



# ERASMUS Mundus Active Participation

**Training Seminar  
4-7 February 2010, Prague**

**„From idea to project“  
Sylvia Kerutt, DAAD – NS Germany**

# From Idea to Project

---

## **10 Steps to Success**

1. Right programme/right call
2. Study relevant documents
3. Learn from history
4. Establish your team
5. Key elements - milestones
6. Haste makes waste
7. Talk is not silver but golden
8. Unity - united you stand, divided you fall
9. Evaluate your project
10. Prepare for your EM future

# 1. Right programme/right call I

---

- Familiarise yourself with the objectives and purposes of the programme:
  - What are the reasons for setting up this project?
  - Do your goals match the goals of the programme?
  - Can you meet the criteria of the programme?
  - Do you have the capacity to run such a project?  
(legal, administrative, financial)

# 1. Right programme/right call II

---

- ERASMUS Mundus is the right programme if you want to:
  - Enhance internationalization
  - Raise profile of universities
  - Raise numbers and standard of applicants
  - Benefit through scholarships and fees

## 2. Study relevant documents

---

- Read, reread, reread:
  - Call for proposals, Programme Guide (including annexes and manual if available) and application form
  - FAQs
  - Bologna declaration, Lisbon Strategy
  - EU Sustainable Development Strategy

### 3. Learn from history

---

- Check status quo in order:
  - to see what others do
  - to see how they do it
  - to avoid repetition
  - to identify potential partners

(internet, websites, flyers, brochures etc.)

## 4. Establish your team

---

- Establish a consortium with reliable partners:
  - Number of partners and origin
  - Complementarity of partners
  - Ensure applicant's and partners' eligibility
  - Ensure active participation of all partners

# 5. Key elements - milestones

---

- New master course = well elaborated, complete product:
  - Structure and content of EMMC (incl. mobility)
    - > integrated study programme
  - ECTS; JD; double-, multiple-, joint degree
  - Language policy
  - Joint student application, selection and admission procedure
  - Participation costs, insurance
  - Cooperation mechanisms within the consortium, partners' contribution, financial management
  - Development and sustainability plan
  - Course promotion
  - Students' services and facilities
  - Quality assurance and evaluation

=> MoU





## 6. Haste makes waste

---

### □ Plan in advance:

- Best practice: start 8-10 month before the deadline
- Set up an activity plan – define milestones
- Check availability of partners
- Plan at least 3-4 month for preparation/writing of proposal

# 7. Talk is not silver but golden

---

- Schedule physical meetings during preparation time

Define communication:

- phone, email, video conference, skype, platforms etc.
- Test communication channels
- Keep asking (National Structures, EACEA)

## 8. Unity – united you stand, divided you fall

---

- ❑ All for one, one for all
- ❑ Ensure commitment of partners and their school/department (senior management)
- ❑ Secure the long-term backing of academic and administrative staff involved (international Office)
- ❑ Give each partner an active role in the application procedure
- ❑ Each partner should write a part of the application

## 9. Evaluate

---

- ❑ Constant evaluation throughout the application process
- ❑ Stay flexible
- ❑ Exceptional circumstances
- ❑ Problems
- ❑ External evaluator
- ❑ Never give up!

# 10. Prepare for your EM future

---

## □ Prepare:

- Advertise your programme
- Implement your website
  - Programme, partners, application procedure/online-application
- Selection procedure for candidates
  - Location, documents, deadlines, etc.
- Students services and facilities (accommodation, visa)
- Insurance
- Contracts (student agreement)



---

Thank you very much for your  
attention!