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EEA Financial Mechanism 2009-2014

Scholarship Programme (HU08)

Inter-institutional Cooperation Projects between Higher Education Institutions

Intensive Programmes

**INTERIM AND FINAL REPORT FORM FOR THE BENEFICIARY**

Grant agreement reference number: [XXX]

Project number: [XXX]

**General instructions**

1. This report is considered as your request for the second pre-financing from the grant.
2. In so far as the interim report demonstrates that the beneficiary has spent at least 60% of the amount of first pre-financing payment, the interim report shall be considered as a request for the second pre-financing payment.
3. You should consult with any existing *Guidelines provided by the Programme Operator* before filling in the reporting forms.
4. The interim report is submitted by the Beneficiary 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 Interim Report.
5. A hard copy of the interim report must be sent to the Programme Operator any time after the start of the project when 60% of the first instalment has been used but no later than 30 April 2015 to:

**Tempus Közalapítvány**

**Felsőoktatási csoport**

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

* An electronic version of the final report should be sent to [egtalaposztondij@tpf.hu](mailto:egtalaposztondij@tpf.hu).

1. Please attach to your Report one copy of all project products and results (if any). 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.

**Declaration by Beneficiary**

**Grant Agreement number:**

I, the undersigned, hereby declare that the information contained in this interim / final 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.

I herewith request the second pre-financing from the grant, in accordance with the terms of the Grant Agreement.

Signed in:       on    /    /

Signature of the Beneficiary's legal representative

Seal/stamp of the organisation

*Name and function in capital letters*

1. **Project identification, description of project activities, products and results**

|  |  |
| --- | --- |
| **Project title** |  |
| **Project duration** |  |
| **Report type** |  |
| **Period covered by the report** |  |
| Subject area  and code |  |
| Location of the IP |  |
| Start date of the IP |  |
| End date of the IP |  |

1. **List of all partners (including the Project Promoter) who take part in the project**

|  |  |  |
| --- | --- | --- |
|  | **Erasmus ID Code (if applicable)** | **Full name of institution** |
| **Project Promoter** |  |  |
| **Partner 1.** |  |  |
| **Partner 2.** |  |  |

1. **Summary of the activities already undertaken**

**List of activities**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WP name | Task name | Activities undertaken | Start date (dd/mm/yyy) | Finish date (dd/mm/yyy) | Duration | Lead partner, other partners involved in the activities undertaken |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **Overall description of the activities**

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.

The description should cover the following:

**IV.1. Objectives, Organisational aspects, Outputs**

**Objectives**

1. What are / were the **aims and objectives** of the IP? What means will be / were used to monitor their success or failure?
2. How does / did the IP tie in with the **existing teaching programmes** of the participating institutions and explain what you considered to be **innovative** about the IP (in relation to each of the participating countries if the situation is different in each of them), namely in relation to defining or building a **European dimension**).

* To what extent does / did the IP present a strong multidisciplinary approach, fostering the interaction of students from different academic disciplines?
* Please describe the pedagogical and didactical approaches which were applied during the programme.

**Organisational aspects**

1. The **organisational approach and structure** developed within the partnership to manage the project: describe the role(s) of individual partners (including any non-participation), organisation of the work and the way transnational cooperation took place. Please indicate also if any other organisations/contacts were involved.
2. Are there any changes in the partnership?
3. How will be / were the **selection** of students and teachers made?
4. Do / Did you include disadvantaged and/or students and teachers with disabilities in the project?
5. What is / was your approach for the transparent distribution of the amounts which the IP received for subsistence and travel costs? Do / Did you organise accommodation and/or meals centrally? (if applicable)
6. Is / were there any risk/problem during the implementation? Please, describe how will / did you solve that problems. Please mention any related changes to the implementation.

**Outputs**

Please list all products/publications of the project already prepared (e.g.web-based exercises, multimedia products, websites etc.) Specify the nature, volume, structure, content and language used (where applicable).

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** | **Carrying out / divergence? (Explanation if applicable)** | **Remarks** |
| **Title** |  |  |
| **Media** |  |  |
| **Result type / No of Copies** |  |  |
| **Languages** |  |  |
| **Qualitative Description** |  |  |

(Add tables if necessary)

1. On which basis (exam, presentation, activity during the IP, etc) will / did the assessment of the students’ achievement take place?
2. What are / were the expected learning outcomes? What kind of transversal competences will be / were transmitted within the IP?
3. How will / did the studies be undertaken within the IP recognised in the curricula of the participating students by their home institutions? Do / Did you award ECTS (or otherwise equivalent) credits? If so, how many ECTS points will be/ were awarded? Any **additional benefits** and/or spin-offs of the project? (e.g. a curriculum development project or thematic network, research collaboration, etc.?)

**IV.2. Evaluation and Dissemination**

**Evaluation and Dissemination**

1. What **tools and criteria** do / did you use to monitor and evaluate the appropriateness and effectiveness of your work (process and results)? Who does / did the evaluation? Which activities have you already undertaken concerning the dissemination of project objectives and results? Which tools do / did you use to disseminate outputs to a closer and wider audience? Please specify the target group you plan/ned to reach. Do you plan to extend the project partnership beyond the period of support from EEA Grants?