

STUDENT
HANDBOOK
MALACA INSTITUTO



Your first day at school

The Mini-campus

Who's who

Activities

Services

Emergencies

C/Rodeo 5, Cerrado de Calderon
Malaga 29018

952 293242

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Your first-day timetable is as follows:

Monday morning - 8:30: All new students meet on the restaurants terrace. Tuition groups will be formed and classroom assignment is given (see location in mini-campus).

Classes may also be given in the afternoon, starting at 16:00.

CLASS TIMETABLE

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08:30- 10:10H INTENSIVE COURSE
10:10- 10:50H BREAKTIME 40'
10:50- 12:30H INTENSIVE COURSE



12:30- 12:50H BREAKTIME 20'
12:50- 14:30H SUPERINTENSIVE

If you haven't already done so, at the end of your classes, check your activities programme to find out which activities are proposed for today and for the rest of your stay.

If you don't have an activities programme **you can check it by scanning the QR code you will find in Club Hispanico's reception or in your bedroom.**

If you don't have a QR reader on your mobile phone, you can download it [here](#) for free. (Android)

IMPORTANT: We do not provide lessons, if a bank holiday falls on a Monday. In that case, lessons will start on Tuesday. The timetable is subject to slight changes; you can download it [here](#).

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The building is subdivided in two: residence and school, located on 2 levels. The 2 levels communicate via an external staircase or with the lift located on the residential side of the building. You can also enjoy the outdoors on the terraces of both levels as well as **on the intermediate - swimming pool level.**

The school can be accessed from level 2 or from the 5th floor of the residence. The **air-conditioned classrooms** are located **on the 6th floor (1 to 14) next to the teachers and the Head of Studies staff rooms, the 5th floor (B1 to B4) and, on the 4th floor (C1 to C4).** **Secretaries office** and the rest of the schools' departments are located **on the 5th floor.**

There are 3 areas we use for our schools' general activities programme. Salón Málaga, next to the residences' reception desk, **Salón Andalusia** which is in the restaurant (level 2) and, **Salón Picasso** which is located at the entrance of the building next to the staircase.

The residence consists of 5 floors (1 to 5) with approx. 22 rooms per floor. On the 5th floor you will also find **the study centre with its library and the "Hola" room** which are **open to residents until 22:00.** The **reception desk (attended 24h/7), activities office, housekeeping and maintenance departments** as well as **the laundry room, are all located on the 1st floor.**

You can use the directories and colours as a guide to move around the building: **red "residence", orange "school", yellow "offices"** and **green "services"**.

There is free of charge **Wi-Fi throughout the campus** and you have **access to 2 multimedia spots, one in the study centre and another in Salón Málaga.**

Remember the **two meeting points which are important:** **1. The restaurant's terrace – First day for new students. 2. The main entrance terrace - Meeting point for off-campus activities. Both terraces are also meeting points in case of an emergency (fire)**



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During your stay **it is probable that you may need to ask questions or get some help.** Here are the names of the people who are here to help you with their position and the main languages they speak.



Ida Willadsen
Owner and
General Manger



Nieves Poza
Managing Director



Inma Molina
Head of Studies

- DANISH
- GERMAN
- ENGLISH
- SPANISH

Inma Molina is responsible for all the pedagogical aspects of your studies as well as for the coordination of our teaching staff. **She will help you with any queries you may have regarding your classes.**



Agustín Escolano
Accounts Director



Ursula Craz
Accountancy department

- GERMAN
- ENGLISH
- SPANISH

The Accounting Department will help you with issues related to payments and invoicing. Ursula will also help you with any Visa related issues and will be your Internship monitor if you have chosen to do an internship in Malaga.



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Our secretaries will attend to any questions related to your booking, your accommodation or any other matter that you may need help in solving.



Helle Lundahl
Residence
and Apartment
accommodation



Katarina Ruttkayová
Host Families and
Student Welfare



Anu Viljakainen

- CZECH
- FINNISH
- SLOVAKIAN
- POLISH
- RUSIAN
- DANISH
- ITALIAN
- FRENCH
- GERMAN
- ENGLISH
- SPANISH

Receptionists present 24h a day, 7 days a week

Phone: 952 293242 / Emergency phone: (+34) 689 773753



Juan Aguilar



Lola Castaño



Patricia González



Antonio Muriel

- ENGLISH
- SPANISH

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Culture and lifestyle always go hand-in-hand with the teaching and learning of a foreign language – **Our activities department will show you this!**

With us you will get to know our customs and culture, taste our gastronomy and discover our surrounding cities and monuments. **We also offer you film sessions with debates, cultural talks, cookery classes, city tours and excursions around Andalusia.**

Our general activities programme is open to all of our students but if you have chosen a **"Young Adults"**, a **"Master Class Club 50+"** or a **"Spanish & Cookery" course**, a more specific activities programme is included.

You can **consult your cultural and leisure activities programme on the school's information boards via the QR codes and on our website.**

To participate in our activities, you need **to sign up in advance and no later than 24 hours before it takes place. This can be done either in our Activities department or at Club Hispanico's reception desk– thank you!**

Our Activities Department will be delighted to help you:



Arancha Vivar
Activities Department



Rafa Gámez
Activities Department

- ENGLISH
- SPANISH

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Malaca Instituto's **bar/restaurant, located on the 2nd level**, serves breakfast, lunch and dinner. Make use of our **buffet and salad bar** to compose your meals from our varied selection of food. You can also choose **meals from our menu (these must be ordered from the waiter at the bar who, in return will give you a numbered ticket. Kitchen staff will then call out your number once your dish is ready).**

In our kitchen we prepare meals with market ingredients and offer fresh products according to the **Mediterranean diet**. Access our **timetable and menu by using the QR codes at reception or in the restaurant.**

If you are on a budget, there is the possibility to book **our more economical meal plan system**. Please note that food and beverages purchased outside of our premises are not allowed to be consumed inside the restaurant or on the terrace.

During the **low season** months and, depending on occupancy, **you may only have the option of having just breakfast and lunch**, this exception will be communicated on the information boards.

The laundry room, located on the 1st floor (ground floor) offers you a **self-service laundry service with coin-operated laundry and drying machines (2 € per machine)**. **At reception** you can purchase detergent in **pods for 0.60 €/unit**. Ironing facilities are also available. **Opening hours are from 9:30am to 21:30pm.**

The swimming pool, located between the level 1 and level 2 can be accessed from the restaurant terrace or from the outside staircase. **Opening hours are all year round from 9:00am to 20:00pm** (except for major causes). **The rules of use are compulsory and are displayed on the information board inside the enclosure.**

The use of the swimming pool is exclusively for students with accommodation booked with Malaca Instituto.



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Transport. You can travel around the city by using public transport. A single ride costs €1.40. At our **reception desk** you can purchase a **30-ride bus pass for just 30 €**. Download the **EMT App** to see the bus lines, the stops and waiting times. You can also top up your bus pass once it's empty.

If you prefer taking a taxi, you can use different **App's such as Free Now, UniTaxi, Taxi-union Malaga** (only android). You can also call **UniTaxi at (+34) 952 333333 or Taxi-Union at (+34) 952 040404**. **Uber** is also available in Malaga.

You can also always ask reception staff to call a taxi for you.

For other services in the city, such as **the Metro use the Metro Malaga App**. To move around outside of the city of Malaga you can travel either by train or by bus, both the stations are in the same vicinity.

Estación de autobuses de Málaga
Paseo de los Tilos, s/n.

Estación de tren María Zambrano
C/ Explanada de la Estación, 5

Reception staff can inform you about anything you may need to find, be it a bank, a pharmacy, a supermarket, a Rent-a-Car, etc... They can also point out and inform you about places of touristic, gastronomic and leisure interest.

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The free of charge Spanish medical service is only available to students coming from countries that are members of the European Community or, that adhere to the Treaty of Schengen and have the EHIC (European Health Insurance Card). We highly recommend travelling to Spain with it.

You can go to any healthcare centre, the closest to Malaca Instituto is:

**Centro de Salud El Limonar
C/ República Argentina, s/n
Tel: 952 226809 / 952 223376**

The fee system in health centres, hospitals and clinics in Spain are not well defined, we highly insist, especially for non-European students, to have purchased a health insurance.

Dentists in Spain work in private practices and therefore you need to pay. The nearest dentist is across the street:

**Clínica Dental Molar
C/ Rodeo, s/n Bajo. Edificio Multicentro.
Tel: 952 202023**

In the case of an accident directly contact and inform the schools' reception staff. Tel: 952 293242/ (+34) 689 773753

Emergencies:

Extreme health or police emergency call 112

If you are in Malaca Instituto, talk to one of us.

If you are at your Spanish family's home, ask them for help.

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We wish to thank you for having chosen our school as your school of Spanish and for having selected one of our accommodations as your home away from home. We work hard to improve in making Spanish language learning an attractive, fun and useful experience. Malaca Instituto, part of you from now on and for ever.

The Malaca Instituto team.