



Erasmus+: Erasmus Mundus Master Courses (EMMCs) 2017 Student scholarships Application

PRACTICAL INFORMATION REGARDING THE APPLICATION PROCEDURE

Documents to be submitted

1. Scholarship Application form (.xls format of Section 1 duly filled in)
2. Scholarship Application form (PDF format of Section 1 - Grant Request, and Section 2 - Declaration on honour signed by the legal representative of the coordinating organisation)
3. Lists generated from EACEA Mobility Tool (EMT), signed by the consortium coordinator: students proposed for a scholarship, students on the reserve list, non-selected students
4. Minutes of the Selection Committee (signed by the participating members – name, function, signature)
5. **Two separate absolute ranking lists** of all eligible candidates, one for Partner Country candidates and one for Programme Country candidates¹
6. *If applicable*, additional information relating to:
 - changes to the prefilled data contained in the Application form,
 - information on student scholarship 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 the 28th of February 2017 at the latest.

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

- Receipt of all applications will be acknowledged by e-mail. Erasmus Mundus 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 consortium, will be published online.
- The information provided in the application may be used for purposes of evaluating and monitoring the [Erasmus+ Programme](#). The student 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 data². 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 Each list should start from ranking '1' (see attached model of absolute ranking lists).

² [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 SCHOLARSHIPS APPLICATION

In order to submit your student scholarship proposals for the EMMC intake starting in the academic year 2017, you are requested to use the **EACEA Mobility Tool (EMT)** available at: <https://eacea.ec.europa.eu/mobility/>

For further explanations on how to use the tool please consult the **EMT User Manual** available at the above mentioned link. Before encoding the individual student information in the EMT, you must indicate the **"Mobility start"** and **"Mobility end" dates** of your 2017 intake. These dates 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 the master to notification of the final results). Exceptions to this principle should be duly justified in a note attached to the scholarship application package. **Please note that the mobility end date of your project will also be the end of its eligibility period (SGA, Art. 2).**

The main lists of students for Programme and Partner countries, as well as the two corresponding reserve lists³, must be attached to the application form (printouts from the EMT). **Only students proposed on the main and reserve lists are eligible** for receiving an EMMC scholarship. NOTE: Modifications to the students' data should be implemented in the EMT before printing the lists.

1.1 General Principles

EMMC scholarships are awarded to students for mobility tracks. The mobility conditions comprise among others:

- EMMC student scholarships cover the entire duration of the Master course and are awarded exclusively for a full-time enrolment in the course. Scholarship candidates must have already obtained a first higher education degree⁴ or demonstrate a recognised equivalent level of learning according to national rules and legislation in place.
- Students who have already obtained an Erasmus Mundus Joint Master Degrees (EMJMD) scholarship or are former Erasmus Mundus Master/Doctoral programmes scholarship holders are not eligible for an additional scholarship under the EMMC. Students benefiting from an EMMC scholarship cannot benefit from another EU grant while pursuing their EMMC studies.
- EMMC scholarship holders must spend at least two complete mobility periods in at least two of the consortium's HEIs acting as full partners (not "associated partner" HEIs) and which are located in different Programme Countries. Each of these mandatory mobility periods must include a volume of study/research or equivalent (e.g. internship, thesis preparation) corresponding to at least:
 - 20 ECTS for study programmes of 60 ECTS credits;
 - 30 ECTS for study programmes of 90 and 120 ECTS credits.

The mandatory mobility periods cannot be replaced by virtual mobility neither can they take place in institutions outside the consortium.

Additional study (research/placement/thesis preparation) periods can take place in other participating organisations represented in the consortium (partner and associated partners) under the condition that the activities concerned are implemented under the direct supervision of one of the consortium partner HEIs. In case the EMMC consortium includes partners or associated partners from Partner Countries, then:

- Scholarship holders (Programme and Partner Countries) can spend a learning/training/research/fieldwork period for the remaining duration of the study programme (i.e. 20 ECTS credits for a study programme of

³ There should be **only two reserve lists, one per category (i.e. one for Programme Country students and one for Partner Country students)**. Each list must be based on the absolute ranking position of the pre-selected eligible applicants and the Partner country one must include also candidates eligible under any of the geographical windows.

⁴ Candidates who will only obtain their first higher education degree at the end of the academic year preceding the EMMC intake can nevertheless apply for a scholarship and can be selected by the consortium, under the condition that the student obtains the required degree prior to the beginning of the Master course.

60 ECTS, 30 ECTS credits for study programmes of 90 ECTS and 60 ECTS credits for study programmes of 120 ECTS credits) in these Partner Countries.

NOTE: The conditions related to the contribution to the subsistence allowance for scholarship holders stipulated in section 1.2.3 below will apply.

1.2 Student scholarships

The maximum number of students proposed for a scholarship under the main list corresponds to the figures provided in the following table:

Launching Year of EMMC	Partner Country students Main list	Programme Country students Main List
2006-2007-2008	5	1
2013	8	2

The students proposed in the main list have to be ranked in order of merit **and** have to respect the geographical balance criterion of **no more than three students of the same nationality**.

After having placed the students in the main list, the reserve list should be filled in. **For all the students the original absolute ranking number in the relevant category must be kept (as described in the attached ranking lists model)**. This means that the ranking number of students in the reserve list can never start from "1".

It is the responsibility of the EMMC consortium to ensure that all candidates proposed for the main or the reserve lists fulfil the "**12-month rule**": Students whose nationality is one of the Erasmus+ Partner Countries and who are not residents nor have carried out their main activity in a Programme Country (studies, training or work) for more than a total of 12 months over the last five years are considered as Partner Country students⁵. The five-year reference period for this 12-month rule is calculated backwards as from the submission deadline (defined by the consortia) of applying for an EMMC student scholarship.

Students whose nationality is one of the Erasmus+ Programme Countries count as Programme Country students. Students with a Partner Country nationality who do not fulfil the Partner Country criteria defined above (12-month rule) count as Programme Country students. Students with a double nationality (of a Partner and of a Programme Country) must specify the nationality under which they submit their scholarship application.

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

1.2.1 Contribution to participation costs⁶

Contribution to the participation costs	<p>up to 9 000 EUR per year per Partner Country scholarship holder</p> <p>up to 4 500 EUR per year per Programme Country scholarship holder</p>
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The amount of **Participation Costs** indicated in the scholarship application form reflects the amount validated by the Agency. Any changes to the amount indicated in the form need to be justified and supported by a detailed cost-breakdown. The changes become justified only if they are published on the consortium's dedicated website and only if the supporting documentation is deemed satisfactory.

⁵ The 12-month rule should not apply to Partner country candidates who for various reasons and under various circumstances have sought refuge and received a refugee status in a Programme Country.

⁶ "Participation costs" must be understood as any mandatory cost related to the students' participation in the EMMC (e.g. library, laboratory, tuition fees, full insurance cover, etc.).

Annex 2

Should the amount per student on the website be lower than the participation costs per student (Programme and/or Partner Country) as stipulated in Annex II of the Specific Grant Agreement and/or encoded in the EMT, the Agency will consider the one announced on the EMMC website for determining the final amount of the grant. This may therefore result in a lower EU grant contribution.

For each student, actual participation costs in excess of the EU grant contribution for the category in which the student has been enrolled (Programme or Partner Country) must be covered by the consortium and cannot be charged to the scholarship holder, i.e. consortia must grant the EMMC scholarship holder a fee waiver.

1.2.2 Contribution to the travel and installation costs

Contribution to the travel and installation costs	EUR 1 000 per year per scholarship holder <u>resident</u> of a Programme Country for travel costs
	EUR 2 000 per year for travel costs + EUR 1 000 for installation costs for scholarship holder <u>resident</u> of a Partner Country, and whose location is situated at less than 4.000 km from the EMMC coordinating HEI
	EUR 3 000 per year for travel costs + EUR 1 000 for installation costs for scholarship holder <u>resident</u> of a Partner Country, and whose location is situated at 4.000 km or more from the EMMC coordinating HEI

The contribution to the travel costs takes into account the country and place of residence of the scholarship holder. A unit cost per academic year and a distance band of 4.000 km applies to any student resident of a Partner Country (including students with a Programme Country nationality). Students resident of a Programme Country (including students with a Partner Country nationality) are covered by a fixed unit cost per academic year of EUR 1 000.

It is the responsibility of the consortium to verify the place of residence of the student candidate. The place of residence should be verified on the basis of the provision of the documents listed in the [PRADO website](#). For example:

- a residence certificate issued in accordance with the candidate's municipality normal registration rules;
- a certificate from the candidate's place of work, study or training issued by the employer or institution in question.

The supporting documents must have been issued within 12 months before the submission deadline for applying for an EMMC student scholarship, i.e. the consortium's official deadline for student selection.

Consortia are invited to use the "Distance calculator" available on the following Erasmus+ website: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm in order to calculate **the travel distances from the scholarship holder city of residence to the city of the coordinating institution**, and to decide the applicable distance band (unit cost).

A contribution to installation costs is offered only to students residents of a Partner Country (1 000 EUR for the entire course). It is an incentive to help covering the additional costs related to the issuing of visas, residence permits, etc. as well as the temporary accommodation needs upon arrival in the first Programme Country hosting HEI.

The specificities applicable to each scholarship holder must be duly encoded in the EMT.

NOTE. The amounts of travel and installation costs indicated in the scholarship application form reflect the **maximum** amount the Agency could grant to scholarship holders resident in a Partner Country or in a Programme country. The final contribution to the travel component of the scholarship will depend on the residence of selected scholarship holders who will finally follow the programme. It will be thus up to the consortium to communicate the correct travel contribution to the selected students taking into account their residence. At the end the consortium could spend the maximum granted by the Agency or less (in which case the unspent travel amount will be recovered by the Agency at final report stage).

Partner country students' travel costs: the amount considered in the application form, as well as the amount in the Specific Grant Agreement you will receive for this intake, will be the maximum corresponding to the farthest distance.

Programme country students' travel costs: before the signature of the Grant Award Decision (expected in May 2016), the Agency will check in the EMT all individual cases with residence in a Partner Country, and will increase the maximum grant accordingly. However, after the Grant Award Decision signature, the Agency will be not anymore in the position to increase the scholarship amount. If following a drop-out of a student resident in a Programme country, the consortium promotes a Programme country student with residence in a Partner country, the difference of travel contributions to the concerned student should be topped up with unspent travel costs for Partner country students (if applicable), or with consortium own resources. If the consortium is unable or unwilling to do so, a lower amount of travel costs contribution can be offered to the student. If the student doesn't accept, the scholarship can be offered to the next one in the reserve list.

1.2.3 Contribution to subsistence costs

Contribution to subsistence costs (for both Programme and Partner Country scholarship holders)	EUR 1 000 per month for the entire duration of the EMMC study programme (24 months maximum).
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Contribution to subsistence costs must not be given:

- to scholarship holders for the EMMC periods (study/research/placement/thesis preparation) spent in their country of residence;
- to scholarship holders from a Partner Country for the EMMC periods exceeding three months (indicatively the equivalent of 15 ECTS credits) spent in any Partner Country

The amount of **subsistence costs** indicated in the scholarship application form reflects the duration of the master programme.

1.3 Geographical windows 2017

Additional scholarships for Partner Country students may be awarded to nationals from specific regions of the world who fulfil the Partner Country criteria defined above (12-month rule). For the 2017 intake, **fourteen geographical windows** are open to on-going EMMCs. In the attached document you will find an overview of the number of scholarships expected per window and the regions concerned (Annex 4).

As in 2016 you don't have to input students eligible for these additional scholarships in the EMT main list-windows. At submission stage these students must be registered in the Partner country reserve list as all the others.

You are invited to apply for a maximum of 14 scholarships (scroll-down menu 'Geographical windows' under the Partner Countries table of the application). Please base your request on the eligible students in the Partner country reserve list, taking into account that in case of budget availability more than one scholarship per window can be granted to the same master.

The budget foreseen for the geographical windows will result in the award of five additional geographical window scholarships on average per course in 2017. Provided this is an average, courses may receive more or less scholarships depending on the comparison of student ranking lists.

The distribution of these additional scholarships among the EMMC consortia in 2017 will be done comparing the ranking position of the eligible students put in the Partner country reserve lists of all the participating EMMCs. Should the ranking be the same and a cut be necessary, the following criteria will be applied:

- 1) Priority will be given to less-represented nationalities;
- 2) If also the above criterion will not be enough, priority will be given to consortia with less number of scholarships.

It is therefore extremely important that your Partner country absolute ranking list of eligible students is correct and represents a top-down count of the best scholarship applicants. Please strictly respect the model of ranking lists provided in annex 3 putting the best ranked students first in the main list (Partner country students) and start filling the reserve list only after, while reporting their absolute ranking number. The Agency will promote the selected students from the Partner country reserve list to the relevant main list–geographical windows.

1.4 Students with special needs

Consortia should have a pro-active attitude towards potential grantees with special needs. In the event of one or more students 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 students (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 EMMC) issued by a national medical centre

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

SECTION 2 – INSTRUCTIONS FOR LUMP SUM & SCHOLARS MANAGEMENT

2.1 Contribution to Management costs

The total grant request includes a lump sum of 50 000 EUR for the management costs of the EMMC 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 about how the lump sum contribution was used, i.e. distribution among the beneficiaries, course promotion, website of the course, etc.

The lump sum contribution shall also cover the mandatory involvement of outstanding scholars/guest lecturers to increase the course attractiveness as well as the participation of the beneficiaries in events organised by the Agency (e.g. EMMC coordinators conference, EMMC cluster meetings, etc.).

2.2 Scholars/guest lecturers

The EMMC consortium is expected to put in place a selection procedure for scholars/guest lecturers and engage those holding an outstanding academic and/or professional profile. They may come from both Programme and Partner Countries and their involvement should bring added value to an EMMC intake in terms of student-centred teaching/lecturing, research activities, Master thesis support, academic/professional networking, etc. The performed tasks and results from scholar engagements within the EMMC must be described in the context of the mandatory project reporting.

Each EMMC is expected to engage minimum 4 different scholars/guest lecturers for a minimum of 8 weeks in total. NOTE: A "week" is defined as minimum 4 out of 7 consecutive calendar days⁸ and it is not possible to consider 8 consecutive days as 2 weeks. There is no maximum number of EMMC scholars to be engaged. The minimum duration per engagement of an EMMC scholar is 4 to 7 consecutive calendar days (= one week).

Scholars' mobility is considered eligible between the partners of the consortium (including to/from associated partners) and from an organisation outside the consortium, provided it is clearly linked to the EMMC course. No scholar paid by other EU funds can be considered as eligible nor reported as EMMC scholar week.

The remuneration of scholars/guest lecturers from the management lump sum contribution can be fixed by the consortium. The amount to be paid to scholars should cover both travel/installation contribution and working fees. Details of the scholars' engagement in the EMMC in terms of mobility duration, nationality, origin and hosting HEI, activities carried out, etc. must be duly encoded in the EMT. The Agency will reduce the amount of the lump sum by 1 950 EUR for each scholar week not duly carried out and/or reported.

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.

⁸ Days of scholar work may include traveling time.