

# **ERASMUS MUNDUS PROGRAMME**

**Amendment request for  
ENHANCING ATTRACTIVENESS projects  
(Action 3 of EM II, Action 4 of EM I)**

## **Amendment Request Proposal**

**Agreement Number:** 2010-3993/001-001-EMA3-NS

**Main reason:** change of eligibility period, change in work plan, budget transfer

**Submission date:** 31 May 2012

<b>Important instructions and information regarding the application and selection procedure</b>
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- Before completing the form, please read the relevant sections in the *Administrative and Financial Handbook Action 4: Enhancing Attractiveness* – Annex V.
- Your proposal will be assessed on the basis of the elements included in this amendment proposal.
- The application must be typewritten or word-processed using a computer, character size 11 pt minimum.
- The Amendment request must bear the **original signature of the legal representative** of the co-ordinating institution and the original stamp of this institution. No scanned copy will be accepted as original.
- The application must be accompanied by mandates/letters from the appropriate authorities of each institution asking to join or leave the institution, confirming their agreement with the amendment submitted.
- Applications must be sent by post **and** e-mail. The paper copy is authentic.
- The signed original must be sent to:

**Action 3**

**Responsible: Mrs. Giordana Bruno**

Education, Audiovisual and Culture Executive Agency

Unit P4 (BOUR 02/31)

Avenue de Bourget, 1

B-1140 Brussels

E-Mail: [EACEA-EM2-A3@ec.europa.eu](mailto:EACEA-EM2-A3@ec.europa.eu)

- The information provided in your application may be used for the purposes of evaluating the Erasmus Mundus programme. The relevant data protection regulations will be respected.
- Any questions relating to this proposal should be addressed to: [EACEA-EM2-A3@ec.europa.eu](mailto:EACEA-EM2-A3@ec.europa.eu) .

## SECTION 1 - IDENTIFICATION

### 1. Project title – agreement number

Erasmus Mundus Active Participation, Vol. 2 (EMAP 2) - 2010-3993/001-001-EMA3-NS

### 2. Summary of the amendment request

The partnership of the EMAP 2 project submits this amendment request proposal for the following reasons:

- need of change of the project eligibility period;
- additional activity in the project work plan;
- budget transfers among headings of eligible costs that exceed 10%.

The EMAP 2 project partner P2 (Ministry Education and Training / Erasmus Mundus NS BEnl, Belgium) was successful with a proposal for a panel session at the 24<sup>th</sup> Annual EAIE Conference which will take place in Dublin, Ireland from 11–14 September 2012. The session will be made up of presentations followed by discussions with the audience and promote the concept of the training seminars held within the EMAP 2 project. The EAIE is the Europe's largest international higher education conference where higher education professionals from around the world will meet to exchange ideas, learn from best practices and debate policies and the hottest topics in the field. We believe that this extra activity in the project work plan will significantly contribute to the visibility, promotion and valorisation of the EMAP 2 outcomes and supplement the already planned dissemination activities. The content of the proposed session is described in Section 3 of this document.

The EMAP 2 project duration ends on 31<sup>st</sup> August 2012. We would like to ask for its extension until 20<sup>th</sup> September 2012 and thus allow the project representatives from 3 partner countries to participate in the EAIE event and carry out the session. This change will have a direct impact on the financial aspects of the EMAP 2 project by means of including the related costs of the preparation and participation in the event (i.e. registration fees, travel and subsistence costs, staff costs). However, as the budget is available, these changes will under no circumstances influence the total project costs.

Further reason for this amendment request proposal is the need of budget transfers among headings of eligible costs that exceed 10%. This relates to the fact that the EMAP 2 budget mainly consists of organisation costs of project training seminars and travel and subsistence costs of individual seminar participants, that we were not able to estimate precisely at the beginning of the project. Therefore we would like to transfer a part of the budget from heading "Conferences and seminars" to heading "Other direct costs". The increased "Other direct costs" will be used for further project promotional activities (e.g. EAIE registration fees, project leaflets, promotional items) and also for the bank fees costs, that were underestimated in the initial budget.

### 3. Financial support from the European Community

Please note that according to the financial regulation applicable to the general budget of the European Communities, **the same project may not receive more than one grant from the budget of the European Communities**. Your project, following this amendment, it may not receive a grant from another Community programme for the same project and funding period.

Is this project, or any aspect thereof or any larger project to which it may belong, currently or after the amendment being supported under another European Community programme?

☒ No.

☐ Yes. *Please specify the programme(s), date(s), type(s) of activity and, if possible, agreement number(s):*

*To fill in this part, only if modifications occur.*

- 4.1 Legal Representative – no modification  
 4.2 Co-ordinator – no modification  
 4.3 Person in charge of finance – no modification  
 4.4 Financial identification – no modification  
 5. Partner institutions – no modification

## SECTION 2 - BUDGET

Please complete this part and attach as well the annex II form if your amendment request concerns a change in the budget.

**Table 1: Overview of expenditure**

Items 1-6 must be presented in detail in the corresponding Tables 4-9.

Types of costs	Approved Costs (€)	Proposed Costs (€)
Direct costs		
1. Staff costs (see note below)	93.600,00	97.150,00
2. Travel and subsistence	94.159,00	94.159,00
3. Equipment and materials	0,00	0,00
4. Sub-contracting, consultancy and other external services <sup>1</sup>	0,00	0,00
5. Conferences and seminars	188.728,00	154.770,00
6. Other direct costs	5.200,00	35.608,00
SUB-TOTAL Direct costs	381.687,00	381.687,00
SUB- TOTAL Indirect costs <sup>2</sup>	0,00	0,00
<b>TOTAL</b> (identical to the total in Table 2)	381.687,00	381.687,00

**Table 2: Overview of income**

If income is indicated under items 3, 4 or 5, please specify the source.

Sources	Approved Amounts (€)	Proposed Amounts (€)
1. Grant requested from the Erasmus Mundus programme	343.516,00	343.516,00
2. Contribution from the regular budget of the institutions involved in the project	38.171,00	38.171,00
3. Support from public (national, regional, etc.) sources, provided specifically for this project	0,00	0,00
4. Support from the private sector or foundations, provided specifically for this project	0,00	0,00
5. Other sources (please specify):	0,00	0,00
<b>TOTAL</b> (identical to the total in Table 1)	381.687,00	381.687,00

<sup>1</sup> Cannot exceed 30% of direct costs

<sup>2</sup> Cannot exceed 7% of Total Direct Costs

**Table 3: Specification for contribution within the partnership**

All amounts in €	Total (equals amount in item 2 of Table 2)	Co- ordinating institution	Partner institution No 1	Partner institution No 2	Partner institution No 3	Partner institution No 4	Partner institution No 5
Contribution from the regular budget of the institutions involved in the project	<b>38171</b>	2590	3525	2131	2881	1722	2259
		Partner institution No 6	Partner institution No 7	Partner institution No 8	Partner institution No 9	Partner institution No 10	Partner institution No 11
		1595	1622	2212	2929	2280	2171
		Partner institution No 12	Partner institution No 13	Partner institution No 14	Partner institution No 15	Partner institution No 16	
		1665	1529	2316	2368	2376	

**Explanation for allocation of grant within the partnership:**

On what basis do you intend to distribute the Erasmus Mundus grant among the participating institutions?

The financial management is the task of the project coordinator.

The main budget costs of the EMAP 2 project include:

- Travel and subsistence costs of higher education institution representatives, project partners, EMMC and EMJD project representatives and external experts related to their participation in the EMAP 2 training seminars and meetings. These costs are reimbursed after each event to the participant by the coordinator on the basis of submitted expense claim forms.
- Organisation costs of the project events (i.e. rental of meeting rooms, project pens and folders) and other costs (i.e. project website, bank fees, promotional activities). These costs are ordered and paid directly by the coordinator on the basis of relevant invoices.
- Staff costs of participating EM NS. These costs will be reimbursed by the end of the project to the partners by the coordinator on the basis of time sheets and staff costs conventions.

All partners provide co-financing by way of own resources coming from staff costs and calculated on the basis of their actual involvement in the project activities. The co-financing amounts were calculated on the basis of the distribution of the total costs among all partners. Actual daily salary rates and number of person/day of each partner were used for the calculation of the staff costs. Travel and subsistence costs of partners, costs of events, bank fees and website costs were shared equally among the partners. Travel and subsistence costs of seminar participants (coming from higher education institutions or external experts) were shared proportionally according to the number of the participants sent by each partner.

**Table 4: Specification for staff costs**

For staff categories please refer to the International Standard Classification of Occupations (ISCO) as described in Appendix A of the *Administrative and Financial Handbook Action 4: Enhancing Attractiveness*.

Staff by category	Total number of days (a)	Average cost per day (b)	Total staff cost (axb)
Staff Category 2	670	145	97150
Total identical to item 1 in Table 1			<b>97150</b>

**Table 5: Specification for travel and subsistence**

For conferences and seminars see Table 8 below. Please identify the number of return journeys and number of days' subsistence for each activity as defined in the work plan

Purpose of journey	Number of return journeys (a)	Average travel costs per journey (€) (b)	Average subsistence costs per day (€) (c)	Number of days' subsistence per journey (d)	Total cost (axb)+(axcxd)
Kick-off meeting, LT	16	430	180	1	9760
Mid-term meeting, HU	16	430	220	1	10400
Final meeting, CZ	16	430	230	1	10560
1 seminar, PL	16	430	200	3	16480
2 seminar, LV	15	430	200	3	15450
3 seminar, EE	16	430	113	3	12304
4 seminar, SI	15	430	180	3	14550
Cluster workshop, BE	1	600	130	2	860
EAIE, IE	3	500	255	3	3795
Total identical to item 2 in Table 1					<b>94159</b>

**Table 6: Specification for equipment and materials**

In the case of purchase of hardware costing over 1,000 € per item, please indicate the depreciation rate. Before completing this table, read section III iv) 3 of the *Administrative and Financial Handbook Action 4: Enhancing Attractiveness* carefully.

Description	Number of items	Cost of purchase or rent (€)	Usage rate %	Depreciation rate %	Total cost
Not applicable	0	0	0	0	0
Total identical to item 3 in Table 1					<b>0</b>

**Table 7: Specification for sub-contracting, consultancy and other external services**

Subcontract	Task description	Number of person days (a)	Cost per day (€) (b)	Other costs (€) (c)	Total cost (axb)+c
Subcontract 1	Not applicable	0	0	0	0
Subcontract 2					
Subcontract 3					
Total identical to item 4 in Table 1					<b>0</b>

## Tables 8: Specification for direct costs of conferences and seminars

### 8. A - Organisation costs

Costs such as rent of rooms, rent or purchase of materials, interpretation booths, local transport, etc.

Description	Number of items (a)	Cost per item (€) (b)	Total cost (axb)
Rent of rooms, training seminar, PL	1	2700	2700
Rent of rooms, training seminar, LV	1	610	610
Rent of rooms, training seminar, EE	1	2000	2000
Rent of rooms, training seminar, SI	1	1500	1500
Rent of rooms, project meeting, LT	1	280	280
Rent of rooms, project meeting, CZ	1	280	280
Stationery for seminars (pens, folders, name badges ...)	1	1410	1410
Filming service (videorecording of seminars)	2	450	900
			<b>9680</b>

8. B - Travel and subsistence costs of participants and speakers. Please identify the number of return journeys and number of days' subsistence for each activity as defined in the work plan

Purpose of journey	Number of return journeys (a)	Average travel costs per journey (€) (b)	Average subsistence costs per day (€) (c)	Number of days' subsistence per journey (d)	Total cost (axb)+(axcxd)
Training seminar, PL	33	430	200	3	33990
Training seminar, LV	33	430	200	3	33990
Training seminar, EE	50	430	113	3	38450
Training seminar, SI	37	430	150	3	32560
					<b>138990</b>

### 8. C – Interpreters

Description (Interpretation from / to languages)	Number of interpreters (a)	Number of days (b)	Average costs per day (€) (c)	Total cost (axbxc)
Not applicable	0	0	0	0
From: to:				
From: to:				
From: to:				
From: to:				
				<b>0</b>

### 8. D – Speakers' fees

Number of speakers (a)	Number of days (b)	Average costs per day (€) (c)	Total cost (axbxc)
3 experts for training seminars	1	300	900
13 best practice project representatives for training seminars	2	200	5200
			<b>6100</b>

**TOTAL TABLE 8: TOTAL costs of conferences and seminars: € 154770**  
Total identical to item 5 in Table 1



**Table 9: Specification for other direct costs**

Description of item	Number of items (a)	Cost per item (€) (b)	Total cost (axb)
Website services	2	100	200
Project leaflet graphics	1	150	150
Project leaflet print	8000	0,5435	4348
Project promotional items	2500	3	7500
Delivery of promotional leaflets and items to partners	2	2000	4000
Registration for 2012 EAIE	3	470	1410
Bank fees and bank account related costs	400	45	18000
Total identical to item 6 in Table 1			<b>35608</b>

**Sub- total Direct costs (TABLES 4-9): 381.687,00**

Total of items 1-6 in Table 1

## SECTION 3 – PROJECT AMENDMENT DESCRIPTION

- Please describe all the following aspects of your amendment proposal using the same order and numbering as given in the list of questions.(indicate the changes to the approved project)

### 1. Typology

The partnership of the EMAP 2 project submits this amendment request proposal for the following reasons:

- need of change of the project eligibility period;
- additional activity in the project work plan;
- budget transfers among headings of eligible costs that exceed 10%.

### 2. Project rationale

This project amendment does not change the rationale of the approved project.

### 3. Objectives

This project amendment does not change the objectives of the approved project.

### 4. Envisaged outputs

#### 4.1 Indicate how the amendment contributes to the outputs of the project.

This project amendment intends to contribute to the dissemination and promotion of the project outputs. Four training seminars for future Erasmus Mundus Master Courses (EMMC) and Erasmus Mundus Joint Doctorates (EMJD) were organised from the beginning of the EMAP 2 project. In total 136 higher education representatives formed in 48 joint programmes consortia were given comprehensive training and useful consultations provided by experienced Erasmus Mundus National Structures (EM NS), representatives of successful EMMC and EMJD, external experts and EACEA representatives. The concept and content of the EMAP 2 training seminars was very positively evaluated by its participants and therefore the project partners decided to promote it more than in the planned application.

The EMAP 2 project partner from BE (represented by Mr. Johan Geentjens) was successful with a proposal for a panel session at the 24<sup>th</sup> Annual EAIE Conference which will take place in Dublin, Ireland from 11–14 September 2012. The Conference Programme Committee has accepted his proposal for a session called "How to enhance the participation in Erasmus Mundus". Even if the name of the Action would change under the current proposal for the successor programme, the methodology developed by the project is still valid to enhance cooperation among HEIs in the framework of joint study programmes. The session will be made up of presentations followed by discussions with the audience and among others it will promote the concept of the training seminars held within the EMAP 2 project as a model to be picked up by others to enhance the participation in the Erasmus Mundus programme or in joint study programmes in general. The session speakers will be 3 representatives of the EMAP 2 project and also Mr. Andries Verspeeten from the Ghent University, Belgium, who acted as a representative of successful Erasmus Mundus projects during one EMAP 2 training seminar.

The session proposal is the following: "The Erasmus Mundus National Structures (Agencies) run training projects to enhance the participation of HEIs in EM A1. Some projects are specifically targeted towards HEIs from EU-countries which are underrepresented in the selection results. Others aim to train Erasmus Mundus promoters for the Asian higher education community. These projects will end in 2012, but the methodology developed for the training can be transferred. This session will give an overview of the results of the projects and explore how the methodology developed for the training can be disseminated."

<http://www.eaie.org/home/conference/dublin/programme/activity/selectedEvent/Sessions/submissionId/357>

We believe that this extra activity in the project work plan will greatly contribute to the visibility, promotion and valorisation of the EMAP 2 outcomes and supplement the already planned dissemination activities.

In addition, as a part of the project budget under heading "Conferences and seminars" was saved, we would like to make a budget transfer in favour of the "Other direct costs" budget heading. The increased "Other direct costs" will be used for further

project promotion activities, especially the preparation of project leaflets and promotional items, which will be distributed during the EAIE 2012 and sent out to all project partners, who will use these items during their national events and consultations. The leaflets and items will be designed in a way so that they can be used also beyond the EMAP 2 project eligibility period and thus will help to the sustainability of the project outcomes (see the design in Annex).

#### **4.2 Events (conferences, seminars and exhibitions):**

The EMAP 2 project duration ends on 31<sup>st</sup> August 2012 and with this project amendment we would like to ask for its extension until 20<sup>th</sup> September 2012 in order to allow 3 project representatives to participate in the EAIE event and carry out the session as mentioned under point 4.1.

The EAIE is the Europe's largest international higher education conference where higher education professionals from around the world will meet to exchange ideas, learn from best practices and debate policies and the hottest topics in the field. Over 4000 higher education professionals from more than 85 countries attend the conference each year, which represents a wide and varied audience.

### **5. Partnership composition and contribution**

This project amendment does not change the partnership composition of the approved project. The amendment however broadens the tasks of 3 project partners (AT, BE, CZ), who will prepare their presentations and carry out the panel session at the EAIE conference as mentioned under point 4. The CZ partner will also prepare the project leaflets and promotional items.

### **6. Evaluation and dissemination, long term exploitation, impact and sustainability**

This project amendment will broaden the already planned dissemination activities and contribute to the valorisation of the project results. In the original application the project partners stated that they will search for the opportunities to promote the project results at international level. We believe that giving an overview of the EMAP 2 results and presenting and discussing the possibilities for their further dissemination at the EAIE conference is definitely a great tool for these purposes. Furthermore, the session at the EAIE conference will indirectly contribute to the promotion of the Erasmus Mundus programme and raise awareness about its possibilities.

This amendment should also help to the sustainability of the project outcomes, as we intend further project promotion activities, especially the preparation of project leaflets and promotional items as described under point 4.1.

### **7. Planning of activities**

This project amendment will modify the work plan by means of adding extra tasks under stage 33 - Dissemination activities. These will include:

- preparation of the presentations for the panel session, incl. related PR activities (e.g. providing information about the planned session by means of announcement on website, mailing list etc.);
- participation of 3 project representatives in the panel session at the EAIE event;
- further project promotion activities (i.e. preparation of project leaflets and promotional items and their distribution).

Other stages in the workplan will remain without changes, therefore the Work Plan in this document shows only the modification of stage 33. The changes are marked in bold.

### **8. Other aspects**

The above mentioned change in the work plan will have a direct impact on the financial aspects of the EMAP 2 project by means of including the related costs of the preparation and participation in the event (i.e. registration fees, travel and subsistence costs, staff costs). However, as the budget is available, these changes will under no circumstances influence the total project costs.

Further reason for the amendment request proposal is the need of budget transfers among headings of eligible costs that exceed 10%. This relates to the fact that the EMAP 2 budget mainly consists of organisation costs of project training seminars, travel and subsistence costs of individual seminar participants, that we were not able to estimate precisely at

the beginning of the project. Therefore we would like to transfer a part of the budget from heading "Conferences and seminars" to heading "Other direct costs". The increased "Other direct costs" will be used for further project promotion activities (e.g. EAIE registration fees, project leaflets, promotional items) and for bank fees, that were underestimated in the initial budget.

# Deviations from the workplan / tasks

OUTPUTS	Activities leading to outputs	Planned Starting Date	Actual Starting Date	Planned duration	Actual duration
Panel session at the 24th Annual EAIE Conference in Dublin (11-14 September 2012) promoting the outcomes of the EMAP 2 project	1/ Preparation of the presentations for the session, incl. related PR activities 2/ Participation of 3 project representatives in the panel session at the event	Not planned in the original application	1 <sup>st</sup> August 2012	Until 20 <sup>th</sup> September 2012	Not applicable
<b>Deviation</b> Extra activity related to project dissemination activities					
<b>Implemented Solution</b> Need of change of the project eligibility period until 20 <sup>th</sup> September 2012 and change in the project work plan in stage 33 – Dissemination Activities					

OUTPUTS	Activities leading to outputs	Planned Starting Date	Actual Starting Date	Planned duration	Actual duration
Further project promotional activities	1/ Preparation of project leaflet and promotional items that can be used also beyond the project duration 2/ Distribution of the leaflets and items to project partners and their promotion at national levels	Not planned in the original application	1 <sup>st</sup> May 2012	Until 20 <sup>th</sup> September 2012	Not applicable
<b>Deviation</b> Extra activity related to project dissemination activities					
<b>Implemented Solution</b> Need of budget transfers among headings of eligible costs that exceed 10% and change in the project work plan in stage 33 – Dissemination Activities					

## Work Plan

<b>Project:</b> Erasmus Mundus Active Participation, Vol. 2 (EMAP 2) - 2010-3993/001-001-EMA3-NS					
Stage in life of project	Outputs: By the end of this stage we will have achieved / produced	Activities leading to this output	Activities to be started by this date and completed by this date	Partners / Persons involved	Time input (person/days or person/months)
33 Dissemination activities  <b>The changes are marked in bold.</b>	Raised awareness about the project results  All project information and documentation available at project website  <b>Panel session at the 24th Annual EAIE Conference in Dublin (11-14 September 2012) promoting the outcomes of the EMAP 2 project</b>  <b>Further project promotion activities</b>	Gathering documents for further dissemination Carrying out dissemination at project, national and international levels Feeding and updating the project website content  Preparation of the presentations for the session, incl. related PR activities (e.g. providing information about the planned session by means of announcement on website or mailing list)  Participation of 3 project representatives in the panel session at the event  Preparation of project leaflet and promotional items that can be used also beyond the project duration  Distribution of the leaflets and items to project partners and their promotion at national levels	Start      Complete Continuously until the end of the project duration (i.e. 20 September 2012)	All project partners  Special tasks for IT team (CZ, LT)  <b>Additional tasks for AT, BE and CZ</b>	17 partners: each 2 person/day = 34 person/day in total  CZ, LT: each 5 person/day = 10 person/day in total  AT, BE: each 5 person/day = 10 person/day in total  CZ: 10 person/day

## SECTION 4 - DECLARATION

To be completed by the legal representative of the co-ordinating institution indicated under Section 1, point 4.1 above.

I, the undersigned, certify that the information contained in this amendment proposal is correct to the best of my knowledge.

I am aware that penalties may be applied in the case of a false declaration.

Place: **Prague**

Date: **31 May 2012**

Signature:

Stamp of the co-ordinating institution:

Name and position in capitals: **Mrs. Iva Tatarková, Director, Centre for International Services**



### Checklist

The amendment proposal is completed in full. All questions have been answered.	✓
Each page has been numbered.	✓
The application has been typewritten or word-processed.	✓
The budget covers the whole project period and is indicated in euros.	✓
The amendment proposal has been signed by the legal representative of the co-ordinating institution and stamped.	✓
The financial identification form has been filled in and duly signed in the original (only if changed).	N.A.