

# MT+ KA101 Mobilities specifics

- [Adding mobilities for KA101 projects.](#)
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## Relevant for...

Call Year	Key Action	Action
2018 onward	KA1 - Mobility of individuals	KA101 - School education staff mobility

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General information

Adding mobilities for KA101 projects.

Adding mobilities in KA101 - School education staff mobility projects follows the same basic workflow as explained under [MT+ Add mobility for projects](#) .

home |

EN | change language | 0 | UNKNOWN UNKNOWN (beneficiary) | logout

European Commission

Mobility tool

TEST

Project 2019-1-FR01-KA101-061768

follow-up

Details

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

Mobilities

More actions ▾

+ Create

All

Complete

Draft

Overview 0 + 0

Search in 0 records

No record found

The mobility list view

In the [list of mobilities](#) four tabs are available in KA101 projects from call year 2018 onward, of which the **Overview** tab is specific for KA101 - School education staff mobility (and also for KA102, KA104 and KA116) projects.

European Commission

Mobility tool

EAC Directorate-General for Education and Culture

TEST

Project 2019-1-FR01-KA101-059908

follow-up

Details

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

Mobilities

More actions ▾

+ Create

All

Complete

Draft

Overview 3 + 0

Target Mobilities

The following table presents the targets set for your project as part of the application process.

Activity Type	Number of participants requiring a grant *	Number of participants not requiring a grant	Total number of participants	Average duration per participant (days)*	Number of Accompanying Persons
Job Shadowing	10	0	0	0	0
Structured Courses/Training Events	0	0	0	0	0
Teaching assignments abroad	0	0	0	0	0
Total	10	0	0	0	0

10

25

50

100

<

1

>

Note: At application stage, average duration per participant has been calculated only for participants requiring an individual Support grant. Calculation for completed mobilities may differ.

Completed Mobilities

The following table presents the summary of the mobilities you have completed so far.

Please note that you do not have the obligation to achieve the exact target numbers as estimated at application stage. Your priority should be to achieve the project objectives as described in your European Development Plan. The target numbers should serve as your orientation, but during implementation you may modify your plans within the budget you have been awarded. Smaller changes in targets can be explained as part of your project's final report and they will be taken into account during the project evaluation. If you would like to make more significant changes to the project targets, please consider contacting your National Agency to receive their advice on the matter.

Activity Types

The following Activity Types are available for mobilities:

- SE-TAA: Teaching assignments abroad
- SE-SC-TE: Structured Courses/Training Events
- SE-JOB-SHDW: Job Shadowing

None of those is available as a long-term activity.  
The duration of the activities is a minimum of 2 days and a maximum of 60 days. Calculations are done automatically in Mobility Tool+.

MOBILITY

Activity Type

SE-SC-TE : Structured Courses/Training Events

SE-TAA : Teaching assignments abroad

SE-SC-TE : Structured Courses/Training Events

SE-JOB-SHDW : Job Shadowing

☐ Long-term activity

Individual Participant Flags

In the **Participant** section of the mobility screen the following individual participants flags check boxes are available in KA101 projects:

- Accompanying Person
- Participant With Special Needs
- Non-Teaching Staff

Mobility for Smith John

Mobility

Participant

From / To

Duration

Budget

PARTICIPANT

Participant Data

Participant Report

Certifications (0 max. 3)

Participant ID

Participant First Name

John

Participant Last Name

Smith

Participant Email

mail@mail.com

Date of Birth (dd/mm/yyyy)

01/01/1990

Age 29

Participant Gender

Female

Male

Undefined

Nationality

Belgium

Field of Education

0111 : Education science

Main Instruction/Work/Volunteering Language

EN : English

Other Used Languages

Max selection 3

☐ Accompanying Person

☐ Participant With Special Needs

☐ Non-Teaching Staff

Organisations in Mobilities

In the **From/To** section of the mobility screen in KA101 - School education staff mobility projects, the **Sending** and **Receiving organisation** for the mobility have to be selected from the available drop-downs. The Sending and Receiving Organisation must be different within the same mobility.

The following rules apply for the selection of Sending and Receiving organisations:

1. The **Sending Organisation** must be either **Beneficiary** or **Co-Beneficiary**. The drop-down displays only those organisations.
  - Organisations indicated as co-beneficiaries are flagged as such in the organisation list and/or the organisation details screen.
  - Beneficiary or Co-Beneficiary organisations cannot be created in Mobility Tool+.
2. The **Receiving Organisation** drop-down in the mobility screen displays all organisations participating in the project **except** for Beneficiary and Co-Beneficiary Organisation.
  - Those organisations are flagged as **Partner** in the organisation list and/or the organisation details screen.
  - Partner organisations can be created in Mobility Tool+.



## List of specific fields for KA101 - School education staff mobilities

This list provides you with detailed information on the specific fields available in the mobility screen for KA101 - School education staff mobility projects from 2018 onward.

It is not yet complete but regularly updated and new information is added.

Use the filters to find information quickly.

- **Field Name filter** to search for a specific mobility field
  - **Action Type filter** to search for a specific key action
  - **Section Filter** to search for fields available in a specific section of the mobility screen or
  - **Global Filter** to search in all columns.
-

Different filters display for the different tabs.

Screen shot

Page

Action

Type

MT+ Send ing orga nisati on (KA1 01 /KA1 04)

KA101  
KA104

Mobility for NAME Thomas

Mobility

Participant

From / To

Duration

Budget

FROM / TO

Sending Organisation selector

select organisation

create

EAC TRAIN Organisation 7

EAC TRAIN Organisation 2

EAC TRAIN University 1

value required

Sending Country

value required

Sending City

value required

Receiving Country

PL : Poland

Receiving City

value required

Distance Band

Link to distance c

value required

Project 2020-1-PL01-KA104-065142

Details

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

Organisations

+ Create

Search in 4 records

Q

@ selection

export

bulk operations

OID

Beneficiary

Role \*

Changed organisation details

Organisation ID

Legal Name

Country

City

Contacts

E10001840

✓

Beneficiary

065142-ORG-00001

EAC TRAIN Organisation 7

Poland

GDANSK

E10001813

✗

Cobeneficiary

065142-ORG-00002

EAC TRAIN Organisation 2

Poland

Warsaw

E10001834

✗

Cobeneficiary

065142-ORG-00003

EAC TRAIN University 1

Poland

KRAKOW

E10001818

✗

Partner

065142-ORG-00004

EAC TRAIN Organisation 3

Germany

BERLIN

10

25

50

100

+ 1

x

Select Benefi or the Benefi from th ding Organ drop-d field.

| MT+ Cour se Title | KA101 | Mobility for Smith Peter  Mobility  Participant  From / To  Duration  Budget  FROM / TO  Sending Organisation  select organisation  create  view  collège Jules FERRY  value required  Sending Country  FR : France  Sending City  CHAMBERY  Receiving Organisation  select organisation  create  view  BE : Test Organisation  Receiving Country  BE : Belgium  Receiving City  Antwerp  Course Title  Content and Language Integrated Learning  value required  ☐ This is a course from the School Education Gateway catalogue  Enter i course in the : text fie |
| MT+ Cour se from the Scho ol educ ation gate way (202 0) | KA101 | FROM / TO  Sending Organisation selector  select organisation  create  view  EAC TRAIN School 2  value required  Sending Country  PL : Poland  Sending City  Lodz  Receiving Organisation selector  select organisation  create  view  FR : EAC TRAIN School 4  Receiving Country  FR : France  Receiving City  LYON  Course Title  value required  This is a course from the School Education Gateway catalogue  Distance Band  Link to distance calculator  0 - 9 km  FROM / TO  Sending Organisation selector  select organisation  create  view  EAC TRAIN School 2  value required  Sending Country  PL : Poland  Sending City  Lodz  Receiving Organisation selector  select organisation  create  view  FR : EAC TRAIN School 4  Receiving Country  FR : France  Receiving City  LYON  Course Title  2  A Classroom with a Door to the World (Guadeloupe)  value required  Course Provider  NGO Kaunas Biennial  ☒ This is a course from the School Education Gateway catalogue  Course ID  1  3972  Check box if i mobilitt attend course /trainir from thool Educa Gateway catalog and er the Co ID in tl respect field. |

Mobility for Smith Peter

Mobility ✓Participant ✓From / To ✓Duration ✓Budget ✓

FROM / TO

Sending Organisation ⓘ

collège Jules FERRY

select organisationcreateview

Sending Country

FR : France

Sending City

CHAMBERY

Receiving Organisation ⓘ

BE : Test Organisation

select organisationcreateview

Receiving Country

BE : Belgium

Receiving City

Antwerp

Course Title

Course ID

☒ This is a course from the School Education Gateway catalogue

☒ This is a course from the School Education Gateway catalogue

Course ID

123456789

Check box if i attend course /trainir the mc was fr the Sc Educa Gatew catalog and er the Cc ID of tl course the respec field.



## Descriptive list

Page	Section	Field Name	Call Year	Action Type	Explanation	Compulsory
<a href="#">MT+ Course Title</a>	From /To	Course Title	2019	KA101	A field to enter the name of the by the mobility attended course.	Yes
<a href="#">MT+ Sending organisation (KA101 /KA104)</a>	From /To	Sending Organisation	2018 2019 2020	KA101 KA104	Drop-down list to select the organisation sending the participant. The list displays the Legal names of the Beneficiary or the Co-Beneficiary organisations.	Yes
<a href="#">MT+ Course from the School education gateway (2019)</a>	From /To	This is a course from the <a href="#">School Education Gateway</a> catalogue.	2019	KA101	A flag indicating that the mobility used the School Education Gateway course catalogue to choose a course.	No
<a href="#">MT+ Course from the School education gateway (2020)</a>	From /To	This is a course from the <a href="#">School Education Gateway</a> catalogue.	2020	KA101	A flag indicating that the mobility used the School Education Gateway course catalogue to choose a course.	No

Full Details

Title	Action Type	Action Type (text)	Activity Type Specifics	Additional Rules	Call Year	Compulsory	Consequence if selected	Editable	Explanation	Field Name	Instructions to use
MT+ Sending organisation (KA101 /KA104)	KA101	KA101	-	-	2018	Yes	The fields <b>Sending Country</b> and <b>Sending City</b> will automatically be filled in with the respective information for the organisation selected.  The information in those fields can however be overwritten.	Yes	Drop-down list to select the organisation sending the participant. The list displays the Legal names of the Beneficiary or the Co-Beneficiary organisation s.	Sending Organisation	Select the Beneficiary or the Co-Beneficiary from the <b>Sending Organisation</b> drop-down field.
	KA104	- School education staff mobility			2019						
		KA104 - Adult education staff mobility			2020						
MT+ Course Title	KA101	School education staff mobility	Only applicable for <b>SE-SC-TE: Structured Courses /Training Events</b> activity type.	-	2019	Yes	-	Yes	A field to enter the name of the by the mobility attended course.	Course Title	Enter the course title in the free text field.

MT+ Course from the School education gateway (2020)	KA101	School education staff mobility	Only applicable for <b>SE-SC-TE: Structured Courses /Training Events</b> activity type.	<p>If a mobility is deleted for which:</p> <ul style="list-style-type: none"> <li>• The check box <b>This is a course from the School Education Gateway catalogue</b> is ticked and</li> <li>• The participant's review of the course was published in the School Education Gateway (option 1 or 2 to the <b>Publication Agreement</b> question in the participant report)</li> </ul> <p>a warning is displayed informing the user that deleting this mobility will also remove their review from the School Education Gateway. If the deletion is confirmed, the published review is deleted.</p>	2020	No		Yes	A flag indicating that the mobility used the School Education Gateway course catalogue to choose a course.	This is a course from the <a href="#">School Education Gateway</a> catalogue.	Check the box if the mobility attended a course /training from the <a href="#">School Education Gateway</a> catalogue and enter the <b>Course ID</b> in the respective field.
MT+ Course from the School education gateway (2019)	KA101	School education staff mobility	Only applicable for <b>SE-SC-TE: Structured Courses /Training Events</b> activity type.	-	2019	No	If checked, the <b>Course ID</b> field becomes available and should be filled in. This Course ID field is a numeric free text field.	Yes	A flag indicating that the mobility used the School Education Gateway course catalogue to choose a course.	This is a course from the <a href="#">School Education Gateway</a> catalogue.	Check the box if the attended course /training of the mobility was from the School Education Gateway catalogue and enter the Course ID of the course in the respective field.



## Related Articles

- [Add mobility activities to projects](#)
- [Mobility activities in KA1 youth mobility projects](#)
- [Mobility activities in KA121 and KA122 projects](#)
- [Mobility activities in KA131 Higher Education projects](#)
- [MT+ Add mobility for KA1 and KA3 projects](#)
- [MT+ Basics and variations of the mobility screen for KA1](#)
- [MT+ Course from the School education gateway \(2019\)](#)
- [MT+ Course from the School education gateway \(2020\)](#)
- [MT+ Course Title](#)
- [MT+ How to work with CSV](#)
- [MT+ KA101 Mobilities specifics](#)
- [MT+ Project Outline for KA1 and KA3](#)
- [MT+ Sending organisation \(KA101/KA104\)](#)