



SANKT IGNATIOS
FOLKHÖGSKOLA

Legal framework for Sankt Ignatios Folkhögskola

Södertälje 2018-12-06

Introduction

The student's rights must be clearly laid out to students at Sankt Ignatios folkhögskola. The legal framework document sets out the conditions for study at Sankt Ignatios folkhögskola. Knowledge of these conditions is the basis on which the rights and obligations of students is based.

Sankt Ignatios folkhögskola's Legal Framework document applies to students who are admitted to one of the folkhögskola's long courses. Long courses are those which are longer than 15 school days.

Sankt Ignatios folkhögskola's management board has decided that the school should be a member of the folkhögskola's student rights council (FSR).

The school's legal framework is set out in the following document.

Information for course participants before admission

- Sankt Ignatios folkhögskola's profile and purpose can be found under the tab *Our Structure* on our website.
- The purpose of our different courses is presented under the tab *Our Vision* on our website.
- The state's understanding of the purpose of the Folkhögskola can be found under the tab *About Us* on the website.
- The legal framework for student rights is published on the website under the tab *Student life – Policies and Regulations* and *College Life – College Policies and Regulations*. This explains the rights and obligations of students at the school.
- Fees and costs are explained on the website under the tab *General Course – Admission & Finance* and under the tab *College Life – Admissions and Finance*.
- Admission principles and procedures are explained under the relevant course and program descriptions on the website.
- Qualifications are explained under the relevant course and program descriptions on the website.
- Information about accessibility for students with disabilities can be found on the school's website under the tab *Student life – Policies and Regulations* and *College Life – Policies and Regulations*.

- Information about support for those with disabilities or who have insufficient knowledge of Swedish is given to students at interviews in connection with the admission procedure.
- Students play a role in helping to develop the policy of the school through their participation on the student council, which is composed of representatives from all the different parts of the school. Information about the student council can be found on the school's website. The student council appoints a representative to the management board of the folkhögskola.
- The school's drugs policy, IT policy and gender equality policy can be found under the tabs *Student life – Policies and Regulations* and *College Life – College Policies and Regulations*.

Information for students at the start of school

- The name and contact details of the members of staff responsible for the student's studies are sent out when someone is admitted to the school. The staff teams for each department are presented during the introductory week.
- Information about study times and holidays is sent out when the applicant has confirmed that he/she has accepted a place at the school.
- Information about the syllabus and timetable will be made available during the introductory week.
- Guidelines and conditions for certificates and grades are presented during the introduction week and during subsequent conversations between students and members of staff.
- Regulations concerning absence are explained by the head of the course or program and/or by the student's mentor during the introduction week.
- Subject teachers are responsible for information regarding which books or other teaching materials the students should provide themselves.
- Conditions for use of the school's facilities and equipment are presented by the line leader during the introductory week.
- The head of administration, together with the respective line leader, is responsible for informing students about how they are insured during the training.
- The head of the Office, together with the respective head of the course or program, is responsible for informing students about the school's reporting system to CSN.
- The rules and conditions regarding accommodation are reviewed by the staff responsible for accommodation during the introduction week.
- Conditions for suspension and expulsion are presented during discussions concerning mentoring.
- The legal conditions for expulsion are presented by the dean and the course directors during the introduction week and are available on the school's website.

Student representation and student rights

At the school there is a student council which consists of student representatives from each of the school's department and which receives a budget of 20 000 kr. per school year. Students also take part in class meetings. At the seminaries there are meetings of residents two times a term and additional meetings as required. Students also elect one representative onto the folkhögskola's management board.

Complaints: The student should first take the matter up with their teacher and then, if necessary, with the course director. If these steps do not provide a satisfactory resolution of the matter, the student should contact the dean, the management board or the FSR for advice.

Free tuition

The fees for the school's different programs are available on the school's website before the application date. The service fee for each program differs depending on the type of teaching material required. Otherwise no fees are payable for tuition. The cost of food and accommodation is additional. Information on current costs is provided as part of the application process.

Certificates

The course directors will inform students how assessment and the awarding of certificates works. At least 80% attendance and the satisfactory attainment of educational goals is required for a certificate of completion. The course director and subject teachers will set out what those goals are at the beginning of each course. At the end of their programs, students receive a certificate of completion and in the case of the General Education program, an assessment of their level of attainment.

If a program or course is cancelled

If a program or course is cancelled, the school will send out notification of this decision at least a week after the last application day. Any service fees paid will be returned to students. If for any reason the school decides to close an ongoing program or course students must be informed at least one semester in advance.

Evaluation/quality control

At the end of every semester an overall evaluation takes place throughout the school, which includes an evaluation of each program. These evaluations take place in collaboration with the teaching staff. The evaluations are part of the school's regular quality control work.

Insurance

Students are covered by a collective accident insurance policy. In the accommodation provided by each seminary, each student should take out their own insurance cover for any movable property (eg musical instruments) stored in their rooms.

Disciplinary procedures

The school's drug policy, gender equality plan and data protection regulations form the basis for our relationship with students. The drug policy and IT usage rules must be signed by each student at the school. If someone breaks the agreed rules, the person is first given an official warning and an individual action plan is drawn up. If the student does not keep to the agreed plan, they will not be allowed to remain at the school. If a student behaves in a disruptive manner the dean will discuss their behavior with them and a written warning will be given. If the student behaves disruptively again a second warning will be given. No further warning will be given and in the event of any further disruptive behavior the student will be asked to leave the school.

Archive of material and privacy rules

Our goal is to keep documents safely and securely and to be able to provide course participants with copies of relevant documents after their studies with us have finished when needed. Application documents are kept at the school during the program. All certificates (original) are given or sent to the course participant after completion of the program. A copy of each certificate is kept at Skurup folkhögskola. Two copies of leases for accommodation are drawn up, one for the student and one for the landlord (Sankt Ignatios folkhögskola). Our copy is stored at the school during the rental period and then shredded.

