

Conference or research stay abroad: Guidelines to writing a report

Informal reports from PhD students who have previously received funding for their conference or research stays abroad offer first-hand information, which is not only necessary for us as MIN Graduate School to evaluate our processes, but also for your fellow PhD students who are looking for inspiration. Below you will find a list of topic suggestions – please feel free to mention as many aspects as you like in the report. Be sure to attach 1-3 pictures.

Topic recommendations

Application

- Did you receive the necessary information about the application procedure on our website?
- Were you satisfied with the information provided by MIN Graduate School?

Preparing for the research/conference stay

- What was the scientific aim of your stay abroad (short and generally understandable)?
- How did you prepare for your journey? Have you contacted anyone, organized a meeting etc.?
- General travel preparations: Did you need a visa? If yes, how much did it cost? Was it difficult to get a visa? Did you need any additional health insurance? Were any vaccinations or examinations necessary?

Accommodation

- Did you stay at a place suggested by the hosting organisation or did you find it yourself?
- Were you staying alone or did you share the space?
- How did you get from your accommodation to the research/conference facilities?

Course of the research or conference visit

- Did you have access to all the necessary conference/research facilities (e.g. libraries)?
- What do you think about the scientific supervision of your project?
- How would you evaluate the exchange with other researchers?
- Could you accomplish your scientific goals?
- Did the actual scientific benefit of your stay abroad meet your expectations?

Everyday life

- What experiences did you make in terms of the intercultural exchange?
- What did you like of the destination country/what did you not like?

Summary

- How can the acquired insights be helpful for your PhD project and/or for your further career?
- What would you recommend to your fellow students who are going on a similar trip?
- What would you do differently next time?
- What was your personal highlight? Were there any special positive or negative experiences you would like to share?
- Do you have any other suggestions for improvement?

Photos

Please attach 1 to 3 pictures: for a short report one should be sufficient, for a longer report we would be happy to have two or three to properly illustrate your text.

Let us know if you have any questions!

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Conference or research stay abroad: Report template

Personal data

First name, last name:	
E-mail address:	
Department/area of studies:	
Year/Semester:	
Hosting country:	
Hosting organization (conference or university):	
Duration of stay:	

I agree that (please fill in the applicable boxes, multiple selection is encouraged)

<input type="checkbox"/>	My report and my e-mail address may be given to other students during counselling.
<input type="checkbox"/>	My report will be published on the websites or in the publications of the MIN faculty, including my name and photos, but not my email address.
<input type="checkbox"/>	Parts of my report will be used on the website or in the publications of the MIN faculty, excluding my name and my e-mail address.

Please note that the summary should not exceed **two pages**. You can either write the text in the field below or hand it in on a separate sheet.



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