

Lyhytkestoisten liikkuvuushankkeiden (KA122-VET) loppuraportointi


Loppuraportointikoulutus 12.12.2023

KA122-hankkeiden raportointi

- Hankkeiden kestot vaihtelevat sen mukaan mitä olette hakuvaiheessa määritelleet, loppuraportin DL on 60 pv hankkeen päättymisen jälkeen
 - Tarkista pvm:t sopimuksesta tai hankkeiden raportointi- ja hallinnointialusta Beneficiary Modulesta (BM)
 - **Loppuraportin voi jättää vasta hankkeen päättymisen jälkeen**
- Osa tiedoista siirtyy loppuraportille automaattisesti Beneficiary Moduleen lisättyjen liikkuvuuksien tiedoista sekä palautetuista osallistujaraporteista
 - Kirjaa toteutuneet liikkuvuudet BM:iin viimeistään nyt
 - Varmista että liikkuvuuksien tiedot on kirjattu oikein (varsinkin kestot)
 - Huomioi että matkapäivät pitää itse kirjata BM:ssä omassa kohdassaan
- **Voit kirjoittaa loppuraportin suomeksi tai ruotsiksi vaikka kysymykset ovat englanniksi**
- Loppuraporttipohja tallentaa itse itsensä
- Varaa loppuraportin koostamiseen aikaa

Hankkeen tiedot Beneficiary Modulessa

Grant Agreement No. : 2022-1-FI01-KA122-VET- [REDACTED] Awarded/Reported Budget : [REDACTED] **Project ongoing**


NA : FI01 - Finnish National Agency for Education EDUFI - Organisation OID : [REDACTED] - Legal name : [REDACTED] **Deadline: 31 mars 2024** **Actions** 


Participant reports submission rate: individual reports : [REDACTED] **114 days left !**

Programme : Erasmus+ **Start of Project : 01/08/2022 (Brussel times)**

Key Action : Learning Mobility of Individuals **End of Project : 31/01/2024 (Brussel times)**

Call : 2022 **Last updated : 14/11/2023 12:00:12**

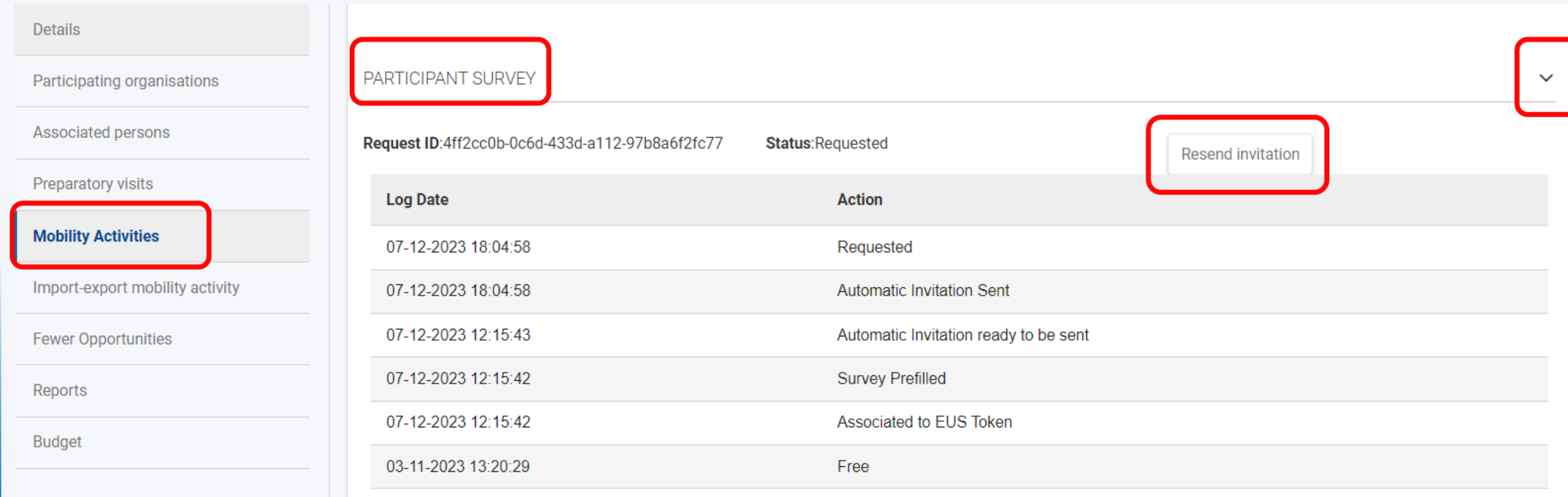
 Update project data

 Refresh Reported Budget

- Näet hankkeen alku- ja päättymispäivät sekä loppuraportin määräajan hankkeen perustiedoista (nuolipainike)
- Hankkeen tietoja kannattaa päivittää Actions -painikkeen kautta löytyvillä Update project data ja Refresh reported budget -painikkeilla

Osallistujaraportti – Participant survey

- Osallistujaraportti löytyy kunkin yksittäisen liikkuvuusjakson tiedoista
- Varmista että osallistujaraportit on palautettu: Report status → EUS Requested → EUS Submitted
- Saat lähetettyä osallistujaraportin tarvittaessa uudelleen Resend invitation -painikkeen kautta



Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

Import-export mobility activity

Fewer Opportunities

Reports

Budget

PARTICIPANT SURVEY

Request ID:4ff2cc0b-0c6d-433d-a112-97b8a6f2fc77 Status:Requested





Resend invitation

Log Date	Action
07-12-2023 18:04:58	Requested
07-12-2023 18:04:58	Automatic Invitation Sent
07-12-2023 12:15:43	Automatic Invitation ready to be sent
07-12-2023 12:15:42	Survey Prefilled
07-12-2023 12:15:42	Associated to EUS Token
03-11-2023 13:20:29	Free

Liikkuvuuksien päivittäminen – Mobility Activities Revalidation

- Liikkuvuusjaksot täytyy päivittää ennen loppuraportin lähettämistä (revalidation) Mobility Activities -välilehdellä:
 - Click on the "Revalidation" button to open the "Mobility Revalidation" screen
 - Click on the Revalidation button, displayed on top of the list, to access the Mobility Revalidation screen
- Tarkista revalidationin jälkeen että liikkuvuuksien statukset ovat ajan tasalla
- Validointia kannattaa tehdä myös hankkeen aikana

Mobility activities

List of mobility activities (86)										+ Provide access to OLS	⚙️ Revalidation	+ Create	
										🔍 Search...	Search	Bulk Actions	🔼 More Filters
Mobility activity ID	Activity type	Participant's first name	Participant's last name	Participant's email	Sending country	Receiving country	Start date	End date	Draft Mobility activity	ⓘ Actions			
16887-MOB-0018	Student mobility for studies	Helmer	Lastname	helmer@email.ao	Angola	Germany	02-05-2023	31-05-2023	COMPLETE	   			

Participants with fewer opportunities

- Mikäli hankkeessa on toteutunut vähemmän mahdollisuuksia omaavien liikkuvuuksia, muistakaa merkitä, mihin osallisuuskategoriaan osallistuja kuuluu


Project Activities and Budget Details

[Project list](#)









Content menu <

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

Fewer Opportunities

 The National Agencies and the European Commission will use data for budget validation and statistical purposes. The data should not allow the identification of a physical person. The level of detail I should be proportionate to the needs of cost justification. See [privacy notice](#) for more information on data protection.

Please indicate the number of participants with fewer opportunities according to each reason below and the description and the justification of the inclusion support for participants. For each participant please take into account the main reason.

Reason	Number of Participants
Barriers linked to discrimination	<input type="text" value="0"/> 
Barriers linked to education and training systems	<input type="text" value="0"/> 
Cultural differences	<input type="text" value="0"/> 
Disabilities	<input type="text" value="0"/> 
Economic barriers	<input type="text" value="0"/> 
Geographical barriers	<input type="text" value="0"/> 
Health problems	<input type="text" value="0"/> 
Social barriers	<input type="text" value="0"/> 

Hyödynnä ohjeita – Beneficiary Guides

- Komission on tehnyt Beneficiary Modulen käytön tueksi ohjevideoita, joihin on hyvä tutustua ennen loppuraportoinnin aloittamista
- Beneficiary Modulen ohjeet
 - <https://wikis.ec.europa.eu/display/NAITDOC/Beneficiary+module+guide>
- Tarkista että toteutuneet liikkuvuuksien tiedot on kirjattu Beneficiary Moduleen
 - <https://wikis.ec.europa.eu/display/NAITDOC/Mobility+activities+in+KA121+and+KA122+projects>
- Osallistujaraporttien hallinnointi
 - <https://wikis.ec.europa.eu/display/NAITDOC/Manage+participant+reports+in+projects>
- Ohjevideo loppuraportin täyttämiseen ja lähettämiseen:
 - <https://wikis.ec.europa.eu/display/NAITDOC/How+to+submit+the+beneficiary+report+in+Beneficiary+module>
 - <https://wikis.ec.europa.eu/display/NAITDOC/How+to+complete+and+submit+the+final+beneficiary+report>

Loppuraportin sisältö – Final report table of contents

- Project details
- Evaluation criteria
- Project summary
- Activities
- Practical arrangements
- Quality standards
 - I: Basic principles
 - II: Good management of mobility activities
 - III: Providing quality and support to the participants
 - IV: Sharing results and knowledge about the programme
- Participant satisfaction
- Project objectives and achievements
- European Language Label
- Budget
- Feedback
- Annexes
- Checklist

Loppuraportin arviointikriteerit – Evaluation criteria

Evaluation criteria

The following evaluation criteria will be used to assess your final report on a scale of 100 points.

Quality of implementation (50 points)

The extent to which:

- the information in the report is clear and complete, and the beneficiary has ensured sufficient submission rate of individual participant reports
- the beneficiary has applied the basic principles defined in the quality standards
- the beneficiary has applied the quality standards for good management of mobility activities
- the beneficiary has applied the quality standards for providing quality and support to the participants
- organised activities were coherent with the project objectives
- funding options for accompanying persons and preparatory visits have been used appropriately and efficiently

Impact and sharing results (50 points)

The extent to which:

- the objectives defined at the application stage were achieved (in addition, if changes have taken place between the planned and implemented activities, this evolution is well explained)
- the organised mobility activities have benefited the participants
- the project had a positive impact on the beneficiary organisation as a whole, beyond the impact on individual participants
- the beneficiary has applied the quality standards for sharing results and knowledge about the programme

Hankkeen tiivistelmä – Project summary

- Tiivistelmän kysymykset kysytään kahteen kertaan; jälkimmäiseen tiivistelmäosioon vastataan englanniksi
 - Englanninkieliset tiivistelmät tulevat julkisesti näkyviin Erasmus+ Project Results Platformille
- **Background:** What is the context of your project and your organisation?
- **Objectives:** What did you want to achieve by implementing the project?
- **Implementation:** What activities did you implement in your project?
- **Results:** What were the results of your project?

Hankkeen toiminnot – Activities

- Liikkuvuusjaksojen määrälliset tiedot siirtyvät loppuraportille automaattisesti, lisäksi raportissa kysytään:
- How did the format and content of different activities contribute to the achievement of your project objectives?

Käytännön järjestelyt – Practical arrangements

- How did you choose the hosting organisations for your activities?
- Preparatory visits: How did the preparatory visits help improve the quality of your activities?
- Accompanying persons: How did you decide on the number and profile of accompanying persons in the different activities?
- Please comment on the participants' feedback summarised in this section. You should identify weak and strong points and explain them. In this context, figures indicating less than 80% satisfaction are considered as quite weak results. If there are any figures in this range, make sure to address them in your reply.*

Laatustandardit – Quality standards

- Palauta mieleen Erasmus+ -laatustandardit
- Quality standards I: Basic principles
 - Esim: Would you like to provide any further comments or information about the inclusion dimension in your project?
- Quality standards II: Good management of mobility activities
 - Esim: What have you done to integrate the results of implemented mobility activities in your organisation's regular work? What were the results of your efforts?
- Quality standards III: Providing quality and support to the participants
 - Esim: Please describe step-by-step how did you define the expected learning outcomes for your participants. Who were the key persons involved in this process? How were the hosting organisations involved?
- Quality standards IV: Sharing results and knowledge about the programme
 - Esim: What have you done to make your organisation's participation in Erasmus+ widely known within your organisation? What kind of opportunities did you create for participants to share their Erasmus+ mobility experience with their peers?

Osallistujien tyytyväisyys ja osallistujaraporttien palautusaste – Participant satisfaction and submission rate

- Please comment on the participants' feedback summarised in this section
 - You should identify weak and strong points and explain them. For individual staff and learner activities at least 80% submission rate is expected
- To improve the submission rate, you may send reminders to participants who have not yet submitted their report
- Ensuring that participant reports are completed is part of your duties defined in the grant agreement and the Erasmus quality standards

Hankkeelle asetetut tavoitteet ja niiden saavuttaminen – Project objectives and achievements

- Kohdassa näkyy koontina hakemuksessa kirjoittamanne hankkeen tavoitteet ja niiden suunnitellut mittauskeinot
- Achievements -kohdassa reflektoi, miten olette päässeet toteutuneiden liikkuvuuksien avulla asettamiinne tavoitteisiin

European Language Label (ELL)

- Voit hakea loppuraportin yhteydessä, ei ole pakollista
- Annetut vastaukset eivät vaikuta hankkeen loppuraporttiin tai sen arviointiin

European Language Label

The European Language Label is an award set up by the European Commission as part of the Erasmus+ programme. Its objectives are to recognise excellent projects in the area of multilingualism, to help sharing their results, and to promote public interest in language learning.

European Language Labels are awarded in each EU member state and in third countries associated to Erasmus+. The labels are awarded either on annual or biannual basis, depending on the country. You can learn more about the European Language Label on the Europa web, here:

[here](#)

Thanks to having completed a Key Action 1 mobility project, your organisation has the opportunity to apply for the European Language Label.

Please note that applying for the European Language Label will not influence the evaluation of your final report in any way. All the information provided in replies to questions in this section will be used exclusively in the selection procedures for the European Language Label.

Would you like to apply for the European Language Label?

YES



European Language Label assessment

- Application for the European Language Label will be assessed based on three award principles
 - Thematic priorities
 - Comprehensive and creative approach
 - Impact and dissemination

European Language Label application questions 1

Your application for the European Language Label will be assessed based on three award principles: 'Thematic priorities', 'Comprehensive and creative approach', and 'Impact and dissemination'. To apply, please read the award principles below and reply to the corresponding questions.

1. Award principle 'Thematic priorities'

The implemented initiatives will be given priority in the selection if they address one or more of the thematic priorities defined for the given selection round. European thematic priorities will be defined at the European level and applicable to all Programme countries. The European priorities can be complemented with further national priorities decided by the National Agency and the National Authority. Please consult the list of European and national thematic priorities (if any) on the website of your National Agency. If you are not sure that your project addresses the required thematic priorities, please ask your National Agency for advice.

How did your project address the European Language Label thematic priorities? *

x

2999

2. Award principle 'Comprehensive and creative approach'

The assessment of criteria for 'Comprehensive and creative approach' is based on the extent to which:

- All elements involved – learners, teachers, methods and materials – contribute to ensuring that the needs of the learners are identified and met, including validation of language skills.
- Creative use is being made of all resources available to stimulate language learning from an early age.
- The implemented initiatives explore previously unknown approaches, appropriate to the learners concerned.
- The implemented initiatives are based upon the reality of the European Union and its linguistic diversity and use the potential which that offers (for example, contacts across national borders, language learning between the neighbouring countries, developing bilingual teaching options etc.) to improve understanding of other cultures by means of language learning.

To address the above requirements, please reply to the following questions:

How was your project comprehensive in terms of language learning and teaching? *

x

1999

How did your project use available resources in a creative way to stimulate language learning from an early age? *

x

1999

How did your project explore innovative, previously unknown approaches appropriate for the learners in the target group? *

x

1999

How did your project use linguistic diversity to improve understanding of other cultures by means of language learning? *

x

1999

European Language Label application questions 2

3. Award principle 'Impact and dissemination'

The assessment of criteria for 'Impact and dissemination' is based on the extent to which the project results have the potential to:

- Increase the motivation of learners and teachers and help develop positive attitudes towards linguistic diversity.
- Represent a source of inspiration for others in different countries and contexts, or be transferred to other groups or fields. They might, for example, be adaptable to the learning of other languages or to learning by different age groups than those originally involved. It could also include digital online tools for language learning
- Lead to a quantitative or qualitative improvement in the teaching and learning of languages in its local or national context. In quantitative terms, this might mean involving several languages, and particularly those which are less widely used. In qualitative terms, it might mean the use of a better methodology than before.

To address the above requirements, please reply to the following questions:

How does your project help increase the motivation learners and teachers, or develop positive attitudes towards language learning and linguistic diversity? *

x

How can your project be a source of inspiration for others? How can its approach be transferred for use with other target groups or in other fields? *

x

Did your project lead to a quantitative or qualitative improvement in the teaching and learning of languages in your local or national context? If yes, please explain how. *

x

By applying for the European Language Label, I am submitting this final report as part of my application and I agree for it to be processed in accordance with the rules of European Language Label competition, as published by the relevant National Agency. *

Budjetti – Budget

- Kaikki tiedot ovat vain lukutilassa
- Budjetti-osiossa näet yleiskatsauksen myönnetystä kokonaisbudjetista ja raportoidusta kokonaisbudjetista sekä hankkeen kustannuksista
- Jos muutoksia tarvitaan, tee ne aktiviteetit -kohdassa

Start submission process PDF

- ✓ Evaluation criteria
- ✓ Project details
- ✓ Budget
- ✗ Activities
- ✗ Participants' feedback
- ✓ European Language Label
- ✓ Hosting organisations
- ✗ Annexes
- ✗ Checklist

Draft report saved (%)

Budget

Budget category	Grant reported
Organisational support	11 200,00 €
Travel	11 815,00 €
Individual support	29 431,00 €
Linguistic support	0,00 €
Course fees	0,00 €
Preparatory visits	1 725,00 €
Total	54 171,00 €

Absorption rate 98.43%

Säilytettävät tositteet

- Vaikka hankkeessa olisi toteutettu alla olevia budjettikategorioita, tositteita ei liitetä loppuraporttiin
 - Vihreä matkustaminen, ks: Vihreä matkustaminen (Green travel)
 - Osallisuustuki osallistujalle (apurahan (unit costs) ylimenevä osa)
 - Korkeat matkakulut
 - Poikkeukselliset kulut (viisumit, rokotukset)
- Edunsaajan tulee säilyttää tositteet todellisista kuluista (real costs) kansallisen toimiston mahdollista tarkastusta varten
- Hankehallinnon dokumentteja kuten Learning Agreements, apurahasopimukset, osallistumistodistukset ym. ei myöskään liitetä loppuraporttiin

Loppuraportin täyttäminen Beneficiary Module:ssa (BM)

Luo loppuraportti BM:ssä Reports -kohdassa

Content menu <

- Details**
- Organisations
- Contacts
- Preparatory visits
- Mobility Activities
- Import-export mobility activity
- Amendments
- Fewer Opportunities
- Reports**
- Budget

Filter <

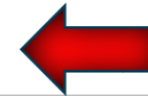
- Details
- Context
- Information
- National agency
- Beneficiary organisation

Beneficiary Reports

Final Beneficiary Report


Please click on this button to generate a new Beneficiary Report

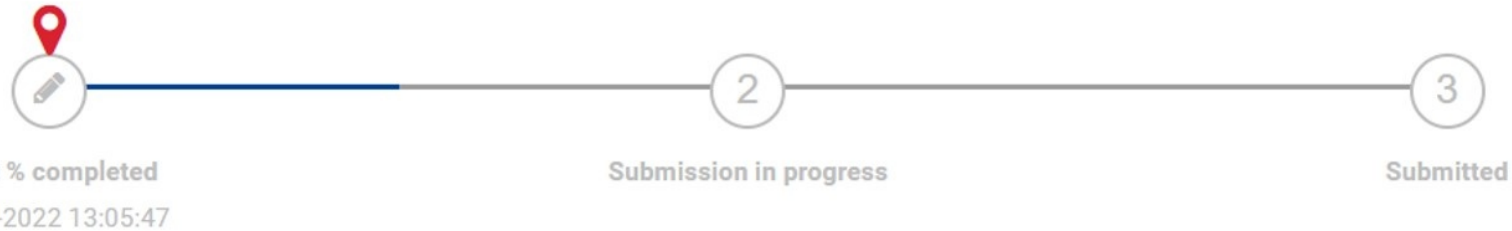
[Generate Beneficiary Report](#)



- Timeline ja loppuraportin täyttämisen historia
- Paina “Edit Draft” -painiketta avataksesi loppuraportin

Beneficiary Reports

 **Final Draft**




Draft % completed
20-11-2022 13:05:47

Submission in progress


Submitted

Edit Draft

History 

Beneficiary Report created : 20-06-2022 13:05:47 Request ID : 3907 - 3907

- 20-11-2022 13:05:47 : Draft created by Anna NAME



- Loppuraportti -näkyssä voit liikkua sivupalkin avulla tai valikon kautta

Project Activities and Budget Details

[Project list](#)











>

[Start submission process](#)
[PDF](#)

Draft report saved (%) a minute ago

[Back to reports](#)

Content menu

-  Context
-  Project summary
-  Activities
-  Practical arrangements
-  Quality standards I:
Basic principles
-  Quality standards II:
Good management of
mobility activities
-  Quality standards III:
Providing quality and
support to the
participants
-  Quality standards IV:
Sharing results and
knowledge about the
programme
-  Participant satisfaction
-  Project objectives and
achievements

Context

Project details

Applicant organisation:	Gherla Tineretului
Applicant organisation OID:	E10000178
Project code:	2021-1-RO01-KA122-SCH-000016427
Project title:	Our School Project - EAC IT TRAINING
Action type:	KA122-SCH
Call:	2021
Field:	School Education
Project start date:	30-09-2021
Project end date:	29-09-2022
Grant awarded:	70 825,00 €
National Agency receiving the report:	RO01 - Agentia Nationala pentru Programe Comunitare in Domeniul Educatiei si Formarii Profesionale



- **Painikkeet ja ikonit**
 - **Start submission process -painikkeen kautta voit aloittaa loppuraportin lähettämisen**
 - **Mikäli joku checklistin kohta on punaisella ruksilla, tulee sinun täydentää ko. osiota**
 - **Vihreä merkki tarkoittaa, että ko. osio on täytetty**

Start submission process		PDF
✓	Context	
✗	Project summary	
✗	Activities	
✗	Practical arrangements	
✓	Quality standards I: Basic principles	
✗	Quality standards II: Good management of mobility activities	
✗	Quality standards III: Providing quality and support to the participants	
✗	Quality standards IV: Sharing results and knowledge about the programme	
✗	Participant satisfaction	
✓	Project objectives and achievements	

Start submission process		PDF
✓	Context	
✗	Project summary	
✗	Project Description	
✗	Project Management	
✗	Implementation	
✗	Follow-up	
✓	Budget	
✗	Annexes	
✗	Checklist	

- Context -osio on jo valmiiksi täytetty
- Löydät tästä kohdasta myös arviointikriteerit

✓ Context
✗ Project Summary
✗ Activities
✗ Practical arrangements
✓ Quality standards I: Basic principles
✗ Quality standards II: Good management of mobility activities
✗ Quality standards III: Providing quality and support to the participants
✗ Quality standards IV: Sharing results and knowledge about the programme
✗ Participant satisfaction
✗ Project objectives and achievements

Context	
Project details	
Applicant Organisation:	Karpacka Państwowa Uczelnia w Krośnie
Applicant Organisation OID:	E10026058
Project Code:	2021-2-PL01-KA122-SCH-000009355
Project Title:	EAC IT TRAINING KA122 C21 - PL01
Action Type:	KA122-SCH
Field:	School Education
Project Start Date:	01-01-2022
Project End Date:	31-03-2023
Grant Awarded:	94 059,00 €
National Agency receiving the report:	PL01 - Foundation for the Development of the Education System
Language used to fill in the form:	EN

- Project Summary -osion vastaukset ovat julkisia Erasmus+ Project Results Platform:lla
- Hankkeen tiivistelmä tulee kääntää englanniksi

✓ Context	<h3>Project Summary</h3> <p>Please summarise the information about your project in form of short answers to the following questions.</p> <p>Please use full sentences and clear language. The provided summary will be made public by the European Commission and the National Agencies.</p> <p>Background: What is the context of your project and your organisation? * 1249</p> <input type="text"/> <p>Objectives: What did you want to achieve by implementing the project? * 1249</p> <input type="text"/> <p>Implementation: What activities did you implement in your project? * 1250</p> <input type="text"/> <p>Value missing</p> <p>Results: What were the results of your project? * 1250</p> <input type="text"/> <p>Value missing</p>
✗ Project Summary	
✗ Activities	
✗ Practical arrangements	
✓ Quality standards I: Basic principles	
✗ Quality standards II: Good management of mobility activities	
✗ Quality standards III: Providing quality and support to the participants	
✗ Quality standards IV: Sharing results and knowledge about the programme	
✗ Participant satisfaction	

- Täytä kaikki jäljellä olevat osiot järjestyksessä ja vastaa kysymyksiin huolellisesti
- Huomioi kysymysten avovastauksien eri merkkimäärät

- Activities
- Practical arrangements
- Quality standards I: Basic principles
- Quality standards II: Good management of mobility activities
- Quality standards III: Providing quality and support to the participants
- Quality standards IV: Sharing results and knowledge about the programme
- Participant satisfaction
- Project objectives and achievements

- Budget
- Annexes
- Checklist

Activities

The following tables summarise information about the activities you have implemented in your project.

Activity Type	Number of participants	Total duration(in days)	Average duration(in days)
Teaching or training assignments	1	11	11
Job-shadowing	2	45	22.5
Short-term learning mobility of pupils	1	10	10
Long-term learning mobility of pupils	1	90	90
Total	5	156	31.2

Activity Type	Teaching staff	Non-teaching staff
Teaching or training assignments	1	0
Job-shadowing	2	0
Short-term learning mobility of pupils	1	0
Long-term learning mobility of pupils	1	0
Total	5	0










How did you decide which types of activities to organise and which profiles of participants to select? *

the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960 s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

How did the format and content of different activities contribute to the achievement of your project objectives? *

Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500 s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap

- Tarkista Budget -osion tiedot
- Tiedot budjettiin tulevat edellisten osioiden tietojen kautta, joten mahdolliset muutokset tehdään niissä

 Quality standards I: Basic principles	Budget		
 Quality standards II: Good management of mobility activities	Budget category	Grant reported	Grant Awarded
 Quality standards III: Providing quality and support to the participants	Organisational support	2 100,00 €	2 500,00 €
 Quality standards IV: Sharing results and knowledge about the programme	Travel	3 030,00 €	7 485,00 €
 Participant satisfaction	Individual support	56 156,00 €	51 674,00 €
 Project objectives and achievements	Linguistic support	450,00 €	600,00 €
 Budget	Course fees	0,00 €	0,00 €
 Annexes	Inclusion support for organisations	500,00 €	0,00 €
 Checklist	Preparatory visits	1 725,00 €	7 475,00 €
	Inclusion support for participants	2 540,00 €	6 111,00 €
	Exceptional costs for expensive travel	320,00 €	2 088,00 €
	Exceptional costs for financial guarantee	0,00 €	0,00 €
	Total	66 821,00 €	77 933,00 €

Loppuraportin liite – Annexes

- Loppuraportin ainut pakollinen liite on Declaration on Honour
- Liitä mukaan loppuraportin lopusta ladattu Declaration on Honour täytettynä ja allekirjoitettuna
 - Laillinen edustaja voi allekirjoittaa DoH:n myös sähköisesti
- National ID number of the signing person tai leimaa ei tarvitse täyttää

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.
The maximum number of all attachments is 100.

Declaration on honour


Please download the declaration on honour, print it, have it signed by the legal representative and attach.

 Download the declaration on honour

 Add the declaration on honour

Other documents

Please attach any other relevant documents.

If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#) 

 Add documents

List of documents


No	Name	File size (kB)
	Total size (kB)	0


Beneficiary Declaration on Honour and Signature

I, the undersigned, certify that the information contained in this report form and its annexes is accurate and in accordance with the facts. In particular the financial data provided corresponds with the activities actually realised and to the funds actually paid.

Place:

Date (dd-mm-yyyy):

Name of the beneficiary organisation: 

Name of legal representative: 

Signature:

National ID number of the signing person (if requested by the National Agency):

Stamp of the beneficiary organisation (if applicable):

- Käy lopuksi läpi Checklist ja varmista, että kaikki kohdat ovat täytetty

Checklist

Before submitting your report form to the National Agency, please make sure that:

- All necessary information on your project has been encoded in Beneficiary Module;
- The report form has been completed using one of the mandatory languages specified in the Grant Agreement;
- All the relevant documents are annexed:
 - Declaration on Honour, signed by the legal representative of the beneficiary organisation;
 - The necessary supporting documents as requested in the grant agreement;
- You have saved or printed the copy of the completed form for your records.

Conditions for the Final report submission

Final report can only be submitted if:

- All mandatory fields in the report have been filled in
- Reported budget/project grant is greater than zero, see [Budget](#)
- All fewer opportunities participants in the project have a reason declared in the [Fewer opportunities section](#)
- All mobility activities in the project are in status Complete, see [List of mobility activities](#)
- Declaration on Honour has been uploaded
- Checklist has been fulfilled

- Varmista vielä Conditions for the Final report submission -checklistin kautta, että kaikki kohdat ovat kunnossa
- Pääset hyperlinkkien kautta suoraan ko. osioon, mikäli osioissa korjattavaa/lisättävää

Conditions for the Final report submission

Final report can only be submitted if:

- All mandatory fields in the report have been filled in
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- Declaration on Honour has been uploaded
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[Start submission process](#)

- Paina Start submission process -painiketta aloittaaksesi loppuraportin lähettämisen
- Paina Submit Beneficiary Report -painiketta lähettääksesi raportin

The screenshot displays the Erasmus+ submission interface. On the left, a 'Navigation' sidebar shows a list of sections: Context, Project Summary, Activities, Practical arrangements, Quality standards I: Basic principles, Quality standards II: Good management of mobility activities, and Quality standards III: Providing quality and support to the participants. A green button labeled 'Start Submission process' is highlighted with an orange border and a hand cursor. To its right is a blue 'PDF' button. An orange arrow points from the 'Start Submission process' button to a 'Confirm Submission' dialog box in the foreground. The dialog box contains the following text: 'After clicking button 'Submit' you will not be able to make any further changes to the report contents including its budget; viewing the report's contents and attachments will however be possible. Your National Agency will contact you in case of questions or necessary modifications.' At the bottom of the dialog is a blue button labeled 'Submit Beneficiary Report' with a hand cursor. In the background, the 'Context' section shows 'Project details' for 'Applicant Organisation: Karpacka Państwowa Uczelnia w Krośnie', 'Applicant Organisation OID: E10026058', and 'Project Code: 2021-2-PL01-KA122-SCH-000009355'.

- Kun loppuraportti on lähetetty onnistuneesti oikeassa alakulmassa on SUCCESS-viesti
- Loppuraportin status muuttuu Submission in progress → Submitted

Grant Agreement No. : 2021-2-PL01-KA122-SCH-000009355

Awarded/Reported Budget : 94 059 € / 68 221 € Refresh

NA : PL01 - Foundation for the Development of the Education System - Organisation OID : E10026058 - Legal Name : Karpacka Państwowa Uczelnia w Krośnie

379 days left ! Project ongoing Deadline: 24 mai 2023

Content menu

- Details
- Organisations
- Contacts
- Preparatory visits
- Mobility activities
- Group activities
- Fewer opportunities
- Reports**
- Budget

Beneficiary Reports

Final Submission in progress

Draft 100% completed
01-12-2022 07:05:49

Submission in progress
01-12-2022 07:10:59

Submitted
3

View Report Download Report

History


Beneficiary Report created : 01-12-2022 07:05:49 Request ID : 7642 - c7ff2f74-99e1-47a2-86b0-40b2bd478e9e

SUCCESS
Submission process started

- Näet lähetetyn loppuraportin lähettämisen jälkeen, mutta et voi muuttaa siinä olevia tietoja
- Lataa loppuraportti myös itsellesi

Beneficiary Reports

Final Submitted



Draft 100% completed
17-10-2022 12:21:02

Submission in progress
15-11-2022 13:59:11

Submitted
15-11-2022 14:23:07

[View Report](#) [Download Report](#)

History >

Kiitos!

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Enriching lives, opening minds.



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