MT+ KA2 Learning, Teaching and Training Activities

This page explains how to manage the list of **Learning, Teaching and Training Activities** in Mobility Tool+.
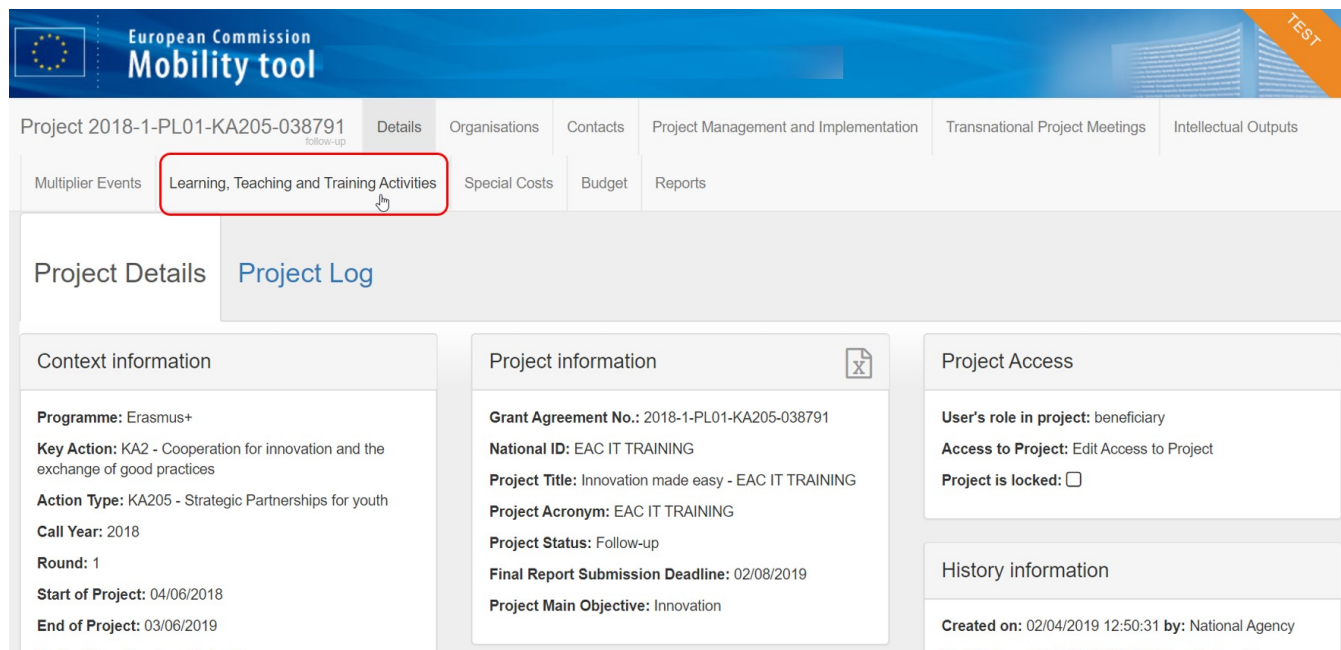
A strategic partnerships project can optionally include transnational learning, teaching and training activities for which support for travel, subsistence and linguistic preparation can be given.

These activities must be justified by the added value that they bring to the project achievements.

Steps

1. Access the "Learning, Teaching and Training Activities" tab

Click on the **Learning, Teaching and Training Activities** tab in your project.

2. The "Learning, Teaching and Training Activities" screen

The list of **Learning, Teaching and Training Activities** is displayed. Any existing items can be edited or deleted, and new ones can be added.

The following elements are available on the Learning, Teaching and Training Activities screen:

1. **Search bar**: to search for a specific activity.
2. **List of Learning, Teaching and Training Activities**: displays the list of activities as defined in the grant agreement or through an amendment, and transferred from the National Agency Project Management System to Mobility Tool+. These activities will not contain all required details and must be updated in order to add participants and costs. Learning, Teaching and Training Activities added manually will also be displayed here.
3. **+Create button:** to add Learning, Teaching and Training Activities to the project.
4. **Approved budget (by National Agency)**: displays the granted amount to be consulted at any time.

Additional information on the list functionalities in Mobility Tool+ is available under MT+ List functionality .

3. Click the "+Create" button

To add a new **Learning, Teaching and Training Activity** that was not defined in the grant agreement, click on the **+Create** button.

Learning, Teaching and Training Activities

+ Create

Search in 2 records

⊙ selection   ⬇ export   ○ bulk operations   ⬇ export all learning, teaching and training activities details

	Activity No.	Activity Type	Number of Participants	No. Of Accompanying Persons	No. of Participants With Special Needs	Travel	Total Individual Support	Total Linguistic Support	Total (Calculated)	Total Grant (Adjusted)			
○	C1	Invited teachers at higher education Intensive Study Programmes	0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €			
○	C2	Blended mobility of young people	0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €			
Total			**0**	**0**	**0**	**0,00 €**	**0,00 €**	**0,00 €**	**0,00 €**	**0,00 €**			

4. Fill in the activity details

The activity section will appear.

Note that the list of participants can be added only after the activity section is completed. Fill in the mandatory activity details, which are marked with the orange **value required** label. The **Activity No**. must be unique in the project.

To save the details of the activity, click the **Save** button. The list of participants can now be added.

Here is an example of the Learning, Teaching and Training Activities screen in a KA229 project, partially completed.

4.1. Physical, blended and virtual activities

The **Virtual/Blended Activity** drop-down list is available. Select the required option. A tool tip is displayed when you hover over the field with additional information.

See page MT+ KA2 Overview of virtual and blended activities for details.

> ⚠️ **Take note**
>
> For an activity where some participants meeting physically whereas others could only join virtually, mark the activity blended and then, at the level of the group, you have different fields for entering the number of days for the participants, physical and virtual. Any mix is allowed.

In this example, we select **Blended** and must fill in the **Duration (days) - physical activity**.

When adding participants/groups to this activity, you will have to provide the Number of participants requiring an individual support grant - physical activity, Duration for participants (days) - physical activity, Number of participants requiring an individual support grant - virtual activity, and Duration for participants (days) - virtual activity.

4.2. Click on "Save"

To save the details of the activity, click the **Save** button. The list of participants can now be added.

5. Add the activity "Participants"

5.1. Click the "+Create" button

In order to create the **Participants** for the activity, click on the **+Create** button in the newly displayed **Participants** section.

5.2. Fill in the participant details and save

Complete the details as applicable for the participant. Information to provide in this section is divided into: Participant, Mobility, Duration, From/To, Travel Grant, Individual Support.

All mandatory fields are marked with the orange **value required** label.

> ⚠ **Take note**
>
> The **Start/End dates** for a participant must always be within the project dates as specified in the project **Details** tab and displayed as **Project Duration** timeline on this screen.

You can use the **compact view** button to only display the most relevant and mandatory fields to fill in.

Note: For information on the **Force Majeure** check box, please see **below**.

> ⚠ **Take note**
>
> In KA229 - School Exchange Partnerships projects, the **Sending Organisation** for participants is always the **Beneficiary** organisation.

Once all information is provided, click on the **Save** button.

5.3. Add more participants

The **Activity** screen displays. The **Participants list** now displays the participant you have just recorded.

To add more participants to the Learning, Teaching and Training Activity:

1. Click on the **+Create** button and provide all participant information as explained above.
2. Click on the the **Copy** icon to copy already existing participant information. This will copy all information from an existing participant into the details of a new participant, with the exception of the participant's first name, last name, email and ID. Provide the missing details of the new participant and, if needed, update the participation details such as start/end dates, travel, etc.

5.4. Edit or Delete a participant

Click on the **Edit** icon to edit participant information. To delete a participant from the activity, click on the **Delete** icon and confirm the deletion.

6. Click on "back to list"

Click on **Back to list** to return to the list of Learning, Teaching and Training Activities.

| back to list | Learning, Teaching and Training Activities |

Activity

☑ Edit

Activity No.

| C3 | ▾ |

Field

| SCHOOLS | ▾ |

Activity Type

| Short-term exchanges of groups of pupils | ▾ |

☐ Long-term activity?

Description of the activity (Please describe the activity and explain how it has contributed to reaching the project's objectives. In case there is a difference between what was planned and what has been implemented so far, please explain why).

description here

Participants

+ Create

| Search in 3 records | 🔍 |

⊕ selection   ⬇ export   ↻ bulk operations

↻

Total

7. Add more Learning, Teaching and Training Activities (if applicable)

The newly added Learning, Teaching and Training Activity is now displayed in the list.

Add subsequent Learning, Teaching and Training Activities, if needed, in the same way as just explained by clicking on the **+Create** button.

Learning, Teaching and Training Activities   **+ Create**

Search in 3 records   🔍

⊕ selection | ⬇ export | ↻ bulk operations | ⬇ export all learning, teaching and training activities details   ⟳

⊞	Activity No.	Activity Type	Number of Participants	No. Of Accompanying Persons	No. of Participants With Special Needs	Travel	Total Individual Support	Total Linguistic Support	Total (Calculated)	Total Grant (Adjusted)			
○	C1	Invited teachers at higher education Intensive Study Programmes	0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	📄	✏	🗑
○	C2	Blended mobility of young people	0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	📄	✏	🗑
○	C3	Short-term exchanges of groups of pupils	3	0	1	1.080,00 €	4.200,00 €	0,00 €	5.280,00 €	5.280,00 €	📄	✏	🗑
Total			**3**	**0**	**1**	**1.080,00 €**	**4.200,00 €**	**0,00 €**	**5.280,00 €**	**5.280,00 €**			

10 25 50 100   « **1** »

8. Edit or Delete a Learning, Teaching and Training Activity.

To **edit** a Learning, Teaching and Training Activity, click on the **Edit** icon.

To **delete** a Learning, Teaching and Training Activity from the list, click on the **Delete** icon and confirm deletion.

Learning, Teaching and Training Activities

	Activity No.	Activity Type	Number of Participants	No. Of Accompanying Persons	No. of Participants With Special Needs	Travel	Total Individual Support	Total Linguistic Support	Total (Calculated)	(Adjusted)		
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Total			**3**	**0**	**1**	**1.080,00 €**	**4.200,00 €**	**0,00 €**	**5.280,00 €**	**5.280,00 €**		

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Learning, Teaching and Training Activities

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Total			**3**	**0**	**1**	**1.080,00 €**	**4.200,00 €**	**0,00 €**	**5.280,00 €**	**5.280,00 €**		

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9. Force Majeure

In the case of **Learning, Teaching and Training Activities**, if the **Force Majeure** box is checked for a participant the following fields and calculations will be affected as described below. Certain fields may vary in name, depending on the selected Action Type.

- **Duration Calculated (days)** - The business rule checking the minimum and maximum duration will no longer apply in case of Force Majeure.
- **Total EU Travel Grant** - The field will become editable. If any values were already present they will remain.
- **EU Individual Support** - The field will become editable. If any values were already present they will remain.
- **Linguistic Preparation** - Applicable to participants whose activity type is long-term. The user checks the field.
- **Linguistic Support Grant** - The field remains locked.
- **Force Majeure Explanations** - This additional field is shown. The beneficiary must provide explanations about the force majeure event.

When the Force Majeure checkbox is checked the comment field **Force Majeure Explanations** becomes available and must be completed. The justifications for indicating the activity as Force Majeure must be added here.

10. "COVID-19 affected" flag

Learning, Teaching and Training Activities with participants having an activity **end date within 2020**, the **Force Majeure flag checked**, and for which the provided **Force Majeure Explanations** contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set. To indicate a participant in a Learning, Teaching and Training Activity as **COVID-19 affected:**

1. Tick the **Force Majeure?** check box in the participant form.
2. Add an explanatory comment including the keyword "covid" or "corona".
3. The **end date** of the activity has to be in 2020 (to be specified in the Duration section).
4. Note that the **Covid-19 affected** flag is checked automatically as conditions 1-3 are fulfilled.
5. In the list of participants the **Covid-19 affected** column will display a check. See MT+ Menu and Navigation > Add/Remove Columns option for instructions on how to add the column to the list view.

For additional information and guidance on **Force Majeure due to COVID-19**, please see **MT+ Force majeure guidance due to Coronavirus.**

Related articles

- MT+ Force majeure guidance due to Coronavirus
- MT+ How to manage organisations for KA2 projects
- MT+ KA1 and KA2 Project Log
- MT+ KA2 Budget
- MT+ KA2 Force Majeure
- MT+ KA2 How to complete and submit the final beneficiary report
- MT+ KA2 Intellectual Outputs
- MT+ KA2 Learning, Teaching and Training Activities
- MT+ KA2 Multiplier Events
- MT+ KA2 Overview of virtual and blended activities
- MT+ KA2 Project Management and Implementation
- MT+ KA2 Special Costs
- MT+ KA2 Transnational Project Meetings
- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ KA2 Validated and checked versions