

January 2019

SEMP – Swiss-European Mobility Programme (Erasmus) Final Report Staff Mobility for Training

Once your staff mobility has been completed, please send your final report to mobility@unilu.ch

0. Identification of the home institution (to be filled in by the home institution)

Home institution:

City, country:

1. Details of the staff member

First name, last name:

Sex: M F

Nationality:

E-Mail address:

Your academic field/area of work:

Your level of experience:

junior (0-10 years)

intermediate (10-20 years)

senior (more than 20 years)

2. Mobility data

Your host higher education institution:

Duration of stay (excluding travel days) from: to: (dd-mm-20yy – dd-mm-20yy)

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:

3. Organisation of stay

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.).

4. Content of the activities

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

5. Evaluation of the mobility period

Were the expected results defined in the work plan met?

ja nein

Did you get additional results?

ja nein

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 on 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.):

Place, date: _____ Signature: _____