

Annex III

Report Form to be used for the submission of the Progress Report and/or Further pre-financing request

THIS REPORT IS SUBMITTED UNDER THE FRAMEWORK PARTNERSHIP AGREEMENT

□ - □

In the context of:

- The mandatory progress report for the first specific grant agreement with the number:**

□ - □ (e.g. "2010-1234")

and/or

- The request for the further pre-financing payment for the specific agreement number:**

□ - □ (e.g. "2010-5678")

General instructions

- You should carefully read Chapter IV of the *Administrative and Financial Handbook* before submitting your report form.
- The report form covers the activities of the entire reporting period. The reporting period is the period elapsed since the start of the activities of the Masters Course or the submission of the last report form (i.e. progress report, further pre-financing request or final report). Because of the overlapping activities between consecutive editions (/intakes) of the Masters Course, the report must address all ongoing additions as well as the activities implemented for the preparation of the next edition.
- The report must cover both the activities related to the implementation and management of the Masters Course by the consortium (including the management of the individual scholarships), and the activities of the students.
- The report form must be submitted by the beneficiary on behalf of the Erasmus Mundus Masters Course consortium. The declaration at the end of the form confirms that a process of consultation and approval has been carried out by the consortium. It is therefore important that the required information is collected in good time before the deadline for submission of the report.

- The report form contains the following parts:

		Progress report	Further pre-financing request
A	A technical part in the form of a written report	X	X
B	Erasmus Mundus students data extracted from the "Erasmus Mundus Mobility Database"	X	X
C	Financial declaration on the use of the grant		X

- The technical (/narrative) part of the report must be submitted in the operational language of communication between the institutions involved in the consortium.
- The form must be signed and dated by **the legal representative of the beneficiary institution** (i.e. the signatory of the agreement). The Erasmus Mundus students data, extracted from the "Erasmus Mundus Mobility Database", **must be signed by the project coordinator.**
- The original and one copy of the report must be sent no later (as per postmark) than by the deadline specified in the specific agreement to:

Education, Audiovisual and Culture Executive Agency (EACEA)
Unit P4 - Erasmus Mundus and External Cooperation
Avenue du Bourget, n°1 - BOUR 02/29
BE-1140 Brussels
Belgium

- An electronic version of this report must be sent to the following e-mail address: eacea-em-consortia@ec.europa.eu
- An electronic version of the progress report must be sent no later than by the deadline specified in the specific agreement
- You are strongly advised to send your report by registered post to ensure a record of postage. Additionally, you are advised to keep a copy of it, including any annexes.
- Please note that a late submission of the progress report may result in penalties or even cancellation of the specific agreement, in accordance with the General Conditions of the framework partnership agreement.

PART A: TECHNICAL PART

Instructions concerning the technical part of the report

The technical part of the report should provide a **summary of the Erasmus Mundus Masters Course implementation during the period elapsed since the submission of the last report** (or the beginning of EMMC in case this is the 1st report ever submitted).

This summary **must cover all ongoing EMMC editions (/intakes)** as well as the preparatory activities already implemented by the consortium for the next edition (/intake).

When answering the questions below the report should

- **When applicable, clearly specify the edition(s)/intake(s) the information provided refers to**
- **Concentrate on the new elements (/developments) as compared to the last report (or the original application in case this is the 1st report ever submitted).**

The length of the technical part should be included in a range of **3 (min.) to 10 pages (max.)** (excluding possible enclosures).

1. Please describe the **consortium activities since the submission of the last report** (or the approval of the original application in case this is the 1st report ever submitted) for what concerns:
 - a. The consortium organisation (academic content, administrative and financial management including information on the amount and use of the participation costs) and specific roles of individual partners (including, if applicable, associated partners and third-country partners)
 - b. The mobility organisation and payment modalities of the individual scholarships
 - c. Scholars activities and contribution to the implementation of the course
 - d. Promotion activities for ongoing and future editions/intakes (and, if applicable, specific promotion activities towards European students)
 - e. The services offered to the students, the languages used (regarding tuition languages and other language learning possibilities) and the provisions agreed within the consortium with regard to the insurance coverage
 - f. The EMMC evaluation and monitoring mechanisms
 - g. The final degree recognition status in each of the degree awarding institutions (and more particularly the progress made toward the award of joint degrees) and the award of a Diploma Supplement
 - h. Other related activities that may directly benefit the EMMC
2. Describe **any positive experiences and/or, problems encountered** (including problems with students whose performance may jeopardise the successful completion of their studies) during the period covered by this report related to the Erasmus Mundus Masters Course management and possible improvements to be envisaged
3. **If applicable**, describe here activities with associated partners related to placement/internship possibilities included in the study programme (e.g. duration and ECTS, placement providers, financial contribution if any, etc.) and/or related to research
4. In case a follow-up has been requested by the Agency in the previous report and/or final report please provide herein the necessary feedback

PART B: EM MOBILITY DATABASE PRINT-OUTS

The students' and scholars' scholarship data extracted from the "Erasmus Mundus Mobility Database" must contain the most up to date mobility tracks of all students and scholars enrolled in the edition/s of the Masters Course covered by this Report and requested in the online mobility database.

In case that the project requests the payment of the further pre-financing the mobility database must include all the necessary and updated financial information concerning payments of the students and scholars.

In any case the Mobility Database print-outs must be signed by the Masters course coordinator.

PART C: FINANCIAL DECLARATION ON THE USE OF THE EM GRANT FOR THE REQUEST FOR FURTHER PRE-FINANCING

(to be filled in only in case of a request for further pre-financing)

Specific Grant Agreement Number: -

A	Total amount of the Grant:	
B	Amount of the first pre-financing payment received	
C	Amount spent by the consortium	
D	Percentage of the 1st pre-financing used (C / B)	

BENEFICIARY DECLARATION

I, the undersigned, hereby irrevocably declare that:

- the information contained in this report is accurate and in accordance with the facts
- the report includes the duly updated students' and scholars' data extracted from the "Erasmus Mundus Mobility Database" signed by the joint programme's co-ordinator
- the information has been checked and approved by the partners involved.

If the report includes a request for further pre-financing (PART C), I declare that:

- the amounts are accurate and reflect the true expenditures of the specific grant agreement concerned
- the duly updated scholarship data extracted from the "Erasmus Mundus Mobility Database" signed by the masters course co-ordinator includes the accurate up-to-date scholarship amounts spent on each student and scholar.

Signature of the beneficiary's legal representative*:

Name and position:

Date:

Signature:

*** if the signatory is not the legal representative (as indicated to the Agency) add a valid document confirming their authorisation to sign on his/her behalf**