

BUSINESS AND LANGUAGE COLLEGE SPAIN

STUDENT HANDBOOK

1. Introduction

Business and Language College Spain (BLC Spain) is dedicated to offering an international business education reinforced by a robust Spanish language and cultural immersion component. By integrating fundamental studies in management, finance, marketing, and law with high-level linguistic training, BLC Spain seeks to produce graduates equipped for leadership in global contexts. Our academic philosophy places equal emphasis on theoretical rigor and applied, real-world experience, ensuring that students are well-prepared to engage in the complexities of international markets and cross-cultural environments. Through small class sizes, industry-focused projects, and active language practice, students gain the practical skills and cultural competencies necessary for success in today's interconnected world.

2. Program Overview

Postgraduate Degrees (1 Year, 60 ECTS)

1. Master in Digital Marketing with AI and Spanish
 - Concentrates on digital marketing strategies, consumer analytics, SEO/SEM, and AI-driven campaign optimization.
 - Reinforces strategic thinking and professional-level Spanish communication for marketing roles in diverse markets.
2. Master of Business Administration (MBA) and Spanish
 - Addresses leadership, accounting and finance, strategic management, and AI-based decision-making in a global context.
 - Integrates Spanish language instruction to enhance professional fluency and cultural awareness.

3. Academic Policies

BLC Spain's academic policies are designed to maintain high standards of learning, promote fairness, and ensure consistent progress across all undergraduate and postgraduate programs. Key areas include:

3.1 Credit System and Grading

All degree programs follow the European Credit Transfer and Accumulation System (ECTS), with each course carrying a specific number of credits.

Grades typically combine coursework, examinations, projects, and class participation. Details of grade weighting and criteria are provided at the start of each course.



3.2 Progression and Completion

- Students must successfully fulfill course requirements and earn the requisite credits to advance each semester.
- Master degrees demand 60 ECTS over two semesters.
- All outstanding financial and administrative obligations must be resolved before graduation certification is granted.

3.3 Attendance and Engagement

In order to uphold the academic integrity and learning standards at our institution, the following attendance policy has been established:

3.3.1. Minimum Attendance Requirement

All students are required to attend at least 80% of scheduled class sessions for each course in order to be eligible for a passing grade. This requirement is designed to ensure that students receive the full educational benefit of the course and engage adequately with the course material. Falling below the 80% attendance requirement will result in failing completion of the programme.

While 80% is the minimum requirement for eligibility to pass the course, students are expected to attend all scheduled classes wherever possible, and demonstrate full engagement. The 80% threshold should not be viewed as a target, but as the minimum standard permitted under academic and visa regulations.

3.3.2. Documentation of Absences

Any absences must be properly documented and submitted to the faculty for approval. Acceptable documentation may include medical notes, legal paperwork, or other official records that justify the absence. Submission of documentation does not remove the recorded absence, however, documentation may be considered during academic review where attendance falls close to the minimum requirement.

3.3.3. Excused Absences

Students must inform the Academic Dean by no later than 9:00am on the day of absence, or as soon as reasonably possible in unforeseen circumstances. Absences will only be considered excused if the documentation is deemed sufficient by the faculty and the reason for absence aligns with institutional guidelines (such as illness, family emergencies, or other significant life events). It is the student's responsibility to inform the faculty ahead of time about the need for an excused absence.

3.3.4. Procedure for Submitting Documentation

Students must submit their absence documentation to the Academic Dean by no later than one week after the missed session (digital copies can be sent to dean@blcspain.com). Late submissions may not be accepted, and the absence may be counted as unexcused. Documentation submitted after this deadline may not be reviewed.

3.3.5. Unexcused Absences

Failure to inform the faculty member prior to absence may result in the absence being recorded as unexcused. Any absences without adequate documentation or prior approval will be considered unexcused. Excessive unexcused absences may lead to academic reviews, penalties including, but not limited to, grade reduction or failure of the course, and notification to the Spanish authorities.

3.3.6. Make-up Work

Students with excused absences are responsible for reviewing materials shared on Google Classroom and for catching up on missed content independently, and are encouraged to contact their instructors to check for make-up work or additional support if needed. Instructors are not required to re-teach missed sessions. Online participation or recorded sessions cannot be provided as a substitute for attendance.

3.3.7. Extended Illnesses

In cases of extended illness (multiple consecutive absences), students must inform the Academic Dean (dean@blcspain.com). Each case will be reviewed individually within institutional and visa regulations. Students remain responsible for meeting minimum attendance thresholds in line with institutional and visa regulations.

This policy is intended to promote a serious academic environment and ensure that all students are given a fair opportunity to succeed in their courses. Adherence to this policy is essential for academic success and progression at our institution.

3.4 Academic Integrity

- Plagiarism, cheating, and unauthorized collaboration are strictly prohibited.
- Proper citation of sources and AI use disclosure is mandatory in written assignments, research papers, and presentations.
- Violations are subject to disciplinary measures, which may include a failing grade or more severe academic sanctions.

3.5 Assessment and Feedback

- Formative assessments (e.g., quizzes, presentations) help monitor ongoing progress and identify areas for improvement.
- Summative assessments (e.g., final projects) evaluate mastery of course objectives.



- Instructors offer feedback on both coursework and examinations; students are encouraged to consult with faculty and academic teams for additional guidance.

3.6 Appeals and Grade Review

- Students can discuss concerns about grades or course requirements with the relevant instructor or the Academic Dean.
- Formal appeals must be submitted in writing via email to the Academic Dean.
- Adhering to these policies helps foster a supportive and rigorous academic environment that benefits both students and the college community.

4. Student Services and Resources

BLC Spain provides an array of services and resources designed to support both academic and personal development:

4.1 Digital Resources and Information Platforms

- Teachers provide students with course-related materials through Google Classroom. Students have access to digital resources, including academic databases, online journals, and e-books.
- An online learning platform hosts syllabi, assignments, and class announcements, enabling easy access to course information.

4.2 Career Development Services

- The Student Experience Office provides guidance on internship placements, résumé/CV preparation, and interviewing skills.
- Students may network with industry professionals through regularly curated events.

4.3 Cultural Immersion and Activities

- To enhance the student experience, BLC Spain organizes field trips, guest lectures, and cultural excursions, for both business and Spanish related courses.

4.4 Health and Well-Being

- Basic health and counseling referrals are available; contact the Student Experience Office for up-to-date information on local English speaking doctors and mental health resources.
- The school promotes a healthy study-life balance and can direct students to fitness or recreation facilities near campus.

4.5 IT Services

- Technical support is available for Google account setup, online learning platforms, and password resets.



- Students are encouraged to use the school study spaces and Wi-Fi responsibly and report any service disruptions promptly.

These services and resources are intended to help students fully engage with academic life and navigate their studies effectively.