Progress Report template

**Erasmus +**

**European Universities**



**Title (and acronym)**

**of the Alliance:**

**Grant Agreement n°:**

xx/xx/2020 –xx/xx/2021

**Reporting period:**

**Coordinating  
Institution:**

**Coordinator’s name:**

**E-mail:**

**General instructions**

1. The present report template covers the activities, results and expenditures of the entire reporting period from the start of the eligibility period of your Grant Agreement.
2. This report template is to be submitted by the Coordinator on behalf of all the beneficiaries in the alliance.
3. With reference to the Grant Agreement, the technical and financial parts of the report should provide detailed and accurate information on the work performed by the alliance and of the progress achieved during the reporting period.

**Overview**

This document follows the structure of the application form. The Coordinator is invited to fill it in by focusing on the progress in the implementation of the proposal.

**The Report** (Word file) comprises the following sections:

**Section 1** Relevance

**Section 2** Geographical balance

**Section 3** Quality of the implementation

**Section 4** Quality of the alliance cooperation arrangements

**Section 5** Sustainability and dissemination

**The Annexes** (Excel files) comprise the following files:

**Annex 1** Financial Statement

**Annex 2** Operational implementation. This annex includes the following spreadsheets:

Part A Overview of results/outputs/outcomes/deliverables

Part B Mobility

Part C Themes

Part D Specific indicators for the alliance

Part E Main Dissemination Events

Part F Partnership Meetings

Please, fill in the present report template and its annexes, and attach them to the eReport in the portal. Please note that it is mandatory to complete all the required sections and data in full to ensure acceptance of your report by the Agency. Instructions for the completion of each section are available within the sections themselves.

The completed report shall be limited to 50 pages maximum plus the annexes.

# 1. Relevance

**1.1 State of play:** With reference to your mission statement and original application, please give the overview of the main progress and achievements of your alliance during the reporting period. More precisely, please explain how your alliance has progressed (so far) towards your vision (e.g. you may use the factsheet produced on your alliance as a reference, and more specifically the section on ‘Putting your vision into practice’. Factsheets can be found at <https://ec.europa.eu/education/european-universities-factsheets_en>).

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| Enter your text here |

**1.2 Reinforced cooperation:** Please explain how the results achieved in the reporting period are contributing to a higher level of enhanced cooperation. Please provide some details as regards the cooperation across the various levels of the alliance and across its different areas of activity.

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| Enter your text here |

**1.3 Attractiveness and international competitiveness:** Please explain how the activities undertaken and the results achieved by your alliance in the reporting period are contributing to reach an important step in quality, performance, attractiveness and international competitiveness of the participating higher education institutions.

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| Enter your text here |

**1.4 Other benefits:** Are there any other benefits derived from the alliance’s activities **for the participating organisations?**

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| Enter your text here |

**1.5 Specific benefits for the target groups**

**Based on the Annex 2 Parts A and B,** please give a qualitative analysis of how the following target groups are impacted by the activities undertaken within the alliance.

1.5.1 Which are the benefits derived from the alliance **for the students** in the reporting period**?**

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| Enter your text here |

1.5.2 Which are the benefits derived from the alliance **for the researchers** in the reporting period**?**

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| Enter your text here |

1.5.3 Which are the benefits derived from the alliance **for the staff (academic, administrative, etc.)** in the reporting period**?**

|  |
| --- |
| Enter your text here |

1.5.4 Which are the benefits derived from the alliance **for the external stakeholders (business, citizens, etc.)** in the reporting period**?**

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| Enter your text here |

**1.6 Promotion of common European values:** Please explain how the activities undertaken and the results achieved by your alliance in the reporting period are contributing to promote common European values and a strengthened European identity, e.g. in terms of diversity, global cultures, across borders, sectors and academic disciplines.

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| Enter your text here |

**1.7 European added value:** Please explain how the partnership composition, activities undertaken and the results achieved in the reporting period generate European added value through: 1) **contribution to** the achievement of the policy objectives of the **European Education Area**, at least covering the elements outlined in the call, which are: a) multilingualism; b) automatic recognition of academic qualifications and learning periods abroad; c) the use of the European Student Card; d) the Bologna key commitments such as quality assurance, and wherever applicable three cycle degree; 2) **transnationality**, in particular for students, 3) contribution to **regional development and impacting on society** (e.g. via a challenge-based approach).

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| Enter your text here |

**1.8 Contribution to the alliance’s long-term mission statement:** Please complete the table below to describe how your alliance has been progressing during the reporting period towards the objectives of the long-term mission statement of your alliance.

|  |  |
| --- | --- |
| **Objectives of the long-term mission statement addressed through the work of the alliance** | **Indicative % of achievement of each objective** |
|  |  |
|  |  |
|  |  |
|  |  |

Add as many rows as necessary

**1.9 Results gradually leading to the transformation of the alliance towards the emergence of a fully developed ‘European University’**

1.9.1 Please provide information on the **transformation** that has been taking place within the alliance during the reporting period by:

- completing **Part D in Annex 2** of this report, based on the section III.3 of your application. Whenever possible, please provide some **quantitative and/or qualitative indicators** as evidence of this transformation process;

- describing how this transformation is taking place within your alliance

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| Enter your text here |

1.9.2 Please provide a qualitative analysis of how institutional cooperation between partners is gradually evolving to give rise to a European University. In other words, what is your progress towards **having a more systemic, structural and sustainable institutional cooperation between partners? How have you been ensuring during the reporting that there is progress in the involvement of the different faculties and departments of the different partners?**

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| Enter your text here |

1.9.3 Please fill in the table below by providing an overview on the number and % of faculties/departments involved in the work of your alliance:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number and % of faculties/departments participating in alliance's activities** | **Academic year 2019-2020** | | **Academic year 2020- 2021** | | **Academic year 2021- 2022** | |
| Number and % of faculties/departments in full partner 1 participating in alliance's activities out of the total number of faculties/departments in full partner 1 | Number | % | Number | % |  |  |
| Number and % of faculties/departments in full partner 2 participating in alliance's activities out of the total number of faculties/departments in full partner 2 | Number | % | Number | % |  |  |
| Number and % of faculties/departments in full partner 3 participating in alliance's activities out of the total number of faculties/departments in full partner 3 | Number | % | Number | % |  |  |
| *Rows to be added for each other full partner* | Number | % | Number | % |  |  |
| Number and % of faculties/departments of all partners participating in alliance's activities out of the total number of faculties/departments in the alliance | Number | % | Number | % |  |  |

# 2. Geographical balance

**2.1** **Regional outreach:** Please explain how the reinforced institutional cooperation between the full partners ensures their involvement in regional outreach for the European regions covered in the alliance.

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| Enter your text here |

# 3. Quality of the implementation

In this section, we invite you to report on the progress achieved during the reporting period and on potential deviations. Please use this section as well to report on the effects of the COVID-19 pandemic on the 3 years’ Work Programme activities and results/outputs/outcomes/deliverables, whenever deemed relevant.

**3.1 Results/ Outputs/Outcomes/Deliverables**

Provide the list of all the activities achieved and results/outputs/outcomes/deliverables produced during the reporting period, by filling all the data required in **Annex 2 Part A**.

Please use the Annex 2 Part A to report on the work programme activities achieved during the reporting period, on their contributors, and on the results/outputs/outcomes/deliverables produced or under development. Follow the different headings of the table and carefully provide all the required information. Please note that the results/outputs/outcomes/deliverables should be put in a secure place on the alliance’s website and/or working platform. We ask you to provide our Agency with the **link, login and password** on the website/on this platform and to make sure that the number attributed to each result/output/outcome/deliverable matches with the number of this item as listed in your application.

**3.2 Reflection on results/outputs/outcomes/deliverables:**

**a)** Please reflect on the results/outputs/outcomes/deliverables presented above and highlight **what worked, what did not work and why**.

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| Enter your text here |

**b)** Please explain how the COVID 19 pandemic impacted on the overall implementation of your alliance, whether you had to implement any mitigating measures and whether you have shared good practices between the alliance’s partners.

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| Enter your text here |

**3.3 In exceptional cases, deviation from the planned Work programme activities**

In case of deviation or changes, please explain clearly which work programme activity was not implemented in line with the initial application (as amended through a formal amendment to the Grant Agreement, if applicable), or which activity foreseen has been modified. You are also invited to provide herein the details of problems encountered **and** the solutions that have either been implemented or proposed. Please use the work package titles, types and references that you used in your application.

*\* Specify whether, in case of an amendment, you notified and received the approval from the EACEA or not. Please note that in case of major changes not approved by the Agency yet, the approval of the report does not constitute an approval of the change(s) reported below.*

| **Work package Title** | **Work package Type and Reference number** | **Planned Start Date** | **Actual Start Date** | **Planned duration** | **Actual duration** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **Deviation on specific activities and the reason for it** | | | | | |
| **Proposed or implemented solution** | | | | | |

Please complete the above table for each deviation -Copy this table as many times as necessary.

**3.4 Findings from the evaluation of the application:** With reference to the evaluation report of the alliance’s application, please indicate below the measures taken during the reporting period to address the weaknesses or areas for improvement that had been detected in your application.

|  |
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| Enter your text here |

**3.5 Mobility**

3.5.1 Provide information on mobility by completing the Excel spreadsheet in **Annex 2** **Part B**.

3.5.2 Please briefly describe the mobilities organised during the reporting period and how you organised them. Which were the **main obstacles**, if any, that you encountered and how did you address them?

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| Enter your text here |

3.5.3Please describe how there is progress towards meeting **the 50% student mobility target[[1]](#footnote-1)** within the alliance as a result of a reinforced and structural cooperation between all the partners involved?

|  |
| --- |
| Enter your text here |

3.5.4 Please explain how the **mobility activities financed through other European schemes** (such as Erasmus+ KA1, KA2 or KA3) or national and institutional funds have been used to complement the mobilities financed by the alliance.

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| Enter your text here |

**3.6 Synergies with other funding sources**3.6.1 Please list any funding received besides that from the European Universities Erasmus+ programme that you will use to fund the activities foreseen in the work programme of your alliance. Specify the funding source, e.g. other European, national, regional, institutional or private funding, and the related amount.

|  |
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| Enter your text here |

3.6.2 Please list any funding received besides that from the European Universities Erasmus+ programme that you will use to fund ADDITIONAL activities, on top of those foreseen in the work programme of your alliance. Specify the funding source, e.g. other European, national, regional, institutional or private funding, and the related amount. Please describe briefly these additional activities.

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| Enter your text here |

# 4. Quality of the alliance cooperation arrangements

**4.1** Please briefly provide a **qualitative evaluation of the overall cooperation** between the consortium full members, including the extent to which each partner complements each other in order to attain the objectives of the alliance.

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| --- |
| Enter your text here |

**4.2 Deviation regarding the involvement of the full partners**

Please indicate whether any/or which full partner was not involved as foreseen in the Grant Agreement. Please only report on deviations that had an impact on the planned activities **or** expected results/outputs/outcomes/deliverables of the 3 years’ Work programme. You are also invited to provide details of the problems encountered and the solutions that have either been implemented or proposed.

| **Partner** |  |
| --- | --- |
| **Work package title and reference number** |  |
| **Deviation and the reason for it** | |
| **Proposed or implemented solution** | |

Copy the table for each partner or work package concerned

**4.3** **Involvement of associated partners**

Please provide a **qualitative evaluation of the overall cooperation** with the **associated partners** and describe **their contribution to the activities carried out**. If there are new associated partners not yet communicated to EACEA, please list them below as well and describe their input*.*

Enter your text on the **qualitative evaluation of the overall cooperation** with the associated partners here

| **Work package title and reference number** |  | |
| --- | --- | --- |
| **Associated Partners (listed in the initial application)** | **New associated partners (name and type of organisation)** | **Tasks performed** |
|  |  |  |
|  |  |  |

**4.4 Involvement of students, staff and researchers in the decision-making processes of the alliance and the implementation of the activities**

Please indicate in the table below how the **students, staff and researchers** have actually been involved in the decision-making/governance of your alliance and in the preparation of the implementation of the alliance’s activities. Please **describe their level of involvement.**

|  |  |
| --- | --- |
| **Estimated number of students involved (at all levels)** | **Please explain how students were involved in the decision-making/governance of your alliance and in the preparation of the implementation of the alliance’s activities** |
|  |  |
| **Estimated number of researchers/staff (both academic and administrative) involved** | **Please explain how researchers/staff (both academic and administrative) were involved in the decision-making /governance of your alliance and in the preparation of the implementation of the alliance’s activities.** |
|  |  |

**4.5 Institutional support:** Please explain how the **highest decision-making authorities** of the different partner organisations (rectors, vice rectors, etc.) are involved and are supporting the activities of the alliance.

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| Enter your text here |

**4.6 Coordination and management of the alliance**

4.6.1 Has a **partnership agreement** been signed between all the full partners of the alliance?

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| --- |
| Yes/No |

4.6.2 Indicate the **tools (e.g. IT tools), communication channels and methods** put in place to manage the partnership and to ensure cooperation among the partners (including conflict resolution mechanisms) for decision-making and implementation of activities.

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| Enter your text here |

# 5. Sustainability and dissemination

**5.1 Dissemination**5.1.1Please provide below **the address of the website** of the alliance.

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| --- |
| Insert your text here |

5.1.2 Please briefly describe **the actions taken by the alliance** during the reporting period **to implement the planned dissemination strategy**. In this regard, describe the **human and financial resources, activities, tools and communication channels, and target groups** that ensure that results and benefits are being shared openly and effectively to a wide range of stakeholders, not only within the alliance but also beyond, during and after the funding period.

|  |
| --- |
| Insert your text here |

5.1.3 **Main dissemination activities** organised or attended by your alliance

Based on the Annex 2 Part E, please describe how the dissemination events during the reporting period are contributing to your alliance becoming a true **role model for other higher education institutions** in Europe. Explain how the **activities,** **outputs and good practices** generated by the alliance could be **replicated** and **shared** with other higher education institutions **beyond the alliance.**

|  |
| --- |
| Insert your text here |

5.1.4 Use of **social media**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type (e.g. Facebook, LinkedIn, Twitter, Instagram etc.)** | **Link** | **Target group(s)** | **Date of the latest activities** | **Any quantitative indicators evidencing interaction** |
|  |  |  |  |  |
|  |  |  |  |  |

**5.2 Sustainability**

5.2.1 Please indicate if and how the partnership has been working on **sustainability** during the reporting period to ensure the future viability of the alliance.Indicate how the alliance will support this financially or otherwise, with the objective of being sustainable beyond the pilot.

|  |
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| Enter your text here |

**Annexes**

**Annex 1: Financial statement**

**Annex 2: Operational implementation**

* Please provide the data requested in **Parts A, B, C, D, E and F**.

***Erasmus +:* European universities**

**Self-control checklist** **"BENEFICIARY" upon finalisation of report**

***To be enclosed in the Progress Report***

|  |
| --- |
| **Grant Agreement N° : 20xx-xxxx** |
| Yes | No | N/A |
| 1. The Agency's template for the Progress report is respected. |  |  |  |
| 2. The report is written in English (as indicated in your Grant Agreement). |  |  |  |
| 3. All parts of the report are completed. |  |  |  |
| 4. The Annex 1 Financial Statement and Annex 2 Operational Implementation **in Excel** **format** have been completed. |  |  |  |
| 5. The final costs are eligible and presented in line with the budget structure and possible adjustments allowed by the grant agreement and subsequent amendments (Annex III of the Grant Agreement). |  |  |  |
| 6. All results/outputs/outcomes/deliverables and supporting documents are submitted with the relevant link, login and password. |  |  |  |
| 7. The Declaration of Honour is signed by the legal representative of the alliance. If this declaration has not been signed by the legal representative, then submit an authorisation of signature for the person signing. |  |  |  |
| 8. The main part of the Progress report, the annexes and the Declaration of Honour have been submitted through the Participants Portal. |  |  |  |

1. This includes mobility within the alliance across all levels, including at Bachelor, Master, Doctoral levels and short-cycle level; as well as physical, virtual or blended mobility from different durations (e.g. short-term, medium-term and long-term) [↑](#footnote-ref-1)