



EUROPEAN COMMISSION

# ERASMUS MUNDUS 2009-2013

## Programme Guide

**for the attention and information of future applicants and beneficiaries**

*The Programme Guide must be read in conjunction with the relevant annual Calls for Proposals and Guidelines to the Calls for proposals for Action 2 which will provide detailed information on the specific grant application procedures.*

**Please note that only the English version of the Erasmus Mundus Programme Guide 2009-2013 is legally binding. All other linguistic versions are provided for information only.**

**3 December 2009**

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# 1 INTRODUCTION

## 1.1 BACKGROUND AND PURPOSE OF THE PROGRAMME GUIDE

Erasmus Mundus is a cooperation and mobility programme in the field of higher education for:

- ✓ the enhancement of quality in European higher education;
- ✓ the promotion of the European Union as a centre of excellence in learning around the world;
- ✓ the promotion of intercultural understanding through cooperation with third countries as well as for the development of third countries in the field of higher education.

Erasmus Mundus provides a response to the challenges of globalisation faced by European higher education today, in particular the need to adapt education systems to the demands of the knowledge society, to enhance the attractiveness and visibility of European higher education worldwide and to stimulate the process of convergence of degree structures across Europe. These themes are central to current national reform processes in higher education taking place in Member States. In addition it provides an important vehicle for the promotion of intercultural dialogue between the European Union and the rest of the world.

The programme continues and extends the scope of the activities already launched during its first phase (2004-2008) and includes the Erasmus Mundus External Cooperation Window scheme, which was launched in 2006 as a complement to the original programme.

The decision establishing the second phase of the Erasmus Mundus Programme was adopted by the European Parliament and Council on 16.12.2008 (Decision No 1298/2008/EC).<sup>1</sup> The programme covers the period 2009-2013 and has an overall budget of €470 million for Actions 1 and 3 and an indicative budget of €460 million for Action 2.

The Commission has entrusted the implementation of the Erasmus Mundus Programme 2009-2013 to the Education, Culture and Audiovisual Executive Agency (hereinafter “the Agency or “EACEA”). As a result, the Agency is responsible for the management of this programme - including drawing up Calls for Proposals, selecting projects and signing project agreements, financial management, monitoring of projects (assessment of intermediate and final reports), communication with beneficiaries and on-the-spot controls - under the supervision of the Directorate-General for Education and Culture (DG EAC) as regards Actions 1 and 3, under supervision of the EuropeAid Co-operation Office (DG Aidco) as regards EMA2-STRAND1, and under supervision of DG RELEX as regards EMA2-STRAND2. The Agency is further responsible for the implementation of more than 15 Community funded programmes and actions in the fields of education and training, active citizenship, youth, audiovisual and culture.

This Programme Guide applies to the entire duration of the programme and aims to assist all those interested in implementing joint cooperation activities or receiving individual scholarships within the Erasmus Mundus Programme (2009-2013). It should help them understand the objectives and the different programme actions, the types of activities that can (or cannot) be supported, as well as the conditions under which this support can be granted and the grant awarded used.

Although, as stated above, the Guide is valid for the entire duration of the programme, future applicants should read it in conjunction with the specific Call for Proposals to which they intend to apply. These Calls for Proposals will be published in accordance with activities planned by the Commission in its annual Work

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<sup>1</sup> OJ 340, 19.12.2008, p. 83.

Programme and will provide additional information on the budgetary allocation foreseen as well as any other relevant information and/or document specific to the Call.

**All forms or documents needed to apply for funding are available on the programme's web pages.**

## 1.2 PROGRAMME OBJECTIVES

The programme's aim is to promote European higher education, to help improve and enhance the career prospects of students and to promote intercultural understanding through cooperation with third countries, in accordance with EU external policy objectives in order to contribute to the sustainable development of third countries in the field of higher education.

The programme's specific objectives are:

- to promote structured cooperation between higher education institutions and an offer of enhanced quality in higher education with a distinct European added value, attractive both within the European Union and beyond its borders, with a view to creating centres of excellence;
- to contribute to the mutual enrichment of societies by developing the qualifications of women/men so that they possess appropriate skills, particularly as regards the labour market, and are open-minded and internationally experienced through promoting mobility for the most talented students and academics from third countries to obtain qualifications and/or experience in the European Union and for the most talented European students and academics towards third countries;
- to contribute towards the development of human resources and the international cooperation capacity of higher education institutions in third countries through increased mobility streams between the European Union and third countries;
- to improve accessibility and enhance the profile and visibility of European higher education in the world as well as its attractiveness for third-country nationals and citizens of the Union.

The Commission shall ensure that no group of EU citizens or third-country nationals is excluded or disadvantaged.

## 1.3 PROGRAMME STRUCTURE AND BUDGET

The Erasmus Mundus programme comprises three actions:

- **Action 1:** Implementation of Joint Programmes at Masters (Action 1A) and Doctorate (Action 1B) levels and award of individual scholarships/fellowships to participate in these programmes;
- **Action 2:** Erasmus Mundus Partnerships;
- **Action 3:** Promotion of European Higher Education.

*Action 1 Erasmus Mundus Joint Programmes (including scholarships)*

Action 1 provides:

- ✓ Support for high-quality joint masters courses (Action 1 A) and doctoral programmes (Action 1 B) offered by a consortium of European and possibly third-country HEIs. Other types of organisations

concerned by the content and outcomes of the joint programme can participate in the consortium.

- ✓ Scholarships/fellowships for the third-country and European students/doctoral candidates respectively to follow these Erasmus Mundus joint masters courses and doctoral programmes.
- ✓ Short-term scholarships for third-country and European academics to carry out research or teaching assignments as part of the joint masters programmes.

This Action will foster cooperation between higher education institutions and academic staff in Europe and third countries with a view to creating poles of excellence and providing highly trained human resources. Joint programmes must involve mobility between the institutions of the consortium and lead to the award of recognised joint, double or multiple degrees to successful students / doctoral candidates.

The indicative budget breakdown and number of outputs foreseen for the different activities covered by Action 1 in the period 2009-2013 should be the following<sup>2</sup>:

	Expected number of outputs by 2013	Estimated total budget (in million €)
<b>Joint Programmes</b>		
Erasmus Mundus Masters Courses (EMMCs)	150	19
Erasmus Mundus Doctorate Programmes (EMJDs)	35	6
<b>Total Joint Programme</b>	<b>185</b>	<b>25</b>
<b>Individual scholarships / fellowships</b>		
Category A scholarships for Masters students <sup>3</sup>	5300	245
Category B scholarships for Masters students	3400	63
Category A fellowships for doctoral candidates	440	35
Category B fellowships for doctoral candidates	330	30
Scholarships for third-country scholars in EMMCs	1900	28
Scholarships for European scholars in EMMCs	1900	28
<b>Total scholarships / fellowships</b>	<b>13270</b>	<b>429</b>
<b>Total indicative budget</b>		<b>454</b>

### **Action 2 – Erasmus Mundus Partnerships**

Erasmus Mundus Partnerships aim at promoting institutional cooperation and mobility activities between Europe and third-country Higher Education Institutions (HEIs). This Action is built on the previous community programme External Cooperation Window (2006-2008) with a wider geographical coverage, a larger scope and differentiated objectives.

Action 2 is divided into two strands:

- EMA2-STRAND1: Partnerships with countries covered by the ENPI, DCI, EDF and IPA instruments<sup>4</sup> (former External Cooperation Window);

<sup>2</sup> This distribution is provided for information only and may vary over the course of the programme.

<sup>3</sup> See definition of categories A and B under sections 4.2.1 and 5.2.1 below.

<sup>4</sup> ENPI - European Neighbourhood and Partnership Instrument

- EMA2-STRAND2: Partnerships with countries and territories covered by the Industrialised Countries Instrument (ICI)<sup>5</sup>.

Action 2 provides:

- ✓ Support for the establishment of cooperation partnerships between European HEIs and HEIs from targeted third countries/territories with the objective of organising and implementing structured individual mobility arrangements between the European and the third-country/territories partners.
- ✓ Scholarships of various length - depending on the priorities defined for the third countries/territories concerned, the level of studies or the particular arrangements agreed within the partnership - for European<sup>6</sup> and third-country/territory individuals (students, scholars, researchers, professionals).

Similarly to Action 1, the two strands of Action 2 pursue objectives of excellence. In addition to that, EMA2-STRAND1 aims specifically at objectives of development.

Contrary to Actions 1 and 3, which are funded from the Community budget allocated to the education activities of the European Union, Action 2 activities are funded by different financial instruments available in the context of the external relations activities of the Union (i.e. the European Neighbourhood and Partnership instrument, the Instrument for Pre-Accession Assistance, the Development Cooperation and Economic Cooperation policy instrument, the European Development Fund and the Industrialised Countries Instrument)<sup>7</sup>. Because of the diversity in the policy objectives covered by these financial instruments, but also due to the different needs and priorities of the third countries concerned, Action 2 implementation rules may vary considerably from one year to another and from one partner country to another.

The Action 2 chapter of the present Programme Guide is therefore limited to the common and stable aspects of the Action for the five years of the programme, while detailed information on the third countries concerned and the specific cooperation rules applicable to them will be defined in the Erasmus Mundus Action 2 annual Call for Proposals.

An indicative overall amount of €460 million has been proposed for the financing of Action 2 projects. This budget should allow for the selection of approximately 100 cooperation partnerships whose funding will be covered by the financial envelopes of the respective external policy instruments.

### ***Action 3 – Promotion Projects***

Action 3 provides support to transnational initiatives, studies, projects, events and other activities aimed at enhancing the attractiveness, profile, image and visibility of, and accessibility to, European higher education in the world.

Action 3 activities relate to the international dimension of all aspects of higher education, such as promotion, accessibility, quality assurance, credit recognition, recognition of European qualifications abroad and mutual recognition of qualifications with third countries, curriculum development, mobility, quality of services, etc.

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DCI - Development Cooperation Instrument

IPA - Instrument for Pre-accession Assistance

EDF - The [European Development Fund \(EDF\)](#) is the main instrument for providing Community assistance for development cooperation under the Cotonou Agreement: "the Partnership Agreement between the members of the African, Caribbean and Pacific Group of States of the one part and the European Community and its Member States of the other part".

<sup>5</sup> For more details on the ICI instrument, see [http://ec.europa.eu/dgs/external\\_relations/index\\_en.htm](http://ec.europa.eu/dgs/external_relations/index_en.htm)

<sup>6</sup> The possibility to award scholarships to European individuals depends on the financial instrument used to fund the cooperation activities with the third country concerned. Applicants are invited to refer to the annual Call for Proposals for detailed information applicable to Action 2 cooperation activities with individual third countries.

<sup>7</sup> For more details on these instruments, see [http://ec.europa.eu/europeaid/index\\_en.htm](http://ec.europa.eu/europeaid/index_en.htm)

Activities may include the promotion of the Erasmus Mundus Programme and its outputs, and can be implemented by mixed networks of European and third-country organisations active in the field of higher education.

Action 3 activities may take various forms (conferences, seminars, workshops, studies, analyses, pilot projects, prizes, international networks, production of material for publication, development of information, communication and technology tools) and may take place anywhere in the world.

Action 3 activities shall seek to establish links between higher education and research and higher education and the private sector in European and third countries, and exploit potential synergies whenever possible.

The Action 3 budget for the entire duration of the Programme amounts to €16 million and should lead to the funding of around 50 projects.

## 1.4 HOW TO PARTICIPATE IF YOU ARE...

### 1.4.1 A EUROPEAN<sup>8</sup> HIGHER EDUCATION INSTITUTION (HEI)<sup>9</sup>:

European HEIs can submit:

- ✓ An **Action 1 application** proposing a joint programme at masters or doctoral level developed in cooperation with partner universities from Europe and, if relevant, third countries. If your proposal is selected, Erasmus Mundus funding will be awarded during five consecutive years (subject to the renewal of the Programme beyond 2013) with the purpose of:
  - contributing to the joint programme's implementation and management costs;
  - offering scholarships/fellowships to European and third-country students / doctorate candidates enrolled in the joint programme;
  - offering short-term scholarships to European and third-country scholars to carry out teaching and research activities in the context of the joint programme.
- ✓ An **Action 2 application** presenting a structured cooperation partnership targeted at specific non-European countries/regions and composed of European and third-country HEIs from the geographical area concerned, with the purpose of offering full and short-term scholarships to students, scholars and professionals from the third countries and, if eligible, European countries concerned.
- ✓ An **Action 3 application** presented on behalf of a partnership/network of European and third-country HEIs/organisations active in the field of higher education with the objective of enhancing the attractiveness of the European higher education sector and to facilitate its cooperation with the rest of the world.

### 1.4.2 A THIRD-COUNTRY HEI<sup>10</sup>

Although third-country HEIs can participate as active members of the consortium/partnership/network in exactly the same actions as European HEIs, **they cannot submit a grant proposal** on behalf of the entire consortium/partnership/network. Such applications have to be presented by European organisations.

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<sup>8</sup> See Chapter 2 for the definition of European Institution.

<sup>9</sup> For the purposes of Action 1 B - Joint Doctorate programmes, the concept of HEI includes also doctoral/graduate/research schools and research organisations providing doctoral training and research activities; see definition under Chapter 2.

<sup>10</sup> See Chapter 2 for the Definition of third Country Institution.

### 1.4.3 AN INDIVIDUAL

Actions 1 and 2 of the Programme provide financial support to European and third-country individuals to allow them to carry out study, teaching or research activities in the framework of selected consortia or partnerships:

	Joint Programmes		Partnerships	
	Action 1A EMMC	Action 1B EMJD	Action 2 Strand 1	Action 2 Strand 2
<b>European and third-country Individuals</b>				
• Bachelor students			X	
• Masters students	X		X	X
• Doctoral candidates		X	X	X
• Post-doctoral candidates			X	X
• Scholars/academic staff	X		X	X
• Administrative staff from HEIs			X	X

It should be noted that:

- ✓ Under Action 2, the type of individual beneficiaries may vary in accordance with the specific needs and objectives of the third country concerned as well as the financial instrument used to fund the mobility costs;
- ✓ The award of individual scholarships to European scholars under Action 1A will depend on the participation of a third-country HEI in the consortium concerned;
- ✓ The definition of European and third-country individuals varies between Action 1 and Action 2 (for more details see specific chapters on Action 1A, 1B and Action 2).

**Individuals interested in an Erasmus Mundus scholarship have to apply directly to the selected Action 1 consortium or Action 2 partnership of their choice and go through a competitive selection process organised by the partners involved.** This selection process will be organised in accordance with a procedure and set of criteria designed by the consortium / partnership and approved in advance by the Agency. The lists of consortia and partnerships are available at the following address; these lists are updated whenever new consortia are selected following a call for proposals.

[http://eacea.ec.europa.eu/erasmus\\_mundus/results\\_compendia/selected\\_projects\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/results_compendia/selected_projects_en.php)

### 1.4.4 A RESEARCH ORGANISATION

Although the objectives of Erasmus Mundus are not to support directly research activities in Europe, the programme is open to any public or private research organisation that may contribute to its objectives, notably as regards the enhancement of the quality of higher education and the complementarities between higher education, research and development activities.

These organisations can take part in all three Actions of the Programme but can only submit and coordinate projects under Action 1B (provided they are entitled to deliver doctorate degrees) and Action 3.

#### **1.4.5 AN ORGANISATION ACTIVE IN THE FIELD OF HIGHER EDUCATION**

While most of the Erasmus Mundus activities are targeted towards HEIs and the individuals involved in them, the programme is open to any organisation that is, directly or indirectly, active in the field of higher education. These can be public administration bodies, NGOs, social partners, professional organisations, chambers of commerce or industry, enterprises, etc.

These organisations can take part as partners or associated members in all three Actions of the programme and can submit and coordinate projects under Action 3.

## 2 DEFINITIONS AND GLOSSARY

- **Applicant / Coordinating organisation** – organisation that submits a grant application on behalf of a consortium, partnership or network of participating organisations; the applicant/ coordinating organisation represents and acts on behalf of the group of participating organisations in its relations with the Agency; if the grant application is selected, the Applicant will become the main beneficiary (see Beneficiary definition below) and will sign the grant agreement on behalf of the participating organisations;
- **Associated member** – any organisation that can contribute to the promotion, implementation, monitoring, evaluation activities and/or sustainable development of an Action 1 or 2 consortium/partnership, can be considered as an associated member. This applies more specifically to socio-economic partners (i.e. commercial enterprises, public authorities or organisations, non-profit or charitable organisations, etc.) or in certain cases to third-country higher education institutions<sup>11</sup>. As opposed to "partners" (see definition below), associated members are not entitled to benefit from the grant;
- **Bachelor student / undergraduate (student in first cycle)** - a person enrolled in a first cycle higher education programme and who will obtain after the completion of the programme a first higher education degree;
- **Beneficiary and co-beneficiary**<sup>12</sup> – the beneficiary (also referred to as “main beneficiary” or “coordinating organisation”) is the organisation that, on behalf of the consortium / partnership / network of participating organisations, has signed an agreement with the Agency. The beneficiary has the primary legal responsibility towards the Agency for the proper execution of the agreement; it is also responsible for the overall and day-to-day coordination and management of the project in the partnership, consortium or network, and for the usage of the Community funds allocated to the project. Only in the context of a “grant agreement with multiple beneficiaries” can partners be considered as **co-beneficiaries** and include their expenditure in the final budget of the project; in all other circumstances, only the expenditure incurred by the main beneficiary and duly recorded in its accounts in accordance with the applicable accounting principles of the country where it is established can be considered as eligible;
- **Coordinator / coordinating organisation:** The coordinator is the project leader in the coordinating organisation. He/she acts as contact person for the Agency in all aspects related to the management of the project. The coordinating organisation is the organisation responsible for the overall management of the project in the partnership, consortium or network. The coordinating organisation usually acts as beneficiary (or main co-Beneficiary) in the contractual and financial relations between the consortium, partnership or network and the Agency (see above);
- **Co-tutelle** – joint supervision of doctoral studies by two universities from different countries; if successful the doctoral candidate will be awarded a joint or double doctoral degree awarded by the two institutions;

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<sup>11</sup> See further information about the involvement of third-country higher education institutions as 'associated members' or partners on the EACEA website at:  
[http://eacea.ec.europa.eu/erasmus\\_mundus/index\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/index_en.php)

<sup>12</sup> The co-beneficiary modalities apply to Action 3 projects.

- **Diploma Supplement** – The Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international ‘transparency’ and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition;  
([http://ec.europa.eu/education/policies/rec\\_qual/recognition/diploma\\_en.html](http://ec.europa.eu/education/policies/rec_qual/recognition/diploma_en.html))
- **Dissemination** – a planned process of providing information on the quality, relevance and effectiveness of the results of programmes and initiatives to key actors. It occurs as and when the results of programmes and initiatives become available;
- **Doctoral candidate (candidate in third cycle)** – an early-stage researcher at the beginning of his/her research career, starting at the date of obtaining the degree which would formally entitle him/her to embark on a doctoral programme;
- **Doctoral Candidate Agreement** – an agreement signed by the consortium and the doctoral candidate enrolled in the joint doctorate programme explicitly indicating any academic, research, financial and administrative modalities related to the candidate's participation in the programme and, if applicable, the award and usage of the fellowship;
- **Doctoral programme (third cycle)** – a research-related programme of higher education study and research that follows a higher education degree and leads to a doctorate degree offered by higher education institutions or, in those Member States where this is in accordance with national legislation and practice, by a research organisation;
- **Doctoral school** – a research and pedagogical structure that groups and coordinates several research teams in the context of a coherent research project and organises and/or provides training activities for doctoral candidates and prepares them to their professional career.
- **Double or Multiple Degree** - two or more national diplomas issued by two or more higher education institutions and recognised officially in the countries where the degree-awarding institutions are located;
- **Edition** of a Joint Masters Course / Joint Doctorate Programme – the "edition" of an EMMC or EMJD corresponds to the complete duration of the joint course/programme from the enrolment of the students/doctoral candidates up to the award of their masters or doctoral degree; once selected, all individual EMMCs and EMJDs will be awarded a framework partnership agreement (see 4.5 or 5.5) covering five consecutive "editions" of the joint course/programme; each "edition" starts at the beginning of an academic year and ends one, two, three or four years later depending on the duration of the joint course/programme.
- **EURAXESS** – a portal containing useful information on the management of research activities as well as the recruitment of researchers; more information is available at: <http://ec.europa.eu/euraxess>.
- **European Credit Transfer System (ECTS)** – a student-centred system based on the student workload required to achieve the objectives of a programme, objectives preferably specified in terms of the learning outcomes and competences to be acquired; more information is available at: [http://ec.europa.eu/education/programmes/socrates/ects/index\\_en.html](http://ec.europa.eu/education/programmes/socrates/ects/index_en.html)
- **Erasmus Mundus Joint Doctorate (EMJD) Agreement / Memorandum of Understanding** – an agreement signed by all consortium partners (and, if applicable, associated partners) clearly laying down

for the joint doctoral programme the academic, research, administrative and financial rules and procedures in adherence with the rules and requirements as set out in the Erasmus Mundus programme;

- **Erasmus Mundus Masters Course (EMMC) Agreement / Memorandum of Understanding** – an agreement signed by all consortium partners (and, if applicable, associated partners) clearly laying down for the joint masters course the academic, administrative and financial rules and procedures in adherence with the rules and requirements as set out in the Erasmus Mundus programme;
- **Erasmus Mundus National Structures** – Erasmus Mundus National Structures are contact and information points designated by the participating European countries; they inform the public about the programme, offer assistance and advice to potential applicants and actual participants and provide feedback on programme implementation to the Commission and the Agency; they can provide useful information about the particularities of national education systems, visa requirements, credit transfers, and other tools; they are consulted on the recognition of degrees, the eligibility of institutions and other quality elements related to the programme. See list of Erasmus Mundus National Structures under Chapter 8;
- **Enterprise** – all undertakings engaged in economic activity in the public and private sector, whatever their size, legal status or the economic sector in which they operate, including the social economy;
- **European Qualification Framework (EQF)** – acts as a translation device to make national qualifications more readable across Europe, promoting workers' and learners' mobility between countries and facilitating their lifelong learning; more information is available at: [http://ec.europa.eu/education/lifelong-learning-policy/doc44\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/doc44_en.htm);
- **European country** – a country which is a Member State of the European Union or which participates in the programme according to Article 9 of the Programme Decision (i.e. EFTA countries, the candidate countries with a pre-accession strategy, the countries of Western Balkans, and the Swiss Confederation provided an agreement establishing their participation in the EM programme is in force by the date of the selection decision)
- **European individual** – a person who is a national or a resident of any of the Member States or the countries participating in the programme according to Article 9 of the Programme Decision;
- **European institution** – an institution which is located in any of the Member States or the countries participating in the programme according to Article 9 of the Programme Decision;
- **Evaluation Committee** – the committee in charge of drafting the selection proposal that will be subject of the formal grant award decision; the composition of the evaluation committee may vary from one action to another but it must be composed of at least three persons representing two different organisational entities with no hierarchical link between them. For Erasmus Mundus it is composed of representatives from the Agency and from the services concerned in the European Commission; for Action 1, this evaluation committee is assisted by a *Selection Board* composed of leading figures from European academia proposed by the Members States and appointed by the Commission;
- **Exploitation of results** consists of “mainstreaming” and “multiplication”. Mainstreaming is the planned process of transferring the successful results of programmes and initiatives to appropriate decision-makers in regulated local, regional, national and European systems. Multiplication is the planned process of convincing individual end-users to adopt and/or apply the results of programmes and initiatives;
- **Higher education** – all types of courses of study, or sets of courses of study, training or training for research at the post-secondary level which are recognized by the relevant national authorities of a participating country

as belonging to its higher education system;

- **Higher Education Institution (HEI)** – an establishment providing higher education and recognized by the competent national authority of a participating country as belonging to its system of higher education; for the purposes of Action 1 B - Joint Doctoral programmes, the concept of HEI includes also doctoral/graduate/research schools and research organisations on the condition that they provide doctoral training and research activities, and deliver doctorate degrees recognised as such by the relevant authorities of the country concerned;
- **Higher education staff** – persons who, through their duties, are involved directly in the educational and/or administrative process related to higher education;
- **Joint degree** – a single diploma issued by at least two higher education institutions offering an integrated programme and recognised officially in the countries where the degree-awarding institutions are located; in accordance with the Erasmus Mundus Programme Decision, “programmes resulting in the award of joint degrees shall be promoted”;
- **Marie Curie Initial Training Network** – a European Commission-funded programme aimed to improve early-stage researchers' career prospects in both the public and private sectors, thereby making research careers more attractive to young people; more information can be obtained from [http://cordis.europa.eu/fp7/people/initial-training\\_en.html](http://cordis.europa.eu/fp7/people/initial-training_en.html);
- **Masters programme (second cycle)** – a second cycle higher education programme that follows a first degree or equivalent level of learning and leads to a masters level qualification offered by a higher education institution;
- **Masters student (student in second cycle)** – a person enrolled in a second cycle higher education programme and who has already obtained a first higher education degree or has a recognised equivalent level of learning according to national legislation and practices;
- **Mobility** – moving physically to another country, in order to undertake study, work experience, research, other learning or teaching or research activity or related administrative activity, supported as appropriate by preparation in the host language;
- **Partner** – any organisation fulfilling the Action-specific eligibility criteria, which acts as full member of a consortium, partnership or project network. In contrast with "associated members" (see definition above), partners can benefit from the community grant and – in close cooperation with the beneficiary – play a decisive role in the management and implementation of the project cooperation activities;
- **Post-doctoral Programme** – higher education study or research offered by a higher education institution or a research organisation established in accordance with national legislation and practice that follows a doctoral degree;
- **Promotion and awareness raising** is used primarily in the context of publicising the existence of programmes and initiatives, their aims, objectives and activities and the availability of funding for given purposes;
- **Post-doctoral Researcher** – an experienced researcher who is in possession of a doctoral degree or who has at least three years of full-time equivalent research experience, including the period of research training, at a research organisation established in accordance with national legislation and practice after obtaining the degree which formally allowed him/her to embark on a doctoral programme offered by higher education institution;

- **Scholar / academic** – a person with outstanding academic and/or professional experience who lectures or conducts research in a higher education institution or a research organisation established in accordance with national legislation and practice;
- **Student Agreement** – an agreement signed by the consortium and student enrolled in the joint masters course explicitly indicating any academic, financial and administrative modalities related to the student's participation in the joint course and, if applicable, the award and usage of the scholarship;
- **Third country** – a country which is not a Member State of the European Union and which does not participate in the programme according to Article 9 of the Programme Decision;
- **Third-country individual** – a person who is neither a national nor a resident of any of the Member States or the countries participating in the programme according to Article 9 of the Programme Decision;
- **Third-country institution** – an institution that is not located in any of the Member States or the countries participating in the programme according to Article 9 of the Programme Decision. The countries participating in the Lifelong Learning Programme<sup>13</sup> are not considered as third countries for the implementation of Action 2.

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<sup>13</sup> OJ L 327, 24.11.2006, p.45.

### **3 COMMON ELEMENTS APPLICABLE TO ALL ACTIONS**

The following section applies to all three Actions covered by the Programme Guide.

The procedure and criteria it contains must therefore be respected by all applicants and participants independently from the Action they apply to or participate in. They are complemented by specific elements applicable to individual Actions which are described in detail in the corresponding chapters of the Guide.

Grant applications are selected in accordance with four different types of criteria, i.e. eligibility, exclusion, selection and award criteria. While exclusion criteria described under section 3.2 are identical for all Erasmus Mundus Actions, the other criteria vary from one Action to another and are described in detail in the relevant sections of the Guide.

#### **3.1 APPLICATION AND SELECTION PROCEDURES**

- a) Applicants are invited to submit their proposal in accordance with the eligibility, selection and award criteria relevant to the Erasmus Mundus Action they intend to apply to;
- b) There must be one co-coordinating/applicant organisation that submits the application on behalf of the consortium / partnership / network of participating organisations;
- c) The coordinating/applicant institution will be the contact point for the proposal in its relations with the Agency. If the proposal is selected, it will enter into legal commitments with the Agency and will officially represent and report for the consortium / partnership / network;
- d) Proposals must be submitted to the Agency at the address indicated in the application form<sup>14</sup>;
- e) The application deadline may vary in accordance with the Action concerned. It is mentioned on the relevant application form and Call for Proposals;
- f) Grant applications must be drawn up in one of the official EU languages, using the form specifically designed for this purpose;
- g) Only applications submitted by the deadline and in accordance with the requirements specified on the form will be accepted;
- h) No changes to the proposal can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the applicant may be contacted for this purpose;
- i) Throughout the selection procedure, information about the outcome of individual applications may not be given;
- j) Applicants will be informed by the Agency of the receipt of their proposal within 15 working days;
- k) Only applications that meet none of the the general exclusion criteria (see 3.2 below) and which fulfil the Action-specific selection and eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant;
- l) Projects will be selected in accordance with the budget available for the action concerned and the quality of the proposals submitted;
- m) All applicants will be informed of the results of the selection in writing.

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<sup>14</sup> If e-applications are used, specific procedures will be described in the relevant electronic forms.

### ***Summary of the selection procedure applicable to Erasmus Mundus proposals***

- (1) Registration and acknowledgement of receipt by the Agency.
- (2) Check of eligibility and selection criteria carried out by the Agency.
- (3) Assessment carried out by high-level international academic experts covering the appropriate disciplines and having experience in international cooperation projects in the field of higher education.
- (4) Meeting of the Evaluation Committee<sup>15</sup> to recommend proposals for selection, and draft a selection proposal.
- (5) In parallel to steps 3 and 4 and if applicable, consultation of National Structures and/or EU Delegations for eligibility matters relating to HEIs.
- (6) Preparation of a draft selection decision by the Agency taking into account the opinions issued during steps 3, 4 and 5 above.
- (7) Adoption of the selection decision by the Agency<sup>16</sup>.
- (8) Applicants are informed by the Agency about the selection decision. The experts' assessment is provided to all applicants.

### ***Application Deadlines***

The following deadlines are provided for information only. Applicant candidates are invited to consult the relevant Call for proposals for a confirmation of the submission deadline.

Action	Deadlines
Action 1A – Joint Masters Courses (EMMC) Action 1 B Joint Doctorate Programmes (EMJD)	30 April (submission of a Summary sheet by 31 March)
Action 2 – Partnerships	30 April
Action 3 – Promotion of European Higher Education	30 April

## **3.2 EXCLUSION CRITERIA**

Applicants and (co-)beneficiaries must state that they are not in any of the situations described in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities<sup>17</sup> and set out below.

They will be excluded from participating in Erasmus Mundus Calls for Proposals if they are in any of the following situations:

<sup>15</sup> For Action 1, the Evaluation Committee is assisted by a *Selection Board* composed of leading figures from European academia proposed by the Member States and appointed by the Commission.

<sup>16</sup> In parallel and for Actions 1 and 3 only, transmission of the selection proposal by the Commission to the Programme Committee and the European Parliament for information.

<sup>17</sup> Council Regulation (EC, Euratom) N° 1525/2007 of 17 December 2007 amending Regulation N° 1605/2002 on the Financial regulation applicable to the general budget of the European Communities (OJ L 390/2006 of 30 December 2006); Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007 amending Regulation (EC, Euratom) No 2342/2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities.

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Applicants, (co-)beneficiaries and scholarship candidates cannot be granted financial assistance if, on the date of the grant award decision, they:

- a) are subject to a conflict of interest;
- b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.

In accordance with Articles 93-96 of the Financial Regulation, administrative and financial penalties may be imposed on beneficiaries who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants and partners must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation.

### **3.3 SELECTION CRITERIA**

#### ***TECHNICAL CAPACITY***

Applicants and (co-)beneficiaries must have the professional competence and qualifications required to complete the proposed project. In order to demonstrate this competence, the grant application will have to include the CVs of the persons responsible for the implementation and management of the project within each of the partner institutions<sup>18</sup>.

If applicable, the technical capacity of an applicant will be assessed taking into account the different applications submitted by the same organisation/department in the context of the same Call for Proposals.

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<sup>18</sup> The number and nature of the CVs to be provided will be specified in the application form attached to the relevant call for proposals.

## ***FINANCIAL CAPACITY***

Applicants and (co-)beneficiaries must have stable and sufficient sources of funding necessary to maintain their activity throughout the period during which the action is being carried out. In order to permit an assessment of their financial capacity, applicants must submit, either with their application or prior to the contractualisation stage (The procedure applicable will be specified in the application form attached to the relevant call for proposals):

- a declaration on their honour, completed and duly signed, attesting to their status as a legal person and that they have the operational and financial capacity to complete the proposed project;
- the Financial Identification Form<sup>19</sup> completed by the applicant organisation and certified by the bank (original signatures required).

The verification of financial capacity does not apply to natural persons in receipt of scholarships nor to public bodies, or to international organisations.

## **3.4 FINANCIAL CONDITIONS**

### ***General Conditions Applicable to Community Grants***

Applicants and future beneficiaries should be reminded that

- ✓ Community grants are incentives to carry out projects that would not be feasible without the Community's financial support and are based on the principle of co-financing. They complement the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere;
- ✓ Each project may give rise to the award of only one Community grant to any one beneficiary. The award of grants shall be subject to the principle of transparency and equal treatment;
- ✓ Grants may not be cumulative or awarded retrospectively; however, a grant may be awarded for a project that has already begun only where the applicant can demonstrate the need to start the project before the agreement is signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant application;
- ✓ Acceptance of a grant application does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. Although the allocated amount may not exceed the amount requested, a grant of less than the amount requested by the applicant may be awarded;
- ✓ The awarding of a grant does not establish an entitlement for subsequent years;
- ✓ The Community grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. Except when the grant proposed is based exclusively on lump-sums, flat rates or unit-costs - in which case the non-profit rule has already been taken into account when defining the individual values of the lump-sum, flat rates and unit costs - the grant amount will be reduced by the amount of any surplus identified in the financial declaration included in the project final report;
- ✓ The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Agency. If the funds paid into this account give rise to interest or equivalent profits

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<sup>19</sup> [http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm)

in accordance with the legislation of the country where the account is held, such profit or interest will be recovered where it results from the pre-financing payment;

- ✓ On the basis of an analysis of management and financial risks (see section 3.3 above and, for Action 3 projects section 7.3.2), an external audit of accounts, produced by an approved auditor, may be required in support of any pre-financing payment.

### 3.5 CONTRACTUAL CONDITIONS

#### *Legal Entity*

In the context of Erasmus Mundus an agreement can only be proposed on the basis of acceptance of documents which make it possible to define the beneficiary's **legal personality/legal entity** (public administration, private university, private company, non-profit organisation, etc.).

For this purpose the beneficiary must provide the following documents:

#### Private organisations:

- Financial Identification form, duly completed and signed;
- extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).

#### Public law entity:

- Financial Identification form, duly completed and signed;
- legal resolution or decision established in respect of the public company, or other official document established for the public law entity.

#### *Information on the grants awarded*

Grants awarded in the course of a financial year must be published on the website of the Community Institution during the first half of the year following the closure of the financial year for which they were awarded. The information may also be published in any other appropriate medium, including the Official Journal of the European Union.

With the agreement of the beneficiary (taking account of whether information is of such a nature as to jeopardise its security or prejudice its financial interests), the Agency will publish the following information:

- name and address of the beneficiary;
- subject of the grant;
- amount awarded and rate of funding.

#### *Publicity*

Apart from the measures foreseen for the visibility of the project and the dissemination and exploitation of its results (which are award criteria), there is an obligation of minimal publicity for each granted project.

Beneficiaries must clearly acknowledge the European Union's support in all communications or

publications, in whatever form or whatever medium, including the Internet, or on the occasion of activities for which the grant is used (for information on the logos to be used see [http://eacea.ec.europa.eu/about/eacea\\_logos\\_en.php](http://eacea.ec.europa.eu/about/eacea_logos_en.php)). If this requirement is not fully complied with, the beneficiary's grant may be reduced.

Applicants should note that the possibility to refer to the Erasmus Mundus Programme and to use related brand names – such as “Erasmus Mundus Masters Course (EMMC)”, “Erasmus Mundus Joint Doctoral Programme (EMJD)”, “Erasmus Mundus Partnership” or “Erasmus Mundus Project” - for the promotion and dissemination of their activities and results is exclusively restricted to selected proposals.

Nevertheless, Erasmus Mundus Masters Courses funded for at least five consecutive editions (/student intakes) and whose EU funding was interrupted – for reasons of budgetary constraints or because they have secured other sustainable sources of funding – may continue referring to the Erasmus Mundus brand name for their promotion and dissemination activities under the conditions defined in section 4.7 below.

The European Commission has opened a free public multilingual electronic platform for the dissemination and exploitation of project results. This platform is called EVE (*Espace Virtuel d'Echange*) and its objective is to improve access to the results of Community programmes and initiatives in the field of education, training, youth, etc., and at the same time increase their visibility. Erasmus Mundus selected projects may be invited to upload information on EVE about their activities, progress made and results achieved (e.g. products, pictures, links or presentations, etc.).

### ***Audits and monitoring***

A granted project may be subject to an audit and/or to a monitoring visit. The beneficiary will undertake, with the signature of its Grant Agreement, to provide proof that the grant has been used correctly. The Agency, the European Commission, and/or the European Court of Auditors, or a body mandated by them, may check the appropriate implementation of the activities (in accordance with the programme requirements and the original application) and the use made of the grant at any time during the term of the agreement and, for what concerns audits, during a period of five years following its expiry.

### ***Data protection***

All personal data contained in the grant agreement shall be processed in accordance with:

- Regulation (EC) No 45/2001 of the European Parliament and of the Council 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;
- where applicable, the national legislation of the country where the application has been selected.

These data will be processed solely in connection with the implementation and evaluation of the Programme, without prejudice to the possibility of transferring such data to the bodies responsible for inspection and audit in accordance with Community legislation (internal audit services, European Court of Auditors, Financial Irregularities Panel or to the European Anti-Fraud Office). On request, you may be sent your personal data and in order to correct or complete them. For any question relating to these data, please contact the Agency. Beneficiaries may lodge a complaint against the processing of their personal data with [the European Data Protection Supervisor](#) at any time.

Grant applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising

officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or

- Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

## **4 ACTION 1 A - ERASMUS MUNDUS MASTERS COURSES (EMMC)**

### **4.1 INTRODUCTION**

Erasmus Mundus Masters Courses (EMMCs) were launched during the first phase of the Programme (2004-2008) with the aim of supporting top-quality programmes at postgraduate level that could contribute to the increased visibility and attractiveness of the European higher education sector.

These EMMCs must:

- have a duration of one to two years (60 to 120 ECTS credits);
- be implemented by a consortium of European and, where relevant, third-country HEIs;
- provide high-quality education to European and third-country students and reserve a number of places for Erasmus Mundus scholarship holders;
- include a mandatory period of study for students in at least two of the participating countries;
- include mandatory scholar mobility between the consortium HEIs;
- lead to the award of recognised joint, double or multiple degrees to successful students.

During the first phase of the Programme, each HEI consortium implementing an EMMC was awarded a five-year framework partnership agreement that provided guaranteed financial support for five consecutive editions of the course as well as scholarships for the participation of third-country students and scholars in each EMMC edition. At the end of the first phase of the Programme, 103 EMMCs had been selected and around 7300 scholarships awarded to third-country students and scholars.

This Action, which has been the centrepiece of the first phase of the Programme, continues during its second phase and is reinforced by the following elements:

- the award of scholarships to European students enrolled in selected EMMCs;
- the possibility for third-country HEIs to be full members of EMMC consortia; although the role and level of involvement of these new partners may vary from one EMMC to another (in accordance with the needs and readiness of the consortium and the third-country partner concerned), they can also act as degree-awarding institutions and play an active role in the design, delivery and evaluation of the EMMC<sup>20</sup>;
- an increased focus on the EMMCs sustainability strategies with a view to ensuring the continuation of their cooperation activities beyond the EC funding period; in this context, special attention will be paid to this aspect in the assessment and selection of new EMMC proposals; moreover a progressive reduction in the number of Erasmus Mundus scholarships offered to EMMCs will be applied as from the fifth edition of the course.

The next sections under Chapter 4 provide all the necessary information for European and third-country HEIs wishing to implement an EMMC. They also provide the eligibility and financial conditions applicable to individual scholarships. Since the selection, recruitment and further monitoring of individual scholarship holders fall under the responsibility of the EMMC, applicant HEIs are invited to pay particular attention to these eligibility conditions.

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<sup>20</sup> EMMC consortia that have been selected without third-country partners have the possibility to apply for an extension of their consortium composition in order to include such partners (see section 4.5 for further details).

## 4.2 EMMC - ELIGIBILITY CRITERIA

The submission deadline and all other formal eligibility criteria specified in the relevant annual Call for Proposals and its annexes (in particular the application form) must be respected.

### 4.2.1 ELIGIBLE PARTICIPANTS AND CONSORTIUM COMPOSITION

#### *EMMC CONSORTIUM COMPOSITION*

- The Consortium in charge of the implementation of the EMMC is composed of the applicant/coordinating institution and its partners. For contractual and financial management issues, “associated members” are not considered as part of the consortium.
- The **minimum eligible consortium** consists of HEIs from three different eligible applicant countries, at least one of which must be an EU Member State.

#### *EMMC APPLICANT/COORDINATING INSTITUTION*

- Applicants must be HEIs located in an **eligible applicant country**<sup>21</sup> (i.e. a Member State of the European Union, an EEA-EFTA State<sup>22</sup>, Turkey, the Western Balkan countries<sup>23</sup> or Switzerland) and must be recognised as HEIs by the relevant authorities of the country in which they are located. For the purpose of the Erasmus Mundus Programme and for the applicant countries concerned, a HEI is deemed as being recognised if it has been awarded an Erasmus University Charter under the Lifelong Learning Programme. If an applicant has not been awarded an Erasmus University Charter, the Agency will check with the Erasmus Mundus National Structure<sup>24</sup> concerned whether the institution in question corresponds to the definition of HEI given in Article 2 of the Programme Decision.
- Please note that branches of third-country HEIs located in eligible applicant countries or branches of European HEIs located in third countries are not considered as eligible applicants.

#### *EMMC PARTNERS*

- Any HEI recognised as such by the relevant authorities of the country in which it is located can act as a full partner of the consortium implementing an EMMC. While the award of an Erasmus University Charter under the Lifelong Learning Programme constitutes a valid proof of recognition for European HEIs, the Agency will ask EU Delegations to liaise with the relevant authorities of the country concerned in order to ensure that the third-country HEIs included in the consortium correspond to the definition of an HEI given in Article 2 of the Programme Decision.

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<sup>21</sup> In order for a project submitted by a country not member of the EU to be eligible under Action 1, an agreement (or a Memorandum of Understanding or an EEA Joint Committee Decision) establishing the participation of this country in the Erasmus Mundus programme should be in force by the date of the selection decision (at the latest by October of the year preceding the first edition of the EMMC). Should this not be the case, organisations from the country concerned will be considered as third-country organisations entitled to participate in projects but not to submit or coordinate them, and their nationals considered as third-country nationals.

<sup>22</sup> Iceland, Norway and Liechtenstein.

<sup>23</sup> Western Balkan countries include Albania, Bosnia-Herzegovina, Croatia, Kosovo under UNSC Resolution 1244/99, the Former Yugoslav Republic of Macedonia, Montenegro and Serbia.

<sup>24</sup> In the framework of the Erasmus Mundus programme, in each EU Member State and EFTA-EEA State there exists a National Contact and Information Point, hereinafter referred to as “National Structure”. The list and addresses of the Erasmus Mundus National Structures are available in Chapter 8.

### ***EMMC ASSOCIATED MEMBERS***

- Any organisation that can contribute to the promotion, implementation, evaluation and sustainable development of the EMMC can be considered as an associated member of the consortium.

These organisations are expected to contribute to the strategies developed by the EMMC in particular as regards the course sustainability (supporting the consortium in the implementation, organisation and promotion of the course, providing additional revenues/resources such as additional scholarships for future students, etc.) and the students' employability (ensuring that the academic content of the courses meets the relevant professional needs, contributing to the transfer of knowledge and skills, offering complementary skills courses and/or secondment/placement possibilities, etc.).

### ***STUDENT CANDIDATES FOR AN EMMC SCHOLARSHIP***

- Only candidates who have applied to and have been accepted by an EMMC consortium in accordance with its specific students' application and selection criteria, are eligible for a scholarship.
- Students can apply for an Erasmus Mundus scholarship to the Erasmus Mundus Action 1 joint programme (EMMC) of their choice but the number of applications must be limited to maximum three different joint programmes (EMMC and EMJD together).
- Each project may give rise to the award of only one Community grant to any student for the same joint course over the length of the course concerned.
- In order to make the programme more attractive for third-country nationals, the amount of the full-study scholarship will be higher for third-country masters students (Category A scholarships) than for European masters students (Category B scholarships). More specifically:
  - **Category A scholarships** can be awarded to third-country masters students selected by EMMC consortia who come from a country other than an eligible applicant country<sup>2526</sup> 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 one of these countries.
  - **Category B scholarships** can be awarded to European masters students selected by EMMC consortia as well as to any masters students selected by EMMC consortia who do not fulfil the Category A criteria defined above.
- Scholarship candidates must have already obtained a first higher education degree or demonstrate a recognised equivalent level of learning according to national legislation and practices.
- Individuals who have already benefited from an EMMC scholarship are not eligible for a second scholarship in order to follow the same or another EMMC.
- Students benefiting from an EMMC scholarship cannot benefit from another Community grant while pursuing their Erasmus Mundus masters studies.
- EMMC students scholarships are awarded exclusively for a full-time enrolment in one of the course editions.

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<sup>25</sup> Students from a eligible applicant country that is not an EU Member State and has not signed an agreement to participate in the programme by October of the year preceding the start of the joint programme, are considered as third-country students.

<sup>26</sup> As indicated in footnote 21, these non-EU countries will be considered as eligible applicant countries if they have signed an agreement to participate in the programme by October of the year preceding the start of the relevant edition of the joint programme. If not, they will be considered as third countries.

### ***SCHOLAR CANDIDATES FOR AN EMMC SCHOLARSHIP***

- EMMC scholarships will be awarded to European and third-country scholars in accordance with the following criteria:
  - **Scholarships can be awarded to scholars enrolled in third-country institutions** who will be selected by the EMMC consortium to contribute to the joint programme within the European partner institutions;
  - If the consortium includes third-country partners, **scholarships can be awarded to scholars enrolled in EU partner institutions** for the purpose of contributing to the joint programme within this(/these) third-country partner(s).
- EMMC scholars must demonstrate outstanding academic and/or professional experience and bring concrete added value to the delivery of the EMMC.
- Only candidates who have been accepted by an EMMC in accordance with its specific scholars' selection criteria are eligible for a scholarship.

#### **4.2.2 ELIGIBLE ACTIVITIES**

EMMCs are designed and implemented by consortia of HEIs from Europe and any other parts of the world. Enrolled students will study in at least two of the countries represented in the consortium and will be awarded joint, double or multiple degrees on behalf of the consortium after the successful completion of their studies.

#### ***An EMMC must:***

- Last minimum one and maximum two academic years and must therefore carry between 60 and 120 ECTS credits at master level;
- Be fully developed at the time of the application and be ready to run for at least five consecutive editions as from the academic year following the application year (e.g. an EMMC application submitted in April of year “n-1” must be able to start the first edition of the joint course as from August/September of year “n”);
- Involve European and third-country students and reserve every year a certain number of places for Erasmus Mundus scholarship holders; this number will vary from one year to another and will be communicated to selected EMMC consortia in the autumn of the year preceding the academic year concerned<sup>27</sup>;
- Start at the earliest on the first of August of “year n” and end at the latest by the end of October of “year n+1” (60 ECTS courses) or “year n + 2” (120 ECTS courses); the end date includes the communication of the student's final results;
- Have joint student application, selection, admission and examination criteria; the students’ selection procedure and criteria designed by the consortium will have to be approved by the Agency prior to issuing the first specific grant agreement; the students’ application procedure and deadline should be designed in such a way that it provides the students with all the necessary information well in advance and with enough time to prepare and submit his/her application (i.e. in principle 4 months before the deadline);

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<sup>27</sup> As an indication, the number of students scholarships will most probably vary between 7 and 17 scholarships per edition depending on the "seniority" of the EMMC.

- Agree whether or not to establish tuition fees, in accordance with its members' national legislation. When tuition fees are established, EMMC consortia should ensure that these fees are transparent and clear to applicant students; different fee amounts can be charged to European and third-country students. In setting tuition fees, consortia should bear in mind the maximum contribution to the EMMC participation costs included in the scholarship (see 4.4 below). If the tuition fees established by the consortium are higher than this amount, the consortium should grant the Erasmus Mundus scholarship holders a fee waiver for any fee amount in excess of this maximum contribution;
- Ensure that all partner HEIs are in a position to be a hosting institution for EMMC students;
- Be designed in a way that allows students to carry out a period of study in at least two of the countries represented in the consortium<sup>28</sup>; each of these mandatory mobility periods must include a volume of study/research or equivalent (e.g. field work, laboratory activities, work placement or thesis research, etc.) corresponding to at least:
  - 15 ECTS credits or one trimester for third-country HEIs or
  - 20 ECTS for one year EMMCs and 30 ECTS for EMMCs of a longer duration in the case of European HEIs;
- Without prejudice to the language of instruction, provide for the use of at least two European languages spoken in the countries visited by the students during their EMMC studies and, as appropriate, offer language preparation and assistance for students, in particular by means of courses organised by the institutions in question;
- Guarantee the award on behalf of the consortium of joint, double or multiple degree(s) to all successful students<sup>29</sup>; programmes resulting in the award of joint degrees will be promoted; this(/these) degree(s) must be fully recognised by the relevant authorities of the countries concerned. This eligibility condition must be fulfilled at the latest at the time of enrolment of the first Erasmus Mundus students<sup>30</sup>; failure to do so may lead to the cancellation of the Erasmus Mundus funding;
- Have put in place an insurance scheme that guarantees that students are adequately covered in case of accident, injury, illness, etc. while participating in the EMMC<sup>31</sup>;
- Implement the necessary measures to assist Category A students and third-country scholars in obtaining their required visa and residence permits;
- Develop a common and clear promotion and visibility strategy for the course including, in particular, a dedicated EMMC website referring explicitly to the Erasmus Mundus Programme and providing all necessary information about the course from the academic, financial and administrative points of view;
- Be based on an EMMC Agreement signed by the appropriate governing body of the partner HEIs and covering the most relevant aspects of the course implementation, financing and monitoring;
- Offer the necessary facilities to students (e.g. international office, housing, coaching, assistance with visas, etc.), including where necessary services for family members of grantees and grantees with special needs.

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<sup>28</sup> The study programme and mobility tracks must be designed in a way that allows third country students to complete the totality of their EMMC studies in Europe.

<sup>29</sup> Double or multiple degrees are defined as two or more national diplomas issued officially by two or more institutions involved in an integrated study programme. A joint degree is defined as a single diploma issued by at least two of the institutions offering an integrated study programme.

<sup>30</sup> Applicants are advised to contact their Erasmus Mundus National Structure in order to seek information and assistance on the recognition status of their degree in the national context. .

<sup>31</sup> See insurance minimum requirements on [http://eacea.ec.europa.eu/erasmus\\_mundus/index\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/index_en.php)

Although EMMCs can operate in any field of study, from single specialised subjects to broader multi-track study areas, applicants are nevertheless invited to consult the annual Calls for Proposals in order to identify possible thematic priorities for the selection year concerned.

***EMMC students holding an Erasmus Mundus scholarship must:***

- Commit themselves to participate in the masters programme in accordance with the terms defined by the consortium in the *Student Agreement*<sup>32</sup>. Failure to do so could lead to the cancellation of the scholarship;
- Spend their study period in at least two of the consortium partner countries. These two countries must be different from the country in which the scholarship holder has obtained his/her last university degree<sup>33</sup>; the mandatory mobility periods cannot be replaced by virtual mobility, neither can they take place in institutions outside the consortium;
- Spend most of the study/teaching/research period in the European countries represented in the consortium. However, if the EMMC consortium includes third-country partners:
  - Category A scholarship holders can spend a learning/training/research/fieldwork period of a maximum of one trimester (i.e. 3 months or the equivalent of 15 ECTS) in these third countries, under the direct supervision of one of the consortium partners and only if this country is different from the student's country of origin; periods in excess of this duration or spent in the students country of origin may not be covered by the EMMC scholarship;
  - Category B scholarship holders can spend a minimum of one trimester and up to half of their masters course studies in these third countries, under the direct supervision of one of the consortium partners concerned; periods in excess of this duration may not be covered by the EMMC scholarship.

***EMMC scholars holding an Erasmus Mundus scholarship must:***

- Commit themselves to actively participate in the masters course activities;
- Spend a minimum of two weeks and a maximum of three months in the partner HEIs;
- Perform teaching/research/student tutoring activities:
  - in the European partner HEIs (for scholars from third-country HEIs),
  - in the third-country partner HEIs (for scholars from European partner HEIs);
- Bring concrete added value to the course and students (through teaching of specific classes, leading and participating in seminars or workshops, monitoring and tutoring student research/project activities, participating in thesis reviews, preparing new teaching modules, etc.);
- Contribute, after their visiting scholar activities, to the promotion and dissemination of the Erasmus Mundus Programme in general, and the EMMC concerned in particular, in their HEI and country of origin.

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<sup>32</sup> Examples of student agreements can be found at: [http://eacea.ec.europa.eu/erasmus\\_mundus/tools/good\\_practices\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/tools/good_practices_en.php). These are given as examples only: the Agency is not responsible for their content.

<sup>33</sup> Students with a joint, multiple, double degree can select the award country of their choice.

### 4.3 EMMC - AWARD CRITERIA

The selection of EMMCs will be a competitive process organised by the Agency and based on the assessment of the quality of the proposal from the academic and organisational points of view. This assessment will be based on the following five award criteria (for each award criterion, the application form will include specific questions addressing in detail each of the issues concerned):

<b>Criteria</b>	<b>Weight</b>
<i>Academic quality</i>	30%
<i>Course integration</i>	25%
<i>Course management, visibility and sustainability measures</i>	20%
<i>Students' facilities and follow-up</i>	15%
<i>Quality assurance and evaluation</i>	10%
<b>Total</b>	<b>100%</b>

#### *Academic quality (30% of the final mark)*

Under this award criterion applicants will have to present the objectives of their EMMC proposal from an academic point of view and its possible contribution to the excellence, innovation and competitiveness of the European higher education sector.

#### *Course integration (25% of the final mark)*

The course integration criterion will focus on issues related to the way the EMMC will be implemented in and across the partner institutions concerning the delivery of the course itself as well as the students' selection, admission, examination and results recognition mechanisms.

#### *Course management, visibility and sustainability measures (20% of the final mark)*

This criterion will focus on the way the consortium intends to manage the EMMC in order to ensure its efficient and effective implementation.

#### *Students' facilities and support (15% of the final mark)*

Particular attention will be paid under this criterion to the services and facilities offered to enrolled students as well as to the way applicant consortia intend to ensure efficient participation of these students in the EMMC activities.

#### *Quality assurance and evaluation (10% of the final mark)*<sup>34</sup>

Under this criterion applicant EMMCs will have to describe the quality assurance and evaluation strategy envisaged by the consortium in order to ensure an efficient monitoring of the course (from both the content and administrative points of view) and its regular improvement during the five years of implementation.

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<sup>34</sup> Applicants are also invited to consult the European Quality Register for Higher Education on <http://www.eqar.eu>

Applicants and beneficiaries are invited to consult the EMMC Quality Handbook produced during the first phase of the programme and available on the [Erasmus Mundus website](#). They will also have to refer to the concrete measures taken by the consortium to allow balanced gender participation as well as the participation of disadvantaged students/scholars in the joint course.

## 4.4 EMMC - FINANCIAL CONDITIONS

### *Financial contribution to the EMMC's running costs*

Each project may give rise to the award of only one Community grant to any end-beneficiary (i.e. consortium, student or scholar) for the same joint course over the length of the course concerned.

The financial contribution to the internal management costs of the EMMC consortium will correspond to a lump-sum of €30 000 per course edition (i.e. €10 000 per participating HEI limited to €30 000 maximum).

In addition, each student's scholarship will include a maximum amount attached to the grant and intended to contribute to the student's participation costs in the EMMC (see *Scholarships Table* below).

The beneficiary will not be asked to report on the use of the lump-sum nor the scholarship contribution to the EMMC costs.

### *Individual scholarships*

The procedure and criteria applicable to the **award of individual Erasmus Mundus scholarships to students and scholars** are the responsibility of selected EMMCs. In order to guarantee a transparent and objective selection of candidate students, selected EMMCs will have to submit to the Agency, as part of their contractual obligations, a comprehensive description of their students' selection procedure and criteria prior to the award of their first Specific Grant Agreement.

**Individuals wishing to apply for an EMMC scholarship must consult the list of selected masters courses and the detailed information available on the website of the masters course(s) of their choice.**

Erasmus Mundus scholarships will be awarded to students and scholars for each of the five editions of the EMMC. The number of scholarships for each category of individuals (students from categories A and B as well as third-country and, when applicable, European scholars) will be defined on a yearly basis and communicated to selected EMMCs in the autumn of the year preceding the academic year concerned. As an indication, this number will most probably vary between 7 and 17 students scholarships (depending on the "seniority" of the EMMC), 3 to 4 third-country scholars scholarships and the same number for European scholars (if the consortium includes third-country partners).

It should be noted that, while the Category A scholarships should be considered as "**full scholarships**" covering all necessary costs of the student during his/her study period in Europe, Category B scholarships have to be considered as a "**financial contribution**" to the student's costs while following his/her EMMC studies.

Scholars scholarships are awarded for a maximum period of three months. However, EMMC consortia may decide to invite/fund more scholars for shorter periods on the condition that each individual mobility flow lasts a minimum of two weeks.

Without prejudice to high academic standards, in order to ensure geographical diversity among students/scholars, EMMC consortia shall respect the following basic criteria when selecting students/scholars for an Erasmus Mundus scholarship:

- No more than two of the students selected for an EMMC scholarship should have the same nationality.
- Each European or third-country scholar selected to receive a scholarship should come from a different higher education institution.

If consortia wish to diverge from these criteria, prior permission to do so must be obtained from the Agency.

### *Scholarships Table*

		Category A scholarships	Category B scholarships	Scholars scholarships
I	Contribution to travel, installation and any other type of costs	€4 000 for a one-year EMMCs; €8 000 for courses longer than one year	€3 000 - <u>only</u> if the EMMC includes a mobility period to a third country	
II	Maximum contribution to the EMMC participation costs (including insurance coverage) <sup>35</sup>	€4 000 / semester	€2 000 / semester	
III	Monthly allowance <sup>36</sup>	€1 000 / month	€500 / month	
IV	Living allowance (including travel costs)			€1 200 / week for a maximum duration of 3 months per scholar

For Category A scholarships: the minimum scholarship amount for students is €16 000 for a one-year EMMC should the contribution to EMMC participation costs be €0. The maximum scholarship amount for students is €48 000 for a two-year EMMC if the contribution to participation costs reaches the maximum threshold of €4 000 per semester.

For Category B scholarships: the minimum scholarship amount for students is €10 000 for a one-year EMMC without mobility to a third country, should the contribution to EMMC participation costs be €0. The maximum scholarship amount for students is €23 000 for a two-year EMMC with mobility to a third country, if the contribution to participation costs reaches the maximum threshold of €2 000 per semester.

For scholar scholarships: the minimum scholarship is €2 400 for a two-week stay and the maximum scholarship is €14 400 for a three-month stay.

The scholarship amounts will be paid to the EMMC consortia in the context of the specific grant agreements issued for each edition of the course. It is the responsibility of the consortium to ensure that the scholarship is paid to the student/scholar in the following way:

- **Amount I** (*Contribution to the student's travel, installation and other personal costs*) will have to be paid:
  - For **Category A scholarships**, at the end of the registration process, either in full (for EMMCs lasting one academic year) or in two instalments (for EMMCs of a longer duration).

<sup>35</sup> "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.). Any other costs that may be charged in addition (e.g. for participation in fieldwork activities), being compulsory or voluntary, must be communicated to the candidate student at application stage.

<sup>36</sup> These monthly allowance amounts may be increased in order to help cover the additional costs of students with special needs; EMMCs will have to inform the Agency accordingly in the context of their annual student scholarship applications.

- For **Category B scholarships**, in preparation of the mobility period in the third country.
- **Amount II** (*Maximum contribution to the EMMC participation costs - including insurance coverage*) can be collected by the EMMC consortium directly on the condition that the student has signed a “*student agreement*” with the consortium in which the amount and the costs covered by it have been clearly indicated. Although the EMMC consortium is free to define the appropriate amount of participation costs to be charged to participating students, when determining these costs the consortium should bear in mind the maximum contribution to the EMMC participation costs included in the scholarship. If the tuition fees established by the consortium are higher than this amount, the consortium should grant the Erasmus Mundus scholarship holders a fee waiver for any fee amount in excess of this maximum contribution.
- **Amount III** (*Monthly allowance*) must be paid on a monthly basis to the student’s personal bank account.
- **Amount IV** (*Living allowance (including travel costs)*): in accordance with the needs of the scholar.

EMMCs should be aware of the taxation policies applied to individual scholarships in the different participating countries and inform the scholarship holders accordingly. For more information, EMMC’s are invited to consult the Erasmus Mundus National Structure concerned (see list under Chapter 8).

## 4.5 EMMC - CONTRACTUAL CONDITIONS

### “*Framework Partnership Agreement*”

If the EMMC proposal is selected, the Agency will conclude a five-year *Framework Partnership Agreement* with the coordinating institution. This framework partnership agreement will be concluded for a period of five years subject to the renewal of the Programme after 2013. This implies that over that period, the selected EMMC consortia commit themselves to maintaining the consortium composition as well as the content of the course in the form approved (subject, of course, to updating and adaptations to needs).

Changes in the consortium composition – including for instance the inclusion of third-country partners to an existing EMMC - or major modifications in the course content/structure (as opposed to regular updating of individual course contents) will have to be requested in advance to the Agency and formally approved by the latter in the context of an amendment procedure. If approved, such changes will apply as from the next edition of the course.

### “*Specific Grant Agreements*”

Within the Framework Partnership Agreement, *Specific Grant Agreements* will be issued on a yearly basis in order to cover each of the five editions of the EMMC. The specific grant agreement will cover the financial contribution for the internal management costs of the consortium (€ 30 000 lump-sum) as well as the individual Erasmus Mundus scholarships allocated to student and scholars for each masters course edition.

The implementation of the masters course will be regularly reviewed via the specific grant agreement reports submitted by the co-ordinating institution on behalf of the EMMC. The decision to renew specific agreements or not will be based on whether the course has been delivered in accordance with the proposal and the Erasmus Mundus programme rules, whether Erasmus Mundus grantees have followed the course and whether high standards of quality have been maintained.

In cases of patent non-compliance with high quality standards, the Agency may refuse to renew the grant and designation of the EMMC, or even ask for the reimbursement of grant amounts already paid. The relevant

National Structure and, possibly, scholarship holders involved in the EMMC in question may be consulted.

### ***Payment of the grant***

The Erasmus Mundus grant covering both the contribution to the EMMC running costs and the students and scholars scholarships will be paid to the consortium in two pre-financing instalments intended to provide the beneficiary with a float:

- The first pre-financing payment corresponding to 80% of the grant for one-year EMMCs or 70% for longer courses will be paid after the signature of the annual specific grant agreement by both parties. This payment will be made within 45 days of the date when the last of the two parties (i.e. the Agency) signs the agreement and all the necessary guarantees have been received;
- The second pre-financing payment corresponding to the remaining part of the grant will be paid after the reception by the Agency of a formal payment request submitted by the beneficiary and confirming that at least 70% of the first pre-financing amount has been used.

### ***“EMMC Agreement”***

In order to ensure the appropriate institutional commitment of the participating HEIs to the EMMC, an *EMMC Agreement* will have to be signed by the appropriate authorities of the institutions involved. This agreement will have to cover as precisely as possible all academic, administrative and financial aspects related to the implementation, management, monitoring and evaluation of the EMMC activities, including the management of individual scholarships.

A copy of such agreement will have to be submitted to the Agency prior to the award of the first Specific Grant Agreement.

### ***“Student Agreement”***

It is the consortium’s responsibility to ensure the active participation of all students in the EMMC activities. In order to guarantee the adequate transparency of the EMMC participation rules, consortia are required to define clearly the student’s obligations in a *Student Agreement* that will be signed by both parties at the beginning of the programme. This agreement should define as precisely as possible the rights and obligations of both parties and cover issues such as:

- The participation costs charged to the student, what they do and (if relevant) do not cover.
- The main milestones in the masters course calendar, together with the examination periods.
- The nature of the exams/tests and the grading system used to assess the student’s performance.
- The student’s obligations concerning his/her attendance to the course/activities and academic performance, as well as the consequences for not respecting these obligations.

An Erasmus Mundus scholarship holder who decides to withdraw his/her application before or during his/her study period, or who is excluded from the Masters Course due to lack of (or insufficient) performance, must – after adequate information/warning from the consortium – have his/her scholarship stopped. A copy of such agreement will have to be submitted to the Agency prior to the award of the first Specific Grant Agreement.

Models of the *Framework Partnership Agreement* and *Specific Grant Agreements*, as well as their annexes, are available on Call for Proposals page of the Erasmus Mundus website.

The "good practice" page of the website also provides examples of EMMC Agreements and Student Agreement. These are provided as examples only; the Agency is not responsible for their content:

[http://eacea.ec.europa.eu/erasmus\\_mundus/tools/good\\_practices\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/tools/good_practices_en.php).

#### **4.6 EMMC - SELECTION PROCEDURE AND INDICATIVE TIMETABLE**

In addition to the elements presented under 3.1 above, EMMC applications submitted to the Agency must be copied to the Erasmus Mundus National Structures of the European countries involved in the proposed consortium (see list under Chapter 8).

In addition and in order to facilitate the identification and the recruitment of experts specialized in the specific academic domains covered by each individual application, EMMC consortia will be invited to **submit four weeks in advance of the full application deadline, a summary sheet of their future proposal** (one page maximum including the title, field/area(s) covered, the core partners and short summary of the programme structure and key features).

EMMCs already selected during the first phase of the programme and wishing to apply for a new Erasmus Mundus funding cycle of five years will have to submit their new EMMC proposal for the deadline preceding the fifth edition of their masters course.

##### ***Indicative Timetable***

Applicants should note that the following timetable is provided for information only and might be changed in the context of the annual Call for Proposals:

- 1) ***December "year n-2"/ January "year n-1"***: publication of the annual Call for Proposals (including information on forms to be used and any other relevant information applicable to the selection year concerned).
- 2) ***31 March "year n-1"***: submission of the EMMC summary sheet
- 3) ***30 April "year n-1"***: Deadline for the submission of proposals.
- 4) ***From May to July "year n-1"***: assessment and selection of proposals.
- 5) ***September "year n-1"***: selection results are communicated and framework partnership agreements sent to selected EMMC consortia.
- 6) ***September "year n-1" to:***
  - a) ***January "year n"***: information and promotion campaign by EMMC consortia that will receive applications from Category A scholarship candidates and third-country scholars.
  - b) ***May "year n"***: continuation of the information and promotion campaign for the reception and processing of applications from Category B scholarship candidates.

For both categories of scholarships, EMMC will establish deadlines for reception of scholarship applications that are compatible with those established by the Agency (see point 7 below).

- 7) ***November "year n-1"***: the number of available scholarships for each category is communicated to all EMMCs (new ones as well as those selected in previous years and still within their five-year cycle).
- 8) EMMC Scholarship Applications:
  - a) ***End of January "year n"***: EMMC consortia submit their lists of selected Category A students to

the Agency which validates the lists and prepares the official documents for facilitating the visa procedure.

- b) **End of May “year n”**: EMMC consortia submit their lists of selected Category B students to the Agency.
- 9) **July “year n”**: specific grant agreements are signed by both parties; the first pre-financing payment is made by the Agency to the beneficiary.
- 10) **As from August “year n”**: the EMMCs start their activities.

#### **4.7 CONDITIONS FOR USING THE ERASMUS MUNDUS BRAND NAME (EMBN)**

As stated under section 3.5 "Publicity", the reference to the Erasmus Mundus programme and its related brand names – such as “Erasmus Mundus Masters Course (EMMC)”, “Erasmus Mundus Joint Doctorate Programme (EMJD)”, "Erasmus Mundus Partnership" or “Erasmus Mundus Project” – for the promotion and dissemination of their activities and results is exclusively restricted to selected proposals.

The only exception to this rule concerns those EMMCs that have been funded during the first phase (2004-2008) and whose funding was not renewed for reasons independent of their actual quality (e.g. for budgetary reasons).

*For these courses to continue to refer to the Erasmus Mundus programme name, the conditions are as follows:*

- the EMMCs concerned must have been funded by the Erasmus Mundus Programme for a minimum of five consecutive years/EMMC editions;
- they must have submitted an application<sup>37</sup> in the context of the Action 1 A annual call for proposals, whose score at the end of the evaluation and selection process must be at least 75% of the maximum score;
- they must formally commit to respect the Erasmus Mundus Action 1A requirements as specified under sections 4.2.2 of the Guide, and to maintain the high quality of implementation demonstrated during their years of funding.

If these conditions are not met, the Agency will automatically withdraw the course's authorisation to refer to the Erasmus Mundus programme in its information or promotion activities.

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<sup>37</sup> The EMBN Application will form an integral part of the normal Action 1A application. Applicants wishing to apply only for an EMBN will have to fulfil only part of the formal requirements covered by the full application.

## **5 ACTION 1 B: ERASMUS MUNDUS JOINT DOCTORATE PROGRAMMES (EMJD)**

### **5.1 INTRODUCTION**

In many European countries and in other areas of the world, doctoral training is currently going through an intensive cycle of reflection and reforms whose pace and nature vary in accordance with the country, the type of HEI or the fields of study concerned.

Although there is no European consensus for a single “Doctoral programme model”, or for any kind of “European Joint Doctorate”, some clear trends may be identified. These aim, on the one hand, to clarify and, to a certain extent, formalise the nature of doctoral training (on issues such as objectives, access, status of doctoral candidates, duration, recognition, links with research and/or the economic sector, etc.) and, on the other hand, to pool resources and close the gaps between fields of study, academia and society (through, for instance, the creation of doctoral/ graduate/research schools or “co-tutelle” arrangements, joint ventures and spin-offs between HEIs, research organisations and enterprises.)

In this respect, the EMMC model, with its high level of integration combined with the wide diversity of approaches, appears to be an ideal basis on which participating HEIs will be able to experiment and build new models for future European Joint Doctorates.

While the European Commission already has long-standing experience of awarding financial support to young researchers, including doctoral candidates, through the Marie Curie fellowship scheme and in particular the Initial Training Networks, EMJDs have to be seen as complementary to these funding schemes in terms of the focus they bring to the doctoral programmes themselves and their institutional dimension, as well as the contribution they make to the shaping of doctoral studies in the European Higher Education Area.

As a result, the primary aim of EMJDs is to develop structured and integrated cooperation in higher education, in order to design and implement common doctoral programmes that lead to the award of mutually recognised joint, double or multiple doctorate degrees.

Therefore, beyond the research activities themselves and the individuals involved, the institutions have to be seen as the key target of the Programme. They are expected to contribute to the promotion of innovative models for the modernisation of doctoral studies, focusing on institutional cooperation and the development of joint governance models (i.e. recruitment, supervision, assessment, awarding of degrees and fee policy).

In this context, EMJDs should:

- ✓ contribute to the advancement of knowledge, including in its professional context, through original and independent research;
- ✓ address new challenges in scientific but also in socio-economic terms;
- ✓ contribute to reinforcing the links between universities/research organisations and other sectors (including industry, commerce and the service sector) in order to strengthen the transmission and exploitation of knowledge and to enhance the innovation process;
- ✓ become a reference at European level and thus contribute to improving the overall quality of doctoral education and research in Europe.

From the point of view of doctoral candidates, the EMJDs should explicitly address the issue of employability and therefore:

- ✓ provide appropriate professional career development opportunities beyond academia, towards a wider employment market;
- ✓ provide appropriate incentives for candidates from developing countries to return home and exploit their experience for the benefit of their country.

From a practical point of view, EMJDs are implemented on a similar basis to EMMCs. Selected EMJD consortia are offered financial support for the implementation and management of their doctoral programme for five consecutive years. Each year a certain number of fellowships are offered to European and third-country doctoral candidates selected by the consortium.

The following sections provide all the necessary information for European and third-country HEIs wishing to design and implement an EMJD. They also provide the minimum eligibility and financial conditions applicable to individual grant fellowship holders. Since the selection, recruitment and further monitoring of these individual fellowship holders fall under the responsibility of the EMJD, applicant consortia are invited to pay particular attention to these eligibility conditions.

For more information regarding research in Europe (rights and obligations, national regulations etc.) you may also visit the EURAXESS portal under the following link: [http://ec.europa.eu/euraxess/index\\_en.cfm](http://ec.europa.eu/euraxess/index_en.cfm).

## 5.2 EMJD - ELIGIBILITY CRITERIA

The submission deadline and all other formal eligibility criteria specified in the relevant annual Call for Proposals and its annexes (in particular the application form) must be respected.

### 5.2.1 ELIGIBLE PARTICIPANTS AND CONSORTIUM COMPOSITION

#### *EMJD CONSORTIUM COMPOSITION*

- The consortium in charge of the implementation of the EMJD is composed of the applicant organisation and its partners. For contractual and financial management issues, “associated members” are not considered as part of the consortium.
- The **minimum eligible consortium** consists of three HEIs entitled to deliver doctorate degrees, located in different eligible applicant countries, at least one of which must be an EU Member State.

#### *EMJD APPLICANT / COORDINATING INSTITUTION*

- Applicants must be either:
  - a HEI located in an **eligible applicant country**<sup>38</sup> (i.e. a Member State of the European Union, an EEA-EFTA State<sup>39</sup>, Turkey, the Western Balkan countries<sup>40</sup> or Switzerland), entitled to deliver doctorate degrees and recognised as such by the relevant authorities of the country concerned. For the purpose of the Erasmus Mundus programme and for the applicant countries concerned, a HEI

<sup>38</sup> In order for a project submitted by a country not member of the EU to be eligible under Action 1, an agreement (or a Memorandum of Understanding or an EEA Joint Committee Decision) establishing the participation of this country in the Erasmus Mundus programme should be in force by the date of the selection decision (at the latest in October of the year preceding the first edition of the EMJD). Should this not be the case, organisations from the country concerned will be considered as third country organisations entitled to participate in projects but not to submit or coordinate them.

<sup>39</sup> Iceland, Norway and Liechtenstein.

<sup>40</sup> Western Balkan countries include Albania, Bosnia-Herzegovina, Croatia, Kosovo under UNSC Resolution 1244/99, the Former Yugoslav Republic of Macedonia, Montenegro and Serbia.

is deemed as being recognised if it has been awarded an Erasmus University Charter under the Lifelong Learning Programme. If an applicant (or a European partner) has not been awarded an Erasmus University Charter, the Agency will check with the Erasmus Mundus National Structure<sup>41</sup> concerned whether the institution in question corresponds to the definition of an HEI given in Article 2 of the Programme Decision.

- a Doctoral/Graduate/Research School or Research Organisation located in an eligible applicant country, entitled to deliver doctorate degrees and recognised as such by the relevant authorities of the country concerned.

Please note that (branches of) third-country HEIs located in eligible applicant countries or branches of European HEIs located in other countries are not considered as eligible applicants.

### ***EMJD PARTNERS***

- Any organisation, particularly HEIs, doctoral/graduate/research schools and research organisations, that contributes directly and structurally to the implementation of the EMJD by recruiting/employing/hosting eligible candidates and providing teaching/training modules or research opportunities can be considered as an eligible partner. Eligible partners are expected to play a structural role in the EMJD governing structure(s).

### ***EMJD ASSOCIATED MEMBERS***

- Any other organisation involved in the EMJD implementation or monitoring can be considered as an “associated member” of the consortium. This applies more specifically to socio-economic partners (i.e. commercial enterprises, in particular SMEs, public authorities or organisations, non-profit or charitable organisations, international/European interest organisations, etc.) that can propose, support and accompany - over a mid- and long-term perspective - specific research projects, contribute to the transfer of knowledge and results as well as the innovation process, assist in the promotion, implementation, evaluation and sustainable development of the EMJD.

### ***DOCTORAL CANDIDATES ELIGIBLE FOR AN EMJD FELLOWSHIP***

- Two different EMJD fellowships can be awarded to doctoral candidates:
  - **Category A fellowships** can be awarded to third-country doctoral candidates selected by EMJD consortia who come from a country other than an eligible applicant country<sup>42</sup> and who are not residents nor have carried out their main activity (studies, work, etc.) for more than a total of 12 months over the last five years in one of these countries<sup>43</sup>. The only exception to this rule applies to third-country doctoral candidates who have previously received an Erasmus Mundus masters scholarship in order to follow an EMMC.
  - **Category B fellowships** can be awarded to European doctoral candidates selected by EMJD consortia as well as to any doctoral candidates selected by EMJD consortia who do not fulfil the Category A criteria defined above.

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<sup>41</sup> In the framework of the Erasmus Mundus programme, in each EU Member State and EFTA-EEA State there exists a National Contact and Information Point, hereinafter referred to as “National Structure”. The list and addresses of the Erasmus Mundus National Structures are available in Chapter 8.

<sup>42</sup> Students from a eligible applicant country that is not an EU Member State but has not signed an agreement to participate in the programme by October of the year preceding the start of the joint programme, are considered as third-country students.

<sup>43</sup> As indicated in footnote 21, these non-EU will be considered as eligible applicant countries if they have signed an agreement to participate in the programme by October of the year preceding the start of the relevant edition of the joint programme. If not, they will be considered as third countries.

- Individual EMJD fellowships are awarded exclusively for full-time enrolment in one of the doctoral programmes.
- Individuals who have already benefited from an EMJD fellowship are not eligible for a second grant.
- Doctoral candidates benefiting from an EMJD fellowship cannot benefit from other Community grants while carrying out their Erasmus Mundus doctoral activities.
- Only candidates who have applied to and have been accepted by an EMJD consortium in accordance with its specific doctoral candidate’s application and selection criteria are eligible for a fellowship.
- Students/Doctoral candidates can apply for an Erasmus Mundus scholarship to the Erasmus Mundus Action 1 joint programme (EMMC or EMJD) of their choice but the number of applications must be limited to maximum three different joint programmes.

### 5.2.2 ELIGIBLE ACTIVITIES

EMJDs are designed and implemented by consortia of HEIs and socio-economic partners from Europe and any other parts of the world. Enrolled doctoral candidates will receive high-quality training and carry out their research activities in at least two different countries; after the successful completion of the programme, they will be awarded, on behalf of the consortium, a double, multiple or joint doctorate degree.

#### *An EMJD must:*

- Be designed as a training and research programme that will be completed by the candidates within a maximum period of 4 years<sup>44</sup>.
- Be fully developed at the time of the application and be ready to run for at least five consecutive editions as from the academic year following the application year (e.g. an EMJD application submitted in April of "year n-1" must be able to start the first edition of the joint programme as from August/September of "year n").
- Involve doctoral candidates from Europe and third countries and reserve every year a certain number of places for Erasmus Mundus fellowship holders; this number will vary from one year to another and will be communicated to selected EMJD consortia in the autumn of the year preceding the following edition of the joint programme<sup>45</sup>.
- Ensure that, on a yearly basis, all recruited candidates start their doctorate activities between August “year n” and March “year n+1” and that they complete these activities (including the thesis defence) at the latest by October of “year n + 4”.
- Have a joint governance structure with joint admission, selection, supervision, monitoring and assessment procedures.
- Agree whether or not to establish tuition fees, in accordance with its members' national legislation. When tuition fees are established, EMJD consortia should ensure that these fees are transparent and clear to doctoral candidates. In setting tuition fees, consortia should bear in mind the fixed contribution awarded to the consortium for the doctoral candidate participation costs (see 5.4 below). If the tuition fees established by the consortium are higher than this amount, the consortium should

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<sup>44</sup> Although the candidate must complete his/her doctoral activities within a maximum period of four years, the EMJD fellowship will cover a maximum period of three years.

<sup>45</sup> As an indication, the number of fellowships will most probably vary between 6 and 10 per edition of the joint programme.

grant the Erasmus Mundus fellowship holders a fee waiver for any fee amount in excess of this fixed contribution.

- Include training/research periods in at least two different countries represented in the consortium. Each of these mobility periods must be instrumental to the fulfilment of the programme and last for at least six months (not necessarily consecutive).
- Ensure that candidates spend at least two thirds of their doctoral programme in Europe for the period covered by the fellowship.
- Guarantee the award on behalf of the consortium of a joint, double or multiple degree(s) to all successful candidates<sup>46</sup>; programmes resulting in the award of joint degrees will be promoted; this/these degree(s) must be fully recognised by the relevant authorities of the countries concerned.
- Offer employment contracts to doctoral candidates except in adequately documented cases or where national regulation would prohibit this possibility.
- Guarantee social security coverage for the doctoral candidates, covering health insurance, work accident insurance and the provision of parental leave.
- Ensure that all the eligibility conditions applicable to Erasmus Mundus fellowship holders enrolled in the doctorate programme are fully met in accordance with the criteria defined under section 5.2.1 above.
- Ensure with a written confirmation that it has received (a) favourable opinion(s) of the relevant ethics committee(s) and, if applicable, the regulatory approval(s) of the competent national or local authority/ies in the country in which the research is to be carried out before beginning any approved research requiring such opinions or approvals. The copy of the official approval from the relevant national or local ethics committees may also be provided to the Agency, if requested<sup>47</sup>.
- Be based on an EMJD Agreement signed by the appropriate authorities of the partner organisations and covering the most relevant aspects of the programme implementation and monitoring.
- Without prejudice to the language of instruction, provide for the use of at least two European languages spoken in the countries where the HEI involved in the EMJD are situated and, as appropriate, offer language preparation and assistance for doctoral candidates, in particular by means of courses organised by the institutions in question.

Although all domains of research and technological development are eligible for funding, the scope of these domains should be clearly defined in the proposal in order to guarantee the implementation of innovative approaches and ensure that the Erasmus Mundus programme objectives and priorities are fully addressed.

The proposed EMJDs should cover identified and recognised areas of excellence in which new paradigms and new approaches are needed. Based on a bottom-up approach, the applicants will be free to identify these areas. If relevant, the annual Call for Proposals may define specific thematic priorities.

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<sup>46</sup> Double or multiple degrees are defined as two or more national diplomas/degrees issued officially by two or more institutions involved in an integrated study programme. A joint degree is defined as a single diploma/degree issued by at least two of the institutions offering an integrated study programme.

<sup>47</sup> The check on the ethics issues will be carried out at the stage of the selection of candidates. Details on the relevant ethics issues are provided in the application form that is annexed to the Call for Proposals. More information regarding the ethics issues in general is also available in the Call for Proposals FP7-PEOPLE-2010-ITN under the following link: [http://cordis.europa.eu/fp7/dc/index.cfm?fuseaction=UserSite.PeopleDetailsCallPage&call\\_id=247](http://cordis.europa.eu/fp7/dc/index.cfm?fuseaction=UserSite.PeopleDetailsCallPage&call_id=247) and also in the following link: [http://cordis.europa.eu/fp7/ethics\\_en.html](http://cordis.europa.eu/fp7/ethics_en.html)

***Doctoral candidates holding an Erasmus Mundus fellowship must:***

- Commit to participate in the doctoral programme in accordance with the terms defined by the consortium in the ***Doctoral candidate agreement*** (see 5.5 below). Failure to do so could lead to the cancellation of the fellowship;
- Perform their training/research periods in at least two different countries represented in the consortium; for Category B fellowship holders, these two countries must be different from the country in which the doctoral candidate has obtained his/her last university degree<sup>48</sup>;
- Spend most of the doctorate period in the European countries represented in the consortium or among the associated partners. However, if the EMJD consortium includes third-country partners and/or associated members:
  - Category A fellowship holders can spend a training/research/ fieldwork period of a maximum duration of one semester (or 6 months, cumulative or consecutive) in these countries; periods in excess of this duration may not be covered by the EMJD fellowship;
  - Category B fellowship holders can spend up to one year (cumulative or consecutive) of their doctorate activities in these countries; periods in excess of this duration may not be covered by the EMJD fellowship.

### **5.3 EMJD - AWARD CRITERIA**

The selection of EMJDs will be a competitive process organised by the Agency and based on the assessment of the quality of the proposal from the academic, research and organisational points of view. This assessment will be based on the following five award criteria. (For each award criterion, the application form will include specific questions addressing in detail each of the issues concerned):

<b>Criterion</b>	<b>Weight</b>
Academic and research quality	25%
Partnership experience and composition	25%
European integration and functioning of the programme	20%
Provisions for candidates granted an EMJD fellowship	15%
Management, sustainability and quality assurance of the programme	15%
<b>Total</b>	<b>100%</b>

***Academic and Research quality (25% of the final mark)***

Under this award criterion applicants will have to present the objectives of their EMJD proposal from an academic and research point of view and its possible contribution to the excellence, innovation and competitiveness of the European Higher Education and Research areas.

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– <sup>48</sup> Doctoral candidates with a joint, multiple, double degree can select the award country of their choice.

### ***Partnership experience and composition (25% of the final mark)***

This award criterion will be used to assess the adequacy of the partnership to the objectives of the programme and in particular the scientific excellence of the consortium partners as well as their education, research and innovation capacities.

### ***European integration and functioning of the programme (20% of the final mark)***

This criterion will focus on issues related to the way the EMJD will be implemented in and between the partner institutions concerning the delivery of the doctoral programme itself

### ***Provisions for EMJD candidates and fellowship holders (15% of the final mark)***

This criterion will address aspects such as the overall promotion and marketing strategy, the existence of arrangements for the administration of the fellowships, the recruitment conditions and the support to the candidates as regards linguistic aspects, career prospects and services

### ***Programme Management and Quality Assurance of the EMJD (15% of the final mark)***<sup>49</sup>

This criterion will explore the the overall organisational arrangements and cooperation mechanisms within the consortium and will also look into the foreseen evaluation and sustainability plans as well as the existence of complementary funding.

## **5.4 EMJD - FINANCIAL CONDITIONS**

### ***Financial contribution to the EMJD's running costs***

The financial contribution to the internal management costs of the EMJD programme will correspond to a lump-sum of € 50 000 per edition of the joint programme (i.e. € 15 000 per participating organisation, limited to a maximum total of € 45 000, and an additional amount of € 5 000 for the coordinating organisation).

In addition, each fellowship will include a fixed amount attached to the grant and intended to contribute to the candidate's participation costs in the EMJD (see *Individual EMJD Fellowships Table* below).

The beneficiary will not be asked to report on the use of the lump-sum or the fellowship contribution to the EMJD costs.

### ***Individual doctoral fellowships***

The procedure and criteria applicable to the **award of individual fellowships to doctoral candidates** are the responsibility of the selected EMJDs. In order to guarantee a transparent and objective selection of doctoral candidates, selected EMJDs will have to submit to the Agency, as part of their contractual obligations, a comprehensive description of their doctoral candidates' selection procedure and criteria prior to the award of their first Specific Grant Agreement.

**Individuals wishing to apply for an EMJD fellowship must consult the list of selected programmes and the detailed information available on the corresponding websites.**

For each of the five editions of the EMJDs, a limited number of Category A and B fellowships will be awarded to doctoral candidates participating in a joint programme. The number of fellowships per category

<sup>49</sup> Applicants should also consult the European Quality Register for Higher Education on <http://www.eqar.eu>

will be defined on a yearly basis and communicated to the EMJDs in the autumn of the year preceding the start date of the EMJD edition concerned. As an indication, this number will most probably vary between 6 and 10 fellowships for both categories.

As a general rule, and in line with the principles defined in the *European Charter for Researchers* and the *Code of Conduct for the Recruitment of Researchers*, EMJD consortia shall appoint recruited candidates under employment contracts except in adequately documented cases (e.g. related to institutional or national practice) or where national regulation would prohibit this possibility. If such a contract may not be awarded (this will have to be duly justified in the application form), the EMJD consortium may opt for another approach compatible with national legislation and the necessary social security coverage for the fellowship holders.

Without prejudice to high academic standards, in order to ensure geographical diversity among the doctoral candidates, no more than two doctoral candidates with the same nationality should be awarded an EMJD fellowship in the same Doctorate programme. If consortia wish to diverge from this criterion, prior permission to do so must be obtained from the Agency.

*Individual Fellowships Table*

		<b>Category A fellowship</b> (amounts for a 3-year doctoral fellowship)	<b>Category B fellowship</b> (amounts for a 3-year doctoral fellowship)
I	Fixed contribution to the travel, installation and any other types of costs	€7 500	€3 000 - if there is mobility foreseen to third-country partners
II	Fixed contribution to the doctoral candidate participation costs <sup>50</sup>	€ 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) <sup>51</sup>	<ul style="list-style-type: none"> <li>- €2 800 per month (i.e. €100 800 for 36 months) for an employment contract</li> <li>- €1 400 per month (i.e. €50 400 for 36 months) for a stipend</li> </ul>	
Maximum fellowship amount		Between €61 200 (for a Category B fellowship in a non-laboratory-based field, with no mobility to a third-country partner and with no employment contract) and €129 900 (for a Category A fellowship in a laboratory-based field and with an employment contract)	

The fellowship amounts will be paid to the EMJD consortia in the context of the specific grant agreements issued for each of the five doctorate programme editions.

<sup>50</sup> 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).

<sup>51</sup> 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.

It is the responsibility of the consortium to ensure that the fellowships are paid to the candidates in the following way:

- **Amount I** (*Contribution to the candidate's travel, installation and any other types of costs*) will have to be paid in instalments in accordance with the needs of the candidate.
- **Amount II** (*Fixed contribution to the doctoral candidate participation costs*) can be charged directly to the doctoral candidate by the consortium on the condition that the former has signed a “*doctoral candidate agreement*” specifying the amount to be charged and the costs/activities covered by it. The consortium manages this contribution for expenses related to the participation of the candidates in education and research activities (education and research related costs, attendance at meetings, conferences, etc.). Although the EMJD consortium is free to define the appropriate amount of participation costs to be charged to doctoral candidates, when determining these fees it should bear in mind the fixed contribution awarded by the Programme for the doctoral candidate's participation costs. If the fees established by the consortium are higher than this amount, the consortium should grant the Erasmus Mundus fellowship holders a fee waiver for any fee amount in excess of this fixed contribution.
- **Amount III** (*Fixed Living Allowance*) must be paid on a monthly basis to the doctoral candidate's personal account. For employment contracts, the consortium will have to deduct the relevant charges and taxes attached to this type of contract. In that case, this living allowance is a gross Community contribution to the candidate's salary costs. Consequently, the net salary results from deducting all compulsory charges in accordance with national legislation. The host organisation may pay a top-up to the candidates in order to complement this contribution as long as it respects national rules and the eligibility expense criteria of these complementary resources.

EMJDs should be aware of the taxation policies applied in the different participating countries to individual fellowships and inform the fellowship holders accordingly. For more information, EMJDs are invited to consult the Erasmus Mundus National Structure concerned (see list under Chapter 8).

## 5.5 EMJD - CONTRACTUAL CONDITIONS

### ***“Framework Partnership Agreement”***

If the EMJD proposal is selected, the Agency will conclude a five-year “*Framework Partnership Agreement*” with the consortium's coordinating institution. This framework partnership agreement will be concluded for a period of five years subject to the renewal of the programme after 2013. This implies that selected EMJD consortia commit themselves to maintaining the content of the programme substantially in the form approved over that period (subject, of course, to updating and adaptation to need).

Changes in the consortium composition or major modifications in the joint programme content/structure (as opposed to regular updating of individual courses or training modules) will have to be requested in advance to the Agency and formally approved in the context of an amendment procedure. If approved, such changes will only apply as from the next edition of the joint doctorate programme.

### ***“Specific Grant Agreements”***

Within the framework partnership agreement, “*Specific Grant Agreements*” will be issued on a yearly basis in order to cover the funding for five consecutive editions of the doctoral programme. The specific grant agreement will cover the financial contribution awarded to the EMJD programme for its organisation and implementation (€50 000 lump-sum), as well as the individual Erasmus Mundus fellowships allocated to

doctoral candidates for each edition of the EMJD.

The specific grant agreements are regularly reviewed via the reports submitted by the co-ordinating institution on behalf of the EMJD. The decision to renew specific agreements or not will be based on whether the programme has been delivered in accordance with the proposal and the Erasmus Mundus programme rules, whether Erasmus Mundus grantees have followed the joint programme and whether high standards of quality have been maintained.

In cases of patent non-compliance with high quality standards the Agency may refuse to renew the grant and designation of the EMJD programme, or even ask for the reimbursement of grant amounts already paid. The respective National Structure and, possibly, fellowship holders involved in the EMJD programme in question may be consulted.

### ***Payment of the grant***

The Erasmus Mundus grant covering the contribution to the EMJD running costs as well as the doctoral candidates fellowships will be paid to the consortium in two pre-financing instalments intended to provide the beneficiary with a float:

- The first pre-financing payment corresponding to 70% of the grant will be paid after the signature of the annual specific grant agreement by both parties. This payment will be made within 45 days of the date when the last of the two parties (i.e. the Agency) signs the agreement and all the necessary guarantees have been received;
- The second pre-financing payment corresponding to the remaining part of the grant will be paid after the reception by the Agency of a formal payment request submitted by the beneficiary and confirming that at least 70% of the first pre-financing amount has been used.

### ***“EMJD Agreement”***

In order to ensure the appropriate institutional commitment of the partner institutions to the EMJD, an “EMJD Agreement” will have to be signed by the governing body of the institutions involved, in order to cover as precisely as possible all academic, research, administrative and financial aspects related to the implementation, management, monitoring and evaluation of the EMJD programme activities, including the management of individual fellowships.

A copy of such agreement will have to be submitted to the Agency prior to the award of the first Specific Grant Agreement.

### ***“Doctoral Candidate Agreement”***

It is the consortium’s responsibility to ensure active participation of all doctoral candidates in the EMJD activities. In order to guarantee the adequate transparency of the EMJD participation rules, consortia are required to define clearly the candidate’s obligations in the “Doctoral Candidate Agreement” that will be signed by both parties at the beginning of the programme. This agreement should define as precisely as possible the rights and obligations of both parties and cover issues such as:

- The participation costs charged to the candidate, what they do and (if relevant) do not cover.
- The subject of the candidate’s research activities and the main structure, activities and milestones of his/her doctoral programme.
- The nature of the supervisory/monitoring/assessment procedures and the criteria used to assess the candidate’s performance.

- The candidate's obligations as regards the delivery of preliminary research results and the state of progress in his/her thesis preparation, as well as the consequences of not respecting these obligations.

Erasmus Mundus fellowship holders who fail to fulfil their obligations toward the consortium should, after adequate warning, have their fellowship stopped.

A copy of such agreement will have to be submitted to the Agency prior to the award of the first Specific Grant Agreement.

Models of the *Framework Partnership* and *Specific Grant Agreements*, as well as their annexes, are available on the [Erasmus Mundus website](#).

## 5.6 EMJD - SELECTION PROCEDURE AND INDICATIVE TIMETABLE

In addition to the elements presented under 3.1 above, EMJD applications submitted to the Agency must be copied to the Erasmus Mundus National Structures of the European countries involved in the proposed consortium (see list under Chapter 8).

In addition and in order to facilitate the identification and the recruitment of experts specialized in the specific academic and research domains covered by each individual application, EMJD consortia will be invited to **submit four weeks in advance of the full application deadline, a Summary sheet of their future proposal** (one page maximum including the title, field/area(s) covered, the core partners and short summary of the programme structure and key features).

### *Indicative Timetable*

Applicants should note that the following timetable is provided for information only and might be changed in the context of the annual Calls for Proposals:

- 1) **December "year n-2"/January "year n-1"**: publication of the annual Call for Proposals (including information on the form to be used and any other relevant information applicable to the selection year concerned).
- 2) **31 March "year n-1"**: submission of the EMJD summary sheet
- 3) **30 April "year n-1"**: submission of the EMJD proposals.
- 4) **From May to August of "year n-1"**: assessment and selection of EMJD proposals.
- 5) **September "year n-1"**: selection results are communicated and framework partnership agreements are sent to the selected EMJDs.
- 6) **September "year n-1" to**
  - a) **January "year n"**: information and promotion campaign from EMJD consortia that will receive and process applications from Category A fellowship candidates
  - b) **May "year n"**: continuation of the information and promotion campaign for the reception and processing of Category B fellowship candidates.

For both categories of fellowships, EMJDs will establish deadlines for reception of fellowship applications that are compatible with those established by the Agency (see points 8 below).

- 7) **November "year n-1"**: the number of available Category A and B fellowships is communicated to all EMJDs (new ones as well as those selected in previous years and still within their five-year cycle).

- 8) EMJDs Fellowship Applications
  - a) **End of January “year n”**: EMJD consortia submit their lists of selected Category A doctoral candidates to the Agency which validates the lists and prepares the official documents for facilitating the candidate’s visa procedure.
  - b) **End of May “year n”**: EMJD consortia submit their lists of selected Category B candidates to the Agency
- 9) **July “year n”**: specific grant agreements are produced and signed by both parties; the first pre-financing payment is made by the Agency to the bank account of the beneficiary.
- 10) **As from August “year n”**: the EMJDs start their activities.

## **6 ACTION 2 : ERASMUS MUNDUS PARTNERSHIPS**

### **6.1 EMA2-STRAND 1: PARTNERSHIPS WITH COUNTRIES COVERED BY ENPI<sup>52</sup>, DCI, EDF AND IPA INSTRUMENTS**

The European Union recognises the importance of higher education for economic and social development. Higher education plays a crucial role in producing high quality human resources, in disseminating scientific discovery and advanced knowledge through teaching and educating future generations of citizens, high level professionals and political leaders, who in turn can contribute to better governance and social cohesion in Europe and abroad.

The increasing speed at which existing knowledge becomes obsolete, and the rapid changes in the means by which it is delivered and renewed, will require high adaptability of the education sector to meet the needs of the economy and of society as a whole. In a context of globalisation, countries that are only weakly connected to the global knowledge economy will find themselves increasingly at a disadvantage and will not be able to generate adequate socio-economic conditions for the population.

Against this background, the promotion of structured cooperation between the European Union and third-country higher education institutions and, in particular, the facilitation of institution-based mobility is a win-win situation not only to increase the impact of higher education in third countries' sustainable development, but also to create lasting links and generate mutual enrichment and understanding between peoples.

In the period 2004-2008, country- and region-specific scholarships were funded through the European Commission External Co-operation Instruments in order to support the development needs and specificities of those country/regions. These are not covered by the global Erasmus Mundus I scholarships programme. In this framework several specific "Erasmus Mundus External Co-operation Windows" (EMECW) were "opened" for students and staff from targeted third countries and higher education institutions from the EU and third-countries were invited to form partnership projects aiming at hosting students, researchers and academic staff. Owing to its success, the geographical coverage of Erasmus Mundus External Cooperation Windows was progressively enlarged. Since February 2009, the External Cooperation Windows (ECW) programme has been included within the umbrella of the wider Erasmus Mundus 2009-2013 programme and it has become now: "Erasmus Mundus Action 2 Strand 1- Partnerships".

EMA2-STRAND1 aims to promote European higher education, to help to improve and enhance the career prospects of students and to promote intercultural understanding through cooperation with third countries, in accordance with EU external policy objectives in order to contribute to the sustainable development of third countries in the field of higher education. It includes partnerships between European and third-country higher education institutions, exchange and mobility at all levels of higher education, including a scholarship scheme. This means support for mobility for students (undergraduate, master, doctoral and post-doctoral) and for staff (academic and administrative).

As was the case under ECW, country-specific cooperation actions are foreseen within EMA2-STRAND1 (the so-called "geographical windows"), which translates a political choice of several countries or regions

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<sup>52</sup> ENPI - European Neighbourhood and Partnership Instrument

DCI - Development Cooperation Instrument

IPA - Instrument of Pre-accession Assistance

EDF - The [European Development Fund \(EDF\)](#) is the main instrument for providing Community assistance for development cooperation under the Cotonou Agreement: "the Partnership Agreement between the members of the African, Caribbean and Pacific Group of States of the one part and the European Community and its Member States of the other part".

into a "lot". They are complementary to other European Commission actions developed in the targeted country or region.

The specific objectives of EMA2-STRAND1 are:

- To contribute to the mutual enrichment of societies by developing the qualifications of men and woman so that they possess appropriate skills, particularly as regards the labour market, and are open-minded and internationally experienced;
- To promote mobility both for students, researchers and academics from third countries, specially from vulnerable groups, selected on the basis of academic excellence, to obtain qualifications and/or experience in the European Union;
- To contribute towards the development of human resources and the international co-operation capacity of higher education institutions in third countries through increased mobility streams between the EU and third countries in accordance with the principles of equal opportunities and non-discrimination.

The implementation of the programme, shall contribute fully to promoting the horizontal policies of the Community, in particular by:

- Enhancing the European knowledge-based economy and society and contributing to creating more jobs in line with the objectives of the Lisbon Strategy<sup>53</sup> and strengthening the global competitiveness of the European Union, its sustainable economic growth and its greater social cohesion;
- Fostering culture, knowledge and skills for peaceful and sustainable development in a Europe of diversity;
- Promoting awareness of the importance of cultural and linguistic diversity within Europe, as well of the need to combat racism and xenophobia and promoting intercultural education;
- Making provision for students with special needs, and in particular by helping to promote their integration into mainstream higher education, and promoting equal opportunities for all;
- Promoting equality between men and women and contributing to combating all forms of discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation;
- Promoting the development of third countries.

### **6.1.1 THEMATIC FIELDS OF STUDY AND REGION/COUNTRY NEEDS**

The EMA2-STRAND1 is open to all levels of higher education (from undergraduate to post-doctoral and staff) and operates in all fields of study. In this context, projects are strongly encouraged to implement activities covering as many of the areas of study and disciplines as possible that are identified under a specific lot in the Guidelines to the Call for Proposals.

### **6.1.2 ELIGIBILITY CRITERIA**

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<sup>53</sup> The "Lisbon Strategy" has been launched in March 2000 during the meeting of the European Council in Lisbon, and has been revised in 2005. This Strategy aims at focusing efforts on the achievement of stronger, lasting growth and the creation of more and better jobs.

In this section the overall eligibility requirements for the partnerships are described. Any specific requirement for an individual geographical window or lot must be respected in relation to the eligible country, eligibility of the partnership, activities, target groups and type of mobility as published in the respective Guidelines to the Call for Proposals.

Each applicant may submit only one proposal for any specific lot. The same European partnership may submit proposals to a maximum of four lots, each of which must be submitted in a separate envelope.

### **6.1.2.a ELIGIBLE PARTICIPANTS AND PARTNERSHIP COMPOSITION**

#### ***PARTNERSHIP COMPOSITION***

The minimum partnership will be constituted of:

- ✓ Five European higher education institutions (HEIs) having awarded an Erasmus Charter from at least three European Union Member States plus;
- ✓ At least one Higher Education Institution (HEI) from each country in the corresponding lot.

In order to ensure sound management of the partnership by the applicant, the maximum size of the partnership is limited to 20 partners.

The above rule can be subject to adaptations depending on the geographical windows or lot concerned. Detailed information on the rule applicable to each of the geographical windows or lot will be provided in the respective Guidelines to the Call for proposals.

#### ***APPLICANTS / COORDINATING INSTITUTION***

Applicants must:

1. Be a legal person ("legal entity");
2. Be a university or higher education institution. In order to be eligible as a higher education institution, applicants must provide courses at the undergraduate, graduate and/or doctoral level of higher education leading to a qualification recognised by the competent authorities in their own country; they may be called a "University" or bear some other relevant name (e.g. "Polytechnic", "College", "Institute", etc). Please note that (branches of ) third-country HEIs located in eligible European countries or branches of European HEIs located in third countries are not considered as eligible applicants;
3. Be registered in one of the following European countries: (see overleaf)

EU Member States			Other countries or potential candidates possibly on the same footing as Member States <sup>54 55</sup>			
			EEA countries	Potential candidates	Candidate countries	
Austria	Germany	Netherlands	Iceland	Albania	Croatia	Switzerland
Belgium	Greece	Poland	Liechtenstein	Bosnia Herzegovina	Turkey	
Bulgaria	Hungary	Portugal	Norway	Montenegro	the former Yugoslav Republic of Macedonia	
Cyprus	Ireland	Romania		Serbia		
Czech Republic	Italy	Slovakia		Kosovo under UNSC Resolution 1244/99		
Denmark	Latvia	Slovenia				
Estonia	Lithuania	Spain				
Finland	Luxembourg	Sweden				
France	Malta	United Kingdom				

4. Be directly responsible for the management of the activities with their partners, not acting as an intermediary;
5. Have been awarded an Erasmus Charter before the date of publication of the Call.

## ***PARTNERS***

Partners must:

1. Be a legal person ("legal entity");
2. Be a university or higher education institution. In order to be eligible as a higher education institution, applicants must provide courses at the undergraduate, graduate and/or doctoral level of higher education leading to a qualification recognised by the competent authorities in their own country; they may be called a "University" or bear some other relevant name (e.g. "Polytechnic", "College", "Institute", etc). Please note that (branches of) third-country HEIs located in eligible countries or branches of European HEIs located in third countries are not considered as eligible partner;
3. Be registered in one of the countries of the Call The obligation to be in possession of an Erasmus Charter does not apply to third-country partner universities. The Agency will ask EU Delegations to liaise with

<sup>54</sup> In order for a project to be eligible under Action 2 when submitted by an organisation from other countries or potential candidates possibly on the same footing as Member States, an agreement (or a Memorandum of Understanding or an EEA Joint Committee Decision) establishing the participation of this country in the EMA2- STRAND1 programme should be in force by the date of the selection decision. Should this not be the case, organisations from the country concerned will be considered as third-country organisations in the respective lot and are entitled to participate in projects but not to submit or coordinate them.

<sup>55</sup> Please note that the countries listed under "Other countries or potential candidates possibly on the same footing as Member States" are not eligible to participate under EDF and ICI.

the relevant authorities of the country concerned in order to ensure that the third-country HEIs included in the partnership correspond to the definition of an HEI given in Article 2 of the Programme Decision.

### ***ASSOCIATED MEMBERS***

Other types of organisations from the eligible countries can be involved in the project. Such associates play an active role in the action but they are not beneficiaries and may not receive funding from the grant. Associate members do not have to meet the applicant and partners' eligibility criteria.

The associates have to be mentioned in the application, and the role they play in the context of the proposed project has to be described. In specific cases the associates can be a hosting institution, for example if a placement period is foreseen as part of the study period.

Some types of associates which could be particularly relevant for the objectives and activities of this programme are:

- Enterprises, chambers of industry and commerce, local, regional or national public entities as well as research centres, regional institutions of higher education not belonging to any national system but formally recognised by one of the eligible countries;
- National and international non-profit organisations dealing with refugees, asylum beneficiaries, displaced populations and indigenous populations.

It is expected that associated members contribute to the transfer of knowledge and results, and assist in the promotion, implementation, evaluation and sustainable development of the projects.

### ***EUROPEAN STUDENTS***

To be eligible, European undergraduate and master students as well as doctoral and post-doctoral candidates, referred as "European students":

1. Must be a national of one of the eligible European countries;
2. Must be registered at one of the European HEIs within the partnership;

Students fulfilling the following conditions are also eligible to apply :

- Students applying for a masters mobility who have obtained a first higher education degree or a recognised equivalent level of learning from a European HEI within the partnership during the same academic year coinciding with the start of the project eligibility period;
  - Students applying for doctorate mobility who have obtained a second higher education degree or a recognised equivalent level of learning from a European HEI within the partnership during the same academic year coinciding with the start of the project eligibility period;
  - Students applying for a post-doctorate mobility who have obtained their doctorate in the last two years and must have the support of a European HEI within the partnership to carry out a post-doctorate mobility. This can be for research, training and attending highly specialised courses.
3. Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.
  4. Undergraduate students must have successfully completed at least one year of studies at first higher education level

### ***THIRD-COUNTRY STUDENTS***

To be eligible, third-country undergraduate and master students as well as doctoral and post-doctoral candidates, referred as "third-country students":

1. Must be a national of one of the third countries covered by the relevant lot;
2. Must have not resided nor have carried out their main activity (studies, work, etc) for more than a total of 12 months over the last five years in one of the European countries;
3. For target group 1 (TGI): students need to be registered at one of the third-country HEIs within the partnership. Undergraduate students must have successfully completed at least one year of studies in their home institution;
4. For target group 2 (TGII): students need either to be registered in a HEI (not included in the partnership) of the third country concerned by the lot or having obtained a university degree or equivalent by an institution of these third countries. They will need to justify how this study period abroad will benefit them (and their direct socio-economical environment) and include letters of support in their individual application;
5. For target group 3 (TGIII): students need to be nationals of one of the third countries concerned by the lot and be part of the vulnerable target groups.
6. Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.

### ***ACADEMIC AND ADMINISTRATIVE STAFF***

In order to be eligible, academic and administrative staff hereafter referred as "staff":

1. Must be a national of one of the eligible countries;
2. Must work in or be associated to an HEI within the partnership;
3. The mobility assignments must be based on partnership agreements between the members of the partnership;
4. The home and host universities and the individual staff must agree on the programme of lectures to be delivered by the visiting staff, on the research activities or on the type of training to be followed;
5. The mobility may constitute a post-per-post exchange or a one-way visitor flow to or from a third-country.

The mobility of staff should contribute to strengthen international co-operation capacity of higher education institutions in third countries, with the production of new teaching material, as well as their management capacity.

It should aim to consolidate and extend links between departments and faculties and to prepare for future cooperation projects between the universities. The staff mobility is also expected to lead to progresses in the application of ECTS or other systems for recognition of studies in the partner institution.

#### **6.1.2 b ELIGIBLE ACTIVITIES**

The project will involve the organisation and implementation of student and staff mobility at all levels of higher education, the provision of education/training and other services to foreign students and

teaching/training and research assignments and other services to staff from the country/-ies covered by the project.

Activities must take place in one of the eligible countries covered by the respective Guidelines to the Call and participating in the partnership.

The project, notably the organisation of the mobility, should be ready to start in the same year of the application A project selected in the year "n" must be able to start the student mobility as from "year n" and "year n+1" at the latest in line with the academic year calendar of the hosting country. Staff mobility can start in any time within the project duration and must end within the project eligibility period.

The project will be composed of two main parts:

- Organisation of mobility;
- Individual mobility for students and staff.

The organisation of mobility activities aims at creating optimal conditions, through quality support measures, for students and staff to undertake periods of study/placement teaching/research/training at partner universities in other participating countries.

Applicants should note that if their proposal is approved, they will need to submit to the Agency the list of the actual students and staff selected to benefit from a mobility activity as well as a reserve list indicating the name, gender, target group, nationality, sending, and hosting institution, field of study, mobility type ( see section "Individual mobility" )and duration. In addition, information on the number of rejected candidates per mobility type, country of origin and gender has to be provided. The list per type of mobility must be submitted before the start of the first mobility of each type and by 1st April of year "n+1" at the latest.

***In order to organise the mobility the partnership must:***

- Draw up a Memorandum of Understanding among the partners with the objective to reach sound management of the partnership and address all the aspects linked to the organisation of the mobility scheme. The Memorandum of Understanding should establish:
  - the role of the partners, and their individual involvement in the organisational activities (visibility activities, communication strategy, preparatory academic activities, as well as others);
  - procedures and criteria for the selection of candidates (e.g. centralised selection mechanisms applied by all partners. These mechanisms will take account of the different criteria to be applied for different target groups);
  - definition of specific academic arrangements (e.g. for students: agreed examination criteria, academic recognition of study periods abroad; for staff: the inclusion of courses taught in the regular programme of the host university; arrangements for student and course assessment, training programmes etc.);
- Develop a clear promotion and visibility strategy for the partnership including, in particular, a dedicated partnership website referring explicitly to the Action 2 - Erasmus Mundus Partnerships and providing all necessary information about the partnership from the academic, financial and administrative points of view. This must include a solid networking strategy reaching as many universities in the third countries concerned as possible and vulnerable groups particularly when these are third countries' set priorities. The proposal should therefore take account of the conditions governing the Communication and Visibility of the European Union External Actions:

[http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm);

- Set up procedures and criteria for the selection of students and staff to take part in the individual mobility activities. Partnerships must guarantee a minimum duration of at least 45 days following the launch of the Call for expression of interest for the submission of candidates' applications for mobility's scholarships. The candidates' application procedure and deadline should be designed in such a way that it provides the candidate will all the necessary information well in advance and with enough time to prepare and submit his/her application;
- Put in place a mechanism for the selection of students, researchers, academic and higher education staff that guarantees the transparency of the selection process and an equitable treatment of the individual applications;
- Tackle cross-cutting issues like gender-balance, equal opportunities and the participation of disadvantaged groups (disabled students, economically disadvantaged students). Clear inclusive provisions to enable real participation of disadvantaged groups into this programme are a requirement<sup>56</sup>;
- Foresee measures aiming at preventing possible brain-drain effect for the third countries participating in the mobility scheme;
- Provide adequate linguistic support;
- Offer the necessary facilities to students (e.g. international office, housing, coaching, assistance with visas and residence permits etc.), including where necessary services for family members of grantees and grantees with special needs;
- Put in place an insurance scheme that guarantees that students are adequately covered in case of accident, injury, illness, etc. while participating in the EMA2 –STRAND1;
- Set up agreements with students on an individual work programme and on the workload required to pass any examinations or other forms of assessment (i.e. learning agreements);
- Facilitate academic recognition of periods of study, training, research and teaching (through ECTS – European Credit Transfer System or other compatible systems with a view to favouring the creation and/or implementation of Common Areas of Higher Education. In this sense, it is a minimum requirement for all partners to consider the study period abroad as an integral part of the study programme. Full academic recognition will be given by the home university for the study period (including examinations or other forms of assessment) spent in the host university (-ies). At the end of the period of study abroad, the host university will provide the incoming student as well as the sending university with a transcript of study results confirming that the programme has been completed. An award of a diploma supplement is also recommended;
- Draw up agreements with academics on the lecture hours to be taught by the visiting academic, that should form part of courses which are assessed as part of a degree/diploma offered by the host institution;
- Foresee arrangements for the monitoring of outgoing students;
- Set up internal evaluation and quality assessment mechanisms;

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<sup>56</sup> Please consider the difference between disadvantaged groups and vulnerable groups: the former refers to cross-cutting issues and must be taken into consideration during the selection of candidates for **all three target groups**, the latter refers exclusively for the selection of candidates under TG III.

- Develop a sustainability strategy explaining in which way these mobility exchanges can favour the creation of durable links with third countries, how they can respond to the social, economical and political needs of the third countries concerned and how they will help to disseminate European social and democratic values.

### ***INDIVIDUAL MOBILITY***

There are three target groups for individual mobility flows and five different types of individual mobility for students and academic staff.

Target Group	Target beneficiaries	Types of mobility	Countries of individuals participating in mobility
TARGET GROUP 1	Students, and staff registered in one of the HEIs that is a member of the partnership.	undergraduate, masters, doctorate, post-doctorate, staff exchanges	Third countries of the lot concerned and European Countries
TARGET GROUP 2	Nationals of the third countries concerned by the geographical lot, who are registered in a higher education institution of these countries that is not included in the partnership, or who have obtained a university degree or equivalent by an institution of these countries. This includes the possibility of providing mobility opportunities to third-country nationals working in public administration, public and private enterprises.	masters, doctorate, post-doctorate	Only third countries of the lot concerned.
TARGET GROUP 3	Nationals of the third countries concerned by the geographical lot who are in particularly vulnerable situations, for social and political reasons. For example: 1) having a refugee status or asylum beneficiaries (international or according to the national legislation of one of the European recipient countries) or 2) it can be proved that they have been the object of unjustified expulsion from university on racial, ethnic, religious, political, gender or sexual inclination or 3) they belong to an indigenous population targeted by a specific national policy or IDPs (Internally Displaced Persons)	undergraduate, masters, doctorate, post-doctorate	Only third countries of the lot concerned.

Please note that:

- ✓ **Target Group 1 must represent at least 50%** of the individual mobility covered by the project;
- ✓ **Third-country students and staff need to represent at least 70%** of the individual mobility covered by the project;
- ✓ **European students and staff cannot exceed 30%** of the individual mobility flows covered by the project.

In general the different types of individual mobility are the following:

<b>Type of mobility</b>	<b>Distribution</b>
Undergraduates	30-40% of the total
Masters	20-30 % of the total
Doctorates	15-25% of the total
Post-doctorate fellowships	5-15% of the total
Staff	5-15% of the total

Applicants must indicate in their applications the number of mobilities, target groups, types of mobility, and thematic fields they intend to cover. The distribution per type of mobility must be respected and fall within the range indicated in the table.

The type, distribution and number of eligible mobility flows may vary depending on the lot concerned. Detailed information will be provided in the respective Guidelines to the Call for proposals. Each proposal will need to cover at least the minimum number of individual mobility flows requested by the respective lot published in the respective Guidelines to the Call for proposals.

Neither European nor third-country candidates can benefit from a second scholarship for the same type of mobility under another project under the EMA2-STRAND1. Furthermore, candidates cannot benefit from more than one mobility activity within the same project.

Mobility flows for students and staff between the European or between third-country institutions involved in the partnership are not eligible.<sup>57</sup>

Mobility may include a placement period (max 3 months) in the same country of the hosting HEIs partners or associates, provided that it is preceded by a minimum period of study abroad of six months and that it is recognised as an integral part of the student's programme. The placement should be agreed by all partners concerned and a close monitoring of the students should be ensured.

European universities are advised to be fully aware of the specific conditions in each of the Third-Countries concerned before deciding to send students or academic staff and to follow the advice of their Ministries of Foreign Affairs.

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<sup>57</sup> The travelling and subsistence costs for staff of the partnership for the purpose of the organisation of the mobility must be covered by the lump sum allocated to the partnership for such purpose.

## **DURATION**

The duration of a project may vary depending on the lot concerned but cannot exceed 48 months. Detailed information will be provided in the respective Guidelines to the Call for proposals.

The partnership can decide on the duration of the mobility activities within the limits established in the table below:

Type of individual mobility	TARGET GROUP I		TARGET GROUP II	TARGET GROUP III <sup>58</sup>
	EU/other countries and potential candidates possibly in the same footing as Member States	Third-country partners		
Undergraduate	from 1 academic semester to 1 academic year (10 months max.)		Not applicable	from 1 academic semester to 3 academic years (34 months max.)
Master	from 1 academic semester to 1 academic year (10 months max.)	from 1 academic semester to 2 academic years (22 months max.)	from 1 academic semester to 2 academic years (22 months max.)	from 1 academic semester to 2 academic years (22 months max.)
Doctorate	6-34 months		6-34 months	6-34months
Post doctorate	6-10 months		6-10 months	6-10 months
Staff	1-3 months		Not applicable	Not applicable

### **6.1.3 AWARD CRITERIA**

The selection of partnerships will be a competitive process organised by the Agency and based on the assessment of the quality of the proposal from the academic and organisational points of view. All applications will undergo assessments by external independent experts according to the five award criteria listed below. The maximum that a proposal may obtain is 100%. In principle, proposals which do not reach the minimum quality threshold of 50% will not be considered for funding.

<b>Criteria</b>	<b>Weight</b>
<b>1.Relevance</b>	<b>25%</b>

<sup>58</sup> For TG II and III, if the mobility duration is shorter than a complete academic term and no diplomas are issued, the partnership must guarantee that the study periods as well as the credits are recognised by the universities of origin. To this end, prior academic arrangements with the third-country partner universities concerned are required.

<b>2.Quality</b>	<b>65%</b>
2.1 Partnership composition and cooperation mechanisms	20%
2.2 Organisation and implementation of the mobility	25%
2.3 Students'/staff facilities and follow-up	20%
<b>3. Sustainability</b>	<b>10%</b>
<b>Total</b>	<b>100%</b>

### ***1. Relevance (25% of the final mark)***

Under this criterion applicants need to state the relevance of their proposal in relation with the EMA2-STRAND1 objectives (section 6.1), and how the expected results contribute to fulfil the requirements defined in the respective Guidelines to the Call for proposals.

It will address issues such as:

- The potential of the proposal to foster institutional cooperation, to develop higher education teaching and learning capacity and to build the management capacity of HEIs in the third countries;
- The particular needs and constraints of the target groups and country/countries;
- The thematic needs and how they fit into the development strategies of the third countries involved and the impact it has on the participating institutions in these countries;
- Cross-cutting issues such as equal opportunities, gender balance, social equity and the programme's possible brain-drain effects.

### ***2. Quality (65% of the final mark)***

Under this criterion the applicant needs to explain the measures undertaken to ensure a qualitative organisation and implementation of the mobility. It will focus on the expertise of the partnership proposed to achieve the project's objectives, strategies/procedures and activities in order to organise and implement the mobility, the services and facilities offered to enrolled students as well as the way the partnership intends to ensure efficient participation of these students in the mobility scheme.

#### ***2.1 Partnership composition and cooperation mechanisms (20% of the final mark)***

It will address issues such as:

- The partnership impact in terms of diversity (partners and associate members, geographical coverage, or inclusion of peripheral as well as higher education institutions in larger cities), applicant's and partners' experience in the management of international cooperation projects, their technical and operational expertise and complementarities;
- The partners' level of involvement and participation in the project (visibility strategy, selection procedure for students and staff mobility, balanced distribution of tasks and the mobility activities among the partners);
- The quality and reliability of the cooperation mechanisms defined between the participating organisations, and the joint anticipated quality assurance measures in place to monitor to project

development (indicators and benchmark);

- The quality of the plans for communication and cooperation mechanisms (Memorandum of Understanding);

## ***2.2 Organisation and implementation of the mobility (25% of the final mark )***

It will address issues such as:

- How the proposed mobility activities will be implemented, and how the proposed results and objectives will be achieved throughout a cost/effectiveness balance. Efficient use of mobility periods – making best use of time abroad for maximum benefit. Appropriateness of project outcomes and related activities;
- Strategy and concrete measures proposed to ensure visibility, awareness-raising, project promotion;
- Measures taken to attract the appropriate number and profile of individual students and staff in order to ensure mobility flows proposed as well as the relation between them and the thematic expertise of the partner institutions, the profile of the students / staff;
- Methodology and the criteria set to guarantee an impartial and transparent selection process based on merit and equal opportunities as well as standards agreed by the partnership for joint application, selection, admission and exams procedures;
- Integration of the mobility scheme among the partner institutions (i.e. how the proposal fulfils requirements in terms of numbers and types of mobility activities, balance of the mobility flows proposed among the partners);
- The agreed mechanisms for student examination and study credits recognition and transfer (use of ECTS or other equivalent mechanisms, use of a diploma supplement);
- The anticipated quality assurance and evaluation strategy envisaged by the partnership in order to ensure an efficient monitoring of the project course (from both the academic and administrative point of view);
- Concrete measures taken by the partnership to meet the cross-cutting requirements of equal opportunities, gender balance, participation of disabled and economically disadvantaged people, brain drain prevention.

## ***2.3 Student / staff facilities and follow-up (20% of the final mark)***

It will address issues such as:

- Student agreement clearly defining the mutual rights, obligations and responsibilities of the student and the partnership concerning academic, financial and administrative aspects of the student's participation in the mobility scheme;
- Learning agreement describing the programme of study abroad and how its existence facilitates academic recognition;
- Practical arrangements for the reception of incoming students and scholars in the host institution in particular the assistance for obtaining visa, administrative support, housing facilities, languages courses, support for residence permit, etc;

- Integration of academic staff in the study programme and relevance of training plans for administrative staff.

### ***3. Sustainability (10% of the final mark)***

This criterion focuses on the measures taken by the partnership to ensure the appropriate dissemination and exploitation of the project's results, as well as the impact and sustainability of these results in the long term (financially, institutionally) beyond the funding period.

It will address issues such as:

- Relevant activities to be pursued and outputs to be maintained or developed after the end of the European Commission funding;
- Impact on its target groups and at the institutional level including recognition of studies among partners, creation of international cooperation cells in third countries;
- Tangible impact, multiplier effects and plan for capitalisation of the project results and dissemination activities in Europe and third countries.

Following the evaluation and for each of the geographical lots, a list with the best proposals will be established. Within the available financial envelope, the list of selected project(s) per lot will be established as well as a reserve list.

For the financial conditions and contractual conditions, please refer to the section 6.2 and 6.3

## 6.2 EMA2-STRAND2: PARTNERSHIPS WITH COUNTRIES AND TERRITORIES COVERED BY THE INDUSTRIALISED COUNTRIES INSTRUMENT (ICI)

The Industrialised Countries Instrument (ICI) promotes cooperation with 17 industrialised countries and other high-income countries and territories in North America, the Asia-Pacific region and the Gulf region (hereafter referred as third countries/territories). Based on Article 181A of the Treaty, the ICI will contribute – together with other Community's instruments – to fostering the relations of the Community with countries and territories which often share similar values, are important political and trading partners, and play an active role in multilateral fora and in global governance.

The EU and third countries recognise the importance of academic cooperation and exchanges as a means to promote mutual understanding, innovation and quality of education. The higher education systems in the EU and third countries/territories have reached levels of quality development that are comparable. They are key providers of higher education services and are internationalising their systems to attract large numbers of foreign students. They offer substantial potential for mutually beneficial academic cooperation activities including exchanges of students, professors and researchers.

In this framework, Erasmus Mundus Action 2 - Strand 2 focuses on cooperation on a regional basis (i.e. cooperation between EU countries and more than one third-country/territory in a given geographical area). A region-to-region approach would diversify the partnership options for EU higher education institutions, encourage regional cooperation among partner countries and resolve or alleviate the imbalances between the EU educational sector and that of some of the individual third countries/territories. In certain cases, such imbalances could in themselves constitute an impediment to sustained bilateral cooperation and the regional approach would provide a more flexible framework for certain countries and territories to engage in cooperation with the Community.

These partnerships should foster mobility in the following categories: masters students, doctoral and post-doctoral candidates, and higher education academic and administrative staff. The partnerships will contribute to improving the quality of the education. These projects should be in line with the growing role of the European Union in the economic and political sphere and reflect the key themes of the EU's relationship with its industrialised partners.

The specific objectives of EMA2-STRAND2 activities are:

- To support cooperation between higher education institutions with a view to promoting study programmes and mobility;
- To foster the mobility of students, doctoral and post-doctoral candidates between the European Union and the third countries/territories by promoting transparency, mutual recognition of qualifications and periods of study, research and training, and, where appropriate, portability of credits;
- To support the mobility of professionals (academic and administrative staff) with a view to improving mutual understanding and expertise, of issues relevant to relations between the European Union and the partner countries;
- To develop a distinctive value for the promotion of region to region cooperation.

The implementation of the programme shall contribute fully to promoting the the horizontal policies of the

Community, in particular by:

- Enhancing the European knowledge-based economy and society and contributing to creating more jobs in line with the objectives of the Lisbon Strategy and strengthening the global competitiveness of the European Union, its sustainable economic growth and its greater social cohesion;
- Fostering culture, knowledge and skills for peaceful and sustainable development in a Europe of diversity;
- Promoting awareness of the importance of cultural and linguistic diversity within Europe, as well of the need to combat racism and xenophobia and promoting intercultural education;
- Making provision for students with special needs, and in particular by helping to promote their integration into mainstream higher education, and promoting equal opportunities for all;
- Promoting equality between men and women and contributing to combating all forms of discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.

### **6.2.1 THEMATIC FIELDS OF STUDY AND REGION/COUNTRY NEEDS**

The EMA2-STRAND2 operates in all fields of study. In this context, projects are strongly encouraged to implement activities covering areas of study and disciplines identified in the specific lot of the respective Guidelines to the Call for proposals.

### **6.2.2 ELIGIBILITY CRITERIA**

In this section you will find the overall eligibility requirements for the partnerships. Any specific requirement for an individual lot must be respected in relation to the eligible country, the eligibility of the partnership, activities, type of mobility, published in the respective Guidelines to the Call for Proposals.

Each applicant may submit only one proposal for any specific lot. The same European partnership may submit proposals to a maximum of two lots, each of which must be submitted in a separate envelope.

#### **6.2.2 a ELIGIBLE PARTICIPANTS AND CONSORTIUM COMPOSITION**

##### ***PARTNERSHIP COMPOSITION***

The minimum partnership will be constituted of

- ✓ Five European higher education institutions (HEIs) having been awarded an Erasmus Charter from at least three European Union Member States plus
- ✓ At least three higher education institutions from two countries of the corresponding lot.

In order to ensure sound management of the partnership by the applicant, the maximum size of the partnership is limited to 12 partners.

The above rule can be subject to adaptations depending on the lot concerned. Detailed information on the rule applicable to each of the lot will be provided in the respective Guidelines to the Call for proposals.

### ***APPLICANTS / COORDINATING INSTITUTION***

Applicants must:

1. Be a legal person ("legal entity");
2. Be a university or higher education institution. In order to be eligible as a higher education institution, applicants must provide courses at the undergraduate, graduate and/or doctoral level of higher education leading to a qualification recognised by the competent authorities in their own country; they may be called a “University” or bear some other relevant name (e.g. “Polytechnic”, “College”, “Institute”, etc). Please note that (branches of) third-country/territory HEIs located in European Countries or branches of European HEIs located in third countries/territories are not considered as eligible applicants;
3. Be registered in a European Union Member State;
4. Be directly responsible for the management of the activities with their partners, not acting as an intermediary;
5. Have been awarded an Erasmus Charter before the date of publication of the Call.

### ***PARTNERS***

Partners must:

1. Be a legal person ("legal entity");
2. Be an university or higher education institution. In order to be eligible as a higher education institution, applicants must provide courses at the undergraduate, graduate and /or doctoral level level of higher education leading to a qualification recognised by the competent authorities in their own country; they may be called a “University” or bear some other relevant name (e.g. “Polytechnic”, “College”, “Institute”, etc). Please note that (branches of) third-country/territory HEIs located in eligible countries or branches of European HEIs located in third countries/territories are not considered as eligible partners;
3. Be registered in one of the countries of the Call .

Please note that the obligation to be in possession of an Erasmus Charter does not apply to third-country/territory partner universities. The Agency will ask EU Delegations to liaise with the relevant authorities of the country concerned in order to ensure that the third-country HEIs included in the consortium correspond to the definition of an HEI given in Article 2 of the Programme Decision.

### ***ASSOCIATED MEMBERS***

Other types of organisations from the eligible countries can be involved in the action. Such associates play an active role in the action but they are not beneficiaries and may not receive funding from the grant. Associated members do not have to meet the eligibility criteria required of applicants and partners.

The associated members have to be mentioned in the Application and the role they play in the context of the proposed project has to be described. In specific cases the associates can be a hosting institution, for example if a placement period is foreseen as part of the study period.

Some types of associated members which could be particularly relevant for the objectives and activities of this programme are: enterprises, chambers of industry and commerce, local, regional or national public entities as well as research centres, regional institutions of higher education not belonging to any national system but formally recognised by one of the eligible countries.

It is expected that associated members contribute to the transfer of knowledge and results as well as the innovation process and assist in the promotion, implementation, evaluation and sustainable development of the projects.

### ***EUROPEAN STUDENTS***

In order to be eligible, European masters students, doctoral and post-doctoral candidates, referred to as "European students":

1. Must be a national of an EU Member State;
2. For masters mobility, must have obtained a first higher education degree or a recognised equivalent level of learning from a EU HEI within the partnership in the academic year coinciding with the start of the project eligibility period; or must be currently registered in a masters course in a HEI that is a member of the partnership;
3. For doctorate mobility, must have obtained a second higher education degree or a recognised equivalent level of learning from the EU HEI within the partnership in the academic year coinciding with the start of the project eligibility period; or must be currently registered in a doctoral programme in a HEI within the partnership;
4. For post-doctorate mobility, must have obtained their doctorate in the last two years and must have the support of one of the EU HEIs within the partnership to carry out post-doctorate mobility. This can be for research, training and attending highly specialised courses;
5. Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.

### ***THIRD-COUNTRY STUDENTS***

In order to be eligible, third-country/territory master students and doctoral candidates, referred as "third-country students "

1. Must be a national of one of the third countries/territories covered by the relevant lot
2. For masters mobility, must have obtained a first higher education degree or a recognised equivalent level of learning from a third-country/territory HEI within the partnership in the academic year coinciding with the start of the project eligibility period; or must be currently registered in a masters course in a HEI within the partnership;
3. For a doctorate mobility, must have obtained a second higher education degree or a recognised equivalent level of learning from a third-country/territory HEI within the partnership in the same academic year coinciding with the start of the project eligibility period or must be currently registered

in a doctoral programme in a HEI within the partnership;

4. For a post-doctorate mobility, must have obtained their doctorate in the last two years and must have the support of one of the third-country/territory HEIs within the partnership to carry out post-doctorate mobility. This can be for research, training and for attending highly specialised courses;
5. Must have sufficient knowledge of the language of the courses or of one of the languages currently spoken in the hosting countries.

### ***ACADEMIC AND ADMINISTRATIVE STAFF***

In order to be eligible, academic and higher education staff, hereafter referred as "staff":

1. Must work in or be associated to one of the HEIs within the partnership;
2. Must be national of an EU Member State or of one of the third countries/territories covered by the relevant lot;
3. Mobility assignments must be based on partnership agreements between the members of the partnership;
4. The home and host universities and the individual staff must agree on the programme of lectures to be delivered by the visiting teachers, on the research activities or on the type of training to be followed by staff;
5. The exchange may constitute a post-per-post exchange or a one-way visitor flow to or from a third country.

The mobility of staff should contribute to strengthen international co-operation capacity of higher education institutions in third countries.

It should aim to consolidate and extend links between departments and faculties and to prepare for future cooperation projects between the universities. Staff mobility is also expected to improve the application of ECTS or other systems for recognition of studies in the partner institution.

### **6.2.2 b ELIGIBLE ACTIVITIES**

The project will involve the organisation and implementation of student, researcher and staff mobility, the provision of education/training and other services to foreign students and teaching/training and research assignments and other services to staff from the country/ies covered by the project.

The activities must take place in one of the eligible countries/territories covered by the respective lot of the Call and participating in the partnership.

The project, notably the organisation of the mobility scheme, should be ready to run in the same year of the application. A project selected in the year "n" must be able to start the mobility as from year "n" and year "n+1" at the latest in line with the academic year calendar of the hosting country. Staff mobility can start at any time within the project duration and must end within the project eligibility period.

The project will be composed of two main parts:

- Organisation of mobility;
- Individual mobility for students and staff.

The organisation of mobility activities involves creating optimal conditions, through quality support measures, for students and staff to undertake periods of study/placement/teaching/research/training at partner universities in other participating countries.

Applicants should note that if their proposal is approved, they will need to submit to the Agency the list of the actual students and staff selected to benefit from a mobility activity as well as a reserve list indicating the name, gender, nationality, sending and hosting institution, field of study, type of education and duration. In addition, information on the number of rejected candidates per mobility type, country of origin and gender, has to be provided. The list per type of mobility must be submitted before the start of the first mobility of each type and by 1st April of "year n+1" at the latest.

In order to organise the mobility the partnership must:

- Draw up a Memorandum of Understanding among the partners with the objective to reach a sound management of the partnership and address all the aspects linked to the organisation of the mobility scheme. The Memorandum of Understanding should establish:
  - the role of the partners, and their individual involvement in the organisational activities (visibility activities, communication strategy, preparatory academic activities, etc.);
  - procedures and criteria for the selection of candidates;
  - definition of specific academic arrangements (e.g. for students: agreed examination criteria, academic recognition of study periods abroad; for staff, the inclusion of courses taught in the regular programme of the host university; arrangements for student and course assessment, training programmes etc.);
- Develop a clear promotion and visibility strategy for the partnership including, in particular, a dedicated partnership website referring explicitly to the EMA2-STRAND2 and providing all necessary information about the partnership from the academic, financial and administrative point of view. This must include a solid networking strategy reaching as many universities in the third countries concerned as possible;
- Put in place a mechanism for the selection of students, researchers, academic and administrative staff that guarantees the transparency of the selection process and an equitable treatment of the individual applications;
- Set up procedures and criteria for the selection of students, academic and administrative staff to take part in the individual mobility activities. Partnerships must guarantee a minimum duration of at least 45 days following the launch of the Call for expression of interest for the submission of candidates' applications for mobility scholarships. The application procedure and deadline for candidates should be designed in such a way that it provides the candidate with all the necessary information well in advance and with enough time to prepare and submit his/her application;
- Provide adequate linguistic support;
- Offer the necessary facilities to students (e.g. international office, housing, coaching, assistance with visas and residence permits etc.), including where necessary services for family members of grantees and grantees with special needs;
- Have put in place an insurance scheme that guarantees that students are adequately covered in case of accident, injury, illness, etc. while participating in the EMA2-STRAND2;
- Set up agreements with students on an individual work programme and on the workload required to

pass any examinations or other forms of assessment (i.e. learning agreements);

- Facilitate academic recognition of periods of studying, training, research and teaching ( through ECTS –European Credit Transfer System or other compatible systems) with a view to favouring the creation and/or implementation of Common Areas of Higher Education. In this sense, it is a minimum requirement for all partners to consider the study period abroad as an integral part of the study programme. Full academic recognition will be given by the home university for the study period (including examinations or other forms of assessment) spent in the host university (-ies). At the end of the period of study abroad the host university will provide the incoming student as well as the sending university with a transcript of the study confirming that the study programme has been completed. An award of a diploma supplement is also recommended;
- Draw up agreements with academics on the lecture hours to be taught by the visiting academic, that should form part of courses which are assessed as part of a degree/diploma offered by the host institution;
- Foresee arrangements for the monitoring of outgoing students;
- Set up internal evaluation and quality assessment mechanisms;
- Develop a sustainability strategy by explaining in which way these mobility exchanges consolidate the existing links with third countries, how they foster mutual understanding, innovation and quality of education with the third countries concerned.

### ***INDIVIDUAL MOBILITY***

EM A2-STRAND2 targets only students, and staff registered in one of the Higher Education Institutions within the partnerships.

In general:

- ✓ European mobility to third countries/territories must represent minimum 60% of the individual mobility flow;
- ✓ Third-country mobility to Europe cannot be higher than 40% of the individual mobility flow.

The distribution may vary depending on the lot concerned. Detailed information will be provided in the respective Guidelines to the Call for Proposals.
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Mobility may include a placement period (max. 3 months) in the same country of the hosting HEIs partners or associates, provided that it is preceded by a minimum period of study abroad of six months and that it is recognised as an integral part of the student's programme. The placement should be agreed by all partners concerned and a close monitoring of the students should be ensured.

European universities are advised to be fully aware of the specific conditions in each of the third countries/territories concerned before deciding to send students or staff and to follow the advice of their Ministries of Foreign Affairs.

### ***DURATION***

The duration of a project may vary depending on the lot concerned but cannot exceed 48 months. Detailed information will be provided in the respective Guidelines to the Call for proposals.

The partnership can decide on the duration of the mobility activities within the limits established in the table below:

Type of individual mobility	Students and staff from partnership	
	EU partners	Third-Country/Territory partners
Master	from 1 academic semester to 1 academic year (10 months max.)	from 1 academic semester to 2 academic years (22 months max.)
Doctorate	6-34 months	
Post doctorate	6-10 months	
Staff	1-3 months	

### 6.2.3 AWARD CRITERIA

The selection of partnerships will be a competitive process organised by the Agency and based on the assessment of the quality of the proposal from the academic and organisational points of view. All applications will undergo assessments by external independent experts according to the five award criteria listed below. The maximum that a proposal may obtain is 100%. In principle, proposals which do not reach the minimum quality threshold of 50% will not be considered for funding.

Criteria	Weight
<b>1. Relevance</b>	<b>25%</b>
<b>2. Contribution to excellence</b>	<b>25%</b>
<b>3. Quality</b>	<b>50%</b>
3.1 Partnership composition and cooperation mechanisms	15%
3.2 Organisation and implementation of the mobility	20%
3.3 Students'/ staff facilities and follow-up	15%
<b>Total</b>	<b>100%</b>

#### 1. Relevance (25% of the final mark)

Under this award criterion applicants need to state the relevance of their proposal in relation with the EMA2-STRAND 2 programme's objectives (section 6.2), and how the expected results contribute to fulfil the requirements defined in the respective Guidelines to the Call for proposals.

It will address issues such as:

- Geographical coverage of the partnership;
- Significance of the project for the relationship between European Union and the third countries/territories (see thematic fields of the respective Guidelines to the Call for Proposals).

## **2. Contribution to excellence (25% of the final mark)**

Under this award criterion applicants will have to present how their proposal from an academic and institutional point of view has the potential to contribute to the excellence, innovation by transfer of knowledge and know how.

It will address issues such as:

- The project contribution to educational quality, excellence and transfer of knowledge and know-how;
- The potential of proposal to foster institutional cooperation, to develop higher education teaching and learning capacity of students and researchers in view of further study or professional opportunities;
- A sound strategy for covering different thematic fields, and the impact on the participating institutions in these countries

## **3. Quality (50% of the final mark)**

Under this criterion the applicant needs to explain the measures undertaken to ensure a qualitative organisation and implementation of the mobility. It will focus on the expertise of the partnership proposed to achieve the project's objectives, strategies/procedures and activities in order to organise and implement the mobility, the services and facilities offered to enrolled students as well as to the way the partnership intend to ensure an efficient participation of these students in the mobility scheme.

### ***3.1 Partnership composition and cooperation mechanisms (15% of the final mark)***

It will address issues such as:

- The partnership in terms of diversity (partners and associate members), applicant's and partners' operational capacity, their experience in the management of international projects;
- The partners' level of involvement and participation in the project (visibility strategy, selection procedure for students, and staff mobility, distribution of tasks among the partners, distribution of the mobility activities among the partners);
- The quality and reliability of the cooperation mechanisms defined between the participating organisations, and the joint anticipated quality assurance measures in place to monitor project development (indicators and benchmarks);
- The quality of the plans for communication and cooperation mechanisms (Memorandum of Understanding).

### ***3.2 Organisation and implementation of the mobility (20% of the final mark)***

It will address issues such as

- Integration of the mobility scheme among the partner institutions (i.e. how the proposal fulfils requirements in terms of numbers and types of mobility activities, balance of the mobility flows proposed among the partners);
- Strategy and concrete measures proposed to ensure visibility, awareness raising, promotion of the mobility scheme;

- Measures to attract the appropriate number and profile of individual students and staff in order to ensure mobility flows proposed, as well as the relation between them and the thematic expertise of the partner institutions, the profile of the students / staff;
- Methodology and criteria set to guarantee an impartial and transparent selection process based on merit and equal opportunities as well as standards agreed by the partnership for joint applications, selection, admission and exams procedures;
- Mechanisms for student examination and study credits recognition and transfer (use of ECTS or other equivalent mechanism, use of a diploma supplement);
- The anticipated quality assurance and evaluation strategy envisaged by the partnership in order to ensure efficient monitoring of the project (from both an academic and an administrative point of view);
- The quality of the sustainability plan within and beyond the envisaged contractual period;
- The impact on its target groups and at institutional level including recognition of studies among partners;
- Tangible impact, multiplier effects and plan for capitalisation of the project results and dissemination activities in Europe and partner countries.

### ***3.3 Student / staff facilities and follow-up (15% of the final mark)***

It will address issues such as:

- Student agreement clearly defining the mutual rights, obligations and responsibilities of the student and the partnership concerning academic, financial and administrative aspects of the student's participation in the mobility scheme;
- Learning agreement describing the programme of study abroad and how it facilitates the full academic recognition;
- The practical arrangements for the reception of incoming students in the host institution in particular the assistance for obtaining visa, administrative support, housing facilities, languages courses, support for residence permit, etc.;
- Integration of academic staff in the study programme and appropriateness of training plans for administrative staff.

Following the evaluation and for each of the geographical lots, a list with the best proposals will be established. Within the available financial envelope, the list of selected project(s) per geographical lot will be established as well as a reserve list.

## 6.3 FINANCIAL CONDITIONS

The grant awarded can be used to cover the costs incurred for the implementation of eligible activities as described under section 6.2.1 and 6.2.2.

### *Organisation of the mobility*

The part of the grant awarded to cover the costs incurred by the universities for the organisation of the mobility will be calculated on the basis of lump-sum amounts. This lump sum amount will correspond to **EUR 10 000** per institution within the partnership.

### *Individual scholarships*

Community support for individual mobility of students and staff will contribute to cover the travel expenses, subsistence costs, insurance costs and, where applicable, tuition fee for mobile students and staff.

The grant amount allocated for the coverage of these costs will be calculated on the basis of unit-costs detailed in the tables below.

### *Travel costs*

The following rates are applied for return tickets for the direct/linear distance ("as the crow flies") between on the one side the location of origin of the student/staff (for EMA2-STRAND1 Target Group 2), the location of residence (for EMA2-STRAND1 Target Group 3) or the sending university (for EMA2-STRAND1 Target Group 1, and EMA2-STRAND2) and on the other side the hosting university premises.

Distance (km)	Fixed-amount (€)
< 500	250
500– 1 000	500
>1 000– 1 500	750
>1 500 – 2 500	1 000
>2 500 – 5 000	1 500
>5 000 – 10 000	2 000
>10 000	2 500

On the basis of the above rates, universities will cover the travel expenses for students and staff participating in the individual mobility flows. *Subsistence costs*

Participating universities must provide the totality of the subsistence allowance specified in the table below to the visiting students/staff. A part should be provided upon arrival to cover installation costs and the remaining part must be provided on a regular basis.

### *Fees*

Students from partner HEIs will continue paying their registration fees in their HEI of origin but the hosting HEI must apply a fee waiver policy (no registration/tuition fees) if mobility is inferior to 10 months. In all other cases, the maximum fee for incoming students is limited to EUR 3 000 per academic year and student and to EUR 5 000 registration fees for specialised post-doctorate studies. In order to avoid double imposition of fees, in those cases where the hosting HEI requires the payment of the registration/tuition fees the students must not be charged the same fees by the HEIs of origin.

Fees cannot be charged to post-doctorate mobility for research purposes. Fees concerning post-doctorate studies shall be justified in detail in the application. A small additional fee may be charged to the incoming students by the host HEI to cover additional library, student unions, laboratory consumable costs, etc. on an equal basis to that charged to local students.

Under no circumstances may participating universities claim tuition/registration fees from visiting students beyond the amounts indicated in the previous paragraphs or retain the funding foreseen as subsistence allowance to cover such fees.

### *Insurance costs*

The Agency has foreseen unit costs for HEIs to cover insurance for students and staff participating in the mobility activities. Universities must take a full insurance coverage<sup>59</sup> (health, travel, accident) to cover the incoming students and staff participating in the individual mobility activities.

### *Visa costs*

Costs related to the visa obtention for the individuals participating to the mobility may be covered by the grant awarded. In order to accelerate and facilitate the procedure for obtaining the visa for the students and staff selected, the selected partnerships are strongly advised to contact and liaise with the EU Delegations in the EU partner countries as well as the Consulates and the Embassies of the EU Member States in the concerned countries as soon as they receive the official confirmation of being selected.

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<sup>59</sup> See the minimum conditions for insurance cover on the Erasmus Mundus website.

Type of mobility	Monthly Subsistence allowance	Duration	Tuition/registration Fees	Insurance	Maximum amount (excl travel)
UNDERGRADUATE	EMA2-STRAND1 (Target Group 1)				
	€1 000 per month	6-10 months <sup>60</sup>	Fee waiver policy if stay is below 10 months  €3 000 per academic year	€75 per month	€13 750
	Target Group 3				
	€1 000 per month	6-34 months	€3 000 per academic year	€75 per month	€45 550
MASTERS	EMA2-STRAND 1 (Target Group 1) and EMA2-STRAND2				
	€1 000 per month	6 -10 months for Europeans	Fee waiver policy if stay is below 10 months  €3 000 €per academic year	€75 per month	€29 650
		6 - 22 months for third-country nationals	Fee waiver policy if stay is below 10 months  €3 000 per academic year		
	EMA2-STRAND 1(Target Groups 2 & 3)				
€1 000 per month	6 - 22 months	€3 000 per academic year	€75 per month	€29 650	
DOCTORATE	EMA2-STRAND 1 (All Target Groups) and EMA2-STRAND2				
	€1 500 per month	6 - 34 months	€3 000 per academic year	€75 per month	€62 550
POST-DOCTORATE	EMA2-STRAND 1(All target groups) and EMA2-STRAND2				
	€1 800 per month	6-10 months	No fees for research activities  Max. €5 000 per academic year for specialised post-doctorate studies (to be described in the application)	€75 per month	€23 750
	EMA2-STRAND 1 (Target Group 1) and EMA2-STRAND2				

<sup>60</sup> For Undergraduate and Master, mobility of a shorter duration is allowed in duly justified cases and subject to prior authorisation from the Agency.

STAFF	€2 500 per month	1-3 months	Not applicable	€75 per month	€7 725
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## 6.4 CONTRACTUAL CONDITIONS

### *“Grant agreement”*

If the EMA2 proposal is selected, the Agency will issue a grant agreement, drawn up in euro and detailing the conditions and financial contribution. The grant agreement will cover the financial contribution for the organisation of the mobility scheme as well as the individual scholarships allocated to students and staff. This grant agreement will be signed between the Agency and the beneficiary and its duration will vary up to 48 months.

Any modification to the grant agreement must be requested in writing and approved by the Agency. The types of modifications and their implementation modalities are specified in the Administrative and Financial handbook, annexed to the grant agreement.

### *“Payment of the grant”*

The Beneficiary will receive annual pre-financing payments in accordance with the timetable below.

	<u>First pre-financing</u>	<u>Second pre-financing</u>	<u>Third pre-financing</u>
Projects with mobility inferior or equal to 22 months	70% of the grant	30% of the grant	
Projects with mobility between 22 and 34 months maximum	50% of the grant	30% of the grant	20% of the grant

The first pre-financing payment will be within 45 days of the date of signature of the grant agreement by the Agency.

Subsequent pre-financing payments may be made upon submission by the Beneficiary and approval by the Agency of a progress report and a payment request demonstrating that at least 70% of the amounts of pre-financing already paid by the Agency have been spent by the partnership.

The Agency will calculate the final grant amount on the basis of the final report submitted upon the completion of the project. It is based on a calculation using lump sums and unit costs amounts specified in the financial conditions (see section 6.3).

### *“Memorandum of Understanding”*

The legal representatives and/or their designated representatives of all institutions involved in the partnership must sign a Memorandum of Understanding in order to ensure the appropriate institutional commitment of the participating HEIs to the partnership. This agreement will have to cover as precisely as possible all academic, administrative and financial aspects related to the implementation, management, monitoring and evaluation of the activities, including the management of individual scholarships.

A copy of the Memorandum of Understanding signed by all partners will have to be submitted to the Agency together with the activity report due on 1st April "year n+1".

### ***“Student Agreement”***

It is the partnership’s responsibility to ensure the active participation of all students in the partnership activities. In order to guarantee the adequate transparency of the EMA2 participation rules, partnerships are required to define clearly the student’s obligations and rights in a Student Agreement that will be signed by both parties at the beginning of the programme. This agreement should define as precisely as possible the rights and obligations of both parties and cover issues such as:

- The participation costs charged to the student, what they do and (if relevant) do not cover.
- The main milestones in the course calendar, together with the examination periods.
- The learning agreement and transcript of records including the recognition by the home institution of the study period abroad, referring to a Diploma Supplement, if appropriate.
- The student’s obligations concerning his/her attendance to the course/activities and academic performance, as well as the consequences for not respecting these obligations.
- Recognition of diplomas

Models of the *Grant Agreement* as well as the annexes, are available on the Erasmus Mundus WebPages.

## **6.5 SELECTION PROCEDURE AND INDICATIVE TIMETABLE**

Selected proposals will be subject to a financial analysis, in connection with which the persons responsible for the proposed actions may be asked to provide additional information.

### ***Indicative Timetable***

Applicants should note that the following timetable is provided for information only and might be changed in the context of the annual Call for Proposals:

- 1) ***December “year n-1”***: publication of the annual Call for Proposals (including information on form to be used and any other relevant information applicable to the selection year concerned).
- 2) ***April “year n”***: Deadline for the submission of proposals.
- 3) ***May - June “year n”***: assessment and selection of proposals.
- 4) ***July “year n”***: award decision and publication of the selection results
- 5) ***July “year n” to September “year n”***: signature of the grant agreement with the partnership.
- 6) ***September “year n” to end December “year n+1”***: start of the mobility for students.
- 7) ***September “year n” to end of the project***: possible start of the mobility for academic and administrative staff.
- 8) ***End of April “year n+1”***: latest date for sending mobility lists to the Agency.

## 7 ACTION 3 : ERASMUS MUNDUS PROMOTION PROJECTS

### 7.1 INTRODUCTION

Action 3 provides support to transnational initiatives, studies, projects, events and other activities that aim to enhance the attractiveness, accessibility, profile, image and visibility of, and accessibility to European Higher Education in the world. Action 3 projects should contribute to<sup>61</sup>:

- the *promotion* and awareness raising of the European Higher Education sector as well as the relevant cooperation programmes and funding schemes;
- the *dissemination* of the programme's results and examples of good practice;
- the *exploitation* and mainstreaming of these results at institutional and individual level.

Under the first phase of the Programme this action (ex-Action 4) supported activities of particular interest for the reform process currently ongoing in the European Higher Education Area. More than 50 small to medium-sized projects were selected under annual calls for proposals covering fields such as quality assurance, recognition of credits and qualifications, promotion of academic disciplines or geographical areas, support for international mobility, etc. Funding has also been provided for the extension of Erasmus Thematic Networks to third-country institutions. Information on supported projects is available at: [http://eacea.ec.europa.eu/erasmus\\_mundus/results\\_compendia/selected\\_projects\\_action\\_4\\_enhance\\_attractiveness\\_2004\\_2008\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/results_compendia/selected_projects_action_4_enhance_attractiveness_2004_2008_en.php)

In addition, other projects were supported via Calls for Tender in order to respond to specific needs related to the general objective of making the European Higher Education Area more attractive, visible and transparent worldwide, e.g.:

- *Perceptions of European Higher Education in third countries*  
(<http://ec.europa.eu/education/programmes/mundus/doc/acareport.pdf>)
- *Erasmus Mundus Students and Alumni Association (EMA)*  
(<http://www.em-a.eu>)
- *Erasmus Mundus Global Promotion Project (GPP) / "Study in Europe"*
  - Web portal (see [http://ec.europa.eu/education/study-in-europe/index\\_en.html](http://ec.europa.eu/education/study-in-europe/index_en.html))
  - Communication Tool-Kit for European higher education institutions  
([http://ec.europa.eu/education/programmes/mundus/doc/toolkit\\_en.pdf](http://ec.europa.eu/education/programmes/mundus/doc/toolkit_en.pdf))

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<sup>61</sup> See Chapter 2 for the definitions of words in italics.

For the second phase of the programme, Action 3 projects have been grouped in 5 categories:

	<i>Category of projects</i>	<i>Implementation method</i>
1	Projects to enhance the Attractiveness of European HE; Internationalisation of ERASMUS Thematic Networks.	Calls for proposals <sup>62</sup> .
2	Clustering of existing Erasmus Mundus projects (Action 1 EMMC and EMJD + Action 3/ex-Action 4 projects)	Calls for tender
3	Erasmus Mundus National Structures information and promotion activities	Restricted Calls for proposals addressed exclusively to the Erasmus Mundus National Structures.
4	Services provided to the Erasmus Mundus Students and Alumni Association (EMA)	Call for tender resulting in a framework contract.
5.	Other projects such as: Studies, Presidency Conferences, other promotion activities	Calls for tender (except for Presidency conferences)

The following sections of the Programme Guide apply **ONLY** to projects falling under the **first category**.

## 7.2 ELIGIBILITY CRITERIA

The submission deadline and all other formal eligibility criteria specified in the application form must be respected.

### 7.2.1 ELIGIBLE PARTICIPANTS

*Eligible beneficiaries / participating organisations:*

- The applicant/coordinating institution must be an organisation from an ***eligible applicant country***<sup>63</sup>, i.e.: EU Member State, EEA-EFTA State<sup>64</sup>, Turkey, the Western Balkan countries<sup>65</sup> or Switzerland;
- Networks of HEIs will be considered as one single participating organisation;
- Eligible participating organisations include:
  - Higher education institutions (HEIs) from all countries of the world;
  - Erasmus Mundus consortia;
  - Public or private bodies active in the field of higher education from all countries of the world;
  - Erasmus Thematic Networks selected under the Erasmus strand of the Lifelong Learning Programme (these will be considered as a single participating organisation).

<sup>62</sup> The timing of these calls will depend on the priorities and activities defined by the Commission in its annual work programme.

<sup>63</sup> In order for a project coordinated by an organisation from a country which is not an EU Member State to be eligible under Action 3, an agreement (or a Memorandum of Understanding or an EEA Joint Committee Decision) establishing the participation of this country in the Erasmus Mundus programme should be in force by the date of the selection decision. Should this not be the case, organisations from the country concerned will be considered as third-country organisations entitled to participate in projects but neither to submit nor coordinate them.

<sup>64</sup> Iceland, Norway and Liechtenstein.

<sup>65</sup> Western Balkan Countries include Albania, Bosnia-Herzegovina, Croatia, Kosovo under UNSC Resolution 1244/99, the Former Yugoslav Republic of Macedonia, Montenegro and Serbia.

National organisations acting in their capacity as Erasmus Mundus National Structures are not eligible to participate in Action 3 attractiveness projects.

***Minimum partnership composition:***

The minimum partnership is composed of:

- for *Enhancing attractiveness projects*, eligible participating organisations coming from at least three eligible applicant countries<sup>66</sup> and from at least one third country;
- for *Internationalisation of Erasmus Thematic Networks*, the Network and 15 eligible participating organisations representing at least 10 different third countries.

**7.2.2 ELIGIBLE ACTIVITIES**

Action 3 activities may take place anywhere in the world.

***As a general rule, Action 3 projects must:***

- have a clear European dimension and a wide geographical scope;
- have a clear international (third-country) dimension;
- contribute to fostering intercultural dialogue and mutual understanding between cultures;
- ensure that they do not overlap with other Community programmes in the field of higher education; projects falling primarily within the scope of other Community programmes (e.g. Lifelong Learning, Tempus, Youth in Action, Citizens for Europe, etc.) will not be funded;
- have clear objectives responding to demonstrated needs, clearly defined outputs and expected outcomes and include a plan to ensure the sustainability of the project and its results beyond the period of funding;
- last between 12 and 36 months and begin their activities between October and December of the application year. Only where there are duly justified reasons, unknown by the applicant at the time of the application and formally approved in advance by the Agency, can the maximum duration be extended by an additional period of maximum 12 months.

***The following types of projects are not eligible:***

- projects dealing with information campaigns for individual Erasmus Mundus joint programmes;
- projects aiming at the development of new Erasmus Mundus joint programmes;
- projects seeking to promote single universities/ Erasmus Mundus National Structures.

***Examples of eligible activities and projects:***

- projects relating to countries or groups of countries that have international student flows;
- projects aiming at developing information and communication tools designed to increase the visibility of European higher education internationally;

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<sup>66</sup> Applicants should note that if the minimum project partnership involves an institution from a country that is not a Member State of the EU and if that country has not officially joined the programme by the application deadline, the application would become ineligible. Until the agreement establishing their participation is in force, it is therefore advisable to include institutions from those countries as additional partners to the minimum project partnership.

- support for events, campaigns or road shows to disseminate and exploit results bringing together projects and potential third-country users with a particular emphasis on promoting European Higher Education;
- projects designed to improve the accessibility of European Higher Education, to facilitate mobility to Europe for third-country students, or to improve the services relating to overseas students;
- development of information kits or innovative instruments on the following themes:
  - access to European HEIs and European countries: study visa issues, university entry levels, recognition of degrees and qualifications;
  - improving the quality of services provided to third-country students, such as academic counselling and guidance, facilitating mobility within Europe, etc. by international offices at European HEIs;
  - methods aiming at integrating students from different cultural and religious backgrounds: designing material for cultural preparation, counselling services, materials for linguistic preparation;
- information, promotion and/or dissemination events (seminars, workshops, conferences, etc.) on e.g.:
  - the recognition of European qualifications outside Europe and the recognition in Europe of qualifications obtained in third countries;
  - the use of the *European Qualification Framework*, ECTS, the Diploma Supplement, etc.;
  - the Erasmus Mundus programme and its results;
  - strategies to establish links and exploit potential synergies between higher education and research and between Higher Education and business/enterprises.

In addition to all the eligibility criteria described above, ***activities implemented in the context of the Internationalisation of Erasmus Thematic Networks:***

- must relate to the third-country dimension of the network, to the local needs of the third-country partners and be based on an exchange of experiences between the institutions involved;
- should aim either at developing/enhancing the international dimension within an academic discipline, a set of disciplines or a multidisciplinary area, or at improving and modernising specific aspects of higher education organisation, management, governance or funding;
- cannot take place later than the end date of the ERASMUS Thematic Network grant agreement to which they are linked.

Applicants are invited to involve the Erasmus Mundus Students and Alumni Association wherever relevant.

## **7.3 SELECTION CRITERIA**

### **TECHNICAL CAPACITY**

In addition to the elements required under section 3.3, in order to permit an assessment of their technical capacity, organisations must submit, together with their application:

- a list of projects already undertaken in the relevant field by the applicant and the other participating organisations;

- for those organisations active in the field of higher education but which are not higher education institutions, a description of their main higher education activities.

## FINANCIAL CAPACITY

In addition to the elements required under section 3.3., in order to permit an assessment of their financial capacity, organisations must submit<sup>67</sup>, together with their application:

- the profit and lost accounts of the applicant/coordinating organisation together with the balance sheet for the last financial year for which the accounts have been closed;
- a financial identification form duly filled in by the applicant/coordinating organisation (copies of such form can be obtained at the following address:  
[http://ec.europa.eu/budget/info\\_contract/ftiers\\_en.htm](http://ec.europa.eu/budget/info_contract/ftiers_en.htm))
- an external audit report produced by an approved auditor when the grant application is over €300 000. This report shall certify the accounts for the last year available and give an assessment of the financial viability of the applicant<sup>68</sup>.

If, on the basis of the documents submitted, the Agency considers that financial capacity has not been proved or is not satisfactory, it may reject the application, ask for further information, require a guarantee (see 7.6 below) and/or offer a grant agreement without prefinancing.

## 7.4 AWARD CRITERIA

The selection of Action 3 proposals will be a competitive process organised by the Agency and based on the assessment of the quality of the proposal from the content and organisational points of view. This assessment will be based on the **following 5 award criteria:**

Criteria	Weight
<i>Relevance of the project to the Erasmus Mundus programme</i>	20%
<i>The potential and expected impact of the project to help enhance the attractiveness of European higher education worldwide</i>	20%
<i>Arrangements for dissemination of project results and experiences as well as plans for sustainability and the long term exploitation of results</i>	20%
<i>Partnership composition and co-operation mechanisms</i>	20%
<i>Work plan and budget</i>	20%

### *Relevance of the project to the Erasmus Mundus programme (20% of the final mark)*

- the rationale and background of the project, including a needs analysis from a European and non-European point of view;
- the overall aims and specific objectives of the project;
- the appropriateness and quality of the outputs/projects foreseen;

<sup>67</sup> These obligations do not apply to public bodies, secondary or higher education establishments, international organisations under public law.

<sup>68</sup> This obligation does not apply to beneficiaries with joint and several liability in the case of agreements involving several beneficiaries.

- the project's European and international dimension and its European added value in comparison with existing projects.

***The potential and expected impact of the project to help enhancing the attractiveness of European higher education worldwide (20% of the final mark)***

- the specific measures proposed by the project to enhance the attractiveness of European higher education;
- the potential and expected impact of the main activities and outputs/products on the attractiveness of European higher education and on the target groups (whether directly involved or indirectly benefiting from the project);

***Partnership composition and cooperation mechanisms (20% of the final mark):***

- the partnership composition in terms of diversity (type of organisation, geographical coverage, etc.), demonstrated expertise and complementarity, including the level of involvement of each European and third-country partner;
- the quality and reliability of the cooperation mechanisms defined between the participating organisations (memorandum of understanding/partnership agreement).

***Arrangements for dissemination of project results and experiences as well as plans for sustainability and the long-term exploitation of results (20% of the final mark):***

- the measures proposed (e.g. website, events) to ensure the visibility and worldwide promotion of the project outputs and experiences;
- the quality of the sustainability plan for the long term exploitation of results, involving the participating organisations but also any other relevant organisations/institutions at local, regional, national or international level.

***Work plan and budget (20% of the final mark):***

- the relevance, feasibility and planning of the activities proposed in order to achieve the outputs/products foreseen;
- the correctness and appropriateness (cost efficiency) of the estimated budget and staffing in relation to the activities planned and the expected outputs;
- the availability and quality of the monitoring and evaluation plan;
- the joint quality assurance arrangements in place to monitor the project development.

## **7.5 FINANCIAL CONDITIONS**

### General principles

- the EU grant will not cover more than 75% of the eligible costs;
- the grant application must contain a detailed estimated budget in which all prices are given in euro; applicants from countries outside the euro zone must use the conversion rates published in the Official Journal of the European Union, series C, on the date of publication of the relevant Call for Proposals;

- the estimated budget attached to the application must have revenue and expenditure in balance and show clearly the costs which are eligible for financing from the Community budget; the applicant must indicate the source and amounts of any other funding received or applied for the same project;
- the percentage of own resources indicated in the revenue part of the estimated budget is regarded as secured and the same percentage, as a minimum, will have to be entered in the revenue section of the final account.

### ***Eligibility of costs***

Costs incurred by beneficiaries are ***eligible if*** they are:

- generated during the period of eligibility for expenditure indicated in the Grant Agreement;
- directly connected with the project and provided for in the Approved Budget annexed to the grant Agreement;
- necessary for the implementation of the project which is the subject of the grant;
- identifiable and verifiable, in particular being recorded in the accounting records of the beneficiaries and determined according to the applicable accounting standards of the country where the beneficiaries are established and according to the usual cost-accounting practices of the beneficiaries;
- in compliance with the requirements of applicable tax and social legislation;
- reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency;
- in accordance with the rules set out in the Grant Agreement and its annexes.

The beneficiaries' internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the project with the corresponding accounting statements and supporting documents.

In particular, ***the following direct costs are eligible***, provided that they satisfy the criteria set out in the previous paragraph:

- the ***cost of staff*** assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that in principle these costs correspond to the usual remuneration policy of the beneficiaries. These cost must be actual cost incurred by the beneficiaries;
- ***travel and subsistence allowances*** for staff taking part in the project (for meetings, conferences, coordinators seminars organised by the Agency, for research purposes etc.), provided that they are in line with the usual practices of the beneficiaries and do not exceed the scales approved annually by the Commission;
- ***purchase of equipment*** (new or second-hand), provided that this cost does not exceed 10% of the total costs and it is written off in accordance with the tax and accounting rules applicable to the beneficiaries and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use for the purposes of the action may be taken into account by the Agency, except where the nature and/or the context of its use justifies different treatment by the Agency;
- costs of ***consumables and supplies***, provided that they are identifiable and assigned to the project;

- costs arising from subcontracting for the purposes of carrying out the project, provided that the conditions laid down in the grant agreement are met;
- costs arising directly from *requirements linked to the performance of the project* (dissemination of information, specific evaluation of the action/project, audits, translations, reproduction, etc.), including, where applicable, the costs of any financial services (especially the cost of financial guarantees);

A flat-rate amount, not exceeding 7% of the eligible direct costs of the project, is considered as *eligible indirect costs*, representing the beneficiaries' general administrative costs that can be regarded as chargeable to the project.

- indirect costs may not include costs entered under another budget heading;
- indirect costs are not eligible where the beneficiary already receives an operating grant from the Commission or the Agency;

The following costs shall be considered as *ineligible costs*:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the beneficiaries can show that are unable to recover it;
- costs declared by the beneficiaries and covered by another action or work programme receiving a Community grant;
- excessive or reckless expenditure;
- cost of replacing persons involved in the project, unless explicit prior authorisation is granted by the Agency;
- contributions in kind.

## 7.6 CONTRACTUAL CONDITIONS

### *Grant Agreement*

In the event of approval, the Agency will issue a *Grant agreement*, drawn up in euro and detailing the conditions and level of funding. This grant agreement will be signed between the Agency and the beneficiary and its duration will vary from 12 to 36 months.

Two different grant agreements will be issued depending on the type of project concerned: :

- selected projects proposed for enhancing the *Attractiveness of European higher education* will be offered a “*Grant Agreement with Multiple Beneficiaries*” with the coordinator and the participating organisations (/co-beneficiaries) of each selected project. In the context of such agreement, co-beneficiaries mandate the coordinator through a duly endorsed document (“the mandate”) to take full

legal responsibility for the implementation of the agreement and agree to do everything in their power to help the coordinator fulfil its contractual obligations; in order to be considered as eligible all costs incurred during the project will have to be recorded in the accounting records of the beneficiaries, in accordance with the applicable accounting standards of the country where the beneficiaries are established and with their usual cost-accounting practices.

- selected projects proposed for the *Internationalisation of Erasmus Thematic Networks* will be offered a “*Single Beneficiary Grant agreement*” with the coordinator. The latter will have the primary and sole legal responsibility towards the Agency for the proper execution of the agreement. Only the costs incurred during the project and duly recorded in the coordinator's accounts in accordance with the applicable accounting principles of the country where the coordinator is established will be considered as eligible.

The Grant Agreement must be signed and returned to the Agency immediately. The Agency will be the last party to sign.

### ***Payment of the grant***

A ***first pre-financing payment*** of 40% (80% in the case of one-year projects) of the grant proposed will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement and all the necessary guarantees have been received. This pre-financing payment is intended to provide the beneficiary with a float.

If applicable (for projects with a duration of more than one year), a ***second pre-financing payment*** of 40% will be made. It will be paid by the Agency within a period of 90 days after submission of a report on the project's implementation and on the condition that the Agency has approved its contents. This second pre-financing payment can only be made when at least 70% of the previous pre-financing payments have been used up by the partnership.

The Agency will calculate the ***final grant amount*** and, if applicable, the balance payment amount to be made to the beneficiary on the basis of the final report submitted upon completion of the project. If the eligible costs actually incurred by the organisation during the project are lower than anticipated, the Agency will apply its rate of funding to the actual costs, and the beneficiary will, where applicable, be required to reimburse any excess amounts already transferred under the pre-financing payments. The Agency will further make sure that the final grant calculation does not entail a profit for the beneficiaries.

### ***Guarantee***

Any organisation that has been awarded a grant may be required to provide a guarantee prior to any pre-financing payment, in order to limit the financial risks linked to this payment (see sections 3.3 and 7.3.2 above). The purpose of this guarantee is to make a bank or a financial institution, third party or the other beneficiaries stand as irrevocable collateral security for, or first-call guarantor of, the grant beneficiary's obligations.

This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member States of the European Union.

The guarantee may be replaced by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

### ***Sub-Contracting and Award of Procurement Contracts***

Where implementation of the action/project requires sub-contracting or the awarding of a procurement contract, the beneficiary and, where applicable, its partners must obtain competitive tenders from potential contractors, respectively apply the rules applicable to them. In the case of a competitive tendering procedure the contract must be awarded to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests. Tendering procedures must be clearly documented and all documentation must be retained for the event of an audit.

## **7.7 SELECTION PROCEDURE AND INDICATIVE TIMETABLE**

In addition to the elements presented under 3.3 above, Action 3 proposals must be submitted to the Agency at the address indicated in the application form. Selected proposals will be subjected to a financial analysis, in connection with which the persons responsible for the proposed actions may be asked to provide additional information and, if appropriate, guarantees.

### ***Indicative Timetable***

Applicants should note that the following timetable is provided for information only and might be changed in the context of the annual Call for Proposals:

- 1) ***December "year n-1"/January "year n"***: publication of the Call for Proposals (including information on the application deadline, the form to be used and any other relevant information applicable to the selection year concerned).
- 2) ***30 April***: submission of the proposals.
- 3) ***May-June***: assessment and selection of the proposals.
- 4) ***July-August***: selection results are communicated to the applicants and grant agreements are sent to selected projects.
- 5) ***October-December "year n"***: beginning of the project activities.

## 8 ANNEXES

### 8.1 LIST OF THE ERASMUS MUNDUS NATIONAL STRUCTURES

[http://ec.europa.eu/education/erasmus-mundus/doc1515\\_en.htm](http://ec.europa.eu/education/erasmus-mundus/doc1515_en.htm)

### 8.2 LIST OF EU DELEGATIONS

[http://ec.europa.eu/external\\_relations/delegations/web\\_en.htm](http://ec.europa.eu/external_relations/delegations/web_en.htm)

### 8.3 USEFUL INTERNET ADDRESSES AND DOCUMENTS

European Parliament and Council Decision establishing the Erasmus Mundus Programme 2009-2013

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2008:340:0083:0098:EN:PDF>

#### *ERASMUS MUNDUS PAGES ON THE EUROPEAN COMMISSION – DG EAC WEBSITE*

[http://ec.europa.eu/education/external-relation-programmes/doc72\\_en.htm](http://ec.europa.eu/education/external-relation-programmes/doc72_en.htm)

#### *EUROPEAN COMMISSION EXTÉRNAL COOPÉRATION PROGRAMMES*

[http://ec.europa.eu/europeaid/index\\_en.htm](http://ec.europa.eu/europeaid/index_en.htm)

#### *ERASMUS MUNDUS PAGES ON THE EXECUTIVE AGENCY WEBSITE*

[http://eacea.ec.europa.eu/erasmus\\_mundus/index\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/index_en.php)

#### *STUDY IN EUROPE WEBSITE*

[http://ec.europa.eu/education/study-in-europe/index\\_en.html](http://ec.europa.eu/education/study-in-europe/index_en.html)

#### *ERASMUS MUNDUS ALUMNI WEBSITE*

<http://www.em-a.eu>