



Munich Study Visit

Day I – Monday, 11th March 2024, TUM



Funded by
the European Union

Index

- 01 Welcome and introduction
- 02 Icebreaker – *Getting to know each other*
- 03 Erasmus Mundus Community platform – *How to get involved*
- 04 Introduction to the Erasmus Mundus experience of TUM
- 05 Testimonies & best practices



Funded by
the European Union

Index

- 01** Welcome and introduction
- 02 Icebreaker – *Getting to know each other*
- 03 Erasmus Mundus Community platform – *How to get involved*
- 04 Introduction to the Erasmus Mundus experience of TUM
- 05 Testimonies & best practices



Funded by
the European Union

Objectives of the Study Visit

Targeted to
EM
programmes
staff



For **administrative staff** of
newly selected EM projects
OR **new** administrative staff
in currently running EM
projects, from both
coordinating and partner
institutions

Daily
management
and
administration



Exchange of **good practices**
in the daily management
and administration of EM
programmes from two
hosting universities in
Munich

Networking
opportunity



Opportunity for participants
to **come together and**
engage in valuable
discussions about
administrative aspects of the
implementation of EM
programmes

Programme of the Study Visit

DAY I

13h30-14h00

Registration and welcome coffee

14h00-14h10

Welcome and introduction

14h10-14h30

Icebreaker – Getting to know each other

14h30-14h55

EMC platform – How to get involved

14h55-15h20

Introduction to the EM experience of TUM

15h20-15h50

Coffee break

15h50-16h50

Testimonies & best practices (Breakout Session I)

16h50-17h15

Debriefing session in plenary and closing of day I

17h30-18h30

Campus tours of TUM and LMU

19h30-21h00

Networking dinner

DAY II

09h00-09h35

Arrival, registration and welcome

09h35-10h00

Introduction to the EM experience of LMU

10h00-11h00

Testimonies & best practices (Breakout Session II)

11h00-11h15

Debriefing session in plenary

11h15-11h30

Coffee break

11h30-12h30

Testimonies & best practices (Breakout Session III)

12h30-12h45

Debriefing session in plenary

12h45-13h45

Networking lunch

13h45-14h45

Testimonies & best practices (Breakout Session IV)

14h45-15h15

Debriefing session in plenary and closing of event

Index

- 01 Welcome and introduction
- 02 Icebreaker – *Getting to know each other*
- 03 Erasmus Mundus Community platform – *How to get involved*
- 04 Introduction to the Erasmus Mundus experience of TUM
- 05 Testimonies & best practices



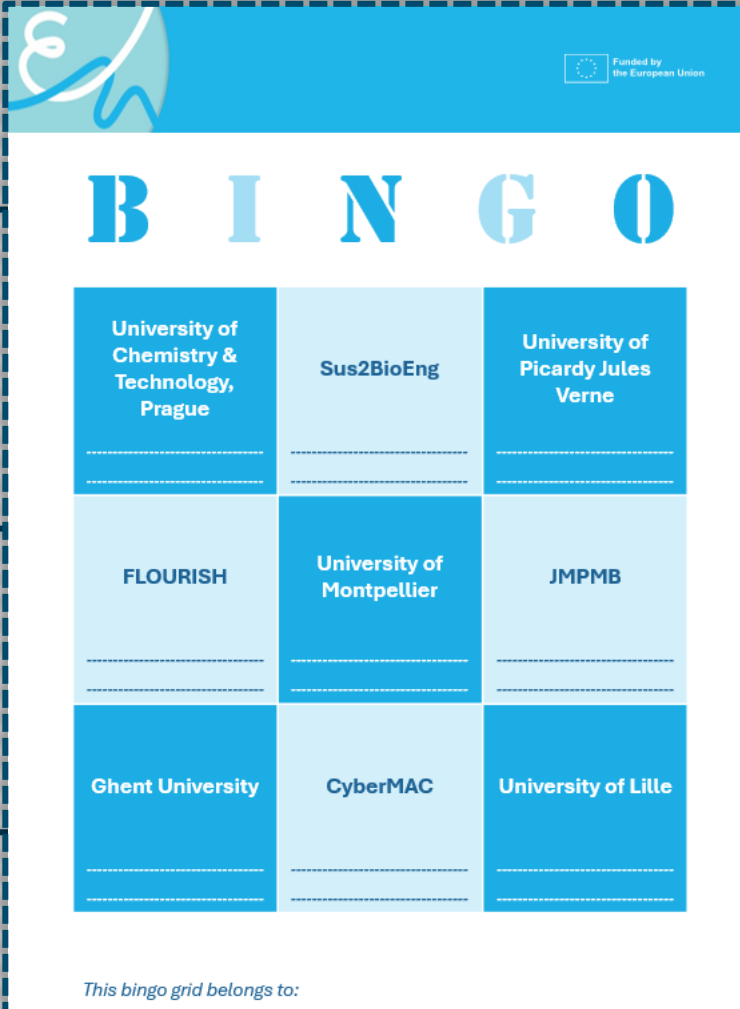
Funded by
the European Union


University Bingo

Each participant will be handed a bingo grid, in which each square contains one of the participating universities

You must find and annotate the name of the participants who come from the universities/consortia written in your grid

The winner is the first to cross off all the squares and scream Bingo!



 Funded by the European Union				
B	I	N	G	O
University of Chemistry & Technology, Prague	Sus2BioEng	University of Picardy Jules Verne		
FLOURISH	University of Montpellier	JMPMB		
Ghent University	CyberMAC	University of Lille		

This bingo grid belongs to:

Index

- 01 Welcome and introduction
- 02 Icebreaker – *Getting to know each other*
- 03 Erasmus Mundus Community platform – *How to get involved*
- 04 Introduction to the Erasmus Mundus experience of TUM
- 05 Testimonies & best practices



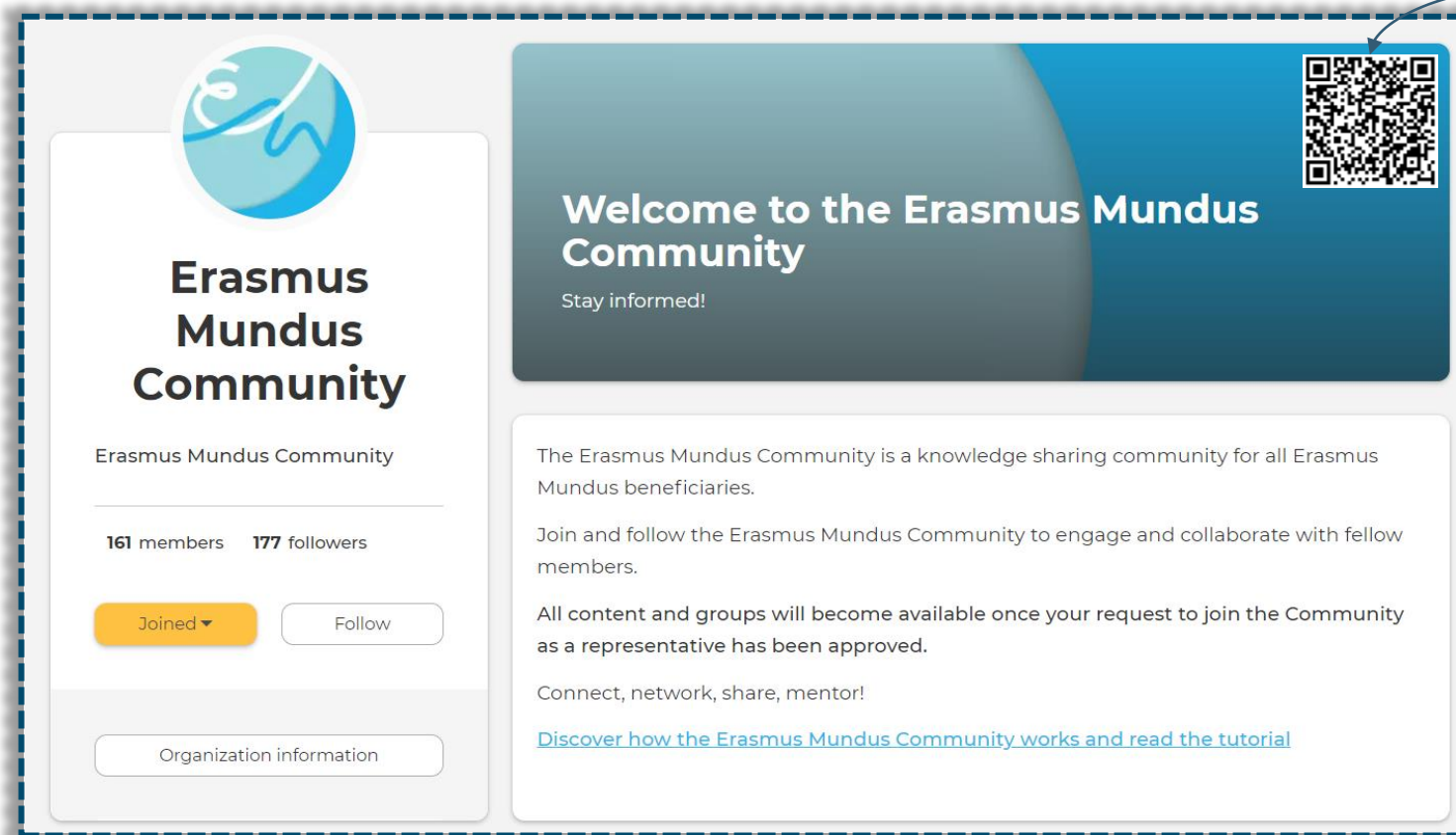
Funded by
the European Union

The Erasmus Mundus Community platform



The EMC is a space for connecting Erasmus Mundus project team members and supporting peer-to-peer learning. It is a digital platform for online engagement allowing people to collaborate across the Erasmus Mundus landscape.

Join us!



1

Have you **registered** yet? We help you!

2

The platform can help you in **your daily work**.

3

Let's get started! Please answer **with keywords** the two questions launched in the Study Visit group...

What is an essential aspect of the daily management and administration of EM Masters?

26 responses



What improvement is needed in the daily management and administration of EM Masters?

26 responses



Index

- 01 Welcome and introduction
- 02 Icebreaker – *Getting to know each other*
- 03 Erasmus Mundus Community platform – *How to get involved*
- 04 Introduction to the Erasmus Mundus experience of TUM**
- 05 Testimonies & best practices



Funded by
the European Union



Coffee Break

Until 15:50h



Funded by
the European Union

Index

- 01 Welcome and introduction
- 02 Icebreaker – *Getting to know each other*
- 03 Erasmus Mundus Community platform – *How to get involved*
- 04 Introduction to the Erasmus Mundus experience of TUM
- 05 Testimonies & best practices

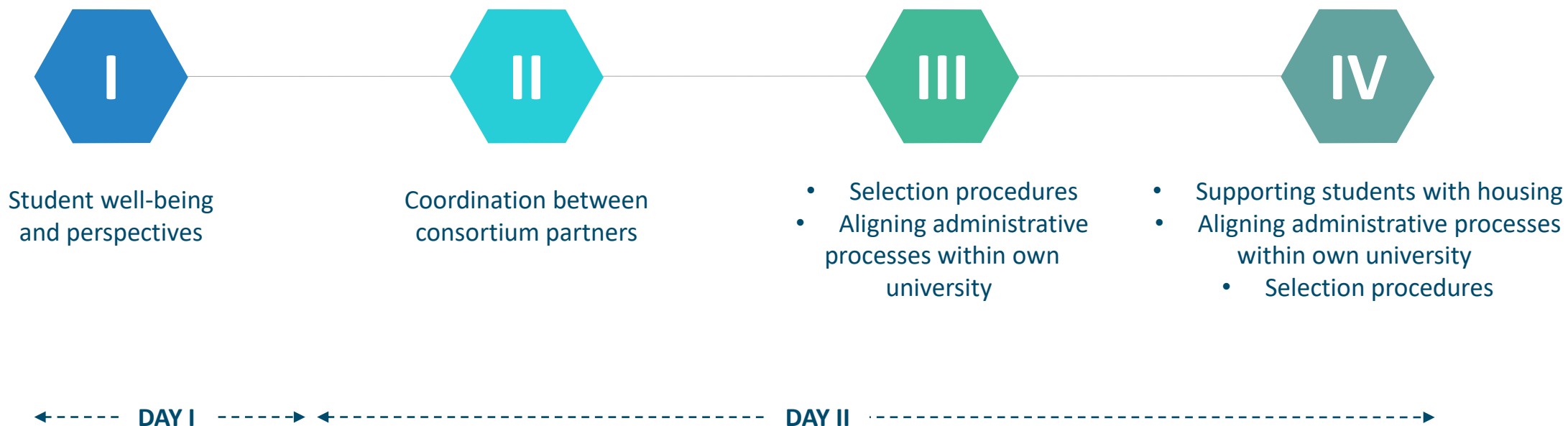


Funded by
the European Union

Testimonies & good practices

The objective of this sessions is for participants to **share experiences** in the daily management and administration of Erasmus Mundus Masters and **exchange lessons learnt**, as well as **good practices**.

Discussions in dedicated breakout sessions include the following topics:



Structure of the sessions

Speaker Presentation

1

Speaker from the host HEIs will present their experience and good practices on the topic, to which participants will be able to react.

Group Discussion

2

Participants will then be separated in groups, where they will come up with other ideas to solve the main problem. These ideas will have to be evaluated and a plan on how to implement them will have to be drawn.

Debrief Session

3

Groups will then present their ideas during the debrief session.



Tool to guide your discussions

What are the challenges?



How can these challenges be overcome?



What barriers and enablers might affect the implementation of your solution(s)?



What steps should be taken to put your solution(s) into action?



Testimonies and best practices: Breakout session I



STUDENT WELL-BEING AND PERSPECTIVES

1

Group 1 *Cron/Madawalagama*

- ACES-STAR
- CYBER
- CyberMACS
- EMIMEP
- EMMIE
- EMSHIP
- EMSSE
- FLOURISH
- GOALS
- IMATEC
- i-MESC
- IMETE-C
- JMPMB
- MESD
- RePIC
- Sus2BioEng

2

Group 2 *Kogelmann/Liu*

- CoDaS
- DREAM
- EMAI
- EMILDAI
- EMMBIOME
- FilmMemory
- FLOODRisk
- HySET
- IMAGING
- MERGED
- MULTIPHASE
- PIONEER
- PROMISE
- SITeS-JM
- SpaceMed
- WINTOUR



Debriefing Session I

Student well-being and perspectives



Funded by
the European Union

What are the challenges?

Housing & accommodation

Financial barriers (incl. tuition fees, housing...)

Visa & residence permits

Stress related to mobility scheme

Workload of study programme

Cultural & background differences

Integration & adaptation to local culture & students

Language barriers

How can these challenges be overcome?

Having a 'reliable landlords' list

Networking between current & new cohorts

Networking between EM students & alumni

Liaising with municipalities, private agencies, etc.

Sending list of EM students to consulates

Offering preparation courses

Preparing a detailed student handbook

Setting up a social media group (e.g. Facebook)

Implementing a buddy or mentor system

Organising social/sports events (incl. welcome)

Organising summer/ winter programmes

Preparing a student travel guide

Offering local language courses



STUDENT WELL-BEING AND PERSPECTIVES

What barriers and enablers might affect the implementation of your solution(s)?

Hands-on administrative staff

Institutional commitment and support

International staff at each partner university

National & EU rules

Institutional policies

What steps should be taken to put your solution(s) into action?

Creating & updating information, handbooks, guides, etc.

Building & maintaining relations with other offices

What is next?

DAY I

17h30-18h30

Campus tours of TUM and LMU

Pack up and get ready!

Meeting point: in front of this room

19h30-21h00

Networking dinner

Löwenbräukeller

Nymphenburgerstraße 2, 80335 München

DAY II

09h00-09h35

Arrival, registration and welcome

At LMU



Campus Tours

Start at 17:30h



Funded by
the European Union



Munich Study Visit

Day II – Tuesday, 12th March 2024, LMU



Funded by
the European Union

Index

01

Welcome to day II

02

Introduction to the Erasmus Mundus experience of LMU

03

Testimonies & best practices
(Breakout session II)

04

Testimonies & best practices
(Breakout session III)

05

Testimonies & best practices
(Breakout session IV)

06

Closing of the event



Funded by
the European Union



Today's programme

09h00-09h30	Arrival and registration
09h30-09h35	Welcome
09h35-10h00	Introduction to the EM experience of LMU
10h00-11h00	Testimonies & best practices (Breakout Session II)
11h00-11h15	Debriefing session in plenary
11h15-11h30	Coffee break
11h30-12h30	Testimonies & best practices (Breakout Session III)
12h30-12h45	Debriefing session in plenary
12h45-13h45	Networking lunch
13h45-14h45	Testimonies & best practices (Breakout Session IV)
14h45-15h15	Debriefing session in plenary and closing of event



Introduction to the EM experience of LMU

Andrea Blei



Funded by
the European Union

Testimonies and best practices: Breakout session II



COORDINATION BETWEEN CONSORTIUM PARTNERS

1

Group 1 **Bodensteiner**

- *CyberMACS*
- *EMILDAI*
- *EMSSE*
- *GOALS*
- *HySET*
- *MERGED*
- *MESD*
- *MULTIPHASE*

2

Group 2 **Cron**

- *ACES-STAR*
- *EMMIE*
- *FilmMemory*
- *IMETE-C*
- *PIONEER*
- *SpaceMed*
- *Sus2BioEng*
- *WINTOUR*

3

Group 3 **Kleinstück**

- *FLOURISH*
- *EMAI*
- *EMIMEP*
- *EMMBIOME*
- *FLOODRisk*
- *IMAGING*
- *i-MESC*
- *RePIC*

4

Group 4 **Kogelmann**

- *CoDaS*
- *CYBER*
- *DREAM*
- *EMSHIP*
- *IMATEC*
- *JMPMB*
- *PROMISE*
- *SITeS-JM*



Debriefing Session II

*Coordination between consortium
partners*



Funded by
the European Union

What are the challenges?

Intercultural differences

Big consortium of partners

Differing goals

Respecting EU reporting deadlines

Accreditation

Differing academic systems (e.g. evaluation)

Differing academic calendars

Handling day-to-day student issues

Dealing with failing students

Dealing with non-paying self-funded students

Arranging a joint degree

Lack of budget to have dedicated EM staff

How can these challenges be overcome?

Having clear common goals

Having a strong, clear partnership agreement

Having an admin. point of contact in each partner

Organising periodic in-person events & meetings

Organising specific admin. meetings

Having a library of templates for reporting

Harmonising accreditation information at EU level

Co-supervising thesis

Aligning & converting grades

Issuing transcripts with & without converted grades

Preparing detailed plans (e.g. graduation)

Allowing remote exams

Having one single enrolment (coordinator)

Allowing students to retake exams in another partner

Suspending scholarships of failing students

Requiring self-funded students to provide a bank statement

Requiring self-funded students to pay in advance

Having an EU guide for joint masters and degrees

Discussing budget incl. tuition fees & participation costs

Establishing a sustainability committee



COORDINATION BETWEEN CONSORTIUM PARTNERS

What barriers and enablers might affect the implementation of your solution(s)?

National and local regulations

Team building

Simplified procedures

Flexibility

What steps should be taken to put your solution(s) into action?

Building & maintaining relations with partners



Coffee Break

Until 11:40h

Participants email list
at the coffee table



Funded by
the European Union



Testimonies and best practices: Breakout session III



SELECTION PROCEDURE

1

Group 1 Cron

- CyberMACS
- FLOURISH
- HySET
- IMATEC
- i-MESC
- IMETE-C
- MESD

2

Group 2 Parsch

- EMAI
- EMILDAI
- EMSHIP
- JMPMB
- MULTIPHASE
- PIONEER

3

Group 3 Kleinstück

- CYBER
- EMMIE
- FLOODRisk
- GOALS
- SITeS-JM
- Sus2BioEng

4

Group 4 Kogelmann

- ACES-STAR
- CoDaS
- EMIMEP
- EMSSE
- PROMISE
- RePIC
- SpaceMed

5

Group 5 Bodensteiner

- MERGED
- DREAM
- EMMBIOME
- FilmMemory
- IMAGING
- WINTOUR

Until 12:40h



Debriefing Session III

- *Selection procedures*
- *Aligning administrative processes within own university*



Funded by
the European Union

What are the challenges?

High number of applications

Need to evaluate applicants individually

Students' high dependency on support

Students' request for feedback when rejected

Gap between student's application & real qualifications

Applicants' use of AI technologies (i.e. ChatGPT)

Fraud

Balancing nationalities (few European applicants)

Gender equity

Attracting self-funded students

Student's commitment

Appeals

How can these challenges be overcome?

Splitting applicants between partners

Establishing multileveled evaluation to reject applicants

Defining clear rejection criteria

Including very technical questions to filter applicants

Shortening application period to 1 or 2 months

Avoiding overlapping of application period with vacation

Keep record of past admissions

Providing no flexibility when it comes to deadlines

Collecting statistics on former & current students per country

Merge EM admission with regular admissions

Checking professor rather than reference letter itself

Preparing an application guide for applicants

Making sure exact requirements are clear and well explained

Adding document checklist within the application

Keeping information updated on the website

Creating a FAQs (e.g. FAQ podcast)

Making sure reference letter is not a template

Establish AI detection measures

Introducing specific & personal application questions

APS certificates for China and India

Asking for a notarised copy of qualifications & passport

Using social media to promote the programme

Using alumni as gender ambassadors

Offering industrial scholarships from different countries

Offer non-funded vacancies to rejected students

Asking students to upload a video for a more qualitative evaluation

Establishing clear deadlines to appeal



SELECTION PROCEDURE

What barriers and enablers might affect the implementation of your solution(s)?

Finding a balanced support

10% rule from the same nationality

Use of social media not considered 'institutional' enough

Financial support for admin. staff

Biased when evaluating applications

Not yet ready for automation of procedures

What steps should be taken to put your solution(s) into action?

Email to Commissioner: need old rule (2 per intake)

Providing information to students in video/ audio format

What are the challenges?

Lack of EM experience at institutional central services

Lack of programme's visibility in own institution

Lack of connection among institutional services/offices

Refusal to help + complicating processes

Refusal to use English

Differing local academic traditions

Issuing a joint diploma & supplement

Alignment of study and exam regulations

Alignment of QA procedures

Real workload vs. allocated budget

Application platform/software

How can these challenges be overcome?

Involving other central offices

Going to the right committee to overcome challenges

Being the line of communication between services/offices

Integrating EM staff into regular central services

Having the 'big conversation' from the very beginning

Preparing a handbook with practical information for colleagues

Facilitating internal learning community of programme coordinators

Actively promoting programme to institutional decision makers

Allowing exemptions from institutional regulations for EM Masters

Having written procedures

Hiring additional dedicated EM staff

Having an honest discussion on the workload

Using a different/tailored workflow within application platform

Manually processing on Excel sheets (for applications)

Use alternative tools to collect information (e.g. Google forms)



ALIGNING ADMINISTRATIVE PROCESSES WITHIN OWN UNIVERSITY

What barriers and enablers might affect the implementation of your solution(s)?

Institutional regulations

Human pride

Networking

Flexibility

What steps should be taken to put your solution(s) into action?

Regular meetings with different offices



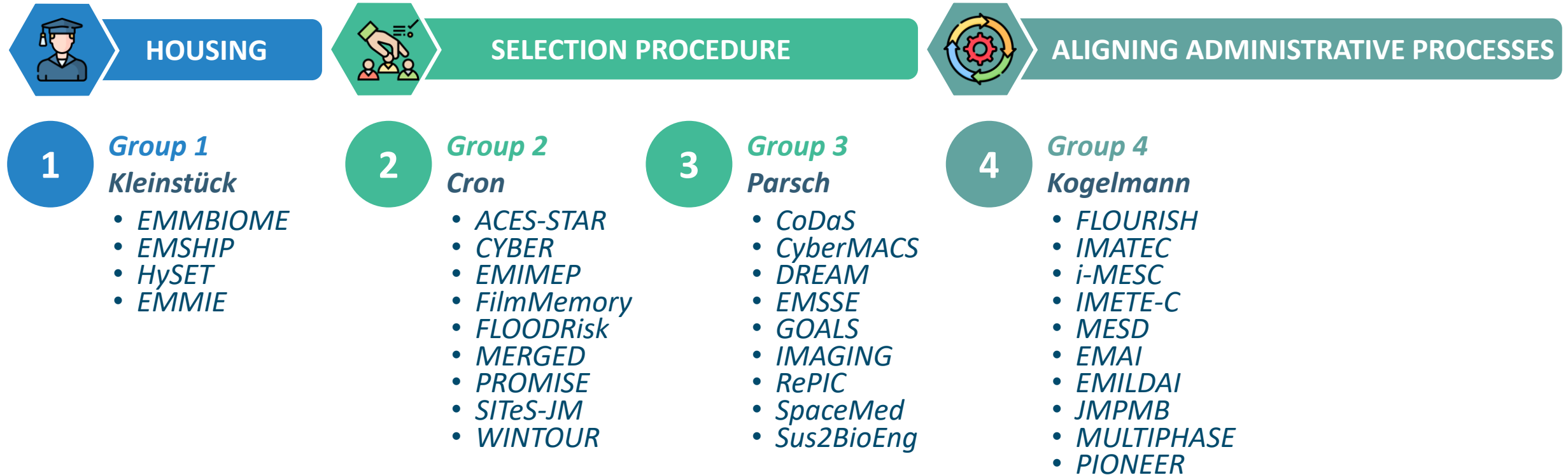
Networking Lunch

Until 13:45h



Funded by
the European Union

Testimonies and best practices: Breakout session IV



13:45 - 14:45h



Debriefing Session IV

- *Supporting students in search for housing*
- *Selection procedures*
- *Aligning administrative processes within own university*



Funded by
the European Union

What are the challenges?

Difficult private housing market

High demand from international students

Not enough rooms in student residences

High prices (housing & insurance)

High deposits (sometimes bank account limitations)

Language barrier

Scams & fraud

Landlords are not interested in holding flats during vacations

Landlords are not interested in short-term stays

Landlords' scepticism about foreign students

Enrolment certificates

Residence permits

How can these challenges be overcome?

Anticipating enrolment numbers in need of housing

Networking between current & new cohorts

Networking between students & alumni

Tapping into strong national communities (e.g. Chinese or Indian)

Liaising with municipalities, private agencies, etc.

Publishing accommodation announcements in intranet

Advise students to save money for more expensive cities

Informing students in advance

Building a 'reliable landlords' list

Agreements with landlords – guarantee by university

Financial incentive to landlords or local agencies



SUPPORTING STUDENTS WITH HOUSING

What barriers and enablers might affect the implementation of your solution(s)?

Line between supporting students & finding accommodation for them

National/ local legislation

What steps should be taken to put your solution(s) into action?

Building & maintaining relations with landlords

Preparing detailed student handbook

Enabling networking system for students



Closing of the event



Funded by
the European Union



Funded by
the European Union

What's next?

Materials

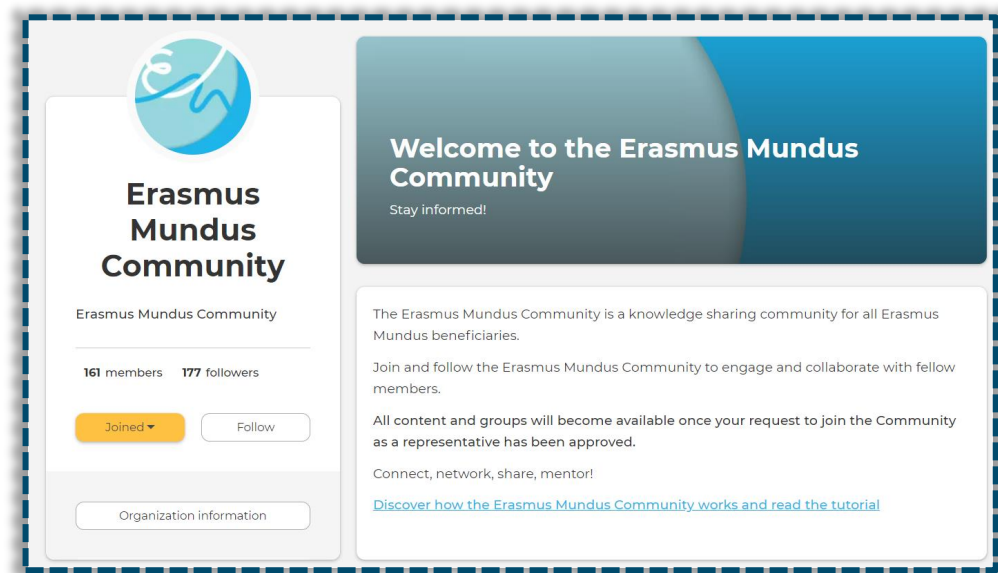
- Erasmus Mundus Community platform

Let us know what you think

- Feedback Survey

Drop off the lanyards

Take a snack for the way





Thank you!

The Erasmus Mundus Support Initiative (EMSI) is an initiative of the European Commission, funded by the Erasmus+ programme (2021-2027) and operated by a consortium of four organisations, under a service contract with the European Education and Culture Executive Agency (EACEA).



Funded by
the European Union