



STUDENT HANDBOOK

HOME

EDE is the first permanent school of Spanish in Burgos (Spain), with teaching programs the whole year. Our experience in the teaching of the Spanish language is **supported by more than 30 years**.

EDE is a school supported by the Spanish Ministry of Commerce and Tourism as well as by the Tourism Board of Junta de Castilla y León.

EDE is not an overcrowded school, so our main characteristic is that we can offer our students a very personalized and **individual attention**.

Our students have 24 hour emergency phone assistance, and a course tutor and adviser.

OUR SCHOOL

Our school is located in the city's downtown area, close to the bus station and the dorms of San Agustín. It is placed in a brand **new building**, opened in 2009, **fully equipped** to facilitate teaching and learning, including modernized and spacious classrooms. There is also a reference library, where you can study and work or choose from a selection of more than 1,000 books, including Spanish and Spanish American Literature, as well as audiovisual materials.

A teacher's room with a bank of **self-study materials at your disposal**.

OUR STUDENTS

Every year more than 50 students choose EDE to improve their Spanish. They are from **different nationalities**, specially Asian and American, and with ages between 18 and 24.

The **minimum age** to study at EDE is 14. In case you are a minor you must fill in a Letter of Parental Consent and add it to the documents you need to come to Spain

METHODOLOGY

The aim of our school is to offer the **best environment** for the study of the Spanish language in all of its uses and functions. We use **communicative and practical methods** which allow our students to face real situations.

In our classes there are no more than 10 students. This way our teachers can have a more **direct contact** with the students.

In our classes we work the different aspects of the language: grammar, phonetics, speaking, listening; as well as socio-cultural aspects not only about Spain but also about other **Spanish speaking countries**.

All our teachers work as **a team** and are coordinated by a Director of Studies, giving them advice and support, so that we can offer our students the best of us

OUR TEACHERS

Our teachers are all Spanish and have Spanish teaching related degrees. They are widely experienced in the teaching of Spanish as a foreign language and try to get the best of our students.

They pay special attention to the needs of the students in order to offer them the best learning, not only as a group but also as individuals.

CERTIFICATES

When you finish your studies at EDE you will get a **Certificate of Attendance** and a **Certificate of Achievement**. For this you will have to attend at least 85% of the hours.

The Certificate of Attendance includes the length, number of hours and level of Spanish acquired.

The Certificate of Achievement includes all the previous information and the result obtained in the final test.

In case you do not attend 85% of the hours, the certificate will only include the total hours you have attended.

BEFORE TRAVELLING

Remember that if you want to study in Spain you must **apply for a Visa** in your country. When applying for the Visa you will need the following **documents**:

- *Letter of enrolment in the Spanish Course: this is a letter that we send you. It includes your personal data, passport number and date of beginning and end of your course.*
- *Course proof of payment: you must pay the total sum of the course you choose. Once we get the payment, we will send you a proof of payment.*
- *Letter of accommodation: you need this letter to Prof. your address at the Embassy.*
- *Letter of the University: for those students who wish to study at the University of Burgos, we will send a letter of acceptance from the university.*

*If you are under 18 you must also include a Letter of Parental Consent

PICK-UP SERVICE

You can ask our school to **pick you up** at Madrid-Barajas airport. This service has a cost of €100 for a single journey.

If you are interested in this service you will have to book it at least one week beforehand.

We can also pick you up at the bus or train station when you get to Burgos and take you to your lodgings in Burgos. Remember that you will have to pay for this, too.

If you would like to hire this service contact your agent or email us to: [**ede.languageschool@gmail.com**](mailto:ede.languageschool@gmail.com)



CANCELLATIONS

Cancellations must be made in writing and confirmed by the school.

- *Cancellations received more than 14 days before a course begins may be charged an administration fee (20% of the total cost).*
- *Cancellations received less than 14 days before a course begins will be charged an administration fee (50% of the total cost).*
- *Students who postpone 1 week or less before the start of their course will be charged 1 week's accommodation.*
- *Students who arrive after the start of the course, who are absent during the course, or leave before the end of the course receive no refund.*
- *If the school cancels a course a complete refund will be given.*
- *For those students who finally do not get the Visa, they will receive a complete refund, except for an administration fee of 200€.*

LEVELS

When you get to EDE you will do a test to know your level of Spanish and you will join one of the groups in our school in accordance with your level. You will do this test out of the class hours and it includes a written and a speaking part.

You can join any of our courses every Monday throughout the year, and the length will depend on your needs and the kind of course you choose (programmes of 300 and 540 hours).

- Levels

LEVELS	MCER LEVELS	HOURS
BEGINNER	A1	30 h
ELEMENTARY	A2	60 h
INTERMEDIATE	B1	90 h
ADVANCED	B2	120 h
PROFICIENCY	C1	150 h

- Courses – Objectives

A1 – BEGINNER The student has a very limited knowledge of the language. They can interact in a simple way with the help of another speaker. They can understand short and easy written texts with a simple structure.

A2 – ELEMENTARY The student can communicate in basic and everyday situations. They can understand short, simple, and even journalistic texts. They can use indicative forms.

B1 – INTERMEDIATE The student can use a wide variety of simple vocabulary and structures. They communicate effectively. They can describe experiences, wishes, complaints and talk about plans. They can work with more difficult texts about everyday situations and short official documents.

B2 – ADVANCED The student can communicate at ease in real situations. They can speak with more fluency, precision and in a natural way. They can work with more specific and abstract texts, and discuss about them.

C1 – PROFICIENCY The student knows a wide variety of vocabulary, they can communicate fluently and spontaneously, even in difficult situations such as phone conversations, bank transactions, etc. They can produce clear, well-structured and accurate texts about almost all types of topics.

ONE-TO-ONE LESSONS

One-to-one programmes are designed for all levels. The number of hours and days of class will vary depending on the specific needs of the student. (2, 3 or 4 hours a day)

*The courses offered by EDE - Escuela de español have no academic value

ONGOING COURSES

These courses take place throughout the year and it is the student who decides their length. They begin each Monday, with the level of study determined by the student's proficiency in the Spanish language.

These courses allow us to take into account the specific needs of our students, adapting the methodology of the class to the students' motives for coming to study at our school (social, academic, professional, etc.)

In the ongoing courses, we combine the study of grammar (theory and the use of different grammatical structures, exercises in comprehension) with the use of current texts, debates, chats, and conversation. Conversations about Spanish civilization and culture are also included.

D.E.L.E. COURSES

These courses are aimed at an in-depth preparation of students for the exam of the Spanish Ministry of Science and Education, offered three times a year (May, August and November) by the Cervantes Institute through which students can obtain certification for basic and advanced levels of the Spanish language.

The structure of these courses follows the official program through which students obtain a Degree in the Spanish Language for Foreigners (Diploma de Lengua Española para Extranjeros).

CLASS TIMES

The Spanish lessons usually take place in the morning, from, de 9:45am / 10am to 1pm.

From Monday to Thursday you will have 3 hours of class. The first two will be for the study of grammar, phonetics, spelling and y vocabulary. After these, you will have a 10 - minute break and then one hour of history, culture and literature.

Fridays are designed for the study of sociocultural aspects, including visits, tours, trips, films and extracurricular activities. They usually start at 11am and finish at 1pm, but it all depends on the type of activity.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAYS
9:45 – 11:50	Grammar	Grammar	Phonetics and dictation	Grammar	Sociocultural Activities
11:50 – 12:00	BREAK				
12:00 – 13:00	Reading	Culture	Culture	Culture	

DIDACTIC MATERIAL

Our school works with Edelsa publishing, especially with ECO text books. We also use graded readings from Santillana publishing, adapted to each level. Audiovisual material, Internet, newspapers, photocopiable material.

The students must always bring their material (notebook, pens...) and a Spanish dictionary. In the case of D.E.L.E. courses, we will work with material from Edelsa for each of the levels.

PRICES

PROGRAMME of 560 hours _____ €4.200

This course has a price of €4.000 + €200 for Administration and Delivery of documents fees.

9 months of class – including holidays: Christmas, Easter and a summer break in August- A total of 8 school months.

36 weeks of class x 15 hours/week = 540 hours + Trips

* On-site lessons from Monday to Friday from 9h45am to 1pm

* Sociocultural activities on Fridays (They can be compulsory, optional or just for information). The students are always with an instructor.

* Tutorship: 1 hour/week with your teacher.

PROGRAMME of 360 hours _____ €2.500.

This programme can be distributed in two different ways:

1) 9 months of lessons – including Christmas, Easter and summer holidays in August – A total of 8 school months.

36 weeks of lessons x 10 hours/week = 360 hours + trips

2) 6 months of lessons – including Christmas, Easter and summer holidays in August – A total of 5 school months.

24 weeks of lessons x 15 hours/week = 360 hours + trips

+ You must add €250 in respect of pre-registration if you wish to study at the University of Burgos once you complete your studies in our school

+ City tours and out-of-the-city trips for all groups and levels.

ACCOMMODATION.

SHARED APARTMENTS

You can share an apartment with 2 or 3 students from EDE. This way you will be able to Cook your own meals and you will be independent. In your room you will have a bed, a desk, a chair and a wardrobe. Sometimes two students can share a room. The kitchen and the living-room are fully equipped, though some apartments have no television. You will have to keep the house clean and tidy.

LIVE WITH A SPANISH FAMILY

Staying with a Spanish family gives you the chance to live a Spanish experience in a more direct way and will allow you to speak the language at all times, taking more advantage of your stay in our country. You will have your own room and you will adapt to the habits of the family (times, meals, rules, etc.)

HALL OF RESIDENCE

You can stay at the Hall of residence “Residencia Universitaria de San Agustín”, opened in 1997. It offers you the following services:

- + Single and twin rooms with bathroom.
- + Conference hall.
- + Library.
- + Drawing studio.
- + Computer lab.
- + Photography lab.
- + Café.
- + Gym.
- + Basketball and paddle courts.
- + Large, open green areas.

The student can share a room with a Spanish student if a prior request is made.

[/www.rusanagustin.com/](http://www.rusanagustin.com/)

THE CITY

Situated halfway between Madrid (a 2-hour drive) and the border with France, it is a stop on the ancient Camino de Santiago. Burgos represents everything that makes Spain one of the most attractive destinations to study Spanish.

Burgos is a city with a population of 180,000 inhabitants in which you can find all the facilities and services of a modern European city. A city surrounded by natural beauty, and historical and artistic treasures, Burgos maintains its links to its medieval traditions, among which its Gothic art and architecture are the most striking and evident examples.

The city is filled with cultural vitality while remaining notable for its safety and the amiable character of its citizens. All this in a moderate climate with ideal summer temperatures. Also noteworthy on its own is the gastronomy, one of the richest in Spain.

HOW TO ARRIVE

Our school is located in C/Barrio Gimeno, 9 y 17 bajo. Only a few minutes walk from the historic downtown and near the bus station and the Hall of Residence "Residencia Universitaria de San Agustín".

EVENT CALENDAR

9th August SUMMER BREAK

1st September BEGINNING OF NEW SCHOOL YEAR

TOURS AND EXCURSIONS

Sightseeing and excursions:

- Day-trips to Madrid, San Sebastián, Bilbao, Salamanca, and other nearby cities. The students may also visit Barcelona thanks to the newly opened airport in Burgos with connections to Barcelona and Paris.*
- Guided tours in the city. Visiting the Cathedral, the Royal Monastery of Las Huelgas, museums, and other important monuments in the city.*
- Day trips by chartered bus to other locations of cultural interest in the province of Burgos: Santo Domingo de Silos, Covarrubias, Lerma, etc.*
- Day trips to the worldwide recognised Ribera del Duero wineries and vineyards.*

CULTURAL ACTIVITIES

- Screening of Spanish films in DVD format and subsequent discussions.*
- Talks, presentations, and colloquia on various topics of cultural interest.*

SOCIAL ACTIVITIES

- Parties, picnics, and forays into tapas bars and other establishments frequented by the young in Burgos.*

** EDE will also provide any assistance to students who wish to organize any type of activity not scheduled. Students should keep in mind, however, that they themselves are responsible for the costs incurred by the mounting of activities or events not scheduled in the programs.*

INFORMATION ABOUT THE UNIVERSITY

What kind of studies can I do at the University of Burgos?

There are official studies (DEGREE, MASTER, and PhD) and non-official (UNIVERSITY SPECIFIC-DEGREES).

DEGREE

What do I need to study a Degree?

It depends. For some Degrees there are limited placements, if so you will have to do an entrance examination.

If the Degree has no limited placements you will Only need to apply for a Letter of Access.

What is the Letter of Access?

This is an official document issued by UNED (Universidad Nacional de Educación a Distancia)

How can I get the Letter of Access?

Visit UNED's Website (www.uned.es).

Enter in "Acceso universidad de España – Estudiantes UE y fuera". Click on Solicitud de inscripción on-line and register. Once you have filled in the application form send it together with the rest of the required documentation to:

**UNIVERSIDAD NACIONAL DE EDUCACIÓN A DISTANCIA
SECCIÓN DE ACCESO II (ACCESO UE)**

Po Senda del Rey, 11
28040 MADRID - ESPAÑA

What Degrees have limited placements?

You will only find limited placements for Nursing, Social Education, Occupational Therapy, Joint Degree in Law and Business Administration and Management, and in Audiovisual Communication.

Do I have to do a Spanish Level test to access to the university?

It depends. It is not necessary this year, but it has been necessary other years.

What language competence do I need to study at the university?

At least you will need a B2 according to The Common European Framework of References for Languages.

How many credits do I have to pass in order to continue my studies at the university?

You will have to pass 12 credits in two years. Usually, a subject has 6 credits, so you will have to pass two subjects.

Do I have to register for all the subjects?

No, you don't. You can choose a reduced registration, that is, you can register for fewer subjects and that way it will be easy for you and you will even have time to study Spanish and improve your competence.

Is there a chance to register for any subjects related to Chinese language and/or culture?

This isn't possible because these optional subjects can only be done in higher levels, not the first years of the Degree. What you can do is choose an optional subject of another language (English, French, etc.)

Where can I get more information about the Degrees?

You can go to the University Library and ask for Ramiro. You may also write him an email to: admission@ubu.es

MASTER

What do I need to do a Master?

If you wish to do a Master, first you will need to complete a Degree. For this you will have to apply for the validation of your university degree. This is different to the nostrification of your degree. A nostrification can take up to 3 years. Usually, all you need is the documentation of the degree.

How long is a Master?

A Master is usually one year long, that is, 60 credits. However, as it happens with the Degree, you can opt for a reduced registration and do a Master in more than a year. At the Universidad of Burgos there is only one Master which is two years long, the Master's Degree in Research into the Economics of the Firm.

What Masters can I study at the UBU?

At the moment you have the following options:

- Master's Degree in Advanced Chemistry
- Master's Degree in Food Safety and Biotechnology
- Master's Degree in Research into the Economics of the Firm (Inter-university)
- Master's Degree in Thermodynamic Fluid Engineering (Interuniversity)
- Master's Degree in Research into Thermal Engineering (Interuniversity)
- Master's Degree in Medieval History of Castilla y León (Interuniversity)
- Master's Degree in Secondary, Baccalaureate, Vocational and Foreign Language Education.

Where can I get more information about Masters?

For further information you can visit the school which offers the Master you are interested in. You may also find information at the University Library, 2nd floor.

UNIVERSITY SPECIFIC-DEGREES

What is a University Specific-Degree?

This is a Degree offered by the University, but it has no official validity so it is not recognized by other institutions.

Can I study a University Specific-Degree?

Yes, but you must bear in mind that they are very specific, with very technical and difficult subjects; therefore the level of Spanish is very high with very specialized vocabulary.

How many University Specific-Degrees does the UBU offer?

At the moment there are 20 Specific-Degrees at the UBU. For further information visit the University Website (www.ubu.es).

FUTHER INFORMATION

Can I apply for a place in more than one type of studies?

Yes, you can register for a Degree, a Master or a Specific Degree and finally choose the one that best suits you.

Once at the University, what do I have to do to renew my ID card?

The university cannot renew your ID card, but it will provide you with all the documentation you may need, a pre-registration letter, an acceptance letter, etc.

If necessary, when you go to the Police Station you can ask them to write down the documentation you need and a contact telephone Lumber, and Ramiro will contact them and help you with it.

Can I register online?

Yes. Do not worry if you are not in Burgos during the enrolment period because you can enrol online in the Website of the university (www.ubu.es).