



Education, Audiovisual and Culture Executive Agency

Erasmus+: Higher Education – Erasmus Mundus Joint Master Degrees

EACEA MOBILITY TOOL

USER MANUAL ERASMUS MUNDUS MASTER COURSES (EMMC) FROM SGA 2015 ONWARDS

Version 1 (01/2016)

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A. INTRODUCTION

The EACEA Mobility tool (EMT) has been developed in order to monitor scholarship holders' activities, mobility tracks and related financial aspects. In particular it allows:

- **Registration:** all EMMC participants (students and scholars/guest lecturers) are encoded in the tool, allowing the Consortia and EACEA to keep a record of the most important information related to the mobility tracks and scholarship amounts paid to each and every student scholarship holder and of the engagement of scholars.
- **Monitoring:** after the registration of data, it is possible to monitor the implementation of the EMMC project, especially the mobility trajectories, financial aspects and academic outputs of all the individuals participating in the mobility. The effectiveness of this monitoring is dependent upon the coordinator's commitment to keeping the project data up-to-date in a timely manner.
- **Reporting:** when reporting to the EACEA, the printout from the tool must be attached to the submitted report. This document contains the most relevant information of the scholarship holders already registered.
- **Dissemination/ evaluation:** data can be exported in order to produce statistics. These statistics can be used as supporting data when projects are being evaluated and for information/promotion purposes.

Coordinators of EMMC projects will use the EMT at different times during the project lifecycle, corresponding to the following specific main phases. Each phase has different limitations as regards the actions that can be performed and by which user:

SUBMISSION PHASE	Consortia should encode EMMC student scholarship applicants in the tool according to their own selection results (divided in Main, Reserve and Non-selected lists). In this phase, data can be modified without any intervention from the Agency.
SELECTION PHASE	This is the phase when the Agency runs the scholarships distribution among participating EMMCs. The selected (and non-selected) individuals appear on the Main and Reserve list. No more participants can be added and data cannot be modified.
IMPLEMENTATION PHASE	In general, this is the period of the grant agreement. Consortia can manage the mobility information and financial data for the ones already registered throughout this entire phase. Other changes can only be made via the "Request EACEA" function (see section C.2). Report outputs to be annexed to the pre-financing and final reports can be produced. <u>Non-scholarship holders</u> ¹ can only be recorded at the beginning of this phase (until the end of October of the academic year concerned) and <u>scholars</u> can be recorded during this entire phase.
POST-IMPLEMENTATION PHASE	This is the phase when no changes can be made in the tool and coordinators have read-only access to the data.

► **What to do in case of technical problems?**

The EACEA Mobility Tool has been designed for use with Microsoft's Internet Explorer and Mozilla Firefox. The minimum required version of Internet Explorer is IE9 and of Mozilla Firefox is 31.4. By using other web browser software such as Google Chrome, users may find that some functions of the tool are not supported.

In case of problems with the EMT or with the content of these instructions, please contact the Agency. Please always indicate your framework partnership agreement number and the concerned intake at the beginning of your message.

¹ See section B.1 for definition of this person type

A.1 How to log in

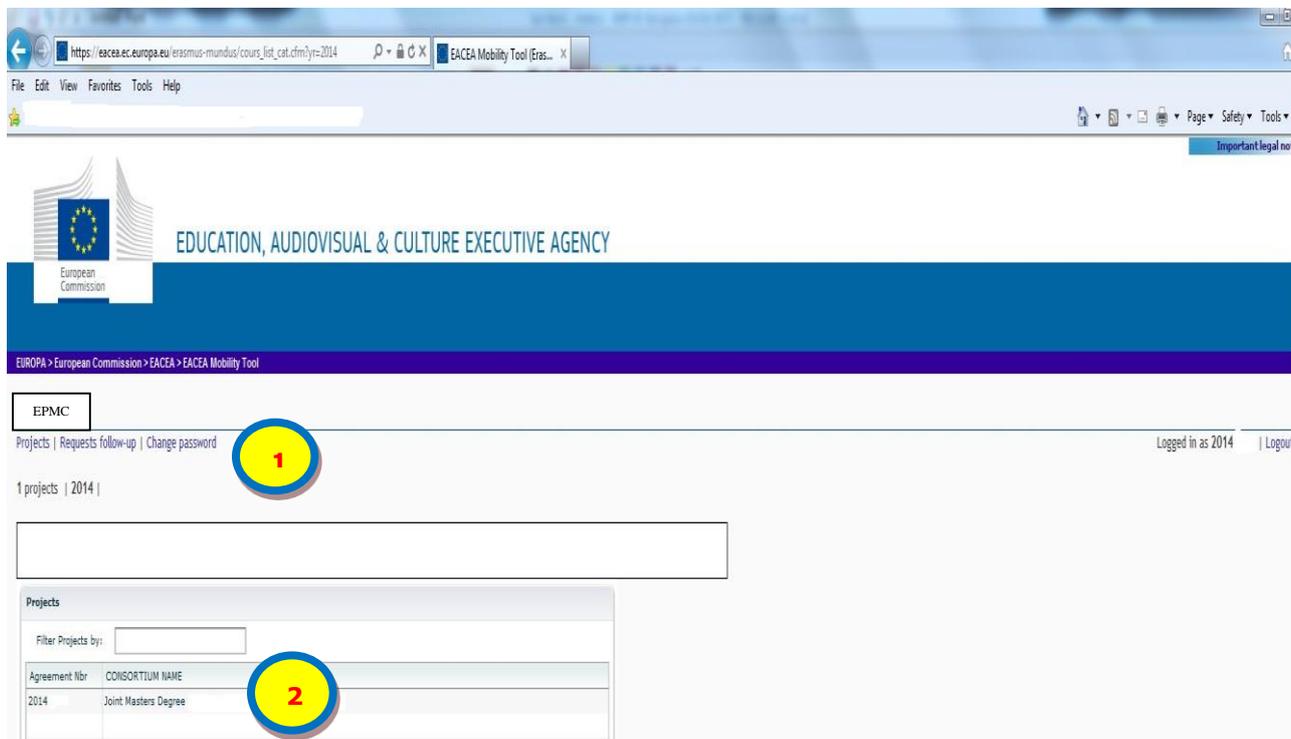
To get connected to the EACEA Mobility Tool (EMT), use the following link:

<https://eacea.ec.europa.eu/mobility/>

Please use the username and password provided to you by EACEA.

A.2 How to access the project data

Once you have logged in, the following screen will appear:



Screenshot 1

On the top of the page (Ref. 1), there are 3 options that will be displayed throughout your navigation. These options allow you to:

- Requests follow-up* view the status of the changes, if any, that you have requested to the EACEA (the request functionality is explained in this document under [section C.3](#))
- Change password* change your password
- Logout* end your database session

When clicking on your project's title (Ref. 2), you will reach an overview page containing general information presented in the following consecutive blocks (see screenshot 2):

Agreement Nbr	Title		Coordinating institution	Project duration	
2011-0		Master's Program		24	
Application Year	Mobility start (D/M/Y)	Mobility end (D/M/Y)	Eligibility start	Eligibility end	Save dates
2015	01/10/2015	15/10/2017	01/08/2015	15/10/2017	
Country	Consortium partners (show/hide)			Status	
	Coordinator (show/hide)	Telephone	Email		
	Contractor (show/hide)	Telephone	Email		

Student

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
Partner Country Students	8	<input type="text" value="5"/>	5 / 5	Quota is reached	<input type="checkbox"/>
Programme Country Students	1	<input type="text" value="1"/>	1 / 1	Quota is reached	<input type="checkbox"/>

all|none

Scholar

Main List [+]

Category	Default quota	Specific Quota	Persons/Qta	Add to a list	Bulk Phases Change Dates
Scholars	20	<input type="text" value="20"/>	0 / 20	Add to selected category	<input type="checkbox"/>

all|none

<input type="button" value="Lock and Submit"/>	<input type="button" value="Progress report"/>	<input type="button" value="5"/>	<input type="button" value="Final report"/>	<input type="button" value="UnLock"/>
--	--	----------------------------------	---	---------------------------------------

Screenshot 2

- **Framework partnership agreement number**, title of the project, name of the coordinating institution and duration of the EMMC project (number of months);
- Data referring to the **intake**, i.e. the "mobility start/end" dates of the intake, and the "eligibility start/end" dates (Ref. 3):
 - "Eligibility start" and "Eligibility end" correspond to the duration of the agreement. These dates cannot be modified by coordinators;
 - "Mobility start" and "Mobility end" have to be entered either manually in the given entry fields or using the calendar option at your disposal. Once the dates are filled in, click on "Save dates".

Please note that the "Mobility start" and "Mobility end" dates correspond to the start and finish dates of the Masters Course, i.e. from the date of students' enrolment to the date of the degree award ceremony, or at least to the date of **the last obligatory activities**, such as thesis defence. Remember that the maximum **funding** period for an EMMC intake is 12 months for 60 ECTS, 18 months for 90 ECTS and 24 months for 120 ECTS study programme. In case the start and end dates differ from one partner institution to another, it is recommended to indicate the earliest start date and the latest end date possible, within the identified eligibility period of your project.



When entering these dates, be careful! They are used by the tool as control reference when adding a mobility period for a scholarship holder (see section C1) For example, if you enter 01/09/2015 as mobility start date, no individual mobility can be introduced with a starting date earlier than 01/09/2015.

If "Mobility start" and "Mobility end" dates are not filled in, no individual mobility can be encoded.

- Data referring to the **consortium**. By clicking on the "show/hide" hyperlink the following information appears: country code, title and status of the partners (CON for coordinating institution, TEC for partner and PA-ASC for associated partner).
 - Data referring to the **coordinator**. By clicking on the "show/hide" hyperlink the following information appears: name, address, phone number and e-mail address.
 - Data referring to the **contractor**, i.e. the legal representative of the coordinating institution. By clicking on the "show/hide" hyperlink the following information appears: name, address, phone number and e-mail address.
- **We recommend that you check these details and inform the EACEA of any errors identified.**

The next blocks are linked to the use of the tool for the selection of students and scholars (Ref. 4). For each of the scholarship types available, the following data are shown:

- Column **"Persons/Quota"** indicates the number of individuals already registered compared to the maximum quota of people that can be registered (in the example presented in screenshot 2: 5 students out of the maximum quota of 5 have been registered for the Partner country scholarships).
- Column **"Add to a list"** provides 3 possibilities:
 - Hyperlink **"Add to selected category"** in green, allowing you to add directly a student candidate or a scholar/guest lecturer to the category concerned. This hyperlink is only displayed if a) the quota is not reached and b) the submission phase is not yet over.
 - Information **"Category is closed"** is shown in pink when the quota has not yet been reached but the submission phase is over, so no more students can be registered.
 - Information **"Quota is reached"** is shown in pink when the maximum number of individuals has been registered, even if the submission phase is not yet over.
- The last block is at the very end of the page. Here you will find the following three hyperlinks (Ref. 5):
 - The hyperlink **"Lock and Submit"** must only be used at the end of the submission process, **after all the relevant student data have been filled in and checked.**

When clicking on "Lock and Submit", you will reach the page as displayed in screenshot 3 below. In order to lock and submit a list, you must tick all the boxes referring to the concerned lists (Main, Reserve and Non-selected students' lists, for Partner and Programme country categories) and their corresponding "Submission" phase.

- The other two hyperlinks, "Progress Report" and "Final Report" should be used to produce the outputs to be annexed to the relevant reports. For a further pre-financing request, use the same hyperlink as for "Progress Report".

Framework Nbr	Title		Coordinating institution	Project duration
2012-0	ERASMUS MUNDUS MASTER			0

	Person type	List	Category	# persons	Max. Quota	Phase	End submission	Status
<input type="checkbox"/>	Scholar	Main List	Scholars / Guest lecturers	0	20	Selection		
<input type="checkbox"/>	Scholar	Main List	Scholars / Guest lecturers	0	20	Implementation		
<input type="checkbox"/>	Scholar	Main List	Scholars / Guest lecturers	0	20	Post-Implementation		
<input type="checkbox"/>	Scholar	Main List	Scholars / Guest lecturers	0	20	Submission	29/02/2016	
<input type="checkbox"/>	Student	Main List	Partner Country students	0	5	Submission	29/02/2016	
<input type="checkbox"/>	Student	Main List	Partner Country students	0	5	Implementation		
<input type="checkbox"/>	Student	Main List	Partner Country students	0	5	Selection		
<input type="checkbox"/>	Student	Main List	Partner Country students	0	5	Post-Implementation		
<input type="checkbox"/>	Student	Main List	Programme Country students	0	1	Implementation		
<input type="checkbox"/>	Student	Main List	Programme Country students	0	1	Submission	29/02/2016	
<input type="checkbox"/>	Student	Main List	Programme Country students	0	1	Selection		
<input type="checkbox"/>	Student	Main List	Programme Country students	0	1	Post-Implementation		
<input type="checkbox"/>	Student	Reserve List	Partner Country students	0	999	Submission	29/02/2016	
<input type="checkbox"/>	Student	Reserve List	Partner Country students	0	999	Selection		
<input type="checkbox"/>	Student	Reserve List	Partner Country students	0	999	Post-Implementation		
<input type="checkbox"/>	Student	Reserve List	Partner Country students	0	999	Implementation		
<input type="checkbox"/>	Student	Reserve List	Programme Country students	0	999	Submission	29/02/2016	
<input type="checkbox"/>	Student	Reserve List	Programme Country students	0	999	Selection		
<input type="checkbox"/>	Student	Reserve List	Programme Country students	0	999	Post-Implementation		
<input type="checkbox"/>	Student	Reserve List	Programme Country students	0	999	Implementation		
<input type="checkbox"/>	Student	Non-selected List	Partner Country students	0	999	Submission	29/02/2016	
<input type="checkbox"/>	Student	Non-selected List	Partner Country students	0	999	Selection		
<input type="checkbox"/>	Student	Non-selected List	Partner Country students	0	999	Post-Implementation		
<input type="checkbox"/>	Student	Non-selected List	Partner Country students	0	999	Implementation		
<input type="checkbox"/>	Student	Non-selected List	Programme Country students	0	250	Submission	29/02/2016	
<input type="checkbox"/>	Student	Non-selected List	Programme Country students	0	250	Selection		
<input type="checkbox"/>	Student	Non-selected List	Programme Country students	0	250	Post-Implementation		
<input type="checkbox"/>	Student	Non-selected List	Programme Country students	0	250	Implementation		

Screenshot 3



Attention! The "Lock and Submit" button **cannot be used twice. Once launched, all data will be locked and you will not be able to edit them anymore.** You will receive a warning message before the final validation of this action.

B. Encoding of EMMC student scholarship selection results and the engagement of scholars/guest lecturers (submission phase)

B.1 Description of the different lists

Next to each of the lists you have a sign (+) which is a hyperlink that allows you to display the list of proposed candidates and to manage their data (i.e. encode, edit, replace, move or delete).

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
<input type="checkbox"/> Partner Country students	99	<input type="text" value="30"/>	10 / 30	Add to selected category	<input type="checkbox"/>
<input type="checkbox"/> Programme Country students	99	<input type="text" value="10"/>	2 / 10	Add to selected category	<input type="checkbox"/>
		<input type="button" value="Validate"/>			

[all](#) | [none](#)

The following types of lists are available for students:

- **Main list:** contains the students selected for an EMMC scholarship;
- **Reserve list:** indicates all students who fulfil the consortium's application and selection criteria but who could not be included in the main list due to the limited number of available scholarships;
- **Non-selected list:** indicates all the other candidates who did not fulfil the consortium's application, eligibility, and/or selection criteria.
- **Non-scholarship holders list:** indicates students who are enrolled in the programme but are not EMMC scholarship holders, i.e. self-paying students or students with scholarships **other** than the EMMC grant. If an EMMC Reserve list student decides to enrol in the programme without the EMMC grant, remember to have this person moved to the Non-Scholarship holders list when the programme has started. Do not create a second registration for this person which would result in he/she appearing in two lists.

Only those Non-scholarship holders that have (initially) been listed on the EMMC Reserve list can profit from an EMMC scholarship in the event of withdrawal/cancellation/no-show of an EMMC student candidate.

Contrary to the main and reserve lists that will be closed by the scholarship application deadline, the Non-scholarship holders list will remain open for inclusion of new names until end of October of the academic year concerned.

- **Cancelled applications list:** indicates students who were initially selected on the main or reserve list but, **before the start date** of the intake, cancelled their applications.
- **Drop-out list:** indicates those candidates who were selected on the main or reserve list but left the programme before graduating or who, **after the start date of the intake**, decided not to join the programme at all. This list becomes available only once the implementation phase has started.

For scholars/guest lecturers there is only **one** list available - **Main list** - which contains the scholars/guest lecturers selected by the Consortium and who could have received a scholar scholarship paid from the lump sum "Contribution to the consortium management costs and costs for invited scholars and guest lecturers". In accordance with the Master course requirements, consortia are free to determine their own scholars' selection procedure and calendar.

Scholars Intake 1

[Main List](#) [-]

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

[all](#) | [none](#)

B.2 Adding new students/scholars

In order to add a student/scholar to the main or reserve list² you can use either the hyperlink **Add to this category** (as displayed for Programme country Students list in screenshot 5 below) or the hyperlink **Add to selected category** (as displayed for Scholars in screenshot 2). As a result, a screen similar to the one displayed in screenshot 4 below will open.

Course	<input type="text"/> Degree .
List	Main List
Category	<input type="text"/> Partner Country students
Type of person	<input type="text"/>
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
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"/>
Life partner	<input type="checkbox"/>
Children	<input type="text"/>
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	<input type="text"/>
	<input type="button" value="Reset"/> <input type="button" value="Add to the list"/>

Screenshot 4

- **Fields displayed in pink in the above screenshot (identified with a * in the list below) are mandatory.**

Field	Description
Course	Automatically completed field corresponding to the name of the EMMC Programme
List	Automatically completed field corresponding to the type of list (Main or Reserve)
Category	Automatically completed field corresponding either to the Partner or Programme country
Type of person	Automatically completed field corresponding to the type of person (student or scholar)
Ranking *	Enter the ranking number of the student. The ranking of a student must be coherent with the consortium's Selection Grid established during the assessment of student applications. The ranking number of the reserve list should be <u>a continuation</u> of the numbering of the main list, i.e. the top-ranked reserve candidate should not be ranked number 1 but number 11 if there are 10 people on the Main List.
Family name *	Enter the family name of the student/scholar

² Please be reminded that there is no Reserve list for scholars/guest lecturers.

Field	Description
First name *	Enter the first name of the student/scholar
Country (nationality) *	Select the appropriate nationality from the dropdown menu
Gender *	Select appropriately
Year of birth *	Specify full year (4 digits)
Special needs	Select, if relevant
Address	Enter the appropriate information if available (no specific distribution of data on the two lines required)
Postal code	Enter the appropriate information
City of residence	Enter the appropriate information
Country of residence *	Select the appropriate country of residence from the dropdown menu
Phone	Phone contact(s) in the home country and/or in host country (mobile or fixed phone)
E-mail *	Enter the appropriate information
Life partner	Enter the appropriate information, if relevant
Children	Select, if relevant, the number of children from the dropdown menu
Institution delivering previous degree / University of origin *	Specify the name and city of the institution(s) delivering the previous degree. For scholars, please specify the employment institution.
Country of University of Origin *	Select the appropriate country of the institution delivering the previous degree (for scholars, select the country of the employment institution) from the dropdown menu.
First host institution *	From the list of institutions participating in the Masters Course, select the institution the student/scholar concerned will first visit. The information encoded here will automatically be copied into the section where the individual mobility trajectories are available (hyperlink "mobility") as basis for the first mobility (see section C.1.1). This is only mandatory in the main list.
Arrival date *	Enter the date when the student/scholar is expected to start the programme. This date will automatically be copied into the section where the individual mobility trajectories are available (hyperlink "mobility") as basis of the first mobility (see section C.1.1). This is only mandatory in the main.
Departure date	Enter the date when the student/scholar is foreseen to finalise the programme
Comments	Free text field for comments, if necessary. In the case of disabled students, please briefly explain the special needs of the students.

B.3 Management of students/scholars' lists

By clicking on the (+) hyperlink next to the name of the list concerned, a screen similar to the one displayed in screenshot 5 below appears. The example shown here corresponds to the Main list of students for an EMMC³.

Family Name First Name	Gender	Nationality	University of origin	Resid.	Rank	View	Request EACEA	Modify	Move	Report data	Mobility	Mobility bulk	Delete	History
TEST Test	M	Brunei	r	Brunei	1	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history
TEST2 Test	M	Cameroon	y	Cameroon	2	view	request	modify	move	data	mobility	<input type="checkbox"/>	delete	history

Screenshot 5

³ For data protection reasons, some data have been hidden in the example screenshot

The details of the Main list for each of the categories available are the following:

- The number of people registered as compared to the available quota; in the example presented in screenshot 5, 2 students out of 2 are registered in the Partner Country scholarship category which means that the quota is reached and that it is not possible to add any more students to this specific category.
- Key details on the students and scholars registered in the category: family name, first name, gender, nationality, university of origin, city and country of residence and ranking number.
- A variable number of active hyperlinks allowing you to view/modify the data of already registered students/scholars by clicking on:
 - **View:** A full view of the student/scholar selected with all the personal data related to him/her (see screenshot 4 for details).
 - **Request EACEA:** This option allows you to register a request for modifications to the data, or situation of the student selected, **that you cannot do yourself**, such as request to move an individual from one list to another. Requests are managed and authorised by the Agency (see section C.2). This option is active only for students.
 - **Modify:** Possibility to modify (some of) the personal data of the student/scholar selected.
 - **Report Data:** Data associated with each student such as scholarship amount received and graduation date (see section C.4). These data will be displayed in the report outputs to be submitted to the Agency. The encoding of financial data is optional for scholars/guest lecturers.
 - **Mobility:** This option allows you to register and manage the individual mobility track(s) of the student (see section C.1).
 - **Mobility bulk:** Instead of encoding identical mobility trajectories one by one, this option allows you to introduce mass mobility flows once the button "Bulk Mobility" has been activated (button available below the name of last student of each category). The students foreseen to follow the same mobility track can be selected using the tick boxes.
- An active hyperlink text **Add to this category** (see screenshot 5, Programme Country category, hyperlink in green) allowing you to add a new student to the category concerned (see section B.2). This hyperlink is only displayed if the quota has not been filled and/or the submission phase is not over.

At the bottom of the page you have the possibility to export the list(s) to either a PDF or an Excel document. Simply tick the category you wish to export (one or more) and then click on "PDF" or "Excel". This functionality is **not** to be used at the time of report submission. (For information on the output to be used for reports, see section C.5).

B.4 Non-selected students' lists

The data on this list is gathered for statistical purposes only. The objective is to obtain the total number of non-selected students distributed by nationality and gender at the end of the selection process. For this reason, in the screen displayed in screenshot 6 below, you can enter the total number of non-selected persons for each nationality and gender concerned.

Please, note that if you move a student from the main or reserve list to the non-selected list, the figures for non-selected students for the nationality and gender concerned will be adapted automatically.

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

Course	Masters Degree
List	Non-selected List
Type of person	Students
Category	Partner Country students
Country (nationality)	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Number	
	<input type="button" value="Reset"/> <input type="button" value="add entry to course"/>

Screenshot 6

Once you have entered the data, you can modify them by clicking on the **Modify** hyperlink that appears on the summary of the list, as displayed in screenshot 7.

Students

Agreement Nbr	Title	Application Year
<input type="text"/>	<input type="text"/> Masters Degree	<input type="text"/>

Partner Country students = 14 / 999 - [Add to this category](#) (show/hide custom phase dates)

Nationality	Gender	Number	Modify	Delete
Cambodia	M	2	modify	delete
Cuba	M	12	modify	delete

Programme Country students = 0 / 999 - [Add to this category](#) (show/hide custom phase dates)

Screenshot 7

Modifications can be made to the number of students but not to the gender or the nationality.

B.5 Selection of Scholars/guest lecturers



The screens and operations for the management of scholars are basically the same as they are for students (please see section B.2.).

Scholars can be encoded by the consortia in the EACEA Mobility Tool throughout the entire duration of the respective intake, i.e. both in submission and implementation phases.

B.6 Submitting and Locking the intake

By clicking on the tab **Lock and Submit** that appears at the bottom of the general view of the project, you will launch a process that will immediately send your application data to the Agency and will lock the intake, avoiding further data manipulation. As you can see in screenshot 4, it is possible to obtain a list of students selected for a scholarship (or in reserve) in a PDF format. **The course should be locked first, before printing the lists, signing them and sending the originals to the Agency.** If the exported list in PDF carries the text *"Please note that this data has not been validated yet"*, you know that the lists still need to be locked (validated) before printing. The printout in PDF format should include a "marker" identifying the exact date and time when the course has been locked after the submission.

Access to the course edition will be granted again in "Implementation Phase" and this includes new functionalities allowing you to manage the financial data and individual mobility flows of each student/scholar (dates, universities visited, type of tasks performed, etc.).

C. Managing students'/scholars data in the implementation phase (after submission phase)

C.1 Mobility management

C.1.1 Mobility management for a student

Once you click on the hyperlink "**Mobility**" associated with a student placed on the main list, the following screen will appear:

Back to project | Back to lists

Mobility - Activity history for [redacted]

Start date (DMY)	End date (DMY)	Host organisation/ University	University awarding ECTS	Activity	ECTS acquired	Duration	No. of monthly subsistence allowances received	Modify	Delete
07/09/2015	07/09/2017	UNIVERSITE [redacted]						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	<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
<input type="button" value="Add new mobility"/>	

Screenshot 8

The "First host institution" and "Arrival date" that were encoded under "View" when first registering a student on the Main List will appear under "Mobility" as first mobility to be undertaken by this person.

Click on "**modify**" (on the right) in order to complete the missing information (such as the "End date", "Duration in months", "Number of monthly subsistence allowances received", "ECTS acquired", "Host organisation/University", "University awarding ECTS" and "Activity").

NOTE:

- "**University awarding ECTS**" can only be one of the partner HEIs of the Consortium.
- "**Host organisation/university**" can be a partner or an associated partner of the Consortium but the ECTS acquired for that mobility period can only be awarded by the partner HEI.
- "**Duration in months**" is the actual time period the student has been physically present in the host institution during the mobility.
- The data encoded under "**Number of monthly subsistence allowances received**" can be different than the value encoded under "Duration in months".

Example: a student from a Partner Country enrolled in an EMMC of 120 ECTS can undertake a mobility of up to one year in a Partner Country, but is entitled to receive maximum three months of subsistence allowances for the period spent in any Partner Country. Therefore, in case the student has stayed 6 months, under the field "Duration in months" value "6" should be entered and under the field "Number of monthly subsistence allowances received" value "3".

- **"Activity"** is the type of activity carried out by the student during the mobility. More than one activity can be chosen, if needed.

► **For each student on the Main list you will need to encode all mobility periods.**

C.1.2 Mobility management for a scholar

Once you click on the hyperlink **"Mobility"** associated with a scholar, the following screen will appear:

Mobility - Activity history for [scholar name]

Start date (DMY)	End date (DMY)	University	Activity		Modify	Delete
[input]	[input]	[input]	Teaching		modify	delete

Modify a mobility entry [add new]:

Start date	[input] [calendar icon] (mandatory format for all date fields dd/mm/yyyy)
End date	[input] [calendar icon]
University	[dropdown menu]
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"/>	

The "First host institution" and "Arrival date" that was encoded under "View" when first registering a scholar will appear under "Mobility" as first mobility to be undertaken by this person.

Click on **"modify"** (on the right) in order to complete the missing information such as the "End date", "University" and "Activity". More than one activity can be chosen, if needed.

C.2 Requesting a change

When the submission phase of your Master Course is over and you are in the implementation phase of your intake, you can submit requests to the Agency to have changes made that you cannot make yourself. For example, updating personal data or changing the status of students (e.g. linked to drop-outs, promotions of individuals from the reserve list, etc.). The **"Request"** hyperlink is not available during the submission phase as you have access to do all changes yourself. Once you click on the request link associated with an individual, the following screen appears:

Back to project | Back to lists

Change request for f F

Request type :	[dropdown menu]
Requested effective date :	[input] /03/2015 [calendar icon]
Comments :	[text area]
<input type="button" value="Request a change"/>	

The types of request available depend both on the type of list in which the student is placed and on the phase that your project is in.

C.2.1 For students on the Main List

- Move to **"Cancelled applications"** list

If a student does not accept/reject the EMMC scholarship offer, or cancels the scholarship, or is a "no-show" case, s/he can be replaced by a student on the reserve list.

- Move to **"Drop-out list"**

Use this type of request when a student for whatever reason, leaves the programme before finishing it. The person concerned will be placed in a special list called **"Drop-out list"** for reporting purposes. Then, you must record the date on which the change becomes effective in the field **"Requested effective date"** and use the comment field to state generally the reason for the student leaving the programme (for example *"student drop-*

out due to personal reasons"). As indicated in the "Administrative and Financial Handbook", the Agency should be notified of any drop-outs shortly after the student has notified the consortium of his/her departure.

C.2.2 For students on the Reserve List

- Promote to **Main list** (due to cancelled application)

Use this type of request in order to promote someone from the Reserve to the Main List to substitute another student who decided not to start the intake. In your request, always indicate the **First Host Institution** and **Arrival Date** of the promoted individual as these are obligatory fields in order to execute the promotion (see section B.2).

- Move to "**Cancelled applications**" list

Applicable when a student on the reserve list refuses promotion to the main list or decides to cancel his/her application for any reason before the start date of the course.

- Move to "**Non-scholarship holders**" list

Use this type of request to indicate to the system that a person initially placed on the Reserve List is following the EMMC without the EMMC scholarship. You can indicate in the "Comments" field the type and origin of a possible non-EMMC scholarship, if any, that the student is receiving.

C.2.3 For students on the Non-Scholarship holder list

- Promote to **Main List** (due to cancelled application)

Use this type of request in order to promote someone to substitute another student who has refused to join the programme. **Only applicants who were initially selected for the EMMC Reserve list** but who decided to enrol in the programme without the EMMC grant (hence, being moved from Reserve list to Non-Scholarship holder list), **can be considered for promotion to Main List**. A student who never applied for the EMMC grant, nor was never put on the Reserve List, cannot be awarded with the EMMC grant.

- Move to "**Cancelled applications**" list

Use this type of request when a student leaves the programme before the start date of the intake.

- Move to "**Drop-out list**"

Use this type of request when a student leaves the programme before finishing it.

C.2.4 For all students

- **Update student data**

Once the intake of the EMMC is running, i.e. the implementation phase has started, you do not have the access to change **any** personal data of the student. For changes to data that you cannot modify yourself, a request type "Update student data" needs to be registered. Enter the date on which the change becomes effective in the field "Requested effective date" and use the comment field to briefly explain the change you are requesting (for instance: "*Spelling mistake. His name is López instead of Lopes*"). Please note that no requests of this type should be registered for data **that the coordinators can update and change themselves**.

- **Movements between Partner and Programme country lists are not allowed**

If you have encoded a person under the wrong category, the first encoding needs to be deleted and the information encoded again under the correct category.

C.3 Follow-up of a change request

The hyperlink "Requests follow-up", located on the top left of the page (see screenshot 1) allows you to monitor the situation of the changes requested, their status (approved or rejected) and, in some cases, the reasons of the decision and action taken by the Agency. **Please note that the Agency has to approve any modifications related to the lists as encoded in the EMT following the submission phase**. This is particularly important when promoting someone from reserve list to main list. Consortia must avoid sending

formal scholarship offers to reserve list students before the Agency has accepted the corresponding replacements.

C.4 Reporting data

C.4.1 Reporting data for a student

By clicking on the hyperlink "**data**" associated with a student placed on the Main List, the following screen will appear:

Add Financial report data for

Degree awarded?		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
Graduation date :	<input type="text"/> <input type="button" value="GO"/>	
Name of Degree(s) obtained :	<input type="text"/> 1	
	<input type="text"/> 2	
	<input type="text"/> 3	
Type of degree :	<input type="checkbox"/> Joint Degree <input type="checkbox"/> Double/multiple degree <input type="checkbox"/> Diploma supplement <input type="checkbox"/> Joint Degree with national Diploma Supplement <input type="checkbox"/> Double/multiple degree with national Diploma Supplement <input type="checkbox"/> Joint Degree with Joint Diploma Supplement <input type="checkbox"/> Double/multiple degree with Joint Diploma Supplement <input type="checkbox"/> Other	
Duration in months:	Scholarship (foreseen)	Scholarship (expenditure occurred)
Travel category :	<input type="text"/> <input type="text"/>	Total no. of monthly subsistence allowances received:
Travel costs :	<input type="text"/> Programme country resident <input type="text"/> Partner country resident < 4.000km <input type="text"/> Partner country resident > 4.000km	<input type="text"/>
Installation costs :	<input type="text"/> 0	<input type="text"/> 0 <input type="button" value="EURO"/>
Subsistence costs	<input type="text"/> 0	<input type="text"/> 0
EU contribution to participation costs (entire study period)	<input type="text"/>	<input type="text"/>
Total Scholarship	<input type="text"/> 1000	<input type="text"/> 0
<input type="button" value="Add data"/>		
<p><i>ONCE VALIDATED (ADDED) BY THE CONSORTIUM, DATA UNDER "SCHOLARSHIP (FORESEEN)" CAN ONLY BE MODIFIED BY THE AGENCY.</i></p>		

In this section, you will have to record for each student the data needed for the submission of **any** reporting output.

► Degree awarded

– In order to add any data, you firstly need to select one of the two options below:

Example: **NO** => when the Consortium would like to add data under "Scholarship (foreseen)";
 => when the Consortium is preparing the submission of a Pre-financing report;
YES => when the Consortium is preparing the submission of the Final report.

– **Graduation date⁴:** the date when the student has been officially notified about his/her study results, or ultimately the date of the graduation ceremony;

– **Name of Degree(s) obtained:** the official name(s) of the degree(s) obtained (for example, Erasmus Mundus Master Degree in Intercultural Communication);

– **Type of degree:** tick as appropriate one or more options but please note that the successful completion of the joint Master programme must lead to the award of either a joint degree or multiple degrees (i.e. at least double degree).

► Scholarship (foreseen)

Data should be encoded in this sub-section as soon as the intake has started and the students have

⁴ This field is active only if "yes" was selected under "degree awarded" above.

signed the student agreement and at the latest before the submission of a report. Based on the travel category of the student and the intake duration, the tool will automatically calculate the foreseen total scholarship allocated to each student.

Once the data encoded under this sub-section have been validated (click on the button "Add data"), the Consortium will not be able to modify them. Please inform your contact person in the Agency should you wish to modify the already encoded data.

- **Duration in months:** the value refers to the length of the course intake (the maximum value is "24"). On the basis of this value, an automatic calculation will appear in the field "subsistence costs";
- **Travel category:** choose the relevant option from the drop-down menu, in accordance with the "Place of residence" of the student⁵. On the basis of the option chosen, relevant calculations will automatically appear in the "Travel costs" and "Installation costs" fields⁶;
- **Travel costs:** automatically calculated on the basis of the field "Travel category";
- **Installation costs:** automatically calculated on the basis of the field "Travel category";
- **Subsistence costs:** automatically calculated on the basis of the field "Duration in months";
- **EU contribution to the participation costs (entire study period):** encode the amount of the EU contribution to participation costs according to the scholarship type/category as indicated in Annex II of the grant agreement;
- **Total scholarship:** automatically calculated once all the previous fields have been filled in. This will equal the amount of the student scholarship, if all activities will be implemented as planned.

► **Scholarship (expenditure occurred)**

Data under this sub-section should be updated by the Consortium on a regular basis and ultimately before the submission of a report.

- **Total n° of monthly subsistence allowances received:** the value is automatically transferred once the field "N° of monthly subsistence allowances received" under the "Mobility" hyperlink is filled in. If more than one mobility periods are encoded, the value will be the sum of all mobility periods. This value cannot be higher than the value encoded under the field "Duration in months" – Scholarship (foreseen);
- **Travel costs:** encode the amount of contribution to travel already paid to the student;
- **Installation costs:** choose from the drop-down menu the amount of contribution to installation costs paid to the student (if applicable). Please be reminded that a student whose residence is in a Programme Country is not entitled to receive any contribution to installation costs (value should be "0" €);
- **Subsistence costs:** the amount is automatically calculated in accordance with the value under the field "N° of monthly subsistence allowances received";
- **EU contribution to the participation costs:** encode the amount charged by the Consortium to the scholarship holder;
- **Total scholarship:** automatically calculated once all the previous fields have been filled in. This is the total eligible amount of the EMMC scholarship declared by the Consortium.

⁵ Consortia are invited to use the "Distance calculator" available on the following Erasmus+ website: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm in order to calculate the travel distances from the scholarship holder's city of residence to the city of the coordinating institution and to decide the distance band (unit cost) applicable to scholarship holders.

⁶ Please check the *Administrative and Financial Handbook* for more information on the calculation of the "Contribution to travel and installation costs".

C.4.2 Reporting data for a scholar

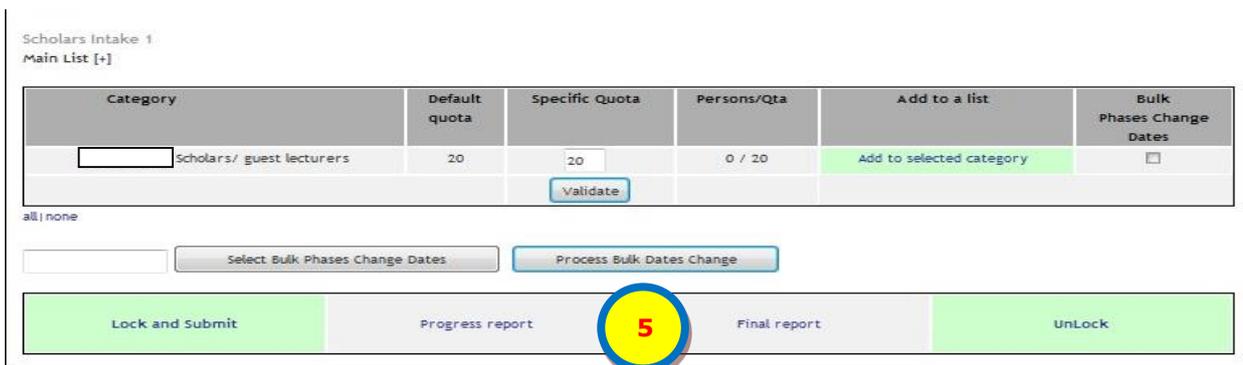
By clicking on the hyperlink "data" associated with a scholar placed on the main list, the following screen will appear:



It is optional for the Consortium to record financial data in this section.

C.5 Report Outputs

Just after you have logged-in, you will find 2 links at the bottom of the overview page (Ref. 5):



Screenshot 9

Two types of "Report outputs" can be obtained from the tool:

► **Progress report (used for reporting to the Agency):**

An EMT output is to be attached when you submit a **"Request for further pre-financing"**. You can find this report link at the bottom of screenshot 9 (see above).

A PDF file of the non-scholarship holders list must also be attached to the report. Enter into the non-scholarship holder list via the (+) hyperlink and tick the relevant category you wish to export to PDF.

► **Final Report (used for reporting to the Agency):**

An EMT output is to be annexed to the Final Report which is due 30 calendar days after the closing date of the action set out in Article 2 of your grant agreement. You can find this link at the bottom of the screen displayed above (see screenshot 9).

A PDF file of the non-scholarship holders list must also be attached to the report. Enter into the non-scholarship holder list via the (+) hyperlink and tick the relevant category you wish to export to PDF.

In order to ensure that these outputs are correctly filled in please refer to [section C.1 "Mobility Management"](#) and [section C.4 "Reporting Data"](#) of this manual. Please read through the printed output and make sure that the **information is correct**. Please be reminded that any fields left intentionally empty in any of the report outputs must be explained and justified in the narrative part of the report.