

Important notes on completing the Erasmus+ participant report (EU Survey ¹) – Academic year 2025/26

The EU Commission's online questionnaire is designed to evaluate and help improve the program and is run in cooperation with the German Academic Exchange Service (DAAD) for assessment purposes. You will need to complete it in order to obtain the second installment of your Erasmus grant.

You will be sent the link to the questionnaire **automatically** by email. After receiving your email, you will have **30 days** to complete the survey.

Sent by:	<u>EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu</u>
Subject:	Erasmus+ participant report

You must bear the following in mind when filling in the questionnaire:

The information that you provide in the questionnaire will be evaluated by the EU Commission and will be one of the elements used as a basis for assessing how the scheme is run at the University of Bonn. **Please therefore complete the questionnaire carefully and conscientiously.** It will only take around 10 minutes to work through.

Go to the top right-hand corner to select which language you would like to do the questionnaire in.

To help you understand some of the questions, we have put together some tips on what they mean and how to answer them below.

2 Identification

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

The question refers to whether you had to have your semester abroad recognized as such, and not just the courses or credits you completed while abroad.

2.12 Have you taken part in a short-term physical mobility or blended intensive programme prior to this mobility?

Short-Term (Physical) Mobility or Blended Mobility (hybrid): this will either be a short-term mobility placement completed in person by doctoral students or a combination of two elements: taking courses at the host institution virtually from Bonn/Germany and spending up to 30 days abroad at the host institution.

Blended Intensive Programmes are intensive group courses between 5 and 30 days long that are combined with an online learning component (e.g. summer schools).

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

3 General Information

3.1 Did you receive the grant payments on time, in line with the dates mentioned in your grant agreement? Additional help available

Please bear in mind Art. 5.1 and 5.2 of your Grant Agreement when answering this:

- 5.1 Payment shall be made to the participant no later than (whichever comes first):
- 30 calendar days after the signature of the agreement by both parties
 - the start date of the mobility period under the condition that the Learning Agreement (with at least the signatures of the Bonn department and the participant) has been uploaded to the participant's Mobility-Online account at the University of Bonn. The Learning Agreement is a prerequisite for the validity of the Grant Agreement. If the signature of the host institution is not yet available by the time of payment, payment will be made subject to the condition that the fully signed Learning Agreement is available as an upload in the participant's Mobility Online Account by the start of the mobility phase at the latest. (...) In case the participant did not provide the supporting documents in time, according to the funding organization's timeline, a later payment of the pre-financing can be exceptionally accepted, based on justified reasons. If the mobility begins virtually from Germany, the payment deadline is 30 days from uploading the confirmation of arrival in the host country to the Mobility Online Account.
- 5.2 The submission of the Confirmation of Stay and the participant report via the online EU Survey tool shall be considered as the participant's request for payment of the balance of the financial support. The organization shall have 45 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.

3.2 Did you provide all documentation on time?

Only appears if you answer no to 3.1

You can find the deadlines for submitting evidence in the checklist for Erasmus students that the International Office will have made available to you and that you can also read at www.uni-bonn.de/erasmus-studium on the "Before Your Stay Abroad" sub-page.

5 Satisfaction

5.3 Did you require a visa in order to participate in this mobility?

Please only answer "yes" if you really did have to apply to an embassy in your host country for a visa specifically for this stay abroad or had to apply to the Immigration Office to change your visa status due to holding a restricted residence permit in Germany.

6 Preparation and hosting arrangements

6.2 How did you sign your Learning Agreement?

If you have created and signed a Learning Agreement via the OLA-platform yourself, please check the first option (digital interface), even if the OLA was not ultimately signed by all three parties via the platform. The other options can only apply if the host university was not available for selection in the OLA system.

6.3 Was your Learning Agreement signed by all parties before the start of your mobility?

This refers to the section from before the start of your mobility, not to any subsequent changes to the Learning Agreement.

Since concluding the Learning Agreement **prior to the mobility is a condition of receiving funding** (see the Grant Agreement and information sheet), you are advised to answer this question accordingly.

8 Support - Sending Organisation

8.3/ 8.4 European Student Card

The University of Bonn has not yet introduced the European Student Card. So please check „No“ for 8.3 and 8.4.

9 Costs

9.4 Did you have to pay any kind of fees in the receiving institution?

Note that semester fees or the like, similar to what you pay at the University of Bonn, **do not count as tuition fees**. Tuition fees cannot be charged under Erasmus as a basic principle, and you should not put a cross in the corresponding box here. If you had to pay any other fees, you can check “yes”, of course.

12 Language

12.3 Overall, how satisfied were you with the OLS experience?

We provided you with access to the OLS platform at the beginning of the preparation for your stay.

13 Certification and formal recognition

13.8 Did you gain academic recognition for your mobility?

Only appears if you answer no to 13.7. Otherwise, you will receive another survey on the topic of recognition in around six weeks' time.

This is about comparing your actual situation with the planned degree of recognition that you agreed to in Table B of your Learning Agreement. You should therefore only choose “partial recognition” or “no recognition” if your department did not recognize courses that you had agreed to in your Learning Agreement (Table B) and went on to complete successfully. If you yourself waived any entitlement for recognition, please choose “full recognition.”

“Full recognition” is also the correct answer if you were unable to obtain credit for all the courses agreed in Table B because you failed examinations at the host university.

13.10 What were the main obstacles to full recognition?

If you have either failed courses from Table B that are intended for credit transfer or have subsequently decided not to have them recognized, select “Other” and enter the relevant reason in **13.11**