

Experience Report: Notes of Guidance

for PROMOS and Overseas Exchange

The experience report is required for PROMOS scholarships and Student Exchanges and has to be submitted within two months after the end of the respective stay abroad.

It serves to document and evaluate the stay abroad, to provide future participants with a source of information and a basis for their preparations in case of publication. Below you find notes of guidance to help you structure your experience report.

Education

- faculty and study program
- number of semester at the beginning of your project

Stay Abroad

- type of stay
for studying, an internship, a language course, a specialized course
- host country
- host institution:
host university, internship provider, language school, etc.
- period of stay:
duration of stay indicated in weeks or months, point of commencement and completion

Preparation

- start of the planning process
- research:
contact points for advice, information sources, information obtained before your application or stay
- visa:
application and preparation, tips, etc.

Arrival and Experience Abroad

- arrival and public transportation
recommendations and tips concerning the arrival and travel expenses, opening a bank account, mobile operators, financing the stay, registration process, etc.
- accommodation
accommodation search, housing, expenses, furnishing/equipment, quality of housing
- studies and host university
orientation week, enrollment in courses, course structure, amount and form of assignments, acknowledgement of achievements by the university, extracurricular activities such as athletic and social clubs, events, general positive/negative experiences
- everyday life and leisure time
positive/negative traits of the host country/city, tips and recommendations for leisure activities and public transportation, approximate monthly living expenses

Conclusion

Looking back, what would you have done differently? What kind of information would you have liked to have had before you left for your stay abroad? What was the most positive, what the most negative experience? Please provide an overall evaluation of your stay abroad.

Further Information

If you used any further sources of information, such as helpful websites, individual intercultural experiences, etc., give details.