

LEARN KEY INSTITUTE MALTA

Procedure for the selection of staff through Erasmus+ programme (KA131 - KA171 outgoing)

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Staff mobility selection procedure

KA131 – programme countries (EU member states and third countries associated to the programme) & KA171 – partner countries (third countries non associated to the programme)

1. Purpose of the procedure

This procedure outlines the transparent, fair, and inclusive process used by Learn Key Institute (LKI) for the selection of academic, administrative, and technical staff participating in Erasmus+ staff mobilities, including:

KA131 – Mobility with Programme Countries

KA171 – Mobility with Third Countries not associated to the Programme

It ensures alignment with the Erasmus Charter for Higher Education (ECHE), LKI's mission to internationalise teaching, training, and institutional development, and the principles of equity, diversity, and inclusion.

2. Types of eligible staff mobility

Staff Mobility for Teaching (STA)

For academic staff delivering teaching abroad.

Staff Mobility for Training (STT)

For administrative, academic, or technical staff participating in:

Job shadowing

Workshops and seminars

Structured training events

Institutional capacity-building visits



3. Eligibility requirements

To apply, staff must:

Be employed by Learn Key Institute (full-time or part-time).

Demonstrate relevance of the mobility to their current role and LKI's internationalisation strategy.

Ensure availability for the proposed mobility period.

Hold or commit to developing appropriate language competences for the host institution.

Submit a complete application by the deadline.

4. Application procedure

4.1 Required Documents

Applicants must submit:

Application Form

Motivation Letter (detailing relevance, expected impact, and alignment with LKI's mission)

CV (Europass format preferred)

Proof of Language Competence (self-evaluation or certificates)

Invitation or acceptance letter from the host institution (if available)

4.2 Submission

Applications are submitted electronically to the Erasmus+ Office via the mobility portal or official email.

5. Selection committee

The selection of staff is carried out by the Erasmus+ Mobility Selection Committee, composed of:

Erasmus+ Institutional Coordinator (Chair)



Academic or Administrative Director

One Quality Assurance representative (observer)

The committee ensures transparency, impartiality, and documentation of all decisions.

6. Selection criteria

Applications will be evaluated on a points-based matrix to ensure fairness. The criteria include:

6.1 Relevance to Institutional Goals (30%)

Contribution to LKI's internationalisation mission

Expected impact on curriculum development, innovation, or institutional capacity

Alignment with departmental needs

6.2 Added Value for the Applicant (25%)

Contribution to professional development

Potential for long-term benefit to the applicant's role

Engagement in past LKI initiatives

6.3 Motivation and Preparedness (20%)

Quality and clarity of the motivation letter

Demonstrated commitment to implement and disseminate results

Clear learning or teaching objectives

6.4 Language Competence (15%)

Ability to communicate effectively at the host institution

Certifications or self-assessed proficiency

6.5 Contribution to New or Strategic Partnerships (10%)

Mobilities supporting KA171 regions and new cooperation pathways

Mobilities strengthening existing partnerships



Special consideration is given to:

- Staff with less mobility experience (to ensure inclusiveness)
- Staff supporting LKI's long-term institutional strengthening
- Mobilities that create new academic or research collaborations

7. Tie-breaker rules

If applicants receive equal scores, priority is given in the following order:

- Staff who have not previously participated in Erasmus+ mobility
- Staff from underrepresented departments
- Mobilities contributing to new partner countries or KA171 priorities
- Women and staff from disadvantaged backgrounds (in line with E+ inclusion principles)

8. Transparency and notification

All applicants are:

- Informed of the results via email
- Provided with feedback upon request
- Given an opportunity to appeal within 7 days

9. Grant allocation

Grant amounts follow Erasmus+ programme rules. In cases of limited funding:

- Higher-ranked applicants are prioritised
- Lower-ranked applicants may be placed on a reserve list
- Virtual or blended mobility may be offered as an alternative

10. Responsibilities of selected staff

Selected staff must:

- Prepare a mobility programme (Mobility Agreement)



Attend pre-departure briefing

Complete mandatory reporting (EU Survey, final report)

Disseminate results at departmental and institutional level through:

Staff meetings

Workshops

Internal presentations

Contributions to quality or curriculum improvements

For KA171 staff, the cultural and regional dimension must be included in the dissemination.

11. Monitoring and evaluation

The Erasmus+ Office monitors:

Achievement of mobility goals

Impact on staff performance and institutional development

Contribution to international cooperation (especially for KA171)

Feedback is integrated into LKI's annual Erasmus+ quality review.

12. Compliance with ECHE and LKI international strategy

This selection procedure fully reflects:

ECHE principles of fairness, transparency, and inclusion

LKI's mission to foster international mobility, innovation, and cross-border cooperation

LKI's vision to build a globally connected, learner-centered, and future-oriented institution

