



## STAGE 5

# INSTITUTIONAL REPORT

### Purpose

The institutional report is drafted by the university team and compiles and summarises the results of the mapping report and the SLIPDOT analysis. The report provides the basis for showcasing achievements in community engagement and for planning future community-engagement initiatives.

### Timing

Month 5 of the TEFCE Toolbox implementation.

### Structure of report

<b>EXECUTIVE SUMMARY</b>	Two-page summary of the report's main content with primary focus on the SLIPDOT recommendations.
<b>INTRODUCTION</b>	Explaining the objective of the TEFCE Toolbox, the reasons why the process was undertaken, the TEFCE Toolbox's structure and methodology and the entire process of implementation (and who was involved and consulted in the process).
<b>1. INSTITUTIONAL OVERVIEW</b>	<p><i>About the university:</i> Short introduction (one page) with information about the university's history and profile and about whether community engagement has so far had a prominent place in the institution.</p> <p><i>Flagship community-engagement practices:</i> Selection of 3-5 practices from the collected case studies that illustrate the range of ways in which the university is community-engaged.</p>
<b>2. MAPPING PRACTICES</b>	Main content of the institutional report. Final version of the Mapping Report completed by the university team based on the collection and analysis of practices and based on validation by university staff and external communities through participative discussions.
<b>3. HEATMAP</b>	Final version of the institutional community-engagement heatmap completed as part of the Mapping Report.
<b>4. PARTICIPATIVE DIALOGUE</b>	Summary of the SLIPDOT analysis carried out as part of the TEFCE Toolbox process, presented as a list of Strengths, Areas of Lower Intensity, Areas with Potential for Development, and Opportunities and Threats.
<b>APPENDIX: CASE STUDIES</b>	Inclusion of all the texts of the case studies that were collected as part of the TEFCE Toolbox process.

### Instructions

Based on the results of the self-reflection stage, the university team coordinator writes up the conclusions of the SLIPDOT analysis and (if applicable) makes changes and additions to the background report. Those texts then become the core content of the institutional report (sections 2,3 and 4), while all the collected practices are included in the Appendix to the report.

The remaining steps involve drafting an introduction (on the process of the TEFCE Toolbox implementation) and an executive summary with key findings and recommendations.

Crucially – the institutional report should be published and made visible both within the university’s academic community and with its external community partners. The report can then form the basis for future improvements to the university’s community engagement and as a reference point for a subsequent application of the TEFCE Toolbox in the future.

### ***Examples of institutional reports***

Examples of completed institutional reports (by TU Dresden, TU Dublin, the University of Rijeka and the University of Twente) are available on the website of the TEFCE project: [www.tefce.eu](http://www.tefce.eu).

### ***Templates***

A template for the institutional report is available in the Appendix to this publication.