

# Beneficiary module





## Článek 19.2 Aktualizace údajů v nástroji pro předkládání zpráv a řízení programu Erasmus+

Příjemci grantu musí udržovat v průběhu akce své informace uložené v nástroji pro předkládání zpráv a řízení programu Erasmus+ neustále v aktuálním stavu, zejména své jméno/název, adresu, právní zástupce, právní formu a typ organizace.



## **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 (dle údajů 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 strojni a stavebni, 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

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eescp.sidebar.projects.eche-holders

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Welcome Marie Machova

## My Granted Projects

Search...

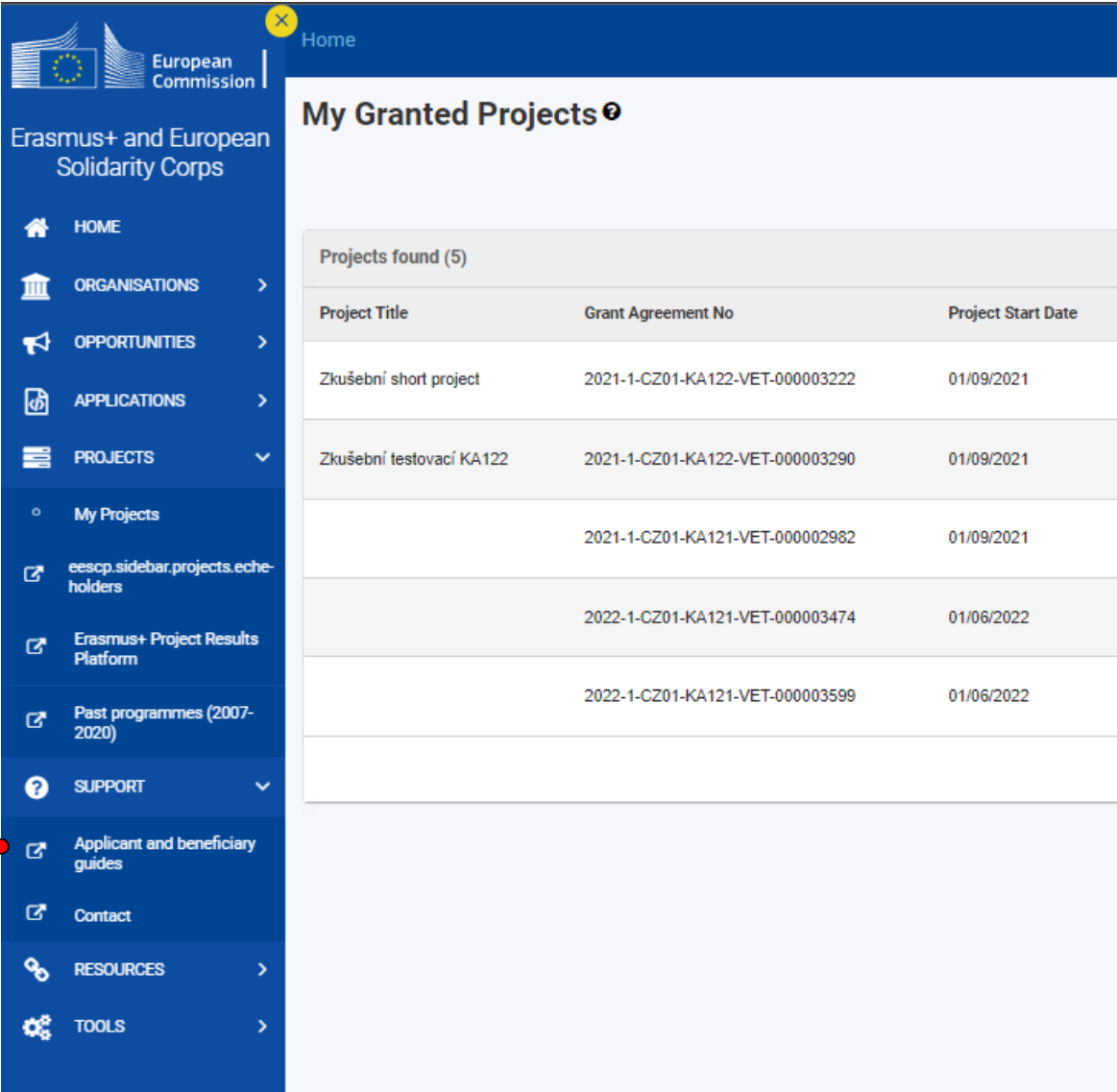
Projects found (5)

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	

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



European Commission

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### My Granted Projects <sup>?</sup>

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



Projekt v BM po podpisu grantové dohody.  
Pošle se automatická **e-mailová notifikace**.

Za řízení projektu a editaci obsahu  
odpovídá organizace příjemce.

[Odkaz na tutoriál](#) k Beneficiary module.





# Project list



# Seznam přidělených projektů

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Erasmus+ and European Solidarity Corps

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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-R001-KA153-YOU-000015451**

Project Acronym : **EAC IT TRAINING** - Awarded/Declared Budget :  
NA : **R001 - 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

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Mobility activities

Complementary activities

Fewer Opportunities

Reports

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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 KA122 (zatím)

**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

**Import-export mobility activity** (Import-export mobilit) - umožňuje vygenerovat již zadané mobility do excel tabulky a zadávat hromadné nahrávání mobilit

**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

<

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Mobility Activities

Fewer Opportunities

Budget

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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



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- 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	

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# Kontakty



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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

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# 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

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# Preparatory visits



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## 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

☐

Digital opportunity traineeship

☐

Recent graduate

☐

Online language support (OLS)

☐

Linguistic support \*

☐

Incoming international participant (under special conditions)

☐

## INCLUSION SUPPORT

Inclusion support is available for participants with fewer opportunities.

Participant with fewer opportunities

☒

Inclusion support for organisation not requested

☐

Inclusion support for participants

 €

Inclusion support for organisations

 €



# 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



# Zpráva účastníka

Po vyplnění zprávy účastníkem se místo boxu **Resend invitation** zobrazí **Download report** a bude zde možné zprávu účastníka stáhnout.

## PARTICIPANT SURVEY

Request ID:765b3f9c-e549-4680-8405-5d93cd8ca8a1

Status:Requested

Resend invitation

Log Date	Action
17-04-2023 13:55:58	Requested
17-04-2023 13:55:58	Automatic Invitation Sent
17-04-2023 13:40:59	Automatic Invitation ready to be sent
17-04-2023 13:40:59	Survey Prefilled
17-04-2023 13:40:59	Associated to EUS Token
13-12-2022 14:35:14	Free



# 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 <input type="text" value="Test-org.PL.02"/>	2 <div><div>Europass Certificate Supplement</div><div>Europass Diploma Supplement</div><div>Europass Mobility Document</div><div>Erasmus+ Learning Agreement complement</div><div>Other</div><div>Recognition at national level</div><div>Recognition at regional level</div></div>	<div>Cancel</div> <div>Save</div>

FROM - TO

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

Sustainable means of transport (green travel)



Comments on different location than sending/receiving organisations

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

5000

TRAVEL GRANT

Travel days \*

4

0 - 6

Travel support

410,00

€

Travel support not required

☐

Request exceptional cost for expensive travel

☐



# Mobility – Doba 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 – 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 \*



# Import-export mobility

V této záložce je možné stáhnout zadané mobility do excel tabulky pomocí tlačítka **export**.

Také je možné nezadané mobility nahrát hromadně pomocí tlačítka **import** (musí být dodržen požadovaný formát pro import).

**Tutoriál** pro  
hromadný import  
mobilit: [odkaz zde](#)

**Import-export mobility activity**

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

**Actions**

**Export mobility activities**  
☐ Draft + Complete (6) ☒ Complete (4)  
[Export XLSX](#) [Export CSV](#)

**Import mobility activities**  
⚠ If your file has any characters which are not part of the English alphabet (ASCII-7), please import in XLS format rather than in CSV  
[Select file](#) - OR - Drop your file here

**Import/Export status (11)** [Refresh](#)

Import/Export	Date	Type	Context	File	Status	Number of mobility activities	Actions
EXPORT	20/04/2023 11:21:50	SCH_ADU_VET_2022	REPORTED	2022-1-CZ01-KA122-VET-000003603-KA122-VET-20-04-2023-11-21-50-.xls	EXPORTED	<a href="#">4</a> <a href="#">0</a>	
EXPORT	18/04/2023 12:17:07	SCH_ADU_VET_2022	REPORTED	2022-1-CZ01-KA122-VET-000003603-KA122-VET-18-04-2023-12-17-07-.xls	EXPORTED	<a href="#">4</a> <a href="#">0</a>	
IMPORT	17/04/2023 13:40:56	SCH_ADU_VET_2022	REPORTED	2022-1-CZ01-KA122-VET-000003603-KA122-VET-17-04-2023-13-38-19-.xls	IMPORTED	<a href="#">4</a> <a href="#">0</a>	<a href="#">View Log</a>



# Fewer opportunities

Automaticky nastaveno na 0. Zatím není implementováno

Content menu

<

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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



# Budget



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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 €	<div><div>0</div><div>€</div></div> *	0 %
Total	47322 €	1620 €	3.42 %

Activity Type



# Závěrečná zpráva



The screenshot displays a web application interface. On the left, a 'Content menu' sidebar lists several options: 'Details', 'Organisations', 'Contacts', 'Preparatory visits', 'Mobility activities', 'Fewer opportunities', 'Reports', and 'Budget'. The 'Reports' option is highlighted with an orange border, and a red hand icon points to it. The main area, titled 'Beneficiary Reports', contains a section for the 'Final Beneficiary Report'. It includes a text prompt: 'Please click on this button to generate a new Beneficiary Report', followed by a green button labeled 'Generate Beneficiary Report'. This button is also highlighted with an orange border, and a mouse cursor is shown clicking it. A large, curved orange arrow points from the button to a green success message box at the bottom right. The 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 si můžete vygenerovat koncept závěrečné zprávy



# Závěrečná zpráva

## Beneficiary Reports

### Final Beneficiary Report

 Final Draft report available



Draft

05-04-2022 23:07:11

2

Submission in progress

3

Submitted

4

NA Validated with  
eligible cost

5

Terminated with eligible  
cost

Edit Draft

#### History

Beneficiary Report created : 05-04-2022 23:07:11



Pro každou další editaci ZZ se vrátíte do konceptu pomocí tlačítka Edit draft. Je vidět historie zprávy



# Závěrečná zpráva

- Pro každou další editaci ZZ se vrátíte do konceptu pomocí tlačítka „Edit Draft.“
- Po kliknutí na „Edit Draft“ si rozkliknete obsah závěrečné zprávy



Pozn.: ZZ v části Kontext obsahuje i automaticky propsaná políčka, které není možné editovat. Například délka projektového období apod. Pro úpravu těchto informací je potřeba většinou dodatek od národní agentury.

## Final Beneficiary Report

**Final Draft report available**

05-04-2022 23:07:11

**Edit Draft**

**Start Submission process** **PDF**

**Context**

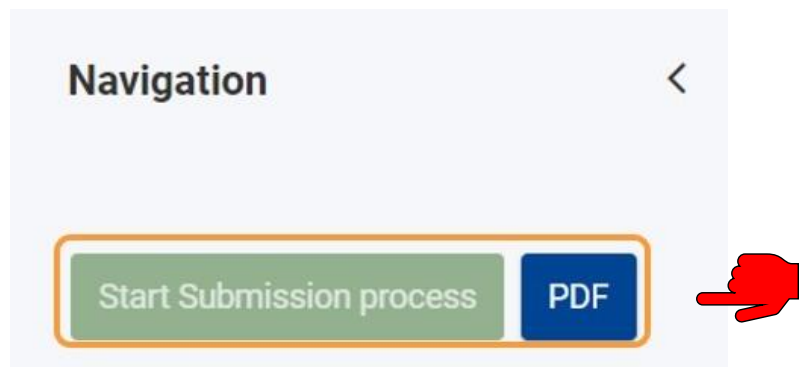
**Project details**

<b>Applicant Organisation:</b>	Karpacka Państwowa Uczelnia w Krośnie
<b>Applicant Organisation OID:</b>	E10026058
<b>Project Code:</b>	2021-2-PL01-KA122-SCH-000009355
<b>Project Title:</b>	EAC IT TRAINING KA122 C21 - PL01
<b>Action Type:</b>	KA122-SCH
<b>Field:</b>	School Education
<b>Project Start Date:</b>	01-01-2022
<b>Project End Date:</b>	31-03-2023
<b>Grant Awarded:</b>	94 059,00 €



# Závěrečná zpráva

- ZZ je potřeba vyplnit ve všech povinných částech.
- Jakmile je oddíl zcela vyplněn, objeví se zelená značka. Pokud někde něco chybí, tak je oddíl označen červeným křížkem.



- ZZ je možné si stáhnout do pdf

Start Submission processPDF

✓ 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

✓ Budget

✗ Annexes

✗ Checklist

Draft report saved (%) 5 days agoBack to reports

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

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



# Závěrečná zpráva

- Zpráva se ukládá automaticky. V dolní části stránky se zobrazí zpráva o uložení.
- Povinná pole jsou označena červenou hvězdičkou (\*) a pokud nejsou doplněna objeví se zpráva, že hodnota chybí.
- Každé okno má limit znaků, které mohou být doplněny.
- Textové pole si můžete za pravý dolní roh roztáhnout pro lepší náhled.

i. Background: What is the context of your project and your organisation? \*

743

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ii. Objectives: What did you want to achieve by implementing the project? \*

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# Závěrečná zpráva

## Shrnutí projektu:

Pokud zprávu vyplňujete v češtině, je potřeba vložit I shrnutí projektu v angličtině.

Shrnutí projektu bude propsáno na platformu Erasmus Plus Result platform, jakmile bude závěrečná zpráva dokončena v systému řízení projektů národní agentury.

Následně doplňte požadovaná pole dalších sekcí ZZ KA122 VET:

- Aktivity
- Praktické náležitosti
- Standardy kvality I. – IV.
- Účastníci
- Cíle a dopad projektu



✓ 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
<b>Total</b>	<b>5</b>	<b>156</b>	<b>31.2</b>

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
<b>Total</b>	<b>5</b>	<b>0</b>

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



# Závěrečná zpráva

## Rozpočet v závěrečné zprávě

Oddíl Rozpočet poskytuje přehled o celkovém přiděleném rozpočtu, celkovém vykázaném rozpočtu a nákladech projektu v aktivitách. Všechny informace jsou zde jen pro čtení. Pokud zde něco nesouhlasí, musíte změny provést v oddíle projektu (Mobility), který ovlivňuje čerpaný rozpočet.

✓ 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 €
	<b>Total</b>	<b>66 821,00 €</b>	<b>77 933,00 €</b>

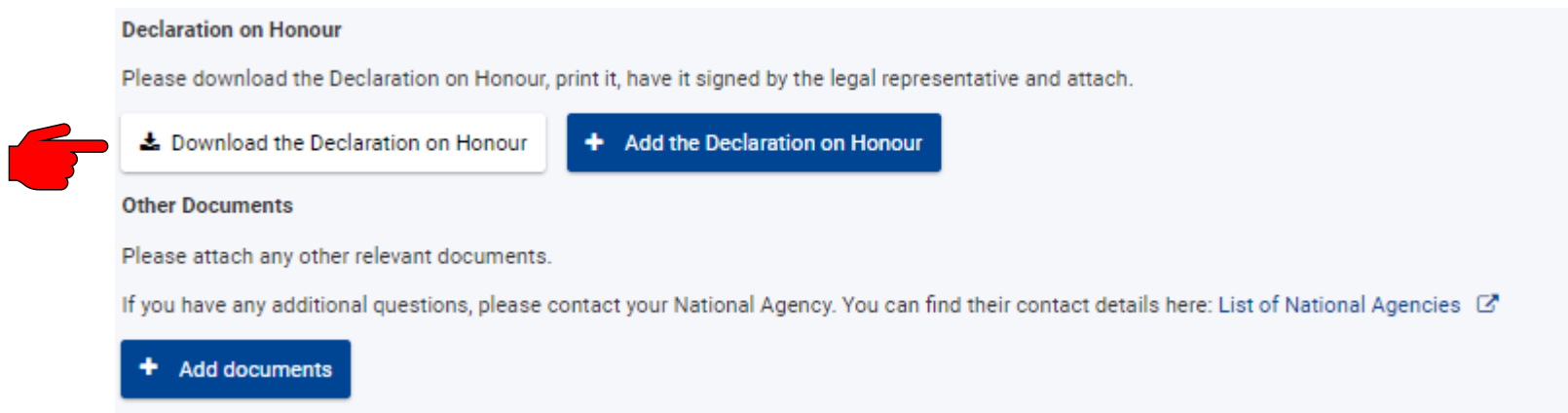


# Závěrečná zpráva

## Přílohy

Maximální velikost souboru je 15 MB a maximální celková velikost je 100 MB.


Maximální počet všech příloh je 100.



The screenshot shows a web interface for document upload. It features a section titled 'Declaration on Honour' with instructions to download, sign, and attach the document. Below this are two buttons: 'Download the Declaration on Honour' (highlighted by a red hand icon) and 'Add the Declaration on Honour'. A second section titled 'Other Documents' includes instructions to attach relevant documents and a link to 'List of National Agencies'. At the bottom of this section is an 'Add documents' button.


**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**

Povinná příloha podepsané a vyplněné čestné prohlášení!!! Razítko, pokud to zřízení organizace vyžaduje. Může být i elektronický podpis.

Pomocí tlačítka Add documents: **dohrajete ostatní přílohy.**



# Závěrečná zpráva



## 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

Download the Declaration on Honour

## Annexes

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Download the Declaration on Honour

Add the Declaration on Honour

## Annexes

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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	File Name	File Size (kB)	Type
0	DeclarationOfHonour 2021-2-PL01-KA122-SCH-000009355 EN 2022-05-10T10_46_55.pdf	5	Declaration on Honour
Total size (kB)		5	

Proces: stáhnout Čestné prohlášení, VYPLNIT a dohrát zpět.  
Nahrané Čestné prohlášení se objeví ve výčtu dokumentů.



# Závěrečná zpráva



Check list: vše musí být zakliknuto pro odeslání ZZ.

Kontrolní seznam se pro opětovnou editaci ZZ neuloží. Pokaždé, když opustíte koncept zprávy a vrátíte se do ní, musíte znovu zkontrolovat všechny podmínky a odpovídajícím způsobem zaškrtnout všechna políčka. Toto musíte udělat minimálně jednou před odesláním ZZ.

✓ Participant satisfaction	<b>Checklist</b> Before submitting your report form to the National Agency, please make sure that: <input type="checkbox"/> All necessary information on your project has been encoded in Beneficiary Module <input type="checkbox"/> The report form has been completed using one of the mandatory languages specified in the Grant Agreement <input type="checkbox"/> All the relevant documents are annexed: <input type="checkbox"/> Declaration on Honour, signed by the legal representative of the beneficiary organisation. <input type="checkbox"/> The necessary supporting documents as requested in the grant agreement. <input type="checkbox"/> You have saved or printed the copy of the completed form for your records.  Conditions for Final report submission
✓ Project objectives and achievements	
✓ Budget	
✓ Annexes	
✗ Checklist	

✓ Project objectives and achievements	<b>Checklist</b> Before submitting your report form to the National Agency, please make sure that: <input checked="" type="checkbox"/> All necessary information on your project has been encoded in Beneficiary Module <input checked="" type="checkbox"/> The report form has been completed using one of the mandatory languages specified in the Grant Agreement <input checked="" type="checkbox"/> All the relevant documents are annexed: <input checked="" type="checkbox"/> Declaration on Honour, signed by the legal representative of the beneficiary organisation. <input checked="" type="checkbox"/> The necessary supporting documents as requested in the grant agreement. <input checked="" type="checkbox"/> You have saved or printed the copy of the completed form for your records.
✓ Budget	
✓ Annexes	
✓ Checklist	

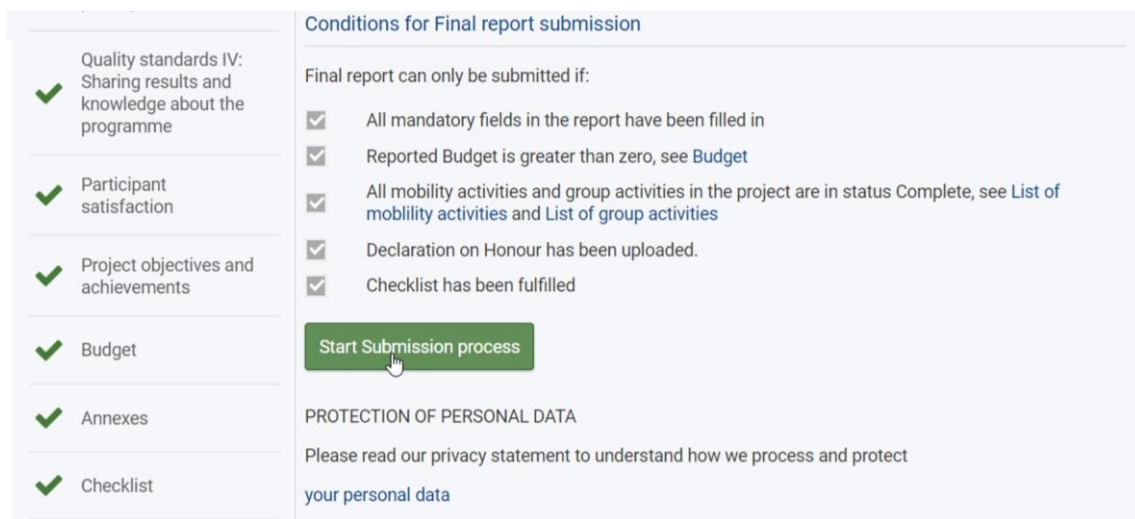


# Závěrečná zpráva

## Podmínky pro předložení závěrečné zprávy:

jsou součástí kontrolního seznamu a obsahují políčka, která jsou automaticky zaškrtnuta s každou splněnou podmínkou, a to:

1. Všechna povinná pole ve zprávě byla vyplněna.
2. Vykazovaný rozpočet je větší než nula.
3. Všechny mobility v projektu jsou ve stavu Dokončeno (Complete).
4. Čestné prohlášení a všechny ostatní přílohy byly nahrány.
5. Kontrolní seznam byl vyplněn.



Quality standards IV: Sharing results and knowledge about the programme

Participant satisfaction

Project objectives and achievements

Budget

Annexes

Checklist

Conditions for Final report submission

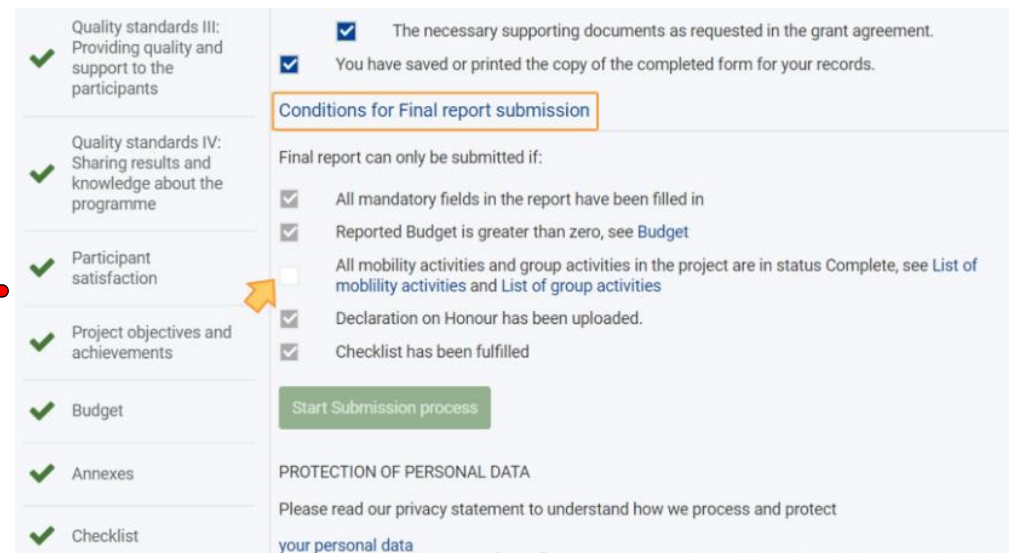
Final report can only be submitted if:

- ☒ All mandatory fields in the report have been filled in
- ☒ Reported Budget is greater than zero, see [Budget](#)
- ☒ All mobility activities and group activities in the project are in status Complete, see [List of mobility activities](#) and [List of group activities](#)
- ☒ Declaration on Honour has been uploaded.
- ☒ Checklist has been fulfilled

[Start Submission process](#)

PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect your personal data



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

☒ 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 Final report submission

Final report can only be submitted if:

- ☒ All mandatory fields in the report have been filled in
- ☒ Reported Budget is greater than zero, see [Budget](#)
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- ☒ Declaration on Honour has been uploaded.
- ☒ Checklist has been fulfilled

[Start Submission process](#)

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# Závěrečná zpráva

Odeslání závěrečné zprávy:

Ílačítko pro odeslání je buďto nahoře nebo dole pod checklistem.

Aktivní je jen, pokud je vše vyplněno.

The screenshot shows a web interface for submitting a final report. On the left, a 'Navigation' sidebar lists several steps, each with a green checkmark: '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'. Above this list, a green button labeled 'Start Submission process' is highlighted with an orange border and a red hand icon pointing to it. To the right of this button is a blue 'PDF' button. A yellow curved arrow points from the 'Start Submission process' button to a 'Confirm Submission' dialog box. 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.' and 'Your National Agency will contact you in case of questions or necessary modifications.' At the bottom right of the dialog box is a blue button labeled 'Submit Beneficiary Report'.

**Navigation**

Draft report saved 3 minutes ago

**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

**Context**

Project details

Applicant Organisation: Karpacka Państwowa Uczelnia w Krośnie

Applicant Organisation OID: E10026058

Project Code: 2021-2-PL01-KA122-SCH-000009355

NG KA122 C21 - PL01

**Confirm Submission**

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.

**Submit Beneficiary Report**



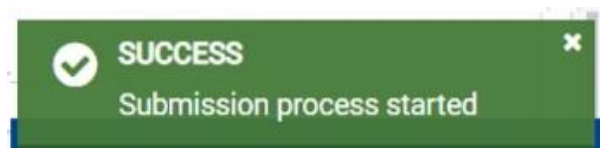
# Závěrečná zpráva

## Odeslaná závěrečná zpráva:

Objeví se zelená zpráva, že je proces zahájen. Status zpráv se změní z konceptu na odesílání v procesu a následně na zpráva odeslána.

Status celého projektu se změní na předloženo (Submitted)

Projekt je zamčen pro úpravy. V případě doplnění ze strany NA bude zpráva opět odemknuta.



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 !

Submitted  
Deadline: 24 mai 2023

Content menu

Details

Organisations

Contacts

Preparatory visits

Mobility activities

Group activities

Fewer opportunities

**Reports**

Budget

Beneficiary Reports

Final Beneficiary Report

Final Draft report available

1

Draft

05-04-2022 23:07:11

2

Submission in progress

3

Submitted

4

NA Validated with eligible cost

5

Terminated with eligible cost

View Report

Download Report

History

Beneficiary Report created : 05-04-2022 23:07:11

Request ID : 3142

10-05-2022 11:24:18 : Submission initiated by popchri

10-05-2022 10:33:04 : Answer saved 100.0% done. by popchri



# Kontakty

## Dům zahraniční spolupráce (DZS)

Na Poříčí 1035/4, 110 00 Praha 1

☎ +420 221 850 100

@ info@dzs.cz



*Facebook*

Dům zahraniční spolupráce – DZS  
Erasmus+ Česká republika  
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