

## Final report of the exchange programme Linnaeus-Palme 10/11

Institution's report

This report is completed by all university institutions that have received funding from the exchange programme Linnaeus-Palme for the academic year 10/11.

### AIM

The aim of the final report is to collect data on the individual cooperation projects to see the impact of the activities that have been implemented, and to provide a basis for assessment of applications for renewal of support for cooperation projects.

Another purpose is to obtain feedback on the programme's guidelines and administration. Linnaeus-Palme is a programme under constant development and therefore the views of participants on the programme are important. Take advantage of the space available for comments under the questions and feel free to attach additional sheets if there is not enough space on the form. If you have comments not covered by the questions in the report form, please add them in writing.

Please note that the report cannot refer to previous reports or applications or to any attachments. Requested information is to be noted in the report form. Attachments in the form of essays, course catalogues, etc. should not be sent to IPK in connection with the report.

### INFORMATION REPORTING

The report is completed on-line at the website of the International Programme Office's website, [www.programkontoret.se](http://www.programkontoret.se)

This is a text version of the report form for your information.

The report form consists of the following components:

- |   |   |
|---|---|
| <b>A. NAME AND ADDRESS DETAILS</b>        | to be filled in by <u>everyone</u> who has received means from Linnaeus- Palme during 10/11   |
| <b>B. GENERAL QUESTIONS</b>               | to be filled in by <u>everyone</u> who has received aid from Linnaeus-Palme during 10/11  |
| <b>C. PURPOSE, OBJECTIVES AND RESULTS</b> | to be filled in by <u>everyone</u> who has received aid from Linnaeus-Palme during 10/11, feel free to copy the aims and objectives from C.1.1 in the application |
| <b>D. PLANNING TRIPS</b>                  | to be filled in by <u>everyone</u> who has received funds for planning trips during 10/11   |
| <b>E. TEACHER EXCHANGE</b>                | to be filled in by <u>everyone</u> who has received funds for teacher exchanges during 10/11  |
| <b>F. STUDENT EXCHANGE</b>                | to be filled in by <u>everyone</u> who has received funds for student exchanges during 10/11  |
| <b>G. EVALUATION TRIPS</b>                | to be filled in by <u>everyone</u> who has received funds for evaluation trips during 10/11   |

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### H. CHANGES, AND ACTIVITIES NOT CONDUCTED

to be filled in by everyone who has made changes, when comparing to that which is stated in the application

### I. FINANCIAL REPORT AND ASSURANCE

to be filled in by everyone who has received aid from Linnaeus-Palme during 10/11

**Please note** that the institution's report is part of the higher education institution's overall report, and is therefore to be **submitted to the institution's international unit** or equivalent for forwarding to the International Programme Office (IPK). The higher education institution's collated report shall be submitted to the International Programme Office (IPK) no later than 15 November 2011.

If you have questions about the report form, please contact:

[linnaeuspalme@programkontoret.se](mailto:linnaeuspalme@programkontoret.se)

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### A. NAME AND ADDRESS DETAILS

Contract Number:	
Swedish higher education institution:	
Swedish institution:	
Contact person:	
Phone: (Including area code)	
E-mail:	

Foreign higher education institution:	
Foreign institution:	
Contact person:	
Telephone: (Inc. country and area code)	
Country	

### B. GENERAL QUESTIONS

	fully agree	partly agree	dis-agree	not sure
1. The different parts of the programme				
1.1 Planning trip length (1 week) is sufficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- 1.2 The minimum requirement of three weeks for teacher exchanges is reasonable
- 1.3 The division between self-financing and programme funding is reasonable
- 1.4 Student exchange period of at least one term is reasonable

2. The different activities within the programme	fully agree	partly agree	dis-agree	not sure
2.1 contributed to improving the quality of education at the higher education institution in question	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 contributed to new teaching methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 increased interest in international cooperation in general	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 increased the interest in cooperation with universities in developing countries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 increased awareness of the cooperating country	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 created cooperative networks between more universities than previously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. The activities within the programme have led to collaboration with ...
- 3.1 organizations in Sweden  Yes  No
- 3.2 organizations in the cooperating country  Yes  No
- 3.3 local trade and industry in Sweden  Yes  No
- 3.4 local trade and industry in the partner country  Yes  No

If the answer to any of questions 3.1-3.4 was yes, please answer question 3.7 below.

3.5 Comments on the above questions:

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3.6 Further comments, feedback or anything else that you want to convey to the IPK

If yes, 3.1 – 3.4

3.7 Briefly describe the collaboration (with organization, trade and industry or other actor) which the activities in the programme Linnaeus-Palme gave rise to.

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### C. AIMS, OBJECTIVES AND RESULTS

1.1 Describe the project's long-term aims and objectives.

1.2 Describe the project results and impact on the Swedish institution **during the contract period.**

1.3 Describe the project results and impact on the foreign institution **during the contract period.**

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1.4 In what way have the activities during this contract year contributed to the project's aims and objectives?

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### D. PLANNING TRIP

#### 1. Linnaeus (teachers travelling abroad), completed planning trips

Name	Function	Gender (M, F)	Start date (dd-mm-yy)	End date (dd-mm-yy)	Number of days	Cost in SEK

1.1 Describe the elements of the planning trip for the Linnaeus participants (describe meetings, visits, people who have been involved in the visit, etc.).

#### 2. Palme (teachers visiting from abroad), completed planning trips

Name	Function	Gender (M, F)	Start date (dd-mm-yy)	End date (dd-mm-yy)	Number of days	Cost in SEK

2.1 Describe the elements of the planning trip for the Palme participants (describe meetings, visits, people who have been involved in the visit, etc.).

3. Planning trip/trips resulted in continued cooperation within  
The Linnaeus-Palme Programme

Yes

No

3.1 What conclusions have you drawn from the planning trips with regard to future cooperation?

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**E. TEACHER EXCHANGE**

**1. Linnaeus (teachers travelling abroad), completed exchanges**

Name	Gender (M, F)	Subject area (in accordance with the attached list of subject areas)	Start date (dd-mm-yy)	End date (dd-mm-yy)	Number of days	Average number of teaching hours per week	proportion of teaching, as a percentage, which consisted of:		Miscellaneous time at the higher education institution, for planning, etc., hours per week	Cost of travel in SEK	Expenses in SEK
							Lectures/seminars	Individual tutoring			

Did the teachers travelling abroad participate in language course(s) prior to the trip?  Yes  No  
If "Yes" please complete the table and answer the questions on the next page

1.1 Describe the teacher's tuition (name of the course/courses, approximate number of participating students, the type of tuition).

1.2 What other activities has the teacher participated in? (for example workshops for fellow teachers, study visits, research activities, social activities).

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1.3 How have the participating teachers' experiences been taken advantage of and disseminated at your institution, both in and outside of teaching?

### 2. Language courses for teachers travelling abroad

Name	Gender (M, F)	Language	Course providers	Town/City	Country	Start date (dd-mm-yy)	End date (dd-mm-yy)	Number of days	Cost of travel in SEK	Expenses in SEK	Course costs in SEK

- |   |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
|   | fully agree              | partly agree             | dis-agree                | not sure                 |
| 2.1 The language course was important for the success of the teacher exchange | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2 The length of the language course was sufficient                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3 I would recommend the language course provider                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2.4 State the course organizer's name, address, e-mail address, and website if available.



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3.1 Describe the teacher's tuition (name of the course/courses, approximate number of participating students, the type of tuition)

3.2 What other activities has the teacher participated in? (for example workshops for fellow teachers and doctoral candidates, study visits, research activities, social activities).

3.3 How have the participating teachers' experiences been taken advantage of and disseminated at your institution?

**4. Language courses for teachers visiting from abroad**

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Name	Gender (M, F)	Language	Course providers	Town/City	Country	Start date (dd-mm-yy)	End date (dd-mm-yy)	Number of days	Cost of travel in SEK	Cost of daily allowance in SEK	Course costs in SEK

- |   |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
|   | fully agree              | partly agree             | dis-agree                | not sure                 |
| 2.1 The language course was important for the success of the teacher exchange | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2 The length of the language course was sufficient                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3 I would recommend the language course provider                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2.4 State the course provider's name, address, e-mail address, and website if available.

2.5 In what way has the language course helped to strengthen the quality of the cooperation?

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**F. STUDENT EXCHANGE**

**1. Linnaeus (students travelling abroad), completed exchanges**

Name	Gender (M, F)	Age	Level foundation/advanced, masters	Number of years of study prior to the trip	Subject area (in accordance with the attached list of subject areas)	Term (e.g., Spring Term 2010)	Study duration in weeks	Number of credits	proportion of studies, as a percentage, which consisted of:			Cost in SEK
									Lectures, seminars	Own work, essay	Practical work experience	

- 1.1. Have participating students filled out student reports for the exchange period (e.g., STARS?)  Yes  No
- 1.2. Did the students participate in the preparatory seminar or equivalent prior to the trip?  Yes  No
- 1.3. Did the students participate in the introductory seminar for the exchange students at the Palme higher education institution?  Yes  No



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- Have participating students filled out student reports for the exchange period (e.g., STARS)?  Yes  No  Not sure
- 2.2 Did the students participate in the preparatory seminar or equivalent before the trip?  Yes  No  Not sure
- 2.3 Did the students participate in the introductory seminar (or equivalent) for exchange students?  Yes  No  Not sure
- 2.4 Did the students participate in the Swedish language course?  Yes  No  Not sure

- 2.5 Interest in exchange studies at the institution is great among the cooperating university's students  fully agree  partly agree  dis-agree  not sure

2.6 What other courses have the students participated in? Alternatively, what practical work have they completed? (Course name, type of tuition, scope of studies)

2.7 How have the students integrated with other students at the foreign institution?

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2.8 What experiences, positive and negative, have the students reported on upon return? (Quoted text from the student's report would be useful)

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### G. EVALUATION TRIPS

#### 1. Linnaeus (teachers travelling abroad), completed evaluation trips

Name	Function	Gender (M, F)	Start date (dd-mm-yy)	End date (dd-mm-yy)	Number of days	Cost in SEK

1.1 Describe the elements of the evaluation trip for the Linnaeus participants (describe meetings, visits, people who have been involved in the visit, etc.).

1.2 Describe in detail how the goals of the trip were met and what significance it had/will have for the project.

#### 2. Palme (teachers visiting from abroad), completed evaluation trips

Name	Function	Gender (M, F)	Start date (dd-mm-yy)	End date (dd-mm-yy)	Number of days	Cost in SEK

2.1 Describe the elements of the evaluation trip for the Palme participants (describe meetings, visits, people who have been involved in the visit, etc.).

2.2 Describe in detail how the goals of the trip were met and what significance it had/will have for the project.

3.1 What conclusions have you drawn from the evaluation trips with regard to future cooperation?

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### H. CHANGES, AND ACTIVITIES NOT CONDUCTED

1.1 Comparing with what you stated in the application, did you make any changes to your project?  Yes  No

1.2 Describe any changes in the activities that you made, where the implementation was not in accordance with what you stated in the application.

1.3 Describe the reasons for the changes made.

1.4 Have the changes affected the project's results or aim?

1.5 Which of the approved activities have you not conducted at all?

1.6 Explain the reasons for not conducting these approved activities.

1.7 Describe in what way you feel you can improve the level of implementation in any future activities that IPK approves for your project.

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### I. FINANCIAL REPORT AND ASSURANCE

(Supporting documents must be retained for five years and be available upon request)

		<i>Linnaeus (Swedish participants)</i>		<i>Palme (foreign participants)</i>	
		Number of participants	Cost	Number of participants	Cost
<i>Planning trips</i>					
<i>Language course</i>	<i>Travel</i>				
	<i>Expenses</i>				
	<i>Course costs</i>				
<i>Teacher exchanges</i>	<i>Travel</i>				
	<i>Expenses</i>				
<i>Student Exchanges</i>					
<i>Evaluation trips</i>					
<i>Additional funds for disabilities</i>					
<i>Sum</i>					
<i>Total</i>					

I hereby certify that all information and financial information in this report is correct.

Place and date

Place and date

Project leader's signature

Head of department/equivalent signature

Name, in block capitals

Name, in block capitals

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