



The report of the whole project

Deadline for sending data by partners: 30th October 2023

The NA will attribute: up to max 100 points, minimum 60 points

The evaluation of the final report by NA may determine any budget cuts, if the score is below 60.

The project may be reported as good practice at national and European level if it has successfully achieved the objectives of the partnership and is effectively described in the final report.

Criteria taken into account for the project evaluation by NA

Implementation

Qualitative criteria

what activities were carried out in accordance with the approved application;

the extent to which the activities were actually performed (full or partial implementation).

Quantitative criteria

for each activity described in the application must be described:

- the detailed content and the results of the activity carried out;
- the target group: who participated and who benefited from the results;
- how this activity contributed to achieving the project objectives.

Criteria taken into account for the project evaluation by NA

Results

Qualitative criteria

the concrete outputs and their quality and consistency with the project objectives (quality of Toolkit-Teaching guidelines, Competence cards, Matrix of competence);

the extent to which the project reached its objectives and planned results in terms of learning and impact on project participants (teachers-students);

the impact on partner organisations (benefits of cooperating with transnational partners);

the potential to integrate the project results in the regular work of participating organisation ;

the potential impact of the project on individuals and organisations beyond the beneficiaries involved (the extent to which the project has proven to have European added value).

Quantitative criteria

- N of pages of the produced working materials and tools (Toolkit , ...);
- N of schools/centers involved;
- N of teachers/students attending the LTTA (webinar and pilot course, classes/students/teachers involved in recording teaching/learning activities);
- N of recorded videos;
- N of partners attending the transnational meetings and the virtual meetings
- sound management of the project and good cooperation and communication between partners during project implementation (common frame of working sheets, schedule, mutual mentoring, ...);
- translations into the national languages;
- N of project results uploaded to the Erasmus European Platform.

Criteria taken into account for the project evaluation by AN

Dissemination

Qualitative criteria

quality of the strategies implemented to reach the different target groups;

scope of dissemination activities carried out.

Quantitative criteria

- project website and social (number of accesses and presence);
- contacts database/ mailing list;
- N of newsletters, leaflets, flyers;
- N of articles in the mass media and online media, press releases;
- N of people attending the multipliers events and feedbacks;
- N of participations in congresses and articles presented there;
- N of scientific publications in journals:
- reporting of activities (photos, pictures, ...).

Criteria taken into account for the project evaluation by NA

Quality assurance

Qualitative criteria

the extent to which the project has used efficient quality criteria to assess the overall success of the activities;

quality of tools for evaluating project outputs and other results (monitoring, reporting, self-reporting).

Quantitative criteria

- forms for collecting data and feedback from stakeholders (interest in the project, commitment to collaborate, evaluation of project events);
- templates for evaluating materials produced and activities carried out (feedback by students / teachers/ multipliers);
- template for internal monitoring the process of planned work and the effectiveness and impact of different activities (interim reporting).



Self-assessment

For each activity carried out, the final report requires:

- a self-assessment in the form of a score from 1 to 10 (1 being the worst grade and 10 being the best);
- a check list of evidence supporting the self-assessment.

During the quality assessment, the NA can request the specific documents from the list to analyse them in depth.

Education for Citizenship Competence for Participation and Sustainability



Examples

Activity	Self-ass.	Evidence
Multiplier events	X	Playbill and program Invitation letter List of e-mails sent for invitation Signatures of people attending Attendance certificates Evaluation questionnaire by participants Documentation of expenses
Dissemination and exploitation	X	Dissemination and Exploitation plan Mailing list Multiplier events and participation in external events Newsletters Leaflets Report of all dissemination activities Documentation of expenses



Award criteria and scoring by NA

Relevance of the project to the objectives and the priorities of Erasmus+ Programme	maximum score 30 points
Quality of the project implementation	maximum score 30 points
Quality of the partnership and cooperation arrangements	maximum score 20 points
Impact	maximum score 20 points



On the accuracy, richness and effectiveness of the report will depend the evaluation of the NA and, consequently, the amount of the final balance.

It is **really important** that all **evidence of documentation and data specific to each partner** are submitted to the coordinator by 30th October 2023 (see [To do after 5th meeting](https://eccops.uciim.it/meeting-online-22nd-june-2023/) at <https://eccops.uciim.it/meeting-online-22nd-june-2023/>)

Thank you!