



GOVERNMENT
OF MALTA



Circular 04/2025

9th June 2025

Mandatory Use and Timely Update of the Beneficiary Module

Dear Beneficiaries,

We would like to remind you of your contractual obligation to use and maintain the **Beneficiary Module** throughout the entire lifecycle of your Erasmus+ project.

In accordance with **Article 19.2 of the Grant Agreement**, beneficiaries are required to ensure that “*data on the implementation of the action is accurate and updated in the Erasmus+ reporting and management tool (e.g. the Beneficiary Module)*”. Furthermore, **Article 21.1** mandates the use of the Beneficiary Module for “*continuous reporting of data related to mobility activities, participant information, and supporting documents.*”

Please be advised that failure to regularly update the Beneficiary Module may be considered **non-compliance under Articles 28 and 6.4 of the Grant Agreement**, which may result in a **reduction of the grant or recovery of funds** at the final report stage.

We therefore strongly encourage all beneficiaries to **review their current data in the Beneficiary Module** and ensure **timely and consistent updates** going forward. All project-related data—ranging from activity planning, participant details, mobility outcomes, and supporting documentation—must be accurately recorded. This includes reporting any changes in schedules, partner information, or implementation details.

Should you have any questions or require support, please contact your National Agency or project officer without delay.



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Thank you for your continued cooperation and commitment to ensuring the success and transparency of Erasmus+ projects.

Yours sincerely,

Raphael Scerri

National Coordinator



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