

For all scholarship holders of the **DAAD PROMOS scholarship** at the University of Freiburg

## Guideline Experience Reports

Dear students,

By accepting the DAAD PROMOS scholarship, you have **committed** to write an **experience report** for the International Office of the University of Freiburg.

We might pass on your anonymized experience report to interested parties or publish it on our homepage (for about 3 to 4 years). The reports are read and analyzed carefully. They are not only an account and 'return' for your publicly sponsored education segment abroad, your experiences and your assessment also help the International Office to organize the scholarship program in the future, to improve the selection process of future applicants and to provide precise and up-to-date information to interested parties.

Please note:

### Deadline:

Please upload your experience report as PDF file within **one month** after the end of your scholarship period.

### Length:

- Scholarships for stays abroad with a duration of up to 10 weeks: **at least two to three pages of text**; you are very welcome to include some pictures, in addition.
- Scholarships for stays abroad with a duration of 10 weeks and longer: **at least three to five pages of text**; you are very welcome to include some pictures, in addition.

### Formal Aspects:

**Please upload your report in two parts:**

- 1. Internal notes, criticism/praise, ideas for improvement etc. (will not be published):** Please enter your comments in the respective field in your online profile. This may concern the work of the International Office in Freiburg, the DAAD and/or also issues, processes or persons in the host country. By providing us with this information, you may help us to improve our work and consulting service and it will only be processed internally.
- 2. Experience report that will be published:** This part mustn't contain any **personal data** (names, e-mail addresses etc.), so that we can pass it on to interested parties and/or publish it on the homepage or in printed documents of the International Office, anonymously. Please only provide the following information at the beginning of this part: Majors, minors and degree / Number of semesters / Host country / Semester, thesis or internship abroad / Start and end date / Host university or institution

### Pictures:

You are very welcome to include pictures that illustrate your report. If we publish your report online, it will be anonymized. For data protection reasons and thus for your own good, please do not include any pictures that show close-ups of individuals, but rather groups, dorms, rooms, university buildings, street scenes, food, still lifes etc.

Please note, that the International Office will use these pictures for own purposes, such as brochures, flyers, posters, presentations or the like, only. Please include only pictures which may be published and used by the International Office.

**Content:****Part 1:**

Any comments, criticism/praise, suggestions for improvements or the like that should not be published.

**Part 2:**

Majors, minors and degree / Host country / Start and end date of the stay abroad / Host University.

**1. Advice and suggestions concerning the living, working, studying and/or research conditions, which might be useful for future scholarship holders.**

- Personal and academic interest in the host country
- Preparation and organization of your stay abroad (application, how did you find your place at the university, your research or internship position? Information on your visa, flights, insurances, accommodation search, living expenses, language, visits to authorities, transportation system, behaviors in the foreign culture, politics etc.)
- Practical advice and where to find useful information etc.
- What did you like or dislike about your host country and your host institution or host university?
- Please describe the course of a typical weekday in a few sentences.
- Characterization of the host country, institution or university, the city or the area.
- A special impression, a personal experience, a funny anecdote etc.

Please write a report with a focus on the realization of your academic goals, consisting of the following three sections:

**a) General impression of the host institution or the host university**

- Internship or study conditions
- Contact persons and advisory service
- Your relationship with fellow students or colleagues
- Courses attended, extracurricular activities (congresses, workshops, additional academic events...)

**b) Content and purpose of your stay abroad**

- Did you feel over-challenged, unchallenged or was it just right?
- Did you prepare your stay well, if not, what didn't you take into account?
- What did you experience and learn?
- Did you achieve your goals? Were your expectations satisfied? Did you have any fears or worries in the forefront and if so, did they prove to be true?
- Does it prove beneficial to your further studies, language skills and/or your career entry?

**c) Criticism and recommendations**

- Personal assessment of the value of your stay abroad at the host institution/host university and in the host country.
- What did you learn on personal and on academic level, i.e. which 'take-away-values' did you gain?
- Would you recommend your stay abroad?
- What would you do differently or suggest to future outgoing students that they should do differently?

Reports of former scholarship holders which might serve as an example can be found at [www.studium.uni-freiburg.de/documents/outgoing/erfahrungsberichte/](http://www.studium.uni-freiburg.de/documents/outgoing/erfahrungsberichte/)

The experience reports are of great value for the improvement of our work and programs. Thank you very much for your help! In addition, we would be delighted to have you participate in our information sessions and events so that you can report on your experiences and answer questions of future outgoing students.

We also wish you a great return to Freiburg and all the best for your personal and academic life!

Your International Office