



Erasmus+




STAFF MOBILITY FOR TRAINING 2015/2016

CERTIFICATE

Name	Martina Kášová	
Name of the host institution/department	Freie Universität Berlin	
Name of the contact person at the host institution	Gesa Heym-Halayqa	
Date of the mobility (only stay)	From: 27.06.2016	To: 01.07.2016

Content of the work programme (Please specify your programme for each day of your stay- meetings, other activities, etc.)	
Date:	Content:
27.06.2016	Presentation of Freie Universität Berlin Cultural Introduction to Germany and Berlin
28.06.2016	Introduction into Student Service Center and Team International Student Mobility of Freie Universität Berlin, including q&a and site visit Presentation services for outgoing and incoming exchange students, q&a Presentation of FUBiS and FUBEST Programme
29.06.2016	Input I: Why and how enhancing mobility for administrative staff? Group work I: Institutional strategies? How to find the perfect match? Collection of ideas: 3 things to share as good practice from your institution (also for student mobility)
30.06.2016	Input II: Why enhancing mobility for teaching staff?
01.07.2016	Feedback Round, Perspectives Wrap-up & Farewell session (Rousseau-Hall of Botanic Garden)

<u>Host organisation</u> Erasmus Faculty Coordinator or Head of Department	Date: 01.07.2016
Name: Gesa Heym-Halayqa	Stamp:
Position: Erasmus Institutional Coordinator	Signature: 

Freie Universität Berlin
Das Präsidium
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Gesa Heym-Halayqa
ERASMUS Institutional Coordinator