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 of honour signed by the legal representative of the Beneficiary Organisation)
3. Lists generated from EACEA Mobility Tool (EMT), signed by the consortium coordinator: students proposed for a scholarship (for all Categories and types), 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 Partner Country and Programme Country candidates
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 original application form (signed PDF copy of the whole application with attachments) and xls format of the form (Section 1 only) is to be sent to the following e-mail address:

  EACEA-EM-consortia@ec.europa.eu

  By 27th February 2015 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 on the Internet.

- 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 National Agencies and 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 data. For further information consult the EACEA privacy statement:


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1 Irrespective of whether they would fall under any of the available geographical windows.
SECTION 1 – INSTRUCTIONS FOR STUDENT SCHOLARSHIPS

In order to submit your student scholarship proposals for the EMMC intake starting in the academic year 2015, 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 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 2015 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 as will be indicated in the Specific Grant Agreement 2015 (Art. 2).

The main lists of students for Programme and Partner countries (including geographical windows) as well as the two corresponding reserve lists 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 degree or demonstrate a recognised equivalent level of learning according to national rules and legislation in place.

- Students who are former Erasmus Mundus Master/Doctoral Course scholarship holders are not eligible for an additional scholarship under the EMMC course. 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 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 one-year Master

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3 There should be only one reserve list per category (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 irrespective of their nationality, thus including also candidates potentially 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.
course, 30 ECTS credits for study programmes of 90 ECTS and 60 ECTS credits for study programmes of 120 ECTS credits) in 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:

<table>
<thead>
<tr>
<th>Launching Year of EMMC</th>
<th>Partner Country students Main list</th>
<th>Programme Country students Main List</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004-2005-2006-2007-2008</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>2011-2012</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>2013</td>
<td>6</td>
<td>2</td>
</tr>
</tbody>
</table>

After having placed the students in the main list and in the windows (see point 1.3), the reserve list should be filled. For all the students the original absolute ranking number must be kept (as described in the attached ranking lists model). This means that the ranking number of students in the reserve list should never start from “1”.

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.

It is the responsibility of the EMMC consortium to ensure that all candidates proposed on the main or the reserve lists fulfill 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 (studies, training or work) for more than a total of 12 months over the last five years in a Programme Country 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

<table>
<thead>
<tr>
<th>Contribution to the participation costs</th>
<th>up to 9 000 EUR per year per Partner Country scholarship holder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>up to 4 500 EUR per year per Programme Country scholarship holder</td>
</tr>
</tbody>
</table>

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⁵ The 12-month residency 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 compulsory administrative/operational cost related to the participation of the student in the EMMC (e.g. library, laboratory, tuition, social security and insurance costs, etc.).
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.

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 grant the EMMC scholarship holder a fee waiver.

### 1.2.2 Contribution to the travel and installation costs

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

The contribution to the travel costs takes into account the 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 (1 000 EUR).

The amounts of **travel and installation costs** indicated in the scholarship application form reflect the maximum amount the Agency could grant to scholarship holders residents in a Partner Country or in a Programme country. The final maximum grant the Agency will pay for these costs will depend on the residence of selected scholarship holders who will finally follow the programme.

**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:

- 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.

Both documents must have been issued within 12 months before the submission deadline of 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](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 distance band (unit cost) applicable to scholarship holders.

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.
1.2.3 Contribution to subsistence costs

| Contribution to subsistence costs (for both Programme and Partner Country scholarship holders) | 1 000 EUR per month for the entire duration of the EMMC study programme (24 months maximum). |

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;
- Partner Country Scholarship holders 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 2015

As anticipated in the email sent to you on 06/10/2014, additional scholarships for Partner Country students may be awarded to nationals from specific geographical regions who fulfil the Partner Country criteria defined above (12-month rule). For the 2015 intake, ten 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.

In the application form you are invited to apply for a maximum of one scholarship in each of the ten geographical windows. However, please note that the budget foreseen for the Windows is insufficient to guarantee a scholarship for all 88 EMMC consortia. Therefore it is extremely important that your absolute ranking list of selected eligible students is correct and represents a top-down count of the best scholarship applicants. You are requested to strictly respect the model of ranking lists provided in annex.

The distribution of these scholarships among the EMMC consortia offering scholarships in 2015 will be done comparing the ranking position of the eligible students proposed for each window. 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 (and for Asia window to less developed countries);
2) If also the above criteria will not be enough, priority will be given to consortia with less number of scholarships.

You are requested to put the best ranked students first in the main list (Partner country students) and start filling the quota in the respective windows only after, while strictly reporting their absolute ranking number.

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.
2.1 Contribution to Management costs

The total grant request includes a lump sum of 50 000 EUR for the internal management costs of the EMMC consortium. Although the Agency does not request financial justifications for the payment of the lump sum contribution\(^7\), 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.

The lump sum contribution shall also cover the mandatory involvement of high-level 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. The involvement of scholars should bring added value to the 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 days\(^8\) 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 carried out or not duly 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.