



ERASMUS Mundus Active Participation

**Training Seminar
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**„From idea to project“
Sylvia Kerutt, DAAD – NS Germany**

From Idea to Project

10 Steps to Success

1. Right programme/right call
2. Study relevant documents
3. Learn from history
4. Establish your team
5. Key elements - milestones
6. Haste makes waste
7. Talk is not silver but golden
8. Unity - united you stand, divided you fall
9. Evaluate your project
10. Prepare for your EM future

1. Right programme/right call I

- Familiarise yourself with the objectives and purposes of the programme:
 - What are the reasons for setting up this project?
 - Do your goals match the goals of the programme?
 - Can you meet the criteria of the programme?
 - Do you have the capacity to run such a project?
(legal, administrative, financial)

1. Right programme/right call II

- ERASMUS Mundus is the right programme if you want to:
 - Enhance internationalization
 - Raise profile of universities
 - Raise numbers and standard of applicants
 - Benefit through scholarships and fees

2. Study relevant documents

- Read, reread, reread:
 - Call for proposals, Programme Guide (including annexes and manual if available) and application form
 - FAQs
 - Bologna declaration, Lisbon Strategy
 - EU Sustainable Development Strategy

3. Learn from history

- Check status quo in order:
 - to see what others do
 - to see how they do it
 - to avoid repetition
 - to identify potential partners

(internet, websites, flyers, brochures etc.)

4. Establish your team

- Establish a consortium with reliable partners:
 - Number of partners and origin
 - Complementarity of partners
 - Ensure applicant's and partners' eligibility
 - Ensure active participation of all partners

5. Key elements - milestones

- New master course = well elaborated, complete product:
 - Structure and content of EMMC (incl. mobility)
 - > integrated study programme
 - ECTS; JD; double-, multiple-, joint degree
 - Language policy
 - Joint student application, selection and admission procedure
 - Participation costs, insurance
 - Cooperation mechanisms within the consortium, partners' contribution, financial management
 - Development and sustainability plan
 - Course promotion
 - Students' services and facilities
 - Quality assurance and evaluation

=> MoU

6. Haste makes waste

□ Plan in advance:

- Best practice: start 8-10 month before the deadline
- Set up an activity plan – define milestones
- Check availability of partners
- Plan at least 3-4 month for preparation/writing of proposal

7. Talk is not silver but golden

- Schedule physical meetings during preparation time

Define communication:

- phone, email, video conference, skype, platforms etc.
- Test communication channels
- Keep asking (National Structures, EACEA)

8. Unity – united you stand, divided you fall

- ❑ All for one, one for all
- ❑ Ensure commitment of partners and their school/department (senior management)
- ❑ Secure the long-term backing of academic and administrative staff involved (international Office)
- ❑ Give each partner an active role in the application procedure
- ❑ Each partner should write a part of the application

9. Evaluate

- ❑ Constant evaluation throughout the application process
- ❑ Stay flexible
- ❑ Exceptional circumstances
- ❑ Problems
- ❑ External evaluator
- ❑ Never give up!

10. Prepare for your EM future

- Prepare:
 - Advertise your programme
 - Implement your website
 - Programme, partners, application procedure/online-application
 - Selection procedure for candidates
 - Location, documents, deadlines, etc.
 - Students services and facilities (accommodation, visa)
 - Insurance
 - Contracts (student agreement)



Thank you very much for your
attention!