

Mímir School rules

Attendance

- Students must always turn up for classes on time if possible. o It is proper for students to keep in mind that it is very distracting for both teachers and students when students arrive late for class.
- Absences for reasons other than illness must be reported to the project manager.
- Students must report all absences due to illness via the Inna teaching network.
- For students to qualify for graduation from attested study courses at Mímir, they must be able to demonstrate 80% attendance in their studies. In Icelandic language classes, the minimum required attendance is 75%. Illness counts as absence from study.

Food and beverages

- Coffee, sandwiches and other food and drink can be bought from vending machines that are located in the student area.
- Food and drink may not be consumed in classrooms. There are coffee room facilities available in the student area where food and drink can be consumed.
- Please treat classrooms and communal spaces with consideration so as to leave them in a neat and clean condition. Environmental considerations
- Students are encouraged to minimise their use of non-reusable packaging for food and drink. o Students are encouraged to use non-disposable cups for coffee and other beverages consumed in the student area.
- Students are encouraged to study carefully the instructions for sorting waste in the student area.
- Cardboard, paper, plastic and deposit containers shall be separated from other waste.

Smoking

- The use of tobacco is not permitted on Mímir's premises, and this includes chewing tobacco and snuff.
- Use of conventional and electronic cigarettes is not permitted on Mímir's premises.
- Smoking is not permitted in front of Mímir's main entrance, nor in the tunnel between Mímir and Íslandsbanki. o Smokers can make use of the specifically assigned smoking area, which is located in the recess at the middle of the building (to the south of the main entrance). A receptacle for cigarette stubs is provided there. 19.8.2020 5 Narcotics
- If a student is found attending classes under the influence of alcohol and/or narcotics, he/she will immediately be dismissed from studies. Under such circumstances, the student will forfeit his/her right to attend classes, even if he/she has paid the tuition fee.
- Everything concerning studies at Mímir can be found in Inna teaching network.

Other

- It is not permitted to have mobile phones or other electrical devices that can disrupt classes switched on, unless this is required due to the nature of the class. Phones must be kept in bags or overcoats.
- If a student must be reached for vital reasons, for example in connection with their children, the teacher shall be informed of this and the phone can then be placed on the desk, in silent mode.
- Mímir's parking spaces are located in front of the entrance, not in the courtyard by Íslandsbanki.
- There is a bicycle storage space at the southernmost part of Mímir's parking lot.
- Only students who have paid their tuition fees can attend studies at Mímir and graduate.
- Much importance is attached to individual disease prevention measures on Mímir's premises. Disinfectant is available at the entrances, in the student area and the office wing. There are also disinfectants in classrooms to disinfect keyboards and computer mice. Communal equipment shall be disinfected before and after each individual use. Students shall keep abreast of and familiarise themselves with the applicable disease prevention criteria that can be viewed on Mímir's web page.