

## Erasmus+ *webinar*

**Erasmus+ Ključna aktivnost 2 – Upute za podnošenje završnog izvješća**  
Agencija za mobilnost i programe Europske unije  
Odjel za opće obrazovanje

13.40 – 14.00	Registracija (registrirajte se kao gosti)
14.00 – 14.10	Pravna osnova i dokazna dokumentacija
14.10 – 14.40	Tehničke upute za podnošenje završnog izvješća
14.40 – 15.10	Kvalitativne upute za ispunjavanje završnog izvješća
15.10 – 15.30	Pitanja



## KA2 – Upute za podnošenje završnog izvješća

### Ugovorne obveze

- redovito unošenje podataka u Mobility Tool+ (čl. I.9.)
- **rok** za generiranje izvješća u alatu MT+ = **60 kalendarskih dana** od datuma završetka trajanja projekta
- **prije generiranja** izvješća provjeriti:
  - ✓ jesu li svi podaci u alatu Mobility Tool+ točni (u slučaju promjene podataka organizacije, molimo da ih ažurirate na URF portalu i o tome nas obavijestite na [comenius@mobilnost.hr](mailto:comenius@mobilnost.hr))
- **završno izvješće (dalje i ZI) = zahtjev za isplatu preostalog iznosa financijske potpore** (max. iznos koji je moguće zatražiti naveden u članku I.3.1 ugovora)
- jezik pisanja izvješća = hrvatski ili engleski (čl. I.4.6.)
- u projektnoj dokumentaciji čuvati sve originalne račune, potvrde, dokaze o isplati financijske potpore sudionicima, potpisne liste i sl.

## KA2 – Upute za podnošenje završnog izvješća

### *Desk check*

- **desk check** = detaljnija provjera popratne dokumentacije uz ZI (op. odabir projekata je nasumičan)
- primarni uvjet prihvatljivosti svih troškova je realizacija odobrenih projektnih aktivnosti i rezultata iz projektne prijave/ugovora, što će biti evidentirano u završnom izvješću i objavom projektnih rezultata na [Erasmus+ Diseminacijskoj platformi](#).
- čuvati originale dokazne dokumentacije, ovisno o odobrenom budžetu (Privitak III)
- Očekuje se realnost i formalna prihvatljivost aktivnosti i sudionika u svim budžetnim kategorijama
- Rezultati projekta trebaju biti dostupni za provjere i reviziju u prostorijama korisnika (ako je primjenjivo ovisno o prirodi rezultata)
- Troškovi projekta moraju biti evidentirani (i) u poslovnim knjigama korisnika

## KA2 – Upute za podnošenje završnog izvješća

### Ugovorne obveze

- detaljno proučite obveze u skladu s(a) ugovorom/sporazumom o dodjeli bespovratnih sredstava, posebno dijelove koji se odnose na podnošenje završnog izvješća:
  - ✓ čl. I.4.3 Završno izvješće i zahtjev za isplatu preostalog iznosa
  - ✓ čl. I.4.4 Isplata preostalog iznosa
  - ✓ II. dio - [Opći uvjeti ugovora](#) – s više korisnika (KA201)
    - [Opći uvjeti ugovora](#) – s jednim korisnikom (KA219)
  - ✓ Prvitak III - [Financijska i ugovorna pravila](#) – KA201
  - ✓ Prvitak III - [Financijska i ugovorna pravila](#) – KA219

## KA2 – Upute za podnošenje završnog izvješća

### Korisne poveznice

- [Mrežna stranica za pristupanje \*Mobility Tool+\*](#)
- [Video s uputama za podnošenje završnog izvješća](#)
- [Priručnik za popunjavanje završnog izvješća](#)
- [Pojmovnik \*Mobility Tool+\*](#)
- [Priručnik za korištenje alatom \*Mobility Tool+\*](#)

# KA2 – Upute za podnošenje završnog izvješća

## Tehničke upute

Pristup projektu u Mobility Tool+ omogućen je **adresama elektroničke pošte** koje su u **prijavi** navedene kao **kontakti**.

Ulazak u alat - putem sustava [EU login](#)

Project 2015-1- -KA219- Details Organisations **Contacts** Project Management and Implementation Transnational Project Meetings Intellectual Outputs Multiplier Events Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee

Budget Reports

### List Contacts

Search in 18 records

selection export bulk operations

PIC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary	Legal Representative	Preferred Contact	Access to Project
0					Principal			✓	✓	x	V
0					Foreign Languages			✓	x	✓	E

V = view  
E = edit



# KA2 – Upute za podnošenje završnog izvješća

## Tehničke upute

European Commission  
**Mobility tool** HR01 Agency for Mobility and EU Programmes Agencija za mobilnost i programme Europske unije (AMPEU)

Home

### Welcome to Mobility Tool+

**About the tool**

Mobility Tool+ is the system for the management of Mobility and/or Partnerships projects that received an EU grant under the Erasmus+ Programme.

If you belong to a Beneficiary Organisation or Organisation in a Strategic Partnership for schools, you will be able to provide all the information on your projects: identify participants, complete and update budget information, generate and follow-up participant reports and generate and submit your report(s) to your National Agency. You will also be allowed to grant permissions to change or view the project's content to your Partner Organisations.

If you belong to a Partner Organisation in a KA1/KA3 mobility project or in a KA2 Strategic Partnership (other than schools-only), you may be granted permissions to change or view the project's content by the project's Beneficiary Organisation. Please contact your Beneficiary Organisation accordingly.

**Documentation**

Mobility Tool - Guide for Beneficiaries

Mobility Tool+ Data Dictionary >

**My ongoing projects**

Grant Agreement No.	Changed organisation details	User's role in project	National ID	Project Start Date	Project Duration (months)	Project End Date	Project Status	Awarded Budget	Declared Budget	Updated on
[Redacted]	[Redacted]	beneficiary	[Redacted]	01/09/2016	12	31/08/2017	Processing	[Redacted] €	[Redacted] €	08/05/2017 11:15:32

10 25 50 100

**Other projects for consultation only**

No record found

**My finished projects**



# KA2 – Upute za podnošenje završnog izvješća

## Tehničke upute

The screenshot shows the Erasmus+ IT Documentation website. The header includes the European Commission logo and the text 'EUROPEAN COMMISSION Erasmus+ IT Documentation'. A navigation menu on the left lists various guides, with 'Mobility Tool - Guide for Beneficiaries' expanded to show sub-items. The item 'MT+ How to manage final beneficiary report' is circled in red. The main content area displays the title 'Mobility Tool - Guide for Beneficiaries' and a sub-heading 'What is the Mobility Tool+?'. The text explains that the Mobility Tool is an information system used by Erasmus+ Beneficiary National Agencies to monitor and validate projects. Another sub-heading 'What are the different roles involved?' is also present, followed by text stating that project management is the responsibility of the Erasmus+ Beneficiary Organisation. The page also includes a 'Project Outlines' section.

European Commission  
Erasmus+ IT Documentation

Pages / Welcome / Beneficiary Guides 🔒 📄 🗑️ 2 JIRA links

## Mobility Tool - Guide for Beneficiaries

Created by Helen DOYLE, last modified on Aug 17, 2017

### What is the Mobility Tool+?

The Mobility Tool is an information system that allows Erasmus+ Beneficiary National Agencies also use Mobility Tool+ to monitor and validate the project and being used by Erasmus+ Beneficiary Organisations and National Agencies.

### What are the different roles involved?

The management of the project and its contents is the responsibility of the Erasmus+ Beneficiary Organisation. They will automatically have access to their corresponding projects in Mobility Tool+ for monitoring and validation purposes.

### Project Outlines

EUROPEAN COMMISSION  
Erasmus+ IT Documentation

Erasmus+ User Guide

- Erasmus+ Forms: Application Guidelines
- Mobility Tool - Guide for Beneficiaries
  - MT+ How to get access
  - MT+ Notifications
  - MT+ EU Login for user
  - MT+ Menu and Navigation
  - MT+ Project Details
  - MT + How to read the Project Dashboard (HE and VET projects)
  - MT+ List functionality
  - MT+ How to manage contacts
  - MT+ How to manage final beneficiary report**
    - MT+ How to complete and submit the beneficiary report
    - MT+ KA2 How to submit the beneficiary report
    - MT+ How to remove a final report to create a termination report
    - MT+ How to stop the terminate-with-no-grant Report

Pages /... / Mobility Tool - Guide for Beneficiaries

## MT+ How to manage final beneficiary report

Created by Helen DOYLE on Mar 03, 2017



### How to do this in the tools

- Expand all
- Collapse all
- MT+ How to complete and submit the beneficiary report
- MT+ KA2 How to submit the beneficiary report**
- MT+ How to remove a final report to create a termination report
- MT+ KA2 How to submit the beneficiary report
- MT+ How to stop the terminate-with-no-grant Report
- MT+ Submit Terminate-with-no-grant Report

# KA2 – Upute za podnošenje završnog izvješća

## Tehničke upute

- › Erasmus+ Forms: Application Guidelines
- ▼ Mobility Tool - Guide for Beneficiaries
  - MT+ How to get access
  - MT+ Notifications
  - MT+ EU Login for user
  - MT+ Menu and Navigation
  - MT+ Project Details
  - MT + How to read the Project Dashboard (HE and VET projects)
  - MT+ List functionality
  - MT+ How to manage contacts
  - ▼ MT+ How to manage final beneficiary report
    - MT+ How to complete and submit the beneficiary report
    - **MT+ KA2 How to submit the beneficiary report**
    - MT+ How to remove a final report to create a termination report
    - MT+ How to stop the terminate-with-no-grant Report
    - MT+ Submit Terminate-with-no-grant Report
  - › MT+ How to manage organisations for KA1 & KA3 projects
  - › MT+ Manage KA2 organisations
    - MT+ Outdated Organisation
    - › MT+ Manage the Interim Report
    - › MT+ Project Outline for KA1 and KA3
    - › MT+ Project Outline for KA2 projects
  - Online Linguistic Support for Beneficiaries

Pages / ... / MT+ How to manage final beneficiary report   2 JIRA links

## MT+ KA2 How to submit the beneficiary report

Created by Corine CLAERHOUT, last modified by Helen DOYLE on May 15, 2017

This page describes how to complete and submit the final beneficiary report for the KA2 projects. Before under the various project tabs in MT+.

### Quick steps

- 1 Open the project and check that the project is up-to-date.
- 2 Click the "Organisations" tab.
- 3 Click the "Budget" tab.
- 4 Click the "Generate Beneficiary Report" button in the "Reports" tab.
- 5 Click on "Edit Draft".
- 6 Complete the report.
- 7 Check the "Context".
- 8 Click on "Project Summary".
- 9 Fill in the "Description of the Project".
- 10 Fill in the "Project Management".
- 11 Fill in the "Implementation".
- 12 Fill in the "Follow-up".
- 13 Click on "Annexes".
- 14 Click on "Print draft report".
- 15 Click on "Preview Draft Report".
- 16 Click on "return to report page".
- 17 Click on "Continue editing draft report" button.
- 18 Click on "Start Submission Process".
- 19 Click on "Contains declaration of honour".
- 20 Click the "Next Step" button to continue.
- 21 Accept the "Data Protection Notice".
- 22 Click the "Not Done" button to Done in the Checklist.
- 23 Click on "Submit Beneficiary Report".
- 24 Check the status of the report.

# KA2 – Upute za podnošenje završnog izvješća

## Tehničke upute

Obrazac završnog izvješća generira se u alatu *Mobility Tool+*

The screenshot shows the 'European Commission Mobility tool' interface. The header includes the European Commission logo and the text 'HR01 Agency for Mobility and EU Programmes'. Below the header, there are navigation tabs: 'Project 2015-1-' (selected), 'Details', 'Organisations', 'Contacts', and 'Project M'. Under the 'Project 2015-1-' tab, there are sub-tabs: 'Budget' and 'Reports', with 'Reports' circled in red. The main content area is titled 'Beneficiary Reports' and contains a section for 'Final Beneficiary Report'. A message reads: 'Please click on this button to generate a new Beneficiary Report'. Below this message is a blue button labeled 'Generate Beneficiary Report'.

- rok za generiranje ZI u alatu *Mobility Tool+* = **60 kalendarskih dana** od datuma završetka trajanja projekta

# KA2 – Upute za podnošenje završnog izvješća

## Tehničke upute

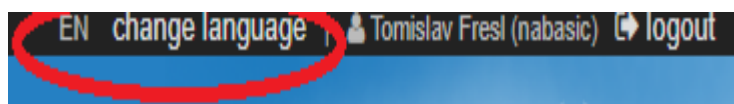
Izvješće moguće ispuniti na hrvatskom ili na engleskom jeziku – paziti na odabir – **ispunjavati na jeziku koji je odabran u obrascu** (uvjet za formalnu prihvatljivost izvješća)

### 1. Context

This section resumes some general information about your project;

Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Action Type	Strategic Partnerships for Schools Only
Call	2015
Report Type	Final
Language used to fill in the form	EN

**Promjena/odabir jezika završnog izvješća – jezik obrasca završnog izvješća veže se uz jezik odabran u sučelju alata *Mobility Tool+* (gornji desni kut)**



# KA2 – Upute za podnošenje završnog izvješća

## Tehničke upute

U slučaju provedbe većeg broja mobilnosti od onog odobrenog od strane AMPEU (financiranje iz stavke „Potpora za organizaciju” ili vlastitih sredstava organizacije – u alatu *Mobility Tool+* mobilnosti prikazati kao „**zero grant**”.

The screenshot shows the 'Mobility tool' interface for a project. The main heading is 'Learning, Teaching and Training Activities'. Under the 'Activity' section, 'C3' is selected, with the description 'SP-SCHOOL-ONLY-EXCH : Short-term exchanges of groups of pupils'. There are three input fields for grant amounts, each with a checked checkbox indicating 'Grant not Required':

- EU Travel Grant:** 0 €
- EU Individual Support:** 0 €
- EU Mobility Total Grant (calculated):** 0 €

Red circles highlight the checkboxes and the '0' values in the input fields.

## KA2 – Upute za podnošenje završnog izvješća

### Tehničke upute

Ako su u projektu sudjelovale osobe s posebnim potrebama / osobe s manje mogućnosti – označiti u alatu *Mobility Tool+* (kod mobilnosti na koju se isto odnosi) čak i ako ugovorom nisu dodijeljene posebne proračunske kategorije za sudjelovanje navedenih skupina.



# KA2 – Upute za podnošenje završnog izvješća

## Tehničke upute

Project 2015-1- [redacted] Details Organisations Contacts Project M

Budget Reports

Back to list Learning, Teaching and Training Activities

### Activity

C3 SP-SCHOOL-01

### Participant

Participant ID

First Name

Last Name

Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee

Long-term activity?

compact view

Nothing to save

- Accompanying Person
- Participant With Special Needs
- Participant With Fewer Opportunities

# KA2 – Upute za podnošenje završnog izvješća

## Tehničke upute

Obvezni privitak – Izjava o časti (**Declaration of Honour**) generirana u alatu *Mobility Tool+* u sklopu završnog izvješća



### N. Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation. Once signed it must be scanned and annexed to this application form.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in section BUDGET of this application form.

- Declare that:
- All information contained in this application, is correct to the best of my knowledge.
  - In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.
  - The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER  
The organisation I represent has financial and operational capacity to complete the proposed action or work programme  
OR  
The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:



## Erasmus+

### Beneficiary Declaration of Honour and Signature

I, the undersigned, certify that the information contained in this report form and its annexes is accurate and in accordance with the facts. In particular the financial data provided corresponds with the activities actually realised and to the grants actually paid for subsistence, travel and preparation of participants.

Place:  Date (dd-mm-yyyy):

Grant Agreement Number: 2015-1-

National ID:

Name of the beneficiary organisation:

Name of legal representative:

Signature:

National ID number of the signing person (if requested by the National Agency):

Stamp of the beneficiary organisation (if applicable):

# KA2 – Upute za podnošenje završnog izvješća

## Tehničke upute

**Annexes**

Annexes: in this section, you need to attach additional documents that are mandatory for the completion of the report;

Attachments quota usage

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your form online. Before submitting your report to the National Agency, please check that:

- All necessary information on your project have been encoded in Mobility Tool+
- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents:
- The Declaration of Honour signed by the legal representative of the beneficiary organisation.
- The timetable of each of the activities implemented.
- The necessary supporting documents as requested in the grant agreement.

[DOWNLOAD Declaration of Honour](#)

List of uploaded files

no uploaded files yet

Add more files

Select File

Drop Here Your File(s)

Mobility Tool+ 2.6 • 01/09/2016 17:22:20 Legal notice

### Click on "Annexes".

Supporting documentation such as the **Declaration of Honour** have to be added by clicking on **Annexes**. Click **Select File** to upload.

It is also possible to download the **Declaration of Honour** file sign it and attach it to the report.

Locate the signed **Declaration of Honour** and click **Open** to upload to the **Annexes** section.

### Important

Please note that:

- A maximum of 10 files is allowed.
- The maximum size per file is 10MB.
- The maximum total size of all files combined is 10MB.
- The file types allowed to upload are: PDF, DOC, DOCX, XLS, XLSX, JPG, TXT, ODT, ODS.

# KA2 – Upute za podnošenje završnog izvješća

## Tehničke upute


Project 2015-1- [redacted] processing

Details Organisations Contacts Mobilities Mobility Import - Export Budget Reports

Draft report saved an hour ago

100%

Start Submission Process

return to report page  draft report

- 1. Context ✓
- 2. Project Summary ✓
- 3. Description of the Project ✓
- 4. Implementation of the Project ✓
- 5. Linguistic Support ✓
- 6. Activities ✓
- 7. Participants' Profile ✓
- 8. Learning Outcomes and Impact ✓
- 9. Dissemination of Project Results ✓
- 10. Future Plans and Suggestions ✓
- 11. Budget ✓
- Annexes 1

### Final Beneficiary Report for 2015-1- [redacted]

#### 1. Context

this section resumes some general information about your project;

Programme	Erasmus+
Key Action	[redacted]
Action	[redacted]
Action Type	[redacted]
Call	2015
Round	Round 1
Report Type	Final
Language used to fill in the form	EN

#### 1.1. Project Identification

Grant Agreement Number	2015-1- [redacted]
Project Title	[redacted]
Project Acronym	[redacted]

# KA2 – Upute za podnošenje završnog izvješća

## Tehničke upute

European Commission  
**Mobility tool** EAC Directorate-General for Education and Culture

Project 2015-1-PL01-KA201-0

Multiple Events Learning Teaching

Draft report saved 2 hours ago

100%

Start Submission Process


Return to report page Print draft report Preview Draft Report

### Beneficiary Declaration of Honour and Signature

Please download the following PDF, fulfill it and upload it as an annex

Download PDF

#### List of uploaded files

 DeclarationOfHonour.pdf 0.06 Mb 19 minutes ago	Contains declaration of honour Unmark
---	---------------------------------------

Add more files

Select File

Please mark the file that contains the declaration of honour

Next Step >

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST

CONFIRM SUBMISSION

Report Type Final

Language used to fill in the form EN



# KA2 – Upute za podnošenje završnog izvješća

## Tehničke upute

Prije podnošenja završnog izvješća potrebno je provjeriti jesu li poduzeti svi nužni koraci i učitana sva tražena dokumentacija.

**Checklist**

Before submitting your report to the National Agency, please check that:

- All necessary information on your project have been encoded in Mobility Tool+ **Not Done**
- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries. **Not Done**
- You have annexed all the relevant documents: **Not Done**
- The Declaration of Honour signed by the legal representative of the beneficiary organisation. **Not Done**
- The timetable of each of the activities implemented. **Not Done**
- The necessary supporting documents as requested in the grant agreement. **Not Done**

Next Step >

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

Add more files

Select File

Drop Here Your File(s)

**Checklist**

Before submitting your report to the National Agency, please check that:

- All necessary information on your project have been encoded in Mobility Tool+ **Done**
- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries. **Done**
- You have annexed all the relevant documents: **Done**
- The Declaration of Honour signed by the legal representative of the beneficiary organisation. **Done**
- The timetable of each of the activities implemented. **Done**
- The necessary supporting documents as requested in the grant agreement. **Done**

Next Step >

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

Add more files

Select File

Drop Here Your File(s)

# KA2 – Upute za podnošenje završnog izvješća

## Tehničke upute

The screenshot shows a web interface for submitting a final report. A modal dialog box titled "Confirm Submission" is centered on the screen. The dialog contains the following text:

After clicking button "Submit" you will not be able to make any further changes to the report contents including its budget; viewing the report's contents and attachments will however be possible.

Your National Agency will contact you in case of questions or necessary modifications.

A large red arrow points to a green button labeled "Submit Beneficiary Report".

Below the dialog, a progress bar shows four steps: "DECLARATION OF HONOUR", "DATA PROTECTION NOTICE", "CHECKLIST", and "CONFIRM SUBMISSION". The "CONFIRM SUBMISSION" step is currently active, indicated by a blue dot.

The background interface includes a sidebar with a list of sections: 1. Context, 2. Project Summary, 3. Description of the Project, 4. Implementation of the Project, 5. Linguistic Support, 6. Activities, 7. Participants' Profile, 8. Learning Outcomes and Impact, 9. Dissemination of Project Results, 10. Future Plans and Suggestions, 11. Budget, and Annexes. The "Budget" section is currently selected.

At the top of the main content area, there is a text input field with the placeholder "Test Text" and a prompt: "Please describe for each activity type the nature of the costs incurred."

Below the dialog, there is a "List of uploaded files" section showing a file named "DeclarationOfHonour.pdf" (0.09 Mb, 5 minutes ago) with a "DOH" tag. There is also a "Select File" button and a "Drop Here Your File(s)" area.



# KA2 – Upute za podnošenje završnog izvješća

## Tehničke upute

**Beneficiary Reports**

**Final Beneficiary Report**

**Submission in progress**

Your Beneficiary Report is in the process of being submitted to the European Commission's central IT systems. This procedure usually takes up to 15 minutes to complete. It may however take a few hours when a submission deadline involving a substantial number of projects is approaching due to queueing effects. Please do contact your National Agency if your Beneficiary Report has not been successfully submitted after one day (24 hours).

Beneficiary Report created a year ago  
Final - Request ID 1825  
Submit in progress  
Show Log +

European Commission  
**Mobility tool** EAC Directorate-General for Education and Culture

Project 2015-1-PL01-KA201-016343  
submit in progress

Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs  
Multiplier Events Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget **Reports**

**Beneficiary Reports**

**Final Beneficiary Report**

**Submitted**

Beneficiary Report has been successfully submitted. Please wait for the assessment of your National Agency

Download Beneficiary Report

Beneficiary Report created a year ago  
Final - Request ID 1825  
Submitted  
Show Log +

## KA2 – Upute za podnošenje završnog izvješća

### Formalna (ne)prihvatljivost

**U slučaju odbijanja izvješća** zbog neispunjavanja nekog od kriterija formalne prihvatljivosti (npr. nedostavljanje Deklaracije o časti (*Declaration of Honour* – DoH) ili bez potpisa zakonskog predstavnika ili pečata ustanove) – **izvješće je potrebno ponovno podnijeti / generirati u alatu *Mobility Tool+*** .

- prethodno uneseni podaci / odgovori ostaju zabilježeni u alatu i izvješće nije potrebno ponovno ispunjavati
- potrebno i uz novo završno izvješće priložiti obvezne privitke

Kriteriji formalne prihvatljivosti		
1.	Izvješće je predano na propisanom obrascu	✓
2.	Izvješće je predano sukladno krajnjem roku za prijavu	✓
3.	Izvješće je ispunjeno u cijelosti	✓
4.	Izvješće je ispunjeno na jeziku koji je u obrascu odabran kao jezik završnog izvješća	✓
5.	Priložena je Izjava časti pravovaljano pečatirana i potpisana od zakonskog predstavnika korisnika	✓
6.	Rezultati projekta uneseni su na Diseminacijsku platformu za rezultate projekata programa Erasmus+ (u slučaju koordinatorske ustanove)	✓
7.	Priložen je raspored aktivnosti (u slučaju koordinatorske ustanove)	✓

## Kvalitativne upute za ispunjavanje završnog izvješća

**KOPIRANJE** teksta iz prijave izbjegavati



- mogućnost odbijanja obrasca izvješća zbog loše kvalitete narativnog dijela
  - onemogućuje procjenu kvalitete provedenog projekta
    - utječe na ocjenu kvalitete završnog izvješća
- dovodi do smanjenja bodova za kvalitetu podnesenog završnog izvješća
- smanjenje bodova može dovesti do smanjenja iznosa financijske potpore i završne isplate

## 2. Project Summary

this section summarises your project and the organisations involved as partners;

Please provide a short summary of your project upon completion.

Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications or when giving information on a completed project. It will also feed the Erasmus+ Dissemination Platform (see annex III of Programme Guide on dissemination guidelines). The main elements to be mentioned are: context/background of the project; objectives; number and type/profile of participants; description of undertaken activities; results and impact attained; if relevant, longer-term benefits.

Please be concise and clear.

Sažetak projekta povlači se iz projektne prijave – tekst potrebno prilagoditi / izmijeniti na način da daje prikaz stvarno provedenih aktivnosti (u **odgovarajućem glagolskom vremenu**).

Unos/opis provedenih aktivnosti na nedovoljno jasan / kvalitetan način može rezultirati neprihvatanjem završnog izvješća i potrebom nadopune ili smanjivanjem bodova koji se dodjeljuju za kvalitetu provedbe projekta.

**DETALJNO** i **ISCRPNO** izvještavanje o provedenim **AKTIVNOSTIMA**

• opis postignutih **ISHODA UČENJA I REZULTATA** –  
**fokus i težište na vještinama i kompetencijama iz područja općeg obrazovanja**

• budite **KONKRETNI**

~~• Učenici su na mobilnosti naučili puno o multikulturalnosti.~~ ❌

➔ Učenici su, aktivno sudjelujući u pripremljenim radionicama te komunicirajući s vršnjacima iz zemalja sudionica projekta, poboljšali svoje jezične vještine, ali se i pobliže upoznali s drugim kulturama te naučili poštivati različitosti. Proveli smo istraživanje (anketu) prije i nakon mobilnosti koje pokazuje...

**ODSTUPANJA** od aktivnosti planiranih prijavom:



jasno **opisati i obrazložiti** u čemu se promjena sastoji



**razloge** zbog kojih je do iste došlo



na koji je način **utjecala** na kvalitetu projektnih aktivnosti i/ili  
projekta u cjelini



što je učinjeno kako bi se eventualno negativan utjecaj **ublažio**



**ODSTUPANJA** od aktivnosti planiranih prijavom:

- **priprema** (odabir sudionika, trajanje i vrsta priprema sudionika, struktura sudionika...)
- **provedba** (promjena termina ili mjesta mobilnosti, promjena planiranih aktivnosti, korištenje alata za priznavanje kompetencija...)
- **evaluacija** (načini evaluacije, što se evaluiralo, što će se još evaluirati, s kojim ciljem...)
- **diseminacija** (načini diseminacije, ciljane skupine...)



## EVALUACIJA

- **način** provođenja evaluacije
- pojasniti na koji način se uvažio **komentar ocjenjivača** vezano za evaluaciju (ako je savjetovana dorada)
  - **mjerenje rezultata** za vrijeme i nakon provedbe projekta (npr. izrada analize iz koje bi bilo vidljivo koliko mobilnost pridonosi boljim rezultatima učenika na testovima matematike/jezika/ostalo)
- **rezultati** proizašli iz provedbe evaluacijskih aktivnosti (s kojim ciljem se evaluiralo i koji su zaključci i daljnji koraci)
  - **brojčani** i indikativni **kvalitativni** pokazatelji
  - **ciljevi** i **prioriteti** za buduće projekte

### UČINAK

- opis načina **praćenja** projektnog učinka
- usporedba s onim planiranim prijavom i procjena **uspješnosti provedenog projekta**
  - identificiranje iznimno **uspješnih** elemenata projekta
- navođenje (evaluacijom) identificiranih **prostora za poboljšanje**
- pojasniti važnost stečenih kompetencija sudionika mobilnosti
- način **integracije kompetencija** nastavnika u rad ustanove

### DISEMINACIJA

- navesti što je provedeno u odnosu na ono planirano **prijavom**
- pojasniti na koji način je uvažen **komentar ocjenjivača** vezano za diseminaciju (ako je savjetovana dorada) – ili kako je uvažena preporuka Agencije dana u privremenom izvješću/izvješću o napretku
- **poveznice** na članke/objave/materijale/mrežne stranice za potkrepljivanje navoda o održanim diseminacijskim aktivnostima
- jasan opis adresiranih **ciljanih skupina** i **diseminacijskih kanala**
  - **DISEMINACIJSKA PLATFORMA** za rezultate projekta  
<http://ec.europa.eu/programmes/erasmus-plus/projects/>

## INTELEKTUALNI REZULTATI

U kontekstu intelektualnih rezultata traži se odgovor na pitanje – **što je inovativno?**

**Intelektualni rezultat treba biti:**

“Opipljiv”, konkretan – kurikulum, novi pedagoški radni materijali, open educational resources (OER), IT alati, analize, studije, nove metode vršnjačkog učenja

Mora biti sadržajan po svojoj kvaliteti, ali i kvantiteti.

U izvješću je potrebno pokušati dati odgovor na pitanje iz podnaslova -

Pokušajte pomoću potpitanja; **Što?**... je inovativno u samom sadržaju ... **Kada?** ... je rezultat obećan i koliko je to relevantno u odnosu na “danas” ... **Zašto?** ... je rezultat važan, što pokreće i mijenja ... **Tko?** ... su (su)dionici, kako procesa izrade, tako i korisnici ... **Kako?** ... je rezultat nastao – metodologija i podjela rada

### KLJUČNE TOČKE PO KATEGORIJAMA

**Relevance of the project/strategy** – DA inovacija, dodana vrijednost; NE potrebe i analize potreba - u prijavi nosi 30, a u ZI 20 bodova

**Quality of the project design and implementation** – opis Aktivnosti učenja, podučavanja i osposobljavanja (LTTA), metodologija, monitoring, evaluacija i osiguravanje kvalitete, plan i faze rada, vrijednost za novac - prijava 20, ZI 25

**Quality of the project team and the cooperation arrangements** – DA koordinacija, komunikacija i kooperacija te podjela uloga i zadataka među partnerima; NE raznolikost partnerstva, novi korisnici/partneri, profili stručnjaka i ustanova (manje bitno, bilo je važno kod prijave, a ne završnog izvješća) – prijava 20, ZI 15

**Impact and dissemination** – prijenosnost i održivost, otvoren pristup, diseminacija, učinak na što širi krug sudionika (izravnih i neizravnih), kao i na ustanove, mjerenje učinka projekta (evaluacija) – prijava 30, ZI 40 bodova

## DISEMINACIJA

- korištenje **logotipa** i ispravno navođenje naziva na diseminacijskim materijalima kojima se **šire rezultati projekta**, ne samo informacija kako se projekt proveo



Erasmus+





Pitanja?



Hvala na  
pozornosti!

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