**GRANT AGREEMENT NUMBER:**        -

**NAME OF THE COORDINATING INSTITUTION:** xxxxxxxxxxxx

**Form to be used for the submission of the**

**FIRST PROGRESS REPORT**

**GENERAL INSTRUCTIONS**

1. You should carefully read the Chapter IV of the *Administrative and Financial Handbook* before submitting your Activity report
2. The Activity Report is to be submitted at the latest by 01/09/2012. It covers the activities from the start of the grant agreement and the date of submission of this First Progress Report.
3. The Activity Report is submitted by the beneficiary on behalf of the Erasmus Mundus Action 2 running Partnership. The declaration at the end of the form confirms that a process of consultation and approval has been carried out by the partnership. It is therefore important that the required information should be collected in good time before the deadline for submission of the Activity Report.
4. The Activity Report contains three parts:

I. A technical (narrative) part where the project must be described as complete and accurate as possible

II. EACEA Mobility Tool print-outs

III. The beneficiary declaration, which must be signed and dated by the beneficiary's **legal representative.**

1. The Activity Report should be submitted in the operational language of communication between the institutions involved in the partnership.
2. The Activity Report must be signed and dated by **the legal representative of the beneficiary of the grant agreement** (i.e. the signatory of the agreement). The "Mobility list" **must be signed by the project coordinator.**
3. The original and one copy of the **Activity** **Report** must be sent no later (as per postmark) than by the deadline specified in the specific agreement/grant agreement to:

**Education, Audiovisual and Culture Executive Agency (EACEA)  
Unit P4 - Erasmus Mundus and External Cooperation  
Avenue du Bourget, n°1 - BOUR 02/29  
BE-1140 Brussels**

**Belgium**

* An electronic version of the Activity report must be sent no later than by the deadline specified in the specific agreement/grant agreement to the following e-mail address: [EACEA-EM-PARTNERSHIPS@ec.europa.eu](mailto:EACEA-EM-PARTNERSHIPS@ec.europa.eu)

1. You are strongly advised to send your Activity Report by registered post to ensure a record of postage. Additionally, you are advised to keep a copy of the full Report, including any annexes.
2. Please note that a late submission of the Activity Report may result in penalties or even cancellation of the grant agreement, in accordance with the General Conditions of the agreement.
3. Please fill in the "yellow fields" including the footer

**I. FIRST PROGRESS REPORT: TECHNICAL PART**

The technical part of this report should provide a detailed picture of the ongoing Erasmus Mundus II Action 2 Partnership regarding the organisation of the partnership and implementation of mobility.

It must cover all the points listed in below and its length should be included in a range of **4 (min.) to 10 pages (max.)** (excluding possible enclosures).

**1. Erasmus Mundus Partnership implementation**

* 1. **Organisation of the Mobility**

1. Management and cooperation mechanisms of the partnerships

*(roles and responsibilities of the partners; communication and decision making processes; criteria and the methods to allocate the selected mobility among the partners; measures to guarantee an appropriate match between students and academic staff profile and the thematic expertise of the hosting partner institutions; financial management among the partners )*

1. Promotion policy

*(partnership's promotion policy about the project and programme in general; actors involved; activities undertaken to attract potential candidates responding to the three target groups especially focusing to target group II and III; specific criteria to promote gender-balance, equal opportunities and participation of disadvantaged groups -i.e. people from targeted regions or areas as specified in the geographical lots, disabled or economically disadvantaged people; information to the potential candidates - information about the scholarships, their conditions and admission criteria)*

1. Application, selection and decision procedure

*(planned distribution of mobility per cohorts and respective selection strategy; management of candidates applications; selection procedure in place -centralized/decentralized/treatment of individual application; compliance with the rules of transparency, fair and equal treatment during the selection of candidates; mechanisms for taking final decision; the selection timing; formal and qualitative criteria in place and the weight of qualitative selection criteria; information about results to the candidates )*

1. Academic quality control and recognition of mobility

*(activities foreseen to guarantee an academic quality control; recognition mechanisms to ensure that the academic study period abroad is recognised; monitoring mechanisms to ensure that the agreed recognition mechanisms are applied)*

**1.2 Implementation of Mobility**

1. Institutional services

*(services provided by all partners to the incoming students and staff - i.e. visa, payment arrangements, housing, tutoring, language support etc)*

1. Payment modalities of scholarships

*(modalities of payments of subsistence allowance , tuition fees , insurance, travel costs )*

**2.** Describe any positive experiences and/or, problems encountered to reach the minimum mobility figures per country and the percentage of participants per target group, type of mobility and thematic fields as specified in the Call for proposals.

**3.** Provide information on the improvements foreseen and an outlook for the future (updated action plan for future activities)

**4.** Provide a copy of the following documents:

a. Memorandum of Understanding signed by all partners

b. Model of student agreement

c. Model of learning agreement and transcript of records

d. List of planned partnership meetings

e. "Minimum Requirement for the Selection procedure" in case you have not provided as expected before the start of the first mobility.

**II. FIRST PROGRESS REPORT: EACEA MOBILITY TOOL**

1. The students' and staff's scholarship data extracted from the EACEA Mobility Tool must contain the most up to date individual mobility records of all students and staff enrolled in the grant agreement covered by this Activity Report and requested in the mobility database.

The Mobility Tool print-outs **must be signed by the co-ordinator and submitted together with this report**.

**2.** Mobility data(see tables below) must be filled in.

**2.1 Mobility cohorts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of mobility** | **First Cohort** | **Second Cohort** | **Third Cohort** | **TOTAL** |
| Undergraduates | XX | XX | XX |  |
| Masters | XX | XX | XX |  |
| Doctorates | XX | XX | XX |  |
| Post-Doctorates | XX | XX | XX |  |
| Staff | XX | XX | XX |  |
| **TOTAL** |  |  |  |  |

**2.2 Mobility distribution per type of mobility**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of mobility** | **Call XX/XX distribution** | **Distribution**  **in the original Proposal** | **Current distribution** |
| Undergraduates | XX % | XX % | XX % |
| Masters | XX % | XX % | XX % |
| Doctorates | XX % | XX % | XX % |
| Post-Doctorates | XX % | XX % | XX % |
| Staff | XX % | XX % | XX % |

**III. ACTIVITY REPORT: DECLARATION**

|  |
| --- |
| **I, the undersigned, hereby declare that:**   * **the information contained in the Activity Report is accurate and in accordance with the facts** * **this Activity Report includes the duly updated mobility list** * **this information has been checked and approved by the partners involved.**     **Signature of the beneficiary's legal representative:**  **Name and position: Date:**  **Signature:** |