Annex IV

Report Form to be used for the submission of the

Progress and/or Further pre-financing request

THIS REPORT IS SUBMITTED UNDER THE FRAMEWORK PARTNERSHIP AGREEMENT

201X - XXXX

In the context of:

☐ The mandatory progress report for the first/second specific grant agreement with
the number: □ - □ (e.g. “2012/2013 –1234”)

and/or

☐ The request for the further pre-financing payment for the specific agreement
number: □ - □ (e.g. “2012 –5678”)

General instructions

- You should carefully read Chapter IV of the Administrative and Financial Handbook before
submitting your report form.

_annex_v_handbook_2013.pdf

- 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 joint programme 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 joint
programme, the report must address all on-going editions 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 Joint Doctorate programme by the consortium (including the management of the
individual fellowships), and those related to the individual research projects implemented by
the EM fellowship holders.

- The report form must be submitted by the beneficiary on behalf of the Erasmus Mundus
Joint Doctorate 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.
**Beneficiary check-list**

*To be enclosed in the Progress/Final (delete as applicable) report*

<table>
<thead>
<tr>
<th>Project Nº : 201X-xxxx</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report signed by the <strong>legal representative</strong> or by an authorised person*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency's <strong>template</strong> for report respected</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic format of the report <strong>compatible</strong> with the Agency's system</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final costs are presented against the unmodified <strong>contractual budget breakdown</strong> as required in the reporting instructions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In the Financial Report, the amount of <strong>interests</strong> received on pre-financing is <strong>declared</strong> or <strong>0 EUR is reported if no interest</strong> was received (Final report only; N/A for progress report)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical implementation Report (Operational part) <strong>enclosed</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Report part <strong>enclosed</strong> (N/A for a progress report with no request for 2nd pre-financing)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Copy</strong> of the report enclosed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mobility</strong> tool output is enclosed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supporting documents enclosed (if applicable)</td>
<td></td>
<td></td>
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</tbody>
</table>

*If the signatory is not the Legal Representative, a valid document confirming the authorisation to sign on his/her behalf must be added.*

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1 Please note that if one (or more) of the above replies are negative, the **report will be rejected**
In order to facilitate and speed up the assessment of your admissible report, please take also into consideration the following points which are mandatory to submit for Progress Report and 2\textsuperscript{nd} Pre-financing (check boxes)\textsuperscript{2}.

**CONTENT CHECK LIST**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The <strong>narrative part</strong> of the report has been submitted in line with the instructions given in PART A; TECHNICAL PART</td>
<td></td>
</tr>
</tbody>
</table>
| 2 | **EACEA MOBILITY TOOL (EMT):**  
3.1 All relevant data has been provided and up-dated for Cat. A & B & Windows (candidate's data, mobility tracks, number of payments, amounts received)  
3.2 The candidate scholarship data has been extracted (by using the progress report hyperlink) and attached to the report.  
3.4 The non-scholarship data has been extracted (by using the "export to pdf" functionality) and attached to the report.  
3.5 The extracted lists have been signed and dated by the coordinator. |   |
| 5 | A template of the **employment contract(s) used** is included in the report (if not submitted in previous report or corrected/changed from original to EACEA) |   |

Additionally to submit for 2\textsuperscript{nd} Pre-financing (check boxes):

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The <strong>financial declaration</strong> on the use of the EM Grant is signed by the legal representative of the coordinating institution (if the signatory is not the Legal Representative, a valid document confirming the authorisation to sign on his/her behalf must be added).</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>The <strong>total expenditure</strong> as indicated in the EMT print-out (EM candidate scholarships) is in full coherence with the figures indicated in the financial declaration of Part E. (NB: the only possible difference between the amount indicated in the EMT print-out compared to the financial declaration can be the flat rate/lump sum amount of max. 50,000 EUR)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The <strong>lump sum/flat rate</strong> has been added to the total expenditure in the financial declaration of Part E</td>
<td></td>
</tr>
</tbody>
</table>

\textsuperscript{2} Please note that if the Agency during the assessment of the above mentioned report detects a problem/ a missing or wrong document related to the mandatory points of the content check list, this will lead to a request for additional information or even a rejection of the report which cause unnecessary delays in its treatment.
• The technical (/narrative) part of the report must be submitted in the operational language of communication between the institutions involved in the consortium.

• The Doctoral Candidate's fellowship data extracted from the "EACEA Mobility Tool" (Part B of the report) must contain all the relevant information related to the candidates enrolled (with and without EM fellowship) funded by the EM Programme during the course edition(s) concerned by this report. See EACEA Mobility Tool User Manual for further information. Any empty fields in the output must be explained in the report.

• The EACEA Mobility Tool User Manual can be retrieved here:
  
  http://iis-cfprod.eacea.cec.eu.int/mobility/docs/EACEA-Mobility-database-guidelines-EM.pdf

• The original of the report must be sent no later (as per postmark) than by the deadline (15/03/2014) specified in the specific agreement to:

  Education, Audiovisual and Culture Executive Agency (EACEA)
  Unit A3 – Erasmus+ : Higher Education – Joint Master Degrees
  Avenue du Bourget, n°1 - BOUR 02/29
  BE-1049 Brussels
  Belgium

• An electronic version of the progress/2nd pre-financing report must be sent no later than by the deadline (15/03/2014) to the following e-mail address: eacea-em-consortia@ec.europa.eu

• You are strongly advised to send your report by registered post (express courier) 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 contractually required reports 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 Joint Doctorate implementation during the period elapsed since the submission of the last report. This summary must cover all ongoing EMJD 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

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

1. Please describe the consortium activities since the submission of the last report for what concerns:

   a. The consortium organisation (administrative, academic, research and financial management) and specific roles of individual partners (including, if applicable, associated partners)
   b. The payment modalities of the individual fellowships
   c. Promotion activities for ongoing and future editions/intakes
   d. The procedures followed and measures taken for the identification of research projects, the selection of candidates and the allocation of individual research projects,
   e. The delivery of the taught part of the EMJD
   f. The overall supervision of doctoral candidates
   g. The services offered to doctoral candidates (and more particularly with regards to the mandatory mobility parts of their EMJD) and the languages used (regarding research activities and language learning possibilities)
   h. The EMJD evaluation and monitoring mechanisms
   i. To describe how, joint programme implementation has improved graduates' employability, enhanced overall program sustainability and research results' dissemination foreseen. (Question relevant for final report only).
   j. The final degree recognition status in each of the degree awarding institutions (and more particularly the progress made toward the award of joint degrees)
   k. Other related activities that may directly benefit the EMJD

2. Describe any positive experiences and/or, problems encountered during the period covered by this report related to the Erasmus Mundus Joint Doctorate course management and possible improvements to be envisaged.

3. If applicable, provide herein the necessary feedback where a follow-up has been requested by the Agency in the previous progress report and/or final report.
4. Degree awarded

| Name of the Degree awarding institution

*(add rows if necessary)* | Name of the Erasmus Mundus Degree awarded |
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>A</td>
<td></td>
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<tr>
<td>B</td>
<td></td>
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<tr>
<td>C</td>
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<td>D</td>
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<td>E</td>
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<td>F</td>
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<td>G</td>
<td></td>
</tr>
</tbody>
</table>
PART B: EM FELLOWSHIP HOLDERS REPORT

(This table is to be completed for each of the EM fellowship holders currently enrolled in the consortium. To be copied as necessary)

<table>
<thead>
<tr>
<th>Doctoral Candidate name (first name - LAST NAME)</th>
<th>Enrolment date in the Joint Programme*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name and Institution of the Doctoral Candidate Supervisors*

Title of the EMJD research project

Short summary of the EMJD research project* (the summary must include the mandatory mobility elements as well as the taught/training components and the main milestones for the doctoral candidate supervision and/or research deliverables)

Main activities implemented by the doctoral candidate since the delivery of the last report

Main activities planned to be implemented during the 12 months following the submission of this report (not applicable to graduated candidates)

* This relevant information should be provided only once for the entire duration of the doctoral candidate EM joint programme’s activities, unless changes have occurred since the date of delivery
PART C: EM MOBILITY DATABASE PRINT-OUTS

The doctorate fellowship candidates’ data extracted from the "Erasmus Mundus Mobility Database" must contain the information required (e.g. mobility tracks, amounts received etc) of all candidates enrolled in the edition of the Joint Doctorate covered by this Final Report. The financial information in the mobility database must be consistent with the information indicated in PART E of this report.

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 Doctoral Candidates. The form/s must be signed by the project co-ordinator. The financial information in the mobility database must be consistent with the information indicated in PART D of this report.

NEW: EACEA Mobility Tool – User Manual Action 1 & 2

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

Scholarship holders' data
(output retrieved from the home page of the course edition concerned)
PART D: FINANCIAL DECLARATION ON THE USE OF THE EM GRANT

(to be filled in only in case of a request for further pre-financing for an ongoing specific grant agreement)

Specific Grant Agreement Number: [ ] - [ ]

<table>
<thead>
<tr>
<th>A</th>
<th>Total amount of the Grant:</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Amount of the first pre-financing payment received</td>
</tr>
<tr>
<td>C</td>
<td>Amount spent by the consortium</td>
</tr>
<tr>
<td>D</td>
<td>Percentage of the 1st pre-financing used</td>
</tr>
<tr>
<td></td>
<td>(C / B)* x 100</td>
</tr>
</tbody>
</table>

* Please note that the second pre-financing payment may only be requested if 70% or higher of the first pre-financing has been spent.
PART E: FINANCIAL DECLARATION ON THE USE OF THE EM GRANT
(to be filled in only in the case of a Final Report)

Specific Grant Agreement Number: 

<table>
<thead>
<tr>
<th>Type</th>
<th>Total pre-financed (A)</th>
<th>Total expenditure (B)</th>
<th>Balance (A minus B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flat rate consortium*1</td>
<td>50,000</td>
<td>50,000</td>
<td>0</td>
</tr>
<tr>
<td>Erasmus Mundus Category A Fellowships</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Erasmus Mundus Category B Fellowships</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Western Balkan and Turkey</strong> Fellowships (where applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interests yielded by the pre-financing payments*2</td>
<td></td>
<td></td>
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<tr>
<td><strong>TOTAL (in the event of a positive balance, the relevant amount will be recovered by the Agency)</strong></td>
<td></td>
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</tbody>
</table>

*1: Provide a brief description on how the flat rate was used.

*2: If no interests have been declared, justify the reason for it here after (mandatory).
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 doctoral candidates 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.
- the amounts in the mobility database as well as Part D (in the event of a further pre-financing request) and Part E of this report are accurate and reflect the true expenditures of the specific grant agreement(s) concerned.
- the duly updated doctoral candidates data extracted from the “Erasmus Mundus Mobility Database” signed by the joint programme's co-ordinator includes the accurate fellowship amounts spent on each doctoral candidate.

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