



Education, Audiovisual and Culture Executive Agency

Erasmus+: Higher Education – Erasmus Mundus Joint Master Degrees

## **ERASMUS+: ERASMUS MUNDUS JOINT DOCTORATES (EMJD)**

### **MINIMUM REQUIREMENTS AND RECOMMENDATIONS FOR DOCTORAL CANDIDATES SELECTION & FELLOWSHIP MANAGEMENT**

This document is addressed to EMJD coordinators. It describes the basic elements and minimum requirements for the selection of EM doctoral candidates (section A), as well as for the management of EM fellowships (section B). It is meant to safeguard the application of EM rules as well as provide support and guidance in the actual fellowship management process.

For more information regarding Research in Europe (rights and obligations, national regulations etc.), EMJD are advised to visit the EURAXESS portal under the following link:  
[http://ec.europa.eu/euraxess/index\\_en.cfm](http://ec.europa.eu/euraxess/index_en.cfm).

In particular, EMJD should adhere to the principles of the "European charter for researchers" and the Code of Conduct for the recruitment of researchers.

**Section A** focuses on the doctoral candidate selection process, concerning both EM fellowship holders and doctoral candidates admitted to the EMJD without an EM fellowship. 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. The minimum requirements are presented with a tick box which must be marked. (In the last part of the section you are requested to confirm by signature that in your doctoral candidate selection process you have adhered to these requirements).

**Section B** provides information and guidance on how to proceed during the EM fellowship application process, and how to manage the EM fellowship attribution and monitoring in the EACEA Mobility Tool (EMT)

## **SECTION A. DOCTORAL CANDIDATE SELECTION PROCEDURE**

The Erasmus+: Erasmus Mundus programme requires that an Erasmus Mundus Joint Doctorate (EMJD) has a **joint application, eligibility, selection and admission criteria** for their doctoral candidates.

The selection procedure and criteria are to be **designed and agreed upon by all members of the consortium** and **are subject to the approval of the Education, Audiovisual and Culture Executive Agency (the Agency)**.

This section presents a set of minimum requirements to be followed during the doctoral candidates' selection procedure. Please confirm the information by ticking the corresponding box(es). In case of multiple options, choose those applicable for your EMJD. For any other information, use the free text part at the bottom of each section.

**The EMJD coordinator was requested to validate by signature** and on behalf of the EMJD consortium that the procedures described in this document will be implemented during the five joint doctorate editions covered by the Framework Partnership Agreement. Any changes to the procedure will have to be reported to the Agency in the context of the EMJD periodic reporting obligations.

### **A.1 EMJD PROGRAMME WEBSITE**

Detailed information on the joint programme content, on the doctoral candidates' enrolment procedure and on the EM fellowship application must be included on a EMJD dedicated website that addresses all the elements contained in the "Recommendations for an Erasmus+: Erasmus Mundus Joint Doctorate (EMJD) Website" available under the following link:

[http://eacea.ec.europa.eu/erasmus\\_mundus/beneficiaries/documents/action1/2015/emjd\\_website\\_recommendations\\_en.pdf](http://eacea.ec.europa.eu/erasmus_mundus/beneficiaries/documents/action1/2015/emjd_website_recommendations_en.pdf)

a) The EMJD has a dedicated website (linked to the consortium partners' websites) that contains  all the elements included in the above mentioned Recommendations.

### **A.2 FELLOWSHIP CANDIDATES 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 3 months before the fellowship application deadline.

Although consortia are free to define different requirements, eligibility and/or selection criteria for the different mobility/specialisation tracks or research projects they offer, these should be clearly indicated in the fellowship application documents.

- a) The EMJD fellowship application form is published on the website and is:
- downloadable (and to be filled in by a word processing application)
  - to be filled in online through an integrated application database
- b) Information relating to individuals (personal data) is collected and used in accordance with Regulation No 45/2001 of the European Parliament and of the Council of 18 December 2000 on "the protection of individuals with regard to the processing of personal data and on the free movement of such data"<sup>1</sup>
- c) The application form contains **all** the data listed below

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<sup>1</sup>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](http://eacea.ec.europa.eu/sites/eacea-site/files/privacy_statement_contact_form_eacea_website_final_en.pdf)

*Personal co-ordinates of the candidate, year of birth, (European format) CV, proof of nationality<sup>2</sup> (copy of passport), certified (translated) copy of university diplomas, certified (translated) transcript of study results, (certified copy of) language test results, (if applicable), motivation letter, recommendation letters (to be sent in a separate envelope by the persons recommending the candidate) and references, review of research activities carried out, section on other financial aids/funding, possibility of tuition fee waivers, description of the eligibility criteria for an EMJD fellowship<sup>3</sup> and declaration from the candidate that these criteria are fulfilled, description of the selection criteria, procedure and timetable.*

The candidate is informed that if he/she is selected (proposed for a fellowship,  put on the reserve list, or enrolled on a self paying basis) his data may be used for the purposes of evaluating the Erasmus Mundus Programme and will be made available to the Agency, the E+ National Agencies, the EU Delegations and the Erasmus Mundus Doctoral candidate and Alumni Association (EMA), acting as stakeholders of the programme.

### **A.3 SUBMISSION, REGISTRATION AND ELIGIBILITY CHECK OF DOCTORAL CANDIDATE APPLICATIONS**

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

- a) Doctoral candidate applications are submitted by (*multiple choice possible*):
- post
  - e-mail
  - via an online application database
- b) The **eligibility check** on applications is performed by:
- the coordinating institution only
  - the coordinating institution and some partner institutions
  - the whole consortium
- c) All applications are subject of an **acknowledgement of receipt**
- d) The eligibility check covers **all** the aspects listed below   
*Respect of application deadline, completeness of the application file, eligibility of the candidate in relation with the EM criteria.*
- e) The **eligibility decision** on doctoral candidate applications is taken by:
- the coordinator/partner institution(s) that performed the check
  - an "Eligibility Committee"   
*(if different from the Selection Committee, specify composition under g) below)*
- f) Ineligible applicants are:
- informed immediately after the eligibility check
  - provided with the reasons of ineligibility
  - provided with information on the appeal procedure<sup>4</sup>
- g) Other information on this section (if relevant)

<sup>2</sup> Candidates with multiple nationalities must decide at application stage under which ONE nationality they apply

<sup>3</sup> Nationality and residence, 12 months rule, application to a maximum 2 EMJD, non EMJD scholarship holder previously, etc.

<sup>4</sup> The purpose of the appeal is to verify that the procedure has been applied correctly and in accordance with the principles communicated to the candidate and that no error has been made while processing the candidate's application.

#### 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). **Non selected candidates** must be informed immediately without waiting for the formal fellowship selection notification from the Agency.

- a) Each eligible EM Fellowship application will be assessed by:
- one assessor
  - two assessors
  - more than two assessors

- b) The assessor(s) is/are member(s) of (multiple choice possible):
- the coordinating institution only
  - some of the partner institutions
  - all partner institutions
  - organisations that are not full partners of the consortium
- (if other actors are involved, specify below)

- c) Assessor(s) involved in the assessment of applications sign(s) a "Non conflict of Interest" declaration

- d) The quality assessment is based on **all** the criteria listed below
- Very good/outstanding study and research results (= academic excellence) in the relevant areas, academic potential, level of language skills, motivation, research plan and PhD thesis outline, recommendations, work experience and professional qualifications (if applicable), results of interviews.*

- e) Other information on this section (if relevant)

#### A.5 DOCTORAL CANDIDATE SELECTION

The selection exercise must result in an **absolute ranking list of candidates in decreasing order of merits**.

Please note that **there should be a maximum of two different ranking lists** (one for Partner country and another for Programme country candidates). The only exception to this requirement applies to joint programmes that have different admission (/selection) criteria in accordance with the different mobility/specialisation tracks or research projects offered. In these cases, these different tracks/projects should be clearly identified and each candidate should be linked to the track(s)/project of his/her choice.

- a) The selection decision is based on the ranking resulting from the quality assessment of candidate's applications and, if applicable, in relevance to the research topics of the EMJD programme
- b) The **selection decision** includes:
- a main list of the candidates selected and allocated to a specific research project

- a reserve list of candidates allocated to specific research projects (i.e. candidates that could possibly replace a candidate from the main list under a specific research topic).
- c) The ethical aspects of planned research practices has been taken into account on the basis of the "**Ethical issues** table"( Annex 1)
- d) The minutes of the "Selection Committee" meeting are signed by **all** members
- e) **All** members of the "Selection Committee" sign a "Non conflict of interest" declaration
- f) Please provide a description of the "Selection Committee" composition (origin and function of the members)

g) Other information on this section (if relevant)

h) Non-selected doctoral candidates<sup>5</sup> are:

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

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

*In the event that EM fellowships have been offered to doctoral candidates who did not have the required (/minimal) academic (/linguistic) competences/skills at recruitment stage, the Agency may decide to request the full reimbursement of the fellowship amounts concerned to the consortium.*

*At the end of the doctoral candidates' selection and at the latest by the fellowship application deadline specified by the Agency, the data of all selected (main and reserve lists) and non selected doctoral candidates will have to be recorded in the EACEA Mobility Tool (EMT) in accordance with the instructions and requirements specified in the EMT User Manual (<https://eacea.ec.europa.eu/erasmus-mundus/index.cfm>)*

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

## **A.6 INFORMATION TO THE APPLICANTS**

*After the grant award notification by the Agency (within 75 days of the fellowship application deadline), consortia have to inform immediately all those applicants who have not been informed yet about the result of their application.*

***The Agency cannot be made responsible for the communication made by the consortium to fellowship applicants prior to the official grant award notification.***

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<sup>5</sup> "Non selected candidates" are candidates who do not fulfil the EM programme's requirements or the consortium selection criteria and who would not be enrolled in the EMJD even on a self paying basis

a) All applicants are notified by:

- post
- e-mail

b) For the doctoral candidates placed on **EM reserve list**, the notification includes:

- the quantitative/ranking results of the quality assessment
- the position on the reserve list   
(*Indicating rules applying to the usage of the reserve list*)
- the procedure to follow for an appeal to the selection decision

c) For the **EM doctoral candidates proposed for a fellowship**, the notification includes:

- the official EACEA fellowship award letter
- a model of the Doctoral candidate Agreement
- Doctoral candidate guidelines/handbook with practical information on the EMJD

#### **A.7 ARCHIVING OF DOCTORAL CANDIDATE APPLICATIONS**

a) **All** selected applications are archived (min. 3 years):

- in paper form
- electronically

b) The archived applications include:

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

#### **A.8 DECLARATION**

**I declare on behalf of the EMJD consortium that doctoral candidates will be selected in a manner respecting principles of transparency and equal treatment and in accordance with the above mentioned requirements.**

Name of the EMJD Coordinator:

Date:

Signature:

## **SECTION B. FELLOWSHIP APPLICATION AND MANAGEMENT**

### **B.1 CREATION OF THE FELLOWSHIP CANDIDATES LISTS**

At the latest by the Agency's fellowship application deadline, all data related to the doctoral candidate fellowship applicants will have to be encoded in the EACEA Mobility Tool (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 fellowship candidates, consortia should follow the following approach:

- a) On the basis of their absolute ranking list(s) of candidates, consortia must start including the doctoral candidates in the **main list** following the order of merits;
  - Candidates must be separated in two different lists corresponding to the two categories of EMJD fellowship (candidates eligible for a specific window must be included under the Partner country list).
  - If the main list already includes two doctoral candidates with the same nationality, the following candidates with the same nationality must be placed on the reserve list or if eligible, on an available window list<sup>6</sup>.
  - Please note that **if a consortium cannot use all the fellowships offered in one of the available categories (because of insufficient eligible applicants), it cannot use the remaining fellowships for candidates falling under another category.**
- b) The order of the doctoral candidates in the **reserve list** must correspond to the order of the doctoral candidates in the absolute ranking list(s). Please note that:
  - There is one reserve list for Category A (including the specific "Windows") and another one for Category B candidates;
  - If the joint programme includes different admission and selection criteria in accordance with the specialisation/mobility track or research project, these must be clearly specified in the minutes of the selection committee meeting as well as in the absolute ranking list(s), 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 batches (e.g. 22 Chinese females, 15 Colombian males, etc.)

The "non selected list" includes all the candidates who do fulfil neither the EMJD fellowship eligibility criteria, nor the joint programme admission requirements (i.e. doctoral candidate who would not be admitted in the programme even on a self paying basis).

In addition to these EMJD doctoral candidate fellowship lists, prior to the beginning and during the implementation of the EMJD, consortia will have to keep track of the:

- **"non fellowship holders" doctoral candidates' list:** This list available in the EMT will have to include all the doctoral candidates who have enrolled in the EMJD without an EMJD fellowship. If a "reserve list" candidate 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 candidate, in a

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<sup>6</sup> This rule applies "per Category" and the geographical windows are considered separate categories. This means that a consortium can include, for instance, two Serbian candidates on its main list for Partner country main list, another one in the "Western Balkans & Turkey" window, and another two-should they have resided more than 12 months in Europe during the last 5 years – under Programme country main list.

history log file). Only those self-paying candidates, that have been (initially) listed on the EM reserve list can profit from EM fellowship in the event of EM fellowship cancellation or Drop-out.

Contrary to the main and reserve lists that will be closed by the fellowship application deadline, the "non fellowship 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 doctoral candidates up to the beginning of the EMJD edition.

## **B.2 INFORMING THE FELLOWSHIP CANDIDATES**

By the second week of May at the latest, after the Agency has performed its eligibility check and defined the individual EMJD grant proposals, all consortia will be informed of the result of their fellowship application and be in a position to communicate the relevant information to its fellowship candidates.

- 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, ensuring to avoid any misunderstanding on the enforceability of its notification if, at the end of the selection process, some of the doctoral candidates concerned were not offered a fellowship.
- In its notification to the candidates who have been offered a fellowship, the consortium must provide detailed information on all the necessary elements to enrol in the joint programme on time. For Partner country fellowship holders this concerns most particularly the visa requirements but also all other cultural, logistic, administrative, linguistic, etc. elements required to ensure and efficient starting of their joint programme activities. The notification must also specify the exact amount of the fellowship, the different elements composing this amount and the way it will be paid to the doctoral candidate during the joint programme.
- It is recommended to include in the fellowship notification a deadline by which the doctoral candidates must confirm their acceptance of the fellowship and, for Partner country doctoral candidates, that they have launched the necessary procedures for obtaining their visa for the first European host country. This may reduce the risks of late withdrawals and allow for the replacement of withdrawn candidates well in time before the beginning of the course.
- The notification should also specify the academic/linguistic/research levels of competence expected from the doctoral candidates prior and during the joint programme, in order to receive and continue receiving the fellowship payments.

Despite of the quality of their doctoral candidate's selection procedures, consortia may be confronted with cases in which the doctoral candidate's actual capacity, skills and/or levels of competence in some crucial areas (research, 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 doctoral candidate's capacity to efficiently follow the joint programme.

The results of these tests will allow the consortium and the doctoral candidate concerned to reinforce individual teaching and learning strategies in order to correct weaknesses in the doctoral candidate 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 improve, the doctoral candidate's performance is still far below the consortium's minimal performance requirements, the fellowship 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 doctoral candidates prior to their enrolment in the course and specified in the doctoral candidate 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" doctoral candidate by a "reserve list" one can only be implemented after formal approval by the Agency.

As a result, consortia must avoid sending formal fellowship offers to reserve list doctoral candidates before the Agency has formally accepted the corresponding replacements.

Request to replace a "main list" doctoral candidate 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 doctoral candidate withdraws, the EMJD programme requires that he/she is replaced by the first eligible candidate available on the reserve list(s). 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 two nationals from the same country among the fellowship holders for a given category. If this is the case (i.e. there are already two other doctoral candidates with the same nationality on the main list), the consortium will have to take the next eligible candidate respecting its own ranking list<sup>7</sup>.

#### Annex 1: Ethical issues table

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<sup>7</sup> 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.

## *Ethical issues table*

<b>Research on Human Embryo/Foetus</b>	
Does the proposed research involve human Embryos?	<input type="checkbox"/>
Does the proposed research involve human Foetal Tissues/Cells?	<input type="checkbox"/>
Does the proposed research involve human Embryonic Stem Cells (hESCs)?	<input type="checkbox"/>
Does the proposed research on human Embryonic Stem Cells involve cells in culture?	<input type="checkbox"/>
Does the proposed research on human Embryonic Stem Cells involve derivation of cells from Embryos?	<input type="checkbox"/>
<b>Research on Humans</b>	
Does the proposed research involve children?	<input type="checkbox"/>
Does the proposed research involve patients?	<input type="checkbox"/>
Does the proposed research involve persons not able to give consent?	<input type="checkbox"/>
Does the proposed research involve adult healthy volunteers?	<input type="checkbox"/>
Does the proposed research involve Human genetic material?	<input type="checkbox"/>
Does the proposed research involve Human biological samples?	<input type="checkbox"/>
Does the proposed research involve Human data collection?	<input type="checkbox"/>
<b>Privacy</b>	
Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?	<input type="checkbox"/>
Does the proposed research involve tracking the location or observation of people?	<input type="checkbox"/>
<b>Research on Animals</b>	
Does the proposed research involve research on animals?	<input type="checkbox"/>
Are those animals transgenic small laboratory animals?	<input type="checkbox"/>
Are those animals transgenic farm animals?	<input type="checkbox"/>
Are those animals non-human primates?	<input type="checkbox"/>
Are those animals cloned farm animals?	<input type="checkbox"/>
<b>Research Involving Developing Countries</b>	
Does the proposed research involve the use of local resources (genetic, animal, plant, etc)?	<input type="checkbox"/>
Is the proposed research of benefit to local communities (e.g. capacity building, access to healthcare, education, etc)?	<input type="checkbox"/>
<b>Dual Use</b>	
Research having direct military use	<input type="checkbox"/>
Research having the potential for terrorist abuse	<input type="checkbox"/>