



International Montessori Institute
The Netherlands

STUDENT HANDBOOK

3-6 AMI Diploma Course
International Montessori Institute



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PREPARING FOR THE COURSE

Application Requirements

AMI Montessori Diploma course applicants are required to provide the following documents by email to apply:

Application form

Copy of passport

Current resume

Certified copies of all academic transcripts

Signed reference letter

Short motivation letter, written in the applicant's own words

Successful application interview on Google Meet

Further the applicant needs to read the International Montessori Institute application requirements. By signing the application form the student agrees with these terms and also with all information in this student handbook.

Required Reading

In order to get the very best out of your Course, we suggest that you may like to begin by reading some of the books written by or about Maria Montessori.

We will expect you to continue your reading throughout the Course and use references from the books where appropriate in your essays. There are scheduled reading sessions on the timetable throughout the year which will help you to understand Maria Montessori's ideas more clearly. The information you gain from your reading and the Course lectures will form a basis for discussion throughout the Course.

We recommend that you begin your reading by choosing from the list below.

Books written by Maria Montessori:

The Absorbent Mind

The Secret of Childhood

The Discovery of the Child

The Formation of Man

Education and Peace

The Advanced Montessori Method - Volume 1

Education for Human Development

1946 London Lectures

The Four Planes of Education (AMI Pamphlet)

The Human Tendencies and Montessori Education (AMI Pamphlet), written by Mario Montessori

Please note that Montessori's books have been published and reprinted by various publishers and therefore, some of the texts vary. For English books, Clio, Montessori Pierson Publishing Company (<https://montessori-pierson.com>) and Kalakshetra Publications are recommended.

When you begin your Diploma Course, you will be given more detailed information.

Observation

Observation is at the heart of Montessori pedagogy. This is a skill that improves with practice and experience. Try to observe children wherever you are. When observing, be as objective as possible and try not to draw any conclusions about the child's behaviour. Simply watch and think why the child might be responding to the people and the situation the way they do. Observing children is an art – and you can start to practice this already.

General Knowledge

Young children are curious and ask many questions about the world around them. On the Course you will begin to make an album, which will form the basis of a collection of useful general knowledge about the world. Much of this information will be given to you on the Course as you learn about the activities that we provide for the children. You may wish to begin your research now. The following areas would be a useful starting point.

Geography: Do you know all the continents of the world? Do you know all the countries and capitals of your own continent and their flags?

Animals: Do you know the names and some information that might be interesting to children about fish, amphibians, reptiles, birds and mammals?

Plants: Can you recognise and name some of the flowers, shrubs and trees that grow in your country and do you know anything about them?

Music, Art, Science: Do you know the names of some musicians and their music, some artists and their paintings, some inventors and their inventions that might be of interest to the children?

Stationery and Course Materials

Course Materials

During the Course you will be required to create a variety of materials. You may wish to buy or collect some of these during the Course. The list below is to give you an approximate idea of what you may need.

Anthology (First Module): You will create your own anthology (collection) of poems, songs and rhymes. This is generally assembled in a small ring binder. You may wish to bring a children's poetry or storybook with you to the Course.

'Timeline' Chart (Second Module): You will be asked to make a 'timeline' of the first six years of your life or to make one of a child you know. If possible, you should bring a photograph for each of the years from birth to six.

Development Chart (Information to be given during the First Module): This is an optional activity. Students generally use large poster-size graph paper to make the Development Chart.

Reference Albums

You will make 5 Reference Albums describing all the Montessori materials that we show you on the Course. Students usually need 1 A4 ring binder and 4 large A4 lever arch files for this purpose. You may also require 4 further files or ring binders for your Poetry Anthology, Leaf Folder and theory essays. All folders should look like a set. These can be sourced locally.

Useful items of stationery are:

Good quality coloured pencils, scissors, compass, hole-punch, ruler, glue, eraser, pencil sharpener. A good quantity of A4 sized paper for printing Reference Albums. Some graph paper may be useful for illustrating the Reference Albums.

During the modules work can be submitted digitally or printed in colour. If you wish to print, you may wish to have your own printer. The International Montessori Institute is also able to provide students with a printer, but students will need to supply the ink and paper. All final Course assignments need to be submitted in hard copy for assessment. Details to be given on the first module.

General Guidance

Accommodation

Students are required to find their own accommodation.

It is essential that you keep the office up to date with your current address and telephone number during the Course.

Local Amenities

AMI 3–6 Diploma Course, offered by the International Montessori Institute, is based at Koninginneweg 163 in Amsterdam, in the Oud-Zuid district, close to the Vondelpark and within easy reach of Amsterdam Zuid railway station and the city centre. The area is well served by public transport and offers a wide range of shops, cafés, restaurants and other amenities nearby.

Travel

Students will be required to travel to a school for an Observation or Teaching Practice placement for a minimum of 8 weeks outside of the scheduled course modules. You should budget for these extra costs.

Health and Fitness

Please ensure you have sufficient health and travel insurance cover during the Course modules.

Due to the intensive nature of our courses, it is a good idea to make sure that you are in a good state of health and fitness. You will be working very hard during the Course and the work involves a great deal of writing or typing as well as general stamina. Teaching Practice placements will require you to work on the floor with children and to get up and down many times! If you have back or knee problems, it may be advisable to consult your doctor or specialist to find out what exercises you can do to avoid problems or alleviate pain.

We also suggest that you try to maintain a good level of fitness while on the Course. Eating healthily and taking regular exercise can help relieve stress and increase energy levels.

It is particularly important that you take care of your health as there is a 90% attendance requirement for all Courses.

Illness

Should you fall sick during the Course the procedure is as follows:

- Inform the trainer copying in the course administrator that you will not be attending the Institute on that day by email.
- If you are not well by the second day, you should see a doctor.
- If you are still sick by the third day, please inform the Institute again.
- A doctor's certificate is required if you are still sick at the end of seven days.

- If you are scheduled for an appointment with a member of staff, please ensure that you contact the Course Administrator as soon as possible.
- If you are on Observation or Teaching Practice placement, you must inform the school as well as the Institute that you will not be attending.

Please try to ensure that, unless there is an emergency, all appointments, whether with the doctor or hospital, take place outside Course hours.

Course Dates

Format:

The course starts on the 8th of January 2027 and ends on the 8th of October 2028 (1 year and 9 months). Mostly the course is on **Fridays**. All lecture days are from **9:00-17:00** and mostly offered onsite/ in person in Amsterdam at Koninginneweg 163. Some lectures are offered online. During the course period there are **10 weekends** (Friday, Saturday and Sunday all from 9:00-17:00) and **two full time weeks** (during May Holidays in the Netherlands). We finish the course with oral exams which are scheduled on individual basis (every student has to come for exams for one part of one of the days in the oral exam period) and graduation on Sunday the 9th of October 2028.

Weekend 1: We start off with an onsite weekend:

Friday 8th of January 2027	Amsterdam
Saturday 9th of January 2027	Amsterdam
Sunday 10th of January 2027	Amsterdam

Fridays:

Friday 15 of January 2027	Online
Friday 22 of January 2027	Online
Friday 29 of January 2027	Online
Friday 5 of February 2027	Online

Weekend 2:

Friday 12 of February 2027	Amsterdam
Saturday 13 of February 2027	Amsterdam
Sunday 14 of February 2027	Amsterdam

Friday's:

Friday 19 of February 2027	Amsterdam
Friday 26 of February 2027	HOLIDAY - NO COURSE

Weekend 3:

Friday 5 of March 2027	Amsterdam
Saturday 6 of March 2027	Amsterdam
Sunday 7 of March 2027	Amsterdam

Friday's:

Friday 12 of March 2027	Online
Friday 19 of March 2027	Amsterdam
Friday 26 of March 2027	Online
Friday 2 of April 2027	Amsterdam
Friday 9 of April 2027	Online
Friday 16 of April 2027	Amsterdam

Weekend 4:

Friday 23 of April 2027	Amsterdam
Saturday 24 of April	Amsterdam
Sunday 25 of April 2027	Amsterdam

Fulltime week 1: during May Holiday in the Netherlands:

Monday 26 of April 2027	Amsterdam
Tuesday 27 of April 2027	KINGSDAY - NO COURSE
Wednesday 28 of April 2027	Amsterdam
Thursday 29 of April 2027	Amsterdam
Friday 30 of April 2027	Amsterdam

Friday's

Friday 7 of May 2027	Online
Friday 14 of May 2027	Online
Friday 21 of May 2027	Online
Friday 28 of May 2027	Amsterdam

Weekend 5:

Friday 4 of June 2027	Amsterdam
Saturday 5 of June 2027	Amsterdam
Sunday 6 of June 2027	Amsterdam

Friday's

Friday 11 of June 2027	Online
Friday 18 of June 2027	Amsterdam
Friday 25 of June 2027	Online
Friday 2 of July 2027	Online

Friday 9 of July 2027	Amsterdam
Summer holiday:	
Friday 16 of July 2027 - Friday 20 of August 2027	HOLIDAY - NO COURSE
Weekend 6:	
Friday 27 of August 2027	Amsterdam
Saturday 28 of August 2027	Amsterdam
Sunday 29 of August 2027	Amsterdam
Fridays:	
Friday 3 of September 2027	Online
Friday 10 of September 2027	Amsterdam
Friday 17 of September 2027	Online
Friday 24 of September 2027	Amsterdam
Friday 1 of October 2027	Online
Friday 8 of October 2027	Online
Friday 15 of October 2027	Amsterdam
Friday 22 of October 2027	HOLIDAY - NO COURSE
Weekend 7:	
Friday 29 of October 2027	Amsterdam
Saturday 30 of October 2027	Amsterdam
Sunday 31 of October 2027	Amsterdam
Friday's:	
Friday 5 of November 2027	Amsterdam
Friday 12 of November 2027	Amsterdam
Friday 19 of November 2027	Amsterdam
Friday 26 of November 2027	Amsterdam
Friday 3 of December 2027	Amsterdam
Friday 10 of December 2027	Amsterdam
Friday 17 of December 2027	Amsterdam

Friday 24 of December 2027	HOLIDAY - NO COURSE
Friday 31 of December 2027	HOLIDAY - NO COURSE
Friday 7 of January 2028	HOLIDAY - NO COURSE

Weekend 8:

Friday 14 of January 2028	Amsterdam
Saturday 15 of January 2028	Amsterdam
Sunday 16 of January 2028	Amsterdam

Friday's

Friday 21 of January 2028	Online
Friday 28 of January 2028	Online
Friday 4 of February 2028	Amsterdam
Friday 11 of February 2028	Online
Friday 18 of February 2028	Online
Friday 25 of February 2028	HOLIDAY - NO COURSE
Friday 3 of March 2028	HOLIDAY - NO COURSE

Weekend 9:

Friday 10 of March 2028	Amsterdam
Saturday 11 of March 2028	Amsterdam
Sunday 12 of March 2028	Amsterdam

Friday's:

Friday 17 of March 2028	Online
Friday 24 of March 2028	Amsterdam
Friday 31 of March 2028	Online
Friday 7 of April 2028	Amsterdam
Friday 14 of April 2028	Online
Friday 21 of April 2028	Online
Friday 28 of April 2028	Amsterdam

Fulltime week 2: during May Holiday in the Netherlands:

Monday 1 of May 2028	Amsterdam
Tuesday 2 of May 2028	Amsterdam

Wednesday 3 of May 2028

Amsterdam

Thursday 4 of May 2028

Amsterdam

Friday 5 of May 2028

Amsterdam

Friday's:

Friday 12 of May 2028

Online

Friday 19 of May 2028

Online

Friday 26 of May 2028

Online

Friday 2 of June 2028

Amsterdam - PAPER A

Friday 9 of June 2028

Amsterdam - PAPER B

Friday 16 of June 2028

Amsterdam

Friday 23 of June 2028

Amsterdam

Friday 30 of June 2028

Amsterdam

Summer holiday:

Friday 7 of July 2028 - Friday 25 of August 2028

HOLIDAY - NO COURSE

Weekend 10:

Friday 1 of September 2028

Amsterdam

Saturday 2 of September 2028

Amsterdam

Sunday 3 of September 2028

Amsterdam

Friday's

Friday 8 of September 2028

Amsterdam

Friday 15 of September 2028

Amsterdam

Friday 22 of September 2028

Amsterdam

Friday 29 of September 2028

Amsterdam

Oral Exams:

Thursday 5 October 2028

Amsterdam - ORAL EXAMS

Friday 6 October 2028

Amsterdam - ORAL EXAMS

Saturday 7 October 2028

Amsterdam - ORAL EXAMS

Sunday 8 October 2028

Amsterdam - GRADUATION

Please note that all school practice will take place outside of the scheduled module times. Dates for observations and practice teaching will be arranged on an individual basis.

These dates may be subject to change.

Any change will be announced in advance and in writing.

Smoking

For Health and Safety reasons, there is no smoking permitted anywhere in the building or on the premises. This includes the area in front of the entrance to the Institute. You will be unable to smoke when you are working with children, so do take this into account if you are preparing to join the Course.

Climate

The climate in the Netherlands is central European. We advise you to prepare for different seasons and varied weather conditions during the course.

Standard of English necessary for the Course

You will require a good standard of spoken or written English to undertake the Course since the lectures will be offered in English. When you read Maria Montessori's books there will be words that are specific to Montessori and that you may not understand. We will help you with this vocabulary whilst on the Course. If desired, students are allowed to request to write their albums in Dutch or have a translator (English-Dutch) during the exams (an extra fee for this translator may be charged). Also, some of the books (not all) are translated into Dutch. We can help you find the correct ones via Montessori Pierson Publishing.

Visa Applications

Most international students (except European Union Nationals) will be required to obtain a travel visitor visa for entry into the Netherlands. Please check with the Dutch Embassy in your country for the exact requirements as these change from time to time and if you need a visa invitation, email us at info@imi-global.nl as soon as you find out. In general, we advise you to begin the process of applying for a visa as soon as possible, as this can take a considerable amount of time. Also, make sure to check your passport validity at the moment you apply and make sure your passport is valid long enough to allow you to take the Course. Also check www.netherlandsandyou.nl.

Police Clearance

The International Montessori Institute requires that all students present police clearance when arriving to the Course. This can be police clearance issued in your own country according to your country's law. You will hand this in at the Orientation on your first day of the Course. When doing observation or teaching practice at schools, these schools may also request a police clearance. Application for Police clearance(s) are at your own costs and responsibility.

Police Registration

When applying for your visa, do remember to check with the Embassy if you need to register at the Foreign Police once arriving to the Netherlands.

DURING THE COURSE

General Information

Location and Travelling to the Institute

The AMI 3–6 Diploma Course, offered by the International Montessori Institute, is based at Koninginneweg 163 in Amsterdam, in the Oud-Zuid district, close to the Vondelpark and within easy reach of Amsterdam Zuid railway station and the city centre. The area is well served by public transport and offers a wide range of shops, cafés, restaurants and other amenities nearby.

We recommend using public transport to reach the AMI 3–6 Diploma Course at **Koninginneweg 163, Amsterdam**. From Amsterdam Central Station, tram 2 takes you to Valeriusplein, which is a short walk from the course location. From Amsterdam Zuid railway station, bus 15 takes you to Zeilstraat, from where it is approximately a 10-minute walk. We recommend checking a public transport journey planner shortly before travelling, as routes and timetables may change.

Please note: the AMI 3–6 Diploma Course is located at Koninginneweg 163. The Association Montessori Internationale head office is located next door at Koninginneweg 161. Please make sure you go to and **ring the doorbell at number 163, not number 161**.

Paid street parking is available in the surrounding area, but there are no dedicated parking spaces at the course location. Parking near the Olympic Stadium (Olympisch Stadion) may offer a more economical alternative to parking directly on Koninginneweg. We recommend checking current parking rates, availability and any applicable P+R conditions before travelling.

Contact information

Contact person: Anne Elzerman

E-mail: info@imi-global.nl

Website: <https://imi-global.nl/>

Phone: 0031-642067136

Emergency Closure

In exceptional circumstances, such as severe weather, unsafe building conditions, illness of the trainer, public transport disruption or another emergency, the International Montessori Institute may decide to cancel, postpone or move a scheduled course day or location (or the lecture may be offered online).

Students will be informed as soon as possible by email and, where appropriate, through Google Classroom. Students are therefore responsible for keeping their contact details up to date and for checking their email regularly.

If a course day cannot take place as scheduled, the Institute will make reasonable efforts to offer the missed teaching at another time or online. Students will not be recorded as absent when the Institute itself has cancelled a scheduled course day.

In the event of an emergency during a course day, students must follow the instructions of the trainer or other staff members and, where necessary, leave the building immediately.

Daily Schedule

Students may be asked to arrive 15 minutes before the lecture starts at the Institute or occasionally stay 30 minutes after lecture times. This is generally arranged in advance.

Lunch times vary depending on the lecture but are generally one hour long. A mid-morning and/or an afternoon tea or coffee break of approximately 15 to 30 minutes may be given each day and timed at the discretion of the lecturer. It may be possible for students to stay at the Institute beyond lecture hours; further details to be given once the course commences.

Arrival to the Centre

Please arrive in good time for your lectures so that sessions may start on time. Arriving late disrupts the lecture and can be off-putting for those students who have arrived on time. If you are late, you may be asked to wait until there is a break before entering. Information can not be expected to be repeated for latecomers. If you do miss part of a lecture, it will be your responsibility to obtain notes and missing information from a fellow student after the lecture. Please bear in mind that students who are constantly late may be unable to complete the Course due to the 90% attendance requirement. A register is taken at the beginning of each session where absences and lateness will be recorded.

Bags, coats and mobile phones should be stored appropriately during lectures and practice sessions.

Our practice room is located at the first floor. There is no elevator in the building, a steep staircase leads to the practice room.

Travel during the Course

Please do not make arrangements to be absent during the Course module times.

Ensure that you carefully check the timetable for the Course Dates but bear in mind that these periods may afford much needed revision time or additional study, particularly prior to the examinations.

Indoor Environment

Bring a change of shoes for our indoor environment and dress professionally.

Facilities

A kettle, coffee machine and microwave are provided.

Students will need to provide their own food. There is a possibility to buy food in restaurants or shops nearby. It is not possible to use the fridge because of capacity issues.

Food and drinks are not allowed in the practice room unless communicated otherwise by the trainer. Please do not chew gum on the premises. If you need to drink during lectures, you can bring bottle or a cup with your drink closed by a lid.

It is the responsibility of all students to ensure that the lecture and practice room is clean and tidy. Students are required to form amongst themselves a cleaning system for care of the lecture/practice room and pantry, to make sure that these rooms are kept clean and tidy during the whole time of the Course. This is purely the student body responsibility to carry out this task of cooperation.

Dishes

Each student is responsible for washing up their own used dishes. Put your used dishes and utensils into the dishwasher. If the dishwasher is full, we welcome you to run it and when it is finished, clear it out and make it available for another load of dirty dishes. Care of the pantry is the shared responsibility of students.

Internet

Wireless internet access is available. However, you are not permitted to use the Internet and Mobile Phones while attending a lecture or while participating in Supervised Practice. This is discourteous to the Trainers, may be distracting to other students, and is in conflict with the success of your studies.

Security

Students should keep anything of value at home. Students are reminded that the Institute is not responsible for the loss of any item belonging to a student.

Library

There is a small reference library at the Institute. Unfortunately, it is not possible for the students to borrow these books at the present moment. Students are asked to bring their own books from the obligatory reading list to use it during the Course or to buy them on the first day (students can get a discount on books via the training center if arranged at the first day).

Office Equipment

You will need to print during your studies, so we advise that you use your own printer or be prepared to use a printing service. If you wish to print, you could have your own colour printer with you, another possibility is to arrange printer options with you classmates. All final course assignments need to be submitted in hard copy for assessment. Details to be given at the first module.

Computers

Computers will be needed to compile your Reference Albums and write your Essays. The Institute is equally happy to receive work that is hand-written. However, generally all work is submitted electronically. Please ensure that you back-up and print out regularly. We cannot accept computer malfunctions resulting in loss of data as adequate cause for late work. Computers may not be used to take notes in theory lectures.

Online Platforms

During the course we will use Google Classroom to hand in digital work and Google Meets for the online sessions. If changes are made in our platforms, we will inform you timely.

Marketing

During the course pictures may be taken for marketing purposes. If you have objections you can contact the director of The International Montessori Institute by email: info@imi-global.nl.

Student Records

The International Montessori Institute maintains a student record for each student enrolled in the Course. This includes relevant registration and contact details, attendance records, assessment results, Observation and Teaching Practice records, examination results and information relating to completion of the Course. Student records are treated confidentially and are accessible only to authorised staff and, where required, the Association Montessori Internationale (AMI). Students are responsible for informing the Institute of any changes to their personal or contact details.

The first and last name written on your application form will also be the name used on your final diploma (first name, last name).

Health and Safety

Fire Drill

When the Fire Alarm sounds, act immediately to ensure your safety. Never ignore or assume the alarm is false or the result of a test. Everyone must evacuate the building by way of the safest and closest exit and/ or stairway. Never use an elevator to exit during fire alarm activation. We also refer you to the exit routes in the building.

First Aid

Should you require help please notify the nearest staff member.

If you are on medication or have any illnesses or allergies, you must ensure that you have informed the trainer at the beginning of each term. In cases where the student has an illness that requires the use of a medical procedure, the student must state this in writing and provide written permission for staff to follow that procedure in case of any emergency.

Students may carry their own personal medication, if necessary. This must be kept safe in your personal handbags and may not be under any circumstances left out unattended or dispensed to fellow students in the building. Students should be aware that they are responsible for any medication they take.

A hospital is located nearby.

Visitors

Family and friends are welcome to visit the Institute. Please inform the trainer in advance for permission and ensure that they follow the security procedures whilst on site.

Course Components

Timetable

Students will receive a timetable at the start of each term as well as a schedule detailing completion and submission dates for work during the Course. The Course is an intensive one and these dates are given to enable you to pace yourself and keep up with your work.

Course Staff

All members of the pedagogical course staff have experience in running their own Montessori class in addition to further professional training to prepare them to pass on the Montessori approach to education to students.

Student Observation & Teaching Practice Placement

Students will undertake a minimum of 3 weeks of Observation and approximately 5 weeks of Teaching Practice over the course of their study. The Institute will provide a list of schools with AMI teachers in charge of a class. Some suggestions for possible schools abroad will also be given. Further details about the school placements and arrangements will be given during the course.

Students on placement should note that they must act in accordance with the School's code of practice. You should be cooperative and helpful. Students will be given notes for guidance during the first module before practice placements.

Private Study

Due to the intensive nature of the course, students are required to undertake a good deal of private study. Please bear this in mind when organising your evening and weekend social life. Students will find that some study will be required during each weekday evening and for some part of the weekend. Some work will also be required to be handed in during the interim periods between each module.

Course Work

Students are expected to work independently and ask for help when they need it.

If you find you are falling behind with your workload, you must talk to Director of Training as soon as possible. Staff are experienced in helping you to prioritise your time and are ready to give help if you need it. You will be helped to assess your work throughout the course in conjunction with the Director of Training.

All course handouts are for your personal use and may not be published or reproduced for purposes other than your own studies.

The Reference Albums, which students prepare and submit for examination, are intended for their own personal use with children and may not be printed, published or reproduced in any form for any other use.

The recording of lectures is not permitted.

Plagiarism

Plagiarism, the attributing of other people's work to oneself, is not tolerated and is dishonest. All quotations from the work of another person or persons, or use of someone else's ideas must be clearly sourced, with proper referencing. If, following investigation, a student is found to have plagiarised work from any other source, that student's course will be terminated. We require academic honesty from our students. In this case, there is no right to restitution of the paid or outstanding tuition fees for the student.

Supervised Practice

The course has a set number of practice hours with the materials, which help you put the theory into practice. Students undertake these hours under tutorial supervision. The more practice time you have, the more confident you will be when working with children. Montessori materials are generally given to children on an individual basis. If you become proficient at presenting the materials, you will have more time to observe each individual child's responses to your lesson when you are on Teaching Practice placement. Students are expected to attend all sessions provided on the timetable to ensure the minimum number of hours required by AMI are completed.

Students

International Student Body

Students attending the Institute come from all over the world and this gives our Courses a special character. We actively seek students of all nations, races and creeds as this reflects the true nature of Montessori education, which is applicable to all children, all over the world, no matter their social or cultural background. You will make lifelong friends who come from all parts of the world, united in the desire to help children along their developmental path.

Student Review

A general review of the students' progress on the Course will be made during the second Course module and at the end of the third Course module.

Students will be given the opportunity to review their ability to present activities and answer questions pertinent to the topic in the second and third modules.

If a student is shown not to be making satisfactory progress in their study, the Institute reserves the right to request the student to withdraw from the Course. In this case, there is no right to restitution of the paid or outstanding tuition fees for the student. Further, the institution takes the right to request the student to take alternate remedial action, including but not limited to, extending the duration of their time on the Course.

Impaired Performance

In cases where the student's performance is impaired due to a Special Need/unexpected illness, the Director of Training will seek to determine if alternative

arrangements can be made to allow the student in question to complete the course requirements.

- o In cases where the Special Need is supported by documentary evidence and where the student was able to present such documentation at the admission interview; admission to the AMI 3-6 Diploma Course will be granted at the discretion of and on special terms deemed fair by the Director of Training established for this purpose. These terms will be set out in a written agreement between the student and The International Montessori Institute prior to the Commencement of the Course.

Student Dismissal

The Institute reserves the right to ask a student to discontinue their Course of study for medical, psychological, academic or other cogent reasons. Please note: students who plagiarise will be asked to leave the course. In this case, there is no right to restitution of the paid or outstanding tuition fees for the student.

Student Complaints Procedure

There is a complaints procedure for students to follow in the unlikely event that the need arises.

Our objective is to provide a secure, calm and welcoming environment for students and staff. We recognize that these aspirations can only be achieved by the wholehearted commitment and support of the whole International Montessori Institute community.

Occasionally, situations will occur which prevent the fulfilment of those aims and give cause for complaint. In order to bring any such occurrences to a speedy and satisfactory conclusion, The International Montessori Institute has a Complaints Procedure. See the website complaints procedure: <https://imi-global.nl/>

Fees and Other Costs

Tuition fee: €9900

Exam fee: €450

Additional fees may be charged depending on payment plan or administrative fees due to late payments. For current fees we refer to our application requirements and our website (www.imi-global.nl).

Registration and Withdrawal

By signing the enrolment form the participant declares to have read and agrees with the student handbook and the application requirements of The International Montessori Institute. See website: www.imi-global.nl

Extension Policy

Full Course Extension

A student who retakes the totality of the Course to finish substantial incomplete work or who just needs the full Course to solidify the principles will pay full Course fees.

Extension for Finishing Incomplete Work with Attendance or Participation in Class Required

This student will have some aspect of the AMI and/or Course Requirements relative to the Course work itself to finish and this will entail his/her attendance at lectures, participation in Supervised Practice, Observation and/or Practice Teaching. The tuition charged, at the discretion of the trainer, will reflect some indication of the percentage of the Course.

Extension for Finishing Incomplete Work / Attendance or Participation Not Required

The student would most likely have album work (first submission or corrections) and/or material-making that still has to be finished. This does entail extra work on the part of the staff, but the student is not taking the space of a student in class activities. A flat fee of 100 euro per album and 20 euro per essay/observation/assignment may be charged by the International Montessori Institute.

Retaking of the Written or Oral Examinations

This student would have all class requirements finished relative to the work of the Course. The incomplete requirements for the diploma would be successful completion of some portion of the examinations. Oral Examinations must be completed within 12 months of completion of the original Course. The student may have to arrange to take their Oral Examinations at another training centre. Generally, the Board of Examiners requires that such student join the other training centre for a short period of time prior to the examinations for reviews and preparations. The student would bear the cost of travel and any associated fees that the host training centre would charge. Note that a student may actually fall into more than one category depending upon individual situations.

Dismissal

No extensions will be granted for a deferred student's work. Failure to meet specific dates contained in the timeline provided by the training centre will jeopardize the student's continued participation in the AMI Course and will result in the deferred student's dismissal from the Course.

If a student is dismissed, no refunds are made.

Material Making

Students enrolled in the Course are required to make certain materials as part of their obligatory Course work. Each student should budget for these materials. Until the student successfully completes the Course, these materials remain the property of the training centre. If the student discontinues the Course before earning the diploma, all materials must be returned to the centre.

Assessments & Examinations

Diploma Course

All students are required to read and sign the AMI **Requirements for Certification**. The Requirements are listed below. During the Course Orientation you will be required to sign a copy, which will then be signed by the trainer and returned to you.

AMI Requirements for Certification

Admission to the course does not guarantee certification. Basic requirements (hereunder) must be met by each student in all areas of the course. The International Montessori Institute has additional requirements.

A. In order to be eligible to sit for the written and oral examinations a minimum attendance of 90% is required in the following:

- theory lectures;
- demonstrations of materials in each area;
- discussions / reviews as organised by the training course.
- the required reading seminars on Montessori books as stipulated by the training course.

Attendance at supervised practical sessions (minimum 140 hours) as stipulated by the training course.

B. In order to receive a diploma at the end of the training course the following requirements must be met:

1. A pass mark for written (papers A and B) and oral examinations.
2. To complete:
 - (a) compilation and submission of acceptable and original albums in all areas;
 - (b) compilation and submission of acceptable materials as required by the course;
 - (c) observation and observation reports;
 - (d) practice teaching as scheduled

Students deferred for any part of the examinations (see B1) must retake that part the subsequent year (within 12 months) and may re-sit each examination only once. It will be necessary to comply with the recommendations made by the AMI Board of Examiners. If this necessitates travel to an AMI affiliated training centre other than where you took the course, all expenses involved are for the account of the student, as well as any examination and related fees charged by the host centre.

Students failing to complete any part(s) of the other requirements (see B2) must fulfil that part(s) the subsequent year (within 12 months) in compliance with the recommendations and dates laid down by the Board of Examiners and/or the trainer.

In both cases (B1 and B2) the diploma will be issued at the end of that course/academic year in which the result has been finalised.

Students who fail Paper A, Paper B and two out of four subjects during the oral examinations have failed the course. Clarification of this will be given by the trainer. In this case, if a student wishes to obtain an AMI Diploma it will be necessary to retake the entire course.

All modules or components listed are compulsory and there are no optional or elective components. Pre or corequisite components will not apply. There are no embedded qualifications in the Diploma course so there is no alternative exit or entry point.

There is one practical component - a teaching practicum which combines off-site observation and teaching practice in AMI Montessori 3-6 schools. The teaching practicum will be arranged and must be undertaken one week at a time over the duration of the course. **Formative Assessments**

During the Course you will submit essays and projects, which will be given a formative assessment in the form of constructive criticism and discussion. Formative Assessments will be considered as follows:

1. The work does not meet the set criteria and must be **redone** and re-submitted.
2. Some of the criteria have been met, however the work is still not of a satisfactory standard and needs to be **modified** and re-submitted.
3. The work has attained a satisfactory standard though it can still be improved upon. Suggestions for improvement will be included in the Assessment sheet.
4. The work has attained a good standard and ideas and references show depth of thought. Some suggestions for further improvement may be included in the Assessment sheet.
5. The work shows evidence of student initiative/creativity/depth of research/understanding and has attained an excellent standard with evidence of student initiative.

If your course work does not meet the required criteria, you must meet the resubmission date set.

Your Observations will be assessed and discussed with you and you may be required to undertake a further week of observation to attain the required level of competence.

There will be discussions and feedback on Teaching Practice as well. You will be asked to submit self-assessments after completing a practice period at a school. You may be required to undertake further Teaching Practice to attain the required level of competence.

Disqualification of Course Work

Students may be disqualified for malpractice such as:

- Submitting coursework which is plagiarised.
- Submitting coursework produced by another person.
- Submitting coursework that is photocopied from an outside source.

In case the course work submitted by any two/more students is identical, both/all students involved will be disqualified.

AMI Diploma Examinations

Students are eligible to sit for the AMI Montessori International Diploma if they have achieved 90% attendance at Course lectures/sessions, full attendance at supervised practical sessions and paid all tuition fees. The AMI Diploma is awarded on the completion of Observation and Teaching Practice placements and the following four parts of the examination:

- Written Examination: Theory Paper A – 3 hours
- Written Examination: Applied Theory Paper B – 3 hours
- Practical (Oral) Examination in 4 areas – 2 hours
- Course Work - Reference Albums and Materials

Students will be expected to complete the AMI 3-6 Diploma Course in the format of the course in which they are enrolled.

Deferrals

In special cases where a course requirement or requirements is/are unmet or incomplete due to mitigating circumstances (e.g. health), the centre may allow a student deferral of the entire AMI Diploma Examination or a part of the AMI Diploma Examination until the following year.

In the event that a student wishes to request a deferral, the student must meet with the Director of Training and discuss the situation. The student will then be given a request for Deferral Form. The student needs to complete and hand in a Request for Deferral Form well in advance of the said examinations.

The student will then be given a request for Deferral Form. The student needs to complete and hand in a Request for Deferral Form well in advance of the said examinations.

In all cases of deferral, any additional requirements laid down for the completion of the course and any additional costs must be borne by the student.

Each part of the examination must be passed in order to receive the AMI Diploma. The pass mark is 50%. For the Practical (Oral) Examination, all four areas must achieve a pass mark.

Your Observation and Teaching Practice placements must be completed to a satisfactory standard before you receive your Diploma.

An External Examiner, appointed by AMI, will act as an external assessor for the Course.

Appeals

There is no right of appeal against the academic judgement of the duly appointed examiners. A student shall have the right to appeal against the decision on grounds other than academic. The grounds for an admissible appeal shall be one or more of the following:

- (a) that there existed circumstances affecting the student's performance of which the examiners were not aware when their decision was taken, and which could not reasonably have been presented to the examiners;
- (b) that there was a procedural irregularity (including administrative error) or other inadequacy in the conduct of the examinations, or processing of marks or grades, of such a nature as to cause doubt as to whether the result might have been different had there not been such an irregularity;
- (c) that there exists evidence of prejudice or of bias on the part of an examiner.

Appeals must be made in writing to the Director of Training with a copy to the Board of Examiners, within one week of the results being declared. The Board of Examiners will review the results and convey their decision to the student in writing within two weeks. The decision of the Board of Examiners is final.

AFTER THE COURSE

Montessori as a Career

Once you have gained your Diploma or Certificate, please take copies of it and put it in a safe place. AMI / The International Montessori Institute does not issue duplicate Diplomas/Certificates should they become lost or damaged.

Since the AMI diploma (and the AMI courses) are not recognised by the Dutch government, the AMI diploma solely does not allow graduates to work with children in a day-care or school in the Netherlands. However, students that already obtained (for example) a nursery teacher's diploma or a bachelor of education can use the AMI diploma as a supplement. Some (Montessori) schools in the Netherlands and some (Montessori) schools abroad acknowledge the quality of the AMI diploma's and prefer teachers who have the AMI diploma in addition to their regular teaching diploma.

From our experience we know that graduates also find employment working with socially disadvantaged children, family support and children with particular special learning needs.

Workshops

The Institute will continue to offer workshops and professional development opportunities – make sure you keep us up to date with your email address so that we may keep you informed.

Alumni Record

We keep an Alumni Record of all graduates of the Institute. Please keep in touch with us with news of where you are and what you are doing, whether you continue in Montessori as a career or move into another field.

By providing us with your address and your email address we can ensure you are kept informed of these events.

AMI Refresher Courses

It is important to continue your professional development once you have completed the course and AMI Refresher Courses are run regularly at the Institute. AMI membership is required. You may also wish to attend Refresher Courses in other parts of the world and information on these can be found on the AMI website www.montessori-ami.org.

AMI Conferences & Congresses

Conferences and Congresses are held all over the world, reflecting the international nature of Montessori education. These occasions are not to be missed as they provide professional development and the opportunity to meet a wide variety of Montessori practitioners with whom to share thoughts and experiences.

Further Study Study in Related Fields

Students during the course of their studies may become fascinated by one particular aspect of child development and wish to study it in more detail. They may, for instance, wish to study dyslexia or special needs in general. Your Montessori Course will have given you a good foundation on which to base this additional study.

Professional Organisations

Association Montessori Internationale (AMI)

During the course of your study, you are liable to become member of the AMI.

One year membership of the AMI is included in the tuition fees. The International Montessori Institute will make a collective payment of the student membership to AMI on behalf of all students in the Course.

After you finish your Course, we strongly recommend that you join the AMI as an individual member in order to support its activities and gain the many advantages membership affords. The objectives of the AMI are:

To maintain, propagate and further the ideas and principles of Dr. Maria Montessori for the full development of the human being.

AMI aims to accomplish the objectives by:

- Furthering study, application and propagation of the Montessori ideas and principles for education and human development.
- The propagation of knowledge and understanding of the conditions necessary for the full development of the human being from conception to maturity both at home and in society.
- Accrediting centres where people may be trained according to the principles and practices of education as envisaged by Dr. Maria Montessori.
- Helping to create a climate of opinion and opportunities for the full development of the potential of all young people so that humanity may work in harmony for a higher and more peaceful civilisation.
- Promoting general recognition of the child's fundamental rights as envisaged by Dr. Maria Montessori irrespective of racial, religious, political or social environment.
- Co-operating with other bodies and organisations which promote the development of education, human rights and peace.

Association Montessori Internationale (AMI)

Koninginneweg 161

1075 CN Amsterdam

The Netherlands

Tel: +31 20 6798932

Email: info@montessori-ami.org

Website: www.montessori-ami.org

Please join by going directly to the website.

Nederlandse Montessori Vereniging (NMV)

The Nederlandse Montessori Vereniging (NMV) is the national Montessori association in the Netherlands. The NMV promotes the quality, development and recognition of Montessori education in the Netherlands and brings together Montessori schools, childcare organisations, training institutes and other organisations working within Montessori education.

The NMV has developed quality standards for Montessori education and recognises Montessori institutions and training providers that meet its requirements. Recognised training institutes form part of the NMV network of trainers and developers (Opleiders en Ontwikkelaars).

The International Montessori Institute is currently in the process of seeking recognition by the NMV for the AMI 3–6 Diploma Course. This recognition is intended to strengthen the connection between the internationally recognised AMI training and the Montessori education community in the Netherlands.

The NMV also works internationally to support and safeguard Montessori principles and the quality of Montessori education. It is a member of Montessori Europe, maintains contact with the Association Montessori Internationale (AMI), and contributes to international and National Montessori research.

Nederlandse Montessori Vereniging (NMV)

Boerhaavelaan 40
2713 HX Zoetermeer
The Netherlands

Tel: +31 (0)6 40 233 698
Email: nmv-secretariaat@montessori.nl
Website: www.montessori.nl