

“European University” project

Progress Report

Version 3.0

10 November 2023

Version 1.0

**GENERAL INSTRUCTIONS**

* The Progress Report template covers the objectives and activities for the entire reporting period from the start of the eligibility period of your Grant Agreement.
* The report should be prepeared by beneficiary of Swiss funding, preferably in English, but it is possible to submit the report also in German, French, or Italian, in WORD format and submitted as a PDF document to Movetia via email. The template to use is available on the [Movetia ‘Implement a project’ site](https://www.movetia.ch/en/programmes/international/swiss-programme-for-erasmus/higher-education/european-universities/implement-a-project)

 Progress report should be submitted together with the Operational Monitoring Annex (.xlsx), the Financial Monitoring Annex (.xlsx) and a copy of the Progress Report submitted to the European Commission by the alliance.

Overview

The Coordinator at the Swiss beneficiary institution is invited to fill out this form by focusing on the progress made in the implementation of the proposal.

**The Report** (WORD file) comprises the following sections:

**Section** **1** Overview of the Progress and Activities

**Section 2** Relevance and Impact of the Swiss “European University”Project

**Section 3** Quality of the Cooperation with the Alliance

**Section 4** Challenges

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

**Annex 1** Operational implementation. This annex includes the following spreadsheets:

**Part A** Mobility

**Part B** Dissemination Events

**Annex 2** Financial monitoring. This annex includes the following spreadsheets:

**Part A** Direct personnel cost

**Part B** Direct cost of subcontracting

**Part C.1** Purchase costs: Travel and subsistence

**Part C.2** Purchase costs: Equipment

**Part C.3** Purchase costs: Other goods and services

**Summary**

**Third-party contributions**

Please fill in the present report template and its annex and attach them to an email submission to be sent to erasmus@movetia.ch . Please note that it is mandatory to complete all the required sections and data in full to ensure acceptance of your report by Movetia. Instructions for the completion of each section are available within the sections themselves.

The completed report shall be limited to 20 pages plus the annexes.

## COVER PAGE

|  |  |
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| **PROJECT (Swiss “European University” project)** | |
| **Movetia Project number:** | [project number] |
| **Project Title:** | [project title] |
| **Beneficiary:** | [Swiss institution name] |
| **Project duration:** | Starting Date [dd/mm/yyyy] End date [dd/mm/yyyy] |
| **Responsible person for further questions regarding the Progress Report:** | [title, surname, first name] [phone number] [email address] |
| **Authorised signatory:** | [title, surname, first name] |

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| **PERIOD COVERED**  cid:image001.png@01D0B99B.7C10A740 *Please note that this is only a progress report. The information in this report must also be included in the final report.* | |
| **Reporting Period:** | from [dd/mm/yyyy] to [dd/mm/yyyy] |

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| **WORK PACKAGES**  *Please enter the work packages names as indicated in your application.* | | | |
| **Work Package 1** | [name] | **Work Package 8** | [name] |
| **Work Package 2** | [name] | **Work Package 9** | [name] |
| **Work Package 3** | [name] | **Work Package 10** | [name] |
| **Work Package 4** | [name] | **Work Package 11** | [name] |
| **Work Package 5** | [name] | **Work Package 12** | [name] |
| **Work Package 6** | [name] | **Work Package 13** | [name] |
| **Work Package 7** | [name] |  |  |

## OVERVIEW OF THE PROGRESS & ACTIVITIES

*To insert additional sections for separate objectives, copy the whole section as many times as necessary.*

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| **PROGRESS**  *Please describe the role of your institution in progress towards the achievement of objectives as described in s.3 of your Application for funding. Refer to task numbers and names if used in the application. Whenever possible, provide some quantitative and/or qualitative indicators as evidence of the progress.* | **ACTIVITIES**  *Please briefly describe the related activities in which the Swiss institution has participated / for which the Swiss institution was responsible. Report on the implementation status of the activities that were to be implemented during the period and explain deviations from the description given at the application stage. Explain what was done and by whom, highlighting any ADDITIONAL activities on top of those foreseen in your project; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future.* | **Target groups actually involved (students and cycles, researchers, academic staff)** | **Associated Work Package(s):** |
|  | *One row per activity – Add rows if necessary* |  | [number], [number], [number] |
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| ***OTHER ISSUES***  *Mention and explain unforeseen events and adjustments that had to be made. Explain the impact on other tasks, available resources and planning/timing.* |  | | |

## 2. relevance and impact of the project

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| **OVERVIEW**  *Please describe the perceived value added of your project/your participation in the Erasmus+ project thus far at the regional, national and international levels. You can reflect on the cooperation with other alliance partners, impacts on the attractiveness and international competitiveness of your institutions and any other benefits.* | |
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| *If relevant, please list any* ***ADDITIONAL opportunities*** *resulting from your participation in the Erasmus+ project, e.g. new projects, or exchange activities.* | |
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| **SPECIFIC BENEFITS FOR THE TARGET GROUPS**  *Please provide a qualitative analysis of how the following target groups are impacted by the activities undertaken by the alliance. You can also refer to the quantitative data as provided in Part A of the Annex 1.* | |
| Which are the benefits derived from your institution’s participation in the European University project **for the students at your institution** in the reporting period? |  |
| Which are the benefits derived from your institution’s participation in the European University project **for the researchers at your institution** in the reporting period? |  |
| Which are the benefits derived from your institution’s participation in the European University project **for the staff (academic, administrative, etc.) at your institution** in the reporting period? |  |
| Which are the benefits derived from your institution’s participation in the European University project **for the external stakeholders (business, citizens, etc.) of your institution** in the reporting period? |  |

**3. QUALITY OF THE COOPERATION WITH THE ALLIANCE**

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| **OVERVIEW**  *Please briefly provide a qualitative evaluation of the overall cooperation between your institution and other members of the alliance.* |
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**4. CHALLENGES**

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| **OVERVIEW**  *Please provide an assessment of difficulties faced thus far related to collaboration within the framework of the European University alliance, including those related to the formal status of Swiss institutions as ‘associate partners’. Here, you can also include your thoughts about the national government strategies and political process that may have an impact on the future of European Universities initiative. These comments will form basis for in-depth discussion with Movetia and other participating Swiss institutions at a dedicated event forming part of the monitoring process.* |
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| **COST-EFFECTIVENESS AND FINANCIAL MANAGEMENT**  *Inform about significant budget changes (if any).* |
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## ANNEXES

Annex 1 Operational Monitoring Annex

Annex 2 Financial Monitoring Annex