

Sprawozdanie końcowe KA131 i KA171-2022

webinarium 16 września 2024 r.

Narodowa Agencja Programu Erasmus+ i Europejskiego Korpusu Solidarności

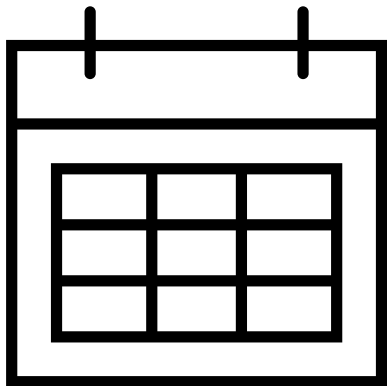


Erasmus+

Zmienia życie, otwiera umysły

Szkolnictwo wyższe

AGENDA WEBINARIUM - SPRAWOZDANIE KOŃCOWE CALL 2022



- **Wprowadzenie - termin, punktacja, na co zwrócić uwagę?**
- Joanna Józwik
- **Formularz sprawozdania końcowego KA131/KA171**
- Sylwia Iżynec
- **Eksport i weryfikacja mobilności**
- Piotr Nozdryń-Płotnicki
- **Pytania i odpowiedzi (chat/online)**
- **Zakończenie webinarium**



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

SPRAWOZDANIE KOŃCOWE - TERMIN ZŁOŻENIA

Termin złożenia sprawozdania w systemie BM:

➤ **29 września 2024 r.** dla projektów:

✓ KA131-2022 (26 miesięcy)

✓ KA171-2022 (24 miesiące)

➤ 29 września 2025 r. dla projektów KA171-2022 (36 miesięcy)

29 września 2024 r.

Liczba sprawozdań końcowych do oceny przez NA:

➤ KA131-2022: 234

➤ KA171-2022: 33

łącznie
267



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

SPRAWOZDANIE KOŃCOWE - OCENA

Maksymalna liczba punktów: **100 punktów**

Minimalna liczba punktów, gwarantująca rozliczenie wykorzystanego dofinansowania bez obniżki OS: **60 punktów**

Ocena sprawozdania końcowego pod kątem 3 kryteriów:

1. *Implementation performance:* maks. 50 pkt. w KA131 oraz 40 pkt. w KA171
2. *Accreditation compliance and quality:* maks. 35 pkt. w KA131 oraz 40 pkt. w KA171
3. *Follow-up:* maks. 15 pkt. w KA131 oraz 20 pkt. w KA171



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

SPRAWOZDANIE KOŃCOWE - NA CO ZWRÓCIĆ SZCZEGÓLNA UWAGĘ?

- sprawozdanie może być wypełniane w języku polskim, jednak odpowiedzi na pytania w sekcji *Project summary/Podsumowanie projektu* należy udzielić w języku polskim i angielskim
- **budżet projektu** - należy sprawdzić poprawność danych i zgodność z budżetem z umowy finansowej lub ostatniego aneksu; w przypadku wartości nieprawidłowych - zgłoszenie tego do NA przed złożeniem sprawozdania
- **mobilności przyjazdowe z UA w KA131** możliwe tylko, jeśli uczelnia podpisała aneks z NA w trakcie obowiązywania umowy KA131-2022
- „international mobilities” oraz przyjazdy ST z UA w KA131: minimalna długość pobytu to 5 dni (+2 dni na podróż)



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

SPRAWOZDANIE KOŃCOWE - NA CO ZWRÓCIĆ SZCZEGÓLNA UWAGĘ? ⁽²⁾

- w przypadku przekroczenia w budżecie **20% limitu** na „international mobilities”
- uzasadnienie
- **minimalna liczba uczestników umożliwiająca rozliczenie BIP: 15**
(14 z uwzględnieniem marginesu 10% - jak w przypadku OS)
- przypisanie poszczególnych mobilności do BIP organizowanych przez uczelnie partnerskie
- konieczność wyszczególnienia w rekordzie uczestnika rodzajów i kwot kosztów rzeczywistych (dot. mobilności uczestników z mniejszymi szansami otrzymującymi dofinansowanie na podstawie decyzji NA)



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

SPRAWOZDANIE KOŃCOWE - NA CO ZWRÓCIĆ SZCZEGÓLNA UWAGĘ ⁽³⁾

- mobilności w KA171 możliwe tylko z instytucjami wpisanymi do umowy/aneksu
- brakujące raporty uczestników - uzasadnienie/wyjaśnienie w rekordzie uczestnika oraz w części opisowej sprawozdania (sekcja „Rozbieżności w raportach uczestników”); słowo potwierdzenia w obydwu miejscach wskazane również w ewentualnym przypadku, gdy raport został złożony, a w BM nie doszło do zmiany statusu
- problemy ze złożeniem sprawozdania - zgłoszenie tego faktu do NA



BENEFICIARY MODULE – SKŁADANIE SPRAWOZDANIA

Single Entry Point: Erasmus+ and European Solidarity Corps platform

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

lub - bezpośrednio logowanie do BM

[Projects | Erasmus+ and European Solidarity Corps programmes \(europa.eu\)](https://webgate.ec.europa.eu/erasmus-esc/index/)




Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe



MOBILNOŚCI – RAPORTY, WALIDACJA

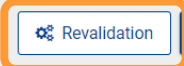

Content menu <

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



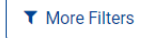
Individual mobility activities | **Participant reports**






Mobility activities

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

List of mobility activities (44)  

Participant reports submission rate : 95,45 %

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	
	COMPLETE	Student mobility for studies				Poland			   



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

RAPORTY UCZESTNIKÓW

>

Individual mobility activities **Participant reports**

Reports management

Submitted answers **Submitted reports**

List of Participant reports (56)

Search... Search More Filters

Entity	Mobility ID	End Date	Activity Type	First Name	Last Name	Email	Current Status
Mobility			Student mobility for studies				Participant report submitted
Mobility			Staff mobility for training				Participant report submitted



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

PONOWNA WALIDACJA MOBILNOŚCI (1)



Important! Revalidation of mobilities procedure is applied for Call 2021 and Call 2022 Higher education (KA131) and Youth projects. More information about this functionality is available [here](#)

Individual mobility activities

Mobility activities



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

Guidelines

Revalidate Mobilities

INFO: Users that access their projects after a release can open their mobility activities in edit mode, as usual and save their changes. Any new or changed rules will take effect on saving.



Users that want to submit their final reports will need to revalidate all mobility activities in the project.

Users that had blocking issues preventing mobilities to have Complete status are advised to check the help pages on issues that are resolved in a release.

For more information about mobility revalidation see [Revalidate Mobilities](#)



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

PONOWNA WALIDACJA MOBILNOŚCI (2)

Project Activities and Budget Details ?

[Project list](#)[Data exp](#)

Content menu

[Details](#)[Participating organisations](#)[Associated persons](#)[Mobility Activities](#)[Blended intensive programme\(s\)](#)[Fewer Opportunities](#)[Budget](#)[Reports](#)[Individual mobility activities](#)[Participant reports](#)

Mobility activities



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

List of mobility activities (63)

[⚙️ Revalidation](#)[+ Create](#)

Participant reports submission rate : 87,3 %

[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	[reload]
----------------------	-------------------------	---------------	--------------------------	-------------------------	---------------------	-----------------	-------------------	------------	----------	----------



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

PONOWNA WALIDACJA MOBILNOŚCI (3)

Mobility Revalidation



 Request new revalidation

List of Revalidations

Status	for version	requested on	finished on	nr Records	nr Budget changes	nr Status changes	[reload]
DONE	Reported	07-09-2023 18:26:15	07-09-2023 18:33:31	88	0	19	view more

Revalidation details

Summary for revalidation nr 35421

Status **DONE**

Created on: 07-09-2023 18:26:15

Finished on: 07-09-2023 18:33:31

Records found / processed: **88 / 88**

Nr Status changes: **19**

Nr Budget changes: **0**

Nr Drafts (before/after): 25 / 6

Nr Completes (before / after): 151 / 170



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

AKTUALIZACJA DANYCH BUDŻETU I PROJEKTU

Project Activities and Budget Details

[Project list](#)[Data export](#)

Grant Agreement No. : 2022-1-PL01-KA131-HED

NA : PL01 - Foundation for the Development of the Education System - Organisation OID :

- Legal name :

Awarded/Reported Budget :

€ /

€

Project ongoing

Deadline: 29 sept. 2024

Actions

- Update project data
- Refresh Reported Budget

Participant reports submission rate: individual reports :

Programme : Erasmus+

Key Action : Learning Mobility of Individuals

Call : 2022

Start of Project : 01/06/2022 (Brussel times)

End of Project : 31/07/2024 (Brussel times)

Last updated : 27/05/2024 09:00:26



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe



Important! Revalidation of mobilities procedure is applied for Call 2021 and Call 2022 Higher education (KA131) and Youth projects. More information about this functionality is available [tutaj](#).

Menu

[Informacje szczegółowe](#)[Organizacje](#)[Kontakty](#)[DZIAŁANIA W ZAKRESIE
MOBILNOŚCI](#)[Mieszany program intensywny](#)[Import-eksport działań w zakresie
mobilności](#)[Mniejsze szanse](#)[Raporty](#)[Budżet](#)

Raporty beneficjenta



Final Szkic



Szkic % completed
24-10-2023 07:29:51

2

Składanie w toku

3

Złożony

[Edytuj wersję roboczą](#)

Historia

Final Utworzono raport beneficjenta: 24-10-2023 07:29:51 ID wniosku: 40614 - eb3fb9fc-ca98-4978-b7a0-5a6b3c22a9a7

● 24-10-2023 07:29:51



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

>

Menu

Rozpocznij proces składania PDF

✗ Informacje o projekcie

✓ Participating beneficiary organisation(s)

✗ Implementation and budget

✗ Accreditation and quality

✗ Impact of the project

✗ Sharing of the project results

✗ General feedback

✗ Załączniki

✗ Lista kontrolna

Informacje o projekcie

Organizacja wnioskująca (Beneficjent)

OID organizacji wnioskującej (beneficjenta)

Numer projektu

Typ akcji

Pełna nazwa organizacji - beneficjenta (znaki łacińskie)

Beneficiary organisation Erasmus code (where applicable)

Mobility consortium accreditation number:

Sektor (dziedzina)

Data rozpoczęcia projektu

Data zakończenia projektu

Project duration

Project grant reported

Project grant contracted



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

Assessment criteria

Scoring of the final report of the project

The maximum score of the final report is 100 points.

If the final report scores below 60 points in total, the NA may reduce the final grant amount for organisational support. See the relevant provisions in Annex III of the beneficiary grant agreement (parts IV and V).

For each assessment criterion, the maximum total points are indicated.

Implementation performance

(maximum 50 points)

Mobility activities

The extent to which the planned mobility activities (as set out in the grant agreement) were achieved or exceeded and how the budget/grant was efficiently used, and relevance of the beneficiary's explanations.

Blended intensive programmes

Question relating exclusively to projects with blended intensive programmes: The extent to which each blended intensive programme has reached its objectives, and the relevance of the beneficiary's explanations.



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

Accreditation compliance and quality (maximum 35 points)

ECHE accreditation

Compliance and quality of activities/outcomes

Did the implementation of the mobility project respect the requirements set out in the ECHE and were the beneficiary's explanations relevant?

In particular, did the beneficiary efficiently implement the ECHE provisions and how did the beneficiary resolve any related difficulties, such as:

- Support to participants (for example information, selection, preparation, inclusion measures, monitoring, and language support)
- Recognition of learning outcomes

Were the participants satisfied with their mobility experience in general?

Horizontal priorities

The extent to which the beneficiary implemented activities related to the Erasmus+ and other policy priorities, the informal learning outcomes, and the relevance of the beneficiary's explanations:

- Inclusion and diversity (additional funding, etc.)
- Green transition (use of sustainable means of travel, etc.)
- Digital transition (development of digital competences, use of virtual collaboration as part of mobility, digitalisation of mobility management, etc.)
- Participation in democratic life, common values and civic engagement (activities undertaken for incoming and outgoing participants, etc.)
- Strengthened international dimension (take-up of international mobility, extent to which the destination countries for outgoing international mobility were diversified in numbers and geographical scope, etc.)
- Bridge between higher education and research and innovation (doctoral short-term physical mobility, etc.)

Mobility consortium accreditation

Question relating exclusively to mobility consortium projects: Did the national project partners of the consortium effectively and efficiently cooperate and contribute to the project in line with the approved mobility consortium accreditation application?

Follow-up (maximum 15 points)

Impact

The relevance of the impact of the projects and its activities.

Sharing of the project results

The relevance of the sharing of the project results.

Podsumowanie projektu

Introduction

Please provide short answers to the following questions, summarising the information you have provided in the rest of the report.

Please use full sentences and clear language, and do not use acronyms. The summary you provided will be made public by the European Commission and the National Agencies.

Background and Objectives



What did you want to achieve by implementing the project? *

1250

Value missing

Prosimy podać tłumaczenie tekstu na język angielski. *



1250

Value missing



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

Implementation



What activities did you implement (please also refer to the overview activities tables below)? *

Value missing

Prosimy podać tłumaczenie tekstu na język angielski. *



Value missing

Results



What were the outcomes and impact of your project? *

Value missing










Prosimy podać tłumaczenie tekstu na język angielski. *



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

Informacje o projekcie	Rola organizacji	OID organizacji	Individual accreditation of the organisation (Erasmus code) (where applicable)	Nazwa organizacji	Typ organizacji
Participating beneficiary organisation(s)	Beneficjent				Institucja szkolnictwa wyższego
Implementation and budget					

 Informacje o projekcie
 Participating beneficiary organisation(s)
 Implementation and budget
 Accreditation and quality
 Impact of the project
 Sharing of the project results
 General feedback
 Załączniki
 Lista kontrolna

Implementation and budget

Mobility activities and budget overview

	Contracted		Reported			
	Liczba uczestników	Grant	Number of actual participants	Share of number of actual participants	Grant	Share of the grants
Mobility grants: individual and travel support						
Mobilność studentów w celu studiowania	55	126 487,00 €	60	62,50 %	126 064,00 €	71,37 %
Mobilność studentów - praktyki	14	35 761,00 €	12	12,50 %	22 764,00 €	12,89 %
Mobilność pracowników w celach szkoleniowych	9	8 940,00 €	12	12,50 %	14 140,00 €	8,01 %
Mobilność pracowników w celu prowadzenia zajęć dydaktycznych	9	11 460,00 €	12	12,50 %	13 660,00 €	7,73 %
Total student mobility	69	162 248,00 €	72	75,00 %	148 828,00 €	84,26 %
Total staff mobility	18	20 400,00 €	24	25,00 %	27 800,00 €	15,74 %
Łącznie	87	182 648,00 €	96	100,00 %	176 628,00 €	100,00 %


Implementation and budget

Mobility activities and budget overview

Reported number of recent graduates and share out of the reported number of traineeship mobilities: **2 (16,67 %)**

Reported number of mobilities of invited staff from enterprises (non-higher education institutions): **0**

Contracted project grant	Reported project grant

Please comment and explain the difference, if any, between the contracted and reported number of participants, and **explain the difference, if any, between the contracted and reported budget.** * 

***KA171:** How does this reflect the goals of the project in relation to the institutional strategies of the participating organisations as stated in the application form?

Value missing

Budget transfers: If relevant, **please explain all the budget transfers between budget categories in line with the budget transfer rules**



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

Implementation and budget

Mobility activities and budget overview

Blended intensive programme(s)

Zestawienie

ID mieszanego programu intensywnego	Blended intensive programme title	Main target population – type of learner participants	Priority addressed	Contracted number of mobile learner participants	Reported number of mobile learner participants	Receiving higher education institution	Physical duration (days)	Contracted blended intensive programme organisational support	Reported blended intensive programme organisational support	BIP status
		Studenci		15	40		6	6 000,00 €	6 000,00 €	COMPLETE
		Studenci		15	24		5	6 000,00 €	6 000,00 €	COMPLETE

Please comment on the number of reported/achieved blended intensive programmes compared to the contracted ones. *

3000

Implementation and budget

Mobility activities and budget overview

Blended intensive programme

ID mieszanego programu intensywnego

Blended intensive programme title

Main target population - type of learner participants

Studenci

Number of learner participants (contracted)

15

Number of learner participants (reported)

40

Please provide your assessment on the actual implementation of this blended intensive programme, reported/achieved results including participation of learners and teachers/trainers, partnership cooperation arrangements, lessons learnt, sharing of results, and impact. *

3000



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

Accreditation and quality

Erasmus Charter for Higher Education accreditation

ECHE compliance

During this project, did your higher education institution(s) take any specific measures to better address the principles and commitments set out in the Erasmus Charter for Higher Education? For example, by creating new strategies, improving participant support, introducing new measures to address specific challenges, etc.

*KA171:

Comment on the level of recognition of learning outcomes in the tables above on behalf of the participating organisations. Please explain if the percentage of students with credit recognition is below 90% as well as if there is a significant difference between the recognition levels for incoming and outgoing mobilities. Please provide also information on how you plan to monitor the recognition of learning outcomes that has not been completed by the time of submission of this report. *

3000

Recognition of learning outcomes



Comment and explain the above numbers against an average workload of 30 ECTS credits (or equivalent units) per semester for long-term physical mobility and minimum 3 ECTS credits for short-term physical mobility. If the percentage of students who have their recognition process finalised at the time of submission of this final report is below 90%, please comment and explain why. *

3000

Participant feedback on Erasmus Charter provisions

Course catalogue

Please comment and explain the results and, if necessary, explain how you intend to improve them. *

3000



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

Student mobility: Recognition and credit transfer

Please comment and explain the results and, if necessary, explain how you intend to improve them. *

3000

Staff mobility: Recognition and credit transfer

Student support

Staff support

Overall satisfaction of outgoing and incoming participants

Participant feedback on learning outcomes

Student mobility for studies:

Share of participants who feel they have benefited from their participation in the Erasmus+ mobility

Student mobility for traineeships:

Share of participants who feel they have benefited from their participation in the Erasmus+ mobility

Staff mobility:

Share of participants who feel they have benefited from their participation in the Erasmus+ mobility

Please comment and explain the results and, if necessary, explain how you intend to improve them. *

Value missing



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

Language skills

Please comment and explain the results and, if necessary, explain how you intend to improve them. *

Value missing

Online and other language support

Which measures did you take to encourage the use of the Online Language Support (OLS) language assessments and courses by the participants? *

Value missing

If other, please explain.

If you used parts for the organisational support grant for the linguistic and inter-cultural preparation of students (and staff, where relevant), please explain.



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

Erasmus+ priorities in higher education

- Inclusion and diversity
- Digital transition
- Green transition
- Participation in democratic life, common values and civic engagement



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

International dimension

→ * tylko KA131

Number of mobilities/actual participants

Please comment and explain the reported/achieved results in relation to your international strategy and any other relevant aspects. *

Number of outgoing international mobilities (region 1 to 14)

Diversification of destination countries in international mobility

Explain the preference given to the destination countries in the table above and the type of participants.

Budget share of outgoing international mobility

Please comment on the destination countries with regard to geographical diversity. *



Number of incoming international mobilities (special conditions)



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

Participant report discrepancies

Project number of actual participants/mobilities

Number of submitted participant reports

Please provide any suitable explanations regarding the fact that not all participant reports were submitted at the time of submission of this final report. *



Impact of the project

Please describe the impact of the project, (per activity type and on the whole), on the participants, participating beneficiary organisation(s) (in case of a consortium), target groups and other relevant stakeholders such as receiving organisations. In particular, describe the project's impact on your institution(s) in line with your institutional strategy(ies), the Erasmus Policy Statement and the higher education policy agenda at European level. Describe the extent to which your institution(s) increased its/their capacity to co-operate at European/international level. *

*KA171:

Please describe the impact of the project (per Region and on the whole) on the participants, participating organisations, target groups and other relevant stakeholders. Have the expectations described in the application form been met? In particular, describe the project's impact on the participating organisations in line with their institutional strategies, the Erasmus Policy Statement and the higher education policy agenda at European level. Describe the extent to which your institution(s) increased its/their capacity to cooperate at international level. *

Value missing

3000

Please describe the wider impact of the project on organisations and individuals outside your beneficiary organisation(s) at local, regional, national, European and/or international levels. *

3000

*KA171: If applicable, please describe the impact of the project as a bridge between higher education and research/innovation with a special focus on doctoral and staff mobility. Please mention any synergies with other national or EU-funded programmes in research and innovation, e.g., Horizon Europe.



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

Sharing of the project results

Please describe the communication strategy for sharing the results of your projects inside and outside your beneficiary organisation(s) and the targets groups of your dissemination activities. If applicable, please give concrete examples of good practices and success stories related to the organised activities and examples of how the participants have shared their experience with peers within or outside your beneficiary organisation(s). *

3000

Value missing

General feedback

The following question represents your feedback to the European Commission about application, implementation and reporting procedures for your Erasmus+ project. When answering this question, please take into account the opinion of organisations involved in your project.

Do you consider that the procedures applicable to your project were proportionate and simple? *

Value missing



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

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 a

 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 c

 Add documents

List of documents

No	Name	File size (kB)
	Total size (kB)	0



Call 2021 Round 1 KA1
KA131-HED - Mobility of higher education students and staff supported by internal policy funds
(Brussels Time) 30 Dec 2023
12:00:00

Beneficiary Declaration on Honour and Signature

I, the undersigned, certify that the information contained in this report form and its annexes is accurate and in accordance with the facts. In particular the financial data provided corresponds with the activities actually realised and to the funds actually paid.

Place: Date (dd-mm-yyyy):

Name of the beneficiary organisation:

Name of legal representative

Signature:

National ID number of the signing person (if requested by the National Agency):

Stamp of the beneficiary organisation (if applicable):



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

Checklist

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

- All necessary information on your project has been encoded in Beneficiary Module;
- The report form has been completed using one of the mandatory languages specified in the Grant Agreement;
- All the relevant documents are annexed:
 - Declaration on Honour, signed by the legal representative of the beneficiary organisation;
 - The necessary supporting documents as requested in the grant agreement;
- You have saved or printed the copy of the completed form for your records.

Conditions for the Final report submission

Final report can only be submitted if:

- All mandatory fields in the report have been filled in
- Reported budget/project grant is greater than zero, see [Budget](#)
- All fewer opportunities participants in the project have a reason declared in the [Fewer opportunities section](#)
- All mobility activities in the project are in status Complete, see [List of mobility activities](#)
- Declaration on Honour has been uploaded
- Checklist has been fulfilled

Start submission process

EKSPORT I WERYFIKACJA MOBILNOŚCI

Project Activities and Budget Details

Content menu

Details

Participating organisations

Associated persons

Mobility Activities

Fewer Opportunities

Budget

Interim reports

Reports

Import-export

Import-export



Download latest [Data Dictionary and Mobility Import-Export templates](#), before import

⚠ 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-uni

Import export type

Mobility

Actions

Export mobility activities

Draft + Complete (9) Complete (9)

Students Staff

[Export XLSX](#)

[Export CSV](#)

Import/Export status (0)

Import/Export	Date	Students/Staff	File
---------------	------	----------------	------



Q&A



KONTAKT

W razie pytań lub wątpliwości zapraszamy do kontaktu z opiekunem uczelni w NA lub pisząc na adres naszej skrzynki ogólnej: he@erasmusplus.org.pl



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

DZIĘKUJEMY ZA UWAGĘ



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe