



## **Guidance on writing end of year reports for DSMT HE Scholarship holders**

One of the conditions of a DSMT HE scholarship is that you submit a report at the end of each year of your course. The purpose of these notes is to answer some frequently asked questions (FAQs) about this. You should read the notes well in advance of writing your report so you understand the requirements properly.

### **1. Why must I write a report for DSMT?**

DSMT asks you to do this so that:

- i) When we report to the UK Charity Commission each year, we can refer to the reports as evidence that DSMT funds have been used to good effect.
- ii) We can share your experiences with our supporters on our website and newsletters. Your reports are a very important way of encouraging people to donate to DSMT so that we can award more scholarships.
- iii) DSMT can build up a relationship with our HE students. We see how they develop from inexperienced 18-year olds to confident and ambitious young women ready for the next phase of their lives. This demonstrates value of the scholarship programmes to us and to our supporters.

### **2. Do I still need to write a report if I have a partial scholarship?**

Yes please. All the reasons above apply equally to partial scholarship students. Although DSMT is funding only the first semester each year, we still need to know about your progress as this relates to your funding for the following year. It is acceptable to write in less detail about your other activities if you wish but you should still include something on each of the topics in point 3 below.

### **3. What should I include in my report?**

The Terms and Conditions of the DSMT HE Scholarship Programme state that all scholarship holders must:

*“write a report each summer for the DSMT, to be submitted electronically via DTA, summarizing the year’s activities (academic, extra-curricular, voluntary work etc) that can be displayed on the DSMT website.”*

These Notes give you more information about each of these areas. You can also look at examples of previous students’ reports on the DSMT website.

### i) Academic progress

DSMT wants to know about the progress you have made in the last year. This should include:

- Something about the course you are studying and your reactions to the subjects you have chosen. Be honest. It is fine to say you like some parts better than others and why.
- An overview of your grades and marks over the year. You can use extracts from your university reports if you wish.
- Your own reflections on your academic progress: for example: Are you satisfied with this? How does it compare with the previous year? Are there things you would like to improve or that you are particularly pleased with etc?

### ii) Extra-curricular activities

Another condition of your HE scholarship is that scholarship holders *“take part in the wider life of the university as matches their interests eg: sports, drama, music, debating, specialist societies etc”*;

These are activities you have chosen to take part in over and above your academic course. They are likely to be organized by the university but you can also include activities you have found for yourself. In your report you should:

- Tell us something about the activity itself.
- Share your reflections about taking part, including what you had learned from the experience.
- Include some relevant photographs that we can share with our supporters.

### iii) Voluntary work

The DSMT HE Terms and Conditions say that an award holder should *“where possible undertake some voluntary work, either arising from her course or through some other community involvement.”*

Voluntary work is a type of extra-curricular activity normally designed to benefit some section of the community in some way eg: providing activities for disadvantaged children, taking part in a project to improve your physical environment, teaching Arabic to visitors etc.

Tell us something about the activity and its purpose.

- Share your views on the benefits of this work for the people it is aimed at and how you yourself benefited from taking part.
- Include some relevant photographs that we can share with our supporters.

#### **4. Can I include other information besides these?**

Yes. If you wish, you can also include any other information you think DSMT might be interested in or that is relevant to your situation. (We never share purely personal information.)

#### **5. What form should my report take and how long should it be?**

You decide the *format* of your report. DSMT does not specify what this must be except that it should be a free-standing file, not simply an email or other type of message. For example it can be in the form of a Power Point presentation, a Word document, a film or video or any other format you think is suitable.

We do not specify the number of words, as long as you produce enough to give us the sort of information described above.

#### **6. Should I include photographs?**

Yes please! Make sure your report includes some photos to support and illustrate the information and make it more vivid to DSMT and our supporters in the UK. However, your report should not simply be a collection of photos without commentary. The information is critical and the photos should support it, not the other way round.

We look forward to reading some interesting and information reports this summer.

DSMT

June 2018