

GENERAL SPANISH COURSES – 40 HOURS. ATTENDANCE AND GRADING POLICIES

1) Attendance:

- As this is a face-to-face course, attendance is compulsory for at least 80% of the total class hours. Students are allowed to miss up to 8 class hours in a 40-hour Spanish courses for any reason. There is no need to present any type of excuse for these absences (*)
- Students must sign the attendance sheet in each class. This will insure that students cannot claim that the teacher marked them absent incorrectly.
- Any student who exceeds this limit for whatever reason will not be allowed to do the final exam and will not receive the certificate of completion. Absences exceeding 8 hours will not be excused (including medical reasons).

** Students attending another regular course at UC3M that coincides partially with the Spanish course schedule should account for their situation providing to the teacher with a note from the Professor of the regular class. These students will not be able to miss up more class hours for any reason.*

2) Grading:

The final grade is divided into three parts: progress and participation (30%), homework (30%) and final examination (40%). In order to pass the course, the student must have at least a 5.0 (out of 10.0) in each of the three parts.

2.1) Progress and participation: In this part of the evaluation, the teacher will assess the student's oral skills, oral comprehension and expression. In order for the teacher to adequately evaluate the student, s/he must participate in a sufficient number of the activities proposed by the teacher in class.

2.2) Homework: In this part of the evaluation, the teacher will assess the quantity, quality and punctuality of the homework turned in by the student.

2.3) Final Examination: The final exam will take place on the last two days of class. The exam will consist of these parts:

- Task 1: Listening comprehension
- Task 2: Reading comprehension
- Task 3: Grammar and vocabulary
- Task 4: Written expression and interaction
- Task 5: Oral expression, interaction and comprehension

If a student fails or does not do the final exam, there is not possibility of doing it again. The exam date is set by the professor and it cannot be changed.

3) Final grades:

They will be notified by the teacher by email or through Aula Global platform the week after the exam date.

Students who have passed the course will receive their certificates by email from the Language Center.

4) Changes of course level: In the first eight hours of the course, teachers will observe if all students are adequately placed at their levels. In case a change in level is needed, the teacher will send a report to Centro de Idiomas justifying his/her decision. If the change is viable, the student will be notified via e-mail about it and will receive information about his/her new group.