**QES CANADIAN UNIVERSITY 2016 – 2017 ANNUAL REPORT**

**Due: April 30, 2017**

The annual report describes all activities undertaken by the University and its partners for the period ending March 31, 2017. Activities must clearly show how they toward meeting Project objectives. Please complete the following sections and submit the report via email to qescholars@univcan.ca **no later than April 30, 2017**. We encourage the use of bullets to lighten the presentation.

N.B. a template for the ***Partner Report*** can be found at the end of this document and is to be completed only in relation to **Component 2** QEScholars (internships). The partner is not expected to comment on individual QEScholars but rather on the overall impact the QEScholars have had on their institution.

**General information**

|  |  |
| --- | --- |
| **Name of Canadian university:** |  |
| **Title of QES project:** |  |
| **Name of person completing the annual report:** |  |
| **Email of person completing the annual report:** |  |
| **QES project website (if applicable):** |  |
| **Links to QES media mentions over the past year:** |  |

1. **Provide a description of project objectives, outputs and outcomes as submitted in the project proposal.**
2. **Please explain how QEScholars were chosen and the challenges you faced.**

|  |  |  |
| --- | --- | --- |
| **Component** | **Recruitment strategy** | **Challenges** |
| Component 1: |  |  |
| Component 2: |  |  |
| Component 3: |  |  |

1. **Provide a summary of key activities and results per Project Component for the past year (please explain how specific activities contributed to achieving expected results outlined in your Project Logic Model). Comment on variances between expected and actual results achieved (including unexpected results).**

**Component 1**

* Activities:
* Results:
* How did activities contribute to expected results outlined in your Logic Model:
* Variances:
* Unexpected results

**Component 2**

* Activities
* Results
* How did activities contribute to expected results outlined in your Logic Model
* Variances
* Unexpected results

**Component 3**

* Activities
* Results
* How did activities contribute to expected results outlined in your Logic Model
* Variances
* Unexpected results

**In the table below please provide a list of all scholarships awarded in the past year. If needed, please add supplementary rows. \**Note, each table is only to include scholars who began their scholarship between April 1, 2016 and March 31, 2017.***

**Component 1 – Outgoing Canadian Scholars**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Scholar’s name**  | **Gender (M/F)** | **Went to which Commonwealth country** | **Commonwealth partner** | **Scholarship start date (dd/mm/yyyy)** | **Scholarship end date (dd/mm/yyyy)** | **Received academic credit? (Y/N)\*** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***\*If the scholar did not receive academic credit, please explain why.***

**Component 2 – Outgoing Canadian Interns**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Scholar’s name**  | **Gender (M/F)** | **Went to which Commonwealth country** | **Commonwealth partner** | **Scholarship start date (dd/mm/yyyy)** | **Scholarship end date (dd/mm/yyyy)** | **Received academic credit? (Y/N)\*** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***\*If the scholar did not receive academic credit, please explain why.***

**Component 3 – Incoming Graduate Scholars**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Scholar’s name**  | **Gender (M/F)** | **Coming from which Commonwealth country** | **Commonwealth partner (if applicable)** | **Scholarship start date (dd/mm/yyyy)** | **Scholarship end date (dd/mm/yyyy)** | **Received academic credit? (Y/N)\*** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***\*If the scholar did not receive academic credit, please explain why.***

1. **Describe 2 activities organised by your university which helped build scholars’ leadership skills.**

|  |  |  |
| --- | --- | --- |
| **Description of activity** | **Date (dd/mm/yyyy)** | **Additional comments** |
| 1. |  |  |
| 2. |  |  |

1. **Describe 2 activities organised by your university which helped connect scholars with each other, before, during and after their scholarship.**

|  |  |  |
| --- | --- | --- |
| **Description of activity** | **Date (dd/mm/yyyy)** | **Additional comments** |
| 1. |  |  |
| 2. |  |  |

1. **In the tables below describe how your university connected scholars with the local community (including the local Community Foundation if applicable) in Canada and/or in the Commonwealth. Community engagement activities are mandatory. Please provide details of all community engagement activities, by QEScholar, either organised by the university or the Commonwealth partner or by the scholars themselves. If needed, please add supplementary rows.**

**Component 1 – Outgoing Canadian Scholars**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Scholar’s name** | **Description of community engagement activity**  | **Scholar’s role in the activity** | **Date**  | **Location** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Component 2 – Outgoing Canadian Interns**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Scholar’s name** | **Description of community engagement activity**  | **Scholar’s role in the activity** | **Date**  | **Location** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Component 3 – Incoming Graduate Scholars**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Scholar’s name** | **Description of community engagement activity**  | **Scholar’s role in the activity** | **Date**  | **Location** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Please provide three lessons learned or course corrections needed during the implementation and execution of the project over the past year.**
2. **Share a success story with us.**
* **Who:**
* **When:**
* **Where:**
* **What:**
1. **General feedback from partners:**
2. **General feedback from the Canadian university:**

**COMMONWEALTH PARTNER REPORT TEMPLATE**

The partner institutions hosting Component 2 (Interns) QEScholars are expected to provide a short annual report on their project QEScholars. The report will be annexed to the to the Canadian university’s annual report.

The partner is not expected to comment on individual QEScholars but rather on the ***overall impact the QEScholars have had on their institution.***

**Name and Title of person completing the partner report:**

**Email address:**

1. Please describe your organisation/institution.
2. Please provide an overview of the QEScholars’ activity at your institution.
3. What were some of the key results of QEScholars’ activities at your institution?
4. Did your institution benefit from the QEScholars’ presence? Please explain.
5. How did QEScholars strengthen the capacity of your institution? Please elaborate.
6. What do you foresee as the medium-term impact of the QEScholars’ contribution to your institution’s work?
7. The QES program hopes that QEScholars are able to contribute to and learn from the partner institution. Do you have any suggestions for how future QEScholars can better contribute to the priorities of your institution?