

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 [M T+ 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.

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**.

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	
☐	O	Maciej	Szarek		23688-MOB-00001	France	Kazakhstan	18/07/2016	03/12/2016	✓	✓	Submitted	12/12/2016	12/12/2016	Requested	✗		
☐	O	Theresa	Nowak		23688-MOB-00009	France	Kazakhstan	18/07/2016	03/12/2016	✓	✓	Submitted	12/12/2016	14/12/2016	Requested	✗		
☐	O	Magdalena	Kowalska		23688-MOB-00008	France	Somalia	18/07/2016	03/12/2016	✓	✓	Requested	12/12/2016		NONE	✗		
☐	O	Iwona	Dragan		23688-MOB-00003	France	Kazakhstan	18/07/2016	03/12/2016	✓	✓	Ready			NONE	✗		
☐	O	Joanna	Steppek		23688-MOB-00004	France	Kazakhstan	18/07/2016	03/12/2016	✓	✓	Ready			NONE	✗		
☐	O	Kacper	Achremowicz		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**.

Project 2016-1-FR01-**KA103-022690** NA Validation Open Details Dashboard Organisations Contacts **Mobilities** Mobility Import - Export Budget Reports NA Validation

Mobilities [Export Participant Report\(s\)](#) [Export Inbound Participant Report\(s\)](#) [+ Create](#)

All **17** NA Validation and Checks **17**

Search in 17 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	
☐	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	✓	✓	Prefiling			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**.

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

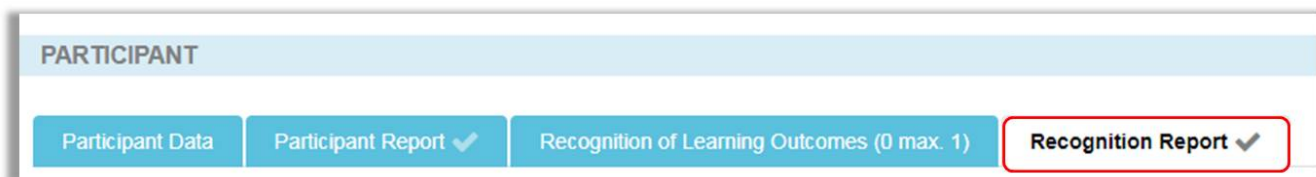
export

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	HE-SMS-T	23688-MOB-00001	France	Kazakhstan	18/07/2016	03/12/2016	✓	✓	Submitted	12/12/2016	12/12/2016	Requested	✗		view
☐	Theresa	Nowak	T.Nowak@test.pl	HE-SMS-T	23688-MOB-00009	France	Kazakhstan	18/07/2016	03/12/2016	✓	✓	Submitted	12/12/2016	14/12/2016	Requested	✗		view
☐	Maria	Kowalska	M.Kowalska@test.pl	HE-STT-T	23688-MOB-00008	France	Somalia	18/07/2016	03/12/2016	✓	✓	Requested	12/12/2016		NONE	✗		view
☐	Iwona	Dragan	I.Dragan@test.pl	HE-SMS-T	23688-MOB-00003	France	Kazakhstan	18/07/2016	03/12/2016	✓	✓	Ready			NONE	✗		view
☐	Joanna	Steppek	J.Steppek@test.pl	HE-STT-T	23688-MOB-00004	France	Kazakhstan	18/07/2016	03/12/2016	✓	✓	Ready			NONE	✗		view
☐	Kacper	Achremowicz	K.Achremowicz@test.pl	HE-STT-T	23688-MOB-00005	France	Kazakhstan	18/07/2016	03/12/2016	✗	✓	Ready			NONE	✗		view
☐	Simone	Veil	simon@oh.fr	HE-MOB-T	23688-MOB-	France	Brunei	18/07/2016	03/12/2016	✓	✓	Ready			NONE	✗		view

4. Recognition report tab

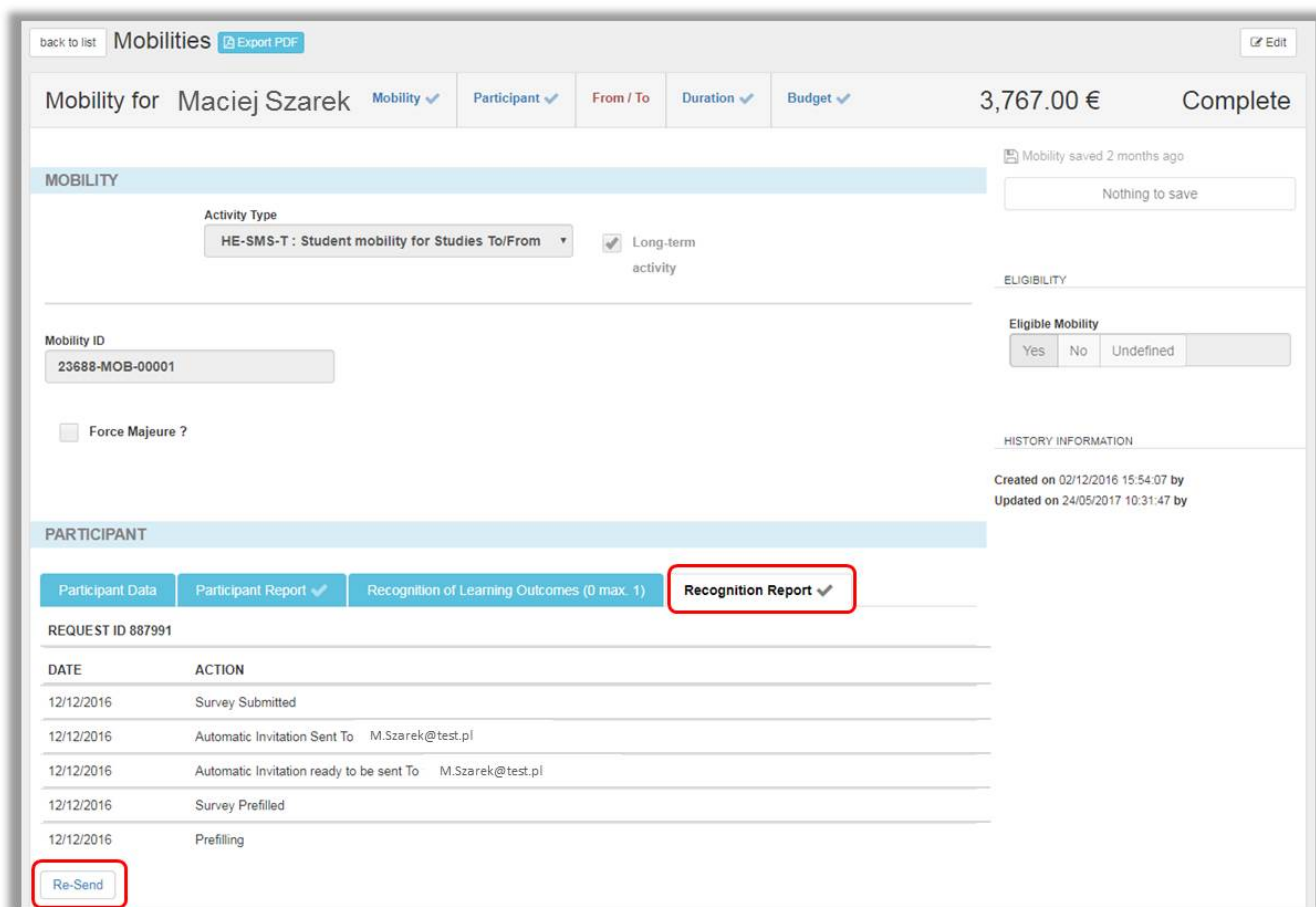
The **Recognition report** tab in the Participant Details section of the mobility screen indicates the status of the report and the date that it was requested which is the same as the send date of the notification.



The screenshot shows the 'PARTICIPANT' section with four tabs: 'Participant Data', 'Participant Report' (with a checkmark), 'Recognition of Learning Outcomes (0 max. 1)', and 'Recognition Report' (with a checkmark and highlighted by a red box).

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.



The screenshot shows the 'Mobilities' page for 'Maciej Szarek'. The top bar includes 'back to list', 'Export PDF', and an 'Edit' button. The main header shows 'Mobility for Maciej Szarek' with tabs for 'Mobility', 'Participant', 'From / To', 'Duration', and 'Budget'. The budget is '3,767.00 €' and the status is 'Complete'.

The 'MOBILITY' section includes a dropdown for 'Activity Type' (HE-SMS-T: Student mobility for Studies To/From), a checkbox for 'Long-term activity', a 'Mobility ID' field (23688-MOB-00001), and a checkbox for 'Force Majeure?'.

The 'PARTICIPANT' section includes tabs for 'Participant Data', 'Participant Report' (with a checkmark), 'Recognition of Learning Outcomes (0 max. 1)', and 'Recognition Report' (with a checkmark and highlighted by a red box).

The 'REQUEST ID 887991' section includes a table with the following data:

DATE	ACTION
12/12/2016	Survey Submitted
12/12/2016	Automatic Invitation Sent To M.Szarek@test.pl
12/12/2016	Automatic Invitation ready to be sent To M.Szarek@test.pl
12/12/2016	Survey Prefilled
12/12/2016	Prefilling

The 'Re-Send' button is highlighted by a red box.

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 Coi

Long-term activity

Mobility ID

22690-MOB-00009

Force Majeure ?

Studies Combined with Traineeship

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.

PARTICIPANT

Participant Data

Participant Report ✓

Recognition of Learning Outcomes (1 max. 1)

Recognition Report ✓

back to list

Mobilities

Export PDF

Edit

Mobility for

Maciej Szarek

Mobility ✓

Participant ✓

From / To

Duration ✓

Budget ✓

3,767.00 €

Complete

MOBILITY

Activity Type

HE-SMS-T : Student mobility for Studies To/From Partner Countri

Long-term activity

Mobility ID

23688-MOB-00001

Force Majeure ?

MOBILITY

Mobility saved 2 months ago

Nothing to save

ELIGIBILITY

Eligible Mobility

Yes

No

Undefined

PARTICIPANT

Participant Data

Participant Report ✓

Recognition of Learning Outcomes (1 max. 1)

Recognition Report ✓

+ create new

Certification Type	Number of Recognised Credits or Equivalent Units	Description of Recognised Credits or Equivalent Units	
European Credit Transfer and Accumulation System	100	Enter description here	EditDelete

back to list

Mobilities

Export PDF

Edit

Mobility for

Maciej Szarek

Mobility ✓

Participant ✓

From / To

Duration ✓

Budget ✓

3,767.00 €

Complete

MOBILITY

Activity Type

HE-SMS-T : Student mobility for Studies To/From Partner Countri

Long-term activity

Mobility ID

23688-MOB-00001

Force Majeure ?

MOBILITY

Mobility saved 2 months ago

Nothing to save

ELIGIBILITY

Eligible Mobility

Yes

No

Undefined

PARTICIPANT

Participant Data

Participant Report ✓

Recognition of Learning Outcomes (0 max. 1)

Recognition Report ✓

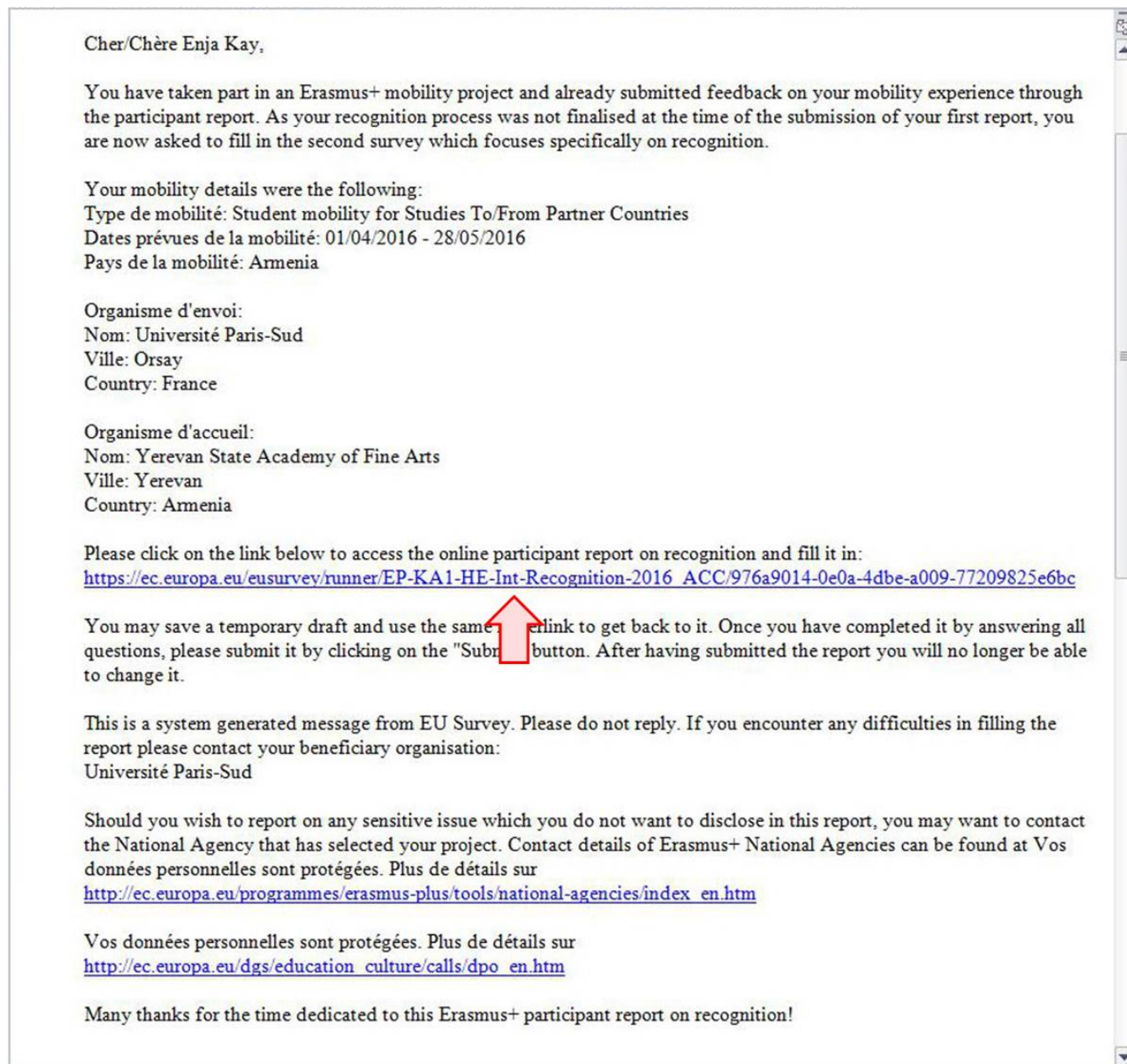
+ create new

Certification Type	Number of Recognised Credits or Equivalent Units	Description of Recognised Credits or Equivalent Units	
--------------------	--	---	--

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.



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.

Erasmus+

Views

Standard [Accessibility Mode](#)

Languages

[EN] English

Contact

[Questions and support – Erasmus+ National Agencies](#)

[Download PDF version](#)

Save a backup on your local computer (disable if you are using a public/shared computer)

Survey on Recognition (for Learning Mobility of Individuals under Erasmus+ Key Action 1)

Fields marked with * are mandatory.

Document code: EP-KA1-HB-Int-Recognition-2018

1 Purpose of the Survey on Recognition

The purpose of this survey is to report on the recognition process of your mobility period abroad. You will have already completed an online survey covering all aspects of your mobility experience. This complementary survey now assesses the quality of the recognition provided upon your return at the sending institution, the results of which will be carefully monitored. We are grateful for your co-operation in filling out the questionnaire.

All personal data mentioned in this form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data. This report, once submitted, will be accessible to the coordinating institutions, their National Agencies and the European Commission. More details in [Specific Privacy statement](#).

Please make sure you have the information of your Learning Agreement and Transcript of Records (if applicable) with you BEFORE you start filling in this report.

The term "course" used in this participant report should be understood as meaning the more general term "educational component" used in the Learning Agreement.

2 Identification of the Participant and General Information

*2.1 First and last name

See section "Publication and Usage Rights of the Information and of the Email Address" at the end of this questionnaire concerning usage of the personal information.

Enja Kay

*2.2 Email address, where you can be contacted in the future

See section "Publication and Usage Rights of the Information and of the Email Address" at the end of this questionnaire concerning usage of the personal information.
Please correct this email address if necessary.

helen.doyle@ext.ec.europa.eu

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.

Erasmus+

Views

Standard [Accessibility Mode](#)

Languages

[EN] English

Contact

[Questions and support – Erasmus+ National Agencies](#)

[Download PDF version](#)

Save a backup on your local computer (disable if you are using a public/shared computer)

Survey on Recognition (for Learning Mobility of Individuals under Erasmus+ Key Action 1)

Fields marked with * are mandatory.

Document code: EP-KA1-HB-Int-Recognition-2018

2 Identification of the Participant and General Information

*2.1 First and last name

See section "Publication and Usage Rights of the Information and of the Email Address" at the end of this questionnaire concerning usage of the personal information.

Enja Kay

*2.2 Email address, where you can be contacted in the future

See section "Publication and Usage Rights of the Information and of the Email Address" at the end of this questionnaire concerning usage of the personal information.
Please correct this email address if necessary.

helen.doyle@ext.ec.europa.eu

*2.3 Was the mobility period abroad a mandatory part of your curriculum?

Yes

No

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						
*Motivation						

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.

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	☐	☐	☐	☐	☐	☐
*Objective	☐	☐	☐	☐	☐	☐
*Fair	☐	☐	☐	☐	☐	☐

*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.

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.

EU survey All public surveys Login Help Language

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	☐	☐	☐	☐	☐	☐
*Objective	☐	☐	☐	☐	☐	☐
*Fair	☐	☐	☐	☐	☐	☐

*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.

5 Publication and Usage Rights of the Information and of the Email Address

*5.1 I agree that (parts of) this report can be published and made available to the general public.

☐ Yes, with my name and email address

☐ Yes, but anonymised (no name, no email address)

☐ No

Did you know that in 2017 we celebrate 30 years of Erasmus+? Join us at <http://ec.europa.eu/erasmus30> and get involved!



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

Thank you for your contribution

Case id: 976a9014-0e0a-4dbe-a009-7720825e6bc

[Print](#)

[Download PDF](#)

EUSurvey is supported by the European Commission's [ISA programme](#), which promotes interoperability solutions for European public administrations. [FAQ](#) | [Support](#)

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- [ESC Participant Reports Examples](#)
- [EU Survey - Introduction](#)
- [Hosting locations in Volunteering teams activities in ESC51](#)
- [Manage participant reports in projects](#)
- [Manage Report On Recognition](#)
- [MT+ Certifications for mobilities \(2017\)](#)
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- [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](#)
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- [Request NA Exclusion for Participant Reports in cases of Force majeure](#)