

DCI Class rules

1. Punctuality

In respect to your teacher and your classmates, please be on time and respect the break times.

2. Attendance

- In case you are sick please write an email to Therese:
absent.berlin@digitalcareerinstitute.org or phone her (030 364286100)
and your teacher
- If you come late or leave the class earlier or if you are absent unexcused **more than 2 times in a row** we have to inform the Jobcenter/Arbeitsagentur.
- Fehlzeitenbogen/Absence report:
 - As soon as you are back, please go to Therese's Office (Vulkanstraße: Room 1.06, Rhinstraße: Room 616) and fill in the absence report / "Fehlzeitenbogen"
 - coming late/leaving early/absent
- Doctors Note
 - If you are sick for more than **one day**, please bring a doctor's note
- In case you cannot attend for any other reason, please approach us in advance
- Please make sure that every excuse finds its way in time to our office. The latest day to hand one in is the final day of a month.

3. Leaving classes

Please let the teacher know if you have to leave the classroom.

4. Language

The common language during class is English.

5. Teamwork

The students are urged to help one other. If someone finishes an exercise earlier, we appreciate if he/she starts helping their classmates. The teachers encourage the students to be supportive and also learn from each other's problems & mistakes.

6. Respect

Students should show respect for each other and should become a team. DCI is an open-minded organisation and we don't accept any disrespectful behaviour towards ethnicity, religion, gender identity, sexual orientation, nationality, etc.

7. Avoid destructive behaviour

Please avoid using social media etc. during the lessons.

8. Eating

Students are allowed to eat in the classrooms but only during break times.

9. Kitchen rules:

- put your dirty dishes in the dishwasher or clean them
- keep the tables clean
- keep the kitchen clean
- let our staff know if something is missing
- if it is your classes turn to do the Küchendienst we kindly ask you to take this duty seriously

Basic Campus Rules

1. Please collect all your trash from your desks in the classrooms and put it in the trash bins.
2. Please collect all empty bottles and bring them back to the kitchen. Please take all returnable bottles with you.
3. The last person leaving the classroom: Please close the windows and switch off the light; in winter: turn down heating to 1.
4. To all smokers: Please use the ashtrays provided

Date

Signature
