

ERASMUS+: KA1 HIGHER EDUCATION

***ERASMUS MUNDUS JOINT MASTER DEGREES (EMJMD) -
PARTNERSHIP WITH JAPAN (IUEP)***

PRACTICAL INFORMATION

***PREPARATORY ACTIVITIES &
EU FUNDED STUDENT SCHOLARSHIPS***

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A. PREPARATORY ACTIVITIES

Following the signature of the grant agreement, the EMJMD-IUEP consortium will have (where applicable) a period of 12 months in which any preparatory activities in view of the first student intake shall be carried out, e.g. internal cooperation mechanisms, consortium agreement, promotion campaign and dissemination strategy, student admission requirements, financial plan, academic management and related matters, definition of mobility rules, insurance coverage, degree awards, implementation of student/graduate surveys, link to labour market and involvement of employers, contact with EMA, etc.

A.1 CONSORTIUM AGREEMENT

The Erasmus+ Programme Guide stipulates that the institutional commitment of all the organisations participating in an EMJMD-IUEP consortium must be ensured prior to the enrolment of the first EMJMD-IUEP students. The Consortium Agreement will be a key instrument for this purpose, thus it should guarantee solid institutional embedding and effective management/cooperation mechanisms within the partnership. Furthermore, it should not only be understood as a tool that solely contributes to the development and management of the EMJMD-IUEP, but also as an incentive for reaching the institutional goals aimed at by implementing the EMJMD-IUEP programme.

The Consortium Agreement will have to be signed by all participating organisations (coordinator/partners) and associated partners if considered appropriate prior to the consortium's launching of the first call for applications. A copy must be sent to the Agency as attachment to the online *"Technical report"* **by the deadline specified in the grant agreement (Article I.4.1)**.

Practical aspects recommended to be covered in the Consortium Agreement can be found on the following Agency website: http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en

A.2 STUDENT AGREEMENT¹

It is the consortium's responsibility to ensure the proper participation of all students in the EMJMD-IUEP activities. In order to guarantee adequate transparency of the EMJMD-IUEP participation rules, the consortium is required to clearly define the student's rights and obligations in relation to his/her EMJMD-IUEP studies in a **Student Agreement** that will be signed by both parties following the student's EMJMD-IUEP course enrolment.

This agreement must define as precisely as possible the rights and obligations of both parties and cover the academic, administrative, financial and insurance aspects of course participation and the EMJMD scholarship. In this context, a clause related to the participation of students in evaluations/surveys conducted by the consortium and/or the Commission/Agency shall be incorporated in the student agreement. The student agreement should also refer to an appeal procedure in case of complaints.

It should also include provisions on the students' joining the *"Erasmus Mundus Students and Alumni Association (EMA)"*. A copy of the model student agreement will have to be submitted to the Agency together with the *"Technical report"* **by the deadline specified in the grant agreement (Article I.4.1)**. Any changes to this document will have to be reported to the Agency in the context of the EMJMD-IUEP periodic reporting obligations.

Indicative guidelines related to a student agreement are outlined in a document published on the Agency website: http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en

A.3 JOINT PROMOTION AND DISSEMINATION ACTIVITIES

The EMJMD-IUEP consortium shall design a joint promotion and dissemination strategy in order to ensure the worldwide visibility of the joint study programme aiming to attract the best Master students, as well as to promote the results achieved. These promotion and dissemination activities will necessarily include the development of an integrated and comprehensive course website (in English, as well as in the main teaching language if different) prior to their first scholarship application round, providing all the necessary information about the EMJMD-IUEP for students, future employers and other stakeholders.

¹ These recommendations are applicable to the share of students managed by the programme country HEIs (EU scholarship and non-scholarship holders). It will be up to the consortium to agree on similar recommendations applicable to the share of students managed by the Japanese HEI(s).

The EMJMD consortium website is a key reference included on the [Erasmus+ Project Results Platform](#) and is a vital communication tool to:

- promote the EMJMD-IUEP study programme and highlight its excellence;
- disseminate information about its structure, content and outcomes;
- inform potential candidates (students or scholars/guest lecturers) about enrolment conditions, Erasmus+ and other scholarship opportunities and application procedures;
- provide information on the joint programme activities, events, publications, titles of the Master thesis, etc.;
- ensure the necessary networking between students, academics, alumni, future employers and other stakeholders concerned by the EMJMD-IUEP implementation;
- disseminate testimonials and good practises.

It is therefore important that the EMJMD-IUEP has its own website which can be found easily and has its own URL, independent from the partner universities' websites. Consortia are requested to regularly update the Erasmus+ Project Results Platform with any news, updates and successes of their Master, and of their contact information, if there are changes, including the project's URL.

The consortium website, and in particular the application form, must inform all candidates about the collection and processing of personal data by the Agency, quoting the following sentence:

The European Education and Culture Executive Agency (EACEA), in the context of managing the Erasmus Mundus Joint Master Degrees, collects and processes the personal data of some of the candidates. In particular, certain data of the scholarship holders (students and scholars), non-scholarship holders and reserve list candidates is shared with the Agency through the [EACEA Mobility Tool](#) and treated according to the following [privacy statement](#).

B. EU-FUNDED STUDENT SCHOLARSHIPS

The EU-funded student scholarships include:

- a contribution to the students' participation costs (including the tuition fees, library and laboratory costs, full insurance coverage and any other mandatory costs related to the students' participation in the Master);
- a contribution to student travel and installation costs;
- a monthly subsistence allowance for the entire duration of the EMJMD-IUEP study programme.

Details on the EU-funded student scholarship amounts are given in the tables below:

B.1 Contribution to the participation costs

Contribution to the participation costs	up to 9 000 EUR per year per scholarship holder from a Partner Country up to 4 500 EUR per year per scholarship holder from a Programme Country
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NOTE:

- The participation costs charged for student enrolment in any of the student intakes must be clearly announced on the EMJMD-IUEP's website. For a given intake, should the amount per student on the website be lower than the participation costs per student (Programme and/or Partner Country) as stipulated in Annex III of the grant agreement and/or encoded in the EACEA Mobility Tool (EMT)², the Agency will consider the one announced on the EMJMD-IUEP website for determining the final amount of the grant. This may therefore result in a lower EU grant contribution.
- For each EU-funded student and each intake, actual participation costs in excess of the EU grant contribution for Programme/Partner Country students (see Annex III: "unit cost per student") must be covered by the consortium and can on no condition be charged to the scholarship holder, i.e. consortia grant the EU-funded scholarship holders a fee waiver.

B.2 Contribution to the travel and installation costs

Contribution to student travel and installation costs and the monthly subsistence allowance (see **B.3** below) depend on the place of residence of a scholarship holder.

Contribution to the travel and installation costs	1 000 EUR per year per scholarship holder <u>resident in a Programme Country</u> for travel costs 2 000 EUR per year for travel costs + 1 000 EUR for installation costs for scholarship holder <u>resident in a Partner Country</u> whose location is situated at less than 4.000 km from the Programme Country coordinating HEI 3 000 EUR per year for travel costs + 1 000 EUR for installation costs for scholarship holder <u>resident in a Partner Country</u> whose location is situated at 4.000 km or more from the Programme Country coordinating HEI
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NOTE:

It is the responsibility of the consortium to verify the place of residence of the student candidate. The place of residence could be verified on the basis of the provision of the documents listed in the [PRADO website](#)³ and any other document considered appropriate. For example:

- a residence certificate issued in accordance with the candidate's municipality normal registration rules;

² Access to the tool and the "EMT User Manual" are available via the following Agency link:
<https://eacea.ec.europa.eu/mobility/index.cfm>

³ The [PRADO website](#) (Public Register of Authentic Travel and Identity Documents Online) published by the General Secretariat of the Council of the European Union (GSC), provides information on a list of documents that could serve as proof for determining the legal residency of a person. EMJMD-IUEP consortia are invited to take note of the relevant documents for a student candidate - as appropriate - in order to be able to enter the right place of residence in the EACEA Mobility Tool (EMT)

- a certificate from the candidate's place of work, study or training issued by the employer or institution in question.

Both documents must have been issued within 12 months before the submission deadline of applying for an EU-funded student scholarship, i.e. the consortium's official deadline for student application.

The contribution to the travel costs takes into account the country of residence of the scholarship holder. A unit cost per academic year and a distance band of above or below 4.000 km applies to **any** student resident in a Partner Country (including students with a Programme Country citizenship). Students resident in a Programme Country (including students with a Partner Country citizenship) are covered by a fixed unit cost of 1 000 EUR per academic year. Consortia are invited to use the "Distance calculator" available on the following Erasmus+ website: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm in order to calculate the travel distances from the scholarship holder city of residence to the city of the coordinating HEI, and to decide the distance band (unit cost) applicable to scholarship holders.

A contribution to installation costs is offered only to students resident in a Partner Country (one-off payment of 1 000 EUR). It is an incentive to help covering the additional costs related to the issuing of visas, residence permits, etc. as well as the temporary accommodation needs upon arrival in the first hosting HEI and the subsequent mobility trajectories.

The specificities applicable to each EU-funded scholarship holder must be duly encoded in the [EACEA mobility tool](#) (EMT).

B.3 Contribution to subsistence costs

Contribution to subsistence costs	1 000 EUR per month for the entire duration of the EMJMD-IUEP study programme (up to 24 months maximum).
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NOTE:

- Contribution to subsistence costs must not be given to EU-funded scholarship holders for the EMJMD-IUEP periods (study/research/placement/thesis preparation) spent in their country of residence.

C. MANAGEMENT OF THE EU-FUNDED SCHOLARSHIPS

C.1 GENERAL PRINCIPLES

An EMJMD-IUEP course is entitled for the maximum EU budget indicated in the grant agreement which should cover the Heading 1 scholarships for the entire duration of the course implementation, i.e. for the total of the four consecutive student intakes. The indicative number of Heading 1 scholarships (differentiated between Programme and Partner Country students) is stipulated in *Annex III – Estimated budget of the action* of the grant agreement.

Furthermore, in order to avoid double-funding of students, the EMJMD-IUEP consortium must request the students applying for an EU-funded scholarship to declare (both at application stage and in the student agreement) the following:

- *"The student candidate / scholarship holder declares not to have already benefited from a previous EMJMD scholarship or an Erasmus Mundus Master Course/Joint Doctorate scholarship.*
- *The student candidate / scholarship holder commits not to benefit from another EU funded scholarship scheme to follow the same EMJMD-IUEP course for the entire period of the course.*
- *The financial support shall be repaid by the scholarship holder in case of fraud or false declaration."*

C.2 STUDENT APPLICATION AND SELECTION PROCEDURE

The EMJMD-IUEP consortium should establish a joint application platform, with common eligibility, selection and admission criteria for their students, as well as for the scholars/guest lecturers that will be enrolled/engaged in the EMJMD-IUEP. The agreed student selection criteria and admission procedure shall be integrated in the Consortium Agreement. Any changes to the procedure will have to be reported to the Agency in the context of the EMJMD-IUEP periodic reporting obligations.

The EMJMD-IUEP consortium must notify the Agency by eMail about the composition of each student intake before the start of the academic year. In this context, each consortium must upon completion of the student selection exercise for each intake, **but no later than 15.04** of the start year of each EMJMD-IUEP intake, duly encode in the EMT the results of the student selection (students on the main and reserve lists), based on absolute ranking lists in order of merit for both Programme and Partner Country students, as well as the list of non-scholarship holders (, including the Japan funded students). Data of non-selected candidates have to be encoded in the EMT as well, but only with their gender and nationality.

The EMJMD consortium must inform all candidates about the collection and processing of personal data by the Agency, in particular through the [EACEA Mobility Tool](#). Through the Master website, the notification letters and the student agreements, the consortium shall provide the following [privacy statement](#) directly to the scholarship holders (students and scholars), non-scholarship holders and reserve list candidates, before submitting their personal data into the EACEA Mobility Tool. The disclaimer in section A.3. shall be used for this purpose.

In the framework of its regular monitoring tasks of project implementation the Agency will keep track of the data encoded in the EMT (e.g. conformity check of student rankings, geographical balance, etc.), but not validate the results of the student selection. The Agency will notify the project contact person in case there are deviations from the set rules. At this stage, the Agency cannot be made responsible for the validity of the selection results as encoded in the EMT. The Agency will decide in a definitive way on the conformity of the EMJMD-IUEP implementation at final report stage only.

Based on the EMT data, the Agency will issue information letters to the coordinator comprising the names of students entered in the main/reserve lists. This may facilitate the visa procedures for the mobility of the students.

C.3 PAYMENT MODALITIES

C.3.1 General provisions

The EMJMD-IUEP consortium pays the scholarship funds to the EU-funded scholarship holders in accordance with the general principles agreed within the consortium agreement and the Student Agreement. The scholarship payments cannot be used by the consortium as a "conditionality" mechanism e.g. to improve academic performance, ensure presence/participation etc.

C.3.2 EU-funded Scholarship amounts due

- The contribution to the participation costs (details see [B.1](#) above) can be charged directly by the consortium to the individual student scholarship. The amount of participation costs charged to the scholarship holder must be clearly specified in the Student Agreement which is to be signed between the student and the consortium.

In case a student drops out before graduation, the participation costs can be charged to the EU-funded scholarship as follows:

- for 60 ECTS credits courses:
 - ▶ participation costs can be fully charged to the scholarship, i.e. no reduction for drop-out cases during a one-year course;
- for 90/120 ECTS credits courses:
 - ▶ should the student drop-out before the beginning of the third-semester mobility, then the participation costs for year 2 cannot be charged to the scholarship;
 - ▶ should the student drop-out after the start of the third-semester mobility, then the participation costs for year 2 may be charged to the scholarship;
 - ▶ any unspent participation costs (e.g. a student drops-out before the third semester or the difference between maximum contribution awarded and actual contribution charged) can be accumulated and transferred to the next intake(s) and form part of a full EU-funded scholarship that can be awarded to a student of that intake.
- The contribution to travel and installation costs (details see [B.2](#) above) shall be paid in full to the student as follows:
 - Contribution to travel costs:
 - ▶ for 60 ECTS credits courses: the full amount upon arrival at the first host HEI;
 - ▶ for 90/120 ECTS credits courses: the full amount for year 1 upon arrival at the first host HEI, and the full amount for year 2 at the beginning of the third semester.
 - ▶ any unspent travel costs (e.g. a student drops-out after the start of the third semester or the difference between maximum contribution awarded and actual contribution paid) can be accumulated and transferred to the next intake(s) and form part of a full EU-funded scholarship that can be awarded to a student of that intake.
 - Contribution to installation costs:
 - ▶ shall be paid in full upon arrival at the first host HEI of the student resident in a Partner Country.
- The contribution to subsistence costs (i.e. monthly allowance for living costs - see [B.3](#) above) should be paid in full to the students on a monthly basis and up to the maximum of:
 - ▶ 12 months for 60 ECTS credits courses;
 - ▶ 18 months for 90 ECTS credits courses;
 - ▶ 24 months for 120 ECTS credits courses.

The EMJMD-IUEP consortium shall be held responsible for any overpayments made to the students and the respective amount shall be recovered by the Agency. The payment arrangements of the subsistence allowance must be detailed in the Student Agreement.

C.4 MANAGEMENT OF THE EU SCHOLARSHIP FUNDS IN CASE OF STUDENT WITHDRAWAL OR DROP-OUT / EXCLUSION FROM THE EMJMD-IUEP

When student candidates **withdraw**⁴ their participation in the Master course before the start of the intake to which they have been admitted, including **cancellation**⁵ and **no-show**⁶ cases, or EU-funded scholarship

⁴ Student candidate withdrawal:
Following the student selection process and the encoding of the results in the EMT, the consortium should confirm the EU-funded scholarship offer to the students encoded on the "main list". At this stage, if a student does not accept/reject the EU-funded scholarship, this is considered a student candidate "withdrawal" case.

⁵ Student candidate scholarship cancellation:
In case an EU-funded scholarship is offered and accepted by a student candidate and for whatever reasons the student renounces/cancels her/his participation in the Master (informs the consortium that s/he cannot start the study programme), this is considered a student candidate scholarship "cancellation" case.

⁶ No-show of a student candidate:
When an EU-funded scholarship is offered and accepted by a student candidate (who has signed the Student Agreement) and - for

holders **drop-out** from the Masters, then the consortium has the possibility to reallocate the EU-funded scholarship to another student. Such replacements must be – via the EMT – notified to and approved by the Agency.

- The new EU-funded scholarship recipient(s) must have been included in the consortium's relevant **reserve list** of potential EU-funded scholarship holders of the same intake.
- The **geographical balance criterion** must be respected.
- The new scholarship recipient must be able to start the Master course **within the first month** of the academic year, thus be entitled to the award of the **full**⁷ EU-funded scholarship for the entire study period.

A scholarship reallocation of a **drop-out**⁸ student (i.e. a student who has started the course and has benefited from any amount of the scholarship) to a student on the reserve list and/or non-scholarship holders of the same intake **is not allowed**.

In case of **no-show** that cannot be replaced or **drop-out** students, the corresponding unspent amounts of the scholarships must be accumulated, transferred and consumed in the next intake(s), thus forming **full EU-funded scholarships** of Programme or Partner Country students.

During the **fourth intake**, if a student **drops-out** after the start of the Masters course and/or the remaining budget accumulated by the consortia during previous intakes is not sufficient to award a **full** EU-funded scholarship at the beginning of the last intake, then the unspent amount will need to be reimbursed to the Agency.

At the time of a student **drop-out** (i.e. student decides to discontinue the study programme or resulting from a consortium decision to expel the student), the consortium must encode in the EMT the scholarship amount that was spent up to that moment (i.e. the amounts of the contributions to the student's participation costs, travel/installation costs and subsistence costs) following the correct application of the payment rules laid down in section **C.3.2**.

Further details on **withdrawal/no-show** of a student candidate, of a student candidate scholarship **cancellation** and of student **drop-out** cases will have to be provided in every reporting milestone.

C.5 MANAGEMENT OF THE EU SCHOLARSHIP FUNDS IN CASE OF COURSE INTERRUPTION

A scholarship can be put on hold if the student has to temporarily leave the EMJMD-IUEP course following duly justified and well documented reasons. Such cases relate to medical reasons and/or serious family reasons (e.g. need to temporarily take care of a close family member or hospitalisation/death of a family member). In such a case the scholarship payment must be interrupted until the candidate is again physically present at the host HEI and can actively continue pursuing the course activities.

If an EU-funded scholarship holder is not able to finish the course activities within the respective student intake due to the above-mentioned reasons, then the consortium has to find acceptable ways to allow the student to finish the Master within one of the following intakes. If the case concerns the last intake covered by the EU grant agreement, it may be possible to request for an extension of the eligibility period of the grant agreement in order to allow the student(s) from the last intake to finish studies at a later stage while being eligible to receive scholarship payments. The extension cannot exceed 12 months and cannot give rise to additional funding for the consortium or the EU-funded scholarship holder(s). Such requests need to be formally approved by the Agency in line with the applicable procedures as outlined in section A.1.3 of the Practical information document on *How to make amendments to the grant agreement*.

whatever reasons the student without having informed the consortium in advance - does not start the study programme, this is considered a "no-show" case of a student candidate.

⁷ A full EU-funded scholarship includes the whole amount of participation, travel & installation, and subsistence costs, which in total corresponds to a maximum of 49 000 EUR. The total amount of a full scholarship is meant to be financed by the EU grant only.

⁸ Student drop-out:

In case an EU-funded scholarship holder decides to discontinue the study programme, or is expelled by the consortium during the master course, this is considered a student "drop-out" case.