

## Context

Project Title	Projektprojektet
Project Acronym	Projektet
Project Title in English	The Projectproject
Project Start Date (dd-mm-yyyy)	01-06-2019
Project Total Duration (Months)	15 months
Project End Date (dd-mm-yyyy)	31-08-2020
National Agency of the Applicant Organisation	SE01 Swedish Council for Higher Education
Language used to fill in the form	Swedish

For further details about the available Erasmus+ National Agencies, please consult the following page:

<https://ec.europa.eu/programmes/erasmus-plus/contact>

## Participating Organisations

Are you applying on behalf of a mobility consortium?

No

## Applicant Organisation

### Applicant Organisation Details

PIC	940868864
Legal name	Test UHR
Legal name (national language)	Test UHR
National ID (if applicable)	not applicable
Department (if applicable)	
Acronym	
Address	Storgatan 5
Country	Sweden
City	Stockholm
P.O. Box	
Post Code	10340
Telephone	+4684700300
Fax	
CEDEX	
Website	www.testuhr.se
Email	

### Profile

Type of Organisation	School/Institute/Educational centre – Adult education
Is your organisation a public body?	No
Is your organisation a non-profit?	No

Total number of staff	25
Total number of learners	250

**Associated Persons**

## Associated Person

Title	
Gender	Male
First Name	Kalle
Family Name	Kula
Role	Legal Representative
Department	
Position	Headmaster
Email	Kalle.kula@projekt.se
Telephone	+32123456789
Preferred Contact	No
Use Different Address from Organisation	Yes
Address	Storgatan 5
Country	Sweden
P.O. Box	
Postal Code	103 40
CEDEX	
City	Stockholm

## Associated Person

Title	
Gender	Female
First Name	Lena
Family Name	Leander

Role	Contact Person
Department	
Position	Lärare
Email	lena.leander@projekt.se
Telephone	+460104700300
Preferred Contact	Yes
Use Different Address from Organisation	Yes
Address	Storgatan 5
Country	Sweden
P.O. Box	
Postal Code	103 40
CEDEX	
City	Stockholm

## Background and Experience

Please briefly present your organisation and include the following information:

What are your organisation's activities and previous experience in the areas relevant for this application?

Who are the key persons who will be involved in implementing and managing the project and what relevant experience do they have?

Typ av organisation/ organisationer Beskriv det som är viktigt för bedömaren att veta om er organisation för att bedöma er ansökan. Vilket typ av område ligger ni i, vad har ni för inriktning eller annat som är viktigt för att förstå ert beskrivna behov. Hur har ni hitintills arbetat med internationalisering, fortbildning och kompetensutveckling? Vad har ni för erfarenheter av den typen av arbete och beskriv erfarenheter på området utifrån projektet. Vilken typ av personal kommer att arbeta med projektet och vilken erfarenhet har dessa personer? Ni kan beskriva vilka kompetenser som finns inom organisationen. Finns det ekonomer och annan personal som är involverade för att administrera projektet?

Have you applied for/received a grant from any European Union programme in the 12 months preceding this application?

No

## Hosting Partner Organisations

## Hosting Partner Organisation

PIC	999933231
Legal name	SVEUCILISTE U ZAGREBU
Address	TRG MARSALA TITA 14
Country	Croatia
City	ZAGREB
Telephone	+38514564255
Post Code	10000
Email	rector@unizg.hr
Website	www.unizg.hr
Type of Organisation	School/Institute/Educational centre – Adult education

## Hosting Partner Organisations

## Hosting Partner Organisation

PIC	949555893
Legal name	Nordakademie - Hochschule der Wirtschaft
Address	Koellner Chaussee 11
Country	Germany
City	Elmshorn
Telephone	+4941214090x0
Post Code	
Email	
Website	www.nordakademie.de

Type of Organisation

School/Institute/Educational centre – Adult education

## European Development Plan

In this section you are asked to formulate your organisation's European Development Plan. The Plan should describe your organisation's longer-term goals and explain how they relate to the organisation's needs and the context in which it operates. The Plan is meant to provide the background for your application and therefore it should cover a longer period than the duration of the project.

The scope of your European Development Plan should be proportional to your organisation's size, capacity, and existing experience in European and international cooperation. You should aim to define goals and objectives that are both relevant and realistic.

The European Development Plan is an important part of the application because it forms the basis on which you will build your project proposal. The rest of the application form is designed following that logic. At the end of this section you will be asked to define specific objectives of this project and to explicitly link them with the broader goals of your European Development Plan. In all other parts of the application, and in particular when explaining the expected impact of the project, you should make sure to remain consistent with the answers you have given in this section about the project's objectives and their relevance in the context of the European Development Plan.

What are the key needs and goals of your organisation in the area of European mobility and cooperation?

Vilket behov har ni i er organisation? Vad kan internationalisering bidra med? Vilka Identifierade utvecklingsbehov har organisationen och respektive deltagare?  
Redogör för organisationens utvecklingsmål och beskriv hur aktiviteterna ska förbättra identifierade utvecklingsbehov.

Define the key areas of your organisation's activity that you would like to improve and explain how. For example, reflect on your plans to improve staff and management competences; teaching and training content, methods and tools; development of key competences and skills of staff and learners; development of sustainable cross-border cooperation; etc.

Redogör för organisationens utvecklingsmål, anknyt till hur aktiviteterna ska förbättra identifierade utvecklingsbehov. Varför internationalisering?  
Varje behov ska beskrivas separat och kopplas till kommande aktiviteter . Vad har ni för planer för arbetet med internationalisering.  
Vilka aktiviteter ska ni genomföra för att bidra till behoven i organisationen/ organisationerna.  
Beskriv hur aktiviteterna bidrar till att identifierade behov tillgodoses för respektive organisation. Hur integreras nya kunskaper och erfarenheter som man erhållit via deltagandet i projektet i den långsiktiga, internationella utvecklingsplanen.  
Beskriv ur nyvunnen kunskap och erfarenhet blir en del av eller integreras i den strategiska utvecklingen utifrån de förbättringsområden som identifierats. Hur kommer man validera och synliggöra de deltagandes nya kunskaper och erfarenheter?

Please define the objectives of this specific project: which of the identified needs, goals and key areas for improvement do you plan to target through activities described in this project proposal?

Mål och syfte med projektet.  
Hur är detta ett led i den strategiska utvecklingen?  
Hur bidrar mobiliteter och internationalisering till förbättring och utveckling?  
Beskriv hur projektet bidrar till att nå de identifierade målen. Beskriv erfarenheterna hos era partners som kopplar till det lärande som partnern förväntas ska bidra med. Även det ska koppla till målet med projektet.

If relevant, please briefly present your organisation's other activities in the area of European and international mobility and cooperation, apart from this application.

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What are the most relevant topics addressed by your project?

Access for disadvantaged  
Cultural heritage/European Year of Cultural Heritage  
Economic and financial affairs (incl. funding issues)



## Project Management

How will you ensure good project management and quality of activities? Provide a general overview of your plans, including:

What kind of cooperation and communication arrangements do you plan to set up with your hosting partners (for example, cooperation agreements or memoranda of understanding)?

How do you plan to address practical and logistical matters related to the project activities (e.g. travel, accommodation, insurance, safety of participants, visa, social security, etc.)?

Hur ska projektet drivas och administreras?

Ansvarsfördelning

Hur säkerställs kvalitet i mobiliteterna

- överenskommelser, avtal, försäkringar

Vem gör vad inom projektet? Visa att det finns en kapacitet i organisationen att hantera projektet.

Hur ska learning agreements kvalitetssäkras? Läranderesultatet tas tillvara?

Vem kommer att skriva lärandeavtal med deltagare?

Erasmus+ provides a number of online platforms with useful information and tools for organisations active in education and training, including eTwinning, School Education Gateway, EPAL (Electronic Platform for Adult Learning in Europe), and the Erasmus+ Project Results Platform. If relevant for your organisation's field of activity, have you used or do you plan to use any of these platforms for preparation, implementation or follow-up of your project? If yes, please describe how.

Om ni avser att använda er av någon av EU-kommissionens ovanstående digitala plattformar ska ni här beskriva på vilket sätt.

## Activities

When answering the following questions, please make sure to include information about each type of activities you plan to organise. The available types of activities are: structured courses or training events abroad, teaching assignments, and job shadowing.

## Activities Description

Please provide a summary of staff mobility activities you plan to organise, including the content these activities should cover and an estimated timing when the different activities will take place.

Redogör för aktiviteter som planeras inom projektet i kronologisk ordning. ex marknadsföring, urval av deltagare, förberedelser, skrivande av lärandeavtal, bokningar av resor och boende osv.

How are the proposed activities going to help address the needs and achieve the goals described in your European Development Plan? In particular, please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

Redogör för aktiviteter som planeras inom projektet i kronologisk ordning. ex marknadsföring, urval av deltagare, förberedelse, lärandeavtal, resa och boende osv.

Please describe your plans in terms of potential destination countries and hosting partners.

Describe what will be the contribution of the hosting partners you have already identified and why they are a suitable choice to be the hosting organisations.

If you have not yet identified all of your hosting partners, explain how you plan to find suitable host organisations for the mobilities you propose to organise. Please refer to any existing contacts or partnerships that will enable you to successfully find hosts in other countries.

Beskriv aktiviteterna och de olika partnernas roll för respektive aktivitet.

Beskriv erfarenheterna hos era partners som kopplar till det lärande som partnern förväntas ska bidra med. Det ska koppla till målet med projektet.

Om ni inte har definierat alla partners beskriv hur ni planerar att hitta nya partners för de mobiliteter ni planerar.

## List of Activities

The table below presents all of the different types of activities you can apply for. To submit a valid application, you need to request at least one activity from this list. To request funding for a specific activity, click on its label and introduce the needed information to calculate the requested grant. If you do not wish to request funding for a specific activity, leave the relevant values at zero.

ID	Activity	Total number of Participants	Average duration per Participant (days)	Total number of Accompanying Persons	Requested Grant
A1	Job Shadowing	10	6.5	0	10590.00 EUR
Total		10	6.5	0	10590.00 EUR

Please note that the average duration is based on the duration requested for individual support in the details of particular activity.

## Job Shadowing Description

Please provide an estimate of the number of participants that will take part in this type of activities.

All participants that will receive Individual Support or Travel grant from Erasmus+ should be included in the "number of participants requiring a grant".

In case you plan to include additional participants in the project, who will receive funding in a different way, you may specify them as "participants not requiring a grant". Information on participants not requiring a grant is not obligatory.

Finally, please consider that accompanying persons (e.g. assistants of persons with special needs or adults accompanying minors) are not considered to be participants in learning activities. Funding may be requested for accompanying persons under 'Individual Support' and 'Travel' sections below, but please do not include them in numbers of participants specified in this section.

Number of participants requiring a grant

10

Number of participants not requiring a grant

0

Total number of participants

10

## Budget

Please fill in the following sections to create an estimated individual support and travel budget for this type of activities.

During project implementation estimated budget for specific activities and categories of costs, as well as the number of participants and average duration may be adjusted. However, the total budget requested for the project may not be increased at a later stage.

## Individual Support

Please estimate the duration of stay for participants requiring an individual support grant to calculate the requested grant.

The requested grant is estimated based on the average duration and number of participants. To a certain extent, the actual number of participants and duration of activities may change during the implementation of the project. At the end of the project, its results will be evaluated by experts based on the target figures set here and the project's overall objectives.

The grant is calculated based on daily rates for three groups of countries as specified in the Programme Guide:

**Group 1:** Denmark, Finland, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Sweden, United Kingdom

**Group 2:** Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, Netherlands, Portugal, Spain

**Group 3:** Bulgaria, Croatia, Czech Republic, Estonia, FYR Macedonia, Hungary, Latvia, Lithuania, Poland, Romania, Serbia, Slovakia, Slovenia, Turkey

Please take into account that you may request additional individual support for up to one travel day before and after the activity. In case you plan to request funds for this purpose, include the additional travel days in your estimated average duration.

Country group	Number of participants	Average Duration per Participant (days)	Total duration (days)	Daily Grant rate	Estimated Grant
Group 1 Countries	0	0	0	0 (0)	0
Group 2 Countries	7	5	35	128 (90)	4,480
Group 3 Countries	3	10	30	112 (78)	3,360
<b>Total</b>	<b>10</b>	<b>6.5</b>	<b>65</b>		<b>7840.00 EUR</b>

Request individual support for accompanying persons  
 No

## Travel

Please estimate the number of persons requiring a travel grant, including both participants and accompanying persons.

To estimate the distances between places, please use the European Commission's distance calculator.

Band	Distance	Number of persons	Grant per person	Estimated grant
1	10 - 99 km	0	0	0
2	100 - 499 km	0	0	0
3	500 - 1999 km	10	275	2,750
4	2000 - 2999 km	0	0	0
5	3000 - 3999 km	0	0	0
6	4000 - 7999 km	0	0	0
7	8000 km or more	0	0	0
Total		10		<b>2750.00 EUR</b>

Request exceptional costs for expensive travel

No

### Budget Summary

Budget Items	Grant
Individual Support	<b>7840.00 EUR</b>
Travel	<b>2750.00 EUR</b>
Exceptional Costs for Expensive Travel	<b>0.00 EUR</b>
<b>Total Grant</b>	<b>10590.00 EUR</b>

### Organisational Support

Organisational support grant covers costs directly linked to the implementation of mobility activities that are not covered through specific grants for travel, individual support, linguistic support and special costs. For example, organisational support grant can be used to cover expenses for preparation, monitoring and support of participants, for setting up and administering mechanisms for recognition of participants' learning outcomes, for organising dissemination activities, etc. The grant for organisational support is calculated based on the number of participants in the project: 350 EUR per participant up to the 100th participant, and 200 EUR for each additional participant beyond that. Organisational support is not provided for accompanying persons or for staff in Advance Planning Visits.

Number of Participants	Estimated Grant
10	3,500

## Participants

When answering the following questions, please make sure to include information about participants in each type of activities you plan to organise. The available types of activities are: structured courses or training events abroad, teaching assignments, and job shadowing.

## Participants' Profile

Please describe the profile, background and needs of the participants you plan to involve in mobility activities and explain why you have decided to involve them. If relevant, describe the selection process you plan to use to identify the exact persons who will be supported by the project.

Alla aktiviteter/mobiliteter i projektet beskrivs kopplat till behoven ni beskrivit i del D .  
 Beskriv urval av deltagare, deras bakgrund och utvecklingsbehov och varför de är lämpliga för mobiliteterna.  
 Mobiliteter motiveras och beskrivs genom personens funktion och inte person.

## Staff

**Out of which:**

<b>Participant profile</b>	<b>Total number of participants</b>	<b>Non-teaching staff</b>	<b>With special needs</b>
Job Shadowing	10	0	0
Structured Courses/Training Events	0	0	0
Teaching/training assignments abroad	0	0	0
<b>Total</b>	<b>10</b>	<b>0</b>	<b>0</b>

Please explain what will be the role of accompanying persons and who will be fulfilling this role.

## Preparation, Monitoring and Support

What kind of preparation do you plan to offer to participants in mobility activities (e.g. task-related or intercultural training, linguistic support, risk-prevention etc.) and how do you plan to provide it (i.e. who will be delivering the training and in what form, the approximate timing when it will take place etc.)?

Beskriv alla förberedelseaktiviteter - kulturellt, språkligt, säkerhet och riskminimering

What kind of monitoring, mentoring or similar arrangements do you plan to put in place to track the participants' progress and support them during the mobility activities?

Hur ska handledning och uppföljning av deltagarna se ut under mobiliteten.

## Learning Outcomes

What kind of learning outcomes do you expect participants to acquire? How are these outcomes going to be assessed?

Förväntade kunskapsinhämtningar, kompetenser, nyckelkompetenser, lärdomar. Vad kommer deltagarna att ta med sig hem?

Informell och formell kompetens. Hur kommer de att bedömas och valideras och göras långsiktigt hållbara?

The Erasmus+ Programme promotes the use of instruments and certificates like Europass and ECVET to validate the learning outcomes acquired by the participants during their experiences abroad. Will your project make use of such European instruments/certificates? If yes, please specify which instruments will be used and how.

### Europass Certificate Supplement

In case you are planning to use other forms of validation, such as national validation instruments or certificates, please specify which ones will be used and how.



## Special Costs

## Special Needs Support

ID	No of Participants	Description and Justification	Grant (EUR)
Total			0.00 EUR

## Exceptional Costs

ID	No of Participants	Description and Justification	Grant (EUR)
Total			0.00 EUR



## Follow-Up

What impact do you expect this project to have on your organisation(s)? Please explain how the proposed activities will help address the objectives you have set for this project in relation to your European Development Plan.

Förväntad påverkan på deltagare, deltagande organisationer och andra målgrupper.  
Påverkan på skolan/organisationen, elever, inom kommunen, regionen, branscher.....  
Beskriv om organisationen utvecklas inom ett visst område.

What benefits do you expect your project will have for your local community and the wider public?

Vad är den önskade effekten av projektet och det lärande som sker inom ramen för projektet när det gäller påverkan inom kommunen?

How are you going to evaluate if the project's objectives have been met?

Hur skall utvärderingen av projektresultatets alla delar genomföras?  
Har behoven tillgodosetts och målen uppfyllts?  
Vilka verktyg kommer att användas i utvärderingen?  
Beskriv hur man kontinuerligt kommer utvärdera resultat och erfarenheter efter varje mobilitetsomgång under projekttiden,  
för att kunna göra justeringar och förbättringsåtgärder inför nästa mobilitetsomgång.

How will you make the results of your project known inside and outside your organisation(s)? Who are the main target groups you would like to share your results with?

Spridningsaktiviteter  
Beskriv noga hur projektresultaten ska spridas inom och utanför deltagande organisationer.  
Mot vilka målgrupper och intressenter ska ni rikta spridningsaktiviteterna? (Lokalt, regionalt, nationellt.....)  
Hur tänker ni implementera de nya kunskaperna som deltagarna har inhämtat i projektet, så att de blir långsiktiga och hållbara?

## Project Budget Summary

Budget Items	Requested Grant
Travel	2750.00 EUR
Individual Support	7840.00 EUR
Organisational Support	3500.00 EUR
<b>Total Grant</b>	<b>14090.00 EUR</b>

## Budget Summary per Activity Type

Budget Items	Job Shadowing	Structured Courses/Training Events	Teaching/training assignments abroad
<b>Travel</b>	2750.00 EUR	0.00 EUR	0.00 EUR
<b>Individual Support</b>	7840.00 EUR	0.00 EUR	0.00 EUR
<b>Grant</b>	10590.00 EUR	0.00 EUR	0.00 EUR

## Project Summary

### Summary

Please provide a short summary of your project. This section or part of it may be used by the European Commission, Executive Agency or National Agencies in their publications. In case your project is awarded, the summary will be published in the Erasmus+ Project Results Platform. Please use full sentences, be concise and clear. The summary should reflect key information from the whole application form, including at least the following elements: context of the project; project's objectives; number and profile of participants; description of planned activities; a short description of the expected results, and the potential longer-term benefits.

Sammanfattning av projektet på svenska.  
Ge en kortfattad bild av ert projekt.

Please provide a translation in English. This summary will be publicly available in case your project is awarded.

Översätt sammanfattningen till engelska.

### Summary of Participating Organisations

Name of the Organisation	Country of the Organisation	Role of Organisation	Type of the Organisation
Test UHR (940868864)	Sweden	Applicant Organisation	School/Institute/Educational centre – Adult education
SVEUCILISTE U ZAGREBU (999933231)	Croatia	Hosting Partner	School/Institute/Educational centre – Adult education
Nordakademie - Hochschule der Wirtschaft (949555893)	Germany	Hosting Partner	School/Institute/Educational centre – Adult education
<b>Total number of participating organisations</b>			<b>3</b>

## Annexes

The maximum number of all attachments is 10 and the maximum total size is 10240 kB.

Please download the Declaration of Honour, print it, have it signed by the legal representative and attach.

File Name	File Size (kB)
TEST Declaration of Honour 2019.pdf	3,625

Please attach any other relevant documents.

If you have any additional questions, please contact your National Agency. You can find their contact details [here](#).

File Name	File Size (kB)
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## Checklist

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

- It fulfils the eligibility criteria listed in the Programme Guide.
- 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 selected NA is: SE01 Swedish Council for Higher Education

Please also keep in mind the following:

The documents proving the legal status of the applicant and each consortium members must be uploaded in the Participant Portal (for more details, see Part C of the Programme Guide - "Information for applicants").

## Data Protection Notice

### PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e. the processing of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if eligible and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the projects' contact persons, an unambiguous consent will be requested.

For the full description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form.

[http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm)

- I agree with the Specific Privacy Statement on Data Protection