



**Erasmus+**

**Erasmus Mundus közös  
mesterképzések.**

**Gyakorlati és tartalmi  
tudnivalók a pályázattal  
kapcsolatban**

**Beke Márton**

**2015. Január 14.**



# Erasmus+

## Fontos dokumentumok

- Erasmus+ EP határozat: [http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-legal-base\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-legal-base_en.pdf)
- Felhívás: <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.C .2015.347.01.0007.01.ENG>
- **Erasmus+ Programme Guide (ajánlott az angol változat, ügyelni a javításokra - jelenleg v2):** [http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf)
- Technikai útmutató: <https://eacea.ec.europa.eu/sites/eacea-site/files/participant-portal-eform.pdf>
- **Instructions for Completing the 2016 Erasmus Mundus Joint Master Degrees ... Application Package:** [https://eacea.ec.europa.eu/sites/eacea-site/files/2016\\_emjmd\\_instructions\\_en\\_-\\_final\\_2015.12.04.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/2016_emjmd_instructions_en_-_final_2015.12.04.pdf)
- **FAQ:** [https://eacea.ec.europa.eu/sites/eacea-site/files/2016\\_emjmd\\_-\\_frequently\\_asked\\_questions\\_faqlversion\\_21\\_dec.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/2016_emjmd_-_frequently_asked_questions_faqlversion_21_dec.pdf)
- **Guide for Experts:** [https://eacea.ec.europa.eu/sites/eacea-site/files/2016\\_emjmd\\_-\\_guide\\_for\\_experts\\_2016-final\\_2015.12.15.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/2016_emjmd_-_guide_for_experts_2016-final_2015.12.15.pdf)
- **How to prepare a competitive proposal:** [https://eacea.ec.europa.eu/sites/eacea-site/files/2016\\_emjmd\\_how\\_to\\_prepare\\_a\\_competitive\\_proposal.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/2016_emjmd_how_to_prepare_a_competitive_proposal.pdf)



## Regisztrációk

- PIC kód: szinte minden magyar felsőoktatási intézmény rendelkezik vele (az összes partnertől is szükséges)
- Ellenőrizni itt lehet: Participant Portal  
<http://ec.europa.eu/education/participants/portal/desktop/en/home.html> / Organisations / Search
- Ha nincs: A Participants Portal-on lehet regisztrálni:  
<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>
- PIC útmutató: [http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf)





# Erasmus+ Eljutás az eForm-hoz

- [https://eacea.ec.europa.eu/documents/eforms\\_en](https://eacea.ec.europa.eu/documents/eforms_en) (ECEA oldalán alul elérhető a link)

Electronic Application Forms – eForms

Share

This page contains the resources and information required by applicants who wish to complete and submit an electronic application form (eForm) for a **funding** opportunity or for an **accreditation**.

In the table below are listed the programmes and actions for which electronic application forms are currently available. The table contains the User Guide for each electronic application form as well as the link to the 'Application eForm homepage'. The Application eForm homepage is where applicants for funding and applicants for accreditation must follow a series of steps in order to create their new application. These steps are described in the User Guide and applicants are strongly recommended to consult the relevant User Guide for their application form and familiarise themselves with these steps **before they begin**.

Important information :

- ALL electronic application forms require applicants to have a minimum version of Adobe Reader software installed on their computer. This equally applies to applicants using Adobe Acrobat (Standard) or Adobe Acrobat Professional. The minimum version of software that is required is indicated on the "Minimum requirements" tab of this webpage.
- For certain types of web browser, the electronic application forms require applicants to have a minimum version of that web browser software. The minimum version of the browser software that is required is indicated on the "Minimum requirements" tab of this webpage.

Please therefore consult the "Minimum requirements" tab of this webpage and carry out any required software upgrade activity before you proceed any further.

[Subscribe to RSS feeds](#) to receive the latest updates about eForms in real time.

**Available eForms**

Programme	Strand / action	electronic application Version	Released on	Access to the electronic application	User Guides	FAQ
<b>Creative Europe</b>	Media: Support for Development - Video Games 2015	2.1	23/01/2015	<a href="#">Application eForm homepage</a>		
<b>Erasmus+</b>	Knowledge Alliances - Sector Skills Alliances 2015	2.1	06/01/2015	<a href="#">Application eForm homepage</a>		
<b>Erasmus+</b>	Key Action 1 - Erasmus Mundus Joint Master Degrees	2.1	23/12/2014	<a href="#">Application eForm homepage</a>		



# Erasmus+ Eljutás az eForm-hoz

- <https://eacea.ec.europa.eu/PPMT/>

**IMPORTANT POINTS TO NOTE BEFORE YOU START**

**Mandatory steps to be followed by ALL applicants (for funding and for accreditation)**

**ECAS authentication**  
Access to all of the application options below is validated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create one.

**Organisation registration (PIC numbers)**  
All organisations that seek to be included as a participant in a funding application or wish to apply for an accreditation, must first have registered in EACEA's Participant Portal. The registration system assigns a unique Participant Identification Code (PIC) to each organisation. If an organisation does not have a PIC number, it cannot apply for funding or apply for an accreditation. Click [here](#) to be directed to EACEA's Participant Portal. Access to the portal is validated by ECAS (see above).

**Points to be noted and respected by applicants for funding ONLY**

**Organisation profile**  
Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please carefully check whether any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

**One uninterrupted session**  
When you proceed with either of the funding application or accreditation application eForms, these steps are fully described in the eForm User Guide and resume it at a later time. If you close the browser window, you will have to start again. Please therefore ensure you have a stable internet connection and do not close the browser window when you are in the middle of an application.

**Create new application for funding**

**Applications for funding**

**Applications for accreditation**

**Create new application for funding**

**Create new application for accreditation**

**Revise list of participating organisations and update application for funding**

**Resume or print an existing application for accreditation**

The screenshot shows a browser window with the URL <https://eacea.ec.europa.eu/PPMT/>. The page content is as described above. A red arrow points from the 'One uninterrupted session' section to the 'Create new application for funding' button. A blue callout box with a white border and a blue shadow contains the text 'Create new application for funding' and has a blue arrow pointing to the same button.



# Erasmus+ Eljutás az eForm-hoz

- Ha még nem jelentkeztünk be az ECAS portálon:



EUROPEAN COMMISSION AUTHENTICATION SERVICE  
(ECAS)

External

EUROPA > Authentication Service > Login

[Login](#) [New password](#) [Sign Up](#) [Help](#)



( authenticates your identity on European Commission websites )

**ppmt**  
requires you to authenticate

Login [Not registered yet](#)

Is the selected domain correct?  
**External** [Change it](#)

Username or e-mail address \*

Password \*

▶ [More options...](#)

- Remember my username
- Warn me each time an application asks for my identity
- View my ECAS account details after logging me in

[Login!](#) [Lost your password?](#)

\* Required fields



# Erasmus+ Eljutás az eForm-hoz

- Megfelelő eForm kiválasztása (az adott sorra kell kattintani)

Waterfox | Tibor Navracscs' team - European C... | Register an Organisation - Education ... | The Education, Audiovisual and Cult... | PPMT - V2

https://eacea.ec.europa.eu/PPMT/chooseRound.do

2. Click on a row to select your funding opportunity.

Show 50 entries

Filter search results:

Programme Guide / Call for Proposals	Programme	Key Action	Action	Action Type	Submission opens	Submission deadline
EAC-A04-2014	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building in higher education	Joint Projects	17/11/2014	10/02/2015
EAC-A04-2014	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building in higher education	Structural Projects	17/11/2014	10/02/2015
EAC-A04-2014	Erasmus+	Sport	Collaborative Partnerships	Collaborative Partnerships	02/03/2015	14/05/2015
EAC-A04-2014	Erasmus+	Jean Monnet Activities	Jean Monnet Centres of Excellence	Jean Monnet Centres of Excellence	08/01/2015	26/02/2015
EAC-A04-2014	Erasmus+	Jean Monnet Activities	Jean Monnet Chairs	Jean Monnet Chairs	08/01/2015	26/02/2015
EAC-A04-2014	Erasmus+	Jean Monnet Activities	Jean Monnet Modules	Jean Monnet Modules	08/01/2015	26/02/2015
EAC-A04-2014	Erasmus+	Jean Monnet Activities	Jean Monnet Networks	Jean Monnet Networks	08/01/2015	26/02/2015
EAC-A04-2014	Erasmus+	Jean Monnet Activities	Jean Monnet Projects	Jean Monnet Projects	08/01/2015	26/02/2015
EAC-A04-2014	Erasmus+	Jean Monnet Activities	Jean Monnet Support to Institutions and Associations	Jean Monnet Support to Institutions	08/01/2015	26/02/2015
EAC-A04-2014	Erasmus+	Jean Monnet Activities	Jean Monnet Support to Institutions and Associations	Jean Monnet Support to Associations	08/01/2015	26/02/2015
EAC-A04-2014	Erasmus+	Cooperation for innovation and the exchange of good practices	Knowledge Alliances	Knowledge Alliances for higher education	06/01/2015	26/02/2015
EAC-A04-2014	Erasmus+	Learning Mobility of Individuals	Large scale EVS events	Large-scale EVS events	20/01/2015	03/04/2015
EAC-A04-2014	Erasmus+	Sport	Not-for-profit European sport events	Support to Not-for-profit European Sports events	02/03/2015	14/05/2015
EAC-A04-2014	Erasmus+	Cooperation for innovation and the exchange of good practices	Sector Skills Alliances	Sector Skills Alliances in Vocational Education and Training	06/01/2015	26/02/2015
EAC-A04-2014	Erasmus+	Learning Mobility of Individuals	Student and staff mobility in Joint Master Degrees	Joint Master Degrees	22/12/2014	04/03/2015
EACEA-30-2014	Erasmus+	Support for Policy Reform	Policy experimentations	Policy experimentations	18/12/2014	20/03/2015
EACEA-33-2014	Erasmus+	Support for Policy Reform	Prospective initiatives	Forward looking cooperation projects	02/12/2014	24/02/2015

First Previous 1 Next Last

Beérkezett üzenetek ... 18 emlékeztető PPMT - V2 - Waterfox Pályázati szeminárium...

HU 17:26



# Erasmus+ Partnerek hozzáadása

- PIC alapján
- Select the Applicant Organisation
- Next step → Create application eForm
- Ha létrehoztuk az eForm-ot (PDF), **le kell menteni** a merevlemezre
- Később a partnereket az eForm honlapra visszatérve lehet módosítani

The screenshot shows a web browser window with the URL <https://eacea.ec.europa.eu/PPMT/buildConsortium.do>. The page title is "Application for funding: selection of the participating organisation(s)".

**Applicant organisation**

**Important information!** The Applicant organisation is always listed as the **first** organisation in an application eForm. Consequently, when you create your application eForm, the Applicant Organisation selected below will **automatically** appear as the first partner in the eForm. Once the application eForm has been created, it is not possible to switch the role of Applicant Organisation to a different partner organisation. For this reason, it's essential to unequivocally establish the applicant organisation before creating your application eForm.

Select the Applicant Organisation:

**List of participating organisation(s)**

For each organisation participating in the application, enter the organisation's PIC number and click Add to list. To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

PIC number:

	PIC	Name	Country	
1	933834036	Education Test Foundation	HU	<input type="checkbox"/>
2	999896468	EOTVOS LORAND TUDOMANYEGYETEM	HU	<input type="checkbox"/>
3	999850781	HUMBOLDT-UNIVERSITAET ZU BERLIN	DE	<input type="checkbox"/>
4	998391222	ISTANBUL UNIVERSITESI	TR	<input type="checkbox"/>





Test your  
connection

- Kapcsolat, szoftveres beállítások ellenőrzése:
- Mindig a legfrissebb eForm változatot használjuk (dolgozzunk előre külön dokumentumokban)
- Hasznos linkek az eForm végén
- Ezt csak a legvégén nyomjuk meg: **Validate form**
- Projekt címe és rövidítése (= a kurzus neve)
- Kitöltés nyelve: bármely EU lehet, de kis nyelv nem javasolt
- Bejelölni a kontaktszemélyt,
- a partnerek szerepét, a résztvevő szervezetek típusát
- (a prioritásokat)
- project duration: 2 éves képzés esetében 5 év



# Erasmus+ A pályázat

- eForm [https://eacea.ec.europa.eu/documents/eforms\\_en](https://eacea.ec.europa.eu/documents/eforms_en)
- Step 1: Award criterion [https://eacea.ec.europa.eu/sites/eacea-site/files/2016\\_emjmd\\_ac\\_step1\\_en.docx](https://eacea.ec.europa.eu/sites/eacea-site/files/2016_emjmd_ac_step1_en.docx) (Word, PDF)
- Step 2: Award criteria 2-3-4 [https://eacea.ec.europa.eu/sites/eacea-site/files/2016\\_emjmd\\_ac\\_step2\\_en.docx](https://eacea.ec.europa.eu/sites/eacea-site/files/2016_emjmd_ac_step2_en.docx) (Word, PDF)
- Step 2: (if applicable) Award criterion for additional scholarships for targeted regions of the world [https://eacea.ec.europa.eu/sites/eacea-site/files/2016\\_emjmd\\_ac\\_step2-additional\\_en\\_0.docx](https://eacea.ec.europa.eu/sites/eacea-site/files/2016_emjmd_ac_step2-additional_en_0.docx) (Word, PDF)
- Declaration of Honour (a koordinátor képviselője írja alá) & Mandate (mindegyik partner) [https://eacea.ec.europa.eu/sites/eacea-site/files/2016\\_emjmd\\_declaration\\_mandate\\_en.docx](https://eacea.ec.europa.eu/sites/eacea-site/files/2016_emjmd_declaration_mandate_en.docx)
- EMJMD grant request: költségvetés (Excel) [https://eacea.ec.europa.eu/sites/eacea-site/files/copy\\_of\\_2016\\_emjmd\\_grant\\_request\\_en.xlsx](https://eacea.ec.europa.eu/sites/eacea-site/files/copy_of_2016_emjmd_grant_request_en.xlsx)
- Egyéb mellékletek (pl. konzorciumi szerződés, támogató nyilatkozatok, diploma, akkreditációs/szakindítási határozat, szükségletelemzés stb.)  
**Vö. 41. o:** [https://eacea.ec.europa.eu/sites/eacea-site/files/2016\\_emjmd\\_instructions\\_en\\_-\\_final\\_2015.12.04.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/2016_emjmd_instructions_en_-_final_2015.12.04.pdf)



# Erasmus+

## Fontos tudnivalók a beküldéssel kapcsolatban

- Határidő: febr. 18. déli 12 óra
- E-mailben semmit sem kell küldeni. Az így beküldött dokumentumokat nem veszik figyelembe
- Az összes melléklet együtt **max. 10 MB** lehet (érdemes ffben, alacsonyabb felbontással szkennelni)
- Hasznos, ha a TKA-nak elküldik ([erasmus.mundus@tpf.hu](mailto:erasmus.mundus@tpf.hu))
- Ne hagyják az utolsó pillanatra!
- Ha technikai probléma miatt késnék le a határidőt, a hibaüzenetről dátummal együtt screenshotot kell készíteni, és jelezni az EACEA helpdesk-nek: [eacea-helpdesk@ec.europa.eu](mailto:eacea-helpdesk@ec.europa.eu)



# Erasmus+

## Award criterion 1. – First step:

### Relevance of the project

- 40 pont a 100-ból, a továbbjutáshoz ebből min. 30-at el kell érni (75%). Ez alatt kiesik a további bírálatból.
- Max. 15 oldal (Times New Roman 11-es méret)
- Jointness!
- Accreditation, recognition, description of degrees
- Needs of the academic field
- Academic programme: innovation, excellence, learning outcomes, EHEA
- Internationalisation, long-lasting effects on partners, benefits on students (employability) and staff: intercultural, linguistic, horizontal skills
- NB! A bírálók első lépésként **csak ezt a dokumentumot** olvassák!



# Erasmus+

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## Award criteria 2-4.

- Max. 20 oldal, Times New Roman, 11-es méret

### **B.1 Quality of the project design and implementation**

- Teaching/learning methods, innovative features, quality assurance, evaluation
- Student mobility (tracks), guest lecturers
- Student selection, services, insurance, equity
- Rules, students' rights (cf. Student agreement)
- Socio-cultural, economic environment, employability, internships
- Non-educational actors vs. Curriculum development, knowledge transfer etc.





## Award criteria 2-4.

- Max. 20 oldal, Times New Roman, 11-es méret

### **B.2 Project team and cooperation agreements**

- Institutional expertise, professional experience
- Complementarity
- Institutional commitment
- Role of partners: management, administrative, promotion etc.
- Student application, selection, admission
- Budget calculation, business plan vs participation costs and management costs lump sum.
- Complementary funding?



# Erasmus+

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## **Award criteria 2-4.**

- Max. 20 oldal, Times New Roman, 11-es méret

### **B.3 Impact and dissemination**

- Sustainability
- Institutional impact, internationalisation strategy, broader impact
- Promotion, dissemination
- Open licences, open resources

### **B.4 (?) Project activities by partners; Key staff; Other grants**



# Erasmus+ Grant request

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- Érdemes az elejétől folyamatosan haladni a kitöltéssel a képletek miatt
- A végleges kért összeget be kell írni az eForm-ba
- Participation cost: alátámasztott számítás (kifejteni az Award criterion 2. alatt)
- Ösztöndíjas hallgatók száma (Heading 1) : átlag 15/évfolyam= össz. 45 (50-ig fölmehet)
- 75% partnerországból
- 25% önköltséges
- „Additional scholarships” (Heading 4): kb. 4/évf = 12 össz. (max. 15). Nem számítanak bele a 75%-ba!
- ! Egyéb kritériumok a pénzügyi eszköz alapján (Instructions 37. o.)



# Erasmus+

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## Partnerség

- Partnerek min. 3 FOI más-más partnerországból
  - **„degree awarding!”**
- Associated: nem kötelező őket feltüntetni az eForm-ban, ám azokat, akik jelentősebb szerepet játszanak, érdemes bevinni, és részükről szándéknyilatkozatot csatolni (vö. Instructions... 11. o.)
- Consortium Agreement: már pályázati fázisban javasolt a tervezetét elkészíteni



# Erasmus+

## Additional scholarships

- Nem kötelező, a pályázat második lépésében bírálják
- Max. 5 pont, min 2,5-öt kell elérni
- Össz. 382 ösztöndíj
- Instructions... 12-14. o.
- 2. régió: keleti partnerség
- 3. régió: dél-mediterrán
- 6. régió: Ázsia (diákok 65%-a kevésbé fejlett országokból)
- 7. régió: Közép-Ázsia
- 8. régió: Latin-Amerika (a legtöbb ösztöndíj: 90)
- 9. régió: Közép-Kelet
- 10. régió: Dél-Afrika
- 11. régió: ACP országok
- 12. régió: Perzsa-öböl





# Erasmus+

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**Köszönöm a figyelmet!**

Beke Márton

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