European Commission

ERASMUS CHARTER FOR HIGHER EDUCATION 2021-2027

The European Commission hereby awards this Charter to:

Leadership Consultancy and Training Services Ltd

The Institution undertakes to:

- Respect in full the principles of non-discrimination, transparency and inclusion set out in the Erasmus+ Programme.
- Ensure equal and equitable access and opportunities to current and prospective participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.
- Ensure full automatic recognition of all credits (based on the European Credit Transfer and Accumulation System – ECTS) gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility.
- Charge no fees, in the case of credit mobility, to incoming mobile students for tuition, registration, examinations or access to laboratory and library facilities.
- Ensure the quality of the mobility activities and of the cooperation projects throughout the application and implementation phases.
- Implement the priorities of the Erasmus+ Programme:
  - By undertaking the necessary steps to implement digital mobility management in line with the technical standards of the European Student Card Initiative.
  - By promoting environmentally friendly practices in all activities related to the Programme.
  - By encouraging the participation of individuals with fewer opportunities in the Programme.
  - By promoting civic engagement and encouraging students and staff to get involved as active citizens before, during and after their participation in a mobility activity or cooperation project.

WHEN PARTICIPATING IN MOBILITY ACTIVITIES

Before mobility

- Ensure that selection procedures for mobility activities are fair, transparent, coherent and documented.
- Publish and regularly update the course catalogue on the website well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Publish and regularly update information on the grading system used and grade distribution tables for all study programmes. Ensure that students receive clear and transparent information on recognition and grade conversion procedures.
- Carry out mobility for the purpose of studying and teaching only within the framework of prior agreements between institutions which establish the respective roles and responsibilities of the parties, as well as their commitment to shared quality criteria in the selection, preparation, reception, support and integration of mobile participants.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of linguistic proficiency and develop their intercultural competences.
- Ensure that student and staff mobility is based on a learning agreement for students and a mobility agreement for staff, validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide active support to incoming mobile participants throughout the process of finding accommodation.
- Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile participants.
- Provide assistance related to obtaining insurance, when required, for incoming and outgoing mobile participants.
- Ensure that students are aware of their rights and obligations as defined in the Erasmus Student Charter.

During mobility

- Ensure equal academic treatment and the quality of services for incoming students.
- Promote measures that ensure the safety of outgoing and incoming mobile participants.
- Integrate incoming mobile participants into the wider student community and in the Institution's everyday life. Encourage them to act as ambassadors of the Erasmus+ Programme and share their mobility experience.
- Provide appropriate mentoring and support arrangements for mobile participants, including for those pursuing blended mobility.
- Provide appropriate language support to incoming mobile participants.

After mobility

- Provide incoming mobile students and their sending institutions with transcripts of records containing a full, accurate and timely record of their achievements at the end of the mobility period.
- Ensure the inclusion of satisfactorily completed study and/or traineeship mobility activities in the final record of student achievements (the Diploma Supplement).

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- Ensure that all ECTS credits gained for learning outcomes satisfactorily achieved during a period of study/training abroad, including during blended mobility, are fully and automatically recognised as agreed in the learning agreement and confirmed by the transcript of records/traineeship certificate; transfer those credits without delay into the student's records, count them towards the student's degree without any additional work or assessment of the student and make them traceable in the student's transcript of records and the Diploma Supplement.
- Encourage and support mobile participants upon return to act as ambassadors of the Erasmus+ Programme, promote the benefits of mobility and actively engage in building alumni communities.
- Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement and in line with the institutional strategy.

WHEN PARTICIPATING IN EUROPEAN AND INTERNATIONAL COOPERATION PROJECTS

- Ensure that cooperation activities contribute towards the fulfilment of the institutional strategy.
- Promote the opportunities offered by the cooperation projects and provide relevant support to staff and students interested in participating in these activities throughout the application and implementation phase.
- Ensure that cooperation activities lead to sustainable outcomes and that their impact benefits all partners.
- Encourage peer-learning activities and exploit the results of the projects in a way that will maximise their impact on individuals, other participating institutions and the wider academic community.

FOR THE PURPOSES OF IMPLEMENTATION AND MONITORING

- Ensure that the long-term institutional strategy and its relevance to the objectives and priorities of the Erasmus+ Programme are described in the Erasmus Policy Statement.
- Ensure that the principles of the Charter are well communicated and are applied by staff at all levels of the Institution.
- Make use of the ECHE Guidelines and of the ECHE Self-assessment to ensure the full implementation of the principles of this Charter.
- Regularly promote activities supported by the Erasmus+ Programme, along with their results.
- Display this Charter and the related Erasmus Policy Statement prominently on the Institution's website and on all other relevant channels.

The Institution acknowledges that the implementation of the Charter will be monitored by the Erasmus+ National Agency and that the violation of any of the above principles and commitments may lead to its withdrawal by the European Commission.

Stamp	Name and Signature of the Legal Representative
LCTS Valley Towers Suite 9 Msida Valley rd. B'Kara BKR 9022 Malta - Europe	JESMOND FRIGGIERI

European Commission

IL-KARTA ERASMUS GĦALL-EDUKAZZJONI OGĦLA 2021–2027

Il-Kummissjoni Ewropea tippreżenta din il-Karta lil:

Leadership Consultancy and Training Services Ltd

L-istituzzjoni timpenja ruħha li:

- Tirrispetta bis-sħiħ il-prinċipji tan-nondiskriminazzjoni, tat-trasparenza u tal-inklużjoni stabbiliti fil-Programm Erasmus+.
- Tiżgura aċċess indaqs u ekwu u opportunitajiet għall-parteċipanti attwali u prospettivi minn kull sfond, filwaqt li tagħti attenzjoni partikolari lill-inklużjoni ta' dawk li għandhom inqas opportunitajiet.
- Tiżgura rikonoxximent awtomatiku sħiħ tal-krediti kollha (abbażi tas-Sistema Ewropea għall-Akkumulazzjoni u t-Trasferiment tal-Krediti — ECTS) miksuba għal riżultati ta' tagħlim miksub b'mod sodisfaċenti matul perjodu ta' studju/taħriġ barra mill-pajjiż, inkluż matul mobilità mħallta.
- Ma titlob l-ebda miżata, fil-każ ta' mobilità ta' kreditu, lill-istudenti mobbli li jidħlu għat-tagħlim, għar-reġistrazzjoni, għall-eżamijiet jew għall-aċċess għal-laboratorju u l-faċilitajiet tal-librerija.
- Tiżgura l-kwalità tal-attivitajiet ta' mobilità u tal-proġetti ta' kooperazzjoni matul il-fażijiet tal- applikazzjoni u l-implimentazzjoni.
- Timplimenta l-prijoritajiet tal-Programm Erasmus+:
  - Billi tieħu l-passi meħtieġa biex timplimenta l-ġestjoni tal-mobbiltà diġitali f'konformità mal-istandards tekniċi tal-Inizjattiva tal-Kard Ewropea tal-Istudenti.
  - Billi tħeġġeġ prattiċi li ma jagħmlux ħsara lill-ambjent fl-attivitajiet kollha relatati mal-Programm.
  - Billi tħeġġeġ il-parteċipazzjoni ta' individwi b'inqas opportunitajiet fil-Programm.
  - Billi tħeġġeġ l-involviment ċiviku u tinkoraġġixxi lill-istudenti u lill-persunal biex jinvolvu rwieħhom bħala ċittadini attivi qabel, matul u wara l-parteċipazzjoni tagħhom f'attività ta' mobilità jew proġett ta' kooperazzjoni.

WAQT IL-PARTEĊIPAZZJONI F'ATTIVITAJIET TA' MOBILITÀ

Qabel il-mobilità

- Tiżgura li l-proċeduri tal-għażla għal attivitajiet ta' mobilità jkunu ġusti, trasparenti, koerenti u dokumentati.
- Tippubblika u taġġorna regolarment il-katalgu tal-kors fuq is-sit tal-internet ferm qabel il-perjodi ta' mobilità, sabiex tkun trasparenti għall-partijiet kollha u tippermetti lill-istudenti mobbli jagħmlu għażliet infurmati tajjeb dwar il-korsijiet li se jsegwu.
- Tippubblika u taġġorna regolarment informazzjoni dwar is-sistema ta' klassifikazzjoni użata u t-tabelli ta' distribuzzjoni tal-marki għall-programmi ta' studju kollha. Tiżgura li l-istudenti jirċievu informazzjoni ċara u trasparenti dwar ir-rikonoxximent u l-proċeduri ta' konverżjoni tal-marki.
- Tippermetti l-mobbiltà għall-fini ta' studju u tagħlim biss fi ħdan il-qafas ta' ftehimiet minn qabel bejn l-istituzzjonijiet li jistabbilixxu r-rwoli u r-responsabbiltajiet rispettivi tal-partijiet, kif ukoll l-impenn tagħhom lejn kriterji kondiviżi ta' kwalità fl-għażla, fit-tħejjija, fir-riċeviment, fl-appoġġ u fl-integrazzjoni ta' parteċipanti mobbli.
- Tiżgura li l-parteċipanti mobbli li sejrin barra l-pajjiż ikunu ppreparati sew għall-attivitajiet tagħhom barra mill-pajjiż, inkluża l-mobbiltà mħallta, billi jwettqu attivitajiet biex jiksbu l-livell meħtieġ ta' kompetenza lingwistika u jiżviluppaw il-kompetenzi interkulturali tagħhom.
- Tiżgura li l-mobilità tal-istudenti u tal-persunal tkun ibbażata fuq ftehim ta' tagħlim għall-istudenti u ftehim ta' mobilità għall-persunal, li jkun ġie vvalidat minn qabel bejn l-istituzzjonijiet jew l-intraprizi li jibagħtu u li jilqgħu u l-parteċipanti mobbli.
- Tipprovdi appoġġ attiv lill-parteċipanti mobbli li jkunu ġejjin tul il-proċess ta' tfittxija ta' akkomodazzjoni.
- Tipprovdi assistenza relatata mal-ksib ta' viżi, meta jkun meħtieġ, għal parteċipanti mobbli li jkunu ġejjin u dawk li jkunu sejrin.
- Tipprovdi assistenza relatata mal-kisba ta' assigurazzjoni, meta jkun meħtieġ, għal parteċipanti mobbli li jkunu ġejjin u dawk li jkunu sejrin.
- Tiżgura li l-istudenti jkunu konxji mid-drittijiet u l-obbligi tagħhom kif definiti fil-Karta tal-Istudenti tal-Erasmus.

Matul il-mobilità

- Tiżgura trattament akkademiku ugwali u l-kwalità tas-servizzi għall-istudenti li jkunu ġejjin.
- Tippromwovi miżuri li jiżguraw is-sigurezza tal-parteċipanti mobbli li jkunu sejrin u li jkunu ġejjin.
- Tintegra l-parteċipanti mobbli ġodda fil-komunità tal-istudenti aktar estensiva u fil-ħajja ta' kuljum tal-Istituzzjoni. Tħeġġiġhom biex jaġixxu ta' ambaxxaturi tal-Programm Erasmus+ u jaqsmu l-esperjenza tal-mobilità tagħhom.
- Tipprovdi arranġamenti xierqa ta' mentoring u appoġġ għall-parteċipanti mobbli, inkluż għal dawk li għandhom mobilità mħallta.
- Tipprovdi appoġġ lingwistiku xieraq lill-parteċipanti mobbli li jkunu ġejjin.

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Wara l-mobilità

- Tipprovdi lill-parteċipanti mobbli ospitati u lill-istituzzjonijiet li baghtuhom bi traskrizzjonijiet li jirreġistraw bis-shih, bir-reqqa u b'mod aġġornat il-kisbiet taghhom fi tmiem il-perjodu ta' mobilità.
- Tiżgura li l-krediti tal-ECTS kollha miksuba ghar-riżultati ta' tagħlim miksubin b'mod sodisfaċenti matul perjodu ta' studju/ taħriġ barra mill-pajjiż, inkluż matul il-mobilità mħallta, jiġu rikonoxxuti b'mod shih u awtomatiku kif miftiehem fil-ftehim ta' tagħlim u kkonfermati mit-traskrizzjoni tar-rekords/ċertifikat ta' traineeship; tittrasferixxi dawk il-krediti mingħajr dewmien fir-reġistri tal-istudent, tikkunsidrahom validi għal-lawrja tal-istudent mingħajr ebda xogħol jew valutazzjoni addizzjonali tal-istudent u tagħmilhom traċċabbli fit-traskrizzjoni tar-rekords tal-istudenti u fis-Suppliment tad-Diploma.
- Tiżgura l-inklużjoni ta' attivitajiet ta' studju u/jew ta' mobbiltà fit-traineeships li jkunu tlestew b'mod sodisfaċenti, fir-rekord finali tal-kisbiet tal-istudenti (is-Suppliment tad-Diploma).
- Tinkoraġġixxi u tappoġġja parteċipanti mobbli malli jirritornaw biex jaġixxu bħala ambaxxaturi tal-Programm Erasmus+, jippromwovu l-benefiċċji tal-mobbiltà u jinvolvu ruħhom b'mod attiv fit-tiswir ta' komunitajiet ta' alumni.
- Tiżgura li l-persunal jingħata rikonoxximent għall-attivitajiet ta' tagħlim u taħriġ tiegħu li jseħħu matul il-perjodu ta' mobilità, abbażi ta' ftehim ta' mobilità u f'konformità mal-istrateġija istituzzjonali.

META JKUN HEMM PARTEĊIPAZZJONI FI PROĠETTI TA' KOOPERAZZJONI EWROPEJ U INTERNAZZJONALI

- Tiżgura li l-attivitajiet ta' kooperazzjoni jikkontribwixxu għat-twettiq tal-istrateġija istituzzjonali.
- Tippromwovi l-opportunitajiet offruti mill-proġetti ta' kooperazzjoni u tipprovdi appoġġ rilevanti lill-persunal u lill-istudenti interessati li jipparteċipaw f'dawn l-attivitajiet matul il-fażi tal-applikazzjoni u tal-implimentazzjoni.
- Tiżgura li l-attivitajiet ta' kooperazzjoni jwasslu għal riżultati sostenibbli u li l-impatt tagħhom ikun ta' benefiċċju għas-shab kollha.
- Tinkoraġġixxi attivitajiet ta' tagħlim bejn il-pari u tisfrutta r-riżultati tal-proġetti b'mod li jimmassimizzaw l-impatt tagħhom fuq l-individwi, istituzzjonijiet parteċipanti oħra u l-komunità akkademika usa'.

GĦALL-FINIJIET TA' IMPLIMENTAZZJONI U MONITORAĠĠ

- Tiżgura li l-istrateġija istituzzjonali fit-tul u r-rilevanza tagħha għall-għanijiet u l-prijoritajiet tal-Programm Erasmus+ huma deskritti fid-Dikjarazzjoni tal-Politika tal-Erasmus.
- Tiżgura li l-prinċipji tal-Karta jiġu kkomunikati tajjeb u jiġu applikati mill-persunal fil-livelli kollha tal-Istituzzjoni.
- Tuża l-Linji Gwida tal-ECHE u l-Awtovalutazzjoni tal-ECHE biex tiżgura l-implimentazzjoni sħiħa tal-prinċipji ta' din il-Karta.
- Tippromwovi regolarment attivitajiet appoġġjati mill-Programm Erasmus+, flimkien mar-riżultati tagħhom.
- Turi b'mod prominenti din il-Karta u d-Dikjarazzjoni tal-Politika tal-Erasmus relatata fuq is-sit tal-internet tal-Istituzzjoni u fuq il-mezzi rilevanti l-oħra kollha.

L-istituzzjoni tirrikonoxxi li l-implimentazzjoni tal-Karta se tiġi mmonitorjata mill-Aġenzija Nazzjonali tal-Erasmus+ u li l-ksur ta' kwalunkwe wieħed mill-prinċipji u l-impenji msemmija hawn fuq jista' jwassal għall-irtirar tagħha mill-Kummissjoni Ewropea.

Firma	Isem u Firma tar-Rappreżentant Legali
LCTS Valley Towers Suite 9 Msida Valley rd. B'Kara BKR.9022 Malta - Europe	JESMOND FRIGGIERI

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