

Internal Regulations of Language School iCan 8, Lazaretská str. Bratislava

School year 2016/2017

Internal Regulations of Language School iCan Lazaretská 8 Bratislava are based on the Law by the National Council of Slovak Republic no. 245/2008 Coll. on education and training (Education Law) and Decree no. 321/2008 Coll. on language schools.

Part I

General provisions

Art. 1

The scope of Internal Regulations of Language School

- 1) The Internal Regulations of the Language School (hereinafter referred to as IRLS) are obligatory for all the students studying at the language courses carried out by Private language school iCan.
- 2) Students of the language school are informed about the internal rules of the school at the beginning of the school year during an introductory lesson. IRLS are available on information boards in the classroom and on the web site of the school www.icanschool.sk. School students are required to study IRLS and be aware of and comply with them.

Part II

The rules of admission procedure

Art. 2

Admission procedure, entry to the courses of the Language school iCan

- 1) Applicants for studies at the school iCan (hereinafter referred to as "LS") apply to the course by filling an application form. A copy of the student's ID and for some programmes a copy of a high school certificate should be attached to the application form.
- 2) For the admission to studies at the language school, it is necessary:
 - a) to deliver the duly completed application form with the required attachments,
 - b) to deliver the document of payment of tuition fee, and its crediting to the account of the school is considered to be the proof of payment,
 - c) to fulfill other criteria for admission.

- 3) Other criteria for admission is the submission of a high school certificate (for programmes A and G see the official LS web site (hereinafter referred to as "LS Web"), or a proof of an appropriate language level for the proceeding to the next level.

Part III

The organisation of classes

Art. 3

Courses programmes

- 1) Studing at the school iCan takes place at daily intensive courses or at semi - intensive courses in a full-time study form.
- 2) The language school also offers the possibility to study at individual courses, adapted to the needs of a student, or at the courses where learning takes place via Skype.
- 3) Types of courses and their duration are determined by the curriculum in the School educational programme, as well as on LS Web.

Art. 4

Curricula and graduation documents

- 1) Curricula determine the content and the scope of education in the programmes of individual courses.
- 2) The content of the curricula is in line with the objectives of educational activities, for programmes A and G it is based on the requirements of universities for the admission to studies.
- 3) The curricula include study subjects according to the study programmes of students and the number of hours of teaching a week, respectively, in semester.
- 4) Curricula and changes in them are the subject to the responsibility of the Headmaster of the Language School iCan.
- 5) After successfully graduating from school, students are given a certificate of finishing the appropriate language programme.

Art. 5

Organisation of the School Year

- 1) The school year begins on 01/09/2016, school classes begin on 05/09/2016 and end on 30/06/2017.
- 2) The school year is divided into periods of winter semester, summer semester and major holidays. The exact schedule of winter and summer semesters, as well as holiday dates are the subject of the Annex no.1 of these IRLS.

Art. 6

Educational activities and their organisation

- 1) The basic forms of classes are daily intensive courses and semi - intensive courses.

- 2) Teaching is carried out by qualified teachers who are responsible for the curriculum.
- 3) Students are included in studying groups according to the selected educational programme and to their language level.
- 4) Each studying group (language course) has one main teacher designated for it, although the course may be taught by more teachers.
- 5) Classes are held in the school premises within basic terms, from 9.00 to 12.20 - intensive courses and from 18.00 to 19.30 - semi - intensive courses.
- 6) Classes can be held at other time after previous arrangement with the students, the teacher and the headmaster.
- 7) Only the admitted student who has paid the prescribed fees, meet specified requirements for the course and fully respects the IRLS, can attend classes.
- 8) Students can purchase the textbooks and additional material from the school office, or they buy them on their own following the teacher's instructions.
- 9) Courses are taught according to the applicable timetable published on the notice board of the school; teaching is not held during the time of holidays, public holidays and when it is required by operational and organizational reasons (up to 5 days in the school year).
- 10) The student should not disturb the process of teaching by:
 - a) using a mobile phone - it has to be switched off and kept in the bag, it can be used only exceptionally, when necessary, with the consent of the teacher,
 - b) late arrival at the classes or early leaving.

Art. 7

Checking of the progress of studies and evaluation forms

- 1) Forms of checking of the progress of studies are: continuous checking during the semester (written tests, individual tasks, presentations) - especially in programmes A and G.
- 2) In case of the student's absence at the written tests he/she can write the test on an alternative date.

Art. 8

Conditions for obtaining a certificate of the course completion

- 1) The basic condition for obtaining a certificate of the course completion is a minimum participation of 75% in the relevant course.
- 2) Another condition is the final evaluation by the teacher of the course using marks A - E, respectively marks 1-3.
- 3) In case of final evaluation the teacher takes into account the student's activity in the classroom, home preparation, foreign language speaking skills in the classroom, the result of current tests and mainly the result of six-month and year-end test.
- 4) A certificate of successful completion of the course, after the fulfillment of the above conditions, is issued by the Headmaster and the Directorate of the language school.

Art. 9

Conditions for the progression to the following level and evaluation of language competences

- 1) The student's progression to the following level depends on the course teacher's evaluation of the final studying results with a final mark 1, 2 or 3.
- 2) The level of knowledge and language skills of students are evaluated by the teacher regularly throughout the course of the school year. This level should be documented by the results of regular tests, half-year and end-year test and the marks registered in the class book.
- 3) Student's studying results are assessed by four marks: 1 - excellent, 2 – very good, 3 - good; 4 - failed.
- 4) During each semester, the student must attend at least 51% of the total number of regular tests and also must write half-year and year-end tests. The minimum percentage in the final test must be at least 60%.

Art. 10

Attendance

- 1) The student by his/her registration and payment of fees undertakes to attend courses and prepare regularly to the studying process. He/she should come in time before the start of classes and leave after their completion.
- 2) The student should notify the teacher in advance about known cases of absence from classes, in case of underaged students their absence should be notified by their legal guardian in writing, respectively personally; in case of illness, unforeseen family events and so on, it should be notified by a full-aged student or a legal guardian of the underaged student before the date of the following classes.
- 3) In case of absence from classes the student is obliged to study the missed lectures and inquire about the domestic preparation for the next classes.
- 4) The requirements placed on students of the language school concerning their language learning, necessarily mean an active, conscious and targeted approach to a foreign language learning, not only in lessons of the language course, but also within their self-study.

Art. 11

The interruption and the abandonment of studies

- 1) In case of particularly serious reasons the headmaster may at a student's request permit him/her to interrupt the studies.
- 2) For the interruption of studies the headmaster issues the permission provided that the authorized duration of the interruption of studies and its reasoning are given.
- 3) If the candidate does not start his/her studies after the interruption period, it is assumed that he/she has abandoned the studies. The studies in this case are considered to be completed on the expiry date of the period for which they were interrupted.

- 4) The proclamation of a student about the abandonment of studies is given in writing to the school headmaster. The date of receipt of the student's proclamation about the abandonment of studies or the date stated in the student's proclamation is considered to be the date of the abandonment of studies. For the avoidance of any doubt, it is assumed that the student up to the point of the abandonment (abandonment day) is obliged to fulfill his/her educational responsibilities in accordance with the IRLS.
- 5) If the student does not attend classes for more than 10 consecutive working days and does not notify in advance the reason for his absence, this shall be considered as the abandonment of studies by the student. The headmaster of the school in this case makes a decision to exclude the student from the school without the right to get a refund of tuition fees. Day of the decision to exclude the student from the course is considered to be the day of completion of the studies by the student.

Art. 12

Graduation from studies

- 1) Forms of graduation are: proper completion of studies, the abandonment of studies and exclusion from studies.
- 2) Proper completion of studies presupposes a minimum attendance rate, at least 75% of the estimated total number of hours of the course. The studies are under Article 8 pp. 1,2 completed by issuing a certificate of graduation.
- 3) If a student repeatedly, even despite a written warning, violates the IRLS of iCan, Ltd., he/she may be excluded from the studies.
- 4) Exclusion from studies on the base of the proposal of the course teacher or the other member of the school staff is to be decided by the headmaster. The school headmaster shall immediately, not later than within 3 working days, inform the student about the proposal for his exclusion from school. The student has the right to express his/her opinion about such an exclusion within 7 calendar days of the receipt of the information on the proposal for exclusion. The decision to exclude the student from the study must be written and shall state the reasons why the student was excluded from the studies.
- 5) In the case of exclusion from the studies in the course, or in the case of the abandonment of studies by the student, the student is not entitled to a refund.

Part IV

The rights and duties of students

Art. 13

The rights of students

Language School students have the right to:

- 1) get familiar with the internal regulations of school, the criteria for assessment and evaluation of their language skills,

- 2) get familiar with the terms of gaining a certificate in a language course,
- 3) get an issued certificate of completion of a language course after the criteria for attendance and assessment of language skills are fulfilled
- 4) express his/her opinion in person on the course and on the teaching of the course in a conversation with the teacher, respectively in a discussion with the school headmaster or in the form of a questionnaire,
- 5) get certificates for the current attendance of the school,
- 6) use classrooms, public spaces of the school and its library,
- 7) have classes in cozy and clean environment
- 8) get cancellation and financial compensation for non-participation in class in accordance with the general terms and conditions of iCan s.r.o,
- 9) submit observations on a possible proposal for exclusion from the study.

Art. 14

The rights of parents, respectively legal guardians of an underaged student of the language school

A parent, respectively a legal guardian of an underaged student of the school has the right to:

- 1) get informed about their child's attendance and results in learning a foreign language through personal visits of the language school and interviews with the teacher of the course which the child attends; any serious problems should be solved in the presence of the language school headmaster.
- 2) be informed by the school about frequent unjustified absence of the child in the classroom,
- 3) submit the observations on a possible proposal for exclusion from the study.

Art. 15

Duties of the language school students

Language School students have the duty to:

- 1) participate in classes in their entirety, not to disturb the classes by late arrival, observe internal rules of the school,
- 2) justify their absence in lessons, in case of prolonged absence, submitting the relevant documents,
- 3) comply with applicable laws and regulations of the Slovak Republic,
- 4) protect their health, the health of the others, protect tangible assets of the school from damage or theft,
- 5) to respect the rules of social behavior, including those referred to in Art. 16 of these IRLS.

Part V

Art. 16

Health and Safety

- 1) In the school building it is forbidden to smoke, use alcohol and other drugs; It is also unacceptable that the student attends a course under the influence of alcohol or other drugs.
- 2) In the event of incidents in the school building, for example in the event of a fire and subsequently ordered evacuation, students must obey the instructions of school staff.
- 3) In case of injury this should be reported to the school staff to provide necessary medical assistance.

First-aid kit is stored at school in visually easily identifiable place

Part VI

Common and Final Provisions

Art. 17

Common provisions

- 1) The amount of the fees associated with the study of the relevant language course, payment terms and other details concerning the relationship between the student and the language school iCan are regulated by the General terms and conditions of iCan Ltd. annexed to Internal Regulations of the language school (annexion no. 2).
- 2) In accordance with the General terms and conditions iCan Ltd. is not obliged to refund paid fees or a part of them in case of interruption of the studies, their abandonment or exclusion from the studies.

Art. 18

Final provisions

Internal Regulations of the Language School iCan come into force on 05/09/2016.

In Bratislava

05/09/2016

Ing. Iveta Tunegová
Headmaster

Annexions:

Annexion no. 1 School year organisation

Annexion no. 2 General terms and conditions of iCan Ltd.



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