



Master International Management

Guidelines for preparing a report on a semester abroad or an internship abroad

General requests

- Scope about 7 – 10 pages, font size 12/Times New Roman, line pitch 1,5
- Scientific writing/citation (standard of own choice)!
- Tables, charts, graphs welcomed
- List of sources/references at the end!
- Submission latest 6 weeks after formal end of the stay abroad

I. Report on a study semester abroad (only for those with less than 30 cp earned)

1. Description of the University, Faculty/Department and the Study Program, of which the courses have been chosen
2. Courses/classes/seminars: topic, content and structure; tasks and processes during the semester, tests/assessments carried out, class collaboration practices
3. Administrative and other support by host university representatives
4. Reflection summary, if and how the following objectives of the semester abroad according to the examination regulations have been achieved:
 - 4.1. ...to deepen and expand the theoretical and practical knowledge acquired in the first year of studies in the field of International Management and to take courses in complementary modules and to complete them with examinations,
 - 4.2. ...to promote intercultural management competence and global thinking, in particular to learn to work together with teachers and students of other nationalities and cultures and to prove themselves in a foreign educational structure,
 - 4.3. ...to improve the knowledge of the language of the host country.
5. Administrative and other support by the sending university representatives and external funding/other institutions – recommendations for improvements
6. Transcript of records to be attached to the report



II. Report on an internship abroad

1. Description of the company, unit/department and project group
2. Tasks agreed about: general classification into the company environment, background for the task and concrete activities agreed, if available with schedule/milestones
3. Project diary, minimum as a summary for each month
4. Treatment/guidance/support by superiors/supervisors
5. Working plans, planned outcomes and final achievements afterwards
6. Reflection summary, if and how the following objectives of the internship abroad according to the examination regulations have been achieved:
 - 6.1. ...to apply the theoretical knowledge and skills acquired during their previous studies and to reflect on and evaluate the experience gained during their practical work,
 - 6.2. ...to promote intercultural competence and global thinking, in particular to learn to cooperate with employees of foreign companies and other nationalities and cultural circles, to get to know and prove oneself in a foreign work culture,
 - 6.3. ...to use the knowledge of the language of the host country in everyday business life.
7. Administrative and other support by the sending university representatives and external funding/other institutions – recommendations for improvements
8. Evaluation certificate of the company to be attached to the report