



ICOT COLLEGE

Student Handbook
2026

Hello!

01. Welcome & Thank you for choosing ICOT!



At ICOT, we do our best to provide good quality classes with qualified and expert teachers, and we encourage every student to learn while having fun. You'll improve your grammar, vocabulary and pronunciation, while practising everything you need to communicate in English.

02. Methodological Approach

At ICOT we employ different teaching methodologies, all of which are learner-centred, to allow for maximum language assimilation.

Where possible, we plan our classes based on the needs of our students, and aim to develop an atmosphere of learning by the use of a communicative and collaborative methodology.

Our classes are interactive, where students work together to develop their reading, writing, speaking and listening skills.

We believe it is important to incorporate 21st century skills to aid in student development so we foster an environment of innovative thinking through think-pair-share activities, peer-teaching and debate in order to inspire confidence and aid in fluency.



03. Philosophy Statement

To provide a space for our students in which to:



Grow in confidence



Build real and lasting relationships



Become culturally aware

04. Opening Hours

The College is open from 8:30 am to 5:00 pm, Monday to Thursday, and from 8:30 am to 4:30 pm on Fridays. Students are welcome to stay at the College during opening hours.

Student Services are available from 9:00 am to 4:00 pm.



8:30 am
5:00 pm

*Some buildings may be closed at different times. Check at the reception.



05. Placement Process

Placement test

Once you arrive in Ireland, you will be sent an email with a link to take the written part of the test, and a time and date to do the speaking part.

You must complete both sections of this test or you will not be allocated a class. After this process is completed, we will send you the details of your class by email.

5.1 Course Structure

English language courses run for a total of 15 hours per week.

Each week, students will complete one unit from their academic book, covering a designated topic within the study program. To assess comprehension and progress, a unit test will be conducted every Friday (for AM students) and every Thursday (for PM students). Teachers will provide feedback on test performance,



and students can check their scores on the Student Portal. Weekly test results contribute to the evaluation of a student's readiness to progress to the next level.

Students who achieve a score of 85% or higher for three consecutive weeks may be considered for level advancement. However, promotion is not solely based on test scores. Teachers will also assess overall class performance, including participation, comprehension, and language skills, before making a final recommendation.

5.2 Request to Change Class Time

If you wish to change your class time, please contact our ADM team at reception. Kindly note that students are required to attend their scheduled classes for a minimum of 20 days (1 month) before requesting a change. Class time changes will be processed on a first-come, first-served basis and subject to availability. While we will do our best to accommodate your request, changes are not guaranteed. Additionally, please be aware that fees may apply for class time changes. We advise students to refrain from making any plans until their class time change is confirmed.

Monday to Friday

1ST CLASS

9am - 10:30am

BREAK

10:30am - 10:45am

2ND CLASS

10:45am - 12:15pm

Monday to Thursday

1ST CLASS

1pm - 3pm

BREAK

3pm - 3:15pm

2ND CLASS

3:15pm - 5pm



What you can expect from us:

<p>A safe and welcoming learning environment where you will be guided in your learning journey.</p>	<p>A friendly and supportive teaching and management staff who are there for you and happy to help.</p>	<p>Ensure that classes start and end on time. We will notify you of any unavoidable changes.</p>	<p>The ability to work full-time (up to 40 hours per week) during two periods of the year from:</p> <p>1st June – 30th September (4 months) 15th December – 15th January (1 month)</p> <p>And 20 hours a week for the rest of the year</p>	
<p>Provide you with a high quality learning experience.</p>	<p>Monitor your progress and make suggestions on how to improve further.</p>	<p>A meeting with your agent before starting classes who will talk you through the guidelines and give you all the documentation you will need to apply for your visa and open a bank account.</p>	<p>Give you regular opportunities to express your views and opinions through surveys and feedback forms.</p>	<p>Approved holidays during your course require at least 3 days' notice. You must have completed 8 weeks of study and with a minimum of 80% attendance.</p>
<p>Paid photocopying facilities available.</p>	<p>Personalized support, approachable and equal treatment regarding your studies. Whenever it is possible, this support can be carried out in your native language.</p>	<p>Provide you with feedback on a regular basis.</p>	<p>Free exchange on your book if you change level, once the book is clean and undamaged.</p>	<p>Free Wi-Fi access available throughout the building.</p>



What we expect from you:

To arrive in class on time or risk losing attendance. If you leave class early you will also lose attendance for that period.

To follow our English Only policy, communicate in English at all times while you are in the school facilities.

To maintain an attendance rate of 85% or above.

To borrow books from the library, by signing out the book at reception.

To always bring your book to class and keep it in good condition. You may lose attendance if you forget your book. Do not write in your book in pen if you wish to exchange it.

To take all of your class tests.

To respect your teacher, ICOT staff, and classmates.

To be honest in your feedback - Your opinion matters to us!

To follow the instructions that your ICOT advisor guides you.

To sit for an End-of-Course exam, in accordance with the student visa requirements imposed by INIS.

To use the ICOT College Student's portal to request holidays, overtake a warning, expulsion notice and to communicate with ICOT Staff for general requests.

To willingly and actively take part in all classroom activities.

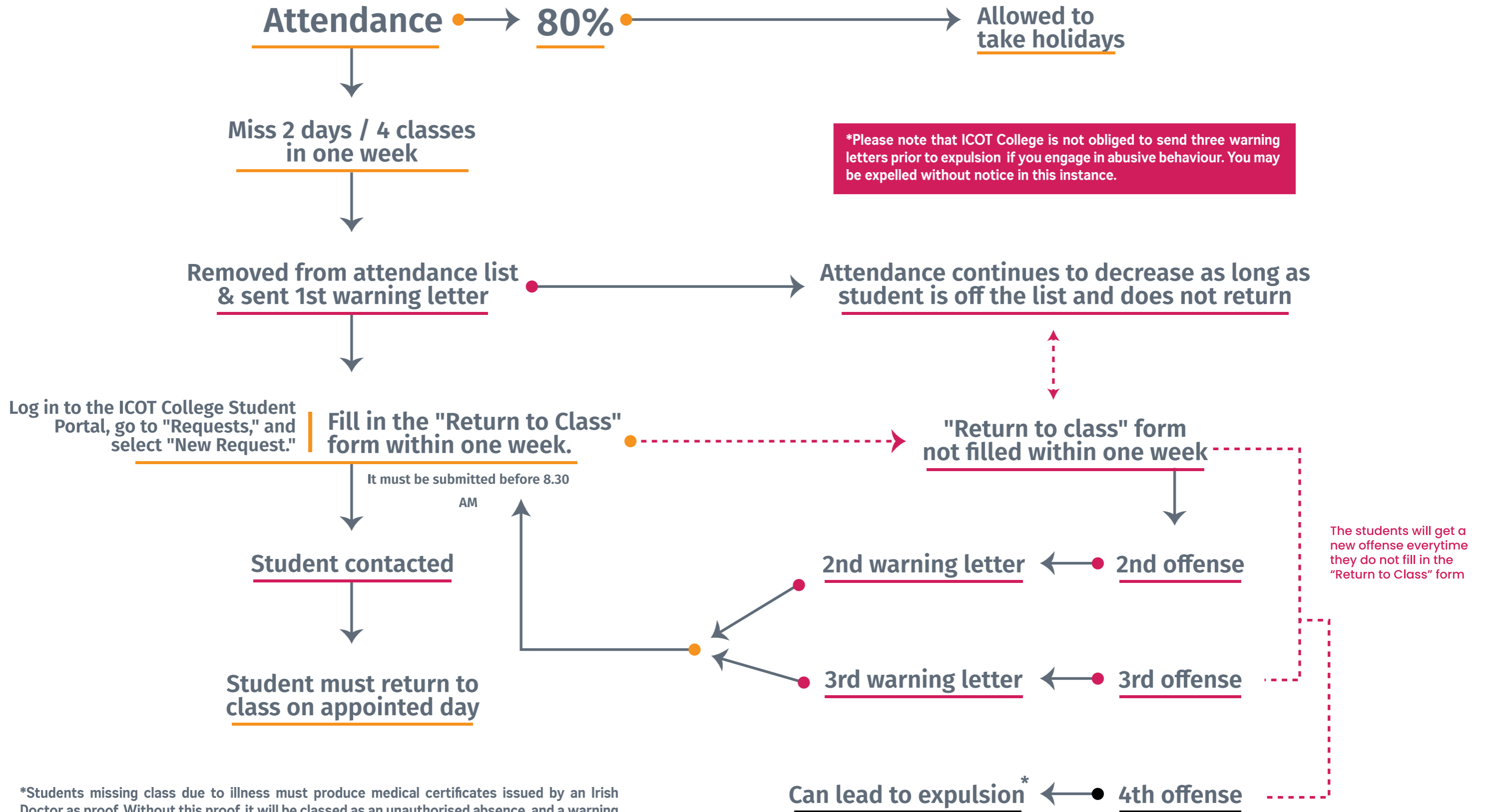
To keep your mobile phone turned off during class unless instructed. Do not record video or take

To follow all procedures stated in this document to guarantee you will follow all policies accordingly.

06. Attendance Policy



*European students and others not on student visas are also expected to attend fully, even though they are not bound by INIS rules, and may be removed from the course for non-attendance. All students of ICOT College are treated equally. Non-attendance is disruptive to the class and to the learning process.



*Please note that ICOT College is not obliged to send three warning letters prior to expulsion if you engage in abusive behaviour. You may be expelled without notice in this instance.

*Students missing class due to illness must produce medical certificates issued by an Irish Doctor as proof. Without this proof, it will be classed as an unauthorised absence, and a warning will be sent.

Medical certificates do not replace attendance, but are used to justify low attendance to the College and to INIS.

*The students will get a new offense every time they do not fill in the "Return to Class" form.

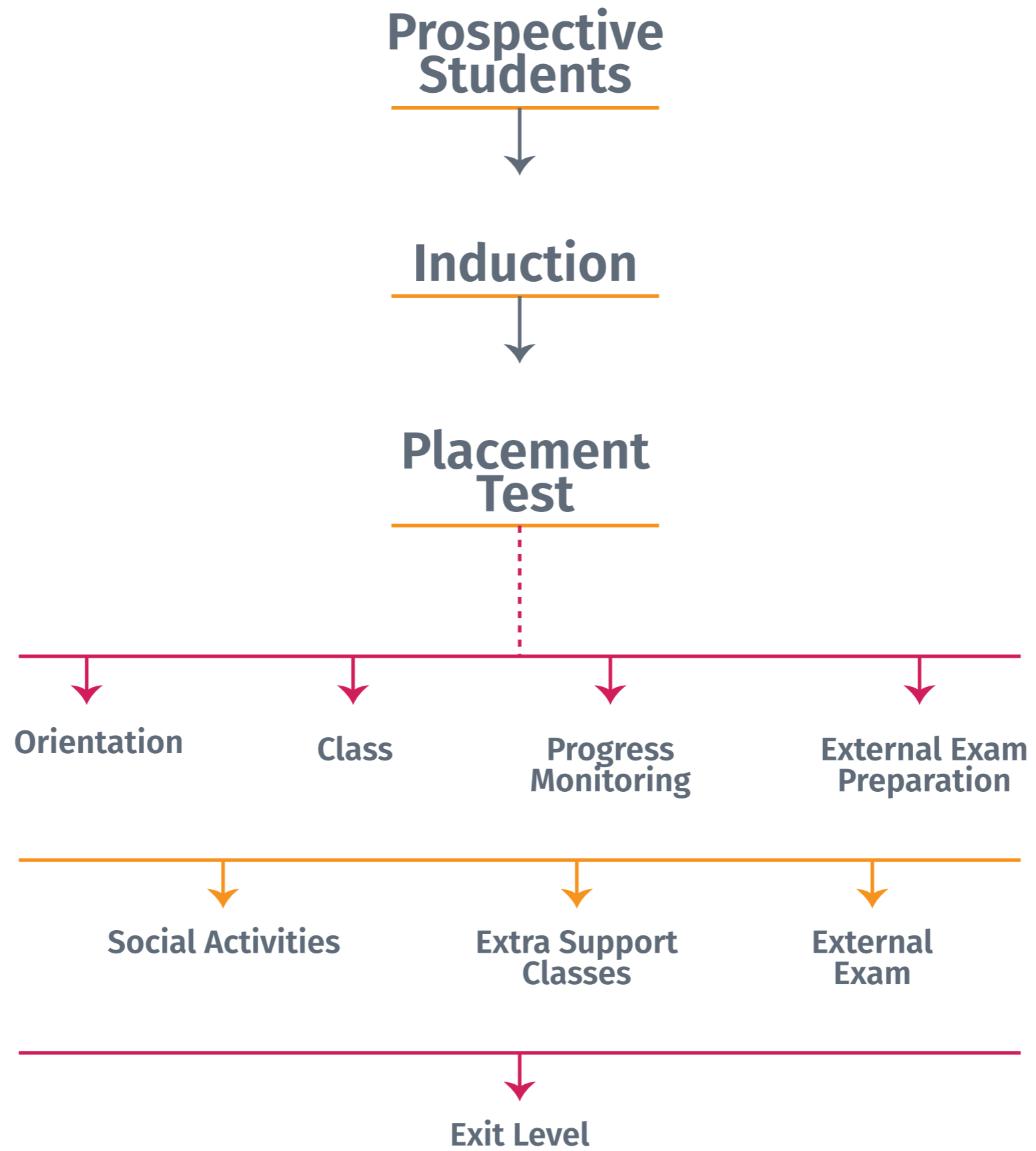
*The student will have 5 working days to resolve the issue or face expulsion.



6.1 Illness & Medical Certificates

If you miss class due to illness, you must provide a valid medical certificate as proof of absence.

- You need to submit a genuine medical report issued by an Irish registered medical professional when you are absent due to sickness.
- Certificates obtained online without speaking directly to a doctor will not be accepted, as they do not involve a proper medical assessment.
- Without an acceptable medical certificate, the absence will be recorded as unauthorised and a formal warning may be issued.





08. End-of-Course Exam

As part of your Student Visa requirements in Ireland, all students must take an end-of-course exam. This exam is mandatory for visa renewal.

ICOT offers a variety of exam options, allowing you to choose the most suitable one. To avoid delays, please book your exam well in advance of your visa expiry date. This ensures ample time for preparation, completion, and result processing.

For details on available exams and booking procedures, please contact our Admin Team at info@icot.ie (Dublin) or infocork@icot.ie (Cork).

09. ICOT Certificate

Upon completing your course, you may request an ICOT Certificate, which includes "Can-Do" statements, outlining the specific competencies you have achieved at your exit level.

Certificates are issued only to students who comply with ICOT and INIS policies, including attendance and exam requirements. Requests can be made at reception.

10. Renewal Course

Students can renew their visas for language courses twice. If you wish to continue studying at ICOT College, contact your ICOT Advisor in advance to check requirements and avoid last-minute issues.

11. Online Provision: Use of Google Classroom During Emergencies

In the event of emergencies or unexpected disruptions, ICOT College will continue lessons using Google Classroom and Google Meet to ensure that learning is not interrupted.

For short-term disruptions (up to two days), your teachers will assign work you can complete independently (asynchronous learning). If the disruption lasts longer than two days, live online classes (synchronous learning) will begin using Google Meet, which is built into Google Classroom.

Your teachers are trained in how to use Google Classroom and will guide you in using the platform, especially during Exam Revision Weeks. This ensures you are prepared to access lessons, submit work, and participate in online learning when needed.

A manual on using Google Classroom is available in the ICOT System for your reference.

12. ICOT College Social Welfare Policy

At ICOT College, we are committed to creating a supportive, inclusive, and respectful learning environment for all our students. This Social Welfare Policy outlines our commitment to students' well-being, ensuring that every student can thrive academically and personally.



Key Areas of Support

12.1 Health and Safety

Health Insurance Guidance: Support in understanding and applying for health insurance coverage for international students.

12.2 Financial Assistance

Payment Plans: Flexible payment options are available to support students who may face financial hardship.

12.3 Housing Support

- Accommodation Guidance: Assistance with finding a suitable accommodation.
- Emergency Housing: Support for students who face sudden housing challenges or displacement.

12.4 Social Inclusion and Community

Engagement. Cultural integration events include regular social gatherings, cultural exchanges, and trips designed to help students connect with one another and the local environment.

12.5 Personalized Support

The college understands that some students may face additional challenges due to language barriers. Our student advisors are here to assist you in your preferred language, whenever it is possible, providing support with all your needs, starting from your visa application to the necessary documentation upon your arrival in Ireland.

For any welfare-related queries, please contact your student advisor. At ICOT College, your well-being matters. We're here to support you every step of the way!

12.6 Health Insurance

Health Insurance is a requirement of the study visa for non-EU students to take out private healthcare. For non-EU students who do not have current Health Insurance arrangements in place, ICOT will arrange student medical cover with Academy Plus. These policies cover emergency medical expenses, emergency travel and repatriation expenses, and are compliant with the applicable visa regulations. Please check your cover to understand the coverage regulation and claim process.

12.7 Learner Protection

ICOT College, in partnership with Academy Plus, provides Learner Protection in line with ILEP requirements, which offers students peace of mind concerning fee security and guaranteed course sustainability.

Students' total fees are protected under this scheme in situations where courses lose their external accreditation or in the event of organisational insolvency. Under the learner protection policy students will be placed into a similar course at an alternative centre or refund a student's fees in cases where no similar course is available.

ICOT College provides all students with learner protection insurance and all students receive a certificate ensuring the insurance is in place upon the commencement of their course. Please check your cover to understand the coverage regulation and claim process.

13. Student Advisors

Our Student Support teams are committed to providing you with assistance during your experience abroad. You will be assisted from the moment you leave your country until the moment you finish your course.



14. Change of Address or Personal Information

You should inform your Student Advisor immediately of the following changes:

- Address
- Phone number
- Email address

15. Student Guidelines

You are required to adhere to the following:

15.1 Academic Integrity

At ICOT College, we are committed to upholding the highest standards of academic integrity. This means promoting honesty, fairness, and professionalism in all aspects of your learning journey. Maintaining academic integrity is essential for your personal development, the credibility of your qualifications, and the reputation of the college. As a student at ICOT College, you are expected to:

- Submit work that is your own and accurately reflects your learning and efforts.
- Avoid all forms of academic dishonesty, including cheating, plagiarism, and unauthorized collaboration.
- Use AI-generated content only when permitted by your teacher and always with proper citation or acknowledgement.
- Respect copyright laws by properly referencing any materials, images, or text you use in your assignments.
- Participate in assessments ethically and honestly without attempting to gain an unfair advantage.
- Do not keep or photograph your test papers as it constitutes a violation of exam integrity

Important: *Any violation of academic integrity, such as plagiarism, using someone else's work, unauthorized sharing of assessment materials, or falsifying information will be treated seriously and may result in disciplinary action.*

By following these principles, you help foster a respectful, fair, and academically rigorous environment that supports your success and the success of the wider ICOT community.



15.2 Copyright Compliance

ICLA license allows all teachers and other staff to:

- Make print and digital copies from print and digital books, magazines, journals, and newspapers.
 - Make print and digital copies from websites and other legitimate sources available on the Internet.
 - Copy and distribute up to 5% or one chapter, one article, one short story, or poem from an anthology, whichever is greater, to students on a single course of study.
 - Copy and distribute the equivalent amount from a digital online publication organized in a non-traditional manner to students on a single course of study.
 - Share copies with students and staff in person or remotely by email or virtual learning environment.
 - Use copies with digital whiteboards, VLEs, and presentation software programs including Zoom, GoWebinar, and equivalent.
- For more information, please refer to the notice posted at each printer.

15.3 Student Code of Conduct:

As a student of ICOT College, you are bound by the Learner Code of Conduct, which outlines the behavioural standards expected of all ICOT College students.

In broad terms, this Code states that all learners are expected to:

- Be considerate to the needs of fellow students, staff and any visitors to the College.

- Not engage in any conduct which is intended to, or is likely to, disrupts teaching, learning, study, meetings, examinations, administration.

- Respect the property of the College and not to use it for unapproved purposes.

What is considered disruptive behaviour?

Talking without permission, repeatedly interrupting class, being late, passing notes, texting, using smart phones/tablets, etc. without permission, 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 will 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 INIS.



15.4 ICOT STAFF

Although teachers and staff are there to help students, so please, ensure yourself to communicate courteously and respectfully any problems/issues you may be having in class, around the college or administratively.

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.



15.5 Personal Belongings and Valuables at School

ICOT College cannot accept any liability for personal belongings and valuables.

As a result, we discourage students from bringing valuables to school.

16. Disciplinary Procedures

• Complaint about student's conduct or standard of performance > Meeting with Director of Studies (DOS) > No further issues.

• Complaint about student's conduct or standard of performance > Meeting with Director of Studies (DOS) > Further disciplinary action is necessary > Minor Misconduct e.g. not participating, breaking class rules > 1st Formal Verbal Warning > 2nd Formal Verbal Warning > 3rd Final Written Warning > 4th Expulsion.

• Complaint about student's conduct or standard of performance > Meeting with Director of Studies (DOS) > Further disciplinary action is necessary > Minor Misconduct e.g. not participating, breaking class rules > Further disciplinary action is necessary > Major Misconduct e.g. smoking in toilets, violence in class, harassment > 1st Formal Verbal Warning > 2nd Final Written Warning > 3rd Expulsion.

• Complaint about student's conduct or standard of performance > Meeting with Director of Studies (DOS) > Further disciplinary action is necessary > Minor Misconduct e.g. not participating, breaking class rules > Further disciplinary action is necessary > Major Misconduct e.g. smoking in toilets, violence in class, harassment > Further disciplinary action is necessary > Gross Misconduct e.g. use of drugs and alcohol on



17. Complaints and Grievance

The College welcomes comments and suggestions from students about the services it provides. Students wishing to make a suggestion or comment about College courses, policies or services, either academic or non-academic, can do so informally:

- At the point where the service is provided.
- By contacting the person in charge of the relevant area.

Occasionally, however, students may wish to make a formal complaint about the services they receive.

The College recognises that it has a duty to provide fair and objective procedures for examining and resolving complaints, and to ensure that its procedures are free from partiality arising from personal or institutional conflict of interest or other sources of bias.

No student will be disadvantaged by having raised a complaint, but the College also expects that students will not make frivolous, vexatious or malicious complaints.

17.1 Standard Resolution

Prior to bringing a grievance forward against an ICOT office or representative acting within their role or duty, staff or other stakeholders are encouraged to attempt a good-faith resolution of the grievance.

This attempt may be made with the party directly involved with the disputed matter, or with a superior staff member. It is expected that the majority of cases will be resolved informally and no formal record of the resolution will be recorded.

Attempts at informal resolution should be initiated within 30 days of the incident in dispute. Please note that there are cases when it is appropriate to go directly to the formal grievance resolution process.

17.2 Formal Grievance Resolution

Should a situation arise in which a staff member or other stakeholder is unable to resolve his or her grievance informally, the college's formal grievance process may be employed. This process, outlined below, should also be initiated within 30 days of the failed informal resolution if applicable.

Step 1

A formal grievance should be presented in writing to the Office of the Operational Manager. This document must include the following:

- Name, address, email and phone number of the person making the grievance.
- Identification of the office or individual against whom the grievance is brought.
- Description of the action, incident or individual behaviour resulting in this grievance.
- The date or period of time in which the behaviour occurred and the location of the incident List of all individuals who witnessed any part of the incident in dispute.



Step II

Upon receipt of the formal grievance, the matter will be investigated by the Operational Manager or a person assigned by the Operational Manager.

A) If the grievance involves a college office or representative acting within their role or duty, the investigator determines the involvement of pertinent supervisors or superiors in the investigation.

Depending upon the grievance, pertinent data (interviews, etc.) will be gathered by the investigator or the college office involved in the grievance. This data is then presented to the department for resolution.

If the complainant and the respondent do not agree through informal resolution, a formal hearing becomes necessary.

This action should occur within 30 days of the formal complaint/grievance being submitted.

In a formal hearing, the Operational Manager appoints a panel or administrator to make a recommendation to the relevant administrator.

B) If the grievance is based on personal misconduct by a faculty member or other college employee, the investigator will gather pertinent information and present it to the Operational Manager and/or the DOS (academic staff complaint).

The Operational Manager then assists the appropriate office with resolution and the resolution process.

This action should occur within 30 days of the formal complaint/grievance being submitted.

C) If a complaint cannot be resolved through internal processes, the student may request an independent mediator via a designated external Ombudsperson service. The Operations Manager and/or the Director of Studies will support the student throughout this process.



18. The ICOT Student Portal

Your All-in-One Student Portal

At ICOT College, we are committed to enhancing the student experience through innovation and efficiency.

The ICOT Student Portal is a comprehensive online platform designed to streamline academic and administrative processes, providing students with easy access to essential services.

Key Features of the ICOT Student Portal:

Attendance Tracking: Monitor your class attendance in real time.

Holiday Requests: Submit and manage leave requests with ease.

Assessment & Grade Tracking: View upcoming assessments and academic results.

Return-to-Class Requests: Request reinstatement after an absence.

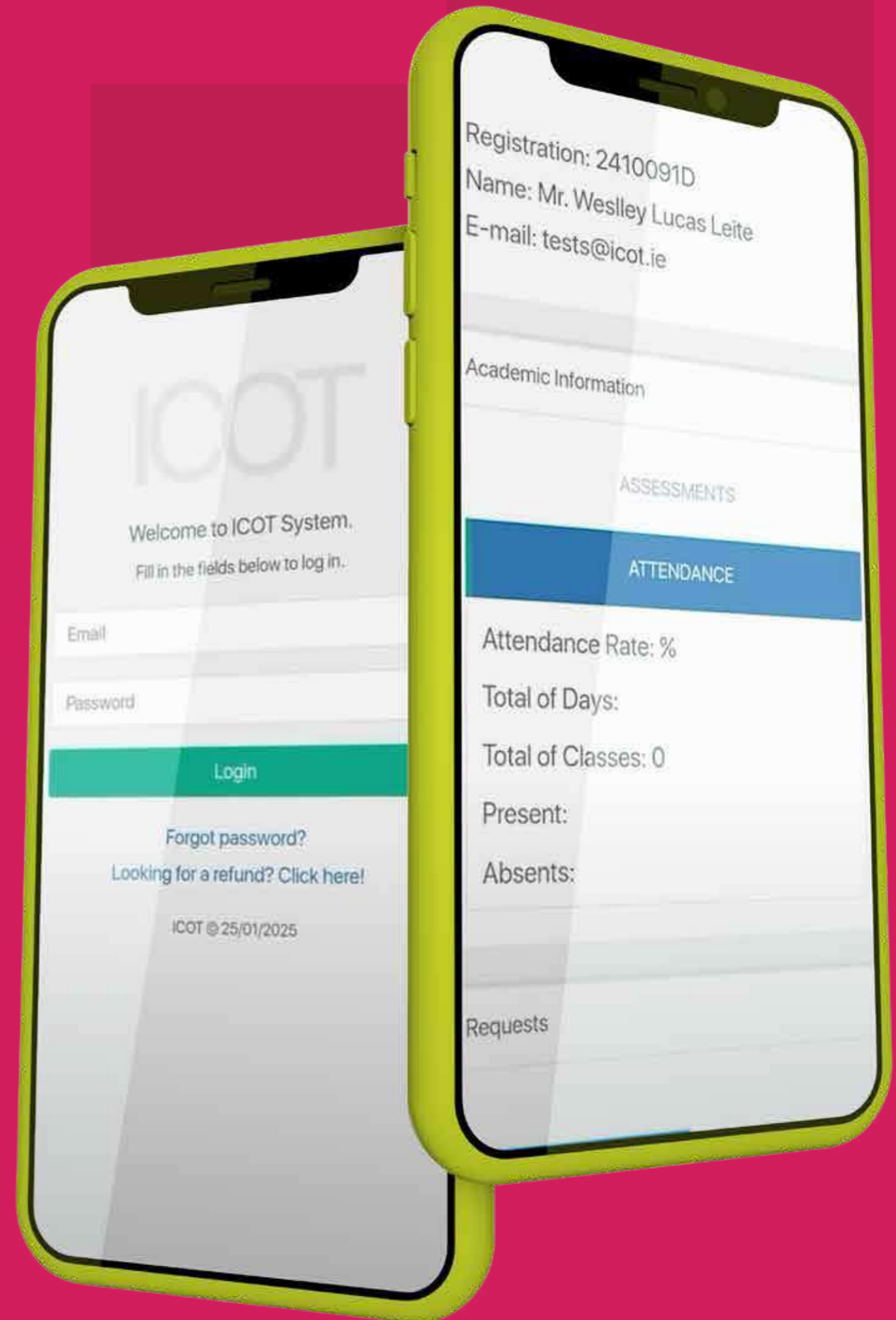
Student Information Management: Keep your personal details updated.

*The ICOT Student Portal ensures a seamless and transparent academic journey, empowering students to manage their studies with confidence.

Should you require any assistance, our support team is readily available to guide you.

Getting Started:

1. Go through the ICOT website icot.ie
2. Click on the "Student Portal" on the top of the site.
3. In the login area the student needs to click on "Forgot Password".
4. In "Forgot Password", they need to provide a "Student ID" and the email they inform us on the application form. If the email and student ID are correct they will receive one email to create a password.
5. Through the email they just need to click on the link and create their own Password.
6. After that the student is able to access the student portal with their email and password.





19. Pathways After Completing Your Course at ICOT College

At ICOT College, we are committed to not only enhancing your English language skills but also supporting your long-term academic and professional goals. Many of our students choose to continue their educational journey in Ireland by enrolling in higher education institutions, such as colleges and universities.

19.1 Further Study Opportunities in Ireland

Ireland is home to a wide range of prestigious universities and colleges offering undergraduate and postgraduate programs in various fields. After completing your course at ICOT College, you may be eligible to apply for:

Foundation Programs – Designed for international students to prepare for university-level education.

Undergraduate Degrees – Bachelor's programs at universities or institutes of technology.

Postgraduate Studies – Master's or PhD programs for those seeking advanced education.

Admission requirements vary by institution, but a strong command of English is essential. Many universities require proof of English proficiency through standardized exams such as IELTS, TRINITY, or Cambridge English assessments.

19.2 The Importance of Your Performance at ICOT College for Your Future!

Your academic progress and dedication at ICOT College play a crucial role in your future opportunities. Universities and colleges in Ireland often look for students with a solid educational background, consistent attendance, and high levels of engagement in their language studies.

Achieving strong results in your coursework and assessments will:

- Strengthen your university application.
- Improve your ability to meet English proficiency requirements.
- Enhance your confidence and communication skills for academic success.

By taking full advantage of your time at ICOT College and performing well in your studies, you will be in a strong position to continue your education in Ireland and achieve your academic and career aspirations.

Our team will be happy to assist you if you need any clarification on this matter, and to prepare you for your next educational adventure in Ireland.



20. Directions to our Campuses

Dublin

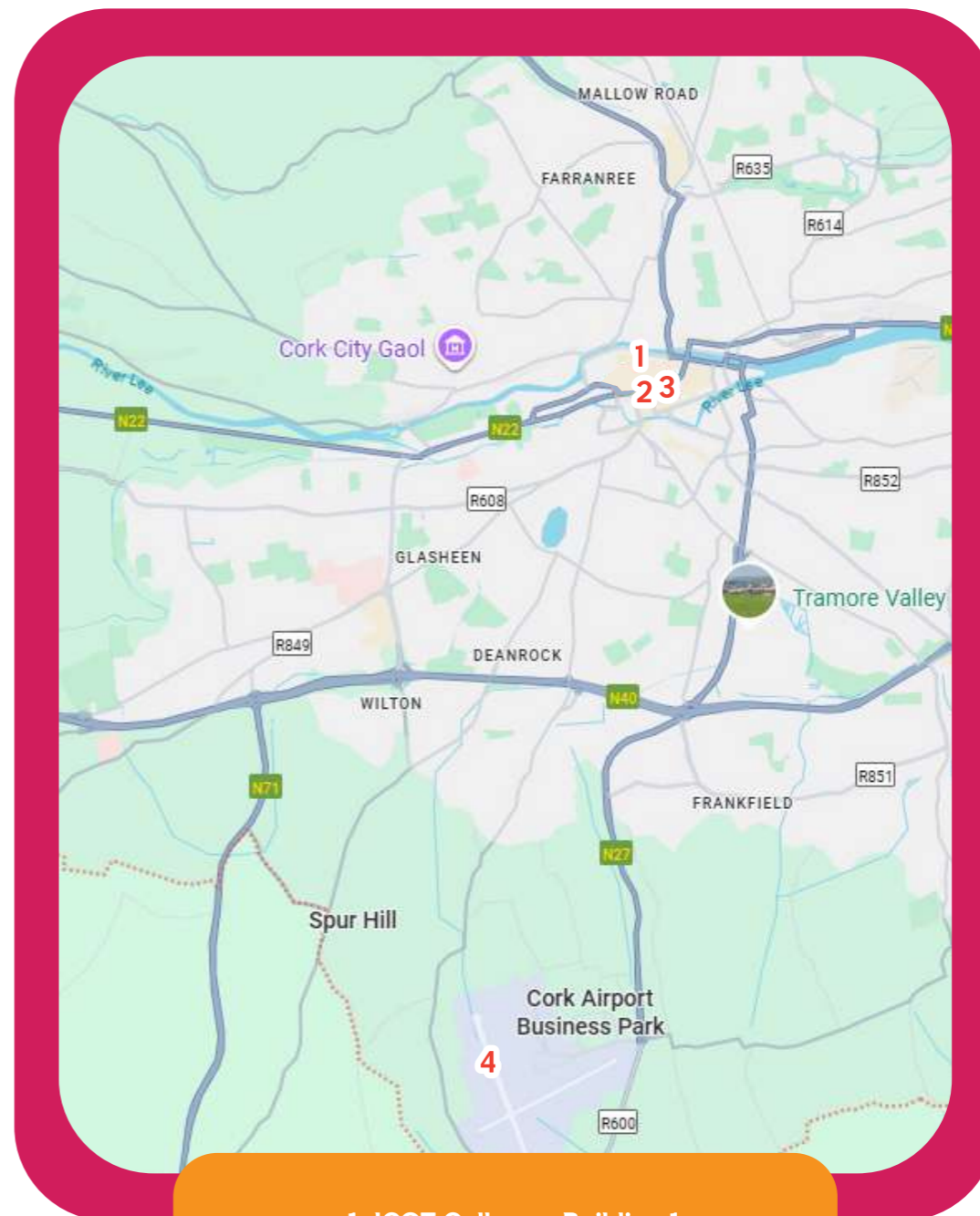


- 1• ICOT College - Main Building
- 2• ICOT College - Marketing Office
- 3• ICOT College - Upper Mount Street
- 4• ICOT College - Capel Street Campus
- 5• Dublin Airport

Transport option:

Taxi
 Airport pick-up from ICOT College
 Bus: 717, 16, 41, Dublin Express, Aircoach

Cork



- 1• ICOT College - Building 1
- 2• ICOT College - Building 2
- 3• ICOT College - Building 3
- 4• Cork Airport

Transport option:

Taxi
 Bus: 225, 226
 Airport pick-up from ICOT College

21. Where to find us

Dublin Main Building

International College of Technology (ICOT)
28 Westmoreland Street, Dublin 2, D02 EY73
Phone: +353 1 671 8450
Email: info@icot.ie

Capel Street Building

International College of Technology (ICOT)
88 Capel Street, Dublin 1, D01 AX20
Phone: +353 1 679 8797
Email: info@icot.ie

Mount Street Upper Campus

14 Mount Street Upper
Dublin 2, D02 EY24
Email: info@icot.ie
Phone: +353 01 5158136

ICOT Dublin Marketing Office

13 Westmoreland Street
Dublin 2, D02 H048
Phone: +353 1 5483130
Email: info@icot.ie

Cork Main Building

International College of Technology (ICOT)
The Arch, 11 Drinan Street, Cork
Phone: +353 21 457 0263
Email: infocork@icot.ie

Cork, Mary Street Building

International College of Technology (ICOT)
36 Mary Street, Cork
Phone: +353 21 457 0263
Email: infocork@icot.ie



ICOT
International College
of Technology

ICOT COLLEGE
Student Handbook 2026