



RECOMMENDATIONS FOR AN ERASMUS+: ERASMUS MUNDUS JOINT DOCTORATE (EMJD) WEBSITE

These recommendations on Erasmus+: Erasmus Mundus Joint Doctorate (EMJD) websites have been drawn up to help EMJDs setting up and managing high-quality websites.

For each EMJD, the consortium website is a vital tool for:

- Promoting the programme;
- Disseminating information about its structure and content;
- Informing potential doctoral candidates about its enrolment conditions, its fellowship opportunities and the application procedures;
- Providing information on the joint programme activities, events, publications, etc.;
- Ensuring the necessary networking between doctoral candidates, academics, alumni and other stakeholders concerned by its implementation.

It is therefore of crucial importance that each EMJD has its own website which can be found easily and has its own URL, independent from the partner universities' websites.

The following recommendations have been established on the basis of an analysis of existing EMMC and EMJD websites and feedback received. They represent the minimum elements that an EMJD website must include in order to provide adequate, consistent and online information about the study programme.

Websites may also contain other sections or types of information. If applicable, we invite you to add under section 7 any additional elements related to your joint programme's website that could be considered as examples of good practice for existing or future EMJD consortia.

1. WEBSITE STANDARD ELEMENTS

The website includes a Legal Notice and standard statements:

1. Disclaimer on contained data.
2. Information relating to individuals (personal data) is collected and used in accordance with the Regulation (EC) 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 by the Community institutions and bodies and on the free movement of such data, OJ L8 of 12.1.2001, p. 1.
3. Indication of the latest update for each (/its most relevant) pages/sections.

2. EMJD WEBSITE – GENERAL

1. The joint programme is clearly identified as "Erasmus+: Erasmus Mundus".
2. 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
3. The website information is available in English. It may also be available in further languages.

3. JOINT STUDY PROGRAMME OFFERED BY THE EMJD

1. The website displays the EMJD's title and acronym.
2. The institutions that are members of the EMJD consortium are clearly identified with:
 - a link to the relevant pages of their institutional website;
 - contact addresses (/persons) for the joint programme.
3. 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).
4. 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 EMJD content in the different partner institutions.
5. 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 doctoral candidates.
6. The website includes a link to the Consortium Agreement signed by the partners, which provides detailed information on the consortium organisation and internal management.

4. DOCTORAL CANDIDATE ADMISSION REQUIREMENTS

1. The website contains a specific section describing the doctoral candidates' admission requirements and application procedure, including:
 - the doctoral candidate "participation costs" (/enrolment fees), what these fees cover, and what other "extra costs", if any, will have to be covered by the doctoral candidate;
 - if applicable, the different participation costs amounts for doctoral 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 support documents required.
2. The doctoral candidate application form is available online (either through a downloadable template or via a web based application form).
3. The doctoral candidate admission conditions/requirements specify the different fellowships available (including the EU one) and provide specific pages describing the conditions and procedure for applying for these fellowships.
4. The website provides a link to the "Doctoral Candidate Agreement" template used by the consortium and that specifies in detail the rights and obligations of the two parties (doctoral candidate and consortium).

5. EMJD FELLOWSHIP

1. The website specifies the type of EU fellowships offered:
 - explaining the different eligibility criteria applicable to Programme and Partner country doctoral candidates (i.e. the 12-month rule);
 - providing a detailed timetable for application and communication of selection results;
 - indicating the maximum number of applications a doctoral candidate can introduce;
 - indicating:
 - the total fellowship 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 doctoral candidate,
 - the services they will be offered with the part of the fellowship charged by the consortium (including the mandatory insurance scheme for doctoral candidates),
 - for doctoral candidates enrolled with an employment contract, the gross and net salaries they will be expected to receive and the nature of the social-security rights (accident, health, pension scheme, unemployment, etc.) they will benefit from.
2. The EU fellowship application form is available on line (downloadable or via an online application tool).
3. The doctoral candidates 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 E+: Erasmus Mundus (i.e. European Commission, Erasmus+ National Offices, EU Delegations, Student and Alumni Association) for facilitating the doctoral candidate access to the joint programme.
4. The list of selected candidates is published on the consortium website after validation of the consortium selection proposal by the Agency.
5. The appeal procedure following the rejection of a fellowship application is clearly explained and the relevant conditions and appeal form are provided.
6. Specific contacts are provided for additional information of the fellowship application procedure.

6. OTHER USEFUL INFORMATION

1. The website contains a FAQ section.
2. 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.
3. 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.).

7. ADDITIONAL ELEMENTS WITHIN YOUR WEBSITE NOT LISTED ABOVE

Any additional information concerning your website content, which you may consider as useful for EMJD consortia.