

### Introduction

1. You must submit an Annual Report each year of your course, (even if you have been on a sandwich/industrial placement/year abroad etc.). **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.**
2. 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 the conditions of the scholarship. Also, QUEST is supported by many charitable donors and ICE members so we would like to be able to share your achievements and progress with those that support the scheme (we will check with you beforehand).
3. Please submit this completed form to [quest.report@ice.org.uk](mailto:quest.report@ice.org.uk) by **Monday 22 October 2018**.

### Guidance for Section A

#### 1. Personal information

You need to indicate if you are a QUEST-Only Scholar or company sponsored. If you are sponsored, please state your company name.

#### 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**.

#### 3. Course details

If you have changed courses, or made any significant alterations to your course, please give details. 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 ([quest.awards@ice.org.uk](mailto:quest.awards@ice.org.uk)).

### Guidance for Section B

#### 4. Academic results

Please 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)	

## Guidance for Section C

### 5. Main report

Please reflect on what you have learnt and achieved during the previous academic year and whilst on your summer work placement. Please review the guidance below (photos are welcome!)

#### (i) Your experiences this year

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.

## Guidance for Section D

### 6. Activities promoting civil engineering and the scholarship

You are required to participate in a minimum of three activities that promote civil engineering and the scholarship over the course of your degree. 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, STEM Learning, academic partnership, your old school/college etc. You should also describe the nature of the activity, your personal involvement and how the activity promoted civil engineering/ICE/QUEST.

### **7. Summer work placement details**

You should 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 (remember: photos welcome!).

### **Submitting your report**

All reports should be named as your '**Surname\_Firstname**' (e.g. **Smith\_Jo**) to [quest.report@ice.org.uk](mailto:quest.report@ice.org.uk).

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.