

### 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**

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**In the context of:**

- The mandatory progress report for the first/second 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 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 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 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.

- The report form contains the following parts:

		Progress report	Further pre-financing request
<b>A</b>	A technical part in the form of a written report	X	X
<b>B</b>	A summary of each of the EM fellowship holders activities during the period covered by the report	X	X
<b>C</b>	EM Doctoral candidates data extracted from the "Erasmus Mundus Mobility Database"	X	X
<b>D</b>	Template of the employment contract(s) used	X	
<b>E</b>	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 doctoral candidates 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](mailto: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 Joint Doctorate implementation during the period elapsed since the submission of the last report** (or the beginning of EMJD in case this is the 1st report ever submitted).

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 (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 (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. The final degree recognition status in each of the degree awarding institutions (and more particularly the progress made toward the award of joint degrees)
    - j. 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. Summary Data

	Edition	Third Country Doctoral Candidates		EU Doctoral Candidates	
		With an EM fellowship	Without an EM fellowship	With an EM fellowship	Without an EM fellowship
Number of 3 <sup>rd</sup> Country Doctoral candidates enrolled (for the ongoing editions)	1				
	2				
	3				
	4				
	5				

	Name of the Degree awarding institution <i>(add rows if necessary)</i>	Name of the Erasmus Mundus Degree awarded
<b>A</b>		
<b>B</b>		
<b>C</b>		
<b>D</b>		
<b>E</b>		
<b>F</b>		
<b>G</b>		

## 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)*

<b><i>Doctoral Candidate name (first name - LAST NAME)</i></b>	<b><i>Enrolment date in the Joint Programme*</i></b>
<b><i>Name and Institution of the Doctoral Candidate Supervisors*</i></b>	
<b><i>Title of the EMJD research project*</i></b>	
<b><i>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)</i></b>	
<b><i>Main activities implemented by the doctoral candidate since the delivery of the last report</i></b>	
<b><i>Main activities planned to be implemented during the 12 months following the submission of this report</i></b>	

*\* 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 submission of the first report*

## PART C: EM MOBILITY DATABASE PRINT-OUTS

The doctorate fellowship candidates' data extracted from the "**Erasmus Mundus Mobility Database**" must contain the most up to date mobility tracks of all candidates enrolled in the edition/s of the Joint Doctorate covered by this Progress Report ("mobility" hyperlink under each individual doctoral candidate name).

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 E of this report.

## PART D: TEMPLATE OF THE EMPLOYMENT CONTRACT(S) USED

This template needs to be sent only once with the first progress report. If applicable, any possible changes/adaptations of it should be reported and justified in the reports following the first progress report.

## PART E: FINANCIAL DECLARATION ON THE USE OF THE EM GRANT

(To be filled in only in case that the report includes a request for further pre-financing for an ongoing specific grant agreement)

Specific Grant Agreement Number:  -

<b>A</b>	<b>Total amount of the Grant:</b>	
<b>B</b>	<b>Amount of the first pre-financing payment received</b>	
<b>C</b>	<b>Amount spent by the consortium</b>	
<b>D</b>	<b>Percentage of the 1<sup>st</sup> pre-financing used (C / B)</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 duly updated doctoral candidates data extracted from the “Erasmus Mundus Mobility Database” signed by the joint programme's co-ordinator includes the accurate mobility information on each doctoral candidate
- the information has been checked and approved by the partners involved.

**If the report includes a request for further pre-financing, I additionally declare that:**

- the amounts are accurate and reflect the true expenditures of the specific grant agreement 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**