

TAILOR-MADE COURSES

Approved by the Governing Council on 18 March 2022

The UAM, through its Study Abroad at UAM (SAM) unit, offers tailor-made courses for international higher education institutions or educational entities seeking education opportunities for international students. These courses can be short courses (less than 20 ECTS) or UAM's own degree programs with up to 120 ECTS.

This document details the requirements and describes the procedure to be followed to set up Tailor-made courses at UAM.

GENERAL CONSIDERATIONS

- 1) **COURSE CONTENTS:** The course contents should be related to an academic discipline, to Spanish culture and society or to Spanish language learning. The contents of the course may be determined by UAM teaching staff or in collaboration between them and the institution concerned. Within the framework of the course, there might be the opportunity to organize visits to institutions or sites of cultural interest relevant to the contents of the course. UAM teaching staff will be contacted by the Study Abroad at UAM office.
- 2) **COURSE DATES:** Tailor-made courses must be planned at least 6 months in advance. The dates for the course will be subject to the availability of the teaching staff. The course can be held at any time of the year.
- 3) **STUDENT HEALTH INSURANCE:** All international students must have health insurance that covers them for the duration of their stay at UAM. It is the student's responsibility to purchase health insurance that meets the standards required by Spanish law.
- 4) **NUMBER OF ECTS (European Credit Transfer and Accumulation System):** Short courses may have up to a maximum of 20 ECTS. UAM's own degrees made up of courses with more than 20 ECTS and up to a maximum of 120 ECTS must have at least one director, who must be a UAM faculty member. All courses must be approved by UAM's [Centro de Formación Continua](#) and meet all the corresponding requirements. For courses to be approved they must follow the [approval calendar](#).
- 5) **LANGUAGE:** The language of instruction will be Spanish or English. Exceptionally, the possibility of teaching courses in other languages may be explored.
- 6) **TEACHING METHOD:** Courses may be delivered face-to-face (this includes teaching using videoconferencing tools in a synchronous manner with the active involvement of the professor and ensuring effective interaction between professor and students), virtual, or hybrid.
- 7) **PLACE OF INSTRUCTION:** The sessions may be held in one of the UAM facilities or in other facilities in Spain or another country.

- 8) **STUDENT SELECTION:** Students selected by the proposing institution must in all cases comply with the admission requirements previously established by UAM. The Study Abroad at UAM office may request student transcripts and conduct placement tests and/or interviews prior to the final selection. The Study Abroad program also reserves the right to expel students from the program who do not comply with these requirements. In such cases, the responsibility for non-compliance lies within the proposing institution, which will bear the cost of the student's tuition fees.
- 9) **NUMBER OF PARTICIPATING STUDENTS:** The number of participants in a tailor-made course will be established between the proposing institution and the Study Abroad at UAM office.
- 10) **ADMISSION LETTER:** Admission letters will be sent once the Study Abroad at UAM office has confirmed that the admission requirements have been met and the first payment has been received (see point 14).
- 11) **AGREEMENT:** The proposing institution will sign an agreement (see Annex I) with UAM detailing the obligations of both parties.
- 12) **CERTIFICATE OF PARTICIPATION:** UAM will issue a certificate of participation (with the final grade, if applicable) to all participants of the tailor-made course if the student has attended a minimum of 80% of the classes/activities and has fulfilled all the requirements established by the teaching staff.
- 13) **COURSE PROMOTION/OUTREACH:** Audio-visual materials may be produced for the promotion of the course. In this case, the corresponding cost will be added.
- 14) **PAYMENT:** All payments must be made in euros by bank transfer to Fundación de la UAM by the agreed deadline (CaixaBank IBAN: ES68 2100 5959 5313 0006 0339). See the attached payment calendar.
- 15) **CANCELLATIONS:** If the cancellation of the tailor-made course is due to a **cause attributable to UAM**, the latter undertakes the responsibility to return the amounts paid **within a maximum period of 60 days**. If the cause **is attributable to the student and/or to the proposing institution**, the attached **payment calendar will be followed** for the refund of the amounts paid.
- 16) **ACCOMMODATION:** The UAM provides international students with assistance to find accommodation, or assist the proposing institution to make arrangements for the group.
- 17) **STUDENT VISA:** The UAM International Welcome Office offers information, guidance and support to international students and teaching staff regarding immigration issues.

18) PAYMENT CALENDAR

	FACE-TO-FACE at UAM or in the country of origin	FACE-TO-FACE Spanish as a Foreign Language	BLENDED LEARNING	100% ONLINE
FIRST PAYMENT	80% of the total cost in case of recruitment of non-UAM teaching staff 40% of the total cost with UAM faculty		60% of the total cost	
DEADLINE for 1st payment	Once both parties have agreed on the course contents, at least 90 days prior to the start of the course		Once both parties have been agreed on the course contents, at least 120 days prior to the start of the course	
SECOND PAYMENT	Remaining 20% or 60% of the total cost		40% of the total cost	
DEADLINE for 2nd payment	At least 30 days prior to the start of the course		At least 40 days prior to the start of the course	
Cancellation and refund	If UAM receives written notification of cancellation 80 days before the start of the course, the full amount of the FIRST PAYMENT will be refunded. Later, the FIRST PAYMENT will NOT be refunded as it corresponds to the costs of course development and teaching staff recruitment.		If UAM receives written notification of cancellation 100 days before the start of the course, the full amount of the FIRST PAYMENT will be refunded. Later, the FIRST PAYMENT will NOT be refunded as it corresponds to the costs of course development and teaching staff recruitment.	
	The amount of the SECOND PAYMENT will be refunded if the cancellation is processed up to 20 days before the start of the course.		The amount of the SECOND PAYMENT will be refunded if the cancellation is processed up to 20 days before the start of the course.	

FURTHER CONSIDERATIONS

1) SPANISH AS A FOREIGN LANGUAGE (ELE) TAILOR-MADE COURSES:

Students selected by their home institution for Spanish courses must in all cases take a placement test with an interview with Study Abroad / UAM staff to establish their level of Spanish. Groups will be created according to the level of Spanish of the participants. **If students have different levels of**

Spanish, Study Abroad will hire the necessary teaching staff to bring them up to the required level and the proposing institution will be responsible for the costs.

Certificates of successful completion of the course can **NEVER** replace the official language certificates. All students will receive information about the **SIELE exams**. Students can enrol for a short course to prepare for the SIELE exam (fee 65.-€ / student).

2) TAILOR-MADE COURSES IN THE COUNTRY OF ORIGIN:

These courses must consider travel, accommodation and living expenses of the UAM teaching and research staff. The proposing institution will arrange accommodation for the UAM teaching and research staff in the country of origin.

Recommended costs for tailor-made courses

Honoraria professors UAM	120.-€ / hour
Honoraria professors no UAM	120.-€ / hour
Administrative Costs	100.-€ / hour
Use of infrastructure (classrooms + internet)	See the annex with prices
Canon FUAM	6%
Canon UAM	Between 10% and 25% depending on the duration of the course
Certificates and Student Fee	100.-€ / student

For further questions, please contact:

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