



## **CENTRE OF ENGLISH STUDIES TORONTO STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES**

### **As a student of Centre of English Studies Toronto, you have the right to:**

- a learning environment that is safe, free from harassment and discrimination;
- a learning environment which is characterized by mutual respect;
- a learning environment that is free from interference and disruption;
- an environment which ensures that administrative decisions are made, or actions taken, with fair regard for the known and legitimate interests of students;
- an environment where adequate measures are taken to protect the security of students on school property
- complain without fear of reprisal following the Dispute Resolution Policy as written in the Student Handbook;
- receive information at the commencement of each course, including:
  - a course description;
  - a list of course objectives;
  - a marking or evaluation scheme if applicable;
- have academic work judged solely on its merits;
- appeal grades and/or academic standing;
- view your own student information, records and transcript on request within a reasonable time frame
- confidentiality of your student information and records, subject to prior agreements between the student and their educational agency, underage agreements and Centre of English Studies Toronto's responsibility to disclose such information to accrediting bodies and governmental departments or as required by law. CES Toronto is at all times bound by and in compliance with applicable provincial and federal privacy legislation.
- request reasonable accommodations to access school facilities and services with respect to any identified mental or physical limitations
- withdraw from the program at any time. Eligibility for a refund will be subject to the terms of the GV Refund Policy. It shall be the sole discretion of the School to accommodate any exceptional circumstances.
- enjoy all rights and freedoms recognized by law;

### **As a student of Centre of English Studies Toronto you have the responsibility to:**

- abide by federal, provincial and municipal laws in addition to the Centre of English Studies School Rules as listed in the CES TORONTO Student Handbook and posted at <https://www.ces-schools.com/english-schools/toronto>;
- speak English at all times while on school property, except when explicitly given permission by staff to communicate in another language;
- treat all members of the community, including faculty, staff and fellow students, with respect;
- not falsely or maliciously allege charges/offenses under the regulations of the CES TORONTO School Rules;
- refrain from
  - behaviour, which you know, or ought reasonably to know, obstructs teaching, learning, evaluation, or administration
  - conduct and activities likely to endanger the health or safety of yourself or another person;
  - assault or the threat of assault to another person; or,
  - behaviour that you know or ought reasonably to know would cause another person to fear bodily harm, or that may endanger personal wellbeing or may obstruct the teaching and/or learning process.
  - unwelcome or persistent behaviour (e.g. personal harassment) that you know, or ought reasonably to know, would cause another person to feel humiliated, demeaned or intimidated or which may obstruct the teaching, learning and/or work process of another person.
  - using the school's computing, telephone or network to convey nuisance or other objectionable messages
- treat School facilities and equipment with respect;
- familiarize yourself with School Rules and School Policies
- not destroy, tamper with, unlawfully access or limit the access of others, remove, possess, or knowingly create a condition which endangers or threatens destruction or damage, of property not your own;
- not remove, maliciously engage, or tamper with School fire protection equipment, or security and safety systems;
- evacuate the buildings during fire alarms or other emergencies as instructed by CES TORONTO Staff or building security;
- pay all program fees prior to the start of your program
- maintain sufficient health insurance or medical coverage for the complete duration of your studies.

# Admissions Policy

It is the policy of CES Toronto to consider all prospective students with equality and fairness. The General English Program is open to all levels of English proficiency and therefore all registrants 16 years and older with legal permission to undertake a program of language studies in Canada are accepted to the General English Program providing there is adequate space in the school and level.

For specialty programs, the application procedure involves a written placement test faxed, scanned or emailed to the School. The tests are graded by TESL Canada certified academic staff and compared with program minimum language proficiency levels to determine acceptance or refusal of entry to the specialty program.

The School reserves the exclusive right to accept or refuse an applicant based on space availability and an assessment of the applicant's English proficiency and program suitability. In cases where conditional acceptance has been given and the assessment on arrival shows an insufficient level of English, the student will be transferred to the General English Program and receive the equivalent value of classes at their level.

# Academic Honesty Policy

To maintain the integrity of our courses, CES Toronto students conduct themselves in an honest and trustworthy manner in all aspects of their academic progress. Engaging in any form of academic dishonesty to obtain any type of academic advantage is an offence under this policy and will not be tolerated by the School.

Offences under this policy include, but are not limited to:

- Cheating: talking or using a mobile electronic device during a writing test, copying from another student's test paper, giving test answers to another student or using any study aid not authorized by the teacher
- Plagiarism: using another person's writing, speech, presentation or idea as your own

## Penalties

First Offence	The penalty for a first academic honesty offence is normally a grade of "0" on the work in which the offence occurred
Second Offence	The penalty for the second academic honesty offence is a grade of "0" or "F" for the course where the offence occurred and a suspension from classes for a time period determined by the Director of Studies, normally for a minimum of two (2) days.
Further Violations	Any further violation of the Academic Honesty Policy will result in further suspensions and possible complete withdrawal from the School at the discretion of the Director of Studies. A permanent note will be made on the transcript.

# Copyright and Intellectual Property Policies

Copyright means the right to copy. In Canada, all original creative works are protected by copyright automatically upon the creation of a work, whether or not a copyright statement appears on the material. All classroom materials used by Centre of English Studies Toronto are produced in compliance with copyright law as applied to education and are not to be subsequently copied, reproduced, or digitized except for educational purposes of the student to whom the materials were originally given.

Intellectual Property means any trade names, trademarks, computer software and all proprietary know-how, developments, research and all other proprietary information or property relating to works, assignments and lessons created at or in conjunction with the School.

Students shall be the owners of the intellectual property rights in works they create except where the School pays the students for the works they create, in which case the School shall own the intellectual property rights therein

In the absence of any written agreement between the School and an employee, the School shall be the owner of all intellectual property rights in a work created by the employee in the course of employment with the School. The creator or author shall have a non-exclusive right to use the work, provided the creator or author exploits the work only in the course of employment with the School. Students are not permitted to use any material or intellectual property learned or received in the classroom except for educational purposes.

# Evaluation, Grading and Progress

All CES TORONTO students are placed in levels based on written and oral proficiency tests. The written test focuses on grammatical range and accuracy as well as vocabulary, while the oral test determines spoken fluency, structure, vocabulary and listening comprehension. The oral test is the main basis for level placement, with the written test taken into consideration.

In the event that a student feels they were misplaced, they are to first notify their morning teacher by the second day in the class. The teacher then initiates a class movement request procedure, which includes consultation with the student's instructor(s) and a re-examination of the placement test results. More details can be found in the CES TORONTO Student Handbook.

In the General English Program, students write a level test every four weeks. Students are expected to familiarize themselves with the school English Only Policy, School Rules and Academic Honesty Policy on test day. Students who break the rules may receive a grade of zero (0) on any or all of their tests.

Final grades in the morning class are based on 50% testing and 50% in class work as outlined below:

<b>General English Program</b>
Written Test: 20%
Oral Test: 30%
Success With Objectives: 20%
Participation: 20%
Homework:10%

A minimum grade of **80%** overall **must** be achieved in order to progress to the next level. Students with elective classes in the afternoon must attend and participate in classes. The morning classes will make up 80% of the final score and the elective classes will count as 20% of the final score. Most students will need eight weeks to finish each level, but it varies by student and intensity of program.

## Appeals

Students wishing to appeal a grade or the results of any academic evaluation or assessment should first direct their inquiry to the teacher who assigned the grade or result to attempt to resolve the issue. If this does not result in a satisfactory solution, the student may follow the Dispute Resolution Procedure noted in the CES TORONTO Student Handbook.

## Maintenance of Academic Good Standing

There is no minimum grade required to maintain enrollment status or receive a certificate from the school for the program.

However, a minimum of 80% of all classes must be attended (excluding notified illness) in each four-week session in order to receive a certificate for that session. A student who fails to attend a minimum of 50% of any class in one session without previously notifying the school of an acceptable reason is not guaranteed a seat in the next session and is not eligible for a refund of missed classes. In addition, the School may be required to notify the government of any student who fails to attend classes.

At all times, in order to maintain academic good standing, students are expected to follow the School Rules, Academic Honesty Policy and Statement of Student Rights and Responsibilities.

