



Erasmus+

**ARCHIMEDES**

***2018 Erasmus+  
õpirändeprojektide avaseminar  
(üld- ja täiskasvanuharidusele)***

Kerli Liivak  
üld-, kutse- ja täiskasvanuhariduse büroo  
Hariduse rahvusvahelistumise agentuur

***Hetkeseis:  
rahastusotsus käes***

# *Projekti ülevaatus*

- mis taotlusse kirja sai?
- hindajate kommentaarid
- mida on esialgses plaanis vaja kohandada?

# *Läbirääkimised oma organisatsiooni sees*

Kuidas teie koolis "asjad käivad"?  
Kellega on vaja koostööd teha?  
Keda millal millest teavitada?

***Läbirääkimised  
vastuvõtivate partnerite,  
kursuste korraldajatega***

Kas kokkulepped on jõus?  
(sisulised, ajalised, rahalised)  
Kas kursused toimuvad?

# *Kursuste valik*

Kursuste sisu, õpiväljundid, ajakava  
Kvaliteedi kontrollimine!

## *School Education Gateway kursuste kataloog*

How is the quality of the listings monitored?

Listings **are not pre-approved or authenticated** by the European Commission or National Agencies. Courses, mobility opportunities, and strategic partnership requests are offered by independent organisations, who are asked to respect the School Education Gateway terms and conditions regarding their listings. The European Commission accepts no responsibility or liability with regards to content, delivery or management.

[https://www.schooleducationgateway.eu/en/pub/opportunities/terms\\_and\\_conditions.htm](https://www.schooleducationgateway.eu/en/pub/opportunities/terms_and_conditions.htm)

# *School Education Gateway kursuste kataloog*

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## ***Detailsema tööplaani koostamine***

Ajakava kogu projekti  
perioodiks! st 12-24 kuud  
Mis toimub enne õpirändeid?  
Mis pärast?



# *Eelarve planeerimine*

Tulueelarve vs kulueelarve  
ehk  
ühikupõhine toetuse arvestamine  
vs tegelik elu

# ***Andmed lepingu ettevalmistamiseks***

# *Järgmiseks: lepingu sõlmimine*

1. Leping allkirjastamiseks saadetakse digitaalselt
2. Toetusesaaja allkiri, saadate tagasi
3. SA Archimedes allkiri
4. Toetuse ettemakse 80%

## *Toetuse kasutamise leping*

Eritingimused

Lisa 1: üldtingimused

Lisa 2: projekt, eelarve

Lisa 3: projekti rahastamise ja muud lepingutingimused

Lisa 4: ühikuhinnad

Lisa 5: osalejatega sõlmitavate lepingute näidised

(<http://haridus.archimedes.ee/toetusesaajale>)

# *Toetuse kasutamise leping*

Eritingimused

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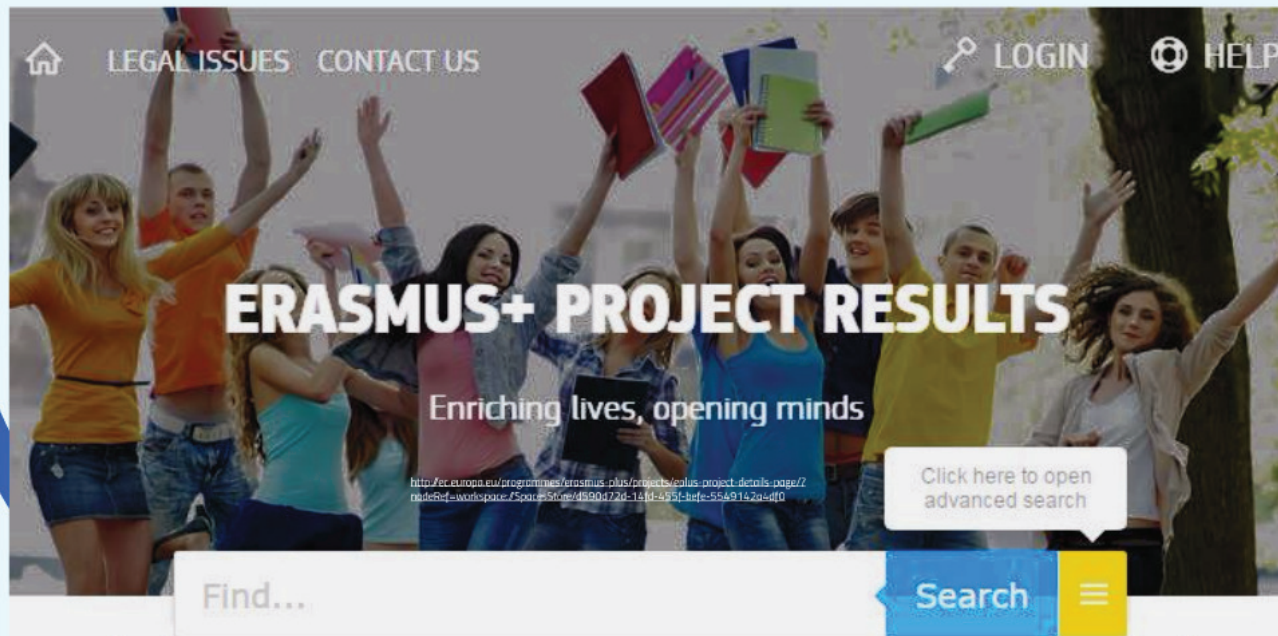
(<http://haridus.archimedes.ee/toetusesaajale>)



**Peale lepingu sõlmimist:**

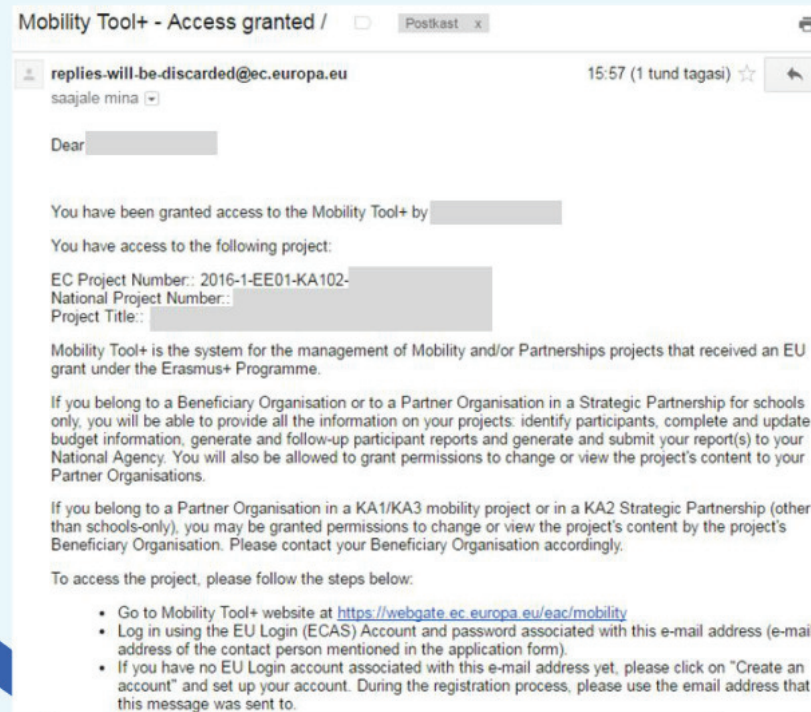
## *Projekti kokkuvõte muutub avalikuks (i. k.)*

<http://ec.europa.eu/programmes/erasmus-plus/projects/>  
Palun vaadake üle, et kokkuvõte ei sisaldaks inimeste nimesid!



# Projekti andmed liiguvad veebikeskkonda Mobility Tool+ (MT)

MTsse sisenemise juhistega saadetakse automaatne ingliskeelne kiri *taotluses märgitud kontaktisiku e-postile* aadressilt `replies-will-be-discarded@ec.europa.eu`





replies-will-be-discarded@ec.europa.eu

15:57 (1 tund tagasi) ☆



saajale mina ▾

Dear [REDACTED]

You have been granted access to the Mobility Tool+ by [REDACTED]

You have access to the following project:

EC Project Number:: 2016-1-EE01-KA102-[REDACTED]

National Project Number:: [REDACTED]

Project Title:: [REDACTED]

Mobility Tool+ is the system for the management of Mobility and/or Partnerships projects that received an EU grant under the Erasmus+ Programme.

If you belong to a Beneficiary Organisation or to a Partner Organisation in a Strategic Partnership for schools only, you will be able to provide all the information on your projects: identify participants, complete and update budget information, generate and follow-up participant reports and generate and submit your report(s) to your National Agency. You will also be allowed to grant permissions to change or view the project's content to your Partner Organisations.

If you belong to a Partner Organisation in a KA1/KA3 mobility project or in a KA2 Strategic Partnership (other than schools-only), you may be granted permissions to change or view the project's content by the project's Beneficiary Organisation. Please contact your Beneficiary Organisation accordingly.

To access the project, please follow the steps below:

- Go to Mobility Tool+ website at <https://webgate.ec.europa.eu/eac/mobility>
- Log in using the EU Login (ECAS) Account and password associated with this e-mail address (e-mail address of the contact person mentioned in the application form).
- If you have no EU Login account associated with this e-mail address yet, please click on "Create an account" and set up your account. During the registration process, please use the email address that this message was sent to.



## ***MT+ sisenemine...***

<https://webgate.ec.europa.eu/eac/mobility> lingi kaudu, kust kasutaja suunatakse esmalt sisenemisõigust tõestama Euroopa Komisjoni *EU Login* keskkonda.

Kui siseneja ei ole veel *EU Login*-kasutajaks registreerunud, siis tuleb seda teha.

**NB!** Oluline on, et paroolidega seotud e-posti aadress ja taotluses olev e-posti aadress kattuksid, muidu ei luba süsteem siseneda.

**Saame vajadusel e-posti aadressi muuta!**



Home

## Welcome to Mobility Tool+

### About the tool

Mobility Tool+ is the system for the management of Mobility and/or Partnerships projects that received an EU grant under the Erasmus+ Programme.

If you belong to a Beneficiary Organisation or to a Partner Organisation in a Strategic Partnership for schools only, you will be able to provide all the information on your projects: identify participants, complete and update budget information, generate and follow-up participant reports and generate and submit your report(s) to your National Agency. You will also be allowed to grant permissions to change or view the project's content to your Partner Organisations.

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### Documentation

[Mobility Tool - Guide for Beneficiaries](#)

[Mobility Tool+ Data Dictionary](#) >

### My ongoing projects

Grant Agreement No.	Changed organisation details	User's role in project	National ID	Start Date	Project Duration (months)	Project End Date	Project Status	Awarded Budget	Declared Budget	Updated on
2016-1-EE01-KA102-017221		beneficiary		01/06/2016	14	31/07/2017	Processing	17.916,00 €	14.656,00 €	31/05/2017 15:55:09

10 25 50 100

### Other projects for consultation only

No record found

### My finished projects



Project 2017-1-EE01-KA101-  
follow-up

Details

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

## Project Details

### Context information

Programme: Erasmus+

Key Action: KA1 - Learning Mobility of Individuals

Action Type: KA101 - School education staff mobility

Call Year: 2017

Round: 1

Start of Project: 01/06/2017

End of Project: 31/05/2018

Project Duration (months): 12

### National Agency

National Agency: EE01 - Foundation Archimedes

### Project information

Grant Agreement No.: 2017-1-EE01-KA101-  
[redacted]

Applying on behalf of a consortium?:

National ID: 2017-KA101- / wd reg 36.3-2, [redacted]

Project Title: [redacted]

Project Acronym:

Project Status: Follow-up

### Beneficiary Organisation information

PIC: 921587689

Legal Name: [redacted]

Business Name: [redacted]

### Project Access

User's role in project: Admin

Access to Project: Edit Access to Project

Project is locked:

### History information

Created on: 13/06/2017 14:50:39 by: System User

Updated on: 20/05/2018 21:51:04 by: [redacted]

# Õpirännete sisestamine:



European Commission  
**Mobility tool**

EE01 Foundation Archimedes

Project 2017-1-EE01-KA101-  
[redacted]

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## Mobilities

More actions ▾

+ Create

All 3

Complete 3

Draft

Search in 3 records



selection

export

bulk operations



	Participant First Name	Participant Last Name	Receiving Country ^	Start Date	End Date	Complete	Report Status	Duration Calculated (days)	
<input type="radio"/>	[redacted]	[redacted]	United Kingdom	13/08/2017	18/08/2017	✓	Submitted	6	
<input type="radio"/>	[redacted]	[redacted]	United Kingdom	26/05/2018	31/05/2018	✓	NONE	6	

# Peale osaleja andmete sisestamist ka õpirände andmed (sihtriik, vahemaa, toimumise kuupäevad)

European Commission  
**Mobility tool** EE01 Foundation Archimedes

Project 2016-1-EE01-KA102-017221 processing Details Dashboard Organisations Contacts **Mobilities** Mobility Import - Export Budget Reports

[back to list](#) **Mobilities**

## Create Mobility

Mobility ID: 17221-MOB-00011

Activity Type:  value required

Participant First Name:  value required 255 characters left

Participant Last Name:  value required 255 characters left

Participant Email:  value required

Participant Gender:  Female  Male  Undefined value required

Project Duration: 01/06/2016  31/07/2017

Start Date: 31/05/2017

End Date: 01/06/2017

Receiving Country:  value required

Main Work Language:  value required



Prezi

Mobility saved 4 minutit tagasi

MOBILITY

Nothing to save

Activity Type

SE-SC-TE : Structured Courses/Training

Long-term Activity

Mobility ID

34689-MOB-00004

Force Majeure ?

At least one Draft mandatory field is not valid highlight draft fields

INVALID FIELDS 10

Sending City value required

Field of Education value required

Receiving City value required

Sending Country value required

Sending Organisation value required

In case no recognition or certification was provided, please explain why value required

Date of Birth (dd/mm/yyyy) value required

Distance Band value required

Receiving Organisation value required

Nationality value required

PARTICIPANT

Participant Data

Participant Report ✕

Certifications (0 max. 3) ⓘ

Tunnistuse andmed

Participant ID

Mitte isikukood!

Participant First Name

Kerli

Participant Last Name

L

Participant Email

kerli.kerli@gmail.com

Date of Birth (dd/mm/yyyy)

value required

Participant Gender

Female Male Undefined

Nationality

Prezi required

Field of Education

value required

HISTORY INFORMATION

Created on 25/05/2018 14:54:00 by Kerli LIIVAK

Updated on 25/05/2018 14:54:00 by Kerli LIIVAK

value required

value required

value required

HISTORY INFORMATION

Nationality

dropdown menu

value required

Field of Education

dropdown menu

value required

Created on 25/05/2018 14:54:00 by Kerli LIIVAK  
Updated on 25/05/2018 14:54:00 by Kerli LIIVAK

FROM / TO

Sending Organisation

select organisation create

dropdown menu

value required

Sending Country

dropdown menu

value required

Sending City

text input

value required

Receiving Organisation

select organisation create

dropdown menu

value required

Receiving Country

dropdown menu

value required

Receiving City

text input

value required

Distance Band [Link to distance calculator](#)

dropdown menu

value required

Comments on different location than Sending / Receiving organisations

text area

DURATION



01/06/2017

31/05/2018

## DURATION

Project Duration

01/06/2017

31/05/2018

Start Date

25/05/2018



End Date

26/05/2018



Duration Calculated (days)

2

Interruption Duration (days)

0

Duration of Mobility Period (days) 2 - 60

2

Travel Days (max. 2)

0

Funded Duration (days)

2

Funded Duration (full months)

0

Funded Duration (extra days)

2



# Vastavalt sisestatud õpirännete kujuneb eelarve/aruanne:

European Commission  
**Mobility tool** EE01 Foundation Archimedes

Project 2016-1-EE01-KA102-017221 processing

Details Dashboard Organisations Contacts Mobilities Mobility Import - Export **Budget** Reports

Budget [Export PDF](#)

Please note that only complete mobilities are taken into account.

Lepinguline eelarve

MTsse sisestatud andmed

Nothing to save

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current/Approved budget
<b>Total Project</b>	17.916,00 €	14.656,00 €	81,80 %
<b>Organisational Support</b>			
No. of Participants (excluding acc. persons) : 9	3.150,00 €	0	0,00 %
Exceptional costs - Guarantee	0,00 €	0	
<b>Activity Type</b>			
VET-COMP : VET learners traineeships in companies abroad	8.318,00 €	8.271,00 €	99,43 %
EU Travel Grant	1.090,00 €	1.090,00 €	100,00 %
EU Individual Support	7.228,00 €	7.181,00 €	99,35 %
EU Special Needs Support	0,00 €	0,00 €	0,00 %
Exceptional Costs	0,00 €	0,00 €	0,00 %

## ***MT+ peab kajastama projekti hetkeseisu***

Sisesta õpirännete andmed enne toimumist!

Lepinguline kohustus kaasajastada andmeid kord kuus (kui on uut infot).

**Peale õpirännet peab osaleja täitma küsimustiku, kutse laekub talle e-postiga automaatselt peale õpirände lõpukuupäeva (õpirände andmed peavad olema täidetud, "Complete").**

Project 2017-1-EE01-KA101-XXXXXXXXXX

Details

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Contacts

Mobilities

Mobility Import - Export

Budget

Reports

## Mobilities

More actions ▾

+ Create

Export Participant Report(s)

Revalidate Mobilities

All **4** Complete **3** Draft **1**

Search in 4 records



selection

export

bulk operations



	Participant First Name	Participant Last Name	Receiving Country ^	Start Date	End Date	Complete	Report Status	Duration Calculated (days)	Invalid Fields	
<input type="radio"/>	<span style="background-color: #ccc; color: #ccc;">XXXXXXXXXX</span>	<span style="background-color: #ccc; color: #ccc;">XXXXXXXXXX</span>	Finland	25/05/2018	26/05/2018	✘	NONE	2	<span style="background-color: #f00; color: #fff; padding: 2px;">9</span>	
<input type="radio"/>	<span style="background-color: #ccc; color: #ccc;">XXXXXXXXXX</span>	<span style="background-color: #ccc; color: #ccc;">XXXXXXXXXX</span>	United Kingdom	26/05/2018	31/05/2018	✔	NONE	6	<span style="background-color: #ccc; color: #ccc; padding: 2px;">0</span>	
<input type="radio"/>	<span style="background-color: #ccc; color: #ccc;">XXXXXXXXXX</span>	<span style="background-color: #ccc; color: #ccc;">XXXXXXXXXX</span>	United Kingdom	13/08/2017	18/08/2017	✔	Submitted	6	<span style="background-color: #ccc; color: #ccc; padding: 2px;">0</span>	

## ***Osaleja tagasiside***

Küsimustiku link e-postilt  
[replies-will-be-discarded@ec.europa.eu](mailto:replies-will-be-discarded@ec.europa.eu)

Please click on the link below to access the online individual participant report, fill it in and submit it within one week:

<https://ec.europa.eu/eusurvey/runner/EP-KA1-VET-Learners-2015/4c99366e-95e7-4729-ad8d-6ef9b389ae11>

You may save a temporary draft and use the same hyperlink to get back to it. Once you have completed it by answering all questions, please submit it by clicking on the "Submit" button. After having submitted the report you will no longer be able to change it.

This is a system generated message from EU Survey. Please do not reply. If you encounter any difficulties in filling the report please contact your beneficiary organisation:

Kehtna School of Economy and Technology

Should you wish to report on any sensitive issue which you do not want to disclose in this report, you may want to contact the National Agency that has selected your project. Contact details of Erasmus+ National Agencies can be found at

[http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm)

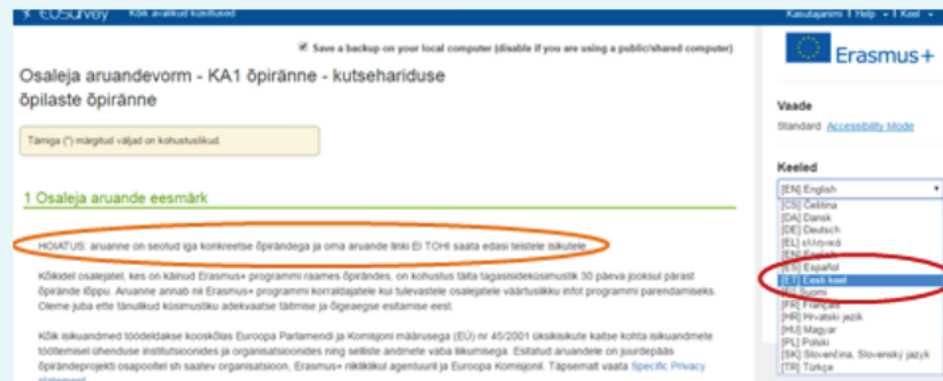
Your personal data is protected. More details can be found at

[http://ec.europa.eu/dgs/education\\_culture/calls/dpo\\_en.htm](http://ec.europa.eu/dgs/education_culture/calls/dpo_en.htm)

Many thanks for the time dedicated to this Erasmus+ individual participant report request!

# Küsimustiku täitmine veebis

- Küsimustik on personaalne, linki mitte jagada!
- Küsimustik muuta eestikeelseks!



# TUSLIK TIIUULU EESLIKEEISEKS!

Erasmus+ Kõik arvutid kasutavad

Kasutajareg. | Help | Keel

☒ Save a backup on your local computer (disable if you are using a public/shared computer)

## Osaleja aruandevorm - KA1 õpiränne - kutsehariduse õpilaste õpiränne

Täringa (\*) märgitud väljad on kohustuslikud.

### 1 Osaleja aruande eesmärk

**HÕIATAUS:** aruanne on seotud iga konkreetse õpirändega ja oma aruande linki EI TOHI saata edasi teistele isikutele.

Kõikidel osalejatel, kes on käinud Erasmus+ programmi raames õpirändes, on kohustus läbida tagasisideküsimustik 30 päeva jooksul pärast õpirände lõppu. Aruanne annab nii Erasmus+ programmi korraldajatele kui tulevastele osalejatele väärtuslikku infot programmi parendamiseks. Oleme juba ette läinud küsimustiku adekvaatse läbimise ja õigeaegse esitamise eest.

Kõik isikuandmed töödeldakse kooskõlas Euroopa Parlamendi ja Komisjoni määrusega (EÜ) nr 45/2001 üksikisikute kaitsse kohta isikuandmete töötlemisel ühenduse institutsioonides ja organisatsioonides ning selliste andmete vaba liikumisega. Esitatud aruanded on juurdepääs õpirändeprojekti osapooltele sh saatev organisatsioon, Erasmus+ riiklikul agentuuril ja Euroopa Komisjonil. Täpsemalt vaata [Specific Privacy statement](#)

**Vaade**  
Standard [Accessibility Mode](#)

**Keeled**

- [EN] English
- [CS] Čeština
- [DA] Dansk
- [DE] Deutsch
- [EL] ελληνικά
- [EN] English
- [ES] Español
- [ET] Eesti keel
- [FI] Suomi
- [FR] Français
- [HR] Hrvatski jezik
- [HU] Magyar
- [PL] Polski
- [SK] Slovenčina, Slovenský jazyk
- [TR] Türkçe

## *Küsimustik esitatud*

Kui küsimustik on täidetud ja esitatud, saadetakse osalejale allolev kiri (pdf-kujul alla laadima ei pea, aruanne on elektrooniliselt MT+ olemas).

**Saatja:** [DIGIT-EUSURVEY@nomail.ec.europa.eu](mailto:DIGIT-EUSURVEY@nomail.ec.europa.eu) [DIGIT-EUSURVEY@nomail.ec.europa.eu]

**Saadetud:** 14. mai 2015. a. 14:15

**Adressaat:**

**Teema:** Export finished

Your download of your submission to survey EP-KA1-VET-Staff has been created.

You can download it here: [answeref9a2e46-291f-4cb2-9921-20293eff2cd0.pdf](#)

# Osaleja aruanne MTs projektijuhile kohe nähtav

Project 2016-1-EE01-KA10 processing Details Dashboard Organisations Contacts **Mobilities** Mobility Import - Export Budget Reports

back to list **Mobilities**

Mobility for  **Mobility** Participant From / To Duration Budget

**MOBILITY**

Activity Type  
VET-COMP : VET learners traineeships in companies  Long-term Activity

Mobility ID  
17221-MOB-00009

Force Majeure ?

**PARTICIPANT**

Participant Data **Participant Report** Certifications (0 max. 3)

ID	Status	Request Date	Submit Date	
1816550	Submitted	17/05/2017	24/05/2017	Download PDF



[back to list](#)

## Mobilities

Mobility for

Mobility ✓

Participant ✓

From / To ✓

Duration ✓

Budget ✓

### MOBILITY

Activity Type

VET-COMP : VET learners traineeships in companies ▾

Long-term Activity

Mobility ID

17221-MOB-00009

Force Majeure ?

### PARTICIPANT

Participant Data

Participant Report ✓

Certifications (0 max. 3)

ID

Status

Request Date

Submit Date

Submitted

17/05/2017

24/05/2017

[Download PDF](#)



### Ära unusta:

- projekti tingimused programmijuhendis
- tutvü lepinguga (NB: Lisa III)
- järgi projektis kirja pandud
- arvesta hindajate tagasisidet

### Ära unusta:

Teavita SA Archimedes kontaktisikut projekti väitel toimivatest muutustest.

Muudatused tuleb **eelnevalt** kooskõlastada, vajadusel vormistatakse lepingu muudatus.

### Muudatused projektis

Vaheta välja sobimatu partner/kursus, kui kokkulepped ei kehti ja koostöö ei suju!

**NB:** muuta võib sihtriiki ja kestust, kuid kursuse teema peab jääma võimalikult lähedaseks algsele planeerituga.

### Tööplaan kogu projekti perioodiks!

Planeeri:

- osalejate valik
- osalejate ettevalmistus
- lepingud osalejatega (kursuste puhul ei nõuta)
- õpiränded
- tunnustamine (Europass? EHI5?)
- tulemuste kasutuselevõtt
- levitus (info kaali kadulehel, blogi?), mõju saavutamiseks vajalikud tegevused
- hindamine (lühivalt)
- projekti juhtimine, korraldus

• **NB:** korralduskulud

# Kokkuvõtteks

# ***Ära unusta:***

- projekti tingimused programmijuhendis
- tutvu lepinguga (NB: Lisa III)
- järgi projektis kirjapandut
- arvesta hindajate tagasisidet

# ***Ära unusta:***

Teavita SA Archimedes kontaktisikut projekti vältel toimuvatest muutustest.

Muudatused tuleb **eelnevalt** kooskõlastada, vajadusel vormistatakse lepingu muudatus.

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- lepingud osalejatega (kursuste puhul ei nõuta)
- õpiränded
- tunnustamine (Europass? EHIS?)
- tulemuste kasutuselevõtt
- levitus (info kooli kodulehel, blogi?), mõju saavutamiseks vajalikud tegevused
- hindamine (läbivalt)
- projekti juhtimine, korraldus

• **NB:** korralduskulud

***Jõudu tööle!***

# ARCHIMEDES

