

PROMOS

Instructions on How to Write Your Report

Please write a detailed report including all the aspects mentioned below. Please note that the report should not have more than 5 DIN A4 pages – max. 4 pictures can be included. Please make sure that no persons are shown in the pictures for reasons of data privacy.

Please refer to the following aspects:

- Period of stay
- Preparation (planning, organization and application to the host institution)
- Accommodation
- Study and teaching or everyday working life
- Progress and value of the stay abroad
- Daily life and leisure time
- Conclusion (best and worst experience)

Please send the report as a PDF file, no later than 30 days after the end of your stay (if you study abroad for a year, no later than 30 days after your second semester), by e-mail to promos@rub.de.

If you agree with the anonymous publication of your report on the website of the International Office, please give your consent in the PROMOS questionnaire.