



# Erasmus+

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

*National Erasmus+ Office in Kyrgyzstan*

*December 21, 2023*

# 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: **15 February 2024 – 17:00** (Brussels time)

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

- 
- Submit the application electronically via the **F&TP Electronic Submission System**
  - Use the **forms** provided in the Submission System
  - Submit complete application containing **all parts and mandatory annexes**
  - Respect the **page limit** for Part B of the application form (check in the Programme Guide)
  - Respect the **deadline**

# 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

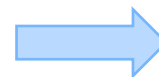
## Eligibility Criteria (2)

- ❖ 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 **15 February 2024 at 17:00 Brussels time**

## 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 data

Call: **ERASMUS-EDU-2024-PEX-EMJM-MOB**

Topic: **ERASMUS-EDU-2024-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  and move between parts of the form  



# Application package

Complete **Part A & C** 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 – Administrative forms

Specificities about EMJM/EMDM (n° 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	<input type="text"/>	<input type="button" value="Upload"/>
Calculator	<input type="text"/>	<input type="button" value="Upload"/>
List of previous projects	<input type="text"/>	<input type="button" value="Upload"/>
Proof of accreditation	<input type="text"/>	<input type="button" value="Upload"/>
Draft Partnership Agreement	<input type="text"/>	<input type="button" value="Upload"/>
Draft model of Diploma Supplement	<input type="text"/>	<input type="button" value="Upload"/>
Draft Student Agreement	<input type="text"/>	<input type="button" value="Upload"/>
Blank copies of the proposed master degree diplomas	<input type="text"/>	<input type="button" value="Upload"/>
Other annexes	<input type="text"/>	<input type="button" value="Upload"/>

### Mandatory documents

- Part B
- Calculator (budget table)
- List of previous projects
- 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

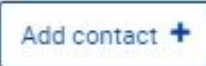


- Throughout the eForm the fields marked with the red line are mandatory

Two text input fields are shown. The first field is labeled 'PIC' and has a red vertical bar on its left side, indicating it is mandatory. The second field is labeled 'Short name' and also has a red vertical bar on its left side, indicating it is mandatory. The 'PIC' field has a character count of 9, and the 'Short name' field has a character count of 250.

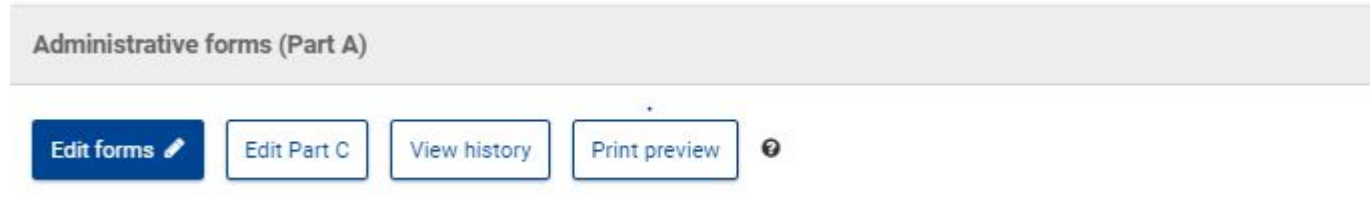
- In the step 'Create proposal' you need to identify the applicant organisation (PIC) and indicate the acronym and summary of the proposal.
- Remember to  &  regularly!!

# 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.



- Here you can edit the following data.




Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

- Use the navigation bar to move between the 3 Sections. To exit this section click on '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. You can select up to five second scientific areas that are related to the main one
- You can indicate the relevance of the proposal to the Priorities of the European Commission. Use the button  to introduce one Priority, Domain and Policy Area then press the two buttons consecutively  . A new set of empty fields will appear so that more Priorities/Domains/Policy Areas can be added
- 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.

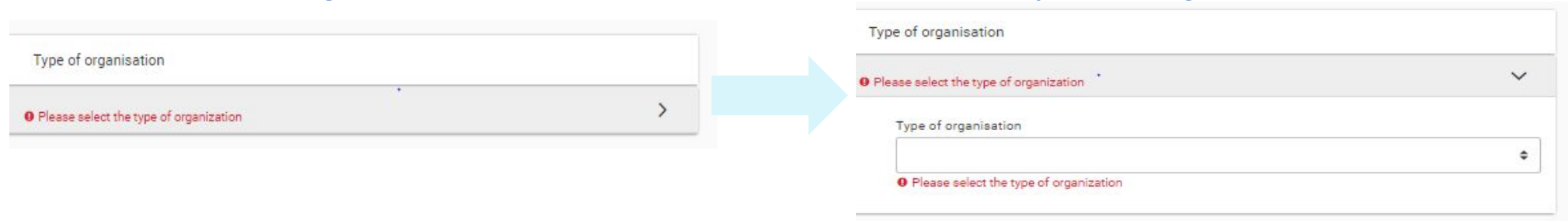
< Participants & contacts

Budget

Validation result >

# Part C – Administrative forms

- On the top of the page **expand the table** in order to select the type of organisation.



The image shows a transition from a collapsed table row to an expanded one. On the left, a table row with the header 'Type of organisation' is collapsed, showing a red error message 'Please select the type of organization' and a right-pointing chevron. A light blue arrow points to the right, where the same row is expanded. The expanded row shows a dropdown menu with the same error message and a downward-pointing chevron. Below the dropdown is an empty input field with a double-headed arrow, and the error message 'Please select the type of organization' is repeated below it.

- *'Accreditation/External evaluation data of EMJM national components'* - expand the table in order to fill in the features of the proposal

Note that the eForm proposes two sets of fields enabling you to input information about two different degrees. Only one set of fields of degree data is mandatory. The second option was made available for applicants that have more than one accredited degree in place (e.g. both at national level and at the level of the joint programme).

- Enter your preferred starting date for the project, taking into account the starting date of your **activities/expenses** and the enrolment of the first generation of students (that should not start studying later than the academic year following the year of project selection).
- *'Types of HEIs'* - expand the table in order to see and select all relevant categories.

 Save data

and exit Part C by closing the window.



# 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 (5 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  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'.

**NB** Do not forget to update the List of Previous projects as a separate annex in the Portal!

# 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 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 your 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 – 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 2024 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



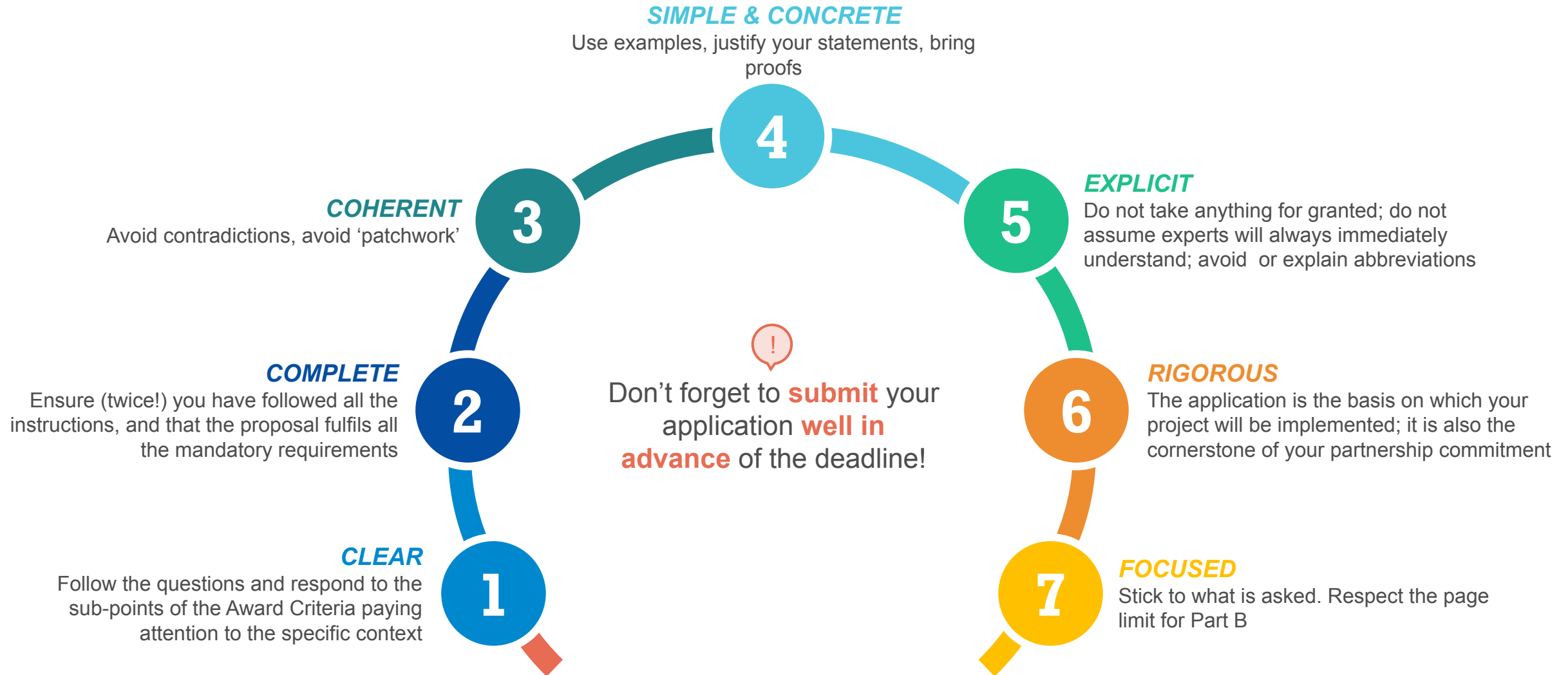
**After submission**, you can still edit and update the proposal at any time before the deadline. However, if you change the content you will need to re-submit for the changes to be reflected



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

# General advice

*When writing your proposal make sure it is:*



# Other information sources

- [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](#)
- [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](#)

# Our Contacts

**Thank you!**



**+996 312 398162**



**Email: [neo@erasmusplus.kg](mailto:neo@erasmusplus.kg)**



**[erasmusplus.kg](https://www.instagram.com/erasmusplus.kg)**



**Национальный Эразмус+ Офис КР**



**[erasmusplus.kg](https://twitter.com/erasmusplus.kg)**