

## Guidelines for EMJMD consortium agreements

For Erasmus Mundus Joint Master Degree (EMJMD) programmes, the Erasmus+ Programme Guide (section EMJMD, and Annex I) requires that institutional commitment of the organisations participating in an EMJMD consortium is ensured prior to the enrolment of the first EMJMD students. The consortium agreement is a key instrument for this purpose; it should guarantee solid institutional embedding, and provide effective management/cooperation mechanisms within the partnership.

The consortium agreement must be signed by all partner institutions (i.e. their legal representatives) prior to the launching of the first student intake (a draft consortium agreement has to be submitted at application stage). It will have to cover as precisely as possible all major academic, operational, administrative and financial aspects related to the implementation of the EMJMD. It should be in line with the provisions of the E+ Programme Guide, the grant agreement, and the EMJMD Administrative and Financial Handbook.

The following guidelines aim at supporting EMJMD project applicants/beneficiaries to draft the provisions of their consortium agreement. The information provided here below (indicative list) should draw attention to matters which are highly recommended to be settled within the consortium in order to create a stable and reliable basis for effective cooperation:

- The definition of the **roles and duties** of the consortium partners, i.e. the "coordinator" and the "partners" (incl. associated partners where applicable). **NB:** when the EMJMD is granted, the "coordinator" and the "partners" will become the EU grant beneficiaries and will sign a multi-beneficiary grant agreement on behalf of the EMJMD consortium. Partners must therefore provide "mandates" to the coordinator;
- The definition of the **joint governing bodies** of the EMJMD consortium, in particular for the general management, academic supervision, quality assurance, professional advice, degree awarding/recognition issues, consortium changes (new partner, termination of participation), partner dispute resolution, and student complaints;
- The description of the **academic programme** and the timetable of the mandatory courses run by the consortium/each partner;
- The establishment of the **programme/semester structure** and the design of the **mobility paths** for EMJMD students;

- The definition of **student participation costs**, the establishment of a **multi-annual budget** for the EMJMD implementation, agreement on the internal reimbursement of eligible costs, mobilisation of complementary non-EU funds, and the distribution of the EMJMD management lump sum within the partnership;
- The **human and financial resources** appointed per partner institution for the EMJMD implementation, the definition of the communication channels, and the frequency of physical meetings;
- The definition of cornerstones for a common EMJMD **development and sustainability plan**;
- The definition of clear roles and duties related to the joint **promotion/awareness-raising** activities and the **marketing aspects** of the EMJMD programme, including running a common website and using applicable logos. For further information and recommendations on your EMJMD project website, please refer to the guidelines published on the Agency website.
- The description of the **EMJMD scholarship management system**, handling of student drop-outs, and the cooperation mechanisms with the relevant administrative and financial bodies;
- The detailed regulation of the **student application, selection and admission criteria and procedures**, and the consortium's joint working mechanisms to run this process effectively;
- The procedures for student **performance monitoring** and evaluation (including use of ECTS and joint diploma supplement, organisation of exams and re-sit conditions, conversion of grades, thesis defence, etc.);
- The agreement on a set of common **services for students** offered at all partner sites (administrative support, **health insurance scheme**, induction week, learning facilities, internship opportunities, summer school, language courses, etc.);
- The agreement on internal procedures related to the submission of **operational/financial documents** (e.g. mandatory reports) vis-à-vis the Agency;
- The application mechanisms for an effective **enrolment of scholars** (guest lecturers) in the EMJMD implementation;
- The description of the envisaged **interaction with non-educational actors** (e.g. potential employers) in the EMJMD implementation in view of the graduates' employability;
- The provisions related to the award of the **final degree** and joint recognition procedures (name, type, form, diploma supplement).