
GUIDELINES ON HOW TO WRITE YOUR PERSONAL REPORT

Please find expected and required criteria in form and content. Versions beyond are possible.

FORMAL CRITERIA:

- Cover sheet with personal data and details of your stay abroad
(Name/ First name/ Contact data/ Home university/ Host university/ Field of study/ Degree intended/
Number of semesters/ Period of time)
- 5 pages DIN A4 (included the cover sheet)
- Hand in your report as an electronic data file
- Declaration of consent to publish the report on the website of DHBW Stuttgart
- Deadline: one month after completing your scholarship / study abroad semester

CONTENT:

- Preparation of the stay (language, culture, politics, formalities etc.)
- Study in the host country (university, courses, internships, lectures, university system, aspects of comparison etc.)
- Stay in the host country (personal experiences and impressions, extracurricular activities, transfer chances)
- Participation in conferences, workshops etc.
- Hands-on tips
- Personal evaluation of the stay at the host university and in the host country

Please pay attention to the fact that you must not write your name and contact data in the report if you wish the report to be published on the DHBW Stuttgart website anonymously.