

Annex III

Report Form to be used for the submission of the
PROGRESS REPORT/SECOND PRE-FINANCING REQUEST
and/or
FINAL REPORT

THIS REPORT IS SUBMITTED UNDER THE FRAMEWORK PARTNERSHIP AGREEMENT

[] - []

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

[] - [] (e.g. "2011-1234")

In order to request the second pre-financing payment for the specific grant agreement number:

[] - [] (e.g. "2011-1234")

The mandatory final report for the specific agreement number:

[] - [] (e.g. "2010-5678")

(please tick the relevant box/es)

General instructions

- You should carefully read Chapter IV of the *Administrative and Financial Handbook* before submitting your report form.
http://eacea.ec.europa.eu/erasmus_mundus/beneficiaries/documents/action1/sga_emmc_annex_iv_handbook_2011.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 Masters Course, the report must address all ongoing editions as well as the activities implemented for the preparation of the next one.
- 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 financial declaration at the end of the form (section C.1. and/or C.2.) 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.

- In order to avoid a rejection of the report, you are invited to strictly follow the instructions outlined in Part A – Technical part including the mandatory checklist (see Chapter IV part B of the Administrative and Financial Handbook).

http://eacea.ec.europa.eu/erasmus_mundus/beneficiaries/documents/action1/sga_emmc_annex_iv_handbook_2011.pdf

Control check-list ¹

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

Project N° : 20xx-xxxx	Yes	No	N/A
Report signed by the legal representative or by an authorised person*			
Agency's template for report respected			
Electronic format of the report compatible with the Agency's system			
Final costs are presented against the agreed contractual budget breakdown as required in the reporting instructions			
In the Financial Report, the amount of interests received on pre-financing is declared or 0 EUR is reported if no interest was received (Final report only ; N/A for progress report)			
Technical implementation Report (Operational part) enclosed			
Financial Report part enclosed (N/A for a progress report with no request for 2 nd pre-financing)			
Copy of the report enclosed			
Mobility tool output is enclosed			
Supporting documents enclosed (if applicable)			

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

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 process of the assessment of your admissible report, please take also into consideration the following points which are mandatory to submit for Progress Report and 2nd Pre-financing and Final Report (check boxes)²

CONTENT CHECK LIST

		YES	NO
1	The narrative part of the report has been submitted in line with the instructions given in PART A; TECHNICAL PART	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Additionally to submit for 2nd Pre-financing and Final Report (check boxes):

		YES	NO
1	The financial declaration on the use of the EM Grant is signed by the legal representative of the coordinating institution (<i>if the signatory is not the Legal Representative, a valid document confirming the authorisation to sign on his/her behalf must be added</i>).	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the total expenditure as indicated in the EMT print-out (EM candidate scholarships) 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)	<input type="checkbox"/>	<input type="checkbox"/>
3	Has the lump sum/flat rate been added to the total expenditure in the financial declaration of Part E?	<input type="checkbox"/>	<input type="checkbox"/>

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 communication language used by the consortium.
- The students' and scholars' scholarship data extracted from the "EACEA Mobility Tool" (Part B of the report) must contain all the relevant information related to the students enrolled (with and without EM scholarship) and the scholars 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 and one copy of the report must be sent not later (as per postmark) than by the deadline (15/03/2013) specified in the relevant Specific Grant 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 eacea-em-consortia@ec.europa.eu, not later than by the deadline (XX/XX/20XX) specified in the relevant Specific Grant Agreement.
- 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 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).

PART A: TECHNICAL PART

Instructions concerning the technical part of the report

The technical part of the report must provide

- ☞ Under Section A.1., a **summary of the main activities implemented by the consortium and the scholarship holders (students and scholars) during the period elapsed since the submission of the last report.**

This summary **must**

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

Section A.1. must always be filled in independently from the fact whether the report is submitted as a Progress Report, 2nd Pre-Financing Request and/or Final Report (if the report covers both, the relevant information needs to be provided only once).

Sub-sections A.1.1 – A.1.6 of the report must cover min. ½ page and max. 1 page (excluding possible enclosures).

PART A.: ***Mandatory reporting** on the consortium and the scholarship holders (students and scholars) activities. Provide a brief summary of these activities by clearly specifying for which course edition this information refers to and by focussing on each of the following sub-sections:*

- 1.1. Academic observations (e.g. course delivery, course module adaptations, student performance, internal/external course evaluation, etc.)
- 1.2. Administrative & Financial management within the consortium (e.g. internal coordination, student selection management, relations with associated partners, use of the lump sum/flat rate, sustainability, promotional activities, internships etc.)
- 1.3. Enrolled students' and invited scholars' activities (e.g. integration week, mobility paths, summer school, scholars' lectures, language courses, etc.)
- 1.4. Positive experience (e.g. examples of good practice/success stories, improvements within the course delivery and/or in the consortium management, student placements, etc.)
- 1.5. Preparation of the next intake and progress made towards delivery of a joint degree.
- 1.6. Problems and difficulties encountered (e.g. student late arrival, drop-outs, course promotion for Cat. B students, managing EMT database, visa issues, etc.)

- 1.7 Any other information (in case you wish to highlight any aspects which you consider important for a specific course edition and/or for your Master programme in general)
- 1.8 Website URL of the Master course
- 1.9 Follow-up since the last report (in case specific information has been requested by the EACEA as a result of the assessment of the last report submitted).
- 1.10 Specify the amount of participation costs charged to European and non-European students enrolled in the Master course:
- A. Participation cost for EU-students (per academic year) in EUR:
- B. Participation cost for non-EU students (per academic year) in EUR:
- C. Degree awarded to graduated students of this edition (please tick and provide explanatory information if needed):
- Joint Degree
- Double Degree
- Multiple Degrees
- D. If applicable, please report on any remaining difficulties in the degree awarding process, and comment the solution(s) proposed by the consortium.

PART B.: ERASMUS MUNDUS STUDENTS/SCHOLARS DATA EXTRACTED FROM THE "EACEA MOBILITY TOOL"

The report form must always be accompanied by the data extracted from the EACEA Mobility Tool duly signed by the coordinator.

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

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

After having completed and verified 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), you must use the standardised outputs available in EACEA Mobility tool.

Scholarship holders' data

(output retrieved 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.

Lock and Submit Progress report Final report

To be used for the **2nd Pre-Financing request, Progress Report and Final Report**

Non scholarship holders' data (students only)

(output retrieved 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 No.	Title	Application Year
2004-0001	topEd - European Master of Science Programme in International Health (EM2)	2009

EM General Category = 1 / 60 - Category is closed (show/hide custom phase d)

Family Name / First Name	Gender	Nationality	University of origin	PassID	Rank	View	Request EACEA	Modify	Report data	Mobility	Hold the
██████	F	Japan	Hiroaki University of Medicine	Japan	1	view	request	modify	data	mobility	☐

Export list

EM General Category

PDF Excel

To be used for both the **2nd Pre-Financing request/Progress Report/Final Report**

PART C.1.: 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: -

Type	Total pre-financed (A)	Total expenditure (B)	Balance (A minus B)
Flat rate consortium*1	30,000	30,000	0
Erasmus Mundus Student Scholarships			
Erasmus Mundus - Scholar Scholarships			
Western Balkan and Turkey Student Scholarship (where applicable)			
ENPI South Student Scholarship (where applicable)			
ENPI East Student Scholarship (where applicable)			
Total			
Interests yielded by the pre-financing payments*2			
TOTAL (in the event of a positive balance, the relevant amount will be recovered by the Agency)			

*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)** :

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 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.2.: FINANCIAL DECLARATION ON THE USE OF THE FIRST PREFINANCING INSTALMENT OF THE GRANT

(to be filled in only in the case of a 2nd Pre-Financing Request)

Specific Grant Agreement Number: - (e.g. 2011-1234)

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)*	

* Please note that the second pre-financing payment **may only be requested** if 70% or higher of the first pre-financing has been spent.

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 representative⁴

Name and position (in capital letters):

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