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## Erasmus + Circular Fourteen: School and University Partnership for Peer Communities of Learners (SUP4PCL): Intermediate Report

malak zaalouk &lt;mz@aucegypt.edu&gt;

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Dear Friends and Colleagues

Greetings again. It is rather unusual to send two circulars in one day but the first one was already quite charged so here comes the next one this time about reporting. As mentioned in earlier meetings it is now time for the Intermediate report to start immediately. We have stringent deadlines to meet and the work needs to be collaborative. There are many parts of the report which we as coordinators will fill unilaterally, however there are parts that will need your contribution. Attached is a template in word format which includes only those parts which are relevant to you indicating in yellow who are the specific partners needing to fill the part as soon as possible. By the time of our meeting in February the report needs to have been finalized and delivered to us. The report as you well know is a critical condition for receiving the remainder of the funding for this project. Should you have any queries regarding the technical part of the report please address your questions to Dana Sabbah.

In addition to the intermediate report and building towards it we would like to remind you of the following:

1. For the EU partners please send us the October/November and December visit reports by 15 January.
2. For the Egyptian partners please send your baseline report which should include the school profile, the needs assessment and the ethnographic research done so far by 15 January.
3. For the Egyptian partners please upload all the various video footage on the google drive initiated by Ain Shams.

Warm regards  
Malak Zaalouk

**2 attachments**

 **annex\_c\_table\_of\_achieved\_planned\_results.docx**  
39K

 **Intermediate report template- for partners.docx**  
178K

## **Technical Implementation Report/ Template for partners**

Partner University: .....

**Due date: 28<sup>th</sup> Feb, 2018**

### **1- General Information (Prefilled)**

Programme: Erasmus+

Sub-Programme: Cooperation for innovation and the exchange of good practices

Action: Capacity Building in higher education

Sub-Action: Joint Projects

Call for Proposal: EAC-A04-2015

Project number: 573660-EPP-1-2016-1-EG-EPPKA2-CBHE-JP

Agreement/decision number: 20162516

Project Title: School and University Partnership for Peer Communities of Learners

## 2- Project Summary and Horizontal Issues

### 3.2) Sub tab Horizontal Issues

#### 3.2.2) Transversal Issues ▪ 3800 char max All partners

If applicable, describe how and to what extent the project addresses transversal (/cross-cutting) issues relevant for the EU and its partner countries (e.g. gender balance, sustainable development, unemployment, social cohesion, etc.).

#### 4.2) Sub tab Assessment Criteria.

Under this subtab you will find a series of text boxes divided into 4 sections corresponding to the four award criteria 1) Relevance, 2) Quality of the project implementation, 3) Quality of cooperation, 4).Impact and Sustainability. Each section is articulated in a number of points through which you should describe in detail the state of play of your project.

**Relevance to the objectives\***

**3800 char max**

**All partners**

In comparison to the original proposal, describe any change that may have affected the project relevance and added value for the partner countries involved.

Explain or justify in particular:

- how the consortium dealt with internal and/or external constraints (e.g. legislative changes, labour market needs, lack of motivation/commitment of partners, lack of availability of staff, cultural differences, visa issues, exchange rate fluctuations etc.);
- to what extent the project is still relevant to their national context (how does it address the national strategies and policy development)
- how the activities implemented are contributing to reaching the project objectives as specified in the proposal in accordance with the following topics:
- Improving quality of education and teaching (priority B)
- Improving management and operation of HEIS (priority C)
- Developing HE sector within society at large (priority D)

## SECTION 2: Quality of the project implementation

### 1) Description of the activities implemented \* 3800 char max All partners

Summarise the activities implemented so far addressing in particular the following issues:

- Extent to which these activities are in line with (or diverge from) the work programme, timetable and partners' share of responsibilities presented in the application;
- The applicability, added value and impact for the partner countries involved in the activities implemented so far
- Describe any obstacle/difficulty encountered and the measures taken to address them.

### 2) Quality Assurance\* 3800 char max

Please describe the quality assurance (QA) measures applied to the activities implemented so far as well as the measures foreseen for upcoming activities.

You should address in particular the following elements:

- Provide the electronic link to the project quality assurance plan, if available; ULEIC only
- Describe the functioning of the internal QA (i.e. composition of the team(s), roles and actors involved; type and frequency of measures envisaged; feedback mechanisms in place; etc.), the measures already implemented and the remedial actions taken if any; All partners

### 4) Equipment\* 3800 char Egyptian partners only

- Describe the equipment(s) already acquired by the project and, if applicable, present the timetable and type(s) of equipment still to be acquired (by and for whom).
- Justify how equipment items have been used in the project activities (for teaching, learning, research, the provision of new services, etc.) for the different target groups (specifying the nature of these target groups and the estimated number of final beneficiaries of the equipment on a yearly basis) and describe the actions implemented (/foreseen) for maximising their usage;
- Indicate where it has been installed.
- As compared to the proposal, what changes have occurred (/do you foresee) for the purchase and/or usage of equipment?

Teaching / Training Activities \* All partners

Yes

No

**If Yes:**

- Mobility for Teaching, Training and/or project research activities\* 3800 char

(Please note that this section does not concern the mobility implemented for project management purposes )

Describe the type and objectives of the teaching / training / research carried out and the mobility flows linked to them.

Explain the methodologies adopted by the partnership for informing, identifying and selecting the participants who have been or will be involved in these activities.

**SECTION 3: Quality of cooperation**

1) Project management\* 3800 char

Describe the project management procedures and in particular:

- The performance indicators established ULEIC only

3) Management of the grant \* 3800 char

- If applicable, describe how the specific concerns, needs or constraints of the partners (particularly from Partner countries) have been taken into account All partners
- Explain any difficulty encountered (or that could be encountered) concerning the management of the grant (transfer of funds to partners, reimbursement of costs, tender procedure...). All partners

#### **SECTION 4: Impact and sustainability All partners**

##### **1) Awareness raising, dissemination, sustainability and exploitation of the project results \* 3800 char**

Explain briefly the actions already taken (as well as those envisaged until the end of the project) for raising awareness and contributing to the dissemination, exploitation and sustainability of the results achieved (/products delivered) by the project. In particular:

- Explain the role (and commitment) taken by the partner country beneficiaries in this respect and the concrete measures taken for:
  - ensuring the visibility of the project at all levels (i.e. department and faculty, institution, local and regional, national, international);
  - guaranteeing the sustainability of the project outcomes beyond the project lifetime (specify the funding sources if known) ...)
- Please add a list of realised deliverables/project products

Explain and justify any change as compared to the dissemination and sustainability measures envisaged in the application

4.3) Sub tab Statistics and Indicators

Under this tab a long series of tick/multiple choice boxes is available; where applicable, complete in accordance to your project.

Type of equipment: **Egypt partners**

- books and pedagogic material
- audio-visual equipment
- Computers and software
- lab material
- Other

For Training/Mobility Activities **ALL partners**

Number of partner country "HEIs' students" trained \_\_\_\_\_

Number of partner country "HEIs' academic staff" trained \_\_\_\_\_

Number of partner country "HEIs' administrative staff" trained \_\_\_\_\_

Number of partner country "non-HEI individuals" trained (priv. sector, NGOs, civil servants, etc.) \_\_\_\_\_

**IMPACT AND SUSTAINABILITY** All partners

- Impact at individual level

Extent of attention given to vulnerable groups:

- Not applicable
- To a very small extent
- To a small extent
- To high extent
- To very high extent
- Totally accomplished

Number of direct beneficiaries in the Partner country(ies) per year: academic staff from HEIs

Number of direct beneficiaries in the PCs (/year): administrative staff from HEIs

Number of direct beneficiaries in the PCs (/year): HE students

Number of direct beneficiaries in the PCs (/year): non HE individuals

- Impact at institutional level

Extent of impact at institutional level: for instance new courses / strategies (policies, regulations) / services (units, centres ):

- Not applicable
- To a very small extent
- To a small extent
- To high extent
- To very high extent
- Totally accomplished

Potential of planned project measures to contribute to new national cooperation activities in the Partner countries HEIs as a result of the project (Memorandum of Understanding / research projects / joint publications / participation in networks or associations, etc.) :

- Not applicable
- To a very small extent
- To a small extent
- To high extent
- To very high extent
- Totally accomplished

Potential of project to contribute to new international cooperation activities in the Partner countries HEIs as a result of the project (international agreements / Memorandum of Understanding / research projects / joint publications / participation in networks or associations, etc.) :

- Not applicable
- To a very small extent
- To a small extent
- To high extent
- To very high extent
- Totally accomplished

#### Impact on the HE Sector

Potential of project to contribute to new (/updated) national or regional policies / laws / regulations in HE

- Not applicable
- To a very small extent
- To a small extent
- To high extent
- To very high extent
- Totally accomplished

Potential of project to contribute to the establishment (/ further development) of external bodies (/associations /agencies)

- Not applicable
- To a very small extent
- To a small extent
- To high extent
- To very high extent
- Totally accomplished

Potential of project to contribute to improve the excellence / competitiveness / attractiveness of the Higher Education institutions

- Not applicable
- To a very small extent
- To a small extent
- To high extent
- To very high extent
- Totally accomplished

Innovative character of the planned results (i.e. the courses developed; the new tools, services, procedures delivered; the strategies implemented for reaching the target groups; etc.):

- Not applicable
- To a very small extent
- To a small extent
- To high extent
- To very high extent
- Totally accomplished

- Impact on the society as a whole

Potential of the project to pay particular attention to least developed countries

- Not applicable
- To a very small extent
- To a small extent
- To high extent

To very high extent

Totally accomplished

Potential of the project to engage Partner Countries HEIs in new means of cooperation with employers and other stakeholders (e.g. NGOs, associations, etc.)

Not applicable

To a very small extent

To a small extent

To high extent

To very high extent

Totally accomplished

Measures contributing to improving lifelong learning approaches in the Partner Country HEIs

Not applicable

To a very small extent

To a small extent

To high extent

To very high extent

Totally accomplished

- Sustainability

Institutional support for Partner Country HEIs to sustain project results

Not applicable

To a very small extent

To a small extent

To high extent

To very high extent

Totally accomplished

Measures to collect Sources of financial (/logistic) support for sustaining the project results from:

Partner HEIs

- Public authorities in Partner countries
- NGOs
- Private sector
- European Union
- Other

**QUALITY OF PARTNERSHIP & COOPERATION** All partners

**Involvement of students in the project implementation**

- Not applicable
- To a very small extent
- To a small extent
- To high extent
- To very high extent
- Totally accomplished

**Involvement of non-educational stakeholders in the project implementation**

- Not applicable
- To a very small extent
- To a small extent
- To high extent
- To very high extent
- Totally accomplished

**RELEVANCE in relation to project objectives All**

To what extent the project contributes to the policy objectives of the Partner Countries

- Not applicable
- To a very small extent
- To a small extent
- To high extent
- To very high extent

Project potential to promote EU's horizontal policies

- Agriculture, fisheries and foods
- Business
- Climate action
- Cross-cutting policies
- Culture, education and youth
- Economy, finance and tax
- Employment and social rights
- Energy and natural resources
- Environment, consumers and health
- External relations and foreign affairs
- Justice, home affairs and citizens' rights
  
- Regions and local development
- Science and technology
- Transport and travel

4.4) Meeting, trainings and mobilities

**Training and Mobilities** All partners

Please fill in the table with all the mobilities (events) carried out during the reporting period  
Please note that in the column 'Event' you should input the chronological number of the event

Example:

Training and Mobilities

Event *	Purpose *	Type of participants *	Gender *	Number *	Country of Origin *	Country of destination *	Duration (in weeks) *	%compared to objectives *
<input type="checkbox"/> 1	Training	Academic	Number	10	Albania	Czech Re	1	100
<input type="checkbox"/> 1	Training	Academic	Number F	20	Albania	Czech Re	1	100
<input type="checkbox"/> 1	Training	Academic	Number	4	Bosnia an	Czech Re	1	100
<input type="checkbox"/> 1	Training	Academic	Number F	14	Bosnia an	Czech Re	1	100
<input type="checkbox"/> 2	Intensive	Students	Number	20	Albania	Bosnia an	2	100
<input type="checkbox"/> 2	Intensive	Students	Number F	30	Albania	Bosnia an	2	100

addRow deleteRow

In the example above there are 2 different events reported:

1. a training involving 50 academics from Albania and Bosnia Herzegovina in Czech Republic (the first 4 lines).
2. an intensive course involving 50 students from Albania to Bosnia Herzegovina (the last 2 lines)

Event *	Purpose *	Type of participants *	Gender *	Number *	Country of origin *	Country of destination *	Duration * (in weeks)	%compared to objectives *

Please fill in the table and include the following details as applicable for each event:

Gender: Number of females and Number of males in each event.

Purpose: Teaching- training- mobility/placement / internships – workshop- study- intensive course- others

Type of participant: Academic staff-teaching - Academic staff Admin – Non academic staff - Students

## 5) Attachments :

\*\*\* document total size can not exceed 10Mb

📄 **Table of achieved / planned results** \* (compulsory) *use the appropriate template available on the Erasmus+ beneficiary space web site.* **All partners** (the template is attached in the email)

📄 **Quality assurance plan** **ULEIC**

**EXAMPLE**  
**USE ONE TABLE PER**  
**WORK PACKAGE:**  
**ADD AS MANY**  
**TABLES AS**

**TABLE OF ACHIEVED PLANNED RESULTS**

**Insert the title and reference number as indicated in the project proposal**

**Insert the indicators of achievement and/or performance as indicated in the project proposal**

Indicators of achievement and/or performance as indicated in the project proposal

Activities carried out to date for the achievement of this result:

Activity No	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
	Insert the activity title as indicated in the project proposal				Provide a brief description of the activity	Insert specific indicators (qualitative and quantitative) which can help to measure the achievement of the activity result
	State where and when the activity has taken/will take place					Insert specific indicators (qualitative and quantitative) which help measure the progresses towards achieving the required result
	Describe any change to the original activity plan described in the project proposal					

Changes that have occurred in this result since the original proposal:

**TABLE OF ACHIEVED / PLANNED RESULTS**

Title and reference number of the work package (WP)

Indicators of achievement and or/performance as indicated in the project proposal

Activities carried out to date to achieve this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement

Activities to be carried out to achieve this outcome (before the end of the project)

Activity N°	Activity Title	Start date	End date	Place	Description of the activity to be carried out	Specific and measurable indicators of progress

Changes that have occurred in this result since the original proposal:

*Please add as many tables as necessary*

