Swiss programme for Erasmus+  
Call 2023

Final report

Swiss programme for Erasmus+  
cooperation projects

Please complete the final report in the same language as the project application. Submit the report with all attachments by email **within 60 days of the project end date** (see Art. 5 of the funding agreement) to the relevant email address (see last page).

* Please enclose the official final report submitted by the coordinator to relevant agency.

1. Project identification

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| --- | --- |
| Project type | Select a project type |
| Project number | \_\_\_\_ |
| Project title | \_\_\_\_ |
| Education sector | Select an education sector |
| Beneficiary organisation  (full legal name) | \_\_\_\_ |
| Contact person (title, first name, last name) | \_\_\_\_ |
| Email address | \_\_\_\_ |
| Phone | \_\_\_\_ |
| Authorised signatory (title, first name, last name) | \_\_\_\_ |
| Email address | \_\_\_\_ |
| Phone | \_\_\_\_ |
| Project duration | DD/MM/YYYY - DD/MM/YYYY |
| Reporting period (entire project duration) | DD/MM/YYYY - DD/MM/YYYY |

1. Project summary

Please provide a **short** summary of the implemented EU project. Describe in particular which objectives have been achieved and, where appropriate, which of the original objectives have not been achieved. What results has the project produced?

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1. Project implementation

Project management

Describe how the project has been managed (forms / quality of cooperation, challenges, etc.). Base your answer both on the cooperation in the overall EU project and on the project management for the Swiss sub-project.

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Project implementation

Adopt the work packages from the Swiss application and evaluate the achievement of objectives.

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| Work package | Objectives / results | Measures / activities | Indicators | Evaluation of achievement of objectives (1-4)[[1]](#footnote-1) |
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If objectives have not been fully achieved, explain why.

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1. Impact and distribution in Switzerland or with specific relevance for Switzerland

Impact

What impact does the project have on the institution(s) in Switzerland and beyond at regional, national and international level?

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What are the most valuable lessons learnt from the project for you, your team and your partners? What were the highlights?

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Are there any follow-up activities planned in the near future in connection with the implemented project (e.g., new projects, exchange activities, etc.)? Please explain.

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Dissemination

Which dissemination activities (publications, events, documentation, etc.) relating to the project have been undertaken in Switzerland or with specific relevance for Switzerland?

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Conclusion

Have you developed any quality practices / products as a result of your participation in the project? (1-5)

- 1: not at all

- 2: not really

- 3: somewhat

- 4: yes, fairly

- 5: yes, absolutely

To what extent do the materials developed as part of the project and the international institutional cooperation/networking represent added value for the Swiss education system? (Objective of the funding programme)

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1. Project budget

Notes:

* Please enclose the [financial overview](https://www.movetia.ch/fileadmin/user_upload/Dokumente/Allgemein/Europ%C3%A4ische_Kooperation/2023/Movetia_Cooperation_EN_FinancialOverview_FinalReport_2023.xlsm) duly completed and signed by the organisation’s authorised signatory.
* This financial report covers the complete Swiss project and not just the grants awarded by Movetia.
* Supporting documents (e.g. account statements) and receipts do not have to be submitted, but must be kept for 10 years in case of an audit (see GTC).

If you have reallocated funding between the cost categories and / or work packages (compared to the budget submitted), please provide an explanation and justification.

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1. Additional useful information

If applicable, please provide any additional information deemed necessary for a comprehensive overview of the implemented project:

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Feedback to Movetia

You may provide feedback to Movetia regarding the application process, support, and regarding the Swiss Erasmus+ programme:

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Signature

The undersigned confirms that the information in this final report is correct and true.

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| Place: | Date (DD-MM-YYYY): |
| Name of the beneficiary organisation |  |
| Name authorised signatory: |  |
| Signature: |  |
| Stamp of the beneficiary organisation (if available) |  |

Please **email a signed version of the final report** and the financial overview **to Movetia** by the deadline.

Cooperation projects in school education

Email to [schulbildung@movetia.ch](mailto:schulbildung@movetia.ch)

Cooperation projects in vocational education and training

Email to [berufsbildung@movetia.ch](mailto:berufsbildung@movetia.ch)

Cooperation projects in higher education and higher vocational education and training

Email to [highereducation@movetia.ch](mailto:highereducation@movetia.ch)

Cooperation projects in adult education

Email to [erwachsenenbildung@movetia.ch](mailto:erwachsenenbildung@movetia.ch)

Cooperation projects in the youth sector

Email to [jugend@movetia.ch](mailto:jugend@movetia.ch)

1. 1: not achieved; 2: partially achieved; 3: achieved; 4: exceeded [↑](#footnote-ref-1)