

# STATUTES OF THE NON-PUBLIC LIFELONG LEARNING INSTITUTION OF THE BRITISH COUNCIL CENTRE FOR ADULTS

## I. General Information

### § 1

1. The British Council Centre for Adults is a non-public lifelong learning 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 Adults run by the British Council Foundation.
4. The *Institution* has its registered seat in Kraków (31-042), at Kamienica Szara, 6 Rynek Główny.

## II. Objectives and functions of the Institution

### § 2

The object of the *Institution's* activities is to meet social needs as regards the improvement of professional qualifications, general development and broadening the knowledge of adults by organising and holding:

1. English language courses, in particular:
  - general courses
  - business 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)
  - university English for university students
  - conversation courses
  - courses for people aged 50+
  - courses for companies and institutions
  - courses for individuals
  - specialist courses
  - teacher development programmes
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 aiming at acquiring, broadening and perfecting skills and professional qualifications, social and personal skills or general knowledge as determined by social needs (of a given environment or a local labour market), in particular:
  - Association of Certified Chartered Accountants (ACCA) exams
  - Chartered Institute of Marketing exams
  - APM Group exams

- university exams for foreign higher education institutions held during the course of the higher education process for extramural students living in Poland
- British academic qualification exams (GCE and IGCSE), including:
  - Edexcel International exams
  - Cambridge International Examinations (CIE)

### § 3

1. Participants of courses and exam takers include adults who on the start of their participation are over 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.

### 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 and course 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 and exams
  - 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) 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*.

#### **IV. Language courses and exams admissions and registration**

##### **§ 7**

##### **Language courses**

1. Language courses are taught to groups and individuals on-site, at the *Institution's* offices and at partner / client's premises, 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 and business courses 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.
6. Course participants are admitted and registered to appropriate groups according to their written and oral entrance exams scores.
7. 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.
8. The above-mentioned documents are issued at the participant's request.

##### **§ 8**

##### **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 their employees, for participants of the courses they hold or for students.

#### **V. Organisation of language courses and exams**

##### **§ 9**

##### **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*.

## **§ 10**

### **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.

## **VI. Rights and obligations of language course participants and exam**

### **§ 11**

#### **Language course participants**

1. Rights of language course participants 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 their written request; 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 point 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 in writing
  - the course participant may appeal this decision to Kurator Oświaty in Kraków 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.

## § 12

### Exam takers

1. Rights of exam takers 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 point 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 in writing
  - the exam taker 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.
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## VII. Financing of the Institution

### § 13

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.
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. The fee shall be paid by course/exam/programme participants.
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.

#### **§ 14**

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**

#### **§ 15**

1. These statutes will come into force as of 1st April 2014.