



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 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
AT	0					0					0					0	
BE	0					0					0					0	
BG	0					0					0					0	
CY	0					0					0					0	
CZ	0					0					0					0	
DE	0					0					0					0	
DK	0					0					0					0	
EE	0					0					0					0	
EL/GR	0					0					0					0	
ES	0					0					0					0	
FI	0					0					0					0	
FR	0					0					0					0	
HR	0					0					0					0	

- 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).
- The statistics cover the **academic** year.
 - We count the academic year from 01 September to 31 August of the following year.
 - Even if you are kindly requested provide the statistics by the end of June, please integrate those Cadets / Midshipmen / Students, who **already did** an exchange **and** also who are **“foreseen”** to do an exchange during the upcoming July and August.
 - In case, an event already started in August – but the majority of days for e.g. an entire semester took place after the start of the academic year – **count all** the days to the majority of the residential phase. **For example:**
 - An international semester starts on 11 August 2024.
 - The same semester ends on 12 December 2024.
 - He total number of residential days (incl. weekends) is 124 days.



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- Even if the academic year starts on 01 September and the semester started on 11 August, count all 124 days to the statistics (the majority of days is within the ongoing academic year).
 - You need for each event:
 - The name of the event.
 - The amount of training days of the event.
 - The number of military males.
 - The number of military females.
 - The number of civilian males.
 - The number of civilian females.
 - Which countries they came from.
 - 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.
 - **Academic** year versus **calendar** year:
 - We do not know at this stage if the ESDC will request the statistics for the academic year or for the calendar year in the future?
 - We do not want to make it complicated for you – that’s why the IG Chair will separate these events – if needed.
 - But we have to know in which period the event to place.
 - That’s why you are kindly request to write the figure “1” or “2” above the name of the event.
 - “1” means that the event took place between 01 September and 31 December. The exact dates are not needed.
 - “2” means that the event took place between 01 January and 31 August. The exact dates are not needed.
 - Examples see below:

Overview of all **Common Modules** conducted in the academic year 2024/2025 (01 September 2024 - 31 August 2025)
European Initiative for the exchange of young officers inspired by Erasmus (**Incoming Officer Cadets, Midshipmen and**
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)	1 CSDP					2 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	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	0					0					0					0					0					0				
BE	0					0					0					0					0					0				



2) Step 2 – residential event of virtual event?

- You received via mail 2 Excel-documents – you also can download these documents from <https://www.emilyo.eu/templates>.
 - [_ALL Incoming Cadets_Midshipmen_Students 2024_2025 as of 2025 01 07.xlsx](#)
 - [_ALL VIRTUAL Incoming Cadets_Midshipmen_Students 2024_2025 as of 2025 01 07.xlsx](#)
- The second document you just have to use in case you organised a “**virtual mobility**” – this means that you organised an entire event via VTC. In case you organised just the one or another lecture via VTC during a residential event, you do not have to use this second Excel-document.
- The majority of you will just have to use the first document.

3) Step 3 – 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:

Type into the right cell(s) => the name(s) of the Common Module(s)	1 CSDP					2 Cultural Awareness					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):				
	5					5														
Member => State + Institution	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
AT	0					0					0					0				
BE	0					0					0					0				
BG	0					0					0					0				
CY	0					0					0					0				
CZ	0					0					0					0				
DE	0					0					0					0				
DK	0					0					0					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!

4) Step 4 – Statistics for a Common Module (first folder)

- Type-in “1” or “2” (this identifies if the event took place during the calendar year before – or during the on-going calendar year).
- Use the keys “ALT + ENTER” to go to the next line – and type-in the name of the event.
- 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.: GR HAFA).
- Examples see below:

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)	1 CSDP					2 Cultural Awareness					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):				
	5					5									
Member ==> State + Institution	GR HAFA					AT TMA					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
AT	0					0					0				
BE	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).

Member ==> State + Institution	5				
	GR HAFA				
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				

5) Step 5 – Statistics for Non-Common Modules & Pilot Projects (second folder)

- The system is totally the same as for the common modules.
- Just type-in:
 - When it took place with a “1” or “2”.
 - 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)	2 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				

6) Step 6 – Statistics for international semesters and internships (third folder)

- The system is totally the same as for the common modules.
- Just type-in:
 - When it took place with a “1” or “2”.
 - 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.

Type into the right cell(s) ==> the name(s) of the Semester(s) or Internship(s)	1 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				



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- 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.

54 Please mark below with an "X" those Common Modules, which were part of the international semester.
55 It may happen, that all participants of the international semester (and not more) are just listed here - that's why the
56

57	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
59	Advanced Technologies in Borders Surveillance			
60	Aviation English for ICAO LPR			
61	Aviation English P1			
62	Aviation English P2			
63	Basic Military English	X		
64	Battle Physical, Mental and Survival Training			
65	Biosafety and Bioterrorism			
66	Budget & Finance in EU Defence			
67	Close Quarter Battle			
68	Common Operating Environment			
69	Common Security and Defence Policy	X		
70	Common Security and Defence Policy Olympic			
71	Comprehensive Approach			
72	CMD/PSD (4 Sub-Modules [A, B, C, D])			
73	Crisis Management (Military Leadership)			
74	Crises Management Operations (CMO)			
75	Cross Cultural Communication			
76	Cultural Awareness			
77	Cyber Security			
78	Defence and Security Economics			
79	Digital Leadership			
80	Electronic Warfare	X		
81	English for Aircraft Maintenance SET P1			
82	English for Aircraft Maintenance SET P2			
83	English for Aircraft Maintenance SET P3			
84	English for Aviation Security Personnel			
85	Fighting In Built Up Area			
86	Gender Perspectives in Security and Defence			
87	How to meet the Media	X		
88	IMINT-GEOINT Analysis Course			
89	Indiv. Personal Devlp. & Meta-Communication			
90	Interoperability			

< > Common Modules Non-Common Modules & Pilot Semesters & Internships

7) Step 7 – 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:
 - When it took place with a “1” or “2”.
 - 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 Member State+Inst.	FROM (AT TMA)					FROM (Country + Institution)				
	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

8) 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,

