

STUDENT'S HANDBOOK



ÍNDICE

I.	INTRODUCTION	3
1.	Who we are	3
2.	Students services staff.....	3
3.	Facilities	4
4.	Included with your tuition at Academia Puerta Real.....	4
II.	ACADEMIC ISSUES	5
5.	Our methodology	5
6.	Our teachers	5
7.	Our courses and levels	5
8.	Timetables and modalities	6
9.	Academic calendar 2023-2024.....	6
10.	Online platform (academiapuertareal.es).....	7
III.	ADDITIONAL ACADEMIC SERVICES	8
11.	Library	8
12.	WiFi.....	8
13.	Extracurricular activities	8
14.	Help us improve!.....	9
IV.	INTERESTING INFORMATION	10
15.	Living in Granada.....	10
16.	Essential places and activities in our province.....	11
17.	Useful and emergency phone numbers in Granada.....	12



ACADEMIA PUERTA REAL

I. INTRODUCTION

First of all, we would like to thank you for choosing Academia Puerta Real to learn Spanish. We hope to live up to your expectations and that your experience studying our language, discovering our culture and living with our people, will be enriching and unforgettable, in every sense.

It is true that our staff will always be happy to help you. However, we have created this handbook with useful and helpful information, both for studying at our school and for getting around and enjoying your stay in Granada.

1. Who we are

Located in the heart of Granada, Academia Puerta Real is a long-established teaching centre. We have other schools in Málaga (Academia Avenida Andalucía), Córdoba (Academia Cruz Conde) and Murcia (Academia Alba).

Our teachers are highly qualified and experienced, they have proven results and something we value a lot: empathy. They will always try to make you feel at ease, with the aim of enriching your experience and boost your knowledge.

We use the latest technology to make the most of teaching and we will provide you with access to our own platform. Our philosophy: that you have all the educational tools you need to enhance your academic performance.

Academia Puerta Real is certified by AENOR with the ISO9001:2015 standard in recognition of its quality management system, in terms of processes, development, implementation and effectiveness, so as to meet the most demanding students' expectations.

2. Students services staff

In order to guide you in the best possible way, our administrative team has the knowledge and experience to answer any questions you may have in the most detailed and transparent manner possible. You can count on us for whatever you need!

We also have a Foreign Students Department, particularly created to assist you in Spanish, English, French and Arabic. Both Hind Allaoui and Omar Chriaa will be there at your entire disposal.

Email: uned@academiapuertareal.es

Telephone helpline for foreign students: +34 627032074



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3. Facilities

We are located just in the centre of Granada. For us, it is crucial that our teaching staff can use the latest technologies to offer you the best advantages of the traditional teaching along with the most advanced techniques and tools. For this reason, besides having well-lit and heated classrooms, you will find an interactive screen in each of them, so that the teachers can give their lessons individually or in small groups.

4. Included with your tuition at Academia Puerta Real

- The weekly teaching hours contracted in the course.
- A textbook and the necessary teaching materials.
- Continuous assessment.
- Certificate of Achievement once the course has finished.
- Access to the platform and the recorded lessons, the teaching materials and exercises.
- Puerta Real Library: free books lending service.
- Trips and extracurricular activities. The tickets to the museums is included in the following courses: Objective ELE B1, Objective ELE B2 and Objective ELE C1.

For the rest of the courses, the student will have to pay for the tickets.

In other activities, such as the “typical breakfast: churros” o the “día de tapas”, personal consumptions are not included.

- For the courses lasting more than three months, legal advice necessary to get the **STUDENT VISA** is included, and you will have our lawyer specialised in foreign affairs, Rocío Valero, at your disposal. If this is your case, her email is: valeroextranjeria@academiapuertareal.es



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II. ACADEMIC ISSUES

5. Our methodology

During the lessons, we practice the four linguistic skills (listening and reading comprehension and oral and written expression). Apart from the grammar contents, we also teach the cultural and historic aspects of the Spanish culture to ensure students a better linguistic immersion in the country. But classes are not our one and only activity, we also organize activities outside the class, where the students can practice their skills in real situations.

Our assessment is continuous, through different activities and tests. Besides, the teacher will personally track the students' progress and note everything in the online platform.

6. Our teachers

To achieve your goals and carry out our methodology, it is essential that our teachers are committed and have the necessary experience, empathy and vocation. Thus, the teaching staff in Academia Puerta Real have been selected taking into account all this attitudes and skills.

Rebeca Ferreiro González is in charge of monitor and lead the teachers' duties, she is our ELE Headmaster. If you need to know anything related to your learning, her email is: ele@academiapuertareales.es

7. Our courses and levels

We offer courses with the levels A1, A2, B1, B2, and C1, created according to the Common European Framework of Reference for Languages (CEFR) which allow you to achieve a specific competence required by various academic and/or professional institutions.

To reach these levels, the courses are organized in two or more modules with different objectives, communicative resources, grammar contents and detailed vocabulary with the aim that the students develop their linguistic, cultural and communicative skills in Spanish.

Each module lasts forty hours.

 	
NUESTROS CURSOS EN EL MCER	
MCER	NIVELES DE ESTUDIO
A1	Módulo 1
	Módulo 2
A2	Módulo 3
	Módulo 4
B1	Módulo 5
	Módulo 6
B2.1	Módulo 7
	Módulo 8
B2.2	Módulo 9
	Módulo 10
C1	Módulo 11
	Módulo 12
	Módulo 13



CENTRO DE EXAMEN AUTORIZADO SIELE Nº 201005



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8. Timetables and modalities

Our proposal consists of an offer that we consider to be quite flexible, in order to adapt to your level and time availability:

Intensive courses:

4 hours daily.

From Monday to Friday, 9 to 11 and 11:30 to 13:30.

Semi-intensive courses:

2 hours daily.

From Monday to Friday, 17:00 to 19:00.

9. Academic calendar 2023-2024

Our academic calendar includes the period of the courses, as well as the holidays and non-teaching days in Granada.

CALENDARIO ELE 2023 - 2024

2023

JULIO						
L	M	X	J	V	S	D
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	26	26	27	28	29	30
31						

AGOSTO						
L	M	X	J	V	S	D
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	26	26	27
28	29	30	31			

SEPTIEMBRE						
L	M	X	J	V	S	D
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
26	26	27	28	29	30	

OCTUBRE						
L	M	X	J	V	S	D
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	26	26	27	28	29
30	31					

NOVIEMBRE						
L	M	X	J	V	S	D
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	26
27	28	29	30			

DICIEMBRE						
L	M	X	J	V	S	D
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	26	26	27	28	29	30
31						

CALENDARIO ELE 2023 - 2024

2024

ENERO						
L	M	X	J	V	S	D
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	26	26	27	28
29	30	31				

FEBRERO						
L	M	X	J	V	S	D
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
26	27	28	29			

MARZO						
L	M	X	J	V	S	D
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
26	26	27	28	29	30	31

ABRIL						
L	M	X	J	V	S	D
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	26	26	27	28
29	30					

MAYO						
L	M	X	J	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	26
27	28	29	30	31		

JUNIO						
L	M	X	J	V	S	D
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	26	26	27	28	29	30

JULIO						
L	M	X	J	V	S	D
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	26	26	27	28
29	30	31				

AGOSTO						
L	M	X	J	V	S	D
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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SEPTIEMBRE						
L	M	X	J	V	S	D
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16	17	18	19	20	21	22
23	24	26	26	27	28	29
30	31					

OCTUBRE						
L	M	X	J	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	26
27	28	29	30	31		

NOVIEMBRE						
L	M	X	J	V	S	D
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
26	26	27	28	29	30	

DICIEMBRE						
L	M	X	J	V	S	D
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	26	26	27	28	29
30	31					

PRIMER PERÍODO:
 ELE Objetivo B1 (A1, A2, B1) > Inicio y término: □ □
 • Incorporación a A2 > Inicio: ▶
 • Incorporación a B1 > Inicio: ▶
 ELE Objetivo B2 (B2.1, B2.2) > Inicio y término: ▶ ◀
 ELE Objetivo C1 > Inicio y término: ▶ ◀

SEGUNDO PERÍODO:
 ELE Objetivo B1 (A1, A2, B1) > Inicio y término: ◀ ◀
 • Incorporación a A2 > Inicio: ▶
 • Incorporación a B1 > Inicio: ▶
 ELE Objetivo B2 (B2.1, B2.2) > Inicio y término: ▶ ◀
 ELE Objetivo C1 > Inicio y término: ▶ ◀

CURSO DE VERANO:
 B1 > Inicio y término: ▶ ◀
 B2 > Inicio y término: ▶ ◀
 C1 > Inicio y término: ▶ ◀

PREPARACIÓN DELE:
 B1 > Inicio y término: ▶ ◀
 B2 > Inicio y término: ▶ ◀
 C1 > Inicio y término: ▶ ◀

Días festivos y vacaciones: ■
 Excursiones: ●
Cierre de inscripciones:
 2 semanas antes del inicio del curso

academia-granada.es

**10. Online platform (academiapuertareal.es)**

We have our own platform as our priority is providing you with all the necessary educational tools to boost your learning performance. Also, if you need it, you can follow the course online as if you were attending the lessons. The main philosophy to have this platform is 'in class, but at home'.

There, you will also find:

- Access to online lessons.
- Access to the recorded lessons.
- Additional learning material.
- Activities and exercises.
- A constantly evolving library where you can take any of our 325 current books.
- Non-attendance record.
- Access to continuous assessment and access to download a Certificate of Achievement after your course.
- Academic calendar of the course.
- Possibility to contact the centre, ask or suggest anything via email, phone or Whatsapp.

All the students will receive a brief tutorial on how to use the online platform.



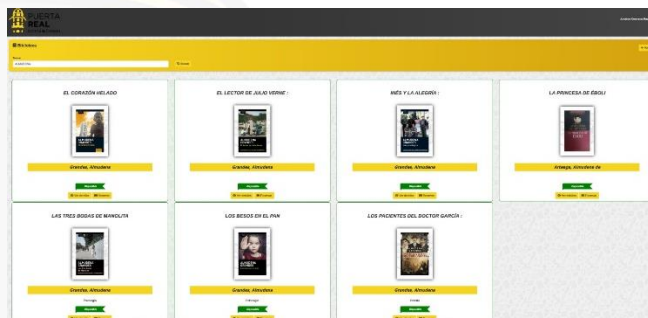
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III. ADDITIONAL ACADEMIC SERVICES

11. Library

Always evolving, we now have 325 available books for you to borrow them. You can look for the title, author or category of the book and borrow it in the following 4 days. Then, you can keep it for 20 days.

If we lack a book that you need, feel free to tell us and we will try to get it.



12. WiFi

To avoid and inappropriate use of interruptions in the learning process, such as distracting the teacher or other students, and to guarantee the interaction between students and teachers, we don't recommend using the mobile phone unless we do it with educational purposes or with justified reasons.

In these cases, the WiFi net is **ACADEMIA PR** and the password is **@c@demia@.2021**

13. Extracurricular activities

In Academia Puerta Real, we firmly believe that learning a language is not only studying the grammar. Our mindset is focused on enriching the linguistic learning experience and fostering a cultural immersion through extracurricular activities which are normally carried out throughout the course.

We understand that learning a language and understanding and appreciating its culture go hand in hand. This is why we organize activities like trips, cultural exchanges and events related to the language so that the students can experience the language in an authentic way. To sum up, our aim is to provide the students with a complete education which combines the language and the culture in an enriching way. These are some of the activities we offer for this purpose:

- Competitions to explore the city and improving your Spanish level.
- Enjoy a typical breakfast with 'churros'.
- Experience our cuisine in a 'día de tapas'. This activity and the precious one are free, you will only pay for your drinks.
- Cinema day: you will get to know the Hispanic culture by watching films and documentaries in Spanish in our interactive screens.



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- World Book Day, with opportunities to do linguistic exchanges.
- We will explore the most emblematic neighbourhoods in Granada, 'el Albaicín' and 'el Sacromonte', both designated as a World Heritage by UNESCO.
- We will visit the Alhambra and Generalife with a Spanish tour guide.
- We will discover the Inquisition Museum.
- We will visit the 'Parque de las Ciencias' (Sciences Park), which includes a museum, a biodome and a planetarium.

We want the students to get the full experience of being immersed in the Spanish culture and language as they explore the beautiful city of Granada.

Depending on the course they have contracted, the price of the tickets to museums and monuments may not be included.

14. Help us improve!

We value your opinion and we are committed to always improve. Throughout the course, we will provide you with surveys that can be fulfilled from our online platform. What is more, we offer a message service on the platform so you can send us suggestions via email, Whatsapp or phone call. We are here to listen to you and make sure that you have a rewarding learning experience. Your feedback is very important for us.



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IV. INTERESTING INFORMATION

15. Living in Granada

Living in Granada as a Spanish for foreigners student is a unique experience:

- **Spanish culture:** Granada is rich in history and culture. From its impressive architectural heritage to its delicious cuisine, the students can plunge into experiencing life in Spain.
- **Language:** students have the opportunity to practice and improve their Spanish level in daily life situations and in an immersive atmosphere.
- **University:** Granada has several well-known universities, which makes it easier for students to access high quality courses.
- **Student life:** Granada is a vibrant city, but also welcoming of students. It offers an exciting nightlife, cultural events and several meeting points for youngsters.
- **Heritage:** the Alhambra and Generalife are emblematic monuments in Granada and World Heritage by UNESCO, and can be explored.
- **Nature:** surrounded by mountains and near the coast, Granada offers opportunities for hiking and outdoors sports, as well as beach days.

Living in Granada as a Spanish for foreigners student means plunge in a mesmerizing culture, learning the language in an amazing atmosphere and enjoying an exciting student life in a city with a fantastic natural and historical heritage.

“Every inquisitive traveller keeps Granada in his heart, without having even visited it”.

William Shakespeare.



16. Essential places and activities in our province

In Granada, a city with such amazing history and culture, there are not to miss places and activities that we strongly recommend during your stay, no matter they are included or not in the course:

- **Visiting the Alhambra:** this castle and fortress is one of the most important treasures in Spain and must-see. Make sure you buy the tickets in advance.
- **Exploring El Albaicín:** this old Moorish quarter is famous for its narrow streets and whitewashed houses. Walk through its alleys and enjoy the views of the Alhambra.
- **Visiting the Cathedral:** this Renaissance cathedral is an architectural masterpiece and contains the Royal Chapel, where the tomb of the Catholic Monarchs.
- **Relaxing in the Arab Baths:** enjoy this spa experience in the Arab Baths, where you can dive in a thermal pool and get a relaxing massage.
- **Taking a stroll along the 'Paseo de los Tristes':** this walk along the Darro river offers beautiful views of the Alhambra and it is a perfect place to take a relaxing stroll.
- **Try the local 'tapas':** in Granada, most of the pubs serve free 'tapas' when you ask for a drink. It is a unique opportunity to try a wide variety of traditional dishes.
- **Watch a 'flamenco' show:** 'flamenco' is a huge part of the Andalusian culture. Enjoy a live show in one of the flamenco pubs you will find in the city.
- **Visit the 'Parque de las Ciencias' (Sciences Park):** an interactive museum which combines fun and education with interactive exhibitions, a planetarium and a biodome.
- **Visit the Royal Monastery of St. Jerome:** this monastery from the 16th century is an impressive example of the Renaissance architecture and is home to a beautiful church.
- **Explore the Sacromonte:** this neighbourhood is famous for its troglodyte houses and its connection with the gipsy culture and the flamenco. You can visit the caves and enjoy flamenco shows in that area.
- **Parties and local festivities:** take part in parties and traditional festivities, such as the Holy Week and the Corpus Christi Fair, to experience the culture and the local traditions.
- **Hiking:** Granada is a fantastic place to practice hiking due to its beautiful natural environment, as far as you are well prepared for your trips, you take enough water and food with you and you take into account the weather forecast, especially if you are visiting the mountains. The Route of **Los Cahorros**, the route of **Los Alayos**, the walk to the **refugio de Poqueira**, the challenge of climbing the **Pico del Veleta**, the route of **la Veredade la Estrella** or the **Laguna de las Yeguas** are only a few examples to enjoy our province and its nature.
- **Ski and snowboard:** in winter, **Sierra Nevada** turns into a paradise for winter sports fans. You can enjoy skiing in the snow or snowboarding on the slopes.

With these activities you will experience Granada's amazing history, culture, nature and beauty. The city offers a wide range of experiences to suit all tastes, from exploring the historic monuments to relaxing in thermal baths and trying the delicious local food.



17. Useful and emergency phone numbers in Granada

If you are a Spanish for foreigners student in Granada, apart from counting on us for anything you may need, we consider that it is important for you to know some of the most interesting and emergency phone numbers to ensure your safety and wellbeing in the city.

Here you have a list with the most important phone numbers:

General Emergency:

National Police Corps: 091 / 958 27 83 00

City police: 092

Firefighters: 080 / 900 19 95 00

Health emergency:

Emergency Medical Service (Ambulance): 061 / 958 28 20 00

Touristic information:

Granada's tourist office: +34 958 24 82 71

General Touristic Information: 010

Public transport:

Granada's airport 958 24 52 00

RENFE Granada 958 27 12 72

Buses 958 25 13 58

State of the Ski Slopes Sierra Nevada Granada 958 24 91 00

Directorate-General for traffic Granada 900 123 505

Traffic Civil Guard Granada 958 15 36 00

Provincial Traffic Headquarters Granada 958 15 69 11

Public services:

Granada's Townhall 958 24 81 00 / 958 24 81 26

Provincial council 958 24 75 00

Regional Government of Andalusia 900 50 92 92



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Problems at university:

If you are an Exchange student or you are studying at the university, make sure you have the phone numbers of your university for academic issues or in case of emergency.

Granada University (UGR):

General phone: +34 958 24 30 00

Main Campus: +34 958 24 30 10

Alcalá de Henares University - Guadix Campus:

General phone: +34 958 66 91 00

Nebrija University - Granada Campus:

General phone: +34 958 76 51 04

Loyola Andalucía University - Sevilla Campus (with programmes in Granada):

General phone: +34 900 10 15 50

International Andalusian University - Antonio Machado Headquarters:

General phone: +34 958 15 28 00

UGR International Grade School:

General phone: +34 958 24 30 91

UGR Virtual Teaching Centre:

General phone: +34 958 24 46 16

Remember that these phone numbers are important for you to be safe while you stay in Granada. It is always useful to have them handy and understand how to use them in the case of need.

Important:

If you lose your identity card, passport or any other important document, you have to call the National Police Corps.

We hope you find this information useful and that you have a full picture of what you can expect as a Spanish for foreigners student in Granada. If you have any additional question or need further information about any aspect of your stay in Granada, do not hesitate to contact us.

Enjoy your time and your learning period in this beautiful city!