



Erasmus+

Erasmus Mundus Joint Masters (EMJM)

Completing Mobility Tab

Monday, 22nd November 2024

*European Education and Culture
Executive Agency*



PRESENTATION OUTLINE

01 How to use the New Tool

02 Checks and Validations

03 Reporting Modalities

FTOP -



WARNING EMT ACCESS:

Eulogin account protection: two-factor authentication! Two-factor authentication will be mandatory from 1/12/2024.

Get prepared, protect your account with a more secure login process and activate the 2 step authentication now!

Go to the Security Settings or read the [HOW TO?](#)

[FAQs](#) related to 2FA.

In case of issue please contact your EACEA Project Officer

FTOP > Continuous reporting > Mobility tab

1

The screenshot displays the 'MY PROJECT' interface for project 232418. The left sidebar contains project details and navigation buttons. The main content area shows two process timelines. The top timeline, 'Continuous Reporting', is highlighted with a red box and a red arrow pointing to the 'Continuous reporting data' link. The bottom timeline, 'Proposal Management & Grant Preparation', shows a sequence of steps from 'Submitted' to 'Paid'.

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

Launch new interaction with the EU +

Continuous Reporting
232418 - 232418 RIZOSKO - RIZOS Konstantinos [ABAC: ABACBUDT]
21 Dec 2021
Started

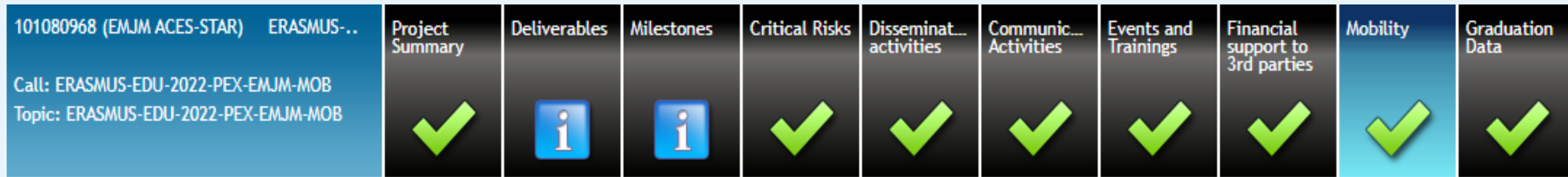
Continuous reporting data

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



101080968 (EMJM ACES-STAR) ERASMUS-.. Call: ERASMUS-EDU-2022-PEX-EMJM-MOB Topic: ERASMUS-EDU-2022-PEX-EMJM-MOB	Project Summary ✓	Deliverables i	Milestones i	Critical Risks ✓	Disseminat... activities ✓	Communic... Activities ✓	Events and Trainings ✓	Financial support to 3rd parties ✓	Mobility ✓	Graduation Data ✓
--	----------------------	-------------------	-----------------	---------------------	----------------------------------	--------------------------------	------------------------------	---	---------------	-------------------------

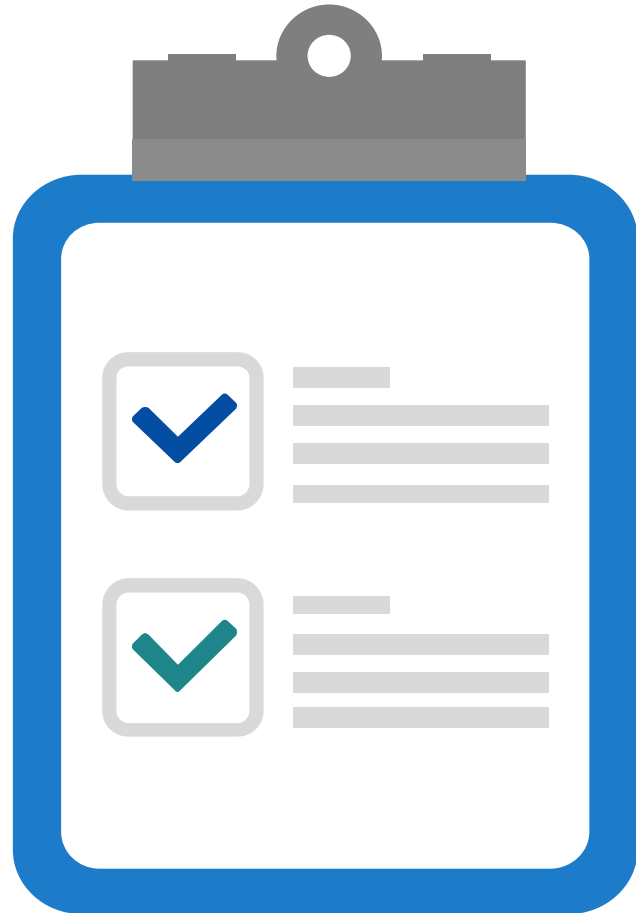
« Mobility »
tab

FTOP > Continuous reporting > Graduation Data

101080968 (EMJM ACES-STAR) ERASMUS-.. Call: ERASMUS-EDU-2022-PEX-EMJM-MOB Topic: ERASMUS-EDU-2022-PEX-EMJM-MOB	Project Summary 	Deliverables 	Milestones 	Critical Risks 	Disseminat... activities 	Communic... Activities 	Events and Trainings 	Financial support to 3rd parties 	Mobility 	Graduation Data 
--	--	---	---	---	---	---	---	---	---	--



FTOP > Continuous reporting > Mobility tab



01

STUDENT LIBRARY

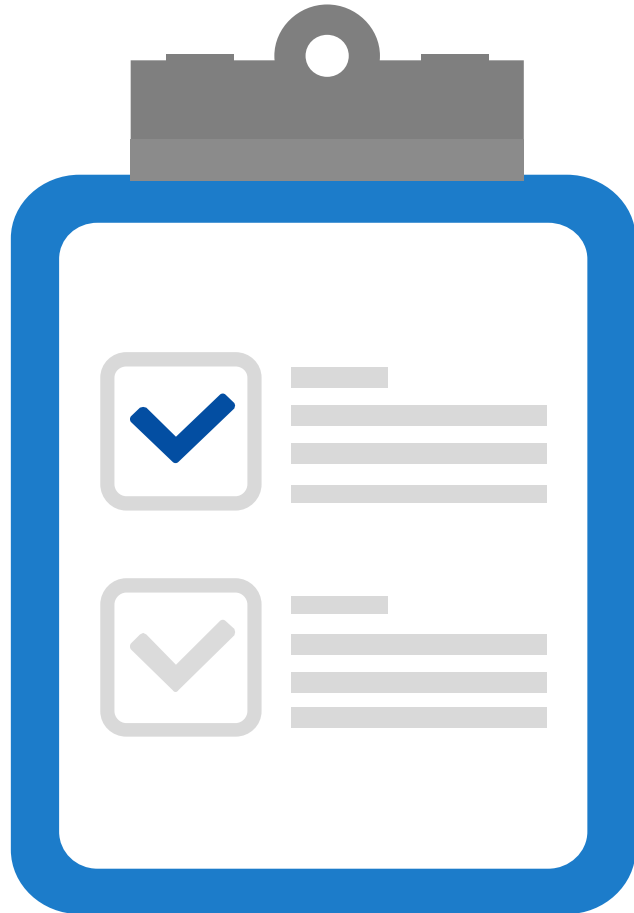
List of selected students of (non-)scholarship holders

02

MOBILITY DECLARATIONS

Study and mobility periods of (non-)scholarship holders

FTOP > Continuous reporting > Mobility tab



01

STUDENT LIBRARY

List of selected students of (non-)scholarship holders

02

MOBILITY DECLARATIONS

Study and mobility periods of (non-)scholarship holders

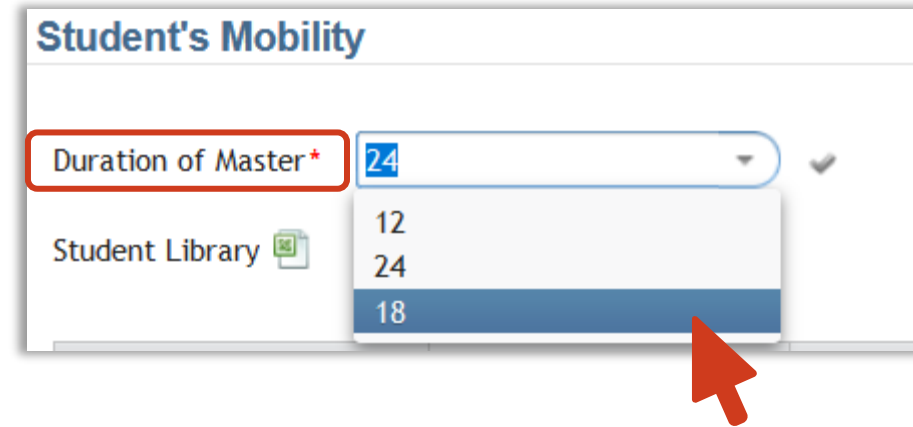
Student Library

The screenshot displays the 'Project Continuous Report' interface for a grant. At the top, it shows 'Grant Management' and 'Project Continuous Report'. Below this, there are 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. The main content area is titled 'Student's Mobility' and features a dropdown menu for 'Duration of Master*' set to '12'. Below this is a table titled 'Student's Library' with a red border and a red mouse cursor pointing to the 'First Name' column. The table has columns for: 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, and Actions. Below the 'Student's Library' table is another table titled 'Mobility Declarations' with columns for: 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, and Actions. A 'Validate' button is located at the bottom right of the interface.

Encoded **student list** with personal data

Encoded **mobility declarations** (submitted or not)

FTOP > Continuous reporting > Mobility tab



The screenshot shows a web form titled "Student's Mobility". A dropdown menu for "Duration of Master*" is open, showing three options: 12, 24, and 18. A red arrow points to the 18 option. The "Student Library" icon is visible below the dropdown.

- 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 inputting the first student
- Each year at the **end of April (MILESTONE)**

Adding a Student

The screenshot displays the 'Grant Management' interface for a 'Project Continuous Report'. The top navigation bar includes the European Union flag, 'Grant Management', and the user 'ndevugen (EXTERNAL)'. Below this, a project summary for '221140 (221140 RIZOSKO ..) ERASMUS...' is shown, with call and topic details. A progress bar indicates the status of various sections: Summary for publication (checked), Deliverables Ethics, DMP, Other Reports (info), Milestones (info), Critical Risks (checked), Financial support to 3rd parties (checked), and Mobility (info). 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 library table is the 'Mobility Declarations' table, also empty, with a '+ Add new Mobility | Study P...' button in its header. 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
-----------	------------	-------------	--------	-------------	----------------------	---------------	----------------------	------------------------	-----------------	------------------	--	------------------------	---------

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
--------	-----------	------------	-------------	----------------------	--------------------------	----------	------------	----------	--------------------------	----------------------------	---------------------	--------	---------

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)

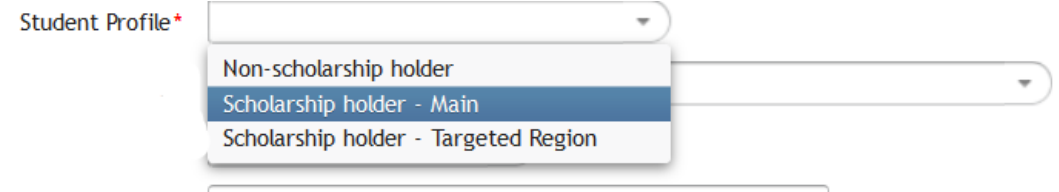
Adding a student

- 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 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 **Scholarship holder (H2) – Main**

2 options:

- Programme country *or*
- Partner country

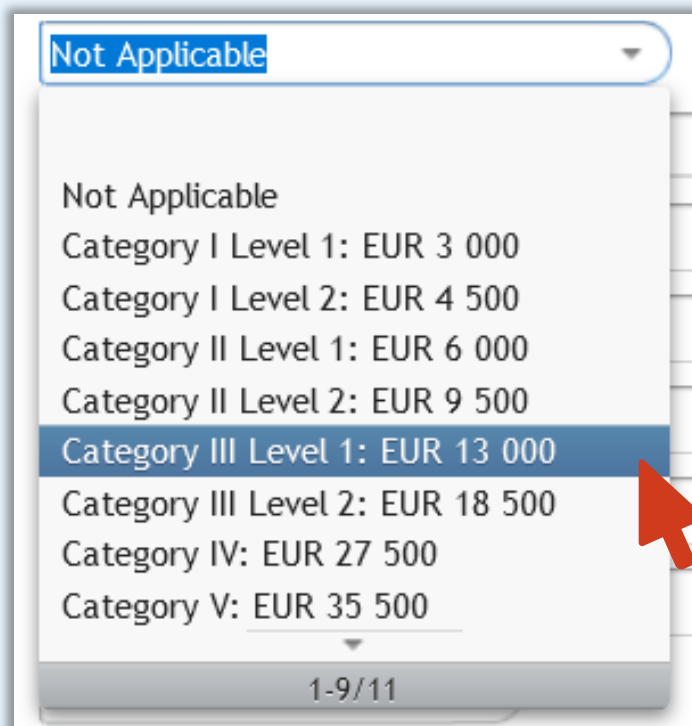
For **Scholarship holder – Targeted regions (H6)**

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):



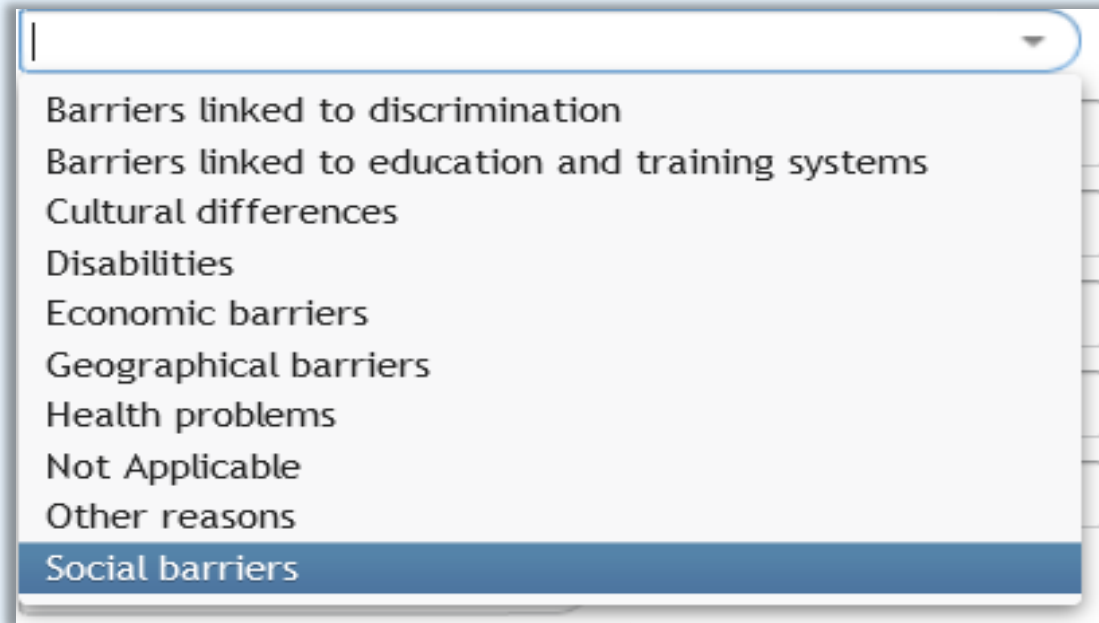
A screenshot of a dropdown menu for 'SPECIAL NEEDS'. The menu is open, showing a list of options. The current selection is 'Not Applicable'. The options are:

- 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 (highlighted)
- Category III Level 2: EUR 18 500
- Category IV: EUR 27 500
- Category V: EUR 35 500

The page number '1-9/11' is visible at the bottom of the dropdown menu.

Adding a Student

- **FEWER OPPORTUNITIES** (mandatory, choose one of the options):



A screenshot of a dropdown menu with a white background and a blue border. The menu is open, showing a list of options. The option 'Social barriers' is highlighted with a blue background. A red arrow points to the bottom of the menu, and another red arrow points to the right side of the menu.

- 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**


The implementation guidelines for inclusion and diversity are available under this link:
<https://erasmus-plus.ec.europa.eu/document/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity-strategy>

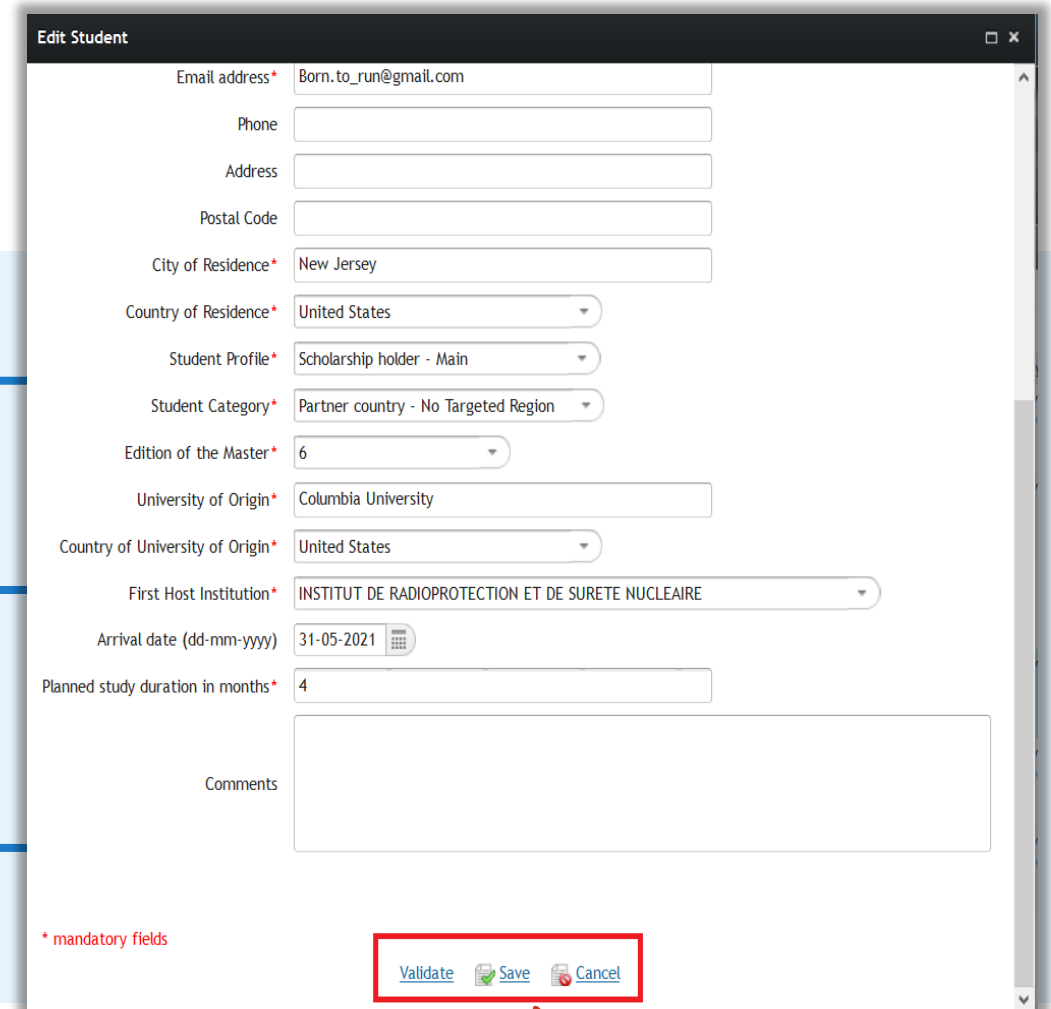
Editing a Student's Data

If **no** Mobility Declaration has been submitted:

To do so, click on the corresponding row and edit the data in the pop-up

When finished click **Validate** and, if all correct **Save**

For editing the student after submission, the submitted *Mobility Declaration(s)* should be re-opened by the Project Officer (by clicking  button displayed under the "Action" column)



Edit Student

Email address* Born.to_run@gmail.com

Phone

Address

Postal Code

City of Residence* New Jersey

Country of Residence* United States

Student Profile* Scholarship holder - Main

Student Category* Partner country - No Targeted Region

Edition of the Master* 6

University of Origin* Columbia University

Country of University of Origin* United States

First Host Institution* INSTITUT DE RADIOPROTECTION ET DE SURETE NUCLEAIRE

Arrival date (dd-mm-yyyy) 31-05-2021

Planned study duration in months* 4

Comments

* mandatory fields

Validate Save Cancel

Deleting the Data of Student

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 i
Milestones i
Critical Risks ✓
Financial support to 3rd parties ✓
Mobility i

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 STUI	Scholarship holder - N	Programme Country	0.00	0 of 0	✕ ↻

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
--------	-----------	------------	-------------	----------------------	--------------------------	----------	------------	----------	--------------------------	----------------------------	---------------------	--------	---------

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 (drafted or submitted)

FTOP > Continuous reporting > Mobility tab



01

STUDENT LIBRARY

List of selected students of (non-)scholarship holders

02

MOBILITY DECLARATIONS

Study and mobility periods of (non-)scholarship holders

Add a (new) Mobility Declaration

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


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	Add new Mobility (Study)

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	Received
--------	-----------	------------	-------------	----------------------	--------------------------	----------	------------	----------	--------------------------	----------------------------	---------------------	--------	----------

Validate

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

Mobility Declarations

Study/Mobility Periods

The screenshot shows the 'Project Continuous Report' interface. At the top, there's a navigation bar with 'Grant Management' and 'Project Continuous Report'. Below this, a summary bar shows various project metrics with status indicators (green checkmarks and blue information icons). The main content area is titled 'Student's Mobility' and includes a 'Duration of Master' dropdown set to '12'. Below that is the 'Student's Library' table, which lists student details. The 'Mobility Declarations' section is highlighted with a red border and contains an 'Add new Mobility (Study Period)' button with a red mouse cursor pointing to it.

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	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
--------	-----------	------------	-------------	----------------------	--------------------------	----------	------------	----------	--------------------------	----------------------------	---------------------	--------	---------

Each time a student is involved in a study/mobility, add a **mobility declaration**

Add a (new) Mobility Declaration

THREE TABS:

Student Information

- Personal data
- Relevant for mobility

Mobility Information

- Organisations involved
- Activity type

Study Periods

- Study/mobility periods
- ECTS to be acquired

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

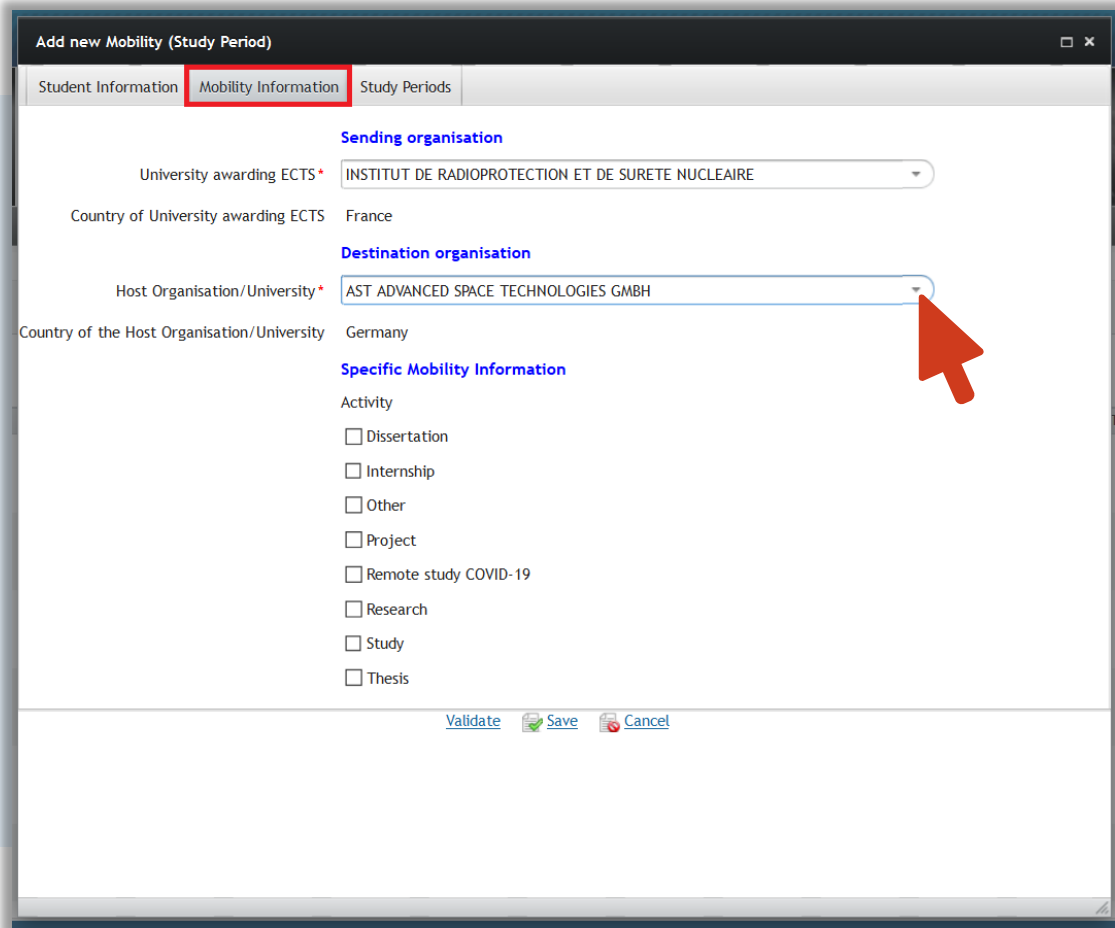
Planned study duration in months 2

Validate Save Cancel

Select the student for whom you complete the mobility declaration

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

Add a (new) Mobility Declaration



The screenshot shows a web form titled "Add new Mobility (Study Period)" with three tabs: "Student Information", "Mobility Information" (highlighted with a red box), and "Study Periods". The "Mobility Information" tab contains the following fields:

- Sending organisation:** University awarding ECTS* (dropdown menu showing "INSTITUT DE RADIOPROTECTION ET DE SURETE NUCLEAIRE"), Country of University awarding ECTS (text field showing "France").
- Destination organisation:** Host Organisation/University* (dropdown menu showing "AST ADVANCED SPACE TECHNOLOGIES GMBH" with a red mouse cursor pointing to it), Country of the Host Organisation/University (text field showing "Germany").
- Specific Mobility Information:** Activity (checkboxes for Dissertation, Internship, Other, Project, Remote study COVID-19, Research, Study, Thesis).

At the bottom of the form are buttons for "Validate", "Save", and "Cancel".

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



Sending Organisation



Destination Organisation



Activity Type

Add a (new) Mobility Declaration



Sending Organisation

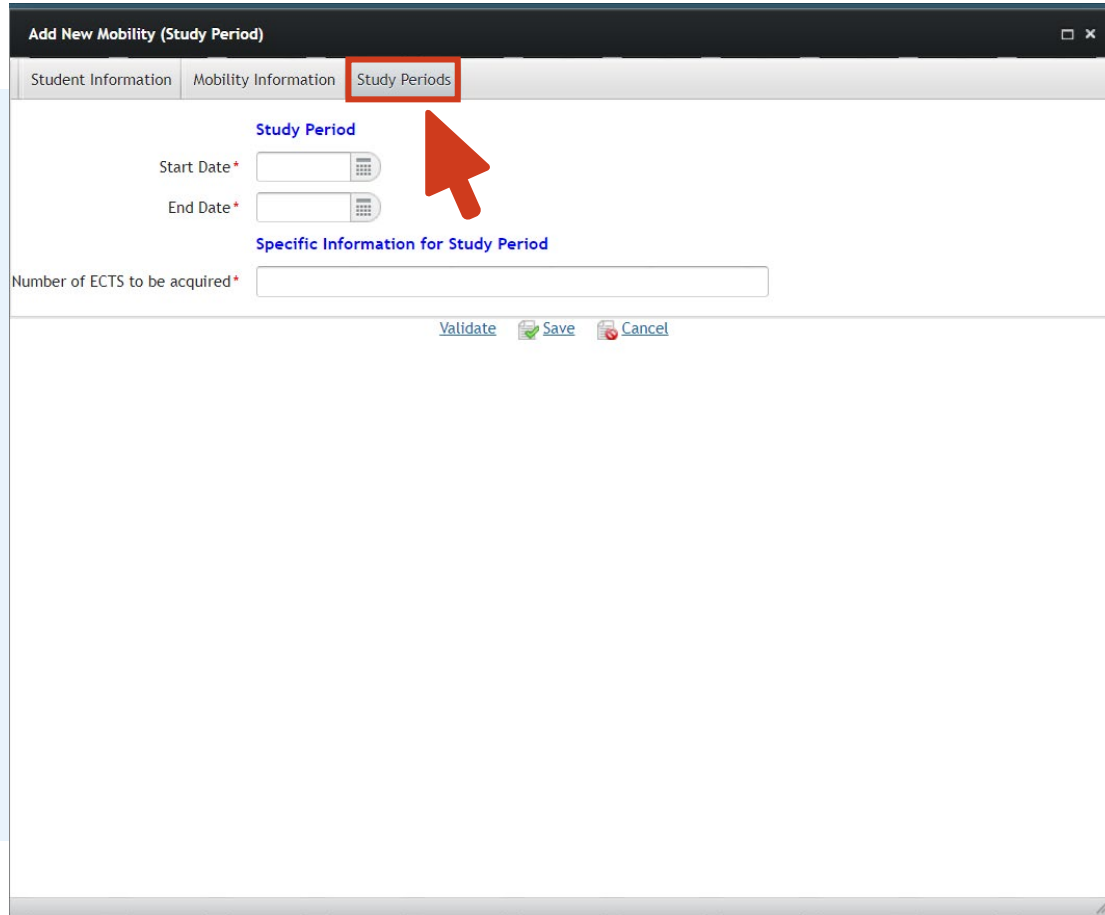
- The university where the student is enrolled
- ECTS awarding
- Full partner



Destination Organisation

- The organisation where student is physically present
- Study/mobility period
- Full or associated partner or any other organisation*

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". The "Study Periods" tab is active and highlighted with a red box. A red mouse cursor points to the "Study Period" section. This section contains two date input fields: "Start Date*" and "End Date*", each with a calendar icon. Below these is a section titled "Specific Information for Study Period" with a text input field for "Number of ECTS to be acquired*". At the bottom of the form are three buttons: "Validate", "Save", and "Cancel".

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

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

Editing 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, DWP, 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 DI PAVIA	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	✕ ↻

Validate

Click on the relevant declaration to edit (only for study/mobility periods in **Draft** status)

If submitted, the Project Officer will have to reopen the mobility declaration (by clicking  button)

Submitting a Mobility Declaration


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 status indicators: 'Summary for publication' (green checkmark), 'Deliverables Ethics, DMP, Other Reports' (info icon), 'Milestones' (info icon), 'Critical Risks' (green checkmark), 'Financial support to 3rd parties' (green checkmark), and 'Mobility' (info icon). The main content area is titled 'Student's Mobility' and includes a 'Duration of Master' dropdown set to '12'. Below this is the 'Students Library' table with columns: 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, and Actions. A single student is listed: Constanta Valeanu, Female, RO - Romania, Romania, Not Applicable, Ovidiu, UNIVERSITA DEGLI STUDI DI PAVIA, Scholarship holder - IV, Programme Country, 0.00, 0 of 1. Below the 'Students Library' is the 'Mobility Declarations' table with columns: 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, and Actions. A single declaration is listed: 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. A red arrow points from the 'Submit Mobility Declaration' button in the 'Actions' column of this row to a confirmation dialog box.

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

Submit Cancel

1 Click on  to **Submit** mobility declaration

2 Confirm and click on **“submit”**

Deleting a Mobility Declaration

The screenshot shows the 'Project Continuous Report' interface. The top navigation bar includes 'Grant Management' and 'Project Continuous Report'. Below this, there are several status indicators: 'Summary for publication' (green check), 'Deliverables Ethics, DMP, Other Reports' (info icon), 'Milestones' (info icon), 'Critical Risks' (green check), 'Financial support to 3rd parties' (green check), and 'Mobility' (info icon). The main content area is titled 'Student's Mobility' and contains a 'Students Library' table and a 'Mobility Declarations' table. A red arrow points from the 'Delete Mobility Declaration' button in the 'Mobility Declarations' table to a confirmation dialog box.

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 STUDI DI PAVIA	Scholarship holder - h	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	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

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

- 1 Click on 'delete mobility declaration'
- 2 Confirm

Student Library & Mobility Declarations


Grant Management Project Continuous Report ndevugen (EXTERNAL) ?



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 i Milestones i Critical Risks ✓ Financial support to 3rd parties ✓ Mobility i


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 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	

[Add New Student](#)

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		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 GMBH	UNIVERSITA DEGLI STUDI DI PAVIA	Study	02-12-2020	05-02-2021	2.13	0.00	2	SUBMITTED	

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

Validate

Student & Mobility Data can be downloaded as an **excel** file

Submitting a Mobility Declaration

Submit a study/mobility period?

- Continuous updates and for reporting periods
- Only for completed study/mobility periods (optional)
- Final report stage (at the latest)

If submitted, only editable fields are:

- Study dates
- ECTS to be acquired

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-outs

Checks & Validations











CHECKS & 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')

FTOP > Continuous reporting > Graduation Data

101080968 (EMJM ACES-STAR) ERASMUS-.. Call: ERASMUS-EDU-2022-PEX-EMJM-MOB Topic: ERASMUS-EDU-2022-PEX-EMJM-MOB	Project Summary 	Deliverables 	Milestones 	Critical Risks 	Disseminat... activities 	Communic... Activities 	Events and Trainings 	Financial support to 3rd parties 	Mobility 	Graduation Data 
--	--	---	---	---	---	---	---	---	---	--

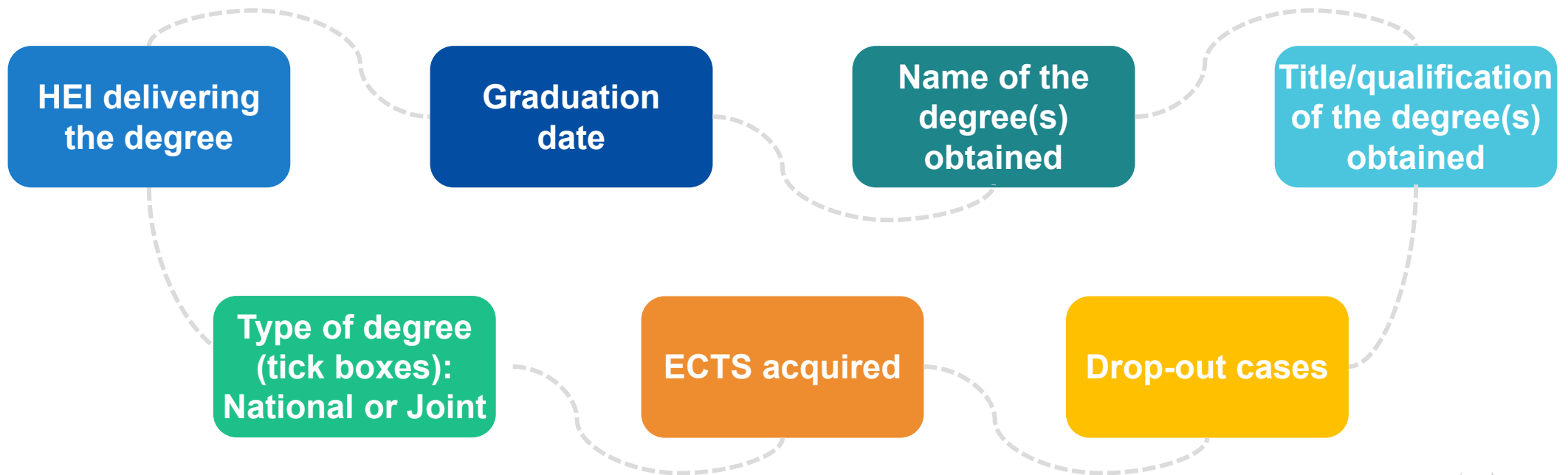


New Field

*Graduation Data per student**

New tab being developed within the mobility declaration pop-up.

INFORMATION ON:



FTOP > Continuous reporting > Graduation Data > Mobility to encode graduation data >



Management Project Continuous Report

220022158 (220022158 Gradu..) ERASMUS-... HOW TO

Call: ERASMUS-EDU-2021-PEX-EMJM-MOB Project Summary

Topic: ERASMUS-EDU-2021-PEX-EMJM-MOB Deliverables

Milestones

Critical Risks

Disseminat... activities

Communic... Activities

Events and Trainings

Financial support to 3rd parties

Mobility

Graduation Data

Student's Mobility

Duration of Master*

Students

[+ Add New Student](#)

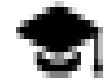
Number	Person ID	First Name	Family Name	Gender	Nationality	Country of Residence	Special needs	University of Origin	First Host Institution	Student Profile	Student Category	Total Scholarship Receiv	Submitted Declarations	Actions
1	1	Sigmund	Freud	Man	Germany	United States	Not Applicable	University of Heidelberg	AST ADVANCED SPACE TECHNOLOGIES GMBH	Scholarship holder - Main	Programme Country	11.70	1 of 1	
2	2	Test	Tes2 2	Woman	Albania	Belgium	Not Applicable	test	UNIVERSITA DEGLI STUDI DI PAVIA	Scholarship holder - Main	Programme Country	0.00	0 of 0	
3	3	Gaius	Julius	Man	Italy	Italy	Not Applicable	Roma	AST ADVANCED SPACE TECHNOLOGIES GMBH	Non-scholarship holder	Programme Country	0.00	0 of 1	

Mobility Declarations

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

Number	Person ID	First Name	Family Name	Sending Organisation	Destination Organisation	Activity	Start date	End date	Duration Study Period (mc)	Total Scholarship Receiv	Total ECTS to be Acquired	Status	Actions
1	1	Sigmund	Freud	AST ADVANCED SPACE TECHNOLOGIES GMBH	UNIVERSITA DEGLI STUDI DI PAVIA	Study	22-03-2022	14-03-2023	11.70	11.70	60	SUBMITTED	
2	3	Gaius	Julius	UNIVERSITA DEGLI STUDI DI PAVIA	UNIVERSITA DEGLI STUDI DI PAVIA	Internship, Lab work	04-12-2023	04-04-2024	4.03	0.00	60	DRAFT	

FTOP > Continuous reporting > Mobility >



Project Continuous Report

Project Summary	Deliverables	Milestones	Critical Risks	Disseminat... activities	Communic... Activities	Events and Trainings	Financial support to 3rd parties	Mobility	Graduation Data
✓	i	i	✓	✓	✓	✓	✓	✓	✓

ID	First Name	Family Name	Gender
	Sigmund	Freud	Man
	Test	Tes2 2	Woman
	Gaius	Julius	Man

ID	First Name	Family Name	Sending Organ
1	Sigmund	Freud	AST ADVANCE TECHNOLOGI
3	Gaius	Julius	UNIVERSITA STUDI DI F

Add Graduation Data

First Name: Sigmund
Family Name: Freud
 Drop-out
HEI delivering the Degree*:
Graduation date*:
Name of the degree(s) obtained*:
Title/qualification of the degree(s) obtained*:
Type of degree*:
ECTS*: 0

* mandatory fields

FTOP > Continuous reporting > Graduation Data > Mobility to encode graduation data >



Management Project Continuous Report

220022158 (220022158 Gradu..) ERASMUS-... Call: ERASMUS-EDU-2021-PEX-EMJM-MOB Topic: ERASMUS-EDU-2021-PEX-EMJM-MOB

Project Summary ✓ Deliverables i Milestones i Critical Risks ✓ Disseminat... activities ✓ Communic... Activities ✓ Events and Trainings ✓ Financial support to 3rd parties ✓ Mobility ✓ Graduation Data ✓

Student's Mobility

Duration of Master* 24

Students

[+ Add New Student](#)

Number	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 Receiv	Submitted Declarations	Actions
1	1	Sigmund	Freud	Man	Germany	United States	Not Applicable	University of Heidelberg	AST ADVANCED SPACE TECHNOLOGIES GMBH	Scholarship holder - Main	Programme Country	11.70	1 of 1	
2	2	Test	Tes2 2	Woman	Albania	Belgium	Not Applicable	test	UNIVERSITA DEGLI STUDI DI PAVIA	Scholarship holder - Main	Programme Country	0.00	0 of 0	
3	3	Gaius	Julius	Man	Italy	Italy	Not Applicable	Roma	AST ADVANCED SPACE TECHNOLOGIES GMBH	Non-scholarship holder	Programme Country	0.00	0 of 1	

Mobility Declarations

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

Number	Person ID	First Name	Family Name	Sending Organisation	Destination Organisation	Activity	Start date	End date	Duration Study Period (mc)	Total Scholarship Receiv	Total ECTS to be Acquired	Status	Actions
1	1	Sigmund	Freud	AST ADVANCED SPACE TECHNOLOGIES GMBH	UNIVERSITA DEGLI STUDI DI PAVIA	Study	22-03-2022	14-03-2023	11.70	11.70	60	SUBMITTED	
2	3	Gaius	Julius	UNIVERSITA DEGLI STUDI DI PAVIA	UNIVERSITA DEGLI STUDI DI PAVIA	Internship, Lab work	04-12-2023	04-04-2024	4.03	0.00	60	DRAFT	

FTOP > Continuous reporting > Graduation Data

The screenshot shows a web application window titled "Edit Graduation Data". The form contains the following fields and options:

- First Name: Gaius
- Family Name: Julius
- Drop-out
- Drop-out reason*: Assassinated on the ides of March

A red asterisk indicates that the "Drop-out reason" field is mandatory. At the bottom of the form, there are two buttons: "Save" (with a green checkmark icon) and "Cancel" (with a red X icon).

FTOP > Continuous reporting > Graduation Data

Grant Management Project Continuous Report

220022158 (220022158 Gradu..) ERASMUS-... HOW TO

Call: ERASMUS-EDU-2021-PEX-EMJM-MOB
Topic: ERASMUS-EDU-2021-PEX-EMJM-MOB

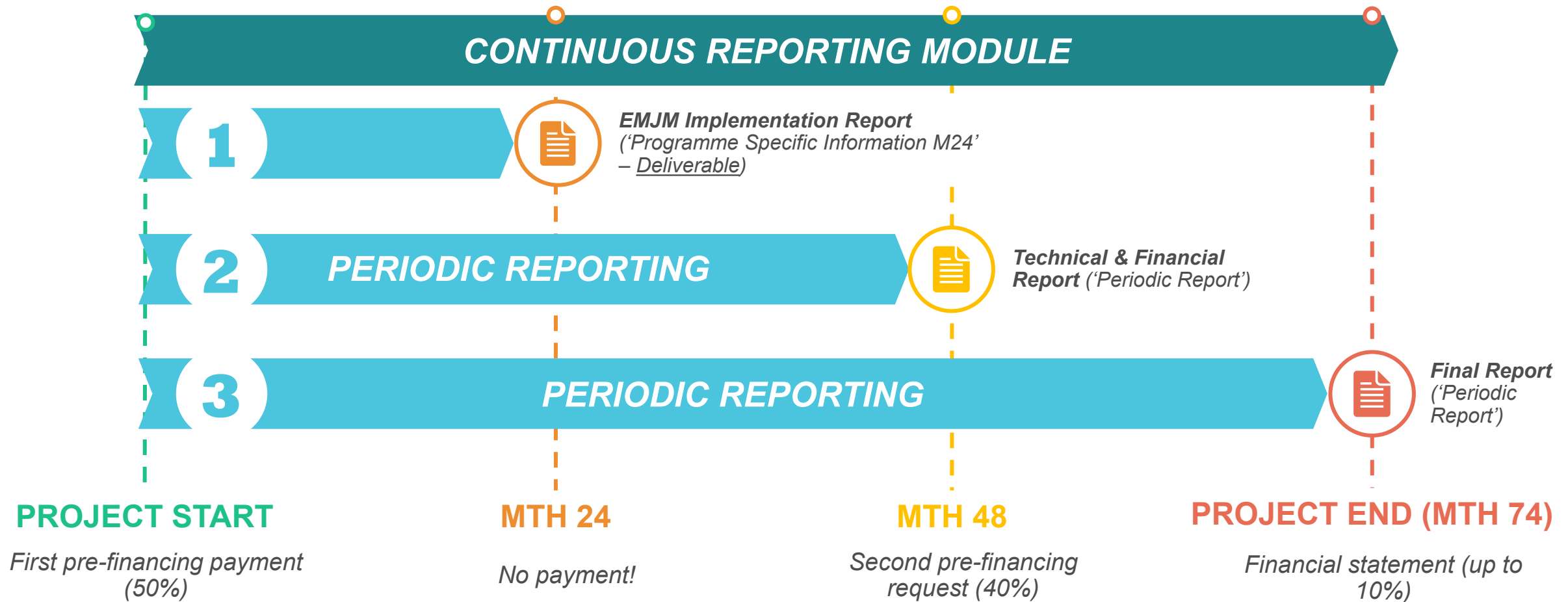
Project Summary ✓ Deliverables ⓘ Milestones ⓘ Critical Risks ✓ Disseminat... activities ✓ Communic... Activities ✓ Events and Trainings ✓ Financial support to 3rd parties ✓ Mobility ✓ Graduation Data ✓

Graduation Data

Graduation data for this project

	First Name	Family Name	HEI delivering the Degree	Graduation date	Name of the degree(s) obtained	Title/qualification of the degree(s) obtained	Type of degree	ECTS	Actions
1	Gaius	Julius	UNIVERSITA DEGLI STUDI DI PAVIA	04/04/2024	Engineer	Master in Engineering	National Degree	120	✘
2	Gaius	Julius	-	-	-	-	-	-	✘
3	Sigmund	Freud	UNIVERSITA DEGLI STUDI DI PAVIA	04/04/2024	Engineer	master in engineering	Joint Degree	120	✘
4	Test	Tes2 2	UNIVERSITA DEGLI STUDI DI PAVIA	19/03/2024	test	test	National Degree	0	✘
5	Test	Tes2 2	UNIVERSITA DEGLI STUDI DI PAVIA	04/03/2024	test	test	National Degree	0	✘
6	Test	Tes2 2	-	-	-	-	-	-	✘

Continuous Reporting, “Fixed” Reporting Periods & Pre-financings



Milestone: Annual updates on the selected students and mobility/study periods

Guidance Online



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

Thank you



© European Union 2020

Unless otherwise noted the reuse of this presentation is authorised under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) license. For any use or reproduction of elements that are not owned by the EU, permission may need to be sought directly from the respective right holders.

