You are required to submit the study abroad report via the **Online Study Abroad Report Form** which consists of 3 parts:

- **Part I** – Upload your study abroad journal in PDF format [See guidelines below]
- **Part II** – Evaluation
- **Part III** – Declaration

**Submission Deadline:** Please refer to the email notification

**Submission Link:** Please refer to the email notification

### 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 **2-3 typed pages**, written in **English** and include the following:

<table>
<thead>
<tr>
<th>Cover page</th>
<th>The cover page should include your name, the study abroad period (i.e. Summer 2020), the name and country of host institution. Please do not include your student number and personal contacts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Experience</td>
<td>How was your summer virtual study abroad experience? Does it match with your expectation? Is there any virtual study and learning advice? Describe some of the positive aspects and the challenges you faced during the virtual study abroad period. Please describe your study, and learning experience.</td>
</tr>
</tbody>
</table>
| Virtual study abroad experience | Write details of **ALL** of the following topics. Your information would help future students learn more about virtual study abroad programs.  
1) Preparation  
   - What to prepare before the start of the program?  
   - How was course registration done?  
2) Communication  
   - Did the host institution communicate with you well before the start of the program? For example, was the online class information provided well in advance?  
3) Course Information  
   - Course title  
   - Teaching & Assessment Methods (e.g. Class format, size etc.)  
   - Your comments  
4) Other notes (if any)  
   - Other helpful tips or difficulties and solutions you have encountered |
| Useful Links and Contacts | Share any useful numbers or websites. Avoid including the contacts of someone specific. |