

## Guidelines for creating interim and final reports

These guidelines provide you with everything you need to know about writing your interim and final report. Your reports should record your experiences of living and studying abroad and inform future exchange students about the host university, country, campus life, etc.

	<b>ERASMUS+</b>	<b>Overseas</b>	<b>PROMOS</b>
<b>When does the interim report have to be submitted?</b>	You should write an interim report if your <b>exchange lasts for 2 semesters</b> .  The report should be submitted to us <b>no later than 31.01</b> .	You should write an interim report if your <b>exchange lasts for 2 semesters</b> .  The report should be submitted <b>no later than 3 weeks</b> after finishing the 1st semester / quarter.	
<b>Where do I submit the interim report?</b>	Please upload the report to the <b>Mobility Online Portal</b> as a PDF file.	Please upload the report to the <b>Mobility Online Portal</b> as a PDF file.	-
<b>When does the final report have to be submitted?</b>	The final report should be submitted to us <b>no later than one month after returning to Berlin</b> (determinant is the date on the Confirmation of Exchange).		
<b>Where to submit the final report?</b>	Please upload the report to the <b>Mobility Online Portal</b> as a PDF file.	Please upload the report to the <b>Mobility Online Portal</b> as a PDF file.	Please upload the report to the <b>Mobility Online Portal</b> as a PDF file.

If you are unable to meet the deadlines specified here for any particular reasons, please send us an e-mail explaining why to [studentmobility@international.tu-berlin.de](mailto:studentmobility@international.tu-berlin.de).

### **Composition of the interim and final report**

Above all, you should keep in mind that the report is meant for future generations of TU Berlin exchange students. It should help them prepare their own exchange. So, please ask yourself what information was most important upon your arrival and what you would have liked to have known before.

### Interim report

The **interim report** describes the first semester / quarter and the first local impressions. It should cover all the bullet points referred to below and provide a vivid impression of your first semester / quarter. It should be **at least 5 pages** (without cover page).

### Final report

If you have written an interim report, your **final report** can build on this. Additionally, you should describe your second semester / quarter (further courses, leisure time, etc.) and provide future exchange students with the advice you would have liked to have. We recommend you conclude your report with a summary of your experiences of the overall study situation as well as a personal reflection on your entire exchange period. This report should also consist of **at least 5 pages** (without cover page).

We would like you to take account of your reference points when writing your report. Otherwise it is up to you how you present your report (though please avoid huge font sizes and large margins). **Images** or useful **links** can help to create an insightful and practical report.

### Cover page

The cover page of your report should be clearly organized and easy to understand. You can find a Word template on the TU Berlin website via Quick Access 163789 (ERASMUS+) and Quick Access 40499 (Overseas).

### Key topics

- Preparation for an exchange
- Departure, arrival and first days
- Administrative aspects upon arrival and on the ground
- Studies: Description of attended courses, recommended lecturers, possible recognition options, etc.
- Campus-life: library, sports, canteens, etc.
- Housing situation, financing and cost of living
- Life in general, leisure time, culture, transport, etc.
- Useful links (Information regarding the host university is also very welcome.)

### Further information

- The report can be published anonymously.
- The report can be written in German or English.