**International Experience Fund - Progress Report**

Please complete the form below. The completed formshould outline how the visit has contributed to the International Experience Fund objectives, how you transferred the knowledge gained and detail any actions that have been /will be taken as a result of the visit. Note that:

* Applicants are required to provide a report within **30 days** of returning from their trip.
* Please also send copies of suitable photographs taken, as your trip may be used as part of a case study to encourage future applications.
* We may ask you to participate in planned events (e.g. Internationalisation Conference) to encourage future applicants.
* You may be asked to report separately to your School or College.
* The completed forms will be added to the Internationalisation Sharepoint site: <https://sharepoint.gla.ac.uk/services/rio/int/default.aspx>

Please return all progress reports to International Experience Fund, Employee and Organisational Development (Tay House), University of Glasgow, Glasgow G12 8QQ. [Internationalexperiencefund  
@glasgow.ac.uk](mailto:Internationalexperiencefund@glasgow.ac.uk)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Contact details** | | | | | | | | |
| **1.1 Name of visit** – e.g.‘*Visiting University of Alcala, Madrid, Spain’* |  | | | | | | | |
| **1.2 Dates of Visit** |  | | | | | | | |
| **1.3 Successful applicant(s)** |  | | | | | | | |
| **1.4 Contact details** |  | | | | | | | |
| **1.5 Name of institution(s) visited** |  | | | | | | | |
| **1.6 Country Visited** |  | | | | | | | |
| **1.7 Region** | Africa |  | | Americas | | |  | |
| Middle East |  | | East Asia | | |  | |
| South East Asia |  | | Eurasia & South Asia | | |  | |
| Europe |  | | Australasia | | |  | |
| **1.8 Do you have any photographs connected to the project?** (for use online) | | | Yes | |  | No | |  |
| **2. Briefly explain why you chose to visit this institution.** | | | | | | | | |
|  | | | | | | | | |
| **3. Briefly summarise your visit (500 words).** | | | | | | | | |
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| **4. Key learning outcomes and opportunities .** | | | | | | | | |
|  | | | | | | | | |
| **5. Benefits and the impact of the trip on your own professional development.** | | | | | | | | |
|  | | | | | | | | |
| **6. How will your College/School/RI/Service benefit? Outline your action plan to achieve these outcomes.** | | | | | | | | |
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| **7. Any other comments** | | | | | | | | |
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