

Erasmus+ Beneficiary Module

1.9.2026

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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>

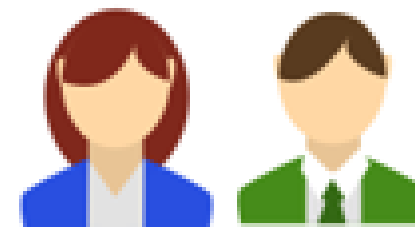
EU Login Multi-Factor Authentication for Participants



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*

Beneficiary Module

<https://webgate.ec.europa.eu/eac-bm>

Beneficiary Module Guide

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

Erasmus+ -ohjelman hallinnointi- ja raportointijärjestelmä, Beneficiary Module

https://youtu.be/MiNDK8D6tM0?si=IQwyaKLlyUfLE_tE

eLearning videos

Komission verkkopalvelu WIKIssä:

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

How to add a mobility activity in **Beneficiary** module

- 

How to export a list of mobility activities using an

- XLSX file 

How to link **BIP** (**B**lended intensive programme) to a

- mobility activity 

How to submit the beneficiary report in **Beneficiary**

- module 

- How to manage contacts in **Beneficiary** module 

Introduction to export and import of mobility

- activities 

Introduction to managing participating organisations

- 

- Management of **HEI** organisations 

- Managing the final beneficiary report 

Navigation and basic functionality in **Beneficiary**

- module 

Mobility activities in KA1 projects

<https://webgate.ec.europa.eu/fpfis/wikis/spaces/NAITDOC/pages/2376731301/Mobility+activities+in+KA121+and+KA122+projects>

Organisations

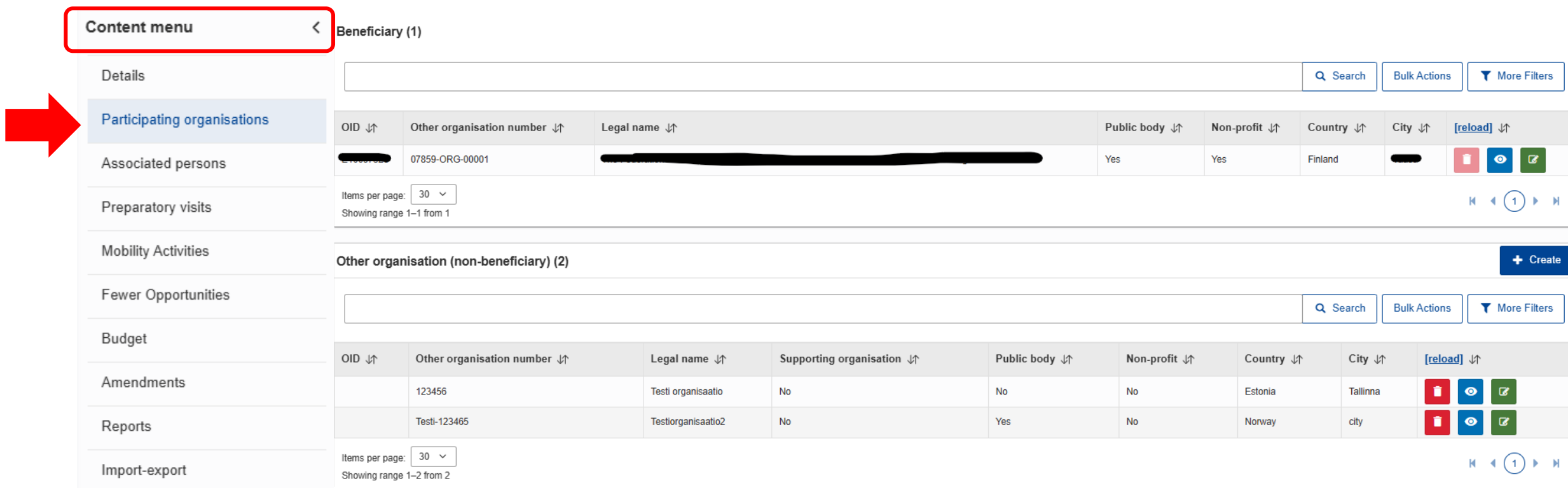
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Organisations

- In your project, click on **Participating organisations** in the **Content menu**. The Organisations screen displays.
- Participating organisations in projects:
<https://webgate.ec.europa.eu/fpfis/wikis/spaces/NAITDOC/pages/2234614690/Participating+organisations+in+projects>



Content menu < Beneficiary (1)

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

Fewer Opportunities

Budget

Amendments

Reports

Import-export

Search Bulk Actions More Filters

OID ↓↑	Other organisation number ↓↑	Legal name ↓↑	Public body ↓↑	Non-profit ↓↑	Country ↓↑	City ↓↑	[reload] ↓↑
[redacted]	07859-ORG-00001	[redacted]	Yes	Yes	Finland	[redacted]	[trash] [eye] [edit]

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

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	[trash] [eye] [edit]
	Testi-123465	Testiorganisaatio2	No	Yes	No	Norway	city	[trash] [eye] [edit]

Items per page: 30 ↓
Showing 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)

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	
07859-ORG-0004			
Legal name *		Business name	
testi organisaatio 5			
Acronym		VAT	
Department			
		Type of organisation *	
		Other type of organisation	
		Full legal name (national language)	
		National ID (if applicable)	

Organisations action column

Participating organisations						
Beneficiary (1)						
Search... Search Bulk Actions More Filters						
OID	Organisation ID	Legal name	Public body	Non-profit	Country	City [reload]
E10000200	18630-ORG-00001	Test-org.AT.02	No	No	Austria	Salzburg
Items per page 30 1 - 1 of 1 < >						
Other organisations (non-beneficiaries) (2) + Create						
Search... Search Bulk Actions More Filters						
OID	Organisation ID	Legal name	Public body	Non-profit	Country	City [reload]
E10000195	18630-ORG-00002	Test-org.HU.01	No	No	Hungary	Budapest
E10000196	18630-ORG-00003	Test-org.CZ.02	No	No	Czechia	Praha
Items per page 30 1 - 2 of 2 < >						

- **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 **KA1** projects in the **Role in mobility activity** section of the **Organisation details** screen, you can view and/or choose the mobility activity roles applicable to the other organisations involved in the project, besides the Beneficiary:
- ❖ **Sending organization, Host organisation and/or, Supporting organisation**
- For the organisations specified in the grant agreement, all the roles are already assigned.
- For the Beneficiary organisation, these roles cannot be changed.
- For **Other organisations (non-beneficiaries)**, you will be able to change the roles as applicable, by de-selecting the relevant checkbox(es) for each organisation, in the organisation details screen.

Supporting organisations

- A supporting organisation is an organisation **assisting your organisation in practical aspects of project implementation** that do not concern core project tasks.
- 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.
- For KA121 projects, Call 2025 and onwards, you can request a new supporting organisation for your project from the **Amendment requests section**:
 - ✓ Select YES for the question "Would you like to request a new supporting organisation for your project?".
 - ✓ A new section with an explanation, new fields and additional mandatory questions is displayed.
 - ✓ Click on the Add button and add the Organisation ID. The other fields on the row are filled in automatically. You can add maximum 5 Supporting Organisations.

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

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

Project ongoing

Project list

Actions

Content menu

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Associated persons

Preparatory visits

Mobility Activities

Fewer Opportunities

Budget

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Reports

Import-export

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 €		

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 displays the 'Mobility activities' form in a 'DRAFT' status. The form is titled 'Create a Draft Mobility' and includes a 'DRAFT' button in the top right corner. The form is divided into several sections. The top section contains 'Mobility activity ID' (007428-MOB-1) and 'Activity Type' (Professional development activities - Programme Countries). The middle section contains 'Participant First Name' (Participant), 'Participant Last Name' (One), 'Participant Email' (mob.train5.ben@gmail.com), and 'Participant Gender' (Female, Male, Undefined). The bottom section contains 'Project Duration' (29/07/2021 to 29/10/2021), 'Start Date' (02/08/2021), 'End Date' (30/08/2021), 'Receiving Country' (France), and 'Main Instruction/Work/Volunteering language' (French). The form is annotated with five numbered callouts: 1. Draft status (DRAFT button), 2. Mobility Activity ID (007428-MOB-1), 3. Activity Type (Professional development activities - Programme Countries), 4. Participant Email address (mob.train5.ben@gmail.com), and 5. Start date and End date (29/07/2021 to 29/10/2021). A curved orange arrow points from the top section to the middle section.

Mobility activities

Create a Draft Mobility

DRAFT

Mobility activity ID * 007428-MOB-1 Activity Type * Professional development activities - Programme Countries

Participant First Name * Participant Participant Last Name * One

Participant Email * mob.train5.ben@gmail.com Participant Gender * Female Male Undefined

Project Duration 29/07/2021 29/10/2021

Start Date * 02/08/2021 End Date * 30/08/2021

Receiving Country * France Main Instruction/Work/Volunteering language * French

cancel save

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 (fully encoded) 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.

Where **Complete** is used in the Beneficiary module guide it means **Fully encoded / Entry is complete** or all mandatory information is filled in and saved

Bulk actions

- Click on the three dots (5) next to the now labelled Disable Bulk Actions button, to open the list of available actions.
- Under NA Validation, select the desired status from the drop-down list (6). The following options are available:
Approved, Approved with corrections, Not approved

List of mobility activities (11)

Participant reports submission rate : 72,73 %

Search **Disable Bulk Actions** 5 More Filters Columns Selector

	Mobility activity ID	Mobility activity status	Activity type	First name	Last name	Participant's email	
☒	17544-MOB-0007	COMPLETE	Student mobility for studies				
☒	17544-MOB-0010	COMPLETE	Staff mobility for teaching				
☒	17544-MOB-0011	COMPLETE	Staff mobility for teaching				
☒	17544-MOB-0015	COMPLETE	Student mobility for studies				

6

Export Pdf

Export Csv

Export Xlsx

NA Validation

☒ Approved

☒ Approved with corrections

☒ Not approved

Delete

Resend participant report requests

Group mobility activities

Project Activities and Budget Details ⓘ

Grant Agreement No. : 2022-1-FI01-KA121-SCH-000017516

Project Acronym : EAC IT TRAINING -
NA : FI01 - Finnish National Agency for Education EDUFI - Organisation OID : E10000183 - Legal name: : Test-org.FI.01

Awarded/Reported Budget : 46 800 € / 31 286 €

Project ongoing
Deadline: 30 juul. 2024
-3 days left !

Actions ⓘ

Content menu

- Details
- Participating organisations
- Associated persons
- Preparatory visits
- Mobility Activities**
- Fewer Opportunities
- Budget
- Amendments
- Reports
- Import-export

Individual mobility activities

Group mobility activities

Targets

Participant reports

Group mobility activities

List of group mobility activities (0)

Participant reports submission rate : 0 %

Search **More Filters**

ID	Activity type	Number of Participants	Number of Accompanying Persons	Sending country	Receiving Country	Start Date	End Date	Group Activity Status	Report Status	[reload]
----	---------------	------------------------	--------------------------------	-----------------	-------------------	------------	----------	-----------------------	---------------	----------

Items per page 30 0 of 0 < >

Group mobility activities

1. **Group activity ID** - this code is assigned automatically, but it can be changed according to your preferences; however, it must be unique within the project.
2. **Activity type** - pre-selected, based on the key action of your project
3. **Description** - text field to provide the presentation of the Group mobility activity
4. **Language(s)** - drop-down lists to select the main language and the other language(s) used during the Group mobility activity; where multiple options are possible, they will be displayed above the respective field, as you select them.
5. **Key competences** - drop-down list to select the key competences acquired by the participants during the Group mobility activity; where multiple options are possible, they will be displayed above the respective field, as you select them.
6. **Topics** - drop-down list to select the relevant topics corresponding to the content and participant profile, as well as the specific action type; where multiple options are possible, they will be displayed above the respective field, as you select them.
7. **Force majeure flag** - see below for details

Subgroups

PARTICIPANTS

The table below allows you to add 'subgroups' of participants for the purpose of accurate grant calculation. Most of the time you will need only one subgroup in this table - this is the case if all of your participants and accompanying persons have travelled to the activity together and have stayed there for the same duration.

However, sometimes you may have a different situation. For example, if some participants or accompanying persons have travelled from different destinations, or some have stayed longer than others, then their grants may not be exactly the same. Encoding them in different subgroups will allow you to enter all the details and calculate the grants correctly.

Important notes:

* Participants from the hosting organisation must not be included in the table because the table only concerns grant calculations.

* All subgroups in the table must belong to the same group activity. If you have sent another group of participants to the same hosting organisation at another moment, you need to encode it as a separate group activity, not as a subgroup.

Subgroups for budget calculation

[+ Create](#)

ID	Number of participants	Number of accompanying persons	Distance band	Total travel grant	Duration for individual support	Total individual support grant	Force majeure	Actions
17516-SBGRP-00001	4	1	500 - 1999 km	1 375,00 €	21	5 404,00 €	No	  

Participants summary

PARTICIPANTS SUMMARY 

Number of Participants *	Average age *	Female *	Male *	Undefined *
11	20	6	4	1

Incoming international participant
(under special conditions)
☐

Inclusion support for organisation
not requested for all participants
with fewer opportunities
☐

Number of participants with fewer opportunities	Inclusion support for organisations
2	200,00 €

Types of accompanying persons: Other accompanying adults *	Types of accompanying persons: Personal assistants (for people with disabilities or similar) *	Types of accompanying persons: Education staff guiding the learning activities *
0	1	1

Number of Accompanying Persons *

Lead accompanying person - email *	Lead accompanying person - last name *	Lead accompanying person - first name *
anna@email1.com	Name	Anna

Number of participants for organisational support

0 - 11

Organisational Support *

€

Activity types & flags

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 *

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

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

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Participant reports

Documents

Participant : Testi Testi Henkilö

Total mobility activity grant : 1 397,00 €

DRAFT

+ Create Draft Document

MOBILITY ACTIVITY

Mobility activity ID *

07859-MOB-0003

Unique Erasmus+ Mobility ID 

2024-SHORT-0002-KA121-VET-000007859

Activity type *

Short-term learning mobility of VET learners

☒ Participant

☐ Accompanying Person

☐ International mobility activity 

☒ Blended mobility activity

Number of days in virtual mobility *

0

 Value cannot be smaller than 1, received value is 0

 1

International mobility activity for KA121 projects

- 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 *

07859-MOB-0005

Unique Erasmus+ Mobility ID 

2024-SHORT-0004-KA121-VET-000007859

Activity type *

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.

Entry type ☐ Participant ☒ Accompanying Person Accompanied participants *	Type of accompanying person Other accompanying adults Personal assistants (for people with disabilities or similar challenges) Staff, mentors or experts accompanying learners
---	--

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>

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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 the 'CERTIFICATIONS' section in a web application, illustrating the process of adding a new certificate. Orange arrows indicate the flow from one step to the next.

Step 1: The 'CERTIFICATIONS' section shows '(0 certificate(s), MAX 3)' and a message: '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 a red circle and the number 1.

Step 2: The section now shows '(1 certificate(s), MAX 3)'. Below the message, there is a form with two dropdown 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. A red circle with the number 2 highlights these two dropdown menus.

Step 3: The same form is shown, but now with two buttons at the bottom: a red 'cancel' button and a green 'save' button. A red circle with the number 3 highlights the 'save' button.

Step 4: The section shows '(1 certificate(s), MAX 3)' and the same message. Below the message, there is a blue '+ Add certificate' button. Below that, the same form with the two dropdown menus is shown. At the bottom left, there is a red 'delete' button. A red circle with the number 4 highlights the 'delete' button.

Mobility document

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Mobility documents

How to manage mobility documents:

<https://webgate.ec.europa.eu/fpfis/wikis/spaces/NAITDOC/pages/2253623182/How+to+manage+mobility+documents>

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

Document type	Mobility	Individual
Learning agreement	Individual mobility	Participant
Europass Mobility certificate		
Accompanying person certificate	Individual mobility	Accompanying person
Learning programme for group mobility	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 - Organisation name : Test-org.BG.02

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

Project ongoing

Deadline: 30 oct. 2025

401 days left !

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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

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List of mobility activities (12)

 Revalidation  Create

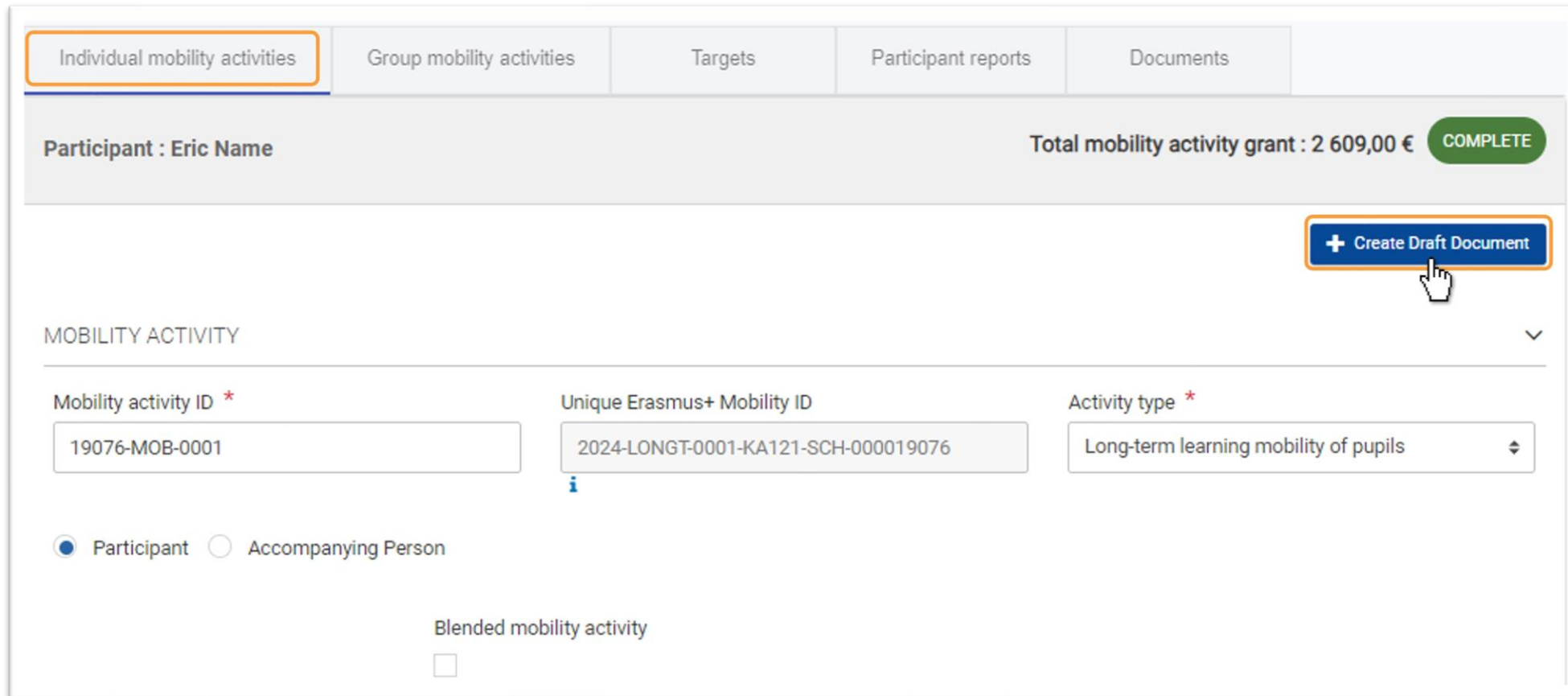
Participant reports submission rate : 0 %

 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

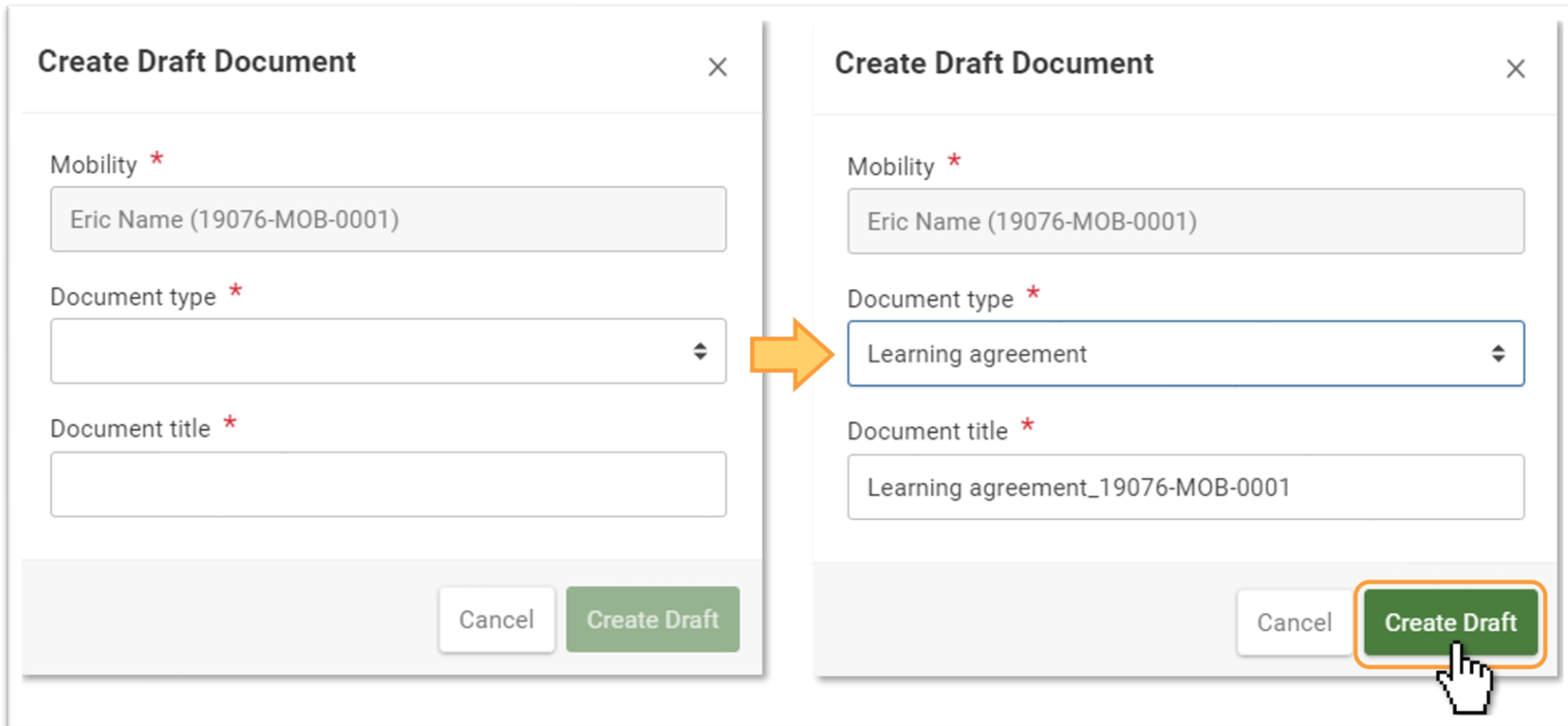
- Mobility documents can be created for all mobility activities, regardless of their status, i.e. Draft or Complete.
- To start creating mobility documents, click on the **+Create Draft Document** button



The screenshot shows a web interface for creating mobility documents. At the top, there are tabs: 'Individual mobility activities' (highlighted with an orange border), 'Group mobility activities', 'Targets', 'Participant reports', and 'Documents'. Below the tabs, a header bar displays 'Participant : Eric Name' on the left and 'Total mobility activity grant : 2 609,00 €' followed by a green 'COMPLETE' button on the right. A blue button with a white plus icon and the text '+ Create Draft Document' is positioned on the right side, with a hand cursor pointing at it. Below this is a section titled 'MOBILITY ACTIVITY' with a downward arrow. The form contains 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' (with an information icon below it), and 'Activity type *' with a dropdown menu showing 'Long-term learning mobility of pupils'. At the bottom, there are radio buttons for 'Participant' (selected) and 'Accompanying Person', and a checkbox for 'Blended mobility activity' which is currently unchecked.

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 an orange border and a hand cursor)

Change the document title, if required

- The document title will be pre-filed 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 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

>

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

Documents

List of Mobility Documents (5)

Q Search... 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	

Content menu

Actions

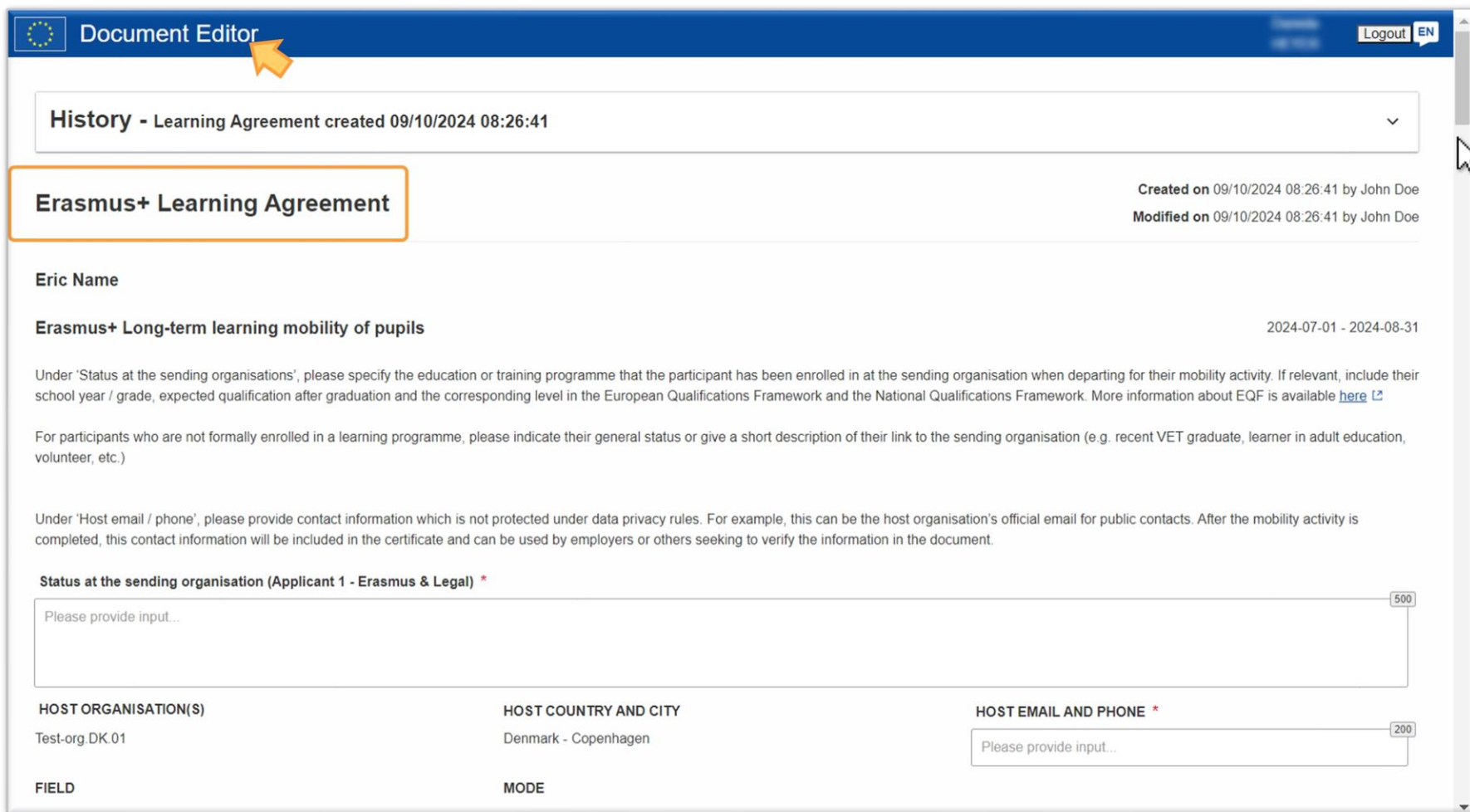
- Delete
- View
- Edit**
- Generate PDF
- Generate Word

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'. To the right of the header, there are links for 'Logout' and 'EN'. Below the header, there is a section titled 'History - Learning Agreement created 09/10/2024 08:26:41'. Below this, there is a section titled 'Erasmus+ Learning Agreement' which is highlighted with an orange border. To the right of this section, there is a status bar showing 'Created on 09/10/2024 08:26:41 by John Doe' and 'Modified on 09/10/2024 08:26:41 by John Doe'. The main content area is titled 'Eric Name' and 'Erasmus+ Long-term learning mobility of pupils' with the dates '2024-07-01 - 2024-08-31'. Below this, there is a paragraph of text explaining the 'Status at the sending organisations' and a link to 'here'. Below this, there is a paragraph of text explaining the 'Host email / phone' and a link to 'here'. Below this, there is a section titled 'Status at the sending organisation (Applicant 1 - Erasmus & Legal) *' with a text input field. Below this, there is a section titled 'HOST ORGANISATION(S)' with the value 'Test-org.DK.01'. To the right of this, there is a section titled 'HOST COUNTRY AND CITY' with the value 'Denmark - Copenhagen'. To the right of this, there is a section titled 'HOST EMAIL AND PHONE *' with a text input field. At the bottom, there is a section titled 'FIELD' and 'MODE'.

Document Editor

Logout EN

History - Learning Agreement created 09/10/2024 08:26:41

Erasmus+ Learning Agreement

Created on 09/10/2024 08:26:41 by John Doe
Modified on 09/10/2024 08:26:41 by John Doe

Eric Name

Erasmus+ Long-term learning mobility of pupils 2024-07-01 - 2024-08-31

Under 'Status at the sending organisations', please specify the education or training programme that the participant has been enrolled in at the sending organisation when departing for their mobility activity. If relevant, include their school year / grade, expected qualification after graduation and the corresponding level in the European Qualifications Framework and the National Qualifications Framework. More information about EQF is available [here](#).

For participants who are not formally enrolled in a learning programme, please indicate their general status or give a short description of their link to the sending organisation (e.g. recent VET graduate, learner in adult education, volunteer, etc.)

Under 'Host email / phone', please provide contact information which is not protected under data privacy rules. For example, this can be the host organisation's official email for public contacts. After the mobility activity is completed, this contact information will be included in the certificate and can be used by employers or others seeking to verify the information in the document.

Status at the sending organisation (Applicant 1 - Erasmus & Legal) *

Please provide input...

HOST ORGANISATION(S)
Test-org.DK.01

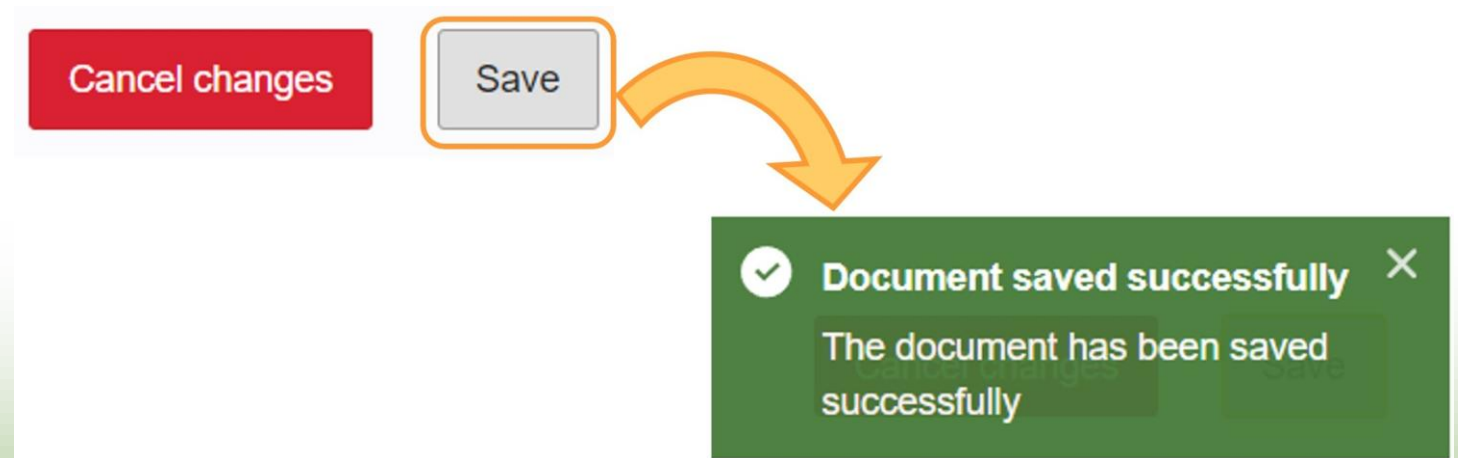
HOST COUNTRY AND CITY
Denmark - Copenhagen

HOST EMAIL AND PHONE *
Please provide input...

FIELD
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

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 *

Commercial accommodation (hotel, hostel, rental or similar) ▾

Distance band * ⓘ

2000 - 2999 km ▾

Host environment *

Company ▾

Air distance (according to distance calculator) *

[Link to distance calculator](#)

2 890

Main means of transport *

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 *

[Link to distance calculator](#)

500 - 1999 km

Real distance in km *

1537

Main Means of Transport *

Train

Sustainable means of transport (green travel)

☒

EUROOPAN UNIONIN Keskustelufoorumi

EUROOPAN UNIONIN Keskustelufoorumi

Other sustainable transportation

Distance band * 

2000 - 2999 km 

☒ Sustainable means of transport (green travel)

Air distance (according to distance calculator) [Link to distance calculator](#)  *

Main means of transport *

Other sustainable transportation 

Please describe the mode of transport used *

 Value missing

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 *

0 - 6

Travel support

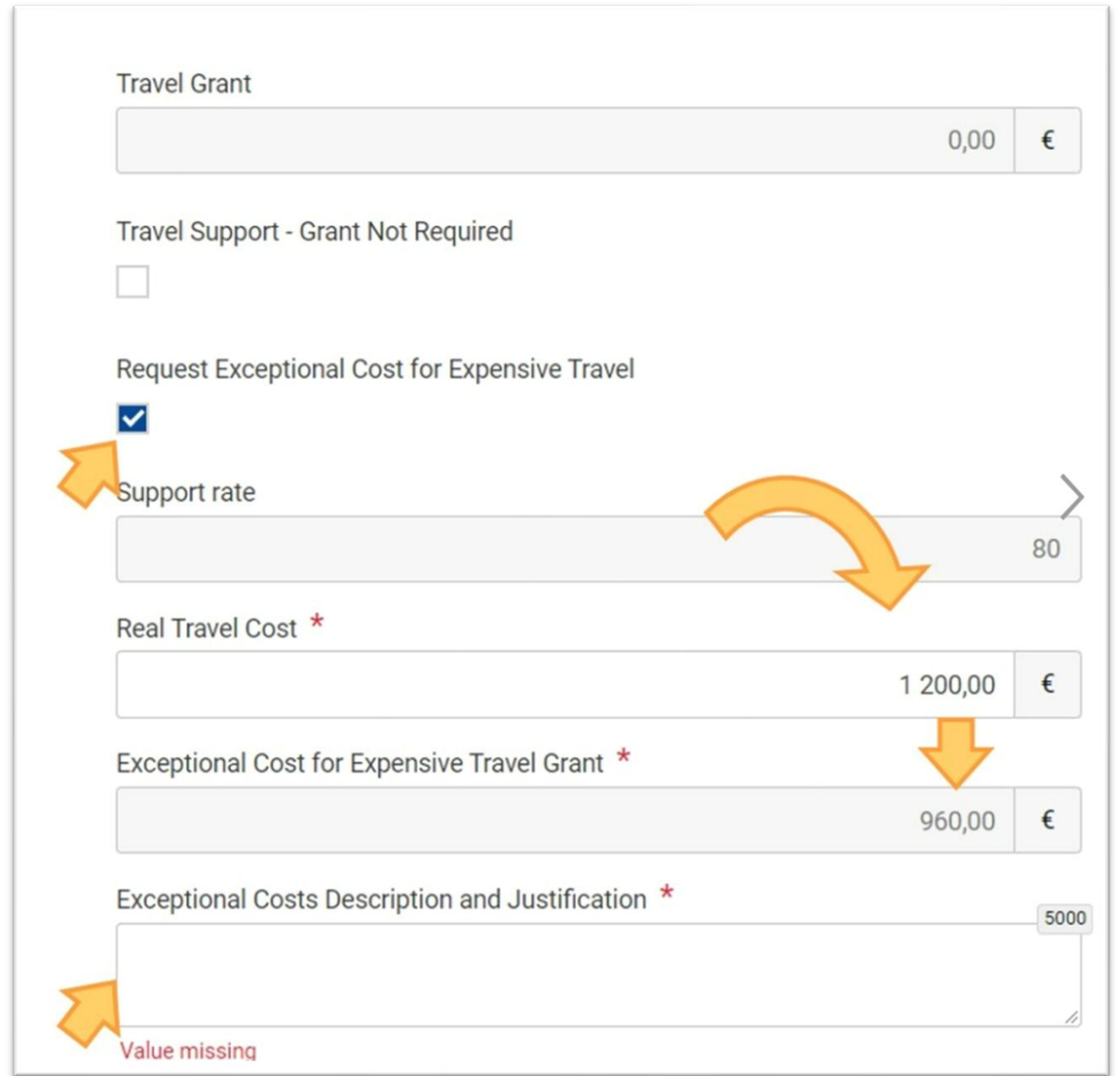
€

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 sequence of fields. An orange arrow points to the 'Request Exceptional Cost for Expensive Travel' checkbox, which is checked. Another orange arrow points from the 'Support rate' field (set to 80) to the 'Exceptional Cost for Expensive Travel Grant' field (set to 960,00 €). A third orange arrow points to the 'Exceptional Costs Description and Justification' field, which is empty and has a 'Value missing' error message below it. The 'Real Travel Cost' field is set to 1 200,00 €.

Exceptional costs & Inclusion support

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

Exceptional cost for visa and other entry requirements - description and justification *

Value missing

☒ Request exceptional cost for visa and other entry requirements

Real cost

80,00 €

1

Support rate: 100%

Exceptional cost for visa and other entry requirements - grant

80,00 €

5000

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.

☐ Mobility activity included an interruption

Funded travel days *

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.

2 - 89

0 - 2

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
		<i>Eligibility criteria for minimum and maximum duration will be checked based on this field.</i>
		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
		<i>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.</i>
		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 *

12

Course fees - unit cost per day *

80,00

€

Course fees grant *

800,00

€

Course fees - grant not requested

☐

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 mobility activity grant
1 872,00 €

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 keskeytymisestä 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!

