Final 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 aims at completing the information provided under the progress report previously submitted by your alliance. It should provide specific information on the activities, results and expenditures for the second implementation period (i.e. from month 19 until the end) but also more globally on the overall achievements of your alliance after the 3 years of your grant agreement.
2. Please note that, in order to analyse the costs incurred by your alliance, the Final Financial Statement in Annex 1 covers the entire implementation period from month 1 until the end of your grant agreement.
3. This report template is to be submitted by the Coordinator on behalf of all the beneficiaries of the alliance.
4. 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 Implementation

**Section 4** Quality of the Alliance Cooperation Arrangements

**Section 5** Sustainability and Dissemination

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

**Annex 1** Final inancial Statement

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

Part A Overview of Outputs/Results/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

The information provided in this section has to reflect the overall achievements of your alliance after 3 years.

**1.1 State of play:** With reference to your mission statement and original application, we invite you to report on the main progress of your alliance . Whenever possible please specify if these key achievements were reached during the first or the second reporting period. Please explain more precisely, how your alliance has progressed towards its long term 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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**1.2 Reinforced cooperation:** Please explain how the overall results achieved over the 3 years of implementationhave led to a higher level of enhanced cooperation. 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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**1.3 Attractiveness and international competitiveness:** Please explain how the activities undertaken and the overall results achieved have allowed your alliance 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 overall 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:** After the full implementation of your grant agreement, please give a qualitative analysis of how the following target groups have been overall impacted by the activities undertaken within the alliance:

1.5.1 Which are the key benefits **for the students**?

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| Enter your text here |

1.5.2 Which are the key benefits **for the staff** (including researchers, academic and non-academic/administrative staff)?

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| Enter your text here |

1.5.3 Which are the key benefits **for the external stakeholders** (business, citizens, wider ecosystem etc.)?

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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 have succeeded in promoting 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 and results achieved after 3 years have succeeded in generating a 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 progressed towards the objectives of its long-term mission statement by the end of the grant agreement.

|  |  |
| --- | --- |
| **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 taken place within your alliance since the start of its activities 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 developed to give rise to a European University. In other words, after 3 years of implementation what are the alliance’s main achievements towards **establishing a more systemic, structural and sustainable institutional cooperation** between partners? How have you ensured 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 | % |
| 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 | % |
| 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 | % | Number | % |
| *Rows to be added for each other full partner* |  |  |  |  |  |  |
| 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 | % | Number | % |

# 2. Geographical balance

The information provided in this section has to reflect the overall achievements of your alliance after 3 years.

**2.1** **Regional outreach:** In this section alliances are asked to explain how the reinforced cooperation between the partners led to the regional outreach foreseen in the proposal. Furthermore, indicate how the geographic balance within the alliance has helped partners from different European regions (as defined in the Call) to strengthen their institutional capacity.

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| Enter your text here |

# 3. Quality of implementation

In this section, and unless specified otherwise, for questions 3.1 to 3.4, we invite you to report on the **progress achieved** during the second reporting period (i.e. from Month 19 to the end of the grant agreement) and **on any related** **deviation**. Please use this section as well to report on the effects of the COVID-19 pandemic on the second half of Work Programme implementation and outputs/results/outcomes/deliverables, whenever deemed relevant.

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

Please list the Work Programme activities achieved by the end of the grant agreement period, and the outputs/results/outcomes/deliverables produced during the second reporting period, by filling all the data required in **Annex 2 Part A**. Follow the different headings of the table and carefully provide all the required information. Please note that the outputs/results/outcomes/deliverables should be put in a secured 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 output/result/outcome/deliverable matches with the number of this item as listed in your application.

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

3.2.1Please reflect on the outputs/results/outcomes/deliverables presented above and highlight **what successfully worked, what was less successful and why**.

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3.2.2Please explain how **the COVID-19 pandemic** impacted the overall implementation within your alliance, whether you had to implement any mitigating measures and which good practices the alliance’s partners have shared to address the difficulties generated by this pandemic during the second reporting period.

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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 during the second reporting period in line with the initial application (as amended through a formal amendment to the grant agreement, if applicable). You are also invited to provide herein the details of **problems encountered** **and** **the solutions** that have been implemented. Please use the work package titles, types and references that are 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** | | | | | |
| **Implemented solution** | | | | | |

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

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

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| Enter your text here |

**3.5 Mobility:**

3.5.1 Provide information on **mobility** by updating and completing the Excel spreadsheet in **Annex 2** **Part B** to cover the full implementation period.

3.5.2 Please briefly describe the mobility activities for the full implementation period and how your alliance organised them. Which were the **main obstacles**, if any, that your alliance encountered and how did it address them?

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| Enter your text here |

3.5.3Please describe the overall progress achieved over the 3 years of implementation 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?

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| 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 overall 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 your alliance used **to fund the activities of the Work Programme**. 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 your alliance used **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

In this section, in questions 4.1 to 4.3, we invite you to report on the partnership cooperation during the second reporting period (i.e. from Month 19 to the end of the grant agreement) and on potential deviations.

**4.1** Please briefly provide a **qualitative evaluation of the cooperation** between the full partners during the second reporting period including the extent to which each partner has complemented each other in order to meet 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 outputs/results/outcomes/deliverables during the second reporting period. You are also invited to provide details of the problems encountered and the solutions that have been implemented.

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

Copy the table for each partner or work package concerned

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

Please provide for the second reporting period a **qualitative evaluation of the 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 what has been their main input*.*

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| Enter your text here |

| **Work package title and reference number** |  | |
| --- | --- | --- |
| 1. **Associated Partners (listed in the initial application)** | 1. **New associated partners (name and type of organisation)** | **Tasks performed (specify if the information regards 1 or 2)** |
|  |  |  |
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**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 during the 3 years of implementation. 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.) were involved and have overall they actively supported the activities of the alliance over the duration of the grant agreement.

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| Enter your text here |

**4.6 Coordination and management of the alliance:**

4.6.1 Indicate the **tools (e.g. IT tools), communication channels and methods** used during the 3 years of implementation 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

In this section, for the questions under 5.1, we invite you to report on the dissemination activities organised during the second reporting period (i.e. from Month 19 to the end of the grant agreement).

**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 second reporting period **to further implement the planned dissemination strategy**. In this regard, describe the **human and financial resources, activities, tools and communication channels, and target groups** that ensured thatresults 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.

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| 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 second reporting period are further 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** during the second reporting period:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 how the partnership and the results achieved will be sustained 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 grant agreement funding period.

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| Enter your text here |

**Annexes**

**Annex 1: Final 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 Final Report***

|  |
| --- |
| **Grant Agreement N° : 20xx-xxxx** |
| Yes | No | N/A |
| 1. The Agency's template for the Final 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 Final 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 Outputs/Results/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 Final 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)