

## Important notes on completing the Erasmus+ participant report (EU Survey <sup>1</sup>)

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.

<b>Sent by:</b> <a href="mailto:EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu">EU-CORPORATE-NOTIFICATION-SYSTEM@ec.europa.eu</a>
<b>Subject:</b> 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.

### 3. General information about your mobility

#### 3.3 Is your mobility taking place within a European university alliance?

At the University of Bonn, "Neurotech<sup>EU</sup>" falls into this category. Students who are receiving Erasmus funding under this alliance will have been notified accordingly.

#### 3.5 Have you participated 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).

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<sup>1</sup> The EU Commission is solely responsible for the form and content of the questionnaire.

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

#### 3.10 Which kind of fees?

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.

If you had to pay a social contribution for services of the host university that you cannot find in the drop-down menu, you can check “Other” and add an explanation.

### 3.13 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 are sent information on the Erasmus Student Charter by email before their Erasmus study placement starts and can also find it on the University of Bonn’s Erasmus web page. So “Yes” would be the correct answer.

## 5. Satisfaction with your mobility

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

You will only be able to assess the limited range of services currently available to you on the Erasmus+ app when you answer this question. As is the case at many other universities, the features offered by the Erasmus+ app will not actually be linked up to the University of Bonn until a later point in time, once all the necessary technical groundwork has been laid.

## 8. Language Skills

### 8.9 Why didn't you take advantage of language support? (appears only if 8.4 is answered no)

When answering, please bear in mind that the University of Bonn has enabled and recommended access to OLS language support for all participants.

## 9. Recognition of mobility

### 9.2 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.

**9.3 Who signed after the start of your mobility? Only appears if you answer no to 9.2**

The University of Bonn requires the Learning Agreement to be signed by the student and their department in Bonn as a bare minimum before the start of their mobility abroad. Thus, the only possible answer to this question will be “the receiving institution did”.

**Questions 9.13 – 9.22 only appear if you answer yes to 9.12.**

Otherwise, you will receive another survey on the topic of recognition in around six weeks’ time.

**9.13 Did you gain academic recognition from your sending Institution for your mobility?**

This is about comparing your actual situation with the planned degree of recognition that you agreed to in 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.

**9.15 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.

**9.17 Were ECTS credits used in the Learning Agreement?**

The CPs used at the University of Bonn are equivalent to ECTS credits. If you are a student taking state examinations, please choose “no”.

## **10 Assessment of the support received**

**10.3 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.

**10.6 Did you have this kind of insurance during your mobility?**

**10.10 How satisfied were you with assistance related to insurance issues?**

All Erasmus students are informed about required and recommended insurance policies by the University of Bonn and will have confirmed in their Grant Agreement that they will ensure adequate insurance cover for themselves. As a public university, the University of Bonn is not permitted to provide specific insurance advice or recommendations.

**10.16 Did you receive your grant payments on time, in line with the dates mentioned in your Grant Agreement?**

**Please bear in mind Art. 5.1 and 5.2 of your Grant Agreement when answering this question and question 10.17:**

- 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.

**10.17 Did you provide all the documentation in time?**

**Only appears if you answered *no* to 10.16**

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](http://www.uni-bonn.de/erasmus-studium) on the "Before Your Stay Abroad" sub-page.