

# STUDENT RIGHTS AT MALMFÄLTENS FOLK HIGH SCHOOL

(Studeranderättslig standard för Malmfältens folkhögskola)



The document *Student rights at Malmfältens folk high school* describes your rights and obligations as a participant at the school. It serves as a guideline for you as a student as well as it describes the school's information obligation.

The document applies to you who are admitted to a longer course (15 days or longer).

The document is available, in Swedish, at the school library and at our website: [malmfaltensfolkhogskola.se](http://malmfaltensfolkhogskola.se) (The translated version in English is to be handed out, printed, to you by your teacher at school start).

For a general description of student rights: [www.folkbildningsradet.se](http://www.folkbildningsradet.se)

## **Malmfältens folk high school**

Malmfältens folk high school is characterized by an open basic view, meaning that everyone is welcome regardless of background. The dialogue, openness and the power of the meeting between people is important and reflects the guiding words of Malmfältens folk high school: Solidarity - Openness – All humans equal value!

We believe in lifelong learning and offer courses at different levels and lengths with the aim of:

- promoting personal development: intellectual, cultural and spiritual
- strengthening self-confidence and independent thinking
- developing the ability to deal with contradictions, differences and conflicts
- provide training in democratic work, communication and cooperation
- increase knowledge of the possibility of being able to influence and thereby encourage participation in societal development

The schoolboard/ The owners of Malmfältens folk high school are Kiruna, Gällivare and Pajala municipalities, ABF Norr, the LO district in northern Sweden and Föreningen Norden Norrbotten.

## **The state's goals with public education**

The purpose of the state's contribution to public education is to:

- support activities that contribute to strengthening and developing democracy,
- contribute to enabling people to influence their life situation and create commitment to participate in societal development,
- contribute to bridge educational gaps and raise the level of education in society,
- contribute to broadening the interest in and participation in cultural life.

## **Educational goals for a course at Malmfältens folkhögskola**

The goal for the specific General course or Special course is described on the school's website.

## **Participants in courses other than General course, Special course and Shorter courses**

Participants in commissioned education or courses in collaboration with authorities such as Establishment course at the folk high school follows the education plan that the parties agree on.

### **Admission principles and admission process**

Application for the courses at the school are made via the school's website, sometimes at folkhogskola.nu or when the applicant personally visits the school.

School staff that has the main responsible for the education contacts the applicant.

When the admission is complete, the applicant will be notified if he or she has been admitted, is on reserve or has not been able to be offered a place.

### **If a course is canceled**

If a course is canceled the applicant will receive information on this, at the latest, two weeks after the last application date. Prepaid fees will be refunded.

### **Fees and expenses during the study period**

All tuition is free of charge, however, costs for educational materials etc. may be added. What the fee covers is stated in the information under the course website.

### **School schedule and term times**

At the start of the course a schedule (course syllabus for distance courses) and information on holidays are provided. The school schedule may be adjusted during the academic year.

### **Student insurance during study periods**

Students with their main studies located at the school or at premises intended for the school (regular education) are insured during schoolwork-based time.

(Please note that the student insurance does not apply to students at distance learning courses or after schooltime/free time for students at regular education).

### **Accessibility for students with disabilities**

The school's classrooms and public premises are accessible to the disabled. For students with special needs, it is possible to apply for support for aids via the principal. Medical certificates describing the need may need to be presented.

## **Access and conditions for the use of equipment and course-related premises**

The public spaces in the school's main building may be used as long as there are staff left on the school's premises. For heating and consuming your own food during school hours, there is a room with access to a kitchenette and microwave. Courses/studies located at other location than the school may be covered by other rules.

## **Study certificate, study assessment and eligibility certificate**

For all long courses a study certificate is obtained after completing the course. You as a student will be informed before school start or in the beginning of the course about the conditions for the certificate.

If you participate in a qualifying general course you will receive in-depth information about the rules for eligibility and study assessment. The subject-responsible teacher informs you who participate, continuously, about your development/process during the course of your studies.

Read more about study assessment and eligibility at [folkhogskola.nu](http://folkhogskola.nu)

*The following applies to all participants in long courses: In order for a study certificate to be issued after completing the course the course fee must be paid.*

## **Participant influence**

It is important that you as a participant have the opportunity to influence your stay at the school.

Influence takes place via direct contact with your teacher or other staff at the school.

Long courses that are conducted at the school have regular joint student councils that the principal convenes. Student council is another context where you as a student or as a group of students have the opportunity to protect your rights or raise requests for change.

The students are represented on the school board by a regular member elected by the student council.

The student representative has an opinion but not a decision-making right. The student council also elects a student safety representative who is also a member of the safety committee.

If you study at a distance course or education located in a place other than Kiruna the participant influence is organized through direct contact with the course teacher/leader.

## Attendance

Adult studies at folk high school presuppose attendance. In case of absence the school will contact you and invite you to talk about your absence from your studies. The school want to support you in completing your studies and that requires participation.

In the event of a short-term illness (colds, fever, etc.), you are obliged to notify the school daily of your absence due to illness. In the event of prolonged sick leave (from the eighth day of absence), a medical certificate is required.

If the absence continues without a valid reason (medical certificate), the school may assess you as not active in your studies. The message then also goes to CSN (The Swedish Board of Student Finance) that you do not participate in your studies.

In the event of absence, it is also your duty as an adult student to notify other authorities such as CSN and the Swedish Social Insurance Agency. Find out what applies to you.

*For students attendance is the same as regular participation and that you follow your syllabus according to the information you receive from your teacher.*

### **Important!**

**Please note that for you who are not Swedish citizen, other rules apply. It is very important that you find out what regulates you and what your authorities require of you.**

In general:

- In case of illness - report sick to school every sick day.
- In case of illness - report sick to the Swedish Social Insurance Agency.
- When caring for a sick child - report to CSN.
- When caring for close relatives - report to CSN.

## CSN – The Swedish Board of Student Finance

*The following is general information. It is important that you who apply for study grants via CSN make sure that you have understood the contract / study declaration that applies to you based on the fact that you are applying for grants and in some cases loans to finance your studies.*

## The school's reporting obligation to CSN

The school reports course start, end of course and information on how the student has completed his or her studies at CSN. The school is also obliged to announce longer absences and study breaks or if the participant does not follow the agreed study pace / scope.

### **Important!**

**Please note that for you who are not Swedish citizen, other rules apply and the school reporting obligation may differ.**

### **Student with CSN- Student Aid (for the spring term the year you turn 20):**

A student with study aid is obliged to notify CSN in the event of a change in the planned studies, absence for at least 14 consecutive days or in the event of a study interruption.

In case of illness or when caring for children, you must notify your school.

**Important!**

**Student from a country other than Sweden? Find out what applies to you.**

### **Student with CSN- Study grants (from the autumn term the year you turn 20):**

A student with study grants is obliged to report to CSN about a change in the planned studies, study interruption, change of income (in connection with work).

Students with study grants must report illness to the Swedish Social Insurance Agency. The Swedish Social Insurance Agency tests and approves the period of illness. If the period of illness is approved, the student retains his / her study funds.

When caring for children (VAB), it must be reported directly to CSN the child's first day of illness.

*Read more about study grants, your rights and obligations, at [csn.se](https://www.csn.se) or contact CSN on tel. 0771-276 000 for advice or information about what applies to you.*

**Important!**

**Student from a country other than Sweden? Find out what applies to you.**

## **Drug and alcohol policy/rules for smoking in public places**

Smoking is only allowed at a designated area outdoor.

All use and possession of alcohol, drugs are completely prohibited at school. In case of student drug use or in the suspicion of drug use will be reported to the police.

These rules also apply in connection with study trips, excursions or other activities organized by the school. Students who break the rules can, after the principal's decision, be suspended with immediate effect.

For students renting a room at the school the rules of the rental agreement also apply.

## **Disciplinary actions**

For our common work environment at Malmfältens folk high school, it is important that everyone follow our rules at the school. Disciplinary actions are warning, suspension and dismissal.

A decision on suspension means that the student may not participate in teaching for a certain period of time. A decision on dismissal means that the participant is expelled from the school. Students who have student housing are also dismissed from the apartment.

Violations that can lead to disciplinary action are:

- drug or alcohol abuse
- threats, violence or abuse of another student or employee
- theft, sabotage or use of school equipment in a manner contrary to school rules
- students who do not pay their tuition fees
- students who do not actively participate in their education (inactivity during school hours or absence that is deemed impermissible i.e. lack of a medical certificate).

All decisions that involve warning, suspension or dismissal are made by the principal after consultation with the teacher group, involved staff and in relevant cases also the boarding school manager. The schoolboard is informed of the suspension or dismissal.

The student has the opportunity to take their case to The folk high schools student rights council (FSR)

How to make a case to The folk high schools student rights council (FSR)

1. You should primarily contact the school principal with complaints or comments.
2. If you are not satisfied with the principal's decision or handling of the issue, you should contact the schoolboard. Contact information for the schoolboard can be found on the website of the school.

3. If you as a student, after contacting the principal and secondly the schoolboard, still have complaints about how the school has acted, you can make a written report to FSR. The complaint must be registered within one year after completing the course.

### **Evaluation**

The school ensures the quality of the education by students and educators participating in a every year national web survey for folk high schools. Evaluation of knowledge acquisition, well-being, etc. can also be discussed directly with your teacher or other staff at the school.

### **Reporting system**

The school reports course start, end of course and information on how the student has completed his or her studies to CSN. The school also announces longer absences and study breaks. See more under the heading Attendance.

The school also reports personal data and study results that are requested by Statistics Sweden and The Swedish National Council of Adult Education. The statistics form the basis for the school's government grant.

Malmöfältens folk high school collaborates with Kiruna municipality, which has a follow-up responsibility for municipal residents between 18-24 years. This means that the school notifies Kiruna municipality of the participants who complete their qualifying studies at a general course.

### **Archive and privacy rules**

Application documents, eligibility documents and the information obtained from students are kept by the school during the study period. After completing a course, certificates concerning study certificates and assessments are stored in the school's archives.

Information provided by the student is handled, by agreement, with confidentiality.