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**Erasmus+ Programme**

**Key Action 1   
– Mobility for learners and staff –   
Higher Education Student and Staff Mobility**

**Inter-institutional agreement 2014-2020  
between programme countries**

**[Minimum requirements]**

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

**A. Information about higher education institutions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the institution**  **(and department, where relevant)** | **Erasmus code** | **Contact details**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| **Estoril Higher Institute for Tourism and Hotel Studies**  (ESHTE) | P ESTORIL01 | Mr. Nuno Ricardo Dias  +351 210 040 722  [ricardo.dias@eshte.pt](mailto:ricardo.dias@eshte.pt)  (Erasmus Coordinator  ESHTEInternacional  Av. Condes de Barcelona,808  2769-510 Estoril  Portugal)  Mrs. Maria Perdigão  +351 210 040 743  [maria.jesus@eshte.pt](mailto:maria.jesus@eshte.pt)  (Incoming stds)  Mrs.Eliana Grancho Sousa  +351 210 040 728  [eliana.sousa@eshte.pt](mailto:eliana.sousa@eshte.pt)  (outgoing stds) | [www.eshte.pt](http://www.eshte.pt)  (<http://www.eshte.pt/index.php?option=com_content&task=view&id=2633&Itemid=633>) |
| **Partner Institution** |  |  |  |

**B. Mobility numbers per academic year**

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code of the sending institution]** | **TO**  **[Erasmus code of the receiving institution]** | ***Subject area code* [ISCED]** | ***Subject area name*** | ***Study cycle [short cycle, 1st , 2nd or 3rd]*** | **Number of student mobility periods** | |
| Student Mobility for Studies  *[total number of months of the study periods or average duration]* | *Student Mobility for Traineeships* |
| P ESTORIL01 |  | 1013 | Hotel, Catering and Restaurants | 1st  2nd | 2 std per  1semester | 2 std per  1semester |
| 1015 | Travel Tourism and Leisure |
|  | P ESTORIL01 |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code of the sending institution]** | **TO**  **[Erasmus code of the receiving institution]** | ***Subject area code* [ISCED]** | ***Subject area name*** | **Number of staff mobility periods** | |
| Staff Mobility for Teaching  *[total number of days of teaching periods or average duration ]* | *Staff Mobility for Training* |
| P ESTORIL01 |  | 1013 | Hotel, Catering and Restaurants | 2 STA \*8h | 2 STT\* 5days |
| 1015 | Travel Tourism and Leisure |
|  | P ESTORIL01 |  |  |  |  |

**C. Recommended language skills**

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

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| --- | --- | --- | --- | --- | --- |
| **Receiving institution  [Erasmus code]** | ***Optional: Subject area*** | **Language of instruc­tion 1** | **Language of instruc­tion 2** | **Recommended language of instruction level** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| P ESTORIL01 |  | Portuguese | English | Portuguese A2  English B1 | English B1 |
|  |  |  |  |  |  |

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page].*

**D. Additional requirements**

At ESHTE is possible to receive physically disable persons (students or staff) although the information must be transmitted as soon as possible in order to make the necessary arrangement.

**E. Calendar**

1. Applications/information on nominated students must reach the receiving institution by:

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term**  **[month]** | **Spring term**  **[month]** |
| P ESTORIL01 | Nominations deadline 15 May  Application deadline: 30 June | Nominations deadline 15 November  Application deadline: 30 November |
|  |  |  |

2. The receiving institution will send its decision within 2 weeks.

3. Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at ESHTE or once the students have taken all their exams (according to the calendar available online).

4. Termination of the agreement

The agreement is valid for the academic years indicated above and may be modified by simple letter, fax or e-mail signed by the Institutional Coordinator or the Head of International Relations. Prolongation may be done on the same way. Termination of the agreement: at least one year advance notice before the start of the following academic year is necessary for unilateral termination of the agreement. The start of the academic year is agreed upon to be September 1st. A termination by mutual consent is possible until December 31st for the following academic year. In both cases, all students and staff who have already been admitted to bilateral exchange projects will be allowed to finish their project as forseen.

Nature of the agreement: The above parties agree to cooperate in the activities shown. This is intended to be an agreement of cooperation and exchange where both parties agree to make use of the ERASMUS programme whenever applicable in order to facilitate the co-operation. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and ERASMUS rules and ECHE standards where applicable. Exchanges without making use of ERASMUS are possible. Both parties agree to provide all the information necessary in order to facilitate the mobility of students and staff. The agreement is open to persons without discrimination according to ethnic background, nationality, creed, sex. Simple exchange students are exempt from tuition fees at the host institution on a mutual basis and are entitled to rights and privileges compatible with the treatment foreseen for Erasmus students.

**Disclaimer**: Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

**F. Information**

**1. Grading systems of the institutions**

**P ESTORIL01**

The ESHTE grading system

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| --- | --- | --- |
| **ECTS grade** | **Score (maximum of 20)** | **Definition** |
| A | 18 to 20 | EXCELLENT – outstanding performance with only minor errors |
| B | 16 to 17 | VERY GOOD – above the average standard but with some errors |
| C | 14 to 15 | GOOD – generally sound work with a number of notable errors |
| D | 12 to 13 | SATISFACTORY – fair but with significant shortcomings |
| E | 10 to 11 | SUFFICIENT – performance meets the minimum criteria |
| FX | 07 to 09 | FAIL – some more work required before the credit can be awarded |
| F | Less than 07 | FAIL – considerable further work is required |

**Partner Institution**

ECTS Grading Scale

|  |  |
| --- | --- |
| **ECTS grade** | **Definition** |
| A | EXCELLENT – outstanding performance with only minor errors |
| B | VERY GOOD – above the average standard but with some errors |
| C | GOOD – generally sound work with a number of notable errors |
| D | SATISFACTORY – fair but with significant shortcomings |
| E | SUFFICIENT – performance meets the minimum criteria |
| FX | FAIL – some more work required before the credit can be awarded |
| F | FAIL – considerable further work is required |

**2. Visa**

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

|  |  |  |
| --- | --- | --- |
| **Institution  [Erasmus code]** | **Contact details**  **(email, phone)** | **Website for information** |
| P ESTORIL01 | MS. Maria Perdigão  +351 210040743  [Maria.jesus@eshte.pt](mailto:Maria.jesus@eshte.pt) | [www.eshte.pt](http://www.eshte.pt) (section –Services - ESHTEInternational) |
|  |  |  |

**3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

|  |  |  |
| --- | --- | --- |
| **Institution  [Erasmus code]** | **Contact details**  **(email, phone)** | **Website for information** |
| P ESTORIL01 | MS. Maria Perdigão  +351 210040743  [Maria.jesus@eshte.pt](mailto:Maria.jesus@eshte.pt) | <http://www.eshte.pt/index.php?option=com_content&task=view&id=334&Itemid=633> |
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**4. Housing**

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

|  |  |  |
| --- | --- | --- |
| **Institution  [Erasmus code]** | **Contact details**  **(email, phone)** | **Website for information** |
| P ESTORIL01 | MS. Maria Perdigão  +351 210040743  [Maria.jesus@eshte.pt](mailto:Maria.jesus@eshte.pt) | <http://www.eshte.pt/index.php?option=com_content&task=view&id=334&Itemid=633> |
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

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| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature** |
| P ESTORIL01 | Raúl Manuel da Roucas Filipe  President |  |  |
|  |  |  |  |