

**Erasmus Higher Education Student Mobility for Traineeships Call-2
“Long-term Student Mobility for Traineeship”**

ERASMUS-2021-ECHE-CERT

HOTEL SCHOOL Hotel Management College ECHE for modernisation and internationalisation, “ERASMUS CHARTER FOR HIGHER EDUCATION 2021-2027”

Project and Agreement No. 2022-1-LV01-KA131-HED-000055754

Call-2 Date: from April 21, 2023 by April 28, 2023.

Information and application template is at www.e-hotelschool.lv front page and Erasmus+ section.



Dear **Higher Education Students** (VPO Groups),

"HOTEL SCHOOL" Viesnīcu biznesa koledža (HOTEL SCHOOL Hotel Management College) announces the call-2 for the participation in the competition in the Erasmus Higher Education Student Mobility for Traineeships with project No. **2022-1-LV01-KA131-HED-000055754** for Long-term Student Mobility for Traineeships **during the period from June 2023 to August 2023.**

Please prepare your application with the CV, motivation letter and other attachments to participate in the competition and send to the email internships@hotelschool.lv starting from April 21, 2023 by April 28, 2023.

The objectives of the Erasmus ECHE and the Call-2 are:

HOTEL SCHOOL Modernisation and Internationalisation Strategy includes nine strategic directions for long-term goals with defined expected performance indicators.

I: The College Modernisation and Internationalisation Plan with partner selection criteria and annual updates.

II: The College Erasmus+ ECHE Charter for Higher Education 2021-2027.

III: Promotion of students' integration into the European and international labour markets – to motivate students to complete traineeships in high-level European and international hotels, thus promoting their integration into the European and international labour market.

IV: Promotion of the European and International Mobility of Academic Staff - to promote the European and international mobility of academic staff for advancing competences, exchange of good practices, developing modernisation and innovation and capacity for the College, individual competitive performance, regional competitive performance.

V: Encouragement of academic staff in the European and international cooperation projects – to encourage academic staff in the European and international cooperation projects for advancing competences, exchange of good practices, developing innovation and modernisation capacity.

VI: Development of strategic partnerships with European and Internationally recognised universities and research centers of similar profile, European and international employers – to develop strategic partnerships with European and internationally recognised universities and research centers of similar profile, European and international employers for collaboration on solving common challenges in the tourism and hospitality sector, developing innovative, effective pedagogical concepts, methods, tools.

VII: Internationalisation and diversification of the College curriculum and environment by exchange students' programme, receiving incoming mobility - to internationalise the College curriculum and environment by exchange students' programme, receiving incoming mobility students.

VIII: The development of double or joint study programme with the European or international HEI(s). By taking into account the recommendations, external environment of the College, for double or joint study programmes, upon receiving the ECHE, Charter for Higher Education, to develop the double or joint study programme with European or international higher educational institution(s). The College would like to focus on the development of the programme in Culinary Arts in order to offer an absolutely unique programme in Latvia with the opportunity for students to learn the cuisines of different European countries.

IX: Fostering growth and employability by entrepreneurship and embedding sustainability, innovation, modernisation and digitalisation - to foster growth of the College and employability of the students and staff by entrepreneurship and embedding sustainability, innovation, modernisation by the academic staff, staff, students in the study processes, educational resources, educational products, study environment, managerial environment, cooperation environment.

Long-term Mobility Schedule:

Individual schedule “Long-term Mobilities for Traineeships” 2 places for 67 days for each participant during the period from June 2023 to August 2023.

Place of Mobility according to the announced rates: upon the choice of the participant –

- **countries group 1:** Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden + Region 14 (Faroe Islands, Switzerland, Great Britain)
- **countries group 2:** Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain + region 13 (Andorra, Monaco, San Marino, Vatican)

Place of Living: the participant arranges on own.

The participant will develop their practical skills and competences, communication and foreign languages during their traineeships, **employability skills.**

The participants are offered and the following will be covered:

2 places – Long-term student traineeship mobility period 67 days

- Erasmus funding (for countries group 1, group 2):
- Long-term student mobility – European Commission Erasmus funding 600,00 EUR per month, average 30 days, 20,00 EUR per day, total 1340,00 EUR for 67 days;
- Long-term student mobility for traineeships – European Commission Erasmus funding additional funding / 150,00 EUR per month, average 30 days, 5,00 EUR per day, total 335,00 EUR;
- Total: 1675,00 EUR
- Long-term student mobility – Latvian State Budget Funding for Erasmus / 4,57 EUR per day, total 306,19 EUR
- **OVERALL Total: 1981,19 EUR per 1 participant**

The rates are applicable according to EU Erasmus Guide 2022, LR SEDA (VIAA) published rates for 2022 year projects.

The board of the 3 persons will review the applications during the period from May 2, 2023 to May 10, 2023 and will announce the results in the period of May 11, 2023 – May 15, 2023 depending on the evaluation date. The board will review the applications will be reviewed according to the following criteria:

ERASMUS + Higher Education Student Mobility for Traineeships
Project No. 2022-1-LV01-KA131-HED-000055754
“Long-term Student Mobility for Traineeship”
Call-2 from 21.04. 2023. by 28.04. 2023.

APPLICANT'S EVALUATION FORM

Applicant's name, surname _____

NR	SELECTION CRITERIA	COMPLIANCE
1.	MANDATORY CRITERIA (must meet all criteria)	
1.1.	Application submitted until the deadline set in the Call-2 (yes/no)	
1.2.	Country of Mobility according to the Call-2 rates (yes / no)	
1.3.	Higher education student or graduate (yes / no) - registered in the 1st level professional HIGHER EDUCATION study programme at the College - a recent graduate of the college's 1st level professional HIGHER EDUCATION study programme	
1.4.	Applicant does not have unjustified absence in classes (yes/no)	
1.5.	Applicant does not have academic debts (yes/no)	
1.6.	Applicant does not have tuition fee debts (yes/no)	
2.	PRIORITY CRITERIA (priority for those who meet more criteria)	
2.1.	Applicant is a person with fewer opportunities * (yes / no)	
2.2.	Applicant's motivation letter demonstrates high interest for participation in Long-term Student Mobility for Traineeship and understanding of the Erasmus project goals and objectives (yes / no)	
2.3.	Applicant did not participate in Erasmus mobility before (yes/no)	
2.4.	Applicant has been awarded a tuition fee discount for excellent or very good grades by College Council decision in study year 2022/2023 (yes / no)	
2.5.	Applicant has been awarded a tuition fee discount for active participation in Student Parliament activities by College Council decision in study year 2022/2023 (yes / no)	
2.6.	Applicant has been actively promoting "HOTEL SCHOOL" Hotel Management College in social media, exhibitions and other public events (yes/no)	

2.7.	Applicant has positive employer's feedback from previous traineeship (yes/no)	
2.8.	Applicant has submitted the traineeship contract signed for summer 2023 period (yes/no)	
2.9.	Applicant's travel documents (passport or ID card) and residence permit card (if applicable) are valid until 31 August 2023 (yes/no)	

* People with fewer opportunities means people who, for economic, social, cultural, geographical or health reasons, a migrant background, or for reasons such as disability and educational difficulties or for any other reasons, including those that can give rise to discrimination under article 21 of the Charter of Fundamental rights of the European Union, face obstacles that prevent them from having effective access to opportunities under the programme.

SUMMARY OF THE RESULTS:

The applicant meets ____ out of 15 selection criteria *(insert total number of criteria met)*

All mandatory selection criteria HAVE BEEN / HAVE BEEN NOT met *(underline as appropriate)*

Decision on participation in the project APPROVE / REJECT *(underline as appropriate)*

Signatures of Evaluation Committee members.

Please complete and submit the following Application Form:

Photo (not mandatory)	Application for Participation in ERASMUS Higher Education TRAINEESHIP MOBILITY 2023	
	Name:	Surname:
	Address:	Date of Birth:
	Phone No: +371	E-mail:
Higher Education study programme title, length of study, CP / ECTS	<input type="checkbox"/> Current student at HOTEL SCHOOL Hotel Management College First-level professional higher education programme "Hospitality Service Organization", length of study 2 years and 3 months, 90 CP / 135 ECTS	
Completed traineeship mobility will be recorded in the transcript in CP / ECTS.	<input type="checkbox"/> Graduate from HOTEL SCHOOL Hotel Management College First-level professional higher education programme "Hospitality Service Organization" during the last 12 months, diploma date ____ _ ____	

Knowledge of foreign languages Indicate the level of language proficiency <u>A-Beginner, B-Intermediate, C-Advanced</u>	Language	Speaking			Reading			Writing		
		A	B	C	A	B	C	A	B	C
	English:									
	(specify)									
	(specify)									
	(specify)									
Previous job experience	Company name, position				from			to		
	Please attach the letter of recommendation, or traineeship, internship assessment by the employer.									
Traineeship place (company name, city, country, contact)	<input type="checkbox"/> I have the traineeship contact: Employer Title: _____ City: _____ Country: _____ Contact: _____ <input type="checkbox"/> I do not have the traineeship contract and contact									
Traineeship position from agreement or preferred position	<input type="checkbox"/> Front Office <input type="checkbox"/> Food & Beverage Department <input type="checkbox"/> Office <input type="checkbox"/> Kitchen <input type="checkbox"/> Other _____ (specify)									
Traineeship period (minimum 2 months)	from ____/____/2023 to ____/____/2023									
	Starting date of the employment is flexible <input type="checkbox"/>									
You can disclose information if you are the student with fewer opportunities , for example, participant with disability, mental or other health disorders, student with children, with the status of a low-income person, and other (according to Erasmus definitions)								<input type="checkbox"/> participant with fewer opportunities		
Attachments:		<input type="checkbox"/> CV <input type="checkbox"/> Motivation letter <input type="checkbox"/> Signed agreement for traineeship / internship <input type="checkbox"/> Other								
Compliance of travel and residence documents – current status:								<input type="checkbox"/> travel documents are valid <input type="checkbox"/> residence documents are valid <input type="checkbox"/> travel documents are not valid <input type="checkbox"/> residence documents are not valid <input type="checkbox"/> need a visa <input type="checkbox"/> other (specify) _____		