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HOTEL SCHOOL
HOTEL MANAGEMENT COLLEGE

**Erasmus Higher Education Student Mobility for Traineeships Call-4
"Short-term Student Mobility for Traineeship" for participants from Ukraine (blended
mobility activity)**

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-4 Date: **from November 13, 2024 by November 22, 2024.**

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

Dear Higher Education Students and Recent Graduates from Ukraine,

"HOTEL SCHOOL" Viesnīcu biznesa koledža (HOTEL SCHOOL Hotel Management College) announces the call-4 for the Erasmus funding in the framework of the project No. 2023-1-LV01-KA131-HED-000136703 for Short-term Student Mobility for Traineeships **during the period from November 2024 to December, 2024.**

Please prepare your application and other attachments to participate in the competition and send to the email inna@hotelschool.lv by November 22, 2024.

The objectives of the Erasmus ECHE and the Call-4 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

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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 of blended mobility to be supported:

- **11 Incoming Short-term Mobilities for Traineeships to Latvia** for 8 days for each participant from Ukraine during the period from November 2024 to December 2024.
- **2 days online – 1 day before the mobility, 1 day after the mobility according to the schedule by the hospitality company;**

Place of Mobility: hospitality enterprise provided by the study department of the College.

Financial support for the participants from Ukraine:

The financial support is calculated following the funding rules indicated in the Erasmus+ Programme Guide 2023 version. The participant with fewer opportunities will receive a financial support from Erasmus+ EU funds **for 8 mobility days plus travelling costs**. The number of days will be equal to the duration of the physical mobility period.

The organisation shall provide the participant with the required support in the form of a payment of the following amount **466,00 EUR (four hundred sixty six euros, zero cents) and in the form of direct provision of insurance, accommodation, breakfasts, lunches**. The organisation shall ensure that the direct provision of services will meet the necessary quality and safety standards. Green travel (bus) transport costs, meals during travelling and suppers during the mobility are to be ensured and covered by the participants from the granted funding. The funding will be split in 2 parts. Second part will be paid after the completion of the online activity before and after the physical mobility.

Selection of project participants:

The board of the 3 persons will review the applications during the period from November 23, 2024 to November 25, 2024 and will announce the results until November 25, 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
“Short-term Student Mobility for Traineeship”
Call 4 from November 13, 2024 by November 22, 2024

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-4 (yes/no)	
1.2.	An Ukrainian Citizen (yes / no)	
1.3.	Higher education student or recent graduate (up to 12 months) of a Higher education institution in Ukraine (yes / no)	
1.4.	Field of study – Hotel and Restaurant Service, Tourism and Recreation Management (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's travel documents (passport or ID card) and residence permit card (if applicable) are valid until March 31, 2025 (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, e.g.

SUMMARY OF THE RESULTS:

The applicant meets ____ out of 8 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**

BASIC DETAILS OF THE APPLICATION	
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 Ukraine phone no. in Ukraine
Bank details	Bank name Bank address SWIFT code IBAN No.
Status of the applicant	<input type="checkbox"/> Current student at Higher education institution in Ukraine <input type="checkbox"/> Recent Graduate from Higher education institution in Ukraine (during the last 12 months)
Title and level of Higher education programme of study / graduation	
INFORMATION ON THE PLANNED MOBILITY	
Country	Latvia
Mobility period and duration	02/12/2024 - 09/12/2024 In total 8 days excluding travel days. Plus 2 days online before and after the mobility according to the notified schedule by the provider of the traineeship (the hospitality company).
Name and contact details of the receiving organisation	"HOTEL SCHOOL" Hotel Management College, www.hotelschool.lv
Traineeship in	<input type="checkbox"/> Rooms Division <input type="checkbox"/> Food and Beverage Department <input type="checkbox"/> Conference and Banqueting Department <input type="checkbox"/> All-round <input type="checkbox"/> Other _____ (please, specify)
Workload per week in hours	40 hours per week
Student motivation to participate in Erasmus traineeship	
Attached documents	<input type="checkbox"/> Statement of the Higher Education Institution in Ukraine about the student / graduate status <input type="checkbox"/> The copy of travel passport <input type="checkbox"/> CV in English
STATEMENT	

Confirmation	<i>I, the undersigned, hereby certify that my travel documents (passport or ID card) are valid until March 31, 2025, 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: data-protection-officer@ec.europa.eu. Information on the processing of personal data by the European Commission is available here: https://webgate.ec.europa.eu/). 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	