**COURSE DIRECTOR’S REPORT**

**PROMOTION COURSE**

|  |
| --- |
| Course Location:  |
| NF |       |
| City |       |
| Course Details: |
| From |       |
| To |       |
| Discipline  |       |
| Function  |       |
| Course Director:  |
| FEI ID  |       |
| Name  |       |
| Surname  |       |
| Email |       |

***If necessary, please give comments on separate paper! Tick the appropriate boxes!***

|  |  |
| --- | --- |
| Pre-Course Arrangements |  |
|  | Not satisfied | Comments | Satisfied | Comments | Very satisfied | Comments |
| Travel arrangements | [ ]  |       | [ ]  |       | [ ]  |       |
| Pre-course correspondence | [ ]  |       | [ ]  |       | [ ]  |       |

|  |  |
| --- | --- |
| Course Organization |  |
|  | No issues  | Some issues  | Serious issues |
| Practical  |
| Facilities  |       |       |       |
| Involvement of local organisers  |       |       |       |
| Theory  |
| Class room (size, availability) |       |       |       |
| Wifi  |       |       |       |

|  |
| --- |
| Participants as a Group  |
|  | Low | Average | High | Uniform | Not Uniform |
| Intellectual entry level of group | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Experience level of group  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Attendance and interest level of group | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

|  |
| --- |
| Programme and Work Timetable  |
|  | Yes | No, see comments |
| Was the syllabus followed  | [ ]  |       |
| Was the timetable followed  | [ ]  |       |
| Was the technical material satisfactory  | [ ]  |       |

|  |  |
| --- | --- |
| Communication  |  |
|  | Not satisfied  | Comments | Satisfied  | Comments | Very satisfied | Comments |
| Communication/interaction of course director with participants  | [ ]  |       | [ ]  |       | [ ]  |       |
| Communication/interaction of course director with organisers | [ ]  |       | [ ]  |       | [ ]  |       |

Additional constructive comments and criticism

Positive

Negative

Have you any suggestions for improvement of future courses?

**EVALUATION OF PARTICIPANTS**

*Please complete the attached list of participants with personal appreciations as to those who, in your opinion, would be acceptable for promotion at the next revision.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FEI ID  | Full Name | Country  | Current Status  | Requested Status  | Did successfullypass the exam  | Percentage of completion  | He/She able to handle the requested status?  | Comments |
|  |  |  |  |  | **Yes**  | **No**  |  |  |  |
|       |       |       |       |       | [ ]  | [ ]  |       | [ ]  | [ ]  |       |
|       |       |       |       |       | [ ]  | [ ]  |       | [ ]  | [ ]  |       |
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|       |       |       |       |       | [ ]  | [ ]  |       | [ ]  | [ ]  |       |
|       |       |       |       |       | [ ]  | [ ]  |       | [ ]  | [ ]  |       |
|       |       |       |       |       | [ ]  | [ ]  |       | [ ]  | [ ]  |       |

Date:

Signature: