

# Erasmus+ õpirändeprojekti lõpparuande koostamine



2017. ja 2018. a  
alanud projektide jaoks

Elina Aslett  
Juuni 2019

# Projekti ingliskeelne kokkuvõte!

https://ec.europa.eu/programmes/erasmus-plus/projects/



Legal notice Cookies Contact on Europa Search on Europa

ERASMUS+  
Enriching lives, opening minds

European Commission > Erasmus + > Projects Results

SEARCH PROJECTS LOGIN CONTACT US FEEDBACK LEGAL ISSUES

**ERASMUS+ PROJECT RESULTS**  
Enriching lives, opening minds

Click here to open advanced search

Search for projects Search for results

Find projects... Search

## About

Welcome to the Erasmus+ Project Results Platform.

This database will give you access to descriptions, results and contact information of all projects funded under the Erasmus+ programme and some of the projects funded under its predecessor programmes in the field of education, training, youth and sports.

You can find inspiration from the pool of good practices and success stories, i.e. projects that distinguished themselves in terms of policy relevance, communication potential, impact or design.

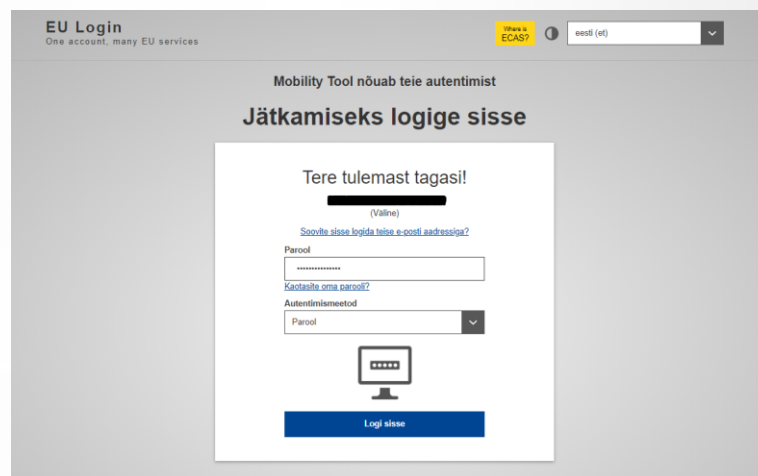
You can type keywords in the above search box and/or use the advanced search options to find the project(s) you are interested in.

# Mobility Tool+

- Projekti lõpparuanne täidetakse ja esitatakse veebikeskkonnas Mobility Tool+.

(Link: <https://webgate.ec.europa.eu/eac/mobility>)

- Seal genereeritakse süsteemi poolt teie projekti jaoks lõpparuande vorm, milles tuleb täita kõik kohustuslikud väljad.



The screenshot shows the EU Login interface for the Mobility Tool. At the top, it says "EU Login" and "One account, many EU services". There is a language selector set to "eesti (et)". The main heading is "Mobility Tool nõuab teie autentimist" (Mobility Tool requires your authentication) and "Jätkamiseks logige sisse" (Log in to continue). Below this, a white box contains the login form with the text "Tere tulemast tagasi!" (Welcome back!) and "(Valine)" (Optional). There are links for "Soovits sisse logida teise e-posti aadressiga?" (Do you want to log in with another email address?) and "Kasutaja oma parool?" (User forgot password?). The form includes a "Parool" (Password) field, an "Autentimisviisid" (Authentication methods) dropdown menu, and a "Logi sisse" (Log in) button.

# Lõpparuanne (LA) on:

- kokkuvõte projekti elluviimisest
- toetusesaaja taotlus SA-le Archimedes toetuse jääkmakse tegemiseks.

## LA tuleb esitada:

- 60 kalendripäeva jooksul pärast toetuslepingus sätestatud projekti lõppkuupäeva.

# Jääkmakse

- LA-s esitatud andmed peavad olema kooskõlas **lepingu lisaga III** („Projekti rahastamise ja muud lepingutingimused“), et jääkmakse taotlus eraldatud toetuse osas oleks põhjendatud.
- **Jääkmakse** (kuni 20% eraldatud toetusest) laekub täiendamist mittevajava taotluse puhul 60 päeva jooksul pärast aruande esitamist.

# LA hindamine

Lõpparuande hindamine toimub kvaliteedikriteeriumide alusel 100-palliskaalal. Need kriteeriumid on:

- Mil määral olid elluviidud tegevused kooskõlas aktsepteeritud projektitoetuse taotlusega?
- Milline oli projekti praktilise korralduse kvaliteet (ettevalmistus, seire ja tugi osalejatele lähetuse ajal)?

# LA hindamine (jätk)

- Osalejate õpiväljundite tunnustamise e. valideerimise korraldamise kvaliteet
- Õppetegevuse tulemuste kvaliteet ja mõju osalejatele
- Mõju saatvale asutusele ja laiemalt, nt piirkonnale (kui on)
- Kuidas asutus õpirännete tulemusi tutvustab? Levitustegevuste põhjalik kirjeldus (millised neist on juba ellu viidud?)

# Toetuse vähendamine

Projekti elluviimise kohustuse rikkumise, sh mitterahuldava, osalise või hilinevad elluviimise korral, võib korraldustoetust vähendada järgmises ulatuses:

- 25% võrra, kui lõpparuandele antud hinnang on 40-49 punkti;
- 50% võrra, kui lõpparuandele antud hinnang on 25-39 punkti;
- 75% võrra, kui lõpparuandele antud hinnang on kuni 24 punkti.



# Toetuse vähendamine (jätk)

Toetussumma vähendamise otsus võidakse teha mitmesuguste infoallikate põhjal, mis aitavad teha kindlaks, kas projekt on ellu viidud vastavalt lepingus sätestatule, nt:

- lõpparuanne
- osalejate tagasisideküsimustikud
- seirekülastused toetuse saanud kooli/asutusse, muud kontrolltoimingud

# LA esitamine

LA esitatakse ainult elektroonilisel kujul ja see koosneb kahest osast:

- aruanne
- kinnitus asutuse seadusliku esindaja poolt (Declaration of Honour). Kinnitus võib olla:
  - allkirjaõigusliku isiku poolt omakäeliselt allkirjastatud ja seejärel skaneeritud; või
  - digiallkirjastatud.*Kinnitus lisatakse aruandele manusena.*

# MIDA POLE VAJA ja MIS KEELES kirjutada?

NB! Midagi muud (nt tunnistusi, lennupileteid, kinnituskirju) üles laadida pole vaja - need küsib SA Archimedes vajadusel teilt juurde ning palub siis saata e-posti teel.

## Mis keeles?

LA võib esitada ühes Euroopa Liidu keeltest, ent palume selle esitada siiski eesti- või ingliskeelsena. Aruannet võib täita eesti keeles, kuigi küsimused on ingliskeelsed.

# NB!

Enne kui hakkate LA-d täitma, veenduge, et kõik õpirännetel osalejad on Mobility Tool+'i sisestatud ja et nad on täitnud (iga) oma õpirände kohta tagasisideküsimustiku ning et need on kõik laekunud MT+'i, seejärel laadige alla nende küsimustike koondtabel (Mobilities → Export Participant Report(s)).

/Õpirännete sisestamisest: <http://haridus.archimedes.ee/sites/default/files/Erasmuspluss/2018-Projekti%20elukaar%20ja%20Mobility%20Tool.pdf/>

European Commission  
**Mobility tool** EE01 Foundation Archimedes

Project 2018-1-EE01-KA101-[redacted] processing

Details Organisations Contacts Mobilities Mobility Import - Export Budget Reports

Mobilities More actions ▾ + Create

All **10** Complete **10** Draft

Search in 10 records Q

selection  export  bulk operations ↻

|                       | Participant First Name | Participant Last Name | Participant Email | Activity Type | Mobility ID          | Sending Country | Receiving Country | Start Date | End Date   | Complete | Report Status | Requested On ^ | Received On |   |
|-----------------------|------------------------|-----------------------|-------------------|---------------|----------------------|-----------------|-------------------|------------|------------|----------|---------------|----------------|-------------|---|
| <input type="radio"/> | [redacted]             | [redacted]            | [redacted]        | SE-SC-TE      | [redacted] MOB-00001 | Estonia         | Greece            | 16/07/2018 | 20/07/2018 | ✓        | Submitted     | 23/07/2018     | 20/08/2018  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| <input type="radio"/> | [redacted]             | [redacted]            | [redacted]        | SE-SC-TE      | [redacted] MOB-00002 | Estonia         | United Kingdom    | 16/07/2018 | 27/07/2018 | ✓        | Submitted     | 27/07/2018     | 19/08/2018  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

# NB! II

LA-s kinnitab toetusesaaja, et:

- esitatavad andmed on täielikud, usaldusväärsed ja tõesed;
- tehtud kulud on lepingu tingimustest lähtudes abikõlblikud;
- jääkmakse teostamise taotlus on tõendatav asjakohaste dokumentidega, mida saab esitada kontrollimiseks lepingu üldtingimuste osas kirjeldatud kontrolltoimingute ja auditite korral.

# NB! III

- Juhul, kui projekt on välja valitud **täiendavaks dokumendikontrolliks** (*desk check'iks*), siis võetakse teiega eraldi ühendust.
  - Samuti võidakse teie asutus veel järgnevate aastate jooksul valida täiendavaks kontrollimiseks / auditeerimiseks.
- Hoidke kõik projektiga seotud kuludokumendid, lepingud ja saadud tunnistused alles 5 aasta jooksul pärast lõppmakse tegemist! (Märkus: 3 aasta jooksul, kui teie toetuse maksimaalne summa ei ületa 60 000 eurot.)

# NB! IV

Oluline on **konkreetsus** → see annab aruandele sisu ja täpsust ning lisab kaalu.

## Näide 1:

- Levitusüritus Z toimus “x” kuupäeval, sellest võttis osa “n” (vähemalt ligikaudne arv) inimest - täpsustada, kes osalesid: sama kooli õpetajad, lapsevanemad jne.

# NB! V

## Näide 2:

- Kirjeldage, kuidas täpsemalt toimus keeleline ettevalmistus → mitte lihtsalt, et “soovijatele pakuti keeleõpet”, vaid: soovijatele pakuti “x” (millise) keele õpet, keeleõppes osales “n” (arv) inimest, õpet pakkus/viis läbi ... (oma kooli töötaja, keeltekoool vm), õppe maht oli ... tundi



## NB! VI

- Kõiki punkte aruandes tuleks kirjeldada eeltoodud näidetega samaväärse täpsuse, konkreetsuse ja detailsusega.

Küsimuste korral võtke kindlasti ühendust oma projektile SA Archimedese poolt määratud kontaktisikuga (kes on sätestatud toetuslepingus).

# Lõpparuande loomine



European Commission  
**Mobility tool** EE01 Foundation Archimedes

Project 2017-1-EE01-KA101- [REDACTED]   Details   Organisations   Contacts   Mobilities   Mobility Import - Export   Budget   Reports


## Beneficiary Reports

Final Beneficiary Report

Please click on this button to generate a new Beneficiary Report

 [Generate Beneficiary Report](#) 

# Aruande mustandi muutmine




European Commission  
**Mobility tool** EE01 Foundation Archimedes

Project 2017-1-EE01-KA101-██████████

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

## Beneficiary Reports

### Final Beneficiary Report



#### Final Draft report available

Draft      Submission in progress      Submitted      NA Validated with eligible cost      Finalised

17/05/2018

Final Report draft created 4 minutes ago by ██████████

[Edit Draft](#) ←

**Beneficiary Report created 4 minutes ago** Draft

Final - Request ID ██████████

Show Log +

# 2018. a aruande avavaade

European Commission  
**Mobility tool** EE01 Foundation Archimedes

Project 2018-1-EE01-KA101-XXXXXXXXXX Details Organisations Contacts Mobilities Mobility Import - Export Budget Reports

Draft report saved 18 hours ago  
8%  
not ready for submission

⚠ Some mobilities are outdated, please revalidate them in order to be able to continue the submission [Revalidate Mobilities now](#) [retry](#)

[return to report page](#) · [print draft report](#) · [preview draft report](#)

1. Context ✓  
2. Summary of the Project ✓  
3. Summary of participating organisations ✓  
4. Implementation of the Project  
5. Project Management  
6. Activities  
7. Learning Outcomes and Impact  
8. Dissemination of Project Results  
9. Budget ✓  
10. Closing remarks ✓  
11. Annexes 0

## Final Beneficiary Report for 2018-1-EE01-KA101-XXXXXXXXXX

### 1. Context

this section resumes some general information about your project.

|                                   |                                  |
|-----------------------------------|----------------------------------|
| Programme                         | Erasmus+                         |
| Key Action                        | Learning Mobility of Individuals |
| Action                            | Mobility of learners and staff   |
| Action Type                       | School education staff mobility  |
| Call                              | 2018                             |
| Report Type                       | Final                            |
| Language used to fill in the form | EN                               |

#### 1.1. Project Identification

|   |   |
|---|---|
| Grant Agreement Number                                      | 2018-1-EE01-KA101- <span style="background-color: #ccc; color: #000;">XXXXXXXXXX</span> |
| Project Title   | <span style="background-color: #ccc; color: #000;">XXXXXXXXXX</span>                    |
| Project Acronym   | <span style="background-color: #ccc; color: #000;">XXXXXXXXXX</span>                    |
| Project Start Date (dd-mm-yyyy)                             | 01/06/2018  |
| Project End Date (dd-mm-yyyy)                               | 31/05/2019  |
| Project Total Duration (months)                             | 12  |
| Beneficiary Organisation Full Legal Name (Latin characters) | <span style="background-color: #ccc; color: #000;">XXXXXXXXXX</span>                    |

#### 1.2. National Agency of the Beneficiary Organisation

|                |                       |
|----------------|-----------------------|
| Identification | Foundation Archimedes |
|----------------|-----------------------|

# Õpirännete uuesti valideerimine

Draft report saved 2 years ago

0%

not ready for submission

⚠ Some mobilities are outdated, please revalidate them in order to be able to continue the submission [Revalidate](#)

[Mobilities now](#) [retry](#)

[return to report page](#) · [print draft report](#) · [preview draft report](#)

1. Context ✓

2. Summary of the Project

3. Summary of participating organisations ✓

4. Implementation of the Project

Final Beneficiary Report for 2017-1-EE01-KA101-██████████

## 1. Context

this section resumes some general information about your project;

|                                   |                                  |
|-----------------------------------|----------------------------------|
| Programme                         | Erasmus+                         |
| Key Action                        | Learning Mobility of Individuals |
| Action                            | Mobility of learners and staff   |
| Action Type                       | School education staff mobility  |
| Call                              | 2017                             |
| Report Type                       | Final                            |
| Language used to fill in the form | EN                               |

# Õpirännete uuesti valideerimine

**Revalidate Mobilities**

Revalidating a mobility consists in applying the most updated business rules and recalculating totals. At the end of the process you will be able to know if relevant changes occurred in each mobility like the status and/or budget.

Required to revalidate before submission **1** | Draft **0** | Complete **2** | All **2** | **Revalidate **1** Mobilities**

**Revalidation History**

| Request Date  | User | Status | Validation Progress | Number of Mobilities |
|---|------|--------|---------------------|----------------------|
| return to report page · print draft report · preview draft report |      |        |                     |                      |
| 1. Context  |      |        |                     |                      |
| 2. Summary of the Project   |      |        |                     |                      |
| 3. Summary of participating organisations                         |      |        |                     |                      |
| 4. Implementation of the Project                                  |      |        |                     |                      |
| 5. Project Management   |      |        |                     |                      |

|                                   |                                  |
|-----------------------------------|----------------------------------|
| Programme                         | Erasmus+                         |
| Key Action                        | Learning Mobility of Individuals |
| Action                            | Mobility of learners and staff   |
| Action Type                       | Adult education staff mobility   |
| Call                              | 2018                             |
| Report Type                       | Final                            |
| Language used to fill in the form | EN                               |

# Õpirännete uuesti valideerimine (tehtud)

## Revalidate Mobilities

Revalidating a mobility consists in applying the most updated business rules and recalculating totals. At the end of the process you will be able to know if relevant changes occurred

Required to revalidate before submission **9**

Draft **0**

Complete **12**

All **12**

Revalidate **9** Mobilities

## Revalidation History


| Request Date | User                 | Status                       | Validation Progress   | Number of Mobilities |
|--------------|----------------------|------------------------------|---|----------------------|
| a year ago   | System User (system) | ✓ Done (took 2727 minute(s)) | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% | <b>6</b>             |






# 2017. ja 2018. a projektide aruannete sisukorrad

## 2017

|   |   |
|---|---|
| 1. Context  | ✓ |
| 2. Summary of the Project   | ✓ |
| 3. Summary of Participating Organisations   | ✓ |
| 4. Implementation of the Project  |   |
| 5. Project Management   |   |
| 6. Activities   | ✓ |
| 7. Participants' Profile  |   |
| 8. Learning Outcomes and Impact   |   |
| 9. Dissemination of Project Results   |   |
| 10. Budget  |   |
| 11. Closing remarks   | ✓ |
| 12. Annexes  | 0 |

## 2018

|   |   |
|---|---|
| 1. Context  | ✓ |
| 2. Summary of the Project   | ✓ |
| 3. Summary of participating organisations   | ✓ |
| 4. Implementation of the Project  |   |
| 5. Project Management   |   |
| 6. Activities   |   |
| 7. Learning Outcomes and Impact   |   |
| 8. Dissemination of Project Results   |   |
| 9. Budget   | ✓ |
| 10. Closing remarks   | ✓ |
| 11. Annexes  | 0 |

# 1. Kontekst

Details Organisations Contacts Mobilities Mobility Import - Export Budget Reports

## 1. Context

this section resumes some general information about your project;

|                                   |                                  |
|-----------------------------------|----------------------------------|
| Programme                         | Erasmus+                         |
| Key Action                        | Learning Mobility of Individuals |
| Action                            | Mobility of learners and staff   |
| Action Type                       | School education staff mobility  |
| Call                              | 2017                             |
| Report Type                       | Final                            |
| Language used to fill in the form | EN                               |



# 2. Projekti kokkuvõte

## 2. Summary of the Project

1. Project summary at application time:

2. If applicable, project summary at application time in English:

Please provide a short summary of your project upon completion. The main elements to be mentioned are: context/background of the project; objectives; number and type/profile of participants; description of undertaken activities; results and impact attained; if relevant, longer-term benefits.

3. Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications or when giving information on a completed project. It will also feed the Erasmus+ Dissemination Platform (see annex III of Programme Guide on dissemination guidelines).

Please be concise and clear.

Lühike kokkuvõte projektist ja selle käigus tehtust. See väli on süsteemi poolt automaatselt eeltäidetud teie projekti kokkuvõttega, mille te esitasite taotlemisfaasis, ent selles punktis peaks olema juttu juba toimunud tegevustest – seega ei saa kasutada tuleviku ajavorme ja rääkida projektitegevustest kui plaanidest. Peamised aspektid, mida selles punktis käsitleda tuleks, on:

- projekti kontekst/taust ja eesmärgid,
- osalejate arv ja tüüp/profiil,
- toimunud tegevuste kirjeldus,
- saavutatud tulemused ja mõju,
- pikaajaline kasu (kui on).

NB! TÄITKE SEE VÄLI KINDLASTI INGLISE KEELES, KUNA SIIT VÕETAKSE SEE KOKKUVÕTE JA LAETAKSE ÜLES ERASMUS+ PROJEKTITULEMUSTE ANDMEBAASI (aadressil <https://ec.europa.eu/programmes/erasmus-plus/projects/>).

Kui mahub, siis kirjutage sellesse kasti nii eesti- kui ingliskeelne toimunud projekti kokkuvõte. Kui mõlemad ei mahu, siis ainult ingliskeelne, sest seda läheb kindlasti vaja.

/Seda lõiku võivad kasutada Euroopa Komisjon, SA Archimedes jt projekti tutvustamiseks./

# 3. Osalevad organisatsioonid

## 3. Summary of Participating Organisations

| Role of the Organisation | PIC of the Organisation | Name of the Organisation | Country of the Organisation | Type of Organisation  |
|--------------------------|-------------------------|--------------------------|-----------------------------|---|
| Applicant Organisation   | 9 [REDACTED]            | [REDACTED]               | Estonia                     | School/Institute/Educational centre – General education (secondary level) |
| Partner Organisation     | 9 [REDACTED]            | [REDACTED]               | United Kingdom              | Other   |
| Partner Organisation     | 9 [REDACTED]            | [REDACTED]               | Spain                       | Other   |

# 4. Projekti elluviimine

## 4. Implementation of the Project

To what extent were the objectives of European Development Plan achieved? How were they reached? Please comment also on any objectives that were not achieved and describe any achievements that exceeded initial expectations.

Mil määral saavutati rahvusvahelise koostöö arengukava (European Development Plan) eesmärgid? Kuidas nende saavutamiseni jõuti? Siinkohal tuleb kommenteerida ka neid eesmäärke, mida ei õnnestunud saavutada ning kirjeldada kordaminekuid, mis ületasid esialgseid ootusi.

NB! Projekti käigus saavutatud eesmäärke tuleks selles lõigus võrrelda konkreetselt nendega, mis pandi projektitaotluses kirja rahvusvahelise koostöö arengukavasse (European Development Plan).

If relevant for your project, did you use Erasmus+ online platforms (e.g. EPAL, School Education Gateway, eTwinning) for the preparation, implementation and/or follow-up of your project?

Kui see on teie projekti puhul asjakohane, siis kas te kasutasite oma projekti ettevalmistamiseks, läbiviimiseks ja/või järeltegevusteks Erasmus+ veebiplatvorme (nt EPAL, School Education Gateway, eTwinning)?

How did the participating organisations contribute to the project? What experiences and competencies did they bring to the project?

Kuidas aitasid osalevad organisatsioonid projektile kaasa? Milliseid kogemusi ja pädevusi nad projekti kaasa tõid?

Siinkohal võib anda hinnangu ka organisatsioonidele, kes korraldasid koolitused, millel teie asutuse töötajad õpirände käigus osalesid.

How did the participating organisations communicate and coordinate?

Kuidas osalevad organisatsioonid omavahel suhtlesid ja tegevusi koordineerisid?

How did you choose the hosting organisations?

Kuidas te valisite vastuvõtvad organisatsioonid?

Siinkohal võib kirjeldada ka seda, mille põhjal valisite koolitused, millel õpirände käigus osalesite.

# 5. Projektijuhtimine

## 5. Project Management

How did the participating organisations manage practical and logistical matters (e.g. travel, accommodation, insurance, safety and protection of participants, visa, work permit, social security, mentoring and support, preparatory meetings with partners etc.)?

Kuidas haldasid osalevad organisatsioonid praktilisi ja logistilisi aspekte (nt reisimine, majutus, kindlustus, osalejate turvalisus ja kaitse, viisa, tööluba, sotsiaalkindlustus, mentorlus ja tugi, ettevalmistavad kohtumised partneritega jne)?

How were quality and management issues (e.g. setting up of agreements with partners, learning agreements with participants, etc.) addressed and by whom?

Kuidas tegeleti kvaliteedi- ja juhtimisküsimustega ning kes seda tegi(d) (nt lepingute sõlmimine partneritega, õppelepingute sõlmimine osalejatega jne)?

How did you assess the extent to which your project has been produced the anticipated results and reached its objectives?

Kuidas te hindasite, mil määral jõuti teie projekti käigus soovitud tulemuste ja eesmärkideni?

Kirjeldage, milliseid tegevusi te selleks läbi viisite.

# P. 5 jätk

Please describe any problems or difficulties you encountered during the project and the solutions applied.

Kirjeldage projekti jooksul esile kerkinud probleeme ja raskusi ning neile leitud lahendusi.

How were monitoring and/or the support of participants carried out during the activities?

Kuidas viidi tegevuste (õpirännete) ajal läbi osalejate seiret ja tugiteenust?

What were the most relevant topics addressed by your project?(multiple selection possible)

Select a value

value required

In case the topics chosen are different from the ones in the application, please explain why.

Eelmisel väljal: Millised teemad olid teie projekti puhul kõige aktuaalsemad? (võib valida mitu)  
Sellel väljal: Kui valitud teemad erinevad teie taotluses esitatutest, palume kirjeldada selle põhjuseid.



# P. 5 jätk II

## 5.1. Preparation of Participants

What kind of preparation was offered to the participants (e.g. task-related, intercultural, risk prevention etc.)? Who provided such preparatory activities? How did you assess the level of usefulness of such preparatory activities? (Note: For linguistic preparation, please provide information in the next section).

Millist ettevalmistust osalejatele pakuti (nt õppeülesandega seotud, kultuuridevaheline, riskiennetus jne)? Kes neid ettevalmistavaid tegevusi läbi viis / korraldas? Kuidas te selliste ettevalmistavate tegevuste kasutegurit hindasite? (Märkus: keelelise ettevalmistuse kohta andke palun infot järgmises lõigus.)

## 5.2. Linguistic Preparation

Did you use parts of the 'organisational support' grant for the linguistic preparation of participants involved in the project?

Yes  No

What kind of linguistic preparation did you offer using the 'organisational support' grant?

Eelmisel väljal: Kas te kasutasite osa „korraldustoetusest“ projektiga seotud osalejate keeleliseks ettevalmistuseks?  
Jah/Ei

Sellel väljal: (kui vastasite eelmisele küsimusele „jah“) Millist keelelist ettevalmistust te „korraldustoetuse“ abil pakkusite?

# 2017:

## 6. Tegevused

### 6. Activities

#### 6.1. Overview of Activities

| Activity Type                      | Number of Participants |
|------------------------------------|------------------------|
| Structured Courses/Training Events | 11                     |
| Total                              | 11                     |

If relevant, please describe and explain any changes between the activities you planned at application stage and those finally implemented.

Ülaltoodud tabel on eeltäidetud (õpirände tüüp ja osalejate arv).

Sellel väljal: Kui esines muudatusi ja erinevusi taotlusfaasis planeeritud ja lõpuks ellu viidud tegevuste vahel, siis kirjeldage ja selgitage neid.

# 2018:

## 6. Tegevused

### 6. Activities

#### 6.1. Overview of Activities

| Activity Type                      | Number of Participants* | Number of Accompanying Persons | Total Number of Participants and Accompanying Persons |
|------------------------------------|-------------------------|--------------------------------|---|
| Structured Courses/Training Events | 2                       | 0                              | 2   |
| Total                              | 2                       | 0                              | 2   |

\* Note: Accompanying persons are not considered participants in mobility activities and are counted separately.

If relevant, please describe and explain any changes between the activities you planned at application stage and those finally implemented.

# 2017:

## 6.2. Õpirännete ülevaade

### 6.2. Overview of Mobility Flows

| Activity Type                      | Flow No. | Sending Country | Receiving Country | Calculated Duration (days) | Interruption Duration (days) | Duration of the Mobility Period (days) | Travel Days | Non-Funded Duration (days) | Funded Duration (days) | Distance Band  | Number of Participants | Out of total, Number of Participants with Special Needs | Out of Total, Number Accompanying Persons | Out of Total, No. of Non-teaching Staff |
|------------------------------------|----------|-----------------|-------------------|----------------------------|------------------------------|--|-------------|----------------------------|------------------------|----------------|------------------------|---|---|---|
| Job Shadowing                      | 1        | Estonia         | Norway            | 4                          | 0                            | 4                                      | 2           | 0                          | 6                      | 500 - 1999 km  | 3                      | 0   | 0   | 0                                       |
| Structured Courses/Training Events | 1        | Estonia         | Germany           | 5                          | 0                            | 5                                      | 2           | 0                          | 7                      | 500 - 1999 km  | 1                      | 0   | 0   | 0                                       |
| Structured Courses/Training Events | 2        | Estonia         | Spain             | 5                          | 0                            | 5                                      | 2           | 0                          | 7                      | 2000 - 2999 km | 1                      | 0   | 0   | 0                                       |

# 2018:

## 6.2. Õpirännete ülevaade

### 6.2. Overview of Mobility Flows

| Activity Type                      | Flow No. | Sending Country | Receiving Country | Calculated Duration (days) | Interruption Duration (days) | Duration of the Mobility Period (days) | Travel Days | Non-Funded Duration (days) | Funded Duration (days) | Distance Band  | Total no. of Participants* | Out of Total                    |                    | Accompanying Persons |
|------------------------------------|----------|-----------------|-------------------|----------------------------|------------------------------|--|-------------|----------------------------|------------------------|----------------|----------------------------|---------------------------------|--------------------|----------------------|
|                                    |          |                 |                   |                            |                              |  |             |                            |                        |                |                            | Participants with Special Needs | Non-Teaching Staff |                      |
| Structured Courses/Training Events | 1        | Estonia         | Greece            | 5                          | 0                            | 5                                      | 2           | 0                          | 7                      | 2000 - 2999 km | 1                          | 0                               | 0                  | 0                    |
| Structured Courses/Training Events | 2        | Estonia         | Spain             | 5                          | 0                            | 5                                      | 2           | 0                          | 7                      | 2000 - 2999 km | 1                          | 0                               | 0                  | 0                    |
| Structured Courses/Training Events | 3        | Estonia         | Spain             | 6                          | 0                            | 6                                      | 2           | 0                          | 8                      | 2000 - 2999 km | 1                          | 0                               | 0                  | 0                    |
| Structured Courses/Training Events | 4        | Estonia         | Ireland           | 6                          | 0                            | 6                                      | 2           | 0                          | 8                      | 2000 - 2999 km | 1                          | 0                               | 0                  | 0                    |
| Structured Courses/Training Events | 5        | Estonia         | Italy             | 6                          | 0                            | 6                                      | 2           | 0                          | 8                      | 500 - 1999 km  | 4                          | 0                               | 0                  | 0                    |
| Structured Courses/Training Events | 6        | Estonia         | United Kingdom    | 6                          | 0                            | 6                                      | 2           | 0                          | 8                      | 500 - 1999 km  | 1                          | 0                               | 0                  | 0                    |
| Structured Courses/Training Events | 7        | Estonia         | United Kingdom    | 12                         | 0                            | 12                                     | 2           | 0                          | 14                     | 500 - 1999 km  | 1                          | 0                               | 0                  | 0                    |
| Total                              |          |                 |                   | 46                         | 0                            | 46                                     | 14          | 0                          | 60                     |                | 10                         | 0                               | 0                  | 0                    |

\* Note: Accompanying persons are not considered participants in mobility activities and are counted separately.

# 2018:

## 6.3.-6.5. Osalejad

### 6.3. Overview of Participants

| Activity Type                      | Total Number of Participants* | Out of Total                    |                    |
|------------------------------------|-------------------------------|---------------------------------|--------------------|
|                                    |                               | Participants with Special Needs | Non-Teaching Staff |
| Structured Courses/Training Events | 2                             | 0                               | 0                  |
| <b>Total</b>                       | <b>2</b>                      | <b>0</b>                        | <b>0</b>           |

\* Note: Accompanying persons are not considered participants in mobility activities and are excluded from the count.

### 6.4. Participants' Profile

Please describe the background and profile of the participants (age, gender, professional profile, field of study, etc.) that have been involved in the project and how these participants were selected.

Palun kirjeldage projektis osalenute tausta ja profiili (vanus, sugu, tööalane profiil, omandatud eriala jne) ja selgitage, kuidas need osalejad valiti.]

4848 characters left

### 6.5. Gender

| Activity Type                      | Female   | Male     | Undefined |
|------------------------------------|----------|----------|-----------|
| Structured Courses/Training Events | 2        | 0        | 0         |
| <b>Total</b>                       | <b>2</b> | <b>0</b> | <b>0</b>  |

Note: Accompanying persons are not considered participants in mobility activities and are excluded from the count.

# 2018:

## 6.7. Osalejate tagasiside

### 6.7. Participants' Feedback

Please give a summary of the feedback given by your participants, as well as any points for improvement and problems encountered.

Selles punktis:

- esitage kokkuvõtte osalejate poolt antud tagasisidest;
- kirjeldage parandamist vajavaid nüansse ja ettetulnud probleeme.

#### 6.7.1. Participant Report Submission Rate

|                                    | Staff   |
|------------------------------------|---------|
| Participant Report Submission Rate | 100.00% |

#### 6.7.2. Participant Satisfaction - Staff

| Indicator  | Participants satisfaction rate: Staff |
|--|---------------------------------------|
| How satisfied are you with your Erasmus+ mobility experience in general? | 100,00 %                              |

Note: the satisfaction rate represents the share of participants reporting their satisfaction level as "Very satisfied" or "Rather satisfied".

# 2017:

## 7. Osalejate profiil

### 7. Participants' Profile

Please describe the background and profile of the participants (age, gender, professional profile, field of study, etc.) that have been involved in the project and how these participants were selected.

Palun kirjeldage projektis osalenute tausta ja profiili (vanus, sugu, tööalane profiil, omandatud eriala jne) ja selgitage, kuidas need osalejad valiti.

#### 7.1. Overview of Participants

| Activity Type                      | Total Number of Participants | Out of Total, Number of Participants With Special Needs | Out of Total, Number Accompanying Persons |
|------------------------------------|------------------------------|---|---|
| Structured Courses/Training Events | 11                           | 0   | 0   |
| <b>Total</b>                       | <b>11</b>                    | <b>0</b>  | <b>0</b>                                  |

#### 7.2. Gender

| Activity Type                      | Female   | Male     | Undefined |
|------------------------------------|----------|----------|-----------|
| Structured Courses/Training Events | 8        | 3        | 0         |
| <b>Total</b>                       | <b>8</b> | <b>3</b> | <b>0</b>  |



2017:

## 7.3. Osalejad sihtriikide kaupa

### 7.3. Participants per Hosting Organisations' Country

| Activity Type                      | Country of Hosting Organisation | Number of Participants (Excluding Accompanying Persons) |
|------------------------------------|---------------------------------|---|
| Job Shadowing                      | Norway                          | 3   |
| Structured Courses/Training Events | Germany                         | 1   |
| Structured Courses/Training Events | Italy                           | 1   |
| Structured Courses/Training Events | Malta                           | 3   |
| Structured Courses/Training Events | Portugal                        | 1   |
| Structured Courses/Training Events | Spain                           | 1   |
| <b>Total</b>                       |                                 | <b>10</b>   |

# 2017:

## 7.4. Osalejate tagasiside

### 7.4. Participants' Feedback

Please give a summary of the feedback given by your participants, as well as any points for improvement and problems encountered.

Selles punktis:

- a) esitage kokkuvõtte osalejate poolt antud tagasisidest
- b) kirjeldage parandamist vajavaid nüansse ja ettetulnud probleeme.

### 7.4.1. Participant Report Submission Rate

|                                    | Staff   |
|------------------------------------|---------|
| Participant Report Submission Rate | 100.00% |

### 7.4.2. Participant Satisfaction - Staff

| Indicator | Participants satisfaction rate: Staff |
|-----------|---------------------------------------|
|           |                                       |

# 2018:

## 7. Õpiväljundid ja mõju

### 7. Learning Outcomes and Impact

#### 7.1. Learning Outcomes

Please describe, for each activity implemented, which competences (i.e. knowledge, skills and attitudes/behaviours) were acquired/improved by participants in your project? Were these in line with what you had planned? If not, please explain.

You can use the results of the participants' reports as a basis for your description.

Palun kirjeldage iga elluviidud õpirände puhul, milliseid pädevusi (nt teadmised, oskused ja suhtumised/käitumisviisid) teie projektis osalejad omandasid/parandasid. Kas need vastasid planeeritutele? Kui mitte, selgitage, miks.

Te võite võtta oma kirjelduse aluseks osalejate aruannete (MT+ tagasisideküsimustike) tulemused.

#### 7.1.1. Participant self-evaluation - Staff

| Indicator  | % of participants answering positively |
|--|--|
| I have improved my career and employment opportunities   | 70,00 %                                |
| I have gained practical skills relevant for my current job and professional development  | 80,00 %                                |
| I have improved my knowledge of the subject I am teaching and/or my professional field   | 70,00 %                                |
| I have improved my awareness of methods for assessing and giving credit for skills or competences acquired in formal and informal learning context | 80,00 %                                |

# 2018:

## 7. Õpiväljundid ja mõju II

### 7.2. Recognition Received by Participants

| Activity Type                      | Type of Certification       | Number of Participants |
|------------------------------------|-----------------------------|------------------------|
| Structured Courses/Training Events | Course specific certificate | 6                      |
| Structured Courses/Training Events | Europass Mobility Document  | 2                      |
|                                    | Total                       | 8                      |

Have all the participants received formal recognition for having taken part in the activities?

Yes  No

Please describe, for each activity, the methods used to evaluate and/or assess learning outcomes (e.g. through reflections, meetings, monitoring of learning outcomes, testing)?

Tabelis: Õpirände tüüp – Tunnistuse tüüp – Osalejate arv (Süsteem täidab selle tabeli automaatselt rubriigis „Mobilities“ sisestatu põhjal)

Kas kõik osalejad on saanud õpiränetel osalemise eest formaalse tunnustuse (loe: tunnistuse)?

Jah/Ei

Kui ei, siis lisaküsimus: Selgitage, miks.

Palun kirjeldage iga õpirände puhul, milliseid meetodeid kasutati õpiväljundite hindamiseks (nt reflekteerimine (analüüsimine/vaagimine/mõttevahetus), koosolekud, õpiväljundite jälgimine/seire, testimine)

# 2018:

## 7. Õpiväljundid ja mõju III

### 7.3. Impact

Please describe any impact on the participants, participating organisations, target groups and other relevant stakeholders (including local, regional, national, European and/or international levels). In particular, describe the ways in which the project improved the quality of the participating organisations' regular activities?

Kirjeldage mis tahes mõju osalejatele (õpirändel käinutele), osalevatele organisatsioonidele, sihtgruppidele ja teistele huvipooltele (sh kohalikul, regionaalsel, riiklikul, Euroopa ja/või rahvusvahelisel tasemel). Lähemalt kirjeldage/tooge näiteid, kuidas parandas projekt osalevate organisatsioonide tavategevuste kvaliteeti.

Järgmisel väljal: Mil määral on osalevad organisatsioonid tõstnud oma koostöövõimekust Euroopa/rahvusvahelisel tasandil?  
Skaalal 0-5

7.3.1. ehk ülejäämisel väljal: Töötajate õpirändel osalejate tagasiside: milline mõju oli õpirändel saatvale asutusele? (Eeltäidetud osalejate tagasisideküsimumustike põhjal)

To what extent have the participating organisations increased their capacity to co-operate at European/international level?

value required

#### 7.3.1. Participant Feedback on Institutional Impact

Feedback of staff mobility participants: how did the mobility impact the sending institution?

| Indicator  | % of participants answering positively |
|--|--|
| Creating opportunities for me to share the knowledge acquired through my mobility activity with colleagues                                     | 100.00 %                               |
| Using new teaching/training methods, approaches and good practices at my sending institution   | 100.00 %                               |
| Reinforcing a positive attitude of my sending institution towards sending more staff on teaching assignments, job shadowing or training abroad | 100.00 %                               |
| Strengthening the cooperation with the partner organisations in this project   | 50.00 %                                |

# 2017:

## 8. Õpiväljundid ja mõju

### 8. Learning Outcomes and Impact

#### 8.1. Learning Outcomes

Please describe, for each activity implemented, which competences (i.e. knowledge, skills and attitudes/behaviours) were acquired/improved by participants in your project? Were these in line with what you had planned? If not, please explain.

You can use the results of the participants' reports as a basis for your description.

Palun kirjeldage iga elluviidud õpirände puhul, milliseid pädevusi (nt teadmised, oskused ja suhtumised/käitumisviisid) teie projektis osalejad omandasid/parandasid. Kas need vastasid planeeritutele? Kui mitte, selgitage, miks.

Te võite võtta oma kirjelduse aluseks osalejate aruannete (MT+ tagasisideküsimustike) tulemused.

#### 8.1.1. Participant self-evaluation - Staff

| Indicator | % of participants answering positively |
|-----------|--|
|-----------|--|

2017:

## 8.2. Osalejate tunnustamine

### 8.2. Recognition Received by Participants

| Activity Type                      | Type of Certification       | Number of Participants |
|------------------------------------|-----------------------------|------------------------|
| Structured Courses/Training Events | Course specific certificate | 11                     |
|                                    | Total                       | 11                     |

Have all the participants received formal recognition for having taken part in the activities?

Yes  No

Please describe, for each activity, the methods used to evaluate and/or assess learning outcomes (e.g. through reflections, meetings, monitoring of learning outcomes, testing)?

Tabelis: Õpirände tüüp – Tunnistuse tüüp – Osalejate arv (Süsteem täidab selle tabeli automaatselt rubriigis „Mobilities“ sisestatu põhjal)

Kas kõik osalejad on saanud õpirännetel osalemise eest formaalse tunnustuse (loe: tunnistuse)?

Jah/Ei

Kui ei, siis lisaküsimus: Selgitage, miks.

Palun kirjeldage iga õpirände puhul, milliseid meetodeid kasutati õpiväljundite hindamiseks (nt analüüsimine/vaagimine/mõttevahetus, koosolekud, õpiväljundite jälgimine, testimine)

# 2017:

## 8.3. Mõju

### 8.3. Impact

Please describe any impact on the participants, participating organisations, target groups and other relevant stakeholders (including local, regional, national, European and/or international levels). In particular, describe the ways in which the project improved the quality of the participating organisations' regular activities?

Kirjeldage mis tahes mõju osalejatele (õpirändel käinutele), osalevatele organisatsioonidele, sihtgruppidele ja teistele huvipooltele (sh kohalikul, regionaalsel, riiklikul, Euroopa ja/või rahvusvahelisel tasemel). Lähemalt kirjeldage/tooge näiteid, kuidas parandas projekt osalevate organisatsioonide tavategevuste kvaliteeti.

Järgmisel väljal: Mil määral on osalevad organisatsioonid tõstnud oma koostöövõimekust Euroopa/rahvusvahelisel tasandil?  
Skaalal 0-5

8.3.1. ehk ülejärgmisel väljal: Töötajate õpirändel osalejate tagasiside: milline mõju oli õpirändel lähetavale asutusele? (Eeltäidetud osalejate tagasisideküsimustike põhjal)

To what extent have the participating organisations increased their capacity to co-operate at European/international level?

value required

#### 8.3.1. Participant Feedback on Institutional Impact

Feedback of staff mobility participants: how did the mobility impact the sending institution?

| Indicator | % of participants answering positively |
|-----------|--|
|-----------|--|



# 2018:

## 8. Projekti tulemuste levitamine

### 8. Dissemination of Project Results

Which results of your project would you like to share? Please provide concrete examples.

Milliseid projektitulemusi sooviksite jagada (eriliselt esile tõsta)? Tooge konkreetseid näiteid.

Please describe the activities carried out to share the results of your project inside and outside participating organisations. What were the target groups of your dissemination activities?

Kirjeldage tegevusi, mis viidi läbi, jagamiseks projektitulemusi osalevate organisatsioonide sees ja väljaspool neid. Kes olid teie levitusürituste sihtrühmad?

Please explain how the participants have shared their experience with peers inside or outside your organisation.

Selgitage, kuidas on osalejad jaganud saadud kogemusi kolleegidega teie asutuses või väljaspool seda.

# 2017:

## 9. Projekti tulemuste levitamine

### 9. Dissemination of Project Results

Which results of your project would you like to share? Please provide concrete examples.

Milliseid projektitulemusi sooviksite jagada (eriliselt esile tõsta)? Tooge konkreetseid näiteid.

Please describe the activities carried out to share the results of your project inside and outside participating organisations. What were the target groups of your dissemination activities?

Kirjeldage tegevusi, mis viidi läbi, jagamaks projektitulemusi osalevate organisatsioonide sees ja väljaspool neid. Kes olid teie levitusürituste sihtrühmad?

Please explain how the participants have shared their experience with peers inside or outside your organisation.

Selgitage, kuidas on osalejad jaganud saadud kogemusi kolleegidega teie asutuses või väljaspool seda.

Did you use the EPALE online platform to disseminate the results of your project? If yes, please explain how.

Kas te kasutasite veebiplatvormi EPALE oma projekti tulemuste levitamiseks? Kui jah, siis selgitage, kuidas.

# 2018:

## 9. Eelarve

### 9. Budget

#### 9.1. Budget Summary

| Activity Type                      | Travel   |          | Exceptional Cost for Expensive Travel |          | Individual Support |           | Course Fees |          | Special Needs Support |          | Exceptional Costs |          | Total Amount Granted | Total Amount Reported |
|------------------------------------|----------|----------|---------------------------------------|----------|--------------------|-----------|-------------|----------|-----------------------|----------|-------------------|----------|----------------------|-----------------------|
|                                    | Granted  | Reported | Granted                               | Reported | Granted            | Reported  | Granted     | Reported | Granted               | Reported | Granted           | Reported |                      |                       |
| Structured Courses/Training Events | 3,345.00 | 3,090.00 | N/A                                   | 0.00     | 12,348.00          | 12,636.00 | 4,270.00    | 4,340.00 | 0.00                  | 0.00     | 0.00              | 0.00     | 19,963.00            | 20,066.00             |
| <b>Total</b>                       | 3,345.00 | 3,090.00 | N/A                                   | 0.00     | 12,348.00          | 12,636.00 | 4,270.00    | 4,340.00 | 0.00                  | 0.00     | 0.00              | 0.00     | 19,963.00            | 20,066.00             |

|                                | OS Granted | OS Reported          |                         |
|--------------------------------|------------|----------------------|-------------------------|
|                                |            | No. of Participants* | Total Amount (Adjusted) |
| <b>Organisational Support:</b> | 3,500.00   | 10                   | 3,397.00                |

\* Note: Accompanying persons are not considered participants in mobility activities and are not counted for the purpose of calculating Organisational Support.

**Exceptional Cost Guarantee:** 0.00

# 2018:

## 9. Eelarve II

### 9.1.1. Project Total Amount

|                               |           |
|-------------------------------|-----------|
| Project Total Amount Reported | 23,463.00 |
|-------------------------------|-----------|

**Please provide any further comments you may have concerning the above figures**

(Eelarvetabel on eeltäidetud sektsioonis „Mobilities“ sisestatud õpirännete andmete põhjal. Kui siin kuvatavates andmetes esineb vigu, siis on midagi valesti sisestatud – nt vale päevade arv/vahemaa või on unustatud üldse sisestada kursusepäevade arv, mille alusel arvutatakse kursusetasude toetuse suurus. Seda, kuidas sisestada Mobility Tool+’i korrektselt õpirändeid, näeb näiteks sellest esitlusest: <http://haridus.archimedes.ee/sites/default/files/Erasmuspluss/2018-Projekti%20elukaar%20ja%20Mobility%20Tool.pdf>).

Selles lahtris: Teie lisakommentaariid ülaltoodud arvude kohta.

Kui kohandatud summa (adjusted amount) erineb arvutatud summast (calculated amount), tuleks kommenteerida, millest see tingitud on.

# 2018:

## 9. Eelarve III

### 9.2. Travel

| Activity Type                      | Flow No. | Country of Origin | Country of Destination | Distance Band  | Amount per Participant | Total Number of Participants and Accompanying Persons | Exceptional Costs for Expensive Travel | Total Amount |
|------------------------------------|----------|-------------------|------------------------|----------------|------------------------|---|--|--------------|
| Structured Courses/Training Events | 1        | Estonia           | Italy                  | 500 - 1999 km  | 0.00                   | 1   | 0                                      | 275.00       |
| Structured Courses/Training Events | 2        | Estonia           | Malta                  | 3000 - 3999 km | 0.00                   | 1   | 0                                      | 530.00       |
| <b>Total</b>                       |          |                   |                        |                |                        |   | 0.00                                   | 805.00       |

### 9.3. Exceptional Costs for Expensive Travel

This section doesn't apply for this project

### 9.4. Individual Support

| Activity Type                      | Flow No. | Country of Destination | Participants                           |  |                        | Accompanying Persons                           |                             |                                | Total Amount |
|------------------------------------|----------|------------------------|--|--|------------------------|--|-----------------------------|--------------------------------|--------------|
|                                    |          |                        | Funded Duration per Participant (days) | No. of Participants (excluding accompanying persons) | Amount per Participant | Funded Duration per Accompanying Person (days) | No. Of Accompanying Persons | Amount per Accompanying Person |              |
| Structured Courses/Training Events | 1        | Italy                  | 10                                     | 1  | 1,440.00               | 0  | 0                           | 0.00                           | 1,440.00     |
| Structured Courses/Training Events | 2        | Malta                  | 7                                      | 1  | 1,008.00               | 0  | 0                           | 0.00                           | 1,008.00     |
| <b>Total</b>                       |          |                        |  |  |                        |  |                             |                                | 2,448.00     |

# 2018:

## 9. Eelarve IV

### 9.5. Course Fees

| Activity Type                      | Funded Duration (days) | Number of Participants | Amount per Participant per Day | Total Amount |
|------------------------------------|------------------------|------------------------|--------------------------------|--------------|
| Structured Courses/Training Events | 12                     | 2                      | 70.00                          | 840.00       |
|                                    | Total                  | 2                      | Total                          | 840.00       |

### 9.6. Special Needs Support

This section doesn't apply for this project

### 9.7. Exceptional Costs

This section doesn't apply for this project

# 2017:

## 10. Eelarve

### 10. Budget

#### 10.1. Budget Summary

| Activity Type                             | Travel          |                 | Individual Support |                 | Course Fees     |                 | Special Needs Support |             | Exceptional Costs |             | Total Amount<br>Granted | Total Amount<br>Reported |
|---|-----------------|-----------------|--------------------|-----------------|-----------------|-----------------|-----------------------|-------------|-------------------|-------------|-------------------------|--------------------------|
|   | Granted         | Reported        | Granted            | Reported        | Granted         | Reported        | Granted               | Reported    | Granted           | Reported    |                         |                          |
| Job Shadowing                             | 825.00          | 825.00          | 2,196.00           | 2,196.00        | 0.00            | 0.00            | 0.00                  | 0.00        |                   |             | 3,021.00                | 3,021.00                 |
| Structured<br>Courses/Trainin<br>g Events | 2,520.00        | 2,520.00        | 5,882.00           | 5,656.00        | 1,820.00        | 2,100.00        | 0.00                  | 0.00        |                   |             | 10,222.00               | 10,276.00                |
| <b>Total</b>                              | <b>3,345.00</b> | <b>3,345.00</b> | <b>8,078.00</b>    | <b>7,852.00</b> | <b>1,820.00</b> | <b>2,100.00</b> | <b>0.00</b>           | <b>0.00</b> | <b>0.00</b>       | <b>0.00</b> | <b>13,243.00</b>        | <b>13,297.00</b>         |

|                                | OS Granted | OS Reported   |                           |                         |
|--------------------------------|------------|---|---------------------------|-------------------------|
|                                |            | No. of Participants (excluding<br>accompanying persons) | Total Amount (Calculated) | Total Amount (Adjusted) |
| <b>Organisational Support:</b> | 3,500.00   | 10  | 3,500.00                  | 3,446.00                |

Exceptional Cost Guarantee:

0.00

# 2017:

## 10. Eelarve (jätk I)

### 10.1.1. Project Total Amount

|                               |           |
|-------------------------------|-----------|
| Project Total Amount Reported | 16,743.00 |
|-------------------------------|-----------|

Please provide any further comments you may have concerning the above figures

(Eelarvetabel on eeltäidetud seksioonis „Mobilities“ sisestatud õpirännete andmete põhjal. Kui siin kuvatavates andmetes esineb vigu, siis on midagi valesti sisestatud – nt vale päevade arv/vahemaa või on unustatud üldse sisestada kursusepäevade arv.)

Selles lahtris: Teie lisakommentaaris ülaloodud arvude kohta.

Kui kohandatud summa (adjusted amount) erineb arvutatud summast (calculated amount), tuleks kommenteerida, millest see tingitud on.



# 2017:

## 10. Eelarve (jätk II)

### 10.2. Travel

| Activity Type                      | Flow No. | Country of Origin | Country of Destination | Distance Band  | Amount per Participant | No. of Participants (including Accompanying Persons) | Top-up for "Expensive Domestic Travel Cost"? | No. of Top-ups (including those granted to accompanying persons) for "Expensive Domestic Travel Cost" | Total Amount |
|------------------------------------|----------|-------------------|------------------------|----------------|------------------------|--|--|---|--------------|
| Job Shadowing                      | 1        | Estonia           | Greece                 | 2000 - 2999 km | 360.00                 | 1  | 180  | 0   | 360.00       |
| Job Shadowing                      | 2        | Estonia           | Latvia                 | 100 - 499 km   | 180.00                 | 1  | 180  | 0   | 180.00       |
| Structured Courses/Training Events | 1        | Estonia           | Greece                 | 2000 - 2999 km | 1,080.00               | 3  | 180  | 0   | 1,080.00     |
| Structured Courses/Training Events | 2        | Estonia           | Croatia                | 500 - 1999 km  | 275.00                 | 1  | 180  | 0   | 275.00       |

### 10.3. Individual Support

| Activity Type                      | Flow No. | Country of Destination | Participants (Excluding Accompanying Persons) |  |                        | Accompanying Persons                           |                             |                                | Total Amount |
|------------------------------------|----------|------------------------|---|--|------------------------|--|-----------------------------|--------------------------------|--------------|
|                                    |          |                        | Funded Duration per Participant (days)        | No. of Participants (excluding accompanying persons) | Amount per Participant | Funded Duration per Accompanying Person (days) | No. Of Accompanying Persons | Amount per Accompanying Person |              |
| Job Shadowing                      | 1        | Greece                 | 7   | 1  | 854.00                 | 0  | 0                           | 0.00                           | 854.00       |
| Job Shadowing                      | 2        | Latvia                 | 7   | 1  | 728.00                 | 0  | 0                           | 0.00                           | 728.00       |
| Structured Courses/Training Events | 1        | Greece                 | 7   | 3  | 854.00                 | 0  | 0                           | 0.00                           | 2,562.00     |
| Structured Courses/Training Events | 2        | Croatia                | 8   | 1  | 696.00                 | 0  | 0                           | 0.00                           | 696.00       |

# 2017:

## 10. Eelarve (jätk III)

### 10.4. Course Fees

| Activity Type                      | Funded Duration (days) | Number of Participants | Amount per Participant per Day | Total Amount |
|------------------------------------|------------------------|------------------------|--------------------------------|--------------|
| Structured Courses/Training Events | 43                     | 7                      | 70.00                          | 3,010.00     |
|                                    | Total                  | 7                      | Total                          | 3,010.00     |

### 10.5. Special Needs Support

| Activity Type | No. of Participants With Special Needs | Total Amount |
|---------------|--|--------------|
|               | Total                                  | 0.00         |

Please describe for each activity type the nature of the costs incurred.

value required

# 2017:

## 10.6. Erikulud

## 11. Lõppmärkused

### 10.6. Exceptional Costs

| Activity Type | No. of Participants | Total Amount |
|---------------|---------------------|--------------|
|               | Total               | 0.00         |

Please describe for each activity type the nature of the costs incurred.

This section doesn't apply for this project.

### 11. Closing remarks

Please provide any further comments you wish to make to the National Agency or the European Commission on the management and implementation of Erasmus+ projects under the Key Action "Learning Mobility of Individuals".

Lõppmärkused

Kui te soovite öelda SA-le Archimedes või Euroopa Komisjonile veel midagi kommentaariks Erasmus+ õpirändeprojektide juhtimise ja elluviimise kohta, siis palume teha seda siin.

# 2018:

## 10. Lõppmärkused

### 10. Closing remarks

Please provide any further comments you might wish to make to the National Agency or the European Commission on the management and implementation of Erasmus+ projects under the Key Action “Learning Mobility of Individuals”.

Lõppmärkused

Kui te soovite öelda SA-le Archimedes või Euroopa Komisjonile veel midagi kommentaariks Erasmus+ õpirändeprojektide juhtimise ja elluviimise kohta, siis palume teha seda siin.

# 2018:

## 11. Lisad

### 11. Annexes

additional documents that are mandatory for the completion of the report;

Attachments quota usage

0%

Please note that all documents mentioned below need to be attached here before you submit your form online.

Before submitting your report to the National Agency, please check that:

- All necessary information on your project have been encoded in Mobility Tool+
- The report form has been completed using one of the mandatory languages specified in the Grant Agreement.
- All the relevant documents are annexed:
  - declaration of Honour, signed by the legal representative of the beneficiary organisation.
  - the necessary supporting documents as requested in the grant agreement.
- you saved or printed a copy of the completed form for your records.
- you have uploaded the relevant results on the Erasmus+ Project Results Platform:

[DOWNLOAD Declaration of Honour](#)



List of uploaded files

no uploaded files yet

Add more files

Select File

Drop Your File(s) Here

# 2017:

## 12. Lisad

### 12. Annexes

additional documents that are mandatory for the completion of the report;

Attachments quota usage

0%

Please note that all documents mentioned below need to be attached here before you submit your form online.  
Before submitting your report to the National Agency, please check that:

- All necessary information on your project have been encoded in Mobility Tool+
- The report form has been completed using one of the mandatory languages specified in the Grant Agreement.
- All the relevant documents are annexed:
- declaration of Honour, signed by the legal representative of the beneficiary organisation.
- the necessary supporting documents as requested in the grant agreement.
- you saved or printed a copy of the completed form for your records.
- you have uploaded the relevant results on the Erasmus+ Project Results Platform:

[DOWNLOAD Declaration of Honour](#)

List of uploaded files

no uploaded files yet

Add more files

Select File

Drop Your File(s) Here

# Allkirjastatud kinnitusleht



Erasmus+

Report Form

Call: 2018  
KA104 - Call Year

Erasmus+

## Beneficiary Declaration of 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 grants actually paid for subsistence, travel and preparation of participants.

Place:

Date (dd/mm/yyyy): 10/06/2019

Grant Agreement Number: 2018-1-EE01-KA104-██████████

National ID: 2018-KA104-██████ / wd reg ██████████

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):

# Aruande esitamine I


European Commission  
Mobility tool
EE01 Foundation Archimedes

Project 2017-1-EE01-KA101-[REDACTED] processing
Details
Organisations
Contacts
Mobilities
Mobility Import - Export
Budget
Reports

 Draft report saved a day ago

100%

Start Submission Process

[return to report page](#) · [print draft report](#) · [preview draft report](#)

1. Context

on resumes some general information about your project;

|                                   |                                  |
|-----------------------------------|----------------------------------|
| Programme                         | Erasmus+                         |
| Key Action                        | Learning Mobility of Individuals |
| Action                            | Mobility of learners and staff   |
| Action Type                       | School education staff mobility  |
| Call                              | 2017                             |
| Report Type                       | Final                            |
| Language used to fill in the form | EN                               |

1. Context ✓

2. Summary of the Project ✓

3. Summary of participating organisations ✓

4. Implementation of the Project ✓

5. Project Management ✓



# Aruande esitamine II

The screenshot displays the 'European Commission Mobility tool' interface for project '2017-1-EE01-KA101-0'. A modal window titled 'Beneficiary Declaration of Honour and Signature' is open, containing the following elements:

- Header:** 'Beneficiary Declaration of Honour and Signature' with a close button (X).
- Text:** 'Please download the following PDF, fulfill it and upload it as an annex'.
- Download PDF:** A button to download the required document.
- List of uploaded files:** A table with one entry:

| File Name   | Size    | Time        | Actions                               |
|---|---------|-------------|---------------------------------------|
| 2017-1-EE01-KA101-[REDACTED]-DeclarationOfHonour.bdoc | 0.05 Mb | 3 hours ago | Contains declaration of honour Unmark |
- Add more files:** A 'Select File' button.
- Message:** 'Please mark the file that contains the declaration of honour' (highlighted in pink).
- Next Step:** A blue button with a right arrow.
- Progress Bar:** A horizontal bar with five steps: 'DECLARATION OF HONOUR' (active), 'DATA PROTECTION NOTICE', 'BUDGET', 'CHECKLIST', and 'CONFIRM SUBMISSION'.

The background interface shows a sidebar with navigation options (Context, Summary of the Project, Summary of participating organisations, Implementation of the Project, Project Management, Activities) and a main content area with '1.1. Project Identification'.

# Aruande esitamine III



tool EE01 Foundation Archimedes

## Beneficiary Declaration of Honour and Signature

Please download the following PDF, fulfill it and upload it as an annex

[Download PDF](#)

### List of uploaded files

|   |  |   |
|---|--|---|
|  | 2017-1-EE01-KA101 [REDACTED]-DeclarationOfHonour.bdoc <b>DOH</b> |  |
|   | 0.05 Mb 3 hours ago  | <a href="#">Unmark</a>  |

### Add more files

[Select File](#)

[Next Step >](#)

DECLARATION OF HONOUR   DATA PROTECTION NOTICE   BUDGET   CHECKLIST   CONFIRM SUBMISSION

# Aruande esitamine IV

## Data Protection Notice

The form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, in this case for statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Any personal data shall be processed by the National Agencies pursuant to Regulation No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the Community and on the free movement of such data.

<http://www.edps.europa.eu/>

**Accept** >

DECLARATION OF HONOUR   DATA PROTECTION NOTICE   BUDGET   CHECKLIST   CONFIRM SUBMISSION

