

MICROSOFT LANGUAGE COURSES – HINTS, TIPS AND INFO

- Languages offered: English and Czech for foreigners
- Only Microsoft employees can enroll in the lessons (i.e. all vendors + employees under 1908 company code are not entitled to sign up for these lessons).
- For new semester starting in February it is possible to **sign up for the lessons until 20. 12. 2019**. To do so, it is necessary to register here <https://jcl.cz/clients/microsoft/> and:
 1. Choose if you are a new or a current student (all current students have to confirm that they want to continue in a new semester)
 2. **Individual lessons** - get approval from your manager. **Individual lessons are covered from your business cost center**. PO created by HR team has to be approved by your manager.
Group lessons - there are 12 groups in total for both languages (7 EN and 5 CZ). Maximum capacity is 5 students per one group. Once the capacity is full it is not possible to join any group lesson. **Group lessons are covered by HR budget**.
 3. Fill in the form. Forms filled in after 20. 12. 2019 will not be accepted.
 4. All students have to pass the written test to access which language group will be appropriate for you. Please make sure you have enough time to fill it in (approx. 60 minutes). **Deadline for completing the test is 31. 12. 2019**.
- New students can join the lessons only at the beginning of a new semester after receiving an email from greatczs@microsoft.com sent by HR team. After that language school confirms which group students can start to attend.
- It is possible to register for more than one language, however, it solely depends on the manager if he/she approves the employee to study more languages simultaneously.
- The frequency of group lessons is 1x60 minutes per week and the frequency of individual lessons is 1x60 or 90minutes (depends on manager's approval).
- All the courses take place at the premises of:
Microsoft Prague, Vyskočilova 1561/4a, 140 00 Praha 4, Česká republika or
Microsoft Bratislava, Apollo Business Center II, Blok E | Prievozská 4/D | 821 09 Bratislava, Slovensko
- The group lessons of English and Czech for foreigners can take place either in the morning from 7:30 to 10:00 or in the afternoon from 15:00 to 18:30. Individual lessons can take place anytime.
- The rooms for the lessons are booked by students. Students in group lessons should agree on it.

- The group courses are fully covered from Microsoft HR budget, the individual lessons are covered from the cost center to which student belongs to. Manager's approval is necessary in the PO created by HR team.
- The semesters are the following: Autumn semester takes place from September to January, Spring Semester from February to June. Official bank holidays are the only exception and no lessons take place on these days.
- The minimum attendance required is 70%. Please note that any missed class (even due to sick-leave, vacation, business trip, extensive workload etc.) is calculated as absence. The attendance rate of each participant is reported to Microsoft on a regular basis.
In case the student's attendance is less than 70%, he is obligated to cover all the costs.
- Cancellation of lessons (applies to the situation when the whole group needs to cancel the lesson): If the lesson is cancelled 24 hours in advance, the lesson can take place at another time based on your agreement with the teacher. If not, the lesson will be fully invoiced. If the lesson takes place immediately after a weekend or a public holiday, it is necessary to cancel it by 5 PM of the previous working day. **Cancellation has to be done through e-mail address rusenihodin@caledonianschool.cz** and with a copy to your course manager kristina.nohavicova@jcl.cz
- The testing period is in June. Any progress is not required and the test will work just as the information for students. Testing will include verbal evaluation from your teacher and on-line progress test.
- Signing out of the lessons is possible throughout the whole year. Students who wish to leave the lessons are always signed out at the end of the particular month.

In case you want to stop attending the lessons, please inform us about it by sending an email to your course manager **Kristina Nohavicová**, kristina.nohavicova@jcl.cz.