SERVICIO ESPAÑOL PARA LA INTERNACIONALIZACIÓN DE LA EDUCACIÓN

GOBIERNO DE ESPAÑA
MINISTERIO DE UNIVERSIDADES
sepie
SERVICIO ESPAÑOL PARA LA INTERNACIONALIZACIÓN DE LA EDUCACIÓN

Erasmus+
Enriqueciendo vidas, abriendo mentes.

35 años

JORNADAS DE FORMACIÓN INICIAL KA121-SCH Y KA121-ADU CONVOCATORIA 2022

La vida de mi proyecto a través del Módulo del Beneficiario

Pamplona, 28 de junio de 2022

Inmaculada Fernández Boy, Asesora Técnica Docente de la Unidad de Educación Escolar y de Personas Adultas

EXCELENCIA INNOVACIÓN SOSTENIBILIDAD
200 EFQM

cc BY NC ND

WHICH
WHEN
WHY
WHO
WHERE
WHERE
WHAT
?
dreamstime.com

LA VIDA DE MI PROYECTO A TRAVÉS DEL BENEFICIARY MODULE

ÍNDICE

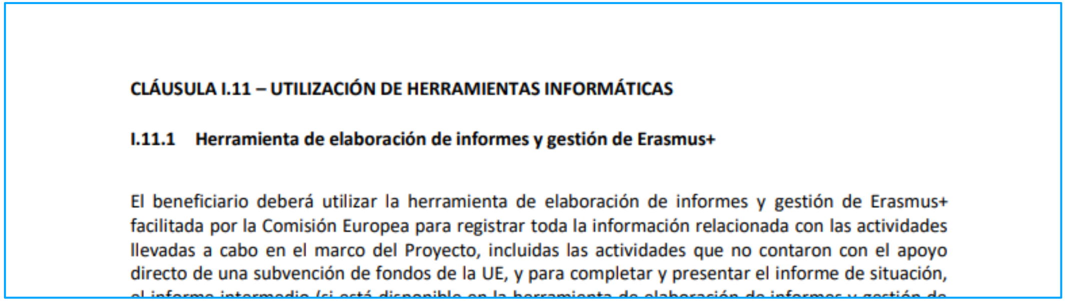
1. Introducción.
2. Secciones de un proyecto.
   - 2.1. Organizaciones.
   - 2.2. Visitas Preparatorias.
   - 2.3. Actividades de Movilidad.
   - 2.4. Actividades de Grupo.
   - 2.5. Menos Oportunidades.
   - 2.6. Presupuesto

1.

Introducción

Mi proyecto y el BM

El Beneficiary Module es una herramienta que permite tanto a los beneficiarios como a las Agencias Nacionales hacer un seguimiento de los proyectos Erasmus+.
La obligatoriedad de su uso está recogida en el convenio de subvención, Cláusula 1.11.



CLÁUSULA I.11 – UTILIZACIÓN DE HERRAMIENTAS INFORMÁTICAS

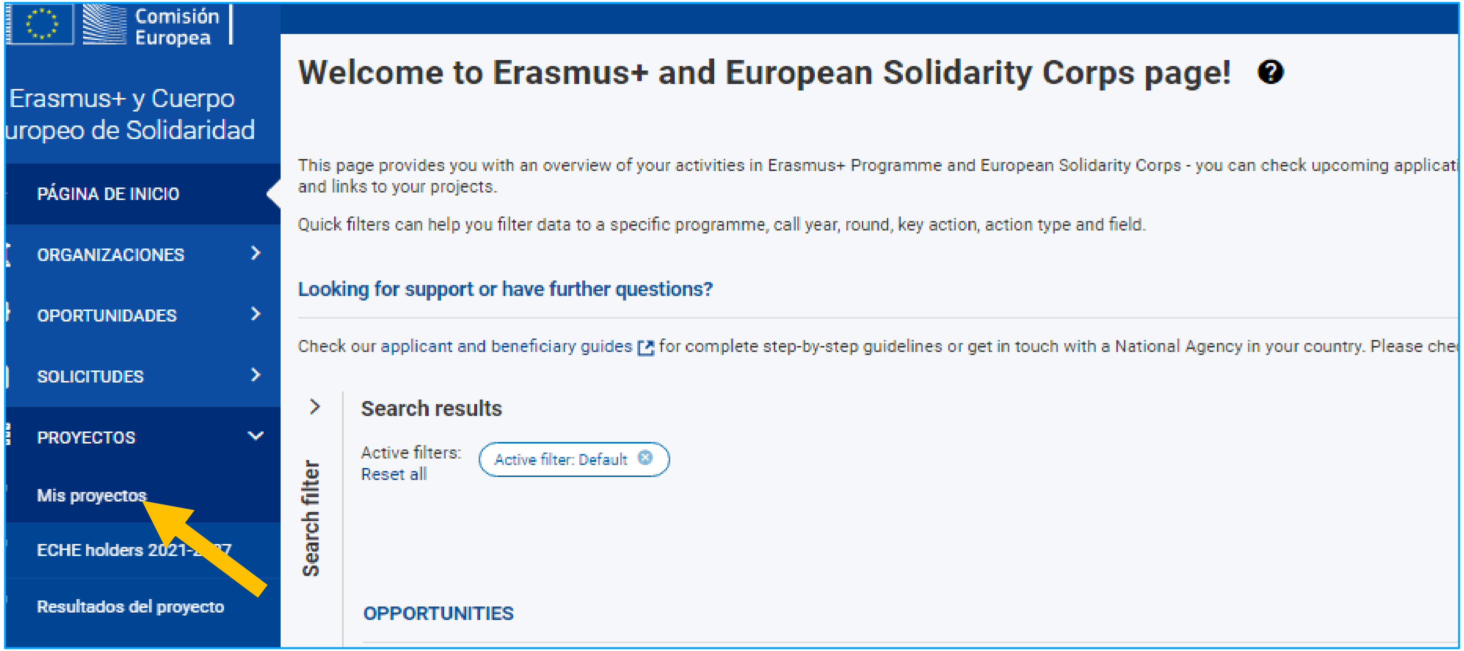
I.11.1 Herramienta de elaboración de informes y gestión de Erasmus+

El beneficiario deberá utilizar la herramienta de elaboración de informes y gestión de Erasmus+ facilitada por la Comisión Europea para registrar toda la información relacionada con las actividades llevadas a cabo en el marco del Proyecto, incluidas las actividades que no contaron con el apoyo directo de una subvención de fondos de la UE, y para completar y presentar el informe de situación,

Beneficiary Module

Para acceder a BM debemos utilizar nuestra cuenta de EU Login.

Abrimos la sección “Proyectos” y, dentro de ella, “Mis proyectos”


Comisión Europea
Erasmus+ y Cuerpo
uropeo de Solidaridad
PÁGINA DE INICIO
ORGANIZACIONES
OPORTUNIDADES
SOLICITUDES
PROYECTOS
Mis proyectos
ECHE holders 2021-2[illegible]7
Resultados del proyecto
Search filter
Active filter: Default

Welcome to Erasmus+ and European Solidarity Corps page!

This page provides you with an overview of your activities in Erasmus+ Programme and European Solidarity Corps - you can check upcoming applicat and links to your projects.

Quick filters can help you filter data to a specific programme, call year, round, key action, action type and field.

Looking for support or have further questions?

Check our applicant and beneficiary guides for complete step-by-step guidelines or get in touch with a National Agency in your country. Please che

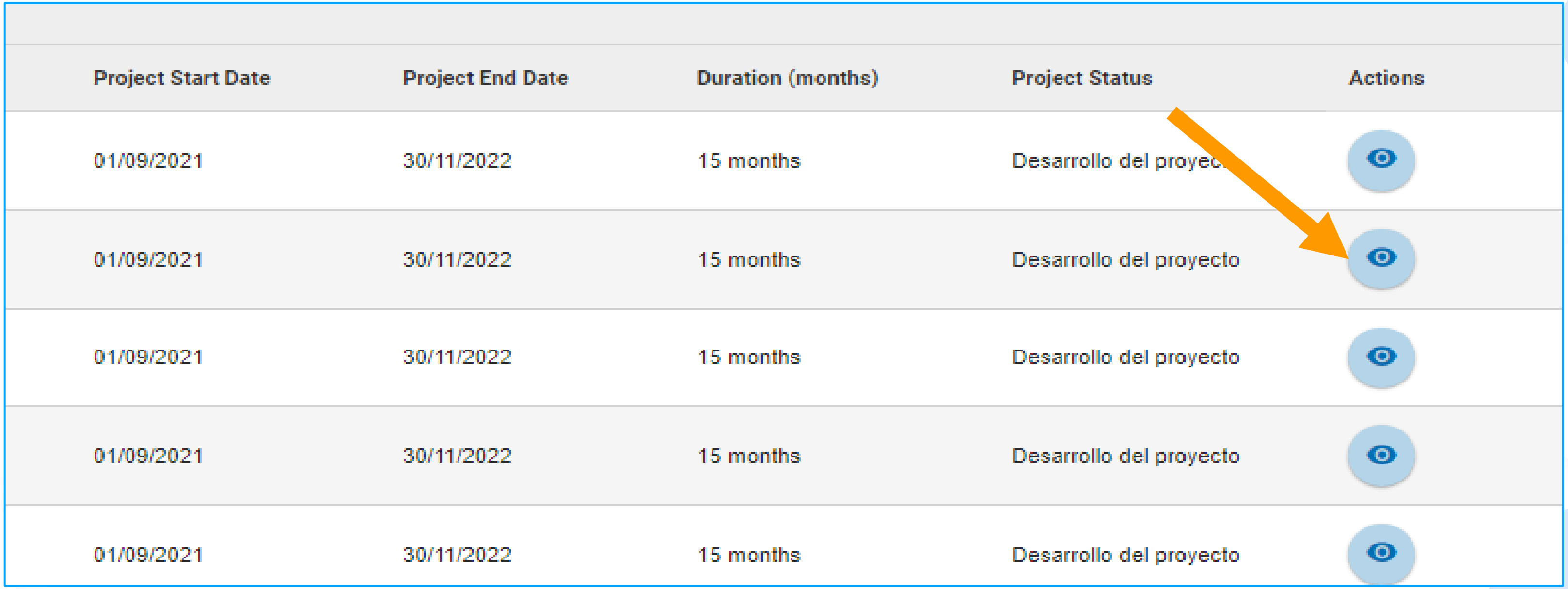
Search results

Active filters:
Reset all

OPPORTUNITIES

ABRIR UN PROYECTO EN BM

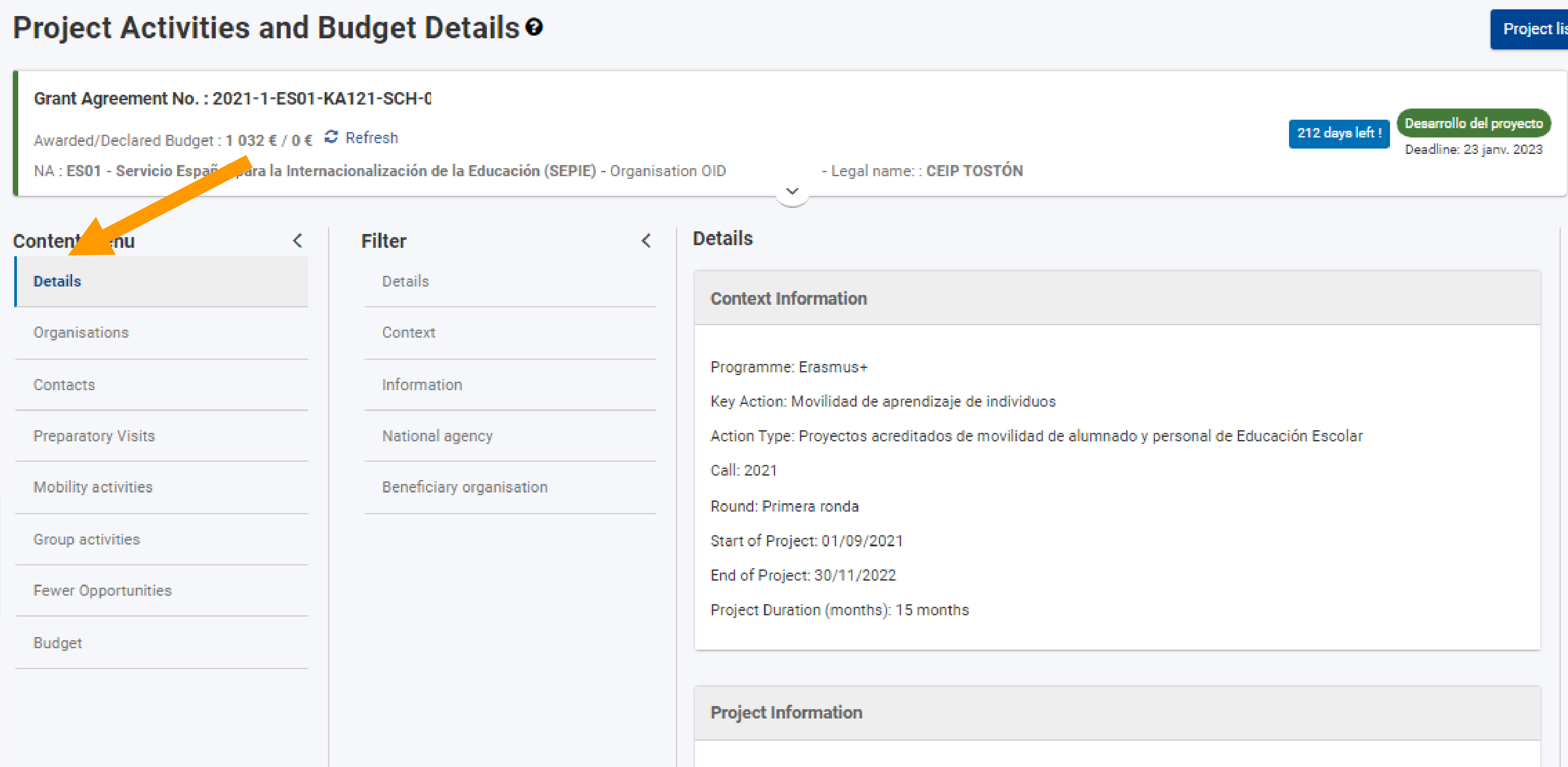
El Proyecto se abre pulsando sobre el ojo que aparece en la columna “*Actions*” en la Lista de Proyectos.



Project Start Date	Project End Date	Duration (months)	Project Status	Actions
01/09/2021	30/11/2022	15 months	Desarrollo del proyec	👁
01/09/2021	30/11/2022	15 months	Desarrollo del proyecto	👁
01/09/2021	30/11/2022	15 months	Desarrollo del proyecto	👁
01/09/2021	30/11/2022	15 months	Desarrollo del proyecto	👁
01/09/2021	30/11/2022	15 months	Desarrollo del proyecto	👁

2.

Secciones de un proyecto



Project Activities and Budget Details

Grant Agreement No. : 2021-1-ES01-KA121-SCH-0

Awarded/Declared Budget : 1 032 € / 0 €

NA : ES01 - Servicio Españ ara la Internacionalización de la Educación (SEPIE) - Organisation OID - Legal name: : CEIP TOSTÓN

212 days left !

Desarrollo del proyecto

Deadline: 23 janv. 2023

Details

Context Information

Programme: Erasmus+

Key Action: Movilidad de aprendizaje de individuos

Action Type: Proyectos acreditados de movilidad de alumnado y personal de Educación Escolar

Call: 2021

Round: Primera ronda

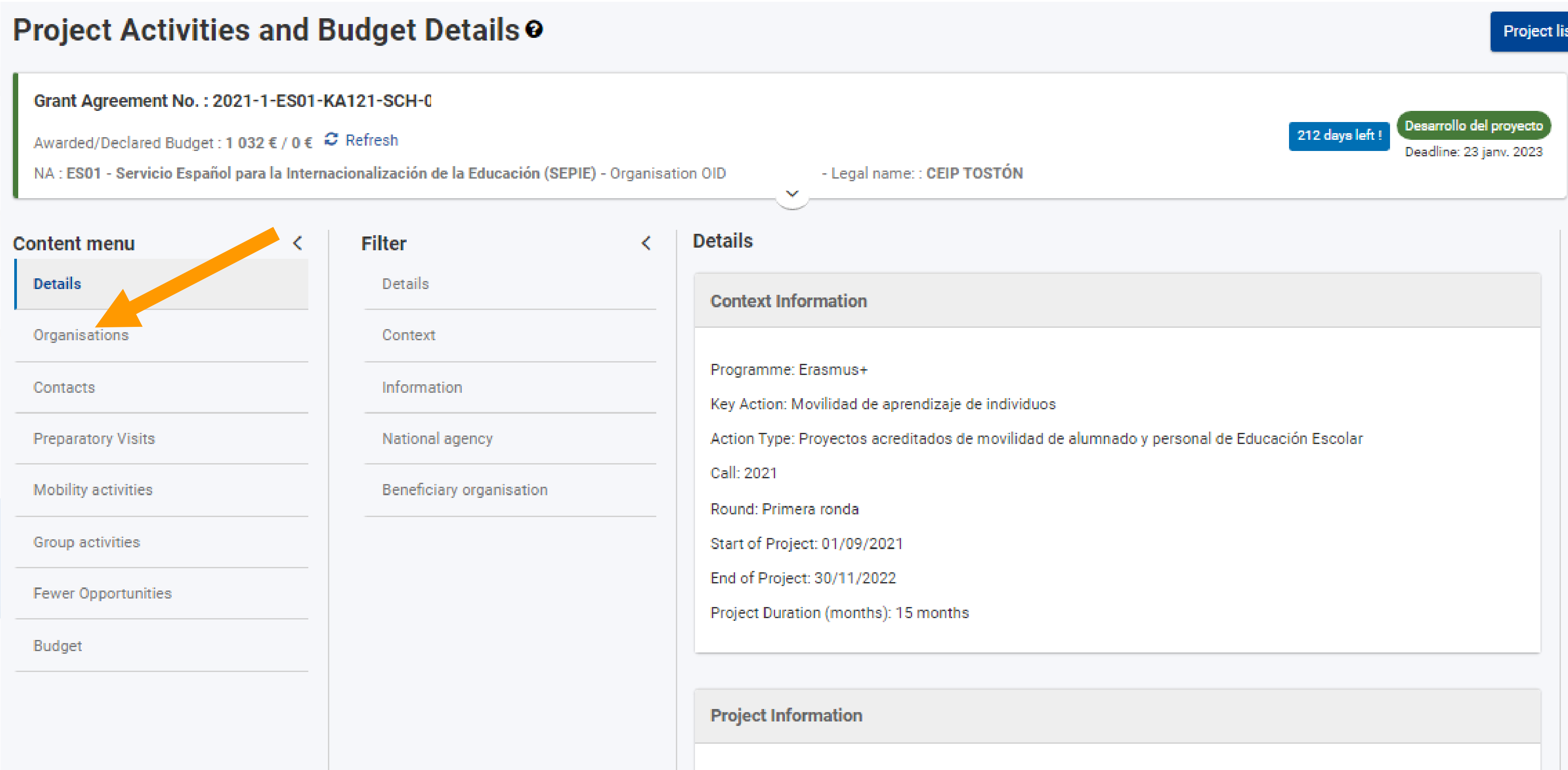
Start of Project: 01/09/2021

End of Project: 30/11/2022

Project Duration (months): 15 months

Project Information

Project lis
Refresh
Conten nu
Details
Organisations
Contacts
Preparatory Visits
Mobility activities
Group activities
Fewer Opportunities
Budget
Filter
Details
Context
Information
National agency
Beneficiary organisation



Project Activities and Budget Details

Project lis

Grant Agreement No. : 2021-1-ES01-KA121-SCH-0

Awarded/Declared Budget : **1 032 € / 0 €** Refresh

NA : **ES01 - Servicio Español para la Internacionalización de la Educación (SEPIE)** - Organisation OID - Legal name: : **CEIP TOSTÓN**

212 days left !
Desarrollo del proyecto

Deadline: 23 janv. 2023

Content menu
Details
Organisations
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Preparatory Visits
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Budget
Filter
Details
Context
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National agency
Beneficiary organisation

Details

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Round: Primera ronda

Start of Project: 01/09/2021

End of Project: 30/11/2022

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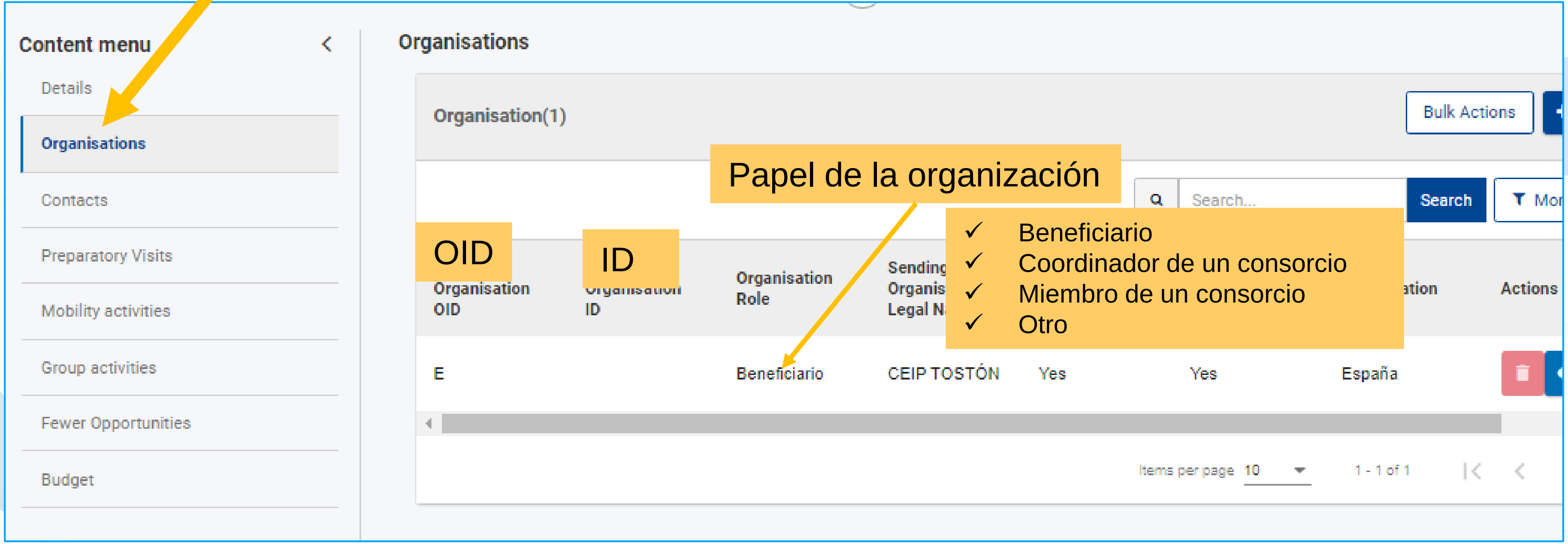
Project Information

2.1

Organizaciones


Content menu
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Preparatory Visits
Mobility activities
Group activities
Fewer Opportunities
Budget
Bulk Actions
Search...
Search
Mor
Items per page 10
1 - 1 of 1

Organisations

Organisation(1)

Papel de la organización

- ✓ Beneficiario
- ✓ Coordinador de un consorcio
- ✓ Miembro de un consorcio
- ✓ Otro

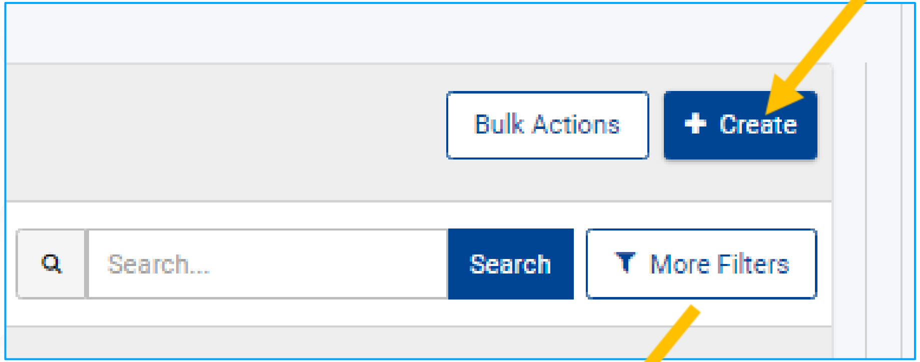
Organisation OID	Organisation ID	Organisation Role	Sending Organis Legal N			ation	Actions
E		Beneficiario	CEIP TOSTÓN	Yes	Yes	España	

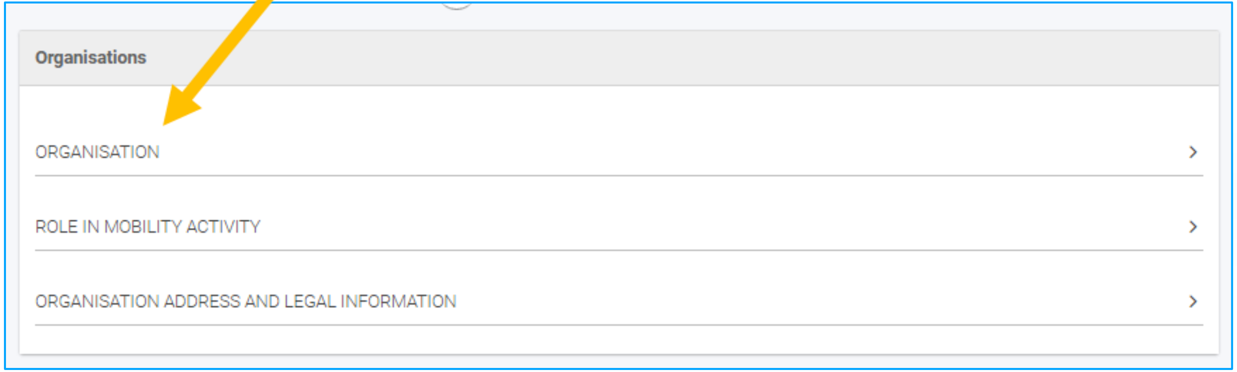
OID

ID

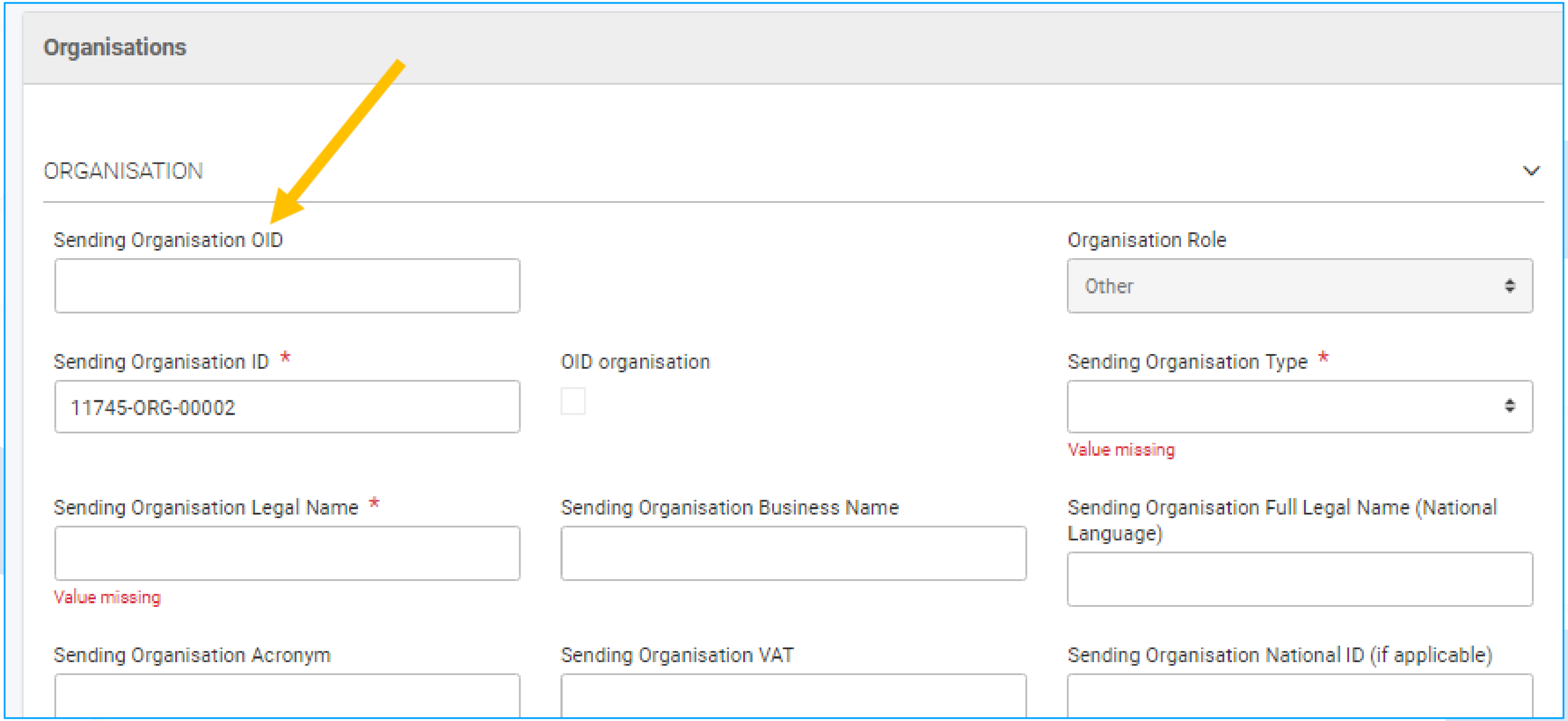
Añadir una organización

Añadir una organización


Bulk Actions
+ Create
Search...
Search
More Filters


Organisations
ORGANISATION
ROLE IN MOBILITY ACTIVITY
ORGANISATION ADDRESS AND LEGAL INFORMATION

Añadir una organización: OID



Organisations

ORGANISATION

Sending Organisation OID

Organisation Role: Other

Sending Organisation ID *: 11745-ORG-00002

OID organisation ☐

Sending Organisation Type *:

Value missing

Sending Organisation Legal Name *:

Value missing

Sending Organisation Business Name:

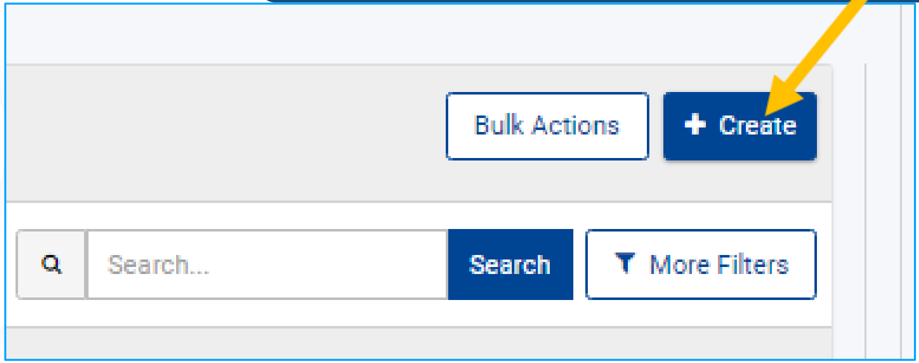
Sending Organisation Full Legal Name (National Language):

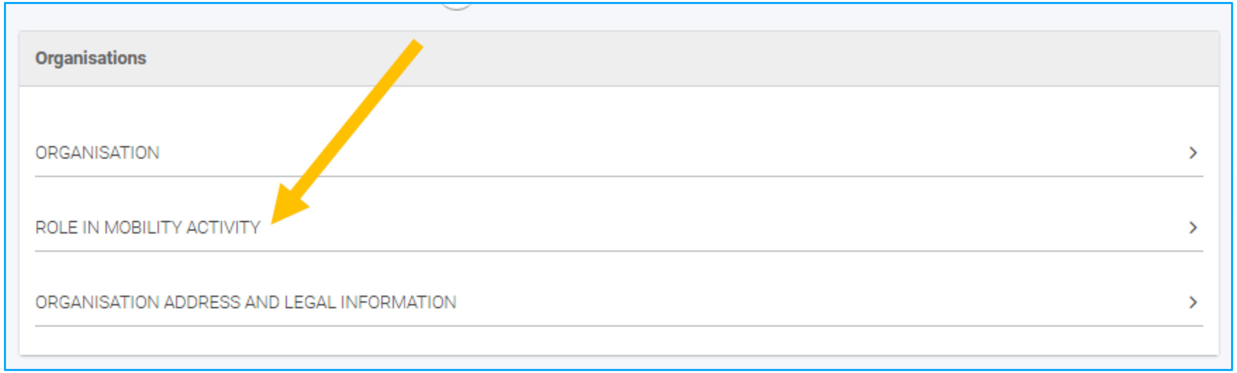
Sending Organisation Acronym:

Sending Organisation VAT:

Sending Organisation National ID (if applicable):

Añadir una organización


Bulk Actions
+ Create
Search...
Search
More Filters

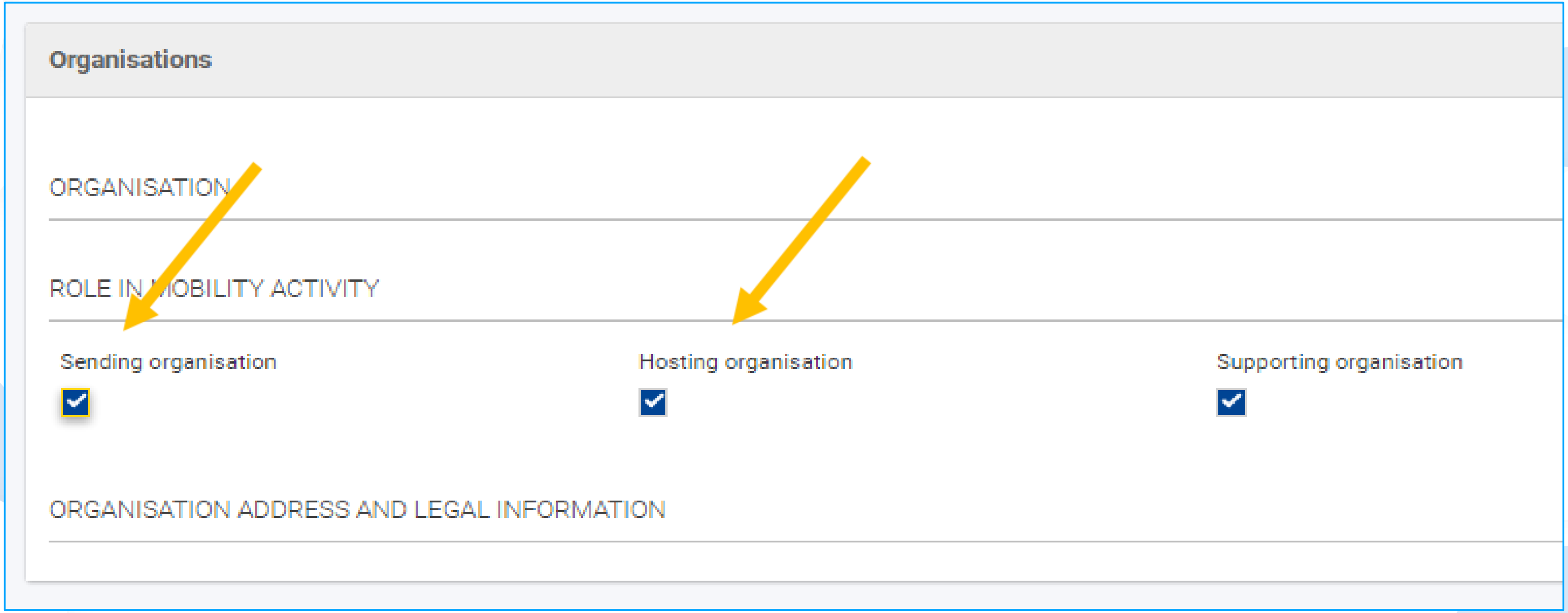

Organisations

ORGANISATION

ROLE IN MOBILITY ACTIVITY

ORGANISATION ADDRESS AND LEGAL INFORMATION

Añadir una organización: Papel de la organización



Organisations

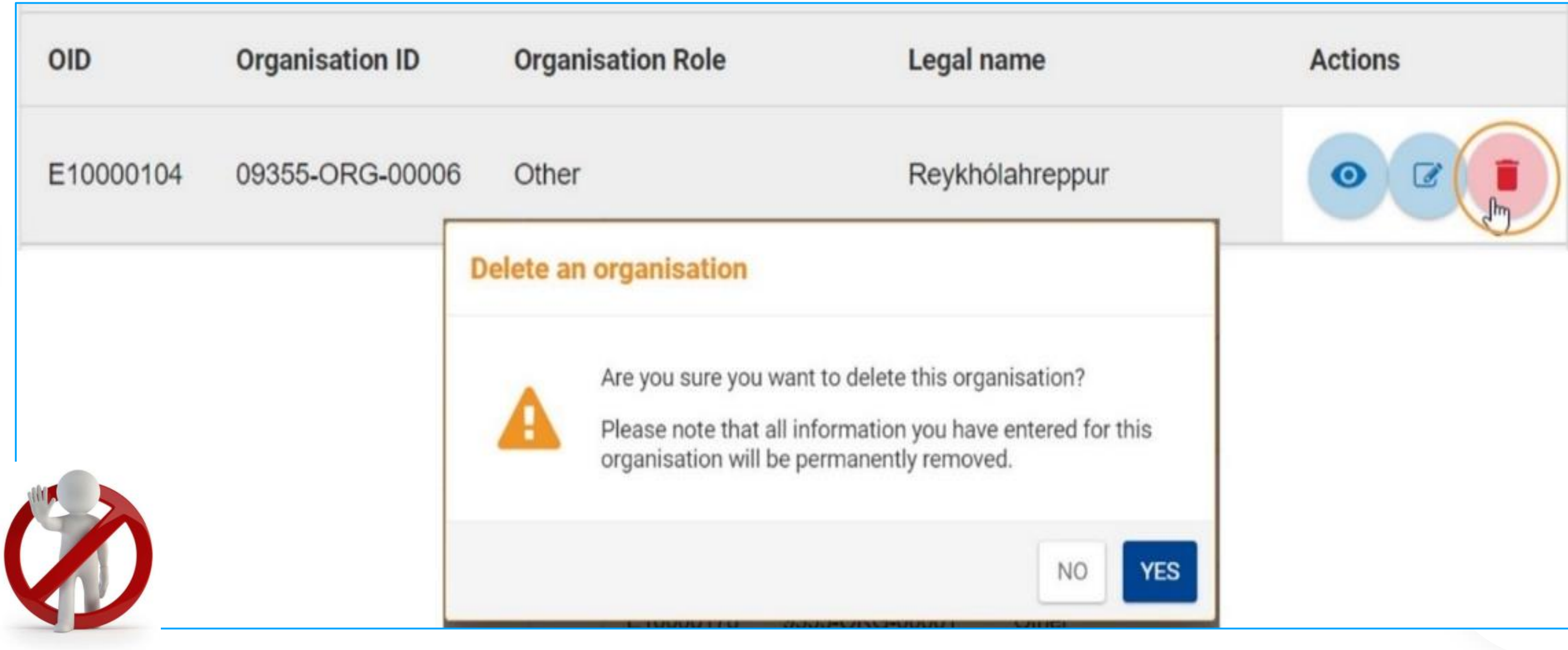
ORGANISATION

ROLE IN MOBILITY ACTIVITY

Sending organisation ☑ Hosting organisation ☑ Supporting organisation ☑

ORGANISATION ADDRESS AND LEGAL INFORMATION

Eliminar una organización



OID	Organisation ID	Organisation Role	Legal name	Actions
E10000104	09355-ORG-00006	Other	Reykhólahreppur	

Delete an organisation

Are you sure you want to delete this organisation?

Please note that all information you have entered for this organisation will be permanently removed.

LA ORGANIZACIÓN BENEFICIARIA NO SE PUEDE ELIMINAR

IMPORTANTE

Si una organización se ha seleccionado como organización de acogida o de envío de actividades de movilidad, solo se podrá eliminar si previamente se eliminan o se asignan a otra organización las actividades afectadas.

2.2

Contactos

SERVICIO ESPAÑOL PARA LA INTERNACIONALIZACIÓN DE LA EDUCACIÓN

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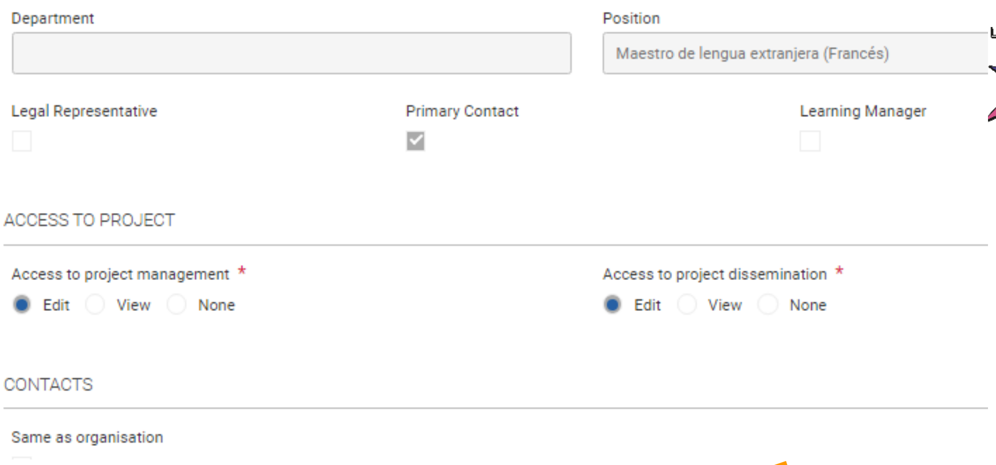
MINISTERIO DE UNIVERSIDADES
sepie SERVICIO ESPAÑOL PARA LA INTERNACIONALIZACIÓN DE LA EDUCACIÓN



Department

Position: Maestro de lengua extranjera (Francés)

Legal Representative ☐ Primary Contact ☑ Learning Manager ☐

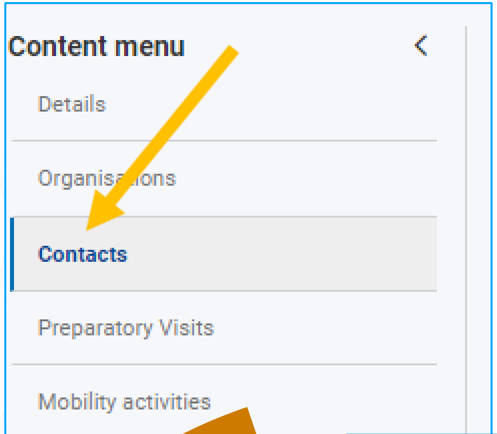
ACCESS TO PROJECT

Access to project management *: ● Edit ○ View ○ None

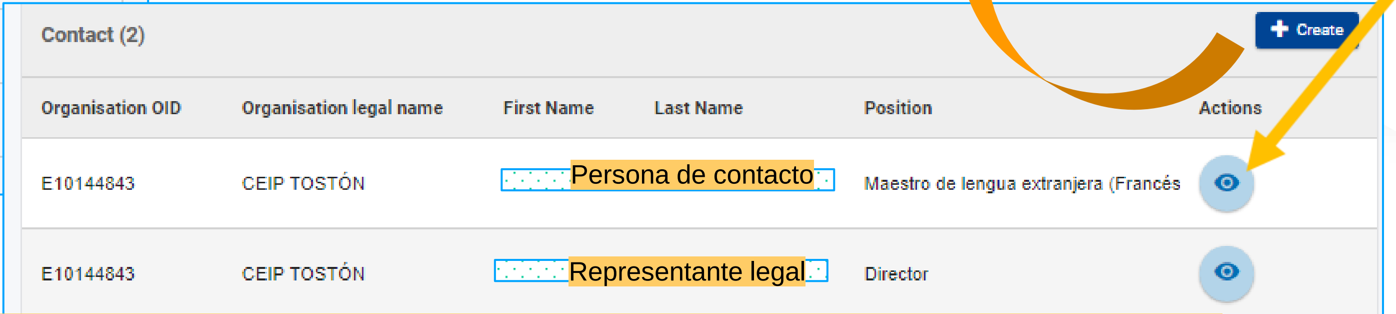
Access to project dissemination *: ● Edit ○ View ○ None

CONTACTS

Same as organisation



Content menu
Details
Organisations
Contacts
Preparatory Visits
Mobility activities
Group a
Few Opportunities



Contact (2)
Create

Organisation OID	Organisation legal name	First Name	Last Name	Position	Actions
E10144843	CEIP TOSTÓN	Persona de contacto		Maestro de lengua extranjera (Francés	👁
E10144843	CEIP TOSTÓN	Representante legal		Director	👁

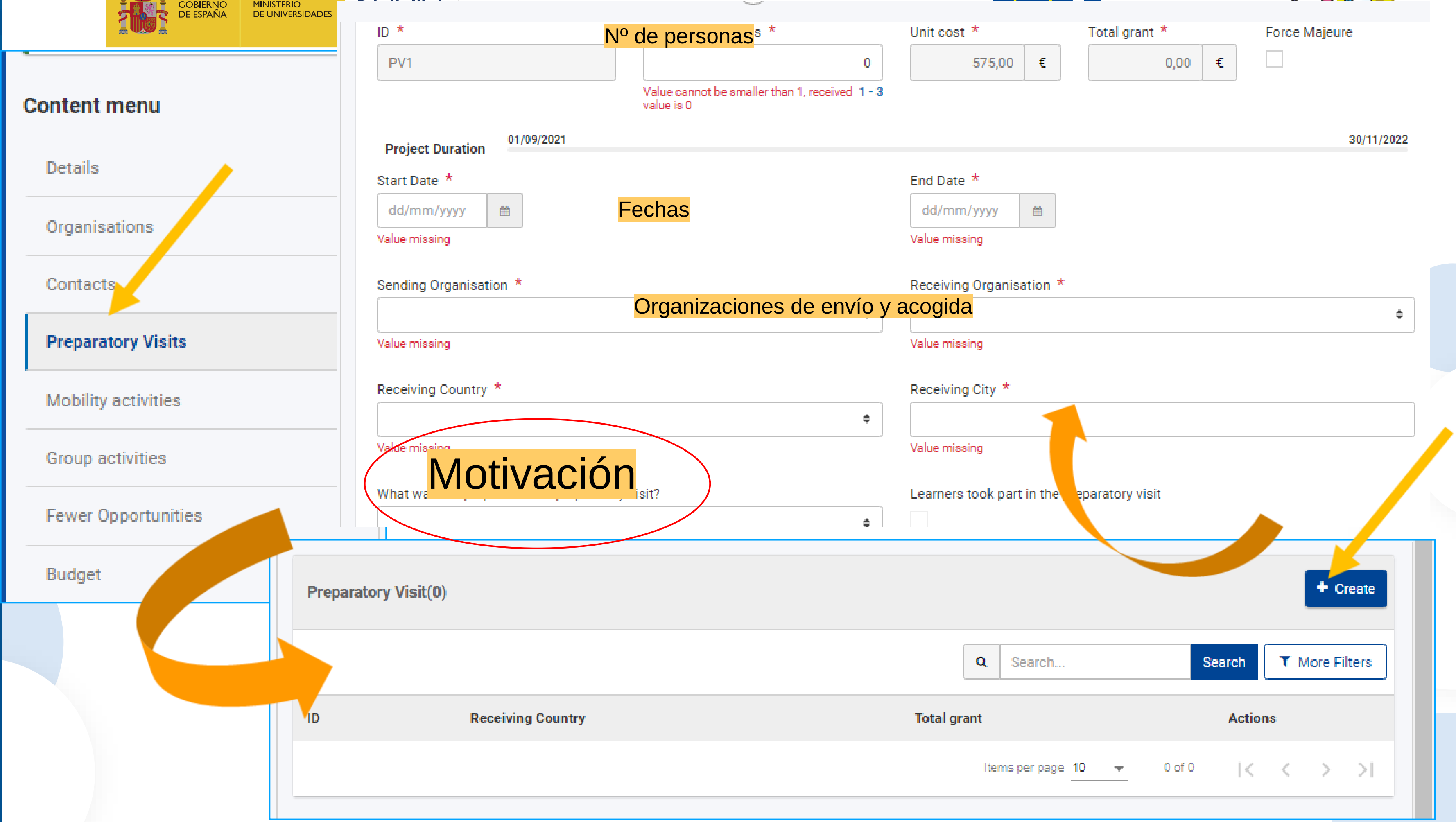
No debería modificarse la información de los contactos ni añadirse contactos nuevos.

EXCELENCIA INNOVACIÓN SOSTENIBILIDAD 200 EFQM

35 años

2.3.

Visitas preparatorias



Content menu
- Details
- Organisations
- Contacts
- **Preparatory Visits**
- Mobility activities
- Group activities
- Fewer Opportunities
- Budget

ID * PV1

Nº de personas

s * 0

Value cannot be smaller than 1, received value is 0 1 - 3

Unit cost * 575,00 €

Total grant * 0,00 €

Force Majeure ☐

Project Duration 01/09/2021 30/11/2022

Start Date * dd/mm/yyyy

Value missing

Fechas

End Date * dd/mm/yyyy

Value missing

Sending Organisation *

Value missing

Organizaciones de envío y acogida

Receiving Organisation *

Value missing

Receiving Country *

Value missing

Receiving City *

Value missing

Motivación

What wa isit?

Learners took part in the eparatory visit ☐

Preparatory Visit(0)

ID	Receiving Country	Total grant	Actions

Items per page 10 0 of 0

ARE YOU READY?

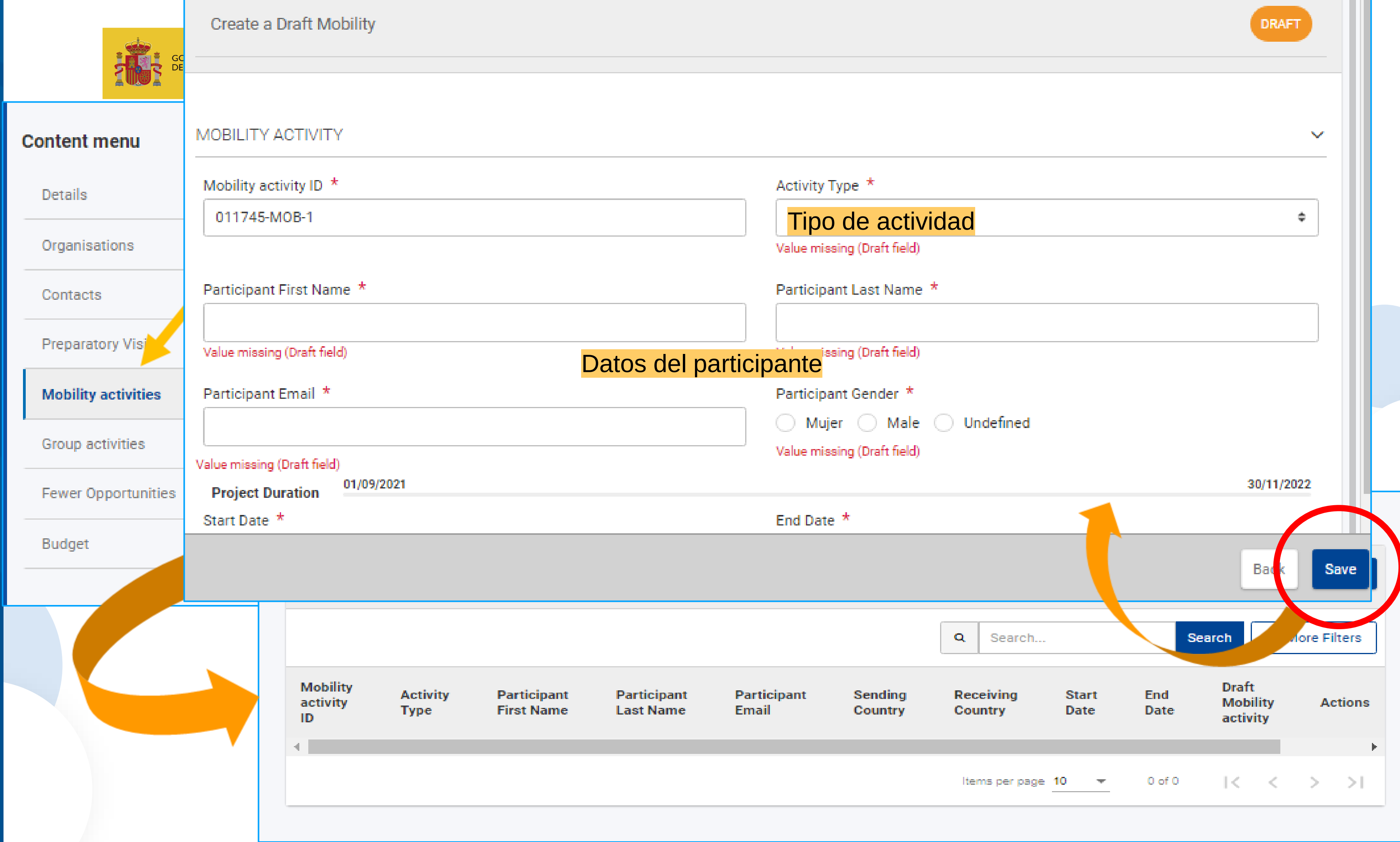
2.4.

Actividades de movilidad

Actividades de movilidad

En este apartado se rellenan los detalles de las **Actividades Individuales**.

Los participantes en Actividades de Grupo deben introducirse en la sección *Group Activities*.



Content menu
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Mobility activities
Group activities
Fewer Opportunities
Budget

Create a Draft Mobility

DRAFT

MOBILITY ACTIVITY

Mobility activity ID *
011745-MOB-1

Activity Type *
Tipo de actividad
Value missing (Draft field)

Participant First Name *
Value missing (Draft field)

Participant Last Name *
Value missing (Draft field)

Datos del participante

Participant Email *
Value missing (Draft field)

Participant Gender *
○ Mujer ○ Male ○ Undefined
Value missing (Draft field)

Project Duration 01/09/2021 30/11/2022

Start Date *

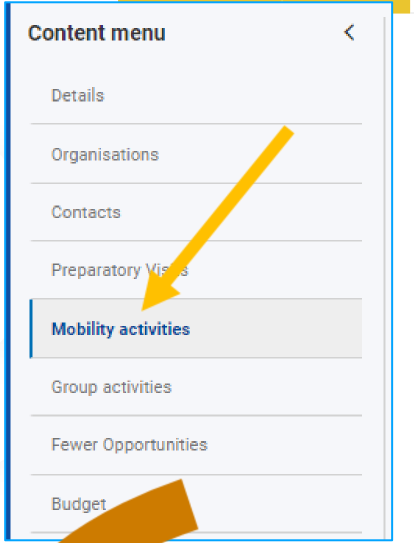
End Date *

Back
Save
Search...
Search
More Filters

Mobility activity ID	Activity Type	Participant First Name	Participant Last Name	Participant Email	Sending Country	Receiving Country	Start Date	End Date	Draft Mobility activity	Actions

Items per page 10 0 of 0

Como pasar de “Borrador” a “Completo”



Content menu

- Details
- Organisations
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- Preparatory Visits
- **Mobility activities**
- Group activities
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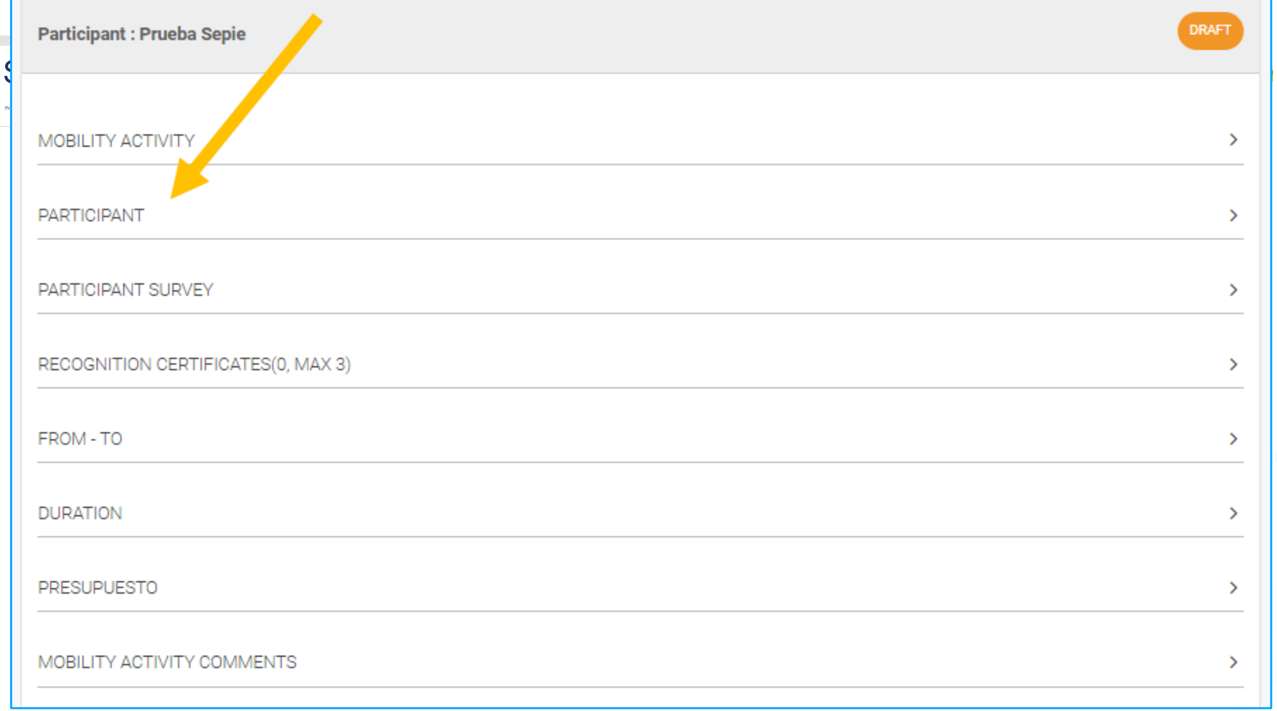
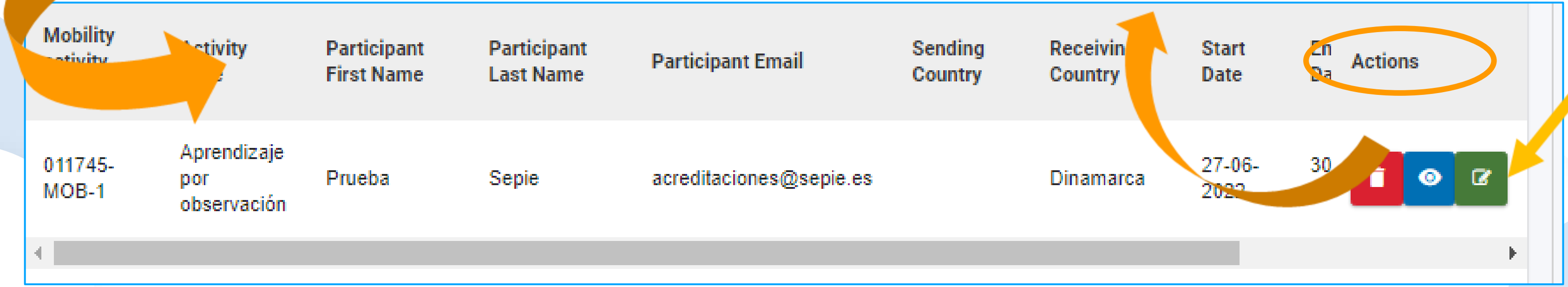
- Budget

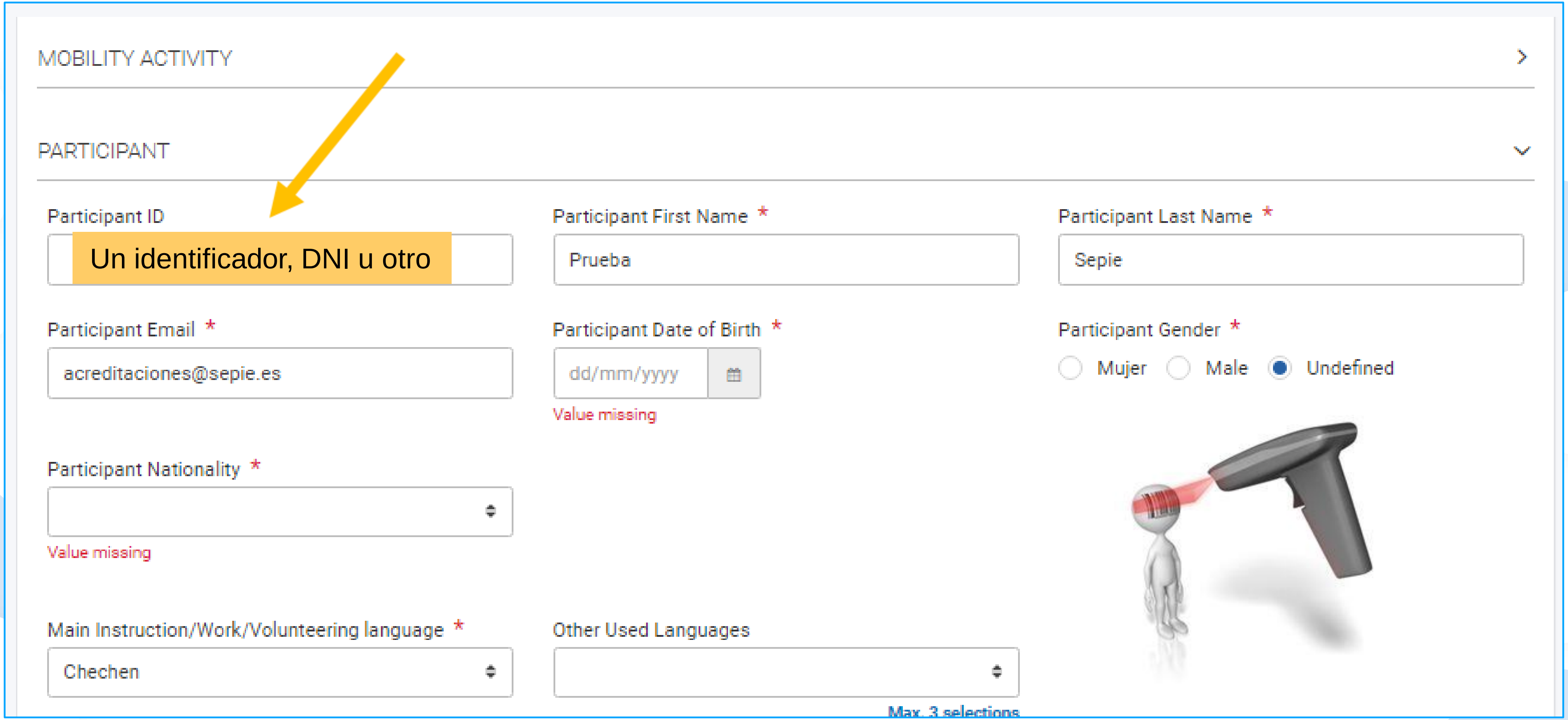


Participant : Prueba Sepie

- MOBILITY ACTIVITY
- PARTICIPANT
- PARTICIPANT SURVEY
- RECOGNITION CERTIFICATES(0, MAX 3)
- FROM - TO
- DURATION
- PRESUPUESTO
- MOBILITY ACTIVITY COMMENTS



Mobility activity	ctivity e	Participant First Name	Participant Last Name	Participant Email	Sending Country	Receivin Country	Start Date	En Da	Actions
011745-MOB-1	Aprendizaje por observación	Prueba	Sepie	acreditaciones@sepie.es		Dinamarca	27-06-202	30	🗑 👁 ✎



MOBILITY ACTIVITY

PARTICIPANT

Participant ID

Un identificador, DNI u otro

Participant First Name *

Prueba

Participant Last Name *

Sepie

Participant Email *

acreditaciones@sepie.es

Participant Date of Birth *

dd/mm/yyyy

Value missing

Participant Gender *

○ Mujer ○ Male ● Undefined

Participant Nationality *

Value missing

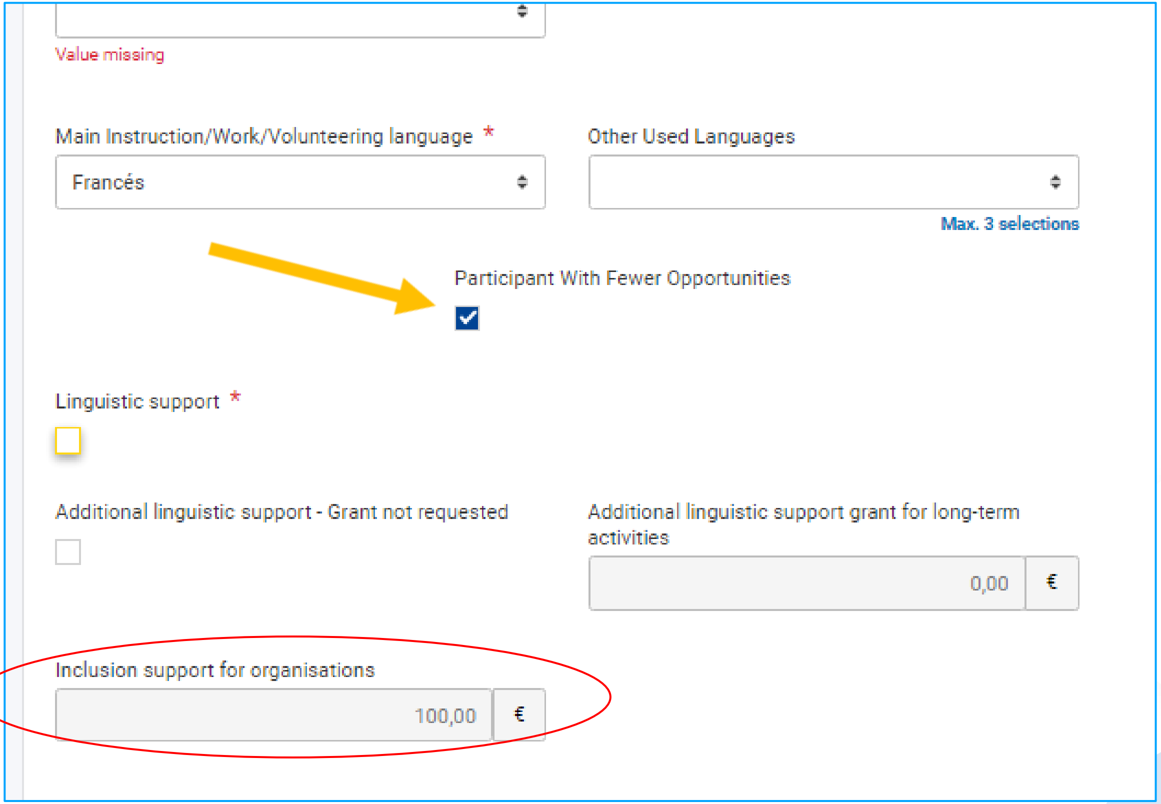
Main Instruction/Work/Volunteering language *

Chechen

Other Used Languages

Max. 3 selections

Participantes con menos oportunidades



Value missing

Main Instruction/Work/Volunteering language *
Francés

Other Used Languages
Max. 3 selections

Participant With Fewer Opportunities
☑

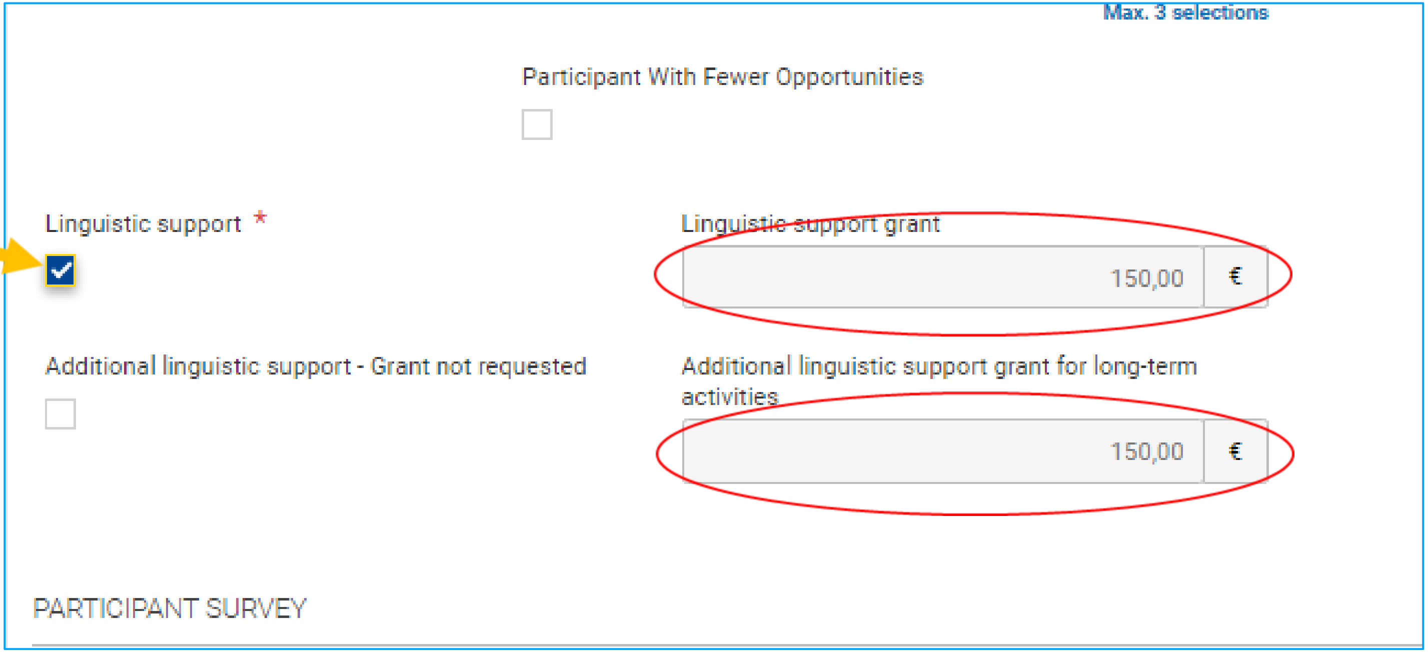
Linguistic support *
☐

Additional linguistic support - Grant not requested
☐

Additional linguistic support grant for long-term activities
0,00 €

Inclusion support for organisations
100,00 €

Apoyo lingüístico



Max. 3 selections

Participant With Fewer Opportunities

☐

Linguistic support *

☑

Linguistic support grant

150,00 €

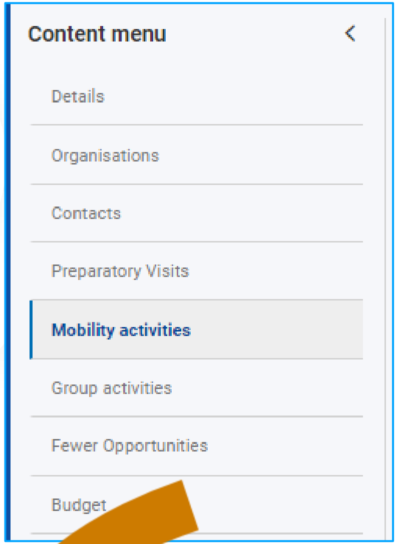
Additional linguistic support - Grant not requested

☐

Additional linguistic support grant for long-term activities

150,00 €

PARTICIPANT SURVEY



Content menu

- Details
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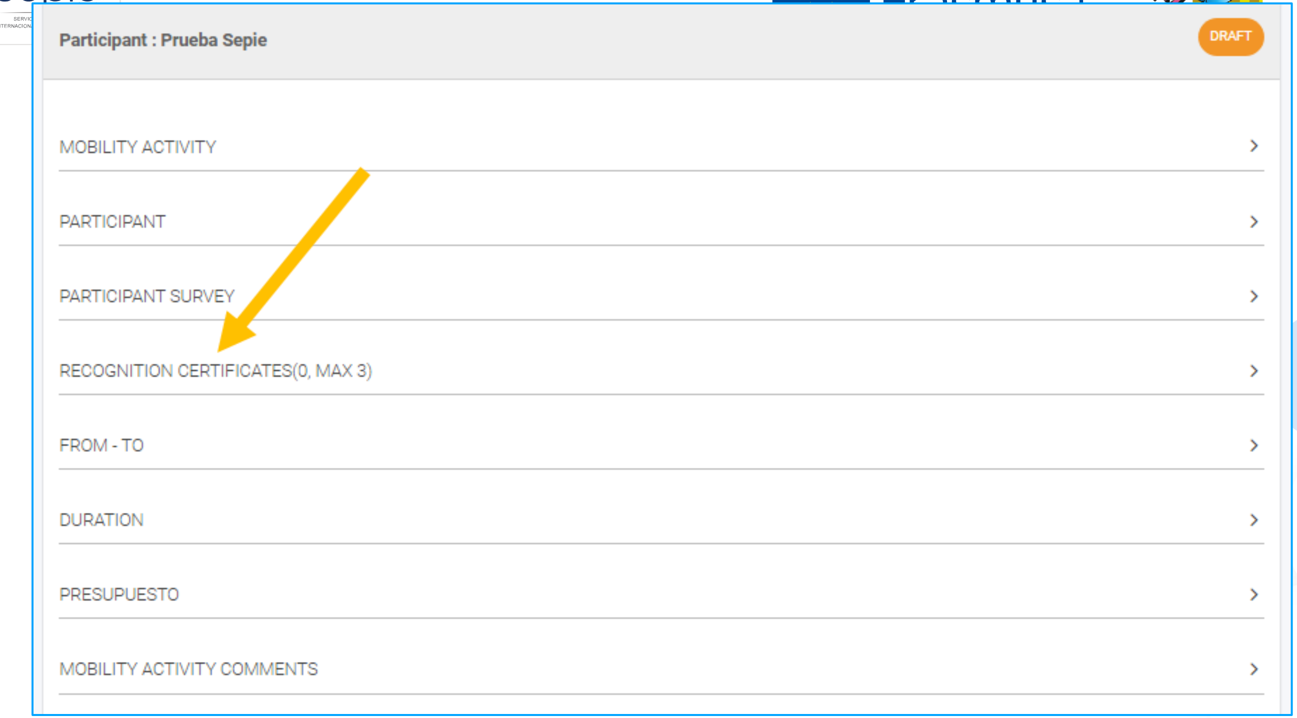
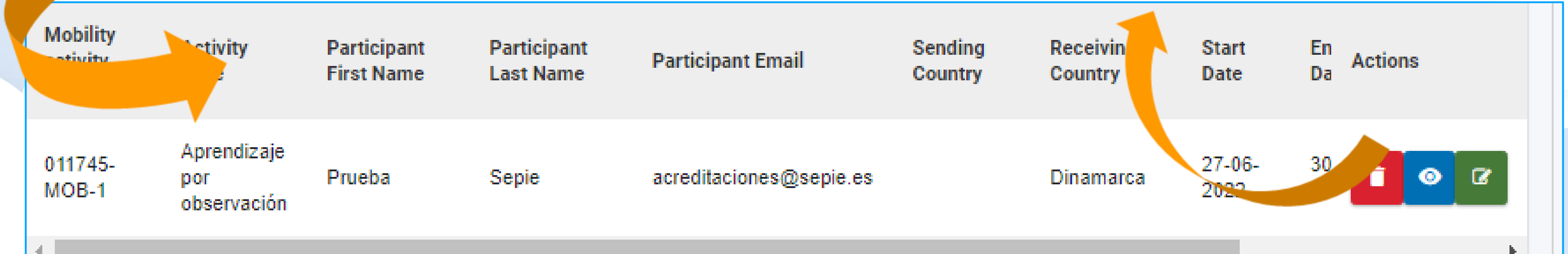
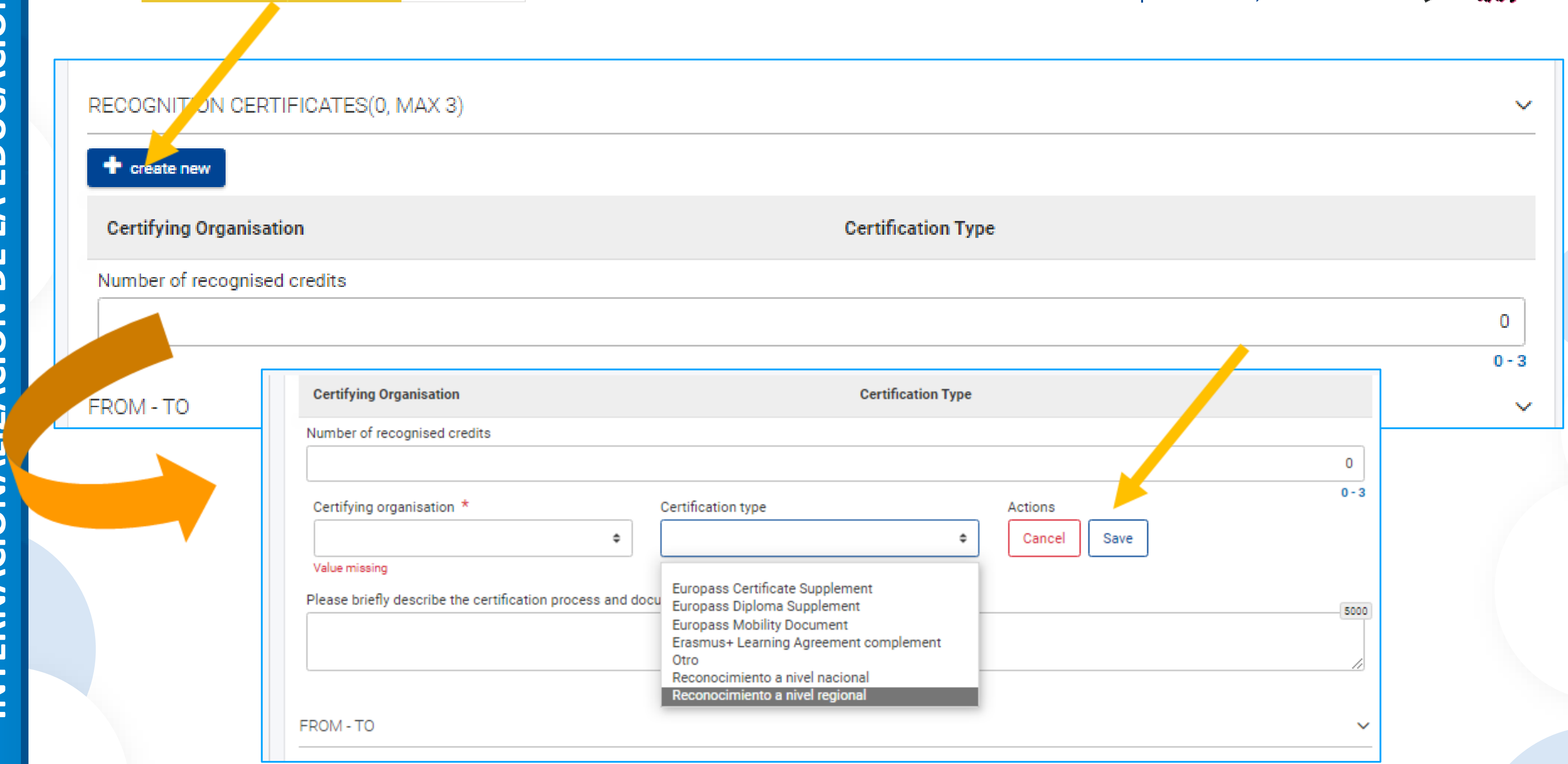


Participant : Prueba Sepie

- MOBILITY ACTIVITY
- PARTICIPANT
- PARTICIPANT SURVEY
- RECOGNITION CERTIFICATES(0, MAX 3)
- FROM - TO
- DURATION
- PRESUPUESTO
- MOBILITY ACTIVITY COMMENTS



Mobility	ctivity	Participant First Name	Participant Last Name	Participant Email	Sending Country	Receivin Country	Start Date	En Da	Actions
011745-MOB-1	Aprendizaje por observación	Prueba	Sepie	acreditaciones@sepie.es		Dinamarca	27-06-202	30	



RECOGNITION CERTIFICATES(0, MAX 3)

Certifying Organisation	Certification Type

Number of recognised credits: 0

0 - 3

FROM - TO

Certifying Organisation	Certification Type

Number of recognised credits: 0

0 - 3

Certifying organisation *

Value missing

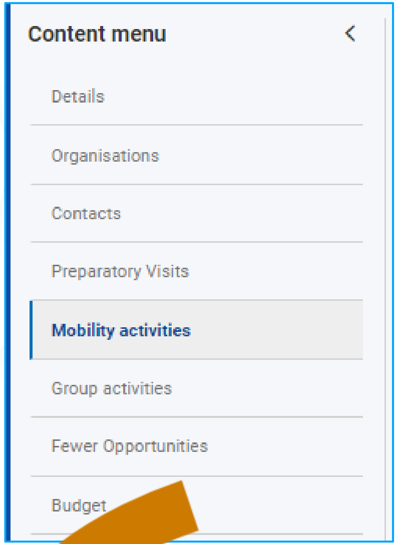
Certification type

- Europass Certificate Supplement
- Europass Diploma Supplement
- Europass Mobility Document
- Erasmus+ Learning Agreement complement
- Otro
- Reconocimiento a nivel nacional
- Reconocimiento a nivel regional

Please briefly describe the certification process and docu

5000

FROM - TO


Content menu
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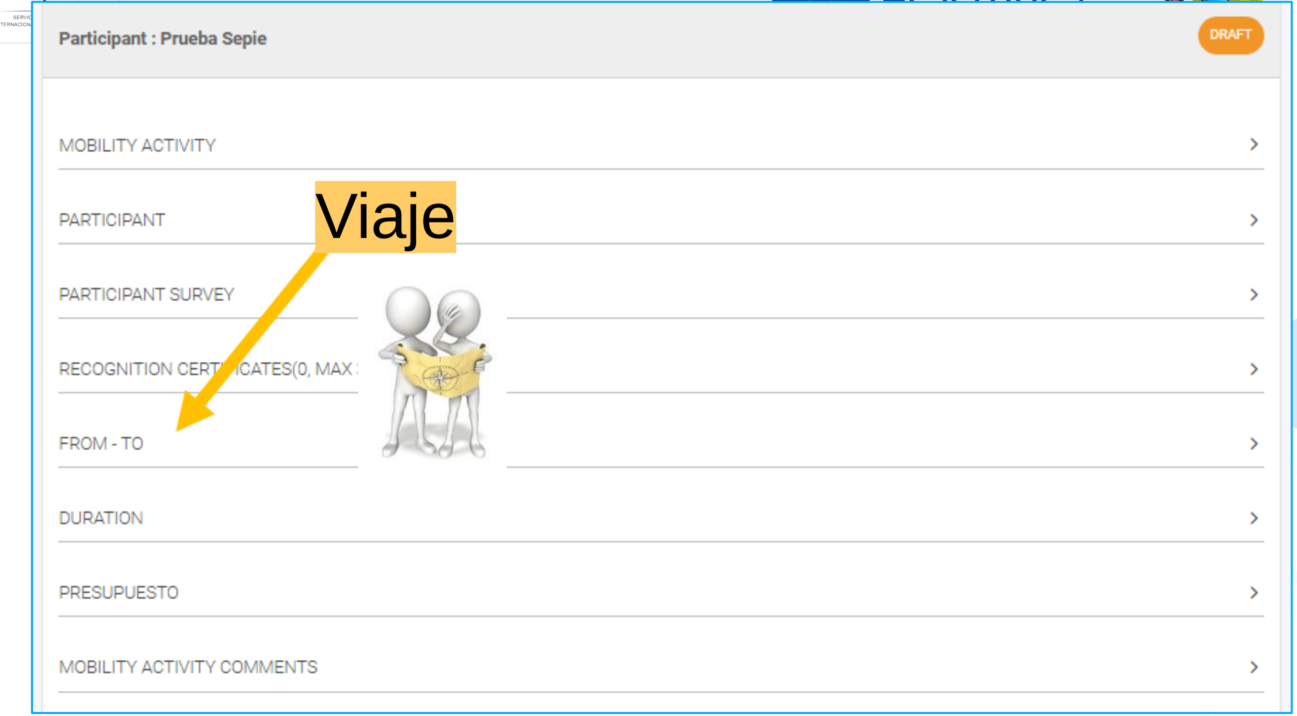
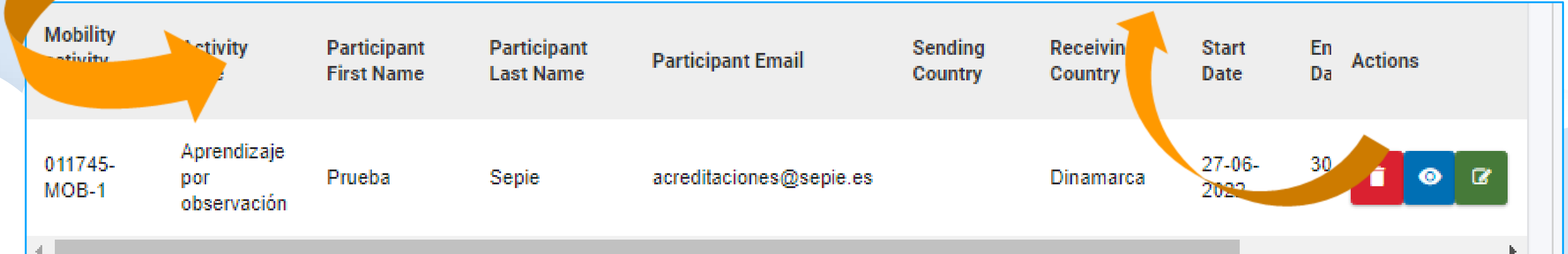
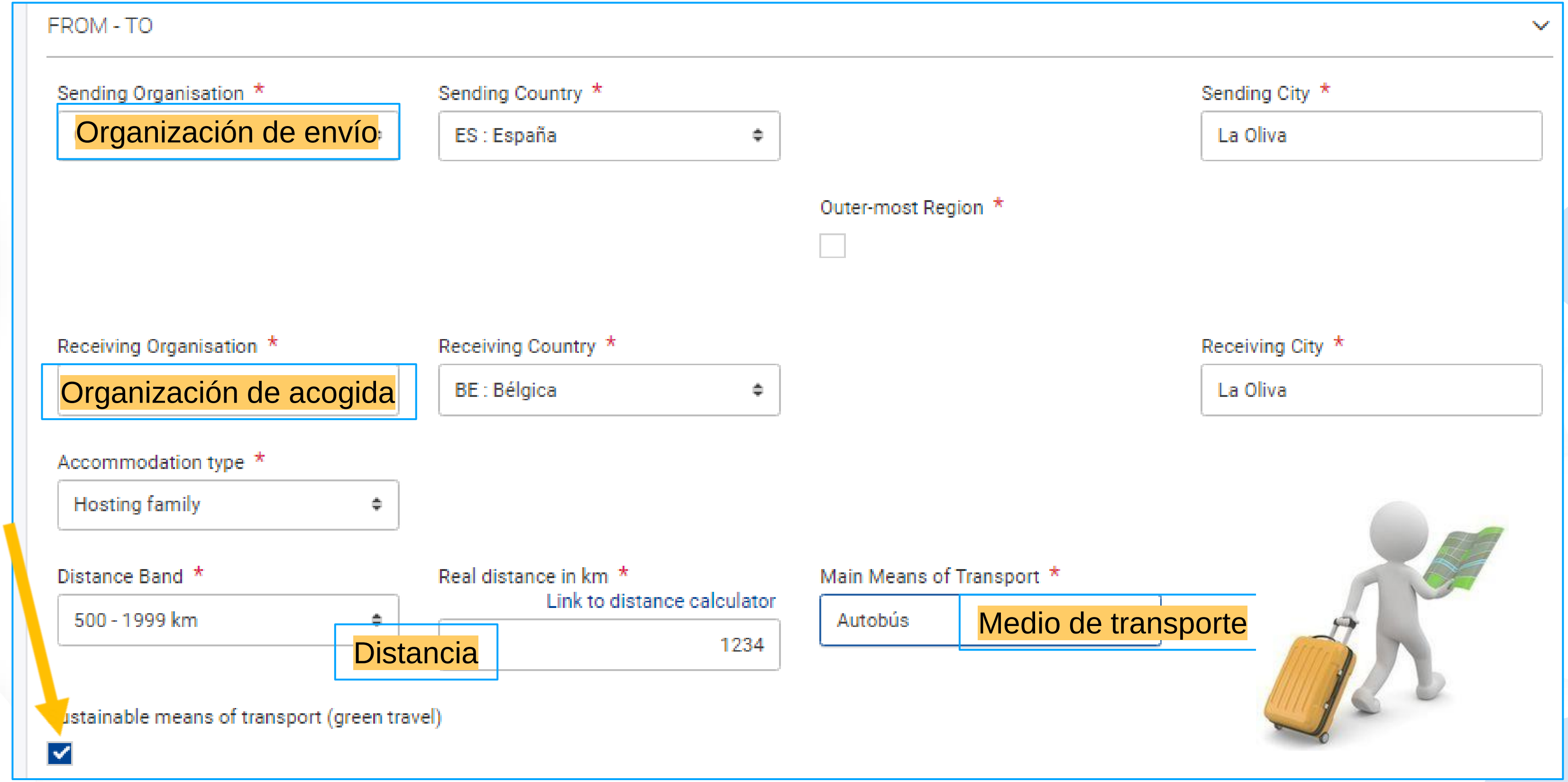
Budget


Participant : Prueba Sepie
DRAFT
MOBILITY ACTIVITY
PARTICIPANT
PARTICIPANT SURVEY
RECOGNITION CERTIFICATES(0, MAX
FROM - TO
DURATION
PRESUPUESTO
MOBILITY ACTIVITY COMMENTS

Viaje



Mobility activity	Activity Type	Participant First Name	Participant Last Name	Participant Email	Sending Country	Receivin Country	Start Date	En Da	Actions
011745-MOB-1	Aprendizaje por observación	Prueba	Sepie	acreditaciones@sepie.es		Dinamarca	27-06-202	30	



FROM - TO

Sending Organisation *: Organización de envío
Sending Country *: ES : España
Sending City *: La Oliva
Outer-most Region *: ☐

Receiving Organisation *: Organización de acogida
Receiving Country *: BE : Bélgica
Receiving City *: La Oliva

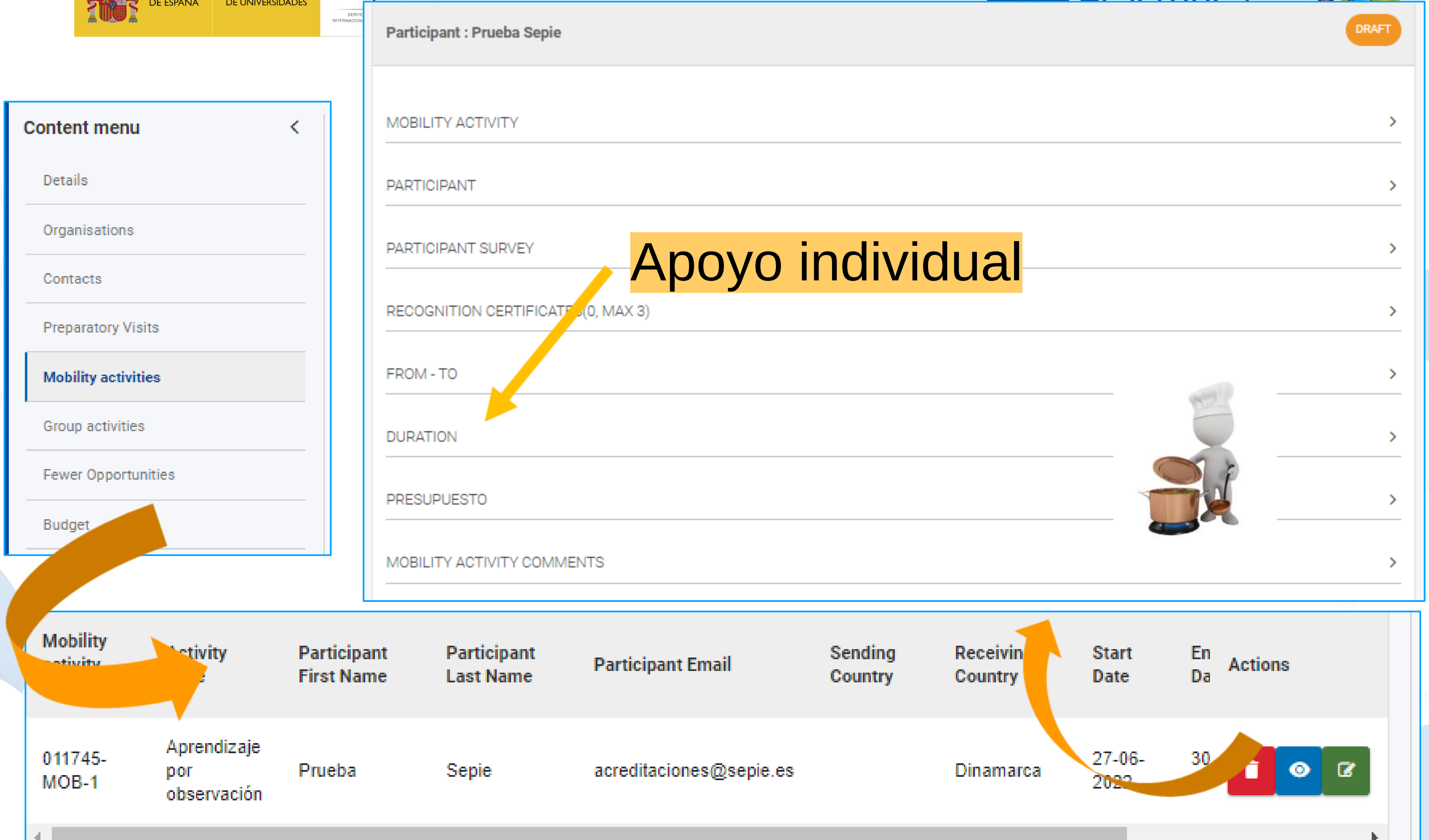
Accommodation type *: Hosting family

Distance Band *: 500 - 1999 km
Real distance in km *: 1234
Link to distance calculator
Main Means of Transport *: Autobús

Distancia

Medio de transporte

ustainable means of transport (green travel)
☑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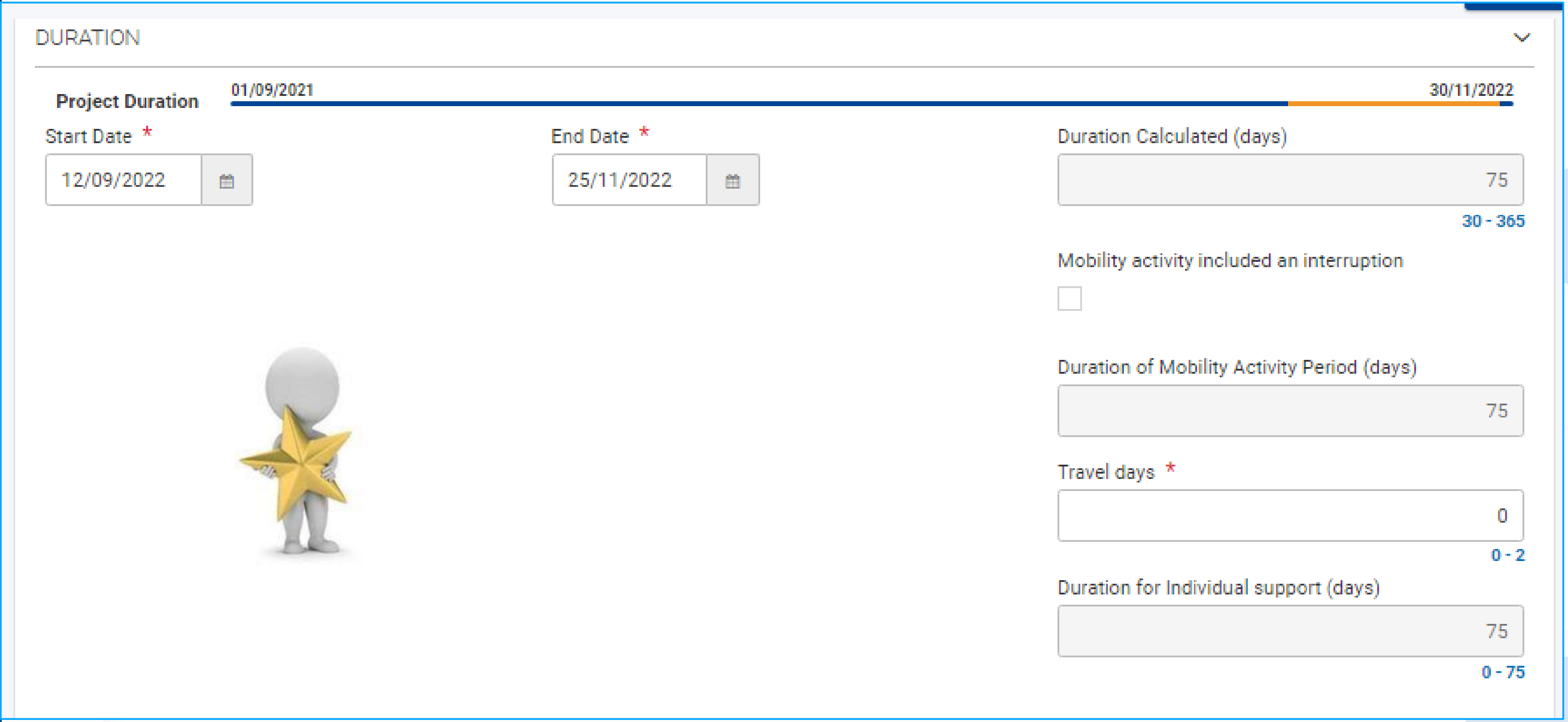
Mobility activities
Group activities
Fewer Opportunities
Budget

Participant : Prueba Sepie

DRAFT
MOBILITY ACTIVITY
PARTICIPANT
PARTICIPANT SURVEY
RECOGNITION CERTIFICATE (0, MAX 3)
FROM - TO
DURATION
PRESUPUESTO
MOBILITY ACTIVITY COMMENTS

Apoyo individual

Mobility	ctivity	Participant First Name	Participant Last Name	Participant Email	Sending Country	Receivin Country	Start Date	En Da	Actions
011745-MOB-1	Aprendizaje por observación	Prueba	Sepie	acreditaciones@sepie.es		Dinamarca	27-06- 202	30	



DURATION

Project Duration 01/09/2021 30/11/2022

Start Date * 12/09/2022

End Date * 25/11/2022

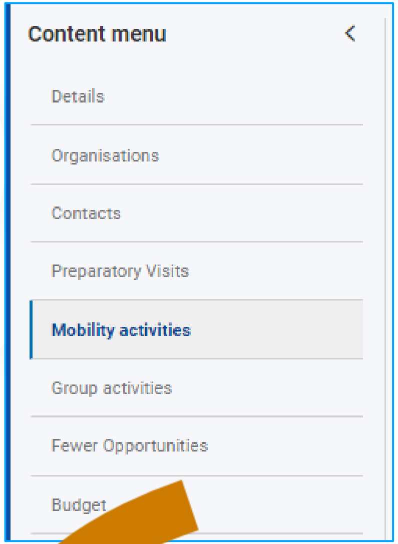
Duration Calculated (days) 75
30 - 365

Mobility activity included an interruption ☐

Duration of Mobility Activity Period (days) 75

Travel days * 0
0 - 2

Duration for Individual support (days) 75
0 - 75


Content menu

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- Group activities
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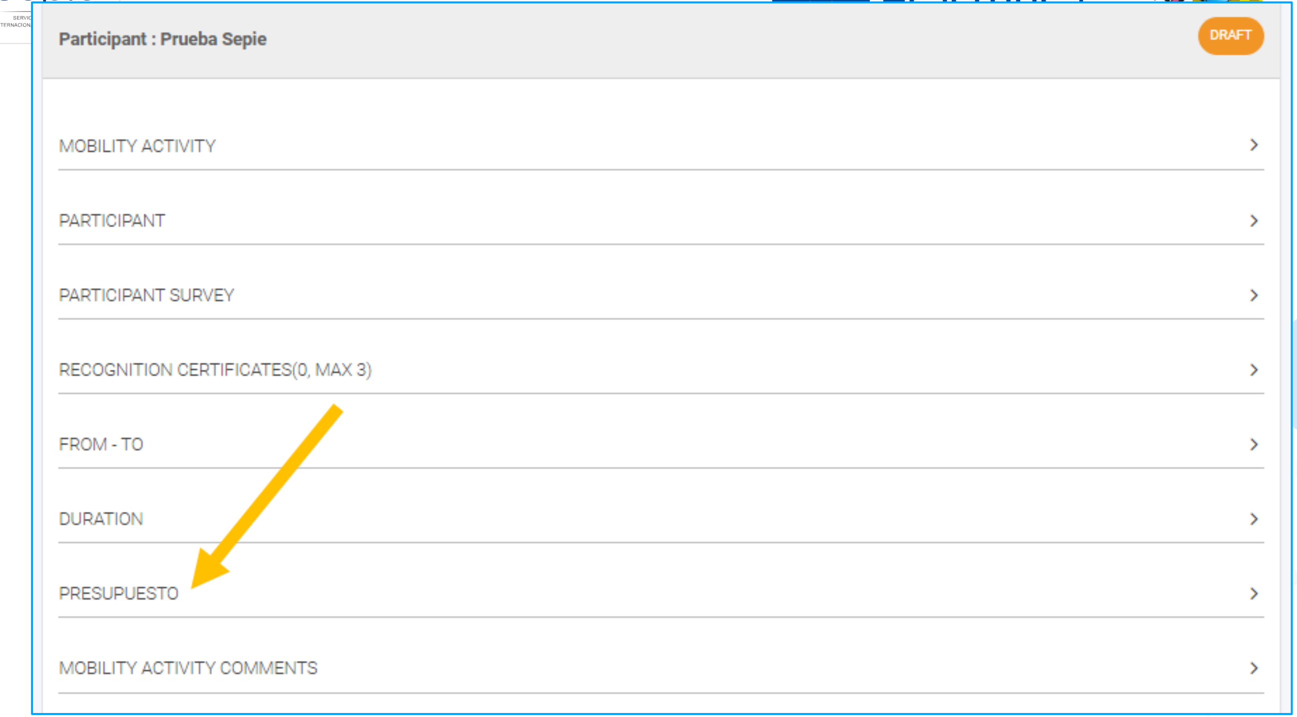
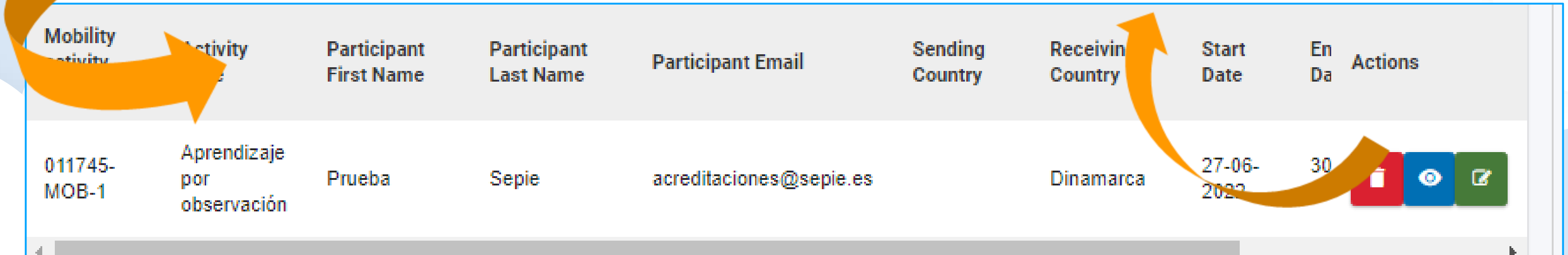
- Budget

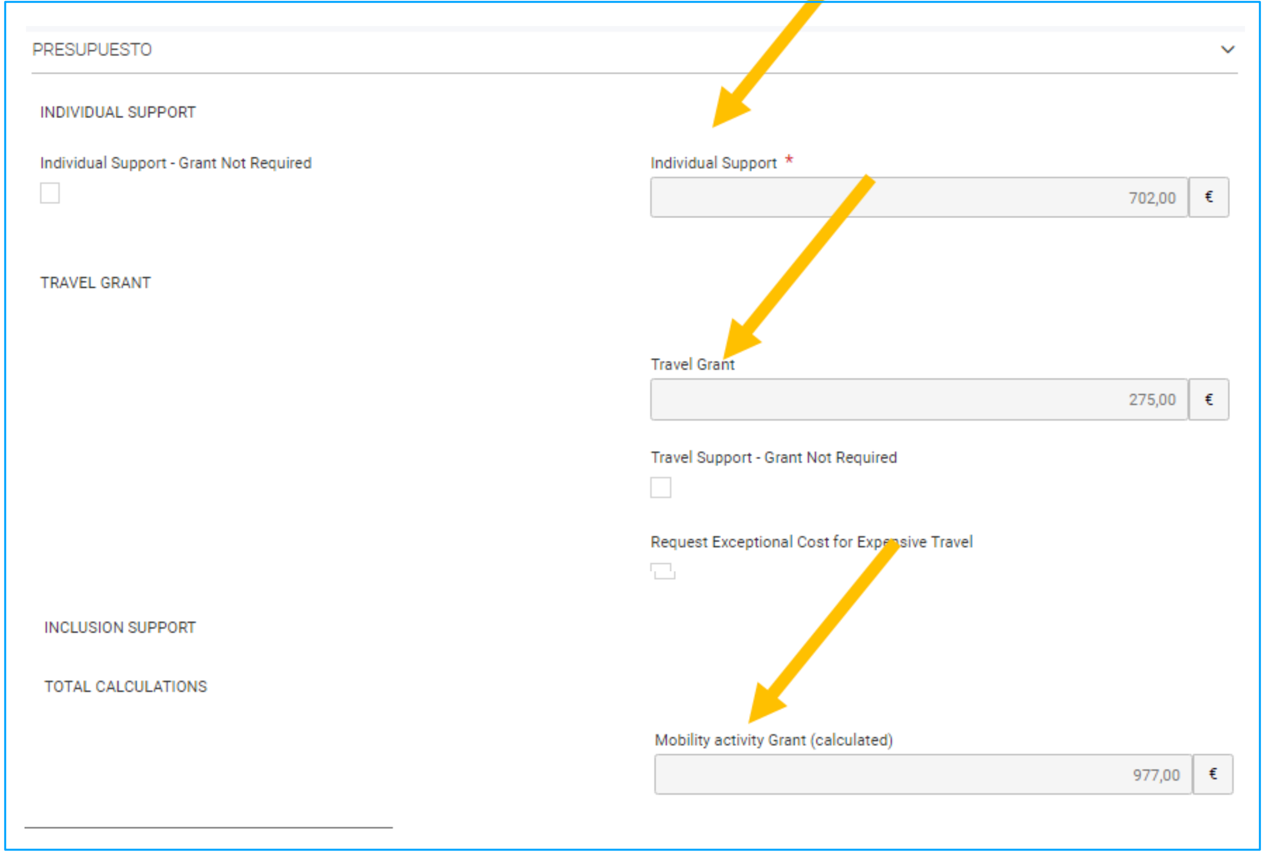

Participant : Prueba Sepie

DRAFT

- MOBILITY ACTIVITY
- PARTICIPANT
- PARTICIPANT SURVEY
- RECOGNITION CERTIFICATES(0, MAX 3)
- FROM - TO
- DURATION
- PRESUPUESTO
- MOBILITY ACTIVITY COMMENTS



Mobility	ctivity e	Participant First Name	Participant Last Name	Participant Email	Sending Country	Receivin Country	Start Date	En Da	Actions
011745-MOB-1	Aprendizaje por observación	Prueba	Sepie	acreditaciones@sepie.es		Dinamarca	27-06-202	30	



PRESUPUESTO

INDIVIDUAL SUPPORT

Individual Support - Grant Not Required
☐

Individual Support *
702,00 €

TRAVEL GRANT

Travel Grant
275,00 €

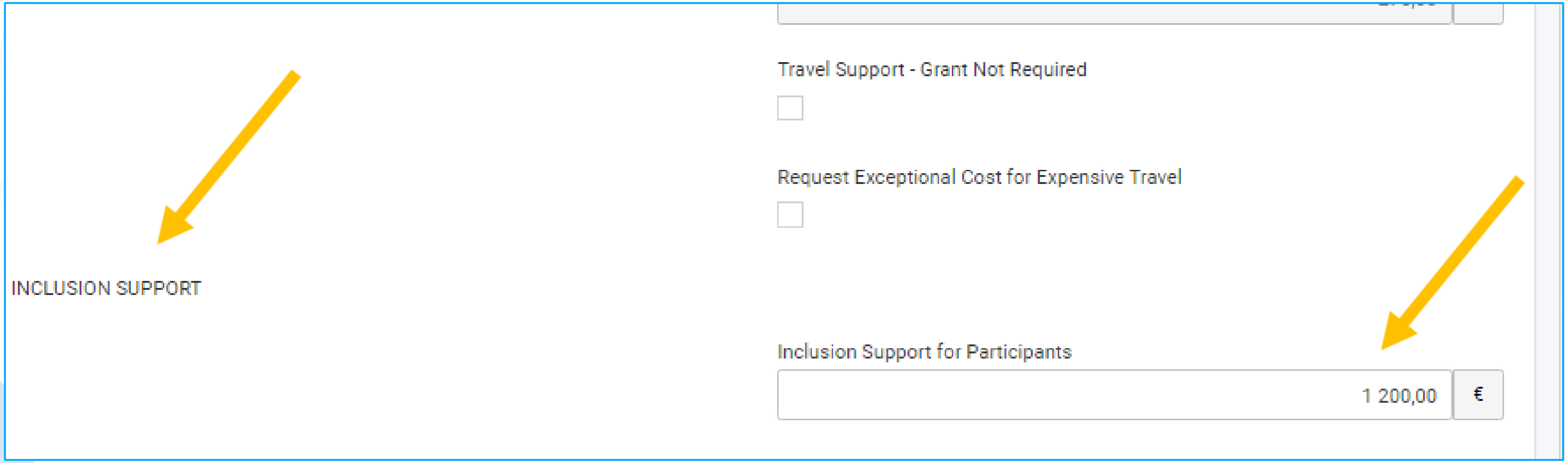
Travel Support - Grant Not Required
☐

Request Exceptional Cost for Expensive Travel
☐

INCLUSION SUPPORT

TOTAL CALCULATIONS

Mobility activity Grant (calculated)
977,00 €



INCLUSION SUPPORT

Travel Support - Grant Not Required

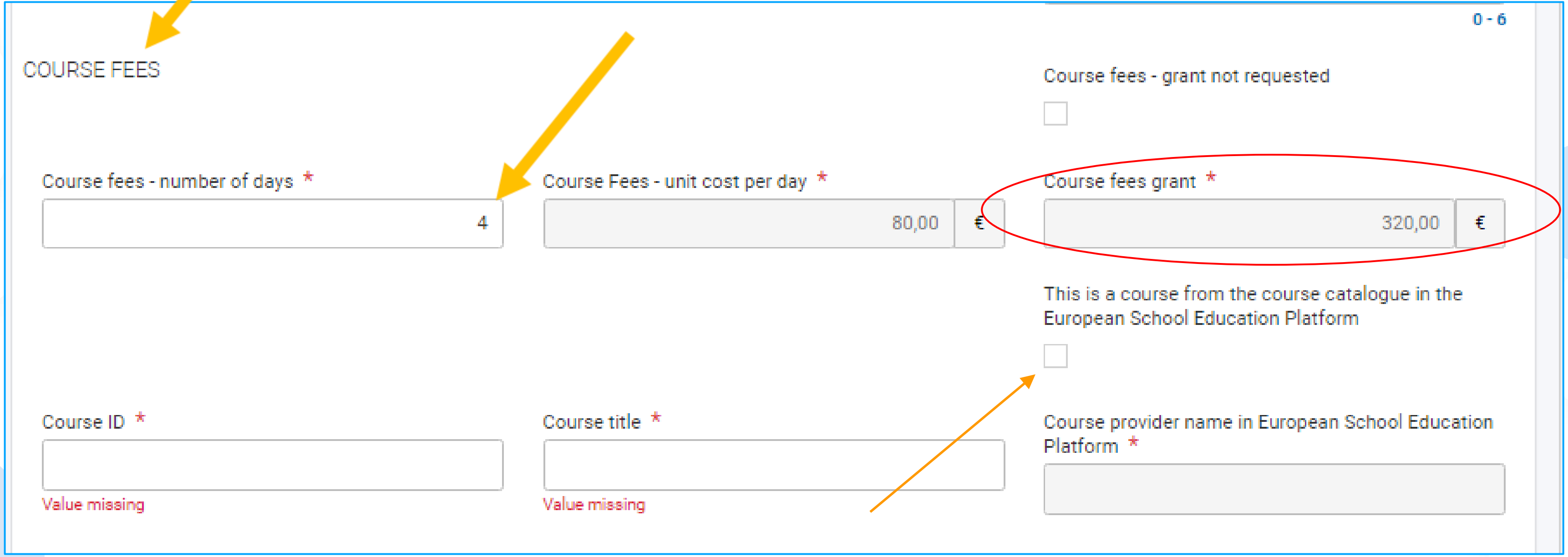
☐

Request Exceptional Cost for Expensive Travel

☐

Inclusion Support for Participants

1 200,00 €



0 - 6

COURSE FEES

Course fees - grant not requested

☐

Course fees - number of days *

4

Course Fees - unit cost per day *

80,00 €

Course fees grant *

320,00 €

This is a course from the course catalogue in the European School Education Platform

☐

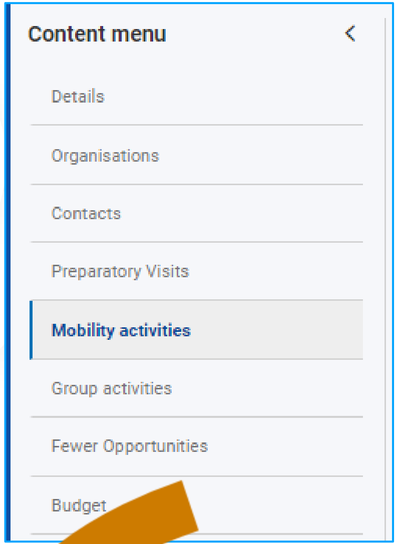
Course ID *

Value missing

Course title *

Value missing

Course provider name in European School Education Platform *



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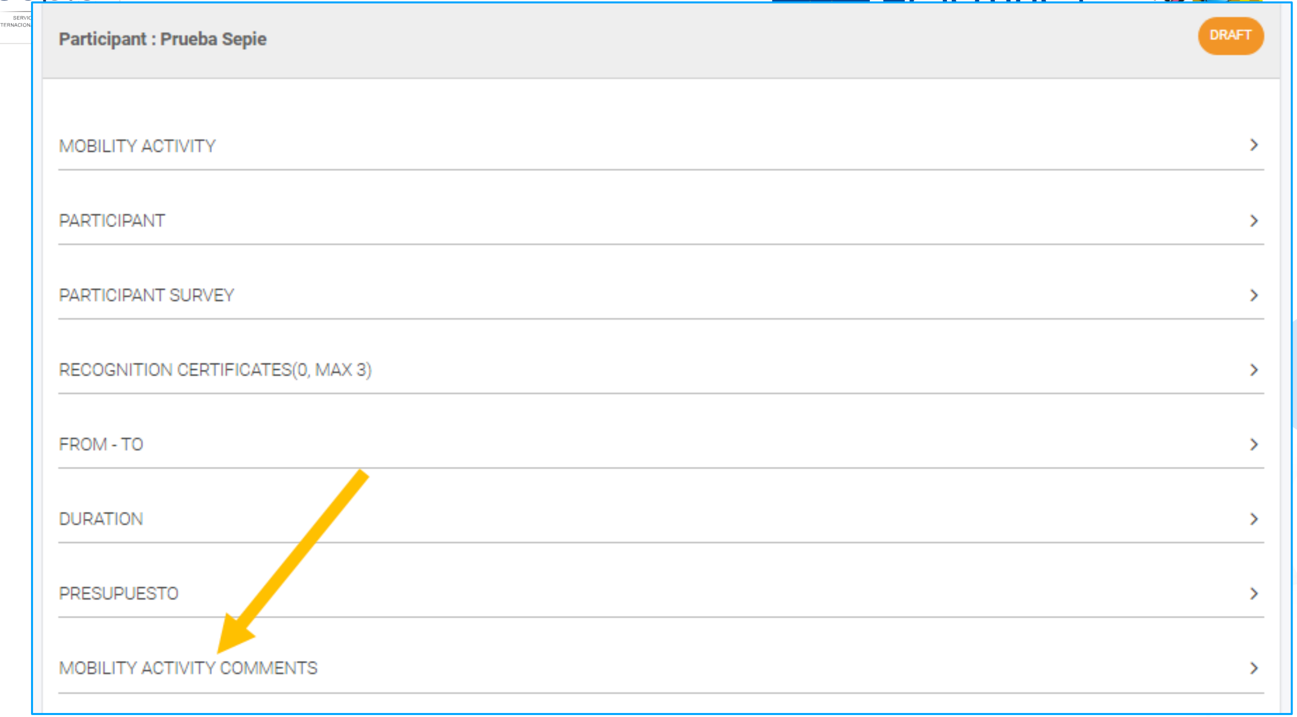
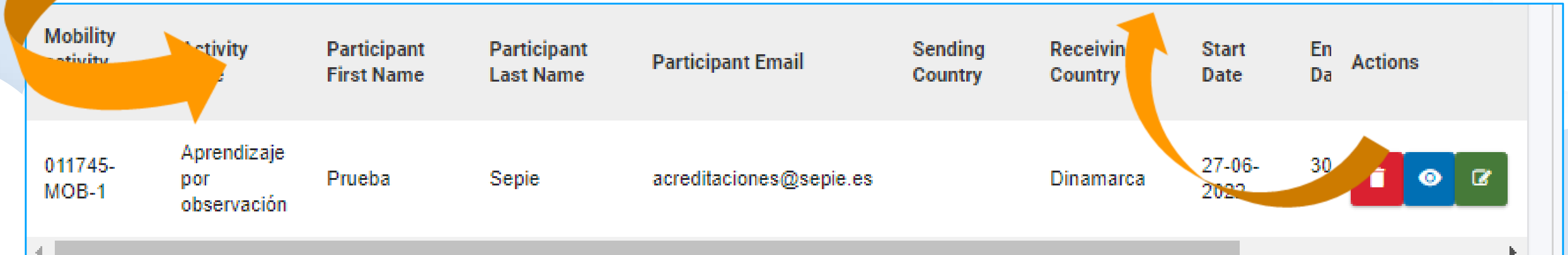
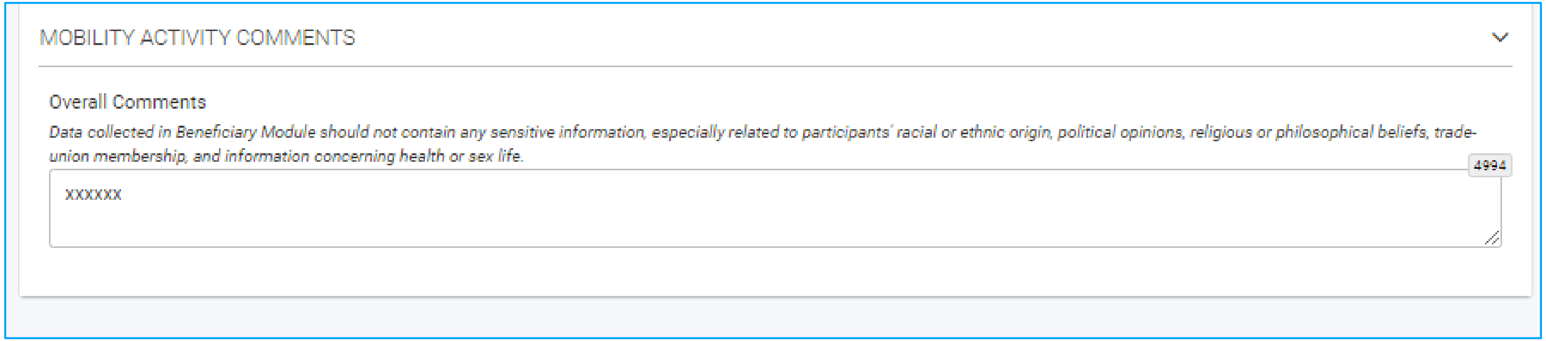


Participant : Prueba Sepie

- MOBILITY ACTIVITY
- PARTICIPANT
- PARTICIPANT SURVEY
- RECOGNITION CERTIFICATES(0, MAX 3)
- FROM - TO
- DURATION
- PRESUPUESTO
- MOBILITY ACTIVITY COMMENTS



Mobility activity	Activity	Participant First Name	Participant Last Name	Participant Email	Sending Country	Receivin Country	Start Date	En Da	Actions
011745-MOB-1	Aprendizaje por observación	Prueba	Sepie	acreditaciones@sepie.es		Dinamarca	27-06-202	30	



MOBILITY ACTIVITY COMMENTS

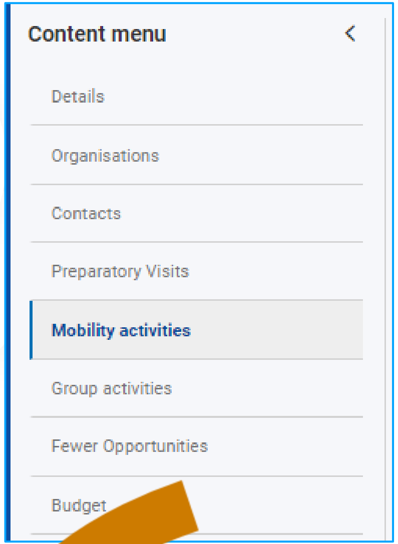
Overall Comments

Data collected in Beneficiary Module should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

4994

xxxxxx

Es muy importante describir y justificar cada actividad.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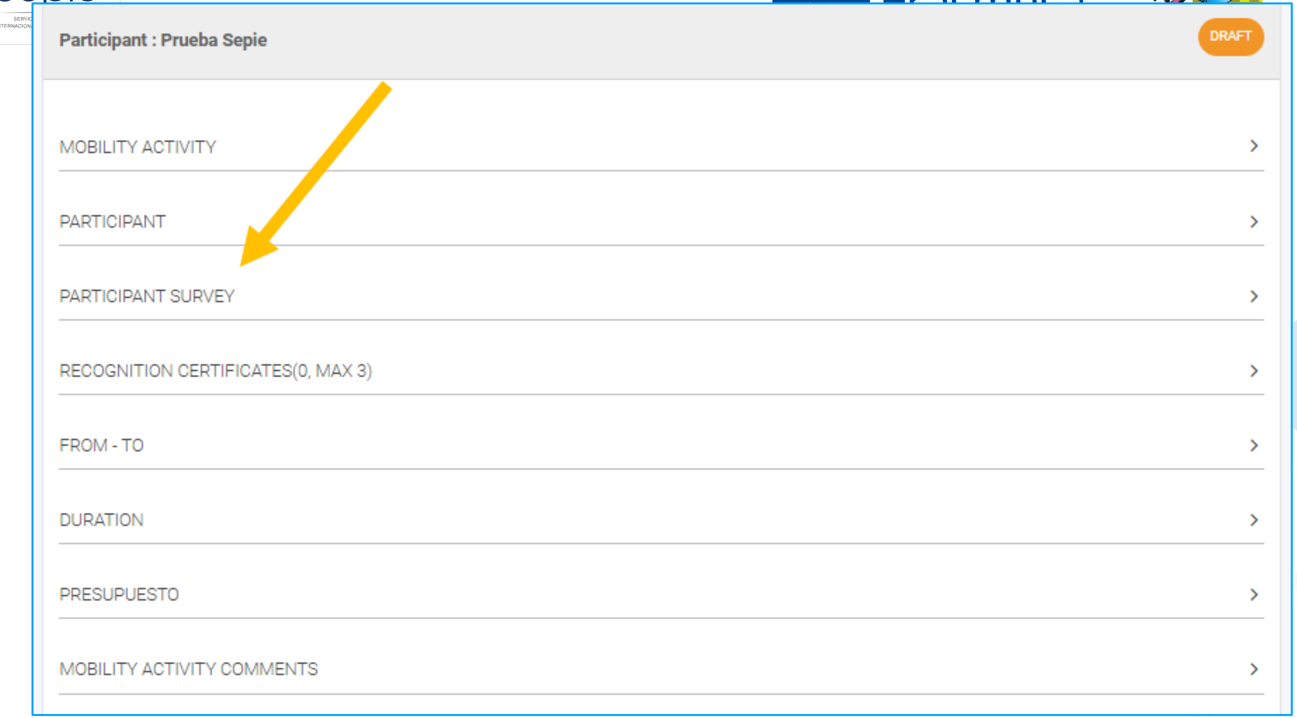
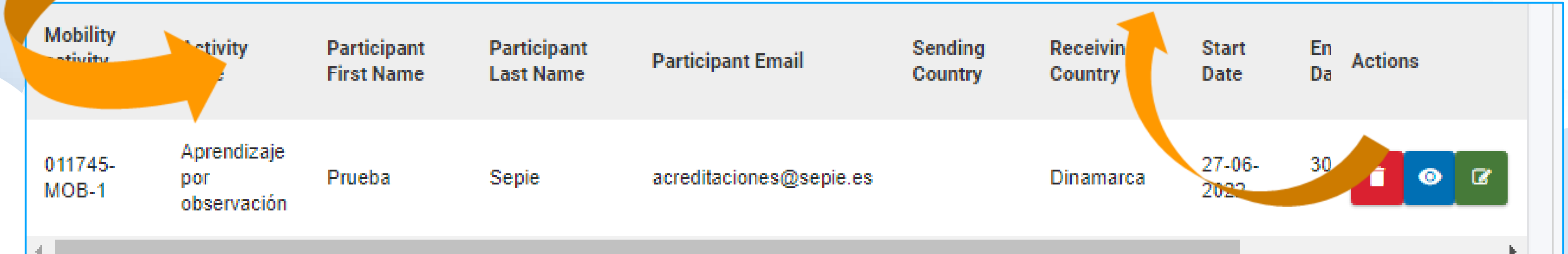
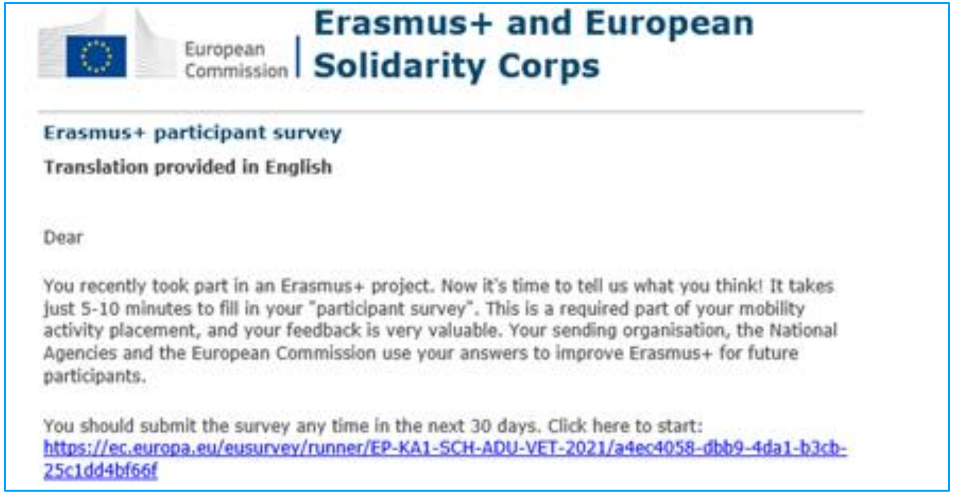

Participant : Prueba Sepie

DRAFT
MOBILITY ACTIVITY
PARTICIPANT
PARTICIPANT SURVEY
RECOGNITION CERTIFICATES(0, MAX 3)
FROM - TO
DURATION
PRESUPUESTO
MOBILITY ACTIVITY COMMENTS



Mobility activity	ctivity e	Participant First Name	Participant Last Name	Participant Email	Sending Country	Receivin Country	Start Date	En Da	Actions
011745-MOB-1	Aprendizaje por observación	Prueba	Sepie	acreditaciones@sepie.es		Dinamarca	27-06-202	30	



European Commission | **Erasmus+ and European Solidarity Corps**

Erasmus+ participant survey

Translation provided in English

Dear

You recently took part in an Erasmus+ project. Now it's time to tell us what you think! It takes just 5-10 minutes to fill in your "participant survey". This is a required part of your mobility activity placement, and your feedback is very valuable. Your sending organisation, the National Agencies and the European Commission use your answers to improve Erasmus+ for future participants.

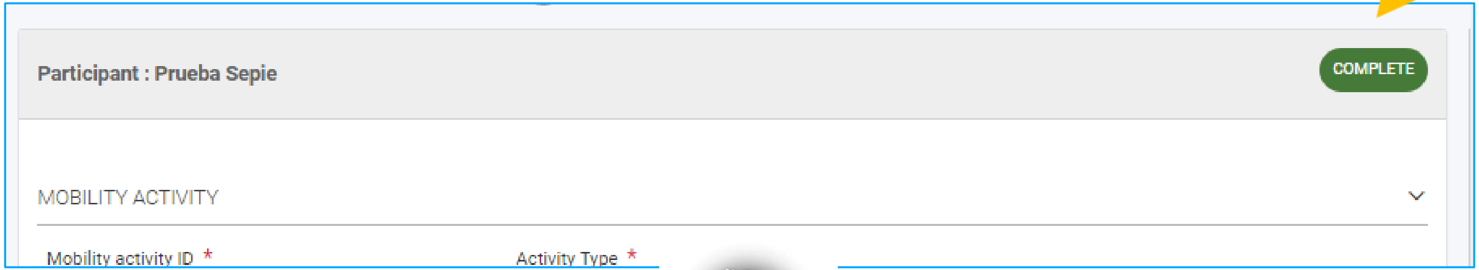
You should submit the survey any time in the next 30 days. Click here to start: https://ec.europa.eu/eusurvey/runner/EP-KA1-SCH-ADU-VET-2021/a4ec4058-dbb9-4da1-b3cb-25c1dd4bf66f

Todos los participantes en movilidades individuales deben presentar un "Informe del Participante" al terminar la movilidad.
Se envía automáticamente un enlace para acceder al informe.

Actividad “Completa”

IMPORTANTE

Para que la información pase a otras secciones de BM, no es suficiente con haber creado y guardado un borrador, es imprescindible completar la actividad. Los datos del presupuesto y el informe del participante no estarán disponibles hasta que la actividad esté completa.

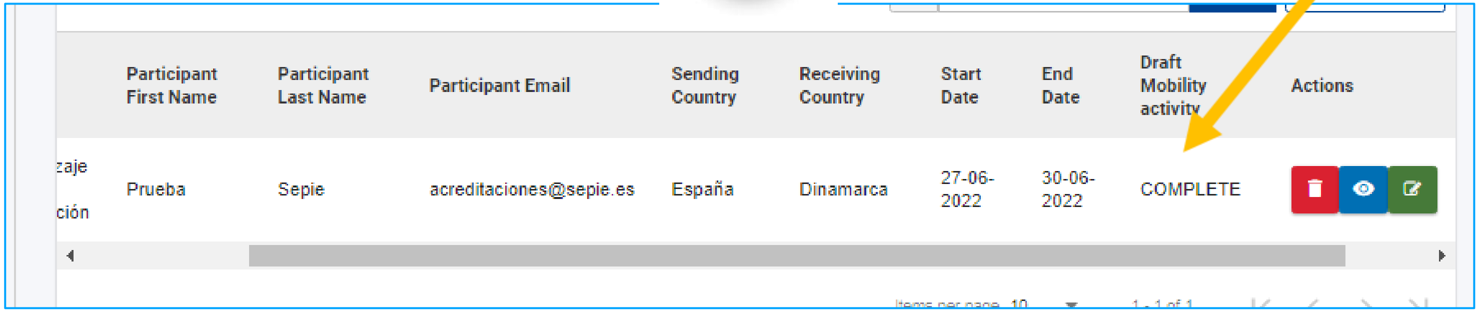


Participant : Prueba Sepie

MOBILITY ACTIVITY

Mobility activity ID *

Activity Type *

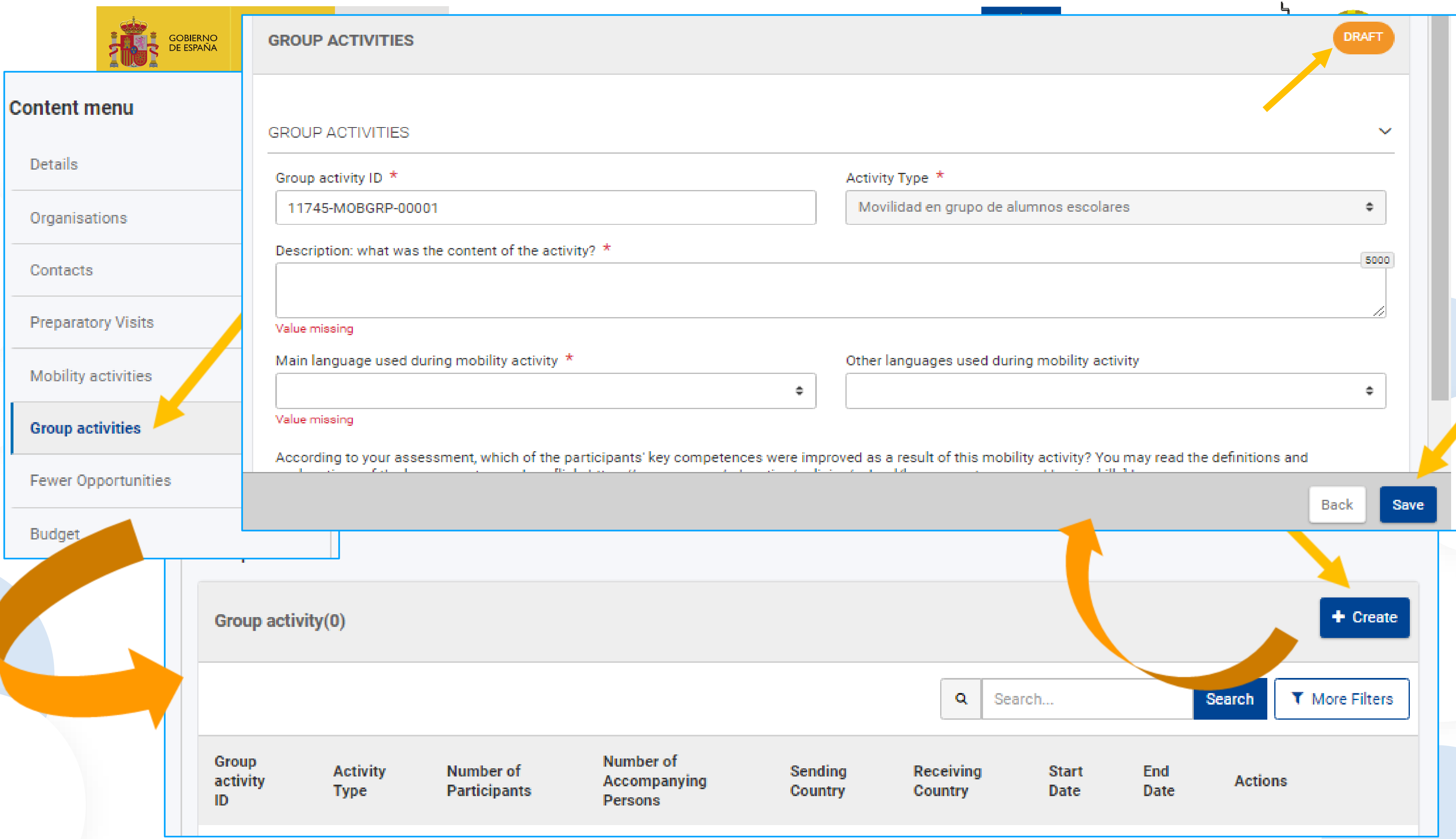


	Participant First Name	Participant Last Name	Participant Email	Sending Country	Receiving Country	Start Date	End Date	Draft Mobility activity	Actions
zaje ción	Prueba	Sepie	acreditaciones@sepie.es	España	Dinamarca	27-06-2022	30-06-2022	COMPLETE	

Items per page 10 1 - 1 of 1

2.5.

Actividades de grupo


GOBIERNO DE ESPAÑA
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Mobility activities
Group activities
Fewer Opportunities
Budget
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Save
Create
Search
More Filters

GROUP ACTIVITIES

GROUP ACTIVITIES

Group activity ID *: 11745-MOBGRP-00001

Activity Type *: Movilidad en grupo de alumnos escolares

Description: what was the content of the activity? * 5000

Value missing

Main language used during mobility activity *

Value missing

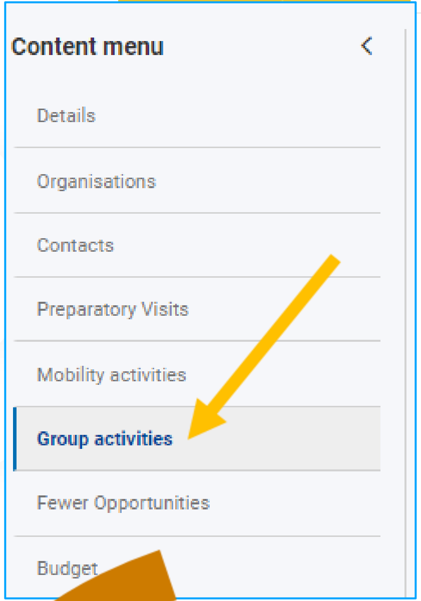
Other languages used during mobility activity

According to your assessment, which of the participants' key competences were improved as a result of this mobility activity? You may read the definitions and

Group activity(0)

Search...

Group activity ID	Activity Type	Number of Participants	Number of Accompanying Persons	Sending Country	Receiving Country	Start Date	End Date	Actions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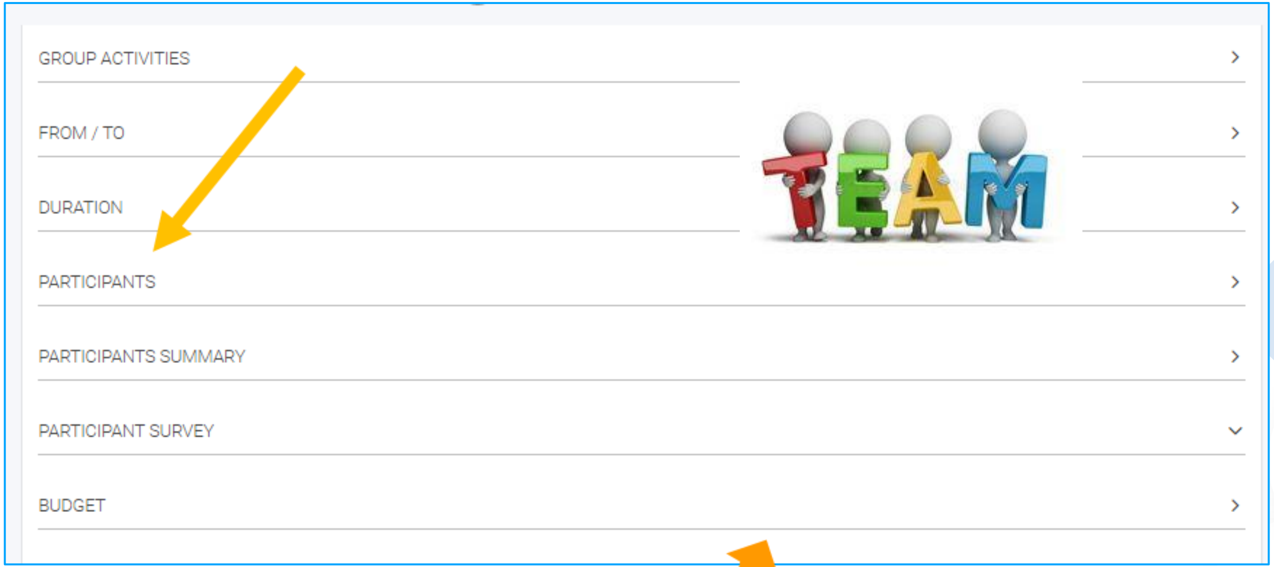
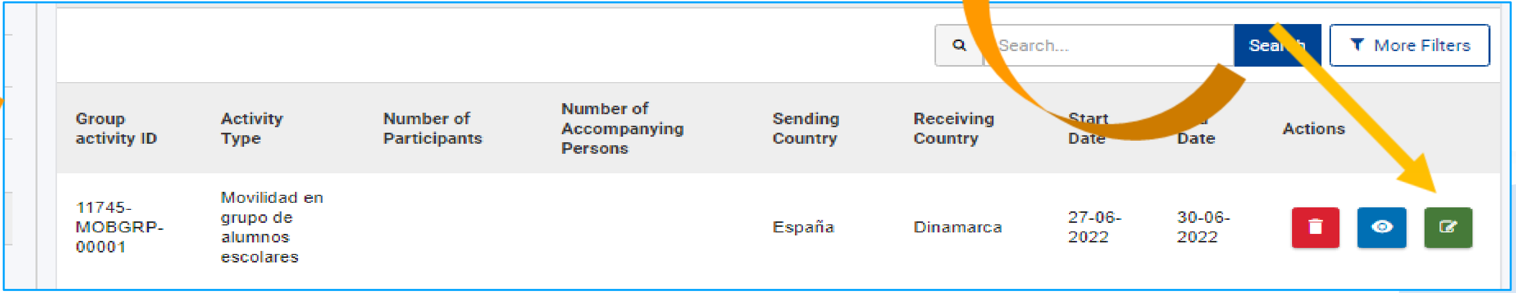
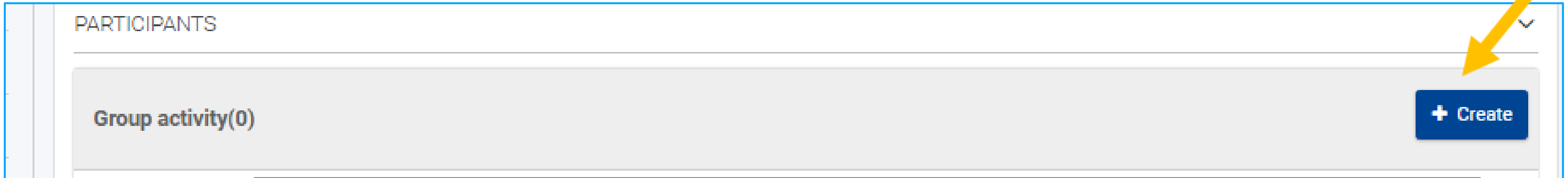
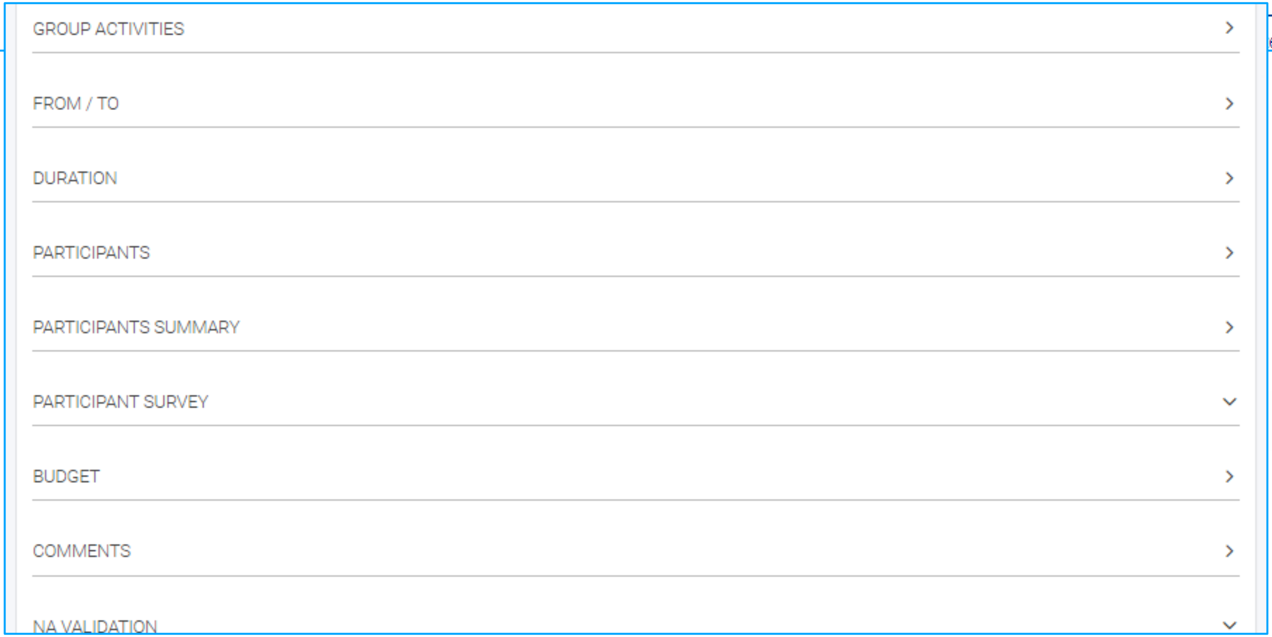
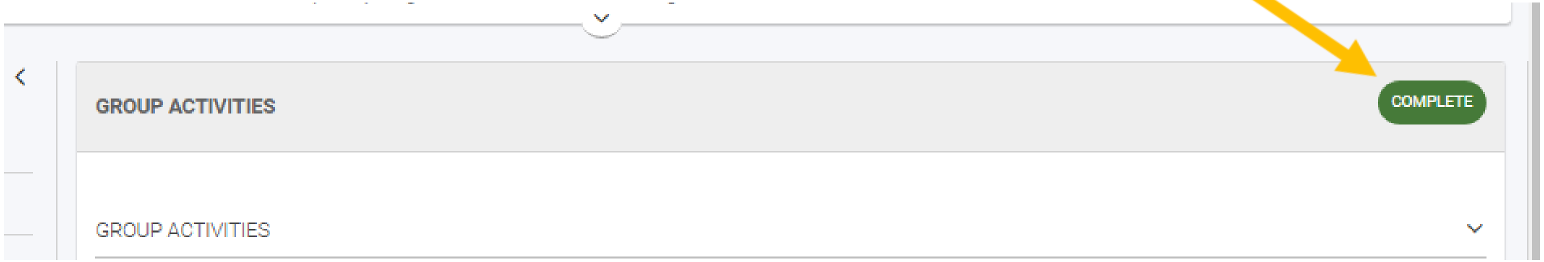

GROUP ACTIVITIES
FROM / TO
DURATION
PARTICIPANTS
PARTICIPANTS SUMMARY
PARTICIPANT SURVEY
BUDGET
TEAM


Search...
More Filters

Group activity ID	Activity Type	Number of Participants	Number of Accompanying Persons	Sending Country	Receiving Country	Start Date	Date	Actions
11745-MOBGRP-00001	Movilidad en grupo de alumnos escolares			España	Dinamarca	27-06-2022	30-06-2022	


PARTICIPANTS
Group activity(0)
+ Create
ers


GROUP ACTIVITIES
FROM / TO
DURATION
PARTICIPANTS
PARTICIPANTS SUMMARY
PARTICIPANT SURVEY
BUDGET
COMMENTS
NA VALIDATION



La actividad debe estar “Completa” para que los datos pasen a otras secciones de BM, tales como “presupuesto” o “Participantes con menos oportunidades”.

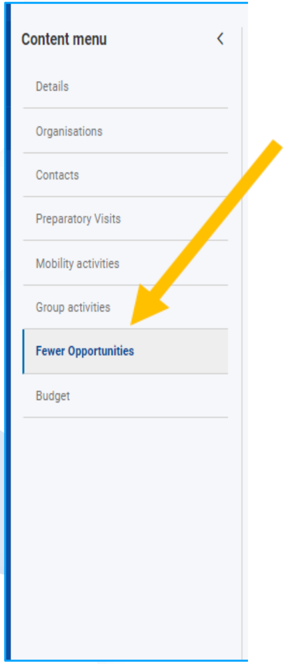
2.5.

Participantes con menos oportunidades

Para poder incluir participantes con menos oportunidades en BM, es necesario:

- Que en algunas de las actividades se haya marcado la opción “Participante con menos oportunidades”.
- Que la actividad esté **“COMPLETA”**.

Help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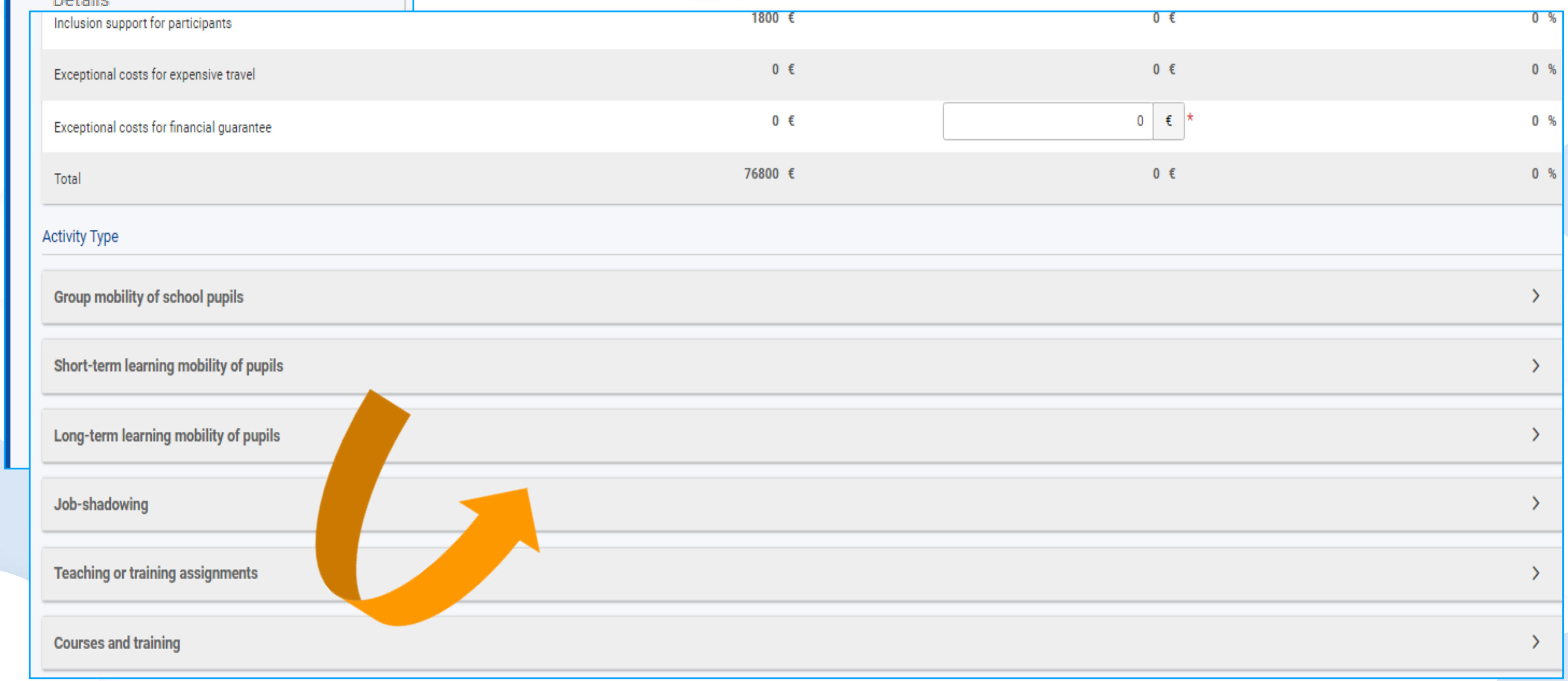
2.6.

Presupuesto



Content menu

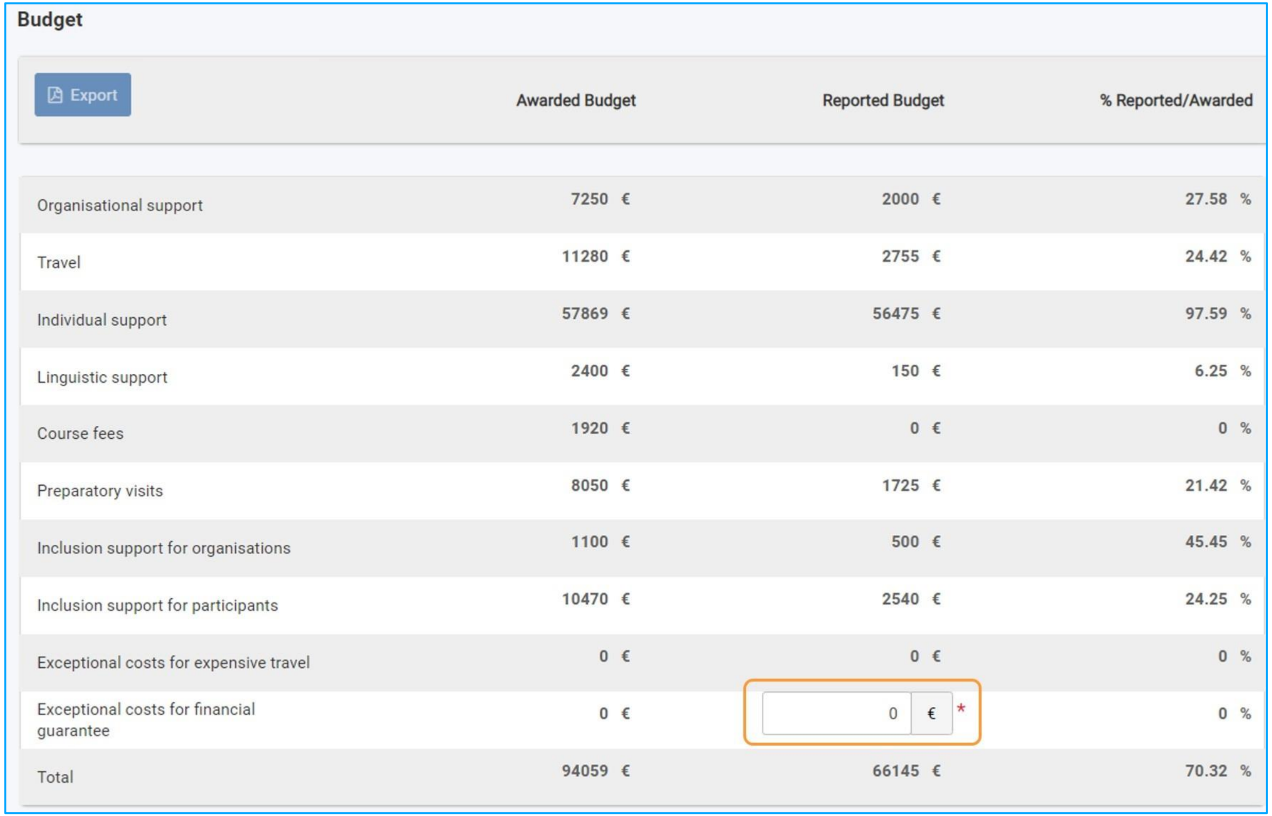
Details

Inclusion support for participants	1800 €	0 €	0 %
Exceptional costs for expensive travel	0 €	0 €	0 %
Exceptional costs for financial guarantee	0 €	0 € *	0 %
Total	76800 €	0 €	0 %

Activity Type

- Group mobility of school pupils
- Short-term learning mobility of pupils
- Long-term learning mobility of pupils
- Job-shadowing
- Teaching or training assignments
- Courses and training

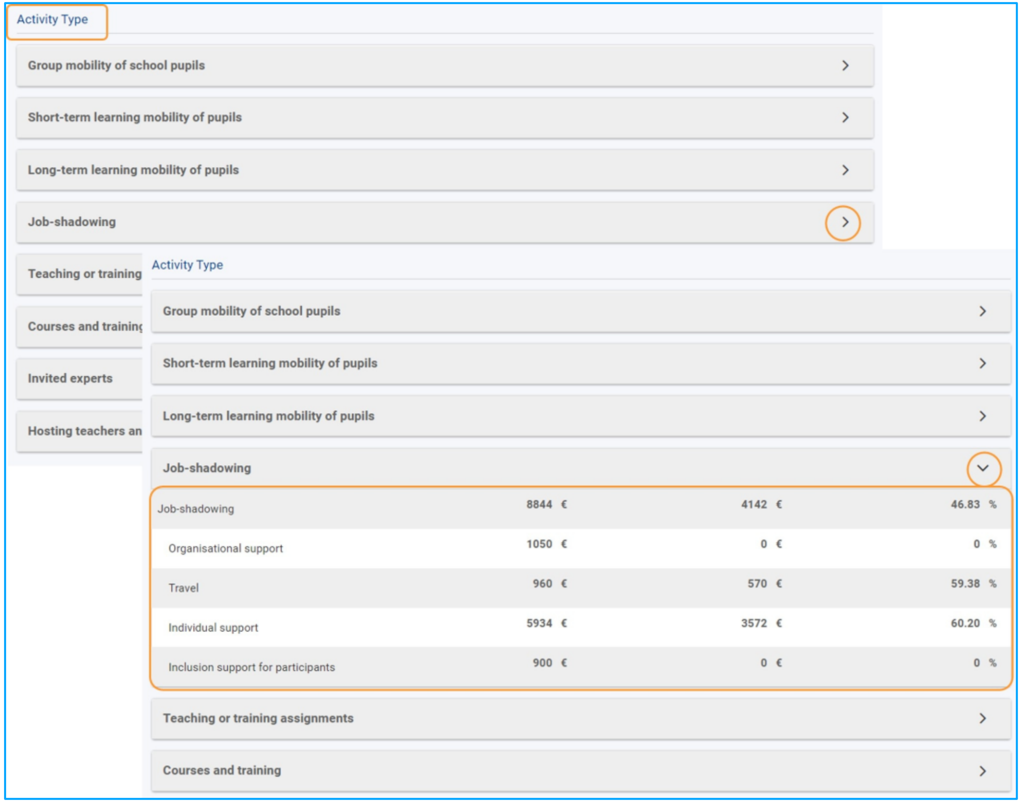
Presupuesto total del proyecto



Budget

	Awarded Budget	Reported Budget	% Reported/Awarded
Organisational support	7250 €	2000 €	27.58 %
Travel	11280 €	2755 €	24.42 %
Individual support	57869 €	56475 €	97.59 %
Linguistic support	2400 €	150 €	6.25 %
Course fees	1920 €	0 €	0 %
Preparatory visits	8050 €	1725 €	21.42 %
Inclusion support for organisations	1100 €	500 €	45.45 %
Inclusion support for participants	10470 €	2540 €	24.25 %
Exceptional costs for expensive travel	0 €	0 €	0 %
Exceptional costs for financial guarantee	0 €	0 € *	0 %
Total	94059 €	66145 €	70.32 %

Presupuesto por actividades



Activity Type

- Group mobility of school pupils
- Short-term learning mobility of pupils
- Long-term learning mobility of pupils
- Job-shadowing
- Teaching or training
- Courses and trainin
- Invited experts
- Hosting teachers an

Activity Type

- Group mobility of school pupils
- Short-term learning mobility of pupils
- Long-term learning mobility of pupils
- Job-shadowing

Job-shadowing	8844 €	4142 €	46.83 %
Organisational support	1050 €	0 €	0 %
Travel	960 €	570 €	59.38 %
Individual support	5934 €	3572 €	60.20 %
Inclusion support for participants	900 €	0 €	0 %

- Teaching or training assignments
- Courses and training

Gracias por su atención

SERVICIO ESPAÑOL PARA LA INTERNACIONALIZACIÓN DE LA EDUCACIÓN

GOBIERNO DE ESPAÑA MINISTERIO DE UNIVERSIDADES

Erasmus+
Enriqueciendo vidas, abriendo mentes.

35 años

¡Gracias por su atención!

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EXCELENCIA INNOVACIÓN SOSTENIBILIDAD
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