

APPLICATION PROCEDURE STEP BY STEP

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Remember

- That application work is a PROCESS
- which takes a lot of TIME
- to transform a good idea/concept into a working PROJECT



Remember

- That even though the core of the project always is subject related,
 - most of the actual activities are related to the PRACTICALITIES of delivering the Master course
- => Include administrative staff right from the beginning (in all partner institutions)

Remember



That it is the privilege of the donor to define the structure of the programme and the criteria for selection



Remember

- There is no such thing as a free lunch
 - The EU support is meant to help you to create and run something that you want to do anyway, not to fully finance the project



Remember

To read and understand all relevant documents well and follow the instructions in:

- Programme Guide
- Instructions manual, incl e-form instructions
- Application Form
- FAQ
- Expert Assessment Manual

http://eacea.ec.europa.eu/erasmus_mundus/index_en.php



In addition

There are several examples of good practice in the web pages

The Erasmus Mundus web page also gives links to all existing projects, their web sites etc. These can also give important information about structure, presentation etc



Remember

Your goal is not to make a good application,

But

To make an excellent application!

About 80% of the applications are considered
good, or better,

But less than 15% are selected.



Some formalities

- Application deadline: 29. April 2011 1200 CET
- + Copy by e-mail to EACEA and all relevant National Structures
- Summary sheet: 31.03.2011 NB! Not mandatory, (and not a pre qualification)
- Electronic form only. (test it as soon as possible)
-> Estimated availability of the E-form: **March 2011**



The application form

- Two main parts:
- Technical details (name of project, partner information etc: Parts A-E)
- Narrative part – “Award criteria”: EMMC: Parts A1-A5
- (EMJD: B1-B5)
- NB! A maximum limit of 3 MB! (approx 15-20 A4 pages)



The application form

Five elements:

- Part A: Identification of the applicant and other organisations participating in the project
- Part B: Organisation and activities
- Part C: Summary data and description of the project
- Part D: Technical Capacity
- Part E: Degree-awarding summary



The application

Mandatory documents:

- DOCUMENT 1. The Application form
- DOCUMENT 2. The "Declaration on Honour by the Legal Representative of the Applicant Organisation" (to be attached to the application form)
- DOCUMENT 3. The "Consortium answers to the Award criteria" (to be attached to the application form)
- DOCUMENT 4: Proof of recognition
- DOCUMENT(S) 5: Letters of endorsements



Page 1:

- Project name: Comprehensive, but also understandable
- Acronym: Compulsory
- -> Think of the above as important marketing elements!
- Language: Not the instruction language of the program, but the working language of the consortium AND the in communication with the Agency and Commission



Application Form

ERASMUS MUNDUS 2010 Call for proposals

Joint Master Courses / Joint Doctorate Programmes

Before you begin completing this eform:

- Try the test eForm. This is a very brief eForm to help you become familiar with how the fields and tables work and to test that your software and internet connection allow an application to be submitted.

- Check that you have the latest available version of the eForm. In the event of a significant eForm problem arising, the Agency may decide to publish an updated i.e. corrected version of the eForm. Please check to see if a later version is available and to see details of any problems that have arisen and their impact.

Click on the following link to go to the webpage to try the test eForm and to check for the latest version of the eForm:

http://eacea.ec.europa.eu/eforms/index_en.php

Programme * : ERASMUS MUNDUS

Sub-programme * : Action 1 Erasmus Mundus Joint Programmes

*Programme guide /
Call for proposals*

EACEA 29/09

Action * : _____

Sub-action * : _____

*Deadline for
submission*

30/04/2010

Project title * : _____

Project acronym * : _____

Language used to complete the form * : _____

**YOU MUST COMPLETE ALL FIELDS ON THIS FIRST PAGE BEFORE COMPLETING ANY OTHER PARTS OF THE FORM.
SELECTIONS YOU MAKE ON THIS FIRST PAGE, DICTATE THE APPEARANCE AND BEHAVIOUR OF THE REST OF THE
FORM.**



Part A:

- Partner information: Exact, detailed and CORRECT!

Legal representative: Normally rector/director

Contact person: The "real" project coordinator. Should in most cases belong to the administrative staff

All of the above can, and should, be collected right away

Only associated partners with an especially important role to be included here



Part A: Identification of the Applicant and other organisations participating in the project.

Parts A and B must be completed separately by each organisation participating in the project.

A.1 Organisation

Partner number

P1

Role in the application

Applicant Organisation

Full name of the organisation * :

Full name of the organisation in latin characters

Acronym * :

Erasmus University Charter number

Department / Faculty

Registered address

Street * :

Number

Post code * :

Town * :

Country * :

Region * :

Internet address:

Telephone 1 * :

Telephone 2

Fax



Part A:

Contact person:

- he/she will be the sole contact of the Agency for project monitoring purposes and will liaise with the other partners in order to ensure the effective implementation of the joint programme. It is therefore crucial to identify a person who is genuinely in charge of the project and can dedicate the required time to its management (as opposed to the head of an administrative, academic or research department who may be responsible for the project, but not directly involved in its implementation). The same applies to the contact persons in the partner organisations.



Part B - Organisation

- To be completed for each participating institution, incl Associate Partners
- Public/private: If in doubt – the main financial provider
- Aims and activities: -> Relevant info, may be just for the faculty in question
- Role of organisation in project:
- -> Put some effort into the description
- Other community grants: Only for coordinator



Part C – Statistical data

- Should be ok, but make sure it is correct, and consistent with other parts of the application
- Tuition fees: In line with limits – all inclusive, and consistent with the financial arrangements.
- Former application? Have you improved the elements pointed out last time?
- Summary: Concise, correct, inviting (max 3000 chrs)



B.1 Structure

Status * :

Type of organisation

University or higher education institution (tertiary level)

B.2 Aims and activities of the organisation*

Please provide a short presentation of your organisation (key activities, affiliations etc.) relating to the domain covered by the project. (Max. 1000 characters)

Please describe the role of the organisation in the project. (Max. 1000 characters)

B.3 Other community grants

Please list the projects for which the organisation, or the department responsible for the management of this application, has received financial support from the EU Programme during the last three years.

Programme or initiative	Reference number	Beneficiary Organisation	Title of the Project
Add a programme			



- **B.2 Aims and activities of the organisation*. Please provide a short presentation of your organisation (key activities, affiliations etc.) relating to the domain covered by the project. (Max. 1000 characters)**
- NTNU is a university with a broad academic scope, and offers an extensive range of subjects in the natural sciences, technology, the humanities, social sciences, and aesthetic studies. The Faculty of Humanities' academic provision includes humanistic core areas and interdisciplinary programmes of study and research projects. It has an aesthetic profile, with practical-aesthetic and artistic activity, and aims to be future-oriented while also attending to the humanistic tradition and cultural heritage. The Faculty aims to contribute to the international community concerning knowledge, expertise and innovation. Research activities at the Department of Music are presently undertaken in dance theory and history, and Ethnochoreology. Current projects and publications are related to 'Dance in Nordic Spaces'. The academic community of Dance belongs to an international association of HEIs, which demonstrates the European and international dimension of the field. NTNU hosts the EM IP IPEDAK.
- **Please describe the role of the organisation in the project. (Max. 1000 characters)**
- NTNU is the coordinating institution/main beneficiary for the proposed Choreomundus – International Master in Dance Knowledge, Practice and Heritage, with University of Roehampton, London, UK, Université Blaise Pascal (Clermont-II), Clermont-Ferrand, France, and University of Szeged, Szeged, Hungary as co-beneficiaries. Therefore, NTNU has the primary legal responsibility towards the Agency in terms of implementing the Choreomundus agreement. NTNU is the primary academic and administrative body responsible within the consortium of four internationally renowned academic institutions recognised for their leadership in the development of curricula for the analysis of the structures of dance, and for its understanding within society. NTNU's strong-point is especially within Ethnochoreology and dance anthropology and analysis, which are at the core of the Choreomundus Master's programme.



Part D – Technical capacity

- D.A: Size, strength and expertise in the field.
-
- D.B: 3Cvs per partner. Not total CVs – main elements relevant to the project. (750 chrs)
- NB! Coordinator should include a CV of administrative coordinator

Part D. Technical Capacity

D.1 Consortium experience of the area of joint programmes and the specific discipline(s) of the project

Provide a list of projects/activities implemented by the consortium organisations in relation with the proposal

Title	Duration	Funding	Programme	Partners involved
				Add Project / Activity

D.2 Skills and expertise of key staff involved in the project

Summary of the relevant skills and experience, including where relevant a list of the (main) publications related to the domain of the project (Maximum 750 characters). Maximum 3 CV's per partner institution.

Organisation number

P1

Organisation name

Name of Key Person*	Summary of relevant skills and experience*
Add a Staff Member	



Part E – Degrees awarded

- What kind of degree(s) are you going to award? -> Name, Double/Joint etc.? In a consortium, there may be several options based on the mobility tracks of the students and legal framework of the partners.
- "Proof of recognition": Does your institution have the right to issue this kind of diploma?



Award criteria - Language

- Make sure you present your points in a clear and concise way.
- If the language of the application is not your native language, have someone else proof read it to avoid elementary mistakes and misunderstandings.
- This is especially important for the Summary, which is your primary marketing window.
- "In der Begrenzung zeigt sich der Meister" – The evaluators are not obliged to read attachments.



Award criteria - Summary

- Summary:
- 1. "Teaser" to keep the interest of the evaluators
- 2. Test of your ability to present your project in a concise way
- 3. Your primary marketing tool – it will be presented in the EM web pages and is the single part of your application that will be read by the most people.
- Max 3000 chrs



Award criteria – “Justify”

- The application form with regard to the award criteria, is quite detailed, with a lot of “justifying”:
- Why does the world need this project?
- In what way does the project correspond to the overarching goals of the EU / Bologna Process etc?
- Why have these partners been chosen?
- In what way are the partners complementary?
- Etc etc



Award criteria – The Hows?

- How will students be selected?
- How are the administrative arrangements for the students? (reception, accommodation, banking , insurance etc) (not just: "We have a student service office")
- How are the mobility tracks? (A graphic presentation could be helpful)

Award criteria – Academic quality (30%)



- Why this course? / Needs analysis (Don't forget the Lisbon Strategy/Europe 2020 and Bologna Process)
- Added value of this course / Existing courses
- Structure and contents – who does what and why, mobility tracks etc
- Learning outcomes – employability
- Interaction with professional sector?

Award criteria – Course integration(25%):



- Show (and justify) that the course is really integrated, this includes the mobility options.
- Recognition in various countries
- Joint application and admission procedures
- Joint examination methods and mechanisms (f i the use of ECTS and Diploma Supplement)
- Participation costs – Show calculations



Award criteria – Course management, visibility and sustainability measures(20%)

- Cooperation mechanisms
- Partners' financial contribution/EMMC financial management
- Consortium development and sustainability plan
- Course promotion – particularly towards Eurostudents

Award criteria – Students' services and facilities (15%)



- Information to students – clear and comprehensive
- Student agreement (if it exists – otherwise main points)
- Student services – clear and detailed
- Language and cultural issues
- Integration policy with other students.

Award criteria – Quality assurance and evaluation(10%)



- Internal evaluation strategy – How and why?
- External quality assurance – How and why?



Annexes

- 3 mandatory:
 - The award criteria
 - Letters of endorsement – Not just standard, identical letters, but "true" signs of institutional involvement
 - Proofs of recognition – From the National Structures, if applicable.
- **Anything else may not be read! =>**
 - **Everything essential must be in the application form or in the Award criteria annex.**

What to do if you are not selected – is there a plan B?



- Start/continue the program without the support
- Study the experts' comments and work on a new application
- Go for a Curriculum Development project
- Go for something else, f i Erasmus Intensive Program
- Drop further plans for a common project, at least within EM

THANK YOU FOR YOUR ATTENTION

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