



Erasmus+

How to prepare your Erasmus Mundus Joint Masters (EMJM) Proposal

*European Education and Culture
Executive Agency*

EMJM – How to apply



WHERE?

Applications must be submitted through the European Commission's Funding & Tender Opportunities Portal (F&TP) using the Portal Submission System



WHO?

Proposals must be created and submitted by a **contact person** of the coordinating organisation



WHEN?

Deadline: **please refer to the information in the F&TP**

Applicants are highly recommended to **submit** proposals **as early as possible** and at least 48 hours prior to the call deadline



Preliminary steps

Preparation

1

Consult the [How to find and apply for funding opportunities](#) presentation

2

Get more guidance on how the Funding and Tender Opportunities portal works in the [F&TP online manual](#) and the [Proposal Submission User Manual](#)

3

Read carefully the information on the [Roles and access rights](#) and decide the persons who will manage the application

Get prepared



Read carefully all the call documents

*Erasmus+ Programme Guide and proposal templates that can be found in the F&TP under the respective **topic conditions and documents*** 



Plan your project and define your work plan

Technical description, work packages, milestones and deliverables



Create an EU Login account

*To be able to submit a proposal, you must register on the Portal for an **EU Login account***



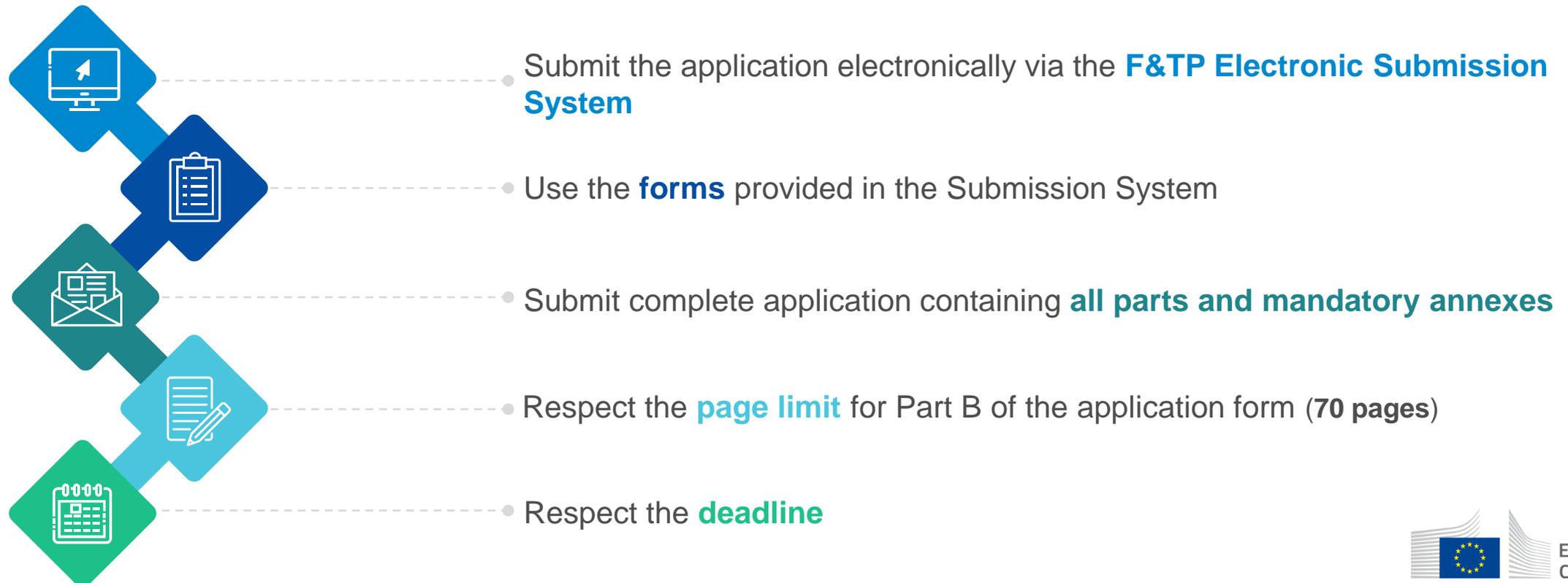
**Make sure your organisation has a valid Participant Identification code (PIC).
If not, get one!**

Participant Register

Application requirements

Check the compliance of the proposal with the criteria of the Programme Guide in Part B (Erasmus Mundus Action Lot 1) and Part C – Information for applicants.

ADMISSIBILITY CRITERIA



Application requirements (cont.)



- Check the compliance of the proposal with the criteria of the Programme

Eligibility Criteria (1)

- ❖ Applicants (coordinators and full partners) are any eligible participating HEI established in an EU Member State or third country associated to the Programme or in a third country not associated to the Programme (consult the [The Erasmus+ Programme Guide](#) for any restrictions)
- ❖ Associations or organisations of HEIs, public or private organisations (including their affiliated entities) that contribute directly and actively to the delivery of EMJM established in an EU Member State, third country associated to the Programme or in an eligible third country not associated to the Programme, may also participate but not as coordinator
- ❖ HEIs established in an EU Member State or third country associated to the Programme must hold a valid Erasmus Charter for Higher Education (ECHE)
- ❖ Full HEI partners have fulfilled the external Quality Assurance requirements of their jurisdiction for the joint programme
- ❖ Minimum Consortium: 3 full partner HEIs from 3 different countries, at least 2 EU Member States or third countries associated to the Programme

Application requirements (cont.)



- Check the compliance of the proposal with the criteria of the Programme

Eligibility Criteria (2)

- ❖ EMJM involves a compulsory physical student mobility of at least 2 study periods in 2 countries (of which at least one EU Member State or third country associated to the Programme and both different from the country of residence of students at enrollment stage).
- ❖ Eligible duration: the consortium will receive a grant agreement for a duration of 74 months to finance at least 4 editions of the EMJM
- ❖ Applications must be submitted by **the deadline indicated in the F&TP**

Exclusion and Selection Criteria

- ❖ Applicant is not in any of the exclusion situations described in Articles 136-141 of the Financial Regulation (Part C of the Erasmus + Programme Guide)
- ❖ The applicants' financial and operational capacity are adequate

Get started



Call: **ERASMUS-EDU-2025-PEX-EMJM-MOB**
Topic: **ERASMUS-EDU-2025-PEX-EMJM-MOB**
Type of action: **ERASMUS-EMJM-UN**
Type of MGA: **ERASMUS-AG-UN**

- Log into the Funding & Tenders Portal and select your topic.
- Make sure you are in the correct Call for proposals and Type of action.
- Scroll down on the Call for Proposals page to get access to the Electronic Submission Service

Please select the type of your submission:

ERASMUS Erasmus Mundus Unit Grants [ERASMUS-EMJM-UN], ERASMUS Unit Grant [ERASMUS-AG-UN]

[Start submission](#)

- Familiarise yourself with the Portal navigation system. You can edit information [Edit forms](#) and move between parts of the form [SAVE](#) [SAVE AND GO TO NEXT STEP](#) [NEXT](#)

Application package

Complete **Part A & C (KPI)** directly on the Portal. Prepare **Part B** in advance and upload it together with the annexes



The application form is structured in three parts:



Part A – Administrative Forms

Contains general information about the project, data on the applicant organisation and contact persons



Part B – Technical description & annexes

Contains the narrative part of the project, the work packages, milestones and deliverables



Part C – Key Performance Indicators (KPI)

Specificities about EMJM/EMDM (n^o of ECTS, accreditation, type of degrees to be awarded, etc.)

EMJM Application package

Part B and annexes

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. 

| | | | |
|---|----------------------|---|--|
| Part B of proposal * | <input type="text"/> |  | Upload  |
| Detailed budget table * | <input type="text"/> |  | Upload  |
| Proof of accreditation * | <input type="text"/> |  | Upload  |
| Draft Partnership Agreement * | <input type="text"/> |  | Upload  |
| Draft model of Diploma Supplement | <input type="text"/> |  | Upload  |
| Draft Student Agreement | <input type="text"/> |  | Upload  |
| Blank copies of the proposed master degree diplomas | <input type="text"/> |  | Upload  |
| Other annexes | <input type="text"/> |  | Upload  |

Mandatory documents

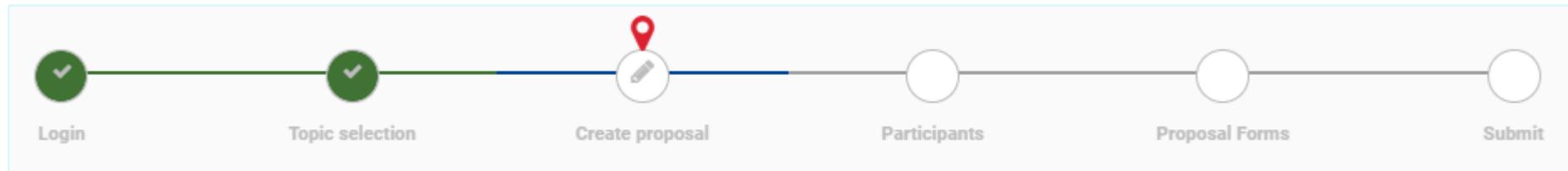
- Part B
- Calculator (budget table)
- Proof of accreditation
- Draft Partnership Agreement

Optional annexes

- Draft model Diploma Supplement
- Draft Student Agreement
- Copies of the proposed degree
- Other annexes

Part A - Create proposal

- A progress bar on the top of the page indicates the proposal completion process



- Throughout the eForm the fields marked with the red line are mandatory

Two input fields are shown. The first is labeled 'PIC' and has a red vertical bar on its left side, indicating it is mandatory. The second is labeled 'Short name' and also has a red vertical bar on its left side, indicating it is mandatory. Both fields have a small box on the right side containing the number '9' and '250' respectively, likely representing character limits.

- In the step 'Create proposal' you need to identify the applicant organisation (PIC) and indicate the acronym and summary of the proposal.
- Remember to  &  regularly!!

Part A - Participants

- Start from the part '**Participants**' where you can encode the full partners, the associated partners and their affiliated entities, if any.
- Search by **PIC number**, add the participating organisation and the main contact person.
- Once the partner is created use the button to **assign as many roles** as needed for the specific partner and complete further information (department, address etc.).
- **Repeat** this process for all full and associated partners of the proposal.
- At least **one Main Contact must be provided for each partner** except for the associated partners. Failure to do so will block the submission at the final step. Consult the presentations on the [Proposal Submission User Manual](#) and the [Roles and access rights](#).
- Only the Proposal Coordinator or another user with full access rights can grant full access to a Contact person.

Part A - Administrative forms

- Use the icon 'Edit forms' to access the administrative forms.

Administrative forms (Part A)

Edit forms



Edit Part C (KPI)

View history

Print preview

- Here you can edit the following data.

| Section | Title | Action |
|---------|---------------------|--------|
| 1 | General information | Show |
| 2 | Participants | Show |
| 3 | Budget | Show |
| 4 | Other questions | Show |

- Use the navigation bar to move between the 3 Sections. To exit this section click on 'Save & exit form'.

Table of contents

Validate form

Save form

Save & exit form

Part A – General information

Section 1 ‘General information’

- In this section you can edit information related to the title and language of the proposal
- Indicate the project duration (74 months). Minimum 4 editions must be implemented
- Enter free keywords that are relevant to the scope of the proposal
- You can select only one main scientific area. To do so, use the drop-down menu (**Panel**)
- You can select up to two sub-areas (**Descriptor1** and **Descriptor2**)
- One sub-area will appear by default. To add the second one click the button 

While the first sub-area is linked to the main scientific area of your choice, the second sub-area can belong to a different main scientific area (interdisciplinarity).

- Tick the relevant box(es) of the Declaration part at the end of the section

Part A – Participants & Budget

Section 2 ‘Participants’

- In this section you can edit information related to the Participating Organisations and the key staff linked to the proposal
- We advise you to provide as much information as possible

Section 3 ‘Budget’

- Fill in the requested fields. The total amounts are automatically calculated.
- The Requested Grant amount should correspond to the Total estimated EU contributions.
- Use the navigation bar to move to the other Parts of the eForm.

< Participants & contacts

. Budget

Validation result >

Section 4 ‘Other questions’

- Open this section, click on validate and subsequently on ‘save’ (no information needed)

Part C – Key performance indicators (KPI)

- ✓ On the top of the page, expand the table in order to fill out the form



- ✓ Complete all mandatory fields (marked with a *) and carefully read the help texts
- ✓ Note that certain fields do not need to be filled at this stage
- ✓ **Important fields to be completed: n. of ECTS, former EMJMD, former EMDM**
- ✓ As for the mandatory numerical fields (under 'output, result and impact indicators'), please refer to your **planned indicators** in so far as you know today.

Part C – (KPI): Guidance & tips

Indicators to be provided in your application

- **N. of ECTS, former EMJMD, former EMDM: important information to be provided**
- **Location** - select countries covered by your partners (coordinator, full partners, associated partners)
- **Type of project, thematic areas and types of activities, type of master programme**
- **Type of mobility activities**
- **Contribution to any of the EU Commission political priorities** - complete based on your current knowledge and planning in the proposal
- **Output, result and impact indicators, Policy impact** - refer to your planned indicators objectives. Discard impact on the higher education (HE)
- **Third countries involvement information** - (E+ not associated countries) - refer to your planned indicators objectives.
- **Courses, study programmes, research partnerships, publications, education projects** - refer to your planned objectives

Part C – (KPI): Guidance and tips (cont.)

Indicators not to be provided in your application

- **Output, result and impact indicators, Policy impact**

(impact on the higher education (HE) sector not necessary at this stage)

- **Socio-economic benefits**

- **Investments**

(for final report - enter “0”)

- **Persons reached**

Part B – Technical description & Annexes

- You can access Part B on the left side of your screen.

Download Part B templates



Download part B templates

- There are 3 templates provided for the mandatory documents (4 in total). Download and use them.
 - ❖ Technical description
 - ❖ Detailed budget table and calculator
 - ❖ Proof of Accreditation

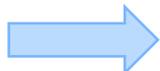


Note that a draft Partnership Agreement **must** be provided at application stage as part of the mandatory annexes. Mandates and DoH are not requested at application stage.

EMJM Part B – Technical description

- ❖ The Application form contains the technical description of the project based on the Programme Guide Award criteria.
- ❖ It should be completed and uploaded in the F&T Portal in PDF format.
- ❖ Follow the instructions provided in the application form and do not change the structure, titles or subtitles of the form.

- ❖ Application Form structure:

Sections 1, 2 & 3  Award Criteria

Section 4  Plan, Work Packages & Timing

Section 5  This section is not applicable for EMJM

Section 6  Declarations concerning double funding

Part B – Technical description (cont.)

Award criteria – Tips and clarifications

- **Respond to all questions and sub-questions in Part B**
- **Section 2.1.3 Outside resources**

This section, common to many programmes, is about the subcontracted parts of your project if any. In the framework of EMJM, you can use this section to explain the insurance schemes for the students, for example. The intention of this field is not to explain the involvement of the associated partners to the joint programme. The information contained in this section will be mainly used for statistical purposes/information.

- **Section Events and Trainings**

Use this field to describe the project's main events and main Consortium meetings such as e.g. trainings for staff or summer events. Regular management meetings are not concerned. The content of the curriculum should be detailed under the relevant award criterion.

- **List of previous projects**

This is at the end of Part B. Please refer only to a maximum of 5-6 main projects related to your field of study and/or to Erasmus Mundus. If you wish to add a more exhaustive list of international projects please use the section 'Other annex'.

Part B – Technical description (cont.)

Work Packages – Tips and clarifications

- The information on this section concerns the detailed description of the project activities and is complementary to the narrative parts of the application form. **A work package means a major sub-division of the project.** The work packages refer to and should be aligned with the award criteria. In a work package, the information on your project should be structured along expected outcomes, milestones and deliverables. The grouping of the activities should be logical and guided by identifiable outputs.
- EMJM proposals should have **2 fixed work packages**
 - Management and implementation of the Master programme
 - Selection and supervision of students
- To insert Work Package 2 copy the tables provided for WP1.

Part B – Technical description (cont.)

Work Packages – Tips and clarifications

- The number of **milestones** is free, but we advise you to limit this to the **most important** moments in your project.
- The number of **deliverables** is free. However, please limit them to **maximum 15** and to group activities, to facilitate contracting and management if your application is selected. For the type of deliverables we expect to see, please check the Erasmus+ Programme Guide or FAQs on the F&TP.
- Please do not yet add any deliverable linked to progress or final / financial reports (to EACEA) in your application.
- We recommend using the dissemination level ‘SEN(sitive)’ for your deliverables. Note that “PUB(lic)” deliverables will be automatically displayed by the system on the due date that you indicated in the application.

Part B – Proof of Accreditation

- ❖ The Proof of accreditation template should be completed and signed by each full partner Higher Education Institution from an EU Member State or third country associated to the Programme or third country not associated to the Programme. The **completed declarations and the supporting documents** (proof of valid accreditation) of **all full partner Higher Education Institutions** should be merged into one file and uploaded in the Portal in PDF format.
- ❖ There is the possibility of declaring a second accredited degree only if deemed necessary by the Higher Education Institution concerned (e.g. if in addition to the accredited national component there is also an accredited joint degree).
- ❖ Insert additional accreditation declarations by copying the section ‘List of degree(s)’ for any other EMJM degree awarded per institution within the respective proposal. Repeating this section allows institutions that award more than one degree (e.g. depending on the study track) to provide proof of accreditation for each of those degrees.

Part B – Proof of Accreditation (cont.)

- ❖ Please note that the list of degrees concerns only the current EMJM application. Do not include information about the accreditation of degrees related to other EMJM applications you institution(s) might be involved in.
- ❖ Highlight the relevant passages (core references/text certifying the accreditation/evaluation validity) in the supporting documents. In addition, supporting documents which are not in one of the official EU languages should be accompanied by a translation in English of the core passages.

Part B – Detailed budget table and calculator

- ❖ The Detailed budget table and calculator is an excel file that calculates the Erasmus Mundus Joint Master's requested grant automatically.
- ❖ The first worksheet contains detailed instructions on how to use the calculator.
- ❖ Only the blue fields on the upper part of the calculator should be completed (worksheet 2).
- ❖ An error message appears when the numbers of scholarships encoded are superior to the maximum numbers allowed per budget Heading.
- ❖ The numbers entered in the calculator are translated automatically into Unit contributions in the Detailed budget table (worksheet 3).
- ❖ Make sure to use the version of the 'calculator' from the 2025 application form (max. number of NDICI scholarships 18; max. number of IPA III scholarships 2)

Validate & submit your proposal



Edit your draft proposal as many times as you need to complete/correct information



Run a **validation** of your draft proposal to make sure it meets the requirements and no information is missing



Errors and warnings will be listed at the end of the form
Errors mean that mandatory information is missing and the proposal cannot be submitted until they are corrected

Warning messages do not block submission, but they indicate missing information. Ideally, these should be addressed by correcting the information provided

Show Error

Show Warning



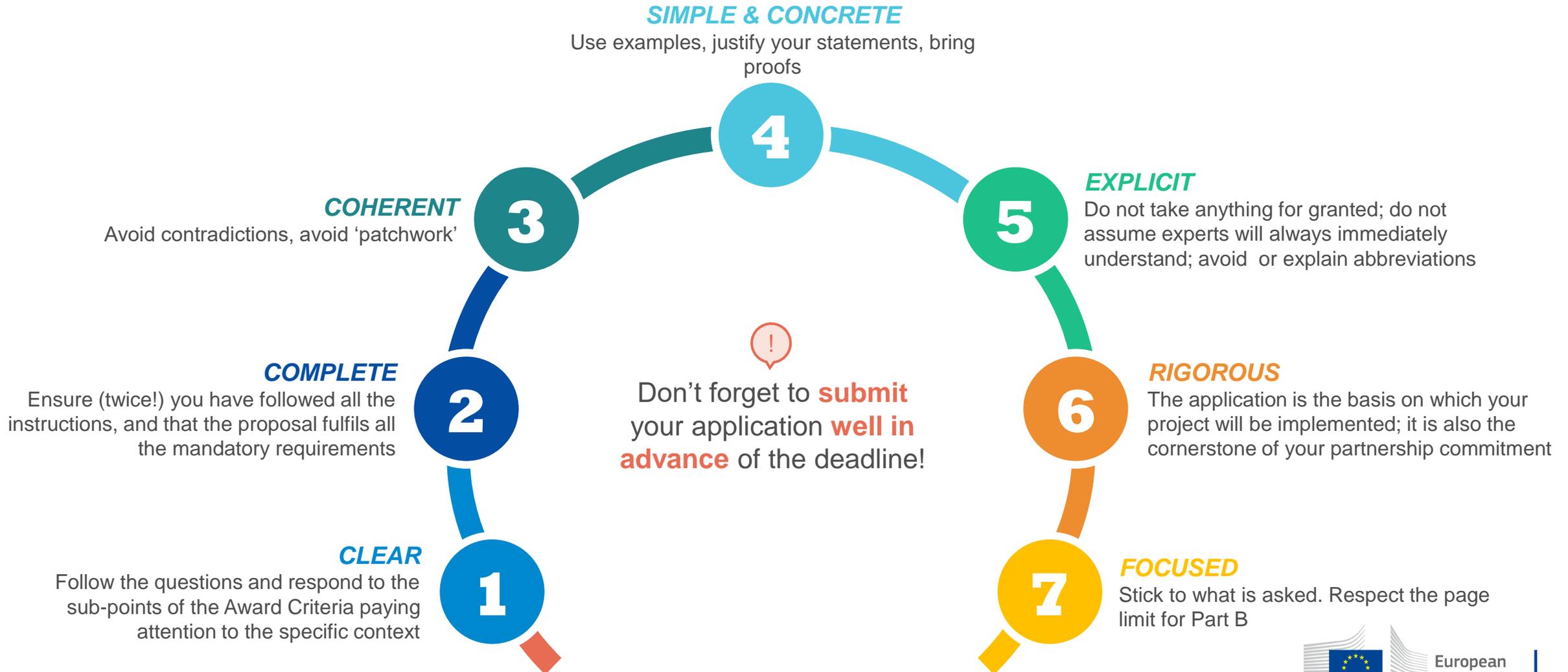
After submission, you can still edit and update the proposal at any time before the deadline. However, if you change the content you will need to re-submit for the changes to be reflected



For **more information** consult the **Proposal Submission User Manual**

General advice

When writing your proposal make sure it is:





Other information sources

- ✓ [20 years of Erasmus Mundus - Beyond borders and boundaries](#) and [20 years of Erasmus Mundus \(key figures\)](#)
- ✓ [Erasmus Mundus 20th anniversary conference “Beyond borders and boundaries” - Conference report, 27-28 May 2024, Brussels](#)
- ✓ [Erasmus Mundus, analysis of the results of the second 2021-2027 call \(joint masters and design measures\)](#)
- ✓ [Erasmus Mundus, analysis of the results of the first 2021-2027 call \(joint masters and design measures\)](#)
- ✓ [Statistical factsheets on the achievements of the Erasmus Mundus Joint Master Degrees \(2014-2020\)](#)
- ✓ [Erasmus+ Factsheets](#)
- ✓ [Report 'Implementing Joint Degrees in the Erasmus Mundus action of the Erasmus+ programme'](#)
- ✓ [Erasmus Mundus Catalogue \(europa.eu\)](#)
- ✓ [EMJMD Cluster meeting 2018: European Approach for Quality Assurance of Joint Programmes](#)
and [Follow-up event 2019 "Implementing the European Approach for Quality Assurance for EMJMDs](#)
- ✓ [Erasmus Mundus Joint Master Degrees - The story so far](#)
- ✓ [Sustainability of Erasmus Mundus Master Courses - Best practice guide](#)
- ✓ [Erasmus+ Project result platform](#)

Good luck !



Contact us at
EACEA-EPLUS-ERASMUS-MUNDUS@ec.europa.eu



F&TP Service Desk
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu



F&TP Service Desk
+32 2 29 92222



© European Union 2024

Unless otherwise noted the reuse of this presentation is authorised under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) license. For any use or reproduction of elements that are not owned by the EU, permission may need to be sought directly from the respective right holders.

Slide 1 Image, source: © European Union, 2024 (CC BY-NC-ND 4.0) — iStockphoto.com

