

**HIGHER EDUCATION PARTNERSHIP FUND**

**End of project report**

|  |  |
| --- | --- |
| **Name of Lead Partner** |  |
| **Name of Implementing Partner(s)** |  |
| **Date of last grant or other financial contributions** |  |
| **Reporting period** |  |
| **Date of submission** |  |

Please complete the report and tick off this cover page for documents/information that you enclose with the report. Completed report and appendices are required to be **emailed** to ThanhTruc.Nguyen@britishcouncil.org.vn by **30 June 2017**.

[ ]  Completed report (in Word version)

[ ]  Completed report with signature(s) and stamp (in pdf version)

[ ]  Appendix 1 – Stakeholders/Participants in the project

[ ]  Appendix 2 – Media and publication report

[ ]  Appendix 3 – Feedback from stakeholders/participants

[ ]  Appendix 4 - Expenditure report

[ ]  Appendix 5 - Scanned invoice/receipts

[ ]  Other(s) (please clarify):

1. Please provide a brief overview of you international collaboration project (200 words)

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1. Please provide an overview of your international collaboration achievements

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1. Please list the outputs/activities/deliverables as in your original project application form, and comment on their achievement.

|  |  |  |  |
| --- | --- | --- | --- |
| **From <month> to <month>** | **Activities** | **Achievement** | **Comments** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Is Vietnam/UK now part of your long term international strategy? Choose an item.
2. Please comment on the sustainability of your international partnership. How have you developed sustainability for the partnership?

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1. Have you developed other international collaboration opportunities as a result of this project? Please provide brief details including the names of your new partner organisations.

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1. Did you encounter any difficulties during your partnership? How did you overcome them? Please be clear if you *do not want* to share this information with other organisations.

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1. Please provide a brief summary of how you have shared and disseminated information about this partnership. This could be via publicity, using social networks, providing academic papers, contributions at conferences, etc.

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1. What would be your overall comments on the whole project impact?

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1. Are you willing to write a Case Study? Choose an item.

**Signature, stamp and dates**

Lead partner Implementing partner(s)

**Appendix 1 – Stakeholders/participants**

Please provide the number of people you have reached through the project, and the list of participants in conferences/workshops

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| **Numbers that have been reached** |
| **Audience type** | **UK** | **Vietnam** | **Additional details** |
| **Employers** |  |  |  |
| **Other education institutions** |  |  |  |
| **Students** |  |  |  |
| **Conferences** |  |  |  |
| **Social media** |  |  |  |

**List of representatives from government organisations, conferences and workshops:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Title** | **Full name of participant** | **Position** | **Organisation** | **Notes** |
|  | Name of conference/workshop 1:Date:Venue: |
| 1 | Dr. |  |  |  |  |
| 2 | Prof. |  |  |  |  |
| 3 | Assoc. Prof |  |  |  |  |
| 4 | Mr |  |  |  |  |
| 5 | Mrs/Ms |  |  |  |  |

**Appendix 2 – Media and Publication report**

Please provide details of the channels that you used to publicise the project information as in the box below. Please also send some photos of the project to ihe.hcm@gmail.com

|  |  |  |
| --- | --- | --- |
| **No** | **Media type** | **Name of publication** |
| 1 | TV coverage | <Name of channel/station and link> |
| 2 | Online newspaper/magazine coverage | <link of the website> |
| 3 | Social media | <link of the website> |
| 4 | Newspaper/magazine | <link of newspaper or a scanned copy> |
| 5 | Publication/journal/article | <link of online publication or attached soft copy> |
| 6 | Handbook/brochures | <link of online publication or attached soft copy> |

**Appendix 3 – Feedback from stakeholders/participants in the project**

Please provide a summary of feedback and quotes from stakeholders/participants in the project activities

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**Appendix 4: Expenditure template**

Please provide a detailed report on the expenditure for the project as in the template below. Please kindly number the invoices/receipts in the order as they appear in report.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Activity** | **Cost** | **Invoice/receipt** | **Notes** |
| ***1*** | ***Conference name:*** ***Date/Month:*** |  |  |  |
| *1.1* | *Air ticket for Mr A & Dr B* | *£1,500* | *No 1.1 – E-ticket* |  |
| *1.2* | *Venue rental* | *£1,000* | *No 1.2 - Contract/agreement* |  |
| *1.3* | *Visa fee* |  | *No 1.3 – online payment confirmation* |  |
| *1.4* | *Accommodation in overseas* |  | *No 1.4 – pro-forma invoice and online payment* |  |
|  | *…..* |  |  |  |
|  | ….. |  |  |  |
|  | *……* |  |  |  |
|  | **Total** | ***£…..*** |  |  |

**Appendix 5 – Scanned invoices/receipts**

Please kindly arrange the scanned invoices/receipts in the order as they appear in the expenditure report.