



# Erasmus+

## How to prepare your Erasmus Mundus Joint Masters (EMJM) Proposal

*European Education and Culture  
Executive Agency*

# EMJM – How to apply



## Where?

- ✓ Applications must be submitted through the [European Commission's Funding & Tender Opportunities Portal](#) (F&TP) using the Portal Submission System.

## Who?

- ✓ Proposals must be created and submitted by a contact person of the coordinating organization.

## When?

**Deadline: 17 June 2021 – 17:00 (Brussels time)**



Applicants are highly recommended to submit proposals as early as possible and at least 48 hours prior to the call deadline.



# Preliminary steps

## Preparation

- Consult the [How to find and apply for funding opportunities](#) presentation
- Get more guidance on how the Funding and Tender Opportunities portal works on the [F&TP online manual](#) and the [User Guide of the Submission System](#).
- Read carefully the information on the [Roles and access rights](#) and decide the persons who will manage the application.



# Get prepared

- Read carefully all the call documents

[Erasmus+ Programme Guide](#), application templates and specific instructions published in the F&TP under the respective [Topic conditions and documents](#)

- Plan your project and define your work plan

Work packages, milestones, deliverables

- Create an EU Login account

To be able to submit a proposal, you must register on the Portal for an [EU Login account](#)

- Make sure your organisation has a valid Participant Identification code (PIC). If not, get one !

[Participant Register](#)

# Application requirements



Check the compliance of the proposal with the criteria of the Programme Guide in Part B (Erasmus Mundus Action Lot 1) and Part C – Information for applicants

- Admissibility criteria
  - ❖ Submit the application electronically via the F&TP Electronic Submission System
  - ❖ Use the forms provided in the Submission System
  - ❖ Submit a complete application containing all parts and mandatory annexes
  - ❖ Respect the page limit for Part B of the application form (70 pages)
  - ❖ Respect the deadline

# Application requirements (cont.)



- Check the compliance of the proposal with the criteria of the Programme

## Eligibility Criteria (1)

- ❖ Applicant is an eligible HEI established in a Programme or Partner country
- ❖ Participating organisations can be public or private bodies from Programme or Partner countries and their affiliated entities (if any)
- ❖ HEIs from Programme countries must hold a valid ECHE
- ❖ Full HEI partners have fulfilled the external Quality Assurance requirements of their jurisdiction for the joint programme
- ❖ Minimum Consortium: 3 full partner HEIs from 3 different countries, at least 2 Programme countries
- ❖ EMJM involves a compulsory physical student mobility of at least 2 study periods in 2 countries (of which at least one in a Programme Country and both different from the country of residence of students).

# Application requirements (cont.)



- Check the compliance of the proposal with the criteria of the Programme

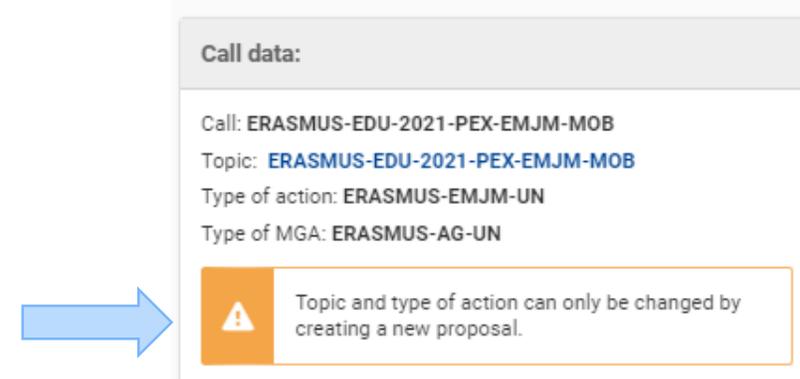
## Eligibility Criteria (2)

- ❖ Eligible duration: the consortium will receive a grant agreement for 6 academic years to finance at least 4 editions of the EMJM
- ❖ Applications must be submitted by 17 June at 17:00 Brussels time

## Exclusion and Selection Criteria

- ❖ Applicant is not in any of the exclusion situations described in Articles 136-141 of the Financial Regulation (Part C of the Erasmus + Programme Guide)
- ❖ The applicants' financial and operational capacity are adequate

# Get started



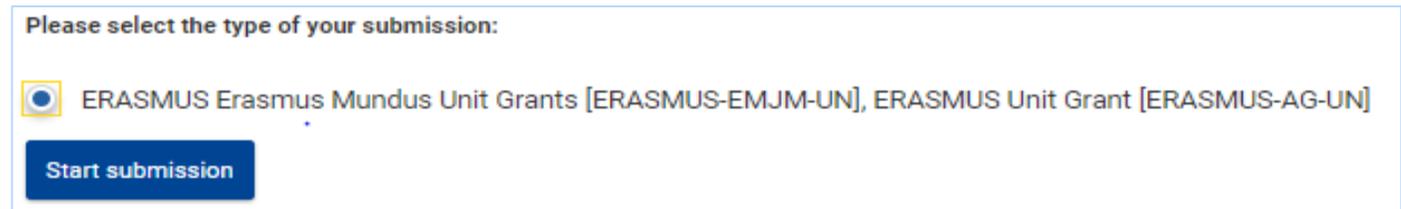
Call data:

Call: ERASMUS-EDU-2021-PEX-EMJM-MOB  
Topic: ERASMUS-EDU-2021-PEX-EMJM-MOB  
Type of action: ERASMUS-EMJM-UN  
Type of MGA: ERASMUS-AG-UN

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

A blue arrow points from the left towards the warning message.

- Log into the Funding & Tenders Portal and select your topic.
- Make sure you are in the correct Call for proposals and Type of action.
- Scroll down on the Call for Proposals page to get access to the Electronic Submission Service



Please select the type of your submission:

ERASMUS Erasmus Mundus Unit Grants [ERASMUS-EMJM-UN], ERASMUS Unit Grant [ERASMUS-AG-UN]

[Start submission](#)

- Familiarise yourself with the Portal navigation system. You can edit information [Edit forms](#) and move between parts of the form [SAVE](#) [SAVE AND GO TO NEXT STEP](#)

# Application package

The application form is structured in 3 parts

- Part A - Administrative Forms

Contains general information about the project, data on the applicant organisation and contact persons

- Part B – Technical description & annexes

Contains the narrative part of the project, the work packages, milestones & deliverables.

- Part C – Administrative forms

Specificities about the EMJM (numbers of ECTS, accreditation, type of degrees to be awarded, etc)

- Complete Part A & C directly on the Portal
- Prepare Part B in advance and upload it together with the mandatory annexes (and the optional ones if applicable)

# Application package Part B and annexes

## Mandatory documents

- Part B
- Detailed budget table
- Proof of accreditation



Draft Partnership Agreement  
(upload under 'Other annex')



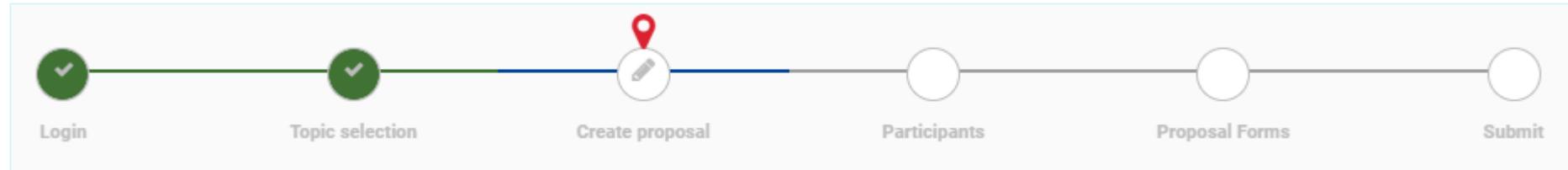
Part B and Annexes		
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?		
Part B	<input type="text"/>	<input type="button" value="Upload"/> ?
Detailed budget table	<input type="text"/>	<input type="button" value="Upload"/> ?
Proof of accreditation	<input type="text"/>	<input type="button" value="Upload"/> ?
Draft Student Agreement	<input type="text"/>	<input type="button" value="Upload"/> ?
Blank copies of the proposed master degree diplomas	<input type="text"/>	<input type="button" value="Upload"/> ?
Draft model of Diploma Supplement	<input type="text"/>	<input type="button" value="Upload"/> ?
Other annex	<input type="text"/>	<input type="button" value="Upload"/> ?

## Optional annexes

- Draft Student Agreement
- Copies of the proposed degree
- Model Diploma Supplement

# Part A create proposal

- A progress bar on the top of the page indicates the proposal completion process.



- Throughout the eForm the fields marked with the red line are mandatory.

Two input fields are shown. The first is labeled 'PIC' and has a red vertical bar on its left side, indicating it is mandatory. The second is labeled 'Short name' and also has a red vertical bar on its left side, indicating it is mandatory. Both fields have character counts: '9' for PIC and '250' for Short name.

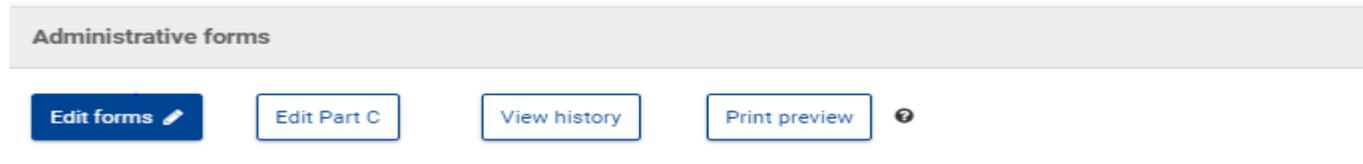
- In the step 'Create proposal' you need to identify the applicant organisation (PIC) and indicate the acronym and summary of the proposal.
- Remember to  &  regularly!!

# Part A - Participants

- Start from the part '**Participants**' where you can encode the full partners, the associated partners and their affiliated entities if any.
- Search by **PIC number**, add the participating organisation and the main contact person.
- Once the partner is created use the  button to **assign as many roles** as needed for the specific partner and complete further information (department, address etc.).
- **Repeat** this process for all full and associated partners of the proposal.
- At least **one Main Contact must be provided for each partner** except for the associated partners. Failure to do so will block the submission at the final step. Consult the presentations on the [Proposal Submission User Manual](#) and the [Roles and access rights](#).
- Only the Proposal Coordinator or another user with full access rights can grant full access to a Contact person.

# Part A - Administrative forms

- Use the icon 'Edit forms' to access the administrative forms.



- Here you can edit the following data.

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

- Use the navigation bar to move between the 3 Sections. To exit this section click on 'Save&Close'.



# Part A – General information

## Section 1 ‘General information’

- In this section you can edit information related to the title and language of the proposal.
- Indicate the estimated project duration taking into account that the grant agreement will cover 6 academic years and that minimum 4 editions must be implemented.
- Enter free keywords that are relevant to the scope of the proposal.
- You can select only one main scientific area. You can select up to five second scientific areas that are related to the main one.
- You can indicate the relevance of the proposal to the Priorities of the European Commission. Select one Priority, Domain and Policy Area and press the two buttons consecutively   . A new set of empty fields will appear so that more Priorities/Domains/Policy Areas can be added.
- Tick the relevant box(s) of the Declaration at the end of the section.

# Part A – Participants & Budget

## Section 2 ‘Participants’

- In this section you can edit information related to the Participating Organisations and the key staff linked to the proposal.
- Fields appearing in yellow are not mandatory. Nevertheless we advise you to provide as much information as possible.

Department name *Name of the department/institute carrying out the work.*

## Section 3 ‘Budget’

- Fill in the requested fields only for the coordinating organisation. You are expected to allocate the total grant requested to the coordinator, who will receive the whole amount of the grant and then distribute it on the basis of the consortium agreed modalities. The total amounts are automatically calculated.
- The Requested Grant amount should correspond to the Total estimated EU contributions.
- Use the navigation bar to move to the other Parts of the eForm.

[< Proposal forms](#)

[Table of contents](#)

[General Information >](#)

# Part C – Administrative forms

- On the top of the page **expand the table** in order to select the type of organisation.



The image shows two screenshots of a web form. The left screenshot shows a collapsed form field labeled 'Type of organisation' with a red error message 'Please select the type of organization' and a right-pointing arrow. A light blue arrow points to the right screenshot, which shows the same form field expanded into a dropdown menu with a downward arrow and a red error message. Below the dropdown is another input field with the same label and error message.

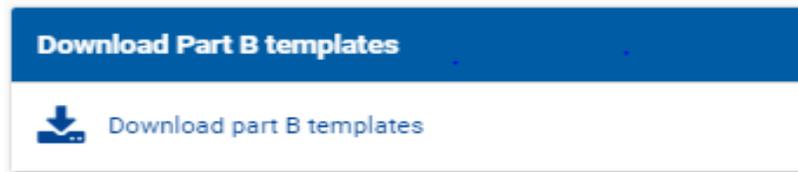
- *'Accreditation/External evaluation data of EMJM national components'* - expand the table in order to fill in the features of the proposal

Note that the eForm proposes two sets of fields enabling you to input information about two different degrees. Only one set of fields of degree data is mandatory. The second option was made available for applicants that have more than one accredited degree in place (e.g. both at national level and at the level of the joint programme).

- Enter your preferred starting date for the project, taking into account the starting date of your activities/expenses and the enrolment of the first generation of students (that should not start studying later than the academic year following the year of project selection).
- *'Types of HEIs'* - expand the table in order to see and select all relevant categories.
-  and exit Part C by closing the window.

# Part B – Technical description & Annexes

- You can access Part B on the left side of your screen.



- There are 3 templates provided for the mandatory annexes. Download and use them.
  - ❖ Application form
  - ❖ Detailed budget table and calculator
  - ❖ Proof of Accreditation



Note that a draft Partnership Agreement **must** be provided at application stage. Applicants are requested to use the optional 'other annex' to upload this.

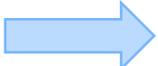
Mandates and DoH are not requested at application stage.

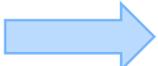
# EMJM Part B – Technical description

- ❖ The Application form contains the technical description of the project based on the Programme Guide Award criteria.
- ❖ It should be completed and uploaded in the F&T Portal in PDF format.
- ❖ The project description should not exceed 70 pages.
- ❖ Follow the instructions provided in the application form and do not change the structure, titles or subtitles of the form.
- ❖ Application Form structure:

Sections 1, 2 & 3  Award Criteria

Section 4  Plan, Work Packages & Timing

Section 5  This section is not applicable for EMJM

Section 6  Declarations concerning double funding

# Part B – Technical description (cont.)

## Award criteria – Tips and clarifications

- **Respond to all questions and sub-questions in Part B**

- **Section 2.1.3 Outside resources**

This section, common to many programmes is about the subcontracted parts of your project if any. In the framework of EMJM, you can use this section to explain the insurance schemes for the students, for example. The intension of this field is not to explain the involvement of the associated partners to the joint programme. The information contained in this section will be mainly used for statistical purposes/information.

- **Section 2.1.4 Cost effectiveness and financial management**

This is not applicable for EMJM projects.

- **Section Events and Trainings**

Use this field to describe the project's main events and main Consortium meetings such as e.g. trainings for staff or summer events. Regular management meetings are not concerned. The content of the curriculum should be detailed under the relevant award criterion.

- **List of previous projects**

Please refer only to a maximum of 5-6 main projects related to your field of study and/or to Erasmus Mundus. If you wish to add a more exhaustive list of international projects please use the section 'Other annex'.

# Part B – Technical description (cont.)

## Work Packages – Tips and clarifications

- The information on this section concerns the detailed description of the project activities and is complementary to the narrative parts of the application form. **A work package means a major sub-division of the project.** The work packages refer to and should be aligned with the award criteria. In a work package, the information on your project should be structured along expected outcomes, milestones and deliverables. The grouping of the activities should be logical and guided by identifiable outputs.
- EMJM proposals should have **5 fixed work packages**  
Management and coordination / Selection and supervision of students / Curriculum implementation / Promotion of the master programme / Impact, sustainability and dissemination of results
- Insert 5 Work Packages by copying the tables provided for WP1.

# Part B – Proof of Accreditation

- ❖ The Proof of accreditation template should be completed and signed by each full partner Higher Education Institution from Programme or Partner country. The **completed declarations and the supporting documents** (proof of valid accreditation) of **all full partner Higher Education Institutions** should be merged into one file and uploaded in the Portal in PDF format.
- ❖ There is the possibility of declaring a second accredited degree only if deemed necessary by the Higher Education Institution concerned (e.g. if in addition to the accredited national component there is also an accredited joint degree).
- ❖ Insert additional accreditation declarations by copying the section ‘List of degrees’ for any other EMJM degree awarded per institution within the respective proposal. Repeating this section allows institutions that award more than one degree (e.g. depending on the study track) to provide proof of accreditation for each of those degrees.

# Part B – Proof of Accreditation (cont.)

- ❖ Please note that the list of degrees concerns only the current EMJM application. Do not include information about the accreditation of degrees related to other EMJM applications you institution(s) might be involved in.
- ❖ Highlight the relevant passages (core references/text certifying the accreditation/evaluation validity) in the supporting documents. In addition, supporting documents which are not in one of the official EU languages should be accompanied by a translation in English of the core passages.

# Part B – Budget table and calculator

- ❖ The Detailed budget table and calculator is an excel file that calculates the Erasmus Mundus Joint Master's requested grant automatically.
- ❖ The first worksheet contains detailed instructions on how to use the calculator.
- ❖ Only the blue fields on the upper part of the calculator should be completed.
- ❖ An error message appears when the numbers of scholarships encoded are superior to the maximum numbers allowed per budget Heading.
- ❖ The numbers entered in the calculator are translated automatically into Unit contributions in the Detailed budget table (worksheet 3 of the Budget template).

# Validate & submit your proposal

- **Edit** your draft proposal as many times as you need to complete/correct information.
- Run a **validation** of your draft proposal to make sure it meets the requirements and that no information is missing
- **Errors** and warnings will be listed at the end of the form.

Show Error

Errors mean that mandatory information is missing and the proposal cannot be submitted until these errors are corrected

Show Error

Show Warning

Warning messages do not block submission, but they indicate missing information. Ideally, these should be addressed by correcting the information provided

Show Warning

- After submission, you can still edit and update the proposal at any time before the deadline. However, if you change the content you will need to re-submit for the changes to be reflected.
- For more information consult the [Proposal Submission User Manual](#).



# General advice

- When writing your proposal make sure it is:
  - ✓ **Clear:** follow the questions and respond to the sub-points of the Award Criteria paying attention to the specific context
  - ✓ **Complete:** ensure (twice!) you have followed all the instructions and that the proposal fulfils all the mandatory requirements
  - ✓ **Coherent:** avoid contradictions, avoid 'patchwork'
  - ✓ **Simple & concrete:** use examples, justify your statements, bring proofs
  - ✓ **Explicit:** do not take anything for granted; do not assume experts will always immediately understand; avoid abbreviations or explain them
  - ✓ **Rigorous:** the application is the basis on which your project will be implemented; it is also the cornerstone of your partnership commitment
  - ✓ **Focused:** stick to what is asked. Respect the page limit for Part B (70 pages)

**Don't forget :** submit your application well in advance of the deadline!



# Other information sources

- [Statistical factsheets on the achievements of the Erasmus Mundus Joint Master Degrees \(2014-2020\)](#)
- [Statistical factsheets on Erasmus+ 2014-2020](#)
- [Report 'Implementing Joint Degrees in the Erasmus Mundus action of the Erasmus+ programme'](#)
- [EMJMD catalogue](#)
- [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](#)

# Good luck !



Contact us at: [EACEA-EPLUS-ERASMUS-MUNDUS@ec.europa.eu](mailto:EACEA-EPLUS-ERASMUS-MUNDUS@ec.europa.eu)

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Slide 1 Image, source: © European Union, 2021 (CC BY-NC-ND 4.0) — iStockphoto.com; Slide 1-2-3-4-5-6-7-10-17-25-26-27 Pictograms, source: Flaticon.com; & Slide 27 Image, source: Designed by macrovector / Freepik.

