MT+ How to manage Survey on Recognition

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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**[1] and **KA103**[2] 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 Mobility Tool+ 45 days after the end date of the mobility is reached. It is only relevant for KA107 projects and KA103 for mobilities of activity type HE-SMS-P.

Conditions:

For **KA107**: The mobility's end date must be at least 45 days in the past and the participant report must already be submitted. If both these conditions are met the notification to complete the Survey of Recognition will be sent the next day.

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 must already be submitted. In addition, if the answer to question 4.8. of the participant report is "No, the recognition process is still on-going", 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. The survey can be saved as draft for later submission. After submission, the participant can download a PDF version of the report, but cannot edit the form again.

The final beneficiary report 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.

Relevant for...

Call Year	Key Action	Action
2016 onward	KA1 - Learning Mobility of Individuals	**KA103** - Only for activities of type HE-SMS-P **KA107 -** Only student Mobility for Traineeships To/From Partner Countries (HE-SMP-T)

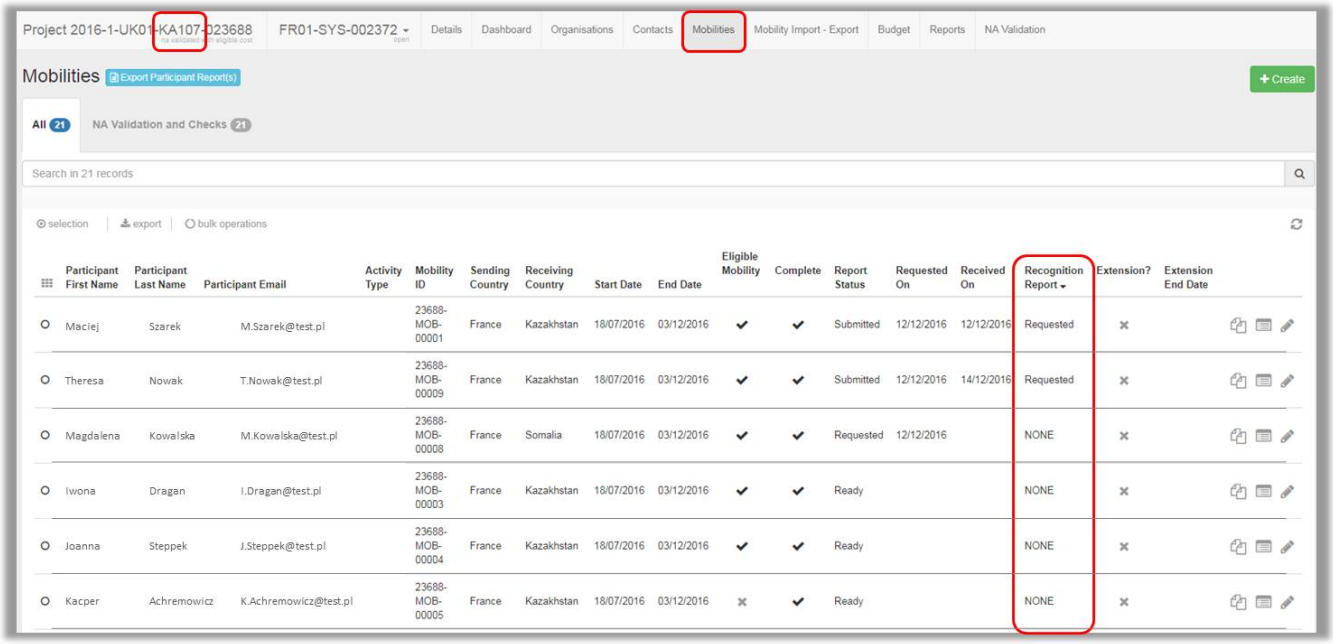
Steps

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

The list of mobilities is displayed. It is recommended to add the column **Recognition report** for easy identification of mobilities which have submitted the report. (See **MT+ Menu and Navigation** for specific instructions).

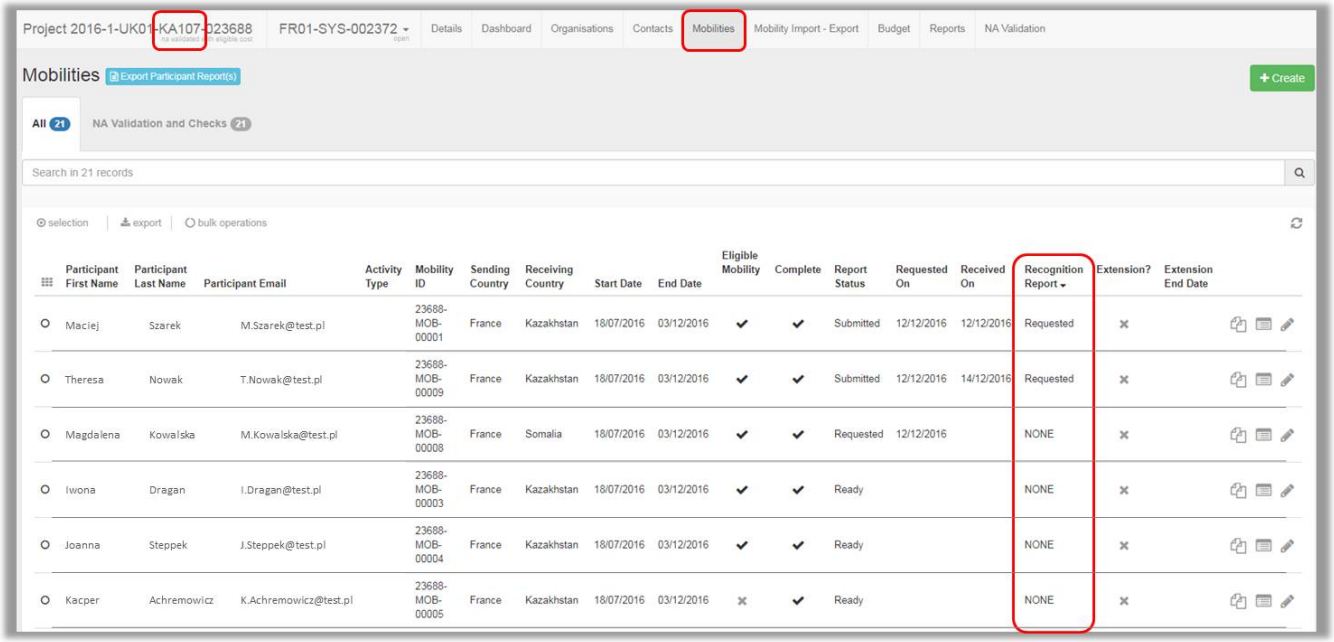
Once the column is visible, for each mobility a status is displayed in the **Recognition Report column**.

- **NONE**: Until all conditions are met (45 days after end of mobility and the participant report submitted)
- **Requested**: When the email notification is sent to the participant.
- **Submitted**: After the participant has submitted the Survey of Recognition.
- **Undelivered**: The report was sent, but could not be delivered to the e-mail address provided.


Project 2016-1-UK01-KA107-023688
FR01-SYS-002372
Details
Dashboard
Organisations
Contacts
Mobilities
Mobility Import - Export
Budget
Reports
NA Validation
Mobilities
Export Participant Report(s)
+ Create
All 21
NA Validation and Checks 21
Search in 21 records
selection
export
bulk operations
Participant First Name
Participant Last Name
Participant Email
Activity Type
Mobility ID
Sending Country
Receiving Country
Start Date
End Date
Eligible Mobility
Complete
Report Status
Requested On
Received On
Recognition Report
Extension?
Extension End Date
Maciej Szarek M.Szarek@test.pl 23688-MOB-00001 France Kazakhstan 18/07/2016 03/12/2016 Submitted 12/12/2016 12/12/2016 Requested
Theresa Nowak T.Nowak@test.pl 23688-MOB-00009 France Kazakhstan 18/07/2016 03/12/2016 Submitted 12/12/2016 14/12/2016 Requested
Magdalena Kowalska M.Kowalska@test.pl 23688-MOB-00008 France Somalia 18/07/2016 03/12/2016 Requested 12/12/2016 NONE
Iwona Dragan I.Dragan@test.pl 23688-MOB-00003 France Kazakhstan 18/07/2016 03/12/2016 Ready NONE
Joanna Steppek J.Steppek@test.pl 23688-MOB-00004 France Kazakhstan 18/07/2016 03/12/2016 Ready NONE
Kacper Achremowicz K.Achremowicz@test.pl 23688-MOB-00005 France Kazakhstan 18/07/2016 03/12/2016 Ready NONE

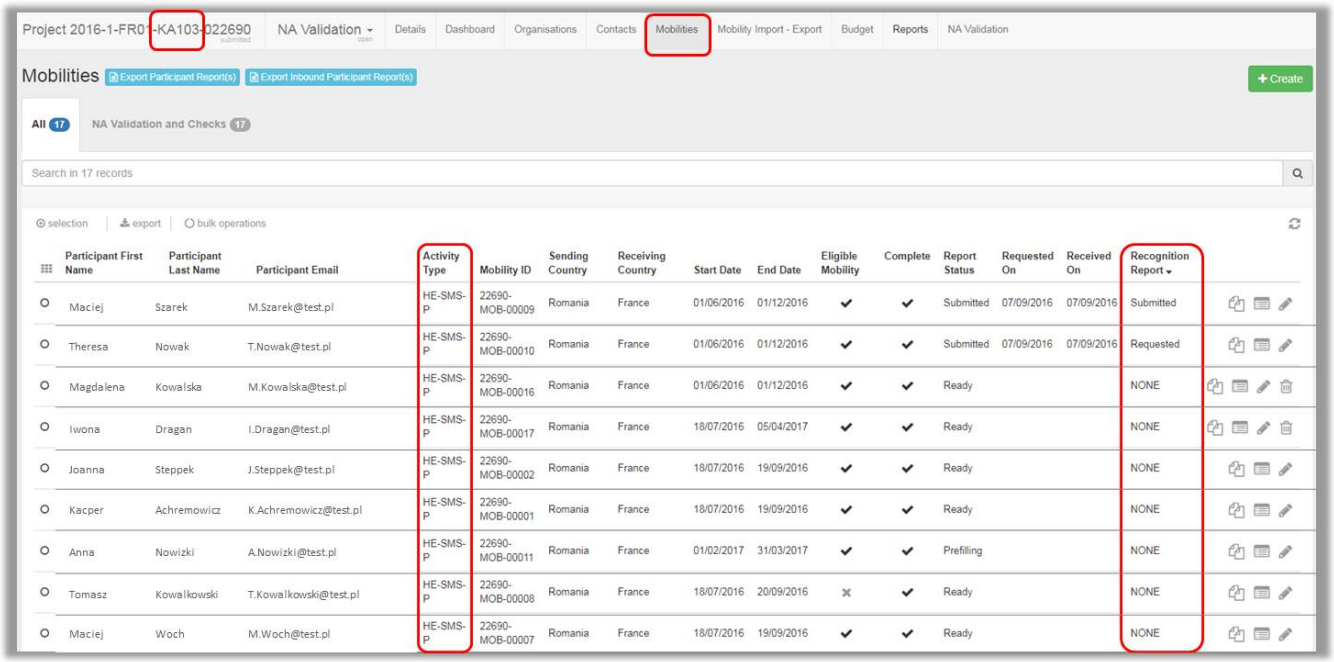
2. Check the recognition report status

In this KA107 example here, no recognition report has been submitted yet. All mobilities have either status **NONE** or **Requested** in column **Recognition Report.**



Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Eligible Mobility	Complete	Report Status	Requested On	Received On	Recognition Report	Extension?	Extension End Date
Maciej	Szarek	M.Szarek@test.pl		23688-MOB-00001	France	Kazakhstan	18/07/2016	03/12/2016	✔	✔	Submitted	12/12/2016	12/12/2016	Requested	✘	
Theresa	Nowak	T.Nowak@test.pl		23688-MOB-00009	France	Kazakhstan	18/07/2016	03/12/2016	✔	✔	Submitted	12/12/2016	14/12/2016	Requested	✘	
Magdalena	Kowalska	M.Kowalska@test.pl		23688-MOB-00008	France	Somalia	18/07/2016	03/12/2016	✔	✔	Requested	12/12/2016		NONE	✘	
Iwona	Dragan	I.Dragan@test.pl		23688-MOB-00003	France	Kazakhstan	18/07/2016	03/12/2016	✔	✔	Ready			NONE	✘	
Joanna	Steppek	J.Steppek@test.pl		23688-MOB-00004	France	Kazakhstan	18/07/2016	03/12/2016	✔	✔	Ready			NONE	✘	
Kacper	Achremowicz	K.Achremowicz@test.pl		23688-MOB-00005	France	Kazakhstan	18/07/2016	03/12/2016	✘	✔	Ready			NONE	✘	

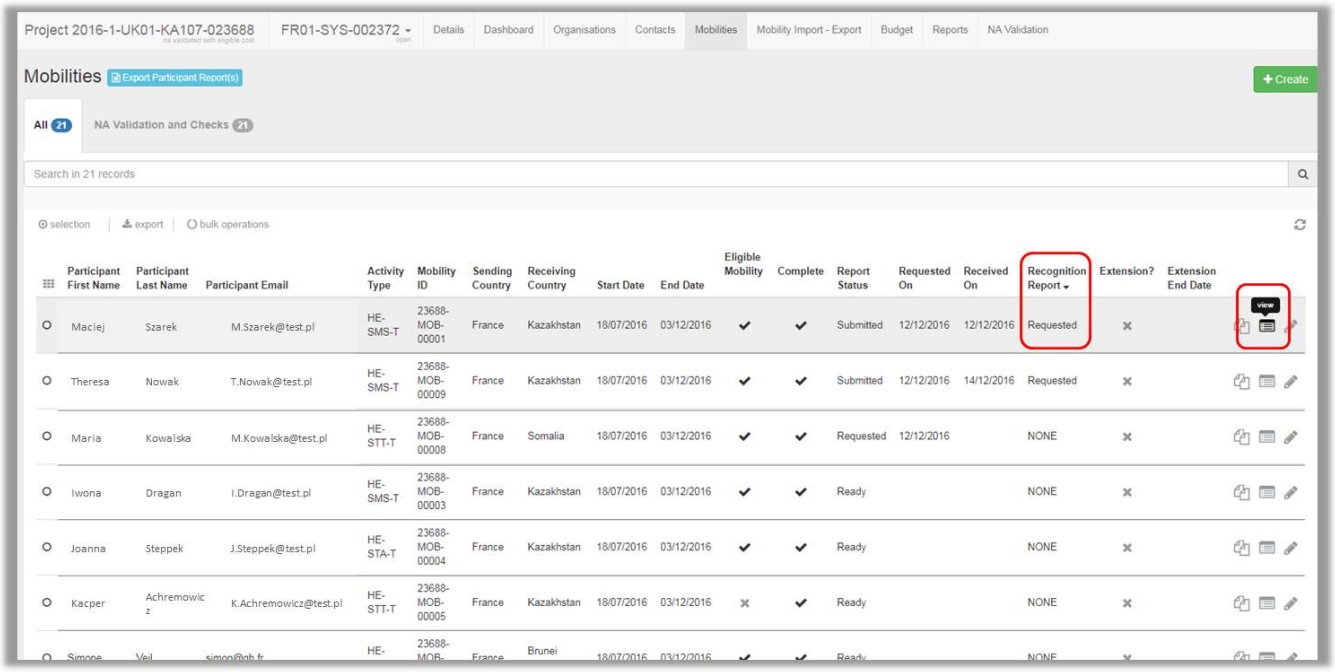
In this KA103 project you find for one mobility the **Submitted** status in the **Recognition Report** column. All other mobilities have either status **NONE** or **Requested.**



Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Eligible Mobility	Complete	Report Status	Requested On	Received On	Recognition Report
Maciej	Szarek	M.Szarek@test.pl	HE-SMS-P	22690-MOB-00009	Romania	France	01/06/2016	01/12/2016	✔	✔	Submitted	07/09/2016	07/09/2016	Submitted
Theresa	Nowak	T.Nowak@test.pl	HE-SMS-P	22690-MOB-00010	Romania	France	01/06/2016	01/12/2016	✔	✔	Submitted	07/09/2016	07/09/2016	Requested
Magdalena	Kowalska	M.Kowalska@test.pl	HE-SMS-P	22690-MOB-00016	Romania	France	01/06/2016	01/12/2016	✔	✔	Ready			NONE
Iwona	Dragan	I.Dragan@test.pl	HE-SMS-P	22690-MOB-00017	Romania	France	18/07/2016	05/04/2017	✔	✔	Ready			NONE
Joanna	Steppek	J.Steppek@test.pl	HE-SMS-P	22690-MOB-00002	Romania	France	18/07/2016	19/09/2016	✔	✔	Ready			NONE
Kacper	Achremowicz	K.Achremowicz@test.pl	HE-SMS-P	22690-MOB-00001	Romania	France	18/07/2016	19/09/2016	✔	✔	Ready			NONE
Anna	Nowizki	A.Nowizki@test.pl	HE-SMS-P	22690-MOB-00011	Romania	France	01/02/2017	31/03/2017	✔	✔	Prefilling			NONE
Tomasz	Kowalkowski	T.Kowalkowski@test.pl	HE-SMS-P	22690-MOB-00008	Romania	France	18/07/2016	20/09/2016	✘	✔	Ready			NONE
Maciej	Woch	M.Woch@test.pl	HE-SMS-P	22690-MOB-00007	Romania	France	18/07/2016	19/09/2016	✔	✔	Ready			NONE

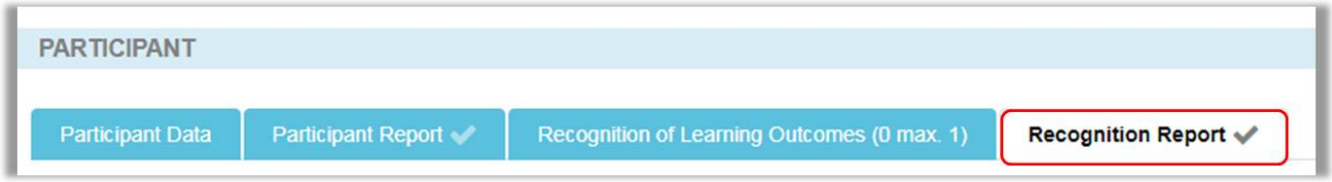
3. Participant Details

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



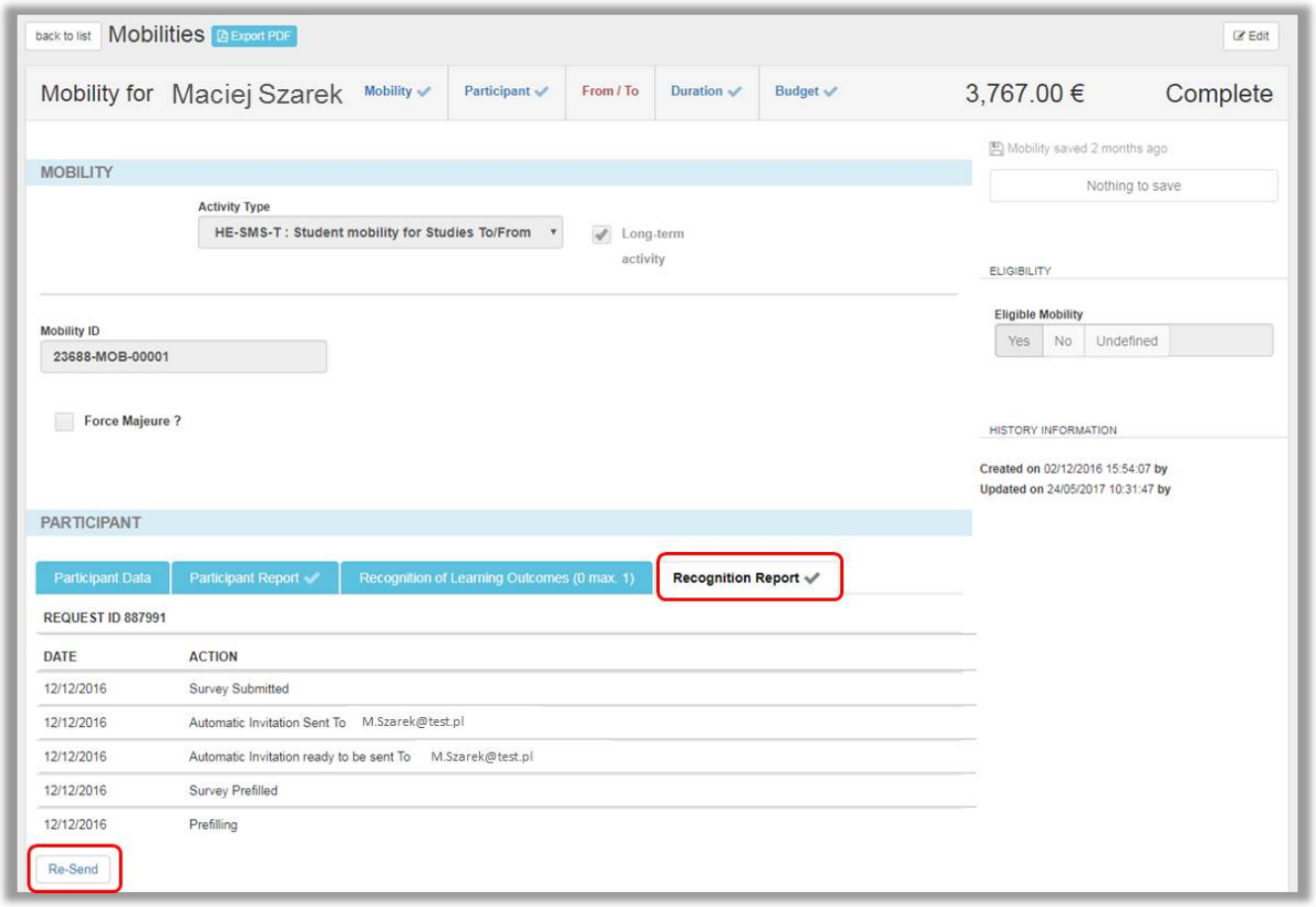
4. Recognition report tab

The **Recognition report** tab in the Participant Details section of the mobility screen indicates the status of the report and the date that it was requested which is the same as the send date of the notification.



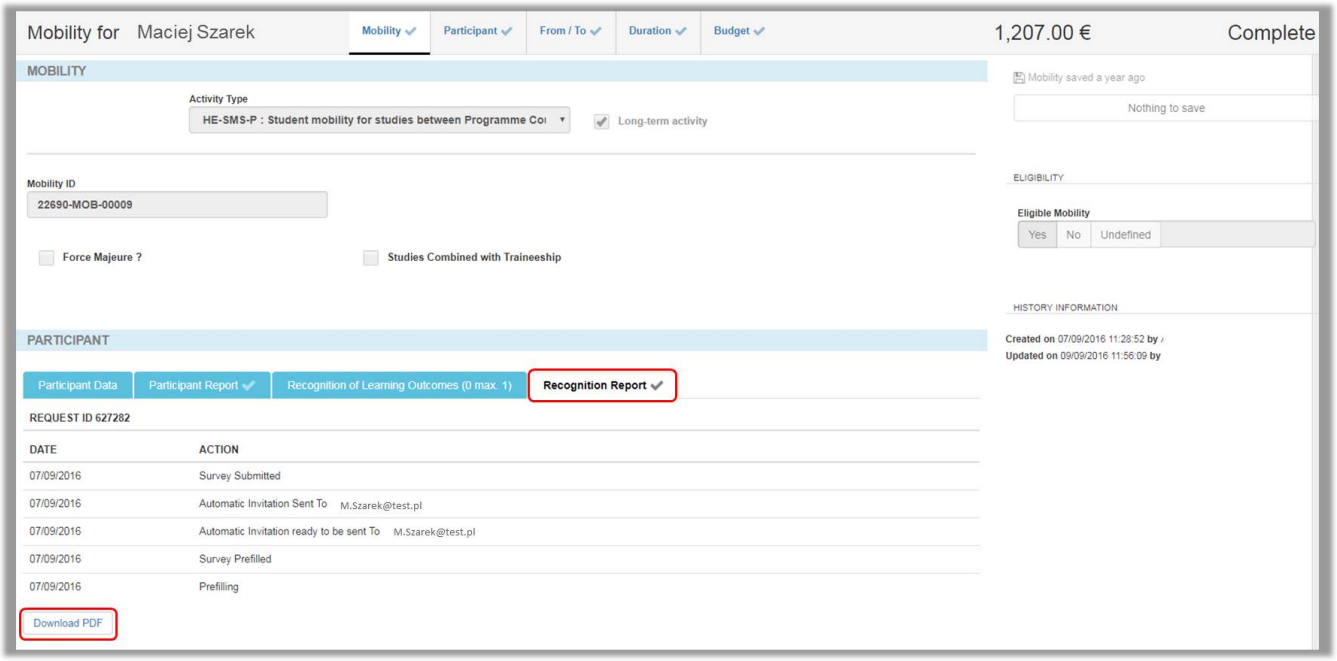
4.1. Re-Send the Survey request

If needed, the survey invitation can be resent to the participant by clicking the **Re-Send** button. This button is only available for recognition report status Requested and Undelivered. If the status is undelivered the email address should be verified before re-sending.



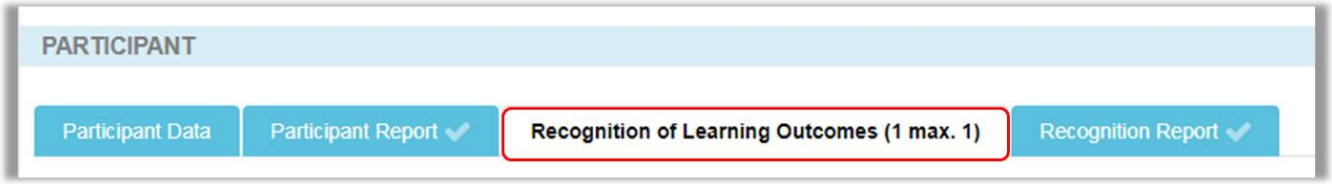
4.2. Download the Recognition Report

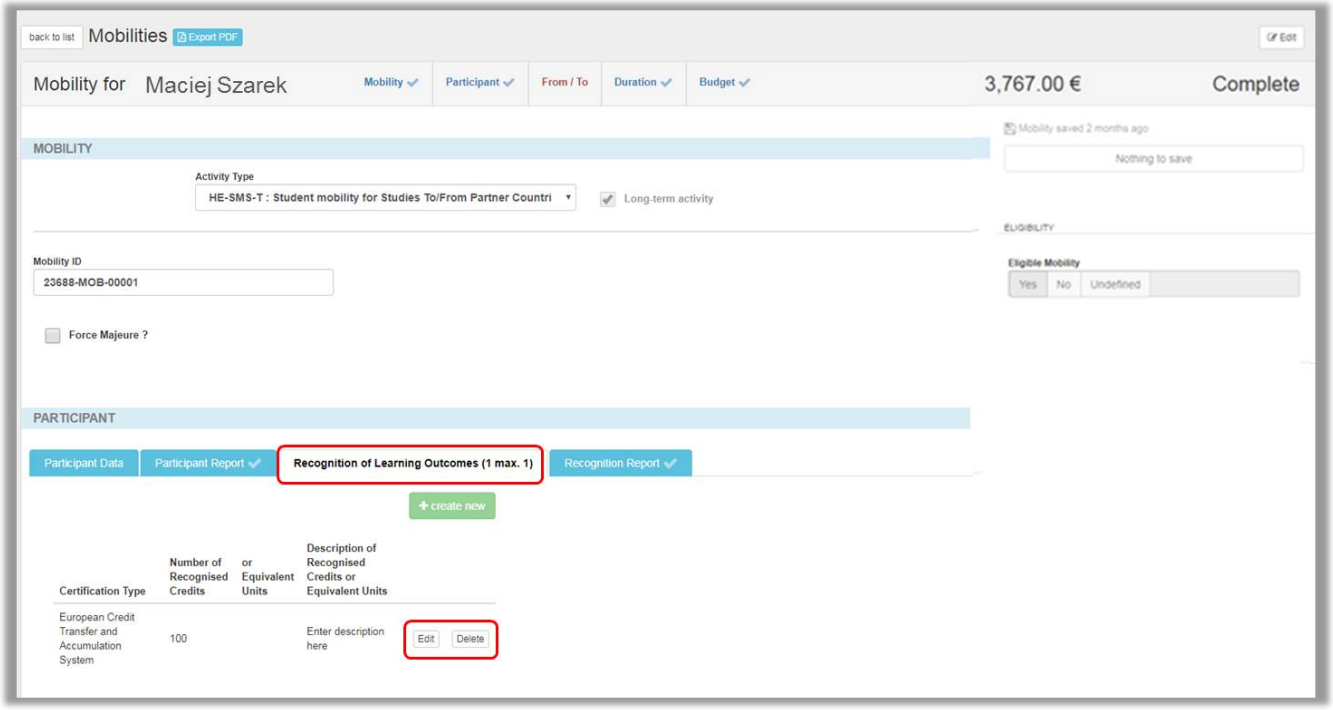
For mobilities that have already completed and submitted the survey it is possible to download the survey as a *.pdf file. Click the **Download PDF** button to do so.

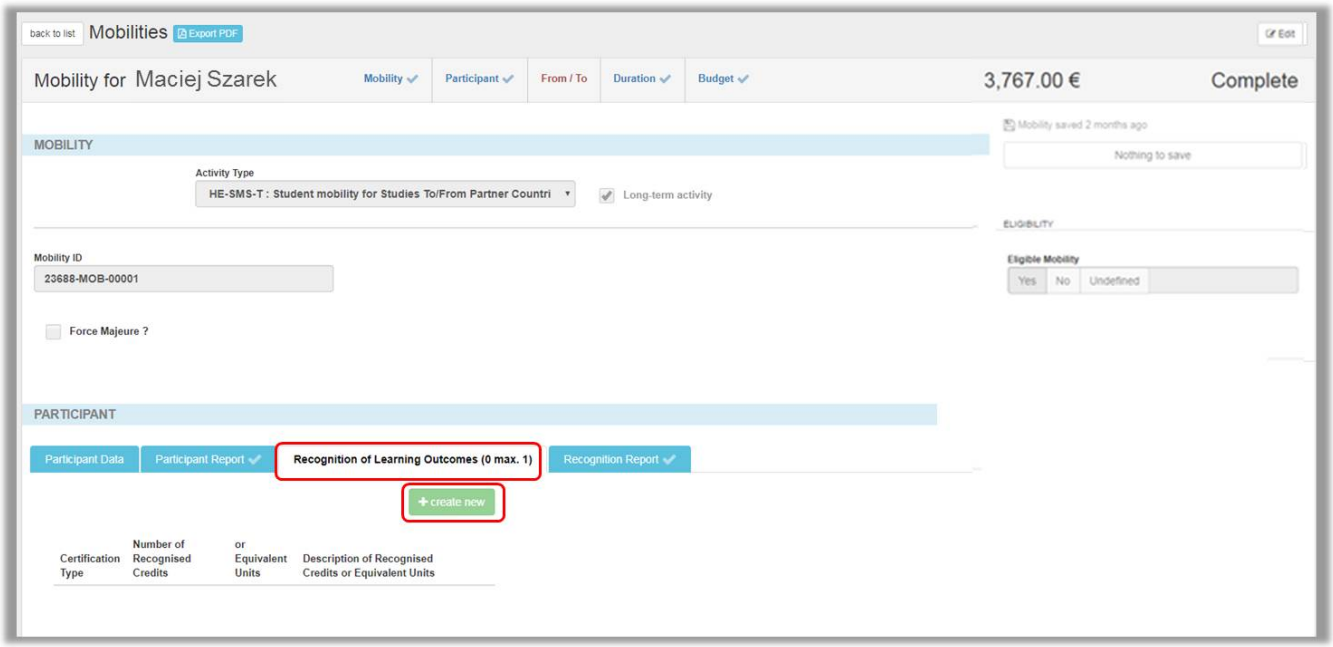

Mobility for Maciej Szarek
Mobility
Participant
From / To
Duration
Budget
1,207.00 €
Complete
MOBILITY
Activity Type
HE-SMS-P : Student mobility for studies between Programme Cou
Long-term activity
Mobility ID
22690-MOB-00009
Force Majeure ?
Studies Combined with Traineeship
Mobility saved a year ago
Nothing to save
ELIGIBILITY
Eligible Mobility
Yes
No
Undefined
HISTORY INFORMATION
Created on 07/09/2016 11:28:52 by
Updated on 09/09/2016 11:56:09 by
PARTICIPANT
Participant Data
Participant Report
Recognition of Learning Outcomes (0 max. 1)
Recognition Report
REQUEST ID 627282
DATE
ACTION
07/09/2016
Survey Submitted
07/09/2016
Automatic Invitation Sent To M.Szarek@test.pl
07/09/2016
Automatic Invitation ready to be sent To M.Szarek@test.pl
07/09/2016
Survey Prefilled
07/09/2016
Prefilling
Download PDF

5. Recognition of Learning Outcomes tab

The **Recognition of Learning Outcomes** tab in the mobility details 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.



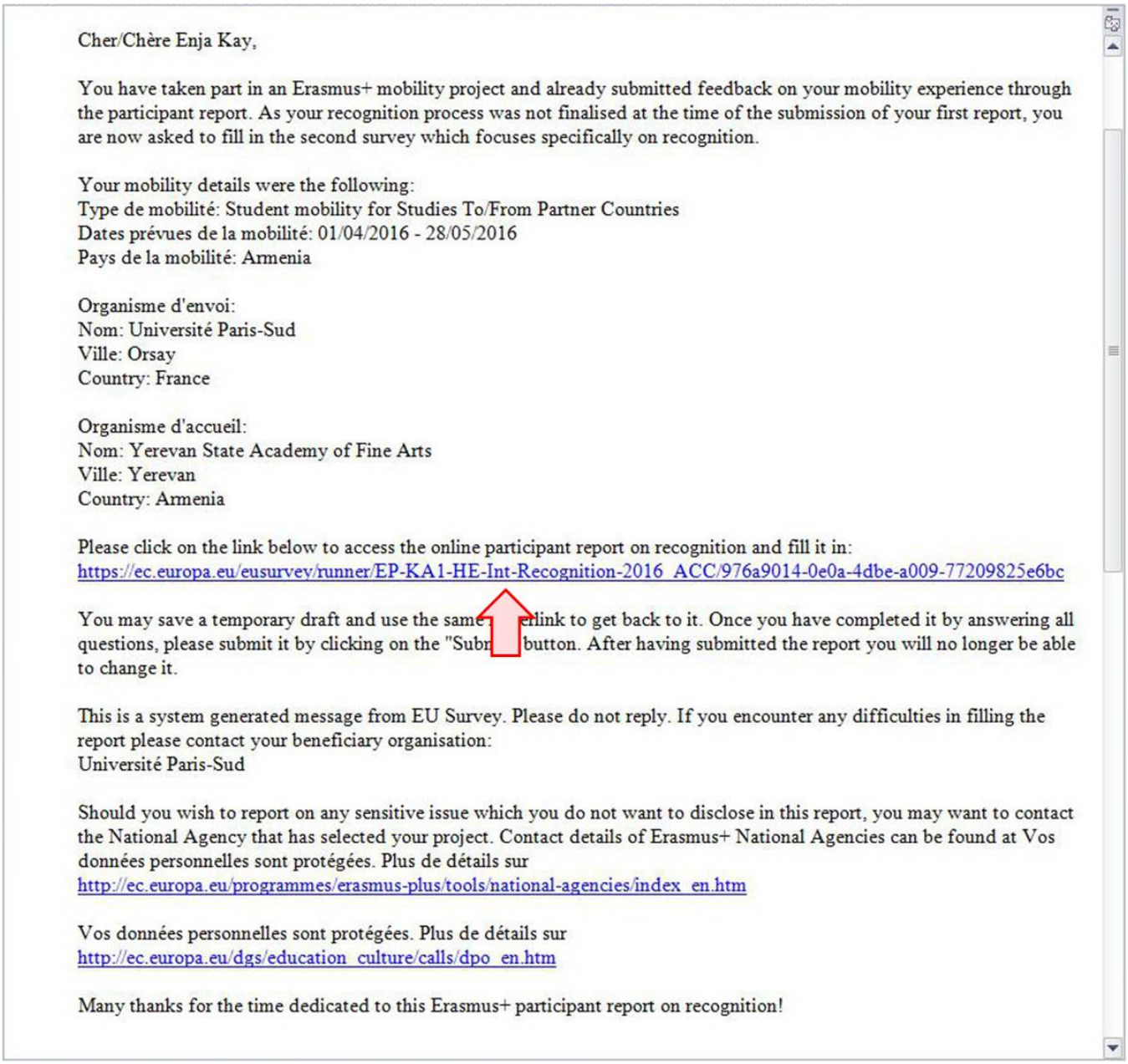




6. The Survey of Recognition

6.1. Email Link

If the survey was requested, the participant then receives an email with a link to the **Survey of Recognition.** Each participant receives a 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-4dbe-a009-77209825e6bc

You may save a temporary draft and use the same [illegible]link to get back to it. Once you have completed it by answering all questions, please submit it by clicking on the "Subm[illegible] 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

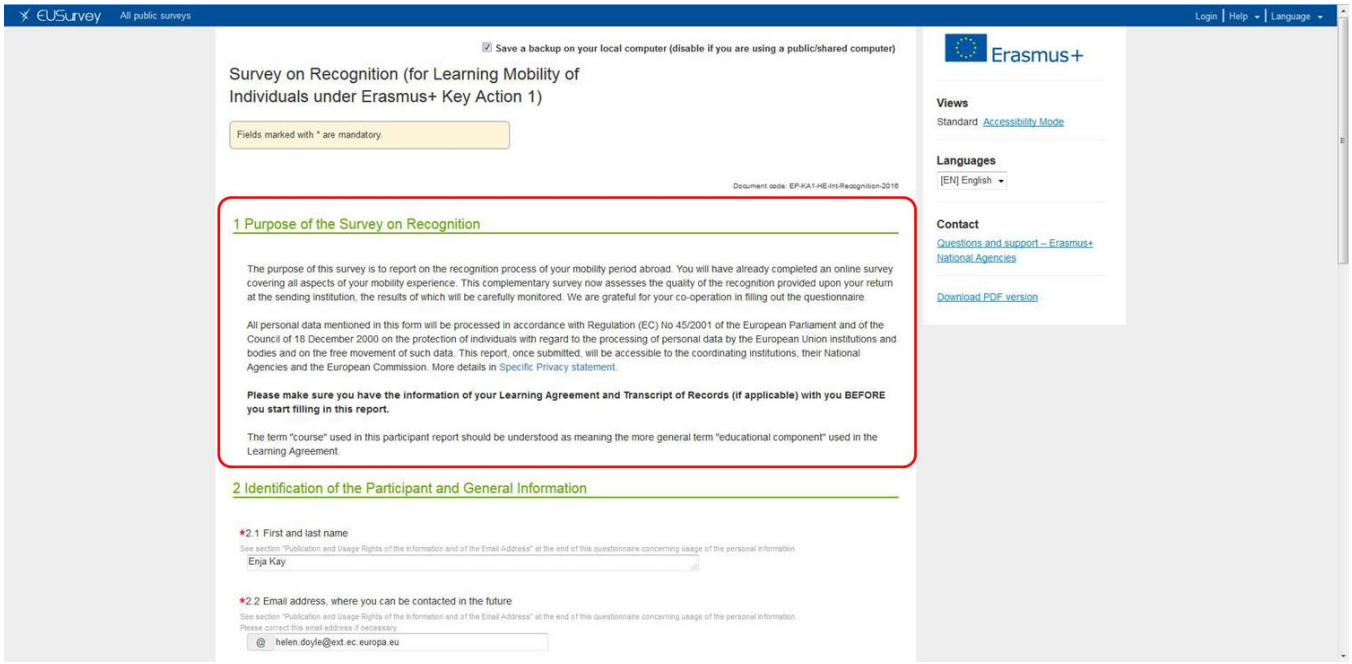
Should you wish to report on any sensitive issue which you do not want to disclose in this report, you may want to contact the National Agency that has selected your project. Contact details of Erasmus+ National Agencies can be found at Vos données personnelles sont protégées. Plus de détails sur
http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm

Vos données personnelles sont protégées. Plus de détails sur
http://ec.europa.eu/dgs/education_culture/calls/dpo_en.htm

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

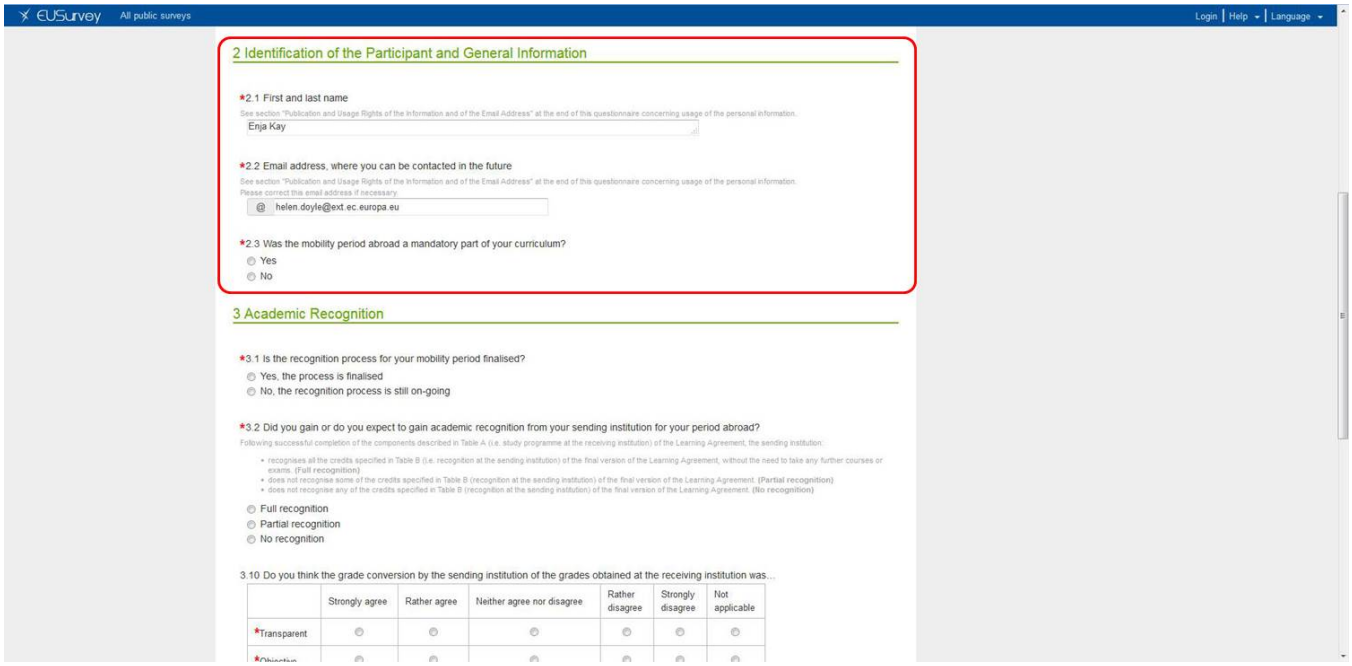
6.2. Purpose of the Survey on Recognition

In section **1. Purpose of the Survey on Recognition**, an outline of the survey details and instructions are given.



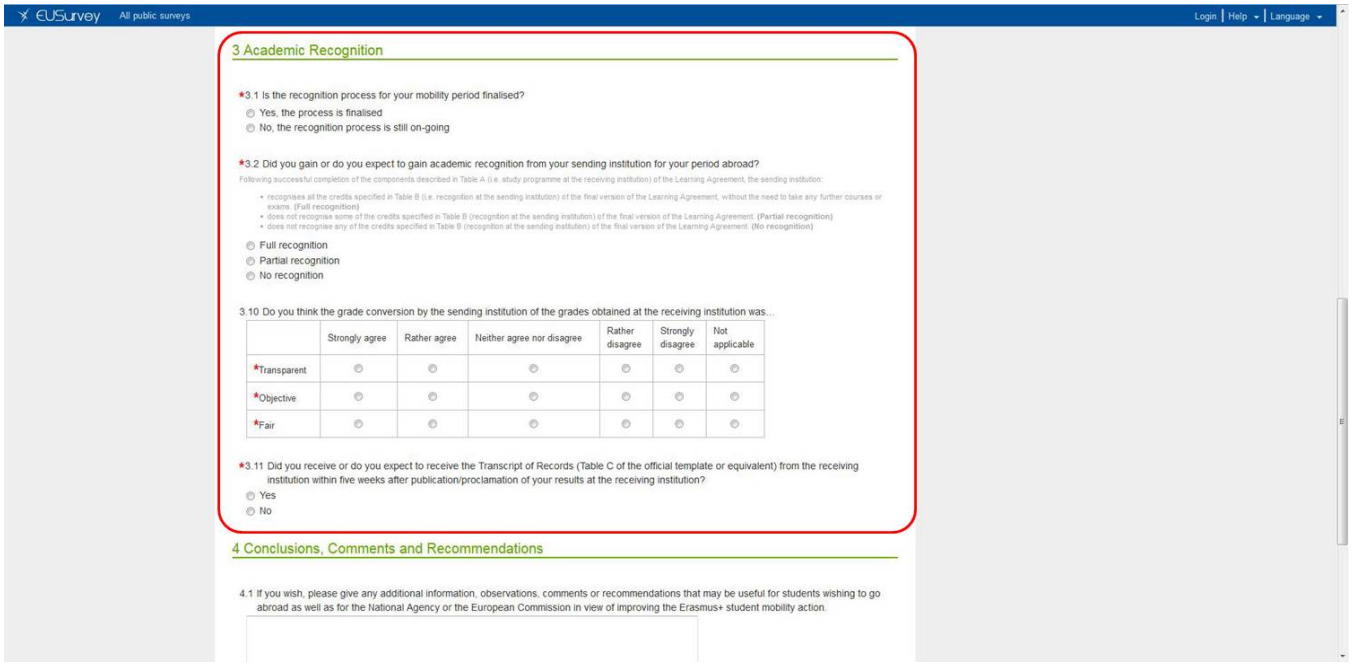
6.3. Identification of the Participant and General Information

In section **2. Identification of the Participant and General Information**, the participant is prompted to fill in details such as name and contact email address details.



6.4. 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.

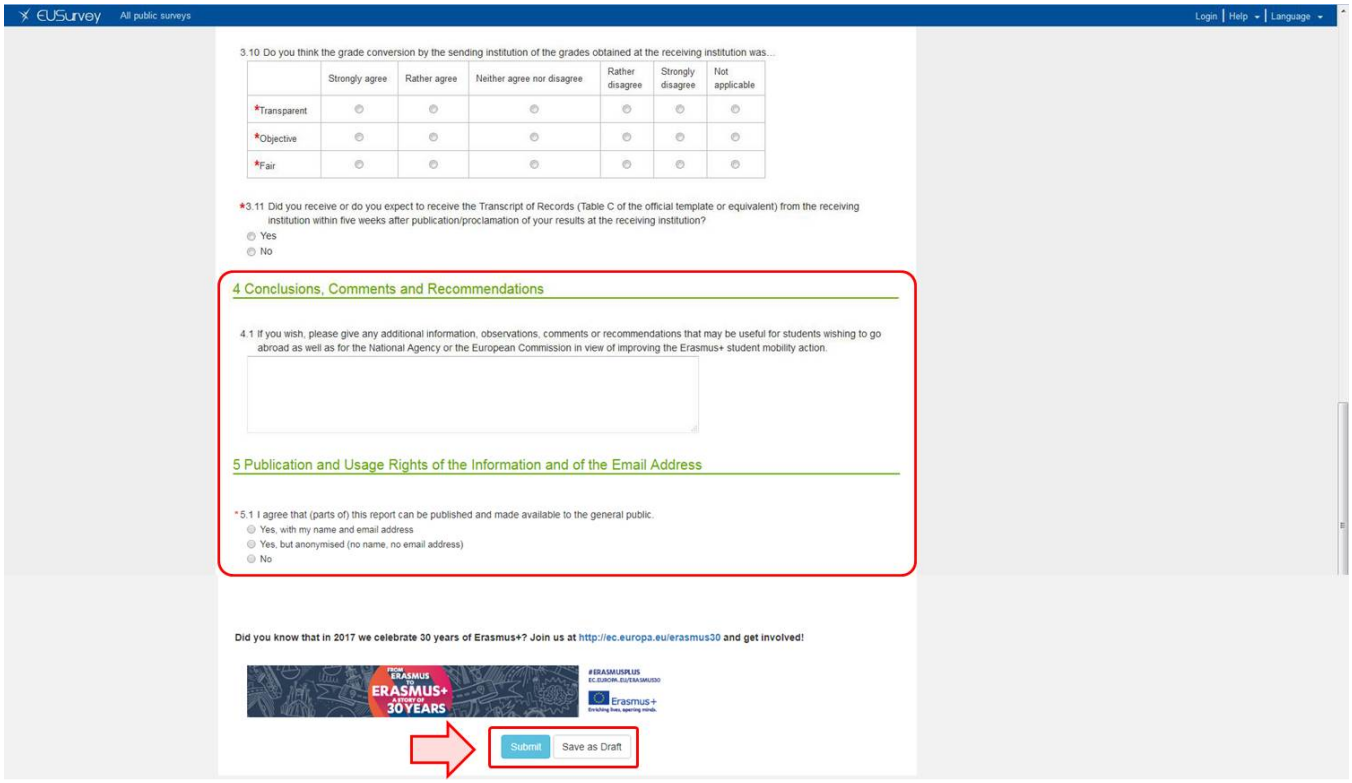


6.5. Conclusions and Usage Rights

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

Thank you for your contribution

Case Id: 976a9014-0e0a-4dbe-a009-77209825e6bc

Print Download PDF

EUSurvey is supported by the European Commission's ISA programme, which promotes interoperability solutions for European public administrations.

FAQ | Support

Related articles

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- Manage Report On Recognition
- MT+ Certifications for mobilities (2017)
- MT+ ESC How to resend a participant report request
- MT+ How to bulk send reminders for participant reports
- MT+ How to export the inbound participant reports
- MT+ How to resend a participant report request from the mobility view page
- MT+ Manage KA1 participant report
- Participant Report
- Request NA Exclusion for Participant Reports in cases of Force majeure