Coordinating an Erasmus Mundus Master programme

EMSHIP – University of Liege

Santander Group - Brussels 11th January 2011
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Preliminary remarks

- Erasmus Mundus : competition limited by a budget. Even very good applications may not be funded

- Success rate for Master Applications (2010 round) : 16%...

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Obvious advices - Theory

- Read the Programme Guide…

- Take a close look at the 5 Award Criteria
    1. Academic quality
    2. Course integration
    3. Course management, visibility and sustainability measures
    4. Students facilities
    5. Quality assurance and evaluation

→ Give a concrete, evidence proved, clear and concise answer to each of the 25 items. Don't presume that information given in A3 will do as well for A2

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Obvious advices : practice

- Visit the EACEA Web Site with their ppt presentation
  http://eacea.ec.europa.eu/erasmus_mundus/index_en.php
- Take part to EACEA Info Days
- In case of doubt, contact the Agency
- Take part to such good practice networks

→ Concrete information for your future application

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General overview
Consortium composition

EMSHIP : 2009 Master in Naval construction

Coordinating University : University of Liege, Belgium

Partners :
- Ecole centrale de Nantes, France
- University Galati Dunarea de Jos, Romania
- West Pomeranian University of Technology, Sczesczin, Poland
- University of Rostock, Germany
- University of Genova, Italy

Associates:
- University of Michigan (NAME, USA)
- University of Osaka (NAOE, Japan)
- Federal University of Amazon (UFAM, Brazil)
- Vietnam Maritime University (VIMARU, Vietnam)
- University of New South Wales (UNSW, Australia)
- University of Sciences and Technology of Oran Mohamed Boudiaf (USTO-MB, Algeria)
- WEGEMT - European Association of Universities in Marine Technology and Related Sciences (UK)

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Mobility Scheme

Course programme : 18 months – 90 ECTS

- 1st semester : ULg, Liege, Belgium

- 2nd semester : Ecole Centrale de Nantes, France

- 3rd semester : (specialization) :

  - University Galati Dunarea de Jos, Romania

  - West Pomeranian University of Technology, Sczesczin, Poland

  - University of Rostock, Germany

  - University of Genova, Italy

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Uni. Rostock

Uni. Szczecin

WEGEMT

Uni. Liege

EC Nantes

EMship
Advanced Design

Uni. Galati

Uni. Genova

Uni. Michigan

Uni. Oran

Uni. Osaka

Maritime Uni. Vietnam

Uni. Amazon

Uni. N.S. Wale

Preparing and Managing
an Erasmus Mundus Master programme

1. Writing the proposal

2. Managing the consortium

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Erasmus Mundus key concepts

- Read the Programme Guide
- Pay attention to the *advices* of the EACEA, i.a.:

  1. Excellence
  2. Sustainability
  3. Employability

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1. Excellence
Academic & Research Quality

- Biggest criteria weight (30%)

- Strong academic/research quality and innovation potential

- Concerns mainly the partners

- Proposition must be :

  - built on excellence : prove it!
    Use annexes : Add cv's of Professors, achievements of the labs, of the University, FP6-7 programmes, Excellence Labels (DS-ECTS), other Erasmus Mundus programmes, list of joint degrees, etc.

  - Innovative and unique :
    - prove the added value compared to existing masters
    - Objectives of the programme based on the need analysis in the field

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2. Sustainability

- Key aspect!

  "Special attention will be paid to this aspect in the assessment and selection of new EMMC proposals" Programme Guide

- Describe how the programme and cooperation between partners will continue without European funding

- Ideally : co-funding sources

- Mention if the programme was already in place before application (if applicable)

- Major role of the associates

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2. Sustainability and Associates

- **Major role :**
  - Support the implementation, organisation and promotion of the course

  - Provide additional revenues such as additional scholarships

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3. Employability

- Key aspect (cf. new flagship *Youth on the move* in the Europe 2020 strategy)

- Need analysis of the field : society needs such type of graduates

- Major role of associates (again):
  - Provide placements or research activities possibilities
  - Contact with the socio-economic sector, the labour market
  - Possible future employers or if not, at least strengthen the student's cv

Consortium composition

Consortium :

- Coordinating University
- Partners
- Associates

Full members

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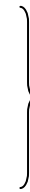
Consortium composition – The coordinator

- Leading role → biggest task

- Runs the consortium, responsible for the overall management of the project

- Even if partners must really be committed to it and must take a responsibility even at the writing phase

- Be prepared to ask for the information, to insist, to send reminders…

- Collects and put together several pieces of information to write a coherent application

Consortium composition
The Partners

- Justify why you chose these partners

- Consortium preferably based on an existing network or collaborations (cf. sustainability issue)

- Partners must be picked up for quality reason

- Importance of the complementarity of the partners
  - → not bad to have a "famous" university in the consortium (excellence), but there must be a murge of the individual strength to create a real integrated programme where every partner has its own space to develop its fields of excellence

Consortium composition
The Partners

- Geographical issues (eastern countries, southern…ok, but with real purpose)

- Non EU Partner : ok, but if relevant, with real add-value, not for cosmetic reason

- Course management : each partner must play an active role in the consortium (and even at the writing phase)

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Consortium composition
The Associates

- Socio-economic partners

- Link with the labour market

- Major second role in several key aspects:
  - Sustainability (if possible co-funding source)
  - Employability (internships)
  - Complementary skills courses
  - Quality assurance : external point of view

- → Chose them correctly

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Budget

- Tuition fees: Maximum allowed by the Commission or not? Maybe not. And in any case justify it : transparency on how participation costs have been calculated

- Clear and transparent budget

Course composition

- Joint programme truly integrated : each part of the curriculum must be fuly recognised by the partners

- No overlaps in the course contents : each partner must be there for a good academic reason (no added pieces)

- Mobility scheme must be thought based on learning objectives : each partner must propose a specialisation

- Mobility is also based on student's needs and constrains

  - Good thing that student gathers the first mobility all together → create a good networking environment, facilitates their adaptation to the group and to local life

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Writing the proposal – technical aspects

- At ULg, the International Office provides support for administrative information
(i.e. datas concerning internationalisation, type of the degree delivered, law proving recognition, admission criteria, students facilities, examples of students agreements…), re-lecture of the proposal, etc.

- Start to write your proposal quite in advance : strict deadlines, on-line application…

- Make your application user-friendly : for mobility scheme or organizational structure, etc. : use tables, arrows, colors, scheme, graphics. Make it clear

- Evaluators may not be specialists in the very specific field : make the application understandable by a majority

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Writing the proposal – technical aspects

- Student and consortium agreements in annexes (at least drafts)

- Be concrete, give examples

- Use annexes **but** all required information must be in the core text. Annexes are a plus

- Make sure you have collected all required signatures, filled all parts, have followed all submission instructions

- Good proposal : coherent, simple, complete, evidence based, clear, full but concise (good luck…)

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1. Writing the proposal
2. Managing the consortium

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Managing the consortium

1. Staff
2. Scientific matters
3. Administrative matters
4. Financial matters
5. Website
6. Meetings
7. Problems and unexpected consequences

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1. Staff

- Once you've been selected: recruit
(or re-schedule task in your team)
- Emship staff
  - Project coordinator (Prof.)
  - Scientific coordinator (part-time)
  - Administrative coordinator (part-time)
  - Webmaster

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2. Scientific matters

- Implementation of the course: check compatibility, avoid repetition, adaptations will be necessary

- Selection of students and scholars: evaluation grid (criteria may vary from one institution to another), international comparison…

- Specialization: selection of the destinations, check feasibility (choice of the students/internship/thesis)

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3. Administrative matters

- Students
  - Heavier procedures for Non-EU students
  - Admission file
  - Visa procedure: contact embassies, send required documents
  - Welcome of the students: accommodation, language courses, bank account,…
  - These procedures must be done for every mobility (i.e. 2 or 3 times).

- Scholars: visa and accommodation

- Technical and financial reports: list events and activities as one goes along

4. Financial matters

- Management of the budget

- Scholarships: payment of the various amounts (travel, monthly allowance,…)

- Redistribution to partners

- Rem: national legislation may have an impact on the financial management (taxes in Belgium)

5. Website

- Website (public) and intranet (internal management)
- Emship: implementation of exchange platform (LMS):
    - Various types of access: students, professors, alumni,…
    - Courses content
    - Planning of the course
    - Practical info
    - Questionnaires (for Quality Issues)

6. Meetings

- When? 2-3 times a year
- Who?
  - partners
  - associates (for external evaluation, meeting the students, internship suppliers…)
  - students
- Why?
  - Discuss scientific matters and adapt courses.
  - Evaluation
  - Discuss administrative and financial matters

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7. Problems and unexpected consequences

- **First edition of the course is a test: adaptations will be necessary!**
- **Problems and unexpected consequences:**
  - Problems in visa procedures with some nationalities
  - Problems with the national financial legislation
  - Coordinating an EMMC implies to contact very frequently the partners

Thank you

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