

Chapter I - General Organization

Article 1

General purpose

Learning a new language according to the specific objectives of each level, in terms of functional, grammatical, and thematic contents.

Article 2

Recipients

Students from the Instituto Superior Técnico (IST), IST alumni, students from other educational institutions and the public in general (aged 16 or over). Members of the Students' Association of the Instituto Superior Técnico (AEIST) have a discount of 30€ on the total amount of the course.

Article 3

Registrations

Pre-registration must be done online, via link (<https://forms.gle/has4PQXQDwqNQYc9>). Subsequently, in order to complete your registration, you will need to pay a deposit 50€. This payment can be made in person (Espaço AEIST - AEIST building, Alameda or Secção de Folhas - Taguspark) in cash or by bank transfer, using IBAN (PT50 0035 0373 00010593230 92), in which case you should add the receipt to the registration form or send it by e-mail to formacao@aeist.pt . The deposit will be deducted from the total cost of the course or refunded if the course does not take place. If the student wishes to withdraw from the course, it must do so by the last day of registration period (**February 29th, 2024**) in order to receive a refund of the deposit. If withdraw after this date, the deposit will not be refunded.

The opening of each course is subject to a minimum number of registered students, without whom the course will not take place. Each course is limited to 15 places.

Article 4

Payment

After receiving the email confirming the opening of the course, and in order to complete the registration, the remaining payment for the course must be made in full by bank transfer or in person at the AEIST space - Alameda or Taguspark reprography, until the first day of classes. If the deadlines are not met, the student will be prevented from attending. Enrolments outside the stipulated period are subject to immediate payment of the full course fee.

Article 5

Location

The courses are held in person at Instituto Superior Técnico (Alameda and Taguspark) in rooms requested for this purpose or by videoconference, depending on whether you are part of the in-person or online class.

Article 6

Withdrawal and Returns

If the student gives up the course the payment will not be returned.

Article 7

Personal data

The student authorizes their personal data to be processed and used by AEIST to publicize AEIST's formative activities.

Article 8

Course evaluation

For the purposes of evaluation and quality control of the language courses provided, at the end of the course each language school will ask the trainees to fill in an anonymous questionnaire which, for the appropriate purposes, is dealt with in the context of training management.

Chapter II - LanguageCraft

Article 9

Levels

A placement test is mandatory if not starting at the basic level of a particular language or if there is no certificate to prove the required level. The placement test can be taken in person at Language Craft's premises (Rua São Filipe Neri, 25C) or online, subject to prior booking and at a cost of 15€.

Article 10

Duration

The course lasts the entire semester, taking place 2 times a week, and having a workload of 1h30 per class, with a total duration of 30h.

Article 11

Support material

Training support material (manual, workbooks, etc.), is always the responsibility of the students and is not included in the course fee.

Article 12

Classroom conditions

The use of cell phones during class is not allowed.

Article 13

Attendance

Attendance is recorded on the attendance sheets by the trainer. Whenever the trainee is not present, it will be considered an absence (justified or unjustified). Delays of more than 30 minutes without a warning are considered an absence. Whenever possible, absences should be justified to the trainee and the justification should be sent by e-mail to formacao@aeist.pt. Absences given by trainees (justified or unjustified) cannot be made up in another class or timetable and will not be reimbursed. When the number of unjustified absences exceeds the set limit (1 class in the 30h courses), the trainee's rights are lost regarding the right to receive the training certificate.

Absences given by trainers will be made up on dates agreed by the group.

Article 14

Evaluation/Certificate

The assessment, for the purposes of certification, is based on a continuous assessment model. The means that determine this assessment are as follows: group Dynamics, class diary, worksheets, periodic delivery compositions, partial tests throughout the training process and/or an oral exam. The final exam will take place in the last week of the timetable. The minimum mark for passing is 55/100 at all levels of learning. There will be the possibility of scheduling a 2nd call exam if students have justification for not being able to be present on the date of the final assessments (last written and oral test) scheduled from the beginning of the course (e.g. college test/exam on the same day/time or health problem upon presentation of a doctor's certificate). The 2nd call exam will be held on a date to be agreed at Language Craft's premises, with prior scheduling of the time. To do so, the trainee should contact Language Craft via the following e-mail: cursos@languagecraft.pt or geral@languagecraft.pt and with the knowledge of AEIST (formacao@aeist.pt). After a positive evaluation, the student will receive a certificate of completion of the level or of attendance if not passed. The issuance of the certificate is the responsibility of Language Craft. When the certificates are available at AEIST premises for collection, an e-mail will be sent to trainees.