

Guidelines for Partner Universities 2010



Erasmus Mundus Action 2 EMEA

Coordinated by Lund University



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Background, Objectives and Organization

Background

Erasmus Mundus Action 2 (EM Action 2) is a cooperation and mobility programme in the field of higher education. The programme is managed by the Education, Audiovisual and Culture Executive Agency (EACEA). The programme's aim is to promote European higher education, to help improve and enhance the career prospects of students and to promote intercultural understanding through cooperation with third countries, in accordance with EU external policy objectives in order to contribute to the sustainable development of third countries in the field of higher education.

Objective of Erasmus Mundus Europe Asia, EMEA (lot 11 Asia regional)

The objective is to achieve better understanding and mutual enrichment between the European Union and Asia in the field of higher education by promoting the exchange of people, knowledge and skills at a higher education level. The aim is to create a partnership in research and education that will strengthen the ties between Europe and Asia.

The predicted main outcomes are:

Deliverables:

- The aimed mobility of the programme (at least 106 scholarship holders from Asia going to Europe). The participants shall consist of a selection of highly achieving students and staff, with a particular focus on the fields of study defined as prioritized for this project.
- To enable students to benefit linguistically, culturally and educationally from the experience of pursuing academic studies in another country, and to promote EU values
- Co-operative activities between the participating universities, such as mobility programmes, joint research activities, joint courses, programmes and other activities shall increase.

Outcomes

- The knowledge about and the recognition of the European higher education systems shall increase among the Asian participants and the knowledge about and the recognition of the Asian higher education systems shall increase among the European participants.
- The visibility of the European partner universities

shall increase in the Asian countries concerned by the project and vice versa.

- The participants in the mobility programme shall increase their intercultural understanding and enhance their personal career prospects.
- There shall be a development of a common practice regarding international mobility within the partnership, in accordance with principles of equal opportunities and non-discrimination.
- To provide good students from vulnerable groups with higher education

Organization

EMEA, coordinated by Lund University consists of 20 partner universities, whereof 8 universities are from Europe and 12 universities are from Asia. The partner universities are:

European partners

Lund University, Sweden (Coordinating University)
University College Dublin, Ireland
University College London, Great Britain
University of Amsterdam, the Netherlands
University of Milan, Italy
University Pierre and Marie Curie, France
University of Vienna, Austria
University of Warsaw, Poland

Asian partners

Fudan University, China
Peking University, China
Tsinghua University, China
Xiamen University, China
Zhejiang University, China
University of Delhi, India
Jadavpur University, India
Tata Institute of Social Sciences, India
Indian Institute of Technology Kanpur, India
Jahangirnagar University, Bangladesh
Tribuvan University, Nepal
University of Karachi, Pakistan

Steering committee

The steering committee consists of seven members who were elected during the consortium meeting.

Members of the steering committee

Lund University - Elisabeth Axell
University College Dublin - Erik Lithander
University of Austria - Arthur Mettinger
University Pierre and Marie Curie - Rakhee Patel
Peking University- Ruiqing Zheng

Tribhuvan University - Krishna Belbase
University of Delhi - Kondepudy Sreenivas

Substitutes

University of Milan - Luca Barbieri Viale
Zhejiang University - Zhengming Hu
Jadavpur University - Mridul Bose

The steering committee is responsible for working on and proposing a nomination list among other things.

Working groups

In order to facilitate cooperation between partner universities and to further develop the work within the consortium there are four working groups with representatives from different partner universities. The groups are engaged in the following issues: Quality assurance, Development of joint projects, Events/conferences, and Visibility strategy.

The goal of the groups is to outline the work in the respective area, as well as to develop “best practices”. The results will be published and discussed within the consortium. The following persons are responsible for coordinating the different groups:

- Quality assurance -
- Development of joint projects - Marco Federighi, University College London
- Events/conferences -
- Visibility strategy - Jasper Faber, University of Amsterdam



Application Procedure and Nomination

General eligibility criteria for applicants

To be considered eligible for an EM Action 2 scho-

larship in the framework of this project, the applicant must meet the following criteria:

Students

- Be a national of one of the Asian countries covered by the lot;
- Must not have resided nor have carried out her/his main activity (studies, work, etc) for more than a total of 12 months over the last five years in one of the European countries;
- Must have sufficient knowledge of the language of the course/programme or one of the languages currently spoken in the hosting countries;
- Belonging to the specified target- and mobility groups below

Staff (academic or administrative)

- Be a national of one of the Asian countries covered by the lot;
- Must work in or be associated to an HEI in the partnership;
- The home and hosting university and the individual staff must agree on a programme to be carried out;
- Belonging to target group 1

Target group 1

Students and staff registered at one of the partner universities at the time of application. Undergraduate students must have completed at least one year of studies in their home institution.

Open to mobility groups: undergraduates, masters, PhD, post-doctorates and staff

Target group 2

Students/staff registered in an HEI (not included in the partnership) in one of the Asian countries concerned by the lot or having obtained a university degree or equivalent in one of these countries.

Open to mobility groups: masters, PhD, post-doctorates

Target group 3

Nationals of one of the Asian countries concerned by the lot who are in particularly vulnerable situations for social and political reasons.

Open to mobility groups: undergraduates, masters, PhD

How to market the programme

All members of the consortium need to be active promoting the programme, and will have to work in

various ways to advertise the programme to the different target groups.

For target group one the Asian partners play an important role promoting the programme to its staff, students and researchers by using ordinary information channels such as university magazines, the university website, intranet, e-mail, press releases, contact with embassies, organizing meetings during the application period etc.

For target group two and three the Asian partner universities need to contact their alumni and associated universities. The European partners are responsible for contacting their partner universities in the respective country.

The coordinating team will provide all partners with promotion material, get in touch with the associate members of the consortium as well as the EU-delegations in respective Asian country, contact previous applicants that have been nominated, and whenever possible participate in information meetings.

Appendix 1 folder and poster

Application process

The European partner universities need to do a careful analysis to find areas and positions they want to register into the database. It is recommended that the positions are discussed with representatives from departments and faculties at the home university, but also with partner universities within the consortium before entering them into the application database. For example if there are research groups at two different partner universities who already have an ongoing project, they should consider to upload available scholarship positions in the database. It is also important that the project's application to the EU commission is taken into consideration. It is necessary to consider prioritised fields of study, the number of scholarships applied for in each mobility group as well as the length of the different scholarships. It is also recommended that there is a possibility to apply for an open position under the field 16.9 "other area studies". In this case applicants also need to hand in a document describing the existing or intended cooperation with the hosting university and the name of the contact person and department at the hosting university.

Appendix 2 Available fields of study and scholarship positions

Ranking process and selection criteria

The home university validates their own applicants in the database. All applicants registered at the home

university during the application process are considered to be valid applicants.

The hosting university assesses the applications made to their university. It is necessary to assess all applications, not only those who have stated your university as their first choice.

After the assessment is made, a ranking list for each mobility group and budget group (A and B) shall be sent to the coordinating team. The selection criteria have been decided during the consortium meeting.

Appendix 3 Selection criteria

Nomination process

The steering committee is responsible for working on and proposing a nomination list. The nomination list will be sent to the hosting universities for a final check and acceptance. After the hosting university has agreed on the proposed list, they need to confirm the list with the coordinating team. The coordinating team then sends an e-mail to the selected scholarship holder informing him/her of the nomination. When the scholarship holder has accepted the scholarship offer a scholarship letter with further information will be sent to him/her. The hosting university shall send their admission letter after the scholarship letter has been sent by the coordinating team.

Appendix 4 Scholarship letter from coordinating team

In case of drop-outs a new scholarship holder will be selected by the coordinating team after communication with the hosting university. The final acceptance of candidates is always made by the hosting university.

Except for the ranking lists from each partner university the steering committee also needs to take the following criteria into consideration:

- Number of scholarships within each group (both mobility- and target group) according to the budget
- At least 50% of the scholarship holders must belong to target group 1
- Distribution of gender (40/60%)
- Prioritised fields of study (aim 30%)

Admission and During the Mobility Period

Acceptance by the hosting university

Once the scholarship holder has accepted the hosting university's offer, the hosting university needs to send an admission letter to the scholarship holder. We re-

commend that you send two admission letters so that one can be used for visa application procedure. The admission letter should be sent at least 3 months prior to the start of the mobility period in order for the scholarship holder to receive the visa in time.

Along with the admission letter you shall also send information about the course/programme/project, pre-arrival information and a learning agreement or work plan.

Appendix 5a-5f Examples of an Admission letter

Pre-arrival information

Below you will find suggestions of what can be included in pre-arrival information:

- How to apply for a Visa/Residence permit
- The university and the country
- Travel information
- Information about the scholarship
- Arrival Day and orientation programme
- Information meetings
- Accommodation
- Insurance
- Financials (banks etc)
- Student life
- Information for visiting staff
- Contact information
- Glossary

Learning agreement for exchange students

A learning agreement should be issued to students on undergraduate, master and PhD level. It is a contract between the scholarship holder, the home university and the hosting university in order to facilitate the transfer of credits when the student returns from the mobility period. The transfer of credits should be considered before the applicant accepts the scholarship.

Appendix 6 Learning agreement 1

Learning agreement for full degree students

A learning agreement should be issued to full degree students on undergraduate, master and PhD level. This is a contract between the scholarship holder and the hosting university in order to confirm the student's study plan before going abroad.

Appendix 7 Learning Agreement 2

Work plan for post-doctorate and staff

A work plan must be decided before the scholarship holder arrives. For post-doctorate and staff it must

include work description, overall aims and objectives of the mobility, activities to be carried out (if possible a time plan) and expected results.

Appendix 8 Work plan

Financials

Organisation of mobility

The financing of organisation of mobility is EUR 200,000. Each *active* partner will receive EUR 3,000. The sum can be used for meetings, creation of web-sites, publications, administrative costs, travel etc. More information on the conditions of this grant can be found in your Memorandum of Understanding.

Implementation of mobility

All scholarship holders will receive funding for a return ticket, monthly payments of the subsistence allowances and a full insurance coverage (health, travel and accident).

Subsistence allowance

The subsistence allowance per month per mobility group is:

Undergraduate student: EUR 1000

Master student: EUR 1000

PhD student: EUR 1500

Postdoc: EUR 1800

Academic staff: EUR 2500

The subsistence allowance shall be disbursed by the hosting European partner university. It is recommended that the scholarship holder receives an advanced payment of two months upon arrival since the start of a mobility period usually is quite expensive. The remaining part shall be provided on a regular basis.

PhD students are financed for a maximum of 34 months. If they are going to stay for a longer period in order to get a degree, the remaining period has to be financed by the hosting university. *No cuts in the subsistence allowance are allowed.*

Calculation of subsistence allowance

In order to facilitate the calculation of subsistence allowance and make it as fair as possible the subsistence allowance is calculated on daily rates.

Start date equals date of arrival at hosting destination and end date is the last official activity within the action for example a graduation ceremony. If the scholarship holder needs to interrupt the scholarship

the payment of grants shall be cancelled, however the scholarship shall be disbursed during ordinary vacation period.

If the scholarship holder stays for a full period the maximum amount of the scholarship shall be disbursed, in spite of the fact that the calculation of daily rates might indicate a smaller amount.

Appendix 9 Example of calculation of daily rates

Travel/Visa

The scholarship covers a return ticket (direct/linear distance) from on the one side the location of origin of the student/staff (target group 2), the location of residence (for target group 3) or the location of the sending university (target group 1) and on the other side the hosting university premises. The travel grant is EUR 2000/scholarship holder at the most.

The travel for all scholarship holders will be organized by a travel agency in Sweden.

The scholarship holder is responsible to apply for a visa. In order to facilitate the procedure of obtaining a visa you are strongly advised to contact and liaise with the consulate or embassy in charge.

Costs related to the obtaining of a visa for the scholarship holders may be covered by the travel grant awarded.

Appendix 10 Example of a letter to facilitate the Visa procedure



Insurance

The insurance must cover health, travel and accident.

This project has organised insurance for all its scholarship holders; The Swedish State's Erasmus Mundus Insurance, www.kammarkollegiet.se. As soon as you have accepted your scholarship holders, you need to inform the coordinating team about the exact start and end date for the whole mobility period. The coordinating team will issue the insurance card directly to the European partner universities who will provide it to its incoming scholarship holders.

General working procedures:

- If the scholarship holder has to go to the hospital/dentist for emergent care, Falck Assistance needs to be contacted beforehand if possible;
Falck TravelCare AB
Phone: +46 8 587 717 49
Fax: +46 8 505 939 13
E-mail: assistance@falcktravelcare.com
- If the scholarship holder needs to go to a health care center for minor problems, he/she needs to pay the bill, fill in the claim form and give it to you. You need to sign it and send it to Kammarkollegiet in Sweden. Receipts need to be enclosed
- If the scholarship holder loses a passport or any other valuable documents, it's the same procedure as above, but instead of receipt, a police report must be enclosed
- You need to fill in the grant agreement number on the claim form; 2010-2377/001-001-EMA2

Appendix 11 Insurance policy

Appendix 12 Claim form

Appendix 13 Insurance policy in short

Tuition fees

Target Group 1 students (students from partner universities) will continue paying their registration fee at their home university if the mobility is less than 10 months. In this case the hosting university has to apply a fee waiver. In all other cases the *maximum* fee for incoming students is limited to EUR 3000 per academic year and student which is received from the consortium. No additional fee may be charged from the students. Note fees cannot be charged to staff and post-doctorate mobility for research purposes.

Whenever applicable tuition fees will be disbursed to each partner university by the coordinating team.

In order to avoid charging double fees, in those cases the hosting university requires tuition/registration fees the students shall not be charged the same fees by the home university.

Scholarship periods

According to EU regulations the mobility periods are different for different groups. Below you will find the periods set up for this project:

Duration for Asian nationals (in months):

Target group	Undergrad.	Master	PhD	Postdoc	Staff
TG1	6-10	6-22	6-10	6-10	1
TG2		6-22	6-34	6-10	
TG3	6-10	6-22	6-34		

Rights and obligations of a scholarship holder

Upon arrival the scholarship holder should sign an individual contract that states his/her rights and obligations. If the mobility period is interrupted prior to what is agreed upon, the scholarship holder needs to repay the remaining part of the scholarship. This needs to be communicated to the coordinating team as soon as possible.

The individual contract shall be signed by the scholarship holder, the contact person at the host university and the course leader, supervisor or programme administrator.

Appendix 14 Individual contract



At the Hosting University

Arrival at Hosting University

The reception of EMEA scholarship holders may be

coordinated with the ordinary welcome reception for exchange students, master students and guest researchers. We additionally recommend you to organize meetings especially for this group where you inform them about your academic system, the scholarship etc.

According to the guidelines for this call each university is also encouraged to organize language courses and courses about the country's culture.

The scholarship holder should receive a Welcome package upon arrival. This Welcome package may include:

- A student guide book or a handbook for visiting staff
- Maps
- Tourist information
- Scholarship information
- Information about banks
- Enrolment form (if applicable)
- Information about social activities and social clubs at the university
- Information about the mentor system

Mentor system

If there is a mentor system (buddy system) at your university please encourage the scholarship holders, especially the ones on undergraduate and master level, to join. This is an invaluable recourse for them and they will become integrated into the society in a smooth way. For the higher levels it's also important to look after their integration into the society and at the university. They all need to feel welcome and have someone to turn to in case they have problems or need support of any kind.



During the term

Each partner university is obliged to follow up the progress of each scholarship holder once or twice per term. You are therefore advised to have a meeting

with the scholarship holder, together with his supervisor/teacher if possible.

After the mobility period

Students attending courses

All students must receive course plan, transcript of courses taken and credits earned. These documents will facilitate the assessment of course work during the mobility period abroad once they return to their home university and must therefore be in English.

Students attending full degree programmes

All full degree students must receive a Transcript of Diploma and if possible a Diploma Supplement before they leave. The Diploma Supplement is a document attached to a higher education diploma aiming at improving international 'transparency' and at facilitating the academic and professional recognition of qualifications.

Appendix 15 Example of a diploma supplement

Work/training for post-doctorates and staff

All post-doctorates and staff who have attended a training/work programme shall receive a document that confirms what duties they have undertaken before leaving the host university.

Appendix 16 Example of confirmation of work undertaken

Evaluation of the mobility period

After the mobility period the scholarship holder shall evaluate the time spent at the hosting university. If you already have an evaluation system it's a good idea to integrate this part in your evaluation form.

Appendix 17 Example of evaluation questions

The coordinating team will also ask the scholarship holders to evaluate the whole programme.

Upon returning home

All scholarship holders who have been on exchange must have the possibility to get their credits taken abroad recognized within their respective programme. This process needs to start during the nomination process by the three parties - the student, the home university and the hosting university discussing, agreeing upon and signing a learning agreement. The learning agreement will assure that the scholarship holder's period abroad will be recognized by the home university. This process is dependent on close collaboration between the partner universities in this consortium.

The home university is also recommended to evaluate the mobility period for its returning scholarship holders.

Check list for Hosting Universities

1. Send admission letter to the scholarship holder *after* the project team has sent the scholarship letter. Include pre-arrival information, a learning agreement or a work plan. The learning agreement or the work plan must be signed before the mobility period starts
2. Prepare payment of scholarship to all incoming scholarship holders at your university
3. Organise a welcome meeting for the scholarship holders
4. Organize follow up meetings during the term
5. Organize an evaluation meeting before the end of the mobility period
6. Issue transcript of credits for courses and transcript of diplomas well as diploma supplement for full degree students



Reports to EU

The project is obliged to report to EU about its mobility, financial situation, activities between partner universities etc.

The first activity report is due September 1, 2011. The activity report contains a list of all nominated scholarship holders as well as a reserve list. The list includes information about duration period, host and home university, start date and end date, subject area and much more.

Additionally an activity report needs to be written. The report shall provide a detailed picture of the ongoing Erasmus Mundus Partnership regarding the organisation of the partnership and implementation of mobility.

Following the activity report, there are progress reports which must be submitted on January 15, 2012 and January 15, 2013. The final report must be submitted two months after the end of the project. To facilitate

this work the coordinating team needs the following information at the time specified below:

July 15, 2011

- Lists confirming all scholarship holders start and end date
- Financial Report for used lump sum (Organization of Mobility)
- Additional information about the implementation of mobility

November 15, 2011

- Scanned copies of each scholarship holder's boarding pass
- Scanned copies of Learning Agreement or Work Plan for each incoming scholarship holder
- Note, all originals need to be kept by the hosting partner university

July 15, 2012

- Financial Report for used lump sum (Organization of Mobility)
- Financial Report (Stipends-monthly allowance, travel cost, tuition)
- Additional written information

Continuous reports

- Changes in mobility (withdrawals, shortened mobility periods, wishes for extensions, etc.).
- Finished studies: Scanned copies of Transcript of Records/Degree Diploma/Work Certificate
- Results from questionnaires or other institutional surveys regarding EM ECW lot China or the Erasmus Mundus mobility in general.
- Changes in Learning Agreements

The European Higher Education System in short

source: the Official Bologna Process website 2007-2010

The Bologna process

The overarching aim of the Bologna Process is to create a European Higher Education Area (EHEA) based on international cooperation and academic exchange that is attractive to European students and staff as well as to students and staff from other parts of the world.

The envisaged European Higher Education Area will:

- facilitate mobility of students, graduates and higher education staff;
- prepare students for their future careers and for life as active citizens in democratic societies, and support their personal development;
- offer broad access to high-quality higher education, based on democratic principles and academic freedom.

The Bologna Process aims to facilitate mobility by providing common tools (such as a European Credit Transfer and accumulation System – ECTS and the Diploma Supplement) to ensure that periods of study abroad are recognised.

Bachelor and Master level

Two basic degrees, Bachelor and Master, have been adopted now by every participating country; sometimes in parallel to existing degrees during a transition period, sometimes replacing them completely. Typically, a Bachelor degree requires 180-240 ECTS credits and a Master programme between 90-120 ECTS credits, with a minimum of 60 ECTS at Master level. This allows for a flexible approach in defining the length of both Bachelor and Master programmes.

PhD level

In the third cycle, European PhD programmes are not commonly defined by ECTS credits, however, common principles are currently under discussion.

Credit system

The credit system reflects the total workload required to achieve the objectives of a programme. The objectives are specified in terms of the learning outcomes and competences to be acquired - and not just through lecture hours. It makes study programmes easy to read and compare for all students, local and foreign, and therefore facilitates mobility and academic recognition. One semester equals 30 ECTS credits.

Learning outcome

Learning outcomes are statements of what a learner is expected to know, understand and/or be able to demonstrate at the end of a period of learning. They are explicit assertions about the outcomes of learning - the results of learning. Learning outcomes are concerned with the achievements of the learner rather than the intentions of the teacher (expressed in the aims of a module or course). They can take many forms and can be broad or narrow in nature. They are usually defined in terms of a mixture of knowledge, skills, abilities, attitudes and understanding that an individual will attain as a result of his or her successful engagement in a particular set of higher education experiences. In reality, they represent much more than this. They exemplify a particular methodological approach for the expression and description of the curriculum (modules, units and qualifications) and level, cycle and qualifications descriptors associated with the 'new style' Bologna qualifications frameworks.

Diploma supplement

The Diploma Supplement is compulsory for every graduate. It is a tool which is attached to a higher education diploma and describes the degree's qualification in an easily understandable way. It is designed to provide a standardised description of the nature, level, context, content and status of the studies that were successfully completed by the graduate. It is not a resume or a substitute for the original credential but rather a way of providing detailed information about any academic or professional qualification.

More information at: http://ec.europa.eu/education/lifelong-learning-policy/doc1239_en.htm (to reach the link, please copy and paste)

Information and assistance

All information related to this project can be found on: www.lu.se/emea

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