

3. APPLICATION AND SELECTION PROCEDURES



EMMC APPLICATION PROCEDURE

- o Programme Guide & Annual Calls for Proposals published 3 December 2009
- o Application form & Annexes
- o National EM Info Days (listed online)
- o Summary sheets by 31 March 2010
- o Application deadline 30 April 2010

The screenshot shows a web browser displaying the 'APPLICATION FORM' for the ERASMUS MUNDUS 2010-2013 programme. The form is titled 'APPLICATION FORM' and includes the following fields:

PROGRAMME	ERASMUS MUNDUS 2010-2013
Sub-Programme	ERASMUS MUNDUS 2010-2013
Call for Proposals	EACEA 2500
Action	Action 1 - Joint Programmes
Sub-Action	<input type="checkbox"/> Joint Masters Course (JMSC) <input type="checkbox"/> Joint Doctoral Programme (JSDP)
Deadline for submission	30 April 2010 (see an example)
Project Title	
Project Acronym	



SUMMARY SHEET

- o **Objective**

Identify in advance academic experts with a thematic expertise matching those of the applications

- o **Submission deadline: 31/03/2010**

- o **Title of the Joint Programme and thematic area(s)**

- course acronym and full title
- field of study / thematic domain

- o **Coordinators' data**

- Name and country of coordinating institution
- Name of project coordinator, function and e-mail address



APPLICATION FORM (3)

- **Part F : *Summary table on degree(s) awarded***
(name, type and recognition status)
- **Declaration of Honour**
Signed by the Legal representative of the applicant organisation on behalf of the consortium partners.
- **Annexes:**
 - Detailed questions covering the 5 award criteria
 - Codes to be used in the form (country, regions, thematic fields)
 - Summary Sheet



APPLICATION FORM (1)

- o e-form (Adobe Acrobat) available *in March 2010*
- o Pdf model available on the EACEA website

To be submitted by 30/04/2010

- o To the EACEA
 - Electronically
 - On paper (one original plus two copies)
- o To the National structures of the EUR countries represented in the consortium
 - Paper version



National
Structures

! Subscribe to the Erasmus Mundus News Feed (RSS) and be immediately informed about latest news and documents published on a website



APPLICATION FORM (2)

- **Parts A and B:** *Data on the participating organisations (coord., partners and assoc. members)*
 - Official name and address(es)
 - Expertise and role in the EMMC proposal (incl. endorsement letters)
- **Part C:** *Summary of the proposal*
 - Project key features
 - Summary description of the proposal
- **Part D:** *Technical capacity of the consortium*
 - List of related projects/activities
 - CVs of the key staff involved



Annex 1 ⇒ EMMCs AWARD CRITERIA

A.1 Academic Quality - course content (30%)

- EMMC objectives in relation to the needs analysis in the field
- EMMC added value compared with existing masters at national, European and international levels
- EMMC structure and content, mandatory mobility relevance
- EMMC learning outcomes relevance in view of the students' future academic opportunities and employability
- Consortium composition and expertise of key academic staff
- EMMC interaction with professional sector



« The needs analysis underpinning this proposal is thorough at an operational level and reflects the worldwide situation and knowledge in the field »

«The structure of the EMMC is logically presented and well justified, based on complementing academic expertise »

« The programme involves a clear mobility path building competences in rational stages »

«The target learning outcomes are highly relevant to the future careers of the students and to the needs of both research and industry »

« The objective of the project are not precisely defined creating a missing link between needs and proposed activities »

« The academic quality is difficult to measure: CVs are missing, partners participation vaguely defined, added value of stages not explained »

« Listing interesting professional contacts of each partner only addresses half of the question; there ought to have an explicit connection between the professional sector and the EMMC »

EMMCs AWARD CRITERIA

A.2 Course integration (25%)

- o Justify the extent to which the EMMC is organised in a truly integrated way
- o Recognition of the EMMC in participating countries and degree award arrangements
- o Joint student application, selection and admission procedure
- o Joint examination methods and mechanisms
- o Students' participation costs



« Each course is clearly described as part of the overall curriculum, including aims, syllabus and competences achieved »

« The programme aims at awarding a joint degree and evidence from relevant authorities is attached »

« Application, selection and examination procedures have been commonly agreed upon and are clearly described. There is sound management structure with common criteria used »

« Fees have been realistically set up, taken into consideration different national contexts but offering a coherent picture towards students »

« The modules of the curriculum have been developed separately and the information on mutual recognition is unclear »

« The consortium has agreed to follow common standards for the application, selection, admission and examination of students but these common standards and criteria are not described in the proposal »

« A common tuition fee will be charged to all students but how these amounts have been calculated is not described »



EMMCs AWARD CRITERIA

A.3 Course Management, visibility and sustainability (20%)

- o Cooperation mechanisms within the consortium
- o Partners' contribution to the EMMC, and EMMC financial management
- o Consortium development and sustainability plan
- o Course promotion measures



« Cooperation mechanisms appear to rely on well established working practice of existing collaborations within the group »

« The cooperation mechanisms are detailed and documented by a consortium agreement »

« Several initiatives are taken to ensure continuity notably through the possibility offered by the course to people who want to combine professional and academic developments »

« Funding for scholarships after EM can be obtained through the project's extensive professional network and the institutional commitment of the partner institutions »

« The promotion plans is convincing, relying on different actions through various channels and networks, with good chances to reach out both students and professionals in the field »

« Each institution will be responsible for administering and assessing their courses but measures to favour collaboration inside the partnership are not described. »

« Information on sustainability is too loose and based on very general economic forecasts »

« Promotion activities are rather limited: besides usual website promotion and dissemination of brochures there will not be any other promotion measure ».

« Promotion seems to rely mainly on direct contacts by the people involved ».



EMMCs AWARD CRITERIA

A.4 Students' services and facilities (15%)

- o Nature of the information provided to students prior to enrolment
- o Student agreement
- o Services to host students/scholars and support to visa/administrative formalities
- o Insurance scheme
- o Language policy
- o Measures to facilitate networking among (EM) students



« A well detailed and comprehensive list of services available is given in the proposal. They cover all needs of students and scholars coming from abroad, notably for visa purposes »

« The insurance scheme is in line with the EM guidelines »

« The consortium has agreed a common language policy the min requirements being two languages used as teaching languages. Specific courses are foreseen before the start of the course »

E
M
« A model student agreement defining the joint course implementation rules and mechanisms as well as the mutual rights, obligations and responsibilities is provided »

« The proposal refers to existing facilities without giving information on how students will be accommodated at the different locations »

« The insurance scheme is too briefly presented »

« The described language policy does not indicate what will the teaching language(s) be , whether other language services will be offered »

« The model Student Agreement is very basic and omits to address the academic, administrative and financial aspects of the students' participation »

EMMCs AWARD CRITERIA

A.5 Quality assurance and evaluation (10%)

- o Internal evaluation strategy and mechanisms
- o External quality assurance



« The plans for internal evaluation are well developed and address all key areas of the course »

« A strategic advisory board was created in which associated partners are invited. This board will perform external evaluation beside peer reviews »



« All consortium members will have their own quality assurance committee but nothing is said about concerted procedures to meet the requirements of a jointly developed evaluation and monitoring mechanism »

« An external control on the overall quality of the course is missing »



2010 SELECTION TARGET

36 EMMCs to be selected

- o At least 15 new masters and
- o up to 21 renewals (EMMCs arriving at the end of the 5 years cycle)

All applications will be assessed on an equal footing!

- o Renewals have to demonstrate their quality (past performance not taken into account)
- o Last year: 15 renewals not selected (out of 34)!
- o EM Brand Name procedure offered to non renewed EMMCs

4. TIPS AND ADVICE



PREPARING A GOOD PROPOSAL

- Have your project clearly in mind before completing the application form
- Read the EM Programme Guide in detail
- **Submit a good proposal is the easy part.** Implement an excellent trans-national joint programme is much more difficult
 - Make sure you have **full support of your institutions** (involve the relevant services/departments in the proposal preparation/validation)
 - Ensure a **good balance of responsibilities and tasks between partners** (the coordinator should not be left with all the responsibility / work)



PREPARING A GOOD PROPOSAL

- **Get advice from colleagues** experienced in joint programmes (in EM or other programmes) and from your **National Structures**
- Consult information available on **good practices** such as the **Study on Quality of EMMC**

<http://ec.europa.eu/education/erasmus-mundus>



PREPARING A GOOD PROPOSAL

- Pay attention to details
- Be concrete / give examples / avoid vague statements
- Do not assume; what is in your mind and not in the application cannot be assessed
- Use tables, graphics, flowcharts to illustrate your programme structure, the mobility tracks, the organisational aspects, etc.
- You may use annexes for additional information BUT NOT to provide information required as part of the award criteria



PREPARING A GOOD PROPOSAL

A good proposal is

- o **COHERENT** in its entirety (contradictions are lethal!)
- o **SIMPLE:** a few well chosen words can often replace a long and vague explanation
- o **EVIDENCE BASED:** use examples, justify your needs analysis, bring proofs
- o **CLEAR:** the expert should not end his/her reading with a headache! Follow the application form questions and answer them in the right order
- o **EXPLICIT:** do not take anything for granted; experts cannot read your mind
- o **RIGOROUS:** the application is the basis on which your joint programme will be build and monitored; it is also the cornerstone of your institutional commitment
- o **CIRCUMSCRIBED:** stick to what is asked.
- o **COMPLETE:** ensure (twice) you have followed all the submission instructions attached to the application



RECOMMENDATIONS FROM LAST SELECTION

- All the required information must be there and complete (from the administrative and content points of view)
- Applicants should provide full but concise information on each point covered by the 5 award criteria.
- New projects and renewals will be treated on equal footing !
- All the required information should be in the application form (experts not obliged to consult the annexes)



TIPS AND ADVICE

How to « Stand out from the Crowd »?

- o Solid integrated consortium with, if relevant, “real” non-EUR partners (not for window dressing purposes!)
- o Strong link to the labour market / the society (both in the EU and outside)
- o Strong academic/research quality and innovation potential

KEY WORDS

INTEGRATION

INSTITUTIONAL COMMITMENT

ADDED VALUE

INNOVATION

QUALITY ASSURANCE

SUSTAINABILITY

EMPLOYABILITY

VISIBILITY TRANSPARENCY



MORE QUESTIONS?

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