



# 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.

### 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) document proving the date of birth;
- b) document(s) proving the qualifications required in the Announcement for access to the course, if applicable;
- c) document proving the IBAN of the bank account held by the candidate, in which the name of the holder is mentioned;
- d) proof of residence permit, in the case of foreign students;
- e) document with tax identification number, in the case of foreign students;
- f) if applicable, proof of unemployment;

## 6. Selection Process

Date of application submission.

## 7. Maximum number of admissions

- Maximum number of admissions: 30

N.º of places in each phase of the course: 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

Blended Learning

Physical place (1st Ed.): Estremoz

Moodle and Zoom platform

## 15. Classes schedule (week days and schedule)

Day 4.Sept: from 09.30 to 17.30 (7 hours, presential)

Days, from 5 to 9.Sept: asynchronous sessions, as laboratory learning process (6 hours)

Day 10.Sept.: from 14.00 to 18.00 (4 hours, virtual synchronous session)

## 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

## 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

August 8, 2024

The Rector

Hermínia Vasconcelos Vilar