

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
 - You should appear in at least 3 of the photos.
 - 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 – My Top 3s (Optional)
- Part V – Declaration

Submission Deadline: 31 July 2019

Complete the online report from via the links below according to the School through which you participated in the exchange program.

School of Science	: https://ust.az1.qualtrics.com/jfe/form/SV_exkbn1uKB3qiK4B
School of Engineering	: https://ust.az1.qualtrics.com/jfe/form/SV_8AGql6XzodLsc2F
School of Humanities and Social Science	: https://ust.az1.qualtrics.com/jfe/form/SV_0e5ZhQDBhoMGxfL
Interdisciplinary Programs Office	: https://ust.az1.qualtrics.com/jfe/form/SV_3aOiGUCx6YwUJct
Mainland Exchange Program	: https://ust.az1.qualtrics.com/jfe/form/SV_dd857RGrEbyfxel

* Students participating in SBM exchange program should refer to:
https://studyabroad.ust.hk/files/Study_abroad_report_SBM_Spring2019.pdf

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:

Cover page	The cover page should include your name, the study abroad period (e.g. Fall Term 2018-19), the name and country of host institution. <i>Please do not include your student number and personal contacts.</i>
Overall Experience (at least 600 words)	Describe some of the positive aspects and the challenges you faced during your time abroad. Please describe your study, learning and life experience. Please indicate the word count at the end of this section.
General Exchange Information	Write details of ALL of the following topics. Your information would help future students prepare for their study abroad in the future. <ol style="list-style-type: none"> 1) Visa Procedures <ul style="list-style-type: none"> • Type of passport/travel document you are holding, visa requirements, required documents, visa fees etc.

(cont'd)	<ol style="list-style-type: none"> 2) Orientation Activities <ul style="list-style-type: none"> • Orientation sessions and activities organized by host institution and when were they held 3) International Services & Activities <ul style="list-style-type: none"> • Services that are provided by the exchange office (e.g. pick-up service, cultural activities etc.) 4) Accommodations <ul style="list-style-type: none"> • Types of accommodation offered, application procedures, availability of meal plans 5) Courses Registration <ul style="list-style-type: none"> • Course registration procedures, restrictions, where to read course information? 6) Teaching & Assessment Methods <ul style="list-style-type: none"> • Class format, size etc. 7) Finance & Banking <ul style="list-style-type: none"> • Currency, expenses, best way to handle money matters 8) Climate <ul style="list-style-type: none"> • Weather information, temperature changes 9) Health & Safety <ul style="list-style-type: none"> • Availability and usage of health center, safety matters 10) Food <ul style="list-style-type: none"> • Eateries – cooking, restaurants, food 11) Transportation <ul style="list-style-type: none"> • Most common ways to commute, fare information 12) Communication <ul style="list-style-type: none"> • How to stay connected with friends and family, communication with local people 13) Sports & Recreation Facilities <ul style="list-style-type: none"> • Facilities available, usage information 14) Social Clubs & Networking Opportunities <ul style="list-style-type: none"> • Opportunity of joining social and networking activities 15) Cautionary measures <ul style="list-style-type: none"> • Things that need to be caution about (e.g. language, customs, clothing etc.) 16) Other notes (if any) <ul style="list-style-type: none"> • 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 let us know for improvement.