

Worshipful Company of Arbitrators
Guidelines for report by Travelling Scholars

These guidelines are intended to assist Travelling Scholars in producing a report which describes the information gathered by, and the benefits accruing to them as beneficiaries of the scholarship funded by the Charitable Trust of the Worshipful Company of Arbitrators ("WCA"). These are guidelines and scholars are free to vary the suggested content if they believe that this will enhance the quality of their report.

The report will be posted on the WCA's website and is intended to give the reader an understanding of the background of the scholar, the purpose of the study visit, the information obtained, people met, institutions visited and the career benefits anticipated. It is unlikely that an adequate report can be produced in under 2500 words; footnotes and attributions of material referenced are expected.

1. Title page

Report title

Scholar's name

Current role and brief description of professional attainments

Country visited

Dates of travel

Acknowledgement of the WCA Charitable Trust as the funding source

2. Report summary

Brief summary of the main body of the report – half a page.

3. Purpose of travel

Purpose of travel and reasons for choosing the country visited

Objectives of the visit, study and research

Relevance to current role and career objectives

4. Comparative analysis of jurisdiction visited

Description of legal framework of the jurisdiction visited, its arbitration laws and practice. Comments on other forms of alternative or private dispute resolution such as mediation to the extent that they are used in the jurisdiction visited. Comparison with the UK and other main arbitral centres.

5. Activities and experiences

This is the main part of the report and should describe what the scholar discovered during the visit, the information obtained and the conclusions reached. The report

should be of a scholarly nature, focusing on the legal, rather than leisure, aspects of the trip and include details of institutions and companies visited, events attended and people met.

6. Outcomes and achievements

This section allows the scholar to describe the benefits obtained, including how any challenges were addressed, what learning was gained and what follow-up activities are planned. Future plans and career benefits can be included here or in a separate section.

7. Reflections on visit (optional)

Any reflections on the country visited and the people met could be included here to provide some insight into the personal benefits obtained.

8. Conclusion and acknowledgement of funding

A brief conclusion including reference to the benefits of having a Travelling Scholarship and why it was considered worthwhile. An acknowledgement of the funding by the Charitable Trust of the WCA should also be included.

Date and Name

Appendices

Programme itinerary

Documentation/course material/ meeting agendas

Relevant photos

Any other material considered to be helpful