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# EEA Financial Mechanism 2009-2014

# Scholarship Programme (HU08)

## Inter-institutional Cooperation Projects between Higher Education Institutions (M4)

## <<< Please select the relevant option >>>

### Grant agreement reference number: Click here to write text

### Project number: Click here to write text

**General instructions**

1. This Report is considered as your request for a payment of the balance of the grant.
2. You should consult any existing *Guidelines provided by the Programme Operator* before filling in the reporting form.
3. The Report is submitted by the Project Promoter on behalf of all the organisations participating in the project. The declaration on the following page confirms that a process of consultation and approval has been carried out throughout the partnership. It is therefore important that the required information should be collected in good time before the deadline for submission of the Report.
4. A hard copy of the Report must be sent to the Programme Operator at the specified time AND/OR after spent 70% of the first advanced payment AND within 30 calendar days after the final end date of the project to:

**Tempus Közalapítvány**

**Felsőoktatási csoport**

**1438 Budapest 70. Pf. 508.**

* An electronic version of the Interim or Final Report should be sent to egtalaposztondij@tpf.hu.
1. Please attach to your Report one copy of all project products and results. If you refer to web sites, passwords should be given for all private areas.
2. You are strongly advised to send your Report by registered post to ensure a record of postage. Additionally, you are advised to keep a copy of the full Report, including any annexes.
* Please note that a late submission of the Report may result in financial corrections or even cancellation of the Grant Agreement, in accordance with the general conditions of the Agreement.

# Declaration by Project Promoter

**Grant Agreement number:** Click here to write text

I, the undersigned, hereby declare that the information contained in this Report is accurate and in accordance with the facts. This information has been checked and approved by the partners involved in the activities set out in this Report.

*Date, place:* Click here to write text

Signature of the Project Promoter's legal representative

Seal/stamp of the organisation

*Name and function in capital letters*

Click here to write text

# Project Identification

|  |  |
| --- | --- |
| Project Promoter (Full legal name of the Organisation in English) | Click here to write text |
| Acronym | Click here to write text |
| Project Title | Click here to write text |
| Report type | <<< Please select the relevant option. >>> |
| Project reference number | Click here to write text |
| Grant agreement number | Click here to write text |
| Duration of the project | Click here to write text |
| Project start date (yyyy.mm.dd) | Click here to write text |
| Project end date (yyyy.mm.dd) | Click here to write text |
| Period of the Report (yyyy.mm.dd – yyyy.mm.dd) | Click here to write text |
| Date of the Report (yyyy.mm.dd) | Click here to write text |
| Project Report made by | Click here to write text |
| E-mail, telephone | Click here to write text |

# List of all partners (including the Project Promoter) who take part in the project

|  |  |  |
| --- | --- | --- |
| **Full Name of Institution** | **Erasmus ID Code (if applicable)** | **Country** |
| Project Promoter | Click here to write text | Click here to write text |
| Partner 1 | Click here to write text | Click here to write text |
| Partner 2 | Click here to write text | Click here to write text |
| Partner 3 | Click here to write text | Click here to write text |
| Partner 4 | Click here to write text | Click here to write text |

# Identification of project elements and aims

**Please select the suitable answers.**

**C.1. Project measure**

Main measure: <<< Please select the relevant choice >>>

Secondary measure: <<< Please select the relevant choice >>>

Secondary measure: <<< Please select the relevant choice >>>

**C.2. Policy marker**

The Project Promoter shall report on the project's relevance to the Horizontal principles of the EEA Grants: Gender equality, Anti-corruption, Roma inclusion, Inclusion of minorities (other than Roma), Countering hate-speech and hate crime and Combating extremism, racism, homophobia and anti-Semitism.[[1]](#footnote-1)

**Please select the suitable answers.**

Use Code 0 when the theme is not targeted by the project.

Use Code 1 Significant Issue when the theme is significant, but not among the principal justifications for the project.

Use Code 2 Fundamental Issue when the theme is identified as being fundamental in the design and impact of the project, and is an explicit justification for the project.

|  |  |
| --- | --- |
| **Themes** | **Marker** |
| Gender equality | Marker |
| Anti-corruption | Marker |
| Roma Inclusion | Marker |
| Inclusion of minorities (other than Roma) | Marker |
| Countering hate-speech and hate crime | Marker |
| Combating extremism, racism, homophobia and anti-Semitism | Marker |

**C.3. Project URL**

Please provide the website of your project.

URL:

**C.4. Project target group**

Please select the suitable target group related to your project. You may choose up to 2 target groups.

Target group 1: <<< Please select the relevant target group >>>

Target group 2: <<< Please select the relevant target group >>>

# Description of project activities, products and results

Please provide a comprehensive description, which gives a full account of the activities. Summarise under each heading (if applicable) the major divergence from the initial project plan and give the reasons for the changes. Provide an overview of the main difficulties encountered during the eligibility period, if any.

### D.1. Consortium

**D.1.1. Are there any changes to the initial consortium or in the distribution of tasks and budget amongst partners?**

Yes [ ]  No [ ]

**D.1.2. If yes, please explain the reasons of the change and specify how you redistributed the tasks among the partners.**

|  |
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| Click here to write text |

D. 2. Aims and objectives of the project

**D.2.1. Did the project meet the initial objective(s) specified in the application form? Comment on any over/under objectives' achievements.** (In case of Interim Report, please report on the objectives achieved so far and explain to what extent they can be achieved by the end of the project.)

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| Click here to write text |

**D.2.2. Describe the outputs/products of your project.**

Please list all products/publications of the project as compared to the outputs planned in the application form (please list those products/publications which have been already implemented; provide a qualitative and quantitative description of material produced specifically for the project; for example exercises, including web-based exercises, multimedia products, websites etc.). Specify the nature, volume, structure, content and language used (where applicable). Specify if a planned output could not be reached and describe the reasons for the divergence.

**Please provide a copy of each product** in the envisaged form (hard copy or electronic copy) attached to the Interim/Final Report. If you name a website please provide free entrance e.g. by preparing a suitable password for the Programme Operator.

|  |  |
| --- | --- |
| Product 1 |  |
| Title | Click here to write text |
| Nature | Click here to write text |
| Result type / No of Copies | Click here to write text |
| Languages | Click here to write text |
| Qualitative Description (maximum 1200 characters including spaces) | Click here to write text |

|  |  |
| --- | --- |
| Product 2 |  |
| Title | Click here to write text |
| Nature | Click here to write text |
| Result type / No of Copies | Click here to write text |
| Languages | Click here to write text |
| Qualitative Description (maximum 1200 characters including spaces) | Click here to write text |

*Please continue listing the products of the project by copying the table if necessary.*

**D.2.3 Statistics on outputs/products of your project**

|  |  |
| --- | --- |
| **Indicator** | **Quantity** |
| Number of joint papers/articles/publications/reports in preparation/submitted, including those for peer reviewed academic journals | Click here to write text |
| Number of common curricula, joint study programmes or modules organised | Click here to write text |
| Number of joint teaching methodologies/teaching aids developed | Click here to write text |
| Number of joint summer schools/intensive courses organised | Click here to write text |
| Number of seminars/conferences/workshops organised | Click here to write text |
| Number of papers/posters/reports concerning funded projects presented at international conferences | Click here to write text |
| Number of good practice handbooks and guidelines developed | Click here to write text |
| Number of management and development plans where environmental and sustainability issues are integrated | Click here to write text |

**D.2.4. Summary of project results**

**Please summarize the project results which have been implemented. This shall be a stand-alone text suitable for publication at** [**http://eeagrants.org/project-portal**](http://eeagrants.org/project-portal)**.** (In case of the Interim Report, please skip the non-relevant questions.) (Maximum 2000 characters including spaces)

*Why was the project needed? How will the results be sustained? What was the objective, and to what extent was it reached? What was the impact? What was the outcome, and to what extend was it reached? Which outputs were delivered? How were the beneficiaries involved? What was the main benefit? What did the donor partnership achieve?*

Click here to write text

### D.3. Project partnerships

**D.3.1 Partner 1:** *Partner’s name*

**Please evaluate the cooperation with Partner 1. This shall be a stand-alone text suitable for publication.** (Maximum 2000 characters including spaces)

*What was the project partner’s technical/professional contribution to the project? What has the partnership achieved towards the project outcome and outputs? What has the partnership achieved towards strengthened bilateral relations? Please, describe any wider effects that the partnership had (such as meetings or international cooperation between central decision makers, wider cooperation in the sector, dissemination of knowledge and experience and other).*

|  |
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| Click here to write text |

**D.3.2 Partner 2:** *Partner’s name*

**Please evaluate the cooperation with Partner 2. This shall be a stand-alone text suitable for publication.** (Maximum 2000 characters including spaces)

*What was the project partner’s technical/professional contribution to the project? What has the partnership achieved towards the project outcome and outputs? What has the partnership achieved towards strengthened bilateral relations? Please, describe any wider effects that the partnership had (such as meetings or international cooperation between central decision makers, wider cooperation in the sector, dissemination of knowledge and experience and other).*

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| Click here to write text |

**D.3.3 Partner 3:** *Partner’s name*

**Please evaluate the cooperation with Partner 3. This shall be a stand-alone text suitable for publication.** (Maximum 2000 characters including spaces)

*What was the project partner’s technical/professional contribution to the project? What has the partnership achieved towards the project outcome and outputs? What has the partnership achieved towards strengthened bilateral relations? Please, describe any wider effects that the partnership had (such as meetings or international cooperation between central decision makers, wider cooperation in the sector, dissemination of knowledge and experience and other).*

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| Click here to write text |

**D.3.4 Partner 4:** *Partner’s name*

**Please evaluate the cooperation with Partner 4. This shall be a stand-alone text suitable for publication.** (Maximum 2000 characters including spaces)

*What was the project partner’s technical/professional contribution to the project? What has the partnership achieved towards the project outcome and outputs? What has the partnership achieved towards strengthened bilateral relations? Please, describe any wider effects that the partnership had (such as meetings or international cooperation between central decision makers, wider cooperation in the sector, dissemination of knowledge and experience and other).*

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### D.4. Project management

**D.4.1. The organisational approach and structure developed within the partnership to manage the project: describe the role(s) of each partner (including any non-participation), organisation of the work and the way transnational cooperation has taken place. Comment upon the appropriateness and effectiveness of the organisational approach in achieving the aims of the project. Please indicate also any other organisations/contacts involved.**

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**D.4.2. Describe any difficulties encountered during the implementation of the project, and what solutions you found to overcome them.** (In case of Interim Report, besides the encountered difficulties please report on risks that may affect the implementation.)

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### D.5. Monitoring and evaluation

**D.451. What tools and criteria have been used to monitor and evaluate the appropriateness and effectiveness of your work (process and results)? Who did the evaluation? What were the results?**

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### D.6. Dissemination and exploitation of results, impact

**D.6.1. Describe clearly and briefly the activities for the dissemination and exploitation of results.**

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| Click here to write text |

**D.6.2. Describe the aims of your dissemination activities and comment on the suitability and the success of these activities.**

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| --- |
| Click here to write text  |

**D.6.3. Please describe the impact on target groups and stakeholders. Which qualitative and quantitative indicators did you use to measure this impact?**

|  |
| --- |
| Click here to write text |

### D.7. Sustainability

**D.7.1. Desribe the activities and the results that are planned to be maintained after the end of the EEA Grants funding.**

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| --- |
| Click here to write text |

**D.7.2. Which resources do you intend to use to maintain them?**

|  |
| --- |
| Click here to write text |

# Annexes

The list of the compulsory annexes is stated in the Grant Agreement and the Project Management Handbook.

1. More about special concerns at <http://eeagrants.org/What-we-do/Special-concerns> [↑](#footnote-ref-1)