

# Erasmus+ raportointi laatustandardeista ja tavoitteiden edistymisestä

Yleissivistävä koulutus

Liisi Airas ja Sirkka Säikkälä 25.11.2025

**Erasmus+**  
Muuttaa elämäsi – avartaa maailmaasi.



OPETUSHALLITUS  
UTBILDNINGSTYRELSEN

# Turvallisemman tilan periaatteet

- **Syrjinnästä vapaa alue:** Emme hyväksy syrjintää tai häirintää missään muodossa. Arvostamme kaikkia yhdenvertaisina ja kunnioitamme moninaisuutta.
- **Itsemäärittely- ja määrittelemättömyysoikeus:** Kunnioita jokaisen oikeutta määritellä tai olla määrittelemättä itsensä. Älä tee oletuksia kenenkään ominaisuuksista.
- **Hyväntahtoisuus:** On inhimillistä tehdä virheitä. Erehtyä saa, ja kysymällä asiat selviävät. Oletuksena on, että kaikki osallistuvat keskusteluun hyväntahtoisesti omista lähtökohdistaan.
- **Kunnioitus:** Jokaisella on oikeus omaan mielipiteeseensä ja velvollisuus kunnioittaa muiden mielipiteitä. Syrjivät asenteet eivät ole mielipiteitä.
- **Puheeksi ottaminen:** Ota asiat puheeksi. Itsestäänselvyyksiä ei ole olemassa. Opettele sekä antamaan että vastaanottamaan kunnioittavaa ja rakentavaa palautetta.
- **Tilan antaminen:** Anna tilaa toisille. Huolehdi että kaikki tulevat keskustelussa kuulluksi ja pääsevät osalliseksi.
- **Itsestä huolehtiminen:** Huolehdi omasta jaksamisestasi itsellesi sopivilla tavoilla!
- **Jos havaitset syrjintää, rasismia tai häirintää, puutu tilanteeseen.**
- **Tämän tilaisuuden häirintäyhdyshenkilö on Maive Hurskainen.**

# Webinaari klo 14.30 - 16

- Raportin sisältö
  - Raportin arviointi

## Keskustelua

Webinaari tallennetaan ja se on katsottavissa kaksi viikkoa,

- <https://tapahtumat.oph.fi/event/QVbOo>
- minkä jälkeen tallenteen linkin saa pyytämällä osoitteesta [erasmus.yleissivistava@oph.fi](mailto:erasmus.yleissivistava@oph.fi)



# Aluksi pari teknistä tietoa

- Kirjoita raportit suomeksi tai ruotsiksi, vaikka kysymykset ovat englanniksi
- Työstä ja tallenna tekstejä ensin toisaalla, jotta ne ovat tallessa jos raportti kaatuu yms.
  - Tarkista maksimimerkkimäärät
- Loppuraporttipohja tallentaa automaattisesti. Mutta tarkista 😊
- Kaikkea ei tarvitse tehdä kerralla, voit tehdä osan ja palata taas myöhemmin

# Komission oppaita ja ohjeita

- **Erasmus+ -laatuopas = Erasmus-laatustandardit** aikuiskoulutuksen, ammatillisen koulutuksen ja yleissivistävän koulutuksen aloilla  
[https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-quality-standards-mobility-projects-vet-adults-schools\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-quality-standards-mobility-projects-vet-adults-schools_en)
- **Laatuvaatimukset kursseille** [https://ec.europa.eu/programmes/erasmus-plus/resources/quality-standards-courses-under-key-action-1-learning-mobility-individuals\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/quality-standards-courses-under-key-action-1-learning-mobility-individuals_en)
- **Erasmus+ -ohjelman osallisuus- ja moninaisuusstrategia**  
[https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en)
- **Erasmus+ -ohjelmaopas** <https://erasmus-plus.ec.europa.eu/fi/node/53>

# Loppuraportit KA121-hankkeista

- KA121-raportit olivat ensimmäinen, 'kevyin' raportointitaso
- Teillä on päättynyt kolme KA121-hanketta, joista olette tehneet loppuraportit
  - Ei ole tarkoitus toistaa samaa tietoa nyt tehtävissä raporteissa



# Kaksitasoinen raportointi: KA121 + KA120

## Tutut loppuraportit projekteista (KA121)

- Toiminnan ja kustannusten kelpoisuus ja loppumaksu
- Toiminnan laatu hyväksyttävää (osallistujien palaute)

- **Akkreditoinnin edistymisraportit (KA120)**

Eteneminen Erasmus-suunnitelman tavoitteiden mukaisesti ja laatu, kuten toimintatavat, rakenteet ja prosessit, jotka on otettu käyttöön toimintojen laadun varmistamiseksi

- 1) Erasmus Plan progress report - tavoitteiden edistymisestä
- 2) Erasmus quality standards report - akkreditoinnin laatustandardeista

Arvioinneista saatua pistemäärää käytetään osana tulevien avustushakemusten pisteytystä tämän akkreditoinnin puitteissa. KA120 –raportti vaikuttaa vuodesta 2027.

# Akkreditoinnin KA120 edistymisraportit



Erasmus Plan  
progress  
report



Erasmus  
quality  
standards  
report



# Erasmus Plan progress report - tavoitteista

- Erasmus-suunnitelman edistymisraportin tarkoituksena on seurata toteutettujen liikkuvuustoimien vaikutusta tuensaajaorganisaation organisaation kehitykseen.
- Arviointikriteerit löytyvät raporttipohjasta, joka sisältää myös ohjeita edunsaajalle.
- Myös muutokset on ok. Sopeutumiskyky eli reagointi nouseviin tarpeisiin ja edunsaajan strategisen ajattelun ja tavoitteiden kehittyminen ovat kaikki myönteisiä tekijöitä

# Erasmus quality standards report – laatustandardit

- Laatuopas määrittelee sen, mitä pidetään korkealaatuisena liikkuvuusprojektien ja -toimien toteuttamisena.
  - Pidä siis laatuopas vierellä, mutta älä kopioi, vaan kerro selkeästi kriteereiden ohjaamana konkreettista toimintaanne
- Tarkoituksena on varmistaa, että edunsaajan hankehallintakäytännöt noudattavat niitä sitoumuksia, jotka edunsaaja teki akkreditoinnin myöntämisen yhteydessä.
- Arviointikriteerit sisältyvät raporttipohjaan. Mutta eräät Erasmus-laatustandardi kohdat ovat olleet jo KA121-hankkeen loppuraportissa, joten niitä ei sisällytetä akkreditointiraporttiin.

# Erasmus quality standards report

- Heikko suoritus laatustandardien osalta voi olla peruste avustuksen vähentämiselle huonon toteutuksen vuoksi, kuten avustussopimuksessa todetaan.
- Laatustandardit eivät voi olla syy todeta toimintaa tai kustannusta tukikelvottomaksi. Joissakin tapauksissa laatustandardit kuitenkin päällekkäistyvät sopimusehtojen kanssa, jotka voivat vaikuttaa tukikelpoisuuteen. Esimerkiksi sopimusehdot, jotka määrittelevät pakolliset lomakkeet, jotka on esitelty seuraavassa diassa.

<b>Liikkuvuusmuodot</b>	<b>Apuraha-sopimus</b>	<b>Learning agreement</b>	<b>Osallistumistodistus</b>	<b>BM-osallistujaraportti</b>
<b>Henkilöstö</b>				
Job shadowing (2-60 pv)	(x)	x	x	x
Opettaminen ulkomailla (2-365 pv)	(x)	x	x	x
Kurssille osallistuminen (2-30 pv)	(x)	-	x	x
<b>Oppilaat ja opiskelijat</b>				
Ryhmäliikkuvuus (2-30 pv, vähintään 2 oppilasta/ryhmä)	-	X Learning Programme	x	Tukihenkilölle
Lyhytkestoinen liikkuvuus (10-29 pv)	x	x	x	x
Pitkäkestoinen liikkuvuus (30-365 pv)	x	x	x	x
<b>Muu toiminta</b>				
Kutsutut asiantuntijat (2-60 pv)	x	-	x	-
Opettajaopiskelijaharjoittelijoiden vastaanottaminen (10-365 pv)	-	-	x	x
Valmistelevat vierailut	-	-	x+ohjelma	-

(x) tarvittaessa, esim. jos osallistuja ei ole työsuhteessa kouluun.

# Missä raportointilomakkeet ovat?

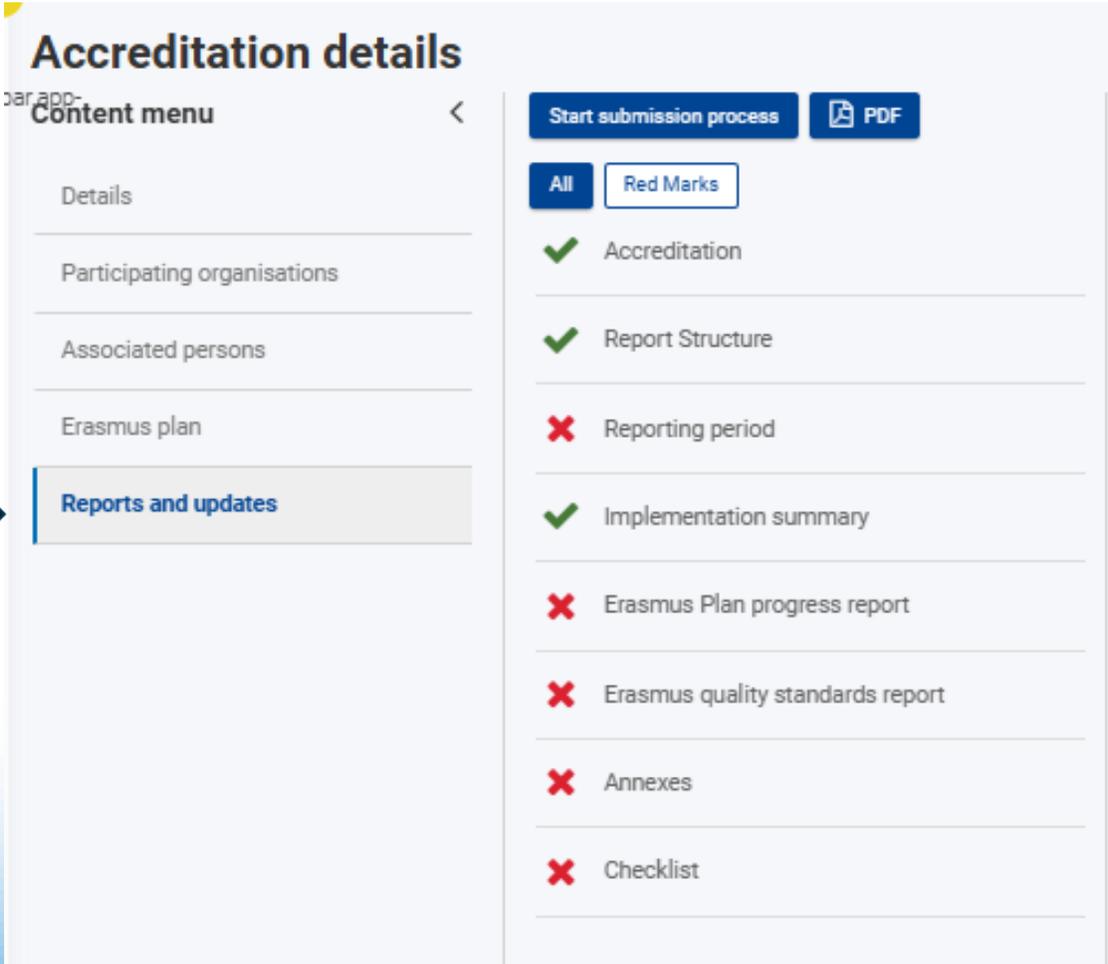
Beneficiary Module (BM)



# Beneficiary Module (BM)

- Kirjautu BM:iin: <https://webgate.ec.europa.eu/erasmus-esc/index/>
  - Projects -> My projects
- Valitse akkreditointinne, minkä tunnistat numerosarjan KA120-osasta. Huomaa, että akkreditointi on BMssä eri rivillä kuin KA121-hankkeet.
  - KA120-akkreditointinnumero on BMssä muotoa: 202x-1-FI01-**KA120**-SCH-000xxxxxx
  - (KA121-hankennumero on BMssä muotoa: 202x-1-FI01-**KA121**-SCH-000xxxxxx)
- Akkreditointinne (KA120) näkyy BM:ssä vain akkreditoinnin yhteyshenkilöllä, laillisella edustajalla, + kenelle on erikseen lisätty oikeudet
- Komission ohjeita:  
<https://wikis.ec.europa.eu/display/NAITDOC/KA120+Erasmus+Accreditations+in+Beneficiary+module>

# Beneficiary Module (BM)



The screenshot displays the 'Accreditation details' page in a mobile application. On the left is a 'Content menu' with options: Details, Participating organisations, Associated persons, Erasmus plan, and Reports and updates. A large blue arrow points to the 'Reports and updates' option. On the right, there are two buttons: 'Start submission process' and 'PDF'. Below these are filter buttons for 'All' and 'Red Marks'. A list of items follows, each with a status indicator (green checkmark or red X): Accreditation (green checkmark), Report Structure (green checkmark), Reporting period (red X), Implementation summary (green checkmark), Erasmus Plan progress report (red X), Erasmus quality standards report (red X), Annexes (red X), and Checklist (red X).

# Beneficiary Module (BM)

## Reporting period

Reporting period start date

01/09/2021

Reporting period end date

11/12/2024

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

3000

Value missing

## Implementation summary

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

Project code	Number of consortium members	Status	Start date	End date	Total Number of Participants	Number of learners	Number of staff	Number of other participants
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# Erasmus Plan progress report 1/4 arviointikriteerit



## Erasmus Plan progress report

The purpose of an Erasmus Plan progress report is to assess how much you have advanced towards the objectives you have set for yourself. It is not necessary to have completed your objectives already – you can continue working on them further. The goal of this exercise is to show that you have been able to use Erasmus+ mobility activities strategically, as an instrument for institutional improvement

The report takes into account that adjustments may have been needed during implementation. If this was your case, make sure to explain the reasons for the decisions and compromises you made: how did you adapt to unexpected circumstances, how did you make use of new opportunities, and how did you compensate for difficulties.

The following evaluation criteria will be used to assess your Erasmus Plan progress report on a scale of 50 points. The evaluation result will be used as part of the scoring for your future grant applications with this accreditation.

### Erasmus Plan progress report (50 points)

#### The extent to which:

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

## Erasmus Plan objectives progress

Objective [0001]

# Erasmus Plan progress report 2/4

- Ensin raportointilomakkeella näkyy järjestyksessä omat tavoitteenne, kuten olette ne kirjanneet hakuvaiheessa (tai jos niihin on tehty muutoksia jossain vaiheessa)
  - **Title:** What do you want to achieve?
  - **Explanation:** How is this objective linked with the needs and challenges you want to tackle?
  - **Timing:** When do you expect to see results for this objective?
  - **Measuring progress:** How are you going to evaluate if the objective has been reached?
  
- Seuraavassa kohdassa raportoitte tavoitekohtaisesti, miten olette edenneet kunkin tavoitteen suhteen
- Pysy samassa aiheessa



# Erasmus Plan progress report 3/4

## Objective [0001] - progress

### Adjustments during implementation

describe any adjustments you made during implementation compared to your initial plan for this objective. Make sure to explain the reasons that led to these adjustments. If you did not make any adjustments, please state so explicitly.

1000 \*



### Activities

How did your Erasmus+ activities contribute to this objective? What type of activities were the most effective? Have you combined different types of activities to create synergies?

1000 \*



### Progress

How did you progress with this objective? What key milestones or achievements did you reach?

1000 \*



### Impact

What wider impact did the above achievements have for your organisation?

1000 \*



### Evidence

Please provide measurements, facts, observations or findings that support your assessment of achieved progress and impact for this objective.

1000 \*



# Erasmus Plan progress report 4/4

- Keskity erityisesti mitä olette saaneet liikkuvuuksien avulla aikaan
- Progress-kohdassa: miten olette edistyneet tavoitteiden suhteen nimenomaan liikkuvuuksien avulla ? Mitä hyötyä liikkuvuuksista on ollut suhteessa tavoitteeseen ja mitä olette oppineet?
- Impact-kohdassa: miten se mitä olette liikkuvuuksien aikana oppineet, näkyy organisaatiossanne/henkilöstössä/opiskelijoissa positiivisena kehityksenä/muutoksena?
- Evidence-kohdassa: kerro miten olette arvioineet oppimaanne ja organisaationne kehitystä? Esim. keskustelut, havainnointi, kyselyt. Kerro myös mitä olette selvittäneet ja mitä on selvinnyt?
- Muista konkretia ja esimerkit!
- Hakemuksessanne olette aikoinaan kertoneet suunnitelman mitä tuloksia arvioitte saavanne, milloin ne näkyvät ja miten arvioitte niitä. Aina saa tehdä myös paremmin. 😊



# Erasmus Plan progress report

- Apart from the results and impact described under specific objectives, what other results did your Erasmus+ activities produce? (2000)

Apart from the results and impact described under specific objectives, what other results did your Erasmus+ activities produce?

2000



Erasmus  
quality  
standards  
report

# Erasmus quality standards report

Seuraavilla dioilla teksti  
isommalla 😊

## Erasmus quality standards report

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

When replying to the questions in the report, please include only information relevant for the reporting period specified at the beginning of this template.

Erasmus quality standards are very wide and general in nature because they apply to all accredited organisations regardless of the number and type of activities they have implemented. Due to your specific implementation choices, it can happen that some questions are less relevant for you. In this case, you should make sure to explain the context and reasons for a shorter or less precise reply.

The following evaluation criteria will be used to assess your Erasmus quality standards report on a scale of 50 points. The evaluation result will be used as part of the scoring for your future grant applications with this accreditation.

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

#### The extent to which:

- the beneficiary has made relevant contributions to the basic principles of the Erasmus accreditation
- the beneficiary established a clear allocation of core tasks, and has ensured that the performed work is appropriately supervised and valorised
- the beneficiary integrated the results of mobility activities in their regular work
- for mobility consortium coordinators: the beneficiary managed their consortium in line with the quality standards for good management of mobility activities in a mobility consortium

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

#### The extent to which:

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

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

#### The extent to which:

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

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



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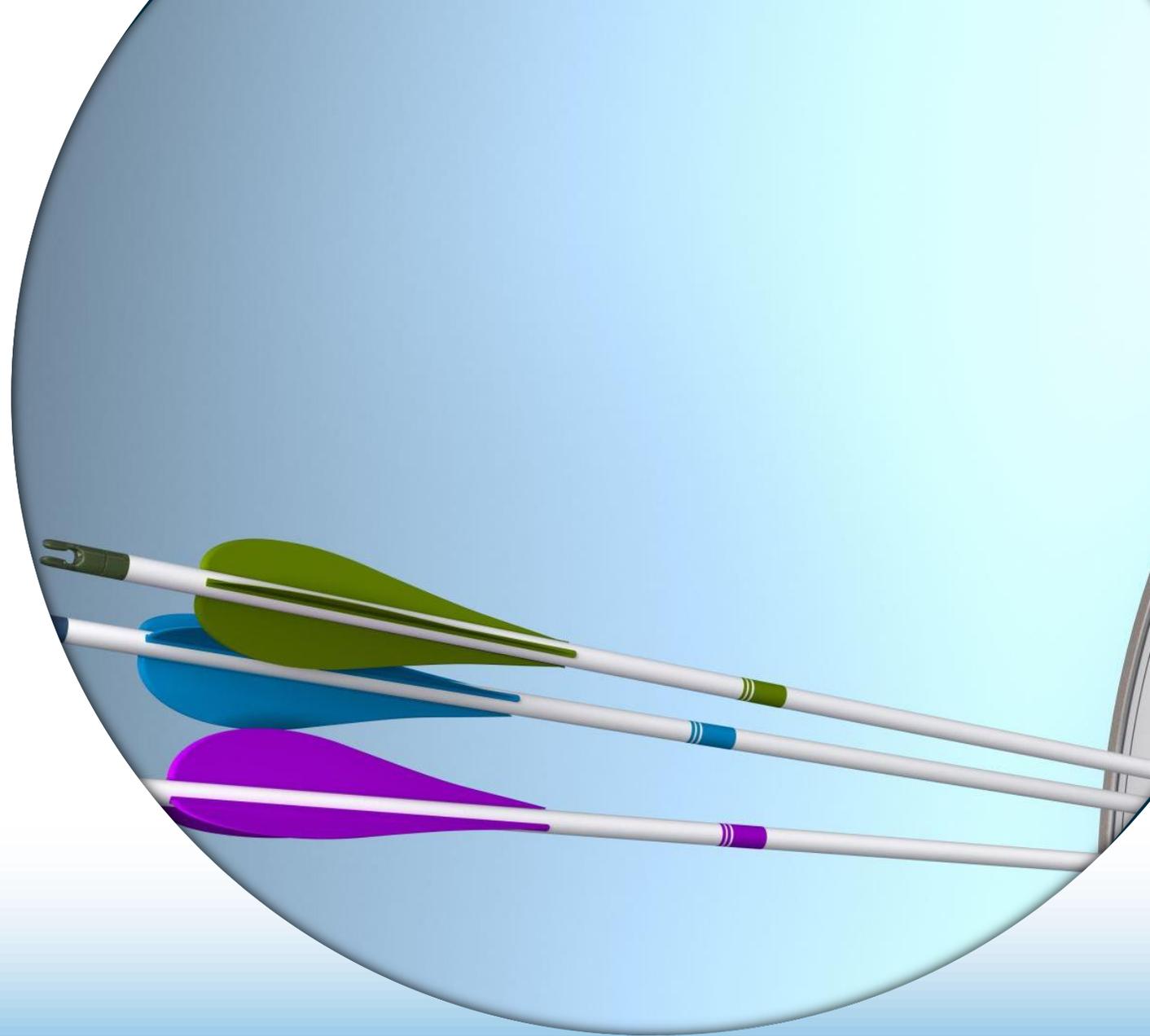


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# Erasmus quality standards report

- Millaisia kysymyksiä raportissa on?



# Erasmus quality standards report - I. Basic principles

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



# I. Basic principles

**How did you contribute to the basic principles of the Erasmus accreditation?**

- i. Inclusion\* (1000)
- ii. Environmental sustainability and responsibility\* (1000)
- iii. Digital education\* (1000)
- iv. Active participation in the network of Erasmus+ organisations: one of the objectives of the Programme is to support the development of the European Education Area. Beneficiary organisations should seek to become active members of the Erasmus network, for example by hosting participants from other countries, or by taking part in exchanges of good practices and other contact activities organised by the National Agencies or other organisations. Experienced organisations should share their knowledge with other organisations that have less experience in the Programme by providing advice, mentorship or other support. Where relevant, beneficiary organisations should encourage their participants to take part in alumni activities and networks

# Päivitys: Muista konkretia

- Yleistason käsitteet ei tuo pisteitä arvioinnissa.
- Kun käytät yleistä käsitettä, tuo esiin jokin konkreettinen esimerkki.
- Jos toimintaa on etänä niin muista blended -merkinnät myös BMään.



# I. Basic principles - Active participation

In the period covered by this report, have you contributed to the European network of Erasmus+ organisations in any of the following ways?

- i. In the period covered by this report, have you contributed to the European network of Erasmus+ organisations in any of the following ways?

*Active participation in the network of Erasmus+ organisations: one of the objectives of the Programme is to support the development of the European Education Area. Beneficiary organisations should seek to become participants from other countries, or by taking part in exchanges of good practices and other contact activities organised by the National Agencies or other organisations. Experienced organisations should share the Programme by providing advice, mentorship or other support. Where relevant, beneficiary organisations should encourage their participants to take part in alumni activities and networks.*

In the period covered by this report, have you contributed to the European network of Erasmus+ organisations in any of the following ways?

Taking part in contact seminars and similar events organised by Erasmus+ National Agencies (including physical and online, as well as national and transnational contact seminars)

Providing advice, mentorship or other support to organisations that have less experience in Erasmus+

Hosting Erasmus+ staff participants from another country

Hosting Erasmus+ learner participants from another country

Good management of mobility activities

- ii. Please elaborate on your replies above by describing what you have done. If you did not select any of the replies, please explain why you were not more active. (2000)



## II. Good management of mobility activities

- Quality standards for contributions paid by participants, regular updates, and gathering and using participants' feedback are assessed at the level of each accredited mobility project. They are therefore not repeated in this report.
- Quality standards for supporting organisations, transparency and responsibility are also assessed at the level of accredited mobility projects. However, due to importance of these provisions and their link to standards for core tasks, your National Agency may request additional information or an update about your relationship with supporting organisations (if you have been working with any) as complementary information to this report
- **Core tasks** - *keeping ownership of the activities: the beneficiary organisations must keep ownership of core implementation tasks and may not outsource these tasks to other organisations. The core tasks include financial management of the programme funds, contact with the National Agency, reporting on implemented activities, as well as all decisions that directly affect the content, quality and results of the implemented activities (such as the choice of activity type, duration, and the hosting organisation, definition and evaluation of learning outcomes, etc.)*



## II. Good management of mobility activities

- How were the core tasks handled in your projects? Who are the persons in charge of the different core tasks?\* (2000)
- Who is supervising and monitoring the implementation of your Erasmus+ projects and compliance with the Erasmus quality standards? How is the supervision and monitoring performed and how often?\* (1000)
- How is the project management work of your staff valued and recognised? \* (1000)

*Integrating results of mobility activities in the organisation - Beneficiary organisations must integrate the results of the implemented mobility activities (e.g. knowledge gained by staff in professional development) in their regular work, in order to benefit the organisation as a whole, its staff, and learners.*

- What improvements to your organisation and its regular work did Erasmus+ bring? In particular, describe the benefits for staff and learners who were not directly involved in mobility activities.\* (3000)



## III. Providing quality and support to the participants

Quality standards for practical arrangements, preparation, linguistic support, and support during the activity are assessed at the level of each accredited mobility project and are therefore not included in this report. Questions on quality standards for monitoring and mentoring, definition of learning outcomes and recognition of learning outcomes are covered in both reports, but with different types of questions.

***Health, safety and respect of applicable regulation:** all activities must be organised with a high standard of safety and protection for involved participants and must respect all applicable regulation (for example regarding parental consent, minimum age of participants, etc.). The beneficiary organisations must ensure that their participants have appropriate insurance coverage, as defined by the general rules of the Programme and the applicable regulation.*



## III. Providing quality and support to the participants

- What practical and legal requirements for health and safety of participants did you identify as relevant for the activities that you have implemented? Please mention also any other kind of relevant legal requirements that you have identified.\* (2000)
- How did you address the identified requirements?\*(2000)

*Selection of participants: participants must be selected through a transparent, fair and inclusive selection procedure.*

- Please describe your selection process for staff participants. What criteria did you use? How is the final selection decision made and by whom?\*(2000)
- Please describe your selection process for learner participants. What criteria did you use? How did you ensure that the selection is inclusive for participants with fewer opportunities? How is the final selection decision made and by whom? (3000)



## III. Providing quality and support to the participants

***Monitoring and mentoring:** where relevant based on the format of the activity, the sending and hosting organisations must identify a mentor or a similar key person who will be following the participant during their stay at the hosting organisation and who will help them achieve the desired learning outcomes. Particular attention should be given to the introduction and integration of the participants at the hosting organisation, and to the monitoring of the learning process.*

- **In your mobility activities, what are the main tasks of mentors at the sending and hosting organisation? How do the mentors on sending and hosting side coordinate between themselves?\*** (2000)
- **How is mentoring and monitoring adapted to different profiles of participants (learners, staff, participants with fewer opportunities)?** (2000)
- **How is the work of mentors and accompanying persons valued and recognised?** (1000)



# III. Providing quality and support to the participants

*Definition of learning outcomes: the expected learning outcomes of the mobility period must be agreed for each participant or group of participants. The learning outcomes must be agreed between the sending and hosting organisations, as well as the participant (in case of individual activities). The form of the agreement will depend on the type of the activity.*

- **Please describe your process for defining the expected learning outcomes in mobility activities for staff (apart from courses and training). Who were the key persons involved in this process? How were the hosting organisations involved?\*** (3000)
- **Please describe your process for defining the expected learning outcomes in individual mobility activities for learners. Who were the key persons involved in this process? How were the hosting organisations involved?\*** (3000)
- **Please describe your process for defining the expected learning outcomes in group mobility activities for learners. Who were the key persons involved in this process? How were the hosting organisations involved?\*** (3000)



## III. Providing quality and support to the participants

*Evaluation of learning outcomes: learning outcomes and other benefits for the participants should be systematically evaluated. Results of the evaluation should be analysed and used to improve future activities.*

- How did you evaluate the learning outcomes of participants in mobility activities for staff?\* (1500)
- How did you evaluate the learning outcomes of participants in individual mobility activities for learners? \* (1500)
- How did you evaluate the learning outcomes of participants in group mobility activities for learners?\* (1500)
- What conclusions did you draw from the evaluation of learning outcomes in implemented activities? How are you going to apply these conclusions to improve future activities?\* (2000)

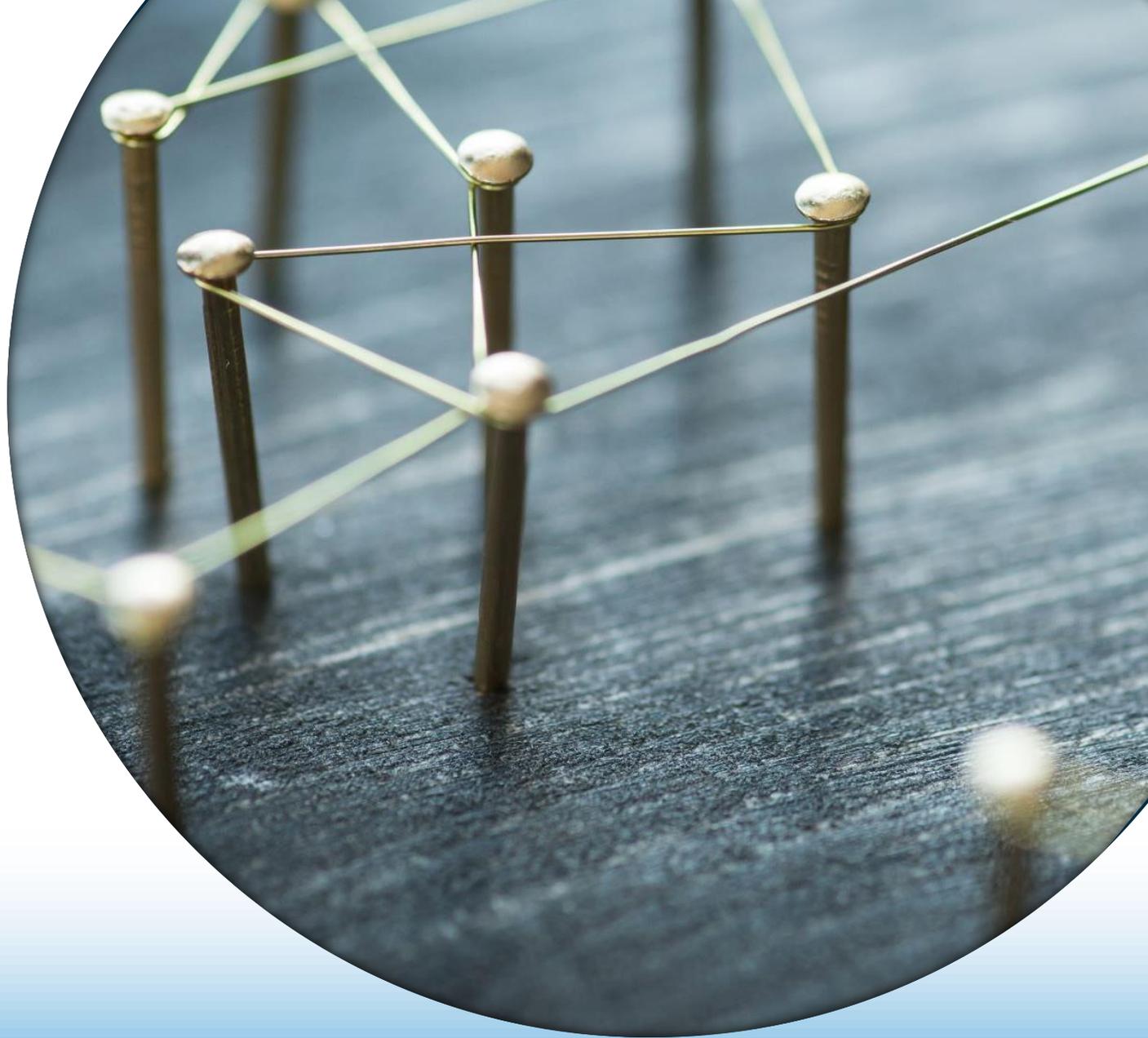


## III. Providing quality and support to the participants

*Recognition of learning outcomes: formal, informal and non-formal learning outcomes and other results achieved by the participants in mobility activities must be appropriately recognised at their sending organisation. Available European and national instruments should be used for recognition whenever possible.*

- Please describe your process for recognising the achieved learning outcomes in mobility activities for staff. Make sure to mention any European (in particular Europass Mobility) or national instruments you have used for this purpose. \* (2000)
- Please describe your process for recognising the achieved learning outcomes in individual mobility activities for learners. Make sure to mention any European (in particular Europass Mobility) or national instruments you have used for this purpose.\* (2000)
- Please describe your process for recognising the achieved learning outcomes in group mobility activities for learners.\* (2000)

# Sharing results



# IV. Sharing results and knowledge about the programme 1/3



*Sharing results within the organisation: beneficiary organisations should make their participation in the Programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers. In case of mobility consortia, the sharing should take place in the whole consortium.*

- **What have you done to make your organisation's participation in Erasmus+ widely known within your organisation?\*** (1000)
- **What kind of opportunities did you create for participants in your mobility activities to share their experience with their peers?\*** (1000)

# IV. Sharing results and knowledge about the programme 2/3

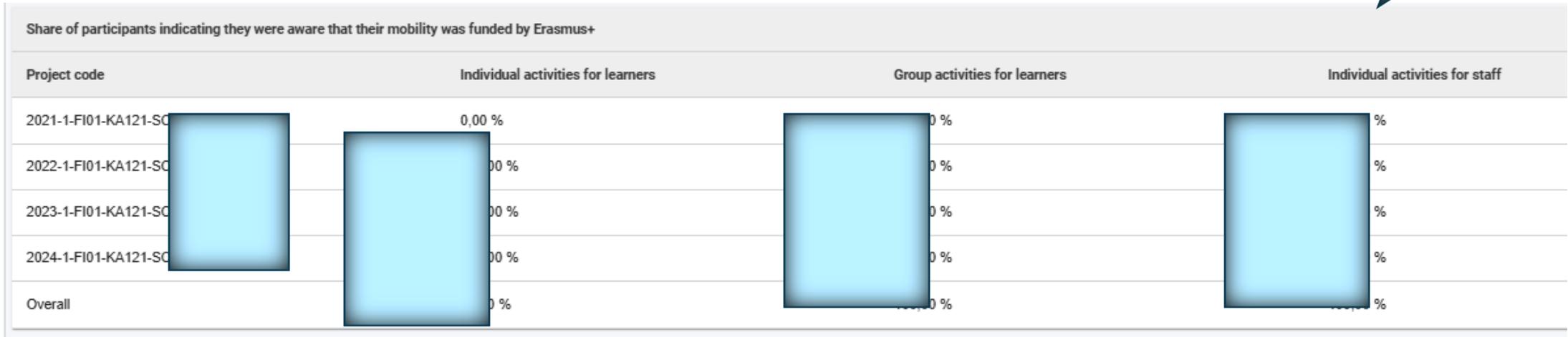


*Sharing results with other organisations and the public: beneficiary organisations should share the results of their activities with other organisations and the public.*

*Publicly acknowledging European Union funding: beneficiary organisations should make their participation in the Programme known in their community and in the wider public. Beneficiary organisation also must inform all participants about the source of their grant.*

- **What have you done to share the results of your Erasmus+ activities with other organisations and the public? How did you make your participation in Erasmus+ known in your community and the wider public?\*** (2000)

# IV. Sharing results and knowledge about the programme 3/3



- In the future, how do you plan to improve participants' awareness that their activities are funded by Erasmus+?\* (1000)

# Annexes

## Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.  
The maximum number of all attachments is 100.

## Declaration on honour

Please download the declaration on honour, print it, have it signed by the legal representative and attach.

 Download the declaration on honour

 Add the declaration on honour

## Other documents

Please attach any other relevant documents.

If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#) 

 Add documents

## List of documents

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

# Checklist - Submission

## Checklist

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

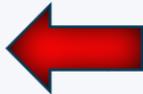
- The data on implemented activities in your ongoing accredited mobility projects is up to date in Beneficiary Module.
- The report form has been completed using one of the languages accepted by your National Agency.
- Declaration on Honour has been signed by your organisation's legal representative.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

### Conditions for Accreditation Report submission

Accreditation Report can only be submitted if:

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

[Start submission process](#)



### PROTECTION OF PERSONAL DATA

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

- Käy läpi listatut kohdat ja rastita ne
- *Start submission process* -nappi aktivoituu vihreäksi kun pakolliset kohdat on täytetty
- Uusi ponnahdusikkuna aukeaa - > lähetä raportti *Submit Beneficiary Report* -napista
  - Status muuttuu *Submitted*

# Raportin arviointi

- Kertaus



# Erasmus Plan progress report

## Erasmus Plan progress report

The purpose of an Erasmus Plan progress report is to assess how much you have advanced towards the objectives you have set for yourself. It is not necessary to have completed your objectives already – you can continue working on them further. The goal of this exercise is to show that you have been able to use Erasmus+ mobility activities strategically, as an instrument for institutional improvement

The report takes into account that adjustments may have been needed during implementation. If this was your case, make sure to explain the reasons for the decisions and compromises you made: how did you adapt to unexpected circumstances, how did you make use of new opportunities, and how did you compensate for difficulties.

The following evaluation criteria will be used to assess your Erasmus Plan progress report on a scale of 50 points. The evaluation result will be used as part of the scoring for your future grant applications with this accreditation.

### Erasmus Plan progress report (50 points)

#### The extent to which:

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

## Erasmus Plan objectives progress

Objective [0001]



# Erasmus quality standards report

## Erasmus quality standards report

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

When replying to the questions in the report, please include only information relevant for the reporting period specified at the beginning of this template.

Erasmus quality standards are very wide and general in nature because they apply to all accredited organisations regardless of the number and type of activities they have implemented. Due to your specific implementation choices, it can happen that some questions are less relevant for you. In this case, you should make sure to explain the context and reasons for a shorter or less precise reply.

The following evaluation criteria will be used to assess your Erasmus quality standards report on a scale of 50 points. The evaluation result will be used as part of the scoring for your future grant applications with this accreditation.

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

#### The extent to which:

- the beneficiary has made relevant contributions to the basic principles of the Erasmus accreditation
- the beneficiary established a clear allocation of core tasks, and has ensured that the performed work is appropriately supervised and valorised
- the beneficiary integrated the results of mobility activities in their regular work
- for mobility consortium coordinators: the beneficiary managed their consortium in line with the quality standards for good management of mobility activities in a mobility consortium

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

#### The extent to which:

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

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

#### The extent to which:

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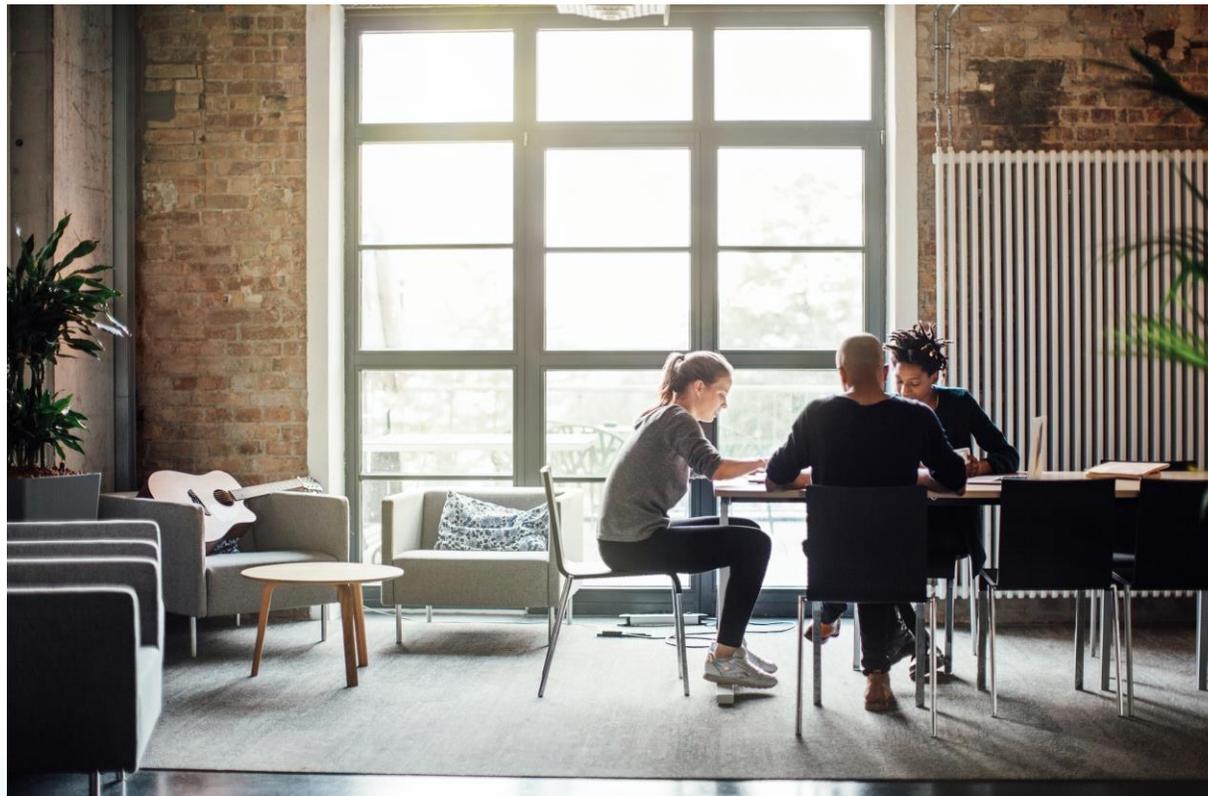


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- the beneficiary informed their participants about the source of their grant

# Keskustelua



# Palautetta

<https://tapahtumat.oph.fi/feedback/101HXA3xnIGI4zl>



# Yhteystiedot Erasmus+ yleissivistävä koulutus

Yhteinen sähköpostiosoitteemme on [erasmus.yleissivistava\(at\)oph.fi](mailto:erasmus.yleissivistava(at)oph.fi)

Akkreditoidun liikkuvuushankkeen osallistujalle – kotisivu akkreditoituille

<https://www.oph.fi/fi/ohjelmat/akkreditoidun-liikkuvuushankkeen-osallistujalle-ka121-sch>

Liity kv.yleissivistävä -sähköpostilistalle:

<https://lista.edu.fi/sympa/subscribe/kv.yleissivistava>

Facebook: Erasmus+ yleissivistävän koulutuksen akkreditointi (suljettu ryhmä akkreditoituille) <https://www.facebook.com/groups/1425493834619572/>

Facebook: Kansainvälisyyttä kouluille

Facebook myös: Koulujen KV-hankeaktiivit keskusteluryhmä

Instagram: @kansainvalisyttakouluille

LinkedIn: Kansainvälisyyttä kouluille