

ENROLMENT

2013/2014

Portuguese Teaching Abroad

Who is it intended for?

In the academic year 2013/14 enrolment is for existing or prospective students wishing to attend the **extracurricular Portuguese Language and Culture courses** (as a “parallel system of teaching”) organized by or having the support of Camões, IP’s EPE network.

When will it take place?

Enrolment will be from **8th until 28th April 2013**.

Where can I enrol?

It is preferable that you enrol online, using the purpose made platform created by Camões, IP at <http://camoes.active-labs.com>.

What is the online platform?

It is a platform developed by Camões, IP to provide support to the EPE network which can be accessed at <http://camoes.active-labs.com>.

By enrolling the student online, you will be able to:

- Check summaries of lessons;
- Check the student’s individual register;
- Check the student’s individual assessments.
- Consulta de notificações do professor.

What is EPE?

EPE, Ensino Português no Estrangeiro (The teaching of Portuguese Abroad) is a special form of education, which aims to establish and promote the Portuguese language throughout the world, in addition to providing education in the Portuguese language and culture .

What is EPE enrolment?

It is the process that will give access to the **extracurricular Portuguese Language and Culture courses** (as a “parallel system of teaching”), organized by or having the support of Camões, IP’s EPE network. This is done preferably online.

Detailed information about this process is available at www.instituto-camoes.pt

How can I enrol?

First Time Enrolment – online

Access <http://camoes.active-labs.com/inscricao> and double check in case you have a previous registration. Then fill out the enrolment form.

When you do this, platform access credentials are generated (a code for the student and a password), which will pop up on the screen. Print or save this information, as the student’s code will be used for as long as he/she attends these courses.

Pay the enrolment fee, using the student’s code as your reference and submit your proof of payment to the Coordenação de Ensino (Education Department), by uploading it to the platform, or by posting it, so that the student’s enrolment can be validated.

Enrolment renewal – online

If the student was already enrolled through the online platform for the academic year 2012/13:

Access <http://camoes.active-labs.com>, by using the credentials (student’s code and password), which were generated at the time of enrolment for 2012/13.

On the tab **Ficha de Inscrição** (Enrolment form), click **Nova Inscrição** (New Enrolment). You will see an enrolment form already completed with the data you provided for the last academic year. Check to see if you need to amend or update this. Save it once you have done this. Pay the enrolment fee, using the student’s code as the reference and submit your proof of payment to the Coordenação de Ensino (Education Department), for validation .

In paper form

.You can download the form and print it, and hand it to the teacher of the course you wish the student to attend or, should there be no course that you can choose, you should send the form to the Coordenação de Ensino, together with proof of payment of the fee.

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What are the fees?

The fees are **£86.48 (100€)**, pursuant to article 2. of Order 232/2012, of the 6th August (consular exchange rate for April 2013).

Fees are due for attending the extracurricular Portuguese language and culture courses organized by *Camões, IP*, as well as those organized by private, community or public schools to which *Camões, IP* has posted teachers, provided that these schools have been fully recognised as Associate Schools by *Camões, IP*, by means of an established protocol.

In some **special cases**, particularly socio-economic, which will be treated individually, reduced fees may be payable. This will apply to families with more than one child, the unemployed and to students at associated schools, where parents/carers already pay es.

In such cases, the fees are as follows (situations confirmed by local authorities or job centres):

Table I - Amount of reduced fee

Two unemployed*parents/carers	£17,29 (20,00€) per student
One unemployed*parent/carers	£51,88 (60€) per student
Parent/carers with 2 children enrolled	£69,18 (80€) per student
Parent/carers with 3 or more children enrolled	£64,86 (75€) per student
Single parents	£69,18 (80€) per student
Associate schools	£51,58 (60€) per student

* confirmed by the Local Authorities or Job Centres .

What does the payment of the fee entitle you to?

Payment of the Fees entitles you to receive the school textbook for the student and to enrolment for EPE Learning Certification .

How do you make a payment?

Bank transfer or deposit

- Make a bank transfer or a deposit into the bank account of the *Coordenação de Ensino* of your country of residence, the details of which can be found at www.instituto-camoes.pt, by using the student's EPE code number as your reference.
- After you have done this you must provide proof of payment:
 - Access the online enrolment platform by using the credentials created when you processed the enrolment, upload the proof of payment and insert additional information that will allow to identify the payment in the *Coordenação de Ensino's* bank account. (or, alternatively)
 - Hand in the proof of payment in person at the *Coordenação de Ensino*, by giving the student's EPE code. (or, alternatively)
 - Send the proof of payment by post or e-mail to the *Coordenação de Ensino*, using the student's EPE code as your reference.

Cheque ou numerário

- Make the payment in person at the *Coordenação de Ensino*, by cheque or in cash .

Contacts

Coordenação de Ensino in Germany

Tel.: (00) 49 30 8009 2680 | Fax: (00) 49 30 8009 6813
Email: cepe.alemanha@camoes.mne.pt

Coordenação de Ensino in Spain and Andorra

Tel.: (00) 34 913 080 696 | Fax: (00) 34 913 080 732
Email: cepe.espanha@camoes.mne.pt

Coordenação de Ensino in France

Tel.: (00) 331 536 878 53 | Fax: (00) 331 453 180 30
Email: cepe.franca@camoes.mne.pt

Coordenação de Ensino in Luxembourg, Belgium and the Netherlands

Tel.: (00) 46 33 71 - 1 | Fax: (00) 46 33 71 -30
Email: cepe.luxemburgo@camoes.mne.pt

Coordenação de Ensino in The United Kingdom and Channel Islands

Tel.: (00) 44 (0) 207235 8811 | Fax: (00) 44 (0) 7834192542
Email: cepe.reinounido@camoes.mne.pt

Coordenação de Ensino in Switzerland

Tel.: (00) 41 31 352 7349 | Fax: (00) 41 31 351 68 54
Email: cepe.suica@camoes.mne.pt

Camões, IP, Portugal

Tel.: (00) 351 21 310 91 00 | Fax: (00) 351 21 314 39 87
Email: inscricao.epe@camoes.mne.pt

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FAQs

I have lost the student 's code and/or password, what shall I do to recover these data?

Access the platform at <http://camoes.active-labs.com/> and click on: "Para recuperação de credenciais, clique aqui" (click here to recover your credentials).'

What is the student's EPE code?

It is a unique code, generated automatically when you enrol, together with a password. It is used to identify the student on the EPE network..

Which courses incur no payment of fees?

In general, courses integrated into the curriculum of respective education systems are exempt.

How can I prove I am unemployed?

As soon as possible you must upload your proof, a document issued by your local authority or Job Centre, onto the platform, or send it to the Coordenação de Ensino of your country of residence, with the student's EPE code.

How can I prove I am a single parent or that I have more than one child attending EPE courses?

Contact the Coordenação de Ensino in your country of residence; they will tell you which document you must provide.

What are the language levels?

Levels A1, A2, B1, B2 and C1 are defined in the *Quadro de Referência para o Ensino Português no Estrangeiro* (QuAREPE), The Framework of Reference for Portuguese Teaching Abroad and indicate what students are able to do in different contexts of language use.

FAQs

What happens if the class or timetable allocated to my child is such that he can't attend the course ?

The fees you have paid will be repaid.

If I decide to withdraw from enrolment after I have paid the fee, can I have my money back?

The amount you have paid for the fee will be repaid provided you have requested this by the end of the first month after classes start.

What is the minimum number necessary to form a class / group?

There must be a minimum of 12 students before a class can proceed.

Can I pay in instalments?

No, you must pay all the fees upfront.

In order for my child to undertake the certification exams at the end of the current academic year, do I need to enrol him/her?

If your child is attending EPE classes and has reached is at the end of one of the levels, you will be informed by the teacher, and must give your consent.

Can I do the enrolment later?

No, classes and teachers' timetables for the 2013/2014 academic year will be designed as a result of with this process, so you cannot enrol later.

Can I do the enrolment on paper?

Yes, you can. Hand the form to your child's teacher or, should there be no course that you can choose, you should send the form to the *Coordenação de Ensino*, together with proof of payment of the fee.

FAQs

How do I know which level is appropriate for enrolling my child?

Go along with the view of your child's teacher, if you are renewing his/her enrolment, or contact the *Coordenação de Ensino* of your country of residence.

Why do I need to give personal data?

The data collected is intended solely for the administration of the process of EPE's enrolments, for the purpose of constituting the classes and for statistics, and will not be made available to third parties in any circumstances.

Is my personal data safe?

Camões, IP assures participants that the data they have provided will be stored securely, having registered this information collection process with the Portuguese Data Collection Authority, the *Comissão Nacional de Protecção de Dados*.

In what format can I send my proof of payment or proof of entitlement to fee reduction to the platform?

You can send files in JPG, PNG, GIF and PDF formats, as long as they do not exceed 1MB.

Why do I need to send a proof of payment?

The proof of payment makes it easier to identify your payment in the bank account. Don't forget to use the student's code as your reference.

Where can I find further information?

Check the information available at the *Camões, IP* internet site, at www.instituto-camoes.pt, or contact the *Coordenação de Ensino* in your country of residence.