

Hankkeiden hallinnointi Beneficiary Modulessa

Akkreditoidut liikkuvuushankkeet KA121-VET
Lyhytkestoiset liikkuvuushankkeet KA122-VET

Ammatillisen koulutuksen kansainvälistymispalvelut

4.9.2024

Erasmus+
Muuttaa elämäsi – avartaa maailmaasi.



OPETUSHALLITUS
UTBILDNINGSTYRELSEN

Ohjelma

1. Beneficiary Modulen (BM) esittely ja kirjautuminen
2. BM:n lisäkäyttäjien ja partneriorganisaatioiden lisääminen
3. Liikkuvuusjakson lisääminen
4. Liikkuvuusjaksojen tarkempi sisältö

1. Beneficiary Modulen esittely ja kirjautuminen



Erasmus+ Beneficiary Module (BM) 1/2

- EU:n komission ylläpitämä hankkeiden hallinnointi- ja raportointityökalu
- **Merkitse jokainen liikkuvuus mieluiten ennen sen toteutumista ja jo tapahtuneet liikkuvuudet mahdollisimman pian**
- Avustussopimuksen mukaan BM on pidettävä ajan tasalla
- **BM:n avulla voi suunnitella ja seurata avustuksen käyttöä ja budjettia**
- BM:ssä tehdään myös hankkeen lopussa loppuraportointi

Erasmus+ Beneficiary Module (BM) 2/2

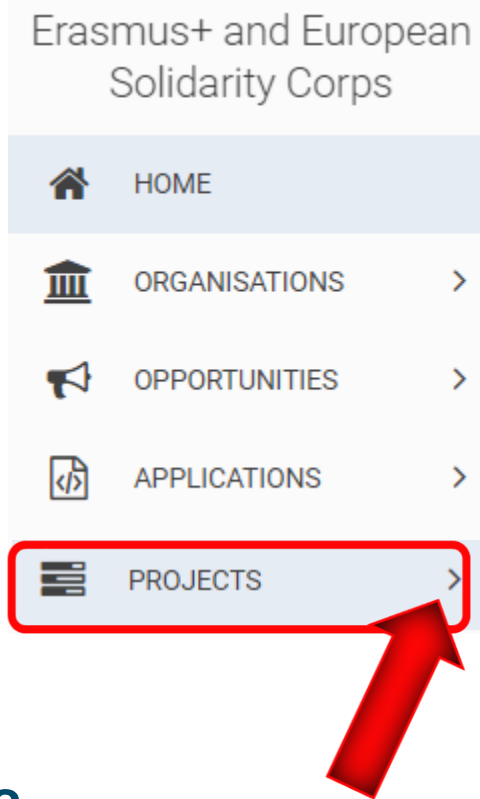
VAIN KA121-VET hankkeet:

- BM:ssä tehdään KA121-VET akkreditoitujen liikkuvuushankkeiden
 - Jatkoajan hakeminen
 - Lisäavustuksen hakeminen
 - Avustuksen palautus

12 kk hankkeen alkamisesta (Amendments-osio)

Kirjautuminen Erasmus+ BM:ään

- Kirjautu EU Login-tunnuksellasi:
<https://webgate.ec.europa.eu/erasmus-esc/home/>
- Klikkaa vasemmasta sivupalkista PROJECTS → My Projects
- Pääsyoikeus on vain hakemukseen merkityllä ensisijaisella yhteys-
henkilöllä sekä laillisella edustajalla



Beneficiary Module - näkymä 1/2

Project Activities and Budget Details

Project list Data export

Grant Agreement No. : 2024-1-FI01-KA121-VET- [REDACTED]

Awarded/Reported Budget : 121 640 € / 1 631 €

Project ongoing

Deadline: 30 oct. 2025

Actions

NA : FI01 - Finnish National Agency for Education EDUFI - Organisation OID [REDACTED] Legal name: [REDACTED]

426 days left !

Content menu

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

Fewer Opportunities

Budget

Import-export

Filter

Details

Context

Information

National agency

Beneficiary organisation

Details

Context Information

Programme: Erasmus+

Key Action: Learning Mobility of Individuals

Action Type: Accredited projects for mobility of learners and staff in vocational education and training

Call: 2024

Round: Round 1

Start of Project: 01/06/2024

End of Project: 31/08/2025

Project Duration (months): 15 months

Beneficiary Module -näköymä 2/2

Huomioi hankkeen keston ja loppuraportin viimeisen jättöpäivän päivämäärät

The screenshot displays the 'Beneficiary Module' interface. At the top right, there are two buttons: 'Project list' (dark blue) and 'Data export' (light grey). Below this, the project details are shown. The 'Awarded/Reported Budget' is listed as '121 640 € / 1 631 €'. The project status is 'Project ongoing' (green pill), with a 'Deadline: 30 oct. 2025' and a '423 days left!' (blue pill) indicator. An 'Actions' button with a vertical ellipsis is also visible. At the bottom, the project start and end dates are listed: 'Start of Project : 01/06/2024 (Brussel times)', 'End of Project : 31/08/2025 (Brussel times)', and 'Last updated : 28/08/2024 12:13:34'. A small upward arrow icon is at the bottom left.

Project list Data export

Awarded/Reported Budget : 121 640 € / 1 631 €

Project ongoing

Deadline: 30 oct. 2025

423 days left !

Actions

Start of Project : 01/06/2024 (Brussel times)
End of Project : 31/08/2025 (Brussel times)
Last updated : 28/08/2024 12:13:34

Avustussopimus: BM:n käyttö on pakollista

Ote tämän vuoden avustussopimuksesta:

19.2 Tietopäivitykset Erasmus+ -raportointi- ja hallinnointivälineessä

- *Edunsaajien on pidettävä – koko ajan sekä toimen aikana että sen jälkeen – Erasmus+ -raportointi- ja hallinnointivälineeseen tallennetut tietonsa ajantasaisina, erityisesti edunsaajan nimi, osoite, lailliset edustajat, oikeudellinen muoto ja organisaation tyyppi.*

Sopimuksen Visma-muutospyyntölomakkeet OPH:n verkkosivuilla

- KA121-hankkeet:
www.oph.fi/fi/ohjelmat/akkreditoitujen-liikkuvuushankkeiden-hallinnointi-ka121-vet
- KA122-hankkeet:
www.oph.fi/fi/ohjelmat/lyhytkestoisen-liikkuvuushankkeen-hallinnointi-ka122-vet

Käytännön vinkkejä BM:n käyttöön 1/2

- **Merkitse aina kaikki pakolliset kentät, jotka on merkitty * -merkillä**
 - Tallennus -painike aktivoituu vasta kun jokainen pakollinen kenttä on täytetty
- **Tarkkaile liikkuvuuden status-tietoa.**
 - **Draft-tila** tarkoittaa, että tietoja puuttuu.
 - **Complete-tila** tarkoittaa, että osallistujaraportti on lähetysvalmis liikkuvuusjakson jälkeen

Käytännön vinkkejä BM:n käyttöön 2/2

- **Pidä liikkuvuustiedot ajan tasalla**
 - Jos kohde tai aika yms. muuttuu, päivitä tiedot
- Pääset muokkaamaan liikkuvuuksien tietoja vielä loppuraportin tekovaiheessakin
- Pienellä näytöllä et ehkä näe kaikkia BM:n tietoja, joten etsi sivulta tai alhaalta vierityspalkki, jotta näet kaiken sivulla olevan tiedon

BM ja siihen liittyvät komission ohjeet

Aihe	Linkki
Siirry Erasmus+ Beneficiary Moduleen (BM)	https://webgate.ec.europa.eu/erasmus-esc/index/
Siirry Erasmus+ BM -ohjeisiin	https://wikis.ec.europa.eu/display/NAITDOC/Beneficiary+module+guide
Tutustu osallistujaraportin mallilomakkeeseen (yksilö)	https://wikis.ec.europa.eu/display/NAITDOC/Manage+participant+reports+in+projects?preview=/86966848/132252173/EP-KA1-SCH-ADU-VET-Group-2024_14_03_2024_EN_draft.pdf#D1-182777887
Tutustu osallistujaraportin mallilomakkeeseen (ryhmä)	https://wikis.ec.europa.eu/display/NAITDOC/Manage+participant+reports+in+projects?preview=/86966848/132252173/EP-KA1-SCH-ADU-VET-Group-2024_14_03_2024_EN_draft.pdf#D1-182777887

BM -videoita komission verkkosivulla

Aihe	Linkki
Beneficiary module basics	https://wikis.ec.europa.eu/display/NAITDOC/eLearning+video+on+Beneficiary+module+basics
Navigation and basic functionality in Beneficiary module	https://wikis.ec.europa.eu/display/NAITDOC/eLearning+video+on+Navigation+and+basic+functionality+in+Beneficiary+module
How to update contacts in Beneficiary module	https://wikis.ec.europa.eu/display/NAITDOC/eLearning+video+on+How+to+update+contacts+in+Beneficiary+module
How to add a mobility activity in Beneficiary module	https://wikis.ec.europa.eu/display/NAITDOC/eLearning+video+on+How+to+add+a+mobility+activity+in+Beneficiary+module
How to submit the beneficiary report in Beneficiary module	https://wikis.ec.europa.eu/display/NAITDOC/eLearning+video+on+How+to+submit+the+beneficiary+report+in+Beneficiary+module

2. BM:n lisäkäyttäjien ja partneriorganisaatioiden lisääminen

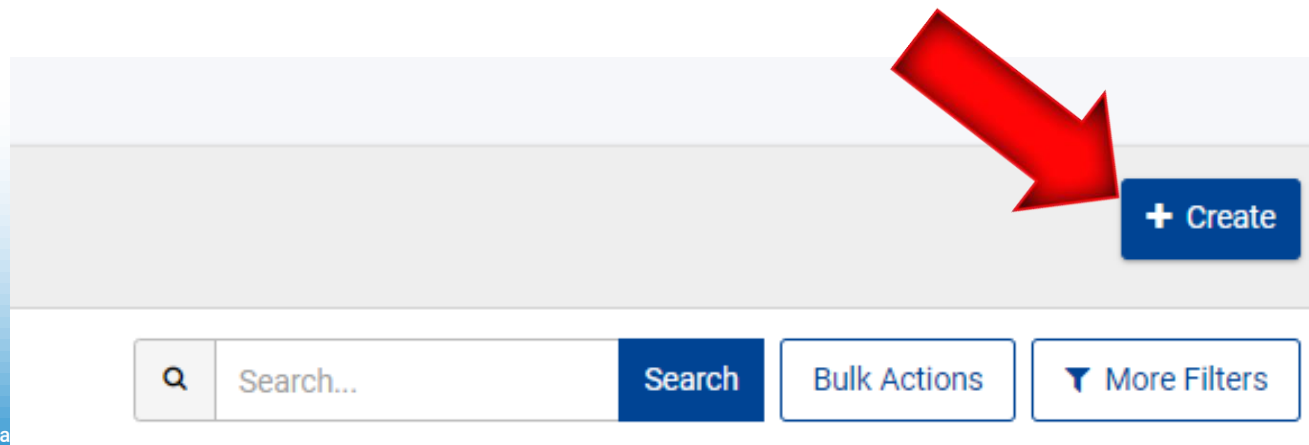


Uuden BM-käyttäjän lisääminen 1/2



Voit lisätä pääsyoikeuksia kohdasta "Associated persons"

- Henkilöllä täytyy olla EU Login -tunnus tehtynä sille sähköpostiosoitteelle, minkä kirjaat BM:ään
- Ohje EU Login -tunnuksen tekemiseen:
www.oph.fi/fi/ohjelmat/eu-login-oid-ja-pic-nain-rekisteroidyt-erasmus-ohjelman-osallistujaksi



Uuden BM-käyttäjän lisääminen 2/2

Project Activities and Budget Details

Key Action : Learning Mobility of Individuals
Call : 2023

End of Project : 31/05/2025 (Brussel times)
Last updated : 27/10/2023 19:59:30

Content menu

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

Fewer Opportunities

Budget

Amendments

Reports

Title

Department

Gender

Female Male Undefined

Position

Mikä on lisättävän henkilön rooli hankkeessa?

Legal Representative

Erasmus coordinator

OLS administrator

Muista lisätä Edit-oikeus, jotta uusi henkilö pääsee muokkaamaan tietoja

ACCESS TO PROJECT

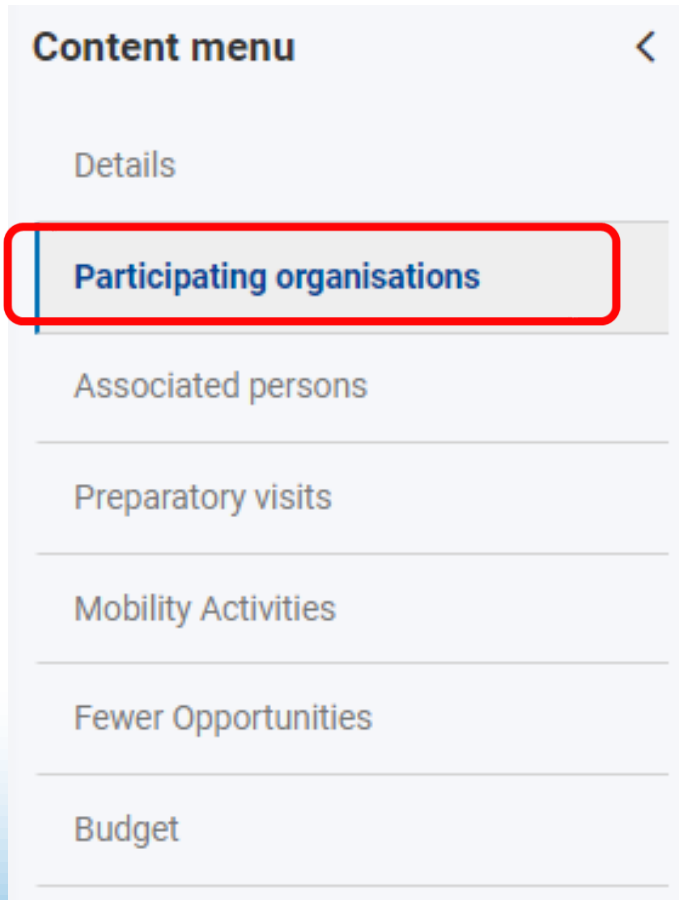
Access to project management *

Edit View None

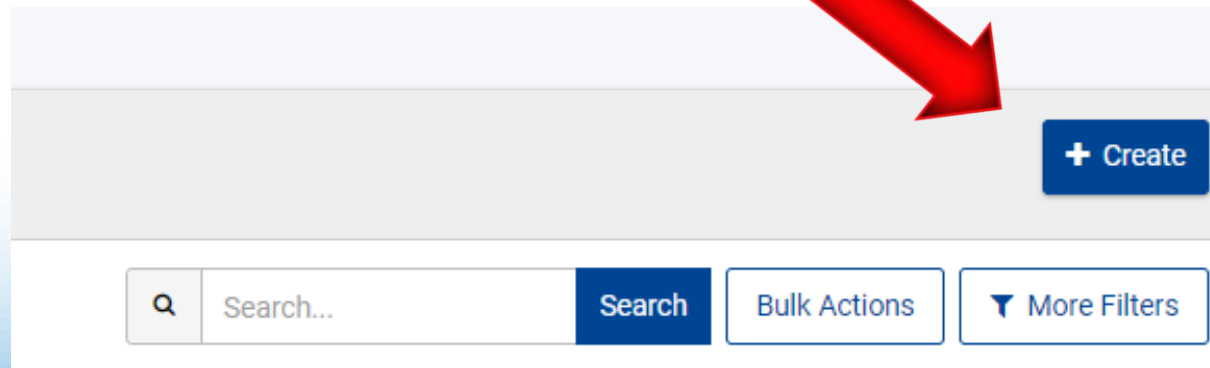
Access to project dissemination *

Edit View None

Uuden organisaation lisääminen 1/3



Jokainen liikkuvuuden kohdeorganisaatio on merkittävä ennen liikkuvuuksien merkintää



Uuden organisaation lisääminen 2/3

- Content menu
- Details
- Organisations**

Organisations

Organisations (22)

Bulk Actions **+ Create**

Project Activities and Budget Details

- Content menu
- Content menu
- Details
- Participating organisations**
- Associated persons
- Preparatory visits
- Mobility Activities
- Fewer Opportunities
- Budget

ORGANISATION

OID

Organisation ID *

Legal name *

Acronym

Department

Number of employees below 250?

Organisation Role

Type of organisation *

Full legal name (national language)

National ID (if applicable)

OID organisation

Business name

VAT

Non-profit

Public body

Joko OID

Tai kirjoita

Valitse rooli- yleensä Hosting organisation

ROLE IN MOBILITY ACTIVITY

Sending organisation

Hosting organisation

Supporting organisation

Uuden organisaation lisääminen 3/3

- **Sending organisation**
 - Lähettäjäorganisaatio, joka lähettää osallistujan liikkuvuuteen
- **Hosting organisation**
 - Kohdeorganisaatio, joka ottaa vastaan liikkuja
- **Supporting organisation**
 - Organisaatiot, jotka avustavat edunsaajaa sovituissa toiminnoissa (maksua vastaan tai vapaaehtois pohjalta), katsotaan tukioorganisaatioiksi, ja ne on rekisteröitävä virallisiin raportointijärjestelmiin
 - Tukioorganisaatioiden osallistumisesta on oltava selkeää hyötyä edunsaajaorganisaatioiden kehittämiseksi ja liikkuvuustoimintojen laadulle

3. Liikkuvuusjakson lisääminen BM:ään



Liikkuvuuksien merkitseminen

- **Merkitse liikkuvuus kun tiedät kuka lähtee, minne ja milloin**
 - Muista, että voit käyttää BM:ää myös suunnitteluun
 - Voit tehdä ”luonnos”-liikkuvuuksia ja ennakoida niiden avulla avustuksen käyttöä
 - Tietoja voit helposti muokata tai poistaa
 - BM laskee liikkuvuuden avustussumman
 - Voit tarkistaa summat myös sopimuksenne **Sovellettavat korvaustasot -liitteestä**

Yksilöliikkuvuus

Erasmus+
Muuttaa elämäsi – avartaa maailmaasi.



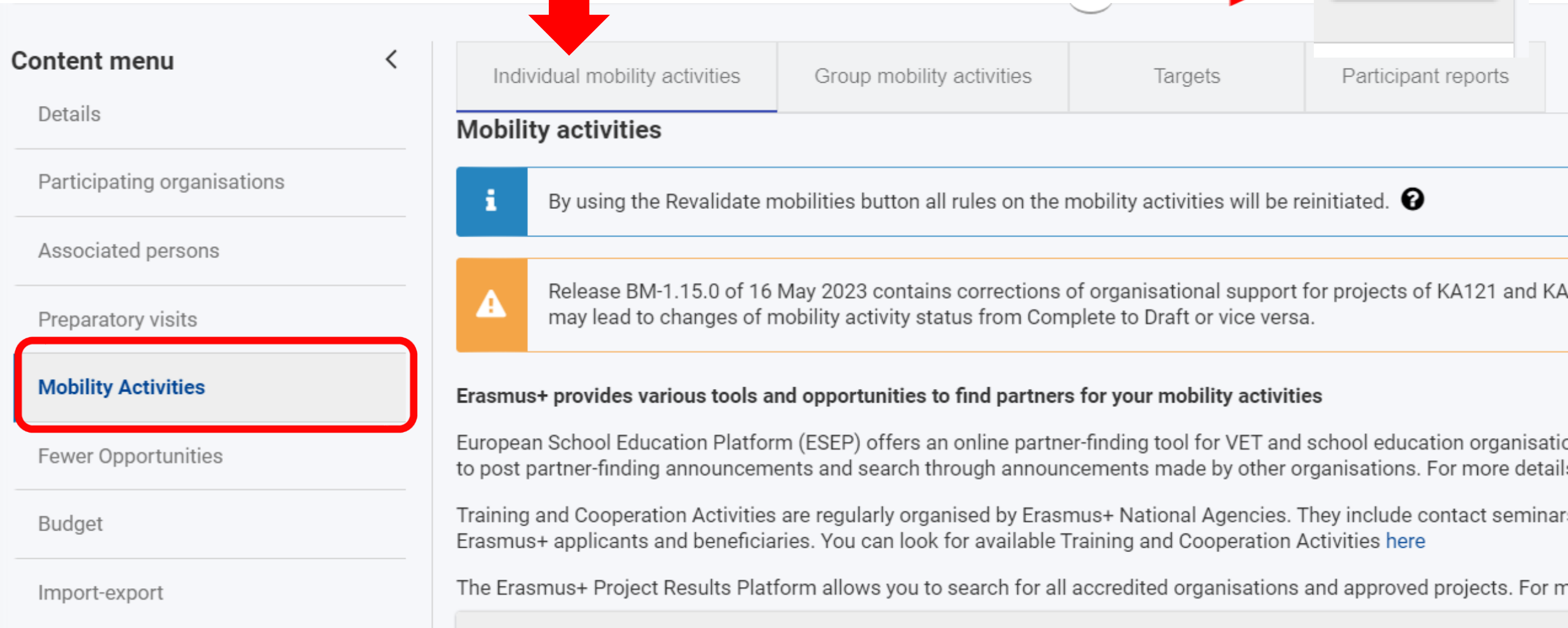
OPETUSHALLITUS
UTBILDNINGSTYRELSEN

Yksittäisen liikkuvuusjakson lisääminen 1/4

1. Valitse yksilöliikkuvuus

2. Luo uusi liikkuvuusjakso

+ Create



Content menu

- Details
- Participating organisations
- Associated persons
- Preparatory visits
- Mobility Activities**
- Fewer Opportunities
- Budget
- Import-export

Individual mobility activities | Group mobility activities | Targets | Participant reports

Mobility activities

i By using the Revalidate mobilities button all rules on the mobility activities will be reinitiated. **?**

! Release BM-1.15.0 of 16 May 2023 contains corrections of organisational support for projects of KA121 and KA... may lead to changes of mobility activity status from Complete to Draft or vice versa.

Erasmus+ provides various tools and opportunities to find partners for your mobility activities

European School Education Platform (ESEP) offers an online partner-finding tool for VET and school education organisations to post partner-finding announcements and search through announcements made by other organisations. For more details...

Training and Cooperation Activities are regularly organised by Erasmus+ National Agencies. They include contact seminars for Erasmus+ applicants and beneficiaries. You can look for available Training and Cooperation Activities [here](#)

The Erasmus+ Project Results Platform allows you to search for all accredited organisations and approved projects. For more...

Yksittäisen liikkuvuusjakson lisääminen 2/4

Mobility activity ID –
numero tulee
automaattisesti

Valitse valikosta oikea liikkuvuusmuoto

Start date = 1. päivä, kun on ohjelmaa
End date= viimeinen päivä, kun on ohjelmaa
(Tähän ei siis merkitä matkustuspäiviä)

Tallenna

Create a Draft Mobility

MOBILITY ACTIVITY

Mobility activity ID *
071295-MOB-1

Participant's first name *
Testi

Participant's email *
testi@testi.com

Project Duration 01/12/2022

Start date *
[calendar icon]

Receiving country *
Slovenia

Activity type *
Long-term learning mobility of pupils
Short-term learning mobility of pupils
Hosting teachers and educators in training
Invited experts
Courses and training
Job-shadowing
Teaching or training assignments

Activity type *
[dropdown menu]

Participant's last name *
Testaaja

Participant's gender *
 Female Male Undefined

End date *
[calendar icon]

Main language used during mobility activity *
English

Back Save

Yksittäisen liikkuvuusjakson lisääminen 3/4

Receiving organisation

Value missing

Select

Jos olet jo lisännyt kohdeorganisaation, näkyy se valikossa. Jos et ole, käy lisäämässä se ensin.

Jos tässä lukee DRAFT, osa pakollisista tiedoista on vielä täyttämättä

Voit kopioida tietoja uuteen liikkuvuuteen

Poista liikkuvuus

Tietojen katselu

Liikkuvuus tietojen muokkaus

Mobility activity ID	Draft Mobility activity	Activity type	Participant's first name	Participant's last name	Participant's email	Sending country	Start date	End date	[relon]
25397-MOB-0001	COMPLETE	Job-shadowing	[REDACTED]	[REDACTED]	[REDACTED]	Finland	23-09-2024	26-09-2024	[copy] [delete] [view] [edit]

Yksittäisen liikkuvuusjakson lisääminen 4/4

- **Liikkuvuusjakson tallentamiseksi tulee BM:ään merkitä vähintään:**
 - Liikkuvuustyyppi (Activity type)
 - Liikkujan nimitiedot
 - Liikkuvuusjakson kesto
- **Voit tallentaa loput tiedot myöhemmin**

- **Kun olet tehnyt kaikki merkinnät ennakkoon, osallistujaraportti lähtee BM:stä osallistujille täytettäväksi heti liikkuvuusjakson päätyttyä**

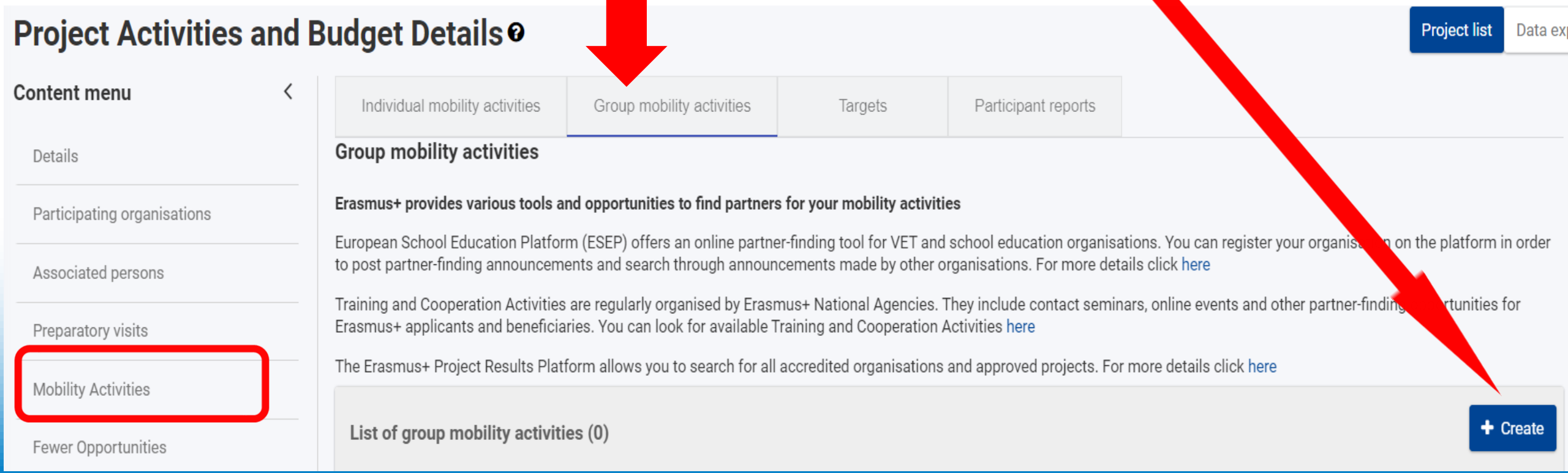
Ryhmäliikkuvuus

Komission BM-ohjeet ryhmäliikkuvuuksiin:
<https://wikis.ec.europa.eu/pages/viewpage.action?pageId=62947500>

Ryhmäliikkuvuuden lisääminen 1/5

1. Valitse ryhmäliikkuvuus

2. Luo uusi ryhmäliikkuvuus



Project Activities and Budget Details Project list Data export

Content menu <

- Details
- Participating organisations
- Associated persons
- Preparatory visits
- Mobility Activities**
- Fewer Opportunities

Individual mobility activities | **Group mobility activities** | Targets | Participant reports

Group mobility activities

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List of group mobility activities (0)

+ Create

Ryhmäliikkuvuuden lisääminen 2/5

Ryhmäliikkuvuuskirjauksen kaksi vaihetta:

1) Kirjaa ryhmäliikkuvuuden ”perustiedot” eli täytä kaikki pakolliset kentät ja tallenna DRAFT -muodossa

- Huomaa, että kaikki harmaalla pohjalla olevat kentät eivät ole täytettävissäsi vielä tässä vaiheessa, vaikka se olisi merkitty * -merkillä
- **Ryhmäliikkuvuuden osallistujia ei nimetä.** Merkitse ainoastaan ryhmän vetäjä /pääasiallinen tukihenkilö (Lead accompanying person) eli organisaation palveluksessa oleva vastuuhenkilö, joka täydentää myös osallistujaraportin ryhmän puolesta

Ryhmäliikkuvuuden lisääminen 3/5

Ryhmäliikkuvuuskirjauksen kaksi vaihetta:

2) BM:ssä ryhmäliikkuvuudessa tulee olla merkittynä vähintään yksi osallistujien alaryhmä (subgroup of participants). Tilanne jossa koko ryhmä lähtee samasta paikasta ja jakson kesto on kaikilla sama.

- Seuraavissa tapauksissa jokaiselle ryhmälle luodaan oma alaryhmä BM:ssä:

- Osallistujat tulevat eri paikoista (esim. konsortio tai organisaatio, jossa eri toimipisteitä)
- Osallistujat liikkuvat eri aikoina (esim. tukihenkilöt jotka osallistuvat jaksolle osan aikaa)

Ryhmäliikkuvuuden lisääminen 4/5

Näin luot osallistujien alaryhmän (subgroup of participants):

- Avaa tallentamasi ryhmäliikkuvuus (draft-tilassa)
- Klikkaa 'Create' (sivun keskivaiheilla)
- Täytä kyseisen osallistujien alaryhmän tiedot

ID *

25397-SBGRP-00001

Number of participants

5

Female *

5

Male *

0

Undefined *

0

Number of participants with fewer opportunities

2

0 - 5

Inclusion support for organisations not requested

Inclusion support for organisations

250,00

€

Number of accompanying persons

4

Types of accompanying persons: Education staff guiding the learning activities *

3

Types of accompanying persons: Personal assistants (for people with disabilities or similar) *

1

Types of accompanying persons: Other accompanying adults *

0

Ryhmäliikkuvuuden lisääminen 5/5

- Kun olet täyttänyt ja tallentanut vähintään yhden alaryhmän tiedot, näkyy ryhmäliikkuvuus BM:ssä **COMPLETE**-muodossa:

Individual mobility activities
Group mobility activities
Targets
Participant reports

Group mobility activities

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The Erasmus+ Project Results Platform allows you to search for all accredited organisations and approved projects. For more details click [here](#)

List of group mobility activities (1)

Search
Bulk Actions
▼ More Filters

ID	Activity type	Number of Participants	Number of Accompanying Persons	Sending country	Receiving Country	Start Date	End Date	Group Activity Status	Report Status	[reload]
25397-MOBGRP-00001	Group mobility of VET learners	5	4	Finland	Austria	24-09-2024	07-10-2024	COMPLETE	none	🗑️ 👁️ ✎️

+ Create



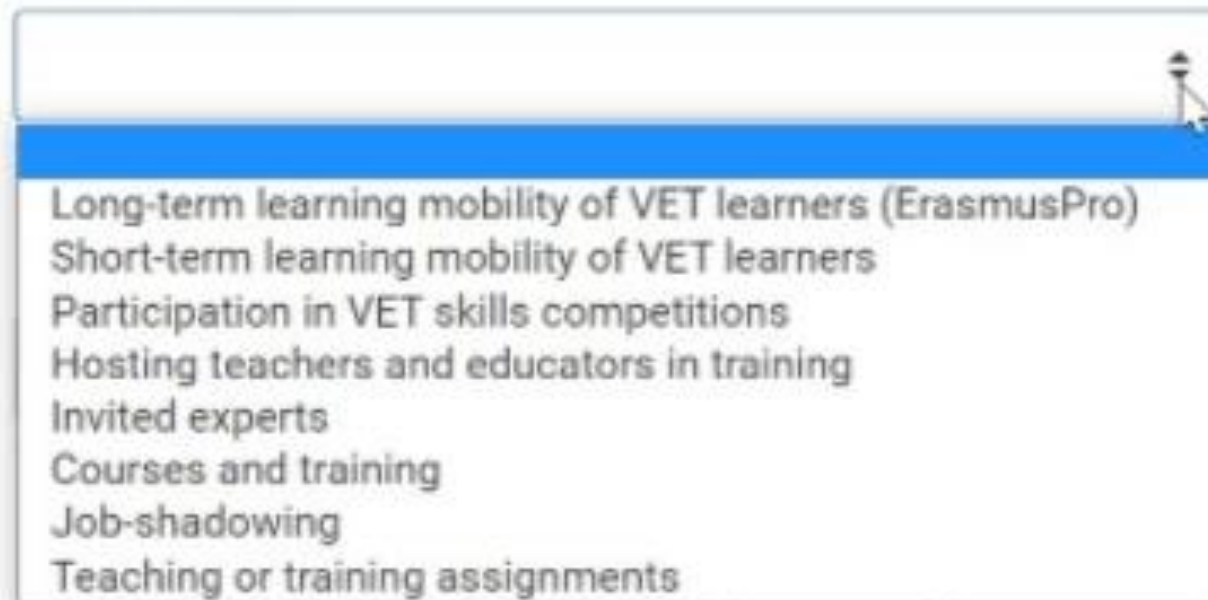
4. Liikkuvuusjaksojen tarkempi sisältö (Activity types & flags)

Activity types

- In the **Mobility activity** screen, the **activity types** are available for selection from the **Activity type** drop-down menu.
- The **fields to fill in** throughout the mobility activity screen **vary based on the selected activity type**.

VET mobility projects

Activity Type *



A screenshot of a web form showing a drop-down menu for 'Activity Type'. The menu is open, displaying a list of options. The top option is highlighted in blue. A mouse cursor is visible at the top right of the menu box.

- Long-term learning mobility of VET learners (ErasmusPro)
- Short-term learning mobility of VET learners
- Participation in VET skills competitions
- Hosting teachers and educators in training
- Invited experts
- Courses and training
- Job-shadowing
- Teaching or training assignments

Activity

- In this section you will select the activity type and define or view high-level details about the activity type, for example if the activity is a blended mobility activity or if it is a case of force majeure.

Participant: COMPLETE


MOBILITY ACTIVITY ▼

Mobility activity ID * Activity Type *

Blended Mobility activity

International Mobility activity

Force Majeure

 Suorakulmion muotoinen leike



Participant

- In this section you will view the previously entered participant personal details, as well as provide further details as applicable.
- The section also includes a variety of flags that can indicate the participant's role in the mobility activity, whether the participant requires a linguistic grant or whether it is a participant with fewer opportunities.
- The flags you check may affect the grants received for the participant as well as the remaining details to fill in.
- For example:
 - Participant with fewer opportunities:** for each such participant you must fill in the Fewer Opportunities section of your project.

Participant flags

Apprentice

OLS


Accompanying person

Linguistic support

 Digital opportunity traineeship

Participant With Fewer Opportunities

Recent Graduate

-  Any VET learner mobility will be considered as “Digital Opportunity Traineeship” when one or more of the following activities are practiced by the trainee: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category. (2024 Programme Guide p. 90)

Blended mobility

- Blended mobility activity refers to an activity combining a physical mobility activity with a virtual mobility component.
- Blended mobility activity flag can be checked to indicate that the mobility activity is carried out in a blended format (physical activity abroad combined with a virtual component).

Individual mobility activities | Targets

Participant : Charlie Brown DRAFT

MOBILITY ACTIVITY ▼

Mobility activity ID * Activity type *

Participant Accompanying Person

Blended mobility activity

International mobility activity

- Flag is checked automatically, if the Receiving Country you specify in the From-To section of the mobility activity screen is a third country not associated to the programme

FROM - TO

Sending organisation: Test-org.DE.01
Select

Sending country *: DE : Germany

Sending city *: Munchen

Receiving organisation: Test-org.JP.01
Select

Receiving country *: JP : Japan

Receiving city *: Tokyo

Accommodation type *: Hotel, hostel, or similar

Host environment *: VET school

Distance band *: 8000 km or more

Real distance in kilometers *: 9 363
[Link to distance calculator](#)

Main means of transport *: Plane

Sustainable means of transport (green travel):

International mobility activity:

If the receiving country selected is a Programme Country, the flag "International mobility activity" has to be No

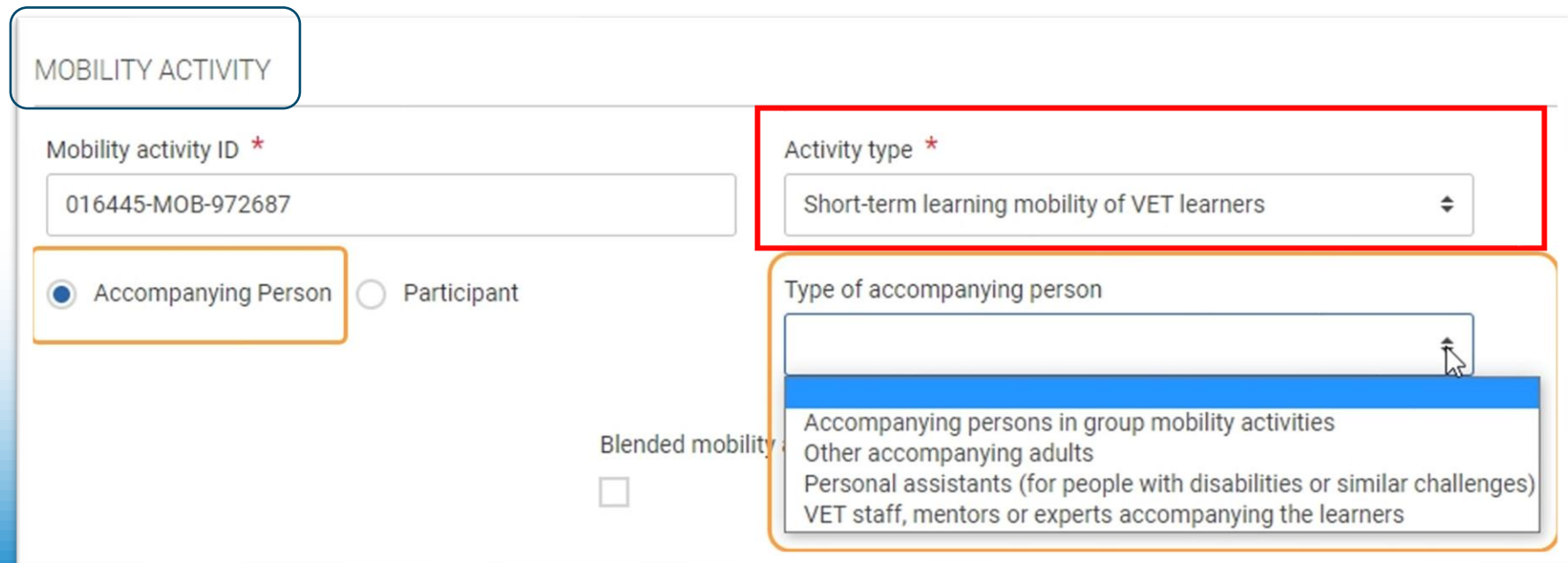
Participant with fewer opportunities

- For each participant with fewer opportunities, the beneficiary organisation receives an Inclusion support grant. In addition you must fill in the Inclusion Support for participants in the mobility activity screen.

Participant with fewer opportunities	
<input checked="" type="checkbox"/>	
Incoming international participant (under special conditions)	
<input type="checkbox"/>	
INCLUSION SUPPORT	
Inclusion support for participants	Inclusion support for organisations
<input type="text" value="350,00"/>	<input type="text" value="100,00"/>
€	€

Accompanying Person

- If you check this flag, you must also select the Type of accompanying person from the relevant drop-down list.
- Accompanying persons must not fill in the participant report for individual mobility activities, and the Participant report section is not displayed.
- In VET the minimum allowed duration for accompanying persons in individual mobility activities is of 1 day.



The screenshot shows a form titled "MOBILITY ACTIVITY" with several fields and options. A red box highlights the "Activity type" dropdown menu, which is currently set to "Short-term learning mobility of VET learners". An orange box highlights the "Accompanying Person" radio button, which is selected. Another orange box highlights the "Type of accompanying person" dropdown menu, which is open and shows four options: "Accompanying persons in group mobility activities", "Other accompanying adults", "Personal assistants (for people with disabilities or similar challenges)", and "VET staff, mentors or experts accompanying the learners". A blue bar highlights the first option in the dropdown menu. A "Blended mobility" checkbox is also visible but unchecked.

MOBILITY ACTIVITY

Mobility activity ID *
016445-MOB-972687

Activity type *
Short-term learning mobility of VET learners

Accompanying Person Participant

Type of accompanying person

Accompanying persons in group mobility activities
Other accompanying adults
Personal assistants (for people with disabilities or similar challenges)
VET staff, mentors or experts accompanying the learners

Blended mobility

Incoming international participant (under special conditions)

- In beneficiary projects, the Incoming international participant (under special conditions) flag available in, i.e. mobility activities, physical events, participations, etc. indicates that the mobility activity involves a participant that has left the Ukraine due to the war and has carried out or is carrying out an activity, i.e. in an eligible participating country.
- This flag may change the standard conditions regarding the sending and receiving countries, as well as certain grant calculations, depending on the action type of your project.

Incoming international participant (under special conditions)

Online Language Support – OLS

- OLS is available for participants involved in
 - Long-term learning mobility of VET learners (ErasmusPro), Short-term learning mobility of VET learners,
 - Job-shadowing mobility for VET staff , Teaching or training assignments for VET staff
- In beneficiary projects, when providing information for participants in, individual mobility activities or participations, the **OLS flag** (checkbox) may be available.
 - Checking this flag will indicate the person is entitled for the Online Language Support.

Online language support (OLS)

Linguistic support

- Where available, a Linguistic Support grant can be requested by checking the **Linguistic Support flag** in the **Participant** section of the mobility activity screen.
 - The Linguistic support grant is calculated automatically and cannot be changed manually.
- For activities where OLS is an option, if you request a Linguistic support grant without requesting OLS (OLS flag is not checked), provide an explanation in the **Justification for Linguistic support grant request** field.
- Linguistic support is **not available** for:
 - accompanying persons,
 - participants involved in activities of type Invited experts and Hosting teachers and educators in training,
 - participants involved in activities of type Courses and Training, Job shadowing, Teaching or training assignments with a duration of up to 30 days.

Linguistic support grant

Online language support (OLS)

Linguistic support *

Linguistic support grant
150,00 €

Incoming international participant (under special conditions)

Justification for linguistic support grant request *
Please explain why was the participant not able to use additional linguistic support (explanation is not required for the additional linguistic support grant for long-term activities). 5000

Value missing

Linguistic support

- For participants in activities of type **Long-term mobility of VET learners (ErasmusPro)** and **Long-term learning mobility of pupils**, an **Additional Linguistic support grant for long-term activities** is provided (calculated automatically).
- If you do not require the additional grant, check the flag for **Additional Linguistic support - Grant not requested**.

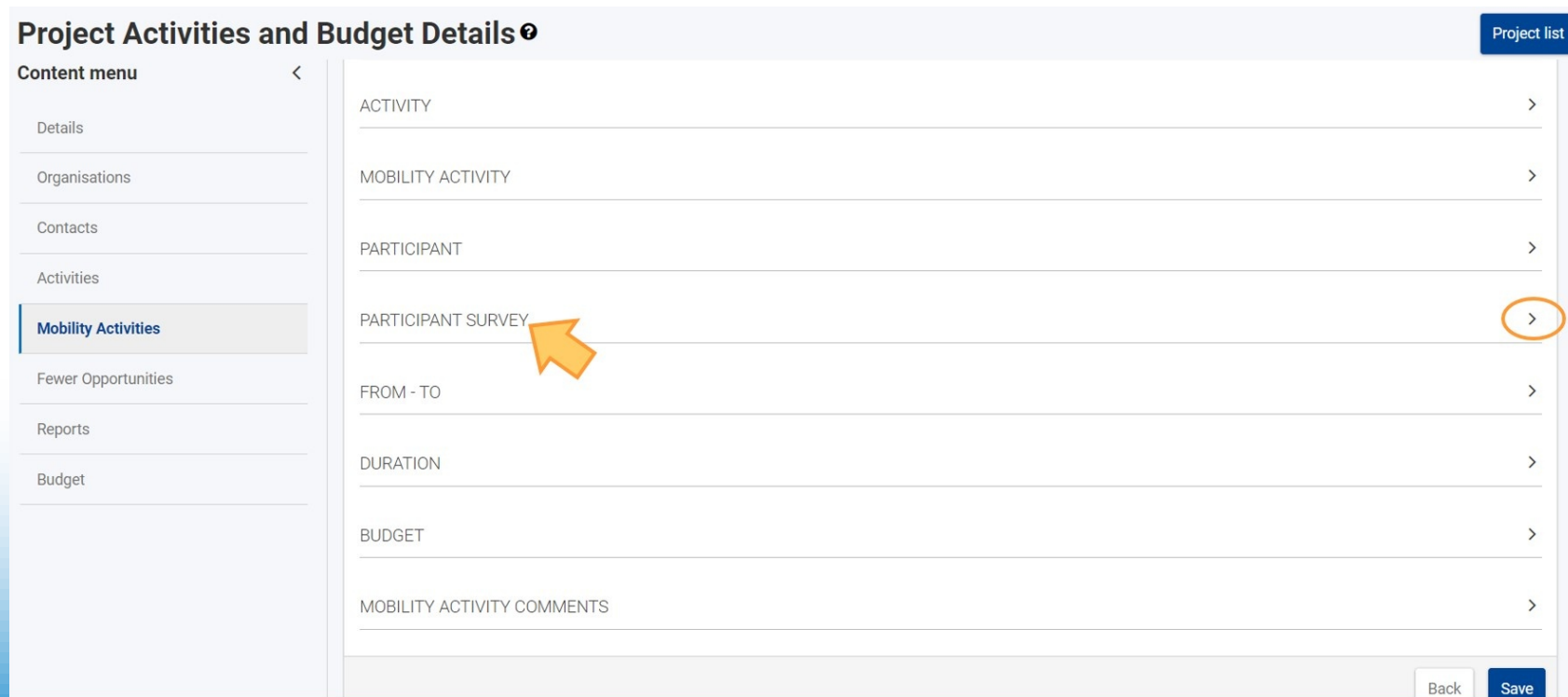
Linguistic support *	Linguistic support grant
<input checked="" type="checkbox"/>	<input type="text" value="150,00"/> €
Additional linguistic support - Grant not requested	Additional linguistic support grant for long-term activities
<input type="checkbox"/>	<input type="text" value="150,00"/> €

Participant Survey

- Manage Participant Reports in projects:

<https://wikis.ec.europa.eu/display/NAITDOC/Participant+Report>

Click on the arrow (>) to expand the subsection and view the details. You may need to use the vertical scroll bar(s) in your browser to access all available information



Project Activities and Budget Details Project list

Content menu <

- Details
- Organisations
- Contacts
- Activities
- Mobility Activities**
- Fewer Opportunities
- Reports
- Budget

ACTIVITY >

MOBILITY ACTIVITY >

PARTICIPANT >

PARTICIPANT SURVEY >

FROM - TO >

DURATION >

BUDGET >

MOBILITY ACTIVITY COMMENTS >

Back Save

Resend Invitation

- Click on the **Resend invitation** button to send a reminder e-mail to the participant to complete the participant report in EU Survey.

PARTICIPANT SURVEY ▼

Request ID: fccc32c5-a375-4ac4-a642-94d93423959e **Status:** Requested [Resend invitation](#)

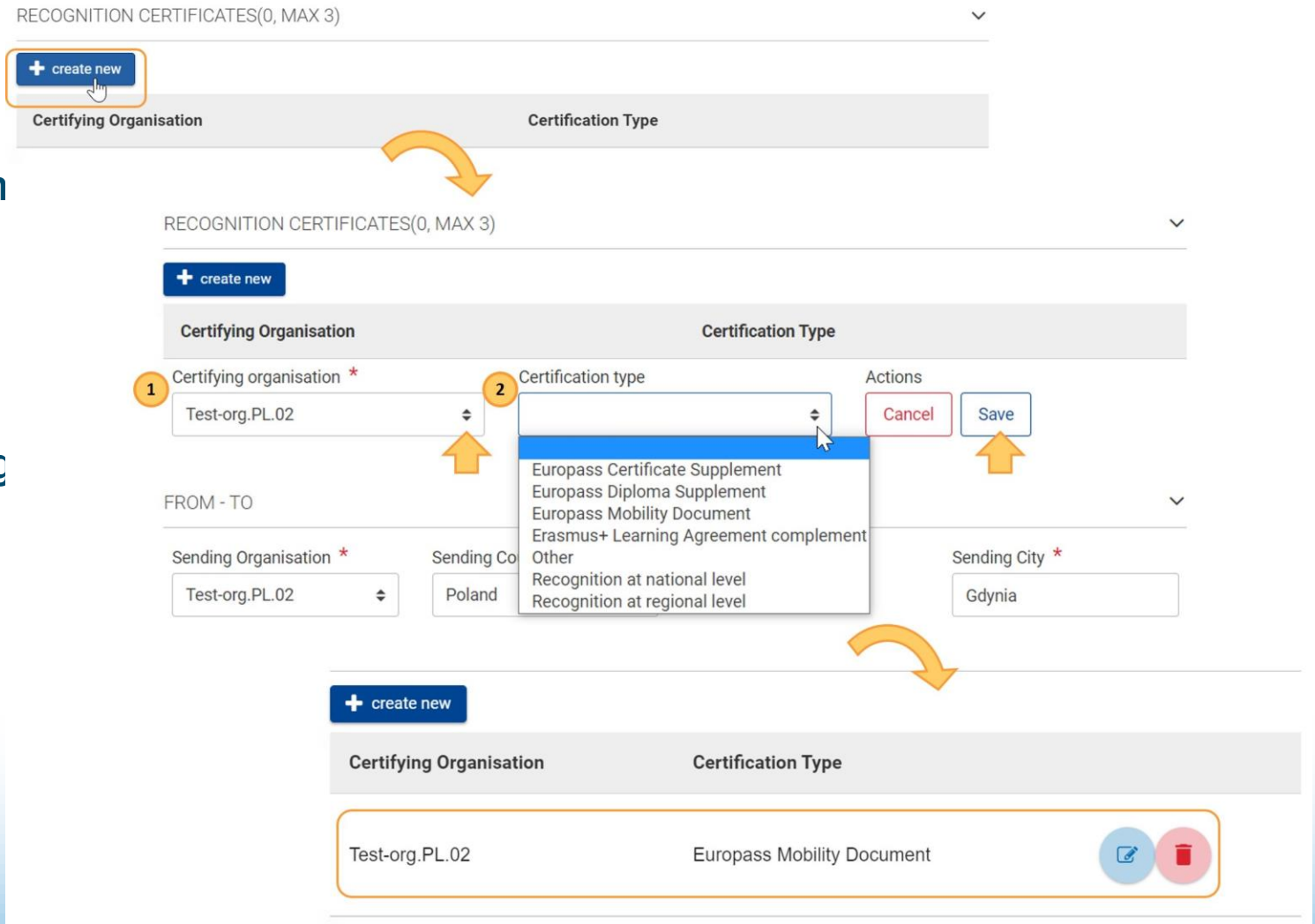
Log Date	Action
16-11-2022 15:35:08	Requested
16-11-2022 15:35:07	Automatic Invitation ready to be sent
16-11-2022 15:35:07	Associated to EUS Token

Participant Survey

- Participants in Erasmus+ projects may be asked to provide feedback on their experience by completing a Participant Report
- **Automatic e-mails are sent to participants with an invitation** to complete this report in EU Survey to share their feedback on the experience participating in a Mobility activity for Erasmus+ or European Solidarity Corps programmes.
- The participant receives an e-mail with **a dedicated link to the participant report**. This link will not expire. The individual participant report is completed online in EU Survey and is offered in various languages.
- The participant can save the survey as draft and submit it. After submission, the participant may download a PDF version of their feedback, but they can not edit the form again.
- **Note: The participant report request will not be sent out, if the mobility activity is in Draft status, meaning not completed, in Beneficiary module.**

Recognition Certificates

- In the Recognition Certificates section you can specify up to three certificates to be offered to the participant, from the listed ones.
- Certificates cannot be offered to participants flagged as Accompanying Person.
- To add a certificate, click on **Create new**, then select 1) the Certifying organisation and 2) the Certification type from the available drop-down lists, and click **Save**.
- Once the certificate is added, the **Edit** and **Delete** icons are available.



RECOGNITION CERTIFICATES(0, MAX 3)

+ create new

Certifying Organisation	Certification Type
-------------------------	--------------------

RECOGNITION CERTIFICATES(0, MAX 3)

+ create new

Certifying Organisation	Certification Type	Actions
1 Certifying organisation * Test-org.PL.02	2 Certification type [Dropdown menu open]	Cancel Save

FROM - TO

Sending Organisation *	Sending Co	Sending City *
Test-org.PL.02	Poland	Gdynia

+ create new

Certifying Organisation	Certification Type	Actions
Test-org.PL.02	Europass Mobility Document	[Edit] [Delete]

Travel

From-To

- Select the **Sending and Receiving organisation**.
- You have the **Select** button (1) available to choose the respective organisation from. Clicking on it opens the organisation selection pop-up window.
- Click on the organisation you want to choose (2), it will be highlighted in blue, and click on the **Select** (3) button.

FROM - TO

Sending Organisation
Value missing
Select **1**

Sending Country *
Value missing

Sending City *
Value missing

Receiving Organisation
Value missing
Select

Receiving City *
Value missing

Sending Organisation

Organisations(4)

Search...

OID	Legal name	Organisation ID	Country	City
E10000178	Test-org.RO.01	16711-ORG-00004	Romania	Bucharest 2
	Test-org.AT.01	16711-ORG-00005	Austria	Wien
E10000015	Test-org.RO.02	16711-ORG-00003	Romania	Cluj
	Ukraine Org	16711-ORG-00002	Ukraine	Ukraine City

Items per page 100 1 - 4 of 4

Cancel **Select** **3**

Travel specifics (from-to)

- In addition, for certain activities in VET mobility projects, also specify the **Hosting environment**.

FROM - TO

Sending Organisation *

Test-org.PL.02

Sending Country *

Poland

Receiving Organisation *

Kulturförderungsverein St. Veit/Glan

Receiving Country *

Austria

Accommodation type *

Dormitory at school premises (boarding school)
Dormitory outside of school premises
Hosting family
Hotel, hostel, or similar
Other

Host environment *

Company
VET school

Distance bands

- The **Distance bands** to choose from differ according to whether the selected **Main Means of Transport** is considered to be sustainable or not.
- Therefore, first select the **Main Means of Transport**, then select the applicable **Distance Band** from the respective drop-down lists.

Distance Band * [Link to distance calculator](#)

0 - 99 km
100 - 499 km
500 - 1999 km
2000 - 2999 km
3000 - 3999 km
4000 - 7999 km

Real distance in km * 0

Main Means of Transport * Bus

Distance Band * [Link to distance calculator](#)

8000 km or more

0 - 99 km
100 - 499 km
500 - 1999 km
2000 - 2999 km
3000 - 3999 km
4000 - 7999 km
8000 km or more

Real distance in km * 0

Main Means of Transport * Plane

Main means of transport

Sustainable means of transport (green travel) flag

- If the selected **Main Means of Transport** is considered sustainable, the **Sustainable means of transport (green travel)** flag is checked automatically.
- Whether a means of transport is considered sustainable or not will have an impact on the number of **Travel days** that can be entered when completing the **Duration** section of the mobility activity.

Distance Band *

[Link to distance calculator](#)

500 - 1999 km

Real distance in km *

1537

Main Means of Transport *

Train

Sustainable means of transport (green travel)



Travel days

- In the Travel Grant section, the Travel days must be provided.
- As a general rule, you can indicate up to 2 travel days, if using a non-sustainable means of transport, and up to 6 travel days if using a sustainable means of transport.

TRAVEL GRANT

Travel support

820,00 €

Travel support not required

Request exceptional cost for expensive travel

Travel days * 0 - 6

Request exceptional cost for expensive travel

- Tick the relevant box for Request Exceptional Costs for Expensive Travel. Then type the **Real Travel Cost** in the relevant field.
- The Exceptional Cost for Expensive Travel Grant is calculated automatically as 80% of the Real Travel Cost.
- If you request the Exceptional costs for expensive travel grant, you must also fill in the additional field **Exceptional cost for expensive travel description and justification**.

Travel Grant

0,00 €

Travel Support - Grant Not Required

Request Exceptional Cost for Expensive Travel

Support rate

80

Real Travel Cost *

1 200,00 €

Exceptional Cost for Expensive Travel Grant *

960,00 €

Exceptional Costs Description and Justification *

5000

Value missing

Exceptional Costs (flag)

- To request a grant to cover Exceptional costs, tick the Request exceptional costs check box (1).
- Then type the Real cost (2) in the relevant field. The Exceptional costs - grant is calculated automatically as 80% of the real cost.
- You must also fill in the additional field Exceptional costs description and justification (3), which becomes available as soon as the real cost provided is higher than 0.

EXCEPTIONAL COSTS

1 Request exceptional costs

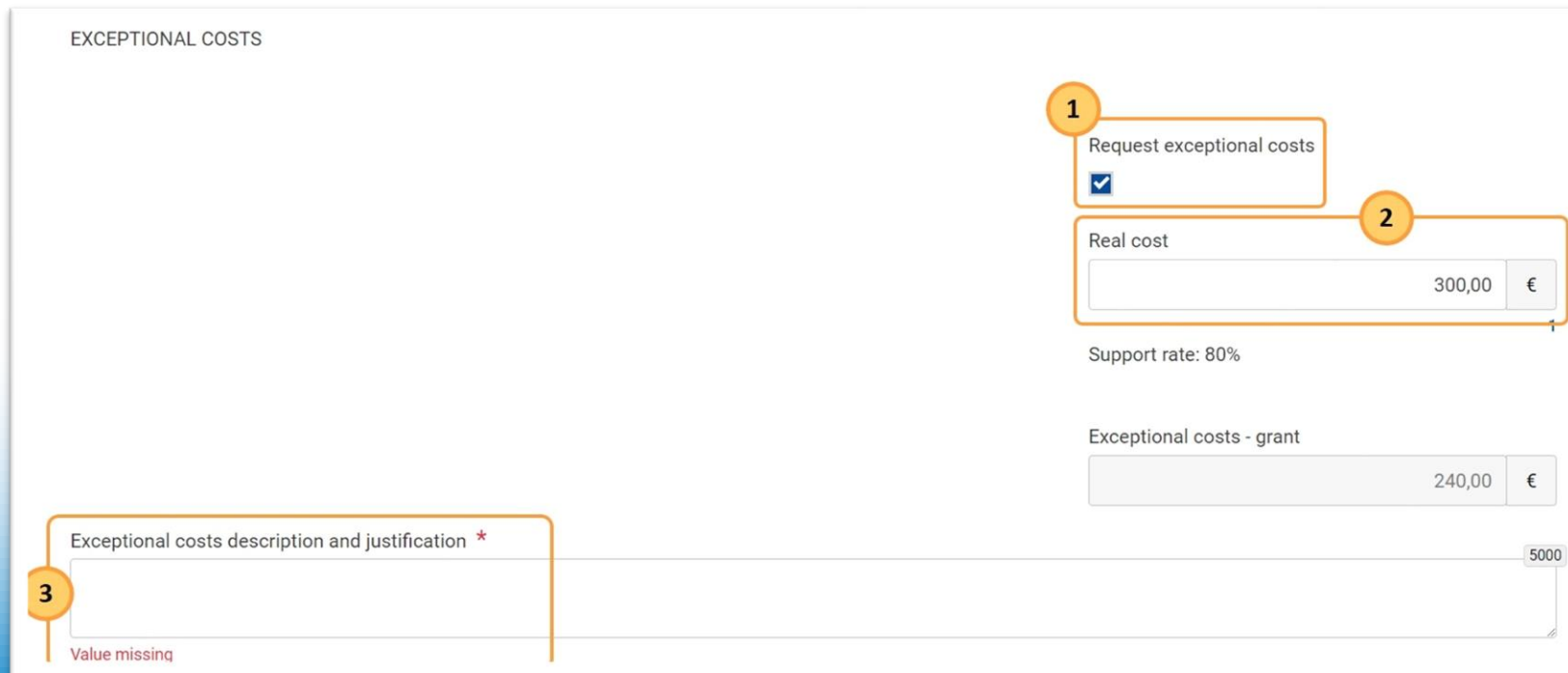
2 Real cost 300,00 €

Support rate: 80%

Exceptional costs - grant 240,00 €

3 Exceptional costs description and justification *
Value missing

5000



Request Exceptional cost for visa and other entry requirements

- To request a grant to cover Exceptional cost for visa and other entry requirements, tick the relevant box. Then type the **Real cost** in the relevant field. The Exceptional cost for visa and other entry requirements - grant is **calculated automatically as 100% of the real cost**.
- You must also fill in the additional field Exceptional cost for visa and other entry requirements - **description and justification**, which becomes available as soon as the real cost provided is higher than 0.

EXCEPTIONAL COSTS

Request exceptional cost for visa and other entry requirements



Real cost

20,00 €

Support rate: 100%

Exceptional cost for visa and other entry requirements - grant

20,00 €

Exceptional cost for visa and other entry requirements - description and justification *

5000

Value missing

Course fees

- This grant is only applicable to activities of type Courses and training.
- If a grant is required, fill in the Course fees - number of days with the applicable number of days for this participant, in the Duration section of the screen.
- The Course fees grant will be updated automatically based on the unit cost per day and the specified number of days.
- Additionally, fill in the Course ID and Course title fields.

COURSE FEES

Course fees - number of days *

Course fees - unit cost per day *

 €

Course fees - grant not requested

Course fees grant *

 €

This is a course from the course catalogue in the European School Education Platform

Course title *

Value missing

Please note that all course providers are entirely independent from the Erasmus+ programme and are acting as service providers in a free market. The choice of courses and training is therefore your responsibility. Quality standards for courses are available as support to guide your choice.

Grants | Inclusion support 1

- Inclusion support is only available if you involve participants with fewer opportunities in your projects, therefore the flag **Participant with Fewer Opportunities** must be checked for this section to be displayed.
- **Inclusion support for organisations** covers costs related to the organisation of mobility activities for participants with fewer opportunities. It consists of a flat rate of 125 euros/participant, regardless of the duration of the mobility activity.

INCLUSION SUPPORT

Inclusion support is available for participants with fewer opportunities.

Participant with fewer opportunities



Inclusion support for organisation not requested



Inclusion support for participants

 €

Inclusion support for organisations

 €

Inclusion support 2

- **Inclusion support for participants** cover additional costs directly linked to participants with fewer opportunities and their accompanying persons, including group leaders and facilitators.
- Inclusion support can cover justified costs related to travel and subsistence, if a grant for these participants is not requested through the budget categories **Travel** and **Individual support**.
- To request this grant, type the eligible costs in the **Inclusion Support for Participant** field, in the **Budget** section of the screen.

BUDGET



INCLUSION SUPPORT

Inclusion Support for Participants

	5 680,00	€
--	----------	---

Example of Inclusion Support for Participants

Total calculations

- The **Total mobility activity grant** is calculated based on the information provided throughout the mobility activity screen.

BUDGET ▼

ORGANISATIONAL SUPPORT

For this participant, you are entitled to 500 € of organisational support.

Organisational support grant not requested

Travel grant
320

Individual support grant *
3057

Inclusion support for participants
300

TOTAL CALCULATIONS

Total mobility activity grant

4 077,00 €

Force Majeure

- Force majeure situations can arise anywhere and at any time, and include factors such as sudden disease, accidents, earthquakes and other causes.
- In a project, check the Force majeure flag to indicate that a project activity is considered as a case of force majeure.
- When you check this flag (tick box), certain fields and grants for the activity may be affected and must be checked and/or updated.
- In addition, you must fill in the additional Force majeure explanations field, describing the facts that prove the activity should be accepted as a case of force majeure.

Force majeure



Force majeure explanations *

Data collected in Beneficiary Module should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

5000

Value missing

Force Majeure

If the **Force Majeure** flag is set, the following duration and grant fields are affected:

- **Duration Calculated (days):** The business rule checking the minimum and maximum duration will no longer apply in case of Force Majeure. **Course fees grant (if applicable):** The field becomes editable. If any values were already present, they are preserved.
- **Linguistic Support grant:** The grant remains available even if the duration of the mobility activity is shortened to less than the minimum required duration, but the grant amount cannot be changed in cases of Force Majeure.
- **Travel grant:** The field becomes editable. If any values were already present, they are preserved.
- **Individual Support grant:** The field becomes editable. If any values were already present, they are preserved.
- **Inclusion support for organisation:** The field becomes editable. If any values were already present, they are preserved.
- **Participant report:** Participant reports are not required for mobility activities flagged as force majeure and having a duration of 1 day (i.e. cancelled mobility activities, for which the start and end date are the same).

Checkpoint exercise KA121-VET -hankkeille

- Teknisesti vuoden 2024 KA121-VET sopimusten jatkon haku tapahtuu Beneficiary Modulen kautta
- Älä täytä/lähetä järjestelmässä olevaa **Amendmentia** ennen kuin ilmoitamme, että haku on avattu
 - Jatkoaika- ja lisärahoitushaku on kesällä 2025

Kiitos!

Erasmus+
Muuttaa elämäsi – avartaa maailmaasi.



OPETUSHALLITUS
UTBILDNINGSTYRELSEN