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| **Erasmus+ Programme**  **STAFF mobility**–**training** |

**TRAINING final report – 202X/202X academic year**

This report relating to your experience will provide all entities involved in implementing the Erasmus programme with valuable information that will help future instructors and contribute to continuous improvements in the programme. Thank you for completing this questionnaire.

*All personal data provided in this questionnaire will be processed in accordance with Article 13 of Regulation (EU) No. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation – GDPR).*

**employee’s data**

1. First name, surname:
2. E-mail:
3. Employment code at home university/institution:  I = International;  F = Finance;

 G = General Administrative and Technical;  T = Teaching;  S = Student Information;

 C = Continuing Education;  O = Other

**data on stay**

1. Name of host organization (Erasmus code for institution of higher education):
2. Country:
3. Subject area of activities:
4. Dates of stay:
5. Preparations for stay – selection of host organization, preliminary contacts (**who, why, and how the organization was chosen**); Has this organization collaborated in the Erasmus programme in the past?
6. **Type of training** (practical training, employee shadowing, …):
7. Language of the training:
8. **Activities** during the training:
9. Do you have any recommendations on how to use and promote the experience and results of your stay at your institution?

Date: Signature: