



UNIVERSIDAD NACIONAL DE TRES DE FEBRERO

UVELE (UNTREF VIRTUAL SPANISH AS A FOREIGN LANGUAGE)

STUDENT REGULATIONS

1. VIRTUAL CAMPUS CODE OF CONDUCT.

During the development of the activities, we will promote an environment that encourages the open exchange of information, the debate and the free expression of ideas. This space, supported by all the communication channels of the virtual campus, is guided by principles that rule interlocutors' exchange, including: use of polite language and appropriate expressions, respect for the socio-cultural differences among various nationalities, non-discriminatory treatment regarding ideologies, gender or religious beliefs, non-offensive attitudes towards students or teachers.

2. ACADEMIC CALENDAR:

The duration of each Spanish level is 16 weeks (from Monday to Friday), and every level requires approximately 140 hours of study on the part of **UVELE** students.

3. The courses are designed for adults.

4. ORGANIZATION OF THE ACADEMIC ACTIVITIES:

A. The Program -which includes a description of the level and its objectives; all linguistic, functional and socio-cultural contents; the teaching method; the evaluation procedure, and the grading scale- can be found in the *Presentation* section of each **UVELE** Spanish level. Students also have a weekly Work Plan, designed to help them organize their distance learning Spanish courses. Students are to organize their studies according to the Work Plan.

B. In the Calendar of each **UVELE** Spanish level, teachers mark:

- opening and closing dates for the Forums
- deadlines set for the Activities (Para practicar más/Producción escrita)
- Video conferences date and time
- dates for each level midterm and final exams

C. Rules concerning Forums participation:

Forums participation is mandatory.

Teachers always use Spanish for their participation.

Students taking the Elementary Level are allowed to participate in the Forums using their mother tongue, only if they find any difficulties in writing in Spanish.

In the Forums, students are not allowed to use abbreviations neither in Spanish nor in their mother tongue.

Each Forum will remain open for 2 (two) or 3 (three) days.

D. Rules concerning the Activities development (Para practicar más/Producción escrita)

Students must send the Activities at the specific date established by the teacher in the Calendar and by Internal email exclusively.

Teachers will send the Activities feedback within the 72 working hours by the Internal email.

Activities sent after the deadline or by a communication channel other than the Internal email are not to be corrected by the teacher.

E. Rules concerning the Video conferences:

Video conferences participation is mandatory. Video conferences dates and time are arranged by teachers and students in a Forum open for that specific purpose.

Teachers always use Spanish for their participation.

Students taking the Elementary Level are allowed to participate in the Forums using their mother tongue, only if they find any difficulties in writing in Spanish.

In the *chats*, students are not allowed to use abbreviations neither in Spanish nor in their mother tongue.

F. Midterm and final exams regulations:

Each level includes a mandatory midterm exam as well as a mandatory and comprehensive final exam.

Exams are sent to each student by Internal email.

Students must send the exams at the specific date established by the teacher on the Calendar and by Internal email only.

Exams sent after the deadline or by a communication channel other than the Internal email are not to be corrected by the teacher.

Teachers will correct and send the exams feedback by Internal email within the 72 working hours.

Exams are graded with a numerical scale ranging from 0 (zero) to 100 (one hundred). Make up exams are not included in the course.

The mark needed to pass the course is 40 (forty).

Evaluation system

Grading scale:

Participation in Forums and Video conferences, and Self-evaluation activities completion: 20 %

Tasks completion (Producción escrita/Para practicar más): 20%

Midterm exam: 20 %

Final exam: 40 %

G. Internal email regulations:

Teachers write and reply all messages in Spanish.

Students taking the Elementary Level are allowed to write or reply messages using their mother tongue, only if they find any difficulties in writing in Spanish.

Teachers will answer all messages within the next 48 working hours after having received them.

Queries and questions concerning the course contents should be posted in the corresponding Forum, not be send by Internal email.

H. Didactic activities not included in the Work Plan.

Teachers of each course, with prior authorization of the Program Coordinator, may add new activities to the Work Plan in order to expand the course contents.

5. CERTIFICATES:

Universidad Nacional de Tres de Febrero will issue a certificate for those students who pass the course and comply with all the conditions required. Certificates follow a standard design and will be issued by the University Rectorate, with the Academic Secretary's and the UVELE Coordinator's signatures. Certificates include the following information:

- a) Student's name and surname.
- b) Identification card number.
- c) Date and place of birth.
- d) Course completion date.
- e) Level completed and total hours of study required.
- f) Issue date of the certificate.

Certificates will be sent to the address students enter in the course registration form.