

# Upload templates

The [eQuATIC indicators](#) are automatically calculated inside the tool upon uploading information. Before you can start preparing the data upload you need to have an export of the data from the original data source. In many cases there are tools available to create such a reports, very often exported in Excel format. When the local administrator logs in to eQuATIC for his/her institution, he/she can upload data by selecting an Excel file from the computer. When a file is uploaded the information is processed and validated by the tool. A first check is on the presence of all column names. These names should exactly match the names as they are written in the upload template. There is also data validation in terms of the expected value in the rows of the upload. Information on column names and data validation is part of the upload templates. You don't need to worry about any additional fields in your upload, the tool will ignore them and only store information from the fields indicated in the template.

The upload templates all have the same structure. They are drafted in Excel and consist of two tabs: upload guidelines and sample data.

Tab upload guidelines	Tab sample data
<p>You can find information about the field names that should be present in the template as first row (or column header) in the upload file. The tool will search for exact matches. The order of the fields is not taken into account.</p> <ul style="list-style-type: none"><li>• <b>Mandatory (*):</b> If a field is marked as mandatory by the * symbol, this means there should be data in the this column. For some of the fields * refers to specific information or functionality that won't work if the data is not in the column;</li><li>• <b>Possible value:</b> The information in this column refers to the data validation. If the information in the column has a different format than indicated by the possible value, you will get an error;</li><li>• <b>Data definition:</b> the data definition helps interpreting the fields names and possible values. It indicates standards and refers to the kind of data that needs to be filled out under the filed names</li><li>• <b>Indicator:</b> This is a reference to the indicator(s) the data upload and different fields of the upload are used for.</li></ul>	<p>In this tab you can find an example of how the upload looks like. On the top row you have the field names and the rows in the file are matching the other validation rules.</p>



## New upload overwrites previous one

With every new upload you overwrite the previous upload. If you want to add data to an existing upload you should start from the existing file (you either add data to your original file and upload it again, or you can export the file from eQuATIC and add the new data at this level).



## Participant report

You can easily export the participant reports from outgoing students from Mobility Tool and upload them as a whole via the data upload functionality (student questionnaire SMS/SMP) inside the tool. You don't need to worry about privacy sensitive information as only the columns needed for eQuATIC (as indicated below) will be stored in the database. All personal information and irrelevant questions will be simply ignored during the upload.

You can also consider exporting outbound and inbound mobility from MT+ (mobility Import – Export section). Both data for student and staff (Erasmus+) mobility are available. You will need to add the missing columns (Credits taken, Credits successfully completed). A drawback of only using MT+ data is that you will only be able to use eQuATIC for Erasmus partnerships.

Please make sure to download the information from MT+ in English!



## Field of education

All data uploads include the field of education (ISCED field of study). Inside the tool you can filter on field of education to generate the institution report or institution's score page. The filtering option will only work when you include field of education in the different data uploads. In doing so, users can have a more detailed view on the data for sub entities under the institutional level, e.g. faculty, study programme. Although there is not always a direct connection between a faculty or study programme and field(s) of education it gives a better indication of this underlying level of the institution.

## Upload templates

File	Modified
Microsoft Excel Spreadsheet Education projects.xlsx	Jul 22, 2020 by Emma Obermair
Microsoft Excel Spreadsheet Institutional agreements.xlsx	Jul 22, 2020 by Emma Obermair
Microsoft Excel Spreadsheet Joint Programmes.xlsx	Jul 22, 2020 by Emma Obermair

Microsoft Excel Spreadsheet Staff mobility - incoming.xlsx	Jul 22, 2020 by Emma Obermair
Microsoft Excel Spreadsheet Staff mobility - outgoing.xlsx	Jul 22, 2020 by Emma Obermair
Microsoft Excel Spreadsheet Student mobility - incoming.xlsx	Jul 22, 2020 by Emma Obermair
Microsoft Excel Spreadsheet Student mobility - outgoing.xlsx	Jul 22, 2020 by Emma Obermair
Microsoft Excel Spreadsheet Student questionnaire SMP.xlsx	Jul 22, 2020 by Emma Obermair
Microsoft Excel Spreadsheet Student questionnaire SMS.xlsx	Jul 22, 2020 by Emma Obermair

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