

Erasmus+: Erasmus Mundus Master Course (EMMC)
Reporting template for the submission of a
Second Pre-financing Request and/or Final Report
Applicable for SGAs 2013 - 2017

THIS REPORT IS SUBMITTED UNDER THE FRAMEWORK PARTNERSHIP AGREEMENT

- (e.g. "2011 – 0011")

- In the context of a request for a second pre-financing for the specific grant agreement number:

- (e.g. "2016 –1234")

- In the context of the mandatory final report for the specific grant agreement number:

- (e.g. "2015 –5678")

(please tick/fill-in the relevant box/es)

EMMC website:

(please insert URL as applicable)

How do I submit the report?

- As beneficiary you submit the report on behalf of the Erasmus Mundus Master Course consortium. The legal representative of the beneficiary institution confirms with his/her signature of the financial declaration (section C.1. and/or C.2.) that the report has been consulted and approved with the consortium. Please read Chapter IV of the **Administrative and Financial Handbook of your specific grant agreement (SGA)** before submitting your report:
http://eacea.ec.europa.eu/erasmus_mundus/beneficiaries/beneficiaries_action_1_en.php
- Fill in the **mandatory administrative/ content/ financial checklists** of the report form, and provide the mandatory annexes for a Final Report in order to avoid a rejection of the report.
- Complete the **EACEA Mobility Tool (EMT)** and attach an output (Part B of the report) with all relevant information related to the enrolled students (with and without EMMC scholarship) and to the scholars funded by the EM/Erasmus+ Programme during the course edition(s) concerned by this report. For further information please see the EMT User Manual:
 - For SGAs 2013-2014:
<http://iis-cfprod.eacea.cec.eu.int/mobility/docs/EACEA-Mobility-database-guidelines-EM.pdf>
 - For the SGA 2015-2017:
http://iis-cfprod.eacea.cec.eu.int/mobility/docs/EMT-User-Manual-EMMCs_from-SGA-2015-onwards.pdf
- The **original of the report** must be sent **by the deadline (as per postmark) specified in the Specific Grant Agreement** related to the student intake concerned to:

Education, Audiovisual and Culture Executive Agency (EACEA)
Unit A3 – Erasmus+ : Higher Education – Erasmus Mundus Joint Master Degrees
Avenue du Bourget, 1
BOUR 02/29
BE-1049 Brussels/ Belgium
- An **electronic version of the submitted report** must be sent to by the same deadline:
eacea-em-consortia@ec.europa.eu.
- Please send the original report by **registered post** (or express courier) to ensure a record of postage. Keep a copy, including annexes.
- Please note that a non-submission of the contractually required reports may result in penalties or even in the termination of the Framework Partnership Agreement, in accordance with its article II.12.2 (b).

What do I submit for a Final Report or Second Pre-financing Request?

You will find below the list of documents to be submitted

Please remember that the second pre-financing request can only be submitted once at least 70% of the Agency's first pre-financing has been spent by the consortium.

Cover page and administrative/ content / financial checklists

You must submit a **cover page** and the **checklist** for a **final report and/or for a second pre-financing request**.

Part A: only to be submitted for a **final report**. It covers information related to a finished EMMC intake (i.e. students having just graduated). The report for Part A should be minimum 5 and maximum 8 pages (font: Arial 12).

Part B: to be submitted for a **final report** and for a **second pre-financing request**.

Part C.1: to be submitted for a **final report** together with the signed **beneficiary declaration** related to C.1.

Part C.2: to be submitted for a **second pre-financing request** together with the signed **beneficiary declaration** related to C.2.

Attachments (applying only for the **final report**)

Annex 1: reports on activities of scholars/guest lecturers

Annex 2: anonymous copy of EMMC diploma issued

Annex 3: cost declaration "Students with special needs" (if applicable)

Annex 4: EMMC final summary report (applicable **only when** the last EMMC edition within the Framework Partnership Agreement has finished)

Other optional attachments (statistics from student course evaluations, press reviews etc.) may be attached.

Checklists

Please complete and submit together with the final report and/or second pre-financing request

1. ADMINISTRATIVE CHECKLIST	Final report	Second pre-fin. request
The Agency's template for reporting has been respected.	<input type="checkbox"/>	<input type="checkbox"/>
The technical Part A of the report incl. annexes 1-4, where applicable, is enclosed.	<input type="checkbox"/>	n/a
The technical Part B is enclosed.	<input type="checkbox"/>	<input type="checkbox"/>
The financial Part C of the report is enclosed (C.1 final report and/or C.2 second pre-financing request) and has been signed by the legal representative of the beneficiary institution (otherwise an authorisation to sign on his/her behalf must be submitted).	<input type="checkbox"/>	<input type="checkbox"/>
Final costs are presented against the agreed contractual budget breakdown (including all contractual budget amendments, where applicable).	<input type="checkbox"/>	n/a
The original report is sent to the address indicated and an electronic version (compatible with Agency's system) of the report is submitted to the functional mailbox eacea-em-consortia@ec.europa.eu within the deadline.	<input type="checkbox"/>	<input type="checkbox"/>
<i>NB: If one of the above conditions has not been respected, the report is not admissible and will be rejected.</i>		

2. CONTENT CHECKLIST	Final report	Second pre-fin. request
<u>Part A</u> : all questions have been addressed.	<input type="checkbox"/>	n/a
Activity reports of scholars/guest lectures according to the template in annex I are attached. The data is fully in line with the scholar scholarship extract of the EMT.	<input type="checkbox"/>	n/a
<u>Part B</u> : All relevant data has been up-dated in the EMT for main list/window students and scholars (mobility tracks/periods, ECTS, number/amount of payments).	<input type="checkbox"/>	<input type="checkbox"/>
All extracted EMT lists (scholarship holders, non-scholarship holders, scholars) have been dated and signed by the coordinator.	<input type="checkbox"/>	<input type="checkbox"/>

3. FINANCIAL CHECKLIST	Final report	Second pre-fin. request
<p><u>Part C</u> has been completed according to the instructions.</p> <p>The total expenditure as indicated in the EMT print-out is in full coherence with the figures indicated in the financial declaration of Part C. <i>NB: The only possible difference between the amounts indicated in the EMT print-out compared to the financial declaration is the management lump sum amount.</i></p> <p>The financial declaration for a grant related to 'students with special needs' (annex 3) is enclosed and signed by the legal representative, if applicable.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>n/a</p>

PART A: SGA - FINAL REPORT - TECHNICAL PART

Reporting questions related to the finished course edition (last graduated cohort).

1. Please provide feedback on the Agency's recommendations or follow-up requests, if any?
2. Have there been any modifications with a potential impact on the course edition?
3. What have been the key milestones of the implemented course edition?
4. Which academic observations would you like to share related to the student performance, thesis defence/graduation results?

In case of drop-outs of EM scholarship holders, what were the reasons? Please provide the corresponding names and timing.

5. Which type of degree(s) were awarded to graduated students of this edition (please tick below and provide in Annex 2 an anonymous copy of your Masters diploma issued for this edition):
 - Joint Degree
 - Double Degree
 - Multiple Degree

Have you encountered any difficulties in the degree awarding process? Which solution(s) did you propose? If you consulted the respective national authorities, what were the outcomes?

6. Related to the course quality describe your main quality assurance measures in place. To what extent did you adapt the quality assurance measures since the last report? How did you integrate the results of quality feedback and the student voice to further improve your EMMC?
7. What kind of student services did you provide and how did they contribute to the satisfaction of the students? How did you ensure the same quality of student services independently from the place of study? What has been the feedback of students? How did you deal with student/scholar complaints, if any?
8. How did you integrate scholars? What has been their added value to your EMMC/EMJMD? Please provide also the activity report of scholars/guest lecturers (Annex 1).
9. How did your consortium develop in managing the course jointly? Did you strengthen your cooperation mechanisms any further?
10. Which amount of participation costs per academic year in EUR is charged to enrolled students (programme and partner countries nationals)?
11. How successful were your promotion activities to attract students/scholars? What contributed to it?
12. How did you disseminate your EMMC outcomes to potential stakeholders? How did you reinforce the link to the world of work/labour market? (Compulsory or voluntary internship schemes, joint activities/events, involvement of external stakeholders in course, tracers studies, employment prospects of graduates, etc.).

13. What kind of sustainability measures have been taken to ensure the attractiveness and endurance of the course? (External sponsors, continuous course reviews including student feedback, tracer study results, strategic plans, etc.).
14. Have you encountered any problems or do you have any other important observations/comments? Could you highlight any good practises applied under the course edition?

PART B: SGA second pre-financing request and final report EACEA Mobility Tool - Student and scholar data

The report must contain a print-out of the EACEA Mobility Tool (EMT) data signed by the coordinator of the EMMC.

Please complete and verify the relevant data for the students and scholars enrolled in the course edition concerned (i.e. dates and places of mobility, activities implemented, ECTS credits earned by students, scholarship amounts disbursed and, if applicable, name of the degree awarded and graduation date), using the standardised outputs available in the EMT.

B.1 EMT – User Manual for SGA 2013-2014

<http://iis-cfprod.eacea.cec.eu.int/mobility/docs/EACEA-Mobility-database-guidelines-EM.pdf>

Scholarship holders' data – you can retrieve the output from the home page of the course edition concerned.

Student

Main List [+] | Reserve List [+] | Non-selected List [+] | Drop-out List [+] | Non-Scholarship holders [+] | Cancelled applications [+]

Category	Persons/Qta	Add to a list
EM General Category	12 / 14	Category is closed.
Western Balkans and Turkey Window	2 / 2	Category is closed.

Scholar

Main List [+] | Reserve List [+] | Non-selected List [+] | Drop-out List [+] | Cancelled applications [+]

Category	Persons/Qta	Add to a list
EM General Category	7 / 7	Category is closed.



Please select according to your report type, second pre-financing request or final report.

Non- scholarship holders' data (students only) - please retrieve from the Non-Scholarship holders list of the course edition concerned)

Student

Main List | Reserve List | Non-selected List | Drop-out List | Non-Scholarship holders | Cancelled applications

Acronym/abbr	Title	Application Year
[redacted]	[redacted]	2009

EM General Category - 1 / 60 - Category is closed

[show/hide custom phase d

Family Name First Name	Gender	Nationality	University of origin	Resid.	Rank	View	Request EACEA	Modify	Report data	Mobility	Mobil bul
[redacted]	F	Japan	[redacted]	Japan	1	view	request	modify	data	mobility	<input type="checkbox"/>

Export list
<input checked="" type="checkbox"/> EM General Category
PDF Excel

B.2 EMT – User Manual for SGA 2015 - 2017

http://iis-cfprod.eacea.cec.eu.int/mobility/docs/EMT-User-Manual-EMMCs_from-SGA-2015-onwards.pdf

Scholarship holders' data – you can retrieve the output from the home page of the course edition concerned.

Student
Main List [-] | Reserve List [+] | Non-selected List [+] | Drop-out List [+] | Non-Scholarship holders [+] | Cancelled applications [-]

Category	Default quota	Specific Quota	Persons/Qta	Add to a list	Bulk Phases Change Dates
Partner Country Students	8	<input type="text" value="7"/>	7 / 7	Quota is reached	<input type="checkbox"/>
Programme Country Students	1	<input type="text" value="1"/>	1 / 1	Quota is reached	<input type="checkbox"/>
Asia	1	<input type="text" value="2"/>	1 / 2	Add to selected category	<input type="checkbox"/>
Central Asia	1	<input type="text" value="1"/>	1 / 1	Quota is reached	<input type="checkbox"/>
Middle East	1	<input type="text" value="0"/>	0 / 0	Quota is reached	<input type="checkbox"/>
Latin America - Lower Middle income countries	1	<input type="text" value="0"/>	0 / 0	Quota is reached	<input type="checkbox"/>
Latin America - Brazil, Mexico	1	<input type="text" value="0"/>	0 / 0	Quota is reached	<input type="checkbox"/>
Latin America - remaining countries	1	<input type="text" value="0"/>	0 / 0	Quota is reached	<input type="checkbox"/>
South Africa	1	<input type="text" value="1"/>	0 / 1	Add to selected category	<input type="checkbox"/>
ENI - South	1	<input type="text" value="0"/>	0 / 0	Quota is reached	<input type="checkbox"/>
ENI - East	1	<input type="text" value="0"/>	0 / 0	Quota is reached	<input type="checkbox"/>
Gulf countries	1	<input type="text" value="0"/>	0 / 0	Quota is reached	<input type="checkbox"/>

all|none

Scholar
Main List [-]

Category	Default quota	Specific Quota	Persons/Qta	Add to a list	Bulk Phases Change Dates
Scholars	20	<input type="text" value="20"/>	0 / 20	Add to selected category	<input type="checkbox"/>

all|none

Select Bulk Phases Change Dates Process Bulk Dates Change

Lock and Submit Progress report Final report UnLock

Student
Main List [-] | Reserve List [+] | Non-selected List [+] | Drop-out List [+] | Non-Scholarship holders [+] | Cancelled applications [-]

Category	Default quota	Specific Quota	Persons/Qta	Add to a list	Bulk Phases Change Dates
Partner Country Students	8	<input type="text" value="7"/>	7 / 7	Quota is reached	<input type="checkbox"/>
Programme Country Students	1	<input type="text" value="1"/>	1 / 1	Quota is reached	<input type="checkbox"/>
Asia	1	<input type="text" value="2"/>	1 / 2	Add to selected category	<input type="checkbox"/>
Central Asia	1	<input type="text" value="1"/>	1 / 1	Quota is reached	<input type="checkbox"/>
Middle East	1	<input type="text" value="0"/>	0 / 0	Quota is reached	<input type="checkbox"/>
Latin America - Lower Middle income countries	1	<input type="text" value="0"/>	0 / 0	Quota is reached	<input type="checkbox"/>
Latin America - Brazil, Mexico	1	<input type="text" value="0"/>	0 / 0	Quota is reached	<input type="checkbox"/>
Latin America - remaining countries	1	<input type="text" value="0"/>	0 / 0	Quota is reached	<input type="checkbox"/>
South Africa	1	<input type="text" value="1"/>	0 / 1	Add to selected category	<input type="checkbox"/>
ENI - South	1	<input type="text" value="0"/>	0 / 0	Quota is reached	<input type="checkbox"/>
ENI - East	1	<input type="text" value="0"/>	0 / 0	Quota is reached	<input type="checkbox"/>
Gulf countries	1	<input type="text" value="0"/>	0 / 0	Quota is reached	<input type="checkbox"/>

all|none

Scholar
Main List [-]

Category	Default quota	Specific Quota	Persons/Qta	Add to a list	Bulk Phases Change Dates
Scholars	20	<input type="text" value="20"/>	0 / 20	Add to selected category	<input type="checkbox"/>

all|none

Select Bulk Phases Change Dates Process Bulk Dates Change

Lock and Submit Progress report Final report UnLock

Please select according to your report type, second pre-financing request or final report.

Non-scholarship holders' data (students only) (please retrieve from the "Non-Scholarship holders" list of the course edition concerned)

Student

[Main List](#) | [Reserve List](#) | [Non-selected List](#) | [Drop-out List](#) | [Non-Scholarship holders](#) | [Cancelled applications](#)

Agreement nbr	Title	Application Year
[REDACTED]	[REDACTED]	2009

EM General Category = 1 / 60 - Category is closed

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Family Name First Name	Gender	Nationality	University of origin	Resid.	Rank	View	Request EACEA	Modify	Report data	Mobility	Mobil bul
[REDACTED]	F	Japan	[REDACTED]	Japan	1	view	request	modify	data	mobility	<input type="checkbox"/>

Export list

EM General Category

PART C: FINANCIAL PART (SGA 2013)

Part C.1: Financial declaration to be submitted with the final report

Please fill in the table below accurately and in full coherence with your SGA for the respective student intake. **Column A** must reflect the amount which the Agency has already paid for this SGA. The figures in **column B** must show the consortium lump sum and the total expenditure per student/scholar category as featuring in the EMT extract for this course edition. All figures are in EUR.

For Specific Grant Agreement Number 2013: -

Type	Total pre-financed (A)	Total expenditure (B)	Balance (A minus B)
Consortium lump sum		30,000	
EMMC Cat. A Student Scholarships			
EMMC Cat. B Student Scholarships			
EMMC Scholar Scholarships			
Western Balkan and Turkey Student Scholarships <i>(if applicable)</i> ¹			
ENI South Student Scholarships <i>(if applicable)</i> ²			
ENI East Student Scholarships <i>(if applicable)</i> ³			
Total <i>(in the event of a positive balance, the relevant amount will be recovered by the Agency)</i>			

Please provide a brief description on how the consortium lump sum was used.

¹ Western Balkan: Albania, Bosnia-Herzegovina, Montenegro, Serbia, Kosovo.

² ENI South: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Syria, Tunisia, Occupied Palestinian Territory

³ ENI East: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine

PART C: FINANCIAL PART (SGA 2014)

Part C.1: Financial declaration to be submitted with the final report

Please fill in the table below accurately and in full coherence with your SGA for the respective student intake. **Column A** must reflect the amount which the Agency has already paid for this SGA. The figures in **column B** must show the consortium lump sum and the total expenditure per student/scholar category as featuring in the EMT extract for this course edition. All figures are in EUR.

For Specific Grant Agreement Number 2014: -

Type	Total pre-financed (A)	Total expenditure (B)	Balance (A minus B)
Consortium lump sum		30,000	
EMMC Cat. A Student Scholarships			
EMMC Cat. B Student Scholarships			
EMMC Scholar Scholarships			
Western Balkan Student Scholarships <i>(if applicable)</i> ⁴			
FYROM and Turkey Student Scholarships <i>(if applicable)</i>			
Syria (ENI South) Student Scholarships <i>(if applicable)</i>			
Total <i>(in the event of a positive balance, the relevant amount will be recovered by the Agency)</i>			

Please provide a brief description on how the consortium lump sum was used.

⁴ Western Balkan: Albania, Bosnia-Herzegovina, Montenegro, Serbia, Kosovo.

PART C: FINANCIAL PART (SGA 2015 onwards)

Part C.1: Financial declaration to be submitted with the final report

Please fill in the table below accurately and in full coherence with your SGA for the respective student intake. **Column A** must reflect the amount which the Agency has already paid for this SGA. The figures in **column B** must show the consortium lump sum and the total expenditure per student/scholar category as featuring in the EMT extract for this course edition. All figures are in EUR.

For Specific Grant Agreement Number 2015: -

Type	Total pre-financed (A)	Total expenditure (B)	Balance (A minus B)
Management lump sum contribution		50,000	
EMMC Partner country student scholarships			
EMMC Programme country student scholarships			
Asia student scholarships (<i>where applicable</i>)			
Central Asia student scholarships (<i>where applicable</i>)			
Middle East student scholarships (<i>where applicable</i>)			
Latin America - Lower Middle income (LMI) countries student scholarships (<i>where applicable</i>)			
Latin America - Brazil, Mexico student scholarships (<i>where applicable</i>)			
Latin America - remaining countries student scholarships (<i>where applicable</i>)			
South Africa student scholarships (<i>where applicable</i>)			
ENI South student scholarships (<i>where applicable</i>)			
ENI East student scholarships (<i>where applicable</i>)			
Gulf countries student scholarships (<i>where applicable</i>)			
Total <i>(in the event of a positive balance, the relevant amount will be recovered by the Agency)</i>			

Please provide a brief description on how you used the contribution to the consortium management costs and costs for invited scholars and guest lecturers (management lump sum contribution).

For Specific Grant Agreement Number 2016/2017: -

Type	Total pre-financed (A)	Total expenditure (B)	Balance (A minus B)
Management lump sum contribution		50,000	
EMMC Partner country student scholarships			
EMMC Programme country student scholarships			
ENI East student scholarships (<i>where applicable</i>)			
ENI South student scholarships (<i>where applicable</i>)			
Asia – LDC countries student scholarships (<i>where applicable</i>)			
Asia – remaining countries student scholarships (<i>where applicable</i>)			
Central Asia – L-LMI countries student scholarships (<i>where applicable</i>)			
Central Asia – remaining countries student scholarships (<i>where applicable</i>)			
Latin America - LMI countries student scholarships (<i>where applicable</i>)			
Latin America - Brazil, Mexico student scholarships (<i>where applicable</i>)			
Latin America - remaining countries student scholarships (<i>where applicable</i>)			
Middle East student scholarships (<i>where applicable</i>)			
Middle East – Iran student scholarships (<i>where applicable</i>)			
South Africa student scholarships (<i>where applicable</i>)			
Gulf countries student scholarships (<i>where applicable</i>)			
ACP countries student scholarships (<i>where applicable</i>)			
Total <i>(in the event of a positive balance, the relevant amount will be recovered by the Agency)</i>			

Please provide a brief description on how you used the contribution to the consortium management costs and costs for invited scholars and guest lecturers (management lump sum contribution).

Beneficiary declaration related to Part C.1 of a final report

I, the undersigned, hereby irrevocably declare that:

- the information contained in this report is accurate and in accordance with the facts,
- the information has been checked and approved by all the partners involved,
- the duly updated students and scholars data extracted from the EMT signed by the coordinator include the accurate up-to-date scholarship amounts spent on each student and scholar,
- the total expenditure as indicated in the EMT print-out is in full coherence with the figures indicated in Part C.1⁵,
- the amounts are accurate and reflect the true expenditure of the specific grant agreement concerned,
- in case the TOTAL amount calculated in the last column "Balance" is positive, I agree that this amount should be recovered by the Agency.

Signature of the beneficiary's legal representative (if the signatory is not the legal representative as indicated to the Agency, please add an authorisation to sign on his/her behalf):

Name and position of the legal representative (in CAPITAL LETTERS):

Date of signature:

Signature and stamp of institution:

⁵ NB: the only possible difference between the amount indicated in the EMT print-out compared to the financial declaration is the management lump sum amount

PART C.2: Financial declaration to be submitted with a second pre-financing request

Please fill in the financial declaration when requesting a second pre-financing within a SGA. Please note that a second pre-financing request can only be submitted once at least 70% of the Agency's first pre-financing has been spent by the consortium.

Row A refers to the total budget of your SGA; this figure must take into account any **contractual budget amendments** which have been approved by the Agency until the submission of the second pre-financing request. The figure in **row B** must reflect the amount(s) which the Agency has already paid to the beneficiary, i.e. the first pre-financing (and any other additional payments, e.g. for students with special needs). **Row C** is the amount which refers to the total amount spent for student/scholar mobility and the amount of the management lump sum. **Row D** indicates the ratio between rows C and B. All figures are in EUR.

Specific Grant Agreement Number: -

A	Total amount of the Grant	
B	Amount of the first pre-financing payment received	
C	Amount of the grant spent by the consortium at the time of the present request (including the management lump sum)	
D	Percentage of 1st pre-financing spent (C/B) x 100	%

Please complete also the two boxes below:

Drop-out cases of EMMC scholarship holders (for SGA mentioned above)	<i>Name(s), category, drop-out date (dd/mm/yy)</i>
---	--

Course management problems or other major problems related to on-going cohorts or the preparations for the next intake	<i>If applicable, provide an explanation including envisaged solutions and decisions taken</i>
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Beneficiary declaration related to Part C.2 of a second pre-financing request

I, the undersigned, hereby irrevocably declare that:

- the information contained in this report is accurate and in accordance with the facts,
- the information has been checked and approved by all the partners involved,
- the duly updated students and scholars data extracted from the “EACEA Mobility Tool” (EMT) signed by the co-ordinator include the accurate up-to-date scholarship amounts spent on each student and scholar,
- the amounts are accurate and reflect the true expenditure of the specific grant agreement concerned.

Signature of the beneficiary's legal representative (if the signatory is not the legal representative as indicated to the Agency, add an authorisation to sign on his/her behalf):

Name and position of the legal representative (in CAPITAL LETTERS):

Date of signature:

Signature and **stamp of institution**:

ANNEX 1

Activity reports of scholars/guest lecturers

(Please complete a separate sheet for each scholar/guest lecturer involved)

Acronym of the EMMC and year of course edition:

Name of the scholar/guest lecturer:

Dates and venue of involvement in the course edition:

Teaching/research activities performed, and results achieved

ANNEX 2

Anonymous copy of Masters diploma issued

ANNEX 3

Cost declaration for "students with special needs"

(if more than one recipient, please use a separate declaration form for each recipient)

Name and Acronym of the EMMC:

FPA number:

SGA number:

Name of "special needs" recipient:

Type of cost as listed in the annex of SGA (e.g. therapy/ medication/equipment/etc.)	Real cost incurred by recipient/ project for special needs	Maximum amount covered by the special needs grant (75% of eligible real costs incurred)
Total EU funding for special needs		

Signature of the beneficiary's legal representative*

Name and position (in capital letters):

Date:

Signature and stamp of institution:

**if the signatory is not the legal representative (as indicated to the Agency, please add a valid document confirming the signatory's authorisation to sign on the legal representative's behalf).*

ANNEX 4

Final Summary Report

In the context of your Framework Partnership Agreements (FPA), your EMMC has been funded for five consecutive intakes (cohorts of EMMC scholarship holders), giving your consortium a comprehensive experience in the implementation and monitoring of the course.

In accordance with the requirement specified under section IV G of the Financial and Administrative Handbook attached to the Specific grant Agreements (SGA), *"at the end of the five-year period for which a Masters Course has been selected, the co-ordinating institution of the consortium shall submit a Final Summary Report on the experience of running the EM Masters Course. The Final Summary Report covers the whole five-year period and is a summary of the findings of the annual Final Reports."*

The Final Summary Report (**length min. 10, max. 15 pages - font: Arial 12**) is therefore distinct to the reports you have delivered hitherto. It serves a different and equally valuable purpose by drawing out and comprising the whole of your experience (both the successes and challenges) for the improvement of the Erasmus Mundus programme and successor programme (Erasmus+ EMJMD). With this report, you should therefore above all highlight your EMMC good practices, lessons learnt and recommendations for the future in a critically and reflective manner. Please illustrate your report as far as possible with specific examples.

When addressing the different elements, we invite you to:

- Take into account your original proposal, keeping in mind what was planned and explaining in the relevant sections, how and why, through the implementation of the EMMCs, some aspects have evolved. Reflect also any monitoring or evaluation feedback you have received from the Agency.
- Take into consideration the consortium as a whole and the impact of the EMMC in each of the participating HEIs. In order to do so, please circulate the report among your partners and address the questions from the perspective of each of them.
- Provide a brief description of good practices developed in the framework of your EMMC, providing either a link to a website where further information can be easily available, or the name of a contact person who can be contacted for additional information.

Reporting questions to the FPA

A. Attractiveness / Internationalisation / Relevance

A.1- Have there been any modifications from the original application with a potential impact on the overall implementation of your EMMC?

A.2- How do you see the evolution of the student and scholar applications across the 5 intakes? Did the number and quality of the applications meet the consortium's expectations?

A.3- How has your EMMC contributed to raise the international attractiveness and how has it supported the internationalisation strategy of the institutions involved? How did the cooperation with international partners, associated partners and others contribute to that?

A.4- How did you ensure that the EMMC remained attractive, innovative and maintained its academic excellence? How did you define and reply to new needs? Describe how the EMMC has contributed to change the way the academic disciplines concerned were taught from the content, pedagogical, methodological points of view (e.g. did it contribute to a broader interdisciplinary approach, to a

more international / European approach, to a different balance between theory and practice, to the usage of new teaching and learning approaches, etc.). What has been the distinct European added value of the EMMC, and how did it contribute to make the European Higher Education Area more attractive?

B. Quality and course integration

B.1- How did links between universities and other sectors (world of work) strengthen the transmission and exploitation of knowledge as well as keeping the innovative character of the course?

B.2- Describe how you managed the recognition and degree awarding mechanisms and processes? Which developments did you make over the five course editions? In case of difficulties, please detail. If applicable, explain the progress made towards the delivery of a joint degree and/or joint diploma supplement. How did the legal/institutional context support your undertaking?

B.3- How did you manage the quality assurance for your EMMC to ensure its improvements? To what extent were QA measures common to all consortium HEIs and how could you ensure that? Please refer to how you developed, applied and monitored the QA process (actors involved, target groups/issues concerned, integration of students' voice, regularity, follow-up mechanisms, etc.)? What has been the feedback of the different actors involved (external aspects, national accreditation agencies, students, scholars, world of work stakeholders)?

B.4- What added value did scholars / guest lecturers bring to the EMMC (contribution to the content, monitoring/supervising/evaluating students work, evaluating the course content and/or structure, etc.). How did you maintain links with the scholars and their home HEIs?

B.5- To what extent have non-academic organisations been involved in the course implementation and/or evaluation? How effective was this contribution? Did the nature of non-academic involvement change over the five successive editions of your EMMC? Was there any development with regard to the internship/work place possibilities provided to the students during the course implementation? Please share any success stories, lessons learnt and recommendations.

C. Student issues

C.1- Which student services were available for your EMMC scholarship holders and proved to be successful? How did you ensure the same quality of student services across the universities? What activities / measures were put in place to facilitate the integration of EM scholarship holders in the local student community?

C.2- Did the student performance correspond to the expectations of the consortium? Describe your experiences with the students and their added value to the institutions.

C.3- Did you have any appeals/complaints and how did you manage them?

C.4- Explain the social networking facilities put at the disposal of the scholarship holders. Did the EMMC create a specific alumni association or did you encourage students to register for the Erasmus Mundus Alumni Association (EMA)? Please provide URL links to alumni websites, if available. What impact did the networking had?

D. Cooperation arrangements

D.1- Did you establish a permanent structure for running the programme? Has it been supported by the institutions involved? Did you adjust the cooperation arrangements over the five editions?

D.2- What challenges with regard to the joint delivery of the course (students' selection, admission, examination, mobility paths etc.) and/or success stories did you encounter? Please give concrete examples.

D.3- What were your experiences in managing the grant (lump sum, scholarships)? How did the student participation costs evolve and how were they calculated? How were they distributed among the consortium partners?

D.4- How was the EMMC financed? In addition to the EU funding, specify other sources of funding and, in particular, indicate the number, financial amount and funding source of additional student and/or scholar scholarships. How were financial resources allocated and managed within the consortium?

E. Impact, dissemination and sustainability

E.1- Which dissemination activities have you undertaken to share results of your EMMC experience within and outside the institutions involved? What were the results and what feedback did you receive? How do you plan to keep the visibility of the course?

E.2- How would you see the impact of the EMMC - taking into account all consortium partners- on aspects such as the following:

- institution, department and/or faculty visibility at regional, national or international level
- academic and research links with the consortium partners
- links with universities from partner countries
- level of resources (financial, human) allocated to internationalisation
- design and implementation of joint courses
- delivery of joint (double / multiple) degrees
- number and profile of students from partner countries hosted in the institutions / departments concerned
- level and quality of services offered to (partner country) students
- number and profile of scholars from partner countries invited in the institutions and the departments concerned.

E.3- Do you have information on post-graduation activities (*tracer studies*) amongst the scholarship holders? Describe how you collect this information and what type of data is collected. For example, how many found a job after graduation - if applicable, specify if in any of the host HEIs' countries, in their home country or elsewhere. How many graduates continued their studies at PhD level? Are there graduates with whom you develop further academic links?

E.4- If no further EU funding has been awarded to your EMMC, please describe whether and how the joint course will be maintained. What strategy do you have to ensure continued sustainability of your joint programme? Is it financially viable in a longer term perspective? What alternate funding is available? Have any adaptations been made to the content or structure of the joint course in order to achieve sustainability?

F. Any other comments

Would you like to highlight any other aspects? What do you consider a success story in your EMMC? What was the most challenging part of your undertaking? Any lessons learned? Would you like to make any recommendation for future EU programme activity for joint degrees?

Student and scholar participation (please fill-in the table below)

	Course edition	1	2	3	4	5	total
A	EMMC student scholarship applicants						
B	EMMC student scholarships (category A/ Partner Country) offered						
C	EMMC student scholarships (category B/ Programme Country) offered						
D	EMMC student scholarship holders (category A/Partner Country) actually enrolled						
E	EMMC student scholarship holders (category B/Programme Country) actually enrolled						
F	Non-scholarship holders enrolled from Partner Countries						
G	Non-scholarship holders enrolled from Programme Countries						
H	Total students enrolled						
I	EMMC scholarship holders graduated						
J	Other enrolled students graduated						
K	Total graduated students						
L	Scholars from Programme Countries						
M	Scholars from Partner Countries						