

Deliverable number and title	D2.5 – Set of e-internship recognition tools with procedures of acceptance and validation			
Work Package	2			
Structure	Internal verification report	<input checked="" type="checkbox"/>	Page:	2
	Internal evaluation report	<input checked="" type="checkbox"/>	Page:	3
	Deliverable	<input checked="" type="checkbox"/>	Page:	9

COVER PAGE

Dissemination Level		
PU	Public Deliverable	<input type="checkbox"/>
SEN	Limited under the conditions of the Grant Agreement	<input checked="" type="checkbox"/>
EU-Classified (i.e. CO)	Confidential	<input type="checkbox"/>

Document Revision History		
Date	Version	Change
22/05/2026	V1.0	Yahya Adow Ibrahim

INTERNAL VERIFICATION REPORT

Following the PQA Facility and two-stage quality assurance procedure for the deliverable, the Project Steering Committee of the **AGRI-MOCKS project**, reference number 101193598, on 22.05.2026 carried out internal verification of the following deliverable:

D2.5 – Set of e-internship recognition tools with procedures of acceptance and validation

Following the procedure, the Steering Committee decided to **unanimously** internally **VERIFY** the deliverable. **Nine** members voted in favour of the deliverable, while **one** member was ABSENT from the voting session.

INTERNALLY VERIFIED



#	PSC member	Institution	Vote	#	PSC member	Institution	Vote
1.	Anja Weber	HSWT	<input checked="" type="checkbox"/>	6.	Yitna Gebreab	Hawassa University	<input checked="" type="checkbox"/>
2.	Antoinette Damien	KITA	<input type="checkbox"/>	7.	Anicet Manga	UGB	<input checked="" type="checkbox"/>
3.	Thembeni Mazamisa	NICOSA	<input checked="" type="checkbox"/>	8.	Elias Lemma	EDI	<input checked="" type="checkbox"/>
4.	Yahya Adow Ibrahim	WEBIN	<input checked="" type="checkbox"/>	9.	Matthew Ash	BizMetrics	<input checked="" type="checkbox"/>
5.	Corli Witthun	UFS	<input checked="" type="checkbox"/>	10.	Andrea Landi	HAMK	<input checked="" type="checkbox"/>

REPEATED EVALUATION REPORT

Deliverable number and title:	D2.5 – Set of e-internship recognition tools with procedures of acceptance and validation		
Date:	15.05.2026	Prepared by:	Yahya Adow Ibrahim

A INTRODUCTION

The evaluation of the deliverable was carried out in the period from 08.05.2026 to 13.05.2026 . The purpose of this procedure is to examine the quality, relevance and level of completion of the project deliverable. This evaluation combines fact-finding, descriptive assessment and attitudinal approaches.

FINDINGS

1. A short description of the produced/achieved deliverable: The present document outlines the framework and practical mechanisms for recognising participant completion within the AGRI-MOCKS e-internship programme. It establishes a coherent yet flexible approach to validation and certification, ensuring that participant engagement and learning achievements are appropriately acknowledged across different implementation contexts. As the AGRI-MOCKS e-internship is delivered through diverse institutional, national, and technical environments, the recognition model has been intentionally designed to remain adaptable while maintaining a consistent overall structure and quality standard.

The AGRI-MOCKS project pilots an innovative international collaborative online and hybrid learning model that brings together youth and students from different countries to jointly address rural and societal challenges. Given the experimental and evolving nature of the initiative, implementation approaches, digital platforms, and operational workflows may differ between consortium partners and e-internship rounds. Consequently, the tools presented in this document should not be viewed as rigid administrative forms, but rather as practical implementation models that can be adapted and applied through different digital systems, Learning Management Systems (LMS), shared documentation tools, or manual procedures depending on local capacities and institutional realities.

Recognition within the AGRI-MOCKS e-internship is based primarily on active participation, collaboration, and engagement rather than detailed academic grading. Participants are considered to have successfully completed the programme upon meaningful participation in the core components of the e-internship, including teamwork activities (Company Play), learning modules, mentoring sessions, simulation exercises, and the development of final team outputs. The validation process has been

intentionally kept simple and practice-oriented: mentors provide recommendations based on participant engagement and performance, while facilitators confirm the final completion status and oversee certificate issuance.

To operationalise this process, the document introduces a concise set of interconnected recognition and validation tools, including the Recognition Process Overview, Participant Completion Checklist, Mentor Validation Note, Facilitator Validation Record, Team Output Reference, and Certificate Template. Together, these tools support transparency, consistency, and traceability of the recognition process while preserving sufficient flexibility for implementation across different contexts. The model is expected to evolve progressively through successive AGRI-MOCKS e-internship cycles, enabling partners to refine and strengthen the approach based on practical experience, feedback, and lessons learned throughout the project lifecycle.

2. When it comes to the fulfillment of the deliverable -related indicator(s), have been ACHIEVED.

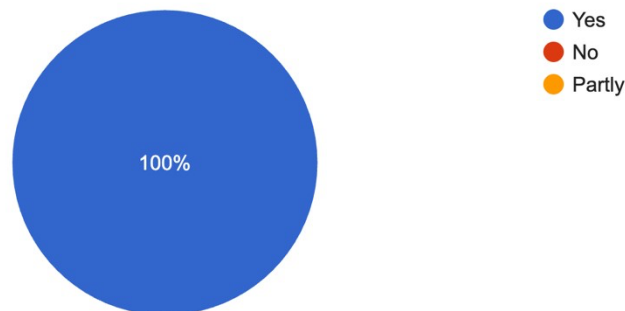
Domain	Indicator number and title	Target Value	Current value
D	Zip folder containing e-internship recognition tools with procedures of acceptance and validation	No target value set	E-document containing e-internship recognition tools with procedures of acceptance and validation

4. The sources of verification (e-form) : The evaluation of the deliverable was done via this Google Form : <https://forms.gle/CwFyzcMssNYPrwko8>

5. The **CAs' visibility rules** (logo, disclaimer, etc.) have been respected in appropriate way.
6. The **EU GDPR rules** have been respected in appropriate way.
7. When asked whether the deliverable is relevant and likely to meet the needs of specific target groups, **the Project Quality Team responded :**

1. The deliverable is relevant and likely to meet the needs of specific target groups.

5 responses



8. When asked about the strong aspects of this deliverable, the Project Quality Team said:

- Simplicity and detailed processes
- Time convenience
- It is very detailed and encompasses all aspects - Comprehensive tool - It is very concise.

9. When asked about the weak aspects of this deliverable, the Project Quality Team said:

- It still has comments on the side like 80%. It seems to be a draft as opposed to a final version.
- As the final decision on the platform on which the training will be delivered has not yet been made, some critical indicators are still missing, but can easily be added once the decision on the platform has been made and the functionalities become known.

B CONCLUSIONS & RECOMMENDATIONS

The deliverable was **FINALIZED.**

INITIAL EVALUATION REPORT

Deliverable number and title:	D2.5 – Set of e-internship recognition tools with procedures of acceptance and validation		
Date:	13.05.2026	Prepared by:	Yahya Adow Ibrahim

C INTRODUCTION

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based on participant engagement and performance, while facilitators confirm the final completion status and oversee certificate issuance.

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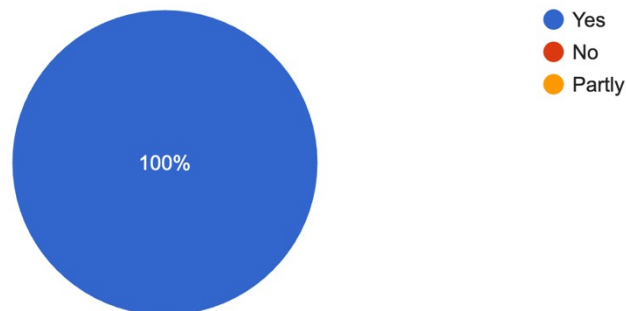
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D CONCLUSIONS & RECOMMENDATIONS

FINALIZE the deliverable by incorporating the comments in red which are in the deliverable.



E-internship Recognition Tools

D2.5 Set of e-internship recognition tools with procedures of acceptance and validation

Author/s: Esko Lius, Häme University of Applied Sciences

Introduction

This document describes how participant completion is recognised in the AGRI-MOCKS e-internship and provides a simple set of tools to support that process.

The e-internship is implemented in different countries, institutions and technical environments. In addition, the project is piloting an international collaborative online and hybrid learning model that brings together youth and students from different countries to work on rural and societal challenges. As a result, AGRI-MOCKS develops practical implementation approaches progressively during the project.

Because of this, the exact platforms (such as Moodle or other tools) and workflows may vary between implementations. The tools in this document are therefore not fixed forms, but practical models (“recipes”) that can be applied using different digital or manual solutions.

Recognition in the AGRI-MOCKS e-internship is based on participation and engagement, not detailed grading. Participants are considered to have completed the programme when they have taken part in the main activities, including:

- teamwork (Company Play)
- learning modules
- mentoring sessions
- simulation
- final team output

The process is kept deliberately simple. Mentors provide a recommendation based on their interaction with participants, and facilitators confirm the final completion status. Based on this validation, certificates are issued.

To support this process, the project uses a small set of practical tools:

1. **Recognition Process Overview** – a short description and diagram of how validation and certification work
2. **Participant Completion Checklist** – a simple record of participation in key activities
3. **Mentor Validation Note** – a short recommendation (pass / not passed / not enough information)
4. **Facilitator Validation Record** – the final confirmation of completion and certificate issuance
5. **Team Output Reference** – a link between participants and the final team output
6. **Certificate Template** – a standard template for issuing certificates

These tools are designed to work together while remaining flexible. They can be implemented through an LMS, shared spreadsheets, or simple documents, depending on what is available.

The model will be refined during the project through successive e-internship rounds. This document provides a clear starting point that partners can apply in practice and adapt as needed.

1. Recognition Process Overview

Purpose

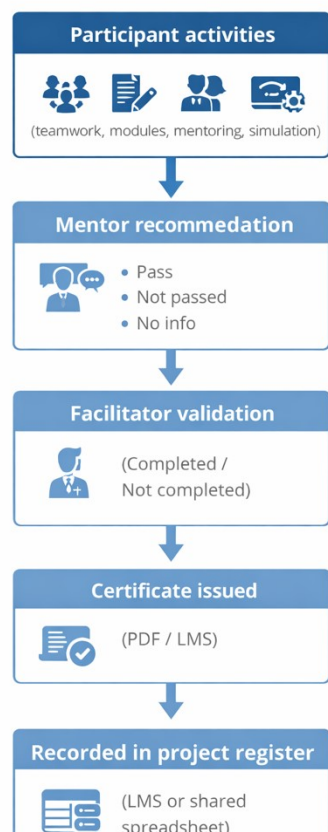
To provide a clear, concise explanation of how participant completion is validated and how certificates are issued and recorded in the AGRI-MOCKS e-internship.

This ensures:

- transparency for participants
- consistent implementation across partners
- traceability for project reporting

Implementation note

- Each partner implements the process locally (mentors and facilitators).
- A shared project register ensures that all participants and issued certificates are recorded consistently across cohorts. The project register may be implemented either through an LMS (e.g. Moodle) or a shared project repository (e.g. Google Drive), depending on the chosen technical solution.



Short description

Recognition in the AGRI-MOCKS e-internship is based on participation and engagement in the main programme activities. Precise measurement of individual contribution is not required.

The process follows four simple steps:

1. Participant engagement

Participants take part in:

- learning modules
- teamwork (Company Play)
- mentoring
- simulation

Their participation is captured through simple records (e.g. checklist, team output reference).

2. Mentor recommendation

Mentors indicate whether each participant has actively engaged and provide a recommendation:

- Pass / Not passed / Not enough information

3. Facilitator validation

Facilitators confirm the final completion status:

- Completed / Not completed This is based on:
- mentor recommendation, or
- available evidence (e.g. team output, participation traces)

4. Certificate issuance and recording

Participants marked as Completed receive a certificate.

Certificates are:

- generated (manually or via LMS)
- distributed as PDF or via platform

All participants and outcomes are recorded in a project register, which may be:

- an LMS-based record (if available), or
- a shared project spreadsheet (e.g. Google Drive)

2. Participant Completion Checklist

Purpose

A simple record used to confirm that a participant has taken part in the key components of the e-internship. It supports mentor recommendation and facilitator validation.

It does not assess quality or performance, only participation.

Structure of the checklist

A. Participant Identification

Minimal, to ensure traceability without bureaucracy:

- Participant name
- Participant e-internship ID
- Institution
- Team name / ID
- Programme cohort / dates

B. Participation Confirmation

Successful completion is based on overall participation across components, not on full completion of every individual activity.

Each item is a binary or light-touch confirmation (Yes / No). No scoring, no weighting required.

1. Company Play participation

Participated in team activities and/or Contributed to team discussions/work

Yes

No

2. Engagement with learning modules (MOOC)

Engaged with at least part of the learning pathway

(Local implementation may define minimum engagement)

Yes

No

3. Participation in mentoring sessions

Attended mentoring sessions (flexible threshold, e.g. at least 2)

Yes

No

4. Participation in simulation phase

Took part in simulation activities

Yes

No

5. Contribution to final team output

Recognised as contributing member of the team output

Yes

No

C. Link to Evidence (very light anchoring)

Instead of collecting data, just point to where it exists: Team output title / link / file reference / platform or workspace

This keeps the checklist audit-friendly without becoming heavy.

D. Participant Self-Reflection (short, embedded)

Keep this very short and optional online form or fields of another form, not a separate tool:

- "What did you contribute to your team?" (1–3 sentences)
- "What did you learn during the e-internship?" (1–3 sentences)

Purpose is to support reflection and provide fallback evidence if mentor visibility is low.

E. Checklist Summary (for mentor use, not decision)

A simple visual summary:

Component Status

Company Play Yes Partial No

Modules Yes Partial No

Mentoring Yes Partial No

Simulation Yes Partial No

Final Output Yes No No

automatic "pass" here.

This avoids turning the checklist into a decision tool.

3. How this fits the recognition system

- Checklist = evidence overview (descriptive)
- Mentor validation note = judgement
- Facilitator record = decision

This separation is critical and must be preserved.

4. Implementation variants

To keep it platform-independent:

Option A: Simple document

- Word / PDF / Google Form
- Filled by mentor or facilitator

Option B: Spreadsheet (recommended for scale)

- One row per participant
- Columns = checklist items

Option C: LMS implementation

- Checkboxes / completion tracking
- Exportable as report

Important: The tool description should explicitly state that all three are equivalent implementations of the same model.

3. Mentor Validation Note

Purpose

Mentor indicates whether the participant has actively engaged and should pass.

As a mentor, base your recommendation on overall engagement. Precise measurement of individual contribution is not required.

Structure

1. Basic info

- Participant name
- Participant e-internship ID
- Institution
- Team name / ID
- Mentor name
- Cohort / programme dates

2. Recommendation (only mandatory field) Pass

Not passed

Not enough information

3. Optional short comment (only if needed)

- Comment (only if "Not passed" or "Not enough information"):

4. Confirmation

- Mentor name
- Date

A batch version, one line per participant (if a suitable digital tool/feature is available)

Agri-Mocks could allow a batch version (Excel-style / Google Spreadsheet):

- Column: Name | Pass / Not passed / No info | Comment

4. Facilitator Validation Record

Purpose

Facilitator confirms the final completion status of each participant based on mentor recommendation and/or available evidence.

This is the official validation step before recognition (certificate).

Structure (batch format)

Participant name / ID	Team	Mentor recommendation Pass / Not passed / No info	Final status Completed (x)	Finalised <u>Processed (x)</u>	Notes (optional)

Table column logic

Participant name/ID

- Identifies the participant.
- Must match the name used in other tools (checklist, mentor note, certificate). Team
- Indicates the team the participant belonged to during the e-internship. • Used mainly for traceability and linking to team output. Mentor recommendation
- Copied as-is from the Mentor Validation Note: Pass / Not passed / No info • This field is not modified by the facilitator.
- It provides the primary input for the final decision.

Final status (Completed = x)

- The only decision made by the facilitator.
- Mark "x" if the participant is considered to have successfully completed the e-internship. Leave empty if not completed
- The decision is based on the mentor recommendation, or other available evidence (e.g. team output, participation traces, self-declaration)
- No detailed reassessment is required.

Finalised (Processed = x)



- Administrative confirmation that the validation process has been completed.
- Mark "x" when the final decision has been confirmed, and the participant has been informed and/or certificate issued. This field is administrative, and it does not influence the validation decision. Notes (optional)
- Used only in exceptional cases, for example: facilitator overrides mentor recommendation; mentor recommendation is "No info" and alternative evidence is used. Keep notes short (1 sentence if possible).
- Example: "Completed based on team output and participation records"

5. Team Output Reference

Purpose

To link participants to a final team output, serving as primary evidence of participation.

No evaluation. Only reference.

Option A: Team-based table (recommended default)

Team	Output title	Link / or (x) for submission confirmation by mentor	Participant 1	Participant ...

Table column logic

Team: Unique identifier (name or ID)

Output title: Short descriptive name

Output (link / file if available): URL, LMS link, or file name/location ... or mentor's note "Submitted and approved"

Participants (columns)

Names listed horizontally: No roles, no contribution breakdown

Option B: Participant-based table (alternative)

Participant name	Team	Output title	Link / or (x) for submission confirmation by mentor

Table column logic

Participant name: One row per participant

Team: Links participant to group

Output title / link: Same reference repeated for all team members



Minimal rules (to include)

- Each team must have at least one identifiable output.
- Each participant must be linked to one team output.
- Inclusion in the participant list is sufficient evidence of contribution unless clearly indicated otherwise.
- No evaluation or role definition is required.

Practical guidance for Agri-Mocks (important for consistency)

- Choose one format per cohort/e-internship round, not both
- Team-based works better when teams are stable and outputs are few
- Participant-based works better when large cohorts, easier filtering/sorting per participant

6. Certificate Template

Purpose

This is a practical specification (“recipe”) for the partner responsible for creating the AGRIMOCKS certificate template.

The template must:

- produce a credible, formal-looking certificate, and
- be easy to generate and distribute at scale, primarily as a PDF (individual or batchgenerated, e.g. via LMS such as Moodle), but also as a print-out.

The certificate confirms that the participant has successfully completed the AGRIMOCKS einternship based on participation and engagement.

Structure

Core requirements

The template must:

- Be visually recognisable as a formal certificate
- Work for:
 - o manual creation (small groups), and
 - o batch generation (large cohorts, LMS export)
- Use minimal dynamic fields
- Be easily exportable as PDF for email distribution
- Include Erasmus+ acknowledgement

Dynamic fields

Only the following fields should vary:

- [Participant Name]
- [Date of completion] Optional:
- Certificate ID (if supported)

Everything else must be fixed.

Recommended layout

Header (visual identity)

- AGRIMOCKS logo

- EU emblem (if required)
- Title: Certificate of Completion

Main statement (single structured block) This is to certify that [Participant Name]

has successfully completed the AGRI-MOCKS e-internship programme (Virtual Exchange)

Programme description

A 6-week online programme focusing on collaborative problem-solving, entrepreneurship, and the twin transition in agriculture and rural development through learning modules, teamwork, mentoring, and simulation activities.

Erasmus+ acknowledgement

Implemented within the AGRI-MOCKS project, co-funded by the European Union under the Erasmus+ Programme (Virtual Exchange action).

Include EU logo and disclaimer as needed.

Validation block

- Date: [Date]
- Issued on behalf of the AGRI-MOCKS consortium
- Name and role (e.g. Project Coordinator)
- Signature (image or digital)

Optional footer (recommended)

This certificate is issued based on participation and engagement in the AGRI-MOCKS e-internship activities.

Design instructions

The template should:

- Use a clean, centred layout (works in both print and PDF)
- Avoid complex structures (multi-columns, dynamic sections)
- Allow insertion of:
 - o name (prominent, larger font)
 - o date

(small, fixed position) Ensure:

- readability on screen (PDF)
- professional appearance when printed

Technical instructions



The template must be deliverable in:

- Editable format (e.g. PowerPoint, Word, Canva)
- PDF export version
- A version that can be implemented in LMS certificate tools, with:
 - fixed text blocks
 - limited dynamic fields
 - stable layout when batch-generated

Process guidance (for all partners using the template)

Certificates should typically be:

- generated as PDFs
- distributed via email or LMS download

Printing and mailing is optional and generally not required.

The certificate represents non-formal recognition based on participation

Information on the issued certificates must be updated to the project register by the facilitator.