

Important information for filling out the online questionnaire¹ EU-Survey

The online questionnaire of the EU Commission is used for the evaluation and improvement of the programme, and is required by the NA DAAD and the EU Commission for auditing purposes. Completion is mandatory in order to receive the second Erasmus funding rate.

The link will be sent out **automatically** by Email shortly after your stay. After receiving the message, you will be given **4 weeks** to complete the questionnaire.

| | |
|-----------------|--|
| Sender: | EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu |
| Subject: | Erasmus+ participant report |

Please be sure to follow these instructions when filling out the form:

Your information in the questionnaire will be evaluated by the EU Commission and, among other things, the implementation of the programme at the University of Bonn will be assessed on this basis. **Therefore, we ask you to fill out the questionnaire carefully and responsibly.** It will only take up to 10 minutes to complete.

You can select the language of the questionnaire in the upper right corner.

For a better understanding of certain questions, you will find notes on the meaning/processing below:

2. Identification of the participant

2.2 Mobility end date

The end date refers to the duration of your academic stay (not necessarily your stay in the host country) and should match the dates on the **final confirmation from the host institution.**

3. General information about your mobility

3.1, 3.2 und 3.5 Blended Mobility, Blended Intensive Programme, European University Alliance

3.1 **Blended Mobility** describes a virtual participation in courses from Bonn/Germany combined with a stay abroad at the host institution.

3.2 **European University Alliance** means a collaboration between different European universities. At Bonn University «Neurotech EU» falls into this category. Students who are sponsored in Erasmus within the framework of this alliance are informed about this accordingly.

3.5 **Short-Term Physical Mobility:** this can either mean the option mentioned in 3.1 or a sole short-term mobility for doctoral students.

¹ The EU Commission is solely responsible for the form and content of the questionnaire.

Blended Intensive Programmes are in-depth group courses between 5 and 30 days that are combined with a virtual component (e.g. Summer Schools).

3.6 Top-up grant for students with fewer opportunities

Information on received additional funding, if applicable, is recorded in the Grant Agreement and was requested from you in advance.

3.9 Did your sending or receiving institution make you aware of your rights and obligations on mobility in line with the Erasmus Student Charter?

All students will receive the Erasmus Student Charter information by Email before the start of their Erasmus stay and can find it on the Erasmus website of Bonn University.

5. Satisfaction with your mobility

5.7 How useful did you find the Erasmus+ App in assisting you with your Erasmus+ mobility?

At the moment you can only assess the limited service offerings of the Erasmus+ App that are currently accessible to you. The actual connection of the functionalities of the Erasmus+ App to Bonn University will take place later, as is the case at many other universities, as soon as all the technical requirements for this have been met.

9. Recognition of mobility

9.1 What was the final type of Learning Agreement you signed?

For Erasmus traineeships, the procedure of the "Online Learning Agreement" does not exist yet. Therefore, you should tick the box *Learning Agreement on paper*.

9.2 Was your Learning Agreement signed by all parties (= You, Bonn departmental coordinator, host institution) before the start of your traineeship?

This is about the section before the start of the mobility, not about possible later changes. Since the completion of the Learning Agreement **prior to the mobility** is a funding condition (see Grant Agreement and Information Sheet), it is advised to answer the question accordingly.

9.3 Who signed after the start of your traineeship? **Appears only in cases when 9.2 was answered with no**

Bonn University sets the parameter that Learning Agreements must be signed by at least the student as well as the departmental coordinator before the start of the stay abroad. Therefore, only the host institution can be considered for the answer.

9.15 Did you receive a Traineeship Certificate from the receiving enterprise/organisation at the end of your traineeship?

The Traineeship Certificate is one of the mandatory documents that you must submit to the International Office. Therefore, you should have received it.

9.17 Will your traineeship be recorded by the sending institution in the following documents? Appears only in cases when 3.2 was answered with *embedded in curriculum or voluntary*

Mandatory traineeships are included in the Transcript of Records, and voluntary ones are included in the Diploma Supplement.

9.18 Will your traineeship be recorded by the sending institution in the Europass Mobility document? Appears only in cases when 3.2 was answered with *recent graduates*

This is a free tool of the EU to (digitally) record learning and career steps. Among other things, you can create an EU-wide valid CV and publish your profile for potential employers. If you do not have this, your internship abroad will not be recorded there. You can find more information about the Europass [here](#).

10. Assessment of support received

10.6 Did you have this type of insurance during your mobility?

All students participating in the Erasmus programme have been informed by Bonn University that these insurances are mandatory for a traineeship abroad (health, liability and accident insurance) and have confirmed in their Grant Agreement that they will provide sufficient insurance coverage.

10.14 Did you receive the grant payments on time, in line with the dates mentioned in your grant agreement?

Please refer to Articles 4.1. and 4.2 of your Grant Agreement when answering this question and Question 10.15:

4.1 Die Zahlung an den/die Teilnehmende/n erfolgt spätestens (je nachdem, was zuerst eintritt)

- 30 Kalendertage nach der Unterzeichnung der Vereinbarung durch beide Parteien
- zum Datum des Beginns der Mobilitätsphase, sofern
- das Learning Agreement als Upload im Mobility-Online Account des/der Teilnehmenden an der Universität Bonn vorliegt. Das Learning Agreement ist Voraussetzung für die Gültigkeit des Grant Agreements. Die Zahlung erfolgt an den/die Teilnehmende (oder eine von dem/der Teilnehmenden autorisierte dritte Person, die der/die Teilnehmende im Mobility-Online Account als Berechtigte/n eingetragen hat) und entspricht 70% des in Artikel 3 genannten Betrags.

Legt der/die Teilnehmende die entsprechenden Nachweise nicht rechtzeitig nach dem Zeitplan der Universität Bonn vor, ist im begründeten Ausnahmefall eine spätere Zahlung der Vorfinanzierung möglich. Sollte die Mobilität allerdings virtuell von Deutschland aus begonnen werden, so gilt die Zahlungsfrist von 30 Tagen ab dem Beginn der physischen Mobilität im Gastland.

4.2 Die Übermittlung des Teilnehmendenberichts (EU-Survey) und des Traineeship Certificate gilt als Antrag des/der Teilnehmenden auf Zahlung des Restbetrags der finanziellen Unterstützung. Die Universität Bonn hat innerhalb von 45 Kalendertagen (nach Eingang des Berichts und des Traineeship Certificate) die Zahlung des Restbetrags oder die Aufforderung zur Rückzahlung vorzunehmen, falls diese fällig ist.

10.15 Did you provide all the documentation in time? Appears only in cases when 10.14 was answered with *no*

Deadlines for any documents can be found in the Erasmus-checklist, which has been provided by the International Office. You can also find it again on the website www.uni-bonn.de/erasmus-praktikum on the subpage "before your stay".