



Instituto Alexandre
Academic Program
January – December 2024

WHERE IS THE INSTITUTO ALEIXANDRE?

ADDRESS

Instituto Aleixandre
Shop no. 12, Block 5,
Moti Nagar,
New Delhi -110015

Mob. :(+91)98739 95617

85859 95993

Email: jmd@institutoaleixandre.com

Website: www.institutoaleixandre.com

LANDMARK

Community Center.

METRO STATION

Moti Nagar, Exit Gate Number 1.

BUS STOP

Moti Nagar (Near Fun Cinema)

WHY STUDY AT INSTITUTO ALEIXANDRE?

01 REGISTERED BY THE GOVERNMENT OF INDIA

Instituto Aleixandre is a Private and one of the best Spanish institutions devoted to promoting the Spanish language and the culture of Spanish-speaking countries.

02 ALL TEACHERS ARE HIGHLY QUALIFIED AND EXPERIENCED

The minimum requirement to be a part of the academic department is to be a university graduate and have a DELE certificate for non-native teachers.

03 LATEST TECHNOLOGY

We monitor our teachers from time to time, and we provide modern technologies and the best study material to our teachers and make them better. We limit the maximum to 15 students in a group. Having a reduced number of students per group, we can guarantee the best standards in personalized attention and teaching.

04

LEVEL TEST

We provide a level test for students who already know the language. This exam is to determine the student's appropriate level according to the Common European Framework of Reference for Languages.

05

WIDEST RANGE OF DIFFERENT SPANISH COURSES

Regular Spanish Courses (A 1 - B 1), Courses for children and young learners (A 1 & A 2), School Courses for school children, Conversation Courses (A 2 - B 1), Cultural Courses, etc. We offer perfect schedules for everyone and batches are opened regularly every 15 to 30 days.

06

INTERNATIONAL STANDARDS

Instituto Aleixandre has its syllabus which is designed according to the students of Instituto Aleixandre. Our Syllabus is made in keeping in mind International Levels (CEFR).

The Common European Framework of Reference for Languages (CEFR), was established by the European Council to make uniformity and transparency in language throughout the world.

07

WE ARE ON SOCIAL MEDIA

Now we are on social media, and we have our official accounts on Facebook, Instagram, and WhatsApp. Here are the details to like, follow, and share us on Facebook [bit.ly/Fb-Instituto-Aleixandre](https://www.facebook.com/Instituto-Aleixandre), Instagram [bit.ly/Insta-Instituto-Aleixandre](https://www.instagram.com/Instituto-Aleixandre), and WhatsApp <https://wa.me/918585995993>. Keep in contact with us to get regular updates on changes in courses, events, and discounts, to make conversations with us, and other updates.

WE ARE

ONLINE!

08

WE OFFER 100% ONLINE COURSES

Our Spanish course is 100% online with an assigned professor through videoconference. Now we are providing all the offline experience, online through a Google Classroom application and videoconference.

Students can access course materials, assignments will be published and evaluated, and all students of a group are linked together and can discuss together on the Google Classroom application.

WHAT ABOUT SPANISH?

IN 2020, ALMOST **463 MILLION** PEOPLE SPEAK **SPANISH** AS A NATIVE LANGUAGE

IN 2020 NEARLY **22 MILLION STUDENTS** STUDIED **SPANISH** AS A FOREIGN LANGUAGE

IN 2020 NEARLY **18%** OF THE **UNITED STATES** POPULATION IS **SPANISH** SPEAKING

MOST USED LANGUAGES
ON INTERNET



TOP 3 SPANISH-SPEAKING
COUNTRIES



CURRICULUM OF

INSTITUTO ALEIXANDRE

LEVEL	COURSE	EQUIVALENCE	DURATION
A1 (Beginner) 96 Hours	1	A1.1	96 Hours
	2	A1.2	
A2 (Elementary) 144 Hours	3	A2.1	240 Hours
	4	A2.2	
	5	A2.3	
B1 (Intermediate) 144 Hours	6	B1.1	384 Hours
	7	B1.2	
	8	B1.3	

OUR COURSES

DESCRIPTION OF LEVELS

A1 / A2

At this level, classes will be conducted in Spanish straight from the first class. Students can introduce themselves and others and ask and answer questions about personal details such as where they live, people they know, and things they have.

Students will be able to read, write, and speak in simple texts, paragraphs, etc. And can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.

B1 / B2

At this level, students will improve their speaking, writing, reading, and listening abilities. Can produce simple connected text on familiar topics or of personal interest.

Students can describe experiences and events, dreams, hopes, and ambitions and briefly give reasons and explanations for opinions and plans. They can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.

Students can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options. Also, they can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.

C1 / C2

At this level, students can understand a wide range of demanding, longer clauses, and recognize implicit meaning. Can express ideas fluently and spontaneously without much obvious searching for expressions.

Students can use language flexibly and effectively for social, academic, and professional purposes. They can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors, and cohesive devices.

Students can understand with ease virtually everything hear or read. Can summarize information from different spoken and written sources, reconstructing arguments, and accounts in a coherent presentation. They can express themselves spontaneously, fluently, and precisely, differentiating finer shades of meaning even in the most complex situations.

TYPES OF COURSES

COURSES	AGES	FREQUENCY	SCHEDULE	DURATION	LEVEL
Regular Course	14+	3/4/5/6 days a week	Mon-Sat	(48 Hours) (24 Classes) (2 Hours / Class)	A1 – B1
Special Course	14+	4/5/6 days a week	Mon-Sat	(48 Hours) (32 Classes) (1.5 Hours / Class)	A1 – B1
Children Course	8-14	3 days a week	Mon-Sat	7 Weeks (30 Hours) (20 Classes) (1.5 H/ Class)	A1 A2
School Course	--	2 days a week	Contact Registration Dept.	4 Weeks (8 Hours) (8 Classes) (1 Hour/ Class)	Course of School

DETAILS OF COURSES

LEVELS A1, A2 and B1

REGULAR COURSE:

REGULAR COURSE: 48 Hours, 24 Classes (2 Hours Per Class)

3 / 4 / 5 / 6 Days a week. Mon to Sat

For timings and schedules, contact the registration department.

SPECIAL COURSE:

SPECIAL COURSE: 48 Hours, 32 Classes (1.5 Hours Per Class)

4 / 5 / 6 Days a week. Mon to Sat

For timings and schedules, contact the registration department.

CHILDREN COURSE: LEVELS A1 and A2

CHILDREN COURSE:

SEVEN WEEKS COURSE: 30 Hours, 20 Classes (1.5 Hours Per Class).

3 days a week. Mon to Sat

For timings and schedules, contact the registration department.

DESCRIPTION OF COURSES

COURSES FOR CHILDREN AND YOUNG LEARNERS

Instituto Aleixandre offers Spanish Courses for Children and Teenagers specially designed according to them. These are some characteristics:

1. **Courses** are designed for students **ages 8 to 14**.
2. The **methodology** used has been adapted to suit the special needs of students, with an emphasis on the playful aspect of learning: songs, games, and fun activities are commonly used in class.
3. The **syllabus** is based on textbooks and (CEFR), specially designed for children, following their learning rhythm.
4. A Special application to connect teachers with students & parents and to provide a wide variety of extra materials and games.

Children's Course structure:

A1 and A2 levels are divided into sub-levels as follows:

A1: A1.1 + A1.2 + A1.3

A2: A2.1 + A2.2 + A2.3

School Course

In this course, the school syllabus will be covered. 2 classes a week. Max 8 classes in a month. 1 hour per class. For timings and schedules, contact the registration department.

School Course Fee: ₹ 500/ Hour.

COURSE FEES

Regular Course	RS 13,000
Special Course	RS 13,000
Children Course	RS 8,000
School Course	RS 500 / Hour

All prices are in INR

INSTITUTE WILL BE CLOSED ON THE FOLLOWING DATES:

Month	Date & Day	Events / Festivals
January	1 (MON)	New Year
	26 (FRI)	Republic Day
February	No Holidays	
March	8 (FRI)	Maha Shivaratri
	25 (MON)	Holi
	29 (FRI)	Good Friday
April	11 (THU)	Ramzan Id / Eid-ul-Fitar
	17 (WED)	Ram Navami
	21 (SUN)	Mahavir Jayanti
May	23 (THU)	Buddha Purnima / Vesak
June	No Holidays	

July	No Holidays	
August	15 (THU)	Independence Day
	19 (MON)	Raksha Bandhan / Rakhi
	26 (MON)	Janmashtami
September	7 (SAT)	Ganesh Chaturthi
	16 (MON)	Ganpati Visarjan / Anant Chaturdashi
	16 (MON)	Milad un-Nabi / Id-e-Milad
October	2 (WED)	Gandhi Jayanti
	12 (SAT)	Spain's National Day
	12 (SAT)	Dussehra
	20 (SUN)	Karva Chauth
	31 (THU)	Diwali / Deepavali
November	15 (FRI)	Guru Nanak Jayanti
December	25 (WED)	Christmas

REGISTRATION AND PAYMENTS

Registration Hours: Monday to Saturday 10:00 a.m. to 06:00 p.m. / 10:00 to 18:00 (IST).

REGISTRATION PROCEDURE

1. Choose a type of Spanish course: Regular, Special, Children's, or School.
 2. In the registration, students must mention the details of the course.
 3. For registration in the Spanish course, students must have to fill out the registration form and send it to us through the mail or WhatsApp. This form is also available on our website www.institutoalexandre.com, and it can be obtained through WhatsApp.
 4. After providing the basic details, pay the course fee.
 5. Received the registration receipt by mail or WhatsApp & hurray! registration is complete.
- Registration can also be made through **WhatsApp** on Instituto Alexandre's official phone number 91+8585995993.
 - Registrations are on a **first-come-first-serve basis**.
 - The minimum age for registration in a **Regular** and **Special** Spanish course is **+14 years**.
 - The age for registration in a **Children's Course** is **8 to 14 years**.
 - We cannot guarantee that students and their previous classmates will be placed into the same batch if there are parallel batches of the same time of a level.
 - Reservations are not accepted.

PAYMENT METHODS

- Payments can be made through Bank transfer, UPI [Paytm, Google Pay, PhonePe, BHIM, MobiKwik], etc. Debit Card, Credit Card, and Cash.
- Registration will be only made to those students who **fully paid** the course **fees**.
- Payment details will be provided at the time of registration.
- In the transaction, please write the name of the student in the remarks or wherever possible
- To do a bank transfer, please:
 1. Email a screenshot of the transfer receipt to jmd@institutoalexandre.com or WhatsApp us at 91+8585995993.
 2. In the email, mention the course details and the name of the account holder.

SPANISH EXAMS AND LEVEL TEST

SPANISH EXAMS

The dates of the Spanish exam are fixed. A student who cannot appear in the exam on the fixed date due to any reason may:

1. Send an email to jmd@institutoaleixandre.com, attaching the document or with a reason to justify the absence.
2. Once the reason is approved, the student can apply for a new date on the payment of RS 500 (INR) through our payment method.
3. After payment, the exam will be rescheduled within 7 to 15 days.

LEVEL TEST

A level test is required for the following cases:

1. Returning students of Instituto Aleixandre after 6 months for A1, A2, and B1 levels.
2. Students who have studied Spanish in the past, and have never studied at Instituto Aleixandre.
3. A student who had studied before at Aleixandre but had not registered in any Spanish course in the past 6 months for A1, A2, and B1 levels.

Students must have to fill out the **Level Test Form** which is available on our website and send it to us through the mail or WhatsApp.

The results of the level test are final. And there is no means of a certificate of the level test. The validity of the level test result is 6 months for A1, A2, and B1 levels.

The cost of the level test is RS 500 (INR). This amount is to be paid at least five days before the date of the level test or in advance and it will be deducted from the total course fees, upon enrolment. The period for the deduction of this amount is 6 months and counted from the day, the payment is made.

For students who do not present for the level test, their amount will not be refunded. **For level tests, contact the registration department.**

CERTIFICATE AND REFUNDS

COURSE MATERIAL

Teachers will give students digital course materials related to their course.

CERTIFICATE

- The course certificate will be provided once a student has completed a course.
- This type of certificate is issued upon the request of the student.
- Please allow 7 working days for certificate processing.
- Course certificate has lifetime validity.

REFUND

- Students will be allotted to another batch or fees will be fully refundable if Instituto Aleixandre cancels a course due to an internal reason.
- All refunds will be processed before the end of each academic year.
 1. July 2023 to June 2024 refunds must be settled by June 20, 2024.
 2. July 2024 to June 2025 refunds must be settled by June 20, 2025.
- Once the course has begun, the registration fees will not be refunded, also refunds will not be granted for unattended classes by students.
- Refunds will only be given upon presentation of the payment receipt and a valid ID with a photo.
- Refunds will not be given to students who left the course prematurely, regardless of any circumstances.

REGULATIONS

STUDENT DETAILS

- Students are responsible for updating their details and this should be rectified in administration.
- Students' details are private and confidential. Request for such details will not be addressed.

CLASS SIZE

- The maximum number of students allowed in every batch is 15.
- The Regular Course started with a minimum of 3 to 5 students.
- A special Course has been started for a smaller number of students.
- Inquiring about the number of registered students in a class will not be addressed as this is internal administrative information.

FACULTY

- Instituto Aleixandre will not provide any information related to a course's assigned professor in advance.
- Instituto Aleixandre reserves the right to change the professors after a course has started.
- Professors will be assigned to their classes after the last date of registration.
- The desired professor can be allocated if a group of students (minimum 7) sends a joint email, to get registered in the same batch.
- Instituto Aleixandre has both native and non-native teachers. Allotment of a teacher is based on the availability of the teacher. The institute monitors all its teachers from time to time.

RULES

- Choosing a class or timing option is difficult to change, but possibilities can only be made before the last date of registration.
- Once a course has started, student requests for a change in batch, date, and time, will not be accepted. After registration, students should check their details in the registration receipt to make sure, they are in the correct batch, date, and timing.
- Before the first class, students will receive an email from their assigned teachers to join the Google Classroom, where they will get links to attend their classes.
- It is not possible to attend a missed class by taking a session in a different batch or a group.

Frequently Asked Questions

1. How could I learn Spanish, if I do not know much English?

People often think, about how they could learn Spanish if they do not know much English or their English speaking is not good. Learning Spanish requires just basic English, if you could read and understand this question and answer, then you know enough English to learn Spanish.

2. What is the registration Procedure in the Instituto Aleixandre?

The registration procedure at the Instituto Aleixandre is very simple.

The Instituto Aleixandre offers two types of courses for adults and a course for children and teenagers to adapt to student's needs, interests, and availability.

1. Choose the type of Spanish course, Regular or Special course.
 2. Choose the level, start date, end date & timings of the course.
 3. Fill in the Registration Form on the registration and payments page or send us the registration form through the mail or WhatsApp.
 4. After providing the basic details, pay the course fee (Payment details will be provided at the time of registration).
 5. Received the registration receipt by mail or WhatsApp.
 6. Hooray! Registration complete.
- Before the first class, students will receive an email from their assigned teachers to join the Google Classroom, where they will get links to attend their classes.

- Registration can also be made through WhatsApp on Instituto Aleixandre's official phone number 91+8585995993.
- Registrations are on a **first-come-first-serve basis**.

3. How is our syllabus?

The syllabus of Instituto Aleixandre is based on two categories:

Instituto Aleixandre syllabus, which is designed according to the students.

The Common European Framework of Reference for Languages (CEFR), was established by the European Council to make uniformity and transparency in language throughout the world.

4. What could we become after learning Spanish?

Learning a new language opens many doors to the future and sets up a new world. After learning Spanish, students can do various things like these, but not limited to as students can become a Spanish translators, interpreter, professor, teacher, guide, or work at an embassy, call center, etc.

5. How are our teachers?

All our teachers/professors, whether native or non-native speakers have university degrees and teaching experience to teach Spanish as a foreign language. Our teachers are either natives of Spanish-speaking countries or are Dele-certified. This point plays an important role, as a student understands the culture and learns various things about Spain and Spanish-speaking countries.

For any reason, if any of our teachers is not teaching then students can make a complaint to the Head of Studies. We will take serious action against the same.

6. What type of courses do we offer?

REGULAR COURSE: 48 Hours, 24 Days – 24 Classes (2 hours per class)

3 / 4 / 5 / 6 Days a week. Mon to Sat

For timings and schedules, contact the registration department.

SPECIAL COURSE: 48 HOURS, 32 DAYS – 32 CLASSES (1.5 HOURS PER CLASS)

4 / 5 / 6 Days a week. Mon to Sat

For timings and schedules, contact the registration department.

Children Course

SEVEN WEEKS COURSE: 30 Hours, 20 Classes (1.5 hours per class).

3 days a week (Mon to Sat).

For timings and schedules, contact the registration department.

School Course

School course: In this course, the school syllabus will be covered. 2 classes a week. Max 8 classes in a month. 1 hour per class. For timings and schedules, contact the registration department.

7. How do I know what my Spanish proficiency level is?

People with some knowledge of Spanish who have never studied Spanish at the Instituto Aleixandre, or the students who have not attended any course in the last 6 months or more, must take a level test before registering for our Spanish language courses.

Typically, the level test consists of an oral section and, in some cases, a written section. It lasts approximately 30 minutes and costs RS 500 (INR), the sum of which is deductible from the enrolment fee.

8. Can I switch to a different group, course, or level?

Group changes are not allowed. Also, It is not possible to attend a missed class by taking a class in a different batch or a group. A change of course or level is only allowed if it is proven that the student is not enrolled in the correct course or level. In this case, the opinion of the professor is necessary.

The consultation and approval of the Head of Studies will be necessary for any change.

9. Will I have the same professor for all courses?

No. A professor may teach a maximum of 3 to 4 consecutive courses to the same group of students. We believe that studying with different professors benefits students and teachers because every teacher has a different way of teaching and interacting with students.

10. Can I choose my professor?

Yes, students can choose their professors if most students from a batch want the same professor. They must send a joint email to the institute for the same. In the end, it depends on the availability of that professor. Therefore, all our professors are specially trained to teach Spanish as a foreign language.

11. How are students evaluated?

Our courses may involve two types of assessments: a series of evaluation assignments carried out throughout the course or a final exam.

Whether evaluation assignments or a final exam, the student will obtain a final grade based on his/her participation, attendance, evaluation assignments, and final exam, according to the following table:

- 9-10 Outstanding
- 7-8 Best
- 5-6 Pass
- Less than 5 Fail

What are evaluation assignments?

Evaluation assignments are activities that students perform throughout the course, whose marks will be added to the final result.

Final Exams

- To move on to a higher level or pass a level, passing the exam with a minimum grade (50%) is necessary for A1, A2, and B1 levels.

- If a student did not attain the minimum grade, established for passing a level or moving on to a higher level, then he/she must have to repeat the course.
- If a student fails a level 2 consecutive times, his/her level will not be dropped and he/she can repeat a level an infinitive time.

12. What about course material and final grades?

Once the course has started, students will get everything from the meeting link, class notes, documents, and books in the Google Classroom application.

Students will get an email to join the Google Classroom application before the first class of every course. At the end of the course, students will get their evaluation/final results from their teachers in the class and in the application.

13. What about result rechecks and complaints?

If a student disagrees with his/her evaluation or final grade, he/she has a right to complain or request a reevaluation. The procedure that follows will vary according to the method used:

- If the student has been graded through evaluation assignments, these must be corrected by the professor in front of the student, so that he/she can be aware of his/her mistakes and results.

If a student is still disagreeing with his/her grades/result, the Head of Studies will analyze the case and take the necessary measures.

14. What about course certificates?

- The course certificate will be provided once a student has completed a course.
- This type of certificate is issued upon the request of the student.
- Please allow 7 working days for certificate processing.
- Course certificate has lifetime validity.

15. What can I do? If I am not comfortable in the class.

All the students and teachers of the Instituto Alexandre have full rights to register a complaint by writing a mail to the Head of Studies, if a student or a teacher behaves improperly in the class, with a particular student, or with the whole class. Or targeting a specific group, caste, religion, community, etc. Saying unacceptable comments, bad words in a class, or doing the wrong thing.

The mental and physical health & safety of our students and teachers are important to us. The information of the person, who makes the complaint will remain confidential. And the Head of Studies will take serious action against the complaint.

INSTITUTO ALEIXANDRE

THE FUTURE STARTS FROM HERE

SPANISH LANGUAGE INSTITUTE

(REGISTERED BY THE GOVERNMENT OF INDIA)