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# The Erasmus Mundus Application Form

## Step by Step



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# Preliminary remarks

Before you begin completing the form :

⇒ Be sure to have an in-depth knowledge of the **programme guide**

⇒ Be sure to have your **consortium fixed** and strongly motivated

⇒ *Estimated time : approx. 2 months*



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# Preliminary remarks

2010 = an electronic form **NEW!!**

- ⇒ **Experiment** the test version
- ⇒ Be sure you get the **latest version** (RSS)
- ⇒ Do not submit your application at the very **last minute**
- ⇒ *Estimated availability of the e-form :*  
**March 2010**



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# The application form

Consists of two different parts :

⇒ A **technical part** : Sections A, B, C, D, F common to EMMCs and EMJDs

⇒ A **narrative part** : Part E specific for EMMCs and for EMJDs - to be submitted on a separated Word document



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# The very first page

- ⇒ In case you apply for both an EMMC and an EMJD: you have to submit 2 different forms
- ⇒ Project **title**: meaningful, informative, communicative
- ⇒ Project **acronym**: very important!
- ⇒ Application **language**: EN, FR or DE - must be the working language of the consortium



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# Summary Sheet

- ⇒ A very **practical objective**: to estimate the number of proposals and enable the agency to identify in advance experts with a thematic expertise matching those of the applications
- ⇒ **No summary** at such (title, field of study, language, consortium composition, coordinator)
- ⇒ **Excel** file (currently on the Annex 3 of the pdf version)
- ⇒ To be sent by e-mail **before March 31**



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# Part A - Identification

⇒ To be completed **for each organisation** involved in the consortium: **coordinator, partner and associated member**

⇒ **A1**: be careful to indicate the exact official name of the organisation

⇒ **A2/A3**: legal representative and contact person must be different people (commitment / availability, reactivity)

⇒ **A3**: no mistake in the e-mail address!!



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## Part B - Organisations

⇒ **B1/B2:** to be completed **for each organisation**

⇒ **B2:** insist on the international/European cooperation expertise and on the level of involvement in the EMMC (B2 must be coherent with the endorsement letters)

⇒ **B2:** skills and expertise of max 3 key people per organisation (provide the CVs >>Europass model)

⇒ **time-consuming!!!!** can be prepared in advance

⇒ **B3:** to be completed **only** for the coordinator and **only** for the most relevant EC grants of the last financial year





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## Part C – Description

⇒ Your EMMC' **key features**:

= duration, calendar, nb of countries of study, tuition language, participation costs, nb of students, study field

>> !!!Eligibility: mandatory period of study in at least 2 of the European countries of the consortium

>> !!!Nb of students planned to be enrolled with or without EM scholarships

>> !!!Thematic study field: new list of codes to be published in Feb. // Up to 3 thematic areas per EMMC

EMAP

Prague, 4 – 7 February 2010



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## Part C – Description (2)

### ⇒ Participation costs:

>> must include everything (insurance, library, etc.)

>> 1 single price for European students

>> 1 single price for third-country students

>> Can be different for these 2 categories

>> !! EC Max. contribution to these costs (Guide p. 32)

>> 4000€/year for a Europ. Student

>> 8000 €/year for a third-country Student



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## Part C – Summary

⇒ EN, FR or DE

⇒ Will be published on the Internet:

>> must be an **advertisement** for your EMMC

>> **clear** enough and **attractive** for the future students and scholars

>> **precise** and **detailed**: objectives, content, countries and HEIs involved, duration, mobility tracks, tuition language, admission criteria, learning outcomes, employability opportunities, awarded diplomas (type, name)

⇒ Have a look at the EMMCs compendium (EACEA website)



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# Part D – Technical capacity

⇒ What is the **legitimacy** of your consortium to run the proposed joint programme ? How can you prove that you have the **capacity and expertise** to run it once it is selected ?

⇒ Do not be exhaustive

⇒ Select only the most relevant experience

⇒ Do not focus only on the coordinator's experience

⇒ !!! Coherence with the CVs of the key staff involved



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## Part F – Degree(s) awarded

- ⇒ What kind of **official degree** are you going to award at the end of the EMMC?
  - >> A double degree?
  - >> A multiple degree?
  - >> A joint degree?
  
- ⇒ You have to **specify for each awarded degree**:
  - >> the official name (+English name)
  - >> the type
  - >> the recognition status
  
- ⇒ Consultation of the EM National Structure at the selection stage



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# Part E – Project implementation

- ⇒ **Academic quality (30%)**
- ⇒ **Course integration (25%)**
- ⇒ **Course management, visibility and sustainability measures (20%)**
- ⇒ **Students' facilities and follow-up (15%)**
- ⇒ **Quality assurance and evaluation (10%)**

*15-20 pages // Max. 3 MO*









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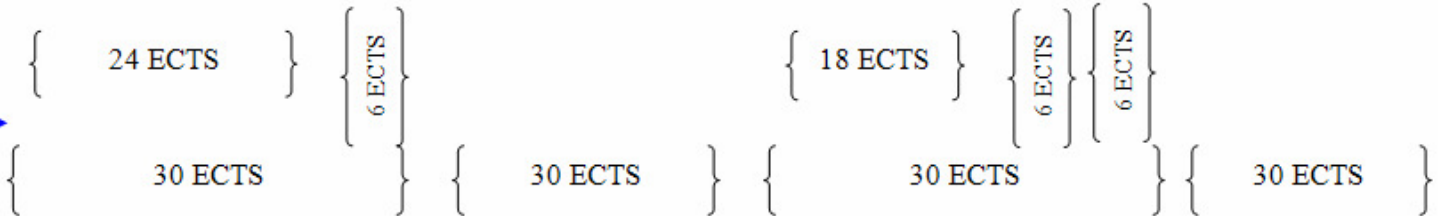


# Academic quality - Course content

- ⇒ EMMC **objectives** in relation to the **needs analysis** in the field
- ⇒ EMMC **added value** compared with **existing masters** at national, European and international levels
- ⇒ EMMC **structure and content**, mandatory mobility relevance
- ⇒ EMMC **learning outcomes** relevance in view of the students' future academic opportunities and employability
- ⇒ **Consortium composition** and expertise of academic staff
- ⇒ EMMC interaction with **professional sector**

	<b>SEMESTER 1</b> <i>Basic acquisitions</i>			<b>SEMESTER 2</b> <i>Hydroinformatics</i>	<b>SEMESTER 3</b> <i>Thematic specialisations</i>		<b>SEMESTER 4</b> <i>Professional practice and research</i>
<b>COTTBUS</b> Teaching in English & German	Knowledge update + English, German, French, Hungarian or Spanish			<i>Software engineering and modelling</i>	Research	Research project <i>Modelling and software development</i>	
<b>BUDAPEST</b> Teaching in English & Hungarian	Knowledge update + English, German, French, Hungarian or Spanish			<i>Inland Waters management</i>		Research project <i>Inland Waters management</i>	
<b>NEWCASTLE</b> Teaching in English	Knowledge update + English, German, French, Hungarian or Spanish	English intensive	<b>Application Level 1</b>			Research project	
<b>BARCELONA</b> Teaching in English & Spanish	Knowledge update + English, German, French, Hungarian or Spanish				<i>Decision Support Systems</i>		Research project <i>Decision Support Systems</i>
<b>NICE-SOPHIA ANTIPOLIS</b> Teaching in English & French	Knowledge update + English, German, French, Hungarian or Spanish			<i>Urban waters management</i>	Hydro Europe Preprofessional training	Professional Practice <i>Modelling &amp; software dev.</i> <i>Inland waters management</i> <i>Decision support systems</i> <i>Urban waters management</i>	

Duration : 2 years







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# Course integration

- ⇒ Justify the extent to which the EMMC is organised in a truly **integrated way**
- ⇒ **Recognition of the EMMC** in the countries of the consortium and **degree award arrangements** (coherence with Part F!!!)
- ⇒ **Joint** student application, selection and admission procedure
- ⇒ **Joint** examination methods and mechanisms
- ⇒ **Students' participation costs**



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# Course management, sustainability

- ⇒ **Cooperation mechanisms** within the consortium
- ⇒ **Partners' contribution** to the EMMC, EMMC **financial management**
- ⇒ Consortium development and **sustainability plan**
- ⇒ Course **promotion** measures (in the world, in Europe)



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# Students' services and facilities

⇒ Nature of the **information provided to students** prior to enrolment

⇒ **Student agreement**

A model: [http://eacea.ec.europa.eu/erasmus\\_mundus/tools/good\\_practices\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/tools/good_practices_en.php)

⇒ Services to **host students/scholars** and **support to visa/administrative formalities**

⇒ **Insurance scheme**

⇒ **Language policy**

⇒ Measures to facilitate **networking among EM students**



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# Quality assurance and evaluation

⇒ **Internal evaluation** strategy and mechanisms

⇒ **External quality assurance**

☞ <http://www.emqa.eu> :

an **online self-assessment tool** and a **handbook of good practice** (*"Erasmus Mundus Quality Assessment Study"* >> *4 main pillars of quality in an EMMC*)



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# Thank you for your attention

