



Central European Joint Infodays 2024

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

3–4 December 2024



Workshop 2: How to submit the Erasmus Mundus Design Measures (EMDM) application

Tereza Svobodová
DZS|CZELO
Czechia



Overview of the workshop

Part 1: How to submit an EMDM application

- ✓ Short introduction to EMDM
- ✓ Creating a proposal & Application form
- ✓ Part A – administrative forms
- ✓ Part B – award criteria and workplan
- ✓ Part C – KPI
- ✓ Tips for submission

Part 2: Good practice example, Pavel Štrach, Škoda Auto University, project ACMI

Part 3: Discussion



Short introduction to the Erasmus Mundus Design Measures



Main features of Erasmus Mundus Design Measures (EMDM)

- ✓ € 60 000 lump sum grant (mono-beneficiary)
- ✓ Applicant: programme country HEI, ECHE holder
- ✓ All partners: deliver education at level 7 ISCED
- ✓ Activities incl. partner countries ' HEIs (NEW)
- ✓ Duration: 15 months
- ✓ Independent on Erasmus Mundus Joint Masters (EMJM)
- ✓ Expected outcomes: joint programme design, joint administrative procedure, common student services, joint promotion and dissemination, joint degree policy and launch of accreditation process

The aims of Erasmus Mundus Design Measures

- ✓ Develop new master programmes in partnership with universities worldwide - NEW!
- ✓ Attract students globally, increasing diversity and the talent pool, HEIs' reputation and competitiveness on the global stage
- ✓ Support the development of Erasmus Mundus Joint Master programmes (fully integrated joint curriculum, physical mobility, joint/multiple degree)
- ✓ Enhance the modernisation and internationalisation of the HEIs curricula and teaching practices
- ✓ Encourage the development of new, innovative, jointly delivered transnational study programmes at Master level



**Change:
no longer aiming at
underrepresented countries or
HEIs!**

Main changes compared to call 2024

- Applications can only be submitted by a programme country HEI
- Project must include activities involving HEIs from at least one third (partner) country
- No longer focus on underrepresented countries/institutions
- Change in award criteria: Min. score to be considered for funding: 60 points in total and at least 16 for relevance, 12 for project design, 12 for partnership arrangements and 10 for impact

Relevance of the project
(max. 30 pts)

Quality of the project design and implementation
(max. 25 pts)

Quality of the partnership and cooperation arrangements
(max. 25 pts)

Impact
(max. 20 pts)

Creating a proposal & Application form

Getting started – Basic info

- ✓ Online application procedure via [FTOP](#) (PIC needed)
- ✓ Submitted by the contact person of the applicant institution
- ✓ Deadline: 13 February 2025 17:00 (CET)
- ✓ Grant amount: € 60 000
- ✓ Budget: € 3 mil. → 50 EMDM funded
- ✓ [Programme Guide 2025](#), [Online support materials](#), [Q&A](#)
- ✓ [EACEA info session](#)
- ✓ [Erasmus Mundus Catalogue](#)

Where to start?

- Go to [FTOP](#)
- Select the topic: ERASMUS-EDU-2025-EMJM-DESIGN
- Select the type of submission: Lump Sum Grants and „start submission“

Please select the type of your submission:

ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

Start submission

Create proposal

- Find your organisation
- Select your role
- Proposal acronym
- Short summary



Find your organisation

PIC Short name

Search for your organisation

Can be still changed later in the Application form Part A

Proposal forms



Login



Topic selection



Create proposal



Participants



Proposal forms



Submit

Proposal forms



Deadline

13 February 2025 17:00:00 Brussels Local Time

76 days left until closure


Call data

Call: ERASMUS-EDU-2025-EMJM-DESIGN


Topic: [ERASMUS-EDU-2025-EMJM-DESIGN](#)

Type of action: ERASMUS-LS

Type of MGA: ERASMUS-AG-LS

 Topic and type of action can only be changed by creating a new proposal.

Proposal data

Acronym: 

Draft ID: S 

Download Part B templates



[Download part B templates](#)



In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal. Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.



Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.



Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

Edit forms




Edit Part C (KPI)

View history

Print preview



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 of proposal *



Upload



Other annexes



Upload



[← BACK TO PARTICIPANTS LIST](#)

[VALIDATE](#)

[SUBMIT](#)

Application form

Part A: Administrative form



General information, data about the applicant institution and contact person

Part B: Technical description



Narrative part, Award criteria and workplan (1 work package and its deliverables, description of partners)

Part C: KPI



Specificites: Nr. of ECTS, NEW: select countries and KPI (for reporting)

Part A – administrative forms

Part A

Proposal number: [REDACTED]

Proposal acronym: [REDACTED]

Type of Model Grant Agreement: ERASMUS Lump Sum Grant

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

→ Not applicable for this topic

How to fill in the forms

The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the forms are pre-filled based on the steps in the submission wizard.

Part A – general information

Application forms

Proposal ID [REDACTED]
Acronym [REDACTED]

1 - General information



Field(s) marked * are mandatory to fill.

Topic	ERASMUS-EDU-2025-EMJM-DESIGN	Type of Action	ERASMUS-LS
Call	ERASMUS-EDU-2025-EMJM-DESIGN	Type of Model Grant Agreement	ERASMUS-AG-LS
Acronym *	[REDACTED]		
Proposal title *	Max 200 characters (with spaces). Must be understandable for non-specialists in your field. Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: <> " &		
Language	Please indicate the language of the proposal documents		
Duration in months	Estimated duration of the project in full months. 15 months		
Free keywords	Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).		
Panel	[REDACTED]		

Please select up to 2 descriptors (and at least 1) that best characterise the subject of your proposal, in descending order of relevance. Note that descriptors will be used to identify the best qualified evaluators for your proposal.

Descriptor1 [REDACTED] **Add**

Abstract *



eerfiverg



Application forms

Proposal ID [REDACTED]
Acronym [REDACTED]

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call? Yes No

PG-V2-FORMSET ver 1.00 20240104

Page 2

Last saved 22/11/2024 00:12

Application forms

Proposal ID [REDACTED]
Acronym [REDACTED]

Declarations



Field(s) marked * are mandatory to fill.

- 1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *
- 2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions). *
- 3) We declare:
 - to be fully compliant with the eligibility criteria set out in the call
 - not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#)
 - to have the financial and operational capacity to carry out the proposed project. *
- 4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the [Funding & Tenders Portal Terms and Conditions](#). *
- 5) We have read, understood and accepted the [Funding & Tenders Portal Terms & Conditions](#) and [Privacy Statement](#) that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits). *
- 6) For Lump Sum Grants with a detailed budget table: We understand and accept that the EU lump sum grants must be reliable proxies for the actual costs of a project and confirm that the detailed budget for the proposal has been established in accordance with our usual cost accounting practices and in compliance with the basic eligibility conditions for EU actual cost grants (see [AGA - Annotated Grant Agreement, art 6](#)) and exclude costs that are ineligible under the Programme. Purchases and subcontracting costs must be done taking into account best value for money and must be free of conflict of interest.

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

Part A – participants

Only one → applicant (mono-beneficiary grant), other participating organisations to be described in part B

Click on „Show Participant´s Details“:

→ fill in the applicant organisation, department(s), contact person(s)

Application forms

Proposal ID [REDACTED]

Acronym [REDACTED]

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Role	Action
1	[REDACTED]	Czechia	Coordinator	Show Participant's Details

Part A – budget

Fill in the amount of € 60 000 (fixed lump sum contribution)

3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	██████████	CZ	60 000.00
	Total		60 000.00

Part B – award criteria and workplan

Part B – Technical description



- Part B is the only mandatory document
- Download the template (Word document), edit it and upload as PDF file
- Partners should be named here
- No other document is needed
- Respect the page limit: max. 40 pages, min. font size: Arial 9

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 of proposal *

Other annexes



Part B – Technical description

TABLE OF CONTENTS

ADMINISTRATIVE FORMS (PART A)	3
TECHNICAL DESCRIPTION (PART B)	4
COVER PAGE	4
PROJECT SUMMARY	5
1. RELEVANCE	5
1.1 Background and general objectives	5
1.2 Needs analysis and specific objectives	5
1.3 Complementarity with other actions and innovation — European added value	5
2. QUALITY	6
2.1 PROJECT DESIGN AND IMPLEMENTATION	6
2.1.1 Concept and methodology	6
2.1.2 Project management, quality assurance and monitoring and evaluation strategy	6
2.1.3 Project teams, staff and experts	6
2.1.4 Cost effectiveness and financial management	7
2.1.5 Risk management	7
2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS	7
2.2.1 Consortium set-up	7
2.2.2 Consortium management and decision-making	8
3. IMPACT	8
3.1 Impact and ambition	8
3.2 Communication, dissemination and visibility	8
3.3 Sustainability and continuation	8
4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING	10
4.1 Work plan	10
4.2 Work packages, activities, resources and timing	10
Work Package 1	11
Work Package	13
Events and meetings	14
Timetable	14
5. OTHER	16
5.1 Ethics	16
5.2 Security	16
6. DECLARATIONS	16

**Award
criteria to
be found in
the Guide**

One WP

Part B – Technical description / Section 1 Relevance

1.1. *Background and general objectives:* relevance in relation to the Erasmus Mundus Design Measures, contribution to the priorities of the call

1. 2. *Needs analysis and specific objectives:* based on a genuine and adequate needs analysis, rationale for the design of a highly integrated Master programme, potential to create innovative joint Masters in new areas

1. 3. *Complementarity with other actions and innovation:* e.g. project ambition compared to the offer of existing Master programmes



Part B – Technical description / Section 1 Relevance

Programme Guide:

<p>Relevance of the project (maximum score 30 points)</p>	<ul style="list-style-type: none">• The proposal is relevant for the objectives of the Action.• The proposal is relevant for the respect and promotion of shared EU values, such as respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, as well as fighting any sort of discrimination.• The proposal is innovative, as compared to the offer of existing Master programmes. <p>Needs analysis and specific objectives</p> <p>Rationale for the design of a highly integrated Master programme. The proposal is based on a genuine and adequate needs analysis.</p>
--	---

Part B – Technical description / Section 2 Quality

2.1 PROJECT DESIGN AND IMPLEMENTATION

2. 1. 1 *Concept and methodology:* ‘Quality of the project design and implementation’ award criteria section from PG (Adequacy and feasibility of the planned activities to achieve the objectives and expected outcomes.)

2. 1. 2. *Project management, quality assurance and monitoring and evaluation strategy:* not necessary to describe evaluation methods and indicators to monitor the outreach and coverage BUT! Quality of the project design and implementation part of the PG – incl. planned steps to launch an accreditation/evaluation process (European Approach if possible)

2. 1. 3. *Project teams, staff and experts:* CVs are not necessary

2. 1. 4. *Cost effectiveness and financial management:* N/A

2. 1. 5. *Risk management:* not necessary



Part B – Technical description / Section 2 Quality

Programme Guide:

<p>Quality of the project design and implementation (maximum score 25 points)</p>	<p>Concept and methodology</p> <ul style="list-style-type: none">• Adequacy and feasibility of the planned activities to achieve the objectives and expected outcomes. <p>Project management and quality assurance</p> <ul style="list-style-type: none">• Measures foreseen to ensure that the project implementation is of high quality and completed in time.• Planned steps to launch an accreditation/evaluation process for the proposed Master course, if possible taking advantage of the opportunities offered by the European Approach for Quality Assurance of Joint Programmes. <p>Project teams, staff and experts</p> <ul style="list-style-type: none">• Foreseen operational resources (including participating organisations) in relation to the planned activities and outcomes.• Definition of roles and distribution of tasks in the project team.
--	---

Part B – Technical description / Section 2 Quality

2. 2 PARTNERSHIP AND COOPERATION ARRANGEMENTS

2. 2. 1 Consortium set-up: cooperation and division of roles

→ Describe the participants and explain how they will work together. How will they bring together the necessary expertise? How will they complement each other? Show that each has a valid role and adequate resources to fulfil that role.

2. 2. 3 Consortium management: N/A



Part B – Technical description / Section Quality

Programme Guide:

<p>Quality of the partnership and cooperation arrangements (maximum score 25 points)</p>	<p>Consortium set-up</p> <ul style="list-style-type: none">• Expected role of the participating organisations. Their contribution to the implementation of the project, and the design of the master programme.• Rationale of their participation, added value and complementarity.
--	---

Part B – Technical description / Section 3 Impact

3. IMPACT

3.1 Impact and ambition

3.2 Communication, dissemination and visibility

3.3 Sustainability and continuation



<p>Impact (maximum score 20 points)</p>	<p>Impact and ambition</p> <ul style="list-style-type: none">• Expected impact and ambition of the new EMDM project, including the appeal to students, professors and partner organisations worldwide. <p>Communication, dissemination and visibility</p> <ul style="list-style-type: none">• Activities foreseen for the promotion and dissemination of the new Master programme and project outcomes. <p>Sustainability and continuation</p> <ul style="list-style-type: none">• Envisaged steps to successfully launch/implement the new Master programme (including institutional endorsement) and foreseen measures to ensure its sustainability (including identification of possible sources of funding).
---	---

Part B – Technical description / Section 4

4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

- _ Only one (WP 1 —“project acronym”); name who is involved in which task, include the participating organisations
- _ Milestones are not necessary
- _ Timetable – 15 months
- _ Recommended to use dissemination level SEN(sitive) for your deliverables
- _ Define the main deliverables as in the Programme Guide:

Also, the project is expected to have designed the following joint mechanisms:

- Joint student admission requirements and application, selection, monitoring, examination/performance evaluation rules/procedures;
- Joint programme and integrated teaching/training activities;
- A plan for common services offered to students (e.g. language courses, visa support);
- Joint promotion and awareness-raising strategy;
- Joint administrative and financial management strategy;
- A joint degree policy;
- A draft joint partnership agreement involving at least three HEIs. This agreement is intended to cover all academic, operational, administrative and financial aspects related to the implementation of the Master programme;
- A draft joint Student Agreement.



Part B – Technical description / Sections 5&6

Section 5 not applicable for EMDM projects

Section 6: Declarations: YES/NO

New: list of previous projects not a separate annex but annex incl. in Part B!

LIST OF PREVIOUS PROJECTS

List of previous projects					
Please provide a list of your previous projects for the last 4 years.					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					



6. DECLARATIONS

Double funding	
Information concerning other EU grants for this project ⚠ Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	YES/NO
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	
Financial support to third parties (if applicable)	
Not applicable.	
Seal of Excellence (if applicable)	
If provided in the Call document, proposals that pass the evaluation but are below the budget threshold (i.e. pass the minimum thresholds but are not ranked high enough to receive funding) will be awarded a Seal of Excellence. In this context we may share information about your proposal with other EU or national funding bodies through the Erasmus+ National Agencies.	
Do you agree that your proposal (including proposal data and documentation) is shared with other EU and national funding bodies to find funding under other schemes?	[YES] [NO]

#§DEC-LAR-DL§#

Part C – KPI

Part C (KPI)

Administrative forms (Part A)

Edit forms

Edit Part C (KPI)

View history

Print preview



- At submission and grant preparation stage: the data will be on your planned indicators
- At reporting stage: real indicators achieved (since the project start)
- Forms shared with EMJM, only some fields relevant
- The KPI tool should be updated with the latest available data for each periodic report (the KPIs are mandatory part of the project reporting)

Location

Please add at least one country

Country

NUTS1

NUTS2



New: choose from the list of countries of your partners involved in EMDM, incl. partner countries!

Part C (KPI)

Type of project, thematic areas and types of activities

ECTS credits

- 120 ECTS (4 semesters)
 90 ECTS (3 semesters)
 60 ECTS (2 semesters)

Type of master programme:

Continuation of an established EM master

- Yes
 No

Result of an Erasmus Mundus Design Measures (EMDM) project

- Yes
 No

EMJM official EU tuition language(s)

EMJM other world tuition language(s)

Type of mobility activities (only EMJM actions):

EMJM mobility with study periods outside Erasmus+ Programme Countries

- Yes
 No

EMJM mobility with study/mobility periods with internships/placements

- Yes
 No



Part C (KPI)

Does the project contribute to any of the EU Commission political priorities?

- A European Green Deal - Climate change
- A European Green Deal - Sustainable Europe investment plan
- A Europe fit for the digital age - The digital age
- An economy that works for people - Social fairness and prosperity
- An economy that works for people - Europe's social pillar
- An economy that works for people - Fair taxation
- A stronger Europe in the world - Free and fair trade
- A stronger Europe in the world - Defending Europe
- Promoting our European way of life - Strong borders and a fresh start on migration
- A new push for European democracy - Our democracy
- A new push for European democracy - Special relationship with the European Parliament
- A new push for European democracy - More transparency and scrutiny
- An economy that works for people - Deepening our economic and monetary union

Does the project address inclusion and diversity? *

- Yes
- No

🚫 This is a mandatory field.

- A European Green Deal - A just transition
- A European Green Deal - Preserving Europe's natural environment
- A Europe fit for the digital age - Empowering people through education and skills
- An economy that works for people - Supporting small business
- An economy that works for people - A union of equality
- A stronger Europe in the world - The EU unique brand of responsible global leadership
- A stronger Europe in the world - A more active role
- Promoting our European way of life - Upholding the rule of law
- Promoting our European way of life - Internal security
- A new push for European democracy - A greater say for Europeans
- A new push for European democracy - Improving the lead candidate system
- A new push for European democracy - Protecting our democracy

Does the project address participation and civic engagement? *

- Yes
- No

🚫 This is a mandatory field.

Part C (KPI)

Output, result and impact indicators

Policy impact

Impact on the higher education (HE) sector (only at reporting)

- Active participation of students in governance and reform of HE system
- Contribution to creation of regional HE area (facilitate national and cross-border recognition, support mobility of teachers, learners and workers)
- Contribution to the reform of higher education policies that respond to societal and labour market needs
- Development of schemes that facilitate the employability of graduates
- New national policies or legislative framework
- New regional policies or legislative framework
- Strengthening of links between education, research and innovation

Number of third countries introducing new national policies or legislative framework in higher education (HE) via the project: *

#,###,###,###,###,###.



🚫 This is a mandatory field.

Number of third countries introducing new regional policies or legislative framework in higher education (HE) via the project: *

#,###,###,###,###,###.

🚫 This is a mandatory field.

Number of third countries creating a regional higher education (HE) area via the project (facilitating national and cross-border recognition, supporting mobility of teachers, learners and workers):

#,###,###,###,###,###.



🚫 This is a mandatory field.

* Number of third countries reforming higher education (HE) policies via the project, to respond to societal and labour market needs: *

#,###,###,###,###,###.

🚫 This is a mandatory field.

Is the project focused on regional cooperation i.e. cooperation between countries in a region of the world? *

- Yes
- No

🚫 This is a mandatory field.

Socio-economic benefits

Do you consider that your organisations/institutions have developed high-quality practices as a result of the participation in this project (only at reporting)?



Part C (KPI)

Courses, study programmes, research partnerships, publications, education projects

Number of new courses: *

🚫 This is a mandatory field.

Number of new study programmes (only for EMDM actions):

Number of newly developed research partnerships: *

🚫 This is a mandatory field.

Number of joint publications since the project start: *

🚫 This is a mandatory field.

Investments (for final report)

Investments mobilised:

Private funding mobilised (EUR): *

🚫 This is a mandatory field.

Public funding mobilised (national/regional, EU non-Erasmus+) (EUR) *

🚫 This is a mandatory field.

Total investment mobilised: *

0

Tips for submission

Validate and submit



Edit and Save as many times as necessary



Run a validation of the draft proposal (check)



Error: mandatory information is missing
Warning: missing information (not blocking the submission)

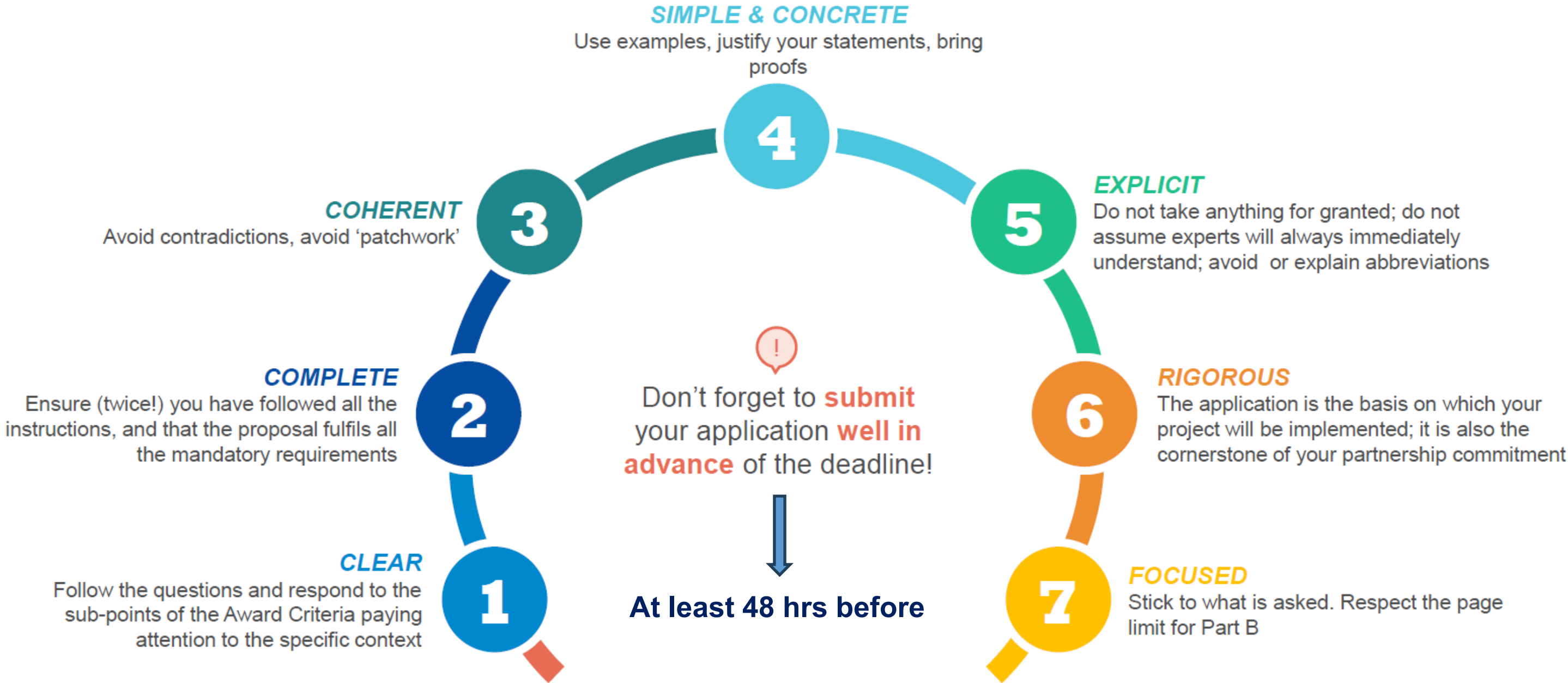


After the submission you can still edit BUT resubmit



Proposal Submission User Manual

General advice



Selection roadmap

Call:

28 November 2024

Deadline:

13 February 2025 17:00

Evaluation:

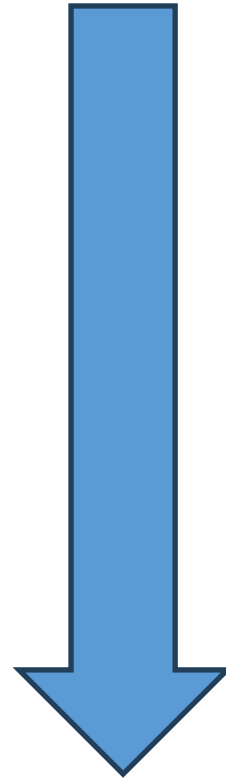
February – June 2025

Results:

July 2025

Grant Agreement

August – October 2025





Other information sources

- ✓ [Erasmus Mundus, analysis of the results of the second 2021-2027 call \(joint masters and design measures\)](#)
- ✓ [Erasmus Mundus, analysis of the results of the first 2021-2027 call \(joint masters and design measures\)](#)
- ✓ [Statistical factsheets on the achievements of the Erasmus Mundus Joint Master Degrees \(2014-2020\)](#)
- ✓ [Erasmus+ Factsheets](#)
- ✓ [Report 'Implementing Joint Degrees in the Erasmus Mundus action of the Erasmus+ programme'](#)
- ✓ [Erasmus Mundus Catalogue \(europa.eu\)](#)
- ✓ [EMJMD Cluster meeting 2018: European Approach for Quality Assurance of Joint Programmes](#)
and [Follow-up event 2019 "Implementing the European Approach for Quality Assurance for EMJMDs](#)
- ✓ [Erasmus Mundus Joint Master Degrees - The story so far](#)
- ✓ [Sustainability of Erasmus Mundus Master Courses - Best practice guide](#)
- ✓ [Erasmus+ Project result platform](#)

Thank you for your attention!

