



IFY Student Handbook 2026 - 2027

DCUIA Qualification



International
Academy

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INTRODUCTION

Thank you for choosing to study at DCUIA qualification at DCU International Academy. DCUIA qualifications have been created to give international students the best preparation possible to prepare for undergraduate studies.

This Student Handbook contains important information about studying for your DCUIA qualification.

If you achieve your DCUIA qualification by attaining the grades indicated in your conditional offer letter from DCU, you are eligible for a place on your chosen pathway at DCU. Please see your conditional offer letter to understand the entry criteria for your chosen degree.

This Student Handbook contains important information about studying for your DCUIA qualification. If you read a word or term and do not know what it means, please check the [Glossary](#) at the back for a definition (the words and terms are listed alphabetically).



ESSENTIAL INFORMATION

Registration

DCUIA will complete your student registration on your behalf.

When you have been registered, you will receive an email asking you to check and confirm your details. **You must tell DCUIA as soon as possible if any registration details are wrong.** If the details are incorrect, it could affect your university applications, DCUIA Certificates, and your visa process.

DCUIA will store your personal data so that we can provide all your assessments and record your academic progress. If you would like to know more information about how DCUIA uses your personal data, please read the DCUIA Privacy Notice on the DCUIA website at:

<https://advance.dcu.ie/data-protection-policy/>

Teaching and Learning

Teaching methods in DCUIA are quite different from those used in many other countries. The aim of your DCUIA qualification is to give you the skills and knowledge to succeed when you go on to study at DCU.

⇒ All teaching will be conducted in English. You will be encouraged to use English as frequently as possible and at all times whilst on DCUIA premises.

⇒ DCUIA will introduce you to the teaching methods used by DCUIA, for example lectures, seminars, tutorials and workshop classes. You will also practise a wide range of study techniques, including individual and group presentations, project work and extended essay writing.

Your DCUIA qualification is designed to help you develop the skills to plan your workload and find the motivation, discipline and time to study and learn. DCUIA will provide you with opportunities to become a confident, independent learner who is able to recognise and react appropriately to your strengths and weaknesses.

Taking responsibility for your own learning is important to being a successful student.

Support and Resources

DCUIA aims to support you throughout your studies. To help you get the most out of your DCUIA qualification, DCUIA will provide access to appropriate pastoral and academic support and you will be able to discuss your progress through regular tutorials. The staff at DCUIA will tell you about the resources available, including any additional tutorial support if you have a specific problem with an element of your qualification. You will also receive advice on how to use computer-based resources and the library and learning resource centres available at DCU.

More information on resources available at DCUIA can be found in Appendix 3 (p. 17)

Special Educational Needs, Disabilities or Temporary Illness/Injury

DCUIA operates an Access Arrangements and Special Considerations Policy. DCUIA can provide you with a copy of this policy. You should talk to DCUIA IFY Team as soon as possible if you:

- ⇒ have a permanent disability or specific learning needs
- ⇒ have temporary illness/injury or learning needs at the time of an assessment
- ⇒ are affected by something beyond your control at the time of an assessment e.g. a death or serious illness in your immediate family (i.e. brother, sister, mother, father, grandmother or grandfather).

Access Arrangements	Special Consideration
If you have a permanent disability or specific learning needs, DCUIA may give permission for access arrangements to be put in place. Access arrangements are changes to reduce the effect of your disability or condition. For example, a student with a <i>diagnosed</i> learning difference may be eligible for extra time to complete an exam. Their work will be marked in the same way as all other students for that qualification.	If you are ill, injure yourself or have another problem that affects your performance on the day of an exam or when you are completing coursework, you may be eligible for special consideration. If there is evidence that your performance was affected by the problem, DCUIA will take this into account. This may mean that a mark is changed, that an assessment component is discounted (is not used to calculate your final mark) or that you are given the opportunity to be reassessed.

It is **your** responsibility to inform DCUIA by talking to DCUIA IFY Team if you think you are eligible for access arrangements or special consideration. DCUIA will make sure that your application is completed and send it to DCUIA.

Please note:

- ⇒ An application for access arrangements must be made **before** coursework is completed/an exam takes place.
- ⇒ Special consideration **cannot** be requested after you receive your final results.
- ⇒ Information about your personal circumstances is confidential: it will be stored securely by DCUIA.
- ⇒ The provision for access arrangements and special consideration is made to ensure that students receive recognition of achievement whilst maintaining the fairness, validity and reliability of

assessments (examinations and coursework assessments that contribute to the student's final grade). *Access arrangements and special consideration are not concessions to make assessment easier for students, nor are they advantages to give students a head start.*

Your Views



DCUIA wants to make sure that you get the most out of your DCUIA qualification. Once a month, DCUIA will ask for your feedback (what you think) via an online survey about your experience studying your DCUIA qualification e.g. you will be asked about the teaching and the facilities and resources at DCUIA. It is your chance to tell DCUIA what is going well and what could be improved. Please provide honest and constructive feedback and leave comments where appropriate. The more detailed your feedback, the better DCUIA staff can understand your viewpoints and identify opportunities for improvement.

DCUIA want to learn about your experience and find out if we can make any improvements that will help you or future students.

Please raise any issues you have with DCUIA, your first point of contact is your tutor or a school coordinator. Most issues can be resolved informally. However, if you feel that the issue has not been resolved to your satisfaction, you may wish to follow DCUIA's formal complaints procedure.

Leaving the Qualification Early (Withdrawal)

If you need to leave your DCUIA qualification for any reason, you must contact the administration department at DCUIA. Remember that if you leave the qualification, you will not be able to apply for or retain a study visa through DCUIA.



ASSESSMENT (EXAMS AND COURSEWORK)

Assessment is designed to measure what students know, understand and are able to do. DCUIA modules are assessed by coursework and/or examination (exam). During your studies you will be given different types of assessment, designed to be similar to the assessments used at D

All classes will be delivered face to face on campus. End of semester one, resits and final exams will be carried out fully in centre with paper-based assessment, invigilated by centre staff.

DCUIA Canvas

DCUIA will help you learn how to use the learning and assessment platform: DCUIA Learn Canvas. The Student Hub area of the platform includes a student user guide and 'how to' videos.

Coursework

DCUIA will give you a calendar of all coursework with hand-in dates. The dates will be arranged so that the work is evenly spread through the year.

As part of the programme it will be necessary to complete and submit coursework by fixed deadlines.

Grades for some of these assignments will go towards your final results. Individual tutors will provide you with assignment details during Semester 1 and Semester 2.

Here is some essential information about the coursework system for your DCUIA qualification:

- ⇒ **All work that you hand in must be entirely your own and written in your own words.** If your tutors think you have presented someone else's work as your own, they will treat this very seriously and it might result in you receiving no marks for your work or you may even be asked to leave the

programme. The section on [Academic Misconduct](#) (cheating) explains this in more detail and you can also ask your DCUIA tutors.

- ⇒ Your DCUIA tutors will instruct you on the arrangements for submitting (handing in) coursework.
- ⇒ If you submit work late and do not have a valid reason, marks will be deducted (taken away). This is explained on the next page in the Late Coursework Penalties section.
- ⇒ All coursework will be marked (graded) by your DCUIA tutors and they will provide some written feedback to help you with your learning.
- ⇒ If you do not pass a piece of coursework that counts towards your final grade, the DCUIA IFY Team will tell you if you can resubmit the work. In some cases, DCUIA rules will not allow you to resubmit.
- ⇒ You will be given coursework (or homework) that does not count towards your final grade. This coursework is an extremely important part of your development. It will help you improve your skills in particular areas or give you practice for an assessment that does count towards your final grade.

Late Coursework Penalties

Coursework that is submitted late (handed in after the deadline) will have marks deducted (taken away): 10% for each late day. The table (Figure 1) shows how the marks will be deducted.

Figure 1: Late Assessment Penalties

	Multiply Original Mark by:
Day 0	
Day 1	0.9
Day 2	0.8
Day 3	0.7
Day 4	0.6
Day 5	0.5
Day 6	0.4
Day 7	0.3
Day 8	0.2
Day 9	0.1
Day 10+	-

For example, if a piece of your coursework is given a mark of 50/100, but you submitted it one day late, the mark will be multiplied by 0.9 (minus 10%) so you received a mark 45/100.

Examinations

The details of the examinations (exams) for each of your modules will be given to you by your tutors.

You must follow DCUIA regulations when you take your examinations. People called invigilators (these might be your tutors and/or DCUIA administrative staff) will make sure that all students follow the regulations.

Resits

If you did not reach the required grade in your End of Semester 1 Test or Final Exam, you

have the option to resit the test/exam.

- Resits for End of Semester 1 tests will take place from 19th – 22nd April.
- Resits for Final Exams will take place from 14th – 22th July.

All resits will take place in person.

To be eligible for a resit, you must have attempted the original test/exam. It is not possible to resit an exam you did not originally sit.

Resits for EAP Final Exam components will be taken separately. For example, if you only need to improve your grade in the Listening exam, you may resit Listening only.

The price list is as follows:

- Individual EAP component (speaking, listening, etc.): €150
- All other subjects: €275

DCUIA Exam Guidelines

Preparing for the exam

- Be on time. If you are late you might not be allowed to take the exam.
- All exams are to be handwritten and you should use only black or blue pens.
- You must **not** take any of the following items into the exam room:
 - ⇒ Notes, books or an electronic dictionary
 - ⇒ A calculator case or calculator instructions (please refer to DCUIA Calculator Regulations)
 - ⇒ Any product with text/data/storage/digital facilities, such as a mobile phone, iPad, MP3/4 player, a reading pen, a smartwatch or watch that has a data storage device
 - ⇒ Food
 - ⇒ Water bottles with labels or non-transparent (see-through) water bottles. Water bottles must be transparent (see-through) and without labels.
 - ⇒ Jackets or blazers.
 - ⇒ Bags, pencil cases
- Your tutors and administrative staff will tell you if a calculator can be used for the exam. DCUIA has regulations about the type of calculator which can be used (see [DCUIA Calculator Regulations](#)). Before you take your calculator into the exam room you must remove any parts - such as the case, lid or cover - that have printed instructions or formulae on them.

In the exam room and during the exam

- Listen to the invigilators and follow their instructions at all times.
- Put your student ID card/authorised form of identification on your desk.
- Do not talk or try to communicate with any other student or with other persons either inside or outside the exam room.

- h. Do not disturb or distract other students or do anything which may disrupt the exam.
- i. Do not try to help another student during the exam.
- j. Do not borrow anything from another student during the exam.
- k. Stay seated and remain silent until the invigilator allows you to leave the exam room.

At the end of the exam

- ⇒ Do not remove any question papers, answer booklets or other items of examination stationery from the exam room.
- ⇒ You must hand in your answer booklets, including any notes or rough work to the invigilator. Any rough work should be crossed out before you hand in your answers.

If DCUIA IFY staff suspects that any of the DCUIA exam rules have been broken, the matter will be investigated. The student(s) concerned will normally be permitted to complete all their exams and Caron Linehan (IFY Operations Coordinator) will report the outcome of the investigation to DCUIA. Confirmed cases of academic misconduct will normally result in failure and exclusion from DCUIA qualifications.

If you have any questions about DCUIA's exam regulations, please speak to your tutor and he or she will advise you.

Your Marks and Grades



Your exams and coursework are marked by the tutors at DCUIA.

Your assessments will be reviewed by DCUIA moderators (who are experts in their subject). It is their job to help ensure that every student studying the same DCUIA qualification has been assessed fairly and receives the correct mark for their exams and coursework. It would not be fair if students in one study centre got different (higher or lower) marks for the same standard of work as students at another study centre.

Once the moderators have reviewed student work there is a meeting - called an Exam Board - to discuss the marks and confirm the results.

You will be awarded a mark (and for some qualifications, a grade or classification) for each module you complete; this shows your level of achievement. Offers made by DCU are expressed in terms of these marks and grades.



DCUIA will set the date for the Official Publication of Results: the day when you will be given your final results. DCUIA IFY staff and lecturers will tell you the date before the end of your study.

DCUIA will produce a certificate and transcript of results for you. Following the Official Publication of Results, DCUIA will send your certificate and transcript to you.

Note that if you do not finish your DCUIA qualification, you will not usually receive a certificate, although you may be eligible for a transcript.

Enquiry about Results and Appeals

If you think your results may not be accurate, you must talk to the DCUIA IFY Team to discuss whether to submit an Enquiry about Results to DCUIA.

Initially, the DCUIA IFY Team will explain how your final marks were decided and help you to understand why you received the mark that you did. If you believe that a procedural error has occurred in the assessment process that has caused you to receive an incorrect result, DCUIA IFY Team will be able to advise you about DCUIA's Enquiry about Results Policy.

It is very important that you understand that with an enquiry, your mark and grade may go *down* as well as up. An Enquiry about Results only confirms that all clerical matters in regard to your assessment submission were correctly followed, including moderation. You cannot challenge the academic judgement of the person who marked your work.

If the Enquiry shows that a mistake has been made, any fee (cost) will be refunded.

If you still have concerns about your results after completing the Enquiry about Results process, you should discuss the issues with the DCUIA IFY Team, and you may decide to appeal the outcome. You **cannot** appeal against the academic judgement of the DCUIA Exam Board. An appeal must be concerned with whether DCUIA's policies and procedures were applied properly and fairly. The DCUIA IFY Team will help you understand what this means.

Please note that the timeframe to conduct a thorough appeal investigation may delay the university placement process.

DCUIA can provide you with a copy of the full DCUIA Enquiry about Results Policy and Appeals Policy.

ACADEMIC MISCONDUCT (CHEATING)

Academic misconduct refers to any act that gives a student an unfair gain or advantage in their academic performance or achievement, whether it is an intentional act or not. Academic misconduct is taken very seriously in UK and Irish universities and by DCUIA. Academic misconduct will result in a penalty (losing marks) and could mean that you fail the assessment, module or even the qualification. For this reason, DCUIA IFY staff and lecturers will train you in how to avoid problems when presenting your work.

Academic misconduct can be classified into six types:

1. Plagiarism

Copying information, thoughts or ideas from a published or unpublished source without acknowledging where that information, thoughts or ideas came from.

- During your DCUIA studies you will learn how to use sources (e.g. books, websites, articles) and reference them properly.
- DCUIA may check your work using an online plagiarism detection system such as Turnitin.

AI - Misuse of Artificial Intelligence might include:

- Use of artificial intelligence to generate content that directly meets the learning outcomes or core competencies of a module will be considered academic misconduct.
- Use of AI without appropriate acknowledgement (for example, failing to acknowledge AI as a source of information)
- Using AI to generate assessment content which is presented as the student's own work.
- Submitting work with misleading reference lists or bibliographies, which have been generated by AI.

2. Collusion

Where two or more students work together to produce individual assessments that contain the same ideas and text.

- It is important that you **prevent your work from being seen and used by others**.
- Even lending coursework to a friend or leaving work on a shared computer, not knowing that it will be copied, could result in a penalty for collusion.

3. Fabrication of Results

Where a student presents a set of results that are not from their observations or calculations.

4. Subcontracting

Where a student engages a third party in the development of all or part of an assessment. This may be via:

- a paid for service (such as a 'essay mill' website)
- friends or family

5. Use of Translation Services

Where a student uses a person, service or online tool to translate some or all their work into English which they first produced in another language to produce or help produce their EAP, EAPPU or RCS coursework.

6. Examination misconduct

Where a student seeks to gain unfair advantage in an examination. For example, by using notes, communicating with someone inside or outside the exam room, using a pre-programmed calculator or copying from someone else.

It is your responsibility to make sure that all work you submit is your own and that any sources you used are properly referenced.

Penalties

For collusion, fabrication of results, subcontracting, use of translation services and examination misconduct the coursework or examination **mark will be set to zero**.

For plagiarism, the severity of the penalty will depend on the following a number of factors, such as how much of the work is plagiarised (the level of plagiarism) and the value of the assessment in relation to the total module mark. The DCUIA Academic Misconduct Policy details the penalties for plagiarism. DCUIA can provide you with a copy of the full DCUIA Academic Misconduct Policy.

What will happen if you are suspected of misconduct?

- a. DCUIA IFY Team will invite you for an interview. You will be asked to bring any evidence that might help show that the work is all your own, such as notes you may have made when researching the assessment.
- b. You will be interviewed by at least two members of staff (including DCUIA IFY Team, Julija Orzechovskaja (IFY Teaching Team Coordinator), and the lecturer of the module in question). They will explain why they suspect you of academic misconduct and they will take notes of the meeting.
- c. If DCUIA IFY has found the original source of the work during its investigation (i.e. a journal article or website) then this will be shown to you in the meeting. If DCUIA IFY identified the misconduct using Turnitin, the similarity report will be shown to you.
- d. The DCUIA IFY staff at the meeting will discuss the evidence to decide whether you have committed an act of academic misconduct. If they agree that you are guilty, they will use the DCUIA Academic Misconduct Policy to decide the penalty (mark reduction) that should be applied.
- e. A letter will be sent to you explaining that a penalty has been applied and whether you are permitted to resubmit the work. The letter will also tell you that the case will be reviewed by the DCUIA exam board and that, if you want to appeal, you should follow the DCUIA Appeals process. (Information about DCUIA Appeals is in this Student Handbook.)
- f. DCUIA IFY will provide support to help you improve your academic skills. It is important that you understand what you did.

Please note: if an DCUIA moderator finds evidence of academic misconduct, DCUIA IFY will be informed and your tutors will be asked for their assistance to investigate the matter further. Where possible, DCUIA will ask DCUIA IFY to contact you. The DCUIA Exam Board will consider what DCUIA IFY has said about you and your work. If the DCUIA Exam Board decides that the work is not your own, a penalty will be applied. DCUIA IFY will inform you about the DCUIA Exam Board's decision. If you want to appeal, you should follow the DCUIA Appeals process.

APPENDICES

Appendix 1: Provisional Academic Calendar 2026/2027

Semester 1	
Orientation September 7th – September 25th	
Week 1-11 September 28th - December 11th	Tuition
Exam Study Period (Self-Study) December 14th – December 18th	
Winter Break December 19th – January 3rd	
Week 12-14 January 4th – January 22nd	Tuition
Week 15 January 25th - January 29th	Exam Study Period
End of Semester 1 Tests February 1st - February 5th	

Semester 2	
Week 1-14 February 8th - May 14th	Tuition
Week 15 May 17th – May 21st	Exam Study Period
End of Year Exams May 24th - June 3rd	
Exam Results Release July 22nd	

Resits
End of Semester One Resits April 19th - April 22nd

Resits

July 14th – July 22th

Resit Results Release

August 20th

Appendix 2: Study Centre Information

2.1 IFY Staff Members

IFY Contact Details

Email: ify.academic@dcu.ie

Tel: 01 700 6413

Opening Hours: Monday to Friday, 08:30 – 16:30 daily.

IFY Reception is located on the First Floor of the Henry Grattan building in room CA124.

IFY Teaching Team Coordinator: Julija Orzechovskaja

Email: julia.orzechovskaja@dcu.ie

Tel: 01 700 8871

IFY Operations Coordinator: Caron Linehan

Email: caron.linehan@dcu.ie

Tel: 01 700 6737

School Coordinator, IFY Academic Support: Stephanie McGrath

Email: ify.academic@dcu.ie

Tel: 01 700 6413

Appendix 3: Study Centre Resources

3.1 Pastoral Care Arrangements

DCUIA IFY Team is the primary point of contact for academic and pastoral issues. If you are experiencing difficulties with or wish to receive feedback on your academic progress, you are advised to contact DCUIA IFY Team, who will schedule a one-to-one meeting with you. DCUIA IFY Team is available via email, telephone, or in-person at the IFY reception at the contact details indicated above in section.

3.2 Feedback

3.2.1 Monthly Feedback

You will be asked to complete monthly Google Forms to provide anonymous feedback on your academic and personal experience. IFY administrative staff will provide links to the feedback forms each month during class time.

3.2.2 Stream Representatives

Stream representatives are elected by students within their specific stream (Humanities, Science, Engineering, or Business) - also known as their 'peer group'. If a stream has a large number of students, **two representatives may be elected** to ensure equal representation.

Stream representatives are elected in the first weeks of Semester 1. The election process is as follows:

- A student self-nominates via a form provided by IFY administration staff.
- The student must then secure the required number of signatures from peers in their stream.

Once nominated, the stream representative takes on the following roles and responsibilities:

- Attend stream representative training
- Regularly contact their peer cohort to collect feedback on their learning journey and student experience.
- Attend and contribute to some meetings with IFY administration and fellow stream representatives
- Raise issues and share ideas with IFY administration staff during representative meetings, then report solutions and outcomes back to their peer group.
- Conduct themselves responsibly and act in the best interests of their peer group.

3.3 Academic Resources: IFY

Orientation Workshops

Specific sessions on how to succeed in IFY and general academic skills are held during the three weeks of orientation.

Powerpoints for these sessions will be shared digitally with you on a weekly basis. If you do not receive access to the powerpoints, please contact ify.academic@dcu.ie.

Teaching Staff Input Hours

Lecturers are available for the following input hour types:

- Class (attendance required)
- Clinic (attendance strongly encouraged)
- Supervised Study (attendance strongly encouraged)

Your individual schedule will be provided to you by IFY administrative staff at the beginning of the academic year, with input hour types, locations and times indicated. You are strongly advised to make the most of the input hours available to you.

Progress Meetings

Regular one-to-one check-in meetings are also scheduled by the School Coordinator to support you in your academic journey at IFY. During these meetings, you will discuss your progress in each module and receive advice on how to engage with the content of the programme and the academic assistance available to you, including: time management, study skills, and exam strategy.

Appendix 4: DCU Resources

4.1 Academic Resources: DCU

Library

The closest library to the Invent Building is O'Reilly Library, located on DCU Glasnevin Campus. With your DCUIA Student Card you have access to all 3 DCU libraries. You have permission to:

- Print and photocopy (available on the ground floor of O'Reilly Library)
- Borrow up to 14 items at a time (1-week and 3-week loans)
- Access all print collections across three library sites
- Manage renewals and your account online

Find more information at: www.dcu.ie/library

Maths Centre

The Maths Learning Centre provides free, informal support in a welcoming environment. It is located on the ground floor of O'Reilly Library, Glasnevin Campus. The Maths Centre offers you the opportunity to:

- Drop in for help with maths queries
- Access support materials and guidance for your studies

Find more information at: www.dcu.ie/maths/about-maths-learning-centre

Writing Centre

The Writing Centre supports all undergraduate and postgraduate students with academic writing. It is located on the ground floor of O'Reilly Library, Glasnevin Campus. With the Writing Centre, you can:

- Access online writing resources
- Attend live workshops
- Book individual appointments for guidance

Find more information at: dcu.ie/studentssupport/build-your-learning-confidence

IT Support

The DTS Desk provides support for IT problems and questions related to DCU systems and devices. With DTS, you can:

- Get help with network issues, hardware, and lost files
- Get assistance with printing, photocopying, and scanning

Find more information at: www.dcu.ie/dts

4.2 General Resources: DCU

Student Health Service

The DCU Student Health Service offers medical care to all registered students. It is nurse-led and provides access to GPs and nurses on campus. There are two health centres: one at Glasnevin Campus and one at St Patrick's Campus.

Opening Hours:

Monday to Friday Phone lines open from: 9:30am-12:30 & 2pm to 4:30pm

Monday to Thursday Appointment & Reception hours: 9am-12:30 & 2pm to 4:30pm

Glasnevin campus

- Email: healthservices@dcu.ie
- Phone: 01 700 5143 and 087 4087936
- Location: Henry Grattan building, ground floor. Room CG13

St Patrick's campus

- Email: spd.healthcentre@dcu.ie
- Phone: 01 700 9215
- Location: A block, ground floor (near the Church) Room A104

Always quote your student number in emails.

Please see the following link for instructions on how to make a first-time appointment:

<https://www.dcu.ie/health/how-make-appointment>

DCU Pharmacy (Pharmhealth)

The DCU Pharmacy in Glasnevin offers an online doctor service see:

<https://www.pharmhealth.com/online-doctor-service/>

DCU Sports Centre

The DCU Sports Centre offers a wide range of facilities, including a gym, fitness classes, swimming pool, sauna, steam room, and tepidarium. To use the centre, you must sign up with your Student ID card. Fees will apply.

For more information or to sign up:

- Call (01) 700 5797
- Email: sports.complex@dcu.ie

Find more details at: www.dcu.ie/dcusport/dcu-sports-complex-glasnevin-campus

SafeZone App

We also advise that students download SafeZone. This is a DCU Campus Safety App that offers aid in emergency or high risk situations or if First Aid is needed: safezoneapp.com/#download_app

4.3 Social Resources:

Global Connect Café and Events:

This is a dedicated social space on DCU Glasnevin campus for international students. Information regarding these events is disseminated via email and is accessible through the 'DCU: My Events Hub' platform: <https://myeventshub.dcu.ie/unauth/student/login>

Select the activity you are interested in to see the time, location, and cost. Then click 'Book Now' to secure your place.

Clubs and Societies

DCU has over 140 Clubs and Societies spread across all campuses catering for all interests, hobbies and passions. There is a small fee to join each Club or Society. Below are the ways in which you can join:

- **Online: Club or Society Website**

As DCUIA students, you are unable to sign up directly on the clubs and socs website. To sign up for a club or society online, you should find the society contact on dcuclubsandsocs.ie, and email them asking to be signed up manually.

- **In-person: DCU Clubs & Socs Days**

You can join a DCU club or society at the annual DCU Clubs & Socs Days which are held in semesters 1 and 2. All clubs and societies will have stands and information on their programme of activities for the year.

DCU Sports Clubs: <https://www.dcu.ie/dcusport/sports-clubs>

Appendix 5: External Resources

5.1 Find a GP

To register with a local GP (family doctor) for non-emergency medical care, use the HSE “Find a GP” tool to search for doctors near your address: www.hse.ie/services/find-a-gp

You should:

- Contact the GP practice directly to check if they are accepting new patients • Provide your details
- Keep in mind that GP visits usually cost approximately €65

5.2 Immigration Service Delivery (ISD)

Please note that this information is subject to change, please refer to the Immigration Service Delivery (ISD) website for up to date information: <https://www.irishimmigration.ie/>

After you arrive in Ireland, you must register for an IRP appointment via the Immigration Service Delivery (ISD). You can not register for an IRP appointment before arriving in Ireland.

You can register for an account and book your appointment via the Customer Service Portal:

<https://portal.irishimmigration.ie/en/>

Your first appointment will take place in person; here is the office address for appointments: 13/14 Burgh Quay, Dublin 2, D02 XK70. **You can not attend this office without an appointment.**

For your IRP appointment, provided that your fees are paid in full, DCUIA IFY will give you a Course Confirmation Letter. You will also need:

- Photocopy of passport
- An original Health Insurance Policy document, in your name for the entire length of your stay.
- Proof of address
- Bank statement
- Printed appointment confirmation email and attached document

You can find information on required documents at the following webpage:

<https://www.irishimmigration.ie/registering-your-immigration-permission/how-to-register-your-immigration-permission-for-the-first-time/required-documents/>

You will pay €300 at the appointment. Cash is not accepted, you **must pay via card.**

If you wish to ask questions about your appointments, status or IRP renewals, you must raise queries digitally with immigration service delivery (ISD) via your customer service portal:

<https://portal.irishimmigration.ie/en/>

Irish Immigration Service FAQs:

<https://www.irishimmigration.ie/registering-your-immigration-permission/frequently-asked-questions-for-registration/>

Appendix 6: DCUIA INTERNATIONAL FOUNDATION YEAR (IFY) 2026-2027 BOOKLIST

All students are **required to purchase a hardcopy** of their subjects' core textbook(s). All textbooks are available to purchase here: blackwells.co.uk/bookshop/home

Module	Core Text
Biology	Audeskirk, T., Audeskirk, G. & Bayers, B.E. (2017) <i>Biology, Life on Earth with Physiology</i> . 11th edn. London: Pearson Education Ltd. ISBN: 9781292158167 (print) ISBN: 9781292158174 (eBook)
Business Studies	Marcousé, I., Hammond, A. and Watson, N. (2019) <i>Pearson Edexcel A level Business</i> . London: Pearson Education. ISBN: 9781510452701 (Print) ISBN: 9781398358225 (eBook)
Chemistry	Lister, T. and Renshaw, J. (2015) <i>AQA Chemistry: A Level</i> . 2nd edn. Oxford: Oxford University Press. ISBN: 9780198351825 (Print) ISBN: 9780198378464 (eBook)
Computer Science	Wentworth, P., Elkner, J., Downey, A.J. and Meyers, J. (2012) <i>How to Think Like a Computer Scientist Learning with Python3</i> . Available online: https://openbookproject.net/thinkcs/python/english3e/ Heathcore, P. (2016) <i>AS and A Level OCR Computer Science</i> . Dorset: PG Online Limited. ISBN 9781910523056 (Print)
Global Studies	Heathcore, P. (2016) <i>AS and A Level OCR Computer Science</i> . Dorset: PG Online Limited. ISBN 9781910523056 (Print)
Integrated Maths	CGP Books (2021) <i>Mathematics for A level The Textbook</i> . Cumbria: Coordination Group Publications Ltd (CGP). ISBN: 9781782947233 (Print)
Technical Maths	CGP Books (2021) <i>Mathematics for A level The Textbook</i> . Cumbria: Coordination Group Publications Ltd (CGP). ISBN: 9781782947233 (Print)

Physics	Breithaupt, J. (2015) <i>AQA Physics: A level</i>. 2nd edn. Oxford: Oxford University Press. ISBN: 9780198351870 (Print) ISBN: 9780198378495 (eBook)
Sociology	Brisbane, S., Roberts, K., Taylor, P., Chapman, S., Jacobs-Roth, J., Ali, N. (2015) <i>OCR Sociology for A Level Book 1</i>. United Kingdom: Hodder Education. ISBN: 9781471839481 (Print) ISBN: 9781398370234 (eBook) Brisbane, S., Roberts, K., Taylor, P., Pountney, L. (2016) <i>OCR Sociology for A Level Book 2</i>. United Kingdom: Hodder Education. ISBN: 9781471839450 (Print) ISBN: 9781471839467 (eBook)
English for Academic Purposes (Student Textbook)	de Chazal, E. and McCarter, S. (2012) <i>Oxford EAP</i>. Oxford: Oxford University Press. ISBN: 9780194001786 (Print) ISBN: 9780194837972 (eBook)

Appendix 7: Technical Requirements

7.1. Computer Requirements

For best performance, access DCUIA Learn (Canvas) with a computer that supports the most recent browser versions. It is recommended to use a computer five years old or newer with at least 1GB of RAM.

7.2. Operating System

DCUIA Learn (Canvas) requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

7.3. Supported Browsers

You should always use the most current version of your preferred browser. Your browser will notify you if there is a new version available. Cookies and JavaScript should be enabled.

Some supported browsers may still produce a banner stating *Your browser does not meet the minimum requirements for Canvas*. If you have upgraded your browser, but you are still seeing the warning banner, try logging out of Canvas and clearing your browser's cache and cookies.

7.4. Internet Connection

DCUIA Learn has been built to accommodate low bandwidth environments. However, it is recommended to have a minimum internet speed of 512 kbps. Please note that a hard-wired (ethernet) connection may offer more stability than Wi-Fi.

7.5. Mobile Apps

Canvas is optimized for desktop displays. If using a mobile device, you may use the dedicated app or access Canvas using a built-in mobile browser (Safari for iOS, Chrome for Android).

For the best user experience, please download the product mobile apps.

The Canvas mobile apps require Android 9.0 or later and iOS 18.0 or later. Canvas offers limited support for built-in mobile browsers (such as Safari or Chrome) on tablet devices.

App Store for iPhone: <https://apps.apple.com/us/app/canvas-by-instructure/id480883488>

Google Play Store for Android: <https://play.google.com/store/apps/details?id=com.instructure.candroid>

If DCUIA IFY doesn't appear in the Canvas app search, log into Canvas on your laptop, navigate to Account > QR for Mobile Login, and scan the QR code with your phone.

Appendix 8: DCUIA Calculator Regulations

Where the use of a calculator is allowed they **must** conform to these regulations.

- Before taking calculators into the examination room, you must remove any parts that have printed instructions or formulas on them e.g. the case, lid or cover.
- You (the student) are responsible for the following:
 - the calculator's power supply;
 - the calculator's working condition.

Calculators **must be**:

- of a size suitable for use on the desk;
- either battery or solar powered.

Calculators **must not be**:

- be designed or adapted to offer any of these facilities:
 - language translators;
 - symbolic algebra manipulation;
 - symbolic differentiation or integration;
 - communication with other machines or the internet.
- be borrowed from another student during an examination for any reason*;
- have retrievable information stored in them – this includes:-
 - databanks;
 - dictionaries;
 - mathematical formulas;
 - text.

**During an exam or test, an invigilator may give you a replacement calculator.*

For the **International Foundation Year Maths** (Integrated/Technical) and **Further Maths** modules, in addition to the standard functions of a scientific calculator the following are required:

- Functions related to the normal distribution
- Functions related to the binomial distribution
- An iterative function (eg ANS button)

Calculator models that have the required functions include:

- Casio fx-991EX
- Casio fx-CG50 (**must** be put into examination mode during DCUIA tests and examinations)

GLOSSARY

Academic Misconduct

Any unacceptable or dishonest act by a student that is done to try and improve their marks. For example, a student presents someone else's written work as their own.

Access Arrangement

Something that mitigates against the effect of a disability or other difficulty that a student may have, so that he or she is not disadvantaged. For example, if you have a visual impairment your doctor might tell you that it will help if exam papers are printed for you in large text.

Appeal

A process for formally challenging a decision made by DCUIA.

Assessment

An exam or piece of work that is designed to measure knowledge, understanding or ability in a particular subject module or skill. See also Coursework.

Certificate

The official document produced when a student completes their qualification by attaining at least the minimum grade for a subject module or whole qualification.

Classification

A level of achievement. DCUIA uses classifications to express student achievement in the International Year One (Distinction, Pass and Unclassified) and in Master's Preparation (Distinction, Credit, Pass and Unclassified).

Coursework

A type of assessment that is an alternative to examination and which can take a variety of forms; for example, coursework could be a written project or essay, a portfolio or presentation.

Credits

A student on the International Year One will receive credits for each module he or she has passed. Universities specify credits as part of their entry requirements.

Enquiries about Results (EAR)

The process a student may access to request checks on possible procedural errors relating to the final result of a module.

Exam Board

A meeting held to confirm student results. Exam Boards ensure that all matters of assessment have been conducted fairly and according to DCUIA regulations.

Grade

A level of achievement for a module e.g. A, B, C, D, E or U (ungraded). DCUIA uses grades to express achievement levels in EAP and the IFY subject modules.

Invigilator	A person employed by DCUIA who is responsible for supervising an exam or assessment.
Minimum Pass Requirements	The minimum marks (or grades) required in order to meet the requirements of DCU
Moderation	The process during which student work is reviewed. This is done to ensure that each student is assessed to the published DCUIA standard and receives a grade that is an accurate reflection of their ability.
Moderator	A person employed by DCUIA to ensure that academic standards are maintained, meaning that every student is assessed by the same standards. Moderators are subject specialists and have experience teaching in Ireland and UK universities.
Pastoral	Non-academic support. Pastoral tutors are concerned with students' general welfare.
Points	DCUIA points are allocated to each IFY student based on performance in each module. Each grade has a points allocation e.g. an A grade is worth 48 points. Some universities give their entry requirements in points. EAP, EAPPU and RCS results do not contribute to DCUIA points totals.
Special Consideration	After an assessment, an Exam Board may take action to reduce the effect of a temporary illness, injury or other problem experienced by a student at the time of assessment. This may involve a small change to the assessment mark or the student may be given permission to re-take the assessment.
Student ID Number	A personal number is issued to each student when they are registered with DCUIA. You must put your DCUIA ID number on every assessment and examination answer booklet you complete.
Study Centre (or Centre)	A school, college or similar institution that is approved to deliver DCUIA qualifications.
Transcript	An official document which lists a student's academic record, including the titles and marks of the modules studied for your DCUIA qualification. You will receive an DCUIA transcript provided that you complete your qualification. The transcript is normally issued with the Certificate.

Turnitin

An online plagiarism detection system that compares student work with material on the Turnitin database, including web pages, publications (e.g. books and journal articles) and every student paper ever uploaded to Turnitin. If you have copied part of your work, Turnitin will show this.

UCAS

Universities and Colleges Admissions System. This is the organisation that is responsible for the handling of applications to Ireland and UK universities for undergraduate students e.g. students studying DCUIA IFY qualifications.

University Course Finder

A guide to the minimum entry requirements needed to progress to courses at Universities.

Withdrawal

When a student decides to leave their study centre. Students who withdraw are not eligible to take final examinations and will not be issued with results or certificates or transcripts.

Working day

Any day other than Saturday or Sunday or an Irish national holiday.

GLA



M1/N1

Ascaill Uí Choleáin Collins Avenue

← 1 16 33 41 41B 41C 42D 44

← 94 42D 44 70D 104 109C 120 220 901D

← Campas Phádraig OCBÁC DCU St Patrick's Campus 28 mins 10 mins

← Campas Na Naomh Uile OCBÁC DCU All Hallows Campus 32 mins 11 mins

→ DCU Alpha - Campas Nuálaíochta DCU Alpha - Innovation Campus 11 mins 4 mins

- | | | | | |
|--|---|--|--|--|
| 1 Fáiltiú Lóistín Accommodation Reception [W] | 11 Fairgneamh Hamilton Hamilton Building [J] | 21 Fairgneamh Marconi Marconi Building [N] | 31 Síneadh Stokes Stokes Extension [SA] | → Entrance Bealach Isteach |
| 2 Coláiste Albert Albert College [A] | 12 Árais Chónaithe Hampstead Hampstead Residences [V1] | 22 Fairgneamh McNulty McNulty Building [L] | 32 Ionad "U" na Mac Léinn Student Centre "U" Building [KA] | → Pointe Muirear Tapa EV EV Fast Charge Point |
| 3 Fairgneamh Bea Orpen Bea Orpen Building [D] | 13 Fairgneamh Mary Brück Mary Brück Building [VB] | 23 Carrchlós Iistórach Multi-Storey Car Park | 33 Amharclann Terence Larkin Terence Larkin Theatre [T] | → Eolas Information |
| 4 An Pailliún Pavillion (CTYI) [P] | 14 Fairgneamh Henry Grattan (An tSráid) Henry Grattan Building (The Street) [C] | 24 Áis Taighde Eolaíochtaí na Beatha Life Sciences Research Facility [G] | 34 The Helix | → Páirceáil Parking |
| 5 Árais Chónaithe Pháirc an Cholaíste College Park Residence [W] | 15 An tIonad Idircheirdimh Interfaith Centre | 25 Fairgneamh Aonad Taighde Nano Nano Research Facility Building [GA] | 35 Fairgneamh Polaris Polaris Building [FT] | → Bealach Isteach na gCoisithe Pedestrian Entrance |
| 6 Niallann Crèche | 16 An tAcadamh Idirnáisiúnta International Academy [B] | 26 Fairgneamh Alice Reeves Alice Reeves Building [H] | → Páirceáil Inrochtana Accessible Car Parking | → Bialann Restaurant |
| 7 An Scoil Gnó OCBÁC DCU Business School [Q] | 17 Réitigh Teicneolaíochta Digití Digital Technology Solutions [CA] | 27 Áras na nIarlachaithe A Postgraduate Residences A | → Racaí Rothar Bicycle Racks | → Scáthlán Caite Tobac Smoking Shelter |
| 8 Fairgneamh Mac Cormac Mac Cormac Building [QA] | 18 Leabharlann John agus Aileen O'Reilly John and Aileen O'Reilly Library [Y] | 28 Áras na nIarlachaithe B Postgraduate Residences B | → Stad Bus Bus Stop | → Pointe Muirear USB USB Charge Point |
| 9 Oifig Easát Estates Office [E] | 19 Árais Chónaithe Larkfield Larkfield Residences [V2] | 29 Priomhbhialann Main Restaurant | → Caifé Café | → Rochtain Feithicle Vehicle Access |
| 10 Lárionad Spóirt agus Linn Snámha Gym, Pool and Sports Complex [U] | 20 Fairgneamh Lonsdale Lonsdale Building [X] | 30 Fairgneamh Stokes Stokes Building [S] | → Priomh Fáiltiú OCBÁC DCU Main Reception [QA] | → Fuarán Uisce Water Point |

