

## SCHOLARSHIP EXPERIENCES: GUIDELINES FOR REPORTING

**Scholarship experiences** shall be provided within 1 month after the completion of the scholarship. The approval by Forum Synergies is pre-requisite for receiving financial contribution as agreed in the contract.

**WHAT WE WOULD LIKE TO SEE:** is a lively report on experiences made and lessons learned and an outlook into the future esp. of trainees about implementing elements they have learned

**WHAT WE WOULD NOT LIKE TO SEE:** is a simple list of activities in the format of a time schedule/ diary

### 1/ REPORT BY THE TRAINEE.

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Each trainee shall deliver a narrative and financial report within 1 month after the training. The report shall include:

- **Profile** describing the experience of the trainee related to sustainable rural development and/ or the professional/ educational background.
- **Motivation** for taking part in the scholarship programme
- **Description** of the activities carried out
- **Assessment** from a personal point of view: role and impact of activities learned on sustainable rural development
- **Interviews** carried out with 1-3 local actors involved in sustainable rural development (this can be a written summary, a blog post, short video according to FS-criteria)
- **Lessons learned.** Short description of the most important lessons learned the trainee takes home.
- **Action Plan.** A short description of how the trainee intends to implement the lessons learned.

### 2/ REPORT BY THE HOST.

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The host shall deliver a narrative and financial report within 1 month after the training. The report shall include:

- **Profile** of the host organisation and local actors related to the organisation.
- **Learning from an outside view** describing the input or feedback the trainee is offering
- **Evaluation.** Short overall evaluation describing the output of the training.
- **Recommendations.** Hosts should provide recommendations for other hosts and/ or make proposals for improvement of the exercise, procedure

Forum Synergies will offer guidance to the trainee/ host in providing his/ her report to ensure that main elements will be included.

*Both trainee and host accept that elements of their reports may be used on the Forum Synergies website and facebook site*

#### Contact Information

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