



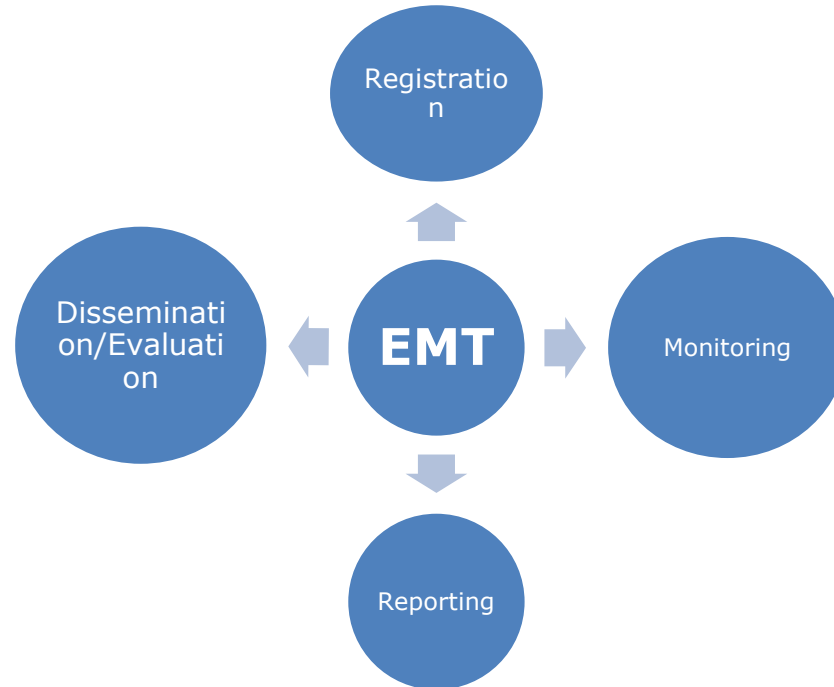
EACEA Mobility Tool (EMT)

*Ghislaine Craeghs, Elif Memis
Marsman, Magali Gillain*

EACEA A.3

Erasmus+ Erasmus Mundus Joint Master Degrees
Coordinators' Conference
Brussels, 24-25 October 2017

EACEA MOBILITY TOOL (EMT)



EMT – Start Up

E-mail to the project contact person:

- link to EMT site
<https://eacea.ec.europa.eu/mobility/index.cfm>
- username (2017XXXX)+ password
- link to EMT User Manual (available on EMT log-in page)
<https://eacea.ec.europa.eu/mobility/docs/EMT-User-Manual-for-EMJMD-Consortia.pdf>

WHEN?

- End of the selection process and when the final Absolute ranking lists established no later than 15 April 2018 (Submission phase)
- On a regular basis and before the submission of a report to EACEA (Implementation phase)

Working with the EMT (1)

Submission phase:

- Main, Reserve and Non-selected lists
→ till 15/4/2018
- Non-scholarship holders and Scholars/Guest Lecturers
→ till end of project

Implementation phase:

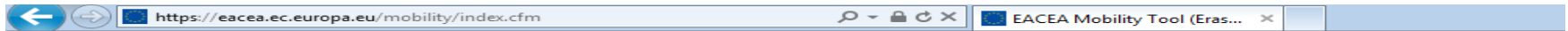
- Management of mobility tracks, financial data and academic outputs
- 'Change Request' function
- Generate updated outputs for all reports

Working with the EMT (2)

Post-implementation phase:

- *Final report has been submitted to the EACEA*
- *No changes can be made in the tool*
- *Read-only access to the data*

Log-in screen (1)



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > EACEA Mobility Tool

EACEA Mobility Tool

Type your login and password (case sensitive).

Username:

Password:

Updated EACEA Mobility Tool - User Manual Action 1 & 2.

EACEA Mobility Tool - User Manual Bilateral Cooperation.


EACEA Mobility Tool - User Manual INTRA-ACP.

EACEA Mobility Tool User Manual for EMJMD Consortia.

Version 4.2.4.0

Erasmus+

Log-in screen (2)



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > EACEA Mobility Tool

JMD-MOB

Projects | Requests follow-up | Change password

1 projects | 2017

Projects

Filter Projects by:

Agreement Nbr	CONSORTIUM NAME
20171234	ABLE CROPPING SYSTEMS

Agreement Nbr		Title		Coordinating institution		Project duration	
20171234		EMJMD		UNIVERSITÄT DUISBURG ESSEN		59	

INTAKE		Mobility start (D/M/Y)	Mobility end (D/M/Y)	Intake Duration in months	Eligibility start	Eligibility end	Save dates
2018	INTAKE 1	01/09/2018	31/08/2020	24	01/08/2017	30/09/2022	Save dates
	INTAKE 2			12			Save Dates Intake 2
	INTAKE 3			12			Save Dates Intake 3

Country	Consortium partners (show/hide)		Status
Coordinator (show/hide)		Telephone	Email
Contractor (show/hide)		Telephone	Email

Students Intake 1

Main List [+] | Reserve List [+] | Non-selected List [+] | Drop-out List [+] | Non-Scholarship holders [+] | Cancelled applications [+]

Category	Default quota	Specific Quota	Persons/Qta	Add to a list	Bulk Phases Change Dates
2018 Intake 1 Partner Country students	99	30	10 / 30	Add to selected category	<input type="checkbox"/>
2018 Intake 1 Programme country students	99	9	3 / 9	Add to selected category	<input type="checkbox"/>
Validate					

all|none

Scholars Intake 1

Main List [+]

Category	Default quota	Specific Quota	Persons/Qta	Add to a list	Bulk Phases Change Dates
2018 Intake 1 Scholars/ guest lecturers	20	20	7 / 20	Add to selected category	<input type="checkbox"/>
Validate					

all|none

Select Bulk Phases Change Dates

Process Bulk Dates Change

Lock and Submit

Progress report




Final report

Exercise 1

How to encode a student?

EMT: Encode student data

Agreement Nbr	Title	Coordinating institution	Project duration
20142818	Media Arts Cultures	UNIVERSITAET FUER WEITERBILDUNG KREMS	59

INTAKE	Mobility start (D/M/Y)	Mobility end (D/M/Y)	Intake Duration in months	Eligibility start 15/10/2014	Eligibility end 14/10/2019	Save dates
2015 INTAKE 1	17/08/2015 	30/11/2017 	24 			
INTAKE 2	<input type="text"/> 	<input type="text"/> 	12 			Save Dates Intake 2
INTAKE 3	<input type="text"/> 	<input type="text"/> 	12 			Save Dates Intake 3

Country	Consortium partners (show/hide)	Status
	Coordinator (show/hide)	Telephone Email
	Contractor (show/hide)	Telephone Email

Students Intake 1

Main List [+] | Reserve List [+] | Non-selected List [+] | Drop-out List [+] | Non-Scholarship holders [+] | Cancelled applications [+]

Category	Default quota	Specific Quota	Persons/Qta	Add to a list	Bulk Phases Change Dates
2015 Intake 1 Partner Country students	99	30 <input type="text"/>	10 / 30	Add to selected category	<input type="checkbox"/>
2015 Intake 1 Programme Country students	99	9 <input type="text"/>	3 / 9	Add to selected category	<input type="checkbox"/>
		Validate <input type="button" value="Validate"/>			

EMT: View Section – encode student data

Course	
List	
Category	2015 Intake 1 Partner Country students
Type of person	Students Intake 1
Ranking	
Family name	
First name	
Country (nationality)	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Year of birth	
Special needs	<input type="checkbox"/>
Address	
Postal code	
City of residence	
Country of residence	
Phone	
Email	
Life partner	<input type="checkbox"/>
Children	0
Institution delivering previous degree/ University of origin	
Country of University of origin	
First host institution	
Arrival date	
Departure date	
Comments	
	<input type="button" value="Reset"/> <input type="button" value="Add to the list"/>

- Red fields are mandatory
- Free text fields or fields with dropdown menu



European
Commission

Main Lists

Main List | Reserve List | Non-selected List | Drop-out List | Non-Scholarship holders | Cancelled applications

Agreement Nbr	Title	Applicant's Year
		2018

Partner Country Students - 5 / 5 - Quota is reached

(show/hide custom phase dates)

Family Name First Name	Gender	Nationality	University of origin	Resid.	Rank	View	Request EACEA	Modify	Move	Report data	Mobility	Mobility bulk	Delete	History
	M	Montenegro		Montenegro	2	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
	F	Ethiopia		Ethiopia	3	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
	M	Mexico		Mexico	4	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
	F	Russian Federation		Russian Federation	5	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
	M	India		India	13	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history

all | none [Bulk mobility](#)

Programme Country Students - 1 / 1 - Quota is reached

(show/hide custom phase dates)

Family Name First Name	Gender	Nationality	University of origin	Resid.	Rank	View	Request EACEA	Modify	Move	Report data	Mobility	Mobility bulk	Delete	History
	F	Portugal		Portugal	1	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history

Asia - 1 / 1 - Quota is reached

(show/hide custom phase dates)

Family Name First Name	Gender	Nationality	University of origin	Resid.	Rank	View	Request EACEA	Modify	Move	Report data	Mobility	Mobility bulk	Delete	History
	F	Pakistan		Pakistan	12	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history

Reserve Lists

[Back to Course](#)

[Students Intake 1](#)

[Main List](#) | **[Reserve List](#)** | [Non-selected List](#) | [Drop-out List](#) | [Non-Scholarship holders](#) | [Cancelled applications](#)

Agreement Nbr	Title	Application Year
20162048	Joint European Master in Surface, Electro, Radiation and Photo-chemistry + (JMD-MOB)	2016

2017 Intake 1 Partner Country students = 82 / 999 - [Add to this category](#)

[\(show/hide custom phase dates\)](#)

Family Name First Name	Gender	Nationality	University of origin	Resid.	Rank	View	Request EACEA	Modify	Move	Report data	Delete	History
KESHAVARZI ARSHADI Arash	M	Iran	University of Tehran	Iran	19	view	request	modify	move	data	delete	history
MALEKI Khatereh	F	Iran	University of Tehran	Iran	20	view	request	modify	move	data	delete	history
CHOUDHURY Dipanjana	F	India	St.Xavier's College Mumbai	India	21	view	request	modify	move	data	delete	history
DANIEL Davis Thomas	M	India	Delhi University	India	22	view	request	modify	move	data	delete	history

Non-selected List

2018

Intake 1 Partner Country students = 42 / 999 - [Add to this category](#)

(show/hide custom phase dates)

Nationality	Gender	Number	Modify	Delete
Azerbaijan	F	1	modify	delete
Bangladesh	M	3	modify	delete
Cameroon	M	2	modify	delete
Canada	M	1	modify	delete
China	F	1	modify	delete
China	M	4	modify	delete
Ecuador	M	1	modify	delete
Ethiopia	M	1	modify	delete
India	F	1	modify	delete
India	M	2	modify	delete
Indonesia	F	1	modify	delete
Iran	F	1	modify	delete
Iraq	F	1	modify	delete
Kenya	F	1	modify	delete
Mongolia	F	1	modify	delete
Nepal	M	2	modify	delete
Nigeria	M	3	modify	delete
Pakistan	M	1	modify	delete
Palestinian Authority of the West Bank and Gaza Strip	M	1	modify	delete
Philippines	M	1	modify	delete
Russian Federation	F	1	modify	delete
Russian Federation	M	1	modify	delete
St. Lucia	F	1	modify	delete
Sudan	M	1	modify	delete
Syria	M	1	modify	delete
Togo	M	1	modify	delete
Tunisia	F	1	modify	delete
Ukraine	M	2	modify	delete
Zambia	M	2	modify	delete
Zimbabwe	M	1	modify	delete

Intake 1 Programme Country students = 8 / 999 - [Add to this category](#)

(show/hide custom phase dates)

2018

Nationality	Gender	Number	Modify	Delete
Finland	M	1	modify	delete
France	F	2	modify	delete
Germany	M	1	modify	delete

Exercise 2

How to report financial data for a student?

How to report financial data for a student?

WHEN? → As soon as the intake has started
→ Before the submission of a report

Main List | Reserve List | Non-selected List | Drop-out List | Non-Scholarship holders | Cancelled applications

Agreement Nbr		Title									Application Year			
Partner Country Students = 5 / 5 - Quota is reached (show/hide 2017 phase dates)														
Family Name First Name	Gender	Nationality	University of origin	Resid.	Rank	View	Request EACEA	Modify	Move	Request data	Mobility	Mobility bulk	Delete	History
	M	Montenegro		Montenegro	2	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
	F	Ethiopia		Ethiopia	3	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
	M	Mexico		Mexico	4	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history


Add Financial report data for TEST test

Degree awarded?

- ☐ Yes
☐ No

Click YES at Final report

Graduation date :

Name of Degree(s) obtained :

 1 2 3

Type of degree :

- ☐ Joint Degree
☐ Double/multiple degree
☐ Diploma supplement
☐ Joint Degree with national Diploma Supplement
☐ Double/multiple degree with national Diploma Supplement
☐ Joint Degree with Joint Diploma Supplement
☐ Double/multiple degree with Joint Diploma Supplement
☐ Other

Programme country resident

Programme country resident

Partner country resident < 4.000km

Partner country resident = > 4.000km

0

Duration in months:

Travel category :

Programme country resident

Travel costs :

Installation costs :

Subsistence costs

0

EU contribution to participation costs (entire study period)

Total Scholarship

Scholarship (expenditure occurred)

Total no. of monthly subsistence allowances received:

0 EURO

0

Add data

ONCE VALIDATED(ADDED) BY THE CONSORTIUM, DATA UNDER "SCHOLARSHIP (FORESEEN)" CAN ONLY BE MODIFIED BY THE AGENCY.

Automatically calculated on the basis of 'travel category' and 'duration in months'

Exercise 3

How to report mobility data for a student?

How to report mobility data for a student?

Main List | Reserve List | Non-selected List | Drop-out List | Non-Scholarship holders | Cancelled applications

Agreement Nbr	Title	Application Year
		2015

Partner Country Students = 5 / 5 - Quota is reached

(show/hide custom phase dates)



Family Name First Name	Gender	Nationality	University of origin	Resid.	Rank	View	Request EACEA	Modify	Move	Report data	Mobility	Mobility bulk	Delete	History
	M	Montenegro		Montenegro	2	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
	F	Ethiopia		Ethiopia	3	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
	M	Mexico		Mexico	4	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history

[Back to project](#) | [Back to lists](#)

Mobility - Activity history for TEST test

Start date (DMY)	End date (DMY)	Host organisation/ University	University awarding ECTS	Activity	ECTS acquired	Duration	No. of monthly subsistence allowances received	Modify	Delete
01/10/2015 01/10/2018		KUNGLIGA TEKNISKA HOEGSKOLAN						modify	delete

Add a new mobility entry:

Start date	<input type="text"/>  (mandatory format for all date fields dd/mm/yyyy)
End date	<input type="text"/> 
Duration in months	<input type="text"/>
No. of monthly subsistence allowances received	<input type="text"/>
ECTS acquired	<input type="text"/>
Host organisation/ University	<input type="text"/>
University awarding ECTS	<input type="text"/>
Activity	<div><input type="checkbox"/> Study <input type="checkbox"/> Thesis <input type="checkbox"/> Lab Work <input type="checkbox"/> Project <input type="checkbox"/> Research <input type="checkbox"/> Dissertation <input type="checkbox"/> Other <input type="checkbox"/> Internship</div>
<input type="button" value="Add new mobility"/>	

Partner or
Associated partner

Only partner
HEIs


No mobility
entered -> no
financial data in
report output

Add Financial report data for TEST test

Degree awarded?

- ☐ Yes
☐ No

Graduation date :

Name of Degree(s) obtained :

 1 2 3

Type of degree :

- ☐ Joint Degree
☐ Double/multiple degree

Automatically transferred from
'mobility' tab

☐ Other

Scholarship (foreseen)

Duration in months:

Travel category :

Travel costs :

Installation costs :

Subsistence costs

 0

EU contribution to
participation costs (entire study period)

Total Scholarship

**ONCE VALIDATED(ADDED) BY THE
CONSORTIUM, DATA UNDER "SCHOLARSHIP
(FORESEEN)" CAN ONLY BE MODIFIED BY THE
AGENCY.**

Scholarship (expenditure occurred)

Total no. of monthly subsistence allowances
received:

0 EURO

 0

Amount already
paid to the student

Automatically
calculated

Amount charged
by the consortium

Exercise 4

**How to report mobility data for a scholar/guest
lecturer/research/industry?**

Agreement Nbr		Title		Coordinating institution		Project duration	
20171234		EMJMD		UNIVERSITÄT DUISBURG ESSEN		59	

INTAKE		Mobility start (D/M/Y)	Mobility end (D/M/Y)	Intake Duration in months	Eligibility start	Eligibility end	Save dates
2018	INTAKE 1	01/09/2018	31/08/2020	24	01/08/2017	30/09/2022	Save Dates Intake 2 Save Dates Intake 3
	INTAKE 2			12			
	INTAKE 3			12			

Country	Consortium partners (show/hide)			Status
Coordinator (show/hide)		Telephone	Email	
Contractor (show/hide)		Telephone	Email	

Students Intake 1

Main List [-] | Reserve List [+] | Non-selected List [+] | Drop-out List [+] | Non-Scholarship holders [+] | Cancelled applications [+]

Category	Default quota	Specific Quota	Persons/Qta	Add to a list	Bulk Phases Change Dates
2018 Intake 1 Partner Country students	99	30	10 / 30	Add to selected category	<input type="checkbox"/>
2018 Intake 1 Programme country students	99	9	3 / 9	Add to selected category	<input type="checkbox"/>
		Validate			

all|none

Scholars Intake 1
Main List [-]

Category	Default quota	Specific Quota	Persons/Qta	Add to a list	Bulk Phases Change Dates
2018 Intake 1 Scholars/ guest lecturers	20	20	7 / 20	Add to selected category	<input type="checkbox"/>
		Validate			

all|none

Select Bulk Phases Change DatesProcess Bulk Dates Change



Lock and Submit	Progress report	Final report	
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View section (1)

[Back to project](#) | [Back to list](#)

Course	t European Master in Surface, Electro, Radiation and Photo-chemistry + (JMD-MOB)	
List	n List	
Category	2017 Intake 1 Scholars/ Guest lecturers	
Type of person	Scholars Intake 1	
Ranking	<input type="text"/>	
Family name	<input type="text"/>	
First name	<input type="text"/>	
Country (nationality)	<input type="text"/>	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Undefined	
Year of birth	<input type="text"/>	
Special needs	<input type="checkbox"/>	
Address	<input type="text"/>	
	<input type="text"/>	
Postal code	<input type="text"/>	
City of residence	<input type="text"/>	
Country of residence	<input type="text"/>	
Phone	<input type="text"/>	
Email	<input type="text"/>	

View section (2)

Life partner	<input type="checkbox"/>
Children	<input type="text" value="0"/> ▼
Institution delivering previous degree/ University of origin	<input type="text"/>
Country of University of origin	<input type="text"/> ▼
First host institution	<input type="text"/> ▼
Arrival date	<input type="text"/>  ▼
Departure date	<input type="text"/>  ▼
Comments	<div><div></div></div>
<div><div>Reset</div><div>Add to the list</div></div>	



How to report mobility data for a scholar guest lecturer?

Mobility - Activity history for TESTT testt

Start date (DMY)	End date (DMY)	University	Activity		Modify	Delete
25/10/2018	31/10/2018	TECHNISCHE UNIVERSITEIT DELFT	Teaching		modify	delete

Add a new mobility entry:

Start date	<input type="text"/> <small>(mandatory format for all date fields dd/mm/yyyy)</small>
End date	<input type="text"/>
University	<input type="text"/>
Activity	<input type="checkbox"/> Project <input type="checkbox"/> Research <input type="checkbox"/> Thesis <input type="checkbox"/> Study <input type="checkbox"/> Teaching <input type="checkbox"/> Other <input type="checkbox"/> Lecture <input type="checkbox"/> Internship
<input type="button" value="Add new mobility"/>	

Add Financial report data for TESTT testt

Amount received :	<input type="text"/>
<input type="button" value="Add data"/>	

Exercise 5

How to extract mobility reporting outputs?

INTAKE	Mobility start (D/M/Y)	Mobility end (D/M/Y)	Intake Duration in months	Eligibility start 15/10/2014	Eligibility end 14/10/2019	Save dates
2015 INTAKE 1	01/09/2018	31/08/2020		01/08/2017	30/09/2022	
INTAKE 2			12			Save Dates Intake 2
INTAKE 3			12			Save Dates Intake 3

Country	Consortium partners (show/hide)	Status
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Coordinator (show/hide)	Telephone	Email
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Contractor (show/hide)	Telephone	Email
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Students Intake 1

Main List [+] | Reserve List [+] | Non-selected List [+] | Drop-out List [+] | Non-Scholarship holders [+] | Cancelled applications [+]

Category	Default quota	Specific Quota	Persons/Qta	Add to a list	Bulk Phases Change Dates
2018 Intake 1 Partner Country students	99	30	10 / 30	Add to selected category	<input type="checkbox"/>
2018 Intake 1 Programme country students	99	9	3 / 9	Add to selected category	<input type="checkbox"/>
		Validate			

all|none

Scholars Intake 1

Main List [+]

Category	Default quota	Specific Quota	Persons/Qta	Add to a list	Bulk Phases Change Dates
2018 Intake 1 Scholars/ guest lecturers	20	20	7 / 20	Add to selected category	<input type="checkbox"/>
		Validate			

all|none

Select Bulk Phases Change Dates	Process Bulk Dates Change		
Lock and Submit	Progress report	Final report	UnLock

Student

Main List | Reserve List | Non-selected List | Drop-out List | **Non-Scholarship holders** | Cancelled applications

Agreement Nbr	Title	Application Year
2011-0161	AGRIS MUNDUS - MSc in SUSTAINABLE DEVELOPMENT in AGRICULTURE (EPMC)	2015

Partner country students = 0 / 60 - Add to this category

(show/hide custom phase dates)

Programme country students = 0 / 60 - Add to this category

(show/hide custom phase dates)

Export list

☒ Partner country students
 ☒ Programme country students

PDF

Excel

Reporting outputs

TYPES

- Progress report/Request for pre-financing
- Final report

WHAT?

- EMT-outputs containing EMJMD scholarship holders and scholars
- PDF output of 'non-scholarship holder' list'

	Select Bulk Phases Change Dates	Process Bulk Dates Change
Lock and Submit	Progress report	Final report

Change Request EACEA

Main List | Reserve List | Non-selected List | Drop-out List | Non-Scholarship holders | Cancelled applications

Agreement Nbr	Title	Application Year
		2015

Partner Country Students = 5 / 5 - Quota is reached

(show/hide custom phase dates)


Family Name-First Name	Gender	Nationality	University of origin	Resid.	Rank	View	Request	Modify	Move	Report data	Mobility	Mobility bulk	Delete	History
	M	Montenegro		Montenegro	2	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
	F	Ethiopia		Ethiopia	3	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
	M	Mexico		Mexico	4	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history

Change Request EACEA

➤ 'Request type' → depends on the type of list

➤ 'Request effective date' → date on which the change is effective

➤ 'Comment' field → reason for the request

Request type :	<input type="text"/>
Requested effective date :	27/10/2015 
Comments :	<input type="text"/>
<input type="button" value="Request a change"/>	

Attention:

No shifts between partner and programme country lists
No notification to students until EACEA accepts the request

Thank you for your attention

