



# Institution of Gas Engineers & Managers

*Postgraduate Masters Scholarship for Engineering Council accredited courses*

## Application

When completed, please email this form saved as a pdf to [funding@igem.org.uk](mailto:funding@igem.org.uk) with supporting documentation. (Please note the maximum file size of your emails should not exceed 10MB).

If you **DO NOT** receive an acknowledgement within seven working days, please email [funding@igem.org.uk](mailto:funding@igem.org.uk) or telephone +44 (0)1509 678 150 to ensure that the team have received your application.

**CLOSING DATE: 31 May**

## Eligibility

- The scholarships are open to those looking to pursue an accredited masters degree to obtain the academic requirements needed for professional registration for CEng (**please visit the Engineering Council website for a full list of accredited courses to check your eligibility**)
- Applicants must be a member of IGEM at the time of applying
- Applicants must intend to commence their masters degree in the next academic session (**if you have already commenced you are not eligible to apply**)
- Applicants must have received an offer of a place at a university
- Applicants should be expecting or have already gained a first class or 2:1 honours Engineering Council accredited undergraduate degree
- IGEM employees are not eligible to apply

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**APPLICANT: Please complete the form below**

### Section 1. Applicant

|  |           |  |
|--|-----------|--|
| Title  | Full name |  |
| Address (to be used for all correspondence). Please remember to keep IGEM informed of any change of address between now and September. |           |  |
| IGEM membership no   | Tel no    |  |
| Email  |           |  |

## Section 2. Education since leaving school

| Name of institution | Dates | Course followed | Results* (mention any prizes, commendations etc) |
|---------------------|-------|-----------------|--|
|                     |       |                 |  |

**\*If a graduate state class of degree obtained; if an undergraduate please give year of study and previous year's results.**

## Section 3. Employment

Please state your previous employment since leaving school (include any industrial placements undertaken as part of your undergraduate studies)

Current position

Current employer

| Name and address of previous employer(s) | Dates | Position | Type of work (i.e. placement, vacation, full-time etc.) |
|--|-------|----------|---|
|  |       |          |   |



## Section 4. University application

Title of Engineering Council accredited course (please state whether Hons i.e. BEng(Hons)/MEng(Hons) or other)

UCAS code no

Academy reference (if known)

Name of university

Date course commences

Date course finishes

Is your course part-time or full-time?  
(Please mark appropriate box)

Part-time

Full-time

Does the course include industrial periods?  
(Please mark appropriate box)

YES

NO

If YES state length of training period

Description of the proposed course/studies in terms of subjects and project outline, or research topic and work plan



## Section 5. Selection of course

In no more than 500 words, indicate why you wish to embark on the course and how the work may relate to your career objectives (please continue on a separate sheet if required)



## Section 6. References (referees should preferably be members of IGEM)

Applications are to be supported by two referees

A personal reference from your previous school/college or if you undertake an industrial year a representative from the company who should preferably be a corporate member of IGEM

An academic reference from your current university (personal tutor or head of department)

Please download and send them the reference request forms. The referee needs to send this back to us directly by **31 May**, using the details provided on the form.

### Personal reference

|                                   |           |
|-----------------------------------|-----------|
| Full name                         |           |
| Organisation                      | Job title |
| Tel no                            |           |
| Email                             |           |
| Full address (including postcode) |           |

### Academic reference

|                                   |           |
|-----------------------------------|-----------|
| Full name                         |           |
| Organisation                      | Job title |
| Tel no                            |           |
| Email                             |           |
| Full address (including postcode) |           |



## Section 7. Selection of engineering

In no more than 500 words, explain why you have chosen to study engineering, giving reasons why you should be chosen for the scholarship (please continue on a separate sheet if required)



## Section 8. Interests, activities and achievements

In no more than 500 words, please provide information on interests, activities and achievements, including any activities with iGEM or promoting engineering in schools or elsewhere (please continue on a separate sheet if required)



## Section 9. Scholarship

How did you learn of the scholarship? **(Please tick the appropriate box)**

|                    |                 |                      |              |
|--------------------|-----------------|----------------------|--------------|
| Existing scholar   | From university | From school          | IGEM website |
| Publicity material | Social media    | Other (Please state) |              |

## Specific conditions

**Short-listed applicants will be interviewed.**

- A candidate selected for a scholarship is required to be a member of IGEM at the time of applying
- In the case of a part-time programme, a report endorsed by the personal tutor of the head of department will be required
- Upon completion of the programme, scholarship holders are required to provide a report to the Scholarship Panel which is endorsed by the personal tutor or head of department. The report should include a copy of the project thesis or dissertation, which can be a loose-leaf or digital version. Failing this, IGEM is entitled to ask for a reimbursement of the scholarship
- The role of IGEM must be acknowledged in any publication arising from any work undertaken for the scholarship of the degree

## Section 10. Publicity

If awarded the scholarship, please confirm your acceptance to contribute to IGEM's publicity material

**(please indicate)**    YES            NO

## Section 11. Declaration

**Please indicate to confirm that you have read, understood and agree to the following (as applicable to you)**

I hereby declare that all questions contained in this form have been fully and truthfully answered to the best of my ability

In accordance with the GDPR, I hereby explicitly consent to permit IGEM staff to process and retain the data provided in this form and in all other communications from me to IGEM in connection with my application

I understand that deliberately providing any false, incomplete, and/or misleading information on this form may disqualify my application

Signature

Date



## Application Process for IGEM Postgraduate Masters Scholarships

**CLOSING DATE FOR APPLICATIONS: 31 May**

### 1. Acknowledgement of Application Form

You will be sent confirmation from the Scholarship Panel upon receipt of your application.

### 2. What happens next?

Your application and reference forms will be assessed by the Scholarship Panel.

The Scholarship Panel meets in June to select candidates to invite to interview. Candidates who are short-listed will be contacted by email.

Candidates short-listed for interview will be required to supply the following information

**A scanned copy of documentation confirming your enrolment on your degree course**

**A scanned copy of your undergraduate degree results** (as soon as available)

As a matter of urgency, please email the Scholarship Panel at [funding@igem.org.uk](mailto:funding@igem.org.uk) and let them know your results as soon as you receive them.

**Two references to support your application** (to be sent by your referee under separate cover no later than **31 May**).

Candidates who have **not** been short-listed for an interview will be informed by email, after the meeting in June.

**PLEASE NOTE THAT THE SCHOLARSHIP PANEL WILL NOT ENTER INTO ANY CORRESPONDENCE REGARDING ITS DECISION.**

### 3. Interviews

Interviews for short-listed candidates have been arranged for July. ***We regret that alternative dates cannot be arranged.***

### 4. What happens at the interview day?

Those short-listed will be invited to attend a virtual interview with the Scholarship Panel. The interview will last approximately 45 minutes and will be based on your application submitted.

If you have any additional requirements to assist you to attend your interview, please notify us in advance so that we can organise the necessary arrangements.

### 5. After the interview

Following the interview, the Scholarship Panel will notify applicants of the outcome of the interview via email.

**NOTE: APPLICANTS MUST BEAR IN MIND THAT THE SCHOLARSHIP PANEL DOES NOT OFFER FEEDBACK FROM THE INTERVIEW AND ITS DECISION IS FINAL.**



## **6. Successful applicants**

Successful applicants will be sent an offer by email outlining the amount agreed by the Scholarship Panel.

This will include a reminder of the conditions attached to the scholarship i.e. such as when they will be required to provide their report(s).

Failing to comply with these conditions will mean that IGEM is entitled to ask for a reimbursement of the Scholarship.

Successful applicants are required to notify the IGEM in writing that they still require the scholarship and accept the conditions of supplying a report on the date determined by the Scholarship Panel.

Upon receipt of the confirmation, IGEM will arrange for payment.

## **7. Reports**

Scholarship holders must provide a written report by the date determined by the Scholarship Panel as detailed in the offer letter.

Upon completion of the programme, scholarship holders are required to provide a report to the Scholarship Panel, which is endorsed by the personal tutor or head of department. The report should include a copy of the project thesis or dissertation, which can be a loose-leaf version or digital. The role of IGEM must be acknowledged in any publication arising from any work undertaken for the award of the degree.

Failing to present a report at the agreed time will be considered as a breach of contract and result in the Scholarship Panel seeking to recover any amounts paid.