

# Beneficiary module

31.5.2022



## ČLÁNEK I.11 – POUŽÍVÁNÍ NÁSTROJŮ IT

### I.11.1 Nástroj pro předkládání zpráv a řízení programu Erasmus+

Příjemce musí používat internetový nástroj pro předkládání zpráv a řízení poskytovaný Evropskou komisí k záznamu všech informací souvisejících s aktivitami vykonávanými v rámci projektu (včetně aktivit, jež nebyly přímo podpořeny grantem z finančních prostředků EU) a k vyhotovení a předložení dílčí zprávy ohledně provádění projektu, průběžné zprávy (je-li k dispozici v nástroji pro předkládání zpráv a řízení programu Erasmus+ a pro případy stanovené v článku I.4.3) a závěrečné zprávy.

Alespoň jednou měsíčně během projektu mobility příjemce vloží a aktualizuje jakékoli nové informace týkající se účastníků a aktivit v nástroji pro předkládání zpráv a řízení programu Erasmus+.

## **Přístup:**

### **Single entry point / My Project**

<https://webgate.ec.europa.eu/erasmus-esc/index/>

## **Nebo přímý odkaz:**

<https://webgate.ec.europa.eu/beneficiary-module/project/#/project-list>

## **EU LOGIN**

**Kontaktní osoby + statutár (ze žádosti)**

# Notifikační e-mail s odkazem

Beneficiary Module - Project initiation 2022-1-CZ01-KA121-VET-00000



DIGIT CNS ACC <DIGIT-CNS-ACC@ec.europa.eu>

Komu  Machová Marie



European  
Commission

## Erasmus+ and European Solidarity Corps

**Beneficiary Module - Project initiation 2022-1-CZ01-KA121-VET-000003599 –**  
**Translation provided in English**

Dear Eva Teysslerová,

Your project has been created in the Beneficiary Module.

Project details:

EC Project Number: 2022-1-CZ01-KA121-VET-000003599

National Project ID:

Project title:

Organisation Legal Name: Stredni prumyslova skola strojní a stavební, Tabor, Komenskeho 1670

Beneficiary Module is the system for the management of projects that received an EU grant under the Erasmus+ programme. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

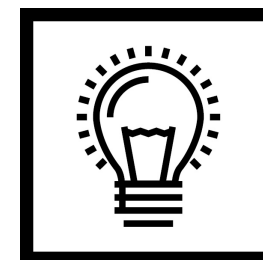
In the Beneficiary Module you will be able to provide all the information on your projects, identify participants and mobility activities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.



To access the project, please follow the steps below.

- Go to Beneficiary Module website at <https://webgate.acceptance.ec.europa.eu/beneficiary-module/project/#/project-list>
- If you have no EU Login account associated with this e-mail address yet, please click on "Create an account" and set up your account. During the registration process please use the email address that this message was sent to.
- If you already have an EU Login (formerly called ECAS account) associated with this e-mail address, please use it to log in.

You can find the Beneficiary Module Guide here: <https://wikis.ec.europa.eu/x/KKT-AQ>



# Mé projekty

European Commission

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS

OPPORTUNITIES

APPLICATIONS

PROJECTS

My Projects

eescp.sidebar.projects.eche-holders

Erasmus+ Project Results Platform

Past programmes (2007-2020)

SUPPORT

RESOURCES

TOOLS

Home

Welcome Marie Machova

## My Granted Projects

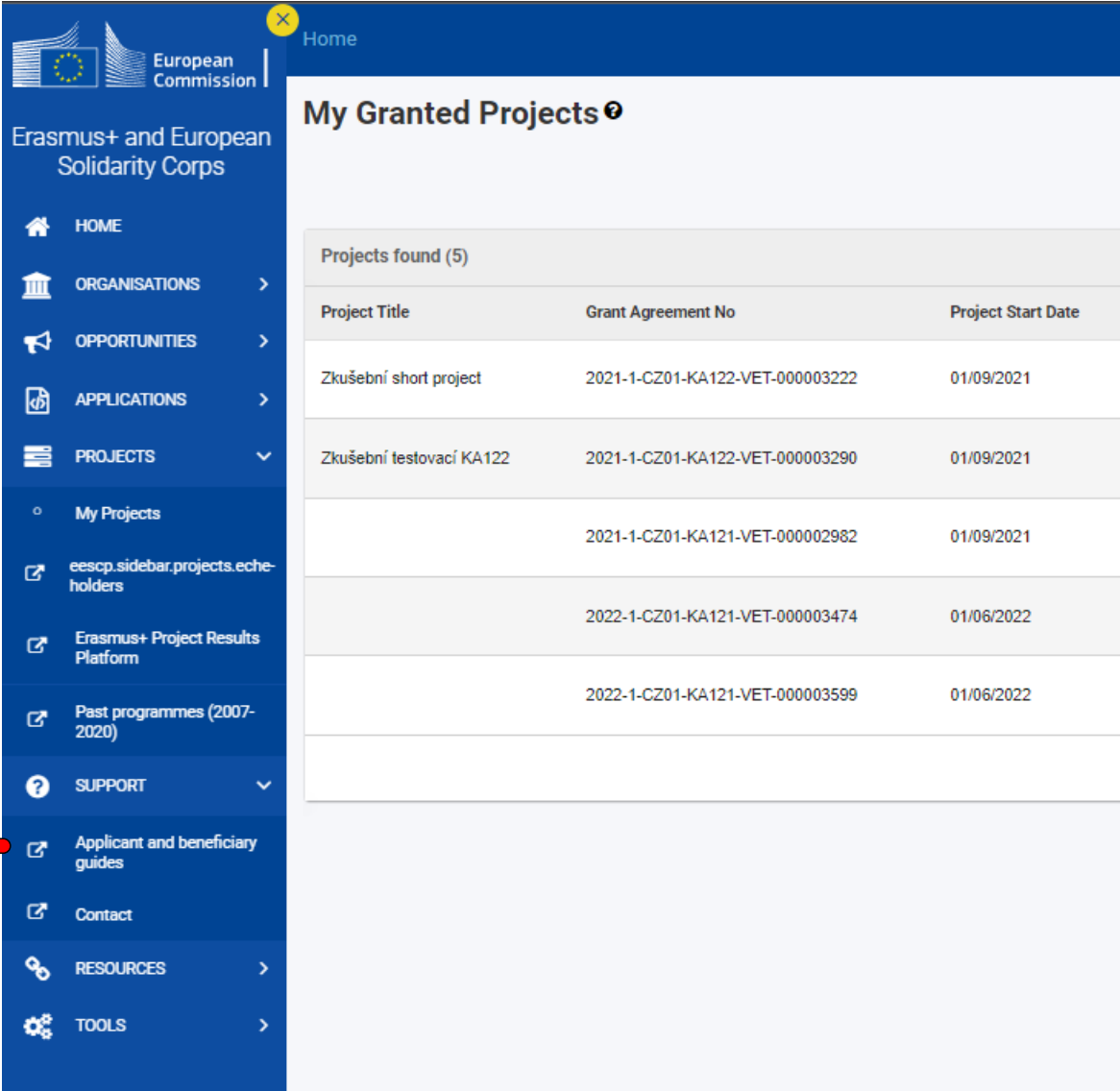
Search...

Projects found (5)

Project Title	Grant Agreement No	Project Start Date	Project End Date	Duration (months)	Project Status	Actions
Zkušební short project	2021-1-CZ01-KA122-VET-000003222	01/09/2021	31/08/2022	12 months	Project ongoing	
Zkušební testovací KA122	2021-1-CZ01-KA122-VET-000003290	01/09/2021	28/02/2023	18 months	Project ongoing	
	2021-1-CZ01-KA121-VET-000002982	01/09/2021	30/11/2022	15 months	Project ongoing	
	2022-1-CZ01-KA121-VET-000003474	01/06/2022	31/08/2023	15 months	Project ongoing	
	2022-1-CZ01-KA121-VET-000003599	01/06/2022	31/08/2023	15 months	Project ongoing	

Items per page 10 1 - 5 of 5

Pod záložkou **SUPPORT** je k dispozici odkaz na návod.



European Commission

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HOME

ORGANISATIONS

OPPORTUNITIES

APPLICATIONS

PROJECTS

My Projects

eescp.sidebar.projects.eche-holders

Erasmus+ Project Results Platform

Past programmes (2007-2020)

**SUPPORT**

Applicant and beneficiary guides

Contact

RESOURCES

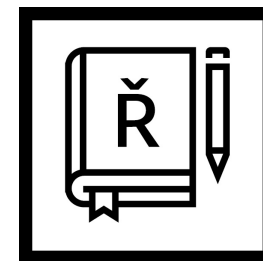
TOOLS

Home

### My Granted Projects

Projects found (5)

Project Title	Grant Agreement No	Project Start Date
Zkušební short project	2021-1-CZ01-KA122-VET-000003222	01/09/2021
Zkušební testovací KA122	2021-1-CZ01-KA122-VET-000003290	01/09/2021
	2021-1-CZ01-KA121-VET-000002982	01/09/2021
	2022-1-CZ01-KA121-VET-000003474	01/06/2022
	2022-1-CZ01-KA121-VET-000003599	01/06/2022



# Základní informace



Za řízení projektu a editaci obsahu v systému odpovídá organizace příjemce.





# Project list



# Seznam přidělených projektů

Erasmus+ and European Solidarity Corps

- HOME
- ORGANISATIONS >
- OPPORTUNITIES >
- APPLICATIONS >
- PROJECTS >
- My Projects**
- Project Results
- Past programmes (2007-2020)
- SUPPORT >
- RESOURCES >
- TOOLS >

Commission Européenne

Erasmus+ and European Solidarity Corps

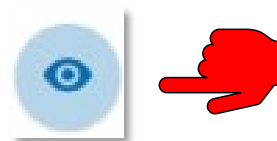
Home

Welcome Beneficiary USERTWO

## Projects

My Projects(11)

Project Title	Grant Agreement No	Project Start Date	Project End Date	Duration (months)	Project Status	Actions
KA153 Mobility of youth workers Project	2021-1-TR01-KA153-YOU-000007232	21/03/2021	21/09/2021	6 months	Project Ongoing	
Mobility of young people - EAC IT TRAINING	2021-1-RO01-KA152-YOU-000005041	01/06/2021	31/05/2022	12 months	Project Ongoing	
KA151 Accredited Project	2021-1-RO01-KA151-YOU-000007593	01/08/2021	31/10/2022	15 months	Project Ongoing	
KA152-YOU - Mobility of young people EAC IT TRAINING	2021-1-RO01-KA152-YOU-000007436	02/08/2021	01/02/2022	6 months	Project Ongoing	
Youth participation activities 02 - EAC IT TRAINING	2021-1-BE04-KA154-YOU-000007176	01/08/2021	31/01/2022	6 months	Project Ongoing	
KA131 Project	M-2021-DE01-KA131-000001	01/01/2021	16/12/2021	12 months	Project Ongoing	



# Project list – tlačítko

## Project Activities and Budget Details ?

**Grant Agreement No. : 2021-1-RO01-KA153-YOU-000015451**

Project Acronym : **EAC IT TRAINING** - Awarded/Declared Budget :  
NA : **RO01 - Agentia Nationala pentru Programe Comunitare in Domeniul Educatiei si Formarii Profesionale** - Organisation OID : **E10000555** - Legal Name : **Asociatia Calea Naturala**

Project list

Project ongoing

Deadline: 25 déc. 2021

Content menu

<

Details

Organisations

Contacts

Activities

Mobility activities

Complementary activities

Fewer Opportunities

Reports

Filter

<

Details

Context

Information

National agency

Beneficiary organisation

Details

Context Information

Programme: Erasmus+

Key Action: Learning Mobility of Individuals

Action Type: Mobility of youth workers

Call: 2021

Round: Round 1

Start of Project: 01/08/2021

End of Project: 01/11/2021

Project Duration (months): 3 months



# Sekce projektu

# Sekce projektu KA122 v BM

Details	(Podrobnosti o projektu)	základní údaje o projektu
Organisations	(Organizace)	správa zúčastněných organizací ve vašem projektu
Contacts	(Kontakty)	správa kontaktních osob projektu a jejich přístupová práva
Preparatory Visits	(Přípravné návštěvy)	editace přípravných návštěv
Mobility Activities	(Mobility a jejich aktivity)	umožňuje přidávat a spravovat mobility v příslušných aktivitách
Fewer Opportunities	(Omezené příležitosti)	umožňuje přidávat a spravovat informace o účastnících s omezenými příležitostmi
Budget	(Rozpočet)	poskytuje přehled o přiděleném/vykázaném rozpočtu
Reports	(Zprávy)	umožňuje odeslat závěrečnou zprávu příjemce

# Podrobné informace o projektu

## Project Activities and Budget Details

[Project list](#)

Grant Agreement No. : 2021-1-CZ01-KA122-VET-000003222

Awarded/Declared Budget :  
NA : CZ01 - Dům zahraniční spolupráce (DZS) Centre for International Cooperation in Education - Organisation OID : E10073622 - Legal Name : Testovací organizace I

Programme : Erasmus+  
Key Action : Learning Mobility of Individuals  
Call : 2021

Start of Project : 01/09/2021 (Brussel times)  
End of Project : 31/08/2022 (Brussel times)

**Project ongoing**  
Deadline: 24 oct. 2022

<

Details

Organisations

Contacts

Preparatory Visits

Mobility Activities

Fewer Opportunities

Budget

Filter

Details

Context

Information

National agency

Beneficiary organisation

<

Details


Context Information

Programme: Erasmus+  
Key Action: Learning Mobility of Individuals  
Action Type: Short-term projects for mobility of learners and staff in vocational education and training  
Call: 2021  
Round: Round 1  
Start of Project: 01/09/2021  
End of Project: 31/08/2022  
Project Duration (months): 12 months

Project Information

Grant Agreement No.: 2021-1-CZ01-KA122-VET-000003222  
National ID:  
Project Title: Zkušební short project  
Project Acronym:  
Project Status: Project ongoing  
Final Report Submission Deadline: 24/10/2022

# Organizace



**Content menu**

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

**Navigation**





Search... **Search**

Beneficiary Organisations Legal Name

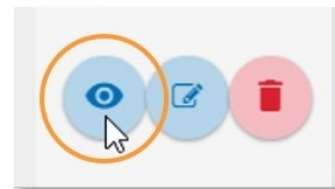
Partner Organisations

**Organisations**

Organisations (2) **+ Create**

OID	Organisation ID ↑	Role	Legal Name	Public Body	Non-profit	Country	City	Actions
E10032528	3290-ORG-00001	Partner	TEST RELEASE 5.8.4 TEST001	—	—		BRUXE	  
E10073622	3290-ORG-00000	Beneficiary	Testovací organizace I	✓	✓		Praha	

Items per page 10 1 - 2 of 2 |< < > >|



# Kontakty



Content menu

Details

Organisations

**Contacts**

Preparatory visits

Mobility activities

Fewer opportunities

Budget

<

>

Filter

Contacts

Contacts (2)

+ Create

Organisation OID	Organisation Legal Name	Contact First Name	Contact Last Name	Position	Email	Telephone1	Beneficiary	Actions
E10073622	Testovací organizace I	Eva	Teysslerova		eva.teysslerova@dzs.cz		Other type of	
E10073622	Testovací organizace I	Machová	Marie	test legal repr.	marie.machova@dzs.cz		Other type of	

Items per page 10

1 - 2 of 2

<<

<

>

>>

A blue button with a white plus sign and the text 'Create'. A white hand cursor is pointing at the button.

A blue circular icon with a white eye symbol in the center.

# Kontakty



Legal Representative



Primary Contact



Learning Manager



## Access to project management

☒ Edit access to project ☐ View access to project ☐ No access to project

## Access to project dissemination

☒ Edit access to project ☐ View access to project ☐ No access to project

[Back to list](#)



# Preparatory visits



**Content menu** <

Details

Organisations

Contacts

**Preparatory visits**

Mobility activities

Fewer opportunities

Budget

PREPARATORY VISIT

ID \*

PV1

Number of persons \*

1

1 - 3

Unit cost \*

575,00

€

Total grant \*

575,00

€

Force Majeure

☐

Project Duration

01/09/2021

28/02/2023

Start Date \*

16/03/2022

End Date \*

18/03/2022

Sending Organisation \*

Testovací organizace I

Receiving Organisation \*

TEST RELEASE 5.8.4 TEST001

Receiving Country \*

Belgium

Receiving City \*

BRUXELLES

What was the purpose of the preparatory visit?

Preparing activities for participants with fewer opportunities

Preparing activities for participants with fewer opportunities

Starting cooperation with a new hosting partner

Preparing long-term activities for learners

Other

Preparing job-shadowing or a teaching/training assignment

Learners took part in the preparatory visit

☒

Cancel

Save

# Preparatory visits

What was the purpose of the preparatory visit?

Preparing activities for participants with fewer opportunities

Preparing activities for participants with fewer opportunities

Starting cooperation with a new hosting partner

Preparing long-term activities for learners

Other

Preparing job-shadowing or a teaching/training assignment

# Mobility

## VET mobility projects

Activity Type \*

- 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

### MOBILITY ACTIVITY

Mobility activity ID \*

003222-MOB-1

Activity Type \*

Short-term learning mobility of VET learners

Blended Mobility activity

☐

Force Majeure

☐

Aktivity a další možnosti k označení. Liší se dle typu aktivity a dle toho zda jde o účastníka nebo o doprovodnou osobu. Samo se mění.

# Mobility - políčka

Apprentice

☐

OLS

☐

Accompanying person

☐

Linguistic support \*

☐

Digital opportunity traineeship

☐

Participant With Fewer Opportunities

☐

Recent Graduate

☐

Apprentice

☐

OLS

☒

Digital opportunity traineeship

☐

Participant With Fewer Opportunities

☐

Recent Graduate

☐

# Mobility - certifikáty

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 *	2 Certification type	Cancel Save
Test-org.PL.02	<div>Europass Certificate Supplement Europass Diploma Supplement Europass Mobility Document Erasmus+ Learning Agreement complement Other Recognition at national level Recognition at regional level</div>	

FROM - TO

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

[+ create new](#)

Certifying Organisation	Certification Type
Test-org.PL.02	Europass Mobility Document

# Mobility – typ ubytování a host type

FROM - TO

<b>Sending Organisation *</b>	<b>Sending Country *</b>
Test-org.PL.02	Poland
<b>Receiving Organisation *</b>	<b>Receiving Country *</b>
Kulturförderungsverein St. Veit/Glan	Austria
<b>Accommodation type *</b>	<b>Host environment *</b>
<div>Dormitory at school premises (boarding school) Dormitory outside of school premises Hosting family Hotel, hostel, or similar Other</div>	<div>Company VET school</div>

# Mobility - travel

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



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)



# Mobility – travel grant

TRAVEL GRANT

Travel Grant

320,00

€



# Mobility – délka trvání

## DURATION



Project Duration 01/09/2021

31/08/2022

Start Date \*

08/03/2022



End Date \*

21/03/2022



Duration Calculated (days)

14

2 - 89

Mobility activity included an interruption

☐

Duration of Mobility Activity Period (days)

14

Travel days \*

2

0 - 6

Duration for Individual support (days)

16

0 - 16

## BUDGET



### INDIVIDUAL SUPPORT

Individual Support - Grant Not Required

☐

Individual Support \*

4 375,00


€


# Mobility – blended mobilita

DURATION ▼

**Project Duration** 01/01/2022 31/03/2023

1

Start Date \* 14/03/2022 

End Date \* 16/07/2022 

Duration Calculated (days) 125  
30 - 365

2

Mobility activity included an interruption ☒

Interruption Duration (days) 10  
0 - 125

3

Duration of Mobility Activity Period (days) 115

4

Travel days \* 4  
0 - 4

5

Duration for Individual support (days) 119  
0 - 119

6

Number of days in virtual Mobility activity \* 11

# Mobility – linguistic support

Linguistic support



Linguistic support grant

150,00

€

Additional linguistic support grant for long-term activities

150,00

€

Justification for linguistic support grant request \*

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

5000

Value missing

# Mobility – kurzovné

## COURSE FEES

Course fees - number of days \*

8

Course Fees - unit cost per day \*

80,00

€

Course fees - grant not requested

☐

Course fees grant \*

640,00

€

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

☐

Course ID \*

Provide Course ID here

Course title \*

Provide course title here

Course provider name in European School Education Platform \*

# Mobility – inclusion support

PARTICIPANT ▼

Participant With Fewer Opportunities



Linguistic support



Inclusion support for organisations

	100,00	€
--	--------	---

BUDGET ▼

INCLUSION SUPPORT

Inclusion Support for Participants

	5 680,00	€
--	----------	---

# Fewer opportunities

Automaticky nastaveno na 0. Zatím není implementováno

Content menu

<

Details

Organisations

Contacts

Activities

Mobility activities

**Fewer Opportunities**

Budget

Fewer Opportunities

Please indicate the number of participants with fewer opportunities according to each reason below.

Reason	Number of Participants
Cultural differences	0
Disability	0
Economic obstacles	0
Educational difficulties	0
Geographical obstacles	0
Health problems	0
Migrant background obstacle	0
Other reasons	0
Social obstacles	0



# Rozpočet

# Rozpočet



## Content menu



Details

Organisations

Contacts

Preparatory visits

Mobility activities

Fewer opportunities

Budget

## Budget

 Export

	Awarded Budget	Reported Budget	% Reported/Awarded
Organisational support	0 €	0 €	0 %
Travel	5040 €	695 €	13.79 %
Individual support	32632 €	0 €	0 %
Linguistic support	600 €	300 €	50 %
Course fees	1600 €	0 €	0 %
Preparatory visits	1150 €	575 €	50 %
Inclusion support for organisations	0 €	200 €	0 %
Amount over the maximum allowed			
Inclusion support for participants	700 €	0 €	0 %
Exceptional costs for expensive travel	0 €	0 €	0 %
Exceptional costs for financial guarantee	0 €	<input type="text" value="0"/> € *	0 %
Total	47322 €	1620 €	3.42 %

Activity Type





# Zprávy účastníků

# Zpráva účastníka

## Erasmus+ participant report



DIGIT CNS ACC <DIGIT-CNS-ACC@e  
Komu ● Machová Marie

← Odpovědět

↶ Odpovědět všem

→ Přeposlat



po 02.05.2022 0:18

Zpracovat. Začít: pondělí 2. května 2022. Splnit do: pondělí 2. května 2022.  
Pokud se vyskytly potíže se zobrazením této zprávy, kliknutím sem ji zobrazíte ve webovém prohlížeči.



European  
Commission

## Erasmus+ and European Solidarity Corps

### Erasmus+ participant report

Translation provided in English

Vážená/Vážený, Kamila Krátká

You recently took part in an Erasmus+ project. Now it's time to tell us what you think! It takes just 5-10 minutes to fill in your "participant report". This is a required part of your mobility placement, and your feedback is very valuable. Your sending organisation, the National Agencies and the European Commission use your answers to improve Erasmus+ for future participants. Prosím odešlete Vaši zprávu kdykoliv v následujících 30 dnech. Klikněte zde a můžete začít:

[https://ec.europa.eu/eusurvey/runner/EP-KA1-VET-Learners-2020\\_ACC/2a31d1c9-fa41-4e0f-93ed-6351dd757495](https://ec.europa.eu/eusurvey/runner/EP-KA1-VET-Learners-2020_ACC/2a31d1c9-fa41-4e0f-93ed-6351dd757495)

Please note that this report is intended to be submitted only by you and you may not forward the above link to any other recipient

Můžete si uložit provizorní návrh zprávy a stejný odkaz použít pro její otevření a dokončení později. Jakmile zprávu dokončíte, odešlete ji kliknutím na tlačítko "Odeslat". Jakmile zprávu odešlete, již k ní nebudete mít přístup a nebude možné provádět žádné změny.

To help you fill in your report, please find below your main mobility details:

Typ mobility: Krátkodobá mobilita žáků v odborném vzdělávání a přípravě

Plánované období mobility: 20/04/2022 - 01/05/2022

Země mobility: Maďarsko

Vysílající organizace:

Jméno: Střední průmyslová škola elektrotechniky a informatiky, Ostrava, příspěvková

**EUSurvey**

Save a backup on your local computer (disable if you are using a public/shared computer)

### Participant Report Form – Call 2020 – KA1 – Learning Mobility of Individuals – Learners mobility for training in vocational education and training

Fields marked with \* are mandatory.

Document code: EP-KA1-VET-Learners-2020

#### 1 Purpose of the Participant Form

As a recent participant in a mobility activity funded by the European Union's programme, we ask you to fill in this participant report to provide feedback about your experience.

Your feedback will be used to improve the experience of Erasmus+ participants in the future. It may also be used as part of the evaluation of the project implemented by your sending organisation.

Thank you for any information, comments and advice you can provide.

#### 2 Identification of the Participant and General Information

2.1 First and last name \*

2.2 Mobility start date \*

2.3 Mobility end date \*

2.4 Email address, where I can be contacted in the future \*

2.5 During which year of your studies did you go on Erasmus+ mobility?

2.6 What were your main motivations for carrying out a learning mobility period abroad?

Enhance my technical/professional skills/competences

**Erasmus+**

**Views**  
Standard [Accessibility Mode](#)

**Languages**  
English

**Contact**  
[Questions and support – Erasmus+ National Agencies](#)

Save as Draft

Last saved on  
02/05/2022 00:15:02

[Report abuse](#)

# Závěrečná zpráva



The screenshot displays a web application interface. On the left, a 'Content menu' sidebar lists various options: Details, Organisations, Contacts, Preparatory visits, Mobility activities, Fewer opportunities, **Reports** (highlighted with an orange border and a red hand icon pointing to it), and Budget. The main area is titled 'Beneficiary Reports' and contains a section for the 'Final Beneficiary Report'. It instructs the user to 'Please click on this button to generate a new Beneficiary Report' and features a green button labeled 'Generate Beneficiary Report' which is also highlighted with an orange border and a hand cursor. A large orange curved arrow points from this button to a green success message box at the bottom right. The success message box contains a checkmark icon, the word 'SUCCESS', and the text 'Beneficiary Report generated', with a close button (X) in the top right corner.

Pokud máte zadané údaje o mobilitách v menu v sekci Reports se bude generovat ZZ

# Praktická ukázka



# Kontakty

## Dům zahraniční spolupráce (DZS)

Na Poříčí 1035/4, 110 00 Praha 1

☎ +420 221 850 100

@ info@dzs.cz



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Dům zahraniční spolupráce – DZS  
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