



**Regulation of the Portuguese language course for
students in Erasmus+ mobility**

RCP_EME+ / V 1.0

19/07/19

Next Revision

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National and International Relations Office

NURSING SCHOOL OF COIMBRA

Version	Date	Alteration
1.0	19.07.2019	First version

Elaboration	Verification	Approval
		
Date: 18.07.2019	Date: 19.07.2019	Date: 19.07.2019



Presidency

NURSING SCHOOL OF COIMBRA

ORDER NO. 32 - PRESIDENT

Date:
19/07/19

In accordance with article 8(1) and article 49(1)(m) of the Statutes of the Nursing School of Coimbra, approved by Normative Order no. 50/2008 of the Ministry of Science, Technology and Higher Education, published in *Diário da República*, 2nd series, no. 185, of 24 September 2008, I hereby approve the Regulation of the Portuguese Language Course for students in Erasmus+ mobility - version 1.0.

The President,

(Doctor Aida Maria de Oliveira Cruz Mendes)



MINISTÉRIO DA CIÊNCIA, TECNOLOGIA E ENSINO SUPERIOR
ESCOLA SUPERIOR DE ENFERMAGEM DE COIMBRA

Rua 5 de Outubro e ou Avenida Bissaya Barreto - Apartado 7001

Telefs. 239 802 850 / 239 487 200 - Fax 239 442 648

3046-851 COIMBRA

E-mail: esenfc@esenfc.pt

Regulation of the Portuguese Course for students in mobility on Erasmus +

Preamble

This Regulation defines the rules of operation of the Portuguese language course - in the item Open Courses, for students in international mobility under the Erasmus + programme, at the Nursing School of Coimbra (ESEnFC) – Non-integrated polytechnic higher education institution, located in Avenida Bissaya Barreto and/or Rua 5 Outubro, Apartado 7001 3046-851 Coimbra, VAT no. 600081583, represented by its President, Professor Aida Maria de Oliveira Cruz Mendes.

Article 1

Objective

This course aims to help the integration of international students and enable them in the use of the language, at a minimum level, in their relationship with patients.

Article 2

Organization and operation

The Portuguese Course is submitted for approval to the Presidency of the ESEnFC by the National and International Relations Office of the school.

The organization of the course and the support for its operation are the responsibility of the National and International Relations Office of the school in close liaison with the Project Support Office.

The trainees shall evaluate the process of this course by completing a suitable questionnaire at the end of the course.

The course can only operate after the conditions for its financial sustainability have been checked by the Presidency of the ESEnFC.

The course will hold, as a rule, two 40-hour actions per year with weekly 4-hour sessions (10 weeks).

The trainees may, if they so wish and as soon as they complete a language course, request an evaluation procedure for the issuance of a certificate.

Article 3

Trainers

The selection of trainers is proposed by GRNI and authorised by the President, after consideration of the academic qualifications relevant to the professional training and expertise in the area.

The trainers have the right to be remunerated, under the terms laid out by the Presidency of the ESEnFC; access to information necessary for the operation of the course they provide; to know the results of the evaluation of the course by the trainees; to receive, on their request, a certificate issued by the ESEnFC, which proves the training provided.

The trainers have the following duties:

- a) To follow the course programme as it was planned, applying pedagogical methods and processes appropriate to this type of training;



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- b) To ensure that all services possess, in advance, all indispensable elements for the proper functioning of the course;
- c) To record, in each session, its summary and the presence of trainees;
- d) To ensure the preservation of materials and equipment entrusted to them for the implementation of the course;
- e) To deliver to the services all requested documentation;
- f) To produce the final report of the course, within ten working days after its completion, which should include the evaluation carried out by the trainees, an analysis of the course took place, and any suggestions for future editions of the course.

Article 4

Trainees

The course is intended for students in Erasmus+ mobility.

The attendance of the course is compulsory.

Students should participate in the sessions and activities of the course, be assiduous and punctual.

Students should take care of and preserve the goods and facilities used during the training.

Students will receive a certificate and will be assigned 1.5 ECTS.

Article 5

Fees

No enrollment and course fee is required.

Article 6

Final provisions

The doubts and omissions arising from the application of this Regulation shall be dealt with on a case by case basis by the Presidency.