

Frequently Asked Questions

1. I don't know what level I should enroll.

The candidates who pretend to enroll in courses of:

- English
- French
- Spanish
- Italian

can enroll in any linguistic level. They shall not be holders of the previous linguistic level; however, they must possess knowledges of the previous level, so they can follow the taught subjects, of the enrolled level.

In the case of German courses, we remember that candidates who had not undergone the previous linguistic level, it is essential to carry out a proof of admission, before making the enrollment, except for the A1.1 level, once it refers to the initial level.

They must be inscribed by email for trainer Maria João Gonçalves (johnymgoncalves@hotmail.com).

The candidates who pretend to enroll in the course of Portuguese as a Foreigner Language

- The **A1.1 level** is intended for new students (except Spanish students);
- The **A1.2. level** is intended for all the students who participated in the Portuguese as Foreign Language course A.1.1., in the 1st semester;
- The **B1.1 level** is intended for new Spanish students;
- The **B1.2. level** is intended for all the students who participated in the Portuguese as Foreign Language course B.1.1., in the 1st semester.

Note: The Gform office is not responsible for the choice made by the candidate.

2 - What does the previous linguistic level mean?

The existing linguistic levels are mentioned in the following table. If they want to enroll in the A.1.2 level, the previous linguistic level is A.1.1.

Linguistic Levels	
A1	A1.1.
	A1.2.
A2	A2.1.
	A2.2.
B1	B1.1.
	B1.2.
B2	B2.1.
	B2.2.
C1	C1.1.
	C1.2.
C2	C2.1.
	C2.2.

3 - Where can I make my enrollment?

The enrollment is made online or in the Gform's Office. The enrollments will be authorized if the students deliver the following documents:

1. Confirmatory of the reduction of the fee (if applicable);
2. Confirmatory of the payment of the enrollment value.

4 - Where is located the Gabinete de Formação?

The Gform's Office is located in the P2 building, near to the UTAD's chapel.



5 - Can I attend the course without make the enrollment and deliver the requested documents?

No, only the students with the enrollment process properly filled in and complete, particularly through filling in the enrollment sheet and delivering the requested documents, can attend the course.

6 - What is the confirmatory of the fee's reduction?

Since there is a discount of 25% for students, ex-students and UTAD workers, the confirmatory of fee's reduction, depending on cases, can be the student's card, the qualifications certificate, the confirmatory of the university's enrollment, the fact sheet of the worker (available in Intranet), a declaration that proves the person works for UTAD or the worker's payslip.

7 - Can I make the fee's payment in cash?

No. The payment of the courses' fee can only be made by bank transfer or by ATM (Automatic Teller Machine). The transaction should be made to the following banking account number: PT50 0007 0000 02837000226 23.

8 - When and how can I request the reimbursement of the paid fee?

The participants will be refunded with the amount of the fee, in case of the course will not go ahead, due to the number of participants isn't be the minimum accepted to start the course, or in the case of the student don't have a vacancy to participate in the course. The reimbursement should be requested by e-mail (gformcl@utad.pt), by sending the original invoice and the banking account number, for which the reimbursement must be made.

9 - There is a limit of vacancies for the language courses?

Yes. The courses of English, German, French, Spanish, Portuguese and Italian have 20 vacancies.

10 - Exists a minimum number of enrolled participants to start the Language Courses?

Yes, the courses of Portuguese, English, German, French, Spanish and Italian only start with a minimum number of 15 enrolled participants.

11 - If I don't accomplish the minimum required attendance (75%), do I have the right to a certificate at the end of the course?

No, the participants only will have right to the certificate at the end of the course, if they have an attendance superior or equal to 75% and the evaluation with a minimum grade of 10 (in a scale of 0 to 20). However, it can be requested to the Gabinete de Formação, by e-mail (gformcl@utad.pt), an issue of a statement of attendance.

12 - Can I make the final evaluation without accomplish the minimum required attendance (75%)?)

No, only the participants who accomplish the minimum required attendance can be subjected to the final evaluation.

NOTE: For any other questions, not listed here, please consult the Regulation of Foreign Languages Courses available on the Gform homepage (<http://gform.utad.pt>) in "DOCUMENTS TO DOWNLOAD".