



# Erasmus+

## Erasmus Mundus Joint Masters (EMJM) Implementation Rules

*Kick-off meeting*

*29<sup>th</sup> November 2023*

*European Education and Culture  
Executive Agency*

# AGENDA

**01** Structure of the Grant Agreement

**02** Student Selection Requirements

**03** EMJM Programme Requirements  
& Budget Implementation



# AGENDA

**01** Structure of the Grant Agreement

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# Terms & Conditions of the Grant Agreement

## Grant Agreement

PREAMBLE

DATASHEET

CHAPTER 1 *GENERAL*

CHAPTER 2 *ACTION*

CHAPTER 3 *GRANT*

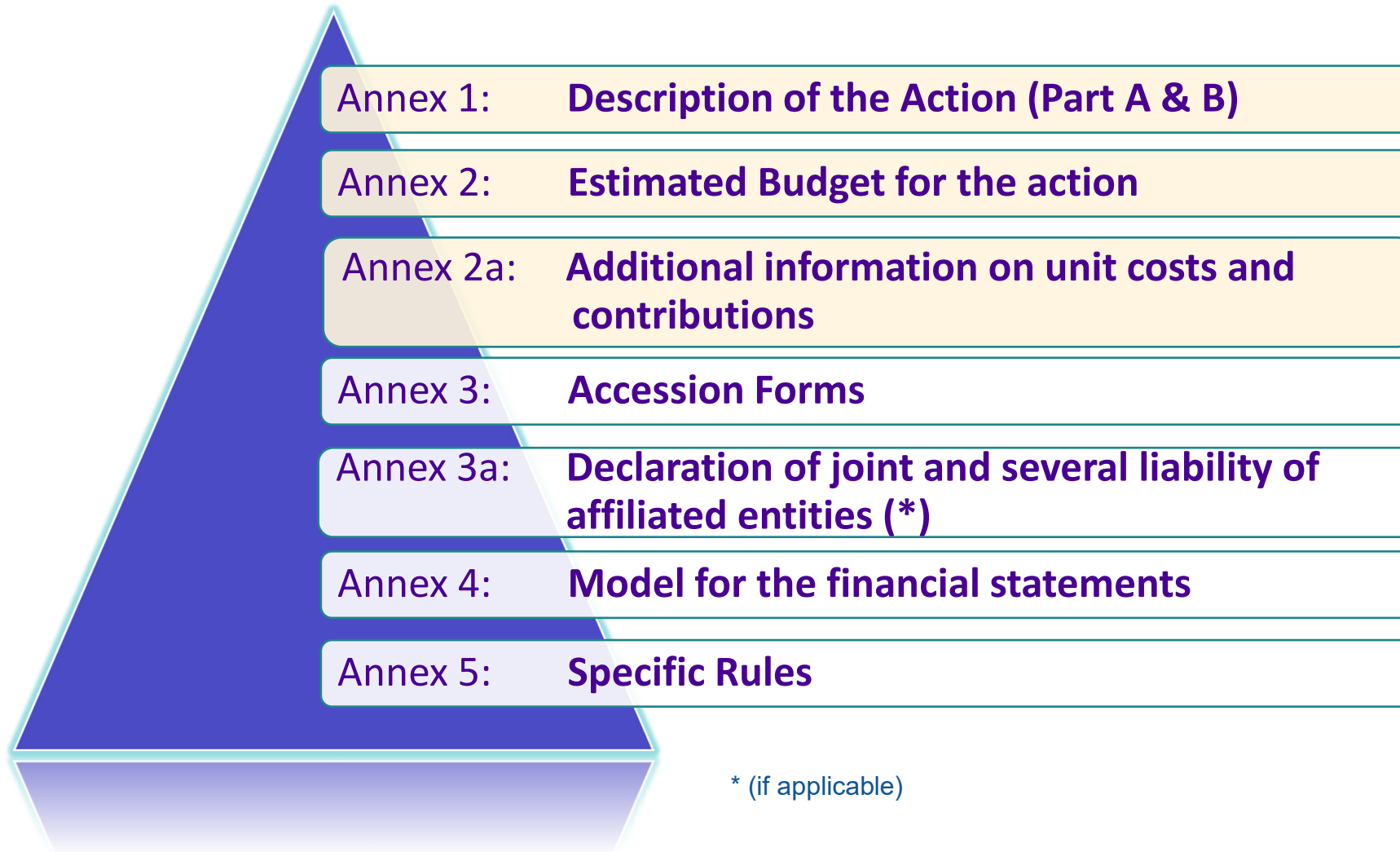
CHAPTER 4 *GRANT IMPLEMENTATION*

CHAPTER 5 *CONSEQUENCES OF NON-COMPLIANCE*

CHAPTER 6 *FINAL PROVISIONS*

Annotated Model Grant Agreement **GoFund WIKI**

# Annexes To The Grant



\* (if applicable)

# Superiority Principle

*Art.37 Interpretation of the Agreement*

- **Data Sheet** > over the rest of Terms and Conditions
- **Annex 5** > over the Terms and Conditions
- **Terms and Conditions** > over the Annexes, other than Annex 5
- **Annex 2** > over Annex 1

# Data Sheet

## Key Data

1

### GENERAL DATA

(e.g. Project number, name, type of action, start and end date and duration)

2

### PARTICIPANT

(e.g. Coordinator, Beneficiaries, Associated partners)

3

### GRANT

(e.g. Action grant, budget categories, budget flexibility – with conditions)  
Unit Contribution, Lump sum

4

### REPORTING, PAYMENT & RECOVERIES

(e.g. Continuous and periodic reporting, payments/recoveries, bank account, etc.)

5

### NON-COMPLIANCE

Consequences of non-compliance, applicable law & dispute settlement forum

6

### OTHERS

(e.g. Annex 5, record-keeping, audits and reviews, etc.); 5 y (EMJM) or 3 y (EMDM)

# Chapters 1 to 6

## *Key Articles*

### ARTICLE 2

*DEFINITIONS*

### ARTICLE 6

*ELIGIBLE AND INELIGIBLE CONTRIBUTIONS*

### ARTICLE 11

*PROPER IMPLEMENTATION OF THE ACTION*

### ARTICLE 17

*COMMUNICATION, DISSEMINATION AND VISIBILITY*

### ARTICLE 20

*RECORD KEEPING*

### ARTICLE 21

*REPORTING*

### ARTICLE 22

*PAYMENTS AND RECOVERIES —  
CALCULATION OF AMOUNTS DUE*

### ARTICLE 35

*FORCE MAJEURE*

### ARTICLE 36

*COMMUNICATION BETWEEN THE PARTIES*

### ARTICLE 37

*INTERPRETATION OF THE AGREEMENT*

### ARTICLE 38

*CALCULATION OF PERIODS AND DEADLINES*

### ARTICLE 39

*AMENDMENTS*



# Amendments (Article 39)

## *Practical information and manuals*



### How to launch an amendment - IT How To - Funding Tenders Opportunities (europa.eu)

#### Table of contents

- Step 1: The Coordinator logs in to the Funding & Tenders Portal.
- Step 2: The Coordinator launches the amendment request, prepares all data and sends to the EU for review
  - a. Launching a new interaction with the Service.
  - b. Preparing the amendment data.
  - c. Locking the amendment request for review
  - d. Sending the amendment request for review by the EU
    - Option: cancel amendment
- Step 2: The EU Services review the amendment request (mandatory)
- Step 3: The Project Legal Signatory signs and submits the amendment request to the EU Services after the EU review
  - Option: withdraw amendment
- Step 4: The EU Services assess the amendment.
- Step 5: The EU Services accept (countersign the amendment) or reject (make available a rejection letter).

# Amendments (Article 39)

## *Useful documents and guides*



**Online Manual:** Detailed explanation for the process and actions to be completed in narrative way

**[Amendments - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)**



**Amendment Guide:** lists the amendment types (AT-clauses) and shows mandatory combinations

**[amendment-guide\\_en.pdf \(europa.eu\)](#)**

# Changes without Amendment & Practicalities

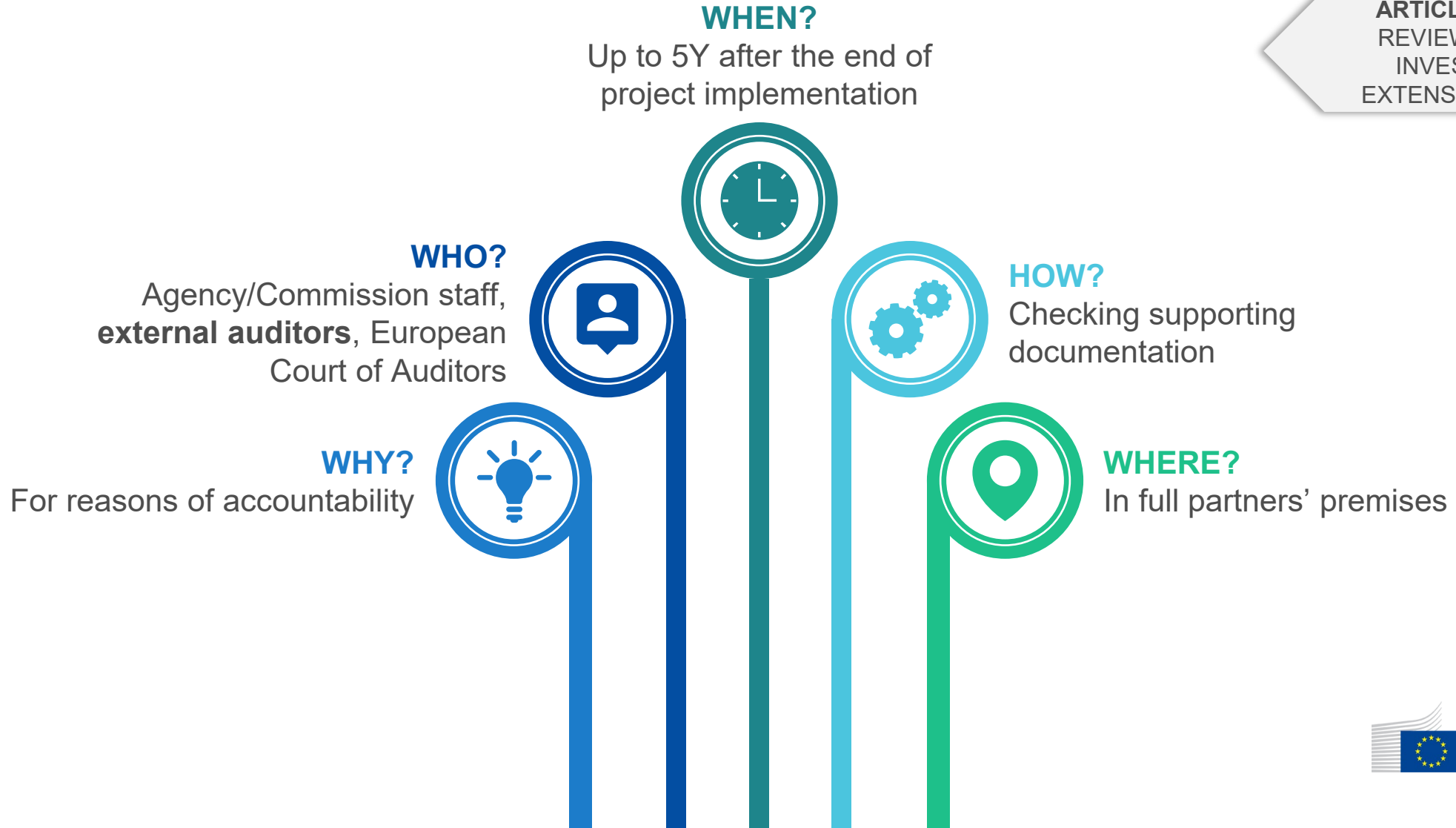
Certain data changes which do not require a formal amendment:

- **AMD Information Procedures** such as change of legal data (name, address, VAT); change of bank account information (bank name, branch address, bank account holder)...
- Change of the **deliverable due date**

Some practicalities:

- Request to be **submitted before the end of the action** & sufficiently in advance
- An amendment proposed by a consortium **enters into force** on the day the Granting Authority signs it
- It takes effect (i.e. the changes to the Grant Agreement start to apply) either: on **a specific date specified** in the amendment or on the **date of entry into force** (last signature = signature by the EU)

# Audit



**ARTICLE 25** – CHECKS,  
REVIEWS, AUDITS AND  
INVESTIGATIONS —  
EXTENSION OF FINDINGS



# AGENDA

**01** Structure of the Grant Agreement

**02** Student Selection Requirements

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# Student Selection

## *Grant Agreement, Annex 5*



« **open, transparent, impartial** and equitable selection procedure, which ensures that the best students are selected »

Through a **project website**, where all information on selection and application procedures is provided to applicants



« For scholarships, the beneficiaries must moreover: advertise and publish the scholarships internationally, including on the websites requested by the granting authority »

Leading to a **selection list**, enrolled students to be encoded as a basis for your budget calculation

# Erasmus Mundus Catalogue

<https://ec.europa.eu/erasmus-mundus>

## Erasmus Mundus Catalogue



### Erasmus Mundus Joint Masters

Erasmus Mundus Joint Masters are delivered by multiple higher education institutions and run across various countries. They are distinguished by their academic excellence and by their high level of integration. Students at master's level from all over the world can apply.

In addition, scholarships are available for the best students.  
Read more to find out if an [EMJM](#) is right for you.

The Erasmus Mundus Catalogue is updated yearly and lists the Master's programmes that are currently supported by the European Union. Most offer Erasmus Mundus scholarships: some do not, being at the end of their funding period or having been temporarily allowed to use the Erasmus Mundus name after the end of their funding period.

Most consortia require applications to be submitted between October and January for courses starting the following academic year. Interested students should **click on the url of the master** and **directly contact the consortium** for information on courses, application procedures and scholarships availability.

[Brexit](#)

[Data protection](#)

[Impact of COVID-19 on Erasmus Mundus Masters](#)

[FAQ](#)

[Scams and Frauds](#)

[Complaints](#)

### Filter by

#### Keywords

#### Country

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#### Duration and credits

 ▼

#### Universities

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#### Field of study

 ▼

#### Year of project selection

 ▼

Search

Clear filters

## Erasmus Mundus Catalogue (214)



Showing results 1 to 20

### FilmMemory - Joint Master of Arts in European Film Heritage, History and Cultures

FilmMemory - <https://www.filmmemory.eu/>

Project locations Belgium, Portugal, Ireland, Estonia

### Safe and Reliable Nuclear Applications

SARENA - <https://www.imt-atlantique.fr/en/study/masters/emjmd/sarena>

Project locations France, Finland, Spain, Slovenia

### Education Policies for Global Development

GLOBED - <http://www.globed.eu/>

Project locations Spain, Germany, Cyprus, United Kingdom

### Communications Engineering and Data Science

CoDaS - <https://www.unite-codas-master.eu/>

Project locations Finland, France, Portugal, Germany, Spain



European  
Commission

# Website Information...

## GRANT AGREEMENT, ARTICLE 17 – COMMUNICATION, DISSEMINATION AND VISIBILITY

### Essential elements for EMJM websites

1. The website respects the following parameters: 1.1. Is present in the <a href="#">Erasmus Mundus Catalogue</a> 1.2. Is dedicated to the study programme 1.3. In English (at least) 1.4. Is aligned with the corresponding grant agreement: terms, wording, external links 1.5. Project coordinator and full partners are listed 1.6. A contact is provided
2. The website explains the academic principles of the programme: 2.1. The main characteristics of the master 2.2. The study mobility requirements 2.3. The ECTS scheme 2.4. The final degree/s awarded (joint, double, multiple) with explanation and reference to degree name and status within national education system 2.5. The prospects after graduation: eligibility for a PhD and access to the job market 2.6. It also provides the template of the Student Agreement
3. The website describes what is provided to students: 3.1. The financial conditions of the scholarship in line with the Grant agreement (monthly allowance, insurance, travel costs) 3.2. The available support for students with special needs
4. The website details eligibility and application procedure: 4.1. Explains student selection criteria and procedure, including opportunities for scholarships 4.2. Reminds students that those who have already benefitted from an Erasmus Mundus Joint Master (EMJM) scholarship are not eligible to apply for an additional scholarship 4.3. Indicates when and how to apply 4.4. Describes the appeal procedure
5. The website adopts the correct EU logo and disclaimer, in accordance with the <a href="#">visual identity rules</a>
6. The information regarding the collection and processing of personal data by the Agency is provided as follows: "The European Education and Culture Executive Agency (EACEA), in the context of managing the Erasmus Mundus Joint Masters, collects and processes the personal data of some of the candidates. In particular, certain data of the scholarship holders and non-scholarship holders is shared with the Agency and treated according to <a href="#">this privacy statement</a> ."

## Checklist from the Agency

- To help you comply with the minimum requirements
- To share recommendations from past experience



# Website

## *... AND communication*

Highly recommended to attract students:

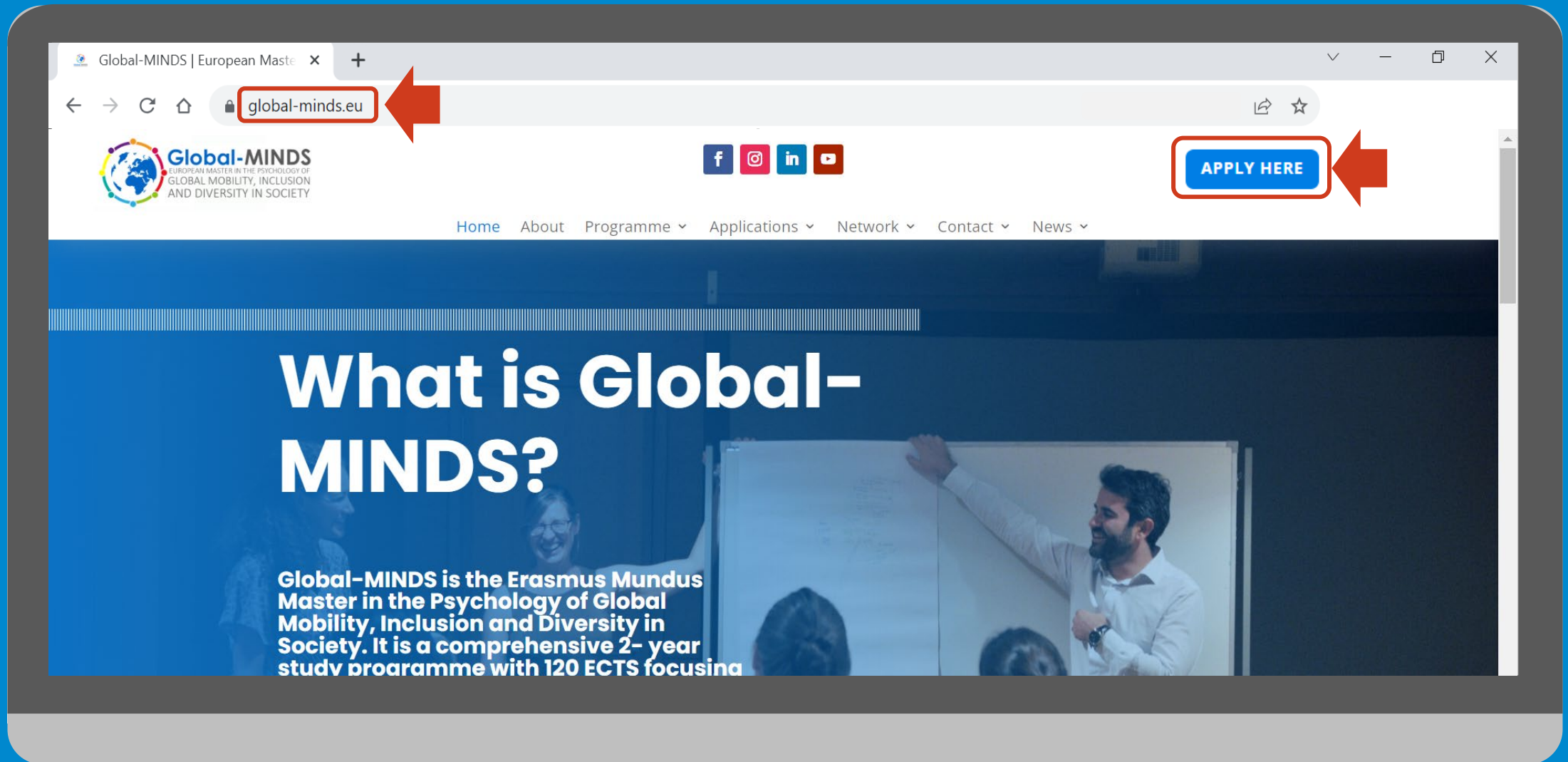
- Design a modern and appealing website
- Not only a patchwork of informative items



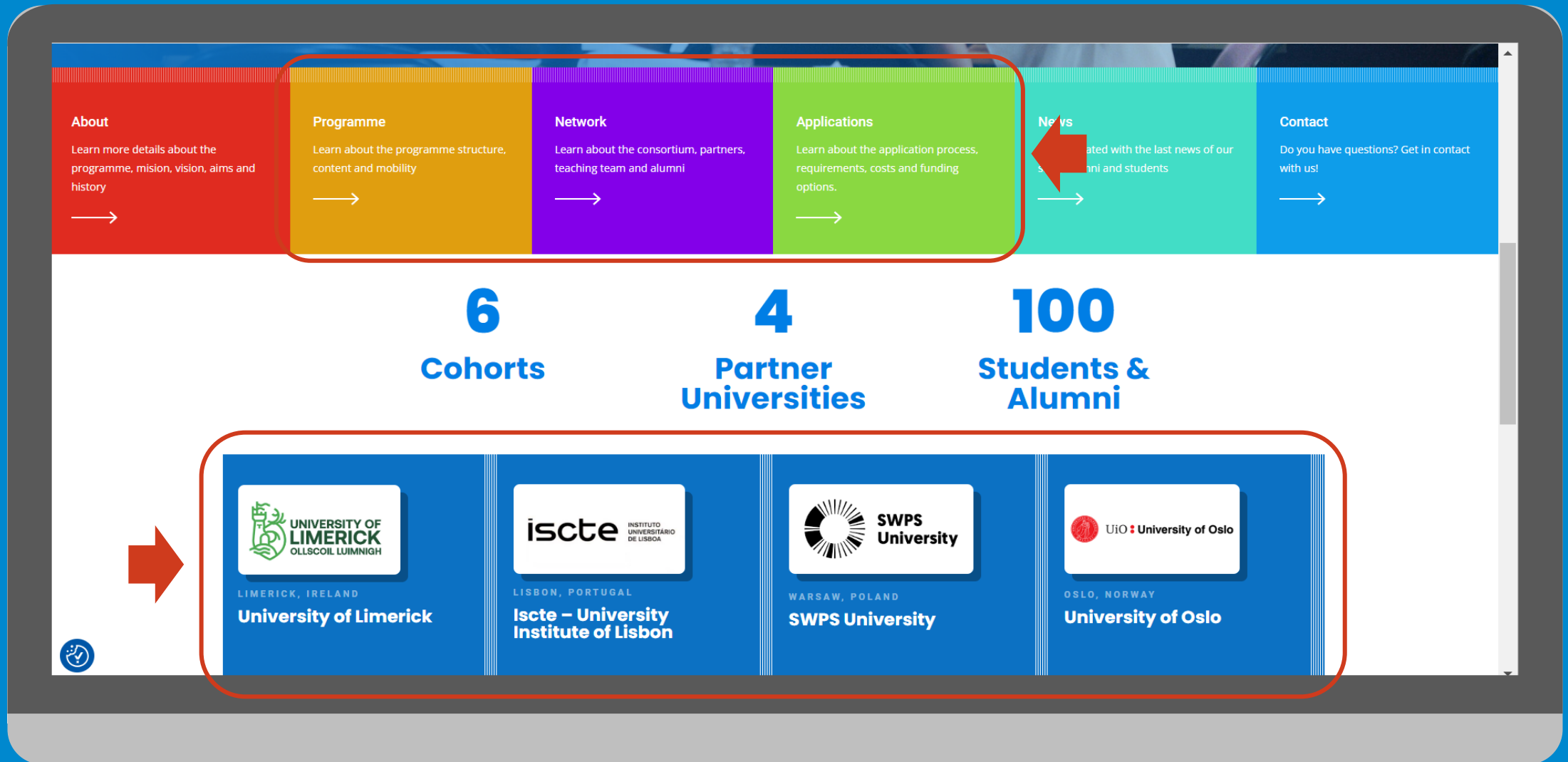
Guide on [How to communicate your project](#)



# Website – Good practices



# Website – Good practices



# EU visual identity



**Co-funded by  
the European Union**

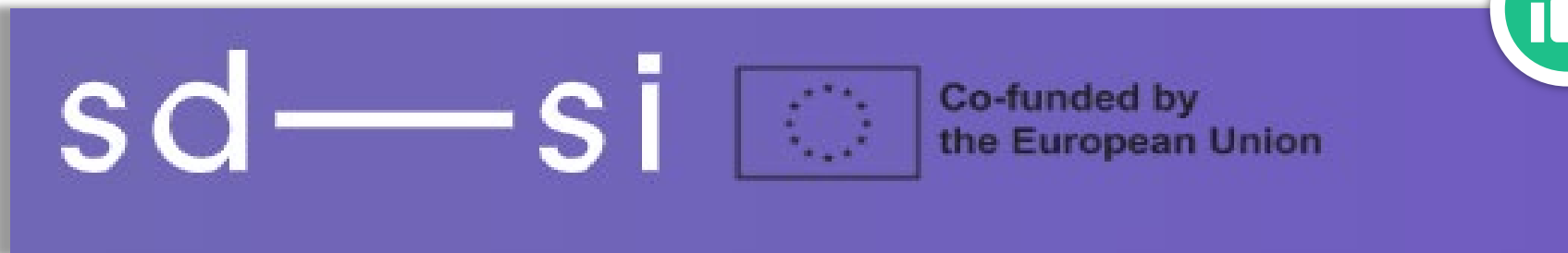
Art. 17.2 of your Grant Agreement

[European flag emblem and multilingual disclaimer \(europea.eu\)](https://europea.eu)



# EU visual identity

## Do's



# EU visual identity

## Don'ts



### Co-funded by the EU

~~Erasmus+~~ is proudly funded by the European Union, aiming to enhance quality in higher education through scholarships and academic co-operation between the EU and the rest of the world.



### LABELLED BY ERASMUS +

With the support of the Erasmus+ Programme of the European Union



~~Erasmus+~~ is proudly co-funded by the Erasmus+ Programme of the European Union.



Erasmus+



European  
Commission

# Admission Portal & Admission Requirements

identified as the rate corresponding to or immediately lower than the estimated expenses. This unit cost is a contribution and is not intended to fully cover the actual costs.

NB: costs below the lowest rate (i.e., less than EUR 3 000) will not be eligible for additional support and will have to be covered by the contribution to the institutional costs of the EMJM or by other funding sources of the beneficiary institutions.

+ Entry requirements

+ Required documents

+ Guidance notes for using the online application

+ English language requirements

+ Scholarships

+ Application deadlines

## FREE OF CHARGE (!)

GA annex 5: [the beneficiary shall] “*not charge application fees during the selection process*”

Include an **Appeal procedure**

Eligible students are those who **have not obtained a prior EMJM scholarship (!)**

# Admission Portal & Admission Requirements

## *Good practices*



### **What do you offer as an Erasmus Mundus Joint Master:**

academic content • participation fees and scholarships • study tracks • internships • thesis • career opportunities • evaluation methods for the graduation • Important: contact details of the staff who will be able to answer questions from the students and provide clarifications.



### **Practical information:**

student life in the hosting institutions • student testimonies (especially after the first intake(s) • FAQs • handbooks • Important: information about visa and residence permit requirements



# Selection process

## *Recommended*



Keeping your student application call open for around  
**3 months**



**Continuity** in the recruitment process and in the award of scholarships (partner / programme country students) over the years, but:

- this is your internal decision, and
- no authorisation/amendment needed if you deviate from your application.

# Selection List & Scholarships Allocation

NAME	SCORE	NATIONALITY	RANK
John	87	ES	1
Paula	86	US	2
Emma	85	ES	3
Ludo	82	IT	4
Geert	81.5	BE	5
Ali	80	TN	6
Sebastian	79	SI	7
Sarah	72	IN	8
Claudia	71	IT	9
X	69	BE	NA
Y	54	ES	NA
Z	31	ES	NA

One selection list, one rank. Excellence!

Consortium decides where the cut-off is for scholarships, for non-scholarship holders and reserve list

# Award of Scholarships

## *Main requirements when drawing the ranking list*

1

The scholarship is awarded for **full-time enrolment**, and will cover the entire duration of the Master programme (i.e. 12, 18, 24 months) *(but institutional costs that occur during the eligibility period for non-scholarship holders can be claimed for students who will graduate outside the eligibility period)*

2

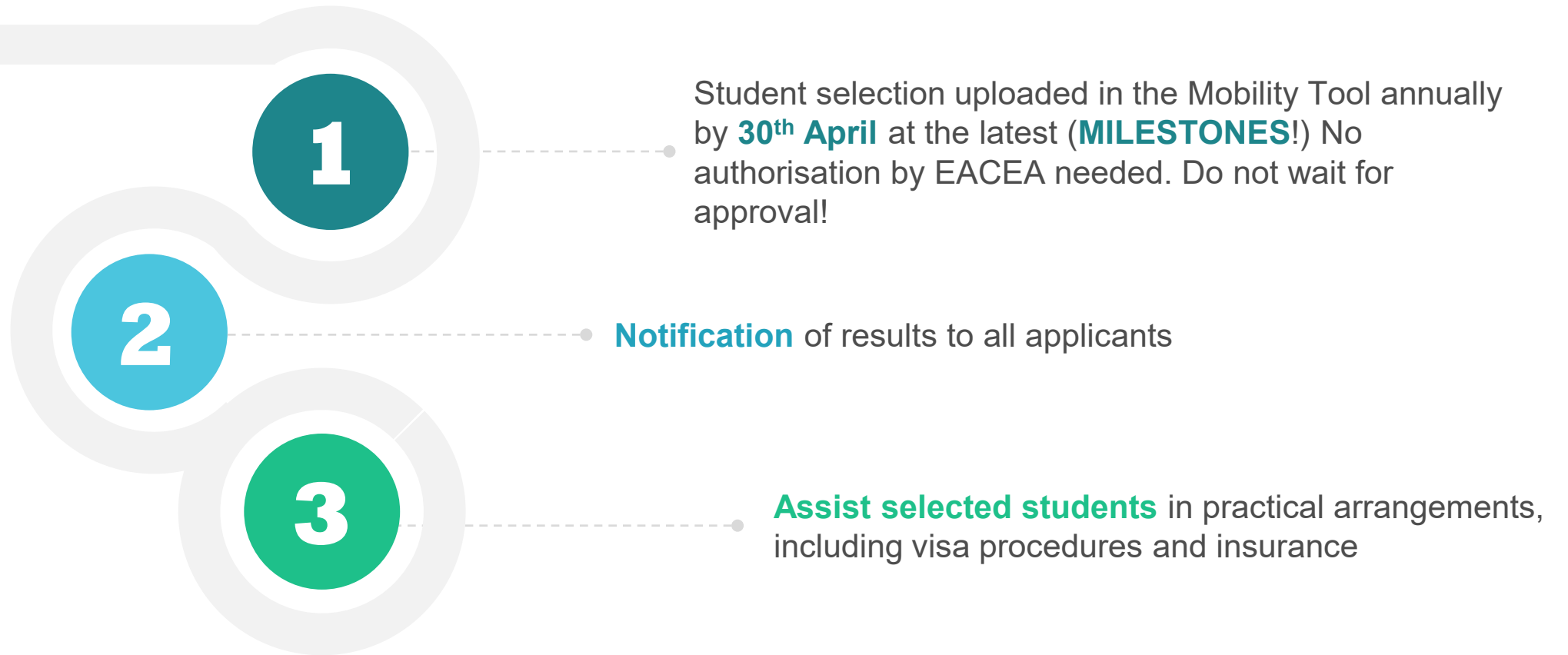
A reduced duration of the scholarship is only possible if **recognition of prior learning** (of min. 1 year)

3

Max 10% of (regular) scholarships awarded to students of the **same nationality**

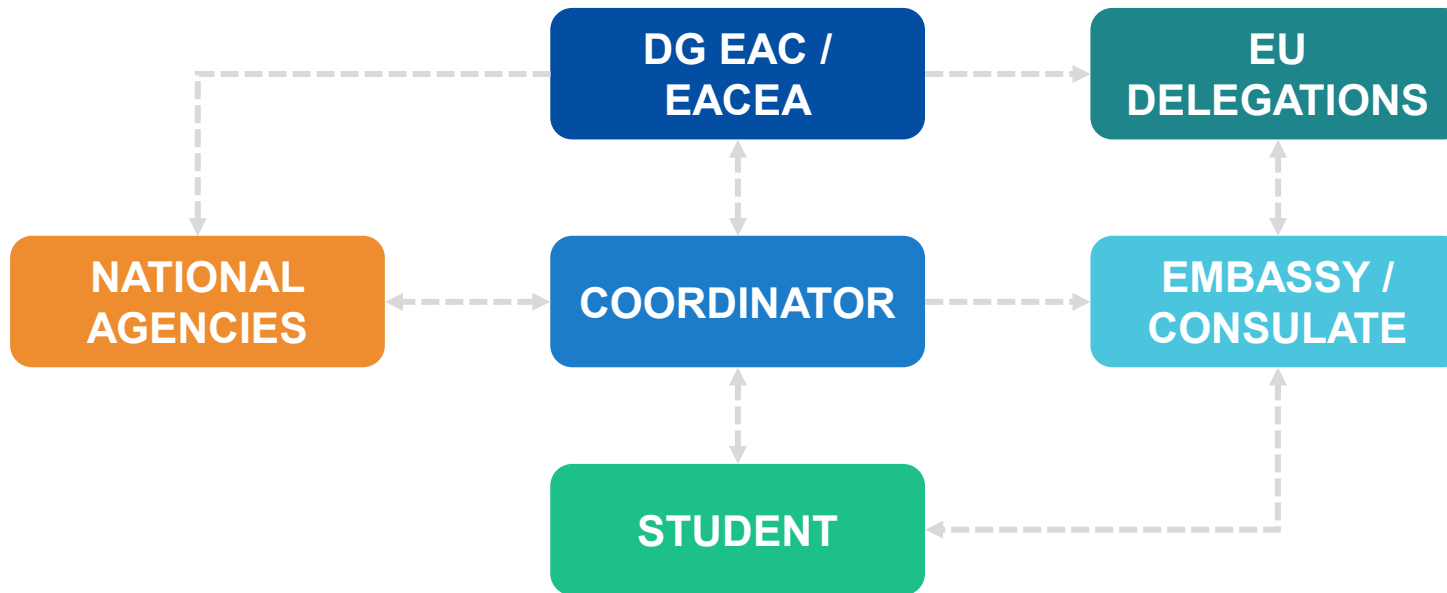
# Student Selection

## *Steps to Remember*



# Visa Requirements & Actors

**VISA DIRECTIVE of 11/05/2016**  
Entry of third-country nationals for research,  
studies and training  
<https://eur-lex.europa.eu/eli/dir/2016/801/oj>



## Very good practice! acceptance letter to students:



- ✓ Course information
- ✓ Starting date and duration of the mobility
- ✓ Mobility scheme (at least 1<sup>st</sup> host institution, ideally the entire mobility track of the student)
- ✓ Grant amount (incl. insurance coverage)
- ✓ Logistical services and contact information
- ✓ **References to EMA**
- ✓ Deadline for confirming the acceptance
- ✓ **Guidance on the correct type of student visa to apply for**



# Student agreement

## *Grant Agreement, Annex 5*



After enrolment sign the Student Agreement

- It will contain the **academic, administrative and financial aspects** of the joint programme
- Arrangements for a **complaint procedure**
- Erasmus Mundus **Students and Alumni** Association
- **Scholarship arrangements & eligibility conditions**

# Insurance Requirement

## *Grant Agreement, Annex 5*

For **all students enrolled!** Beneficiaries need to:

- **Ensure** that all students benefit from an insurance scheme; and
- Cover the **costs**.

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### GRANT AGREEMENT

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*“The scheme must take effect from when the students start their journey to participate in the master course (maximum two months before the start of the master course) and until at least two months after the end of the studies (end of the course, unless the student leaves earlier). The cover must include: (...)”*

- ! If you cannot or do not want to conclude the insurance *on behalf* of students, you should at least verify whether the students did and reimburse the related cost.
- ! Note that you are free to set the tuition fees for non-scholarship holders.

# AGENDA

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# Programme Requirements (a)

As written in Annex 5 of your Grant Agreement, as well as in the [Programme Guide](#):

## DEGREE REQUIREMENT (JOINT, MULTIPLE, COMBINATION)

*“All full partner HEIs (from EU Member States or third countries associated to the Programme or third countries not associated to the Programme) must be Master level degree-awarding institutions and award either a joint or a multiple degree attesting the successful completion of the EMJM programme to the students fulfilling the degree requirements”*

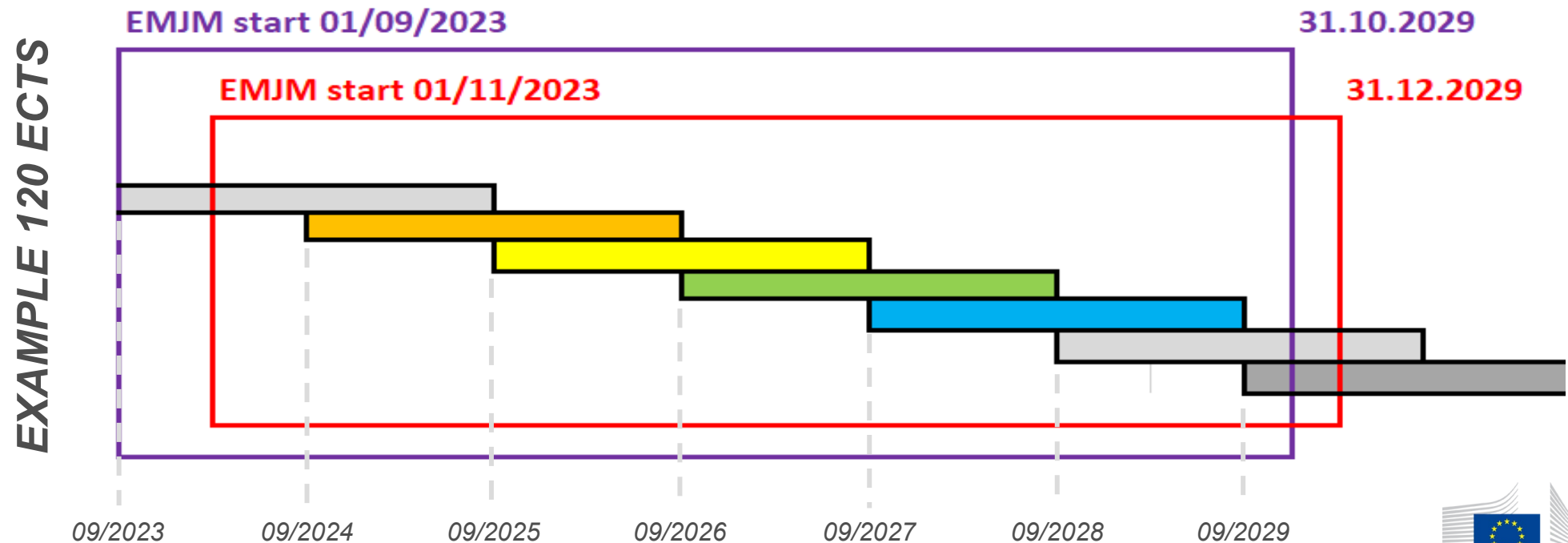
## EXCHANGE OF STAFF & VISITING SCHOLARS

*“Promote the exchange of staff and invited scholars to contribute to teaching, training, research and administrative activities”*

# Programme Requirements (b)

## DURATION

*“Organise at least four editions of the Master programme”, each lasting 1 to 2 academic years (60, 90, or 120 ECTS credits*





# Mobility Requirements



Compulsory physical mobility **for all enrolled students**:

- **2 study periods in 2 countries** (min. 1 EU MS or country associated to Programme), each min. 30 ECTS\*; both different from the country of residence of the student at enrolment stage.
- The country of residence is defined at enrolment stage (*“stable residence in the months before enrolment”*).



Compulsory mobility periods cannot be replaced by **virtual** mobility (*but other periods can*).



All study periods must take place in **full partner** HEIs, or under their direct supervision.

\*20 ECTS for 60 ECTS programmes

# Examples

## TRACK 1

- BE (30 ECTS)
- EG (30 ECTS)
- IT (remotely, 60 ECTS)

Eligible track, unless student is resident in Belgium or Egypt

## TRACK 2

- FR (30 ECTS)
- IT (30 ECTS)
- US (associate partner under supervision of BE, 60 ECTS)

Eligible track for all students!



# Consortium Agreement

- You are required to have a signed **Consortium Agreement** by the start of your first edition as stated in the GA, annex 5: *“before the enrolment of the first students in the master course”*
- Internal document, not reviewed by EACEA. Rather a milestone than a deliverable to upload and review

# EMJM Budget Breakdown

## Grant Agreement, Annex 2

(ACTIVITIES, WORK PACKAGES, TIMING AND SUBCONTRACTING)

EMJM - ERASMUS-EDU-2023-PEX-EMJM-MOB

	REQUESTED GRANT AMOUNT							
	Estimated eligible unit contributions (per budget category)							
	A. Contributions for scholarships			B. Institutional contributions			C. Contributions for special needs	Total
	Heading 2	Heading 6 IPA	Heading 6 NDICI	Heading 2	Heading 6 IPA	Heading 6 NDICI		
	Unit contribution	Unit contribution	Unit contribution	Unit contribution	Unit contribution	Unit contribution	Unit contribution	e = a+b+c
Forms of funding	a			b			c	
1 – Coordinator	2,016,000	134,400	1,041,600	1,800,000	72,000	558,000	120,000	5,742,000
Total consortium	2,016,000	134,400	1,041,600	1,800,000	72,000	558,000	120,000	5,742,000



Calculated on the basis of the Mobility Tool in FTOP



Based on unit costs



SCHOLARSHIPS – INSTITUTIONAL CONTRIBUTIONS – SPECIAL NEEDS  
funded from 'Heading 2' and 'Heading 6', hence separately presented

# Budget

*Based on 3 unit costs*

UNIT COSTS: <GA: ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS



For partial months, a pro-rata unit cost of 1/30 will be reimbursed for each day



# Pro-rata Payment of Unit Costs

## Example

**Student arrival:** 12/09/2023;  
**Student drops out:** 25/12/2023

- A** Count the FULL MONTHS → 3 (12/09 to 11/12)
- B** Count the REMAINING DAYS and divide them by 30 →  $14/30 = 0.4666$
- C** The system ADDS UP A and B → 3.4666

SCHOLARSHIPS	▶	EUR 1,400 / MONTH	*	3.47	=	EUR 4,858 (not 5,600)
INSTITUTIONAL	▶	EUR 750 / MONTH	*	3.47	=	EUR 2,602.5 (not 3,000)

Foresee corrective payments at the end when necessary and inform your students in the STUDENT AGREEMENT (!)

# Student Mobility Starting & End Date



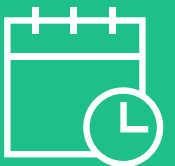
Important to **determine the grant**.



**Declaration through mobility tool** (tab): presentation tomorrow.



**Please keep documentation** (e.g. travel documentation) proving the student's presence on the starting date introduced in your tool, and the relation to your programme (study activities). If no travel documentation is available (such as in case of blended learning) the 'starting date' will need to be documented via an (online) attendance confirmation of the respective student in the programme activities.



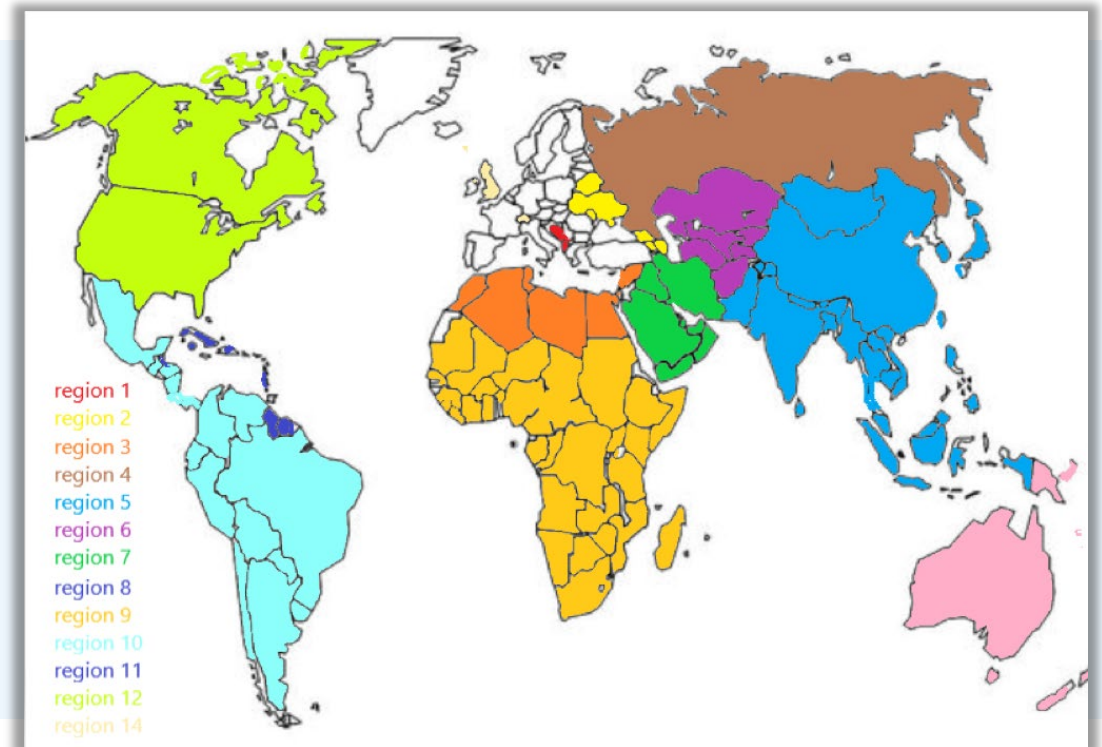
In any case, the maximum duration of the scholarship (12, 18 or 24 months) cannot be exceeded and only costs incurred within the project's eligibility period will be accepted

# Targeted Regions of the World

## Heading 6

Check carefully the list of countries per region in the [Programme Guide](#), p.32-34. **Nationality** is the basis, not 'residence'.

<b>Western Balkans (Region 1)</b>	Albania, Bosnia and Herzegovina, Kosovo <sup>21</sup> , Montenegro
<b>Neighbourhood East (Region 2)</b>	Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law
<b>South-Mediterranean countries (Region 3)<sup>22</sup></b>	Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine <sup>23</sup> , Syria, Tunisia
<b>Russian Federation (Region 4)</b>	Territory of Russia as recognised by international law
<b>Region 5 Asia<sup>24</sup></b>	Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam High income countries: Brunei, Hong Kong, Japan, Korea, Macao, Singapore and Taiwan
<b>Region 6 Central Asia<sup>25</sup></b>	Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
<b>Region 7 Middle East</b>	Iran, Iraq, Yemen High income countries: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates
<b>Region 8 Pacific<sup>26</sup></b>	Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu High income countries: Australia, New Zealand
<b>Region 9 Sub-Saharan Africa<sup>27 28</sup></b>	Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe
<b>Region 10 Latin America</b>	Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela
<b>Region 11 Caribbean<sup>29</sup></b>	Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Suriname and Trinidad & Tobago
<b>Region 12 US and Canada</b>	United States of America, Canada
<b>Region 13</b>	Andorra, Monaco, San Marino, Vatican City State
<b>Region 14</b>	Faroe Islands, Switzerland, United Kingdom



# Targeted Regions of the World

## Heading 6

### “GEOGRAPHICAL TARGETS AND INDICATIVE BUDGET SHARE”

NDICI (up to 31)	Region 9, (Sub-Saharan Africa) 31%	9 to 10 full scholarships (from different countries) <i>No country may access more than 8% of funding foreseen for the Region</i>
	Region 10, (Latin America) 24%	7 to 8 full scholarships (max 30% (2) from Brazil and Mexico)
	Region 5, (Asia) 23%	6 to 8 full scholarships ( <i>priority to least developed countries</i> )
	Region 6, (Central Asia) 9%	2-3 full scholarships
	Region 3 (Neighbourhood South) 8%	2-3 full scholarships
	Region 7 (Middle East) 3%	0 or 1 full scholarships
IPA (up to 4)	Region 8 (Pacific) or Region 11 (Caribbean) each 1%	0 or 1 full scholarships
	Region 1 (Western Balkans)	4 full scholarships

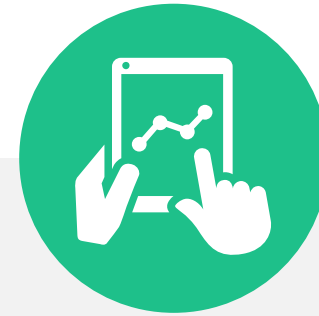
# Scholarship Reallocations after Drop-out



The budget figures are based on a maximum contribution, they do not apply a **'maximum number of people'**. Therefore, reallocations are possible (e.g. following drop-outs, pro-rata payments etc.)



**No 'justification'** is needed for no-show, late arrivals, replacements, etc.



**Monitor your project budget closely** (do not commit to more costs than foreseen, the max. grant will not be raised and EACEA will not calculate this before the end of your project!)



Consider that you will only receive 90% pre-financing

# Costs Justification & Documentation

UNIT CONTRIBUTIONS (G.A. Article 6, Eligible and ineligible contributions; Article 20 – record keeping)

## Units declared must:

- be actually used or produced by the beneficiary in the period set out in Article 4
- be necessary for the implementation of the action

and the number of units must be **identifiable** and **verifiable**, in particular supported by records and documentation (see Article 20).

## Beneficiaries

- must keep adequate records and supporting documents to prove the number of units declared;
- beneficiaries do not need to keep specific records on the actual costs incurred.'



# Costs Justification & Documentation



*E.G.: student applications (nationality & residence), selection lists, student enrolment records, student payments, presence lists, documented costs for special needs, travel invoices, etc.)*



*Financial statement per full partner HEI, responsible for awarding the ECTS !*

# Contributions for Special Needs

## UNITS

- number of special needs units (per enrolled student, with or without scholarship).
- The pre-defined special needs units are: EUR 3,000; EUR 4,500; EUR 6,000; EUR 9,500; EUR 13,000; EUR 18,500; EUR 27,500; EUR 35,500; EUR 47,500; and EUR 60,000.
- *“Requested special needs unit multiplied by (1/number of months)”*.
- NO prior authorisation needed to apply the unit costs.

## SUPPORTING DOCUMENTS (SD)

- to be kept: SD that the cost were **needed** and that the student's participation in the action would not be possible without the special needs items or services, and **not already covered**; a student **declaration with an estimation of costs**, communication to the students concerned on the availability of services and funds) ;
- **Certification by a competent national authority** of the long-term impairment of the concerned student

See question and answer document

# Communication with EACEA



Project contacts: through **PORTAL MESSAGING FACILITIES** please!



**Bilateral meetings** with your project officer (to be) planned in the coming days / weeks



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# Thank you



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