

Information on the preparation of the final report for a grant from the Academy for Teaching Development

Your final report is intended to summarize and sustainably secure your project results for the further work of the ALe. It should consist of 2–6 pages (A4). You are welcome to add meaningful photos suitable for publication to your report.

For the cover sheet of the final report, please use the format template that can be found in the ALe download area at https://www.uni-jena.de/en/ALe_Ausschreibungen_Lehre. It contains the following information:

- project title;
- funding line of the project;
- person(s) responsible for the project;
- project duration / funding period;
- current date.

The project report should be structured as follows and include relevant explanations:

1. Updated brief description of the project (max. 1,000 characters) for publication on the ALe's website
2. Initial situation at the start of the project
 - research issue
 - project objective(s)
 - project organization
3. Project implementation
4. Evaluation
 - achievement of objectives
 - project review
5. Outlook

Please send the report to ale@uni-jena.de in digital form no later than six weeks after the end of the project.