**ОТЧЕТ**

**о зарубежной стажировке**

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*(Фамилия Имя Отчество, должность)*

Тема стажировки \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Руководитель стажировки (от факультета) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Направление поездки: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 *страна вуз, организация*

Основание стажировки (приказ, договор и др.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Краткое содержание Плана стажировки:

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Состав делегации (Ф.И.О., должность): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Сроки \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Список контактных лиц принимающей стороны (Ф.И.О., должность):

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Отчет о выполнении Плана стажировки (или приложение на \_\_\_ листах):

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Отчет о результативности (перспективы): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Сумма израсходованных средств (источник): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Приложение:  | фотоматериалы; |
|  | буклеты; |
|  | контакты, презентационные материалы |

Представление отчета на заседании кафедры/совете факультета \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| *(Фамилия Имя Отчество стажера)* |  | *(подпись)* |
|  |  |  |
| СОГЛАСОВАНО |  |  |
|  |  |  |
| Декан факультета |  |  |
|  |  | *(подпись)* |
|  |  |  |
| Начальник отдела международных связей |  |  |
|  |  | *(подпись)* |
|  |  |  |
| Помощник декана  |  |  |
| по международной работе  |  |  |
|  |  | *(подпись)* |