

SUBSTANTIVE COMPLETION REPORT NO.....
to Financial Agreement No.....
for the period from to.....

Scholarship and Training Fund
Action: Development of Polish HEIs

1. PROJECT IDENTIFICATION

Project title:
Project Promoter's name (official name):

The deadline for submitting Interim Report No. ... is on or before **dd-mm-yyyy** (the postmark date is decisive).

2. GENERAL INFORMATION

Before you fill in the *Substantive Completion Report*, please read the *Administrative and Financial Guide for Project Promoters* and the information below.

The *Report* is to be filled in online (<http://online.frse.org.pl>) and sent online, printed out as a pdf file, completed with all required signatures and stamps and posted or lodged at the Administrative Support Centre of the Foundation for the Development of the Education System – FRSE Operator.

IMPORTANT: please make sure you are sending the final version of the *Report*, containing no “Draft” watermark.

Full documentation for the *Completion Report (Substantive Completion Report, Financial Completion Report¹)* is to be sent or delivered in one envelope to the address:

Fundacja Rozwoju Systemu Edukacji
Fundusz Stypendialny i Szkoleniowy
ul. Mokotowska 43
00-551 Warszawa

quoting the *Financial Agreement* number on the envelope.

The Polish institution being the Project Promoter is responsible both for the final shape of the substantive contents of the *Report* and for the correctness of its statistical and financial data, however, the whole project group should be consulted about the report prior to sending it to the Operator in order to gather the most reliable and updated information about the completed project.

1. PROJECT IMPLEMENTATION

The purpose of the *Substantive Completion Report* is to monitor/verify the implementation of activities planned by the project group (the Project Promoter and Partners – if applicable) and contained in the application form.

The Substantive Completion Report should contain a description of activities implemented during the whole project implementation period. *The Report* is composed of a substantive and statistical part.

¹ **IMPORTANT!** A statement of expenditure incurred under individual budget items in a given reporting period is to be included in a separate document – *the Financial Completion Report*.

The substantive part of the *Report* contains a description of activities implemented under the project, description of the achieved and expected (long-term) impact on the Polish Project Promoter and on the partner institutions involved (if applicable) as well as on end-recipients.

3.1 Description of project activities – a summary

Please provide a summary (short description) of the completed project in Polish and English. The description must be clear and must contain key issues covered in the project, in particular:

- reference to the needs that the project was meant to respond to (reference to the current situation in a given field/sector/institution);
- main objectives of the project as well as its detailed objectives;
- project outcomes;
- project outputs;
- benefits derived from the implementation of the project, e.g.: for the partner group and/or for the sector, and/or for the end-recipients;
- description of the partners' role in the project (if applicable) and an explanation how these concrete partner institutions contributed to the achievement of the project objectives.

Summary in Polish

and in English:

- a) Why was the project needed? How will the results be sustained?

- b) What was the objective and to what extent was it reached? What was the impact?

- c) What was the outcome and to what extent was it reached?

- d) Which outputs were delivered?

- e) How were the project promoters involved? What was their main benefit?

f) What did the donor partnership achieve, if applicable?

3.2 Types of undertaken activities

Please tick the activities on which your project focused in particular:

<input type="checkbox"/>	a) development of study programmes in English (as language of instruction);
<input type="checkbox"/>	b) development of joint study programmes (Bachelor's degree, Master's degree and doctoral programmes), leading to obtaining a double degree ² ;
<input type="checkbox"/>	c) development of new, innovative study programmes, adapted to new needs and challenges emerging at national or European levels;
<input type="checkbox"/>	d) preparation of new courses, modules, specialisations and study programmes;
<input type="checkbox"/>	e) development of two-cycle study programmes based on learning outcomes, with ECTS as a system of credit transfer and accumulation;
<input type="checkbox"/>	f) development of quality culture, including internal quality assurance systems;
<input type="checkbox"/>	g) development of study programmes in cooperation with the private sector.

3.3 Please specify to what extent (%) the project objectives planned in the application have been achieved:

- 0- 20%
 20-40%
 40-60%
 60-80%
 80-100%

3.3.1 How do you justify this rating?

3.4 Have all the main activities planned in the application been implemented?

- Yes No

3.4.1 Please state which of the main activities have not been implemented and explain why.

3.4.2 If some of the implemented activities differed from the ones planned in the application, please explain why:

² **Cooperation with a Norwegian HEI was necessary** in projects involving the development of joint study programmes (Bachelor's degree, Master's degree and doctoral programmes), leading to obtaining a double degree.

2. PARTNERSHIP

4.1 Was the project implemented in partnership?

Yes No

4.2 Please briefly describe cooperation between the participating partner institutions. How was the cooperation progressing? Was the involvement of national partners (if applicable) and foreign partners (if applicable) consistent with the application?

4.3 Please describe the individual partners' contribution to the project (in the scope of resources, experience and good practice, etc.). How did they contribute to the achievement of the objectives and project outcomes? Why was the participation of these partner institutions in particular vital for the project?

in Polish

and in English

4.4 Please describe what was valuable in the project's contribution to the establishment of partner relationships between Poland and the Donor States from your perspective with reference to relationships between the partner institutions, as well as on a larger scale – a cooperation network (if applicable), sector (science, education, research) or the local environment:

in Polish:

and in English:

a) What did the donor project partner contribute to the project at a technical/professional level?

b) What did the partnership contribute towards the project outcome and outputs?

c) What has the partnership achieved towards strengthened bilateral relations?

d) Is any wider impact of the partnership expected? (eg. wider international cooperation in the sector, dissemination of knowledge and experience etc.)

4.5 Will the cooperation with the partner institutions be continued?

Yes No

4.5.1 How and to what extent?

4.5.1 Why will the cooperation not be continued?

3. MONITORING AND EVALUATION

5.1 Please indicate the way of monitoring and evaluating progress and the impact of the project (e.g.: regular evaluation sessions, questionnaires for the participants, etc.). How did the project group ensure the proper implementation of project activities on a daily basis and how was the efficiency of these activities verified?

5.2 What were the main conclusions and consequences of monitoring and evaluation?

4. OUTCOMES

6.1 Please briefly describe the main outcomes of the project and to what extent and how the individual partner institutions (if applicable) were involved in them.

in Polish

and in English

6.2 Please provide a detailed description of the project outcomes:

Item no.....	
Type of outcome (brief description)	
Institution responsible for the outcome	
Target group/groups	
Date of preparation/development	
Language of the output	
Carriers/media used	
Number of copies (if applicable)	
Teaching methodology (if applicable)	
Other	

6.3 Have all the outcomes and outputs planned at the application stage been achieved? (Please compare against the table “Outcomes” in the application form).

6.4 If the project outcomes and outputs were different from the ones listed in the application form, please give the reasons for those changes:

6.5 What is the noticeable or expected wider influence of the project outcomes (in the short and long run) on the target group, sector and potential users?

in Polish

and in English

6.6 Which of the outcomes achieved in the project (concrete “output” and so-called soft results) have proved the most valuable, durable or innovative?

6.7 If the project assumed the development of materials whose dissemination requires the regulation of copyright, how was this solved in the project?

6.8 Mobilities

6.8.1 Were mobilities planned in the project?

Yes No

6.8.2 Please briefly describe the mobilities that were implemented under the project. Please describe the following issues among other things:
 - what was the purpose of the mobility?
 - how many persons participated in the mobilities?
 - what are the results of the mobilities effected? etc.

6.8.3 Please describe the mobilities in detail:

Country - departure	Country - arrival	Mobility type	Number of mobilities

Total number of completed mobilities:

6.8.4 Have all the planned mobilities been carried out?

Yes No

6.8.5 Please describe the reasons for changes to the number of the completed mobilities, if applicable:

5. DISSEMINATION

7.1 What activities were undertaken to disseminate the project outcomes at institutional, sectoral, regional national and international levels as well as at that of target groups? What was the feedback on the disseminated outcomes?

7.2 Please describe how other target groups, institutions and environments will be able to use the outcomes and outputs of your project.

6. ENCOUNTERED PROBLEMS AND OBSTACLES

8.1 What problems/obstacles did you encounter on the project level and/or local/national and/or international levels during the implementation of the project?

- large administrative workload
- communication problems within the project group
- lack of declared support from the participating institutions
- no time for the implementation of project work
- problems at institutional level
- language problems
- no funds for the implementation of the tasks (no financial liquidity)
- problems with services under public procurement
- organisational problems with the partner institutions
- encountering a risk that was not foreseen at the stage of application planning
- other problems (specify):

8.2 Were there any difficulties that changed the primary project assumptions? If so, please say why they appeared and describe your remedial actions.

8.3 Risk management

Did the risks specified in your application form materialise during the implementation of the project? What was the influence of that risk/those risks on the achievement of the project objectives? Which preventive measures did you take? Were there any new risks not foreseen at the stage of planning the application?

If you encountered no risk stipulated in the application– please describe how you carried out the risk management process in the project.

8.4 Additional information and comments

Please give us any information here for which no slot was provided in the remaining sections of the *Report*. In this part you can write your comments and recommendations aimed at the improvement of future activities, administrative procedures, ways of funding, etc., under the *Development of Polish HEIs* action:

7. FINAL DECLARATION:

I, the undersigned, hereby declare that the information given in this Completion Report is true and fully and truly reflects the legal and actual status as at the moment of submitting this Report.

I undertake to immediately provide written information to the Operator of the Scholarship and Training Fund Programme about any changes to the statements, data and information mentioned above and to submit at its request appropriate documents confirming the performance of the changes in the implementation of the project.

Name and surname of the project promoter's
legal representative:

Project promoter's stamp:

Signature of the Project Promoter's
legal representative:

Project Promoter's stamp:

Place and date: