



# Erasmus+

## Erasmus Mundus Joint Masters (EMJM)

### Completing Mobility Tab

*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 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 ✓
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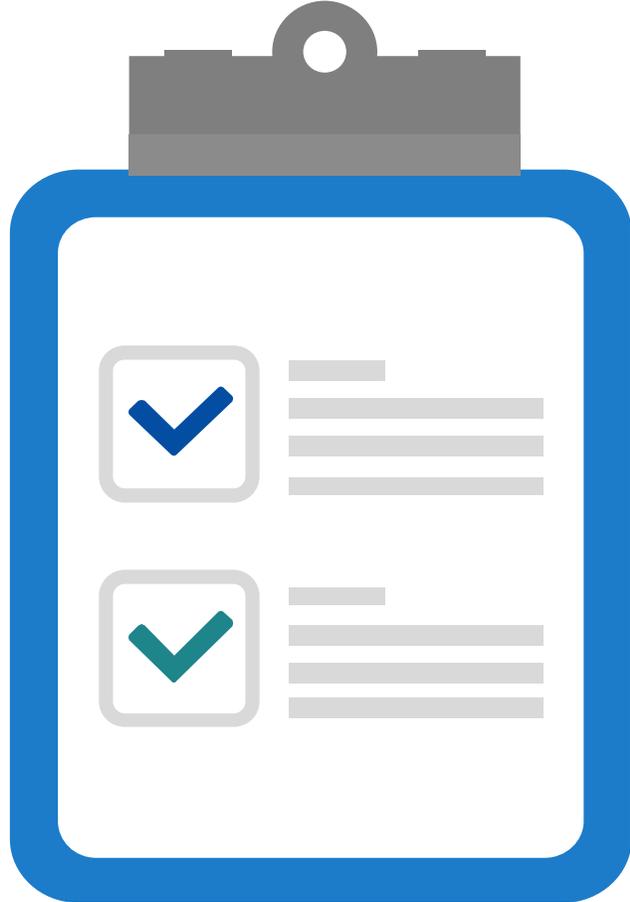
« Mobility »  
tab

# 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

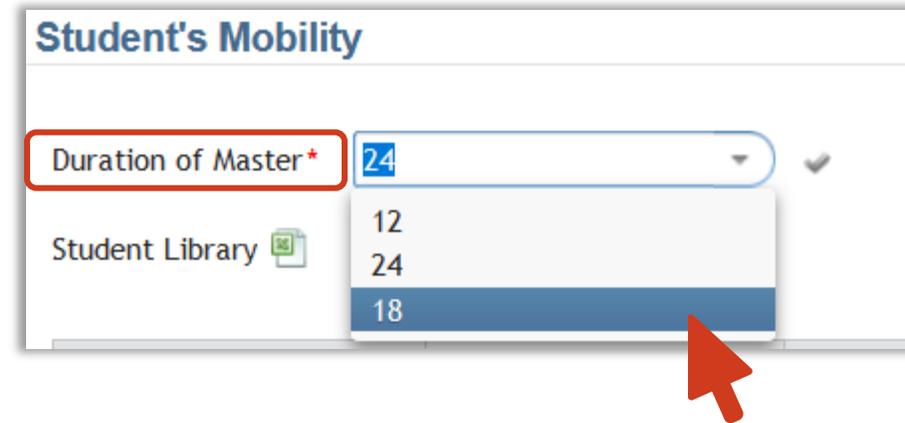
# Student Library

The screenshot displays the 'Project Continuous Report' interface for Grant Management. At the top, it shows the project ID '221140 (221140 RIZOSKO ..)' and the ERASMUS+ call and topic. Below this 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 section is titled 'Student's Mobility' and includes a 'Duration of Master' dropdown set to '12'. Below this is the 'Student's Library' table, which is highlighted 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 the 'Mobility Declarations' table, which is currently empty. It has 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 is open for the field "Duration of Master\*", which is highlighted with a red box. The dropdown menu contains three options: 12, 24, and 18. A red arrow points to the 18 option. Below the dropdown, there is a "Student Library" section with a document icon.

- 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 shows the 'Grant Management' interface for a 'Project Continuous Report'. The top navigation bar includes the European Commission logo, the text 'Grant Management', and the user 'ndevugen (EXTERNAL)'. Below this, a project summary is displayed for '221140 (221140 RIZOSKO ..) ERASMUS-...' with call and topic details. A progress bar shows '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, with a red arrow pointing to it. 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.

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**

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2 options:

- Programme country *or*
- Partner country

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

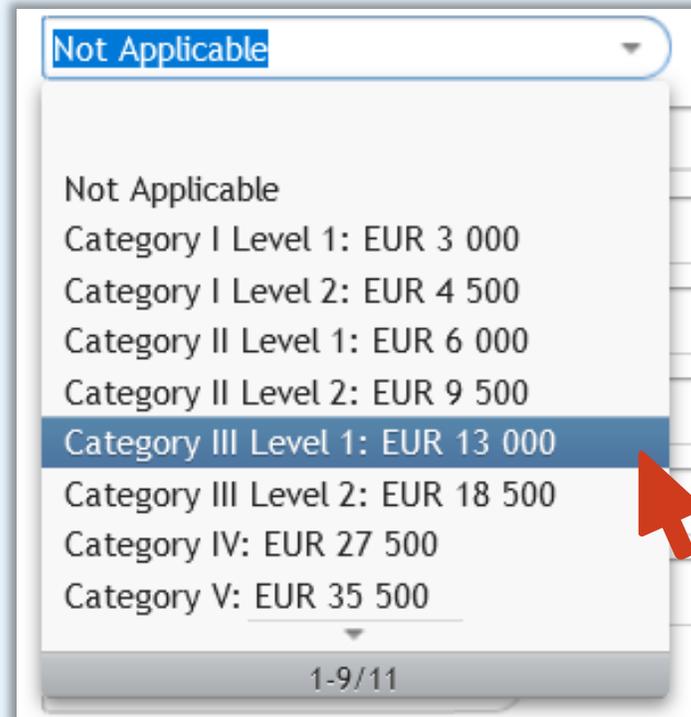
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9 sub-regions:

- **Partner country - Targeted region 1 - Western Balkans IPA**
- 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):



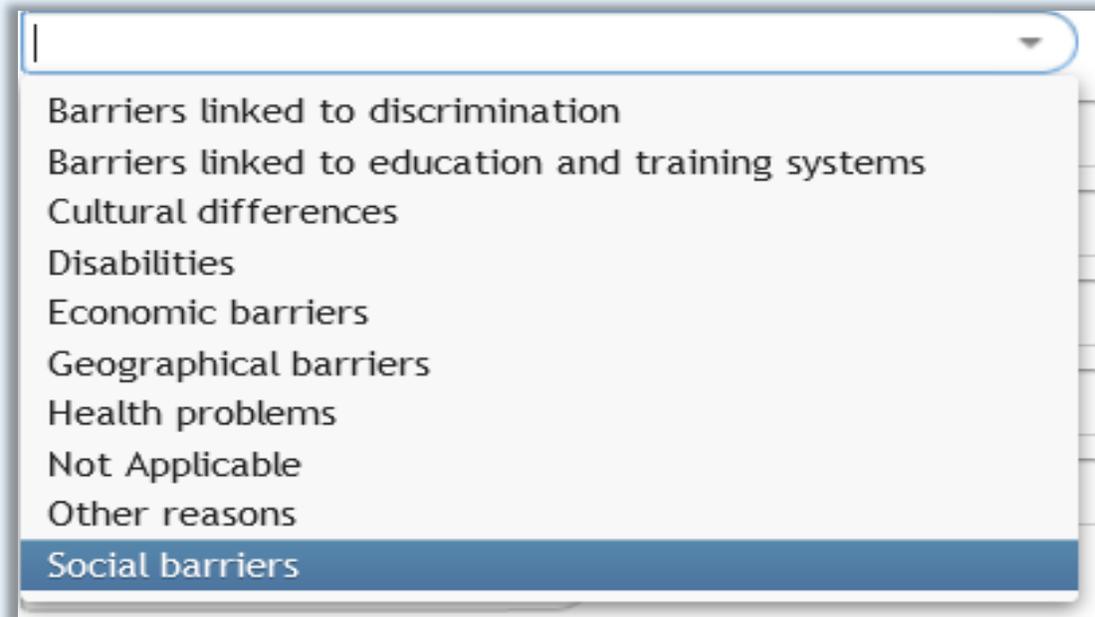
A screenshot of a dropdown menu for 'SPECIAL NEEDS'. The menu is open, showing a list of options. The current selection is 'Not Applicable'. The options are:

- 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 web form's dropdown menu. The menu is open, showing a list of options. The option 'Social barriers' is highlighted in a dark blue bar at the bottom of the list. A red arrow points to the 'Social barriers' option. Another red arrow points to the right side of the dropdown 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>

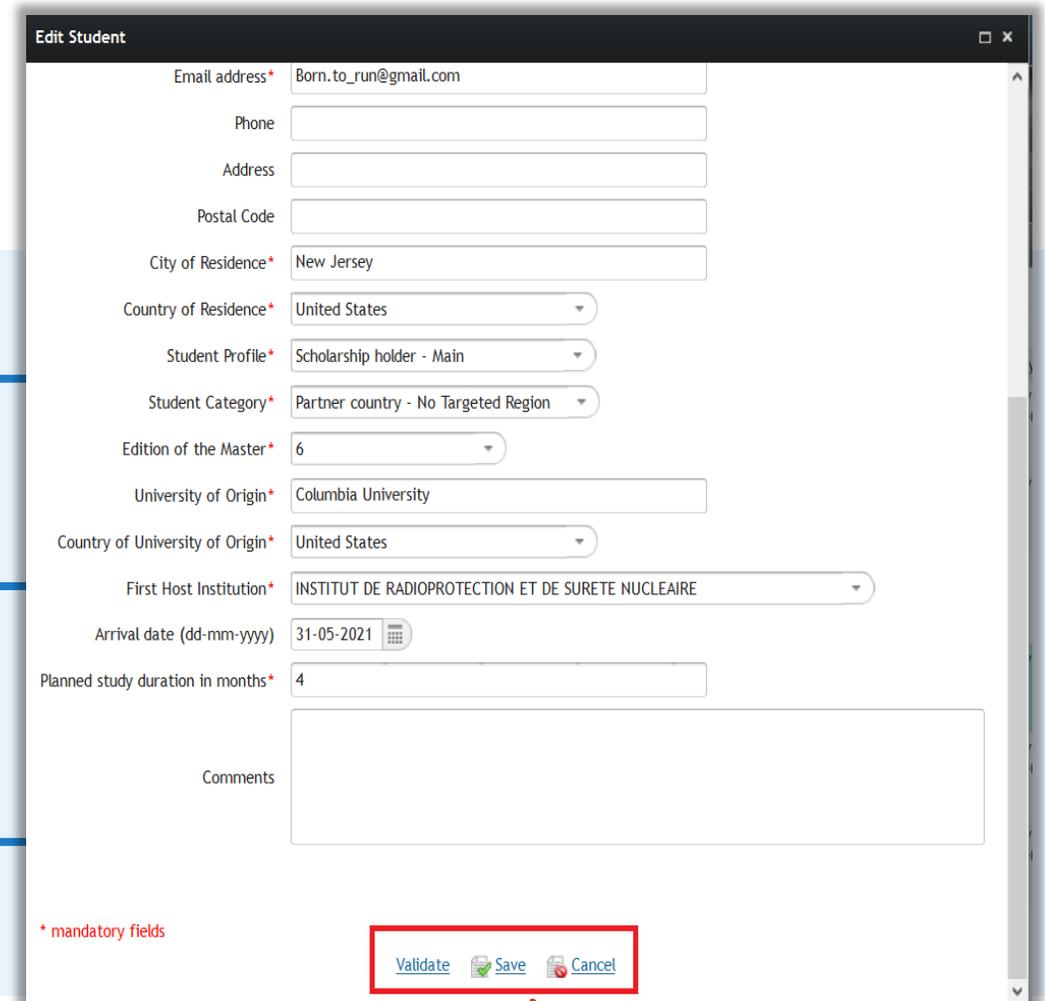
# Editing a Student's Data

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\*

Phone

Address

Postal Code

City of Residence\*

Country of Residence\*

Student Profile\*

Student Category\*

Edition of the Master\*

University of Origin\*

Country of University of Origin\*

First Host Institution\*

Arrival date (dd-mm-yyyy)

Planned study duration in months\*

Comments

\* mandatory fields

# 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	<span>Delete Student</span> <span>+</span>

#### 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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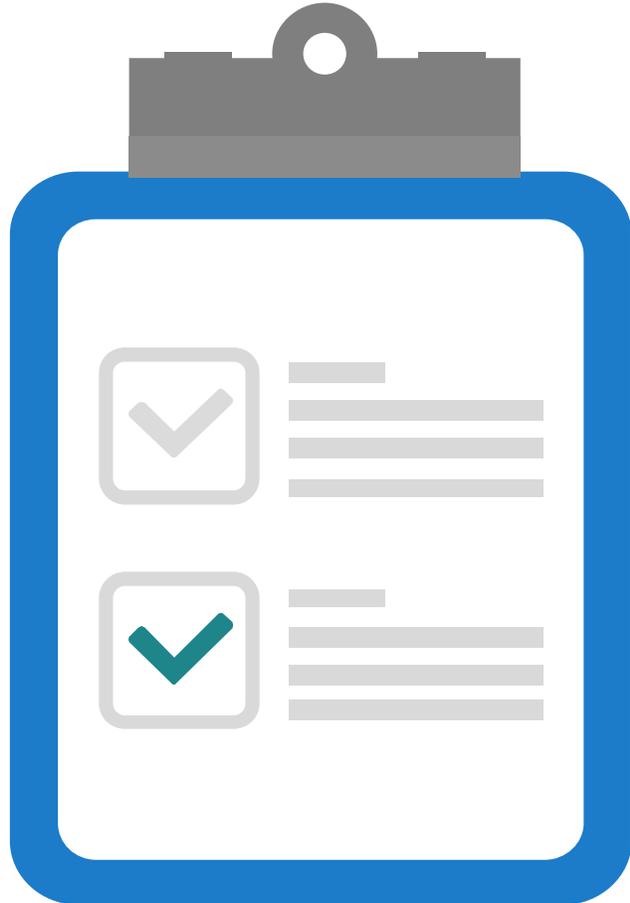
**Student deletion confirmation**

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 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	<a href="#">Add new Mobility (Study)</a>

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

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, DMP, Ethics, 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	x i

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

## *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

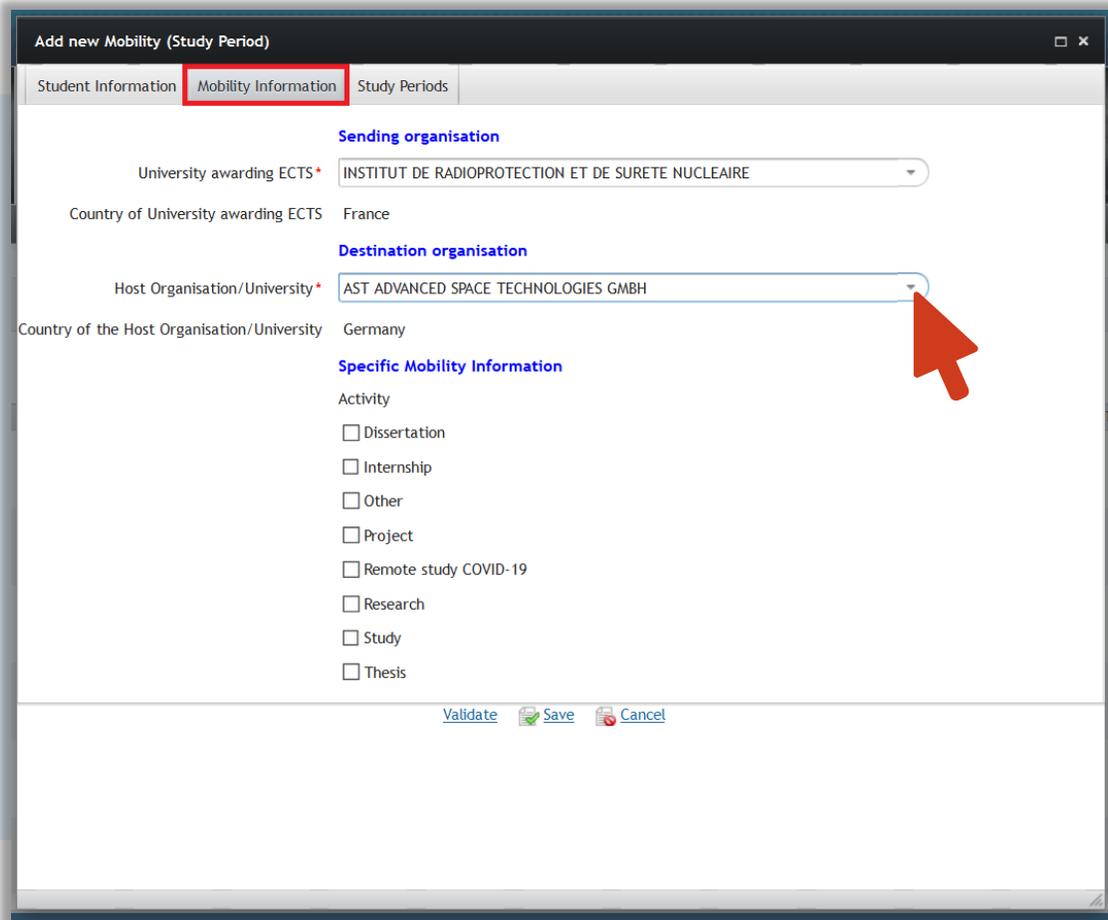
Planned study duration in months 2

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") and 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) and 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

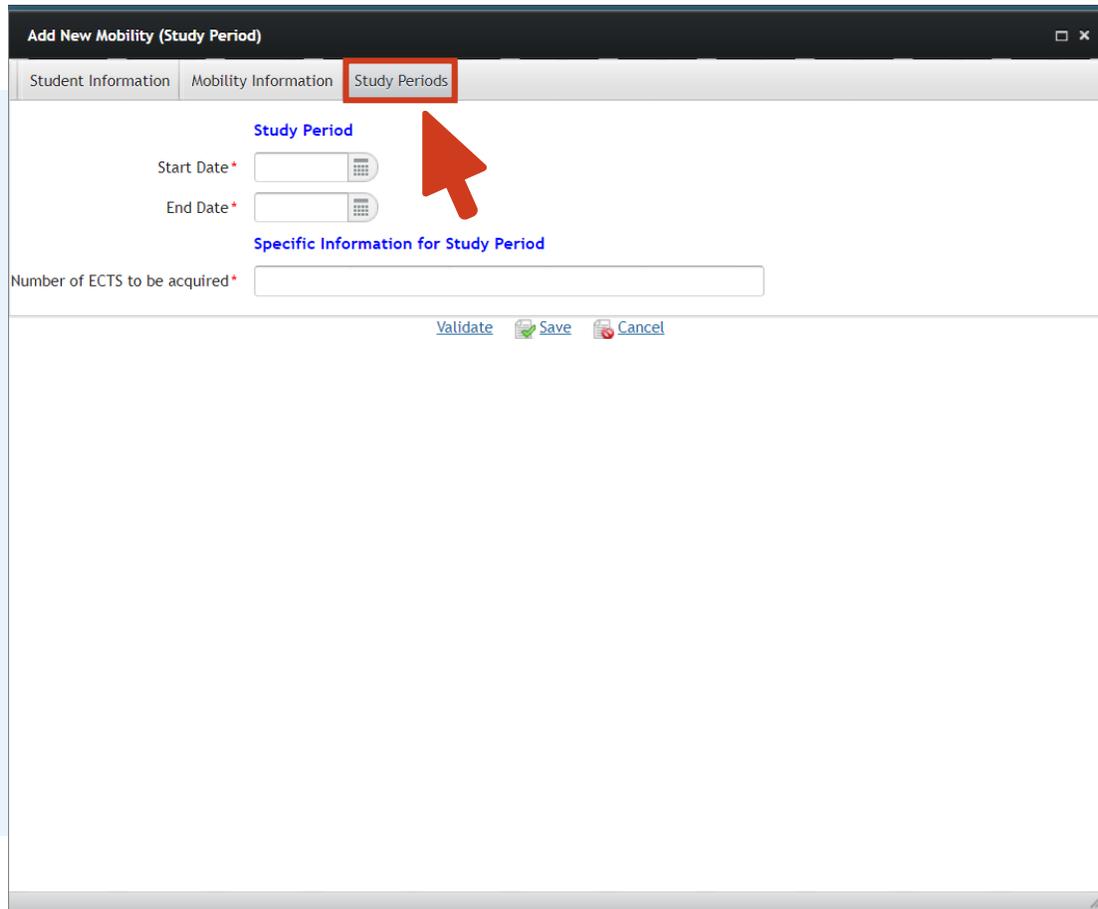
- The university where the student is enrolled
- ECTS awarding
- Full partner



## 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. Below the tabs, there are two sections: "Study Period" and "Specific Information for Study Period". In the "Study Period" section, there are two date pickers: "Start Date" and "End Date". A red mouse cursor is pointing at the "Start Date" field. In the "Specific Information for Study Period" section, there is a text input field labeled "Number of ECTS to be acquired". At the bottom of the window, there 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 'Project Continuous Report' interface. At the top, there are navigation 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, including a 'Duration of Master' dropdown set to 12 and a 'Students Library' table. The 'Students Library' table has the following data:

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	Constana	Valeanu	Female	RO - Romania	Romania	Not Applicable	Ovidiu	UNIVERSITA DEGLI STUDI DI PAVIA	Scholarship holder - N	Programme Country	0.00	0 of 1	

Below the 'Students Library' table is the 'Mobility Declarations' table:

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	Constana	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

A red arrow points from the 'Submit Mobility Declaration' button in the 'Actions' column of the 'Mobility Declarations' table to a confirmation dialog box. The dialog box is titled 'Submit Mobility (Study Period) Declaration' and contains the following text:

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.

At the bottom of the dialog box, there is a checkbox labeled 'I Confirm', and two buttons: 'Submit' and 'Cancel'. A 'Validate' button is also visible at the bottom right of the main interface.

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. At the top, there are navigation tabs for 'Summary for publication', 'Deliverables Ethics, DMP, Other Reports', 'Milestones', 'Critical Risks', 'Financial support to 3rd parties', and 'Mobility'. Below these, the 'Student's Mobility' section is visible, including a 'Duration of Master\*' dropdown set to 12 and a 'Students Library' table. The 'Mobility Declarations' table contains one entry with the following details:

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

A red arrow points from the 'Delete Mobility Declaration' button in the 'Actions' column to a confirmation dialog box titled 'Mobility (Study Period) deletion confirmation'. The dialog box contains the following text:

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.

The dialog box has 'OK' and 'Cancel' buttons at the bottom.

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

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

# Submitting a Mobility Declaration

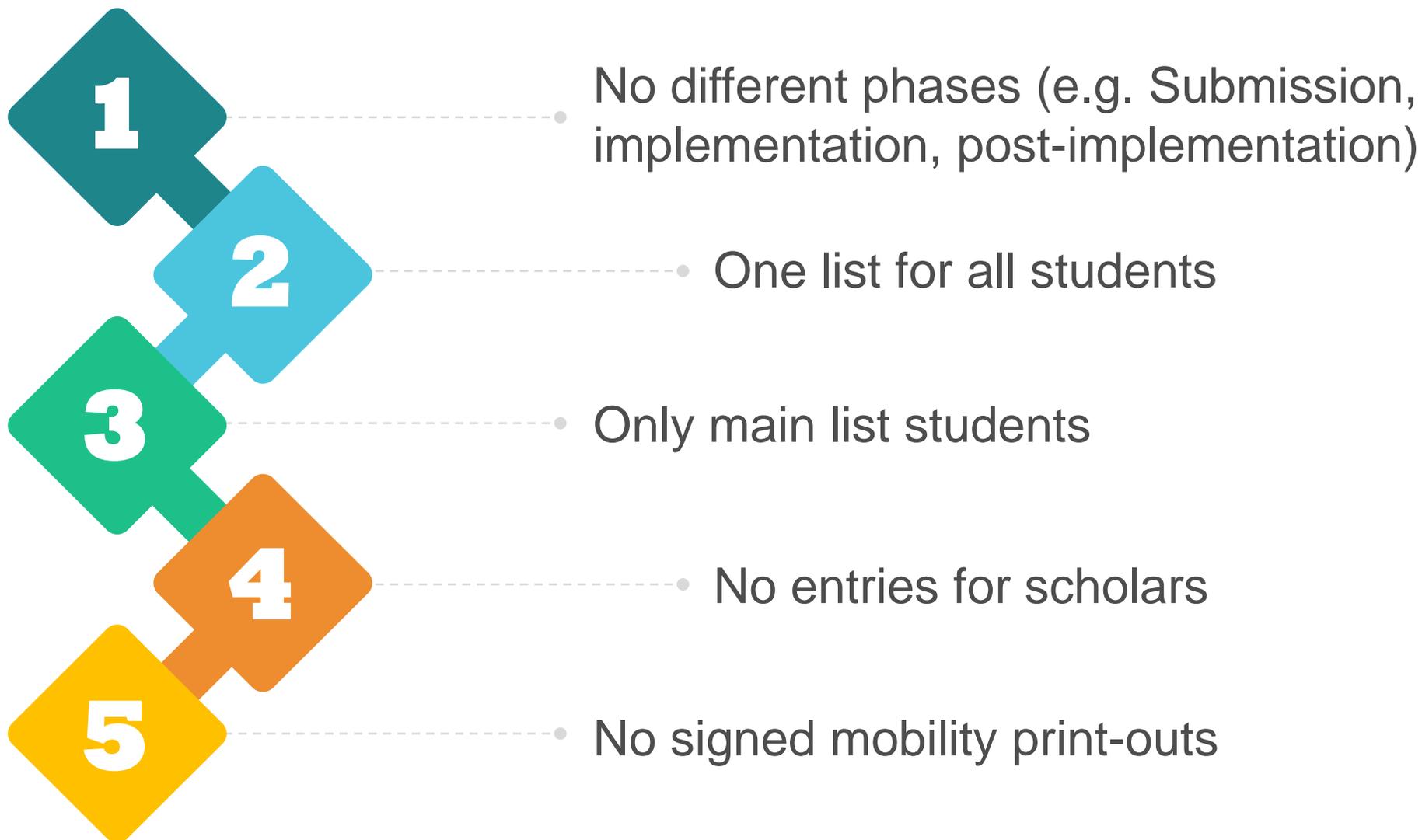
**Submit a study/mobility period?**

- 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



# 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 physical study periods in 2 countries of which 1 EU)
- ✗ Gaps between mobility/study periods ('continuous enrolment')

# FTOP > Continuous reporting > Graduation Data

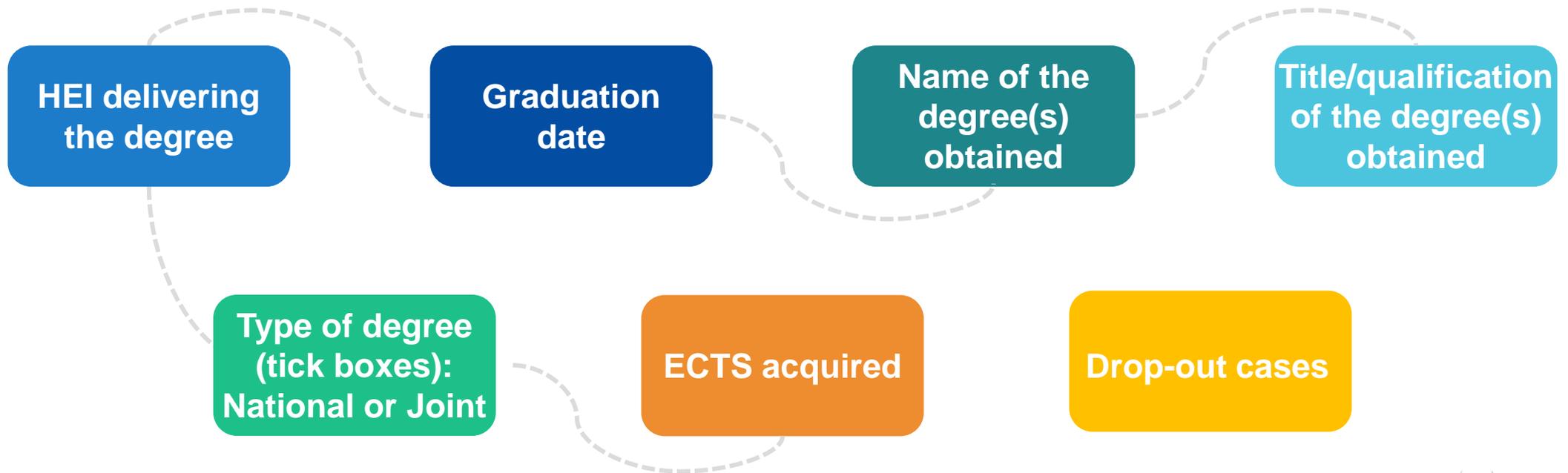
101080968 (EMJM ACES-STAR) ERASMUS-.. Call: ERASMUS-EDU-2022-PEX-EMJM-MOB Topic: ERASMUS-EDU-2022-PEX-EMJM-MOB	Project Summary 	Deliverables 	Milestones 	Critical Risks 	Disseminat... activities 	Communic... Activities 	Events and Trainings 	Financial support to 3rd parties 	Mobility 	Graduation Data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



# New Field

## *Graduation Data per student\**

### ***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

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

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 Orga...
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

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

# 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

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

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

DEGLI ST  
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**Edit Graduation Data** [Close]

First Name Gaius

Family Name Julius

Drop-out

Drop-out reason\*

\* mandatory fields

Save Cancel

# 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

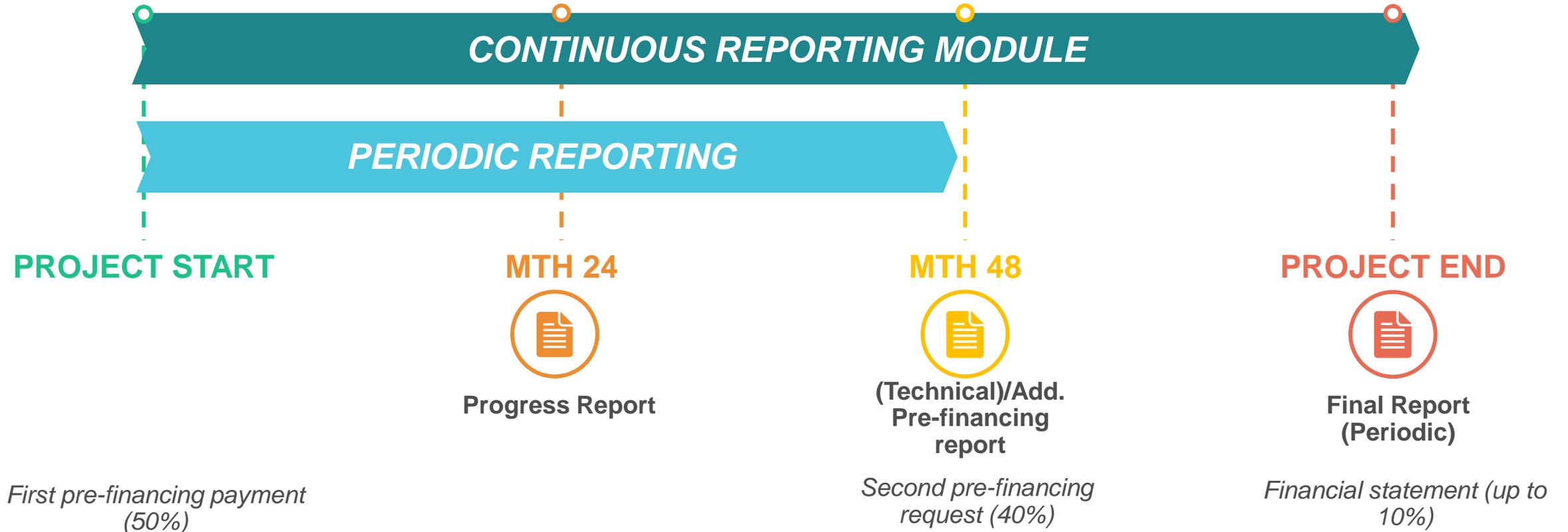
Project Summary ✓ Deliverables ⓘ Milestones ⓘ Critical Risks ✓ Disseminat... activities ✓ Communic... Activities ✓ Events and Trainings ✓ Financial support to 3rd parties ✓ Mobility ✓ Graduation Data ✓

## 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	-	-	-	-	-	-	✘

# Reporting Periods and 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



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