



Institution of Gas Engineers & Managers

Scholarships for Engineering Council accredited courses

Application

When completed, please email this form saved as a pdf to 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 or telephone **+44 (0)1509 678 166** to ensure that the team have received your application.

CLOSING DATE: 31 May

INTERVIEW STAGE: 1-19 July

Eligibility for all IGEM scholarships:

- Applicants must intend to commence their sponsored learning in the next academic cycle
- IGEM employees are not eligible to apply

Prospective Undergraduate Scholarship:

- This scholarship is open to students who currently hold a conditional or unconditional offer for an Undergraduate Engineering Council accredited degree

Current Undergraduate Scholarship:

- The scholarship is open to those who are currently registered on an Engineering Council accredited degree and making excellent progress, to the standard of 2:1 or above
- Current IGEM Undergraduate Scholarship holders are not eligible to apply

Prospective Postgraduate Scholarship:

- The scholarships are open to those looking to pursue an accredited masters degree to obtain the academic requirements needed for professional registration for CEng
- Applicants should be expecting or have already gained a first class or 2:1 honours Engineering Council accredited undergraduate degree

Note: Please see <http://www.engc.org.uk/educationskills/course-search/accredited-course-search/> for a full list of accredited courses to check your eligibility.



APPLICANT: Please complete the form below

Which type of scholarship would you like to apply for?

Prospective Undergraduate Scholarship

Current Undergraduate Scholarship

Prospective Postgraduate Scholarship

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.	
Date of Birth	Tel no
Email	

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)	

Section 1.2 Education

Please provide details of all qualifications you have achieved since 11 years of age starting with your highest qualification in reverse chronological order (latest first).

(Further information may be given on separate sheets if necessary):

Subject	Level (e.g. MEng, BEng, A-level, IB, GCSE)	Grade (Please state whether achieved or expected)	Place of study	From	To

Section 1.3 Employment (including work experience/placements)

Please state your previous employment since leaving school (include any work experience and any industrial placements undertaken as part of your studies):

Job title	Brief description of duties	Type of employment (e.g. placement, part/full time)	Employer name	Start date	End date



Section 2. Scholarship application

2.1 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

Prospective Postgraduate Scholarship only

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



2.2 Personal statement (maximum 1000 words):

Please provide a short description as to why you should be awarded a scholarship in no more than 1000 words. Continue on a separate sheet if required.

The personal statement should outline:

Why you have chosen to study engineering and this particular course

Why you should be chosen for the scholarship

Information on interests, activities and achievements, including any activities with IGEM or the promotion of engineering and/or the industry

Your future after university and how you propose to contribute to the gas industry

How the scholarship will impact on your studies

Summary including why you'll make a great scholar

Section 3. References

All applications require support from a minimum of one referee.

The referee should be either the head of your school/college or if undertaking a work placement i.e. as part of the Year in Industry Scheme, a representative from the company.

Personal reference – All applications:

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

For Current Undergraduate Scholarship and Prospective Postgraduate Scholarship applications, an academic reference is also required from your current university (personal tutor or head of department).

Academic reference - Current Undergraduate Scholarship and Prospective Postgraduate Scholarship only

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

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



Section 4. Declarations

I, the undersigned, can confirm that I have read, understood and agree to the following:

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

I confirm my acceptance to contribute to IGEM's publicity material

I have attached the following information:

A scanned copy of my CONFIRMED OFFER (if unconditional and if available, otherwise forward when available) SAVED AS A PDF format.

A scanned copy of my examination results slip (if available)* SAVED AS A PDF format (please mark to indicate attached)

**If not available - as a matter of urgency, please email IGEM at funding@igem.org.uk and let us know your results as soon as you receive them.*

I confirm that I have forwarded a copy of the appropriate reference request forms to the persons named in Section 2.3

If successful in the scholarship application I agree to meet the scholarship conditions and observe IGEM's Professional Code of Conduct, Royal Charter and By-Laws.

Signature

Printed name

Date



Application Process for IGEM Scholarships

CLOSING DATE FOR APPLICATIONS: 31 May

1. Acknowledgement of application form

You will be sent confirmation from the Scholarships, Grants and Awards Panel upon receipt of your application.

2. What happens next?

Your application and reference forms will be assessed by the Scholarships, Grants and Awards Panel.

The Scholarships, Grants and Awards Panel meets in June to select candidates to invite to interview.

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

Please note: applicants will be expected to show their interest in/awareness of the industry and IGEM, particularly if they progress to the interview stage.

3. Interviews

Interviews for short-listed candidates will be arranged during the period of 1-19 July. We regret that alternative dates cannot be arranged.

4. What happens at the interview day?

Those short-listed will be invited to attend an in person interview with members from the Scholarships, Grants and Awards 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. In certain circumstances the interview may be undertaken virtually, subject to agreement with the Scholarships, Grants and Awards Panel.

5. After the interview

Following the interview, the Scholarships, Grants and Awards Panel will notify applicants of the outcome of the interview via email.

6. Successful applicants

Successful applicants will be sent an offer by email outlining the amount agreed by the Scholarships, Grants and Awards Panel. This will include a reminder of the conditions attached to the scholarship i.e. when they will be required to provide their report(s).

Successful applicants are required to notify IGEM in writing that they still require the scholarship and accept the conditions of supplying a report on the date determined by the Scholarships, Grants and Awards Panel. Upon receipt of the confirmation, IGEM will arrange for payment.



7. Scholarship conditions

Failure to comply with these conditions may result in the Scholarships, Grants and Awards Panel seeking to recover any amounts paid.

8. Performance

Where funding is provided across multiple years, the scholarship is subject to satisfactory progress being made i.e. progression to the following academic year, achievement of personal and academic goals. All scholarship conditions including performance and annual reporting, need to be met for funding to be supported and continued.

9. IGEM Membership

Scholarship holders must hold and maintain the appropriate grade of IGEM membership throughout the scholarship period.

10. Continuing Professional Development (CPD)

Scholarship holders must carry out and evidence continuing professional development relevant to their course, the institute and / or the gas industry.

11. Annual report

Scholarship holders must provide a written report on an annual basis with a further report due upon completion of the scholarship programme. Reports should be endorsed by the personal tutor or head of department and include a summary of Continuing Professional Development activities conducted over the previous year.

Annual reports shall be provided by 31 August and reviewed by the Scholarships, Grants and Awards Panel with feedback, and if appropriate industry support and direction given to the scholarship holder.

The final 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.

Scholarship holders will be expected to provide input into the Gas International journal and seek opportunities to showcase their work.