

APPLICATION PROCEDURE 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**



Preliminary remarks

2011: Electronic form ONLY !!

- 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 2011**



Summary sheet

Not mandatory

- 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** as such (course title, field of study, language, consortium composition, coordinator)
- **Excel** file
 - To be sent by e-mail before **March 31**

The application form

Consists of 2 different parts:

- A **technical part**: Parts A, B, C, D, E common to EMMCs and EMJDs
 - A **narrative part**: « Award criteria »
 - Sections A1 – A5: EMMC
 - Sections B1 – B5: EMJD
- To be submitted on a separate Word document (attached to E-form)



The very 1st page

- If you intend to apply for both an EMMC and an EMJD, you must 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



PART A - Identification

To be completed **for each organisation** involved in the consortium: **coordinator, full partners and associated partners**

- **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!

PART B - Organisations

- 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)
- **B3** “Other community grants”: to be completed **only for the coordinator** and only for the most relevant EC grants over the last 3 years
 - ***Time-consuming!!! Can be prepared in advance***



PART C – Description (1)

Your EMMC's key features:

= duration, calendar, N° of countries of study, tuition language, tuition fees, N° of students, study field

- **!!! Eligibility:** mandatory period of study in at least 2 of the European countries of the consortium
- **!!! N° of students** planned to be enrolled with or without EM scholarships
- **!!! Thematic study field:** up to 3 thematic areas per EMMC

PART C – Description (2)

Tuition fees:

- Must include everything (insurance, library, etc.)
- 1 single amount for European students
- 1 single amount for 3rd-country students
 - *!! Can be different between the 2 categories*
- EC max. contribution to these costs (Guide p.32)
 - European student: 4000€/year
 - 3rd-country student: 8000€/year

PART C – Summary

- EN, FR or DE – *max. 3000 characters*
- Will be published on the Internet:
 - Must be an advertisement for your EMMC
 - Clear enough and attractive for future students and scholars
 - Precise and detailed: objectives, content, countries and HEIs involved, duration, mobility tracks, tuition language, admission criteria, learning outcomes, employability opportunity, awarded diplomas (type, name)
- *Have a look at the EMMC compendium (EACEA website)*

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 ?
- **D2:** skills and expertise of max. 3 key people per organisation (+ provide CVs >> Europass template)
 - *Be short and clear*
 - *Select only the most relevant experience*
 - *Do not focus on the coordinator's experience only*
 - *!!! Coherence with the CVs of the key staff involved*

PART E – Degree(s) awarded

- What kind of official degree are you going to award at the end of the EMMC?
 - Double, Multiple or Joint degree?
- You have to specify for each awarded degree:
 - Official name (+ name in English)
 - Type of degree
 - Recognition status
- *!! You must provide proofs of recognition of the proposed degrees to **EM national structures** (see Instruction Guide)*

Narrative part – Award criteria



For EMMCs: Parts A1 to A5







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

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

Academic quality – Course content

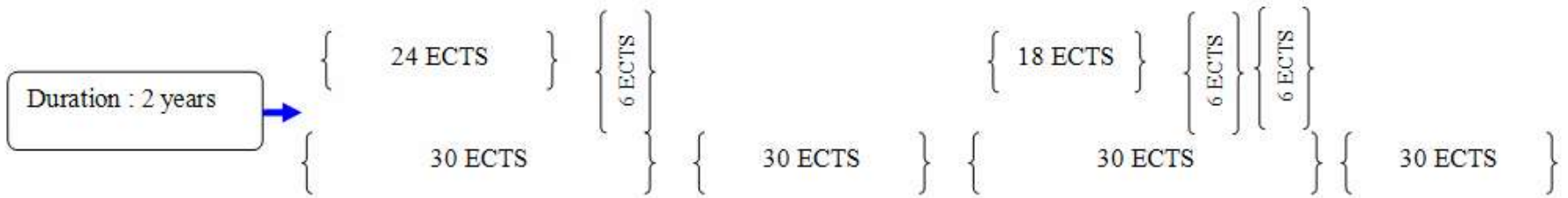


- EMMC **objectives** in relations to the **needs analysis** in the field(s) concerned
- EMMC's **added value** compared with **existing Masters** at national, European & international levels
- EMMC **structure and content**, mandatory mobility relevance (*e.g.: see next slide*)
- EMMC **learning outcomes** relevance in view of the students' future academic opportunities & employability
- **Consortium composition** and expertise of academic staff
- EMMC interaction with **professional sector**

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

English intensive

Hydro Europe Preprofessional training



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 E!!!)
- **Joint** student application, selection and admission procedure
- **Joint** examination methods and mechanisms
- **Students' participation costs**

Course management, visibility, sustainability



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

Students' services and facilities



- Nature of **information provided to students** prior to enrolment
- **Student Agreement**
A model:
http://eacea.ec.europa.eu/erasmus_mundus/tools/good_practices_en.php
- Services to **host students/scholars**, support to **visa/administrative formalities**, nature and coverage of **insurance scheme**
- **Language policy**
- Measures to facilitate **networking among EM students**

Quality assurance and evaluation



- Internal evaluation strategy and mechanisms
- External quality assurance

➔ www.emqa.eu

Online self-assessment tool and a handbook of good practice (« Erasmus Mundus Quality Assessment Study » = 4 main pillars of quality in an EMMC)

THANK YOU FOR YOUR ATTENTION

<http://emap-project.webnode.cz>