Guide to Writing a Field report

- The following general requirements are to be adhered to:
  - Font size: 11 (Arial) or 12 (Times New Roman), line spacing: 1.5
- Length: approx. 2-4 pages (text, plus any photos)
- Submission: two months after return at the latest
- Please send your field report as a word document to the International Office: auslandsaufenthalt@uni-bielefeld.de
- Please complete the enclosed consent form and send it to the International Office. We would very much welcome permission to publish your report, so that interested students can access useful information about the possibilities of planning and organizing a stay abroad.

Your field report should include the following points:

1. Short introduction: Date, duration, place/country, type of stay abroad (study, internship, voluntary work, research work etc.), subject of study
2. What was the motivation for your stay abroad, what expectations did you have?
3. How was the stay abroad organised: Initial contact, visa issues, accommodation (here and in the host country), insurance, vaccinations, University (leave of absence for a semester?), travel planning, financial matters, etc.
4. What were your work tasks (traineeship) or which courses did you attend (on your studies)? What did your everyday life look like? Any particular aspects? Any differences?
5. What did you experience that was particularly nice, important or difficult? General conclusion: Would you recommend going abroad? Why (not)?
Declaration of Consent

First and last name:
_____________________________________

Email address:
_____________________________________

Place and country of the stay abroad:
_____________________________________

Period of the stay abroad (from-to):
_____________________________________

Type of stay abroad (study, traineeship, research etc.):
_____________________________________

Sponsored by:

O  ERASMUS+       O  University Society Bielefeld
O  PROMOS          O  Rectorate Grant

I confirm that the report on my experiences abroad may be published on the website of the Bielefeld University International Office.

O  Yes       O  No

If yes:
The following information may be published together with the report
(please tick as appropriate)

O  My first and last name
O  My email address (for questions from interested students, etc.)
O  No information

I also confirm that no photo in my report breaches the rights of third parties, especially with regard to copyright and the right to one's own picture.

____________________   ____________________
Place, Date     Signature