**แบบรายงานผลการไปปฏิบัติงานตามข้อตกลงแลกเปลี่ยนบุคลากรระหว่างสถาบันคู่สัญญา ณ ต่างประเทศ**

1. ชื่อ ..................................................................................... นามสกุล ...............................................................

ตำแหน่ง................................................................ สังกัด..................................................................................

ไปปฏิบัติงานในตำแหน่ง..................................................................ให้กับ........................................................

ประเทศ........................................................................... ตั้งแต่วันที่...............................................................

 ถึงวันที่...................................................................................................

1. รายละเอียดการไปปฏิบัติงาน (อาทิ ขอบเขตของงาน ลักษณะงานที่ปฏิบัติ ฯลฯ) ให้มีรายละเอียดและเนื้อหามากที่สุดเท่าที่จะทำได้ โดยบรรยายสิ่งที่ได้รู้เห็น หรือได้รับถ่ายทอดมาให้ชัดเจน

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 3. สรุปข้อคิดเห็น ประโยชน์ที่ได้รับ และข้อเสนอแนะ หรือสิ่งที่คิดว่าจะนำมาปรับปรุงใช้ให้เป็นประโยชน์แก่

มหาวิทยาลัย

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 (ลงชื่อ) ...................................................................

 (.................................................................)

 ตำแหน่ง ................................................................

 วันที่.........................................................

 ผู้รายงาน

ความเห็นของผู้บังคับบัญชาชั้นต้น

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 (ลงชื่อ) ...................................................................

 (.................................................................)

 ตำแหน่ง ................................................................

 วันที่.........................................................

ความเห็นคณะกรรมการบริหารคณะ ในการประชุมครั้งที่................./...............วันที่......................................................

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(ลงชื่อ)......................................................................

 เลขานุการประจำส่วนงาน

 วันที่...................................................................