

Annex III

Form to be used for the submission of Reports

Introductory Remarks

- This attached template must be used for the submission of all reports concerned by the five consecutive Specific Grant Agreements (SGA) to be issued in the context of the Framework Partnership Agreement (FPA) i.e.:
 - **1 progress report** in the context the first SGA only;
 - **5 final reports** (1 for each of five consecutive SGA)
 - A maximum of **5 further pre-financing requests** in accordance with the consortium's disbursement of scholarships to the scholarship holders.
- The template contains different parts that will have to be completed in accordance with the type of report concerned:

		To be submitted with the		
		Progress Report	Further Pre-financing Request	Final Report
A	Technical Part in the form of a written report			
	A.1. Report on all ongoing edition(s) (as well as those under preparation)	X	X	X
	A.2. Report on the completed edition			X
B	Students/scholars mobility data from the "Erasmus Mundus Mobility Database"			
		X	X	X
C	Conformity Declaration			
	C.1. Activity Declaration on the first year of implementation	X		
	C.2. Activity and Financial declaration on the use of the first instalment of the grant		X	
	C.3. Activity and Final Financial declaration on the use of the grant awarded			X

- Because of the overlapping activities between consecutive editions (/intakes) of the Masters Course, the report must address all ongoing editions as well as the activities implemented for the preparation of the forthcoming edition(s). This overlap allows beneficiaries to combine different reporting obligations with the submission of only one report form (e.g. progress report with the further pre-financing request, or further pre-financing request with the final report)

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
 - **For the progress report**, the period elapsed since the beginning of the EMMC
 - **For further pre-financing requests and for Final Reports**, the period elapsed since the submission of the last report (i.e. progress report, further pre-financing request or final report);
 - **For final reports**: the complete Masters Course edition (/intake) concerned.
- 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 scholarship holders (students and invited scholars).
- 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 Conformity Declaration (Part C.) must be signed and dated by **the legal representative of the beneficiary institution** (i.e. the signatory of the agreement). The printouts extracted from the "Erasmus Mundus Mobility Database" (Part B), **must be signed by the project coordinator**.
- The original and one copy of the report must be sent not 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, not 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.

**THIS REPORT IS SUBMITTED UNDER
THE FRAMEWORK PARTNERSHIP AGREEMENT NUMBER**

-

FOR THE EMMC

(name and acronym of the EMMC)

AND

- In the context of the mandatory Progress Report**
*(Applicable only to the **first** Specific Grant Agreement)*
- In the context of the mandatory final report for the Specific Grant Agreement number:**
 - *(e.g. "2010 -1234")*
- In order to request the further pre-financing payment for the Specific Grant Agreement number:**
 - *(e.g. "2011 -1234")*

(please tick the relevant box/es)

PART A: TECHNICAL PART

Instructions concerning the technical part of the report

The technical part of the report should provide

- ☞ Under Section A.1. a **summary of the consortium and scholarship holder (students and scholars) during the period elapsed since the submission of the last report.**

This summary **must**

- **cover all ongoing EMMC editions (/intakes)** including the preparatory activities already implemented by the consortium for the next edition(s) (/intake);
- when applicable, clearly specify the edition(s)/intake(s) the information provided refers to;
- focus on the **new elements** (/developments) as compared to the last report.

Section A.1. must always be completed independent whether the report is submitted as a progress report, a request for further pre-financing or a final report;

- ☞ Under Section A.2 a **comprehensive summary of the main activities implemented** (/results achieved) **in the context of the completed edition** (/intake) covered by the final report

Each section must be between minimum 2 and maximum 5 pages (excluding possible enclosures).

PART A.1.: *Report on the consortium and the scholarship holders (students and scholars) activities since the submission of the last report and for all ongoing editions¹*

1. Please describe the main activities implemented concerning
 - the consortium management and organisation from the academic (e.g. course delivery, academic recognition and credit transfer, course evaluation, etc.), administrative (coordination and steering bodies activities) and financial (management of the scholarship, consortium lump sum and other sources of funding) points of view; including the relations with the European and non European associated members
 - the enrolled students' and invited scholars' activities (including among other the aspects related to the mobility, the scholarship payment, the linguistic support, the placement/internships, the examination and performance assessment, etc.)
 - the preparation of the next intakes (i.e. stocktaking of ongoing course evaluation, exercises; promotion / marketing activities towards future partners/associates as well as non European and European students; etc.)
 - if applicable, the progress made towards the delivery of a Joint Degree (and/or a Joint Diploma Supplement) on behalf of the consortium;
2. If applicable underline **any positive experience encountered** during the period covered and which may be used for dissemination purposes (e.g. example of good practice, success story, etc.). Similarly, describe **any problem / difficulty encountered** (in the management of the consortium, the students' participation – in particular performance/dedication concerns that may jeopardise the successful completion of their studies – and/or the invited scholars' participation) and the measures taken, if any, to address them.
3. In case a follow-up has been requested by the Agency as a result of its assessment of the last report submitted (progress, final or further pre-financing request) please provide herein the necessary feedback.

¹ For the progress report, Part A.1 must address all activities incurred since the beginning of the EMMC

PART A.2.: *Report on the overall implementation of the **completed course edition** for which the final report is submitted.*

1. Provide a summary of the implementation of the course edition concerned (from the students selection to the graduation ceremony) focusing on key elements in the consortium management and the students'/scholars' participation, from quantitative and qualitative points of view.
2. For each of the invited scholars (/who benefited from a scholarship) describe briefly (1/2 page per scholar maximum) the activities implemented and their contribution to the course in accordance with the mobility period specified in the “Erasmus Mundus Mobility Database”.
3. As compared to previous editions (/intakes) of the course (if this is the first completed edition, compare it to the original application) which, if any, have been the most important changes / (unexpected) difficulties / improvements. Taking into account the final results achieved for this completed edition, which aspects of the master course will be (/has been) worked upon by the consortium partners in order to further improve its implementation and/or management in the following editions.
4. Provide the name of the degree(s) awarded, the delivering HEI(s) concerned, and the number of students who have received the degree(s) concerned. If applicable, indicate how many of the enrolled students did not (yet) successfully complete their masters' course studies and for what reason(s).

PART B: EM MOBILITY DATABASE PRINTOUTS

- At any time of the year, during the implementation of the consecutive editions of the EMMC, the consortium must ensure that EM Mobility Database contains the most accurate and updated data possible on the students enrolled in the course – including "non EM scholarship holders" - and the scholars benefiting from an EM scholar scholarship. This concerns the mobility data (dates, host institutions, activities performed and, for students, ECTS credits earned) and the financial data (scholarship amount received).

This allows the Agency to monitor the implementation of the Masters Courses and provide the Programme stakeholders – e.g. European Commission, European Parliament, European Union Delegations, EU Members States and Partner Countries, the Erasmus Mundus National Structures, the press and general public – with up to date statistical data on the implementation of the programme.

- At reporting stage, the data contained in the EM Mobility Database is crosschecked with the data provided in the report concerned in order to ensure its consistency from the administrative and financial points of view.
- In order to facilitate the extraction of the data by the consortia, **the EM Mobility Database contains three standard reports** corresponding to the three different type of reports to be submitted in the context of the EMMC contractual obligations, i.e.
 - Progress report
 - Further pre-financing request
 - Final report
- For each of these reports, the corresponding database output must be extracted, cross checked (in order to ensure its consistency and completeness) and **signed by the EMMC coordinator**.
- Failure to submit the required outputs with the report or if the data contained in the outputs is not updated and/or inconsistent with the information provided in the narrative or financial parts of the report, may lead to the rejection of the report and the request to submit a new and updated version of it.

PART C.1.: ACTIVITY DECLARATION ON THE FIRST YEAR OF IMPLEMENTATION

(to be completed only in the case of progress report)

Specific Grant Agreement Number:

 -

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 students and scholars data extracted from the “Erasmus Mundus Mobility Database” signed by the co-ordinator includes the accurate mobility information on each student and scholar.
- the information has been checked and approved by the consortium partners

Signature of the beneficiary's legal representative²

Name and position:

Date:

Signature:

² *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*

PART C.2.: ACTIVITY AND FINANCIAL DECLARATION ON THE USE OF THE FIRST INSTALMENT OF THE GRANT

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

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) x 100*	

* Please note that the further pre-financing payment **may only be requested** if the percentage of the first pre-financing used is **equal or higher than 70%**

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 students and scholars data extracted from the “Erasmus Mundus Mobility Database” signed by the co-ordinator includes the accurate up-to-date scholarship amounts spent on each student and scholar.
- the information has been checked and approved by the consortium partners
- the amounts are accurate and reflect the true expenditures of the specific grant agreement concerned

Signature of the beneficiary's legal representative³

Name and position:

Date:

Signature:

³ 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

PART C.3.: ACTIVITY AND FINAL FINANCIAL DECLARATION ON THE USE OF THE GRANT AWARDED

(to be filled in only in the case of a Final Report)

Specific Grant Agreement Number:

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Type	Total pre-financed (A)	Total expenditure (B)	Balance (A minus B)
Flat rate consortium*	30,000	30,000	0
EM - Student Scholarships			
EM - Scholar Scholarships			
Western Balkans and Turkey Student Scholarship (where applicable)			
Total			
Interests yielded by the pre-financing payments*			
TOTAL (in the event of a positive balance, the relevant amount will be recovered by the Agency)			

* Provide a brief description on how the flat rate was used; if no interests have been declared, please justify (mandatory) :

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 students and scholars data extracted from the “Erasmus Mundus Mobility Database” signed by the co-ordinator includes the accurate up-to-date scholarship amounts spent on each student and scholar.
- the information has been checked and approved by all the partners involved
- the amounts are accurate and reflect the true expenditures of the specific grant agreement concerned

Signature of the beneficiary's legal representative⁴:

Name and position:

Date:

Signature:

⁴ 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