



FACT SHEET MAKER SHORT USER GUIDE



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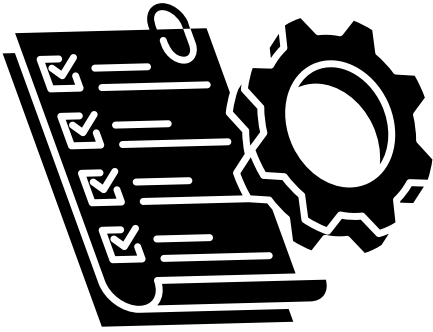
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1/ Preamble and Prerequisite

International Relations Officers often have packed schedules, leaving them with limited time for in-depth tasks. Our Fact Sheet Maker offers a convenient and time-efficient solution, enabling IROs to streamline information centralization. Moreover, it promotes seamless information sharing and collaboration, simplifies data management, and minimizes the risk of data loss

TIME-SAVING

DATA MANAGEMENT

CENTRALISATION

Prerequisite

Please note that it is required to be familiar with the two following tool/function to create a ready-to-use fact sheet following the steps mentioned in the guide.



Excel



Mailings feature/Merge fields

Composition of the tool:

- Short user guide
- Fact sheet template
- Limesurvey Questionnaire

2/ How to create a fact sheet?

Required documents



LSS file to be imported
in Limesurvey



List of the
merge fields



Fact sheet
template



Answers exported from the
Limesurvey file

1

Add the academic year concerned in an additional column after exporting the Excel file results from the survey. Name the column "Academic Year" and fill in the cell with the data.

2

Using the provided fact sheet template :

You can always add more items from the excel file but you will need to copy paste the mergefield (don't forget to paste using the source format) and format at your convenience

Using your own fact sheet template :

If you use your own fact sheet template, you will need to copy paste the mergefields (don't forget to paste using the source format) and formate the police and colors at your convenience before starting the mail merge process.

3

- Open the Word template
- Go to the "Mailings" tab
- Click on "select recipients"
- select the Excel file exported from LimeSurvey (do not forget to add the academic year concerned on it before).
- Have your fact sheet ready to use!

You can now work **efficiently**, share information **seamlessly** and view data **effortlessly**!

3/ Appendix : Merge fields

Part 1

Q n°	Questions	Mergefields
Acad Year	Academic year	«Academic_year»
G00Q01	Full_name_of_your_Institution_in_your_local_language	«Full_name_of_your_Institution_in_your_lo»
G00Q02	Full_name_of_your_Institution_in_English	«Full_name_of_your_Institution_in_English»
G01Q03	Country	«Country»
G01Q04	ECHE_Code_for_Erasmus_Charter_for_Higher_Education	«ECHE_Code_for_Erasmus_Charter_for_Highe»
G01Q05	Erasmus_Code	«Erasmus_Code»
G01Q06	Please_describe_your_institution_and_its_history_briefly_250_words	«Please_describe_your_institution_and_its»
G01Q07	Please_list_the_main_componentsfacultieschools_of_your_institution	«Please_list_the_main_componentsfacultie»
G01Q08	Is_your_institution_composed_of_several_Campuses?	«Is_your_institution_composed_of_several_»
G01Q09	If_yes_please_list_the_location_of_your_campuses_indicating_which_among_your_faculties_are_concerned	«If_yes_please_list_the_location_of_your»
G01Q10	If_the_answer_is_no_indicate_the_main_campus_location_and_list_the_faculties_concerned	«Please_list_the_main_componentsfacultie»
G03Q11	Institution_website_link	«Institution_website_link»
G01Q12	Legal_representation_of_your_university_Name_and_surname	«Legal_representation_of_your_university_»
G01Q12	Legal_representation_of_your_university_Title	«Legal_representation_of_your_university1»
G01Q12	Legal_representation_of_your_university_Phone	«Legal_representation_of_your_university2»
G01Q12	Legal_representation_of_your_university_Email_address	«Legal_representation_of_your_university3»
G01Q15	Institutional_Erasmus+_coordinator_Name_and_surname	«Institutional_Erasmus_coordinator_Name»
G01Q15	Institutional_Erasmus+_coordinator_Phone	«Institutional_Erasmus_coordinator_Phon»
G01Q15	Institutional_Erasmus+_coordinator_Email_address	«Institutional_Erasmus_coordinator_Emai»
G02Q16	Person_in_charge_of_organizing_the_IIA_Name_and_surname	«Person_in_charge_of_organizing_the_IIA_»
G02Q16	Person_in_charge_of_organizing_the_IIA_Title	«Person_in_charge_of_organizing_the_IIA_1»
G02Q16	Person_in_charge_of_organizing_the_IIA_Phone	«Person_in_charge_of_organizing_the_IIA_2»
G02Q16	Person_in_charge_of_organizing_the_IIA_Email_address	«Person_in_charge_of_organizing_the_IIA_3»
G01Q18	How_many_people_are_working_to_support_incoming_students?	«How_many_people_are_working_to_support_i_»
G01Q19	Add_a_contact_to_support_incoming_students_if_needed	«Add_a_contact_to_support_incoming_studen»
G01Q20	Main_incoming_student_advisorofficer_Name_and_surname	«Main_incoming_student_advisorofficer_N»
G01Q20	Main_incoming_student_advisorofficer_Title	«Main_incoming_student_advisorofficer_T»
G01Q20	Main_incoming_student_advisorofficer_Specific_area	«Main_incoming_student_advisorofficer_S»

Part 2

G01Q20	Main_incoming_student_advisorofficer_Phone	«Main_incoming_student_advisorofficer_P»
G01Q20	Main_incoming_student_advisorofficer_Email_address	«Main_incoming_student_advisorofficer_E»
G01Q22	Incoming_student_website_link	«Incoming_student_website_link»
G01Q23	Incoming_student_general_email_address	«Incoming_student_general_email_address»
G01Q24	How_many_people_are_working_to_support_outgoing_students?	«How_many_people_are_working_to_support_o»
G01Q25	Add_a_contact_to_support_outgoing_students_if_needed	«Add_a_contact_tosupport_outgoing_studen»
G01Q26	Main_outgoing_student_advisorofficer_Name_and_surname	«Main_outgoing_student_advisorofficer_N»
G01Q26	Main_outgoing_student_advisorofficer_Title	«Main_outgoing_student_advisorofficer_T»
G01Q26	Main_outgoing_student_advisorofficer_Specific_area	«Main_outgoing_student_advisorofficer_S»
G01Q26	Main_outgoing_student_advisorofficer_Phone	«Main_outgoing_student_advisorofficer_P»
G01Q26	Main_outgoing_student_advisorofficer_Email_address	«Main_outgoing_student_advisorofficer_E»
G01Q28	Outgoing_student_general_email_address	«Outgoing_student_general_email_address»
G01Q29	How_many_people_are_working_to_support_outgoing_staff?	«How_many_people_are_working_to_support_1»
G01Q30	Add_a_contact_to_support_outgoing_staff_if_needed	«Add_a_contactto_support_outgoing_staff_»
G01Q31	Main_outgoing_staff_advisorofficer_Name_and_surname	«Main_outgoing_staff_advisorofficer_Nam»
G01Q31	Main_outgoing_staff_advisorofficer_Title	«Main_outgoing_staff_advisorofficer_Tit»
G01Q31	Main_outgoing_staff_advisorofficer_Specific_area	«Main_outgoing_staff_advisorofficer_Spe»
G01Q31	Main_outgoing_staff_advisorofficer_Phone	«Main_outgoing_staff_advisorofficer_Pho»
G01Q31	Main_outgoing_staff_advisorofficer_Email_address	«Main_outgoing_staff_advisorofficer_Ema»
G01Q33	Outgoing_staff_general_email_address	«Outgoing_staff_general_email_address»
G01Q34	How_many_people_are_working_to_support_incoming_staff?	«How_many_people_are_working_to_support_2»
G01Q35	Add_a_contact_to_support_incoming_staff_if_needed	«Add_a_contactto_support_incoming_staff_»
G01Q36	Main_incoming_staff_advisorofficer_Name_and_surname	«Main_incoming_staff_advisorofficer_Nam»
G01Q36	Main_incoming_staff_advisorofficer_Title	«Main_incoming_staff_advisorofficer_Tit»
G01Q36	Main_incoming_staff_advisorofficer_Specific_area	«Main_incoming_staff_advisorofficer_Spe»
G01Q36	Main_incoming_staff_advisorofficer_Phone	«Main_incoming_staff_advisorofficer_Pho»
G01Q36	Main_incoming_staff_advisorofficer_Email_address	«Main_incoming_student_advisorofficer_E»
G01Q38	Incoming_staff_general_email_address	«Incoming_staff_general_email_address»
G03Q39	Starting_date_of_the_1st_semester_Autumn_semester	«Starting_date_of_the_1st_semester_Autum»
G03Q40	End_date_of_the_1st_semester_Autumn_semester_if_available	«End_date_of_the_1st_semester_Autumn_sem»

G03Q401	Starting_date_of_the_2nd_semester_Spring_semester	«Starting_date_of_the_2nd_semester_Sprin»
G03Q402	End_date_of_the_2nd_semester_Spring_semester_if_available	«End_date_of_the_2nd_semester_Spring_sem»
G03Q41	Arrival_dates_of_the_1st_semester_Autumn_semester	«Arrival_dates_of_the_1st_semester_Autum»
G03Q42	Arrival_dates_of_the_2nd_semester_Spring_semester	«Arrival_dates_of_the_2nd_semester_Sprin»
G03Q43	Orientation_days_of_1st_semester_Autumn_semester	«Orientation_days_of_1st_semester_Autum»
G03Q44	Orientation_days_of_2nd_semester_Spring_semester	«Orientation_days_of_2nd_semester_Spring»
G03Q45	Nomination_deadlines_of_the_1st_semester_Autumn_semester	«Nomination_deadlines_of_the_1st_semester»
G03Q46	Nomination_deadlines_of_the_2nd_semester_Spring_semester	«Nomination_deadlines_of_the_2nd_semester»
G03Q47	Application_deadlines_of_the_1st_semester_Autumn_semester	«Application_deadlines_of_the_1st_semeste»
G03Q48	Application_deadlines_of_the_2nd_semester_Spring_semester	«Application_deadlines_of_the_2nd_semeste»
G03Q49	Do_you_use_the_EWP_nomination_tool_for_the_nomination_process?	«Do_you_use_the_EWP_nomination_tool_for_t»
G03Q50	Do_you_use_another_nomination_tool_in_addition_or_replacement_of_the_EWP's_for_the_nomination_process?	«Do_you_use_another_nomination_tool_in_ad»
G03Q501	If_yes_explain_name_of_the_plateforme_processus	«If_yes_explain_name_of_the_plateforme»
G03Q51	Please_give_some_details_about_the_application_process_and_the_supporting_documents_used	«Please_give_some_details_about_the_appli»
G03Q52	Please_indicate_the_different_languages_taught_in_your_language_courses_and_the_minimum_level_required_for_each_language_course_English	«Please_indicate_the_different_languages_»
G03Q52	Please_indicate_the_different_languages_taught_in_your_language_courses_and_the_minimum_level_required_for_each_language_course_French	«Please_indicate_the_different_languages1»
G03Q52	Please_indicate_the_different_languages_taught_in_your_language_courses_and_the_minimum_level_required_for_each_language_course_German	«Please_indicate_the_different_languages2»
G03Q52	Please_indicate_the_different_languages_taught_in_your_language_courses_and_the_minimum_level_required_for_each_language_course_Latin	«Please_indicate_the_different_languages3»
G03Q52	Please_indicate_the_different_languages_taught_in_your_language_courses_and_the_minimum_level_required_for_each_language_course_Spanish	«Please_indicate_the_different_languages4»
G03Q52	Please_indicate_the_different_languages_taught_in_your_language_courses_and_the_minimum_level_required_for_each_language_course_Italian	«Please_indicate_the_different_languages5»
G03Q52	Please_indicate_the_different_languages_taught_in_your_language_courses_and_the_minimum_level_required_for_each_language_course_Polish	«Please_indicate_the_different_languages6»
G03Q52	Please_indicate_the_different_languages_taught_in_your_language_courses_and_the_minimum_level_required_for_each_language_course_Finnish	«Please_indicate_the_different_languages7»
G03Q52	Please_indicate_the_different_languages_taught_in_your_language_courses_and_the_minimum_level_required_for_each_language_course_Swedish	«Please_indicate_the_different_languages8»

Part 3

G03Q52	Please indicate the different languages taught in your language courses and the minimum level required for each language course Greek	«Please indicate the different languages9»
G03Q52	Please indicate the different languages taught in your language courses and the minimum level required for each language course Portuguese	«Please indicate the different language10»
G03Q52	Please indicate the different languages taught in your language courses and the minimum level required for each language course Chinese	«Please indicate the different language11»
G03Q52	Please indicate the different languages taught in your language courses and the minimum level required for each language course Russian	«Please indicate the different language12»
G03Q52	Please indicate the different languages taught in your language courses and the minimum level required for each language course Japanese	«Please indicate the different language13»
G03Q52	Please indicate the different languages taught in your language courses and the minimum level required for each language course Korean	«Please indicate the different language14»
G03Q52	Please indicate the different languages taught in your language courses and the minimum level required for each language course Arabic	«Please indicate the different language15»
G03Q52	Please indicate the different languages taught in your language courses and the minimum level required for each language course Other	«Please indicate the different language16»
G03Q53	If other please indicate the languages taught as well the minimum level required for each language course	«If other please indicate the languages»
G03Q54	Do exchange students have to pay for taxes apart from tuition fees?	«Do exchange students have to pay for tax»
G03Q55	If yes please provide the following information: name of the tax amount of tax amount paid per semester/year link	«If yes please provide the following inf»
G03Q56	Please indicate the main expenses for the students not mentioning the fees detailed above to help them preparing their mobility as best as possible	«Please indicate the main expenses for th»
G03Q57	Are you in the capacity to offer accommodation service to students?	«Are you in the capacity to offer accomod»
G03Q58	If yes please indicate the website link to find the information about the capacity to offer accommodation service or give some details in your answer	«If yes please indicate the website lin»
G03Q59	If you cannot offer accommodation do you help students finding accommodation?	«If you cannot offer accommodation do you»
G03Q61	Do you offer an intensive course of your local language the exchange students could attend before the mobility?	«Do you offer an intensive course of your»
G03Q62	If yes is the intensive course free of charge?	«If yes is the intensive course free of »
G03Q63	In the case it is not free of charge how much does the intensive course cost?	«In the case it is not free of charge ho»
G03Q64	Do you offer a course of your language the exchange students could attend during the mobility?	«Do you offer a course of your language t»
G03Q65	If yes is this course during the mobility free of charge?	«If yes is this course during the mobili»
G03Q66	In the case it is not free of charge how much does it cost?	«In the case it is not free of charge ho1»
G03Q67	Is there any student association in charge of welcoming exchange students in your institution?	«Is there any student association in char»
G03Q68	If yes please indicate the web link to find the information about this type of student association or give some details in your answer	«If yes please indicate the web link to»
G03Q69	Do you provide exchange students with a pick up service to the airport or train station?	«Do you provide exchange students with a »
G03Q70	If yes please indicate the web link to find the information about a pick up service or give some details in your answer	«If yes please indicate the web link to »
G03Q71	Please provide some information regarding the health system and the requirements and especially for students coming from outside EU not beneficiary of the status of an EEA member.	«Please provide some information regardin»
G04Q76	Do you provide information to students who will have to apply for a visa?	«Do you provide information to students w»
G04Q760	If yes which information do you provide exactly? short description or link	«If yes which information do you provide»
G04Q72	Please indicate below if concerned the general deadline set for outgoing students to apply for a student mobility for studies	«Please indicate below if concerned the g»
G04Q722	Do you provide a second call?	«Do you provide a second call»
G04Q721	If yes please indicate below the deadline for a second call set for outgoing students to apply for a student mobility for studies	«If yes please indicate below the deadli»
G05Q75	Please indicate the web link to find general information of the catalogue or give some details in your answer	«Please indicate the web link to find gen»
G05Q74	Do you have an English-taught course catalogue?	«Do you have an English taught course cat»
G05Q76	If yes please indicate the link to the catalogue of English courses	«If yes please indicate the link to the »