



# Erasmus+

## Erasmus Mundus Design Measures (EMDM)

Grant Management, Monitoring and  
Reporting

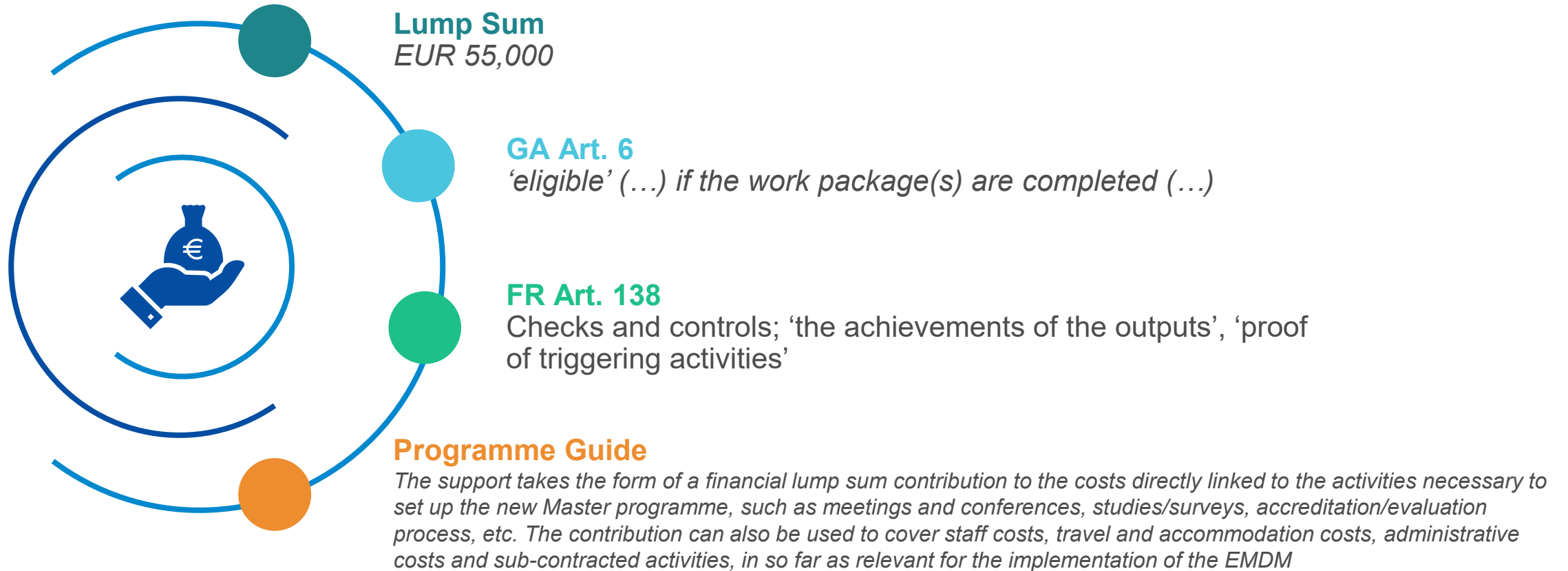
*21<sup>st</sup> November 2023*

*Coordinators' Kick-off meeting*

*European Education and Culture  
Executive Agency*

# Budget

## Annex 2 of the Grant Agreement



# Expected Outputs after 15 months

1

Joint **student admission** requirements & application, selection, monitoring, examination/performance, evaluation rules/procedures

2

Joint **programme design** and integrated teaching/training activities

3

Common **services offered to students** (e.g. language courses, visa support)

4

Joint **promotion** and awareness-raising strategy

5

Joint administrative and financial **management** by the consortium

6

A joint **degree policy**

7

A draft joint **partnership agreement**\* involving >3 HEIs from 3 different countries, of which >2 should be programme countries

8

A draft joint **Student Agreement**

9

Adhere to the **Standards for Quality Assurance** of Joint Programmes in the EHEA

\*This agreement is intended to cover all academic, operational, administrative and financial aspects related to the implementation of the Master programme

# Partnership Agreement

- Useful examples are available on the former [EACEA beneficiary space](#) for inspiration, not as mandatory elements
- Not to be commented by EACEA, **internal document** to the consortium
- They can include aspects such as general project management issues, mobility arrangements, financial arrangements, QA, dissemination, sustainability, etc.



It is encouraged to at least **launch any accreditation/evaluation process** before the end of the project, and explore the opportunities offered by the European Approach for Quality Assurance of Joint Programmes (if national legislation allows)

# Visual Identity

➤ **Art. 17.2** of your Grant Agreement

➤ **Visual Identity** – Programming period 2021-2027

➤ New guidance document at <https://op.europa.eu/s/vLFm>



**Co-funded by  
the European Union**

# Monitoring

## *Objectives & Role EACEA*

**1**

### **PROJECT LEVEL**



- Sound project management
- On track with initial objectives

**2**

### **PROGRAMME LEVEL**



- Project in line with EMDM policy objectives
- Compliance with EU rules

# FTOP Reporting



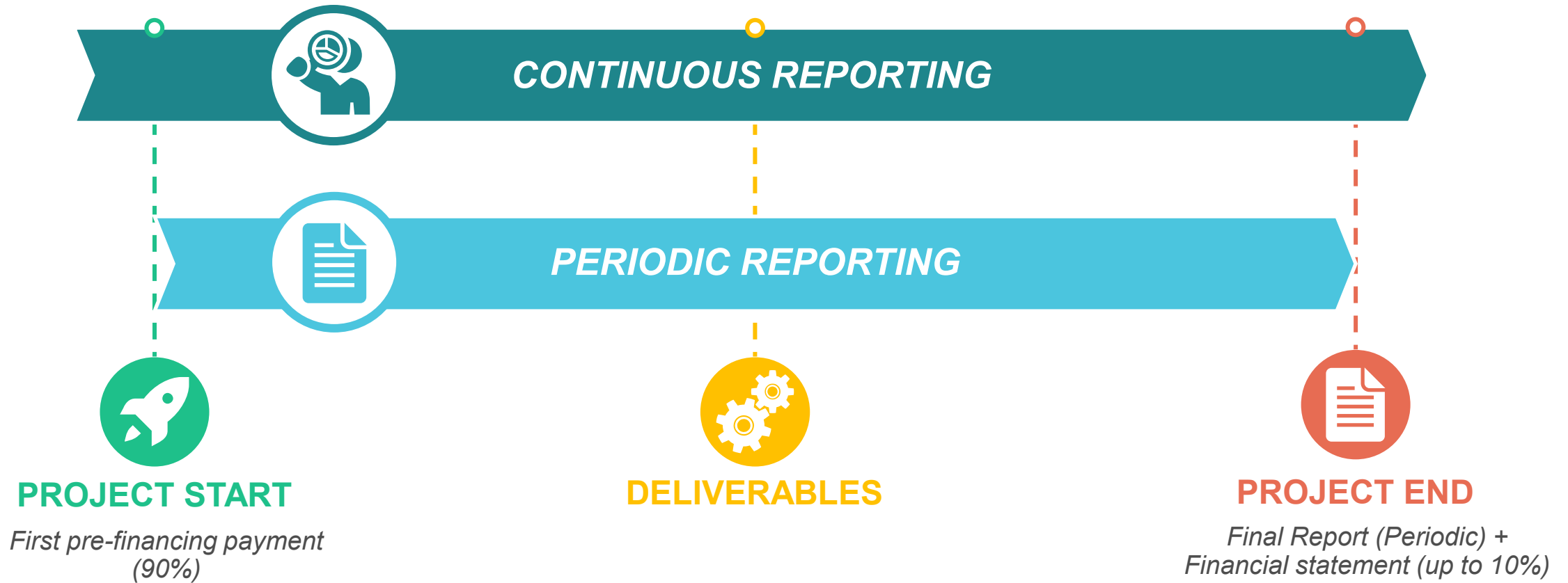
**Continuous Reporting & Monitoring**



**A fixed reporting period:  
Final Report**



# “Fixed” period of 15 months



# Continuous Reporting

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. The header includes the European Commission logo and a 'Help' dropdown menu. The user 'Bart COSYNS' is logged in. The main content area is titled 'MY PROJECT' and features a 'Launch new interaction with the EU' button. The project details on the left include:

- Call: ERASMUS-EDU-2021-EMJM-DESIGN
- Type of Action: ERASMUS-LS
- Acronym:
- Current Phase: Grant Management
- Number:
- Duration: 15 months
- GA based on the: ERASMUS+ Lump Sum Grants MGA — Mono/Multi - 1.null
- Start Date: 01 Feb 2022
- Estimated Project Cost: €0.00
- Requested EU Contribution: €55,000.00
- Contact: [Mette LEARIE](#)

Below the details are buttons for 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'. The main project area shows a 'Continuous Reporting' section with a progress bar starting on '01 Feb 2022' and a 'Completed' marker. A sub-section 'Continuous reporting data' is also visible. A sidebar on the right lists 'Process documents', 'Process communications', and 'Process history'.

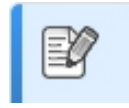
*Activated at project start*

# Continuous Reporting



## YELLOW BOX

A task is available to be carried out by the Consortium



## BLUE BOX

The Consortium has submitted information and wait the action of the EU (no available task for the Consortium)



## BLACK BOX

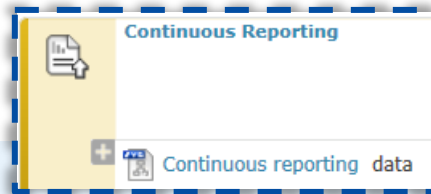
The process is finalised

*Each process box consists of different sections*

*Click on the hyperlink to encode the data*

*e.g. Grant Agreement Preparation, Amendment*

# Continuous Reporting



**SyGMA**  
System for Grant Management
Project Continuous Report

101128 ( ) ERASMUS-LS
Project Summary
Deliverables
Milestones
Critical Risks
Disseminat... activities
Communic... Activities
Events and Trainings
Financial support to 3rd parties

Call: ERASMUS-EDU-2023-EMJM-DESIGN  
Topic: ERASMUS-EDU-2023-EMJM-DESIGN

### Deliverables and Other Reports ?

▼ Add actual delivery dates (or new due date for late deliverables, together with an explanation for the delay). In the Comments, please indicate if the deliverable was achieved as planned or not.

The labels used mean:

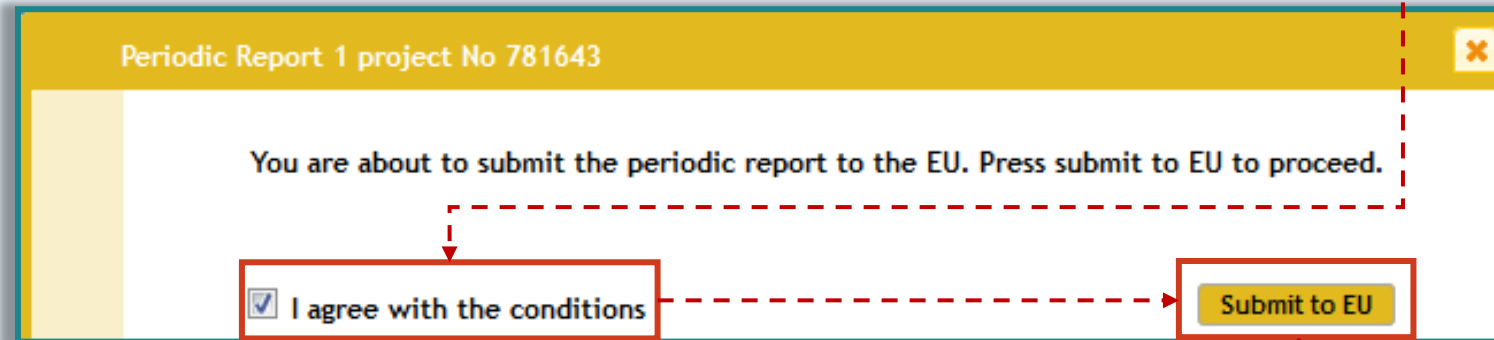
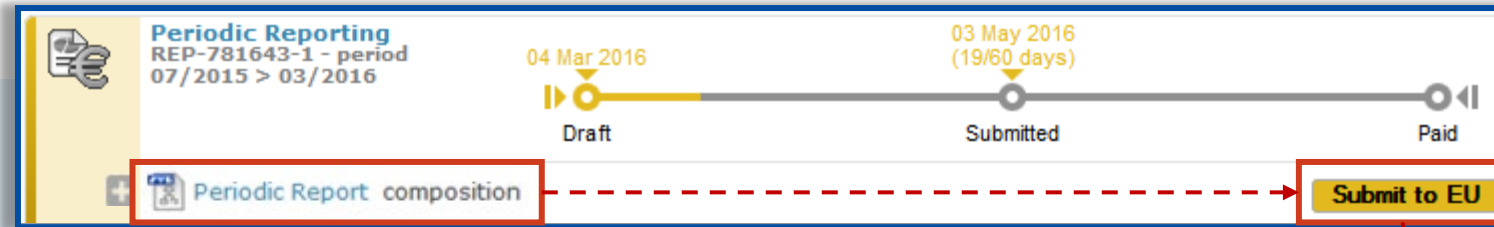
- Public – fully open
- Sensitive – limited under the conditions of the Grant Agreement
- EU classified – RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444. For items classified under other rules (e.g. national or international organization), please select the eq...

[Link to anti plagiarism tool](#)

[Show Filters](#) [Clear Filters](#)

Work Packa	Deliverabl	Deliverab	Deliverable Name	Description	Lead Be	Type	Disseminat	Due Date	New Due Date	Delivery Date
WP1	D1.1	D1	Project workplan and MoU	COO will present the plan of activities in the ...	VSSSV	R	SEN	31 Jan 2025		
WP1	D1.2	D2	Program description	The programme description must meet the standar...	VSSSV	R	SEN	31 Jan 2025		
WP1	D1.3	D4	Defined admission criteria	Regulations on the application, selection and a...	VSSSV	R	SEN	31 Jan 2025		
WP1	D1.4	D3	Curriculum designed	Formulated learning outcomes and designing cour...	VSSSV	R	SEN	31 Jan 2025		
WP1	D1.5	D5	Defined diploma and diploma sup;	Each joint degree award is accompanied by a dip...	VSSSV	R	SEN	31 Jan 2025		
WP1	D1.6	D6	Internal Quality Handbook	It should ensure that the degree programme is d...	VSSSV	R	SEN	31 Jan 2025		
WP1	D1.7	D7	Agreement signed	It is useful to include the following issues in...	VSSSV	R	SEN	31 Jan 2025		
WP1	D1.8	D8	Application submitted for Accredil	The master program jointly defined within conso...	VSSSV	R	SEN	31 Jan 2025		
WP1	D1.9	D9	Flyers, presentations, conference	Dissemination will be done using presentations,...	VSSSV	R	SEN	31 Jan 2025		

# Periodic Reporting



1. Coordinator Contact approves all the elements of the Periodic Report
2. Coordinator Contact submits to the EU in one single submission the Periodic Report
3. Only Primary Coordinator Contact and Coordinator Contact(s) can do so

# Sources of information

- **Programme Guide – EM Action, EMDM lot**  
in FTOP, here: [Erasmus Mundus Design Measures](#)
- **(Annotated) Grant agreement**  
in FTOP, here: [aga\\_en.pdf \(europa.eu\)](#)
- **FTOP user manuals (!)**  
In FTOP, here: [Guidance & Manuals \(europa.eu\)](#)
- **Your project officer**  
Through FTOP messaging facility.
- **Templates available**  
in FTOP, under [‘Templates & forms’](#)

# Thank you



© European Union 2023

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

