

Swiss-European Mobility Programme – Staff Mobility for Training

**Final report**

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| 1. **Identification of the home institution**
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| **Name of the higher education institution:****City, country:** |

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| 1. **Identification of the staff member**
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| **First name, last name:****Sex:** M [ ]  F [ ] **Nationality:**  **Your academic field/area of work**: **Your degree of experience:**

|  |  |
| --- | --- |
| junior (0-10 years) | [ ]  |
| intermediate (10-20 years) | [ ]  |
| senior (more than 20 years) | [ ]  |

**Your email address**:  |

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| 1. **Mobility data**
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| **Your host higher education institution/enterprise/organisation:****City, country:****Size of host enterprise:**

|  |  |
| --- | --- |
| small (up to 50 staff) | [ ]  |
| medium (51-250 staff) | [ ]  |
| large (more than 250 staff) | [ ]  |

**Type of activity:**

|  |  |
| --- | --- |
| Workshop | [ ]  |
| Training | [ ]  |
| Job Shadowing | [ ]  |
| Other  | [ ]  |

**Language of training:** **Dates of mobility period abroad (excluding travelling days):       -** (dd-mm-20yy – dd-mm-20yy) |

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| 1. **Organisation of stay**
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| **Mention features such as:** * Preliminary contacts with the host institution/organisation (Who, and why was it chosen and how?, Does the department/organisation concerned already have cooperation activities?, etc.).
* Preparation of the training period abroad (linguistic preparation, production of teaching material, etc.).

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| 1. **Content of the activities**
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| **Mention features such as:** * Visits, training, joint work, etc.
* Individual vs. multi-partner activities, level of integration in the host institution
* Other activities developed/implemented by the host institution

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| 1. **Evaluation of the mobility period**
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| **Were the expected results defined in the work plan 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 from 1 (poor/negative) to 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 mobility:1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  |
| **Recommendations to disseminate and exploit the experience/results of your mobility in your department/institution:****Suggestions (ways in which the scheme could be improved, etc.):** |

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| **Place, Date:       Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |