ROYAL ACADEMY OF ENGINEERING

Applicant Guidance Notes – 2017 / 18
Engineering Leaders Scholarship

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Introduction

This programme aims to provide support for engineering undergraduates in UK universities who have the potential to become leaders in engineering and who can act as role models for future engineers. These scholarships help ambitious and inspiring engineering undergraduates, who want to become leadership role models for the next generation of engineers, to undertake an accelerated personal development programme.

Recipients will get the opportunity to acquire the skills needed to fulfil their potential, helping them to move into engineering leadership positions in UK industry soon after graduation.

The scholarship is for £5,000 over three years.

Eligibility Criteria
- Applicants must be eligible to pay UK home fees and normally be resident in the UK. Students in the UK on short term exchange programmes are not eligible.
- Applicants must be undertaking an undergraduate engineering degree at a UK University (this includes computer science and materials).
- Applicants must be in the second year of a three or four year degree or in the third year of a five year degree.

We are looking for individuals who
- Have the potential to become an inspirational role model to the next generation of engineers.
- Have the potential to become leaders in the engineering industry within five years of graduation.

Please note:
- Any applications that are incomplete or do not adhere to the guidelines may be rejected.
- If you have any further queries please contact Jacqueline Clay (Programme Manager).

The Academy is committed to diversity and we welcome applications from minority and under-represented groups in engineering. We welcome applicants from eligible undergraduates at all UK Universities.

Submission Deadline

There is one round of applications held each year. The submission deadline for this round of applications is **4pm on Monday 8 January 2018**.

Monitoring

- Scholars will need to submit a Personal Development Plan to receive the first years funding.
- Each year scholars will need to submit an annual report including receipts of expenditure against activities undertaken throughout the previous year.
- It is expected that scholars will review their Personal Development Plan yearly and provide the Academy with an update of their activities.

How to Apply

All applications must be submitted via the online application system, available here: https://grants.raeng.org.uk. All applicants must be registered with the Academy's single sign-on system, or must first register and provide some basic log-in details to create a profile.

The application form has five sections and should take between one hour and one day to complete, depending on whether the applicant has already considered the questions prior to applying. A summary of the guidance notes are imbedded within the system itself, however the guidance given below is more detailed so we recommend you keep this document to hand.

Many of the questions have prescribed word limits which are designed to keep your answers focused and to give you an indication of the level of detail we require. In such cases the number of words you have used will be displayed beneath the question and updated in real time.

If you have any questions concerning the application or the online system please contact Jacqueline Clay at els@raeng.org.uk

Completing the Application Form

After logging in to the system via the Academy website and selecting the Engineering Leaders Scholarship programme you should be presented with the "Instructions" screen. Here you will see some general instructions on how to use the system as well as the below list of the 4 sections of the application form:

1. Applicant details
2. Case for Support
3. Support requested
4. Statements and Declaration

At any stage in the application process you can save your work and return to it at a later time. You can answer the questions in any order you like so you may freely skip some sections to return to later if you so wish. It is therefore worth viewing the application early on for an indication of what is required, and you should also ensure that you have all the necessary documentation to complete the application.

Please note: you will need a letter from your University confirming you meet the criteria, please make sure you request this early in the application process.

1. Applicant details

As a registered user, the form should autocomplete your name and contact details. You must ensure your email address is recorded accurately, as this will be how the Academy will contact you regarding the application (please where possible use a personal rather than university email as it is less likely this will change over time).

Q – *University*
Please provide the name of your University

Q – *Course details*
Please enter the name of the course you are currently studying. Courses must be undertaken at a UK University and you must be studying an engineering degree (this includes computer science and materials, if you are unsure if your course is eligible please contact us)

Q – *Name of Department / School*
Please provide the name of the Department that operates your course

Q – *Year of your course you are currently in*
You should apply this year if you are in the second year of a three or four year degree or the third year of a five year degree. These time frames also include any industrial placement.

Q – *Duration of course*
How long does your course last? (including industrial placement if relevant)

Q- *Course Start Date*
What year did you start your course

Q – Course graduation date
When are you expecting to graduate from your course?

Q – Engineering sector
Select the broad engineering sector that your course is associated with.

The categories are:
1 – MECHANICAL (Mechanical, aeronautical, marine and manufacturing engineering)
2 – CIVIL (Civil, structural, environmental, public works and building services engineering)
3 – ELECTRICAL (Electrical, electronic, control engineering, and materials for electronics and electronics in bio- and biomedical engineering and healthcare)
4 – CHEMICAL (Chemical, fuel, process, mining and materials engineering)
5 – INFORMATION AND COMMUNICATIONS TECHNOLOGY (Telecommunications networks and systems, computing and informatics)

Q – Qualifications and courses
Please list the following:
- Courses you took at A level including the grades received and the dates you completed these
- Results obtained so far for your undergraduate degree
- Any non-core subjects at University so far (and results)
- Undergraduate individual or group projects you have undertaken

Q – Please provide a copy of your academic transcripts
Upload a single combined PDF of your:
- A-level results or equivalent
- All academic transcripts for your degree programme so far

2. Case for support

This section asks questions about you and your career aspirations

Q – Detail any experience you have that demonstrates your suitability for this scholarship (up to 250 words)
Please highlight any activities, clubs or organisations you are actively involved with, this may include but is not limited to work experience, involvement in extracurricular activities, university clubs and societies, charitable work or involvement in sporting activities. If you have any other interests you think we would be interested in hearing about please detail these here.

Q – Provide evidence of your leadership aspirations (up to 250 words)
We are looking for future leaders, please tell us where you have taken early opportunities to build on your leadership skills and where you have taken the lead.

Q – How are you / will you be an inspirational role model to future engineers? (up to 250 words)
Leaders need to engage with and inspire others and often deal with challenging colleagues, managers and customers. Please tell us how you have inspired individuals

or teams and managed challenging people, this may include experiences at university, on placements and / or extra-curricular clubs and activities.

Q – What in your view is the most important problem facing UK society that engineers can impact upon?
In this question, we would like you to share your own ideas on what significant problem engineers are most able to help UK society act upon. *(up to 100 words)*

3. Support requested

Q – What are your career aspirations upon graduation? (up to 250 words)
Outline how you see your career developing once you have graduated and what type of activities you would need to undertake to enhance your prospects.

Q – Please tell us why you think you should receive this scholarship (up to 100 words

Q – Outline how you will use the funding from this Scholarship. (up to 250 words)

There is great flexibility in the scope of activities that can be undertaken.

Please outline the type of activities you would undertake and how these will help your career and how they will support you in inspiring others. Examples of the types of activities previous scholars have undertaken include:

- Attendance at conferences both within the UK and internationally
- Learning languages
- Engineering work experience, including overseas
- Volunteering

The scholarship cannot be used to offset your university fees and cannot be used to pay for activities that are expected to be undertaken as part of your course.

4. Statements and Declaration

This section seeks confirmation from your University that you meet the criteria for this scholarship and your commitment to seeking this scholarship.

Q – Please upload a letter of confirmation from your University
This letter should confirm the following:
- You are studying an undergraduate engineering degree at a UK University and have satisfactory academic standing
- The length of your degree programme and which year of the degree you are currently on (including if you are currently on a placement year).

This letter should be on the Universities letterhead and should be submitted as a PDF.

It is worth asking for this letter early in the application process as the deadline will not be extended for missing documentation.

Q - Please confirm you can attend the selection event on Monday 26ᵗʰ March 2018.
Shortlisted applicants will be invited to attend a Selection Event in March at the Royal Academy of Engineering, only applicants who confirm that they are able to attend the selection event in person on this date will be considered for an Engineering Leaders Scholarship.

Q – Applicant declaration
This section will ask the applicant to confirm that all the information they have submitted in their application is accurate and that they will update the Academy of any changes in their circumstances.

Q – Where did you hear about the scheme?
This question is optional and any information provided will help the Academy to understand which of our marketing materials and methods are most successful, so enabling us to improve our future communications activities.

Assessment of Applications

Successful applications will go through a two-stage process.

In the first instance applications, will be reviewed and assessed by a Sift Panel comprising of Fellows of the Academy. They will consider several factors, including:

- The extent to which the application aligns with the aims of the scheme
- The personal attributes of the candidate to become an inspirational role model to the next generation of engineers.
- Demonstration of a commitment to furthering the reputation of UK engineering.
- Demonstration of the ability to reach a position of leadership in the engineering industry within 5 years of graduation.
- The extent to which the candidate proposes to take full advantage of the benefits of the scheme.
- The extent to which the candidate demonstrates a willingness to contribute significantly to the on-going reputation and impact of the scheme.
- The applicant's availability to attend the Selection event in March.

Those applications shortlisted at the Sift Panel stage will be invited to a selection interview event at the Academy on **Monday 26ᵗʰ March 2018**. This will comprise an interview and various group activities that will enable us to decide who successful candidates will be.

Only applicants who confirm that they are able to attend the selection event on this date will be considered for an Engineering Leaders Scholarship

Applicants will be notified whether their application has been successful in late April 2018.

Contact

If you have any further queries, please contact Jacqueline Clay (Programme Manager) at els@raeng.org.uk