

RULES FOR BTEC STUDENTS

Exchange of Contacts	<p>Student's duty is to give his/her email address and phone number to HOTEL SCHOOL management. It is needed in order to contact students about important matters, including the changes in schedule.</p> <p>Students can get important information in the following ways: at school (on the wall board in the entrance hall), on virtual platform (www.hotelschool.lv), by email (info@hotelschool.lv), by phone 67213037, by Skype: hotelschool.riga, or coming in person to HOTEL SCHOOL management (r.43)</p> <p>Students have to follow the latest information.</p>
Introductory lectures	<p>Student has to attend and actively participate in introductory lectures, which are going to be organised on the first week in order to find out about BTEC qualification programme requirements and get acquainted with HOTEL SCHOOL rules and safety instructions.</p>
Attendance	<p>The lecture is considered to be missed if the student is more than 30 minutes late for the lecture.</p> <p>Student has to attend at least 70% of all lectures and his/her absence must be excused by HOTEL SCHOOL management. Among the reasons absences are considered excused by the school are the following: student's illness or work in a hospitality related enterprise. Student's duty is to obtain and give a medical confirmation note or a note from an employer to HOTEL SCHOOL management. Any other absence for a longer period of time must be discussed with HOTEL SCHOOL Principal.</p> <p>If the student is absent for excused reasons for an unreasonable amount of time during the semester, the Principal or designee may consider giving the student NV (no grade) for a unit or dismissing him/her from HOTEL SCHOOL. If the student gets NV for the unit or gets NO GRADE, he/she can retake it next year at an extra charge- 100 EUR.</p>
Appearance and Behavior	<p>Entering HOTEL SCHOOL, all upper clothes must be left in the cloakroom and shoes must be changed. Clothes must be formal and correspond to HOTEL SCHOOL guidelines about school uniform. Follow teacher's directions on uniform and behavior for practical sessions (professional kitchen, restaurant, bar, SPA zone, etc.) Follow personal hygiene rules.</p> <p>In HOTEL SCHOOL building it is forbidden to use alcoholic and intoxicant drinks, smoke, have some inflammable liquids and explosive substances, be loud or aggressive and disturb the teaching/learning process.</p> <p>Students have to follow principles of nondiscrimination and equal rights, be friendly with people of different age, sex, nation, race, religion and sexual orientation. Avoid offensive behavior towards other people.</p> <p>If students do not follow rules on behavior and appearance, then it could be a reason to be expelled from the classroom or, in more serious cases, expelled from HOTEL SCHOOL.</p>
The Use of Material and Technical Resources at HOTEL SCHOOL	<p>Students can use HOTEL SCHOOL equipment, computers, Internet, books, periodicals from school library during study process.</p> <p>Students can work with books in the library free of charge. In case, students need to borrow the book, he/she must pay safety deposit 50-100 EUR, depending on price of the chosen book.</p> <p>Copying, printing out and scanning are available at an extra charge.</p>
Tests, exams and assignments	<p>In BTEC programme there are no exams and tests. Students have to complete assignments (to get credit points, which are necessary in order to get diplomas) and submit them to Paula, library.</p> <p>If the student submits a presentation, then he/she must add script/speech and agree upon the time of demonstration/presentation with the teacher. The attendance is compulsory then.</p> <p>Students must submit assignments in person at HOTEL SCHOOL in the library and register them. If the assignment has not been registered, then it is not considered to be submitted.</p> <p>Submitting the assignments after the deadline will cost to students 20 EUR. This sum of money can be paid only in cash and the receipt must be shown to the teacher later on.</p>
Improving the assignment	<p>The student can improve the assignments only if all the initial deadlines are met. If students crossed the deadline, they do not have a chance to make improvements.</p> <p>The assignments can be improved and submitted only once. If Pass criteria are not met, then the student has to agree upon the improvement with the teacher. The teacher has rights to refuse.</p>

Grading	<p>Student's duty is to get grades in all mandatory units and all optional units, if he/she has attended at least two lectures.</p> <p>Student gets a written feedback and grade for each submitted assignment (formative assessment).</p> <p>Teacher can put a final grade (summative grade) only if the student has received positive grades for each assignment.</p> <p>Teacher can refuse to put a final grade if the student does not meet deadlines, break attendance limits or miss lectures without an excuse.</p>
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Qualification Internship	<p>One of the programme requirements is to do a qualification internship in a hotel.</p> <p>HOTEL SCHOOL staff finds a placement in partner hotels only if students have met the following requirements:</p> <ol style="list-style-type: none"> 1. The student has attended 70 % of all lectures and the missing classes are excused by HOTEL SCHOOL; 2. The student meets all deadlines and gets positive grades; 3. The student attends foreign language classes (English, German, Spanish, Russian), which are organised at HOTEL SCHOOL and show good results in it; 4. The student prepares and submits his/her resume(CV) and all necessary documents for the placement; 5. The student meets or takes part in in the interview with hotel representative (director, HR manager or other responsible person) 6. The student signs the internship agreement and, if needed, completes all necessary documents for visa 7. The student has no negative references from previous internship.
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An additional condition for international students for internship in Latvia is compulsory attendance and good performance in Latvian language lessons.

If the student does not follow any of these rules, HOTEL SCHOOL can refuse to find a placement for this student. In this case, the student will have to find a placement himself/herself.

Qualification Exam and Diploma	<p>BTEC qualification programme does not have a final test/ exam. To gain a diploma, it is necessary to collect certain amount of credit points. If the student additionally to British diploma wishes to get Latvian qualification, he/she must take the qualification exam, for which the minimal accepted grade is 5.</p>
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Quality Control	<p>The student's duty is to come to the meeting with BTEC External Verifier- British expert. HOTEL SCHOOL management will inform students about the date and time of the meeting. If the student does not show up to the meeting, it could be a reason for not awarding the diploma by examination institution, Pearson Edexcel.</p>
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Plagiarism and Malpractice	<p>HOTEL SCHOOL fights against plagiarism and malpractice, by which are meant the following points: an act of using or closely imitating the thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author, cheating at the exam/test, faking documents, taking exam/test for some other person, breaking school rules , requirements, staff's instructions which could endanger the safety or well-being of others, spreading confidential information (for example, exam questions), misbehaviour at school, etc.</p> <p>The student's duty is avoid behavior which leads to plagiarism and malpractice and also fight against it, informing HOTEL SCHOOL staff and management about any known violation of rules and regulations.</p>
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Tuition Fee	<p>The tuition fee must be paid on time. In exceptional case, when the student has financial problems and cannot pay on time, he/she must contact HOTEL SCHOOL principal and ask for an extension. If the student does not pay on time, he/she can be excluded from HOTEL SCHOOL.</p> <p>All payments above 100 EUR must be made in the bank and after that the scanned receipt must be sent to accountingoffice@hotelschool.lv</p> <p>All payments below 100 EUR (including) can be made in cash in HOTEL SCHOOL management (r.43). in this case the receipt will be given in return to the student. It must be kept till the end of studies.</p>
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Got acquainted with the rules and regulations

Student's name, surname, signature