



Frequently Asked Questions - EMJMD 2020

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STUDENT SELECTION

1. We receive many student applications and more than 100 of them could go on the reserve list. However, the encoding is too much work for so many people. How long does the reserve list have to be?

It is the consortium's decision where to draw the line, based on questions such as 'Which of these students can reasonably still be expected to get a scholarship in case some selected students decline their offer?' and 'Which/how many students may enrol as non-scholarship holder?'

2. The consortium receives too many applications, which makes the assessment process too heavy. How can we reduce the number of applications?

The consortium can choose to make the eligibility/selection criteria even more selective, e.g. by adding requirements on the grades received, diploma requirements, even working experience, etc. This is part of the internal management of the consortium.

3. How long should we wait for a selected student who has been invited to join the start of the course and does not answer to confirm his scholarship?

This is up to the consortium. As a good practice, we recommend indicating a clear confirmation deadline in the notification letter.

4. Can extra points be given to students from certain regions to ensure geographical balance?

No. The ranking list should be composed solely on excellence criteria. Selection criteria need to be transparent and publicly accessible on the project website.

5. Would it be possible to have three reserve lists, taking also the specific preferences of the students' mobility track into account?

In principle, there is one (or two) absolute reserve list(s), divided in a partner and programme countries. If consortia do not follow the order of the ranking list, a justification should be provided to the EACEA's project officer why the ranking order was not followed.

6. Which documents are we supposed to keep or ask to students to check their actual place of residence?

It is the responsibility of the consortium to verify the place of residence of the student candidate. As a suggestion, one of the ways proving the place of residence is to verify on the basis of the provision of the documents listed in the PRADO website (see beneficiary space) and any other document considered appropriate. For example:

- a residence certificate issued in accordance with the candidate's municipality normal registration rules;
- a certificate from the candidate's place of work, study or training issued by the employer or institution in question.

In absence of such documents, alternatives such as renting contracts, phone and electricity bills can be asked for.

7. How much time should there be between the publication of the call for student application, and the student application deadline?

The Programme Guide 2020 stipulates that all information should be on the project website well in advance and with enough time to prepare and submit an application “i.e. at least 4 months before the scholarship deadline”. However, this should be read as a good practice, not as a formal requirement.

8. If students have two nationalities, how shall they proceed?

All students are requested to indicate their nationality in their application. In case they have a double nationality, students should choose only one.

9. Do we need to adhere to the rule of having at least 75% Partner Country student scholarships during each intake?

No, this rule applies only to the entire duration of the project (4 intakes).

10. How many students from the same nationality can start each intake?

The maximum number of scholarship holders with the same nationality is limited to 3 per intake (Programme and Partner Country students, excluding the additional scholarships targeting particular regions of the world).

11. Do we need to take up in the main list first the partner country students and then the students for additional scholarships targeting particular regions of the world, or vice-versa?

This is up to the consortium to decide, EACEA does not have any specific requirement on this. To ensure a maximum quality of all selected candidates, it may however be advisable to select the highest ranked students first for the additional scholarships targeting particular regions of the world.

12. What is the reference date to establish 12 months residence within last 5 years?

Your deadline for scholarship applications is considered as the date of reference.

13. Is it possible to ask for a delay of deadline April 15 because we started the project only a month ago

No, this date is each year the same and cannot be postponed. Minor deviations can be authorised if duly justified.

14. Can we base the assessment of the <12 months rule (for partner country students) on the students' self-declaration (in addition to documentation checks) asked during their application process?

Yes. Consortia can rely on the declarations and provided documentation by the applicants.

15. Will the UK remain a programme country post Brexit?

Please visit DG EAC's Erasmus + website to find out more:

http://ec.europa.eu/programmes/erasmus-plus/about/brexit_en

16. Could you clarify whether paying English language tests can be asked for or not?

As the Erasmus+ Programme aims to be inclusive and as the EMJMDs are (co-)financed with public money, we strongly advise all consortia not to require expensive language tests as eligibility criteria to the selection process. In so far as possible, consortia should look for alternative tests for demonstrating the necessary language knowledge.

17. Can we charge admission fees to applicant students?

We strongly discourage this practice, as it goes against the Erasmus Mundus principles, aiming to reach and 'award scholarships to excellent students worldwide for their participation to the course'. We encourage consortia to find alternative ways of funding the application process.

18. Are their guidelines on gender balance?

No, this is up to the consortium to decide. Excellence is the main selection criterion. In case of equal quality, consortia are invited to select the candidate that fits best to ensure a balanced gender distribution.

STUDENT SCHOLARSHIP MANAGEMENT

19. Can students study in their own country of residence?

Yes, they can. However, they cannot receive any monthly allowances while studying in their country of residence.

Furthermore, the EMJMD study period must take place in at least two of the Programme Countries represented in the consortium (i.e. at least two mobility periods for all students, different from the country of residence of the student).

20. Can students go back home in the summer months if there are no courses in between semester 2 and 3?

Yes they can. In addition, they continue to receive their subsistence costs as long as they are enrolled in one of the partner institutions of the consortium.

21. Can a self-funded student in an EMJMD be an ICM student?

Yes (s)he can. Only students who are benefitting from an EMJMD grant are not eligible to receive other EU funded scholarships.

22. How is the date of graduation defined in order to pay the monthly allowances correctly?

Do we consider the finalising of their thesis, the date students receive their grades, or the date of the graduation ceremony?

In any case, 24 months of scholarship is the maximum duration. According to the 'User Manual of the EACEA mobility tool (EMT) the graduation date is defined as the date when the student has been officially notified about the results of his/her study. The date encoded by the consortium in the EMT as 'graduation date' is considered as the final date, beyond which the students can no longer receive any monthly allowances.

23. The existing insurance for students does not cover their mobility to their home country (e.g. during the summer months). How do we deal with such issues?

The cover must include all worldwide travel required for the participation in the EMJMD. It is expected the enrolled scholarship holder to be covered also during the holidays period. Therefore, it is up to the consortium to ensure this (if necessary on a case-by-case basis) for all students while they are on the programme.

24. How do I encode in the EMT internship mobility periods that are not taking place at an Associate Partner? (e.g. some organisations like the World Bank offer good traineeship possibilities but cannot become Associate Partner)

In principle all mobility tracks should take place at (Associated) Partners. For shorter summer schools, congresses or exceptional internships such as the rare case above, it is possible to register the mobility under the HEI at which the student is enrolled at that time, and explain in the narrative sections of the Final Report what was done. In principle, however, all mobility places should be registered in EMT as Associated Partners (requiring only a PIC and approval of consortium).

25. How to report students that are in a two-week mobility for summer school?

It is possible to register the mobility under the HEI at which the student is enrolled at that time, and explain in the narrative sections of the Final Report what was done.

26. Which exact countries belong to which targeted regions?

Please refer to the detailed overview as published on the funding pages at the time of launching the call:

https://eacea.ec.europa.eu/sites/eacea-site/files/2020_emjmd_instructions_en.pdf (p. 10 -12).

27. Should dropped-out students reimburse their scholarship?

No. The eligible scholarship part that was paid out can be covered by the EU grant contribution, and students are not requested to reimburse the consortia

28. If students arrive 15 days late, should they be paid half of the monthly allowances?

No. In so far as students arrived (spent time) in a given month, the monthly allowance can be paid in full.

29. If students arrive 2 months early, can they claim monthly allowances?

No. Students cannot claim monthly allowances prior to their enrollment.

30. Can students get additional funding through the Horizon2020 funds to attend a conference outside the scope of their mandatory programme activities?

The principle of non-cumulative award (Art. 191 of the Financial Regulation) established that more than one grant funded from the Union budget cannot be awarded to the same beneficiary for the same action. Therefore, in so far the conference is linked to the study area and programme activities, no additional EU funds can be combined with the EMJMD scholarship.

31. If students come to a two-week summer school in their own country of residence, should we deduct the subsistence costs for the period they are in their own country of residence?

No. As students are expected to attend this summer school while being enrolled in a HEI outside their country of residence in the other two weeks, we can consider the place of their enrolment for the payment of their subsistence costs.

32. Do all the payments to the students need to be centralised and paid by the coordinating institution?

Usually, the coordinator is centralising the payments, but this is up to the internal arrangements of the consortium.

SCHOLAR MOBILITY AND USE OF MANAGEMENT LUMP SUM

33. How can we use the lump sum? For example, can we spend more than € 20.000 during the preparatory year? What kind of supporting documents do I need to keep as consortium?

The management contribution is a lump sum, which implies that the beneficiary does NOT need to identify actual eligible costs, or to provide supporting documents / accounting statements (see Annex II.20.3 of the contract). The consortium is free to spend the lump sum how and when is best for the proper management of the project.

34. What are the minimum requirements linked to scholar mobility? How can we calculate the duration of a scholar mobility in view of reaching the minimum required '8 scholar weeks'? How much can we pay a scholar?

Each EMJMD course is expected to engage minimum 4 different scholars/guest lecturers per student intake for a minimum of 8 weeks in total per intake. Scholar/guest lecturers' mobility is considered eligible in the following cases:

- mobility between the partners of the consortium (including to/from associated partners);
- mobility from outside the consortium, in case such mobility is clearly linked to the Master course.

To calculate the required minimum weeks, we consider that 8 weeks are (8*7=) 56 days, so consortia should come at least to 56 days when adding up the different scholar mobility periods.

There is no minimum duration for a stay, so one-day visits can be reported in the EMT as well. In addition, travel days can also be included in the counting.

There is no maximum number of EMJMD scholars to be engaged per student intake.

The remuneration of scholars/guest lecturers can be fixed by the consortium. The management lump sum contribution can, but does not *need* to be used to cover the expenses of a visiting scholar. If (s)he agrees, a visiting scholar or guest lecturer can also come for free, as an in kind contribution to the project.

Details of the scholars' engagement in the EMJMD in terms of mobility duration, nationality, origin and hosting HEI, activities carried out, etc. must be duly encoded in the EMT.

35. Is it sufficient to have 8 scholar weeks implemented by 2 different scholars?

No. There are two minimum requirements related to scholar mobility: to have for each intake 8 weeks in total and at least 4 different scholars

36. Can online guest scholars be included in the scholar calculations?

Yes, in so far as physical scholar mobility is not possible and the situation is related to the COVID-19 pandemic (please see the EACEA website on the impact of covid-19 on Erasmus+ projects, https://eacea.ec.europa.eu/about-eacea/coronavirus-impact_en).

37. Can we use the same scholar for different intakes?

Yes, this is allowed.

38. Do scholars need to come from Partner Countries only?

No, scholars can come from both Programme and Partner Countries.

RECOGNITION AND AWARDING OF DEGREES

39. Is the consortium responsible for the recognition of the joint degree awarded by the EMJMD consortium abroad?

No. The consortium is only responsible for delivering a joint/double/multiple diploma for the master programme, accredited in each of the programme countries concerned (the accreditation is also checked at application stage). International recognition is no competence of the consortium.

40. We have an EMJMD with non-EU partners as full members of the Consortium.

Should these institutions be included in the joint/multiple/double degree?

They can but this is not mandatory. It is up to the consortium to see how and whether the international partners take part in the joint/multiple/double degree and/or put in place a credit-based recognition process (ECTS, etc.).

ASSOCIATED PARTNERS

41. Is there a possibility to split our consortium agreement in two parts, one signed by the core/full partners and then a part with annexes signed by the associated partners?

A consortium agreement must be signed by all project full partners and needs to be submitted as annex to the Technical Report. Although strongly recommended, associated partners do not need to sign the actual consortium agreement.

As their involvement often takes the form of hosting student internships and thus host students, they should adhere to the general principles outlined in the Consortium Agreement. The way you formalise this in practice (e.g. in the form of a separate document) is up to the consortium.

NON SCHOLARSHIP HOLDERS

42. Do non-scholarship holders need to be insured in the same way the EMJMD scholarship holders are insured?

Providing insurance for the non-scholarship holders is a 'recommended good practice' at most, no provision to make it compulsory.

43. Can we charge a higher or lower participation cost to non-scholarship holders?

Yes. The consortia are free to charge as participation costs to non-scholarship holders any amount they indicate on their project website. For non-scholarship holders, this amount can be higher or lower than the maximum participation cost stipulated in the contract.

44. For reasons of data protection, we cannot share the personal data of non-scholarship holders and report them to the Agency. How can we proceed?

The Agency merely uses the data on non-scholarship holders for statistical purposes. Therefore, consortia are not required to list specific names, but can alternatively indicate letters 'A, B, C' or find other work-around solutions that still allow us to draw statistics.

Reporting

45. Should the selection results be sent to EACEA by e-mail?

No, this is not needed. As long as the results are uploaded in the EMT by 15/04 it is fine. You may of course still send in parallel an e-mail to your project officer, informing him/her that you uploaded the results.

46. If we did not spend the € 50.000 management lump sum during the first intake, will we receive less for the second?

No. The precise expenditure level of the lump sum does not need to be reported to EACEA and is awarded in full in accordance with the provisions mentioned in Annex II, Art.20.3 of your grant agreement.

47. When will the templates for e-reporting be available online?

You will find all templates for e-reporting in due time in the Funding and Tenders Portal. Note that you can submit your report 60 days after the indicated dates mentioned under Art. I.4 of your Grant Agreement (or respective amendments). Please refer to the information available in the 'reporting' tab of the beneficiary space (https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/key-action-1-erasmus-mundus-joint-master-degrees-2020_en)

48. Can we fill and update the report at any time (before submitting)?

Yes, you can work in the document and save draft versions before submission, as soon as it is available. Please refer to the e-report user guide published on the beneficiary space,

https://eacea.ec.europa.eu/sites/eacea-site/files/750MB/ereport_submission_userguide_1.5_0.pdf

49. Are we required to update the scholarship payments on a monthly basis, so you can continuously monitor how much we have paid so far?

No. At minimum, they should be updated when you submit each of your project reports, but you are not required to do this monthly. However, it is a good practice to regularly update the EMT.

50. Are the EMT start/end dates of the student mobility the effective one? Is it a good practice to keep arrival/departure docs to prove them?

Yes, it is a good practice to document the arrival dates of your students. We understand that they can be different according to e.g. the flight schedules of your different students and the different start dates of at each institution, but what has been reported in the EMT in terms of paid scholarships should correspond to the reality.