

## Hinweise zum korrekten Ausfüllen EU-Survey



### **Why do I have to fill out the EU Survey?**

The purpose of the EU Survey is to evaluate and improve the program and is required by the DAAD and the EU Commission for evaluation purposes. It is a mandatory part of the Erasmus+ International Scholarship program.

Your data is analyzed by the EU Commission and the implementation of the program at TUM is assessed on that basis. Therefore we ask you to carefully and responsibly fill out the survey. Unfortunately this survey contains questions you might not be able to answer four weeks after your return. Therefore we would like to give you tips for filling it out.

### **How do I fill out the EU Survey?**

The link to the survey will be sent to you at the end of your stay via mail. The end date you indicated in the Grant Agreement will be decisive for the date you will receive the mail. This date, form and content of the EU Survey is beyond the International Center's sphere of influence. The language of the survey can be changed on the top right.

Sender: [replies-will-be-discarded@ec.europa.eu](mailto:replies-will-be-discarded@ec.europa.eu)  
Subject: Erasmus+ individual participant report request

After receiving the mail you have four weeks to fill out the survey. Please check your spam folder in case of not getting the mail.

### **What should I pay attention to when filling out the EU Survey?**

#### **- Information about the mobility**

Start and end date is referring to the duration of your stay and should correspond with the dates on your „Confirmation of stay“.

Please note: The duration of stay is not necessarily equivalent to the funding period.

#### **- Was your Learning Agreement signed by all three parties (you, home university, guest university) before the start of your mobility?**

Since completing the Learning Agreement before your mobility is a funding condition an appropriate answer to this question is suggested.

#### **- Did you obtain academic recognition of your academic performances?**

Usually you have neither received your transcript of records nor has an academic recognition been carried out at the time of completion of the EU Survey. Unfortunately the EU Commission has not abandoned the question.

Therefore please state: „*the recognition process is still ongoing*“

In this case you will typically receive another invitation by the EU to fill out a second short survey at a later time.

#### **- What prevented a complete recognition of your academic performances?**

If the recognition process is still ongoing you can obviously not answer this question. Therefore please state: „*other reasons*“.

**- Please state the specific reasons that prevented a recognition.**

If the recognition process is still ongoing you can obviously not answer this question. Therefore please state: „*recognition process is still ongoing.*“

**- I thought the conversion of my grades was...**

If the recognition process is still ongoing you can obviously not answer this question. Please tick off: „*not applicable*“

**- What was the monthly amount of your scholarship?**

The amount is stated in your Grant Agreement (article 3.1).

**- Did you receive your payments in time (according to your Grant Agreement) ?**

Please note articles 4.1 and 4.2 of your Grant Agreement when answering this question: If you didn't submit documents necessary for a certain payment in time and for that reason one of your payments was delayed, you should still answer with „*yes*“.