



## The CBHE eReport Explanatory Note on The Final Report

### A) General framework

Please note that the submission of the Final Report is a contractual obligation (art. I.4.1 of the Grant Agreement); the Agency reserves the right to terminate the Agreement if this contractually required report is not submitted, in accordance with articles II.16.3.1 (c) and II.23.3 of the Grant Agreement.

The report will be evaluated on the basis of the award criteria defined for assessing the grant proposal and will be scored out of a total of a maximum of 100 points.

The table below presents the award criteria and the maximum score for each:

Title of the award criterion	Maximum number of points for each criterion
Relevance of the project	<b>30</b>
Quality of the project's implementation	<b>30</b>
Quality of the project team and the cooperation arrangements	<b>20</b>
Impact and dissemination	<b>20</b>
<b>TOTAL</b>	<b>100</b>

Based on these award criteria, the assessment of the report will aim to reflect the quality of the project's implementation, as well as the consortium's overall performance, taking into account:

- (1) The CBHE requirements as specified in the Erasmus+ Programme Guide
- (2) The relevance of the activities implemented, compared to the "Description of the action" included in Annex I of the Grant Agreement
- (3) The desk monitoring activities conducted by the EACEA since the start of the eligibility period
- (4) The field monitoring visits carried out by or on behalf of the Agency at any of the consortium partners
- (5) The evaluation of the Technical Implementation Report

At the end of the report assessment, the project's performance will be qualified in four different categories, i.e.

**Very good (at least 75 pts out of 100):** The consortium has achieved its objectives and delivered the expected results in full, as outlined in the Grant agreement. All the results and outputs are of very good quality. No major concerns or

areas of weakness have been identified during the project implementation phase. Impact on partner countries institutions and/or Higher education systems, sustainability and exploitation of results are fully addressed.

**Good (between 74 and 60 pts out of 100):** To a large extent, the consortium has fulfilled its objectives and delivered (most of) its expected results as outlined in the Grant agreement. Most of the results and outputs are of good quality. Some concerns or areas of weaknesses may have been identified in the project implementation and/or its final results. Impact on partner countries institutions and/or Higher education systems, sustainability and exploitation of results are satisfactorily addressed.

**Fair (between 59 and 50 pts):** The consortium has fulfilled some of its objectives and delivered some of its expected results outlined in the Grant agreement. The quality of some results and outputs are acceptable. Weaknesses and concerns have been identified in the project's implementation and/or delivering of its final results. Impact on partner countries institutions and/or Higher education systems, sustainability and exploitation of results are not satisfactorily addressed.

**Weak (less than 50 pts out of 100):** The consortium has not fulfilled its objectives in terms of project implementation and delivery of expected results as outlined in the Grant agreement. The quality of most of the results and outputs is weak. Serious weaknesses and concerns have been identified in the project's implementation and/or delivering of its final results. Impact on partner countries institutions and/or Higher education systems, sustainability and exploitation of results are not addressed.

At "Technical Implementation Report" (midterm report) stage, this rating system was used as a means of providing feedback to the CBHE consortium on its performance. At that stage, the rating had no direct impact on any subsequent pre-financing payment.

At Final Report stage, projects assessed as "very good" (score between 75 and 100) may be flagged as best practice cases. On the contrary, projects falling into the category "weak" (scoring between 0 and 50) will be subject to a reduction of the EU contribution in accordance with the Grant Agreement, Article I.10.6.

The project final grant will be calculated on the basis of the documents specified in annex V and VI of the grant Agreement and in accordance with its Art. II.25 (Determining the final amount of the Grant). The amount of eligible expenditure (/eligible unit costs) will be determined following the assessment of the final financial report and the activities implemented as compared to those foreseen in Annex I of the Grant Agreement.

## B) Content of the tabs of the Final report

The Final report is composed of 7 tabs: 1) General Information, 2) Contractual data, 3) Project summary and Horizontal Issues, 4) Award criteria, 5) Budget, 6) Attachments, 7) Submission.

General Information	Contractual Data	Project Summary and Horizontal Issues	Award Criteria	Budget	Attachments	Submission
General Data						

For all the operational questions in the Final Report, the "reporting period" must cover **the whole eligibility period**, from the first until the last day of implementation.

3 exceptions to the above:

1. Section 2: quality of the project implementation, question 1: Activity implemented
2. Section 2: quality of the project implementation, question 4.1 Teaching and training activities
3. Table for Training and Mobilities

For these three sections, the "reporting period" starts **as from the date of submission of the Technical (/progress) Report** until the last day of implementation.

### 1) General Information

You will find prefilled information on the Programme and the Action to read only.

### 2) Contractual Data

The sub tabs are a) Dates and Beneficiaries, b) Legal Representative and c) Contact Person. Under these tabs, you will also find prefilled information to read only. If you find incorrect information under these tabs, please notify it to your Project Officer in the Agency.

General Information	Contractual Data	Project Summary and Horizontal Issues	Award Criteria	Budget	Attachments	Submission
Dates and Beneficiaries	Legal Representative	Contact Person				

### 3) Project Summary and Horizontal Issues

3.1) Sub tab 'Short description of the project's results in English, French or German'.

This tab is composed by four sections. The text inserted will be automatically injected in the **Erasmus+ Results Platform** and made available to the general public. It is recommended to use a clear written style and to consider a proofreading (language editing) before submitting.

General Information	Contractual Data	Project Summary and Horizontal Issues	Award Criteria	Budget	Attachments	Submission
Short description of the project's results in English, French or German		Horizontal Issues				
Background *		sqdfqsdqsf				
Objectives *		sqfsqdfsdqf				
Implementation *		sqdfsqdf				
Results *		sqdfsqd				
* Mandatory Comment(s).						

### 3.2) Sub tab Horizontal Issues

General Information	Contractual Data	Project Summary and Horizontal Issues	Award Criteria	Budget	Attachments	Submission
Short description of the project's results in English, French or German		Horizontal Issues				
Previous recommendations/follow-up *						

#### 3.2.1) Previous recommendations/follow up

Explain how the recommendations given by the Agency (in the assessment of the Technical report, in the feedback from monitoring visits, in monitoring exchanges with the Agency, etc.) have been followed up, addressing each recommendation separately and highlighting steps and measures taken.

#### 3.2.2) Transversal issues

If applicable, describe how and to what extent the project addresses transversal (/cross-cutting) issues relevant for the EU and its partner countries (e.g. gender balance, sustainable development, unemployment, social cohesion, etc.).

#### 3.2.3) Involvement of people with fewer opportunities

If applicable, describe how and to what extent the project addresses issues related to the involvement of people with fewer opportunities (people with disabilities...)

#### 3.2.4) Refugees

If applicable, describe how and to what extent the project addresses issues related to refugees, migration, internal displaced people.

#### 3.2.5) Least Developed Countries and regions

If applicable, describe how the project has involved or disseminate the results toward institutions located in Least Developed Countries (LDC)<sup>1</sup> and / or in least developed regions in the same partner country involved in the project. Provide information if there is any plan /strategy for the future to do so.

#### 3.2.6) Innovation

If applicable, describe to which extent the project has proved to be innovative and how do the project's results offer innovative and creative solutions to promote capacity building

<sup>1</sup> Least Developed Countries (LDC): [https://www.un.org/development/desa/dpad/wp-content/uploads/sites/45/publication/ldc\\_list.pdf](https://www.un.org/development/desa/dpad/wp-content/uploads/sites/45/publication/ldc_list.pdf)

## 4) Award Criteria

This tab is divided into 3 subtabs: Assessment Criteria, Statistics and Indicators, Training and mobilities.

General Information | Contractual Data | Project Summary and Horizontal Issues | **Award Criteria** | Budget | Attachments | Submission

Assessment Criteria | Statistics and Indicators | Training and Mobilities

Relevance of the project

Relevance of the results

### 4.1) Sub tab Assessment Criteria.

Under this subtab you will find a series of text boxes divided into 4 sections corresponding to the four award criteria 1) Relevance of the project, 2) Quality of the project implementation, 3) Quality of cooperation, 4) Impact and Sustainability. Each section is articulated in a number of points through which you should describe in detail the state of play of your project.

## GUIDING QUESTIONS TO THE 4 AWARD CRITERIA

### SECTION 1: RELEVANCE

#### 1. Relevance of the results

For each of the Partner Countries included in the consortium:

- a) List 3 main achievements/results of your project at institutional, national and/or regional level;
- b) Explain how the achievements/results are relevant to the policy area (national and /or regional), the strategic priorities of the partner institutions and/or their modernization and internationalization strategies.
- c) List any change that may have affected the project relevance, and how you dealt with it.

#### 2. Regional cooperation

In the case of multi-country/regional projects, explain how the project has contributed to regional integration and cooperation between different regions of the world.

Please provide information and quantify the inter-institutional agreements or bilateral agreements signed/to be signed by partner country institutions to promote cooperation in the field of education and/or research, as a result of cooperation in Erasmus+.

## SECTION 2: QUALITY OF THE PROJECT'S IMPLEMENTATION

### 1) Description of the implemented activities

For this tab reporting period is intended as of the Technical Report, submitted at midway of the eligibility period, until the last day of eligibility period

- Summarise the activities implemented and the corresponding outputs;
- Describe any deviation and discrepancy compared to the original work plan and the corrective measures implemented (refer to table of achieved results). If such changes have led to a prior authorisation of EACEA, please include it within the supporting documents to be submitted.

### 2) Quality Assurance Measures

- Describe the main results of the evaluation (internal and /or external) related to :
  - Process-management;
  - Outputs and products;
- Provide the links to the QA reports;
- How and to what extent the quality assurance mechanisms will be continuing beyond the lifetime of the project (provide examples)?

### 3) Equipment

- Describe and justify where and when equipment items have been installed and how they have been used in the project and will be used in the future;
- Describe if any changes occurred for the purchase and/or use of equipment as compared with the proposal; if such changes have led to a prior authorisation of EACEA, please include it within the supporting documents to be submitted;
- If applicable, refer to the challenges/difficulties encountered in purchasing, installing and/or using the equipment.

### 4) Curriculum Development

For this tab reporting period is intended the entire project life time.

For each of the courses developed (/updated) provide:

- a) The title of the course;
  - b) Indicate if it is updated (i.e. pre-existing in the partner country institutions) or totally newly created. In case of updated courses, explain the new elements and estimate the percentage they represent in relation to the pre-existing course;
  - c) The course volume (in ECTS);
  - d) The name of the degree/diploma it is part of ;
  - e) The link to the university(/ies) webpage where these courses are listed;
  - f) The teaching/training methodologies developed/adopted (incl. e.g. e-learning/training modalities, practical placements in enterprises, etc.);
  - g) The status of recognition/accreditation in each of the partner country institution concerned.
- If applicable, mention the courses that, as compared to the application, have not been developed and describe the reason;
  - If the course(s) has(/-ve) not attracted the number of students planned, explain the reasons and the remediation measures put in place for the next students' intakes.

### 5) Teaching and Training activities<sup>2</sup>

For this tab reporting period is intended as of the Technical Report, submitted at midway of the eligibility period, until the last day of eligibility period

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<sup>2</sup> Please note that this section **does not concern the mobility implemented for project management purposes**

In accordance with the information provided in the tables on training mobility and on activities implemented, explain:

- the methodologies adopted by the partnership for informing, identifying and selecting the participants;
- how the project has contributed to improve the competences of staff in their field of expertise and their understanding of education policies, practices and systems;
- how the knowledge/skills gained by the participants has been used / disseminated at their home institutions and how the multiplier effect of the training has been ensured for the benefit of other staff;
- Provide examples of how these training activities have impacted the students' learning ( if applicable)

## 6) Governance reform

For Joint Projects:

- Were changes at institutional level introduced (establishment of units, new faculties, international relations offices, etc.)? If so, what is the statute of the new unit(s) within the institution(s) concerned? What kind of financial support and staffing arrangements will be provided in the future? Explain the place of these new units / offices / centers in the HEI's organogram and provide a link to the business plan;
- Did the project lead to reforms in university governance of the partner institutions (i.e. decision process, new procedures, autonomy, accountability)? If yes, please describe these reforms and the institutional support given by academic and local authorities (links to the updated documents, guidelines, etc.)

For Structural Projects:

- Please describe how the project has supported changes and contributed to the reforms implemented (if any) in the national higher education structure and system (i.e. establishment of representative bodies, associations, agencies for quality assurance, development of roadmaps for national reforms, national certification and qualification systems, etc.);
- Please explain how local authorities have been involved and to what extent their involvement has been supportive of the project;
- Explain how the project has introduced new management/organizational processes, practices, procedures and guidelines in partner country universities.

## 7) Links with society

- Explain how the project helped to strengthen the role of higher education institutions in society at large (contributing to the development of lifelong learning, addressing the knowledge triangle, establishing links with the labour market, etc.)?;
- Describe how these links have been institutionalised, how many agreements with non-academic stakeholders (industry, NGOs, SMEs, etc.) have been signed and how these will be maintained in the future;
- Provide examples for each institution/country and concrete indicators to measure the links established: how many internships have been provided to students in the framework of the project, how many employment events/fairs have been organized, etc.

## SECTION 3: QUALITY OF COOPERATION

### 1) Involvement of partners and stakeholders

Please describe:

- how less **experienced partners** have been involved and, if applicable, why some partners have been less (/not) involved;
- how partners will continue to cooperate in the future;
- how the European partners have contributed to the project and their added value;
- how and to what extent the Public Authorities (at national, regional or local level) from the partner countries have been involved in the project's implementation. Specify their role and the nature of their contribution;
- how and to what extent **students and other external stakeholders** have been involved in project management and/or implementation (testing, evaluation etc). Specify the type of stakeholders, their number, their role and the nature of their contribution.

### 2) Management of the grant

- Describe any challenge or difficulty encountered concerning the management of the grant (specific needs or constraints related to the Partner Country specificities, transfer of funds to partners, application of unit costs, reimbursement of costs, tendering procedure...).

## **SECTION 4: IMPACT AND SUSTAINABILITY**

### **1) Impact**

Describe the impact of the project:

- At institutional and individual level in each of the institutions in the partner country(/ies) and on individuals (students and staff members) participating in the project;
- At national or regional level in the partner country (/ies) (e.g. networking with other organisations, associations, institutions, etc.);
- On the reform of higher education in the partner country(/ies).

How do the institutions intend to measure the project's long term impact (example for the curriculum development tracing the student's employability after the project finished etc.)?

### **2) Dissemination**

- Explain the commitment taken by the partner country beneficiaries as regards dissemination and the concrete measures taken for ensuring the visibility of the project at all levels (i.e. department and faculty, institution, local, regional, national, international);
- List the material produced aimed at promoting the project and its results (i.e. leaflets, brochures, web site, banners, etc.);
- Provide the link to the project website;
- Explain if the website will continue to exist after the end of the project's eligibility period and how it will be maintained.

### **3) Sustainability / exploitation of results**

- Explain the role, commitment and concrete measures taken by the partner country beneficiaries to guarantee the sustainability of the project outcomes/results beyond the project's lifetime (specify the funding sources if known);
- Explain how you have achieved a multiplier effect of the project; how the results have been exploited beyond the immediate target group and transferred to other contexts (for example to the wider education system, local economy and society, other institutions, other regions, etc.);
- What measures have been taken to formalise or institutionalise links with local non-university partners?
- For joint projects: please explain if any measures have been put in place in order to enlarge the implementation of the project results/outcomes beyond consortium participants;
- For structural projects: please explain how the project results will be mainstreamed by the national authorities in the future and will support the definition, implementation and monitoring of reform policies

### **4) Unexpected outcomes/ spin-off effects**

- Did the project's implementation produce any unexpected outcomes or spin-off effects, (either positive or negative) and/or opportunities that are being created beyond the specific objectives in particular, in relation to graduate employability and/or increased cooperation between university(/ies) and the non-academic sector (i.e. future cooperation between beneficiaries)? If yes, please describe them;
- if applicable describe any synergy established with other CBHE projects and other national /regional initiatives.



#### 4.2) Sub tab Statistics and Indicators

Under this tab a long series of tick/multiple choice boxes is available; where applicable, complete in accordance to your project.

#### 4.3) Trainings and mobilities

Please fill in the table with all the mobilities (events) carried out during the reporting period. For this table reporting period is intended as of the Technical Report, submitted at midway of the eligibility period, until the last day of eligibility period.

Please note that in the column 'Event' you should input the chronological number of the event

Training and Mobilities

+ ADD NEW ROW		Auto-fit all columns					
	Event *	Purpose *	Type of participants *	Gender *	Number *	Country of Origin *	
EDIT	REMOVE	2	Intensive course	Students	Number Female	30	Albania
EDIT	REMOVE	2	Intensive course	Students	Number Male	20	Albania
EDIT	REMOVE	1	Training	Academic staff – teaching	Number Female	14	Bosnia and Herzego
EDIT	REMOVE	1	Training	Academic staff – teaching	Number Male	6	Bosnia and Herzego
EDIT	REMOVE	1	Training	Academic staff – teaching	Number Female	20	Albania
EDIT	REMOVE	1	Training	Academic staff – teaching	Number Male	10	Albania

In the example above there are 2 different events reported:

1. a training involving 50 academics from Albania and Bosnia Herzegovina in Czech Republic (the last 4 lines).
2. an intensive course involving 50 students from Albania to Bosnia Herzegovina (the first 2 lines)

## 5) BUDGET

### 5.1) sub-tab Costs

The column 'Contractual' is pre filled and indicates the amounts of the Grant Awarded (or any subsequent official budget amendment signed by the Agency). Please indicate in the column 'Declared' the amounts reported in the Final Financial Statement. In case you report some 'COVID costs' (please refer to the table 'Reporting COVID costs') the amounts for each budget heading, in the column 'Declared' should include also the 'COVID costs'.

General Information	Contractual Data	Project Summary and Horizontal Issues	Award Criteria	Budget	Attachments	Submission
<b>Costs</b>   Income						
				<b>Contractual</b>	<b>Declared</b>	
Staff costs				10000		8,000.00
Travel and subsistence				0		0.00
Costs of stay				0		0.00
Equipment				0		0.00
Subcontracting				0		0.00
Exceptional costs				0		0.00
				<b>Total : 10,000.00</b>		<b>Total : 8,000.00</b>
<input checked="" type="checkbox"/> Amount(s) in the column "Declared" are correct.						

## 6) Attachments

- **Table of achieved / planned results** (compulsory) use the appropriate template available on the Erasmus+ beneficiary space web site.
- **Declaration of honour** (compulsory) use the appropriate template available on the Erasmus+ beneficiary space web site.
- **CBHE 2019 – Annex VI Financial Statement.** This refers to the 'Financial Statements' (excel file available on the beneficiary space, reporting tab, point 1 of the reporting forms) (compulsory) This xls file should be downloaded only once, at the beginning of the project, and be used all along the project lifecycle for both the on-going monitoring of the use of the grant by the partnership and for reporting to the Agency at mid-term and after the end of the project.
- **Final Financial Statement** (compulsory) Please attach a duly signed pdf version of the 'Final Financial Statement' spreadsheet included in the 'Financial Statements' excel file. Please note that the 'Final Financial Statement' needs to be accompanied by all relevant supporting documents in line with the Grant Agreement.
- **Audit Certificate** (compulsory) Please attach a duly signed pdf version of the (Audit) Certificate on the financial statements and underlying accounts (Report of Factual Findings on the Final Financial Report – Type II)
- **Reporting table for unit costs - Covid-19** (optional) Please attach a duly filled in xls file.

Please note the following:

In case you **do not** report 'COVID' costs, the four following amounts should be **identical**

1. Amount "Declared" in the tab 'BUDGET' of the eReport

2. Amount of “Budget Spent” in the Final Financial Statement – Sheet “Final Financial Statement” (versions xls.)
3. Amount of the Request of the balance signed by the legal representative of the coordinating institution (scanned file)
4. Amount in annex I - Audit Certificate (Certificate on the financial statements and underlying accounts (Report of Factual Findings on the Final Financial Report – Type II)

In case you do report ‘COVID’ costs, the three following amounts should be **identical**:

- 1) Amount “Declared” in the tab ‘BUDGET’ of the eReport
5. Amount in annex I - Audit Certificate (Certificate on the financial statements and underlying accounts (Report of Factual Findings on the Final Financial Report – Type II)
- 2) Reporting ‘COVID’ costs: cell D:8 ‘Maximum EU grant amount requested, COVID impact included, in EUR:’ -xls file

## **7) Submission**

You can proceed with the submission under this tab; you can also see the fields that you still need to fill in/complete.