



Erasmus+

Erasmus Mundus Joint Masters (EMJM)

Completing Mobility Tab

Kick-off meeting

29th November 2023

*European Education and Culture
Executive Agency*



PRESENTATION OUTLINE

01 How to use the New Tool

02 Checks and Validations

03 Reporting Modalities

FTOP > Continuous reporting > Mobility tab

1

The screenshot displays the 'MY PROJECT' interface in the FTOP system. On the left, a sidebar contains project details and navigation buttons. The main area shows two progress timelines: 'Continuous Reporting' and 'Proposal Management & Grant Preparation'. A red box highlights the 'Continuous Reporting' timeline, which shows a 'Started' status on 21 Dec 2021. A red arrow points to the 'Continuous reporting data' link. The 'Proposal Management & Grant Preparation' timeline shows a 'Paid' status on 20 Jan 2022 (41/30 days).

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](#)

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










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

Latest Legal Data
Active Processes
Document Library
Communication Centre
Archived Processes

FTOP > Continuous reporting > Mobility tab

2

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

FTOP > Continuous reporting > Mobility tab



01

STUDENT LIBRARY

- List of selected students
- (Non-)scholarship holders

02

MOBILITY DECLARATIONS

- Study and mobility periods
- (Non-)scholarship holders

FTOP > Continuous reporting > Mobility tab



01

STUDENT LIBRARY

- List of selected students
- (Non-)scholarship holders

02

MOBILITY DECLARATIONS

- Study and mobility periods
- (Non-)scholarship holders

Student Library

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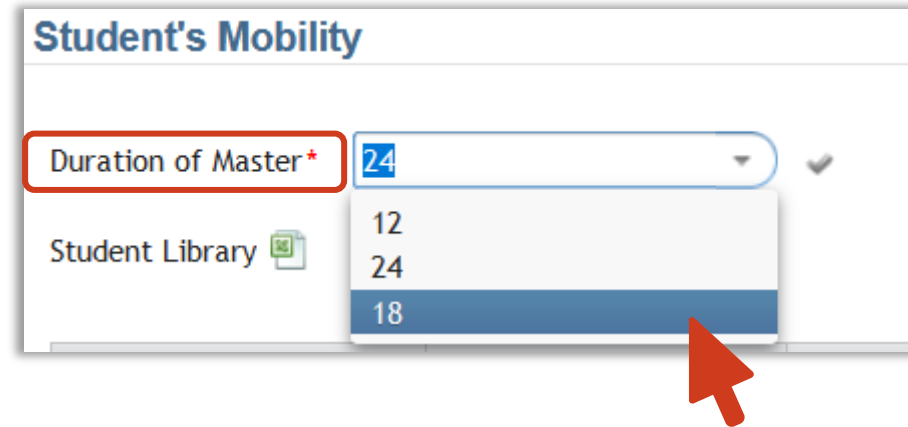
[Add new Mobility \(Study Period\)](#)

[Validate](#)

Encoded **student list** with personal data

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

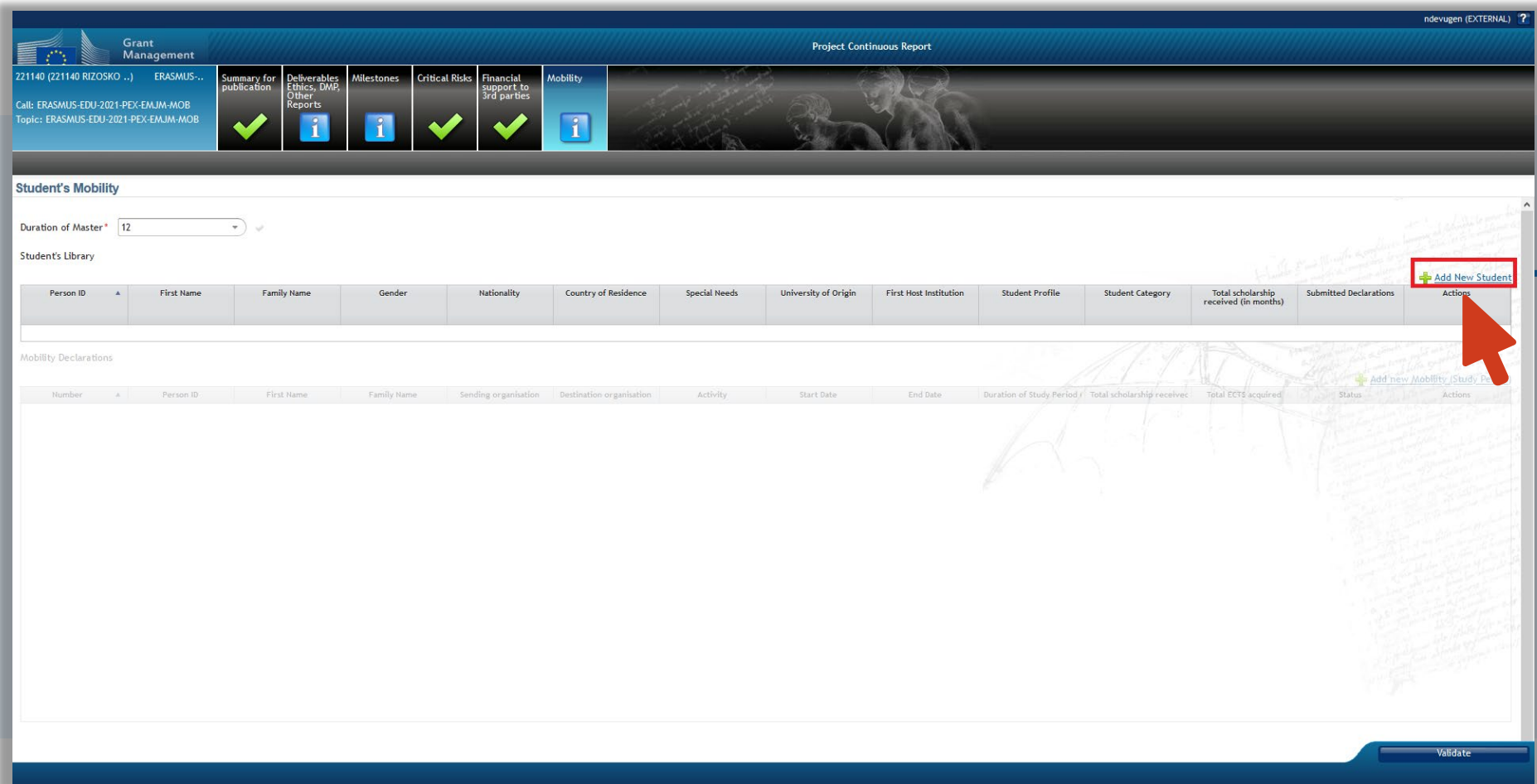
FTOP > Continuous reporting > Mobility tab



The screenshot shows a web form titled "Student's Mobility". It contains a dropdown menu labeled "Duration of Master*" with a red border. The dropdown is open, showing three options: 12, 24, and 18. A red mouse cursor is pointing at the 18 option. To the left of the dropdown is a "Student Library" button with a document icon. The dropdown menu is currently set to 24.

- 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



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

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

Validate

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 **Scholarship holder (H2) – Main**

2 options:

- Programme country *or*
- Partner country

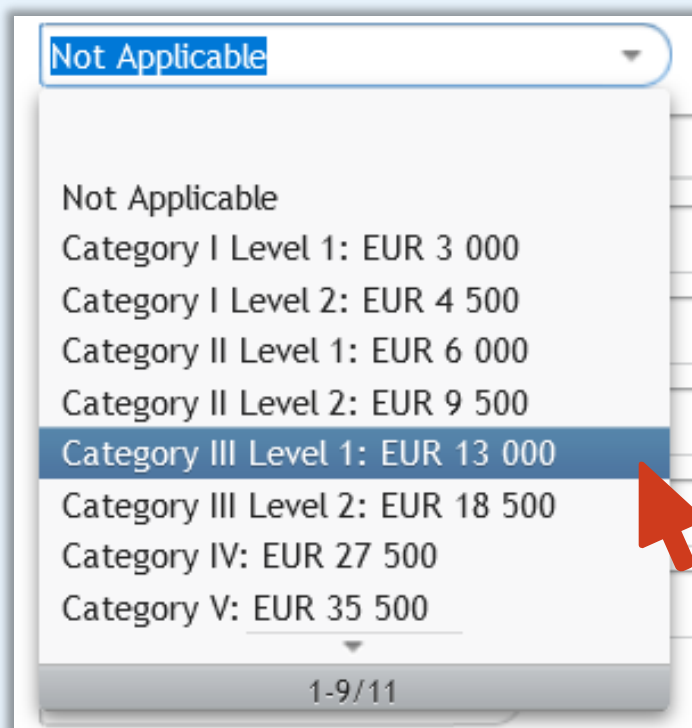
For **Scholarship holder – Targeted regions (H6)**

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):



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

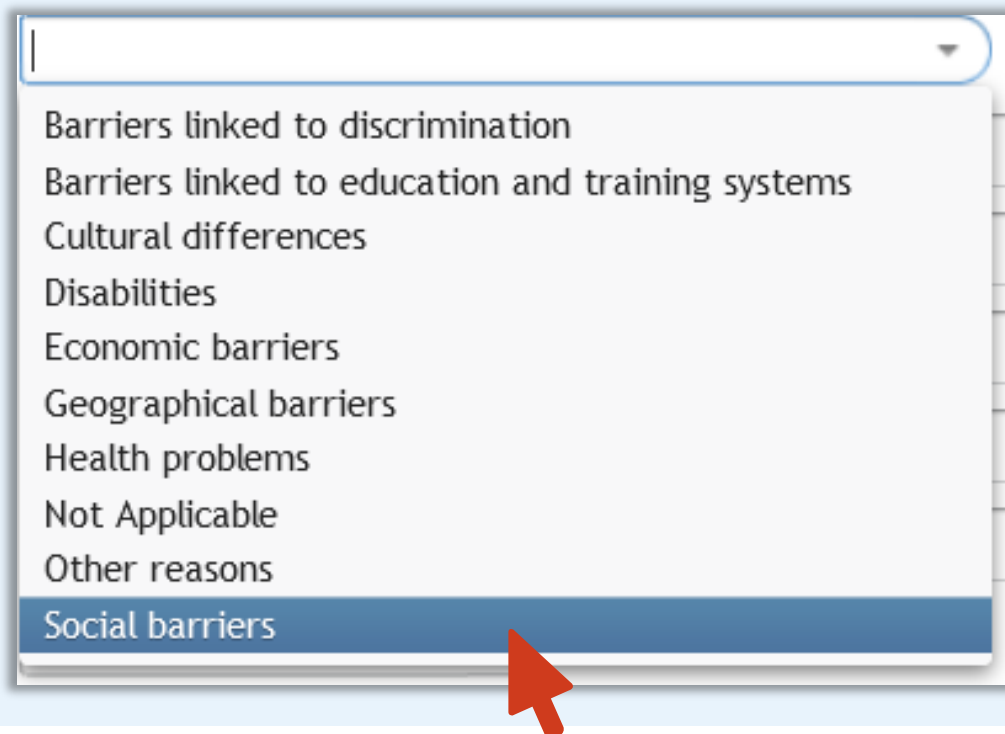
Category IV: EUR 27 500

Category V: EUR 35 500

1-9/11

Adding a Student

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



A screenshot of a web form's dropdown menu. The menu is open, showing a list of options. The option 'Social barriers' is highlighted in blue at the bottom of the list. A red mouse cursor arrow points to the 'Social barriers' option. The other options in the list are: 'Barriers linked to discrimination', 'Barriers linked to education and training systems', 'Cultural differences', 'Disabilities', 'Economic barriers', 'Geographical barriers', 'Health problems', 'Not Applicable', and 'Other reasons'.


- 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**

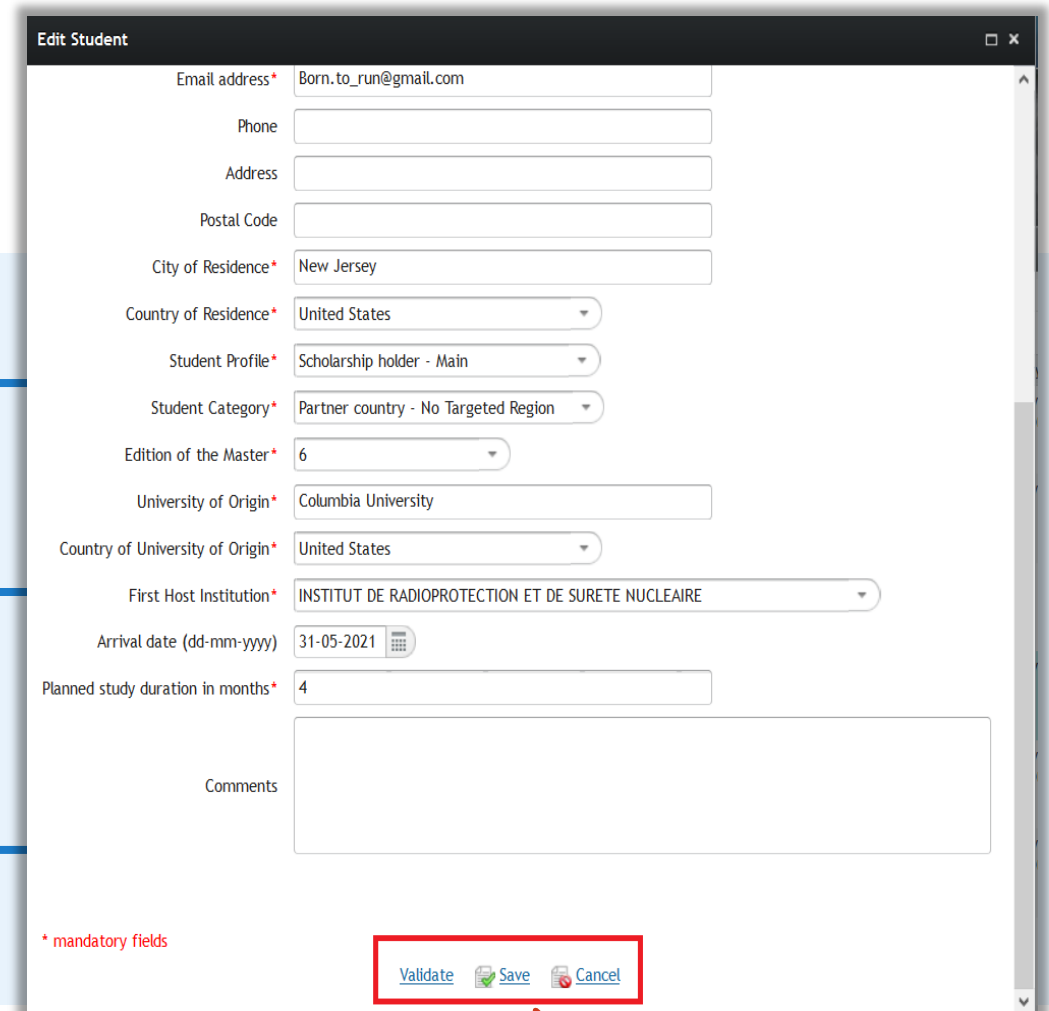
Editing a Student's Data

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

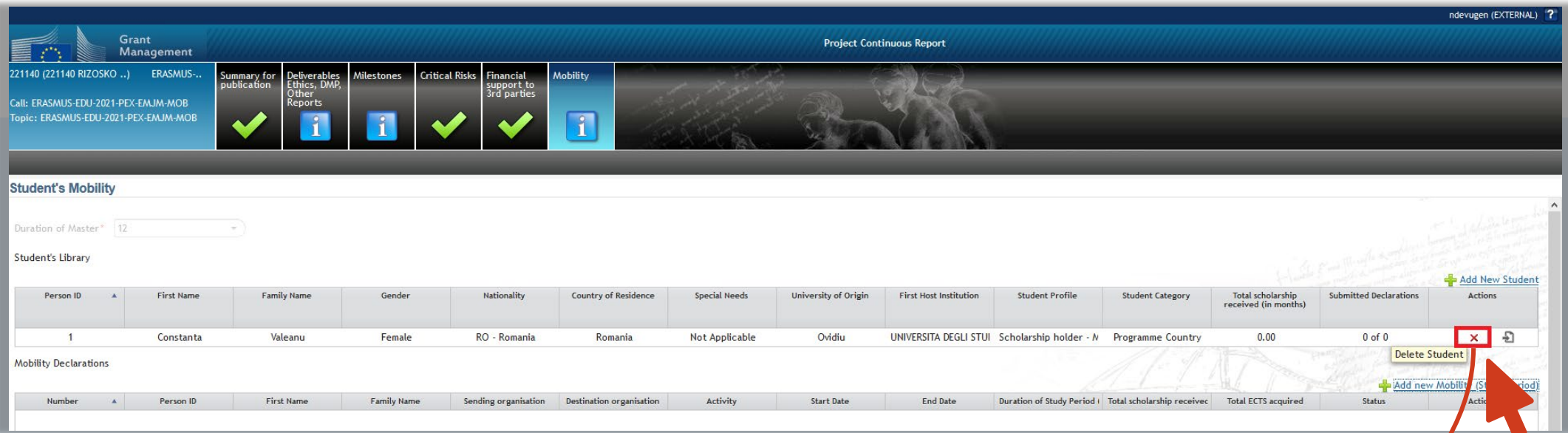
Planned study duration in months* 4

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 Milestones Critical Risks Financial support to 3rd parties Mobility

Student's Mobility

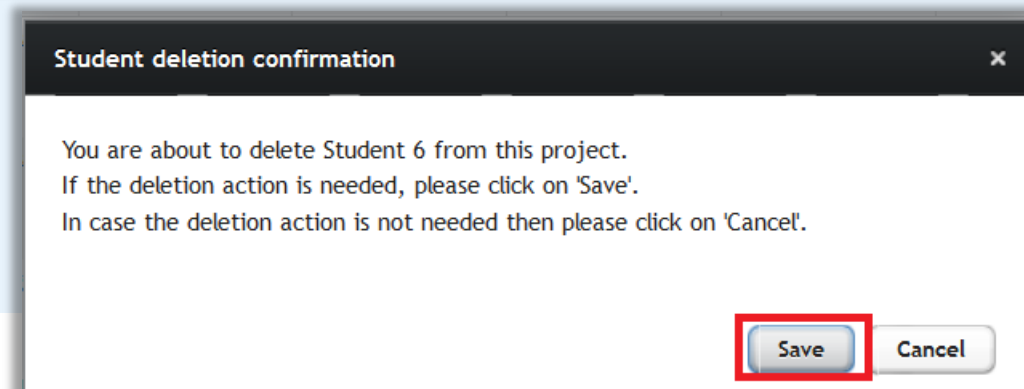
Duration of Master* 12

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 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
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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 (drafted or submitted)

FTOP > Continuous reporting > Mobility tab



01

STUDENT LIBRARY

- List of selected students
- (Non-)scholarship holders

02

MOBILITY DECLARATIONS

- Study and mobility periods
- (Non-)scholarship holders

Mobility Declarations

Study/Mobility Periods

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 STUDI	Scholarship holder - N	Programme Country	0.00	0 of 0	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
Add new Mobility (Study Period)													

Validate

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	Submit	Revoke
--------	-----------	------------	-------------	----------------------	--------------------------	----------	------------	----------	--------------------------	----------------------------	---------------------	--------	--------

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

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

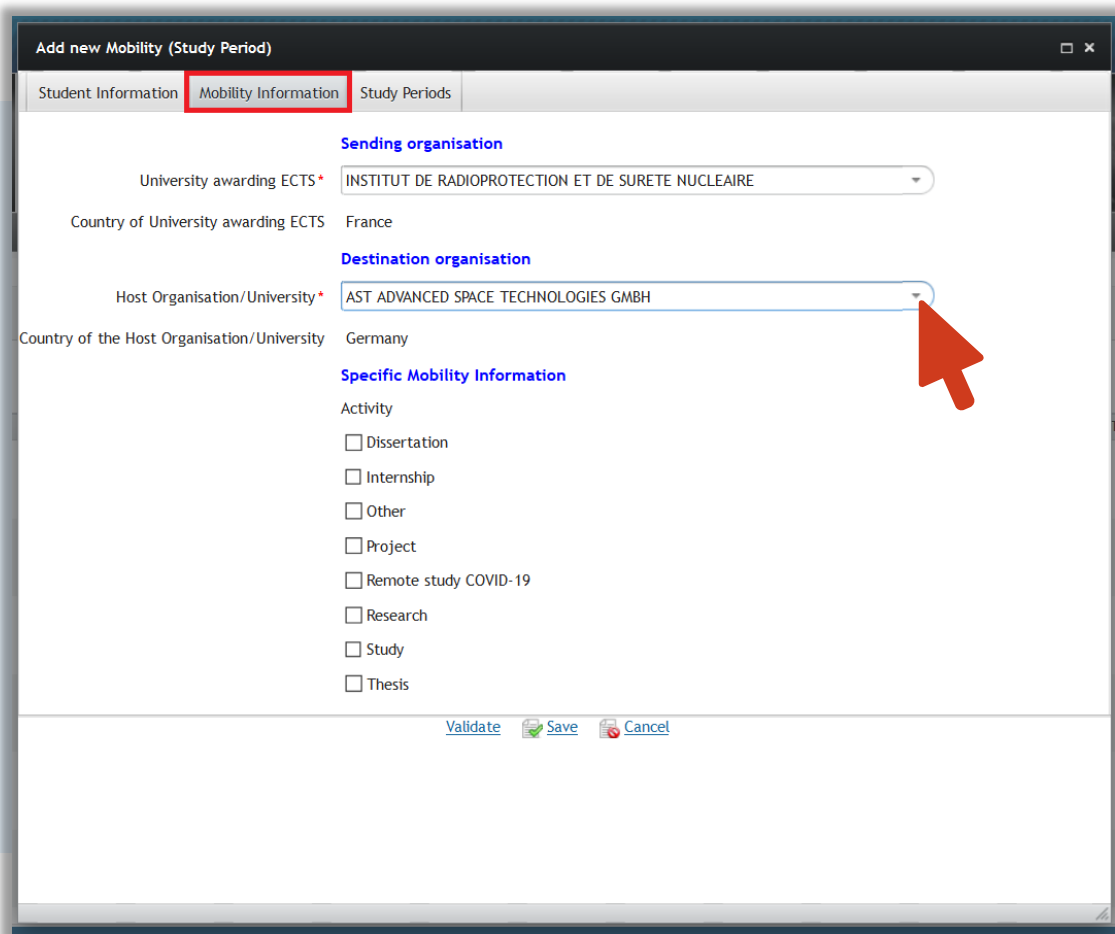
Planned study duration in months 2

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)". It has three tabs: "Student Information", "Mobility Information" (which is highlighted with a red box), and "Study Periods".

Under the "Mobility Information" tab, there are three sections:

- 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

At the bottom of the form, there are three buttons: "Validate", "Save", and "Cancel". A red arrow points to the dropdown menu for "Host Organisation/University".

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



Sending Organisation



Destination Organisation



Activity Type



European
Commission

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
- Study/mobility period
- Full or associated partner or any other organisation*

Add a (new) Mobility Declaration

Add New Mobility (Study Period)

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

Study Period

Start Date*

End Date*

Specific Information for Study Period

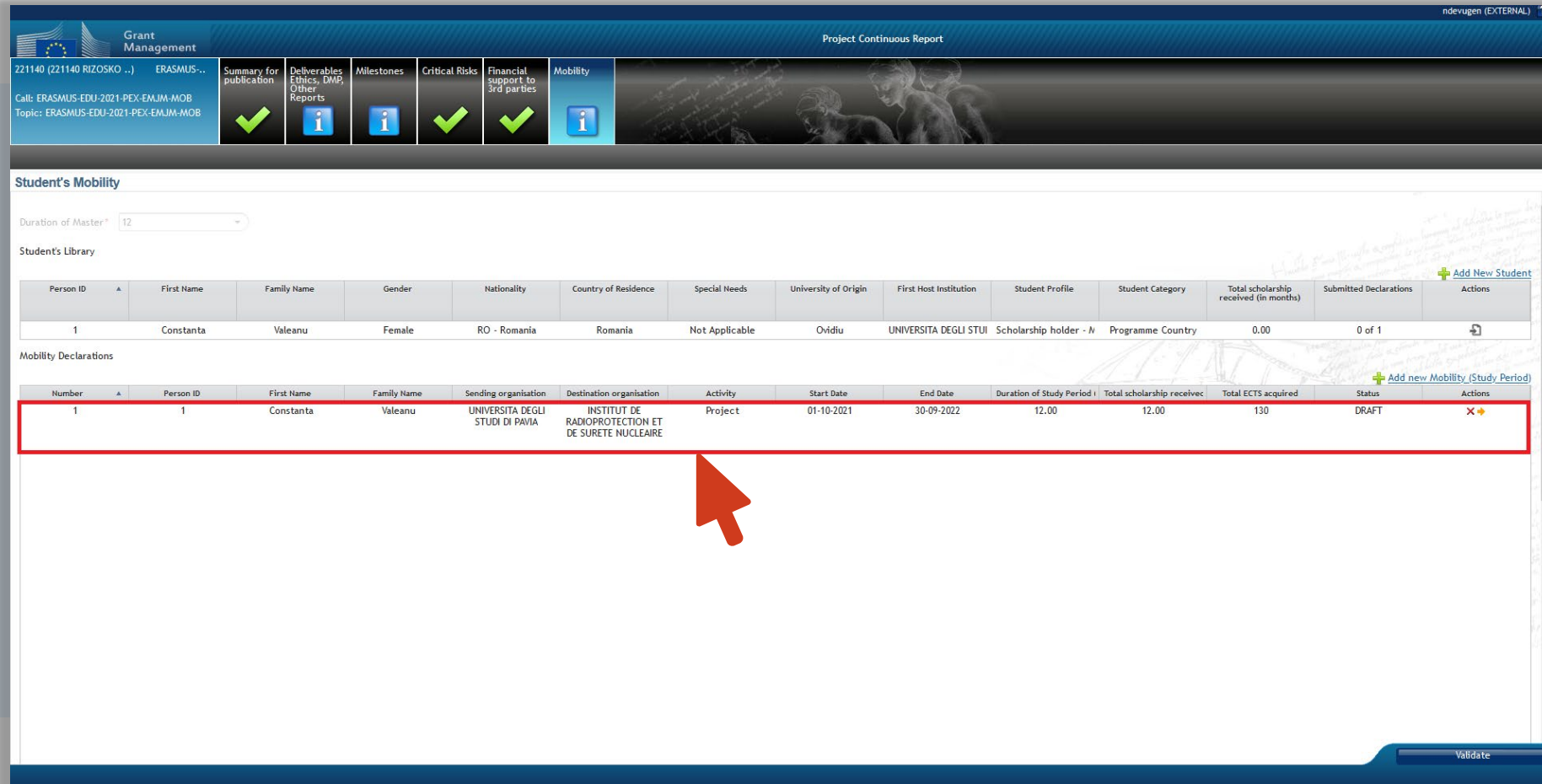
Number of ECTS to be acquired*

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

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

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 - 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

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 'Grant Management' interface. At the top, there's a navigation bar with tabs for 'Summary for publication', 'Deliverables Ethics, DMP, Other Reports', 'Milestones', 'Critical Risks', 'Financial support to 3rd parties', and 'Mobility'. The 'Mobility' tab is active. Below this, the 'Student's Mobility' section is visible, showing a table of 'Students Library' and a table of 'Mobility Declarations'. A red arrow points to the 'Delete Mobility Declaration' button in the 'Actions' column of the 'Mobility Declarations' table. A modal dialog box titled 'Mobility (Study Period) deletion confirmation' is open, displaying a warning message and 'OK' and 'Cancel' buttons.

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 - 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	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**

ndevugen (EXTERNAL) ?

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

[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 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

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

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

Validate

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

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

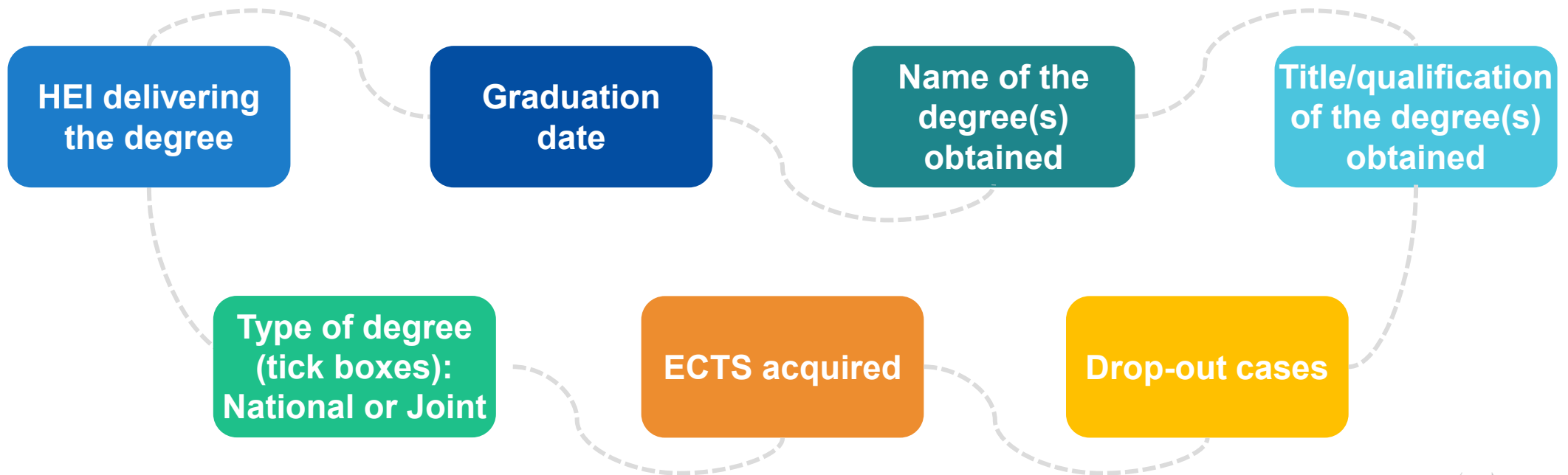
- ✗ The minimum mobility requirements (e.g. minimum 2 study periods in 2 countries)
- ✗ Gaps between mobility/study periods ('continuous enrolment')

New Field


*Graduation Data per student**

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

INFORMATION ON:



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

Submitting a Mobility Declaration

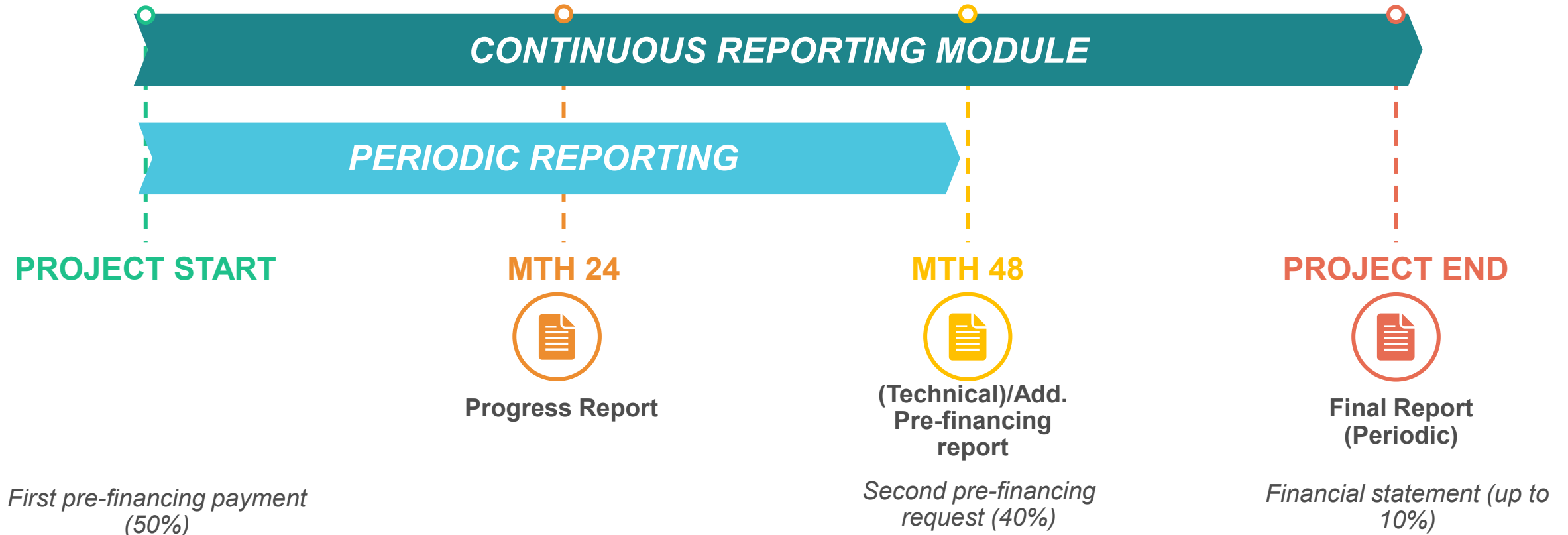
Submit a study/mobility period?

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

If submitted, only editable fields are:

- Mobility and study dates
- ECTS to be acquired

Reporting Periods and Pre-financings



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

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

NO AUTOMATIC CALCULATION

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



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