

# **STATUTES OF THE NON-PUBLIC EDUCATIONAL INSTITUTION OF THE BRITISH COUNCIL CENTRE FOR CHILDREN AND TEENAGERS**

## **I. General Information**

### **§ 1**

1. The British Council Centre for Children and Teenagers is a non-public educational institution which operates under these statutes and the Education System Act of 7th September 1991.
2. The entity in charge of the Institution is the British Council Foundation entered into the register of foundations kept by the District Court for the Capital City of Warsaw in Warsaw under KRS number 0000449621, hereinafter referred to as Foundation.
3. Whenever the Statutes mention the Institution, it refers to the British Council Centre for Children and Teenagers run by the British Council Foundation.
4. The Institution has its registered seat in Warsaw (00-697), at Aleje Jerozolimskie 59.

## **II. Objectives and functions of the Institution**

### **§ 2**

The object of the Institution's activities is to meet social needs as regards general development and broadening the knowledge of children and teenagers by organising and holding:

1. English language courses, in particular:
  - general courses
  - preparatory courses for Cambridge English exams (formerly known as University of Cambridge ESOL exams)
  - preparatory courses for IELTS
  - preparatory courses for secondary school final examinations (Matura)
  - conversation courses
  - courses for individuals
  - summer camp courses
2. English language exams, in particular:
  - Cambridge English (formerly known as University of Cambridge ESOL exams) certifying exams
  - IELTS tests
  - Aptis tests
3. Non-language exams (e.g. school exams), in particular the British academic qualification exams (GCE and IGCSE), including:
  - Edexcel International exams
  - Cambridge International Examinations (CIE)
4. Other educational programmes (e.g. seminars, conferences, workshops and trainings) both general and specific aiming at teaching and educating children and teenagers, including developing their interest and talents and taking advantage of various forms of recreational and free time activities (e.g. summer camps, winter camps) as determined by social needs. The scope of activities in this area is established on an annual basis.

### **§ 3**

1. Participants of educational programmes and courses and exam takers include children and teenagers who on the start of their participation are under the age of 18.
2. The Institution applies and promotes innovative solutions in terms of programmes, didactics and organisation and possesses tools to monitor the quality of education provided.
3. The Institution is secular. It accepts diversity of worldviews and respects every individual's freedom of conscience.
4. The Institution pays particular attention to the safety of children. The matter is overseen by Children's Safety Coordinator.

## **III. Organisation of the Institution. Rights and obligations of employees.**

### **§ 4**

1. The governing body of the Institution is the Head of the Institution.
2. The Head of the Institution is appointed by the Foundation's Management Board.
3. Responsibilities of the Head of the Institution are the following:
  - to organise the Institution's workflow from the didactics perspective
  - to provide the Institution with teaching materials
  - to oversee the admissions process for exam takers, course participants and other educational programmes participants
  - to recruit the academic faculty and other employees involved in the operations of the Institution
  - to coordinate the didactic process in place in the Institution
  - to oversee the proper course of the curriculum implementation
  - to keep full documentation regarding the sales, organisation and assessment of language courses, exams, other educational programmes and the academic faculty
  - to appoint deputies and proxies and to delegate the above-mentioned responsibilities to them depending on their competencies.
4. In order to perform its functions under the statutes the Institution shall employ academic faculty and administrative staff on the basis of civil law agreements with natural persons or individuals conducting business activities and on the basis of employment contracts.

### **§ 5**

#### **Academic faculty – language courses**

1. Courses are taught by academic faculty members employed by the Institution (on conditions stipulated in §4 point 4), hereinafter referred to as teachers.
2. The position of teacher can be held by a person who fulfils all of the below criteria:
  - holds the University of Cambridge ESOL CELTA certificate (or an equivalent such as The Trinity Certificate in Teaching English to Speakers of Other Languages) or the University of Cambridge ESOL DELTA diploma or a postgraduate certificate in Education (the UK Postgraduate Certificate in Education - PGCE)
  - has at least 2 years of professional experience (as a teacher)
  - has not been convicted of any child abuse crimes.

3. The decision to start cooperation with a teacher lies with the Head of the Institution or with another person appointed by him/her and is based on the application documents, diplomas and certificates submitted by the applicant and on the outcome of a job interview.
4. Obligations of the teacher include:
  - to implement thoroughly and diligently the approved course schedule
  - to plan and teach courses in a manner that motivates course participants to learn the language
  - to uphold the appropriate image of the Institution
  - to participate in trainings and meetings organised by the Institution
  - to improve constantly his/her teaching methods; to improve his/her qualifications by means of self-study
  - to have at heart the best interest of course participants and respect their personal dignity
  - to adhere to current regulations on copyright protection and personal rights protection.
5. Rights of the teacher include:
  - to receive from the Head of the Institution materials necessary to teach courses
  - to share with the Head of the Institution his/her concerns regarding the organisation of courses and other issues he/she may deem important for the proper operation of the Institution
  - to share with the Head of the Institution all concerns regarding the curriculum.

## § 6

### Academic faculty and administrative staff – exams

1. Academic faculty members employed by the Institution (on conditions stipulated in §4 point 4), hereinafter referred to as examiners, conduct oral exams which constitute a part of the Cambridge English (formerly known as University of Cambridge ESOL) certification process as well as written and oral exams which constitute a part of the IELTS certification process.
2. Examiners for the Cambridge English (formerly known as University of Cambridge ESOL) oral exams must fulfil the following criteria:
  - have at least 3 years of professional experience (or 1800 hours worked as English as a foreign language teacher, and in case of exams for children – at least 2-year experience of working with children) in the last 5 years prior to assuming the role of examiner
  - be holders of a higher education diploma (BA/BS level at least) or holders of internationally recognised teaching qualifications
  - know English at the level required by Cambridge English (formerly known as University of Cambridge ESOL)
  - have well developed interpersonal skills and impeccable manners
  - have not been convicted for any child abuse crimes.
3. Examiners for the IELTS exam must fulfil the following criteria:
  - have at least 3 years of professional experience (at least 1500 hours worked as English as a foreign language teacher) in the last 3 years prior to assuming the role of examiner
  - be holders of a higher education diploma (BA/BS level at least) or holders of internationally recognised teaching qualifications
  - know English at the level reflecting 9 points on the IELTS scale
  - have well developed interpersonal skills and impeccable manners
  - have not been convicted for any child abuse crimes.
4. The decision to start cooperation with an examiner lies with the Head of the Institution or another person appointed by him/her and is based on the application documents, diplomas and certificates submitted by the applicant and upon the completion of a preliminary training.

5. Obligations of the examiner include:
  - to conduct examinations thoroughly and diligently and to assess exam takers according to instructions received
  - to keep secret and safe examination materials he/she has been entrusted with and all information regarding the course of the examination and exam takers
  - to uphold the appropriate image of the Institution
  - to participate in trainings and meetings organised by the Institution
  - to respect exam takers' personal dignity in all his/her activities
  - to adhere to current regulations on copyright protection and personal rights protection.
6. Rights of the examiner include:
  - to receive from the Head of the Institution materials necessary to conduct examinations
  - to share with the Head of the Institution his/her concerns regarding the organisation of examinations and other issues he/she may deem important for the proper operation of the Institution.
7. All examinations held by the Institution are conducted (exam administration) by supervisors and invigilators who are members of the administrative staff employed by the Institution (on conditions stipulated in §4 point 4).
8. Members of the administrative staff must fulfil the following criteria:
  - be of full legal age
  - know English at the level required to effectively communicate with exam takers
  - have well developed interpersonal skills and impeccable manners
  - have not been convicted for any child abuse crimes.
9. The decision to start cooperation with an invigilator or a supervisor lies with the Head of the Institution or another person appointed by him/her and is based on the application documents submitted by the applicant and upon the completion of a preliminary training.
10. Obligations of the administrative staff include:
  - to conduct examinations thoroughly and diligently according to instructions received
  - to keep secret and safe examination materials they have been entrusted with and all information regarding the course of the examination and exam takers
  - to uphold the appropriate image of the Institution
  - to participate in trainings and meetings organised by the Institution
  - to respect exam takers' personal dignity in all their activities
  - to adhere to current regulations on copyright protection and personal rights protection.
11. Rights of the administrative staff include:
  - to receive from the Head of the Institution materials necessary to conduct examinations
  - to share with the Head of the Institution their concerns regarding the organisation of examinations and other issues they may deem important for the proper operation of the Institution.

## **§ 7**

### **Academic faculty – other educational programmes**

1. Other educational programmes are conducted by lecturers who:
  - have practical, profound and specialist knowledge in a particular domain
  - have didactical and methodological skills to develop educational programmes for children and teenagers and to choose appropriate teaching materials and teaching methods.

2. The decision to start cooperation with a lecturer lies with the Head of the Institution or another person appointed by him/her and is based on the application documents, diplomas and certificates submitted by the applicant and on the outcome of a job interview.
3. Obligations of the lecturer include:
  - to develop an original curriculum on a particular subject and prepare teaching materials for participants
  - to apply an appropriate teaching method
  - to use teaching aids in accordance with the curriculum
  - to present the current state of knowledge
  - to complete the full curriculum according to the schedule
  - to present explanations and respond to issues raised by participants
  - to respect the established course start and end time and breaks between courses
  - to respect personal dignity of participants
  - to adhere to current regulations on copyright protection and personal rights protection
  - to keep confidential all matters he/she came across while conducting courses
  - to uphold the appropriate image of the Institution.
4. Rights of the lecturer include:
  - to learn the Institution's strategy of operation
  - to have access to appropriately equipped classrooms
  - to receive organisational and administrative support while preparing for and conducting courses
  - to receive an aggregated information on the level of knowledge and experience of programme participants
  - to receive an aggregated assessment conducted by participants on the issue of the lecturer's preparation and the quality of the course
  - to share with the Head of the Institution his/her concerns regarding the education process
  - to have his/her personal dignity respected.

#### **IV. Language courses, exams and other educational programmes admissions and registration**

##### **§ 8**

##### **Language courses**

1. Language courses are taught to groups and individuals on-site, at the Institution's offices and at other educational facilities, on-line and in a mixed formula (on-line + on-site).
2. Admissions to group courses take place 3 times a year in the following months:
  - September/October – admissions for the autumn term
  - January/February – admissions for the spring term
  - June/July – admissions for summer courses
3. Admissions to short-term specialist courses (IELTS) take place several times a year.
4. Admissions to courses for individuals take place all year round.
5. Registrations are processed on a first-come-first-served basis on dates announced in the advertising materials and on the website. Course participants are admitted and registered to appropriate groups according to their written and oral entrance exams scores and upon the receipt of the written application confirmation of the participant's legal guardian.

6. The completion of a course is confirmed by a course completion certificate indicating the level of the course and the number of course hours taken. In an event when a particular level is completed - as defined by the Council of Europe - a certificate is issued.
7. The above-mentioned documents are issued at the participant's or his/her legal guardian's request.

#### **§ 9**

##### **Exams**

1. Exam registration is available all year round. Registration for the announced exam dates proceeds via [www.britishcouncil.pl](http://www.britishcouncil.pl) website, where appropriate application forms are provided either through an on-line registration programme or in a printable version.
2. The Institution accepts applications from individuals who wish to take an exam and from institutions which perform exam registration for participants of the courses they hold or for students.
3. Applications of individual candidates under the age of 13 should be submitted by their legal guardians. Individual candidates over the age of 13 may register for the exam on their own.

#### **§ 10**

##### **Other educational programmes**

1. Every time admissions to educational programmes are conducted on the basis of predetermined criteria relevant to the subject of the programme. These criteria are announced via publicly available communication means (among others: on the Foundation's website and on the websites of the programme partner organisations, on Facebook, in newsletters, etc.).
2. Registrations are processed on a first-come-first-served basis for applicants who fulfil the above-mentioned criteria and meet deadlines announced in the programme information materials.
3. It is acceptable to recruit participants for educational programmes through a competition. The rules and regulations of the competition are announced via publicly available communication means (among others: on the Foundation's website and on the websites of the programme partner organisations, on Facebook, in newsletters, etc.).

### **V. Organisation of language courses, exams and other educational programmes**

#### **§ 11**

##### **Language courses**

1. The total duration of the course and the duration of individual lessons is established by the Head of the Institution and communicated to course participants by an authorised employee before the course application is signed.
2. Courses are taught on the basis of original curricula prepared by the academic faculty of the Institution and approved by the Head of the Institution.
3. Courses are taught at the Institution's offices and in classrooms rented by the Institution.

#### **§ 12**

##### **Exams**

1. Examinations are conducted according to the standards and guidelines established by the certifying entity which is their author and owner and according to additional rules established by the Head of the Institution in order to provide exam takers with the sense of security and the highest possible standards of services rendered.
2. Examinations are conducted at the Institution's offices and in classrooms rented by the Institution.

3. The Institution can engage in cooperation with other entities in respect of conducting examination sessions.

### **§ 13**

#### **Other educational programmes**

1. The duration of the programmes is established by the employees of the Institution in cooperation with lecturers and the Head of the Institution and communicated to programme participants before the start of the programme.
2. Programmes are conducted on the basis of original curricula prepared by the employees and lectures of the Institution and approved by the Head of the Institution.
3. Programmes are conducted at the Institution's offices and in other facilities rented by the Institution or made available to the Institution by its partner organisations.

## **VI. Rights and obligations of language course participants, exam takers and other educational programmes participants**

### **§ 14**

#### **Language course participants**

1. Rights of language course participants and their legal guardians include:
  - to have access to the contents of the Institution's curriculum and the statutes
  - to inform the teacher about their concerns regarding the teaching process, the organisation of the course and other issues important for the Institution
  - to have their coursework openly evaluated
  - to withdraw from the course on a written request of the course participant's legal guardian; in such an event, the refunded fee amount will be reduced by administration costs and costs of lessons provided before the receipt of the written withdrawal request
2. Obligations of course participants include:
  - to participate in the course punctually and regularly
  - to fulfil diligently the teacher's instructions regarding the curriculum
  - to demonstrate respect for the teacher and fellow course participants
  - to make common effort to maintain cordial and friendly atmosphere in the group
  - to pay the mandatory course fee in the amount and before the deadline agreed upon according to the executed agreement, subject to provisions of §17 points 4 and 5.
3. The Head of the Institution or another person appointed by him/her has the right to expel a course participant in the following cases:
  - when his/her behaviour is inappropriate and disrupts the work of other course participants and the teacher
  - he/she endangers the life and health of course participants and the teacher
  - he/she fails to pay the course fee before the agreed deadline, subject to provisions of §17 points 4 and 5
  - the decision to expel a course participant from the course and the justification behind it is communicated to the course participant's legal guardian in writing
  - the course participant's legal guardian may appeal this decision to Mazowiecki Kurator Oświaty (the Mazowieckie Province Schools Superintendent) within 14 days from the receipt of the decision
  - in the event of the expulsion from the course, the course participant is not entitled to a refund of the course fee.

## **§ 15**

### **Exam takers**

1. Rights of exam takers and their legal guardians include:
  - to access rules and regulations of the exam they wish to take and the statutes of the Institution for as long as they use its services and prior to their registration for an exam
  - to inform the examiner or the Institution's Customer Service employee about their concerns regarding the examination process, the organisation of the exam and other issues important for the Institution
  - to withdraw from the agreement by giving written notice within 10 days from its execution without stating the reasons for withdrawal and with the exemption from the payment of the examination fee
  - to exact the fulfilment of the offer presented by the Institution.
2. Obligations of exam takers include:
  - to comply with all of the examination rules that apply to the exam they wish to take
  - to behave appropriately during the exam so as not to disturb its course
  - to demonstrate respect for personal dignity of examiners, the Institution's employees and fellow exam takers
  - to pay the mandatory examination fee (in the amount and by the deadline agreed upon) according to the executed agreement, subject to provisions of §17 points 4 and 5.
3. The Head of the Institution or another person appointed by him/her has the right to expel an exam taker from the exam in case:
  - his/her behaviour is inappropriate and disrupts the course of examination
  - he/she endangers the life and health of other exam takers or the employees of the Institution
  - he/she fails to pay the examination fee before the agreed deadline, subject to provisions of §17 points 4 and 5
  - the decision to expel an exam taker from the exam and the justification behind it is communicated to the exam taker's legal guardian in writing
  - the exam taker's legal guardian may appeal this decision to Mazowiecki Kurator Oświaty (the Mazowieckie Province Schools Superintendent) within 14 days from the receipt of the decision
  - in the event of the expulsion from the exam, the exam taker is not entitled to a refund of the examination fee.

## **§ 16**

### **Other educational programmes participants**

1. Rights of educational programmes participants and their legal guardians include:
  - to have access to the contents of the programme's curriculum
  - to exact the fulfilment of the programme presented by the Institution, unless in the given circumstances the Institution is not responsible for not fulfilling the programme
  - to share with lecturers or other people organising the programme about their concerns regarding the course of the programme, the organisation of the programme and other issues important for the Institution



2. Obligations of educational programmes participants include:
  - to participate in the programme punctually and regularly
  - to fulfil diligently the lecturer's instructions regarding the curriculum
  - to demonstrate respect for the lecturer and fellow programme participants
  - to make common effort to maintain cordial and friendly atmosphere in the group
  - to pay the mandatory programme fee (if the participation is subject to the payment of fees) in the amount and before the deadline agreed upon according to the executed agreement, subject to provisions of §17 points 4 and 5.
3. The Head of the Institution or another person appointed by him/her has the right to expel a programme participant in the following cases:
  - when his/her behaviour is inappropriate and disrupts the work of other programme participants and the lecturer
  - he/she endangers the life and health of programme participants and the lecturer
  - he/she fails to pay the programme fee before the agreed deadline, subject to provisions of §17 points 4 and 5 (if the participation is subject to the payment of fees)
  - the decision to expel a programme participant from the programme and the justification behind it is communicated to the programme participant's legal guardian in writing
  - the programme participant's legal guardian may appeal this decision to Mazowiecki Kurator Oświaty (the Mazowieckie Province Schools Superintendent) within 14 days from the receipt of the decision
  - in the event of the expulsion from the programme, the programme participant is not entitled to a refund of the programme fee.

## **VII. Financing of the Institution**

### **§ 17**

1. The financing of the Institution is the responsibility of the British Council Foundation.
2. Participation in courses and exams organised by the Institution is subject to the payment of fees. Participation in educational programmes organised by the Institution may or may not be subject to the payment of fees.
3. The amount of course, exam and programme participation fee is established by the Institution and communicated to course/programme participants and exam takers by an authorised employee before the course/exam/programme application is signed.
4. In case of course/programme participants and exam takers who are minors under the age of 13, the fee shall be paid by their parents or legal guardians.
5. It is acceptable for another payer to be designated - either a natural person or an institution. In such an event, a detailed financial arrangement will be made on a case by case basis and it will be stipulated in a separate document.
6. Settlement of accounts of the Institution constitutes the responsibility of the Head of the Institution or other people appointed by him/her.

### **§ 18**

1. Financial means for the operation of the Institution are raised through:
  - fees paid by course participants, exam takers and programme participants for teaching materials and didactic services in accordance with current rates and payment schedules published at the Institution's websites

- donations, legacies and bequests.

## **VIII. General provisions**

### **§ 19**

1. These statues will come into force as of 1st January 2014.