

ERASMUS+ PROGRAMME
ERASMUS MUNDUS JOINT MASTER DEGREES
APPLICATION & SELECTION PROCEDURE
CALL FOR PROPOSALS 2017 (EAC/A03/2016)

INSTRUCTIONS FOR COMPLETING THE
2017 ERASMUS MUNDUS JOINT MASTER DEGREES
KEY ACTION 1
APPLICATION PACKAGE
(EFORM)

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CHAPTER 1 INTRODUCTION

This document is intended to help applicants for **Key Action 1 – Erasmus Mundus Joint Master Degrees (EMJMD)** of the Erasmus+ Programme to find the information they need to complete their applications and to prepare their projects. It should not be used for any other type of Action. In order to prepare and submit an application, applicants need to refer to a range of other documents. The complete application documentation is available under the following link:

http://eacea.ec.europa.eu/erasmus-plus/funding/key-action-1-erasmus-mundus-joint-master-degrees-0_en

Information that is contained in the documents listed below will not be repeated in these instructions, although references are made where appropriate:

➤ **The Erasmus+ Legal Base:**

<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32013R1288>

This provides you with the rationale for the Erasmus+ Programme and emphasises its aims and priorities. Applicants who can create projects that address the needs expressed in this document are already in a positive position.

➤ **The call for proposals:**

http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.C_.2016.386.01.0014.01.ENG&toc=OJ:C:2016:386:TOC

This is the official notification of the general call for proposals. It is a short document that provides, inter alia, information on the countries that can participate, budgetary details and deadlines.

➤ **The Erasmus+ Programme Guide:**

http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf

This is a key document covering definitions and rules for all the actions included in the general call for proposals. In it you find general information regarding the content and management of the Programme and specific information on Erasmus Mundus Joint Master Degrees (EMJMD) projects. You should not attempt to make an application without referring to the relevant sections of the Programme Guide, which is structured as follows:

- Introduction
- Part A General Information about the Erasmus+ Programme
- Part B Information about the actions covered by this guide
- Part C Information for applicants
- Annex I Specific rules and information relating to mobility activities, Strategic Partnerships and Capacity Building in the field of higher education
- Annex II Dissemination and exploitation of results
- Annex III Glossary of Key Terms
- Annex IV Useful references and contact details

The Programme Guide provides the complete funding framework including rules relating to project budgets, explanations on the assessment procedures and information on dissemination and exploitation strategies. This document also provides information on the different eligibility, exclusion and selection criteria that are applied to each application through the selection procedure.

NOTE: The Programme Guide is revised on a regular basis. Please check frequently for the latest update on the above-mentioned website.

➤ **The proposal submission User Guide:**

https://eacea.ec.europa.eu/documents/eforms_en

This is a technical user guide that you will need to follow to ensure that you register your organisations correctly and complete the electronic application form correctly and under optimal conditions.

➤ **The Guide for Experts:**

http://eacea.ec.europa.eu/erasmus-plus/library_en

EACEA 'Library' webpage (choose 'General information' in the dropdown menu under "Type"). The document will be uploaded on the website in due course.

This is the guide prepared for the experts who will be assessing applications. It provides applicants with a complete overview of how the award criteria will be evaluated and how the scoring will work. It should help applicants to draft responses to the questions in the application form in such a way that they address the main issues for the call.

The guide is split in two parts:

- **Part I General information**
This part of the guide is intended to provide general information on the role of an expert and the methodology and principles of quality assessments that apply to the majority of Erasmus+ Actions. Any variations from this model are clearly explained in the EMJMD specific part of the document (Part II). Part I and Part II must be read together.
- **Part II Action specific information**
This part contains detailed information on the award criteria used to assess an application submitted under the EMJMD call for proposals, as well as on the selection and assessment procedures of this action insofar that they differ from the general framework laid out in Part I.

➤ **Frequently Asked Questions (FAQs):**

http://eacea.ec.europa.eu/erasmus-plus/funding/key-action-1-erasmus-mundus-joint-master-degrees-0_en (navigation tab: 'How to apply'). The document will be uploaded on the website in due course.

The Agency publishes the answers to questions that are frequently asked by potential applicants. It is very important for applicants to refer to these regularly to ensure that they benefit from clarification that has been asked for by other applicants and provided by the Commission or Agency. These FAQs are made public to ensure that all applicants are treated fairly with respect to having access to the same information. The FAQs include clarification on eligibility and interpretations/clarifications of aspects of the official (legal) documentation. The FAQs are available on our website under the section '[How to apply](#)' and will be updated regularly until the deadline for submission.

CHAPTER 2 ABOUT THE CALL, THE APPLICATION AND THE SELECTION PROCEDURE

2.1 Novelties introduced in the EMJMD call for proposals 2017

With regard to the current EMJMD call for proposals the following improvements have been made:

- EMJMDs will now be assessed in a one-step evaluation procedure by the external experts. Applicants of eligible proposals will in consequence receive feedback on the whole application.
- The threshold of 75% for the award criterion "*Relevance of the project*" (i.e. 30 points out of 40) applies in order for proposals to be considered for funding.
- The application and assessment process for the award of additional scholarship for targeted regions of the world has been simplified since 2016. Moreover, this criterion will now be assessed on a "Yes/No" basis concerning its pertinence, thus no scoring will be given by the external experts.

2.2 Presentation and organisation of these instructions

The purpose of this document is to offer guidance on the **content of the Application Form**, the application procedure and the rules that must be respected. Please refer to the specific "*Proposal submission User Guide*" which provides guidance on the technical aspects of completing and submitting the eForm, including details of the eForm Technical Helpdesk to answer any technical questions that applicants may have.

These detailed instructions follow the same order as the Application Form itself. Applicants who do not refer to these notes or who do not follow the instructions and guidance, risk submitting an incomplete or incorrect application, therefore significantly reducing the chances of their application being successful.

This introduction includes general information regarding the Application Package contents and submission, detailed information on the assessment grids that will be used by the experts to evaluate the project proposals, as well as a summary of the selection process.

2.3 Contents of the Application Package

The Application Package consists of several documents, the content of which is summarised below. Each of these must be completed and submitted in line with the instructions below:

➤ **Mandatory parts**

- ✓ **eForm** (*administrative and general data about the call for proposals*)
List of participating organisations (*applicant, partners, associated partners*)
 - **Part A: Identification of the applicant and other organisation(s) participating in the project** (*administrative information*)
 - A.1 Organisation
 - A.2 Person responsible for the management of the application (*contact person*)
 - A.3 Person authorised to represent the organisation in legally binding agreements (*legal representative*)
 - **Part B: Description of the project** (*general information*)
 - B.1 Summary of the project
 - B.2 Priorities addressed
 - B.3 Dates and languages
 - **Part C: EMJMD Typology**
 - C.1 ECTS credits and duration in semesters

- C.2 Continuation of an established Erasmus Mundus Master Course
- C.3 Application subject of a proposal submitted under previous Erasmus Mundus calls for proposals
- C.4 Inclusion of internship/placement period
- C.5 Study periods outside Programme Countries
- C.6 Application for additional scholarships for targeted regions of the world
- C.7 Consortium plan and EMJMD intake/edition duration
- C.8 EMJMD tuition languages
- C.9 EMJMD Scientific areas
- C.10 Degree(s) intended to be awarded

- **Part D: Grant request**

- ✓ **eForm attachments**

- **Mandatory attachments**

Each attachment should be identified with a (short and) meaningful name to facilitate its identification at assessment stage (see suggestions in brackets for each attachment)

- **Proof of valid accreditation(s)** of at least the national components on the basis of which the EMJMD is composed. The provision of valid accreditations is applicable to Higher Education Institutions from Programme Countries involved in the EMJMD as partners.
✓ (suggestion for file name: "ProofAccred")
- **Description of the project: Award criteria 1, 2, 3, 4** (*maximum 40 pages in total – Times New Roman – Font 11*). The section on the award criteria will be complemented with information relating to **Projects/activities implemented** by the consortium organisations with regard to the proposal; **/Skills and expertise** of key staff involved in the project; **/Other EU grants** from EU programmes or initiatives received or applied for (*preformatted parts to which a maximum number of characters apply*).
✓ (suggestion for file name: "ProjectDescript")
- ***If applicable: Award criterion for additional scholarships for targeted regions of the world*** (*maximum 5 pages – Times New Roman – Font 11*).
NOTE: The attachment is mandatory only if the EMJMD intends to request additional scholarships for students from targeted regions of the world.
✓ (suggestion for file name: "AddAward")
- The **EMJMD Grant request** (*preformatted fields in an Excel table*)
✓ (suggestion for file name: "Grant")
- The **Declaration on Honour** signed by the Legal Representative of the applicant organisation and the **Mandate** signed by the Legal Representative of each partner granting power of attorney to the coordinator to act in its name and for its account during the implementation of the project (*preformatted documents*)
✓ (suggestion for file name: "DecHon-Mand")

Please note that if any of the above-mentioned mandatory parts that constitute the Application Package is either not submitted (/attached to the eForm), or is incomplete or unsigned, the application will be considered ineligible and will not be assessed.

- **Optional attachment**

- **Other relevant annexes** comprising elements considered relevant to the proposal, the size of which cannot exceed **50 pages**.
✓ (suggestion for file name: "ORA")

Please note that this optional part does not invalidate the electronic application form submission if not attached to the eForm.

→ **Application's references**

In this field, applicants must indicate whether this or similar application has been submitted under a previous EMJMD call for proposals (2014, 2015, 2016) and if applicable, provide the application reference number.

2.4 Deadlines and submission of the Application Package

Applications must be submitted on-line according to the instructions in the User Guide, **by 16.02.2017 at 12:00 (midday) Brussels time**.

NOTE: EMJMD proposals that are linked to an established Erasmus Mundus Master Course (in terms of academic content and/or consortium composition) are eligible to apply, only after the contractual obligations of the related Framework Partnership Agreement in force have come to an end or will be concluded with the implementation of their last intake in 2017 (i.e. EMMCs with FPAs from 2013 and earlier years).

NOTE: The Application Package should not be sent by e-mail to the EACEA mailbox. Any e-mail related to the Application Package and sent to the EACEA mailbox will be disregarded. Any annexes related to the proposal must be uploaded and attached to the e-Form in line with the explanation provided above.

NOTE: For information purposes, the Application Package may be sent by e-mail to the international contact point of the Erasmus+ National Agencies of the country of each participating organisation (applicant and partners) at the relevant contact details available under the following link:

http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm

ATTENTION: There is a limit of **10MB** to the total (combined) size of all contents of the Application Package (i.e. the eForm Parts A, B, C & D, plus the mandatory attachments and the optional attachment).

Once the eForm and annexes have been submitted, a reference number is automatically generated on the eForm. In addition, a notification message will be sent by email to the contact person of the applicant/coordinating organisation to the e-mail address indicated in the eForm. Please ensure that the presentation of the package is in accordance to the following instructions:

- The application should be completed electronically by computer and submitted online (no paper, no handwritten submissions, or submissions completed using a typewriter will be accepted).
- The Application Package must be complete as defined in point 2.3 above.
- No information or documents other than the Application Package can be sent. Therefore make sure that relevant information is provided under each of the requested parts, so that the proposal can eventually be evaluated on this sole basis.
- No changes to the application can be made after the deadline has expired. However, if after the submission deadline, there is a need to clarify certain administrative aspects (e.g. contact details) the applicant may be contacted by the Agency for this purpose.
- Please note the date and time of the online submission. Applicants are strongly advised to submit their application well in advance of the deadline, thus avoiding last-minute submission (as submission may take time depending on the used connection and server usage). You should keep proof of the safe arrival of the application in the system.
- If you experience any technical problems during the submission, please contact the eForm Helpdesk immediately (eacea-helpdesk@ec.europa.eu)
- If you have questions on the content of the eForm and the Annexes, please contact the helpdesk FACEA-EPLUS-EMJMD@ec.europa.eu

2.5 Selection procedure

An EMJMD proposal is expected to provide full but concise information on the following award criteria:

- Relevance of the project (maximum 40 points)
- Quality of the project design and implementation (maximum 20 points)
- Quality of the project team and the cooperation arrangements (maximum of 20 points)
- Impact and dissemination (maximum of 20 points)

To be considered for funding, proposals must score at least **70% overall**. Furthermore, they must score **75%** of the maximum allocated points under the award criterion "*Relevance of the project*" (i.e. minimum 30 points out of 40).

Only those applications that have passed the two above-mentioned thresholds and have requested additional scholarships for students from targeted regions of the world will be assessed against the additional award criterion "*Relevance of the project in the targeted region(s)*". Their pertinence in this respect will be evaluated on a "Yes/No" basis.

Each proposal is assessed by three (3) external experts who will have to reach a consensus on the scoring, as well as on the comments that will be sent as feedback to each applicant.

➤ **Experts Assessment Methodology**

Detailed information on the expert assessment procedure can be found in the "[Guide for Experts](#)" available at the EACEA EMJMD '*Funding*' webpage (*navigation tab: 'Guidelines'*). The document will be uploaded on the website in due course.

Each proposal will be assessed against the four (4) award criteria. The "*Relevance of the project*" will be considered in its different aspects (e.g. extent of "**jointness/integration**" of the EMJMD course across the consortium partner HEIs, response to the **needs in the academic field**, contribution to **internationalisation** and the **attractiveness** of the European Higher Education Area, etc.).¹

The remaining three (3) award criteria are assessed with regard to topics such as the **academic content**, **the course design** and the **implementation mechanisms** within the partnership; quality of the **consortium composition**, its **cooperation mechanisms**, and the **capacity to effectively implement** the project; and the overall **impact and sustainability** of the EMJMD, and how **promotion/dissemination** of the project activities/results is organised.

If the EMJMD proposal has chosen to apply for additional scholarships for students from one or more targeted regions of the world, it will also be assessed against the additional award criterion "*Relevance of the project in the targeted region(s)*" on a "Yes/No" basis, covering issues such as the ways and means used to attract those students, the added value of the cooperation with participating organisations from these region(s), etc.

Experts will be asked to assess the way the award criteria have been addressed by the applicant consortium. In this context, their evaluation will not only cover the answers provided to each individual sub-award criterion, it will also review the relevance of other elements of the application package to the award criteria, such as:

- the way the participating organisations (applicant, partner organisations and, if relevant, associated partners) have described their expertise and concrete contribution to the proposal;
- the validity/recognition of the degrees intended to be delivered.

After the evaluation is complete, the Agency will notify the applicants **by e-mail only** (sent to the legal representative of the coordinating HEI and to the project contact person) about the selection results, including the following feedback:

¹ Proposals need to reach the 75% threshold of the maximum points set for this first award criterion (i.e. 30/40) in order to be considered for funding

- the consolidated comments provided by the external experts;
- an indication of the proposal's overall ranking compared to all applications received under this year's call for the Erasmus Mundus Joint Master Degrees action.

➤ **Scoring mechanism**

The assessment grid below shows the scoring mechanism that will be used by the experts assessing the applications. These scores are integers or half points.

Maximum number of points for an award criterion	Range of scores			
	Very good	Good	Fair	Weak
40	34-40	28-33	20-27	0-19
20	17-20	14-16	10-13	0-9

Weak	A score of 0 is given if the information detailed in the call for proposals would reasonably have been expected and is not present in the proposal. A score of 0.5 will not be used. The proposal is of poor quality. This may be because information is incomplete or not sufficiently relevant, or not clear or not convincing, in the expert's view.
Fair	The content is consistent with that routinely produced by the universities across Europe. There may be some strong and relevant points within the proposal, but also be weaknesses and in particular there may be no specific details brought out which distinguishes the proposal from other master courses in the same subject area.
Good	The proposal demonstrates good overall features (even though it may contain some weaknesses and some small improvements could be made), but does not contain features that set it apart from many other good proposals being assessed.
Very good	The proposal is of a high quality with regard to the award criterion in question. It addresses all relevant aspects convincingly and successfully. It includes features that set the proposal apart from other good quality proposals within the assessment. It provides all the information and evidence needed and there are no concerns or areas of weakness. In general, scores of 100% should only be used when experts consider that the content of the proposal could not be improved in any way.

The total score for the application will correspond to the sum of the scores given to each criterion.

The total indicative budget for the 2017 EMJMD call is ~EUR 90,4 million and around thirty-five (35) EMJMD programmes are expected to be selected. A budget of ~EUR 22,7 million will be available for additional scholarships targeting students from specific regions of the world.

NOTE: We will hereafter refer to "*Heading 1*" when the text relates to the Erasmus+ EMJMD main budget and to "*Heading 4*" and "*European Development Fund - EDF*" when the text relates to supplementary funds from different EU external funding instruments targeting students from specific regions of the world.

2.6 Definitions

In line with the Erasmus+ Programme Guide, a **consortium** is a group of Higher Education Institutions (HEI) and public or private organisations established in a **Programme** or **Partner Country** that will be responsible for the direct implementation of the proposed joint programme.

The Erasmus+ Programme considers as public bodies all recognised higher education institutions, and all institutions or organisations that have received over 50% of their annual revenues from public sources over the last two years. In this context - unless they are requested by the Agency - they are considered as having the necessary financial, professional and administrative capacity to carry out activities under the Programme.

- **Programme Countries** are:
 - the 28 Member States of the EU²
 - Iceland, Liechtenstein, Norway, Turkey and the former Yugoslav Republic of Macedonia
- **Partner Countries** are any other country of the world³.

EMJMD consortium members are:

- the **applicant /coordinating HEI from a Programme Country** that submits the proposal and acts as coordinating organisation on behalf of the consortium. If the proposal is selected, the applicant/coordinator will become the main EU grant beneficiary organisation and will sign a multi-beneficiary grant agreement with the Executive Agency on behalf of the EMJMD consortium. Its coordinating role entails the following duties:
 - be the intermediary for all communications between the beneficiaries and the European Commission/Executive Agency;
 - bear the financial and legal responsibility for the proper operational, administrative and financial implementation of the entire project;
 - coordinate the EMJMD in cooperation with all other project partners.
- the **partner organisations** that are master degree-awarding HEIs from a Programme or Partner Country and also any private or public organisation that contributes actively to the preparation, implementation and evaluation of the EMJMD. Although the applicant organisation submits the proposal and, if approved, acts as main beneficiary and contact point during the joint programme's implementation, partner organisations must have been fully involved in the preparation of the proposal. They should formally confirm their commitment and contribution to the EMJMD implementation through a **Mandate** by which the signatory grants power of attorney to the coordinator to act in his name during the implementation of the project. Both the applicant /coordinating HEI and the partners are collectively considered as "beneficiaries" in the framework of the grant agreement.

The minimum number of EMJMD consortium members is **three (3) HEIs from three (3) different Programme Countries**. HEIs established in a Programme Country must hold a valid Erasmus Charter for Higher Education (ECHE). In addition, HEIs established in a Programme Country must be able to demonstrate at application stage the accreditation of each degree-awarding Master programme on the basis of which the EMJMD programme is composed.

EMJMD consortium members are responsible for carrying out the action in accordance with the terms and conditions of the grant agreement and for complying with any legal obligations incumbent on them jointly or individually.

Additionally, the EMJMD study programme may also benefit from the involvement of:

- **associated partners (optional)**. These organisations contribute indirectly to the implementation of specific tasks/activities and/or support the dissemination and sustainability of the EMJMD. Such contributions may, for example, involve knowledge and skills transfer, the provision of complementary courses or backing possibilities for secondment or placement. Please note, that only for contractual management with the Executive Agency, "associated partners" are **not** considered as part of the EMJMD consortium.

² Please refer also to footnote n° 7 of the Erasmus+ Programme Guide, page 23.

³ Please refer also to footnotes n° 8, 9 and 10 of the Erasmus+ Programme Guide, page 24.

Unlike partner organisations, associated partners do not need to be formally identified in parts A and B of the eForm. However, for those associated partners that play a structural (formal/longstanding) role in the joint programme it is advisable to include them under these parts, as well as to provide **endorsement letters/letters of intent** in which they formally confirm their concrete contribution to the project (e.g. by providing financial support through complementary scholarships or through other means, by contributing to the quality assessment of the joint programme, etc.). Furthermore, associated partners whose expertise and support will be relevant for all editions of the joint programme should be referred to in the answer to the relevant sub-criteria (e.g. sub-criteria 2.6, 3.2).

Appropriate internal arrangements for the proper implementation of the action and the necessary institutional commitment of all the organisations actively participating in the EMJMD consortium must be ensured prior to the enrolment of the first EMJMD students in order to guarantee solid institutional embedding and backing.

The **EMJMD Consortium Agreement** is a key instrument for this purpose and has to be signed by all partner institutions **prior** to the launching of the first scholarship application and selection process. This EMJMD [Consortium Agreement](#) has to cover as precisely as possible all academic, operational, administrative and financial aspects related to the implementation of the EMJMD and the management of the EMJMD scholarships.

The **ECTS (European Credit Transfer and Accumulation System)** is a learner-centred system for credit accumulation and transfer based on the transparency of learning, teaching and assessment processes. Its objective is to facilitate planning, delivery and evaluation of study programmes and learner mobility through the recognition of qualifications and periods of learning. A system that helps to design, describe and deliver study programmes and award higher education qualifications. The use of ECTS credits, in conjunction with outcomes-based qualifications frameworks, makes study programmes and qualifications more transparent and facilitates the recognition of qualifications. Therefore, EMJMD consortium members should refer to the [ECTS Users' Guide](#) when designing the EMJMD study programme structure (e.g. educational components, modules, courses) and establish the related mobility trajectories of students.

CHAPTER 3 ADDITIONAL SCHOLARSHIPS FOR TARGETED REGIONS OF THE WORLD

3.1 General information on additional scholarships for targeted regions

Applicants for EMJMDs under this call for proposals may also apply for additional scholarships, financed by EU external funding instruments (Heading 4 & EDF), for students from one or several specific regions/countries of the world, which are listed in section 3.2. The additional scholarships will be allocated amongst the selected Masters, which have explicitly applied for the additional scholarships and which have been assessed as relevant for the targeted regions (on a "Yes/No" basis). Therefore the proposals will be assessed by the external experts in view of their cooperation with Higher Education Institutions and other participating organisations from the targeted regions/countries. This assessment also includes the institutions' capacity to promote the Master and to attract excellent students from the regions/countries concerned (see additional award criterion below).

The additional scholarships will be financed from the following four (4) EU external funding instruments:

- European Neighbourhood Instrument (ENI)⁴
- Development Cooperation Instruments (DCI)⁵
- Partnership Instrument (PI)⁶
- European Development Fund (EDF)

Only projects proposed for funding will be considered for the award of the additional scholarships in the targeted regions of the world. Indicatively, the consortia may receive up to 8 additional student scholarships per intake (per EMJMD edition), i.e. a total of around **24 additional scholarships** for the 3 intakes altogether. The number of scholarships can be distributed along the 3 intakes in a variable way. For example: 24 scholarships could be divided between the 3 intakes in the following way: 6 scholarships for the 1st intake, 8 scholarships for the 2nd intake and 10 scholarships for the 3rd intake.

The actual amount of the individual scholarships will vary in accordance with the EMJMD length, the student country/region of origin and residence, and the EMJMD admission/enrolment fees (participation costs). The maximum amount of one additional scholarship is estimated - as for any other scholarship in the framework of this call - at **49 000 EUR**.

Please note that applicants can apply for these additional scholarships at application stage only. There will be no further opportunities for selected consortia to benefit from the additional scholarships during the implementation of the Master.

The additional funds will be allocated to regions identified as priority for the EU external action. They will fund scholarships for excellent students coming from these regions, allowing them to participate in the EMJMDs, and be mobile in at least two different Programme Countries. This will allow them to raise their skills and competences, their intercultural skills, thus contributing in the long run to the sustainable development of their country.

3.2 Overview of Financing Instruments and regions covered

- **European Neighbourhood Instrument (ENI)**

The European Neighbourhood Policy (ENP) aims at establishing an area of prosperity and good neighbourliness, founded on the EU's values. In this context, a strong and educated human capital is a crucial factor. Under the ENI, additional scholarships will be available for the following regions (the numbering of the regions below refers to the numbering as indicated in the section "*Eligible Countries*" of the Erasmus+ Programme Guide, pages 23-25):

⁴ REGULATION (EU) No 232/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 March 2014 establishing a European Neighbourhood Instrument:
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2014:077:0027:0043:EN:PDF>

⁵ REGULATION (EU) No 233/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 March 2014 establishing a financing instrument for development cooperation for the period 2014-2020:
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2014:077:0044:0076:EN:PDF>

⁶ REGULATION (EU) No 234/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 March 2014 establishing a Partnership Instrument for cooperation with third countries:
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2014:077:0077:0084:EN:PDF>

► **ENI – East (Region 2)**

Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law

► **ENI – South (Region 3)**

Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine⁷, Syria, Tunisia

• **Development Cooperation Instruments (DCI)**

The DCI is the EU's major financial instrument for development cooperation in the 2014-2020 programming period. Given the importance of higher education for economic and social development, the Erasmus+ Programme supports Partner Countries in meeting the challenges in their higher education systems. Under the DCI additional scholarships will be available for the following regions:

► **Asia (Region 6)**

Afghanistan, Bangladesh, Bhutan, Cambodia, DPR Korea, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Vietnam

For Asia at least 65% of the scholarships are earmarked for students from *Least Developed Countries* (Afghanistan, Bangladesh, Bhutan, Cambodia, Laos, Myanmar, Nepal), and the remaining scholarships for students from the rest of the region, with the *exception of China and India*.

► **Central Asia (Region 7)**

Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan

For Central Asia, if there are sufficient eligible candidates, at least 65% of the scholarships are earmarked for students from *Low or Lower Middle Income Countries* (Kyrgyzstan, Tajikistan, Uzbekistan) and the remaining scholarships for students from the rest of the region.

► **Latin America (Region 8)**

Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela

For Latin America at least 25% of the scholarships are earmarked for students from *Lower Middle Income Countries* (Bolivia, El Salvador, Guatemala, Honduras, Nicaragua, Paraguay), a maximum of 35% of the scholarships for students from Brazil and Mexico together, and 40% for students from the rest of the region.

► **South Africa (Region 10)**

• **Partnership instrument (PI)**

The PI aims at creating and maintaining bilateral and multilateral partnerships in order to promote Union and mutual interests. The instrument reinforces the EU's strategic links worldwide by supporting EU external strategies, policies and actions. Additional scholarships will be available for the following region:

► **Gulf countries (Region 12)**

Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates

• **European Development Fund (EDF)**

The EDF is the EU's main instrument for providing development aid to African, Caribbean and Pacific (ACP) countries and to overseas countries and territories (OCTs). The EDF funds cooperation activities in the fields of economic development, social and human development as well as regional cooperation and integration.

⁷ This designation shall not be construed as recognition of a State of Palestine and is without prejudice to the individual positions of the Member States on this issue.

► **ACP countries (Region 11)**

Angola, Antigua and Barbuda, Bahamas, Barbados, Belize, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Cook Islands, Djibouti, Dominica, Dominican Republic, Equatorial Guinea, Eritrea, Ethiopia, Fiji, Gabon, Gambia, Ghana, Grenada, Guinea, Guinea-Bissau, Guyana, Haiti, Republic of Côte d'Ivoire, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Madagascar, Malawi, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia - Federated States of, Mozambique, Namibia, Nauru, Niger, Nigeria, Niue, Palau, Papua New Guinea, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and The Grenadines, Samoa, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Suriname, Swaziland, Timor Leste - Democratic Republic of, Tanzania, Togo, Tonga, Trinidad and Tobago, Tuvalu, Uganda, Vanuatu, Zambia, Zimbabwe

3.3 Funding possibilities

Indicatively 461 additional scholarships are foreseen under the four Instruments in the framework of the Erasmus+ EMJMD call for proposals 2017. The indicative total amount foreseen for these additional scholarships is EUR 22,7 million.

Funding Instruments Regions/countries covered	Sub-regions (where applicable)	Maximum budget available in 2017 (in Euro)	Indicative number of additional EMJMD scholarships (2017 call for proposals)
• European Neighbourhood Instrument (ENI)		3 906 378	79
ENI East (Region 2)		1 736 168	35
ENI South (Region 3)		2 170 210	44
• Development Cooperation Instruments (DCI)		14 209 058	288
Asia (Region 6) - total		5 207 743	105
	<i>Least Developed Countries (min. 65%)</i>	3 385 033	69
	<i>Remaining Asia Countries</i>	1 822 710	36
Central Asia (Region 7) - total		2 514 083	51
	<i>Low or Lower Middle Income Countries (min. 65%)</i>	1 634 154	33
	<i>Remaining Central Asia Countries</i>	879 929	18
Latin America (Region 8) - total		5 948 500	121
	<i>Lower Middle Income Countries (min. 25%)</i>	1 487 125	30

	<i>Brazil and Mexico (max. 35%)</i>	2 081 975	42
	<i>Remaining Latin America Countries (40%)</i>	2 379 400	49
South Africa (Region 10)		538 732	11
• Partnership Instrument (PI)		820 525	17
Gulf countries (Region 12)		820 525	17
Total Heading 4 (ENI, DCI, PI)		18 935 961	384
• European Development Fund (EDF)		3 764 706	77
ACP countries (Region 11)		3 764 706	77
Total (Heading 4 + EDF)		22 700 667	461

3.4 Procedure to apply for additional scholarships in targeted regions

In the eForm, Part C.6, applicants will be asked if they wish to apply for additional scholarships for targeted regions of the world. If this question is answered positively, an additional line will automatically appear in the table in Part D "Grant request" of the eForm. Applicants need to indicate in the "EMJMD Grant request" Excel table (which constitutes the budget annex to the eForm) the estimated number of students for the 3 intakes to be enrolled. The Excel table will automatically calculate the grant amount requested for this category of scholarships; this amount needs to be entered in the respective line in the budget table in Part D "Grant request".

As can be seen in the table above, there are 12 different sub regions/countries (hereinafter referred to as "windows"). Given that the EMJMDs will be awarded for a period of maximum 5 years [1 preparatory year (optional) + 3 consecutive intakes] through one single grant agreement, the additional scholarships will be allocated through a single grant agreement for the whole project duration.

3.5 Selection procedure and allocation of additional scholarships

Only applications that have passed both selection thresholds will be assessed on a "Yes/No" basis by the external experts against the following additional award criterion which will be addressed once for any of the targeted regions.

► **Relevance of the project in the targeted region(s)⁸**

After evaluation by the experts, an overall ranking of the EMJMDs will be established. The additional scholarships will then be distributed to the EMJMDs according to this overall ranking in descending order through distribution rounds, whereby one (1) scholarship per window will be allocated to each consortium which has applied for that window. Scholarships will be distributed starting from the consortium ranked highest until all scholarships available under each window are allocated.

⁸ "Region" refers to the 12 respective sub-regions/countries ("windows").

3.6 Examples for scholarship allocation

Please note that these are **simplified examples** in order to illustrate the distribution procedure. In the framework of the EMJMD 2017 selection, the number of consortia to be selected, the number of additional scholarships requested by these consortia, as well as the total number of scholarships available in all regions/countries, need to be taken into account.

In these examples the top-ranked first 5 EMJMDs (which have applied for scholarships in the respective regions/geographical windows) are ranked in descending order. The maximum number of scholarships available in this example would be:

Region ("geographical window")	Number of available scholarships
ENI East	35
ENI South	44
Asia	105
Asia (Least Developed Countries)	69
Asia (Remaining Countries)	36
Central Asia	51
Central Asia (Low or Lower Middle Income Countries)	33
Central Asia (Remaining Countries)	18
Latin America	121
Latin America (Lower Middle Income Countries)	30
Latin America (Brazil and Mexico)	42
Latin America (Remaining Countries)	49
South Africa	11
Gulf countries	17
ACP countries	77

– **Example n° 1: South Africa**

11 scholarships available for this example

20 scholarships requested at application stage

Consortia in ranking order <i>(for those consortia which have applied for scholarships from this region)</i>	Number of scholarships applied for in the "South Africa" region
Consortium (A)	4
Consortium (B)	1
Consortium (C)	8
Consortium (D)	2
Consortium (E)	5

The 11 scholarships would be distributed as follows:

Distribution rounds	Number of "South Africa" scholarships received per consortium				
	Consortium (A)	Consortium (B)	Consortium (C)	Consortium (D)	Consortium (E)
1st distribution round	• 1	• 1	• 1	• 1	• 1
2nd distribution round	• 1	-	• 1	• 1	• 1
3^d distribution round	• 1	-	• 1	-	<i>[no more scholarships available for "South Africa"]</i>
Allocated "South Africa" scholarships	• 3	• 1	• 3	• 2	• 2

– **Example n° 2: Gulf countries**

17 scholarships available for this example

22 scholarships requested at application stage

Consortia in ranking order <i>(for those consortia which have applied for scholarships from this region)</i>	Number of scholarships applied for in the "Gulf countries" region
Consortium (A)	4
Consortium (B)	1
Consortium (C)	4
Consortium (D)	8
Consortium (E)	5

The 17 scholarships would be distributed as follows:

Distribution rounds	Number of "Gulf countries" scholarships received per consortium				
	Consortium (A)	Consortium (B)	Consortium (C)	Consortium (D)	Consortium (E)
1st <i>distribution round</i>	• 1	• 1	• 1	• 1	• 1
2nd <i>distribution round</i>	• 1	-	• 1	• 1	• 1
3rd <i>distribution round</i>	• 1	-	• 1	• 1	• 1
4th <i>distribution round</i>	• 1	-	• 1	• 1	• 1
5th <i>distribution round</i>	-	-	-	<i>[no more scholarships available for "Gulf countries"]</i>	<i>[no more scholarships available for "Gulf countries"]</i>
Allocated "Gulf countries" scholarships	• 4	• 1	• 4	• 4	• 4

CHAPTER 4 THE APPLICATION PACKAGE (eForm)

Erasmus Mundus Joint Master Degree applications are submitted by eForm only.

The eForm is an Adobe development and applicants should ensure that they can install Adobe version 9 or higher on the computer they will be using to complete the application form. The form is downloaded onto a local computer and completed off-line. Once the text is ready and the attachments are uploaded to the application, it has to be submitted using an internet connection.

The eForm is designed to ensure that applicants have the greatest chance of submitting an eligible application. Therefore submission will be impossible unless all mandatory fields are completed. Full details of these are available in the *Proposal submission User Guide ("User Guide")*, which is published alongside the eForm. Please read the User Guide before you start completing the eForm. Every step of the process is explained in detail in the User Guide, and without this knowledge you may have problems completing the form.

Before starting to complete an eForm, all participating organisations (applicant, partners and associated partners) of an application need to be registered in the [EACEA Participant Portal](#) and receive their Participant Identification Code (PIC). This process is explained in the User Guide. Without the proper registration of participating organisations, you will not be able to complete the eForm/your application.

Given that each organisation should be identified by one single PIC code, applicants need first to **check with their legal representative's office whether such a PIC number has already been created** for their organisation. If this is the case, the existing PIC code should be used to create the eForm.

Choose the eForm of the Erasmus Mundus Joint Master Degrees action from the Application eForm homepage:

<https://eacea.ec.europa.eu/PPMT/>

In a next step, you need to provide the PIC numbers (registration codes) of all organisations participating in your proposal. During this step, you are also required to identify the applicant organisation (*For details, please see the User Guide*).

Please note that **all fields marked with * are mandatory**. This applies to all parts of the eForm.

4.1 Cover page of the application form

<i>Programme :</i>	Erasmus+	
<i>Key Action :</i>	Learning Mobility of Individuals (KA1)	
<i>Action :</i>	Student and staff mobility in Joint Master Degrees	
<i>Action Type :</i>	Joint Master Degrees	
<i>Call for proposals :</i>	EAC/A03/2016	
<i>Deadline for submission :</i>	16/02/2017	12:00 midday (Brussels time)
Project title * :	Alphanumeric max 300 Characters <i>(to be completed manually)</i>	
Project Acronym * :	Alphanumeric max 7 Characters <i>(to be completed manually)</i>	
Language used to complete the form * :	24 EU languages <i>(to be chosen manually from a drop-down list)</i>	

Nine (9) fields appear on the cover page of the eForm. The first six (6) fields are automatically completed, depending on the action chosen in the Application eForm homepage. You should choose a **project title** that will be meaningful to someone who knows nothing about the content of the project and a project **acronym**. Please choose an acronym that is different from an existing Erasmus Mundus Joint Master Degrees programme. A list of on-going EMJMDs (including the EMMCs selected under previous call for proposals) is available under the following webpage:

http://eacea.ec.europa.eu/erasmus-plus/library/emjmd-catalogue_en

The acronym must not exceed seven (7) characters. The acronym can contain letters (Latin characters only), numbers and common punctuation marks.

The language used to complete the form is chosen from a drop-down list. It must be an official EU language and must be a language that is understood by all the members of your consortium. The application form must be completed in **one language only**. Applicants should not provide information on individual partners in various languages as the experts selected to assess your application will not necessarily be able to understand the various languages used.

The button *"Validate form"* appears at the bottom right of every page of the eForm. After having completed the fields, click *Validate form*. If a field was completed without respecting the eligibility rules for applying, a number of validation messages will be generated automatically on the second page of the eForm. Applicants must ensure that all the items contained in the table are marked as valid. One or more items marked as invalid will make impossible to validate or submit the eForm. Please verify the relevant eligibility rules.

Based on the data entered in the Participant Portal, in the eForm (under *"Role in the application"*, see *point 4.2 below*), the following overview table is completed automatically.

List of participating organisations					
Partner no	PIC	Role	Organisation Name	City	Country
P1		Applicant Organisation			
P2		Partner Organisation			
P3		Partner Organisation			
P4		Associated Partner			

4.2 Part A. Completion of organisation data

Most fields in section A.1 are completed automatically, based on the PIC, and information you have provided while registering your organisation in the **EACEA Participant Portal**. Consequently, most of section A.1 is protected and not modifiable (grey lines). Applicants must carefully verify all this information and errors should be corrected in the Participant Portal by clicking on the *"Revise list of participating organisations and update application for funding"* tab.

The applicant organisation has to complete the following section for all participating organisations:

In section A.1, only the fields **"Role in the application"** and **"Type of Organisation"** need to be completed by choosing an available option from a drop-down list.

The role of a participating organisation in the EMJMD can be either *"Partner Organisation"* or *"Associated Partner"*. The role of *"Applicant Organisation"* is defined during the PIC registration of participating organisations and appears by default under *"Partner number: P1"*.

An eligible participating organisation can be any public or private organisation, established in a Programme Country or in a Partner Country that contributes directly and actively to the delivery of the EMJMD. Only one "Type of Organisation" may be selected for each organisation. If an organisation could not be considered under any of the organisation type options offered, the one that most closely relates to the statutes of the organisation and/or the one that most closely relates to the specific role in this application should be selected (additional explanations on the organisation type can be provided in the section "Projects/activities implemented/ Skills and expertise" of the document "Description of the project: Award criteria 1, 2, 3, 4" eForm attachment).

PART A. Identification of the applicant and other organisations participating in the project	
<i>This part must be completed separately for each organisation participating in the project, after they have registered in the central database (URF-PDM): Unique Registration Facility-Participant Data Management</i>	
A.1 Organisation	
<i>Partner Number :</i>	P1
<i>Role in the application :</i>	Applicant Organisation APP (by default from the Participant Portal for P1)

A.1 Organisation	
<i>Partner Number :</i>	P2, P3, Pn
<i>Role in the application :</i>	Partner Organisation PA Associated Partner PA-ASC (to be chosen manually from a drop-down list for P2, P3, Pn)

<i>PIC number</i>	(from the Participant Portal)
<i>Full name of the organisation in Latin characters :</i>	PIC Legal name
<i>Business name :</i>	PIC name in second language
<i>Accreditation type :</i>	Erasmus Charter for Higher Education (ECHE)
<i>Accreditation number :</i>	PIC ECHE number (for Higher Education Institutions established in a Programme Country)
<i>Status :</i>	PIC Legal form
<i>Non-profit organisation :</i>	(from the Participant Portal)
<i>NGO :</i>	(from the Participant Portal)
<i>Type of organisation * :</i>	(to be chosen manually from a drop-down list)
<i>Registration date :</i>	(from the Participant Portal)
<i>Registration location :</i>	(from the Participant Portal)
<i>Registration country code :</i>	(from the Participant Portal)

Registered address:		
Street name and number :		Postcode :
PIC Street name and PIC Street number		PIC postal code
Town :	Cedex :	PO Box :
PIC city	(from the Participant Portal)	(from the Participant Portal)
Country :	Region :	
PIC country	PIC Region	
Internet address :		
(to be entered manually)		
Telephone 1 :	Telephone 2 :	Fax :
PIC Main phone (1)	PIC Main phone (2)	PIC Fax number

For the applicant organisation, the internet address should be the joint programme's website (if available). If not - and as for all other participating organisations - provide the organisation's website.

A.2 Person responsible for the management of the application (Contact person)		
Title * :	Family Name * :	First Name * :
(to be completed manually)	(to be completed manually)	(to be completed manually)
Department / Faculty :	Role in the organisation * :	E-mail address * :
(if relevant, to be completed manually)	(to be completed manually)	(to be completed manually)

In section A.2 complete the **title, family name, first name, role in the organisation and e-mail address** of the person who is responsible for the management of the application (*contact person*) in your organisation. Where relevant, the information about the **department/faculty** where the contact person is being employed should also be provided.

It is crucial to identify a person in charge of the project who 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). Since correspondence with the Executive Agency will be largely via e-mail, it is very important that the e-mail address provided is checked at least on a daily basis and, if possible, accessed by (/shared with) more than one person in the applicant organisation. If the contact person has a different address from the registered address of the organisation, check the corresponding box and provide the address and telephone number.

Check this box if the address is different from A.1

Address:	
Street name and number * :	Postcode * :

Town * :	Cedex :	PO Box :
Country * :	Region * :	
<i>(to be chosen manually from a drop-down list)</i>	<i>(to be chosen manually from a drop-down list)</i>	
Telephone 1 * :	Telephone 2 :	Fax :

For organisations other than the applicant (P1) taking part in the EMJMD consortium as partners or associated partners (e.g. P2, P3, Pn), section A.2 will have to be filled in with the data of their legal representative.

A.1 Organisation	
Partner Number :	P2, P3, Pn

A.2 Legal representative / contact person		
Title * :	Family Name * :	First Name * :
<i>(to be completed manually)</i>	<i>(to be completed manually)</i>	<i>(to be completed manually)</i>
Department / Faculty :	Role in the organisation * :	E-mail address * :
<i>(if relevant, to be completed manually)</i>	<i>(to be completed manually)</i>	<i>(to be completed manually)</i>

Section A.3 has to be filled in for the applicant organisation only (P1). If the **legal representative** is different from the person responsible for the management and/or has a different address from the registered address, check the corresponding box(es) to access the fields necessary to provide relevant information.

Check this box if the legal representative is different from the person responsible for the management

A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)		
Title * :	Family Name * :	First Name * :
<i>(to be completed manually)</i>	<i>(to be completed manually)</i>	<i>(to be completed manually)</i>
Department / Faculty :	Role in the organisation * :	E-mail address * :
<i>(if relevant, to be completed manually)</i>	<i>(to be completed manually)</i>	<i>(to be completed manually)</i>

Check this box if the address is different from the address provided in section A.1

Address:	
Street name and number * :	Postcode * :

Town * :	Cedex :	PO Box :
Country * :	Region * :	
<i>(to be chosen manually from a drop-down list)</i>	<i>(to be chosen manually from a drop-down list)</i>	
Telephone 1 :	Telephone 2 :	Fax :

If the application is successful, the Legal representative of the applicant organisation will be required to sign the grant agreement and other associated documents. If the application is signed by a different person, or if it is discovered in later stages of the selection or during contracting that the person identified as the Legal representative does not have the authority to sign, the application may be declared ineligible and rejected.

4.3 Part B. Description of the project

PART B. Description of the project
B.1 Summary of the project
<i>For successful applications, this section will be published, as presented below, in compendia and other publications used for the promotion and publicity of the Erasmus Mundus Joint Master Degrees programme. You should therefore ensure that it gives a concrete overview of the joint programme in its content, structure and main characteristics (thematic area(s) covered, institutions involved, structure and length of the programme, final degree(s) awarded, etc.).</i>

Please provide your summary in English, French or German only * :

(to be chosen manually from a drop-down list)

<i>(maximum: 3.000 characters)</i>

Please provide your summary in English * : *(only in case the summary above was provided in French or German)*

<i>(maximum: 3.000 characters)</i>

Section B.1, "**Summary of the project**", invites applicants to provide key information on their application. The applicant organisation has to indicate the language of the summary choosing one of the language options. For dissemination purposes, the abstract must be provided in English in a second field, if the initial language chosen was not English.

For successful applications, this section will be reproduced in the form of an abstract in compendia and other publications used for the promotion and publicity of the Erasmus Mundus Joint Master Degrees action. Applicants should therefore ensure that the text gives a concrete overview of the work the consortium plans to undertake following the structure proposed in the eForm. Please note that due to database limitations, there is a character limit and the text provided will be cut when exceeding the limit.

4.3.1 Priorities addressed

In section B.2, the eForm will consider by default "Higher education" as the field of education that will benefit from the implementation of the EMJMD. This information is collected for statistical purposes in the framework of the Erasmus+ programme.

B.2 Priorities addressed	
The field of education that will benefit from the activities /outcomes :	Higher education (default)

4.3.2 Dates and languages

B.3 Dates and languages					
B.3.1 Dates and duration of the project					
Start date * :	(to be completed manually within the time period validated by the eForm)	End date * :	(to be completed manually)	Duration (months) :	(validated by the eForm)
B.3.2 Language for grant agreement and communication with the Agency					English (default)

In section B.3.1 you have to fill in the start date (within the earliest/latest possible timeframe). The eForm is set up in a way that you will not be able to provide a start date in contradiction to the rules of the EMJMD action. Please refer to the Erasmus+ Programme Guide

http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf

for the indicative earliest/latest starting date and the maximum duration (**between 36 and 60 months**).

In particular:

- independent of the length of the EMJMD study programme (60 /90 /120 ECTS) the **earliest** possible starting date will be **01/08/2017** [year (n)] and the latest **31/10/2017** [year (n)];
- the **latest** ending date of the EMJMD project depends on the ECTS credits chosen (see point 4.4.1 below) and whether the consortium intends to undertake a preparatory year before the implementation of the three intakes (see point 4.4.7 below and also C.7 of the eForm), i.e.:
 - for proposals that will implement a preparatory year the following end dates apply:

-	60	ECTS	=>	31/10/year (n+4)	maximum 48 months
-	90	ECTS	=>	30/04/year (n+5)	maximum 54 months
-	120	ECTS	=>	31/10/year (n+5)	maximum 60 months
 - for proposals that have opted out from the implementation of a preparatory year the following end dates apply:

-	60	ECTS	=>	31/10/year (n+3)	maximum 36 months
-	90	ECTS	=>	30/04/year (n+4)	maximum 42 months
-	120	ECTS	=>	31/10/year (n+4)	maximum 48 months.

The date range indicated here will define the period during which costs are eligible for funding, in case your proposal is successful.

In section B.3.2, for your information, you find the **language** in which the **grant agreement** will be issued if your application is selected for funding. By default this language will be English and it will be the language used in the **official communication** with the Executive Agency.

4.4 Part C. EMJMD Typology

4.4.1 Duration in semesters and ECTS

C.1 The EMJMD corresponds to the equivalent of: *

120 ECTS (or 4 semesters)



Please indicate if your EMJMD corresponds to 60 ECTS credits (2 semesters), 90 ECTS credits (3 semesters) or 120 ECTS credits (4 semesters) by using the drop-down menu.

4.4.2 Continuation of Erasmus Mundus Master Course (EMMC)

C.2 Is the proposal a continuation of an established EMMC? *:

Yes



Please specify:

EMMC original title #:

EMMC original title #:

EMMC original acronym #:

EMMC

EM Framework Partnership Agreement number #:

2010-0000

In case the EMJMD proposal is highly similar or a continuation of an established Erasmus Mundus Master Course (in terms of academic content and/or consortium composition) then, EMMCs with an FPA n° from 2013 and earlier years, i.e. those which have started implementing their 5th intake in 2016 (FPA n° 2012-XXXX) or will implement it in 2017 (FPA n° 2013-XXXX)⁹ are eligible to apply for an EMJMD grant (please see also section 4.4.7 below). Should this be the case, they must answer positively to the question "Is the proposal a continuation of an established EMMC?" and provide the information requested in the next three fields, i.e. EMMC original title, acronym and EM Framework Partnership Agreement number.

When an EMMC proposal was selected for funding, the Executive Agency concluded a five-year Framework Partnership Agreement with the coordinating institution. The EM Framework Partnership Agreement number is specified on the front page of that document and comprises a group of 4 digits corresponding to the year of the first funded edition followed by a group of 4 additional digits, e.g. 2012-0828.

4.4.3 Proposal under previous EM calls for proposals

C.3 Has this application been subject of a proposal under previous EM calls for proposals? *:

Yes



Please provide the first 6 digits of the last application number #: 123456

Please specify if the proposal was already submitted under previous EM calls for proposals (2012 and/or 2013).

For the previously submitted applications, the application number was composed of groups of digits followed by groups of letters (e.g. 532392-1-2013-1-EN-ERA MUNDUS-EMMC). Please provide the 6 first digits (e.g. 532392).

4.4.4 Inclusion of internship/placement period

C.4 Does the joint programme include an internship/placement period? *:

Yes



For a successful completion of the EMJMD study programme students must acquire the totality of the ECTS credits of the EMJMD (60 /90 /120). Please specify if the joint programme foresees that enrolled students will have to perform a traineeship /internship /research /professional placement /thesis preparation. Please select "Yes" only if these activities are taken into consideration in the final grading/ECTS credits awarded.

⁹ Those EMMCs that have unsuccessfully applied for a continuation of funding under the 2012 or 2013 EMMC calls for proposals should answer "Yes" to the EMMC continuation question.

4.4.5 Study periods outside Programme countries

C.5 Does the joint programme include study period(s) outside Programme Countries? * :

Yes



The EMJMD study programme must take place in at least two of the Programme Countries represented in the consortium. For each of the mandatory study periods in those countries, students will have to acquire at least 20 ECTS credits (for 60 ECTS study programmes) or 30 ECTS credits (for 90 or 120 ECTS study programmes). Mobility periods cannot be replaced by virtual mobility nor can they take place in institutions outside the consortium. The minimum number of Programme Countries to be visited during EMJMD activities applies to all enrolled students.

Additional study periods (/research /placement /thesis preparation) can take place in other participating organisations from Programme or Partner Countries, (partners and associated partners) under the condition that the activities concerned are implemented under the direct supervision of one of the consortium partner HEIs. Please specify if the joint programme foresees a mobility study track outside Programme Countries and detail this aspect in the answer under the relevant award sub-criteria.

4.4.6 Application for additional scholarships for targeted regions of the world

C.6 Do you apply for additional scholarships for targeted regions of the world? * :

Yes



Please use the drop-down menu to indicate if you apply for additional scholarships for targeted regions of the world (please see further explanations regarding the additional scholarships for targeted regions in Section 3.1 of these Instructions). If you chose "Yes", an additional line will automatically be inserted in the budget table in Part D "Grant request" of the eForm. In this additional line, applicants need to enter the grant amount requested, which had been calculated by the Excel table (attachment: EMJMD Grant request).

4.4.7 EMJMD preparatory year and EMJMD intake/edition duration

C.7 Consortium plan and EMJMD intake/edition duration

Does the consortium plan to undertake the preparatory year? *

Yes No

An EMJMD intake/edition will start in month * : 09  of year "n"

and will end in month * : 08  of year "n + " : 1 

As a step towards simplification for all applicants, but also in order to avoid EMJMDs selected in 2014 and on-going EMMCs to have an intake gap year in running their Masters (subject of being selected for an EMJMD grant), applicants can chose to run a preparatory year before the implementation of the three EMJMD intakes or to start immediately after their selection with the implementation of the course intakes/editions. Consequently, the following specific conditions apply:

- EMMCs with a 2012 FPA n° **may choose** whether they will implement a preparatory year or not.
- On-going EMMCs with a 2013 FPA n° **must choose** "Yes" concerning the implementation of a preparatory year.
- On-going EMJMDs selected in 2014 **must choose** "Yes" concerning the implementation of a preparatory year.
- On-going EMJMDs selected in 2015 and in 2016 are **not eligible** to apply under the 2017 EMJMD call for proposals.

The objective of the above conditions is to ensure that the implementation of intakes under the above-mentioned EMMCs and EMJMDs does not overlap with an intake funded under the 2017 EMJMD contractual framework.

Consortia that will opt out from the implementation of the preparatory year must be aware of the fact that the selection of students for the academic year 2017/2018 must be implemented prior to the Agency's notification to successful applicants of being selected for an EMJMD grant. In this case, they must be aware of the fact that they are not allowed to advertise the 2017 student selection exercise as an Erasmus Mundus Masters programme (including the use of the Erasmus Mundus logo), must clearly disclose on their website that they are not an EMMC (in case of EMMCs that have started their last intake in 2016 or earlier) and that EMJMD scholarships are not guaranteed for the 2017 intake. In other words, the 2017 intake/edition of the proposed Master (continuation of a former EMMC, or initiation of a new Master) is advertised and promoted on the consortium's own risk. Even so, the selection of students exercise (promotion, procedures, etc.) must be fully in line with the EMJMD "*Minimum requirements*" documents that apply to the EMJMD action, and in particular of the:

- Minimum requirements for the Health and Accident Insurance coverage of EMJMD students
- Minimum requirements and recommendations for student selection and scholarship management

The above-mentioned "*Minimum requirements*" documents can be consulted at the EMJMD '[Funding](#)' webpage of EACEA.

Consortia who will opt to run a preparatory year must implement three consecutive intakes/editions of the EMJMD following that year. The implementation of the 1st intake must start no earlier than August of year "n" (i.e. the 1st intake in 2018) and end no later than October of year n⁺¹ (i.e. 2019) if the course is of 60 ECTS credits, or in October of year n⁺² (i.e. 2020) for a course of 120 ECTS credits. The end date of the 1st intake of a study programme of 90 ECTS credits must not be later than April of year n⁺² (i.e. 2020).

The duration of an EMJMD intake covers the period:

- starting with the first mandatory academic activities for students and
- ending with the formal communication of the final results.

If some students decide to voluntarily join the programme at an earlier stage – for instance, in order to take intensive language courses offered by the consortium –, this period must **not** be considered as part of the joint programme's duration.

It is the consortium's responsibility to ensure, in accordance with the different academic calendars in place in the participating institutions, that the start and end dates fall within the above-mentioned mandatory timeframe.

4.4.8 EMJMD tuition languages

C.8 The EMJMD tuition language(s) will be

- | | | |
|-------------------------------------|-----------------------------------|----------------------------------|
| <input type="checkbox"/> Bulgarian | <input type="checkbox"/> Croatian | <input type="checkbox"/> Czech |
| <input type="checkbox"/> Danish | <input type="checkbox"/> Dutch | <input type="checkbox"/> English |
| <input type="checkbox"/> Estonian | <input type="checkbox"/> Finnish | <input type="checkbox"/> French |
| <input type="checkbox"/> Gaeilge | <input type="checkbox"/> German | <input type="checkbox"/> Greek |
| <input type="checkbox"/> Hungarian | <input type="checkbox"/> Italian | <input type="checkbox"/> Latvian |
| <input type="checkbox"/> Lithuanian | <input type="checkbox"/> Maltese | <input type="checkbox"/> Polish |
| <input type="checkbox"/> Portuguese | <input type="checkbox"/> Romanian | <input type="checkbox"/> Slovak |
| <input type="checkbox"/> Slovenian | <input type="checkbox"/> Spanish | <input type="checkbox"/> Swedish |

EMJMD consortia are free to decide in which language(s) the joint study programme is delivered. The language section provides the list of all 24 official languages of the European Union. Applicants can add as many languages as relevant and their choice(s) must be clearly explained under the relevant award criteria.

4.4.9 Scientific areas

C.9 Scientific areas

Main area

Level 1 *: Environmental and Geosciences (ENV) ▼

Level 2 *: Earth system science ▼

Level 3: Earth observations from space/remote sensing ▼

Clear main area

Second area

Level 1: Mathematics (MAT) ▼

Level 2: Pure and Applied Mathematics, mathematical foundations of computer science, mathematical physics and st ▼

Level 3: Analysis ▼

Clear second area

Third area

Level 1: Social Sciences and Humanities (SOC) ▼

Level 2: Cognition, psychology, linguistics, philosophy and education ▼

Level 3: Formal, cognitive, functional and computational linguistics ▼

Clear third area

The list of "Scientific areas" – level 1, level 2 and level 3 – is available in annex to these instructions.

Applicant consortia have the possibility to select up to three different scientific areas among the list of domains provided in the drop-down lists. In order to do so they should:

- identify first the "*main area*" of the joint programme and select the relevant category under those provided under "*level 1*" and
- select the specific category under those provided under "*level 2*"; (*both above-mentioned specifications are compulsory*)
- if relevant, select a further sub-category under "*level 3*";
- repeat – where applicable – the above steps for the "*second*" and "*third*" scientific area covered by the joint programme.

4.4.10 Degree(s) intended to be awarded

Based on the EMJMD consortium composition with regard to Programme Country HEIs acting as partners, this section of the eForm will be generated automatically for each of these organisations. Note that this does not apply when a HEI is an associated partner.

Under this section the degree-awarding institutions will have to specify the type of degree(s) which will be awarded to successful students (joint/multiple/double degree), as well as the official name of each of these master degrees.

NOTE: All participating HEIs established in a Programme Country acting as partners in the EMJMD consortium must be master degree-awarding institutions and must be able to demonstrate at application stage the accreditation at national level of each degree-awarding Master programme on the basis of which the EMJMD programme is composed. The same applies also in case the proposed EMJMD study programme is the result of a completely new curriculum that cannot be associated with already existing and accredited national Master programmes.

Besides accreditation, these national master degree-awarding programmes must be mutually recognised by the consortium HEI partners from Programme Countries and (where relevant) the degree awarding HEIs from Partner Countries. As the process of recognition of diplomas within the consortium can be a long-lasting process, consortia are advised to start this process at the earliest possible stage and have it concluded before the first EMJMD student intake starts.

C.10 Degree(s) intended to be awarded

The joint programme will result in the award of a *:

Erasmus Mundus Joint Master Degree

i.e. one single diploma issued on behalf of at least two higher education institutions from different Programme Countries and duly accredited in these countries.

Multiple/Double Master Degree

i.e. at least two diplomas issued by two HEIs from different Programme Countries and duly accredited in these countries.

First, applicants have to select one or more of the 2 options provided to identify the type of degree(s) that will be delivered to successful students, i.e. Erasmus Mundus Joint Master Degree and/or Multiple/Double Master degree. Please note that, depending on the mobility track and the degree(s) awarded by the corresponding institutions, it is possible that, within the same intake, some graduates will receive a joint degree, while others will receive a multiple degree (at least a double degree). If national legislation allows, joint degrees are encouraged, as they represent a full integration of the learning and teaching process.

Partner number: P1 PIC: [redacted] Name of the Master Degree Awarding Organisation: [redacted]

Official name of the degree in		Type	Accreditation status			
National language	English	Degree type intended to be awarded	Already accredited?	Date of accreditation	Accreditation validity end date	Reference number of accreditation
P1_Degree In N-language	P1_Degree In EN-language	National Master Degree	Yes	09/05/14	30/04/20	_alpha-numeric
P1_Degree In N-language-(2)	P1_Degree In EN-language-(2)	Erasmus Mundus Joint Master De	No			



In a second step, each of the Programme Country HEIs participating in the EMJMD consortium as partners will have to indicate in a table the accreditation status of the degrees to be delivered.

NOTE: Depending on their "Role in the application" and the "Type of organisation", the eForm by default lists only the Programme Country HEIs that are participating as partners. In view of the fact that a valid accreditation of each degree-awarding Master programme at national level must be available, the table automatically creates a relevant line where data related to accreditation must be filled in.

The information to be provided concerns:

- the official name of the degree in the language of the degree awarding HEI;
- its translation into English, if available;

- the type of the degree, i.e.
 - a Multiple/Double Master Degree (National Master Degrees in the framework of the EMJMD **(minimum)**); or
 - an Erasmus Mundus Joint Master Degree;
- its accreditation status at the time of the application (i.e. already accredited or not¹⁰) and
- depending on the answer provided before:
 - the official date of accreditation
 - the accreditation validity end date and
 - the accreditation reference which can be alphanumeric (maximum 100 characters).

NOTE: In order to comply with the minimum requirements set in the Programme Guide, it is enough to demonstrate accreditation for each degree-awarding Master programme at a national level which composes the proposed EMJMD programme. In the eForm attachment "*Proof of valid accreditations*" each Programme Country HEI in question has to provide supporting evidence of accreditation(s) of the respective degree(s). The eligibility of the master degree(s) intended to be awarded will be cross-checked with the international contact points of the Erasmus+ National Agencies of the countries concerned. If available, a blank copy of the master degree diploma(s) should be included in the "*Other relevant annexes*" attachment (see point 5.5 below).

The EMJMD programme should be fully operational at the moment of application, and it is expected that the EMJMD study programme is mutually recognised as such by all degree awarding HEIs (from Programme Countries and Partner Countries) involved in the proposal.

The degree awarding institutions concerned are strongly invited to contact the international contact point of their respective Erasmus+ National Agency prior to the application deadline to verify the necessary documents they should provide (or to consult the relevant National Agency website if the information is available there). The National Agencies' contact list is available at:

http://ec.europa.eu/programmes/erasmus-plus/national-agencies_en.htm

4.5 Part D. EMJMD grant request

Grant Request		
EMJMD grant request	2 750 000,00 €	Must be less or equal to 3.110.000€
Additional scholarships for students from targeted regions of the world	820 000,00 €	Must be less or equal to 1.176.000€
TOTAL EMJMD grant request	3 570 000,00 €	

The EMJMD grant is entirely composed of:

- the "*Consortium management fees and the academic staff mobility*" lump sum contribution and
- the lump sum per unit contribution relating to the "*Erasmus Mundus Joint Master Degree student scholarships*" scheme.

All elements (optional preparatory year, ECTS credits, EMJMD participation costs, estimated number of students to be enrolled, category of students, i.e. Programme/Partner Country students) on the basis of which the grant is automatically calculated, are requested in the preformatted Excel table "EMJMD Grant request" which is one of the mandatory attachments of the eForm (see point 2.3 above).

¹⁰ Please be aware of the following eligibility requirement:
Higher education institutions (HEI) established in a Programme Country must be able to demonstrate at application stage the accreditation at national level of each degree-awarding Master programme on the basis of which the EMJMD programme is composed. The same applies also for novel joint Master programmes that have not yet graduated students, i.e. the accreditation by the competent national authorities is required at application stage as well. By choosing "No" the proposal may be declared ineligible.

NOTE: The field/line *"Additional scholarships for students from targeted regions of the world"* appears only if the applicants have opted to apply for those scholarships.

It is mandatory to enter in Part D. of the eForm the requested grant amount(s) as calculated by the "EMJMD Grant request" Excel table (EMJMD grant request and – if applicable – request for additional scholarships for targeted regions of the world). Applicants are asked to enter in the relevant field(s) only the total amount(s) of the EMJMD grant as calculated by the Excel table. Please note that the total amount(s) in the Excel table and in the grant request field(s) must be identical.

CHAPTER 5 THE APPLICATION PACKAGE - MANDATORY / OPTIONAL ATTACHMENTS

Up to this point, you have entered all the information required to complete the application form which is the first of the five (5) mandatory parts of the Application Package. The next steps are to upload to the eForm the following attachments:

➤ **Mandatory attachments**

- (1) **Proof of valid accreditations** of at least the national components of the EMJMD.
- (2) **Description of the project:**
 - ✓ **Award criteria 1, 2, 3, 4 &**
 - ✓ **Projects/activities** implemented by the consortium organisations /
 - ✓ **Skills and expertise** of key staff involved in the project /
 - ✓ **Other EU grants**
- (3) **Award criterion for additional scholarships for targeted regions of the world**
NOTE: Mandatory only if the EMJMD applies for additional scholarships for students from targeted regions of the world.
- (4) **EMJMD Grant request**
- (5) **Declaration on Honour** by the Legal Representative of the Applicant Organisation & **Mandates** by each partner granting power of attorney to the applicant/coordinator

An error message will appear if **any** of these attachments are not uploaded on the eForm preventing the submission of the proposal.

➤ **Optional attachment**

- **Other relevant annexes** composed by any of the documents listed under point 5.5 below and considered relevant to the proposal.

There is a limit of **10MB** to the total (combined) size of all contents of the Application Package. For more information on how to attach these documents to your eForm, please refer to "*Step 5 – Attachments*", of the **User Guide**.

In the attachment "**Proof of valid accreditations**" applicants are requested to demonstrate that the EMJMD components are duly accredited.

The mandatory attachment "Description of the project" (and also the attachment "Award criterion for additional scholarships" - in case the applicants have opted to apply for those scholarships) is/are the key document(s) where applicants describe their project in detail and on which the experts will focus their assessment. They must be completed in **one** language only (the same language as used in the eForm part) which must be an official EU language and understood by all consortium members. This is also in line with the "*Declaration on Honour*" stating that all the partners should have agreed to the content of the application and should have confirmed their intention to carry out the tasks described. In addition, it is important that the application is compiled in one language only, as the experts assessing the application should be able to understand all parts of the application. The English, French and German versions of both annexes can be found on the EMJMD '*Funding*' website:

http://eacea.ec.europa.eu/erasmus-plus/funding/key-action-1-erasmus-mundus-joint-master-degrees-0_en

The mandatory attachment **EMJMD Grant request** will be used for calculating the grant request.

The predefined forms for the **Declaration on Honour** and the **Mandates** must be attached to the eForm, completed and signed by the respective legal representatives of the applicant and the partners.

If deemed necessary, applicants have the possibility to compile the non-compulsory attachment "**Other relevant annexes**" with the required documents and attach it to the eForm.

5.1 Proof of valid accreditation(s) of at least the national components of the EMJMD

This section is applicable to Higher Education Institutions from Programme Countries involved in the EMJMD as partners.

In order to comply with the EMJMD minimum requirements set in the Erasmus+ Programme Guide (see page 285), all partner HEIs established in a Programme Country must be able to demonstrate the accreditation of each degree-awarding Master programme on the basis of which the EMJMD programme is composed.

Please mark each proof of accreditation included in this attachment with the "Partner number" and the "Name of the Master Degree Awarding Organisation" as shown in part C.10 of the eForm.

5.2 Detailed description of the project

5.2.1 Description of the project: Award criteria 1, 2, 3, 4 & Projects implemented /Skills and expertise /Other EU grants

Word, PDF annex

maximum 40 pages - Times New Roman - Font 11

This attachment is divided into four (4) parts:

- 1st : award criteria, where applicants answer the award criteria questions;
- 2nd : projects/activities implemented by each EMJMD consortium member;
- 3rd : short presentation of the key staff directly involved in the project;
- 4th : predefined tables for providing data on other EU funding received or applied for.

All text fields in every section of this award criteria annex need to be filled in. As this is a word document, it is possible to insert pictures and diagrams into the document, but within the page limit. The maximum number of pages and the use of font type and size mentioned above (*i.e. maximum 40 pages in total for the four award criteria: maximum 15 pages for award criterion 1: "Relevance of the project" and maximum 25 pages for the remaining award criteria 2, 3 & 4*) must be respected in order to avoid potential problems during the submission of your application. If the maximum number of pages is exceeded, the assessment of your proposal will **only** take into account the information provided up to this maximum.

Provide a short presentation of each consortium organisation (applicant and partners) and the key staff members directly involved in the project. You should use the same partner number as in the eForm (P1 for the applicant organisation, followed by P2, P3, Pn), and indicate the name of the respective organisation. **The maximum number of characters is indicated for each section (spaces do not count). For adding information in new columns/rows of the tables, please use the copy-paste function of your computer.**

The description of projects/activities implemented by the consortium organisations should include the scope of the organisation's work, its areas of specific expertise and competence in relation to the joint programme proposed. Detail the specific tasks that will be allocated to each organisation during the implementation and evaluation of the joint programme. If the proposal involves organisations from Erasmus+ Partner Countries, explain how the participation of these organisations adds value to the project. **A maximum of 2.000 characters may be written for each organisation.**

Demonstrate the specific expertise of the key staff directly involved in the project. Describe their skills and experience relevant for the joint programme from an academic/research, financial management and/or administrative point of view. There should be at least one person identified per consortium member (applicant and partners) with a maximum of three (e.g. one administrator and two academics/researchers). **A maximum of 750 characters may be written for each key staff profile.**

List the projects for which the applicant organisation only, or the department responsible for the management of this application, has received financial support from EU programmes or initiatives during the last financial year. Please also list any EU grant applications submitted by the applicant organisation or the department responsible for the project proposal, as well as by partners for the same /similar /closely linked project during the last financial year and indicate the EU Programme concerned and the amount requested. This information will be used before the end of the selection procedure to **ensure the absence of double funding for the same project.**

5.2.2 Award criterion for additional scholarships for students from targeted regions of the world

Word, PDF annex:

maximum 5 pages - Times New Roman - Font 11

This attachment becomes mandatory only if the proposal includes a request for additional scholarships for students from targeted regions of the world (section C.6 in the eForm is "Yes"). The proposal will be assessed against one single additional criterion for all targeted regions on a "Yes/No" basis as to the project's relevance in addressing the targeted regions. The information should not exceed 5 pages in total.

5.3 EMJMD Grant request

With this attachment applicants are invited to provide some key information on their joint programme. This information is important for calculating the "Grant request" for this proposal (see Part D of the eForm).

The EMJMD grant is entirely composed of:

- a) the "Consortium management costs and costs for invited scholars and guest lecturers" **lump sum contribution** and
- b) the **lump sum per unit contribution** relating to the "Erasmus Mundus Joint Master Degree student scholarships" scheme.

The elements upon which the grant is automatically calculated, are requested in the preformatted Excel table "EMJMD Grant request" which is a mandatory attachments of the eForm (see point 2.3 above). Applicants are asked to enter in the field under Part D of the eForm only the total amount of the EMJMD grant as calculated in the Excel table and if applicable the amount calculated by the Excel table for additional scholarships for students from targeted regions of the world. **Please note that the EMJMD grant amount (and where applicable, the amount for additional scholarships for students from targeted regions of the world) in the Excel table and in Part D of the eForm "Grant request" must be identical.**

► EMJMD preparatory year (optional)

0) EMJMD preparatory year * :

Yes
No

Does the consortium plan to undertake the preparatory year? *

Considering the eligibility conditions stipulated in sections 4.4.2 and 4.4.8 above, consortia will be able to choose if they will carry out a preparatory or not following the Agency notification of being selected for funding. In budgetary terms, consortia that have opted not to implement the EMJMD preparatory year, the lump sum contribution to the "Consortium management costs and costs for invited scholars and guest lecturers" will be lowered by 20 000 EUR and amount to maximum 150 000 EUR.

► EMJMD study programme (ECTS credits)

1) EMJMD study programme * :

Drop-down list: 60 ECTS (or 2 semesters)
90 ECTS (or 3 semesters) or
120 ECTS (or 4 semesters)

The EMJMD corresponds to the equivalent of * : ECTS

The type of the EMJMD study programme can be either **60, 90 or 120 ECTS** credits corresponding to 2, 3 or 4 academic semesters.

► EMJMD participation costs

EMJMD participation costs are any mandatory administrative/operational cost related to the participation of the student in the EMJMD study programme (e.g. tuition, social security and insurance coverage, access to library, issuing of the diploma, etc.) not offered by the consortium and charged to enrolled students.

The amounts to be provided must be in EUR (€) and must represent the participation costs charged to any enrolled student for the entire study period, i.e. irrespective of whether or not s/he receives an EMJMD scholarship. If necessary, consortia can define different amounts for Programme and Partner Country students. Detailed information on what the participation costs cover, the way they are calculated and, if applicable, their estimated evolution during the period covered by the grant agreement has to be provided in the answers to the relevant award sub-criteria (e.g. 3.4).

If the mandatory participation costs for any of the two categories exceed the EMJMD maximum contribution included in the student's scholarships scheme, the consortium has to explain (under sub-criterion 3.4) how and by whom the difference between this maximum contribution and the actual participation costs are covered. They cannot be charged to the EMJMD scholarship holder.

If other non-mandatory participation costs will be charged to students for their participation in specific activities, these costs must be specified to the students, no later than at the application for student scholarships period and also in the student agreement.

Indicatively, the table below shows that for an EMJMD of **120 ECTS (4 semesters)** the participation costs for a Programme Country student amount to **11 000 EUR** and for a Partner Country student **20 000 EUR**. As both amounts exceed the EMJMD maximum contribution to the student participation costs, i.e.:

- Programme Country student
maximum 2 250 EUR per semester * 4 semesters = **9 000 EUR**
- Partner Country student
maximum 4 500 EUR per semester * 4 semesters = **18 000 EUR**

the EMJMD scholarship is capped to the ceilings above and consortia should explain not only how their student participation costs have been calculated, but also demonstrate in what way the difference of 2 000 EUR will be waived for the EMJMD students.

2) EMJMD participation costs * :

EMJMD student participation costs (entire study period) charged by the consortium will be * :

Amount in EURO-€ for a <u>Programme Country</u> student (entire study period) * :	€ 11.000
Amount in EURO-€ for a <u>Partner Country</u> student (entire study period) * :	€ 20.000

EMJMD contribution to the student participation costs (EMJMD scholarship holders) per semester will be :

Amount in EURO-€ per semester (30 ECTS) for a <u>Programme Country</u> student :	€ 2.250
Amount in EURO-€ per semester (30 ECTS) for a <u>Partner Country</u> student :	€ 4.500

Similarly, in cases where the calculation of the student participation costs results in a lower amount than the maximum available, the EMJMD scholarship is capped to the balance. For example (see table below), if for an EMJMD of **60 ECTS (2 semesters)** the participation costs for a Programme Country student amount to **4 000 EUR** and for a Partner Country student **6 000 EUR**, the EMJMD contribution to the student participation costs will be as follows:

- Programme Country student
2 000 EUR per semester * 2 semesters = **4 000 EUR**
- Partner Country student
3 000 EUR per semester * 2 semesters = **6 000 EUR**

2) EMJMD participation costs * :

EMJMD student participation costs (entire study period) charged by the consortium will be * :

Amount in EURO-€ for a <u>Programme Country</u> student (entire study period) * :	€	4.000
Amount in EURO-€ for a <u>Partner Country</u> student (entire study period) * :	€	6.000

EMJMD contribution to the student participation costs (EMJMD scholarship holders) per semester will be :

Amount in EURO-€ per semester (30 ECTS) for a <u>Programme Country</u> student :	€	2.000
Amount in EURO-€ per semester (30 ECTS) for a <u>Partner Country</u> student :	€	3.000

The Excel table allows the validation of the above parameters, resulting in an automatic calculation of the appropriate EMJMD contribution to the student participation costs and consequently of the "Grant request" amount in EUR (€).

► Estimated number of students

- **Heading 1**

Applicant consortia should specify the number of students they expect to enrol per intake/edition of their EMJMD (all students, with or without EMJMD scholarship and from Programme or Partner Countries), bearing in mind that:

- under the 2017 EMJMD call for proposals a total of maximum **60 scholarships** for three consecutive intakes, i.e. an average of 20 scholarships per intake may be funded. The Excel table allows consortia to apply for the maximum number of scholarships for the three intakes, but will invalidate the calculations if the maximum number of scholarship requests entered is not respected;
- subject to the overall requests for scholarships and the budget available scholarships requests of the EMJMDs to be funded may be reviewed;
- **at least 75% of EMJMD scholarships must** be earmarked for Partner Country students (blocking validation by the Excel table if the ratio is not respected). Please note that this minimum percentage of EMJMD scholarship holders from Partner Countries (75%) does not take into account the additional scholarships for targeted regions, financed by EU external funding Instruments (Heading 4 & EDF).
- the joint programme should not depend solely on the EMJMD scholarship funding for the attraction and selection of students. In this context, students without EMJMD support should represent approximately **25%** of the EMJMD scholarship holders (warning validation by the Excel table if the ratio is not respected)

Indicatively, the table below show estimations of students to be enrolled in an EMJMD by taking into consideration the above parameters.

3) Estimated number of students planned to be enrolled per intake/edition of the EMJMD * :

Heading 1

Erasmus+ EMJMD main budget

Please note that the validation of the eligibility criterion of at least 75% Partner Country EMJMD scholarships does not take account of the n° of additional scholarships for targeted regions of the world entered below (if applicable).

	1st intake		2nd intake		3rd intake		Total (B)		Total enrolled students
	Without EMJMD support	With EMJMD scholarship	Without EMJMD support	With EMJMD scholarship	Without EMJMD support	With EMJMD scholarship	Without EMJMD support	With EMJMD scholarship	
Programme Country students n°* :	2	4	3	5	4	6	9	15	24
Partner Country students n°* :	1	12	2	15	3	18	6	45	51
Total (A)	3	16	5	20	7	24	15	60	75
Total enrolled students	19	25	25	35	31	42	75	75	

► **Estimated number of additional student scholarships**
 ▪ **Heading 4 & EDF**

As explained in Chapter 3, applicant consortia may opt to apply for additional scholarships for students from one or several specific regions/countries of the world. Indicatively, an EMJMD consortium selected for funding may receive a maximum number of 8 additional student scholarships per intake, i.e. **24 additional scholarships** for the three (3) EMJMD intakes.

Applicants must indicate the number of students from the regions targeted by the consortium under the "Heading 4 & EDF" table below:

Heading 4 & EDF		1st intake	2nd intake	3rd intake	Total additional EMJMD scholarships	EU external funding instruments	EU budget lines
<i>Supplementary funds from different EU external funding instruments*, granting additional EMJMD scholarships for students from targeted regions of the world.</i>							
<i>* European Neighbourhood Instrument (ENI)</i>							
<i>* Development Cooperation Instruments (DCI)</i>							
<i>* European Development Fund (EDF)</i>							
<i>* Partnership Instrument (PI)</i>							
European Neighbourhood Instrument (ENI) - East (Region 2)	Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine	2		1	3	ENI	Heading 4
European Neighbourhood Instrument (ENI) - South (Region 3)	Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia	1	1	1	3		
Asia (Region 6)						DCI	
Least Developed Countries:	Afghanistan, Bangladesh, Bhutan, Cambodia, Laos, Myanmar, Nepal		1	1	2		
DPR Korea, Indonesia, Malaysia, Maldives, Mongolia, Pakistan, Philippines, Sri Lanka, Thailand, Vietnam		1		1	2		
Central Asia (Region 7)							
Low or Lower Middle Income Countries:	Kyrgyzstan, Tajikistan, Uzbekistan	1	1	1	3		
Kazakhstan, Turkmenistan			2	1	3		
Latin America (Region 8)							
Lower Middle Income Countries:	Bolivia, El Salvador, Guatemala, Honduras, Nicaragua, Paraguay		1	1	2		
Brazil, Mexico		1	1		2		
Argentina, Chile, Colombia, Costa Rica, Cuba, Ecuador, Panama, Peru, Uruguay, Venezuela		1	1		2		
South Africa (Region 10)	South Africa	1	1	1	3		
Gulf countries (Region 12)	Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates			1	1	PI	
African, Caribbean, Pacific (ACP) countries (Region 11)	79 countries of the Region: 48 from Africa, 16 from the Caribbean & 15 from the Pacific	1	1	2	4	EDF	EDF
Total additional EMJMD scholarships		9	10	11	30		

In principle, EMJMDs proposed for funding may receive up to 24 additional scholarships. However, depending on the overall total number of scholarship requests received and the budget available, additional Heading 4/EDF scholarships may become available to EMJMD consortia. Therefore, the Excel table allows consortia to apply for a maximum of **30 scholarships** for the three intakes (blocking validation by the Excel table if the maximum number of scholarship requests is not respected).

In addition, the Excel table validates the scholarship requests as follows:

- the maximum number of scholarships cannot be higher than 24 for the regions/countries financed by each of the EU external funding instruments ENI, DCI, PI and EDF, and in addition:
 - the maximum number of scholarships requests for South Africa (Region 10) cannot be higher than 11

- the maximum number of scholarships requests for Gulf Countries (Region 12) cannot be higher than 17

NOTE: Any additional scholarships available beyond the total of 24 is strictly subject to the overall requests for scholarships and the budget available, thus Heading 4/EDF scholarships requests may be capped to the maximum of 24 scholarships

NOTE: The estimated number of Heading 4/EDF scholarships is not considered for the validation of the eligibility criterion of at least 75% EMJMD scholarships for Partner Country students.

► **EMJMD Grant request**
 ▪ **Heading 1**

The EMJMD grant is entirely composed by:

- a) the "*Consortium management fees and the academic staff mobility*" **lump sum contribution** and
- b) the lump sum per unit contribution relating to the "*Erasmus Mundus Joint Master Degree student scholarships*" scheme.

All elements, on the basis of which the grant is automatically calculated, are requested in this Excel table. As a result, applicants are asked to enter only the total EMJMD Grant request amount as calculated by the Excel table in Part D "Grant request" of the eForm.

The components defining the amount of the "Grant request" are as follows:

a) Erasmus Mundus Joint Master Degree management

A contribution relating to the:

- management costs and costs for invited scholars and guest lecturers as follows:
 - 20 000 EUR for the optional preparatory year
 - 50 000 EUR per intake of the EMJMD

NOTE: EMJMD consortia must plan the engagement of at least 4 invited scholars/guest lecturers per intake (per EMJMD edition) for a minimum total duration of eight (8) weeks.

b) Erasmus Mundus Joint Master Degree student scholarships

The level of the EMJMD student scholarship amount varies according to:

- the length of the EMJMD study programme (60 /90 /120 ECTS credits)
- the estimated **number of EMJMD scholarship holders** as summed up by:
 - the estimated number of EMJMD Programme Country scholarship holders, and
 - the estimated number of EMJMD Partner Country scholarship holders. Note that a minimum **75% of EMJMD scholarships** must be for students from Partner Countries. This minimum percentage of EMJMD scholarship holders from Partner Countries does not take into account the additional scholarships for targeted regions, financed by EU external funding Instruments.
- the EMJMD participation costs applicable to scholarship holders as calculated by the consortium, resulting in a contribution of
 - a maximum of **4 500 EUR** per year per scholarship holder from a Programme Country
 - a maximum of **9 000 EUR** per year per scholarship holder from a Partner Country
- contribution to the travel and installation costs differentiated by the place of origin of the scholarship holders, i.e.
 - **1 000 EUR** per year per scholarship holder resident of a Programme Country for travel costs
 - **2 000 EUR** per year for travel costs for scholarship holders resident of a Partner Country, whose place of residence is situated at less than 4.000 km from the EMJMD coordinating HEI
 - **+ 1 000 EUR** for installation costs (once-only)

- **3 000 EUR** per year for travel costs for scholarship holders resident of a Partner Country, whose place of residence is situated at 4.000 km or more from the EMJMD coordinating HEI
+ **1 000 EUR** for installation costs (once-only)
- contribution to the subsistence costs of scholarship holders of **1 000 EUR per month** for the entire duration of the EMJMD study programme, i.e.
 - **12 000 EUR** for a EMJMD study programme of **60 ECTS (maximum 12 months)**
 - **18 000 EUR** for a EMJMD study programme of **90 ECTS (maximum 18 months)**
 - **24 000 EUR** for a EMJMD study programme of **120 ECTS (maximum 24 months)**

NOTE: Contribution to subsistence costs are not awarded to scholarship holders for the course periods (study /research /placement /thesis preparation) spent in their country of residence, nor to scholarship holders from a Partner Country for the EMJMD periods exceeding one trimester (i.e. 3 months or the equivalent of 15 ECTS credits) spent in any Partner Country.

EMJMD consortia selected for funding may be awarded a maximum of **60 scholarships** covering three consecutive student intakes. However, the student figures (both EMJMD scholarship holders and self-funded students) must be estimated with diligence and thereby reflect the consortium's operational capacity, the realistic perspectives to enrol students in the respective academic field, etc. Depending on the total number of scholarship applications received and on the budget available, EMJMD consortia may be awarded a lower number of scholarships. EMJMD consortia that have applied for less than 60 scholarships will not receive more scholarships than they have applied for.

The table below illustrates how an EMJMD grant request is composed based on the following parameters:

- optional preparatory year **Yes**
(Excel table)
- length of the study programme **60 ECTS credits (maximum 12 months)**
(Excel table)
- number of EMJMD scholarship holders **15 Programme Country & 45 Partner Country**
(Excel table) (for the entire EMJMD duration)
- EMJMD student participation costs **4 500 EUR** for a Programme Country student
(Excel table) **9 000 EUR** for a Partner Country student

EMJMD Grant request						
Contribution to the consortium management costs and academic staff mobility		Lump sum			€ 170.000	
Heading 1	60 ECTS credits	N° of EMJMD scholarship holders			TOTAL	
		Programme Country students		Partner Country students		
	EMJMD Grant request	15	Total	45	Total	60
	Contribution to the students' participation costs in the EMJMD	€ 4.500	€ 67.500	€ 9.000	€ 405.000	€ 472.500
	Contribution to the students' travel and installation costs	€ 1.000	€ 15.000	€ 4.000	€ 180.000	€ 195.000
Contribution to the students' subsistence costs	€ 12.000	€ 180.000	€ 12.000	€ 540.000	€ 720.000	
TOTAL EMJMD scholarship scheme (Heading 1)		€ 17.500	€ 262.500	€ 25.000	€ 1.125.000	
TOTAL EMJMD Grant request (Heading 1)					€ 1.557.500	

Similarly, the EMJMD grant request is calculated along the following lines when parameters change as follows:

- optional preparatory year **Yes**
(Excel table)
- length of the study programme **120 ECTS credits (maximum 24 months)**
(Excel table)
- number of EMJMD scholarship holders **8 Programme Country & 37 Partner Country**
(Excel table) (for the entire EMJMD duration)
- EMJMD student participation costs **4 000 EUR / year** for a Programme Country student
(Excel table) **8 000 EUR / year** for a Partner Country

EMJMD Grant request							
Contribution to the consortium management costs and academic staff mobility		Lump sum				€ 170.000	
Heading 1	120 ECTS credits	N° of EMJMD scholarship holders				TOTAL	
	<i>EMJMD Grant request</i>	<i>Programme Country students</i>		<i>Partner Country students</i>			
		8	Total	37	Total	45	
	Contribution to the students' participation costs in the EMJMD	Lump sum in the form of unit scales	€ 8.000	€ 64.000	€ 16.000	€ 592.000	€ 656.000
	Contribution to the students' travel and installation costs		€ 2.000	€ 16.000	€ 7.000	€ 259.000	€ 275.000
	Contribution to the students' subsistence costs		€ 24.000	€ 192.000	€ 24.000	€ 888.000	€ 1.080.000
TOTAL EMJMD scholarship scheme (Heading 1)			€ 34.000	€ 272.000	€ 47.000	€ 1.739.000	€ 2.011.000
TOTAL EMJMD Grant request (Heading 1)					€ 2.181.000		

► **EMJMD Grant request**
▪ **Heading 4 & EDF**

In case applicants have opted to apply for additional scholarships for students from one or several specific regions/countries of the world, the Excel table will automatically calculate the grant request amount for these scholarships. Based on the parameters of an EMJMD Master course of **120 ECTS credits** and a "Contribution to students' participation costs" for Partner Country students of **8 000 EUR / year** the grant request for Heading 4/EDF scholarships will be as follows:

EMJMD Grant request							
Heading 4 & EDF	120 ECTS credits	N° of EMJMD scholarship holders				TOTAL	
	<i>EMJMD Grant request</i>			<i>Partner Country students</i>			
				30	Total	30	
	Contribution to the students' participation costs in the EMJMD	Lump sum in the form of unit scales			€ 16.000	€ 480.000	€ 480.000
	Contribution to the students' travel and installation costs				€ 7.000	€ 210.000	€ 210.000
	Contribution to the students' subsistence costs				€ 24.000	€ 720.000	€ 720.000
TOTAL EMJMD scholarship scheme (Heading 4 & EDF)				€ 47.000	€ 1.410.000	€ 1.410.000	

The EMJMD grant request for Heading 4/EDF scholarships must be entered in the relevant field under Part D. of the eForm.

NOTE: When estimating the number of students to be enrolled in the EMJMD programme, i.e. with EMJMD scholarships and without EMJMD support [see above], consortia should bear in mind that the proportion of students without EMJMD support should correspond to **approximately 25%** of EMJMD scholarship holders. Such students are either self-paying students or students who have been awarded a scholarship from another non-EU scheme (e.g. scholarships funded by the participating HEIs and/or public or private sponsors). Although the above ratio is not enforced by the Erasmus+ Programme, it should be understood as one of the elements attesting to the sustainability prospects of the EMJMD programme after its initial funding period.

5.4 Declaration on Honour by the Legal Representative of the applicant organisation & Mandates by each partner granting power of attorney to the applicant/coordinator

A Declaration on Honour (in format PDF) should be attached and signed by the coordinating HEI applying for an EMJMD grant.

The Declaration on Honour certifies that all information contained in the application, including the project description, is correct, to the best knowledge of the person identified as legal representative of the applicant organisation, who is familiar with the contents of the application form and annexes. The Declaration confirms that the applicant organisation has the financial and operational capacity to complete the proposed project. The legal representative of the applicant organisation takes note that, under the provisions of the Financial Regulations applicable to the general budget of the European Union, grants may not be awarded to applicants who are in any of the situations defined in the "exclusion criteria".

Please note that the total grant amount(s) indicated in the Declaration must be identical with the one entered in the eForm (Part D – Grant request) and calculated by the Excel table attachment "*EMJMD Grant request*". The Declaration on Honour must be printed, signed by the legal representative of the applicant organisation, scanned and attached to the eForm.

The attachment must be complemented by the **Mandates** completed and signed by the **legal representative of each partner**. With the Mandate a partner grants power of attorney to the applicant to act in its name and for its account during the implementation of the action. This document clearly describes the role and responsibilities of the partner in the design and implementation of the EMJMD. In case of successful proposals the Mandates will be annexed to the multi-beneficiary grant agreement.

Templates of the Declaration on Honour and of the Mandate can be downloaded on the following link:
http://eacea.ec.europa.eu/erasmus-plus/funding/key-action-1-erasmus-mundus-joint-master-degrees-0_en

5.5 Other relevant annexes comprising elements considered relevant to the proposal.

This optional part can be compiled by the documents mentioned below if the applicant believes it would support the key components of the proposal illustrated in the mandatory parts of the Application Package. It does not invalidate the electronic application form submission if not attached to the eForm.

This annex cannot replace essential information expected in the mandatory parts of the Application Package; it should only support, illustrate or evidence the information already included in the proposal. Although it is not considered mandatory (i.e. the application will not be declared ineligible if not attached to the application form), its presence and quality may be taken into consideration in the context of the assessment of the award criteria. In this context, the following documents should be included under "*Other relevant annexes*": (the list should be understood as **exhaustive**)

- 1) needs analysis of the proposed EMJMD course;
- 2) business plan of implementing the EMJMD project;
- 3) letters of endorsement/intent from associated partner organisations with a structural role in the joint programme;
- 4) blank copies of the proposed master degree diplomas(s) [see section 4.4.10, above];
- 5) model of Diploma Supplement;

- 6) (draft) consortium agreement;
- 7) (draft) student agreement.

The annex must not exceed **50 pages**.

5.6 Proposal submitted under previous Erasmus+ EMJMD call for proposals

Application's reference(s)

Has this or a similar application already been submitted under a previous call for proposals?

Yes

No

Please provide the first 6 digits of the reference number of the previous (last) application. * : 0123456

Please specify if the proposal was already submitted under the previous 2014, 2015 and 2016 Erasmus+ EMJMD calls for proposals.

For the previously submitted applications, the application number was composed of groups of digits followed by groups of letters (e.g. 567895-EPP-1-2015-1-EN-EPPKA1-JMD-MOB). Please provide the 6 first digits (e.g. 567895) of the lastly submitted EMJMD application.

ANNEX – SCIENTIFIC AREAS

Chemistry (CHE)

Synthetic Chemistry and Materials

Biomaterials, Biomaterials synthesis
Chemistry of condensed matter
Colloid chemistry
Combinatorial chemistry
Coordination chemistry
Corrosion
Intelligent materials, self-assembled materials
Ionic liquids
Macromolecular chemistry
Materials for sensors
Molecular chemistry
Nanochemistry
Nano-materials (production and properties)
New materials: oxides, alloys, composite, organic-inorganic hybrid, nanoparticles
Porous materials
Solid state materials
Structural properties of materials
Supramolecular chemistry
Surface modification
Thin films

Physical and Analytical Chemical Sciences

Analytical chemistry
Chemical instrumentation
Chemical reactions: mechanisms, dynamics, kinetics and catalytic reactions
Electrochemistry, electrodialysis, microfluidics, sensors
Method development in chemistry
Molecular architecture and structure
Photochemistry
Physical chemistry
Physical chemistry of biological systems
Radiation and nuclear chemistry
Spectroscopic and spectrometric techniques
Surface chemistry
Theoretical and computational chemistry

Organic/environmental/food chemistry

Biogeochemistry, biogeochemical cycles, environmental chemistry
Environment chemistry
Food chemistry
Forensic chemistry
Heterocyclic chemistry
Medicinal chemistry
Organic chemistry
Peptide chemistry
Polymer chemistry
Translational chemistry

Economic Sciences (ECO)

Economics, finance and management

Banking & Finance
Behavioural economics
Cluster development
Competitiveness, innovation, research and development
Econometrics, statistical methods

Economic geography
Economic history, development
Entrepreneurship
Financial markets, asset prices, international finance
Human resource management
Industrial economics
Innovation Management
International trade
Labour economics, income distribution and poverty
Macroeconomics
Microeconomics
Natural resources and environmental economics
Organization studies: theory & strategy, industrial organisation
Public administration
Public economics
Research management
Social economics
Urban and regional economics

Information Science and Engineering (ENG)

Computer science and informatics

Algorithms, distributed, parallel and network algorithms, algorithmic game theory
Artificial intelligence, intelligent systems, multi agent systems
Bioinformatics, e-Health, medical informatics
Cognitive science, human computer interaction, natural language processing
Complexity and cryptography, electronic security, privacy, biometrics
Computational geometry, theorem proving, symbolic, algebraic computations
Computer architecture, pervasive computing, ubiquitous computing
Computer games, multi-media, augmented and virtual reality
Computer graphics, computer vision, multimedia, computer games
Computer systems, parallel/distributed systems, grid, cloud processing systems
e-commerce, e-business, computational finance
e-learning, user modelling, collaborative systems
Informatics and information systems
Intelligent robotics, cybernetics
Internet and semantic web, database systems and libraries
Machine learning, statistical data processing and applications using signal processing (e.g. speech, image, video)
Numerical analysis, simulation, optimisation, modelling tools, data mining
Ontologies, neural networks, genetic programming, fuzzy logic
Scientific computing and data processing
Sensor networks, embedded systems, hardware platforms
Software engineering, operating systems, computer languages
Theoretical computer science, formal methods, quantum computing

Systems and Communication Engineering: Electrical, electronic, communication, optical and systems engineering

Control Engineering
Diagnostic and implantable devices, environmental monitoring
Electrical and electronic engineering: semiconductors, components, systems
Electronics, photonics
Man-machine-interfaces
Nano engineering
Networks (communication networks, sensor networks, networks of robots, etc.)
Optical engineering, photonics, lasers
Signal processing
Simulation engineering and modelling
Systems engineering, sensorics, actorics, automation
Wireless communications, communication, high frequency, mobile technology

Products and Processes Engineering: Product design, process design and control, construction methods, civil engineering, energy processes, material engineering

Aerospace engineering
Architecture, smart buildings, smart cities, urban engineering
Chemical engineering, technical chemistry
Civil engineering, maritime/hydraulic engineering, geotechnics, waste treatment
Computational engineering and computer aided design
Energy collection, conversion and storage, renewable energy
Energy systems, smart energy, smart grids, wireless energy transfer
Environmental engineering and geotechnics
Fluid mechanics, hydraulic-, turbo-, and piston engines
Industrial bioengineering
Industrial design (product design, ergonomics, man-machine interfaces, etc.)
Lightweight construction, textile technology
Materials engineering
Mechanical and manufacturing engineering (shaping, mounting, joining, separation)
Production technology, process engineering
Sustainable design (for recycling, for environment, eco-design)
Transport engineering, intelligent transport systems

Environmental and Geosciences (ENV)

Environment and society

Environmental regulations and climate negotiations
Geographical information systems, cartography
Mobility and transportation
Population dynamics
Social and industrial ecology
Spatial and regional planning
Sustainability sciences, environment and resources
Urbanization and urban planning, cities

Earth system science

Atmospheric chemistry, atmospheric composition, air pollution
Climatology and climate change
Earth observations from space/remote sensing
Geochemistry, crystal chemistry, isotope geochemistry, thermodynamics
Geology, tectonics, volcanology
Geomagnetism, paleomagnetism
Hydrology, water and soil pollution
Meteorology, Atmospheric physics and dynamics
Mineralogy, petrology, igneous petrology, metamorphic petrology
Natural Hazards
Natural Resources Exploration and Exploitation
Oceanography
Ozone, upper atmosphere, ionosphere
Paleoclimatology, paleoecology
Physical geography
Physics of earth's interior, seismology, volcanology
Pollution (water, soil), waste disposal and treatment
Sedimentology, soil science, palaeontology, earth evolution
Terrestrial ecology, land cover change
Water management

Evolutionary, population and environmental biology

Animal behaviour
Biodiversity, comparative biology
Biogeography, macro-ecology
Conservation biology, ecology, genetics
Environmental and marine biology
Environmental toxicology at the population and ecosystems level
Population biology, population dynamics, population genetics
Species interactions (e.g. food-webs, symbiosis, parasitism, mutualism)
Systems evolution, biological adaptation, phylogenetics, systematics, comparative biology

Applied Life Sciences and Non-Medical Biotechnology

Agriculture related to animal husbandry, dairying, livestock raising
Agriculture related to crop production, soil biology and cultivation, applied plant biology
Agroindustry
Applied biotechnology (non-medical), bioreactors, applied microbiology
Aquaculture, fisheries
Biohazards, biological containment, biosafety, biosecurity
Biomimetics
Crop protection and production
Environmental biotechnology, bioremediation, biodegradation
Food sciences
Forestry, biomass production (e.g. for biofuels)
Pest control
Synthetic biology, chemical biology and new bio-engineering concepts

Life Sciences (LIF)

Molecular and Structural Biology and Biochemistry

Biophysics
DNA synthesis, modification, repair, recombination and degradation
Metabolism
Molecular biology and interactions
Protein synthesis, modification and turnover
RNA synthesis, processing, modification and degradation
Structural biology

Genetics, Genomics, Bioinformatics and Systems Biology

Applied genetic engineering, transgenic organisms, recombinant proteins, biosensors
Bioinformatics
Biological systems analysis, modelling and simulation
Biostatistics
Computational biology
Epigenetics and gene regulation
Genetic epidemiology
Genomics, comparative genomics, functional genomics
Glycomics
Metabolomics
Molecular genetics, reverse genetics and RNAi
Proteomics
Quantitative genetics
Systems biology
Transcriptomics

Cellular and Developmental Biology

Animal-related development, development genetics, pattern formation and embryology
Apoptosis
Cell biology and molecular transport mechanisms
Cell cycle and division
Cell differentiation, physiology and dynamics
Cell genetics
Cell signalling and cellular interactions
Development, developmental genetics, pattern formation and embryology in plants
Morphology and functional imaging of cells
Organelle biology
Signal transduction
Stem cell biology

Physiology, Pathophysiology and Endocrinology

Ageing
Cancer and its biological basis
Cardiovascular diseases
Comparative physiology and pathophysiology

Endocrinology

Metabolism, biological basis of metabolism related disorders

Non-communicable diseases (except for neural/psychiatric, immunity-related, metabolism-related disorders, cancer and cardiovascular diseases)

Organ physiology and pathophysiology

Neurosciences and neural disorders

Behavioural neuroscience (e.g. sleep, consciousness, handedness)

Cognition (e.g. learning, memory, emotions, speech)

Developmental neurobiology

Mechanisms of pain

Molecular and cellular neuroscience

Neuroanatomy and neurophysiology

Neurochemistry and neuropharmacology

Neuroimaging and computational neuroscience

Neurological disorders (e.g. Alzheimer's disease, Huntington's disease, Parkinson's disease)

Psychiatric disorders (e.g. schizophrenia, autism, Tourette's syndrome, obsessive compulsive disorder,

Sensory systems (e.g. visual system, auditory system)

Systems neuroscience

Immunity and infection

Adaptive immunity

Bacteriology

Biological basis of immunity related disorders

Immunogenetics

Immunological memory and tolerance

Immunosignalling

Innate immunity and inflammation

Microbiology

Parasitology

Phagocytosis and cellular immunity

Prevention and treatment of infection by pathogens (e.g. vaccination, antibiotics, fungicide)

Veterinary medicine and infectious diseases in animals

Virology

Diagnostic tools, therapies and public health

Diagnostic tools (e.g. genetic, imaging)

Environment and health risks, occupational medicine

Gene therapy, cell therapy, regenerative medicine

Health services, health care research

Medical engineering and technology

Medical ethics

Medical pathology

Medical physics

Pharmacology, pharmacogenomics, drug discovery and design, drug therapy

Public health and epidemiology

Radiation therapy

Surgery

Mathematics (MAT)

Pure and Applied Mathematics, mathematical foundations of computer science, mathematical physics and statistics

Algebra

Algebraic and complex geometry

Algorithms and complexity

Analysis

Application of mathematics in sciences

Control theory and optimisation

Discrete mathematics and combinatorics

Geometry

Lie groups, Lie algebras

Logic and foundations

Mathematical aspects of computer science
Mathematical physics
Number theory
Numerical analysis and scientific computing
ODE and dynamical systems
Operator algebras and functional analysis
Probability and statistics
Theoretical aspects of partial differential equations
Topology

Physics (PHY)

Fundamental constituents of matter

Acoustics
Atomic, molecular physics
Classical physics
Electromagnetism
Fundamental interactions and fields
Gas and plasma physics
General physics
Lasers, ultra-short lasers and laser physics
Metrology and measurement
Non-linear physics
Nuclear astrophysics
Particle physics
Quantum optics and quantum information
Relativity
Statistical physics (gases)
Thermodynamics

Condensed matter physics

Electronic properties of materials and transport
Fluid dynamics (physics)
Magnetism and strongly correlated systems
Mechanical and acoustical properties of condensed matter, Lattice dynamics
Mesoscopic physics
Molecular electronics
Nanophysics: nanoelectronics, nanophotonics, nanomagnetism, nanoelectromechanics, etc.
Phase transitions, phase equilibria
Semiconductors
Soft condensed matter
Spintronics
Statistical physics (condensed matter)
Structure of solids and liquids
Superconductivity
Superfluids
Thermal properties of condensed matter
Transport properties of condensed matter

Universe sciences

Astrobiology
Clusters of galaxies and large scale structures
Cosmology
Dark matter, dark energy
Formation and evolution of galaxies
Formation of stars and planets
Gravitational astronomy
High energy and particles astronomy - X-rays, cosmic rays, gamma rays, neutrinos
Instrumentation - telescopes, detectors and techniques
Interstellar medium
Nuclear physics
Planetary systems sciences

Relativistic astrophysics
Solar and interplanetary physics
Space Sciences
Stars and stellar systems
Surface physics
Surface science and nanostructures
The Galaxy

Social Sciences and Humanities (SOC)

Sociology, social anthropology

Ageing, work, social policies
Attitudes and beliefs
Ethnography
Globalisation, migration, interethnic relations
Inequalities, discrimination, prejudice, aggression and violence, antisocial behaviour
Kinship, cultural dimensions of classification and cognition, identity, gender
Myth, ritual, symbolic representations, religious studies
Social influence; power and group behaviour; classroom management
Social integration, exclusion, prosocial behaviour
Social structure, social mobility
Transformation of societies, democratization, social movements

Political science, law, communication

Communication networks, media, information society
Digital social research
Global and transnational governance, international law, human rights
History of science and technology
Human, economic and social geography
Legal systems, constitutions, foundations of law
Political systems and institutions, governance
Private, public and social law
Social studies of science and technology

Cognition, psychology, linguistics, philosophy and education

Clinical and experimental psychology
Education policy
Education: systems and institutions, teaching and learning
Epistemology, logic, philosophy of science
Ethics and morality, bioethics
Evolution of mind and cognitive functions, animal communication
Formal, cognitive, functional and computational linguistics
History of philosophy
Human life-span development
Language pathologies, lexicography
Learning, memory; cognition in ageing
Metaphysics, philosophical anthropology; aesthetics
Neuropsychology and cognitive psychology
Psycholinguistics and neurolinguistics: acquisition and knowledge of language, language pathologies
Social and political philosophy
Typological, historical and comparative linguistics
Use of language: pragmatics, sociolinguistics, discourse analysis, second language teaching and learning, lexicography, terminology

Literature, arts, music, cultural and comparative studies

Classics, ancient Greek and Latin literature and art
Computational Modelling and Digitisation in the Cultural Sphere
Cultural memory, intangible cultural heritage
Cultural studies, cultural diversity
History of art and architecture, arts-based research
History of literature
Literary theory and comparative literature, literary styles
Museums and exhibitions, conservation and restoration

Music and musicology, history of music
Numismatics, epigraphy
Textual philology, palaeography and epigraphy
Visual arts, performing arts, film, design

Archaeology, history and memory

Ancient history
Classical archaeology, history of archaeology
Collective memories, identities, lieux de mémoire, oral history
Colonial and post-colonial history, global and transnational history, entangled histories
Cultural heritage, cultural memory
Gender history; Cultural History; History of Collective Identities and Memories
General archaeology, archaeometry, landscape archaeology
Historiography, theory and methods in history, including the analysis of digital data
History of ideas, intellectual history, history of science and techniques
Medieval history
Military history
Modern and contemporary history
Prehistory, palaeoanthropology, palaeodemography, protohistory
Social, economic, cultural and political history