



## AAU Staff Exchange Programme (SEP)

### Organisation of Exchange Mission

(To be completed by Exchange Staff and endorsed by head of requesting institution)

<b>Home Institution</b>		<b>Host Institution</b>	
Name, Place:		Name, Place:	
Institute/Faculty/ Department:		Institute/Faculty/ Department:	
<b>Exchange Fellow</b>		<b>Contact Person at Host Institution</b>	
Name & Title:		Name & Title:	
Function:		Function:	
Address:		Address:	
E-mail:		E-mail:	
Telephone:		Telephone:	
Fax:		Fax:	
<b>Exchange Mission</b>			
Subject area / topic(s) to be treated:			
Dates of the visit:		from:	until:
		Duration of the visit: <b>days</b>	
Total number of teaching hours (not less than 8 hours per week):			
Language of instruction:			
Form of service to be rendered:		<input type="checkbox"/> Seminar/Presentation <input type="checkbox"/> External Examiner <input type="checkbox"/> Research collaboration	
		<input type="checkbox"/> Lectures <input type="checkbox"/> Graduate Supervision	
Level of students to be taught/examined/ supervised at host institution:		<input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate	
		<input type="checkbox"/> Full-time students <input type="checkbox"/> Part-time students	
Other activities (specify):			
Comment:			
<b>Signature (Vice – Chancellor of requesting institution)</b>			
Place, Date:		Signature:	
<b>Signature (Exchange Staff)</b>			
Place, Date:		Signature:	