



European
Commission

Project Roadmap / Monitoring

EACEA A.3

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

Erasmus+

FROM
ERASMUS
TO
ERASMUS+
A STORY OF
30 YEARS

Agenda



1. Preparatory year



2. Monitoring



3. E-reporting

Roadmap

Preparatory year



Consortium Agreement

Internal co-operation agreement on academic, administrative, financial rules and procedures

Before launching the first call for students' applications

Send us a signed copy with the first technical report



Student Agreement

Student's rights and obligations regarding academic, administrative, financial and insurance aspects

Signed by both parties following student's enrolment

Send us a copy of the model with the first technical report



Promotion

Design a joint promotion to attract the best students from all over the world

Set up course website prior to the first call for students' applications

Check "Minimum requirements and recommendations for student selection & scholarship management«
(Annex X to contract)

Practical guidelines: http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en

Preparatory year



Joint student selection



Information on student application to be made available at the latest 3 months before the scholarship application deadline



Encode selection results in the EMT no later than 15.04

Inform students as soon as the selection process has been concluded



Check "Minimum requirements and recommendations for student selection & scholarship management" (Annex X to contract)



Health and accident insurance coverage



Must take effect when the student starts the journey to participate in the course (maximum two months prior to start of the course)



Check "Minimum requirements for the health and accident insurance coverage of EMJMD students" (Annex IX to contract)



Student support



Preparing students' arrival
(visa/residence permit, accommodation, welcome guide)



Students arrive!
(bank account, registration at university and with local authorities, introduction trainings)



Ready to start the course!
(Academic support, language courses, cultural and social activities, counselling future career)



Monitoring

General objectives

- Improve performance
- Achieve results
- Maximise impact
- Policy feedback

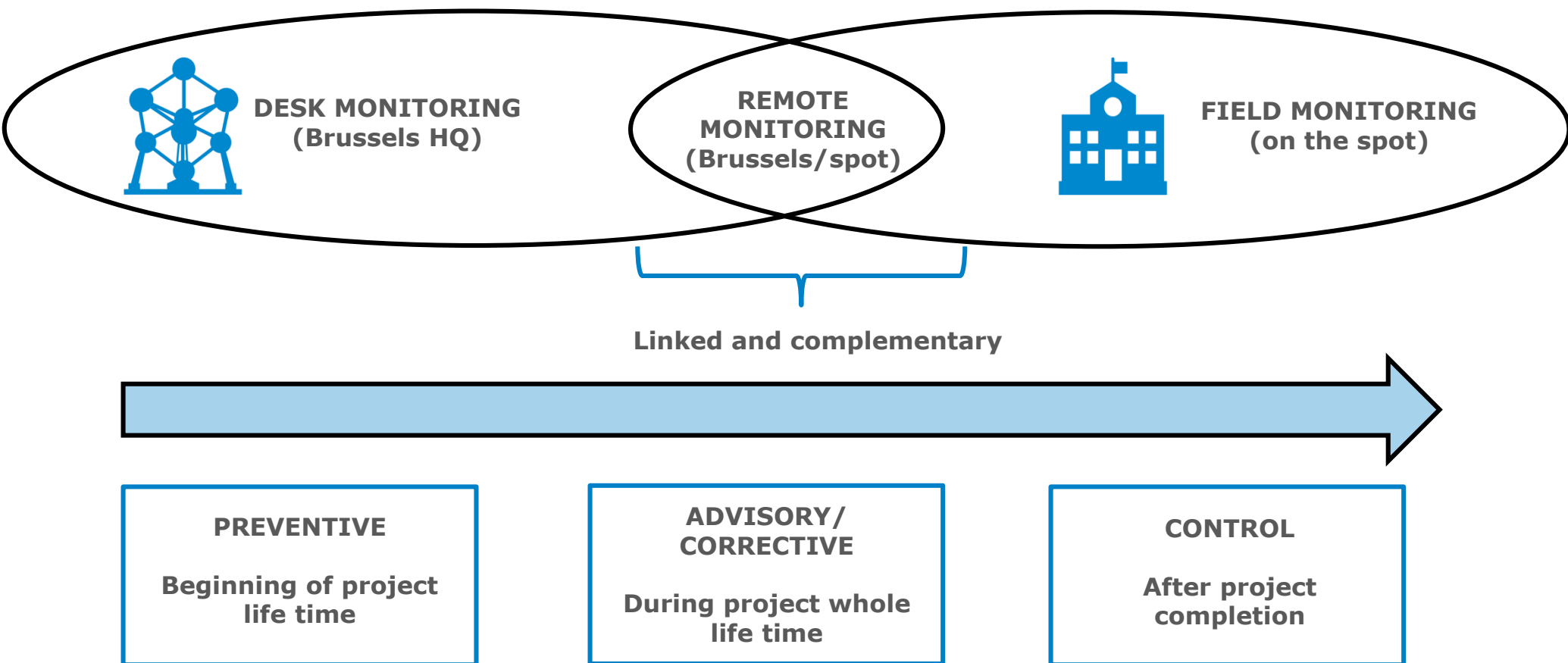
Specific objectives

- Project in line with EMJMD objectives and EU policy and priorities
- Compliance with EU rules



Assessment criteria=Award criteria

Types of monitoring



Preventive monitoring

PURPOSE

- Advice and guidance
- Information on rules & procedures

} ensure sound
project
implementation

ACTIVITIES

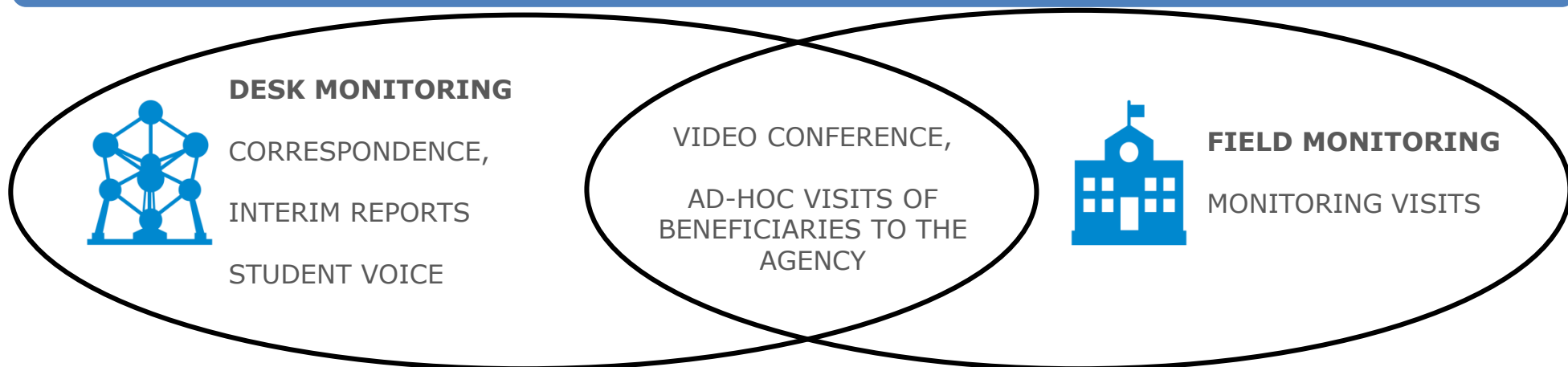
- Coordinators' conference and bilateral meetings
- Correspondence
- Technical report

Advisory/corrective monitoring

PURPOSE

- Check progress and provide guidance
- Ensure compliance with EU financial and administrative rules
- Apply corrective mechanisms if needed
- Identify good practices and potential success stories

ACTIVITIES



Advisory/corrective monitoring

Monitoring visits - Actors



AGENCY ACTORS:

- Project Officer
- Financial Officer



PROJECT ACTORS:

- Coordinator's contact person
- Consortium partners
- Administrative/financial/international offices
- Students and scholars
- Senior management in the University, etc.



To hear the views of key project actors

Advisory/corrective monitoring - Monitoring visits

Timing

- Normally during mid-term phase (2nd/3rd year)

Location

- On the spot – Organised around a key project event

Feedback

- Feedback to the beneficiaries – to be followed up via desk monitoring

Advisory/corrective monitoring



Other Monitoring Visits

Projects facing
difficulties

Audits

Projects which are
potential best
practices

Joint institutional
visits involving other
Erasmus+ units of
the Agency

Control monitoring

PURPOSE

- Check achievement of objectives, results, impact and sustainability
- Check compliance with EU rules and procedures
- Identify good practices and potential success stories

ACTIVITIES



DESK MONITORING

FINAL REPORT



FIELD MONITORING

SPECIAL MONITORING VISITS:

BEST PRACTICES PROJECTS

AUDITS

e-REPORTING

- E-report accessible via the Participant Portal

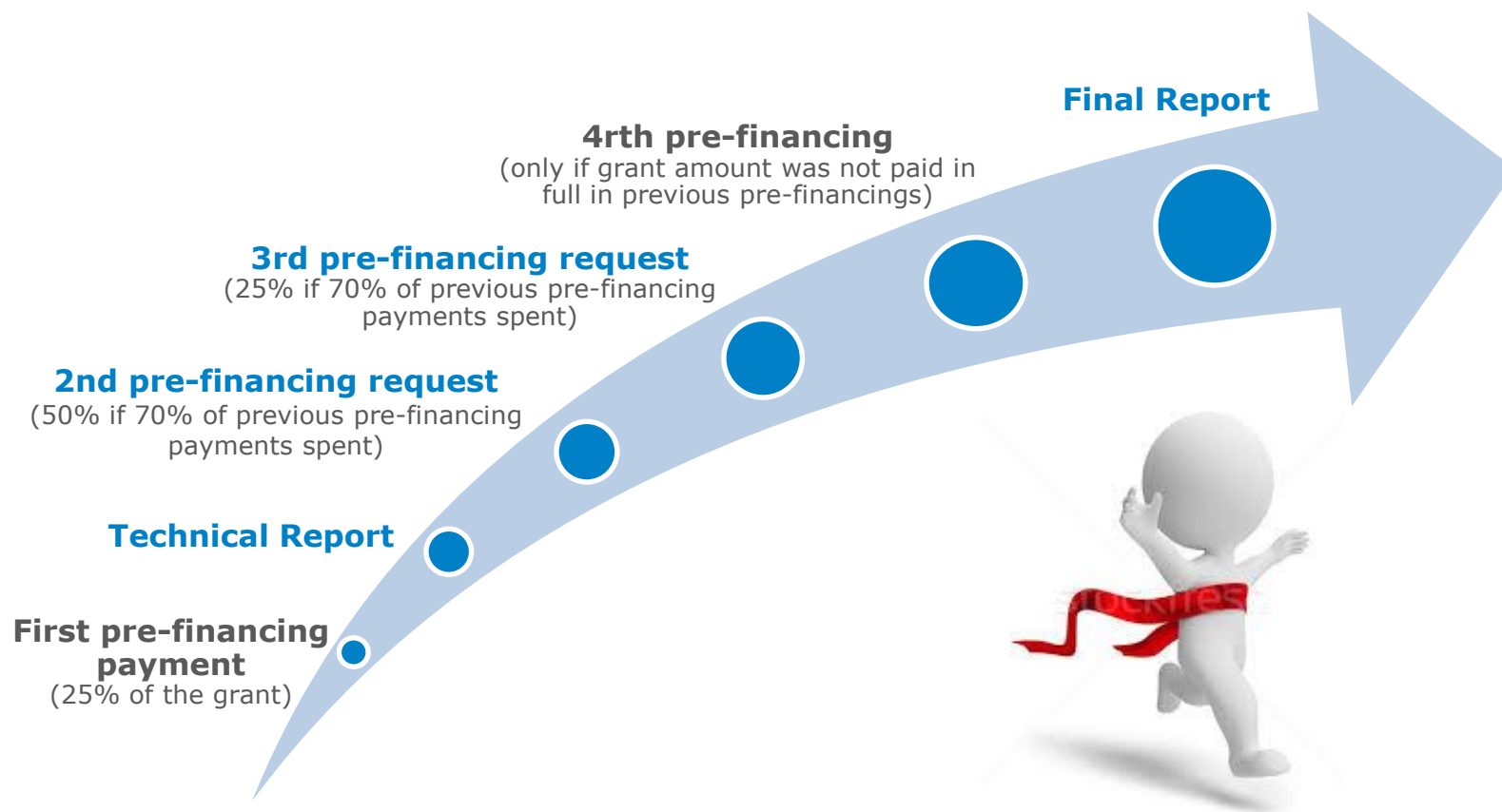
<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>



- Operational part
- Financial part

Supported by
annexes,
including EMT
Print-outs

Reporting milestones



Report Calendar



Report type	Without preparatory year	90 ECTS	120 ECTS
Technical Report	31.10.2017	31.10.2018	
2 nd pre-financing request	15.10.2018	30.06.2019	31.08.2019
3 rd pre-financing request	29.02.2020	30.09.2020	28.02.2021
4 th pre-financing request	No later than one year before the end date of the project		
Final Report	No later than 60 calendar days after the end date of the project		

Some tips for reporting

- ✓ Complete
- ✓ Substantial
- ✓ To the point
- ✓ Avoid repetitions
- ✓ Accurate
- ✓ Coherent
- ✓ Up-to-date
- ✓ Timely submission

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