**ERASMUS+ PROGRAMME**

**ERASMUS MUNDUS JOINT MASTER DEGREES**

**APPLICATION & SELECTION PROCEDURE**

**CALL FOR PROPOSALS 2020 - EAC/A02/2019**

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**INSTRUCTIONS FOR COMPLETING THE**

**2020 ERASMUS MUNDUS JOINT MASTER DEGREES**

**KEY ACTION 1**

**APPLICATION PACKAGE**

(eFORM)
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CHAPTER 1  INTRODUCTION

This document is intended to help applicants for Key Action 1 – Erasmus Mundus Joint Master Degrees (EMJMD) of the Erasmus+ Programme to find the information they need to complete their applications and to prepare their projects. It should not be used for any other type of Action. In order to prepare and submit an application, applicants need to refer to a range of other documents. The complete application documentation is available under the following link:


Information that is contained in the documents listed below will not be repeated in these instructions, although references are made where appropriate:

- **The Erasmus+ Legal Base:**
  
  This provides you with the rationale for the Erasmus+ Programme and emphasises its aims and priorities. Applicants who can create projects that address the needs expressed in this document are already in a positive position.

- **The call for proposals:**
  
  This is the official notification of the general call for proposals. It is a short document that provides, inter alia, information on the countries that can participate, budgetary details and deadlines.

- **The Erasmus+ Programme Guide:**
  
  This is a key document covering definitions and rules for all the actions included in the general call for proposals. In it you find general information regarding the content and management of the Programme and specific information on Erasmus Mundus Joint Master Degrees (EMJMD) projects. You should not attempt to make an application without referring to the relevant sections of the Programme Guide, which is structured as follows:

  - **Introduction**
  - **Part A** General Information about the Erasmus+ Programme
  - **Part B** Information about the actions covered by this guide
  - **Part C** Information for applicants
  - **Annex I** Specific rules and information relating to mobility activities, Strategic Partnerships and Capacity Building in the field of higher education
  - **Annex II** Dissemination and exploitation of results
  - **Annex III** Glossary of Terms
  - **Annex IV** Useful references and contact details

  The Programme Guide provides the complete funding framework including rules relating to project budgets, explanations on the assessment procedures and information on dissemination and exploitation strategies. This document also provides information on the different eligibility, exclusion and selection criteria that are applied to each application through the selection procedure.

  **NOTE:** The Programme Guide is revised on a regular basis. Please check frequently for the latest update on the above-mentioned website.

- **The proposal submission User Guide:**
  
  This is a technical user guide that you will need to follow, in order to ensure you register your organisations correctly, and complete the electronic application form correctly and under optimal conditions.
The Guide for Experts:  
EACEA ‘Library’ webpage (choose ‘General information’ in the dropdown menu under “Type”). The document will be uploaded on the website in due course.

This is the guide prepared for the external experts who will be assessing applications. It provides applicants with a complete overview of how the award criteria will be evaluated and how the scoring will work. It should help applicants to draft responses to the questions in the application form in such a way that they address the main issues for the call.

Frequently Asked Questions (FAQs):  

The Agency publishes the answers to questions that are frequently asked by potential applicants. It is very important for applicants to refer to these regularly to ensure that they benefit from clarification that has been asked for by other applicants and provided by the Commission or Agency. These FAQs are made public to ensure that all applicants are treated fairly with respect to having access to the same information. The FAQs include clarification on eligibility and interpretations/clarifications of aspects of the official (legal) documentation. The FAQs are available on our website under the section ‘How to apply’ and will be updated regularly until the deadline for submission.
CHAPTER 2  ABOUT THE CALL, THE APPLICATION AND THE SELECTION PROCEDURE

2.1 Presentation and organisation of these instructions

The purpose of this document is to offer guidance on the content of the Application Form, the application procedure and the rules that must be respected. Please refer to the specific "Proposal submission User Guide" which provides guidance on the technical aspects of completing and submitting the eForm, including details of the eForm Technical Helpdesk to answer any technical questions that applicants may have.

These detailed instructions follow the same order as the Application Form itself. Applicants who do not refer to these notes or who do not follow the instructions and guidance, risk submitting an incomplete or incorrect application, therefore significantly reducing the chances of their application being successful.

This introduction includes general information regarding the Application Package contents and submission, detailed information on the assessment grids that will be used by the experts to evaluate the project proposals, as well as a summary of the selection process.

2.2 Contents of the Application Package

The Application Package consists of several documents, the content of which is summarised below. Each of these must be completed and submitted in line with the instructions below:

- **Mandatory parts**

  - **eForm** (administrative and general data about the call for proposals)
  - **List of participating organisations** (applicant, partners, associated partners, affiliated entities)

    - **Part A:** Identification of the applicant and other organisation(s) participating in the project (administrative information)
      - A.1 Organisation
      - A.2 Person responsible for the management of the application (contact person)
      - A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)

    - **Part B:** Description of the project (general information)
      - B.1 Summary of the project
      - B.2 Priorities addressed
      - B.3 Dates and languages

    - **Part C:** EMJMD Typology
      - C.1 ECTS credits and duration in semesters
      - C.2 Continuation of an established Erasmus Mundus Master Course
      - C.3 Application subject of a proposal submitted under previous Erasmus Mundus calls for proposals
      - C.4 Inclusion of internship/placement period
      - C.5 Study periods outside Programme Countries
      - C.6 Application for additional scholarships for targeted regions of the world
      - C.7 Consortium plan and EMJMD intake/edition duration
      - C.8 EMJMD tuition languages
      - C.9 EMJMD Scientific areas
      - C.10 Degree(s) intended to be awarded
Part D: Grant request

Part E: Affiliated entities

✓ eForm attachments

Mandatory attachments

Each attachment should be identified with a (short and) meaningful name to facilitate its identification at assessment stage (see suggestions in brackets for each attachment)

- **Proof of valid accreditation(s)** resulting from either having successfully implemented the European Approach for Quality Assurance of Joint Programmes¹, or be based on the accreditation (where programme accreditation is required) or valid proof of quality assurance of the national components on the basis of which the EMJMD is composed. The provision of valid accreditations is applicable to Higher Education Institutions from Programme Countries involved in the EMJMD as partners and where relevant their affiliated entities.
  ✓ (suggestion for file name: "ProofAccred")

- **Description of the project: Award criteria 1, 2, 3, 4** *(maximum 40 pages in total – Times New Roman – Font 11)*. The section on the award criteria will be complemented with information relating to Projects/activities implemented by the consortium organisations with regard to the proposal; /Skills and expertise of key staff involved in the project; /Other EU grants from EU programmes or initiatives received or applied for *(preformatted parts to which a maximum number of characters apply).*
  ✓ (suggestion for file name: "ProjectDescript")

- **If applicable:** Award criterion for additional scholarships for targeted regions of the world *(maximum 5 pages – Times New Roman – Font 11)*.
  NOTE: The attachment is mandatory only if the EMJMD intends to request additional scholarships for students from targeted regions of the world.
  ✓ (suggestion for file name: "AddAward")

- The **EMJMD Grant request** *(preformatted fields in an Excel table)*
  ✓ (suggestion for file name: "Grant")

- The **Declaration on Honour** signed by the Legal Representative of the applicant organisation and the **Mandate** signed by the Legal Representative of each partner granting power of attorney to the coordinator to act in its name and for its account during the implementation of the project *(preformatted documents)*
  ✓ (suggestion for file name: "DecHon"-"Mand")

Please note that if any of the above-mentioned mandatory parts that constitute the Application Package is either not submitted (/attached to the eForm), or is incomplete or unsigned, the application will be considered ineligible and will not be assessed.

Optional attachment

- **Other relevant annexes** comprising elements considered relevant to the proposal, the size of which cannot exceed 50 pages.
  ✓ (suggestion for file name: "ORA")

Please note that this optional part does not invalidate the electronic application form submission if not attached to the eForm.

¹ More information is available under the following websites:
https://www.eqar.eu/topics/joint-programmes.html
http://www.enqa.eu/
2.3 Application Package submission modalities

Applications must be submitted on-line by the set deadline and in accordance with the instructions of the proposal submission User Guide.

The Application Package should not be sent by e-mail to the EACEA mailbox. Any e-mail related to the Application Package and sent to the EACEA mailbox will be disregarded. Any annexes related to the proposal must be uploaded and attached to the e-Form in line with the explanation provided above.

ATTENTION: There is a limit of 10MB to the total (combined) size of all contents of the Application Package (i.e. the eForm Parts A, B, C, D & E, plus the mandatory attachments and the optional attachment).

Once the eForm and annexes have been submitted, a reference number is automatically generated on the eForm. In addition, a notification message will be sent by email to the contact person of the applicant/coordinating organisation to the e-mail address indicated in the eForm. Please ensure that the presentation of the package is in accordance to the following instructions:

- The application should be completed electronically by computer and submitted online (no paper, no handwritten submissions, or submissions completed using a typewriter will be accepted).
- The Application Package must be complete as defined in point 2.2 above.
- No information or documents other than the Application Package can be sent. Therefore, make sure that relevant information is provided under each of the requested parts, so that the proposal can eventually be evaluated on this sole basis.
- No changes to the application can be made after the deadline has expired. However, if after the submission deadline, there is a need to clarify certain administrative aspects (e.g. contact details) the applicant may be contacted by the Agency for this purpose.
- Please note the date and time of the online submission. Applicants are strongly advised to submit their application well in advance of the deadline, thus avoiding last-minute submission (as submission may take time depending on the used connection and server usage). You should keep proof of the safe arrival of the application in the system.
- If you experience any technical problems during the submission, please contact the eForm Helpdesk immediately (eacea-helpdesk@ec.europa.eu).
- If you have questions on the content of the eForm and the Annexes, please contact the EMJMD helpdesk (EACEA-EPLUS-EMJMD@ec.europa.eu).

NOTE: EMJMD proposals that are linked to an established Erasmus Mundus Master Course (EMMC) are eligible to apply and can choose to run a preparatory year or not, as their contractual obligations of the related Framework Partnership Agreement (FPA) in force have come to an end with the implementation of their last intake in 2017 (i.e. EMMCs with FPAs from 2013 and earlier years).

NOTE: EMJMD consortia selected in 2016, as well as in earlier years (2014 & 2015) are eligible to apply, as their last funded student intake has started in the academic year 2019/2020 or earlier. These consortia may either choose to implement the preparatory year, i.e. the 1st student intake will then start in the academic year 2021/2022, or opt-out and therefore start the 1st student intake already in the academic year 2020/2021.

NOTE: EMJMD consortia selected in 2017 (in terms of academic content and/or consortium composition) - with the exception of those that had opted-out from the implementation of a preparatory year - will have their last intake being implemented in the academic year 2020/2021 and therefore are eligible to apply only by choosing to implement the preparatory year, i.e. the 1st student intake of the proposed EMJMD would start in the academic year 2021/2022. The remaining consortia selected in 2017 have started their last funded student intake in the academic year 2019/2020, therefore they may either choose to implement the preparatory year, i.e. the 1st student intake will then start in the academic year 2021/2022, or opt-out, thus start the 1st student intake already in the academic year 2020/2021.

NOTE: All other EMJMD consortia selected in 2018 or in 2019 (in terms of academic content and/or consortium composition) are not eligible to apply.
2.4 Selection procedure

An Evaluation Committee in accordance with an evaluation methodology that respects the rules and principles established in the EU Financial Regulation will carry out the evaluation process of all proposals submitted electronically to the Agency by the set deadline. In this context, proposals are subject to an evaluation against eligibility, exclusion, selection and award criteria. The Evaluation Committee is composed of representatives from the Agency and from the related Directorates-Generals of the European Commission, as well as from the European External Action Service and from the African, Caribbean and Pacific (ACP) secretariat. External experts will assist the Committee in the assessment of the award criteria of EMJMD.

The main role of the Evaluation Committee is to:

a) ensure a fair evaluation of all applications submitted in full respect of equal treatment;
b) ensure that the best proposals are selected in full respect of the call for proposals;
c) make a proposal to the Agency’s Authorising Officer on the list of applications which, following the committee deliberation, could receive EU funding;
d) explain how it came to that proposal on the basis of the selection and award criteria.

The evaluation stages will be as follows:

i. Verification of eligibility/admissibility, exclusion and selection criteria

Admissibility criteria refer to formal and/or technical aspects of the application, i.e. respect of the deadline, completeness and validity of the application form, respect of maximal/minimal length, etc.

Eligibility criteria cover content related aspects such as the size and composition of the consortium, project duration, etc. Although the eForm is configured to ensure that most of the eligibility criteria can be automatically checked, the verification of the proofs of valid accreditations attached to the eForm will be done in consultation with the International Erasmus+ Contact points of the HEIs of Programmes Countries involved as partners. This serves for facilitating the eligibility check of the application related to accreditation.

With due respect to the principle of equal treatment, applicants may be contacted during the selection process, if necessary, for clarifications related to the submission procedure, e.g., in the event of obvious clerical errors.

Applicants of ineligible proposals are notified by e-mail sent to the Legal Representative and to the contact person.

Only applications that fulfil all the eligibility criteria can be considered for a grant and are the subject of an in-depth academic, technical and financial evaluation.

As far as the exclusion criteria are concerned, the Declaration on Honour, which must be signed by the legal representative of the applicant organisation, is considered as part of the application and the validity of its signature is verified during the eligibility check. Any information received during or after the selection process that may contradict the statements provided in the Declaration will be analysed by the Evaluation Committee and can lead to the rejection of the proposal or the termination of the agreement if the latter has already been selected.

Through the selection criteria, the Evaluation Committee verifies if applicants have sufficient and stable technical and financial capacities to implement the project. The task will be completed by the Evaluation Committee after the evaluation of the award criteria and before the award decision. Public bodies are not subject to verification of their financial capacity.
For detailed information regarding the verification of the eligibility, exclusion and selection criteria please consult Part C of the Erasmus+ Programme Guide 2020, pages 250-255.

ii. Evaluation of the award criteria

External experts who assess the proposals against the award criteria published in the call for proposals assist the Evaluation Committee. Their role is to advise the Evaluation Committee on the quality of the applications. Experts are recruited on the basis of their expertise (i.e. professional background, academic profile, experiences in higher education and project cycle management, foreign languages skills, horizontal and transversal skills, experience in international cooperation projects, knowledge of specific subject areas or regions, etc.) taking into account the need to achieve a balanced representation of the experts included in the evaluation panel for what concerns their profile, country of origin or gender. Experts are bound by confidentiality and must not have a conflict of interest at the time of their appointment. In that respect, a declaration that no such conflict exists is signed and makes part of their signed contract. Furthermore, they must also inform the Agency if such a conflict should arise in any of the applications they have been allocated so that appropriate mitigating measures may be taken (such as to assign the assessment to another expert, to exclude the expert from some part of the work etc.).

The experts participate in a briefing session organised by the Agency to ensure a common interpretation of the award criteria and a comprehensive understanding of the evaluation procedure and timetable. After this briefing session, experts proceed with the evaluation in remote under the close supervision and assistance of the Agency staff. A specific on-line tool enables the experts and the Agency to access projects' data and to exchange information during the evaluation process. For each award criterion, experts are required to provide a score and a comment.

To be considered for funding, proposals must score at least **70% overall**. Furthermore, they must score **75%** of the maximum allocated points under the award criterion "Relevance of the project" (i.e. minimum 30 points out of 40). Only those applications that have passed the two 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)".

Proposals meeting the accreditation requirements and the above quality requirements will be ranked in descending order of their total scores. The allocation of additional scholarships will be implemented in accordance with the methodology described in section 3.5 of this document.

The notification of results will be done only by electronic mail. It is the applicant's responsibility to provide a correct and valid e-mail address in their application forms, which must be valid during the whole period of the selection process and contracting period. It should also be working properly and checked regularly.
CHAPTER 3 ADDITIONAL SCHOLARSHIPS FOR TARGETED REGIONS OF THE WORLD

3.1 General information on additional scholarships for targeted regions

Applicants for EMJMDs under this call for proposals may also 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, which are listed in section 3.2. The additional scholarships will be allocated amongst the selected Masters, which have explicitly applied for the additional scholarships and which have been assessed as relevant for the targeted regions. Therefore, the proposals will be assessed in view of their cooperation with Higher Education Institutions and other participating organisations from the targeted regions/countries. This assessment also includes the institutions’ capacity to promote the Master and to attract excellent students from the regions/countries concerned (see additional award criterion below).

The additional scholarships will be financed from the following five (5) EU external funding instruments:

- Instrument for Pre-accession Assistance (IPA)²
- European Neighbourhood Instrument (ENI)³
- Development Cooperation Instruments (DCI)⁴
- Partnership Instrument (PI)⁵
- European Development Fund (EDF)⁶

Only projects proposed for funding will be considered for the award of the additional scholarships in the targeted regions of the world. Indicatively, the consortia may receive up to 28 additional scholarships for the 4 intakes altogether. The number of scholarships can be distributed along the 4 intakes in a variable way. For example: 28 scholarships could be divided between the 4 intakes in the following way: 6 scholarships for the 1st intake, 9 scholarships for the 2nd intake, 8 scholarships for the 3rd intake and 5 scholarships for the 4th intake.

The actual amount of the individual scholarships will vary in accordance with the EMJMD length, the student country/region of origin and residence, and the EMJMD admission/enrolment fees (participation costs). The maximum amount of one additional scholarship is estimated - as for any other Partner Country scholarship in the framework of this call - at 49 000 EUR.

Please note that applicants can apply for these additional scholarships at application stage only. There will be no further opportunities for selected consortia to benefit from the additional scholarships during the implementation of the Master.

The additional funds are allocated to regions identified as priority for the EU external action. They will fund scholarships for excellent students coming from these regions, allowing them to participate in the EMJMDs, and be mobile in at least two different Programme Countries. This will allow them to raise their skills and competences, their intercultural skills, thus contributing in the long run to the sustainable development of their country.

3.2 Overview of Financing Instruments and regions covered

The numbering of the regions below refers to the numbering as indicated in the section "Eligible Countries" of the Erasmus+ Programme Guide.

• **Instrument for Pre-accession Assistance (IPA)**
Under the IPA additional scholarships will be available for the following region:

► **Western Balkans** (Region 1)

• **European Neighbourhood Instrument (ENI)**
The European Neighbourhood Policy (ENP) aims at establishing an area of prosperity and good neighbourliness, founded on the EU's values. In this context, a strong and educated human capital is a crucial factor. Under the ENI, additional scholarships will be available for the following regions:

► **ENI – Eastern Partnership countries** (Region 2)
► **ENI – South-Mediterranean countries** (Region 3)

• **Development Cooperation Instruments (DCI)**
The DCI is the EU's major financial instrument for development cooperation in the 2014-2020 programming period. Given the importance of higher education for economic and social development, the Erasmus+ Programme supports Partner Countries in meeting the challenges in their higher education systems. Under the DCI additional scholarships will be available for the following regions:

► **Asia** (Region 6)

A specific scholarship allocation is earmarked for students from:

→ **Least Developed Countries** (Afghanistan, Bangladesh, Bhutan, Cambodia, Laos, Myanmar, Nepal);
→ and the remaining scholarships for students from the rest of the region, with the exception of China and India.

► **Central Asia** (Region 7)

A specific scholarship allocation is earmarked for students from:

→ **Low or Lower Middle Income Countries** (Kyrgyzstan, Tajikistan, Uzbekistan);
→ and the remaining scholarships for students from the rest of the region.

► **Latin America** (Region 8)

Specific scholarship allocations are earmarked for students from:

→ **Lower Middle Income Countries** (Bolivia, El Salvador, Guatemala, Honduras, Nicaragua, Paraguay);
→ for students from Brazil and Mexico;
→ and for students from the rest of the region.

► **South Africa** (Region 10)

• **Partnership instrument (PI)**
The PI aims at creating and maintaining bilateral and multilateral partnerships in order to promote Union and mutual interests. The instrument reinforces the EU’s strategic links worldwide by supporting EU external strategies, policies and actions. Additional scholarships will be available for the following region:

► **Gulf Cooperation countries** (Region 12)
European Development Fund (EDF)

The EDF is the EU's main instrument for providing development aid to African, Caribbean and Pacific (ACP) countries and to overseas countries and territories (OCTs). The EDF funds cooperation activities in the fields of economic development, social and human development as well as regional cooperation and integration.

ACP countries (Region 11)

3.3 Funding possibilities

Indicatively, around 800 additional scholarships are foreseen under the four Instruments in the framework of the Erasmus+ EMJMD call for proposals 2020. The indicative total amount foreseen for these additional scholarships is around EUR 39 million and is detailed on the EACEA EMJMD 'Funding' webpage (navigation tab: 'Call notice').

3.4 Procedure to apply for additional scholarships in targeted regions

In the eForm, Part C.6, applicants will be asked if they wish to apply for additional scholarships for targeted regions of the world. If this question is answered positively, an additional line will automatically appear in the table in Part D “Grant request” of the eForm. Applicants need to indicate in the "EMJMD Grant request" Excel table (which constitutes the budget annex to the eForm) the estimated number of students for the 4 intakes to be enrolled. The Excel table will automatically calculate the grant amount requested for this category of scholarships; this amount needs to be entered in the respective line in the budget table in Part D "Grant request".

As can be seen under section 3.2 above, there are 13 different sub regions/countries (hereinafter referred to as "windows"). Given that the EMJMDs will be awarded for a period of maximum 6 academic years [1 preparatory academic year (optional) + 4 consecutive student intakes] through one single grant agreement, the additional scholarships will be allocated through a single grant agreement for the whole project duration.

3.5 Selection procedure and allocation of additional scholarships

Only applications that have passed both selection thresholds will be assessed against the following additional award criterion by the external experts, which must be addressed once for all the targeted regions².

The Evaluation Committee will establish an overall ranking of the EMJMDs. The additional scholarships will then be distributed to the EMJMDs according to this overall ranking. Taking into account the available budget, scholarships will be distributed starting from the consortium ranked highest until all scholarships available under each window are allocated.

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² "Region" refers to the 13 respective sub-regions/countries ("windows").
CHAPTER 4  THE APPLICATION PACKAGE (eForm)

Erasmus Mundus Joint Master Degree applications are submitted by eForm only.

The eForm is an Adobe development and applicants should ensure that they can install Adobe version 9 or higher on the computer they will be using to complete the application form. The form is downloaded onto a local computer and completed off-line. Once the text is ready and the attachments are uploaded to the application, it has to be submitted using an internet connection.

The eForm is designed to ensure that applicants have the greatest chance of submitting an eligible application. Therefore, submission will be impossible unless all mandatory fields are completed. Full details of these are available in the Proposal submission User Guide ("User Guide"), which is published alongside the eForm. Please read the User Guide before you start completing the eForm. Every step of the process is explained in detail in the User Guide, and without this knowledge, you may have problems completing the form.

Before starting to complete an eForm, all participating organisations (applicant, partners - where applicable, also their affiliated entities - and associated partners) of an application need to be registered in the EACEA Participant Portal and receive their Participant Identification Code (PIC). This process is explained in the User Guide. Without the proper registration of participating organisations, you will not be able to complete the eForm/your application.

Given that each organisation should be identified by one single PIC code, applicants need first to check with their legal representative's office whether such a PIC number has already been created for their organisation. If this is the case, the existing PIC code should be used to create the eForm.

Choose the eForm of the Erasmus Mundus Joint Master Degrees action from the Application eForm homepage: https://eacea.ec.europa.eu/PPMT/

In a next step, you need to provide the PIC numbers (registration codes) of all organisations participating in your proposal. During this step, you are also required to identify the applicant organisation (For details, please see the User Guide).

Please note that all fields marked with * are mandatory. This applies to all parts of the eForm.

### 4.1 Cover page of the application form

<table>
<thead>
<tr>
<th>Programme</th>
<th>Erasmus+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Action</td>
<td>Learning Mobility of Individuals (KA1)</td>
</tr>
<tr>
<td>Action</td>
<td>Student and staff mobility in Joint Master Degrees</td>
</tr>
<tr>
<td>Action Type</td>
<td>Joint Master Degrees</td>
</tr>
<tr>
<td>Call for proposals</td>
<td>EAC/A02/2019</td>
</tr>
<tr>
<td>Deadline for submission</td>
<td>13/02/2020 17:00 CET (Brussels time)</td>
</tr>
<tr>
<td>Project title *</td>
<td>Alphanumeric max 300 Characters (to be completed manually)</td>
</tr>
<tr>
<td>Project Acronym *</td>
<td>Alphanumeric max 7 Characters (to be completed manually)</td>
</tr>
<tr>
<td>Language used to complete the form *</td>
<td>24 EU languages (to be chosen manually from a drop-down list)</td>
</tr>
</tbody>
</table>
Nine (9) fields appear on the cover page of the eForm. The first six (6) fields are automatically completed, depending on the action chosen in the Application eForm homepage. You should indicate a project title that will be meaningful to someone who knows nothing about the content of the project and a project acronym. Please choose an acronym that is different from an existing Erasmus Mundus Joint Master Degrees programme. A list of on-going EMJMDs is available under the following webpage: http://eacea.ec.europa.eu/erasmus-plus/library/emjmd-catalogue_en

The acronym must not exceed seven (7) characters. The acronym can contain letters (Latin characters only), numbers and common punctuation marks.

The language used to complete the form is chosen from a drop-down list. It must be an official EU language and must be a language that is understood by all the members of your consortium. The application form must be completed in one language only. Applicants should not provide information on individual partners in various languages as the experts selected to assess your application will not necessarily be able to understand the various languages used.

The button "Validate form" appears at the bottom right of every page of the eForm. After having completed the fields, click Validate form. If a field was completed without respecting the eligibility rules for applying, a number of validation messages will be generated automatically on the second page of the eForm. Applicants must ensure that all the items contained in the table are marked as valid. One or more items marked as invalid will make impossible to validate or submit the eForm. Please verify the relevant eligibility rules.

Based on the data entered in the Participant Portal, in the eForm (under "Role in the application”, see point 4.2 below), the following overview table is completed automatically.

<table>
<thead>
<tr>
<th>List of participating organisations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner no</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>P1</td>
</tr>
<tr>
<td>P2</td>
</tr>
<tr>
<td>P3</td>
</tr>
<tr>
<td>P4</td>
</tr>
<tr>
<td>P5</td>
</tr>
</tbody>
</table>

4.2 Part A. Completion of organisation data

Most fields in section A.1 are completed automatically, based on the PIC, and information you have provided while registering your organisation in the EACEA Participant Portal. Consequently, most of section A.1 is protected and not modifiable (grey lines). Applicants must carefully verify all this information and errors should be corrected in the Participant Portal by clicking on the "Revise list of participating organisations and update application for funding" tab.

The applicant organisation has to complete the following section for all participating organisations:

In section A.1, only the fields "Role in the application” and "Type of Organisation” need to be completed by choosing an available option from a drop-down list.

The role of a participating organisation in the EMJMD can be either "Partner Organisation”, "Associated Partner" or "Affiliated entity". The role of "Applicant Organisation" is defined during the PIC registration of participating organisations and appears by default under "Partner number: P1".
An eligible participating organisation can be any public or private organisation, established in a Programme Country or in a Partner Country that contributes directly and actively to the delivery of the EMJMD. Only one “Type of Organisation” may be selected for each organisation. If an organisation could not be considered under any of the organisation type options offered, the one that most closely relates to the statutes of the organisation and/or the one that most closely relates to the specific role in this application should be selected. Additional explanations on the organisation type can be provided in the section "Projects/activities implemented/ Skills and expertise" of the document "Description of the project: Award criteria 1, 2, 3, 4" eForm attachment.

### PART A. Identification of the applicant and other organisations participating in the project

This part must be completed separately for each organisation participating in the project, after they have registered in the central database (URF-PDM): Unique Registration Facility-Participant Data Management

#### A.1 Organisation

<table>
<thead>
<tr>
<th>Partner Number :</th>
<th>P1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role in the application :</td>
<td>Applicant Organisation APP (by default from the Participant Portal for P1)</td>
</tr>
</tbody>
</table>

#### A.1 Organisation

<table>
<thead>
<tr>
<th>Partner Number :</th>
<th>P2, P3, Pn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role in the application :</td>
<td>Partner Organisation PA Associated Partner PA-ASC Affiliated entity (to be chosen manually from a drop-down list for P2, P3, Pn)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PIC number</th>
<th>(from the Participant Portal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name of the organisation in Latin characters :</td>
<td>PIC Legal name</td>
</tr>
<tr>
<td>Business name :</td>
<td>PIC name in second language</td>
</tr>
<tr>
<td>Accreditation type :</td>
<td>Erasmus Charter for Higher Education (ECHE)</td>
</tr>
<tr>
<td>Accreditation number :</td>
<td>PIC ECHE number (for Higher Education Institutions established in a Programme Country)</td>
</tr>
<tr>
<td>Status :</td>
<td>PIC Legal form</td>
</tr>
<tr>
<td>Non-profit organisation :</td>
<td>(from the Participant Portal)</td>
</tr>
<tr>
<td>NGO :</td>
<td>(from the Participant Portal)</td>
</tr>
<tr>
<td>Type of organisation * :</td>
<td>(to be chosen manually from a drop-down list)</td>
</tr>
<tr>
<td>Registration date :</td>
<td>(from the Participant Portal)</td>
</tr>
<tr>
<td>Registration location :</td>
<td>(from the Participant Portal)</td>
</tr>
<tr>
<td>Registration country code :</td>
<td>(from the Participant Portal)</td>
</tr>
</tbody>
</table>
**Registered address:**

<table>
<thead>
<tr>
<th>Street name and number :</th>
<th>Postcode :</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PIC Street name and PIC Street number</strong></td>
<td><strong>PIC postal code</strong></td>
</tr>
<tr>
<td><strong>Town :</strong></td>
<td><strong>Cedex :</strong></td>
</tr>
<tr>
<td><strong>PIC city</strong> (from the Participant Portal)</td>
<td><strong>PO Box :</strong> (from the Participant Portal)</td>
</tr>
<tr>
<td><strong>Country :</strong></td>
<td><strong>Region :</strong></td>
</tr>
<tr>
<td><strong>PIC country</strong></td>
<td><strong>PIC Region</strong></td>
</tr>
<tr>
<td><strong>Internet address :</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Telephone 1 :</strong></td>
<td><strong>Telephone 2 :</strong></td>
</tr>
<tr>
<td><strong>PIC Main phone (1)</strong></td>
<td><strong>PIC Main phone (2)</strong></td>
</tr>
</tbody>
</table>

For the applicant organisation, the internet address should be the joint programme's website (if available). If not - and as for all other participating organisations - provide the organisation's website.

**A.2 Person responsible for the management of the application (Contact person)**

<table>
<thead>
<tr>
<th>Title * :</th>
<th>Family Name * :</th>
<th>First Name * :</th>
</tr>
</thead>
<tbody>
<tr>
<td>(to be completed manually)</td>
<td>(to be completed manually)</td>
<td>(to be completed manually)</td>
</tr>
<tr>
<td><strong>Department / Faculty :</strong></td>
<td><strong>Role in the organisation * :</strong></td>
<td><strong>E-mail address * :</strong></td>
</tr>
<tr>
<td>(if relevant, to be completed manually)</td>
<td>(to be completed manually)</td>
<td>(to be completed manually)</td>
</tr>
</tbody>
</table>

In section A.2 complete the title, family name, first name, role in the organisation and e-mail address of the person who is responsible for the management of the application (contact person) in your organisation. Where relevant, the information about the department/faculty where the contact person is being employed should also be provided.

It is crucial to identify a person in charge of the project who can dedicate the required time to its management (as opposed to the head of an administrative, academic or research department who may be responsible for the project but not directly involved in its implementation). Since correspondence with the Executive Agency will be largely via e-mail, it is very important that the e-mail address provided is checked at least on a daily basis and, if possible, accessed by (/shared with) more than one person in the applicant organisation. If the contact person has a different address from the registered address of the organisation, check the corresponding box and provide the address and telephone number.

☐ Check this box if the address is different from A.1

**Address:**

<table>
<thead>
<tr>
<th>Street name and number * :</th>
<th>Postcode * :</th>
</tr>
</thead>
</table>

---

15 | Page
For organisations other than the applicant (P1) taking part in the EMJMD consortium as partners, associated partners, or affiliated entities (e.g. P2, P3, Pn), section A.2 will have to be filled in with the data of their legal representative. For the affiliated entities, under Part E of the eForm applicants must choose from a drop-down menu the applicant/partner organisation to which such entity is affiliated.

### A.1 Organisation

| Partner Number | P2, P3, Pn |

### A.2 Legal representative / contact person

<table>
<thead>
<tr>
<th>Title * :</th>
<th>Family Name * :</th>
<th>First Name * :</th>
</tr>
</thead>
<tbody>
<tr>
<td>(to be completed manually)</td>
<td>(to be completed manually)</td>
<td>(to be completed manually)</td>
</tr>
<tr>
<td>Department / Faculty :</td>
<td>Role in the organisation * :</td>
<td>E-mail address * :</td>
</tr>
<tr>
<td>(if relevant, to be completed manually)</td>
<td>(to be completed manually)</td>
<td>(to be completed manually)</td>
</tr>
</tbody>
</table>

Section A.3 has to be filled in for the applicant organisation only (P1). If the legal representative is different from the person responsible for the management and/or has a different address from the registered address, check the corresponding box(es) to access the fields necessary to provide relevant information.

- [ ] Check this box if the legal representative is different from the person responsible for the management

### A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)

<table>
<thead>
<tr>
<th>Title * :</th>
<th>Family Name * :</th>
<th>First Name * :</th>
</tr>
</thead>
<tbody>
<tr>
<td>(to be completed manually)</td>
<td>(to be completed manually)</td>
<td>(to be completed manually)</td>
</tr>
<tr>
<td>Department / Faculty :</td>
<td>Role in the organisation * :</td>
<td>E-mail address * :</td>
</tr>
<tr>
<td>(if relevant, to be completed manually)</td>
<td>(to be completed manually)</td>
<td>(to be completed manually)</td>
</tr>
</tbody>
</table>

- [ ] Check this box if the address is different from the address provided in section A.1

### Address:

| Street name and number * : | Postcode * : |
If the application is successful, the Legal representative of the applicant organisation will be required to sign the grant agreement and other associated documents. If a different person signs the application, or if it is discovered in later stages of the selection or during contracting that the person identified as the legal representative does not have the authority to sign, the application may be declared ineligible and rejected.

4.3 Part B. Description of the project

4.3.1 Summary of the project

Section B.1, "Summary of the project", invites applicants to provide key information on their application. The applicant organisation has to indicate the language of the summary choosing one of the language options. For dissemination purposes, the abstract must be provided in English in a second field, if the initial language chosen was not English.

PART B. Description of the project

B.1 Summary of the project

For successful applications, this section will be published, as presented below, in compendia and other publications used for the promotion and publicity of the Erasmus Mundus Joint Master Degrees programme. You should therefore ensure that it gives a concrete overview of the joint programme in its content, structure and main characteristics (thematic area(s) covered, institutions involved, structure and length of the programme, final degree(s) awarded, etc.).

Please provide your summary in English, French or German only * : (to be chosen manually from a drop-down list)

(maximum: 3,000 characters)

Please provide your summary in English * : (only in case the summary above was provided in French or German)

(maximum: 3,000 characters)
For successful applications, this section will be reproduced in the form of an abstract in compendia and other publications used for the promotion and publicity of the Erasmus Mundus Joint Master Degrees action. Applicants should therefore ensure that the text gives a concrete overview of the work the consortium plans to undertake following the structure proposed in the eForm. Please note that due to database limitations, there is a character limit and the text provided will be cut when exceeding the limit.

### 4.3.2 Priorities addressed

In section B.2, 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.

<table>
<thead>
<tr>
<th>B.2 Priorities addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>The field of education that will benefit from the activities /outcomes :</td>
</tr>
</tbody>
</table>

Also for statistical purposes, under "Topics" applicants are invited to tick at least one of the different topics listed in the eForm, which is better aimed at by the proposed EMJMD.

<table>
<thead>
<tr>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home and justice affairs (human rights and rule of law)</td>
</tr>
<tr>
<td>ICT - new technologies - digital competences</td>
</tr>
<tr>
<td>Creativity and culture</td>
</tr>
<tr>
<td>Economic and financial affairs (incl. funding issues)</td>
</tr>
<tr>
<td>Energy and resources</td>
</tr>
<tr>
<td>Environment and climate change</td>
</tr>
<tr>
<td>Ethics, religion and philosophy (incl. Inter-religious dialogue)</td>
</tr>
<tr>
<td>Health and wellbeing</td>
</tr>
<tr>
<td>Agriculture, forestry and fisheries</td>
</tr>
<tr>
<td>Natural sciences</td>
</tr>
<tr>
<td>Research and innovation</td>
</tr>
<tr>
<td>Rural development and urbanisation</td>
</tr>
</tbody>
</table>

### 4.3.3 Dates and languages

#### B.3 Dates and languages

<table>
<thead>
<tr>
<th>B.3.1 Dates and duration of the project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start date * : (to be completed manually within the time period validated by the eForm)</td>
</tr>
<tr>
<td>End date * : (to be completed manually)</td>
</tr>
<tr>
<td>Duration (months) : (validated by the eForm)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B.3.2 Language for grant agreement and communication with the Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (default)</td>
</tr>
</tbody>
</table>

In section B.3.1, you have to fill in the start date (within the earliest/latest possible timeframe). The eForm is set up in a way that you will not be able to provide a start date in contradiction to the rules of the EMJMD action. Please refer to the Erasmus+ Programme Guide [http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf) for the indicative earliest/latest starting date and the maximum duration (between 48 and 72 months).
In particular:

- independently of the length of the EMJMD study programme (60 / 90 / 120 ECTS) the **earliest** possible starting date will be **01/08/2020 [year (n)]** and the latest **31/10/2020 [year (n)]**;

- the **latest** ending date of the EMJMD project depends on the ECTS credits chosen (see point 4.4.1 below) and whether the consortium intends to undertake a preparatory year before the implementation of the four intakes (see point 4.4.7 below and also C.7 of the eForm), i.e.:
  
  o for proposals that will implement a preparatory year the following latest end dates apply:
    - 60 ECTS => **31/10/year (n+5)**
    - 90 ECTS => **30/04/year (n+6)**
    - 120 ECTS => **31/10/year (n+6)**
  
  o for proposals that have opted out from the implementation of a preparatory year the following latest end dates apply:
    - 60 ECTS => **31/10/year (n+4)**
    - 90 ECTS => **30/04/year (n+5)**
    - 120 ECTS => **31/10/year (n+5)**.

The date range indicated here will define the period during which costs are eligible for funding, in case your proposal is successful.

In section B.3.2, for your information, you find the **language** in which the **grant agreement** will be issued if your application is selected for funding. By default, this language will be English and it will be the language used in the **official communication** with the Executive Agency.

### 4.4 Part C. EMJMD Typology

#### 4.4.1 Duration in semesters and ECTS

<table>
<thead>
<tr>
<th>The EMJMD corresponds to the equivalent of:</th>
<th>120 ECTS (or 4 semesters)</th>
</tr>
</thead>
</table>

Please indicate if your EMJMD corresponds to 60 ECTS credits (2 semesters), 90 ECTS credits (3 semesters) or 120 ECTS credits (4 semesters) by using the drop-down menu.

#### 4.4.2 Continuation of Erasmus Mundus Master Course (EMMC)

<table>
<thead>
<tr>
<th>Is the proposal a continuation of an established EMJMD?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

**Please specify:**

- **EMJMD original title**: Original title
- **EMJMD original acronym**: Original acronym
- **Grant Agreement number**: 201X-XXX|

In case the EMJMD proposal is highly similar or a continuation of an established Erasmus Mundus Joint Master Degree then, answer positively to the question "Is the proposal a continuation of an established EMJMD?" and provide the information requested in the next three fields, i.e. EMJMD original title, acronym and Grant Agreement number.
4.4.3 Proposal under previous EM calls for proposals

C.3 Is the proposal a continuation of an established EMMC? *:

EM Framework Partnership Agreement number *:

Yes

Please specify if the proposal is highly similar or a continuation of an established Erasmus Mundus Master Course. When an EMMC proposal was selected for funding, the Executive Agency concluded a five-year Framework Partnership Agreement with the coordinating institution. The EM Framework Partnership Agreement number is specified on the front page of that document and comprises a group of 4 digits corresponding to the year of the first funded edition followed by a group of 4 additional digits, e.g. 2013-0123.

4.4.4 Inclusion of internship/placement period

C.4 Does the joint programme include an internship/placement period? *:

Yes

For a successful completion of the EMJMD study programme students must acquire the totality of the ECTS credits of the EMJMD (60/90/120). Please specify if the joint programme foresees that enrolled students will have to perform a traineeship/internship/research/professional placement/thesis preparation. Please select "Yes" only if these activities are taken into consideration in the final grading/ECTS credits awarded.

4.4.5 Study periods outside Programme countries

C.5 Does the joint programme include study period(s) outside Programme Countries? *:

Yes

The EMJMD study programme must take place in at least two of the Programme Countries represented in the consortium. For each of the mandatory study periods in those countries, students will have to acquire at least 20 ECTS credits (for 60 ECTS study programmes) or 30 ECTS credits (for 90 or 120 ECTS study programmes). Mobility periods cannot be replaced by virtual mobility nor can they take place in institutions outside the consortium. The minimum number of Programme Countries to be visited during EMJMD activities applies to all enrolled students.

Additional study periods (research/placement/thesis preparation) can take place in other participating organisations from Programme or Partner Countries (partners, associated partners and affiliated entities), under the condition that the activities concerned are implemented under the direct supervision of one of the consortium partner HEIs. Please specify if the joint programme foresees a mobility study track outside Programme Countries and detail this aspect in the answer under the relevant award sub-criteria.

4.4.6 Application for additional scholarships for targeted regions of the world

C.6 Do you apply for additional scholarships for targeted regions of the world? *:

Yes

Please use the drop-down menu to indicate if you apply for additional scholarships for targeted regions of the world (please see further explanations regarding the additional scholarships for targeted regions in section 3.1 of these Instructions). If you chose "Yes", an additional line will be inserted automatically in the budget table in Part D "Grant request" of the eForm. In this additional line, applicants need to enter the grant amount requested, which the Excel table had calculated (attachment: EMJMD Grant request).
4.4.7 EMJMD preparatory year and EMJMD intake/edition duration

C.7 Consortium plan and EMJMD intake/edition duration

Does the consortium plan to undertake the preparatory year? *

☐ Yes ☐ No

An EMJMD intake/edition will start in month *: 09 of year "n* 
and will end in month *: 08 of year "n + 1": 1

In order to avoid EMJMDs selected in previous Erasmus+ calls to have an intake gap year in running their Masters (subject of being selected for an EMJMD grant), applicants can choose to run a preparatory year before the implementation of the four 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 2013 FPA n° and earlier years, and EMJMDs selected in 2014, 2015, 2016 or 2017 (the latter only if they had opted-out from the implementation of the preparatory year) may choose whether they will implement a preparatory year or not.

- The EMJMDs selected in 2017 that had implemented the preparatory year must choose "Yes" concerning the implementation of a preparatory year.

- The remaining EMJMDs selected in 2018 and in 2019 (with or without a preparatory year) are not eligible to apply under the 2020 EMJMD call for proposals.

The objective of the above conditions is to ensure that the implementation of intakes under previously issued grant agreements does not overlap with an intake funded under the 2020 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 2020/2021 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 2020 student selection exercise as an Erasmus Mundus Masters programme (including the use of the Erasmus Mundus logo), and they must clearly disclose on their website that EMJMD scholarships are not guaranteed for the 2020 intake. In other words, the 2020 intake/edition of the proposed Master (continuation of a former EMMC or EMJMD, 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” document that apply to the EMJMD action, and in particular of the:

- Minimum requirements for the Health and Accident Insurance coverage of EMJMD students

The above-mentioned document can be consulted at the EMJMD ‘Funding’ webpage of EACEA.

Consortia who will opt to run a preparatory year must implement four consecutive intakes/editions of the EMJMD following that year. The implementation of the 1st intake must start no earlier than August of year “n” (i.e. the 1st intake in 2021) and end no later than October of year n+1 (i.e. 2022) if the course is of 60 ECTS credits, or in October of year n+2 (i.e. 2023) for a course of 120 ECTS credits. The end date of the 1st intake of a study programme of 90 ECTS credits must not be later than April of year n+2 (i.e. 2023).

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.

If some students decide to voluntarily join the programme at an earlier stage – for instance, in order to take intensive language courses offered by the consortium –, this period must not be considered as part of the joint programme’s duration.
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.

### 4.4.8 EMJMD tuition languages

#### C.8 The EMJMD tuition language(s) will be

- Bulgarian
- Croatian
- Czech
- Danish
- Dutch
- English
- Estonian
- Finish
- French
- Gaelige
- German
- Greek
- Hungarian
- Italian
- Latvian
- Lithuanian
- Maltese
- Polish
- Portuguese
- Romanian
- Slovak
- Slovenian
- Spanish
- Swedish

EMJMD consortia are free to decide in which language(s) the joint study programme is delivered. The language section provides the list of all 24 official languages of the European Union. Applicants can add as many languages as relevant and their choice(s) must be clearly explained under the relevant award criteria.

### 4.4.9 Scientific areas

#### C.9 Scientific areas

##### Main area

- **Level 1**: Environmental and Geosciences (ENV)
- **Level 2**: Earth system science
- **Level 3**: Earth observations from space/remote sensing

##### Second area

- **Level 1**: Mathematics (MAT)
- **Level 2**: Pure and Applied Mathematics, mathematical foundations of computer science, mathematical physics and statistics
- **Level 3**: Analysis

##### Third area

- **Level 1**: Social Sciences and Humanities (SOC)
- **Level 2**: Cognition, psychology, linguistics, philosophy and education
- **Level 3**: Formal, cognitive, functional and computational linguistics
The list of "Scientific areas" – level 1, level 2 and level 3 – is available in annex to these instructions.

Applicant consortia have the possibility to select up to three different scientific areas among the list of domains provided in the drop-down lists. In order to do so they should:

- identify first the "main area" of the joint programme and select the relevant category under those provided under "level 1" and
- select the specific category under those provided under "level 2"; (both above-mentioned specifications are compulsory)
- if relevant, select a further sub-category under "level 3";
- repeat – where applicable – the above steps for the "second" and "third" scientific area covered by the joint programme.

4.4.10 Degree(s) intended to be awarded

Based on the EMJMD consortium composition with regard to Programme Country HEIs acting as partners (where applicable, including their affiliated entities), this section of the eForm will be generated automatically for each of these organisations. Note that this does not apply when a HEI is an associated partner.

Under this section the degree-awarding institutions will have to specify the type of degree(s) which will be awarded to successful students (joint/multiple/double degree), as well as the official name of each of these master degrees.

NOTE: All participating HEIs established in a Programme Country acting as partners in the EMJMD consortium (where applicable, including their affiliated entities) must be master degree-awarding institutions and must be able to demonstrate at application stage that they have fulfilled the external QA requirements of their jurisdiction (e.g. accreditation or evaluation) for the joint programme, i.e. the accreditation or evaluation of each degree-awarding Master programme on the basis of which the EMJMD programme is composed. 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.

Besides accreditation/evaluation, these national master degree-awarding programmes must be mutually recognised by the consortium HEI partners from Programme Countries and (where relevant) the degree awarding HEIs from Partner Countries. As the process of recognition of diplomas within the consortium can be a long-lasting process, consortia are advised to start this process at the earliest possible stage and have it concluded before the first EMJMD student intake starts.

C.10 Degree(s) intended to be awarded

The joint programme will result in the award of a *

- Erasmus Mundus Joint Master Degree
- Multiple/Double Master Degree

First, applicants have to select one or more of the 2 options provided to identify the type of degree(s) that will be delivered to successful students, i.e. Erasmus Mundus Joint Master Degree and/or Multiple/Double Master degree. Please note that, 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 (at least a double degree). If national legislation allows, joint degrees are encouraged, as they represent a full integration of the learning and teaching process.
In a second step, each of the Programme Country HEIs participating in the EMJMD consortium as partners will have to indicate in a table the accreditation/evaluation status of the degrees to be delivered.

**NOTE:** Depending on their "Role in the application" and the "Type of organisation", the eForm by default lists only the Programme Country HEIs that are participating as partners, and where relevant their affiliated entities. In view of the fact that a valid accreditation/evaluation of each degree-awarding Master programme at national level must be available, the table automatically creates a relevant line where data related to accreditation must be filled in.

The information to be provided concerns:

- the official name of the degree in the language of the degree awarding HEI;
- its translation into English, if available;
- the type of the degree, i.e.
  - a Multiple/Double Master Degree (National Master Degrees in the framework of the EMJMD (minimum)); or
  - an Erasmus Mundus Joint Master Degree;
- its accreditation status at the time of the application (i.e. already accredited or not8) and
- depending on the answer provided before:
  - the official date of accreditation
  - the ECTS credits of the degree-awarding Master programme and
  - the accreditation reference which can be alphanumeric (maximum 100 characters).

**NOTE:** In order to comply with the minimum requirements set in the Programme Guide, it is enough to demonstrate accreditation for each degree-awarding Master programme at a national level that composes the proposed EMJMD programme. This could be also the case of a single accreditation of the EMJMD, as a result for example of having successfully implemented the European Approach for Quality Assurance of Joint Programmes. In the eForm attachment "Proof of valid accreditations", each Programme Country HEI in question has to provide supporting evidence of accreditation(s)/evaluation(s) of the respective degree(s). The eligibility of the master degree(s) intended to be awarded will be cross-checked with the international contact points of the Erasmus+ National Agencies of the countries concerned. If available, a blank copy of the master degree diploma(s) should be included in the "Other relevant annexes" attachment (see point 5.5 below).

The EMJMD programme should be fully operational at the moment of application, and it is expected that the EMJMD study programme is mutually recognised as such by all degree awarding HEIs (from Programme Countries and Partner Countries) involved in the proposal.

The degree awarding institutions concerned are strongly invited to contact the international contact point of their respective Erasmus+ National Agency prior to the application deadline to verify the necessary documents they should provide (or to consult the relevant National Agency website if the information is available there). The National Agencies’ contact list is available at: [http://ec.europa.eu/programmes/erasmus-plus/national-agencies_en.htm](http://ec.europa.eu/programmes/erasmus-plus/national-agencies_en.htm)

### 4.5 Part D. EMJMD grant request

<table>
<thead>
<tr>
<th>Grant Request</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMJMD grant request</td>
<td>2 160 000,00 €</td>
<td>Must be less or equal to 3.160.000€</td>
</tr>
<tr>
<td>Additional scholarships for students from targeted regions of the world</td>
<td>372 000,00 €</td>
<td>Must be less or equal to 1.372.000€</td>
</tr>
<tr>
<td><strong>TOTAL EMJMD grant request</strong></td>
<td><strong>2 532 000,00 €</strong></td>
<td></td>
</tr>
</tbody>
</table>

8 Please be aware of the following eligibility requirement:
Higher education institutions (HEI) established in a Programme Country must be able to demonstrate at application stage the accreditation/evaluation at national level of each degree-awarding Master programme on the basis of which the EMJMD programme is composed. The same applies also for novel joint Master programmes that have not yet graduated students, i.e. the accreditation/evaluation by the competent instances is required at application stage as well. By choosing "No" the proposal may be declared ineligible.
The EMJMD grant is entirely composed of:

- the "Consortium management fees and the academic staff mobility" lump sum contribution and
- the lump sum per unit contribution relating to the "Erasmus Mundus Joint Master Degree student scholarships" scheme.

All elements (optional preparatory year, ECTS credits, EMJMD participation costs, estimated number of students to be enrolled, category of students, i.e. Programme/Partner Country students) on the basis of which the grant is automatically calculated, are requested in the preformatted Excel table “EMJMD Grant request” which is one of the mandatory attachments of the eForm (see point 2.3 above).

**NOTE:** The field/line "Additional scholarships for students from targeted regions of the world" appears only if the applicants have opted to apply for those scholarships.

It is mandatory to enter in Part D. of the eForm the requested grant amount(s) as calculated by the “EMJMD Grant request” Excel table (EMJMD grant request and – if applicable – request for additional scholarships for targeted regions of the world). Applicants are asked to enter in the relevant field(s) only the total amount(s) of the EMJMD grant as calculated by the Excel table. Please note that the total amount(s) in the Excel table and in the grant request field(s) must be identical.

### 4.6 Part E. List of affiliated entities

For any organisation (e.g. P2, P3, Pn) identified as "Affiliated entity" (see Part A.1 - "Role in the application")

<table>
<thead>
<tr>
<th>A.1 Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Partner number:</strong></td>
</tr>
<tr>
<td><strong>Role in the application:</strong></td>
</tr>
</tbody>
</table>

A table listing those affiliated entity(ies) will be created under this part of the eForm.

### E. List of affiliated entities

<table>
<thead>
<tr>
<th>Affiliated entity</th>
<th>Name of the applicant/partner organisation to which this entity is affiliated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From a dropdown list with the name of organisations involved in the consortium the link to either the applicant (P1) or one of the partner organisations (e.g. P2, P3, Pn) must be indicated.
CHAPTER 5  THE APPLICATION PACKAGE - MANDATORY / OPTIONAL ATTACHMENTS

Up to this point, you have entered all the information required to complete the application form which is the first of the five (5) mandatory parts of the Application Package. The next steps are to upload to the eForm the following attachments:

- **Mandatory attachments**
  1. **Proof of valid accreditations** 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**
     - Mandatory only if the EMJMD applies for additional scholarships for students from targeted regions of the world.
  4. **EMJMD Grant request**
  5. **Declaration on Honour** by the Legal Representative of the Applicant Organisation & Mandates by each partner granting power of attorney to the applicant/coordinator

An error message will appear if any of these attachments are not uploaded on the eForm preventing the submission of the proposal.

- **Optional attachment**

  - Other relevant annexes composed by any of the documents listed under point 5.5 below and considered relevant to the proposal.

There is a limit of 10MB to the total (combined) size of all contents of the Application Package. For more information on how to attach these documents to your eForm, please refer to “Step 5 – Attachments”, of the User Guide.

5.1 **Proof of valid accreditation(s) of the EMJMD**

In the attachment “Proof of valid accreditations”, applicants are requested to demonstrate that the EMJMD components are duly accredited / evaluated. This section is applicable to Higher Education Institutions from Programme Countries involved in the EMJMD as partners.

In order to comply with the EMJMD minimum requirements set in the Erasmus+ Programme Guide 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.

- Where external quality assurance at programme level is compulsory at national level (e.g. accreditation or evaluation), proof of this by the national competent authorities can:
  - result from having successfully implemented the European Approach for Quality Assurance of Joint Programmes (if national legislation allows), or
  - be based on the individual accreditation decisions for each national component on the basis of which the EMJMD is composed.
- Where system/institutional accreditation applies, i.e. HEIs self-accredit their study programmes, proof of valid accreditations can take the form of:
  - evidence of the corresponding national legislation that gives the right to the HEIs to offer study programmes and award Master's Degrees, and/or
  - evidence of the relevant internal decisions of the HEIs to deliver the national components of the proposed EMJMD study programme.
Should the proposed EMJMD has been successfully evaluated/quality assured by applying the European Approach for Quality Assurance of Joint Programmes, proof of having carried out this single evaluation must be provided as well.

Please mark each proof of accreditation included in this attachment with the "Partner number" and the "Name of the Master Degree Awarding Organisation" as shown in part C.10 of the eForm.

### 5.2 Detailed description of the project

The mandatory attachment "Description of the project" and also the attachment "Award criterion for additional scholarships" - in case the applicants have opted to apply for those scholarships, is/are the key document(s) where applicants describe their project in detail and on which the assessment will be focused on. They must be completed in one language only (the same language as used in the eForm part) which must be an official EU language and understood by all consortium members. This is also in line with the "Declaration on Honour" stating all the partners involved in the implementation of the project. In addition, it is important that the application is compiled in one language only, as those assessing the application should be able to understand all its parts.

The English, French and German versions of both annexes can be found on the EMJMD 'Funding' website: [https://eacea.ec.europa.eu/erasmus-plus/funding/key-action1-erasmus-mundus-joint-master-degrees-2020_en](https://eacea.ec.europa.eu/erasmus-plus/funding/key-action1-erasmus-mundus-joint-master-degrees-2020_en)

#### 5.2.1 Description of the project: Award criteria 1, 2, 3, 4 & Projects implemented /Skills and expertise /Other EU grants

| Word, PDF annex maximum 40 pages | Times New Roman - Font 11 |

This attachment is divided into four (4) parts:
- 1st: award criteria, where applicants answer the award criteria questions;
- 2nd: projects/activities implemented by each EMJMD consortium member;
- 3rd: short presentation of the key staff directly involved in the project;
- 4th: predefined tables for providing data on other EU funding received or applied for.

All text fields in every section of this award criteria annex need to be filled in. As this is a word document, it is possible to insert pictures and diagrams into the document, but within the page limit. The maximum number of pages and the use of font type and size mentioned above (i.e. **maximum 40 pages in total for the four 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) must be respected in order to avoid potential problems during the submission of your application. If the maximum number of pages is exceeded, the assessment of your proposal will only take into account the information provided up to this maximum.

Provide a short presentation of each consortium organisation (applicant and partners) and the key staff members directly involved in the project. You should use the same partner number as in the eForm (P1 for the applicant organisation, followed by P2, P3, Pn), and indicate the name of the respective organisation. **The maximum number of characters is indicated for each section (spaces do not count). For adding information in new columns/rows of the tables, please use the copy-paste function of your computer.**

The description of projects/activities implemented by the consortium organisations should include the scope of the organisation's work, its areas of specific expertise and competence in relation to the joint programme proposed. Detail the specific tasks that will be allocated to each organisation during the implementation and evaluation of the joint programme. If the proposal involves organisations from Erasmus+ Partner Countries, explain how the participation of these organisations adds value to the project. **A maximum of 2.000 characters may be written for each organisation.** If the maximum number of characters is exceeded, the assessment of your proposal will only take into account the information provided up to this maximum.
Demonstrate the specific expertise of the key staff directly involved in the project. Describe their skills and experience relevant for the joint programme from an academic/research, financial management and/or administrative point of view. There should be at least one person identified per consortium member (applicant and partners) with a maximum of three (e.g. one administrator and two academics/researchers). A maximum of 750 characters may be written for each key staff profile. If the maximum number of characters is exceeded, the assessment of your proposal will only take into account the information provided up to this maximum.

List the projects for which the applicant organisation only, or the department responsible for the management of this application, has received financial support from EU programmes or initiatives during the last financial year. Please also list any EU grant applications submitted by the applicant organisation or the department responsible for the project proposal, as well as by partners for the same /similar /closely linked project during the last financial year and indicate the EU Programme concerned and the amount requested. This information will be used before the end of the selection procedure to ensure the absence of double funding for the same project.

5.2.2 Award criterion for additional scholarships for students from targeted regions of the world

Word, PDF annex: maximum 5 pages - Times New Roman - Font 11

This attachment becomes mandatory only if the proposal includes a request for additional scholarships for students from targeted regions of the world (section C.6 in the eForm is “Yes”). The information should not exceed 5 pages in total. If the maximum number of pages is exceeded, the assessment of your proposal will only take into account the information provided up to this maximum.

5.3 EMJMD Grant request

The mandatory attachment EMJMD Grant request will be used for calculating the grant request. With this attachment applicants are invited to provide some key information on their joint programme. This information is important for calculating the “Grant request” for this proposal (see Part D of the eForm).

The EMJMD grant is entirely composed of:

a) the "Consortium management costs and costs for invited scholars and guest lecturers" lump sum contribution and

b) the lump sum per unit contribution relating to the "Erasmus Mundus Joint Master Degree student scholarships” scheme.

The elements upon which the grant is automatically calculated, are requested in the preformatted Excel table "EMJMD Grant request" which is a mandatory attachments of the eForm (see point 2.2 above). Applicants are asked to enter in the field under Part D of the eForm only the total amount of the EMJMD grant as calculated in the Excel table and if applicable the amount calculated by the Excel table for additional scholarships for students from targeted regions of the world. Please note that the EMJMD grant amount (and where applicable, the amount for additional scholarships for students from targeted regions of the world) in the Excel table and in Part D of the eForm “Grant request” must be identical.

► EMJMD preparatory year (optional)

0) EMJMD preparatory year *:

Does the consortium plan to undertake the preparatory year? *

Yes
No

Considering the eligibility conditions stipulated in sections 2.3 and 4.4.7 above, consortia will be able to choose if they will carry out a preparatory or not following the Agency notification of being selected for funding. In budgetary terms, consortia that have opted not to implement the EMJMD preparatory year, the lump sum contribution to the "Consortium management costs and costs for invited scholars and guest lecturers" will be lowered by 20 000 EUR and amount to maximum 200 000 EUR.
EMJMD study programme (ECTS credits)

1) **EMJMD study programme**: 

The type of the EMJMD study programme can be either **60, 90** or **120 ECTS** credits corresponding to **2, 3** or **4** academic semesters.

**EMJMD participation costs**

EMJMD participation costs are any mandatory administrative/operational cost related to the participation of the student in the EMJMD study programme (e.g. tuition, social security and insurance coverage, access to library, issuing of the diploma, etc.) not offered by the consortium and charged to enrolled students.

The amounts to be provided must be in EUR (€) and represent the participation costs charged for the entire study period. If necessary, consortia can define different amounts for Programme and Partner Country students. Detailed information on what the participation costs cover, the way they are calculated and, if applicable, their estimated evolution during the period covered by the grant agreement has to be provided in the answers to the relevant award sub-criteria (e.g. 3.4).

If the mandatory participation costs for any of the two categories exceed the EMJMD maximum contribution included in the student’s scholarships scheme, the consortium has to explain (under sub-criterion 3.4) how and by whom the difference between this maximum contribution and the actual participation costs are covered. They cannot be charged to the EMJMD scholarship holder.

If other non-mandatory participation costs will be charged to students for their participation in specific activities, these costs must be specified to the students, no later than at the application for student scholarships period and also in the student agreement.

Indicatively, the table below shows that for an EMJMD of **120 ECTS (4 semesters)** the participation costs for a Programme Country student amount to **11 000 EUR** and for a Partner Country student **20 000 EUR**. As both amounts exceed the EMJMD maximum contribution to the student participation costs, i.e.:

- Programme Country student
  - maximum 2 250 EUR per semester × 4 semesters = **9 000 EUR**
- Partner Country student
  - maximum 4 500 EUR per semester × 4 semesters = **18 000 EUR**

the EMJMD scholarship is capped to the ceilings above and consortia should explain not only how their student participation costs have been calculated, but also demonstrate in what way the difference of 2 000 EUR will be waived for the EMJMD students.

2) **EMJMD participation costs**: 

| EMJMD student participation costs (entire study period) charged by the consortium will be *: |
|-------------------------------------------------|------------------|------------------|
| Amount in EURO-€ for a Programme Country student (entire study period) *: | € 11,000 |
| Amount in EURO-€ for a Partner Country student (entire study period) *: | € 20,000 |

**EMJMD contribution to the student participation costs (EMJMD scholarship holders) per semester will be:**

| Amount in EURO-€ per semester (30 ECTS) for a Programme Country student: | € 2,250 |
| Amount in EURO-€ per semester (30 ECTS) for a Partner Country student: | € 4,500 |
Similarly, in cases where the calculation of the student participation costs results in a lower amount than the maximum available, the EMJMD scholarship amount is capped to the amount requested. For example (see table below), if for an EMJMD of 60 ECTS (2 semesters) the participation costs for a Programme Country student amount to 4 000 EUR and for a Partner Country student 6 000 EUR, the EMJMD contribution to the student participation costs will be as follows:

- Programme Country student
  2 000 EUR per semester * 2 semesters = 4 000 EUR
- Partner Country student
  3 000 EUR per semester * 2 semesters = 6 000 EUR

2) EMJMD participation costs :

The Excel table allows the validation of the above parameters, resulting in an automatic calculation of the appropriate EMJMD contribution to the student participation costs and consequently of the “Grant request” amount in EUR (€).

► Estimated number of students

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), bearing in mind that:

- under the 2020 EMJMD call for proposals a total of maximum 60 scholarships for four consecutive intakes, i.e. an average of 15 scholarships per intake may be funded. The Excel table allows consortia to apply for the maximum number of scholarships for the four intakes, and will invalidate the calculations if the maximum number of scholarship requests entered is not respected;
- subject to the overall requests for scholarships and the budget available scholarships requests of the EMJMDs to be funded may be reviewed;
- 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). Please note that this minimum percentage of EMJMD scholarship holders from Partner Countries (75%) takes into account the additional scholarships for targeted regions, financed by EU external funding Instruments (Heading 4 & EDF).
- 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)

Indicatively, the table below show estimations of students to be enrolled in an EMJMD by taking into consideration the above parameters.
As explained in Chapter 3, applicant consortia may opt to apply for additional scholarships for students from specific regions/countries of the world. Indicatively, an EMJMD consortium selected for funding may receive 28 additional scholarships for the four (4) EMJMD intakes.

Applicants must indicate the number of students from the regions targeted by the consortium under the "Heading 4 & EDF" table below:

### Estimated number of additional student scholarships

#### Heading 4 & EDF

Depending on the overall total number of scholarship requests received and the budget available, EMJMDs proposed for funding may receive up to 28 additional scholarships.

The Excel table validates the scholarship requests as to the maximum number of scholarships which cannot be higher than 28 for the regions/countries financed by the EU external funding instruments IPA, ENI, DCI, PI and EDF.

### EMJMD Grant request

#### Heading 1

The EMJMD grant is entirely composed by:

- the "Consortium management fees and the academic staff mobility” lump sum contribution
- the lump sum per unit contribution relating to the "Erasmus Mundus Joint Master Degree student scholarships“ scheme.

All elements, on the basis of which the grant is automatically calculated, are requested in this Excel table. As a result, applicants are asked to enter only the total EMJMD Grant request amount as calculated by the Excel table in Part D "Grant request" of the eForm.

The components defining the amount of the "Grant request" are as follows:
a) Erasmus Mundus Joint Master Degree management

A contribution relating to the:

- management costs and costs for invited scholars and guest lecturers as follows:
  - 20,000 EUR for the optional preparatory year
  - 50,000 EUR per intake of the EMJMD

  **NOTE:** EMJMD consortia must plan the engagement of at least 4 invited scholars/guest lecturers per intake (per EMJMD edition) for a minimum total duration of eight (8) weeks.

b) Erasmus Mundus Joint Master Degree student scholarships

The level of the EMJMD student scholarship amount varies according to:

- the length of the EMJMD study programme (60/90/120 ECTS credits)

- the estimated number of EMJMD scholarship holders as summed up by:
  - the estimated number of EMJMD Programme Country scholarship holders, and
  - the estimated number of EMJMD Partner Country scholarship holders. Note that a minimum 75% of EMJMD scholarships must be for students from Partner Countries. In the EMJMD call 2020, this minimum percentage of EMJMD scholarship holders from Partner Countries takes into account the additional scholarships for targeted regions, financed by EU external funding Instruments.

- the 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 and installation costs differentiated by the place of residence 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)

  **NOTE:** The excel table will calculate the travel costs of Programme Country scholarships in the anticipation of scholarship holders under this category being resident in a Partner Country situated at 4,000 km or more from the EMJMD coordinating HEI.

  **NOTE:** The excel table will calculate the amount of 1,000 EUR for installation costs also for the Programme Country scholarships in the anticipation of scholarship holders under this category being resident in a Partner Country.

  **NOTE:** Any unspent scholarship amounts for travel/installation costs (difference between maximum contribution awarded and actual contribution paid) can be accumulated and transferred to the next intake(s) and form part of a full EMJMD scholarship that can be awarded to a student of that intake.

- 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 (maximum 12 months)
  - 18,000 EUR for a EMJMD study programme of 90 ECTS (maximum 18 months)
  - 24,000 EUR for a EMJMD study programme of 120 ECTS (maximum 24 months)
NOTE: Contribution to subsistence costs are not awarded to scholarship holders for the course periods (study/research/placement/thesis preparation) spent in their country of residence, nor to scholarship holders from a Partner Country for the EMJMD periods exceeding one trimester (i.e. 3 months or the equivalent of 15 ECTS credits) spent in any Partner Country.

EMJMD consortia selected for funding may be awarded a maximum of 60 scholarships covering four consecutive student intakes. However, the student figures (both EMJMD scholarship holders and self-funded students) must be estimated with diligence and thereby reflect the consortium’s operational capacity, the realistic perspectives to enrol students in the respective academic field, etc. EMJMD consortia that have applied for less than 60 scholarships will not receive more scholarships than those requested.

The table below illustrates how an EMJMD grant request is composed based on the following parameters:

- optional preparatory year (Excel table)
- length of the study programme (Excel table)
- number of EMJMD scholarship holders (Excel table)
- EMJMD student participation costs (Excel table)

### EMJMD Grant request

<table>
<thead>
<tr>
<th>Contribution to the consortium management costs and academic staff mobility</th>
<th>Lump sum</th>
<th>€ 220,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Heading 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 ECTS credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EMJMD Grant request</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contribution to the students’ participation costs in the EMJMD</td>
<td>Lump sum in the form of cost subsidies</td>
<td>€ 4,500</td>
</tr>
<tr>
<td>Contribution to the students’ travel and installation costs</td>
<td>Lump sum in the form of cost subsidies</td>
<td>€ 4,000</td>
</tr>
<tr>
<td>Contribution to the students’ subsistence costs</td>
<td>Lump sum in the form of cost subsidies</td>
<td>€ 12,000</td>
</tr>
<tr>
<td><strong>TOTAL EMJMD scholarship scheme (Heading 1)</strong></td>
<td></td>
<td>€ 20,500</td>
</tr>
<tr>
<td><strong>TOTAL EMJMD Grant request (Heading 2)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Similarly, the EMJMD grant request is calculated along the following lines when parameters change as follows:

- optional preparatory year (Excel table)
- length of the study programme (Excel table)
- number of EMJMD scholarship holders (Excel table)
- EMJMD student participation costs (Excel table)
### EMJMD Grant request

<table>
<thead>
<tr>
<th>Contribution to the consortium management costs and academic staff mobility</th>
<th>Lump sum</th>
<th>€ 220,000</th>
</tr>
</thead>
</table>

#### 120 ECTS credits

<table>
<thead>
<tr>
<th>Heading 1</th>
<th>ENMID Grant request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contribution to the students’ participation costs in the ENMID</td>
<td>€ 8,000</td>
</tr>
<tr>
<td>Contribution to the students’ travel and installation costs</td>
<td>€ 7,000</td>
</tr>
<tr>
<td>Contribution to the students’ subsistence costs</td>
<td>€ 24,000</td>
</tr>
</tbody>
</table>

**TOTAL EMNMD scholarship scheme (Heading 1)**: € 39,000

**TOTAL EMNMD Grant request (Heading 1)**: € 2,271,000

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**EMJMD Grant request - Heading 4 & EDF**

In case applicants have opted to apply for additional scholarships for students from one or several specific regions/countries of the world, the Excel table will automatically calculate the grant request amount for these scholarships. Based on the parameters of an EMJMD Master course of **120 ECTS credits** and a “Contribution to students’ participation costs” for Partner Country students of **8,000 EUR / year** the grant request for Heading 4/EDF scholarships will be as follows:

<table>
<thead>
<tr>
<th>Heading 4 &amp; EDF</th>
<th>ENMID Grant request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contribution to the students’ participation costs in the ENMID</td>
<td>€ 16,000</td>
</tr>
<tr>
<td>Contribution to the students’ travel and installation costs</td>
<td>€ 7,000</td>
</tr>
<tr>
<td>Contribution to the students’ subsistence costs</td>
<td>€ 24,000</td>
</tr>
</tbody>
</table>

**TOTAL EMNMD scholarship scheme (Heading 4 & EDF)**: € 47,000

The EMJMD grant request for Heading 4 & EDF scholarships must be entered in the relevant field under Part D. of the eForm.

**NOTE:** When estimating the number of students to be enrolled in the EMJMD programme, i.e. with EMJMD scholarships and without EMJMD support [see above], consortia should bear in mind that the proportion of students without EMJMD support should correspond to **approximately 25%** of EMJMD scholarship holders. Such students are either self-paying students or students who have been awarded a scholarship from another non-EU scheme (e.g. scholarships funded by the participating HEIs and/or public or private sponsors). Although the Erasmus+ Programme does not enforce the above ratio, it should be understood as one of the elements attesting to the sustainability prospects of the EMJMD programme after its initial funding period.
5.4 Declaration on Honour by the Legal Representative of the applicant organisation & Mandates by each partner granting power of attorney to the applicant/coordinator

The predefined forms for the Declaration on Honour and the Mandates must be attached to the eForm, completed and signed by the respective legal representatives of the applicant and the partners.

The Declaration on Honour (in format PDF) should be attached and signed by the coordinating HEI applying for an EMJMD grant.

The Declaration on Honour certifies that all information contained in the application, including the project description, is correct, to the best knowledge of the person identified as legal representative of the applicant organisation, who is familiar with the contents of the application form and annexes. The Declaration confirms that the applicant organisation and partners have the financial and operational capacity to complete the proposed project. The legal representative of the applicant organisation takes note that, under the provisions of the Financial Regulation applicable to the general budget of the European Union, grants may not be awarded to applicants who are in any of the situations defined in the “exclusion criteria”.

The Declaration on Honour must be printed, signed by the legal representative of the applicant organisation, scanned and attached to the eForm.

The attachment must be complemented by the Mandates completed and signed by the legal representative of each partner. With the Mandate, a partner grants power of attorney to the applicant to act in its name and for its account during the implementation of the action. This document clearly describes the role and responsibilities of the partner in the design and implementation of the EMJMD. In case of successful proposals, the Mandates will be annexed to the multi-beneficiary grant agreement.

Templates of the Declaration on Honour and of the Mandate can be downloaded on the following link: https://eacea.ec.europa.eu/erasmus-plus/funding/key-action1-erasmus-mundus-joint-master-degrees-2019_en

5.5 Other relevant annexes comprising elements considered relevant to the proposal.

If deemed necessary, applicants have the possibility to compile the non-compulsory attachment “Other relevant annexes” and attach it to the eForm. 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 annex cannot replace essential information expected 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. In this context, the following documents should be included under “Other relevant annexes”: (the list should be understood as exhaustive)

1) needs analysis of the proposed EMJMD course;
2) business plan of implementing 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 diplomas(s) [see section 4.4.10, above];
5) model of Diploma Supplement;
6) (draft) consortium agreement;
7) (draft) student agreement.

The annex must not exceed 50 pages.
### 5.6 Proposal submitted under previous Erasmus+ EMJMD call for proposals

**Application’s reference(s)**

Has this or a similar application already been submitted under a previous call for proposals?

- [ ] Yes
- [ ] No

Please provide the first 6 digits of the reference number of the previous (last) application. *

In this field, applicants must indicate whether this proposal was already submitted under a previous Erasmus+ EMJMD calls for proposals (2014, 2015, 2016, 2017, 2018 and 2019) and where applicable, provide the application reference number.

For previously submitted applications, the application number was composed by groups of digits followed by groups of letters (e.g. 567895-EPP-1-2015-1-EN-EPPKA1-JMD-MOB). Please provide the 6 first digits (e.g. 567895) of the lastly submitted EMJMD application.
## ANNEX – SCIENTIFIC AREAS

### Chemistry (CHE)

#### Synthetic Chemistry and Materials
- Biomaterials, Biomaterials synthesis
- Chemistry of condensed matter
- Colloid chemistry
- Combinatorial chemistry
- Coordination chemistry
- Corrosion
- Intelligent materials, self-assembled materials
- Ionic liquids
- Macromolecular chemistry
- Materials for sensors
- Molecular chemistry
- Nanochemistry
- Nano-materials (production and properties)
- New materials: oxides, alloys, composite, organic-inorganic hybrid, nanoparticles
- Porous materials
- Solid state materials
- Structural properties of materials
- Supramolecular chemistry
- Surface modification
- Thin films

#### Physical and Analytical Chemical Sciences
- Analytical chemistry
- Chemical instrumentation
- Chemical reactions: mechanisms, dynamics, kinetics and catalytic reactions
- Electrochemistry, electrodialysis, microfluidics, sensors
- Method development in chemistry
- Molecular architecture and structure
- Photochemistry
- Physical chemistry
- Physical chemistry of biological systems
- Radiation and nuclear chemistry
- Spectroscopic and spectrometric techniques
- Surface chemistry
- Theoretical and computational chemistry

#### Organic/environmental/food chemistry
- Biogeochemistry, biogeochemical cycles, environmental chemistry
- Environment chemistry
- Food chemistry
- Forensic chemistry
- Heterocyclic chemistry
- Medicinal chemistry
- Organic chemistry
- Peptide chemistry
- Polymer chemistry
- Translational chemistry

### Economic Sciences (ECO)

#### Economics, finance and management
- Banking & Finance
- Behavioural economics
- Cluster development
- Competitiveness, innovation, research and development
- Econometrics, statistical methods
Economic geography
Economic history, development
Entrepreneurship
Financial markets, asset prices, international finance
Human resource management
Industrial economics
Innovation Management
International trade
Labour economics, income distribution and poverty
Macroeconomics
Microeconomics
Natural resources and environmental economics
Organization studies: theory & strategy, industrial organisation
Public administration
Public economics
Research management
Social economics
Urban and regional economics

**Information Science and Engineering (ENG)**

**Computer science and informatics**

- Algorithms, distributed, parallel and network algorithms, algorithmic game theory
- Artificial intelligence, intelligent systems, multi agent systems
- Bioinformatics, e-Health, medical informatics
- Cognitive science, human computer interaction, natural language processing
- Complexity and cryptography, electronic security, privacy, biometrics
- Computational geometry, theorem proving, symbolic, algebraic computations
- Computer architecture, pervasive computing, ubiquitous computing
- Computer games, multi-media, augmented and virtual reality
- Computer graphics, computer vision, multimedia, computer games
- Computer systems, parallel/distributed systems, grid, cloud processing systems
- e-commerce, e-business, computational finance
- e-learning, user modelling, collaborative systems
- Informatics and information systems
- Intelligent robotics, cybernetics
- Internet and semantic web, database systems and libraries
- Machine learning, statistical data processing and applications using signal processing (e.g. speech, image, video)
- Numerical analysis, simulation, optimisation, modelling tools, data mining
- Ontologies, neural networks, genetic programming, fuzzy logic
- Scientific computing and data processing
- Sensor networks, embedded systems, hardware platforms
- Software engineering, operating systems, computer languages
- Theoretical computer science, formal methods, quantum computing

**Systems and Communication Engineering: Electrical, electronic, communication, optical and systems engineering**

- Control Engineering
- Diagnostic and implantable devices, environmental monitoring
- Electrical and electronic engineering: semiconductors, components, systems
- Electronics, photonics
- Man-machine-interfaces
- Nano engineering
- Networks (communication networks, sensor networks, networks of robots, etc.)
- Optical engineering, photonics, lasers
- Signal processing
- Simulation engineering and modelling
- Systems engineering, sensorics, actomics, automation
- Wireless communications, communication, high frequency, mobile technology

**Products and Processes Engineering: Product design, process design and control, construction methods, civil engineering, energy processes, material engineering**
<table>
<thead>
<tr>
<th>Aerospace engineering</th>
<th>Architecture, smart buildings, smart cities, urban engineering</th>
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<tbody>
<tr>
<td>Chemical engineering, technical chemistry</td>
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<tr>
<td>Civil engineering, maritime/hydraulic engineering, geotechnics, waste treatment</td>
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<tr>
<td>Computational engineering and computer aided design</td>
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<tr>
<td>Energy collection, conversion and storage, renewable energy</td>
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<tr>
<td>Energy systems, smart energy, smart grids, wireless energy transfer</td>
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<tr>
<td>Environmental engineering and geotechnics</td>
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<tr>
<td>Fluid mechanics, hydraulic-, turbo-, and piston engines</td>
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<tr>
<td>Industrial bioengineering</td>
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<tr>
<td>Industrial design (product design, ergonomics, man-machine interfaces, etc.)</td>
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<tr>
<td>Lightweight construction, textile technology</td>
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<tr>
<td>Materials engineering</td>
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<tr>
<td>Mechanical and manufacturing engineering (shaping, mounting, joining, separation)</td>
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<tr>
<td>Production technology, process engineering</td>
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<tr>
<td>Sustainable design (for recycling, for environment, eco-design)</td>
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<tr>
<td>Transport engineering, intelligent transport systems</td>
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**Environmental and Geosciences (ENV)**

**Environment and society**
- Environmental regulations and climate negotiations
- Geographical information systems, cartography
- Mobility and transportation
- Population dynamics
- Social and industrial ecology
- Spatial and regional planning
- Sustainability sciences, environment and resources
- Urbanization and urban planning, cities

**Earth system science**
- Atmospheric chemistry, atmospheric composition, air pollution
- Climatology and climate change
- Earth observations from space/remote sensing
- Geochemistry, crystal chemistry, isotope geochemistry, thermodynamics
- Geology, tectonics, volcanology
- Geomagnetism, paleomagnetism
- Hydrology, water and soil pollution
- Meteorology, Atmospheric physics and dynamics
- Mineralogy, petrology, igneous petrology, metamorphic petrology
- Natural Hazards
- Natural Resources Exploration and Exploitation
- Oceanography
- Ozone, upper atmosphere, ionosphere
- Paleoclimatology, paleoecology
- Physical geography
- Physics of earth's interior, seismology, volcanology
- Pollution (water, soil), waste disposal and treatment
- Sedimentology, soil science, palaeontology, earth evolution
- Terrestrial ecology, land cover change
- Water management

**Evolutionary, population and environmental biology**
- Animal behaviour
- Biodiversity, comparative biology
- Biogeography, macro-ecology
- Conservation biology, ecology, genetics
- Environmental and marine biology
- Environmental toxicology at the population and ecosystems level
- Population biology, population dynamics, population genetics
- Species interactions (e.g. food-webs, symbiosis, parasitism, mutualism)
- Systems evolution, biological adaptation, phylogenetics, systematics, comparative biology
## Applied Life Sciences and Non-Medical Biotechnology

- Agriculture related to animal husbandry, dairying, livestock raising
- Agriculture related to crop production, soil biology and cultivation, applied plant biology
- Agroindustry
- Applied biotechnology (non-medical), bioreactors, applied microbiology
- Aquaculture, fisheries
- Biohazards, biological containment, biosafety, biosecurity
- Biomimetics
- Crop protection and production
- Environmental biotechnology, bioremediation, biodegradation
- Food sciences
- Forestry, biomass production (e.g. for biofuels)
- Pest control
- Synthetic biology, chemical biology and new bio-engineering concepts

## Life Sciences (LIF)

### Molecular and Structural Biology and Biochemistry

- Biophysics
- DNA synthesis, modification, repair, recombination and degradation
- Metabolism
- Molecular biology and interactions
- Protein synthesis, modification and turnover
- RNA synthesis, processing, modification and degradation
- Structural biology

### Genetics, Genomics, Bioinformatics and Systems Biology

- Applied genetic engineering, transgenic organisms, recombinant proteins, biosensors
- Bioinformatics
- Biological systems analysis, modelling and simulation
- Biostatistics
- Computational biology
- Epigenetics and gene regulation
- Genetic epidemiology
- Genomics, comparative genomics, functional genomics
- Glycomics
- Metabolomics
- Molecular genetics, reverse genetics and RNAi
- Proteomics
- Quantitative genetics
- Systems biology
- Transcriptomics

### Cellular and Developmental Biology

- Animal-related development, development genetics, pattern formation and embryology
- Apoptosis
- Cell biology and molecular transport mechanisms
- Cell cycle and division
- Cell differentiation, physiology and dynamics
- Cell genetics
- Cell signalling and cellular interactions
- Development, developmental genetics, pattern formation and embryology in plants
- Morphology and functional imaging of cells
- Organelle biology
- Signal transduction
- Stem cell biology

### Physiology, Pathophysiology and Endocrinology

- Ageing
- Cancer and its biological basis
- Cardiovascular diseases
- Comparative physiology and pathophysiology
<table>
<thead>
<tr>
<th>Endocrinology</th>
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<tbody>
<tr>
<td>Metabolism, biological basis of metabolism related disorders</td>
<td></td>
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<tr>
<td>Non-communicable diseases (except for neural/psychiatric, immunity-related, metabolism-related disorders, cancer and cardiovascular diseases)</td>
<td></td>
</tr>
<tr>
<td>Organ physiology and pathophysiology</td>
<td></td>
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</tbody>
</table>

### Neurosciences and neural disorders
- Behavioural neuroscience (e.g. sleep, consciousness, handedness)
- Cognition (e.g. learning, memory, emotions, speech)
- Developmental neurobiology
- Mechanisms of pain
- Molecular and cellular neuroscience
- Neuroanatomy and neurophysiology
- Neurochemistry and neuropharmacology
- Neuroimaging and computational neuroscience
- Neurological disorders (e.g. Alzheimer's disease, Huntington's disease, Parkinson's disease)
- Psychiatric disorders (e.g. schizophrenia, autism, Tourette's syndrome, obsessive compulsive disorder, depression, bipolar disorder, attention deficit hyperactivity disorder)
- Sensory systems (e.g. visual system, auditory system)
- Systems neuroscience

### Immunity and infection
- Adaptive immunity
- Bacteriology
- Biological basis of immunity related disorders
- Immunogenetics
- Immunological memory and tolerance
- Immunosignalling
- Innate immunity and inflammation
- Microbiology
- Parasitology
- Phagocytosis and cellular immunity
- Prevention and treatment of infection by pathogens (e.g. vaccination, antibiotics, fungicide)
- Veterinary medicine and infectious diseases in animals
- Virology

### Diagnostic tools, therapies and public health
- Diagnostic tools (e.g. genetic, imaging)
- Environment and health risks, occupational medicine
- Gene therapy, cell therapy, regenerative medicine
- Health services, health care research
- Medical engineering and technology
- Medical ethics
- Medical pathology
- Medical physics
- Pharmacology, pharmacogenomics, drug discovery and design, drug therapy
- Public health and epidemiology
- Radiation therapy
- Surgery

### Mathematics (MAT)

#### Pure and Applied Mathematics, mathematical foundations of computer science, mathematical physics and statistics
- Algebra
- Algebraic and complex geometry
- Algorithms and complexity
- Analysis
- Application of mathematics in sciences
- Control theory and optimisation
- Discrete mathematics and combinatorics
- Geometry
- Lie groups, Lie algebras
- Logic and foundations
Mathematical aspects of computer science
Mathematical physics
Number theory
Numerical analysis and scientific computing
ODE and dynamical systems
Operator algebras and functional analysis
Probability and statistics
Theoretical aspects of partial differential equations
Topology

**Physics (PHY)**

**Fundamental constituents of matter**

- Acoustics
- Atomic, molecular physics
- Classical physics
- Electromagnetism
- Fundamental interactions and fields
- Gas and plasma physics
- General physics
- Lasers, ultra-short lasers and laser physics
- Metrology and measurement
- Non-linear physics
- Nuclear astrophysics
- Particle physics
- Quantum optics and quantum information
- Relativity
- Statistical physics (gases)
- Thermodynamics

**Condensed matter physics**

- Electronic properties of materials and transport
- Fluid dynamics (physics)
- Magnetism and strongly correlated systems
- Mechanical and acoustical properties of condensed matter, Lattice dynamics
- Mesoscopic physics
- Molecular electronics
- Nanophysics: nanoelectronics, nanophotonics, nanomagnetism, nanoelectromechanics, etc.
- Phase transitions, phase equilibria
- Semiconductors
- Soft condensed matter
- Spintronics
- Statistical physics (condensed matter)
- Structure of solids and liquids
- Superconductivity
- Superfluids
- Thermal properties of condensed matter
- Transport properties of condensed matter

**Universe sciences**

- Astrobiology
- Clusters of galaxies and large scale structures
- Cosmology
- Dark matter, dark energy
- Formation and evolution of galaxies
- Formation of stars and planets
- Gravitational astronomy
- High energy and particles astronomy - X-rays, cosmic rays, gamma rays, neutrinos
- Instrumentation - telescopes, detectors and techniques
- Interstellar medium
- Nuclear physics
- Planetary systems sciences
### Relativistic astrophysics
- Solar and interplanetary physics
- Space Sciences
- Stars and stellar systems
- Surface physics
- Surface science and nanostructures
- The Galaxy

### Social Sciences and Humanities (SOC)

#### Sociology, social anthropology
- Ageing, work, social policies
- Attitudes and beliefs
- Ethnography
- Globalisation, migration, interethnic relations
- Inequalities, discrimination, prejudice, aggression and violence, antisocial behaviour
- Kinship, cultural dimensions of classification and cognition, identity, gender
- Myth, ritual, symbolic representations, religious studies
- Social influence; power and group behaviour; classroom management
- Social integration, exclusion, prosocial behaviour
- Social structure, social mobility
- Transformation of societies, democratization, social movements

#### Political science, law, communication
- Communication networks, media, information society
- Digital social research
- Global and transnational governance, international law, human rights
- History of science and technology
- Human, economic and social geography
- Legal systems, constitutions, foundations of law
- Political systems and institutions, governance
- Private, public and social law
- Social studies of science and technology

#### Cognition, psychology, linguistics, philosophy and education
- Clinical and experimental psychology
- Education policy
- Education: systems and institutions, teaching and learning
- Epistemology, logic, philosophy of science
- Ethics and morality, bioethics
- Evolution of mind and cognitive functions, animal communication
- Formal, cognitive, functional and computational linguistics
- History of philosophy
- Human life-span development
- Language pathologies, lexicography
- Learning, memory; cognition in ageing
- Metaphysics, philosophical anthropology; aesthetics
- Neuropsychology and cognitive psychology
- Psycholinguistics and neurolinguistics: acquisition and knowledge of language, language pathologies
- Social and political philosophy
- Typological, historical and comparative linguistics
- Use of language: pragmatics, sociolinguistics, discourse analysis, second language teaching and learning, lexicography, terminology

#### Literature, arts, music, cultural and comparative studies
- Classics, ancient Greek and Latin literature and art
- Computational Modelling and Digitisation in the Cultural Sphere
- Cultural memory, intangible cultural heritage
- Cultural studies, cultural diversity
- History of art and architecture, arts-based research
- History of literature
- Literary theory and comparative literature, literary styles
- Museums and exhibitions, conservation and restoration
| Music and musicology, history of music  
| Numismatics, epigraphy  
| Textual philology, palaeography and epigraphy  
| Visual arts, performing arts, film, design  
| **Archaeology, history and memory**  
| Ancient history  
| Classical archaeology, history of archaeology  
| Collective memories, identities, lieux de mémoire, oral history  
| Colonial and post-colonial history, global and transnational history, entangled histories  
| Cultural heritage, cultural memory  
| Gender history; Cultural History; History of Collective Identities and Memories  
| General archaeology, archaeometry, landscape archaeology  
| Historiography, theory and methods in history, including the analysis of digital data  
| History of ideas, intellectual history, history of science and techniques  
| Medieval history  
| Military history  
| Modern and contemporary history  
| Prehistory, palaeoanthropology, palaeodemography, protohistory  
| Social, economic, cultural and political history |