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HOTEL SCHOOL  
HOTEL MANAGEMENT COLLEGE

**Erasmus Higher Education Student Mobility for Traineeships Call-1  
“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. 2023-1-LV01-KA131-HED-000136703**

**Call-1 Date: from December 22, 2023 by January 12, 2024.**

Information and application template is at [www.e-hotelschool.lv](http://www.e-hotelschool.lv) front page and Erasmus+ section.

Dear **Higher Education Students and Recent Graduates** (VPO Groups),

"HOTEL SCHOOL" Viesnīcu biznesa koledža (HOTEL SCHOOL Hotel Management College) announces the call-1 for the Erasmus funding in the framework of the project No. 2023-1-LV01-KA131-HED-000136703 for already completed Long-term Student Mobility for Traineeships **during the period from June 2023 to October 2023.**

**Please prepare your application and other attachments to participate in the competition and send to the email [info@hotelschool.lv](mailto:info@hotelschool.lv) by January 12, 2024.**

The objectives of the Erasmus ECHE and the Call-1 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.

#### **Activities to be supported:**

- **9 European Long-term Mobilities for Traineeships** for 65 days for each participant during the period from June 2023 to October 2023, traineeships in Italy or Spain
- **1 international Long-term Mobility for Traineeships** for 65 days during the period from June 2023 to October 2023, traineeship in USA

**Place of Mobility:** hospitality enterprise upon the choice of the participant and confirmed by the study department of the College.

#### **Co-funding Rates:**

For traineeships in Italy or Spain:

- Long-term student mobility – European Commission Erasmus funding 674,00 EUR per month, average 30 days, 22,47 EUR per day, total 1460,55 EUR for 65 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 325,00 EUR for 65 days;
- Long-term student mobility – Latvian State Budget Funding 250,00 EUR per month, average 30 days, 8,33 EUR per day, total 541,45 EUR for 65 days
- **Total: 2227.00 EUR per 1 participant**

For traineeships in USA:

- Long-term student mobility – European Commission Erasmus funding 700,00 EUR per month, average 30 days, 23,33 EUR per day, total 1516,67 EUR for 65 days;
- Long-term student mobility – Latvian State Budget Funding 250,00 EUR per month, average 30 days, 8,33 EUR per day, total 541,45 EUR for 65 days
- **Total: 2058,12 EUR per 1 participant**

The board of the 3 persons will review the applications during the period from January 15, 2024 to January 25, 2024 and will announce the results in the period of January 26, 2024 – January 31, 2024 depending on the evaluation date. The board will review the applications according to the following criteria:

**ERASMUS + Higher Education Student Mobility for Traineeships**  
**Project No. 2023-1-LV01-KA131-HED-000136703**  
**“Long-term Student Mobility for Traineeship”**  
**from December 22, 2023 by January 12, 2024**

## APPLICANT'S EVALUATION FORM

Applicant's name, surname \_\_\_\_\_

NR	SELECTION CRITERIA	COMPLIANCE
<b>1.</b>	<b>MANDATORY CRITERIA</b> (must meet all criteria)	
1.1.	Application submitted until the deadline set in the Call-1 (yes/no)	
1.2.	Country of Mobility according to the Call-1 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)	
1.7.	Applicant has submitted the traineeship contract signed for June-October 2023 period and other supporting documents (complement, <i>Europass</i> , Boarding passes etc.) (yes/no)	
<b>2.</b>	<b>PRIORITY CRITERIA</b> (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's travel documents (passport or ID card) and residence permit card (if applicable) are valid until January 31, 2024 (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:

**Application for Participation  
in Erasmus Higher Education Student Mobility for Traineeship  
Project No. 2023-1-LV01-KA131-HED-000136703**

<b>BASIC DETAILS OF THE APPLICATION</b>	
Date of application	DD.MM.YYYY.
Name and surname of the applicant	
Birth day of the applicant	DD.MM.YYYY.
Contact details	e-mail address in Latvia phone no. in Latvia
Bank details	Bank name SWEFT code IBAN No.
Status of the applicant	<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 <input type="checkbox"/> Recent Graduate from HOTEL SCHOOL Hotel Management College First-level professional higher education programme “Hospitality Service Organization” during the last 12 months
<b>INFORMATION ON THE COMPLETED MOBILITY</b>	
Country	<input type="checkbox"/> Italy or Spain <input type="checkbox"/> USA
Completed mobility period and duration	<b>DD/MM/YYYY – DD/MM/YYYY</b> In total <b>X</b> days including travel days

Name and contact details of the receiving organisation	
Short description of the responsibilities performed in the framework of the traineeship	
Workload per week in hours	
Project objectives achieved in the framework of mobility	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
Submitted documents	<input type="checkbox"/> Learning agreement <input type="checkbox"/> Learning agreement complement <input type="checkbox"/> <i>Europass</i> certificate <input type="checkbox"/> Boarding passes <input type="checkbox"/> Travel Insurance (including private liability) <input type="checkbox"/> OLS test results <input type="checkbox"/> Copy of completed Erasmus+ Participant Survey <input type="checkbox"/> Other documents (please specify): <hr/>
<b>STATEMENT</b>	
Confirmation	<i>I, the undersigned, hereby certify that my travel documents (passport or ID card) are valid until January 31, 2024, the information provided in the application as well as submitted documents are true and accurate.</i>
Consent	<i>I, the undersigned, give a permission to HOTEL SCHOOL Viesnīcu biznesa koledža (as a personal data controller, registration number: 40103277684, address: 3 Smilšu Street, Riga, LV-1050, Latvia, phone: (+371) 67213037, e-mail: info@hotelschool.lv) to collect, process and use my data, including photo images, video recordings, as well as textual content created by me about my mobility experience within the framework of Erasmus project No. 2023-1-LV01-KA131-HED-000136703, hereinafter referred to as the Materials. I waive all remuneration for the use of the aforementioned Materials for the purposes of disseminating the results of the project and information about the services provided by "HOTEL SCHOOL" Hotel Management College. I am informed and agree that my personal data will be entered for the purpose of registering mobility in the Beneficiary Module system maintained by the European Commission (The controller of personal data processing carried out in the framework of Erasmus+ and the European Solidarity Corps programme is the European Commission (Directorate-General for Education, Youth, Sport and Culture), contact details: data-protection-officer@ec.europa.eu. Information on the processing of personal data by the European Commission is available here: <a href="mailto:data-protection-officer@ec.europa.eu">data-protection-officer@ec.europa.eu</a>. Information on the processing of personal data by the European Commission is available here: <a href="https://webgate.ec.europa.eu/">https://webgate.ec.europa.eu/</a>). I have been informed that I have the right to withdraw my consent to the collection, processing and use of my data in writing at any time. HOTEL SCHOOL Hotel Management College will evaluate my claim according to its legal interests. If the personal data are no longer necessary for the pre-defined processing purposes, they will be deleted.</i>
Signature	