



OPETUSHALLITUS
UTBILDNINGSTYRELSEN

Erasmus+ Final Beneficiary report

Learning Mobility of Individuals - VET learner and staff mobility

Loppuraportointi
Liikkuvuushankkeet 2019 ja 2020



Erasmus+



Yleistä

- Erasmus+ -liikkuvuushankkeen loppuraportti täytetään **Mobility Tool+** -raportointialustalla
- Loppuraportti tehdään **60 päivän kuluessa** hankkeen toimintakauden päättymisestä
- Raportointilomake on englanninkielinen, mutta lomakkeen voi täyttää **suomeksi tai ruotsiksi**
 - poikkeuksena tiivistelmä toteutuneesta hankkeesta (**project summary**),

Ohjeet

- Ohjeet loppuraportin täyttämisen löytyvät Mobility Toolin aloitussivun kautta:

- Documentation: **Mobility Tool - Guide for Beneficiaries**

- 1.15 MT+ How to Manage final beneficiary report

<https://wikis.ec.europa.eu/display/NAITDOC/Mobility+Tool+Guide+for+Beneficiaries>

- **Mobility Tool+ Beneficiary Guide (8/2021)** suora linkki ohjeeseen:

https://wikis.ec.europa.eu/display/NAITDOC/Mobility+Tool+Guide+for+Beneficiaries?preview=/36700484/36700485/Mobility_Tool_Guide_for_Beneficiaries_20210831.pdf

- MT+ pikaohje verkossa

<https://www.oph.fi/fi/ohjelmat/liikkuvuushankkeen-ka102-ja-ka116-hallinnointi-ja-raportointi>

Tarkista hankkeen tiedot MT+:ssa

PROJECT DETAILS

Hankkeen perustiedot ovat oikein.

ORGANISATIONS

Hankkeen partnerilistassa edunsaajan tiedot ovat oikein kohdassa "Organisation Details".

MOBILITIES

Kaikki hankkeen aikana toteutuneet liikkuvuusjaksot on syötetty alustalle.

REPORTS

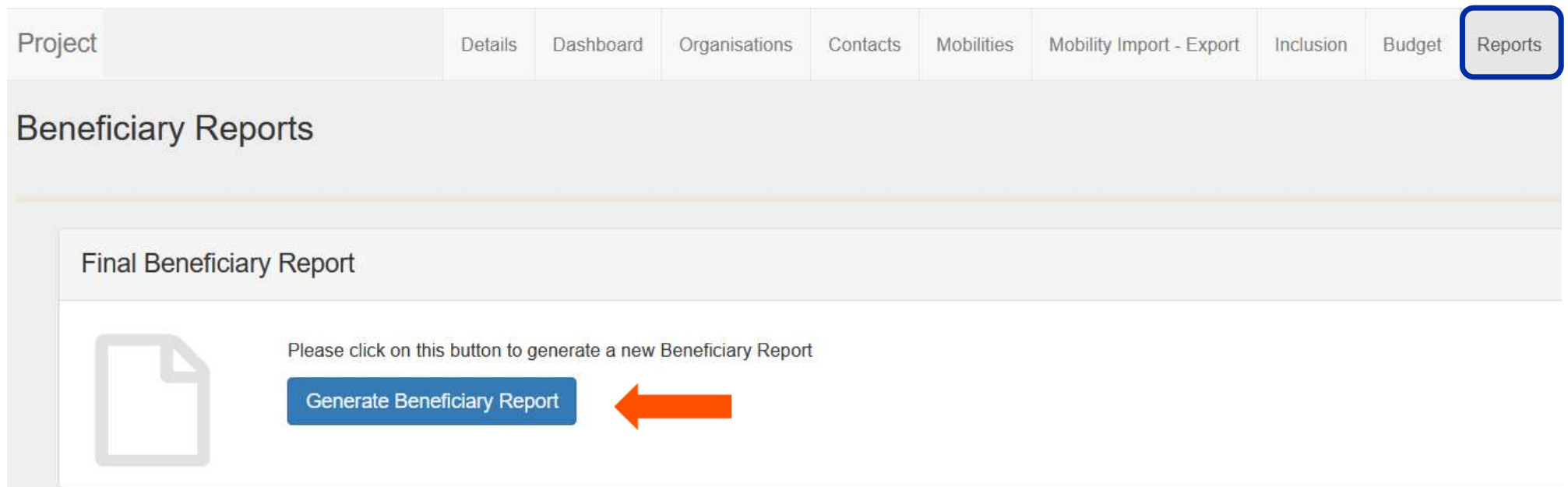
Osallistujaraportit ovat palautettu ja näkyvät statuksella "Submitted".

BUDGET

Hankkeen budjetti on täytetty kokonaisuudessaan ja **organisointituki** on merkitty kenttään "Organisational support"

Generate beneficiary report

- Avaa hanke Mobility Toolissa ja **lataa raporttipohja päävalikosta**
REPORTS | GENERATE BENEFICIARY REPORT
- Raportti ladetaan vain yhden kerran



The screenshot shows the Mobility Tool interface. At the top, there is a navigation menu with the following items: Project, Details, Dashboard, Organisations, Contacts, Mobilities, Mobility Import - Export, Inclusion, Budget, and Reports. The 'Reports' item is highlighted with a blue border. Below the menu, the page title is 'Beneficiary Reports'. Underneath, there is a section titled 'Final Beneficiary Report'. To the left of the text is a document icon. The text reads: 'Please click on this button to generate a new Beneficiary Report'. Below this text is a blue button labeled 'Generate Beneficiary Report'. An orange arrow points to the right towards the button.

Revalidate mobilities_1

- Validoi liikkuvuudet, kun olet täyttänyt kaikki jaksojen tiedot alustalle (Revalidate Mobilities)

Project 2016-1-FI01-KA102-022306 processing | Details | Dashboard | Organisations | Contacts | **Mobilities** | Mobility Import - Export | Budget | Reports

Mobilities

All **124** | Complete **124** | Draft


Search in 124 records

selection | export | bulk operations

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	Invalid Fields
Marko			VET-STA	22306-MOB-00030	Finland	Slovenia	02/05/2017	05/05/2017	✓	Submitted	21/05/2017	23/05/2017	0
Hawnaz			VET-SCHOOL	22306-MOB-00103	Finland	Greece	26/11/2017	23/12/2017	✓	Submitted	08/01/2018	13/01/2018	0

More actions ▾

- Export Participant Report(s)
- Revalidate Mobilities



Revalidate mobilities_2

- Valitse Draft, Complete tai **All**
- Klikkaa Revalidate Mobilities

Revalidate Mobilities

Revalidating a mobility consists in applying the most updated business rules and recalculating totals. At the end of the process you will be able to know if relevant changes occurred in each mobility like the status and/or budget.

Required to revalidate before submission **52** Draft **1** Complete **57** All **58** Revalidate **52** Mobilities

Revalidation History

Request Date	User	Status	Validation Progress	Number of Mobilities	
muutama sekunti sitten	Tuula OIKARAINEN (naadministrator)	Pending Validation of Mobilities	<div style="width: 100%;"></div>	1	⚠ Draft/Complete changed see impacted mobilities

Kun validointi on käynnissä –
odota (noin 5 min)

Impacted mobilities

- Kun validointi on valmis, näet alustalla mahdolliset puuttuvat tiedot

Revalidate Mobilities

Revalidating a mobility consists in applying the most updated business rules and recalculating totals. At the end of the process you will be able to know if relevant changes occurred in each mobility like the status and/or budget.

Required to revalidate before submission **52** Draft **1** Complete **57** All **58** [Revalidate 57 Mobilities](#)

Revalidation History

Request Date	User	Status	Validation Progress	Number of Mobilities	
viisi minuuttia sitten	Tuula OIKARAINEN (naadministrator)	✓ Done (took 1 minute(s))	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	1	see impacted mobilities

Kun validointi on valmis –
klikkaa tästä ja näet
puuttuuko vielä joitain
tietoja

Invalid fields

- Täydennä puuttuvat tiedot liikkuvuusjaksoon

The screenshot shows a web form for a mobility application. At the top, there are tabs for 'Mobility', 'Participant', 'From / To', 'Duration', and 'Budget'. The 'Participant' tab is active. The form is titled 'Mobil' and shows a budget of '2,252.00 €' and a status of 'Draft'. A message at the top right says 'Nothing to save'. Below this, there is a section for 'MOBILITY' with an 'Activity Type' dropdown set to 'VET-SCHOOL : VET learners traineeships in vocational institutes abroa' and a 'Long-term Activity' checkbox. The 'Mobility ID' is '22555-MOB-00040'. There is a 'Force Majeure?' checkbox. Below this is a section for 'PARTICIPANT' with sub-tabs for 'Participant Data', 'Participant Report', and 'Certifications (0 max. 3)'. The 'Participant Data' sub-tab is active. It contains several input fields: 'Participant ID', 'Participant First Name' (filled with 'Jar'), 'Participant Last Name' (filled with 'Pe'), 'Participant Email' (filled with 'jar'), 'Date of Birth (dd/mm/yyyy)' (empty with a calendar icon and a 'value required' error message), 'Participant Gender' (radio buttons for 'Female', 'Male', and 'Undefined'), 'Nationality' (dropdown set to 'Finland'), 'Field of Education' (dropdown set to '0211 : Audio-visual techniques and media productior'), and 'Level of Education' (dropdown set to 'ISCED-3 : Upper secondary education'). A blue arrow points from the 'Date of Birth' field to the error message. On the right side, there is a red circle around the error message: 'INVALID FIELDS 1' and 'Date of Birth (dd/mm/yyyy) value required'. Below the error message is a 'HISTORY INFORMATION' section with the text: 'Created on 07/02/2018 14:28:16 by [redacted]' and 'Updated on 14/05/2018 14:46:42 by System User'. At the bottom right, there is a button labeled 'Suorakulmien muostaminen linkki'.

Revalidate mobilities

- Saman toiminnon voi suorittaa myös loppuraportissa, järjestelmä ilmoittaa, jos validointi on tekemättä
- Kun avaat raportin, aloitus näkymässä on teksti: **Some mobilities are outdated, please revalidate them in order to be able to continue the submission** [Revalidate Mobilities now](#) | [retry](#)
- Klikkaa tarvittaessa tätä linkkiä



not ready for submission

Some mobilities are outdated, please revalidate them in order to be able to continue the submission [Revalidate Mobilities now](#) [retry](#)

[return to report page](#) - [print draft report](#) - [preview draft report](#)

1. Context	✓
2. Project Summary	✓
3. Description of the Project	
4. Implementation of the Project	
5. Activities	
6. Participants' Profile	
7. Learning Outcomes and Impact	
8. Dissemination of Project Results	
9. Future Plans and Suggestions	
10. Budget	
11. Annexes	0

Pre-filled report form

Valmiit numerotiedot kentissä:

3. Summary of participating organisations

6.1. Overview of Activities

6.3. Overview of virtual and blended Activities per Activity Type

6.3. Overview of Virtual and Blended Activities per Hosting Country

6.4. Overview of Mobility Flows

6.5. Overview of Participants

6.7. Gender

6.8. Participants per Hosting Organisation

6.10.1. Participant Report Submission Rate

6.10.2. Participant Satisfaction – Staff

6.10.3. Participant Satisfaction – Learners

7.1.1. Participant self evaluation – Staff

7.1.2. Participant self evaluation – Learners

7.2. Recognition Received by Participants

7.3.1. Participant Feedback on Institutional Impact

9.1. Budget Summary

9.1.1. Project Total Amount

9.2. Travel

9.4. Individual Support


- Tarvittaessa, voit vielä muokata liikkuvuusjaksojen tietoja MT+:ssa, jolloin tiedot päivittyvät raporttiin
- Lomakkeen kaikki kentät tulee täyttää, lomaketta ei voi lähettää, jos siinä on tyhjiä kenttiä

1. Context


SUMMARY OF THE PROJECT
SUMMARY OF THE PARTICIPATING
ORGANISATIONS
IMPLEMENTATION OF THE PROJECT
PROJECT MANAGEMENT
ACTIVITIES
LEARNING OUTCOMES AND IMPACT
DISSEMINATION OF THE OF PROJECT
BUDGET
CLOSING REMARKS
ANNEXES

0%

not ready for submission

 Please complete or remove existing draft mobilities to be able to proceed with submission of final beneficiary report

[return to report page](#) · [print draft report](#) · [preview draft report](#)

1. Context	✓
2. Project Summary	
3. Summary of participating organisations	✓
4. Implementation of the Project	
5. Project Management	
6. Activities	
7. Learning Outcomes and Impact	
8. Dissemination of Project Results	
9. Budget	
10. Closing remarks	✓
11. Annexes 	0

- [Return to report page](#)
- [Print draft report](#)
- [Preview draft report](#)

3. Summary of the participating organisations

- Organisaatioiden tiedot täydentyy raporttilomakkeeseen **automaattisesti**

3. Summary of participating organisations

Role of the Organisation	Organisation ID	Name of the Organisation	Country of the Organisation	Type of Organisation
Beneficiary			Finland	School/Institute/Educational centre – Vocational Training (secondary level)
Partner			Italy	School/Institute/Educational centre – Vocational Training (secondary level)
Partner			Italy	Social enterprise
Partner			Slovenia	Other
Partner			Spain	Other
Total number of participating organisations:				5

6. Activities

6.1. Overview of Activities

6. Activities

6.1. Overview of Activities

Activity Type	Number of participants requiring a grant	Number of participants not requiring a grant	Number of Participants*	Average duration per participant (days)	Number of Accompanying Persons
Short term mobility of VET learners	8	0	8	1.00	3
Total	8	0	8	N/A	3

* Note: Accompanying persons are not considered participants in mobility activities and are counted separately.

If relevant, please describe and explain any changes between the activities you planned at application stage and those finally implemented.

6.2. Overview of Virtual and Blended Activities per Activity Type

6.3. Overview of Virtual and Blended Activities per Hosting Country

6.2. Overview of Virtual and Blended Activities per Activity Type

Activity Type	Number of participants in a blended mobility*	Average duration of the blended mobility (per participant, days)	From which: average duration of the virtual activity part	From which: average duration of the physical activity part	Number of participants in a virtual mobility*	Average duration of the virtual mobility (per participant, days)
Staff training abroad	0	0	0	0	0	0
Erasmus PRO- long term mobility of VET learners	0	0	0	0	0	0
Short term mobility of VET learners	1	72	50	22	0	0
Total	1	72	50	22	0	0

6.3. Overview of Virtual and Blended Activities per Hosting Country

Activity Type	Hosting Country	Number of participants in a blended mobility*	Number of participants in a virtual mobility*
Short term mobility of VET learners	Spain	1	0
	Total	1	0

6.4. Overview of Mobility Flows

6.4. Overview of Mobility Flows

Activity Type	Flow No.	Sending Country	Receiving Country	Host Type	Calculated Duration (days)	Interruption Duration (days)	Duration of the Mobility Period (days)	Travel Days	Non-Funded Duration (days)	Funded Duration (days)	Distance Band	Total no. of Participants *	Out of Total					Accompanying Persons
													Participants with Special Needs	Apprentices	Participants with Fewer Opportunities	Recent Graduates	Non-Teaching Staff	
Short term mobility of VET learners	1	Finland	Italy	School	1	0	1	0	0	1	2000 - 2999 km	0	0	0	0	0	N/A	1
Short term mobility of VET learners	2	Finland	Italy	Company	1	0	1	0	0	1	2000 - 2999 km	7	0	0	0	0	N/A	1
Short term mobility of VET learners	3	Finland	Italy	Company	1	0	1	1	0	2	2000 - 2999 km	1	0	0	0	0	N/A	1
Total					3	0	3	1	0	4		8	0	0	0	0	0	3

* Note: Accompanying persons are not considered participants in mobility activities and are counted separately.

6.5. Overview of Participants

6.5. Overview of Participants

Activity Type	Host Type	Total Number of Participants*	Out of Total			
			Participants with Special Needs	Participants with Fewer Opportunities	Apprentices	Recent Graduates
Erasmus PRO- long term mobility of VET learners	Company	2	0	0	0	0
Short term mobility of VET learners	Company	70	0	0	0	0
Short term mobility of VET learners	School	6	0	0	0	0
Staff training abroad		25	0	0	0	0
Total		103	0	0	0	0

* Note: Accompanying persons are not considered participants in mobility activities and are excluded from the count.

6.6. Participants profile

6.7. Gender

6.6. Participants' Profile

Please describe the background and profile of the participants (age, gender, professional profile, field of study, etc.) that have been involved in the project and how these participants were selected.

value required

6.7. Gender

Activity Type	Female	Male	Undefined
Short term mobility of VET learners	2	6	0
Total	2	6	0

Note: Accompanying persons are not considered participants in mobility activities and are excluded from the count.

6.8. Participants per Hosting Organisations' Country

6.9. Erasmus Pro Activities per Hosting Organisation

6.8. Participants per Hosting Organisations' Country

Activity Type	Country of Hosting Organisation	Number of Participants*
Short term mobility of VET learners	Italy	8
	Total	8

* Note: Accompanying persons are not considered participants in mobility activities and are excluded from the count.

6.9. Erasmus Pro Activities per Hosting Organisation

Hosting Organisation	Host Type	Number of ErasmusPro Participants	Number of Advance Planning Visits
Total		0	0

6.10. Participants' Feedback

6.10.1. Participant Report Submission Rate

6.10.2. Participant Satisfaction - Staff

6.10. Participants' Feedback

Please give a summary of the feedback given by your participants, as well as any points for improvement and problems encountered. If you have implemented ErasmusPro mobilities as part of your project, please include information about them in your answer.

value required

6.10.1. Participant Report Submission Rate

	Learners	Staff
Participant Report Submission Rate	38.46 %	0,00 %

6.10.2. Participant Satisfaction - Staff

Indicator	Participants satisfaction rate: Staff
How satisfied are you with your Erasmus+ mobility experience in general?	0,00 %

Note: the satisfaction rate represents the share of participants reporting their satisfaction level as "Very satisfied" or "Rather satisfied".

6.10.3. Participant Satisfaction - Learners

6.10.3. Participant Satisfaction - Learners

Indicator	Participants satisfaction rate: Learners	Participants satisfaction rate: Learners in short-term activities	Participants satisfaction rate: Learners in ErasmusPro activities
How would you rate the support by sending institution?	0,00 %	0,00 %	0,00 %
How would you rate the support by hosting institution?	0,00 %	0,00 %	0,00 %
How would you evaluate the quality of training content at the receiving institution?	0,00 %	0,00 %	0,00 %
How would you evaluate the quality of teaching methods at the receiving institution?	0,00 %	0,00 %	0,00 %
How satisfied were you with the alignment of the courses/training abroad and the curriculum at the sending institution?	0,00 %	0,00 %	0,00 %
How satisfied were you with the length of the study/training period?	0,00 %	0,00 %	0,00 %
How satisfied were you with your accommodation arrangements?	0,00 %	0,00 %	0,00 %
How satisfied were you with your travel arrangements?	0,00 %	0,00 %	0,00 %
How satisfied are you with your Erasmus+ mobility experience in general?	0,00 %	0,00 %	0,00 %

Note: the satisfaction rate represents the share of participants reporting their satisfaction level as "Very satisfied" or "Rather satisfied".

7. Learning Outcomes and Impact

7.1. Learning Outcomes

7.1.1. Participant self-evaluation - Staff

7. Learning Outcomes and Impact

7.1. Learning Outcomes

Please describe, for each activity implemented, which competences (i.e. knowledge, skills and attitudes/behaviours) were acquired/improved by participants in your project? Were these in line with what you had planned? If not, please explain.

You can use the results of the participants' reports as a basis for your description.

value required

7.1.1. Participant self-evaluation - Staff

Indicator	% of participants answering positively
I have improved my career and employment opportunities	0,00 %
I have gained practical skills relevant for my current job and professional development	0,00 %
I have improved my knowledge of the subject I am teaching and/or my professional field	0,00 %
I have improved my awareness of methods for assessing and giving credit for skills or competences acquired in formal and informal learning context	0,00 %

7.1.2. Participant self-evaluation - Learners

7.1.2. Participant self-evaluation - Learners

Indicator	% of participants answering positively
I believe that my chances to get a new or better job have increased	0,00 %
I improved my technical/professional skills and competences	20,00 %
I am more confident and convinced of my abilities	80,00 %
I am more able to cooperate with people from other backgrounds and cultures	80,00 %

7.2. Recognition Received by Participants

7.2. Recognition Received by Participants

Suorakulmion muotoinen leike

Activity Type	Type of Certification	Number of Participants
Short term mobility of VET learners	The European Credit system for Vocational Education and Training (ECVET)	2
	Total	2

Have all the participants received formal recognition for having taken part in the activities?

Yes No

Please explain why not.

value required

Please describe, for each activity, the methods used to evaluate and/or assess learning outcomes (e.g. through reflections, meetings, monitoring of learning outcomes, testing)?

value required

7.3.1. Participant Feedback on Institutional Impact

7.3.1. Participant Feedback on Institutional Impact

Feedback of staff mobility participants: how did the mobility impact the sending institution?

Indicator	% of participants answering positively
Creating opportunities for me to share the knowledge acquired through my mobility activity with colleagues	0,00 %
Using new teaching/training methods, approaches and good practices at my sending institution	0,00 %
Reinforcing a positive attitude of my sending institution towards sending more staff on teaching assignments, job shadowing or training abroad	0,00 %
Strengthening the cooperation with the partner organisations in this project	0,00 %

9. Budget

* Subrakolmion muuttainen järke

9. Budget

detailed overview of the total budget and the budget per Partner Country;

9.1. Budget Summary

Activity Type	Travel		Exceptional Costs for Expensive Travel		Individual Support		Special Needs Support		Exceptional Costs		Total Amount Granted	Total Amount Reported
	Granted	Reported	Granted	Reported	Granted	Reported	Granted	Reported	Granted	Reported		
Short term mobility of VET learners	6,350.00	550.00	0	0.00	35,840.00	3,575.00	0.00	0.00	0.00	0.00	42,190.00	4,125.00
Staff training abroad	6,520.00	0.00	0	0.00	12,264.00	0.00	0.00	0.00	0.00	0.00	18,784.00	0.00
Total	12,870.00	550.00	0	0.00	48,104.00	3,575.00	0.00	0.00	0.00	0.00	60,974.00	4,125.00

	OS Granted	OS Reported		
		No. of Participants*	Total Amount (Calculated)	Total Amount (Adjusted)
Organisational Support:	14,000.00	2	700.00	700.00

* Note: Accompanying persons are not considered participants in mobility activities and are not counted for the purpose of calculating Organisational Support.

9. Budget

Exceptional Cost Guarantee:	0.00
-----------------------------	------

	Granted	Reported
Linguistic Support:	0.00	0.00

Exceptional Costs for Services and Equipment:	0.00
-----------------------------------------------	------

Please describe the nature of the incurred costs:

9.1.1. Project Total Amount

Project Total Amount Reported	4,825.00
-------------------------------	----------

Please provide any further comments you may have concerning the above figures

9.2. Travel

9.3. Exceptional Costs for Expensive Travel

9.2. Travel

Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	Amount per Participant	Total Number of Participants and Accompanying Persons	Exceptional Costs for Expensive Travel	Total Amount
	0				0.00	0	0	0.00
						Total	0.00	0.00

9.3. Exceptional Costs for Expensive Travel

This section doesn't apply for this project

9.4. Individual Support

9.4. Individual Support

Activity Type	Flow No.	Country of Destination	Participants			Accompanying Persons			Total Amount
			Funded Duration per Participant (days)	No. of Participants (excluding accompanying persons)	Amount per Participant	Funded Duration per Accompanying Person (days)	No. Of Accompanying Persons	Amount per Accompanying Person	
Short term mobility of VET learners	1	Italy	0	0	0.00	1	1	50.00	50.00
Short term mobility of VET learners	2	Italy	1	7	50.00	1	1	50.00	400.00
Short term mobility of VET learners	3	Italy	2	1	50.00	2	1	50.00	100.00
Total									550.00

9.5. Linguistic Support

9.5. Linguistic Support

Please enter the number of OLS licenses used by your participants (Group 1 languages).

No. of used OLS Licenses for Online Linguistic Assessment

value required

No. of used OLS Licenses for Online Language Courses

value required

Language Group	No. Of Participants for Linguistic Preparation	Amount per Participant	Total Amount
Languages for which a linguistic preparation grant is requested	0	150.00	0.00
Total	0	Total	0.00

Did you include in the grant agreement with your learners the optional Article 6.3 "the payment of the final instalment of the financial support is subject to the submission of the compulsory online assessment at the end of the mobility"?

Yes No

9.5.1. Online Linguistic Support for refugees

- Tarvittaessa, merkitse toiminnon puitteissa käytettyjen OLS-lisenssien määrä taulukkoon.

9.5.1. Online Linguistic Support for refugees

If relevant, please enter the number of OLS licences used by refugees within the framework of the initiative "Online Linguistic Support for refugees" (as indicated in the OLS Management System):

No. of used licences for Online Linguistic Assessment

value required

No. of used licences for Online Language Courses

value required

9.6. Special Needs Support

9.7. Exceptional Costs

9.6. Special Needs Support

This section doesn't apply for this project.

9.7. Exceptional Costs

Activity Type	No. of Participants	Total Amount
Short term mobility of VET learners	1	200.00
	Total	200.00

Please describe for each activity type the nature of the costs incurred.

value required

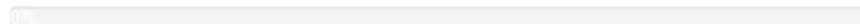
5000 characters left

11. Annexes

11. Annexes

additional documents that are mandatory for the completion of the report;

Attachments quota usage



Please note that all documents mentioned below need to be attached here before you submit your form online.

Before submitting your report to the National Agency, please check that:

- All necessary information on your project have been encoded in Mobility Tool+
- The report form has been completed using one of the mandatory languages specified in the Grant Agreement.
- All the relevant documents are annexed:
 - declaration of Honour, signed by the legal representative of the beneficiary organisation.
 - the necessary supporting documents as requested in the grant agreement.
 - you saved or printed a copy of the completed form for your records.
 - you have uploaded the relevant results on the Erasmus+ Project Results Platform:

[DOWNLOAD Declaration of Honour](#)

List of uploaded files

no uploaded files yet

Add more files

Select File

Declaration of Honor

- Kohdassa Annexes, klikkaa **DOWNLOAD Declaration of Honour** ja lataa lomake allekirjoitettavaksi
- Skanna raportin liitteeksi hankkeen edunsaajan täydentämä **allekirjoitussivu BENEFICIARY DECLARATION OF HONOUR AND SIGNATURE**
- Lista ladatuista tiedostoista - List of uploaded files



11. Annexes

additional documents that are mandatory for the completion of the report;

Attachments quota usage

Please note that all documents mentioned below need to be attached here before you submit your form online. Before submitting your report to the National Agency, please check that:

- The Declaration of Honour signed by the legal representative of the beneficiary organisation.
- All necessary information on your project have been encoded in Mobility Tool+
- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents:
- The necessary supporting documents as requested in the grant agreement.

[DOWNLOAD Declaration of Honour](#)

List of uploaded files

no uploaded files yet

Add more files

Select File

Drop Your File(s) Here

Annexes

- Loppuraportin **pakolliset liitteet** ovat:
 - allekirjoitussivu 'declaration of honour' ja
 - poikkeuksellisten kulujen kuittikopiot
- **Loppuraportti lähetetään** Erasmus+ kansalliseen toimistoon **vain sähköisesti MT:n kautta**
- Lähetystiedot näkyvät MT:ssa, joten erillistä vastaanottovahvistusta ei lähetetä.

Submission



Step 1 - Declaration of Honour & Signature_1

- Merkitse, että liite on lisätty loppuraporttiin -> **klikkaa** kohtaa Contains declaration of honour

Beneficiary Declaration of Honour and Signature

Please download the following PDF, fulfill it and upload it as an annex

Download PDF

List of uploaded files

DeclarationOfHonour.pdf
0.09 Mb 2 minutes ago

Contains declaration of honour Unmark

Add more files

Select File

Please mark the file that contains the declaration of honour

Next Step >

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

Step 1 - Declaration of Honour & Signature_2

- Klikkaa Next Step

Beneficiary Declaration of Honour and Signature

Please download the following PDF, fulfill it and upload it as an annex

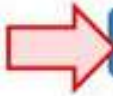
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DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

Step 2 - Data protection notice

- Hyväksy DATA PROTECTION NOTICE -> klikkaa Accept

Data Protection Notice

The form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, in this case for statistical and financial (if applicable) follow-up of the projects.


For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Any personal data shall be processed by the National Agencies pursuant to Regulation No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the Community and on the free movement of such data.

<http://www.edps.europa.eu/>



DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

Step 3 - Organisational support

- Tarkista, että **organisointituki on merkitty oikein!**

Budget

The Organisational Support Amount Reported is **7,000.00 €**

Please make sure to encode the amount you have used for Organisational Support of your project before submitting your Final Beneficiary Report. To do this please go to the Budget, enter the amount for row "Organisational Support", column "Current Budget (in Mobility Tool)" and click Save.

Next Step >

DECLARATION OF HONOUR DATA PROTECTION NOTICE **BUDGET** CHECKLIST CONFIRM SUBMISSION

Organisointituki €
tulee syöttää
loppuraporttiin
käsin (se ei päivitty
automaattisesti) –
tarkista, että
summa on oikein!

Step 4 - Checklist

- Käy läpi CHECK LIST ja hyväksy kaikki kohdat NOT DONE -> DONE

Checklist

Before submitting your report to the National Agency, please check that:

All necessary information on your project have been encoded in Mobility Tool+	Not Done
The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.	Not Done
You have annexed all the relevant documents:	Not Done
The Declaration of Honour signed by the legal representative of the beneficiary organisation.	Not Done
The necessary supporting documents as requested in the grant agreement.	Not Done

Next Step >

DECLARATION OF HONOUR DATA PROTECTION NOTICE BUDGET CHECKLIST CONFIRM SUBMISSION

Checklist

Before submitting your report to the National Agency, please check that:

All necessary information on your project have been encoded in Mobility Tool+	Done ✓
The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.	Done ✓
You have annexed all the relevant documents:	Done ✓
The Declaration of Honour signed by the legal representative of the beneficiary organisation.	Done ✓
The necessary supporting documents as requested in the grant agreement.	Done ✓

Next Step >

DECLARATION OF HONOUR DATA PROTECTION NOTICE BUDGET CHECKLIST CONFIRM SUBMISSION

Step 5 - Confirm submission

- Lopuksi lähettäminen tulee vielä vahvistaa, klikkaa SUBMIT BENEFICIARY REPORT. Huomaa, että lähettämisen jälkeen lomake lukkiutuu. Näytöllä näkyy viesti Submission in Progress.

Confirm Submission

When clicking on the 'Submit your report' button you will not be able to make any further changes to the report or your mobilities and budget data; however, viewing the data and attachments will still be possible.

Your National Agency will contact you in case of questions or necessary modifications.

[Submit Beneficiary Report](#)

DECLARATION OF HONOUR DATA PROTECTION NOTICE BUDGET CHECKLIST CONFIRM SUBMISSION

Step 6 - Submitted

- Kun raportti on lähetetty, sen voi vielä tulostaa
- Loppuraportin lähettäminen voi kestää useita minuutteja. (Näytöllä näkyy viesti Submission in Progress.)

The screenshot displays the 'European Commission Mobility tool' interface for project 2014-1-FR01-KA101-000493. The navigation menu includes 'Details', 'Organisations', 'Contacts', 'Mobilities', 'Import - Export', 'Budget', 'Reports', and 'NA Validation'. The main content area shows a progress bar with four stages: 'Draft', 'Submission in progress', 'Submitted', and 'Terminated no grant'. A red arrow points to the 'Submitted' stage, which is currently active. Below the progress bar, a message states: 'Beneficiary Report has been successfully submitted. Please wait for the assessment of your National Agency'. A 'Download Beneficiary Report' button is visible. Below this, a log titled 'Beneficiary Report created a day ago' shows a series of events, including file attachments and deletions, with timestamps ranging from 'a few seconds ago' to '4 hours ago'.

Talous & asiakirjat

13/05/2022



Talousraportoinnissa huomioitavaa

- Tarkista hankesopimuksesta, että tukea on käytetty sopimuksen mukaisesti (ks. erityisesti Hankesopimuksen artikla 1.3.2. **Siirrot kululuokkien välillä**)
 - Mahdollinen sopimusmuutos tehdään ennen hankkeen päättymistä
 - Ota yhteyttä hankkeen yhteyshenkilöön, joka ohjaa sopimusmuutoksen tekemisessä

Asiakirjatarkastus (desk check)

- Loppuraportoinnin jälkeen asiakirjatarkastukseen hankkeet arvotaan **satunnaisotannalla** (tai valitaan tarvittaessa) ja hankkeille ilmoitetaan tästä erikseen
- Tarkastetaan, että raportoidut liikkuvuudet on dokumentoitu asianmukaisesti ja vastaavat toteutuneita jaksoja
- Tarkastuksessa käydään läpi **otos** osallistujakohtaisesti ulkomaanjakson alku- ja loppupäivämäärät, kohdemaat jne. (eli kaikkia jaksoja ei välttämättä tarkasteta dokumentoinnin osalta)
- ❖ Asiakirjatarkastuksessa raportoitujen vaihtojen toteutuminen pitää pystyä todentamaan!

Asiakirjat

1

Organisointituki sekä matka- ja yksilötuki:

- Vastaanottavan organisaation allekirjoittama todistus (Europassi/työtodistus/ osallistujatodistus tai vastaava) osallistumisesta toimintaan ulkomailla; todistuksesta on käytävä ilmi osallistujan nimi, toiminnan tarkoitus sekä sen alkamis- ja päättymispäivämäärät
- Siinä poikkeustapauksessa, että osallistujan matka on raportoitu alkavaksi tai päättyväksi muualta kuin oppilaitoksen/organisaation paikkakuntalta, kulut tulee todentaa erillisillä tositteilla.

Erityistuki ja poikkeukselliset kulut:

- Laskut ja kirjanpidonote/tositteet todellisista kuluista (kopiot); laskussa täytyy näkyä laskuttajan nimi ja osoite, laskun määrä ja käytetty valuutta ja laskun päiväys.

Kielivalmennustuki:

- Kurssin tarjoajan allekirjoittama todistus kurssille osallistumisesta; todistuksessa on ilmoitettava osallistujan nimi, opetettu kieli, valmennuksen muoto ja kesto, tai
- Jos kielivalmennuksen antoi edunsaaja: osallistujan allekirjoittama ja päiväämä selvitys/todiste, jossa on ilmoitettava osallistujan nimi, opetettu kieli, valmennuksen muoto ja kesto tai
- Tositteet ja kirjanpidon ote oppimateriaalin ostamisesta.

Poikkeukselliset kulut_1

Poikkeukselliset kulut - korotettu yksilötuki

1. **Muita heikommassa asemassa olevien opiskelijoiden** valinta poikkeuksellisten kulujen tuen saajiksi on edunsaajan suoritettava luotettavasti tasapuolisuutta ja oikeudenmukaisuutta noudattaen. Edunsaajan tulee **dokumentoida oppilaitoksen hankeasiakirjoihin valintamenettely ja perusteet**, joilla tuensaajat hankkeessa on valittu.
2. Loppuraportissa raportoidaan tuensaajakohtaisesti todelliset kulut (enintään tuensaajakohtaisesti myönnetty summa €/henkilö).
3. Loppuraporttiin on liitettävä käteiskuitteja tai laskuja (laskuun liitettävä maksukuitti tai kirjanpidon ote) vähintään raportoidun summan verran (esim. majoituksesta).

Poikkeuksellisten kulut_2

Poikkeukselliset kulut – Todentaminen

Kuraattorin (tai vastaavan) allekirjoittama lausunto, esimerkiksi:

*Opiskelija (nimi) opiskelee oppilaitoksessa ja osallistuu työssäoppimisjaksolle vuonna 20xx.
Opiskelija on hakenut Erasmus+ opiskelijaliikkuvuuden työssäoppimisjaksolle lisätukea.
Opiskelija on laatinut kirjalliset esityksen/opiskelijaa on haastateltu ja lisätuen tarve on vahvistettu. Opiskelijalle voidaan myöntää lisätuki työssäoppimisjaksoa varten.*

Loppuraporttiin liitetty **lausunto ja majoituskuitti.**

Poikkeukselliset kulut_3

Poikkeukselliset kulut - korotettu matkatuki

- Liikkuvuushankkeet voivat raportoida, osallistujien kalliita matkakustannuksia, joista korvataan maksimissaan 80 %. (Kuvaa kunkin toimintatyyppin kohdalla mistä kulut koostuvat.)
- Tuki hyväksytään, jos normaalisti myönnettävä välimatkalaskimen mukainen matkakulujen korvaus **ei kata vähintään 70 %** osallistujan matkakuluista.

Todentaminen

- Sekä hakemuksen budjetin perustelussa että loppuraportin kulujen todentamisessa noudatetaan hakijan organisaation matkakorvaussääntöjä.
- Poikkeuksellisten kulujen korotettu matkatuki todennetaan aina todellisten kulujen mukaan tositteilla/kuiteilla ja loppuraporttiin liitetään myös ote organisaation matkalaskusta sekä osallistumistodistus.

11.5.2022

Ammatillisen koulutuksen kansainvälistymispalvelut

