

Cabeçalho

Selecione o Cabeçalho do documento:

No Programa Word barra de ferramentas superior selecionar 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

Trainee	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 ^{iv} (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	P Estoril_01	Av. Condes de Barcelona, nº808 2769-510 Estoril	PT Portugal	Dr Nuno Ricardo Dias ricardo.dias@eshte.pt +351210040743 Dr João Pronto joao.pronto@eshte.pt +351210040726	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person ^{vi} name; position; e-mail; phone	Mentor ^{vii} name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

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

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

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

Traineeship title: ...		Number of working hours per week: ...	
Detailed programme of the traineeship:			
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):			
Monitoring plan:			
Evaluation plan:			

The level of **language competence**^{viii} in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility 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 do que foi acordado com a entidade e nos termos do disposto no Regulamento de Estágio.

Table B - Sending Institution

Please use only one of the following three boxes:^{ix}

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent)*	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

Pode haver algumas dúvidas no preenchimento, mas toda a informação que necessitam está disponível no site da ESHTe, no regulamento de Estágios e alguma terão de solicitar à Entidade de acolhimento.

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 ^{xi} at the Sending Institution	Nuno Ricardo Dias	ricardo.dias@eshte.pt	Erasmus+ Coordinator		
	João Pronto	joao.pronto@eshte.pt	Tranships Department Coordinator		
Responsible person at the Receiving Institution ^{xii}					

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 trainee 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 at the sending institution:** a 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 will work at the international relations office or equivalent body within the institution.

^{vi} **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

^{vii} **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

^{viii} **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>

^{ix} **There are three different provisions for traineeships:**

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

^x **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added.

^{xi} **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.

^{xii} **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.