

Spanish Courses



Student Hand book

Santander



The following pages offer a general overview of the university, its services and some practical advice we hope you find useful to prepare for your stay and course with us.



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Presentation, History and Location

Brief Background and Presentation

The Universidad Internacional Menéndez Pelayo was set up in 1932 by Government Decree under the 2nd Republic, under its original name of Universidad Internacional de Verano de Santander. Its headquarters were at the Magdalena Palace, which was originally the Spanish monarchs' summer home between 1913 and 1930, donated by Santander City Council to King Alfonso XIII.



Courses began in the summer of 1933 under the Vice Chancellorship of historian and philologist Mr. Ramón Menéndez Pidal and General Secretaryship of poet and Professor Mr. Pedro Salinas. During the summers of 1933–1936, the Palace held many courses with the participation of nationally and internationally renowned figures. In addition, Spanish language and literature course began aimed at students from overseas.

These activities were suspended during the Spanish Civil War and restarted in 1945 with the approval of the Decree creating the Universidad Internacional Menéndez Pelayo based at the former San Rafael Hospital in Santander. From summer 1949, the university again had its main base at the Magdalena Palace.



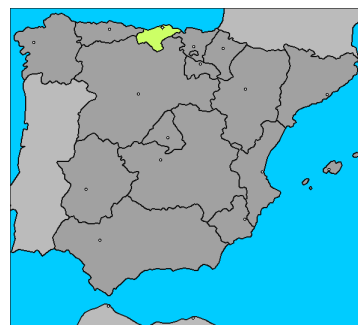
Due to the constant increase in the university's activities, the creation of Las Llamas university campus also in Santander was necessary. The buildings were equipped with teaching rooms as well as reception and accommodation services for overseas students who were taking Spanish language, literature and culture courses, and for students registered on humanities courses.

In addition to the traditional academic activities in Santander (Cantabria), the UIMP also includes in its academic selection the organisation and running of official postgraduate teaching, certified within the European Higher Education Area. In turn, the UIMP offers non-formal or university distance learning at its other teaching centres (Barcelona, Valencia, Seville, Santa Cruz de Tenerife, Corunna, Cuenca, La Línea de la Concepción, the Pyrenees and Cartagena) at different times throughout the academic year.

Course in Santander

The city of Santander is the capital of Cantabria, a region that is one of the top destinations for Spanish tourism thanks to its wealth of nature and landscapes combining the ocean and high mountains, its different ecosystems, excellent cuisine and a wide range of sporting, cultural and leisure activities for all ages.

Our Spanish courses are run at Las Llamas Campus, which is the permanent base for the University of Santander. It has run year-round teaching since 2000.



During summer, our Spanish courses run in addition to continuous vocational seminars and courses for professional at the Magdalena Palace. Our students have free access to a wide international educational offer, alongside an excellent packed programme of cultural activities.

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Before arriving. Practical information

How to register

The minimum age required for registration is 18. Students aged 16-18 need to send an additional permission slip. This form is available at the Student Office. Steps to follow:

- 1- Fill in the pre-enrolment form available on the website: www.uimp.es, or request it at: alumnos@uimp.es
- 2- Send in the filled out form, alongside 1 passport size photograph and a photocopy of your passport or ID document.
- 3- Once the Secretary's Office has received the pre-enrolment application, the student will be sent the matching price as well as instructions to pay for the registration and, where applicable, accommodation if this has been booked for the UIMP Halls of Residence.

How to pay

The course price and registration expenses need to be paid upon confirmation of your place. In addition to the registration fee, those students having applied for accommodation at Las Llamas Campus or in La Playa Residence have to pay the accommodation reservation (€60) that shall be discounted from the total cost of the requested accommodation. The remaining amount will be paid upon confirmation of your place in the accommodation. If you fail to pay for the accommodation 3 weeks before the course starts, the booking will be cancelled.

If registration takes place under 21 days before the start of the course, payment of the fees may not be made in instalments and should be made once students received confirmation of their place.

Payment method:

» Bank transfer:

<i>Bank:</i>	BANCO DE SANTANDER
<i>Bank Address:</i>	Pº Pereda, 9-12 (39004 – Santander)
<i>Account name:</i>	U.I.M.P. Secretaría de Alumnos
<i>Account No.:</i>	0049 5400 40 2716225281
<i>IBAN:</i>	ES90 0049 5400 4027 1622 5281
<i>BIC/Swift:</i>	BSCHESMMXXX

Once the payment has been made, you should send the receipt to the Student Office: alumnos@uimp.es All bank charges shall be paid by the student.

- » **Credit card**, over the UIMP website. If the student chooses this payment method, they need to specifically notify the Secretary's Office so that they can provide the username enabling access to *online* payment via the services portal (online Secretary's office) on the university website.

Accommodation

Students registered for courses may request accommodation at UIMP halls of residence or with a local family.

Las Llamas Residence - Las Llamas Campus

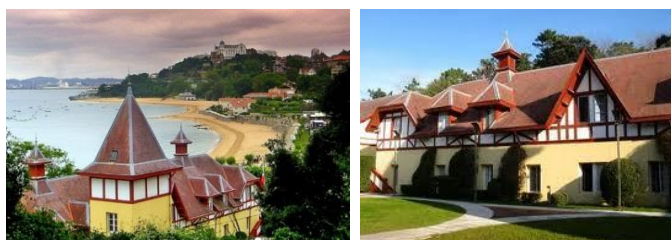


The residence is located at Las Llamas Campus where the Spanish language courses are taught

Services: Single or double ensuite rooms and adapted rooms for those with disabilities.

The campus offers: Library, cafeteria, dining room, study rooms, IT rooms, kitchen, laundry service and self-service launderette, parking, green areas and sports facilities. 24 h Reception

La Playa Residence - Magdalena Península



The residence is located on the Magdalena Peninsula, where the Magdalena Palace is also situated that hosts our summer single subject programme in different fields (Humanities, Social Sciences, Science and Technology...).

Services: Double ensuite rooms and adapted rooms for those with disabilities. The residence has a university dining room, cafeteria, laundry service, Wi-Fi area, parking, landscaped courtyard and outdoor gardens. There is a free shuttle bus every morning to take students to Las Llamas Campus. 24 h Reception.

Staying with a family



Staying with a host family provides you with a great opportunity to experience Spanish life and to practice using your Spanish in everyday situation

Homestay accommodation includes bed and breakfast, laundry and ironing. You may have a single or shared double room.

- Single room: €27 / day
- Double room: €25 / day

Visas

For EU students

If you are a student from a member nation of the European Union, you do not need a visa to study in Spain. For any ordinary procedure or transaction, you only need to have your passport or valid national identity document.

Nonetheless, if you are thinking of staying in Spain beyond 3 months, you need to apply for registration on the Central Register of Foreign Nationals. This process must be done at the **Immigration Office** (see address below).

For non-EU students

If you come from a non-European Union member state and are thinking of staying in Spain for more than 3 months, you need to apply for a student visa at the closest Spanish Embassy or Consulate to you.

It is important to be aware that if you come to Spain as a tourist, you may not then apply for a student visa to extend your stay. Therefore, although in principle you plan to stay in the country under three months, we recommend you get a student visa in your home country allowing you to extend your stay in our country later on.

When the length of the course is above six months, you need to apply for the TIE (Tarjeta de Autorización de Estancia por Estudios [Study Visit Authorisation Card] within a month of your arrival in Spain. This procedure can be done at the Immigration Office.

- Necessary documentation to renew visas and obtain the study visit card (once in Spain):
 - a) Valid passport or ID card and photocopies of them.
 - b) Three photographs (passport size)
 - c) Proof of registration at the Centre (registration certificate).
 - d) Proof of having sufficient funds: bank certificate or credit card.
 - e) Proof of having fully comprehensive medical insurance.
 - f) Completion certificate (marks) of the course for which the student visa was granted.

- Contact details for the Santander Immigration Office

Oficina de Extranjeros de Santander

C/ Vargas nº 53 (Santander)

Tel.: 942 999 399

Appointment: <http://www.cita-previa.es/extranjeria/oficina-de-extranjeria-en-santander-19>

→ Embassies of other countries in Spain

<http://www.embajada-online.com/embajadas-de-otros-paises-en-Espana-P166.htm>

Medical insurance

In the price of registration is not included health insurance.

Students from member nations of the European Union are recommended to bring their E-111/128 with them so that they can use the Spanish Public Health Service if necessary. For this they should request the corresponding form from the health authority in their home country.

We recommend students from non-EU countries take out medical insurance before travelling.

How to get to Santander

⇒ By air - Santander Airport

Santander airport is five kilometres from the city.

Tel.: +34 942 202 100. www.aena.es

Taxis from Santander Airport

The taxis rank is located across from the arrivals terminal at Santander Airport. Taxi drivers are aware of planned flight arrivals and are always there waiting outside. The journey from the Airport to Santander costs around €20.00.

Radiotaxi Tel.: 942 333 333.

Buses from the Airport to the Bus Station

- Stops: Next to the arrivals terminal entrance.
- Journey time: 15 minutes.
- Timetable: From 6.40 am, 7.00am and every 30 minutes until 11.00 pm which is the last departure.
- Approximate price: €2.50
- Information line: 942 211 995 web: www.alsa.es

⇒ By air - Bilbao Airport

Bilbao airport is 108 km from Santander (around 1 hour 15 minutes away). It offers domestic and international flights.

Airport tel.: 944 869 664 www.aena.es

Buses from Bilbao Airport to Bilbao Bus Station (Termibús)

The **Bizkaibus Airport-Bilbao** (Line 3247), bus line links Bilbao airport to Bilbao Bus Station (Termibus).

- Timetable: from 6:15 am to midnight, every 30 minutes.
- Approximate price: €1.30 (one-way)

Buses from Bilbao Bus Station (Termibús) - Santander

After arriving to Bilbao Bus Station (Termibús), you should take a bus to Santander. You will find attached a timetable of buses from Bilbao to Santander.

The bus line which operates (Bilbao-Santander) is ALSA. www.alsa.es

⇒ Travel from Madrid

Flying

- Journey time (Madrid - Santander): The journey takes around 55 minutes.

Barajas Airport. Tel.: 902 404 704 / 91 321 10 00

Web: www.aena.es

Train

- The national train company is RENFE and its information line is: 902 320320. Web: www.renfe.es
- Journey time: 4 hours 30 min. (approx.)
- Approximate price: €49.90 (one-way)

Trains on the Madrid - Santander route depart from Chamartín Train Station: C/ Agustín de Foxá, s/n. Madrid.

Bus

- ALSA CONTINENTAL-AUTO company operates the Madrid – Santander route.
- Journey time: 5 hours 30 min. (approx.)
- Price: around €32.50 (one-way)

Buses for the Madrid - Santander route depart from the Avenida de América Bus Station, also known as the *Intercambiador Avenida América*, and it is located at:
Avenida América, nº 9. (Madrid). Tel. 902 30 20 10.

■ ■ Map of Santander



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Academic Information

The first few days at UIMP

On Monday, the first day of the course, you may collect your student card and documents from the Student Office from 8:45am. At 9:30am, all registered students on the Spanish courses will take the mandatory level test. The rooms for the level tests shall be indicated on the information panel in the Main Block.

By Monday evening, the list of results from the level tests will be posted on the panels, stating the student's surname and name, the class number and the Spanish language lecturer's name. Students will start the classes shown on Tuesday at 9am.

The lecturer will give the student the registration form for the elective additional subjects. Students must return the filled-out form, stating their preferred subjects from those programmed during their stay and best fitting their level.

In order to be awarded the certificate, attendance is obligatory at a minimum of 85% of Spanish classes and chosen culture subjects. The attendance form needs that will be handed around in each subject must be signed.

Below is the subject schedule per course and level:

General Spanish language and Culture

Courses / weeks	Levels	Teaching hours			
		Lenguaje Spanish	Culture Spanish	Complementary subjects	Total
2 weeks	A1 – A2	40 h.	10 h.	-	50 h.
	B1 – B2	30 h.	10 h.	10 h.	50 h.
	C1 – C2	30 h.	10 h.	10 h.	50 h.
3 weeks	A1 – A2	60 h.	15 h.	-	75 h.
	B1 – B2	45 h.	10 h.	20 h.	75 h.
	C1 – C2	45 h.	10 h.	20 h.	75 h.
4 weeks	A1 – A2	80 h.	20 h.	-	100 h.
	B1 – B2	60 h.	20 h.	20 h.	100 h.
	C1 – C2	60 h.	20 h.	20 h.	100 h.

Class timetable:

Spring, Autumn and Winter Courses: from 9,00am to 14,00pm.

Summer Courses (*): Mornings: 9am to 2pm. Afternoons: 3:30 to 5pm

(*) The class timetable may change based on the chosen electives.

Workshops and other courses

Those students interested in a closer look at Spanish life and culture have a programme of workshops in cooking, dancing, etc. as well as other extracurricular activities they may register for. A minimum number of participants is required for the activities to run.

Workshops (10 hours): 50 €



Attendance Certificates and Diplomas

Attendance certificates

At the end of the course students will receive an attendance certificate in line with the Common European Framework of Reference (CEFR) stating the level and number of class hours. In order to be awarded the certificate, students need to attend at least 85% of Spanish Language and Culture classes, based on the class hours stated in the corresponding info box and as per the length of stay on the course.

For groups of universities or centres abroad, UIMP can issue certificates with special notes (reports, credits system USA, etc.) but asking prior request.

UIMP Diploma in Spanish

Students may take the examination for the UIMP Diploma in Spanish. Those students interested in obtaining such certificate must make a special enrolment in the Secretariat of the courses and pay the corresponding fees (50€)

ECTS Certification: Spanish Language and Culture Courses

Students interested in obtaining ECTS credits of working carried out, they need to ask for it when the formalize the registration and to fulfil the following requirements

- Attend at least 85% of classes on the course they are registered for.
- Pass the UIMP Spanish exam at the end of their stay

Equivalence table / length of course / teaching hours / ECTS

Length of courses weeks	Teaching hours Classroom-based (hours)	Certification ECTS *
4	100	5
4	80	4
3	75	4
3	60	3
2	50	2.5
2	40	2

It is possible to take **tutored ECTS work modules** (1 ECTS=25h) as long as the programme length allows it.

Observations

Students interested in obtaining credits for a Spanish course are recommended to contact the Department of International Relations at their university or academic institution beforehand so that they can inform them on how to transfer credits for courses taken abroad, since the procedure may be different at each university.

If you need information in relation of the content program, you can request it in: esp.santander@uimp.es

Tarifas Certificados especiales y Diplomas

Certificados y Diplomas	
Certificate of Attendance with personal report	30 €
UIMP Diploma of Spanish	50 €
UIMP Diploma and Certificate with ECTS	100 €
Certificates (Duplicate copies)	30 €

DELE Examination (Instituto Cervantes) Official Round



The Diploma of Spanish as a Foreign Language is official, stating the degree of competence and mastery of the Spanish Language, granted by the Instituto Cervantes on behalf of the Ministerio de Educación, Cultura y Deporte. The Universidad Internacional Menéndez Pelayo is an accredited Instituto Cervantes centre for taking the DELE examination (Diploma in Spanish as a Foreign Language) for all levels, calls for April, May, July, October and November.

Exam dates and registration periods

ROUND	EXAMINATION DATE	REGISTRATION PERIOD
APRIL	17 April (Friday)	16 February to 11 March
MAY	23 May (Saturday)	16 February to 8 April
JULY	17 July (Friday)	16 February to 10 June
OCTOBER	16 October (Friday)	16 February to 9 September
NOVEMBER	21 November (Saturday)	16 February to 14 October

Information and Registration: Secretaría de Alumnos – Cursos de Español (Student Office – Spanish Courses)

Tel.: (34) 942 29 87 21 / 942 29 87 00

Fax: (34) 942 29 87 27

e-mail: esp.santander@uimp.es

Tel.: (34) 91 592 06 00 / 91 592 06 31

Fax: (34) 91 592 06 40

e-mail: alumnos@uimp.es

DELE preparation courses

The UIMP organises DELE preparation courses:

- **DELE Preparation Course**, totalling **60 teaching hours** for levels A1-C1, from 29 June – 16 July.

Other Useful Academic Information

During the summer courses, students on the Spanish course may also take part in different activities such as:

The Languages Café

In collaboration with the Official School of Languages, every week the Languages Café sets up shop with Spanish speakers of all ages interested in practising their language skills. Relaxed group or one-on-one conversation in an agreed language.

There are also Spanish speaking students staying on campus, as well as those from overseas, who are taking continuous vocational courses in the different professional areas of Spanish language.



Hablamos

A conversation exchange programme with students at the Official School of Languages and participating students on the UIMP Spanish courses.

Students interested should register at the student office (Secretaría de Alumnos).

4 University Services

Student Services

At the Student Information Office, located inside the Secretary's Office, students can solve everyday problems and obtain additional information on the cultural activities programme, as well as the workshops and subjects on offer.

Public opening hours:

Mornings: 9:00 am to 2:00 pm (Monday to Friday)

Afternoons: 3:30 to 6:00 pm (Monday to Thursday)

Refectory and Cafeteria Service

University refectory

- **Location::** Services Block
- **Type of menu:** Lunch and dinner comprise two dishes or a free buffet with a choice of dessert. Students can buy tickets at the entrance to the dining room:
- **Refectory service prices**
 - **Las Llamas (self-service):**
 - Breakfast: € 2.28
 - Luch: € 5.92
 - Dinner: 5.01
 - **Residence of La Playa (Caballerizas) / La Magdalena Palace (waiter service):**
 - Breakfast: € 2.73
 - Luch: € 7.73
 - Dinner: €5.19
- **Refectory opening times:**



Breakfast	Monday to Friday	7:30 to 9:30am
	Saturday	8:30 to 10:00 am
	Sunday	9:00 to 10:30 am
Lunch	Monday to Saturday	1:15 to 3:15 pm
	Sunday: Lunch is not served in the dining room. A picnic lunch box will be handed out at breakfast. Reservation required at Saturday dinner.	
Dinner	Monday to Sunday	8:15 to 10:15 pm

Cafeteria

- **Location:** Main Block
- **Opening times:** Monday to Friday, 8:30 am to 11.30 pm
Saturday: 10:00 am to 3:30 pm
Sunday: 5:00pm to 11:30 pm



Library



Location: Main classroom block (above the cafeteria)

Opening times: Monday to Friday: 9:00 am to 8:00 pm.
Saturday: 9:00 am to 2:00 pm

90% of the collection is open access. It houses books suitable for the courses: language, linguistics, art, geography, history, Spanish and Latin American traditions, literature... There is also a sound archive service with different Spanish recordings and a film library with Spanish feature films and documentaries. Students have open access with their UIMP student card and take out books and sound and film recordings on loan.

Computer Rooms

The Campus has different computer rooms where students have access.

Location:

Room 1 – Located in Block 4, (Basement 1). Opening times: open 24 hours. ^(*)

Room 2 - The "Universia" room is located in the Services Block (next to the dining room). Opening times: 3:15 to 8:45pm. ^(*)

^(*)except teaching use.

Important: No programme may be loaded or any change made to computer configurations.

Maximum computer use time will be 30 minutes, except when nobody is waiting. At busy user times, there will be a waiting list.

Other Services

Information, Secretary's Office

Public opening hours:

Mornings: 9:00 am to 2:00 pm (Monday to Friday)

Afternoons: 3:30 to 6:00 pm (Monday to Thursday)

Communal areas and services

The hall has communal study and leisure areas for residents, who may use them whilst respecting the rights and requirements of other users. The kitchen (upon prior request at reception), the gym, the study and computer rooms in block number 4, as well as the television rooms in the Services Block are also open to residents.

Laundry

Sheets and towels are changed weekly and the cost is included in the price.

Residents may use the laundry service, paying the corresponding fee. To do so, they need to hand in their duly tagged clothes at the laundry.

Location: Services Block

Opening times: Monday to Friday, 8am to 3pm

There is also a self-service laundry with washers and dryers.

Sports

Students and lecturers on the courses may use the sports courts (five-a-side, basketball and tennis) as well as a gym (second floor in block 4). The necessary equipment (balls, rackets, etc.) need to be requested at Campus reception and returned after use.

Parking

As far as is possible, Las Llamas Campus will provide parking space in the residents' car park. No motor homes or similar vehicles allowed.

Rules of Behaviour and Conduct

- No smoking or drinking alcohol.
- The UIMP reserves the right to expel any student with unsatisfactory attendance or work, improper conduct and/or where their behaviour contravenes the centre's regulations.

Cultural Activities

Students have open access to the full UIMP cultural activities calendar including Classical Mondays, Literary Tuesdays, Theatre, Music, conferences, cinema and exhibitions.



You can find the weekly course and cultural activities programme posted on the notice boards spread around the Campus.

Other Useful Information

Climate

The climate in Santander is humid oceanic.

Humidity is fairly high throughout the year and can reach 90% at times.

In **winter** the average temperature is 10°C, with lows of 6°C.

The **summers** are very mild with temperatures not generally hitting above 25°C.

Currency

Spain uses the euro. Money can be changed for euro at the airport or at any bank branch.

Banks:

Open 8:30am to 2:30pm (Monday to Friday). Except for the week of 18th July when they close at midday.

Time Difference

The time in Spain (mainland and the Balearic Islands) is one hour ahead of Greenwich Mean Time (GMT+1).

Electricity

Mains electricity in Spain is 220 V / 50 Hz.

City Buses

A single bus ticket costs €1.30.

A rechargeable card can be purchased at tobacconists with a minimum €6.60 credit (10 journeys).

Stop nº 7 C1, facing Las Llamas Campus running every 15 minutes to the city centre.

Stop nº 6 C1, exit the Campus to left, on the corner, running every 30 min to the city centre.

Useful Addresses and Telephone Numbers

Tele-taxi: 942 369 191

Radiotaxi Santander. Tel.: 942 333 333

Train station: Plaza de las Estaciones. (Santander). Tel.: 902 240 202

Bus station: C/ Navas de Tolosa, 1. (Santander). Tel.: 942 21 19 95

Airport: Avenida de Parayas, s/n. (39600 Maliaño). Santander. Tel.: 942 202 100

Santander Town Council. Plaza del Ayuntamiento, s/n (Santander). Tel.: 942 20 06 00

Post Office: The nearest post office to Las Llamas Campus is at: C/ Cruces, nº 6. Santander. Tel.: 942 277 060.

Emergencies: 112

Tourist information: <http://www.turismodecantabria.com/>