

## Compulsory report on your period of study or traineeship abroad

After your study period or internship abroad, you must hand in a report to the International Office (preferably written in English) no later than one month after the completion of the study period, regardless of the date on which you actually return.

Your report must be sent to [intstud@ihk.dk](mailto:intstud@ihk.dk). It will be placed at **CampusNet** for future IHK students to read when planning to go abroad. They may even contact you for further information – so please help them if you can! You can follow the guidelines described below:

→ (Please delete all of the instructions below before submitting your report)

- **The name, city and country of the host university or your employer**
- **Your name, telephone number and e-mail address**
- **The dates of your study period / your traineeship**
- **Your IHK degree programme and specialisation along with the study semester during the study period (e.g. BEng in Export, 6th semester)**

1. **Application:** Which factors motivated you to go abroad (academic, cultural, career plans, friends ...)?
2. **Preparation phase:** What would you recommend future students to do in preparation for the departure e.g. with regard to visas and choice of subjects at the host university / choice of company. From where did you get the necessary information (home university, host university, Internet ...)?
3. **Arrival at the host university / the company of your internship:** Describe your arrival (introduction day / week or equivalent), how to register for subjects and courses or for company access cards etc., how to get access to computer facilities and e-mail, are there language courses etc.
4. **Study abroad: Subject and course description** Describe each subject you have taken. Describe their strengths and weaknesses in comparison with the subjects and courses at IHK, the methods and quality of teaching, attendance requirements, the workload and the method of examination and evaluation. What did you think of the lecturer (remember to give the name of the specific subject or course, its code and the lecturer's name). In what language does the teaching take place? How much money did you have to spend on books?

### 4a Internship – please describe your tasks and working area.

5. **Accommodation:** Did you know where you would be living before you left home? Were you able to get help from the host university / company or would it be better to arrive early and sort it out yourself? Give the name and telephone number of any information or accommodation offices. Are there any particular dormitories or residential areas you can recommend? How much was the monthly rent?
6. **Social life:** How is social life organised? Are there any particularly good venues, sports or film clubs or societies etc. where it is easy to get to know "the natives"? What is the city or campus like to live in/on for a student? How well did you integrate with locals?
7. **Other practical and economic conditions:** Give any details regarding e.g. the cheapest/best air ticket, insurance, work permit; local transport. How much does local transport cost? Things you need to bring with you (e.g. birth certificate translated to English, photos, or other documents); the cost of living in comparison with Denmark. How did you get financial help?
8. **In retrospect: Please list 5 things you would like to have known before you left.** This is extremely helpful to us when updating and improving our information for future IHK students going abroad.
9. **Evaluation:** Rate your host university / host company on a scale of 1 (lowest) to 5 (highest) both academically and generally. *Please do this even though it is difficult!*
10. **Inspiration from host university (not relevant for internship students):** Please describe any facilities (for example a student centre) or student services that you have experienced at your host university that you would like to recommend to be adopted by the IHK for the benefit of our students, both local and international.

Thank you for your contribution to the IHK CampusNet library of student reports/The International Office, 2011/MSN