



ERASMUS+

нова освітня програма

ЄВРОПЕЙСЬКОГО СОЮЗУ

НАЦІОНАЛЬНИЙ ЕРАЗМУС+ ОФІС В УКРАЇНІ

2014 р. Київ



WHAT IS THE EACEA PARTICIPANT PORTAL?

- Unique entry point for the registration of organisations that want to participate (as applicant or partner) for the following programs:

- Erasmus +
- Creative Europe
- Europe for Citizens
- EU Aid Volunteers

- Unique entry point for Experts applying for the call for expression of interest EACEA/2013 for experts

ORGANISATION REGISTRATION – WHY?

- Organisation will need to register only once and receive a Participant Identification Code (PIC) via the unique registration facility.
- eForms will be pre-filled with the organisation's data by inserting the PIC.
- No need to send the organisation documents for each application – only uploaded once.
- Database is common to other Commission services (example Research).

ORGANISATION REGISTRATION – HOW?

- Necessity of a personal ECAS account to start the registration
- Registration will take 5-10 minutes if all information are available
- After the first registration and the creation of a PIC, documents related to the organisation can be uploaded.



ORGANISATION REGISTRATION – WHO?

If an organisation already exists and has a PIC, no new one should be created!

For Tempus/ E+ Capacity Building for HEIs, the PIC should be at the level of the University, not the level of the Faculties!

It's important to have 1 person designated at the level of the organisation' management as Account administrator / Legal Entity Appointed Representative (LEAR):

for being the correspondent towards the Commission on all issues related to the legal status of the entity.

Inform the staff from the different departments/faculties who need to provide the PIC number.

ORGANISATION REGISTRATION – WHAT?

- For the initial registration, you need a completed legal entity form.

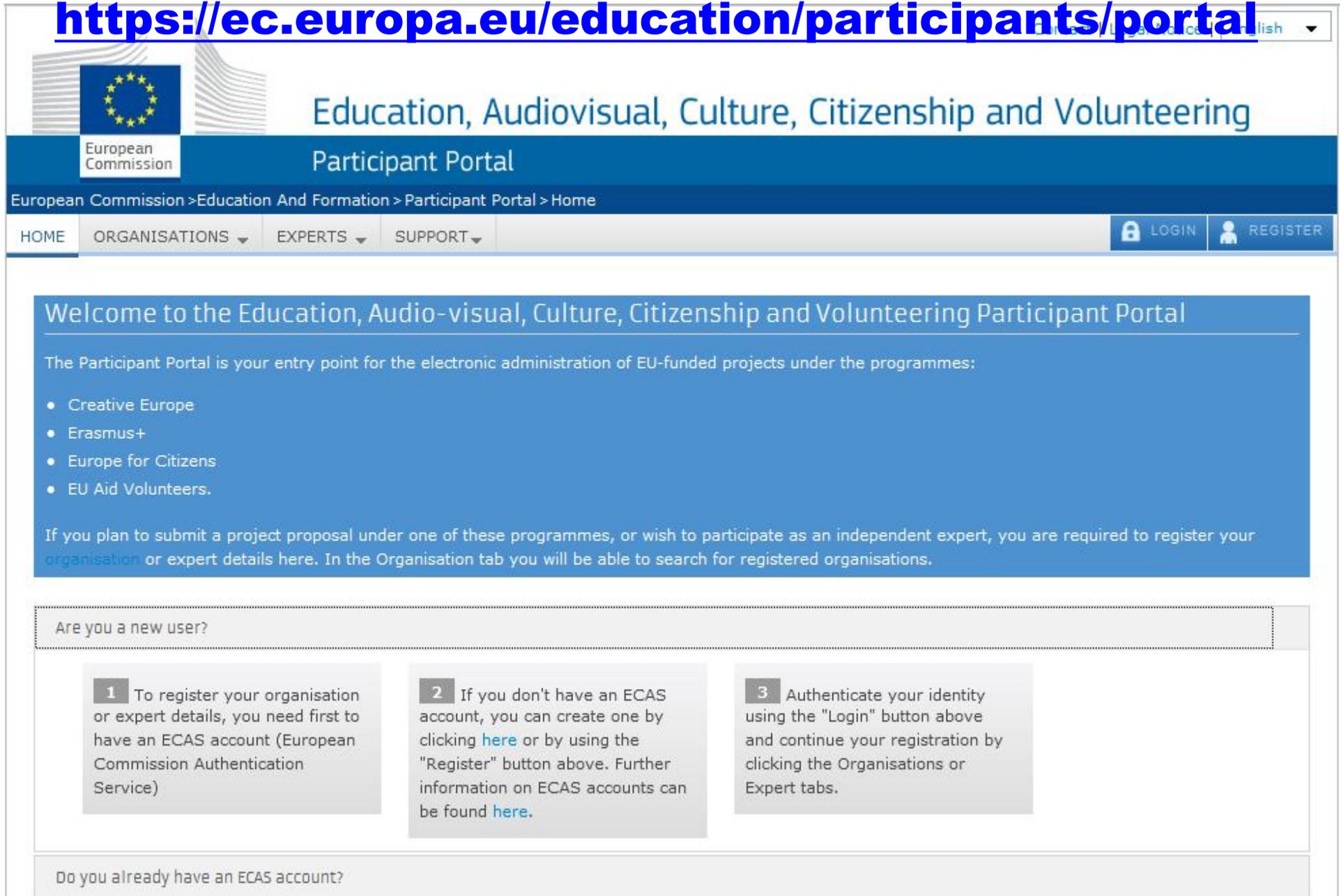
Form can be uploaded from:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

- Depending on the Calls for proposals requirements, other documents might be requested. They can be uploaded at later stages.

Participant Portal – Home page 8

<https://ec.europa.eu/education/participants/portal>



The screenshot shows the home page of the Participant Portal. At the top, there is a navigation bar with the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. Below this is a breadcrumb trail: 'European Commission > Education And Formation > Participant Portal > Home'. The main navigation menu includes 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT', along with 'LOGIN' and 'REGISTER' buttons. A large blue banner contains a welcome message and a list of programs: Creative Europe, Erasmus+, Europe for Citizens, and EU Aid Volunteers. Below the banner, there are instructions for new users and existing users, with three numbered steps for registration.

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

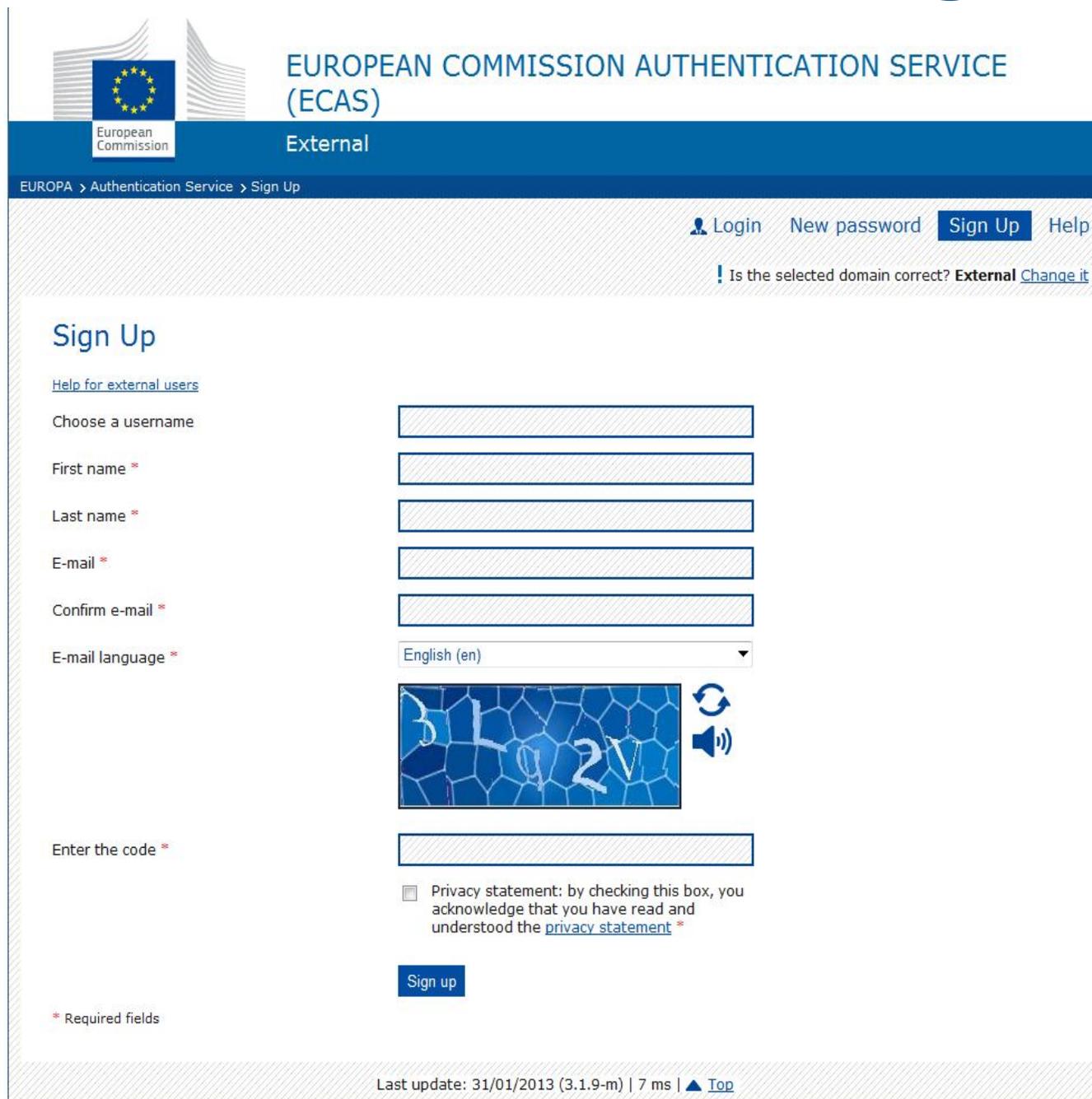
If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your [organisation](#) or expert details here. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

- 1** To register your organisation or expert details, you need first to have an ECAS account (European Commission Authentication Service)
- 2** If you don't have an ECAS account, you can create one by clicking [here](#) or by using the "Register" button above. Further information on ECAS accounts can be found [here](#).
- 3** Authenticate your identity using the "Login" button above and continue your registration by clicking the Organisations or Expert tabs.

Do you already have an ECAS account?

ECAS Account registration



The screenshot shows the ECAS External Sign Up page. At the top left is the European Commission logo. The page title is "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)". Below the title is a blue bar with "External" and "Sign Up" buttons. The main content area has a "Sign Up" heading and a "Help for external users" link. The form fields are: "Choose a username" (text input), "First name" (text input), "Last name" (text input), "E-mail" (text input), "Confirm e-mail" (text input), "E-mail language" (dropdown menu set to "English (en)"), and "Enter the code" (text input). A CAPTCHA image with the code "31L02V" is shown with a refresh and audio icon. Below the code input is a checkbox for the "Privacy statement". A "Sign up" button is at the bottom of the form. A footer note says "* Required fields".

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Sign Up

Login New password **Sign Up** Help

! Is the selected domain correct? **External** [Change it](#)

Sign Up

[Help for external users](#)

Choose a username

First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language * English (en)

Enter the code *

Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

Sign up

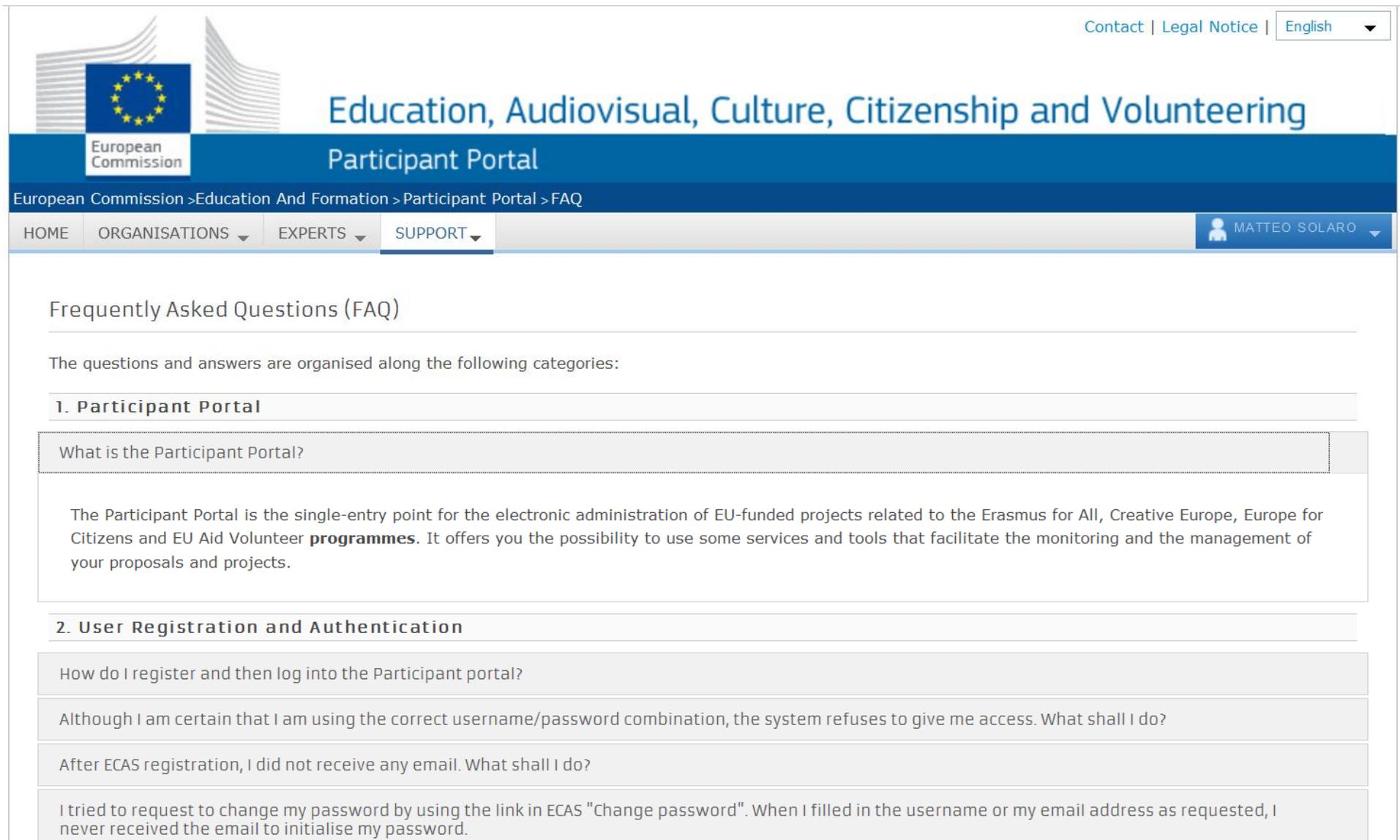
* Required fields

Last update: 31/01/2013 (3.1.9-m) | 7 ms | [Top](#)

- ECAS account creation is necessary to start the registration.
- An email confirmation is sent after the Sign Up.
- This step is not the organisation registration. It allows starting the process.

Support page FAQ

General information about the process is provided in the FAQ.



The screenshot shows the top navigation bar of the European Commission Participant Portal. It includes the European Commission logo, the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal', and a language dropdown menu set to 'English'. Below the navigation bar is a breadcrumb trail: 'European Commission > Education And Formation > Participant Portal > FAQ'. A user profile dropdown for 'MATTEO SOLARO' is visible on the right. The main content area is titled 'Frequently Asked Questions (FAQ)' and contains a list of questions under two categories: '1. Participant Portal' and '2. User Registration and Authentication'. The first question is 'What is the Participant Portal?' with an answer explaining it as a single-entry point for EU-funded projects. The second category lists four questions related to registration and login issues.

Contact | Legal Notice | English ▼

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > FAQ

HOME ORGANISATIONS ▼ EXPERTS ▼ SUPPORT ▼

MATTEO SOLARO ▼

Frequently Asked Questions (FAQ)

The questions and answers are organised along the following categories:

1. Participant Portal

What is the Participant Portal?

The Participant Portal is the single-entry point for the electronic administration of EU-funded projects related to the Erasmus for All, Creative Europe, Europe for Citizens and EU Aid Volunteer **programmes**. It offers you the possibility to use some services and tools that facilitate the monitoring and the management of your proposals and projects.

2. User Registration and Authentication

How do I register and then log into the Participant portal?

Although I am certain that I am using the correct username/password combination, the system refuses to give me access. What shall I do?

After ECAS registration, I did not receive any email. What shall I do?

I tried to request to change my password by using the link in ECAS "Change password". When I filled in the username or my email address as requested, I never received the email to initialise my password.

Organisation/Company – search

The screenshot shows the 'Participant Portal' for the 'Education, Audiovisual, Culture, Citizenship and Volunteering' program. The page title is 'Participant Portal' and the breadcrumb trail is 'European Commission > Education And Formation > Participant Portal > Organisation Search'. The user is logged in as 'MATTEO SOLARO'. The main heading is 'Search a registered organisation and PIC'. The search form includes the following fields:

- Search Term:
- Country of Registration:
- City:
- VAT:
- Website:

At the bottom of the form are two buttons: 'SEARCH' and 'CLEAR'. The footer contains the text '© European Communities'.

- The Search tool allows to look if your organisation does not exist already in the database.
- If an organisation already exists and has a PIC, no new one should be created.
- Please note that the database is common to other Commission services (example Research)

Organisation/Company – registration

European Commission > Education And Formation > Participant Portal > Register An Organisation

HOME ORGANISATIONS EXPERTS SUPPORT MATTEO SOLARO

Register an Organisation

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation

This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

Organisation Registration

Please keep the legal data of the organisation and programme related information at hand. You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.

You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

[REGISTER ORGANISATION](#) [RESUME REGISTRATION](#)

How to update your organisation data?

Modify registered data	Upload supporting documents	Modify validated data
If the Validation Services have not started the validation of your data yet:	If the Validation Services have already started the validation process:	If your data has been validated by the Validation Services:
To modify the data of your organisation, click the My Organisations option in the Organisations menu, then click the ED button next to the name of your organisation.	You are able to upload additional documents up to 10 MB . Once uploaded, these documents may not be withdrawn or modified.	Only the Legal Entity Appointed Representative (LEAR) (or a person with the Account Administrative role for your organisation) is authorised to request organisation data modifications and provide the supporting documents via the My Organisations option in the Organisations menu.

•If your organisation does not exist, it can be created by choosing the "Register organisation" button.

•The button will redirect to the unique registration facility.

Welcome page of Unique Registration Facility (URF)

Contact | Legal Notice | English ▼



Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > FAQ

HOME ORGANISATIONS ▼ EXPERTS ▼ SUPPORT ▼

 MATTEO SOLARO ▼

Frequently Asked Questions (FAQ)

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1. Participant Portal

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I tried to request to change my password by using the link in ECAS "Change password". When I filled in the username or my email address as requested, I never received the email to initialise my password.

Organisation – legal data registration

Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Organisation data

Please enter the data for the organisation.
More info on NACE code

Enter information about your organisation

Are you registering on behalf of another organisation? No Yes

Is the organisation a Legal Person? Yes No, I'm a natural person.

Is it a non-profit organisation? Yes No

Is it a public body? Yes No

Is it a NGO? Yes No

Business Name

Business Registration Number *

Registration Date *

Registration Authority *

Establishment/Registration Country *

Region/County

Legal Name *

Official Language *

Close Save Draft Delete Draft Next >

- Only the legal information should be registered.
- Information should match with the information on the official registration documents

Organisation – legal address registration

Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Legal address data

Enter the registered, official legal address of the organisation. If you are registering on behalf of another organisation, please provide the relevant Legal Address information for the other entity.

Enter Legal Address information

Address	
Street Name and Number *	<input type="text" value="Rue Colonel Bourg 149"/>
P.O. Box	<input type="text"/>
Postal Code	<input type="text" value="1049"/>
CEDEX	<input type="text"/>
City *	<input type="text" value="Bruxelles"/>
Region/County	<input type="text" value="Arr. Admin. Bruxelles-Capitale - A"/>
Country *	<input type="text" value="Belgium"/>
Phones	
Main Phone *	<input type="text" value="+32 22222222"/>
Fax	<input type="text"/>
Secondary Phone	<input type="text"/>
Internet Address	
Internet web address / website	<input type="text" value="www.desk.eu"/>

* Mandatory data

Close Save Draft Delete Draft < Back Next >

Organisation – legal address registration

Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Contact data

During this step, you are prompted to provide official contact information for communication relating to your organisation during the validation process and as a future participant. The Validation Services will use this information to contact you (or the designated Contact Person) during the process of validation of your organisation data.

Enter contact information

Contact

Title

Position in the organisation

Department

Professional E-mail *

Gender * Male Female

Last Name *

First Name *

Address

Use the existing Legal Person's address?

Street Name and Number *

P.O. Box

Postal Code

CEDEX (France only)

City *

Contact data are the general contacts of an organisation, not the ones related to a particular project.

- Contact person will be contacted in case of questions related to organisation or before validation

Selection of Programme specific information

Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Programme-specific data

Thank you for completing the first step in registering your organisation.

Now you can either:

- finish your registration and receive the Participant Identification Code, or
- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).

Programme-Specific Information

You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.

[Finish your registration](#)

You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.

Programme :

- Select a Programme from the list:
- Erasmus+
- Creative Europe**
- Europe for Citizens
- EU AID Volunteers

< Back Save Draft Delete Draft Close

Selection of Programme specific information

Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

EAC

Please select from the lists the type and scope of your organisation. If none of the options is relevant for your organisation, select 'OTHER' and add a short description of your organisation.

Small or medium-sized enterprise (SME) is an enterprise with:

- Less than 250 employees.
- A balance sheet lower than 50M €.
- A year turnover of less than 43M €.

EAC

Organisation type: Film Producer

Is your organisation a small/medium-sized enterprise (SME)?: Yes No

Organisation description: Production company specialized in TV animation series

Close < Back Save Draft Save and Return

For each programme, different organisation types will be presented.

- After this last step, you will be redirected to the previous screen and you can click on "Finish your registration"
- An email with the PIC number will be send to the email mentioned in the contact address.

Participant Portal – See My Organisations

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > My Organisations

HOME ORGANISATIONS EXPERTS SUPPORT MATTEO SOLARO

Register
My My Organisations
Search

LEGEND VO View Organisations MO Modify Organisations GP View Proposals OR View Roles VP View Profile

Show 10 entries Search

NAME	PIC	VAT	STATUS	ACTIONS
	950479139			
	950479333			
	957458386			
	950479818			
Bulgaro-Rumanska Targovsko Promishlena Palata	950405516	117611755	DECLARED	VO MO
Remming d.o.o. Cveticanin	950405225	not applicable	DECLARED	VO MO

Showing 1 to 6 of 6 entries. ← PREVIOUS 1 NEXT →

© European Communities

All organisations created with the ECAS account will be visible in the "My organisation" tab.

- In order to modify the organisation data or to upload official documents, click on Modify Organisations (MO)

Organisation – modify data, add supporting documents

Update of organisation data - Mozilla Firefox

www.acceptance.ec.europa.eu https://www.acceptance.ec.europa.eu/research/participants/urf/secure/update.do?pic=950405225&source=RPP

Welcome **Matteo SOLARO**, you can edit Remming d.o.o. Cveticanin 950405225 English(en)

Messages Documents Organisation Legal Address Contact Person LEAR

Documents

On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.

Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.

Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).

Add a new document

No documents have been submitted for this organisation yet.

To add a supporting document, click the 'Add new document' button above.

File

Document Type

- Archive
- Balance Sheet
- Balance sheet + Profit loss accounts
- Business Plan
- Cert. Decl. Current Patrimony
- Certification Methodology
- External Auditor's Report
- FEL Form private entity
- FEL Form public entity**
- FEL form natural person
- FP7 Verification Check List
- ICM Justification
- ID Card Passport Copy
- International Treaty
- LEAR Appointment Letter
- LEAR Roles Tasks Form
- Last Income Tax
- Law/Decree Extract
- List of Debts Certified
- Low economic activity note

Description

Original Language

Choose your Framework Program

User manual

Supporting documents related to the organisation can be uploaded (official registration documents, VAT documents, annual Balance sheets, etc)

- Check the call documentation to see which documents need to be uploaded.

E-FORM

Application for funding: partner list management and application eForm creation

IMPORTANT POINTS TO NOTE BEFORE YOU START

PIC numbers

In order for an organisation to be included as a participant in a funding application, it must first have been registered in EACEA's Participant Portal and been allocated a unique Participant Identification Code (PIC). If an organisation does not have a PIC number, it will not be possible to include it in an application.

Organisations can obtain their PIC number by registering in EACEA's Participant Portal. Click [here](#) to be directed to the Participant Portal.

Organisation profile

Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please scrupulously check if any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session

When you proceed with either of the options below, you must complete all of the steps involved in one continuous session. Once you have clicked on one of the buttons, it is not possible to interrupt the activity and resume it at a later time. All the steps mentioned below must be carried out in one go. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

ECAS authentication

Access to the options below you is authenticated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create your account including an ECAS login username and password. After creating your account, please return to this webpage in order to continue with your chosen option.

Create a new application eForm

You will be required to complete the following steps in one session once you have clicked on the button below:

- Select the funding opportunity you are applying under.
- Select the language version of the application eForm.
- Select the organisation(s) participating in your funding application and build your list of participating organisations.
- Create the application eForm.
- Save the application eForm to your local computer or network drive.

Create new application eForm

Revise your list of participating organisations and incorporate it in your existing application eForm

If you have already created an application eForm but need to update it because of the inclusion of additional organisations or because an organisation's details have changed, please use the button below.

Once you click on the button, you will be required to complete the following steps in one session:

- Upload your existing application eForm.
- Make the necessary revisions to your list of participating organisations.
- Create the updated version of your application eForm bearing your revised list of participating organisations.
- Save the updated application eForm to your local computer or network drive.

Revise list of participating organisations and update application eForm

eForm creation – select your call

Application for funding: selection of funding opportunity

Selected funding opportunity and eForm language version

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
CREATIVE EUROPE	MEDIA	Festivals	NA	01/10/2013	02/04/2014

eForm language version

EN

Previous step

Next step

CREATIVE EUROPE

Search

Show 50 entries

Filter search results:

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
EACEA/XX/XXX	CREATIVE EUROPE	MEDIA	Distribution Automatic support	Automatic generation	01/10/2013	02/04/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 1 Smaller scale projects	01/06/2013	04/02/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 2 Larger scale projects	01/06/2013	04/02/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	01/06/2013	04/02/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	01/03/2014	01/09/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Creative Documentary	01/06/2013	04/02/2014
			Development Single Project	Development Single Project Creative		

Insert PIC & choose applicant organisation and partners



Application for funding: selection of the participating organisation(s)

Applicant organisation

Important information! The Applicant organisation is always listed as the **first** organisation in an application eForm. Consequently, when you create your application eForm, the Applicant Organisation selected below will **automatically** appear as the first partner in the eForm.
Once the application eForm has been created, it is not possible to switch the role of Applicant Organisation to a different partner organisation. For this reason, it's essential to unequivocally establish the applicant organisation before creating your application eForm.

Select the Applicant Organisation:

List of participating organisation(s)

For each organisation participating in the application, enter the organisation's PIC number and click Add to list.
To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

PIC number:

	PIC	Name	Country	<input type="checkbox"/>
1	997566043	Thémis Holding	BE	<input type="checkbox"/>
2	997666438	Biofortuna Ltd	UK	<input type="checkbox"/>
3	999949333	MORPHO CARDS GMBH	DE	<input type="checkbox"/>

Verify if partnership is correct and create pre-filled application form

Europa > European Commission > EACEA > Home > Funding opportunity > Participating organisation(s) > Create application form User Guide

Application for funding: details confirmation and application eForm creation

If the details below are complete and correct, you may proceed with the creation of your application eForm. The 'Create application eForm' button is found at the foot of this page.
If any details are incorrect or missing, click on the 'Previous step' button to make the necessary changes.

Funding opportunity and eForm language version

Programme name	Sub-programme name	Action name	Sub-action name
CREATIVE EUROPE	MEDIA	Festivals	NA

eForm language version

EN

Participating organisation(s)

Applicant organisation

PIC	Name	Country
999949333	MORPHO CARDS GMBH	DE

Other participating organisation(s)

PIC	Name	Country
997566043	Thémis Holding	BE
997666438	Biofortuna Ltd	UK

[Previous step](#) [Create application eForm](#)

What happens in case of selection?

Validation of the organisation

- If after the application and selection processes, project is awarded a grant, the beneficiary organisations will need to be validated.
- This validation is carried out by the validation team in the Research Executive Agency
- The validation consists in checking the registered data in relation to the official documents
- After the validation, a Legal Entity Appointed Representative is nominated. He will be the only person allowed to change the organisation data in the Portal.

Сайт програми Еразмус+ всіх галузей та напрямків

http://ec.europa.eu/programmes/erasmus-plus/index_en.htm

Виконавче агентство EACEA:

http://eacea.ec.europa.eu/erasmus-plus_en

For grant support to travel costs in the Erasmus+ Programme, travel distances must be calculated using the [distance calculator](#)

All organisations taking part in a project must be registered in the Unique Registration Facility (URF). Organisations should register in URF through the [Participant Portal](#). The detailed process is described in the [URF and Participant Portal guide\(2.7 Mb\)](#) .

If applicable, a partner organisation must sign a mandate by which the coordinator is authorised to act in its name during the implementation of the project. A [template of the mandate\(45 kB\)](#) with guidelines on its use is available.

[Technical guidelines\(3.51 Mb\)](#) to help applicants complete the electronic forms for actions managed by National Agencies.

[Template for the timetable of activities\(63 kB\)](#) that must be attached to the application form for Strategic Partnerships.

[Guide for experts\(710 kB\)](#) on quality assessment of grant applications for actions managed by National Agencies



Erasmus+

ДЯКУЄМО ЗА УВАГУ!

Контакти для консультацій щодо можливостей:
Національний Темпус-офіс в Україні

9 вул. Бастіонна, 8-й поверх, Київ

Тел.: 0443322645 / 2866668,

е-пошта: tempus@ilid.org.ua

Веб-сайт: www.tempus.org.ua



з квітня 2014 р.

Національний Еразмус+ офіс в Україні

erasmusplus@org.ua та www.erasmusplus.org.ua

ЗАПРОШУЄМО ДО СПІВПРАЦІ!

