



Erasmus+ KA121-VET

Erasmus+ Progress report

Erasmus+
Muuttaa elämäsi – avartaa maailmaasi.



OPETUSHALLITUS
UTBILDNINGSTYRELSEN

Erasmus Progress Report

- ❖ Progress Raport available in the Beneficiary module 3.11.2025 (dl 2.1.2026)
- ❖ How to complete and submit an Accreditation Progress report
- ❖ Erasmus Quality Standards

Erasmus
Plan
progress
report
update

Erasmus
Plan
update

Erasmus
quality
standards

Detailed steps

1. Click on 'Reports and updates'
2. Click on 'Edith Draft'
3. Fill on the report
 - 3.1. Check the "Accreditation" section
 - 3.2. Check the "Report Structure" section
 - 3.3. Check and complete the "Reporting period" section, if applicable
 - 3.4. Check the "Implementation summary" section
 - 3.5. Fill in all other sections, as applicable
 - 3.5.1. Erasmus Progress report section
 - 3.5.2. Erasmus Plan update section
 - 3.5.3. Erasmus quality standards section
 - 3.6. Add the "Declaration on Honour" and other annexes
 - 3.7. Tick the "Checklist"
4. Click on "Start submission process" button
5. Report is "Submitted"
6. View or download the report after submission

Filling in the report

- It is advisable to fill in the report in the order of the sections listed in the Navigation menu, as the information provided in one section may affect fields in a later section.
- Please read the information on the screen carefully when filling in the report. An answer to a question may lead to additional fields that need to be filled in.
- **Mandatory fields are marked with a red asterisk (*)** and, if blank, 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. Once you have reached the maximum allowed number of characters, the counter displays 0 (zero) in red.
- You can adjust the size of a text field by dragging down/up the bottom right corner of the field.

1. Click reports and updates

Accreditation details

Project list

Accreditation code : 2021-1-FI01-KA120-SCH-000017014
Accreditation type : Accreditation for a mobility consortium coordinator
Accreditation field : School Education
NA : FI01 - Finnish National Agency for Education EDUFI - Organisation OID : E10000183 - Legal Name : Test-org.FI.01

Accredited

Content menu

- Details
- Organisations
- Contacts
- Erasmus plan
- Reports and updates**

Reports and updates

 **Final Draft**


Draft % completed
04-09-2023 12:47:19

2
Submission in progress

3
Submitted

Edit Draft

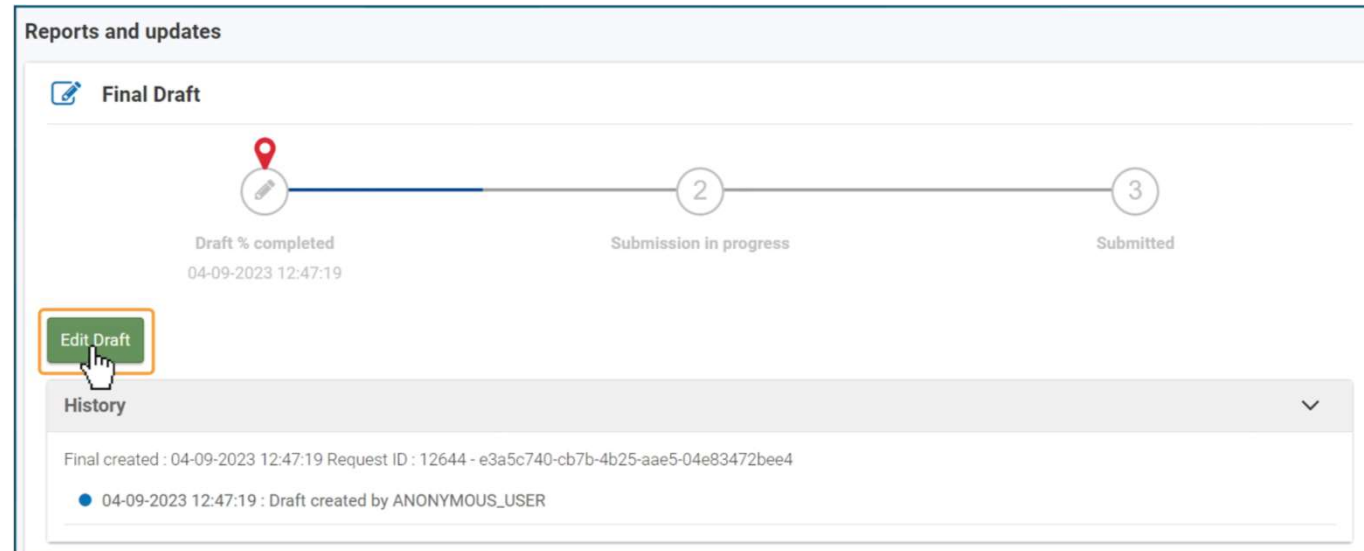
History

Final created : 04-09-2023 12:47:19 Request ID : 12644 - e3a5c740-cb7b-4b25-aae5-04e83472bee4

04-09-2023 12:47:19 : Draft created by ANONYMOUS_USER

2. Edit Draft

- When the Accreditation Progress Report has been requested by the National Agency, the Edit draft button is available.
- A timeline graphic is also displayed, showing your progress with the report and the report statuses.
- Click on the Edit draft button to open the report form. Use this button every time you need to access the draft report where you will be directed to the report details screen.



3. Fill in the report



3.1. Check the 'Accreditation' section

You will notice that the Accreditation section is already filled in and marked with a green check. It contains general information that is also displayed in the Details section of the accreditation, and it cannot be modified.

✓ Accreditation	Accreditation	
✓ Reporting period	Applicant organisation	Test-org.FI.01
✗ Reporting period	Applicant organisation OID	E10000183
✓ Implementation summary	Field	
✗ Erasmus Plan progress report	Accreditation code	2021-1-FI01-KA120-SCH-000017014
✗ Erasmus Plan update	Accreditation type	Accreditation for a mobility consortium coordinator
✗ Erasmus quality standards report	Last Erasmus Plan Version	24/05/2023
✗ Annexes	National Agency	FI01 - Finnish National Agency for Education EDUFI
✗ Checklist	Language used to fill in the form	EN

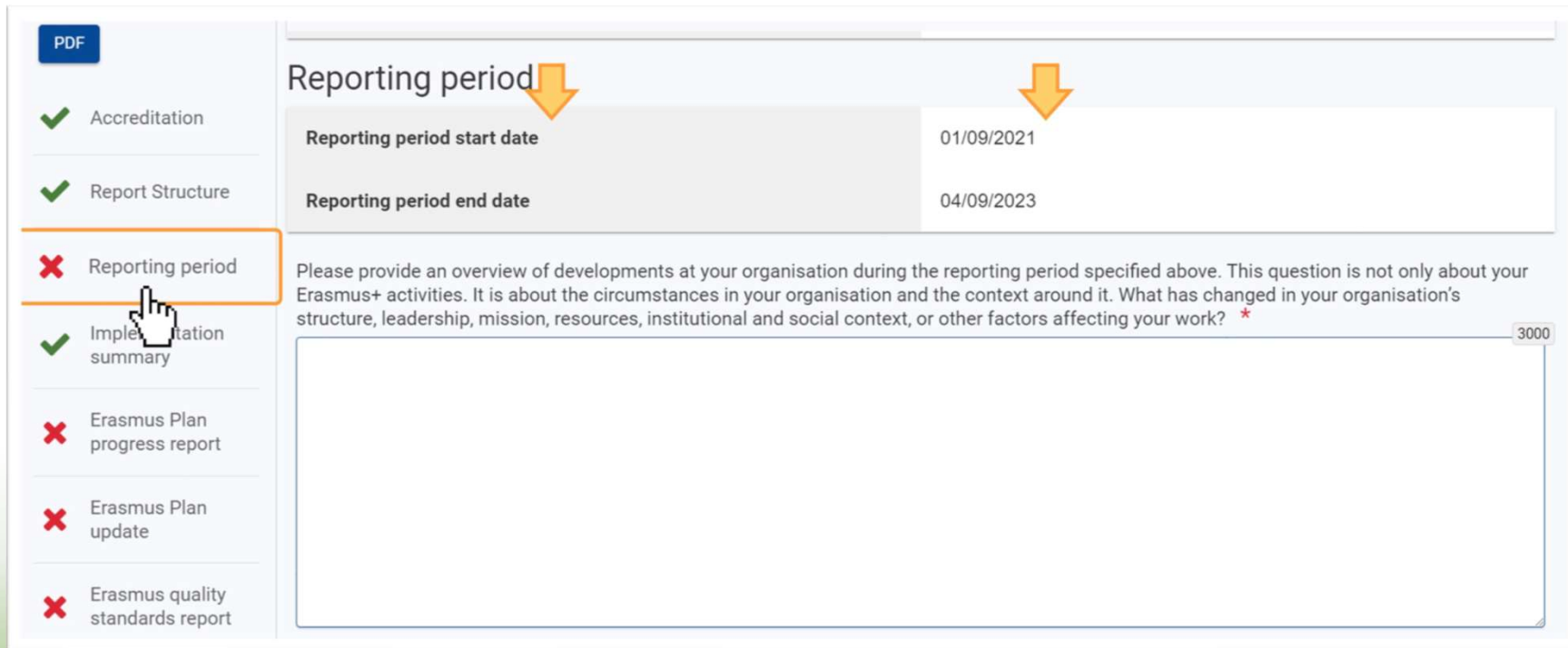
3.2. Check the 'Report structure' section

- The Report Structure section is already filled in and marked with a green check.
- The section contains a table, informing you of the report parts requested by the National Agency. Report parts selected for reporting will display YES or NO.
 - In this example, all three report parts display YES, meaning reporting for all three is required.
 - For each requested report part, a specific item is available in the navigation menu.

✓ Accreditation	Report Structure	
✓ Report Structure	This accreditation programme report includes the following parts	
✗ Reporting period	Erasmus Plan progress report	YES
	Erasmus Plan update	YES
✓ Implementation summary	Erasmus quality standards report	YES

3.3. Check the 'Reporting period' section

- The Reporting period section contains a table listing the Reporting period start date and Reporting period end date.



PDF

- ✓ Accreditation
- ✓ Report Structure
- ✗ Reporting period
- ✓ Implementation summary
- ✗ Erasmus Plan progress report
- ✗ Erasmus Plan update
- ✗ Erasmus quality standards report

Reporting period

Reporting period start date	01/09/2021
Reporting period end date	04/09/2023

Please provide an overview of developments at your organisation during the reporting period specified above. This question is not only about your Erasmus+ activities. It is about the circumstances in your organisation and the context around it. What has changed in your organisation's structure, leadership, mission, resources, institutional and social context, or other factors affecting your work? *

3000

3.4. Check the "Implementation summary" section

- The Implementation summary section is already filled in and marked with a green check.
- Tables are displayed, summarising the implementation of accredited mobility projects your organisation participates in.
- The information displayed includes activities/mobility activities completed within the reporting period specified at the start of the report.

Implementation summary

- **Project overview:** a list of accredited grant projects in which the accredited organisation participates.
 - Accredited grant projects in status **Project ongoing**, Submitted and Closed are displayed in the list. For each listed project the number of participants, if any, are also available.
- **Activity overview:** the list of activity types from all projects listed in the first table, displaying information such as the Number of participants, Averaged duration in days or Number of participants with fewer opportunities. (All information in this section is read-only.)

Content menu

- Start submission process PDF
- ✓ Accreditation
- ✓ Report Structure
- ✓ Implementation summary
- ✓ Erasmus Plan update
- ✓ Annexes
- ✓ Checklist

Draft report saved (%) [Back to reports](#)

Implementation summary

The following tables summarise implementation of your accredited mobility projects. The data includes activities completed within the reporting period specified at the start of this report. The 'other participants' category includes invited experts and hosted teachers in training

Project code	Number of consortium members	Status	Start date	End date	Total Number of Participants	Number of learners	Number of staff	Number of other participants
2023-1-FI01-KA121-VET-000007375	1	Project ongoing	01/06/2023	31/08/2024	2	2	0	0
Total	1				2	2	0	0

Activity Type	Number of participants	Average duration (in days)	Number of participants with fewer opportunities	Number of participants in blended activities	Number of persons using sustainable means of transport (green travel)	Number of participants in international activities
Short-term learning mobility of VET learners	2	18.5	0	0	0	1
Total	2	18.5	0	0	0	1

3.5. Fill in other sections

- Accreditation Progress Report for a KA120 - Erasmus accreditation includes the following sections:
 - ☐ Erasmus Plan progress report with possible subsections Erasmus Plan objectives progress and Mobility consortium, if the accreditation concerns a mobility consortium
 - ☐ Erasmus Plan update with possible subsections Erasmus Plan duration, Update request, Accreditation type, Mobility consortium, if the accreditation concerns a mobility consortium, and Erasmus Plan objectives update
 - ☐ Erasmus quality standards report with possible subsections Basic principles, Good management of mobility activities, Mobility consortium (if the accreditation concerns a mobility consortium), Providing quality and support to the participants, and Sharing results and knowledge about the programme

**Erasmus Plan
progress
(50 points)**

The extent to which:

- the beneficiary has made useful adjustments to their planning in order to account for contextual developments, changed organisational needs, new opportunities and other evolving circumstances during implementation
- the number, type and combination of E+ mobility activities chosen by the beneficiary have been appropriate and effective means of progressing towards their Erasmus Plan objectives
- the beneficiary has achieved relevant progress on their objectives
- if relevant, the beneficiary has clearly and convincingly explained lack of progress for some the planned objectives
- the work on objectives has had a wider impact for the beneficiary organisation (and their consortium, if applicable)
- the reported measurements, facts, observations and findings support the beneficiary's claims about the progress and impact they have achieved
- **for mobility consortium coordinators:** the beneficiary has demonstrated that their implementation practice and choice of consortium members correspond to the stated purpose of the consortium

3.5.1. Erasmus Plan progress report

- Erasmus Plan objectives progress
- Mobility consortium

Erasmus Plan objectives progress

- The purpose of an Erasmus Plan progress report is to assess how much you have advanced towards the objectives you have set for yourself.
- It is not necessary to have completed your objectives already – you can continue working on them further.
- The goal of this exercise is to show that you have been able to use Erasmus+ mobility activities strategically, as an instrument for institutional improvement.
- The report takes into account, that adjustments may have been needed during implementation. If this was your case, make sure to explain the reasons for the decisions and compromises you made:
 - how did you adapt to unexpected circumstances,
 - how did you make use of new opportunities, and
 - how did you compensate for difficulties.

Objectives as defined in the accreditation are displayed, including their content.

Objective [####]	
Title What do you want to achieve?	<u>[PRE-FILLED FROM LAST ERASMUS PLAN VERSION, READ-ONLY]</u>
Explanation How is this objective linked with the needs and challenges you want to tackle?	
Timing When do you expect to see results for this objective?	
Measuring progress How are you going to evaluate if the objective has been reached?	

For each objective you must fill in the progress section.

Objective [####] - progress	
Adjustments during implementation Describe any adjustments you made during implementation compared to your initial plan for this objective. Make sure to explain the reasons that led to these adjustments. If you did not make any adjustments, please state so explicitly.	[MANDATORY] [Max 1000]
Activities How did your Erasmus+ activities contribute to this objective? What type of activities were the most effective? Have you combined different types of activities to create synergies?	
Progress How did you progress with this objective? What key milestones or achievements did you reach?	
Impact What wider impact did the above achievements have for your organisation? What wider impact did the above achievements have for your organisation and your consortium members?	
Evidence Please provide measurements, facts, observations or findings that support your assessment of achieved progress and impact for this objective.	

3.5.2. Erasmus Plan update

- Erasmus Plan duration
- Update request
- Accreditation type
- Mobility consortium

Erasmus Plan update

- In most situations, the advised approach when updating your Erasmus Plan is **to keep stability**
 - You should not change just for the sake of changing. Accreditations are designed to support continuity and long-term impact, so it makes sense **to work on your objectives over a longer period**.
 - Often, it is best to use your experience with implementation so far to improve the methodology and precision of your objectives, rather than changing their substance.
 - Splitting complex objectives into more focused ones can also make your plan more precise and operational.
 - Of course, some exceptions to these general principles do exist. For example, if your organisation has gone through a split or merge with another organisation, it can be difficult to keep stability and therefore a more thorough revision may be needed.

Erasmus Plan duration

- You can propose the duration of your revised Erasmus Plan, if applicable, use the available drop-down list

Erasmus Plan duration

You can propose the duration of your revised Erasmus Plan. If it is accepted by the National Agency, this duration will determine when you need to submit the next obligatory Erasmus Plan update.

Requested duration of the revised Erasmus Plan *

2 years
3 years
4 years
5 years

Update request

Erasmus Plan objectives and accreditation type

- Update request - use the drop-down list to request changes to your Erasmus Plan objectives or accreditation type
 - Yes, I would like to request changes to the Erasmus Plan
 - No, I am requesting only a prolongation of the existing Erasmus Plan
- If 'No' is selected, the Erasmus Plan objectives update subsection will not be applicable for the report

Update request

Would you like to request changes to your Erasmus Plan objectives or accreditation type? *

Yes, I would like to request changes to the Erasmus Plan

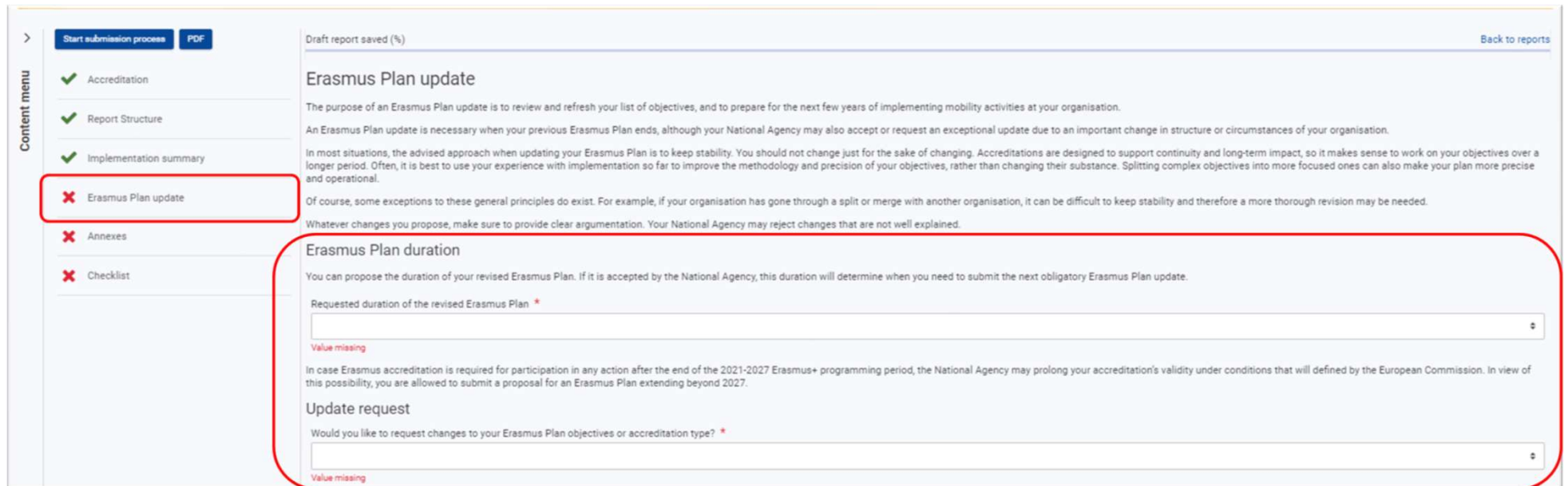
Yes, I would like to request changes to the Erasmus Plan

No, I am requesting only a prolongation of the existing Erasmus Plan

Current accreditation type:

Erasmus Plan update

- **Erasmus Plan duration:** Requested duration of the Erasmus plan (1-5 years)
- **Update request:** Would you like to request changes to your Erasmus Plan objectives or accreditation type



> [Start submission process](#) [PDF](#)

Back to reports

Content menu

- ✓ Accreditation
- ✓ Report Structure
- ✓ Implementation summary
- ✗ **Erasmus Plan update**
- ✗ Annexes
- ✗ Checklist

Draft report saved (%)

Erasmus Plan update

The purpose of an Erasmus Plan update is to review and refresh your list of objectives, and to prepare for the next few years of implementing mobility activities at your organisation.

An Erasmus Plan update is necessary when your previous Erasmus Plan ends, although your National Agency may also accept or request an exceptional update due to an important change in structure or circumstances of your organisation.

In most situations, the advised approach when updating your Erasmus Plan is to keep stability. You should not change just for the sake of changing. Accreditations are designed to support continuity and long-term impact, so it makes sense to work on your objectives over a longer period. Often, it is best to use your experience with implementation so far to improve the methodology and precision of your objectives, rather than changing their substance. Splitting complex objectives into more focused ones can also make your plan more precise and operational.

Of course, some exceptions to these general principles do exist. For example, if your organisation has gone through a split or merge with another organisation, it can be difficult to keep stability and therefore a more thorough revision may be needed.

Whatever changes you propose, make sure to provide clear argumentation. Your National Agency may reject changes that are not well explained.

Erasmus Plan duration

You can propose the duration of your revised Erasmus Plan. If it is accepted by the National Agency, this duration will determine when you need to submit the next obligatory Erasmus Plan update.

Requested duration of the revised Erasmus Plan *

Value missing

In case Erasmus accreditation is required for participation in any action after the end of the 2021-2027 Erasmus+ programming period, the National Agency may prolong your accreditation's validity under conditions that will be defined by the European Commission. In view of this possibility, you are allowed to submit a proposal for an Erasmus Plan extending beyond 2027.

Update request

Would you like to request changes to your Erasmus Plan objectives or accreditation type? *

Value missing

Accreditation type

- Accreditation type - only displayed, if 'Yes' was selected under Update request
- You can use the drop-down list to select, if a change of accreditation type is required
- If 'Yes' is selected, additional fields will become available and must be completed

Accreditation type

Current accreditation type:

Accreditation for an individual organisation

You are accredited as an individual organisation.

As part of your Erasmus Plan update, you are allowed to request a change of your accreditation type from an individual organisation to a mobility consortium coordinator. However, please keep in mind that this is a significant change. It requires additional information and a strong justification that will be carefully assessed by your National Agency. It can be useful to consult your National Agency before requesting to change your accreditation type.

Would you like to request a change of accreditation type? *

YES
YES
NO

Accreditation for a mobility consortium coordinator

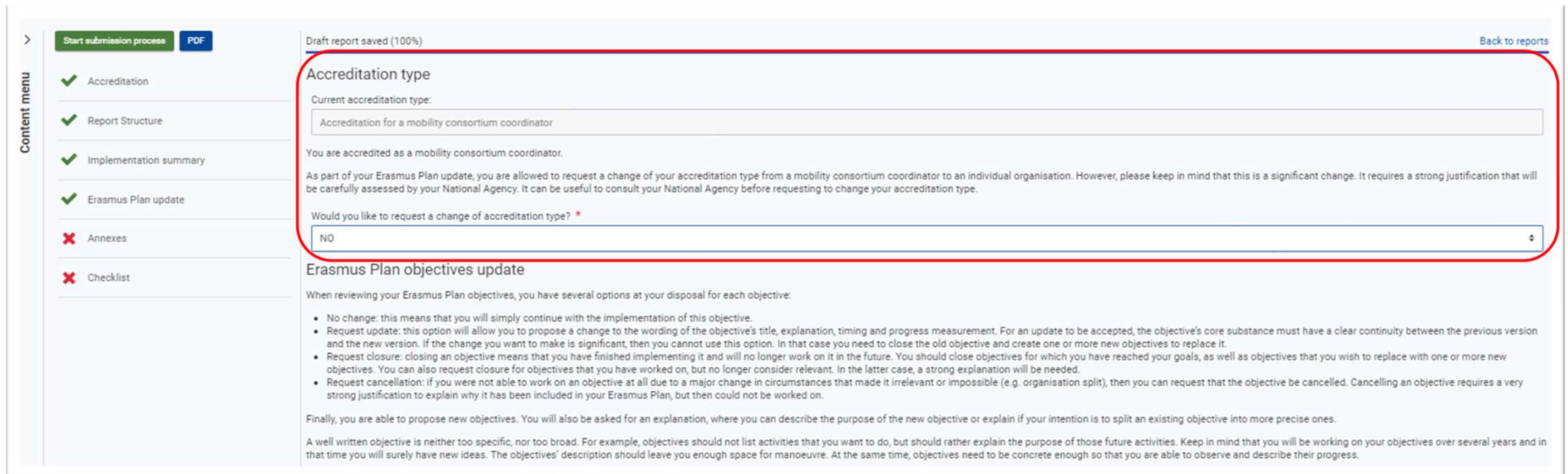
Please explain your request. Why do you want to change your accreditation type? *

Value missing

4000

Erasmus Plan update: Accreditation type

- *Current accreditation type: 'Accreditation for a mobility consortium coordinator'*
- *As part of your Erasmus Plan update, you are allowed to request a change of your accreditation type from a mobility consortium to an individual organisation (or viceversa)*
- **Would you like to request a change of accreditation type* Yes/No**



The screenshot shows a web interface for updating an Erasmus Plan. On the left is a 'Content menu' with a vertical list of items: 'Accreditation' (checked), 'Report Structure' (checked), 'Implementation summary' (checked), 'Erasmus Plan update' (checked), 'Annexes' (unchecked), and 'Checklist' (unchecked). The main area is titled 'Draft report saved (100%)' and has a 'Back to reports' link in the top right. The 'Accreditation type' section is highlighted with a red rounded rectangle. It contains a text box with the current accreditation type: 'Accreditation for a mobility consortium coordinator'. Below this, a paragraph states: 'You are accredited as a mobility consortium coordinator. As part of your Erasmus Plan update, you are allowed to request a change of your accreditation type from a mobility consortium coordinator to an individual organisation. However, please keep in mind that this is a significant change. It requires a strong justification that will be carefully assessed by your National Agency. It can be useful to consult your National Agency before requesting to change your accreditation type.' This is followed by a question: 'Would you like to request a change of accreditation type? *' with a dropdown menu currently set to 'NO'. Below this is the 'Erasmus Plan objectives update' section, which provides instructions on how to review and update objectives, including options for no change, request update, request closure, and request cancellation. It concludes with advice on writing well-written objectives.

Start submission process PDF

Content menu

Accreditation

Report Structure

Implementation summary

Erasmus Plan update

Annexes

Checklist

Draft report saved (100%) Back to reports

Accreditation type

Current accreditation type:

Accreditation for a mobility consortium coordinator

You are accredited as a mobility consortium coordinator.

As part of your Erasmus Plan update, you are allowed to request a change of your accreditation type from a mobility consortium coordinator to an individual organisation. However, please keep in mind that this is a significant change. It requires a strong justification that will be carefully assessed by your National Agency. It can be useful to consult your National Agency before requesting to change your accreditation type.

Would you like to request a change of accreditation type? *

NO

Erasmus Plan objectives update

When reviewing your Erasmus Plan objectives, you have several options at your disposal for each objective:

- No change: this means that you will simply continue with the implementation of this objective.
- Request update: this option will allow you to propose a change to the wording of the objective's title, explanation, timing and progress measurement. For an update to be accepted, the objective's core substance must have a clear continuity between the previous version and the new version. If the change you want to make is significant, then you cannot use this option. In that case you need to close the old objective and create one or more new objectives to replace it.
- Request closure: closing an objective means that you have finished implementing it and will no longer work on it in the future. You should close objectives for which you have reached your goals, as well as objectives that you wish to replace with one or more new objectives. You can also request closure for objectives that you have worked on, but no longer consider relevant. In the latter case, a strong explanation will be needed.
- Request cancellation: if you were not able to work on an objective at all due to a major change in circumstances that made it irrelevant or impossible (e.g. organisation split), then you can request that the objective be cancelled. Cancelling an objective requires a very strong justification to explain why it has been included in your Erasmus Plan, but then could not be worked on.

Finally, you are able to propose new objectives. You will also be asked for an explanation, where you can describe the purpose of the new objective or explain if your intention is to split an existing objective into more precise ones.

A well written objective is neither too specific, nor too broad. For example, objectives should not list activities that you want to do, but should rather explain the purpose of those future activities. Keep in mind that you will be working on your objectives over several years and in that time you will surely have new ideas. The objectives' description should leave you enough space for manoeuvre. At the same time, objectives need to be concrete enough so that you are able to observe and describe their progress.

Mobility consortium

- If the accreditation concerns a mobility consortium or if a change of accreditation type from Accreditation for an individual organisation to mobility consortium is requested in the case of a change request, specific mobility consortium related fields become available and must be completed.

Mobility consortium

In order for the National Agency to assess your request to become an accredited mobility consortium coordinator, please reply to the additional questions below.

Which of these descriptions best describes the purpose of your mobility consortium? If more than one description seems appropriate, please choose the one that is the most important and relevant for your mobility consortium. *

Value missing

When replying to the next questions, keep in mind that all organisations in the consortium must be from the same country as your organisation and they must be eligible in the field of your accreditation according to the criteria specified in the Erasmus+ Programme Guide.

What kind of organisations do you plan to involve in your consortium? What kind of education and training programmes are they offering that are relevant for the field of your accreditation? *

2000

Value missing

What profiles of learners are the planned consortium members working with? *

500

Value missing

How many organisations do you expect will participate in your consortium? Approximately how many learners do they have in total? *

500

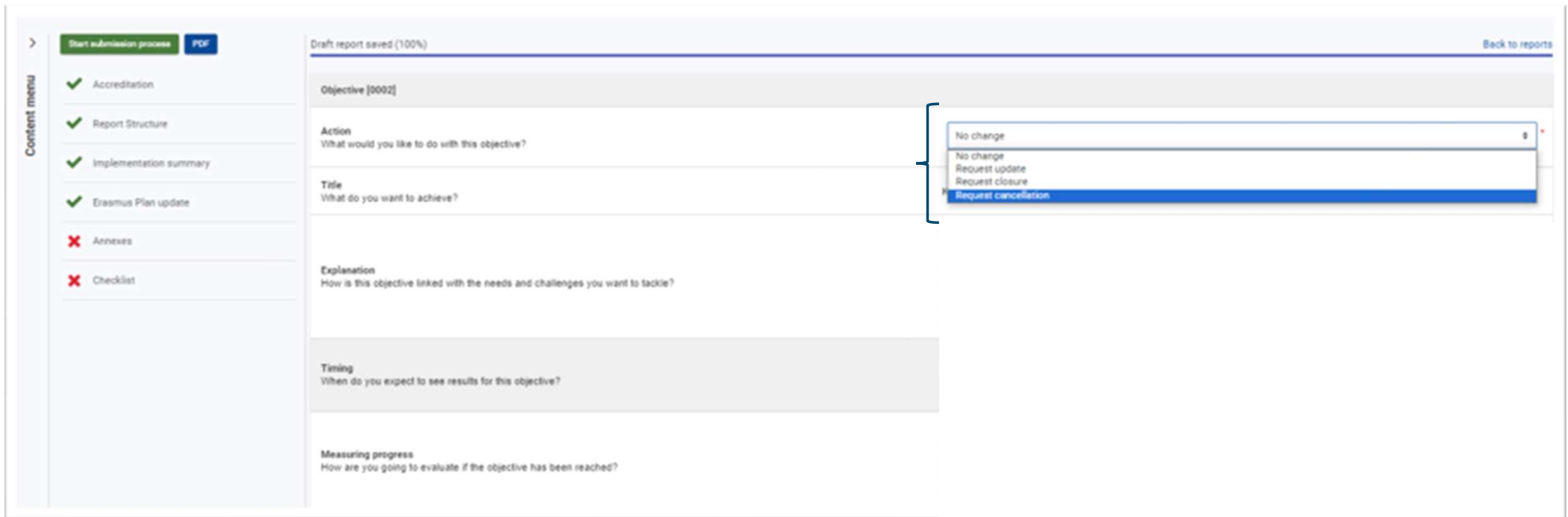
Value missing

Why did you choose to work with these organisations? *

1000

Erasmus Plan update: Objectives

- ACTION: No change / Request update / Request closure / Request cancellation



The screenshot displays the Erasmus Plan update interface. On the left is a 'Content menu' with a vertical list of items: 'Accreditation' (checked), 'Report Structure' (checked), 'Implementation summary' (checked), 'Erasmus Plan update' (checked), 'Annexes' (unchecked), and 'Checklist' (unchecked). At the top of the main area, it says 'Draft report saved (100%)' and 'Back to reports'. The main content area is titled 'Objective [0002]'. It contains several sections: 'Action' (What would you like to do with this objective?), 'Title' (What do you want to achieve?), 'Explanation' (How is this objective linked with the needs and challenges you want to tackle?), 'Timing' (When do you expect to see results for this objective?), and 'Measuring progress' (How are you going to evaluate if the objective has been reached?). A dropdown menu is open for the 'Action' section, showing four options: 'No change', 'Request update', 'Request closure', and 'Request cancellation' (which is highlighted in blue).

Erasmus Plan objectives update

Erasmus Plan objectives update

When reviewing your Erasmus Plan objectives, you have several options at your disposal for each objective:

- No change: this means that you will simply continue with the implementation of this objective.
- Request update: this option will allow you to propose a change to the wording of the objective's title, explanation, timing and progress measurement. For an update to be accepted, the objective's core substance must have a clear continuity between the previous version and the new version. If the change you want to make is significant, then you cannot use this option. In that case you need to close the old objective and create one or more new objectives to replace it.
- Request closure: closing an objective means that you have finished implementing it and will no longer work on it in the future. You should close objectives for which you have reached your goals, as well as objectives that you wish to replace with one or more new objectives. You can also request closure for objectives that you have worked on, but no longer consider relevant. In the latter case, a strong explanation will be needed.
- Request cancellation: if you were not able to work on an objective at all due to a major change in circumstances that made it irrelevant or impossible (e.g. organisation split), then you can request that the objective be cancelled. Cancelling an objective requires a very strong justification to explain why it has been included in your Erasmus Plan, but then could not be worked on.

Finally, you are able to propose new objectives. You will also be asked for an explanation, where you can describe the purpose of the new objective or explain if your intention is to split an existing objective into more precise ones.

A well written objective is neither too specific, nor too broad. For example, objectives should not list activities that you want to do, but should rather explain the purpose of those future activities. Keep in mind that you will be working on your objectives over several years and in that time you will surely have new ideas. The objectives' description should leave you enough space for manoeuvre. At the same time, objectives need to be concrete enough so that you are able to observe and describe their progress.

Objective [0001]

Action

What would you like to do with this objective?

No change

No change

Request update

Request closure

Request cancellation

Title

What do you want to achieve?

Explanation

How is this objective linked with the needs and challenges you want to tackle?

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, 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 into electronic typesetting, remaining essentially unchanged.

Timing

When do you expect to see results for this objective?

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, 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 into electronic typesetting, remaining essentially unchanged.

Erasmus Plan objective update

- Depending on the selection made for an objective, additional fields become available and must be completed

Objective [0001]	
Action What would you like to do with this objective?	Request update *
Title What do you want to achieve?	Objective 01
Updated Title	Objective 01 188 *
Explanation How is this objective linked with the needs and challenges you want to tackle?	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s,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 into electronic typesetting,remaining essentially unchanged.
Updated Explanation	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s,when an unknown printer 637 *
Timing When do you expect to see results for this objective?	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s,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 into electronic typesetting,remaining essentially unchanged.
Updated Timing	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s,when an unknown printer 137 *
Measuring progress	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an unknown printer took a galley of

Add a new objective

- It is also possible to add objectives to your plan, using the Add a new objective button displayed below the last available objective and filling the required details

Objective [0003]

Action What would you like to do with this objective?	No change
Title What do you want to achieve?	Objective 3
Explanation How is this objective linked with the needs and challenges you want to tackle?	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s,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 into electronic typesetting,remaining essentially unchanged.
Timing When do you expect to see results for this objective?	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s,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 into electronic typesetting,remaining essentially unchanged.
Measuring progress How are you going to evaluate if the objective has been reached?	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s,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 into electronic typesetting,remaining essentially unchanged.

Add a new objective

Add a new objective

- It is also possible to add objectives to your plan, using the **Add a new objective** button displayed below the last available objective and filling the required details

Draft report saved (90%)

Back to reports

Objective [0007]

Title

What do you want to achieve?

200

Explanation

How is this objective linked with the needs and challenges you want to tackle?

1000

Timing

When do you expect to see results for this objective?

500

Measuring progress

How are you going to evaluate if the objective has been reached?

1000

Justification

Please explain the reasons for your request.

2000

Delete this objective

Add a new objective

3.5.3. Erasmus quality standards report

- When submitting your accreditation application, you have signed up to a set of Erasmus quality standards
- These standards exist to ensure good mobility experience and learning outcomes for all participants, and to make sure that all organisations receiving the E+ funding are contributing to its objectives
- The purpose of this report is to follow-up on that commitment

Erasmus quality standards

- I. Basic principles
- II. Good management of mobility activities
- III. Providing quality and support to the participants
- IV. Sharing results and knowledge about the programme

Evaluation criteria for Erasmus quality standards



**Basic principles
and good
management of
mobility activities
(20 points)**

The extent to which:

- the beneficiary has made relevant contributions to the basic principles of the Erasmus accreditation
- the beneficiary established a clear allocation of core tasks, and has ensured that the performed work is appropriately supervised and valorised
- the beneficiary integrated the results of mobility activities in their regular work

For mobility consortium coordinators:

- the beneficiary managed their consortium in line with the quality standards for good management of mobility activities in a mobility consortium

**Providing
quality and
support to the
participants
(20 points)**

The extent to which:

- the beneficiary has identified and addressed the practical and legal requirements for health and safety of participants in mobility activities (including relevant insurance coverage)
- the procedures for selection of participants were transparent, fair and inclusive
- the beneficiary set up effective monitoring and mentoring arrangements
- the beneficiary complied with the quality standards for definition, evaluation and recognition of learning outcomes

**Sharing
results and
knowledge
about the
programme
(10 points)**

The extent to which:

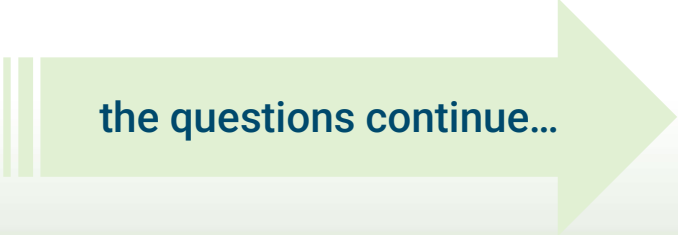
- the beneficiary made concrete steps to make their participation in Erasmus+ widely known within their organisation (or consortium) and to create opportunities for participants to share their experience with their peers
- the beneficiary made concrete steps to share the results of their Erasmus+ activities with other organisations and the public
- the beneficiary made concrete steps to make their participation in Erasmus+ known in their community and in the wider public the beneficiary informed their participants about the source of their grant

Basic principles

- ❖ **Inclusion and diversity:** the beneficiary organisations must respect the principles of inclusion and diversity in all aspects of their activities. The beneficiary organisations must ensure fair and equal conditions for all participants. Whenever possible, the beneficiary organisations should actively engage and involve participants with fewer opportunities in their activities.
- ❖ **Environmental sustainability and responsibility:** the beneficiary organisations must promote environmentally sustainable and responsible behaviour among their participants. The beneficiary organisations should make maximum use of the funding provided by the Programme to support sustainable means of travel
- ❖ **Digital education – including virtual cooperation, virtual mobility and blended mobility:** the beneficiary organisations should use digital tools and learning methods to complement their physical mobility activities, and to improve the cooperation with partner organisations. The beneficiary organisations should make maximum use of the digital tools, online platforms, and other opportunities provided by the Programme for this purpose.

Basic principles

- How did you contribute to the basic principles of the Erasmus accreditation?
 - I. Inclusion
 - II. Environmental sustainability and responsibility
 - III. Digital education



the questions continue...

Add annex and submit



3.6. Add the "Declaration on Honour"

>

Start submission processPDF

Content menu

✓ Accreditation

✓ Report Structure

✓ Implementation summary

✗ Erasmus Plan update

✗ Annexes

✗ Checklist

Draft report saved (90%)

Back to reports

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

+ 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](#)

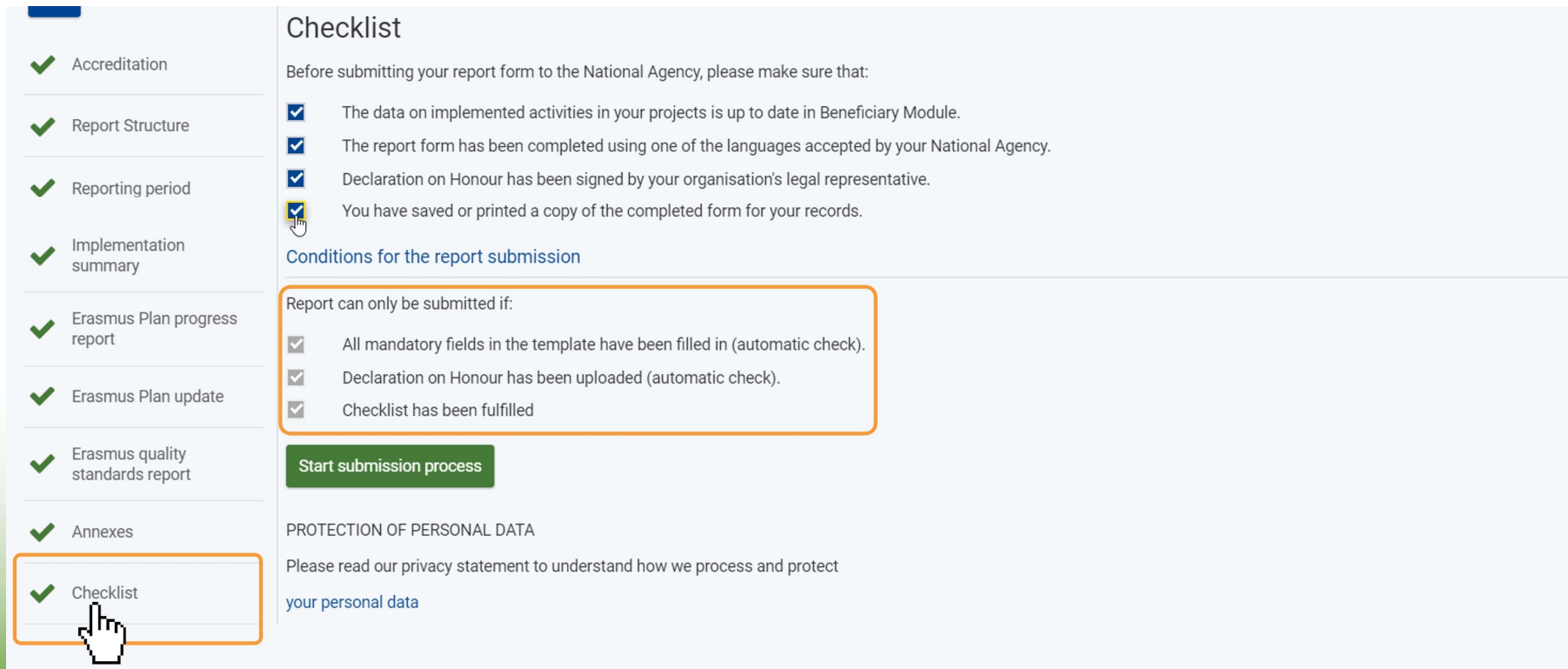
+ Add documents

List of documents

No	Name	File size (kB)	Type of document
	Total size (kB)	0	

3.7. Tick the "Checklist"

- Ensure you have performed 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 final report.



Checklist

Before submitting your report form to the National Agency, please make sure that:

- ☒ The data on implemented activities in your projects is up to date in Beneficiary Module.
- ☒ The report form has been completed using one of the languages accepted by your National Agency.
- ☒ Declaration on Honour has been signed by your organisation's legal representative.
- ☒ You have saved or printed a copy of the completed form for your records.

Conditions for the report submission

Report can only be submitted if:

- ☒ All mandatory fields in the template have been filled in (automatic check).
- ☒ Declaration on Honour has been uploaded (automatic check).
- ☒ Checklist has been fulfilled

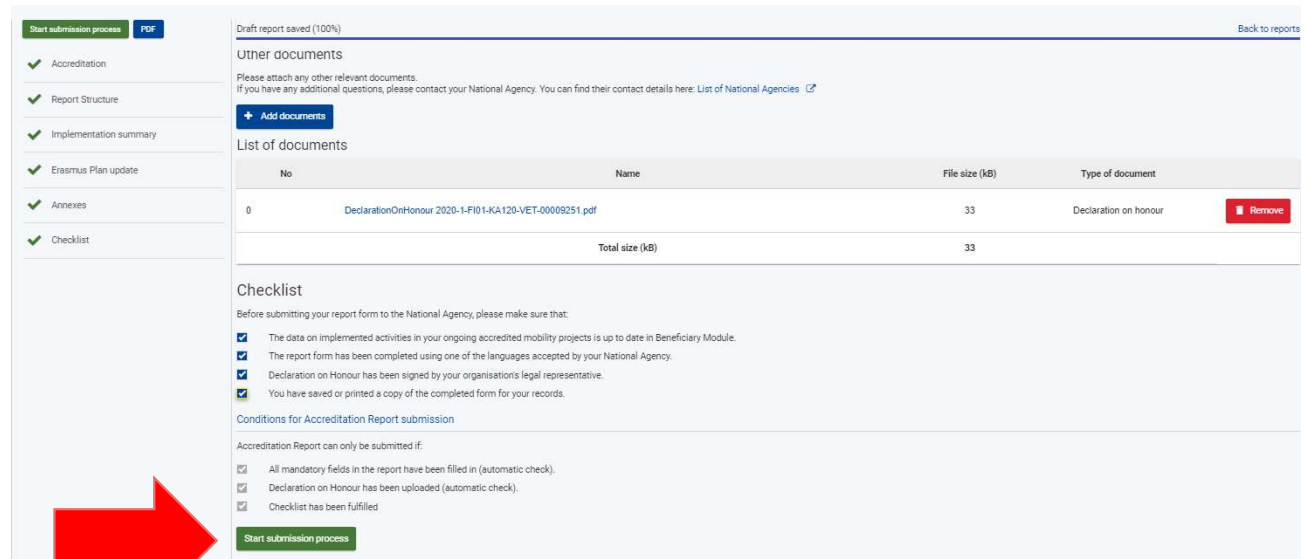
Start submission process

PROTECTION OF PERSONAL DATA

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

4. Click on "Start submission process" button

- The **Start submission process** button is available at the top of the screen, in the Navigation panel and at the bottom of the screen, under the Conditions for the report submission. It is **only active** if all conditions for the report submission are fulfilled.
- Click on the Start submission process button, read the information in the pop-up window, then click on **Submit Report** to confirm the submission.



Draft report saved (100%) Back to reports

Start submission process PDF

✓ Accreditation
✓ Report Structure
✓ Implementation summary
✓ Erasmus Plan update
✓ Annexes
✓ Checklist

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	Name	File size (kB)	Type of document
0	DeclarationOnHonour 2020-1-FI01-KA120-VET-00009251.pdf	33	Declaration on honour
Total size (kB)		33	

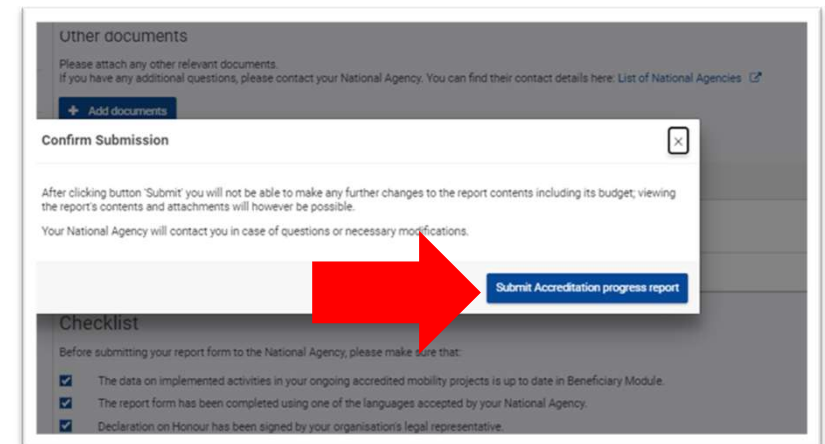
Checklist
Before submitting your report form to the National Agency, please make sure that:

- ☒ The data on implemented activities in your ongoing accredited mobility projects is up to date in Beneficiary Module.
- ☒ The report form has been completed using one of the languages accepted by your National Agency.
- ☒ Declaration on Honour has been signed by your organisation's legal representative.
- ☒ You have saved or printed a copy of the completed form for your records.

Conditions for Accreditation Report submission
Accreditation Report can only be submitted if:

- ☒ All mandatory fields in the report have been filled in (automatic check).
- ☒ Declaration on Honour has been uploaded (automatic check).
- ☒ Checklist has been fulfilled

Start submission process



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](#)

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.

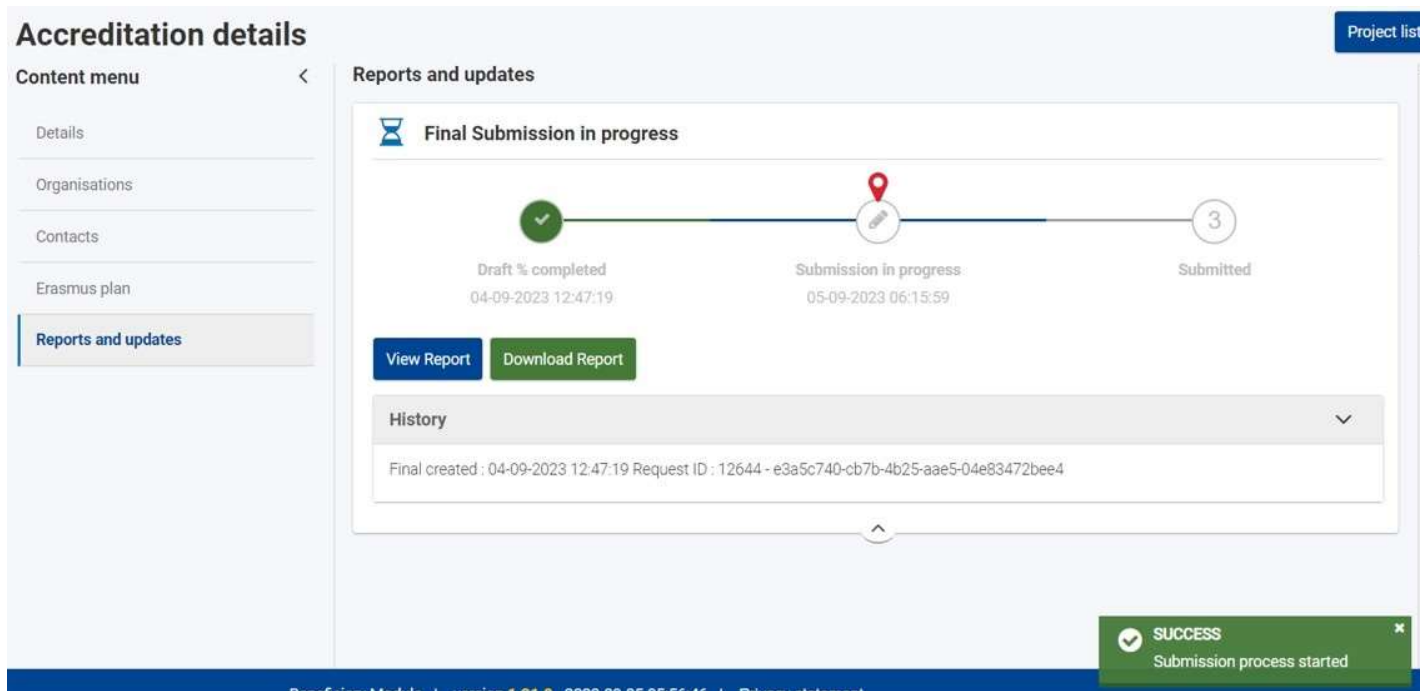
Submit Accreditation progress report

Checklist
Before submitting your report form to the National Agency, please make sure that:

- ☒ The data on implemented activities in your ongoing accredited mobility projects is up to date in Beneficiary Module.
- ☒ The report form has been completed using one of the languages accepted by your National Agency.
- ☒ Declaration on Honour has been signed by your organisation's legal representative.

Submission initiated

- Once the report is submitted:
 - a success message is displayed, indicating the submission has started.
 - the report status changes from Draft to Submission in progress, then to Submitted. You may need to refresh the page to view the latest status.



The screenshot displays the 'Accreditation details' page. On the left is a 'Content menu' with links to 'Details', 'Organisations', 'Contacts', 'Erasmus plan', and 'Reports and updates' (which is highlighted). The main area is titled 'Reports and updates' and shows a progress bar for 'Final Submission in progress'. The progress bar has three stages: 'Draft % completed' (04-09-2023 12:47:19), 'Submission in progress' (05-09-2023 06:15:59), and 'Submitted' (3). Below the progress bar are 'View Report' and 'Download Report' buttons. A 'History' section shows the final creation details: 'Final created : 04-09-2023 12:47:19 Request ID : 12644 - e3a5c740-cb7b-4b25-aae5-04e83472bee4'. A green success message at the bottom right states 'SUCCESS Submission process started'.

Accreditation details Project list

Content menu < Reports and updates

Details

Organisations

Contacts

Erasmus plan

Reports and updates

Final Submission in progress

Draft % completed
04-09-2023 12:47:19

Submission in progress
05-09-2023 06:15:59

Submitted
3

View Report Download Report

History

Final created : 04-09-2023 12:47:19 Request ID : 12644 - e3a5c740-cb7b-4b25-aae5-04e83472bee4

SUCCESS
Submission process started

5. Report is submitted

- You can still access the report after submission, but you cannot make any further changes.

Accreditation details

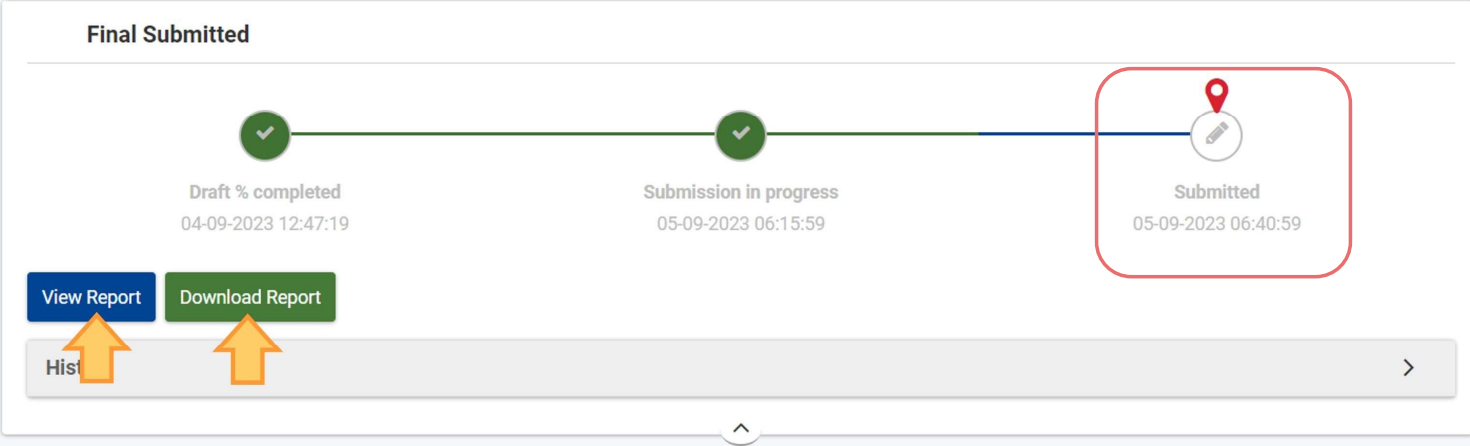
Content menu <

- Details
- Organisations
- Contacts
- Erasmus plan
- Reports and updates**

Project list

Reports and updates

Final Submitted



Draft % completed
04-09-2023 12:47:19

Submission in progress
05-09-2023 06:15:59

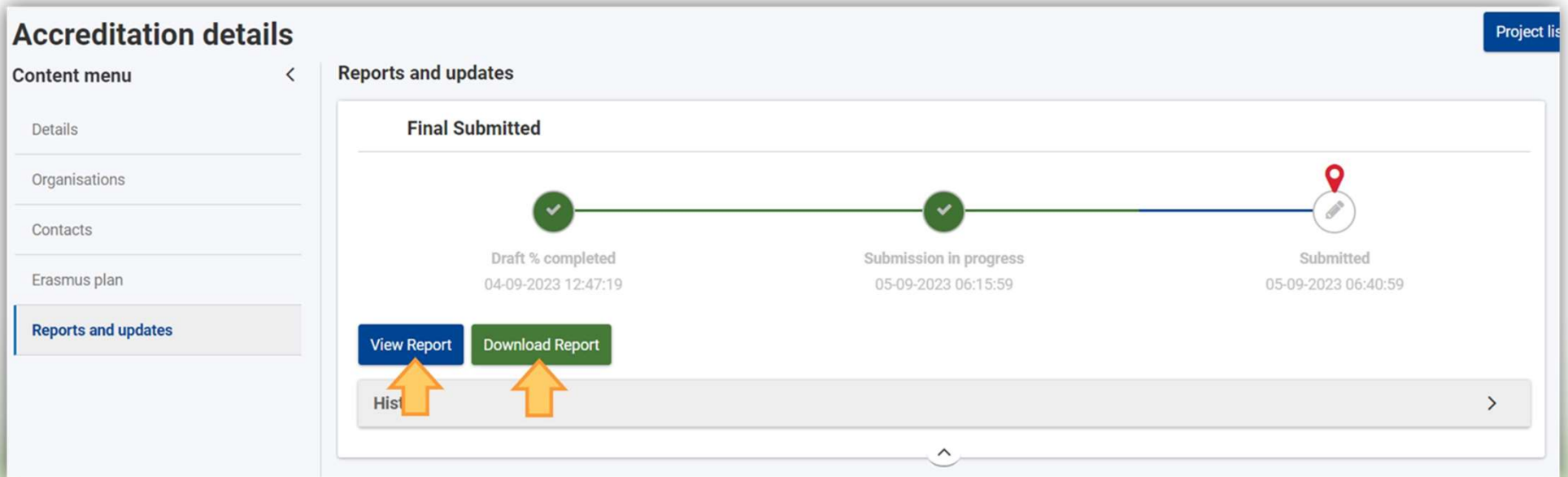
Submitted
05-09-2023 06:40:59

View Report Download Report

History >

6. View or download the report after submission

- You can view or download the report after submission
 - Click on the **View Report** button to view the report on the screen or click on **Download Report** to export a ZIP folder including the report as a PDF file and all annexes submitted with the report.



The screenshot displays the 'Accreditation details' page. On the left is a 'Content menu' with options: Details, Organisations, Contacts, Erasmus plan, and Reports and updates (which is selected). The main area is titled 'Reports and updates' and shows a 'Final Submitted' status. A timeline consists of three steps: 'Draft % completed' (04-09-2023 12:47:19), 'Submission in progress' (05-09-2023 06:15:59), and 'Submitted' (05-09-2023 06:40:59). Below the timeline are two buttons: 'View Report' and 'Download Report'. Two orange arrows point to these buttons from a 'History' bar at the bottom. A 'Project list' button is visible in the top right corner.

Kiitos!

