

You are required to submit the study abroad report via the **Online Study Abroad Report Form** which consists of 5 parts:

- Part I – Upload your study abroad journal in PDF format [**See guidelines below**]
- Part II – Photo sharing and Description
  - Write 1-2 phrases to describe the photos and why they are important to you.
  - File formats: JPEG, GIF, PNG (Size: Min 500KB / Max 5MB)
- Part III – Evaluation
- Part IV – Reflection
- Part V – My Top 3s (Optional)
- Part VI – Declaration

**Submission Link & Deadline: Refer to email instructions**

## Important notes

The study abroad report should be your own work, and you should observe and uphold academic integrity. Students who are found to have committed plagiarism will be reported to the University following HKUST's [Regulations for Student Conduct and Academic Integrity](#).

According to the Regulations, plagiarism refers to “the presentation of work which originates from other sources, including the work of other students, as the student’s own work, without appropriate attribution to the source.”

## Guidelines on preparing study abroad journal

Your study abroad journal should be **4-8 typed pages** and include the following six sections:

<b>Cover page</b>		<p>The cover page should include your name, the study abroad period (e.g. Fall Term 20XX-XX), the name and country of host institution.</p> <p><i>Please do <b>not</b> include your student number and personal contacts.</i></p>
<b>Study Abroad Experience</b>	<b>Overall Experience</b> (Applicable to students who went on study abroad via <b>SSCI/SENG/SHSS/IPO ONLY</b> or study abroad destination is in the <b>Mainland China</b> )	<p>Describe some of the positive aspects and challenges you faced during your time abroad. Please describe your study, learning and life experience. This section should be <b>at least 600 words</b> long. <i>Please indicate the word count at the end of this section.</i></p>
	<b>Monthly Activity Log</b> (Applicable to students who went on study abroad via <b>SBM ONLY</b> )	<p>Write a log of one paragraph for each month highlighting some of your interesting exchange experiences, activities, impressions &amp; places of interest.</p>
<b>General Study Abroad Information</b>		<p>Write details of <b>ALL</b> the following topics. Your information would help future students prepare for their study abroad in the future.</p> <ol style="list-style-type: none"> <li>1) Visa Procedures           <ul style="list-style-type: none"> <li>• Type of passport/travel document you are holding, visa requirements, required documents, visa fees etc.</li> </ul> </li> <li>2) Orientation Activities           <ul style="list-style-type: none"> <li>• Orientation sessions and activities organized by host institution and when were they held</li> </ul> </li> </ol>

(cont'd)

- 3) International Services & Activities
  - Services that are provided by the exchange office (e.g. pick-up service, cultural activities etc.)
- 4) Accommodations
  - Types of accommodation offered, application procedures, availability of meal plans
- 5) Courses Registration
  - Course registration procedures, restrictions, where to read course information?
- 6) Teaching & Assessment Methods
  - Class format, size etc.
- 7) Finance & Banking
  - Currency, expenses, best way to handle money matters
- 8) Climate
  - Weather information, temperature changes
- 9) Health & Safety
  - Availability and usage of health center, safety matters
- 10) Food
  - Eateries – cooking, restaurants, food
- 11) Transportation
  - Most common ways to commute, fare information, travel card, rail pass, airline tickets
- 12) Communication
  - How to stay connected with friends and family, communication with local people; SIM card, data plan, internet service etc.
- 13) Sports & Recreation Facilities
  - Facilities available, usage information
- 14) Social Clubs & Networking Opportunities
  - Opportunity of joining social and networking activities
- 15) Cautionary measures
  - Things that need to be caution about (e.g. language, customs, clothing etc.)
- 16) Other notes (if any)
  - Other helpful tips or difficulties and solutions you have encountered

**Items to Bring**

Create a checklist of items to bring.

**Useful Links and Contacts**

Share any useful numbers or websites. Avoid including the contacts of someone specific.

**Best Practices of Host Institution (Optional)**

If you have encountered/observed any good practices while abroad from your host institution in any area (i.e. exchange, career, enrichment programs, etc.) feel free to share.

**What NOT to include:**

- Student ID & Personal contacts (e.g. email address, mobile, etc.)
- Swear words
- Inappropriate contents