

Course Unit: 9242529 – Legal Practice Simulation

Year 3 Semester 6 ISCED Code: 380 ECTS: 6,0

Type of Course Unit: Compulsory Delivery Mode: Distance learning Language of Instruction: Portuguese

COURSE COORDINATOR: João da Cruz Valadas

HOURS OF WORK

TOTAL HOURS	Contact Hours								Hours in autonomous work
	Theory	Theory and practice	Practical and laboratory work	Field work	Seminar	Internship	Tutorial guidance	Other	
150		45	30						75

Prerequisites (if applicable): Not applicable

LEARNING OUTCOMES (knowledge, skills and competence)

It is intended that the student, at the end of the course:

1. Is able to apply the theoretical knowledge acquired in the other curricular units;
2. Understands how to prepare contracts, documents, requirements, minutes and procedural documents.
3. Understands how to request and instruct procedures with the Registry Offices, the Tax and Customs Administration, notary offices, and Courts.
4. Understands and knows how to draw up the fundamental acts and contracts of corporate and labour practice.

CONTENTS

- 1- Notarial Practice.
- 2- The Contracts: promise, purchase and sale, donation, horizontal property, sharing, exchange, lease, assignment of exploration.
- 3- Preparation of letters and other documents of general interest.
- 4- Within the scope of insolvency law - preparation of procedural documents.
- 5- Inventory Process - processing of the process.
- 6- Injunction Procedure.
- 7- Divorce by mutual consent.
- 8-Labor law practice: contracts, communications, vacation and compensation calculations, disciplinary proceedings, termination.
- 9-Company Law Practice: articles of association, assignment and unification of shares, amendments to the articles of association, preparation of minutes, dissolution.
- 10-The Money Laundering regime.
- 11-Practice of Tax Law: Participation of the stamp tax, updating of areas, gracious complaints and hierarchical resources.
- 12-The regime for the acquisition of nationality.
- 13-The procedural aspect of creating local accommodation units.

DEMONSTRATION OF THE CONTENTS COHERENCE WITH THE COURSE UNIT'S LEARNING OUTCOMES

- 1- Notarial Practice - objective 1
- 2- The Contracts - Objective 2
- 3- Preparation of letters and other documents of general interest - objective 2
- 4- Within the scope of insolvency law - objective 3
- 5- Inventory Process - processing of the process - objective 3
- 6- Injunction Procedure - objective 3
- 7- Divorce by mutual consent - objective 3
- 8-Labor law practice - objectives 3 and 4
- 9-Company Law Practice - objectives 3 and 4
- 10-The Money Laundering regime - objective 3
- 11-Practice of Tax Law - objective 3
- 12-The regime for the acquisition of nationality - objective 3
- 13-The procedural aspect of creating local accommodation units - objective 3

TEACHING METHODOLOGIES

- Expositive lectures (using a range of means: oral, written and with multimedia projection).
- Presentation and discussion of case studies in the classroom with the participation of students.
- Analysis of judicial decisions, through a guided debate with students.
- Simulation of activities.

DEMONSTRATION OF THE COHERENCE BETWEEN THE TEACHING METHODOLOGIES AND THE LEARNING OUTCOMES

- Expositive lectures (using a range of means: oral, written and with multimedia projection) - objective 1 to 4;
- Presentation and discussion of case studies in the classroom with the participation of students - objectives 1 to 4;
 - Analysis of judicial decisions, through a guided debate with students - objectives 1 to 4;
 - Simulation of activities - objectives 1 and 4.

EVALUATION METHODS

There are three different evaluation periods: (i) Continuous Evaluation; (ii) Evaluation by Final Exam; and (iii) Time of Appeal.

- 1) Continuous evaluation: it is comprised by written evaluation, work in the classroom and one oral exam. The sum of these elements of evaluation will result in a score that is susceptible to appeal or improvement during the Time of Appeal. The grade of the oral test is eliminatory.
- 2) Final Exam: it is comprised by a written test (50%) and an oral exam (50%). The written test and the oral exam does not depend on previous performance in any of the elements mentioned above. The grade obtained in this phase is subject to appeal or improvement in the Time of Appeal. The grade of the oral test is final.
- 3) Time of Appeal: it is comprised by one oral exam which represents 100% of the grade. Students are allowed to sit the Time of Appeal exam regardless of being subject to any previous evaluation.

MAIN BIBLIOGRAPHY

- TEIXEIRA, Paulo, Costa, Helena Bruto da, Ordem dos Solicitadores e Agentes de Execução, Caderno de Estudos de Caso - Estágio de Solicitadoria, Coimbra, Almedina, 2017.
- ALMEIDA, Raquel de, SANTOS, Débora Riobom dos, Elucidário - Como elaborar contratos e outros documentos, Lisboa, Escolar Editora, 2014.
- FERREIRINHA, Fernando Neto, Formulários BDJUR - Atos Notariais dos Advogados, 4.^a Edição, Coimbra, Almedina 2018;
- NASCIMENTO, Esmeralda, TRABULO, Márcia, Contratos Comerciais e Laborais, 2.^a Edição, Almedina 2018;
- FERREIRINHA, Fernando Neto, A Função Notarial dos Advogados e dos Solicitadores, Coimbra, Almedina, 2018.

Year of implementation: 2021/2022 | Date of approval by the Technical-Scientific Board: