

## JEAN MONNET MODULES

### WHAT IS A JEAN MONNET MODULE?

A Jean Monnet Module is a short teaching programme (or course) in the field of European Union studies at a higher education institution. Each Module has a minimum duration of 40 teaching hours per academic year. Teaching hours are taken to include direct contact hours in the context of group lectures, seminars, tutorials and may include any of the aforementioned in a distance learning format but do not include individual instruction. Modules may concentrate on one particular discipline in European studies or be multidisciplinary in approach and therefore call upon the academic input of several professors and experts.

Erasmus+ supports Jean Monnet Modules with the aim to:

- promote research and first teaching experience for young researchers and scholars and practitioners in European Union issues;
- foster the publication and dissemination of the results of academic research;
- create interest in the EU and constitute the basis for future poles of European knowledge, particularly in Partner Countries;
- foster the introduction of a European Union angle into mainly non EU related studies;
- deliver tailor-made courses on specific EU issues relevant for graduates in their professional life.

The Jean Monnet Module anchors and mainstreams teaching on EU matters in curricula which so far have included EU-related content only to a limited extent. They also bring facts and knowledge on the European Union to a broad spectrum of learners and interested citizens.

### WHICH ACTIVITIES ARE SUPPORTED UNDER THIS ACTION?

Jean Monnet Modules must take one of the following forms:

- general or introductory courses on European Union issues (in particular at institutions and faculties that do not yet have a highly developed course offering in the field);
- specialised teaching on European Union developments (in particular at institutions and faculties that do already have a highly developed course offering in the field);
- summer and intensive courses that are fully recognised.

### WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN A JEAN MONNET MODULE?

Higher education institutions have the role of supporting and promoting the Module coordinators by ensuring that the largest possible public benefits from their activities both inside and outside the institution.

Higher education institutions support Module coordinators in their teaching, research and reflection activities: they recognise the teaching activities developed; they monitor the activities, give visibility and valorise the results obtained by their staff involved in Jean Monnet.

Higher education institutions are required to maintain the activities of a Jean Monnet Module during the entire duration of the project, including replacing the academic coordinator if the need arises. If the institution is obliged to replace Module coordinators, a written request for approval has to be sent to the Executive Agency. Moreover, the new proposed coordinator must have the same level of specialisation in European Union studies.

### WHAT ARE THE CRITERIA USED TO ASSESS A JEAN MONNET MODULE?

Here below are listed the formal criteria that a Jean Monnet Module must respect in order to be eligible for an Erasmus+ grant:

#### ELIGIBILITY CRITERIA

<b>Who can apply?</b>	A higher education institution (HEI) established in any country of the world. HEIs established in Programme Countries must hold a valid Erasmus Charter for Higher Education (ECHE). An ECHE is not required for participating HEIs in Partner Countries.  Individuals cannot apply directly for a grant.
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<b>Duration of project</b>	Three years.
<b>Duration of activity</b>	A Jean Monnet Module must be taught for a minimum of 40 hours per academic year (for three consecutive years) in the field of European Union studies at the applicant higher education institution.
<b>Where to apply?</b>	To the Education, Audiovisual and Culture Executive Agency, located in Brussels.
<b>When to apply?</b>	Applicants have to submit their grant application by <b>23 February at 12:00 (midday Brussels time)</b> for projects starting on 1 September of the same year.
<b>How to apply?</b>	Please see Part C of this Guide for details on how to apply.

Applicant organisations will also be assessed against **exclusion and selection criteria**. For more information please consult Part C of this Guide.

## AWARD CRITERIA

Projects will be assessed against the following criteria:

<b>Relevance of the project</b> (Maximum 25 points)	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to: <ul style="list-style-type: none"> <li>- the objectives and priorities of the Action (see sections "What are the aims of Jean Monnet " and "What is a Jean Monnet Module").</li> </ul> </li> <li>▪ The extent to which the proposal: <ul style="list-style-type: none"> <li>- is suitable for fostering the development of new teaching, research or debating activities;</li> <li>- includes the use of new methodologies, tools and technologies;</li> <li>- demonstrates evidence of academic added value ;</li> <li>- promotes and gives greater visibility to this European studies/issues both within the institution participating in the Jean Monnet Action and outside.</li> </ul> </li> <li>▪ The relevance of the proposal to priority target groups of the Action: <ul style="list-style-type: none"> <li>- institutions established in countries not covered by the Jean Monnet Action;</li> <li>- institutions or academics not yet in receipt of Jean Monnet funding;</li> <li>- specific EU related subjects in studies which have had limited exposure to but are increasingly affected by European aspects;</li> <li>- students who do not automatically come into contact with European studies (in such fields as science, engineering, medicine, education, arts and languages, etc.).</li> </ul> </li> </ul>
<b>Quality of the project design and implementation</b> (Maximum 25 points)	<ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, evaluation, follow-up and dissemination;</li> <li>▪ The consistency between project objectives, activities and the budget proposed;</li> <li>▪ The quality and feasibility of the methodology proposed.</li> </ul>
<b>Quality of the project team</b> (Maximum 25 points)	<ul style="list-style-type: none"> <li>▪ The pertinence of the profile and expertise of key academic staff involved - both in the academic and non-academic domains - with the activities carried out in the project.</li> </ul>



<p><b>Impact and dissemination</b> (Maximum 25 points)</p>	<ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the teaching activities;</li> <li>▪ The potential impact of the project:             <ul style="list-style-type: none"> <li>- on the institution(s) participating in the Jean Monnet Action;</li> <li>- on the students and learners benefiting from the Jean Monnet Action;</li> <li>- on other organisations and individuals involved at local, regional, national and/or European levels.</li> </ul> </li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the activities within and outside the institution hosting the Jean Monnet Activities;</li> <li>▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain any disproportionate limitations.</li> </ul>
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To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least 13 points in each of the categories of award criteria mentioned above.

## WHAT ELSE SHOULD YOU KNOW ABOUT A JEAN MONNET MODULE?

### BUDGET ALLOCATION

Up to 20% of the budget allocated to support Modules will be granted to Jean Monnet Modules for which the coordinators are researchers who have obtained a PhD degree in the last five years. This measure will support young researchers starting their academic careers.

### DISSEMINATION AND IMPACT

Jean Monnet Modules are required to disseminate and exploit the results of the organised teaching and research activities beyond the scope of the stakeholders directly involved. This will considerably increase the impact and contribute to a systemic change.

To increase their impact they should include in their dissemination activities the creation and offer of open educational resources (OER) and involve open education activities to respond to technological progress. This will foster more flexible and creative ways of learning and reach out to an increasing number of students, professionals, policy makers and other interested groups.

All coordinators of Jean Monnet Modules will be asked to update their respective section of the Erasmus+ specific online tool where all the information about the Jean Monnet Activities will be hosted. They will be encouraged strongly to use the relevant existing platforms and tools (i.e. the Jean Monnet directory, the Jean Monnet virtual community). These sections, which are part of the general IT tool for Erasmus+, will keep the wider public informed about the institutions and their Jean Monnet courses. Grant holders will be asked to regularly update the tool with the results of their work.

Coordinators of Jean Monnet Modules are encouraged to:

- publish at least one peer reviewed article during the grant period. The grant will cover part of the publication and, if need be, of the translation costs;
- participate in dissemination and information events at national and European level;
- organise events (lectures, seminars, workshops, etc.) with policy makers at local, regional and national level as well as with organised civil society and schools;
- disseminate the results of their activities via the organisation of seminars or lectures geared and adapted to the general public and civil society representatives;
- network with other coordinators of Modules, Centres of Excellence, Jean Monnet Chairs and supported Institutions;
- apply open educational resources (OER), publish the summaries, content and schedule of their activities as well as the expected outcomes.

## WHAT ARE THE FUNDING RULES?

The maximum grant that can be awarded is 30 000 EUR that can represent the maximum of 75% of the total cost of the Jean Monnet Module.

A system based on a combination of scales of unit costs and flat-rate financing for the awarding of grants under the Jean Monnet Activities applies. This system is determined on the basis of a calculated national teaching cost per hour. The following method is used:

- **Teaching scale of unit costs** : the calculated national unit cost per hour D.1 is multiplied by the number of teaching hours ;
- **Additional flat-rate financing**: a 'top-up' percentage of 40% for a Jean Monnet Module is added to the above mentioned unit costs basis.

The final grant is then obtained by applying the maximum 75% EU funding of total calculated grant and by respecting the maximum grant ceiling for a Jean Monnet Module (30 000 EUR).

The specific amounts applying to Jean Monnet Modules can be found in the section "Jean Monnet unit costs" at the end of the Jean Monnet chapter in this Part of the Guide.