

## ANNEX IV

### Final Report on implementation of the project (FR)

### Summary report for publication and

### Financial Statement

## T E M P U S I V

(Sixth Call for proposals EACEA no. 35/2012)

### Joint Project / Structural Measure

(Project No. / Agreement No.)

<u>FINAL REPORT</u>	<u>DEADLINE</u>
<ul style="list-style-type: none"><li>• Final Report on implementation of the project (FR)</li><li>• Summary report for publication</li><li>• Financial statement including request for payment and the financial tables for each budget heading</li><li>• an external audit report on the action's financial statements and underlying accounts</li></ul>	<b><u>Two months</u> after the end of the eligibility period</b>

#### Structure of the Report

Annex IV/2:	Declaration
Annex IV/3-5:	Report on implementation of the project
Annex IV/6-8	Statistics and indicators
Annex IV/9:	Example showing how to fill in the results tables
Annex IV/10:	Table of achieved results
Annex IV/11:	Summary report for publication
Annex IV/12:	Financial Statement: instructions
Annex IV/13-23:	"Financial statement" excel tables (separate excel document)
Annex IV/24:	Acknowledgement of receipt
Annex IV/25:	Check-list

**One original (with copy of supporting documentation) and two copies (one of which with copy of supporting documentation) are to be sent by the deadline by registered mail (date as per postmark) to:**

Education, Audiovisual and Culture Executive Agency (EACEA)  
Erasmus+ : Higher Education - International Capacity Building (Unit A4)  
Mr Klaus Haupt  
Head of Unit  
BOUR 02/17  
1, Avenue du Bourget  
BE-1049 Brussels

**Please also send an electronic version to: [eacea-tempus-project-management@ec.europa.eu](mailto:eacea-tempus-project-management@ec.europa.eu) when submitting the paper version of the Final Report.**

**We kindly ask you to enclose with your report, a sample of the most important promotion materials produced during your project (such as publications, brochures, leaflets, reports, etc.) which can provide clear evidence of the outcomes of your project.**

## DECLARATION

This declaration should be completed and signed by the following people:

1. the contact person at the co-ordinator (institution);
2. the person who is legally authorised to represent the co-ordinator (institution).

*We, the undersigned, certify that we have submitted all the required documentation, including the documents listed in the checklist.*

*Furthermore, we certify that the information given in this final report and financial statement is correct to the best of our knowledge and complies with the requirements of the provisions of Article I.4 and II.23 (Annex VI) of the grant agreement.*

*We are aware that amendments to these documents will not be accepted after the date of submission.*

Name of the co-ordinator ( institution): .....

Name of the contact person: ..... Name of the legal representative: .....

Function: ..... Function: .....

Done at: ..... Done at: .....

Date: ..... Date: .....

Signature: ..... Signature: .....

Seal of the co-ordinator (institution):

## FINAL REPORT ON IMPLEMENTATION OF THE PROJECT

### PART I: ACTIVITIES CARRIED OUT

For each section indicated below, please provide a **short description** of the **activities carried out** since the submission of the Intermediate Report and describe the main changes that have occurred in the plans described in the Intermediate Report.

#### Development of programmes and courses

Please indicate which activities have been carried out for the development of the new teaching/training programme(s).

#### Restructuring: university management and governance

Please provide information on the activities carried out during this period relating to the introduction of institutional changes in the partner country beneficiaries (institutions) or at national level (capacity, management, governance, quality assurance, links with labour market, etc.).

#### Mobility and training activities for staff and students

Please provide a description of the activities carried out in order to train staff and/or students from the partner country participating institutions along with an outline of the staff/student mobility scheme implemented in this period.

#### Equipment

Please provide an outline of the equipment purchased and explain how it has been used during the project lifetime and who has access to it.

#### Dissemination and sustainability

Please describe the actions that have been carried out to disseminate the results of the activities and in order to ensure the future sustainability of these results.

### PART II: PROJECT OUTCOMES AND IMPACT

By responding to the following questions, please provide an overview of the overall project achievements, demonstrating how the objective of the project has been met and the impact of the project outcomes.

#### Overall achievement level and impact

- Please indicate which national/regional priorities have been addressed by the project (as outlined in the Call for proposal and original application) and describe the main results achieved by the project in addressing these priorities.
- Has the project achieved its set objective and does it match the needs identified in the original application? If yes, could you please describe how? If not, could you explain the reasons why?
- Please describe any positive changes, as a result of the project, in terms of institution management, individual behaviour, teaching methodology, course content, teaching/learning processes and any benefits to managers, teaching staff, students and other target groups.
- Please describe the opportunities that are being created by the project beyond the specific objectives in particular in relation to graduate employability and/or increased cooperation between university(ies) and the non-academic sector.

- Please describe the impact of the project on the reform of higher education in the partner country(ies).
- Please describe the impact of the project on the economic and/or social reforms in the partner country(ies).

**Obstacles and shortcomings**

Please describe any obstacle and/or shortcoming experienced during the project lifetime and the measures taken by the project team to address them.

**Curricular reform**

- With regard to new/restructured programmes/courses, please indicate:
  - the level of the programme/course implemented (Bachelor, Master, Doctorate, continuing education, further education, upgrading, etc.); the type of course (mandatory course in a regular programme or an optional course); the language of the course;
  - whether the newly developed course is structured according to the three cycle system and using the ECTS;
  - whether a double, multiple or joint degree has been established;
  - whether recognition arrangements between higher education institutions in the EU and in the partner countries have been established;
  - the target group (students, university staff, managers of education systems, public civil servants, employees in private sector, etc.) and if relevant, the approximate number of students who already attended;
  - whether the programme/course was formally recognised, the level (institutional, national, etc.) and the form of recognition (certificate, diploma, degree);
  - the teaching material produced and the method (translated, adapted, developed by the beneficiaries, etc.);
  - whether teaching methods have been reviewed and are appropriate for the new/restructured programmes/courses;
  - whether assessment measures have been introduced for the new courses (by students for instance);

**Governance reform**

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? Did the project introduce any reforms in university governance (i.e. decision process, autonomy, accountability)? If yes, please describe these reforms and the institutional support given by academic and local authorities.

Were changes in the national higher education structure and system supported by the project (establishment of representative bodies, associations, agencies for quality assurance, development of roadmaps for national reforms, national certification and qualification systems, etc.)? If yes, please describe the project contribution to the reforms and the involvement and support given by local authorities.

**Links with society**

Did the project help 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.)? If yes, please describe how these links have been institutionalised.

**Mobility and training activities for staff and students:**

- Please describe how the mobility and training activities have contributed to the achievement of the project objectives.
- Please describe the selection criteria used for mobility and training and indicate how the home institutions evaluated and recognised this mobility or took it into consideration, once it had been carried out.
- In the framework of student mobility and with regard to the recognition of study periods abroad, have agreements been signed between the universities? Was the mobility part of a credit transfer system comparable to the ECTS

system? Was it in the framework of a double, multiple or joint degree? If yes, please provide details. If it was not, please indicate on what basis the results achieved by the students were officially recognised?

- Please comment on the assessment of the students' performance by the hosting universities/enterprises and on how the students assessed their stay at the host institution.

**Equipment**

- How has the equipment been used during the project lifetime and how has it contributed to the project outcomes?
- What are the future plans for the use, maintenance and insurance of all the equipment purchased in the framework of the project?

**Academic and administrative management of the project**

- Could you please describe to what extent the institutions from the European Union and partner country(ies) participating in the project were involved and the support they provided, be it academic or administrative?
- Did you encounter any difficulties in the management of the project? If yes, please indicate the type of problems and the solutions identified to address them.

**Dissemination and Sustainability**

- How did you achieve a multiplier effect of the project? Do you think that the successes will go beyond the immediate target group, for example to the wider education system, local economy and society?
- Do you think that the beneficiaries (institutions) will be able to sustain and develop the achievements of the project? If yes, what measures were set up or are planned to support this continuation? What obstacles were there and what measures were taken to address them?
- Do you foresee any future co-operation between the beneficiaries of your project?
- How do you plan to use the results of the project in the future?
- What measures have been taken to formalise or institutionalise links with local non-university partners?

**Gender balance**

Please explain to what extent the principle of equal opportunities has been taken into account in the project implementation (i.e. gender analysis carried out, presence of women in decision-making bodies, balanced percentage share of women among the teachers or the enrolled students, etc.). Describe how the project helped to promote gender balance and to identify and address factors influencing gender discrimination.

**Unexpected outcomes/ spin-off effects**

- Did the project implementation produce any unexpected outcomes or spin-off effects, either positive or negative? If yes, please describe them.

## Statistics and Indicators

This section aims to gather statistical data and indicators of performance covering the entire project duration

### Main targets

Please tick the appropriate box

YES    NO    N/A

**Teacher training**

Please indicate whether your project has links, targets or objectives related to teacher training

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**VET**

Please indicate whether your project has links, targets or objectives related to Vocational Education and Training

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**Education levels addressed by the project**

Please indicate whether your project has links, targets or objectives related to programmes at :

- Bachelor level
- Master level
- Doctorate level


### Training and mobilities

*Enter the code of the partner country concerned in the first lines and figures in the second and third:*

**Training of partner country staff and students**

**Number of academic staff from the partner country's Higher Education Institutions trained/retrained**

Please indicate the number of teaching staff (professors, assistants with teaching tasks, etc.) trained and/or retrained during the project lifetime:

*(Country of origin)*

	Country Code:	Country Code:	Country Code:	Country Code:	Country Code:
Number Male					
Number Female					

**Number of non-academic staff from the partner country's Higher Education Institutions trained/retrained**

Please indicate the number University administrative staff (librarians, staff from the International Office, IT specialists, etc.) trained during the project lifetime:

	Country Code:	Country Code:	Country Code:	Country Code:	Country Code:
Number Male					
Number Female					

**Number of staff from the partner country's non Higher Education Institutions trained/retrained**

Please indicate the number of staff of non HEI (enterprises, NGOs, Chambers of Commerce, Government, local administration, etc.) trained during the project lifetime:

	Country Code:	Country Code:	Country Code:	Country Code:	Country Code:
Number Male					
Number Female					

**Number of students from the partner countries who have attended programmes/courses developed in the framework of the project**

Please indicate the number of students from the partner countries that have been trained and/or retrained in the programmes/courses developed by the project during the project lifetime:

	Country Code:	Country Code:	Country Code:	Country Code:	Country Code:
Number Male					
Number Female					

**Academic/administrative Staff mobility**

**Number of partner country - EU mobility flows of more than 2 weeks**

Please indicate the number of partner country staff mobility flows from the partner country to the European Union during the project lifetime:

*(Country of origin)*

	Country Code:	Country Code:	Country Code:	Country Code:	Country Code:
Number Male					
Number Female					

**Number of EU - partner country mobility flows of more than 2 weeks**

Please indicate the number of European staff mobility flows from the European Union to the partner country during the project lifetime:

*(Host country)*

	Country Code:	Country Code:	Country Code:	Country Code:	Country Code:
Number Male					
Number Female					

**Number of partner country – partner country mobility flows of more than 2 weeks**

Please indicate the number of staff mobility flows within the same partner country during the project lifetime:

*(Country of origin)*

	Country Code:	Country Code:	Country Code:	Country Code:	Country Code:
Number Male					
Number Female					

And between two different partner countries:

Number Male					
Number Female					

**Student mobility**

**Number of partner country - EU mobility flows of more than 2 weeks**

Please indicate the number of partner country student mobility flows from the partner country to the European Union during the project lifetime:

*(Country of origin)*

	Country Code:	Country Code:	Country Code:	Country Code:	Country Code:
Number Male					
Number Female					

**Number of EU - partner country mobility flows of more than 2 weeks**

Please indicate the number of European student mobility flows from the European Union to the partner country during the project lifetime:

*(Host country)*

	Country Code:	Country Code:	Country Code:	Country Code:	Country Code:
Number Male					
Number Female					

**Number of partner country – partner country mobility flows of more than 2 weeks**

Please indicate the number of student mobility flows within the same partner country during the project lifetime:

*(Country of origin)*

	Country Code:	Country Code:	Country Code:	Country Code:	Country Code:
Number Male					
Number Female					

And between two different partner countries:

Number Male					
Number Female					

**Links to European Higher Education policies**

*Please tick the appropriate box*

**Diploma supplement**

Please indicate whether the project contributes to the introduction of procedures for the issuing of diploma supplements in the partner country university/ies.

<b>YES</b>	<b>NO</b>	<b>N/A</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Adoption of a system based on three main cycles, undergraduate (Bachelor), postgraduate (Master) and Doctorate**

Please indicate whether your project contributes to the adoption of a system based on three main cycles.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Introduction of double/multiple or joint degrees**

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Please indicate whether in the framework of your project the institutions involved plan to develop/issue double/multiple or joint degrees.

**Establishment of an ECTS system**

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Please indicate whether your project contributes to the introduction and/or development of the European Credit Transfer System at the co-beneficiary partner university(ies).

**Promotion of quality assurance procedures at institutional or national level**

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Please indicate whether the project contributes to the enhancement of the partner country university/ies strategies for quality assurance. For information on the 'Standards and guidelines for quality assurance in the European higher education area': [http://www.bologna-bergen2005.no/Docs/00-Main\\_doc/050221\\_ENQA\\_report.pdf](http://www.bologna-bergen2005.no/Docs/00-Main_doc/050221_ENQA_report.pdf)

**Qualification frameworks**

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Please indicate whether the project contributes to the development of national qualification frameworks and implementation at university level, in line with the European Qualification Framework's principles.

**Lifelong learning policies and approaches**

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Please indicate whether your project contributes to developing lifelong learning approaches

**Modular curriculum structure**

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Please indicate whether your project contributes to the promotion of modular curriculum structure.

**New teaching and learning methods**

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Please indicate whether the project contributes to the development of new teaching/learning methods at the partner country university/ies.

**E-Learning**

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Please indicate whether the project contributes to the development of an e-learning strategy at the partner country university/ies.

**University/Enterprise cooperation**

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Please indicate whether the project foresees the implementation of co-operation activities between the partner country university/ies and the private sector.

**Links to the labour market in degree programmes**

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Please indicate whether the new/restructured curriculum/curricula is/are being developed in order to respond directly to the needs of the local and national labour market, i.e. through internships, intensive training in the field, etc.

**Links with other EU education programmes**

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Please indicate whether your project is directly linked to EU educational Programmes other than Tempus such as Erasmus Mundus or the Life Long Learning Programme.

**If yes, please indicate to which EU educational programme your project is linked:**

**EXAMPLE**  
**USE ONE TABLE PER WORK**  
**PACKAGE: ADD AS MANY**  
**TABLES AS NECESSARY**

Table of achieved results

**Insert the title and reference number as indicated in your project proposal**

<u>Title and reference number of the work package (WP)</u>	
<u>Indicators of achievement and or/performance as indicated in the project proposal</u>	

**Insert the indicators of achievement and/or performance as indicated in your project proposal**

Activities carried out for the achievement of this result (entire project period):

Activity N	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement

**Activity number as indicated in the project proposal**

**Insert the activity title as indicated in the project proposal**

**State where and when the activity took place**

**Provide a brief description of the activity carried out**

**Insert specific indicators (qualitative and quantitative) which measure the achievements of the activity result**

Changes that have occurred in this result since the previous approved report:

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**Describe any change to the activity plan described in the previous approved report**



## SUMMARY REPORT FOR PUBLICATION

**Project title**

**Objectives (as indicated in the project proposal)**

**Outcomes**

**Activities**

**Achieved results**

**Future developments**

**Other remarks**

## FINANCIAL STATEMENT

### *Instructions*

In addition to this form, you are requested to fill in the Financial Statement and accompanying financial tables in the "Financial Statement" excel file published on the website.

Please note that the excel file is composed of 11 different excel worksheets. Please go through each one of these worksheets and fill in the financial tables. For each budget heading, you must declare all expenditure incurred by the project during the eligibility period, both paid by Tempus and co-financed.

The "Financial Statement" excel file is composed of the following excel worksheets:

Annex IV/13:	Financial Statement and Request of Payment of the balance
Annex IV/14:	Country codes
Annex IV/15:	Staff Costs
Annex IV/16:	Travel Costs and Cost of Stay
Annex IV/17:	Equipment Costs
Annex IV/18:	Printing and Publishing
Annex IV/19:	Other Costs
Annex IV/20:	Expenses > Euro 25,000
Annex IV/21:	List of Partners and Experts
Annex IV/22:	Indirect Cost
Annex IV/23:	Co-financing and exchange rate

The financial tables are protected and pre-formatted but you can insert rows according to your needs. Please note that the relevant information has to be encoded manually in the financial tables. Please avoid copy-paste. Please check the calculations carefully and ensure that the declared amounts are correct. Amendments to the declared amounts will not be accepted after submission of the report.

Please note that for invoices in a currency other than EURO the equivalent amount in EURO must be indicated on the invoice. Any conversion of actual costs into EURO shall be made by the co-ordinator at the monthly accounting rate established by the Commission and published on its website (<http://ec.europa.eu/budget/infoureuro>) applicable on the month of the first pre-financing until the second pre-financing is received, after which the rate of the month of the second pre-financing must be applied.

## ACKNOWLEDGEMENT OF RECEIPT

Your name:		
Complete address:		
..... - .....		
Country code	Postal code	City

**This page of the form will be returned to you on receipt of your implementation report and financial statement. Therefore please enter your name and address in the box above. Please remember to send in this page with each of your reports.**

For internal use only

Tempus Project No.
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under the Tempus programme.

Yours sincerely,

Done at .....,

Date .....

## CHECK-LIST

### **WHAT INFORMATION NEEDS TO BE SENT?**

- Declaration: duly signed by the contact person and the legal representative of the co-ordinator (institution) – Annex IV/2
- Final report on implementation of the project – Annex IV/3-5
- Statistics and indicators – Annex IV/6-8
- Table of achieved results – Annex IV/10
- Summary report for publication – Annex IV/11
- Financial statement: Annex IV/13-23 (please complete the financial statement in the separate "Financial Statement" excel file: make sure that all excel sheets, if required, are duly filled in)
- Supporting documents for expenditure 'Paid from Tempus' and/or 'Co-financed' only for equipment purchase and staff costs subcontracting where the total value of the purchase/subcontract is more than EUR 25 000 and for staff costs where a higher salary rate (see Annex 3 of the Guidelines) has been applied.
- Acknowledgement of receipt – Annex IV/24