

**D) Summary table of modification of an agreement**

	<b>I</b> Formal Amendment <b>(Written request made by Legal representative)</b>	<b>II</b> Exchange of letters <b>(Written request made by Legal representative)</b>
Type of modification	<ol style="list-style-type: none"> <li>1. Change in composition of the beneficiaries</li> <li>2. Change of the coordinating institution</li> <li>3. Change in the work plan (major changes)</li> <li>4. Transfers between budget headings exceeding 10%</li> <li>5. Change of the eligibility period for more than one month</li> <li>6. Change of the deadline for final report submission for more than one month</li> </ol>	<ol style="list-style-type: none"> <li>1. Change of Legal representative within the coordinating institution</li> <li>2. Change of the coordinator (Contact person)</li> <li>3. Change of Banking information</li> <li>4. Change in the status of the coordinating institution</li> <li>5. Change of data of the coordinating institution</li> </ol>
Special conditions	Requests must be submitted at least 60 calendar days before the end of the period of eligibility	Requests must be submitted at least 60 calendar days before the end of the period of eligibility
Procedural aspects	Submission of the amendment request form <sup>1</sup> signed by the Legal Representative. Signature by the Legal Representative and the Agency of the amended agreement is required before its entry into force	Exchange of letters needs to be signed by the Legal Representative

	<b>III</b> Modifications that do not require an amendment or an exchange of letters
Type of modification	<ol style="list-style-type: none"> <li>1. Transfer between budget headings of less than 10 %</li> <li>2. Changes with the Work plan (minor changes)</li> <li>3. Deadline for final report submission up to one month without change of the eligibility period</li> <li>4. Changes between Categories of staff</li> <li>5. Change of the data of the Legal Representative</li> <li>6. Change of the data of the Coordinator or the Co-beneficiaries</li> <li>7. Other changes</li> </ol>
Special conditions	In this part, the Agency is exposing changes that are not considered as amendment as such and that do not require a formal amendment nor an exchange of letter. These cases above are considered as daily management of the project.
Procedural aspects	Exchange of letters or E-mail between the Agency and the beneficiary.

<sup>1</sup> The form could be found in the beneficiaries space at:

[http://eacea.ec.europa.eu/erasmus\\_mundus/beneficiaries/beneficiaries\\_action\\_3\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/beneficiaries/beneficiaries_action_3_en.php)