

THE HKIE YOUNG ENGINEERS ARTHUR & LOUISE MAY MEMORIAL SCHOLARSHIP 2013/14

Guidance Notes

The Scholarship is funded by "The Arthur and Louise May Memorial Fund" managed by the HSBC Trustee.

Aims and Objectives

The Scholarship aims to encourage and support young engineers to further their education abroad for the benefit of the engineering profession and the local community at large.

The Scholarship

Depending on the nature and duration of the education course, a scholarship will be awarded to suitable candidate(s) for pursuing further education (non-degree granting courses of one month to six months and post-graduate degree granting courses) abroad. Preference would be given to practicing engineers.

The ceiling of each successful application is HK\$300,000. The scholarship shall cover the tuition fee of the course, a return air ticket (economy class) and living expenses.

Eligibility

The applicant

- aged under 35 on the date of application
- a permanent resident of Hong Kong (*Hong Kong Permanent ID card holder*)
- a/an Associate Member/Graduate Member/Corporate Member of the HKIE
- holds a bachelor degree in engineering or equivalent and with good academic standard
- with at least two years of engineering-related experience
- is recommended by at least three referees (at least one from work place and one from the academia)
- with technical competence, leadership quality and good communication skills

**Preference would be given to practicing engineers, rather than those in the academia*

**Awardee may apply for renewal of Scholarship for the continuation of a course that is longer than one year*

**Recipient of other scholarships/awards may also apply for this Scholarship*

The education course

Non-degree granting courses (between one month to six months) and post-graduate degree granting courses outside Hong Kong, including the Mainland.

Application Procedures and Timeline

Application timeline

- Submit applications to the preferred education institutes before (or at the same time as) applying for the Scholarship
- The deadline for application for the Scholarship is **30 September 2013** for education courses starting from 1 January to 31 December 2014
- Shortlisted candidates will be invited to attend an interview by the Panel of Judges comprising senior members of the HKIE in November 2013 and the results will be announced not later than December 2013

Application procedures

- Completed Application Form accompanied by the required documents should reach the HKIE Secretariat by mail (*e-copies of the applications are not accepted*)
- Applicant should submit an essay demonstrating the applicant's suitability for the Scholarship with reference to the selection criteria

Selection Procedures

Shortlisting

Applicants are to be shortlisted by a Work Group for Shortlisting.

Interview

Shortlisted applicants are to be interviewed by the Panel of Judges.

Selection criteria

- academic achievement
- performance at work
- contribution to the HKIE/the Hong Kong society
- vision and commitment to serve the engineering profession and local community
- performance in the interview
- technical competence, leadership quality and communication skills

The Panel of Judges shall have the sole discretion to decide on the number of awardees each year and the amount of the scholarship to be awarded to each awardee.

The HKIE reserves the right to reject or disqualify any application. The decision of the Panel of Judges will be final. In the event of there being no candidates of sufficient merit, the Panel of Judges may withhold all or any of the awards at its absolute discretion.

If, after the Scholarship is bestowed, any fact supplied in the respective application is discovered to be fraudulent or untrue, or an Awardee is found to be associated with a fraudulent or dishonourable act, the HKIE reserves the right, after consulting the Panel of Judges, to institute any actions deemed fit.

Announcement of Results

Awardee(s) is to be notified of the result not later than December 2013.

The full amount of the agreed scholarship will be disbursed to the awardee upon his/her producing the letter of acceptance from the education institute.

Conditions of the Offer

Awardee should submit standard Reporting Form (in the interim and upon completion of the course) to the HKIE Secretariat as required. Awardee is also advised to keep all the receipts and invoices for checking purpose.

By accepting the Scholarship, the awardee undertakes to complete the approved education course and to submit any report/proforma/document as required.

Should an awardee decide to vary or discontinue his/her programme of study or fail to submit any report/proforma/document as required, the HKIE reserves the right to request the awardee to return to the HKIE part/full amount of the fund received.

Awardee may also be invited to share his/her experience and technical knowledge gained with HKIE members in a sharing session arranged by the HKIE Secretariat or in the HKIE Journal.

Deadline for application for the 2013/14 cycle

Monday, 30 September 2013

Enquiries

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This form must be completed in block letters.

Part I: Particulars of the Applicant

Name (English) _____ (Chinese) _____

Age _____ Gender _____ HKID Number _____

HKIE Membership Grade Associate Member Graduate Member Corporate Member

Membership Number _____ Email _____

Tel (Work) _____ / (Mobile) _____

Company/Organisation _____

Position _____

Part II: Working Experience

Year(s) of engineering related experience: _____ year(s) _____ month(s)

Details of working experience (starting from the latest one)

Company/Organisation	
Department	
Job Title	
Full-time/Part-time	
Duration	
Summary of duties	

Company/Organisation	
Department	
Job Title	
Full-time/Part-time	
Duration	
Summary of duties	

Company/Organisation	
Department	
Job Title	
Full-time/Part-time	
Duration	
Summary of duties	

Part III: Academic Qualifications

Post-secondary Education

Education Institute/ University Attended	Programmes Attended and Qualification Obtained	Mode of Attendance (e.g. Full-time/Part-time etc.)	Date (Month/Year)		Highlights of Achievements
			From	To	

Post-graduate Education

Education Institute/ University Attended	Programmes Attended and Qualification Obtained	Mode of Attendance (e.g. Full-time/Part-time etc.)	Date (Month/Year)		Highlights of Achievements
			From	To	

Part IV: Application for the HKIE Young Engineers Arthur & Louise May Memorial Scholarship

Details of the preferred education course

Name of the Education Institute _____

Location of the Education Institute:(country) _____ (city) _____

Course of Study _____

Duration of the course: From _____ To _____

Is it a post-graduate degree granting course? Yes No

Status of application:

- Application just filed
- Offer given by the Education Institute
- Conditional offer given by the Education Institute
- Result will not be announced until _____
- Others: _____

Amount of Scholarship applied for

(a) Tuition fee: _____ in _____ (currency)

Due date(s) of tuition fee: _____ / _____

(b) Estimated cost of a return air ticket (economy class): HK\$ _____

Route: _____

(c) Estimated living expenses:

Total amount of Scholarship applied for [(a) + (b) +(c)]: HK\$ _____

Part V: Experience in serving the Hong Kong community, the engineering industry as well as the HKIE

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Part VI: References

Referee 1

Name in Full	(English)	(Chinese)
Organisation		
Position		
HKIE Membership Grade and Number (if applicable):		
Tel		
Email		
In what capacity have you been known to the referee?		
Duration of Acquaintance	Year(s)	Month(s)

Referee 2

Name in Full	(English)	(Chinese)
Organisation		
Position		
HKIE Membership Grade and Number (if applicable):		
Tel		
Email		
In what capacity have you been known to the referee?		
Duration of Acquaintance	Year(s)	Month(s)

Referee 3

Name in Full	(English)	(Chinese)
Organisation		
Position		
HKIE Membership Grade and Number (if applicable):		
Tel		
Email		
In what capacity have you been known to the referee?		
Duration of Acquaintance	Year(s)	Month(s)

Part VII: Declaration by the Applicant

I declare that I have read, observed and acknowledged the conditions of the HKIE Young Engineers Arthur & Louise May Memorial Scholarship 2013/14 for which I am now applying. I understand that I am bound and agree to be bound by the conditions throughout.

Date: _____

Signature: _____

The applicant is required to submit the following:

- an essay demonstrating the applicant's suitability for the Scholarship with reference to the selection criteria
- recommendation letters from each of the referees to support the application
- a copy of the applicant's Hong Kong Permanent ID card
- a copy of the applicant's curriculum vitae
- a copy of the applicant's HKIE membership card
- documentary proof showing the applicant's status of application for the preferred post-graduate education course

Applications with incomplete information will not be processed.

* The personal data provided by means of this application will be used for considering your application for the HKIE Young Engineers Arthur & Louise May Memorial Scholarship 2013/14 only.

* In accordance with Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, you have the rights to request access to and request the correction of the data provided.

Original signed application form should reach the HKIE Secretariat by mail (*e-copies of the applications are not accepted*) no later than **Monday, 30 September 2013**. Please mark "**Application for the HKIE Young Engineers Arthur & Louise May Memorial Scholarship 2013/14**" on the envelope.