



PORTUGUESE COURSE FOR FOREIGNERS

OPERATING RULES

Article 1

INTRODUCTION

The purpose of this document is to regulate the operation of the Portuguese Course for Foreigners offered by the Junta de Freguesia de Campo de Ourique. The Portuguese Course for Foreigners aims to integrate foreigners residing in Lisbon into daily life through the teaching of the Portuguese language and culture. This is achieved by collaborating with a team of qualified and experienced professionals from APORT – Aprender Português para Estrangeiros.

Article 2

OBJECTIVES

- a) Promote the adaptation and integration of students into daily life.
- b) Publicize the Portuguese culture.
- c) Promote the teaching of the Portuguese language at a basic level, both in written and spoken form.
- d) Equip students with the basic skills necessary to apply for official exams.

Article 3

ADMISSION CRITERIA

- a) Be a foreign resident in Freguesia de Campo de Ourique, regardless of nationality/origin or culture.
- b) Be a resident of the Municipality of Lisbon, provided there are available slots after enrolling residents of Freguesia de Campo de Ourique.
- c) Have a minimum age of 16, regardless of the level of education.
- d) Possess the necessary physical and psychological conditions for attending the course.

- e) Provide all the necessary information for enrollment and attendance in the course.
- f) Have no outstanding monthly payments from the previous academic year.

Article 4

ENROLLMENT

- a) Enrollment takes place in the month of July, through the online completion of a form available on the website of Junta de Freguesia de Campo de Ourique.
- b) Enrollment is only valid after confirmation by Junta de Freguesia de Campo de Ourique via telephone or e-mail, and upon payment.
- c) Enrollment in the course involves an assessment of the candidate's Portuguese language level.
- d) Admission to the course is subject to the limit of available slots.
- e) Late enrollments are allowed if vacancies exist and after evaluation by Junta de Freguesia de Campo de Ourique and the responsible teacher.
- f) Students who have completed the first year of the course must enroll again for the following academic year.

Article 5

PARTICIPATION CONTRIBUTION

- a) Attending the course requires payment of an annual registration fee and a monthly tuition fee.
- b) Upon confirmation of enrollment, students must make the payment of the registration fee along with the first monthly payment within the specified time limit.
- c) Subsequent monthly payments must be made by the 15th of each month.
- d) The registration fee is €20.00.
- e) The monthly tuition fee is €20.00 for students registered in the Freguesia de Campo de Ourique and €50.00 for non-registered students.
- f) Failure to pay two consecutive or alternating monthly payments results in the exclusion from the Portuguese Course for Foreigners. Re-admission is only possible after settling the payments.

- g) Payment of the registration fee and monthly tuition fees must be made through service payment (Entity/Reference).
- h) The necessary payment information is sent to students monthly via email by Junta de Freguesia de Campo de Ourique.
- i) Payment can also be made in person at the counter of Junta de Freguesia de Campo de Ourique.
- j) Students can settle multiple monthly payments in a single payment, provided they request the payment reference from Junta de Freguesia de Campo de Ourique or make the payment in person.
- k) Receipts for the payment of monthly fees are sent to students monthly via e-mail.

Article 6

COURSE DURATION, LOCATION, AND SCHEDULE

- a) The course lasts for two years, in a total of 200 hours, and is conducted in a remote teaching mode.
- b) Classes take place twice a week.
- c) Classes have a duration of 1 hour and 15 minutes.
- d) The course has an annual duration of 10 months, totaling approximately 100 hours.
- e) The start and end dates of the course are subject to confirmation at the beginning of each academic year (running between September and July).
- f) Timetables are provided during enrollment, and students should choose the timetable corresponding to their level.
- g) Throughout the academic year, occasional meetings are organized between teachers and students.
- h) The course is not interrupted during official breaks, with the exception of one week over the Christmas period.
- i) The course respects the official calendar of national holidays.

Article 7

CERTIFICATION

- a) At the end of the course, students receive document proving attendance of the Level A2, the official linguistic level required for residing in Portugal.
- b) To obtain this document, students must have a positive evaluation and attend at least 75% of the classes.

Article 8

METHOD

- a) The teaching method used by teachers is *Tailor-made*, which considers the individual needs and characteristics of students, as well as the necessary language skills for specific social situations.
- b) The team of teachers primarily uses the manual "Português em Foco 1," and students are advised to acquire this manual.
- c) Teachers also use other manuals, grammar books, games, vocabulary sheets, and other support materials.
- d) Classes are interactive, and students are expected to participate proactively.

Article 9

ABSENCES AND WITHDRAWALS

- a) Absences must be communicated to the teacher in advance via email or in class.
- b) Withdrawals must be communicated to the teacher and Junta de Freguesia de Campo de Ourique via email by the eighth day of each month.
- c) Withdrawals communicated after the eighth day require payment of the corresponding month's tuition fee.
- d) Failure to communicate withdrawal results in continued payment of tuition fees until withdrawal is communicated.

Article 10

STUDENT RIGHTS

- a) Ensure the confidentiality of their data.
- b) Actively participate in classes.

- c) Receive appropriate training and enjoy an organized and friendly learning environment.
- d) Receive information clearly and in a timely manner.
- e) Receive receipts for payments made.

Article 11

STUDENT RESPONSIBILITIES

- a) Attend classes regularly and punctually.
- b) Actively participate in classes.
- c) Promote a cooperative and cordial work and social environment.
- d) Provide truthful information and keep personal data up to date.
- e) Make payment of the registration fee and tuition fees within the defined deadlines.
- f) Communicate absences to the responsible teacher and withdrawals to Junta de Freguesia de Campo de Ourique.

Article 12

DOUBTS, OMISSIONS, COMPLAINTS, OR SUGGESTIONS

- a) Doubts, omissions, and interpretations arising from the application of these Operating Regulations are the responsibility of Junta de Freguesia de Campo de Ourique and should preferably be addressed to universidadesenior@jfcampodeourique.pt.
- b) Any complaints or suggestions regarding the course's operation should be submitted to the course coordination, which will resolve cases falling within its authority or escalate them if they exceed its competence.

Article 13

EFFECTIVE DATE

This document comes into effect at the beginning of the academic year 2023/2024.



USEFUL CONTACTS:

Junta de Freguesia de Campo de Ourique

Rua Azedo Gneco, 84, 1250-039 Lisbon

Telephone: 213931300

Website: www.jf-campodeourique.pt

E-mail: geral@jf-campodeourique.pt

universidadesenior@jf-campodeourique.pt

APORT

Rua da Imprensa à Estrela, 9, 3º esquerdo, 1200-684 Lisboa

Phone: 917250732

Web: www.aportportugues.com

E-mail: aport.portugues@gmail.com