

Courses in english Regulation 2024/2025

High Jewellery making . Contemporary Jewellery . Jewellery making foundations

I - ENROLMENT AND SELECTION OF STUDENTS

1. Detailed information on the courses offered in english by CJLX and the respective application and/or enrolment procedures are provided at www.cjlx.pt.
2. CJLX english courses admission requirements:
 - a. Minimum age: 16
 - b. Mastery of the english language at a conversational level (no formal level);
 - c. Consultation and acceptance of the "Course Regulations", this document, made available when booking online and/or on the course information page;
 - d. Portfolio and/or presentation of work (for candidates with experience).
3. Admission to the courses is defined by chronological order of application/enrolment, up to the limit of places established for each timetable.

II – STUDENT’S RIGHTS

CJLX students have the right to:

- 1.1. Receive the lessons in harmony with the course's training programme and in accordance with the syllabus, objectives, methodology and work processes duly explained;
- 1.2. Receive all the documentation necessary for monitoring and progression in the contents of the course;
- 1.3. Receive, at the end of the course, a vocational training certificate, in accordance with the legislation in force, this being conditioned to success in the evaluation made by the trainers and to the regularization of the payments due;
- 1.3. Complain about any anomalies that, in his or her opinion, affect the training objectives; this complaint may be presented in a free, oral and written format, or in a Complaints Book;
- 1.4. Refuse to perform activities that do not fall within the object of the course;
- 1.5. See the confidentiality of the personal data provided during the enrolment procedure guaranteed;
- 1.6. Be covered by na insurance for the duration of the course when payment for the course is made privately.

III – STUDENTS DUTIES

Students duties:

1. 1. Attend the course sessions they are enrolled in with assiduity and punctuality, with a view to acquiring the theoretical and practical knowledge they are taught and which are provided for in the course's training programme, in compliance with the Course Regulations in force;
- 1.2. Participate in the training sessions in an interested and dedicated manner;
- 1.3. Consult CJLX whenever there are pertinent questions, having the right to the respective clarification;
- 1.4. Refrain from any act that may result in prejudice or discredit to the training provided by CJLX.
1. 5. To treat all those who represent and work for CJLX in a cordial and courteous manner;
- 1.6. Use with care and ensure the proper conservation of the equipment and other property entrusted to them for training purposes;
- 1.7. Bear the costs of replacing or repairing equipment and materials used in the training, supplied by CJLX and its representatives, whenever the damage is the result of wilful or seriously negligent behaviour;
1. 8. Comply with the payment dates communicated.

IV - DUTIES OF THE CJLX

It is the duty of CJLX, as a training entity, to:

1. Provide supporting documentation relating to each course;
2. Provide facilities, equipment and pedagogical material appropriate to ensure the quality of training of theoretical and / or practical nature;
3. Analyze monitoring and evaluation reports of training, complaints and suggestions that are submitted, with a view to improving the management system of training activity;
4. To supervise and monitor the progress of trainees along their training paths and the fulfillment of the training program and itinerary of activities provided for each course;
5. To issue Training Certificates, in accordance with the legislation in force;
6. To respect and enforce the conditions of hygiene and safety at work to which it is bound under the legal terms;

V – CONDITIONS FOR THE OPERATION OF COURSES

1. Place where the training will take place:

Centro de Joalheria de Lisboa, located at Rua João Saraiva, 28 Rch Alvalade, Lisbon.

2. Training schedule / holidays and important dates:

Defined annually and available at www.cjlx.pt, in the course information and in the admissions page.

3. The programmes and teaching methods established may be readjusted whenever justified for objective reasons of increased teaching quality. CJLX reserves the right to substitute teachers, provided that this does not compromise the training objectives.

4. Courses Timetables

Tuesday to Friday 10:00-13:00 am + Tuesday to Thursday 14:30-17:30 pm

+ 3 hours/week of unmonitored individual practice in workshop.

Total 21h/week + optional 3h free access to workshop.

5. CJLX may make adjustments to course times.

6. In situations where CJLX is forced to cancel/alter a training session for reasons beyond its control and justified, the CJLX undertakes to replace it at short notice, so that the schedule of each trainee's course is regularised and not greatly affected.

VI - CONDITIONS FOR ATTENDING THE COURSES

1. Course Conclusion

The courses will be considered concluded when the respective compulsory exercises/modules have been completed.

2. Punctuality

Training sessions have an associated tolerance of 15 minutes after the time set for their start.

3. Attendance

3.1. The attendance of trainees is registered in all training sessions.

3.2. The absence limit is 20% of the sessions. Attendance and punctuality are important factors for good performance on the course. Trainees who unjustifiably exceed the established absence limit may not achieve the course objectives. In these circumstances, the Centre may decide not to issue the Training Certificate.

4. Justified and unjustified absences

4.1 Absences shall be considered as justified:

- a) Those motivated by a fact not attributable to the trainee, namely illness or accident;
- b) Absences of up to five consecutive days due to the death of a family member;

4.2. Excused absences must be documented within a maximum of ten working days or they shall be considered unjustified.

5. Compensation for unjustified absences

5.1. The use of compensation classes depends on the availability of CJLX places, and no absolute right to such use may be invoked.

5.2. Compensation classes are only allowed to students enrolled in a course. Compensation for classes outside the training period in which you enrolled is not allowed.

5.3. After class compensations are scheduled, no changes or cancellations are allowed, and they will be deducted from the total number of classes to be compensated.

VII - PAYMENTS

1. Costs of training

1.1 Detailed information on training prices is provided on www.cjlx.pt

Course	Fees and options	What´s included	Payment dates
9 month courses High Jewellery making Contemporary Jewellery	Enrolment: 500€ + 8 instalments of 750€ (total 6.500€) or Enrolment 500€ + ready-payment of 5.500€ (total 6.000€)	Insurance Toolkit All Materials (except gold and precious stones – silver with weight limits) All consumables	Enrolment fee is paid at the time of enrolment; Instalments: in the first week of the course and subsequent months.
Jewellery making foundations	Online booking: 3x935€ or ready-payment 2.650€		

VIII - WITHDRAWALS AND TERMINATION OF CONTRACTS

1. Refunds - course withdrawals before the course starts

Withdraw is granted to the student up until 30 days before the start of the classes and on payment (or retention by the school if already paid) of a sum equal to the enrolment fee (500€).

After that deadline, withdrawals are not accepted and full payment of the course is due.

In the case of non-European students authorized to study in Portugal, their withdrawal will be reported to the Police in Lisbon and the Portuguese Consulate responsible for issuing their study visa.

Non-European students who, following enrolment, fail to obtain permission to enter Portugal, can either request that the enrolment be maintained with pre-emption for attendance at the course, for two years.

The enrolment fee is not refundable.

2. Withdrawals during the course

2.1 If a student is absent for two consecutive weeks without justification or notifying the Secretaries office, will be considered withdrawn and cannot rejoin the classes. Non-attendance does not exempt the student from fee payment, as stated in 1.)

2.2. The student may withdraw by requesting the termination of the training contract in writing and upon presentation of proof justifying the impossibility of attendance (e.g. medical statement). This withdrawal does not exempt the trainee from full payment of the course fee.

2.3 CJLX reserves the right to trigger the appropriate legal mechanisms in situations where the above conditions are not met, in order to safeguard the commitments assumed for the preparation and management of the course.

3. Termination of the training contract

3.1. CJLX may terminate the training contract, with just cause, when the student:

- Presents a false document or makes false statements;
- Seriously or repeatedly violates his or her duties;
- Does not comply with the provisions of the contract and Course Regulations;
- Abandoning the course, or unjustifiably interrupting the training, by being absent for at least two weeks, without CJLX having been notified of the reason for the absence.

4. Expiration of the training contract

The training contract expires upon completion of the course or after withdrawal, provided that the fees have been paid in full. The training contract expires when it becomes absolutely and definitively impossible for the trainee to attend the course or for CJLX to provide it.

5. Suspension of attendance

With valid justifications, students may request a maximum 12-month suspension of their attendance by submitting an application to the Secretaries' office or via mail. The school will consider the request only if the student is up to date with all fee payments. During the suspension period, the student is exempt from paying any school fee installments. Upon resuming attendance, the Teaching management may require the student to undertake activities to make up for missed lessons, which are not covered by the school fees. Non-European students authorized to study in Portugal will have their suspension communicated to the Police in Lisbon and the Portuguese Consulate responsible for issuing their study visa.

IX - EVALUATION

1 - Learning Assessment Strategies

The following assessment strategies are applied in general:

Diagnostic Assessment (evaluation of portfolio and work for candidates with experience) with the aim of making an identification and assessment of acquired skills, to detect shortcomings and specific difficulties associated with knowledge and skills and that serve as guidance for the development of training.

Continuous and formative assessment; refers to the assessment carried out throughout the course, through monitoring and feedback of the trainee's learning process in terms of acquired knowledge. This follow-up is carried out by means of exercises proposed throughout the training sessions of the various modules, which seek to consolidate and verify knowledge. The criteria used in continuous and formative assessment vary from module to module according to their more theoretical and/or practical nature.

Summative Assessment: carried out at the end of each module and may take the form of a theoretical and/or practical test/exercise.

2. Final classification

The student final classification will be awarded on a scale of 0 to 20 points.

For the purposes of success in the course, the student's final classification must be equal to or greater than 10.

The average mark of the course results from a weighted calculation that considers the importance of each module/exercise:

Formula for calculation: **Final Classification = Sum of partial results (weighting x compulsory module grade).**

Group	Modules	Contemporary Jewellery course		High Jewellery course		Jewellery making foundations		
		Weight	Status	Weight	Status	Weight	Status	
I	Practical	Jewellery making techniques	45%	mandatory	45%	mandatory	85%	mandatory
		Project	30%	mandatory	30%	mandatory		
		Drawing & digital lab	10%		10%	mandatory		
II	Theoretical	Theory of materials & production	10%	mandatory	10%	mandatory	10%	mandatory
		Gemology	5%	mandatory	5%	mandatory	5%	mandatory

Intermediate weightings:

Course	Modules	Evaluation parameters	weight
Contemporary Jewellery	Jewellery making	Execution time	15%
		Technical quality	40%
		Finishing quality	25%
High Jewellery	Project	Understanding and implementation	20%
Jewellery making foundations		Creativity	60%
		Continuous evaluation *	40%

* encompasses attendance, participation, research method and ability to understand and apply procedures and orientations.

5. Certification

At the end of the course, students who successfully complete the course (average of 10 or more points in 20) will be issued with a Training Certificate, in accordance with the legislation in force.

The delivery of the Training Certificate is conditional if there are payments to be settled by the student.

General aspects

IMAGE RIGHTS, OWNERSHIP AND USE OF WORKS

1. All the work produced during the course must be passed to the secretarial staff for evaluation purposes. The work is the property of the students but must remain in school until the end of the course. The secretarial staff will hand over the pieces after having checked the position of each student regarding the payment of fees, any unfulfilled obligations and damage to be reimbursed. The school may decide to hold, for a period of 5 years, until 2 of the objects produced by the student, for promotional purposes.

2. Work produced by the students (technical exercises and jewellery) will/may be photographed and/or filmed by the school and may be used for promotional or advertising purposes without the authorization of their creators. This right also continues after the end of their studies. Wherever possible, the name of the student will be published.

The school may also, free of charge and without time limit, for the purpose of advertising and promoting the school, publish or publicize in any form, the photos and/or videos featuring the student and their works, and publish their name in the whole communication, whether online, printed paper or any any other means of publication.

USE OF FACILITIES AND SPACES

1. All training facilities and equipment must be kept tidy and clean after use.

2. Any damage or malfunction detected or caused accidentally should be reported.

3. During the sessions, trainers are responsible for the correct use of the equipment. Outside of supervised sessions, this responsibility lies with the user.

4. Eating and drinking are only allowed in the entrance hall area.

5. The use of mobile phones and headphones is forbidden during classes.

6. Students must not remain in the training rooms without proper authorisation.

7. The specific rules for the use of each area/equipment must be complied with, and are considered integral parts of the regulations.

8. It is forbidden to record image or video inside CJLX, without proper authorisation.

9. All users must identify their tool and protect/save their works.

THEFT AND DAMAGE

CJLX is not responsible for theft or damage to personal belongings, including tools and training materials.

CJLX will, however, make every effort to minimise occurrences so that the training rooms are locked when there is no one responsible: trainer, internal staff, authorised student or any other person expressly authorised to use them.

LIBRARY AND COMPUTERS

CJLX makes available to students and teachers its library, which consists of books, catalogues, newspapers and specialised magazines and access to the use of computers, at times established during each academic period.

For consultation or use, authorisation must be requested from the Secretaries Office.

SUGGESTIONS AND COMPLAINTS

1. Suggestions may be freely presented to CJLX team (e-mail, telephone or orally) or through the student satisfaction evaluation survey.

2. Complaints:

CJLX has a Complaints Book. Complaints may be made orally or sent in written form to CJLX contacts, for the attention of the Training Management. In this case, the complaints should be presented within a maximum period of one month after the occurrence that causes the complaint. The final answer to the complaints will be given within a maximum period of 15 working days, counting from the date in which the complaint was received.

The omitted cases will be decided by CJLX Management, respecting the legislation in force.

The present regulation is subject to change, as long as it does not alter its spirit.

All students and teachers will have access to changes in the regulation that may concern them, through online consultation, e-mail or hard copy.

24/04/2023

Sérgio Gonçalves Faia