

VMA General Information for Students and Parents/Guardians.



The school year starts around mid-August, autumn graduation is towards the end of December. The spring semester begins at the start of January, and graduation is at the end of May.

Applying for study at VMA. Timetables.

Students finishing 10th grade will get information at their current school about applying for secondary school. This is done through an online system at www.menntagatt.is. Students not currently at a primary school in Iceland can get information about applications at the front desk in VMA or from one of the study counselors. When a student has been admitted to VMA, he or she will have to pay a registration fee.

At the beginning of each semester students have to come and collect their personal timetable which shows their courses and classes.

Attendance

Students are required to attend all classes on time. Each teacher checks attendance and marks it into an internet database, INNA. If a student does not come to class the teacher will mark absent (F = fjarvist) for the student. Each 40 minute class is one F. Non-attendance due to sickness or leave of absence will not be deducted from the number of absences, unless under certain circumstances.

Calling in sick

For students below 18 years of age, they must contact the school (tel. 464 0300) to report their sickness. It is preferred if a parent or guardian can do this, rather than the student themselves. Students over 18 years of age may also report their sickness the same way.

Even if students contact the school about their sick days they will see F in their attendance in the INNA system.

Truancy and failing a course due to absences.

A maximum of total absences for the semester is assigned to each course: For each two 40 minute classes per week the maximum is 5 F (five absences). This means that for a course like ENS2024 (English four classes per week) the maximum is 10 F. For ENS3036 the maximum is 15 F. Some courses, primarily practical or vocational courses, have special requirements of attendance. If a student is absent more than the maximum, VMA will look into the situation and drop the course from the student's study. The student will fail the course and must apply for that course again. It is vital that the school be informed about any special circumstances that may affect students' attendance.

Dropping courses.

If a student wants to quit a course he/she must fill out a sheet at the course director's office. If a student drops a course it will be registered in his/her study record, INNA. First year students can not drop courses.

Failing or dropping courses / minimum requirements.

Each semester a student should complete at least 9 (50%) of his or her units. If this 50% requirement is not met the student will be failed for the whole semester. N.B. This does not apply to first semester students.

VMA computer system and Email.

New students get an Email address at VMA. Information on the address and password is put on a sticker on each student's timetable. This also serves as an access to the computer system in VMA and to the online learning system MOODLE.

The VMA Email address is a formal way for the school and teachers to contact students. It is the responsibility of each student to check the VMA Email regularly.

INNA study database.

INNA is a national database for the study record of each student. All students and teachers have access to INNA - Students use their VMA Email account to access the database. Parents or guardians of students younger than 18 years can apply for access to INNA. Students are asked to make sure their personal information is correct in INNA.

Selecting courses

Each semester students have to select courses for the following semester. Students can follow the standard plan for each study line, but they can also tailor their study plan to better suit their needs. Students are responsible for their course selection and must plan their study to allow them to graduate when they have filled all requirements.

When a student turns in his or her course selection this is taken as an application for the next semester.

Exams, finishing each semester.

Final exams are held in December and May. The time schedules for these exam periods are published early in November and April respectively.

For autumn semester final exams are usually finished by around December 16th. For Spring semester final exams are usually finished by around May 20th.