

LEARN KEY INSTITUTE MALTA

Procedure for the selection of Erasmus+ students for mobility for studies and traineeships (KA131 outgoing mobilities)

Introduction

As a newly accredited institution under the Erasmus Charter for Higher Education (2025–2027), Learn Key Institute Malta (LKI) is committed to transparent, fair, inclusive, and merit-based procedures for selecting students for Erasmus+ mobility.

This procedure governs the selection of students for:

Student mobility for studies (SMS) under KA131

Student mobility for traineeships (SMT) under KA131

The procedure reflects LKI's Erasmus+ Mission and Vision, which emphasize inclusion, equal opportunities, international engagement, academic excellence, and the development of future-ready learners capable of participating actively in the European and global environment.

Principles of the Selection Process

All mobility selections adhere to the following ECHE-aligned principles:

Transparency – All steps, criteria, and deadlines are published and accessible to students.

Fairness & Equality – All eligible students are treated equally regardless of background, gender, age, disability, socio-economic status, or nationality.

Academic and Personal Relevance – Students selected demonstrate both academic readiness and motivation toward European and international learning.

Inclusion – Students from disadvantaged backgrounds are encouraged and supported to participate.

Merit-Based with Holistic Consideration – Academic quality, language ability, motivation, and potential benefit are assessed.



Open Access – All eligible students may apply without restrictions or discrimination.

Eligibility Criteria

To apply for Erasmus+ mobility, students must:

- Be enrolled in a full-time study programme at LKI
- Have successfully completed at least one semester prior to departure (for SMS).
- Be in good academic standing with no disciplinary sanctions.
- Demonstrate adequate language proficiency required by the host institution or traineeship provider (typically CEFR at least B1/B2).

Special consideration is given to:

- ✓ Students with fewer opportunities and disadvantage background (as per Erasmus+ definitions).
- ✓ Students whose programmes strongly align with European priorities (digital, green, inclusive) Selection Criteria

Each applicant is evaluated based on the following weighted criteria:

I. Academic Achievement – 30%

Cumulative Grade Point Average or equivalent assessment average.

Progression and academic standing in programme of study.

II. Language Competence – 20%

Demonstrated proficiency in the language of study/traineeship.

Evidence: language certificates, internal assessment, interview, or host requirement.

III. Motivation & Suitability – 20%

Assessed through a Motivation Letter, focusing on:

Relevance of mobility to academic and career goals.

Understanding of European values, intercultural competence, and alignment with LKI's Erasmus+ mission.



Commitment to representing LKI as an ambassador of the institution and Malta.

IV. Europass CV – 20%

Evaluation of the dedicated part in the Europass CV for the international dimension of the student and his/her dedication of EU values and priorities

V. Inclusion Considerations – 10%

Additional weight is given to applicants from disadvantaged backgrounds, in alignment with Erasmus+ inclusion priorities.

Application Procedure

Step 1 – Call for Applications

LKI publishes an official call via email, online platforms, and notice boards.

The call includes destinations, number of available places, instructions, deadlines, and selection criteria.

Step 2 – Submission of Application File

Students must submit:

Application form (LKI application)

CV (Europass format recommended)

Motivation letter

Academic transcript / grade summary

Proof of language proficiency

Supporting documents for fewer-opportunities status (if applicable)

Step 3 – Preliminary Administrative Check

The International Office verifies eligibility and completeness.

Evaluation and Selection Process

Selection Committee:

A Selection Committee is appointed annually, consisting of:



Erasmus+ Coordinator (Chair)

Academic Director

At least one programme coordinator or lecturer

Scoring & Ranking

Each committee member scores applicants independently based on the criteria. Scores are aggregated, normalized, and ranked.

Final Decision

The Committee approves a list of:

Selected students

Reserve list candidates

Non-selected applicants (with justification)

Transparency and Communication

Results are communicated via email and posted on the LKI student portal.

All applicants may request feedback within 15 days.

Selection documentation is archived for audit purposes, following ECHE compliance.

Students who consider that the process was not followed correctly may submit an appeal within 10 days of results publication.

The appeal is reviewed by the LKI Erasmus Steering Committee, which includes members not involved in the original selection.

Acceptance and Pre-Mobility Procedures

Selected students must:

- Confirm acceptance in writing.
- Attend mandatory orientation and intercultural preparation sessions.
- Participate in language preparation (EU Academy portal).
- Complete the Learning Agreement and grant agreement (Studies or Traineeship).
- Sign financial and administrative documents.

Failure to comply may result in withdrawal of the offer.



If a selected student withdraws or becomes ineligible, the next student on the reserve list will be offered the mobility, ensuring efficient use of Erasmus+ funds.

Inclusion and equal access measures

To support participation from students with fewer opportunities, LKI:

- Provides targeted guidance and personalised advising., ensures priority access to top-up funding where available, simplifies administrative requirements where possible, offers flexible academic arrangements to facilitate mobility.

Monitoring, quality assurance & review

The International office and quality assurance unit review this procedure annually. adjustments are made based on:

Student feedback

Partner feedback

Audit and reporting results

ECHE recommendations

This procedure ensures that Learn Key Institute Malta selects students for Erasmus+ mobilities through a fair, transparent, inclusive, merit-based, and high-quality process, reinforcing its mission to strengthen European cooperation, enhance educational quality, and empower learners through international experience.

