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HOTEL SCHOOL  
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HOTEL MANAGEMENT COLLEGE

**Erasmus Higher Education Teaching Staff Mobility Call-8  
“Staff Mobility for Teaching” for participants from Ukraine**

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-8 Date: from March 25, 2025 by April 25, 2025**

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

**Dear Higher Education Teaching Staff from Ukraine,**

"HOTEL SCHOOL" Viesnīcu biznesa koledža (HOTEL SCHOOL Hotel Management College) announces the call-8 for the Erasmus funding in the framework of the project No. 2023-1-LV01-KA131-HED-000136703 for **Staff Mobility for Teaching in May, 2025**.

**Please prepare your application and other attachments to participate in the competition and send to the email [inna@hotelschool.lv](mailto:inna@hotelschool.lv) by April 25, 2025.**

The objectives of the Erasmus ECHE and the Call-8 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.

Erasmus Higher Education Staff Mobility for Teaching Call-8  
Project and Agreement No 2023-1-LV01-KA131-HED-000136703  
Call-8 Date: from March 25, 2025 by April 25, 2025

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 the mobility to be supported:** **1 incoming Mobility for Higher Education Teaching Staff for Teaching to Latvia** for 5 days from Ukraine during the period from May 15, 2025 to May 23, 2025

**Place of Mobility:** HOTEL SCHOOL Hotel Management College (Riga, Latvia)

**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 will receive a financial support from Erasmus+ EU funds **for 5 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 **840,00 EUR (eight hundred forty euros, zero cents)**.

- 700 EUR individual support amount for 5 mobility days from EU funds
- 140 EUR individual support amount for 5 mobility days from LV funds

The funding will be split in 2 parts. Second part will be paid after the completion of the physical mobility.

**Selection of project participants:**

The board of the 3 persons will review the applications during the period from April 28, 2025 to May 6, 2025 and will announce the results until May 8, 2025 depending on the evaluation date. The board will review the applications according to the following criteria:

**ERASMUS + Higher Education Teaching Staff Mobility for Teaching**  
**Project No. 2023-1-LV01-KA131-HED-000136703**  
**“Staff Mobility for Teaching”**  
**Call 8 from March 25, 2025 by April 25, 2025**

**APPLICANT'S EVALUATION FORM**

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

NR	SELECTION CRITERIA	COMPLIANCE
1.	<b>MANDATORY CRITERIA</b> (must meet all criteria)	
1.1.	Application submitted until the deadline set in the Call-8 (yes/no)	
1.2.	An Ukrainian Citizen (yes / no)	
1.3.	Higher education teaching staff of a Higher education institution in Ukraine (yes / no)	
1.4.	Sending organisation of the applicant is of working in the study field of Hotel and Restaurant Service, Tourism and Recreation Management or Business Management (yes / no)	
2.	<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 Mobility for Teaching according to 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 August 22, 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:

Erasmus Higher Education Staff Mobility for Teaching Call-8  
Project and Agreement No 2023-1-LV01-KA131-HED-000136703  
Call-8 Date: from March 25, 2025 by April 25, 2025

**Application for Participation  
in Erasmus Higher Education Teaching Staff Mobility for Teaching  
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 teaching staff at Higher education institution in Ukraine
Title and level of Higher education programme of teaching / List of Study courses delivered in HEI in Ukraine	
Name of Higher education institution in Ukraine	
INFORMATION ON THE PLANNED MOBILITY	
Country	Latvia
Mobility period and duration	<u>  </u> /05/2025 – <u>  </u> /05/2025 In total 5 days excluding travel days.
Name and contact details of the receiving organisation	“HOTEL SCHOOL” Hotel Management College, <a href="http://www.hotelschool.lv">www.hotelschool.lv</a>
Guest lectures 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)
Motivation to participate in Erasmus teaching mobility	
Attached documents	<input type="checkbox"/> Statement of the Higher Education Institution in Ukraine about the teaching staff <input type="checkbox"/> The copy of travel passport <input type="checkbox"/> CV in English <input type="checkbox"/> Proposal for guest lectures for the mobility period
STATEMENT	

Confirmation	<i>I, the undersigned, hereby certify that my travel documents (passport or ID card) are valid until August 22, 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: <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	