Whitworth Scholarship Awards

Guidance Notes for the Preparation of Annual Reports

Whitworth Award holders are required to produce an Annual Report during their total period of study covered by the Award. The reports are assessed by the Whitworth Awards Panel. **Failure to submit a satisfactory report, will mean that the Award will not be continued. Making unsatisfactory progress, may mean that the Award will not be continued.**

Annual reports are due by the beginning of July each year.

To validate the report your academic supervisor must counter-sign the report. **If you are studying part-time then your academic supervisor and industrial supervisor must counter-sign the report**. The supervisors should be invited to add comments on progress. A supervisor's perspective on progress to date and future prospects is particularly helpful to the Panel, when reviewing your report.

The Institution of Mechanical Engineers (IMechE) is sole trustee of the Whitworth Scholarship Trust Fund. The scheme is administered by the IMechE's Whitworth Awards Panel (The Panel). The Panel has no formal connection to the Whitworth Society. However, owing to the skills required to assess and nominate Awards holders to become Whitworth Scholars a number of the Panel are drawn from the Whitworth Society and from other professional engineering Institutions.

Purpose of Reports

The report is required for three reasons:

1. The primary function of the report is to enable a view to be formed on the benefits gained and expected from your award. Hence, it is very important that sufficient information is provided to enable such decisions to be made. The Panel treats all information as confidential.

2. The Panel must ensure that Sir Joseph Whitworth's aspirations and legacy are upheld. The annual report enables a validation of progress and an opportunity for any additional support or guidance **to be sought or provided** at an early stage.

3. Writing the report also gives the opportunity for the Award holder to reflect on their endeavours and achievements, both academically and socially, and also provides a period of time to plan for their future career.

Report Layout and Content

There is no prescribed structure for your annual report (except for the title page) and these notes are for guidance only. In their career each Whitworth Scholar has the potential to sit on the Panel and on this basis you must ask yourself "*If I were reviewing this report what would I want to know about the Award holder's year?*"

Layout

1. A title page that states:

    - Whitworth Scholarship Award Progress Report [year]
    - Full name of Award holder
    - Degree Title
    - Name of university
    - Name of academic supervisor and industrial supervisor if appropriate
    - Year you were elected an Award holder
    - Year you commenced your studies
    - Year you are due to complete your studies
    - A confidentiality statement covering the work, should that be necessary.

2. The report must end with the date of its completion, **together with your own signature and a counter-signature** by your tutor (full-time study) and tutor and supervisor (part-time study), as a witness to the reports accuracy with any comments that they may wish to add.

Presentation and Style

1. There are no restrictions on length, although a typical length is between 1,500 to 3,000 words [4 to 8 pages]. The length should be sufficient to transmit the required information in a succinct manner. The report should be well written to provide the Whitworth Awards Panel with the information it requires.

2. The report is probably best written in the first person since this style best involves the reader in what is being said. It is a formal document and must include proper use of paragraphs, headings and sub-headings, preferably numbered, as appropriate.

3. It is required that the rules of English spelling, grammar and punctuation are followed.

4. As the reader of your report may not be a specialist in your chosen subject, please avoid using jargon and acronyms, and make your content clear.

Content

- For your **first report** include:
  - an introduction to yourself,
  - your background in engineering and
  - your motivation for studying your course

- Within the first and subsequent reports give an overview of your course over the last 12 months, including:
  - General progress of your studies including end of year results.
  - Details of special additional courses etc attended or proposed to attend.
  - Activities at work, if studying part time or undertaking vacation placements
  - Personal reflection on your progress, and plans for the next 12 months

- Outline of social activities outside your work and studies, including:

  - attendance at any Whitworth Society events

- Engagement in STEM activities (Ambassador Scheme) and the promotion of Whitworth Awards or other aspects of engineering

  - Note that STEM activities contribute to the competences required for CEng.

- The report for your final year should include:
  Plans for your future employment and career.

  Your route to achieving Chartered Engineer status.

  Any intention you may have of extending your course to postgraduate level.

  Confirmation of your degree award and class

  Any support you have received during your course either from the Panel, the Whitworth Society or from elsewhere.

  Any suggestions you may have for making the awards scheme more widely known or for improving the scheme.

Industrial Placements / Year out

Please note that if you are undertaking an industrial placement or a year out then prior approval from the Whitworth Awards Panel is required. During this period the scholarship funding is not awarded, but a report will still be required by The Panel, so that we can obtain an insight into your work activities / opportunities / development during the year.

Panel members will be interested in all aspects of the industrial placement / year out and will also be interested in your general experiences including your social / sports and other non-academic activities.

To aid you further you may consider the following are potential topics for inclusion:

- Brief details of the placement organisation / establishment
- Specific details of the role undertaken, department worked in and nature of the work undertaken
- Engineering competencies achieved (see UK SPEC for competencies for CEng)
- Career intentions based upon the experiences i.e. are you now encouraged to work in this sector?

The Panel will also be interested in your general experiences as the award is to encourage the development of well-rounded individuals who should become leaders of the engineering profession. This may include your involvement with The Whitworth Society, the IMechE, or other technical bodies, at the placement company or at local branch level, any involvement with encouraging school children to take science topics or how well you have taken advantage of the opportunities, which are offered during the year?

(Please note - your report covering the industrial placement / year out must be signed by either a representative of the placement organisation or an appropriate academic authority from your university).

Sir Joseph Whitworth intended his awards to encourage the development of well-rounded individuals who would become leaders of the engineering profession. The challenge for every Award Holder is how well do you think you are taking advantage of the opportunities which are offered during your years of study?

The Whitworth Awards Panel

[Electronic copy of the Annual Report should be emailed to: panda@imeche.org].

November 2020