



MLI

international schools

Student Handbook

Age: 10 - 17

Dublin City University
(DCU)



Welcome!

Welcome to MLI International Schools!

Are you ready to study hard and have lots of fun?

We hope you are looking forward to starting with us in DCU! We have a great programme ready for you with lots of exciting classes, activities and excursions for you to enjoy.

First, here's some information to help prepare you for your time here in Dublin.



Centre Manager is in overall charge of all aspects of the Centre

Director of Studies supports the teachers and is responsible for the effective implementation of all aspects of the academic programme

Activity Co-ordinator organises all your activities and excursions to make sure you have lots of fun outside of the classroom

Activity Leaders lead all activities and excursions, and make sure you are happy and safe at all times

English Teachers are all trained to the required standards. They work hard make your English lessons challenging but fun

Welfare Officer is the person you go to if you're feeling a bit homesick or need someone to talk to





Dublin City University

Dublin City University (abbreviated as DCU) (Irish: Ollscoil Chathair Bhaile Átha

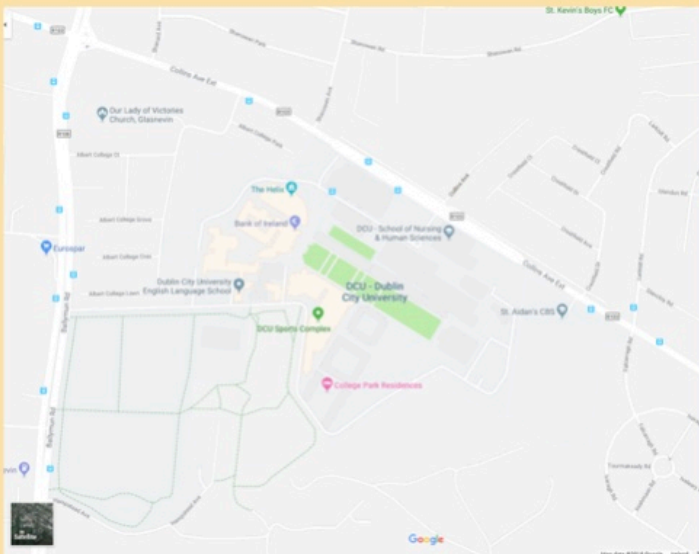
Cliath) is a university situated on the Northside of Dublin in Ireland. Created as the National Institute for Higher Education, Dublin, it enrolled its first students in 1980.

DCU is a young, dynamic and ambitious

university with a distinctive mission to transform lives and societies through education, research and innovation. In the last nine years, DCU has twice been

named Sunday Times 'University of the Year'.

DCU is located 15 minutes from Dublin Airport .



MLI DCU Programme:

- 20 lessons/15 hours English tuition a week
- 1 Half-day excursion per week e.g. Croke Park Stadium, St. Patrick's Cathedral
- 1 Full day excursion per week e.g. Belfast City, Galway City & Kilkenny
- Full afternoon activity programme e.g. football, swimming, Irish Dance, arts & crafts, scavenger hunt etc.
- Full evening activity programme e.g. MLI's Got Talent, Quiz Night, Film Night, Disco etc.
- Optional excursions also available



DCU Campus Map:





Arriving at DCU

When you arrive at the Centre, you will be greeted by the Centre Manager who will organise your arrival to your Residential Accommodation or your Host Family. You will be given some time to settle in and unpack before a welcome tour around the centre. The Centre Manager will also give a Student Induction where he/she will explain the rules and regulations to you. You will also be given a Student Welfare Card. **You should have this at all times on and off Campus.** The Welfare Cards have the centre address and emergency telephone number for your safety.



- **Stay together**
- **Never walk alone**
- **Never have anything out of you pockets/bags**
- **Listen to you Group Leaders**
- **Follow Activity Leaders instructions**
- **Be aware of your surroundings**
- **Always ave your Welfare Card**



Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Arrival	Placement Test & Lessons	Lessons	Lessons	Lessons	Lessons	Full-day excursion to Kilkenny
Afternoon		Dublin City Orientation	Sports & Activities	St Patrick's Cathedral	Sports & Activities	Dublin City Scavenger Hunt	
Evening		Evening Entertainment	Evening Entertainment	Evening Entertainment	Evening Entertainment	Evening Entertainment	Evening Entertainment
Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Full-day excursion to Galway	Croke Park Museum	Sports & Activities	National Botanic Gardens	Sports & Activities	Farewell to Dublin	Departure
Afternoon		Lessons	Lessons	Lessons	Lessons	Lessons	
Evening		Evening Entertainment	Evening Entertainment	Evening Entertainment	Evening Entertainment	Evening Entertainment	



Accommodation (Residential)

DCU offers modern comfortable apartments each with five bedrooms and a shared living/kitchen/ dining area.

Each apartment comprises four single ensuite rooms and one double ensuite room suitable for either double or single occupancy.

If extra pillows or blankets are required, please inform the Centre Manager

Meals:

MLI will provide three meals each day at the College Restaurant. A packed lunch will be provided for the excursions on Saturdays and Sundays. Should any students have any special dietary requirements, please inform the Centre Manager on arrival

Cleaning:

All rooms and common areas are thoroughly cleaned once per week with a change of bed sheets and pillow cases. A hand towel is provided to each student on arrival to be changed weekly.

Laundrette:

Opens from approximately 8:00 - 22:00 costing €3 per wash and €0.50 per every 25 minutes tumble drying.



Residential

- No Males in Female Blocks and vice versa
- Returnable Damage Deposit of €50. Audits are completed before arrival and before departure to check for damages
- Rooms must be kept tidy
- In Apartments by 11:00pm. NO students roaming campus after this time
- Keep Keys on you at all times. €10 charge for loss of keys
- No smoking indoors or drinking alcohol in the apartments. Anyone caught doing this will be expelled from the school and sent home
- Do no move mattresses, €50 FINE!!



Accommodation (Host Family)

Host Family Accommodation is also available to all our groups in friendly and welcoming Irish host families. All families are carefully selected according to strict criteria. Living with a family allows students to have a rewarding and interesting experience; the opportunity to practice their English with native speakers and see life from the point of view of a typical Irish Family.



Families provide a furnished bedroom, access to bathroom and three meals daily. The students are provided with a packed lunch each day. Families will also take care of washing the students clothes, as necessary, and changing bed linen once per week. There will be easy access to public transport to your place of study, taking a maximum time of 20 minutes.

MLI recommends that two students share accommodation in the same family home

Host Family

- Be respectful towards your family. They are looking forward to hosting you.
 - Make sure to get their phone numbers when you arrive and give them your phone number, this is crucial! You must stay in constant contact with your families e.g late home, not back for dinner etc.
 - Ask for directions from the house to the centre. You may ask them to write this down on paper for you
 - The curfew for you to be back at your host family is 10:30pm (If you are not home by 10:30pm, the family will call the MLI Emergency Phone!)
 - Make sure you tell your host family what food you like and let them know if you are having trouble in the house
 - Do not steal, damage, smoke or drink alcohol in the host families houses.
- Anyone caught doing this will be expelled from the school and sent home.



Academic Programme

Our MLI English Lessons are designed to be both fun and challenging. We want you to work hard, improve your English skills and enjoy doing so.

Don't be shy, speak out in class. All your classmates are also there to learn.

Don't be afraid of making mistakes - this is how we learn!

MLI offers students 15 hours of tuition a week. All students receive a written and oral placement test upon arrival and an MLI Certificate upon completion of their course

Class size is a maximum of 15.



Rules of the Classroom

- Students must attend all their lessons
- Students must be on time for their lessons every day
- Students must listen to their teacher and follow instructions
- Mobile phones must be turned off during lessons
- No eating or drinking in the classroom
- Speak English ONLY
- Students must be well-behaved at all times





Social Programme

Every afternoon (except free days and excursion days) and every evening, activities are organised for all students. ALL students must join in this programme. We have a variety of interesting and exciting activities for you to enjoy. We want you to meet new friends, learn about new cultures, practice your English and HAVE FUN!

Also as part of your programme you will go on excursions to different places so you can learn more about Ireland and the culture. We also make sure you have some free time for exploring and shopping!

MLI Activity Leaders (wearing yellow MLI t-shirts) are your guides during these excursions and will tell you the history and some stories about the location you are visiting. They also make sure that you return safely to the centre on time and that you have a great time!



Activity & Excursion Rules

- Student must attend activities
- Students must always be on time for activities
- Students must respect others when travelling on public & private transport, from the centre to their destination and on their return
- During activities and excursions you must listen to the MLI Activity Leader and all staff
- On coaches all students must wear their seat belts
- You are not allowed to stand/jump on the seats
- Do not eat or drink on the coach
- Always respect staff and other students





MLI Student Code of Conduct

- Show respect; be nice and polite to all MLI staff, campus staff, group leaders and other students
- Be on time for the start of all classes, activities and excursions
- Respect the buildings and facilities we use
- Keep your accommodation tidy at all times, including the kitchen and lounge in the residence
- If you have an accident or damage something, please tell your Centre Manager or Welfare Officer immediately
- In Ireland it's ILLEGAL for under-18s to buy cigarettes. Smoking is not allowed anywhere on campus
- In Ireland, you must be 18 to drink alcohol. Anyone caught with alcohol or under the influence of alcohol will be disciplined
- Students must not take photos or video of other students/group leaders or members of staff without asking permission first
- At mealtimes, dining room trays must be used at all times and cleared away when finished
- No females in male accommodation and no males in female accommodation
- Lights out by 11:00pm
- NO BULLYING. Bullying is the deliberate repeated action of making another person unhappy. Bullying of any nature will not be tolerated and may result in students being sent home at their own expense. Students are also expected to report any bullying which they see to a member of MLI Staff

If a student displays Gross misconduct such as violence, theft, alcohol consumption or bullying, they may be asked to leave the Centre and return home IMMEDIATELY

Students who repeatedly misbehave or fail to follow instructions of MLI or otherwise disrupt the smooth running of the course will be asked to leave the school

3 Strike Rule

Verbal Warning

Written Warning

SENT HOME



What to bring with you

You should bring:

- Suitable clothing - t-shirts, jeans, shorts, a warm sweater, nightwear, underwear, casual jacket etc
- Appropriate footwear for sports, activities and excursions
- A bath towel
- An umbrella
- Toiletries - soap, shampoo, toothpaste etc
- Laundry bag
- 2-pin to 3-pin UK plug adapter for electrical items
- Phone charger and adapter
- Learning materials - pens, pencils, a dictionary. You will be given an MLI Student Diary
- Pocket money. You do not need a lot of money, only for snacks, souvenirs and shopping. We would recommend €50 per week

DO NOT bring:

- Computer consoles, handheld consoles (PS4 etc)
- Expensive jewellery/watches
- Credit cards and large amounts of cash

We recommend:

- A lockable suitcase or a small coded pad lock. MLI accepts no responsibility for any loss of personal belongings kept in a students room
- Because there are a lot of students in the centre, we strongly recommend that you mark your clothing with your name to avoid lost or stolen property
- Please tell us your Parent/Guardian's emergency contact details
- Please tell us about any medication you are taking or about any medical condition you may have





Safety

Road Safety

Remember that in Ireland, we drive on the left side. You must be careful when crossing the road. **Where possible, you should always cross at traffic lights and wait for the green man or find a zebra crossing.**

- Always find a **safe place to cross**, then stop
- Stand on the pavement, but not too close to the edge of the kerb
- Look and listen in all directions for traffic
- Cross when there is no traffic and there is enough time to get to the other side. If you are not sure, don't cross
- Keep looking and listening for traffic as you cross
- Walk straight across the road. Do not run

Bullying

Here at MLI we do not tolerate any form of bullying.

- Be nice to your friends, classmates and other students
- Do not hurt anyone physically
- Be nice to everyone

If you or someone you know is being bullied, in person, by text, online or in any other way, please tell your Group Leader or MLI Staff!

E-Safety

It is very important to stay safe when using the internet and gaming:

- Keep your privacy at the highest level available
- NEVER share your password
- If someone is bothering you online, block them
- NEVER accept a friend/follower request from someone you don't know
- If someone is bothering you, tell someone - a teacher or a parent





Extra Information

Fire Drills:

The facilities are fully equipped with fire detection and alarm systems. Please note that fire drills will take place during the students stay. Where a student deliberately interferes with a fire extinguisher I, he/she will be responsible for the replacement. This costs €100. Any damage to smoke detectors in rooms will incur a charge of €80. It should be noted that fire extinguishers are alarmed. No smoking is permitted in any apartment, as this will activate the fire alarms. If the fire alarm is activated maliciously in an apartment, MLI will fine the group €200 instantly.

Medical Care:

A local doctor will be available to all students on request. It is important that all EU bring with them the European Health Insurance Card, formerly an E111 form. The MLI Centre Manager should be informed directly by the Group Leader of any student who becomes ill. Appropriate arrangements for medical care and meals can be made. All Group Leaders should have names as addresses of next of kin who may be contacted in the event of serious illness or emergencies.

Insurance:

MLI International Schools accepts no responsibility for any loss of money, valuables or personal belongings brought into or kept in a student's room, the residence or complex.

Students are advised to carry personal insurance or arrange, if possible, to have their personal effects insured under their parents' insurance policy.

Deposit:

A deposit will be collected from the students to cover any damage that may be caused during their stay. The deposit will be returned to them in full at the end of their stay provided that no damage has occurred.

Transfers:

All groups will be greeted by our Welcoming Transfer Officer on arrival at Dublin Airport. The group will be shown to their private coach to be transferred to DCU. On departure the group will leave campus on private coach to the airport.





Contacts

Head office

Address:
MLI International Schools
13 Fitzwilliam Square
Dublin 2
Ireland

Phone:
+353 1 662 7677

Email:
info@mli-group.com

DCU

Centre Manager (MLA)
Email: cmmla@mli-group.com

Centre Manager:
Email: cmdcu@mli-group.com

Director of Studies:
Email: dosdcu@mli-group.com

MLA Activity Manager:
Email: acmla@mli-group.com

Important contacts:

Doctor:
Dr Yasser M Fakh

Address:
14 Crestfield Drive
Whitehall
Dublin

Phone:
+353 1 837 0295

Opening hours:
Monday - Friday 9am - 5am

Dentist:
College Dental Clinic

Address:
College Gate Clinic
123 Ballymun Road
Glasnevin
Dublin

Phone:
+353 1 837 1144

Opening hours:
Tuesday - Friday 8am - 5pm
Saturday 9am - 1pm

Hospital:
Beaumont Hospital

Address:
Beaumont Hospital
Beaumont Road
Beaumont
Dublin 9

Phone:
+353 1 809 3000