

## Brief guide Course Enrolment (2017-2018)

### 1. Accessing a course

To enrol in a course, you need to know your current level by means of:

- A placement test
- A certified knowledge certificate

All candidates interested in the highest level (C2), who do not hold a C1 level certificate issued by the CPNL or the DGPL, must do the placement test.

### 2. Conditions for enrolment

To enrol in the courses, you need to:

- Be at least 18 years old or 16/17 and without having done compulsory schooling in Catalonia
- Submit the required documentation

To enrol in a course, it is not indispensable for the interested party to be present. A candidate may only enrol in one general course in each enrolment period. The CPNL wishes to attend to pupils as well as possible, therefore, candidates with any disability requiring adaptation should inform the CPNL at the time of first contact.

### 3. Enrolment fees

All candidates enrolled either with a regular registration or with a reduction, must pay the insurance.

Registration will not be formalised until full payment has been made. If payment is not made within 6 days, the inscription will be automatically cancelled.

Enrolment fees will only be reimbursed in case of organisational circumstances attributable to the CPNL.

See current fees at <http://breu.cpnl.cat/preus>.

### 4. Reductions

#### 50% reduction

for pensioners: retirees, total or permanent disability pensioners

Members of a general category large family

Members of a general category single-parent family

Applicants with an acknowledged disability of 33% or more

#### 70% reduction

Unemployed applicants

Members of a special category large family

Members of a special category single-parent family



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## **5. Documentation required**

The following documents must be submitted for formalising enrolment:

- DNI, NIE or passport or equivalent from the Schengen area (original).
- If applicable, documents valid at the time of registration accrediting the right to a reduction.
- Certificate of achievement, corresponding to the last course passed, placement test accreditation, or acknowledged Catalan language certificate.
- Parental authorisation, if the applicant is 16 or 17 years old and has not attended compulsory schooling in Catalonia.

## **6. Attendance and monitoring**

All students enrolled in a face-to-face course with free registration must attend the first or second day of class. If, for any reason, the student is unable to attend, they must inform the CNL where they have enrolled. If the student neither attends nor gives notification, they will lose their registration rights and will have to begin the registration process again if they wish to do the course later.

Punctuality and regular attendance to face to face courses, and doing the activities assigned in the on-line courses will be required for correct development and to make the best possible use of the course.

At the student's request, the CPNL will issue a certificate of attendance, stating that the student has attended a minimum of 75% of the classes in the case of a face-to-face course or has completed at least 70% of the activities of the on-line course.

## **7. Evaluation**

In courses offering certified homologation (B3, E3, I3, S3 and C2), final evaluation will be the sum of the course evaluation and the final test.

Requirements to take the final test are:

- In face-to-face courses: Having attended at least 75% of the classes (Attendance counted from the first day of class).
- En los cursos en línea, haber obtenido la calificación de apto en la plataforma.

To pass, it is necessary to obtain at least 70 points in the final evaluation and to have passed, if applicable, the eliminatory blocks of the test.

The final test will be held on a single date and students will only have one opportunity to do it. Teachers will summon students to comment the test and results in the classroom or individually.

The rest of the courses will carry out continuous assessment.

## **8. Certification**

Certificates for end of level courses (B3, E3, I3, S3 and C2) are equivalent the Catalan language knowledge certificates of the DGPL. In the rest of the courses, the certificate only accredits attainment of a level, to advance in the learning process, therefore they are not homologated and are not equivalent to any DGPL certificate.