

Guidelines for Writing a Report on the Period Abroad

1. Aims

- The report aims to give an impression of the intercultural context in which the student undertook their activities, the nature of those activities, and the structure of the (learning) environment.
- The report serves as a reflection on one's own experiences and is an account of what one experienced and learnt during the stay abroad.
- It is intended to reflect the communicative and intercultural skills that the student has acquired in a different cultural context.

2. Structure and content

- Write as objectively as possible, based on specific, first-hand observations.
- Give a sober, factual presentation → personal assessments are permitted, but must be clearly identified as such.
- Write a precise description to provide reliable information to uninvolved third parties.
- Divide your report into three sections: introduction, main part and conclusion.
- Introduction:
 - What was your own motivation for the stay abroad?
 - Give a brief description of how you came to decide on the form of your stay abroad.
 - How was the stay organised? How did the preparations go?
 - What were your own expectations and objectives in the run-up to the stay abroad?
- Main Part:
 - Introduce the institution/company/location.
 - Describe a typical daily routine.
 - Describe your intercultural experiences.
 - What interesting events or problems arose?
 - Which experiences came as a positive or negative surprise?

- Evaluative conclusion
 - Whilst the main body requires an objective account, the conclusion may include a personal conclusion.
 - Give an account of the insights and skills gained.
 - Reflect on your own actions: were the expectations set out at the beginning met?
 - Describe the personal significance of the events.
 - Give a perspective on any changes in your perceptions of the country/place of stay.
 - Explain the relevance to your degree programme.

3. Expectations on format

- Submit only one file in PDF format (including all supporting documents).
- Language: In English and American Studies, the report must be written in English. In Romance and Slavic Studies, you may write in German or in the language of your degree programme.
- Length: approx. 5 to 6 pages plus supporting documents
- Adherence to TU Dresden's corporate design:
 - Noto Sans font, 12pt, 1.5-line spacing for the main text; if footnotes are included, they must be in 10pt and single-line spacing
- Cover page containing the following details:
 - Name of the university, faculty and department
 - Winter/summer semester 20...
 - Name of the academic advisor
 - Title: Report on Stay Abroad in ...
 - Personal details: Surname, first name, TUD email address, degree programme (both degree programmes), number of semesters studied, student number, date of birth
 - Date of submission
- Evidence of the stay abroad must always be included at the end (e.g. flight boarding passes (not the tickets), work placement certificate, etc.)
- Additional material (images, graphics, etc.) may be included in an appendix
- With the report, please enclose the pre-completed final AQua-certificate.