Academic Bridge and must be returned at the end of the course. Students who wish to keep the book may purchase it for an additional fee of €50.

Academic Bridge reserves the right to update book prices, discounts, exchange arrangements, and related procedures. Students will be informed of any changes through official school communication channels.

Change of Address or Personal Information

Students are required to advise the college administration directly and immediately of the following changes:

- Address
- Phone number
- E-mail address

Change to your programme of study must be approved by the Director of Studies or Assistant Director of Studies only. Requests may be made by contacting the DOS/ ADOS directly.

DURING YOUR COURSE

Attendance Policy

To derive maximum benefit from the programme, we advise 100% attendance. It is an AB rule, based on Immigration requirements, that AB Students must maintain an attendance rate at least 85%. Teachers record attendance for each class.

AB monitors and records attendance through our student management system. This is linked to the AB Student Portal and provides personal attendance information to each student individually. Any absenteeism not covered by medical certification will be considered as non-attendance and will be dealt with according to our low attendance policy.

Keep the Academic Office informed if you have problems that will affect your attendance

If you are unable to attend class for any reason - or plan to exit the programme early - please inform the Academic Office immediately.

Low Attendance Policy

Maintain an attendance rate of at least 85% .

No unscheduled breaks are permissible except in documented cases of illness or close family bereavement. Should a student's attendance fall below the requirement laid down by AB rules (in line with Immigration Service Delivery (ISD) requirements), disciplinary action will be taken which could result in their enrolment with AB terminated. As attendance is a condition of student immigration permission, non-attendance may result in the loss of a learner's permission to live and study in Ireland. If a student's uncertified absence reaches 25% or more during the first six weeks of their course, Academic Bridge is required to report this to Immigration Service Delivery (ISD).

A student who arrives more than Ten minutes late will not be allowed into their class and must wait until the break to enter the class. If a student leaves a class early, they will not receive attendance for that class.



Attendance Warning System

- If you do not attend classes for three days consecutively without being excused, you will receive a formal attendance warning. In addition to this, your class registration will be made inactive and your name will be removed from the class list.

- If your attendance remains below 85% for any considerable length of time, you will receive an attendance warning. Attendance warnings request that you come to the Academic Office to speak to the DOS to explain your absence from classes. If your attendance does not improve following an official warning, you will be sent another warning to a maximum of three attendance warnings.

- If a learner receives three official attendance warnings (set by email) and their attendance is below 85%, they may be expelled from AB College. This will happen if the Academic Department is satisfied that every effort has been made by the Academic Team to assist the student and their attendance has not improved.

- If a student feels that their expulsion from AB is unfair, they have the right to request a return to class. This must be done immediately, providing an explanation as to why they have been missing classes. Students are requested to re-submit their medical certificates as part of this process. The Academic Director will consider the appeal based on the following criteria:
  - Students informing the Academic Office in advance of their absence
  - Submission of medical documentation (submitted to AB in a timely fashion)
  - The amount of time that the student has studied and their ability to reach 85% by the end of their course.

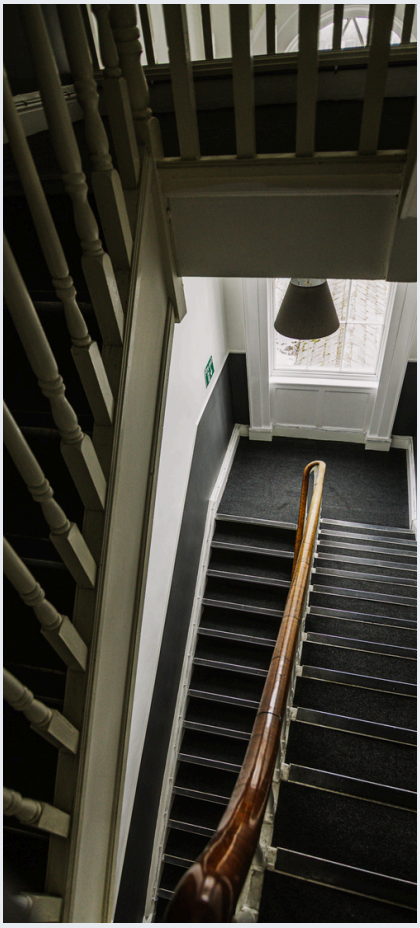
The request to return to class should be done by completing the Return to Class online form. This will be considered by the Academic Director and students will receive an answer before the beginning of the next week. Students who are allowed to return to class, will resume their classes from the following Monday (or Tuesday where there is a public holiday.)

In the event that the return to class request is denied, the student has the right to an expulsion appeal. This appeal is considered by AB's Appeals Panel, made up of members of the AB Management Team, not including the Academic Director. The decision of the Expulsion Appeals Panel is final.

An appeal to the Expulsions Appeals Panel can be made by completing the online Expulsion Appeals form. Students will be given an answer on their appeal within 1 weeks. When the expulsion is upheld, the Immigration Service Delivery (ISD) will be informed. Fees on Expulsion: A student who is expelled from Academic Bridge, for low attendance or for misconduct, will not receive a refund of any tuition fees paid.



Sickness and Sick Leave



It is important to know that in Ireland we generally go to a GP (General Practitioner) who works from a Medical Centre if you are sick, rather than go directly to the hospital. It is cheaper and faster to go to a GP.

Any student who is sick should contact the school on the first day of their absence due to illness. They can telephone the school on **01 8788616** or email at **medical@academicbridge.ie** and the information will be passed on to the academic managers. Students can also email the academic managers directly if they have their email addresses and daily inform them of their condition. If the student who is sick has received a certificate from a doctor, a copy or a scan should be emailed to the school on the first day of absence. On the first day of return to classes, students must present the medical note in original to the academic managers and a copy will be kept for the school's records.

Academic Bridge will only accept medical notes in original that are stamped and signed by the doctor, copies will not suffice. The school can only accept medical certificates from doctors in Ireland and in the English language, any certificates from abroad will not be accepted and the same is valid for online medical consultations with foreign healthcare providers. Academic Bridge may verify medical certificates with the healthcare provider, in line with GDPR. Students must refer to the list at reception for the approved clinics and medical centres from which we accept student medical certificates.

Providing a doctor's note might not remove absences for the missed class(es) from the students profile on our system. However, a note will be made that the student was absent due to illness. The reason for this practice is the attempt to avoid situations where medical certificates which are possibly not genuine are used to justify absence from class and the fact that Academic Bridge is not always in the position to ask medical institutions to verify the potentially fraudulent certificates provided. All students experiencing serious medical conditions which require longer absence are advised to talk to academic managers and ask for holidays in order not to lose class content and attendance due to illness..



Students cannot receive attendance and justify class absence by simply emailing or calling the school saying they are unwell and without providing a doctor's note. Any medical documentation found to be fraudulent will result in an official warning and might lead to expulsion from the school.

Should a student's attendance rate fall below 85% at the end of their course and the student is planning to renew their Stamp 2 immigration permission, they should include all original medical certificates with their online renewal application to Immigration Service Delivery (ISD) and answer any questions from ISD about absence due to illness directly.

Students will not be given any form of compensation or extra tuition time based on the fact that they have lost classes due to illness.

In terms of your attendance, students are not entitled to any undocumented sick leave. Language schools are not entitled to authorise sick leave. While you are in Ireland, the Department of Justice will only recognise doctors who are registered to practise in Ireland as having the authority to confirm your illness. If your attendance is low because of illness, include your medical certificates with your online renewal application to Immigration Service Delivery (ISD)

On the first day of sickness and on each day subsequently, you MUST email the Academic Office to inform AB that you will be absent from classes. To confirm your illness you are also requested to submit a doctor's certificate from a doctor who is registered to practice in Ireland.

If your attendance is below 85%, you are required to provide a medical certificate that confirms the exact dates that you were not able to attend classes. Please see this as a requirement not only to look after your health, but also to comply with Immigration regulation.

Please note that AB will only accept medical certificates when:

- You show the original version of the certificate.
- You attended a consultation with the doctor who is registered to practice in Ireland and the medical certificate includes the registration number and contact telephone number of this doctor.
- You provided the certificate in a timely manner.
- You informed the Academic Office of your illness on the first day of your absence.

Punctuality

Any student arriving for class more than 10 minutes after the class has started will not be allowed into the classroom and will have to wait until the break time to join the class. This means they will only get attendance for half of their daily class if they stay for the whole duration of the part of the class following the break.

This 10-minute lateness allowance applies only to the first 90-minute session of the daily class. Students cannot arrive late for the second part of their daily classes or extend their breaks for 10 additional minutes. Students will be asked to leave the second 90-minute session if they arrive from the break late.



Holidays

If you are a non-EU/EEA student enrolled on a 25-week course, you are entitled to take 10 weeks of holiday during the validity period of your student immigration permission of eight months (35 weeks).

Academic Bridge closes for two weeks during the Christmas and New Year's period. Those two weeks, if a student is enrolled with us at those times of the year, are taken from their total holiday allowance.

As per Immigration guidelines, holiday periods taken during your course cannot at any point exceed 1/3 of the total tuition weeks elapsed.

At Academic Bridge we practice the following holiday policy:

- Long term students with a Stamp 2 can take a maximum of seven weeks of holidays while they are studying (Christmas holidays included in those ten weeks, if students enrolled at the time) and three weeks of holiday after they have completed 25 weeks of tuition and before their student immigration permission expires.
- Long term students with a Stamp 2 can only take holidays after they have had classes for 8 weeks.
- After 8 weeks in class, students can request a maximum of 2 weeks of holidays, after 9 weeks in class, students can request a maximum of 3 weeks of holidays.
- A maximum of 4 weeks of holidays at one time can be given after completing 12 weeks of classes
- Holidays must be requested on the schools website at least 1 week in advance as possible and an email will be sent directly to the student by an academic manager approving or rejecting the holiday request.
- Please note that holidays must be taken from **Sunday to Saturday**, and will be counted as a **full week**. It is not possible to take individual or spare days—only full weeks will be approved.

Working holidays can only be requested and approved during the months of June, July, August and September, and from 15th December until 15th January, when students can work full-time (40 hours per week) legally.

If a student enters Ireland as a tourist and enrols on a short term, non-visa course of up to 90 days, holiday allowance policy is the following:

- For courses up to 5 weeks in duration, 1 week of holiday is allowed.
- For courses from 6 and up to 10 weeks in duration, 2 weeks of holiday are allowed.
- For courses of 12 weeks in duration, no holiday is allowed, since the student's maximum length of stay in the country is 12 weeks.

For students from countries with which Ireland has a working holiday visa agreement in place, the total number of holiday weeks equals 1/3 of their course duration.

There is no replacement or compensation for classes that are not conducted when the school is closed for public holidays in Ireland.

Class changes

Academic Bridge reserves the right to change the student's class if necessary and in order to accommodate all incoming students, ensure the best learning environment and a varied nationality mix in class.

Our school operates in three buildings: 31 Gardiner Place, 33 Gardiner Place and 11 Harcourt Street. Students may be placed in class in any of these locations based on class space availability and class attendance in the location of students' choice is not guaranteed at any time. However, every effort will be made to accommodate students' request to attend classes at the location which best suits them whenever possible.

Any requests for class change coming from students might not be granted and are subject to evaluation and the validity of any such request and the available space in class.

Class timetable changes

Students can request for their class schedule to be changed prior to the start or during their course. This change must be permanent and NO more than one change will be allowed.

Any student wishing to change their schedule from PM classes to AM classes prior to their class start will be charged a flat rate of €400.

Any student wishing to change their schedule from PM classes to AM classes after their course has commenced will be charged a rate of €16 per remaining week of the course.

Students will not be reimbursed for the course price difference in the event of the change from AM to PM schedule.

*All schedule changes prior and after course start are subject to available space in class and must be requested and approved by the academic managers.

Academic Bridge is in no way obliged to accept and grant such requests and students should choose their schedules carefully prior to enrolment.



Management of classes and maintenance of students' records



The management of English language classes is facilitated by the Director of Studies. The College maintains both hard and soft copies of student records. The customised student management system used administratively at AB also enables management to keep and maintain a student database which includes, but is not limited to admission details, class attendance, performance records, financial transactions, statistical reports etc.

AB retains all pertinent information in soft copy (digital) formats relating to learners on password-protected secure servers. Servers are backed up daily, and an off-site backup is regularly maintained. Typically, a hard copy print out will be locked away in a secure location.

A digital record of the file number is also created with the name of the learner, year of enrolment, year of completion, and programme name for ease of indexing and cross-referencing.

Daily Informal Feedback

Teachers provide continuous feedback during lessons through:

- Error correction
- Feedback on speaking activities
- Written assignments
- Classroom participation

This ongoing feedback supports the formative assessment process, helping students develop their communicative competence and improve their language skills throughout the course.

Weekly Quick Tests

Students complete weekly quick tests every Monday, based on the content covered in the previous week from the coursebook. These tests:

- Assess students' understanding of grammar and vocabulary.
- Align across classes of the same level.
- Are recorded by teachers in a shared academic record system.
- Contribute to the student's overall academic performance.

Teachers provide feedback on these tests to help students identify areas that require further improvement.

Weekly Skills Development Assessment

To prepare students for exit examinations such as Test of Interactive English (TIE) or Trinity College London Integrated Skills in English, one core language skill is assessed each week.

Skills assessments take place on the final day of each week and follow the syllabus cycle:

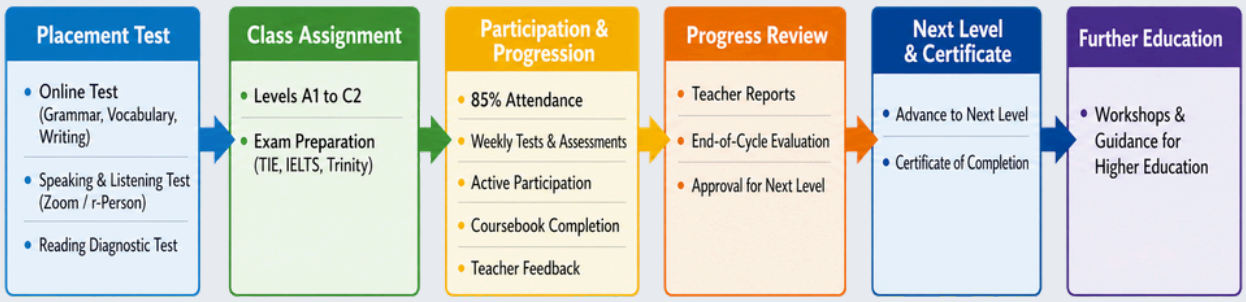
- Week 1: Speaking
- Week 2: Listening
- Week 3: Reading
- Week 4: Writing
- Please refer to the cycle schedule to see the following weeks: **Cycle Schedule 2026**

These assessments help students progressively develop exam-relevant skills while allowing teachers to monitor performance across all language competencies.



Assessment and Progression Policy

Student Pathway



The programmes offered by **Academic Bridge Ltd** are periodically assessed to ensure that the needs of learners are met and that the quality of education remains high. Our curriculum is aligned with the **Common European Framework of Reference for Languages (CEFR)** and is annually reviewed to ensure that it reflects current language teaching methodologies and learning outcomes. Assessment at Academic Bridge is designed to support student development through a combination of formative and summative evaluation methods.

Assessment

Students are assessed through a variety of methods that monitor both their ongoing progress and their overall achievement.

Level Progression

At the end of each 12-week cycle, teachers submit progression recommendations to Academic Managers.

To be considered for progression, students are normally expected to meet the following academic indicators:

- Minimum 85% attendance.
- Active participation in class.
- An overall average of at least 85% in weekly quick tests.
- Completion of at least four weeks of skills development assessments with an overall score of 85% or higher.
- Demonstrated effort and engagement throughout the course.
- Completion of assigned coursework.

Students should note that test results alone are not the sole criterion for progression.

Teachers' professional judgement plays a central role and considers:

- Language development.
- Communicative competence.
- Classroom participation.
- Effort and engagement.
- Overall academic performance.

Progression decisions are therefore based on a **holistic evaluation** of each student's performance.

At the end of the cycle, teachers provide **individual written feedback** outlining the student's strengths and areas for improvement. **End-of-cycle report.**

Where appropriate, students may also be recommended to attend academic workshops or arrange a tutorial with an Academic Manager to discuss their progress and receive additional guidance. Students requiring further support may be offered remedial support and an individual action plan to help them achieve the learning outcomes of their course.



Academic Support, Tutorials and Remedial Support

Academic Bridge is committed to supporting students throughout their learning journey. Assessment is not only used to evaluate progress but also to identify areas where additional guidance and support may be beneficial.

Tutorials
Students who would like to discuss their academic progress, assessment results, learning goals or any aspect of their studies may request a tutorial with an Academic Manager. Tutorials are scheduled in advance and provide students with dedicated time to receive individual academic guidance.

Tutorials may be used to discuss:

- Progress towards course learning outcomes.
- Assessment results and teacher feedback.
- Study skills and independent learning strategies.
- Preparation for examinations.
- Progression to the next CEFR level.
- Attendance and academic performance.
- Individual learning goals and action plans.

Where appropriate, teachers may also recommend that a student meets with an Academic Manager for additional academic guidance.



Remedial Support
Following assessments, teachers continuously monitor students' progress. Where a student requires additional support to achieve the learning outcomes of the course, appropriate remedial support will be provided.
Remedial support may include:

- Personalised recommendations from the teacher.
- Additional practice materials and self-study activities.
- Guidance on areas requiring further improvement.
- Referral to relevant academic workshops.
- A tutorial with an Academic Manager to develop an individual improvement plan.

The purpose of remedial support is to help students address identified learning needs and maximise their progress throughout the course.

Academic Workshops
Academic Bridge offers a programme of free lunchtime academic workshops to complement classroom learning and provide students with additional opportunities to develop their English language skills.

Workshops may include:

- Conversation Classes
- TIE Examination Preparation
- CV Writing Workshops
- Interview Skills Workshops
- Phrasal Verbs Workshops
- Useful Vocabulary Workshops
- Grammar and Writing Workshops
- Pronunciation Workshops
- Book Club
- Irish Language and Culture Sessions
- Spanish Language Sessions
- Portuguese Language Sessions
- Other academic, language and cultural workshops throughout the year.

Workshop topics are scheduled according to students' academic needs and interests. Participation is voluntary and free of charge.
Students are informed about tutorials, remedial support and upcoming workshops through their teachers, Academic Managers, school noticeboards, website and the school's communication channels.

Assessment Appeals

If a student disagrees with the progression decision, they may submit an appeal to Academic Management. The appeal will be reviewed by the Director of Studies (DOS) who will conduct a comprehensive investigation.

Appeal Investigation Process

The investigation may include:

- Review of all learner assessments and examinations.
- Verification of test and assessment scores.
- A meeting between the student and the DOS.
- Discussion with the student's teacher.
- Documentation of the concerns raised in the appeal.
- Consideration of any extenuating circumstances affecting the student's performance.



Online Provision

At Academic Bridge, your course will continue without interruption if classes need to move online. **How it works**
We use **Google Classroom** for all lessons, materials, homework, and communication. Live classes take place on **Google Meet**, and you may use tools like Docs and Forms for activities and tests.

Your classes

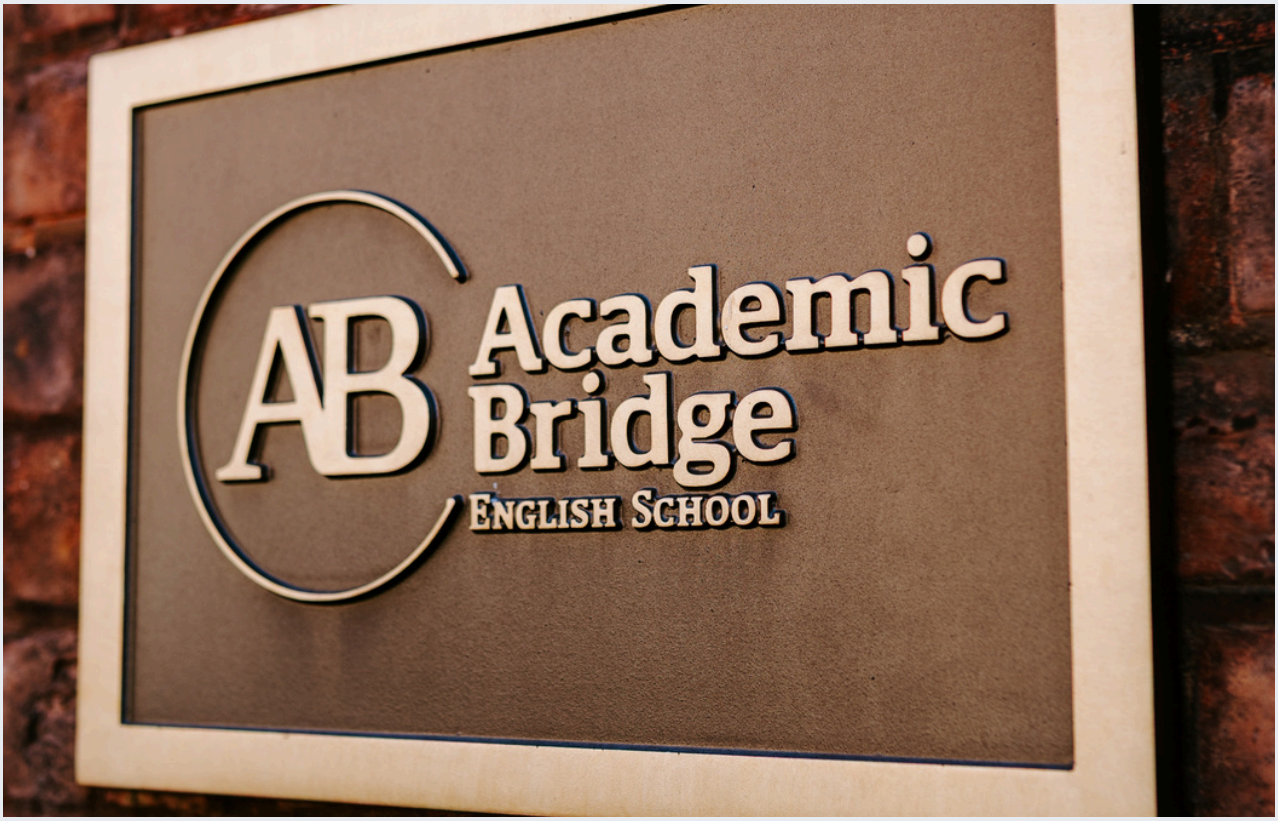
- You will follow your normal timetable.
- Lessons are live and interactive.
- Some classes may be recorded for review.

Homework & Exams

- All work is completed and submitted online.
- Tests and exams are done online in a secure and fair way.

Support

- You can contact the Academic Office by email for help.
- Your teacher and classmates will continue to support you.
- Well-being support is available if needed.



COMPLETING YOUR COURSE

External Examinations & Recognition

All long-term English language courses of 25 weeks leading to a Stamp 2 must conclude in one of the following externally assessed English language proficiency examinations:

- **TIE** (Test of Interactive English) – currently offered by the school
- **IELTS** (Academic Module)
- **Cambridge** (CAE / CPE)
- **TOEFL iBT**
- **Trinity ISE** (Integrated Skills in English) – once QQI authorisation is in place

This is a mandatory Immigration requirement and is not open to negotiation.

Programme Information & Informed Decision-Making

Programme information — including course purposes, explicit learning outcomes, weekly and term schedules, assessment methods, and available examination options — is fully detailed in this Student Handbook. It is accessible to all students at all times via the school website and is formally introduced and explained during the student induction process. This ensures that learners are fully informed about what their programme entails and can make well-informed decisions prior to and during their studies.

Induction & Examination Choices

During induction, students are specifically informed about the TIE examination currently offered by Academic Bridge. Students are also advised of all alternative recognised exit examinations (listed above) where applicable. Learners are given a clear choice to enrol in a different recognised exam, enabling them to select the examination best suited to their academic or career goals.

Fees & Refund Process

Students are charged for the TIE exam when paying their course fees. This fee is refundable only in the following circumstance:

- Where a student opts to take an alternative recognised examination, the TIE fee will be reimbursed to them, or the alternative exam will be booked directly on their behalf and any price difference will be payable by the student.

To qualify for a refund, students must provide proof of booking and payment for an alternative recognised exam. All external exams must be taken in Ireland, within the validity of the student's immigration permission. Exams booked outside Ireland do not qualify for a TIE fee refund.

Future Additions

Academic Bridge plans to include the Trinity ISE (Integrated Skills in English) examination once QQI authorisation is in place. The handbook will be updated immediately to reflect any QQI-authorised additions to the school's list of accepted external examinations, along with any associated operational details (entry requirements, scheduling, and fees).

Recognition of Proficiency Examinations

This section explains how each accepted examination is recognised for **higher education entry, employment and career progression, and international portability**. As adult learners, your choice of exit exam should be made with your career goals in mind. Students should always confirm specific score or level requirements directly with the institution or employer they intend to apply to, as individual programmes and professional bodies may set higher or different thresholds.

TIE (Test of Interactive English)

What is the TIE Exam?

The Test of Interactive English (TIE) is an English language examination designed for learners aged 18 and over, regardless of their level, background, motivation or learning goals.

TIE is a learner-centred and flexible examination. Unlike traditional exams where all candidates work with the same predetermined topics, TIE allows candidates to choose the subjects they prepare and discuss. This makes the examination particularly suitable for learners with different levels, interests and educational or professional backgrounds.

The test follows a task-based and communicative approach, assessing how candidates use English in meaningful and realistic situations.

TIE assesses both spoken and written English, with separate grades awarded for each component.

Why Take the TIE Exam?

Recognised for English Language Courses in Ireland
TIE is recognised as a valid exit examination for English language courses listed on the Interim List of Eligible Programmes (ILEP) for student immigration permission purposes in Ireland.
TIE is recognised in Ireland by ACELS, a service of QQI (Quality and Qualifications Ireland).

Suitable for All English Levels
TIE can be taken by learners at different stages of English language development. The examination uses a six-level scale from A1 to C2, aligned with the Common European Framework of Reference for Languages (CEFR).
The examination focuses on what candidates are able to communicate and accomplish in English.

Practical and Communicative
TIE focuses on real-world communication. Candidates prepare topics that are relevant to their own interests and interact directly with an examiner and another candidate.
This makes the examination particularly suitable for learners who want to demonstrate their ability to use English in practical and meaningful situations.

Flexible Learner-Centred Assessment
Candidates choose their own topics for the preparation tasks, allowing the examination to reflect their interests, experiences and learning goals.

European Language Portfolio
The TIE certificate is suitable for inclusion in a European Language Portfolio / Europass Portfolio.

Quality Assurance
TIE has established quality assurance procedures designed to support the validity and reliability of the examination.
Examiners are trained, speaking examinations are recorded for quality assurance, and writing papers are assessed by two trained examiners working independently.

Who Can Take the TIE Exam?

The TIE Exam is designed for learners aged 18 and over and can be taken by candidates at different levels of English proficiency.
It can be suitable for learners studying on both short and long English language courses and for candidates with different academic, professional and personal motivations.

What Does the TIE Exam Assess?

TIE assesses four main areas of English:

Speaking & Listening
The speaking component assesses the candidate's ability to communicate, present information, answer questions and interact with another person in English.

Writing & Reading
The writing component assesses the candidate's ability to communicate ideas in written English through two different tasks.
Candidates receive **separate grades for speaking and writing**, allowing their performance in each skill to be identified.

How Does the TIE Exam Work?

The TIE examination has two components:

Oral Test – OTIE
The **Oral Test of Interactive English (OTIE)** is a face-to-face speaking examination involving an examiner and two candidates.
Candidates are required to:

- Present their prepared investigation/project.
- Talk about either their chosen book or news story.
- Answer questions from the examiner.
- Interact with their partner.
- Work with their partner to reach a decision based on material provided by the examiner.

The speaking test takes approximately **30 minutes**.

Written Test – WTIE
The **Written Test of Interactive English (WTIE)** takes approximately **60 minutes**.
Candidates complete **two writing tasks**:

- One task based on their prepared book or news story.
- One task based on a topic that has not been prepared in advance.

The writing tasks may require candidates to produce a narrative, description, personal response or simple argument, depending on the task.

How Do I Prepare for the TIE Exam?

Candidates are required to prepare three topics before the examination and record their work in a TIE logbook. The three preparation tasks are:

1. Investigation / Project
Carry out a short investigation or project on a subject of your choice.
The topic should be something that interests you and that you are able to discuss during the speaking examination.

2. Book
Read a book in English that is appropriate for your level.
You should be prepared to discuss the book, including relevant information, opinions and reactions.

3. News Story
Follow a news story through sources such as newspapers, television or radio.
You should be prepared to discuss the story and demonstrate your understanding and opinions about it.

Choosing Your Own Topics
One of the main features of TIE is that candidates choose their own topics.
The examples provided by TIE are intended to demonstrate what is expected. Candidates must prepare their own topics rather than simply reproduce the sample material.

What Do I Need to Bring to the Exam?

Candidates must bring hard copies of all the material they have prepared for their three TIE topics.

This includes the material related to:
- Their investigation/project
- Their chosen book
- Their chosen news story

Candidates who do not bring the required preparation material may not be allowed to take the examination and may not be entitled to a refund.

Candidates must also bring:
- A valid photo ID
- The completed Candidate Application Form

Candidates should ensure that their application form has been completed correctly before the examination.

Sample preparation materials and examples of completed application forms are available through the TIE students' resources: **https://tie.ie/download/tie-exam-sample-material**

How Long Does the TIE Exam Take?

Written Test
60 minutes

Speaking Test
30 minutes

Candidates should allow additional time for the overall examination process and should follow the instructions provided by their examination centre.

How Is the TIE Exam Graded?

TIE assessment follows the **Council of Europe's Common European Framework of Reference for Languages (CEFR).**

The examination uses a six-level scale:

A1 – A2 – B1 – B2 – C1 – C2

There are also **"+" levels at A1, A2, B1, B2 and C1**.

TIE does not use a traditional pass/fail system. Instead, candidates are assessed according to the level of English they demonstrate during the examination.

Separate grades are awarded for the **speaking and writing components**.

Quality Assurance
To support consistency and reliability:

- TIE examiners are trained.
- Speaking examinations are recorded for quality assurance.
- Writing papers are assessed by two trained examiners working independently.
- Assessment is aligned with the CEFR language proficiency scale.

Can I Take the TIE Exam at Academic Bridge?

Yes. Academic Bridge is a certified TIE examination centre, allowing our students to take the TIE Exam directly through our school.
Taking your TIE exam at Academic Bridge means that you can complete the examination at our school, following the official TIE examination procedures and requirements.

TIE at Academic Bridge
Our team can provide information about:

- Available examination dates
- Registration and booking procedures
- Examination requirements
- Preparation materials
- What to bring on exam day
- Results and certificates

If you are an Academic Bridge student and would like to take the TIE Exam, please contact our team or request your exam through the Student Portal.

How Far in Advance Should I Book?

You can book your TIE Exam from your first day at Academic Bridge. As the exam is usually taken towards the end of your course, booking early gives you plenty of time to plan your exam date and prepare properly.

We strongly recommend booking your exam at least 3 months before your immigration permission expiry date. This gives you enough time to take the exam and allow for the processing and issuing of your results and certificate.

Immigration permission expiry date: We recommend that students do not wait until the last few weeks before their immigration permission expires. Make sure you have your TIE exam booked at least 3 months before your immigration permission expiry date.

The earlier you book, the more flexibility you will have when choosing your preferred examination date.

How Do I Register for the TIE Exam?

Booking Your TIE Exam with Academic Bridge
As a certified TIE examination centre, Academic Bridge can arrange your TIE examination directly through the school.
If you are an Academic Bridge student, you do not need to contact LPEI directly to arrange your examination.

How to Book

1. Request your TIE Exam through the Student Portal.
2. Select your preferred examination date, subject to availability.
3. Complete the required booking and payment process.
4. Academic Bridge will confirm your examination booking and provide you with the relevant exam information.
5. Make sure you are familiar with the TIE exam requirements and preparation tasks before your examination date.

Important
Your examination place is only confirmed once the booking and payment requirements have been completed and Academic Bridge has confirmed your booking.
As examination dates may fill up quickly, we recommend booking at least 3 months before your immigration permission expiry date if you need the examination for immigration purposes.

How Much Does the TIE Exam Cost?

The published examination fee is:

- **Adults: €120**

If the TIE fee was not included in your course fees, full payment is required when booking the examination.

When Will I Receive My Results?

After you take your TIE Exam, your Statement of Results will be sent to Academic Bridge once it has been issued by the TIE Office.

Statement of Results
Results are normally issued within 14 working days of the examination.
Once we receive your Statement of Results, Academic Bridge will contact you / send you the result so that you can access your exam outcome.

TIE Certificate
Your official TIE certificate is normally sent to Academic Bridge after it has been issued.
Once your certificate arrives at the school, you will be able to collect it from Academic Bridge.
We will notify you when your certificate is ready for collection and provide you with the relevant collection information.

Important
Please make sure that your contact details are up to date with Academic Bridge so that we can contact you regarding your results and certificate.

Recognition in Ireland

TIE is recognised in Ireland by ACELS, a service of QQI (Quality and Qualifications Ireland).

It is accepted as a valid exit examination for English language courses listed on the Interim List of Eligible Programmes (ILEP) for Stamp 2 purposes.

TIE has been operating for approximately 25 years and has established a reputation for integrity and accuracy.

The examination is designed around:
- Formative and summative assessment
- A task-based approach
- Learner-generated content
- Authentic communicative contexts
- The Council of Europe's language proficiency scale
- Learner reflection and self-evaluation

TIE and Employment

TIE can be useful for learners who want to demonstrate their English communication skills in a professional context.

The examination focuses on practical, interactive communication, making it relevant to situations where candidates need to demonstrate their ability to use English in real-world contexts.

The certificate can support candidates who want to demonstrate their English proficiency as part of their professional or career development.

TIE and Higher Education

TIE may be accepted by higher education institutions as evidence of English language proficiency.
However, acceptance requirements vary between institutions and programmes.
Candidates planning to use TIE for university or higher education admission should confirm directly with their chosen institution that TIE is accepted for their specific course.

Trinity ISE (Integrated Skills in English)

What is Trinity ISE?

Trinity ISE (Integrated Skills in English) is an internationally recognised English language qualification from Trinity College London, designed to assess a candidate's ability to use English effectively in academic, professional and real-life contexts.

The qualification assesses the four key language skills:

- Reading
- Writing
- Speaking
- Listening

ISE focuses on **integrated and practical communication skills,** helping candidates demonstrate their ability to understand and communicate effectively in English.

The qualification is designed for non-native speakers of English and is suitable for young people and adults, including students preparing for further education, professional development or other academic and career goals.

Why Take Trinity ISE?

Four Skills in One Qualification
ISE assesses all four major English language skills:
Reading | Writing | Speaking | Listening

This provides a comprehensive assessment of a candidate's ability to communicate in English.

Real-Life and Academic Communication

Preparing for ISE helps candidates develop practical communication skills that can be transferred to academic study, employment and everyday communication.
The exam focuses on skills such as:

- Understanding and synthesising information
- Communicating ideas clearly
- Participating in discussions
- Presenting information
- Understanding spoken English
- Producing effective written communication

International Recognition
Trinity ISE is an internationally recognised English language qualification and is used as evidence of English language proficiency by universities, institutions, governments and organisations in a number of countries.
Candidates should always check the specific requirements of the organisation, institution or authority they intend to submit their certificate to.

Trinity ISE Levels

ISE qualifications are aligned with the Common European Framework of Reference for Languages (CEFR).

The ISE qualification framework covers the CEFR levels:
A1 | A2 | B1 | B2 | C1 | C2

This allows candidates to take an examination appropriate to their level of English proficiency and their personal, academic or professional goals.

Candidates should choose the level that matches the requirements of the institution, employer or authority where they intend to use their qualification.

How Does the Trinity ISE Exam Work?

The ISE examination is divided into two modules.

Reading & Writing Module

This module assesses the candidate's ability to understand written English and communicate effectively in writing.
It assesses:

- Reading
- Writing

The Reading & Writing module takes approximately 2 hours, depending on the level and examination format.

Speaking & Listening Module
This module assesses the candidate's ability to understand spoken English and communicate effectively in interactive situations.
It assesses:

- Speaking
- Listening

The Speaking & Listening module takes approximately 13 to 25 minutes, depending on the level.

Can I Take the Modules Separately?

Yes.

One of the advantages of Trinity ISE is that the Reading & Writing and Speaking & Listening modules can be taken separately.

This provides greater flexibility for candidates when planning their examination.

Candidates do not necessarily have to complete both modules on the same day.

If a candidate passes one module but has not yet passed the other, they can receive recognition for the module they have successfully completed and take the remaining module at a later date.

How Do I Get the Full Trinity ISE Qualification?

To receive the full Trinity ISE qualification, candidates must successfully complete both examination modules at the same level.

For example, candidates must pass both the Reading & Writing module and the Speaking & Listening module at the same ISE level.

Once both modules have been successfully completed, Trinity issues the full ISE qualification certificate.

Important Candidate ID Requirement
The same candidate ID number must be used when entering for each examination module in order for the full ISE certificate to be awarded.

Candidates should therefore make sure that their details are consistent when booking different modules.

How Is Trinity ISE Assessed?

When a candidate passes an examination module, they receive a module certificate showing separate results for the four language skills:

- Reading
- Writing
- Speaking
- Listening

Performance is reported using:
Pass | Merit | Distinction

The results provide information about the candidate's performance in the individual skills assessed by the examination.

What Happens If I Pass Only One Module?

If a candidate successfully completes one module but has not yet passed the other, they can receive a module certificate for the module they have passed.

The candidate can then take the remaining module at a later date.

The full Trinity Integrated Skills in English qualification is awarded once both modules have been successfully completed at the same level.

How Long Does the Trinity ISE Exam Take?

The exact duration depends on the level and examination format.

Reading & Writing
Approximately 2 hours.

Speaking & Listening
Approximately 13–25 minutes, depending on the level.

Candidates should check the specific examination details for the level they are taking before booking.

What Happens After the Exam?

Once a candidate has completed an examination module, Trinity provides the relevant results and certificate.

When both modules at the same level have been successfully completed, Trinity issues the full ISE qualification certificate.

For the paper edition, which is the one we use in Academic Bridge, the full ISE certificate is usually issued within 8 weeks of the exam once both modules have been successfully completed.

Do Trinity ISE Certificates Expire?

Trinity certificates have no expiry date.

The qualification remains valid as evidence of achievement at the time the candidate was assessed.

However, candidates should be aware that some:

- Immigration authorities
- Employers
- Universities
- Educational institutions

May require a recent English language qualification as evidence of the candidate's current level of English.

Candidates should therefore always check the specific requirements of the organisation or authority where they intend to use their certificate.

Is Trinity ISE Internationally Recognised?

Yes.

Trinity ISE qualifications are internationally recognised and are used as evidence of English language proficiency by a growing number of:

- Universities
- Governments
- Educational institutions
- Employers
- Organisations

Recognition can vary depending on the purpose and the specific ISE level.

Candidates should always confirm that the specific Trinity ISE qualification they plan to take meets the requirements of their chosen institution or authority.

Trinity ISE and Higher Education

Trinity ISE is designed to develop and assess English skills that are relevant to academic study and further education.

The qualification can be useful for students who need to demonstrate their English proficiency when progressing to:

- Further education
- Diplomas
- Degrees
- Academic qualifications
- Professional development

However, individual universities and programmes may have different English language requirements.

Candidates should check directly with their chosen institution before booking the exam.

Trinity ISE and Employment

The skills developed through ISE preparation can be transferred to professional and workplace environments.

The examination supports skills such as:

- Presenting information
- Participating in discussions
- Understanding and synthesising information
- Communicating ideas effectively
- Understanding spoken communication
- Producing written communication

This makes ISE relevant to candidates who want to demonstrate their English proficiency for professional development or employment purposes.

Specific employer requirements should always be checked before booking.

Trinity ISE and Study Abroad

ISE is suitable for students completing or preparing for study-abroad programmes.

The examination provides evidence of English language proficiency and assesses the four key skills needed for effective communication in academic and international environments.

Quality and Regulation

Trinity's ISE qualifications are designed according to the Common European Framework of Reference for Languages (CEFR).

The examinations are regulated in the UK by relevant qualifications regulators, including:

- Ofqual in England
- CCEA Regulation in Northern Ireland
- Qualifications Wales

ISE qualifications are also aligned with the European Qualifications Framework (EQF).

ALTE Q-Mark
Trinity's ISE A2–C2 examinations have been awarded the ALTE Q-mark by the Association of Language Testers in Europe.

This demonstrates that the examinations meet established quality criteria.

ISE Digital and Paper Edition

Trinity ISE is available in different examination formats, including ISE Digital and the ISE Paper Edition.

Trinity ISE at Academic Bridge
Academic Bridge offers the ISE Paper Edition only.
If you book your Trinity ISE examination through Academic Bridge, your examination will be delivered in the paper format.

ISE Paper Edition
The Paper Edition is the traditional format of the Trinity ISE examination, with candidates completing the relevant examination components using paper-based materials.

What About ISE Digital?
Trinity also offers a digital version of ISE at selected examination centres. However, ISE Digital is not currently offered at Academic Bridge.
If you specifically require the digital version, please check with Trinity or another registered examination centre for availability.

What Level Should I Take?

The appropriate ISE level depends on:

- Your current English proficiency
- Your academic or professional goals
- The requirements of the institution or organisation requesting your English certificate
- The purpose for which you need the qualification

Candidates should identify the **specific level required** before booking their exam.

If the certificate is required for a university, employer, immigration application or another official purpose, candidates should check the required level directly with that organisation.

IELTS (International English Language Testing System)

What is IELTS?

IELTS (International English Language Testing System) is an internationally recognised English language proficiency test designed to assess a candidate's ability to communicate effectively in English.

IELTS is widely used for:

- Higher education
- Student immigration permission applications
- Professional registration
- Employment
- Immigration and migration
- Personal and professional development

IELTS is one of the world's most widely recognised English language tests, with millions of test takers worldwide each year.

IELTS is developed and delivered through a partnership between the British Council, IDP Education and Cambridge Assessment English.

Why Take the IELTS Exam?

IELTS can help candidates demonstrate their English proficiency for a wide range of academic, professional and migration purposes.

Study
IELTS is widely accepted by universities and higher education institutions around the world.

Work
Many employers and professional organisations use IELTS as evidence of English language proficiency.

Professional Registration
Certain professions, including areas such as healthcare, medicine, engineering, law and accounting, may require candidates to achieve a specific IELTS score for professional registration or licensing.

Immigration and Migration
IELTS is accepted by immigration authorities in a number of countries and may be required for certain visa and migration routes.

International Recognition
IELTS is accepted by thousands of organisations worldwide, including:

- Universities
- Governments
- Immigration authorities
- Employers
- Professional associations
- Schools and colleges
- Training organisations

Candidates should always check directly with the organisation they are applying to confirm whether IELTS is accepted, which test they require and what score is needed.

Which IELTS Test Should I Take?

There are different IELTS test types, and choosing the correct one depends on the purpose of your test.

IELTS Academic

IELTS Academic is generally designed for people who want to:

- Study at university or another higher education institution
- Apply for professional registration
- Demonstrate English proficiency for academic purposes
- Apply for certain professional opportunities

IELTS Academic is commonly used for university admissions and student immigration permission purposes.

IELTS General Training

IELTS General Training focuses more on English language skills in everyday, workplace and social contexts. It may be suitable for people who want to:

- Work in an English-speaking environment
- Apply for certain migration routes
- Demonstrate English proficiency for workplace purposes
- Undertake training or study below degree level

Important

The correct IELTS test depends on your specific purpose.

Before booking, always confirm whether you need:
IELTS Academic or IELTS General Training.
Some organisations may also specify whether the test must be taken at an official test centre, whether IELTS Online is accepted, or whether One Skill Retake is accepted.

IELTS Test Format

IELTS assesses four key English language skills:

Listening

The Listening test assesses your ability to understand spoken English, including:

- Main ideas
- Specific information
- Opinions
- Speakers' attitudes
- The development of an argument

Reading

The Reading test assesses your ability to understand written English, including:

- General meaning
- Main ideas
- Specific details
- Opinions
- Inferences
- The writer's point of view

Writing
The Writing test assesses your ability to:

- Organise ideas clearly
- Respond appropriately to a task
- Use a range of vocabulary
- Use grammar accurately
- Develop and support ideas effectively

Speaking
The Speaking test assesses your ability to communicate in English about everyday topics and experiences and to express, explain and justify your opinions.

How Long Does the IELTS Exam Take?

The IELTS test takes approximately **2 hours and 45 minutes** in total.

The test consists of four sections:
Listening | Reading | Writing | Speaking

The **Listening, Reading and Writing** sections are normally completed on the same day, with no breaks between them.
The **Speaking** test may take place on the same day or within a period of up to **7 days before or after** the other sections, depending on the test centre and test arrangements.

Test Day Duration
The Listening, Reading and Writing components take approximately **2 hours and 40 minutes**.
There are **no breaks** between these three components.

Can I Take IELTS on Paper or Computer?

IELTS Academic and IELTS General Training may be available in different formats depending on the test centre.

IELTS on Paper
Candidates complete the Reading, Writing and Listening components using paper-based materials.

IELTS on Computer
Candidates complete the Reading, Writing and Listening components on a computer.

IELTS Online
IELTS Online may be available in some locations and for eligible test types.

However, not every organisation accepts IELTS Online.

Candidates should always check the requirements of the university, employer, immigration authority or other organisation they are applying to before choosing the test format.

How Is IELTS Scored?

IELTS assesses candidates across the four language skills:

- Listening
- Reading
- Writing
- Speaking

Candidates receive an individual score for each skill and an **overall band score**.

IELTS uses a **9-band scale**, ranging from:
Band 1 – Non-user
to
Band 9 – Expert user

The overall score is calculated from the four individual skill scores.

The score required depends on the purpose of the test and the requirements of the organisation, institution or immigration authority.

What IELTS Score Do I Need?

There is no single IELTS score that applies to every purpose.

The required score depends on:

- The university or course
- The employer
- The professional registration body
- The visa category
- The immigration route
- The country
- The specific organisation

For example, higher education institutions may have different minimum requirements for undergraduate and postgraduate programmes.

Competitive programmes may also require higher scores.

Candidates should always check the **exact score requirements for their specific course, visa or application** before booking the test.

IELTS Recognition in Ireland

IELTS is widely recognised in Ireland for academic, professional and immigration-related purposes.

Student immigration permission

IELTS Academic may be accepted as evidence of English language proficiency for relevant Irish Stamp 2 purposes.

For degree-level programmes, requirements may typically be around 6.0 overall with no individual band below 5.5, although requirements can vary.

Candidates must always check the current requirements for their specific programme and immigration application.

Higher Education

IELTS is widely accepted by Irish universities and higher education institutions.

Typical requirements can vary, with many programmes requiring approximately:

- 6.0–6.5 overall for undergraduate programmes
- Around 6.5 overall for postgraduate programmes

Some competitive programmes may require 7.0 or higher.

Requirements can also include minimum scores for individual skills.

Candidates should check directly with their chosen institution and programme.

IELTS and Higher Education

IELTS is widely accepted by universities and higher education institutions internationally.

It can be used to demonstrate English proficiency for:

- Undergraduate programmes
- Postgraduate programmes
- Professional courses
- Study abroad programmes
- Other academic pathways

Universities may specify:

- A minimum overall band score
- Minimum scores in individual skills
- A specific IELTS test type
- A specific test format

Candidates should always check the requirements of their chosen institution before booking.

IELTS and Employment

IELTS is widely recognised by employers and professional organisations around the world.

It can help candidates demonstrate their ability to communicate effectively in English in professional environments.

IELTS may be particularly relevant to professionals who need to demonstrate English proficiency for:

- Employment
- Professional registration
- Licensing
- Career progression
- International mobility

Some professional bodies require specific IELTS scores for registration or licensing.

Candidates should confirm the exact requirements with the relevant professional organisation.

IELTS and Immigration & Migration

IELTS is used as evidence of English proficiency for immigration and migration purposes in a number of countries.

IELTS is recognised for relevant immigration pathways in countries including:

- United Kingdom
- Australia
- New Zealand
- Canada
- Other countries with English-language requirements

The required test type and score depend on the specific visa or migration route.

Candidates should check the official immigration requirements before booking their test.

IELTS for UK Visa Applications

For certain UK visa applications, candidates may need to take an IELTS for UKVI test.

IELTS for UKVI includes approved versions of:

- IELTS Academic
- IELTS General Training

IELTS for UKVI is approved by the UK Home Office as a Secure English Language Test (SELT) for relevant purposes.

There is also IELTS for UKVI Life Skills, which is specifically designed for candidates who need to demonstrate speaking and listening ability for certain UK visa applications.

Important

Candidates should check the exact requirements for their visa before booking, including:

- The required IELTS test
- The required score
- Whether the test must be taken at an official UKVI-approved test centre

IELTS Worldwide Recognition

IELTS is accepted by thousands of organisations in more than 140 countries.

These organisations include:

- Government departments
- Immigration authorities
- Universities
- Schools
- Colleges
- Training organisations
- Multinational companies
- Employers
- Professional associations

United Kingdom
IELTS is widely accepted by UK universities and is used for relevant UK visa and immigration purposes through approved IELTS for UKVI tests.

Australia and New Zealand
IELTS is accepted for university admission and relevant migration and visa pathways.

Canada
IELTS is accepted by Canadian universities and is used for certain immigration pathways.

United States
IELTS is accepted by thousands of institutions in the United States.

Europe
IELTS is widely accepted by universities, employers and other organisations across Europe.

Always Check Before Booking
Recognition can vary depending on the organisation and purpose.

Candidates should contact the specific organisation they are applying to confirm:

- Whether IELTS is accepted
- Which IELTS test is required
- The minimum score
- Whether IELTS Online is accepted
- Whether One Skill Retake is accepted
- Whether the test must be taken at an official test centre

How Does IELTS Help With Visa Requirements?

Many immigration authorities require applicants to provide evidence of English language proficiency.

IELTS can provide this evidence through an official Test Report Form (TRF) containing the candidate's results.

The required IELTS score depends on the specific visa or immigration route.

Candidates should always confirm the exact requirements with the relevant immigration authority.

IELTS Test Report Form
After completing an IELTS test, candidates receive an official Test Report Form (TRF) showing their IELTS scores.
IELTS results are generally considered valid for two years, although individual organisations may have their own policies regarding how recent a result must be.

Test Day: What Should I Know?

Preparing for test day can help ensure that the examination runs smoothly.

Candidates should read the test terms and conditions and the information provided during the booking process before attending the test.

Before the Test
Check Your Test Time
Check the exact start time of your IELTS test in advance.

It is recommended that candidates plan their journey to the test centre ahead of time and make sure they know the correct location.

The test location may not always be the same as the location where the test was booked.

Arrive on Time
Candidates should arrive with enough time to complete the necessary registration and identity checks.

Late candidates may not be allowed to take the test.

What ID Do I Need?

Candidates must bring the correct identification document required for their test.

The required ID will be confirmed during the registration process.

If you arrive without the correct identification document, you may not be allowed to take the test.

As an additional security measure, IELTS staff may take a photograph of candidates before the test. This photograph can appear on the Test Report Form.

Additional security procedures, such as biometric checks, may apply depending on the country and test centre.

What Can I Bring Into the Test Room?

Personal belongings and electronic devices must be left outside the examination room according to the test centre's instructions.

Candidates should:

- Turn off mobile phones and electronic devices.
- Follow the test centre's instructions regarding personal belongings.
- Bring only permitted items into the examination room.

Food and drinks are generally not permitted in the test room, except for water in a transparent bottle, subject to test centre rules.

What Happens During the Test?

Candidates must follow the instructions of the invigilator throughout the examination.

IELTS on Paper

For IELTS on Paper, candidates must use the stationery provided by the test centre. Personal stationery is not permitted in the examination room.

If You Need Assistance

Raise your hand to attract the invigilator's attention if:

- You have a question.
- You need to leave the room.
- You cannot hear the Listening recording clearly.
- You experience a problem during the test.

Candidates should avoid disturbing other test takers.

Listening Test: Important Information

During the Listening test, make sure that you can hear the recording clearly.

If there is a problem with the audio, raise your hand and inform the invigilator immediately.

After the Listening section, candidates taking IELTS on paper have 10 minutes to transfer their answers to the answer sheet.

There is no equivalent additional 10-minute transfer period after the Reading test, so candidates should record their answers on the answer sheet as they complete the Reading section.

What Happens at the End of the Test?

Candidates must remain seated until the invigilator gives permission to leave the examination room.

If you believe that your performance was affected by an issue during the test, inform the invigilator immediately.

If you need to make a complaint about your test day, follow the official complaints procedure and report the issue as soon as possible.

Cambridge English (C1 Advanced / C2 Proficiency)

Recognition in Ireland

- *Higher Education:* 100% of Irish universities accept C1 Advanced and C2 Proficiency as proof of English language ability from EU undergraduate students. The majority also accept these qualifications from students outside the EU.
- *Student immigration permission:* Immigration Service Delivery (ISD) accepts C1 Advanced and C2 Proficiency as evidence of English language proficiency for Stamp 2 applications and for Student Immigration Permission for English language students from outside the EEA.
- Typical university entry: C1 Advanced (Grade C / Scale 176+) or C2 Proficiency (Grade C / Scale 180+) depending on programme. Competitive programmes may require higher scores.

Employment & Career Relevance

- Cambridge English qualifications are globally recognised by over 25,000 universities, employers, and governments worldwide.
- Employers such as Adidas, BP, Ernst & Young, Hewlett-Packard, Johnson & Johnson, Microsoft, Coca-Cola, Vodafone, Dell, and Nestlé accept and value Cambridge qualifications.
- C1 Advanced and C2 Proficiency are highly respected in professional and corporate environments globally, making them excellent choices for adult learners focused on international careers.
- These qualifications do not expire, which is a significant advantage for career portfolios.

Worldwide Recognition

- C1 Advanced is accepted by every university in the UK, Ireland, Australia, and New Zealand, with growing recognition in Canada and the USA.
- C2 Proficiency is recognised by leading universities worldwide including the University of Oxford and University of Cambridge (UK), University of British Columbia (Canada), University of Melbourne (Australia), and University of Idaho (USA).
- In the UK, C1 Advanced and C2 Proficiency are eligible for UCAS tariff points.
- Accepted for student visa and immigration permission applications in Australia, Ireland and many other countries.

TOEFL iBT

Recognition in Ireland

- *Higher Education:* 100% of Irish universities accept TOEFL iBT, including both test-centre and Home Edition versions.
- *Stamp 2:* Immigration Service Delivery (ISD) accepts both TOEFL iBT Test Centre and TOEFL iBT Home Edition for student immigration permission applications.
- Typical university entry ranges from 79–100 overall, with sectional minimums varying by institution. For example:
  - Trinity College Dublin: typically 88–90 overall
  - University College Dublin: 90 overall (Reading 19, Listening 19, Writing 21, Speaking 19)
  - University College Cork: 90 overall
  - Dublin City University: 90 overall
  - Technological University Dublin: 80 overall
  - Students should check their specific programme requirements.

Employment & Career Relevance

- TOEFL is widely accepted by employers and professional organisations globally, particularly in the USA, Canada, and multinational corporations.
- Many international companies and professional bodies require or prefer TOEFL scores for recruitment and licensing purposes.
- TOEFL's focus on academic English prepares learners for professional communication in international business and academic settings.
- The TOEFL score report provides detailed performance feedback, which is valuable for career planning and demonstrating specific language strengths.

Worldwide Recognition

- TOEFL iBT is accepted by over 12,000 institutions in more than 160 countries.
- TOEFL is the most widely accepted English-language test for study abroad in the USA and Canada.

Certificates

An Academic Bridge end-of-course certificate will be issued to all students successfully completing their courses. In order to receive their certificate, students must have at least 70% of attendance at the end of their course. Any students not meeting this requirement will not be awarded a certificate.



STUDENT RESPONSIBILITIES, SUPPORT AND PROCEDURES

Student Guidelines

Students are required to adhere to the following:



Student Code of Conduct:

At Academic Bridge we aim to maintain a pleasant, relaxed and friendly classroom environment. Inappropriate behaviour exhibited by any student negatively impacts on the learning experience for all the class members. Any form of such behaviour will not be tolerated and may result in a student's removal from the classroom. Repeated inappropriate conduct will result in expulsion from the school.

Inappropriate behaviour includes, but is not limited to:

- Failing to respect the rights of other students to express their viewpoints.
- Talking when the teacher or other students are speaking.
- Overt inattentiveness in class (e.g. sleeping in class, reading material not connected to class content, frequent checking of social media, listening to audio messages on the phone etc.) refusing to participate in class activities.
- Creating excessive noise.
- Eating in class.
- Entering the class late or leaving early, or going in and out of the classroom frequently during class time, also leaving or entering the classroom without the teacher's permission or without informing the teacher.
- Excessive use of mobile phones during class. poor personal hygiene.
- Attending classes under the influence of drugs or alcohol.

Abusive behaviour includes, but is not limited to:

- Physically or verbally assaulting the teacher or other students.
- Appearing to be on the verge of physically or verbally assaulting the teacher or other students damaging classroom furniture or property carrying a weapon.

Upon discovery or report of any instance of the behaviour listed above or other behaviour deemed as unacceptable, student will be contacted by academic managers and further disciplinary actions might follow.

What is considered disruptive behaviour?

Talking without permission, repeatedly interrupting, being late, passing notes, texting, using smartphones/tablets, etc. making personal insults, using inappropriate language, physical threats or actions, and refusal to comply with the school or staff direction.

Any student found being disrespectful during class may be asked to leave the class and so may lose their attendance for that period. All such incidents will be reported to management and may be recorded on the student's file. Students continuously found to be disruptive or abusive in class could ultimately find themselves being expelled from the college and reported to ISD.

AB Staff

Although teachers and staff are there to help students, please ensure you communicate courteously and respectfully any problems/issues you may be having in class, or around the college. Students using foul or abusive language/ behaviour will not be tolerated. Disciplinary action will be taken where necessary, which may result in the expulsion of the student.

Participation

As a learner, you are also encouraged to participate in all classes, presentations, workshops and any other classes timetabled for your programme of study. The time spent in the classroom is a critical part of your learning experience. It is here that the core ideas, theories and methods of class content are introduced. The teachers are the cornerstone of your learning, and it is in class that topics are introduced.

Note taking

While the study book is available, you should also take notes in class. We advise you to reappraise your notes that evening or at least within 24 hours of your class. We recommend that you use the notes as a way to engage with the class readings, your notes are the starting point of your independent study to learn English.

Student Book

Students are encouraged to keep the course book in good condition. When you are changing to a different level, you just need to exchange your current book for the one at your new level with a fraction of the price.

Note: If you decide to write your book, we recommend using pencil ONLY. When changing the book to a new level, all notes written on the book must be erased.

Books that have been written on in pen will not be accepted for an exchange, and the student will have to purchase a new book. Similarly, if the book is dirty or wet it will not be taken back in exchange for a new book.



Laptops and tablets

The use of a laptop, tablet or Mobile phone in class to access any electronic version of your English book (e-Book) is not permitted, unless under very specific circumstances which have been communicated to administration beforehand. Online dictionaries may be used, at the discretion of the teacher.

Mobiles Phones

These devices should be either turned off or on airplane mode during class and be kept in your bag or a pocket and not on the desk as they may distract you or others. If you are expecting an urgent call, you must communicate this to your teacher at the beginning of class. If you are using a device such as a translation tool, or an online dictionary, you should ask permission from your teacher.

Online communication

You should not initiate or respond to a text, email, call or any social media activity during class, unless absolutely necessary.

Recording in the class not permitted

Recording of the teacher/class is not permitted. Any recording cannot be uploaded to any social media or online platform. The student will face disciplinary procedure if this should occur.

Computer and Wi-Fi use

As an AB student you must employ the Wi-Fi network and computing resources as tools to conduct your coursework in an efficient, ethical and lawful way and adhere to the guidelines outlined in the policy. Under no circumstances can the WIFI be used to download videos/movies or any unlawful material.

Personal Belongings and Valuables at School

AB cannot accept any liability for personal belongings and valuables or other property. As a result, we discourage students from bringing valuables to school.



Academic Integrity Policy

Academic Bridge is committed to upholding the highest standards of academic honesty and fairness. Students are expected to demonstrate integrity in all assessments, including lessons, weekly quick tests, weekly skills development assessments, and examinations. Academic integrity ensures that all evaluation outcomes accurately reflect a student's own abilities and learning.

Academic Misconduct

- Academic misconduct includes, but is not limited to:
- Cheating during exams or tests, including weekly quick tests and skills assessments (e.g., copying, using unauthorised materials, or electronic devices).
- Plagiarism, presenting another person's work, ideas, or words as one's own without proper citation.
- Collusion, inappropriate collaboration on work intended to be completed individually.
- Impersonation, having someone else complete an assessment on a student's behalf.

Procedures for Suspected Misconduct

Cheating During Exams or Tests

1. Teachers or invigilators will confiscate unauthorised materials and document the incident.
2. Students may continue under supervision or be asked to stop the assessment, depending on the situation.
3. The incident will be reported to the Academic Management team.
4. The student will be informed and given the opportunity to provide an explanation.
5. If confirmed, the test or exam may be invalidated, and the student may be required to retake it.

Plagiarism

1. Teachers identify and document suspected plagiarism in written assignments.
2. The case is reported to the Academic Management team
3. The student is notified and may be asked to resubmit the work or complete an alternative assessment.
4. Teachers provide guidance on proper citation and academic writing to prevent recurrence.

Collusion or Impersonation

Confirmed cases may result in invalidated assessments, academic warnings, or further disciplinary action depending on severity.

Exam and Test Management

- At Academic Bridge, we take care to ensure that all tests and assessments are managed fairly and securely. Weekly tests and skills assessments are safely stored by Academic Management.
- Teachers receive exam materials shortly before each assessment and return them afterward, helping to maintain consistency and integrity. Access to all assessment materials is limited to authorised staff only, ensuring a fair and confidential process for everyone.

Impact on Progression

We encourage all students to complete their work honestly and to the best of their ability. Academic misconduct may have an impact on:

- Weekly test and skills assessment results.
- End-of-cycle progression recommendations.
- Eligibility to sit external exams (such as TIE or Trinity exams).

When making decisions about progression, we look at each student as a whole. This includes attendance, participation, test results, skills assessments, and overall engagement in class. Our aim is to support every student in making steady and meaningful progress.

Disability

At AB we are committed to ensuring that the necessary accommodations are put in place to ensure that students with disabilities and/or specific learning difficulties can participate fully in the academic and social curricula of the College. However, as some of the buildings are protected, we are unable to alter the buildings to provide wheelchair access.

Supplementary Admissions & Assessment of Applicants Procedure

The application form, which students must complete when applying for a place at AB, gives students the opportunity to disclose any disabilities and/ or learning difficulties may impact their academic progress and ascertain the necessary accommodations that will need to be put in place to ensure that the needs of students with disabilities and/or learning difficulties can be met by AB.

All applications will be reviewed on an individual basis by management and recommendations made based on consideration of all of the information provided by the applicant.



Complaints and Grievances

Academic Bridge – Learner Handbook

We are committed to providing a fair, transparent, and timely process for learners to raise concerns. Complaints are always treated with dignity, impartiality, and confidentiality.

Principles

- **Fairness & Impartiality:** Complaints are investigated objectively by appropriate staff.
- **Confidentiality:** Only those directly involved will be informed.
- **Right to Representation:** A learner may bring a classmate, friend, or agent to meetings.
- **No Retaliation:** Learners will not face negative consequences for making a genuine complaint.
- **Timeliness:** Clear timelines will be followed at each stage.

Types of Complaints Covered

Learners may raise complaints regarding:

- Breaches of Academic Bridge guidelines (e.g., class size, attendance, quality of teaching, QA, etc.)
- Breaches of QQI or TrustEd guidelines
- Breaches of international best practice for English Language Education
- Operational or ethical misconduct
- Discrimination, bullying, harassment, or unfair treatment
- Inaccurate or misleading information about the school or its programs
- Group or systemic issues affecting single or multiple classes
- Breaches of PCN guidelines (as applicable to your institution)

Step-by-Step Complaints Procedure

Stage 1: Informal Resolution (Talk First)
Speak directly to your Teacher (for academic complaints)

Speak to Reception (for non-academic issues such as facilities, finance, or administration)

- Most problems can be solved quickly at this stage.
- The staff member will discuss the issue and suggest solutions.
- A follow-up check will be made within a few days.

Stage 2: Escalation to Academic Management

Contact the Director of Studies (DOS) or Assistant DOS

- A meeting will be arranged with you and the relevant staff member.
- The DOS/ADOS will listen, review the issue, and propose a solution.
- You may bring a friend, classmate, or agent for support.

Stage 3: Formal Written Complaint

Submit a Formal Complaint Form (available from Reception or the website)

- You must provide
  - A clear description of the issue (facts, dates, people involved).
  - Any supporting evidence (emails, documents, etc.).
  - The outcome you are seeking.

Process:

- **Acknowledgement:** Your complaint will be acknowledged within **2 working days**, with a summary of next steps and timeline.
- **Investigation:**
  - A neutral investigator (DOS, senior staff member, or external consultant) will review documents, interview relevant parties, and gather evidence.
  - Target timeframe: **7–10 working days.** If delayed, updates will be provided.
- **Hearing:**
  - Scheduled within **5 working days** of the investigation.
  - Both parties can present evidence, call witnesses, and ask questions.
  - You may bring a colleague or representative for support.
- **Outcome Decision:**
  - Written decision issued within **2 working days** of the hearing, detailing findings, conclusions, and action steps.
  - If more time is needed, all parties will be informed of the revised timeline.

→ If you are not satisfied with the outcome of Stage 3, you may proceed to Stage 4 (Internal Appeal) or Stage 5 (External PCN Procedure).

Stage 4: Internal Appeal

If you are not satisfied with the outcome, you may appeal in writing to the School Director within 7 calendar days of receiving the response.

- An appeal meeting will be arranged within 5 working days.
- The appeal will be reviewed by a manager or standing panel who was not involved in the original decision.
- A final written decision will be issued within 2 working days of the appeal hearing.
- This decision is final.

→ If you are not satisfied with the outcome of Stage 4, you may proceed to Stage 5 (External PCN Procedure).

Stage 5: External Review: Progressive College Network (PCN)

This stage applies to complaints that remain unresolved after completion of the Academic Bridge internal complaints and appeals process.

Students, employees, clients, or stakeholders may escalate the matter to Progressive College Network (PCN), in accordance with the PCN Complaints Procedure.

How to submit:

- A formal complaint should be submitted to PCN using the PCN Complaint Form and sent to **info@pcn.ie**

PCN Process:

PCN will acknowledge receipt of the complaint and forward it to the designated PCN Ombudsman. The Ombudsman will review the complaint, request any missing information, assess the details provided, and contact the institution for a response where appropriate.

The PCN Ombudsman will review all relevant documentation against the PCN Quality Assurance Charter, QQI TrustEd Ireland guidelines, EAQUALS Code of Practice, and best practice in English language education.

The PCN Ombudsman will issue a report with conclusions and any required actions. The Ombudsman's decision is final.

The full PCN Complaints Procedure is available **here**.

Summary Flow (Easy Reference)

Stage 1 → Teacher/Reception
Stage 2 → DOS/ADOS
Stage 3 → Formal Complaint (written, investigation, hearing, outcome)
Stage 4 → Internal Appeal to School Director
Stage 5 → External Escalation to PCN (info@pcn.ie)

Record Keeping

- All complaints (informal & formal) are logged confidentially.
- Records are available to learners upon request (subject to data protection).
- PCN will maintain its own records as per their procedure.

Review

This procedure is reviewed annually to ensure compliance with QQI, TrustEd, and best practice in English language education, and to align with PCN objectives and legal requirements.

Disciplinary Procedures

Where a student's conduct or standard of performance is called into question, the Director of Studies (DOS) will arrange for the matter to be investigated. The student will have the opportunity to state their case.

If, following the preliminary investigation, the DOS considers that disciplinary action is necessary, they shall arrange for this to be undertaken in accordance with the following procedures.

Offence	1st Occasion	2nd Occasion	3rd Occasion	4th Occasion
Minor disconduct	Formal verbal warning	Formal written warning	Final written warning	Expulsion
Mayor disconduct	Formal written warning	Formal written warning	Expulsion	
Gross disconduct	Expulsion			

The issue will be escalated to the appropriate stage as described below. It is not necessary to work sequentially through the stages if the perceived seriousness of the issue requires more immediate action.

Examples of misconduct

Minor misconduct

- Persistent lateness or absence.
- Failure to follow reasonable school rules and procedures.
- Repeated use of mobile phones or disruptive behaviour in class.
- Negligent damage to school property or failure to report damage.
- Failure to follow routine health and safety procedures.

Major misconduct

- Significant rudeness or insulting behaviour towards students or staff.
- Refusal to follow a reasonable instruction from staff without good cause.
- Attending class under the influence of alcohol or drugs.
- Smoking in prohibited areas.
- Recording teachers or classes without permission.

Gross misconduct

- Serious harassment, bullying, unlawful discrimination, violence or threats of violence.
- Serious health and safety breaches that endanger others.
- Theft, forged or fraudulent documents (including medical certificates), or serious dishonesty.
- Possession, use or supply of illegal drugs on school premises.
- Deliberate damage to school property.
- Gross misconduct may result in immediate expulsion following a fair disciplinary process. Expulsions are reported to Immigration Service Delivery (ISD)

*Fees on Expulsion: A student who is expelled from Academic Bridge, for low attendance or for misconduct, will not receive a refund of any tuition fees paid.

Copyright Compliance Policy

Academic Bridge respects intellectual property rights and complies with copyright law. All staff and students are expected to use materials responsibly to support learning and teaching while avoiding infringement.

Use of Copyrighted Materials

Staff and students may only use copyrighted materials when:

- Permission has been granted by the copyright holder.
- The material is used under a valid licence.
- The use falls within permitted educational purposes.

Copyrighted materials include, but are not limited to:

- Coursebooks and textbooks.
- Photocopies and scanned resources.
- Online articles, videos, and multimedia content.
- Teacher-created materials and assessments.

Student Responsibilities

Students must:

- Not copy, distribute, or publish course materials without permission.
- Respect the intellectual property of textbooks, online resources, and other materials.
- Use materials only for study and assessments within Academic Bridge.

Compliance

Violations may result in:

- Warnings.
- Loss of access to school resources.
- Academic or disciplinary action.

CONTACT INFORMATION

College Contact Details

Main Building:

Academic Bridge
33 Gardiner Place, Dublin 1.. D01 W625
Phone: +353-1878 8616
Email: info@academicbridge.ie
www.academicbridge.ie





Getting to Academic Bridge (Gardiner Campus)

Address: 33 Gardiner Place, Rotunda, Dublin 1, D01 W625

Academic Bridge is located in Dublin city centre and is easily accessible by public transport, walking, or cycling.

By Bus

Several Dublin Bus routes stop within a short walking distance (2–5 minutes) of the school. The most convenient stops are **Mountjoy Square** and **Parnell Square East.**

Common routes serving this area include: 7, 7A, 7B, 7D, 7E, 13, 16, 27, 33, 41 (and variants).
These routes connect the school with major student areas such as UCD, DCU, Drumcondra, and Rathmines.

By LUAS (Tram)

The nearest LUAS stop is Dominick (Green Line), approximately a 7-minute walk from the school.

This is a convenient option for students travelling from areas such as Broombridge, the city centre south, and Sandyford.

By Train (DART / Commuter Rail)

The closest train station is **Drumcondra Station,** located approximately a 4-minute walk from the school.

This is ideal for students travelling from North Dublin or commuter towns on the Maynooth line.

Walking

Due to its central location, the school is within walking distance from many key areas:

- 7 minutes from O'Connell Street.
- 15–20 minutes from Trinity College.
- 10–15 minutes from various student accommodations.

By Bicycle

Cycling is a popular option among students. Dublin city centre is relatively flat, and there are bicycle parking facilities and Dublin Bikes stations nearby.

By Taxi

Taxis and ride-sharing services (e.g. Free Now) are widely available. This option is faster but more expensive.

Student Advice

Students are encouraged to use public transport and plan their journey in advance. For real-time routes and schedules, you can use apps such as Google Maps or Transport for Ireland.

2nd Building Address:

Academic Bridge
31 Gardiner Place, Dublin 1. D01 EY47
Phone: +353-1878 8616
Email: info@academicbridge.ie
www.academicbridge.ie





Getting to Academic Bridge (Gardiner Campus)

Address: 31 Gardiner Place, Rotunda, Dublin 1, D01 EY47

Academic Bridge is located in Dublin city centre and is easily accessible by public transport, walking, or cycling.

By Bus

Several Dublin Bus routes stop within a short walking distance (2–5 minutes) of the school. The most convenient stops are **Mountjoy Square** and **Parnell Square East.**

Common routes serving this area include: 7, 7A, 7B, 7D, 7E, 13, 16, 27, 33, 41 (and variants).
These routes connect the school with major student areas such as UCD, DCU, Drumcondra, and Rathmines.

By LUAS (Tram)

The nearest LUAS stop is Dominick (Green Line), approximately a 7-minute walk from the school.

This is a convenient option for students travelling from areas such as Broombridge, the city centre south, and Sandyford.

By Train (DART / Commuter Rail)

The closest train station is **Drumcondra Station,** located approximately a 4-minute walk from the school.

This is ideal for students travelling from North Dublin or commuter towns on the Maynooth line.

Walking

Due to its central location, the school is within walking distance from many key areas:

- 7 minutes from O'Connell Street.
- 15–20 minutes from Trinity College.
- 10–15 minutes from various student accommodations.

By Bicycle

Cycling is a popular option among students. Dublin city centre is relatively flat, and there are bicycle parking facilities and Dublin Bikes stations nearby.

By Taxi

Taxis and ride-sharing services (e.g. Free Now) are widely available. This option is faster but more expensive.

Student Advice

Students are encouraged to use public transport and plan their journey in advance. For real-time routes and schedules, you can use apps such as Google Maps or Transport for Ireland.

3rd Building Address:

Academic Bridge
11 Harcourt Street, Dublin 2. D02 WR96
Phone: +353-1878 8616
Email: info@academicbridge.ie
www.academicbridge.ie





Getting to Academic Bridge (Harcourt Campus)

Address: 11 Harcourt Street, Dublin 2, D02 WR96

The Harcourt Campus is centrally located and well connected by public transport, making it easy to reach from all parts of Dublin.

By Bus

Several Dublin Bus routes stop within a short walking distance (3–7 minutes) of the school. Nearby stops include Harcourt Street, Camden Street, and Stephen's Green.

Common routes serving this area include: 9, 11, 16, 41, 46A, 145 (and others depending on your location).

These routes connect the campus with key student areas such as UCD, DCU, Rathmines, and Drumcondra.

By LUAS (Tram)

The nearest LUAS stop is Harcourt (Green Line), located approximately 1 minute walk from the school.

This is one of the most convenient ways to travel, especially for students coming from:

- Sandyford / Dundrum.
- Ranelagh / Charlemont.
- Broombridge.

By Train (DART / Commuter Rail)

The closest major stations are:

- Tara Street Station (approx. 15-minute walk).
- Pearse Station (approx. 20-minute walk).
- Students can also take the LUAS from Connolly Station to Harcourt.

Walking

The Harcourt Campus is within walking distance from many central locations:

- 5 minutes from St Stephen's Green.
- 10 minutes from Grafton Street.
- 15–20 minutes from Trinity College

By Bicycle

Cycling is a popular option. There are bike parking areas and Dublin Bikes stations available near the campus.

By Taxi

Taxis and ride-sharing services (e.g. Free Now) are widely available throughout the city.

Student Advice

Students are encouraged to plan their journey in advance using apps such as Google Maps or Transport for Ireland, and to allow extra time during peak hours.

Emergency Support Contacts

Your safety and wellbeing are very important to us at Academic Bridge. Please take a moment to read the information below so you know who to contact if you need help.

At School

School Welfare Officer

If you have any personal, academic, or wellbeing concerns, you can speak to our Welfare Officer. We are here to support you.

-Student Welfare Manager: **matheus.correa@academicbridge.ie**
-Student Support Officers:
- **renata.baca@academicbridge.ie**
- **bruna.passara@academicbridge.ie**
- **eduarda.santana@academicbridge.ie**

Local Garda (Police) Stations

- Near Gardiner Campus: Store Street Garda Station.
- Near Harcourt Campus: Kevin Street Garda Station.

You can contact the Gardaí if you feel unsafe, lose something, or need help in an emergency.

Doctor (GP) / Health Centres.

If you feel unwell, you can visit a local doctor (GP). Our reception team can help you find a clinic.

Mental Health Support.

- Health Service Executive (HSE) provides free or low-cost mental health services.
- Samaritans (24/7 support): 116 123

You can talk to someone anytime if you are feeling stressed, anxious, or need emotional support.

Emergency Services.

- Call 112 or 999 (Ambulance, Police, Fire Brigade)

Appendix: Students Acknowledgement

Receipt of Handbook

I, the undersigned, confirm that I have received, read, and understood the Academic Bridge Students Handbook (2026). I agree to abide by the policies and professional standards outlined herein.

Mandatory End-of-Programme Examination
I understand that taking an approved external English language examination at the end of my programme is mandatory. I agree that Academic Bridge will enter me for the TIE examination, unless I choose another approved examination as described on page 42.

Name: _____

Date: _____

Signature: _____



DUBLIN, IRELAND