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| ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ  ΥΠΟΥΡΓΕΙΟ ΠΑΙΔΕΙΑΣ ΚΑΙ ΘΡΗΣΚΕΥΜΑΤΩΝ  ------ | **EU_flag_LLP_EL-01.png** |
| ΙΔΡΥΜΑ ΚΡΑΤΙΚΩΝ ΥΠΟΤΡΟΦΙΩΝ  (Ι.Κ.Υ.)  ΔΙΕΥΘΥΝΣΗ ΕΙΔΙΚΩΝ ΠΡΟΓΡΑΜΜΑΤΩΝ  ΔΙΕΘΝΩΝ ΥΠΟΤΡΟΦΙΩΝ  ΤΜΗΜΑ ΠΡΟΓΡΑΜΜΑΤΩΝ ΕΥΡΩΠΑΪΚΗΣ  ΕΝΩΣΗΣ  ------ |  |
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**Annex III**

**Erasmus Intensive Programme (IP)**

**2013-14**

**Final report form for THE BENEFICIARY**

**Grant agreement reference number: [ ]**

**General instructions**

**1. Overview**

The Final Report for the IP project comprises the following parts:

**Part 1** A description of the IP project activities, products and results

**Part 2** Declaration of Expenditure

**Part 3** Statistical data

**Part 4** Acknowledgement of Receipt

**2. General guidance**

1. This report is considered as your request for a payment of the balance of the grant.
2. You should consult with any existing *Guidelines provided by the NA* before filling in the reporting forms.
3. The Final 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 Final Report.
4. **A hard copy of the Report** must be sent to the NA by the Hellenic NA by 31 October 2014, as defined in the article IV.2 of the grant agreement to:

**EΘΝΙΚΗ ΜΟΝΑΔΑ ΠΡΟΓΡΑΜΜΑΤΟΣ ΔΙΑ ΒΙΟΥ ΜΑΘΗΣΗ-L.L.P. /ERASMUS**

**Λεωφόρος Εθνικής Αντιστάσεως 41**

**14234, ΝΕΑ ΙΩΝΙΑ ΑΤΤΙΚΗΣ**

**Υπ’όψιν κ. Ε. Μαυρογιώργου-Τμήμα ERASMUS**

**e-mail: elinamav@iky.gr**

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. Each page of the Report and all copies of products and results have to bear the Grant Agreement number.
3. 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.

**Checklist and declaration**

|  |  |
| --- | --- |
| **Checklist**  Please check the following points before submitting your Final Report |  |
| There is a complete and securely bound copy of the Final Report and an electronic copy |  |
| The Grant Agreement number is specified on each page of your Report and on each attached document, product or result. |  |
| The *Declaration by the Beneficiary* below has been signed and stamped by the legal representative of the Beneficiary. One copy of the Final Report bears an original signature. |  |
| All parts of the Report have been completed. |  |
| One copy of all products and results is included. |  |
| The Acknowledgement of Receipt has been duly completed (first part only). |  |
| **Declaration of Expenditure** | |
| All expenditure presented in Part 2 of the report is eligible (see LLP Guide, Grant agreement (annex 1) –Explanatory note on the budget in the application form)*.* |  |
| The expenditure is consistent with the activities undertaken during the eligibility period. |  |
| All tables have been completed in EUR. |  |
| The Declaration of Expenditure has been checked in order to assure that the totals of tables 2.1 and 2.2 are equal to the totals shown in the summary table (Table 2.3). |  |

**Declaration by the Beneficiary**

**Grant Agreement number:**

I, the undersigned, hereby declare that the information contained in this Report is accurate and in accordance with the facts. In particular the financial data provided in this Report corresponds to the expenditure actually incurred by the project partners for the execution of the project activities. This information has been checked and approved by the partners involved in the activities set out in this Report.

I herewith request payment of the outstanding balance for the project, 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*

**Grant Agreement Reference Number:**

**Part 1: Description of project activities, products and results**

**Summary of the Activities**

**1. Project information :**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the IP** |  | | | |
| **Subject area /**  **ISCED code name** |  | |  | |
| **Location of the IP** |  | | | |
| **Start date of the IP** \* |  | **End date of the IP\*** | |  |
| **Total duration**  **(including travel days and weekend days without subject-related activities)** |  | **Total duration of the IP (number of days of subject-related work, min. 10 days)** | |  |

**\*The duration of the IP, without including preparatory or evaluation activities and without travel days.**

2. List of all ACTIVE partners (including the coordinator HEI) who have taken part in the IP

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Erasmus**  **ID Code** | **Full name of**  **institution** | **Number of**  **teachers entitled to travel and subsistence from the IP grant** | **Number of**  **teachers NOT entitled to travel and subsistence from the IP grant** | **Number of**  **students entitled to travel and subsistence from the IP grant** | **Number of**  **students NOT entitled to travel and subsistence from the IP grant** |
| Partner 1 |  |  |  |  |  |  |
| Partner 2 |  |  |  |  |  |  |
| Partner 3 |  |  |  |  |  |  |
| Partner 4 |  |  |  |  |  |  |
| etc |  |  |  |  |  |  |
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|  | **TOTAL** |  |  |  |  |  |

**Grant Agreement Reference Number:**

**Summary of the Activities (continued)**

**3. Description of the preparatory activities undertaken BEFORE and AFTER the actual IP took place.**

|  |  |  |
| --- | --- | --- |
| **Stage of the project**  **(start-end dates)** | **Activities undertaken** | **Lead partner, other partners involved in the activities undertaken** |
| Stage 1  (dd/mm/yy – dd/mm/yy) |  |  |
| Stage 2  (dd/mm/yy – dd/mm/yy) |  |  |
| Stage 3  (dd/mm/yy – dd/mm/yy) |  |  |
| Stage 4  (dd/mm/yy – dd/mm/yy) |  |  |
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**4. Description of the timetable of the actual IP**

Please note that the length of the working day should be minimum 6-8 hours. Please also indicate the working hours.

In addition to the days of subject-related work, you are asked to indicate also arrival and departure days, as well as days foreseen for cultural activities and weekend days when no subject-related activities have taken place. (Please note that these days are not taken into consideration when counting the minimum requirement of 10 days of subject-related work. However, they count for the calculation of subsistence rates.)

If a detailed timetable and/or programme was published, please also attach a copy to this report.

|  |  |
| --- | --- |
| **Stage of the project**  **(start-end dates and hours worked)** | **Activities undertaken** |
| Day 1  (dd/mm/yy h:m) |  |
| Day 2  (dd/mm/yy h:m) |  |
| Day 3  (dd/mm/yy h:m) |  |
| Day 4  (dd/mm/yy h:m) |  |
| Day 5  (dd/mm/yy h:m) |  |
| Day 6  (dd/mm/yy h:m) |  |
| Day 7  (dd/mm/yy h:m) |  |
| Day 8  (dd/mm/yy h:m) |  |
| Day 9  (dd/mm/yy h:m) |  |
| Day 10  (dd/mm/yy h:m) |  |
|  |  |
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**Grant Agreement Reference Number:**

**Overall Description of the IP**

**Activities (maximum 3 pages)**

Please provide a comprehensive description, which gives a full account of the IP. 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:

**1. Objectives, Organisational aspects, Outputs (maximum 2 pages)**

Objectives

1. Have the **aims and objectives** of the IP been achieved? If not, why? What means have been used to monitor their success or failure?
2. How did the IP tie in with the **existing teaching programmes** of the participating institutions and explain what you consider 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 did the IP present a strong multidisciplinary approach, fostering the interaction of students from different academic disciplines?
* Please describe the pedagogical and didactical approaches 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 has taken place. Comment upon the appropriateness and effectiveness of the organisational approachin achieving the aims of the project. Please indicate also any other organisations/contacts involved.
2. Where there any changes in the partnership?
3. How was the **selection** of students and teachers made?
4. Did you include disadvantaged and or students and teachers with disabilities in the project?
5. What was your approach for the transparent distribution of the amounts which the IP received for subsistence and travel costs? Have the participants received it fully or partially? Have you organised accommodation and/or meals centrally?

Outputs

Please list all products/publications of the project as compared to the outputs planned in the application form (the programme implemented, qualitative and quantitative description of teaching material produced specifically for the IP, report/theses from the students, 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 final report. If you name a website please provide free entrance e.g. by preparing a suitable password for the National Agency.

|  |  |  |
| --- | --- | --- |
| **Product 1 (as described at application stage)** | **Carrying out / divergence? (Explanation if applicable)** | **Remarks** |
| **Title** |  |  |
| **Media** |  |  |
| **Result type / No of Copies** |  |  |
| **Languages** |  |  |
| **Qualitative Description** |  |  |

|  |  |  |
| --- | --- | --- |
| **Product 2 (as described at application stage)** | **Carrying out / divergence? (Explanation if applicable)** | **Remarks** |
| **Title** |  |  |
| **Media** |  |  |
| **Result type / No of Copies** |  |  |
| **Languages** |  |  |
| **Qualitative Description** |  |  |

**Add tables if necessary**

1. When did the assessment of the students' achievements take place? On which basis (exam, presentation, activity during the IP, etc)? What are the results?
2. Were the expected learning outcomes achieved? What kind of transversal competences were transmitted within the IP?
3. How were the studies undertaken within the IP recognised in the curricula of the participating students by their home institutions? Were ECTS (or otherwise equivalent) credits awarded and if so, how many ECTS points were awarded to how many students from which institutions?
4. Any **additional benefits** and/or spin-offs of the project? (e.g. a curriculum development project or thematic network, research collaboration, etc.?)

**2. Impact, Evaluation and Dissemination (maximum length 1 page)**

Impact

* What **impact** did the IP have on the **people** involved (students, teachers)?
* What **impact** did the IP have on the **institutions** involved?
* How and to what extent has the IP improved academic teaching/learning in the subject/s concerned?
* Other?

Evaluation and Dissemination

* 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?
* What are the results of the analysis of the final report for students?

1. Were the outputs of the IP **disseminated** to a wider audience and if so, how? Were links established with other projects and/or networks within LLP or beyond? Have plans been made to extend the project partnership beyond the period of support from ERASMUS?

Other information

* Please add any additional comment you may wish to make to the **National Agency** (such as recommendations for future measures, administrative procedures, key issues, etc).

**Grant Agreement Reference Number:**

**Part 2 - Declaration of Expenditure (in EUR)**

This section sets out the financial information required by the National Agency. Please make sure you use the subsistence rates set out in the grant agreement when filling in the tables

Please indicate here if you transferred amounts between travel and subsistence costs:  Yes  No

If yes, please describe why the transfer was necessary and indicate the amounts as stated in the grant agreement and after transfer:

Please note that the tables below should reflect the amounts **after** the transfer has been applied.

**Table 2.1 Travel and subsistence costs of students**

Please provide a breakdown of travel and subsistence costs for STUDENTS travelling to the IP.

[**NA to specify whether the students not entitled to travel and subsistence from the IP grant should be listed here.**]

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **Subsistence** | **Travel** | |
|  | **No. of students** | **Sending country** | **Erasmus code of the HEI of origin** | **Country of destination** | **Duration in days (including travel days and weekend days without subject-related activities)** | **Total actual funding for subsistence \*** | **Total actual travel costs**  **\*\*** | **Total actual grant support for travel based on actual total travel costs and NA ceilings \*\*\*** |
|  |  |  |  |  |  | **A** |  | **B** |
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|  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |

**\* As calculated based on the duration and the maximum rates defined by your National Agency (table 1 of the original IP application form).**

**\*\***Please mention here the total actual travel cost.

**\*\*\***Please calculate the part that will be considered for funding by applying the limits set by the NA. **Reimbursement of travel cost is limited to 90% of real cost**

**Table 2.2 Travel and subsistence costs of teachers**

Please provide a breakdown of travel and subsistence costs for TEACHERS travelling to the IP.

[**NA to specify whether the teachers not entitled to travel and subsistence from the IP grant should be listed here.**]

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **Subsistence** | **Travel** | |
|  | **No. of teachers** | **Sending country** | **Erasmus code of the HEI of origin** | **Country of destination** | **Duration in days (including travel days and weekend days without subject-related activities)** | **Total actual funding for subsistence**  **\*** | **Total actual travel costs\*\*** | **Total actual grant support for travel based on actual travel costs and NA ceilings \*\*\*** |
|  |  |  |  |  |  | **A** |  | **B** |
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|  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |

**\* As calculated based on the duration and the maximum rates defined by your National Agency (table 2 of the original IP application form).**

**\*\***Please mention here the total actual travel cost.

**\*\*\***Please calculate the part that will be considered for funding by applying the limits set by the NA. **Reimbursement of travel cost is limited to 75% of real cost**

**Table 2.3 Summary of the LLP grant and the request for the grant payment**

Please provide a summary of the final balance of the IP after realisation, as compared to the grant indicated in III.1 of the grant agreement. This will be your request for grant payment.

|  |  |  |
| --- | --- | --- |
| **Type of cost** | **LLP Grant (as stated in article III.1 of the grant agreement) (€)** | **Request for grant payment:** (**expenditure incurred during the eligibility period**). |
| a) Organisation costs (lump sum) |  |  |
| b) Travel costs ( Total actual grant support for travel based on actual travel costs and NA ceilings - table 2.1. and 2.2) |  |  |
| c) Subsistence costs (flat-rate grants using scales of unit costs – table 2.1. and 2.2) |  |  |
| **d) Total (a+b+c)** |  |  |

Please note that in case of National Agency desk check of supporting material the NA may ask for the following additional supporting documents for the expenditure (see article IV.2 in the grant agreement):

* For the contribution to costs of organising and running an IP allocated as a lump sum: list of participants (students and teachers) signed by the participants specifying the name of the participant as well as the start and end dates of the IP and a final report filled in by each participant.
* For the contribution on the basis of real costs, that is for travel (including entry/exit visa): invoices, receipts, used travel tickets, photocopy of the visa, boarding passes, proof of payment;
* For the contribution to subsistence costs: proof of the actual duration of the stay by primarily signed lists of attendance and/or other suitable justifying documents.

**Grant Agreement Reference Number:**

**Part 3 – Statistical Data**

**Τα στατιστικά στοιχεία που αφορούν γενικά το Εντατικό Πρόγραμμα και ειδικότερα τους συμμετέχοντες φοιτητές και καθηγητές, θα εισάγονται σε βάση δεδομένων που αποστέλλεται ηλεκτρονικά από την Εθνική Μονάδα.**

**Παρακαλούμε να επεξεργαστείτε τα συμπεράσματα που θα προκύψουν από το ερωτηματολόγιο για τους φοιτητές (παράρτημα IV), συντάσσοντας σχετική αναφορά προς την ΕΜ/ΙΚΥ.**

**Συνιστάται ιδιαιτέρως η στατιστική ανάλυση των απαντήσεων των φοιτητών.**

**Grant Agreement Reference Number:**

|  |
| --- |
| **Part 4 -Acknowledgement of Receipt**  **Final Report**  **[may be sent by e-mail]** |

This page will be returned to you when your final report form has been received. Therefore, please complete the information below clearly.

**Title of project:**

|  |  |
| --- | --- |
| Name of Beneficiary |  |
| Name of legal representative |  |
| Street Number |  |
| Country code - Post code - Town/City |  |
| Fax number |  |

***Please do not write below this line***

**Reserved for the National Agency:**

Documents received:

|  |  |
| --- | --- |
| Final Report |  |
| Annexes |  |
|  |  |
|  |  |

Products received:

|  |  |
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We acknowledge receipt of your **complete** Final Report and your payment request.

Your Final Report is **incomplete** and we ask you to submit the following missing data as soon as possible (not later than 30 calendar days from the date of this Acknowledgement of Receipt):

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| *Country* | *Year* | *Project type* | *Project number* |
|  |  |  |  |

Please use this number in all communication with the National Agency.

Yours sincerely

Date: Signature:

Name:

Position: