

Instructions for the
Report on the
the course of training

According to Section III. of the agreement concluded with the T+H Hoene Foundation on the scholarship or other support granted, the respective person receiving support must regularly report to the Foundation on the progress of the supported training. The timely and substantive receipt of such a report is a condition of the grant.

The following instructions are intended to provide orientation in complying with the reporting obligation:

When is the report to be submitted?

- Reports must regularly be submitted at the end of a semester or, if the training is not organised according to semesters, of a corresponding training period, in any case after examinations taken at the end of the semester/training period. The report should be submitted no later than 14 days after the end of the semester or training period.
- In addition, a report must be submitted if significant changes in the course of training are imminent or, at the latest, if they have occurred. Significant changes are, for example, long-term illness, discontinuation of training, change of subject or planned study goal.

In what form and language must the report be submitted?

- The report must be submitted in a printable document in a common format (office word or pdf). A printable e-mail is also sufficient. Transmission by SMS, WhatsApp or other messenger services is not sufficient.
- The report must be submitted in English or, if the German language is mastered, in German.

What should be the content of the report?

- The following information is required in the report:
- name and date of birth of the reporting person (first name and surname).
- the educational institution attended (e. g. school or university),

- if it is not a general education school, the subject of education (e. g. field of study)
- the number of the semester/section of training reported on,
- a description of the course of the training period being reported on (e. g. which courses were attended, were there any special events attended, main focuses of the training period),
- a personal assessment of the goals achieved in relation to one's own expectations,
- grades achieved in examinations or certificates at the end of the training period, in relation to the achievable grades on a grading scale (e. g. x out of 100, or 6 out of 10 achievable points, or grade 2 on a scale from 1 (best) to 6 (worst),
- any other assessments received from the educational institution (e. g. in a final interview or special awards),
- in case self-imposed objectives have not been achieved, description of the reasons for this according to own judgement,
- self-imposed goals for the next section, if applicable, special measures planned for this.

If something should be not clear, please do not hesitate to contact us.