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|  | EEA+Grants+-+JPG |

# Minimum requirements for teaching work programme

1. Basic data
	* Name of the participant
	* Unit in the sending institution, position
	* Name of the sending institution / contact person (name, email)
	* Name of the host institution / contact person (name, email)
	* Subject area
	* Level of teaching
	* Teaching language
	* Number of students reached/taught during the mobility period
	* Number of teaching hours
	* Duration (days) of teaching mobility
2. Overall objectives of the mobility
3. Content of teaching programme
4. Tasks of the participant before and after the mobility period
5. Mentoring of the participant before and after the mobility period
6. Skills to be developed and related necessary steps to be taken
7. Added value of the mobility / expected outcomes (both for the sending and host institutions and for the participant)
8. Expected results
9. The approved work programme shall be signed by the Participant, Sending and Host Institutions