



Erasmus+

**Erasmus Mundus közös
mesterképzések.**

**Gyakorlati és tatalmi
tudnivalók a pályázattal
kapcsolatban**





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



Erasmus+ Eljutás az eForm-hoz

- https://eacea.ec.europa.eu/documents/eforms_en (ECEA oldalán alul elérhető a link)

Waterfox

Tibor Navracsics' team - European C... Register an Organisation - Education ... The Education, Audiovisual and Cult... Electronic Application Forms – eForm... +

https://eacea.ec.europa.eu/documents/eforms_en

erasmus+ participant portal

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
Creative Europe	Media: Support for Development - Video Games 2015	2.1	23/01/2015	Application eForm homepage		
Erasmus+	Knowledge Alliances - Sector Skills Alliances 2015	2.1	06/01/2015	Application eForm homepage		
Erasmus+	Key Action 1 - Erasmus Mundus Joint Master Degrees	2.1	23/12/2014	Application eForm homepage		

Windows taskbar: Skype, Beérkezett üzenetek ..., 18 emlékeztető, Electronic Applicatio..., Pályázati szeminariu..., HU, 17:23



Erasmus+ Eljutás az eForm-hoz

- https://eacea.ec.europa.eu/documents/eforms_en (ECEA oldalán alul elérhető a link)

The screenshot shows the Erasmus+ Participant Portal website. The browser address bar displays <https://eacea.ec.europa.eu/PPMT/>. The page title is "erasmus+ participant portal". The main content area is titled "IMPORTANT POINTS TO NOTE BEFORE YOU START". It contains several sections: "Mandatory steps to be followed by ALL applicants (for funding and for accreditation)", "ECAS authentication", "Organisation registration (PIC numbers)", "Points to be noted and respected by applicants for funding ONLY", "Organisation profile", and "One uninterrupted session". A large red arrow points from the "One uninterrupted session" section to a callout box that says "Create new application for funding". Below this, there are two columns of buttons. The left column is titled "Applications for funding" and contains buttons for "Create new application for funding", "Revise list of participating organisations and update application for funding", and "Application for funding". The right column is titled "Applications for accreditation" and contains buttons for "Create new application for accreditation", "Resume or print an existing application for accreditation", and "Applications for accreditation". The bottom of the page shows a Windows taskbar with various icons and the system clock.

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 eForm. These steps are fully described in the eForm. If you close the browser window, you will lose your session and you will have to start again. Please therefore ensure you have a stable internet connection and do not close the browser window while you are working on the application.

Create new application for funding

Applications for funding

Create new application for funding

Revise list of participating organisations and update application for funding

Applications for accreditation

Create new application for accreditation

Resume or print an existing application for accreditation



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 Sport 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

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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 honlapon visszatérve lehet módosítani

Waterfox ▾ Tibor Navracsics' team - ... x Register an Organisation... x The Education, Audiovis... x PPMT - V2 x The Education, Audiovis... x Organisation Search - Ed... x +

https://eacea.ec.europa.eu/PPMT/buildConsortium.do erasmus+ participant portal

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)

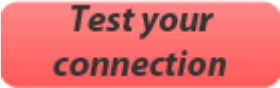
For each organisation participating in the application, enter the organisation's PIC number and click Add to list.
To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

PIC number:

	PIC	Name	Country	
1	933834036	Education Test Foundation	HU	☐
2	999896468	EOTVOS LORAND TUDOMANYEGYETEM	HU	☐
3	999850781	HUMBOLDT-UNIVERSITAET ZU BERLIN	DE	☐
4	998391222	ISTANBUL UNIVERSITESI	TR	☐



Erasmus+ eForm

- eForm útmutató és kitöltési útmutató tanulmányozása
- 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: 
- Projekt címe és rövidítése (= a kurzus neve)
- Kitöltés nyelve: bármely 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



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Pályázat

A linkre kattintva az adott pályázati dokumentumhoz juthat

- [eForm](#)
- Step 1: [Award criterion](#)
- Step 2: [Award criteria 2-3-4](#)
- Step 2: (if applicable) [Award criterion for additional scholarships for targeted regions of the world](#)
- [Declaration of Honour \(a koordinátor képviselője írja alá\) & Mandate \(mindegyik partner\)](#)
- [EMJMD grant request](#): költségvetés (Excel)
- Egyéb mellékletek (pl. konzorciumi szerződés, támogató nyilatkozatok, szükségletelemzés stb.)

Vö. 39. o: https://eacea.ec.europa.eu/sites/eacea-site/files/2015-emjmd_instructions_en.pdf



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Köszönöm a figyelmet!

Beke Márton

marton.beke@tpf.hu