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Accreditation

Applicant organisation:	[Applicant organisation legal name]
Applicant organisation OID:	[Applicant organisation OID]
Field:	[Field, e.g. 'Adult education']
Accreditation code:	[Accreditation code]
Accreditation type:	[ApplyingErasmusAccreditationType from last Erasmus Plan version]
Last Erasmus Plan version	['Date of Erasmus Plan Version' from last Erasmus plan version in PMM, format: DD/MM/YYYY]
National Agency:	[Owner NA of the accreditation]
Language used to fill in the form:	[Language]

Report structure

This accreditation progress report includes the following parts:

Erasmus Plan progress report	[Yes/No based on PMM input]
Erasmus Plan update	[Yes/No based on PMM input]
Erasmus quality standards report	[Yes/No based on PMM input]

Reporting period

Reporting period start date	[from PMM]
Reporting period end date	[from PMM]

[IF ACCREDITATION TYPE = ACCREDITATION FOR AN INDIVIDUAL ORGANISATION]

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?

[MANDATORY]

[Max 3000]

[IF ACCREDITATION TYPE = ACCREDITATION FOR A MOBILITY CONSORTIUM COORDINATOR]

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

[MANDATORY]

[Max 3000]

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 teacher 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
[PROJECT CODE/AGREEMENT NUMBER]								
ETC.								
Total	[SUM]				[SUM]	[SUM]	[SUM]	[SUM]

[ABOVE TABLE IS POPULATED WITH A LIST OF KA121 PROJECTS THAT ARE LINKED TO THE ACCREDITATION CODE OF THIS REPORT]

Activity type	Number of participants	Average duration (in days)	Number of participants with fewer opportunities	Number of participants in blended activities	Number of persons using sustainable means of transport (green travel)	Number of participants in international activities
[ACTIVITY TYPE 1]						
[ACTIVITY TYPE 2]						
[ETC.]						
Total	[SUM]	[AVERAGE]	[SUM]	[SUM]	[SUM]	[SUM]

[ABOVE TABLE IS POPULATED WITH AGGREGATED DATA FROM ALL PROJECTS LISTED IN THE FIRST TABLE OF THIS SECTION]

Erasmus Plan progress report

[SHOW THIS SECTION AND ITS SUBSECTIONS ONLY IF ‘ERASMUS PLAN PROGRESS REPORT’ IS INCLUDED BY THE NA WHEN LAUNCHING THE REPORT IN PMM]

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.

<p>Erasmus Plan progress (50 points)</p>	<p>The extent to which:</p> <ul style="list-style-type: none"> – 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
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Erasmus Plan objectives

[THE 'OBJECTIVES' LIST IN THIS SECTION SHOULD WORK IN THE FOLLOWING WAY:

- LOAD OBJECTIVES IN STATUSES 'ONGOING' AND 'CLOSED' FROM THE LAST ERASMUS PLAN VERSION;
- TABLE BELOW IS REPEATED FOR EACH OBJECTIVE;
- OBJECTIVES ARE PRESENTED ON EXPANDABLE CARDS - SEE PMM IMPLEMENTATION
- DISPLAY OBJECTIVES IN ASCENDING ORDER BY OBJECTIVE #
- USE GREY BACKGROUND FOR READ-ONLY LINES, AS SHOWN BELOW]

Objective [####]	
Title What do you want to achieve?	[PRE-FILLED FROM LAST ERASMUS PLAN VERSION, READ-ONLY]
Explanation How is this objective linked with the needs and challenges you want to tackle?	[PRE-FILLED FROM LAST ERASMUS PLAN VERSION, READ-ONLY]
Timing When do you expect to see results for this objective?	[PRE-FILLED FROM LAST ERASMUS PLAN VERSION, READ-ONLY]
Measuring progress How are you going to evaluate if the objective has been reached?	[PRE-FILLED FROM LAST ERASMUS PLAN VERSION, READ-ONLY]

Objective [####] - progress	
<p>Adjustments during implementation</p> <p>Please 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.</p>	<div style="border: 1px solid black; padding: 5px; min-height: 60px;">[MANDATORY]</div> <p>[Max 1000]</p>
<p>Activities</p> <p>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?</p>	<div style="border: 1px solid black; padding: 5px; min-height: 60px;">[MANDATORY]</div> <p>[Max 1000]</p>
<p>Progress</p> <p>How did you progress with this objective? What key milestones or achievements did you reach?</p>	<div style="border: 1px solid black; padding: 5px; min-height: 60px;">[MANDATORY]</div> <p>[Max 1000]</p>
<p>Impact</p> <p>[SHOW IF ACCREDITATION TYPE = ACCREDITATION FOR AN INDIVIDUAL ORGANISATION] What wider impact did the above achievements have for your organisation?</p> <p>[SHOW IF ACCREDITATION TYPE = ACCREDITATION FOR A MOBILITY CONSORTIUM COORDINATOR] What wider impact did the above achievements have for your organisation and your consortium members?</p>	<div style="border: 1px solid black; padding: 5px; min-height: 60px;">[MANDATORY]</div> <p>[Max 1000]</p>
<p>Evidence</p> <p>Please provide measurements, facts, observations or findings that support your assessment of achieved progress and impact for this objective.</p>	<div style="border: 1px solid black; padding: 5px; min-height: 60px;">[MANDATORY]</div> <p>[Max 1000]</p>

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

[OPTIONAL]

[Max 2000]

Mobility consortium

[\[SHOW THIS SUBSECTION ONLY IF ACCREDITATION TYPE = ACCREDITATION FOR A MOBILITY CONSORTIUM COORDINATOR\]](#)

The purpose of your mobility consortium:

[\[SHOW VALUE FROM LAST ERASMUS PLAN VERSION; READ-ONLY\]](#)

Please provide a few practical examples from implementation to illustrate how your consortium fulfilled its purpose.

[MANDATORY]

[Max 3000]

How did you choose your consortium members? If members in your consortium were changing over time, please describe how and why.

[MANDATORY]

[Max 3000]

Erasmus Plan update

[SHOW THIS SECTION AND ITS SUBSECTIONS ONLY IF 'ERASMUS PLAN UPDATE' IS INCLUDED BY THE NA WHEN LAUNCHING THE REPORT IN PMM]

The purpose of an Erasmus Plan update is to review and refresh your list of objectives, and to prepare for the next few years of implementing mobility activities at your organisation.

An Erasmus Plan update is necessary when your previous Erasmus Plan ends, although your National Agency may also accept or request an exceptional update due to an important change in structure or circumstances of your organisation.

In most situations, the advised approach when updating your Erasmus Plan is to keep stability. You should not change just for the sake of changing. Accreditations are designed to support continuity and long-term impact, so it makes sense to work on your objectives over a longer period. Often, it is best to use your experience with implementation so far to improve the methodology and precision of your objectives, rather than changing their substance. Splitting complex objectives into more focused ones can also make your plan more precise and operational.

Of course, some exceptions to these general principles do exist. For example, if your organisation has gone through a split or merge with another organisation, it can be difficult to keep stability and therefore a more thorough revision may be needed.

Whatever changes you propose, make sure to provide clear argumentation. Your National Agency may reject changes that are not well explained.

Erasmus Plan duration

You can propose the duration of your revised Erasmus Plan. If it is accepted by the National Agency, this duration will determine when you need to submit the next obligatory Erasmus Plan update.

Requested duration of the revised Erasmus Plan:

[DROP-DOWN] [MANDATORY; DEFAULT = NO SELECTION]
2 years
3 years
4 years
5 years

In case Erasmus accreditation is required for participation in any action after the end of the 2021-2027 Erasmus+ programming period, the National Agency may prolong your accreditation's validity under conditions that will be defined by the European Commission. In view of this possibility, you are allowed to submit a proposal for an Erasmus Plan extending beyond 2027.

Update request

[PDF: CONTINUE ON THE SAME PAGE AS PREVIOUS SUB-SECTION]

Would you like to request changes to your Erasmus Plan objectives or accreditation type?

[DROP-DOWN] [MANDATORY; DEFAULT = NO, I AM REQUESTING ONLY A PROLONGATION OF THE EXISTING PLAN]
Yes, I would like to request changes to the Erasmus Plan
No, I am requesting only a prolongation of the existing Erasmus Plan

Accreditation type

[PDF: CONTINUE ON THE SAME PAGE AS PREVIOUS SUB-SECTION]

Current accreditation type:

[ACCREDITATION TYPE; READ-ONLY]

[SHOW THIS TEXT BLOCK IF ACCREDITATION TYPE = ACCREDITATION FOR AN INDIVIDUAL ORGANISATION]

You are accredited as an individual organisation.

As part of your Erasmus Plan update, you are allowed to request a change of your accreditation type from an individual organisation to a mobility consortium coordinator. However, please keep in mind that this is a significant change. It requires additional information and a strong justification that will be carefully assessed by your National Agency. It can be useful to consult your National Agency before requesting to change your accreditation type.

[END CONDITIONAL TEXT BLOCK]

[SHOW THIS TEXT BLOCK IF ACCREDITATION TYPE = ACCREDITATION FOR A MOBILITY CONSORTIUM COORDINATOR]

You are accredited as a mobility consortium coordinator.

As part of your Erasmus Plan update, you are allowed to request a change of your accreditation type from a mobility consortium coordinator to an individual organisation. However, please keep in mind that this is a significant change. It requires a strong justification that will be carefully assessed by your National Agency. It can be useful to consult your National Agency before requesting to change your accreditation type.

[END CONDITIONAL TEXT BLOCK]

Would you like to request a change of accreditation type?

<u>[DROP-DOWN]</u> [MANDATORY]
Yes
No [DEFAULT VALUE]

[SHOW IF 'WOULD YOU LIKE TO REQUEST A CHANGE OF ACCREDITATION TYPE?' = YES] If the change is approved by your National Agency, your new accreditation type will be:

[IF ACCREDITATION TYPE = 'ACCREDITATION FOR AN INDIVIDUAL ORGANISATION' THEN SHOW 'ACCREDITATION FOR A MOBILITY CONSORTIUM COORDINATOR']

[IF ACCREDITATION TYPE = 'ACCREDITATION FOR A MOBILITY CONSORTIUM COORDINATOR' THEN SHOW 'ACCREDITATION FOR AN INDIVIDUAL ORGANISATION']

READ-ONLY; DATA REQUIRED IN PMM]

[SHOW QUESTION IF “WOULD YOU LIKE TO REQUEST A CHANGE OF ACCREDITATION TYPE?” = YES]

Please explain your request. Why do you want to change your accreditation type?

[MANDATORY]

[Max 4000]

Mobility consortium

[SHOW THIS SUB-SECTION IF:

(ACCREDITATION TYPE = ACCREDITATION FOR AN INDIVIDUAL ORGANISATION AND “WOULD YOU LIKE TO REQUEST A CHANGE OF ACCREDITATION TYPE?” = YES)

OR

(ACCREDITATION TYPE = ACCREDITATION FOR A MOBILITY CONSORTIUM COORDINATOR AND “WOULD YOU LIKE TO REQUEST A CHANGE OF ACCREDITATION TYPE?” = NO)]

[START CONDITIONAL BLOCK ‘**UPGRADE TO CONSORTIUM**’: SHOW THIS BLOCK IF (ACCREDITATION TYPE = ACCREDITATION FOR AN INDIVIDUAL ORGANISATION AND “WOULD YOU LIKE TO REQUEST A CHANGE OF ACCREDITATION TYPE?” = YES)]

In order for the National Agency to assess your request to become an accredited mobility consortium coordinator, please reply to the additional questions below.

Which of these descriptions best describes the purpose of your mobility consortium? If more than one description seems appropriate, please choose the one that is the most important and relevant for your mobility consortium.

[RADIO BUTTON]	My organisation's objective is to support organisations in my field to join the programme and implement high quality activities in a coordinated way.
[RADIO BUTTON]	Our mobility consortium is a group of organisations with similar interests and experience that want to work together in specific thematic areas.
[RADIO BUTTON]	Our mobility consortium is a group of similar organisations that find it difficult to join the programme individually and are putting resources together to manage Erasmus activities in an easier and better way.

[SHOW THIS QUESTION ONLY IF FIRST OPTION WAS CHOSEN IN PREVIOUS QUESTION]

What specific role, expertise, competence or resources does your organisation have that will allow you to support and coordinate other organisations in the consortium?

[MANDATORY]

[Max 3000]

When replying to the next questions, keep in mind that all organisations in the consortium must be from the same country as your organisation and they must be eligible in the field of your accreditation according to the criteria specified in the Erasmus+ Programme Guide.

What kind of organisations do you plan to involve in your consortium? What kind of education and training programmes are they offering that are relevant for the field of your accreditation?

[MANDATORY]

[Max 2000]

What profiles of learners are the planned consortium members working with?

[MANDATORY]

[Max 500]

How many organisations do you expect will participate in your consortium? Approximately how many learners do they have in total?

[MANDATORY]

[Max 500]

Why did you choose to work with these organisations?

[MANDATORY]

[Max 1000]

Do you expect that the composition of your consortium will be changing over time? If yes, please explain why, how it will change, and how often.

[MANDATORY]

[Max 1000]

[END CONDITIONAL BLOCK 'UPGRADE TO CONSORTIUM']

[START CONDITIONAL BLOCK '**CHANGE CONSORTIUM PURPOSE**': SHOW THIS BLOCK IF (ACCREDITATION TYPE = ACCREDITATION FOR A MOBILITY CONSORTIUM COORDINATOR AND "WOULD YOU LIKE TO REQUEST A CHANGE OF ACCREDITATION TYPE?" = NO)]

Currently, the purpose of your mobility consortium is:

[SHOW VALUE FROM LAST ERASMUS PLAN VERSION; READ-ONLY]

[DATA REQUIRED IN PMM] Would you like to modify the purpose of your mobility consortium?

[DROP-DOWN] [MANDATORY]

Yes

No [DEFAULT VALUE]

[ONLY SHOW THIS QUESTION IF 'WOULD YOU LIKE TO MODIFY THE PURPOSE OF YOUR MOBILITY CONSORTIUM?' = YES; MANDATORY; IMPLEMENT CHOICES AS THREE RADIO BUTTON – SEE KA120 APPLICATION FORM, SECTION BACKGROUND FOR CORRECT IMPLEMENTATION]

[DATA REQUIRED IN PMM] Which of these descriptions best describes the purpose of your mobility consortium? If more than one description seems appropriate, please choose the one that is the most important and relevant for your mobility consortium.

[RADIO BUTTON]	My organisation's objective is to support organisations in my field to join the programme and implement high quality activities in a coordinated way.
[RADIO BUTTON]	Our mobility consortium is a group of organisations with similar interests and experience that want to work together in specific thematic areas.
[RADIO BUTTON]	Our mobility consortium is a group of similar organisations that find it difficult to join the programme individually and are putting resources together to manage Erasmus activities in an easier and better way.

Why do you wish to change the purpose of your mobility consortium in this way?

[MANDATORY]

[Max 2000]

Please provide a detailed analysis of how is the change of consortium purpose going to affect your Erasmus Plan objectives and consortium composition (in terms types and profiles of organisations involved as consortium member).

[MANDATORY]

[Max 5000]

[END CONDITIONAL BLOCK 'CHANGE CONSORTIUM PURPOSE']

Erasmus Plan objectives

[PDF: START SUB-SECTION ON NEW PAGE; SHOW ENTIRE SECTION IN LANDSCAPE MODE]

When reviewing your Erasmus Plan objectives, you have several options at your disposal for each objective:

- **No change:** this means that you will simply continue with the implementation of this objective.
- **Request update:** this option will allow you to propose a change to the wording of the objective's title, explanation, timing and progress measurement. For an update to be accepted, the objective's core substance must have a clear continuity between the previous version and the new version. If the change you want to make is significant, then you cannot use this option. Rather, in that case you need to close the old objective and create one or more new objectives to replace it.
- **Request closure:** closing an objective means that you have finished implementing it and will no longer work on it in the future. You should close objectives for which you have reached your goals. You can also request closure for objectives that you have worked on, but no longer consider relevant. In the latter case, a strong explanation will be needed.
- **Request cancellation:** if you were not able to work on an objective at all due to a major change in circumstances (e.g. organisation split), you can request that the objective be cancelled. Cancelling an objective requires a very strong justification to explain why it has been included in your Erasmus Plan, but then could not be worked on.

Finally, you are able to propose **new objectives**. You will also be asked for an explanation, where you can describe the purpose of the new objective or explain if your intention is to split an existing objective into more precise ones.

[THE ‘OBJECTIVES’ LIST IN THIS SECTION SHOULD WORK IN THE FOLLOWING WAY:]

- LOAD OBJECTIVES IN STATUS ‘ONGOING’ FROM THE LAST ERASMUS PLAN VERSION AND SHOW THEM ACCORDING TO THE STRUCTURE BELOW; THE STRUCTURE IS REPEATED FOR EACH OBJECTIVE;
- OBJECTIVES ARE PRESENTED ON EXPANDABLE CARDS – USE PMM IMPLEMENTATION IN ERASMUS PLAN VERSIONS AS REFERENCE
- DISPLAY OBJECTIVES IN ASCENDING ORDER BY OBJECTIVE #
- USER CAN ADD NEW OBJECTIVES AT THE END OF THE LIST
- USER CAN DELETE NEWLY CREATED OBJECTIVES, BUT CANNOT DELETE OBJECTIVES LOADED FROM LAST ERASMUS PLAN VERSION
 - SHOW A CONFIRMATION DIALOGUE BEFORE DELETING: ‘Are you sure you want to delete this objective?’ OPTIONS: Yes/No;
- USE GREY BACKGROUND FOR READ-ONLY LINES, AS SHOWN BELOW]

[MINIMUM AND MAXIMUM NUMBER OF ACTIVE OBJECTIVES:]

- DEFINITION: ACTIVE OBJECTIVES ARE ALL NEWLY ADDED OBJECTIVES AND OBJECTIVES LOADED FROM LAST ERASMUS PLAN VERSION WHERE “ACTION” CHOSEN BY USER IN THE TABLE BELOW IS NOT ‘REQUEST CLOSURE’ OR ‘REQUEST CANCELLATION’
- IF THERE ARE 10 OR MORE ACTIVE OBJECTIVES AND THE USER TRIES TO ADD ANOTHER OBJECTIVE, A BLOCKING ERROR MESSAGE IS SHOWN: ‘Your Erasmus Plan can contain a maximum of ten objectives.’
- MINIMUM NUMBER OF ACTIVE OBJECTIVES IS 1. IF THIS CONDITION IS NOT MET, SHOW BLOCKING ERROR MESSAGE: ‘There must be at least one objective in your Erasmus Plan.’]

[START: IN CASE ACTION <> REQUEST UPDATE:]

Objective [####]					
Action What would you like to do with this objective?	<p>[ONLY SHOW FOR OBJECTIVES LOADED FROM LAST ERASMUS PLAN VERSION; DO NOT SHOW FOR NEW OBJECTIVES]</p> <p>[DROP-DOWN] [MANDATORY]</p> <table border="1"> <tr> <td>No change [DEFAULT VALUE]</td> </tr> <tr> <td>Request update</td> </tr> <tr> <td>Request closure</td> </tr> <tr> <td>Request cancellation</td> </tr> </table>	No change [DEFAULT VALUE]	Request update	Request closure	Request cancellation
No change [DEFAULT VALUE]					
Request update					
Request closure					
Request cancellation					
Title What do you want to achieve?	[PRE-FILLED FROM LAST ERASMUS PLAN VERSION, READ-ONLY]				
Explanation How is this objective linked with the needs and challenges you want to tackle?	[PRE-FILLED FROM LAST ERASMUS PLAN VERSION, READ-ONLY]				
Timing When do you expect to see results for this objective?	[PRE-FILLED FROM LAST ERASMUS PLAN VERSION, READ-ONLY]				
Measuring progress How are you going to evaluate if the objective has been reached?	[PRE-FILLED FROM LAST ERASMUS PLAN VERSION, READ-ONLY]				
Justification Please explain the reasons for your request.	[DO NOT SHOW IF ACTION = 'No change'] [MANDATORY] [Max 2000]				

[END: IN CASE]

[START: IN CASE ACTION = REQUEST UPDATE:]

Objective [####]	
Action What would you like to do with this objective?	[ONLY SHOW FOR OBJECTIVES LOADED FROM LAST ERASMUS PLAN VERSION; DO NOT SHOW FOR NEWLY ADDED OBJECTIVES]
	[DROP-DOWN] [MANDATORY]
	No change [DEFAULT VALUE]
	Request update
	Request closure
Request cancellation	
Title What do you want to achieve?	[PRE-FILLED FROM LAST ERASMUS PLAN VERSION, READ-ONLY]
Updated Title	[MANDATORY] [PRE-FILLED FROM TITLE BUT EDITABLE] [Max 200]
Explanation How is this objective linked with the needs and challenges you want to tackle?	[PRE-FILLED FROM LAST ERASMUS PLAN VERSION, READ-ONLY]
Updated Explanation	[MANDATORY] [PRE-FILLED FROM EXPLANATION BUT EDITABLE] [Max 1000]

Timing When do you expect to see results for this objective?	[PRE-FILLED FROM LAST ERASMUS PLAN VERSION, READ-ONLY]
Updated Timing	<div style="border: 1px solid black; padding: 5px;"> [MANDATORY] [PRE-FILLED FROM TIMING BUT EDITABLE] </div> [Max 500]
Measuring progress How are you going to evaluate if the objective has been reached?	[PRE-FILLED FROM LAST ERASMUS PLAN VERSION, READ-ONLY]
Updated Measuring progress	<div style="border: 1px solid black; padding: 5px;"> [MANDATORY] [PRE-FILLED FROM MEASURING PROCESS BUT EDITABLE] </div> [Max 1000]
Justification Please explain the reasons for your request.	<div style="border: 1px solid black; padding: 5px;"> [MANDATORY] </div> [Max 2000]

[\[END: IN CASE\]](#)

[\[BEGIN: IN CASE ADD NEW OBJECTIVE\]](#)

Objective [####]	
Title What do you want to achieve?	<div style="border: 1px solid black; padding: 5px; min-height: 60px;">[MANDATORY]</div> <div style="text-align: right; font-size: small;">[Max 200]</div>
Explanation How is this objective linked with the needs and challenges you want to tackle?	<div style="border: 1px solid black; padding: 5px; min-height: 60px;">[MANDATORY]</div> <div style="text-align: right; font-size: small;">[Max 1000]</div>
Timing When do you expect to see results for this objective?	<div style="border: 1px solid black; padding: 5px; min-height: 60px;">[MANDATORY]</div> <div style="text-align: right; font-size: small;">[Max 500]</div>
Measuring progress How are you going to evaluate if the objective has been reached?	<div style="border: 1px solid black; padding: 5px; min-height: 60px;">[MANDATORY]</div> <div style="text-align: right; font-size: small;">[Max 1000]</div>
Justification Please explain the reasons for your request.	<div style="border: 1px solid black; padding: 5px; min-height: 60px;">[MANDATORY]</div> <div style="text-align: right; font-size: small;">[Max 2000]</div>

[ADD / DELETE BUTTONS]

[\[END: IN CASE\]](#)

Erasmus quality standards report

[SHOW THIS SECTION AND ITS SUBSECTIONS ONLY IF GLOBAL CONDITION 'ERASMUS QUALITY STANDARDS REPORT' IS INCLUDED BY THE NA WHEN LAUNCHING THE REPORT IN PMM]

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: <ul style="list-style-type: none"> – 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: <ul style="list-style-type: none"> – 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: <ul style="list-style-type: none"> – 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
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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.

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

i. Inclusion

[MANDATORY] [Max 1000]

ii. Environmental sustainability and responsibility

[MANDATORY] [Max 1000]

iii. Digital education

[MANDATORY] [Max 1000]

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.

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

[MULTIPLE CHOICE] [OPTIONAL]

Hosting Erasmus+ staff participants from another country

Hosting Erasmus+ learner participants from another country

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+

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.

[MANDATORY] [Max 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.)

How were the core tasks handled in your projects? Who are the persons in charge of the different core tasks?

[MANDATORY] [Max 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?

[MANDATORY] [Max 1000]

How is the project management work of your staff valued and recognised?

[MANDATORY] [Max 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.

[IF ACCREDITATION TYPE = ACCREDITATION FOR AN INDIVIDUAL ORGANISATION:]

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.

[MANDATORY] [Max 3000]

[IF ACCREDITATION TYPE = ACCREDITATION FOR A MOBILITY CONSORTIUM COORDINATOR:]

What improvements to the organisations in your consortium and their regular work did Erasmus+ bring? In particular, describe the benefits for staff and learners who were not directly involved in mobility activities.

[MANDATORY] [Max 3000]

Mobility consortium

[SHOW THIS SUBSECTION IF ACCREDITATION TYPE = ACCREDITATION FOR A MOBILITY CONSORTIUM COORDINATOR]

In a mobility consortium, Erasmus quality standards apply to activities implemented by all beneficiary organisations: the coordinator and the consortium members. Please keep this principle in mind when replying to the questions below.

Allocation of tasks between the coordinator and member organisations must be agreed in advance. The tasks (including core tasks) should be divided in a way that best enables participating organisations to pursue their objectives and develop new capacities.

How did the allocation of tasks in your consortium facilitate capacity building in the member organisations and achievement of their objectives?

[MANDATORY] [Max 3000]

Allocation of funding - the funding awarded for consortium's activities should be divided between the consortium coordinator and the member organisations in a fair and transparent way, in proportion to the tasks and needs of the participating organisations.

How did you decide the amount of funding allocated to each of your consortium's member organisations? In particular, please describe the division of funds for organisational support between your organisation as the consortium coordinator and the consortium member organisations.

[MANDATORY] [Max 3000]

Joint decision-making – Consortium member organisations must take part in decisions affecting their activities and their participants.

How were the consortium member organisations involved in the decisions affecting their activities and their participants?

[MANDATORY] [Max 2000]

Choosing and working with hosting organisations – Consortium member organisations must be involved in the choice of the hosting organisations and must have the possibility to contact them directly.

How were the consortium member organisations involved in the choice of the hosting organisations for their participants?

[MANDATORY] [Max 1000]

What arrangements were put in place to make sure there is a direct line of communication between the sending organisation and the hosting organisation?

[MANDATORY] [Max 1000]

[START CONDITIONAL BLOCK 'NEWCOMERS CONSORTIUM'; ONLY SHOW THIS BLOCK IF PURPOSE OF MOBILITY CONSORTIUM IN LAST ERASMUS PLAN VERSION = "MY ORGANISATION'S OBJECTIVE IS TO SUPPORT ORGANISATIONS IN MY FIELD TO JOIN THE PROGRAMME AND IMPLEMENT HIGH QUALITY ACTIVITIES IN A COORDINATED WAY."]

Sharing expertise and resources – *If the coordinator has formed the consortium to promote and coordinate Programme activities in their area of responsibility, then it must take an active role in building the capacity of the consortium member organisations (for example by providing training to their staff, bringing them in contact with new hosting partners, or demonstrating good practices).*

In this kind of consortium, the coordinator must actively support member organisations in fulfilling the Erasmus quality standards, and must make sure that consortium members are appropriately involved in tasks that directly affect their participants (for example: selection, monitoring, or definition of learning outcomes).

How did your organisation help build the capacity of your consortium members?

[MANDATORY] [Max 2000]

How did your organisation support the consortium members in fulfilling the Erasmus quality standards?

[MANDATORY] [Max 1000]

[END CONDITIONAL BLOCK 'NEWCOMERS CONSORTIUM']

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.

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.

[MANDATORY] [Max 2000]

How did you address the identified requirements?

[MANDATORY] [Max 2000]

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

[SHOW THIS IF THERE IS AT LEAST ONE STAFF PARTICIPANT IN 'IMPLEMENTATION SUMMARY']

Please describe your selection process for staff participants. What criteria did you use? How is the final selection decision made and by whom?

[MANDATORY] [Max 2000]

[SHOW IF THERE IS AT LEAST ONE LEARNER PARTICIPANT IN 'IMPLEMENTATION SUMMARY']

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?

[MANDATORY] [Max 3000]

[START CONDITIONAL BLOCK ‘MONITORING AND MENTORING’

SHOW THIS BLOCK IF IMPLEMENTATION SUMMARY INCLUDES AT LEAST ONE LEARNER OR STAFF PARTICIPANT, EXCLUDING PARTICIPANTS IN ACTIVITY TYPE ‘COURSES AND TRAINING’ (SM-COUR-TRAIN)]

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?

[MANDATORY] [Max 2000]

How is mentoring and monitoring adapted to different profiles of participants (learners, staff, participants with fewer opportunities)?

[MANDATORY] [Max 2000]

How is the work of mentors and accompanying persons valued and recognised?

[MANDATORY] [Max 1000]

[END CONDITIONAL BLOCK ‘MONITORING AND MENTORING’]

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.

[SHOW QUESTION IF THERE IS AT LEAST ONE STAFF PARTICIPANT IN ‘IMPLEMENTATION SUMMARY’, EXCLUDING PARTICIPANTS IN ‘COURSES AND TRAINING’ (SM-COUR-TRAIN)]

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?

[MANDATORY] [Max 3000]

[\[SHOW QUESTION IF THERE IS AT LEAST ONE LEARNER PARTICIPANT IN INDIVIDUAL MOBILITY IN 'IMPLEMENTATION SUMMARY'\]](#)

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?

[MANDATORY] [Max 3000]

[\[SHOW QUESTION IF THERE IS AT LEAST ONE LEARNER PARTICIPANT IN GROUP MOBILITY IN 'IMPLEMENTATION SUMMARY'\]](#)

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?

[MANDATORY] [Max 3000]

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.

[\[SHOW QUESTION IF THERE IS AT LEAST ONE STAFF PARTICIPANT IN 'IMPLEMENTATION SUMMARY'\]](#)

How did you evaluate the learning outcomes of participants in mobility activities for staff?

[MANDATORY] [Max 1500]

[\[SHOW QUESTION IF THERE IS AT LEAST ONE LEARNER PARTICIPANT IN INDIVIDUAL MOBILITY IN 'IMPLEMENTATION SUMMARY'\]](#)

How did you evaluate the learning outcomes of participants in individual mobility activities for learners?

[MANDATORY] [Max 1500]

[\[SHOW QUESTION IF THERE IS AT LEAST ONE LEARNER PARTICIPANT IN GROUP MOBILITY IN 'IMPLEMENTATION SUMMARY'\]](#)

How did you evaluate the learning outcomes of participants in group mobility activities for learners?

[MANDATORY] [Max 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?

[MANDATORY] [Max 2000]

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.

[SHOW QUESTION IF THERE IS AT LEAST ONE STAFF PARTICIPANT IN 'IMPLEMENTATION SUMMARY']

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.

[MANDATORY] [Max 2000]

[SHOW QUESTION IF THERE IS AT LEAST ONE LEARNER PARTICIPANT IN INDIVIDUAL MOBILITY IN 'IMPLEMENTATION SUMMARY']

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.

[MANDATORY] [Max 2000]

[SHOW QUESTION IF THERE IS AT LEAST ONE LEARNER PARTICIPANT IN GROUP MOBILITY IN 'IMPLEMENTATION SUMMARY']

Please describe your process for recognising the achieved learning outcomes in group mobility activities for learners.

[MANDATORY] [Max 2000]

IV. Sharing results and knowledge about the programme

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.

[IF ACCREDITATION TYPE = ACCREDITATION FOR AN INDIVIDUAL ORGANISATION]

What have you done to make your organisation's participation in Erasmus+ widely known within your organisation?

[MANDATORY] [Max 1000]

[IF ACCREDITATION TYPE = ACCREDITATION FOR A MOBILITY CONSORTIUM COORDINATOR]

What have you and your consortium members done to make your participation in Erasmus+ widely known within your organisation and other member organisations in your consortium?

[MANDATORY] [Max 1000]

What kind of opportunities did you create for participants in your mobility activities to share their experience with their peers?

[MANDATORY] [Max 1000]

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?

[MANDATORY] [Max 2000]

[THE FOLLOWING TABLE IS POPULATED WITH THE LIST OF PROJECTS FROM ‘IMPLEMENTATION SUMMARY’. THE SAME DEFINITION OF INCLUDED ACTIVITIES IS USED AS IN THAT SECTION

VALUES:

Y = “YES” REPLIES TO PARTICIPANT REPORT QUESTION GEN-Q3

Z = TOTAL REPLIES TO PARTICIPANT REPORT QUESTION GEN-Q3 IN GIVEN LINE AND COLUMN

$X = Y/Z$

IF THERE ARE ZERO REPLIES TO PARTICIPANT REPORT QUESTION GEN-Q3 IN ALL LINES OF A GIVEN COLUMN THEN THAT COLUMN IS HIDDEN]

Share of participants indicating they were aware that their mobility was funded by Erasmus+			
Project code	Individual activities for learners	Group activities for learners	Individual activities for staff
[KA121 project code 1]	X% (Y/Z)	X% (Y/Z)	X% (Y/Z)
[KA121 project code 2]	X% (Y/Z)	X% (Y/Z)	X% (Y/Z)
[etc.]	X% (Y/Z)	X% (Y/Z)	X% (Y/Z)
Overall	<u>[AVERAGE]</u>	<u>[AVERAGE]</u>	<u>[AVERAGE]</u>

[IF % FOR ANY CELL IN THE TABLE IS LESS THAN 90%]

In the future, how do you plan to improve participants’ awareness that their activities are funded by Erasmus+?

[MANDATORY] [Max 1000]

Annexes

[\[STANDARD SECTION\]](#)

Checklist

Before submitting your report form to the National Agency, please check that all of the following has been done. Items marked as 'automatic check' are checked by the system.

- All mandatory fields in the report have been filled in (automatic check). [\[NON-EDITABLE; CHECKED BY THE SYSTEM IF ALL MANDATORY FIELDS HAVE BEEN FILLED IN\]](#)
- The data on implemented activities in your ongoing accredited mobility projects is up to date in Beneficiary Module. [\[MUST BE CHECKED BY THE USER\]](#)
- The report form has been completed using one of the languages accepted by your National Agency. [\[MUST BE CHECKED BY THE USER\]](#)
- Declaration on Honour has been uploaded (automatic check). [\[NON-EDITABLE; CHECKED BY THE SYSTEM BASED ON DECLARATION ON HONOUR BEING ANNEXED OR NOT\]](#)
- Declaration on Honour has been signed by your organisation's legal representative. [\[MUST BE CHECKED BY THE USER\]](#)
- You have saved or printed a copy of the completed form for your records. [\[MUST BE CHECKED BY THE USER\]](#)

PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect [your personal data](#).