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

# The HKIE Young Engineers Arthur & Louise May Memorial Scholarship 2017/18

## 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. 29 September 2017)
- 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 **29 September 2017** for education courses starting from 1 January to 31 December 2018.
- Shortlisted candidates will be invited to attend an interview by the Panel of Judges comprising senior Members of the HKIE in November 2017 and the results will be announced not later than December 2017.

### 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 2017.

## 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 2017/18 cycle
## Friday, 29 September 2017

### Enquiries
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| Official Use |
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# The HKIE Young Engineers
## Arthur & Louise May Memorial Scholarship 2017/18

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 |
| Expected Learning Outcomes | | |

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] for the period 1 January 2018 – 31 December 2018

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$ _____

(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.

| |
|---|
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*(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.)**

| |
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**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 2017/18 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 institute(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 2017/18 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 September 2017**. Please mark **"Application for the HKIE Young Engineers Arthur & Louise May Memorial Scholarship 2017/18"** on the envelope.