

# Sharing Your Experience: Guidance for Writing Your Report (Traineeship mobility)

We kindly ask you to prepare a written report in which you share your motivation, preparations, and experiences abroad. Please describe what would have been useful to know in advance and share your advice and tips for future participants.

At the beginning of the report, please include the following details separately:

- **Name:**
- **Email Address:**
- **Field of Study:**
- **Year of Study:**
- **Academic Year and Semester of Mobility: \*1**
- **Name of Host Institution/Organization:**
- **Country and City:**

Below, we provide some topics as guidelines, but feel free to be creative while writing your report! The report should be 2 pages long, written in continuous text, and without images.

## 1. Motivation

- Why did you decide to undertake a professional internship abroad?
- What motivated you to choose this location or company/institution?
- What professional and personal goals did you set before starting the internship?

## 2. Preparations

- How did you find the location for your professional internship?
- What processes preceded your departure (e.g., interviews, submitting documents)?
- What financial support did you receive (e.g., scholarships, personal funds, or payment by the host institution)?
- What linguistic or professional preparations helped you get ready?

## 3. The Internship Location and Role

- What type of institution/company did you work for?
- What were your main responsibilities and duties?
- What tools or technologies did you work with?

#### **4. Professional Experiences and Development**

- How well did the tasks during the internship align with your professional expectations?
- What new skills or knowledge did you acquire during the internship?
- Did you receive feedback on your work? If yes, how did it help your development?
- How did the internship contribute to your professional growth and career plans?
- 5. Support from the Host Institution
- How did the host institution/company assist with your integration (e.g., mentorship programs, orientation)?
- What were your colleagues like? Were they helpful, and how did they support you?
- Were there opportunities for professional networking (e.g., events, conferences)?

#### **6. Accommodation**

- Type of accommodation (e.g., dormitory, rental, private housing).
- How did you find the accommodation, and how easy was the process?
- What were the advantages and disadvantages of the accommodation?

#### **7. Daily Life and Local Culture**

- How did your daily life look during the internship (e.g., housing, transportation, meals)?
- How difficult was it to adapt to the local culture and community?
- What leisure activities did you engage in during the internship?
- Did you encounter any cultural differences that influenced your professional or personal experiences?

#### **8. Summary and Recommendations**

- What positive experiences did you gain that contributed to your personal development?

- How did the program help with your professional development?
- Would you recommend the mobility program and the host institution? If yes, what was the most beneficial aspect of the program for you?
- How will you utilize the knowledge and experience gained here? What are your plans for the future?
- If you wrote a blog or vlogged, please share the link in your report.

### **Make Your Report More Colorful with Photos!**

Please attach a few photos in image format! We are looking for photos that the Mobility Office can use to promote the program. By submitting your photos, you agree that they may be used in publications or posters. This will not only enrich your report but also help inspire others to join the program!