



Erasmus+: Erasmus Mundus Joint Doctorates (EMJD) 2017 FELLOWSHIPS Application

PRACTICAL INFORMATION REGARDING THE APPLICATION PROCEDURE

Documents to be submitted

1. Fellowship Application form (.xls format of Section 1 duly filled in)
2. Fellowship Application form (PDF format of Section 1 – Grant Request and Section 2 - Declaration of honour signed by the legal representative of the Beneficiary Organisation)
3. Lists generated from EACEA Mobility Tool (EMT): doctoral candidates proposed for a fellowship on main lists, doctoral candidates on the reserve list, non-selected candidates (signed by the consortium coordinator)
4. Minutes of the Selection Committee (signed by the participating members – name, function, signature)
5. **Two separate absolute ranking lists** of all eligible Partner Country and Programme Country candidates taking into account the research project/track if applicable)
6. *If applicable*, additional information relating to:
 - changes to the prefilled data contained in the Application form
 - information on selected doctoral candidates with special needs

- The **electronic copy of the application package**, including all the requested documents, must be sent to the following e-mail address:

EACEA-EM-consortia@ec.europa.eu

By 28th February 2017 at the latest

*Please note that **no paper copies** are required.*

- All applications will be acknowledged by e-mail.
- Erasmus Mundus Joint Doctorate (EMJD) consortia will be notified about the outcome of the selection in writing **within 75 days** of the deadline.
- The awarded grant amount and the name of the beneficiary organisation, acting on behalf of the EMJD consortium, could be published on the Agency's website.
- The information provided in the application may be used for purposes of evaluating and monitoring the Erasmus+ Programme. The Doctoral candidates' data will be made available to Erasmus+ National agencies and offices, as well as to EU Delegations acting as stakeholders of the Programme. Note that all personal data are dealt with in accordance with Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data¹. For further information consult the EACEA privacy statement at the following address:
http://eacea.ec.europa.eu/erasmus_mundus/funding/scholarships_students_academics_en.php

¹ [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.

SECTION 1 – INSTRUCTIONS FOR FELLOWSHIPS APPLICATION

In order to submit your fellowships application for the Joint Doctorate Programme starting in the academic year 2017/2018, you are requested to use the **EACEA Mobility Tool (EMT)** available at the following address: <https://eacea.ec.europa.eu/mobility/>

For further explanations on how to use the tool you are advised to consult the **EMT User Manual** available at the above mentioned link. Before encoding the individual candidate information in the EMT, you must indicate the **"Mobility start"** and **"Mobility end" dates**. **This should be coherent with the overall duration of the programme as indicated in the grant application form** (i.e: number of months from start of EMJD to notification of the final results).

The main lists for Partner Country and Programme Country fellowship candidates as well as the reserve lists for both Categories must be attached to the application form. **Only candidates proposed on the main and reserve lists are eligible** for receiving fellowships. **IMPORTANT:** Modifications to the candidates' data should be implemented in the EMT before printing the lists.

1.1 Fellowships

The doctoral candidates proposed in the main list have to be ranked in order of merit (in relation to their specific research project/track, if applicable) **and** have to respect the geographical balance criterion of **no more than two doctoral candidates of the same nationality**.

It is the responsibility of the EMJD consortium to ensure that all candidates proposed on the main or the reserve lists fulfil the **"12-month rule"**²

Please note that **Turkey , the former Yugoslav Republic of Macedonia (FYROM), Iceland, Liechtenstein and Norway** entered the Erasmus+ Programme as "Programme countries", therefore scholarship applicants who are nationals of these countries should be considered **only** for a Programme Country fellowship.

The maximum number of doctoral candidates proposed for fellowship in the Main list corresponds to the figures provided in the following table:

Launching Year of EMJD	Partner Country candidate Main list	Programme Country candidate Main List
2013	6	1

All other selected candidates qualifying for a fellowship should be proposed in the reserve lists (continuing with the ranking positions in the EMT).

1.2 Doctoral candidates with special needs

Consortia should have a pro-active attitude towards potential grantees with special needs. In the event of one or more candidates requiring additional support resulting from special needs you are requested to:

- indicate in the respective table of the Application form, how many of the selected candidates (main and reserve list) have special needs;
- tick the appropriate box in the EMT;
- provide a specific medical certificate from a national health service (or a doctor) and an estimation of the additional costs (for the duration of the EMJD) issued by a national medical centre

² Partner Country scholarships can only be awarded to candidates who are nationals of and/or residents in an Erasmus+ Partner country **and** who have not carried out their main activity (studies, training or work) for more than a total of 12 months over the last five years (until 28 February 2017) in one of the Programme Countries. The 12-month rule should not apply to the student candidates who for various reasons and under various circumstances have sought refuge and received a refugee status in a Programme Country and also to former EM Master Course scholarship holders.

Due to the sensitive nature of health data, these data shall be processed only to the extent that they are adequate, relevant and not excessive in relation to the purposes for which they are collected and/or further processed.

SECTION 2 – GRANT CALCULATION

2.1 Doctoral candidate fellowships

The fellowship amounts will be automatically calculated in accordance with the following table:

		Partner Country fellowship (amounts for a 3-year doctoral fellowship)	Programme Country fellowship (amounts for a 3-year doctoral fellowship)
I	Fixed contribution to the travel, installation and any other types of costs	€ 7 500	€ 3000 - if there is mobility foreseen to third-country ³ full/associated partners
II	Fixed contribution to the doctoral candidate participation costs ⁴	€ 300 per month (€ 10 800 for 36 months) for non-laboratory-based EMJDs or € 600 per month (€ 21 600 for 36 months) for laboratory-based EMJDs	
III	Fixed living allowance (36 months in total) ⁵	- € 2 800 per month (i.e. € 100 800 for 36 months) for an "employment contract" - € 1 400 per month (i.e. € 50 400 for 36 months) for a stipend ⁶	

2.2 Financial contribution to the EMJD's running costs

The total grant request includes a lump sum of 50.000 EUR for the internal management costs of the EMJD consortium.

Although the Agency does not request financial justifications for the payment of the lump sum contribution⁷, it needs nevertheless, through the regular reporting obligations and for statistical reasons, to be informed how the lump sum contribution was used, i.e. distribution among the beneficiaries, course promotion, website of the course, etc.

³ Erasmus+ "Partner Country"

⁴ These participation costs must cover all the mandatory costs for the candidate's participation in the EMJD, be established regardless of the actual place of study and research of the doctoral candidates and be transparent to the doctoral candidates (i.e. clearly published on the EMJD website and described in the Doctoral Candidate Agreement).

⁵ These monthly allowance amounts may be increased in order to help cover the additional costs of doctoral candidates with special needs. EMJDs will have to inform the Agency accordingly in the context of their annual fellowship applications.

⁶ Please note that it has always been a key objective of the EMJD Programme that the Grant Beneficiaries offer "Employment Contracts" to the doctoral candidates, to the greatest extent possible.

⁷ For technical and financial checks, audits, interim and final evaluation purposes, the beneficiaries shall keep all relevant original documents, especially accounting and tax records for a period of five years starting from the date of payment of the balance.