EUROOPAN UNIONI

Erasmus+
Lisärahoitushaku 20.4.-4.5.2026

Ammatillisen koulutuksen kansainvälistymispalvelut

26.3.2026

Erasmus+
Muuttaa elämäsi – avartaa maailmaasi.

OPETUSHALLITUS
UTBILDNINGSSTYRELSEN

EUROOPAN UNIONI

HUOM!

- Tallentavat tekoälybotit eivät ole sallittuja tilaisuudessa.
- Tilaisuus tallennetaan.
- Linkin tallenteeseen lisätään chattiin tilaisuuden aikana (tilaisuuden jälkeen linkin saa pyytämällä sähköpostilla).
- Esitysmateriaali tallennetaan verkkosivulle.
- Osallistujia pyydetään sulkemaan mikit ja kamerat esityksen ajaksi.
- Osallistujat voivat esittää kysymyksiä esityksen aikana chatissa.

Akkreditoidulla koulutuksen järjestäjällä on mahdollisuus

12 kk:n kuluttua hankkeen aloituksesta

- ✓ hakea sopimuksen jatkoa (24 kk:een asti)
- ✓ hakea lisää avustusta
- ✓ palauttaa avustusta siinä tapauksessa, että hanketta ei ole saatu toteutettua suunnitelman mukaisesti, ja jos vaikuttaa siltä, että rahoitusta ei saada jatkoajallakaan käytettyä kokonaan

Hakuaika

- Hakuaika alkaa 20.4. ja päättyy 4.5.2026
- Jaossa on noin 150 000 € (ennen mahdollisia palautuksia)
- Haku tehdään Beneficiary Modulessa amendmentilla
- Muista pyytää allekirjoitus ajoissa lailliselta edustajalta (Declaration on Honour)!

Beneficiary Module & Amendment

Akkreditoitujen liikkuvuushankkeiden hallinnointi (KA121-VET)

https://www.oph.fi/fi/ohjelmat/akkreditoitujen-liikkuvuushankkeiden-hallinnointi-ka121-vet

Administration av ackrediterade mobilitetsprojekt (KA121-VET)

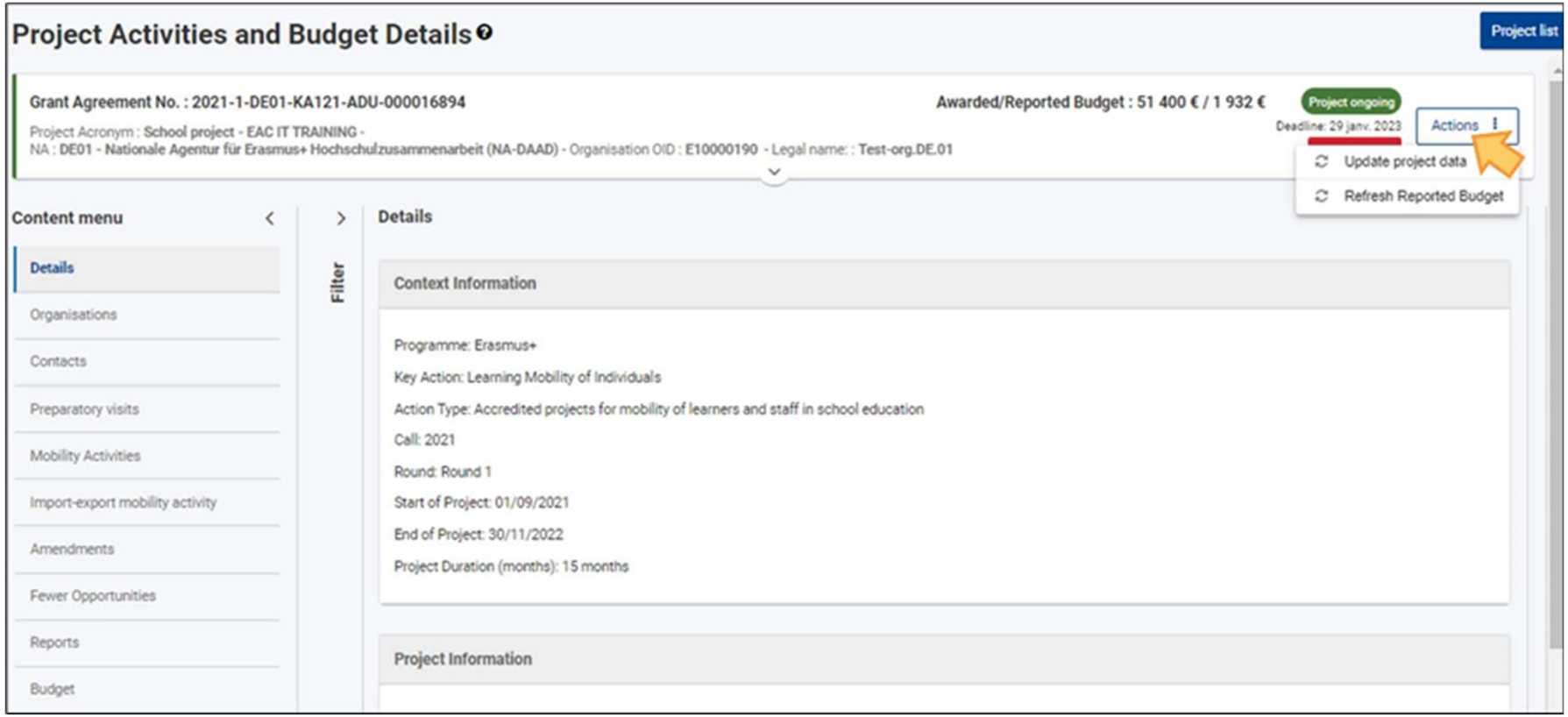
https://www.oph.fi/sv/program/administration-av-ackrediterade-mobilitetsprojekt-ka121-vet

Amendment request for KA121 and KA151 projects

https://webgate.ec.europa.eu/fpfis/wikis/spaces/NAITDOC/pages/2203881733/Amendment+request+for+KA121+and+KA151+projects

Check that the project is up-to-date

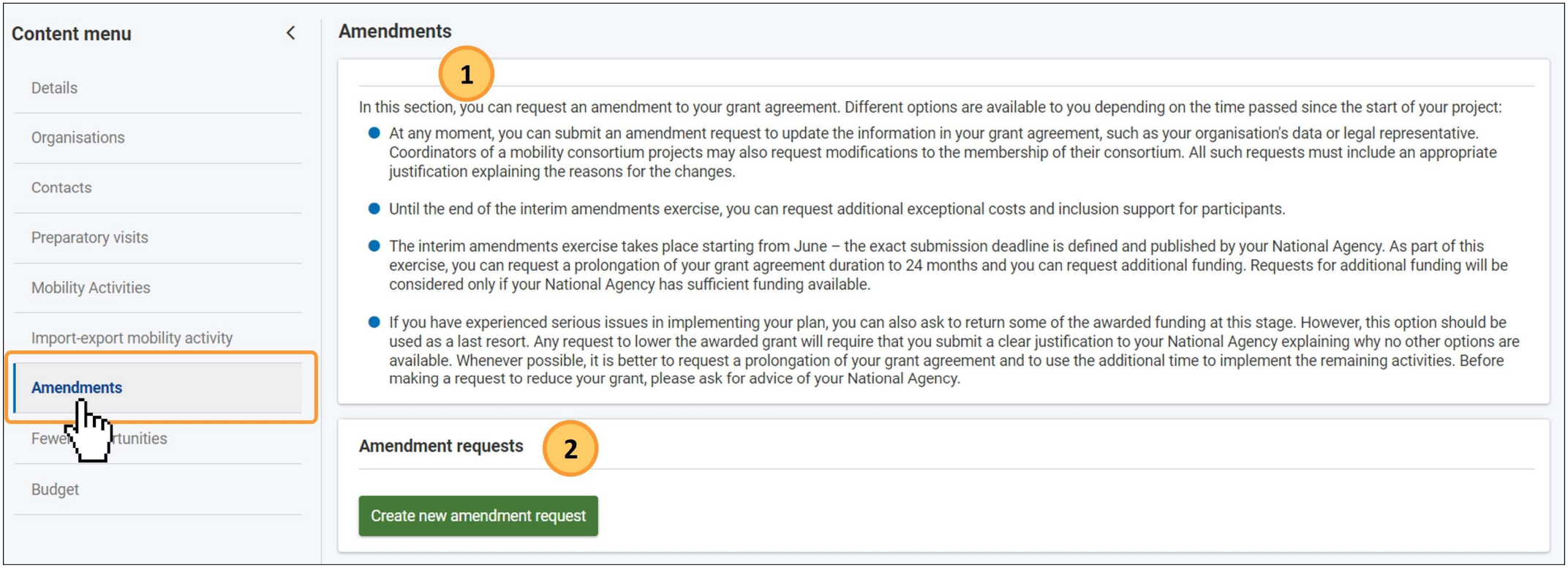
- Use the **Update project data** functionality, available from the **Actions** button in the project details header to update the project data
- Use the option to **Refresh Reported Budget** to ensure that the reported budget in your project is also up-to-date.



Create new amendment request

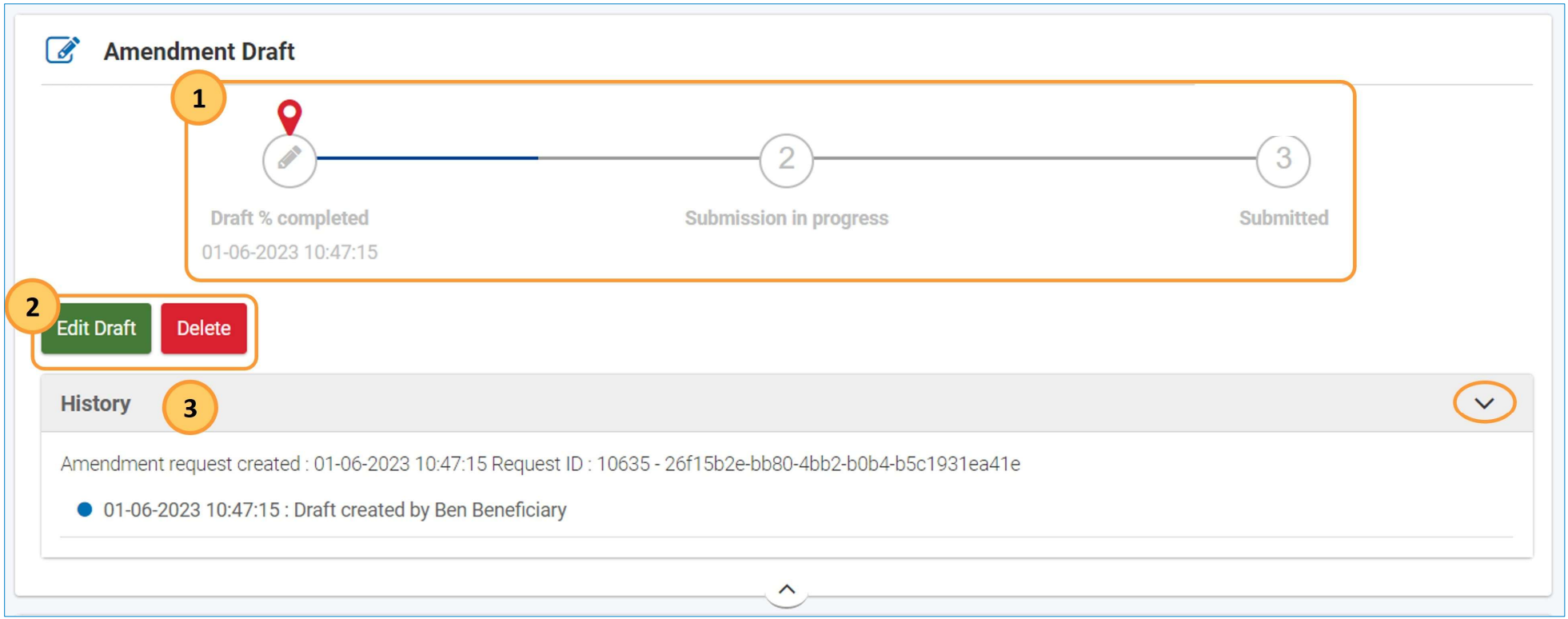
Click on **Amendments** in the **Content menu** to access the Amendments section of your project.

1) Information regarding Amendment requests
2) Create new **amendment request button**, which is used to start creating an amendment request.



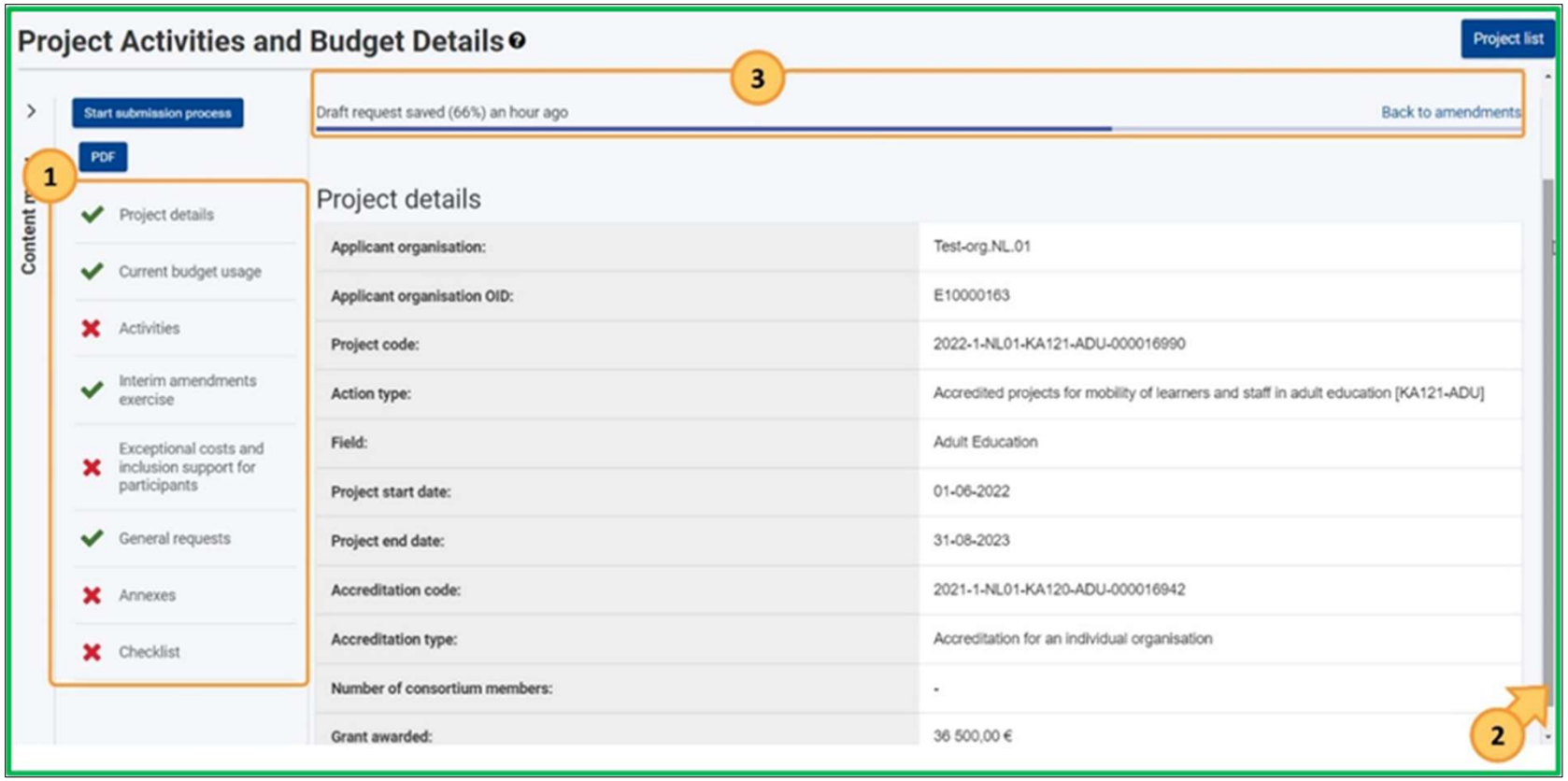
Amendment request created

1. **A timeline graphic** (1) becomes available, showing your progress in preparing and submitting the request, and the different phases involved.
2. The **Edit Draft** and **Delete** buttons (2) become available.
3. In addition, you can view **the History** (3) of the request.

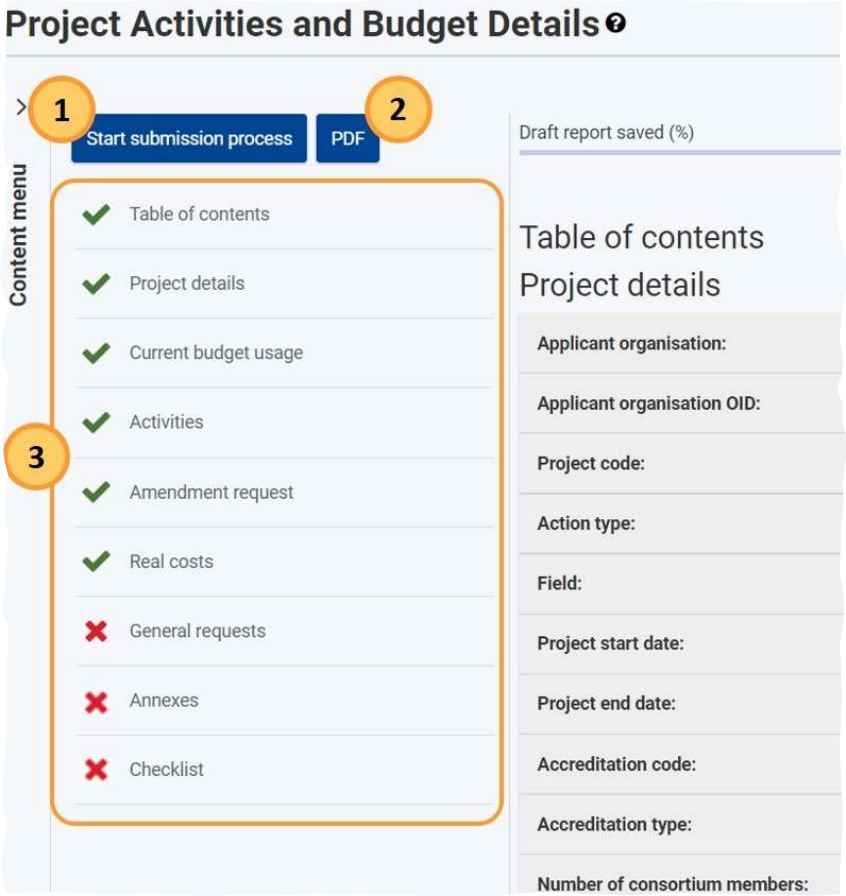


Amendment form

- The amendment request form opens, with **the navigation menu** (1) on the left, allowing you to easily access the various parts to complete, and **the content/work area** (2), displayed based on your selection in the menu.
- The top section indicates **the completion percentage** (3) of the saved draft report.



Buttons and icons



Start submission process - this button will become active when the conditions for submitting the request have been met and the request is ready to be submitted.

PDF - Click this button and follow the online instructions to save a PDF version of the request, which includes the details you have filled in to date.

Icons - Each section of the request is preceded by an icon:

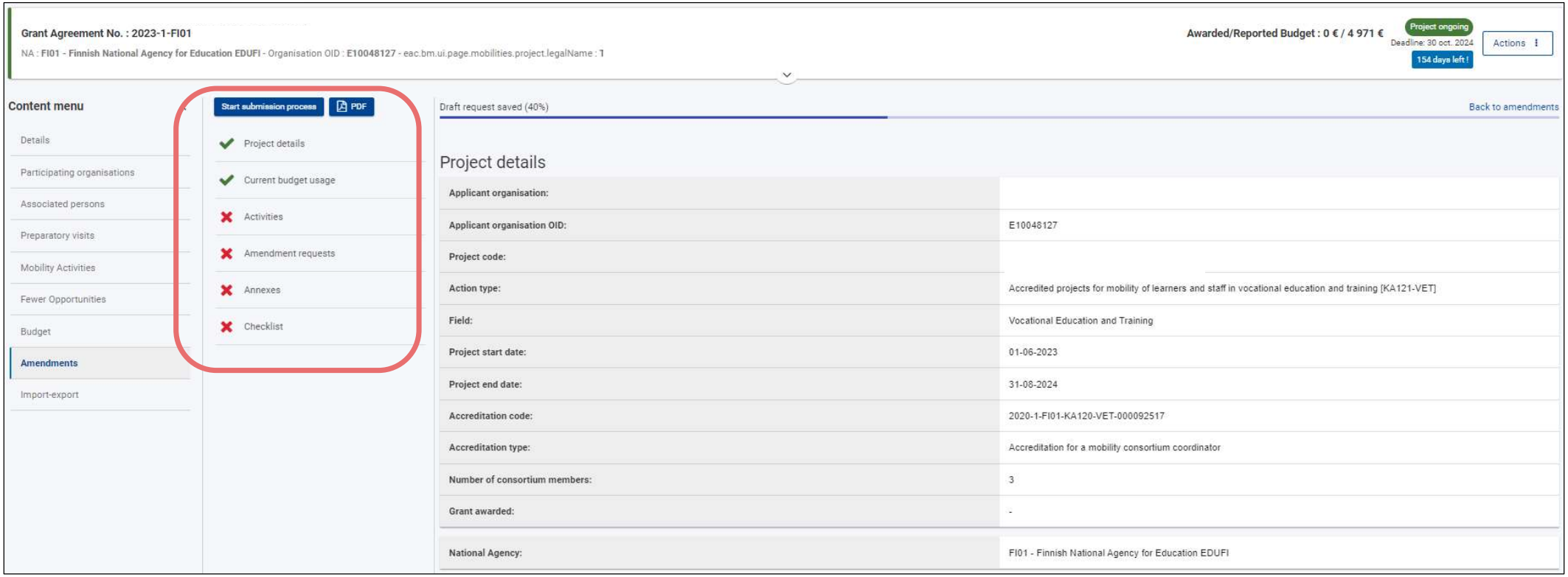
- **a red X** for incomplete sections, and
- **a green check mark** for complete sections.

As you fill in and complete a section, it will be marked with the green check.

Certain sections are already marked as complete, as they do not contain any fields to fill in (e.g. Context, Budget, etc). Often information in these sections is filled in automatically, using the information as provided in the various sections of your project.

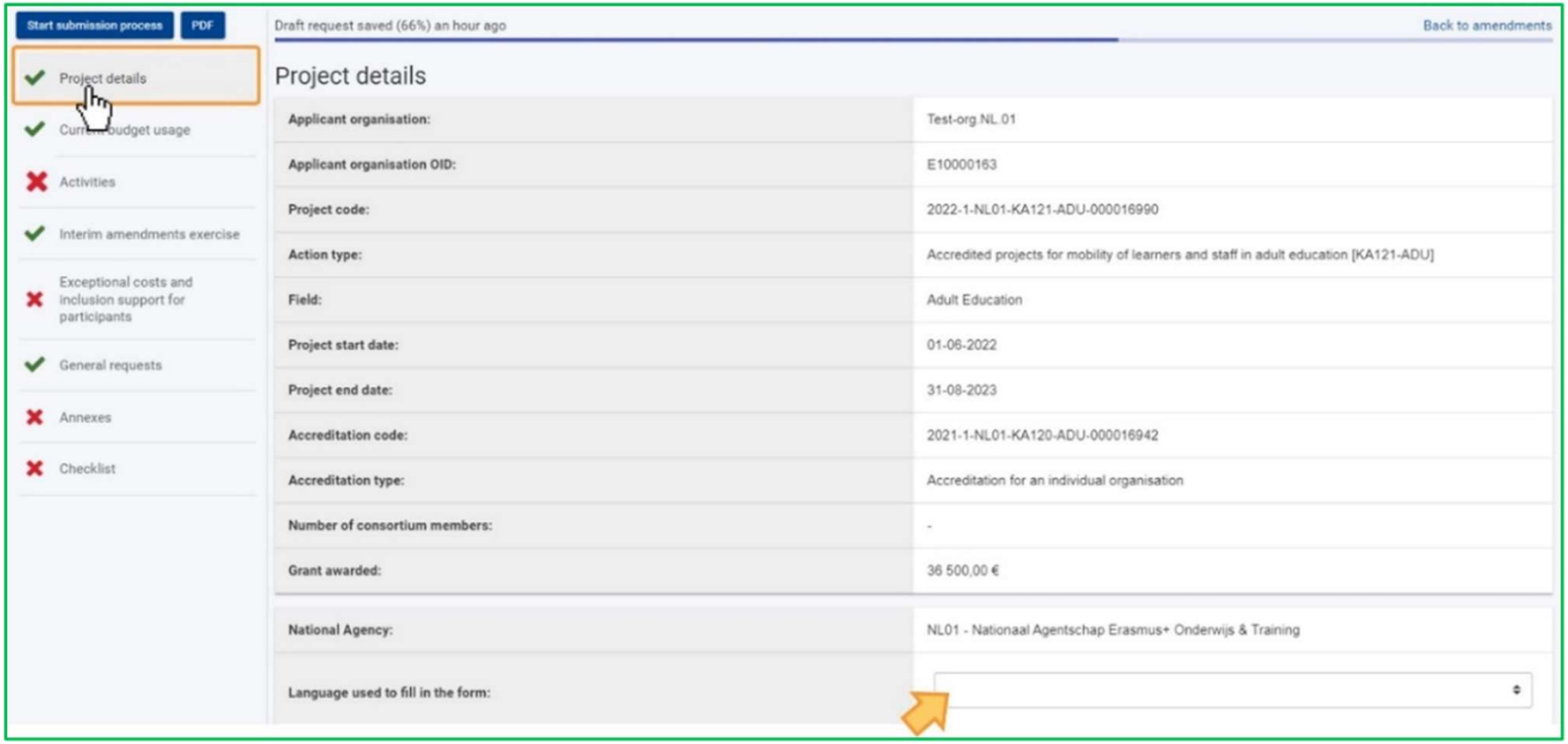
KA121-VET amendment

- Here is an example of the amendment request screen in a KA121-VET project.



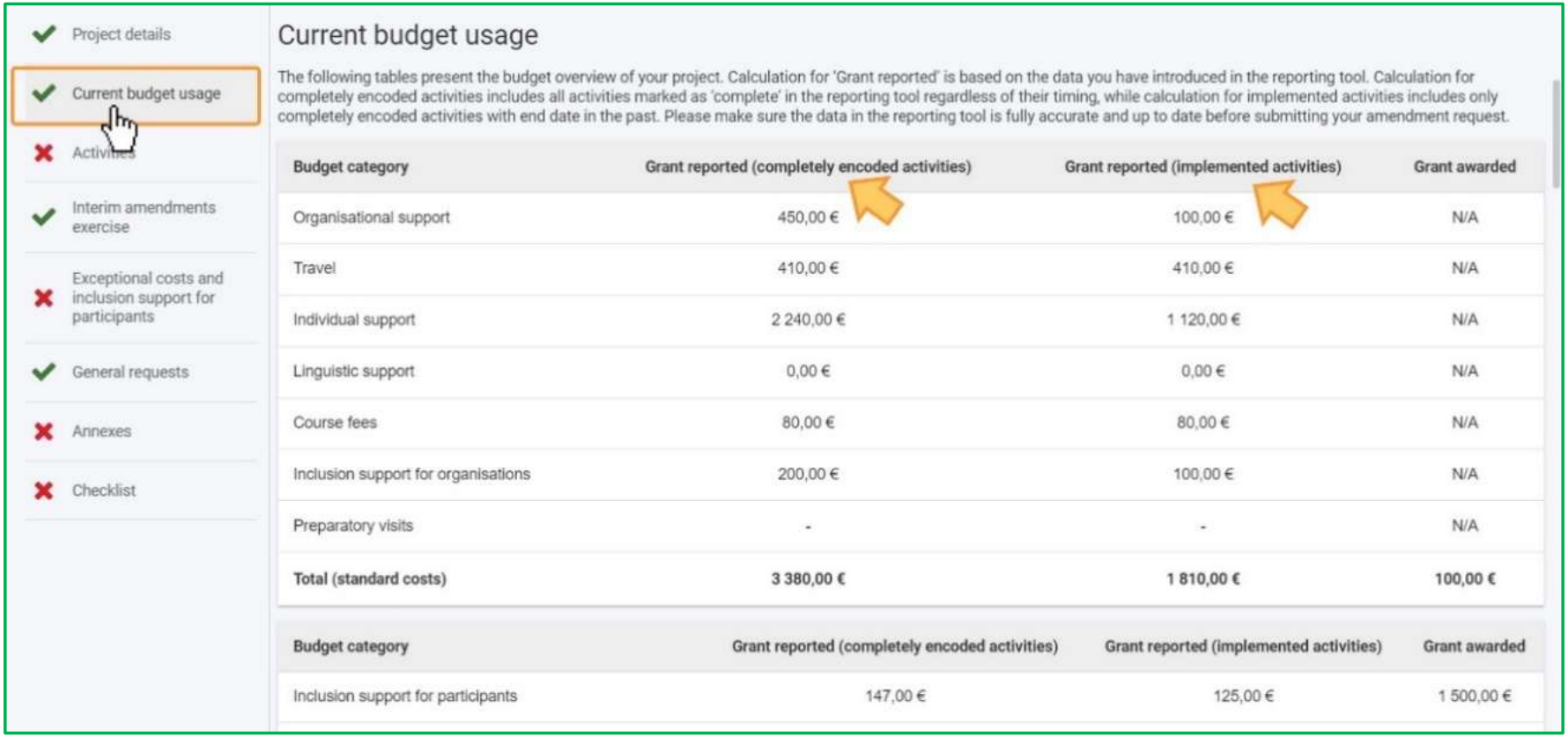
Project details

- The **Project details** section provides general information on your project, such as **Applicant organisation**, **Applicant organisation OID**, **Project code**, **Project start** and **end date**, and more.
- All information is read-only, except for the field **Language used to fill in the form**. Here you can select the language you are using to fill in the request, from a drop-down list.



Current budget usage

- Please make sure the data in your project is fully accurate and up-to-date before submitting your amendment request.
  - You can use the option to **Refresh Reported Budget** from the **Action buttons in the project header** to ensure the reported budget in your project is also up-to-date.

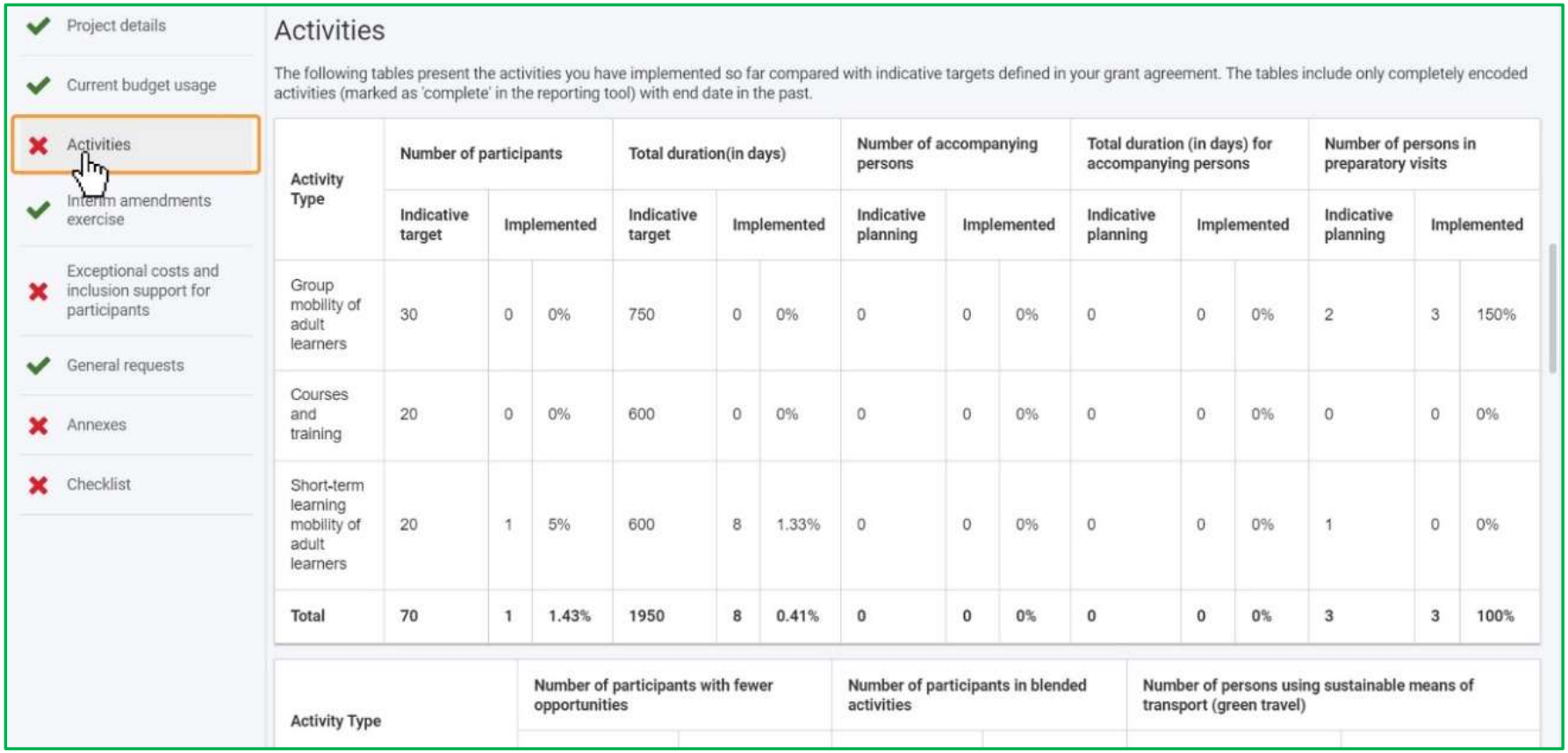


Budget category	Grant reported (completely encoded activities)	Grant reported (implemented activities)	Grant awarded
Organisational support	450,00 €	100,00 €	N/A
Travel	410,00 €	410,00 €	N/A
Individual support	2 240,00 €	1 120,00 €	N/A
Linguistic support	0,00 €	0,00 €	N/A
Course fees	80,00 €	80,00 €	N/A
Inclusion support for organisations	200,00 €	100,00 €	N/A
Preparatory visits	-	-	N/A
Total (standard costs)	**3 380,00 €**	**1 810,00 €**	**100,00 €**

Budget category	Grant reported (completely encoded activities)	Grant reported (implemented activities)	Grant awarded
Inclusion support for participants	147,00 €	125,00 €	1 500,00 €

Activities

- This section presents **the activities implemented** so far, compared with indicative targets defined in the grant agreement.
- The tables displayed include only completed activities (marked as **Complete** in your project) with an end date in the past.



- Project details
- Current budget usage
- Activities
- Interim amendments exercise
- Exceptional costs and inclusion support for participants
- General requests
- Annexes
- Checklist

Activities

The following tables present the activities you have implemented so far compared with indicative targets defined in your grant agreement. The tables include only completely encoded activities (marked as 'complete' in the reporting tool) with end date in the past.

Activity Type	Number of participants			Total duration(in days)			Number of accompanying persons			Total duration (in days) for accompanying persons			Number of persons in preparatory visits		
	Indicative target	Implemented		Indicative target	Implemented		Indicative planning	Implemented		Indicative planning	Implemented		Indicative planning	Implemented	
Group mobility of adult learners	30	0	0%	750	0	0%	0	0	0%	0	0	0%	2	3	150%
Courses and training	20	0	0%	600	0	0%	0	0	0%	0	0	0%	0	0	0%
Short-term learning mobility of adult learners	20	1	5%	600	8	1.33%	0	0	0%	0	0	0%	1	0	0%
Total	**70**	**1**	**1.43%**	**1950**	**8**	**0.41%**	**0**	**0**	**0%**	**0**	**0**	**0%**	**3**	**3**	**100%**

Activity Type	Number of participants with fewer opportunities	Number of participants in blended activities	Number of persons using sustainable means of transport (green travel)

Activities

- You must confirm that the data available in the project is correct and complete, and also confirm that the National Agency may read and analyse the data for the purpose of processing this request. Select the relevant options.
- Activities in the navigation menu will be marked with a green check.

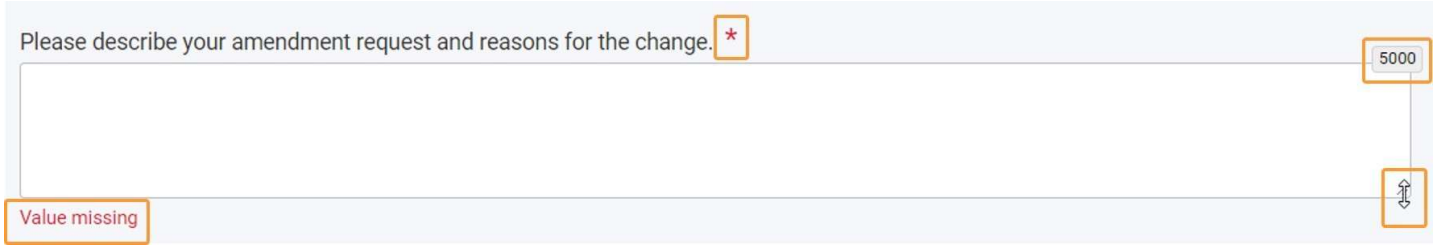
❑ I confirm that the data encoded in the Erasmus+ reporting tool is correct and complete at the time of submitting this request.*

❑ I agree that the National Agency may read and analyse the data encoded in the Erasmus+ reporting tool for the purpose of processing this request.*

Amendment request

- Extension of your grant agreement to 24 months
- Funds for additional activities
- Request a reduction of your project grant
- Funds for exceptional costs or inclusion support for participants
- ~~Other kinds of change requests~~

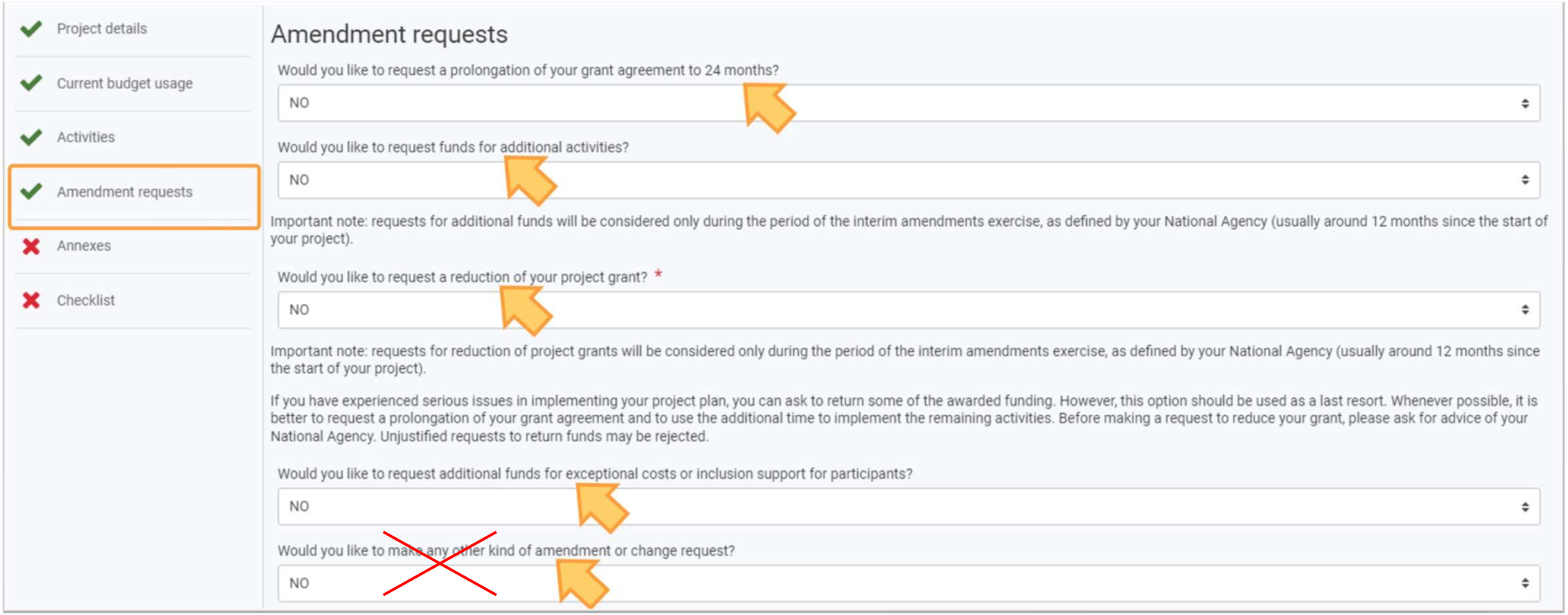
Filling in the request



- It is advisable to check and fill in the request in the sequence in which the sections are listed in the **Navigation** menu, as the information provided in one section may affect fields in later sections.
- Please read the information on each screen carefully when filling in the request. An answer to a question may lead to additional fields that need to be filled in.
- The request is **saved automatically** as you progress through the sections.
- Mandatory fields are marked with a red asterisk (*) and have the message **Value missing** underneath.
- Text fields have a limited number of characters allowed. The maximum number of characters that can be used in each answer is indicated in the top right corner of the text field. This number decreases as you type.
- You can adjust the size of a text field by dragging down/up the bottom right corner of the field.

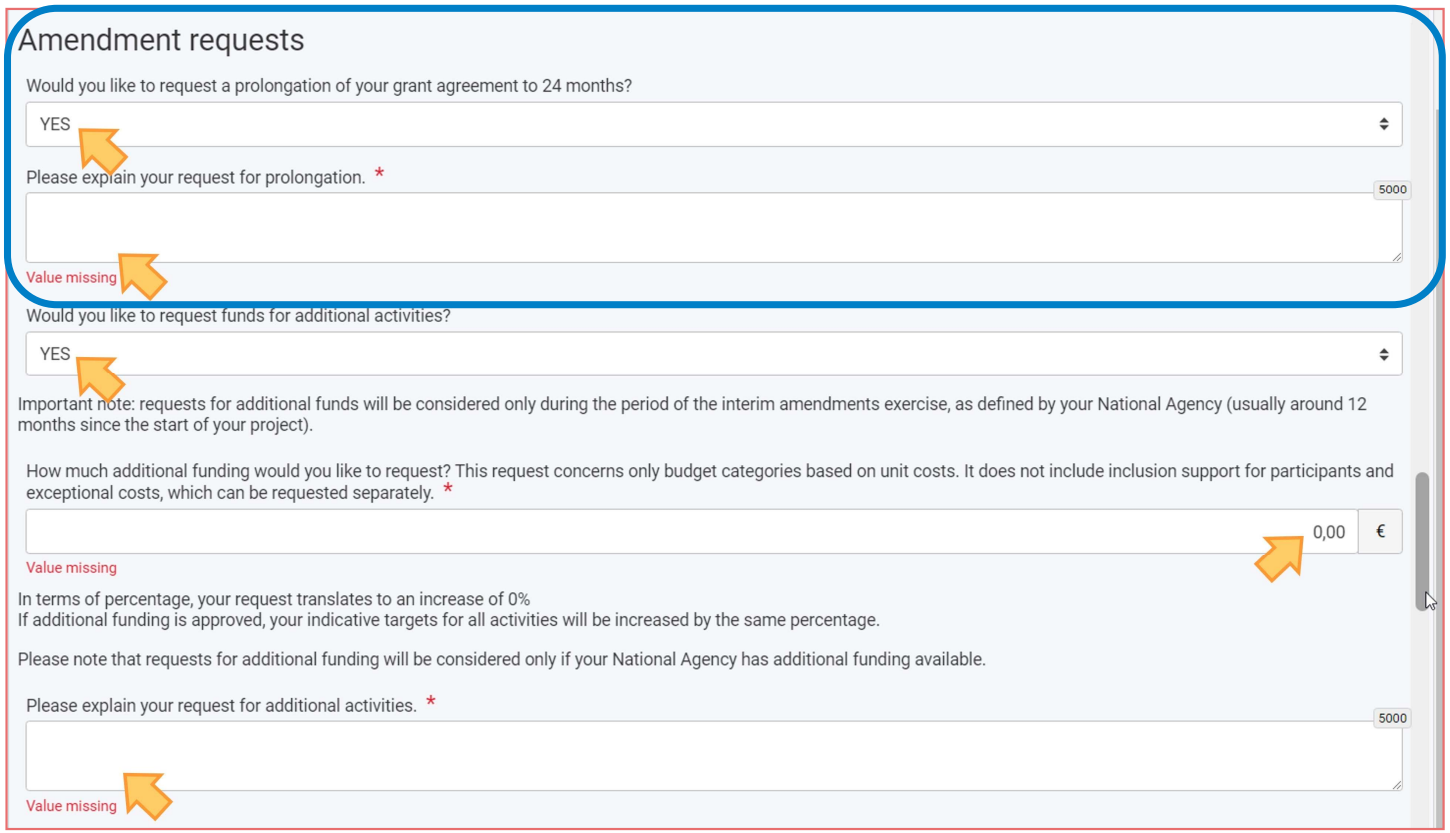
Fill in the Amendment request

- Use the available drop-down lists to indicate the requested changes and provide any other information.
- By default, **No** is selected for the amendment request options.



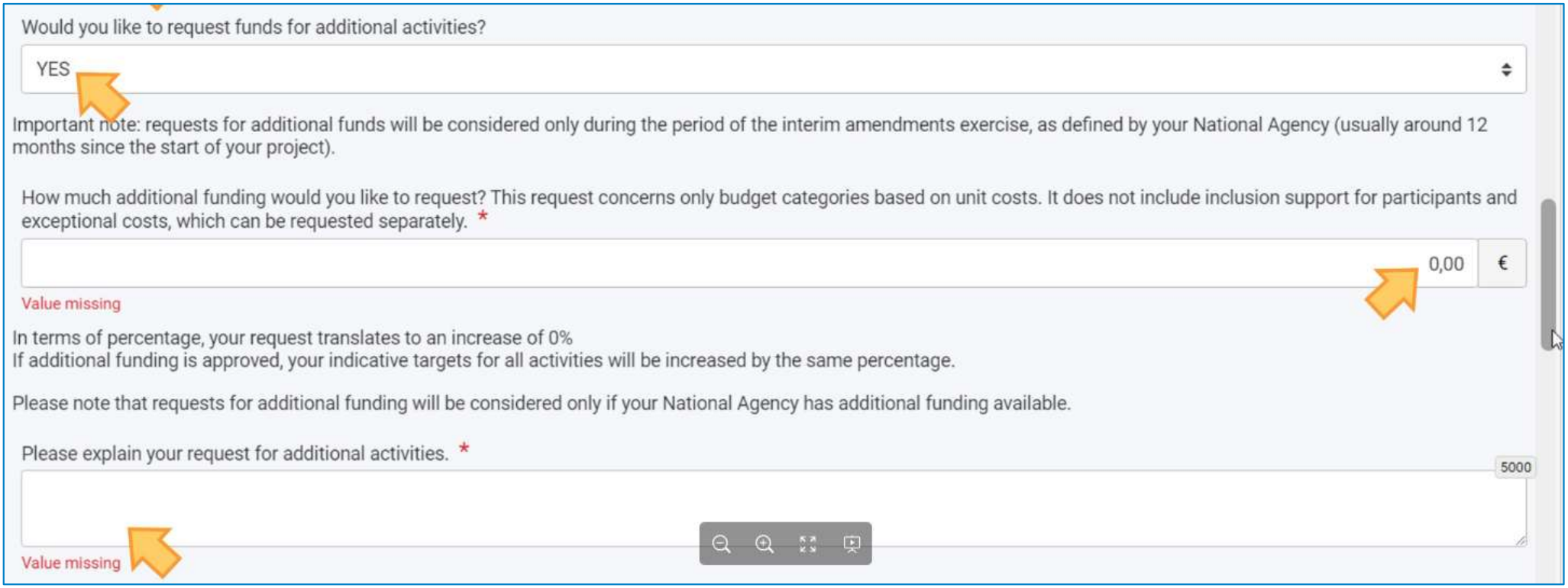
Request a prolongation of your agreement to 24 months

- Would you like to request a prolongation of your grant agreement to 24 months?
- Please explain your request for prolongation*



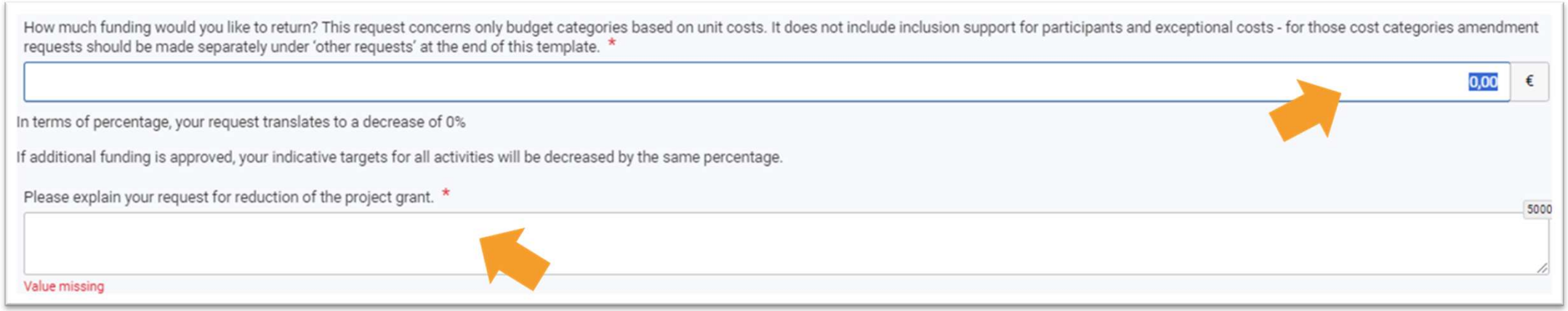
Request funds for additional activities

- If you would like to request funds for additional activities, select ‘yes’ and provide the required information in the newly displayed fields.



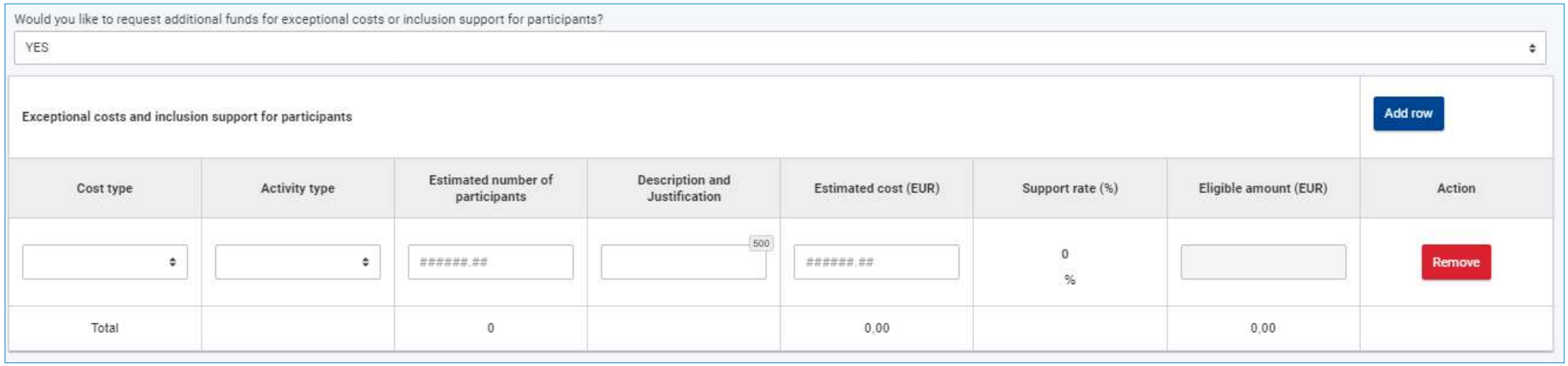
Request a reduction of your project grant

- How much funding (unit costs) would you like to return?
- Please explain your request for reduction of the project grant.



Check and update the "Real Costs" section, if applicable

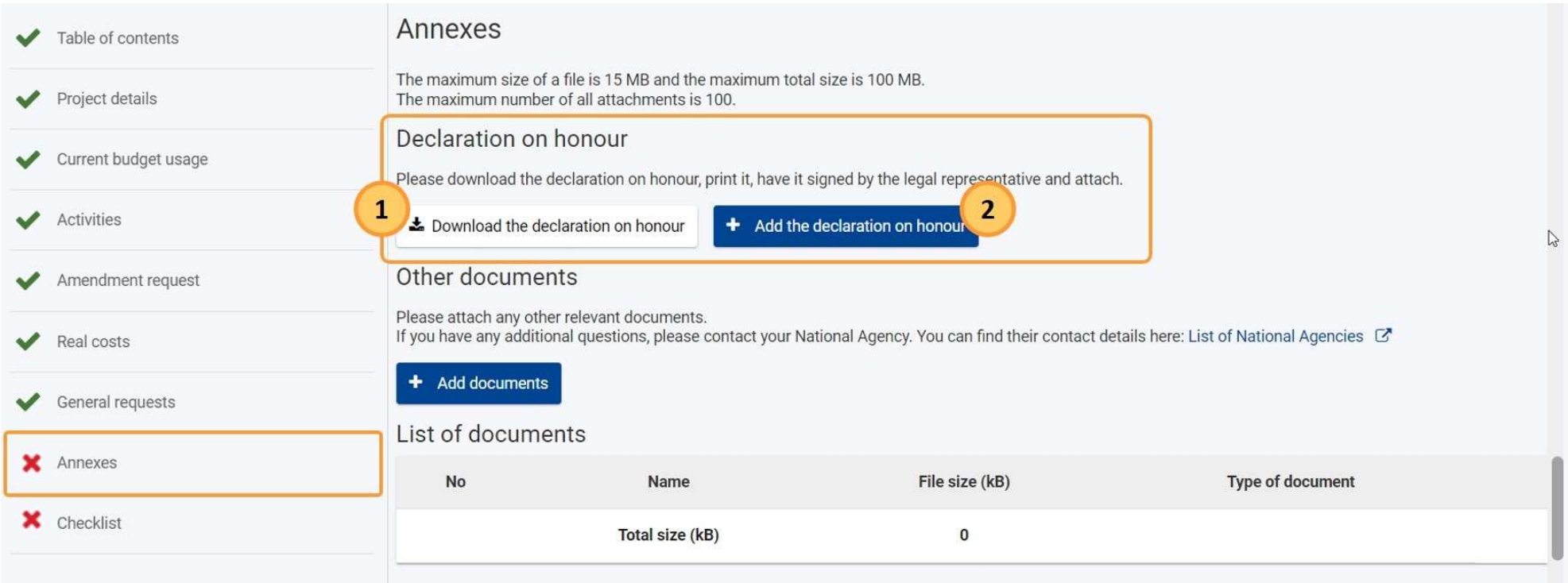
- A table is available where you can add the relevant cost type and the required mandatory information, such as Activity type, Number of participants and Eligible costs in EUR.
- Use the **Add row button to add additional real costs**, if required.
- An added real cost can be deleted by clicking on its corresponding Remove button.



Annexes - Declaration on Honour

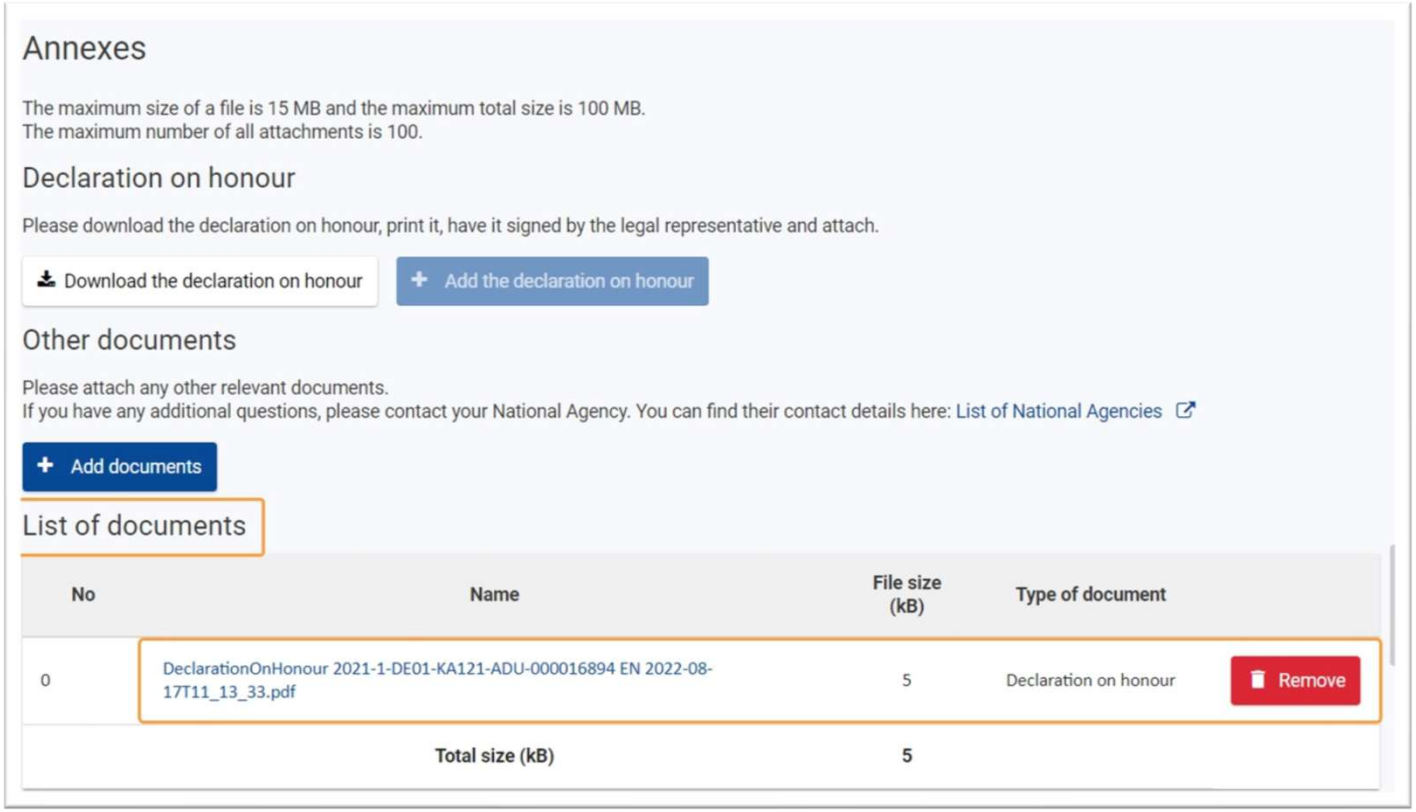
The **Declaration on Honour** is mandatory for all projects.

1. Click the **Download the Declaration on Honour** button and follow the onscreen instructions to save the template locally.
2. Complete, sign and save the downloaded form. Click on the **Add the Declaration on Honour** button and follow the onscreen instructions to locate and upload the declaration file. The file will be available in the **List of documents**.



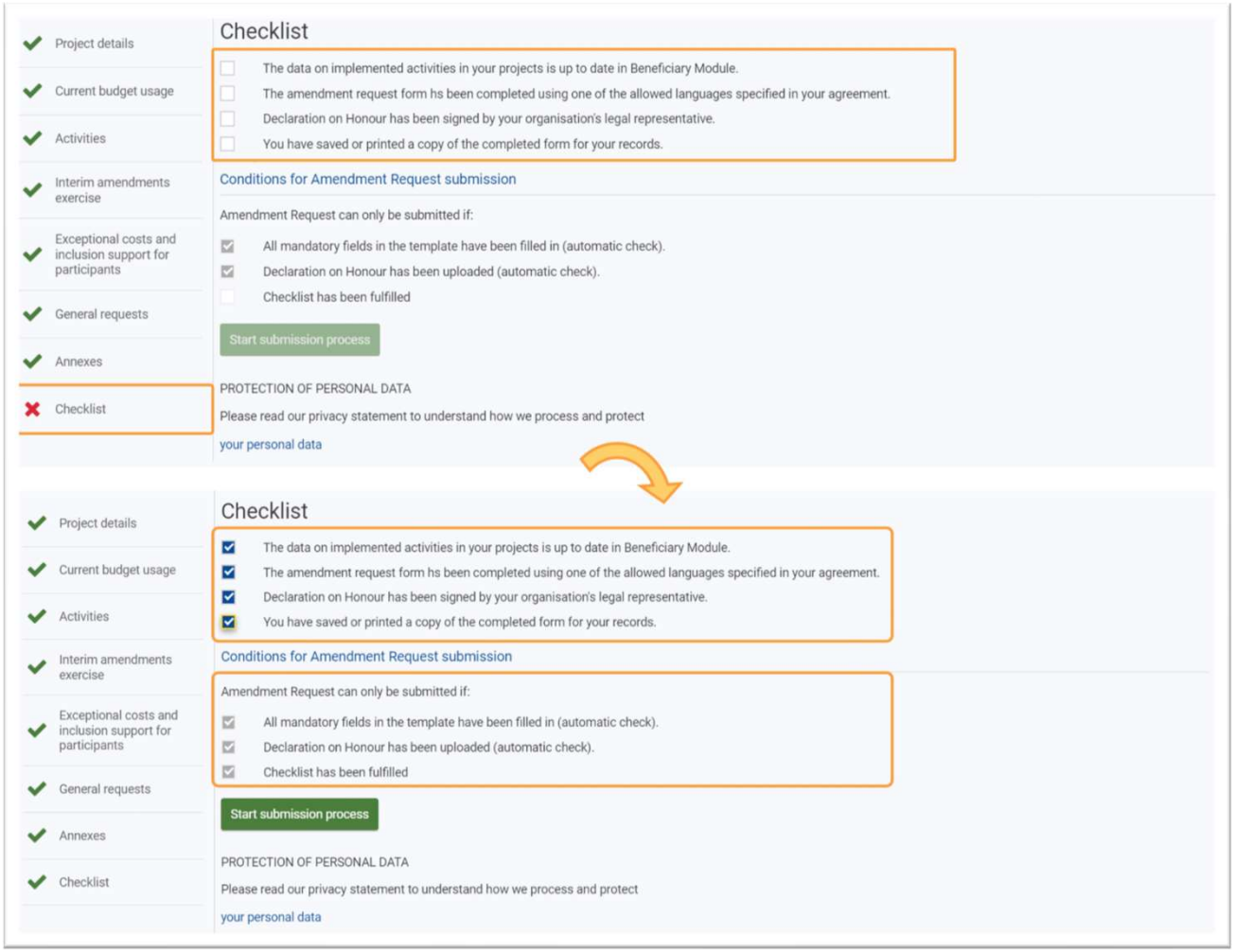
Annexes – list of documents

- In the **List of Documents** you will view all the files you have attached.
- If you want to delete a file from the list, click on the **Remove** button next to the desired file, then click on YES in the confirmation pop-up window to confirm the deletion.



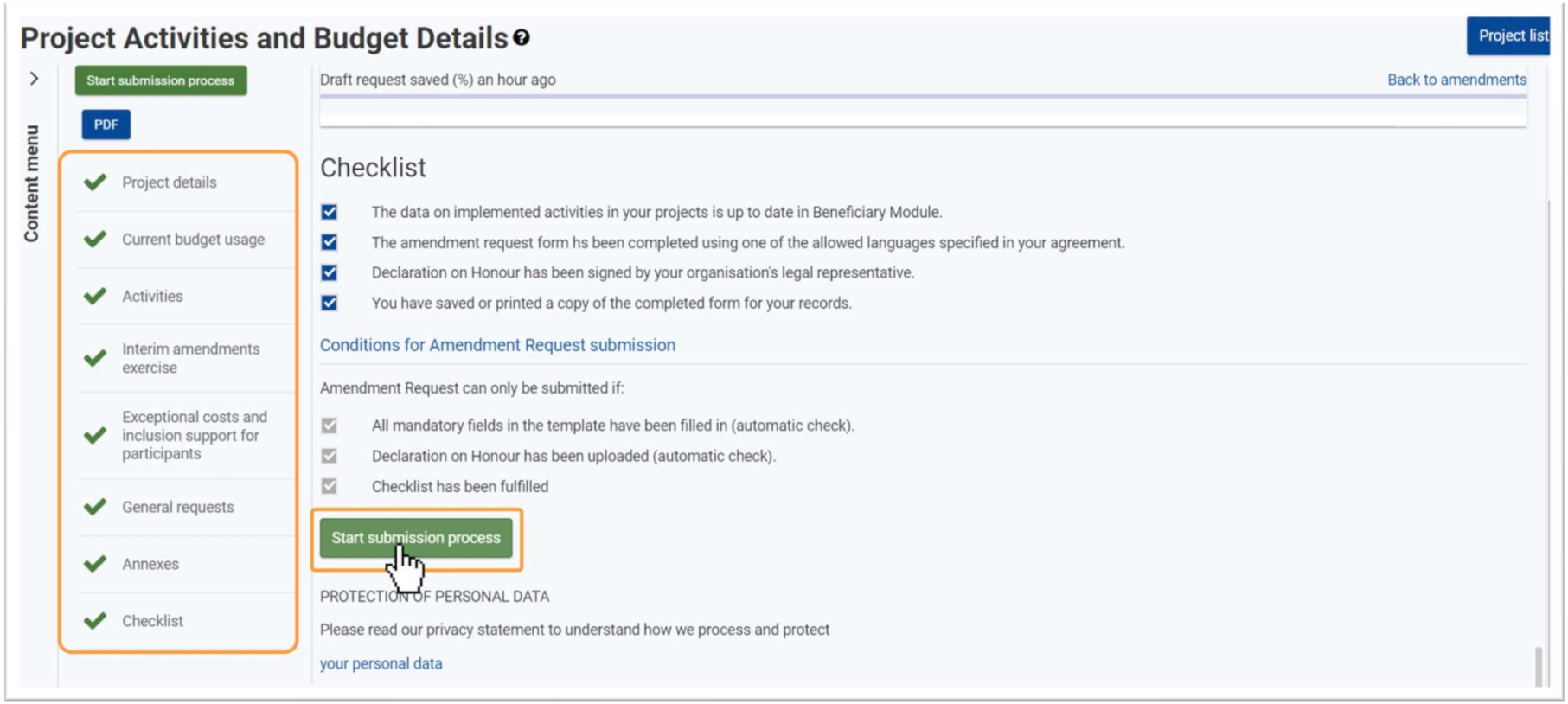
Tick the Checklist

- Ensure you have completed all the actions listed in the **Checklist** and tick the boxes accordingly. All items on the list must be ticked in order to submit the amendment request.
- **The checklist is not saved**, therefore every time you leave and return to the request screen you must check all the conditions again and tick the checkboxes accordingly.
- The checkboxes **in the Conditions for Amendment Request submission subsection** below the Checklist cannot be ticked manually. They will be selected automatically, once all listed conditions are fulfilled.



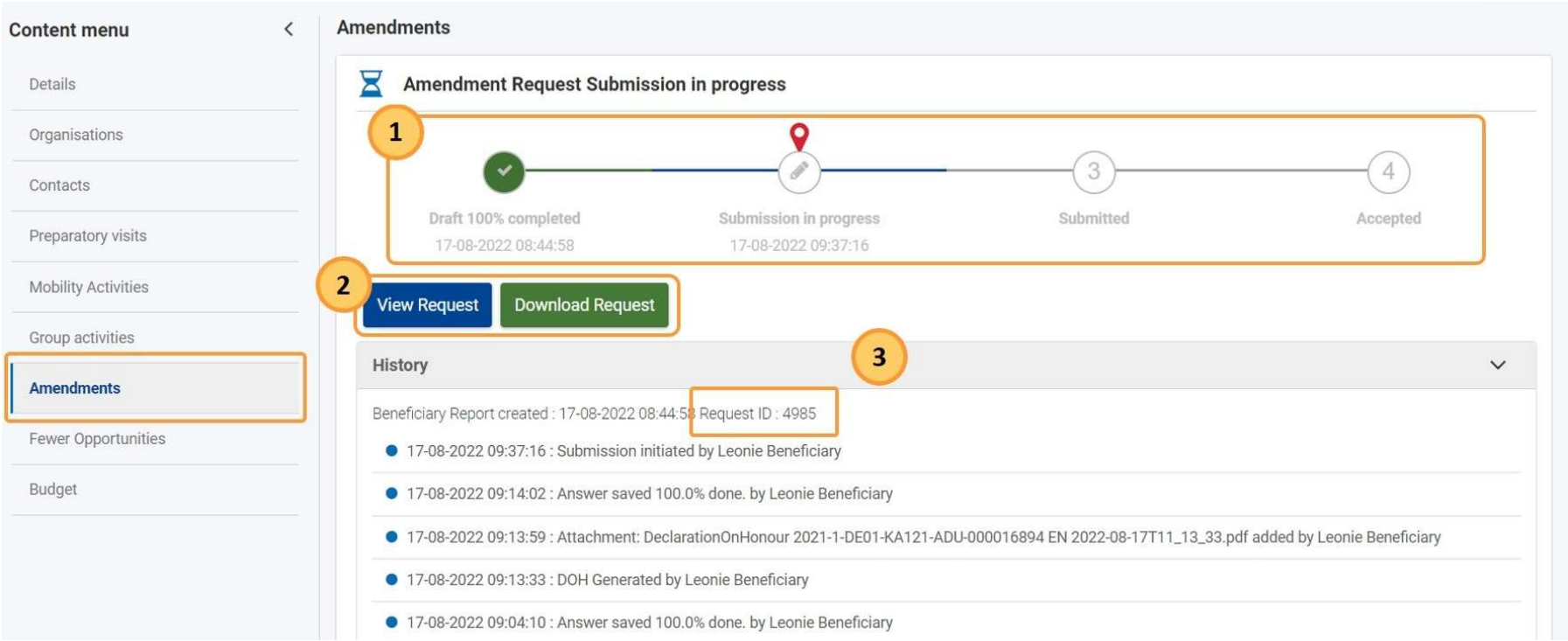
Start submission

- The **Start submission process** button is available both at the top of the screen, in the **Navigation** panel, and at the bottom of the screen, under the Conditions for the Amendment request submission.
  It is only active if all conditions for the request submission are fulfilled, as explained above.
- Click on the **Start submission process** button.



Submission in progress

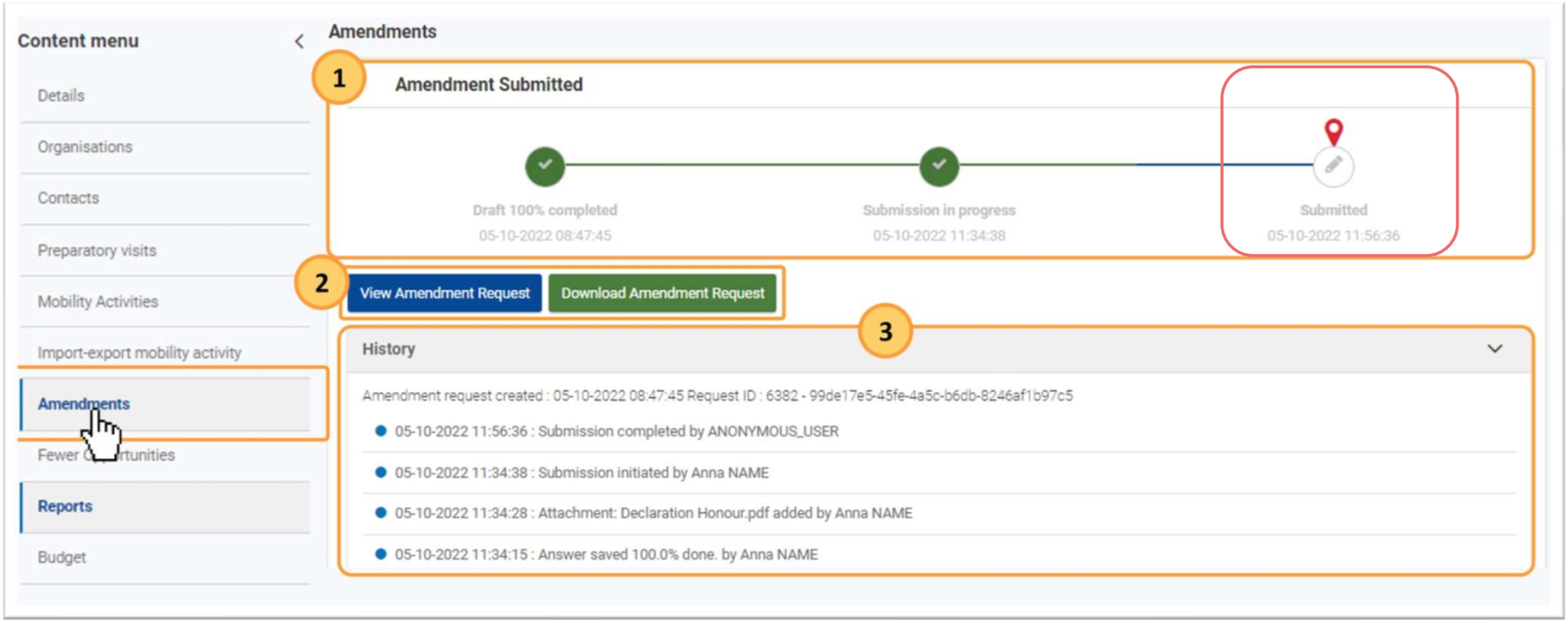
- The **timeline (1)** is now displaying that submission is in progress. You have the options to **View and Download the request (2)**. The **History (3)** is updated. A **Request ID** is also available.



Amendment is submitted

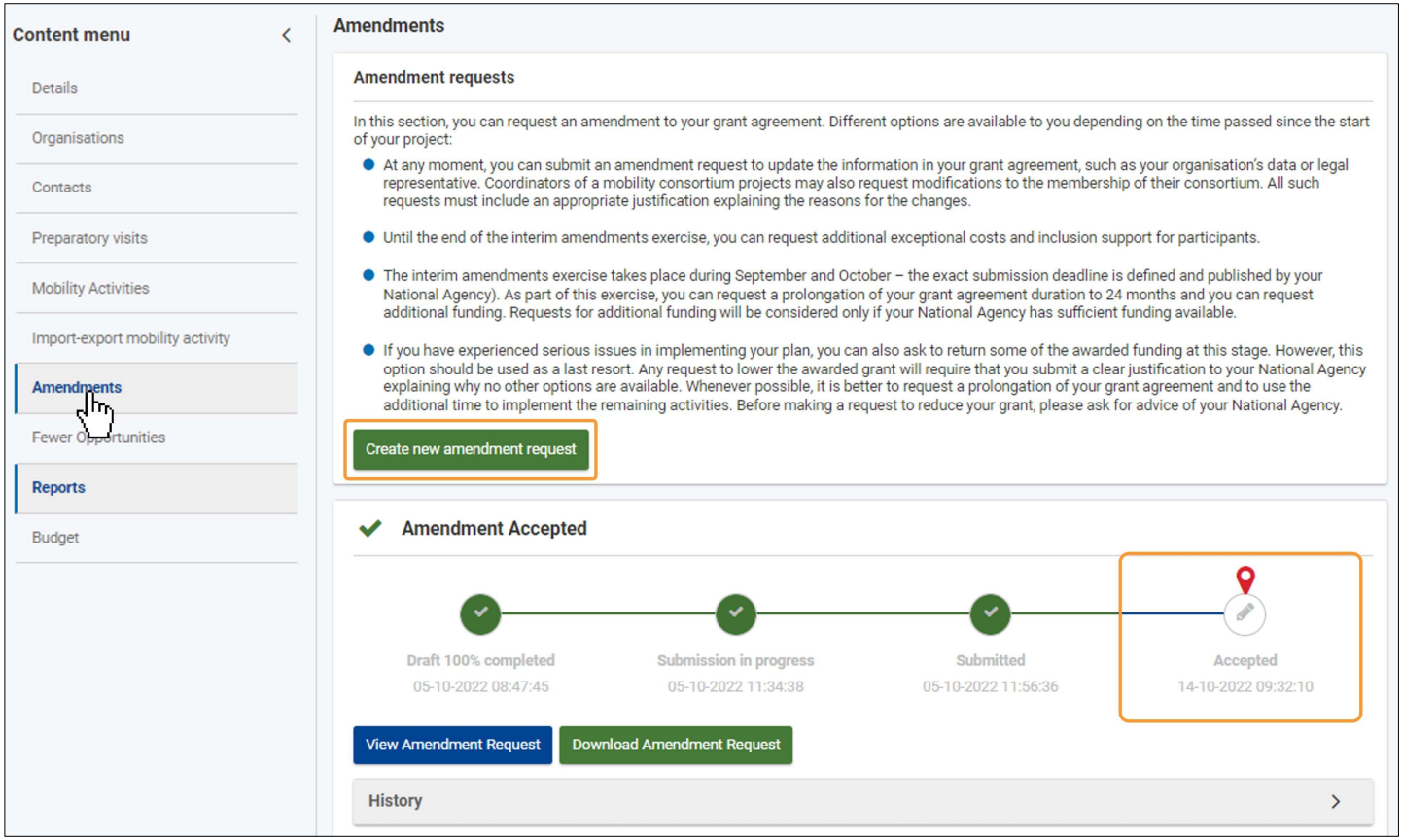
Here is an example of the **Amendments** screen after the successful submission of the request.

- The **timeline (1)** is now displaying that the request was **Submitted**.
- You have the options to **View** and **Download** the request **(2)**.
- The **History (3)** section is updated.



Amendment is accepted

- Depending on the outcome of the review performed by the NA, the request can be **Accepted**, **Cancelled** or **Rejected**. The status of the request will be updated in the timeline.
- The amendment was **Accepted**, as updated in the timeline.



View or download the request after submission

- You can still access the request after submission, but you cannot make any further changes.
- Click on the **View Request button** to view the request on the screen or click on **Download Request** to export a ZIP folder including the beneficiary request as a PDF file and all annexes.
- You may need to install an external tool to extract files from the ZIP folder

What happens next?

The request is received by the National Agency and an Amendment request registered in their project management system.

The National Agency will review the request.

Depending on the outcome of the review by the NA, the request can be Cancelled, Rejected or Approved.

The status of the request will be updated in the timeline.

Kiitos!