



INTEGRATION 21st CENTURY INTERNATIONAL SUMMER SCHOOL

Rules & Regulations:

Summer courses for students aged 6-18

Academic year 2018-19

1. Introduction

There are some important rules and regulations that Integration 21st Century d.o.o. needs to make the Student aware of before the Student arrives so that the Student understands what is expected of them during the Course. Changes to these Rules & Regulations and/or other important rules or regulations may be notified to the Student either before or after registration for the Course. The Student shall ensure that they are familiar with all applicable rules and regulations which are in force throughout the duration of the Course.

The terms "Student", "Course" and "Campuses" shall bear the same meanings as in the 'Terms & Conditions' document.

The term "senior staff member" shall mean a company director of Integration 21st Century d.o.o., a member of head office staff or a Programme Director on one of the Campuses.

The Rules & Regulations as amended from time to time, the current text of which is set out in this document, are part of and supplemental to the Terms & Conditions. Where any provision of the Rules & Regulations conflicts with the provisions of the Terms & Conditions then the provisions of the Terms & Conditions shall apply in precedence.

2. On the First Day

The safety induction on or shortly after the day of arrival will set out various procedures in relation to the premises to be used, including but without limitation check-in and check-out, fire drills, absence, discipline and sickness. If the Student is unable to attend they need to go to the Campus office where there will be handouts available which the Student shall ensure that they read and digest without delay and retain throughout the duration of the Course.

3. Leaving the Campus Grounds

The Student shall abide by the following rules for leaving Campus grounds as applicable to their course type and

irrespective of their actual age. Course types are specified in the Schedule to these Rules & Regulations.

3.1 Type A Courses

The Student is permitted to leave the Campus grounds for shopping, sightseeing and similar activities at times specified by the Programme Director provided that they:

- (a) leave the Campus in a group of 5 or more with at least one supervising teacher/ tutor and remain with that group at all times whilst outside of the Campus; and
- (b) write their name into the signing out book together with their working mobile number; and
- (c) take with them Integration 21st Century d.o.o.'s 24-hour emergency mobile number and a working mobile of their own.

The Student is forbidden from leaving the Campus grounds after dinner unless supervised by a staff member.

3.2 Type B Courses

The Student is permitted to leave the Campus grounds for shopping, sightseeing and similar activities at times specified by the Programme Director provided that they:

- (a) leave the Campus in a group of 3 or more and remain with that group at all times whilst outside of the Campus; and
- (b) write their name into the signing out book together with their working mobile number; and
- (c) take with them Integration 21st Century d.o.o.'s 24-hour emergency mobile number and a working mobile of their own.

The Student is forbidden from leaving the Campus grounds after curfew.

3.3 For Live-Out/Daytime-Only Students

Integration 21st Century d.o.o. does not normally accept live-out/daytime-only students onto its courses. However, when accepted, live-out/daytime-only Students shall attend all registrations during their time on the Course as well as follow the procedures regarding leaving the relevant Campus (see

sections 3.1-3.2). In addition, live-out/daytime-only Students must sign out from the programme every time they leave the Campus at the end of the day. A sign-out sheet will be available in the Campus office.

3.4 Getting to Classes and Activities

If the Student is on a Type A course, they must not leave the Campus unsupervised. Once outside the Campus grounds they must remain with the accompanying member or members of staff, save as otherwise directed by such member or members of staff.

If the Student is on a Type B course, they may be required to leave the Campus grounds unsupervised in order to reach their classrooms, which may be a short walking distance away. Other activities including cultural, sporting, and social activities may also be scheduled to take place outside the Campus grounds and students may need to reach those venues unsupervised. Students will be informed where supervision for making their way to lessons or other activities will be provided; if they are not so informed, they should assume that they are to make their way unsupervised. In such cases, the Student must always sign out of the Campus following the procedures set out in Rule 3.2(a)-(c) and (if applicable) Rule 3.3.

4. Exeat (Leaving Campus with Parents/Guardians)

If the Student is planning to leave the Course overnight or at weekends they shall ask their parent(s) or legal guardian(s) to complete and sign an exeat form and to fax or email it to the Campus office. An exeat form is required for each instance of absence, showing: date and time of departure, destination, contact phone number details and expected time of return. Exeat forms shall be presented to the Campus office at least 24 hours in advance of departure. The Student is only allowed to leave the Course accompanied by their parent or legal guardian or a person clearly designated by the parent/legal guardian in the exeat form. The person who accompanies the Student may be required by Integration 21st Century d.o.o. to present evidence of identity including a current passport.

5. Illness

The Student shall inform a staff member immediately if they are feeling unwell and shall follow any directions given to them by or on behalf of Integration 21st Century d.o.o. which may include directions of a non-medical nature, directions to take basic medication in accordance with the Terms & Conditions, or a referral to an appropriate medical professional or institution. Without prejudice to the foregoing, such directions may include missing lessons and other elements of the Course and remaining confined in the Student's bedroom should the Student contract an illness that may be contagious to others. In the unfortunate event of illness or accident the Student also is also strongly advised to notify the insurers

providing cover under the block insurance policy organised by Integration 21st Century d.o.o. and, if applicable, their own medical insurers and travel insurers as soon as possible in case the Student needs to make a claim at a later date. Integration 21st Century d.o.o. will not be responsible for notifying the insurers or making any claim on the Student's behalf.

6. Class Attendance, Electrical Devices and Plagiarism

6.1 Attending Classes and Other Activities

Students are expected to attend all classes and compulsory activities and to arrive punctually for the specified start time with all the equipment they need, and in a fit state to participate properly.

If the Student needs to miss a class or other activity, they shall notify the Campus office beforehand providing as much information as possible as to the reasons for their intended absence. If a Student has missed or is going to miss a class because of illness, the Student will need to be visited by one of nurses engaged by Integration 21st Century d.o.o. ("the nurse") who will provide the Student with a certification document. If the Student misses a class for any other reason they will need to gain approval from Integration 21st Century d.o.o. through the Campus office. In order to graduate from the Course (and to receive a graduation certificate) the Student needs to attend all the classes except those in respect of which they have a certification document from the nurse and (at the discretion of Integration 21st Century d.o.o.) those in respect of which Integration 21st Century d.o.o. gave prior approval for absence.

A Student who (in the absolute opinion of Integration 21st Century d.o.o.) repeatedly misses classes or workshops with insufficient excuse may be dismissed from the course and Clauses 6 and 7 of the Terms & Conditions shall apply. Live-out/daytime-only Students shall follow the same class attendance rules as all other Students.

6.2 Mobile Phones and Electrical Devices

Use of mobile phones and all other electrical equipment during classes, workshops, lectures and other events organised by Integration 21st Century d.o.o. is forbidden unless authorised by a staff member.

6.3 Plagiarism

Plagiarism is not tolerated. Plagiarism includes, but is not limited to: submitting work done by another person or submitted by another source; failing to credit ideas found in sources, whether print or electronic, with appropriate notes and bibliographic references; failing to enclose borrowed phrases or sentences within quotation marks; and turning in a single assignment for two different courses without advance permission from both instructors. A Student found to have submitted plagiarised work will not be permitted to graduate

from the course. If the Student has already graduated from the course, their graduation certificate may be rescinded.

7. Drink and Drugs: Zero Tolerance

7.1 Alcohol

There is a zero-tolerance policy towards the following actions, all of which are likely to result in instant dismissal from the course pursuant to Clauses 6 and 7 of the Terms & Conditions and may result in police involvement: drinking/consumption/possession (for whatever reason) of alcohol; purchase of alcohol; distribution/vending or attempted distribution or vending of alcohol; having bottles which contain or have contained alcohol in their possession, custody, power or control, including but not limited to their personal effects or living area.

A Student suspected to have been drinking alcohol may, at the discretion of Integration 21st Century d.o.o., be asked to undergo breath tests to indicate whether alcohol has been consumed. Where a breath test has been conducted, the resulting data may be printed out and made available on request for inspection by staff and parents. Integration 21st Century d.o.o. shall be under no obligation to carry out, or to procure the carrying out, of a breath test, and may take a decision as to the likelihood of a Student's having consumed alcohol without undertaking scientific testing. A Student found to have consumed alcohol, or whom Integration 21st Century d.o.o. reasonably believes to have consumed alcohol, is likely to be dismissed from the course pursuant to Clauses 6 and 7 of the Terms & Conditions.

7.2 Drugs

Use, possession (for whatever reason) or distribution/vending or attempted distribution or vending of illegal drugs or having in a Student's possession, custody, power or control (including but not limited to their personal effects or living area) paraphernalia connected to the manufacture or use of illegal drugs, are forbidden and are likely to lead to immediate dismissal from the course pursuant to Clauses 6 and 7 of the Terms & Conditions and may result in police involvement.

8. Cigarettes and Tobacco

According to Croatian law it is a criminal offence to sell cigarettes or any other form of tobacco to any person aged under 18 and it is a criminal offence to smoke in some premises open to the public and in certain other places. The course is a strictly no-smoking course.

It is the policy of Integration 21st Century d.o.o. formally to warn a Student found purchasing, distributing, harbouring or consuming tobacco, which will ultimately lead to dismissal from the course pursuant to Clauses 6 and 7 of the Terms & Conditions.

9. During the Course

9.1 Curfew Rules

The Student shall observe the course curfew, which they will be told about at the induction referred to in Rule 2 or in such other manner as Integration 21st Century d.o.o. deems appropriate.

9.2 Looking After Belongings

The Student's personal belongings and valuables are their responsibility and the Student is strongly advised to lock their bedroom doors whenever they are not in their room.

9.3 Dress Code

The dress code is based upon the premise that dress and appearance shall not be such as would impede or be disruptive to the educational process. This policy requires a level of common sense from the Student, but examples of items which would breach this regulation include but are not limited to: offensive language/slogans on clothing, revealing clothing, caps or hats indoors and hoodies with hood up indoors.

9.4 Verbal and Physical Conduct

Integration 21st Century d.o.o. finds unacceptable any verbal or physical conduct that may in the sole opinion of Integration 21st Century d.o.o. be taken to demean others in connection with their race, age, gender, disability, appearance (for example but without limitation the wearing of beards or hair colour), ethnic background, religion or sexual orientation. Bullying, discrimination, abuse (whether physical, psychological, sexual, or emotional), or harassment in any form are not tolerated and disciplinary action in such circumstances is likely to be taken which may lead to the dismissal of the Student from the Course pursuant to Clauses 6 and 7 of the Terms & Conditions. If Integration 21st Century d.o.o. suspects that a criminal offence may have been committed, the police are likely to be informed.

Where the Student becomes aware of any behaviour (whether by another student, a member of staff, or any other person) which does not comply with the above standards, they must report it to a member of staff.

9.5 General Behaviour on the Course

During the Course the Student shall refrain from the following: committing any criminal or civil offence, graffiti, chewing gum in class, creating mess or rubbish, unauthorised use of electrical and media devices, sending messages or images by electronic means which Integration 21st Century d.o.o. considers in its absolute discretion to be inappropriate, swearing or bad manners, ball games and using frisbees or other projectiles inside any premises or in other places not

designated for lawfully carrying out such activities. The Student shall also refrain from inappropriate (in the opinion of Integration 21st Century d.o.o.) displays of affection. The Student shall at all times comply with all lawful and reasonable instructions given by a member of Integration 21st Century d.o.o.'s staff.

9.6 Window Ledges, Roof-Tops, Dropping Items and Scaffolding

For their own safety, and the safety of other Students, the Student is forbidden from sitting on window ledges and roof-tops. They are forbidden from dropping, pouring, or throwing objects or materials out of windows or off rooftops. Climbing up scaffolding and similar structures is extremely dangerous and is also forbidden.

9.11 Tattoos and Piercings

The acquisition or administering of new tattoos (whether temporary or permanent in nature) or piercings by or to a Student is forbidden. A Student with existing tattoos or piercings (save for ear piercings) shall appropriately cover them while they are participating in the Course.

9.12 Use of IT

The Student shall indemnify Integration 21st Century d.o.o. from and against any and all loss and damage that any Campus, any other person or venue (whether or not course activities are held there) or Integration 21st Century d.o.o. may suffer, and which is the result of the use or misuse of the IT and network facilities by the Student.

Where relevant, the Student agrees to be bound by the code of practice covering the use of IT facilities, email and the internet applicable to the Campus or other venue which has provided the facilities which the Student is using. These guidelines can be made available to the Student upon request. Misuse of email or the internet (in the absolute opinion of Integration 21st Century d.o.o.) may result in the Student being dismissed from the Course pursuant to Clauses 6 and 7 of the Terms & Conditions.

9.13 Behaviour towards Staff Members

The Student shall treat all staff members of Integration 21st Century d.o.o., the Campuses, all other relevant organisations and members of the public with an appropriate (in the absolute opinion of Integration 21st Century d.o.o.) level of respect. Words or behaviour that may in the absolute opinion of Integration 21st Century d.o.o. be taken as derogatory, disrespectful or offensive is likely to result in disciplinary action which may lead to dismissal from the Course pursuant to Clauses 6 and 7 of the Terms & Conditions.

9.14 Fire Regulations

The Student will comply fully with all fire regulations which apply to the Campus, including but not limited to those which relate to fire prevention, keeping escape routes clear, and the evacuation of premises. The Student shall participate properly in any fire drill which they are asked to attend. The Student shall not undertake any activity which presents a risk to the safety of the Campus premises, to themselves, or to any other person. The Student shall not tamper with any smoke detectors, fire extinguishers, or other safety equipment.

9.15 Accommodation

The Student shall keep their accommodation (both any private accommodation and all communal facilities) in a clean and tidy state. The Student shall comply with such regulations as Integration 21st Century d.o.o. may make with regard to the furnishing and decoration of rooms, and waste disposal and recycling. Candles must not be lit on Campus premises, unless with permission from, and supervised at all times by, a staff member

9.7 Visiting Other Students' Rooms

The Student may enter the room of another student of the same sex before curfew, but not later. The Student shall not enter a staircase/ room or building designated for students of the opposite sex.

9.8 Noise, Running and Disruptive Behaviour

Running inside any building, or in any place marked with "no running" signs, is forbidden. Running on public pavements or on or near to roads is also forbidden. The Student is to keep noise to a minimum at all times and respect the other students and staff living and working around them. The making of noise after curfew is forbidden. The Student shall not engage in any conduct which is likely in the sole opinion of Integration 21st Century d.o.o. to disrupt the work or enjoyment of others or which in the sole opinion of Integration 21st Century d.o.o. may present a health and/or safety hazard.

9.9 Out of Bounds Areas

The Student shall never enter any areas that are marked or indicated as being out of bounds. Out of bounds areas include all areas where building works are being carried out whether or not marked as out of bounds. These can be extremely dangerous and the Student may be putting themselves and other people at risk by entering them.

9.10 Strangers, Public Transport and Bicycles

The Student shall never go off with a stranger or a member of the public. Taking public transport is also forbidden without prior written permission from a senior staff member of Integration 21st Century d.o.o. The Student is also forbidden

from using a bicycle without the prior written permission of a senior staff member of Integration 21st Century d.o.o.

Students who have been given permission to use a bicycle must ensure that the bicycle which they use complies at all times with all requirements of Croatian law as to roadworthiness (including display of appropriate lights) and that they wear a suitable helmet at all times whilst cycling. Cycling at night or in adverse weather conditions is strongly discouraged.

Integration 21st Century d.o.o. may carry out checks upon the roadworthiness of a bicycle at any time, including prior to giving permission to use a bicycle, and the Student shall cooperate fully with such checks. Integration 21st Century d.o.o. may, in its absolute discretion, withdraw permission to use a bicycle at any time, and without giving any reason. Where permission to use a bicycle has been denied or withdrawn, Integration 21st Century d.o.o. may lock or confiscate the Student's bicycle for the duration of the Course or for such lesser period as it sees fit.

9.16 Academic Requirements

The Student is expected to participate fully in all academic activities and to complete any assignments within the allotted time. All courses are taught in English (unless otherwise specified) and students are therefore expected to use English at all times while participating in course activities (unless otherwise instructed) to ensure that others are also able to participate. Disruptive behaviour in lessons is not permitted and will not be tolerated.

Individual courses will have their own regulations, specifying objectives and standards to be met. The Student is expected to comply with these.

10. Access to Room and Belongings

When it has reason to believe the Student has been or may be or have been in breach of any of the Rules & Regulations as set out in this document or otherwise notified to the Student whether before or after registration for the Course, Integration 21st Century d.o.o. reserves the right to enter the Student's room on Campus and to search his or her possessions provided that such search is carried out under the supervision of an independent representative from the Campus at which the Student is resident, or a representative of the Police. This extends to the searching of possessions outside the Student's room provided that such search is carried out with the type of supervision set out above.

11. Dismissal from the Course

11.1 Integration 21st Century d.o.o. requires the Student to act in a sensitive, respectful, and considerate manner at all times and to respect the legal rights of others and the right of other

students or users of the Campus or other venue (whether or not course activities are held there) to quiet enjoyment of the Course and/or the Campus or other venue's facilities without interference. Whilst every subtlety of proper behaviour cannot be detailed, the rules and regulations governing the Course including but not limited to such as are set out in this document are to be adhered to strictly. Failure or refusal to abide by them is likely to be dealt with immediately and may lead to dismissal from the Course.

11.2 As provided in Clause 5.3 of the Terms & Conditions, no portion of fees will be refunded to a dismissed Student. Dismissed Students do not receive reports or certificates of attendance. In the case of dismissal, return travel arrangements will be made for the Student provided that the Student pays for these up front, and any additional travel costs incurred will be his or her immediate responsibility. Integration 21st Century d.o.o. will not be responsible in case of dismissal for paying any travel costs on behalf of the Student. Integration 21st Century d.o.o. accepts no responsibility whatsoever for the consequences of any dismissed Student failing (for whatever reason) to follow the departure and travel arrangements made for them by its staff.

11.3 Students who have been dismissed from a course will not be permitted to take another course with Integration 21st Century d.o.o. in the future unless there are exceptional circumstances, and a decision as to whether this is the case will be in the sole discretion of Integration 21st Century d.o.o.

SCHEDULE

Type A Courses:

Any courses for ages 6-15

Type B Courses:

Any courses for ages 16-18