



ERASMUS+ PROGRAMME ERASMUS MUNDUS JOINT MASTER DEGREES CALL FOR PROPOSALS 2018 (EAC/A05/2017)

Frequently Asked Questions

(Latest update: January 2018)

The following "questions and answers" on aspects related to the action "*Erasmus Mundus Joint Master Degrees*" (EMJMD) are published as a source of information for applicants intending to submit a project proposal under the Erasmus+ 2018 call for proposals.

The FAQs should help applicants find a quick answer to general matters relating to the preparation of their EMJMD proposal. The document addresses both enquiries received by the Executive Agency and issues which the Agency considers useful to make clear to potential applicants in order to avoid misunderstandings.

Please note that the primary sources of information remain the [call for proposals 2018 \(EAC/A05/2017\)](#), the [Erasmus+ Programme Guide](#) (especially Part B, Key Action 1: "*Erasmus Mundus Joint Master Degrees*", including the Annex I on EMJMD), the "[Instructions for completing the Application Package](#)" document, and the documents related to the [Award Criteria](#) uploaded on the Agency website (see navigation tab "Annexes"). These information sources constitute your first reference to guide you through your EMJMD application; they can be consulted in the EMJMD call section at the following Agency website:

http://eacea.ec.europa.eu/erasmus-plus/funding_en

The Erasmus+ Programme Guide specifies key terms, explains the nature and functioning of EMJMD, presents the funding scheme, and outlines the application/selection procedures in the context of this action. Most of the answers to questions which may arise for EMJMD applicants can be obtained from a close reading of the Programme Guide, for instance:

- the eligibility criteria for potential applicants (e.g. is my organisation eligible, how many organisations does a consortium need to comprise at application stage, etc.);
- the Award Criteria that applicants need to address in their proposal;
- the way EMJMD scholarships are allocated.

Please note that the current version of the Erasmus+ Programme Guide features important differences compared to the previous Erasmus+ call for proposals. Further details on the main changes related to EMJMD are presented in Q1.

If you have specific queries where you consider that further explanations and/or clarifications by the Agency are needed for a more complete understanding of the EMJMD rules, then you can send an email to the following mailbox and you will receive an answer as soon as possible from our staff:

EACEA-EPLUS-EMJMD@ec.europa.eu



A) Questions on general and institutional matters

Q1 : What are the main changes in the Erasmus Mundus Joint Master Degree action as from the 2015 call for proposals?

Answer:

The changes in the Programme Guide which **took effect for the EMJMD call 2016** are the following:

- The preparatory year is no longer mandatory for EMJMDs. Applicants are requested to indicate in the eForm if they intend to run the Master without a preparatory year, i.e. start implementing the 1st intake immediately after the notification of being selected for funding. Please note that the decision to implement or opt out from the preparatory year cannot be changed at a later stage. Specific conditions apply for on-going Erasmus Mundus Master Courses (EMMC) and EMJMDs selected in 2014 that re-apply for EU funding. These are further explained in Q3 below, as well as in the "[Instructions for completing the Application Package](#)" document (page 26).
- Additional scholarships ("Heading 4" & EDF) are available for the following targeted regions: Eastern and Southern Neighbourhood countries, South Africa, Gulf Countries, Asia, Central Asia and Latin America. In addition, the Africa-Caribbean-Pacific countries are included for the first time. Applicants are strongly advised to make use of this opportunity at application stage, as it will not be possible to request the additional scholarships after being selected for funding.

The changes in the Programme Guide which **took effect for the EMJMD call 2017** are the following:

- EMJMDs will now be assessed in a one-step evaluation procedure by the external experts. Applicants of eligible proposals will in consequence receive feedback on the whole application.
- The threshold of 75% for the award criterion "*Relevance of the project*" (i.e. 30 points out of 40) applies in order for proposals to be considered for funding.
- The application and assessment process for the award of additional scholarship ("Heading 4" & EDF) for targeted regions of the world has been simplified since 2016. Moreover, this criterion will now be assessed on a "Yes/No" basis concerning its pertinence, thus no scoring will be given by the external experts.

The changes in the Programme Guide which **take effect for the EMJMD call 2018** are the following:

- The EMJMD grant covers funding for 4 intakes of students, whereas maximum 15 EMJMD student scholarships can be awarded per intake (i.e. in total maximum 60 EMJMD scholarships per Grant Agreement).
- Consortia can benefit from up to 12 additional scholarships per intake for targeted regions of the world (i.e. in total up to 48 EMJMD scholarships per Grant Agreement).
- The share of Programme Country scholarships available to the consortia increases: the minimum requirement of 75% of scholarships offered to Partner Country students now take into account those Partner Country scholarships offered under Heading 1 and Heading 4/EDF budgets together).

Please check also the website of DG EAC for additional information on changes in the Erasmus+ Programme Guide: http://ec.europa.eu/programmes/erasmus-plus/discover/guide/index_en.htm



Q2 : Which countries have the status of Programme Country in the framework of Erasmus+ under the on-going call for proposals?

Answer:

The following countries are considered as Erasmus+ Programme Countries:

- All EU Member States
- Norway, Iceland, Liechtenstein, the former Yugoslav Republic of Macedonia (FYROM), and Turkey are participating in the Erasmus+ Programme with equal rights and obligations as EU Member States.

Individuals and organisations from or to Overseas Countries and Territories (OCT) are eligible for the EMJMD action, subject to the arrangements applicable to the Member State with which these OCTs they are connected. This means that individuals and organisations from the OCTs are participating in the EMJMD action on a 'Programme Country' status, the 'Programme country' being the Member State with which they are connected. The list of OCTs can be found at:

http://ec.europa.eu/europeaid/regions/octs_en

All other countries of the world are considered as Partner Countries for the EMJMD action. Funding will be allocated to organisations in the countries within their territories as recognised by international law.

Please note: Switzerland currently keeps the status as Partner Country. Therefore EMJMD applications involving Switzerland as one of the minimum number of "Programme Countries" required in the consortium will be considered ineligible.

Q3 : What are the eligibility rules under the 2018 EMJMD call for proposals concerning applications from institutions already running EMMCs/EMJMDs?

Answer:

- It is possible for any HEI institution which is already running an Erasmus Mundus Master – regardless of the year of selection - to apply for a completely new proposal in terms of academic content and/or consortium composition and which is not related to the previous EMMC/EMJMD.
- For proposals, which built upon previous Erasmus Mundus Master, the following rules apply:
 - EMJMD proposals that are linked to an established Erasmus Mundus Master Course are eligible to apply and can choose to run a preparatory year or not, as their contractual obligations of the related Framework Partnership Agreement in force have come to an end with the implementation of their last intake in 2017 (i.e. EMMCs with FPAs from 2013 and earlier years).
 - EMJMD consortia selected in 2014 - as well as those consortia selected in 2015 under the Quality Review scheme - are eligible to apply, as their last funded student intake has started in the academic year 2017/2018. These consortia may either choose to implement the preparatory year, i.e. the 1st student intake will then start in the academic year 2019/2020, or opt-out from the implementation of the preparatory year and therefore are expected to start the 1st student intake already in the academic year 2018/2019.
 - EMJMD consortia selected in 2015 (in terms of academic content and/or consortium composition) will have their last intake being implemented in the academic year 2018/2019 and therefore are eligible to apply only by choosing to implement the preparatory year, i.e. the 1st student intake of the proposed EMJMD would start in the academic year 2019/2020.
 - EMJMD consortia selected in 2016 (in terms of academic content and/or consortium composition) that had opted-out from the implementation of the preparatory year and will therefore implement their last intake in the academic year 2018/2019, are eligible to apply only by choosing to implement the preparatory year, i.e. the 1st student intake of the proposed EMJMD would start in the academic year 2019/2020.
 - All other EMJMD consortia selected in 2016 and 2017 (in terms of academic content and/or consortium composition) are not eligible to apply.

The objective of the above conditions is to ensure that the implementation of intakes under Erasmus Mundus Masters' contracts does not overlap with an intake funded under the EMJMD contractual framework.



Q4 : What are the consequences if a consortium opts out from the implementation of the preparatory year?

Answer:

Consortia that will opt out from the implementation of the preparatory year must be aware of the fact that the selection of students for the academic year 2018/2019 must be implemented prior to the Agency's notification to successful applicants of being selected for an EMJMD grant. In this case, they must be aware of the fact that they are not allowed to advertise the 2018 student selection exercise as an Erasmus Mundus Masters programme (including the use of the Erasmus Mundus logo), must clearly disclose on their website that EMJMD scholarships are not guaranteed for the 2018 intake. In other words, the 2018 intake/edition of the proposed Master (continuation of a former EMMC or EMJMD, or initiation of a new Master) is advertised and promoted on the consortium's own risk. Even so, the selection of students exercise (promotion, procedures, etc.) must be fully in line with the EMJMD "*Minimum requirements*" documents that apply to the EMJMD action, and in particular of the:

- Minimum requirements for the Health and Accident Insurance coverage of EMJMD students
- Minimum requirements and recommendations for student selection and scholarship management

The above-mentioned "*Minimum requirements*" documents can be consulted at the EMJMD '[Funding](#)' webpage of EACEA.

Q5 : Is it necessary to have a Participant Identification Code ("PIC") for all organisations in the consortium including associated partners?

Answer:

Yes, each organisation involved in an Erasmus+ application needs to have a PIC in order for an application to be validated. To obtain a PIC, an organisation must register in the Unique Registration Facility (URF) of the European Commission Participant Portal available at:

<http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html>

To do this, you first need a login/password for secure access to URF via the EULogin (European Commission Authentication Service) account. For all details and internet links please consult the Erasmus+ Programme Guide, Part C "*Information for Applicants*", as well as the EMJMD call website.

Q6 : Can university faculties apply for Erasmus+ actions (here: EMJMD) with their own PIC and independently from their "mother" university?

Answer:

No. In order to be eligible to participate in Erasmus+, universities from Programme Countries must have been awarded an "*Erasmus Charter for Higher Education*" (ECHE). Faculties cannot receive the Charter independently from the universities to which they are attached. Even in cases where faculties have a legal status that is autonomous from the "mother" university (as agreed by the national authorities) they must apply for a grant with the ECHE reference and the PIC number of the "mother" university. If the proposal is successful, the Agency will enter into legally binding commitment with the "mother" university only. Any management arrangements need to be agreed internally between the "mother" university and the faculty.



Q7 : We have established a consortium of three full partners – all HEIs – and are thinking of including another university which is, however, not yet ready to host students on their mandatory mobility. Should we include this additional partner as a full or an associated partner?

Answer:

In the peer review evaluation of the proposals the role, involvement and preparedness of all partners in view of EMJMD implementation will be looked at. The EMJMD eligibility criteria define that HEIs from Programme Countries must be in a position to host EMJMD students and deliver at least the minimum number of ECTS credits for the study period spent in their institution. If a Programme Country HEI cannot host EMJMD students for a mobility period as explained above, it cannot be included as partner in the consortium, but only as associated partner under the condition that the activities concerned are implemented under the direct supervision of one of the consortium partner HEIs. The consortium needs to be aware of the limited role this associated partner could actually play in the EMJMD implementation.

Q8 : What is the status of an "affiliated entity" within the EMJMD consortium?

Answer:

EMJMD consortia have the possibility to include in Part A of the eForm those legal entities that have an established legal or capital link with either the applicant HEI or with one of the partner organisations. This link should neither be limited to the submitted EMJMD proposal nor be established for the sole purpose of its implementation. In accordance with Article 122 of the Financial Regulation they are considered affiliated entities contributing to the achievement of the EMJMD objectives and activities. They must comply with the eligibility, non-exclusion criteria and selection criteria applying to the consortium members. Links of affiliated entities with consortium partners must be specified in Part E of the eForm.



B) Questions related to student mobility, scholarships, and EMJMD implementing rules

Q9 : Which kind of supporting documents do Higher Education Institutions (HEI) need to request and verify in order to determine the student's "country of residence" in the framework of EMJMDs?

Answer:

For most of the cases, in order to determine the "country of residence" of student scholarship candidates, HEIs may request 2 types of supporting documents:

- a certificate of residence in line with the provisions of the municipality where the student is registered;
- a certificate confirming the place of employment or study/training, issued by the employer or the institution where the student studies/finished his/her studies.

There may be specific cases in which the HEI may ask for additional relevant documents in order to determine the current "country of residence" of a student (e.g. for a Partner Country student who has just finished his/her studies in a Programme Country and returned to a Partner Country, the HEI could request as additional supporting documents a copy of the plane ticket, a confirmation by the university where the student finished his/her studies, etc.)

Q10 : What are the accreditation requirements (eligibility criterion) for Programme Country HEIs at application stage?

Answer:

In line with the EMJMD eligibility criteria, HEIs established in Programme Countries are requested to demonstrate at application stage the accreditation at national level of the degree-awarding Master programmes on the basis of which the EMJMD is composed (see also C.10 of the eForm). The accreditation of the proposed EMJMD must be confirmed at application stage also in case the EMJMD study programme is externally quality assured/evaluated based on the European Approach for Quality Assurance of Joint Programmes¹, or is the result of a completely new curriculum that cannot be associated with already existing and accredited national Master programmes. Please note that proof of valid accreditations must be annexed to the eForm.

Q11 : Does a national Master programme in a Partner Country, which is part of the mobility tracks offered within an EMJMD and where students can spend a study period, need to be accredited?

Answer:

The eligibility criteria published for EMJMD in the Erasmus+ Programme Guide currently in force oblige HEIs established in Programme Countries to demonstrate at the application stage the accreditation at national level of the degree-awarding Master programme on the basis of which the EMJMD is composed. If EMJMD study periods take part in Partner Countries where the local course/modules have yet not been nationally accredited, it must be ensured that the respective course/ modules and the related ECTS credits are fully recognised in all Programme Countries HEIs taking part in the consortium. If necessary, the Partner Country mobility paths should be implemented under the academic supervision of one of the Programme Country HEIs.

¹ The European Approach relates only to joint programmes offered jointly by HEIs from two or more Programme Countries, and does not address the quality assurance of programmes delivered jointly by different institutions from a single Programme Country.



Q12 : If a "double degree" is issued only by two full partner HEIs within an EMJMD consortium of three full partner HEIs, does the third partner HEI also need to be a degree awarding institution?

Answer:

Yes, it must be Master degree-awarding institution, but it might award a degree only to students following a specific mobility path.

Q13 : A minimum of 75% of EMJMD scholarships are earmarked for candidates from Partner Countries. Does this include the additional scholarships for targeted regions of the world (Heading 4 & EDF)?

Answer:

Yes, the additional scholarships for targeted regions in the world are taken into account for the calculation of the EMJMD scholarship ratio between students from Programme and Partner Countries to be reached at the end of the 3rd intake.

Q14 : What happens with unspent funds from the EU grant (e.g. contributions to travel costs) which have been accumulated during the first and second intake of an EMJMD? Can they still be spent in the third edition as additional full or partial scholarships?

Answer:

Yes,, as long as these unspent funds can form a full scholarship (Programme or Partner Country scheme), they can be allocated to students in the next intake(s) while respecting certain rules (e.g. the minimum ratio of 75% Partner Country EMJMD scholarship holders). If after all there are still unspent funds remaining, they will be recovered at final report stage.

Q15 : What are the specific rules for scholars in the implementation of an EMJMD? Is it mandatory to include any, and if yes based on how many weeks and on which scholar grant?

Answer:

Scholars/guest lecturers must be included in each of the three EMJMD editions financed under the EU grant, namely four (4) invited scholars/guest lecturers per student intake for at least eight (8) weeks in total per intake. The consortium can finance their participation through the EU contribution to the "consortium management costs". Scholar/guest lecturers' mobility is considered eligible in the following cases: (a) mobility between the partners of the consortium (including to/from associated partners), and (b) mobility from outside the consortium, if this mobility is clearly linked to the Master course.

The specific rules applying to scholars/guest lecturers (e.g. definition of a working week) are laid down in the [EMJMD model template grant agreement](#).

Q16 : Can an EMJMD be implemented for students on part-time basis or in remote (distance learning)?

Answer:

No, an EMJMD is a full-time study programme and cannot be attended on a part-time basis or as distance-learning course (physical mobility cannot be replaced by virtual mobility). However, an EMJMD course module may contain complementary e-learning elements.



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Q17: Do the EU sanctions against Russia have any impact on participation of Partner Countries in the Erasmus+ EMJMD action?

Answer:

Yes, institutions from Crimea are not allowed to participate in Erasmus+ EMJMD. Individuals (students and scholars/guest lecturers) are not impacted.