



Mímir's School curriculum guide

Table of Contents

General information	2
Mimir's values	2
Educational policy	2
Teaching and study evaluation policy.....	2
Technology for studies and teaching.....	3
School rules.....	4
Examination rules	5

General information

Mímir's headquarters are located at Höfðabakki 9, 110 Reykjavík, telephone no. 580 1800 and e-mail address mimir@mimir.is. Teaching also takes place at Öldugata 23, 101 Reykjavík.

Mímir's values

PROGRESSIVENESS

Mímir is a progressive enterprise that is constantly seeking opportunities for progress and innovation.

PROFESSIONALISM

Professionalism is our guiding light in all our interactions. We provide excellent service and operate according to procedures that ensure reliability and transparency.

COOPERATION

We are one big, integral team. Our interactions are characterised by respect, trust and tolerance. Ambitious cooperation with companies and stakeholders gets us further on our way towards our goals.

Educational policy

Mímir is an educational company in the field of continued education and vocational training.

The principal role of Mímir-símenntun is to create study opportunities for people who have received little formal schooling, and to encourage people on the labour market to continue to educate themselves and develop their professional skills. Another primary objective is to offer diverse ways in which to teach Icelandic as a second language, as well as other language courses. The study programmes are structured so as to meet the needs of working people and the state of the economy in general at each time.

In order to accommodate the educational needs and requirements of students, Mímir places special emphasis on building on and developing the following factors:

- Diverse teaching methods
- Diverse study evaluation
- IT use in teaching
- Encouraging study environment
- Progressive studies and teaching
- Experienced and highly qualified teachers

Teaching and study evaluation policy

Mímir attaches particular importance to having diverse and encouraging teaching methods, and that the needs of each individual student group are taken into account at each time. Teachers are also encouraged to reflect regularly on their own teaching methods by performing a self-assessment. Mímir also emphasises the importance of feedback from students regarding teaching methods and the quality of teaching in each separate study course.

Mímir aims to use diverse teaching methods, including descriptive teaching and project-centred studies. Work is carried out in accordance with theories on formative assessment, whereby study assessment is constantly ongoing.

Mímir encourages teachers to give students constant feedback on their handed-in assignments over the course of the term. That way, students can gain a better understanding of their position and where there is room for improvement in their studies.

Technical equipment

- Mímir has wireless LAN, which students can use free of charge.
- Computes and tablets are available for students to use during classes.
 - Mímir does not lend such equipment for use outside classes.
 - There are special loaner computers available to students, who can contact the reception desk if they wish to borrow one.
- If any problems occur with regard to technical equipment, please contact the reception desk.

Teaching network

- The Inna teaching system is used.
Logging into Inna requires a digital certificate or íslykill password.
Students who are registered at Mímir log on to Inna through the following web address:
<https://innskraning.island.is/?id=r.inna.is>

Syllabi

- A syllabus for each study course can be found in Inna.
- Syllabi contain important information for students about study arrangements, schedules and evaluations.

Technology for studies and teaching

Mímir feels it is important to encourage teachers to make use of the opportunities inherent in any technology that is available as a teaching resource. In support of this, Mímir has invested in tablets and made them available for the use of teachers and students. Mímir also offers distance learning through technology in several courses. Teachers are also encouraged to study and use the technology that is best suited for distance learning and teaching.

Study materials

Study materials are not included in the tuition fees, unless otherwise specified.

Support for students.

Mímir employs educational and vocational counsellors who provide support to students throughout the course of their studies, free of charge. Students can send an e-mail to radgjof@mimir.is to request an interview.

The project managers of each study course will respond to students' inquiries regarding studies and school-related activities.

School rules

Attendance

- Students must always turn up for classes on time if possible.
 - 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 drink

- 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.
 - 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.
 - 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.

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.

Examination rules

These rules apply to all examinations which students attend at Mímir.

- Students shall turn up punctually to take the examination. A student who arrives late for the examination by 30 minutes or more will not be allowed to take the examination.
- Final examinations last 2 hours, unless otherwise specified.
- The minimum passing grade for examinations is 4.75.
- Students are not permitted to leave the examination room until 30 minutes after the examination commences.
- During examinations it is not permitted to attend to other matters outside the examination room except with the permission of the supervisor.
- Support materials may not be used in examinations, unless specifically permitted by the relevant teacher.
- All use of mobile phones and other smart devices is forbidden.
- Any student caught cheating will be given a grade of zero (failing grade) for the relevant study course.
- Illness must be reported to the project manager no later than on the morning of the day of the examination. In order to attend an examination at a later date due to illness, a medical certificate must be provided.
- A student who does not turn up for an examination without providing a valid reason will be given a grade of zero (failing grade).
- If a student does not obtain a passing grade in a study course, he/she will be given one opportunity to retake the exam.

- Fees are charged in accordance with Mímir's tariff, and shall be paid before the examination begins. A student who has special requirements for examinations shall send an application to that effect by e-mail to the project manager of the relevant study course, no later than one week before the date set for the examination.