

The HKIE Young Engineers Arthur & Louise May Memorial Scholarship

Guidance Notes

2019/20

Sponsorship

The Scholarship is to be solely funded by "The Arthur and Louise May Memorial Fund" (the Fund) managed by the HSBC Trustee. The total scholarship amount per year is around HK\$800,000. There can be more than one recipient each year. In the event of there being not enough candidates of sufficient merit, no sponsorship or only part of the total amount will be given for the Scholarship for the year and the unused fund will be brought forward to the budget of the next cycle.

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 also supports those who are planning to attend professional development workshops organised by government departments, reputable public and professional bodies overseas and in Mainland China. It is expected that the awardees will commit themselves to contributing to the engineering industry in Hong Kong after completion of their studies.

The Scholarship

Depending on the nature and duration of the education course or professional development workshop, a scholarship will be awarded to suitable candidate(s) for pursuing further education (non-degree granting courses of one week to six months and post-graduate degree granting courses) and attending professional development workshops (not less than one week) organised by government departments, reputable public and professional bodies, both overseas and in Mainland China. Preference would be given to practicing engineers.

The ceiling of each successful application is HK\$400,000. The scholarship shall cover the tuition fee of the course or the fee of the professional development workshop, a return air ticket (economy class)/high speed rail ticket (second class) and living expenses*.

**The Scholarship shall cover one-year tuition fee and living expenses as maximum.*

The scholarship will be disbursed in two installments with a 80/20 split. The first installment (80% of the total scholarship amount) of the scholarship will be disbursed to the awardee upon receipt of the letter of acceptance from the education institution or confirmation of registration from the organiser of the professional development workshop, official receipt for the fee payment as well as the duly completed undertaking form. The second installment (the remaining 20% of the total scholarship amount) is to be disbursed to the awardee upon receipt of the final report and academic transcript of the education institution or proof of completion of the course/professional development workshop attended.

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 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/professional development workshop

Non-degree granting courses (between one week to six months), post-graduate degree granting courses and professional development workshops (not less than one week) overseas and in Mainland China.

Application Procedures and Timeline

Application timeline

- Submit applications to the preferred education institutions or register for the preferred professional development workshops before (or at the same time as) applying for the Scholarship.
- The deadline for application for the Scholarship is **29 November 2019** for education courses and professional development workshops starting from 1 January to 31 December 2020.
- Shortlisted candidates will be invited to attend an interview by the Panel of Judges comprising senior Members of the HKIE in December 2019/January 2020 and the results will be announced not later than February 2020.

Application procedures

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

Selection Procedures

Shortlisting

Applicants are to be shortlisted by the Work Group.

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 not enough candidates of sufficient merit, they may withhold all or any of the awards at their 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) will be notified of the result not later than February 2020.

Conditions of the Offer

Awardee should submit standard Reporting Form (interim/final report) and academic transcript of the education institution or proof of completion of the course/professional development workshop attended 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 or the professional development workshop and to submit any report/proforma/document as required. Should the awardee discontinue his/her programme of study or fail to complete the professional development workshop 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.

The awardee should commit himself/herself to contributing to the engineering industry in Hong Kong for at least two years, after completion of his/her study. This undertaking period could be suitably reduced for short courses/workshops less than one month, at the sole discretion of HKIE.

Should an awardee decide to vary his/her approved course/professional development workshop due to any reason, he/she is required to inform the Institution timely by producing relevant documentary proof. The HKIE reserves the right to request the awardee to return to the HKIE part/full amount of the fund received.

Awardee should share his/her experience and technical knowledge gained with HKIE members in the HKIE Journal after completion of his/her study.

Deadline for application for the 2019/20 cycle Friday, 29 November 2019

Enquiries

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The HKIE Young Engineers Arthur & Louise May Memorial Scholarship

2019/20

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 _____

Tel (Work) _____ / (Mobile) _____ Email _____

Company/Organisation _____

Position _____

(If you are applying for renewal of Scholarship, please move on to Part IV of this form.)

Part II: Working Experience (Complete this part if you are a fresh applicant.)

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 (Complete this part if you are a fresh applicant.)

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/professional development workshop or education course enrolled/professional development workshop registered

Name of the Education Institute/Organiser of the Workshop		
Location of the Education Institute/Organiser of the Workshop	(country)	(city)
Course of Study/Name of Workshop		
Duration of the Course/Workshop	From	To
Is it a Post-graduate Degree Granting Course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Expected Learning Outcomes		

Status of application:

- Enrolled since _____
- Application just filed
- Offer given by the Education Institute/confirmation of registration received from the organiser of the professional development workshop
- Conditional offer given by the Education Institute
- Result will not be announced until _____
- Others: _____

Amount of Scholarship applied for [in Hong Kong Dollars] for the period 1 January 2020 – 31 December 2020

Exchange Rate: 1 Dollar in (Currency) _____ : HK\$ _____

(a) Tuition fee/registration fee: HK\$ _____

Details: HK\$ _____ for the Semester from _____ to _____

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

(b) Estimated cost of a return air ticket (economy class)/high speed rail ticket (second class): HK\$ _____

For air ticket

Route: _____

Airline: _____

(c) Estimated cost of accommodation: HK\$ _____ Details: _____

Sub-total: [(a) + (b) + (c)]: HK\$ _____

(d) Estimated living expenses:

Total amount of Scholarship applied for [Sub-total +(d)]: HK\$ _____

(e) Have you applied for or do you intend to apply for any other scholarships or sources of financial assistance in relation to your proposed studies? If so, please list the names of the schemes, amount requested and/or received, expected date of the result of the application etc.

(If you are applying for renewal of Scholarship, please move on to Part VII of this form.)

Part V: Experience in serving the Hong Kong community, the engineering industry as well as the HKIE (Complete this part if you are a fresh applicant.)

Part VI: References (Complete this part if you are a fresh applicant.)

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 2019/20 for which I am now applying. I understand that I am bound and agree to be bound by the conditions throughout.

Date: _____ Signature: _____

Part VIII: Source to learn about this Scholarship

I learnt about the HKIE Young Engineers Arthur & Louise May Memorial Scholarship from:

- The HKIE website
 The HKIE eNewsletter
 Hong Kong Engineer
 Poster posted at my workplace
 The HKIE Notice Board
 Online/Search Engine advertisement
 Others: _____

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;
- copy/ies of the applicant's academic results at the education institution(s)/
- 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/registration for the preferred post-graduate education course/ professional development workshop.

Applications with incomplete information will not be processed. Do not bind or glue the documents together.

- * 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 2019/20 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 **Friday, 29 November 2019**. Please mark "**Application for the HKIE Young Engineers Arthur & Louise May Memorial Scholarship 2019/20**" on the envelope.