

## EMAP 2 / ERASMUS MUNDUS ACTIVE PARTICIPATION Vol. 2

### QUESTIONS AND ANSWERS FROM THE TRAINING SEMINAR IN ESTONIA 18 – 21 JANUARY 2012

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Q = question

A = answer

EM = Erasmus Mundus

EMJD = Erasmus Mundus Joint Doctorates

EC = European Commission

HEI = higher education institution

EACEA = Education, Audiovisual and Culture Executive Agency

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#### General instruction on EM

Q: What does the amount for the employment contract include? → A: The amount of € 2 800 per month includes the monthly allowance of the PhD student and the cost for social security. The salary depends from country to country. This amount is a gross salary, the candidate will receive a net amount after the reduction of social security and other relevant taxes.

#### Various remarks

Legal frameworks for the employment contracts are available, but there might be constraints in some countries. The contracts can have different names. Before the application it is necessary to identify the main issues and minimize the differences. If possible, one country should proceed all the contracts. The EMJD candidates should be treated as professionals and not as students. The procedure should be transparent to all candidates.

A doctoral candidate agreement is another document besides the employment contract. It determines the rights and obligations in the relationship of the consortium and the candidate.

It is not necessary to have the consortium agreement ready by the time of application. But the consortium should have its content clearly in mind.

Three years of the selected EMJD are funded by the EC. For the 4<sup>th</sup> year the consortium should seek for another available funding.

Participating in EMJD is a long-time commitment for the HEIs.

The project proposal (application) has to be clear to everyone. It has to be a consistent and concrete description.

The contact person could be a member of academic or administrative staff. It should be a person that will always be available because there will be a lot of communication with the EACEA.

The Erasmus for All Programme proposal does not include the EMJD. The idea for the moment is that Joint Doctorates will be included in the Marie Curie Programme. The current Call for proposal is the last one for the current Action 1.

### **Application procedure**

Read the expert assessment manual (available at EACEA website), which provides you with the kind of answers expected by the expert. Remember – the EACEA expert is your first customer.

Endorsement letters are the first idea that the experts get about the involvement of all partners. These should be very specific for external partners especially.

Project title is not a project summary. It is rather a marketing tool which should give students the wish to know more.

eForm will be available in March in EN, FR and DE. Use the language of consortium which is clear to everyone.

Q: How detailed should be the information about attracting the candidates with special needs? → A: It is important to show in the application that these candidates are welcome and anticipated and the consortium is ready to include them.

### **Presentation on integration and functioning of the EMJD programme by Maaïke Leusden**

Q: How do you assess the motivation letter? → A: The candidates apply for a specific project and we check their background, interest in the topic and experience.

Q: Who is funding the 4<sup>th</sup> year? → A: The consortium is responsible for the funding for the 4<sup>th</sup> year, it is also stated in the consortium agreement. The 4<sup>th</sup> year can be financed by the institution itself or by the candidate if the studies were delayed for his/her reasons.

Q: What kind of contracts do you have with the candidates? → A: Agreement between the consortium and the candidate, and the employment contracts. The candidate has got an employment contract with his home institution and acts as a guest researcher at other institutions.

### **Presentation on provisions for EMJD candidates and overall promotion and marketing strategy by Lucio Marcenaro**

Q: The tuition fees are not allowed in Sweden, only for the overseas students. How do you overcome this? → A: The fee is the same in all countries and we rather use the word “participation costs”. They are mandatory for the EMJD implementation and go to the consortium, which decides about how it will be distributed.

Q: Are there any age limits for candidates? → A: No, there are no age limits.

### **Various remarks**

The student/doctoral candidate participation costs must be calculated by the consortia in accordance with their means and needs. In other words, the individual participation costs amount should be defined taking into account the following parameters:

- how much does it cost the partner HEIs to implement and maintain an EM joint programme (taking into account that these costs must include all mandatory study/research activities expected from the students/doctoral candidates, including the insurance coverage);
- how much and which of these costs are covered by the partner institutions or other sponsors (including the EM programme flat rate for the consortium management costs);
- what are the annual student/doctoral intake estimations.

The corresponding participation costs should be clearly announced on the joint programme’s web site.

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