



Education, Audiovisual and Culture Executive Agency

Erasmus+: Higher Education – Erasmus Mundus Joint Master Degrees

ERASMUS+: ERASMUS MUNDUS MASTERS COURSES (EMMC)

MINIMUM REQUIREMENTS AND WEBSITE RECOMMENDATIONS FOR STUDENT SELECTION & SCHOLARSHIP MANAGEMENT

This document describes the basic elements and minimum requirements for the selection of EMMC students (section A), as well as for the management of EMMC scholarships (section B). It is meant to safeguard the application of the EMMC rules as well as provide support and guidance in the actual scholarship management process.

Section A. focuses on the student selection process, concerning both EMMC scholarship holders and students admitted to the Master course without an EMMC scholarship. It presents a set of minimum requirements to be followed during this process as well as guidance on how best to manage the most crucial parts of the process.

Section B. provides information and guidance on how to proceed during the EMMC scholarship application process, and how to manage the EMMC scholarship attribution and monitoring in the EACEA mobility tool (EMT).

Section A. STUDENT SELECTION PROCEDURE

The Erasmus+: Erasmus Mundus Programme requires that an EMMC has a joint application, eligibility, selection and admission criteria for their students as well as for the scholars / guest lecturers engaged by the consortium. This section presents a set of minimum and mandatory requirements to be followed during the student selection procedure.

The selection procedure and criteria have been designed and agreed upon by all members of the consortium at the beginning of the Framework Partnership Agreement (FPA). They must be implemented during the five intakes covered by the FPA. Any changes to the procedure will have to be reported to the Agency in the context of the EMMC periodic reporting obligations.

A.1 EMMC WEBSITE

The consortium website is a vital tool for:

- Promoting the programme
- Disseminating information about its structure and content, its excellence and innovative character
- Informing potential candidates (students or scholars/guest lecturers) about its enrolment conditions, its scholarship opportunities and the application procedures
- Providing information on the joint programme activities, events, publications, etc.
- Ensuring the necessary networking between students, academics, alumni and other stakeholders concerned by its implementation

It is therefore of crucial importance that each EMMC has its own website which can be found easily and has its own URL, independent from the partner universities' websites. The recommendations hereafter represent the minimum elements that an EMMC website must include in order to provide adequate, consistent and online information about the study programme.

Website standard elements

The website includes a Legal Notice and standard statements:

- a. Disclaimer on contained data.
- b. Information relating to individuals (personal data) is collected and used in accordance with the [Regulation \(EC\) N° 45/2001](#) of the European Parliament and of the Council of 18.12.2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L8 of 12.1.2001, p. 1)¹.
- c. Indication of the latest update for each (/its most relevant) pages/sections.

EMMC website – General

- a. The joint programme is clearly identified as "Erasmus+: Erasmus Mundus".
- b. The logo of the European Commission with the "Erasmus+" wording, and guidelines on the visual identity for Erasmus+: Erasmus Mundus are available at:
https://eacea.ec.europa.eu/about-eacea/visual-identity_en

Annex II of the Erasmus+ Programme Guide contains guidance on the dissemination and exploitation of results and requirements for EU visibility on project outputs.
- c. The website information is available in English. It may also be available in further languages, in particular the EMMC's taught languages.

¹ For further information consult the EACEA privacy statement:
http://eacea.ec.europa.eu/sites/eacea-site/files/privacy_statement_contact_form_eacea_website_final_en.pdf

Joint study programme offered by the EMMC

- a. The website displays the EMMC's title and acronym.
- b. The institutions that are members of the EMMC consortium are clearly identified with:
 - a link to the relevant pages of their institutional website;
 - Contact addresses (/persons) for the joint programme.
- c. The website includes a short description of the joint programme, notably regarding:
 - its content and structure including the different mobility (/specialisation) tracks and/or research topics;
 - if applicable, the placement / internship possibilities offered;
 - main objectives and expected outputs;
 - tuition / training / research languages;
 - final degree(s) awarded – in English and the actual delivery language(s) – including, if applicable, the diploma supplement(s).
- d. The website provides a comprehensive description of the joint programme contents (either on specific pages or in a separate and downloadable document) including:
 - the list of mandatory and elective courses / seminars / training modules with their corresponding number of credits (if applicable);
 - the nature, timing, required outputs, etc. of the on-going and final evaluation (tests, exams, projects, thesis, etc.);
 - the evaluation grid(s) and minimal results required to pass;
 - re-sit possibilities, procedure and timing;
 - the academic staff responsible for the EMMC content in the different partner institutions.
- e. If applicable, the associated partners are listed with an indication of their role in the joint programme and the respective services they provide to the students.
- f. The website includes a link to the Consortium Agreement signed by the partner, which provides detailed information on the consortium organisation and internal management.

Student admission requirements

- a. The website contains a specific section describing the students' admission requirements and application procedure, including:
 - the student "participation costs" (/enrolment fees), what these fees cover, and what other "extra costs", if any, will have to be covered by the student;
 - if applicable, the different participation costs amounts for students candidates from Programme and Partner Countries, indicating clearly the conditions applicable to each of these two categories;
 - the academic achievements (if applicable, in ECTS credits) and linguistic competence required to enter the joint programme;
 - the supporting documents required.
- b. The student application form is available online (either through a downloadable template or via a web based application form).
- c. The student admission conditions/requirements specifies the different scholarships available (including the EMMC one) and provides specific pages describing the conditions and procedure for applying for these scholarships;
- d. The website provides a link to the "Student Agreement" template used by the consortium and that specifies in detail the rights and obligations of the two parties (student candidate and consortium).

EMMC scholarship

- a. The website specifies the type of EMMC scholarships offered:

- Explaining the different eligibility criteria applicable to programme and partner country students (i.e. the 12-month rule);
 - providing a detailed timetable for application and communication of selection results;
 - indicating the maximum number of applications a student candidate can introduce;
 - indicating:
 - the total scholarship amount;
 - the detail of its different components (travel and installation, contribution to the participation costs, monthly allowance);
 - the amount that will be actually allocated to the student;
 - the services they will be offered with the part of the scholarship charged by the consortium (including the mandatory insurance scheme for students).
- b.** The students are informed about the fact that their personal data will be sent to the Agency and may be used by other bodies involved in the management of EMMC acting as stakeholders of the programme (i.e. European Commission, Erasmus+ National Offices, EU Delegations, Erasmus Mundus Students and Alumni Association for facilitating the student access to the joint programme;
- c.** The list of selected candidates is published on the consortium website after validation of the consortium selection proposal by the Agency.
- d.** The appeal procedure following the rejection of a scholarship application is clearly explained and the relevant conditions and appeal form are provided.
- e.** Specific contacts are provided for additional information of the scholarship application procedure.

Other useful information

- a.** The website contains a FAQ section.
- b.** There is a link to the Erasmus Mundus Students and Alumni Association (EMA: <http://www.em-a.eu/>) homepage and, if applicable, to the specific joint programme alumni association.
- c.** The website contains practical information and useful links for each of the countries represented in the consortium (visa and residence permits requirements, socio-cultural aspects, accommodation, cost of living, etc.).

Additional elements within your website not listed above

Any additional information concerning your website content you may consider as useful for existing and future EMMC consortia.

A.2 STUDENT APPLICATIONS

Information concerning the application procedure, timetable (deadline for application, estimated time for the notification of results, appeal deadline, etc.), eligibility and selection criteria must be available to all potential applicants at the latest **three (3) months before the scholarship application deadline**.

Consortia must make the student candidates aware of the fact that they can apply for an EMMC scholarship to any of the Erasmus+: Erasmus Mundus courses of their choice (see the EMMC catalogue website available under the following link: http://eacea.ec.europa.eu/erasmus-plus/library/EMMC-catalogue_en), but the number of applications must be limited to maximum three different joint programmes.

Although consortia are free to define different requirements, eligibility and/or selection criteria for the different mobility/specialisation tracks they offer, these should be clearly indicated in the scholarship application documents. However, while the consortium can ask for the student's "preferred" mobility tracks (/host institutions), in order for instance to ensure a balanced distribution of students among the different partners, such mobility preferences cannot play a role when selecting the scholarship candidates nor when selecting a "reserve list" student in case of cancellations/drop-out from a "main list" student (see also the EMT).

The application form contains all the data listed below:

- personal co-ordinates of the candidate;
- year of birth;
- (European format) CV;
- proof of nationality² (copy of passport);
- certified (translated) copy of university diplomas;
- certified (translated) transcript of study results;
- (certified copy of) language test results;
- (if applicable) preferred mobility track;
- motivation letter;
- recommendation letters and references;
- description of the eligibility criteria for an EMMC scholarship³ and declaration from the candidate that these criteria are fulfilled;
- description of the selection criteria, procedure and timetable.

A.3 SUBMISSION, REGISTRATION AND ELIGIBILITY CHECK OF STUDENT APPLICATIONS

It is the consortium's responsibility to ensure that all candidates proposed for an EMMC scholarship (on the "*main list*" and on the "*reserve list*"), fulfil the EMMC scholarship holder's eligibility criteria.

In this context, the eligibility check on applications is performed either by:

- the coordinating institution only;
- the coordinating institution and some partner institutions; or
- the whole consortium.

The eligibility check covers all the aspects listed below:

- respect of application deadline;
- completeness of the application file;
- eligibility of the candidate in relation to the EMMC criteria.

All applications are subject of an acknowledgement of receipt.

The eligibility decision on student applications is taken either by:

- the coordinator/partner institution(s) that performed the check; or
- an "*Eligibility Committee*"

If the composition of the "*Eligibility Committee*" is different from the Selection Committee its composition must be specified in the "Technical report".

Ineligible applicants must be:

- informed immediately after the eligibility check;
- provided with the reasons of ineligibility;
- provided with information on the appeal procedure.

A.4 QUALITY ASSESSMENT OF ELIGIBLE APPLICATIONS

The assessment of candidates applications is performed in accordance with joint selection criteria agreed among the consortium partners and involves the partner institutions as well as external bodies (if applicable). The assessor(s) involved in the assessment of applications must sign a "Non-conflict of Interest" declaration, so as to ensure equal treatment of the student candidates. Each eligible EMMC scholarship application may be assessed by:

² Candidates with multiple nationalities must decide at application stage under which nationality they apply.

³ Nationality and residence, 12-months rule, non EMMC (Erasmus Mundus – Action 1) scholarship holder previously, etc.

- one assessor;
- two assessors;
- more than two assessors.

The assessor(s) can be member(s) of either:

- the coordinating institution only;
- some of the partner institutions;
- all partner institutions;
- organisations that are not partners of the consortium.

If other actors are involved in the assessment they must be specified in the reporting phases.

The quality assessment must take into consideration the criteria listed below (non-exhaustive list):

- very good/outstanding study results (= academic excellence) in the relevant study areas;
- academic potential;
- level of language skills;
- motivation;
- recommendations;
- work experience and professional qualifications (if applicable);
- results of interviews (if applicable).

A.5 STUDENT SELECTION

The selection exercise must result in an absolute ranking list of candidates in decreasing order of merits, split in two different groups, i.e. one for Programme Country candidates and another for Partner Country candidates.

In this context, it must be ensured that the selection decision is based on the ranking list(s) and that it includes the "main" and "reserve list" of selected students under each of the two categories of scholarships. The two Reserve lists must reflect the absolute ranking order of scholarship candidates.

The minutes of the "Selection Committee" meeting (the selection decision) must be signed by all its members (who must have signed in advance a declaration of "Non-conflict of interest").

Non-selected students⁴ are:

- informed immediately after the selection committee
- informed about the rejection reasons
- provided with information on the appeal procedure

Non selected candidates should be informed immediately without waiting for the formal scholarship selection notification from the Agency.

It is the consortium's responsibility to ensure that all the candidates proposed for an EMMC scholarship have the necessary academic (/linguistic) expertise to actively follow the joint programme and have serious chances to conclude their EMMC study period successfully.

In the event that EMMC scholarships have been offered to students who did not have the required (/minimal) academic (/linguistic) knowledge at recruitment stage, the Agency may decide to request the full reimbursement of the scholarship amounts concerned.

At the end of the students' selection and at the latest by the scholarship application deadline specified by the Agency, the data of all selected (main and reserve lists) and non selected students will have to be recorded in the EACEA Mobility Tool (EMT) in accordance with the instructions and requirements specified in the EMT User Manual.

See SECTION B for further information on how to proceed in order to create and manage the main, reserve and non selected lists of scholarship candidates.

⁴ "Non selected students" are eligible students who do not fulfil the consortium selection criteria and who would not be enrolled in the EMMC even on a self paying basis

A.6 INFORMATION TO THE APPLICANTS

Following the formal award notification by the Agency (within 75 days of the scholarship application deadline), consortia must immediately inform all those applicants who have not been informed yet about the result of their application.

It is recommended to pre-inform the main and reserve list students immediately after the Selection Committee decision (in order to allow them to get prepared well in time and to avoid that the candidates apply to other scholarship schemes). However, this information must specify that the official scholarship confirmation will only be given after EACEA's notification to the consortium.

In this context, the Agency cannot be made responsible for any communication made by the consortium to scholarship applicants prior to the official grant award notification.

For the EMMC students proposed for a scholarship, the notification must include:

- The official EACEA letter of approval
- a model of the Student Agreement;
- student guidelines/handbook with practical information on the EMMC;
- the scholarship amount.

For the students placed on the EMMC reserve list, the notification must include:

- the results of the quality assessment;
- information regarding the management / use of the reserve list;
- the procedure to follow for an appeal to the selection decision.

A.7 ARCHIVING OF STUDENT APPLICATIONS

All selected applications are archived (5 years following the closure of the grant agreement) in paper form and/or electronically

The archived applications must include:

- the eligibility assessment(s) for all applications;
- the quality assessment(s) for eligible applications;
- the Eligibility and Selection Committees' minutes.

Section B. SCHOLARSHIP ALLOCATION AND MANAGEMENT OF CANDIDATES LISTS

B.1 CREATION OF THE SCHOLARSHIP CANDIDATES LISTS

At the latest by the Agency's scholarship application deadline, all data related to the student scholarship applicants will have to be encoded in the EMT following the instructions contained in the corresponding "User Manual".

On the day of the above mentioned deadline, the database will be closed and it will not be possible to include new data or to update the existing one anymore.

In order to prepare their lists of scholarship candidates, consortia should follow the following approach:

- a. On the basis of their absolute ranking list(s) of candidates, consortia must start including the students in the main list following the order of merits.
 - Candidates must be separated in two different lists corresponding to the two categories of EMMC student scholarships, i.e. Programme Country and Partner Country students (students eligible for a specific window must be included under the Partner country list);

- If the main list already includes three students with the same nationality, the following students with the same nationality must be placed on the reserve list⁵ ;
 - if a consortium cannot use all the scholarships offered in one of the available categories (because of insufficient eligible applicants), it cannot use the remaining scholarships for students falling under another category.
- b.** The order of the students in the reserve list must correspond to the order of the students in the absolute ranking list. In this context:
- There is one reserve list for Programme Country candidates and another one for Partner Country candidates (both including the specific "Windows" students, if applicable);
 - If the joint programme includes different admission and selection criteria in accordance with the specialisation/mobility track, these must be clearly specified in the minutes of the "Selection Committee" meeting (the selection decision), as well as in the absolute ranking list, in order for the Agency to authorise the replacement of main list candidates by a reserve list ones in cases of withdrawals or drop outs.
- c.** Contrary to the main and reserve list, the data on the "*non-selected list*" does not need to provide all the details on the candidates but only their nationality and gender. This information can be grouped and recorded in the EMT in groups (e.g. 8 Swedish females, 28 Brazilian males, etc.)

The "*non-selected list*" includes all the candidates who neither fulfil the EMMC scholarship eligibility criteria, nor the consortium's joint admission requirements (i.e. student who would not be admitted in the Master course even on a self-paying basis).

In addition to these EMMC student scholarship lists, prior to the beginning and during the implementation of each intake, consortia will have to keep track of the:

- **"Non-scholarship holders" students' list:** this list available in the EMT will have to include all the students who have enrolled in the EMMC without an EMMC scholarship. If a "*reserve list*" student decides to enrol in the master course on a self-paying basis, he will have to be moved in the EMT from the "*reserve list*" to the "*non-scholarship holders*" list (the EMT will indicate the previous status, i.e. registration on the reserve list of the student, in a history log file). Only those self-paying students, that have been **(initially)** listed on the EMMC reserve list can profit from an EMMC scholarship in the event of cancellation or drop-out of an EMMC scholarship holder.

Contrary to the main and reserve lists that will be closed by the scholarship application deadline, the "*non-scholarship holders list*" will remain open for inclusion of new names until the end of October of the academic year concerned, in order to allow consortia to recruit and enrol students up to the beginning of the EMMC intake.

- **"Scholar scholarship" holders' main list**⁶ : in accordance with the Master course requirements, consortia are free to determine their own scholars' selection procedure and calendar. The scholar/guest lecturer scholarship data can be encoded in the EMT at any time during the EMMC implementation in accordance with the specific selection calendar agreed upon by the consortium and no later than the given reporting deadlines.

B.2 INFORMING THE SCHOLARSHIP CANDIDATES

By the 15th of May, after the Agency has performed its eligibility check and defined the individual EMMC grant proposals, all consortia will be informed of the result of their scholarship application and be in a position to communicate the relevant information to its scholarship candidates.

- a.** If a consortium wishes to inform its "main list" candidates in advance of the Agency's formal notification - in order, for instance, to provide them with more time for preparing their arrival in Europe and, more specifically, obtaining their visa - it will have to do so under its own responsibility. It must do so ensuring to

⁵ This rule applies "per Category" and the geographical windows are considered separate categories. This means that a consortium can include, for instance, three Moroccan candidates on its main list for Partner country main list, another one in the "ENI -South window" (if applicable), and another three should they have resided more than 12 months in Europe during the last 5 years – in the Programme country main list.

⁶ As scholars are selected throughout the EMMC implementation period of the intake in question, there is no need to include them in a reserve list. As soon as the selection decision has been taken by the consortium and the scholar has confirmed his/her acceptance of the scholarship, he/she can be encoded in the relevant EMT main list.

avoid any misunderstanding on the enforceability of its notification if, at the end of the selection process, some of the students concerned were not offered a scholarship;

- b. In its notification to the candidates who have been offered a scholarship, the consortium must provide detailed information on all the necessary elements to enrol in the joint programme on time. For Partner Country scholarship holders this concerns most particularly the visa requirements but also all other cultural, logistic, administrative, linguistic, etc. elements required to ensure an efficient starting of their joint programme activities. The notification must also specify the exact amount of the scholarship, the different elements composing this amount and the way it will be paid to the student during the EMMC study period.
- c. Consortia must include in the scholarship notification a deadline by which the students must confirm their acceptance of the scholarship and, for Partner Country students, a request for confirmation, that they have launched the necessary procedures for obtaining their visa for their first mobility in a Programme Country HEI. This may reduce the risk of withdrawals at a later stage and allow for the replacement of withdrawn candidates well in time before the beginning of the intake.
- d. The notification should also specify the academic/linguistic levels of competence expected from the students prior and during the joint programme, in order to receive and continue receiving the scholarship payments.

Despite of the quality of their student's selection procedures, consortia may be confronted with cases in which the student's actual capacity, skills and/or levels of competence in some crucial areas (linguistic, academic, psychological, etc.) will not allow him/her to participate in the joint programme with serious chances of graduation at the end of it.

In order to address these types of situations, consortia must put in place in the early days of the programme specific evaluation tests that will allow them assessing the student's capacity to efficiently follow the joint programme. The results of these tests will allow the consortium and the student concerned to reinforce individual teaching and learning strategies in order to correct weaknesses in the student academic (/linguistic) levels of competence, and increase his/her chances of success at the end of the programme.

However, if, after having been given a chance to re-sit, the student's performance is still far below the consortium's minimal performance requirements, the scholarship offer must be withdrawn.

The nature, calendar, expected performance results and consequences in case of failure of these evaluation and performance tests must be communicated to the students prior to their enrolment in the course and specified in the student agreement that they will have to sign with the consortium at the time of the enrolment.

B.3 MANAGEMENT OF THE RESERVE LIST

The replacement of a "main list" student by a "reserve list" one can only be implemented after formal approval by the Agency.

As a result, consortia must avoid sending formal scholarship offers to reserve list students before the Agency has accepted the corresponding replacements.

Request to replace a "main list" student by a "reserve list" one have to be introduced in the EMT in accordance with the procedure described in the relevant section of the User Manual.

When a main list student withdraws, the EMMC programme requires that he/she is replaced by the first eligible candidate on the reserve list. In this particular case, the eligibility criterion concerns the nationality of the reserve list candidate and the rule concerning the presence of a maximum of three nationals from the same country among the scholarship holders for a given category. If this is the case (i.e. there are already three other students with the same nationality on the main list), the consortium will have to take the next eligible candidate respecting its own ranking list⁷.

⁷ In very particular circumstances, where there are no candidates of other nationalities available on the reserve list, the Agency can make an exception to the geographical balance rule. Requests for such exceptions must be clearly justified and are not automatically granted.

Three exceptions can be accepted to the above mentioned rule.

- a. the first one corresponds to cases where the academic or linguistic background of the first eligible candidate on the reserve list does not correspond to the consortium requirements for the particular mobility/specialisation track concerned and it is not possible to reallocate the student under another track. This exception can only be granted to those consortia that have defined different application requirements in accordance with their mobility/specialisations tracks and that have clearly identified their main list and reserve list students in accordance with these tracks;
- b. the second one results from timing issues when the scholarship withdrawal occurs shortly before the actual beginning of the intake making it impossible for certain Partner Country nationals to obtain their visa in time, with no possibility for the student to catch up or to follow the initial stages of the programme through e-learning methods. In this case the consortium can propose another candidate but it will have to demonstrate that those who are better ranked will not be able to join the programme in time;
- c. the third exception applies to scholarship withdrawals or drop out that occur once the intake has already started. In this case the consortium must propose in priority a reserve list student enrolled in the EMMC on a self-paying basis. If more than one student is in this situation, the consortium will have to justify its choice to the Agency prior to informing the student concerned. It is only under these circumstances that a Partner or Programme Country scholarship can be offered to a student appearing on the reserve list of the other category.