

## For PROMOS scholars

# Instructions on how to write your field report

Please write a detailed field report, including the topics below. It should be at least two A4 pages long and may contain up to four photos. Font: Arial, Calibri or Times New Roman. Font size: 12.

Please provide details on:

- Period of stay
- Motivation for the stay abroad
- Preparation (planning, organisation, application)
- Arrival and (if necessary) visa
- Accommodation
- Financial aspects
- Studies and teaching or work routine
- Host institution (e.g. support and equipment)
- Daily life and free time
- Conclusion (best and worst experience)
- Helpful tips and links

**Upon your return, please send your report (as a PDF) to [promos@rub.de](mailto:promos@rub.de).**

### **Notes on publication:**

If you agree to your field report being made available anonymously to other students on the International Office website, please consent at the appropriate place in your PROMOS questionnaire. If your report contains photos, please also fill in the corresponding fields in the questionnaire.