



GUIDE FOR STUDENTS OF SPANISH AS A SECOND LANGUAGE



LANGUAGE CENTRE of the UNIVERSITY OF MURCIA
GUIDE FOR STUDENTS OF SPANISH AS A FOREIGN LANGUAGE

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1. GENERAL INFORMATION

1.1 Introduction

The Language Service (hereinafter SIDI) of the University of Murcia (UM) is a centre that specializes in language teaching and whose main purpose is to organise courses for the society in modern languages such as English, German, French, Italian, Russian, Portuguese, Japanese and Spanish as a foreign language.

Spanish courses offered by the SIDI conform to the guidelines of the *Common European Framework of Reference for Languages* (hereinafter CEFR) and the main objective is to teach languages using the communicative approach and through active methodology.

The SIDI has qualified teachers that have specialized in language teaching, as well as specialists from different departments of the University of Murcia.

These courses are for members of the university community as well as the general public. They can be taken by a wide range of people; from students of the University of Murcia who want to incorporate elective or CRAU credits (Créditos de Reconocimiento de Actividades Universitarias) into their curriculum, undergraduate or master's degree students who need to prove their language

skills before finishing their studies, foreign students from international programs who want to improve their knowledge of Spanish, to people outside or within the university community who want to learn or enhance their skills in Spanish.

The SIDI belongs to the network of centres that have been accredited by the *Instituto Cervantes* and, in its capacity as an **examination centre**, offers the possibility of carrying out the tests corresponding to obtaining the *Instituto Cervantes'* DELE **diplomas** (*Diploma of Spanish as a foreign language*) as well as SIELE. The SIDI also administers the *Constitutional and Sociocultural Knowledge of Spain test* (CCSE) which people must pass in order to obtain Spanish nationality.

1.2 Location

The SIDI is located within the premises of the University of Murcia and has two offices. One office is in Murcia city centre and the other is at the Espinardo Campus.

Courses are taught in classrooms in these buildings and in other faculties in the La Merced Campus and Espinardo Campus. Currently, all Spanish courses are taught in the Saavedra Fajardo building.



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Email: siinfo@um.es

Tram stop: L1 Marina Española

<http://www.um.es/idiomas/localizacion.php>



ESPINARDO CAMPUS

Rector Soler, Building #18

Floor 2

Espinardo Campus

www.um.es/idiomas
30100 Espinardo, Murcia
Tel. (+34) 868 88 3868 - Fax. (+34) 868 88 3410
Email: siinfo@um.es
Tram stop: L1 Centro Social
Bus 39 - ESPINARDO CAMPUS
<http://www.um.es/idiomas/localizacion.php>

2. SECRETARIAT

2.1 Services

At both secretariats of the SIDI you can:

- ✓ Learn about the different activities carried out in the SIDI
- ✓ Pre-enrol and enrol (also *online*)
- ✓ Request certificates (also available in the *Virtual secretariat* or *Secretaría Virtual*)
- ✓ Collect diplomas and certificates
- ✓ Provide suggestions, compliments, comments and complaints (also *online*)

2.2 Public opening hours

MURCIA city- Saavedra Fajardo building (1st floor)

MORNING: Monday to Friday from 9:00 to 13:30.

AFTERNOON: Monday to Thursday from 16:30 to 18:30.

ESPINARDO CAMPUS - Rector Soler building (2nd floor)

MORNING: Monday to Friday from 9:00 to 13:30.

AFTERNOON: Closed

(*) You must have a *prior or same-day appointment* in order to use the services in the secretariats.

2.3 Prior/same-day appointment system

In order to request information at either of the two Secretariats of the SIDI, it is essential to make an appointment through the *prior/same-day appointment system*.

A *prior appointment* can be obtained through the SIDI's main web page, while the *same-day appointment* is requested in the Virtual Secretariat found in the foyer of both buildings where our offices are located. In both cases you will need to provide the following information:

UM members:

UM user's e-mail address/ UM e-mail password

Non UM members:

NIF, NIE or NIU/ Telephone number

2.4 Virtual Secretariat

The *Virtual Secretariat* allows students enrolled in courses at the SIDI to view their records, grades or courses that they have done as well as to request attendance and credit certificates and update personal data.

In order to access this service you must have a UM e-mail, the University of Murcia smart card or a NIF/ NIE/ NIU with the password chosen at the time of enrolment.

3. SPANISH COURSES

3.1 Language courses

Various types of Spanish courses are offered:

3.1.1 TERM COURSES (FOUR MONTHS)

These courses are made up of a total of 75 hours (50 hours in class and 25 hours of independent work). If you are a student of the UM, you could receive 3 ECTS credits from your home university for completing these courses. Each week there are two 2-hour classes with a maximum of 20 students per class.


- First term: from **September** to **December**.
- Second term: from **February** to **May**.

3.1.2 INTENSIVE SUMMER COURSES.

These courses are made up of a total of 75 hours (50 hours in class and 25 hours of independent work). If you are a student of the UM, you could receive 3 ECTS credits at your home university for completing these courses. They are taught in 3-hour sessions each day (from Monday to Friday) for 4 weeks in **July**. Each class has a maximum of 20 students.

The course **programmes** are available on the SIDI website www.um.es/idiomas, entering in Spanish and then in face-to-face courses, the levels section, ordered according to the European Framework of Reference for Languages.

The **levels** of the SIDI courses according to the Common European Framework of Reference for Languages are as follows:

Common European Framework	 A1 AccessS	A2 Platform	B1 Threshold	B2 Advanced	C1 Effective operational proficiency	C2 Mastery
SPANISH	A1	A2	B1.1 – B1.2	B2.1 – B2.2	C1.1 – C1.2	

ENGLISH	A1.1 – A1.2	A2.1 – A2.2	B1.1 – B1.2 – B1.3	B2.1 – B2.2 – B2.3 – B2.4	C1.1 – C1.2 – C1.3 – C1.4	C2.1 – C2.2 – C2.3 – C2.4
GERMAN	A1.1 – A1.2	A2.1 – A2.2	B1.1 – B1.2 – B1.3	B2.1 – B2.2 – B2.3	C1.1 – C1.2 – C1.3 – C1.4	
FRENCH	A1.1 – A1.2	A2.1 – A2.2	B1.1 – B1.2 – B1.3	B2.1 – B2.2 – B2.3		
ITALIAN	A1	A2	B1.1 – B1.2	B2.1 – B2.2		
RUSSIAN	A1.1 – A1.2	A2.1 – A2.2	B1.1			
JAPANESE	A1.1 – A1.2	A2.1 – A2.2 – A2.3				
PORTUGUESE	A1	A2				
CHINESE	A1					

3.2 Intensive Spanish course for international students

The SIDI offers a free, 30-hour, **intensive Spanish language course** which is aimed exclusively at students from international mobility programmes (Erasmus, ISEP, CUC, etc.) in order to facilitate their integration into the social and academic life in Murcia and at the University. Other foreign students that would like to do the course will have to pay the general fee (120 Euros).

Each academic year has two calls for applications (September and January). The course is carried out in two weeks, in sessions of 3 hours per day.

Levels offered: A1, A2, B1.1, B1.2, B2.1.

Students who pass these courses will be given a diploma stating the level, the number of hours and the credits (1 ECTS credit). The diploma will be sent by e-mail approximately one month after the end of the course.

Students must take a level test in order to take the course. The date of the test is selected by the student during pre-enrolment, from a list of scheduled dates.

3.3 Spanish language and Hispanic culture course

This 300-hour course is for students who possess at least an intermediate level of Spanish and who are interested in broadening their knowledge by studying different aspects of Hispanic culture. The course is separated into two levels (intermediate and advanced) based on the student's level.

This course has the following parts:

- **1st module: Spanish language and Regional culture course.** This module is divided into 2 parts:

- a) An intensive 30-hour course with students from other programmes. The objective of this part is to introduce students to the social and academic life at the University of Murcia. It is taught in 2 weeks from 9:30 to 13:00.

- b) Introduction to cultural workshops. The objective of this part is to familiarise students with the different disciplines that they will study in module 2.

- **2nd module: Spanish language and Hispanic culture.** In this module, students will be combined with other foreign students in the Spanish courses (44 hours, 4 hours per week in two sessions of 2 hours) and will attend the following workshops (180 hours):

1. Literature: the most important texts in Spanish literature. 30 hours.
2. Oral and written expression. 30 hours.
3. Major events in the history of Spain. Spain and its relationship with Hispanic America. 30 hours.
4. Spanish Art: the most important works. 30 hours.
5. Spanish Music. 15 hours.
6. Spanish Media. 15 hours.
7. Spanish Politics and Society. 30 hours.
8. Spanish Geography. 10 hours.

3.4 Academic Skills Courses in Spanish.

This course is taught in May and June for students who are in the *Mare Nostrum INPS Campus* program. They have a total of 60 teaching hours each month divided into 3-hour daily sessions from Monday to Thursday. The groups have a maximum of 25 students.

3.5 DELE preparation course.

It is offered to prepare the calls for November and May at level B2. When the registration period ends, a level test is carried out and the date is programmed depending on the number of participants.

This course has 30 teaching hours and is held during 10 sessions of three hours one day a week.

3.6 Blended learning Spanish course (AVE Global)

These are courses of 120 total teaching hours distributed in hours (30h) of autonomous learning (90h) through the AVE Global platform, created and endorsed by the Instituto Cervantes. When the student registers, he/she has six months to complete the course. The link to see the courses is <http://www.ave.cvc.cervantes.es/>

3.7 Spanish Course A1-B1

Intensive Spanish language course that allows you to reach the level of Spanish necessary to start an academic activity or to start working. Classes are from Monday to Friday, in the morning.

4. COURSE TIMETABLES AND CALENDAR

Term courses.

Two 2-hour sessions each week (Monday and Wednesday/ Tuesday and Thursday). Time slots:

Morning: 9.00-11.00/ 11.00-13.00/ 13.00-15.00.

Afternoon: 16.00-18.00/ 18.00-20.00.

Intensive Spanish courses for Students from International Programmes (2 weeks).

Daily 3-hour sessions (with a 30 minute break).

Timetable: mornings from 9.30 to 13.00.

On the SIDI website, check the timetables of the courses that are available in each term.

General calendar of the Spanish courses and DELE exams

<i>MONTH</i>	<i>COURSE</i>
SEPTEMBER	<ul style="list-style-type: none"> • Intensive Spanish course for students in international programmes - 1st term* (pre-enrolment in July) • DELE enrolment for the exam in October • Enrolment for four-month term course
OCTOBER	<ul style="list-style-type: none"> • Spanish four-month course (1st term) • October DELE exam • DELE enrolment for the exam in November
NOVEMBER	<ul style="list-style-type: none"> • November DELE exam
DECEMBER	<ul style="list-style-type: none"> • Pre-enrolment for the Intensive Spanish course for students in international programmes - 2nd term
JANUARY	<ul style="list-style-type: none"> • Intensive Spanish course for students in international programmes - 2nd term • Pre-enrolment for Spanish course - 2nd term
FEBRUARY	<ul style="list-style-type: none"> • Spanish four-month course (2nd term)
MARCH	<ul style="list-style-type: none"> • DELE enrolment for the exam in April
APRIL	<ul style="list-style-type: none"> • April DELE exam • DELE enrolment for the exam in May
MAY	<ul style="list-style-type: none"> • Spanish course for the CMN programme

	<ul style="list-style-type: none"> • May DELE exam
JUNE	<ul style="list-style-type: none"> • Spanish course for the CMN programme • DELE enrolment for the exam in July • Pre-enrolment for the intensive summer course (July)
JULY	<ul style="list-style-type: none"> • Intensive summer course • Pre-enrolment for the September intensive course • July DELE exam

* Each term consists of 4 months

5. PRICES OF SPANISH COURSES AND DIPLOMAS

Different **discounts** are available for members of the following **groups**:

1. First-degree relative of a student or staff member of the UM.
2. Spouse of a student or staff member of the UM.
3. Member of the Alumni Association of the UM.
4. Former Student of the Language Service.
5. Large families.
6. People with disabilities.
7. Victims of terrorism, including the person affected, his/her partner and children.
8. Victims of gender violence, including the person affected and children.
9. People considered refugees.

GENERAL COURSES (75 hours)

UM GROUPS*

*(students of the UM, PAS, PDI¹)

¹ PAS: Personal de Administración y Servicios (Administrative and Service Staff)

PDI: Personal de Docencia e Investigación (Teaching and Investigation Staff)

General Price	€100
Groups 5-9	€85

NON-UM GROUPS

General Price	€300
Groups 1 and 2	€210
Groups 3 and 4	€240
Groups 5 - 9	€255

SPANISH COURSE A1-B1 (300 hours)

General Price	€1,100
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INTENSIVE COURSES (30 hours)

UM International Students	Free
Other students	€120

BLENDED LANGUAGE SPANISH COURSE 120 h(AVE Global)

UM International Students	€200
Other students	€350

HISPANIC LANGUAGE AND CULTURE COURSE

- UM students and other students: €1,575

SPANISH AS A FOREIGN LANGUAGE DIPLOMA

- DELE A2: €130
- DELE B1: €160
- DELE B2: €190
- DELE C1: €205
- DELE C2: €220

EXAM TO OBTAIN SPANISH NATIONALITY (CCSE)

- Price: €85

6. DELE, SIELE AND CCSE EXAMS

The SIDI is an Instituto Cervantes examination centre for the DELE Spanish diplomas, officially recognised by the Spanish Ministry of Education and Culture and with international validity. It also administers the CCSE test aimed at obtaining Spanish nationality by residence.

The SIDI is also an authorized SIELE Center, so you can take this test if you are interested. Check with the secretariats about the planned calls and how to register.

To find out the exact dates of the call and the registration deadlines, consult the information on certification exams on the website.

Registration for the different DELE examinations can be made from February until one month before the date of each exam. For more information on registration dates and procedures, consult the website <https://exámenes.cervantes.es>

The CCSE test is held on the last Thursday of each month, except in August and December. Registration is made 20 days before the date of each call through the website <https://exámenes.cervantes.es>

7. ENROLMENT STEPS

In order to enrol in one of the Spanish courses offered by the SIDI the following steps must be taken:

Step 0 Check courses that are being offered.

Step 1 **Pre-enrolment** in the chosen language.

Step 2 Level test (students whose level is unaccredited).

Step 3 **Enrolment** in the course based on the level that has been assigned.

7.1 Step 1. Pre-enrolment

After consulting the academic offer, you must fill in the **pre-enrolment form** where you should indicate whether you have previous knowledge of the chosen language or not. You must provide documents that substantiate your knowledge. Candidates must take a level test to determine the course in which they can enrol. However, a level test is not necessary if the candidate wishes to start at the beginner level.

In order to access to the **pre-enrolment form** you must go to the *Novedades* section, located at the bottom of the SIDI home page. The form will be made available at the start of the month prior to the beginning of each course.

The option *datos de pago (payment details)* allows you to choose how you would like to pay the fee for each course. Payments can be made by credit card or by using the form generated on the website during the application process which is necessary to deposit the money in a bank.

If the pre-enrolment is successful, the applicant will receive a confirmation email from the SIDI.

In the event of any type of computer failure, the applicant may go, after requesting a *prior appointment*, to either of our offices to formalize his/her pre-enrolment.

7.2 Step 2. Level test

If this is the first time that you are enrolling in a language course in the SIDI and you think that you have a level higher than the basic (A1), you must take a **level test** in order to enrol in the course that best suits your level. The level test is **compulsory** for all students who have completed a Spanish course that was less than 60 hours in their country of origin.

A level will be assigned to students who have previously completed a course at the SIDI based on the results of the previous course. However, if more than one year has elapsed since the end of that course, it will be compulsory to take the level test.

To perform this test, you must select the option *prueba de nivel (level test)* on the enrolment form and then choose a date that is convenient for you.

The **price** of the test is €5 for students who do not belong to an international exchange programme.

7.3 Step 3. Enrolment

After the pre-enrolment deadline and once the level test is done, your application will be confirmed by the SIDI. In this case, you will receive a confirmation e-mail that will indicate the date by which you must enrol, as well as a link to complete it online.

The results of the level test will be sent by e-mail. You cannot proceed with enrolment until you receive the validation email from the SIDI.

On the **enrolment form** you must select the **group** with the time and **place** that you would like to take the course.

Enrolment fees can be **paid** by credit card or through the bank. If you pay at the bank, you will need the payment form that would be created for you on the website at the end of the enrolment process.

You have a **period of 72 hours** to pay the enrolment fee indicated at the top of the payment form. If you do not pay within that time period your enrolment will automatically be cancelled and you will lose your place.

7.4 Enrolment Cancellation

If you want to cancel your enrolment you must request a fee reimbursement by filling out a form that can be taken to the *Registro General* (General Registry) of the University of Murcia (Rector Loustau Building - La Merced Campus) or to the *Registro Auxiliar* (Auxiliary Register in the Rector Soler Building - Espinardo Campus).

In accordance with the Law on Public Fees and Prices, the enrolment fee will only be reimbursed when, for reasons not attributable to the student, the activity is not carried out. For this to be done, the student must prove that he/she is unable to take the course by providing the original version/s of the supporting document/s or a certified photocopy, such as: the timetable which shows that the classes at the SIDI clash with classes at the student's respective faculty, the formalization of an employment contract that prevents the student from attending the course, moving to a home in another autonomous community and hospitalization of the student.

After the documents are verified and the request is settled, the fee will be reimbursed to the student's bank account, where appropriate.

8. COURSE NORMS

8.1 Grading system and assessments

The grading system used by the SIDI is based on a numerical mark out of 10 and with one decimal. If the student has not attended the examination, this will be indicated by a NP (not present). The student will be deemed to have passed the course if he/she obtains a mark equal or superior to 6.

In order to take the final evaluation it is necessary to attend at least 80% of the classes.

Under no circumstances will the test results be given by phone.

Marks will be sent by e-mail, although you can also view them through the *Virtual Secretariat of the Language Service*.

During the first week the teacher will perform an **initial assessment** of the level of knowledge of the students in the four skills through a test or direct observation of class activities. If deemed necessary, the teacher will propose a level reallocation of those students who are above or below the level assigned in the level test.

The **final examination** will be carried out the last week of the course and will consist of four tests in the different skills (oral and written comprehension/production).

Teachers and students will agree on a session to review the exam. This session will be at the same time and in the same classroom of the course.

For more information on assessments, see the course programmes.

8.2 Attendance and loss of enrolment fees

The student may miss 20% of the classes without justification and 10% with justification. The absence note must be issued by a competent person or body in order to be valid.

The student must attend, within their level, the group in which he/she is enrolled. Under no circumstances will a group change be permitted unless it is authorized by the Secretariat.

9. DIPLOMAS AND CERTIFICATES

At the end of the course an assessment test is carried out in order to determine the student's progress. Once the course in which the student has

been enrolled is passed with a mark higher than 6, an electronic certificate stating the level, the number of hours and mark obtained will be issued.

If the student does not pass the course, he or she can request a certificate of attendance provided the necessary requirements have been met (at least 80% class attendance).

The certificates are electronically signed by the Vice-Chancellor of Internalisation and will only be sent via e-mail.

For students of UM international programmes, the SIDI's four-month 75-hour courses are worth 3 ETCS credits. Intensive 30-hour courses are worth 1 ETCS credit.

In order to be able to take the exam, students must meet the minimum attendance requirement (80%) and must have completed the activities to be done independently at home.

10. OTHER INFORMATION OF INTEREST FOR STUDENTS

International Student Guide:

<https://www.um.es/web/iwp/servicios/guia-internacional>

To make the most of your stay, try to attend some of the cultural activities in the city. Your teacher will inform you of the ones that are the most important throughout the year. However, if you would like more information you can check the following links:

<http://www.murcia.es/web/portal/agenda>

<http://www.laquiago.com/murcia/>

<https://www.murciaturistica.es/es/agenda/>

11. FREQUENTLY ASKED QUESTIONS (FAQs)

- ***What is the minimum age to enrol in SIDI courses?***

The minimum age to carry out courses in the SIDI is 16 years old.

- ***Can I join a 2nd term course without having completed a course in the 1st term?***

Each term is independent of the other. In order to enrol in a 2nd term course, it is not necessary to have been enrolled in the 1st term.

- ***Can I enrol in next level having failed the course in which I am enrolled?***

No. You have to pass the final examination in order to enrol in the following level. Alternatively, you can re-take the level test to try to get into a higher level.

<http://www.um.es/idiomas>

siinfo@um.es



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