THE HONG KONG INSTITUTION OF ENGINEERS
香港工程師學會

The HKIE Young Engineers

Arthur & Louise May Memorial Scholarship 2016/17

Guidance Notes

Sponsorship

The Scholarship is to be solely 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 week 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$400,000. The scholarship shall cover the tuition fee of the course, a return air ticket (economy class) and living expenses*.

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

Eligibility

The applicant

- aged under 35 on the date of the deadline of application (i.e. 30 September 2016)
- 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

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

Application Procedures and Timeline

Application timeline

- Submit applications to the preferred education institutions before (or at the same time as) applying for the Scholarship.
- The deadline for application for the Scholarship is **30 September 2016** for education courses starting from 1 January to 31 December 2017.
- Shortlisted candidates will be invited to attend an interview by the Panel of Judges comprising senior Members of the HKIE in November 2016 and the results will be announced not later than December 2016.

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 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) will be notified of the result not later than December 2016.

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

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 the awardee 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.

Should an awardee decide to vary his/her approved education course due to any reason, he/she is required to inform the Institution timely by producing relevant documentary proof.

Awardee is encouraged to participate in the HKIE activities as far as possible. 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 2016/17 cycle
Friday, 30 September 2016

Enquiries
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Official Use

The HKIE Young Engineers

Arthur & Louise May Memorial Scholarship 2016/17

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/ education course enrolled

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:

☐ Enrolled since _____

☐ 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 [in Hong Kong Dollars] (the Scholarship shall cover one-year tuition fee and living expense as maximum)

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

(a)Tuition fee: HK$_____

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

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

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

(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 2016/17 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 work place

☐ The HKIE Notice Board

☐ Online 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 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 2016/17 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, 30 September 2016**. Please mark **"Application for the HKIE Young Engineers Arthur & Louise May Memorial Scholarship 2016/17"** on the envelope.