



CALENDAR Academic Year | 2018/2019

You can download the registration forms from our web page: www.clm-granada.com

INTENSIVE SPANISH LANGUAGE COURSES (CILE)

DATES

	LEVEL TESTS	2 WEEKS (40H)	3 WEEKS (60H)	4 WEEKS (80H)
September 2018	3 September	4-14 September	4-21 Sept.	4-28 Sept.
	17 September	18-28 September		
October 2018	1 October	2-16 October	2-23 October	2-30 October
	16 October	17-30 October		
November 2018	5 November	6-19 November	6-26 Nov.	6 Nov.-3 Dec.
	19 November	20 Nov.-3 Dec.		
December 2018	3 December	4-19 December		
January 2019	8 January	9-22 January	9-29 January	
February 2019	29 January	30 Jan.-13 Feb.	30 Jan.-20 Feb.	30 Jan.-27 Feb.
	13 February	14-27 February		
March 2019	4 March	5-18 March	5-25 March	5 March-1 April
	18 March	19 March-1 April		
April 2019	2 April	3-23 April	3-30 April	
May 2019	2 May	6-20 May	6-27 May	6-31 May
	20 May	21-31 May		
June 2019	31 May	3-14 June	3-26 June	3 June- 2 July
	14 June	17 June-2 July		
July 2019	3 July	4-17 July	4-24 July	4-31 July
	17 July	18-31 July		
August 2019	31 July	1-14 August	1-23 August	1-30 August
	14 August	19-30 August		

PRICES

	REGISTRATION FEE	COURSES FEE	TOTAL FEE
40 Hours	176 €	264 €	440 €
60 Hours	264 €	396 €	660 €
80 Hours	304 €	455 €	759 €
120 Hours	450 €	676 €	1,126 €
160 Hours	594 €	890 €	1,484 €
200 Hours	733 €	1,100 €	1,833 €
240 Hours	869 €	1,304 €	2,173 €
280 Hours	1,002 €	1,502 €	2,504 €

Students who opt for a 200-hour course or longer are entitled to a discount (included in this table). This discount is only applicable when the courses chosen are consecutive and booked for at the same time.

It is also possible to take courses longer than 280 hours. Please ask us for prices.

In the 40-hour courses in the second half of each month we are unable to accept absolute beginners.

PUBLIC HOLIDAYS AND DAYS WITH NO CLASS

- ▶ 12 October 2018
- ▶ 6 and 7 December 2018
- ▶ Easter Holidays: 15-19 April 2019
- ▶ Corpus Christi: 20 and 21 June 2019
- ▶ 15 and 16 August 2019
- ▶ Days 5, 12, 19 and 26 September 2018 classes will be 5 hours / day.

INTENSIVE SPANISH LANGUAGE AND CULTURE COURSES (CILYC)

DATES AND PRICES

	TOTAL HOURS	DATES	LEVEL TEST	REGISTRATION FEE	COURSES FEE	TOTAL FEE
JUNE 2019	90 H	3 June - 2 July	31 May	437 €	654 €	1,091 €
JULY 2019	90 H	4 - 31 July	3 July	437 €	654 €	1,091 €

PUBLIC HOLIDAYS AND DAYS WITH NO CLASS

- ▶ Corpus Christi: 20 and 21 June 2019

SPANISH LANGUAGE AND CULTURE SUBJECTS

DATES AND PRICES

	JUNE	JULY	AUGUST	REGISTRATION FEE	COURSE FEE	TOTAL FEE
10H Subject	3-14 June	4-17 July	1-14 August	55 €	83 €	138 €
22'5H Subject	3 June - 2 July	4-31 July	1-30 August	124 €	186 €	310 €
45H Subject	3 June - 2 July	4-31 July	1-30 August	248 €	372 €	620 €
Level Test	31 May	3 July	31 July			

PUBLIC HOLIDAYS AND DAYS WITH NO CLASS

- Corpus Christi: 20 and 21 June 2019
- 15 and 16 August 2019

HISPANIC STUDIES COURSE (CEH) and SPANISH LANGUAGE AND CULTURE COURSE (CLCE)

DATES AND PRICES

	TOTAL HOURS	DATES	LEVEL TEST*	REGISTRATION FEE	COURSE FEE	TOTAL FEE
FALL 2018	225 H	1 October 2018 - 19 Dec. 2018	24 Sept.	688 €	1,033 €	1,721 €**
SPRING 2019	225 H	4 February 2019 - 23 May 2019	28 January	688 €	1,033 €	1,721 €**
FALL 2018 + SPRING 2019	450 H	1 October 2018 - 23 May 2019	24 Sept.	1,216 €	1,824 €	3,040 €
Individual Subjects	45 H/Subj.			237 €/Subj.	355 €/Subj.	592 €/Subj.
Individual Internships 120hrs	120 H			391 €	586 €	977 €

Students who are taking 5 subjects in any semester have the option of taking an additional subject at a special price of 344 €.

* The level test will take place in the afternoon/evening.

** If you choose to take a 120-hour internship, the price per semester for the Hispanic Studies course or Spanish Language and Culture Course will be 2,106 €.

PUBLIC HOLIDAYS AND DAYS WITH NO CLASS

- 12 October 2018
- 1 and 2 November 2018
- 6 and 7 December 2018
- 28 February 2019
- 1 March 2019
- Easter Holidays: 15-19 April 2019
- 1, 2 and 3 May 2019

FALL 2018

	MONDAY AND WEDNESDAY SUBJECTS	TUESDAY AND THURSDAY SUBJECTS
Classes on Friday	-	9 November
End of classes	12 December	13 December
Exam Period	17 and 19 December	14 and 18 December

SPRING 2019

	MONDAY AND WEDNESDAY SUBJECTS	TUESDAY AND THURSDAY SUBJECTS
Classes on Friday	8 March and 5 April	22 Feb., 22 March and 26 April
End of classes	15 May	16 May
Exam Period	20 and 22 May	21 and 23 May

COURSES IN SPANISH AS A FOREIGN LANGUAGE (CELE)

BUSINESS SPANISH LANGUAGE AND SPANISH COURSES

	TOTAL HOURS	DATES	LEVEL TEST	PAYMENT IN INSTALMENTS	SINGLE PAYMENT	UGR STUDENTS PRICES PAYMENT IN INSTALMENTS	SINGLE PAYMENT
FALL 2018	60 H	4 October - 18 December 2018	26 Sept.	575 € (2 instalments of 287.50 €)	546 €	546 € (2 instalments of 273 €)	519 €
SPRING 2019	60 H	25 February - 16 May 2019	15 February	575 € (2 instalments of 287.50 €)	546 €	546 € (2 instalments of 273 €)	519 €
FALL 2018 + SPRING 2019	120 H	4 October 2018 - 16 May 2019	26 Sept.	1,035 € (4 instalments of 258.75 €)	983 €	983 € (4 instalments of 245.75 €)	934 €

► Weekly hours of this course: 6h

► The level test will take place in the afternoon/evening

► Possibility of conducting Oral Interaction Courses and Academic Writing Courses - Consult our website

PUBLIC HOLIDAYS AND DAYS WITH NO CLASS

- 12 October 2018
- 1 and 2 November 2018
- 6 and 7 December 2018
- 28 February 2019
- 1 March 2019
- Easter Holidays: 15-19 April 2019
- 1, 2 and 3 May 2019

FALL 2018:

- Monday and Wednesday groups finish on 12 December
- Tuesday and Thursday groups finish on: 18 December

SPRING 2019:

- Monday and Wednesday groups finish on: 13 May
- Tuesday and Thursday groups finish on: 16 May

ACCOMODATION

1. Hotels and hostels: Prices vary depending on the establishment.

2. Home-stays: This type of accommodation includes breakfast, lunch and dinner (full board) and laundry once a week:

For longer stays (over 1 month) these are the prices:

- Single room (Including management fees): 818 € per month
- Shared double room (Including management fees): 740 € per month

For short stays (less than a month) and in the months of June, July, August and September, the price is 31 € per day in both double and single rooms depending on availability.

3. Students Halls of Residence:

Prices vary according to residence and contracted services. There are the following types:

- Single room full board.
- Double room with full board.
- Single room with shared kitchen.
- Double room accommodation only.

4. Apartments and rooms in shared houses or flats: Prices vary depending on the area and the quality of accommodation.

This option is managed directly by a company called Aluni. Therefore, the service relationship is directly between the student and Aluni. CLM has a collaboration agreement with them that allows you to have a 20% discount on the cost of processing of the rental contract if you present a document proving that you will be studying at our centre. More info: www.aluni.net

MEDICAL INSURANCE: CLM can organize medical insurance for students who need it. Please ask for more information.

CALENDAR FOR ACADEMIC YEAR 2018 - 2019

September 2018

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2018

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2018

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2018

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2019

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2019

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2019

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2019

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2019

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2019

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2019

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2019

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

CLM WILL CLOSE ON THE FOLLOWING DAYS:

[2018] - 12 October - 1 November - 6, 24, 25 and 31 December

[2019] - 1, 2 and 7 January - 28 February - 18 and 19 April - 1 and 3 May - 20 and 21 June - 15 August

DAYS WITH NO CLASS:

[2018] - 2 November - 7, 26, 27 and 28 December

[2019] - 3 and 4 January - 1 March - 15 to 17 April - 16 August

Dates are subject to any changes introduced by the Public Sector in the final work schedules of each calendar year.

GENERAL REGULATIONS FOR SPANISH COURSES

THESE RULES AND REGULATIONS APPLY TO ALL STUDENTS ENROLLED ON COURSES AND IGNORANCE IS NO DEFENCE.

AGE AND PREVIOUS STUDIES

Students must be at least 16 years old and have finished high school or compulsory secondary education.

REGISTRATION AND PAYMENT OF COURSES

The registration forms can be downloaded from our web page (www.clm-granada.com).

To reserve a place, the appropriate registration form must be filled out and sent to the CLM Secretariat together with a copy of payment (covering the registration fee, an instalment or the course fee depending on what is required for each case).

Payment should be made in euros by bank transfer to our current account and made payable to the Centro de Lenguas Modernas. Please ensure that the student's name is clearly indicated on this transfer. CLM will only recognise as payment the amount received therefore students must meet any bank charges incurred. Payment can also be made over the phone by giving your credit card details. Some courses have the option of on-line registration and payment.

The total fee of each course (registration + course fees) must be paid before students take the level test (except the CELE course). Without full payment, students cannot start their course.

Students who register on-line for the CELE course pay once they know their level test results but before choosing their group and timetable.

Discounts only apply to the courses mentioned and provided they are booked for at the same time.

Since the number of places on any course or subject is limited for pedagogical reasons, CLM may close the official enrolment period earlier than anticipated, once all available places have been filled. Admission is carried out strictly according to the order in which registration forms are received. Thus, in order to guarantee a place, students should register as soon as possible. However, if places are still available, students can register up to two days before the level test. In the case of courses involving different subjects, the chosen options and group should be clearly marked on the registration form in order to guarantee places. Students can check which groups are available from the timetable published on the CLM web site.

LEVEL TEST

Students must take a compulsory level test on the day specified in the course calendar.

For some courses students are required to have a certain command of the language which they must demonstrate in the level test otherwise they will not be able to enrol on the chosen course.

Those students who do not pass the level test for the Hispanic Studies Course or the Spanish Language and Culture Course can enrol on a different course.

The level test lasts between 2 and 3 hours (3 and 4 hours for the Hispanic Studies and Spanish Language and Culture Courses) which are not included in the total number of teaching hours.

ENROLMENT

Once the results of the level test have been published, students have two days to fill out their enrolment form in the Secretariat. Students must provide a photocopy of their passport and two recent passport-sized photos.

CELE students who have registered on-line should upload the required documentation.

In CEH and CLCE, students have five days starting from the first day of the course to make any necessary changes to their enrolment. In the case of CILE and CILYC, the dates for any changes are as follows: 40 hrs course: first two days; 60 hrs course: first three days; 80/90hrs courses: first four days. In the CELE course, students have one week to change.

N.B. If changes to enrolment in the Hispanic Studies Course or the Spanish Language and Culture Course mean that students are registered for fewer than four subjects, these subjects will be charged as individual subjects.

EXAMS

Students who have attended less than 80% of classes will not be entitled to take the final exam. The final exams for subjects in the Hispanic Studies Course or the Spanish Language and Culture Course will take place in the final week of the course, in line with the official CLM calendar drawn up by the Director's Office. During the exam week there are no classes. Exams may not be taken on any other date. The deadline for requesting revision of exams and grades is the last working day of the academic year. The final exam for CILE and CELE takes place on the penultimate day of the course.

COMMUNICATION WITH STUDENTS

Specific communication or notification relating to the student's course will be made by e-mail or telephone. Timetables, classrooms and other course information, together with activities organised by CLM will be published on the notice boards in the patio and/or the CLM web page (www.clm-granada.com).

ACADEMIC CALENDAR

CLM is closed on Saturdays and Sundays. On national, regional and local public holidays, no classes will be taught and the hours will not be made up.

GRADING SCALE

This scale of grade equivalencies is recommended by the University of Granada but the final interpretation will depend on the university recognising credits.

Spanish Verbal Grade	US Verbal Equivalent	Spanish Number Grade	US Letter Equivalent
Sobresaliente Honor	With Honors	10	A +
Sobresaliente	Excellent	9.0 – 9.99	A
Notable	Very Good	8.5 – 8.99	A -
		8.0 – 8.49	B +
		7.5 – 7.99	B
		7.0 – 7.49	B -
Aprobado	Adequate/ Pass	6.5 – 6.99	C +
		5.5 – 6.49	C
		5.0 – 5.49	C -
Suspenso	Insufficient / Fail	4.5 – 4.99	D
		0 – 4.49	F
No Presentado	Incomplete or Exam not taken	-1	Not Applicable N/A incomplete
Asistencia Insuficiente	Insufficient Attendance (80% required)	-2	Not Applicable N/A incomplete

REIMBURSEMENTS

► **REGISTRATION FEE:** Only when a course or level is cancelled by CLM will the student be eligible for reimbursement or be offered the possibility of transferring this fee to another course programmed in the same academic year.

► **COURSE FEE:** The course fee will only be reimbursed in exceptional circumstances and, provided that the student presents a written request together with the necessary documents justifying cancellation during the first week of the course. CELE students have two weeks.

If the student wishes to cancel the course once started for a justified reason (supporting documents required), the proportional part of the course fee corresponding to the hours not enjoyed will be refunded.

Refusal of a visa or equivalent application is not considered a valid reason for reimbursement. However, in this case the fee may be transferred to another course programmed in the same academic year. The amount paid may not be transferred to a different person in any case. All discounts will be lost on reimbursements.

CERTIFICATES AND DIPLOMAS

CLM issues the following certificates:

1. Reservation and enrolment certificates. These will be issued a minimum of one week after the date of requested.

2. Grade certificate/transcript. This document states the number of courses hours, the level reached and the grade achieved. This certificate is issued on the completion of each course at CLM (CILE, CEH, CLCE, CILYC, CELE, etc.).

3. Diploma in Hispanic Studies. Only students who have taken a total of 10 subjects (CEH Fall and Spring or CLCE Fall and CEH Spring) are entitled to this diploma.

In order to receive any of these certificates, students should fill out a request form in the Secretariat. Students may request a maximum of two certificates per course: reservation and grade certificates or enrolment and grade certificates.

OTHER

Student suffering from any form of physical or sensory disability should let CLM know in good time. CLM does not guarantee that it can cover the special needs of these students.