GUIDE FOR EXPERTS

ON QUALITY ASSESSMENT OF ERASMUS+ ACTIONS

MANAGED BY THE
EDUCATION, AUDIOVISUAL AND CULTURE EXECUTIVE AGENCY

PART II

ACTION-SPECIFIC INFORMATION

ERASMUS MUNDUS JOINT MASTER DEGREES CALL FOR PROPOSALS 2017 (EAC/A03/2016)
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ANNEXES

1.a **Criteria to assess an application submitted under KA1 – Erasmus Mundus Joint Master Degrees**

1.b **Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees**

   1.b.A Assessment of EMJMD proposals
   1.b.B Instructions and recommendations for the assessment of EMJMD proposals
   1.b.C Good practices in the implementation of EMJMDs
   1.b.D Joint, multiple/double master degrees in the Erasmus+ Programme Countries

2. **Model of the Declaration of absence of conflict of interests and of confidentiality** (for information, the Declaration will form an integral part of the contract)

3. **Reference Documents on Policy Priorities in the Field of Education**

4. **Assessment Form Template for KA1 – Erasmus Mundus Joint Master Degrees**
   (Individual / Consolidated)
Action-specific annexes contain detailed information on the selection and assessment procedures of this action insofar that they differ from the general framework laid out in the general part of the guide.

They must be read in conjunction with the general part of the guide to gain complete overview of the respective selection procedure.

The general part of the guide can be downloaded here.
ANNEX 1a - Criteria to assess an application submitted under KA1 – Erasmus Mundus Joint Master Degrees

1.a CRITERIA TO ASSESS AN APPLICATION SUBMITTED UNDER KA1 – ERASMUS MUNDUS JOINT MASTER DEGREES

Criteria used to assess an application submitted under KA1 Erasmus Mundus Joint Master Degrees are found in the call for proposals and the Erasmus+ Programme Guide.

<table>
<thead>
<tr>
<th>Eligibility criteria for KA1 Erasmus Mundus Joint Master Degrees (2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>► Please refer to the call for proposals 2017 - EAC/A03/2016 and the Erasmus+ Programme Guide pages 111-112 for the detailed criteria.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Award criteria for KA1 Erasmus Mundus Joint Master Degrees (2017)</th>
</tr>
</thead>
<tbody>
<tr>
<td>► Please refer to the call for proposals 2017 - EAC/A03/2016 and the Erasmus+ Programme Guide, pages 113-115 for the detailed criteria and elements of analysis.</td>
</tr>
</tbody>
</table>
1.b DESCRIPTION OF THE SPECIFIC SELECTION PROCESS AND METHODOLOGY FOR KA1 – ERMAS MUNDUS JOINT MASTER DEGREES

A. Assessment of EMJMD proposals

2017 KA1 Erasmus Mundus Joint Master Degree proposals will be selected through a competitive process based on their overall quality and organised in accordance with the following selection procedure:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Registration of submitted proposals and acknowledgement of receipt by the Agency.</td>
</tr>
<tr>
<td>2.</td>
<td>Eligibility check performed by the Agency, with the objective to ensure that the eligibility requirements of the Programme Guide are respected. Proposals that did not comply with any of the eligibility criteria will be rejected and notified accordingly.</td>
</tr>
<tr>
<td>3.</td>
<td>Assessment of the 4 award criteria of the proposals performed by independent experts including individual assessments, consolidated assessments and panel discussions. To be considered for funding, proposals must score at least 70 out of 100 points. Furthermore, they must score 75% of the maximum allocated points set for the award criterion “Relevance of the project” (minimum 30 points out of 40). Only those projects that have passed the above mentioned thresholds and have requested additional scholarships for students from targeted regions of the world will be assessed against the additional award criterion “Relevance of the project in the targeted region(s)”. The pertinence in this respect will be evaluated on a “Yes/No” basis and will not influence the final score of the proposal.</td>
</tr>
<tr>
<td>4.</td>
<td>Request the Erasmus+ National Agencies to confirm the accreditation of the national components on the basis of which the EMJMD proposal is set up.</td>
</tr>
<tr>
<td>5.</td>
<td>Based on the outcome of the award criteria assessment, the Evaluation Committee composed of representatives of the Commission and the Agency, will prepare a draft selection decision taking into account the opinions issued during phases 2 and 3 and the accreditation check results at phase 4.</td>
</tr>
<tr>
<td>6.</td>
<td>Selection decision by the Agency.</td>
</tr>
<tr>
<td>7.</td>
<td>Applicants are notified by eMail by the Agency about the selection decision. Experts' assessments are provided to all applicants as part of this notification.</td>
</tr>
</tbody>
</table>

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1 The Evaluation Committee is designated by the EACEA Director (authorising officer) and is made up of at least three persons representing the EMJMD operational unit at the Agency (EACEA.A.3) and the mirror unit at Directorate General EAC.B.4, with no hierarchical link between them. Considering that under the 2017 EMJMD call for proposals selected projects may benefit from additional Heading 4/EDF scholarships, the composition of the Evaluation Committee is extended with representatives from the Commission DGs responsible for the implementation of the relevant EU external funding instruments [Development Cooperation Instruments (DCI), European Neighbourhood Instrument (ENI), Partnership instrument (PI), European Development Fund (EDF)]. Outside experts may assist the committee in its work. Upon completion of its work, the members of the Evaluation Committee establish a list of all the proposals examined, containing an assessment of their quality and identifying those which may receive funding. Where necessary it may provide recommendations on the maximum amount to award and possible non-substantial adjustments to the grant application. As a final point, based on the above, the authorising officer will take his grant award decision.
A.1 Timetable of the EMJMD assessment exercise

The table below shows the key dates of the assessment procedure:

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHAT</th>
</tr>
</thead>
</table>
| Inception phase | • As from EACEA’s formal invitation and prior to the beginning of the assessment  
| | • Online briefing sessions will take place on 14. & 15.03.2017  
| Individual assessment phase | 16.03 to 27.03 on remote  
| | Individual assessment of the 4 award criteria.  
| Consensus discussion and consolidation phase | 28.03 to 10.04 on remote  
| | Consensus discussions and drafting of the consolidation assessment by three (3) experts per proposal.  
| Final Consolidation / Panels / Debriefing | 26-27-28.04.2017 at the premises of the Executive Agency for all experts and lead experts  
| | • Finalisation and submission of consolidated assessments  
| | • If relevant, assessment of the additional award criterion "Relevance of the project in the targeted region(s)".  
| | • Thematic panels  
| | • Debriefing |

Before starting the assessment of applications, experts must:

- have a sound knowledge of the Erasmus+ Programme Guide / call for proposals, which provide all necessary information to potential applicants on the Programme in general and on the actions for which they can apply for a grant;
- acquire an in-depth knowledge of the action concerned, its objectives, and the policy context that apply. For specific guidance on policy priorities, experts are referred also to the documents listed in Annex 3 to this Guide;
- have an in-depth understanding of the award criteria applicable to the applications under assessment;
- know the content and structure of the application form;
- be familiar with all the reference documents and tools provided by the Executive Agency.

The assessment process must be completed within the period which has been communicated to the experts. The timing has been carefully planned and the timetable must be adhered to by all people concerned. Delays in the submission of individual or consolidated assessments by one single expert can have serious consequences on the entire selection.

Given that the KA1 EMJMD 2017 selection is organised as a paperless exercise, the application form and its annexes, as well as the individual and consolidated assessments will be provided in electronic version only. As a result, it is the expert’s responsibility to print hard copies of some or all of these documents if needed.
A.2 Assessment of the EMJMD award criteria, scoring and thresholds

Experts will assess the EMJMD proposals only against the award criteria listed and further explained here below:

1. **Relevance of the project**
2. **Quality of the project design and implementation**
3. **Quality of the project team and the cooperation arrangements**
4. **Impact and dissemination**

Optional: only if the proposal applies for additional scholarships from targeted regions of the world

5. **Relevance of the project in the targeted region(s)**

The proposal is comprehensively assessed against the 4 award criteria of the programme. Experts will be asked to assess the way the award criteria have been addressed by the applicant consortium. In order to be able to identify and concentrate on the best proposals in a highly competitive selection, **two different thresholds will be applied**.

To be considered for funding, proposals must score at least **70 out of 100 points**. Furthermore, they must score **75% of the maximum allocated points set for the award criterion “Relevance of the project” (minimum 30 points out of 40)**.

The evaluation will not only cover the answers provided to each individual sub-criterion. It will also review the relevance of other elements of the application package to the award criteria, such as:

- the way the participating organisations (applicant, partner organisations and, if applicable, associated partners) have described their expertise and concrete contribution to the proposal;
- the accreditation/recognition of the degrees intended to be delivered².

Proposals that have passed the two above-mentioned thresholds and have opted to apply for additional scholarships for students from one or more targeted regions of the world will be assessed against the "Relevance of the project in the targeted region(s)" on a “Yes/No” basis.

Experts are not obliged to consult other sources of information than the application form and its mandatory attachments, i.e. Proof of valid accreditations, Description of the project (Award criteria), Declaration on Honour & Mandates and EMJMD Grant request.

However, they are invited to consult the documents included in the optional attachment "Other relevant annexes" in order to crosscheck, verify or confirm information provided in the application form, but not to find new elements that failed to be addressed in it. This optional attachment can be compiled by the documents mentioned below only if the applicant believes it would support the key components of the proposal illustrated in the mandatory parts of the Application Package.

1) needs analysis of the proposed EMJMD course;
2) business plan for the implementation of the EMJMD project;
3) letters of endorsement/intent from associated partner organisations with a structural role in the joint programme;
4) blank copies of the proposed master degree diploma(s);
5) model of Diploma Supplement;
6) *(draft)* consortium agreement;
7) *(draft)* student agreement.

As regards the status of joint and multiple/double master degrees, experts can consult the table in part C of this Annex, in which Erasmus+ National Agencies have provided information on accreditation of the different types of master degrees/courses in their countries.

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² Higher education institutions (HEI) established in an Erasmus+ Programme Country must be able to demonstrate, at application stage, at least accreditation at national level of each degree-awarding Master programme on the basis of which the EMJMD programme is composed. Besides accreditation, these national degree-awarding programmes must be mutually recognised by all consortium HEI partners from Erasmus+ Programme Countries. The same applies also in case the proposed EMJMD study programme is the result of a completely new curriculum that cannot be associated with already existing and accredited national Master programmes.
The table below shows the ranges of scores for the individual quality standards depending on the maximum score of the award criterion.

<table>
<thead>
<tr>
<th>Maximum number of points for an award criterion</th>
<th>Very good</th>
<th>Good</th>
<th>Fair</th>
<th>Weak</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>34-44</td>
<td>28-33</td>
<td>20-27</td>
<td>0-19</td>
</tr>
<tr>
<td>20</td>
<td>17-20</td>
<td>14-16</td>
<td>10-13</td>
<td>0-9</td>
</tr>
</tbody>
</table>

**Weak**
The proposal is of poor quality. This may be because information is incomplete or not sufficiently relevant, or not clear or not convincing, in the expert’s view. A score of 0 is given if the information detailed in the call for proposals would have reasonably been expected and is not present in the proposal. A score of 0.5 will not be used.

**Fair**
The content is consistent with that routinely produced by the universities across Europe. There may be some strong and relevant points within the proposal, but also be weaknesses and in particular there may be no specific details brought out which distinguishes the proposal from other master courses in the same subject area.

**Good**
The proposal demonstrates good overall features (even though it may contain some weaknesses and some small improvements could be made), but does not contain features that set it apart from many other good proposals being assessed.

**Very good**
The proposal is of a high quality with regard to the award criterion in question. It addresses all relevant aspects convincingly and successfully. It includes features that set the proposal apart from other good quality proposals within the assessment. It provides all the information and evidence needed and there are no concerns or areas of weakness. In general, scores of 100% should only be used when experts consider that the content of the proposal could not be improved in any way.

An application can receive a maximum of 100 points for all criteria relevant for the action.

The table below shows the relative weightings of each criterion:

<table>
<thead>
<tr>
<th>Award criteria</th>
<th>Weightings of the award criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevance of the project</td>
<td>maximum 40 points</td>
</tr>
<tr>
<td>Quality of the project design and implementation</td>
<td>maximum 20 points</td>
</tr>
<tr>
<td>Quality of the project team and the cooperation arrangements</td>
<td>maximum 20 points</td>
</tr>
<tr>
<td>Impact and dissemination</td>
<td>maximum 20 points</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100 points</td>
</tr>
<tr>
<td><strong>Funding threshold</strong></td>
<td>70 points</td>
</tr>
</tbody>
</table>

**If applicants have opted to apply for additional scholarships:**

<table>
<thead>
<tr>
<th>Relevance of the project in the targeted region(s)</th>
<th>Yes/No</th>
<th>NA</th>
</tr>
</thead>
</table>
ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

Experts assess the application on the basis of the given award criteria and score each criterion within the above-mentioned maxima. In the comments, experts must provide a thorough analysis of the application highlighting its relative strengths and weaknesses.

As their comments will be used by the Agency to provide feedback to applicants, experts must make sure that all their comments are explicit, transparent, detailed, instructive, and consistent, complete and in accordance with the scoring proposed. Comments should consist of judgements and not of simple summaries of the proposal. They should be tailored to the assessment of each proposal and therefore not be based on a copy-paste approach from one assessment to another. All aspects of the proposal, relative to the award criteria, should be commented on.

In order to guarantee the assessment coherence between proposals covering related thematic fields, experts (and proposals) will be grouped in three different thematic sectors:

- **Hard Sciences (HS):** including chemistry, information science & engineering, mathematics and physics
- **Life Sciences (LS):** including environmental & geosciences and life sciences
- **Humanities (HU):** including economic sciences and social sciences & humanities

Each proposal will be evaluated by three (3) experts of the same thematic group\(^3\). The designated Expert 1 for each proposal will be responsible for initiating the consolidation process of the individual proposal assessments (see B.2 below). Within each of these thematic sectors, experts will be headed by a “lead expert” (see A.3 below).

**A.3 Consolidated assessment and final score**

For each of the above-mentioned three (3) thematic sectors (i.e. HS, LS, or HU), experts with a longstanding experience in assessing European cooperation projects will be appointed as "lead expert" and will ensure the quality and progress of the assessment performed in their respective thematic sector.

Although lead experts may be asked to assess a limited number of proposals themselves, their main role will be to provide quality assurance, guarantee coherence and monitor progress of individual and consolidated assessments performed by independent experts within their thematic group.

In order to achieve these objectives, lead experts will have to work in close coordination with the experts in their group, as well as with their contact person(s) in the Agency.

Once an application has been assessed by three (3) experts, the individual assessments will be consolidated in order to arrive at the final score and comments for the application. Only the final consolidated score may include half points. The consolidation is an integral part of the tasks of the experts.

During the consolidation phase, lead experts will collaborate closely with the three (3) individual experts in order to facilitate consensus discussions and ensure the quality, coherence and completeness of the consolidated assessment comments and scores.

If the difference between the assessments of the experts is less than 30% of the total score for the application, one of the experts will be requested to prepare a consolidated assessment in terms of scores and comments, based on the three (3) already completed individual assessments and in agreement with each other.

In case there is a difference of 30% or more in the assessment results between the three (3) experts, the Agency will ask the three (3) experts to discuss thoroughly the motivations of their judgments in view of reaching convergence. In addition the lead expert in charge will look into the proposal in order to be able to express an informed opinion on the specific points of divergence/disagreement at stake. Given the role and experience of the lead expert, its involvement/arbitration is expected to pave the way for a common consolidation of the three experts. Finally, consolidation of the individual assessments follows the same rules as explained above.

The consolidated assessment is considered the final assessment of a given application. The consolidated assessment forms the basis for ranking the application on the list of eligible grant applications.

At the end of the individual and consolidated assessment, lead experts will chair their respective Thematic Sector Panel and report back to the General Panel of experts during the de-briefing session in Brussels.

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\(^3\) Multidisciplinary proposals will be assessed by experts whose expertise covers the proposal's different thematic groups.
B. Instructions and recommendations for the assessment of EMJMD proposals

1.1 Introductory remarks on the 2017 EMJMD selection

The 2017 selection success rate should be approximately 25%, i.e. one proposal out of four (4) has a chance of being selected.

During their assessment, experts will have to ask themselves two key questions:

- What is the added value of the EMJMD proposal from the innovation, academic/research, employability points of view, at EU and worldwide level?
- Is the proposed joint course excellent (solid, reliable and coherent enough) from the content, organisational and structural points of view, to guarantee that this expected added value will be actually provided?

1.2 Instructions for the work on remote

As indicated in previous sections, the assessment of proposals submitted under the 2017 Erasmus Mundus Joint Master Degrees call for proposals (EAC/A03/2016) will take place on remote.

In order to guarantee the efficient implementation of the assessment exercise from a qualitative, quantitative and timing perspective, the remote assessment will require, on the one hand, the use of electronic assessment and communication tools and on the other hand, close collaboration between all parties involved (i.e. the experts, the lead experts and the EMJMD staff in the Agency).

For their remote assessment work, experts will be provided with:

i. access to the Online Expert Evaluation Tool (OEET) via a personal login and password (technical instructions for the use of OEET will be provided) where they will be able to access the applications allocated to them, and subject to the evaluation procedure the relevant eForm attachments, as well as the appropriate electronic assessment grid;

ii. the name and email addresses of their lead expert, of their designated contact persons in the Agency, and, as from the beginning of the consensus discussion, of the fellow experts involved in the assessment of their proposals;

iii. a detailed timetable for completing their individual and draft consolidated assessments.

Through the OEET, experts will be able to:

- Access the electronic version of the individual proposals allocated to them\(^4\), i.e.

  - eForm:  
    - Part A (Administrative information)
    - Part B (Project description)
    - Part C (EMJMD typology)
    - Part D (Grant request)

  - Mandatory attachments

1. Proof of valid accreditations of at least the national components of the EMJMD

2. Description of the project:
   - Award criteria 1, 2, 3, 4
   - Projects/activities implemented by the consortium organisations
   - Skills and expertise of key staff involved in the project
   - Other EU grants

3. Award criterion for additional scholarships for targeted regions of the world

   NOTE: Mandatory only if the EMJMD applies for additional scholarships for students from targeted regions of the world.

4. Declaration on Honour by the Legal Representative of the Applicant Organisation & Mandates by each partner granting power of attorney to the applicant/coordinator

5. EMJMD Grant request

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\(^4\) Experts are reminded that they will not be provided with hard copies of the proposals or their annexes. Experts wishing to work on hard copies will have to ensure they can dispose of the necessary equipment to print the relevant electronic files.
In order to facilitate the communication with the lead and fellow experts, experts are advised to use "voice over IP" (VOIP) applications such as SKYPE\(^5\) that provide an efficient and free of charge communication tool through computers via a simple internet connection.

Because most experts may have to fulfil their normal professional (/private) activities during the assessment exercise, it is important that they provide their lead expert (during the whole assessment process) and fellow experts (during the consolidation phase) with a clear indication of the periods during which they will be available for contacts and exchanges in relation with the assessment exercise.

During their individual and consolidated assessments, experts will be expected to follow precisely the detailed procedure and timetable provided to them.

It is of crucial importance that the time schedule is adhered to by all persons concerned in order for the overall selection process to be completed by the end of May 2017 and the applicants informed about the results immediately after. Please note that unjustified delays in the delivery of the individual/consolidated assessments may lead to a termination of the contractual relation between the Agency and the expert.

\(\forall\) **Individual assessment**

As mentioned before, the experts' first task will be to check that they do not have a potential conflict of interest with any of their proposals.

Merit

\(\Rightarrow\) After having checked all their proposals and ensured they have no conflict of interest with any of them, experts will start assessing their proposals in accordance with the instructions contained in this manual and will record their assessment comments and scores in the OEET\(^6\), including their opinion at this stage as to the proposal's merits to be considered for funding ("not recommended" / "recommended" / "highly recommended") under the field "Decision" in accordance with the instructions below:

- proposals with a score of 80 points or higher should be noted "Highly recommended";
- proposals with a score lower than 80 but at least 70 points should be noted "Recommended";
- proposals with a score lower than 70 points should be noted "Not recommended".

When they have completed their draft individual assessment, the experts will save their draft assessment and send it by email to the lead experts for quality check. Experts are required to submit their individual assessments to their lead expert on a regular basis, in accordance with the timetable proposed by the Agency. This will guarantee the efficient implementation of the individual assessment phase and avoid that lead experts are overcharged with assessment forms to review on the last days of this first phase of the exercise.

On the basis of the observations provided by their lead expert ("Quality Check"), experts will revise their individual assessment and, after a final proofreading, will "submit/endorse" their individual assessment in the OEET.

Their final action will consist in saving and sending by email to the lead expert and their Agency contact person(s), the submitted/endorsed version of their individual assessment form.

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\(^5\) You can login to Skype via the following link: [https://login.skype.com/login?application=account&setlang=en](https://login.skype.com/login?application=account&setlang=en)

\(^6\) Experts will be able to record their assessment comments and scores directly in the online assessment tool. However, for those who prefer to work offline, the Agency will also provide them with an MS Word template for filling in the initial versions of the draft individual and consolidated assessments (prior to the lead expert’s quality check).
ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

- **Consensus discussion and consolidated assessment**

1. **Before starting the actual consolidation**

At the end of the individual assessment phase, when all three individual assessments have been submitted/endorsed in the OEET, experts will be provided with a list containing:

- the name and contact details (email, telephone number) of the fellow experts for each of the proposals they have assessed;
- the fellow experts' scores and the average of the three (3) scores;
- some information on the scores given to individual proposals, i.e. if it concerns a "sensitive decision" case (i.e. linked to the individual scores given by each of the experts – see B.3 below).

Experts crosscheck this list carefully in order to ensure that all their proposals are included and that it does not include proposals that have not been allocated to you. If any of these two situations occur, contact your contact persons in EACEA for correcting the list.

When this is done, experts should contact their fellow experts by email in order to provide them with further information on:

- their availability during the time period dedicated to the consensus discussion and consolidation;
- the ways they would like to (could) be contacted for this purpose (by phone, SKYPE, email, personal visit, etc.) and the corresponding contact information.

Ensuring and maintaining close (regular) contacts between the three individual experts and, if necessary, the lead expert, is crucial for the efficient implementation of this phase of the assessment exercise and the use of VOIP applications for this purpose is strongly recommended.

After having received their fellow expert's contact information, experts will exchange by email their individual assessment form in order to read them carefully and compare them to their own. During this stage of the process, they may have to return to the proposal concerned in order to verify, confirm or counter specific comments included in their fellow expert's assessment form.

After completion of this independent review of each other's assessment, the three experts will discuss - orally or through email exchanges - the points of divergence between their assessment comments and/or scores. If necessary, they will ask the lead expert and/or their Agency contact person(s) to clarify possible discrepancies.

2. **Expert 1 starts the consolidation procedure**

For each of your Expert 1 proposals, you will find an additional row in the OEET: "Project list". These proposals are identified as "Consolidation" in the left hand side column (called "Type") of the list. Clicking on the "Type" header will allow you to bring these proposals on the top of your list.

In the "Consolidation" assessment form, you will find all experts' comments (preceded by an "Expert 1", "Expert 2" and "Expert 3" header) identifying who has provided them, as well as the average score for each of them. This arithmetical average can be modified in order to better reflect the consolidated assessment.

Copy-paste and save the content of the draft consolidation in Word (.docx) and send it to your fellow experts who, until that stage, have not yet been given the possibility to look at the others' comments and scores.

3. **All three (3) experts work together**

After point 1 above, Experts 1, 2 and 3 have the same information at their disposal, i.e. each other's scores and comments.

At this stage, all three (3) experts will start exchanging questions, concerns, opinions on different aspects of the proposal's assessment (score and comments). These exchanges do not necessary need to be copied to the Lead Expert (and the EACEA contact persons). However, if further clarifications are needed they can of course do so and the Lead Expert as well as EACEA will be at their disposal to help them in this consolidation process.
ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

Experts can also exchange different (/consecutive) versions of the consolidated form reflecting the progress made during their consensus discussion, but only the final draft of the consolidation assessment should be sent by Expert 1 to the Lead Expert (with Expert 2 and Expert 3 in Cc).

It is the experts’ responsibility to ensure that the final score and comments correspond to a real consensus and do not result from one of the experts giving up on the arguments of the other(s)! In this respect it is important to underline that all experts have the same importance and the fact that Expert 1 is in charge of drafting the comments does not give his/her comments, opinion or score, more weight (/importance).

The online tool will provide the arithmetical average of the three (3) individual scores, but experts can (/should) diverge from this average in order to reflect more adequately their consolidated assessment (i.e. the average is not necessarily the expected result). In addition, although average scores can correspond to two decimal points, only ½ points can be given at consolidated assessment stage.

In principle, the final consolidated score should be kept within the limits of the final scores given in the individual assessments. It may be true that during their consensus discussion, the experts agree on the fact that the proposal has been over- or underrated by all of them during the individual assessment phase. In this case the consolidated score could be higher or lower than the above mentioned boundaries. This type of cases should be an exception. They must include appropriate "Comments to the Agency” in the relevant text box of the online assessment form and should be subject of a discussion with the Lead Expert.

→ If there is agreement on the overall proposal assessment, the expert identified as “Expert 1” will draft the consolidated assessment, bringing together the most relevant comments and observations provided by the three experts involved, thus not purely a copy/paste of individual comments, ensuring that observations on issues expected to be addressed by the proposal have not been omitted.

→ If the three (3) experts cannot reach an agreement (in their comments and/or scores) or in case there is a difference of 30% or more in the assessment results between the three (3) experts, the Agency in close collaboration with the lead experts will decide on the possibility:
  ▶ to request the lead expert to examine the proposal by paying particular attention to the points of divergence, thus allow her/him to form its own opinion about the proposal, mediate between the experts and practically contribute to a consolidated assessment that is acknowledged by all parties; and/or
  ▶ to organise a specific consensus discussion during the “Final Consolidation, Panels and Debriefing” phase in the Executive Agency. If only the second option applies, the three (3) experts will nevertheless be requested to prepare a draft consolidation assessment, leaving open the disputed elements for further discussion with the Agency staff and the lead expert.

4. Expert 1 finalises the consolidated assessment

→ After finalising the draft consolidated assessment, Expert 1 will send a copy of it to the lead expert with Expert 2 and Expert 3 and to the EACEA contact persons in Cc. The lead expert will "Quality Check” the consolidated assessment and will send its comments to all three (3) experts to be taken into account for the final version of the consolidation.

→ Following that, Expert 1 will submit/endorse the consolidated assessment in the OEET. Preferably, consolidated assessment should not exceed 4-5 pages.

→ When finalising the consolidation, experts should not forget to update the "Decision” ("not recommended” / "recommended" / "highly recommended") in accordance with the instructions mentioned above.

This final endorsed version (.pdf with "submitted" watermark on it) is then sent for information to the lead expert, Expert 2, Expert 3 and EACEA.

NOTE: The final submission/endorsement of the consolidated assessment will only take place during the relevant phase at the Agency's premises.

1.3 Sensitive decision cases

Based on the results of the individual assessments, the Agency will identify the proposals for which the scores provided by the three (3) experts are either substantially divergent and/or the assessments are situated on opposite sides.
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During the assessment exercise, projects will be flagged as "Sensitive decision cases" when:

- the individual assessments show a difference of more than 4-5 points in at least one of the four award criteria, and/or
- the score provided by at least one of the experts diverge from its fellows' (below or above the threshold of 30 points for the 1st award criterion and/or below or above the funding threshold of 70 points for the overall assessment).

For both cases, the consolidation of the individual assessments is particularly crucial since it will determine if the proposal has chances to be proposed for funding.

- Experts are requested to deal with these proposals in priority BEFORE starting their consensus discussions and assessment consolidation on their other proposals.

For these proposals:

1. Each of the experts MUST verify and read the individual assessment and score of their fellow experts in parallel with theirs, going back to the application for crosschecking if necessary.

2. Consult their fellow experts and decide jointly if they can reach a consensus (recognising that they may have overlooked, undermined or overrated some particular aspects of the application) or if, on the contrary they request the intervention of the Lead Expert.

3. If the involvement of the Lead Expert is required, Expert 1 on behalf of the three (3) experts involved in the assessment must inform EACEA the soonest possible justifying their position in a short email sent to EACEA and to their Lead Expert (in Cc), underlining the aspects on which their opinion diverges. EACEA will send the proposal documents to the Lead Expert in order to allow her/him to form its own opinion about the proposal and subsequently mediate between the experts, i.e. contribute to a consolidated assessment that is acknowledged by all parties.

It is of crucial importance that cases requiring the intervention of the lead expert take place the soonest possible, so as to allow the Agency to organise the sending of the proposal documents to the Lead Expert and allow her/him to assess the proposal with sufficient time (and while proceeding with the consolidation for the other proposals).

When this is done experts can start working on their other proposals in accordance with the procedure described below.

There is however another type of sensitive cases, which experts can identify in the table provided to them and for which they are invited to pay particular attention:

- experts' scores (and supposedly their opinion on the proposal) vary to a substantial extent – i.e. 4-5 points or more – but none of the experts has given a score higher than (or very close to) the thresholds;

  ✓ although these proposals have (most probably) no chances to pass the funding threshold, the experts have to ensure their comments are not contradictory and that their final decision ("not recommended") is coherent with the score given.

- experts have similar scores (and, supposedly, opinions) and these scores are very close to the thresholds; their final consolidated score will be crucial to determine the proposal's chances to be proposed for funding;

  ✓ all three (3) experts will have to decide very carefully on the final score to be given to the proposals concerned.

1.4 Important recommendations

In addition to the technical and administrative directives given above, please find below some important practical recommendations which should help you in structuring your assessment work.
1. General considerations

► There is no competition of egos in this session of dialogue. There are differences of opinion or interpretation. This is the reason why three (3) experts are asked independently to evaluate the applications. Most of the time however, each expert may have undermined/overestimated one or several aspect(s). The trilateral discussion will easily clarify this and lead to an improvement of the comments and an agreement on the score.

2. Some technical issues

► Textual questions.

- How to write a consolidation text: Expert 1 will have access to the comments and score of Expert 2 and Expert 3 on the online tool; that will allow him/her bringing together the most relevant comments and observations provided by the other two experts involved. However, the following rules must apply:

  ✓ The text needs to read as a formally unified whole; among other things it often implies that some sentences should be entirely rewritten to make them fit in the whole or connect parts: avoid the patchwork impression.
  ✓ Please note that the numbering and titles of the sub-award criteria should NOT appear in the consolidated text.
  ✓ All key points of the award criterion have to be addressed.

► What to avoid.

  ✓ Contradictions and repetitions. The risk is higher with the copy and paste practice.
  ✓ In addition to the general recommendation on the style of assessments given in the Guide for Experts, we remind you of the fact that initials can be used only if, at their first occurrence the full words have been used (even HEI for instance). Only such initials as ECTS which have become familiar to all can be used without spelling out.
  ✓ Rhetorical forms such as questions: do not ask questions, make statements: ex. “Who are the main beneficiaries?” ought to be replaced by something like: “The project did not indicate with sufficient precision who the main beneficiaries are”.
  ✓ A simple description (summary) of elements the project is based upon.
  ✓ Figures which you are not absolutely sure that they are accurate; the applicants will read your assessments with utmost attention and they will automatically pick the odd mistake on a figure. Rather choose to express your criticism synthetically.
  ✓ Too quick identification of gaps: when a requirement is not met under a specific sub-criterion, you should make sure that relevant information has not been provided somewhere else, such as in the application form, or under another sub-criterion.
  ✓ Since the attachment "Other relevant annexes" is not mandatory (though, if provided, it should have been compiled by a number of specific documents) you must avoid indicating that an annex was not provided. If "Other relevant annexes" have been enclosed, the information contained cannot replace elements expected to be found in the answers to the award criterion. On the contrary, if the attachment has been provided and its content supports your assessment, you can refer to it (e.g. "there is a comprehensive description of the academic programme and further details have been provided" or "the description of the non-academic players is very short and the details provided in the relevant annex confirm this observation.").

► Text of consolidated assessment.

Expert 1 makes the proposal of the consolidated assessment.

✓ The final text, which provides the core of the consolidation, must be written in good, polite and tactful English.
✓ All three (3) experts must make sure that what is written is comprehensive.
✓ Experts 2 and 3 may proceed to a language check; they may (must) make suggestions of textual improvement if they think it is appropriate.
3. **Scoring**

- **Differences between 4-5 points**: usually, the individual comments do not show any serious difference of opinion; it is most often a case of difference of scoring culture. Discussion will then be easy.

- **Differences between 6-9 points**: from experience, the difference is mainly due to the weight which experts ascribe to some weaknesses or strengths in relation with the award criterion as a whole. The discussion will then bear first on an understanding of these differences; then, the experts ought to agree on individual consolidated scores, having in view the overall score which they agree the project would deserve (placing it in a likely position for selection or for rejection).

- **Differences of 9+ points**: usually one expert has been blinded to some positive or negative aspects. In many cases, a thorough discussion permits to identify the source of the major disagreement. It is particularly important if one of the experts ascribes a score which would allow the project to pass the threshold for the 1st award criterion (above 30 points) and/or the overall funding threshold (above 70 points). If there is a difference of 9+ points, but with three (3) globally negative appraisals, the case is easy to solve. The really important issue then becomes the way the comment is worded, to provide good reasons for rejection.

- Experts should avoid considering that if their scores are close to each other's, their opinion and comments on the proposals are necessarily coherent. In fact identical global scores can result from very different assessments (i/comments) of sub-criteria. As a result, the experts must look for differences at sub-criterion level because these differences:
  - are the origin of differences in the global score (if applicable);
  - can explain the differences in the interpretation of specific aspects;
  - usually result in contradictory comments that must be avoided at consolidation stage.

Ultimately, experts should ask themselves:

> "If I was an applicant, would I be confident that my application has been given fair treatment and assessed professionally and that the assessment which I receive gives me a possibility to improve the proposal?"

1.5 **Use of the online assessment tool**

**Accessing individual proposals**

After logging to the tool, experts will find the list of proposals that have been allocated to them.

For each of the proposals the list identifies:
- the "Type" of assessment, i.e. "Exp 1", "Exp 2", "Exp 3" or "Consolidation";
- the "Project Reference";
- the title of the proposal under "Assigned Projects";
- the "Decision" proposed by the expert;
- the assessment "Submission date";
- the tab "Assess" which allows the expert to access the assessment screens.

**General screen**

The "General" screen contains some key data relating to the applicant organisation. It also includes the "Decision" field, which has to be dealt according to the instructions provided under section 1.2 above.

**Scoring screen**

The "scoring" screen is the screen in which experts will have to record their comments for each of the four (4) award criteria, which will be sent to the applicants as feedback.

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7 The "consolidation" assessment will only be displayed to the experts playing the role of "Expert 1" and after the submission of the individual assessment by the other two experts concerned.
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The “scoring” screen will include the sections related to the four (4) award criteria. The box provided for comments is split into sub-questions relating to each of the four (4) award criteria and experts are invited to respect this structure when writing their comments, i.e. touching upon all relevant topics.

In addition, the tool will also display one additional section corresponding to the award criterion for the targeted regions of the “Heading 4 & EDF” scholarships. Experts should enter in the dedicated box their comments on this award criterion, only if it has been addressed by the proposal, i.e. on the basis of the attachment Award criterion for additional scholarships for targeted regions of the world.

They will also have to provide a score for each of the four (4) award criteria and where relevant, one score for the award criterion for additional scholarship in the targeted regions.

Comments for the Agency screen

In addition to the comments that will be communicated to the applicant, the online assessment tool contains also a specific screen where experts can bring to the attention of the Executive Agency, and/or Experts' panels issues or aspects of the application that are not necessarily linked to the individual award criteria, but may prove useful during the selection process or the monitoring of the project, once approved.

These comments (maximum 1,500 characters) will not be included in the selection notification letter sent to all applicants.

Attached documents screen

Through this screen, experts will be able to access the electronic version of the application form together with its four (4) mandatory attachments and if applicable, the additional optional attachment "Other relevant annexes". For all those proposals that have opted to apply for additional scholarships for students from targeted regions of the world ("Heading 4 & EDF" scholarships) there will be an additional attachment available, i.e. Award criterion for additional scholarships for targeted regions of the world.

Project List

This hyperlink will bring the expert back to the list of proposals allocated to him/her.

1.6 The EMJMD Application form

Experts will have to assess to what extent all the elements covered by the award criteria have been addressed by the applicant consortium. In order to perform this task they will analyse the specific answers provided to the award criteria, but also all the other information included in the application form and additional annexes. The following section underlines the specific aspects experts should look at when reading the application form.

❖ Part A. of the eForm

Part A. of the eForm has to be filled in by all the EMJMD consortium members (i.e. the applicant and its partners).

Experts should note that it is not mandatory to fill in Part A. for associated partners. However, applicants have been advised to do so if the associated partner plays an important (formal /structural /longstanding) role in the joint programme (e.g. by acting as regular host organisation for students, by providing financial support through complementary scholarships or through other means, by contributing to the quality assessment of the joint programme, etc.). Experts may find references to other associated partners that will contribute less structurally to the joint programme in the answers provided by the applicant to the relevant sub-criteria (depending from their respective contribution to the project), but applicants are not requested to fill in Part A. for this kind of associated partners.

❖ Part B. - Description of the project

► Summary of the project (B.1): The quality (clarity, coherence) of the summary is usually a very good indicator of the proposal’s general quality. If the summary does not provide a good and clear picture of the EMJMD objectives and structure, it is to be expected that the detailed description of it will be of a similar quality.

- Inconsistencies between the summary and the detailed description should also be noted down and assessed under the relevant award criteria.
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- **Priorities addressed (B.2):** In this section, the eForm will consider by default "Higher education" as the field of education that will benefit from the implementation of the EMJMD. This information is collected for statistical purposes in the framework of the Erasmus+ programme.

- **Dates, duration and languages (B.3):** The start/end dates indicated here will define the time period during which costs are eligible for funding, in case the proposal is successful. The duration of the EMJMD covers the preparatory year (optional) and three (3) consecutive intakes of the Masters. As stated under "eligibility criteria" of the Erasmus+ EMJMD Programme Guide (pages 111-112), the earliest possible starting date of the joint programme is 01/08/2017 [year (n)] and the latest 31/10/2017 [year (n)]. Depending on the length of the EMJMD study programme (60/90/120 ECTS credits) and whether the consortium intends to undertake a preparatory year, the latest ending dates of the EMJMD are:

  - proposals that will implement a preparatory year the following end dates apply:
    - 60 ECTS => 31/10/year (n+4) maximum 48 months
    - 90 ECTS => 30/04/year (n+5) maximum 54 months
    - 120 ECTS => 31/10/year (n+5) maximum 60 months

  - proposals that have opted out from the implementation of a preparatory year the following end dates apply:
    - 60 ECTS => 31/10/year (n+3) maximum 36 months
    - 90 ECTS => 30/04/year (n+4) maximum 42 months
    - 120 ECTS => 31/10/year (n+4) maximum 48 months

It is the consortium responsibility to ensure, in accordance with the different academic calendars in place in the participating institutions, that the start and end dates fall within the mandatory timeframe.

For all EMJMD proposals, the language in which the grant agreement will be issued is by default English and it will be the language used in the official communication with the Executive Agency.

- **Part C. - EMJMD Typology**
  - **Number of ECTS credits (C.1):** EMJMD proposals can correspond to 60, 90 or 120 ECTS credits. Although there is no preference for one of the three options, experts must assess the feasibility of the proposal in relation with the number of ECTS credits assigned (e.g. does the study programme really require a two-year period, can all the courses proposed reasonably be implemented in one academic year only, etc.) and verify the coherence throughout the application in the number of ECTS intended to be allocated.

  - **EMJMD link to an EMMC (C.2):** some of the proposals may have been submitted by existing EMMCs (started on 2012 or earlier) intending to renew their collaboration with the Executive Agency. *These proposals should be treated exactly as all other proposals.*

  - **Resubmission of a rejected proposal (C.3):** proposals rejected under previous calls for proposals should provide the number of their previously rejected bid so as to allow the Evaluation Committee comparing the developments made. Although the Executive Agency will identify all the cases in which the applicant has provided the relevant information, an expert should inform the Executive Agency for further investigation if s/he believes a proposal is a resubmission of a previously rejected master and the relevant data has not been provided under this section.

  - **Internship/placement periods (C.4):** The internship, placement or fieldwork possibilities with a view to acquire specific competences that are required by the labour market and aimed to improve the students’ understanding of the economic and social culture should be assessed in relation with the participation of associated partners in the joint programme.

  - **Study period(s) outside Programme Countries (C.5):** the minimum requirement defined in the Erasmus+ Programme Guide (page 112) is to visit at least two different Programme Countries during the period of the joint programme. The minimum number of countries to be visited during EMJMD activities applies to all enrolled students.

Important aspects to bear in mind when analysing the mobility component:

Although Partner Country universities can act as full partners in an EMJMD consortium and be involved in the delivery and recognition of the course, a mobility track involving only one Programme and one Partner Country host institution would not be eligible in accordance with the requirement defined in the Programme Guide.
Although multiple mandatory mobility paths can be considered as a positive element from the socio-cultural and personal development points of view, experts should verify that the positive aspects of these mobility requirements are not detrimental to the students' efficient dedication to their master study programme.

Mobility periods cannot be replaced by virtual mobility, nor can they take place in institutions outside the consortium.

► Additional scholarships for targeted regions of the world (C.6): Applicants had the option to apply for additional scholarships, financed by EU external funding instruments (Heading 4 & EDF), for students from one or several specific regions/countries of the world. For all applications that have opted to apply for these additional scholarships, the assessment should take into consideration the cooperation arrangements of the EMJMD consortium with HEIs and other participating organisations from the targeted regions/countries. This assessment also includes the institutions' capacity to promote the EMJMD and to attract excellent students from the regions/countries concerned.

► EMJMD preparatory year and EMJMD intake/edition duration (C.7): The duration of an EMJMD intake covers the period starting with the first mandatory academic activities for students and ending with the formal communication of the final results. It is the consortium's responsibility to ensure, in accordance with the different academic calendars in place in the participating institutions, that the start and end dates fall within the above-mentioned mandatory timeframe.

In order to avoid EMJMDs selected in 2014 and on-going EMMCs to have an intake gap year in running their Masters, they can choose to run a preparatory year before the implementation of the three EMJMD intakes or to start immediately after their selection with the implementation of the course intakes/editions. Consequently, the following specific conditions apply:

- EMMCs with a 2012 FPA n° **may choose** whether they will implement a preparatory year or not.
- On-going EMMCs with a 2013 FPA n° **must choose** "Yes" concerning the implementation of a preparatory year.
- On-going EMJMDs selected in 2014 **must choose** "Yes" concerning the implementation of a preparatory year.
- On-going EMJMDs selected in 2015 and in 2016 are **not eligible** to apply under the 2017 EMJMD call for proposals.

The objective of the above conditions is to ensure that the implementation of intakes under the above-mentioned EMMCs and EMJMDs does not overlap with an intake funded under the 2017 EMJMD contractual framework.

 Consortia that will opt out from the implementation of the preparatory year must be aware of the fact that the selection of students for the academic year 2017/2018 must be implemented prior to the Agency's notification to successful applicants of being selected for an EMJMD grant. In this case, they must be aware of the fact that they are not allowed to advertise the 2017 student selection exercise as an Erasmus Mundus Masters programme (including the use of the Erasmus Mundus logo), must clearly disclose on their website that they are not an EMMC (in case of EMMCs that have started their last intake in 2016 or earlier) and that EMJMD scholarships are not guaranteed for the 2017 intake. In other words, the 2017 intake/edition of the proposed Master (continuation of a former EMMC, or initiation of a new Master) is advertised and promoted on the consortium's own risk. Even so, the selection of students exercise (promotion, procedures, etc.) must be fully in line with the EMJMD **"Minimum requirements"** documents that apply to the EMJMD action, and in particular of the:

- Minimum requirements for the Health and Accident Insurance coverage of EMJMD students
- Minimum requirements and recommendations for student selection and scholarship management

The above-mentioned **"Minimum requirements"** documents can be consulted at the EMJMD *[Funding]* webpage of EACEA.

► EMJMD tuition language(s) (C.8): EMJMD consortia are free to determine the tuition language(s) of their joint study programme. However, the choice of language(s) may have an impact on the number of student applications and their geographical diversity, as well as on the enrolled students’ capacity to follow efficiently the requirements of their study programme. Experts are therefore expected to check carefully the practical measures taken by those consortia that propose more than one tuition language, in order to:
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- guarantee the attractiveness of their joint programme (in number as well as in diversity of student candidates);
- ensure that selected students have the required linguistic competences, and
- provide enrolled students with the necessary linguistic support if needed.

The tuition language(s) information should be compared with the information provided under point 2.4 of the award criteria.

► Scientific areas (C.9): Applicants had the possibility to select up to three different scientific areas (main, second & third) among a list of eight, and depending on the scientific areas they had chosen, use a three-level breakdown (level 1, 2 & 3) from a list of academic disciplines in order to define the study programme of the Master. Although there were no restrictions as to the broadness or narrowness of the scientific areas/domains the applicants could choose, multidisciplinary areas should nevertheless constitute a meaningful and coherent programme and not only an addition of themes and disciplines put together for the mere sake of attracting more candidates.

► EMJMD Degree(s) intended to be awarded (C.10): Under this section, the degree-awarding institutions will have to specify the type of degree(s) intended to be awarded to successful students, as well as the official name of each of the degrees.

First, the degree(s) intended to be delivered by the Programme Country HEIs consortium members (applicant and partners) will have to be presented. The information to be provided concerns their type, i.e. if it will be delivered as:

- an EMJMD joint diploma, i.e. one single diploma issued on behalf of at least two HEIs from different Programme Countries and fully recognised in these countries;
- a multiple degree (at least a double degree), i.e. at least two diplomas issued by two HEIs from different Programme Countries and fully recognised in these countries.

In a second step, applicants must indicate:

- the official name of the National Master Degree in the language of the degree awarding institution;
- its translation in English, if available;
- the accreditation status of the National Master Degree intended to be awarded at the time of application (i.e. already accredited or not) and (depending on the answer provided before), the expected date for its official accreditation or its accreditation validity end date and the reference number of accreditation.

Further, applicants may choose to add a degree (optional) by selecting one of the two (2) options provided to identify the type of degree(s) that will be delivered to successful students (i.e. Multiple/Double Master Degree or Erasmus Mundus Joint Master Degree) and indicate the accreditation status of their choice respectively.

In line with the eligibility criteria published in the Erasmus+ Programme Guide (page 111-112), HEIs established in a Programme Country must be able to demonstrate at application stage the accreditation at national level of each degree-awarding Master programme on the basis of which the EMJMD is composed (National Master Degree). Besides accreditation, these national degree-awarding programmes must be mutually recognised by all HEI consortium partners from Programme Countries. Experts can consult Part D of this annex that includes information provided by the Erasmus+ National Agencies on degree recognition in their own country.

Depending on the mobility track and the degree(s) awarded by the corresponding institutions, it is possible that, within the same intake, some graduates will receive a joint degree, while others will receive a multiple degree (i.e. at least double degree) or even a joint degree accompanied by one or more national degrees. The validity of the degree(s) intended to be awarded will be cross-checked with the Erasmus+ National Agencies of the countries concerned. In case of doubts, partner organisations are supposed to contact their Erasmus+ National Agency in order to obtain prior confirmation of the validity of the degree they intend to deliver to successful students.

Experts should note that all partner HEIs form Erasmus+ Programme Countries need to be "EMJMD degree awarding institutions”, i.e. at least three (3) Programme Countries HEIs should act as EMJMD degree awarding institutions. In accordance with the Erasmus+ Programme Decision, joint programmes should be promoted. Although not mandatory, joint degrees are encouraged, if national legislation allows, as they represent a full integration of the learning and teaching process. If the EMJMD consortium is not proposing an EMJMD joint master diploma, it should explain why and whether it intends to deliver joint diplomas before the end of the funding period.
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In order to facilitate the verification process by Erasmus+ National Agencies and for already accredited master degrees, each Programme Country master degree awarding institution (i.e. applicant and partners) should provide in the "Other relevant annexes" attachment of the application package, a blank copy of the proposed master degree diploma(s).

Comments on the relevance, exactness, coherence of the information provided under this section should be provided in the assessment of award criterion 1.2.

❖ Part D. - Grant request

All elements, on the basis of which the grant is automatically calculated, are requested in the mandatory attachment "EMJMD Grant request", which is an Excel table available on the EMJMD Website. The EMJMD grant request amount is calculated by the Excel table and the amount entered in this part must be identical.

If applicants have opted to apply for "Heading 4/EDF" scholarships (section C.6 of the eForm is "Yes"), an extra field /row "Additional scholarships for students from targeted regions of the world" appears in the form and in this case it is mandatory to enter the "Heading 4/EDF" grant request amount as calculated by the "EMJMD Grant request" Excel table.

❖ Attachment: Proof of valid accreditation(s) of at least the national components of the EMJMD

In order to comply with the EMJMD minimum requirements set in the Erasmus+ Programme Guide (see page 285), all partner HEIs established in a Programme Country must be able to demonstrate the accreditation of each degree- awarding Master programme on the basis of which the EMJMD programme is composed.

Each proof of accreditation included in this attachment should display the "Partner number" and the "Name of the Master Degree Awarding Organisation" as shown in part C.10 of the eForm.

❖ Attachment: EMJMD Award criteria 1, 2, 3, 4

Following the eligibility check performed by the Agency, experts will perform a detailed assessment of the 4 award criteria of the programme. Applicants must write a maximum of 40 pages in total for the 4 award criteria (maximum 15 pages for award criterion 1: "Relevance of the project" and maximum 25 pages for the remaining award criteria 2, 3 & 4).

In replying to the first award criterion, applicants must focus on the "Relevance" of the proposal in its different aspects, e.g.

- relevance of the elements of "jointness"/integration in the EMJMD design and structure;
- the integration of the EMJMD within the degree catalogues of the partners and the definition of the degree(s) intended to be delivered, especially the award of an EMJMD joint degree;
- relevance in relation with identified needs (/added value) at European and/or international level;
- relevance in terms of academic discipline (/scientific area) for increasing the attractiveness of the European Higher Education Area and contributing to university excellence, innovation, and competitiveness;
- relevance of the consortium composition in relation to the internationalisation in higher education and in view of improving the learning performance and competences of staff and students.

In addressing award criteria 2, 3, 4 applicants must comprehensively analyse the following elements:

- the detailed academic curriculum and the expected learning outcomes;
- the course/training delivery and evaluation methods (including internship/placements, student mobility paths, eLearning facilities, scoring grids, evaluation calendar, thesis defence methods, etc.);
- the detailed organisation of the EMJMD in the participating HEIs (enrolment procedure, scholarship selection methods, support to candidates and selected students, joint recognition model, etc.);
- the added value of the proposed partnership and, in particular for previously funded courses, the inclusion of new partners in the Consortium and the justification for the request of additional funding;
- the EMJMD management structures, funding model, worldwide marketing and attractiveness strategy, sustainability plan, Quality Assurance mechanisms, etc.;
- the involvement of the professional sector, the contribution to students' employability, the impact of the Master to be generated at institutional level.
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The elements of information provided under this part of the attachment have to be compared (crosschecked) with the corresponding data referring to the EMJMD Degree(s) intended to be awarded (see section C.10 of the eForm), as well as in the answers provided by the applicant to the specific issues addressed under the relevant award criteria.

The following attachment section "Projects/activities implemented" by the consortium organisations in relation with the proposal should be read in detail by the experts when assessing the proficiency of the participating organisation in carrying out a joint master course. Aspects such as the organisation’s track record in implementing international projects, designing and delivering joint international programmes, awarding joint or multiple degrees, working in close cooperation with the socio economic environment, etc., are crucial elements when assessing the excellence and sustainability potential of the consortium.

Under the next section "Skills and expertise" experts will have to pay attention to the relevant expertise of the key staff involved in the implementation of the EMJMD, from an academic, research and/or administrative point of view. There should be at least one person identified per consortium member (applicant, plus full partners) with a maximum of three.

As regards the data relating to "Other EU grants" experts should note that data about financial support received from EU programmes or initiatives during the last financial year is only compulsory for the applicant organisation.

Attachment: Additional award criterion ("Heading 4 & EDF" scholarships)

This attachment will be included in the application package only if the proposal applies for additional scholarships from targeted regions of the world (section C.6 in the eForm is "Yes"). Experts will assess the proposal against the additional criterion "Relevance of the project in the targeted region(s)" on a "Yes/No" basis as to the relevance of the methods planned to attract highly talented students from targeted region(s) and the added value of cooperation with HEIs from Partner Countries in the targeted region(s). Answers to the award criterion will not be given per each of the targeted regions, but globally. In this context, experts will assess and provide comments for the award criterion with regard to the consortium’s comprehensive internationalisation strategy that should adequately address the targeted regions globally.

Applicants must write a maximum of 5 pages in replying to this additional award criterion.

Attachment: EMJMD Grant request

In this attachment applicants are requested to provide some key information on their joint programme that is important for calculating the "Grant request", i.e.

- the implementation of the preparatory year;
- the length of the study programme (ECTS credits);
- the amount of the student participation costs (specifically for Programme and Partner Country students) for the entire study period;
- the estimated number of students to be admitted in the Masters.

The EMJMD grant is entirely composed of:

- the "Consortium management costs and costs for invited scholars and guest lecturers" lump sum contribution and
- the lump sum per unit contribution relating to the "Erasmus Mundus Joint Master Degree student scholarships" scheme.

The components defining the amount of the "Grant request" are as follows:

- management costs and costs for invited scholars and guest lecturers on the basis of the following module:
  - 20 000 EUR for the preparatory year (optional)
  - 50 000 EUR per intake of the EMJMD

NOTE: EMJMD consortia must plan the engagement of at least four (4) invited scholars/guest lecturers per intake (per EMJMD edition) for a minimum total duration of eight (8) weeks.
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- Joint Master Degree student scholarship, the level of which varies according to:
  - **EMJMD participation costs** applicable to scholarship holders as calculated by the consortium, resulting in a contribution of:
    - a maximum of 4,500 EUR per year per scholarship holder from a Programme Country
    - a maximum of 9,000 EUR per year per scholarship holder from a Partner Country
  - **contribution to the travel & installation costs** differentiated by the place of origin of the scholarship holders, i.e.
    - 1,000 EUR per year per scholarship holder resident of a Programme Country for travel costs
    - 2,000 EUR per year for travel costs for scholarship holders resident of a Partner Country, whose place of residence is situated at less than 4,000 km from the EMJMD coordinating HEI + 1,000 EUR for installation costs (once-only)
    - 3,000 EUR per year for travel costs for scholarship holders resident of a Partner Country, whose place of residence is situated at 4,000 km or more from the EMJMD coordinating HEI + 1,000 EUR for installation costs (once-only)
  - **contribution to the subsistence costs** of scholarship holders of 1,000 EUR per month for the entire duration of the EMJMD study programme, i.e.
    - 12,000 EUR for a EMJMD study programme of 60 ECTS credits (maximum 12 months)
    - 18,000 EUR for a EMJMD study programme of 90 ECTS credits (maximum 18 months)
    - 24,000 EUR for a EMJMD study programme of 120 ECTS credits (maximum 24 months)

**NOTE:** Contribution to subsistence costs will not be awarded to scholarship holders for the course periods (study /research /placement / thesis preparation) spent in their country of original residence, nor to scholarship holders from a Partner Country for the EMJMD periods spent in any Partner Country exceeding one trimester (i.e. 3 months or the equivalent of 15 ECTS credits).

- **EMJMD participation costs per semester:** The EMJMD participation costs must be defined for the joint programme as a whole in accordance with the needs and means of each of its partners. They must include all mandatory costs related to the students' participation in the EMJMD (including the mandatory insurance coverage). The amounts to be provided in euro must correspond to the participation costs for the entire study period charged to student candidates, irrespective of whether or not they receive an EMJMD scholarship. Although there can be different participation costs for partners from Programme and Partner Countries, the exact amount of participation costs requested from student candidates should be clear, transparent and adequate for Programme and Partner Country applicants.

  - The amount of participation costs indicated in this section should be compared with the explanations provided under point 3.4 of the award criteria.

- **Number of students planned to be enrolled per edition (Heading 1)**: Applicant consortia should specify the number of students they expect to enrol per intake/edition of their EMJMD (all students, with or without EMJMD scholarship and from Programme or Partner Countries). If selected, the EMJMD will be offered individual scholarships for three (3) consecutive editions of the joint programme.

  Under the 2017 call for proposals, EMJMDs are entitled to receive funds for a maximum of 60 scholarships for three consecutive intakes. Depending on the total number of scholarships applications received and on the budget available, EMJMD consortia may be awarded a lower number of scholarships.

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8 Heading 1: Erasmus+ EMJMD main budget line
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At least 75% of EMJMD scholarships must be earmarked for Partner Country students (blocking validation by the Excel table if the ratio is not respected). This minimum percentage of EMJMD scholarship holders from Partner Countries does not take into account the additional scholarships for targeted regions (Heading 4/EDF), financed by EU external funding instruments. The joint programme should not depend solely on the EMJMD scholarship funding for the attraction and selection of students. In this context, students without EMJMD support should represent approximately 25% of the EMJMD scholarship holders (warning validation by the Excel table if the ratio is not respected). Although the 25% ratio is not enforced by the Erasmus+ Programme, it should be understood as one of the elements attesting to the sustainability prospects of the EMJMD programme after its initial funding period.

✓ Number of students planned to be enrolled per edition (Heading 4 & EDF), if applicable: In case the applicants have opted to apply for additional scholarships for students from one or several specific regions/countries of the world, they must indicate the estimated number of students from the regions targeted by the consortium under the section "Heading 4 & EDF". The Excel table will automatically calculate the grant request amount for these scholarships.

Indicatively, an EMJMD consortium selected for funding may receive a maximum number of 8 additional student scholarships per intake, i.e. 24 additional scholarships for the three (3) EMJMD intakes. Depending on the overall total number of scholarship requests received and the budget available, additional "Heading 4/EDF" scholarships may become available to EMJMD consortia. Therefore, the Excel table allows consortia to apply for a maximum of 30 scholarships for the three intakes (blocking validation by the Excel table if the maximum number of scholarship requests is not respected).

- The estimated number of "Heading 4/EDF" scholarships is not considered for the validation of the eligibility criterion of at least 75% EMJMD scholarships for Partner Country students (see Heading 1 scholarships).
- The estimated number of students planned to be enrolled on a yearly basis, must be taken into account when assessing the consortium's sustainability potential and its development plan.

悲观  Attachment: Other relevant annexes (optional)

This optional part can be compiled by the documents mentioned below if the applicant believes it would support the key components of the proposal illustrated in the mandatory parts of the Application Package. It does not invalidate the electronic application form submission if not attached to the eForm.

This attachment cannot replace essential information expected to be in the mandatory parts of the Application Package; it should only support, illustrate or evidence the information already included in the proposal. Although it is not considered mandatory (i.e. the application will not be declared ineligible if not attached to the application form), its presence and quality may be taken into consideration in the context of the assessment of the award criteria. The following documents may be included under "Other relevant annexes": (the list should be understood as exhaustive):

- Needs analysis of the proposed EMJMD course: The needs analysis as part of the planning process for setting up the EMJMD in question should address the thematic field of the proposed EMJMD course – state of the art, innovation potential, Europe position as compared to other parts of the world, etc. – but also the structure of the joint programme as such – existence/lack of other similar offers in the field, concrete added value of a joint approach as opposed to national initiatives, etc. In this context, experts should not be taken in by the use of "buzz words" if there is no concrete evidence to back them up (e.g. if reference is made to the socio-economic impact, does the proposal include the relevant actors, does it propose concrete measures to involve them in the implementation and/or evaluation of the programme?)

- Business plan of the EMJMD project implementation: The implementation plan of the EMJMD should detail the activities foreseen, the budgeted costs and any difficulties expected, etc. that have been considered in order to achieve the smooth implementation of the EMJMD study programme.

- Endorsement letters: If available under the optional attachment "Other relevant annexes", experts are invited to consult these endorsement letters in order to assess the level of institutional commitment they present and compare them with the information provided in other sections of the application form and in the answers provided by the applicant to the relevant award criteria.
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- **Blank copies of the proposed master degree diplomas(s) & Model of Diploma Supplement**: If available, applicants have the possibility to attach blank copies of the proposed master degree diploma(s) and of the diploma supplement. The delivery of a "Joint Diploma Supplement" issued by the consortium as a whole should be considered as a positive element in the integration of the joint programme.

- **(draft) Consortium agreement**: The necessary institutional commitment of all the organisations participating in the EMJMD consortium must be ensured **prior to the enrolment of the first EMJMD students** in order to guarantee solid institutional embedding and backing. The EMJMD Consortium Agreement (see guidelines and models available on the Executive Agency website) will be a key instrument for this purpose and will have to be signed by all partner institutions prior to the launching of the first scholarship application and selection procedure. This EMJMD Consortium Agreement will have to cover as precisely as possible all academic, operational, administrative and financial aspects related to the implementation of the EMJMD and the management of the EMJMD scholarships.

- **(draft) Student agreement**: It is important to provide students enrolled in an EMJMD programme with clear guidance on their rights and obligations during their course participation. As the EMJMD programme will be run for students coming to Europe from all over the world with very different academic and cultural backgrounds, the institutions hosting these students must ensure that the "terms of reference" for the students' studies at the involved partner institutions are transparent, comprehensive, and agreed in mutual consent. In this context, the consortium partners are expected to detail all essential implementing rules governing an EMJMD course, and which have a direct impact on the students, in the "student agreement" (see relevant guidelines available on the Executive Agency website). Such agreement shall be signed by both the coordinating institution and the enrolled EMJMD students.
C. **Good practices in the implementation of EMJMDs**

EMJMDs will continue and strengthen the successful experience initiated with the Erasmus Mundus Master Courses (EMMCs) in raising the attractiveness of the EHEA worldwide and demonstrating the excellence and high level of integration of the joint study programmes delivered by European HEIs. The examples/actions provided below do not by any means replace the wording and content of the award criteria. They only provide information on good practices as identified so far and are aimed to assist potential applicants to prepare a high quality application.

C.1 **Facilities, logistics and finance**

1. **When students apply to the course**

Why should students from Partner Countries apply for an EMJMD course in Europe? What can courses do to persuade them and to support their applications in the face of international competition for excellent students?

Possible Actions:

→ Start the applications process early to capture the attention of the best students.
→ Make good quality documentation available in formats suited to the students.
→ Communicate the selection criteria clearly.
→ Use international partners as ‘local’ points of contact for students, both to support students and to refine the selection process.
→ Provide interactive support to applicants during the application and recruitment process.
→ Communicate decisions on applications in a clear and timely manner.
→ Maintain an accessible and updated Web site that effectively communicates the course information to students around the World, regardless of the bandwidth of their Internet connection.

2. **When Partner Country students travel to Europe**

What should be done in helping Partner Country students to obtain visas quickly and effectively, to plan travel and accommodation and to be advised of local culture at their destination, so that they arrive at the University ready to study?

Possible Actions:

→ Ensure that the travel (mobility) support process starts as soon as a student is recruited.
→ Use the knowledge gained from Alumni and from the former students to provide advice services for students.
→ Provide students with individualised integrated support for travel, accommodation and for living and working in a new cultural environment.
→ Ensure that students are provided with advice and support for their families, providing them with effective mechanisms to communicate with families in their home countries, and directing them to the necessary facilities and support services if their families are travelling with them to Europe.
→ Provide detailed assistance with visa handling.
→ Ensure that suitable accommodation is available to students.
→ Build support structures to facilitate cultural adjustment.

3. **Introducing students to European academic practice**

How can a diverse community of Partner Country students be provided with an induction programme that trains them into the academic practices of a European University?

Possible Actions:

→ Provide a clear induction process through briefings and through documentation that is readily available to students before arrival.
→ Ensure that the induction process has clear mechanisms in place to capture the views of and learn from students.
→ Make the induction process culturally sensitive enough to deal with the social and cultural needs of the students.
→ Ensure that the induction process prepares the diverse students for the learning environment.
→ Provide opportunities for intercultural learning so that students and staff enrich their learning and teaching skills by experiencing academic practices from other countries.
→ Implement student agreements that state clearly the rights and the obligations of students and staff when participating in the Course.
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4. When students move between Partner institutions

How can students move from one institution to another, so that they assimilate rapidly to the new local environment and experience a seamless transition in their learning?

Possible actions:

→ Assist students coherently in making the necessary transitions from institution to institution, from the provision of accommodation to ensuring the sufficient stability of the learning environment to support their learning.
→ Provide well-informed assistance with visa handing for students.
→ Provide students with good quality and timely information about the institutions they are to visit and the particular local issues that will affect them.
→ Ensure that the experiences of current and past students, on the inter-institutional movement process, have been recovered and embedded in the information provided to new students.
→ Avoid unnecessary student travel by ensuring that students who fail examinations at one institution are able to re-take the examination whilst at another institution.

5. Student support - Facilities and Finances

How can the EMJMD course ensure that the finance is allocated according to academic priorities, that students do not experience financial hardship, and help students to avoid confusion regarding local regulations? How can the EMJMD course provide students with consistent and coherent access to library and other learning resources?

Possible Actions:

→ Allocate the finance transparently and efficiently across the institutions so that the money is linked to the delivery of the EMJMD course objectives.
→ During the recruitment and induction processes, inform and support students in areas of finance and financial management.
→ Provide interventions for, any particular issues such as insurances (health or others required by national legislation) and local residency regulations, that might be confronted by students.
→ Organise in advance the financial distribution mechanisms among partners.
→ Prepare the banking facilities/arrangements for the Partner Country students before arrival.
→ Ensure that the mandatory EU insurance scheme is comprehensive enough and if not, prepare for additional social security coverage.
→ Allowing students to maintain access to library resources after they have moved to their next mobility location.

6. Communicating and consulting with students

What processes and procedures are needed to ensure that there is consistent communication and consultation that is coherent across the consortium?

Possible Actions:

→ Implement efficient systems to support to learning and student-based course evaluation.
→ Create opportunities for dialogue with students, and value the perception of students about the usefulness of information systems, with equal weight to that of teaching staff.
→ The information system in place is “fit for purpose” and regularly reviewed, it is timely, accurate and regularly updated.
→ Consult students regularly about the effectiveness of the support provided to them.

7. Benefiting from Alumni

How can past students remain embedded in the development of the EMJMD course and how can their experience be recovered so that current students can benefit?

Possible Actions:

→ Put a system in place to build, and manage, a sustainable alumni association for graduates of the EMJMD courses.
→ Ensure that the alumni association in place is active and is “fit for purpose”. For example, providing facilities for career advice and dealing with "post-course" issues are in place as part of EMJMD course administration.

8. E-learning strategy

To provide all students with a coherent and consistent access to all learning and teaching resources across the entire consortium, regardless of student mobility paths.
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Possible Actions:

→ Plan for the online availability of teaching and learning resources across the consortium.
→ Plan to maximise the consistency of style for key learning resources such as lecture notes, bibliographies etc.
→ Develop an online course resource of key online material (either documents, or well-maintained links to documents).

C.2 Quality of leadership and institutions

1. The highest quality academic staff
How can we recruit the best staff from across the consortium to teach on the Joint Master Degree course?

Possible Actions:

→ Secure the highest quality staff from the relevant disciplines across the institutions.
→ Build a Joint Master Degree academic quality cluster with research, as well as teaching and administration credentials.

2. Creating a strong course "Brand"
How can the course identity be created and marketed, so that excellent Partner Country students work with excellent academics, in creating a definable educational brand that host institutions value strategically?

Possible Actions:

→ Make the Joint Master Degree a brand that attracts exceptional students, who are attracted by the prospect of studying at high quality institutions, with high quality staff, on a course with relevant and robust content.
→ Ensure that the host institutions see the Joint Master Degree study programme as an opportunity to build their own academic quality by bringing in the brightest and best qualified students.
→ Maximise the utility of the course website in creating a strong course brand.
→ Engage relevant professional bodies and international associations in the constitution of a brand name for the course.

3. Securing and maintaining Institutional Commitment
How can the EMJMD course ensure that there is institutional commitment for sustainability, and that this commitment is clearly articulated across the consortium?

Possible Actions:

→ Ensure that the EMJMD course has wide recognition at institutional level and is fully embedded into university structures.
→ Ensure that the EMJMD course fits within an institutional strategy that values its international reach and educational objectives.
→ There is long-term buy-in for Joint Master Degrees by the people who matter in the participating host institutions.
→ Identify senior players in key academic positions, who can take on a role as champions for Joint Master Degrees.

4. International teaching and research
How can the course secure commitment from the institutions to help them deliver the highest quality of learning and teaching to Partner Country students?

Possible Actions:

→ Welcome students as important international members bringing with them an additional contribution to the life of the institutions.
→ Provide an appropriate institutional level commitment in place to ensure that EMJMD students can expect high standards of support.

5. Course continuity and leadership succession
How can academic leadership be secured to take forward the development of the course and how staff turnover be mitigated across the consortium so that the continuity of the course is maintained?
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Possible Actions:

→ Be sensitive to the opportunity costs experienced by those academics who commit significant time and energy to ensuring the success of the course.
→ Offer institutional recognition for the "teaching intensive" contribution of those academics who commit significant time to EMJMD study programme.
→ Maintain a robust approach to ensuring the long run sustainability of the consortium that recognises the need for leadership and key staff changes over time.
→ Develop strategies to accommodate short-term leadership changes, as well as more fundamental issues for leadership succession.

6. Financial Sustainability
How can the future sustainability of the course be achieved?

Possible Actions:

→ Develop creative approaches to long-run finance, including considering the prospect of a cessation of EMJMD funding.
→ Use contacts such as Alumni, Local and Regional Organisations (Grants and Foundations), Business and Industry (private capital), to supplement the EMJMD funds it receives.
→ Be specific about what actually is the sustainability goal after EU funding finishes.

7. Organisational knowledge-building and internationalisation
How can each of the organisations individually, and corporately, benefit from the impact of being involved in the Joint Master Degree?

Possible Actions:

→ Monitor, discuss and analyse how EMJMD is benefitting stakeholders.
→ Understand how the impact of EMJMD can lead to a sustainable impact for the stakeholders.

C.3 Quality of teaching and learning

1. Designing an excellent curriculum
How can the curriculum be designed and put together so that it forms an integrated programme? And, how can the EMJMD course progression, and course materials, be designed consistently so that students experience continuity in their learning?

Possible Actions:

→ Ensure that all members of the consortium understand how other members of the consortium contribute to delivering a coherent course programme.
→ Schedule regular opportunities to critically and constructively identify where the coherence of the teaching programme could be improved.
→ Maintain a formal document which details to staff and students how the course is delivered across partner sites in a coherent manner - ensuring that the required competencies and skills are acquired across the mobility process.
→ Schedule a workshop to bring teachers together to discuss good practice and to plan the evolution of the curriculum.
→ Plan the sequencing of the modules and of learning support activities to be consistent with the design.
→ Show how the course progression clearly underpins student progression to achieve the best learning outcomes.
→ Ensure that course materials show that academic content is consistent with contemporary knowledge in the relevant disciplines.
→ Update reading lists and other core learning materials consistently across the course.

2. Communicating course objectives and outcomes
How can the EMJMD course objectives be defined in a way that achieves an integrated course, yet respects the institutional priorities of each partner?
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Possible Actions:

→ Set out and clearly document the objectives for the course.
→ Communicate the course objectives and expected outcomes to teachers and learners.
→ Align teaching and learning activities are appropriately with course objectives and learning outcomes.

3. Developing student competences

How can the course ensure that students ‘a priori’ are provided with comprehensive information about the skills and competencies that will prepare them effectively for their studies? What is needed to ensure that students develop all the competences they need to progress and succeed in their studies?

Possible Actions:

→ Develop a consortium-wide statement on core competencies and communicate this to students once they are accepted.
→ Provide links to resources that are accessible to students at their home location so that they can prepare themselves to start studies effectively.
→ If possible, develop a pre-entry resource pack that shows admitted students what level of knowledge (for example: sample of texts as a guide) and competencies (for example: active use of language and statistical mathematical level) are required.
→ Agree a set of skills and competencies that are mandatory if the students are to succeed in their studies.
→ Provide opportunities for students to acquire and strengthen the key skills and competencies.
→ Identify where, in the structure of the course and its mobility process, particular competencies are best inserted.
→ Undertake regular monitoring (tutorials etc.) of student progress in acquiring and strengthening the key skills and competencies.
→ Provide a system of feedback where consortium members can be informed of any issues arising about the availability of particular skills and competencies - allowing remedial action to be undertaken.

4. Developing learning skills

How can the consortium work across the totality of the course to make sure that all the actors (students, academics, key support staff etc.) are in a position to work together without the risk of cultural misunderstanding, in accepting that students need to be helped in their transition from their “home” academic environment, to the diversity of the European academic environment?

Possible Actions:

→ Provide students with initial training in learning skills, including writing styles, plagiarism prevention, and presentation techniques to help in the transition to 'European' teaching and learning.
→ Provide students with a suitable range of bibliographic management tools to help them effectively structure their lecture material and readings.

5. International learning and working

How will the students, and also all the staff across the EMJMD course, be prepared to 'work together' effectively? How can students from other global learning cultures be prepared to learn and study according to the academic practices across the course consortium?

Possible Actions:

→ Ensure that all those at the 'front-line' (administrative, academic, library, support, laboratory technicians etc.) when dealing with students are provided with awareness training in 'working internationally'.
→ Clearly communicate the ‘ways of teaching and learning’ within a European university to students, and provide awareness and training opportunities to those who need help in the transition to 'European' teaching and learning.
→ Provide students with a written code of practice which they sign and agree to comply with.
→ Ensure that the code has clear mechanisms for the communication of ethical problems, with a confidential and transparent process being used to evaluate and resolve the problems.
→ Make the code responsive to the range of cultural and religious practices of Partner Country students.
→ Provide opportunities for 'front-line' staff across the consortium to exchange experience and advice about 'European' teaching and learning practices and the issues arising from international working.
6. Developing linguistic competencies

How will students be prepared for the learning standards and practices they will experience at the European universities and what processes and facilities are available to them to cope with the languages spoken at each partner site? How are the academic and support staff prepared for teaching in English, or the local language of teaching?

Possible Actions:

→ Ensure that the consortium understands the overall language requirements that will be placed on students throughout their mobility and takes a collective view on how best to deal with any issues arising from site to site.
→ Understand the differences between language competencies needed for basic local social interaction, and those needed for the academic programme, and make a distinction in the training that is offered.
→ Provide students with opportunities to learn languages prior to their arrival in Europe, and prior to their mobility.
→ Ensure that there is awareness of the language competencies needed while students are on internships in companies where only the local language is spoken.

7. Managing the teaching and learning environment

How can partners use the best available techniques and technologies to support and to enable the teaching and learning environment?

Possible Actions:

→ Provide students with an integrated teaching platform that operates seamlessly across all partner sites.
→ If an integrated system is not available, prepare students effectively prior to their mobility, so that they are familiar with the different teaching platforms as soon as they arrive at a partner location.
→ Provide students with learning tools, such as electronic bibliographic software, so that they manage reading and notes effectively and efficiently.
→ Shared teaching and learning materials electronically across all participants in the consortium should be a standard element of any supporting technological platform for learning.

8. Research activity and research facilities

How can partners ensure that their research activities and research facilities are delivering the maximum learning value to students?

Possible Actions:

→ Provide students with opportunities to work directly with staff on current research projects.
→ Link dissertations effectively to current research priorities.
→ Ensure that internships and placements take place at locations which are putting research into practice.
→ Provide students with meaningful experience of state-of-the-art laboratory and research facilities in partner institutions.

9. Consistent teaching practice

How can an active process be implemented across the consortium to identify and deal with issues arising from differences in the style, level and content of courses from partner to partner?

Possible Actions:

→ Embed staff mobility within the teaching process, such as staff teaching on courses at other partner sites, giving joint-seminars at other partner sites, or providing pre-mobility teaching preparation to students while at other partner sites.
→ Ensure that all partners are aware of the different teaching cultures and practices, and offer documented advice to students about the different practices that they will experience.
→ Take part in formal, or informal, ‘peer-group’ teaching assessment, by sitting-in on the teaching activities of partners and providing constructive feedback.

10. Entrepreneurship and business skills

How can students be provided with the skills to develop businesses, to plan and develop a programme of research, and to manage intellectual property effectively?
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Possible Actions:

→ Provide opportunities for students to develop business plans and research plans.
→ Provide learning opportunities related to information management and intellectual property law and practice.

11. Internships contributing to student learning

How can internships and placements be a key attractor that motivates students to apply to the course, both enriching the learning experience of the students and to prepare them for real-world working environments?

Possible Actions:

→ Use a structured process for obtaining placements or internships.
→ Make the placement/internship system flexible and diverse so that the academic needs of the students are satisfied.
→ Create or structure the existing placement/internship scrutinising system.
→ Capture, structure, and learn from student feedback on placement/internship.
→ Ensure that the balance of placement options across participating institutions is fair and appropriate.

12. Balancing workload and assessment

How can the workload for students (assignments, reading, attending classes etc.) be well-balanced across all partner sites, but still allow the students to ‘experience’ the particular qualities of the teaching and learning cultures at each site?

Possible Actions:

→ Ensure that the students accept that overall they experience consistent workload and assessment requirements no matter what their mobility is.
→ Review the assessment loads and schedules for each partner site.
→ Provide students with a clear ‘study diary’ for their semesters where lectures, labs, and work submission deadlines are clearly identified.
→ Communicate clearly to students why there may be differences in workloads – for example particular specialisms at partner sites, different balances between classes and self-learning, etc.
→ Consult and listen to students and understand their experiences and concerns. Through constructive dialogue continue to work towards a balance of work for them.

13. Consistent assessment methods

How can the different academic practices at partner sites be resolved so that the students are provided with consistency in their workload across institutions and so that their work will be assessed consistently throughout their period of study?

Possible Actions:

→ Show how the assessment weightings given to course elements are carefully adjusted to the balance of the overall curriculum.
→ Communicate the marking, assessment, and feedback criteria to students.
→ Show how the assessment criteria meet the objectives of ECTS.
→ Justify how assessment weightings take workloads and course progression properly into account.
→ Document how the assessment weightings are designed to take account of the different backgrounds of the students.
→ Plan a review process for course weightings to ensure continuous improvement of the course.
→ Provide transparent information to students about assessment and examination loads, marking methods, and timetable.

14. Formal course review

What arrangements need to be in place to ensure that the EMJMD course benefits from institutional review, independent external review, and from the experience of students and alumni?
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Possible Actions:

→ Design the curriculum so that it is sufficiently flexible to allow for a reasonable degree of institutional difference in the participating universities.
→ Plan for inevitable variations in staff availabilities over time.
→ Plan flexibility in the curriculum and the staff structure to cope with the unexpected.
→ Implement a regular system of independent external review of assessment and quality control.
→ Ensure that students, past and present, are active stakeholders in the on-going process of continuous quality improvement.

C.4 Joined-up practice and integration

1. Selecting students

How can the student selection process be undertaken in a way that involves all the consortium members, but also operates efficiently and effectively? Do the qualifications claimed by the student confirm that they have the right background education to match them to the EMJMD course and that their skill-set will prepare them well for the academic work they will undertake?

Possible Actions:

→ Involve all consortium members in the student selection process.
→ Take into account the different circumstances the students will encounter from host to host.
→ Make the selection process transparent so that students can quickly match themselves to the EMJMD course.
→ Use international research networks to develop innovative ways of verifying the qualifications of students.
→ Build institutional procedures for the accreditation for foreign education.
→ Focus strongly on competences and practical experience as a means of adding contextual richness to the statement of formal qualifications.

2. Consortium information system

How can a course-wide information system that manages student information effectively and securely be designed and implemented – making teaching and learning information accessible to all the students regardless of their location?

Possible Actions:

→ Use a secure intranet facility with a robust content management system for the structuring and storing of student information.
→ Enter and store student information (from personal details to course selection, assessment and examination marks) efficiently and securely.
→ Be transparent with students about the information that is stored on the system, with relevant assurances under freedom of information rules, that they can view and validate personal information.
→ Make available a teaching intranet so that students can access teaching materials in an integrated manner, regardless of their geographical location.

3. Policy for EMJMD participation costs

How can the finance from student fees be allocated across the consortium so that the money is invested according to academic objectives? How can the fee policy accommodate different national and institutional policies across the consortium?

Possible Actions:

→ Set EMJMD participation costs through a formal consortium policy.
→ Allocate EMJMD participation costs per student across the institution so that academic objectives are met.
→ Agree a formal pan-institutional policy regarding the distribution of EMJMD participation costs to cover academic activities.

4. Division of labour across the consortium

How can all members of the consortium reach acceptance on the division of labour in a way that meets all the academic objectives?
ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

Possible Actions:

→ Agree and document the process by which tasks within the division of labour are evenly allocated and can be reviewed.
→ Document the division of labour between institutions, in the context of clear effectiveness and efficiency criteria.

5. A consortium-wide Quality Assessment process

How should staff internally review their course and how can structured student feedback on the course be obtained in a way that clearly communicates the outcomes to those who contributed to the consultation process?

Possible Actions:

→ Use information provided by each partner institution to regularly review the quality of the EMJMD course content and the teaching of the course.
→ Use the information to ensure that the EMJMD course modules are normally delivered by the best available teachers across the consortium.
→ Obtain feedback from students at all partner sites and review, harmonise and act upon the outcomes at the consortium level.

6. Managing the Consortium

How can performance expectation and performance management be implemented across the consortium in a way that respects the authority of each institution and each department?

Possible Actions:

→ Ensure that individuals in the consortium have significant prior experience of working together, through formal collaborative structures, joint research and teaching.
→ Define criteria for the expected performance levels of members and clearly state expectations for potential new partners.
→ Agree a management hierarchy and a level of in-built trust that allows programme coordinators to have widely delegated operational responsibility.
→ Develop and implement a formal consortium agreement that records the agreed procedures and practices in the management of the EMJMD course.
→ Agree protocols for communication and conflict resolution as devices to build and sustain trust.

7. Develop a clear policy for awarding the Joint Master Degree

How can the national and institutional policies regarding Master degrees be resolved so that students are awarded an identifiable Joint Master Degree diploma?

Possible Actions:

→ Set out clearly, in the consortium agreement, the ways in which Joint Master Degree diploma will be awarded.
→ Provide full transcripts of student achievement in a format that can be accepted by institutions back in their home countries.
## ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

### D. Joint, multiple,double master degrees in the Erasmus+ Programme Countries

<table>
<thead>
<tr>
<th>Country</th>
<th>Duration (ECTS)</th>
<th>Joint Degree (if applicable, please refer to the corresponding legislation)</th>
<th>Double/multiple Degree (if applicable, please refer to the corresponding legislation)</th>
<th>Additional comments</th>
<th>Useful Links</th>
<th>Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple-(Double) Master Degrees can be evidenced.</th>
</tr>
</thead>
</table>

- **Public Universities:**
  - § 51/2/27, § 87/5 of the Universities Act (UG): [http://wissenschaft.bmwfw.gv.at/fileadmin/user_upload/E_UG.pdf](http://wissenschaft.bmwfw.gv.at/fileadmin/user_upload/E_UG.pdf)

- **Private Universities:**
  - § 51/2/27, § 87/5 of the Universities Act (UG): [http://wissenschaft.bmwfw.gv.at/fileadmin/user_upload/E_UG.pdf](http://wissenschaft.bmwfw.gv.at/fileadmin/user_upload/E_UG.pdf)

- **Universities of Applied Sciences:**

- **Proof of accreditation:**
  - **Public Universities:** § 6 of the Universities Act (UG) Programme recognition through the university senate
  - **Private Universities:** Accreditation decision through AQ Austria
  - **Universities of Applied Sciences:** Accreditation decision through AQ Austria
  - **University Colleges of Teacher Education:** § 1/1 of the Teacher Education Act (HG) Accreditation decision through the Quality Assurance Board (Qualitätssicherungsrat für Pädagoginnen und Pädagogenbildung)
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<tr>
<td>University Colleges of Teacher Education: § 35/4, § 38/3, § 39/3, § 65/5 of the Teacher Education Act (HG)</td>
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<td>Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple-(Double) Master Degrees can be evidenced. which is nominated by the BMBF (HG)</td>
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</tbody>
</table>

**EM Double/multiple Degree:**

**Public Universities:**
§ 6 of the Universities Act (UG)
Programme recognition through the university senate

**Private Universities:**
Accreditation decision of AQ Austria

**Universities of Applied Sciences:**
Accreditation decision of AQ Austria

**University Colleges of Teacher Education:**
§ 1/1 of the Teacher Education Act (HG)
Accreditation decision through the Quality Assurance Board
### ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

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<tr>
<td>BELGIUM (FR)</td>
<td>60/120/180</td>
<td>Possible. (Art 15 § 1 18, 81, 82 of the Act of November 7th, 2013 defining the higher education landscape and the academic organisation of studies)</td>
<td>Possible. (Art 15 § 1 18, 81, 82 of the Act of November 7th, 2013 defining the higher education landscape and the academic organisation of studies)</td>
<td>The degree issued in the French Community within the framework of joint studies programme refers to the official academic degree as listed in the French Community legislation and includes (if existing) the name of the degree delivered by the partner HEI(s) (Art 143 of the Act of November 7th, 2013 defining the higher education landscape and the academic organisation of studies).</td>
<td><a href="http://www.enseignement.be/enic-naric">www.enseignement.be/enic-naric</a> (in French)</td>
<td>- EM Joint Master Degree: - EM Double/multiple Degree:</td>
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**ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees**

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<td>BELGIUM (NL)</td>
<td>60/90/120</td>
<td>Possible</td>
<td>Possible</td>
<td>Art. II.172 §2 and §3 of the Codex Higher Education</td>
<td><a href="http://www.ond.vlaanderen.be/hogeronderwijs/regelgeving/Double_and_joint_Degrees_in_the_Flemish_Community.htm">http://www.ond.vlaanderen.be/hogeronderwijs/regelgeving/Double_and_joint_Degrees_in_the_Flemish_Community.htm</a></td>
<td><strong>EM Joint Master Degree:</strong> With regard the Erasmus Mundus Joint Master Degree programmes an external ex ante evaluation is not required because we accept the evaluation of the application carried out as part of the selection process with the framework of ERASMUS+. Each EMJMD programme that has been selected is recognized and the HEI can offer the programme without further evaluations or administrative procedures. We recognize a positive evaluation and the selection as being equivalent to an external ex ante evaluation. Of course the programme has to</td>
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<td>fall within the scope of the disciplines/study fields for which the institution is authorized to offer study programmes.</td>
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<td><strong>EM Double/multiple Degree:</strong></td>
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<td></td>
<td>Similar rules apply to EM double/multiple degrees if the study programme is a new one.</td>
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<tr>
<td>BULGARIA</td>
<td>60/90/120</td>
<td>Possible</td>
<td>Possible</td>
<td>According to the Higher Education Act, HEIs shall benefit Academic autonomy which finds expression in the freedom of cooperation for purposes of joint teaching together with other higher schools and academic organisations, education franchise with other higher schools, as well as joint research, creative work, projects and innovative work, in collaboration with other organisations and higher schools in the country and abroad. (Article 20)</td>
<td><a href="http://lex.bg/laws/ldoc/2133647361">http://lex.bg/laws/ldoc/2133647361</a></td>
<td>EM Joint Master Degree: There is no specific accreditation procedure regarding the Joint Degrees. This is part of the procedures within the Post Accreditation and Monitoring Control.</td>
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<td>EM Double/multiple Degree: There is no specific accreditation procedure regarding the Double/multiple Degrees. This is part of the procedures within the Post Accreditation and Monitoring Control.</td>
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<td>Guidelines for the development, accreditation and implementation of joint programmes were published in March 2016 which will facilitate the implementation of joint programmes.</td>
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</table>

- For public universities: Decision of the university senate on the delivery of the study programme (Odluka senata sveučilišta o izvođenju studijskog programa).
- For other type of HEIs: Licence for the delivery of the study programme (Dopusnica za izvođenje studijskog programa). This document is issued by the Ministry of Science, Education and Sports based on the Accreditation recommendation by ASHE.
## ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

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<tr>
<td>CYPRUS</td>
<td>60/90/120</td>
<td>Possible. Public Universities can offer Joint Degrees in cooperation with other HEIs (Regulations for Studies and Student Affairs – University of Cyprus – Regulation N° 172/2006). Private Universities can offer Joint Degrees subject to approval and evaluation by the Cyprus Quality Assurance Agency for Higher Education.</td>
<td>Possible</td>
<td></td>
<td>EM Joint Master Degree: N/A as yet</td>
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<td></td>
<td></td>
<td>Additional comments</td>
<td>EM Double/multiple Degree: N/A as yet</td>
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EM Double/multiple Degree: [http://spacemaster.eu/Studies/DegreesAwarded](http://spacemaster.eu/Studies/DegreesAwarded) |
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- Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple-(Double) Master Degrees can be evidenced.

  - Programme accreditation: [http://akkrediteringsraadet.dk/afgoerelser/](http://akkrediteringsraadet.dk/afgoerelser/)

  **EM Double/multiple Degree:**

  See above
<table>
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<tr>
<td>ESTONIA</td>
<td>60/90/120</td>
<td>Possible</td>
<td>Possible.</td>
<td>According to the Universities Act, a substantial part (at least 20%) of the volume of a joint curriculum has to be implemented at another educational institution. In addition to the requirements established in the legislation, the organisation of studies based on a joint curriculum proceeds from the joint curriculum cooperation contract. The graduates shall be awarded a state document certifying education by Estonian educational institutions participating in the joint curriculum (a diploma or a joint diploma). If foreign HEIs are involved, the person shall be awarded a joint</td>
<td>The Universities Act: <a href="https://www.riigiteataja.ee/en/el/530102013100/consolidated">https://www.riigiteataja.ee/en/el/530102013100/consolidated</a> Rules on the assessment of joint study programmes: <a href="http://ekka.archimedes.ee/en/universities/assessment-joint-study-programme-2/">http://ekka.archimedes.ee/en/universities/assessment-joint-study-programme-2/</a></td>
<td>EM Joint Master Degree: As a prerequisite for the issuance of joint degrees, all the joint curriculums must: - Have state recognition. HEIs can only open joint curriculums in the study programme groups in which they have been granted the right to provide instruction. - Fulfil the requirements for joint curriculum established in the Universities Act. The Ministry of Education and Research (MER) may involve the Estonian Quality Agency for Higher and Vocational Education in assessing (all) joint study programmes if expert</td>
</tr>
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## ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

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<td>assessment is required in order to meet a specific requirement.</td>
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<td>diploma pursuant to the conditions and procedure prescribed in the joint curriculum cooperation contract.</td>
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<td>No specific national accreditation procedures have been established regarding the delivery of EMJMD programmes.</td>
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<td><strong>EM Double/multiple Degree:</strong></td>
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<tr>
<td>FINLAND</td>
<td>60/90/120</td>
<td>Possible, with some restrictions.</td>
<td>Possible.</td>
<td>Legislation requires a degree certificate to be awarded also in a national language (Finnish/Swedish)</td>
<td>The memo on the design of international joint degrees, 2015: <a href="http://www.oph.fi/download/174370_International_joint_degrees_2016.pdf">http://www.oph.fi/download/174370_International_joint_degrees_2016.pdf</a></td>
<td>EM Joint Master Degree:</td>
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<td>The provisions pertaining to the degrees awarded (objectives, structure of the studies and other study requirements) are enacted by Government Decrees: 1129/2014 for Polytechnics and 794/2004 for Universities.</td>
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<td>Educational responsibilities among the universities are enacted by Ministry of Education and Culture Decree (1451/2014). Polytechnics (also called Universities of Applied Sciences) need an operating license granted by the Government in order to award degrees: <a href="http://minedu.fi/OPM/Koulutus/ammattikorkeakoulu/ammattikorkeakoulu_uudistus/toimiluvat/?lang=fi">http://minedu.fi/OPM/Koulutus/ammattikorkeakoulu/ammattikorkeakoulu_uudistus/toimiluvat/?lang=fi</a> EM Double/multiple Degree: See the above section on EM Joint Degrees</td>
<td>Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple- (Double) Master Degrees can be evidenced.</td>
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<th>Useful Links</th>
<th>Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple- (Double) Master Degrees can be evidenced.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYRoM</td>
<td>60/120</td>
<td>Article 102 of the Higher Education Act and Universities’ bylaws</td>
<td>Article 102 of the Higher Education Act and Universities’ bylaws</td>
<td>For the Universities it is obligatory to offer at least two study programmes for joint/double degree diploma</td>
<td><a href="http://www.mon.gov.mk/images/documents/zakoni/Zakon_za_visoko_2014v3.pdf">http://www.mon.gov.mk/images/documents/zakoni/Zakon_za_visoko_2014v3.pdf</a></td>
<td>änk Joint Master Degree:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EM Double/multiple Degree:</td>
</tr>
</tbody>
</table>
## ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

<table>
<thead>
<tr>
<th>Country</th>
<th>Duration (ECTS)</th>
<th>Joint Degree (if applicable, please refer to the corresponding legislation)</th>
<th>Double/multiple Degree (if applicable, please refer to the corresponding legislation)</th>
<th>Additional comments</th>
<th>Useful Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>GERMANY</td>
<td>60/90/120</td>
<td>Possible</td>
<td>Possible</td>
<td>All national and international study programmes (BA and MA) have to be accredited or recognised. The rules for recognition of degrees are set by the German “Länder” (regions). While a Bachelor degree requires 180-240 ECTS, a Masters degree requires additional 60-120 ECTS. Entry requirement for a Masters programme is a first degree (Bachelor, Magister Artium, Diploma, etc.). Legal Documents: - Structural guidelines including list of degrees that can be awarded (Ländergemeinsame Strukturvorgaben): [<a href="http://www.akkreditierungs">http://www.akkreditierungs</a> rat.de/fileadmin/Seiteninhalte/KMK/en/KMK_Laendergemeinsame_Strukturvorgaben_en_aktuell.pdf](<a href="http://www.akkreditierungs">http://www.akkreditierungs</a> rat.de/fileadmin/Seiteninhalte/KMK/en/KMK_Laendergemeinsame_Strukturvorgaben_en_aktuell.pdf) - Rules for the accreditation of study programmes (published by the Foundation for the Accreditation of Study Programmes in Germany - Accreditation Council): [<a href="http://www.akkreditierungs">http://www.akkreditierungs</a> rat.de/fileadmin/Seiteninhalte/AR/Beschluesse/en/AR_Regeln_Studiengaenge_en_aktuell.pdf](<a href="http://www.akkreditierungs">http://www.akkreditierungs</a> rat.de/fileadmin/Seiteninhalte/AR/Beschluesse/en/AR_Regeln_Studiengaenge_en_aktuell.pdf) These rules are currently under revision with regard to the implementation of the European Approach on Joint Programmes.</td>
<td><strong>EM Joint Master Degree:</strong> A variety of proofs is possible: - programme accreditation certificate - system accreditation certificate - approval letter of the responsible ministry <strong>Central database of the Accreditation Council</strong>:</td>
</tr>
</tbody>
</table>

**Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple-(Double) Master Degrees can be evidenced.**
### ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

<table>
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<th>Country</th>
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<th>Additional comments</th>
<th>Useful Links</th>
<th>Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple- (Double) Master Degrees can be evidenced.</th>
</tr>
</thead>
</table>
| GREECE      | 60/90/120       | Possible.                                                                   | Possible.                                                                             | New amendments of Law 4009/2011:  
1) Article 34 of Law 4301/2014, stipulates that the final approval of any Master Programme Degree will be given by the rector of a Higher Education Institution via a decision published in the Official Government Gazette of the Hellenic Republic.  
2) Article 73, par. 5 of Law 4316/2014, stipulates that a foreign student (non EU student) who has not received official academic recognition from the Hellenic EU-NARIC, may be granted academic | Legislative framework for postgraduate programmes *(in Greek)*:  
Law 3685/2008 was amended by Law 4009/2011, which reforms all aspects of higher education in Greece.  
As far as the creation of postgraduate programmes is concerned, the new law delegates wider autonomy to HEIs.  
However, until the new Law 4009/2011 enters into full force, provisions of Law 3685/2008 will have to be respected.  | EM Joint Master Degree: | EM Double/multiple Degree: |
## ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

<table>
<thead>
<tr>
<th>Country</th>
<th>Duration (ECTS)</th>
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<th>Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple- (Double) Master Degrees can be evidenced.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>recognition via a decision published by the Dean's Office.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country</th>
<th>Duration (ECTS)</th>
<th>Joint Degree (if applicable, please refer to the corresponding legislation)</th>
<th>Double/multiple Degree (if applicable, please refer to the corresponding legislation)</th>
<th>Additional comments</th>
<th>Useful Links</th>
<th>Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple-(Double) Master Degrees can be evidenced.</th>
</tr>
</thead>
</table>
| HUNGARY     | 60/90/120       | Possible.                                                                 | Possible.                                                                          | Minimum duration of studies is 180 ECTS at Bachelor level and 60 ECTS at Master level.                                                   | Act CCIV of 2011 on National Higher Education: [http://net.jogtar.hu/jr/gen/hjegy_doc.cgi?docid=A1100204.TV](http://net.jogtar.hu/jr/gen/hjegy_doc.cgi?docid=A1100204.TV)  
Educational Authority: [www.oktatas.hu](http://www.oktatas.hu) (in Hungarian)  
HAC standards and guidelines including joint EM Joint Master Degree:  
All accredited and registered study programmes can be evidenced in the Higher Education Information System (FIRGRÁF, only available in Hungarian): [http://firgraf.educatio.hu/](http://firgraf.educatio.hu/). |
|             |                 |                                                                            |                                                                                   | Some criteria of awarding foreign or joint diploma:                                                                               |                                                                                     |                                                                                                                                                                                                       |
|             |                 |                                                                            |                                                                                   | - the respective HEIs must be recognised in the state of their registered seats;                                                   |                                                                                     |                                                                                                                                                                                                       |
|             |                 |                                                                            |                                                                                   | - the degree to be awarded must be accepted by the laws of the respective countries;                                               |                                                                                     |                                                                                                                                                                                                       |
|             |                 |                                                                            |                                                                                   | - the participating students have to complete at least 30 ECTS credits in the participating Hungarian HEI;                            |                                                                                     |                                                                                                                                                                                                       |
|             |                 |                                                                            |                                                                                   | Please note that the regulatory framework for international joint, double and multiple degrees is under                               |                                                                                     |                                                                                                                                                                                                       |
### ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

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<tr>
<th>Country</th>
<th>Duration (ECTS)</th>
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<th>Double/multiple Degree (if applicable, please refer to the corresponding legislation)</th>
<th>Additional comments</th>
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<th>Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple-(Double) Master Degrees can be evidenced.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>revision. Therefore potential applicants are advised to contact the Erasmus+ National Agency and the Education Authority for details.</td>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.mab.hu/web/images/doc/hac/regulations/Accr_criteria_101012.pdf">http://www.mab.hu/web/images/doc/hac/regulations/Accr_criteria_101012.pdf</a></td>
</tr>
</tbody>
</table>
### ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

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</thead>
<tbody>
<tr>
<td>ICELAND</td>
<td>60/90/120</td>
<td>Possible.</td>
<td>Possible.</td>
<td></td>
<td><a href="http://eng.menntamalaradunyni.is/media/MRN-PDF-Althjodlegt/Higher-Education-Act-no.-63-2006nytt.pdf">http://eng.menntamalaradunyni.is/media/MRN-PDF-Althjodlegt/Higher-Education-Act-no.-63-2006nytt.pdf</a></td>
<td><strong>EM Joint Master Degree:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Law no. 63 from 2006 on Higher Education in Iceland, Article 9 in chapter 3:</td>
<td>Law no. 63 from 2006 on Higher Education in Iceland, Article 9 in chapter 3:</td>
<td></td>
<td></td>
<td><strong>EM Double/multiple Degree:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Higher Education Institutions are authorised to grant degrees according the Article 7 in cooperation with other Higher Education Institutions on a national and international basis.</td>
<td>Higher Education Institutions are authorised to grant degrees according the Article 7 in cooperation with other Higher Education Institutions on a national and international basis.</td>
<td></td>
<td></td>
<td></td>
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## ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="#">EM Double/multiple Degree</a></td>
</tr>
</tbody>
</table>

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**Useful Links**

- [EM Joint Master Degree](http://www.irishstatutebook.ie/1999/en/act/pub/0026/)
- [EM Double/multiple Degree](#)
## ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

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<th>Additional comments</th>
<th>Useful Links</th>
<th>Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple-(Double) Master Degrees can be evidenced.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITALY</td>
<td>60/90/120</td>
<td>Possible.</td>
<td>Possible.</td>
<td>Since 1999 Italian HEIs have the authority to establish joint courses and to release joint degrees (D.M. 509/1999, D.M. 270/2004); For H.E. Institutions for fine arts, music and dance (DPR n. 212/2005).</td>
<td>D.M. 270/2004: <a href="http://www.miur.it/0006MenuC/0012Docum/0098Normat/4640Modifi_c2.htm">http://www.miur.it/0006MenuC/0012Docum/0098Normat/4640Modifi_c2.htm</a> DPR n. 212/2005: <a href="http://legxv.camera.it/cartellec/omuni/leg14/RapportoAttivitaCommissioni/commissioni/allegati/07/07_all_DPR_212_05.pdf">http://legxv.camera.it/cartellec/omuni/leg14/RapportoAttivitaCommissioni/commissioni/allegati/07/07_all_DPR_212_05.pdf</a> Legislative Decree 27 January 2012, n. 19 introduced a system for accreditation of study courses and universities. The indicators for accreditation are defined by the National Agency for the evaluation of Universities and Research (ANVUR).</td>
<td>EM Joint Master Degree: The courses of study with 120 credits obtain accreditation by ministerial decree no later than 15 June prior to the academic year of their activation.</td>
</tr>
</tbody>
</table>

For H.E. Institutions for fine arts, music and dance:
- DPR n. 212/2005, Art. 3, c. 8

Since 1999 Italian HEIs have the authority to establish joint courses and to release joint degrees (D.M. 509/1999, D.M. 270/2004); For H.E. Institutions for fine arts, music and dance (DPR n. 212/2005).

For H.E. Institutions for fine arts, music and dance:
- DPR n. 212/2005, Art. 3, c. 8

Since 1999 Italian HEIs have the authority to establish joint courses and to release joint degrees (D.M. 509/1999, D.M. 270/2004); For H.E. Institutions for fine arts, music and dance (DPR n. 212/2005).
### ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

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<th>Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple- (Double) Master Degrees can be evidenced.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>D.M. 27/03/2015, n. 194: <a href="http://attiministeriali.miur.it/anno-2015/marzo/dm-27032015.aspx">http://attiministeriali.miur.it/anno-2015/marzo/dm-27032015.aspx</a></td>
<td>approved only by the universities themselves through the academic Senate and the Boards of Directors</td>
</tr>
<tr>
<td>Country</td>
<td>Duration (ECTS)</td>
<td>Joint Degree (if applicable, please refer to the corresponding legislation)</td>
<td>Double/multiple Degree (if applicable, please refer to the corresponding legislation)</td>
<td>Additional comments</td>
<td>Useful Links</td>
<td>Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple-(Double) Master Degrees can be evidenced.</td>
</tr>
<tr>
<td>---------</td>
<td>----------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>--------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| LATVIA  | 60/90/120      | The possibility to create joint study programmes, to issue joint degrees, to use languages of the European Union in the study process of the joint programmes etc. [defined by Law on Higher Education Institutions, Article 55, "Joint Study programmes"] There are Rules No. 202 issued by the Cabinet of Ministers of the Republic of Latvia on 16/04/2013 providing for “Order how the state recognized higher education completion documents are issued”. It describes the content of the Joint Diploma, keeping of the registers etc. | Double Degree is not defined according to the LV legislation. However, as a result for the Joint Study Programme (JP) it can be Joint Diploma or each in the JP implementation involved higher education institution (HEI) can issue its own diploma – actually it means – double or multiple degree (depending on the number of involved HEIs in the implementation of the JP). There are Rules No. 202 issued by the Cabinet of Ministers of the Republic of Latvia on 16/04/2013 providing for “Order how the state recognized higher education completion | Law on Higher Education Institutions provides detailed information on study programmes, including JPs, its licensing, accreditation etc. | Accreditation: Academic Information Centre: [http://www.aic.lv/portal/en/quality-agency](http://www.aic.lv/portal/en/quality-agency) Recognition: Academic Information Centre: [http://www.aic.lv/portal/en/arvalstu-diplomu-atzisana](http://www.aic.lv/portal/en/arvalstu-diplomu-atzisana) LV legislative documents available on-line: [www.likumi.lv](http://www.likumi.lv) Ministry of Education and Science of the Republic of Latvia: [http://izm.gov.lv/en/education/higher-education](http://izm.gov.lv/en/education/higher-education) | EM Joint Master Degree: Proof of Accreditation – Accreditation Decision of the Study Direction, based on which the Accreditation Form is issued. In the attachment of the Accreditation Form it is mentioned whether it is the Joint Programme. Decision on issuing of the type of Diploma is taken by the involved HEIs (joint diploma or separate ones), and it is documented in the agreement among the HEIs, and the template of the diploma is attached to the Self-Assessment Report. Detailed provisions – Law on Higher Education Institutions: Article 55, “Joint Study programmes”; Article 55.
### ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

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<thead>
<tr>
<th>Country</th>
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<th>Double/multiple Degree (if applicable, please refer to the corresponding legislation)</th>
<th>Additional comments</th>
<th>Useful Links</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>than five years.</td>
<td>The template of the Joint Diploma is in the annex of the Rules.</td>
<td>documents are issued”. It describes the content of the Joint Diploma, keeping of the registers etc. The template of the Joint Diploma is in the annex of the Rules.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Joint Degree**:  
- [defined by Law on Higher Education Institutions, Article 57 (1)]

**Double/multiple Degree**:  
- Double Degree is not defined according to the LV legislation. However, as a result for the Joint Study Programme (JP) it can be Joint Diploma or each in the JP implementation involved higher education institution (HEI) can issue its own diploma – actually it means – double or multiple degree (depending on

**Useful Links**:  
- “Accreditation of the Study Direction”:
  - (6) If a decision is taken on the accreditation of the Study Direction at an institution of higher education or college, an accreditation form for the Study Direction signed by the Minister for Education and Science shall be issued thereto.

**EM Double/multiple Degree**:  
- Double Degree is not defined according to the LV legislation. However, as a result for the Joint Study Programme (JP) it can be Joint Diploma or each in the JP implementation involved higher education institution (HEI) can issue its own diploma – actually it means – double or multiple degree (depending on

**Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple-(Double) Master Degrees can be evidenced.**
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<th>Additional comments</th>
<th>Useful Links</th>
</tr>
</thead>
</table>

**Useful Links**

- Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple-(Double) Master Degrees can be evidenced.

- the number of involved HEIs in the implementation of the JP.

- Proof of Accreditation – Accreditation Decision of the Study Direction, based on which the Accreditation Form is issued. In the attachment of the Accreditation Form it is mentioned whether it is the Joint Programme. Decision on issuing of the type of Diploma is taken by the involved HEIs (joint diploma or separate ones), and it is documented in the agreement among the HEIs, and the template of the diploma is attached to the Self-Assessment Report.

- Detailed provisions - Law on Higher Education Institutions: Article 55.1 “Joint Study
ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

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<th>Additional comments</th>
<th>Useful Links</th>
</tr>
</thead>
</table>

Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple- (Double) Master Degrees can be evidenced.

“Accreditation of the Study Direction”:

(6) If a decision is taken on the accreditation of the study direction at an institution of higher education or college, an accreditation form for the study direction signed by the Minister for Education and Science shall be issued thereto.
<table>
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<tr>
<th>Country</th>
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<th>Joint Degree (if applicable, please refer to the corresponding legislation)</th>
<th>Double/multiple Degree (if applicable, please refer to the corresponding legislation)</th>
<th>Additional comments</th>
<th>Useful Links</th>
<th>Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple-(Double) Master Degrees can be evidenced.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIECHTENSTEIN</td>
<td>Depending on cycle/level:</td>
<td>Possible, within existing legal framework. UGH, Art. 4a, Abs. 2 Hochschulgesetz und Hochschulverordnung</td>
<td>Possible, within existing legal framework without specific regulations. UGH, Art. 4a, Abs. 2 Hochschulgesetz und Hochschulverordnung</td>
<td>No joint or double/multiple degrees offered at time of reporting. Beside national legislation the Lisbon Recognition Convention and LRC Committee Recommendations on Joint Degrees and on Transnational Provisions are regarded relevant.</td>
<td>Proof of recognition: <a href="http://www.enic-naric.net/fileusers/7937_Recommendation%20recognition%20joint%20degrees%20and%20explanatory%20memorandum.pdf">http://www.enic-naric.net/fileusers/7937_Recommendation%20recognition%20joint%20degrees%20and%20explanatory%20memorandum.pdf</a></td>
<td>EM Joint Master Degree: All higher education institutions and programmes are subject of approval by the government on the basis of a positive accreditation report following ESG.</td>
</tr>
<tr>
<td></td>
<td>- MA min 120 ECTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Dr. min 3 years</td>
<td>Further Education Degrees on Master level without access to Doctorate Level (MAS, EMBA, LLM) – min 60 ECTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Country** | **Duration (ECTS)** | **Joint Degree** (if applicable, please refer to the corresponding legislation) | **Double/multiple Degree** (if applicable, please refer to the corresponding legislation) | **Additional comments** | **Useful Links** | **Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple-(Double) Master Degrees can be evidenced.**

| LITHUANIA | 90/120 | Possible. Ministerial decree “On General Requirements for Joint Study Programmes”, issued December 31, 2009: [http://www3.lrs.lt/pls/inter3/dokpaeiska.showdoc_l?p_id=404475&p_query=&p_tr2=2](http://www3.lrs.lt/pls/inter3/dokpaeiska.showdoc_l?p_id=404475&p_query=&p_tr2=2) | Possible. Ministerial decree “On General Requirements for Joint Study Programmes”, issued December 31, 2009: [http://www3.lrs.lt/pls/inter3/dokpaeiska.showdoc_l?p_id=404475&p_query=&p_tr2=2](http://www3.lrs.lt/pls/inter3/dokpaeiska.showdoc_l?p_id=404475&p_query=&p_tr2=2) | Possible. Ministerial decree “On General Requirements for Joint Study Programmes” provides description on joint programme and joint degree, as well as the general framework for joint degrees such as necessity of: agreement between partners, provisions for admission, mobility, graduation, issuing of diploma etc. The decree says that the JSPs should be prepared, evaluated and accredited according to all of the partner institutions’ home countries legal acts. The programme starts as soon as the programme is registered in all of the participating countries. In Lithuania JSPs are registered in the same | [EM Joint Master Degree:](#) Decree on Programme Accreditation issued by CENTRE FOR QUALITY ASSESSMENT IN HIGHER EDUCATION (LITHUANIA) [http://www.skvc.lt/defaul t/lt/kokybes-uztikrinimas/kvsp/kvsp-procesas](http://www.skvc.lt/defaul t/lt/kokybes-uztikrinimas/kvsp/kvsp-procesas) | [EM Joint Master Degree:](#) Decree on Programme Accreditation issued by CENTRE FOR QUALITY ASSESSMENT IN HIGHER EDUCATION (LITHUANIA) [http://www.skvc.lt/defaul t/lt/kokybes-uztikrinimas/kvsp/kvsp-procesas](http://www.skvc.lt/defaul t/lt/kokybes-uztikrinimas/kvsp/kvsp-procesas) | [EM Double/multiple Degree:](#) Decree on Programme Accreditation issued by CENTRE FOR QUALITY ASSESSMENT IN HIGHER EDUCATION (LITHUANIA) [http://www.skvc.lt/defaul t/lt/kokybes-uztikrinimas/kvsp/kvsp-procesas](http://www.skvc.lt/defaul t/lt/kokybes-uztikrinimas/kvsp/kvsp-procesas) |

- General information how to prepare Joint study programme in Lithuania: [http://www.smpf.lt/lt/programos/erasmus_mundus/1_veikla_jungtine_studiju_programa_organizavimas](http://www.smpf.lt/lt/programos/erasmus_mundus/1_veikla_jungtine_studiju_programa_organizavimas) (Lithuanian)
### Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

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<tbody>
<tr>
<td></td>
<td></td>
<td>manner as a regular study programmes. Organisation of regular study programmes provided in the Law on Higher Education and Research of Republic of Lithuania</td>
<td></td>
<td></td>
<td>(Lithuanian)</td>
<td><a href="https://www.etar.lt/portal/lt/legalAct/ffcab8608f211e3b8c2b7f6275e41d6">procesas</a> (Lithuanian)</td>
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<tbody>
<tr>
<td>MALTA</td>
<td>60/90/120</td>
<td>Possible</td>
<td>Possible</td>
<td>Recognition is awarded according to the principles of the Lisbon Recognition Convention that can be found in the link below and as long as institutions and programmes are accredited in their respective countries: <a href="http://ncfhe.gov.mt/en/services/Documents/MQRIC/European%20Recognition%20Manual%20of%20HEI%20Institutions.pdf">http://ncfhe.gov.mt/en/services/Documents/MQRIC/European%20Recognition%20Manual%20of%20HEI%20Institutions.pdf</a></td>
<td><a href="http://ncfhe.gov.mt/en/aboutus/Pages/default.aspx">http://ncfhe.gov.mt/en/aboutus/Pages/default.aspx</a></td>
<td><strong>EM Joint Master Degree:</strong> Erasmus Mundus Joint Masters Degrees carried out by the University of Malta are only held in collaboration with reputable universities. The said reputation is enough to confirm they are reliable institutions to collaborate with. The University of Malta is the only University that offers Joint Masters and is setup by the Education act. <strong>EM Double/multiple Degree:</strong></td>
</tr>
</tbody>
</table>

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**Additional comments:**
- Recognition is awarded according to the principles of the Lisbon Recognition Convention that can be found in the link below and as long as institutions and programmes are accredited in their respective countries:
- The National Commission for Further and Higher Education (NCFHE)
### ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

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<tr>
<td>THE NETHERLANDS</td>
<td>60/90/120</td>
<td>Possible. Dutch Higher Education Act article 7.3 for Bachelor and Master programmes. By letters of 9 July 2010 and of 16 December 2010 (both in Dutch), the Minister further clarified rules regarding joint degrees. The accreditation framework is described in several formal documents of NVAO (see under Useful links).</td>
<td>Possible An institution in the Netherlands can award a degree to anyone who successfully completes an accredited study programme. The Accreditation Organisation of the Netherlands and Flanders (NVAO) is responsible for the accreditation of existing and new academically oriented higher education programmes (wo) and higher professionally oriented education study programmes (hbo). The organisation's tasks arise from the Higher Central Register of Higher Education study Programmes (CROHO): <a href="https://apps.duo.nl/MCROHO/pages/zoeken.jsf">https://apps.duo.nl/MCROHO/pages/zoeken.jsf</a> (contains an overview of all accredited study programmes in the Netherlands) Ministry of Education: - Letter from the Minister of 9 July 2010: <a href="http://www.vsnu.nl/nl_NL/joint-degrees-documenten.html">http://www.vsnu.nl/nl_NL/joint-degrees-documenten.html</a> - Letter from the Minister of 16 December 2010: <a href="http://www.vsnu.nl/nl_NL/joint-degrees-documenten.html">http://www.vsnu.nl/nl_NL/joint-degrees-documenten.html</a> - Letter of the Ministry of Education</td>
<td>EM Joint Master Degree: Copy of CROHO register</td>
<td></td>
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- Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple- (Double) Master Degrees can be evidenced.

- [Proof of accreditation](https://www.nvao.net/beoordelingskaders/protocol-joint-degree) on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple-(Double) Master Degrees can be evidenced.

- Joint degree protocols for new and existing programmes: [https://www.nvao.net/beoordelingskaders/protocol-joint-degree](https://www.nvao.net/beoordelingskaders/protocol-joint-degree)
## ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

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<tr>
<td>NORWAY</td>
<td>60/90/120</td>
<td>Possible</td>
<td>Possible</td>
<td>All universities are self-accrediting, and can choose which master degrees to create, while the university colleges must apply for this to the ENIC/NARIC (NOKUT)</td>
<td><a href="http://www.lovdata.no/all/hl-20050401-015.html">http://www.lovdata.no/all/hl-20050401-015.html</a></td>
<td><a href="http://www.lovdata.no/all/hl-20050401-015.html">EM Joint Master Degree:</a></td>
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</tr>
<tr>
<td>POLAND</td>
<td>90/150</td>
<td>Possible. Graduates of the joint study programmes can be awarded double/multiple or joint degree. Issuing of joint diplomas is possible according to the law on higher education. A joint diploma must comply with the requirements laid down in Regulation of the Minister of Science and Higher Education of 11 September 2011. Possible. Graduates of the joint study programmes can be awarded double/multiple or joint degree.</td>
<td>Pursuant to Article 168 of the Act of 27 July 2005, the Law on Higher Education, degree programmes of the first and second cycle as well as long cycle may be provided jointly by various higher education institutions, including foreign and other academic or research institutions on the basis of an agreement concluded between them. Such an agreement may specify the fields and cycles of degree programmes to be provided jointly. The Polish HEI should be entitled to offer degree programme on which the joint study programme is based.</td>
<td><a href="http://www.nauka.gov.pl/en/reforms-of-research-and-higher-education-in-poland/">http://www.nauka.gov.pl/en/reforms-of-research-and-higher-education-in-poland/</a></td>
<td><strong>EM Joint Master Degree:</strong> The resolution of the HEI’s Senate about definition of details on: name of the study programme, its profile, objectives and learning outcomes offered by particular departments (organizational units) of the HEI as specified in the ordinance of the Ministry of Science and Higher Education of 3rd October 2014. The resolution relates to study programme on which the joint study programme offered by the Polish HEI is based. The Polish HEI should be entitled to offer degree programme on which the joint study programme is based.</td>
<td></td>
</tr>
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### ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

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<td></td>
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<td>As above</td>
</tr>
</tbody>
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*Useful Links:

- Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple- (Double) Master Degrees can be evidenced.*
## ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

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|         | narin_page s/higher_education/diagram.html | | | | | Decree-Law n° 230/2009  (not available in English)  
Degrees should be accredited in our Agency for Assessment and Accreditation of Higher Education – A3ES (http://www.a3es.pt/en), and registered in the Portuguese Directorate General for Higher Education – (http://www.dges.mctes.pt/DGES/pt) |
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<tr>
<td>ROMANIA</td>
<td>60/90/120</td>
<td>Not possible</td>
<td>Possible. The new law of national education allows, for HEIs, to organise common study programmes together with HEIs from abroad, but such programmes should be accredited by the Romanian Agency for Quality Assurance in HE. The law does not mention anything about the possibility of issuing joint diplomas. Templates of diplomas are regulated by national regulations and therefore only double or multiple degrees are possible.</td>
<td>The current legislation does not mention joint degrees at all; nevertheless, it is possible to establish joint study programmes. As a result, a diploma is issued by one of the universities involved – as agreed in the bilateral inter-institutional agreement – and this diploma is then recognised by the other university involved.</td>
<td>The following link provides the text of the Law no. 1/2011, i.e. the law of education (in Romanian): <a href="http://www.edu.ro/index.php/legaldocs/14847">http://www.edu.ro/index.php/legaldocs/14847</a>. The website of the Romanian Agency for Quality Assurance in Higher Education (in English): <a href="http://www.aracis.ro/nc/en/aracis/">http://www.aracis.ro/nc/en/aracis/</a></td>
<td>EM Joint Master Degree: Government Decision</td>
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<td>SLOVAK REPUBLIC</td>
<td>60/90/120</td>
<td>Possible. [The Act on Higher Education N° 131/2002 Coll. as amended, § 54a, § 68 (8), § 83 (18)]</td>
<td>Possible. [The Act on Higher Education N° 131/2002 Coll. as amended, § 54a, § 68 (8), § 83 (18)]</td>
<td>All study programmes provided by Slovak HEIs including joint/double degrees must be accredited by the Minister of Education based on the opinion of the Accreditation Commission, except of decisions according to § 83 (18).</td>
<td>The website of the Ministry of Education, Science, Research and Sport of the Slovak Republic, the page on HE legislation (in Slovak only): <a href="http://www.minedu.sk/about-the-ministry/">http://www.minedu.sk/about-the-ministry/</a></td>
<td>The website of the Accreditation Commission (in English): <a href="http://www.akredkom.sk/en/">http://www.akredkom.sk/en/</a></td>
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<td>SLOVENIA</td>
<td>60/90/120</td>
<td>Possible</td>
<td>Not possible. According Slovenian Higher Education Act double/multiple degrees not foreseen.</td>
<td>* Higher Education Act, Article 36 provides the following: each academic year corresponds to 60 ECTS. Master study programme may go on from 1 to 2 years corresponding the ECTS from 60 to 120 but must together with undergraduate study programme in the same academic discipline last 5 years – 300 ECTS (for example: 3-year undergraduate study programme – 180 ECTS must be continued with 2-year master – 120 ECTS; 4-year undergraduate study programme – 240 ECTS must be continued with 1-year master – 60 ECTS).</td>
<td>Higher Education Act (in Slovenian) Higher Education Act (unofficial translation to EN) Slovenian Quality Assurance Agency for Higher Education Criteria for accreditation</td>
<td>EM Joint Master Degree:</td>
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**EM Joint Master Degree:**

Document certifying the automatic accreditation: [http://www.sepie.es/centralizadas.html](http://www.sepie.es/centralizadas.html)

**EM Double/multiple Degree:**

Document certifying the automatic accreditation: [http://www.sepie.es/centralizadas.html](http://www.sepie.es/centralizadas.html)
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<td></td>
<td></td>
<td></td>
<td>these programmes must be accredited by the National Agency for Quality Assurance of Higher education (ANECA) before they start to be implemented.</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>Royal Decree 1002/2011, of 5th August provides a specific model of joint diploma for Erasmus Mundus programmes in English (<a href="#">ANEXO XIII, page 36</a>), as well as a specific model for the joint diploma supplement in English (<a href="#">ANEXO XII.B, page 31</a>) following the recommendations and guidelines of the Council of Europe and UNESCO.</td>
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| SWEDEN   | 60/120           | Possible, by decision in the Parliament and written in the Higher Education Act. | Possible                                                                          | Based on the principle that if the HEI has the right to issue a national degree in a certain area and level it also has the right to issue a joint degree at the same area and level. | [http://www.uhr.se/sv/Information-in-English/Laws-and-regulations/The-Swedish-Higher-Education-Act/](http://www.uhr.se/sv/Information-in-English/Laws-and-regulations/The-Swedish-Higher-Education-Act/) | EM Joint Master Degree:  

All awarded qualifications are available in a database (in Swedish only):  
[http://uka.se/utbildningskvalitet/sok-bland-examenstillstand.html](http://uka.se/utbildningskvalitet/sok-bland-examenstillstand.html)  

More information and contact:  
[http://english.uka.se/](http://english.uka.se/) |
|          |                  |                                                                              |                                                                                   |                   |             | EM Double/multiple Degree:  

See above |

EM Double/multiple Degree:  

See above |
## ANNEX 1b - Description of the specific selection process and methodology for KA1 – Erasmus Mundus Joint Master Degrees

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<td>UNITED KINGDOM</td>
<td>60/90/120</td>
<td>Possible, but depending on the regulation of each institution</td>
<td>Possible, but depending on the regulation of each institution</td>
<td>NA requires all selected EMJMD applicants to produce evidence that their institution has recognised the proposed degree in the form of a signed document of the governing body or head of institution</td>
<td><a href="http://www.qaa.ac.uk/en/Publications/Documents/Masters-degree-characteristics.pdf">http://www.qaa.ac.uk/en/Publications/Documents/Masters-degree-characteristics.pdf</a></td>
</tr>
<tr>
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**Useful Links**

- **EM Joint Master Degree:**

- **EM Double/multiple Degree:**

Proof of accreditation on the basis of which the capacity to deliver Erasmus Mundus Joint / Multiple- (Double) Master Degrees can be evidenced.
ANNEX 2

2. MODEL OF THE DECLARATION OF ABSENCE OF CONFLICT OF INTERESTS AND OF CONFIDENTIALITY (for information, the Declaration will form an integral part of the contract)

Education, Audiovisual and Culture Executive Agency

Erasmus+: KA1 Learning mobility of individuals – Erasmus Mundus Joint Master Degrees

Title of call for proposals: Erasmus+ Programme
Reference of call for proposals: 2017 - EAC/A03/2016

I. Conflict of interests

I, the undersigned [Forename, SURNAME], having been appointed as an expert for the above-mentioned call, declare that I am aware of Article 57 of the Financial Regulation, which states that:

"1. Financial actors and other persons involved in budget implementation and management, including acts preparatory thereto, audit or control shall not take any action which may bring their own interests into conflict with those of the Union. Where such a risk exists, the person in question shall refrain from such action and shall refer the matter to the authorising officer by delegation who shall confirm in writing whether a conflict of interests exists. The person in question shall also inform his or her hierarchical superior. Where a conflict of interests is found to exist, the person in question shall cease all activities in the matter. The authorising officer by delegation shall personally take any further appropriate action.

2. For the purposes of paragraph 1, a conflict of interests exists where the impartial and objective exercise of the functions of a financial actor or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with a recipient."

I hereby declare that I do not fall under any of the following circumstances in which a conflict of interests might exist. I confirm that, if I discover before or during the evaluation that a conflict of interests exists, I will declare it immediately to the Agency.

iv. Disqualifying conflict of interests:
- Involvement in the preparation of the proposal;
- Direct benefit in case of acceptance of the proposal;
- Close family relationship with any person representing a participating organisation in the proposal;
- Director, trustee or partner of a participating organisation;
- Current employment by a participating organisation;
- Current involvement in a contract or collaboration with a participating organisation;
- Any other situation that compromises my ability to evaluate the proposal impartially.

v. Potential conflict of interests:
- Employment by one of the participating organisation within the previous three years;
- Involvement in a contract or collaboration with a participating organisation within the previous three years;
- Any other situation that could cast doubt on my ability to evaluate the proposal impartially, or that could reasonably appear to do so in the eyes of a third party (ex. past or current personal relationships, nationality, political affinity, etc.).

I hereby declare that I fall under one or more of the above circumstances (please specify which and explain)*:
ANNEX 2

* Ex. In case of employment by a structure including different departments or institutes, please specify the degree of autonomy between them.

I hereby declare on my honour that the disclosed information is true and complete to the best of my knowledge.  

II. Confidentiality and personal data protection

I also confirm that I will keep all matters entrusted to me confidential and will process the personal data I receive only for the purposes of the performance of the present evaluation. If unnecessary or excessive personal data are contained in the documents submitted by the applicant, I will not process them further or take them into account for the evaluation of the proposal. I will not communicate outside the panel any confidential information that is revealed to me or that I have discovered. I will not make any adverse use of information given to me.

<table>
<thead>
<tr>
<th>Done at:</th>
<th>Date: / / (day/month/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Forename, SURNAME:</td>
<td></td>
</tr>
</tbody>
</table>
3. REFERENCE DOCUMENTS ON POLICY PRIORITIES IN THE FIELD OF EDUCATION

I. Transversal policy priorities for education, training and youth

- Education and Training 2020 in EUROPE 2020
  - Europe 2020 targets: http://ec.europa.eu/europe2020/targets/ue-targets/

- Quality assurance, recognition and transparency
  - European Qualifications Framework: https://ec.europa.eu/plotjeus/
  - ENQA - European Association for Quality Assurance in Higher Education: http://www.enqa.eu/
ANNEX 3

- **Entrepreneurship education:**

- **Information and Communications Technology (ICT) and Open Education Resources (OER):**

- **Multilingualism:**

**II. Policy priorities for higher education**

ANNEX 3

III. Reference documents for joint masters courses


- The “Joint Degrees from A to Z (JDAZ)” project: Joint Programmes from A to Z - A reference guide for practitioners: https://www.nuffic.nl/en/expertise/jdaz

ANNEX 4

4. ASSESSMENT FORM TEMPLATE FOR KA1 – ERASMUS MUNDUS JOINT MASTER DEGREES

For detailed information on the assessment of award criteria, the range of scores and the respective quality levels please refer in Annex 1.b to this Guide.

Assessment Sheet
Call for proposals EAC/A04/2014
EPP-KA1 – Erasmus Mundus Joint Master Degrees
INDIVIDUAL / CONSOLIDATED ASSESSMENT

<table>
<thead>
<tr>
<th>Name of the organisation:</th>
<th>………………………………………………………..</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of the proposal:</td>
<td>………………………………………………………..</td>
</tr>
<tr>
<td>Reference n°:</td>
<td>………………………………………………………..</td>
</tr>
<tr>
<td>Expert name:</td>
<td>EXP1…………………………………………………..</td>
</tr>
<tr>
<td>Coordinator contact:</td>
<td>EXP2…………………………………………………..</td>
</tr>
<tr>
<td></td>
<td>EXP3…………………………………………………..</td>
</tr>
<tr>
<td>Version:</td>
<td>………………………………………………………..</td>
</tr>
<tr>
<td>Language of the proposal:</td>
<td>………………………………………………………..</td>
</tr>
</tbody>
</table>

I. ASSESSMENT CONCLUSION

My scoring

|xx| maximum 40 points | Award criterion 1 |
|xx| maximum 100 points | Overall score |

Consolidated scoring

|maximum 40 points  | Award criterion 1 |
|maxmum 100 points  | Final consolidation|

Expert decision:

<table>
<thead>
<tr>
<th>Highly recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended</td>
</tr>
<tr>
<td>Not recommended</td>
</tr>
</tbody>
</table>

Technical capacity:

<table>
<thead>
<tr>
<th>Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rejected</td>
</tr>
</tbody>
</table>

Comments: (if rejected)

|EXP1………………………………………………….. |
|EXP2………………………………………………….. |
|EXP3………………………………………………….. |

I hereby confirm that I am not in a position of conflict of interest with regard to this proposal.

Signature Expert 1: ……………………………………………………….. Date: …………..

Signature Expert 2: ……………………………………………………….. Date: …………..

Signature Expert 3: ……………………………………………………….. Date: …………..

Scoring Summary

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevance of the project</td>
<td>EXP1 EXP2 EXP3 CONS</td>
</tr>
<tr>
<td>Quality of the project design and implementation</td>
<td>xx xx xx xx / 40</td>
</tr>
<tr>
<td>Quality of the project team and the cooperation arrangements</td>
<td>xx xx xx xx / 20</td>
</tr>
<tr>
<td>Impact and dissemination</td>
<td>xx xx xx xx / 20</td>
</tr>
<tr>
<td>Total</td>
<td>xx xx xx xxx / 100</td>
</tr>
<tr>
<td>Relevance of the project in the targeted region(s)</td>
<td>xx xx xx Yes/No</td>
</tr>
</tbody>
</table>
### Assessment Grid

<table>
<thead>
<tr>
<th>Award criteria</th>
<th>Elements of analysis of the award criterion</th>
<th>Score</th>
</tr>
</thead>
</table>
| 1. Relevance of the project | • The proposal's elements of "jointness"/integration, design and structure and their relevance for the achievements of the EMJMDs objectives.  
• The integration of the EMJMD within the partners' degrees catalogue, its current recognition/accreditation status and plans towards the award of a joint degree (where applicable).  
• The cornerstones of the academic programme and learning outcomes and their contribution to the attractiveness of the European Higher Education Area, to the European university excellence, innovation, and competitiveness.  
• The value added of the proposed EMJMD and benefits resulting from the partnership (e.g. new partners that have not been involved in an EM project) and its contribution to the internationalisation in higher education.  
• The contribution of the EMJMD for the acquisition of competences and skills relevant for the graduates' professional profiles. | maximum 40 points (threshold 30 points) |
| 2. Quality of the project design and implementation | • The proposal's excellent academic content and its evaluation method for monitoring and improving quality.  
• The EMJMD course structure, the organisation of the students' mobility and its draft strategy/planning for an effective involvement of scholars/guest lecturers.  
• The EMJMD as the result of a jointly developed curriculum and the level of participation and institutional commitment of each partner to the EMJMD.  
• The information and services for students/academic staff before and after course enrolment e.g. support for accommodation, language training, administrative formalities (such as visa support) and insurance.  
• The description of the course rules, student rights and obligations relating to academic, administrative and financial aspects of the EMJMD implementation.  
• The envisaged activities and facilities to ensure the effective integration/networking of the EMJMD students within their socio-cultural and professional environment.  
• The interaction between the EMJMD consortium and non-educational actors during the course implementation. | maximum 20 points |
### Comments

#### 3. Quality of the project team and the cooperation arrangements

- The **fields of expertise** of the involved partners/staff and how they are **complementary** and of **added value** for the EMJMD implementation.
- The development of existing partnerships with the inclusion of new academic partners in the consortium.
- Each partner's **role** and **tasks**, and the **working mechanisms** and **management tools** in place for an effective implementation of the EMJMD.
- The **joint criteria** for **student application**, **selection** and **admission**, the **teaching/training activities**, **student examination** and **performance evaluation**.
- The description of how the **student participation costs** have been calculated, and how **financial resources** including complementary funding will be **mobilised**, **allocated** and **managed**.  

#### 4. Impact and dissemination

- The proposal's **mid/long-term development/sustainability strategy**, including realistic projections beyond the EU funding period, and ways to mobilise **other funding sources** for scholarships and self-funded students. For previously funded programmes justification of the request for additional funding.
- How the project will generate **impact** at institutional level and how it enhances the **internationalisation strategy** of the consortium partners and facilitate their **outreach** towards relevant stakeholders at national/European/international level.
- The description of how the proposed EMJMD encourages entrepreneurship and how **employers** will be involved in the course implementation, particularly with a view to increasing **employability prospects**.
- The types and methods of **promotion/dissemination mechanisms**, its target groups and the tasks of the partners in the **awareness-raising strategy** of the EMJMD, including plans on how to attract excellent students worldwide.
- The description of how the materials, documents and media produced will be **made freely available** and promoted **through open licences**, and does not contain disproportionate limitations.

### Comments
To be considered for funding, proposals must score at least 70 points out of a total of 100 (threshold 70%).

Proposals that have passed Step 1 of the selection process and have opted to apply for additional scholarships for students from targeted regions of the world will be also assessed against the following additional award criterion, which must be addressed globally for all regions proposed.

<table>
<thead>
<tr>
<th>Additional award criterion</th>
<th>Elements of analysis of the additional award criterion</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
<td>Relevance of the project in the targeted region(s)</td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td>• The description of the methods used to attract highly talented students from targeted regions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The proposal envisions cooperation with HEIs and/or other eligible participating organisations from Partner Countries in the targeted region.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The added value to the EMJMD of such cooperation.</td>
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</tr>
</tbody>
</table>

Only projects proposed for funding will be considered for the award of additional scholarships for targeted regions of the world.