



Lifelong Learning Programme

Erasmus Programme

Staff Mobility – Staff Training

FINAL REPORT FORM

This report on your experiences will provide the EU Lifelong Learning Programme/Erasmus programme with valuable information which will benefit both future teachers and other higher education staff and contribute to the continued improvement of the programme. We are grateful for your co-operation in filling out the questionnaire. (Signed)

All personal data mentioned in this form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. On request, you may be sent personal data and correct or complete them. You may lodge a complaint against the processing of personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001)

0. Identification of the home institution

Your home higher education institution:
The home institution's Erasmus ID code:

1. Identification of the staff member

Your name (family, given):
Your gender: M/F
Your academic field/area of work:
Your email address:

2. Mobility data

Your host higher education institution/enterprise/organisation, city, country:
If the host enterprise/organisation is a higher education institution, its Erasmus ID code
 (if known to you):

Dates of mobility period abroad: dd/mm/20yy - dd/mm/20yy

3. Organisation of stay

Mention features such as:

- Preliminary contacts with the host institution/organisation (who, why and how has chosen it? Does the department/organisation concerned already have Erasmus cooperation activities? etc).
- Preparation of the training period abroad (linguistic preparation, production of teaching material, etc)

4. Content of the activities

Mention features such as:

- Visits, training, joint work, etc.
- Individual vs. multi-partner activities; level of integration in the hosting institution
- Other activities developed/implemented in the host institution

5. Evaluation of the mobility period

Were the expected results defined in the teaching assignment met? Yes/No

Did you get additional results? Yes/No

If yes, please specify

Remarks on positive elements and/or difficulties encountered

Please evaluate the quality of the mobility period

Scale: 1=poor/negative, 5=excellent

- Judgement of the outcome of the mobility:

1 – 2 – 3 – 4 – 5

- Judgement of social/cultural benefits of the mobility:

1 – 2 – 3 – 4 – 5

- Overall evaluation of your Erasmus mobility:

1 – 2 – 3 – 4 – 5

Recommendations to disseminate and exploit the experience/results of your mobility in your department/HEI/ ...

Suggestions (ways in which the scheme could be improved etc.)

Date:

Signature