**STAFF REPORT**

**for Staff Grantees**

Please complete the Report and submit to your Host University Coordinator.

**Personal Details**

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| Family Name: |
| First Name:  |
| Gender: M [ ]  F [ ]  |
| Date of Birth:  |
| Nationality:  |
| Email address: |

**Home University Information**

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| Home University:       |
| Department:       |

**Scholarship Details**

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| Host University:      Department:       |
| Mobility Level:       |
| Mobility Duration:       |
| Mobility Dates: from       /     /      to      /     /      |

Please write a minimum of one A4 page report. Please ensure to cover the following topics: what were your activities at the Host Institution; what was the significance of your visit to the Host Institution and benefits for the Home Institution; has there been any future cooperation arrangements put in place or plans made; please provide feedback regarding your stay and activities;

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**The Host University Coordinator The Grantee**

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| Name:       Name:      Date:      /     /      Date:      /     /     Signature and Stamp Signature:  |