

Students Manual 2021



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Tandem International
www.tandem-schools.com

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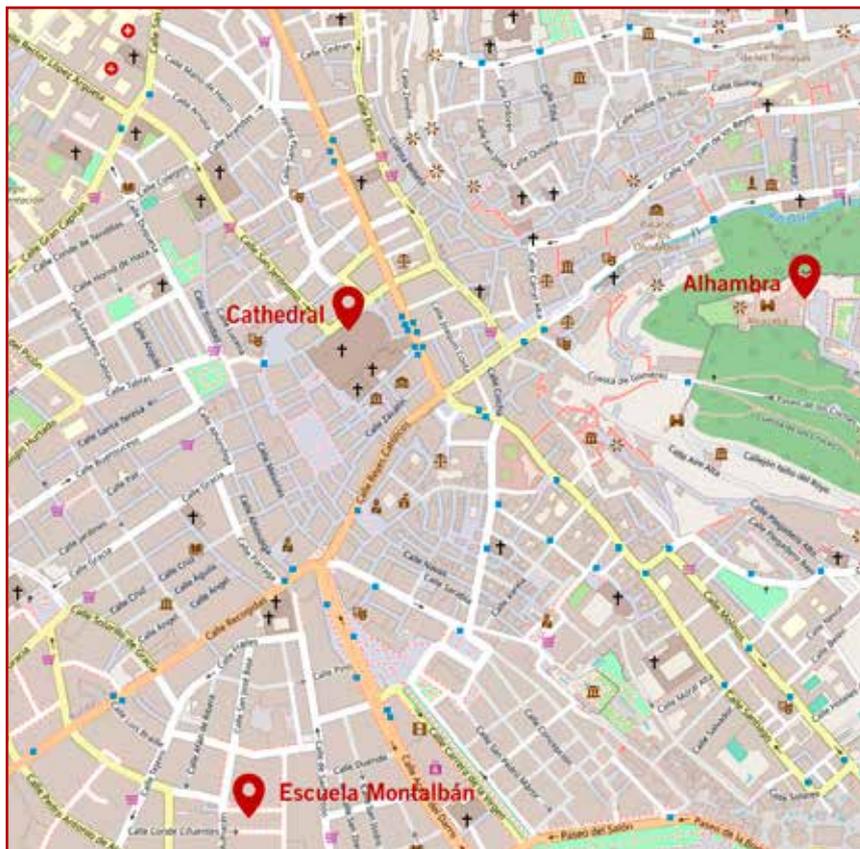
I. THE SCHOOL

Escuela Montalbán has been offering Spanish language courses in Granada **since 1986**.

Our Spanish school is located in **Granada**, one of the most fascinating cities in Andalusia, southern Spain. The Spanish courses are held throughout the year. The friendly atmosphere and personal touch of our Spanish classes as well as Granada's Andalusian charm will turn your language holidays into an unforgettable experience.



We are located in a quiet area, only 15 minutes away from the **city centre**. The key monuments of the Alhambra and the Cathedral, the old Moorish quarter of the Albaicín, the gipsy area of Sacromonte, as well as the numerous shopping streets are all within walking distance from the school.



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The school building, characterised by its Andalusian style, its friendly classrooms, and its beautiful courtyard, retains much of the charm and intimacy of a family home.

The school facilities:

- 1 office
- 6 multimedia classrooms (including 1 air-conditioned classroom)
- Library and video library
- Teachers room
- Courtyard
- Coffee, drink and food machines
- WIFI

Students from all over the world and from different age groups participate in our Spanish language programme throughout the year.
An extensive cultural programme always complements the Spanish courses.

With **1000 students** every year we can be considered as a medium-sized Spanish language school.

International students at the school:

West Europe: 60%
East Europe: 28%
USA/Canada: 5%
Australia: 2%
Asia: 5%

ACCREDITATIONS

- Instituto Cervantes since 2002
- Tandem International
- Association of Spanish language schools in Granada
- Granada Chamber of Commerce
- Madrid Chamber of Commerce
- Association of Spanish language schools in Andalusia (EEA)
- National Federation of Spanish language schools (FEDELE)
- Accreditation for the CSN Programme of the Swedish Government
- UCAM - Catholic University of Murcia (ECTS credits)
- Bildungsurlaub Germany: Schleswig-Holstein, Bremen, Hamburg, Niedersachsen, Hessen, Rheinland-Pfalz, Saarland, Brandenburg, Mecklenburg-Vorpommern, Sachsen-Anhalt, Thüringen and Berlin.

Excellence Award from the Agency LanguageCourse.Net



CONTACT PERSONS

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Customer service, Bookings
cursos@escuela-montalban.com
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OFFICE HOURS

Monday to Friday: 09.00-14.00 h

SERVICES

We offer the following services:

- Student service and counselling in 3 languages: travel advice, visa application and accommodation reservations.
- Airport transfer (Malaga airport/Granada airport).
- Guard.me travel health insurance.
- 24 hours emergency phone line.
- An extensive cultural programme.
- Tandem language exchange.



- Coffee bar on the corner.
- A courtyard as a meeting place for students.
- Free Internet access (WiFi)
- Book and Video Library
Our library with approximately 500 novels, grammar books, course books and journals, and the video library with more than 400 recent Spanish films are all available to our students free of charge.
- Bike rental
- O2 Centro Wellness
At the nearby O2 Centro Wellness our students can take advantage of reduced fees.
- Certificate of attendance
A certificate of attendance will be given at the end of each Spanish course and is included in the course price.
- Official certificates
If they so wish, students are also able to participate in an official examination to obtain the certificate SIELE GLOBAL issued by the Instituto Cervantes. Price: 155 €.
- External examinations. Price: 150 €
- Spanish online
We offer online classes in order to prepare a classroom course at our school or to continue learning once you have finished the course with us.

GENERAL ASSISTANCE

Health care

We recommend you make sure you are covered for healthcare at all times in Spain. This section provides information on the Spanish health system, Spanish doctors, hospitals and medical treatment. Things may not work the same way as at home - get informed in case you get ill.

Accessing care

How to cover your medical costs in Spain?

If you are a **European Union citizen**, you are automatically entitled to free basic health care in Spain due to reciprocal agreements among EU countries. Since the 1st June 2004, European citizens who are travelling within the European Economic Area are given a European Health Insurance Card, which simplifies the procedure when receiving medical assistance during their stay in a Member State.

The European Health Insurance Card replaces forms E111 and E111B, E110, E128 and E119.

In addition to your public health insurance, we recommend an additional travel health insurance in order to avoid long waiting hours in public hospitals. So you can go to a private hospital if necessary. A travel health insurance can also be obtained through us.

A travel insurance for **Non-European citizens** can be obtained through the school, if required. We work with the following company:

guard.me

International Insurance

80 Allstate Parkway, 3rd Floor Markham,
ON CANADA L3R 6H3, UK

Tel: (905) 731-8140 or 1-877-873-8447

Fax: (905) 731-6676 or 1-866-329-8447

aminint@guard.me

www.guard.me

Price: 2 € per day

Emergencies

What to do in case of emergencies?

In case of an emergency, don't worry about insurance issues and just head directly to the nearest emergency room (urgencias). If you feel ill or have an accident, the first place to go is the emergency room in a hospital. Medical consultations in town do exist, but you need to make an appointment first and pay (with cash or credit card) after the treatment. Most doctors work in hospitals rather than private practice.

To register in the emergency entrance you need your passport and your European identification card from your insurance company of your home country. When you are registered by the staff in the lobby and you have told them what your problem is, you will be asked to take a seat in the waiting room until they call you. Be advised that you may have a long wait. Afterwards you will go to the examination room for treatment and help. Usually, you will get medication that you can pick up in one of the pharmacies in town. Non-European citizens normally receive an invoice. In that case you pay the treatment and at home you ask your insurance company for the refund.

Some of the doctors speak English, so don't worry!

Under Spanish law, any health organization, public or private, is required to treat patients in an emergency situation regardless of their insurance status.

Use the general emergency number 112 if you need an ambulance.

Vithas Hospital La Salud

C/ Avenida de Santa María de la Alhambra, nº 6

18008 Granada

Tel.: +34 958 80 88 80

Fax: +34 958 80 88 98

infogranada@vithas.es

www.vithas.es



Pharmacies

Treatment advice for many common illnesses:

For minor ailments, many people go to their local pharmacy (farmacia), these are easily recognizable by the green flashing cross displayed outside or in the window.

Farmacias take turns to provide an out-of-hours service (at night and for holidays) as the farmacia de guardia. You will be able to find out which one is open by looking in a local paper or in the window of any pharmacy where they usually display a list.

Pharmacists in Spain are more highly-trained than in some countries and will provide treatment advice for many common illnesses and ailments, but they are not a substitute for going to a doctor if there is something really wrong with you.

Spain is quite unrestrictive when it comes to the distribution of medications that are strictly prescription drugs in other countries (such as antibiotics), so these are commonly available over-the-counter. Medicines tend to cost significantly less than in other countries due to state imposed price restrictions.

Pharmacies in Granada (24 hours)

Gran Capitán, 9	+34 958 27 21 25
Recogidas, 48	+34 958 25 12 90
Puerta Real, 2	+34 958 26 31 13
Periodista José Ma. Carulla, 8	+34 958 15 49 49
Avda. Dilar, 16	+34 958 81 18 06
Reyes Católicos, 5	+34 958 26 26 64

Specialists

Clinica Ginegranada (Gynaecologist)

C/ Santisteban Márquez, 3 bajo (frente a Hipercor Hogar)

18004 Granada

info@ginegranada.com

www.ginegranada.com

24 hours: +34 958 80 51 52 / +34 609 14 41 16

M^a Eugenia Lechuga Campoy (Dentist)

C/ Arabial, n 38

18004 Granada

Tel.: +34 958 52 25 08

24 hours: +34 666 42 37 85

Safety

Spain's crime rate is among the lowest in Europe. As in other countries, major cities have the highest crime rates and Alicante, Barcelona, Madrid, Malaga, Seville and Valencia are among the worst. Many cities are notorious for 'petty' crime such as handbag snatching, pickpockets and thefts of and from vehicles. Stealing from cars, particularly those with foreign registrations, is endemic throughout Spain. You should never leave anything on display in your car, including your stereo system, which should be removed when parking in cities and towns (in some areas it will be gone within 15 minutes). Even storing valuables in your boot (trunk) isn't advisable, as thieves may force them open and steal the contents. In cities, it's advisable to park in 'guarded' car parks, although they take no responsibility for a car's contents.

The most common crime in Spain is theft, which embraces a multitude of forms. One of the most common is the ride-by bag snatcher on a motorbike or moped. Known as the 'pull' (tirón), it involves grabbing a hand or shoulder bag (or a camera) and riding off with it, sometimes with the owner still attached (occasionally causing serious injuries).

It's advisable to carry bags on the inside of the pavement and to wear shoulder bags diagonally across your chest, although it's better not to carry a bag at all (the strap can be cut) and wear a wrist pouch or money belt. You should also be wary of bag-snatchers in airport and other car parks, and never wear valuable jewellery and watches in high-risk areas. Motorcycle thieves also smash car windows at traffic lights to steal articles left on seats, so stow bags on the floor or behind seats. Tourists and travellers are the targets of some of Spain's most enterprising criminals, including highwaymen, who pose as accident or breakdown victims and rob motorists who stop to help them. Don't leave cash or valuables unattended when swimming or leave your bags, cameras or jackets lying around on chairs in café or bars (always keep an eye on your belongings in public places). Beware of gangs of child thieves in cities such as Madrid and Barcelona, pickpockets and over-friendly strangers. Always remain vigilant in tourist haunts, queues and anywhere there are large crowds, and never tempt fate with an exposed wallet or purse or by flashing your money around. One of the most effective methods of protecting your passport, money, travellers cheques and credit cards is with an old-fashioned money belt.

In Granada take care in the following areas: Granada Busstation, Albaicín (especially Mirador de San Nicolás), Internet Cafés around Plaza Nueva, squares where tourists hang around such as Plaza Bib-Ramblas. Women always should take a taxi home, when it's far after midnight.

In case of an incidence, go directly to the Police station to declare. If you have been victim of a thief, don't forget to cancel your credit cards immediately,

Comisaría de Policía de Granada

Brigada Provincial para Extranjeros

C/ Plaza de los Campos

18009 Granada

Tel.: +34 958 80 80 00

II. COURSE PROGRAMME

Teaching

Escuela Montalbán has a highly qualified, enthusiastic and professional team of teachers, whose objective is to help you learn Spanish and discover the Spanish culture. Accordingly, we take a communicative approach to learning, with exceptionally qualified and motivated teachers.

We employ only native speakers with an University degree in Spanish studies and native speakers. The objective of teachers is to ensure that his or her student is able to communicate effectively in Spanish.

And for this to happen, they pay attention to some very important aspects: firstly, a well-prepared class with clear objectives with special emphasis on the different language skills. Secondly, they take into account the emotional dimension of learning and positive feedback, which allows the student to free his or her creative potential. And, thirdly, they take a student-oriented approach, recognizing that each person has a different way of learning.

María Rodríguez Martínez as **the head of studies** is in charge of level testing and level groups. She is the contact persons, if students have to change levels.

We offer the following 6 different course levels which correspond to those set out in the new «European Framework for Language Learning, Teaching and Evaluation». Each level corresponds to a 4 week Spanish course.

OUR SPANISH LEVELS

– A1 LEVEL

- Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type.
- Can make basic introductions and can ask and answer questions about personal details, home country, familiar people and personal possessions.
- Can interact in a simple way - provided the other person talks slowly and clearly and is prepared to help.

– A2 LEVEL

- Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).
- Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
- Can describe in simple terms personal background facts, immediate environment and explain matters of urgent need.

– B1 LEVEL

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise whilst travelling in an area where the language is spoken.
- Can produce simple connected text on topics which are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.

– B2 LEVEL

- Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions regarding profession or academic field of specialization.
- Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.
- Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

– C1 LEVEL

- Can understand a wide range of demanding, longer texts, and recognize implicit meaning.
- Can express him/herself fluently and spontaneously without much obvious searching for expressions.
- Can use language flexibly and effectively for social, academic and professional purposes.
- Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.

– C2 LEVEL

- Can understand with ease virtually everything heard or read.
 - Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation.
 - Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.

The school will send a **written level test** and a **self-assessment oral test** together with the course documents. On the first day of the course all students start immediately with the classes.

COURSE DATES & PRICES 2021

Starting dates for all courses and for all levels

Every Monday

Holidays without classes:

06. January, 01. March, 02. April, 03. June, 16. August, 15. September, 12. October,
01. November, 06. December.

On public holidays coinciding with a Monday, courses will begin on Tuesday.

Last course day: Friday, 17.12.2021

Starting date: Monday, 10.01.2022

There are no classes on national and local holidays. These classes are not recoverable; except in the case of 1 week courses and private courses.

We are not going to offer courses between **20.12.2021** and **07.01.2022**; the office remains open.

- Classes are held from Monday to Friday; the school is closed on Saturdays and Sundays.
- 1 lesson = 45 minutes.
- Level groups with a maximum of 8 students.
- The minimum age of students is 14 years (except for school trips and Spanish courses for families). Students younger than 18 years need a written authorization from their parents.
- A certificate of attendance with a description of the language level and the number of lessons will be given at the end of the course (included in the course price).
- All prices are in EUROS (€).

Courses offered	Lessons per week (group/private)
Intensive 20/ECTS credits/Erasmus course	20
Intensive 25	25
Intensive 30	30
Intensive 20+1	20/5
Intensive 20+2	20/10
Writing or Conversation workshop	2
Culture workshop	10
D.E.L.E. Preparation course (8 wks)	20/4
D.E.L.E. Preparation course (4 wks)	20/8
D.E.L.E. Preparation course (2 wks)	20/10
D.E.L.E. Preparation course (1 wk)	20/10
Exam preparation D.E.L.E.	10
Teacher Training	30
One-to-One	20/25/30
Business Spanish	20/10
Spanish for Tourism	20/10
Medical Spanish	20/10
Spanish at a teacher's home	20
Spanish & Flamenco dance/guitar/singing/cajón	20/2 x 90 minutes sessions
Spanish & Tango	20/2 x 90 minutes sessions
Spanish & Salsa	20/2 x 90 minutes sessions
Spanish & Yoga	20/2 x 90 minutes sessions
Spanish & Horseback riding	20/1 afternoon
Spanish & Mountain biking	20/1 afternoon
Spanish & Rock climbing	20/2 afternoons
Spanish & Hiking	20/2 afternoons
Spanish & Photo walks	20/2 afternoons
Spanish & Cooking	20/2 x 90 minutes sessions
Spanish & Federico García Lorca	20/4 afternoons
Spanish & Culture of Al-Andalus	20/5 afternoons

- **Intensive 20**

20 group lessons/week - 4 lessons per day

1 week	2 weeks	3 weeks	additional week
180 €	340 €	500 €	160 €

- **Intensive 25**

25 group lessons/week – 5 lessons per day

1 week	2 weeks	3 weeks	additional week
255 €	490 €	725 €	235 €

- **Intensive 30**

30 group lessons/week – 6 lessons per day

1 week	2 weeks	3 weeks	additional week
330 €	640 €	950 €	310 €

Enrollment fee: 50 €

Check out further prices at:

<http://www.escuela-montalban.com/en/courses/prices-overview.php>

Schedules

You have several teachers for all the lessons and you normally stay in the same classroom all morning.

Timetable

Spanish classes are held from Monday to Friday between 09.00h and 18.00 h
There are 4, 5 or 6 lessons of language tuition per day, each lasting 45 minutes.

Max. number of students per class: 8 (average 2 to 6)

Min. number of students per class: 1

- **Morning classes**

All students meet at 08.30 h at the school.

09.00-10.30	Intensive 20
10.30-10.45	Break
10.45-12.15	Intensive 20
12.15-12.30	Break
12.30-13.15	Intensive 25 / Intensive 30 / Intensive 20+1 / Intensive 20+2
13.15-14.00	Intensive 30 / Intensive 20+2

- **Afternoon classes**

In the case of the afternoon schedule (just some weeks when the groups are full in the morning), the school will inform the student regarding the meeting time on the first day.

12.30 – 14.00	Intensive 20
14.15 – 16.45	Intensive 20

The **educational material** (book and photocopies) is provided but students could bring a dictionary.

At the end of the course students have to fill out an evaluation sheet. Students evaluate administration, teaching, services and accommodation. We also give customers the possibility to evaluate the quality of this services during their stay.

Certificates and exams

A certificate of attendance will be given at the end of each Spanish course and is included in the course price. If they so wish, students are also able to participate in an official examination to obtain the certificate SIELE GLOBAL. Price: 155 €.

III. CULTURAL ACTIVITIES

New students will receive on Friday before the course is to begin on Monday the cultural programme. This allows them to plan their stay.

They also should reserve the Alhambra tickets in advance and online on <https://tickets.alhambra-patronato.es/en/>

On the first course day everybody can find further information of the activities and enrolment lists on the bulletin board.

All activities are paid at the school office.

Example of a weekly cultural programme

Monday

20.30-22.00 h

Guided visit to the city center with a tapa tour

Price: students pay their consumption

Tuesday

20.00-21.30 h

Visit to the Arabic bath Aljibe de San Miguel (includes massage)

Price: 30 €

Wednesday

20.00-21.30 h

Cooking workshop: Paella

Price: 15 €

Thursday

15.30-17.00 h

Film session at the school (included)

Friday

20.00-22.00 h

Flamenco performance

Price: from 15 € to 39 €

Saturday

08.00-20.00 h

Guided trips: Alpujarra Mountains, Costa Tropical, Cordoba, Ronda, Seville

Price: from 50 € to 70 €

Friday/Saturday/Sunday (departure from Malaga)

Weekend trip to Northern Morocco

Price: from 195 € to 219 €

IV. ACCOMMODATION & TRANSFER

Escuela Montalbán offers a professional accommodation service. The accommodation you choose will play an important part in your experience and we are here to guide and help you choose the best option. There are several accommodation options to choose from, all of which are carefully selected, continuously checked, and located close to the school.

- Accommodation with use of kitchen facilities in school flats with students from the school.
- Homestay with breakfast, half board or full board.
- Accommodation in a student residence (June to September) with breakfast, half board or full board.
- Accommodation at a teacher's home.

We charge an accommodation placement fee of 30 €, but we do not charge a deposit. Students pay for any damages caused to furniture, dishes, bed linen etc.

Students receive accommodation details together with the course documents by email: accommodation address, city map and contact phone numbers.

We place great effort in finding special accommodation that will make your stay in Spain worthwhile and memorable. We hope that the care that your hosts places in their work will help you understand a lot about Spanish culture and will help you to experience it first hand. If, however, you have questions or concerns regarding your accommodation, please do not hesitate to contact our office.

If there will be any problem with the housing, please communicate it to the school office in order to find a quick solution. Please keep in mind as well, that it takes about one day to adapt to the household and that you should try to be flexible.

In the case of problems, students can change their accommodation without any additional costs.

Arrival day and time

Students check in on Sundays before the course begins and check out at 12.00 h on Saturdays, at the end of their course. Bookings for extra nights are possible.

It is necessary that students inform us at least 2 days before arrival the approximate arrival time. If the student does not communicate the arrival time and due to this cause he does not find the owner, there will not be refunds if the student takes a room in a hotel, hostel or other accommodation.

In case of homestay the hosts will wait for the students at the flat. On arrival they will receive the keys, so they will be able to enter and leave the house whenever you want.

In case of school apartments a person from the school will wait for students at the flat.

In case of delays or problems, students call the school emergency phone:

+34 635 67 04 60

The school collaborates with different **hotels, hostels and apartments** in the center of Granada. We can help you with the reservation. Please ask us for prices!

General rules and services

- In the case of homestay and school apartments a cleaning service is provided at least once a week.
- All types of accommodation include a weekly laundry service or the use of washing machines; bed linen is provided, but not towels.
- Services are also included (electricity, water, gas).
- WIFI is available in most of our accommodations.
- Double rooms are reserved for 2 people travelling together.
- In case that you booked half board, this consists in breakfast and lunch. Lunch time in Spain is around 14.30 h. If you should not be able to take the meals for any reasons, please tell the hosts in advance, so they don't have any unnecessary work. In case of homestay accommodation it is forbidden to use the kitchen.
- Any change of the dates or the meals that the student wants to make, must be communicated to the secretary of the school first. The school will communicate the changes to the hosts.

Special rules for school flats

- Please turn off the lights and heating when not in use. Electricity is very expensive.
- Please make sure that you do not waste water as Granada suffers from water problems.
- Always lock your room when you leave the flat.
- Please throw the garbage in the containers outside every evening (except Sundays) after 20.00 h. You will find green containers at the entrance of the building.
- Recycling: think of the environment and use the special containers for plastic (yellow), glass (green) and paper (blue) near the flat.
- It is forbidden to smoke inside the flat.
- Please respect the public spaces.
- The living room and kitchen should be cleaned and kept in order.
- You are not allowed to have a party in the flat. Please think of the neighbours and do not make any noise after 23.00 h.
- Note that you are not allowed to have anyone stay overnight in the flat without the school's permission. Guests pay the nights spent in the flat; the cost per person and per night is of 30 € in a single room and 25 € in a double room.
- If you want to continue in the flat without doing a course, contact us.
- You must pay for any damages caused to furniture, dishes, bed linen etc.
- Students must check out before 12.00 h on Saturdays.
- The school will clean the flat on a regular basis, and usually on Saturday mornings.
- Please facilitate the access to the kitchen and the bathrooms on those days, and wait until they have been cleaned to use them.
- Please make sure you gather and put away any personal valuables to avoid accidental damage.
- The school inspects the flat twice a week in the mornings.

In case of violation of these rules, students must leave the school accommodation. No refunds will be given.

Airport transfer

Our school can also pick the students up at Granada or Malaga the airport.

If a student wants this service it has to be booked at least 3 days before arrival.

Price for a one way transfer:

Malaga Airport - Granada Accommodation: 180 €

Granada Airport - Granada Accommodation: 45 €

GENERAL CONDITIONS

The enrollment fee of 50 € includes:

Administration costs, school map with tourist information, free WIFI access, use of library and multimedia room.

The accommodation placement fee of 30 € includes:

Organizing and scheduling of accommodations in Granada.

Included in the course price:

Level-testing, Spanish course, educational material (photocopies and textbooks), the costs of some of the activities included in the cultural programme, insurances, equipment, transport and entrance fees in the case of outdoor activities and cultural courses, certificate of attendance.

Not included in the course price:

Airport transfers, travel insurance, the costs of some of the activities included in the cultural programme, official certificate SIELE GLOBAL.

For further information about the booking procedure, payment methods and cancellation rules check our website:

<https://www.escuela-montalban.com/en/booking/conditions.php>