

CGU STELLA for Staff 2019

Professional Mobility Programme for Services Staff

PERSONAL FINAL REPORT

To be completed by the beneficiary of mobility

Name and surname:

Name of home University:

Country:

Name of host University:

Country:

Code and name of host department:

Length of mobility: From (day/month/year) **to** (day/month/year)

Please, complete this assessment report form regarding your participation in the Programme, using a scale from 1 to 4:
1 – Inadequate; 2 – Sufficient; 3 – Good; 4 – Very good

LOGISTICS AND MANAGEMENT OF MOBILITY

	1	2	3	4
1. Support to manage the mobility before the stay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Reception and stay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Integrate the beneficiary into the usual work dynamic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Monitoring of programmed tasks during mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Support to face difficulties during the stay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Definition of tasks, schedules and activities during the stay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BEST PRACTICES

7. Exchange of labour experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 8. Acquisition of new skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Acquisition of new tools and working methodologies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Establishment and strengthening of contacts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Opportunities for development of agreements and initiatives | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Growth of professional career | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Learning of new culture and working language | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

OTHER ASSESSMENTS

14. Please, list the carried out activities at the host department y explain how they contributed to your experience (maximum 250 characters)

15. Positive aspects and aspects to be improved in your mobility (maximum 250 characters)

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16. Positive aspects and aspects to be improved in the STELLA for Staff programme (maximum 250 characters)

17. ¿Would you repeat the experience? Explain the reasons

Date:

Signature:

A scanned copy of this form should be sent to the Compostela Group of Universities (grupo.compostela@usc.es) at the end of the mobility, together with the documentation indicated in point 5.1 of the regulations of this edition.