



# Institution of Gas Engineers & Managers

*Undergraduate 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

- This scholarship is open to students who currently hold a conditional or unconditional offer for an Undergraduate Engineering Council accredited degree. **(Please visit the Engineering Council website for a full list of accredited courses to check your eligibility)**
- Applicants must intend to commence their degree in the next academic session
- Applicants must be a member of IGEM at the time of applying for a scholarship or join as a member once their course has commenced
- 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 2a. Secondary education

List in **reverse chronological order (latest first)** schools and colleges you have attended since age 11

Name and address	Telephone number	From	To

## Section 2b. Industrial experience

List in **reverse chronological order (latest first)** employers you have worked for since age 11

Name and address	Telephone number	From	To





## Section 5. 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?                      YES                      NO  
(Please mark appropriate box)

If YES state length of training period
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## Section 6. Reference

A referee who is willing to support your application is required. 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 who should preferably be a corporate member of IGEN.

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

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



## Section 7. Interests, activities and achievements

In no more than 500 words, please provide information on interests, activities and achievements (please continue on a separate sheet if required)



## Section 8. Selection of engineering

In no more than 500 words, explain why you have chosen to study engineering, briefly stating the reasons for the choice of degree course, giving reasons why you should be chosen and explaining how the undergraduate scholarship will impact on your studies (please continue on a separate sheet if required)



## Section 9. Scholarship

How did you or your school 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 10. Publicity

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

**(please indicate)** YES NO

## Section 11. Supporting documentation

I have attached the following information:

A scanned copy of my CONFIRMED OFFER (if unconditional and if available, else forward when available) SAVED AS A PDF in this format. Please do not send the conditional offer (please mark to indicate attached)

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

\*If not available - as a matter of urgency, please email IGEM and let us know your A-Level (or equivalent) results as soon as you receive them. Please also forward a copy of these results as a pdf saved in the format stated above to [funding@igem.org.uk](mailto:funding@igem.org.uk).

**I confirm that I have forwarded a copy of the reference request form to the person named in Section 6 (referee)** (please mark to indicate)

## Section 12. Declarations

**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 Undergraduate 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 form 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. This is the earliest date which candidates can be notified.

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

#### **Confirmation of your A-Level (or equivalent) results (photocopies or pdfs please), if available**

As a matter of urgency, please email the Scholarship Panel and let them know your A-Level (or equivalent) results as soon as you receive them, quoting your name and reference number. Please also forward a copy of these results either as a pdf or a photocopy in the post. Please email [funding@igem.org.uk](mailto:funding@igem.org.uk).

#### **Confirmation of your university place** (photocopy/scanned copy please)

#### **A reference to support your application** (to be sent by your reference 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 an alternative date 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 email outlining the amount agreed by the Scholarship Panel.

This will include a reminder of the conditions attached to the scholarship i.e. that they will be required to become a member and also details of when a report(s) is required.

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 and becoming a member of IGEM.

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