



Guidelines how to fill-in the annual statistics for EMILYO/Military Erasmus



The following explanations should guide you step-by-step through the document(s)
for the EMILYO / Military Erasmus statistics.

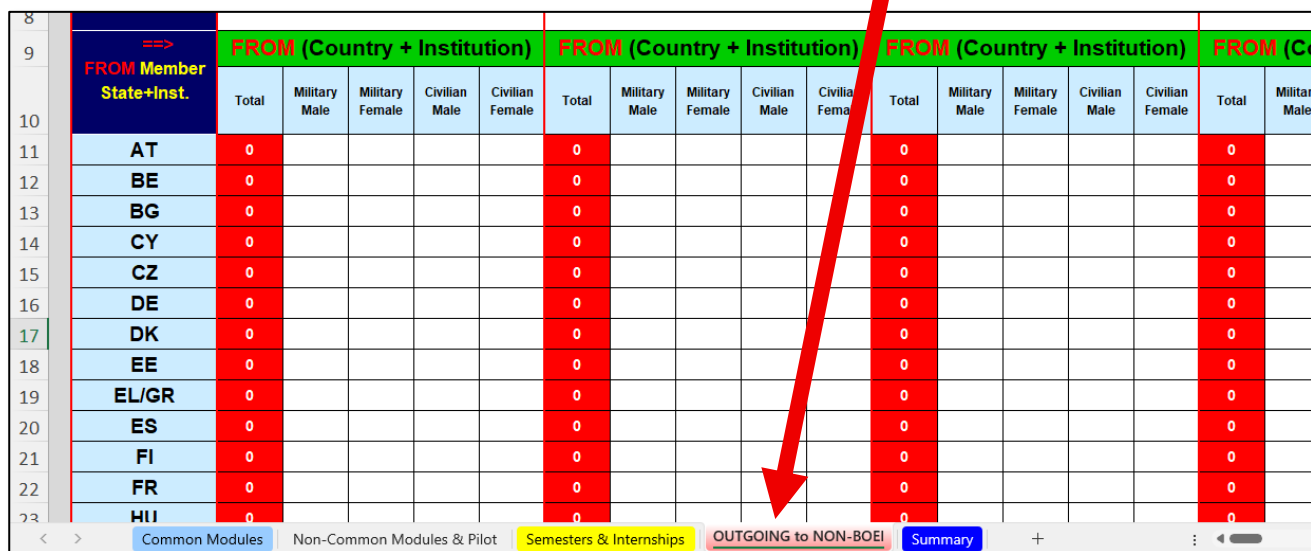
If you have any questions, send a mail to harald.gell@inode.at

1) Step 1 – general remarks:

- We differ between 2 periods:
 - The event took place between 01 September 2025 and 31 December 2025:
→ use the document
“ALL INCOMING Cadets_Midshipmen_Students Wintersemester 2025.xlsx”.
 - The event took place between 01 January 2026 and 31 August 2026:
→ use the document
“ALL INCOMING Cadets_Midshipmen_Students Summersemester 2026.xlsx”.
 - In case you organised a “virtual” event (e.g. within the frame of a BIP) then use the respective document with the name **“VIRTUAL”**.
 - In case your event took place before and after turn of the year, do not divide it and use only one of the documents (the one where the majority of days took place).
- Data you need to fill-in one event – you would need:

Data	Example
The name of the event	Internship for authoring theses
The number of residential training days	59 <i>Remark: on the EMILYO website you can find an excel sheet where you can type-in the arrival day and the departure day – the number of residential training days is calculated then</i>
Your country and institution as abbreviation	AT TMA
The number of military male participants from which country / countries	2 → Type into the corresponding cell
The number of military female participants from which country / countries	4 → Type into the corresponding cell
The number of civilian male participants from which country / countries	6 → Type into the corresponding cell
The number of civilian female participants from which country / countries	8 → Type into the corresponding cell
Common Module within the frame of an international semester	X → in case, during your international semester one or more common module(s) was/were organised, type-in an “X” nearby the corresponding module

- We write into the foreseen fields just **incoming** Cadets / Midshipmen / Students.
 - There is only one **exception**. In case, you sent Cadets / Midshipmen / Students to institutions, which are not members of the EMILYO Implementation Group, then use the **folder** “**OUTGOING to NON-BOEI**”.



	FROM Member State+Inst.	FROM (Country + Institution)					FROM (Country + Institution)					FROM (Country + Institution)					FROM (Country + Institution)	
		Total	Military Male	Military Female	Civilian Male	Civilian Female	Total	Military Male	Military Female	Civilian Male	Civilian Female	Total	Military Male	Military Female	Civilian Male	Civilian Female	Total	Military Male
8																		
9																		
10																		
11	AT	0					0					0					0	
12	BE	0					0					0					0	
13	BG	0					0					0					0	
14	CY	0					0					0					0	
15	CZ	0					0					0					0	
16	DE	0					0					0					0	
17	DK	0					0					0					0	
18	EE	0					0					0					0	
19	EL/GR	0					0					0					0	
20	ES	0					0					0					0	
21	FI	0					0					0					0	
22	FR	0					0					0					0	
23	HI	0					0					0					0	

Common Modules | Non-Common Modules & Pilot | Semesters & Internships | **OUTGOING to NON-BOEI** | Summary

- This could be the case if you sent somebody to institutions outside the European Union (e.g.: USMA at West Point) or to troops of armed forces or to civilian universities/academies (they do not provide the statistics).
 - Please type-in the event in a detail that we know what it was (e.g.: “*International Semester at USMA West Point*”).
 - In case, you sent your Cadets / Midshipmen / Students abroad and you mention them in the folder described above – write **your persons** into the **line of your country**.
- Countries:
 - We just mention the EU Member States, Norway, Switzerland, United States, Canada, and Ukraine.
 - If you had any other incomings, count them to “other”.
 - There is no chance to integrate the name of other countries – the cells are blocked.

2) Step 2 – identify your international event

- Identify, which of the following events you organised?
 - Incoming**: Common Modules approved by the Implementation Group.
 - Incoming**: Non-Common Modules & Pilot events.
 - Incoming**: International Semesters and Internships.
 - Outgoing**: Outgoing to NON-BOEI, Institutions outside the EU, armed forces, etc.
- Use for the respective event(s) the **folders** of the template – as shown below with a red circle:

Overview of all **Common Modules** conducted during the **SUMMERSEMESTER 2026 (01 January 2026 - 31 August 2026)** under the European Initiative for the exchange of young officers inspired by Erasmus (**Incoming Officer Cadets, Midshipmen and Student**)

Remark: You can write into the white and green cells only

Type into the right cell(s) the name(s) of the Common Module(s)	CSDP					Cultural Awareness					Write the name of the Common Module into this field here					Write the name of the Common Module into this field here					Write the name of the Common Module into this field here				
	Number of Residential Training Days (type just as FIGURE into the cell below):					Number of Residential Training Days (type just as FIGURE into the cell below):					Number of Residential Training Days (type just as FIGURE into the cell below):					Number of Residential Training Days (type just as FIGURE into the cell below):					Number of Residential Training Days (type just as FIGURE into the cell below):				
	5					5																			
Member State + Institution	AT TMA					CZ UoD					Country (+institution abbr.)					Country (+institution abbr.)					Country (+institution abbr.)				
	Total	Military Male	Military Female	Civilian Male	Civilian Female	Total	Military Male	Military Female	Civilian Male	Civilian Female	Total	Military Male	Military Female	Civilian Male	Civilian Female	Total	Military Male	Military Female	Civilian Male	Civilian Female	Total	Military Male	Military Female	Civilian Male	Civilian Female
AT	1	1				5					0					0					0				
BE	2			2		6					0					0					0				
BG	3				3	7					0					0					0				
CY	4				4	8	8				0					0					0				
CZ	0					0					0					0					0				
DE	0					0					0					0					0				
DK	0					0					0					0					0				
EE	0					0					0					0					0				
EL/GR	0					0					0					0					0				
ES	0					0					0					0					0				
FR	0					0					0					0					0				

Common Modules Non-Common Modules & Pilot Semesters & Internships **OUTGOING to NON-BOEI** Summary

- Please **avoid “double counting”**! If e.g. a person attended an entire semester – and within this semester a common module was part of – do **not** count the days of this person with the folder “**Common Modules**” and with the folder “**Semesters & Internships**”. Just count this person to the semester!

3) Step 3 – Statistics for a Common Module (first folder)

- Type-in the number of residential training days as a figure. Anything else than a figure (without commas) is not accepted and is blocked. It is the figure in red.
- Type-in into the green field the abbreviation of your country (2 letters) and the abbreviation of your institution (e.g.: CZ UoD).
- Examples see below:

Overview of all **Common Modules** conducted during the **SUMMERSEMESTER 2026 (01 January 2026 - 31 August 2026)** under the European Initiative for the exchange of young officers inspired by Erasmus (**Incoming Officer Cadets, Midshipmen and Student**)

Remark: You can write into the white and green cells only

Type into the right cell(s) (the name(s) of the Common Module(s))	CSDP					Cultural Awareness					Write the name of the Common Module into this field here					Write the name of the Common Module into this field here					Write the name of the Common Module into this field here				
	Number of Residential Training Days (type just as FIGURE into the cell below):					Number of Residential Training Days (type just as FIGURE into the cell below):					Number of Residential Training Days (type just as FIGURE into the cell below):					Number of Residential Training Days (type just as FIGURE into the cell below):					Number of Residential Training Days (type just as FIGURE into the cell below):				
	5					5																			
Member ==> State + Institution	Total	Military Male	Military Female	Civilian Male	Civilian Female	Total	Military Male	Military Female	Civilian Male	Civilian Female	Total	Military Male	Military Female	Civilian Male	Civilian Female	Total	Military Male	Military Female	Civilian Male	Civilian Female	Total	Military Male	Military Female	Civilian Male	Civilian Female
AT	1	1				5					0					0					0				
BE	2			2		6					0					0					0				
BG	3				3	7			7		0					0					0				
CY	4				4	8	8				0					0					0				
CZ	0					0					0					0					0				
DE	0					0					0					0					0				
DK	0					0					0					0					0				
EE	0					0					0					0					0				
EL/GR	0					0					0					0					0				
ES	0					0					0					0					0				
FI	0					0					0					0					0				
FR	0					0					0					0					0				

- The next step is how many persons from which countries attended the event.
- Just type-in the figures.
- In the **example**, the common module CSDP at the GR HAFA with 5 residential training days attended:
 - 1 military male from Austria;
 - 2 military females from Austria;
 - 3 civilian males from Belgium;
 - 4 civilian females from Bulgaria;
 - 5 military males from Cyprus;
 - 6 military females from Czechia.
- That's it for this event. Everything else is counted automatically. **No further steps are requested.**
- If you organised more common modules, just go to the next group of columns (framed with a red frame).

Example:

Member ==> State + Institution	5				
	Total	Military Male	Military Female	Civilian Male	Civilian Female
AT	3	1	2		
BE	3			3	
BG	4				4
CY	5	5			
CZ	6		6		
DE	0				
DK	0				
EE	0				
EL/GR	0				
ES	0				
FI	0				

4) Step 4 – Statistics for Non-Common Modules & Pilot Projects (second folder)

- The system is totally the same as for the common modules.
- Just type-in:
 - The name of the event.
 - The number of residential training days.
 - Your country & institution (abbreviations).
 - The figures, where the participants came from.
 - ➔ Done!

Type into the right cell(s) ==> the name(s) of the Event(s)		Military Sports and Shooting Competition (MSSC)				
		Number of Residential Training Days (type just as FIGURE into the cell below):				
		3				
Member ==> State + Institution		PL MUT				
		Total	Military Male	Military Female	Civilian Male	Civilian Female
AT		0				
BE		0				
BG		0				
CY		0				
CZ		0				
DE		0				
DK		0				
EE		0				
EL/GR		0				
ES		0				

Common Modules Non-Common Modules & Pilot Semesters & Internships

5) Step 5 – Statistics for international semesters and internships (third folder)

- The system is totally the same as for the common modules.
- Just type-in:
 - The name of the event.
 - The number of residential training days.
 - Your country & institution (abbreviations).
 - The figures, where the participants came from.
- In the past, the common modules, which were part of international semesters, were **not** reported.
 - We need to know if this was the case because of having arguments for financial support.
 - It is very easy to report that. Just scroll down and there you can find a list of all common modules in alphabetical order.
 - Please mark with an "X" nearby the common module(s) in the green cells, which were part of your international semester(s).
 - Everything else is calculated automatically. Please see an example of the last Austrian international winter semester below.

Type into the right cell(s) ==> the name(s) of the Semester(s) or Internship(s)		International Winter Semester				
		Number of Residential Training Days (type just as FIGURE into the cell below):				
		103				
Member ==> State + Institution		AT TMA				
		Total	Military Male	Military Female	Civilian Male	Civilian Female
AT		0				
BE		0				
BG		0				
CY		0				
CZ		0				
DE		0				
DK		0				
EE		0				
EL/GR		0				
ES		0				

Common Modules Non-Common Modules & Pilot Semesters & Internships OUTGOING to NON-BOEL

Please mark below with an "X" those Common Modules, which were part of the international semester.
It may happen, that all participants of the international semester (and not more) are just listed here – that's why the

Common Modules in alphabetical order	Please mark with an "X" in the green field(s) below	Please mark with an "X" in the green field(s) below	Please mark with an "X" in the green field(s) below
Advanced Technologies in Borders Surveillance			
Aviation English for ICAO LPR			
Aviation English P1			
Aviation English P2			
Basic Military English	X		
Battle Physical, Mental and Survival Training			
Biosafety and Bioterrorism			
Budget & Finance in EU Defence			
Close Quarter Battle			
Common Operating Environment			
Common Security and Defence Policy	X		
Common Security and Defence Policy Olympiad			
Comprehensive Approach			
CMO/PSO (4 Sub-Modules [A, B, C, D])			
Crisis Management (Military Leadership)			
Crises Management Operations (CMO)			
Cross Cultural Communication			
Cultural Awareness			
Cyber Security			
Defence and Security Economics			
Digital Leadership			
Electronic Warfare	X		
English for Aircraft Maintenance SET P1			
English for Aircraft Maintenance SET P2			
English for Aircraft Maintenance SET P3			
English for Aviation Security Personnel			
Fighting In Built Up Area			
Gender Perspectives in Security and Defence			
How to meet the Media	X		
IMINT-GEOINT Analysis Course			
Indiv. Personal Devlp. & Meta-Communication			
Interoperability			

Common Modules Non-Common Modules & Pilot **Semesters & Internships**

6) Step 6 – Statistics for Outgoings (fourth folder)

- This is the only folder, where you report **outgoings**.
- In the example right, Austria sent 4 Cadets to USMA West Point. West Point is not part of the IG and will not report the statistics. Therefore, it is to be reported by the **sending** institution, represented in the Implementation Group.
- The system is totally the same as for the common modules.
- Just type-in:
 - The name of the event.
 - The number of residential training days.
 - Which institution the Cadets were from (2 letters of the country and institution's abbreviation)
 - The figures, whom you sent (in the line of **your** country).
- In case, you sent your Cadets / Midshipmen / students to more institutions, just use a new column (framed in red).

Type into the right cell(s) ==> the name(s) of the Event conducted at a "Non-EMILYO" institution	1 International Semester at the USMA at West Point					Write the name of the Event at the Non-EMILYO institution into this field here				
	Number of Residential Training Days (type just as FIGURE into the cell below): 123					Number of Residential Training Days (type just as FIGURE into the cell below):				
	FROM (AT TMA)					FROM (Country + Institution)				
FROM Member State+Inst.	Total	Military Male	Military Female	Civilian Male	Civilian Female	Total	Military Male	Military Female	Civilian Male	Civilian Female
AT	4	3	1			0				
BE	0					0				
BG	0					0				
CY	0					0				
CZ	0					0				
DE	0					0				
DK	0					0				

Common Modules | Non-Common Modules & Pilot | Semesters & Internships | **OUTGOING to NON-BOEI** | Summary

7) Concluding remarks:

- In case, you organised an international event and your **own** Cadets / Midshipmen / Students attended this event at the **home institution**, please include them into the statistics in the line of your country ("internationalisation at home").
- It is **REALLY important** that you fill-in and send your statistics in time. If the figures are great – as they were in the past years with increasing tendency – it provides us arguments for increased financial support – which is the **benefit for you!**

Thank you all in advance,

