EVALUATION FORM TRAVEL GRANTS

for the LOCAL SUPERVISOR

The purpose of this evaluation form

* To find out what results the student’s stay has achieved for your institution
* To evaluate the student’s assignment
* To collect information that will help provide better information to future students and better gear the travel grant programme to the needs of local supervisors

Who reads the evaluation form

The institutional coordinator for development cooperation (ICOS) of the Flemish education institution will read the evaluation form. This person may contact you, the Flemish supervisor and/or the student to discuss certain aspects of the report in more detail. The ICOS then sends the report to VLIR-UOS, the organisation that arranges the travel grant programme and the government body (Belgian Directorate general for Development Cooperation).

How to fill out the evaluation form

You can adapt the amount of space you need to answer the questions. You can choose to respond with A, B, C or D, but we also ask you to add an explanation for every answer.

Wherever possible you should fill out the form electronically, then sign the printout. This is important, as students do not receive a grant without a signed evaluation form. You should delete this notes page when you fill out the form.

Returning the evaluation form

You should give the student a paper and an electronic version of the filled-out form. The student submits the evaluation form to the ICOS together with his or her report.

Thank you for your time!

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|  |  |
| --- | --- |
| Student’s family name and given name |  |
| Local supervisor’s family name and given name |  |
| Local supervisor’s educational institution |  |
| Local supervisor’s contact details (address, email, phone) |  |
| Start and end date of the assignment |  |

**Local supervisor’s signature**

Place and date

|  |  |
| --- | --- |
| 1. To what degree was there prior consultation on the assignment with the Flemish supervisor and/or student (about content, approach, timetable, expected local support and so on)? | A. Excellent  B. Good  C. Satisfactory  D. Unsatisfactory |
| Please explain: |

|  |  |
| --- | --- |
| 2. Did the student achieve the aims of the assignment? | A. Completely  B. Almost completely  C. Satisfactorily  D. Unsatisfactorily |
| Please explain: |

|  |  |
| --- | --- |
| 3. Are the results useful for your institution or for others? What will the results be used for? Did the student’s stay have added value for yourself, your institution or others? | A. Very useful  B. Useful  C. Not very useful  D. Useless |
| Please explain: |

|  |  |
| --- | --- |
| 4. Was the student adequately prepared at the start of the assignment?  How could any future students prepare better? | A. Excellent  B. Good  C. Satisfactory  D. Unsatisfactory |
| Please explain: |

|  |  |
| --- | --- |
| 5. Was the duration of the assignment optimal for the completion of the assignment? | A. Yes  B. No, too short  C. No, too long |
| Please explain: |

|  |  |
| --- | --- |
| 6. How would you evaluate the student? Was the student able to complete the assignment, adapt to the local conditions and work in a team? | A. Excellent  B. Good  C. Satisfactory  D. Unsatisfactory |
| Please explain: |

|  |  |
| --- | --- |
| 7. Did you experience difficulties with respect to organising the student’s stay (within your own institution, practical arrangements with the student or Flemish supervisor)? How did you tackle these difficulties? | A. No difficulties  B. Some difficulties C. Many difficulties |
| Please explain: |

|  |  |
| --- | --- |
| 8. Would you be prepared to receive other Belgian students in the future? | A. Yes B. Perhaps  C. No |
| Please explain: |

|  |  |
| --- | --- |
| 9. Do you have any suggestions with respect to the travel grant programme for Flemish students? | A. Yes  B. No |
| Please explain: |