

**INTERNATIONALIZATION PROGRAMME REPORTING FORMAT**

**1) DETAILS PROGRAMME**

- a) Title
- b) Date
- c) Organizer
- d) Full synopsis of programme ( will be included in database)

**2) PARTICIPANT AND DELEGATION (HEAD OF DELEGATION AND LIST OF PARTICIPANT)**

- a) Name of Head Delegation/Liaison Officer
- b) Position
- c) Department
- d) List of Participant (Student)

No.	Matric No.	Name	Programme	Faculty	College

**3) PROGRAM SCHEDULE AND FULL REPORT**

**4) EXPERIENCE DURING THE PROGRAMME AND FULL REPORT**

**5) PROGRAMME OUTCOME**

**6) RELEVANCE ISSUE**

**7) EXPENDITURE**

**8) SUGGESTION FOR IMPROVEMENT**

**9) CONCLUSION**

**10) ENDORSMENT REPORT BY HEAD OF DELEGATION**

**11) ATTACHMENT**

- a) Include a color pictures of the programme (maximum 2 pictures on one page with the description of the picture).
- b) List of Institution / organization and detail contact person.