



Universidade de Évora

Open call rules

Applications for Admission: Curso de formação em Sistema Integrado de Gestão Documental - Koha (Integrated System Management for Library Services - Koha)
Academic Year 2024/2025

1. The program is promoted by

Universidade de Évora - Escola de Ciências Sociais

2. Coordenador(a)

Paulo Fernando Lopes Resende da Silva (pfs@uevora.pt)

3. Program description

The course has a predominantly practical and applicative purpose. Therefore, the laboratory component is specifically designed to contribute to the participants' proficiency in using this tool and is particularly directed towards beginner users or those without prior experience with the Koha Integrated Library Management System.

4. Objectives

At the end of this course, participants should be capable of independently using the Koha document management system to perform the following activities:

- Manage loan rules, fines, and reader categories
- Configure collection sheets according to the type of document: books, magazines, videos, etc.
- Process loans, returns, renewals, and reservations
- Complete user forms to register new readers
- Create authority files (individual authors, corporate entities, or subjects)
- Manage automated communication with readers via email, letter, or SMS
- Understand and fully utilize the simple and advanced search module
- Create book lists, such as new releases and reading suggestions
- Generate statistical reports
- Understand the OPAC interface and manage user areas.

5. General conditions of access and admission

i General conditions

Be over 18 years old and resident permit. If you do not have Portuguese nationality, you must have a residence permit and tax payer number .

ii Specific admission conditions

Library professionals, students, or specialists in the field.

iii Necessary documentation

- a) identification document;
- b) document proving the IBAN of the bank account held by the candidate, in which the name of the holder is mentioned;
- c) proof of residence permit, in the case of foreign students;
- d) document with tax identification number, in the case of foreign students;
- e) if applicable, proof of unemployment;

6. Selection Process

Date of application submission.

7. Maximum number of admissions

- Maximum number of admissions: 30

8. Minimum number of students

Minimum number of students: 10

9. Tuition fee

- Tuition fee: 50,00 €

This course is covered by the PRR's Adult Impulse. Students can receive two prizes: the participation prize, equal in value to the course fee, and the completion prize ([according to Regulation](#)), to be paid into a bank account held by the student.

10. ECTS

- Number of ECTS of the program: 1

11. Horas de Contacto

- Total de horas de contacto: 17

12. Learning Type

b-Learning

13. Schedule type

Labor

14. Classes location

E-learning
Moodle and Zoom platform

15. Classes schedule (week days and schedule)

The schedule will be determined and communicated to the trainees at the appropriate time.

16. Program Dates

- 1st Phase (1st Edition)
 - Program Start Date: September 4, 2024
 - Program End Date: September 10, 2024
- 2nd Phase (2nd Edition)
 - Program Start Date: October 9, 2024
 - Program End Date: October 15, 2024
- 3rd Phase (3rd Edition)
 - Program Start Date: November 6, 2024
 - Program End Date: November 12, 2024
- 4ª Fase (4º Momento de Oferta)
 - Program Start Date: September 17, 2025
 - Program End Date: September 23, 2025

17. Application Dates

- 1st Phase (1st Edition)
 - Applications Start Date: July 26, 2024
 - Applications End Date: August 9, 2024
 - Announcement of Results (until): August 22, 2024
 - Enrollments Start Date: August 22, 2024
 - Enrollments End Date: August 25, 2024
- 2nd Phase (2nd Edition)
 - Applications Start Date: September 2, 2024
 - Applications End Date: September 16, 2024
 - Announcement of Results (until): September 26, 2024

- Enrollments Start Date: September 26, 2024
- Enrollments End Date: September 29, 2024
- 3rd Phase (3rd Edition)
 - Applications Start Date: October 1, 2024
 - Applications End Date: October 14, 2024
 - Announcement of Results (until): October 24, 2024
 - Enrollments Start Date: October 24, 2024
 - Enrollments End Date: October 27, 2024
- 4ª Fase (4º Momento de Oferta)
 - Applications Start Date: August 26, 2025
 - Applications End Date: September 7, 2025
 - Announcement of Results (until): September 10, 2025
 - Enrollments Start Date: September 10, 2025
 - Enrollments End Date: September 14, 2025

August 26, 2025

The Rector

Hermínia Vasconcelos Vilar