

# Application form guidelines

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Split, 2<sup>nd</sup> October 2015

# Overview - Award criteria for EMJMD

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## important parts:

### ■ eForm

- **Details about applicant and partners**
- All annexes will be attached here:
  - Step 1 (Part A)
  - Step 2 (Part B.1 – B.3) and additional information
  - where applicable: Step 2 (Part C)
  - Grant request
  - Documents like Declaration of Honour, Mandates, Drafts of Agreements, ...

[https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-1-erasmus-mundus-joint-master-degrees\\_en](https://eacea.ec.europa.eu/erasmus-plus/funding/key-action-1-erasmus-mundus-joint-master-degrees_en)

# Overview - Award criteria for EMJMD

## Important parts:

- Step 1 (max 15 pages)
  - **A.1. Relevance of the project** (max. 30 points)
    - min. 75% needed for evaluation of step 2!
- Step 2 (max 20 pages)
  - **B.1. Quality of the project design & implementation** (max. 25 points)
  - **B.2. Quality of the project team & the cooperation arrangements** (max. 20 points)
  - **B.3. Impact and dissemination** (max. 25 points)
    - min. 60% in each of the B-Award Criteria needed!

# Overview - Award criteria for EMJMD

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## Additional important parts:

- Step 2 (additionally to the 20 pages)
  - **Projects / activities implemented by the consortium**
  - **Skills and expertise of key staff** (max. 3 staff members)
  - **Other EU grants**
- where applicable: C. Relevance in the targeted region (max. 5 points)
  - ➔ min. 2.5 out of 5 points per region

**NB: On the following slides will be questions for the deadline 2015.  
Minor changes done by the EC or EACEA might be possible!**

# A.1. Relevance of the project

A.1.1 The proposal's elements of "jointness"/integration, design and structure (incl. the consortium composition) are tailored and effective for achieving the EMJMD aims and objectives. If national legislation allows, the award of joint degrees is encouraged.

- How does your proposed EMJMD reflect a common and integrated approach by the consortium?
- What concrete elements of "jointness" have been tailored and incorporated into the Master design/structure?
- How relevant are these elements for achieving the EMJMD's objectives?
- Will the EMJMD provide graduates with joint degrees?

# A.1. Relevance of the project

## A.1.2 The proposal is relevant with regard to the objectives of the Action.

- In the context of Erasmus+ Key Action 1 (learning mobility of individuals), in which way will the EMJMD bring positive and long-lasting effects on the participants involved?
- How will students and staff improve their learning performance and competences linked to their professional profiles?
- In which way will the EMJMD enhance e.g. intercultural awareness, foreign language competences, and other horizontal skills relevant for this Action?

# A.1. Relevance of the project

## A.1.3 The proposal contributes to increasing the attractiveness of the European Higher Education Area.

- In which way does the proposal contribute to increasing the attractiveness and internationalisation of the European Higher Education Area?
- How is it linked to identified and relevant needs in a European/world-wide context?
- Based on the needs analysis undertaken (at national/international level), what does the proposal offer as added value in concrete terms?
- How does this justify EU financial support?

# A.1. Relevance of the project

A.1.4 The proposal contributes to European university excellence, innovation, and competitiveness. The proposal encourages cooperation with HEIs from Partner Countries.

- What is new and innovative in your EMJMD proposal, and how does this contribute to university excellence?
- How relevant are the expected results in terms of strengthening not only the HEIs involved, but also European Higher Education in general vis-à-vis other regions and competitors in the education field?
- What are the benefits for Partner Countries (if applicable) in cooperating with your consortium, and how relevant are these benefits in the respective country?



# A.1. Relevance of the project

A.1.5 The proposal defines the academic programme and learning outcomes of the EMJMD and the way in which the course provides relevant competences and skills that graduates need for employability.

- What are the academic focal aspects/topics on which the EMJMD proposal has been built?
- How relevant are they in the context of the academic discipline/field?
- What are the learning outcomes that the Master aims to achieve, and how relevant are they for the graduates in order to maximise their employability prospects in the related academic and non-academic sectors?

# A.1. Relevance of the project

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A.1.6 The proposal clearly outlines the interaction between the EMJMD and non-educational actors in the course implementation thereby ensuring its sustainability beyond its initial funding period.

- For what specific purpose and how concretely does your consortium plan to collaborate with stakeholders/players from the non-academic public and private sectors?
- How relevant are these players in the given academic field, and how do you ensure that their commitment and active involvement in the project will materialise?
- What are the expected benefits and tangible outputs of this cooperation for course implementation, and how relevant is this for the future sustainability of your EMJMD beyond its initial EU funding?

# B.1. Quality of the project design and implementation

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B.1.1 The proposal describes how it offers excellent academic content in terms of teaching and learning aspects and its innovative character in terms of academic fields/subjects targeted.

- What are the key elements which aim at making the proposed EMJMD a programme of academic excellence?
- How are they reflected in both the teaching approach and the learning/ research methods?
- What are the innovative features in the way the targeted academic field/ subjects are covered?

# B.1. Quality of the project design and implementation

B.1.2 The proposal clearly describes to what extent the course is based on a jointly developed curriculum and what is the level of participation and institutional commitment of individual partners to the EMJMD.

- How has the curriculum been designed, and how are the academic strengths of the individual partners reflected in it?
- To what extent does the consortium institutionally commit to the joint delivery of the EMJMD?

## B.1. Quality of the project design and implementation

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B.1.3 The proposal outlines in detail the course structure and the main teaching modules, defines how the student mobility is organised and instrumental to the course objectives, and presents a draft strategy/planning for an effective involvement of scholar/guest lecturers. The proposal describes how the EMJMD is integrated within the partners' degrees catalogue, defines its current recognition/accreditation status, and (where applicable) outlines the recognition/ accreditation plans towards the award of a joint degree.

- What are the EMJMD's main structural features and the core teaching modules? How is the student mobility organised around these modules?
- What plans are in place for ensuring the proper academic induction of the students, especially those coming from Partner Countries?
- If applicable, how often will the students (from the same or different EMJMD cohorts) meet and exchange?
- Outline the draft strategy/planning for the effective involvement of scholars/ guest lecturers for the benefit of the students.

## B.1. Quality of the project design and implementation

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- How does the EMJMD integrate within the partners' degree catalogues?
- Can all participating HEIs from Programme Countries demonstrate the accreditation at national level of each degree-awarding Master programme on the basis of which the EMJMD programme has been composed?
- Are these Master programmes recognised in all Programme Countries of the consortium?
- If applicable, outline the envisaged steps towards accreditation of the EMJMD as such. How will the consortium overcome any remaining obstacles for issuing joint degrees for EMJMD graduates?

## B.1. Quality of the project design and implementation

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- B.1.4 The proposal explains in detail all relevant information provided to the students/academic staff prior to course enrolment, and the services offered in terms of support for accommodation, language training, administrative formalities (e.g. visa support), and insurance. The proposal clearly outlines the course rules, student rights and obligations concerning the academic, administrative and financial aspects of EMJMD implementation.
- How will the EMJMD be promoted world-wide, and how will the student application/selection procedure be jointly organised?
  - Which services will the consortium be able to offer to students at the host institutions of their mobility periods?
  - How will support for accommodation, language training, and administrative formalities (e.g. visa, residence permits) be managed at each partner institution?
  - What are the main features of the student insurance scheme to be adopted by the consortium?

## B.1. Quality of the project design and implementation

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- What are the main features of the student insurance scheme to be adopted by the consortium?
- How will the equity issues (e.g. balanced gender participation, students with special needs) be addressed?
- What are the course rules and the students' rights and obligations concerning academic, administrative, and financial aspects of the EMJMD as outlined in the draft EMJMD student agreement?
- How will the scholarships be managed by the consortium vis-à-vis the students?



## B.1. Quality of the project design and implementation

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B.1.5 The proposal describes the envisaged activities/facilities to ensure the effective integration/networking of the EMJMD students within their socio-cultural and professional environment.

- Which measures have been built into the programme to expose students to the socio-cultural/economic and professional environment related to the field of studies?
- How does the consortium organise internships?
- How is networking supported within the programme and through the partners?
- What role do associated partners and scholars/guest lecturers play in this context?

## B.2. Quality of the project team and the cooperation arrangements

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B.2.1 The proposal clearly shows the fields of expertise of the involved partners/ staff and how they are complementary and of added value for the EMJMD implementation. Where applicable, the proposal describes how existing cooperation agreements have been enhanced to meet the EMJMD's objectives.

- What institutional expertise and professional experience of key staff does each partner bring to this specific EMJMD proposal and how are their strengths complementary and of added value for the implementation of the Master in its socio-economic environment?
- Have the partners worked together in previous international projects, and if yes how have existing cooperation agreements between them been enhanced in view of the EMJMD's aims and objectives?
- How will scholars/guest lecturers add value to the academic team delivering the teaching part of the EMJMD?

## B.2. Quality of the project team and the cooperation arrangements

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B.2.2 The proposal describes the role and tasks of each partner in the EMJMD implementation, and the working mechanisms of the governing bodies and management tools in place.

- How will the duties and tasks be distributed among the partners (course promotion/marketing, outreach to associated partners, organisation of student internships, induction courses, summer schools, scholarship payments, course evaluations, administrative support, financial resources, etc.)?
- If applicable, what role do the partners and associated partners play in the consortium?
- How are each partner's roles and tasks defined and endorsed at the consortium level?
- Which management bodies and working mechanisms will be established for effective project implementation and performance monitoring?
- How will students be represented in these management structures?

## B.2. Quality of the project team and the cooperation arrangements

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B.2.3 The proposal explains how the student participation costs have been calculated, and provides a description how the financial resources including complementary funding will be mobilised, allocated and managed within the partnership.

- Provide a budget calculation (based on a financial "needs analysis") of the consortium's estimated costs and income when running the proposed EMJMD.
- How does this calculation justify the expected participation costs to be charged to the students?
- What does each partner contribute financially to the implementation of the Master, especially when the actual costs are higher than the student participation costs?
- How will the EU's lump sum for management be used?
- How will complementary funding (from non-EU sources) be mobilised?
- How will the available funds be allocated within the consortium, and how will this be endorsed at the consortium level?

## B.2. Quality of the project team and the cooperation arrangements

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- B.2.4 The proposal provides a draft Consortium Agreement describing among others the joint criteria, principles and requirements for student application, selection and admission requirements, the teaching/training activities, the quality assurance mechanisms, student examination and performance evaluation, as well as consortium administrative and financial management.
- Outline the overall cooperation mechanisms for your partnership as stipulated in the consortium agreement (draft to be submitted as annex).
  - Which are the academic bodies and management committees, and how will potential disputes within the partnership be resolved?
  - How will student representatives be involved in the management structures of the EMJMD?
  - How have quality assurance standards and procedures been agreed upon?

## B.2. Quality of the project team and the cooperation arrangements

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- Explain the mechanisms for performance assessment, and outline the common methods for examination and thesis defence.
- In which way have the academic, administrative, and financial rules and procedures related to the implementation and monitoring of the EMJMD been designed?
- Are there any elements of sustainability incorporated in the consortium agreement which would underpin the institutional commitment of the partners beyond EU funding?

## B.3. Impact and dissemination

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B.3.1 The proposal offers a convincing mid/long-term development/ sustainability strategy, with realistic projections for the future, including projections of the level of self-funded students and ways to mobilise other funding sources for scholarships. The ambitions of all involved partners in this scenario are defined, and the degree of commitment towards the objectives is clearly underpinned.

- Which medium-term or long-term projections does the consortium have for the Master and its continuation beyond the initial EU funding period?
- Which measures will the partners put in place to support the further development and sustainability of the Master?
- How will the consortium try to mobilise self-funded students and funding from other (non-EU) sources to support students with scholarships?
- How have the partners' ambitions and commitment been made explicit in this respect?
- Is there a financial sustainability plan (if yes, provide details)?

## B.3. Impact and dissemination

- B.3.2 The proposal explains how it will generate impact at institutional level (faculty/university), and how the EMJMD will support the internationalisation strategy of the consortium partners and facilitate their outreach towards relevant stakeholders at national/European/international level.
- How will the EMJMD support the internalisation strategy of the involved partners and facilitate their outreach towards stakeholders at national/ European/international level?
  - What is the expected impact at institutional level (faculty/university/ consortium) when running the proposed EMJMD?
  - What will be expected impact of the Master outside academia?
  - Which tools will be used to measure results and assess their impact?



## B.3. Impact and dissemination

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**B.3.3** The proposal describes the types and methods of promotion/dissemination mechanisms, its target groups, and the concrete tasks of the partners in the awareness-raising strategy of the EMJMD. It explains how it plans to attract excellent students worldwide. If relevant, the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations.

- How will the project raise world-wide awareness to attract excellent students?
- Apart from the student community, which key players will be targeted under your promotion/dissemination strategy?
- Which concrete tasks will the consortium partners carry out to implement the EMJMD promotion/dissemination action plan?
- If and where applicable, describe how educational materials will be made freely available and promoted through open licences in order to increase the social impact of the project.

## B.3. Impact and dissemination

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**B.3.4** The proposal describes the set of internal and external evaluation methods of the EMJMD, how they will be put into practice, and how the assessment outcomes will be used to monitor, upgrade and improve the quality of the course.

- How and when will activities related to internal and external project evaluation be put into practice?
- Which consortium bodies and external players will be involved in this exercise?
- Which methodology do you intend to apply for the internal and external evaluation processes?
- How will the assessment outcomes be taken into account for monitoring, upgrading and improving the overall quality of the Master course?

## B.3. Impact and dissemination

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**B.3.5** The proposal describes how employers will be involved in the course implementation, particularly with a view to increasing employability prospects.

- How does the consortium take into account the needs of future employers in the field of studies in order to increase employability prospects for the EMJMD graduates?
- Which steps will be undertaken to closely involve potentially interested players from the public and/or private sector for strategic advice with regard to course curriculum development and/or attention to horizontal skills of the students?

## C. Relevance of the project in the targeted region

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- C. The proposal describes the methods used to attract highly talented students from targeted regions. The proposal encourages cooperation with HEIs and/or other eligible participating organisations from Partner Countries in the targeted region. The added value of such cooperation to the EMJMD is clearly explained.
- Which are the methods used to attract highly talented students from the targeted region?
  - In which way does the EMJMD encourage cooperation with HEIs and/or other eligible participating organisations (including associated partners) from Partner Countries in the targeted region?
  - Which is the added value of such cooperation for participating organisations from both Programme and Partner Countries?

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