



From concept to project

Sylvia Kerutt

DAAD – NS Germany

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From Concept to Project

Important elements:

1. Your motivation I + II
2. Establish your team
3. Curriculum – key elements
4. Best practice for preparation
5. Money – financial management
6. Tips and advice
7. Prepare for your EM future



1. Your motivation I

Focus on objectives and purposes of the programme:

- Make sure your goals match the objectives of the programme
- Make sure to meet the criteria of the programme
- Make sure to have the capacity to run such a project (administrative, financial)
- Make sure to meet the legal requirements (joint degrees, tuition fees)



1. Your motivation II

Erasmus Mundus is the right programme if you want to:

- Enhance internationalization for your already well-established master course
- Raise profile of your universities
- Already have close contact to other European universities and want to benefit from better synergies and complementarities
- Already have a great international programme and Erasmus Mundus will be the cherry on your cake

Erasmus Mundus is not the right programme if you want to:

- Exchange own students (in Action 1)
- Extra funding for own Master programmes at own university
- Develop a new, innovative and international Master course (curriculum development)



2. Establish your team

Establish a solid, integrated consortium with reliable partners:

- Number of partners
big consortium vs small consortium
- Complementarity of partners
- Ensure applicant's and partners' eligibility (degree: double/joint degree)
- Make sure you have full support from your own institutions (involve the relevant services/departments in the proposal preparation)



3. Curriculum - key elements

Integrated study course:

- Be creative – nearly no restrictions
- Be flexible – different rules and regulations in your countries
- Ensure a good balance of responsibilities and tasks between partners: academic tasks, administrative tasks, services
- Strong link to the labour market/the society (both in the EU and outside)
- Strong academic and innovation potential
- KEY WORDS: integration, institutional commitment, added value, quality assurance, sustainability, employability, visibility and transparency

4. Best practice for preparation



New master course = well elaborated = one complete product:

- Have your project clearly in mind before completing the application form
- Schedule physical meetings during preparation time
- Best practice: start 8-10 month before the deadline
- Plan at least 3-4 months for writing of proposal
- Give each partner an active role in preparation phase
- Set up an activity plan – define milestones for preparation

5. Money – financial management



- You can be creative – nearly no restrictions
 - BUT: different countries – different rules (e.g. fees)
- Income: lump sum + scholarships + possible fees
 - BUT: money from the EU not before the course starts
 - Costs incur even before application/before start of course
- Calculate costs and create a solid budget beforehand
- Ensure institutional commitment
 - Secure the long-term backing of academic and administrative staff involved (i.g. international office, student services – housing, insurance etc.)



6. Tips and advice

- Help and support:
 - www.joimann.eu
Guidelines and good practice examples on the administrative issues related to Joint Degrees' management
 - www.emqa.eu/
Handbook of excellent higher-education practice - interactive tool to assess your own course
 - www.enic-naric.net
Network for recognition of academic and professional qualifications
- External opinion
- Stay flexible
 - Problems - exceptional circumstances
 - Constant evaluation

7. Prepare for your EM future



Prepare:

- Advertise your programme
 - Implement your website (course, online-application)
- Prepare for your first cohort
 - Selection procedure for candidates
 - Location, documents, deadlines, etc.
 - Students services and facilities (accommodation, visa)
 - Insurance
- Sustainability



THANK YOU FOR YOUR ATTENTION
<http://emap-project.webnode.cz>