



ERASMUS+

Key Action 1

Erasmus Mundus
Joint Master Degrees -
Partnership with Japan
EMJMD-IUEP

Call for proposals 2019

How to prepare a
competitive
EMJMD-IUEP proposal

Common requirements for all Erasmus+ International dimension – Centralised Actions

- ✓ Submission on-line to EACEA*
- ✓ eForm & Attachments
- ✓ Four types of assessment criteria
 - ❖ **Eligibility Criteria**
 - ❖ *Exclusion Criteria*
 - ❖ *Selection Criteria*
 - ❖ **Award Criteria**

* **NOTE:** The same proposal must be submitted to the MEXT/JSPS, together with an additional application form for the Japanese authorities. Please consult the call opened by the MEXT: http://www.mext.go.jp/a_menu/koutou/kaikaku/sekaitenkai/1413413.htm



Key features of an EMJMD-IUEP proposal

- The project is based on a **concrete idea** for an **international partnership with Japan** to jointly implement a **Erasmus Mundus Joint Master Degree**
- Your idea is **embedded in your institutions**
- The involvement of **other stakeholders** is considered to **expand the consortium** by widening it **across the European and Japanese higher education areas**
- The size of the partnership is kept manageable

Key features of an EMJMD-IUEP proposal (2)

❖ Participating organisations:

- ✓ bring specific expertise, concrete added value to the EMJMD-IUEP
- ✓ spread the benefits of joint/multiple degrees in a wider international context
- ✓ gain a worldwide visibility, work together with excellent students
- ✓ benefit from very attractive funding schemes

✓ win / ✓ win

❖ Cooperation is based on **trust**, on **confidence** and on **formalised agreements**, ensuring institutional commitment and defining the role and tasks of each partner

❖ **Academic** and **administrative** management are **jointly** designed and structured

Award criteria - General advice

DO's

- ✓ Respond to the **sub-points** of the Award Criteria paying attention to the **specific context**
- ✓ Make sure you get all your points across in a **structured and coherent** manner, but keep it **short and simple**
- ✓ Present all **important** and **distinguishing features** of your project – the experts' assessment will be based **only** on information provided in the application
- ✓ Provide **supporting evidence** for your statements

Award criteria - General advice

DON'Ts

- ✗ *Avoid being **vague** in demonstrating the project's reasoning and strengths*
- ✗ *Do not assume that because of your expertise and **previous experience**, you do not need to explain how your project is built-up and will develop in the future*
- ✗ *Make sure you are not presenting your proposal as the sum of each partner's contribution, but rather demonstrate the **joint undertaking** of the consortium*

Award criterion 1

Relevance of the project (40 points)

DO's

- **Convincing evidence** for *"jointness"* and course *integration*
- **Thoroughly assessed results** of *needs analysis* at different levels
- **Innovation & excellence** for *HEIs and attractiveness* across the *European and Japanese HE areas*
- **Concrete benefits** for each *target group* (students, staff)



DON'Ts

- **Dominance** of *coordinating institution(s)* instead of a *common and integrated approach*
- **Inaccurate** *needs analysis methodology* resulting in *irrelevant conclusions*
- **Imprecise** *targets for the degree award* and **lack of joint strategy**
- **Weak integration** of *internationalisation strategies* at the cost of stakeholders

Award criterion 2: Quality of project design and implementation (20 points)

DO's

- **Effective strategy and tools** for monitoring and ensuring excellence
- **Academically relevant** design and **rationale** of mobility paths with **concrete learning outcomes**
- **Proactive consortium** support responding to students and staff needs
- **Interaction** with world of work **integrated** in the course



DON'Ts

- **Absence of an established mechanism** to appropriately react to evaluation findings
- **Unfeasible, unbalanced and ineffective** mobility schemes
- **Underestimation** of the administrative **workload** to the detriment of the course
- **Negligence of student integration** in socio-cultural and professional context

Award criterion 3: Quality of project team and cooperation arrangements (20 points)

DO's

- **Synergies** resulting from the **complementarity** of partners
- Partnerships that ensure long-lasting collaboration between **Europe and Japan**
- **Inclusive** and **transparent** cooperation mechanisms, based as well on **mutual trust**
- **Academic jointness** as **central theme** of course implementation
- **Realistic** and **transparent** financial plan



DON'Ts

- **Unclear motivation** of partners to join the project
- **Failure** to ensure **institutional backing** of the partners
- **Lack of attention** to the variety of national **legal frameworks**
- Avoid too **rigid cooperation arrangements** not allowing for necessary adaptations
- **Imprecise** financial management provisions of the consortium

Award criterion 4

Impact and dissemination (20 points)

DO's

- **Concrete indicators and tools** for measuring impact on **HEIs** and other stakeholders
- **Tailored** promotion /dissemination approach to different audiences
- **Integration of labour-market elements** to promote employability and support sustainability
- Provisions for **wide access** to course materials



DON'Ts

- Lack of definition and promotion of the programme's **distinctive selling points** demonstrating its competitiveness
- No **networking activities** to ensure wide programme **visibility** and **recognition** by academia, students and future employers
- **Sustainability strategy** not adequately considered and not integrated in **all project stages**

Drafting the EMJMD-IUEP proposal

- ✓ **Coherent** in its entirety; avoid contradictions; avoid "patchwork"
- ✓ **Simple & concrete**: use examples, justify your statements, bring proofs
- ✓ **Clear**: follow the questions and answer them in the right order
- ✓ **Explicit**: do not take anything for granted; do not assume experts will always immediately understand; avoid abbreviations or explain them
- ✓ **Rigorous**: the application is the basis on which your project will be implemented; it is also the cornerstone of your partnership commitment
- ✓ **Focused**: stick to what is asked
- ✓ **Complete**: ensure (twice!) that you have followed all the instructions and that the proposal fulfils all the mandatory requirements
- ✓ **Easy Read language**: keep most sentences 10-15 words long. Use varied sentence length to make them interesting, but keep sentences simple.

How to apply (1)

- ***How?***

- ✓ Applications to be **submitted to EACEA** using an **eForm with attachments**

- ***When?***

- ✓ **Deadline: 1 April 2019 – 12:00 CET (Brussels time)**

Applicants are strongly advised to submit their application well in advance of the deadline, thus avoiding last-minute submission

NOTE: The same proposal must be submitted to the MEXT/JSPS, together with an additional application form for the Japanese authorities. Please consult the call opened by the MEXT: http://www.mext.go.jp/a_menu/koutou/kaikaku/sekaitenkai/1413413.htm

How to apply (2) – eForm and attachments

■ *What?*

eForm: Parts A, B, C, D - Consortium composition and basic project data

+ compulsory attachments:

- ✓ Proof of valid accreditation(s) (Word or .pdf format)
- ✓ Description of the project (Word or .pdf format)
 - Award criteria 1-4
- ✓ EMJMD-IUEP Budget table (Excel format)
- ✓ Declaration on honour and Partners' Mandates (.pdf format)
- ❖ Optional: Other relevant annexes (Word or .pdf format)

How to apply (5) – Attachment specifications

❖ Other relevant annexes (optional)

- Cannot replace essential information expected in the mandatory parts of the Application Package
- Should support, illustrate or evidence the information already provided in the Award Criteria attachments
- Exhaustive list of documents provided in the *"Instructions for completing the Application Package"* (needs analysis, business plan, consortium/student agreement, etc.)

How to apply (6) – Procedure

■ Application procedure

1. Check with your partners whether they have a Participant Identification Code (PIC) which is mandatory for all. If they have a valid PIC no need for action
2. For those consortium partners who have not yet a PIC, register the organisations in the Participant Portal and receive a PIC
3. Create your electronic application form using your PICs
4. Fill in the eForm
5. Attach completed versions of the attachments within the eForm
 - *Description of the project, Grant request table, Declaration on honour and Partners' Mandates, Proof of valid accreditation(s), Other relevant annexes*
6. Submit the eForm on-line
7. Acknowledgement of receipt with application reference number

How to apply (7)

Guidance for completing the eForm and annexes

- ✓ ***Instructions for completing the Application Package***
Rules and guidance on eForm content, annexes and the application process in general
- ✓ ***eForm User Guide***
Assistance with the technical aspects of completing the eForm
- ✓ ***Documents available on the Agency's website:***
 - https://eacea.ec.europa.eu/erasmus-plus/funding/erasmus-mundus-joint-master-degrees-partnership-with-japan-2019_en



**We wish you a lot of success for
your application!**



For further questions, please contact us at:

EACEA-EPLUS-EMJMD@ec.europa.eu: questions on the application process and content of eForm & annexes

tenkai-jsps@jsps.go.jp: for the application form to be submitted to the MEXT / the Japan Society for the Promotion of Science (JSPS) by Japanese universities

eacea-helpdesk@ec.europa.eu: technical problems in relation to the eForm [helpdesk phone: +32 (0)2 2990705]