

## Guidelines for the promotional activity and travel report for students in receipt of a STIR grant

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Many TU Delft students have already participated in exchange programmes, but the demand for exchange placements outside the EU always exceeds supply.

Because the number of outgoing and incoming students must be balanced for exchanges, we can only increase the number of places for TU Delft students by motivating more students at the guest universities to come to TU Delft. This is why we ask everyone who accepts the STIR grant to carry out a promotional activity for TU Delft during the exchange. This is the only way we can increase the flow of outgoing TU Delft students!

### Promotional activity

Discuss your plans for the promotional activity with your international exchange faculty coordinator before you set off for your exchange. He or she may be able to provide you with information materials, such as a PowerPoint presentation or brochures. From some foreign partner universities, we already have enough incoming students. In that case, your faculty coordinator will inform you that a promotional activity is not necessary.

If a promotion activity is needed, in principle, you are free to devise something yourself. Here are some ideas:

- The guest university organises a STUDY ABROAD Fair in which you can participate.
- You could give a presentation in the faculty where you are studying abroad.
- You may have a good idea of your own and can promote TU Delft in another way.
- If other TU Delft students are going to the same partner university, you can also arrange a joint promotional activity.

Always make sure you notify your contact at the partner university about the activity you are planning.

### Travel report

In addition, every student who accepts a STIR grant must upload a travel report (**written in English**) via grant application in [Osiris Student](#) within 3 months after conclusion. We will publish your travel report on the partner universities website of the International Office (<http://partneruniversities.tudelft.nl/>) so that other students can benefit from your experience.

If you agree to other students contacting you for further information, you can also include your e-mail address in the report. Below you will find details of the contents that your travel report must include. If you answer these questions, you will end up with a report of about 2 to 3 pages long.

For all areas, you should consider the question: Do you have any tips or warnings that may be useful for:

- students who wish to go abroad
- TU Delft staff who provide information to students?

### Guideline

#### Introduction

- 0 Name
- 0 Faculty
- 0 guest university
- 0 period of exchange
- 0 further details of your stay (minor abroad, subjects and courses, research or other project, graduation assignment, combination of the above or something else)

## Promotional activity

Please start by indicating below which promotional activity you undertook during your exchange and, if possible, add photographs!

- 0 Lecture/presentation to students about TU Delft
- 0 Participated in the Study Abroad Fair/Exchange Fair at the guest university
- 0 Presentation to academic counsellors
- 0 Posted photo report about TU Delft in the corridors of the guest university
- 0 Organised a competition to promote TU Delft
- 0 Enlisted the help of guest lecturer from TU Delft during the exchange
- 0 Skype session for local students with a TU Delft lecturer, organised at the end of a lecture
- 0 Other, please specify.
- 0 No, please specify why you did not organize any promotional activity

## Preparations and contacts with your faculty

- Explain briefly where you went and what kind of study or work you did.
- Why did you choose this guest university?
- How did you obtain information: what information, where and from whom?
- Were you satisfied with this information?
- Was it easy to arrange admission to the guest university? Can you describe all the arrangements you had to make for your admission and who helped you with this?
- Was it easy to arrange approval of your course package in advance?
- How did you choose your courses? Was the course catalogue up to date and easy to consult?
- Are you satisfied with the processing of your grant application by the Education Service Centre?

## Study programme

- Provide a detailed explanation of your studies (which courses or specialisation) or your work and why you wanted to do this abroad.
- Did the study programme (or work placement) meet your expectations?
- What were the facilities at the host institution like, compared with those at TU Delft (study facilities, research facilities, campus)?
- What was the level? Did you find that the study programme you took fitted in well with that at TU Delft?
- What lectures/seminars/courses, etc. would you especially recommend?
- Did you gain skills and/or knowledge that you would have not gained at TU Delft?
- Are you satisfied with the support provided by the host institution?
- How was the communication with your supervisor in Delft?
- Was the study period abroad long enough, too short or too long?
- Did you successfully complete all courses at the partner university?
- Did you gain or do you expect to gain academic recognition from your TU Delft faculty for your period abroad? (Full recognition, partial recognition, no recognition).  
Total number of ECTS credits awarded by TU Delft if available:

## Financial and other aspects

- Did you apply for any funds? Which funds, and were you successful?
- Provide a final itemisation of your expenditure and income during the whole study period. Explain all items you enter! (see example below)
- Indicate to what extent your income differed from the budget set in advance
- Insurance costs (please list any type of mandatory or voluntary insurance you took out for your stay abroad)

<b>Expenditure</b>	€	<b>Income</b>	€
Enrolment fees		Grant	
Tuition fees		Student grants and loans	
International travel expenses		Parents' contribution	
Travel expenses at your destination		Savings	
		Other grants and scholarships	

Accommodation expenses Insurance Vaccinations Study materials Other expenses ...		Other income ...	
<b>Total</b>		<b>Total</b>	
<b>Explanation of items:</b>		<b>Explanation of items: type of income, what other grants or scholarships, etc.</b>	

### Accommodation

- Was accommodation already arranged for your when you arrived? If so, where were you accommodated? (Student halls? With other international students? Etc.) If not, how did you arrange accommodation?
- How much did you have to pay for the accommodation?
- Was it possible to study without interruptions in your room?

### Language and Culture

- In what language was the support provided at the host institution and in what languages were the lectures taught?
- What was your previous knowledge of this language?
- Was a language test required?
- Did you take a language course beforehand? If so, where?
- Was your command of the language sufficient, for example, to attend lectures and take exams?
- Can you provide any tips on learning a foreign language?
- Did you experience major cultural differences between the Netherlands and the host country? How did you handle them?
- Were you able to develop contact with local students or was that difficult?

### Free time

- How did you spend your free time?
- What did you do to develop a circle of friends and acquaintances?
- Are there any associations/(sports) clubs/restaurants/cafes that you can recommend?

### Travel

- How did you travel to the place of destination and how was the trip? Did you travel sustainably? Take the train? A bus? If you didn't is there anything to stimulate this in the future?
- What was public transport like there?
- Did you discover any unusual possibilities for travel?
- Do you have any tips or warnings relating to travel?

### Miscellaneous

- When you have completed your studies in Delft, is there a genuine possibility of finding a job at an engineer (*ir.*) level in the country you visited? Would you like to, and why or why not?
- What was the main benefit of your stay abroad?
- Is there anything else (pleasant or not so pleasant) that might be useful for others to know?
- What was your experience with the visa application procedure and cost (if applicable)?
- Did you receive support from the partner/host university?
- Documents to be handed in?
- Time needed for application?
- Tips and tricks?