

Guidance for Preparing the Research Report

(for student research mobility)

At the conclusion of your research mobility, it is essential to prepare a comprehensive report that outlines the activities carried out, the results achieved, and the impact of the program on your professional development. Below, you will find a guide to assist you in compiling your report.

At the beginning of your report, please include the following information separately:

- **Name:**
- **Email address:**
- **Field of study:**
- **Year of study:**
- **Academic year and semester of mobility:**
- **Name of the host institution/organization:**
- **Country, city:**

Below, we provide some key topics as guidelines that we ask you to cover in your report. Please ensure that the report is written as a continuous text without images and is approximately two pages in length.

Please ensure that your research report is approved by your supervisor as well as the head of the responsible department/institute, both of whom must confirm their approval with their signatures.

At the end of the report, provide sufficient space for the signatures of the approvers. Alongside their names, at least one of them must include an institutional stamp. Additionally, make sure that the names of the signatories are clearly printed next to or below their signatures.

1. Motivation

- Why did you decide to conduct research abroad?
- What motivated you to choose this specific location, company, or institution?

2. Research Objectives

- Define the research objectives set for the mobility period.
- Explain the significance of your research, including how it aligns with your academic career or studies.

3. Preparations

- How did you find your research placement?
- What steps preceded your departure (e.g., interviews, submission of documents)?

4. Description of Activities

- Provide a detailed description of the research activities conducted during your mobility.
- What methods did you apply?
- What tools or resources did you use?
- How did you collaborate with colleagues at the host institution?
- If you encountered challenges, describe them and explain how you resolved them.

5. Achieved Results

- Present the specific results of your mobility, if applicable.
- Research findings and discoveries.
- Publications, conference presentations, or plans for such in relation to your research.
- If your research is still ongoing, outline the progress made so far and your plans for continuation.

6. Impact and Lessons Learned

- Professional impact: How did the mobility contribute to your academic development?
- Personal development: Did you improve any skills (e.g., problem-solving, communication, language skills)?
- Networking: Were you able to establish new professional connections?
- Were you able to achieve the goals set for your mobility?

7. Future Plans

- Do you plan to continue your research after the mobility period?
- How will you utilize the knowledge and results gained during mobility (e.g., thesis, doctoral research, future projects)?