

## ACADEMIC AND ADMINISTRATIVE POLICIES

The **CECM** offers you **2 schemes** and several modalities to study our Spanish, content and preparation for the DELE exam courses. Since we are the official Spanish language school of the University of Guadalajara, each of our courses offers **3 university credits**.

### SCHEME 1: GROUP COURSES

**Description:** classes with small groups, normally less than 5 students (although the limit is 10), of **50 hours per course (\*except for national holidays)** in 4 possible modalities and 4 options of schedules to be chosen by the student (\*subject to availability).

In face-to-face classes the 50 hours of work are face to face in the classroom.

In the case of online classes, 40 hours are interactive work between students and teacher through videoconference and the use of various platforms; and 10 hours are of independent work of the student on the platform to solve activities proposed and uploaded to the platform by the teacher.

#### **Important notes:**

- We are the school in Western Mexico capable of opening a group course, even if there is only 1 student enrolled, keeping the conditions of a group course.
- Each modality has a different start date. Check our calendar.

#### **Modalities and schedules:**

- **INTENSIVE:** one course in **2 weeks**, 5 hours per day, from Monday to Friday. Choose 2 of the following schedule options (Mexico Central Time):
  - 9:00 to 11:30 hours.
  - 12:00 to 14:30 hours.
  - 15:00 to 17:30 hours.
  - 18:00 to 20:30 hours.
- **SEMI-INTENSIVE:** one course in **4 weeks**, 2 hours and 30 minutes per day, from Monday to Friday. Choose 1 of the following schedule options (Mexico Central Time):
  - 9:00 to 11:30 hours.
  - 12:00 to 14:30 hours.
  - 15:00 to 17:30 hours.

- 18:00 to 20:30 hours.
- **MIDIUM:** one course in **6 weeks**, 2 hours and 45 minutes per day, 3 times a week (**Option 1.** Monday, Wednesday and Friday. **Option 2.** Tuesday, Thursday and Saturday). Choose 1 of the following schedule options (Mexico Central Time):
  - 9:00 to 11:45 hours.
  - 12:00 to 14:45 hours.
  - 15:00 to 17:45 hours.
  - 18:00 to 20:45 hours.
- **GRADUAL:** one course in **8 weeks**, 2 hours and 5 minutes per day, 3 times a week (**Option 1.** Monday, Wednesday and Friday. **Option 2.** Tuesday, Thursday and Saturday). Choose 1 of the following schedule options (Mexico Central Time):
  - 9:00 to 11:05 hours.
  - 12:00 to 14:05 hours.
  - 15:00 to 17:05 hours.
  - 18:00 to 20:05 hours.

#### Registration:

- At the CECM we work on programming courses weeks in advance. Therefore, the sooner a student enrolls, the better the chances of getting the schedule of their choice.
- The deadline to registration and payment will be on the **Thursday** before the day scheduled for starting the course. Subject to availability of schedules and teachers. You can consult the calendar of beginnings for the whole year in our web [www.cecm.udg.mx](http://www.cecm.udg.mx)
- In case the student registers after this period, he/she is subject to the course management times and could join 1 or 2 late sessions to a course already started. However, these delay sessions could not be compensated or rescheduled by the CECM.
- The student is formally registered for a course when: a) he/she has taken the online placement test, b) he has completed his online registration, c) he has made the payment and d) It has been confirmed by the CECM.
- It is **NOT** possible to join the first session of classes without the corresponding confirmed payment.
- Once registered, **NO** cancellations or refunds are allowed.
- Once the course has started, it is not possible to ask for a rescheduling.

#### Textbook:

- All level courses and preparations for the DELE exam include the textbook. This can be a printed version (for students living in Guadalajara) or a digital version. The

book is delivered 3 sessions after the course has started, when the teacher has evaluated and corroborated the student's level.

#### **Delays and absences:**

- In group classes, there will be no compensation or rescheduling classes for student absences, under no circumstance.
- When a teacher must be absent from a session for health reasons or for good cause, the teacher or academic coordinator will notify the students and arrange another date to make up the class, or a substitute teacher will be assigned to teach the session.
- When a student is late for a session, there will be no time compensation and the class will end at the scheduled time.
- When the teacher is late for a justified reason, students and teacher will agree on the best time to reschedule the teacher's time delay.
- The teacher can wait for the student to start the class for up to 20 minutes per hour. After that time, teacher may withdraw from the session and it will be considered as a class taught.
- Any case not considered in these conditions, will be solved through communication between the student and the academic coordination through the mail [rebeca.ferreiro@proulex.udg.mx](mailto:rebeca.ferreiro@proulex.udg.mx)

#### **Holidays:**

- Sessions on national holidays/non-working days cannot be rescheduled. The content of the programme will be fully covered on the remaining days of the course. You can check the calendar for the whole year and holidays on our website [www.cecm.udg.mx](http://www.cecm.udg.mx)

#### **Course programming:**

- To register for a course for the first time or to re-enrolled for the next course, remember to give advance notice to the academic coordination. The earlier the notice, the more likely it is that a student will get the conditions that he or she prefers.
- The the assignment of teachers and the programming of courses is the exclusive responsibility of the academic coordination. However, it is possible to take into consideration the preferences expressed by the students, if availability and conditions allow it.
- The limit that a teacher can teach the same group or student is 2 continuous courses.

#### **Technical problems in online classes:**

- A technical problem of less than 10 minutes and never more than 3 times in a course is considered as a probable situation and beyond the control of the student and of CECM. In that case there will be no compensation of time due to a technical problem by either party.
- In case of technical problems on the part of the CECM longer than 10 minutes or from the fourth occasion, the teacher and students will agree on an appropriate time to compensate for lost time.
- In case of technical problems on the part of the student, the student will solve them and the CECM will have no obligation to compensate for lost time.

#### **Standards of Conduct:**

- At CECM, as a para-university institution of the University of Guadalajara, we reject any attitude or action of harassment or discrimination based on nationality, religion, ethnicity, social sector, gender, sexual orientation or gender preference, both for teachers and students. In case of any of these behaviors, the case will be processed according to the current regulations of Proulex and the University of Guadalajara.

\*\*\* In case of any situation not foreseen in this document, it will be addressed in a particular way by the CECM management.

\*\*\*

## **SCHEME 2: ONE TO ONE COURSES**

**Description:** private classes of **30 hours per course**, at the time and on the days proposed by the student (\*subject to availability). The minimum number of hours of study for this type of course is 5 hours per week.

In face-to-face classes the 30 hours of work are face-to-face in the classroom.

In the case of online classes, 30 hours are interactive work between student and teacher through videoconference and the use of various platforms.

#### **Important note:**

- The agreement of schedules and days established by mutual agreement between student and teacher, must be respected by both parties during the period that a course lasts (30 hours).

### **Registration:**

- At the CECM we work on programming courses weeks in advance. Therefore, the sooner a student enrolls, the better the chances of getting the schedule of their choice.
- The deadline for registration and payment for a one-to-one course is **2 working days before** the first session at the latest. Subject to availability of schedules and teachers.
- The student is formally registered for a course when: a) he/she has taken the online placement test, b) he/she has completed his online registration, c) he/she has made the payment and d) It has been confirmed by the CECM.
- It is NOT possible to join the first session of classes without the corresponding confirmed payment.
- Once registered, NO cancellations or refunds are allowed.

### **Textbook:**

- All level courses and preparations for the DELE exam include the textbook. This can be a printed version (for students living in Guadalajara) or a digital version. The book is delivered 3 sessions after the course has started, when the teacher has evaluated and corroborated the student's level.

### **Delays, absences and rescheduling:**

- The student can request the rescheduling of one or more sessions when he/she cannot attend if notify it 24 hours in advance.
- With an absence without notice or a notice less than 24 hours in advance, the session will be considered as given and without the right of replacement.
- When a student is late for a session, there will be no compensation time and the class will end at the scheduled time.
- When the teacher is late for a justified reason, student and teacher will agree on the best time to compensation for the teacher's time delay.
- When a teacher must be absent from a session for health or other justifiable reasons, the teacher or academic coordinator will notify the student and arrange another date to compensate the class, or arrange for a substitute teacher to conduct the session.
- The teacher can wait for the student to start the class for up to 20 minutes per hour. After that time, teacher may withdraw from the session and it will be considered as a class taught.

- Any case not considered in these conditions, will be solved through communication between the student and the academic coordination through the mail [rebeca.ferreiro@proulex.udg.mx](mailto:rebeca.ferreiro@proulex.udg.mx)

#### **Holidays:**

- The class to be held on a Mexican national holiday will be moved to the next scheduled session or will be resumed on a day and time that the student and teacher agree. You can check the calendar for the whole year and holidays on our website [www.cecm.udg.mx](http://www.cecm.udg.mx)

#### **Course programming:**

- To register for a course for the first time or to re-enrolled for the next course, remember to give advance notice to the academic coordination. The earlier the notice, the more likely it is that a student will get the conditions that he or she prefers.
- The assignment of teachers and the programming of courses is the exclusive responsibility of the academic coordination. However, it is possible to take into consideration the preferences expressed by the students, if availability and conditions allow it.

#### **Technical problems in online classes:**

- A technical problem of less than 10 minutes and never more than 3 times in a course is considered as a probable situation and beyond the control of the student and of CECM. In that case there will be no compensation of time due to a technical problem by either party.
- In case of technical problems on the part of the CECM longer than 10 minutes or from the fourth occasion, the teacher and students will agree on an appropriate time to compensate for lost time.
- In case of technical problems on the part of the student, the student will solve them and the CECM will have no obligation to compensate for lost time.

#### **Standards of Conduct:**

- At CECM, as a para-university institution of the University of Guadalajara, we reject any attitude or action of harassment or discrimination based on nationality, religión, ethnicity, social sector, gender, sexual orientation or gender preference, both for teachers and students. In case of any of these behaviors, the case will be processed according to the current regulations of Proulex and the University of Guadalajara.

\*\*\* In case of any situation not foreseen in this document, it will be addressed in a particular way by the CECM management.