

# **Valga County Vocational Training Centre internal rules**

## **1. General provisions**

1.1. All students of Valga County Vocational Training Centre are required to follow these internal rules, regardless of the form of study. The internal rules set out the rights and obligations of students at the Valga County Vocational Training Centre.

1.2. The internal rules are reviewed and amended by the school management before the start of the new academic year.

## **2. Student status**

2.1. A student of Valga County Vocational Training Centre is a person who is included in the list of students by the Principal's Directive.

2.2. The student must comply with the obligations established by law, the school's statutes, internal rules and other legislation, and be liable for violation thereof.

## **3. Rights of the student**

3.1. A student has the right to:

- get acquainted with the school curriculum, the statutes, internal rules and study organisation before starting their studies at the school;
- choose subjects within the scope of electives;
- participate in the formation of the Student Council and its activities;
- use the premises, library, study, sports, technical and other resources of the school in extracurricular activities free of charge in accordance with the procedure established by the school;
- receive material assistance or benefits pursuant to the procedure established by the Government of the Republic and the local government council;
- receive a student card;
- receive a student loan under the conditions established by law and pursuant to the procedure established by legislation issued on the basis thereof;
- exercise other rights established by law and the statutes of the school;
- require compliance with statutory safety and health regulations during their stay at the school.

## **4. Obligations of the student**

4.1. The student is obliged to:

- participate in the study, to fulfill the orders and tasks given by the teacher during the study by the required term;
- acquire thorough theoretical knowledge and practical skills in the chosen profession;

- bring with them the tools and materials necessary for the studies during the lessons and internship;
- respect fellow citizens, behave politely and in accordance with generally accepted moral standards, both inside and outside the school;
- comply with all occupational health and safety regulations;
- act in accordance with established rules and the instructions of the teacher in the event of an emergency (fire, water accident, bomb threat, etc.);
- arrive to the classes on time;
- prudently preserve the property and resources of the school and fellow students and return them in the condition received or compensate for any damage caused;
- closely follow the instructions of the school staff;
- the student is obliged to inform the course leader or internship supervisor of the reasons for the absence as soon as possible and to submit documents justifying the absence no later than two days after rejoining the studies;
- dress properly and keep their attire clean;
- respect the school, respect and preserve school traditions.

## **5. Prohibited activities**

5.1. The student is prohibited from:

- behaving rudely, humiliating fellow citizens, using either physical or mental violence against them;
- interfering with classmates and teachers during class and preventing the class from being conducted;
- being in classrooms in outerwear (students use a wardrobe); during theoretical studies it is not allowed to wear shorts, sleeveless tops, tracksuits (except for P.E. classes), crop tops, T-shirts with obscene texts or prints;
- participating in studies while under the influence of narcotics or psychotropic substances, incl. alcohol;
- possessing, using and distributing alcohol, narcotics and psychotropic substances, firearms and cut-and-thrust weapons;
- smoking (incl. e-cigarettes) in the school building, school premises and territory;
- filming and taking photographs during the lessons without permission.

## **6. Means of support and influence**

6.1. Influencing students is carried out in accordance with the procedure established by the school and approved by the Principal's Directive, or within the scope permitted by law.

6.2. For good academic performance, high professional skills and active participation in student life, a student may receive written recognition by means of the Principal's Directive.

6.3. Unsatisfactory academic performance, violation of study discipline, misconduct or non-compliance with the school's internal rules may result in the student being affected by:

- an interview and agreements;
- an oral note or a written note in the e-diary;
- a reprimand in the form of the Principal's Directive;

- conditional continuation of studies;
- expulsion from the school;
- suspension of study allowance;
- termination of payment of study allowance.

6.4. Expulsion from the school due to misconduct is possible in the following cases:

6.4.1. breach of generally accepted standards of conduct and breach of academic practice, including:

- during knowledge testing in an examination room, possession or use of materials which are not expressly permitted to be used by the subject teacher or the examination board;
- unauthorised exchange of knowledge by students whose knowledge is currently being tested;
- performing knowledge tests on behalf of other students;
- submitting parts of someone else's written or practical work under their own name without proper reference, in accordance with the requirements of the school's guidelines for written works;

6.3.2. upon the entry into force of a conviction for an intentionally committed criminal offence;

6.3.3. forgery of documents;

6.3.4. for proven offences committed during the internship on the basis of a formal written submission of the management of the internship company;

6.3.5. for violation of the norms of professional ethics of the profession;

6.3.6. for non-compliance with the internal rules.