



ERASMUS PROGRAMME FOR ADMINISTRATIVE STAFF

Programme Evaluation Form

This report on your experiences will provide the ERASMUS Programme for Administrative Staff with valuable information which will benefit both future staff and institutions. It will also contribute to the continual improvement of the programme. We are grateful for your co-operation in filling out the questionnaire, and thank you for your time.

*Please return this form to the SG Secretariat at the end of your period abroad.
In filling out the questionnaire, please write clearly or answer by ticking/circling the appropriate answer.*

1. Personal data:

Name: _____
Surname: _____
Home institution: _____
Position held: _____
Host institution: _____
Placement held: _____

2. Placement period and motivation

Dates of placement period:

From: _____ To: _____

Which factors motivated you to go abroad? (Tick more than one box if necessary)

- | | |
|---|---|
| <input type="checkbox"/> Improving job performance in home University | <input type="checkbox"/> Acquiring new skills |
| <input type="checkbox"/> Strengthening (existing) contacts with host University | <input type="checkbox"/> Cultural |
| <input type="checkbox"/> Improving language skills | <input type="checkbox"/> Career plans |
| <input type="checkbox"/> Other (please specify your answer): _____ | |

3. Information and support

How did you get information about the SG programme?

- Home institution Host institution SG portal SG Secretariat
 Other (please specify your answer): _____

How useful was this information? (grades from 1 = poor, to 5 = excellent)

- 1 2 3 4 5

What kind of support did you receive from the host institution?

- Office and IT facilities Transportation Help with accommodation
 Healthcare assistance Help with the language
 Other (please specify your answer): _____

How do you evaluate the support you received throughout the placement from the **home** institution? (grades from 1 = poor, to 5 = excellent)

- 1 2 3 4 5

How do you evaluate the support you received throughout the placement from the **host** institution? (grades from 1 = poor, to 5 = excellent)

- 1 2 3 4 5

4. Languages

What were your working languages during the placement?

5. Costs and funding

To what extent did the ERASMUS grant cover your needs?
(grades from 1 = not at all, to 5 = completely)

- 1 2 3 4 5

Did you have any other sources of funding?

- No Yes (please specify your answer): _____

How would you assess the cost of living in the country of placement, in comparison with your home country?

- Lower Similar Higher

6. Evaluation of the personal experience

Briefly describe the tasks and new practices you performed throughout your placement:

How do you assess the **professional** outcome of the placement?

(grades from 1 = poor, to 5 = excellent)

1 2 3 4 5

How do you assess the **personal** outcome of the placement?

(grades from 1 = poor, to 5 = excellent)

1 2 3 4 5

Did your period abroad help you improve the following skills?

(grades from 1 = not at all, to 5 = very much)

- Team work	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
- Problem-solving in unexpected/new situations	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
- Adapting to new environments	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
- Working with people of different cultural backgrounds	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
- New working procedures	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Did you experience any serious problem during your placement?

No Yes (please specify your answer): _____

Which aspects of your placement did you particularly appreciate?

Would you recommend the SG ERASMUS Programme for Administrative Staff?

Yes No

Do you have any recommendations to other candidates (concerning information, application procedures, etc.)?

Do you have any suggestions or advice for the improvement of the SG ERASMUS Programme for Administrative Staff?

Date: _____

Signature: _____