

# Erasmus+ IT Beneficiary Module KA171

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Erasmus+ Hochschulbildung

Wien, 20. April 2023

## Überblick:

- Einstieg ins BM & Überblick
- Organisationen
- Kontaktpersonen
- Personalmobilität
- Studierendenmobilität
- Import-/Export-Funktion
- Data Dictionary
- Budget
- Zwischenbericht

## Beneficiary Module

- Überblick über grundlegende Funktionen BMs
- Gesamte Präsentation Stand 20.04.2023
- laufend Änderungen
- Änderungen noch geplant (Budget, Mobilitäten)

## Beneficiary Module

ein zentrales Tool für Verwaltung von Erasmus+ Projekten in der Programmgeneration 2021-2027:

- Verwaltung der laufenden Projekte
- Eintrag der Daten zur Mobilität von Einzelpersonen
- Berechnung der Zuschüsse
- Übersicht des Projektbudgets
- Berichtslegung während/nach Projektende

# Wie steige ich ins BM ein?

Are you applying to an Erasmus+ or European Solidarity Corps National Agency and experience issues? Please contact the National Agency in your country.


Home

**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 application deadlines, apply for a grant, track your application status and find details 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 check the list of contacts in the Support menu.

**Erasmus+ and European Solidarity Corps**

- HOME
- ORGANISATIONS >
- OPPORTUNITIES >
- APPLICATIONS >
- PROJECTS >
- My Projects
- ECHE holders 2021-2027
- Project Results
- Past programmes (2007-2020)
- SUPPORT >
- RESOURCES >
- CONFIGURATION >

**Search results**

Active filters:  
Reset all

**OPPORTUNITIES**



Erasmus+

View opportunities and start your application

Opportunities



European Solidarity Corps

View opportunities and start your application

Opportunities

## BM: wo finde ich dieses?

OeAD > OeAD > Hochschulbildung > Mobilität > Mein laufendes Projekt KA171

OeAD Portal: [Aktuelles](#) [Veranstaltungen](#) [Newsletter](#) [Social Media](#) [Presse](#) [Ka](#)



SPORT ▾ JUGEND ▾ SCHULBILDUNG ▾ HOCHSCHULBILDUNG ▾ BERUFSBILDUNG ▾

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### Beneficiary Module

Das Beneficiary Module ist ein webbasiertes Verwaltungstool der Europäischen Kommission für Ihr Förderprojekt. Das allgemeine Benutzerhandbuch finden Sie auf der Startseite zu Ihrem Projekt unter „Support Applicant and Beneficiary Guides“. Bei technischen Fragen wenden Sie sich bitte an [internationalmobility@oead.at](mailto:internationalmobility@oead.at).

[Link zum Beneficiary Module](#)

[Link zu Data Dictionary und Import-Vorlagen auf der Website der EK](#)

[Link zum Benutzerhandbuch](#)

- **Links:**
- <https://webgate.ec.europa.eu/beneficiary-module/project/>
- <https://wikis.ec.europa.eu/display/NAITD/OC/Data+Dictionary>
- <https://wikis.ec.europa.eu/display/NAITD/OC/Beneficiary+Guides+-+Project+implementation+phase>

# Anleitungen

<https://wikis.ec.europa.eu/display/NAITDOC/Beneficiary+Guides+-+Project+implementation+phase>



European Commission

European Commission > Erasmus+ and European Solidarity Corps guides

## Beneficiary Guides - Project implementation phase

> Applicant Guides - Submission phase

▼ **Beneficiary Guides - Project implementation phase**

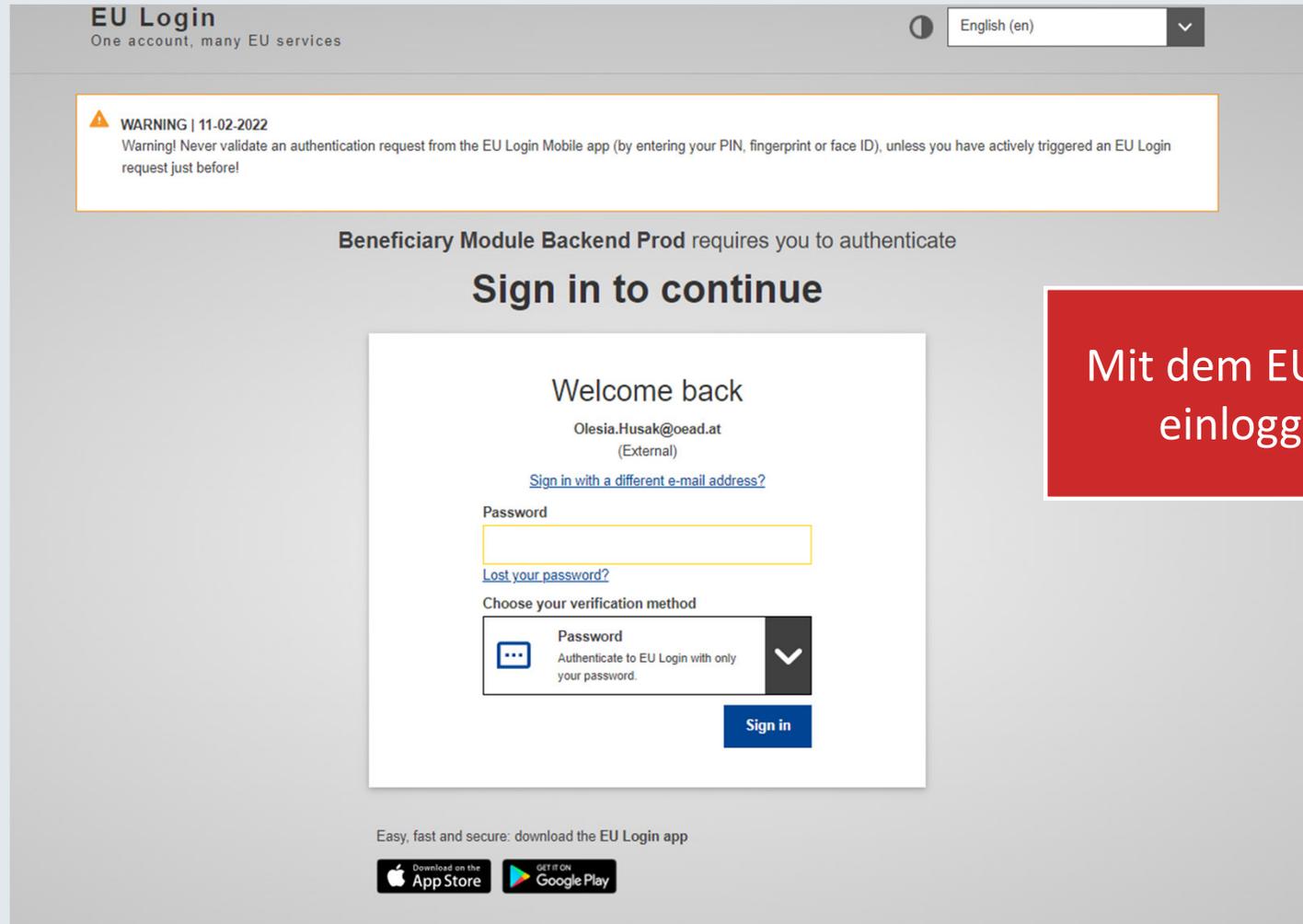
- My Projects
- Project list
- Project details
- Budget in projects
- Organisations in projects
- Contacts in projects
- Fewer opportunities in projects
- Manage participant reports in projects
- > Manage the final beneficiary report
- Notifications to project contacts

▼ **Erasmus+ projects**

- Activities in projects (KA1 youth mobility)
- > Add mobility activities to projects
- > Manage mobility activity export and import for Higher Education projects

# Einstieg ins Beneficiary Module

# Einloggen ins BM:



**EU Login**  
One account, many EU services

English (en)

**WARNING | 11-02-2022**  
Warning! Never validate an authentication request from the EU Login Mobile app (by entering your PIN, fingerprint or face ID), unless you have actively triggered an EU Login request just before!

**Beneficiary Module Backend Prod** requires you to authenticate

## Sign in to continue

Welcome back  
Olesia.Husak@oead.at  
(External)  
[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method

**Password**  
Authenticate to EU Login with only your password.

**Sign in**

Easy, fast and secure: download the EU Login app

Download on the App Store | GET IT ON Google Play

Mit dem EU-Login einloggen!

# „My Projects“

Commission Européenne

Home

Welcome  
Beneficiary USERTHREE
EN

Erasmus+ and European Solidarity Corps

- [HOME](#)
- [ORGANISATIONS](#)
- [OPPORTUNITIES](#)
- [APPLICATIONS](#)
- [PROJECTS](#)
- [My Projects](#)
- [Project Results](#)
- [Past programmes \(2007-2020\)](#)
- [SUPPORT](#)
- [RESOURCES](#)
- [TOOLS](#)

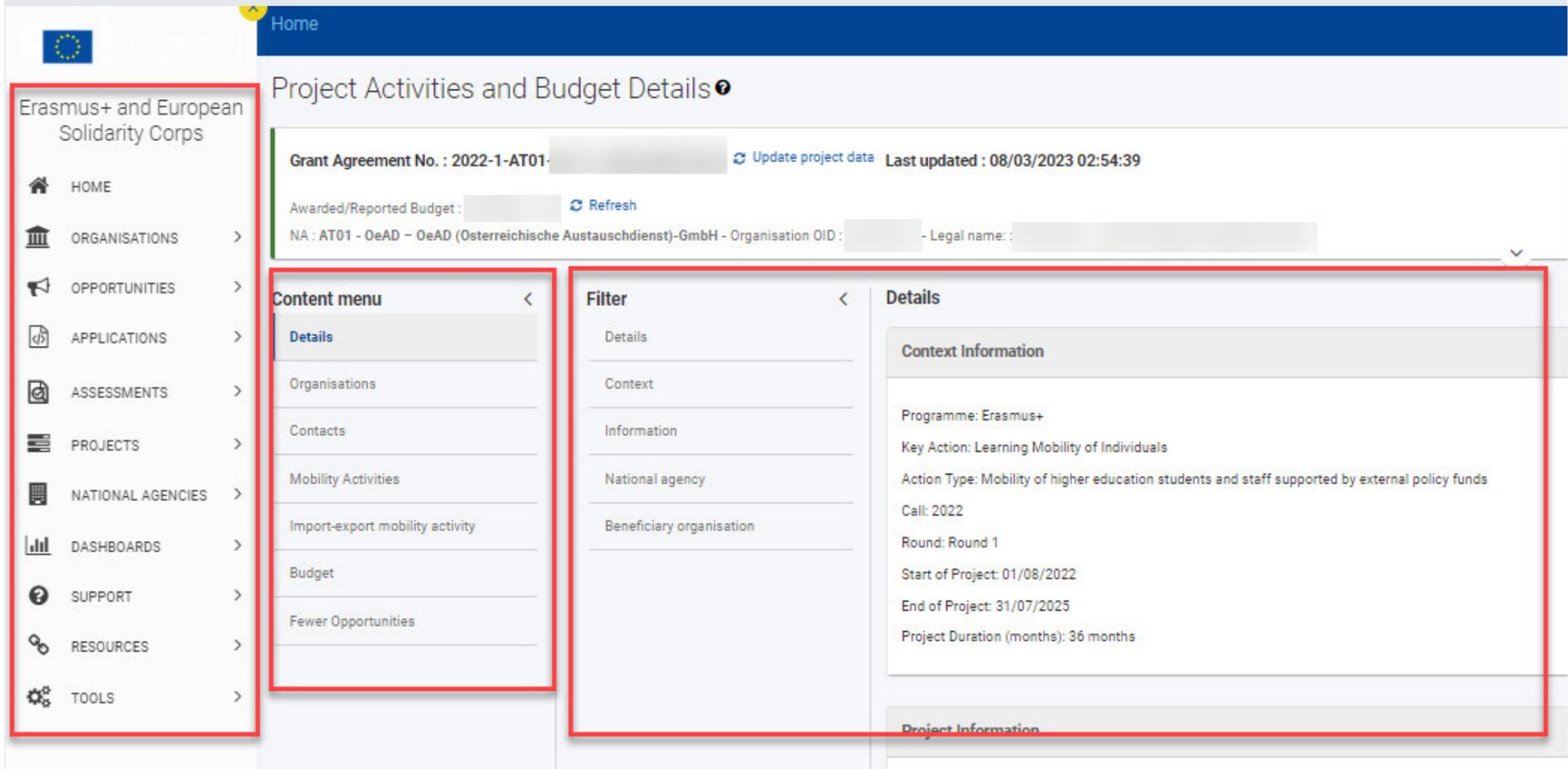
## My Granted Projects 🔍

Search

Projects found (13)

Project Title	Grant Agreement No	Project Start Date	Project End Date	Duration (months)	Project Status	Actions
EAC IT TRAINING KA153	2021-1-EL02-KA153-YOU-000015450	01/08/2021	01/11/2021	3 months	NA validated	
EAC IT TRAINING	2021-1-RO01-KA153-YOU-000015451	01/08/2021	01/11/2021	3 months	Project ongoing	
EAC IT TRAINING KA121VETPL	2021-1-PL01-KA121-VET-000004902	01/09/2021	30/11/2022	15 months	Project ongoing	
EAC IT TRAINING - LT - Mobility Youth Workers "Project ABC"	2021-1-LT02-KA153-YOU-000015445	01/08/2021	31/10/2021	3 months	Project ongoing	
EAC IT TRAINING C21R1 ESC30 - 2 MONTHS	2021-1-PL01-ESC30-SOL-000015464	15/08/2021	14/10/2021	2 months	Submitted	
EAC IT TRAINING C21R1 ESC30 2mo	2021-1-RO01-ESC30-SOL-000015467	16/08/2021	15/10/2021	2 months	NA validated	
EAC IT TRAINING Solidarity project 03	2021-1-RO01-ESC30-SOL-000009192	15/08/2021	14/06/2022	2 months	Project ongoing	

# Projektinformationen:



The screenshot displays the 'Project Activities and Budget Details' page in the Erasmus+ system. The interface includes a top navigation bar with the 'Home' button and a left sidebar menu. The main content area is divided into three sections: 'Content menu', 'Filter', and 'Details'.

**Erasmus+ and European Solidarity Corps Navigation Menu:**

- HOME
- ORGANISATIONS
- OPPORTUNITIES
- APPLICATIONS
- ASSESSMENTS
- PROJECTS
- NATIONAL AGENCIES
- DASHBOARDS
- SUPPORT
- RESOURCES
- TOOLS

**Project Information:**

Grant Agreement No. : 2022-1-AT01-  
 Update project data Last updated : 08/03/2023 02:54:39  
 Awarded/Reported Budget : Refresh  
 NA : AT01 - OeAD - OeAD (Osterreichische Austauschdienst)-GmbH - Organisation OID : - Legal name :

**Content menu:**

- Details
- Organisations
- Contacts
- Mobility Activities
- Import-export mobility activity
- Budget
- Fewer Opportunities

**Filter:**

- Details
- Context
- Information
- National agency
- Beneficiary organisation

**Details - Context Information:**

- Programme: Erasmus+
- Key Action: Learning Mobility of Individuals
- Action Type: Mobility of higher education students and staff supported by external policy funds
- Call: 2022
- Round: Round 1
- Start of Project: 01/08/2022
- End of Project: 31/07/2025
- Project Duration (months): 36 months

# Projektinformationen:

Erasmus+  
and  
European  
Solidarity  
Corps

## Project Activities and Budget Details

[Project list](#)

Grant Agreement No. :  [Update project data](#) Last updated : 08/03/2023 02:54:39

Awarded/Reported Budget :  [Refresh](#)

902 days left!

Project ongoing

Deadline: 29 sept. 2025

NA : AT01 - OeAD – OeAD (Österreichische Austauschdienst)-GmbH - Organisation OID : E10200778 - Legal name 

### Content menu

**Details**

Organisations

Contacts

Mobility Activities

Import-export mobility activity

Budget

Fewer Opportunities

### Filter

Details

Context

Information

National agency

Beneficiary organisation

### Details

#### Context Information

Programme: Erasmus+

Key Action: Learning Mobility of Individuals

Action Type: Mobility of higher education students and staff supported by external policy funds

Call: 2022

Round: Round 1

Start of Project: 01/08/2022

End of Project: 31/07/2025

Project Duration (months): 36 months

# Organisationen anlegen

# Organisationen

Grant Agreement No. : [blurred]  
 Awarded/Reported Budget : [blurred]  
 NA : AT01 - OeAD - OeAD (C

## Content menu

Details

**Organisations**

Contacts

Mobility Activities

Import-export mobility activity

Budget

Fewer Opportunities

## Organisations

Organisations (7)

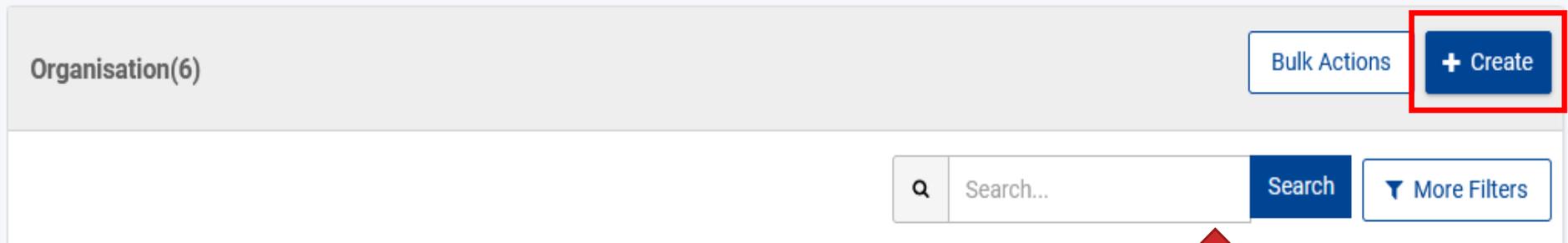
Bulk Actions + Create

Search... Search More Filters

OID	Organisation ID	Organisation Role	Legal name	Public body	Non-profit	Country	City	Actions
[blurred]	[blurred]	Beneficiary	[blurred]	No	Yes	Austria	[blurred]	[red trash] [blue eye] [green edit]
[blurred]	[blurred]	Partner Organisation	[blurred]	Yes	Yes	Namibia	[blurred]	[red trash] [blue eye] [green edit]

## Die Organisation anlegen:

### Organisations



The screenshot shows the 'Organisations' management interface. At the top left, it says 'Organisation(6)'. To the right are two buttons: 'Bulk Actions' and '+ Create'. The '+ Create' button is highlighted with a red box, and a red arrow points down from the top right towards it. Below this is a search bar with a magnifying glass icon, the text 'Search...', a 'Search' button, and a 'More Filters' button with a downward arrow icon. A red arrow points up from a box below towards the search bar.

**Suche und Filter**

# Die Organisation anlegen:

## Organisations

Die OID Nummer eingeben

OID

Erasmus code

Organisation Role

Organisation ID \*

OID of



Organisation ID wird automatisch vom BM vergeben, es kann aber manuell überschrieben werden. Die Nummer muss eindeutig werden!

Legal name \*

Value missing

Business name

Full legal name (national language)

Acronym

VAT

National ID (if applicable)

Department

Back

Save

# Die Organisation anlegen:

Nach dem Eintragen außerhalb  
des Feldes klicken: Rest wird  
**automatisch** ausgefüllt

ORGANISATION ▼

OID <input type="text" value="E10183760"/>	Erasmus code <input type="text"/>	Organisation Role <input type="text" value="Partner Organisation"/>
Organisation ID * <input type="text"/>	OID organisation <input checked="" type="checkbox"/>	Type of organisation * <input type="text" value="Other type of organisation"/>
Legal name * <input type="text" value="NAMIBIA UNIVERSITY OF SCIENCE AND T"/>	Business name <input type="text" value="NAMIBIA UNIVERSITY OF SCIENCE AND T"/>	Full legal name (national language) <input type="text" value="NAMIBIA UNIVERSITY OF SCIENCE AND T"/>
Acronym <input type="text"/>	VAT <input type="text"/>	National ID (if applicable) <input type="text"/>
Department <input type="text"/>		<input type="button" value="Back"/> <input style="border: 2px solid red;" type="button" value="Save"/>

Mit *Save* abschließen

# Angelegt!

✓ SUCCESS
✕

Organisation saved

**Organisations**

Organisations (7) Bulk Actions [+ Create](#)

[Search](#) [More Filters](#)

OID	Organisation ID	Organisation Role	Legal name	Public body	Non-profit	Country	City	Actions
		Beneficiary		No	Yes	Austria		<a href="#">Delete</a> <a href="#">View</a> <a href="#">Edit</a>
		Partner Organisation		Yes	Yes	Namibia		<a href="#">Delete</a> <a href="#">View</a> <a href="#">Edit</a>

# Kontakte anlegen und verwalten

# Kontakte anlegen und verwalten:

## Project Activities and Budget Details 🔍

Project li

Grant Agreement No. : [redacted] [Update project data](#) Last updated : 08/03/2023 02:54:39

Awarded/Reported Budget : [redacted] [Refresh](#)

902 days left!

Project ongoing  
Deadline: 29 sept. 2025

NA : AT01 - OeAD – OeAD (Österreichische Austauschdienst)-GmbH - Organisation OID : E10200778 - Legal name: [redacted]

### Content menu

Details

Organisations

**Contacts**

Mobility Activities

Import-export mobility activity

Budget

Fewer Opportunities

### Contact

Contacts (4)

Bulk Actions

**+ Create**

[Search](#) [More Filters](#)

Organisation OID	Organisation legal name	First Name	Last Name	Position	Email	Telephone 1	Beneficiary	Legal Representative	Prin Con	Actions
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Yes	Yes	No	<a href="#">Delete</a> <a href="#">View</a> <a href="#">Edit</a>
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Yes	No	Yes	<a href="#">Delete</a> <a href="#">View</a> <a href="#">Edit</a>

# Kontakte anlegen und verwalten:

Search... Search More Filters

First Name	Last Name	Position	Email	Telephone 1	Beneficiary	Legal Representative	Primary Contact	OLS administrator	Access to project management	Actions
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	Yes	Yes	No	No	Edit	Delete, View, Edit
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	Yes	No	Yes	No	Edit	Delete, View, Edit
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	Yes	No	No	Yes	Edit	Delete, View, Edit
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	Yes	No	No	No	Edit	Delete, View, Edit

Actions

Delete/View/Edit

## Kontakte anlegen und verwalten:

- Zwei Kontakte werden automatisch von unserem Project Management Module übertragen: Contact Person und Legal Representative.
- Falls Sie andere Benutzerinnen und Benutzer anlegen möchten, können Sie dies als Contact Person bzw. Legal Representative tun. Dazu verwenden Sie bitte die „Create“ Funktion in dem Contacts Menu.

## Daten vervollständigen:

Hier füllen Sie alle Daten für den neuen User aus und bestimmen die Zugangsrechte. Alle Pflichtfelder (mit rotem Sternchen) müssen ausgefüllt werden.

CONTACT PERSON ▼

---

Organisation \*

Value missing

First Name \*  Last Name \*

Value missing Value missing

Email \*

Value missing

Title

Gender  
 Female  Male  Undefined

## Daten vervollständigen:

Department

Position

Legal Representative

Primary Contact

OLS administrator

ACCESS TO PROJECT ▼

---

Access to project management \*

Edit  View  None

Access to project dissemination \*

Edit  View  None

# Angelegt!

✓ **SUCCESS**  
 Contact saved

## Project Activities and Budget Details Project li

Grant Agreement No. : [redacted] [Update project data](#) Last updated : 08/03/2023 02:54:39

Awarded/Reported Budget : [redacted] [Refresh](#)

902 days left!

Project ongoing  
 Deadline: 29 sept. 2025

NA : AT01 - OeAD - OeAD (Österreichische Austauschdienst)-GmbH - Organisation OID : E10200778 - Legal name: [redacted]

### Content menu

- Details
- Organisations
- Contacts
- Mobility Activities
- Import-export mobility activity
- Budget
- Fewer Opportunities

### Contact

**Contacts (4)** [Bulk Actions](#) [+ Create](#)

[Search](#) [More Filters](#)

Organisation OID	Organisation legal name	First Name	Last Name	Position	Email	Telephone 1	Beneficiary	Legal Representative	Prin Con	Actions
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Yes	Yes	No	<a href="#">🗑️</a> <a href="#">👁️</a> <a href="#">✎</a>
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Yes	No	Yes	<a href="#">🗑️</a> <a href="#">👁️</a> <a href="#">✎</a>

# Personalmobilität im Beneficiary Module

# Mobilität anlegen



**Content menu** <

- Details
- Organisations
- Contacts
- Mobility Activities**
- Import-export mobility activity
- Budget
- Fewer Opportunities

# Mobilität anlegen

Grant Agreement No.: [redacted] [Update project data](#) Last updated : 08/03/2023 02:54:39

Awarded/Reported Budget [redacted]

NA : AT01 - OeAD - OeAD (Österreichische Austauschdienst)-GmbH

899 days left!

Project ongoing  
Deadline: 29 sept. 2025

## Content menu

Details

Organisations

Contacts

**Mobility Activities**

Import-export mobility activity

Budget

Fewer Opportunities

## Mobility activities

List of mobility activities (3)

[Bulk Actions](#) [+ Create](#)

[Search](#) [More Filters](#)

Mobility activity ID	Activity type	Participant's first name	Participant's last name	Participant's email	Sending country	Receiving country	Start date	End date	Draft Mobility activity	Report Status	Actions
[redacted]	Staff mobility for teaching	[redacted]	[redacted]	[redacted]	Austria	[redacted]	[redacted]	[redacted]	COMPLETE		<a href="#">Delete</a> <a href="#">View</a> <a href="#">Edit</a>
[redacted]	Staff mobility for teaching	[redacted]	[redacted]	[redacted]	Austria	[redacted]	[redacted]	[redacted]	DRAFT		<a href="#">Delete</a> <a href="#">View</a> <a href="#">Edit</a>
[redacted]	Staff mobility for training	[redacted]	[redacted]	[redacted]	Austria	[redacted]	[redacted]	[redacted]	COMPLETE		<a href="#">Delete</a> <a href="#">View</a> <a href="#">Edit</a>

Items per page 30 1 - 3 of 3 [<](#) [>](#)

# Mobilitätsaktivität: Staff mobility for teaching/ Staff mobility for training

Create a Draft Mobility

DRAFT

## MOBILITY ACTIVITY

Mobility activity ID \*

073249-MOB-1105514

Activity type \*

Staff mobility for teaching

Participant's first name \*

Test

Participant's last name \*

Test

Participant's email \*

training@oead.at

Participant's gender \*

Female  Male  Undefined

Project Duration

01/08/2022

31/07/2025

Start date \*

01/12/2022

End date \*

15/02/2023

Receiving country \*

Azerbaijan

Main language used during mobility activity \*

English

Back

Save

# Mobilitätsaktivität: weitere Angaben

Participant : Test Test

DRAFT

## MOBILITY ACTIVITY

Mobility activity ID \*

073249-MOB-1105514

Activity type \*

Staff mobility for teaching

Long-term mobility activity

Digital skills \*

Value missing

Blended intensive programme

Blended mobility activity

Combined study and traineeship mobility activity

Doctoral mobility activity

Combined teaching and training mobility activity

Force majeure

Digital skills

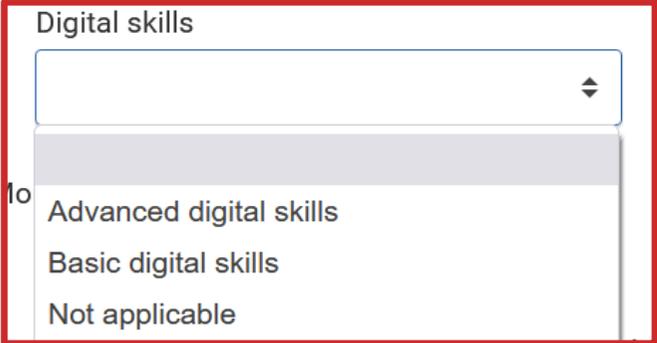
Advanced digital skills

Basic digital skills

Not applicable

## Digital skills I

- Bei SMS/ STA: bitte wählen Sie „Not applicable“ aus
- Bei SMT/STT: falls Definition zu Praktikum in digitalen Kompetenzen erfüllt ist (siehe Folgefolie) → „Advanced digital skills“ wählen
- Bei SMT/STT: falls Definition zu Praktikum in digitalen Kompetenzen **NICHT** erfüllt ist (siehe Folgefolie) → „Not applicable“ wählen



Digital skills

Advanced digital skills

Basic digital skills

Not applicable

## Digital skills II

Digital skills

Advanced digital skills

Basic digital skills ←

Not applicable

„Basic digital skills“  
werden gelöscht

- **Bei SMT/STT: Praktikum in digitalen Kompetenzen möglich**

- **Definition:**

Die Regelung bei Praktika (SMT) bleibt unverändert. Es zählen nur Aufenthalte, bei denen die fortgeschrittene Anwendung der IT-Tools im Vordergrund steht (siehe Programmleitfaden 2023\_DE, S. 51-52: Ein Praktikum für Studierende wird als „Praktikum in digitalen Kompetenzen“ angesehen, wenn dabei eine oder mehrere der folgenden Tätigkeiten ausgeübt wird: digitales Marketing (beispielsweise Management sozialer Medien, Web-Analytik); digitales grafisches, mechanisches oder architektonisches Design; Entwicklung von Apps, Software, Skripten oder Websites; Installation, Wartung und Verwaltung von IT Systemen und Netzwerken; Cybersicherheit; Datenanalytik, gezielte Datensuche und bildliche Datendarstellung; Programmierung und Training von Robotern und Anwendungen künstlicher Intelligenz. Allgemeine Kundenbetreuung, Auftrags fulfillment, Dateneingabe oder Büroarbeiten fallen nicht in diese Kategorie.)

Bei Personalaufenthalten zu Fortbildungszwecken (STT) handelt es sich um einen Aufenthalt mit fortgeschrittenen digitalen Kompetenzen, wenn die Fortbildung zwecks Erwerbs und Erweiterung digitaler Kompetenzen dient.

Das sind Job Shadowings und die Teilnahme an Schulungskursen in Bezug auf:

- Instrumente der European Student Card Initiative (ESCI),
- Instrumente/Software für digitale Bildung,
- Programmierung,
- spezielle IT-Software und -Systeme für die Hochschulverwaltung;

Der gewöhnliche Umgang mit gängigen Office-Programmen zählt nicht zu den fortgeschrittenen digitalen Kompetenzen.

# Daten zu Teilnehmer/innen

PARTICIPANT ▼

Participant ID

Participant's first name \*

Participant's last name \*

Participant's email \*

(\*) Participant's email (or accompanying person's email)

Participant's gender \*

Female
  Male
  Undefined

Participant's nationality \*

Value missing

Field of education \*

Value missing

Level of education \*

Value missing

Main language used during mobility activity \*

Other languages used during mobility activity

Max. 3 selections

Participant's seniority \*

Value missing

Invited staff from enterprise

Online language support (OLS)

Incoming international participant (under special conditions)

# Mobilität anlegen

FROM - TO

<p>Sending organisation</p> <input type="text"/> <p><small>Value missing</small></p> <input type="button" value="Select"/>	<p>Sending country *</p> <input type="text"/> <p><small>Value missing</small></p>	<p>Sending organisation Erasmus Code</p> <input type="text"/>	<p>Sending city *</p> <input type="text"/> <p><small>Value missing</small></p>
<p>Receiving organisation</p> <input type="text"/> <p><small>Value missing</small></p> <input type="button" value="Select"/>		<p>Receiving country *</p> <input type="text"/> <p><small>Value not found on the list of possible values</small></p>	<p>Receiving organisation Erasmus Code *</p> <input type="text"/>
<p>Distance band *</p> <input type="text"/> <p><small>Value missing</small></p>	<p>Real distance in kilometers * <a href="#">Link to distance calculator</a></p> <input type="text" value="0"/>	<p>Main means of transport *</p> <input type="text"/> <p><small>Value missing</small></p>	
<p>Sustainable means of transport (green travel)</p> <input type="checkbox"/>			

Outer-most region

- Outer-most region für KA171 in Österreich nicht relevant

## Distanz & Green Travel

Distance band \*  
500 - 1999 km

Real distance in kilometers \*  
0  
Real distance is out of range

[Link to distance calculator](#)

Main means of transport \*  
Bus

Sustainable means of transport (green travel)

Comments on different location than sending/receiving organisations  
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.

### TRAVEL GRANT

- Distanzband 0-9km momentan nicht verfügbar, Klärung aktuell ausständig
- Pflichtfeld Distanz
- Green Travel Zuschuss ergibt sich durch die verpflichtende Angabe des Verkehrsmittels

## From - To

Main Means of Transport \*

- Bike
- Bus
- Carpooling
- Car – motorbike
- Other sustainable transportation
- Plane
- Ship
- Train

## Means of Transport – Drop down

- Bike
- Bus
- Carpooling
- **Car-motorbike**
- Other sustainable transportation
- **Plane**
- **Ship**
- Train

green travel

non green travel

# Kalkulation Zuschuss

## DURATION ▼

**Project Duration** 01/08/2022 31/07/2025

Start date \*

13/02/2023



End date \*

17/02/2023



Duration calculated (days)

5

Interruption duration (days)

0

0 - 5

Duration of mobility activity period (days)

5

5 - 60

Funded travel days \*

2

0 - 2

Non-funded duration (days) \*

0

0 - 7

Funded duration (days)

7

0 - 7

Number of teaching hours \*

8

8

# Total Calculation - Comments

## BUDGET

Zero grant

Travel support \*

**820**

Individual support grant \*

**1260**

## TOTAL CALCULATIONS

Other EU grant

 €

Additional non-EU grant

 €

Total mobility activity grant

 €

## MOBILITY ACTIVITY COMMENTS



Back

Save

# Studierendenmobilität im Beneficiary Module

# Mobilität anlegen

## Content menu

Details

Organisations

Contacts

**Mobility activities**

Import-export mobility activity

Fewer Opportunities

Budget

## Mobility activities

 Export mobility activities

List of mobilities (0)

 Create

Mobility activity ID	Activity Type	Participant First Name	Participant Last Name	Participant Email	Sending Country	Actions
----------------------	---------------	------------------------	-----------------------	-------------------	-----------------	---------

Items per page 100 0 of 0 |< < > >|

# Mobilität anlegen

## MOBILITY ACTIVITY ▼

Mobility activity ID \*

073249-MOB-1328312

Activity type \*

Student mobility for studies

Long-term mobility activity



Digital skills \*

Value missing

Blended intensive programme

Blended mobility activity

Combined study and traineeship mobility activity

Doctoral mobility activity

Force majeure

## PARTICIPANT

# Mobilität anlegen

Participant ID

Participant First Name \*

Participant Last Name \*

Participant Email \*

Participant Date of Birth \*

Participant Gender \*  Female  Male  
 Undefined

Participant Nationality \*

Field of Education \*

Level of Study/Teaching \*

Previous Participation in Erasmus+ at the same level of study (months) \*

Native Speaker or Duly Justified Exception

Main Instruction/Work/Volunteering language \*

Other Used Languages

Max. 3 selections

OLS

## Incoming international participant

Main language used during mobility activity \*  
German

Other languages used during mobility activity  
Max. 3 selections

Recent graduate

Online language support (OLS)

Provide access to OLS Data sending to OLS in progress...

Incoming international participant (under special conditions)

- Für KA171 ist dieses Feld nicht relevant

## Fewer Opportunities Top-up: Anleitung

- 1) Unter Inclusion Support: Häkchen setzen bei „Participant with fewer opportunities“
- 2) Inclusion Support for participants: hier NICHT Top-Up eintragen
- 3) Unter Individual Support Häkchen setzen bei „Participant with a top-up amount for fewer opportunities“

# Fewer Opportunities Top-up

**INCLUSION SUPPORT** ▼

Inclusion support is available for participants with fewer opportunities.

Participant with fewer opportunities  
 

Inclusion support for participants  
 € 

PARTICIPANT SURVEY >

CERTIFICATIONS ▼

# Fewer Opportunities Top-up

## INDIVIDUAL SUPPORT

Individual support grant \*

5 463,00 €

## RESERVATION COSTS

Participant with a top-up amount for fewer opportunities



Participants with fewer opportunities monthly top-up amount \*

250,00 €

Student monthly base amount \*

850,00 €

## BUDGET

# Mobilität anlegen

DURATION ▼

Project Duration 01/08/2022 31/07/2025

Start date \*

03/02/2023



End date \*

03/03/2023



Duration calculated (days)

31

Interruption duration (days)

0

0 - 31

Duration of mobility activity period (days)

31

Value cannot be smaller than 60, received value is 31

60 - 360

Funded travel days \*

0

0 - 6

Non-funded duration (days) \*

0

0 - 31

Funded duration (days)

31

0 - 31

Funded long-term duration (full months)

1

Funded long-term duration (extra days)

1

## Exceptional cost for visa and other entry requirements

TRAVEL GRANT

Travel support \*

0,00 €

Funded travel days \*

0

0 - 6

EXCEPTIONAL COSTS

Request exceptional cost for visa and other entry requirements

- Für KA171 nicht relevant, Kostenkategorie nicht vorgesehen

# Blended Mobility

MOBILITY ACTIVITY

Mobility activity ID \*  
072770-MOB-1069891

Activity type \*  
Student mobility for traineeships

Long-term mobility activity

Digital skills \*  
Basic digital skills

Blended mobility activity

Combined study and traineeship mobility activity

Doctoral mobility activity

Virtual component description \*  
Value missing

Virtual component timing \*  
Value missing

End date \*  
29/01/2023

End date virtual component \*  
dd/mm/yyyy  
Value missing

## Participant Report (EU survey)

- E+ Teilnehmer/innen erhalten automatisch eine Einladung Feedback zu geben
  - wenn Mobilität in Beneficiary Module vollständig eingetragen ist
  - Draft Status: kein Participant Report möglich
- Erinnerung
  - automatisch 15 Tage nach Ende der Mobilität
  - manuell (Status ist einsehbar)

## Participant Report: noch nicht verfügbar

- Solange Participant Report nicht funktioniert:  
Abrechnung Mobilität auch ohne Report
- Sobald Participant Report funktioniert: wird automatisch verschickt + Nachweis darüber, dass HEIs darüber hinaus einmal versucht haben, den Report von den mobilen Personen zu erhalten
- Dokumentation darüber ist aufzubewahren
- Email-Vorlage & Anleitung manuelles Versenden:
  - <https://wikis.ec.europa.eu/display/NAITDOC/Manage+participant+reports+in+projects>

# Participant Report

## Project Activities and Budget Details

[Project list](#)

### Content menu <

[Details](#)[Organisations](#)[Contacts](#)[Activities](#)[Mobility activities](#)[Fewer Opportunities](#)

Mobility ID :007436-MOB-2551

State: DRAFT

Created on: by: Cristina

Updated on: by: Cristina

[Export mobility](#)

ACTIVITY >

MOBILITY ACTIVITY >

PARTICIPANT >

FROM - TO >

DURATION >

BUDGET >

PARTICIPANT REPORT >

# Fragen



# PAUSE



# Import-Export Mobilitätsdaten:

## Project Activities and Budget Details

Project list

Grant Agreement No. : 2022-1-AT01-KA171- [redacted] [Update project data](#) Last updated : 08/03/2023 02:54:39

Awarded/Reported Budget : [redacted] [Refresh](#)

999 days left!

Project ongoing  
Deadline: 29 sept. 2025

NA : AT01 - OeAD - OeAD (Österreichische Austauschdienst)-GmbH - Organisation OID [redacted]

### Content menu

- Details
- Organisations
- Contacts
- Mobility Activities
- Import-export mobility activity**
- Budget
- Fewer Opportunities

### Import-export mobility activity

**⚠ 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.**

#### Actions

##### Export mobility activities

Draft + Complete (3)  Complete (2)

Students  Staff

[Export XLS](#) [Export CSV](#)

##### Import mobility activities

**⚠** If your file has any characters which are not part of the English alphabet (ASCII-7), please import in XLS format rather than in CSV

Students  Staff

[Select file](#) - OR - Drop your file here

# Export:

Project Activities and Budget

Grant Agreement No. : 2022-1-AT01-K

Awarded/Reported Budget : [redacted]

NA : AT01 - OeAD - OeAD (Osterreichische

**Content menu** <

- Details
- Organisations
- Contacts
- Mobility Activities
  - Import-export mobility activity**
- Budget
- Fewer Opportunities

### Import-export mobility activity

 Data collected in Beneficiary Module should not contain any se

**Actions**

**Export mobility activities**

Draft + Complete (3)  Complete (2)

Students  Staff

[Export XLS](#) [Export CSV](#)

# Export Mobilitätsdaten:

**Content menu**

- Details
- Organisations
- Contacts
- Mobility Activities
- Import-export mobility activity
- Budget
- Fewer Opportunities

## Import-export mobility activity

⚠ 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 r

**Actions**

**Export mobility activities**

Draft + Complete (3)
  Complete (2)

Students
  Staff

Import/Export status (1) Refresh

Import/Export	Date	Type	Context	File	Status	Number of mobility activities	Actions
EXPORT	14/04/2023 09:51:39	HE_INT_STF	REPORTED	39-.xls	ED-14-04-2023-09-51- EXPORTED	2 0	

Items per page 10 1 - 1 of 1 < >

## Import Mobilitätsdaten:

OeAD > OeAD > Hochschulbildung > Mobilität > Mein laufendes Projekt KA171

OeAD Portal: [Aktuelles](#) [Veranstaltungen](#) [Newsletter](#) [Social Media](#) [Presse](#) [Karr](#)



SPORT ▾ JUGEND ▾ SCHULBILDUNG ▾ HOCHSCHULBILDUNG ▾ BERUFSBILDUNG ▾ E

### Beneficiary Module

Das Beneficiary Module ist ein webbasiertes Verwaltungstool der Europäischen Kommission für Ihr Förderprojekt. Das allgemeine Benutzerhandbuch finden Sie auf der Startseite zu Ihrem Projekt unter „Support – Applicant and Beneficiary Guides“. Bei technischen Fragen wenden Sie sich bitte an [internationalmobility@oead.at](mailto:internationalmobility@oead.at).

[Link zum Beneficiary Module](#)

[Link zu Data Dictionary und Import-Vorlagen auf der Website der EK](#)

[Link zum Benutzerhandbuch](#)

# Import Mobilitätsdaten:

**Import-Export templates**

Please find below the **template files** to be used for importing mobility activities into your project. Files will be added as the import feature becomes available for the respective key action.

Call Year	Action	Action type	Template file
2021	<b>KA121</b> - Accredited projects for mobility of learners and staff in school education, vocational education and training, and adult education  <b>KA122</b> - Short-term projects for mobility of learners and staff in school education, vocational education and training, and adult education	KA121 KA122	<a href="#">Import export KA121_KA122 Call 2021_v.3_new.xlsx</a>
2021	<b>KA131-HED</b> - Mobility of higher education students and staff	KA131-HED	<a href="#">HE_Students_v7 call 2021 for bens.xls</a>
2021	<b>KA131-HED</b> - Mobility of higher education students and staff	KA131-HED	<a href="#">HE_Staff_v7 call 2021 for bens.xls</a>
2022	<b>KA121</b> - Accredited projects for mobility of learners and staff in school education, vocational education and training, and adult education  <b>KA122</b> - Short-term projects for mobility of learners and staff in school education, vocational education and training, and adult education	KA121 KA122	<a href="#">Import export KA121_KA122 Call 2022_v.3_new.xlsx</a>
2022	<b>KA131-HED</b> - Mobility of higher education students and staff	KA131-HED	<a href="#">HE_Students_call 2022_v3 for bens.xls</a>
2022	<b>KA131-HED</b> - Mobility of higher education students and staff	KA131-HED	<a href="#">HE_Staff_call 2022_v.3 for bens.xls</a>
2022	<b>KA171-HED</b> - Mobility of higher education students and staff supported by external policy funds	KA171-HED	<a href="#">HE-INT_Students_KA171_v.4_new.xls</a>
2022	<b>KA171-HED</b> - Mobility of higher education students and staff supported by external policy funds	KA171-HED	<a href="#">HE-INT_Staff_KA171_v.4_new.xls</a>

# Import Mobilitätsdaten:

## Project Activities and Bu

Grant Agreement No. : 2022-1-AT01-K

Awarded/Reported Budget :

NA : AT01 - OeAD - OeAD (Osterreichische

### Content menu

Details

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Mobility Activities

**Import-export mobility activity**

Budget

Fewer Opportunities

### Import mobility activities



If your file has any characters which are not part of the English alphabet (ASCII-7), please import in XLS format rather than in CSV

Students  Staff



Select file - OR - Drop your file here

# Data Dictionary

OeAD > OeAD > Hochschulbildung > Mobilität > Mein laufendes Projekt KA171

OeAD Portal: [Aktuelles](#) [Veranstaltungen](#) [Newsletter](#) [Social Media](#) [Presse](#) [Karr](#)

SPORT ▾ JUGEND ▾ SCHULBILDUNG ▾ HOCHSCHULBILDUNG ▾ BERUFSBILDUNG ▾ E

## Beneficiary Module

Das Beneficiary Module ist ein webbasiertes Verwaltungstool der Europäischen Kommission für Ihr Förderprojekt. Das allgemeine Benutzerhandbuch finden Sie auf der Startseite zu Ihrem Projekt unter „Support – Applicant and Beneficiary Guides“. Bei technischen Fragen wenden Sie sich bitte an [internationalmobility@oead.at](mailto:internationalmobility@oead.at).

[Link zum Beneficiary Module](#)

[Link zu Data Dictionary und Import-Vorlagen auf der Website der EK](#)

[Link zum Benutzerhandbuch](#)



2021	<b>KA131-HED</b> - Mobility of higher education students and staff	K	
2022	<b>KA121</b> - Accredited projects for mobility of learners and staff in school education, vocational education and training, and adult education  <b>KA122</b> - Short-term projects for mobility of learners and staff in school education, vocational education and training, and adult education	K  K.....	
2022	<b>KA131-HED</b> - Mobility of higher education students and staff	KA131-HED	<a href="#">BM KA131 Higher Education International call 2022 - Data Dictionary_v.3.xlsx</a>
2022	<b>KA171-HED</b> - Mobility of higher education students and staff supported by external policy funds	KA171-HED	<a href="#">BM KA171 Higher Education International call 2022 - Data Dictionary_v.4.xlsx</a>

## Data Dictionary

- Inhalte der einzelnen Felder erklärt
- Die notwendigen Formatierungen sind erklärt
- Getrennte Auflistung für SMS/SMT und STA/STT

KA171-HED SM KA171-HED ST

- Referenztabelle sind auch enthalten – hier sieht man welche Werte in den Importfiles akzeptiert werden (unter Code)

COUNTRIES DIGITAL\_SKILLS DISTANCE\_BANDS EDUC/ ...

Code	Description
AT	Austria
BE	Belgium
BG	Bulgaria
CY	Cyprus
CZ	Czech Republic
DE	Germany
DK	Denmark
EE	Estonia
ES	Spain
FI	Finland
FR	France
EL	Greece
HR	Croatia
HU	Hungary
IE	Ireland
IT	Italy

# Fewer Opportunities:

**Content menu** <

- Details
- Organisations
- Contacts
- Mobility Activities
- Import-export mobility activity
- Budget
- Fewer Opportunities**

**Fewer Opportunities**

Please indicate the number of participants with fewer opportunities according to each reason below.

Reason	Number of Participants
Barriers linked to discrimination	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="0"/>
Barriers linked to education and training systems	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="0"/>
Cultural differences	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="0"/>
Disabilities	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="0"/>
Economic barriers	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="0"/>
Geographical barriers	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="0"/>
Health problems	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="0"/>
Social barriers	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="0"/>

Hier ist die Gesamtanzahl der Teilnehmenden mit geringeren Chancen pro Kategorie/Hindernis einzutragen.

# Budget I

## Project Activities and Budget Details

[Project list](#)

Grant Agreement No. : 2022-1-FR01-KA171-HED-000016717

Awarded/Reported Budget : 120 000 € / 61 352 € [Refresh](#)

516 days left !

Project ongoing

Deadline: 30 juil. 2024

NA : FR01 - Agence Erasmus+ France / Education et Formation - Organisation OID : E10000176 - Legal name : : Test-org.FR.02

### Content menu

Details

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Mobility Activities

Import-export mobility activity

**Budget**

Fewer Opportunities

### Budget

[Export PDF](#)

	Approved number of participants by NA	Reported number of participants	Awarded budget	Reported budget	%Reported/Awarded
Total project	65	15	120000 €	61352 €	51.1 %
Mobility activity organisational support (without Inclusion support for organisations)	65	15	32500 €	2500 € 0 - 7500	7.69 %
Inclusion support for organisations		2	2500 €	350 €	0 %
Mobility activity organisational support	65	15	32500 €	2500 €	7.69 %

# Budget II

Student mobility for studies									
	40	11	69300 €	40330	€	57.47	%		
Individual support grant		11	9300 €	20980	€	223.98	%		
Travel support		11	60000 €	16500	€	27.50	%		
Individual and Travel support		11	69300 €	37480	€	53.87	%		
Exceptional cost for visa and other entry requirements		11	3500 €	2300	€	65.71	%		
Inclusion support for participants		2	2500 €	550	€	22.0	%		
Staff mobility for teaching									
	25	4	77340 €	19832	€	25.18	%		
Individual support grant		4	39840 €	15232	€	38.23	%		
Travel support		4	37500 €	3280	€	8.75	%		
Individual and Travel support		4	77340 €	18512	€	23.94	%		
Exceptional cost for visa and other entry requirements		4	1500 €	1020	€	68.0	%		
Inclusion support for participants		1	1750 €	300	€	17.14	%		

## Budget III

- erweiterte Budgetfunktionen noch nicht vorhanden
  - Tracker Transfer OS-Mittel
  - Tracker Transfer Incoming/Outgoing
  - Übersicht über einzelne Regionsbudgets

## Zwischenbericht I

- Grundsätzlich Abwicklung in BM ab 2. Zwischenbericht
- 1. Zwischenbericht (Stichtag 30. April/ Deadline 15. Mai):  
Word-Formular, auszufüllen mit Hilfe von BM
  - **Gemeldetes Budget:** abgeschlossene, laufende, geplante Mobilitäten
  - **Verwendetes Budget:** abgeschlossene und laufende Mobilitäten zum Stichtag 30. April → wichtig für nächste Auszahlungsrunde

## Zwischenbericht II

- **Mobilitäten in BM eintragen** (abgeschlossenen, laufende und konkret geplante)
- Gemeldetes Budget: automatisch ausgerechnet
- **Verwendetes Budget= Gemeldetes Budget – geplante Mobilitäten** (Startdatum nach 30.4.)
- Bsp.: Gemeldetes Budget: 10.000 EUR, 1 MOB im Wert von 2.500 EUR Startdatum nach 30.4.

$$10.000 \text{ EUR} - 2.500 \text{ EUR} = 7.500 \text{ EUR}$$

$$\text{Verwendetes Budget} = 7.500 \text{ EUR}$$

## Bug bei Länderauswahl

FROM - TO

<p>Sending organisation</p> <input type="text" value="UNIVERSITETI I MJEKESISE TIRANE"/> <p>Select</p>	<p>Sending country *</p> <input type="text" value="AL : Albania"/> <p>Only country of the National Agency (or related OCT) or Third country not associated to the Programme can be selected as sending/receiving country</p>	<p>Sending organisation Erasmus Code</p> <input type="text"/>	<p>Sending city *</p> <input type="text" value="TIRANA"/>
--	--	---	---

- Länder auswählbar, allerdings bleiben Mobilitäten im **Draft-Status**
- Nur komplette Mobilitäten Teil des Budgets → für den **Zwischenbericht**: ggf. Land ändern und im **Kommentarfeld** begründen
- Sobald Bug behoben ist, Richtigstellung

## Bugs

- **Budgetrelevante Tracker** fehlen
- **Participant Report** funktioniert noch nicht
- **Ihr Projekt ist nicht sichtbar** → überprüfen lassen (von Contact Person oder NA), ob Sie angelegt sind und welche Zugriffsrechte Sie haben. Wenn notwendig, können die Zugriffsrechte von der Contact Person geändert werden.
- **Fehlermeldungen beim Einstieg:** Performance-Probleme in BM: nach kurzer Wartezeit erneut versuchen oder Seite neu laden (Cache leeren, anderen Browser verwenden)

## Bugs

- **Länderauswahl:** bei manchen Ländern (besonders Region 1-3) bekommt man eine Fehlermeldung und die Mobilität bleibt als „Draft“ → vorerst ein anderes Land auswählen und im Kommentarfeld begründen, später korrigieren

→ **Basis ist Austausch zwischen HEIs und NA in beide Richtungen:**

- wenn ein Fehler auftritt, bitte an uns melden
- wir stehen in regelmäßigem Austausch mit des EK, alle Infos von der EK werden an die Projektträger weitergegeben (BM Update etc.)

## Nächste Schritte

- Beginnen Sie mit Ihren Einträgen ins Tool.
- Bitte richten Sie Ihre **Fragen** zum BM an das **KA171 Team** unter [internationalmobility@oead.at](mailto:internationalmobility@oead.at)
- Fehlermeldungen bitte mit Screenshot

# Fragen



Vielen Dank für Ihre  
Aufmerksamkeit!