
Student Reporting

Quarterly Reports by LTEP Students

Certification requires that Long Term Exchange Students produce at a minimum quarterly reports to both Sending and Hosting Club or District. This report should include information on their current hosts, feelings, concerns, ideas and suggestions regarding their exchange experience thus far. See [OB8R: LTEP Student's Quarterly Reports to Sponsor Districts](#) for all four reports combined. The separate reports are [OB8R\(1\)](#), [OB8R\(2\)](#), [OB8R\(3\)](#), [OB8R\(4\)](#). All are [downloadable here](#).

Remember to personalise each report with your name and email address.

The designated Youth Exchange Officer reviews the reports carefully and, when necessary, takes action to respond to any irregularities reported by the students. It is important to detect early on any situation which might cause an Early Return.

The Post Exchange Student Survey (LTEP)

[OB8A: The Youth Exchange Survey 2014](#), is [downloadable here](#) for information. This very important Rotary International survey which is made available annually from the EEMA website, eema.eu.com is intended to be completed confidentially online at the website by LTEP students preferably before they return home after their Exchange year, although the Working Group will accept a completed form on the students' return rather than have no return at all. The responses are analysed rigorously each year in the hope of gaining an insight into the dynamics of exchanges with a particular focus upon Early Returns and the probably causes of unsuccessful and prematurely concluded exchanges. The findings are regularly shared at the Youth Exchange Pre-Convention and at the EEMA Conference and have been used to address the perceived causes by targeted training to spread best practice among YEOs and volunteers and where possible counter poor performances..

The Survey was instigated at a point when Early Returns figures were regarded as growing at an unacceptable rate. The Post Exchange Student Survey Working Group (listed in [The Youth Exchange Officers' Directory](#)) has reported that since the Survey was instigated the rate has slowed. Document [OB8A](#) gives an example of the form which students complete.

Post Exchange Report and Evaluation - All Programmes

For all students on all programmes a written report is required at the end of the Exchange. (See [OB8R\(S\)](#), [OB8R\(L\)](#), [OB8R\(C\)](#) : *Post Exchange Report & Evaluation Form*' for STEP, LTEP and C&T respectively. All are [downloadable here](#).

Feedback

Completing these forms may take place at a Feedback Meeting run by the DYEO for all Rebound students when all have returned from their exchanges, possibly mid September. The programme for the event may involve the rebound students each giving a short presentation on their exchange experience, followed by a short period of formality where the students complete the Report Form. Also invited are representatives of the sponsoring Clubs, other ROTEX and possibly Rotaract and Interact representatives.

DYEOS can also arrange for each Rebound to receive [OB8B: Certificate of Achievement and Appreciation](#), signed and if possible presented by the Immediate Past DG. This may be [downloaded here](#) and is in interactive pdf for immediate use. Some DYEOs design their own certificate. Logos for this purpose are available at [PM3: DYEA Logos & Templates](#).

A Feedback event is a good opportunity for all local ROTEX to meet and network as well as to guide them towards how they can become more involved in Rotary.