



ERASMUS MUNDUS 2009 – 2013

Frequently-asked questions

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Student / doctoral candidate/ scholars

A) Applicant - Student / doctoral candidate/ scholars

1. How can individual candidates (students, doctoral candidates, scholars) interested in an Erasmus Mundus Action 1 scholarship/fellowship apply?

Under Erasmus Mundus Action 1, scholarship/fellowships for students, doctoral candidates or scholars are only awarded for teaching, research or study activities in the framework of a previously approved Erasmus Mundus Action 1 Joint Programme.

As a result, interested students, doctoral candidates and scholar should consult the list of selected joint programmes available on the EACEA website at:

http://eacea.ec.europa.eu/erasmus_mundus/results_compendia/selected_projects_en.php

Since each individual joint programme consortium is responsible for its own application and selection procedures (and timetable), interested candidates should consult the relevant website in order to take note of these procedures. If necessary, they should contact the consortium for further information.

2. To how many joint programmes can a student apply?

Students/doctoral candidates can apply for an Erasmus Mundus scholarship/fellowship to a maximum of three (3) different joint programmes (EMMC and EMJD together).

3. What does the Erasmus Mundus scholarship cover?

For students and doctoral candidates:

- Tuition fees, participation costs (including insurance coverage)
- Travel cost contribution
- Installation cost contribution
- Monthly allowance.

For scholars/academic staff:

- Living allowance (including travel costs)

For universities:

- Management /administrative costs

4. How are the student/doctoral candidate “participation costs” calculated? How are they paid?

The student/doctoral candidate participation costs must be calculated by the consortia in accordance with their means and needs.

In other words, the individual participation costs amount should be defined taking into account the following parameters:

- a. How much does it cost the partner HEIs to implement and maintain an EM joint programme (taking into account that these costs must include all mandatory study/research activities expected from the students/doctoral candidates, including the insurance coverage¹)?
- b. How much (/which) of these costs are covered by the partner institutions or other sponsors (including the EM programme flat rate for the consortium management costs)?
- c. What are the annual student/doctoral intake estimations?

In principle, the student/doctoral candidate participation costs should correspond to $(a - b) / c$

The corresponding participation costs (and what they give right to) should be clearly announced on the joint programme's web site.

Although there can be different participation costs for European and non-European students/doctoral candidates, the amounts must be the same for scholarship/fellowship holders and self-paying students/doctoral candidates.

The student/doctoral candidate participation costs are paid to the consortia as part of the scholarship/fellowship.

- For **masters programmes**, the participation costs amount included in the scholarship will vary in accordance to the actual amount defined by the consortium (with a maximum of 4000 or 2000 € per semester for Category A and B respectively)
- For **doctorate programmes**, the participation costs amount included in the fellowship is a fixed amount of 300 € per month for “non-laboratory-based” research projects and 600 € per month for “laboratory-based” research projects.

While the participation costs are defined and allocated for the entire duration of the joint programme, consortia should only charge them on a semester basis or, if not possible because of institutional practices, at least on an annual basis.

5. Does the Erasmus Mundus Programme offer scholarships for part-time studies?

No, Erasmus Mundus scholarships / fellowships are intended for full-time studies only.

6. Is it obligatory for a student/doctoral candidate applying for an EM scholarship/fellowship to have completed his/her previous degree before submitting his/her application?

Students/doctoral candidates can apply for an EM scholarship/fellowship even if they have not yet completed the studies required by the consortium responsible for the joint programme. They must however have completed the relevant degree before the enrolment deadline in the joint programme concerned.

However, it is the individual consortium responsibility to decide if it accepts applications from students/doctoral candidates falling under this category and, in this case, to assess the candidate's credentials and competences in order to ensure he/she presents sufficient guarantees for completing his/her current study cycle before the beginning of the joint programme's activities. If this assessment is positive, the student/doctoral candidate may be selected for a scholarship/fellowship on a conditional basis, provided he/she completes the degree concerned prior to the beginning of the joint programme.

¹ Any other extra costs that may be charged (e.g. for participation in fieldwork activities, internship) – whether compulsory or voluntary – must also be communicated to the student at application stage.

7. What is the minimum duration for scholarships for third-country scholars and European scholars?

The minimum duration is 2 weeks. This corresponds to 2 x 1.200 EUR (total of 2.400 EUR, which is the minimum amount).

8. When and how will the student/doctoral candidate be notified of the scholarship/fellowship selection results?

It is the Consortium's responsibility to inform the students/doctoral candidate of the scholarship/fellowship selection results after being notified by the Agency.

The Consortium submits the list of students proposed for a scholarship as well as the reserve list for students (for both Categories A and B scholarships) to the Agency by 28th of February. After having checked the eligibility of the proposed lists, the Agency will inform the Consortium of the approval of the lists (main and reserve list) and provide it with the students' visa support documents. As soon as the Consortium has received this confirmation, it can in turn notify the students concerned. This should occur by mid-April.

9. How can I be sure that my EM degree is recognised in a country that is not involved in the consortium where I study/studied?

Please note that the EM programme requires that all graduated students are awarded at least a double degree officially recognised in the degree-awarding countries.

Recognition in another European (or non-European) country of a national degree delivered by a given European country is a decision for the country concerned (usually based on bilateral agreements between the two countries) and in which the European Union (/Commission) cannot intervene.

As a result, the only way to obtain an answer to this question in specific cases would be to raise the question to the appropriate authorities in the country in question, providing them with the official name of the degrees offered by the Erasmus Mundus Masters Course concerned (see under the following link the appropriate bodies: <http://www.enic-naric.net>).

10. What is the difference between Category A and Category B scholarships?

Category A scholarships can be awarded to third-country students/doctoral candidates selected by EMMC/EMJD consortia who come from a country other than a European country (see question 11) 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 these countries.

Category B scholarships can be awarded to European masters students/doctoral candidates selected by EMMC/EMJD consortia as well as to any masters students/doctoral candidates selected by EMMC/EMJD consortia who do not fulfil the Category A criteria defined above.

11. According to the Erasmus Mundus Programme, what is the definition of European Country?

European Country is considered a country which is a Member State of the European Union or any other country which participates in the programme according to Article 9 of the Programme Decision (i.e. EEA countries; candidate countries with a pre-accession strategy, and potential

candidate countries of Western Balkans and the Swiss Confederation, provided an agreement establishing their participation in the EM is in force by the date of the selection decision).

Under the current list of "European Countries" for the Action 1 of the Programme (EMMC/EMJD) are the current 27 EU Member States, Iceland, Liechtenstein and Norway.

The **Accession Treaty with Croatia** was signed on the 9th of December 2011, **which will allow Croatia to become the 28th Member State of the European Union in 2013**. As a consequence, **Croatian masters students/doctoral candidates will be awarded Category B scholarships** as from the next scholarship selection in 2013.

Due to political circumstances (accession treaties, agreements, etc.), **the list of European countries under the Erasmus Mundus Programme can vary**. Therefore, it is important to consult regularly our website and, in particular, the EM Programme Guide, FAQ and the documents concerning the different selection processes.

12. Can I apply to both categories A and B if I have a double nationality?

No, you can only apply to one of the categories - either A or B.

13. Can I do mobility/part of my thesis in an institution outside the consortium partners or in a country outside the consortium countries?

The mobility scheme and preparation (both applicable to EMMCs and EMJDs) has to take place within the framework of the approved consortium including all its full partners and associated partners. In that sense activities outside this framework are not possible. Nevertheless, the consortium has the possibility to request to the Agency the addition of a full or associated partner to the consortium. Upon possible approval of this request activities can take place in these partners.

B) Beneficiary - Student/doctoral candidate, scholars

14. Can students/doctoral candidates be awarded an Erasmus Mundus scholarship/fellowship for participation in the joint programme at a later stage or outside the main and reserve list?

Only students/fellows appearing in the main or the reserve list of an EM joint programme can be awarded an EM Scholarship under the same joint programme.

Candidates on the reserve list who have enrolled in the joint programme on a self paying basis (or with the support of another non-EU scholarship schemes) could be entitled to receive (the remaining part of) an EM scholarship/fellowship at a later stage, in cases of drop-out or withdrawal of a main list candidate (prior or after the enrolment of the latter in the joint programme).

Although there must be only one single deadline for EM scholarship/fellowship applicants under each of the eligible categories, consortia are free to define other (/later or earlier) deadlines for those applicant students/doctoral candidates who would wish to enrol in the EM joint programme without an EM scholarship/fellowship. In this case and if applicable, consortia are invited to take into account the following recommendations:

- The concerned student/fellow should be selected on the basis of transparent evaluation and selection criteria, identical (or at least similar) to those applied to EM scholarship/fellowship applicants.
- The concerned student/fellow must start their joint programme activities within the same eligibility period defined for EM scholarship/fellowship holders, i.e. follows the same structure as the others, so that he can be included in the final graduates of the course/programme.

- The students/fellows concerned must be clearly informed that they cannot have any kind of claim for an EM scholarship/fellowship under the joint programme edition concerned.
- The consortium has a clear and transparent communication policy for what concerns its different students'/doctoral candidates' application deadlines.

15. If a student has dropped out from the programme, can the Consortium ask the student to reimburse the scholarship amount already received?

No. In principle, the EM programme does not require the reimbursement of the scholarship/fellowship if the student/doctoral has underperformed (or has not respected the consortium's regulations). In exceptional circumstances though – e.g. if the student/fellowship has made false declarations with the objective to cheat and obtain the scholarship/fellowship unfairly -, the consortium may be asked by the Agency to request the reimbursement of the scholarship/fellowship by the individual concerned.

However, it is the consortium's responsibility to ensure that the scholarship/fellowship holder performs in accordance with the consortium requirements and participates actively in the joint programme activities so as to be able to obtain his/her final degree(s). If it appears that the appropriate performance controls have not been put in place and that the scholarship/fellowship holder has been paid by the consortium despite a clear lack of performance/participation, the Agency may ask the consortium to reimburse the corresponding scholarship/fellowship amounts. See also question nr. 27 *What happens if a scholarship/fellowship holder is under performing?* (under FAQ for HEI) for further details).

16. Can a student / doctoral candidate / scholar benefitting from an EM scholarship/fellowship benefit from other scholarships while performing his/her EM joint programme activities?

The basic and only rule in this case is that a Community funding beneficiary can never benefit from other Community financial support for the same activities for which he/she has already received funding.

As a result, students, doctoral candidates or scholars benefitting from an EM scholarship/fellowship can benefit from other non-EU funded support before or during their joint programme activities (e.g. student jobs or placement/internship allowances if the national legislation of the host country permits it).

17. In case of double, multiple or joint degrees, what is the country in which a student obtained his/her last degree?

Candidates with a joint, multiple, double degree can select the award country of their choice.

18. Is a student/doctoral candidate allowed to work during the joint programme period and receive the scholarship/fellowship at the same time?

An EM student/doctoral candidate is entitled to work during his/her EM studies as long as:

- it is in line with the national legislation of the country concerned (i.e. his/her visa or residence permits allows it) and
- he/she can still dedicate the necessary efforts to the EMMC/JD studies in order to complete his/her studies successfully within the given period.

An EM student/doctoral candidate is entitled to receive complementary funding for any other source than an EU source; in this respect, it is perfectly possible to be paid for an internship.

Since the EM scholarship is quite generous, some consortia ask for the internship salary to be paid to them rather than the student/doctoral candidate, and use this money for allocating additional grants to non-scholarship holders; we consider this as a good practice as long as the students are informed in advance of it.

19. How should employment contracts be implemented within an Erasmus Mundus Joint Doctorate?

All Erasmus Mundus Joint Doctorate courses are expected to use employment contracts. The way these employment contracts will be used can vary (a candidate may be contracted by a single partner for the entire duration of the EMJD studies or by more than one partner in accordance with the mobility track).

In that sense the approach to be followed is left to the consortium to decide under the following conditions:

- consortia are free to use contract forms/templates of their choice as long as the provisions described within these contracts are in line with the EMJD programme provisions and with the *European Charter for Researchers* and *Code of Conduct for the Recruitment of Researchers*
- they respect the gross amounts set in the Programme Guide
- where there is a combination of contracts (successive or different from one doctoral candidate to another) the consortium must ensure consistency in the net amounts
- net salaries result from deducting all compulsory charges from the Programme's gross contribution in accordance with national legislation. The payment of a 'top-up' (by the host institution) to complement this contribution is possible

20. What is the duration of an EMJD and what is the period covered by the Erasmus Mundus funding?

The duration of an EMJD can be from three to four years.

Erasmus Mundus funding covers three years and the fourth year is to be covered by other sources.

For EMJDs lasting four years, the three-year fellowship can be distributed over the four years on the condition that the minimal monthly salary amounts defined in the Programme Guide are respected and that the doctoral candidate agrees with the payment mechanisms proposed.

21. Are there any exceptions to the "12-month rule" applicable to Category A doctoral candidate fellowships?

Yes. Former Erasmus Mundus Masters course scholarship-holders are exempted from the 12-month rule (for the time that they spent in Europe studying for an Erasmus Mundus Masters course) and may apply for category A fellowships.

22. Are there any specific procedures for a Category A doctoral candidate's visa?

The visa procedures to be followed by Category A fellowship holders varies in accordance with both the home and destination countries of the doctoral candidate. The following page of the EURAXESS website (http://ec.europa.eu/euraxess/index_en.cfm?l1=0&l2=2) provides important information for issues regarding the mobility of researchers as well as information on "scientific" and other types of visas. In addition and for your information the "COUNCIL DIRECTIVE

2005/71/EC of 12 October 2005 on a specific procedure for admitting third-country nationals for the purposes of scientific research" can serve as a source of information. The directive can be accessed through the following link:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2005:289:0015:0022:EN:PDF>

23. Are the travel expenses of the student from lab to lab within a co-tutelle fellowship covered by the participation costs, by the lump sum, or by the student himself?

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. If such travel expenses are considered as mandatory for the course then they should be included in the participation costs.