

LANGUAGE CENTRE OF THE SCHOOL OF SOCIAL SCIENCES (LCSSS)

RULES OF OPERATION FOR LANGUAGE COURSES

1. Types of classes and duration

The LCSSS offers three types of classes: intensive general communication courses, lasting 48h and 60h divided over eight and ten weeks, respectively, and targeted communication courses, lasting 60h, divided over 10 weeks.

2. Fees

Intensive general communication courses

The tuition fee to be charged, for each module of 48h or 60h, will be governed by the following principles:

Module of 48h:

- UÉ students (undergraduate and integrated master's programmes) and UÉ staff: EUR 96
- UÉ students (postgraduate, master's and doctoral), research fellows, researchers, UÉ lecturers, UÉ alumni and immediate family members of UÉ staff: EUR 120
- General public: EUR 144

Module of 60h:

- UÉ students (undergraduate and integrated master's programmes) and UÉ staff: EUR 120
- UÉ students (postgraduate, master's and doctoral), research fellows, researchers, UÉ lecturers, UÉ alumni and immediate family members of UÉ staff: EUR 150
- General public: EUR 180

Targeted communication courses

Module of 60h:

- UÉ students (undergraduate and integrated master's programmes) and UÉ staff: EUR 150
- UÉ students (postgraduate, master's and doctoral), research fellows, researchers, UÉ lecturers, UÉ alumni and immediate family members of UÉ staff: EUR 180
- General public: EUR 210

3. Registration payment

Payment on first enrolment in each language

- UÉ students (undergraduate and integrated master's programmes) and UÉ staff: EUR 20
- UÉ students (postgraduate, master's and doctoral), research fellows, researchers, UÉ lecturers and UÉ alumni: EUR 30
- General public: EUR 40

4. Certificates and exams

Upon completion of each module, a 'Certificate of attendance' will be issued. A 'Certificate of achievement' will be issued at the end of the course, upon successfully passing a written and oral exam, to be held in the last week of classes.

5. Number of registrations per class

Classes will operate with a minimum number of students to satisfy all associated costs. Each class should not exceed fifteen students (additional places will only be considered in exceptional situations).

6. International level certification

Successful completion of each level (see point 4) does not guarantee international certification. It must be obtained by the competent bodies for that purpose.

7. Other rules

- The minimum age to attend LCSSS courses is 16 years old.
- There are no refunds, unless the course fails to run due to the minimum number of enrolments not being reached.
- If you are unable to attend a course for personal reasons, this fee may be transferred to another course in the same semester or refunded. To do so, the request must be made in writing and addressed to the LCSSS Director by the 2nd lesson of the class concerned; after that date there is no right to a refund. The amount paid for the enrolment fee is not refunded in these cases.
- It is mandatory to pay for a course in full, even if the student stops attending it for reasons not attributable to the LCSSS. The legal means of the University of Évora will be activated if this debt remains unpaid.