



# Central European Joint Infodays 2023

Training seminar focusing on the Erasmus+ centralised actions in higher education and cooperation with partner countries.

## 4–5 December 2023



# Workshop:

## Erasmus Mundus Joint Masters (EMJM)

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2023.  
INFODAYS.  
EU



# General information on the Call 2024

- Deadline: **15 February 2024** at 17:00
- Budget: ~ €127 million
- Number of projects: ~ 32
- Scholarships per project: max. 60 + max. 20 additional
- Max. budget per project: €5 million

# Eligibility criteria

- Grant Agreement of **74 months**
- Min. **4 Master editions** of 1 to 2 academic years (60, 90 or 120 ECTS)
- Start of the 1st edition max. the academic year after project selection
- Commitment to enrol a certain number of students per project
- **Min. 2 study periods** in 2 foreign countries (min. 1 programme country)
- Geographical balance of students: **max.10% of total scholarships** for students of the **same nationality** (NA to additional scholarships)

# Eligibility criteria

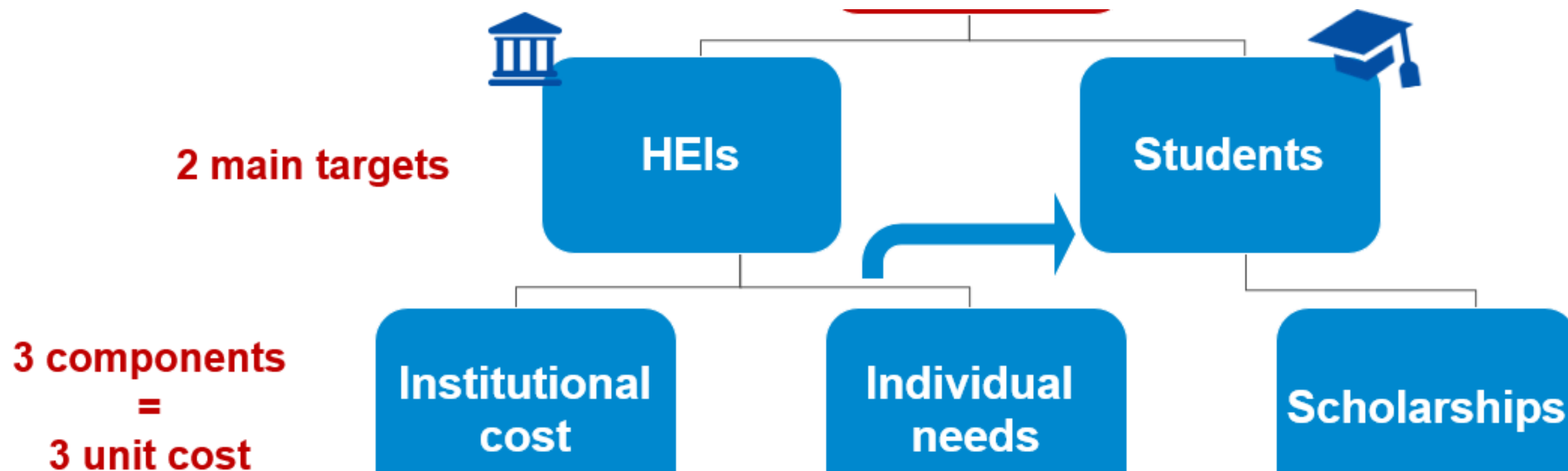
Academic year	1 Year Master course 60 ECTS		2 Year Master course 120 ECTS	
2023 (year of selection – signature of Grant Agreement)	1 <sup>st</sup> edition	Preparatory activities	1 <sup>st</sup> edition	Preparatory activities
2024	2 <sup>nd</sup> edition	1 <sup>st</sup> edition	2 <sup>nd</sup> edition	1 <sup>st</sup> edition
2025	3 <sup>rd</sup> edition	2 <sup>nd</sup> edition	3 <sup>rd</sup> edition	2 <sup>nd</sup> edition
2026	4 <sup>th</sup> edition	3 <sup>rd</sup> edition	4 <sup>th</sup> edition	3 <sup>rd</sup> edition
2027	5 <sup>th</sup> edition	4 <sup>th</sup> edition	<b>5<sup>th</sup> edition</b>	<b>4<sup>th</sup> edition</b>
2028	<b>6<sup>th</sup> edition</b>	<b>5<sup>th</sup> edition</b>		
2029 (end of contract)				



# Eligibility criteria

- Applicants (coordinator & full partners): legal entities, HEIs in programme (valid ECHE) or eligible partner countries (commit to ECHE principles)
- Association or organisation of HEIs, public or private, can participate but not as coordinator (contribute directly & actively to the delivery of EMJM!)
- **All partners: completed accreditation/evaluation** of the Master programme
- Minimum consortium: **3 HEIs from 3 countries**, min. 2 from programme countries

# The grant calculation



# Institutional costs

- Implementation costs of the study programme
- Unit cost per enrolled student of **€750/month**
- How to calculate:  $\text{€750} \times \text{number of months} \times \text{number of enrolled students}$  (**cap of 100 enrolled students** – but can commit for more)  
=> max. amount per project: €1.8 million
- Same unit cost for scholarship holders and non-scholarship holders and for students from programme and partner countries



# Student scholarships

## At student level:

- Cover subsistence, installation and travel costs + **fee waiver**
- A single unit cost per scholarship holder
- How to calculate: **€1 400 x number of months**  
(min. 1 academic year - max. 24 months) => max. amount per student: €33 600

## At project level:

- How to calculate: €1 400 x number of months x number of students (max. 60 students per EMJM project) => max. amount per project: €2.016 milion per grant
- Same unit costs for students from programme and partner countries

# Individual needs

## At student level:

- Contribution based on **individual needs** of students:
- **10 different unit costs** varying between €3 000 – €60 000
- If below €3 000: covered by institutional costs

## At project level:

- Awarded at contracting stage: **0,1 or 2 unit costs of €60 000**
- => max. amount per project: €120 000

# Additional funds (Extra scholarships)

- Response to the EU External priorities -> IPA III and NDICI for students from third countries (9 regions: 1, 3, 5, 6, 7, 8, 9, 10 and 11)
- Contribution for additional scholarships (including the corresponding institutional costs) for the entire duration of the EMJM programme
- 2 under IPA III and 18 under NDICI

=> max. amount provided: €1.032 million euro per grant

# Additional funds (Extra scholarships)

- Western Balkans (IPA III)
- Neighbourhood South (NDICI)
- Asia (NDICI)
- Central Asia (NDICI)
- Middle East (NDICI)
- Pacific (NDICI)
- Sub-Saharan Africa (NDICI)
- Latin America (NDICI)
- Caribbean (NDICI)

# Main changes compared to the Call 2023

- Top-up scholarships **limited to 20** (before 35)
- Introduction of minimum thresholds for all 4 award criteria:
  - 22/30 pts for "Relevance of the project"
  - 15/30 pts for "Quality of the project design and implementation"
  - 10/20 pts for "Quality of the partnership and the cooperation arrangements"
  - 10/20 pts for "Impact"

In case of ex aequo: the priority order will be "Relevance of the project", "Quality of the project design and implementation" and "Impact"

# Award criteria

## ❖ Relevance of the project

- ✓ **Background and general objectives**
- ✓ **EU Values**
- ✓ **Needs analysis and specific objectives**
- ✓ **Complementarity with other actions and innovation**

## ❖ Quality of the project design and implementation

- ✓ **Concept and methodology**
- ✓ **Quality assurance, monitoring and evaluation strategy**
- ✓ **Project teams, staff and experts**
- ✓ **Cost effectiveness and financial management**
- ✓ **Risk management**

## ❖ Quality of the partnership and the cooperation arrangements

- ✓ **Consortium set-up:** e.g., rationale for the consortium composition, innovative character of the consortium and inclusion of partners with different levels of experience, definition of roles and tasks of partners, cooperation with non-educational actors
- ✓ **Consortium management and decision-making:** e.g., cooperation arrangements, governing bodies and management tools, institutional commitment of the partners

## ❖ Impact

- ✓ **Impact and ambition:** e.g. impact at system level, institutional level and individual level, projections in terms of enrolled students, measures to ensure country balance of students
- ✓ **Communication, dissemination and visibility:** e.g. promotion strategy to attract excellent students worldwide
- ✓ **Sustainability and continuation:** e.g. mid/long-term development and sustainability strategy beyond EU funding, mobilization of other funding sources



**Total: minimum 70/100**



# Application

- **Apply via FTOP**, submit at **least 48 hours before deadline!**
- Create an EU Login – make sure to have a **PIC** (Participant identification code)
- The application form is structured in 3 parts:
  - Part A - Administrative Forms (online at the portal)**
    - general info about the project, data on applicant organisation & contact persons
  - Part B – Technical description & annexes (to be uploaded)**
    - narrative part of the project, work packages, milestones & deliverables
  - Part C – Administrative forms (online at the portal)**
    - Specificities (number of ECTS, accreditation, type of degrees to be awarded, etc.)

# Application

**Mandatory annexes**

**Optional annexes**

## Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. 

Part B



Upload 

Calculator



Upload 

List of previous projects



Upload 

Proof of accreditation



Upload 

Draft Partnership Agreement



Upload 

Draft model of Diploma Supplement



Upload 

Draft Student Agreement



Upload 

Blank copies of the proposed master degree diplomas



Upload 

Other annexes



Upload 

# Application: Part B

**Sections 1, 2 & 3**

Award Criteria

**Section 4**

Plan, Work Packages & Timing

**Section 5**

This section is not applicable for EMJM

**Section 6**

Declarations concerning double funding

# Application – Part B

## Section 1: Award criteria relevance

### 1. RELEVANCE

#### 1.1 Background and general objectives

##### Background and general objectives

Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Relevance'.

Describe the background and rationale of the project.

How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call (if applicable)?

Insert text

#### 1.2 Needs analysis and specific objectives

##### Needs analysis and specific objectives

Please address the specific conditions/objectives set out in the Call document/ Programme Guide, if applicable.

Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?

The objectives should be clear, measurable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).

Insert text

#### 1.3 Complementarity with other actions and innovation — European added value



##### Complementarity with other actions and innovation

Explain how the project builds on the results of past activities carried out in the field, and describe its innovative aspects (if any).

Explain how the activities are complementary to other activities carried out by other organisations (if applicable). Illustrate the trans-national dimension of the project; its impact/interest in the EU area; possibility to use the results in other countries, potential to develop /cross-border cooperation among Programme countries and Partner countries, if applicable, etc.

If your proposal is based on the results of one or more previous or ongoing projects, please provide precise references to these projects.

Insert text

##COM-PL-CP\$# ##PRJ-OBJ-PO\$# ##REL-EVA-RE\$# ##@QUA-LIT-QL@# ##@CON-MET-CM@#

##COM-PL-CP@#

# Application – Part B

## Section 2.1.: Award criteria quality of project design & implementation

### 2. QUALITY

#### 2.1 PROJECT DESIGN AND IMPLEMENTATION

##### 2.1.1 Concept and methodology

<b>Concept and methodology</b> <i>Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Quality of the project design and implementation'. Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives.</i>
Insert text

#\$CON-MET-CM\$# #@\$PRJ-MGT-PM@#

##### 2.1.2 Project management, quality assurance and monitoring and evaluation strategy

<b>Project management, quality assurance and monitoring and evaluation strategy</b> <i>Describe the measures foreseen to ensure that the project implementation is of high quality and completed in time. Describe the methods to ensure good quality, monitoring, planning and control. Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.</i>
Insert text

#\$PRJ-MGT-PM\$# #@\$CON-SOR-CS@#



##### 2.1.3 Project teams, staff and experts



###### Project teams and staff

*Describe the project teams and how they will work together to implement the project.*

*List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe shortly their tasks. If required by the call, provide CVs of all key actors. If required by the Call document/Programme Guide.*

Name and function	Organisation	Role/tasks	Professional profile and expertise

###### Outside resources (subcontracting, seconded staff, etc)

*If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).*

*If there is subcontracting, please also complete the table in section 4.*

Insert text

#\$CON-SOR-CS\$# #@\$FIN-MGT-FM@#

# Application - Part B

## Section 2.1.: Award criteria quality of project design and implementation



### 2.1.4 Cost effectiveness and financial management

#### Cost effectiveness and financial management *(n/a for prefixed Lump Sum Grants)*

Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.

Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed within the consortium.

⚠ Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.

Insert text

#\$FIN-MGT-FM\$# #@RSK-MGT-RM@#

### 2.1.5 Risk management

#### Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.

**Note:** Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.

Risk No	Description	Work package No	Proposed risk-mitigation measures

#\$RSK-MGT-RM\$# #@CON-SOR-CS@#



# Application – Part B

## Section 2.2: Award criteria quality of partnership and cooperation arrangements



### 2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS

#### 2.2.1 Consortium set-up

##### Consortium cooperation and division of roles (if applicable)

Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Quality of the partnership and the cooperation arrangements'.

Describe the participants (Beneficiaries, Affiliated Entities, Associated Partners and others, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?

In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.

Insert text

#### 2.2.2 Consortium management and decision-making

##### Consortium management and decision-making (if applicable)

Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.

**Note:** The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.

Insert text

#\$CON-SOR-CS\$# #SQUA-LIT-QL\$# #@IMP-ACT-IA@#

# Application – Part B

## Section 3: Impact

### 3. IMPACT

#### 3.1 Impact and ambition

##### Impact and ambition

Please address each guiding point presented in the Call document/Programme Guide under the award criterion 'Impact'.

Define the expected short, ~~medium~~ and long-term effects of the project. Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?

Insert [text](#)

#\$IMP-ACT-IA\$# #@\$COM-DIS-VIS-CDV@#

#### 3.2 Communication, ~~dissemination~~ and visibility

##### Communication, ~~dissemination~~ and visibility of funding

Describe the communication and dissemination activities which are planned ~~in order to~~ promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, ~~policy makers~~ and the general public and explain the choice of the dissemination channels.

Describe how the visibility of EU funding will be ensured.

Insert [text](#)

#### 3.3 Sustainability and continuation

##### Sustainability, long-term ~~impact~~ and continuation

Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?

What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?

Are there any possible synergies/complementarities with other (EU funded) activities that can build on the project results?

Insert [text](#)

#\$SUS-CON-SC\$#

# Application – Part B

## Section 4: Plan, Work Packages & Timing

Work Package 1: <u>  </u> [Name, e.g. Project management and coordination]							
Duration:		M <del>X</del> - M <del>X</del>		Lead Beneficiary:		1-Short name	
Objectives							
.							
Activities and division of work (WP description)							
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)		
			Name	Role (COO, BEN, AE, AP, OTHER)			
T1.1							
T1.2							
Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		1					
MS2		1					
Deliverable No (continuous numbering)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and

# Application – Part B

## Section 4: Plan, Work Packages & Timing – Tips and clarifications

- Detailed description of the project activities, complementary to the narrative parts of the application form
- **Work package** = major sub-division of the project, referring to and aligned with the award criteria
- WP: structured along expected outcomes, milestones and deliverables
- Grouping of the activities: logical & guided by identifiable outputs


### EMJM proposals should have 2 fixed WP:

- ✓ Management and implementation of the Master programme
- ✓ Selection and supervision of students

# Application – Part B

## Work Packages – Tips

- **Milestones:** free number, but limit to the most important moments
- **Deliverables:** free number, but recommendation: **max.15**
  - main expected deliverables:
    - ✓ Project website
    - ✓ Promotion material
    - ✓ Student Agreement template
    - ✓ Degree template(s)
    - ✓ Signed minutes of the selection meetings
    - ✓ Internal/external quality review reports
    - ✓ Sustainability/business plan

 **Don't add any deliverable linked to progress** or financial reports to EACEA  
Use the dissemination level 'SEN(sitive)', "PUB(lic)" automatically displayed by the system

# Application – Part B & Annex

## Section 2.1.3 Outside resources

- Explanation of the subcontracted parts of the project, if any (e.g., insurance schemes for the students) – **NOT** the involvement of the associated partners

## Section Events and Trainings

- Description of the main events and main Consortium meetings (trainings for staff/summer events, **NOT** regular management meetings)

## List of previous projects

- **Max. 5-6 main projects** related to your field of study and/or to Erasmus Mundus. If a more exhaustive list: section 'Other annex'.

*NB Do not forget to update the List of Previous projects as a separate annex in the Portal!*



# Application – Annex accreditations

- Proof of accreditation template completed and signed by each full partner
- Completed declarations and the supporting documents (proof of valid accreditation) to be merged into one PDF file & uploaded in the Portal
- Possibility of declaring a second accredited degree only if necessary (e.g. if in addition to the accredited national component there is also an accredited joint degree)

# Application – Budget table and Calculator (Annex)

- Calculator = Excel file that calculates the EMJM 's requested grant automatically
- Only blue fields on the upper part of the calculator to be completed (worksheet 2).
- Error message when the scholarships encoded superior to the maximum allowed per budget Heading
- Numbers entered in the Calculator translated automatically to Unit contributions in the Detailed budget table (worksheet 3)

# Application – Budget

EMJM - ERASMUS-EDU-2023-PEX-EMJM-MOB

	REQUESTED GRANT AMOUNT							
	Estimated eligible unit contributions (per budget category)							
	A. Contributions for scholarships			B. Institutional contributions			C. Contributions for special needs	Total
	Heading 2	Heading 6 IPA	Heading 6 NDICI	Heading 2	Heading 6 IPA	Heading 6 NDICI		
Forms of funding	Unit contribution	Unit contribution	Unit contribution	Unit contribution	Unit contribution	Unit contribution	Unit contribution	e = a+b+c
	a			b			c	
1 – Coordinator	2,016,000	134,400	1,041,600	1,800,000	72,000	558,000	120,000	5,742,000
Total consortium	2,016,000	134,400	1,041,600	1,800,000	72,000	558,000	120,000	5,742,000

# Application – FTOP

## General information

### Programme

Erasmus+ Programme (ERASMUS)

€ [Budget overview](#)

### Call

Erasmus Mundus Joint Masters (ERASMUS-EDU-2024-PEX-EMJM-MOB)

### Type of action

ERASMUS-EMJM-UN ERASMUS EMJM Unit Grants

### Type of MGA

ERASMUS Unit Grant [ERASMUS-AG-UN]

 Forthcoming

### Deadline model

single-stage

### Planned opening date

05 December 2023

### Deadline date

15 February 2024 17:00:00 Brussels time



# Resources

- [FTOP](#)
- [Programme Guide 2024](#)
- [Erasmus Mundus, analysis of the results of the second 2021-2027 call](#)
- [Erasmus Mundus, analysis of the results of the first 2021-2027 call](#)
- [Erasmus Mundus Catalogue \(europa.eu\)](#)
- [Erasmus Mundus Joint Master Degrees - The story so far](#)
- [Sustainability of Erasmus Mundus Master Courses - Best practice guide](#)

# Thank you for your attention!

## Any questions?