



Guidelines: Fellow Report

**PICAIIS Research-in-Residence Fellowship
at the University of Passau, Germany**

Towards the end of the Research-in-Residence Fellowship, the Fellow will submit a detailed **Report** together with their **Hosting Professor** to the PICAIS office. The report should list the **research achievements and activities** carried out during the research stay at PICAIS and indicate whether the objectives pursued have been achieved.

The Report should contain:

- Initial goals of the research stay at PICAIS
- Research achievements and activities carried out during the research stay at PICAIS
- Progress of the research project and possible issues along the way
- Indication whether or not the pursued research objectives have been achieved
- Summary about the conducted mandatory event and/or lecture
- Sustainability and benefit of the conducted research for the University of Passau
- Possible continuation of cooperation with the University's staff
- If applicable: involvement of University of Passau's junior staff during the research stay
- Length of the Report: 3 to 5 pages, attachments not included
- Attachments regarding research and events the Fellow has participated in during their stay

Layout specifications:

- Cover page including:
 - Name of the Fellow and home university
 - Name of the Hosting Professor and respective Chair at the University of Passau
 - Title of the conducted research project
 - Period of stay at PICAIS
- Font: Arial or Times New Roman
- 12 pt.
- Single line spacing
- Page number in the footer at the bottom right
- Length: 3 to 5 pages, cover page and attachments not included

To whom should I submit the report?

To the PICAIS office: picais-office@uni-passau.de.

Is there a deadline for the Fellow Report?

There is no exact deadline for the report. It should be submitted shortly before or after the end of the Fellow's stay at PICAIS. Please note that the second tranche of your fellowship can only be paid out after you have completed your stay and handed in your report. If you have any further questions, please contact picais-office@uni-passau.de.