

Erasmus+ Beneficiary Module

25.8.2025

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EU Login



The **EU Login** authentication service is a point for user authentication to a wide range of Commission information systems such as Beneficiary Module, Application forms, Project Management module and Organisation Registration system.



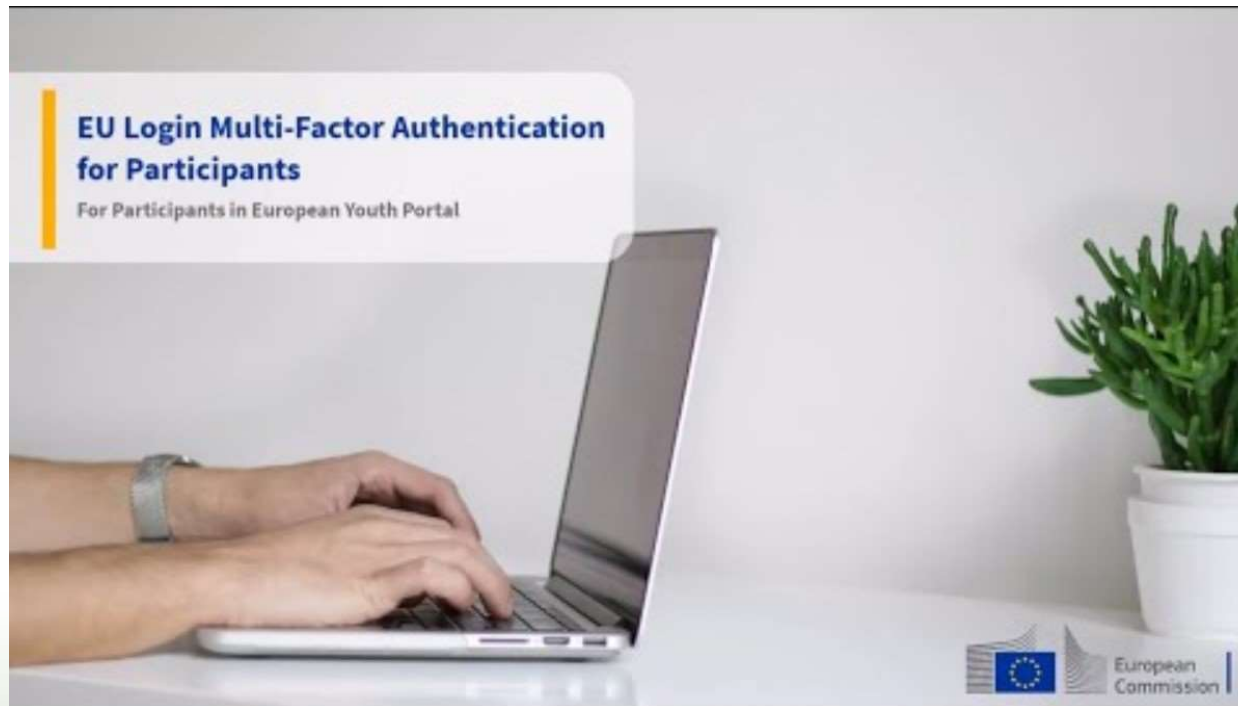
All Users*

EU Login: <https://www.oph.fi/fi/ohjelmat/eu-login-oid-ja-pic-nain-rekisteroidyt-erasmus-ohjelman-osallistujaksi>

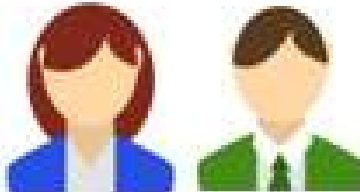
EU Login Multi-Factor Authentication for Participants

- Multi-factor authentication is required to access certain European Commission services.
- As of **1 October 2025**, Beneficiary Module, the European Youth Portal and MT+ Data Export will also require Multi-factor authentication (MFA).
- Set up the Multi-factor authentication (two-factor authentication) in September 2025 at the latest.
- Recommended option to use two-factor authentication is the EU Login Mobile app.
 - Download EU Login Mobile app to your phone from Google Play Store (Android), the App Store (iOS)
 - EU Login Mobile App PIN Code, EU Login Mobile App QR code or On mobile authentication
- Please see the instructions in [Wiki](#)

EU Login Multi-Factor Authentication for Participants



Beneficiary Module - BM

	Beneficiary module (BM) is used by the beneficiaries to register mobilities and to prepare and submit the beneficiary report.	 NA and Beneficiary*
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Beneficiary Module

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

Beneficiary Module Guide

[Beneficiary module guide - Erasmus+ & European Solidarity Corps guides - EC Public Wiki](#)

eLearning videos

Komission verkkopalvelu WIKIssä:

[eLearning videos for Beneficiary module - Index - Erasmus+ & European Solidarity Corps guides - EC Public Wiki](#)

eLearning videos for Beneficiary module - Index

- [Beneficiary module basics](#)
- [eLearning videos for Beneficiary module - Index](#)
- [How to add a mobility activity in Beneficiary module](#)
- [How to export a list of mobility activities using an XLS file](#)
- [How to link BIP \(Blended intensive programme\) to a mobility activity](#)
- [How to submit the beneficiary report in Beneficiary module](#)
- [How to update contacts in Beneficiary module](#)
- [Introduction to export and import of mobility activities](#)
- [Introduction to managing participating organisations](#)
- [Management of HEI organisations](#)
- [Navigation and basic functionality in Beneficiary module](#)

Mobility activities in KA1 projects

<https://wikis.ec.europa.eu/spaces/NAITDOC/pages/78709022/Mobility+activities+in+KA1+21+and+KA122+projects>

Organisations

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Organisations

- In your project, click on **Participating organisations** in the **Content** menu. The **Organisations** screen displays.
- Participating organisations in projects:
<https://wikis.ec.europa.eu/spaces/NAITDOC/pages/86967204/Participating+Organisations+in+projects>

Content menu

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

Fewer Opportunities

Budget

Amendments

Reports

Import-export

Beneficiary (1)

Q SearchBulk ActionsMore Filters

OID	Other organisation number	Legal name	Public body	Non-profit	Country	City	[reload]
	07859-ORG-00001		Yes	Yes	Finland		

Items per page: 30Showing range 1–1 from 1

Other organisation (non-beneficiary) (2)

Q SearchBulk ActionsMore Filters

OID	Other organisation number	Legal name	Supporting organisation	Public body	Non-profit	Country	City	[reload]
	123456	Testi organisaatio	No	No	No	Estonia	Tallinna	
	Testi-123465	Testiorganisaatio2	No	Yes	No	Norway	city	

Items per page: 30Showing range 1–2 from 2

Add an organisation + Create

- To add an organisation to the project, click on the **Create+** button at the top of the Organisations list.
- A new screen opens, where you will add the organisation details.



Other organisation (non-beneficiary) (2)

+ Create

Search

Bulk Actions

More Filters

OID ↕↗	Other organisation number ↕↗	Legal name ↕↗	Supporting organisation ↕↗	Public body ↕↗	Non-profit ↕↗	Country ↕↗	City ↕↗	[reload] ↕↗
	123456	Testi organisaatio	No	No	No	Estonia	Tallinna	
	Testi-123465	Testiorganisaatio2	No	Yes	No	Norway	city	

Items per page: 30

Showing range 1–2 from 2

1

Other Organisation number

- If the organisation you want to add has no OID, leave the OID field empty and fill in all the other fields, as required.
- The Organisation ID must be unique for the organisation in the project.

Participating organisations			
PARTICIPATING ORGANISATION			
OID	Organisation Role		
	Other organisation (non-beneficiary)		
Other organisation number * 	☐ Organisation encoded with an OID		Type of organisation *
07859-ORG-0004			Other type of organisation
Legal name *	Business name	Full legal name (national language)	
testi organisaatio 5			
Acronym	VAT	National ID (if applicable)	
Department			

Organisations action column

Participating organisations

Beneficiary (1)						
OID	Organisation ID	Legal name	Public body	Non-profit	Country	City
E10000200	18630-ORG-00001	Test-org.AT.02	No	No	Austria	Salzburg

Other organisations (non-beneficiaries) (2)

OID	Organisation ID	Legal name	Public body	Non-profit	Country	City
E10000195	18630-ORG-00002	Test-org.HU.01	No	No	Hungary	Budapest
E10000196	18630-ORG-00003	Test-org.CZ.02	No	No	Czechia	Praha

- **Delete** - allows you to delete the organisation from the project in My projects
- **View** - allows you to view the organisation details
- **Edit** - allows you to make changes to organisation details that are not derived from the Organisation Registration system

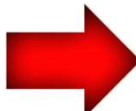
Participating organisations

- In the **Role in mobility activity** section of the organisation details screen you can view and/or choose the mobility activity roles applicable to each organisation involved in the project:
 - **Sending organization**
 - **Host organization**
 - **Supporting organisation**
- It is possible to add further organisations to the project either with or without an Organisation ID. For such organisations, the mobility activity roles can be changed as applicable.
- In the mobility activity screen, when adding the sending and receiving organisation, respectively, only the organisations having the relevant mobility activity roles are available each of the drop-down lists.

See next slide 'Role in mobility Activity'

Supporting organisations

- A supporting organisation is an organisation assisting your organisation in practical aspects of project implementation that do not concern core project tasks.
- The difference between the receiving organisation and supporting organisation is that receiving organisations provide actual learning content to the participants, while **supporting organisations only assist in practical and logistical matters.**
- A supporting organisation can assist you with practicalities, but it cannot take over the running of the project, it cannot take part in the drafting of the reports, it cannot have access to any Erasmus+ IT system, etc.



FROM - TO

Sending organisation * Sending country * Sending city *

Finland Espoo

Select

Supporting organisation * i

None

Receiving organisation * Receiving country * Receiving city *

Spain Donostia

from 1 to 3 items

Organisation ID
(must be an
incremental
number e.g.
001, 002, 003...)

ORGANISATION

OID

E10000210

Organisation Role

Other

Organisation ID *

16503-ORG-00002

OID organisation



Type of organisation *

Other type of organisation

Legal name *

Test-org.PL.03

Business name

PL03

Full legal name (national language)

Test-org.PL.03

Acronym

VAT

748564512

National ID (if applicable)

Department

Number of employees below 250?

☐

Non-profit

☐

Public body

☐

ROLE IN MOBILITY ACTIVITY

Sending organisation



Hosting organisation



Supporting organisation



Type of supporting organisation *

UNPAID

Mobilities

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Create a mobility activity

- Click on the **Create** button at the top of the mobility list to open the **Create a Draft mobility activity** screen.

Project Activities and Budget Details

[Project list](#)

Grant Agreement No. : 2024-1-FI01-KA121-VET-000007859

Project ongoing

Actions

Content menu



Mobility activities

Individual mobility activities

Group mobility activities

Targets

Participant reports

Documents

By using Revalidate button all rules on the project will be recalculated. ?

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

European School Education Platform (ESEP) offers an online partner-finding tool for VET and school education organisations. You can register your organisation on the platform in order to post partner-finding announcements and search through announcements made by other organisations. For more details click [here](#)

Training and Cooperation Activities are regularly organised by Erasmus+ National Agencies. They include contact seminars, online events and other partner-finding opportunities for Erasmus+ applicants and beneficiaries. You can look for available Training and Cooperation Activities [here](#)

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

List of mobility activities (2)

Participant reports submission rate :

Search

Bulk Actions

More Filters

Mobility activity ID	Draft Mobility activity	Activity type	Participant's first name	Participant's last name	Participant's email	Sending country	Receiving country	Start date	End date	Participant with fewer opportunities	Total mobility activity grant	Report Status	[reload]
07859-MOB-0001	COMPLETE	Short-term learning mobility of VET learners	Testi3	Testi33	tuula.oikarainen@oph.fi	Finland	Estonia	24-08-2025	27-08-2025	No	864,00 €		   

Duplicate

Revalidation

+ Create

Create a draft mobility activity

1. The **Draft status** is indicated at the top of the screen.
2. The **Mobility activity ID** is created automatically.
3. In the Mobility activity screen, the activity types available for selection from the **Activity type drop-down list**.
Note: Once you start filling in the mobility activity details, it is still possible to change the activity type, but you may lose certain activity-specific information.
4. Please ensure you provide the correct **Participant Email address**, as the notifications to fill in the participant report will be sent to this address.
5. The Mobility activity **Start date and End date** must be within the project dates and the mobility activity duration must comply with the rules for the associated activity type.

Fill in the details for the mobility

1. Draft status
2. Mobility Activity ID
3. Activity Type
4. Participant Email address
5. Start date and End date

The screenshot shows a web form titled "Mobility activities" with a sub-header "Create a Draft Mobility". The form contains several input fields and a "DRAFT" button. An orange arrow points from the top form to the bottom form. The bottom form has five numbered callouts: 1 points to the "DRAFT" button, 2 points to the "Mobility activity ID" field (containing "007428-MOB-1"), 3 points to the "Activity Type" dropdown (showing "Professional development activities - Programme Countries"), 4 points to the "Participant Email" field (containing "mob.train5.ben@gmail.com"), and 5 points to the "Project Duration" section, which includes "Start Date" (02/08/2021) and "End Date" (30/08/2021) fields. Other fields include "Participant First Name", "Participant Last Name", "Participant Gender" (with "Undefined" selected), and "Receiving Country" (France). A "Main Instruction/Work/Volunteering language" dropdown is also present. At the bottom right are "cancel" and "save" buttons.

Fill in the details for the draft mobility activity

Complete/edit the mobility activity

- Once the first draft is saved, you can fill in the remaining details in order to complete the mobility activity.
- It is possible to edit and save the details in several stages, and a completed mobility activity can be updated as many times as necessary.
- In the list of mobility activities, click on the **Edit** icon next to the one you want to complete. The Mobility activity screen will open in edit mode, and you can fill in the remaining information.

Bulk actions

- Click on to Bulk actions
 - ✓ Export Pdf, Cvs, Xls
 - ✓ Delete
 - ✓ Resend participants report request

List of mobility activities (3)

Participant reports submission rate :

Revalidation Create

Search Disable Bulk Actions More Filters

☒	Mobility activity ID	Draft Mobility activity	Activity type	Participant's first name	Participant's last name	Participant's email	Sending country	Receiving country	Start date	End date	Participant with fewer opportunities	Total mobility activity grant	
☒	07859-MOB-0001	COMPLETE	Short-term learning mobility of VET learners	Testi3	Testi33	tuula.oikarainen@oph.fi	Finland	Estonia	24-08-2025	27-08-2025	No	864,00 €	
☒	07859-MOB-0003	COMPLETE	Short-term learning mobility of VET learners	Testi	Testi Henkilö	tuula.oikarainen@oph.fi	Finland	Estonia	17-08-2025	30-08-2025	No	1 397,00 €	   
☒	07859-MOB-0004	DRAFT	Short-term learning mobility of VET learners				Finland	Estonia	17-08-2025	30-08-2025	No	1 397,00 €	   

Items per page: 30 Showing range 1–3 from 3

1

Export Pdf

Export Csv

Export Xls

Delete

Resend participant report requests

Activity types & flags

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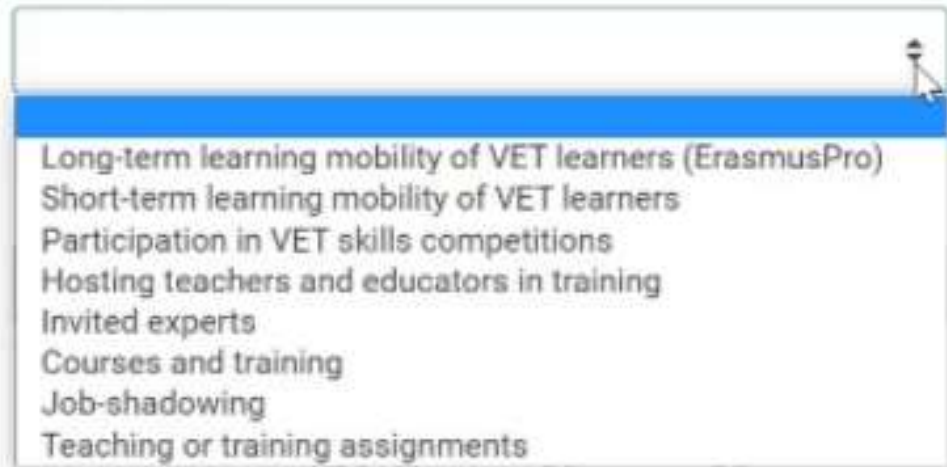
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VET mobility projects

Activity types

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

Activity Type *

A screenshot of a web form showing a dropdown menu for 'Activity Type'. The menu is open, displaying a list of activity types. The first option, 'Long-term learning mobility of VET learners (ErasmusPro)', is highlighted with a blue background. A mouse cursor is visible at the top right of the dropdown box.

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

Blended mobility

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

Mobility activities

Individual mobility activities

Group mobility activities

Targets

Participant reports

Documents

Participant : Testi Testi Henkilo

Total mobility activity grant : 1 397,00 €

DRAFT

+ Create Draft Document

MOBILITY ACTIVITY

Mobility activity ID *

Unique Erasmus+ Mobility ID [i](#)

Activity type *

07859-MOB-0003

2024-SHORT-0002-KA121-VET-000007859

Short-term learning mobility of VET learners

☒ Participant ☐ Accompanying Person

☐ International mobility activity [i](#)

☒ Blended mobility activity

International mobility activity

- Flag is checked automatically, if the Receiving Country you specify is a **third country not associated to the programme**

Mobility activities

Individual mobility activities

Group mobility activities

Targets

Participant reports

Documents

Participant : Maija Testihenkilö

Total mobility activity grant : 1 581,00 €

COMPLETE

+ Create Draft Document

MOBILITY ACTIVITY

Mobility activity ID *

Unique Erasmus+ Mobility ID 

Activity type *

07859-MOB-0005

2024-SHORT-0004-KA121-VET-000007859

Short-term learning mobility of VET learners

☒ Participant

☐ Accompanying Person

☒ International mobility activity 

☐ Blended mobility activity

Participant with fewer opportunities

- For each participant with fewer opportunities, the beneficiary organisation receives an Inclusion support grant 125 €.
- In addition, you must fill in the Inclusion Support for participants in the mobility activity screen.

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
0,00 €	125,00 €

Accompanying Person

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

MOBILITY ACTIVITY

Mobility activity ID *

19142-MOB-0001

Activity type *

Long-term learning mobility of VET learners (Erasmus... ▾)

☐ Participant ☒ Accompanying Person

Type of accompanying person *

Other accompanying adults

Personal assistants (for people with disabilities or similar challenges)

Accompanied participants *

Value missing

Incoming international participant (under special conditions)

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

Incoming international participant (under special conditions)

☐

Inclusion support

- Inclusion support is only available, if you involve participants with fewer opportunities in your project
- Inclusion support for organisations covers costs related to the organisation of mobility activities for participants with fewer opportunities. It consists of a flat rate of 100 euros per participant, regardless of the duration of the mobility activity.
This amount cannot be manually changed, except in cases of force majeure.
- Inclusion support can cover justified costs related to travel and subsistence, if a grant for these participants is not requested through the budget categories Travel and Individual support.
- To request this grant, insert the eligible costs in the Inclusion Support for Participant field, displayed in the Participant section of the screen after the flag Participant with Fewer Opportunities was selected.

Online Language Support – OLS

☒ Online language support (OLS)

☐ Linguistic support

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

Free access to Online Language Support (OLS) is provided to all Erasmus+ participants. It should be used to the maximum possible extent by all Erasmus+ projects.

If the participant cannot use Online Language Support due to unavailability of the required language or level, or due to particular barriers faced by participants with fewer opportunities, then a linguistic support grant can be requested instead. An additional language support grant is eligible for all learners in long-term activities.

Linguistic support

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

Linguistic support

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

Linguistic support *	Linguistic support grant
☒	150,00 €
Additional linguistic support - Grant not requested	Additional linguistic support grant for long-term activities
☐	150,00 €

Participant reports

- Manage Participant Reports in projects:
<https://webgate.ec.europa.eu/fpfis/wikis/pages/viewpage.action?spaceKey=NAITDOC&title=Manage+Participant+Reports+in+projects>

Content menu

<

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Reports management

List of Participant reports (57)

Search

More Filters

Entity	Mobility ID	End Date	Activity Type	First Name	Last Name	Email	Current Status
Mobility	13269-MOB-0039	31-01-2025	Short-term learning mobility of VET learners				Participant report submitted
Mobility	13269-MOB-0070	21-05-2025	Short-term learning mobility of VET learners				Participant report submitted
Mobility	13269-MOB-0064	16-05-2025	Short-term learning mobility of VET learners				Participant report submitted
Mobility	13269-MOB-0054	14-03-2025	Courses and training				Participant report submitted

Resend Invitation

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

PARTICIPANT REPORT

Request ID:
f0d9c397-5e05-4eb4-8ce2-8759837e786f

Current Status:
Automatic Reminder Sent

Resend invitation

Time	Status	Email
15-08-2025 02:00:14	Automatic Reminder Sent	
30-07-2025 01:11:28	Participant report request sent	

Participant Survey

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

Recognition Certificates

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

The image shows three sequential screenshots of a web interface for adding recognition certificates, connected by orange curved arrows indicating the flow of the process.

Step 1: The interface shows the 'CERTIFICATIONS' section with '(0 certificate(s), MAX 3)'. Below the header, it states: 'Recognition of learning outcomes of every participant is an obligation of the beneficiary stated in the Erasmus quality standards and your grant agreement.' A blue button labeled '+ Add certificate' is highlighted with an orange circle and the number 1. A hand cursor is shown clicking the button.

Step 2: The interface now shows '(1 certificate(s), MAX 3)'. The same header and text are present. Below the '+ Add certificate' button, there are two drop-down menus. The first is labeled 'Certifying organisation *' and has 'Test-org.IT.01 (IT)' selected. The second is labeled 'Certification type *' and has 'Europass Mobility Document' selected. Both labels and the selected values are highlighted with an orange circle and the number 2. Below these menus are two buttons: 'cancel' (red) and 'save' (green). The 'save' button is highlighted with an orange circle and the number 3. A hand cursor is shown clicking the 'save' button.

Step 3: The interface shows the certificate has been added. The 'Certifying organisation' and 'Certification type' fields remain the same. Below the 'save' button, a new red button labeled 'delete' is visible, highlighted with an orange circle and the number 4. A hand cursor is shown clicking the 'delete' button.

Mobility document

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Mobility documents

How to manage mobility documents

<https://wikis.ec.europa.eu/spaces/NAITDOC/pages/164267599/How+to+manage+mobility+documents>

The following types of documents can be created and managed in a project:

- Learning agreement,
- Europass Mobility certificate,
- Accompanying person certificate and
- Learning programme for group mobility.

Access the mobility activities tab

Click on "Mobility activities" in the Content menu

Choose the appropriate mobility activities tab, if applicable

Project Activities and Budget Details

Grant Agreement No. : 2024-1-BG01-KA121-SCH-000019076

Project Acronym : EAC IT TRAINING - NA : BG01 - Human Resource Development Centre (HRDC) Organisation Oid : E10000191 - Name : Test-org.BG.02

Awarded/Reported Budget : 17 000 € / 37 084 €

Project ongoing

Deadline: 30 oct. 2025

401 days left !

Actions

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Mobility activities

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

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

European School Education Platform (ESEP) offers an online partner-finding tool for VET and school education organisations. You can register your organisation on the platform in order to post partner-finding announcements and search through announcements made by other organisations. For more details click here

Training and Cooperation Activities are regularly organised by Erasmus+ National Agencies. They include contact seminars, online events and other partner-finding opportunities for Erasmus+ applicants and beneficiaries. You can look for available Training and Cooperation Activities here

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List of mobility activities (12)

Revalidation

Create

Participant reports submission rate : 0 %

Search...

Search

Bulk Actions

More Filters

Mobility activity ID	Draft Mobility activity	Activity type	Participant's first name	Participant's last name	Participant's email	Sending country	Start date	End date	Participant with fewer opportunities	Total mobility activity grant	Report Status	[reload]
19076-MOB-0001	COMPLETE	Long-term learning mobility of pupils	Eric	Name	eric@email.com	Bulgaria	01-07-2024	31-08-2024	No	2 609,00 €		
19076-MOB-0010	DRAFT	Long-term learning mobility of pupils	Melanie	Name	melanie@email.com	Bulgaria	01-07-2024	31-08-2024	No	2 075,00 €		

Open the mobility activity or group mobility activity in "Edit" mode

Individual mobility activities

Group mobility activities

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List of mobility activities (12)

 Revalidation  Create

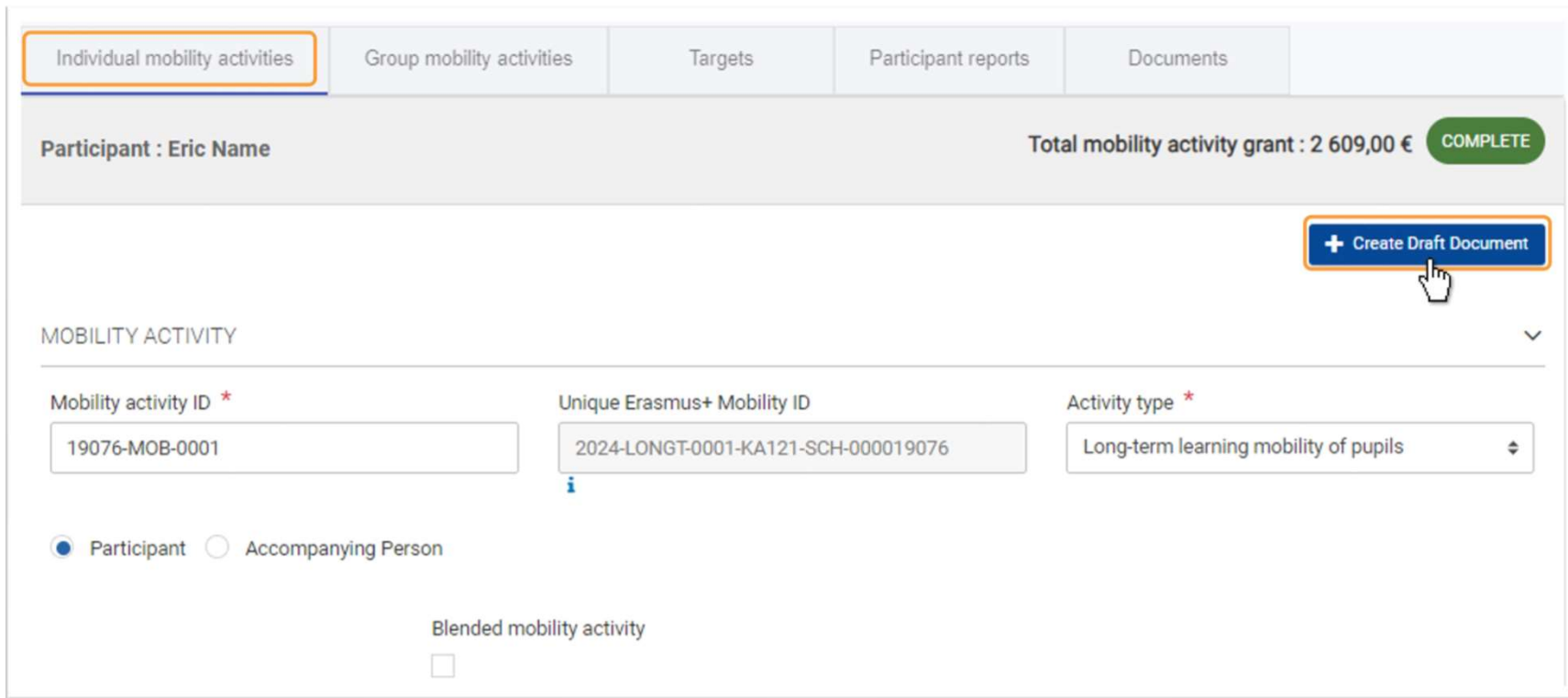
Participant reports submission rate : 0 %

 Search  Bulk Actions  More Filters

Mobility activity ID	Draft Mobility activity	Activity type	Participant's first name	Participant's last name	Participant's email	Sending country	Start date	End date	Participant with fewer opportunities	Total mobility activity grant	Report Status	[reload]
19076-MOB-0001	COMPLETE	Long-term learning mobility of pupils	Eric	Name	eric@email.com	Bulgaria	01-07-2024	31-08-2024	No	2 609,00 €	   	
19076-MOB-0010	DRAFT	Long-term learning mobility of pupils	Melanie	Name	melanie@email.com	Bulgaria	01-07-2024	31-08-2024	No	2 075,00 €	   	

Create draft document

- Mobility documents can be created for all mobility activities, regardless of their status, i.e. Draft or Complete.
- To start creating mobility documents, click on the **+Create Draft Document** button



The screenshot displays the Erasmus+ mobility management interface. At the top, there is a navigation bar with tabs: 'Individual mobility activities' (highlighted with an orange border), 'Group mobility activities', 'Targets', 'Participant reports', and 'Documents'. Below the navigation bar, a header section shows 'Participant : Eric Name' on the left and 'Total mobility activity grant : 2 609,00 €' on the right, followed by a green 'COMPLETE' button. A blue button with a white plus icon and the text '+ Create Draft Document' is highlighted with an orange border and a hand cursor. Below this, the 'MOBILITY ACTIVITY' section is expanded, showing three input fields: 'Mobility activity ID *' with the value '19076-MOB-0001', 'Unique Erasmus+ Mobility ID' with the value '2024-LONGT-0001-KA121-SCH-000019076', and 'Activity type *' with the value 'Long-term learning mobility of pupils'. Below these fields, there are radio buttons for 'Participant' (selected) and 'Accompanying Person'. At the bottom, there is a checkbox for 'Blended mobility activity' which is currently unchecked.

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

Participant : Eric Name | Total mobility activity grant : 2 609,00 € | COMPLETE

+ Create Draft Document

MOBILITY ACTIVITY

Mobility activity ID * | Unique Erasmus+ Mobility ID | Activity type *

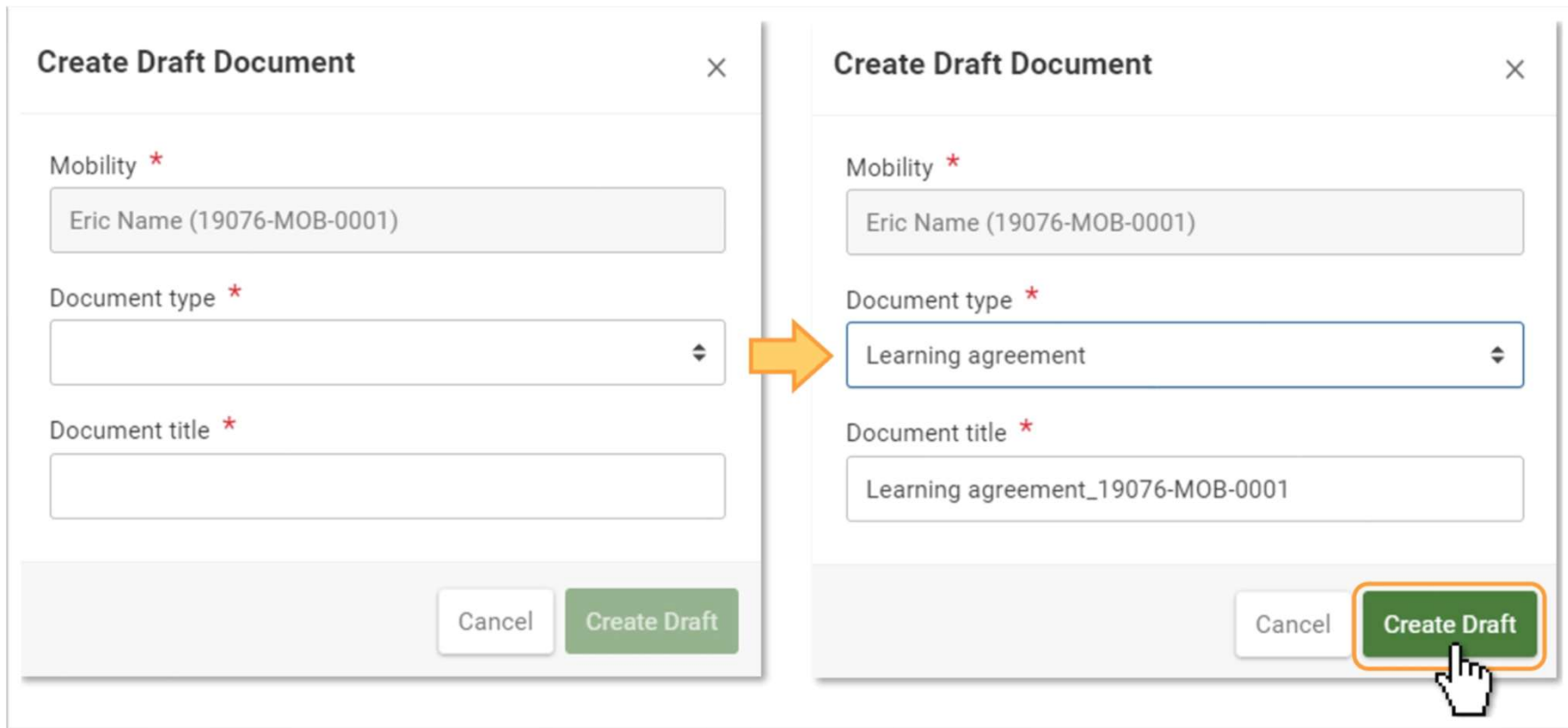
19076-MOB-0001 | 2024-LONGT-0001-KA121-SCH-000019076 | Long-term learning mobility of pupils

☒ Participant ☐ Accompanying Person

Blended mobility activity ☐

Create mobility document

- After you click on the Create Draft Document button, a pop-up window will be displayed, where you can choose the documents to create. The Document type dropdown list will propose documents based on dedicated conditions for each type of mobility and participant:



The diagram illustrates the 'Create Draft Document' pop-up window in two states, connected by an orange arrow indicating a transition.

Initial State (Left):

- Mobility ***: Eric Name (19076-MOB-0001)
- Document type ***: (Empty dropdown menu)
- Document title ***: (Empty text field)
- Buttons**: Cancel, Create Draft

Final State (Right):

- Mobility ***: Eric Name (19076-MOB-0001)
- Document type ***: Learning agreement
- Document title ***: Learning agreement_19076-MOB-0001
- Buttons**: Cancel, Create Draft (highlighted with a hand cursor)

Change the document title, if required

- The document title will be pre-filled and editable.
- You can modify this title, but it needs to be unique for the respective mobility, for example: Learning agreement_18888-MOB-001.
- For a specific mobility, there cannot be more than one active document with the same name. If you set the same name for a document in the same mobility, an error will be displayed.
- If you delete a document from a mobility, then you can use the same name for another active document. However, you can use the same name for a document for different mobilities.

Provide the required information for the mobility document

- Open the document for editing from the "Documents" tab
- To open a document from the Documents tab, click on the Edit option under the Actions button.

Project Activities and Budget Details

[Project list](#)

Content menu

[Individual mobility activities](#)[Group mobility activities](#)[Targets](#)[Participant reports](#)[Documents](#)

Documents

List of Mobility Documents (5)

 [Search](#) [Bulk Actions](#) [More Filters](#)

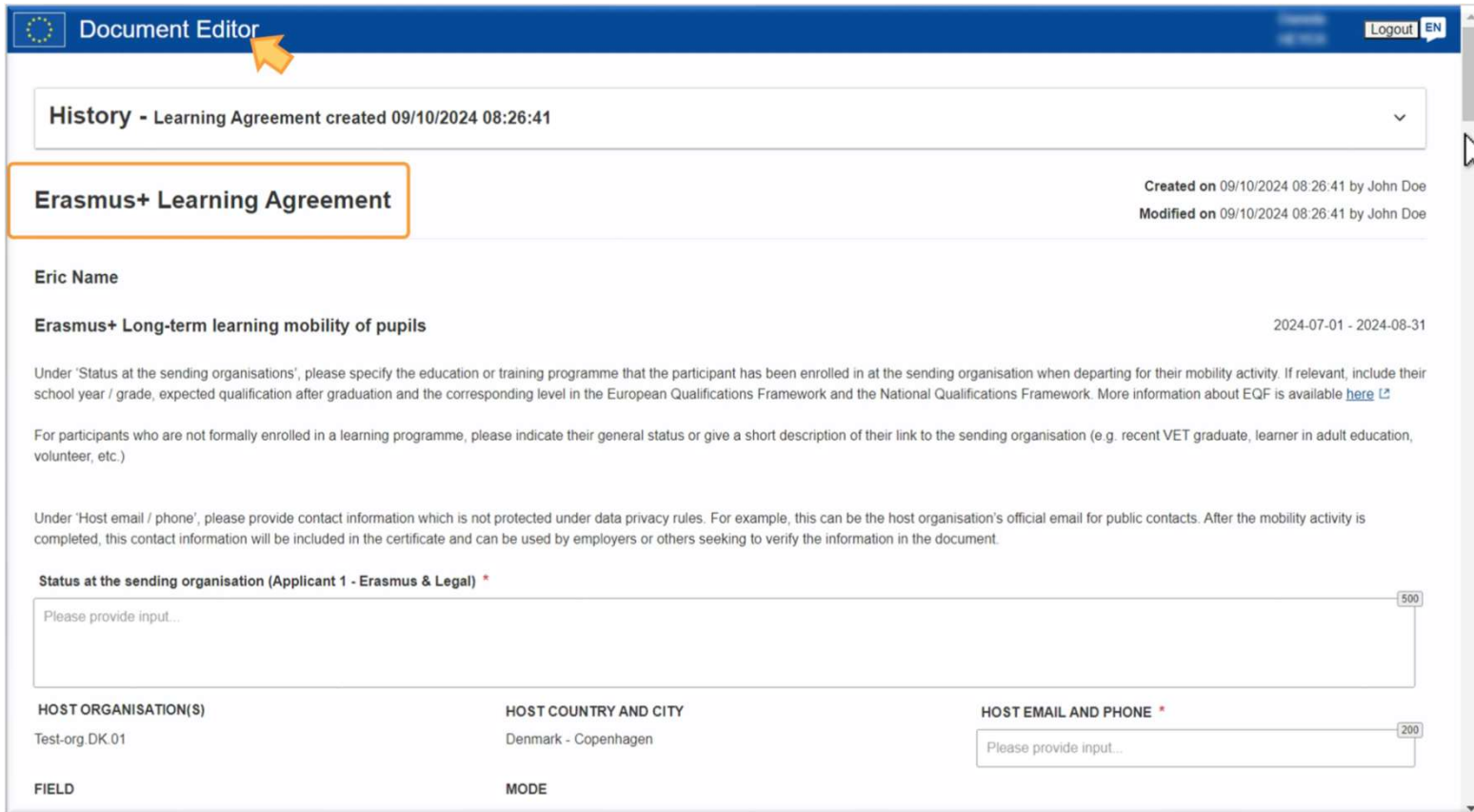
Document title	Mobility activity ID	Activity type	Participant's First Name	Participant's Last Name	Receiving country	Start date	End date	Document status	[reload]
Learning agreement_19076-MOB-0001	19076-MOB-0001	Long-term learning mobility of pupils	Eric	Name	Denmark	01-07-2024	31-08-2024	DRAFT	Actions
Learning programme for group mobility_19076-MOBGRP-00001	19076-MOBGRP-00001	Group mobility of school pupils			Romania	02-06-2024	24-06-2024	DRAFT	
Learning agreement_19076-MOB-0001	19076-MOB-0001	Long-term learning mobility of pupils			Denmark	01-07-2024	31-08-2024	FULLY_ENCODED	

Fill in the document form

- The document opens in **Document Editor**, where you can start filling in the required fields.
- The information to provide in a mobility document depends on the type of document and the type of person.
- Certain information in the form is pre-filled with the relevant data from the mobility activity/group mobility activity details, and is read-only.
- Mandatory fields are marked with **a red asterisk (*)**.
- Check boxes may be available which, when selected, will display additional fields to fill in, allowing you to provide additional information, as applicable.

The "Document Editor" screen opens

- After a document was created, it is listed in the Documents tab, in status Draft, and can be further managed from there later on (viewed, edited, exported, deleted).



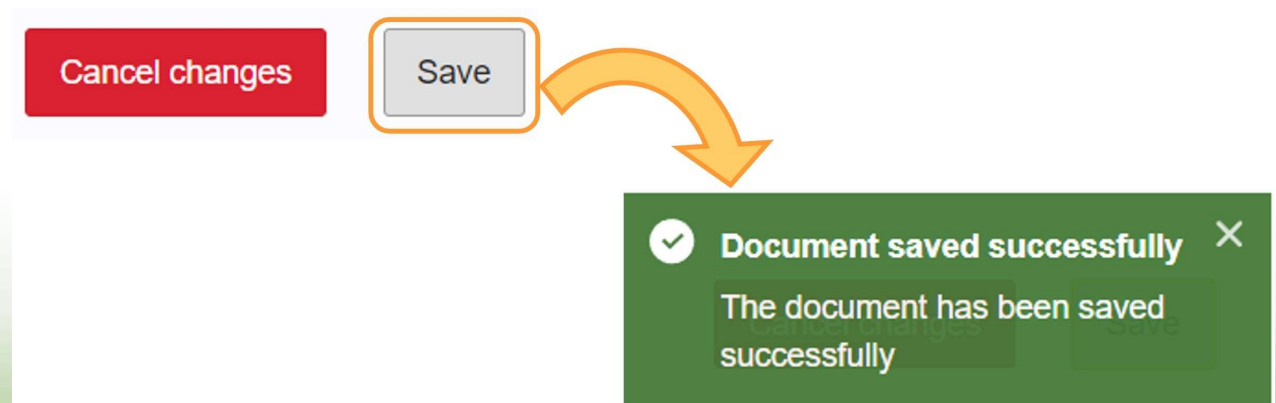
The screenshot shows the "Document Editor" interface. At the top, there is a blue header bar with the European Union flag and the text "Document Editor". Below the header, there is a "History" section showing a document titled "Erasmus+ Learning Agreement" created on 09/10/2024 08:26:41. The document is currently in "Draft" status. The main content area is titled "Erasmus+ Learning Agreement" and contains several sections for input:

- Eric Name**: A text input field.
- Erasmus+ Long-term learning mobility of pupils**: A section with a date range of 2024-07-01 - 2024-08-31. It includes instructions for specifying the education or training programme and a link to more information about EQF.
- Status at the sending organisation (Applicant 1 - Erasmus & Legal) ***: A text input field with a placeholder "Please provide input..." and a character count of 500.
- HOST ORGANISATION(S)**: A text input field with the value "Test-org. DK.01".
- HOST COUNTRY AND CITY**: A text input field with the value "Denmark - Copenhagen".
- HOST EMAIL AND PHONE ***: A text input field with a placeholder "Please provide input..." and a character count of 200.

At the bottom, there are labels for "FIELD" and "MODE".

Save the changes

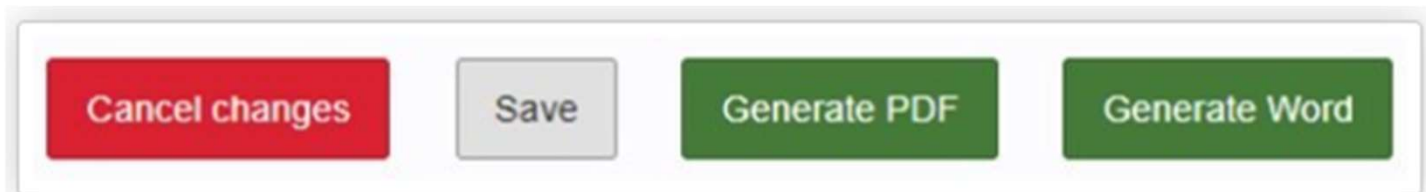
- After filling in the fields in the Document Editor, click on the Save button at the bottom of the page. You will receive a confirmation message that changes have been saved.
- The document will remain in Draft status in the Documents list until all the mandatory fields have been filled in.
- Use the Cancel changes button to revert all changes made.



Generate document in pdf or docx format

Once all mandatory fields have been filled in:

- the document can be exported into pdf or docx format
- the document status in the Documents list changes from **Draft** to **Fully encoded**
- Click on the Generate PDF or Generate Word button, available at the bottom of the document screen, as required, to export the mobility document in the appropriate format.



Export a fully-encoded document as pdf or doc

Travel

Erasmus+
Muuttaa elämäsi – avartaa maailmaasi.



OPETUSHALLITUS
UTBILDNINGSTYRELSEN

From-To

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

FROM - TO

Sending Organisation
Value missing
Select (1)

Receiving Organisation
Value missing
Select

Sending Country *
Value missing

Sending City *
Value missing

Receiving City *
Value missing

Sending Organisation

Organisations(4)

Search...

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

Items per page 100 1 - 4 of 4

Cancel Select (3)

Travel specifics

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

FROM - TO

Sending Organisation *

Test-org.PL.02

Sending Country *

Poland

Receiving Organisation *

Kulturförderungsverein St. Veit/Glan

Receiving Country *

Austria

Accommodation type *

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

Host environment *

Company
VET school

Distance bands

- In activities, the **Distance Band** indicates the distance between the place of origin and the venue of the activity the participant(s) in the activity has to travel.
- **Main Means of Transport** refers to the primary mode of transportation used by participants to travel to and from their host country.

Accommodation type *	Host environment *	
Commercial accommodation (hotel, hostel, rental or similar) ▾	Company ▾	
Distance band * ⓘ	Air distance (according to distance calculator) * Link to distance calculator	Main means of transport *
2000 - 2999 km ▾	2 890	Plane

Sustainable means of Transport (green travel)

- Sustainable means of transport (green travel) is defined as the travel that uses low-emissions means of transport for the main part of the travel, such as bus, train or car-pooling.
- Selecting a means of transport considered sustainable when updating mobility activities, results in the Sustainable Means of Transport flag being automatically checked and the funded travel duration can be increased from maximum 2 to maximum 6 days.

Distance Band *	Real distance in km *	Main Means of Transport *
Link to distance calculator		
500 - 1999 km	1537	Train
Sustainable means of transport (green travel)		
☒		

Travel days

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

TRAVEL GRANT

Travel days *

6

0 - 6

Travel support

820,00

€

Travel support not required

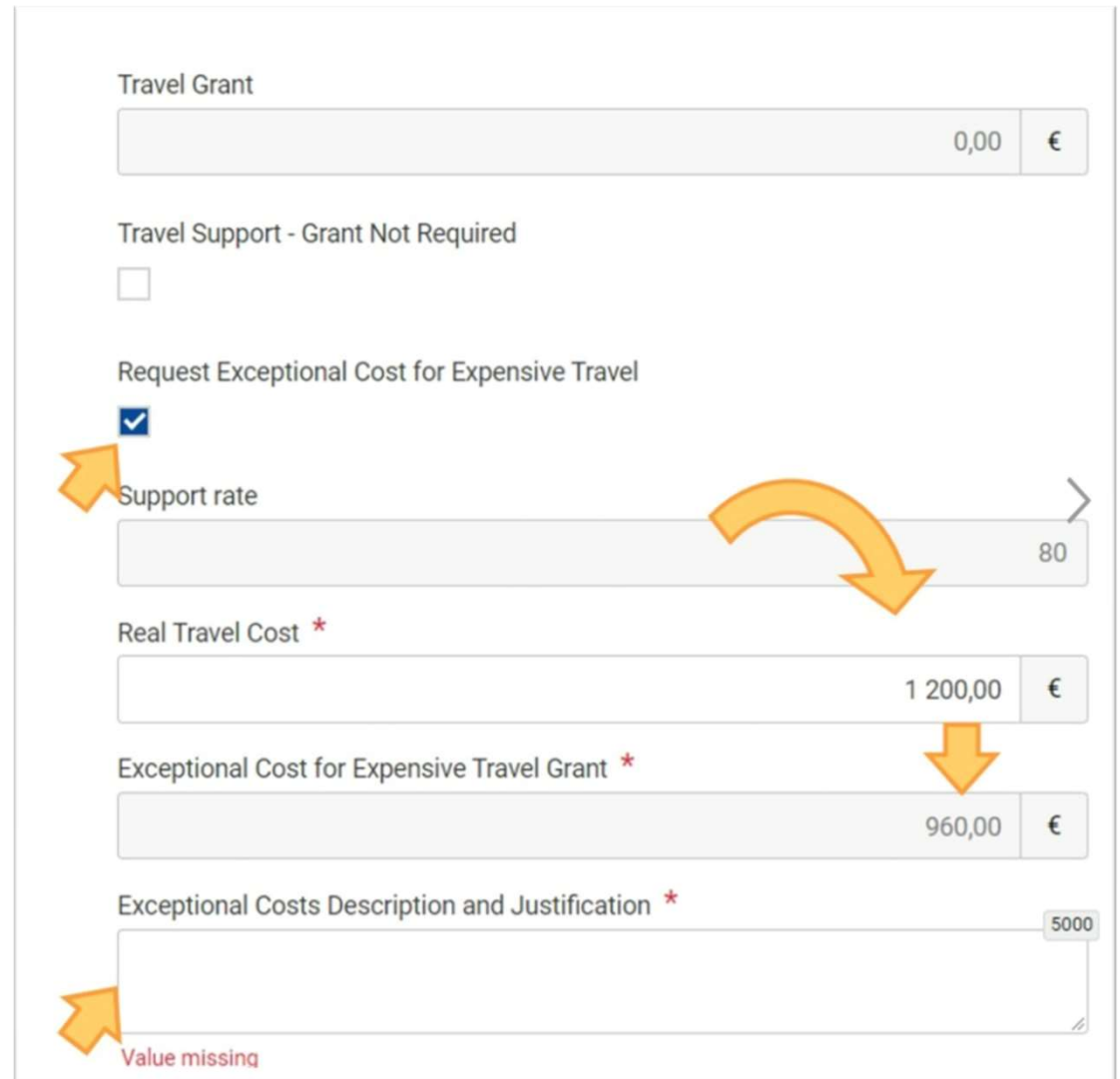
☐

Request exceptional cost for expensive travel

☐

Request exceptional cost for expensive travel

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



Travel Grant

0,00 €

Travel Support - Grant Not Required

☐

Request Exceptional Cost for Expensive Travel

☒

Support rate

80

Real Travel Cost *

1 200,00 €

Exceptional Cost for Expensive Travel Grant *

960,00 €

Exceptional Costs Description and Justification *

5000

Value missing

The form shows a calculation: Real Travel Cost (1 200,00 €) multiplied by Support rate (80%) equals Exceptional Cost for Expensive Travel Grant (960,00 €). Annotations include an arrow pointing to the 'Request Exceptional Cost for Expensive Travel' checkbox, a curved arrow from the support rate field to the grant calculation, and a straight arrow from the real travel cost field to the grant calculation. A 'Value missing' error is shown at the bottom.

Exceptional costs & Inclusion support

Erasmus+
Muuttaa elämäsi – avartaa maailmaasi.



OPETUSHALLITUS
UTBILDNINGSTYRELSEN

Exceptional Costs (flag)

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

EXCEPTIONAL COSTS

1 Request exceptional costs ☒

2 Real cost 300,00 €

Support rate: 80%

Exceptional costs - grant 240,00 €

3 Exceptional costs description and justification *
Value missing

5000

Request Exceptional cost for visa and other entry requirements

- To request a grant to cover Exceptional cost for visa and other entry requirements, tick the relevant box (1). Then type the Real cost (2) in the relevant field. The Exceptional cost for visa and other entry requirements - grant is calculated automatically as 100% of the real cost.
- You must also fill in the additional field Exceptional cost for visa and other entry requirements - **description and justification** (3), which becomes available as soon as the real cost provided is higher than 0.

EXCEPTIONAL COSTS	
	☒ Request exceptional cost for visa and other entry requirements
	Real cost
	80,00 €
	Support rate: 100%
	Exceptional cost for visa and other entry requirements - grant
	80,00 €
Exceptional cost for visa and other entry requirements - description and justification *	
5000	
Value missing	

Inclusion support

- Inclusion support is only available if you involve participants with fewer opportunities in your project, therefore the flag **Participant with Fewer Opportunities** must be checked for this section to be



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	
350,00		125,00	
€		€	

Duration

- The Duration (days) is calculated automatically based on the physical mobility activity start date and end date and cannot be manually changed.
- Travel days are taken from the information provided under Travel.

DURATION

Project Duration 01/06/2024 31/08/2025

Please introduce the start and end date of the mobility activity in order to calculate its duration. Travel days should not be included in start and end date of the activity. Instead, travel days can be indicated separately below.

Start date * 17/08/2025 End date * 30/08/2025 Duration (days) 14

Eligibility criteria for minimum and maximum duration will be checked based on this field. 2 - 89

☐ Mobility activity included an interruption

Funded travel days * 2 0 - 2

☐ Request fewer days for individual support

Duration for Individual support (days) 16

You can claim individual support for all days of activity and for travel days. If you do not wish to claim a grant for some of the days, you can lower the figure in this field.

Individual support

- Where available, the **Individual Support** grant is calculated automatically based on the **Duration for Individual support (days)**. This amount cannot be manually changed.

Please introduce the start and end date of the mobility activity in order to calculate its duration. Travel days should not be included in start and end date of the activity. Instead, travel days can be indicated separately below.

Start date *	End date *	Duration (days)
17/08/2025	30/08/2025	14
		Eligibility criteria for minimum and maximum duration will be checked based on this field.
		2 - 89
		☐ Mobility activity included an interruption
		Funded travel days *
		2
		0 - 2
		☐ Request fewer days for individual support
		Duration for Individual support (days)
		16
		You can claim individual support for all days of activity and for travel days. If you do not wish to claim a grant for some of the days, you can lower the figure in this field.
		0 - 16
		Number of days in virtual mobility *
		1
		1
		☐ Individual support - grant not requested
		Individual support grant *
		1 186,00 €

INDIVIDUAL SUPPORT

Course Fees (Activity type Courses and training)

- Fill in the Course fees - number of days with the applicable number of days for this participant. The Course fees grant will be updated automatically based on the unit cost per day and the specified number of days. Additionally, fill in the Course title field.
- If no such support is required for the mobility activity, check the Course fees - grant not requested flag. The Course fees grant fields will be set to 0 EUR.

COURSE FEES		
Course fees - number of days *	Course fees - unit cost per day *	Course fees - grant not requested
12	80,00 €	☐
		Course fees grant *
		800,00 €
		This is a course from the course catalogue in the European School Education Platform
		☐
	Course title *	
	Value missing	

Organisation support

- The Organisational Support grant is available for all participants except those flagged as Accompanying person. Information is displayed, informing you of the fact that the participant is entitled to this type of grant.
- If this type of support is not required, check the Organisation support grant not requested flag. The Organisational support will then be 0 EUR.

BUDGET

For this participant, you are entitled to the following amount of organisational support:

350

If your project involves more than 100 participants in this activity type, the rate is reduced to the following amount per participant:

200

☐ Organisational support grant not requested

Travel support

211

Individual support grant *

1186

Inclusion support for participants

350

TOTAL CALCULATIONS

Total mobility activity grant

1 872,00 €

Total calculations

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

BUDGET

ORGANISATIONAL SUPPORT

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

Organisational support grant not requested

☐

Travel grant

320

Individual support grant *

3057

Inclusion support for participants

300

TOTAL CALCULATIONS

Total mobility activity grant

4 077,00 €

Force Majeure

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

Force majeure



Täytä Force Majeure -lomake, johon tehdään selvitys jakson keskeyttämisestä tai peruuntumisesta.

Force majeure explanations *

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

Jakso keskeytyi/peruuntui.

5000

Value missing

Force Majeure

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

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

Kiitos!

