



# EACEA MOBILITY TOOL

## USER MANUAL

### TABLE OF CONTENTS

#### **A. INTRODUCTION**

1.1 HOW TO LOG-IN .....	4
1.2 HOW TO ACCESS THE PROJECT DATA .....	4

#### **B. ACTION 1**

1. APPLICATION FOR EM STUDENT SCHOLARSHIPS/ DOCTORAL CANDIDATE FELLOWSHIPS (SUBMISSION PHASE) .....	9
1.1 DESCRIPTION OF THE DIFFERENT STUDENTS' LISTS/DOCTORAL CANDIDATES' LISTS.....	9
1.2 MANAGEMENT OF STUDENTS'/CANDIDATES' LISTS .....	10
1.3 ADDING NEW STUDENTS/SCHOLARS/CANDIDATES.....	11
1.4 NON-SELECTED STUDENTS'/CANDIDATES' LISTS.....	14
1.5 SELECTION OF SCHOLARS.....	15
1.6 SUBMITTING AND LOCKING THE COURSE.....	15
2. MANAGING STUDENTS'/SCHOLARS/DOCTORATE CANDIDATES' DATA AFTER THE SUBMISSION PHASE (IMPLEMENTATION PHASE) .....	16
2.1 MOBILITY MANAGEMENT .....	16
2.2 REQUESTING A CHANGE .....	17
2.3 FOLLOW-UP OF A CHANGE REQUEST.....	18
2.4 REPORTING DATA.....	19
3. REPORT OUTPUT .....	20

**C. ACTION 2**

1. DESCRIPTION OF THE DIFFERENT LISTS..... 22

1.1. MAIN AND RESERVE LISTS..... 23

1.2 ADDING A STUDENT/STAFF MEMBER TO MAIN AND RESERVE LISTS (SUBMISSION PHASE) ..... 24

1.3 NON-SELECTED STUDENTS LIST..... 27

2. MANAGING STUDENTS'/STAFF MEMBERS' DATA (IMPLEMENTATION PHASE) ..... 27

2.1 REQUEST A CHANGE TO RECORDED DATA ..... 27

2.2 MOBILITY..... 29

2.3 REPORTING DATA..... 30

2.4 REPORT OUTPUT ..... 33

## A. INTRODUCTION

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### I. *What is the EACEA Mobility Tool?*

The EACEA Mobility tool has been developed on the basis of the Erasmus Mundus Mobility Database, used by Erasmus Mundus (EM) Action 1 coordinators since 2007. The tool has been now modified and adapted in order to allow Action 2 coordinators, as well as other units of the Agency and beneficiaries of other programmes managed by the EACEA, to use it.

The purpose of the EACEA Mobility Tool (EMT) is threefold:

- **Registration**

It is a tool to register all EM participants, keeping a record of the most important information related to the mobility tracks and scholarship amounts paid to each and every scholarship holder.

- **Monitoring**

After the registration of data, it is possible to monitor the implementation of the EM project, especially the mobilities, financial aspects and academic outputs of all the individuals participating in the mobility. The effectiveness of this monitoring is dependent upon the coordinator's commitment to keeping the project data up-to-date in a timely manner.

- **Reporting**

When reporting to the EACEA, the printout from the tool must be attached to the submitted report. This document contains the most relevant information of the scholarship holders already registered.

- **Dissemination/ evaluation**

Thanks to this tool, and the fact that it is possible to export data to an excel sheet, statistics can be extracted not only by the EACEA and the beneficiaries, but also by other key stakeholders of the EM programme. These statistics can be used as supporting data when projects are being evaluated.

### II. *When will the coordinators of EM projects use the mobility tool?*

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

**PRE-SUBMISSION PHASE:** this phase allows the Agency to do the necessary configurations and prepare the mobility tool for the using by coordinators.

**SUBMISSION PHASE:** this is the phase during which the consortia/partnerships can record EM scholarship holders in the mobility tool, including their personal data.

**SELECTION PHASE:** this is the phase when the selected (and non-selected) individuals appear on the Main and Reserve list. No more participants can be added.

**IMPLEMENTATION PHASE:** in general, this is the period of the duration of the grant agreement. During this phase, no more participants can be added (for Action 1 however, new **scholars** can be recorded during this entire phase and **non-scholarship holders** can be recorded in the beginning of this phase). Coordinators can manage the mobility information and financial data for the ones already registered throughout this entire phase. Other changes can only be made via the request function to the EACEA. It is also during this

phase that report outputs can be produced to be submitted to the EACEA in annex to the relevant report.

**POST-IMPLEMENTATION PHASE:** this is the phase when no changes can be made in the tool, the Final Report has been submitted to the EACEA and coordinators have read-only access to the data.

This User Manual is structured in a general part valid for all the users independently of the programme actions followed by chapters specific for Action 1 (Master Courses and Joint Doctorate Programmes) and Action 2 (Partnerships) coordinators. Coordinators of the Intra-ACP academic mobility scheme projects may refer to the EM Action 2 chapter for the specific part.

For Action 1, the screen shots displayed in the User Manual present the Master Courses but they apply also to Joint Doctorate Programmes. Where there are differences between the two, the User Manual indicates these differences. For Action 2, the screen shots in the User Manual present Strand 1 projects, which apply also for Strand 2 projects.

### *III. What to do in case of technical problems?*

The EACEA Mobility Tool has been designed for use with Microsoft's Internet Explorer. The minimum required version of Internet Explorer is IE7. If using other web browser software such as Mozilla Firefox or Google Chrome, users may find that some functions of the tool are not supported.

In case of problems with the EMT or with the content of these instructions, please contact the individual contact persons in charge of your programme, in the Erasmus Mundus Team. As always when contacting the Agency, indicate your consortium/partnership number at the beginning of your message.

## **1.1. How to log in**

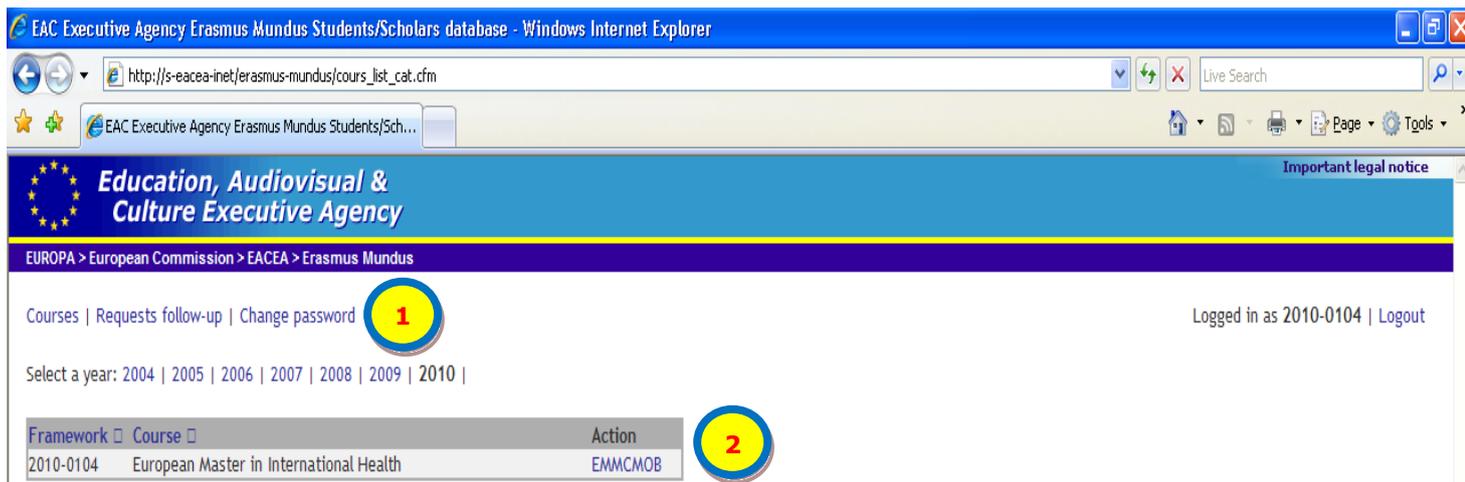
To get connected to the EACEA Mobility Tool (EMT), use the following LINK:

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

Use the **USERNAME** and **PASSWORD** provided to you by the Agency.

## **1.2. How to access the project data**

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



**Screen shot 1**

On the top of the page (Ref. 1), there are 4 options that will be displayed throughout your navigation. These options allow you to:

- |                           |  |
|---------------------------|--|
| <i>Courses</i>            | manage and switch between the different years of your project (if applicable).   |
| <i>Requests follow-up</i> | view the status of the changes, if any, that you have requested to the EACEA (the request functionality is explained in this manual under section <a href="#">B.2.2</a> for Action 1 and <a href="#">C.2.1</a> for Action 2) |
| <i>Change password</i>    | change your password   |
| <i>Logout</i>             | end your database session  |

When clicking on the title of your project (Ref. 2), you will reach an overview page where some general information is presented in the following consecutive blocks (see screen shot 2 below):

- Agreement number, title of the project, name of the coordinating institution and duration of the projects in months.
- Data referring to the application year of the project, mobility start and end date, eligibility start and end date (Ref. 3). The fields identified as "Mobility start" and "Mobility end" have to be entered either manually in the given entry fields or using the calendar option at your disposal. Then, click on "save dates". "Eligibility start" and "Eligibility end" correspond to the duration of the agreement. These dates cannot be modified by coordinators.

EMMCMOB

Projects | Requests follow-up | Change password Logged in as 2010-0136 | Logout

Agreement Nbr	Title	Coordinating institution	Project duration
2010-0136	European Master in Distributed Computing	KTH ROYAL INSTITUTE OF TECHNOLOGY	60

Application Year	Mobility start (D/M/Y)	Mobility end (D/M/Y)	Eligibility start	Eligibility end	Save dates
2010	01/09/2010	31/08/2012	01/08/2010	30/11/2012	<b>3</b>

Country	Consortium partners (show/hide)	Status

Coordinator (show/hide)	Telephone	Email

Contractor (show/hide)	Telephone	Email

Student

Main List [+] | Reserve List [+] | Non-selected List [+] | Drop-out List [+] | Non-Scholarship holders [+] | Cancelled applications [+]

Category	Persons/Qta	Add to a list
Category A scholarships	10 / 11	Category is closed.
Western Balkans and Turkey Window	1 / 2	Category is closed.
Category B scholarships	2 / 8	Category is closed.

Scholar

Main List [+] | Reserve List [+] | Cancelled applications [+]

Category	Persons/Qta	Add to a list
From European Institutions	0 / 0	Category is closed.
From non European Institutions	0 / 19	Add to selected category

<b>5</b>	Lock and Submit	Progress report	Final report
----------	-----------------	-----------------	--------------

Screen shot 2

### 👉 Action 1

"Mobility start" and "Mobility end" dates correspond to the start and finish dates of the Masters Course/Joint Doctorate Programme, i.e. from the date of students'/candidates' enrolment to the date of the degree award ceremony, or at least to the date of **the last obligatory activities**, such as thesis defence. Remember that the maximum **funding** period for an EMMC is 24 months and for an EMJD is 36 months. Maximum **duration** period for an EMJD is however 48 months. In case the start and end dates differ from one partner institution to another, it is recommended to indicate the earliest start date and the latest end date possible, within the identified eligibility period of your project. (If the total EMJD duration exceeds the maximum funding period of 36 months, make sure you inform your candidates on the way the consortium intends to cover their costs during the period not covered by the EM fellowship.)

### 👉 Action 2

"Mobility start" and "Mobility end" dates correspond to the start date of the first mobility and end date of the last mobility.



When entering these dates, be careful! They are used by the tool as control reference when adding a mobility period for a scholarship holder (consult section [B.2.1](#) for Action 1 and [C.2.2](#) of this manual). For example, if you enter 01/09/2012 as mobility start date, no individual mobility can later be introduced with a starting date earlier than 01/09/2012.

**If "Mobility start" and "Mobility end" dates are not filled in, any individual mobility can be encoded.**

- Data referring to the consortium/partnership. By clicking on the "show/hide" hyperlink the following information appears: country code, title and status of the partners (CON for coordinating institution, PAR for partner and PA-ASC for associated partner).
- Data referring to the coordinator. By clicking on the "show/hide" hyperlink the following information appears; name, address, phone number and e-mail address.
- Data referring to the contractor, i.e. the legal representative of the coordinating institution. By clicking on the "show/hide" hyperlink the following information appears; name, address, phone number and e-mail address.

**We recommend that you check these details and inform the EACEA of any errors identified.**

- The next blocks are linked to the use of the tool for the selection of students/ scholars/ candidates/ staff (Ref. 4). For each of the scholarships types available, the following data is shown:
  - Column "Persons/Quota" indicates the number of individuals already registered compared to the maximum quota of people that can be registered (in the example presented in screen shot 2: 10 students out of the maximum quota of 11 have been registered for the Category A scholarships);
  - Column "Add to a list" provides 3 possibilities:
    - Hyperlink "**Add to selected category**" in green, allowing you to add directly a candidate to the category concerned. This hyperlink is only displayed if a) the quota is not filled and b) the submission phase is not yet over.
    - Information "Category is closed" is shown in pink when the quota has not yet been filled but the submission phase is over, so no more students/fellows can be registered.
    - Information "Quota is full" is shown in pink when the maximum number of individuals have been registered, even if the submission phase is not yet over.

Due to the specificities of each Action of the EM Programme, the encoding of individuals data will be treated in separate chapters (For Action 1, see section [B.1.3](#) and for Action 2, see section C.1.2).

- The last block is at the very end of the page. Here you will find the following three hyperlinks (Ref. 5): "Lock and Submit", "Progress Report" and "Final Report".

The hyperlink "Lock and Submit" must only be used at the end of the submission process, **after all the relevant student/doctoral candidates/scholars and staff data have been filled in and checked.**

When clicking on "Lock and Submit", you will reach the page as displayed in screen shot 3 below. In order to lock and submit a list, you must tick all the boxes referring to the concerned lists and its corresponding "Submission" phase. **Only after this action has been carried out should the mobility lists be printed and sent to the EACEA in accordance with the specific instructions given per Action.**

<input type="checkbox"/>	Scholar	Main List	From European Institutions	0	0	Pre-Submission	28/02/2011	
<input type="checkbox"/>	Scholar	Main List	From European Institutions	0	0	Submission	28/02/2011	
<input type="checkbox"/>	Scholar	Main List	From non European Institutions	0	19	Pre-Submission	31/10/2013	
<input type="checkbox"/>	Scholar	Main List	From non European Institutions	0	19	Submission	31/10/2013	
<input type="checkbox"/>	Scholar	Reserve List	From European Institutions	0	25	Pre-Submission	28/02/2011	
<input type="checkbox"/>	Scholar	Reserve List	From European Institutions	0	25	Submission	28/02/2011	
<input type="checkbox"/>	Scholar	Reserve List	From non European Institutions	0	30	Submission	28/02/2011	
<input type="checkbox"/>	Scholar	Reserve List	From non European Institutions	0	30	Pre-Submission	28/02/2011	
<input type="checkbox"/>	Scholar	Cancelled applications	From European Institutions	0	25	Pre-Submission	28/02/2011	
<input type="checkbox"/>	Scholar	Cancelled applications	From European Institutions	0	25	Submission	28/02/2011	
<input type="checkbox"/>	Scholar	Cancelled applications	From non European Institutions	0	30	Submission	28/02/2011	
<input type="checkbox"/>	Scholar	Cancelled applications	From non European Institutions	0	30	Pre-Submission	28/02/2011	
	Student	Main List	Category A scholarships	9	9	Pre-Submission	28/02/2011	List locked and submitted on 23/02/2011
	Student	Main List	Category A scholarships	9	9	Submission	28/02/2011	List locked and submitted on 23/02/2011
	Student	Main List	Category B scholarships	8	8	Submission	28/02/2011	List locked and submitted on 23/02/2011
	Student	Main List	Western Balkans and Turkey Window	1	1	Pre-Submission	28/02/2011	List locked and submitted on 23/02/2011
	Student	Main List	Western Balkans and Turkey Window	1	1	Submission	28/02/2011	List locked and submitted on 23/02/2011
	Student	Reserve List	Category A scholarships	27	200	Pre-Submission	28/02/2011	List locked and submitted on 23/02/2011
	Student	Reserve List	Category A scholarships	27	200	Submission	28/02/2011	List locked and submitted on 23/02/2011
	Student	Reserve List	Category B scholarships	2	200	Submission	28/02/2011	List locked and submitted on 23/02/2011

Screen shot 3



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

The other two hyperlinks, "Progress Report" and "Final Report" should be used to produce the outputs to be annexed to the relevant report. For a 2<sup>nd</sup> pre-financing request, use the same hyperlink as for "Progress Report".

These three hyperlinks, and when they need to be used, are further explained under the relevant chapters per Action.

If you are an EM Action 1 coordinator, please keep on reading. **If you are an EM Action 2 coordinator, or an Intra-ACP coordinator kindly refer to section C, and onwards.**

## B. ACTION 1

---

### 1. APPLICATION FOR EM STUDENT SCHOLARSHIPS/ DOCTORAL CANDIDATE FELLOWSHIPS (SUBMISSION PHASE).

#### 1.1 Description of the different students' lists/doctoral candidates' lists

Next to each of the lists you have a sign (+) which is a hyperlink that allows you to display the details of each list and to manage (i.e. include, edit, replace, move or delete) proposed candidates within the different lists (see screen shot 2).

Six types of lists are available for students and doctoral candidates (only four available for scholars):

- The **Main list**; contains the students/candidates/scholars proposed for an EM student scholarship/ doctoral candidate fellowship;
- The **Reserve list**; indicates all students/candidates/scholars who fulfil the consortium's application and selection criteria but who could not be included in the main list due to the limited number of scholarships/fellowships available;
- The **Non-selected list** (not applicable to scholars); indicates all the other candidates who did not fulfil neither the consortium's application and/or selection criteria, nor fulfilled the EM who were considered as ineligible.

The following 3 lists will have to be used at a later stage (at the beginning and/or during the implementation phase):

- The **Non-scholarship holders list** (not applicable to scholars); indicates students/candidates who are enrolled in the programme but are not Erasmus Mundus scholarship/fellowship holders, i.e. self-paying students or students with scholarships **other** than the EM grant. If an EM Reserve list student/candidate decides to enrol in the programme without the EM grant, remember to have this person moved to Non-Scholarship holders list when the programme has started. Do not create a second registration for this person so that he/she appears on two lists.
- The **Cancelled applications list**; indicates students/candidates/scholars who initially were selected on the main or reserve list but, **before the start date** of the Programme, cancelled their applications.
- Once the implementation phase has started, the **Drop-out list** becomes available. It lists those candidates who were selected on the main or reserve list but left the programme before graduating or who, **after the start date** of the programme, decided not to join the programme at all. This list is not available during the submission phase.

While the Main list includes both EM General Category **and** the Specific Window(s) Category(/ies) (e.g. the Western Balkans & Turkey, ENPI East, ENPI South), the Reserve, Non-selected and Drop-out lists consist of an EM General category only and includes also the students under the specific window(s).

Clicking on the (+) hyperlink next to the name of the list concerned, you will reach a screen similar to the one displayed in screen shot 4 below. The example shown here corresponds to the Main list of students for an EMMC. (Name of students and University of Origin have been deleted for privacy reasons).

[Back to Course](#)

Student

[Main List](#) | [Reserve List](#) | [Non-selected List](#) | [Drop-out List](#) | [Non-Scholarship holders](#) | [Cancelled applications](#) |

Framework Nbr	Title	Application Year
2006-0037	Master on Work, Organizational and Personal Psychology (WOP-P) (EMMC)	2010

Category A scholarships 10 / 10 - **Quota is reached**

[\(show/hide custom phase dates\)](#)

Family Name First Name	Gender	Nationality	University of origin	Resid.	Rank	View	Request EACEA	Modify	Report data	Mobility	Mobility bulk
	M	Brazil		Brazil	2	<a href="#">view</a>	<a href="#">request</a>	<a href="#">modify</a>	<a href="#">data</a>	<a href="#">mobility</a>	<input type="checkbox"/>
	F	Brazil		Brazil	3	<a href="#">view</a>	<a href="#">request</a>	<a href="#">modify</a>	<a href="#">data</a>	<a href="#">mobility</a>	<input type="checkbox"/>
	F	Colombia		Colombia	4	<a href="#">view</a>	<a href="#">request</a>	<a href="#">modify</a>	<a href="#">data</a>	<a href="#">mobility</a>	<input type="checkbox"/>

Western Balkans and Turkey Window 2 / 2 - **Quota is reached**

[\(show/hide custom phase dates\)](#)

Family Name First Name	Gender	Nationality	University of origin	Resid.	Rank	View	Request EACEA	Modify	Report data	Mobility	Mobility bulk
	F	Albania		Albania	7	<a href="#">view</a>	<a href="#">request</a>	<a href="#">modify</a>	<a href="#">data</a>	<a href="#">mobility</a>	<input type="checkbox"/>
	F	Serbia		Serbia	35	<a href="#">view</a>	<a href="#">request</a>	<a href="#">modify</a>	<a href="#">data</a>	<a href="#">mobility</a>	<input type="checkbox"/>

[all|none](#)

Category B scholarships 0 / 7 - [Add to this category](#)

[\(show/hide custom phase dates\)](#)

Export list
<input type="checkbox"/> Category A scholarships
<input type="checkbox"/> Category B scholarships
<input type="checkbox"/> Western Balkans and Turkey Window
<input type="button" value="PDF"/> <input type="button" value="Excel"/>

Screen shot 4

At the bottom of the page you have the possibility to export the list(s) to either a PDF or an Excel document. Simply tick the category you wish to export (one or more) and then click on "PDF" or "Excel". You need to use this functionality (in PDF) when sending your Scholarship/Fellowship Application form to the Agency. **The Main, Reserve and Non-selected Lists have to be printed, signed and attached to the paper application form and sent to the Agency.** This functionality is **not** to be used at time of report submission. (For information on the output to be used for reports, see section B.3).

## 1.2 Management of students'/candidates' lists

As displayed in screen shot 4, the details of the Main list for each of the categories available are the following (also applicable to scholars):

- The number of students/candidates registered as compared to the available quota; in the example presented in screen shot 4, 10 students out of 10 are registered in the Category A Scholarship category which means that the quota is reached and that it is not possible to add any more students/candidates to this specific category.

- Key details<sup>1</sup> on the students/candidates registered in the category; family name, first name, gender, nationality, university of origin, country of residence and ranking number.
- A variable number of active hyperlinks allowing you to view/modify the data of already registered students by clicking on:
  - **View:** A full view of the student/candidate selected with all the personal data related to him/her (see screen shot 6 for details).
  - **Request EACEA:** This option allows you to register a request for modifications to the data, or situation of the student selected, **that you cannot do yourself**, such as request to move an individual from one list to another. Requests are managed and authorized by the Agency. (See section B.2.2 for more information).
  - **Modify:** Possibility to modify (some of) the personal data of the student/candidate selected.
  - **Report Data:** Data associated with each student such as scholarship amount received and graduation date. (See section B.2.4 for more information). This data will be displayed in the report output.
  - **Mobility:** This option allows you to register and manage the individual mobility track(s) of the student. (See section B.2.1 for more information).
  - **Bulk mobility:** Instead of encoding identical mobilities one by one, this option allows you to introduce mass mobility flows once the button "Bulk Mobility" has been activated (button available below the name of last student of each category). The students foreseen to follow the same mobility track can be selected using the tick boxes.
- An active hyperlink text **Add to selected category** (see screen shot 4, Category B, hyperlink in green) allowing you to add a new student/candidate to the category concerned (see section B.1.3.) This hyperlink is only displayed if the quota has not been filled and/or the submission phase is not over.

### 1.3 Adding new students/scholars/candidates

In order to add a student/scholar/candidate to the main or reserve list you can use either the hyperlink **Add to this category** hyperlink (as displayed for Category B in the screen shot 4 above) or the hyperlink **Add to selected category** (as displayed for Scholars from non-European institutions in screen shot 2). As a result, a screen similar to the one displayed in screen shot 5 below will open (example shows EMMC student).

---

<sup>1</sup> For privacy reasons, some data has been hidden in the example screen shot

Course	EU4M - European Union Master's Course in Mechatronics and Micro-mechatronics Systems (EMMCMOB)
List	Main List
Category	Category B
Type of person	Student
Ranking	*
Family name	*
First name	*
Country (nationality)	*
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Year of birth	*
Special needs	<input type="checkbox"/>
Address	
Postal code	
City	
Country of residence	*
Phone	
Email	*
Life partner	<input type="checkbox"/>
Children	0
Institution delivering previous degree/ University of origin	*
Country of University of origin	*
First host institution	*
Arrival date	*
Departure date	
Comments	
	<input type="button" value="Reset"/> <input type="button" value="Add to the list"/>

Email	*
Life partner	<input type="checkbox"/>
Children	0
Institution delivering previous degree/ University of origin	*
Country of University of origin	*
First host institution	*
Arrival date	*
Departure date	
Comments	
	<input type="button" value="Reset"/> <input type="button" value="Add to the list"/>

Screen shot 5

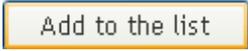
Fields displayed in pink in the above screen shot or identified with a \* in the table below, are mandatory.

Field	Description
Course	Automatically completed field corresponding to the name of the EMMC/EMJD Programme.
List	Automatically completed field corresponding to the type of list (Main or Reserve).
Category	Automatically completed field corresponding either to the Category A, Category B or the specific window.
Type of person	Automatically completed field corresponding to the type of person (student, scholar or doctoral candidate).
Ranking *	Enter the ranking number of the student/scholar/fellow. <b>The ranking of a student/scholar/fellow must be coherent with the Selection Grid</b> (part of your Scholarship/Fellowship application form). The ranking number of the reserve list should be <u>a continuation</u> of the numbering of the main list, i.e. the top-ranked reserve candidate should not be ranked number 1 but number 11 if there are 10 people on the Main List.
Family name *	Enter the family name of the student/candidate/scholar.
First name *	Enter the first name of the student/candidate/scholar.
Country (nationality) *	Select the appropriate nationality from the dropdown menu.
Gender *	Select appropriately
Year of birth *	Specify full year (4 digits)
Special needs	Select, if relevant. (A short description of the needs concerned has to be provided in an annex to your Scholarship/Fellowship application form.)
Address	Enter the appropriate information if available (no specific distribution of data on the two lines required)
Postal code	Enter the appropriate information
City	Enter the appropriate information
Country of residence *	Select the appropriate country of residence from the dropdown menu
Phone	Phone contact(s) in the home country and/or in host country (mobile or fixed phone)
E-mail *	Enter the appropriate information
Life partner	Enter the appropriate information if relevant
Children	Select, if relevant, the number of children from the dropdown menu
Institution delivering previous degree/University of origin *	Specify the name and city of the institution(s) delivering the previous degree. For scholars, please specify the employment institution.
Country of University of Origin*	Select the appropriate country of the institution delivering the previous degree (for scholars, select the country of the employment institution) from the dropdown menu
First Host institution *	From the list of institutions participating in the Masters Course/Joint Doctorate Programme, select the institution the student/candidate/scholar

Field	Description
	concerned will first visit. The information encoded here will automatically be copied to the section where the individual mobilities are available (hyperlink "mobility") as basis for the first mobility (see section 2.1) This is only mandatory in the main list but <b>highly recommended</b> for individuals also on the reserve list since, if you ask to promote one or more students to the main list, that movement between lists cannot be processed without any specification on the first host institution for the person on the reserve list.
Arrival date *	Enter the date when the student/scholar/candidate is expected to start the programme. This date will automatically be copied to the section where the individual mobilities are available (hyperlink "mobility") as basis of the first mobility (see section 2.1). This is only mandatory in the main list but <b>highly recommended</b> for individuals also on the reserve list. If you are unsure of the actual arrival date, encode the start date of the programme.
Departure date	Enter the date when the student/scholar/candidate is foreseen to finalize the programme.
Comments	Free text field for comments, if necessary. In the case of disabled students please briefly explain the special needs of the students and justify the extra costs involved.

**For the Erasmus Mundus Joint Doctorate programmes, 3 other fields are also displayed:**

<b>Laboratory based</b>	Select if your Programme is laboratory based
<b>Employment contract</b>	Select if the candidate will be given an employment contract
<b>Research topic*</b>	Provide a short text describing the research topic (max 250 characters)

When all the data has been appropriately filled in, click on the tab  at the bottom of the screen to add the student/doctoral candidate to the database. Subsequently, you will come back to the screen indicated in section B.1. (Screen shot 4) and you will have the possibility to add a new entry.

Clicking on the tab  will clear all the fields and no data will be recorded in the database.

## 1.4 Non-selected students'/candidates' lists

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

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

Course	Master on Work, Organizational and Personal Psychology (WOP-P) (Edition 2010)
List	Non-selected List
Type of person	Student
Category	Category B
Country (nationality)	<input type="text" value=""/>
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Number	<input type="text" value=""/>
<input type="button" value="Reset"/> <input type="button" value="add entry to course"/>	

Screen shot 6

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

Category B 6 / 500 - [Add to this category](#)

[\(show/hide custom phase dates\)](#)

Nationality	Gender	Number	Modify	Delete
Austria	M	2	<a href="#">modify</a>	<a href="#">delete</a>
Belgium	F	4	<a href="#">modify</a>	<a href="#">delete</a>

Screen shot 7



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

## 1.5 Selection of Scholars

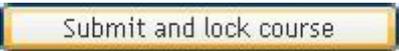
The screens and operations for the management of scholars are basically the same as they are for students. The only difference is that, for scholars, there are two "categories" as from the 2010 editions:

**From European Institutions;** if the consortium includes third country partners, scholarships can be awarded to scholars **enrolled** in a European HEI (independently from their nationality), acting as a full partner institution, for the purpose of contributing to the joint programme within this/these third country partner(s). (See EM Programme Guide, section 4.2)

**From non-European Institutions;** scholars **enrolled** in any third country HEI (nationality of the scholar is not decisive), for the purpose of contributing to the joint programme within the European partner institution(s). (See EM Programme Guide, section 4.2)

In contrast to the students, new scholars can be encoded by the consortia in the EACEA Mobility Tool throughout the entire duration of the respective programme and until the end of the concerned Specific Grant Agreement, i.e. not only during the submission phase but also during the implementation phase.

## 1.6 Submitting and Locking the Course

By clicking on the tab  that appears at the bottom of the general view of the project, you will launch a process that will immediately send your

application data to the Agency and will lock the course, avoiding further data manipulation. As you can see in Screen shot 4, it is possible to obtain a list of students selected for a scholarship (or in reserve) in a PDF format. **The course should be locked first, before printing the lists, signing them and sending the originals to the Agency.** If the exported list in pdf carries the text *"Please note that this data has not been validated yet"*, you know that the lists still need to be locked (validated) before printing. The printout in PDF format should include a "marker" identifying the exact date and time when the course has been locked after the submission.

**The Main, Reserve and Non-selected List have to be printed, signed, attached to the paper application form and sent to the Agency in PDF format when submitting your Scholar/Fellowship Application Form.**

Please note that after the Selection phase has been completed at the Agency, access to the course edition will be granted again in Implementation phase and this includes new functionalities allowing you to manage the financial data and individual mobility flows of each student/scholar/doctoral candidate (dates, universities visited, type of tasks performed, etc.).

## 2. MANAGING STUDENTS'/SCHOLARS/DOCTORATE CANDIDATES' DATA AFTER THE SUBMISSION PHASE (IMPLEMENTATION PHASE)

### 2.1 Mobility management

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

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

Mobility - Activity history for TEST Test Test

Start date (DMY)	End date (DMY)	University	Activity	ECTS acquired	Modify	Delete
01/08/2012		UNIVERSITY OF COPENHAGEN			<a href="#">modify</a>	<a href="#">delete</a>

Add a new mobility entry:

Start date	<input type="text" value=""/>	 (mandatory format for all date fields dd/mm/yyyy)
End date	<input type="text" value=""/>	
ECTS acquired	<input type="text" value=""/>	
University	<input type="text" value=""/> 	
Activity	<input type="checkbox"/> Study <input type="checkbox"/> Thesis <input type="checkbox"/> Lab work <input type="checkbox"/> Project <input type="checkbox"/> Research <input type="checkbox"/> Dissertation <input type="checkbox"/> Not defined <input type="checkbox"/> Internship <input type="checkbox"/> Other	
<input type="button" value="Add new mobility"/>		

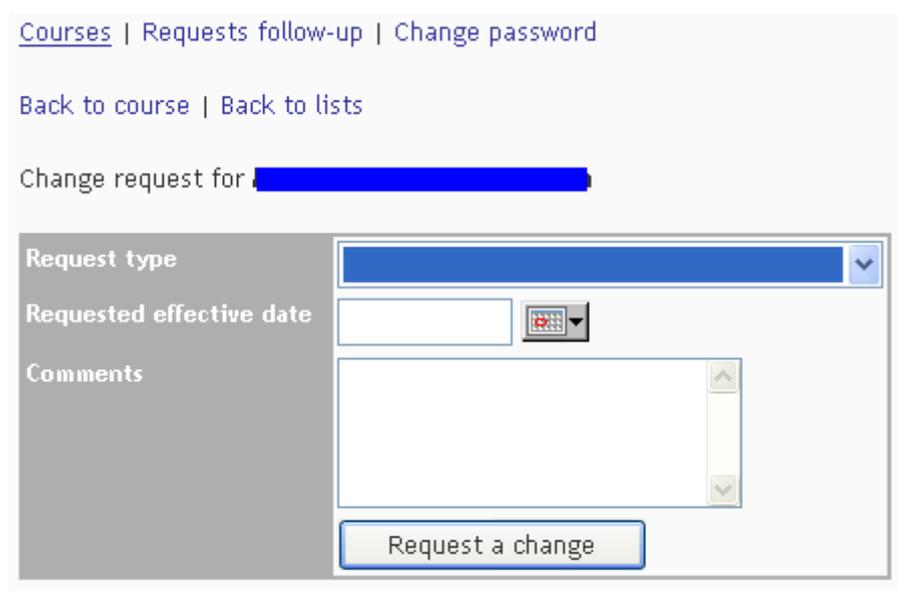
Screen shot 8

The first host institution and arrival date that was encoded under "view" when first registering a student/scholar/candidate on Main List will appear under "mobility" as first mobility to be undertaken by this person. Click on "modify" to the right in order to complete the missing information regarding "end date", "activity" and " ECTS acquired". This screen

allows you to introduce additional mobilities (click on "Add New Mobility") and, for each student, encode the participating institution(s) visited, the start and end date of the stay, the number of ECTS acquired (this field is not applicable to scholars and doctoral candidates) and the type of activity carried out (you can choose more than one activity if needed).

## 2.2 Requesting a change

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



The screenshot shows a web interface for requesting a change. At the top, there are navigation links: "Courses", "Requests follow-up", and "Change password". Below these are "Back to course" and "Back to lists" links. The main heading is "Change request for" followed by a redacted name. The form itself has a grey sidebar on the left with labels for "Request type", "Requested effective date", and "Comments". The "Request type" is a dropdown menu, "Requested effective date" is a text input with a calendar icon, and "Comments" is a large text area. A "Request a change" button is at the bottom of the form.

Screen shot 9

The types of request available depend both on the type of list in which the student is placed and on the phase that your project is in. **For students/scholars/doctorate candidates on the main list:**

- **Move to drop-out list;** Use this type of request when a student/scholar/doctorate candidate, for whatever reason, leaves the programme before finishing it. The person concerned will be placed in a special list called "Drop-out list" for reporting purposes. Then, you must record the date on which the change becomes effective in the field "Requested effective date" and use the comment field to state generally the reason for the student/candidate leaving the programme (for example "*student drop-out due to personal reasons*"). As indicated in the Administrative and Financial Handbook", the Agency should be notified of any drop-outs shortly after the student/candidate/scholar has notified the consortium of his/her departure.
- **Move to cancelled applications list;** Idem as above but **before the start date** of the course.

**For students/scholars/doctorate candidates on the reserve list:**

- **Promote from reserve to main list** (due to cancelled application/drop-out); Use this type of request in order to promote someone from the reserve to the main list to substitute another student/scholar/doctorate candidate who left the programme (see

point above: "move to drop-out list"). In your request, always indicate the **First Host Institution** and **Arrival Date** of the promoted individual as these are obligatory fields in order to execute the promotion (see section 1.3).

- **Move to cancelled applications list;** Applicable when student/scholar/doctorate candidate on the reserve list refuses promotion to the main list or decides to cancel his/her application for any reason.
- **Move to Non-scholarship holders list;** Use this type of request to indicate to the system that a person initially placed on the Reserve List is following the EMMC/EMJD without the EM scholarship. You can indicate in the "Comments" field the type and origin of a possible non-EM scholarship, if any, that he/she is receiving. This is particularly important if the person is receiving EU funding other than the EM grant.

**For students/doctorate candidates** (not applicable to scholars) **on the Non-Scholarship holder list:**

- **Promote to Main List** (due to drop outs); Use this type of request in order to promote someone to substitute another student/doctorate candidate who has left the programme. **Only applicants who were initially selected for the EM Reserve list** but who decided to enrol in the programme without the EM grant (hence, being moved from Reserve list to Non-Scholarship holder list), **can be considered for Promotion to Main List**. A student who never applied for the EM grant, nor was never put on the Reserve List, cannot be awarded with the EM grant.
- **Move to drop-out list;** Use this type of request when a student/doctorate candidate leaves the programme before finishing it.
- **Move to cancelled applications list;** Idem as above but **before the start date** of the course.

**For all students/scholars/doctorate candidates:**

- **Update student data;** Once the edition of the programme is running, i.e. the implementation phase has started, you do not have the access to change **all** personal data of the student/scholar/doctorate candidate but only some (see section B.1.3 and screen shot 6). For changes to data that you cannot modify yourself, a requested using request type "Update student data" needs to be registered. Enter the date on which the change becomes effective in the field "Requested effective date" and use the comment field to briefly explain the change you are requesting (for instance: "*Spelling mistake. His name is López instead of Lopes*"). Please note that no requests of this type should be registered for data **that the coordinators can update and change themselves**.

**Movements between Category A, Category B and/or the window(s) are not allowed** If you have encoded a person under the wrong category, the first encoding needs to be deleted and the information encoded again under the correct category.

## 2.3 Follow-up of a change request

The hyperlink "Requests follow-up", located on the top left of the page (see screen shot 1) allows you to monitor the situation of the changes requested, their status (approved or rejected) and, in some cases, the reasons of the decision and action taken by the Agency. **Please note that the Agency has to authorize and accept any modifications related to the lists as submitted in the scholarship/fellowship application form.** This is particularly important when promoting someone from reserve list to main list. **No formal notification to the student/scholar/doctorate candidate should be made until the promotion request has been accepted by the Agency.**

## 2.4 Reporting Data

When you click on the hyperlink "data" associated with a student/scholar/candidate placed on the main list, the following screen will appear:

The screenshot shows a web form titled "Add Financial report data for". The form is divided into several sections:

- Number of scholarships payments received :** A text input field.
- Amount received :** A text input field.
- Graduation date :** A date picker field.
- Name of Degree(s) obtained :** A text input field.
- Type of degree :** A list of checkboxes with the following options:
  - Joint Degree
  - Double/multiple degree
  - Diploma supplement
  - Joint Degree with national Diploma Supplement
  - Double/multiple degree with national Diploma Supplement
  - Joint Degree with Joint Diploma Supplement
  - Double/multiple degree with Joint Diploma Supplement
  - Other

At the bottom of the form, there is a button labeled "Add data".

Screen shot 10

This screen allows you to introduce, for each student, the financial data needed for the submission of **any** reporting output:

- **Number of Scholarships payments received;** numerical data (for example 20).
- **Amount Received** (in Euros); total amount that the student has benefited from (for example 42000, without commas or dots). Remember to encode, not only the monthly payments, but also amounts corresponding to participation cost, travel and installation etc, meaning all parts of the scholarship from which the student has benefited.
- **Graduation date;** date when the student received the diploma.
- **Name of Degree(s) obtained;** enter the official name of the degree (for example, Master's Degree in Intercultural Communication)
- **Type of degree(s) obtained** (not applicable to EMJD); tick appropriately (or a combination of possibilities) but note that the minimum eligible degree under the Erasmus Mundus programme is **double degree**.
- **Title of the research project/thesis (only applicable to EMJD);** enter the title.
- **Gross monthly salary;** enter the gross monthly salary **as paid to the candidate** (any relevant charges and taxes attached to the employment contract should be deducted from the initial 2800€ in order to reach the gross monthly salary **as paid to the candidate**).
- **Net monthly salary (only applicable to EMJD);** enter the net monthly salary that remains for the candidate after all national taxes and fees are paid. If the exact amount is not known, enter the approximate amount.

Click on the button "**Add data**" in order to save the information.

## 3. REPORT OUTPUT

Three kinds of output can be obtained from the tool:

### Export to Pdf (used for student/fellow selection):

An EACEA Mobility Tool output is to be annexed to your Scholarship/Fellowship Application form. The Main, Reserve (using the "Export to Pdf" function) and Non-selected Lists (print it as an internet page) have to be printed, signed and attached to the paper application form as explained in section B.1.6. This output is **not** to be used as annex to the reports but only during the student/candidate selection (the content of the output is different).

### Progress Report (used for reporting to the Agency):

An EACEA Mobility Tool output is to be annexed to the Progress Report which is due at the date mentioned in your specific agreement (see article 5 of your Specific Agreement). **This link is also to be used when submitting a Request for Second Pre-Financing.** You can find this report link at the bottom of screen shot 11. **A Pdf file of the non-scholarship holder list must also be attached to the report.** Enter into the non-scholarship holder list via the (+) hyperlink and tick the relevant category you wish to export to pdf.

### Final Report (used for reporting to the Agency):

An EACEA Mobility Tool output is to be annexed to the Final Report which is due two months after the end of the eligibility period (see article 5 of your Specific Agreement). You can find this link at the bottom of the screen displayed below. (See screen shot 11). **A Pdf file of the non-scholarship holder list must also be attached to the report.** Enter into the non-scholarship holder list via the (+) hyperlink and tick the relevant category you wish to export to pdf.

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

The screenshot shows the EMMCMOB web interface. At the top, there is a navigation bar with 'EMMCMOB' and links for 'Projects', 'Requests follow-up', and 'Change password'. The user is logged in as '2010-0136'. Below this, a table displays project information:

Agreement Nbr	Title	Coordinating institution	Project duration
2010-0136	European Master in Distributed Computing	KTH ROYAL INSTITUTE OF TECHNOLOGY	60

Below the project table, there is a section for dates:

Application Year	Mobility start (D/M/Y)	Mobility end (D/M/Y)	Eligibility start	Eligibility end	Save dates
2010	01/09/2010	31/08/2012	01/08/2010	30/11/2012	<input type="button" value="Save dates"/>

Further down, there are sections for 'Country', 'Coordinator', and 'Contractor', each with a 'show/hide' link. Below these is a 'Student' section with links for 'Main List [+]', 'Reserve List [+]', 'Non-selected List [+]', 'Drop-out List [+]', 'Non-Scholarship holders [+]', and 'Cancelled applications [+]'.

At the bottom, there is a table for student categories:

Category	Persons/Qta	Add to a list
Category A scholarships	10 / 11	Category is closed.
Western Balkans and Turkey Window	1 / 2	Category is closed.
Category B scholarships	2 / 8	Category is closed.

Scholar  
 Main List [+] | Reserve List [+] | Cancelled applications [+]

Category	Persons/Qta	Add to a list
From European Institutions	0 / 0	Category is closed.
From non European Institutions	0 / 19	Add to selected category

Lock and Submit	Progress report	<b>5</b>	Final report
-----------------	-----------------	----------	--------------

**Screen shot 11**

In order to ensure that these outputs are correctly filled in please refer to section B.2.1 "Mobility Management" and section B.2.4 "Reporting Data" of this manual. Please read through the printed output and make sure that the **information is correct** and **there are no empty fields**. Keep in mind that any fields left intentionally empty in any of the report outputs must be explained and justified in the narrative part of the report.

The global total amount at the end of the report **must correspond to the expenditure as indicated in the financial table of the second pre-financing request/final report** (not applicable to Progress Report). The only difference in amount is the flat rate as the flat rate is not encoded in the EMT but is to be included in the financial table of the second pre-financing request/final report. These Report outputs must be sent to the Agency duly dated and signed by the coordinator of your EMMC/EMJD.

## C. ACTION 2

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### 1. DESCRIPTION OF THE DIFFERENT LISTS

Next to each of the lists you have a sign (+) which is a hyperlink that allows you to display the details of each list and to manage (i.e. include, edit, replace, move or delete) students and staff within the different lists (see screen shot 2 in section A.1.2).

The following types of lists are available for the different types of mobility and Target Groups:

- The *Main list* contains the students/staff proposed for an EM scholarship;
- The *Reserve list* indicates all students/staff who fulfil the partnership's application and selection criteria but who could not be included in the main list due to the limited number of scholarships available;
- The *Non-selected list* (not applicable to staff); indicates all the other candidates who did not fulfil the partnership's application and/or selection criteria, or who were considered as ineligible.
- The *Cancelled applications list* indicates students/staff that were selected on the main or reserve list but before the start date of the first individual mobility<sup>2</sup> cancelled their participation.
- When the first individual mobility has started, the *Drop-out list* is displayed. It lists candidates who were awarded a scholarship but left the project before, or after, the start of the first individual mobility or who decided not to join the project at all. If any mobility starts before the end of the submission phase, the Drop-out list will still only be displayed once the project has entered the implementation phase.

Clicking on the (+) hyperlink next to the name of the list concerned, you will reach a screen similar to the one displayed in screen shot 12 below. The example shown here corresponds to the Main list of master students (Names of students and University of Origin have been deleted for privacy reasons).

Master Students

[Main List](#) | [Reserve List](#) | [Non-selected List](#) | [Cancelled applications](#)

Agreement Nbr	Title	Application Year
		2010

Target Group 1 - 96 / 96 - Quota is reached

[\(show/hide cust](#)

Family Name First Name	Gender	Nationality	University of origin	Resid.	Rank	View	Request EACEA	Modify		Report data	Mobility	Mobility bulk
	M	Mozambique		Mozambique	1	<a href="#">view</a>	<a href="#">request</a>	<a href="#">modify</a>		<a href="#">data</a>	<a href="#">mobility</a>	<input type="checkbox"/>
	F	Trinidad & Tobago		Trinidad & Tobago	2	<a href="#">view</a>	<a href="#">request</a>	<a href="#">modify</a>		<a href="#">data</a>	<a href="#">mobility</a>	<input type="checkbox"/>

---

<sup>2</sup> For the mobility tool, the date indicated as "Mobility start" in the overview screen (see screen shot 1) is the start date of all the mobilities. For example, if you enter 01/09/2012 as mobility start date, the tool will consider the cancelled applications list valid until 31/08/2012 and activate the drop-out list as from 01/09/2012.



Target Group 3 = 6 / 6 - Quota is reached (show/hide cus)

Family Name First Name	Gender	Nationality	University of origin	Resid.	Rank	View	Request EACEA	Modify		Report data	Mobility	Mobility bulk
	F	Somalia		Somalia	1	view	request	modify		data	mobility	<input type="checkbox"/>
	M	Sierra Leone		Guinea	2	view	request	modify		data	mobility	<input type="checkbox"/>

Export list

Target Group 1

Target Group 2

Target Group 3

**Screen shot 12**

At the bottom of the page you have the possibility to export the list(s) to either a PDF or an Excel document. Simply tick the Target Groups you wish to export (one or more) and then click on "PDF" or "Excel". You need to use the functionality "Export to PDF" when sending the mobility lists to the EACEA. Main, Reserve and Non-selected Lists must be attached to your first progress report or 15 days before the first mobility starts. For other type of reports, use the relevant output as indicated in section [C.2.4 "Report Outputs"](#).

## 1.1. MAIN AND RESERVE LISTS

As displayed in screen shot 12, the details of the Main list for each of the type of mobility and Target Group are the following:

- The number of students/staff registered as compared to the available quota;
- Key details on the students/staff registered: family name, first name, gender, nationality, university of origin, country of residence and ranking number;
- A variable number of active hyperlinks allowing you to view/modify the data of already registered students by clicking on:
  - **View:** A full view of the student/staff selected with all the personal data related to him/her (see screen shot 13 for details).
  - **Request EACEA:** During the implementation phase, this option allows you to register a request for modifications to the data, or situation of the student selected, that you cannot do yourself. Requests are managed and authorized by the EACEA (See section [C.2.1](#) for more information).
  - **Modify:** Possibility to modify some of the personal data of the student/staff member selected.
  - **Report Data:** Data associated with each student such as total scholarship and scholarship amount received. (See section [C.2.3](#) for more information). This data will be displayed in the report output.
  - **Mobility:** This option allows you to register and manage the individual mobility track(s) of the student (see section [C.2.2](#) for more information).
  - **Bulk mobility:** Instead of encoding identical mobilities one by one, this option allows you to introduce mass mobility flows following that the button "Bulk Mobility" has been activated (button available below the name of last student of each category). The students foreseen to follow the same mobility track can be selected using the tick boxes.
- An active hyperlink **Add to selected category** (see screen shot 2 in section [A.1.2](#), cell highlighted in green) allowing you to add a new student/staff to the type and target group concerned (see section [C.1.2](#)). This hyperlink is only displayed if the quota has not been filled.

## 1.2 ADDING A STUDENT/STAFF MEMBER TO MAIN AND RESERVE LISTS (SUBMISSION PHASE)

In order to add a student/staff member to the main or reserve list you can use either the hyperlink **Add to this category** (as displayed in screen shot 4 in section B.1.1) or the hyperlink **Add to selected category** (as displayed in screen shot 2 in section A.1.2). As a result, a screen similar to the one displayed in screen shot 13 below will open.

Course	
List	Main List
Category	1st cohort-TG1
Type of person	Undergraduates
Ranking	
Family name	
First name	
Country (nationality)	
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Year of birth	
Special needs	<input type="checkbox"/>
Address	
Postal code	
City	
Country of residence	
Phone	
Email	
Life partner	<input type="checkbox"/>
Children	0
Institution delivering previous degree/ University of origin	
Country of University of origin	
Type of degree obtained	
Subject of study at university of origin	
First host institution	
Subject of study/training at host institution	
Arrival date	
Departure date	
Comments	
Status of vulnerable situation	
	<input type="button" value="Reset"/> <input type="button" value="Add to the list"/>

Subject Select university of origin	<input type="button" value="Subjects Code Search"/>	<input type="button" value="Select"/>
Subject Select host institution	<input type="button" value="Subjects Code Search"/>	<input type="button" value="Select"/>

Screen shot 13

Fields displayed in pink in the above figure or identified with a \* in the table below, are mandatory.

Field	Description
Course	Automatically completed field corresponding to the name of the project
List	Automatically completed field corresponding to the type of list (Main or Reserve)
Category	Automatically completed field corresponding to Target Group 1,2 or 3
Type of person	Automatically completed field corresponding to the type of mobility
Ranking *	Enter the ranking number of the student. <b>The ranking number must be coherent with the results of the selection procedure followed by the partnership and in accordance with the “Minimum requirements for selection procedure” document.</b> The ranking number of the reserve list should be <u>a continuation</u> of the numbering of the main list, i.e. the top-ranked reserve candidate should not be ranked number 1 but number 11 if there are 10 people on the Main List.
Family name *	Enter the family name of the student/staff member
First name *	Enter the first name of the student/staff member
Country (nationality) *	Select the appropriate nationality from the dropdown menu
Gender *	Select appropriately
Year of birth *	Specify full year (4 numbers)
Address	Enter the appropriate information if available (no specific distribution of data on the two lines required)
Postal code	Enter the appropriate information
City	Enter the appropriate information
Country of residence *	Select the appropriate country of residence from the dropdown menu
Phone	Phone contact(s) in the home country and/or in host country (mobile or fixed phone)
E-mail *	Enter the appropriate information
Life partner	Enter the appropriate information if relevant
Children	Select, if relevant, the number of children from the dropdown menu
Institution delivering previous degree/University of origin *	For Target Group 2, specify the name of the institution delivering the previous degree. For Target Group 1, the university of origin within the partnership
Country of University of Origin*	Select the appropriate country of the institution delivering the previous degree from the dropdown menu
Type of degree obtained	From the dropdown menu, select the appropriate degree previously obtained in order to have access to the level of study for which the individual has been selected (e.g. for a doctoral candidates choose master

Field	Description
	degree)
Subject of study at University of Origin	Use the "subject code search" at the bottom of the page to select the relevant subject of study. A pop-up window is displayed providing the list of subject of study. The relevant subject may be found by using the search functionality. Once found, click on it and confirm your selection using the tab "Select".
First Host institution *	From the list of institutions of the Partnership, select the institution where the student/staff member concerned will spend his/her mobility period. The information encoded here will automatically be copied to the section where the individual mobilities are available (hyperlink "mobility") as basis for the mobility data (see section <a href="#">2.2 Mobility</a> ). The first host institution is a mandatory field only in the main list but <b>highly recommended</b> for students/staff in the reserve list since, if you ask to promote one or more students to the main list, that movement between lists cannot be processed without any specification on the first host institution for the person on the reserve list.
Subject of study/training at Host Institution	Use the "subject code search" at the bottom of the page to select the relevant subject of study. A pop-up window is displayed providing the list of subject of study. The relevant subject may be found by using the search functionality. Once found, click on it and confirm your selection using the tab "Select".
Arrival date *	Enter the actual date when the student/staff member is expected to start the mobility. This date will automatically be copied to the section where the individual mobilities are available (hyperlink "mobility") as basis for the mobility data (see section <a href="#">2.2 Mobility</a> ).
Departure date	Enter the actual date when the student/staff member is foreseen to finalize the mobility.
Comments	Free text field for comments, if necessary.
Status of vulnerable situations	(Applicable only for Target Group 3). Indicate the relevant status in the dropdown menu and use the available comment box if you wish to add further details.

**For the doctoral candidates, 4 other fields are also displayed:**

<b>Laboratory based</b>	Select if the doctoral programme is laboratory based
<b>Employment contract</b>	Select if the candidate will be given an employment contract
<b>Gross monthly salary</b>	Specify, if applicable
<b>Research topic*</b>	Mandatory, provide a short text describing the research topic (max 250 characters)

When all the data has been appropriately filled in, click on the tab  at the bottom of the screen to add the student/staff member to the list. On completion, the database will return you to the previous screen (see screen shot 12) and you will have the possibility to add another new entry.

Clicking on the tab  will clear all the fields and no data will be recorded.

### 1.3 NON-SELECTED STUDENTS LIST

The data on this list is gathered for statistical purposes only. The objective is to obtain at the end of the selection process the total number of non-selected students distributed by nationality and gender. For this reason, in the screen displayed in screen shot 14 below, you can enter the total number of non-selected persons for each nationality and gender concerned.

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

[Courses](#) | [Requests follow-up](#) | [Change password](#)

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

Course	Master on Work, Organizational and Personal Psychology (WOP-P) (Edition 2010)
List	Non-selected List
Type of person	Student
Category	Category B
Country (nationality)	<input type="text"/>
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Number	<input type="text"/>
	<input type="button" value="Reset"/> <input type="button" value="add entry to course"/>

Screen shot 14

Once you have entered the data, you can modify it by clicking on the **Modify** hyperlink that appears on the summary of the list, as displayed in screen shot 15 below.

Category B 6 / 500 - [Add to this category](#)

[\(show/hide custom phase dates\)](#)

Nationality	Gender	Number	Modify	Delete
Austria	M	2	<a href="#">modify</a>	<a href="#">delete</a>
Belgium	F	4	<a href="#">modify</a>	<a href="#">delete</a>

Screen shot 15



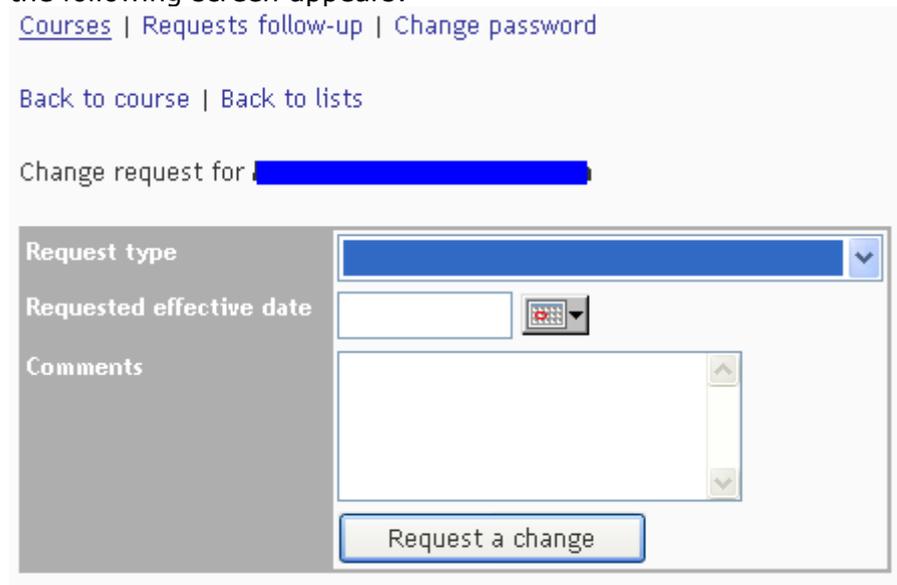
Modifications can be made to the number of students but not to the gender or the nationality.

## 2. MANAGING STUDENTS'/STAFF MEMBERS' DATA (IMPLEMENTATION PHASE)

### 2.1 Request a change to recorded data

When the submission phase is over and your project is in the implementation phase, you can submit requests to the Agency (see screen shot 12, Ref. 6) to have changes made that you can no longer make yourself. For example, updating personal data or changing the status of an individual (e.g. linked to drop-outs, promotions to the main list etc.). The "Request" hyperlink is not available during the submission phase as you have access to do

all changes yourself. Once you click on the request link associated with an individual person, the following screen appears:



[Courses](#) | [Requests follow-up](#) | [Change password](#)

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

Change request for XXXXXXXXXX

Request type	<input type="text"/>
Requested effective date	<input type="text"/> 
Comments	<input type="text"/>

Screen shot 16

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

☞ **For students/staff on the Main List:**

- **Move to drop-out list.** Use this type of request when a person, for whatever reason, withdraws before finishing his/her mobility period. In the field "Requested effective date" you must record the date on which the change becomes effective and use the comment field to state generally the reason for him/her leaving the project (for example "*student drop out due to personal reasons*").
- **Move to cancelled applications list.** Idem as above but **before the start date** of the first individual mobility.



Remember that after the date indicated as "Mobility start" in the overview screen (see screen shot 1) you can only request to move a candidate to the drop-out list and not to the cancelled applications list.

☞ **For students/staff on the Reserve List:**

- **Promote from reserve to main list** (due to cancelled application/drop-out). Use this type of request in order to promote someone from the reserve to the main list to substitute another student/staff member that left the project (see point above: "move to drop-out list"). In your request, always indicate the **First Host Institution** and **Arrival Date** of the promoted individual as these are obligatory fields in order to execute the promotion.
- **Move to cancelled applications list.** Student/staff member on the reserve list refuses promotion to the main list or decides to cancel the application for any reason.

☞ **For all students/staff**

- **Update student data.** Once the implementation phase has started, you do not have the possibility to change all the personal data of the student/staff. Some modifications must be requested via this menu using the request type "Update student data". Then, you must record the date on which the change becomes effective in the field "Requested effective date" and the changes you are requesting

(for instance: "Spelling mistake. His name is López instead of Lopes") in the field "Comments".

**No requests of this type should be registered for modifying the start/end dates of the individual mobility or the first host institution**, if the foreseen mobility (encoded under "view") is different from the actual mobility. You can modify this information on the section where the individual mobilities are available (hyperlink "mobility") (see section [2.2 Mobility](#))



Movements between lists of different person type/Target Groups are not allowed. Specific changes must be requested to the project contact person at the EACEA. The EACEA has to authorize and accept any modifications related to the lists as submitted at the moment of the first progress report.

In order to follow-up on the change request(s) introduced, the hyperlink "Requests follow-up", located on the top left of the project access screen (see screen shot 1, Ref 1) allows you to monitor the situation of the changes requested (approved or not) and, in some cases, the reasons of the decision and action taken by the EACEA.

## 2.2 Mobility

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

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

Mobility - Activity history for [redacted]

Start date (DMY)	End date (DMY)	University	Activity	ECTS acquired	Modify	Delete
01/08/2012		UNIVERSITY OF COPENHAGEN			<a href="#">modify</a>	<a href="#">delete</a>

Add a new mobility entry:

Start date	<input type="text"/>	
End date	<input type="text"/>	
Duration in months	<input type="text"/>	
ECTS acquired	<input type="text"/>	
University	<input type="text"/>	
Activity	<input type="checkbox"/> Study <input type="checkbox"/> Thesis <input type="checkbox"/> Internship <input type="checkbox"/> Research <input type="checkbox"/> Other <input type="checkbox"/> Project meeting	
<input type="button" value="Add new mobility"/>		

Screen shot 17

This screen allows you to introduce, for each student, the partner institutions visited, the start and end date of the stay, the duration of the stay, the number of ECTS acquired (field not applicable for doctoral candidates, post doctorate and staff), the university where the individual will stay and the type of activity carried out (you can choose more than one

activity, if necessary). The activity field is only applicable to Undergraduates and Doctorate Candidates.

As you can see in the screen shot 17, the first host institution and arrival date that was encoded under "view" when first registering a student/staff on Main List will appear under "mobility". Click on "modify" to the right in order to complete the missing information regarding "end date", "duration", "ECTS acquired" and "activity".

Add a new mobility entry, if additional mobility tracks are needed to be registered (i.e. in case of more than one mobility period or interruption). In this case, the system will automatically calculate the total duration for that mobility.

The "Duration in Months" field refers to the length of the mobility period spent abroad by the student/staff. It needs to be coherent with the start and end dates entered and it must be entered as the number of full months<sup>3</sup>. A warning message will alert you if the period reflected by the start and end dates does not correspond with the value entered in the "Duration in Months" field.



The value entered here will have an impact on the financial data to be registered under the "data" hyperlink (see section 2.3 below). This data will also appear on the report outputs produced via the tool.

Use the button "modify" when changes to the information already recorded are necessary. When modifying a mobility record, in order to activate the automatic calculation under the "data" hyperlink, it is necessary to confirm /modify the value indicated in the "participation costs" field. Check also if the financial information displayed are still relevant and correct.

## 2.3 Reporting Data

Once you click on the hyperlink "data", associated with a student/staff member placed on the main list, the following screen will appear:

---

<sup>3</sup> In case of portion of month, round the week(s) according to this principle: X + 2 weeks (15 days) is to be encoded as X month(s); X + more than 2 weeks (more than 15 days) is to be encoded as X + 1 month.

Add Financial report data for [redacted]

Number of scholarships payments received :	<input type="text"/>
Amount received :	<input type="text"/>
Type of degree :	<input type="checkbox"/> Joint Degree <input type="checkbox"/> Double/multiple degree <input type="checkbox"/> Diploma supplement <input type="checkbox"/> Joint Degree with national Diploma Supplement <input type="checkbox"/> Double/multiple degree with national Diploma Supplement <input type="checkbox"/> Joint Degree with Joint Diploma Supplement <input type="checkbox"/> Double/multiple degree with Joint Diploma Supplement <input type="checkbox"/> Other
Duration :	Total: <input type="text"/>
KM from home institution :	<input type="text"/>
Travel costs :	<input type="text"/>
Participation costs :	<input type="text"/>
Subsistence allowances	<input type="text"/>
Insurance :	<input type="text"/>
Total Scholarship :	<input type="text"/>

Screen shot 18

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

**Number of Scholarships payments received;** numerical data (for example 24).

**Amount Received<sup>4</sup>;** total amount in € that the student/staff has benefited from (for example 42000, without commas or dots), meaning all components of the scholarship from which the student/staff has benefitted. Hence, remember to encode, not only the monthly subsistence allowance payments, but also amounts corresponding to travel costs, participation costs (if applicable), insurance costs incurred at the moment of reporting.

**Type of degree(s) obtained;** (available only for students) tick appropriately (or a combination of the possibilities, if applicable).

**Duration;** pre-filled field in accordance with the mobility recorded under the "Mobility" hyperlink. On the basis of this value, some calculations will automatically appear in the "subsistence allowances", "insurance" and "total scholarship" fields.

**KM from home institution;** when adding the distance in kilometres, the **travel costs** are automatically calculated in the corresponding field.

**Travel costs;** automatically calculated field on the basis of the field "KM from home institution".

**Participation costs;** not applicable for a mobility period of less than 10 months. If it is the case, encode 0.

<sup>4</sup> The budget for EM Action 2 projects is calculated in terms of lump-sums per month. For this reason fractions per week in payments are not possible.

**Subsistence allowance;** automatically calculated field once the field "Duration" (under hyperlink "Mobility") has been completed.

**Insurance;** automatically calculated.

**Total scholarship;** is the amount in € which the student/staff should have received at the end of the mobility period, if the foreseen activities have been implemented. At the end of the mobility, the amount indicated under "amount received" and the one under "total scholarship" will coincide, calculated on the basis of lump-sum and unit costs.

Use the tab key to navigate between the fields. In order to save the information, click on the button "**Add data**".

If the mobility duration has been modified under the "mobility" hyperlink, the following screen will appear:

Add Financial report data for	
Number of scholarships payments received :	<input type="text" value="10.00"/>
Amount received :	<input type="text" value="14750.00"/>
Type of degree :	<input type="checkbox"/> Joint Degree <input type="checkbox"/> Double/multiple degree <input type="checkbox"/> Diploma supplement <input type="checkbox"/> Joint Degree with national Diploma Supplement <input type="checkbox"/> Double/multiple degree with national Diploma Supplement <input type="checkbox"/> Joint Degree with Joint Diploma Supplement <input type="checkbox"/> Double/multiple degree with Joint Diploma Supplement <input checked="" type="checkbox"/> Other
Duration :	Total: 10
KM from home institution :	<input type="text" value="1638.00"/>
Travel costs :	<input type="text" value="1000.00"/>
Participation costs :	<input type="text" value="3000.00"/>
Subsistence allowances	<input type="text"/>
Insurance :	<input type="text"/>
Total Scholarship :	<input type="text"/>
<input type="button" value="Add data"/>	

Screen shot 19

In order to activate the automatic calculation of subsistence allowances and insurance, it is necessary to confirm /modify the value indicated in the "participation costs" field. Check also if the financial information displayed are still relevant and correct. Use the tab key to navigate between the fields and "**Add data**" to save the modifications.



**No financial data can be introduced if the mobility information has not been previously encoded under the "mobility" hyperlink.**

## 2.4 Report Output

Four kinds of reports can be obtained from the tool, according to the relevant phase.

### ☛ Submission phase

Action requested: send to the EACEA the mobility lists before the first mobility starts or, at the latest, attached to the First Progress Report.

The partnership is proceeding with the selection of students/staff. At the end of the selection procedure, the partnership locks the list for which the selection has been finalised. The Main and Reserve lists have to be exported to Pdf through the "Export to Pdf" function and printed. The Non-selected list has to be printed as a normal webpage. Main, Reserve and Non-selected lists are to be signed by the coordinator and sent to the EACEA as an attachment to the report. To use the "Export to pdf" function, click on the **(+)** hyperlink next to the name of the list concerned. At the bottom of the page that will appear, you have the possibility to export the list(s) to either a PDF or an Excel document. Simply tick the Target Groups you wish to export (one or more) and then click on "PDF".

### ☛ Implementation phase

Action requested: reporting to the EACEA.

#### Progress Report

An EACEA Mobility Tool output is to be annexed to the Progress Report which is due by the date mentioned in your Grant Agreement (see article I.5 of the Agreement). In order to produce the output, click on the link available at the bottom of the project overview page, displayed just after log-in (see screen shot 20). This link is also to be used when submitting a Request for Second pre-financing.

Enter the mobility period and the financial data corresponding to each student/staff according to sections [2.2 Mobility](#) and [2.3 Reporting Data](#) of this manual. Print the output and attach it to the Report to be sent to the Agency, duly dated and signed by the partnership's coordinator.

#### Final Report:

Follow the same steps as explained above for the Progress Report and click on the appropriate link. The output is to be annexed to the Final Report which is due two months after the end of the eligibility period (see article I.5 of the Agreement).



Screen shot 20

Please read through the printed output and make sure that **the information is correct** and there are no empty fields. Keep in mind that any fields left intentionally empty in any of the report outputs or not correctly filled in according to the instruction received must be explained and justified in the narrative part of the report.

If you consider that some student/staff should not appear on the list because either the mobility has not started or there are no financial implications, then ensure that there are no mobility/financial data inserted. If yes, delete them.

The global total amount at the end of the report **must correspond to the expenditure as indicated in the financial statement attached to your report/second pre-financing request.**