

ERASMUS+ Key Action 1 Erasmus Mundus Joint Master Degrees EMJMD Call for proposals 2019

How to prepare a competitive EMJMD proposal



# OUTLINE

Preparing the application based on the requirements of the call for proposals

#### Good practices for the preparation of EMJMD proposals

# Application package (eForm & attachments) and submission procedure

\* Please note: under the specific EMJMD-Japan Partnership, most of the references to the EHEA and EU funding should be read as applying also to the Japanese side of the Partnership.



# Common requirements for all Erasmus+ International dimension – Centralised Actions

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



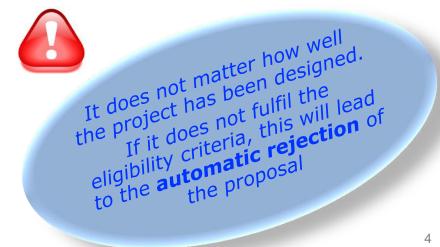
# **Eligibility criteria**

- Erasmus+ Programme Guide Part B: EMJMD section, pages 88-96 Annex I: ERASMUS MUNDUS JOINT MASTER DEGREES, pages 292-294
- The eForm has been designed in a way that submission will be possible only if certain basic eligibility criteria are fulfilled:

e.g. submission deadline, minimum consortium composition (n°, profile and role), attachments uploaded in the eForm, maximum duration of the EMJMD, maximum amount of the grant requested, ...

Other eligibility criteria will be checked by the Agency staff:

e.g. accreditation, submission language, duly filled in attachments, valid ECHE, ...





# Prerequisites for an Erasmus Mundus proposal

- Your consortium has a "broad knowledge" of Erasmus+ and a "sound knowledge" of the Erasmus Mundus action
  - What/who is it for? How does it work? What activities does it support and how? Who could help you understand it better?
- Your consortium has a concrete idea for an international partnership to jointly implement a Erasmus Mundus Joint Master Degree
  - Does it fit the EMJMD objectives, priorities, requirements, etc.?
  - Does it address the needs of all the consortium partners?
- Your idea is embedded in your institutions
  - Have it discussed with the relevant instances (Rector, Dean, international affairs office, etc.)
  - Ensure support for the proposal preparation and, if successful, the project implementation



# Building up your EMJMD consortium (1)

# Start locally in your institution:

other colleagues, services, departments with experience in running international mobility projects (in particular Erasmus Mundus)

Consult your Erasmus+ National Agency: for advice and networking opportunities

Continue searching for other stakeholders from Programme Countries to expand the consortium by widening it across the EHEA: other HEIs, research institutes, enterprises, local/regional/national authorities, etc.

Enlarge the consortium with international partners from Partner Countries:

organisations you have worked with in the past with specific expertise, colleagues that share the same enthusiasm for international cooperation and mobility projects, etc.

Frasmus+

Keep the size of the partnership manageable



# Building up your EMJMD consortium (2)

#### Participating organisations:

- Swin Swir bring specific expertise, concrete added value to the EMJMD
- spread the benefits of joint/multiple degrees in a wider European context
- gain a worldwide visibility, work together with excellent students  $\checkmark$
- benefit from a very attractive EU funding scheme
- Cooperation is based on trust, on confidence and on formalised agreements, ensuring institutional commitment and defining the role and tasks of each partner
- Academic and administrative management are jointly designed and structured



# Drafting the EMJMD proposal

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



# Advice for a competitive proposal

## A successful proposal...

- demonstrates that the combination of all its elements will produce <u>concrete and sustainable results</u> across the EHEA and for the <u>benefit of</u> <u>all the parties concerned</u>
- ✓ has been prepared and agreed jointly by <u>all consortium partners</u>
- ✓ involves <u>representatives from the world of work</u> and bridges the <u>needs of</u> <u>academia and the labour market</u>
- has received the full institutional commitment and support of all consortium partners
- ✓ is <u>ready to start</u> immediately after the selection decision



# Award criteria - General advice

#### DO's

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



# Award criteria - General advice

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



# Award criterion 1 Relevance of the project (40 points)

#### DO's

- Convincing evidence for "jointness" and course integration
- Thoroughly assessed results of needs analysis at different levels
- Innovation & excellence for HEIs, quality & attractiveness widespread across the EHEA
- Concrete benefits for each targeted group (students, academic staff, etc.)

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



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

#### DO's

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

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



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

#### DO's

- **Synergies** resulting from the **complementarity** of partners
- Existing partnerships enriched with **new partners** from **EHEA**
- Inclusive and transparent cooperation mechanisms, based as well on mutual trust
- Academic jointness as central theme during course implementation
- **Realistic** and **transparent** financial plan

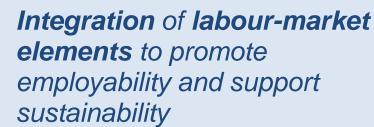
- **Unclear motivation** of partners to join the project
- Failure to ensure institutional backing of the partners
- Lack of attention to the variety of national legal frameworks
- Avoid too rigid cooperation arrangements not allowing for necessary adaptations
- *Imprecise* financial management provisions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



# Award criterion 4 Impact and dissemination (20 points)

#### DO's

- Concrete indicators and tools for measuring impact on EHEA HEIs and other stakeholders
- **Tailored** promotion /dissemination approach to different audiences



 Provisions for wide access to course materials

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



# Award criterion 5: Additional scholarships for targeted regions

#### DO's

- *Mutual benefits* through the cooperation with the specific regions/countries
- Concrete contribution to meet the challenges in the HE systems of these countries
- Support for a strong and educated human capital
- Effects of the cooperation on economic and social development

- Imprecise plan and objectives for building up cooperation with the regions/countries
- Limitation of collaboration to the level of student exchange
- Unclear methodology and inappropriate approach to reach excellent students



# How to apply (1)

- How?
  - Applications to be submitted to EACEA using an <u>eForm with</u> <u>attachments</u>
  - ✓ One-phase submission
- When?
  - ✓ Deadlines:

EMJMD: 14 February 2019 – 12:00 CET (Brussels time) EMJMD – Japan: 1 April 2019 – 12:00 CET (Brussels time)



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



# How to apply (2) – eForm and attachments

What?

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

#### + compulsory attachments:

- Proof of valid accreditation(s) (Word or .pdf format)
- Description of the project (Word or .pdf format)
  - Award criteria 1-4
  - + if applicable: "Relevance of the project in the targeted region(s)"
- ✓ Grant request table (Excel format)
- Declaration on honour and Partners' Mandates (.pdf format)
- Optional: Other relevant annexes (Word or .pdf format)



# How to apply (3) – Attachment specifications

#### Proof of valid accreditation(s)

- Mandatory eligibility criterion!
- Applicable for the Programme Country HEIs involved in the EMJMD as Partners
- Any official document or reference proving that <u>at least</u> the national components of the EMJMD are duly accredited in the respective countries

#### Description of the project:

- Refers to the "Award criteria"
- Includes information on partners/key staff and EU grants received or applied for



# How to apply (4) – Attachment specifications

#### Grant request table automatically calculates the EU grant:

- ECTS credits / duration of an intake
- Whether a preparatory year will be implemented
- Participation costs of the EMJMD
- Estimated number of students per intake, split into Programme/Partner Country
- If applicable, number of additional scholarships for students from targeted regions of the world

#### Declaration on Honour & Mandates

- Declaration on Honour: signed by the legal representative of the applicant HEI
- Mandates: signed by the legal representative of each partner
  - not required for Associated Partners (if applicable)
  - must be scanned and <u>attached in one single .pdf document</u>, with Mandates keeping the order as in the List of Participating organisation of the eForm (P2-Pn)



# How to apply (5) – Attachment specifications

#### Other relevant annexes (optional)

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



# How to apply (6) – Procedure

## Application procedure

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



## How to apply (7) Guidance for completing the eForm and annexes

Instructions for completing the Application Package
 Rules and guidance on eForm content, annexes and the application process in general

# ✓ eForm User Guide

Assistance with the technical aspects of completing the eForm

#### ✓ Guide for Experts

in particular section "Good practices in the implementation of EMJMDs"

#### ✓ Documents available on the Agency's website:

http://eacea.ec.europa.eu/erasmus-plus/actions/joint-master-degrees\_en



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

#### For further questions, please contact us at:

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



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