

Slide 1 - Slide 1



European Commission

MT+

How to Add Mobility

## How to add mobility

In this demo you will see...

- how to add a mobility in MT+

In this demo you will see how to add a mobility in MT+

Text Captions

MT+

# How to add mobility

In this demo you will see how to add a mobility in MT+

Slide 2 - Slide 2

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

IntraComm > Authentication Service > Login

Authenticates your identity on European Commission websites

Mobility Tool requires you to authenticate

Username or e-mail address

Password

[Lost your password?](#) | [New](#)

The scenario used in this video demo is based on the addition of a mobility for a higher education project KA103, for activity type **Student mobility for studies between programme countries**. Some fields are only relevant for KA103. Fields which are required for other action types or activity types, will be missing from this scenario.

Fields which are required for other action types or activity types, will be missing from this scenario.

Text Captions

The scenario used in this video demo is based on the addition of mobility for a higher education project **KA103**, for activity type **Student mobility for studies between programme countries**.

Some fields are only relevant for **KA103**.

Fields which are required for other action types or activity types, will be missing from this scenario.

Slide 3 - Slide 3

European Commission

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

IntraComm > Authentication Service > Login

Authenticates your identity on European Commission websites

External

Is the selected domain correct?

CHANGE IT

Mobility Tool requires you to authenticate

Username or e-mail address

beneficiary

Password

\*\*\*\*\*

☐ Remember my username

☐ Warn me each time an application asks for my identity

☐ View my ECAS account details after logging me in

LOGIN!

[Lost your password?](#) | [Help](#)

Last update: 16/03/2015 (4.1.0-hum) | 12 ms | [Contact](#) | [Privacy Statement](#) | [Top](#)

Ben Beneficiary


He logs in using the associated ECAS user ID and password of the email just received.

Text Captions

From the moment of processing the grant agreement signature in the National Agencies system, Ben will receive an automatic notification from the Mobility Tool.

He logs in using the associated ECAS user ID and password of the email just received.

Slide 4 - Slide 4



European Commission  
**Mobility tool**

User Status: Logged in: ECAS EAC\_TRAINING - beneficiary [ Log out ] [ Legal notice ] [ EAC - English (EN) ]

EL01 Greek State Scholarship's Foundation (IKY)

My Home

Welcome ECAS EAC\_TRAINING

Lifelong Learning Programme

Grant Agreement No	National ID
--------------------	-------------

Erasmus+

Grant Agreement No	National ID
2014-1-PL01-KA105-000766	
2014-1-PL01-KA105-000158	
2014-1-FR01-KA103-000141	

About the tool

Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

He logs in using the associated ECAS user ID and password of the email just received.

Text Captions

He logs in using the associated ECAS user ID and password of the email just received.

## Slide 5 - Slide 5

The screenshot displays the 'European Commission Mobility tool' interface. At the top, the user is logged in as 'ECAS EAC\_TRAINING - beneficiary' with options to 'Log out', 'Legal notice', and 'EAC - English (EN)'. The project is identified as 'EL01 Greek State Scholarship's Foundation (IKY)'. A navigation bar includes links for Home, Project List, Project Details (active), Organisations, Contacts, Mobilities, Budget, and Reports. The main content area is titled 'Project Details for 2014-1-FR01-KA103-000141' and is divided into several sections:

- Context information:**
  - Programme: Erasmus+
  - Key Action: KA1 - Learning Mobility of Individuals
  - Action Type: KA103 - Higher education student and staff mobility
  - Call Year: 2014
  - Round: 1
  - Start of Project: 01/06/2014
  - End of Project: 31/05/2016
  - Project Duration (months): 24
- Project information:**
  - Grant Agreement No.: 2014-1-FR01-KA103-000141
  - National ID: 14004849
  - Project Title: -
  - Project Acronym: -
- History information:**
  - Created by: NA Staff
  - Created on: 16/01/2015 16:14:14
  - Updated by: ECAS EAC\_TRAINING
  - Updated on: 04/06/2015 13:33:35
- National Agency:**
  - National Agency: FR01 - Agence Europe-Education-Formation France
  - For further details about your National Agency, please consult the following page: [http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm)
- Beneficiary Organisation information:**
  - PIC: 949232786
  - Legal Name: EPLEPPA de SAINT LO THERE
  - Business Name: EPLEPPA DE SAINT LO THERE
  - Full legal name (National Language):
  - Erasmus Code: F ST-JEAN01
  - Consortium Accreditation No.:

An orange banner at the bottom of the interface states: 'First, check that all of the project data is up to date.'

## Text Captions

First, check that all of the project data is up to date.

## Slide 6 - Slide 6

European Commission  
**Mobility tool**

User Status: Logged in: ECAS EAC\_TRAINING - beneficiary [ Log out ] [ Legal notice ] [ EAC - English (EN) ]

EL01 Greek State Scholarship's Foundation (IKY)

Home Project List Project Details Organisations Contacts Mobilities Budget Reports

### Project Details for 2014-1-FR01-KA103-000141

<b>Context information</b>  Programme: Erasmus+ Key Action: KA1 - Learning Mobility of Individuals Action Type: KA103 - Higher education student and staff mobility Call Year: 2014 Round: 1 Start of Project: 01/06/2014 End of Project: 31/05/2016 Project Duration (months): 24	<b>Project information</b>  Grant Agreement No.: 2014-1-FR01-KA103-000141 National ID: 14004849 Project Title: - Project Acronym:	<b>History information</b>  Created by: NA Staff Created on: 16/01/2015 16:14:14 Updated by: ECAS EAC_TRAINING Updated on: 04/06/2015 13:33:35
<b>National Agency</b>  National Agency: FR01 - Agence Europe-Education-Formation France  For further details about your National Agency, please consult the following page <a href="http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm">http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm</a>	<b>Beneficiary Organisation information</b>  PIC: 949232786 Legal Name: EPLEPPA de SAINT LO THERE Business Name: EPLEPPA DE SAINT LO THERE Full legal name (National Language): Erasmus Code: F ST-JEAN01 Consortium Accreditation No.:	

notify your National Agency and request the changes to be performed in their system.

## Text Captions

In case there are changes or amendments to be performed, notify your National Agency and request the changes to be performed in their system.

## Slide 7 - Slide 7

European Commission  
**Mobility tool**

User Status: Logged in: ECAS EAC\_TRAINING - beneficiary [ Log out ] [ Legal notice ] [ EAC - English (EN) ]

EL01 Greek State Scholarship's Foundation (IKY)

Home Project List Project Details Organisations Contacts Mobilities Budget Reports

### Project Details for 2014-1-FR01-KA103-000141

<p><b>Context information</b></p> <p>Programme: Erasmus+</p> <p>Key Action: KA1 - Learning Mobility of Individuals</p> <p>Action Type: KA103 - Higher education student and staff mobility</p> <p>Call Year: 2014</p> <p>Round: 1</p> <p>Start of Project: 01/06/2014</p> <p>End of Project: 31/05/2016</p> <p>Project Duration (months): 24</p>	<p><b>Project information</b></p> <p>Grant Agreement No.: 2014-1-FR01-KA103-000141</p> <p>National ID: 14004849</p> <p>Project Title: -</p> <p>Project Acronym: -</p>	<p><b>History information</b></p> <p>Created by: NA Staff</p> <p>Created on: 16/01/2015 16:14:14</p> <p>Updated by: ECAS EAC_TRAINING</p> <p>Updated on: 04/06/2015 13:33:35</p>
<p><b>National Agency</b></p> <p>National Agency: FR01 - Agence Europe-Education-Formation France</p> <p>For further details about your National Agency, please consult the following page  <a href="http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm">http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm</a></p>	<p><b>Beneficiary Organisation information</b></p> <p>PIC: 949232786</p> <p>Legal Name: EPLEPPA de SAINT LO THERE</p> <p>Business Name: EPLEPPA DE SAINT LO THERE</p> <p>Full legal name (National Language):</p> <p>Erasmus Code: F ST-JEAN01</p> <p>Consortium Accreditation No.:</p>	

Once the changes have been applied to your project data in the National Agency's system, you will receive an automatic notification.

## Text Captions

Once the changes have been applied to your project data in the National Agency's system, you will receive an automatic notification.



## Slide 8 - Slide 8

European Commission  
**Mobility tool**

User Status: Logged in: ECAS EAC\_TRAINING - beneficiary [ Log out ] [ Legal notice ] [ EAC - English (EN) ]

EL01 Greek State Scholarship's Foundation (IKY)

Home Project List Project Details Organisations Contacts **Mobilities** Budget Reports

Project Details for 2014-1-FR01-KA103- Click on the Mobilities tab

**Context information**

Programme: Erasmus+  
Key Action: KA1 - Learning Mobility of Individuals  
Action Type: KA103 - Higher education student and staff mobility  
Call Year: 2014  
Round: 1  
Start of Project: 01/06/2014  
End of Project: 31/05/2016  
Project Duration (months): 24

**National Agency**

National Agency: FR01 - Agence Europe-Education-Formation France  
For further details about your National Agency, please consult the following page  
[http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm)

**Project information**

Grant Agreement No.: 2014-1-FR01-KA103-000141  
National ID: 14004849  
Project Title: -  
Project Acronym: -

**History information**

Created by: NA Staff  
Created on: 16/01/2015 16:14:14  
Updated by: ECAS EAC\_TRAINING  
Updated on: 04/06/2015 13:33:35

**Beneficiary Organisation information**

PIC: 949232786  
Legal Name: EPLEPPA de SAINT LO THERE  
Business Name: EPLEPPA DE SAINT LO THERE  
Full legal name (National language):  
Erasmus Code: F-ST-DEAN01  
Consortium Accreditation No.:

In order to add participant information and mobility information, click on the **Mobilities** tab.

## Text Captions

In order to add participant information and mobility information, click on the **Mobilities** tab.



Slide 9 - Slide 9

European Commission  
Mobility tool

User Status: Logged in: ECAS EAC\_TRAINING - beneficiary [ Log out ] | Legal notice | EAC - English (EN)

EL01 Greek State Scholarship's Foundation (IKY)

Home Project List Project Details **Organisations** Contacts Mobilities Budget Reports

Mobilities for 2014-1-FR01-KA103-000141

Search: Export Participant Report Show 50 entries Showing 0 to 0 of 0 entries

Add New	Participant First Name	Participant Last Name	Email	Activity Type	Mobility ID	Start Date	End Date	Receiving Organisation Erasmus Code	Eligible Mobility	Online Linguistic Assessment	Online Language Course	Report Status	Requested On	Received On
No matching records found														

Mobility Tool (TEST - v. MT+1.7.1#20150518) 2015-06-05 11:12:42

Click on Add New.

http://cf9eact1.cc.cec.eu.int:6086/eac/mobility/index.cfm?fuseaction=mobilityep.list#m

Text Captions

Click on **Add New**.

Slide 10 - Slide 10

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\*  
-- Select an Activity Type --

☐ Long-term activity

Participant ID

Participant First Name\*

Participant Last Name\*

Participant Email\*

Participant Gender\*  
-- Select a Gender --

Nationality\*  
-- Select a Nationality --

Mobility ID\*  
00141-MOB-00001

☐ Zero Grant

Sending Organisation\*  
-- Select a Sending Organisation --

Sending Organisation Erasmus Code

Receiving Organisation\*  
-- Select a Receiving Organisation --

Receiving Organisation Erasmus Code

Sending Country\*  
-- Select a Sending Country --

Receiving Country\*  
-- Select a Receiving Country --

Sending City\*

Receiving City\*

Comments on different location than Sending / Receiving organisations

Distance Band  
BAND\_09 - 0 - 9 km

EU Travel Grant  
0

Select the Activity Type.

Text Captions

Select the **Activity Type**.

Slide 11 - Slide 11

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\*

-- Select an Activity Type --

-- Select an Activity Type --

HE-SMP-P - Student mobility for traineeships between Programme Countries

HE-SMS-P - Student mobility for studies between Programme Countries

HE-STA-P - Staff mobility for teaching between Programme Countries

HE-STT-P - Staff mobility for training between Programme Countries

Participant ID

Participant First Name\*

Participant Last Name\*

Participant Email\*

Participant Gender\*

Nationality\*

Long-term activity

Participant With Special Needs

Mobility ID\*

00141-MOB-00001

Zero Grant

Sending Organisation\*

-- Select a Sending Organisation --

Sending Organisation Erasmus Code

Receiving Organisation\*

-- Select a Receiving Organisation --

Receiving Organisation Erasmus Code

Sending Country\*

-- Select a Sending Country --

Receiving Country\*

-- Select a Receiving Country --

Sending City\*

Receiving City\*

Comments on different location than Sending / Receiving organisations

Distance Band

BAND\_09 - 0 - 9 km

EU Travel Grant

0

Select the Activity Type.

Start Date

Text Captions

Select the **Activity Type**.

## Slide 12 - Slide 12

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\* HE-SMS-P - Student mobility for: ☒ Long-term activity

Participant ID

Participant First Name\*

Participant Last Name\*

Participant Email\*

Participant Gender\* -- Select a Gender --

Date of Birth (dd/mm/yyyy)\* / /

Nationality\* -- Select a Nationality --

Previous participation in Erasmus or Erasmus+ at the same level of study (months)\* 0.00

☐ Participant With Special Needs

☐ Disadvantaged background

Mobility ID\* 00141-MOB-00001

Field of Education\* -- Select a Field of Education --

Level of Study / Teaching\* -- Select a Level of Study --

Sending Organisation\* -- Select a Sending Organisation --

Receiving Organisation\* -- Select a Receiving Organisation --

Sending Country\* -- Select a Sending Country --

Receiving Country\* -- Select a Receiving Country --

Sending City\*

Receiving City\*

☐ Zero Grant

☐ Studies Combined with Traineeship

Sending Organisation Erasmus Code

Receiving Organisation Erasmus Code

☐ Outer-most Country/Region

The box Long-term activity is automatically checked.

## Text Captions

The box **Long-term activity** is automatically checked.

## Slide 13 - Slide 13

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\* HE-SMS-P - Student mobility for: ☒ Long-term activity

Participant ID

Participant First Name\*

Participant Last Name\*

Participant Email\*

Participant Gender\* -- Select a Gender -- ☐ Participant With Special Needs

Date of Birth (dd/mm/yyyy)\* / / ☐ Disadvantaged background

Nationality\* -- Select a Nationality --

Previous participation in Erasmus or Erasmus+ at the same level of study (months)\* 0.00

Mobility ID\* 00141-MOB-00001 ☐ Zero Grant

Field of Education\* -- Select a Field of Education -- ☐ Studies Combined with Traineeship

Level of Study / Teaching\* -- Select a Level of Study --

Sending Organisation\* -- Select a Sending Organisation --

Receiving Organisation\* -- Select a Receiving Organisation --

Sending Country\* -- Select a Sending Country --

Receiving Country\* -- Select a Receiving Country --

Sending City\*

Receiving City\*

Sending Organisation Erasmus Code

Receiving Organisation Erasmus Code

☐ Outer-most Country/Region

The Participant ID field is alpha numeric and is not mandatory.

## Text Captions

The **Participant ID** field is alpha numeric and is not mandatory.

Slide 14 - Slide 14

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\*

HE-SMS-P - Student mobility for

☒ Long-term activity

Participant ID

Participant First Name\*

Participant Last Name\*

Participant Email\*

☐ Participant With Special Needs

Participant Gender\*

-- Select a Gender --

background

Date of Birth (dd/mm/yyyy)\*

/ /

Nationality\*

-- Select a Nationality --

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

0.00

Mobility ID\*

00141-MOB-00001

☐ Zero Grant

Field of Education\*

-- Select a Field of Education --

☐ Studies Combined with Traineeship

Level of Study / Teaching\*

-- Select a Level of Study --

Sending Organisation\*

-- Select a Sending Organisation --

Sending Organisation Erasmus Code

Receiving Organisation\*

-- Select a Receiving Organisation --

Receiving Organisation Erasmus Code

Sending Country\*

-- Select a Sending Country --

☐ Outer-most Country/Region

Receiving Country\*

-- Select a Receiving Country --

Sending City\*

Receiving City\*

Add the participant's details.

Text Captions

Add the participant's details.

Slide 15 - Slide 15

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\*

HE-SMS-P - Student mobility for

☒ Long-term activity

Participant ID

Participant First Name\*

maria

Participant Last Name\*

test

Participant Email\*

maria@test.com

Participant Gender\*

-- Select a Gender --

Date of Birth (dd/mm/yyyy)\*

/ /

Nationality\*

-- Select a Nationality --

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

0.00

Participant With Special Needs

☐

Disadvantaged background

☐

Mobility ID\*

00141-MOB-00001

☐ Zero Grant

Field of Education\*

-- Select a Field of Education --

☐ Studies Combined with Traineeship

Level of Study / Teaching\*

-- Select a Level of Study --

Sending Organisation\*

-- Select a Sending Organisation --

Sending Organisation Erasmus Code

Receiving Organisation\*

-- Select a Receiving Organisation --

Receiving Organisation Erasmus Code

Sending Country\*

-- Select a Sending Country --

☐ Outer-most Country/Region

Receiving Country\*

-- Select a Receiving Country --

Sending City\*

Receiving City\*

Select the Participant Gender.

Text Captions

Select the **Participant Gender**.



Slide 16 - Slide 16

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\*

HE-SMS-P - Student mobility for

☒ Long-term activity

Participant ID

Participant First Name\*

maria

Participant Last Name\*

test

Participant Email\*

maria@test.com

Participant Gender\*

-- Select a Gender --

☐ Participant With Special Needs

☐ Disadvantaged background

Date of Birth (dd/mm/yyyy)\*

-- Select a Gender --

F - Female

M - Male

X - Undefined

Nationality\*

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

0.00

Mobility ID\*

00141-MOB-00001

☐ Zero Grant

Field of Education\*

-- Select a Field of Education --

☐ Studies Combined with Traineeship

Level of Study / Teaching\*

-- Select a Level of Study --

Sending Organisation\*

-- Select a Sending Organisation --

Sending Organisation Erasmus Code

Receiving Organisation\*

-- Select a Receiving Organisation --

Receiving Organisation Erasmus Code

Sending Country\*

-- Select a Sending Country --

☐ Outer-most Country/Region

Receiving Country\*

-- Select a Receiving Country --

Sending City\*

Receiving City\*

Select the Participant Gender.

Text Captions

Select the **Participant Gender**.

Slide 18 - Slide 18

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\*

HE-SMS-P - Student mobility for

☒ Long-term activity

Participant ID

Participant First Name\*

maria

Participant Last Name\*

test

☐ Participant With Special Needs

Participant Email\*

maria@test.com

Participant Gender\*

F - Female

☐ Disadvantaged background

Date of Birth (dd/mm/yyyy)\*

22/09/1980

Nationality\*

Jun

2015

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

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Mobility ID\*

Field of Education\*

Level of Study / Teaching\*

Sending Organisation\*

Receiving Organisation\*

-- Select a Receiving Organisation --

Sending Country\*

-- Select a Sending Country --

Receiving Country\*

-- Select a Receiving Country --

Sending City\*

Receiving City\*

☐ Zero Grant

☐ Studies Combined with Traineeship

Sending Organisation Erasmus Code

Receiving Organisation Erasmus Code

☐ Outer-most Country/Region

Add the Date of Birth using the correct format of (dd/mm/yyyy).

Text Captions

Add the **Date of Birth** using the correct format of **(dd/mm/yyyy)**.

Slide 19 - Slide 19

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\*

HE-SMS-P - Student mobility for : ▾

☒ Long-term activity

Participant ID

Participant First Name\*

maria

Participant Last Name\*

test

Participant Email\*

maria@test.com

Participant Gender\*

F - Female ▾

Date of Birth (dd/mm/yyyy)\*

22/09/1980

Nationality\*

-- Select a Nationality --

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

0.00

Mobility ID\*

00141-MOB-00001

Field of Education\*

-- Select a Field of Education -- ▾

Level of Study / Teaching\*

-- Select a Level of Study -- ▾

Sending Organisation\*

-- Select a Sending Organisation ▾

Receiving Organisation\*

-- Select a Receiving Organisation ▾

Sending Country\*

-- Select a Sending Country -- ▾

Receiving Country\*

-- Select a Receiving Country -- ▾

Sending City\*

Receiving City\*

☐ Participant With Special Needs

☐ Disadvantaged background

☐ Studies Combined with Traineeship

Sending Organisation Erasmus Code

Receiving Organisation Erasmus Code

☐ Outer-most Country/Region

Select the Nationality

Add the participant's Nationality.

Text Captions

Add the participant's **Nationality**.

Slide 20 - Slide 20

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\*

HE-SMS-P - Student mobility for

☒ Long-term activity

Participant ID

Participant First Name\*

maria

Participant Last Name\*

test

☐ Participant With Special Needs

Participant Email\*

maria@test.com

Participant Gender\*

F - Female

☐ Disadvantaged background

Date of Birth (dd/mm/yyyy)\*

22/09/1980

Nationality\*

-- Select a Nationality --

-- Select a Nationality --

AT - Austria

BE - Belgium

BG - Bulgaria

CY - Cyprus

CZ - Czech Republic

DE - Germany

DK - Denmark

EE - Estonia

EL - Greece

ES - Spain

FI - Finland

FR - France

HR - Croatia

HU - Hungary

IE - Ireland

IS - Iceland

IT - Italy

LI - Liechtenstein

LT - Lithuania

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

Mobility ID\*

Field of Education\*

Level of Study / Teaching\*

Sending Organisation\*

Receiving Organisation\*

Sending Country\*

Receiving Country\*

-- Select a Receiving Country --

Sending City\*

Receiving City\*

Zero Grant

☐

Studies Combined with Traineeship

☐

g Organisation Erasmus

ng Organisation Erasmus

Outer-most Country/Region

Add the participant's Nationality.

Text Captions

Add the participant's **Nationality**.

## Slide 21 - Slide 21

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\* HE-SMS-P - Student mobility for: ☒ Long-term activity

Participant ID

Participant First Name\*

Participant Last Name\*

Participant Email\*

Participant Gender\*

Date of Birth (dd/mm/yyyy)\*

Nationality\*

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

☐ Participant With Special Needs

☐ Disadvantaged background

Mobility ID\*

Field of Education\*

Level of Study / Teaching\*

Sending Organisation\*

Receiving Organisation\*

Sending Country\*

Receiving Country\*

Sending City\*

Receiving City\*

☐ Zero Grant

☐ Studies Combined with Traineeship

Sending Organisation Erasmus Code

Receiving Organisation Erasmus Code

☐ Outer-most Country/Region

If required, select the check boxes for Participant With Special Needs or Disadvantaged background.

## Text Captions

If required, select the check boxes for **Participant With Special Needs** or **Disadvantaged background**.

## Slide 22 - Slide 22

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\* HE-SMS-P - Student mobility for: ☒ Long-term activity

Participant ID

Participant First Name\* maria

Participant Last Name\* test  ☐ Participant With Special Needs

Participant Email\* maria@test.com

Participant Gender\* F - Female  ☐ Disadvantaged background

Date of Birth (dd/mm/yyyy)\* 22/09/1980

Nationality\* FR - France

Previous participation in Erasmus or Erasmus+ at the same level of study (months)\* 0.00

Mobility ID\* 00141-MOB-00001  ☐ Zero Grant

Field of Education\* -- Select a Field of Education --  ☐ Studies Combined with Traineeship

Level of Study / Teaching\* -- Select a Level of Study --

Sending Organisation\* -- Select a Sending Organisation --

Receiving Organisation\* -- Select a Receiving Organisation --

Sending Country\* -- Select a Sending Country --

Receiving Country\* -- Select a Receiving Country --

Sending City\*

Receiving City\*

Sending Organisation Erasmus Code

Receiving Organisation Erasmus Code

☐ Outer-most Country/Region

Indicate the number of months of previous participation in Erasmus, if any.

## Text Captions

Indicate the number of months of previous participation in Erasmus, if any.

## Slide 23 - Slide 23

**Create Mobility**

Grant Agreement No. 2014-1-FR01-KA103-000141

**Activity Type\*** HE-SMS-P - Student mobility for: ☐ **Long-term activity**

**Participant ID**

**Participant First Name\***

**Participant Last Name\***

**Participant Email\***

**Participant Gender\***

**Date of Birth (dd/mm/yyyy)\***

**Nationality\***

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

**Mobility ID\***

**Field of Education\*** -- Select a Field of Education --

**Level of Study / Teaching\*** -- Select a Level of Study --

**Sending Organisation\*** -- Select a Sending Organisation --

**Receiving Organisation\*** -- Select a Receiving Organisation --

**Sending Country\*** -- Select a Sending Country --

**Receiving Country\*** -- Select a Receiving Country --

**Sending City\***

**Receiving City\***

☐ **Participant With Special Needs**

☐ **Disadvantaged background**

☐ **Zero Grant**

☐ **Studies Combined with Traineeship**

**Sending Organisation Erasmus Code**

**Receiving Organisation Erasmus Code**

☐ **Outer-most Country/Region**

This can be overwritten if required. The mobility ID must be unique for the current project.

## Text Captions

The **Mobility ID** is generated automatically and is composed of the project code, letters MOB and a sequential number.

This can be overwritten if required. The mobility ID must be unique for the current project.



## Slide 24 - Slide 24

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\* HE-SMS-P - Student mobility for: ☒ Long-term activity

Participant ID

Participant First Name\* maria

Participant Last Name\* test

Participant Email\* maria@test.com

Participant Gender\* F - Female

Date of Birth (dd/mm/yyyy)\* 22/09/1980

Nationality\* FR - France

Previous participation in Erasmus or Erasmus+ at the same level of study (months)\* 0.00

Mobility ID\* 00141-MOB-00001

Field of Education\* -- Select a Field of Education --

Level of Study / Teaching\* -- Select a Level of Study --

Sending Organisation\* -- Select a Sending Organisation --

Receiving Organisation\* -- Select a Receiving Organisation --

Sending Country\* -- Select a Sending Country --

Receiving Country\* -- Select a Receiving Country --

Sending City\*

Receiving City\*

☐ Participant With Special Needs

☐ Disadvantaged background

☐ Zero Grant

☐ Studies Combined with Traineeship

Receiving Organisation Erasmus Code

☐ Outer-most Country/Region

Select the Field of Education.

## Text Captions

Select the **Field of Education**.

Slide 25 - Slide 25

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\*

HE-SMS-P - Student mobility for

☒ Long-term activity

Participant ID

Participant First Name\*

maria

Participant Last Name\*

test

☐ Participant With Special Needs

Participant Email\*

maria@test.com

Participant Gender\*

F - Female

☐ Disadvantaged background

Date of Birth (dd/mm/yyyy)\*

22/09/1980

Nationality\*

FR - France

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

0.00

Mobility ID\*

00141-MOB-00001

☐ Zero Grant

Field of Education\*

-- Select a Field of Education --

☐ Studies Combined with

Level of Study / Teaching\*

Sending Organisation\*

Receiving Organisation\*

Sending Country\*

Receiving Country\*

Sending City\*

Receiving City\*

-- Select a Field of Education --

01 - Education

011 - Education

0110 - Education, not further defined

0111 - Education science

0112 - Training for pre-school teachers

0113 - Teacher training without subject specialization

0114 - Teacher training with subject specialization

0119 - Education, not elsewhere classified

0188 - Education, inter-disciplinary programmes

02 - Arts and humanities

021 - Arts

0210 - Arts, not further defined

0211 - Audio-visual techniques and media production

0212 - Fashion, interior and industrial design

0213 - Fine arts

Note that the dictionary value for the **Field of Education** is displayed before the term.

Text Captions

Note that the dictionary value for the **Field of Education** is displayed before the term.

Slide 26 - Slide 26

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\*

HE-SMS-P - Student mobility for : ▾

☒ Long-term activity

Participant ID

Participant First Name\*

maria

Participant Last Name\*

test

☐ Participant With Special Needs

Participant Email\*

maria@test.com

Participant Gender\*

F - Female ▾

☐ Disadvantaged background

Date of Birth (dd/mm/yyyy)\*

22/09/1980

Nationality\*

FR - France ▾

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

0.00

Mobility ID\*

00141-MOB-00001

☐ Zero Grant

Field of Education\*

0213 - Fine arts ▾

☐ Studies Combined with Traineeship

Level of Study / Teaching\*

-- Select a Level of Study -- ▾

Sending Organisation\*

-- Select a Sending Organisation ▾

Sending Organisation Erasmus Code

Receiving Organisation\*

-- Select a Receiving Organisation ▾

Receiving Organisation Erasmus Code

Sending Country\*

-- Select a Sending Country -- ▾

☐ Outer-most Country/Region

Receiving Country\*

-- Select a Receiving Country -- ▾

Sending City\*

Receiving City\*

Ticking the box for Zero Grant will set all values to zero for Monthly Grant and EU Individual Support.

Text Captions

Ticking the box for **Zero Grant** will set all budget items to zero.

## Slide 27 - Slide 27

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\* HE-SMS-P - Student mobility for: ☒ Long-term activity

Participant ID

Participant First Name\*

Participant Last Name\*

Participant Email\*

Participant Gender\*

Date of Birth (dd/mm/yyyy)\*

Nationality\*

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

☐ Participant With Special Needs

☐ Disadvantaged background

Mobility ID\*

Field of Education\*

Level of Study / Teaching\*

Sending Organisation\*

Receiving Organisation\*

Sending Country\*

Receiving Country\*

Sending City\*

Receiving City\*

☐ Zero Grant

☒ Studies Combined with Traineeship

Sending Organisation Erasmus Code

Receiving Organisation Erasmus Code

☐ Outer-most Country/Region

Tick the box Studies Combined with Traineeship, if applicable.

## Text Captions

Tick the box **Studies Combined with Traineeship**, if applicable.

Slide 28 - Slide 28

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\*

HE-SMS-P - Student mobility for

Long-term activity

Participant ID

Participant First Name\*

Participant Last Name\*

Participant Email\*

Participant Gender\*

Date of Birth (dd/mm/yyyy)\*

Nationality\*

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

Mobility ID\*

Field of Education\*

Level of Study / Teaching\*

Sending Organisation\*

Receiving Organisation\*

Sending Country\*

Receiving Country\*

Sending City\*

Receiving City\*

Participant With Special Needs

Disadvantaged background

Zero Grant

Studies Combined with Traineeship

Sending Organisation Erasmus Code

Outer-most Country/Region

Select the Level of Study / Teaching

Text Captions

Select the **Level of Study / Teaching**.

Slide 29 - Slide 29

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\*

HE-SMS-P - Student mobility for

☒ Long-term activity

Participant ID

Participant First Name\*

maria

Participant Last Name\*

test

☐ Participant With Special Needs

Participant Email\*

maria@test.com

Participant Gender\*

F - Female

☐ Disadvantaged background

Date of Birth (dd/mm/yyyy)\*

22/09/1980

Nationality\*

FR - France

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

0.00

Mobility ID\*

00141-MOB-00001

☐ Zero Grant

Field of Education\*

0213 - Fine arts

☐ Studies Combined with Traineeship

Level of Study / Teaching\*

-- Select a Level of Study --

-- Select a Level of Study --

ISCED-5 - Short-cycle within the first cycle / Short-cycle tertiary education (EQF-5)

ISCED-6 - First cycle / Bachelor's or equivalent level (EQF-6)

ISCED-7 - Second cycle / Master's or equivalent level (EQF-7)

ISCED-8 - Third cycle / Doctoral or equivalent level (EQF-8)

ISCED-9 - Not elsewhere classified

Sending Organisation\*

Receiving Organisation\*

Sending Country\*

-- Select a Sending Country --

☐ Outer-most Country/Region

Receiving Country\*

-- Select a Receiving Country --

Sending City\*

Receiving City\*

The dictionary value is present before the term.

organisations

Text Captions

The dictionary value is present before the term.



## Slide 30 - Slide 30

**Create Mobility**

Grant Agreement No. 2014-1-FR01-KA103-000141

**Activity Type\*** HE-SMS-P - Student mobility for: ☒ **Long-term activity**

**Participant ID**

**Participant First Name\***

**Participant Last Name\***  ☐ **Participant With Special Needs**

**Participant Email\***

**Participant Gender\***  ☐ **Disadvantaged background**

**Date of Birth (dd/mm/yyyy)\***

**Nationality\***

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

**Mobility ID\***  ☐ **Zero Grant**

**Field of Education\***  ☐ **Studies Combined with Traineeship**

**Level of Study / Teaching\***

**Sending Organisation\*** -- Select a Sending Organisation **Select the Sending Organisation**

**Receiving Organisation\*** -- Select a Receiving Organisation

**Sending Country\*** -- Select a Sending Country --

**Receiving Country\*** -- Select a Receiving Country --

**Sending City\***

**Receiving City\***

If the host sending organisation is not present in the list, please add the details of the organisation first under the organisation tab of the project.

organisations

## Text Captions

Select the **Sending Organisation**.

Only organisations added in the application form are added automatically to this list.

If the host sending organisation is not present in the list, please add the details of the organisation first under the organisation tab of the project.



Slide 31 - Slide 31

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\*

HE-SMS-P - Student mobility for

☒ Long-term activity

Participant ID

Participant First Name\*

maria

Participant Last Name\*

test

☐ Participant With Special Needs

Participant Email\*

maria@test.com

Participant Gender\*

F - Female

☐ Disadvantaged background

Date of Birth (dd/mm/yyyy)\*

22/09/1980

Nationality\*

FR - France

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

0.00

Mobility ID\*

00141-MOB-00001

☐ Zero Grant

Field of Education\*

0213 - Fine arts

☐ Studies Combined with Traineeship

Level of Study / Teaching\*

ISCED-7 - Second cycle / Master

Sending Organisation\*

-- Select a Sending Organisation --

Sending Organisation Erasmus

Receiving Organisation\*

-- Select a Receiving Organisation --

Receiving Organisation Erasmus

Sending Country\*

-- Select a Sending Country --

☐ Outer-most Country/Region

Receiving Country\*

-- Select a Receiving Country --

Sending City\*

Receiving City\*

If the host sending organisation is not present in the list, please add the details of the organisation first under the organisation tab of the project.

organisations

Text Captions

If the host sending organisation is not present in the list, please add the details of the organisation first under the organisation tab of the project.

## Slide 32 - Slide 32

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\* HE-SMS-P - Student mobility for: ☒ Long-term activity

Participant ID

Participant First Name\* maria

Participant Last Name\* test

Participant Email\* maria@test.com

Participant Gender\* F - Female

Date of Birth (dd/mm/yyyy)\* 22/09/1980

Nationality\* FR - France

Previous participation in Erasmus or Erasmus+ at the same level of study (months)\* 0.00

Participant With Special Needs ☐

Disadvantaged background ☐

Mobility ID\* 00141-MOB-00001

Field of Education\* 0213 - Fine arts

Level of Study / Teaching\* ISCED-7 - Second cycle / Master

Sending Organisation\* F ST-JEAN01 - EPLEPPA de SAINT

Receiving Organisation\* -- Select a Receiving Organisation

Sending Country\* FR - France

Receiving Country\* -- Select a Receiving Country --

Sending City\* LE HOMMET D'ARTHENAY

Receiving City\*

Zero Grant ☐

Studies Combined with Traineeship ☐

Sending Organisation Erasmus Code F ST-JEAN01

Receiving Organisation Erasmus Code

Outer-most Country/Region ☐

Select the Receiving Organisation

If the host organisation details are not listed here, please add it to the list of organisations in the project.

organisations

## Text Captions

Select the **Receiving Organisation**.

If the host organisation details are not listed here, please add it to the list of organisations in the project.

Slide 33 - Slide 33

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\*

HE-SMS-P - Student mobility for : ▾

☒ Long-term activity

Participant ID

Participant First Name\*

maria

Participant Last Name\*

test

☐ Participant With Special Needs

Participant Email\*

maria@test.com

Participant Gender\*

F - Female ▾

☐ Disadvantaged background

Date of Birth (dd/mm/yyyy)\*

22/09/1980

Nationality\*

FR - France ▾

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

0.00

Mobility ID\*

00141-MOB-00001

☐ Zero Grant

Field of Education\*

0213 - Fine arts ▾

☐ Studies Combined with Traineeship

Level of Study / Teaching\*

ISCED-7 - Second cycle / Master ▾

Sending Organisation\*

F ST-JEAN01 - EPLEPPA de SAINT ▾

Sending Organisation Erasmus Code

F ST-JEAN01

Receiving Organisation\*

-- Select a Receiving Organisation --  
-- Select a Receiving Organisation --  
IRL GALWAY01 - NATIONAL UNIVERSITY OF IRELAND, GALWAY  
FR - France ▾

Receiving Organisation Erasmus

Sending Country\*

FR - France ▾

☐ Outermost Country/Region

Receiving Country\*

-- Select a Receiving Country -- ▾

Sending City\*

LE HOMMET D'ARTHENAY

Receiving City\*

If the host organisation details are not listed here, please add it to the list of organisations in the project.

organisations

Text Captions

If the host organisation details are not listed here, please add it to the list of organisations in the project.

## Slide 34 - Slide 34

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\* HE-SMS-P - Student mobility for: ☒ Long-term activity

Participant ID

Participant First Name\* maria

Participant Last Name\* test ☐ Participant With Special Needs

Participant Email\* maria@test.com

Participant Gender\* F - Female ☐ Disadvantaged background

Date of Birth (dd/mm/yyyy)\* 22/09/1980

Nationality\* FR - France

Previous participation in Erasmus or Erasmus+ at the same level of study (months)\* 0.00

Mobility ID\* 00141-MOB-00001 ☐ Zero Grant

Field of Education\* 0213 - Fine arts ☐ Studies Combined with Traineeship

Level of Study / Teaching\* ISCED-7 - Second cycle / Master

Sending Organisation\* F ST-JEAN01 - EPLEPPA de SAINT

Receiving Organisation\* IRLGALWAY01 - NATIONAL UNIVI

Sending Organisation Erasmus Code F ST-JEAN01

Receiving Organisation Erasmus Code IRLGALWAY01

Sending Country\* FR - France ☐ Outer-most Country/Region

Receiving Country\* IE - Ireland

Sending City\* LE HOMMET D'ARTHENAY

Receiving City\* GALWAY

The sending and receiving country fields are automatically completed, based on the countries of the sending and receiving organisations.

organisations

## Text Captions

The sending and receiving country fields are automatically completed, based on the countries of the sending and receiving organisations.

Slide 35 - Slide 35

Create Mobility

Grant Agreement No. 2014-1-FR01-KA103-000141

Activity Type\*

HE-SMS-P - Student mobility for : ▾

☒ Long-term activity

Participant ID

Participant First Name\*

maria

Participant Last Name\*

test

☐ Participant With Special Needs

Participant Email\*

maria@test.com

Participant Gender\*

F - Female ▾

☐ Disadvantaged background

Date of Birth (dd/mm/yyyy)\*

22/09/1980

Nationality\*

FR - France ▾

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

0.00

Mobility ID\*

00141-MOB-00001

☐ Zero Grant

Field of Education\*

0213 - Fine arts ▾

☐ Studies Combined with Traineeship

Level of Study / Teaching\*

ISCED-7 - Second cycle / Master ▾

Sending Organisation\*

F ST-JEAN01 - EPLEPPA de SAINT ▾

Sending Organisation Erasmus Code

F ST-JEAN01

Receiving Organisation\*

IRLGALWAY01 - NATIONAL UNIVI ▾

Receiving Organisation Erasmus Code

IRLGALWAY01

Sending Country\*

FR - France ▾

☐ Outer-most Country/Region

Receiving Country\*

IE - Ireland ▾

Sending City\*

LE HOMMET D'ARTHENAY

Receiving City\*

GALWAY

Likewise the fields for the related Erasmus Code for each organisation will be completed on selecting the sending or receiving organisation.

organisations

Text Captions

Likewise the fields for the related **Erasmus Code** for each organisation will be completed on selecting the sending or receiving organisation.

## Slide 36 - Slide 36

Mobility ID*	00141-MOB-00001	<input checked="" type="checkbox"/> Zero Grant
Field of Education*	0213 - Fine arts	<input type="checkbox"/> Studies Combined with Traineeship
Level of Study / Teaching*	ISCED-7 - Second cycle / Master	
Sending Organisation*	F ST-JEAN01 - EPLEPPA de SAINT	Sending Organisation Erasmus Code F ST-JEAN01
Receiving Organisation*	IRLGALWAY01 - NATIONAL UNIVI	Receiving Organisation Erasmus Code IRLGALWAY01
Sending Country*	FR - France	<input type="checkbox"/> Outer-most Country/Region
Receiving Country*	IE - Ireland	
Sending City*	LE HOMMET D'ARTHENAY	
Receiving City*	GALWAY	
Comments on different location than Sending / Receiving organisations		
Distance Band	BAND_10 - 0 - 99 km	EU Travel Grant 0
	<a href="#">Link to distance calculator</a>	
Start Date*	/ /	Duration (full months) 0
End Date*	/ /	Duration (extra days) 1
Duration Calculated (days) 1	<input type="checkbox"/> Force Majeure ?	
Interruption Duration (days) 0	Monthly Grant 0	
	Disadvantaged participants monthly top-up 0	
Effective Duration (days) 1	EU Individual Support 0	

To select the correct distance band use the hyperlink to the distance calculator.

## Text Captions

If applicable, check the **Outer-most Country/Region** box. This will activate the dropdown list of the **Distance Band**.

To select the correct distance band use the hyperlink to the distance calculator.



## Slide 37 - Slide 37

**Mobility ID\*** 00141-MOB-00001 ☒ **Zero Grant**

**Field of Education\*** 0213 - Fine arts ☐ **Studies Combined with Traineeship**

**Level of Study / Teaching\*** ISCED-7 - Second cycle / Master

**Sending Organisation\*** F ST-JEAN01 - EPLEPPA de SAINT **Sending Organisation Erasmus Code** F ST-JEAN01

**Receiving Organisation\*** IRLGALWAY01 - NATIONAL UNIVI **Receiving Organisation Erasmus Code** IRLGALWAY01

**Sending Country\*** FR - France ☐ **Outer-most Country/Region**

**Receiving Country\*** IE - Ireland

**Sending City\*** LE HOMMET D'ARTHENAY

**Receiving City\*** GALWAY

**Comments on different location than Sending / Receiving organisations**

**Distance Band** BAND\_10 - 0 - 99 km **EU Travel Grant** 0

[Link to distance calculator](#)

**Start Date\*** / / **Duration (full months)** 0

**End Date\*** / / **Duration (extra days)** 1

**Duration Calculated (days)** 1 ☐ **Force Majeure ?**

**Interruption Duration (days)** 0 **Disadvantaged participants monthly top-up** 0

**Effective Duration (days)** 1 **EU Individual Support** 0

The automatic calculation will only occur once the **Calculate** button is clicked.

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

## Text Captions

Enter the **Start Date** and **End Date** for the mobility. Some fields for the budget section will be calculated automatically and some need to be indicated.

The automatic calculation will only occur once the **Calculate** button is clicked.



## Slide 38 - Slide 38

Mobility ID*	00141-MOB-00001	<input type="checkbox"/> Zero Grant
Field of Education*	0213 - Fine arts	<input type="checkbox"/> Studies Combined with Traineeship
Level of Study / Teaching*	ISCED-7 - Second cycle / Master	
Sending Organisation*	F ST-JEAN01 - EPLEPPA de SAINT	Sending Organisation Erasmus Code
Receiving Organisation*	IRLGALWAY01 - NATIONAL UNIVI	Receiving Organisation Erasmus Code
Sending Country*	FR - France	<input type="checkbox"/> Outer-most Country/Region
Receiving Country*	IE - Ireland	
Sending City*	LE HOMMET D'ARTHENAY	
Receiving City*	GALWAY	
Comments on different location than Sending / Receiving organisations		
Distance Band	BAND_10 - 0 - 99 km	EU Travel Grant
	<a href="#">Link to distance calculator</a>	0
Start Date*	01/07/2014	Duration (full months)
End Date*	30/09/2014	Duration (extra days)
Duration Calculated (days)	1	<input type="checkbox"/> Force Majeure ?
Interruption Duration (days)	0	Monthly Grant
		0
		Disadvantaged participants monthly top-up
		0
Effective Duration (days)	1	EU Individual Support
		0

Duration Calculated (days), Duration (full months), Effective Duration (days) and Duration (extra days) will be calculated automatically.

## Text Captions

**Duration Calculated (days), Duration (full months), Effective Duration (days) and Duration (extra days)** will be calculated automatically.

Slide 39 - Slide 39

Mobility ID*	00141-MOB-00001	<input type="checkbox"/> Zero Grant
Field of Education*	0213 - Fine arts	<input type="checkbox"/> Studies Combined with Traineeship
Level of Study / Teaching*	ISCED-7 - Second cycle / Master	
Sending Organisation*	F ST-JEAN01 - EPLEPPA de SAINT	Sending Organisation Erasmus Code F ST-JEAN01
Receiving Organisation*	IRLGALWAY01 - NATIONAL UNIVI	Receiving Organisation Erasmus Code IRLGALWAY01
Sending Country*	FR - France	<input type="checkbox"/> Outer-most Country/Region
Receiving Country*	IE - Ireland	
Sending City*	LE HOMMET D'ARTHENAY	
Receiving City*	GALWAY	
Comments on different location than Sending / Receiving organisations		
Distance Band	BAND_10 - 0 - 99 km	EU Travel Grant 0
Link to distance calculator		
Start Date*	01/07/2014	Duration (full months) 0
End Date*	30/09/2014	Duration (extra days) 1
Duration Calculated (days)	1	<input type="checkbox"/> Force Majeure ?
Interruption Duration (days)	0	Monthly Grant 0
		Disadvantaged participants monthly top-up 0
Effective Duration (days)	1	EU Individual Support 0

Check the box for Force Majeure ? if applicable.

Text Captions

Check the box for **Force Majeure ?** if applicable.

**Slide 40 - Slide 40**

<b>Mobility ID*</b>	00141-MOB-00001	<input type="checkbox"/> <b>Zero Grant</b>	
<b>Field of Education*</b>	0213 - Fine arts	<input type="checkbox"/> <b>Studies Combined with Traineeship</b>	
<b>Level of Study / Teaching*</b>	ISCED-7 - Second cycle / Master		
<b>Sending Organisation*</b>	F ST-JEAN01 - EPLEPPA de SAINT	<b>Sending Organisation Erasmus Code</b>	F ST-JEAN01
<b>Receiving Organisation*</b>	IRLGALWAY01 - NATIONAL UNIVI	<b>Receiving Organisation Erasmus Code</b>	IRLGALWAY01
<b>Sending Country*</b>	FR - France	<input type="checkbox"/> <b>Outer-most Country/Region</b>	
<b>Receiving Country*</b>	IE - Ireland		
<b>Sending City*</b>	LE HOMMET D'ARTHENAY		
<b>Receiving City*</b>	GALWAY		
<b>Comments on different location than Sending / Receiving organisations</b>			
<b>Distance Band</b>	BAND_10 - 0 - 99 km	<b>EU Travel Grant</b>	0
<a href="#">Link to distance calculator</a>			
<b>Start Date*</b>	01/07/2014	<b>Duration (full months)</b>	0
<b>End Date*</b>	30/09/2014	<b>Duration (extra days)</b>	1
<b>Duration Calculated (days)</b>	1	<input type="checkbox"/> <b>Force Majeure ?</b>	
<b>Interruption Duration (days)</b>	0	<b>Monthly Grant</b>	0
		<b>Disadvantaged participants</b>	0
<b>Effective Duration (days)</b>	1		0

**Add Interruption Duration (days)**

Add the length of any interruption in the mobility.

## Text Captions

Add the length of any interruption in the mobility.

**Slide 43 - Slide 43**

<b>Mobility ID*</b>	00141-MOB-00001	<input type="checkbox"/> <b>Zero Grant</b>	
<b>Field of Education*</b>	0213 - Fine arts	<input type="checkbox"/> <b>Studies Combined with Traineeship</b>	
<b>Level of Study / Teaching*</b>	ISCED-7 - Second cycle / Master		
<b>Sending Organisation*</b>	F ST-JEAN01 - EPLEPPA de SAINT	<b>Sending Organisation Erasmus Code</b>	F ST-JEAN01
<b>Receiving Organisation*</b>	IRLGALWAY01 - NATIONAL UNIVI	<b>Receiving Organisation Erasmus Code</b>	IRLGALWAY01
<b>Sending Country*</b>	FR - France	<input type="checkbox"/> <b>Outer-most Country/Region</b>	
<b>Receiving Country*</b>	IE - Ireland		
<b>Sending City*</b>	LE HOMMET D'ARTHENAY		
<b>Receiving City*</b>	GALWAY		
<b>Comments on different location than Sending / Receiving organisations</b>			
<b>Distance Band</b>	BAND_10 - 0 - 99 km	<b>EU Travel Grant</b>	0
<a href="#">Link to distance calculator</a>			
<b>Start Date*</b>	01/07/2014	<b>Duration (full months)</b>	0
<b>End Date*</b>	30/09/2014	<b>Duration (extra days)</b>	
<b>Duration Calculated (days)</b>	1	<input type="checkbox"/> <b>Force Majeure ?</b>	
<b>Interruption Duration (days)</b>	2	<b>Monthly Grant</b>	0
<b>Effective Duration (days)</b>	1	<b>Disadvantaged participants monthly top-up</b>	0
		<b>EU Individual Support</b>	0

**Add the Monthly Grant**

## Text Captions

### Add the **Monthly Grant**.

**Slide 46 - Slide 46**

<b>Mobility ID*</b>	00141-MOB-00001	<input type="checkbox"/> <b>Zero Grant</b>	
<b>Field of Education*</b>	0213 - Fine arts	<input type="checkbox"/> <b>Studies Combined with Traineeship</b>	
<b>Level of Study / Teaching*</b>	ISCED-7 - Second cycle / Master		
<b>Sending Organisation*</b>	F ST-JEAN01 - EPLEPPA de SAINT	<b>Sending Organisation Erasmus Code</b>	F ST-JEAN01
<b>Receiving Organisation*</b>	IRLGALWAY01 - NATIONAL UNIVI	<b>Receiving Organisation Erasmus Code</b>	IRLGALWAY01
<b>Sending Country*</b>	FR - France	<input type="checkbox"/> <b>Outer-most Country/Region</b>	
<b>Receiving Country*</b>	IE - Ireland		
<b>Sending City*</b>	LE HOMMET D'ARTHENAY		
<b>Receiving City*</b>	GALWAY		
<b>Comments on different location than Sending / Receiving organisations</b>			
<b>Distance Band</b>	BAND_10 - 0 - 99 km	<b>EU Travel Grant</b>	0
<a href="#">Link to distance calculator</a>			
<b>Start Date*</b>	01/07/2014	<b>Duration (full months)</b>	0
<b>End Date*</b>	30/09/2014	<b>Duration (extra days)</b>	1
<b>Duration Calculated (days)</b>	1	<input type="checkbox"/> <b>Force Majeure ?</b>	
<b>Interruption Duration (days)</b>	2	<b>Monthly Grant</b>	250
<b>Effective Duration (days)</b>	1	<b>Disadvantaged participants monthly top-up</b>	0
		<b>EU Individual Support</b>	0

If the participant was indicated as coming from a disadvantage background, then the field Disadvantage participants monthly top-up is active.

## Text Captions

If the participant was indicated as coming from a disadvantage background, then the field **Disadvantage participants monthly top-up** is active.

**Slide 47 - Slide 47**

<b>Mobility ID*</b>	00141-MOB-00001	<input type="checkbox"/> <b>Zero Grant</b>	
<b>Field of Education*</b>	0213 - Fine arts	<input type="checkbox"/> <b>Studies Combined with Traineeship</b>	
<b>Level of Study / Teaching*</b>	ISCED-7 - Second cycle / Master		
<b>Sending Organisation*</b>	F ST-JEAN01 - EPLEPPA de SAINT	<b>Sending Organisation Erasmus Code</b>	F ST-JEAN01
<b>Receiving Organisation*</b>	IRLGALWAY01 - NATIONAL UNIVI	<b>Receiving Organisation Erasmus Code</b>	IRLGALWAY01
<b>Sending Country*</b>	FR - France	<input type="checkbox"/> <b>Outer-most Country/Region</b>	
<b>Receiving Country*</b>	IE - Ireland		
<b>Sending City*</b>	LE HOMMET D'ARTHENAY		
<b>Receiving City*</b>	GALWAY		
<b>Comments on different location than Sending / Receiving organisations</b>			
<b>Distance Band</b>	BAND_10 - 0 - 99 km	<b>EU Travel Grant</b>	0
<a href="#">Link to distance calculator</a>			
<b>Start Date*</b>	01/07/2014	<b>Duration (full months)</b>	0
<b>End Date*</b>	30/09/2014	<b>Duration (extra days)</b>	1
<b>Duration Calculated (days)</b>	1	<input type="checkbox"/> <b>Force Majeure ?</b>	
<b>Interruption Duration (days)</b>	2	<b>Monthly Grant</b>	250
<b>Effective Duration (days)</b>	1	<b>Disadvantaged participants monthly top-up</b>	0
		<b>EU Individual Support</b>	0

## Text Captions

The **EU Individual Support** is calculated automatically, taking into account the monthly amount and any top-ups such as disadvantaged background.

## Slide 48 - Slide 48

Start Date*	01/07/2014	Duration (full months)	0
End Date*	30/09/2014	Duration (extra days)	1
Duration Calculated (days)	1	<input type="checkbox"/> Force Majeure ?	
Interruption Duration (days)	2	Monthly Grant	250
Effective Duration (days)	1	Disadvantaged participants monthly top-up	0
EU Special Needs Support	0	EU Individual Support	0
EU Special Needs Support Comments			
EU Mobility Total Grant (calculated)	0	EU Mobility Total Grant (adjusted)	0
<input type="button" value="Calculate"/>		Additional Non-EU Grant	0
Number of Recognised Credits			
Main Instruction/Work Language*	-- Select a Language --		
Mother Tongue or duly justified exemption	<input type="checkbox"/>		

Add EU Special Needs Support if applicable.

## Text Captions

Add **EU Special Needs Support** if applicable.



Slide 49 - Slide 49

Start Date\*

01/07/2014

End Date\*

30/09/2014

Duration Calculated (days)

1

Interruption Duration (days)

2

Effective Duration (days)

1

EU Special Needs Support

0

EU Special Needs Support  
Comments

Duration (full months)

0

Duration (extra days)

1

☐ Force Majeure ?

Monthly Grant

250

Disadvantaged participants  
monthly top-up

0

EU Individual Support

0

EU Mobility Total Grant  
(calculated)

0

Calculate

EU Mobility Total Grant  
(adjusted)

0

Additional Non-EU Grant

0

Number of Recognised Credits

Main Instruction/Work  
Language\*

-- Select a Language --

Mother Tongue or duly justified  
exemption

☐

EU Mobility Total Grant (calculated) is calculated automatically only after the user presses the Calculate button.

Text Captions

**EU Mobility Total Grant (calculated)** is calculated automatically only after the user presses the **Calculate** button.

Slide 50 - Slide 50

The screenshot shows a web-based form for grant applications. It includes fields for dates, durations, grants, and a language selection dropdown. A blue callout box with an arrow points to the language dropdown, and an orange banner at the bottom contains the instruction 'Add the Main Instruction/Work Language.'

Start Date*	01/07/2014	Duration (full months)	0
End Date*	30/09/2014	Duration (extra days)	1
Duration Calculated (days)	1	<input type="checkbox"/> Force Majeure ?	
Interruption Duration (days)	2	Monthly Grant	250
		Disadvantaged participants monthly top-up	0
Effective Duration (days)	1	EU Individual Support	0
EU Special Needs Support	0		
EU Special Needs Support Comments			
EU Mobility Total Grant (calculated)	0	EU Mobility Total Grant (adjusted)	0
	Calculate	Additional Non-EU Grant	0
Number of Recognised Credits			
Main Instruction/Work Language*	-- Select a Language --		
Mother Tongue or duly justified exemption	<input type="checkbox"/>		

Add the Main Instruction/Work Language.

Text Captions

Add the **Main Instruction/Work Language**.

Slide 51 - Slide 51

Start Date*	01/07/2014	Duration (full months)	0
End Date*	30/09/2014	Duration (extra days)	1
Duration Calculated (days)	1	<input type="checkbox"/> Force Majeure ?	
Interruption Duration (days)	2	Monthly Grant	250
		Disadvantaged participants monthly top-up	0
Effective Duration (days)	1	EU Individual Support	0
EU Special Needs Support	0		
EU Special Needs Support Comments			
EU Mobility Total Grant (calculated)	0	EU Mobility Total Grant (adjusted)	0
	Calculate	Additional Non-EU Grant	0
Number of Recognised Credits			
Main Instruction/Work Language*	-- Select a Language --		
Mother Tongue or duly justified exemption	DE - German		
	EN - English		
	ES - Spanish		
Add the Main Instruction/Work Language.			
AA - Afar			
AB - Abkhazian			

Text Captions

Add the **Main Instruction/Work Language**.

Slide 52 - Slide 52

Start Date*	01/07/2014	Duration (full months)	0
End Date*	30/09/2014	Duration (extra days)	1
Duration Calculated (days)	1	<input type="checkbox"/> Force Majeure ?	
Interruption Duration (days)	2	Monthly Grant	250
		Disadvantaged participants monthly top-up	0
Effective Duration (days)	1	EU Individual Support	0
EU Special Needs Support	0		
EU Special Needs Support Comments			
EU Mobility Total Grant (calculated)	0	EU Mobility Total Grant (adjusted)	0
	Calculate	Additional Non-EU Grant	0
Number of Recognised Credits			
Main Instruction/Work Language*	EN - English	<input type="checkbox"/> Online Linguistic Assessment	
Mother Tongue or duly justified exemption	<input type="checkbox"/>		

Click on Calculate.

Text Captions

Click on **Calculate**.

Slide 53 - Slide 53

Start Date\*

01/07/2014

End Date\*

30/09/2014

Duration Calculated (days)

90

Interruption Duration (days)

2

Effective Duration (days)

88

EU Special Needs Support

0

EU Special Needs Support Comments

EU Mobility Total Grant (calculated)

733.00

☐ Edit

Calculate

Number of Recognised Credits

Main Instruction/Work Language\*

EN - English

Mother Tongue or duly justified exemption

☐

Duration (full months)

2

Duration (extra days)

28

☐ Force Majeure ?

Monthly Grant

250

Disadvantaged participants monthly top-up

0

EU Individual Support

733

EU Mobility Total Grant (adjusted)

733.00

Additional Non-EU Grant

0

The automatic calculations are performed and the fields become read only.

Text Captions

The automatic calculations are performed and the fields become read only.

Slide 54 - Slide 54

Start Date\*

01/07/2014

End Date\*

30/09/2014

Duration Calculated (days)

90

Interruption Duration (days)

2

Effective Duration (days)

88

EU Special Needs Support

0

EU Special Needs Support Comments

EU Mobility Total Grant (calculated)

733.00

☐ Edit

Calculate

Number of Recognised Credits

Main Instruction/Work Language\*

EN - English

Mother Tongue or duly justified exemption

☐

Duration (full months)

2

Duration (extra days)

28

☐ Force Majeure ?

Monthly Grant

250

Disadvantaged participants monthly top-up

0

EU Individual Support

733

EU Mobility Total Grant (adjusted)

733.00

Additional Non-EU Grant

0

If needed, tick the box Edit to edit the fields.

Text Captions

If needed, tick the box **Edit** to edit the fields.

Slide 55 - Slide 55

EU Special Needs Support  
Comments

EU Mobility Total Grant  
(calculated)

733.00

EU Mobility Total Grant  
(adjusted)

733.00

☐ Edit

Calculate

Additional Non-EU Grant

0

Number of Recognised Credits

Main Instruction/Work  
Language\*

EN - English

☐ Online Linguistic Assessment

Mother Tongue or duly justified  
exemption

☐

Other Used Languages

-- Select a Language --

☐ Online Language Course

Other Used Languages

-- Select a Language --

Other Used Languages

-- Select a Language --

Overall Comments

The EU Mobility Total Grant (adjusted) must be equal to or less than the EU Mobility Total Grant (calculated).

Text Captions

The **EU Mobility Total Grant (adjusted)** must be equal to or less than the **EU Mobility Total Grant (calculated)**.



Slide 56 - Slide 56

EU Special Needs Support  
Comments

EU Mobility Total Grant  
(calculated)

733.00

☐ Edit

Calculate

EU Mobility Total Grant  
(adjusted)

733.00

Additional Non-EU Grant

0

Number of Recognised Credits

Main Instruction/Work  
Language\*

EN - English

☐ Online Linguistic Assessment

Mother Tongue or duly justified  
exemption

☐

Other Used Languages

-- Select a Language --

☐ Online Language Course

Other Used Languages

-- Select a Language --

Other Used Languages

-- Select a Language --

Overall Comments

Indicate if the Mother Tongue or duly justified exemption applies.

Text Captions

Indicate if the **Mother Tongue or duly justified exemption** applies.

Slide 57 - Slide 57

EU Special Needs Support  
Comments

EU Mobility Total Grant  
(calculated)

733.00

☐ Edit

Calculate

EU Mobility Total Grant  
(adjusted)

733.00

Additional Non-EU Grant

0

Number of Recognised Credits

Main Instruction/Work  
Language\*

EN - English

☐ Online Linguistic Assessment

Mother Tongue or duly justified  
exemption

☐

Other Used Languages

-- Select a Language --

Other Used Languages

-- Select a Language --

Other Used Languages

-- Select a Language --

☐ Online Language Course

Overall Comments

Indicate the Other Used Languages if applicable.

Text Captions

Indicate the **Other Used Languages** if applicable.

## Slide 58 - Slide 58

EU Special Needs Support  
Comments

EU Mobility Total Grant (calculated) 733.00  ☐ Edit

EU Mobility Total Grant (adjusted) 733.00

Additional Non-EU Grant 0

Number of Recognised Credits

Main Instruction/Work Language\* EN - English

Mother Tongue or duly justified exemption ☐

Other Used Languages -- Select a Language --

Other Used Languages -- Select a Language --

Other Used Languages -- Select a Language --

Overall Comments

☐ Online Linguistic Assessment

☐ Online Language Course


Click on Save

By checking either of these check boxes, you will indicate if the participant will be given access to complete an Online Linguistic Assessment

## Text Captions

By checking either of these check boxes, you will indicate if the participant will be given access to complete an **Online Linguistic Assessment** or **Online Language Course**. Click on **Save**.

Slide 59 - Slide 59



European Commission  
Mobility tool








User Status: Logged in: ECAS EAC\_TRAINING - beneficiary [ Log out ] | Legal notice | EAC - English (EN)

EL01 Greek State Scholarship's Foundation (IKY)


HomeProject ListProject DetailsOrganisationsContactsMobilitiesBudgetReports

Data successfully created

Mobilities for 2014-1-FR01-KA103-000141



Search:

 Export Participant Report

Show 50 entries  
Showing 1 to 1 of 1 entries

Participant First Name	Participant Last Name	Email	Activity Type	Mobility ID	Start Date	End Date	Receiving Organisation Erasmus Code	Eligible Mobility	Online Linguistic Assessment	Online Language Course	Report Status	Requested On	Received On
maria	test	maria@test.com	HE-SMS-P	00141-MOB-00001	01/07/2014	30/09/2014	IRLGALWAY01		N	N	NONE		

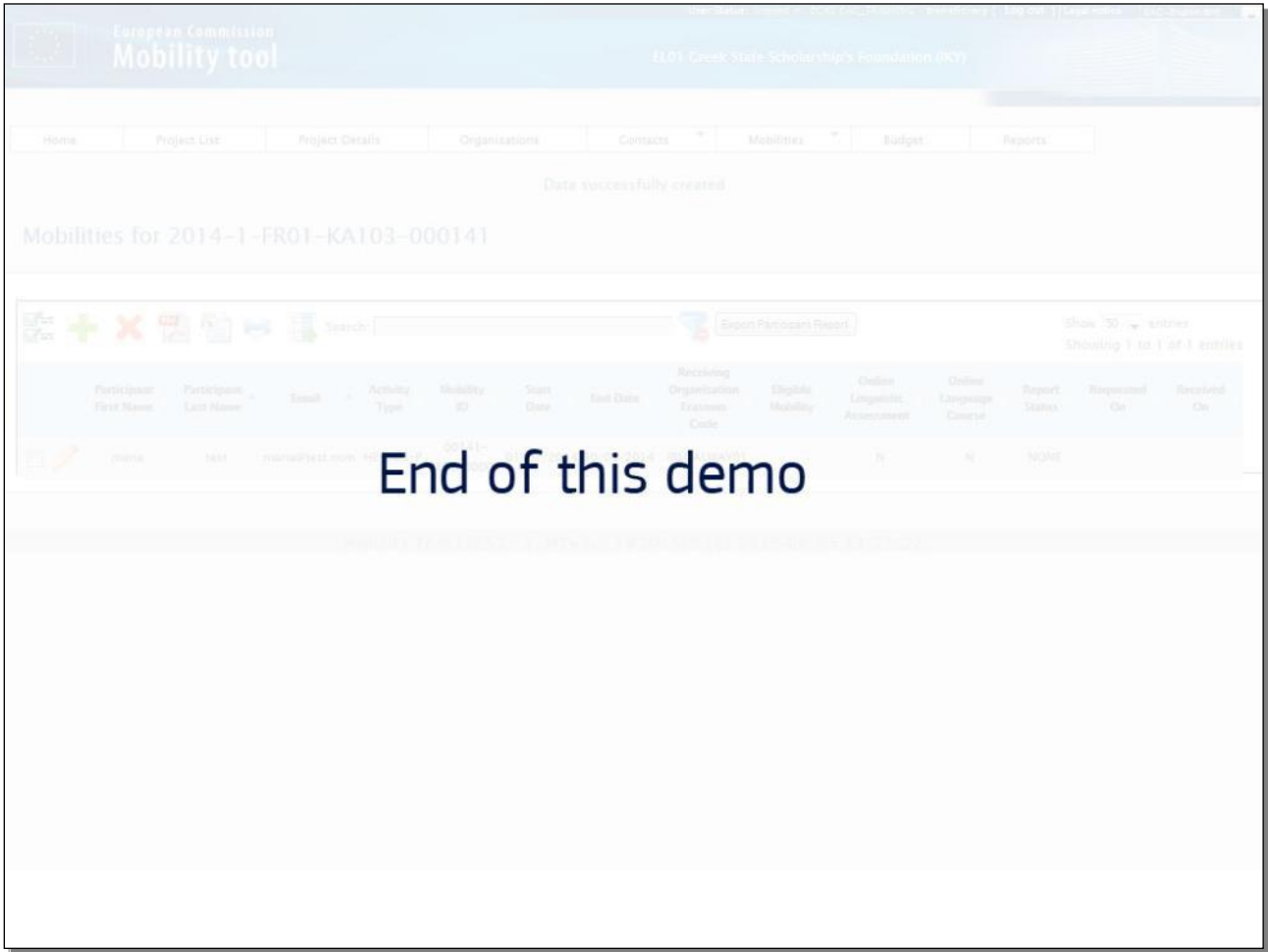
Mobility Tool (TEST - v. MT+1.7.1#20150518) 2015-06-05 11:22:32

The mobility has now been added. If further adjustments are required, click on the pencil icon.

Text Captions

The mobility has now been added. If further adjustments are required, click on the pencil icon.

Slide 60 - Slide 60



Text Captions

End of this demo