EDUF I’s Asia Programme
Guidelines for Final report, 2018-2020 projects

The coordinating Higher Education Institution is responsible to report about the use of funds awarded in Asia Programme and the implementation of the project to EDUF I (Opetushallitus). The final report needs to be submitted by 11th January, 2021 in VA-järjestelmä (“state grant system”).

The final report consists of the following parts:

1) **Qualitative questions** on the results of the project. These questions are available in VA-järjestelmä.

2) **Financial and statistical report:**

Financial and statistical report (excel sheets) concerning travelling and/or exchanges between Finland and Japan/South-Korea between 1.8.2018-31.12.2020 + possible additional other costs up to 20%, that are related to the project.

- a) **Travelling and/or exchanges between Finland and Japan/South-Korea.** Each trip and/or exchange between Finland and Japan/South-Korea should be reported in the financial and statistical report.


In addition, a list of participants needs to be attached to the report whenever food and/or refreshments have been served to the participants.

Both the coordinator and a representative of the financial unit of the HEI will sign the financial and statistical report.

3) **Extract of the accounts.**
Extract of the accounts from the separately kept internal bookkeeping on the expenses of the Asia-project between **1.8.2018-31.12.2020. N.B.** In the final report the total amount of the extracts of the accounts should match with the financial and statistical reporting, except when part of the activities have been funded by Japanese/South-Korean project partners. Extract of the accounts will be attached to the report in VA-järjestelmä.

4) **Summary for publication**
The report is to be filled in order to provide a short summary on the project and its achievements. The template of the report is available at: [https://www.oph.fi/ fi/ ohjelman/aasia-ohjelma → Osallistujalle → Vuoden 2018 Japani- ja Etelä-Korea -hankkeet](https://www.oph.fi/ fi/ ohjelman/aasia-ohjelma → Osallistujalle → Vuoden 2018 Japani- ja Etelä-Korea -hankkeet). This report will be attached to the report in VA-järjestelmä.

Please submit the final report by 11th January, 2021 in VA-järjestelmä.