Travel Report

Overseas

TECHNISCHE UNIVERSITÄT DARMSTADT

Instructions for writing travel reports for Outgoer

1. General Information

By accepting your exchange place, you have obliged to write a travel report for the Technical University of Darmstadt, which will be published on our homepage.
If you do not agree with the publishing, please inform us when submitting the travel report.

Your reports will be published anonymously on our homepage. Additionally, we would like to ask you to support the next generation of students who will be going to the same host institution, in their preparations for a stay abroad, whose enquiries we may forward to you. You are also welcome to participate in our information events.

Your travel reports are not only accountability and 'contribution' for the granted exchange place, which, if not within the framework of exchange, is subject to high tuition fees; your experiences and your assessments serve as an important aid for us in the future organisation of the exchange programmes, for the best possible placement of future applicants and as a source of accurate and up-to-date information for students who contact us for information and counselling.

Photos: We are very happy to receive photos that complement your experience report. To protect your privacy, please make sure that you do not include close-ups of faces, but rather group shots or interesting places (dormitory rooms, university buildings, streets, scenery, etc.).

Please submit the travel report as a **pdf** document, **without any personal data (name, email address, etc.)** via the Online Portal. The report will be published on the homepage anonymously, i.e. without mentioning your name.

In addition to your informative reports, we welcome **positive and negative comments and criticism that help us** improve our work and increase the quality of exchange relations. In this spirit, we thank you for your effort and openness.

2. Instructions for writing the travel report

Please write a freely formulated report with a cover sheet (indicating the department (e.g., FB16 Mechanical Engineering), degree programme (e.g., Mechanical Engineering) and degree qualification (e.g., B.Sc.), period of exchange (September - December 2022), country, host university and, if applicable, interesting photos), the following points can give you guidelines:

- Personal and academic interest in the host country

- Preparation and organisation of the stay abroad (decision-making, application, visa, information on flights, health insurance, finding accommodation, costs of living, rent, transport, language, dealing with authorities, customs in the foreign culture, politics, etc.)
- Description of the study process at the partner university (choice and selection of courses, amount of coursework and time required, grading)
- Hints and pieces of advice on living and working/studying conditions that can make the stay and settling for the next generation of students easier
- Practical tips, how and where you found useful information, etc.
- What did you like or dislike about the host country and your exchange university?
- Description of the host country, partner university, city or area
- A unique impression, a personal experience, a funny memory, etc.

General impressions from the host university

- Study conditions
- Contact persons and support
- The relationship with fellow students or colleagues
- Courses you have taken, for example, your timetable including relevant comments.
- Additional activities you have participated in (conferences, workshops, extra academic events, etc.)

Content composition of your stay at the host university

- Did you feel overwhelmed / underwhelmed / prepared just right?
- What did you experience and learn in the process?
- How is the stay abroad beneficial for your studies, language skills or career start?

Personal evaluation of the stay

- Personal evaluation of the stay at the host university and in the host country
- What did you take away from your stay abroad, both personally and academically?
- Did any fears or anxieties you may have had prior to the exchange prove true?
- Would you recommend the stay abroad to others?
- What would you do differently or advise others to do differently?

Submission:

Please upload your experience report as a PDF document within two months after the end of your stay in the online portal under "Abschlussunterlagen Overseas Outgoing."

If you have received a scholarship, please refer to the information on the relevant scholarship page for submitting your final documents. Other online forms may be available for upload (e.g., the Follow-Up Form for PROMOS and FLS scholarship recipients).

Please note that we can only provide you with the Transcripts of Records from the partner university after we have received the travel report.

Thank you very much!

Stand: 01/2023