



SHIFT ESG Certification for Higher Education Institutions

Final Report Template



Co-funded by
the European Union

Project number: 2023-1-ES01-KA220-HED-000152577

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SHIFT ESG Certification - Final Report Template

This document provides the **SHIFT ESG Final Report Template** for the **SHIFT ESG Certification**. It is intended to support the structured documentation and communication of the outcomes of the external evaluation process. Developed within the SHIFT project, the template enables reviewers and certification bodies to present findings in a clear, consistent, and transparent manner, including strengths, areas for improvement, recommendations, and the overall assessment of the institution's Environmental, Social, and Governance (ESG) performance.

Short guide for completing the SHIFT ESG Final Report Template:

1. Review the self-assessment and evidence: Begin by reviewing the institution's self-assessment, supporting documentation, and any additional information gathered during the evaluation process.
2. Summarise the main findings clearly: Present the key strengths, identified gaps, and overall observations in a concise and balanced way.
3. Assess each standard consistently: Ensure that comments and judgments for each standard are aligned with the evidence provided and the agreed evaluation approach.
4. Provide constructive recommendations: Include practical recommendations that can help the institution strengthen its ESG performance and address identified areas for improvement.
5. Highlight priority areas: Where relevant, indicate which issues should be addressed first or require particular institutional attention.
6. Use clear and professional language: Write in a way that is precise, respectful, and easy for the institution to follow.
7. Ensure consistency across the report: Check that the narrative comments, scoring, and overall conclusion are coherent and do not contradict each other.

The final report should provide a fair, evidence-based, and constructive overview of the institution's performance. It should not only document the outcome of the review, but also support learning, reflection, and continuous ESG improvement.

Review Details

Institution		Review date	
Reviewer name(s)		Certification cycle	
Submission reviewed		Standards covered	All / selected
Additional documents consulted		Overall recommendation	

2. Reviewer Assessment Criteria

Assessment	Criteria
Unsatisfactory	The institution does not meet the standard. At least one aspect of the standard that is meaningful in the institution's case is not satisfied.
Satisfactory	The institution meets the standard on an acceptable level. If any aspect of the standard is not fulfilled on an acceptable level, this aspect is not meaningful in the institution's case.
Excellent	The institution systematically and substantially exceeds the standard. The institution provides an exceptional performance with regards to all aspects of the standard that are meaningful in the institution's case. Evidence (data, examples etc.) proving this exceptional performance exist and the institution can be regarded as an international good practice example with respect to this standard.

3. Standards Assessment

Keep comments brief. Focus on whether the self-assessment is convincing, sufficiently evidenced, and clear enough to support improvement planning.

Std.	Standard	Assessment	Key strengths / evidence	Gaps / recommendations
E1	Campus Operation			
E2	Research and Innovation			
E3	Procurement			

S1	Equity and Access			
S2	Wellbeing			
S3	Research and Innovation			
G1	Management and Accountability			
G2	Ethics and Integrity			
G3	Digital Readiness and Security			
G4	Stakeholder Engagement and Communication			

4. Priority Recommendations for the Action Plan

List the most important follow-up actions. Recommendations should be realistic, evidence-based, and linked to the review findings.

Priority	Related standard(s)	Recommended action	Suggested timeframe	Expected result / note
1				
2				
3				

5. Overall Conclusion

Overall assessment	
Recommendations	
Conditions / follow-up points	

Reviewer signature (optional): _____