



# PROGRAMMA ERASMUS+ CALL 2022

## GUIDA TECNICA ALLA COMPILAZIONE DEL WEBFORM PER L'ACCREDITAMENTO (KA120-ADU) EDUCAZIONE DEGLI ADULTI

Daniele Carboncini  
Agenzia Nazionale Erasmus+ INDIRE

# EU Login

## Create an account

- Per poter registrare la vostra organizzazione e accedere al modulo di candidatura il richiedente deve disporre di un account **Eu Login**.
- Se già in possesso di un account account EU Login, le credenziali rimangono invariate
- Gli utenti che non possiedono un account EU Login devono crearlo <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

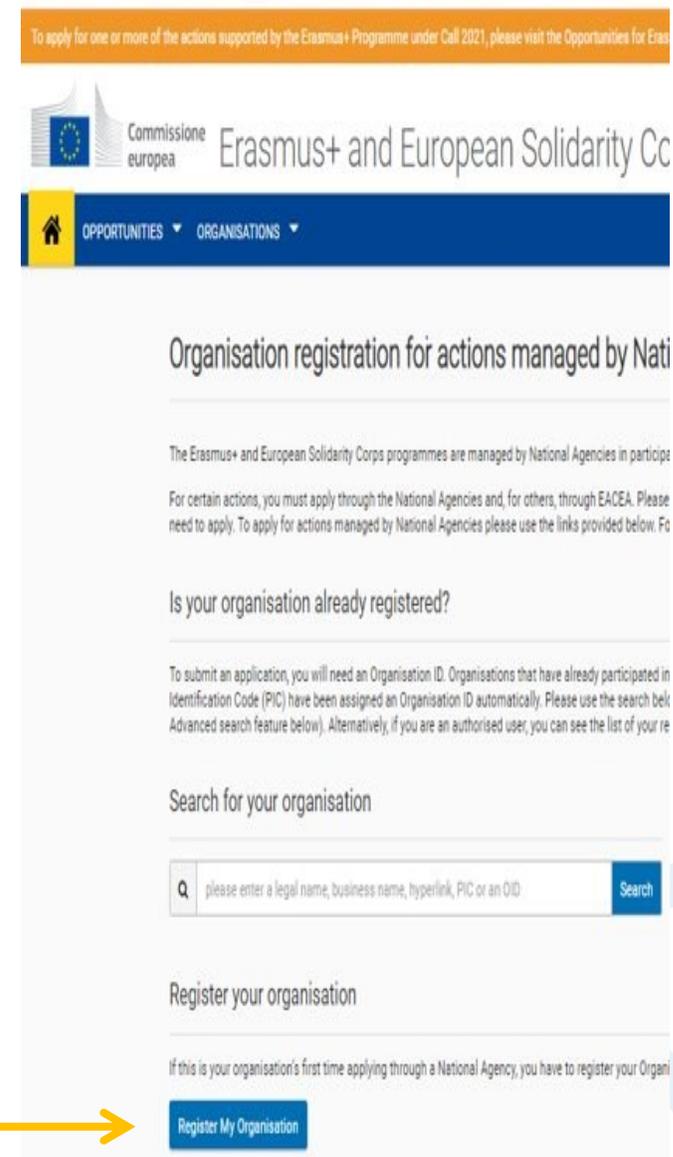
E-mail language

Enter the code

By checking this box, you acknowledge that you have read and understood the [privacy statement](#).

Create an account

- L'**OID (Organisation ID)** è un codice identificativo univoco che deve essere utilizzato per le candidature relative ad azioni del programma Erasmus+ 2021-2027
- Consente all'Organizzazione di compilare il modulo di candidatura in modo semplice
- Gli enti che hanno partecipato al programma Erasmus+ 2014-2020 già possiedono un codice **OID**
- Gli utenti che **non** possiedono un codice **OID** devono crearlo <https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home> cliccare su **Register My Organisation**



To apply for one or more of the actions supported by the Erasmus+ Programme under Call 2021, please visit the Opportunities for Erasmus+ and European Solidarity Corps

Commissione europea Erasmus+ and European Solidarity Corps

OPPORTUNITIES ORGANISATIONS

### Organisation registration for actions managed by National Agencies

The Erasmus+ and European Solidarity Corps programmes are managed by National Agencies in participating countries. For certain actions, you must apply through the National Agencies and, for others, through EACEA. Please use the links provided below to apply. To apply for actions managed by National Agencies please use the links provided below. For more information, please visit the National Agencies' websites.

Is your organisation already registered?

To submit an application, you will need an Organisation ID. Organisations that have already participated in the Erasmus+ and European Solidarity Corps programmes and have been assigned an Organisation ID automatically. Please use the search below to find your Organisation ID. Alternatively, if you are an authorised user, you can see the list of your registered organisations.

Search for your organisation

please enter a legal name, business name, hyperlink, PIC or an OID

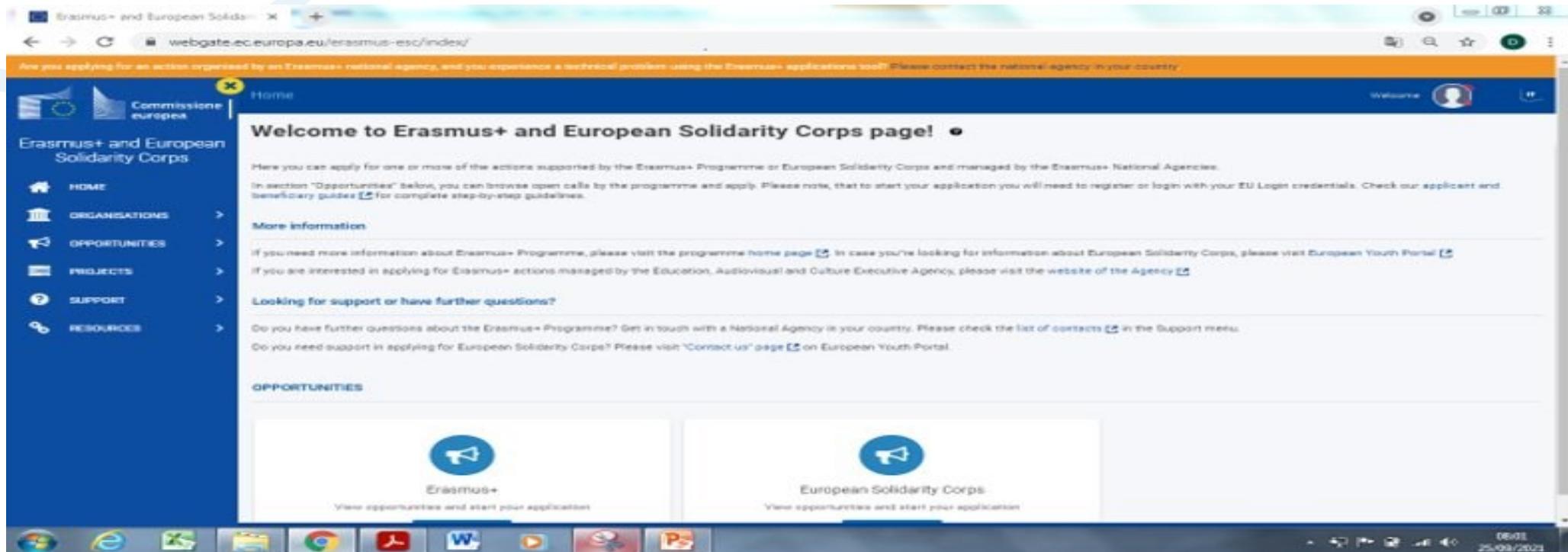
Register your organisation

If this is your organisation's first time applying through a National Agency, you have to register your Organisation ID.

Register My Organisation

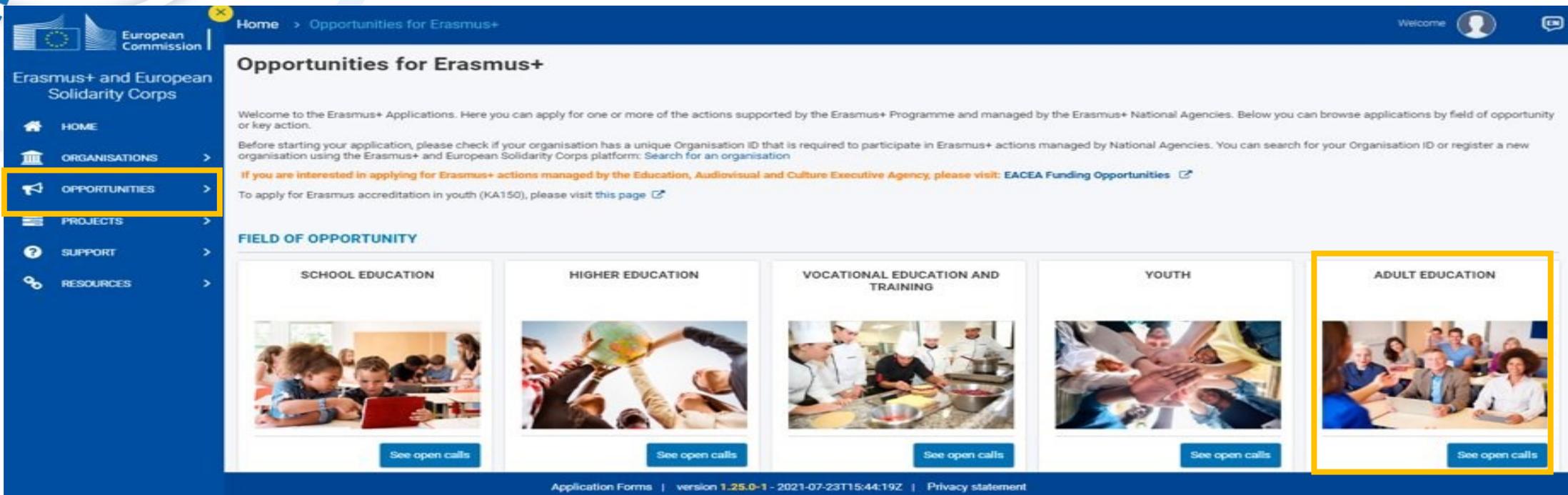
# Erasmus+ and European Solidarity Corps platform

- <https://webgate.ec.europa.eu/erasmus-esc/index/>



La piattaforma è l'unico punto di accesso (entry point) al Programma Erasmus + per il quadro finanziario pluriennale 2021-2027

# OPPORTUNITIES



The screenshot shows the 'Opportunities for Erasmus+' page on the European Commission website. The page has a blue header with the European Commission logo and the text 'Erasmus+ and European Solidarity Corps'. A navigation menu on the left includes 'HOME', 'ORGANISATIONS', 'OPPORTUNITIES' (highlighted with a yellow box), 'PROJECTS', 'SUPPORT', and 'RESOURCES'. The main content area is titled 'Opportunities for Erasmus+' and contains a welcome message, instructions for applying, and a link to 'EACEA Funding Opportunities'. Below this is a section titled 'FIELD OF OPPORTUNITY' with five categories: 'SCHOOL EDUCATION', 'HIGHER EDUCATION', 'VOCATIONAL EDUCATION AND TRAINING', 'YOUTH', and 'ADULT EDUCATION' (highlighted with a yellow box). Each category has a representative image and a 'See open calls' button. The footer contains 'Application Forms | version 1.25.0-1 - 2021-07-23T15:44:19Z | Privacy statement'.

Cliccare su Opportunities e scegliere il settore EDUCAZIONE DEGLI ADULTI.  
Fare attenzione a non elaborare un progetto appartenente al settore professionalizzante (VET, Agenzia Nazionale INAPP) o un progetto di partenariato. Predisporre un progetto di ente per la mobilità.

# ACCEDERE AL MODULO DI CANDIDATURA

Home > Open Calls

Welcome Stefano SODA

## Open Calls - Learning Mobility of Individuals

Erasmus+ and European Solidarity Corps

- HOME
- ORGANISATIONS
- OPPORTUNITIES
- APPLICATIONS
- PROJECTS
- SUPPORT
- RESOURCES
- TOOLS

### LEARNING MOBILITY OF INDIVIDUALS

**KA120-ADU**

**Erasmus accreditation in adult education**

Erasmus accreditation is a tool for organisations that want to open up to cross-border exchange and cooperation on a continuous basis. Accredited organisations will gain easier access to Key Action 1 funding opportunities.

Deadline : 19-10-2021 12:00:00 (Brussels time)

Remaining days : 25

[Apply](#)

**KA120-SCH**

**Erasmus accreditation in school education**

Erasmus accreditation is a tool for organisations that want to open up to cross-border exchange and cooperation on a continuous basis. Accredited organisations will gain easier access to Key Action 1 funding opportunities.

Deadline : 19-10-2021 12:00:00 (Brussels time)

[Apply](#)

Cliccare su *Apply* per aprire il modulo di candidatura



Importante!

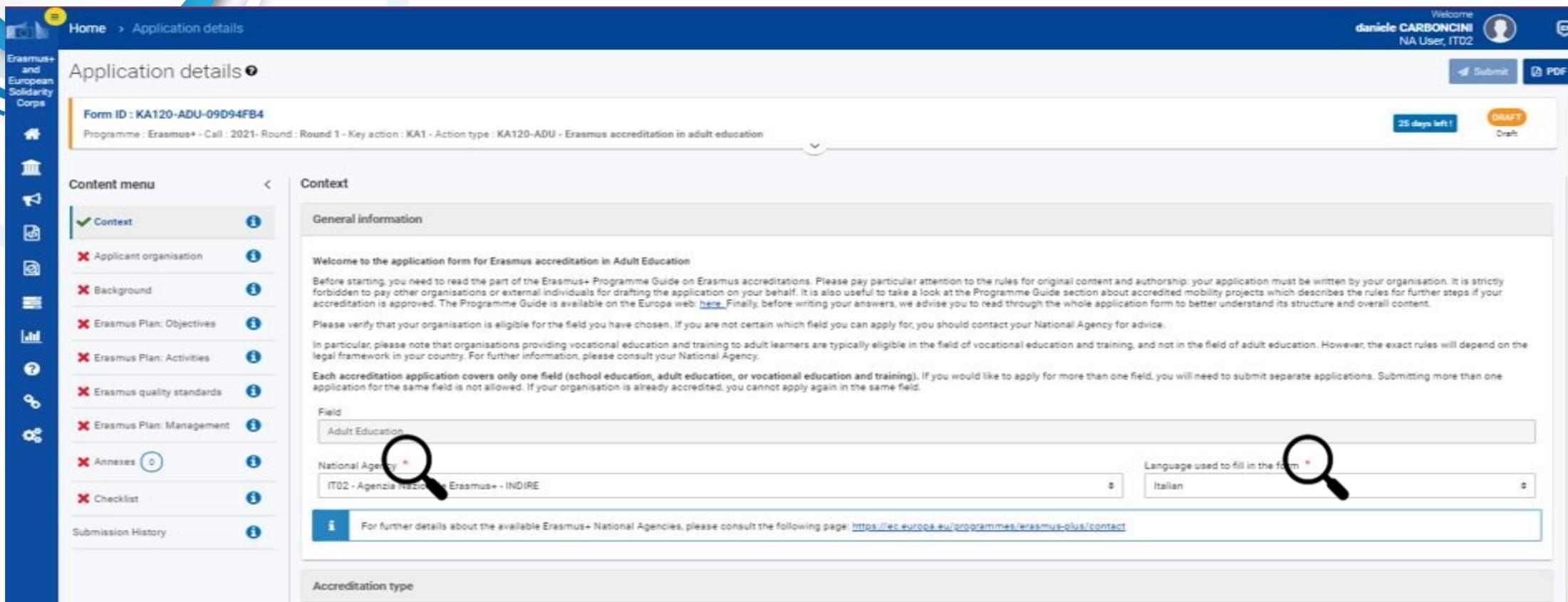
- Non aprire lo stesso webform su più browser o su più finestre; questo potrebbe portare problemi al salvataggio del modulo.
- Il valutatore esaminerà' la vostra proposta solo sulla base delle informazioni inserite nel modulo di accreditamento e negli eventuali documenti strategici allegati. Quindi e' importante fornire informazioni rilevanti, chiare e complete, rispondendo esaurientemente alle domande e avendo ben chiari i criteri di valutazione



Importante!

- L'accreditamento sarà valido per tutta la durata del programma ma dovrà essere aggiornato almeno una volta in 5 anni, e sarà sottoposto a monitoraggio e valutazione da parte dell'Agenzia Nazionale.
- Non è possibile richiedere più di un Accredimento per Ente per singolo settore: fare attenzione a scegliere il settore e la webform corretti in base alle proprie caratteristiche.
- Non è possibile presentare due candidature separate (sia come singolo che come coordinatore di Consorzio) nello stesso settore.

# CONTEXT



Home > Application details

Welcome **daniele CARBONCINI**  
NA User, IT02

Application details

Form ID : KA120-ADU-09D94FB4  
Programme : Erasmus+ - Call : 2021- Round : Round 1 - Key action : KA1 - Action type : KA120-ADU - Erasmus accreditation in adult education

25 days left! DRAFT Draft

Content menu

- Context 
- Applicant organisation 
- Background 
- Erasmus Plan: Objectives 
- Erasmus Plan: Activities 
- Erasmus quality standards 
- Erasmus Plan: Management 
- Annexes  0
- Checklist 
- Submission History

Context

General information

Welcome to the application form for Erasmus accreditation in Adult Education

Before starting, you need to read the part of the Erasmus+ Programme Guide on Erasmus accreditations. Please pay particular attention to the rules for original content and authorship: your application must be written by your organisation. It is strictly forbidden to pay other organisations or external individuals for drafting the application on your behalf. It is also useful to take a look at the Programme Guide section about accredited mobility projects which describes the rules for further steps if your accreditation is approved. The Programme Guide is available on the Europa web: [here](#). Finally, before writing your answers, we advise you to read through the whole application form to better understand its structure and overall content.

Please verify that your organisation is eligible for the field you have chosen. If you are not certain which field you can apply for, you should contact your National Agency for advice.

In particular, please note that organisations providing vocational education and training to adult learners are typically eligible in the field of vocational education and training, and not in the field of adult education. However, the exact rules will depend on the legal framework in your country. For further information, please consult your National Agency.

Each accreditation application covers only one field (school education, adult education, or vocational education and training). If you would like to apply for more than one field, you will need to submit separate applications. Submitting more than one application for the same field is not allowed. If your organisation is already accredited, you cannot apply again in the same field.

Field  
Adult Education

National Agency \*  
IT02 - Agenzia Nazionale Erasmus+ - INDIRE

Language used to fill in the form \*  
Italian

For further details about the available Erasmus+ National Agencies, please consult the following page: <https://ec.europa.eu/programmes/erasmus-plus/contact>

Accreditation type

Le sezioni contrassegnate da un asterisco rosso devono essere compilate obbligatoriamente

Il simbolo  indica che il campo non è completo  
Il simbolo  indica che il campo è completo ed è possibile continuare nella compilazione fino alla submission del modulo.

# CONTEXT -General information-

## RUOLO DELLE ORGANIZZAZIONI DI SUPPORTO

Il ricorso alle organizzazioni di supporto per assistenza, consulenza, fornitura di servizi connessi alla gestione di aspetti pratici è ammissibile **laddove ne venga giustificato il valore aggiunto in termini di benefici evidenti allo sviluppo del Beneficiario e alla qualità delle attività di mobilità**

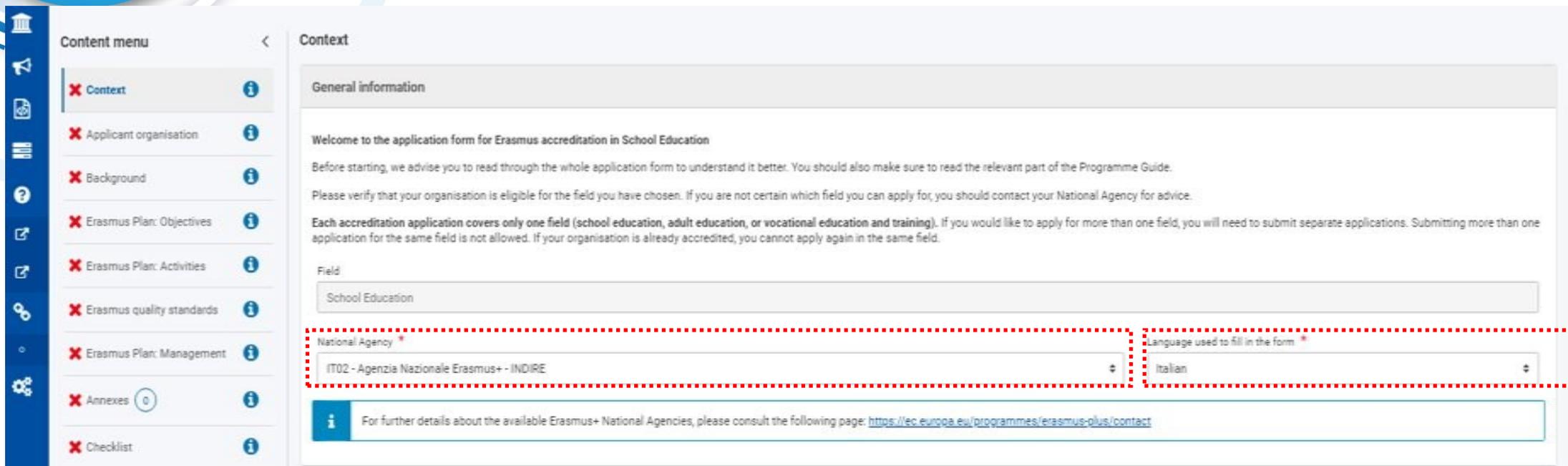
Un beneficiario di un finanziamento Erasmus+ **deve mantenere la titolarità dei compiti e delle attività principali** relativi al progetto e non può delegare tali compiti( **scrittura e progettazione candidatura**) a soggetti esterni quali gli organismi di supporto

Nel webform è specificato: è **severamente vietato pagare**

**altri enti o soggetti esterni per la redazione della domanda per proprio conto**



# CONTEXT



Content menu

- Context
- Applicant organisation
- Background
- Erasmus Plan: Objectives
- Erasmus Plan: Activities
- Erasmus quality standards
- Erasmus Plan: Management
- Annexes 0
- Checklist

Context

General information

Welcome to the application form for Erasmus accreditation in School Education

Before starting, we advise you to read through the whole application form to understand it better. You should also make sure to read the relevant part of the Programme Guide.

Please verify that your organisation is eligible for the field you have chosen. If you are not certain which field you can apply for, you should contact your National Agency for advice.

Each accreditation application covers only one field (school education, adult education, or vocational education and training). If you would like to apply for more than one field, you will need to submit separate applications. Submitting more than one application for the same field is not allowed. If your organisation is already accredited, you cannot apply again in the same field.

Field

School Education

National Agency \*

IT02 - Agenzia Nazionale Erasmus+ - INDIRE

Language used to fill in the form \*

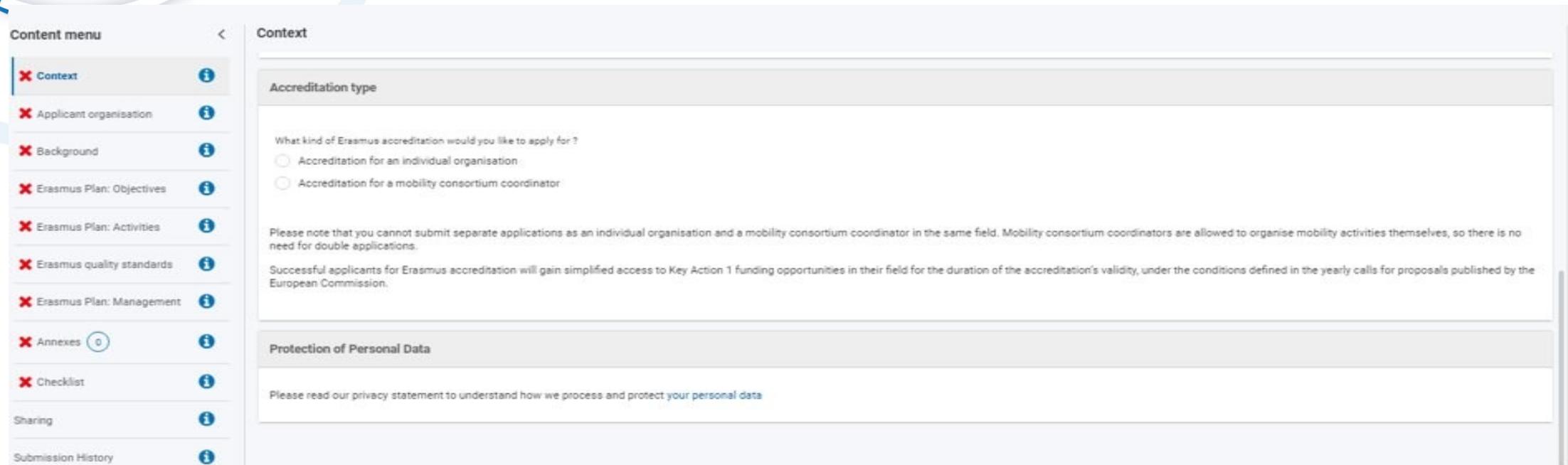
Italian

For further details about the available Erasmus+ National Agencies, please consult the following page: <https://ec.europa.eu/programmes/erasmus-plus/contact>

Selezionare  
IT02 - Agenzia Nazionale  
Erasmus+ INDIRE

Il webform **non** è disponibile in italiano  
**ATTENZIONE**  
è possibile compilare il modulo di candidatura in  
italiano

# CONTEXT



The screenshot shows a web interface for the Erasmus+ application process. On the left is a 'Content menu' with various sections, each marked with a red 'X' and an information icon. The 'Context' section is highlighted. The main content area is titled 'Context' and contains the following sections:

- Accreditation type**

What kind of Erasmus accreditation would you like to apply for?

Accreditation for an individual organisation

Accreditation for a mobility consortium coordinator

Please note that you cannot submit separate applications as an individual organisation and a mobility consortium coordinator in the same field. Mobility consortium coordinators are allowed to organise mobility activities themselves, so there is no need for double applications.

Successful applicants for Erasmus accreditation will gain simplified access to Key Action 1 funding opportunities in their field for the duration of the accreditation's validity, under the conditions defined in the yearly calls for proposals published by the European Commission.
- Protection of Personal Data**

Please read our privacy statement to understand how we process and protect your personal data

È possibile scegliere se ottenere l'Accreditamento come **singolo Ente** oppure come **coordinatore di un Consorzio**. Il consorzio permetterà ad un gruppo di organizzazioni di beneficiare delle opportunità di mobilità all'interno di un singolo accreditamento (detenuto dal consortium coordinator).  
A seconda della scelta il modulo propone domande diverse.

# APPLICANT ORGANISATION



The screenshot shows the 'Applicant organisation' section of a web application. On the left, there is a 'Content menu' with items like 'Context', 'Applicant organisation', 'Background', etc. In the center, a 'Navigation' pane shows a tree structure with 'Applicant organisation' selected, containing 'Liceo Francesco Salvi (E10072250)' and 'Associated Persons'. The main content area is titled 'Applicant organisation' and contains instructions: 'To complete this section, you will need your organisation's identification number (OID). Since 2019, the Organisation ID has replaced the Participant Identification Code (PIC) as unique identifier for actions managed by the Erasmus+ National Agencies.' It also provides a link to the 'Organisation Registration System' and mentions that an OID is assigned automatically if the organization has previously participated. Below the text is a form with three input fields: 'Applicant organisation OID' (containing 'E10072250'), 'Legal name' (containing 'Liceo Francesco Salvi'), and 'Country' (containing 'Italy'). To the right of these fields are three action buttons: a red 'X' button, a blue refresh button, and a green eye button. A red arrow points from a text box below to the 'Applicant organisation OID' field.

Content menu

- Context
- Applicant organisation**
- Background
- Erasmus Plan: Objectives
- Erasmus Plan: Activities
- Erasmus quality standards
- Erasmus Plan: Management
- Annexes (0)
- Checklist
- Sharing

Navigation

- Applicant organisation
  - Liceo Francesco Salvi (E10072250)
  - Associated Persons

Applicant organisation

To complete this section, you will need your organisation's identification number (OID). Since 2019, the Organisation ID has replaced the Participant Identification Code (PIC) as unique identifier for actions managed by the Erasmus+ National Agencies.

If your organisation has previously participated in Erasmus+ with a PIC number, an OID has been assigned to it automatically. In that case, you must not register your organisation again. Follow this link to find the OID that has been assigned to your PIC: [Organisation Registration System](#)

You can also visit the same page to register a new organisation that never had a PIC or an OID, or to update existing information about your organisation.

Applicant organisation

Applicant organisation OID	Legal name	Country	Actions
E10072250	Liceo Francesco Salvi	Italy	  

Inserire il codice  
OID

Riceve i dati direttamente dal codice **OID**  
quindi occorre solo verificare che tali dati siano corretti e aggiornati

# APPLICANT ORGANISATION

Application details 

**Content menu**

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- Applicant organisation**
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- Submission History

**Navigation**

- Applicant organisation
  - Liceo Francesco Salvi (E10072250)
  - Associated Persons

**Applicant organisation**

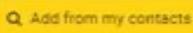
the Erasmus coordinator.

If needed, one person can have more than one role. For example, a legal representative can also be the Erasmus coordinator. However, you need to name at least two different persons to make sure it is always possible to contact your organisation even if one of them is not available.

Please note that information related to Associated Persons will automatically transferred to your National Agency but not available in PDF.

**Associated Persons : Liceo Francesco Salvi (E10072250)**

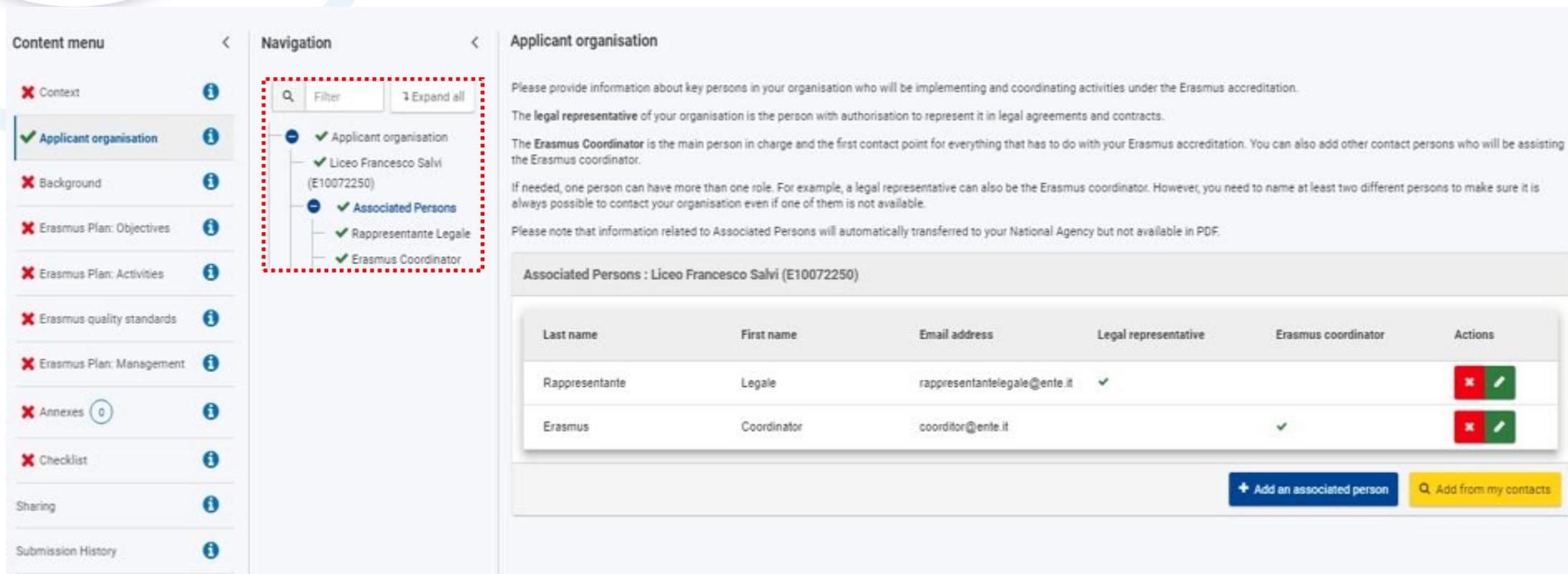
- You need to name at least two different persons to make sure it is always possible to contact your organisation even if one of them is not available
- You need to choose one person to be the Erasmus coordinator. You cannot select more than one person for this role.
- You need to include the organisation's legal representative

Last name	First name	Email address	Legal representative	Erasmus coordinator	Actions
 					

È obbligatorio inserire il Rappresentante legale dell'Ente e un'altra persona che possa ricoprire il ruolo di Erasmus coordinator.

L'Erasmus coordinator è la persona di riferimento per l'Agenzia Nazionale per tutto ciò che concerne comunicazioni relative all'Accreditamento.

# APPLICANT ORGANISATION



The screenshot shows the 'Applicant organisation' section of the Erasmus+ application form. The left sidebar contains a 'Content menu' with 'Applicant organisation' selected and marked with a green checkmark. The 'Navigation' pane shows a tree structure with 'Applicant organisation' selected and a red dashed box highlighting it and its sub-items: 'Liceo Francesco Salvi (E10072250)', 'Associated Persons', 'Rappresentante Legale', and 'Erasmus Coordinator'. The main content area is titled 'Applicant organisation' and contains instructions and a table of associated persons.

**Content menu**

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**Navigation**

- Applicant organisation
- Liceo Francesco Salvi (E10072250)
  - Associated Persons
  - Rappresentante Legale
  - Erasmus Coordinator

**Applicant organisation**

Please provide information about key persons in your organisation who will be implementing and coordinating activities under the Erasmus accreditation.

The **legal representative** of your organisation is the person with authorisation to represent it in legal agreements and contracts.

The **Erasmus Coordinator** is the main person in charge and the first contact point for everything that has to do with your Erasmus accreditation. You can also add other contact persons who will be assisting the Erasmus coordinator.

If needed, one person can have more than one role. For example, a legal representative can also be the Erasmus coordinator. However, you need to name at least two different persons to make sure it is always possible to contact your organisation even if one of them is not available.

Please note that information related to Associated Persons will automatically transferred to your National Agency but not available in PDF.

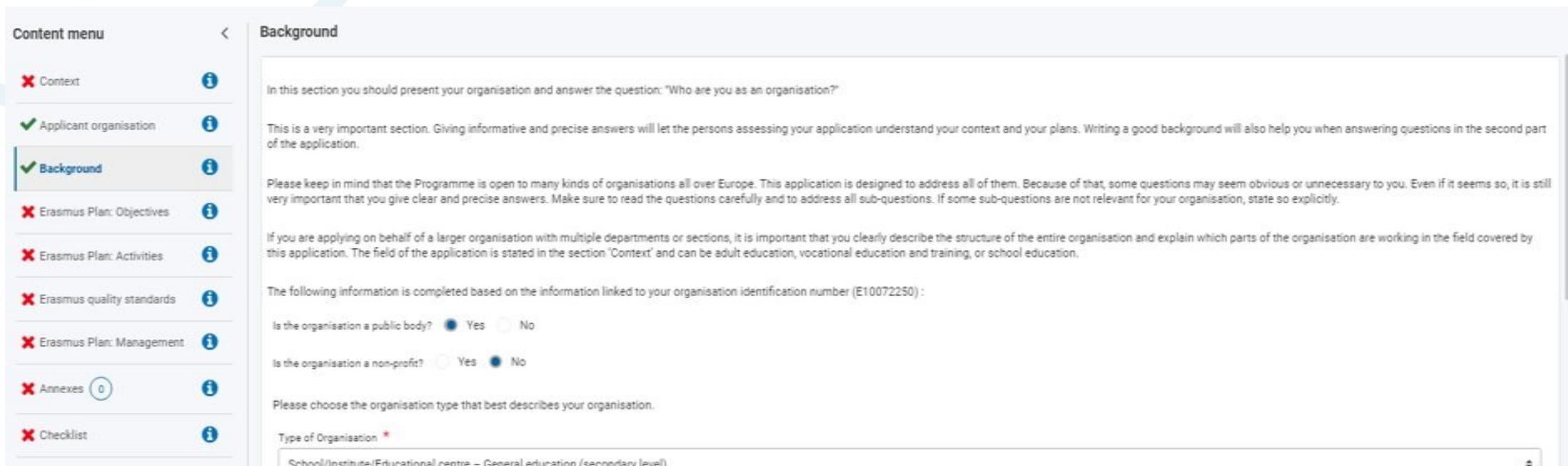
**Associated Persons : Liceo Francesco Salvi (E10072250)**

Last name	First name	Email address	Legal representative	Erasmus coordinator	Actions
Rappresentante	Legale	rappresentantelegale@ente.it	✓		<input type="checkbox"/> <input type="checkbox"/>
Erasmus	Coordinator	coordinator@ente.it		✓	<input type="checkbox"/> <input type="checkbox"/>

[+ Add an associated person](#) [Add from my contacts](#)

Compilando correttamente tutti i campi  
la sezione acquisisce la spunta verde

# BACKGROUND



**Content menu**

- Context
- Applicant organisation
- Background**
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- Annexes (0)
- Checklist

### Background

In this section you should present your organisation and answer the question: "Who are you as an organisation?"

This is a very important section. Giving informative and precise answers will let the persons assessing your application understand your context and your plans. Writing a good background will also help you when answering questions in the second part of the application.

Please keep in mind that the Programme is open to many kinds of organisations all over Europe. This application is designed to address all of them. Because of that, some questions may seem obvious or unnecessary to you. Even if it seems so, it is still very important that you give clear and precise answers. Make sure to read the questions carefully and to address all sub-questions. If some sub-questions are not relevant for your organisation, state so explicitly.

If you are applying on behalf of a larger organisation with multiple departments or sections, it is important that you clearly describe the structure of the entire organisation and explain which parts of the organisation are working in the field covered by this application. The field of the application is stated in the section 'Context' and can be adult education, vocational education and training, or school education.

The following information is completed based on the information linked to your organisation identification number (E10072250) :

Is the organisation a public body?  Yes  No

Is the organisation a non-profit?  Yes  No

Please choose the organisation type that best describes your organisation.

Type of Organisation \*

School/Institute/Educational centre – General education (secondary level)

Nel background specificare le caratteristiche e il contesto in cui opera l'ente.  
Compilando correttamente tutti i campi la sezione acquisisce la spunta verde

# BACKGROUND

iv. How many years of experience does your organisation have in this role? \*

Please complete...

Please describe the structure of your organisation.

- Are there different sections or departments in your organisation? If your organisation works in more than one field of education and training, please explain which sections or departments work in the field of this application.
- How is management and supervision set up in your organisation? Who are the key persons in charge?
- If possible, please include an organisation chart in the application annexes. This can help make your answer shorter and clearer. You can attach your organisation chart here: [Annexes](#)

Please complete...

3000

Indicare da quanti anni l'Ente è attivo nel settore per il quale si presenta la candidatura.  
**ATTENZIONE:** non si intende quanti anni di esperienza nella progettazione europea! Si ricorda che sono necessari almeno due anni di esperienza nel settore di riferimento .

What are the most important needs and challenges your organisation is currently facing? How can your organisation be improved to benefit its learners? Please illustrate your answers with concrete examples.

Please complete...

4000

La domanda relativa ai bisogni e alle sfide dell'Ente e/o del Consorzio è una componente fondamentale dell'Accreditamento. Successivamente farà più volte riferimento proprio a questo interrogativo e la valutazione qualitativa terrà conto della coerenza tra quanto indicato qui e le attività indicate successivamente

# BACKGROUND

## Background

### Past Participation

Action Type	As Applicant		As Partner or Consortium Member	
	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects
School education staff mobility (KA101)	4	2	0	0
VET learner and staff mobility (KA102)	0	0	2	1
Strategic Partnerships for school education (KA201)	1	0	2	1

I understand and agree that the National Agency can use the information it has about my organisation's previous participation to assess my organisation's capacity to implement activities under this application, as specified in the call for proposals.

Would you like to make any comments or add any information to the summary of your organisation's previous participation?

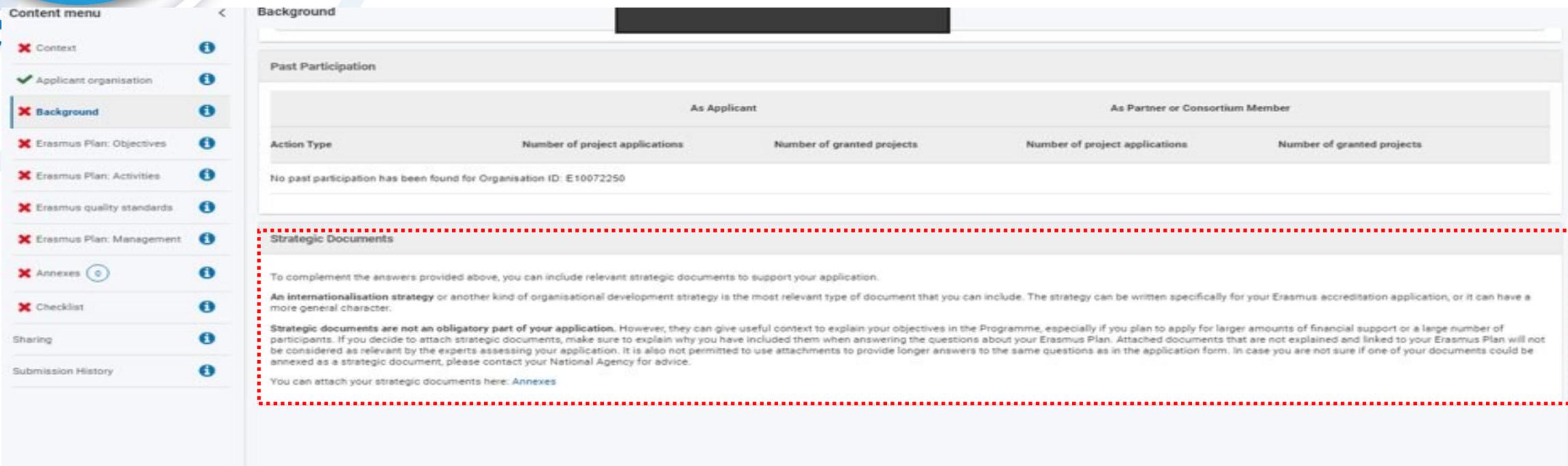
3000

How did previous participation in Erasmus+ affect your organisation? What did you learn? What capacities did you develop? \*

3000

L'eventuale partecipazione al Programma Erasmus+ degli anni passati viene presa automaticamente dal codice OID.  
Spuntare il consenso per poter procedere.

# BACKGROUND



**Content menu**

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**Background**

**Past Participation**

Action Type	As Applicant		As Partner or Consortium Member	
	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects
No past participation has been found for Organisation ID: E10072250				

**Strategic Documents**

To complement the answers provided above, you can include relevant strategic documents to support your application.

An **internationalisation strategy** or another kind of organisational development strategy is the most relevant type of document that you can include. The strategy can be written specifically for your Erasmus accreditation application, or it can have a more general character.

**Strategic documents are not an obligatory part of your application.** However, they can give useful context to explain your objectives in the Programme, especially if you plan to apply for larger amounts of financial support or a large number of participants. If you decide to attach strategic documents, make sure to explain why you have included them when answering the questions about your Erasmus Plan. Attached documents that are not explained and linked to your Erasmus Plan will not be considered as relevant by the experts assessing your application. It is also not permitted to use attachments to provide longer answers to the same questions as in the application form. In case you are not sure if one of your documents could be annexed as a strategic document, please contact your National Agency for advice.

You can attach your strategic documents here: [Annexes](#)

Per avvalorare le informazioni inserite nella sezione Background è possibile (non obbligatorio) allegare alla candidatura alcuni documenti strategici che completano o convalidano le informazioni inserite nel modulo.

**ATTENZIONE:** non inserire le stesse informazioni già comunicate nel modulo, né tantomeno documenti non rilevanti rispetto al modulo di accreditamento; deve trattarsi di documenti strategici pertinenti come il PTOF, il Piano di Miglioramento, la rendicontazione sociale.

Può essere allegata anche l'eventuale strategia per l'internazionalizzazione dell'Ente (non obbligatoria), di cui questa candidatura può essere l'inizio o parte di un percorso di miglioramento e di sviluppo in dimensione europea/internazionale

# Nel caso in cui ci si candidi come coordinatore di Consorzio

## Mobility Consortium

In this section you should explain the planned composition and purpose of your mobility consortium.

A mobility consortium is a very flexible format. For example, your consortium can be permanently composed of the same member organisations, or the member organisations can change from year to year. This depends on your consortium's objectives and the needs of the member organisations. For example, a mobility consortium whose objective is to involve new organisations in the programme could change its composition often to bring in newcomers. On the other hand, a more stable composition is likely for a consortium dedicated to a specific thematic area, or a consortium composed of organisations pooling their resources together to manage mobility activities in an easier way.

Some essential guidance on how to set up the cooperation within your mobility consortium is explained in the Erasmus quality standards. Within that basic framework, you are allowed and encouraged to organise your consortium in a way that best fits the objectives you want to achieve. Use the questions in this section and in the rest of the application to explain what kind of mobility consortium you want to create.

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

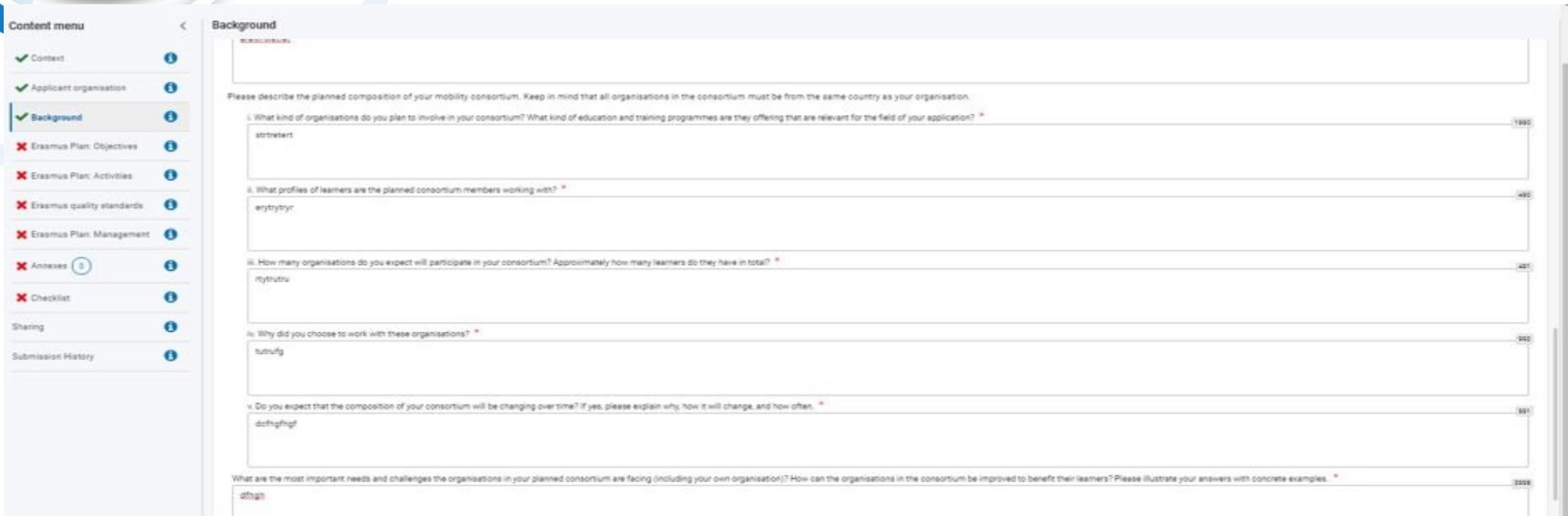
- My organisation is a responsible authority or a coordination body in the education system. Our objective is to promote and coordinate Erasmus activities in our area of responsibility.
- Our mobility consortium is a group of organisations with similar interests and experience that want to work together in specific thematic areas.
- Our mobility consortium is a group of similar organisations that find it difficult to join the programme individually and are putting resources together to manage Erasmus activities in an easier and better way.

Sezione **BACKGROUND**: oltre a quanto detto fino ad ora, per il coordinatore di Consorzio è obbligatorio compilare anche la sezione evidenziata.

Selezionare la tipologia attinente allo scopo che intende raggiungere il consorzio.

In base all'opzione scelta cambiano infatti le domande nel modulo.

# BACKGROUND



The screenshot shows the 'Background' section of an Erasmus+ application form. On the left is a 'Content menu' with the following items: Context (checked), Applicant organisation (checked), Background (checked), Erasmus Plan: Objectives (unchecked), Erasmus Plan: Activities (unchecked), Erasmus quality standards (unchecked), Erasmus Plan: Management (unchecked), Annexes (3, unchecked), Checklist (unchecked), Sharing, and Submission History. The main area contains five questions with text input fields:

- Question i: "What kind of organisations do you plan to involve in your consortium? What kind of education and training programmes are they offering that are relevant for the field of your application?" (1000 characters). Answer: "stristriet".
- Question ii: "What profiles of learners are the planned consortium members working with?" (400 characters). Answer: "enrytrytr".
- Question iii: "How many organisations do you expect will participate in your consortium? Approximately how many learners do they have in total?" (400 characters). Answer: "nrytrtru".
- Question iv: "Why did you choose to work with these organisations?" (500 characters). Answer: "tutrufig".
- Question v: "Do you expect that the composition of your consortium will be changing over time? If yes, please explain why, how it will change, and how often." (500 characters). Answer: "dofhgthg".

At the bottom, there is a final question: "What are the most important needs and challenges the organisations in your planned consortium are facing (including your own organisation)? How can the organisations in the consortium be improved to benefit their learners? Please illustrate your answers with concrete examples." (1000 characters). Answer: "dfhgn".

Rispondere a ogni singola domanda riguardante la natura e il *background* del consorzio nel suo insieme.

## ATTENZIONE:

**Non** indicare la denominazione degli enti consorziati, bensì il **profilo**



Importante!

- I membri del Consorzio possono essere sempre gli stessi oppure variare di anno in anno ad ogni richiesta di budget, dipende dagli obiettivi del Consorzio e dai bisogni di ogni singolo Ente.
- La richiesta di Accreditamento come coordinatore di Consorzio consente di prevedere (e consentirà di richiedere nelle successive richieste di budget) sia mobilità legate al Consorzio che mobilità specifiche per il proprio staff e discenti
- Tutti i membri del Consorzio devono essere italiani

# ERASMUS PLAN

La parte fondamentale e il cuore del modulo di accreditamento, risponde principalmente ad una domanda: in che modo l'accREDITamento, e quindi l'accesso al Programma con le relative attività di mobilità, sostiene e favorisce l'internazionalizzazione dell'Ente e promuove lo sviluppo delle competenze dei discenti e dello staff.

L'ERASMUS PLAN si fonda su quattro pilastri:

## **OBIETTIVI - ATTIVITA' - STANDARD DI QUALITA' - GESTIONE**

L'ERASMUS PLAN è modificabile nell'arco della durata del Programma, quindi anche gli obiettivi possono essere aggiornati seguendo nuove esigenze e bisogni dell'Ente o del Consorzio

L'ERASMUS PLAN deve essere originale nel senso di "unico" in quanto corrispondente alle caratteristiche, ai bisogni e agli obiettivi del singolo ente

# ERASMUS PLAN: OBIETTIVI



The screenshot shows the 'Erasmus Plan: Objectives' form. On the left is a 'Content menu' with a list of sections: Context, Applicant organisation, Background, Erasmus Plan: Objectives (highlighted with a red 'X'), Erasmus Plan: Activities, Erasmus quality standards, Erasmus Plan: Management, Annexes, Checklist, Sharing, and Submission History. The main form area is titled 'Erasmus Plan: Objectives' and contains a section for 'Objective 1'. It has five text input fields with character counts on the right: 'Title' (200), 'Explanation' (1000), 'Timing' (800), 'Measuring progress' (1000), and a final question (2000). A red arrow points to a blue '+ Add objective' button at the bottom right of the form.

Il **numero degli obiettivi** non è direttamente proporzionale al successo della proposta.

Fare attenzione a non creare obiettivi simili, sovrapponibili o l'uno conseguenza dell'altro, gli obiettivi sono la risposta ai bisogni della vostra organizzazione

Cliccare sul tasto **ADD OBJECTIVE** per aggiungere il numero degli obiettivi

# FOCUS OBIETTIVI

## NELLA COMPILAZIONE DELLA CANDIDATURA

- obiettivi proposti rispondano in modo chiaro e concreto alle esigenze dell'ente, dello staff, dei discenti.
- per coordinatori di Consorzio: questo criterio si applica all'intero Consorzio e gli obiettivi indicati devono essere coerenti con lo scopo del Consorzio
- gli obiettivi proposti e i relativi tempi di realizzazione siano realistici e abbiano un impatto positivo per l'Ente
  - Specificare quali risorse sono coinvolte nella stesura degli obiettivi dell'ERASMUS PLAN
  - le modalità attraverso le quali siete arrivati alla scelta di determinati obiettivi e non altri
- Nel caso di documenti strategici allegati: esista un chiaro e giustificato legame tra il piano Erasmus proposto e i documenti allegati

# ERASMUS PLAN: ATTIVITA'

Content menu < Erasmus Plan: Activities

In this section you are asked to propose a broad planning for activities you want to organise and participants you want to support with the Programme funds.

The targets you propose here are not binding for your organisation, nor for the National Agency because the final number of implemented activities may depend on various factors, including availability of funding.

Your proposed targets will be assessed based on how realistic and appropriate they are for your organisation's size, experience and Erasmus Plan objectives. The experts assessing your application may recommend revised targets, in order to stay realistic and proportional to the overall availability of funding.

How many participants would you like to support with Programme funds? Please propose an estimation for at least two years.

Year	Estimated number of learners	Estimated number of staff	Action
Year 1	<input type="text"/>	<input type="text"/>	Delete
Year 2	<input type="text"/>	<input type="text"/>	Delete

 [+ Add year](#)

Inserire una **stima** del numero di discenti e staff da coinvolgere nelle attività finanziate con i fondi Erasmus+ per un minimo di due anni fino ad un massimo di cinque (per aggiungere le annualità dovete cliccare su Add year).

## ATTENZIONE

Il **numero di mobilità** che inserite è **indicativo** e non vincolante, dipenderà dai fondi europei disponibili per l'annualità

# MOBILITA' POSSIBILI

## Mobilità dello staff

- Job Shadowing (da 2 a 60 giorni)
- Attività di insegnamento o di formazione (da 2 a 365 giorni)
- Corsi strutturati ed eventi di formazione (da 2 a 30 giorni con max 10gg a partecipante)

## Mobilità dei discenti

- Mobilità di gruppo per discenti adulti (da 2 a 30 giorni, almeno due discenti per gruppo)
- Mobilità per l'apprendimento individuale di discenti adulti (da 2 a 30 giorni)

## Altre attività supportate

- Invitare esperti (da 2 a 60 giorni)
- Ospitare insegnanti ed educatori in formazione (da 10 a 365 giorni)
- Visite preparatorie

**Per maggiori dettagli consultare la Call di riferimento e la Guida al Programma**

# FOCUS ATTIVITA'

## NELLA COMPILAZIONE DELLA CANDIDATURA

- il numero proposto di partecipanti alle attività di mobilità sia proporzionale alle dimensioni e all'esperienza dell'ente, realistico e adeguato agli obiettivi indicati
  - i profili dei partecipanti siano pertinenti rispetto al settore e agli obiettivi
- Consorzio: saranno prese in considerazione le dimensioni previste del Consorzio
- Attività di mobilità per i discenti: specificare se e come sono coinvolti **partecipanti con minori opportunità**

# ERASMUS STANDARD DI QUALITA'

Application details Submit PDF

Content menu

- Context
- Applicant organisation
- Background
- Erasmus Plan: Objectives
- Erasmus Plan: Activities
- Erasmus quality standards**
- Erasmus Plan: Management
- Annexes
- Checklist

Sharing

Submission History

### Erasmus quality standards

Outcomes. Particular attention should be given to the introduction and integration of the participants at the hosting organisation, and to the monitoring of the learning process.

- **Support during the activity:** participants must be able to request and receive support from their hosting and sending organisations at any time during their mobility. Contact persons in both organisations, means of contact, and protocols in case of exceptional circumstances must be defined before the mobility takes place. All participants must be informed about these arrangements.
- **Linguistic support:** the beneficiary organisation must ensure appropriate language training, adapted to the personal and occupational needs of the participants. Where appropriate, the beneficiary organisation should make maximum use of the specific tools and funding provided by the Programme for this purpose.
- **Definition of learning outcomes:** the expected learning outcomes of the mobility period must be agreed for each participant or group of participants. The learning outcomes must be agreed between the sending and hosting organisations, as well as the participant (in case of individual activities). The form of the agreement will depend on the type of the activity.
- **Evaluation of learning outcomes:** learning outcomes and other benefits for the participants should be systematically evaluated. Results of the evaluation should be analysed and used to improve future activities.
- **Recognition of learning outcomes:** formal, informal and non-formal learning outcomes and other results achieved by the participants in mobility activities must be appropriately recognised at their sending organisation. Available European and national instruments should be used for recognition whenever possible.

#### IV. Sharing results and knowledge about the programme

- **Sharing results within the organisation:** beneficiary organisations should make their participation in the Programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers. In case of mobility consortia, the sharing should take place in the whole consortium.
- **Sharing results with other organisations and the public:** beneficiary organisations should share the results of their activities with other organisations and the public.
- **Publicly acknowledging European Union funding:** beneficiary organisations should make their participation in the Programme known in their community and in the wider public. Beneficiary organisation also must inform all participants about the source of their grant.

#### Subscribing to Erasmus Quality Standards

To apply for Erasmus accreditation, your organisation must subscribe to the Erasmus quality standards and accept to be evaluated based on those standards. Since the Erasmus accreditation is valid for the whole period of the future Programme, your organisation's performance in maintaining the Erasmus quality standards will be monitored throughout the whole period.

Please read the following statements carefully and confirm your agreement:

- I have read and understood the above Erasmus quality standards
- I understand and agree that Erasmus quality standards will be used as part of the criteria for evaluation of the activities implemented under this accreditation
- I understand and agree that the results of the evaluation based on these standards will form a part of criteria for decision on any subsequent grants under this accreditation

Standard di qualità Erasmus a cui il candidato deve aderire per poter proseguire nella compilazione del modulo. Nel caso in cui ci si candidi come Consorzio, il coordinatore deve garantire anche per tutti i futuri membri. E' **IMPORTANTE** leggere attentamente ed essere consapevoli di ogni punto: spuntando le caselle vi assumete la responsabilità di mantenere tali standard minimi di qualità durante tutta la durata del Programma. Se fate domanda come coordinatore di consorzio cambiano anche gli standard di qualità, che sono adattati ad una membership piuttosto che ad una candidatura individuale.

# FOCUS STANDARD DI QUALITA'

## COSA SONO?

- **PRINCIPI DI BASE:** Inclusione, ambiente, strumenti digitali
- **BUONA GESTIONE:** mantenere la titolarità del progetto, integrare le attività e risultati, rispettare gli adempimenti formali
- **Consorzi:** assegnazioni compiti e fondi, collaborazione e coinvolgimento membri, condivisione competenze e risorse
- **SERVIZI DI QUALITA' E SOSTEGNO PARTECIPANTI:** Organizzazione pratica di qualità, sicurezza, selezione trasparente, preparazione e monitoraggio partecipanti, definizione valutazione e riconoscimento degli apprendimenti
- **CONDIVISIONE DEI RISULTATI:** disseminazione all'interno e all'esterno; visibilità fondi EU

# ERASMUS PLAN:GESTIONE

Application details 

Form ID : KA120-SCH-BABA7F02

Applicant : Liceo Francesco Salvi (E10072250 - Italy)  
Programme : Erasmus+ - Call - 2021 - Round - Round 1 - Key action : KA1 - Action type : KA120-SCH - Erasmus accreditation in school education

76 days left!

Draft

Content menu

- Context 
- Applicant organisation 
- Background 
- Erasmus Plan: Objectives 
- Erasmus Plan: Activities 
- Erasmus quality standards 
- Erasmus Plan: Management** 
- Annexes 
- Checklist 
- Sharing 
- Submission History 

Erasmus Plan: Management

In this section you should explain how you plan to set up the management of Key Action 1 mobility activities within your organisation to make sure their implementation is successful.

Please read the Erasmus quality standards explained in the previous section and discuss them with your colleagues and management. Your answers in this section should show that your organisation has assessed the resources and staff needed to implement the planned activities in accordance with the set standards.

Quality Standards Part I: Basic principles

What will your mobility consortium do to contribute to the basic principles of the Erasmus accreditation described in the Erasmus quality standards?

i. Inclusion \*

sdffdf

ii. Environmental sustainability and responsibility \*

dsfdsgfde

iii. Digital education \*

sdgg

iv. Active participation in the network of Erasmus organisations \*

zsdgfg

Sezione ERASMUS PLAN GESTIONE: è strettamente collegata agli Standard di qualità; dalle vostre risposte il valutatore sarà in grado di capire l'adesione completa e convinta dell'ente agli standard di qualità Erasmus

# ANNEXES

Application details Submit PDF

Form ID : KA120-SCH-BABA7F02  
Applicant : Liceo Francesco Salvi (E10072230 - Italy)  
Programme : Erasmus+ - Call : 2021-Round 1 - Key action : KA1 - Action type : KA120-SCH - Erasmus accreditation in school education

70 days left! 0 days left!

Content menu <

- Context
- Applicant organisation
- Background
- Erasmus Plan: Objectives
- Erasmus Plan: Activities
- Erasmus quality standards
- Erasmus Plan: Management
- Annexes**
- Checklist
- Sharing
- Submission History

### Annexes

The maximum number of all attachments is 10. The maximum size of one file is 15 MB and the maximum total size of all attachments is 100 MB.

**1** Declaration on Honour

Please download the Declaration on Honour, print it, have it signed by the legal representative and attach it here. [Download Declaration On Honour](#)

File Name	File Size (kB)
Total Size (kB)	0

**2** [Add Declaration On Honour](#)

**Other Documents**

Please attach any other relevant documents. The organisation chart and other strategic documents referred to in the section 'Background' should be uploaded here. Please use clear file names.

File Name	File Size (kB)
Total Size (kB)	0

[Add Document](#)

Sezione ANNEXES: obbligatorio allegare la Dichiarazione d'onore:  
1) Cliccare per scaricare la dichiarazione d'onore da far firmare al Rappresentante Legale  
2) Caricarla nel modulo cliccando su "Add Declaration on Honour"  
Inoltre è possibile caricare anche gli eventuali **documenti strategici**

# CHECKLIST

## Application details

Form ID : KA120-SCH-BABA7F02

Applicant : Liceo Francesco Salvi ( E10072250 - Italy)  
Programme : Erasmus+ - Call - 2021- Round - Round 1 - Key action : KA1 - Action type : KA120-SCH - Erasmus accreditation in school education

70 days left!



Draft

### Content menu

-  Context 
-  Applicant organisation 
-  Background 
-  Erasmus Plan: Objectives 
-  Erasmus Plan: Activities 
-  Erasmus quality standards 
-  Erasmus Plan: Management 
-  Annexes  1
-  **Checklist** 
- Sharing 
- Submission History 

### Checklist

Before submitting your application form to the National Agency, please make sure that:

- It fulfills all of the criteria defined in the Rules of application for Erasmus accreditations.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently the selected National Agency is: IT02 - Agenzia Nazionale Erasmus+ - INDIRE

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here: [Organisation Registration System](#)

#### Protection of Personal Data

Please read our privacy statement to understand how we process and protect your personal data

Per procedere con la submission è necessario spuntare le 3 caselle sopra evidenziate.

# SHARING

Application details 

Form ID : KA120-SCH-8ABA7F02

Applicant : Liceo Francesco Salvi ( E10072250 - Italy)  
Programme : Erasmus+ - Call : 2021 - Round : Round 1 - Key action : KA1 - Action type : KA120-SCH - Erasmus accreditation in school education

76 days left!

 Draft

Content menu <

- ✓ Context 
- ✓ Applicant organisation 
- ✓ Background 
- ✓ Erasmus Plan: Objectives 
- ✓ Erasmus Plan: Activities 
- ✓ Erasmus quality standards 
- ✓ Erasmus Plan: Management 
- ✓ Annexes 1 
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Sharing

Active	Editable By	ID	Last modification	E-mail	Last Name	First Name	OID	Organisation Legal Name	Permission Level	Shared By	Comment	Actions
--------	-------------	----	-------------------	--------	-----------	------------	-----	-------------------------	------------------	-----------	---------	---------

Please note that your e-mail address will be included in the notification sent to persons with whom you are sharing the application.

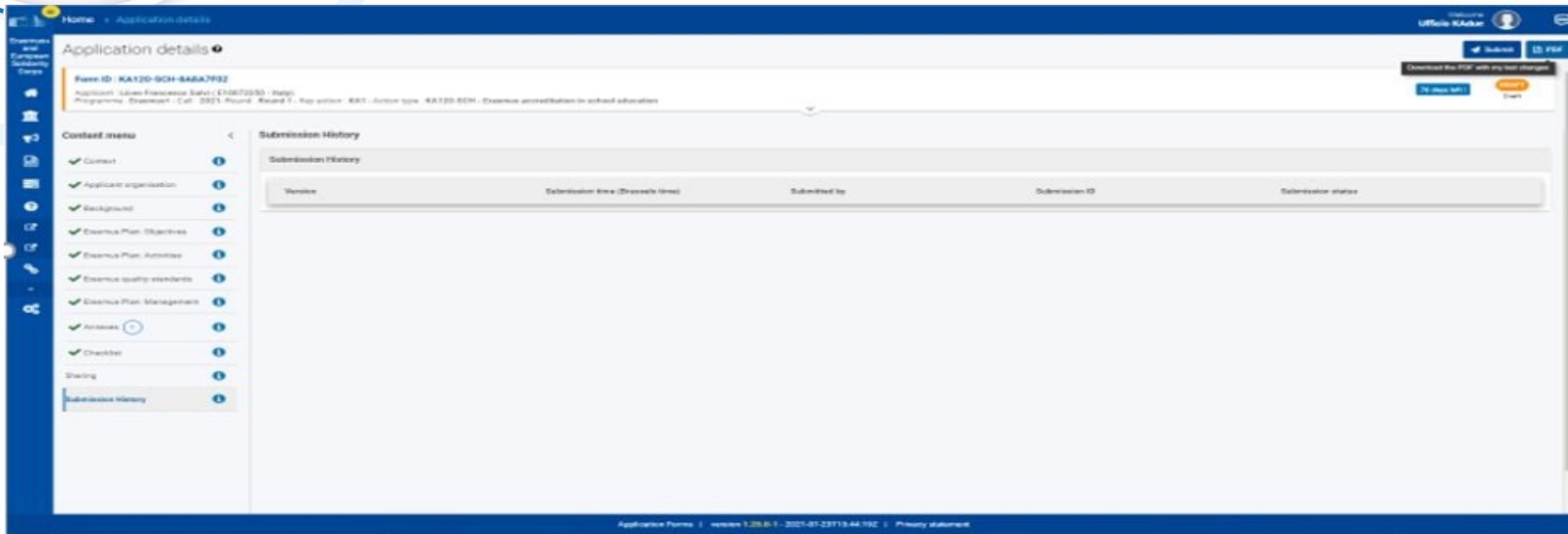






Utilizzando questa funzione è possibile condividere la candidatura con altre persone dell'Ente che stanno collaborando alla stesura della stessa.

# MODULO DI CANDIDATURA



Home > Application details

Application details

Form ID: KA120-GCH-SAGA7932

Applicant: Uniba Francesco Saverio (E10672250 - Italy)

Programme: Erasmus - Call: 2021 Round: Round 1 - Top action: ER1 - Action type: KA120-GCH - Erasmus accreditation in school education

Download the PDF with any last changes

Submit PDF

Context menu

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- Applicant organization
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- Erasmus Plan: Objectives
- Erasmus Plan: Activities
- Erasmus quality standards
- Erasmus Plan: Management
- Annexes
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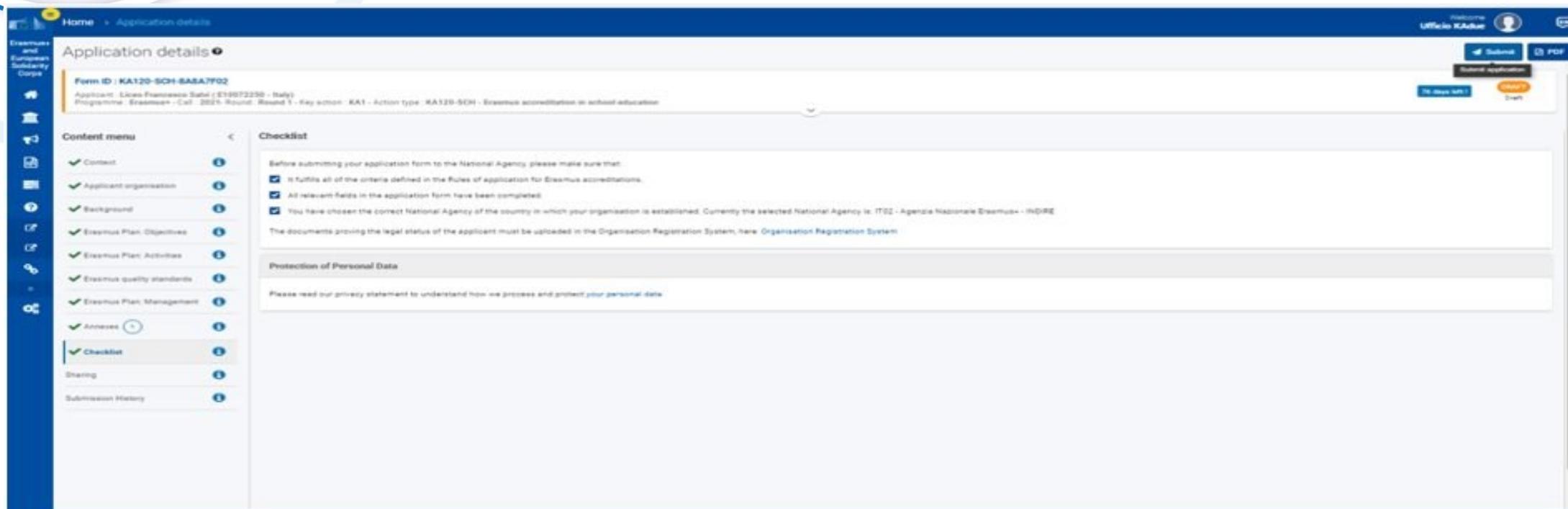
Submission History

Version	Submission time (Erasmus time)	Submitted by	Submission ID	Submission status
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Application Portal - version 1.20.6.1 - 2021-07-23T13:44:19Z - Privacy statement

Prima di effettuare la submission, una volta terminata la compilazione, si consiglia sempre di cliccare sul tasto PDF in alto a destra e **scaricare il modulo**

# SUBMISSION



The screenshot shows the 'Application details' page in the Erasmus+ portal. The page is titled 'Application details' and includes a 'Content menu' on the left with items like 'Context', 'Applicant organisation', 'Background', 'Erasmus Plan: Objectives', 'Erasmus Plan: Activities', 'Erasmus quality standards', 'Erasmus Plan: Management', 'Annexes', 'Checklist', 'Sharing', and 'Submission History'. The 'Checklist' section is active, showing a list of items to be checked before submission. The 'Submit' button is visible in the top right corner.

Application details

Form ID: KA120-SCH-SMAA7F02  
Applicant: Liceo Francesco Saverio (E19972230 - Italy)  
Programme: Erasmus - Cal - 2021 - Round: Round 1 - Key action: KA1 - Action type: KA120-SCH - Erasmus accreditation in school education

Content menu

- Context
- Applicant organisation
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- Erasmus Plan: Objectives
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- Submission History

Checklist

Before submitting your application form to the National Agency, please make sure that:

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- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently the selected National Agency is: IT02 - Agenzia Nazionale Erasmus+ - INDIR

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here: [Organisation Registration System](#).

Protection of Personal Data

Please read our privacy statement to understand how we process and protect your personal data.

Submit PDF

Submit application

To close this

Submit

Per effettuare la submission cliccare su SUBMIT in alto a destra.  
Se l'invio va a buon fine apparirà il messaggio di conferma con il submission ID



A success message box with a green checkmark icon. The text reads: 'SUCCESS Your application has been successfully submitted Form ID: KA120-DC41FB0A Submission date (Brussels, Belgium Time): 2020-07-21 15:27:21'. There is an 'OK' button at the bottom right.

SUCCESS

Your application has been successfully submitted

Form ID: KA120-DC41FB0A

Submission date (Brussels, Belgium Time): 2020-07-21 15:27:21

OK

# .....INFINE

Entro le 12:00 del giorno 19/10/2022  
è possibile in qualsiasi momento (anche dopo la submission)  
riaprire il modulo,  
modificare la candidatura  
ed effettuare una nuova *submission*.  
Il modulo è sempre disponibile nella sezione *my application*.  
*Non creare **mai** nuovi moduli ma riaprire sempre lo stesso.*  
**Sarà valida l'ultima webform inviata  
entro la data di scadenza**

*Grazie per l'attenzione*

**Helpdesk telefonico – Azione Chiave 1**

*martedì e venerdì 10.30-12.30 -- mercoledì 14.00-16.00*

*Tel 0552380400 - 0552380328*

**Contatti**



[accreditamentoeda@indire.it](mailto:accreditamentoeda@indire.it)



[\*\*http://www.erasmusplus.it\*\*](http://www.erasmusplus.it)



ErasmusPlusInd



ErasmusPlusIta