MINIMUM REQUIREMENTS AND RECOMMENDATIONS FOR STUDENT SELECTION & SCHOLARSHIP MANAGEMENT

This document describes the basic elements and minimum requirements for the selection of Erasmus Mundus Joint Master Degrees (EMJMD) students (section A), as well as for the management of EMJMD scholarships (section B). It is meant to safeguard the application of the Erasmus+ EMJMD rules as well as provide support and guidance in the actual scholarship management process.

Section A. focuses on the student selection process, concerning both EMJMD scholarship holders and students admitted to the Master course without an EMJMD scholarship. It presents a set of minimum requirements to be followed during this process as well as guidance on how best to manage the most crucial parts of the process.

Section B. provides information and guidance on how to proceed during the EMJMD scholarship application process, and how to manage the EMJMD scholarship attribution and monitoring in the EACEA mobility tool (EMT).
Section A. STUDENT SELECTION PROCEDURE

The Erasmus+ Programme requires that an EMJMD has a joint application, eligibility, selection and admission criteria for their students as well as for the scholars / guest lecturers engaged by the consortium. This section presents a set of minimum and mandatory requirements to be followed during the student selection procedure.

The selection procedure and criteria are to be designed and agreed upon by all members of the consortium and be implemented during the three intakes covered by the grant agreement. Any changes to the procedure will have to be reported to the Agency in the context of the EMJMD periodic reporting obligations.

A.1 EMJMD WEBSITE

The consortium website is a vital tool for:

- Promoting the programme
- Disseminating information about its structure and content, its excellence and innovative character
- Informing potential candidates (students or scholars/guest lecturers) about its enrolment conditions, its scholarship opportunities and the application procedures
- Providing information on the joint programme activities, events, publications, etc.
- Ensuring the necessary networking between students, academics, alumni and other stakeholders concerned by its implementation

It is therefore of crucial importance that each Erasmus+: EMJMD has its own website which can be found easily and has its own URL, independent from the partner universities' websites. The recommendations hereafter represent the minimum elements that an EMJMD website must include in order to provide adequate, consistent and online information about the study programme.

Website standard elements

The website includes a Legal Notice and standard statements:

a. Disclaimer on contained data.

b. Information relating to individuals (personal data) is collected and used in accordance with the Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18.12.2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L8 of 12.1.2001, p. 1).

c. Indication of the latest update for each (/its most relevant) pages/sections.

Erasmus+ EMJMD website – General

a. The joint programme is clearly identified as "Erasmus+: Erasmus Mundus".

b. The logo of the European Commission with the "Erasmus+" wording, and guidelines on the visual identity for Erasmus+ is available at: https://eacea.ec.europa.eu/about-eacea/visual-identity_en

Annex II of the Erasmus+ Programme Guide contains guidance on the dissemination and exploitation of results and requirements for EU visibility on project outputs.

c. The website information is available in English. It may also be available in further languages, in particular the EMJMD’s taught languages.

---

**Joint study programme offered by the EMJMD**

**a.** The website displays the EMJMD's title and acronym.

**b.** The institutions that are members of the EMJMD consortium are clearly identified with:
- a link to the relevant pages of their institutional website;
- contact addresses (/persons) for the joint programme.

**c.** The website includes a short description of the joint programme, notably regarding:
- its content and structure including the different mobility (/specialisation) tracks and/or research topics;
- if applicable, the placement / internship possibilities offered;
- main objectives and expected outputs;
- tuition / training / research languages;
- final degree(s) awarded – in English and the actual delivery language(s) – including, if applicable, the joint diploma supplement.

**d.** The website provides a comprehensive description of the joint programme contents (either on specific pages or in a separate and downloadable document) including:
- the list of mandatory and elective courses / seminars / training modules with their corresponding number of credits (if applicable);
- the nature, timing, required outputs, etc. of the on-going and final evaluation (tests, exams, projects, thesis, etc.);
- the evaluation grid(s) and minimal results required to pass;
- re-sit possibilities, procedure and timing;
- the academic staff responsible for the EMJMD content in the different partner institutions.

**e.** If applicable, the associated partners are listed with an indication of their role in the joint programme and the respective services they provide to the students.

**f.** The website includes a link to the Consortium Agreement signed by the partner, which provides detailed information on the consortium organisation and internal management.

**Student admission requirements**

**a.** The website contains a specific section describing the students’ admission requirements and application procedure, including:
- the student "participation costs" (/enrolment fees), what these fees cover, and what other "extra costs", if any, will have to be covered by the student;
- if applicable, the different participation costs amounts for students candidates from Programme and Partner Countries, indicating clearly the conditions applicable to each of these two categories;
- the academic achievements (if applicable, in ECTS credits) and linguistic competence required to enter the joint programme;
- the support documents required.

**b.** The student application form is available online (either through a downloadable template or via a web based application form).

**c.** The student admission conditions/requirements specifies the different scholarships available (including the EMJMD one) and provides specific pages describing the conditions and procedure for applying for thses scholarships.

**d.** The website provides a link to the “Student Agreement” template used by the consortium and that specifies in detail the rights and obligations of the two parties (student candidate and consortium).
Erasmus+ EMJMD scholarship

a. The website specifies the type of EMJMD scholarships offered:
   - explaining the different eligibility criteria applicable to Programme and Partner Country students (including the 12-month residency rule to a Programme Country);
   - providing a detailed timetable for application and communication of selection results;
   - indicating the maximum number of applications a student candidate can introduce;
   - indicating:
     - the total scholarship amount;
     - the detail of its different components (travel and installation, contribution to the participation costs, monthly allowance);
     - the amount that will be actually allocated to the student;
     - the services they will be offered with the part of the scholarship charged by the consortium (including the mandatory insurance scheme for students).

b. The EMJMD scholarship application form is available on line (downloadable or via an online application tool).

c. The students are informed about the fact that their personal data will be sent to the Agency and may be used by other bodies involved in the management of EMJMD acting as stakeholders of the programme (i.e. European Commission, Erasmus+ National Offices, EU Delegations, Erasmus Mundus Students and Alumni Association) for facilitating the student access to the joint programme.

d. The appeal procedure following the rejection of a scholarship application is clearly explained and the relevant conditions and appeal form are provided.

e. Specific contacts are provided for additional information of the scholarship application procedure.

Other useful information

a. The website contains a FAQ section.

b. There is a link to the Erasmus Mundus Students and Alumni Association (EMA: http://www.em-a.eu/) homepage and, if applicable, to the specific joint programme alumni association.

c. The website contains practical information and useful links for each of the countries represented in the consortium (visa and residence permits requirements, socio-cultural aspects, accommodation, cost of living, etc.).

Additional elements within your website not listed above

Any additional information concerning your website content you may consider as useful for existing and future Erasmus+ EMJMD consortia.

A.2 STUDENT APPLICATIONS

Information concerning the application procedure, timetable (deadline for application, estimated time for the notification of results, appeal deadline, etc.), eligibility and selection criteria must be available to all potential applicants at the latest three (3) months before the scholarship application deadline.

Consortia must make the student candidates aware of the fact that they can apply for an EMJMD scholarship to any of the Erasmus+ Erasmus Mundus courses of their choice (see the EMJMD catalogue website available under the following link: http://eacea.ec.europa.eu/erasmus-plus/library/emjmd-catalogue_en), but for a given academic year the number of applications must be limited to maximum three different joint programmes.
Although consortia are free to define different requirements, eligibility and/or selection criteria for the different mobility/specialisation tracks they offer, these should be clearly indicated in the scholarship application documents. However, while the consortium can ask for the student’s "preferred" mobility tracks (/host institutions), in order for instance to ensure a balanced distribution of students among the different partners, such mobility preferences cannot play a role when selecting the scholarship candidates nor when selecting a “reserve list” student in case of cancellations from the “main list” students (see also the EMT).

The application form contains all the data listed below:

- personal co-ordinates of the candidate;
- year of birth;
- (European format) CV;
- proof of nationality (copy of passport);
- proof of place of residence (e.g. residence certificate and certificate from the candidate’s place of work, study or training);
- certified (translated) copy of university diplomas;
- certified (translated) transcript of study results;
- (certified copy of) language test results;
- (if applicable) preferred mobility track;
- motivation letter;
- recommendation letters and references;
- description of the eligibility criteria for an EMJMD scholarship and declaration from the candidate that these criteria are fulfilled;
- description of the selection criteria, procedure and timetable.

**A.3 Submission, Registration and Eligibility Check of Student Applications**

It is the consortium’s responsibility to ensure that all candidates proposed for an EMJMD scholarship (on the “main list” and on the “reserve list”), fulfil the EMJMD scholarship holder's eligibility criteria.

In this context, the eligibility check on applications is performed either by:

- the coordinating institution only;
- the coordinating institution and some partner institutions; or
- the whole consortium.

The eligibility check covers all the aspects listed below:

- respect of application deadline;
- completeness of the application file;
- eligibility of the candidate in relation to the EMJMD criteria.

All applications are subject of an acknowledgement of receipt.

The eligibility decision on student applications is taken either by:

- the coordinator/partner institution(s) that performed the check; or
- an “Eligibility Committee”

---

2 Candidates with multiple nationalities must decide at application stage under which nationality they apply.

3 It is the responsibility of the consortium to verify the place of residence of the student candidate. The place of residence should be verified on the basis of the provision of the documents listed in the PRADO website. For example:
   - a residence certificate issued in accordance with the candidate's municipality normal registration rules;
   - a certificate from the candidate's place of work, study or training issued by the employer or institution in question.
Both documents must have been issued within 12 months before the submission deadline of applying for an EMJMD student scholarship, i.e. the consortium’s official deadline for student application.

4 Nationality and residence, 12-months residency rule, non EMMC (Erasmus Mundus – Action 1) scholarship holder previously, etc.
If the composition of the "Eligibility Committee" is different from the Selection Committee its composition must be specified in the "Technical report".

Ineligible applicants must be:

- informed immediately after the eligibility check;
- provided with the reasons of ineligibility;
- provided with information on the appeal procedure.

**A.4 QUALITY ASSESSMENT OF ELIGIBLE APPLICATIONS**

The assessment of candidates applications is performed in accordance with joint selection criteria agreed among the consortium partners and involves the partner institutions as well as external bodies (if applicable). The assessor(s) involved in the assessment of applications must sign a "Non-conflict of Interest" declaration, so as to ensure equal treatment of the student candidates. Each eligible EMJMD scholarship application may be assessed by:

- one assessor;
- two assessors;
- more than two assessors.

The assessor(s) can be member(s) of either:

- the coordinating institution only;
- some of the partner institutions;
- all partner institutions;
- organisations that are not partners of the consortium.

If other actors are involved in the assessment they must be specified in the "Technical report".

The quality assessment must take into consideration the criteria listed below (non-exhaustive list):

- very good/outstanding study results (= academic excellence) in the relevant study areas;
- academic potential;
- level of language skills;
- motivation;
- recommendations;
- work experience and professional qualifications (if applicable);
- results of interviews (if applicable).

**A.5 STUDENT SELECTION**

The selection exercise must result in an absolute ranking list of candidates in decreasing order of merits, split in two different groups, i.e. one for Programme Country candidates and another for Partner Country candidates.

In this context, it must be ensured that the selection decision is based on the ranking list(s) and that it includes the "main" and "reserve list" of selected students under each of the two categories of scholarships. The two "reserve lists" must reflect the absolute ranking order of scholarship candidates.

The minutes of the "Selection Committee" meeting (the selection decision) must be signed by all its members (who must have signed in advance a declaration of "Non-conflict of interest") and be included in the "Technical report", comprising information about its composition and the origin and function of the members.

It is the consortium's responsibility to ensure that all the candidates proposed for an EMJMD scholarship have the necessary academic (linguistic) expertise to actively follow the joint programme and have serious chances to conclude their EMJMD study period successfully.
In the event that EMJMD scholarships have been offered to students who did not have the required (/minimal) academic (/linguistic) knowledge at recruitment stage, the Agency may decide to request the full reimbursement of the scholarship amounts concerned.

At the end of the students' selection and at the latest by the deadline to encode the data of all selected (main and reserve lists) and non-selected students in the EMT (no later than 15.04 preceding the start of each intake), must be ensured in accordance with the instructions and requirements on how to create and manage the main, reserve and non-selected lists of scholarship candidates specified in the "EMT User Manual" and in Section B below.

Non-selected student candidates must be:

- informed immediately after the selection decision;
- provided with the reasons of being rejected;
- provided with information on the appeal procedure.

**A.6 INFORMATION TO THE APPLICANTS**

Consortia must immediately inform all those applicants who have not been excluded for eligibility reasons about the result of their application.

It is recommended to inform the main and reserve list students immediately after the Selection Committee decision (in order to allow them to get prepared well in time and to avoid that the candidates apply to other scholarship schemes). In this context, the Agency cannot be made responsible for the communication on the selection results between the consortium and the scholarship applicants.

For the EMJMD students proposed for a scholarship, the notification must include:

- a model of the Student Agreement;
- student guidelines/handbook with practical information on the EMJMD;
- the scholarship amount.

For the students placed on the EMJMD reserve list, the notification must include:

- the results of the quality assessment;
- information regarding the management / use of the reserve list;
- the procedure to follow for an appeal to the selection decision.

**A.7 ARCHIVING OF STUDENT APPLICATIONS**

All selected applications are archived (5 years following the closure of the grant agreement) in paper form and/or electronically.

The archived applications must include:

- the eligibility assessment(s) for all applications;
- the quality assessment(s) for eligible applications;
- the Eligibility and Selection Committees' minutes.

---

5 "Non-selected students" are eligible students who do not fulfil the consortium selection criteria and who would not be enrolled in the EMJMD even on a self-paying basis.
Section B. SCHOLARSHIP ALLOCATION AND MANAGEMENT OF CANDIDATES LISTS

B.1 CREATION OF THE SCHOLARSHIP CANDIDATES LISTS

At the latest by the scholarship application deadline (no later than 15.04), all data related to the student scholarship applicants will have to be encoded in the EMT following the instructions contained in the corresponding "User Manual".

On the day of the above mentioned deadline, the database will be closed and it will not be possible to include new data or to update the existing one anymore.

In order to prepare their lists of scholarship candidates, consortia should follow the following approach:

a. On the basis of their absolute ranking list(s) of candidates, consortia must start including the students in the main list following the order of merits.
   
o. Candidates must be separated in two different lists corresponding to the two categories of EMJMD student scholarships, i.e. Programme Country and Partner Country students. Students eligible for a specific "geographical window" must be included under the Partner country list.
   
o. If the main list already includes three students with the same nationality, the following students with the same nationality must be placed on the reserve list.6

b. The order of the students in the reserve list must correspond to the order of the students in the absolute ranking list. In this context:
   
o. There is one reserve list for Programme Country candidates (including the specific "geographical windows" if applicable) and another one for Partner Country candidates.
   
o. If the joint programme includes different admission and selection criteria in accordance with the specialisation/mobility track, these must be clearly specified in the minutes of the "Selection Committee" meeting (the selection decision), as well as in the absolute ranking list, in order for the Agency to validate the replacement of main list candidates by a reserve list ones in cases of withdrawals.

c. Contrary to the main and reserve list, the data on the "non-selected list" does not need to provide all the details on the candidates but only their nationality and gender. This information can be grouped and recorded in the EMT in groups (e.g. 8 Swedish females, 28 Brazilian males, etc.)

The "non-selected list" includes all the candidates who neither fulfil the EMJMD scholarship eligibility criteria, nor the consortium’s joint admission requirements (i.e. student who would not be admitted in the Master course even on a self-paying basis).

In addition to these EMJMD student scholarship lists, prior to the beginning and during the implementation of each intake, consortia will have to keep track of the:

- "Non-scholarship holders’ students’ list: this list available in the EMT will have to include all the students who have enrolled in the EMJMD without an EMJMD scholarship. If a "reserve list" student decides to enrol in the master course on a self-paying basis, he will have to be moved in the EMT from the "reserve list" to the "non-scholarship holders’ list" (the EMT will indicate the previous status, i.e. registration on the reserve list of the student, in a history log file). Only those self-paying students, that have been (initially) listed on the EMJMD reserve list can profit from an EMJMD scholarship in the event of withdrawal/cancellation/no-show of an EMJMD student candidate.

---

6 This rule applies "per Category" and the geographical windows are considered separate categories. This means that a consortium can include, for instance, three Brazilian candidates on its main list for Partner Country students, another one in the "Latin America – Region 8" window (if applicable), and another three – should they have resided for more than 12 months in a Programme Country during the last 5 years – under the Programme Country main list of students.
Contrary to the main and reserve lists that will be closed by the scholarship application deadline, the “non-scholarship holders list” will remain open for inclusion of new names until the end of October of the academic year concerned, in order to allow consortia to recruit and enrol students up to the beginning of the EMJMD intake.

- "Scholar scholarship" holders' main list: each EMJMD course is expected to engage minimum 4 different scholars/guest lecturers per student intake for a minimum of 8 weeks in total per intake. A "week" is defined as minimum 4 out of 7 consecutive calendar days. It is not possible to consider 8 consecutive days as 2 weeks.

Scholar/guest lecturers' mobility is considered eligible in the following cases:

- mobility between the partners of the consortium (including to/from associated partners);
- mobility from outside the consortium, in case such mobility is clearly linked to the Master course.

A scholar/guest lecturer paid by other EU funding schemes (including other Erasmus+ actions) cannot be considered eligible, nor can their engagement be reported as an EMJMD scholar week.

There is no maximum number of EMJMD scholars to be engaged per student intake. The minimum duration per engagement of an EMJMD scholar is 4 to 7 consecutive calendar days (= one week). Days of scholar work may include travelling time.

The remuneration of scholars/guest lecturers from the management lump sum contribution can be fixed by the consortium. The amount to be paid to scholars should cover both travel/installation contribution and working fees. Details of the scholars' engagement in the EMJMD in terms of mobility duration, nationality, origin and hosting HEI, activities carried out, etc. must be duly encoded in the EMT. The Agency will reduce the amount of the lump sum by 1 950 EUR for each scholar week not duly carried out and/or not reported (see also Article I.3.c and I.9.5.2 of the grant agreement).

In accordance with the Master course requirements, and in line with the minimum requirements specified above, consortia are free to determine their own scholars' selection procedure and calendar. The scholar/guest lecturer scholarship data can be encoded in the EMT at any time during the EMJMD implementation in accordance with the specific selection calendar agreed upon by the consortium and no later than the given reporting deadlines.

B.2 INFORMING THE SCHOLARSHIP CANDIDATES

- The consortium informs its "main list" candidates as soon as the selection process has been concluded. This will allow the scholarship candidates preparing their arrival in Europe and, more specifically, obtaining their visa. The consortium will have to do so under its own responsibility, ensuring to avoid any misunderstanding on the enforceability of its notification.

- In its notification to the candidates who have been offered a scholarship, the consortium must provide detailed information on all the necessary elements to enrol in the joint programme on time. For Partner Country scholarship holders this concerns most particularly the visa requirements but also all other cultural, logistic, administrative, linguistic, etc. elements required to ensure an efficient starting of their joint programme activities. The notification must also specify the exact amount of the scholarship, the different elements composing this amount and the way it will be paid to the student during the EMJMD study period.

---

7 As scholars are selected throughout the EMJMD implementation period of the intake in question, there is no need to include them in a reserve list. As soon as the selection decision has been taken by the consortium and the scholar has confirmed his/her acceptance of the scholarship, he/she can be encoded in the relevant EMT main list.
• Consortia must include in the scholarship notification a **deadline** by which the students must confirm their acceptance of the scholarship and, for Partner Country students, a request for confirmation, that they have launched the necessary procedures for obtaining their visa for their first mobility in a Programme Country HEI. This may reduce the risk of withdrawals at a later stage and allow for the replacement of withdrawn candidates well in time before the beginning of the intake.

• The notification should also specify the academic/linguistic levels of competence expected from the students prior and during the joint programme, in order to receive and continue receiving the scholarship payments.

Despite of the quality of their student's selection procedures, consortia may be confronted with cases in which the student's actual capacity, skills and/or levels of competence in some crucial areas (linguistic, academic, psychological, etc.) will not allow him/her to participate in the joint programme with serious chances of graduation at the end of it.

In order to address these types of situations, consortia must put in place in the early days of the programme specific evaluation tests that will allow them assessing the student's capacity to efficiently follow the joint programme. The results of these tests will allow the consortium and the student concerned to reinforce individual teaching and learning strategies in order to correct weaknesses in the student academic (/linguistic) levels of competence, and increase his/her chances of success at the end of the programme.

**However, if, after having been given a chance to re-sit, the student's performance is still far below the consortium's minimal performance requirements, the scholarship must be terminated.**

The nature, calendar, expected performance results and consequences in case of failure of these evaluation and performance tests must be communicated to the students prior to their enrolment in the course and specified in the student agreement that they will have to sign with the consortium at the time of the enrolment.

**B.3 MANAGEMENT OF THE RESERVE LIST**

The replacement of a "main list" student by a "reserve list" one can only be implemented after a relevant requested has been introduced in the EMT in accordance with the procedure described in "User Manual" and accepted by the Agency.

As a result, consortia must avoid sending formal scholarship offers to reserve list students before the Agency has accepted the corresponding replacements.

The request to replace a "main list" student by a "reserve list" can be effected only if s/he is replaced by the first eligible candidate on the reserve list. In this particular case, attention should be paid to the EMJMD condition concerning the nationality of the reserve list candidate and to the rule as regards the presence of maximum three nationals from the same country among the scholarship holders for a given category of students (Programme / Partner Country). If this is the case (i.e. there are already three other students with the same nationality on the main list), the consortium will have to take the next eligible candidate respecting its own ranking list.

Two exceptions can be accepted to the above mentioned rule.

- the first one corresponds to cases where the academic or linguistic background of the first eligible candidate on the reserve list does not correspond to the consortium requirements for the particular mobility/specialisation track concerned and it is not possible to reallocate the student under another track. This exception can only be granted to those consortia that have defined different application requirements in accordance with their mobility/specialisations tracks and that have clearly identified their main list and reserve list students in accordance with these tracks;

---

8 In very particular circumstances, where there are no candidates of other nationalities available on the reserve list, the Agency can make an exception to the geographical balance rule. Requests for such exceptions must be clearly justified and are not automatically granted.
b. the second one results from timing issues when withdrawal/cancellation/no-show of a student candidate occurs shortly before the actual beginning of the intake, making it impossible for certain Partner Country nationals to obtain their visa in time, with no possibility for the student to follow the initial stages of the programme through e-learning methods or to catch up the missed parts of the study programme - both only within the first month of the Masters course. In this case the consortium can propose another candidate but it will have to demonstrate that those who are better ranked will not be able to join the programme in time.

In any event, the following conditions must be duly respected:

When student candidates withdraw their participation in the Master course before the start of the intake to which they have been admitted, including no-show and cancellation cases, or EMJMD scholarship holders drop-out from the Masters, then the consortium has the possibility to reallocate the scholarship to another student. Such replacements must be – via the EMT – notified to and approved by the Agency. Additionally the consortium should bear the following in mind:

- The new EMJMD scholarship recipient(s) must have been included in the consortium’s relevant reserve list of potential EMJMD scholarship holders of the same intake.
- The geographical balance criterion must be respected.
- The new scholarship recipient must be able to start the Master course within the first month of the academic year, thus be entitled to the award of the full EMJMD scholarship for the entire study period.
- A scholarship reallocation of a drop-out student (i.e. a student who has started the course and has benefited from any amount of the scholarship) to a student on the reserve list and/or non-scholarship holders of the same intake is not allowed.
- In case no-show and/or drop-out students cannot be replaced, the corresponding unspent amounts of the scholarships must be accumulated, transferred and consumed in the next intake(s), thus forming full scholarships of Programme or Partner Country students.
- During the third intake, if a student drops-out after the start of the Masters course and/or the remaining budget accumulated by the consortia during previous intakes is not sufficient to award a full EMJMD scholarship at the beginning of the last intake, then the unspent amount will need to be reimbursed to EACEA.

In addition for Heading 4 scholarships (geographical windows), in case of a student candidate withdrawal or a scholarship cancellation, the reallocation of the scholarship in the same intake is also possible to an eligible scholarship candidate from a country belonging to any geographical window under the same funding instrument (European Neighbourhood Instrument-ENI, Development Cooperation Instrument-DCI, Partnership instrument-PI). However, such reallocation will only be accepted if under the same geographical window there are no eligible candidates to whom the scholarship can be reallocated, i.e. either to a student candidate in the reserve list or to a student intending to participate on a self-paying basis.

At the time of a student drop-out (i.e. student decides to discontinue the study programme or resulting from a consortium decision to expel the student), the consortium must encode in the EMT the scholarship amount that was spent up to that moment (i.e. the amounts of the contributions to the student’s participation costs, travel/installation costs and subsistence costs) following the correct application of the payment rules laid down in point B.4 below.

Further details on the withdrawal/no-show of a student candidate, of a student candidate scholarship cancellation and of student drop-out cases will also have to be provided in the request(s) for further pre-financing and in the final report.

---

9 A full scholarship includes the whole amount of participation, travel & installation, and subsistence costs, which in total corresponds to a maximum of 49 000 EUR. The total amount of a full scholarship is meant to be financed by the EMJMD grant only.
B.4 **STUDENT SCHOLARSHIP PAYMENT RULES**

- **The contribution to travel and installation costs** shall be paid in full to the student as follows:

  o **Contribution to travel costs:**
    - for 60 ECTS credits courses: the full amount upon arrival at the first host HEI;
    - for 90/120 ECTS credits courses: the full amount for year 1 upon arrival at the first host HEI, and the full amount for year 2 upon beginning of the third semester. The amount paid to the student for year 2 remains unaffected should the student drop-out or be expelled after the third semester and before graduation.
    - any unspent travel costs (e.g. a student drops-out before the third semester or the 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.

  o **Contribution to installation costs:**
    - shall be paid in full upon arrival at the first host HEI of the student resident in a Partner Country.

- **The contribution to the participation costs** can be charged directly by the consortium to the individual student scholarship. The amount of participation costs charged to the scholarship holder must be clearly specified in the Student Agreement which is to be signed between the student and the consortium.

  In case a student drops out before graduation, the participation costs can be charged to the EMJMD scholarship as follows:

  o for 60 ECTS credits courses:
    - participation costs can be fully charged to the scholarship, i.e. no reduction for drop-out cases during a one-year course;
  o for 90/120 ECTS credits courses:
    - should the student drop-out before the beginning of the third-semester mobility, then the participation costs for year 2 cannot be charged on the scholarship;
    - should the student drop-out during or after the third semester mobility, then the participation costs for year 2 may be charged to the scholarship.
    - any unspent participation costs (e.g. a student drops-out before the third semester or the 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.

- **The contribution to subsistence costs** (i.e. monthly allowance for living costs) must be paid in full to the students on a monthly basis and up to the maximum of:

  - 12 instalments for 60 ECTS credits courses;
  - 18 instalments for 90 ECTS credits courses;
  - 24 instalments for 120 ECTS credits courses.

  The EMJMD consortium shall be held responsible for any overpayments made to the students and the respective amount shall be recovered by the Agency. Furthermore, it is not allowed to split the payments into more instalments than those indicated above. The payment arrangements of the subsistence allowance must be in line with the provisions detailed in the bilaterally (consortium / student) signed Student Agreement.