

11.0 - Erasmus Report 2009/10 [Belgium, Flanders]

moveon helps you with the production of the Erasmus Report for the National Agency EPOS. moveon generates XML-files which can be imported into the Erasmus funding report system (Budget Online). These files contain separately grandholder's data (Erasmus and Flemish ERA grants) for staff and students entered in moveon for the selected year.

To test the production of Erasmus Report 2009/10, you must first install the update 3.1.02 of moveon.

Please read the section 7.4 – Managing Erasmus funding, which describes all necessary steps to prepare the Erasmus report. This section describes the particularities of the Erasmus Report in Belgium for the Flemish institutions.

1- Producing report

The production of the Erasmus Report can be done with moveon for the academic year 2009/10 under Interfaces and LLP Erasmus in moveon. Two files can be exported: BETEST01_Students.xml (student mobilities) and BETEST01_Staff.xml (staff mobilities).

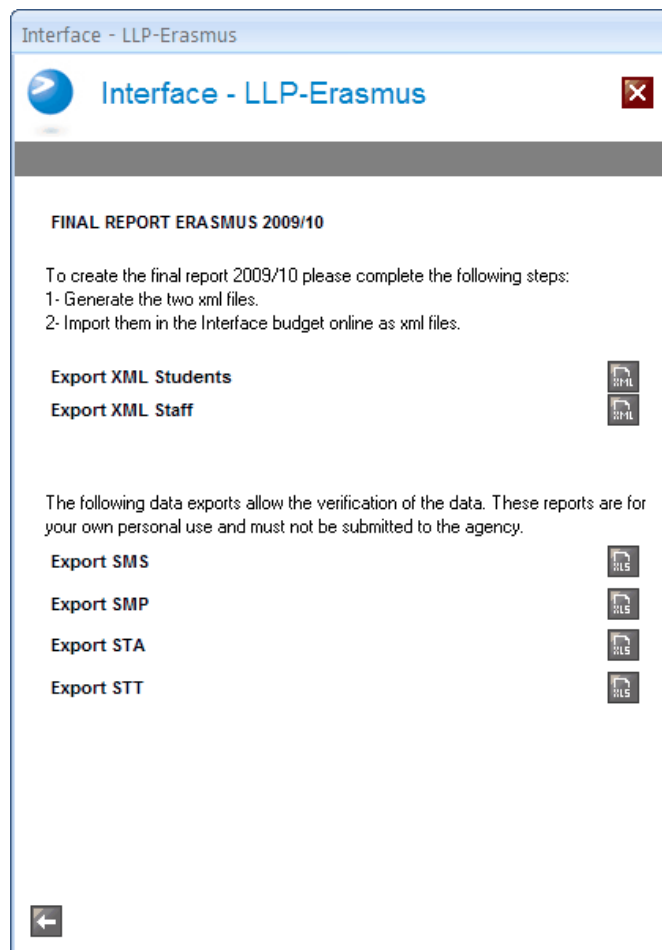


Fig. 1: "Interface LLP-Erasmus" Form

In Budget Online, you have to start the "import of nominations" module which you find under Tools – Data Exchange – Import. Select "Upload of nominations (students)" or "Upload of nominations (teacher)". Select first the corresponding academic year and then click on "Search" to select the xml file generated with moveon. After having clicked on "Start Upload", the system will inform you either of successful import or of any errors during the import.

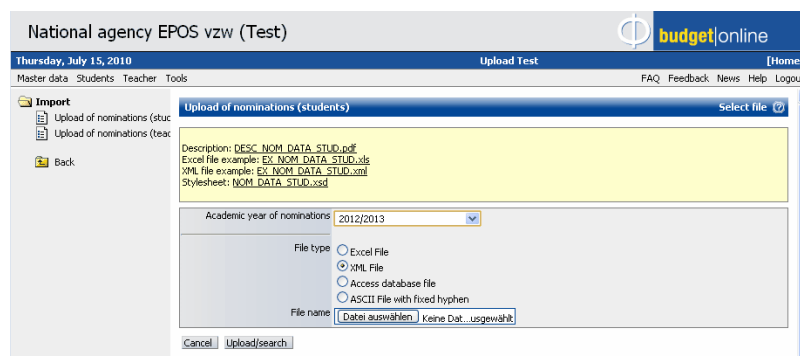


Fig. 2: Upload into EPOS

After the import you can normally edit all data imported under "Students/Teachers" and "Edit nominations".

!!! Please select for these tests (Erasmus report 2009/10) the academic year 2012/13 in Budget Online to ensure that no changes are made to your current report.

!!! Please note that Budget Online will not delete the already imported data by new import. The first name, last name and date of birth will be checked to update the data. If the three fields do not match, Budget Online will create a new entry and will not delete the old one in case of a change in these three fields. Moreover if you have one student less in the new import file, Budget Online will not delete it: please do not forget to delete it after the import.

2- Specific configuration of the Erasmus Interface

The amount of the Flemish ERA grants can be also exported into the report. For that you need to identify this funding defined in moveon under the "Interfaces" form reachable from the main menu by selecting "Configuration", "Interfaces" and then the "Erasmus" option.

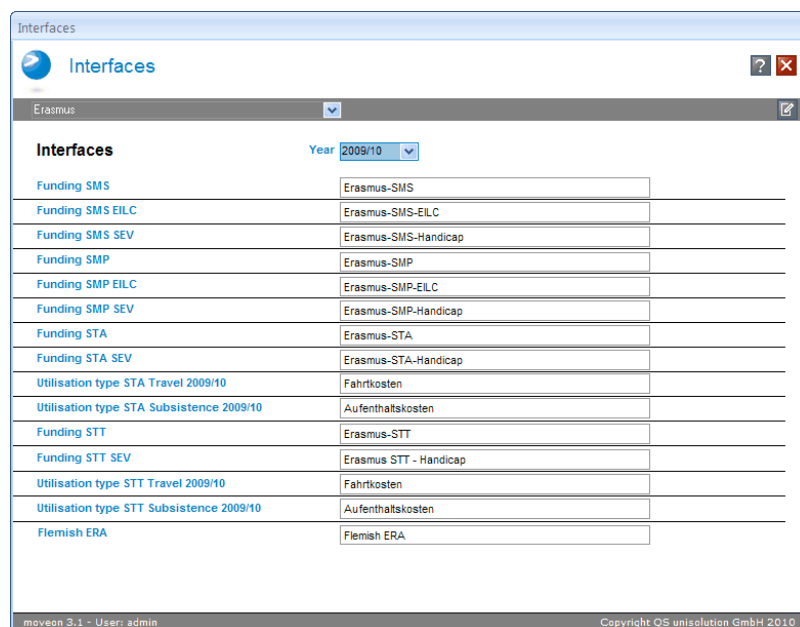


Fig. 3: "Interfaces" form, Erasmus

3- List of exported fields

The description of the interface can be found under the following links:

- Interface for the uploaded nominations (student mobility and work placements) – version 1.4 as for 03.05.2010
- Interface for the uploaded nominations (staff mobility/staff training) – version 1.3 of 13.09.2010

4- Remarks about specific fields exported

Address

All fields of the person's address (student/staff) have to be filled out to be imported into Budget Online.

Subject area codes

Only the new codes for the subject areas can be managed in moveon (e.g. 14, 322,...). The old subject area code (e.g. 15.1) is mandatory for the interface and the new code (e.g. 23 from the ISCED List) is optional.

That's why the field "subject code" will be always filled with "16.9" and the field "ISCED Code" with the value selected in moveon.

Erasmus SMS including a combined placement (only for students)

If a student receives an Erasmus SMS grant (Studies) for a period of mobility including a combined placement, you can either define a single mobility in moveon for the entire mobility (not possible to indicate the institution for the internship), or define two mobilities separately for the same student. In the latter case only one grant must be allocated (under the study mobility). In both cases, the duration of the grant must be the total of the two mobility durations. You have then to specify in the tab Erasmus the duration of the combined placement.

The screenshot shows the 'Mobilities' form in the 'Erasmus' tab. The form is titled 'Mobilities' and has a sub-header 'Outgoing students' with a dropdown menu set to '2009/10'. The main header is 'Outgoing, Studium'. The form contains the following fields:

- Person:** Studium Outgoing
- Programme:** Studies - Erasmus-SMS
- Institution:** United Kingdom - University of Warwick (UK COVENTR01)
- Field of study:** 03 - PHARM - Pharmacy
- Status:** Applicant
- Period:** 2009/10 (1S2009/10)
- Coordinator:** (empty)
- Subject area:** 727

The 'Erasmus' tab is selected, showing the following fields:

- Student mobility (SMS/SMP):**
- Linguistic preparation:** None
- Less than 3mths:** (empty)
- Qualification at host:** None
- Erasmus-Mundus:**
- Duration internship (months):** 2
- Former participation to Erasmus:** No
- Comments:** (empty)

The footer of the form indicates 'moveon 3.1 - User: admin', 'Last update: 08.07.2010 15:11:49 admin', and 'Copyright QS unisolution GmbH 2010'.

Fig. 4: "Mobilities" form, "Erasmus" Tab

Please do not forget to do the following changes in Budget Online: dates of stay for the studies/placement mobility and number of ECTS credits for the placement mobility.

National grants (only for students)

If the student receives a national grant you have to mention it in moveon in the "mobilities" form under Grants: in the field National grant, please enter Y, y or 1.

Mobilities

Mobilities

Outgoing students: 2009/10 Outgoing, Studium

Person: Studium Outgoing Status: Applicant

Programme: Studies - Erasmus-SMS Period: 2009/10 (1S2009/10)

Institution: United Kingdom - University of Warwick (UK COVENTR01) Coordinator:

Field of study: 03 - PHARM - Pharmacy Subject area: 727

General info Studies Miscellaneous Grants Course units Erasmus Tools

Funding	Institution	Begin	End	Status	Duration	Planned	Total
Erasmus-SMS 2009/10	GB University of Warwick	01.09.2009	01.02.2010	S	5 m	0,00	500,00 EUR
Erasmus-SMS-Handicap 2009/10	GB University of Warwick	01.09.2009	01.02.2010	S	5 m	0,00	50,00 EUR
Flemish ERA 2009/10	GB University of Warwick	01.09.2009	01.02.2010	S	5 m	0,00	25,00 EUR
							575,00 EUR

Miscellaneous

National grant: Remarks:

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Fig. 5: "Mobilities" form, "Grants" Tab