ERASMUS + PROGRAMME

KA3 projects:
Support to the implementation of EHEA reforms

Activities 2014-2016

Enter the project country here

Final Report Template

1st version April 2015
GENERAL INFORMATION

Project title: Enter your text here
Decision/Agreement number: Enter your text here
Project website: Enter your text here

Reporting period: From Enter dd/mm/yy To Enter dd/mm/yy
Date of submission: Enter date

Beneficiary organisation: Enter your text here
Project coordinator (contact person): Enter your text here
Project coordinator email address: Enter your text here

This project has been funded with support from the European Commission under the restricted Call for proposals EACEA/20/14 EHEA - support to the implementation of EHEA reforms.

This report reflects the views only of the author and the Executive Agency/European Commission cannot be held responsible for any use which may be made of the information contained therein.

The progress report covers activities implemented from the 1st of November 2014 to 30th of April 2016.

Please send: one original paper copy and 1 electronic copies to the following postal address

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Unit A2 – Erasmus+ : Higher education– knowledge Alliances, Bologna support, Jean Monnet
FAO: Ms. Ute HALLER-BLOCK , Head of Unit
Office: BOU2 03/107 Avenue du Bourget 1 B-1049
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- PUBLIC PART -

SUMMARY (may be published for information and dissemination purposes)

1. Project objectives (please present the objectives of the project, the potential impact upon and benefits to the target user group). Describe the realisation of tangible objectives and the needs addressed. Highlight the potential impact upon and benefits reached. In particular how the challenges identified in the priority themes have been tackled and led to solutions and concrete outcomes.

Please enter your text here

2. Project methodology and activities (please present the methodology for achieving the objectives, including the evaluation and dissemination strategies). Describe the project activities and methodology for achieving the project objectives, including the evaluation and dissemination strategies. Describe dissemination activities put in place and collaboration with other peers. Indicate where results were published disseminated e.g. website details, contact details etc.

Please enter your text here
3. **Project outcomes and results** (please describe the major achievements and results for the reporting period). Explain the impact and relevance of outcomes/achievements reached. Explain the impact and relevance of outcomes/achievements on the target groups.

*Please enter your text here*

4. **Sustainability and plans for the future** (emphasize how the project outcomes / achievements will be sustainable beyond the project's lifetime.)

*Please enter your text here*

5. **Contribution to EU Policies** (describe the contribution of the project in implementing the European Higher Education Area Reforms and the Impact on National Policies and on target groups.) Describe how this project has contributed to key EU policies, objectives and priorities (implementation of the Bologna reforms; EU initiatives and programmes in the field of higher education, etc...) and its short and long-term impact. In particular in fulfilling the gaps identified in the Bologna Process Implementation Report of 2012 for your respective countries and on the priority actions of the Bucharest Communiqué. (E.g. 1) in creating stronger links between policy challenges and implementation of reforms; 2) in improving application of European tools in higher education, including synergies with tools in other sub-systems of education and training, enhancing quality, supporting mobility and internationalisation; 3) in increasing capacity to support shift to student-centred learning in higher education institutions)

*Please enter your text here*
- CONFIDENTIAL PART -

Overview

The confidential part comprises the following sections:

- **Section 1** Declaration of honour by the Beneficiary
- **Section 2** Implementation of the work programme and project management
- **Section 3** Financial Reporting Table
- **Section 4** Other Supplementary Information (optional)

It is mandatory to complete all parts in full, with the exception of Section 4.

The reporting template (Section 2), the financial reporting table (Section 3) and the Guidelines for managing Erasmus+ KA3 Projects: 'support to the implementation of EHEA reforms' with guidance on the completion of this report are available on the Agency's webpage.

The link to the templates are published under the beneficiary space of Key Action 3 - **Support to the implementation of EHEA reforms**:  

(Choose the action **Key Action 3 – Support for Policy Reform – project management and project reporting**)
SECTION 1 - DECLARATION OF HONOUR BY THE BENEFICIARY

Grant Agreement number: 2014 - xxxx

I, the undersigned, hereby declare that the information contained in this Report is accurate and in accordance with the facts. In particular, I certify that the Financial Statement, provided as an Excel spreadsheet with this report, properly reflects the financial transactions made for the project in accordance with the provisions of the Agreement and its Annexes signed with the Education, Audiovisual and Culture Executive Agency and that full supporting documentation to justify the costs and revenues is available for checks and audits.

I herewith request payment of the outstanding balance for the grant, in accordance with the terms of the Grant Agreement, which is EUR ............... 

Signed in: on / / 

Signature of the beneficiary's legal representative

Seal/stamp of the organisation

Name and function in capital letters
SECTION 2 - IMPLEMENTATION OF THE WORK PROGRAMME, ACTIVITIES AND PROJECT MANAGEMENT

Under this section compare the initial milestones and objectives versus the final completion of project activities. Please include activities which aim to determine whether the project planning and implementation are effective and project milestones are met. The final work plan will be compared to your initial work plan (content of the work packages and the information provided in the budget tables will allow us to evaluate the final results in comparison with the initial work plan, inputs and resources made available by the project).

2.1 Implementation of work programme activities

Please describe the implementation of the activities described in your work programme, including the list of all deliverables/achievements. In case of problems encountered describe the solutions that have been implemented. Copy the table below as many times as required in order to provide information on each activity of the work programme (work packages).

Instructions: describe the activities foreseen and the success in implementing these activities. In case of problems encountered provide information on how they have been solved. Also provide information, where new activities have been added during the eligibility period.

Provide information on the deliverables/outcomes (along with details of variations from the initial plan, if relevant).

Indicate the Bologna experts (including the students) and National Agency staff (affiliated bodies) involved in the project.

Please attach a list of products (for example list of participants; agenda and minutes of meetings; products; newsletters; etc...).

There are 6 types of work packages, for each of the work packages, describe briefly the main milestones and implementation of the work-packages versus the initial workplan:

- the implementation and final outcomes of the work packages: aims and objectives of the work package; milestones, management and final concrete outcomes.
- list of deliverables/outcomes: studies, reports, dissemination material and events (conference/seminar/workshops)
- management and distribution of tasks: how the National authority / affiliated entity was involved; whether experts in higher education (national and international) were involved and what were their tasks.

There are 6 types of work packages, for each of the work packages, describe briefly the main milestones and implementation of the work-packages versus the initial workplan:
- the implementation and final outcomes of the work packages: aims and objectives of the work package; milestones, management and final concrete outcomes.
- list of deliverables/outcomes: studies, reports, dissemination material and events (conference/seminar/workshops)
- management and distribution of tasks: how the National authority / affiliated entity was involved; whether experts in higher education (national and international) were involved and what were their tasks.

The six types of work packages:

1. Preparation: provide activities implemented, such as detailed needs analysis (surveys; comprehensive reports of the problem areas; etc...).
2. Management: include activities implemented such as planning, finances, coordination and internal communication, organisation of project meetings.
3. **Implementation** (the substance of the work planned): include the results of the development and testing of the intellectual outputs/tangible results of the project (conference/seminar/workshop; peer learning activity; peer review activity; studies; dissemination material).
4. Monitoring: include quantitative and qualitative information which aims to determine whether the project planning and implementation were effective and project milestones are met.
5. Evaluation: prove that the activities implemented have guaranteed that the project results have met high quality standards.
6. Dissemination and Exploitation of results: describe final products which have served the purpose of information spreading and awareness raising and mainstreaming and multiplication of results.
<table>
<thead>
<tr>
<th>Type of activity/workpackage</th>
<th>Activity title:</th>
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<tbody>
<tr>
<td>Start</td>
<td>End</td>
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<td>Month number:</td>
<td>Month number:</td>
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<tr>
<th>Fully accomplished</th>
<th>Partially accomplished</th>
<th>Not accomplished</th>
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Description of activity and related sub-activities

Deliverables: outputs / results / achievements

Name of Bologna Expert(s)/NA staff involved

Deviations (if any) from the initial planning (activities/deliverables) and implemented or proposed solutions

List of products attached to your report (for example list of participants; agenda and minutes of meetings; products; newsletters, etc...). Please number the products themselves and use the same numbering in the list that you provide here.
**Tasks that were subcontracted**

<table>
<thead>
<tr>
<th>N° days (where appropriate)</th>
<th>Brief description of task</th>
<th>Name and address of subcontractor</th>
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Copy table as many times as required (per workpackage)
2.2 Overall project management

a) Under this section, please explain the methodology put in place to manage the project, the coordination with the different stakeholders and the implementation of quality assurance tools. Report on any particular difficulty the project encountered related to the management. Information should be provided on how the collaboration with the Bologna experts/partner organisations has been organised (including tools and methods put in place to manage the Bologna expert team and monitor the project’s progress and quality of results). Please provide the list of the Bologna experts (including the students) and national Agency staff (affiliated bodies) involved in the project.

Please enter your text here

b) Explain how the networking activities with other organisation have been organised such as: 1) National, bilateral, regional or international conferences, seminars or workshops on a priority theme. 2) Voluntary Peer Learning Activity on Bologna process priority themes (including clusters of countries facing similar challenges) which have been identified by the Bologna Follow-up Group workplan. 3) Peer Review Activity involving several countries. 4) Analysis such as studies and dissemination material on a priority theme.

Please enter your text here
c) Please provide the list of Bologna experts (including the students) and National Agency staff involved in the project.

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
<th>Period of assignment</th>
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d) Under this section, please provide information on the communication and dissemination strategy and activities implemented and major results. *Describe means of communication with the target groups (milestones events, meetings, seminars, peers reviews etc) and dissemination strategy.* (website, newsletters, etc)

*Please enter your text here*
SECTION 3 - FINANCIAL REPORTING TABLE

The financial reporting for your project must be carried out using the Excel workbook that has been provided by the Agency for that purpose. The template to fill in the Financial Reporting Table (Section 3) and the Guidelines for managing Erasmus+ KA3 Projects: 'support to the implementation of EHEA reforms' with the instructions for completing this report are available on the Agency's webpage.

The link to the template is published under the beneficiary space of Key Action 3 - Support to the implementation of EHEA reforms:

(Choose the action Key Action 3 – Support for Policy Reform – project management and project reporting)
SECTION 4 - OTHER SUPPLEMENTARY INFORMATION (OPTIONAL)

If there is any information or issue you do not consider suitable for Sections 2 and 3 and which you wish to communicate to the Agency, you may insert it here:

Please enter your text here