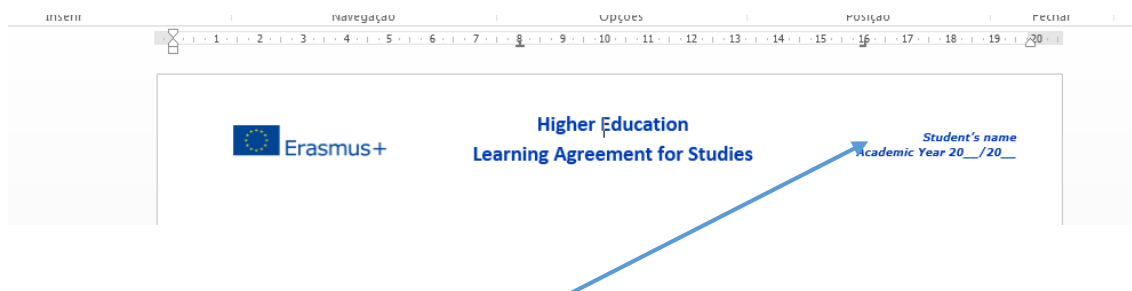


Cabeçalho

Selecione o Cabeçalho do documento:

No Programa Word barra de ferramentas superior seleccionar INSERIR -> Cabeçalho



Coloque o cursor sobre a expressão “Student’s Name”. Apague e insira o seu nome completo.

Selecione o Ano Académico correspondente.

Tabela identificação

Student	Last name(s)	First name(s)	Date of birth	Nationality ⁱ	Sex [M/F]	Study cycle ⁱⁱ	Field of education ⁱⁱⁱ
Sending Institution	Name	Faculty/Department	Erasmus code ^v (if applicable)	Address	Country	Contact person name ^v ; email; phone	
	Escola Superior de Hotelaria e Turismo do Estoril	Escola Superior de Hotelaria e Turismo do Estoril	PEstoril_01	AV. Condes de Barcelona, nº808 2769-510 Estoril	Portugal	Nuno Ricardo Dias Ricardo.dias@eshte.pt +351210040700	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Deve preencher os dados conforme solicitado.

Os que podem gerar dúvidas são dois e deixamos já aqui as indicações:

Study Cycle:

Licenciatura – 1st Cycle

Mestrado – 2nd Cycle

Subject área code:

Curso	Subject área code:
DGH	0413 (Business and Administration) / 1013 (Hotel, restaurants and catering)
GLAT	1015 Travel, tourism and leisure
GT	1015 Travel, tourism and leisure
IT	1015 Travel, tourism and leisure
PAR	1013 (Hotel, restaurants and catering)
M GH	0413 (Business and Administration) / 1013 (Hotel, restaurants and catering)
M IAC	1013 (Hotel, restaurants and catering)
M SQAR	1013 (Hotel, restaurants and catering)
MT	1015 Travel, tourism and leisure

Os dados da ESHTe estão preenchidos por defeito. Não alterar

Tabela BEFORE THE MOBILITY

Before the mobility

<i>Study Programme at the Receiving Institution</i>				
Planned period of the mobility: from [month/year] to [month/year]				
Table A Before the mobility	Component code (if any) ^{vi}	Component title at the Receiving Institution (as indicated in the course catalogue ^{vii})	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) ^{viii} to be awarded by the Receiving Institution upon successful completion

Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [web link to the relevant information]

The level of language competence^{ix} in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 A2 B1 B2 C1 C2 Native speaker

Ou seja, a parte que é preenchida para formalizar a mobilidade.

PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] till [month/year]

Tem de ser preenchido de acordo com a perspectiva de mobilidade e de acordo com os calendários escolares das Instituições de acolhimento. Mês e ano. Apenas.

Preencher com a informação das Unidades Curriculares que foram acordadas com o Diretor de Curso para frequência na instituição onde vão realizar a mobilidade.

É possível acrescentar linhas. É uma tabela de word.

Se possível coloquem o weblink onde se encontra publicado o Course Catalogue no quadro
Web link to the course catalogue at the receiving institution describing the learning outcomes:

<i>Recognition at the Sending Institution</i>				
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
				Total: ...

Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]*

Aqui preenchem as Unidades curriculares que frequentariam na ESHTe no período que vão estar em mobilidade e às quais pretendem ver reconhecidas as competências.

É possível acrescentar linhas. É uma tabela de word.

COMMITMENT

Tem de ser assinado e datado pelo beneficiário (estudante), pelo Coordenador Erasmus da ESHTe e pelo Coordenador ou Responsável da Instituição de acolhimento. Neste sentido devem entregar com antecedência para que se possa recolher as devidas assinaturas. Na ESHTe e deve ser assinado por vós.

Para facilitar o preenchimento a parte referente à ESHTe está preenchida por defeito

Commitment

By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-Institutional Agreement for institutions located in Partner Countries). The Sending Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Commitment	Name	Email	Position	Date	Signature
Student			Student		
Responsible person ^x at the Sending Institution	Nuno Ricardo Dias	Ricardo.dias@eshte.pt	Erasmus+ Institutional Coordinator		
Responsible person at the Receiving Institution ^x					

Em baixo encontraram em nota fim as legendas conforme estão no documento.

Em caso de dúvida contactem-nos. Os documentos devem ser preenchidos por vós, não iremos preenchê-lo apenas esclarecer dúvidas

ⁱ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.

ⁱⁱ **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

ⁱⁱⁱ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

^{iv} **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

^v **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

^{vi} An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

^{vii} **Course catalogue**: detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

^{viii} **ECTS credits (or equivalent)**: in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

^{ix} **Level of language competence**: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

^x **Responsible person at the Sending Institution**: an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

^{xi} **Responsible person at the Receiving Institution**: the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.