Regulations for language courses for visiting students

Prior considerations:

Language courses for visiting students, organised by the Vice-Rectorate for Coordination and International Relations, are the result of an important effort on the part of the University of the Basque Country (UPV/EHU) aimed at favouring the learning or improving of the level of Spanish or Basque on the part of exchange students. The ultimate aim of these courses is to facilitate students with the necessary linguistic and cultural tools so that both their stay at the University as well as their integration into Basque society is as productive as possible.

Both the approach and the academic recognition which attendance at these courses implies mean that (although because of their characteristics it is not possible for them to form part of the curriculum of the different degrees) they are equal in importance to any of the subjects taught in those degrees. It is for that reason that the Vice-Rectorate considers it fundamental that students attending these courses are aware of their importance and that they maintain at all times a respectful attitude, in the same way as for any other subject, when it comes to registration, class attendance, teaching and administrative staff, classmates, etc.

Attendance and enrolment:

- Target students:
  Students in exchange programmes (undergraduate or postgraduate) managed by the Vice-Rectorate for Coordination and International Relations at UPV/EHU: Free

  International students enrolled in postgraduate programmes at the UPV/EHU, research staff or visiting faculty at the UPV/EHU: They will have to pay a registration fee of 120 euros (intensive Spanish course) and/or 180 euros (academic year courses in Spanish and/or Basque—per course).

  Students that have no connection to the UPV/EHU, including relatives or kins of the above-mentioned groups, will not be able to participate in the courses.

- Attendance:

  - Attending the courses for the first time: Students will have to take a level test—or, in the case of entry level, join the class—on the dates specified in the information for each course. Completing the enrolment does not exempt students from the obligation of taking the level test and/or joining the class on the stipulated dates.

    Before arriving, students should check course attendance dates as well as the timetables for the different tests.

  - Moving on/upto a another level: Students having already completed one course-intensive or extensive—are exempted to take a new level test since their level will have been indicated in the evaluation obtained in the first completed course. However, they MUST enter the course on the deadlines stated. It should be in mind that the fact of having passed a course does not guarantee a place in the following one if the condition of join the course at the deadlines is not met.

- Enrolment:

  Unregistered students will not be admitted in courses.

  Any students interested in following any course, MUST register following the established procedure.

  Documents to be submitted in each case are explained in the section "enrolment procedure" on the website.

Considerations about timetables and levels:

- Dates and timetables:

  The dates and timetables of the courses displayed here may be changed according to holidays and academic calendars on each Campus. Any change, as soon as it may take place or we will be informed of them, will be published on this site. The same is true for any classroom change that may take place.

- Levels:

  - Change of level: There is a certain flexibility when it comes to changing level. In the event of not being in agreement with the test result, students will be able to communicate this directly to the teaching staff or to the secretary of the Office of Language Courses, who will then evaluate each case on its own merits in
accordance with the results obtained in the admission test or the knowledge demonstrated via official certifications. The final decision will always be that of the Vice-Rectorate for Coordination and International Relations, via its Office of Language Courses, which will determine the level to take for the student.

- Repetition of a level:
  A level will only be able to be repeated:
  
  • When the intensive course at that level has not been passed and there are free places in the following term in the intensive course at that level.
  • The intensive course has been taken and there is a wish to repeat the level in the autumn course because of the different characteristics and length of both courses.

Likewise, in either case it will not be possible to take a second course at a lower level than that passed during the first course.

Neither of these options mentioned is automatic and each case will be evaluated individually so that any students wishing to opt for repeating a level will have to contact the Courses Office so that their request may be evaluated.

It is recommended to plan ahead as regards the number of courses and credits in which one wishes to register during their stay, given that it is the responsibility of students to assure they register correctly. In order to do that, following the abovementioned recommendations, students will have to take into account the fact that, for example, if they have taken and passed in the first term the advanced level of Spanish, they will not be able to take it in the second and the same is true for students that may have passed first-level Basque in the first term, given that in neither case is a higher level offered in the second term.

**Evaluation and certificate:**

- **Evaluation:**
  
  - **Students that complete 85% attendance:**
    
    Continuous and accumulative evaluation, in which criteria such as class participation, in out-of-class activities, as well as in tasks and partial examinations carried out throughout the course, will be evaluated.
  
  - **Students that do not complete 85% attendance:**
    
    Final examination on the content taught during the course.

*It is important for students to bear in mind that there is no repeat examination in these courses.*

- **Certificate:**

  Once each course has finished, the University of the Basque Country (UPV/EHU) will issue a CERTIFICATE OF ATTENDANCE and PROGRESS to the students who have passed the evaluation of these courses. The issue of this certificate is conditional to passing the course in which students have enrolled. No other certificate will be issued except this one.

*Enrolment in the courses is obligatory and an indispensable condition for obtaining the certificate.*

*The certificates issued by the UPV/EHU cannot be considered as an official proficiency test having only a purely academic value.*

- **Credits**

  The certificate for each course will include a numerical mark (from 5 to 10) and the level of each student according to ability (listening, reading, spoken and written comprehension) based on the Common European Framework of Reference for Languages (CEFR: A1-A2, B1-B2, C1-C2). Likewise, the credits corresponding to each course will be listed:

  - **Intensive Spanish course:** 4.5 credits.
  - **Autumn and spring courses:**
    
    • Spanish courses: 6 credits (both the autumn and spring course).
    • Basque courses: 6 credits (both the autumn and spring course).

- **Communication of the results of the evaluation and sending out of the certificates**

  The results of each course will be sent to the International Relations coordinator at each Faculty/School so that they may be included in the academic records of each student, in the event that it is necessary.
Likewise, the printed certificates will be sent by post to each International Relations coordinator so that students may collect them and hand them in at their home institutions as proof of the qualification obtained, if necessary. In the event students cannot go in person to the offices to collect them, they will be sent by post together with their academic records, to the home institution.

**Other considerations:**

**Material:**

Students will receive the specific programme of their level at the beginning of each course. The programme is also available to download at our website.

It is the responsibility of students to acquire the rest of the necessary materials, like for example the textbook, which will allow them to follow the classes correctly. In the case of students with continuous evaluation, it is essential to buy the book in order to evaluate the work done outside the classroom.

**Photographic and audio-visual material:**

It is possible that, during the activities, photographs or other audio-visual content may be taken to be published on our website. In order to do so, the appropriate authorisation will be asked of students during the course.

**Other considerations:**

The secretary’s office of the courses reserves the right to expel anyone in those cases in which the regulations stipulated are not met or should it be necessary to do so in order to maintain the correct working environment in the class.

Likewise, dishonest behaviour will not be tolerated; any students who copy during examinations will be expelled and will receive the classification failed. The events occurred will be communicated to the international Relations coordinator of their Faculty/School at UPV/EHU.