



European
Commission



Erasmus+ Erasmus Mundus Joint Masters (EMJM)

Completing Mobility tab

EACEA A3

Kick-off

December 2022

Erasmus+

Presentation outline

How to use the new tool



Checks and Validations

Reporting Modalities

FTOP > Continuous reporting > Mobility tab

MY PROJECT



Call: ERASMUS-EDU-2021-PEX-EMJM-MOB
Type of Action: ERASMUS-EMJM-UN
Acronym: 232418 RIZOSKO - RIZOS Konstantinos [ABAC: ABACBUDT]
Current Phase: Grant Management
Number: 232418
Duration: 36 months
GA based on the: Erasmus+ MGA — Multi & Mono - 1.null
Start Date: 01 Jan 2022
Estimated Project Cost: €0.00
Requested EU Contribution: €50.00
Contact: [Alessandra CRISCUOLO](#)

[Latest Legal Data](#)
[Active Processes](#)
[Document Library](#)
[Communication Centre](#)
[Archived Processes](#)

1

Launch new interaction with the EU [+](#)

Continuous Reporting
232418 - 232418 RIZOSKO - RIZOS Konstantinos [ABAC: ABACBUDT]

21 Dec 2021
Started

Completed

[+](#) Continuous reporting data

Process documents
Process communications
Process history

Proposal Management & Grant Preparation
232418 - 232418 RIZOSKO - RIZOS Konstantinos [ABAC: ABACBUDT]

01 Dec 2021

Submitted Informed Invited Prepared Signed Paid

20 Jan 2022 (41/30 days)

Process documents
Process communications
Process history

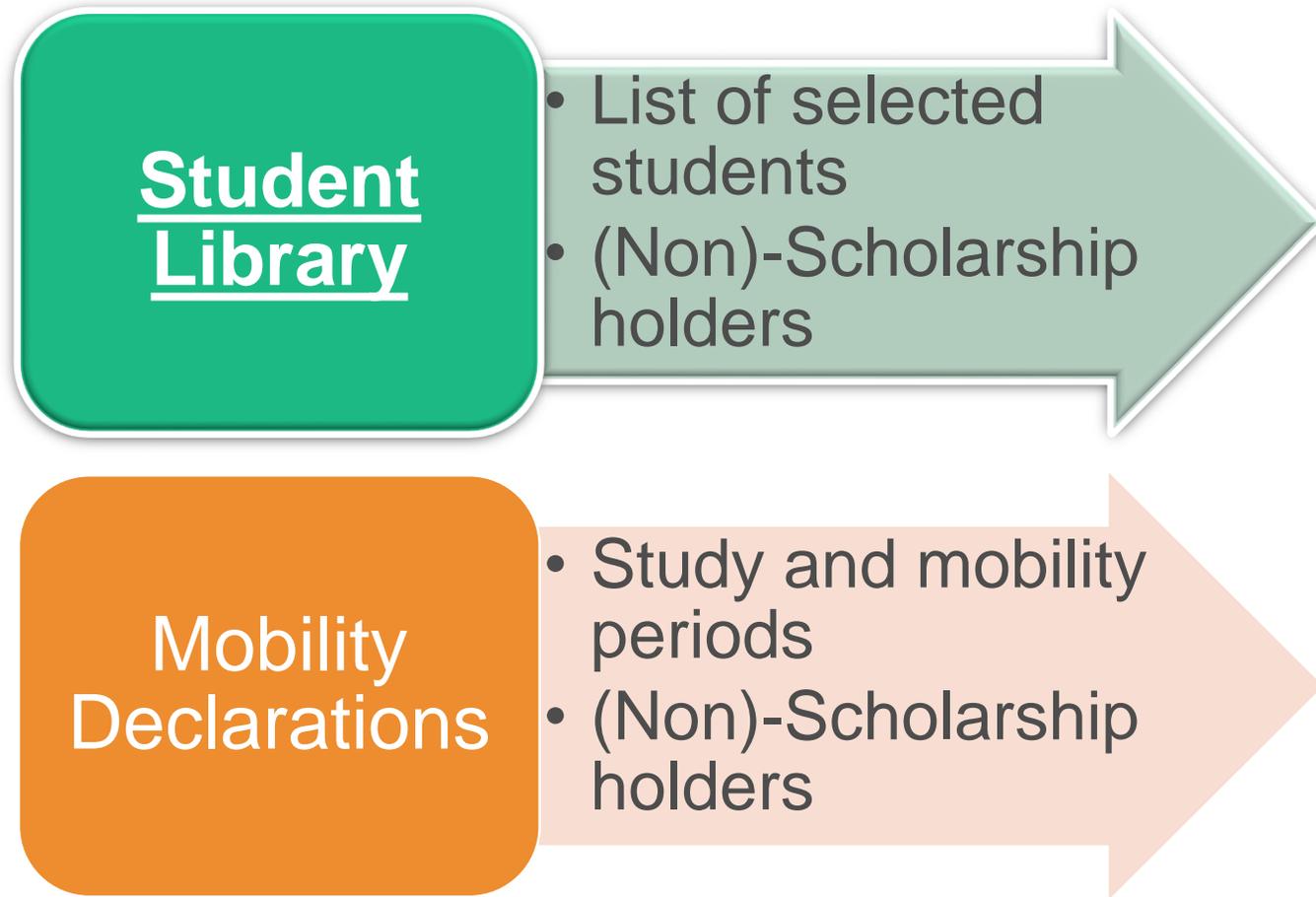
FTOP > Continuous reporting > Mobility tab

2

232418 (232418 RIZOSKO ..) ERASMUS-.. Call: ERASMUS-EDU-2021-PEX-EMJM-MOB Topic: ERASMUS-EDU-2021-PEX-EMJM-MOB	Project Summary ✓	Deliverables i	Milestones i	Critical Risks ✓	Disseminati... activities ✓	Communic... Activities ✓	Events and Trainings ✓	Financial support to 3rd parties ✓	Mobility i
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« Mobility » tab

FTOP > Continuous reporting > Mobility tab



FTOP > Continuous reporting > Mobility tab

Student's Mobility

Duration of Master* ✓

Student Library 

- 12
- 24
- 18

- This field is encoded only by the project coordinator – if not done, not possible to ‘add students’ in the student library -
- Master duration can no longer be changed after input first student

Each year at the end of April (MILESTONE)

Adding a student

The screenshot shows the 'Grant Management' interface for a 'Project Continuous Report'. The top navigation bar includes 'Grant Management' and 'Project Continuous Report'. Below this, there are several tabs: 'Summary for publication', 'Deliverables Plans, IMIs, Other Reports', 'Milestones', 'Critical Risks', 'Financial support to 3rd parties', and 'Mobility'. The 'Mobility' tab is active. The main content area is titled 'Student's Mobility' and features a 'Duration of Master' dropdown set to '12'. Below this is the 'Student's Library' table, which is currently empty. A red box highlights the '+ Add New Student' button in the 'Actions' column of the table header. Below the table is the 'Mobility Declarations' section, which is also empty. A 'Validate' button is located at the bottom right of the interface.

Person ID	First Name	Family Name	Gender	Nationality	Country of Residence	Special Needs	University of Origin	First Host Institution	Student Profile	Student Category	Total scholarship received (in months)	Submitted Declarations	Actions
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Number	Person ID	First Name	Family Name	Sending organisation	Destination organisation	Activity	Start Date	End Date	Duration of Study Period	Total scholarship received	Total ECTS acquired	Status	Actions
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Click **Add New Student** to add a student which is not listed in the Student Library.

Add New Student in Students Library

Family Name * Valeanu

Gender * Male Female Undefined

Nationality RO - Romania

Birthdate (dd-mm-yyyy) * 12-05-1995

Special needs * Not Applicable

Fewer opportunities * Cultural differences

Email address * a@a.com

Phone

Address

Postal Code

City of Residence * Constanta

Country of Residence * Romania

Student Profile * Scholarship holder - Main

Student Category * Programme Country

Edition of the Master * 1

University of Origin * Ovidiu

Country of University of Origin * Romania

First Host Institution * UNIVERSITA DEGLI STUDI DI PAVIA

Arrival date (dd-mm-yyyy) 01-10-2021

Planned study duration in months * 12

Comments

* mandatory fields

Validate Save Cancel

Adding a student

Complete the personal information of the student (**mandatory fields** - free text fields or drop-down menu)

Click **Validate** (to validate the correctness of the information encoded) and **Save**.

Possible to **Cancel** the addition.

Adding a Student

Mandatory fields

- First and Family names
- Gender (*drop-down menu*)
- Nationality (*drop-down menu*)
- Birthdate
- Special needs (*drop-down menu*)
- Fewer opportunities (*drop-down menu*)
- E-mail address (valid for at least 2 years)
- City of residence (in English)
- Country of residence (*drop-down menu*)
- Student profile (*drop-down menu*)
- Student category (*drop-down menu*)
- Edition of the master
- University of origin
- Country of University of origin
- First Host Institution
- Arrival date
- Planned study duration (in months)

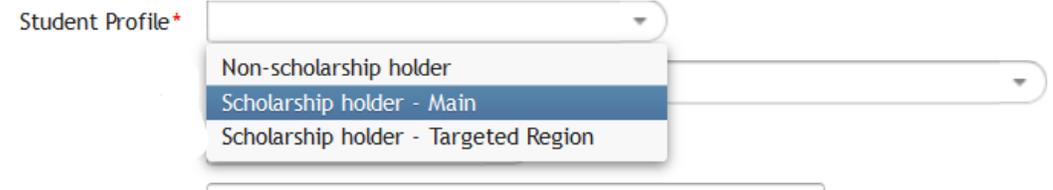
Adding a student

- Student profile (mandatory):

1. **Non-scholarship holder:** An enrolled student who is not a scholarship holder
2. **Scholarship holder – Main:** A scholarship holder coming from a Programme country or from a non-targeted partner country
3. **Scholarship holder – Targeted region:** A scholarship holder coming from a targeted partner country (financed with Heading 6 funds):
 - IPA (Western Balkans)
 - NDICI (9 sub-regions, to be selected)

Student Profile*

Non-scholarship holder
Scholarship holder - Main
Scholarship holder - Targeted Region



Adding a student

- Student category (mandatory):
 - For Non-scholarship holder (H2) and For Scholarship holder (H2) – Main:
 - 2 options:
 - Programme country *or* Partner country
 - For Scholarship holder – Targeted region (H6):
 - 9 sub-regions:
 - Partner country - Targeted region 1 - Western Balkans
 - Partner country - Targeted region 3 - South-Mediterranean countries
 - Partner country - Targeted region 5 - Asia
 - Partner country - Targeted region 6 - Central Asia
 - Partner country - Targeted region 7 - Middle East
 - Partner country - Targeted region 8 - Pacific
 - Partner country - Targeted region 9 - Sub-Saharan Africa
 - Partner country - Targeted region 10 - Latin America
 - Partner country - Targeted region 11 - Caribbean

Adding a student

- Special needs (mandatory, choose one of the options):

Not Applicable

Not Applicable

Category I Level 1: EUR 3 000

Category I Level 2: EUR 4 500

Category II Level 1: EUR 6 000

Category II Level 2: EUR 9 500

Category III Level 1: EUR 13 000

Category III Level 2: EUR 18 500

Category IV: EUR 27 500

Category V: EUR 35 500

1-9/11

Adding a student

- Fewer opportunities (mandatory, choose one of the options):

- Barriers linked to discrimination
- Barriers linked to education and training systems
- Cultural differences
- Disabilities
- Economic barriers
- Geographical barriers
- Health problems
- Not Applicable
- Other reasons
- Social barriers**

Deleting the data of a student

Grant Management Project Continuous Report ndevugen (EXTERNAL) ?

221140 (221140 RIZOSKO ...) ERASMUS...
Call: ERASMUS-EDU-2021-PEX-EMJM-MOB
Topic: ERASMUS-EDU-2021-PEX-EMJM-MOB

Summary for publication ✓
Deliverables, Ethics, DMP, Other Reports i
Milestones i
Critical Risks ✓
Financial support to 3rd parties ✓
Mobility i

Student's Mobility

Duration of Master* 12

Student's Library [+ Add New Student](#)

Person ID	First Name	Family Name	Gender	Nationality	Country of Residence	Special Needs	University of Origin	First Host Institution	Student Profile	Student Category	Total scholarship received (in months)	Submitted Declarations	Actions
1	Constanta	Valeanu	Female	RO - Romania	Romania	Not Applicable	Ovidiu	UNIVERSITA DEGLI STUI	Scholarship holder - N	Programme Country	0.00	0 of 0	Delete Student

Mobility Declarations [+ Add new Mobility \(Study Period\)](#)

Number	Person ID	First Name	Family Name	Sending organisation	Destination organisation	Activity	Start Date	End Date	Duration of Study Period	Total scholarship received	Total ECTS acquired	Status	Actions
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Student deletion confirmation

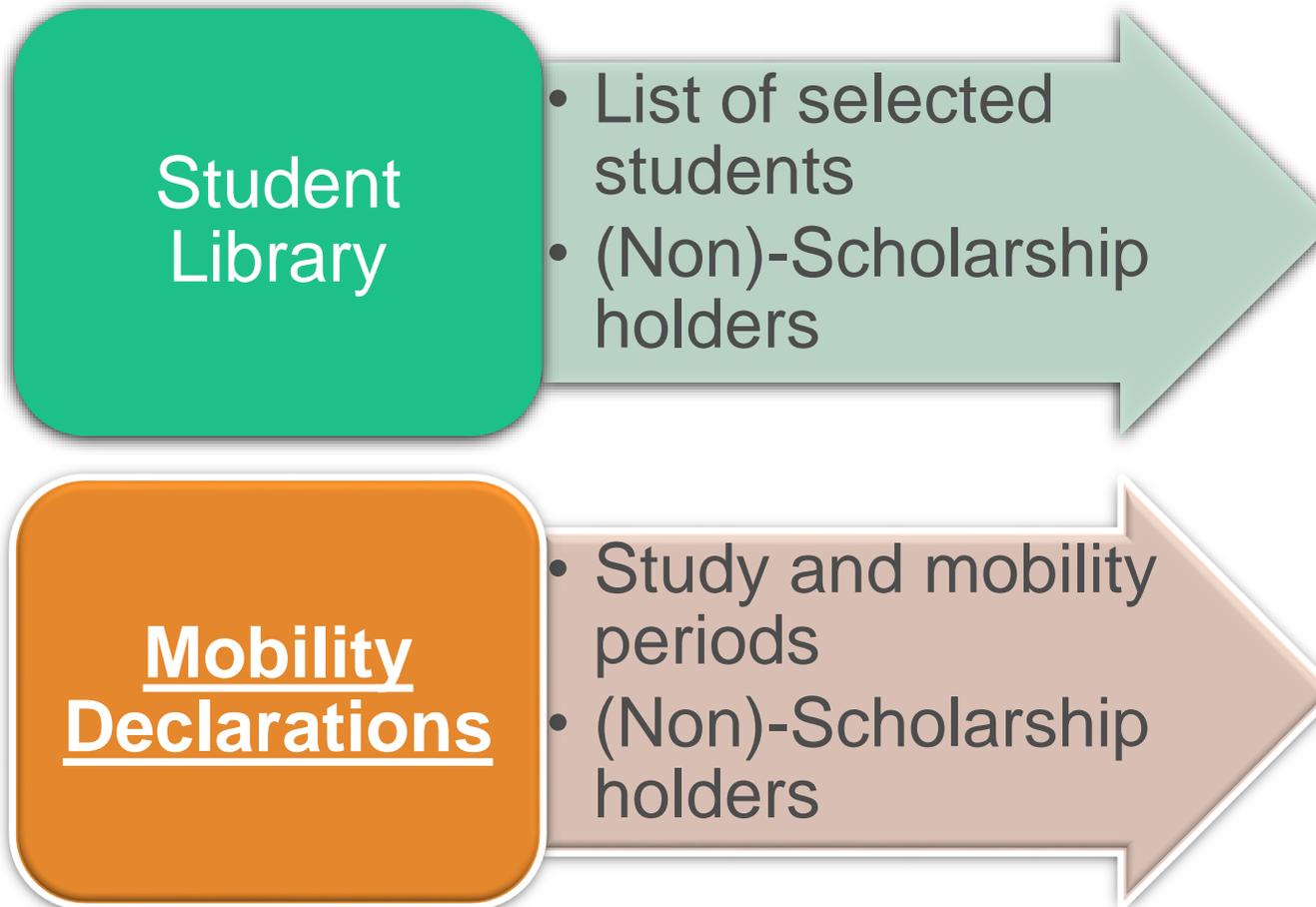
You are about to delete Student 6 from this project.
If the deletion action is needed, please click on 'Save'.
In case the deletion action is not needed then please click on 'Cancel'.

[Save](#) [Cancel](#)



If there is no mobility declaration (draft or submitted)

FTOP > Continuous reporting > Mobility tab



Mobility Declarations → Study/mobility periods

The screenshot displays the 'Project Continuous Report' interface for an Erasmus+ mobility project. The top navigation bar includes 'Grant Management' and 'Project Continuous Report'. The main content area is divided into several tabs: 'Summary for publication', 'Deliverables, Ethics, DMP, Other Reports', 'Milestones', 'Critical Risks', 'Financial support to 3rd parties', and 'Mobility'. The 'Mobility' tab is selected, showing a 'Student's Library' table with one student and an empty 'Mobility Declarations' table. A red box highlights the 'Mobility Declarations' table.

Person ID	First Name	Family Name	Gender	Nationality	Country of Residence	Special Needs	University of Origin	First Host Institution	Student Profile	Student Category	Total scholarship received (in months)	Submitted Declarations	Actions
1	Constanta	Valeanu	Female	RO - Romania	Romania	Not Applicable	Ovidiu	UNIVERSITA DEGLI STUDI	Scholarship holder - N	Programme Country	0.00	0 of 0	x +

Number	Person ID	First Name	Family Name	Sending organisation	Destination organisation	Activity	Start Date	End Date	Duration of Study Period	Total scholarship received	Total ECTS acquired	Status	Actions
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Each time a student is involved in a study/mobility, add a ***mobility declaration***.

Add a (new) mobility declaration

Grant Management Project Continuous Report

221140 (221140 RIZOSKO ..) ERASMUS-...
Call: ERASMUS-EDU-2021-PEX-EMJM-MOB
Topic: ERASMUS-EDU-2021-PEX-EMJM-MOB

Summary for publication ✓ Deliverables Ethics, DMP, Other Reports ⓘ Milestones ⓘ Critical Risks ✓ Financial support to 3rd parties ✓ Mobility ⓘ

Student's Mobility

Duration of Master* 12

Student's Library

Person ID	First Name	Family Name	Gender	Nationality	Country of Residence	Special Needs	University of Origin	First Host Institution	Student Profile	Student Category	Total scholarship received (in months)	Submitted Declarations	Actions
1	Constanta	Valeanu	Female	RO - Romania	Romania	Not Applicable	Ovidiu	UNIVERSITA DEGLI STUDI	Scholarship holder - N	Programme Country	0.00	0 of 0	+ ⓘ

Add new mobility declaration / study periods

Mobility Declarations

Number	Person ID	First Name	Family Name	Sending organisation	Destination organisation	Activity	Start Date	End Date	Duration of Study Period	Total scholarship received	Total ECTS acquired	Status	Actions
--------	-----------	------------	-------------	----------------------	--------------------------	----------	------------	----------	--------------------------	----------------------------	---------------------	--------	---------

[+ Add new Mobility \(Study Period\)](#)

Validate

Click or "Add new Mobility" hyperlink to add a study/mobility period for any student in the student library.

Add a (new) mobility declaration

Add new Mobility (Study Period)

Student Information | Mobility Information | Study Periods

Please choose a student from the table below:

Person ID	First Name	Family Name	Gender	Student Profile	Student Category
3	Titiana	VELACHI	Female	Scholarship holder - Targeted Region	Partner country - Targeted Region 7
4	Gillain	Mag	Female	Scholarship holder - Main	Partner country - No Targeted Region
5	Figueiredo	Moreira	Female	Non-scholarship holder	Programme Country
6	Bruce	Springsteen	Male	Scholarship holder - Main	Partner country - No Targeted Region
7	The	National	Undefined	Scholarship holder - Targeted Region	Partner country - Targeted Region 2

Student 3, Titiana VELACH

Gender F

Nationality AO - Angola

Birthdate (dd-mm-yyyy) 1998-11-19

Email address TV@GMAIL.com

Student Profile Scholarship holder - Targeted Region

Student Category Partner country - Targeted Region 7

Country of Residence American Samoa

Special needs Not Applicable

Planned study duration in months 2

[Validate](#) [Save](#) [Cancel](#)

1) Select the student for whom you complete the mobility declaration

The personal information of the selected student will be then displayed below.

Add a (new) mobility declaration

Add new Mobility (Study Period)

Student Information | **Mobility Information** | Study Periods

Sending organisation

University awarding ECTS * INSTITUT DE RADIOPROTECTION ET DE SURETE NUCLEAIRE

Country of University awarding ECTS France

Destination organisation

Host Organisation/University * AST ADVANCED SPACE TECHNOLOGIES GMBH

Country of the Host Organisation/University Germany

Specific Mobility Information

Activity

- Dissertation
- Internship
- Other
- Project
- Remote study COVID-19
- Research
- Study
- Thesis

[Validate](#) [Save](#) [Cancel](#)

Complete the **Mobility information** tab of the pop-up with:

- **Sending Organisation**
- **Destination Organisation**
- **Activity type**

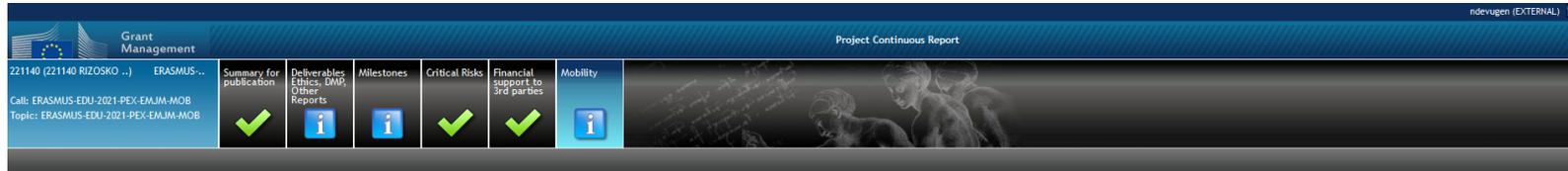
Add a (new) mobility declaration

The screenshot shows a web application window titled "Add New Mobility (Study Period)". It has three tabs: "Student Information", "Mobility Information", and "Study Periods", with the last one highlighted in red. Under the "Study Period" tab, there are two sections: "Study Period" with "Start Date" and "End Date" fields, and "Specific Information for Study Period" with a "Number of ECTS to be acquired" field. At the bottom, there are "Validate", "Save", and "Cancel" buttons.

Complete the **Study Periods** tab of the pop-up and indicate:

- the **start date** and **end date** of the Study/Mobility Period (including academic holidays)
- indicate the **total ECTS to be acquired**
- When finished click **Validate** and, if all correct, **Save**

Submitting a mobility declaration



Student's Mobility

Duration of Master* 12

Students Library

Person ID	First Name	Family Name	Gender	Nationality	Country of Residence	Special Needs	University of Origin	First Host Institution	Student Profile	Student Category	Total scholarship received (in months)	Submitted Declarations	Actions
1	Constanta	Valeanu	Female	RO - Romania	Romania	Not Applicable	Ovidiu	UNIVERSITA DEGLI STUI	Scholarship holder - N	Programme Country	0.00	0 of 1	Add New Student

Mobility Declarations

Number	Person ID	First Name	Family Name	Sending organisation	Destination organisation	Activity	Start Date	End Date	Duration of Study Period	Total scholarship received	Total ECTS acquired	Status	Actions
1	1	Constanta	Valeanu	UNIVERSITA DEGLI STUDI DI PAVIA	INSTITUT DE RADIOPROTECTION ET DE SURETE NUCLEAIRE	Project	01-10-2021	30-09-2022	12.00	12.00	130	DRAFT	Submit Mobility Declaration

1

Click on  to **Submit mobility declaration**

Submit Mobility (Study Period) Declaration

Please confirm that all of the following statements are true.
I confirm that the information encoded in this Mobility Declaration is consistent with the foreseen study period for Student 1.

I Confirm

2

Confirm and click on **“submit”**

Deleting a mobility declaration

Grant Management Project Continuous Report

221140 (221140 RIZOSKO ...) ERASMUS...
Call: ERASMUS-EDU-2021-PEX-EMJM-MOB
Topic: ERASMUS-EDU-2021-PEX-EMJM-MOB

Summary for publication ✓ Deliverables Ethics, DMP, Other Reports ⓘ Milestones ⓘ Critical Risks ✓ Financial support to 3rd parties ✓ Mobility ⓘ

Student's Mobility

Duration of Master* 12

Student's Library

Person ID	First Name	Family Name	Gender	Nationality	Country of Residence	Special Needs	University of Origin	First Host Institution	Student Profile	Student Category	Total scholarship received (in months)	Submitted Declarations	Actions
1	Constanta	Valeanu	Female	RO - Romania	Romania	Not Applicable	Ovidiu	UNIVERSITA DEGLI STUDI	Scholarship holder - N	Programme Country	0.00	0 of 1	+

Mobility Declarations

Number	Person ID	First Name	Family Name	Sending organisation	Destination organisation	Activity	Start Date	End Date	Duration of Study Period	Total scholarship received	Total ECTS acquired	Status	Actions
1	1	Constanta	Valeanu	UNIVERSITA DEGLI STUDI DI PAVIA	INSTITUT DE RADIOPROTECTION ET DE SURETE NUCLEAIRE	Project	01-10-2021	30-09-2022	12.00	12.00	130	DRAFT	+

1



Only for study/mobility periods in **Draft** status

1 Click on “delete mobility declaration”

Mobility (Study Period) deletion confirmation

Please be aware that this Mobility (Study Period) for Student Elif MEMIS (Person ID: 10) will be permanently deleted from Mobility declarations' table for this project.

OK Cancel

2 Confirm

Student library and Mobility declarations

ndevugen (EXTERNAL) ?

Grant Management Project Continuous Report

229140 (229140 mobility..) ERASMUS-...
 Call: ERASMUS-EDU-2021-PEX-EMJM-MOB
 Topic: ERASMUS-EDU-2021-PEX-EMJM-MOB

Summary for publication Deliverables Ethics, DMP, Other Reports Milestones Critical Risks Financial support to 3rd parties Mobility

Student's Mobility

Duration of Master * 12

Student's Library

Student and Mobility data can be downloaded as an Excel file.

Person ID	First Name	Family Name	Gender	Nationality	Country of Residence	Special Needs	University of Origin	First Host Institution	Student Profile	Student Category	Total scholarship rec	Submitted Declarati	Actions
1	test	test test	Female	Poland	Germany	Category I Level 1: EUR 3 000	TEST	UNIVERSITA DEGLI STUDI DI PAVIA	Scholarship holder - Main	Programme Country	0.77	2 of 2	
2	test1	test1	Male	Germany	France	Category I Level 2: EUR 4 500	TEST1	AST ADVANCED SPACE TECHNOLOGIES GMBH	Non-scholarship holder	Programme Country	0.00	1 of 1	

Mobility Declarations

Number	Person ID	First Name	Family Name	Sending organisation	Destination organisa	Activity	Start Date	End Date	Duration of Study Pe	Total scholarship rec	Total ECTS acquired	Status	Actions
1	1	test	test test	UNIVERSITA DEGLI STUDI DI PAVIA	AST ADVANCED SPACE TECHNOLOGIES GMBH	Lab work	06-07-2020	04-11-2021	16.00	0.00	3	SUBMITTED	
2	1	test	test test	UNIVERSITA DEGLI STUDI DI PAVIA	INSTITUT DE RADIOPROTECTIO ET DE SURETE NUCLEAIRE	Research	11-06-2020	03-07-2020	0.77	0.77	2	SUBMITTED	
3	2	test1	test1	AST ADVANCED SPACE TECHNOLOGIES	UNIVERSITA DEGLI STUDI DI PAVIA	Study	02-12-2020	05-02-2021	2.13	0.00	2	SUBMITTED	

[Add New Student](#)
[Add New Mobility \(Study Period\)](#)

[Validate](#)

Checks and validations

- Filling in all mandatory fields



- Person's minimum age
- Start and end dates within the project's eligibility period
- Planned study period in line with the duration of the master
- Overlapping study/mobility periods
- 10% rule per nationality (excluding targeted regions)
- Crosscheck if the Student has already received a Scholarship: (1) first and family names, birthday; (2) email address

Not checked by the system:

- The minimum mobility requirements (e.g. minimum 2 study periods in 2 countries)
- Gaps between mobility/study periods ('continuous enrolment')

New field - Graduation Data per student*

- **New tab** being developed within the mobility declaration pop-up
- Information on:
 - HEI delivering the degree
 - Graduation date
 - Name of the degree(s) obtained
 - Title/qualification of the degree(s) obtained
 - Type of degree (tick boxes)
 - National Degree
 - Joint Degree
 - ECTS acquired
 - Drop-out cases

Differences compared to the EACEA Mobility Tool

- No different phases (e.g. Submission, implementation, post-implementation)
- One list for all students
- Only main list students
- No entries for Scholars
- No signed mobility print-out

Calculation of the costs



- **Automatic calculation:**

- The costs for “**Contributions for Scholarships**” and “**Institutional Contribution**”
- Based on duration (in person months) of the study periods in the Mobility Declaration

→ These total costs will be transferred to the Financial Statement only at final Report stage (therefore not editable anymore in the Financial Statement)

No automatic calculation for the “Special Needs” cost category



→ Corresponding amount has to be inserted by the Coordinator in the financial statement

Guidance - Online

[Completing the Mobility tab for EMJM Unit Grants \(type of action: ERASMUS-AG-UN\) - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)