

## Guideline for the preparation of interim and final reports for Erasmus+, Overseas & Promos stays abroad

Here you will find all the information about the Interim and final report. This should summarize your experiences abroad and inform future exchange students about the host university, university life and the country. The reports are mandatory for all students who receive an ERASMUS+, Overseas or PROMOS scholarship.

### FORMALITIES

#### *Who must write an interim report?*

An interim report must be written if your exchange is over 2 semesters.

#### *When does the interim report have to be submitted?*

##### ERASMUS+

It should be submitted to us by **31<sup>st</sup> January** at the latest.

##### Overseas

It should be submitted **no later than 3 weeks after the 1st semester / quarter.**

#### *When does the final report need to be submitted?*

The final report should be received by us **no later than one month after your return from your Erasmus+, Overseas or Promos stay abroad** (the deadline mentioned in the Confirmation of Exchange is decisive).

#### *How should the reports be submitted?*

Please upload the interim and final report **as a PDF to the Mobility Online Portal.**

This will then be published in our portal for reports.

## Contents

The most important thing to keep in mind is that this report is written for future exchange students of the TU Berlin and is meant to help them prepare for their stay abroad. So ask yourself which information was important for you in advance and which you still needed.

### Main topics

- Preparation of the stay abroad
- Departure, arrival and the first days
- Administrative things in the run-up and on site
- Study: description of courses attended, recommended lecturers and courses, considered credit transfer, etc.
- University life: From the library to sports to the dining hall, etc.
- Housing situation, financing and cost of living
- Life in general, leisure, culture, transportation, etc.
- Collection of helpful links, photos
- Information material about the partner university (This is always welcome!)

### Interim Report

The interim report **describes the first semester** / quarter and the first impressions on site. If possible, it should refer to all the topics mentioned above and give a clear impression of the first semester / quarter. If you have written an interim report, we ask you to only address new information in the final report.. You should comment on the second semester/quarter (further courses, free time, etc.) and write what you would like to pass on to your successors. Feel free to discuss the added value of a two-semester stay. Finally, it is recommended that you summarize your experiences with the study situation and personally reflect on your entire stay abroad.

### Final report

If you have only been abroad for one semester or 6 months, you only need to upload a final report to Mobility Online. Feel free to address the main topics mentioned above.

## Layout

Reports should be **at least 5 pages long** (without cover page). If you have already written an interim report, your final report only needs to be 2-3 pages long. When writing the report, we ask you to follow our guidelines. The rest of the design is entirely up to you and you can let your imagination run wild (but please no space-filling fonts or margins). **Pictures or helpful links are explicitly welcome!** Because these are always a good way to report in a particularly close and practical way.

### Cover page

The cover page of your report should be as clear, concise and easy to read as possible. You can find a Word template at <https://www.tu.berlin/go160069/> (ERASMUS+), <https://www.tu.berlin/go163900/> (Overseas) and <https://www.tu.berlin/go161452/> (Promos). Please **do not** write any **personal information** (name, matriculation number or email) on the cover sheet.

### Further notes

#### Privacy

Feel free to publish the report **anonymously**. In this case, please do not mention your name in the report or on the cover page. Since it is mainly about the experience, names are not important for the readers.

If students may contact you, please feel free to include your **contact details at the end of the report**.

#### Access to online portal

There is an online portal through which students can conveniently access the reports. The reports will only be accessible to students on the TU-Berlin network or via VPN. Additionally, one must be logged in to the website.

#### Language

The report may be written in German or English. Both languages are understood by the students of the TU Berlin and especially the English language reports are easier to understand for the international students.