



Institution of Gas Engineers & Managers

First Year Undergraduate Scholarship 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 678 150** to ensure that the team have received your application.

CLOSING DATE: 31 May

Eligibility

- The scholarship is open to those registered on the first year of their Engineering Council accredited degree and making excellent progress, to the standard of 2:1 or above. **(Please visit the Engineering Council website for a full list of accredited courses to check your eligibility)**
- **Current IGEM Undergraduate Scholarship holders are not eligible to apply**
- Applicants must be a member of IGEM at the time of applying
- IGEM employees are not eligible to apply

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. University education

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

Section 3a. 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 3b. 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 4. First year examination results

Subject taken	Grades achieved	Date	Overall grade for the year



Section 5. Examinations taken

List in **reverse chronological order (latest first)**

Subject	Level (e.g. A-Level, AS, IB, GCSE)	Date	Grade achieved



Section 6. References

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. 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 8. 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 9. Engineering appreciation

“Describe using a specific topic, an activity, or event that could be undertaken, how you would inspire an interest in engineering to primary school children?” Please reference all work. Please write approximately one page



Section 10. 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)	

Section 11. Publicity

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

(please indicate) YES NO

Section 12. Supporting documentation

I have attached the following information

A scanned copy of documentation confirming your enrolment on your degree course **SAVED AS A PDF** (please mark to indicate attached)

A scanned copy of your first year examination results (if available)* **SAVED AS A PDF** (please mark to indicate attached)

*If not available - as a matter of urgency, please email IGEM and provide us with a copy of your results as soon as you receive them. Please also forward a copy of these results as a pdf to **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 13. 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 First Year 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 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 first year examination results (as soon as available)

As a matter of urgency, please email the Scholarship Panel at funding@igem.org.uk and let them know your First Year Examination 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 **end of 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 by 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 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.