

WELCOME!

STUDENT'S GUIDE



Instituto Mediterraneo Sol
ESCUELA DE ESPAÑOL



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I. GENERAL INFORMATION

Welcome to **Instituto Mediterráneo Sol**! You will find below all the information that you need to be up-to-date about our school's functioning, which will make your stay a great experience.

1.1. Important information to be considered by the student

- Before the Monday of the beginning of the course, the student must have completed our [Online Level Test](#) and the [Student Needs Questionnaire](#). Upon arrival at the institute, the student will do a small oral test that will evaluate his theoretical and practical knowledge of the Spanish language. Based on your online level test and the oral test, we will place the student in a group according to his skills. The groups will be open until Tuesday, reason why the definitive schedules cannot be confirmed until then.



- At arrival, and before the course starts, the student must pay any due outstanding amount in Euros (course or accommodation). The last day for the payment will be on the first Monday of the course. In case that this rule is not followed, IMSOL will act accordingly.

Students must pay any due amount in EURO (€), by cash or credit card (Visa or MasterCard), or through bank transfer. Travel cheques are not valid as a payment method.

- It is mandatory for each student to leave a cash deposit of 60€ (or the equivalent amount in their currency) at the Institute. The total sum of the deposit will be refunded at the end of the course, unless the student has caused, without justifiable reason, any damage to the school material or accommodation (if applicable). In this case the replacement price will be deducted from the deposit.
- IMSOL will provide the student with all the necessary educational material for the course (except dictionaries), and this must be returned to the school at the end of the course. At that time the deposit of 60€ will be refunded to the student.
- The maximum number of students per class is 8 and the minimum 2. If this minimum is not reached, participants will be informed and other alternatives will be offered on the first day of their course (reduction of the number of lessons, but individual, etc.), always attending to the level and needs of the student and without additional cost, and following our **terms and conditions**.

Each class lasts 45 minutes. The course is organized in blocks (grammar and conversation / vocabulary or Hispanic Studies), either in the mornings or in the evenings.

- IMSOL organizes weekly daily activity programs that are posted every Monday on the school bulletin board. To participate in these activities it is necessary to register! Always before 12.30 hours (on the day of the activity). Any student who needs more information related to these activities can ask the teachers or the secretary.
- At the end of the course, each student will receive a Certificate of Attendance (for students who have attended at least 85% of classes). And for those who request or be imposed, a Certificate of Performance

(for which it will be necessary to complete a test of achievement before the end of the course). This certificate will specify the grade obtained in the examination and its corresponding level.



OBJETIVOS	CONTENIDOS
<ul style="list-style-type: none"> Comprender textos orales con medios tecnológicos. Comprender textos orales relacionados con la comunidad cultural y su historia. Reconocer expresiones coloquiales sobre contextos. Comprender textos escritos. Comprender expresiones con el verbo estar + adjetivos valorativos. Comprender aspectos culturales de España. Comprender textos orales en contextos procedentes de material audiovisual real. Comprender aspectos de la historia de España: la España de los Austrias. Comprender textos descriptivos de ciudades históricas españolas. Introducir fonología relacionada con los sonidos. Comprender aspectos de la historia de España: la España de Isabel II. Practicar aspectos gramaticales de la conversación coloquial: la argumentación. Comprender textos descriptivos detallados sobre ciudades y lugares de interés. Comprender textos orales de descripciones detalladas de ciudades. Comprender y practicar expresiones para argumentar y contrargumentar. Comprender aspectos históricos de la España contemporánea: la España de la Transición. Ampliar el léxico descriptivo de ciudades. Comprender temas de la gran prensa. Conocer y practicar conversaciones de diferentes tipos. Comprender la realidad de los medios de comunicación españoles: ideología e historia. Leer textos reales sobre aspectos socioculturales españoles. Hacer presentaciones orales sobre la historia de España. Comprender textos escritos sobre la radio en España. Conocer aspectos históricos de la radio en España. Comprender textos orales sobre temas de comunicación. Ampliar léxico relacionado con la comunicación. Desarrollar actividades de escritura sobre aspectos históricos de España. Comprender aspectos de la Hispania romana: los primeros cristianos en la Hispania romana. Reconocer y practicar expresiones coloquiales relacionadas con la comunicación. Identificar tradiciones culturales españolas. 	<ul style="list-style-type: none"> Lectura de un texto sobre la emigración en la cultura española. La comunidad cultural y su historia. Expresiones coloquiales para expresar sentimientos. Lectura de textos orales. El verbo estar + adjetivos valorativos. La herencia de San Antonio y la gastronomía tradicional. Nacionalismo del documental. Los años del franquismo. La España de los Austrias. Temas descriptivos de ciudades históricas españolas. Fonología relacionada con los sonidos. La España de Isabel II. Expresiones para argumentar en la conversación coloquial. Lectura de textos descriptivos detallados de ciudades y lugares de interés. Textos orales de descripciones detalladas de ciudades. Expresiones para argumentar y contrargumentar. La España de la Transición. Léxico descriptivo de ciudades. Léxico de la gran prensa. Conversaciones de tipo argumentativo. La realidad de los medios de comunicación españoles: ideología e historia. Textos reales sobre aspectos socioculturales españoles. Presentaciones orales de la historia de España: el garrote vil y Benito de Soto, Marañón. Léxico descriptivo de las ciudades. Temas sobre la radio en España: características. Aspectos históricos de la radio en España. Textos orales sobre temas de comunicación. Léxico relacionado con la comunicación. Relaciones culturales: la guerra de independencia (1808-1814). Los primeros cristianos en la Hispania romana. Expresiones coloquiales relacionadas con la comunicación. Tradiciones culturales españolas: los romerías.

- Classes take place from Monday to Friday, except holidays on the working calendar, in which there is no class. The school will be closed only on the days of the following National Festivities: *New Year, Three Kings Day, Holy Week, May Day, Assumption of the Virgin, National Day of Spain, All Saints' Day, Spanish Constitution, Immaculate Conception and Christmas*. In addition, some local / regional festivals (*Día de Andalucía, Corpus Christi and Día de la Toma*) that are determined by the authorities every year. When there are two holidays in the same week, the school only closes one

Spanish labor laws stipulate that holidays that fall on Sunday are celebrated on the following Monday, leaving that Monday as a non-working day.

- In case any student needs more information or wishes to make a complaint, he/she should feel free to contact the secretary.
- If you see that you need something in your apartment or you are not happy with your accommodation in general, you have to fill out the form attached in these files Request and suggestion form with your name, surname, date, signature and the problem/-s you have and this has to be given in the Secretary.
- IMSOL office opening hours: Monday to Friday, from 9 am to 6 pm.
- You can now be aware of our activity and latest news by following us in our social networks:



For students and teachers' own good...

- It is not allowed to eat in class and to use the mobile phone constantly.
- IMSOL is not responsible of the staff personal comments (teachers, administration staff...)
- This Institute has an AEEA (*Asociación de Escuelas de Español de Andalucía*) and a Junta de Andalucía "Complaints Book" available for anyone who needs it.

1.2. Our courses and services

We offer a wide variety of courses, catering to the possible needs of those who want to learn Spanish. IMSOL tries to adapt to the conditions of the students to the maximum, so that their experience with us is as productive as possible and make the most of their Spanish course.

All our courses can be started every Monday of the year, for any level (also for absolute beginners), except for bank holidays, and except for the *Training Courses for ELE Teachers (natives)*, which have specific start dates throughout the year.

METHODOLOGY

Our Spanish courses cover the four language skills: *listening, oral expression and interaction, reading comprehension and written expression and interaction.*

Teaching is carried out entirely in Spanish and without using any other language support, developing a direct, situational and communicative method, seeking mental association between the object and the concept of the word or corresponding words in Spanish. Vocabulary and Grammar are studied in a contextual way, placing particular emphasis on the students' participation both in the oral and in the written production.

Here you are a list of all our courses and the number of lessons of each course:

<i>General Spanish courses</i>		<i>lessons per week</i>	<i>lessons per day</i>	<i>number of students</i>
I.	Intensive Spanish	20	4	8 Maximum
II.	Intensive Spanish	25	5	8 Maximum
III.	Superintensive	30	6	8 Maximum
IV.	Combined	25	4+1 individual	8 Maximum
V.	Individual	10-15-20	2-3-4	Individual
VI.	D.E.L.E	20	4	8 Maximum
VII.	Grammar	10	2	8 Maximum
VIII.	Vocabulary and Conversation	10	2	8 Maximum
XIX.	Bildungsurlaub	30	6	8 Maximum
XX.	Senior 50+	10	2	8 Maximum
<i>Hispanic studies</i> Minimum level: B1				
IX.	General Courses	20-25	4-5	8 Maximum
X.	Spanish and Latinamerican Literature	10	2	8 Maximum
XI.	Spanish and Latinamerican History	10	2	8 Maximum
XII.	Spanish and Latinamerican Culture	10	2	8 Maximum
XIII.	Commercial Spanish Course	10	2	8 Maximum
XIV.	Medical Spanish Course	10	2	8 Maximum
XV.	Tourism Spanish Course	10	2	8 Maximum
<i>Special courses</i>				
XVI.	Spanish Course for Teenagers	20	4	8 Maximum
XVII.	Spanish Courses for Teachers of E/LE	20	4	8 Maximum
XVIII.	Spanish Course for Groups			10 Maximum
XXI.	Spanish Programme for Families	20	4	8 Maximum
XXII.	Spanish + <i>Flamenco</i> Dance Introduction	20+7,5	4+1,5	8-12 Maximum
XXIII.	Spanish Course + <i>Compás</i> (rhythm)	20+5	4+1	8-12 Maximum

MATERIAL

IMSOL provides participants, on a loan basis, with the material for the classes, such as books or supplementary material (except dictionaries), which the student may need for the duration of the course.

CLASSES SCHEDULE

Classes can be held in the morning, noon or in the afternoon.

An example of a day of an *Intensive Course* (4 classes/day) is: 2 parts of 90 minutes each, with a 30 minute break between them. One part corresponds to the Grammar block and the other part to the Conversation/Vocabulary block.

Possible timetable: 9.00 - 10.30 / 11.00 - 12.30. If it is a course of more than 4 classes per day, classes would continue from 12.45 - 14.15 / 14.30 - 16.00 hours.

The schedule depends on the number of students, the levels of each student and the groups that conform each week, so they cannot be confirmed before the beginning of the courses and so they can be altered from one week to another.

ADDITIONAL SERVICES

Accommodation

- **Shared apartment with other students.** Single room or double room (only available when two students are coming together).
- **Spanish host family.** It includes the option of half board (breakfast and lunch or dinner), or full board (breakfast, lunch and dinner). In single room or double room (only if two students come together, or in a teenage package).
- **Hotel, hostel, private tourist apartment.** These options are subject to availability and at previous budget request, as prices may vary according to the season.



Transfer service

- Transfer from Granada Airport to accommodation in Granada
- Transfer from the Airport of Granada to the accommodation in Granada (round trip)
- Transfer from Malaga Airport to accommodation in Granada
- Transfer from Malaga Airport to accommodation in Granada (round trip)

Cursos complementarios

- Cursos de baile (sevillanas, salsa, etc.)
- Cursos de guitarra clásica o flamenca

1.3. Information about course aims and contents per CEFR levels

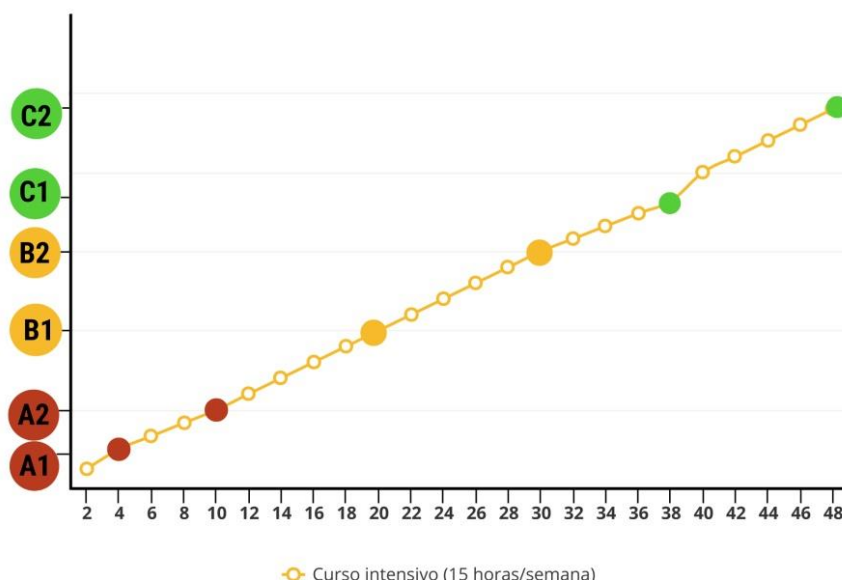
You can roughly estimate the average progress of the *Spanish as a Foreign Language* student through the CEFR levels. On the table below, you will find the **necessary average number of school hours to reach a certain level**. However, remember that this is estimation and your progress depends on several factors such as the exposure time to the language and after-school work. Apart from the school hours, you will need, at least, to add half of your school hours for your homework:

Recommended hours A1- C2: between 580 y 980 hours (average 735 hours)

60 hours (Between 60-80 hs. recommended)	90 hours (Between 60-120 hs.recommended)	150 hours (Between 120 -180 hs. recommended)	165 hours (Between 100-200 hs. recommended)	120 hours (Between 120 - 200 hs. recommended)	150 hours (Between 120 -200hs. recommended)
A1	A2	B1	B2	C1	C2

According to the above estimation of hours per level, you can have a look at the progress a student could make by following an intensive course with the number of weeks needed to complete the level:

**Standard progression by levels of a student
with intensive course in weeks**



Nivel A **A1** **A2** Nivel B **B1** **B2** Nivel C **C1** **C2**

Common Reference Levels: global scale

Before you start your course at IMSOL, you have to take our [online placement test](#) that you can find on our webpage. The result of this test along with the oral interview that will take place in the first day of your course, will determine your level.






Once we have determined the level and class of the student, we will communicate the aims, contents and materials for the course to the student. You can check the general aims per CEFR levels in the following table:

Proficient user	C2	<ul style="list-style-type: none"> • 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.
	C1	<ul style="list-style-type: none"> • 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.
Independent user	B2	<ul style="list-style-type: none"> • Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her 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.
	B1	<ul style="list-style-type: none"> • 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 that are familiar, or of personal interest. • Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.
Basic user	A2	<ul style="list-style-type: none"> • 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 aspects of his/her background, immediate environment and matters in areas of immediate need.
	A1	<ul style="list-style-type: none"> • Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. • Can introduce him/her and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. • Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

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1.4. Advantages of the IMSOL student card

With your IMSOL student card you can take advantage of some discounts in some establishments in the city:

LIBRERÍA BABEL C/ San Juan de Dios nº 20 (Granada) Ph. +34 958 20 12 98	10% discount	
BAÑOS ÁRABES HAMMAN-AL ÁNDALUS C/ Santa Ana nº 16 (Granada) Ph. +34 958 22 99 78	25€ (instead of 45€) for a 2 hours bath + 15 min massage. It will be necessary to book through IMSOL to obtain the discount (subject to availability).	
GIMNASIO IMAGEN C/ Santa Paula nº 29 (Granada) Ph. +34 958 20 74 09	Promotion 2x1: 2 students for 1 month 37 €. It is necessary to fill out a form in IMSOL.	
CASA DELLA PASTA (take away and Italian home-made products' shop) C/ Coches de San Matías nº 12, bajo 1 (Granada) Ph. +34 958 22 79 46	10% discount on the products and the dishes of the day paying by cash (if you pay by card, the minimum amount to get the discount is 10 €). Only open from 12 a.m. to 3 p.m.	
MAIL BOXES ETC C/ Verónica de la Virgen nº 1 (Granada) Ph. +34 958 53 68 11	15% discount on national or international shipping.	
SKI RENTAL MULHACÉN Mulhacén SKI Plaza de Andalucía s/n (Sierra Nevada)	20% discount on ski equipment from Monday to Friday except holidays. 10% discount on ski equipment on Saturdays, Sundays and holidays.	

1.5. Tutorials and students' guidance

We offer to our students the service of tutoring and orientation to the student in non-teaching time.

The orientation sessions will be held **every Friday from 4.30 pm to 5.45 pm**. In case of a holiday, the orientation session will be held on the previous Thursday, at the same time.

To participate in a tutorial **it will be necessary to request an appointment by registering with the secretary**, and briefly explain the subject of the consultation to be done. Once enrolled, the student will be informed of the exact time to come.

In order to ensure equality of care for all our students, consultations should not exceed 10 minutes, excluding grammar and class content.

1.6. Library service

At IMSOL we have a Library and Video Library available to all our students. To access to the loan of books, videos and DVDs that are in the Library, both inside the center and to take to your accommodation, you must follow the following steps:

1. Select the material that you want in the catalog that you will find in the Library or in any printed catalog of your usual classroom. You can inspect it physically, avoiding change it of place.
2. When you have selected the work you want, you must communicate it to the secretary or your teacher, and the loan will be recorded in your personal file. In no case can the material be removed without prior notification.
3. If you take the material to your accommodation you can have it for a week. You cannot take more than one book or more than one DVD at a time. If you have not been able to finish the reading or visualization in this time frame, you must notify the secretary to extend the loan period.

For the return of the material you must hand it to your teacher or secretary, to delete the loan from your file, in no case place it directly on the shelf.

Remember that for as long as the material is in your possession, you are responsible for its custody and care... Please take care of it as if it were yours! ;)

1.7. Safety information

In case of emergency during your classes, please follow these steps:

1. **Identify** the type of emergency and **ask for help**:

MEDICAL EMERGENCY | FIRE | ROBBERY | ACCIDENT

2. **Look for the person in charge of the school** in that moment and inform him/her of the situation.
3. **Follow the action instructions according to the incidence.** You will find a guide with the steps to follow in each case on the notice board, easily reachable.

* Emergency telephone numbers:

EMERGENCIES	112
FIREMAN	080 / 112
AMBULANCE	112 / 061 / 092
LOCAL POLICE	092
NATIONAL POLICE	091
GUARDIA CIVIL	062

RULES OF ACTION IN CASE OF EVACUATION

If you receive the evacuation order of the building you must follow the following steps:

1. Pay attention to the orders of those responsible.
2. Leave the place of study with minimal obstruction.
3. Keep calm: do not run or scream, or stop to pick up personal items.
4. If there is smoke, exit crawling and covering the respiratory tract with a damp cloth, if possible.
5. Do not stop at the exit, nor back, nor re-enter the enclosure.
6. If you find yourself trapped in a room you must close the doors and cover the cracks in the doors. And if possible, make yourself seen through the windows.
7. Go to the point of concentration * and wait there until the responsible ones indicate it, thus it will be avoided that they look for you dangerously in the place of the sinister.

* POINT OF CONCENTRATION: [Enriqueta Lozano Street \(Granada\)](#)

Thank you for following these instructions. This will help us improve your safety and that of everyone.

2. INFORMATION ABOUT GRANADA

2.1. Information about the city of Granada

Granada is a city in southwest Andalusia that has about 235,000 inhabitants. It has been a meeting point for many civilizations for centuries, and thanks to it we are faced with a vibrant, lively, cultural and close city. Its character and diversity are established by a remarkable mixture of elements:

Granada, Arab city: *it was the last Muslim Kingdom of the Iberian Peninsula.*

Granada, city of the Renaissance: *reference of this style from century XV thanks to its architecture.*

Granada, city of Flamenco: *cantaos, bailaores and guitarists born in the neighborhood of Sacromonte.*

Granada, city for students: *one of the oldest and most popular universities in Spain.*

We are also in front of a tourist town. Its geographical location and orography make the ski slopes of Sierra Nevada (3480 m altitude), which is only 30 km from the city center, one of the most attractive winter sports venues in Europe. On the other hand, it is 70 km from the famed Costa Tropical, which makes it the ideal destination, both in summer and winter.



2.2. Main monuments and places of interest

Granada is a destination with many places to visit. You will see that visiting once is not enough! You will feel like you have to go back. We would like to inform you about the monuments that you should not miss:

La Alhambra y el Generalife

The Alhambra was Palace, citadel and fortress, residence of the Nasrid sultans and of high officials, servants of the court and soldiers of elite (centuries XIII to XIV). At the moment it is a monument in which they distinguish four zones: the Palaces, the military zone or Alcazaba, the city or Medina and the agrarian estate of the Generalife, all in an environment of wooded areas, gardens and orchards.

It also includes outstanding buildings from different periods, such as the Renaissance Palace of Carlos V, where the Alhambra Museum is located, with objects coming mainly from the Monument itself, and the Museum of Fine Arts.



MORE INFO:

VISITING HOURS:

Monday to Sunday, from 08:30 to 18:00 hours.

Ticket office: from 08:00 to 18:00 hours.

www.alhambra-patronato.es
ticketmaster.es

The Monument will remain open every day of the year except for December 25 and January 1.

IMPORTANT NOTICE: Access to the Nasrid Palaces must be made at the time indicated on the ticket.

Catedral de Granada | Cathedral of Granada

Located in the heart of Granada and with entrance on the Gran Vía, it is considered to be the first Renaissance church in Spain. The building next to the Great Mosque began in 1505. The main chapel stands out, the most important place of the temple not only for its vastness but also for the constancy of the Renaissance ideology, the splendid dome and the great toral arch Triumph that would have constituted the monumental entrance to the tomb of the emperor.



VISITING HOURS:

From Monday to Saturday

From 10:00 to 6:30 hours

Sundays and holidays

from 15:00 to 18:00 hours.

Free admission on Sundays, from 15:00 to 18:00 with prior booking through the web:
www.archidiocesisgranada.es

General admission: € 5 (free radio guide)

Students: € 3.50

Children under 12 years and different capacities: Free

The Monument will remain open every day of the year except for Good Friday, December 25 and January 1.

MORE INFORMATION IN:

<http://catedraldegranada.com/>

Capilla Real de Granada | Royal Chapel of Granada

Built by order of the Catholic Monarchs, it was built by Enrique Egas, in 1504, to install his graves. Externally the chapel offers a facade of plateresque style since its other three sides are united to the Cathedral, Sagrario and Lonja. The Royal Chapel also has valuable carvings and Flemish paintings and the famous triptych of the Passion, by Dierick Bouts, which belonged to the collection of the Catholic Queen and which, by its dimensions and qualities, is the largest pictorial work of Pomegranate.



VISITING HOURS

Autumn - Winter

Monday to Saturday: 10.15-13.30 and 15.30-18.30.

Sundays: 11.00-13.30 and 14.30-17.30.

Holidays: 11.00-13.30 and 15.30-18.30.

Spring - Summer

Monday to Saturday: 10.15-13.30 and 16.00-19.30.

Holidays: 11.00-13.30 and 16.00-19.30.

Sundays: 11.00-13.30 and 14.30-18.30.

General admission: € 4

Groups over 65, upon request of the organizing entity:
€ 2'50

Children under 10 years: Free

Groups of students of the European Community, after
request of the address of the center: € 2'50

You can visit the Royal Chapel for free four Sundays a
month from 14:30 to 17:30, by prior reservation in:
<http://entradasgratuitas.diocesisgranada.es/view/event/capilla-real-en-capilla-real/>

MORE INFO:

<http://capillarealgranada.com/>

Monasterio de la Cartuja

It is located in a wide esplanade of orchards that were yielded by the Great Captain for the foundation of a convent of the order Cartuja, demolished in part after confiscation. The rooms - Refectory, Room of Profundis, Chapters of Monks and of Legos - are of gothic structure.



VISITING HOURS

from Mondays to Sundays

Winter: 10:00 to 13:00 and 15:00 to 18:00

Summer: from 10:00 to 13:00 and from 16:00 to 20:00

Entrance fee to Monasterio de la Cartuja is 4 euros.
Free for children under 10.

Address: Monasterio de la Cartuja, Paseo de Cartuja,
Granada.

Phone number: +34 958 161 932:

Parque de las Ciencias de Granada | Sciences Park of Granada

The Science Park is a science and museum center of 70,000 m², located just a few minutes walk from the historic center of Granada. Enter the sciences and nature through its interactive museum and planetarium, which houses more than 200 experiences distributed in four permanent and two temporary exhibition rooms.

Now also has a space dedicated to Education, Conservation and Research of biodiversity on the planet. BioDomo recreates the climate of the tropical fringe, and houses more than 250 species between animals and plants.



VISITING HOURS

From Tuesday to Saturday, and Monday if it is a holiday eve

10:00 am to 7:00 pm

Sundays and holidays

10:00 am to 3:00 pm

* Special schedules for the Planetarium and BioDomo

Closed: 1 and 6 January, 1 May and 25 December.

Free admission on February 28, day of Andalusia, and the Anniversary of the Museum that is held on the first Saturday after May 8.

General admission: € 7

Reduced ticket: € 6

School entrance fee: € 5.50

* Consult rates with BioDomo and Planetario

Reduced rate: Over 65, under 18 and organized groups of more than 15 people.

MORE INFO:

<http://www.parqueciencias.com/parqueciencias/index.html>

Abadía del Sacromonte | Abbey of Sacromonte

Located on Mount Valparaíso, the Abbey of Sacromonte was founded in the 17th century, shows us the cultural and religious past of the city, and it is vital to understand the Granada of the Counter-Reformation. Underneath the church are the catacombs, where St. Cecilio, the first bishop and today the patron saint of Granada, suffered martyrdom.

The cover represents a magnificent example of the Andalusian revival of the late XVI.



VISITING HOURS

To visit the Abbey of Sacromonte you must take a daily guided tour (in Spanish). You cannot visit the Abbey of Sacromonte without the guide. The Abbey is open every day. Mass schedule, every Sunday at 12:30. The visiting hours in the morning in summer and in winter are the same: from 10:00 a.m. to 13:00 a.m. from Monday to Saturday, and from 11:00 a.m. to 1:00 a.m. on Sundays. Last pass at 13:00.

Visiting hours in the afternoon are different in summer and winter. From May 1 to September 30 is from 17:00 to 19:30 from Monday to Sunday. From October 1st to April 30th is from 4:00 pm to 6:00 pm from Monday to Sunday.

Admission price to Sacromonte Abbey with guided tour is 4 euros.

Address: Camino del Sacromonte 4, Granada.

Phone: +34 958 221 445

Museo Cuevas de Sacromonte | *Sacromonte Caves Museum*

The Sacromonte Interpretation Center offers a tour of the culture and history of this neighborhood. Endowed with an ethnographic and environmental museum that brings us closer to its old trades and its relationship with the environment, approaching its way of life. This museum is an art center located on a wide area of land where you can find a great variety of plants. In this center you will find caves that show the way of life of the gypsies and their traditional works such as forging, pottery, basketry... Here also is an exhibition hall and a workshop of medicinal plants.



VISITING HOURS

Summer Time (From March 15th to October 14th):
from 10:00 am to 8:00 pm (every day).

Winter Time (From October 15th to March 14th): from
10:00 am to 6:00 pm (every day).

The price of the individual entrance to the museum is 5 euros.

The self guided tour for groups is 3 euros per person.

The guided tour for groups is 5 euros per person.

During the summer you can visit the outdoor flamenco shows.

Casa Museo Manuel de Falla

What was the abode of Manuel de Falla in Granada, place of encounter and contemplation of his memory. Now and after a laborious work of rehabilitation, Carmen de la Antequeruela Alta preserves the atmosphere where he lived and composed the greatest Spanish composer of the 20th century.



VISITING HOURS

September to June

From Tuesday to Friday from 9:00 am to 2:30 pm and
from 3:30 pm to 7:00 pm Saturday and Sunday from
9:00 am to 2:30 pm

Closed on Mondays and holidays.

July and August

From Wednesday to Sunday from 9:00 am to 2:00 pm

General admission: € 3

Reduced ticket: € 1

**Reduced rate: students, pensioners, retirees
and organized groups (by appointment).**

MORE INFO:

<http://www.museomanueldefalla.com/>

Huerta de San Vicente - Casa Museo Federico García Lorca

The Huerta de San Vicente was a gift that Garcia made to his family in 1925. Far removed only two kilometers from the city, the property consisted of two adjoining houses - the main and a more modest one for the guardians - with almost two hectares of fertile land , The landscape of crops, fruit trees, ditches and sidewalks of the Granada river valley of Genil.



VISITING HOURS:

From the 16th September to the 31st May

*From 9:30 am to 5:00 pm uninterrupted schedule
from Tuesday to Sunday*

From 1st June to 15th September

*From 9:30 am to 3:00 pm uninterrupted schedule
from Tuesday to Sunday*

** Consult specific times for Christmas, Easter
and local festivals.*

General admission adults: € 3

Entry for children, students and pensioners: € 1

*Reduced rate for groups of students, adults and
pensioners (previous appointment).*

Wednesday non-holiday: free admission

MORE INFO:

<http://www.huertadesanvicente.com/index.php>

2.3. Public transport

The city of Granada is not very big, so you can walk to almost anywhere in the center. Also, we recommend this option if you are going to spend a few days here, you will love walking in its streets! To move around the city by public transport we inform you of all the options below.

URBAN BUSES

There is a network of urban buses that runs throughout the city of Granada, and part of its surroundings.

You will find two types of urban buses: blue buses (LAC) and red buses. These buses use two different types of system for the purchase of tickets, although the same ticket or bus voucher is valid in both; The main difference is that the LAC tickets are bought at the ticket booths, and you must always validate your tickets before going to the LAC. The price of each trip is 1,20€. A single ticket will be used to make a transfer, as long as it does not exceed one hour between travel and travel, and is not a return trip. In the rest of the lines you can buy your ticket to the driver.

All information on routes on the web: www.transportesrober.com

TAXI GRANADA

It is very easy to find taxis stops in the city center and the main tourist attractions, but if you need to book in advance you can contact them through:

- Telephone Tele-Radio Taxi Granada: +34 958 28 00 00
- Web: www.gradataxi.com

Rates may change depending on the day of the week and the schedule. It would be like this:

Rate 1 (from 06:00 to 22:00, Monday-Friday)

Rate 2 (from 10:00 to 18:00, Saturdays, Sundays and public holidays).

Some of the **approximate taxi fares** to the main tourist spots are:

Taxi Bus Station - Alhambra: 9.90€ (fare 1), 11.90€ (fare 2).

Taxi Bus Station - Downtown Granada: 6.90€, 7.90€.

Taxi Bus Station - Granada Airport: 20.50€, 23.90€.

Taxi Bus Station - Sierra Nevada: 55.00€, 65.00€.

GRANADA BUS STATION

The best way to travel from Granada to other nearby cities is through the bus. There are connections to almost all places, and one of the best service companies is ALSA. The bus station is located just outside the center of Granada, offers travelers tourist information, buses that connect the station with the city center and Granada airport, taxis, restaurant and cafeteria.

Address: Av. De Juan Pablo II, s / n. CP 18014 (Granada)

Phone: +34 902 42 22 42

Ticket purchase: www.alsa.es

GRANADA TRAIN STATION (RENFE)

Granada has a modest train station which is located in the center of the city. This train station has a cafeteria, handicap accessible toilets, luggage racks and car rental.

Address: Avenida de los Andaluces, S / N. CP 18014 (Granada)

Phone: +34 902 432 343 / +34 902 320 320

Ticket purchase: www.renfe.com

**Currently the entrance ways to the bus station are under construction due to its adaptation to the AVE (high speed train). The majority of the routes that leave and arrive at Granada are modified, having to do a section in bus. Although in these cases, RENFE is responsible for organizing bus transportation within the price of the ticket purchased.*

GRANADA AIRPORT

The airport of Granada (called Airport Federico García Lorca Granada-Jaén) is located about 18 kilometers from the city of Granada and 105 kilometers from Jaén.

This airport offers travelers all the services: tourist information, cafeteria, car rental, buses to Granada, taxis, parking, ATMs and cheap flights. It has 1 passenger terminal and 1 airstrip of 2,901 meters. The airport operates 5 airlines:

- Iberia: www.iberia.com
- Vueling Airlines: www.vueling.com
- Air Europa: www.aireuropa.com
- Air Nostrum: www.airnostrum.es
- BA CityFlyer (British Airways): www.britishairways.com
- EasyJet: www.easyjet.com

Granada Airport is open from 05:30 until 00:00. It is not possible to stay at the airport at night.

Address: Old road of Malaga. CP 18329 (Granada)

Phone: +34 902 404 704 / (+34) 91 321 10 00

Web: www.aena.es/es/aeropuerto-federico-garcia-lorca-granada-jaen/index.html

3. INFORMATION ABOUT THE D.E.L.E. EXAMS

3.1. General information about the exams

The DELE (*Diploma of Spanish as a Foreign Language*) is an official qualification accrediting levels of competence and command of the Spanish language, granted by the Instituto Cervantes on behalf of the Ministry of Education, Culture and Sport of Spain.















It could be compared to the Cambridge certification for English: these Spanish certifications were created in order to promote the Spanish language and to increase the presence of our culture internationally.

The DELE exams are designed following the guidelines of the *Common European Framework of Reference of the Council of Europe*, which guarantees a practical way to establish an international standard and objective measurement of the level to be achieved at each stage of education and the evaluation of results.











Instituto Mediterráneo Sol is an official organizing center for the **DELE** exams in the city of Granada, so we can help you to register and give you all the information you need.

On the other hand, IMSOL offers **preparation courses for these exams**, with a minimum of one week and 2 or 4 classes per day, for all levels.

There are 6 different DELE levels that you can apply for: **A1, A2, B1, B2, C1 and C2**, corresponding to the **Common European Framework of Reference for Languages**. Each level has a different exam structure that you should know perfectly before the exam. You can have a look to the following chart:

PRUEBAS PARTS OF THE EXAM	A1	A2	B1	B2	PRUEBAS PARTS OF THE EXAM	C1	PRUEBAS PARTS OF THE EXAM	C2
	45 min	60 min	70 min	70 min		90 min		105 min
	20 min	35 min	40 min	40 min		50 min		150 min
	25 min	50 min	60 min	80 min		80 min		
	15 min (más 15 min de preparación) (and 15 min for preparation)	15 min (más 15 min de preparación) (and 15 min for preparation)	15 min (más 15 min de preparación) (and 15 min for preparation)	20 min (más 20 min de preparación) (and 20 min for preparation)		20 min (más 20 min de preparación) (and 20 min for preparation)		20 min (más 30 min de preparación) (and 30 min for preparation)
DURACIÓN TOTAL EXAMEN TOTAL EXAM DURATION	2 h	2 h 55 min	3 h 20 min	3 h 50 min	DURACIÓN TOTAL EXAMEN TOTAL EXAM DURATION	4 h 20 min	DURACIÓN TOTAL EXAMEN TOTAL EXAM DURATION	5 h 05 min

And here are the specifications of each of the tests by levels:

 <p>Comprensión de lectura Reading comprehension</p>	 <p>Comprensión de lectura y uso de la lengua Reading comprehension and use of language</p>	 <p>Destrezas integradas: comprensión de lectura y expresión e interacción orales Integrated skills: reading comprehension and oral production and interaction</p>
 <p>Comprensión auditiva Listening comprehension</p>	 <p>Comprensión auditiva y uso de la lengua Listening comprehension and use of language</p>	 <p>Uso de la lengua, comprensión de lectura y auditiva Use of language, reading and listening comprehension</p>
 <p>Expresión e interacción escritas Written production and interaction</p>	 <p>Destrezas integradas: comprensión auditiva y expresión e interacción escritas Integrated skills: listening comprehension and written production and interaction</p>	 <p>Destrezas integradas: comprensión auditiva y de lectura y expresión e interacción escritas Integrated skills: listening and reading comprehension, and written production and interaction</p>
 <p>Expresión e interacción orales Spoken production and interaction</p>		

NIVELES A1 - B2

- Comprensión de lectura
- Comprensión auditiva
- Expresión e interacción escritas
- Expresión e interacción orales

NIVEL C1

- Comprensión de lectura y uso de la lengua
- Comprensión auditiva y uso de la lengua
- Destrezas integradas: comprensión auditiva y expresión e interacción escritas
- Destrezas integradas: comprensión de lectura y expresión e interacción orales

NIVEL C2

- Uso de la lengua, comprensión de lectura y auditiva
- Destrezas integradas: comprensión auditiva y de lectura y expresión e interacción escritas
- Destrezas integradas: comprensión de lectura y expresión e interacción orales

Examination dates will be the same in every country. You will be able to apply for any of the calls and levels at Instituto Mediterráneo Sol. Dates and times of the written tests are established by Instituto Cervantes, whereas dates and times of the oral tests are established by examination centers, according to their number of candidates.

There will be an additional day for the oral tests that will be set by each examination center. Candidates are tested individually, and these oral tests are usually held in the same week as the written test.

SCORING

Each part of the exams can score up to 25 points, equal to 25% of the total punctuation, with a maximum of 100 points in total. You will need a minimum of 15 points in every part in order to pass the exam. A minimum of the 60% of the tasks must be done correctly.

You can check the updated DELE examination dates on the website:

<https://exámenes.cervantes.es/es/dele/cuando>

3.2. Inscription procedure



To register for the DELE exam you must register as a candidate on the web exámenes.cervantes.es, clicking on NEW USER (*NUEVO USUARIO*) and entering your personal information, including a valid email address. The email must be unique by candidate and register in the system. It is also the field where, as a candidate, you will receive all the information and for which you will be identified in the whole process of tests that you do with the Instituto Cervantes, besides receiving there any sending or communication of the evidence.

The image shows the 'Nuevo usuario' registration form on the Instituto Cervantes website. At the top, there is a dark grey navigation bar with the links 'NUEVO USUARIO', 'INICIAR SESIÓN', and 'ES'. Below this is the main header with the Instituto Cervantes logo on the left and the word 'EXÁMENES' in large letters. To the right of 'EXÁMENES' are several menu items: 'DELE', 'DELE para escolares', 'CCSE', 'SIELE', 'Noticias', and '¿Dudas?'. Below the header is a large red banner with the text 'DIPLOMAS DE ESPAÑOL DELE 2017' and a photograph of three smiling people. Below the banner is a navigation bar with the links 'Inicio' and 'Nuevo usuario'. The main content area is titled 'Nuevo usuario' and contains a registration form. The form has a red box with the text 'Soy antiguo alumno: recuperar mis datos'. Below this is a red box with the text 'Soy un usuario nuevo, quiero registrarme:'. To the right of this text is a red asterisk and the text '* Campos obligatorios'. The form has three input fields: 'Correo electrónico *', 'Nombre *', and 'Apellidos *'. There is also a small red box with the text 'Aviso: Si usted estaba registrado en la antigua web ccse.cervantes.es, puede acceder a esta web con el mismo usuario y contraseña que estaba utilizando, sin necesidad de volver a registrarse.'

Once registered as a user you must go *new registration (nueva inscripción)*, select the city and date of the exam, and look for **Instituto Mediterráneo Sol** as an examination center. When you have selected the center, you must click to *register (inscribirse)* next to the level of which you want to examine yourself and to make the payment of the examination fees comfortably with your credit card.

You will receive confirmation of payment and registration for the exam in your email. Keep an eye on your email, as you will be contacted from IMSOL a few days before the test, to verify that the information is correct and to remember the test times.

It is very important to note that for each examination date there is a registration period (deadline), and once it is not possible to register in that call, it will be necessary to wait for the next one.

4. SUGGESTIONS FOR A BETTER SPANISH LANGUAGE LEARNING

4.1. *European Language Portfolio (ELP): passport, linguistic biography and dossier.*

In order to improve your learning process, the schools provides you with a document called **European Language Portfolio (ELP, Spanish edition)** in which you can record your experience as a foreign language student being an useful tool to reflect and check your learning goals. If you are interested in using it, let us know and the secretary will give you one copy.

The reference of the document is the following:

Consejo de Europa - Centro Europeo de Lenguas Modernas / Ministerio de Educación y Ciencia. Portfolio Europeo de las Lenguas: Modelo acreditado N° 59.2004. Estrasburgo/Madrid: Consejo de Europa - Centro Europeo de Lenguas Modernas / Ministerio de Educación y Ciencia, 2004.

4.2. Learning strategies for students of Spanish as a foreign language

If you want to improve and take advantage of your experience of learning Spanish, we offer you some strategies to follow. Take a look and put them into practice!:

Metacognitive strategies	
Organize / Plan	<ol style="list-style-type: none">1. Plan your task.2. Set goals.3. Plan how to accomplish your task.
Manage your own learning	<ol style="list-style-type: none">1. Determine how you learn best.2. Arrange conditions that help you learn.3. Seek opportunities for practice.4. Focus your attention on the task.
Monitor and evaluate	<ol style="list-style-type: none">1. Check your progress on your task.2. Check your comprehension as you use the language.3. Check your production as you use the language .4. Assess how well you have accomplished the learning task.5. Assess how well you have applied the strategies.6. Decide how effective the strategies were in helping you accomplish the task.

Task-based strategies: use what you know	
Use background knowledge	<ol style="list-style-type: none"> 1. Think about and use what you already know to help you do the task. 2. Make associations.
Make inferences	<ol style="list-style-type: none"> 1. Use context and what you know to figure out context. 2. Read and listen between lines.
Make predictions	<ol style="list-style-type: none"> 1. Anticipate information to come. 2. Make logical guesses about what will happen.
Personalize	<ol style="list-style-type: none"> 1. Relate new concepts to your own life, that is, to your experiences, knowledge, beliefs and feelings.
Transfer / Use cognates / Paraphrase	<ol style="list-style-type: none"> 1. Apply your linguistic knowledge of other languages (including your native language) to the target language. 2. Recognize cognates. 3. Think of a similar word or descriptive phrase for words you do not know in the target language.
Task-based strategies: use your imagination	
Use imagery	<ol style="list-style-type: none"> 1. Use or create an image to understand and/or represent information.
Use real objects / Role play	<ol style="list-style-type: none"> 1. Act out and/or imagine yourself in different roles in the target language. 2. Manipulate real objects as you use the target language.
Task-based strategies: use you organizational skills	
Find / apply patterns	<ol style="list-style-type: none"> 1. Apply a rule. 2. Make a rule. 3. Sound out and apply letter/sound rules.
Group / classify	<ol style="list-style-type: none"> 1. Relate or categorize words or ideas according to attributes.
Use graphic organizers / Take notes	<ol style="list-style-type: none"> 1. Use or create visual representations of important relationships between concepts.
Summarize	<ol style="list-style-type: none"> 1. Create a mental, oral, or written summary of information. 2. Write down important words and ideas.
Use selective attention	<ol style="list-style-type: none"> 1. Focus on specific information, structures, key words, phrases, or ideas.
Task-based strategies: use a variety of resources	
Access information sources	<ol style="list-style-type: none"> 1. Use the dictionary, the internet, and other reference materials. 2. Seek out and use sources of information. 3. Follow a model. 4. Ask questions.
Cooperate	<ol style="list-style-type: none"> 1. Work with others to complete tasks, build confidence, and give and receive feedback.
Talk yourself through it (Selftalk)	<ol style="list-style-type: none"> 1. Use your inner resources. Reduce your anxiety by reminding yourself of your progress, the resources you have available, and your goals.

5. ACCOMMODATION WITH IMSOL

5.1. Rules for the use of accommodation

It is possible to book different kinds of accommodations in your stay through **Instituto Mediterráneo Sol**. If you have booked it with us, it is important to take into account the following:

General aspects

- The student is responsible for the keys' apartment. In case of loss or robbery, the student will have to pay the cost of the change of the lock of the apartment.
- On departure day, the students must leave the keys in their room or give them to the family, always **before 12.00 am**.
- In case of malfunction or break or in case you need something for your apartment, you will have to fill in the **Requests-Suggestions Form** which you can find at the Secretary office.
- In case you are not feeling comfortable at your apartment or having serious problems with your roommates/family and you need a change of accommodation, please let us know by filling in **Change of Accommodation form**. Once we have checked your request, a solution will be given no later than 48 hours.
- Make a responsible use of water and electricity, we all must protect the environment.

Accommodation with families:

- You can receive calls but you can't make calls from the family landline telephone.
- You must respect family mealtimes and sleeping times (don't take a shower at night, ...).
- Take into account that mealtimes in Spain are different from other countries, so ask them to the family when you arrive and try to adjust to them.
- In case you have booked half-board, then you must tell your host family which meal you are going to have (lunch or dinner).

Accommodation in apartments:

- The school and the apartments' owners are entitled to inspect the general condition of the apartment and verify that all the rules are being met, without any notice.
- The shared products will be bought by the roommates (cleaning products, paper napkins, kitchen paper towels, toilet paper, ...), apart from towels and personal hygiene products.
- Bedclothes (sheets, blankets, quilts) are included in the accommodation.
- Garbage must be taken out every day.
- **It is forbidden to:**
 - Put up photos or posters on walls or doors.
 - Take food, drinks or products from other roommates or owners of the apartment. Each student must buy his/her own food/products during his/her stay.
 - Do the laundry more than once a week.
 - Throw parties at the apartment. If the school receives any complaint from the neighbors because of that, it could mean the expulsion from the apartment.
 - Change your room without notice to the school.
 - Throw food leftovers in the sink.
 - Use the radiators to hang wet clothes.
 - Have electric radiators without permission from the school or the owner; could be dangerous.
 - Have pets in the apartment, for hygienic reasons.

In general, it is not allowed to:

- Make noise between 11.00 pm and 08.00 am.
- Put up people without notice to the school.
- Change furniture.
- Stay in the accommodation longer than the time booked without notice to the school.
- Use candles or incandescent objects on the furniture (security reasons).

It is mandatory to:

- Keep the apartment and the room clean and in good condition.
- Do the washing up.
- Throw the garbage, empty bottles or other waste.
- **Leave the room totally empty (luggage, shopping bags, ...) before 12 am on departure day** so that the cleaning can be done before new arrivals.

Important: If you don't follow these rules, we will proceed to the automatic expulsion from the accommodation, without any reimbursement whatsoever.

5.2. Request of change of accommodation: procedure

If any student considers that anything is necessary in the accommodation, any problem must be resolved or any change of accommodation is needed, please let us know by going to the secretary office at the school, or, if you go with a group, contact the person in charge, telling the reasons for the change requested.

The student / person in charge must fill in and sign the *Questionnaire of requests of change of accommodation*. After that, the school must verify the data, search for possible solutions and tell them to the student, who will be able to accept it or not.

Where possible, we are open to the needs of our students, without limits of changes provided that no illogical or nonsensical requests are asked. The change will be done as soon as possible according to the availability or not of the accommodation.

IMSOL will complete and sign the *Questionnaire of requests of change of accommodation* with the solution adopted and the new accommodation if the change has been confirmed by the student. All the information and instructions of the change will be given as well as a copy of the questionnaire.

5.2.1. Request of change of accommodation: questionnaire

This is the form that you must fill in if you request a change of accommodation:

QUESTIONNAIRE OF REQUESTS OF CHANGE OF ACCOMMODATION

Date	
Student name	
Current accommodation	
Reasons for the change of accommodation	
Resolution proposed by IMSOL	
Date of resolution	
New accommodation (when applicable)	

Student signature:

Director of IMSOL signature:

6. REQUESTS AND SUGGESTIONS

6.1. Procedure for requests and suggestions

If the student considers that in his/her class or accommodation anything is necessary, has any problem or there is any deficiency that must be solved, then it is necessary to fill in this form indicating: name, date of the request, need or problem, and signature (of the student and school director). The student keeps a copy of the questionnaire.

Once the request is solved, you have to include the date and the signature from both the student and the director of the school.

IMSOL will check that there is a problem within 24 hours. After that and within 48 hours, IMSOL will solve the problem as long as it is possible. If it is necessary some technician intervention (in case of problems with the school or accommodation facilities), the time limit will depend on the technician's side. In both cases, the student will be kept informed.

OTHER QUESTIONS

Likewise, other questions related to some services of IMSOL, which have to be solved, must follow the same procedure.

IMSOL will study each request and suggestion in order to decide if any measure is applicable or not.

As long as the solution is possible, IMSOL will try to solve the problem within 24 hours. If the problem depended on any company in collaboration with IMSOL, the time limit to resolve the problem would be the one which is stipulated by that company.

COMPLAINTS

If, after this first procedure, problems remained unsolved in a unsatisfying way for the student and he/she considers that his/her rights have been violated, then he/she can ask for the Complaints Form from AEEA (Andalusia Spanish Schools Association) which will be sent to the Student Defender, and the official Complaints Forms from the Junta de Andalucía which, by law, are available for the customer in any public business.

On the other hand, Instituto Mediterráneo Sol is a member of the Granada City Council Consumer Arbitration Board.

6.2. Requests and suggestions form

This will be the form that you will have to fill in if you have any request or suggestion to pose:

REQUEST - SUGGESTION

Inscription number:

Title:

Addressed to:

Date:

Applicant:

Request description:

Justification:

Student's signature:

School's signature:

RESOLUTION

Date and time of solution:

Response *(cross out what does not apply)*:

Accepted

Denied

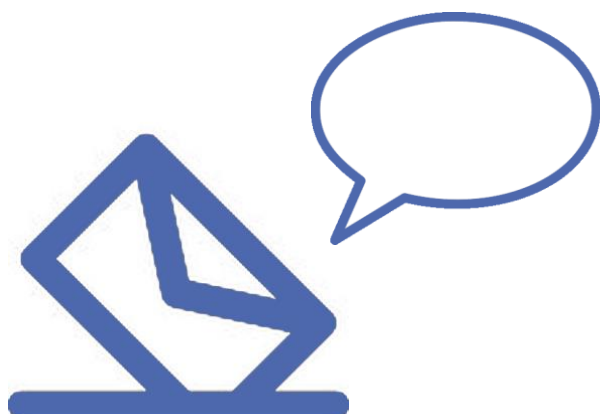
Solution and justification:

Student's signature:

School's signature:

6.3. Suggestion box

Instituto Mediterráneo Sol wants to offer the best service to all our students, so we put at your disposal a **suggestion box**, through which you can send us your observations about the operation of the center: classes, activities, complementary services, etc.



You will find the suggestion box under our notice board (in the school's hall).

We will attend all your proposals and will incorporate them as part of the normal running of IMSOL, if they can improve the services to the students.



7. ANNEX INFORMATION ON PERSONAL DATA PROTECTION LOPD 15/1999 FOR STUDENTS

Student information

Name and surname _____

ID / Passport _____

In compliance with the provisions of Law 15/1999 on Protection of Personal Data, we inform you that personal data are collected in order to adequately provide the services you request us, to transmit business and information of our services, and for compliance with fiscal and legal obligations arising from the provision of this service. These data will be included in a file called "STUDENTS" whose purpose is to manage the data of our students for administrative management, attendance control, issuance of certificates, sending of personal and/or professional communicative information, presence on social networks and web domains of our company and it is duly registered in the **General Data Protection Register**. The recipients of this information only and exclusively be the workers of the company.

Also, we come to ask your permission to obtain recordings and/or photographs of the class whose purpose is to promote our center through videos or pictures where you can appear and that will be published in social networks where we have presence, and in our WEB domains too.

Our company has implemented the technical and organizational measures to ensure security, confidentiality and integrity of personal data it deals with.

Finally we inform you that you may exercise the rights of access, rectification, cancellation and opposition at **INSTITUTO MEDITERRÁNEO SOL, S.L.** en *C/Enriqueta Lozano 17-ºB C.P. 18009 Granada*, under the terms established in Organic Law 15/99 and implementing regulations and procedures defined for the purpose by the company.

☐ Please check this box if you **DO NOT** consent to the processing of your personal data to send communications from us.

☐ Please check this box if you **DO NOT** want your images to be used in publications and media said above.

I have read and accept the purpose of the use of my data.

Signed: _____

Signature of legal representative if the student is minor.

Signature, name and surname: _____

INFORMATION RECEIVED & UNDERSTOOD ;)

Please find below a list of the information contained in the Student Guide of Instituto Mediterráneo Sol:

1. General information
2. Information about Granada
3. Information about the DELE exams
4. Suggestions for a better Spanish language learning
5. Accommodation with IMSOL
6. Requests and suggestions
7. Annex information on personal data protection

Apart from this guide, IMSOL recommends that every student reads the information in back of the registration form and the additional information and conditions sent to the students.

Once this guide is fully read and understood by the student, please fill out and sign this form:

Name: _____ Date: _____

Signature: _____