



Valsts izglītības
attīstības aģentūra

Projektu pieteikumu aizpildīšanas seminārs Sagatavošanas vizītēm

Vizīšu pieteikumu sagatavošana un iesniegšana Espresso sistēmā

2019.gada 18.septembrī



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Vispārīgā informācija

- ✓ Espresso sistēmas uzturētājs ir Norvēģijas Augstākās izglītības kvalitātes paaugstināšanas un starptautiskās sadarbības aģentūra DIKU (*Direktoratet for internasjonalisering og kvalitetsutvikling i høgare utdanning*)

<https://diku.no>






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Projekta iesniegšana Espresso sistēmā

<https://espresso.siu.no>


espresso.siu.no/espresso/login?2



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Espresso

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Login

Login

Please log in with user name (e-mail address) and password

If you have previously used Diku's online services, you can use the same user name and password as before.

If you experience technical problems with registration or login, please use our [support](#) page.

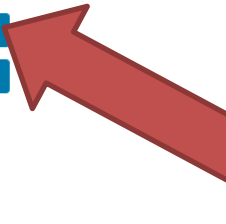
Username

Password

Login

Register new user

Forgot password






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Projekta iesniegšana Espresso sistēmā


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User registration - step 1 of 2

User registration - step 1 of 2

Enter your full name and e-mail address to start the registration process. Note that a message will be sent to entered e-mail address, and that you must be able to read this message to complete the registration.

Given/First name

Family/Last name

E-mail

Confirm e-mail

Write the letters in the image
in the text box below



If the letters are difficult to read
[try a different image](#)


[Register](#)



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Home

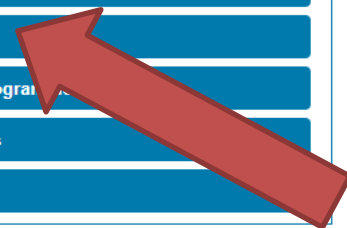
Diku application and reporting

Welcome to Diku's application and reporting system. Please choose your actions from the menus below.

Programmes open for new applications

This section lists programmes currently open for new applications.
Click the programme name to get a list of open call for proposals for each programme.
After creating a new application, you can continue working on it under "My applications".

Digital Learning in Higher Education	Erasmus Plus Project Development
Gjør Det!	Godkjenning av utvekslingsorganisasjoner
InternAbroad	Lærebokutvalget
Nordic Master Program	Nordplus
North America	Norwegian Artistic Research Program
Norwegian Studies Abroad	Norwegian Visiting Lectureships
Preparatory visits Erasmus+	Utdanningskvalitetsprisene



My tasks

This section lists tasks that are assigned to you. You can handle a task by clicking its name.

No tasks found

My applications

This section lists your applications. Use the links under Actions to view or edit the applications.



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Kam ir jābūt zināmam sagatavošanas vizītes pieteikuma iesniegšanas brīdī

- ✓ Kādā apakšprogrammā (*Junior, Adult, Languages*) paredzēts iesniegt projektu?
- ✓ Kas būs projekta partneri?
- ✓ Projekta ideja – ko un kāpēc plānots darīt, kādi būs iespējamie rezultāti un ietekme.
- ✓ Sagatavošanas vizītes darba kārtībai.



Nordplus

Available application forms

This section lists available application forms for this programme.

Nordplus Nordic Languages 2019 - Preparatory visit

This application form is available between **Aug 21, 2019** and **Oct 1, 2019**.

Use the link below to create a new application, or continue working with an existing application under "My Applications".

[Click here to create a new application](#)

Nordplus Adult 2019- Preparatory visits

This application form is available between **Aug 21, 2019** and **Oct 1, 2019**.

Use the link below to create a new application, or continue working with an existing application under "My Applications".

[Click here to create a new application](#)

Nordplus Junior 2019 - Preparatory visit

This application form is available between **Aug 21, 2019** and **Oct 1, 2019**.

Use the link below to create a new application, or continue working with an existing application under "My Applications".

[Click here to create a new application](#)




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- ✓ Iesniegums
jāsagatavo un
jāiesniedz
tiešsaistē,
aizpildot
elektronisko
pieteikuma
veidlapu.




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Home > Nordplus > Document editor

Nordplus Junior - Preparatory visit autumn 2019

NPJR-2019-PV/10015 - Artistic approaches for TVET promotion among socially unprivileged youth

1.Start

2.Institutions

3.Project description

4.Mobility


5.Budget

6.Preview/check list

7.Submitt

Basic information

How to use the Espresso application and report system, see "More help"

 Help

... 1.1. Project information ...

Title of project*

Artistic approaches for TVET promotion among socially unprivileged youth

Project number

NPJR-2019-PV/10015

... 1.2. Project access ...

State the persons who will have access to the application. These persons need to register/create accounts in Espresso. After registration you can choose these persons from the list of registered users.

Maximum 4 persons can have editor access. For read access there is no limitation.

Project read access

Read only access means that the person that you give access can read everything in the application, but not make changes.

Search among registered users

Search

Project editor access

Project editor access means that the person that you give access can alter the application

Search among registered users

Search

	Name	E-mail	Action(s)
1	Stolarova, Irina	irina.stolarova@viaa.gov.lv	Delete

Save

Save and Close

Cancel

* If you use the BACK button, all unsaved changes on the current page is lost.

The current page is saved automatically when navigating between the sections, or by using the Save button at the bottom of the page.



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- ✓ Nepieciešams ievadīt informāciju par savu un partneru organizāciju Nordplus datubāzē (ja tās vēl nav reģistrētas datu bāzē!)

Abām organizācijām sistēma ģenerē apliecinājuma vēstules, kuras jāparaksta attiecīgo organizāciju/iestāžu paraksttiesīgajām personām, jāieskanē un jāpievieno pieteikumam

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Registration of Institutions

2.1.Coordinating institution 2.2.Partner institutions 2.3.Letter of Intent (LOI)

2.1.1. Registration of coordinations institution

Register the coordinating institution. Please, first search among the registered institutions if your institution is already in the system. (You can search by writing a part of the institution's name). If you do not find your institution, you register it by pressing "Add institution".

Search among institutions Search

Coordinating institution *

2.1.2. Unit

If it is relevant for you institution, please register unit.

Unit coordinating institution Update unit Add new unit

2.1.3. Legal representative

Press "edit" to register the legal representative for your institution. By Legal representative you refer to the person at your institution who can sign contracts on behalf of the institution.

Name	E-mail	Action(s)
<input type="text"/>	<input type="text"/>	<input type="button" value="Edit"/>

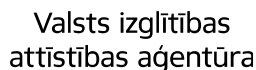
2.1.4. Contact person

Press "edit" to register contact person for the project. Contact person will be the person at the coordinating institution who will receive information from Nordplus regarding the project (application and report).

Name	E-mail	Action(s)
<input type="text"/>	<input type="text"/>	<input type="button" value="Edit"/>

Save Save and Close Cancel

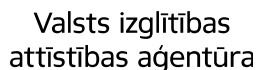
* If you use the BACK button, all unsaved changes on the current page is lost.



- ✓ Noteikti jāpārlicinās, vai partneru organizācija jau iepriekš nav reģistrēta Espresso sistēmā

Angļu valodā jāizmanto tāds partneru organizācijas nosaukums, kādu organizācija lieto pati .





- ✓ Īsi jāapraksta projekta iecere
- ✓ un sagatavošanās vizītes norise
- ✓ Aprakstiem jābūt koncentrētiem - un vienlaikus tiem jāsniedz skaidrs priekšstats gan par projekta ieceri, gan sagatavošanās vizītes darba kārtību.



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[illegible]



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- ✓ Jāieraksta dati –
apmeklējamā valsts,
braucēju skaits
(maks.2 personas)
un brauciena ilgums
(maks. 5 dienas,
ieskaitot ceļu)

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Registration of mobility/travels - Preparatory visits

4.1. Registration of mobility - Preparatory visits

Register who is travelling, which country they are travelling from and to, number of travellers and the duration of the exchange. The mobility can be registered in several turns.
N.B. As a maximum, one grant for one visit with two participating teachers per institution can be applied for, and for a duration of 5 days totally (including travel days).

Choose "Add mobility" to register the mobility

Preparatory visits

Add mobility

Type	From Country	To Country	Number of travellers	Duration each traveler	Total grant	Action(s)
Preparatory visit	Latvia	Estonia	2	0m, 0w, 2d	940	EditDelete
Total			2		940	

Ev. comments to the mobility

Home > Document editor > Document editor > Mobility

Mobility - Preparatory visits

Type *Preparatory visit

From Country *Latvia

To Country *Estonia

Number of travellers *2

If the duration for each traveler varies, you must do the registration in several turns.
If you apply for domestic travels, you must enter "0" in duration for each traveller

Duration each traveler2 Days


Ev. Comments

SaveCancel



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- ✓ Pieprasīto
budžetu
sistēma
aprēķina
automātiski!



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7.Submit

Budget

..... 5.1. Budget

The Nordplus funds are calculated using fixed rates based on the countries involved, number of people travelling and the length of the stay.

EUR - Euro	Nordplus contribution	Sum
Mobility		
Preparatory visits	940	940
SUM - Mobility	940	940
Total	940	940

Update sums

Comments to the budget



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... 5.3. Bank Information

The following bank information regards the coordinating institution. Observe that Nordplus does not transfer funds to private accounts

Bank name: *

Bank account holder: *

Address bank account holder: *

IBAN: *

BIC-code/SWIFT-address: *

VAT-number OR Organisation number *

Every organisation in the EU has a VAT number (Value added tax number). If coordinating institution is from Norway, Iceland or Faroe Island you may use organisation number which is equivalent to VAT. Nordplus needs this number in order identify that a certain organisation is really the owner of a certain bank account.

Your reference:

To identify the grant within your own organisation, you should state a reference relevant to your organisation. If unsure, check with your economy department. The maximum is 35 characters.

✓ ! Ja
sagatavošanas
vizītes
pieteikums tiks
atbalstīts, šie
bankas rekvizīti
tiks ietverti
līgumā un **uz**
norādīto kontu
tiks pārskaitīts
piešķirtais
finansējums.



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Submission

6.1.Preview



Print preview (opens in new window)



Download PDF

6.1. Check list

Before you submit your application, use the check list and confirm that everything is OK.

NB! Your application will not be assessed if there are not at least two different Nordplus countries represented OR there are missing LOIs from any of the participating institutions.



There are at least two institutions from two different Nordplus countries in the project. *



Letters of Intent from all participants (coordinator and partners) are enclosed. *

Cancel

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Nordplus

✓Iespēja
aplūkot/lejuplādēt
projekta pieteikumu

✓Atgādinājums par
prasībām, kuras
neievērojot,
pieteikums netiks
izskatīts (vismaz 2
organizācijas no 2
dažādām valstīm;
apliecinājuma
vēstules no katras
iesaistītās
organizācijas)



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- ! The field "Institution" in "2.1.1. Registration of coordinating institution" is required. Please complete.
- ! The field "E-mail" in "2.1.3. Legal representative" is required. Please complete.
- ! The field "First name" in "2.1.3. Legal representative" is required. Please complete.
- ! The field "Last name" in "2.1.3. Legal representative" is required. Please complete.
- ! The field "E-mail" in "2.1.4. Contact person" is required. Please complete.
- ! The field "First name" in "2.1.4. Contact person" is required. Please complete.
- ! The field "Last name" in "2.1.4. Contact person" is required. Please complete.
- ! The field "Phone number" in "2.1.4. Contact person" is required. Please complete.
- ! The field "Description of preparatory visit" in "Description of preparatory visit" is required. Please complete.
- ! The field "Project period" in "Other information" is required. Please complete.
- ! The field "Previous Nordplus projects" in "Other information" is required. Please complete.
- ! The field "Bank name:" in "5.3. Bank information" is required. Please complete.
- ! The field "Bank account holder:" in "5.3. Bank information" is required. Please complete.
- ! The field "Adress bank account holder:" in "5.3. Bank information" is required. Please complete.
- ! The field "IBAN:" in "5.3. Bank information" is required. Please complete.
- ! The field "BIC-code/SWIFT-address:" in "5.3. Bank information" is required. Please complete.
- ! The field "VAT-number OR Organisation number" in "5.3. Bank information" is required. Please complete.

.... Submitt

Submit application

Cancel

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Jautājumu gadījumā lūdzu sazināties

Linards Deidulis

***Nordplus* programma**

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Espresso sistēmas administrators Norvēģijā:

Frank Krohn: frank.krohn@siu.no



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