



Report after a Research or Teaching Trip

Personal and contact details	
Last name	
First name	
Faculty/Institute	
Travel/Activity dates	

Information about the host institution	
Host Institution	
Academic institution visited	
Academic institutions visited outside the university	

Purpose and results of research or teaching trip	
Purpose and/or (if applicable) specific results of the stay/activity (e.g., guest talks, lectures, seminars, colloquia, research cooperation, publication, curricular and teaching material development, etc.)	
Collaboration with other institutions (e.g., universities, teaching and research institutions, cultural or economic emissary?)	

Information about financing	
<p>Were external funds used to carry out the activity? If yes, in what amount and who was the external-funding sponsor?</p> <p>Did you use your own funds?</p>	

Summary and evaluation of research or teaching trip	
<p>Significance for institutional partnership, prospects for setting goals and development as result of stay/activity</p>	
<p>Notable events</p>	
<p>Overall evaluation</p>	

Date, Signature