

### Introduction

QUEST Scholars must complete and submit an Annual Report form each year by the deadline specified (typically at the start of the new academic year). A report must be completed even if you have been on sandwich/industrial placement years. Failure to send a satisfactory report by the deadline may result in the late payment of your annual Scholarship award or termination of your scholarship.

The report helps to keep us informed of your progress both academically and in relation to summer work placements and helps us to ensure that you are fulfilling all the conditions of the scholarship.

### Guidance for Section A

#### 2. Contact details

It is important that we hold up to date contact details for you so that all future correspondence reaches you. We recommend checking and, if necessary, updating your contact details via **MyICE** as we use the contact details held here to get in touch with you. You are responsible for keeping your contact details up to date and making any changes yourself by logging into MyICE, which you can do at any time during your scholarship. If you have not previously registered to use MyICE, visit [www.ice.org.uk/myice](http://www.ice.org.uk/myice) and follow the guidelines for registering. You will need your ICE membership number to hand.

#### 3. Course details

Scholars are expected to remain studying the course at the university specified at the time of acceptance of the scholarship. In this section you are asked to provide full course details and if you have changed courses, or made any significant alterations to the course, you will need to explain this. Some examples of significant alterations are; a change in qualification, course title, the addition or removal of an industrial placement/sandwich year, course duration and when you are due to graduate. Please note that any changes to your course and university could affect the continuation of your scholarship and future payments. You should always contact the QUEST Coordinator and your sponsor company (if applicable) in the first instance to discuss any potential changes and how they might affect your scholarship.

If you've changed course or made significant alterations to your course please email [students@ice.org.uk](mailto:students@ice.org.uk) with your ICE membership number and new course details so your membership record can be kept up to date.

### Guidance for Section B

#### 4. Academic results

You must list your results from the previous academic year so that your academic performance can be recorded. QUEST scholarships are associated with excellence and this section enables the QUEST Committee and your sponsor company (if applicable) to track your development and ensure that you are performing to a high standard. Please see below for a short example of how you should record your results.

Module title	Percentage or grade	Pass or fail
Geotechnics	75	Pass
Hydraulics	65	Pass
Overall result	70% (2:1)	

Your Personal Tutor must fill in, sign and date their section confirming you have successfully passed the academic year. They must also confirm that your results are correct and that you are enrolled on the next academic year. If there is a significant reason why your Personal Tutor is not able to sign the report, you must contact the QUEST Coordinator to discuss this prior to the deadline. Scholars on a year abroad or a sandwich/industrial placement year are still required to get their Personal Tutor to sign the report and are advised to make arrangements in advance if they are not going to be in the country or attending their university. Reports signed by your Tutor but dated prior to commencement of the new academic year will not be accepted, most will therefore be dated in September or October. Your Personal Tutor must give a handwritten signature, any reports without handwritten signatures will not be accepted.

## **Guidance for Section C**

### **6. Main report**

In this section you are asked to reflect on what you have learnt and achieved during the previous academic year and whilst on your summer work placement. The number of words is the minimum we expect, but you must keep within the allocated space.

#### **(i). Your experiences this year**

When completing this part you should consider the points below - you are not expected to address all of these points but should cover some of them and write at least 300 words.

- The most important experiences of the last year at university and during your summer work placement
- What went particularly well or badly
- How you have been challenged
- What skills you have gained
- What you have achieved
- Your academic performance
- If you spent the past year on an industrial placement, what your role was
- Lessons learnt (remember that many lessons are learnt from making mistakes and it is important to include these experiences)
- Reflect on what you might have done differently
- Consider how this year's experiences may affect you in the future
- How recent experiences have affected your awareness of and involvement with civil engineering

#### **(ii). Goals for the future**

Describe what your goals are for next year and consider the points below, you should write at least 150 words.

- What your aims and objectives are in the short, medium and long term
- Why these objectives are important to you
- How your previous experiences have affected these objectives
- Which options you are considering studying next year and why you have made these choices
- Consider the benefits of these choices against your objectives and goals

#### **(iii). Extra-curricular activities**

Briefly describe any other activities you are involved with e.g. charity work, sport, musical achievements etc. You should write at least 100 words.

- Think about why you're involved with these activities
- Describe the experiences and skills you have gained from these activities

## **Guidance for Section D**

### **7. Activities promoting civil engineering and the scholarship**

QUEST Scholars are required to participate in a minimum of three activities during their time as a QUEST Scholar that promote civil engineering and the scholarship over the course of their studies. Please only list the activities you participated in during the previous academic year. Please explain where and when the activity took place and, if it was organised through an organisation such as ICE or STEMNET, please state this. You should

also describe the nature of the activity, your personal involvement and how the activity achieved the goal of promoting civil engineering and the scholarship.

### **8. Summer work placement details**

All QUEST Scholars must undertake a summer work placement lasting a minimum of 8 weeks during the university summer holidays. Please state the company you were working with and the start and end date of the placement. You must also explain where the placement was located, the nature of the work and your involvement.

### **Submitting your report**

All reports should be emailed as an attachment (in PDF file format) and named as your '**Surname\_Initial**' (e.g. **Smith\_J**) to [quest.report@ice.org.uk](mailto:quest.report@ice.org.uk). Attachments should not exceed 10MB in file size.

Alternatively, reports can be posted to the following address: QUEST Coordinator, Institution of Civil Engineers, One Great George Street, Westminster, London, SW1P 3AA. Please make sure reports are **posted with the correct postage paid to ensure safe arrival**. We would recommend that reports are sent via recorded or special delivery.

If, as part of your scholarship, you were sponsored by a company please forward a copy of your report to your mentor/manager at your sponsor company.