

EMMA-E14  
Da Nang Meeting  
(30 September- 3 October 2013)

Tasks to do in the next few  
weeks/months?

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## I. Print and get the MoU signed

### Monday October 7th,

- visit the website  
<http://emmasia.udn.vn/documents/>
- Print the memorandum of Understanding (two copies)
- Get them signed by your legal representative (the one that already signed the partnership statement with Emma)
- Send to UNS **by the end of the week** a scan version by email (to Emmanuel) AND the original by registered mail.

## II. Prepare the MOs needed for the first cohort

### October 7<sup>th</sup> - November 15<sup>th</sup>

1. Look at the mobility table how many incoming and outgoing students and staffs you will have in the first cohort.
2. Inform asap *ALL* potential candidates
3. Set up as much MOs as possible (at least 3 per scholarships/grants available in discussing via emails with the other partners.
4. Upload a detailed description of each MO in the application data base.

# Example 1

I want to initiate exchanges of students between CITI and UNS (both sens). What can I do?

I know that UNS run an International Master in Performing Arts.

<http://www.performingarts-mundus.eu/page/program-mobility/>

I wonder how to attract in cohort 2 a M6 from CITI at UNS in this programme: I will try to set up a S1 MO for a staff of CITI that could come at Nice to build sustainable exchange of students in this Master.

-> I need to contact quickly my colleagues at Nice and Ulziibayar.

## Example 2

- Ulziibayar know that CITI want to open (or renew) a certain BA in introducing new courses. She send to all EU partner this information and UW answer that, yes, they are teaching such innovative course.
- Together with Anna, they set up two MOs, one for a staff of UW (S2 or S3) and one for a staff of CITI (S1).
- When abroad, both grantees will also work in order to set up MOs for exchange of students from or to this BA as M6.

## Example 3

PSU having some of its teachers without Doctorate want to send them to prepare a Doctorate in Europe. 3 possibilities:

- with a D36 in the cohort 1
- With a D18 in cohort 1
- With a D18 in cohort 2

What to do?

Choose the field of study as one field that PSU consider as a priority to **develop research or new curricula** and ask the help of EU partners to find potential advisers.

Then build MO's an (if it is at UNS or at BUT, advice the candidate to try to get admission in the corresponding Doctoral School.

III. Prepare also now the MOs needed for the  
second and third cohorts  
**(October 2013-October 2014)**

I strongly recommend you to take the opportunity of the staff mobilities of the first cohort to prepare the students mobilities of the two next cohorts

To be able to set up an MO for an undergrad or a Master student, one needs to know the curricula in both side...difficult (if not impossible) using only the two web sites!

**Applications for cohort 2 will begin in October 2014**

**Applications for cohort 2 will begin in October 2015**

## IV. Together with the MOs advertise the programme!

- We will post on the website a flier (brochure) that you are asked to print and disseminate.
- In your University, organize meetings to inform **ALL** colleagues and potential doctoral students
- Read our website and suggest improvements
- Do not forget to advertize our Target Groups 2 and 3 (in cohort 1, only 3 staffs and the 10 D36)!



Opening of the application data base for uploading  
the MOs: **October 20<sup>th</sup>?**

Advise:

When uploading your MOs, increase their numbers  
just by adapting to you (when it is possible) the  
ones already prepared by the other partners!

- Be creative when setting up MOs!
- Always think in term of sustainable exchanges of students and staffs!
- Keep in mind the possibility of PW and give the priority to such kind of mobilities involving companies
- Concentrate your efforts in Sciences and Technology

# Quality Assurance/Monitoring of EMMA- E14

Second meeting