

# How to manage Survey on Recognition

Once individuals have participated in an **Erasmus+** mobility project and submitted their feedback on the experience in the participant report, for **KA107<sup>1</sup>** and **KA103<sup>2</sup>** participants the next step is to fill in the **Survey on Recognition**. The purpose of the survey is to report on the recognition of the mobility period abroad. The survey assesses the quality of the recognition provided upon their return at the sending institution. The Survey on Recognition is completed online in **EU Survey** and is offered in various languages.

The participant receives an email with a dedicated link to the survey. The email request is automatically triggered by the Mobility Tool 45 days after the end date of the mobility is reached. It is only relevant for KA107 projects and KA103 for those mobilities of activity type HE-SMS-P.

1. For KA107, the mobility's end date must be at least 45 days in the past and the participant report must be already submitted. If both of these conditions are met the notification to complete the Survey of Recognition will be sent the next day.
2. For KA103 of activity type HE-SMS-P, the mobility's end date must be at least 45 days in the past and the participant report also submitted. In addition, if the answer to question 4.8 of the participant report is "No, the recognition process is still on-going", then the **Survey of Recognition** will be sent the next day.

Like the participant report, the participant receives an email notification to inform them to complete the Survey on Recognition. They can also save it as a draft for later submission. After being submitted, the participant may download a PDF version of the report, but cannot edit the form again.

The final beneficiary report for the 2016 call will include a section using answers to questions from the standard Participant Reports and from the **Participant reports on Recognition** that were submitted by the time of the final beneficiary report submission. The participant **Survey on Recognition** can be completed any time after the recognition process is finalised.

## Quick steps

- 1 Click on the "Mobilities" Tab of the project.
- 2 Check the recognition report status.
- 3 Participant Details.
- 4 Recognition report tab.
- 5 Email Link.
- 6 Purpose of the Survey on Recognition.
- 7 Identification of the Participant and General Information.
- 8 Academic Recognition.
- 9 Conclusions and Usage Rights.
- 10 Check the recognition report status.
- 11 Participant Details.
- 12 Recognition report tab.
- 13 Recognition of Learning Outcomes tab.

## Detailed steps

Steps

## Click on the "Mobilities" Tab of the project.

For KA107, before the **Survey of Recognition** is sent, the end of the mobility date must be 45 days or greater and the participant must have completed and submitted the Participant Report. If both of these conditions are met the Survey of Recognition will be sent to the participant the next day. The column **Recognition report** will only be viewable if you have selected to add the additional columns to the mobility list view. The status in this column will be **NONE**, until both conditions are met: 45 days after end of mobility and the participant report is submitted. When the email notification is sent to the participant the Recognition Report status will be **Requested**. After the participant has submitted the Survey of Recognition the status will change to **Submitted**.

Similarly for KA103 of activity type HE-SMS-P, the mobilities end date must be at least 45 days in the past and participant report must be submitted and only if the answer to the question 4.8 is **No** will the survey of recognition be sent. Likewise when all conditions are met the notification to complete the Survey of Recognition is sent the next day.

Here, in the Mobilities tab, the Participant Report has been submitted and the timeline of the return of the mobility is over 45 days.

The screenshot shows the 'Mobilities' tab in the European Commission Mobility tool. The interface includes a navigation bar with 'Project 2016-1-FR01-KA107-016445' and various menu items like 'Details', 'Dashboard', 'Organisations', 'Contacts', 'Mobilities', 'Mobility Import - Export', 'Budget', and 'Reports'. Below the navigation bar, there are filters for 'All' (4), 'Complete' (4), and 'Draft' (0). A search bar is present with the text 'Search in 4 records'. The main content is a table with columns: Participant First Name, Participant Last Name, Participant Email, Activity Type, Mobility ID, Sending Country, Receiving Country, Start Date, End Date, Complete, Report Status, Requested On, Received On, Recognition report, Extension?, and Extension End Date. The table contains four records. The record for Enja Kay is highlighted with a red box. The 'Recognition report' column for this record shows 'Requested'. Below the table, there are pagination controls (10, 25, 50, 100) and a footer with 'Mobility Tool+ 2.6 - 01/09/2016 17:22:20' and a 'Legal notice' link.

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	Recognition report	Extension?	Extension End Date
Zdzisław	Wiśnia	zdzislaw.wisnia@testmail.com	HE-SMS-T	16445-MOB-00001	France	Armenia	13/04/2016	22/06/2016	✓	Requested	06/09/2016		NONE	✗	
John	Smith	Stephen.Reid@ext.ec.europa.eu	HE-SMS-T	16445-MOB-00003	Armenia	France	01/04/2016	23/06/2016	✓	Requested	06/09/2016		NONE	✗	
Yom	Terry	yom.terry@email.com	HE-ST-T	16445-MOB-00004	France	Armenia	10/03/2016	18/05/2016	✓	UNDELIVERED	06/09/2016		NONE	✗	
Enja	Kay	helen.doyle@ext.ec.europa.eu	HE-SMS-T	16445-MOB-00002	France	Armenia	01/04/2016	28/05/2016	✓	Submitted	06/09/2016	06/09/2016	Requested	✗	

## Check the recognition report status.

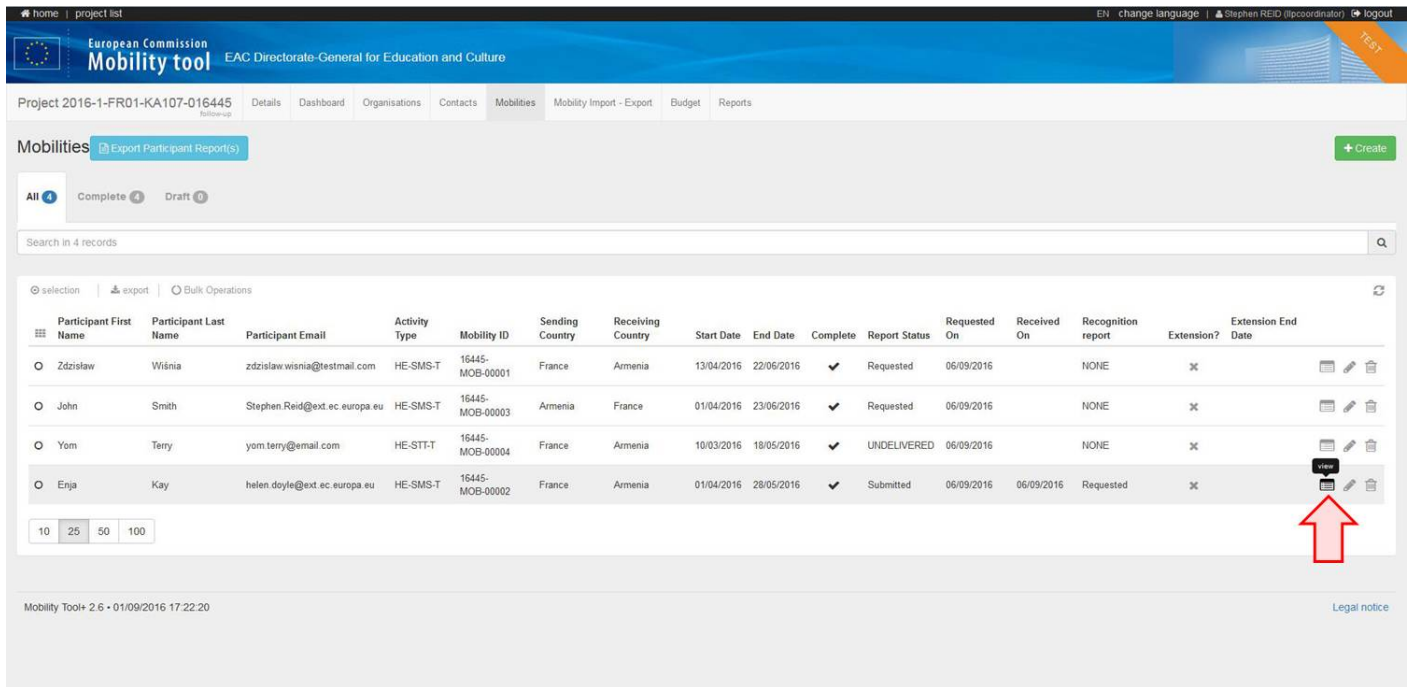
The **Recognition report** column indicates **Requested** and will only change to being submitted the day after the survey is submitted.

The screenshot shows the 'Mobilities' tab in the European Commission Mobility tool, similar to the previous one. The table contains the same four records. The record for Enja Kay is highlighted with a red box, and the 'Recognition report' column for this record now shows 'Requested'. The rest of the interface, including the navigation bar, filters, search bar, and footer, remains the same.

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	Recognition report	Extension?	Extension End Date
Zdzisław	Wiśnia	zdzislaw.wisnia@testmail.com	HE-SMS-T	16445-MOB-00001	France	Armenia	13/04/2016	22/06/2016	✓	Requested	06/09/2016		NONE	✗	
John	Smith	Stephen.Reid@ext.ec.europa.eu	HE-SMS-T	16445-MOB-00003	Armenia	France	01/04/2016	23/06/2016	✓	Requested	06/09/2016		NONE	✗	
Yom	Terry	yom.terry@email.com	HE-ST-T	16445-MOB-00004	France	Armenia	10/03/2016	18/05/2016	✓	UNDELIVERED	06/09/2016		NONE	✗	
Enja	Kay	helen.doyle@ext.ec.europa.eu	HE-SMS-T	16445-MOB-00002	France	Armenia	01/04/2016	28/05/2016	✓	Submitted	06/09/2016	06/09/2016	Requested	✗	

## Participant Details.

To access the participant details, click **View**.

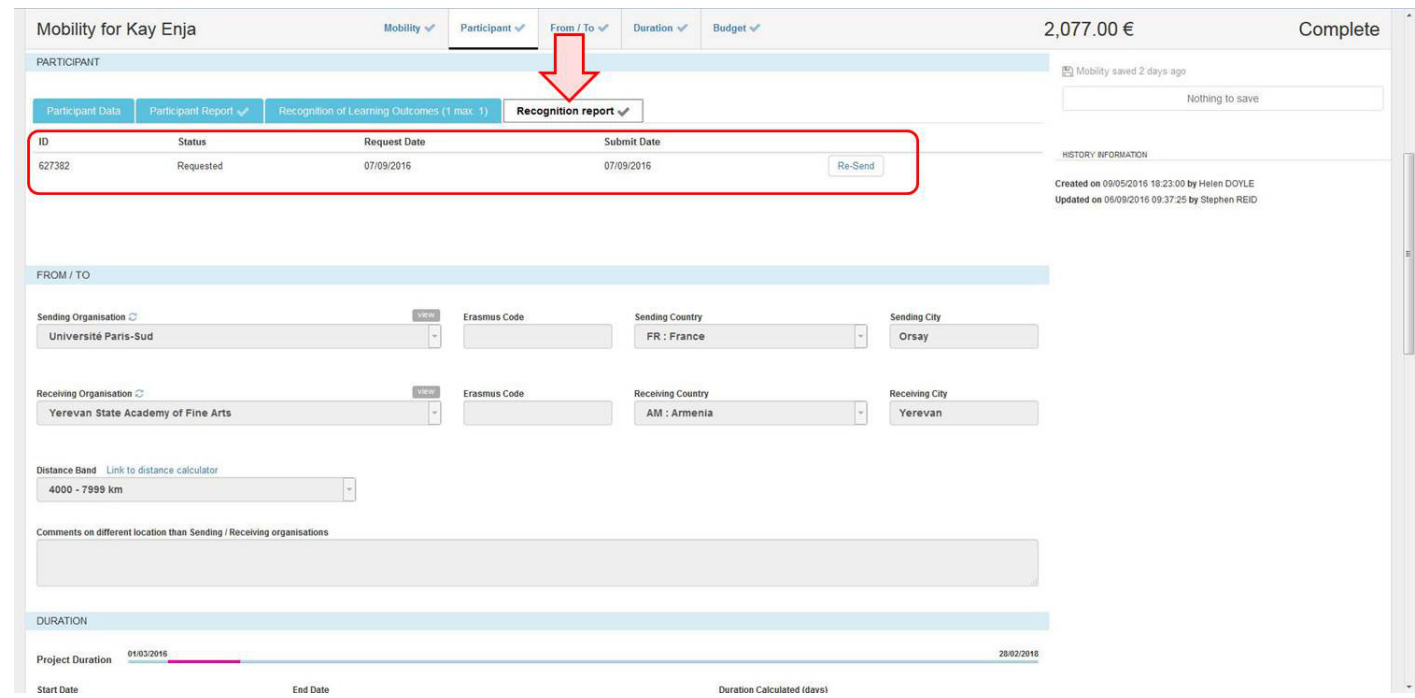


The screenshot shows the 'Mobilities' section of the Mobility tool. It features a table with columns for Participant Name, Participant Last Name, Participant Email, Activity Type, Mobility ID, Sending Country, Receiving Country, Start Date, End Date, Complete, Report Status, Requested On, Received On, Recognition report, Extension?, and Extension End Date. The record for Kay Enja is highlighted, and a red arrow points to the 'View' button in the action column.

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	Recognition report	Extension?	Extension End Date
○ Zdzisław	Wiśnia	zdzislaw.wisnia@testmail.com	HE-SMS-T	16445-MOB-00001	France	Armenia	13/04/2016	22/06/2016	✓	Requested	06/09/2016		NONE	✗	
○ John	Smith	Stephen.Reid@ext.ec.europa.eu	HE-SMS-T	16445-MOB-00003	Armenia	France	01/04/2016	23/06/2016	✓	Requested	06/09/2016		NONE	✗	
○ Yom	Terry	yom.terry@email.com	HE-ST-T	16445-MOB-00004	France	Armenia	10/03/2016	18/05/2016	✓	UNDELIVERED	06/09/2016		NONE	✗	
○ Enja	Kay	helen.doyle@ext.ec.europa.eu	HE-SMS-T	16445-MOB-00002	France	Armenia	01/04/2016	28/05/2016	✓	Submitted	06/09/2016	06/09/2016	Requested	✗	

## Recognition report tab.

The **Recognition report** tab indicates the status of the report and the date that it was requested which is the same as the send date of the notification. If needed, the survey can be resent to the participant, by clicking the **Re-Send** button. If the status is undelivered the email address should be verified before re-sending.



The screenshot shows the 'Recognition report' tab for mobility record 627382. The tab is highlighted with a red arrow. Below the tab, a table shows the report details, including ID, Status, Request Date, and Submit Date. A red box highlights the 'Re-Send' button next to the report details.

ID	Status	Request Date	Submit Date
627382	Requested	07/09/2016	07/09/2016

## Email Link.

The participant then receives an email with a link to the **Survey of Recognition**. Each participant receives an unique link to their own survey.

Cher/Chère Enja Kay,

You have taken part in an Erasmus+ mobility project and already submitted feedback on your mobility experience through the participant report. As your recognition process was not finalised at the time of the submission of your first report, you are now asked to fill in the second survey which focuses specifically on recognition.

Your mobility details were the following:

Type de mobilité: Student mobility for Studies To/From Partner Countries

Dates prévues de la mobilité: 01/04/2016 - 28/05/2016

Pays de la mobilité: Armenia

Organisme d'envoi:

Nom: Université Paris-Sud

Ville: Orsay

Country: France

Organisme d'accueil:


Nom: Yerevan State Academy of Fine Arts

Ville: Yerevan

Country: Armenia

Please click on the link below to access the online participant report on recognition and fill it in:

[https://ec.europa.eu/eusurvey/runner/EP-KA1-HE-Int-Recognition-2016\\_ACC/976a9014-0e0a-4d8e-a009-77209825e6bc](https://ec.europa.eu/eusurvey/runner/EP-KA1-HE-Int-Recognition-2016_ACC/976a9014-0e0a-4d8e-a009-77209825e6bc)

You may save a temporary draft and use the same  erlink to get back to it. Once you have completed it by answering all questions, please submit it by clicking on the "Submit" button. After having submitted the report you will no longer be able to change it.

This is a system generated message from EU Survey. Please do not reply. If you encounter any difficulties in filling the report please contact your beneficiary organisation:

Université Paris-Sud

Should you wish to report on any sensitive issue which you do not want to disclose in this report, you may want to contact the National Agency that has selected your project. Contact details of Erasmus+ National Agencies can be found at Vos données personnelles sont protégées. Plus de détails sur

[http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm)

Vos données personnelles sont protégées. Plus de détails sur

[http://ec.europa.eu/dgs/education\\_culture/calls/dpo\\_en.htm](http://ec.europa.eu/dgs/education_culture/calls/dpo_en.htm)

Many thanks for the time dedicated to this Erasmus+ participant report on recognition!



# Academic Recognition.

Based on how the questions are answered in section 3. **Academic Recognition**, the options will expand asking the participant to fill in more detail of the recognition body and their opinion on the grade conversion.

EU Survey All public surveys Login | Help | Language

### 3 Academic Recognition

\*3.1 Is the recognition process for your mobility period finalised?

Yes, the process is finalised  
 No, the recognition process is still on-going

\*3.2 Did you gain or do you expect to gain academic recognition from your sending institution for your period abroad?

Following successful completion of the components described in Table A (i.e. study programme at the receiving institution) of the Learning Agreement, the sending institution:

- recognises all the credits specified in Table B (i.e. recognition at the sending institution) of the final version of the Learning Agreement, without the need to take any further courses or exams. (Full recognition)
- does not recognise some of the credits specified in Table B (recognition at the sending institution) of the final version of the Learning Agreement. (Partial recognition)
- does not recognise any of the credits specified in Table B (recognition at the sending institution) of the final version of the Learning Agreement. (No recognition)

Full recognition  
 Partial recognition  
 No recognition

3.10 Do you think the grade conversion by the sending institution of the grades obtained at the receiving institution was...

	Strongly agree	Rather agree	Neither agree nor disagree	Rather disagree	Strongly disagree	Not applicable
*Transparent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Objective	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*Fair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\*3.11 Did you receive or do you expect to receive the Transcript of Records (Table C of the official template or equivalent) from the receiving institution within five weeks after publication/proclamation of your results at the receiving institution?

Yes  
 No

### 4 Conclusions, Comments and Recommendations

4.1 If you wish, please give any additional information, observations, comments or recommendations that may be useful for students wishing to go abroad as well as for the National Agency or the European Commission in view of improving the Erasmus+ student mobility action.

## Conclusions and Usage Rights.

The final part of the survey **4. Conclusions, Comments and Recommendations** and **5. Publication and Usage Rights of the Information and of the Email Address** asks the participant to give additional information regarding their own experience and/or comments on their experiences with the view of assisting in the ongoing improvement of the Erasmus+ programme. The final radio button gives the participant the option of certain levels of restriction to the publication of their personal contact information.

Once filled in, the **Submit** button should be clicked to send the information. Alternatively, the participant can also click **Save as Draft**, to access at a later stage.

The screenshot shows the EUSurvey interface with the following content:

- Header: EUSurvey All public surveys | Login | Help | Language
- Question 3.10: A table for grade conversion with columns: Strongly agree, Rather agree, Neither agree nor disagree, Rather disagree, Strongly disagree, Not applicable. Rows: \*Transparent, \*Objective, \*Fair.
- Question 3.11: Did you receive or do you expect to receive the Transcript of Records (Table C of the official template or equivalent) from the receiving institution within five weeks after publication/proclamation of your results at the receiving institution? (Yes/No radio buttons)
- Section 4: **4 Conclusions, Comments and Recommendations**. Question 4.1: If you wish, please give any additional information, observations, comments or recommendations that may be useful for students wishing to go abroad as well as for the National Agency or the European Commission in view of improving the Erasmus+ student mobility action. (Text input field)
- Section 5: **5 Publication and Usage Rights of the Information and of the Email Address**. Question 5.1: I agree that (parts of) this report can be published and made available to the general public. (Yes/No radio buttons)
- Buttons: Submit, Save as Draft
- Footer: EUSurvey is supported by the European Commission's ISA programme, which promotes interoperability solutions for European public administrations. | FAQ | Support

A red box highlights the section containing questions 4 and 5, and a red arrow points to the Submit button.

The **Thank You** screen contains the case ID and an option to print or download the survey as a PDF.

The screenshot shows the Thank You screen with the following content:

- Header: EUSurvey All public surveys | Login | Help
- Message: Thank you for your contribution
- Case ID: 976a9014-0e0a-4d8e-a009-77209825e6bc
- Buttons: Print, Download PDF
- Footer: EUSurvey is supported by the European Commission's ISA programme, which promotes interoperability solutions for European public administrations. | FAQ | Support

## Check the recognition report status.

Back in MT+, the Recognition report column still indicates **Requested**.

The screenshot shows the 'Mobilities' section of the Mobility tool interface. The table contains the following data:

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	Recognition report	Extension?	Extension End Date
Zdzisław	Wiśnia	zdzislaw.wisnia@testmail.com	HE-SMS-T	16445-MOB-00001	France	Armenia	13/04/2016	22/06/2016	✓	Requested	06/09/2016		NONE	✗	
John	Smith	Stephen.Reid@ext.ec.europa.eu	HE-SMS-T	16445-MOB-00003	Armenia	France	01/04/2016	23/06/2016	✓	Requested	06/09/2016		NONE	✗	
Yom	Terry	yom.terry@email.com	HE-ST-T	16445-MOB-00004	France	Armenia	10/03/2016	18/05/2016	✓	UNDELIVERED	06/09/2016		NONE	✗	
Enja	Kay	helen.doyle@ext.ec.europa.eu	HE-SMS-T	16445-MOB-00002	France	Armenia	01/04/2016	28/05/2016	✓	Submitted	06/09/2016	06/09/2016	Requested	✗	

The next working day, the Recognition report status has changed to **Submitted**.

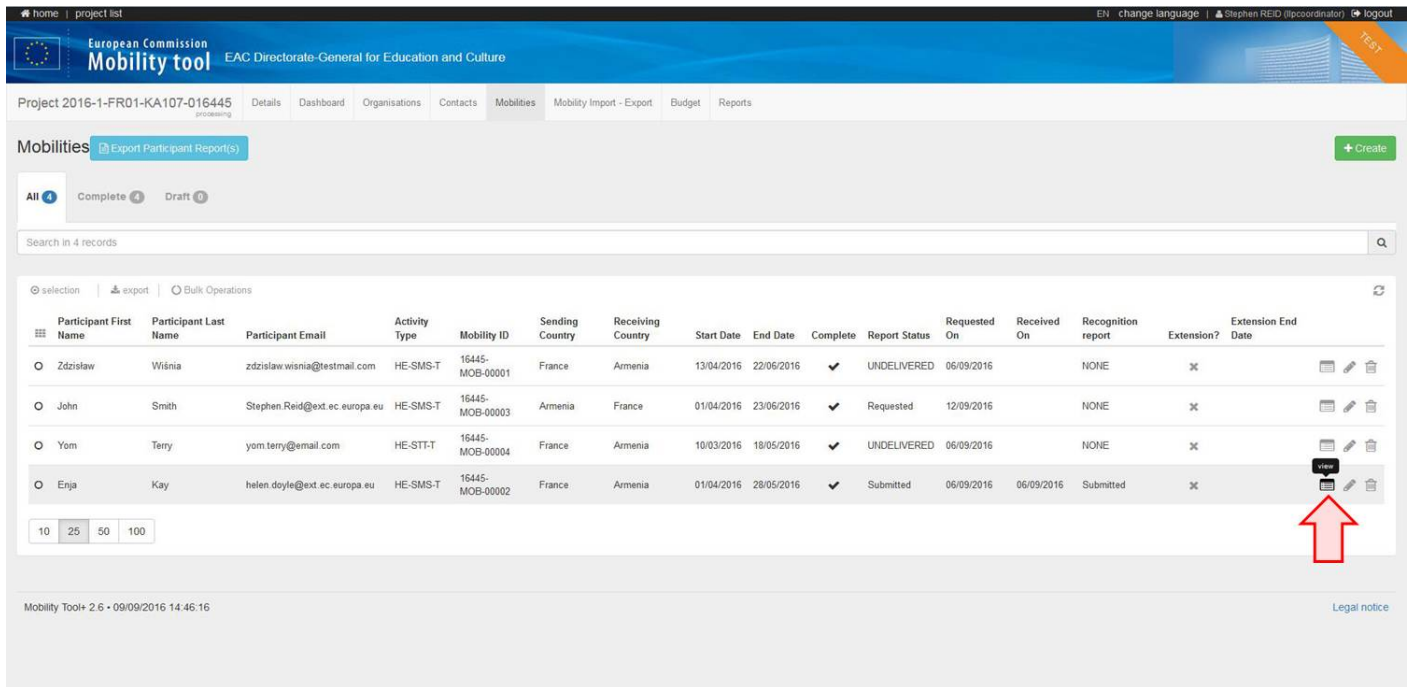
The screenshot shows the 'Mobilities' section of the Mobility tool interface after one day. The table data is as follows:

Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	Recognition report	Extension?	Extension End Date
Zdzisław	Wiśnia	zdzislaw.wisnia@testmail.com	HE-SMS-T	16445-MOB-00001	France	Armenia	13/04/2016	22/06/2016	✓	UNDELIVERED	06/09/2016		NONE	✗	
John	Smith	Stephen.Reid@ext.ec.europa.eu	HE-SMS-T	16445-MOB-00003	Armenia	France	01/04/2016	23/06/2016	✓	Requested	12/09/2016		NONE	✗	
Yom	Terry	yom.terry@email.com	HE-ST-T	16445-MOB-00004	France	Armenia	10/03/2016	18/05/2016	✓	UNDELIVERED	06/09/2016		NONE	✗	
Enja	Kay	helen.doyle@ext.ec.europa.eu	HE-SMS-T	16445-MOB-00002	France	Armenia	01/04/2016	28/05/2016	✓	Submitted	06/09/2016	06/09/2016	Submitted	✗	



## Participant Details.

To access the participant details, click **View**.



Home | project list | EN | change language | Stephen REID (ipcoordinator) | Logout





European Commission  
**Mobility tool** | EAC Directorate-General for Education and Culture

Project 2016-1-FR01-KA107-016445 | Details | Dashboard | Organisations | Contacts | Mobilities | Mobility Import - Export | Budget | Reports

Mobilities | Export Participant Report(s) | + Create

All 4 | Complete 4 | Draft 0

Search in 4 records

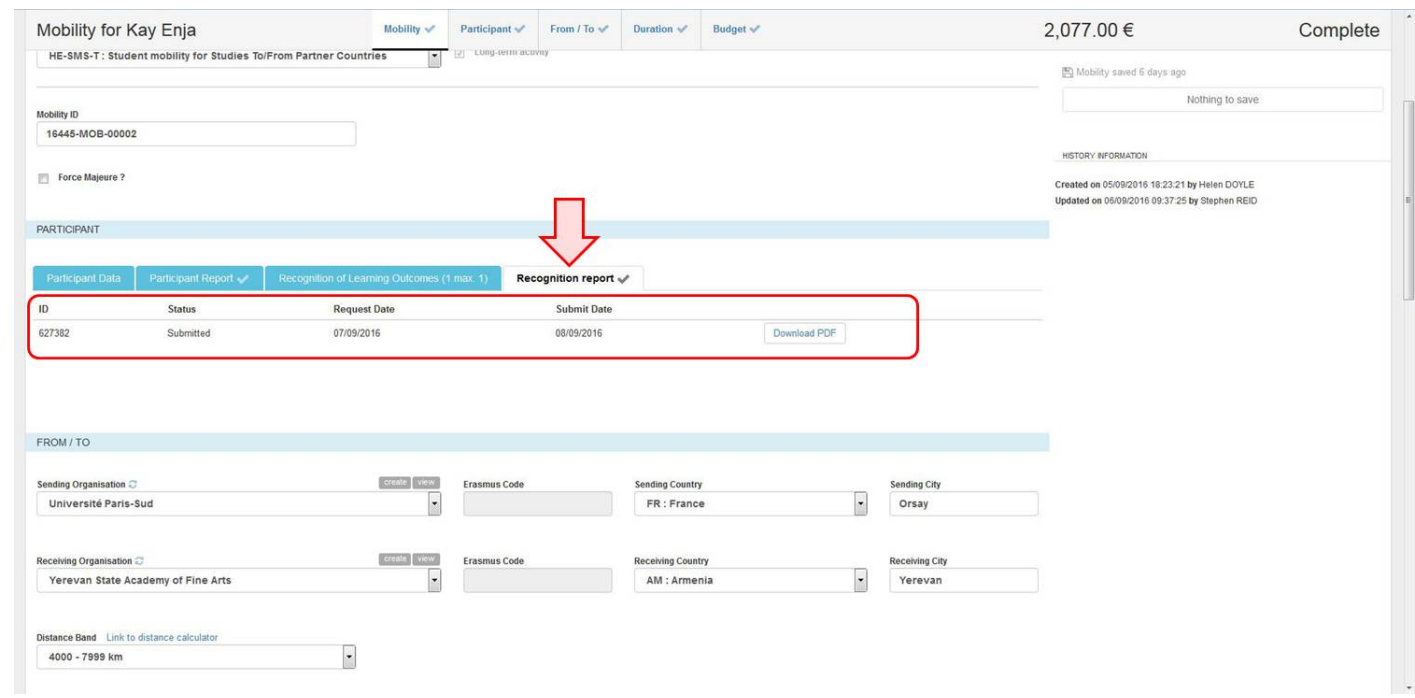
Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On	Recognition report	Extension?	Extension End Date	
○	Zdzisław	Wiśnia	zdzislaw.wisnia@testmail.com	HE-SMS-T	16445-MOB-00001	France	Armenia	13/04/2016	22/06/2016	✓	UNDELIVERED	06/09/2016	NONE	✗		
○	John	Smith	Stephen.Reid@ext.ec.europa.eu	HE-SMS-T	16445-MOB-00003	Armenia	France	01/04/2016	23/06/2016	✓	Requested	12/09/2016	NONE	✗		
○	Yom	Terry	yom.terry@email.com	HE-ST-T	16445-MOB-00004	France	Armenia	10/03/2016	18/05/2016	✓	UNDELIVERED	06/09/2016	NONE	✗		
○	Enja	Kay	helen.doyle@ext.ec.europa.eu	HE-SMS-T	16445-MOB-00002	France	Armenia	01/04/2016	28/05/2016	✓	Submitted	06/09/2016	06/09/2016	Submitted	✗	

10 | 25 | 50 | 100

Mobility Tool v 2.6 - 09/09/2016 14:46:16 | Legal notice

## Recognition report tab.

The **Recognition report** tab indicates the status of the report. The status will change to submitted the day after the actual submission by the participant. To view the Recognition report, click on **Download PDF**.



Mobility for Kay Enja | Mobility | Participant | From / To | Duration | Budget | 2,077.00 € | Complete

HE-SMS-T: Student mobility for Studies To/From Partner Countries | Long-term activity

Mobility ID: 16445-MOB-00002

Force Majeure?

Mobility saved 6 days ago | Nothing to save

HISTORY INFORMATION  
Created on 05/09/2016 18:23:21 by Helen DOYLE  
Updated on 06/09/2016 09:37:25 by Stephen REID

PARTICIPANT

Participant Data | Participant Report | Recognition of Learning Outcomes (1 max. 1) | **Recognition report**

ID	Status	Request Date	Submit Date	
627382	Submitted	07/09/2016	08/09/2016	<a href="#">Download PDF</a>

FROM / TO

Sending Organisation: Université Paris-Sud | Erasmus Code: | Sending Country: FR : France | Sending City: Orsay

Receiving Organisation: Yerevan State Academy of Fine Arts | Erasmus Code: | Receiving Country: AM : Armenia | Receiving City: Yerevan

Distance Band: 4000 - 7999 km | Link to distance calculator

## Recognition of Learning Outcomes tab.

The **Recognition of Learning Outcomes** tab can be updated to the actual learning bodies, credits and units detailed by the participant from the survey. The information in this section can also be edited and/or deleted at any time.

Mobility for Kay Enja Mobility Participant From / To Duration Budget 2,077.00 € Complete

PARTICIPANT

Participant Data Participant Report **Recognition of Learning Outcomes (1 max. 1)** Recognition report

Mobility saved 2 days ago  
Nothing to save

Certification Type	Number of Recognised Credits	or Equivalent Units	Description of Recognised Credits or Equivalent Units	
European Credit Transfer and Accumulation System	2	2		<a href="#">Edit</a> <a href="#">Delete</a>

HISTORY INFORMATION  
Created on 09/05/2016 18:23:00 by Helen DOYLE  
Updated on 05/09/2016 09:37:25 by Stephen REID

FROM / TO

Sending Organisation  [View](#) Erasmus Code  Sending Country  Sending City

Receiving Organisation  [View](#) Erasmus Code  Receiving Country  Receiving City

Distance Band [Link to distance calculator](#)

Comments on different location than Sending / Receiving organisations

DURATION

Project Duration

## Related articles

- [How to bulk send reminders for participant reports in MT+](#)
- [How to manage Survey on Recognition](#)