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**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 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

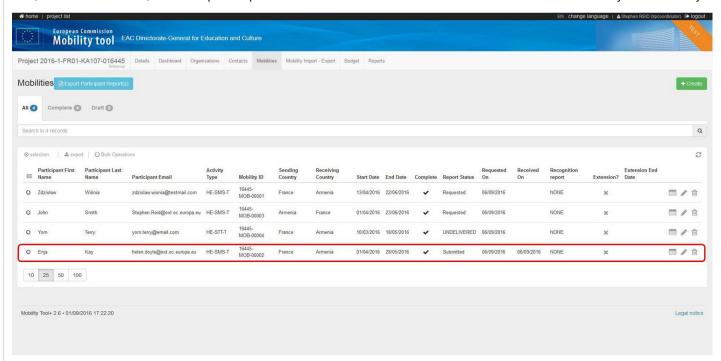
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Click on the "Mobilities" Tab of the project.

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**.

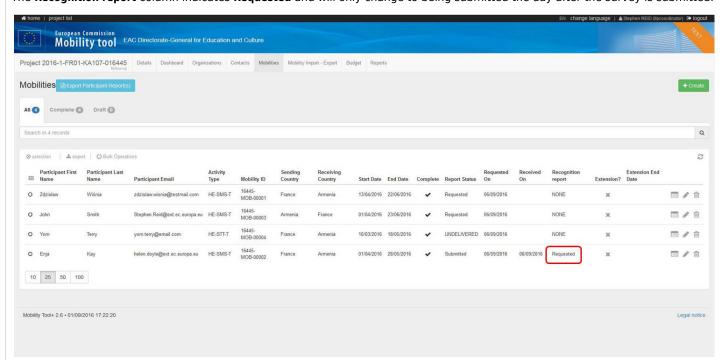
Similarly for KA103 of activity type HE-SMS-P, the mobilities end date must be at least 45 days in the past and participant report must be submitted and only if the answer to the question 4.8 is **No** will the survey of recognition be sent. Likewise when all conditions are met the notification to complete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



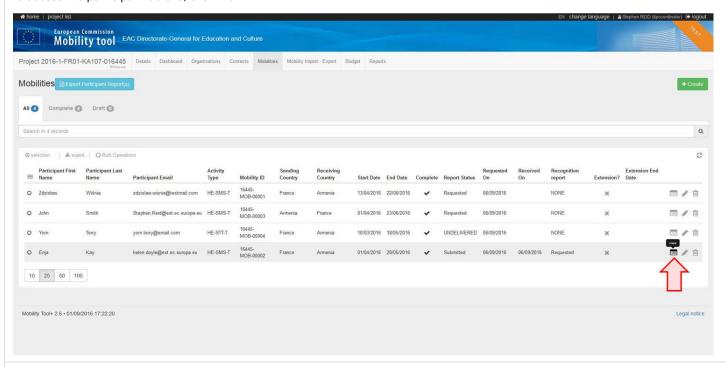
Check the recognition report status.

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



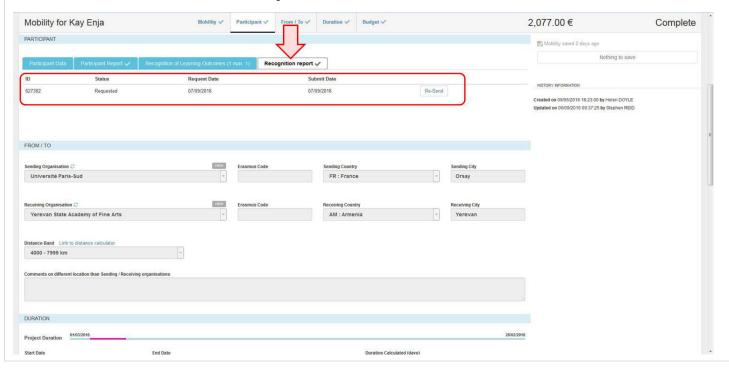
Participant Details.

To access the participant details, click View.



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.



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.

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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 prink to get back to it. Once you have completed it by answering all puestions, please submit it by clicking on the "Subration and the 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

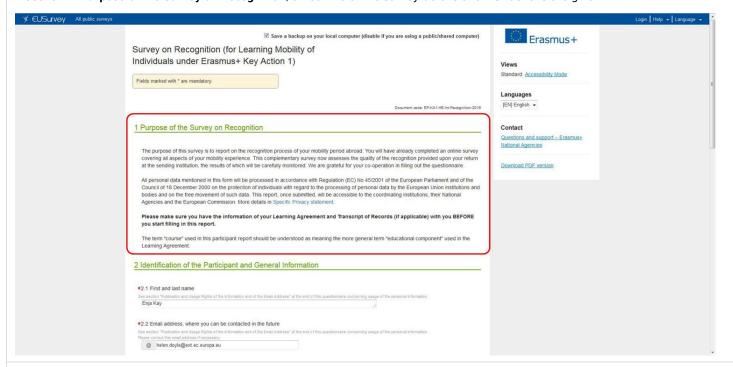
http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index en.htm

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!

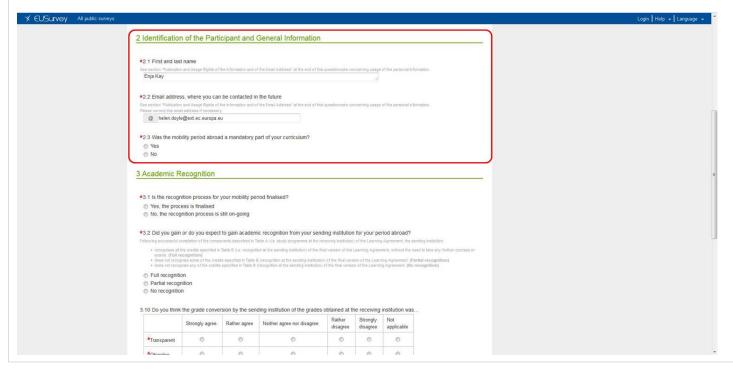
Purpose of the Survey on Recognition.

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



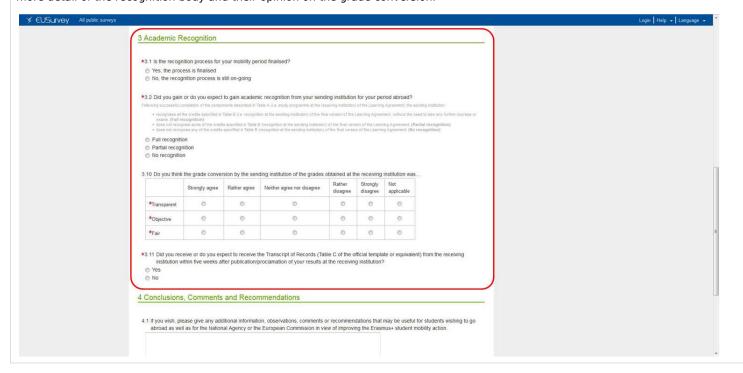
Identification of the Participant and General Information.

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.



Academic Recognition.

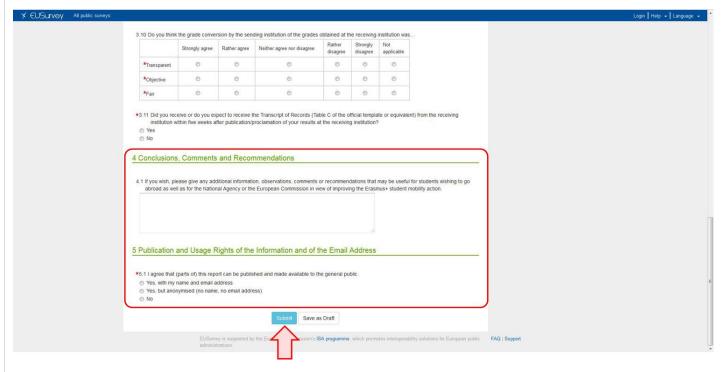
Based on how the questions are answered in section **3. Academic Recognition**, the options will expand asking the participant to fill in more detail of the recognition body and their opinion on the grade conversion.



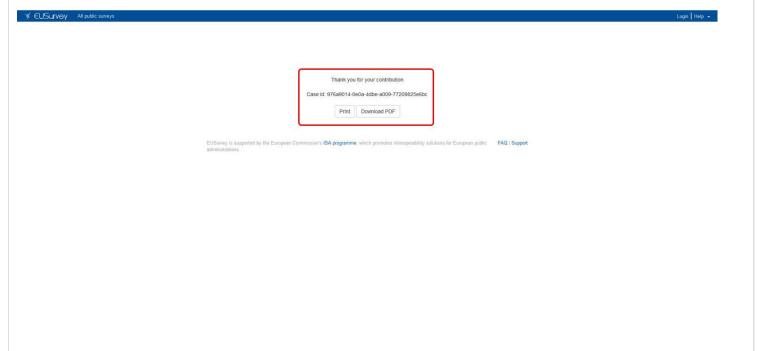
Conclusions and Usage Rights.

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.

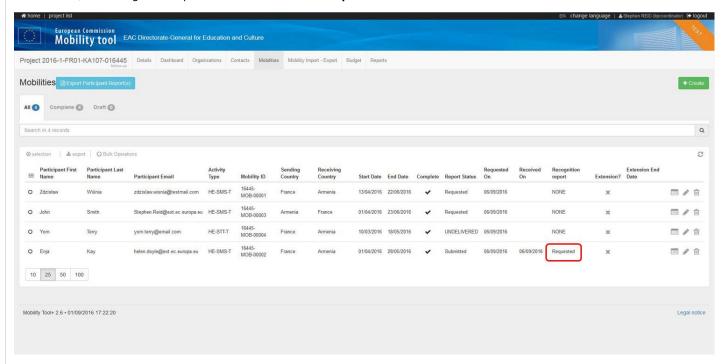


The Thank You screen contains the case ID and and option to print or download the survey as a PDF.

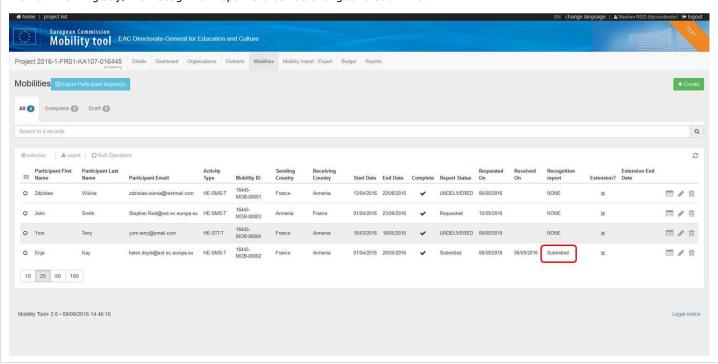


Check the recognition report status.

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

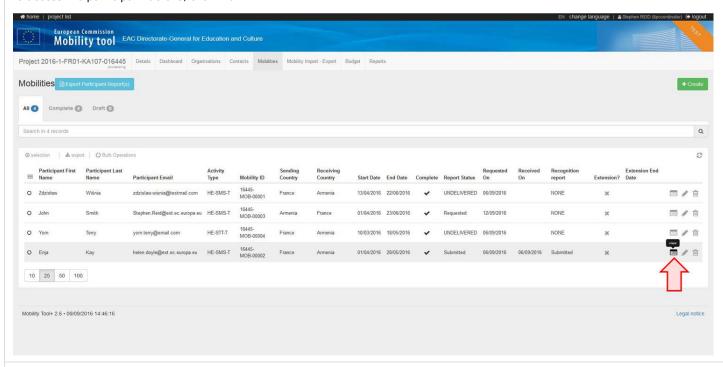


The next working day, the Recognition report status has changed to Submitted.



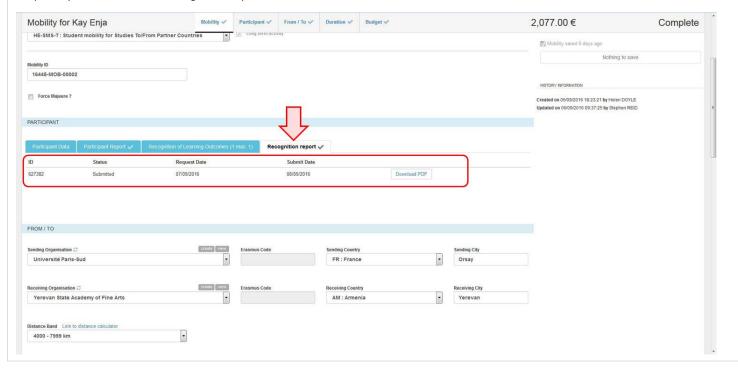
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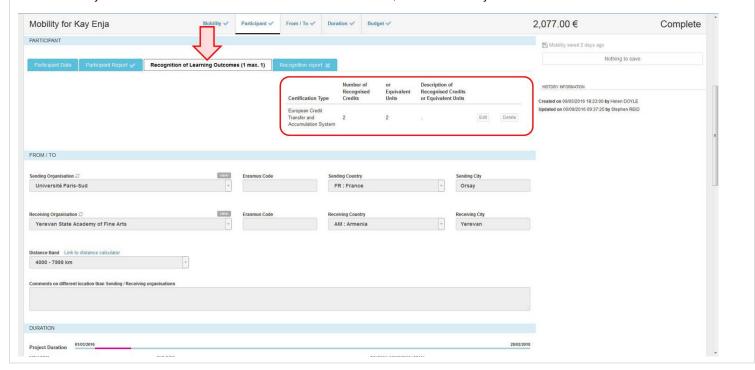
Recognition report tab.

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**.



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.



Related articles

- How to bulk send reminders for participant reports in MT+
- How to manage Survey on Recognition