

Guidelines for an Erasmus Mundus Consortium Agreement (for Joint Masters or Joint Doctoral Programmes)

This document is provided for information only in order to assist Erasmus Mundus consortia in preparing their Consortium Agreement.

The existence of such an agreement prior to the beginning of the first edition of a joint programme (i.e. the enrolment of the first cohort of students / doctoral candidates) is a mandatory requirement in accordance with sections 4.5 (for masters courses) and 5.5 (for joint doctorates) of the Erasmus Mundus Programme Guide.

Actual models used by existing joint masters or doctorate consortia can be found under the following link: http://eacea.ec.europa.eu/erasmus_mundus/tools/good_practices_en.php

The objective of these Agreements is to ensure that:

- the relevant authorities (administrative, financial, academic, research, etc.) of the consortium partner institutions of the joint programme agree on its implementation aspects from the academic, administrative, academic and research points of view;.
- potential disputes (/misunderstandings) between the participating organisations are avoided and/or resolved through the elements contained in the agreement.

In particular, the Erasmus Mundus Consortium Agreement should provide a comprehensive description of:

- The different **management bodies** in place (role, composition, functioning, etc.). This should be provided in detail.
- The **content of the joint programme** and the responsibilities of the individual partners or specific management bodies in its design, delivery and evaluation; in particular:
 - the structure of the joint programme and its mandatory mobility component;
 - the joint students/doctoral candidates application, selection and admission requirements and mechanisms
 - the joint assessment methods and timetable;
 - the joint grading scales and performance expectations/requirements for students/doctoral candidates (including the possibilities to re-sit);
 - the joint recognition mechanisms and final degrees awarded;
- The services offered to **enrolled students/doctoral candidates**, and the conditions for participation; in particular:
 - the amount of joint participation costs charged, if any;
 - joint fee waiver mechanisms, if any;

- the mandatory insurance scheme and its coverage;
- access to different students'/doctoral candidates' services (library, internet, social services, sport facilities, support for national/local administration requirements, etc.)
- The **functioning of the consortium** and the responsibilities of the individual partners or specific management bodies in its management and monitoring; in particular:
 - coordination bodies;
 - secretarial support;
 - communication channels and methods; etc.
- The **funding of the joint programme** and the responsibilities of the individual partners or specific management bodies in it; in particular:
 - the overall cost of the joint programme and the contribution of the different funding sources to it;
 - the inclusion of a development and budget plan covering at least the entire duration of the framework partnership agreement signed with the Agency;
 - the agreed distribution of the Erasmus Mundus funding (and/or any other funding source) among the partners.
- The **promotion / dissemination of the joint programme**; in particular:
 - The existence of a joint website and the respective responsibility for its design, development and maintenance;
 - The inclusion of a promotion (/awareness-raising) and dissemination plan covering at least the entire duration of the framework partnership agreement signed with the Agency, and the respective responsibilities for implementing it.
- Practical information concerning the **management of the consortium agreement**; in particular:
 - The revision / amendment / termination timetable and procedures;
 - The settlement of disputes and applicable laws.