***Guidance Document***

***Réalta ME Scholarship Application Form***

Completion of Online Google Application Form - Important Guidance

* Please read through the sample version of the Online Application Form below, before completing the online Google Form.
* You are advised to have prepared your responses to ALL QUESTIONS prior to completing the Google Form.

*(We recommend that you compose your responses in MS Word)*

* There is NO facility to save a partially completed form and return to complete it later.
* You will be required to provide a Personal Statement that sets out why you wish to be considered for a Réalta Master in Engineering Scholarship.
* Examples of items that you may wish to include in your Personal Statement include:
	+ dependents and/or carer role
	+ accommodation/commuting challenges
	+ career change
	+ mature student standing
	+ balancing college/work requirements
	+ engagement in UCD Engineering/ UCD wider community, e.g. sports, UCDVO
	+ Other engagement/ extra-curricular activities
	+ If not/why not able to engage with UCD/UCD wider community/other engagement/extra-curricular activities
	+ Other factors negatively impacting on circumstances
* THE STATEMENT MUST NOT EXCEED 500 WORDS (Limit of 3200 Characters).
* We recommend that you compose your Personal Statement in MS Word; check the word / character count; then copy and paste your text into the Google Form.
* Your application will, in the first instance, be assessed on the basis of the Personal Statement.
* If you believe that your personal circumstances cannot be fully described within the permitted word / character count, you may upload a Supplementary Personal Statement.
* PLEASE NOTE THAT THIS SUPPLEMENTARY PERSONAL STATEMENT CANNOT BE SEEN AS AN ALTERNATIVE TO THE PERSONAL STATEMENT.

***Sample Version of the Online Google Application Form***

**Réalta ME Scholarship Application Form Stage 3 Students**

The Réalta Master’s in Engineering Scholarship provides funding for the fifth year of an ME degree programme. The purpose of this award is to encourage UCD Engineering undergraduate students, who might be uncertain about their ability to fund the fifth, fee-paying year, to progress into and complete the ME programme.

Students who are completing Stage 3 of their studies, in Academic Year 20XX/XX, are eligible to apply for one of the 20 one-year scholarships available. The value of the Réalta ME Scholarship is €9,500 per individual one-year bursary and will be payable once the student enters the fifth, fee-paying year of their ME programme.

\*Required

## Email \*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Student Number \*



1. **First Name \***



1. **Last Name \***



1. **What is your Current Stage 3 Programme Major \*** *Mark only one oval.*

Biomedical Engineering: NBS1

Chemical and Bioprocess Engineering: NQS2

Chemical with Biochemical Engineering Minor: NCW1/NLI1 Civil Engineering: NVS1

Electrical & Electronic Engineering: NES1

Mechanical Engineering: NMS1

Structural Engineering with Architecture: NAS1

## Please Confirm the ME Programme Major that you propose to take in 20XX-20XX\*

Please note that the Entry Requirement for the ME Programme is a Minimum GPA of 2.80. GPA calculation is weighted by a factor of 3 for Stage 2 and a factor of 7 for Stage 3.

*Mark only one oval.*

Biomedical Engineering Stream: NBS2 Biosystems & Food Engineering Stream: NOS3 Chemical and Bioprocess Engineering: NQS3

Chemical Engineering with Biochemical Engineering Minor: NCW2/NLI2 (ME Chemical and Bioprocess)

Civil, Structural & Environmental Engineering Stream: NVS4 Electrical Power Engineering Stream: NES7

Electronic & Computer Engineering Stream: NES4

Energy Systems Engineering Stream: NYS2 Engineering with Business Stream: NDS1 Materials Science Engineering Stream: NTS1 Mechanical Engineering Stream: NMS2 

Structural Engineering with Architecture: NAS3

## Academic Record \*

The academic record of applicants will be evaluated to identify students who have demonstrated academic excellence across Stages 1, 2 and 3 of their Engineering Studies. Please tick the box below to confirm your understanding that an evaluation of your UCD academic record will form part of the scholarship review process.

*Please tick.*

I understand that my UCD Academic Record will be evaluated as part of the scholarship review process.

# Academic or Personal Referee

Please confirm the name and contact details for an Academic or Personal Referee. By submitting this information, you are providing consent for the scholarship review panel to contact your referee in relation to your application.

## Referee Name \*



1. **Referee Email \***



1. **Referee Phone \***



1. **Relationship with Referee \***

e.g.: - Academic, GP, Student Adviser, Coach, Past Employer etc. (someone who is relevant to the context you describe)



# Personal Information

As the purpose of this scholarship is to award funding for the fifth year of an ME degree programme and to encourage Engineering undergraduate students who might be uncertain about their ability to fund the fifth, fee-paying year to progress into and complete the ME programme, applicants are asked to answer the following questions:

## UCD Entry / Application Route to UCD Engineering \*

Please select the option(s) below that apply to your entry / application route into UCD Engineering. *Tick all that apply.*

CAO HEAR DARE

Mature Student Access Course

Transfer (UCD or Other Institution)

UCD International

## Funding Year 4 of your Engineering Studies \*

Please select the option(s) below that apply to the way in which you propose to fund the 4th Year of your Engineering Studies (BHENG004 Engineering Science Stream Stage 4) or (BHENG005 Structural Engineering with Architecture)

*Tick all that apply.*

SUSI

Student Loan Employment

Family Financial Support State Benefits

Other:

## Funding Year 5 of your Engineering Studies \*

Please select the option(s) below that apply to the way in which you propose to fund the 5th Year of your Engineering Studies (Year 2 of the ME Programme)

*Tick all that apply.*

Student Loan Employment

Family Financial Support State Benefits

Other:

## Are You Working in Paid Employment During Teaching Terms to Support Your Studies? \* *Mark only one oval.*

No *Skip to question 17.* Yes *Skip to question 16.*

# Employment Commitments during Teaching Terms

Please confirm how many hours of paid work you undertake each week, during teaching terms, to support your studies.

## Paid Working Hours Per Week \*

Please confirm how many hours of paid work you undertake each week, during teaching terms, to support your studies.

*Mark only one oval.*

Up to 5

5-10

11-15

16-20

>20

# ATA Réalta Master in Engineering Scholarship

**This scholarship is only available to Stage 3 Mechanical Engineering students intending to pursue a Master in Engineering in one of the three areas:**

* Mechanical Engineering
* Materials Science and Engineering
* ME Engineering with Business (Mechanical)

One ATA Réalta Master in Engineering Scholarship is available under this application round.

1. Are you a student in the School of Mechanical and Materials Engineering intending to pursue one of the 3 Master in Engineering options shown above?
 Yes *Skip to question 18.*

 No Skip to question 19.

This scholarship is **only** available to Stage 3 Mechanical Engineering students intending to pursue a Master in Engineering in one of the three areas:

* Mechanical Engineering
* Materials Science and Engineering
* ME Engineering with Business (Mechanical)

One ATA Réalta Master in Engineering Scholarship is available under this application round.

Because you ticked yes, you will automatically be considered for both a Réalta Master in Engineering Scholarship and an ATA Réalta Master in Engineering Scholarship (providing you provide details requested below)

Similar to the Réalta Master in Engineering Scholarship, the aim of this new scholarship award is to provide funding for the fifth year of an ME Degree programme such that UCD Mechanical Engineering students intending to pursue one of the Master in Engineering streams above, who might be uncertain about their ability to fund the fifth, fee-paying year,**and with confirmed accommodation needs**,  would be encouraged to progress into and complete the ME programme.

This award comprises 3 elements:

* The scholarship will cover the relevant year’s EU Fees.
* An allowance of €5,500 to contribute to the student’s living expenses.
* This scholarship also includes an accommodation bursary of €11,000. In relation to support for accommodation, this is especially important to the donors, ATA.

All ATA Réalta Master in Engineering Scholarship applicants **must** give details regarding their confirmed need for support for their accommodation in their fifth year of study in order to be eligible for consideration for this award.

1. Please enter your accommodation support details here:

# Academic Scholarships

## Have you been awarded an Academic Scholarship? \*

Please answer Yes if you have been awarded a scholarship during your first 3 years of engineering studies or if you expect that you will be awarded a scholarship for the 4th and or 5th year(s) of your studies.

*Mark only one oval.*

Yes *Skip to question 17.* No *Skip to question 19.*

# Academic Scholarships - Details

Please provide details of any scholarships you have been awarded (or scholarships you expect to be awarded). You must include the awarding authority, the total value (in euro) and the number of years over which the scholarship was (will be) paid.

## Scholarships Covering Years 1 to 3 of your Engineering Studies



1. **Possible Scholarships Covering Years 4 and or 5 of your Engineering Studies (Other than Réalta ME Scholarship)**



**Personal Statement**

Please provide a personal statement as to why you wish to be considered for a Réalta Master in Engineering Scholarship.

You may wish to include any other pertinent details not covered in any of the questions you have answered above, such as, for example, dependents and/or carer role, accommodation/commuting challenges, career change, mature student standing, balancing college/work requirements, engagement in UCD Engineering/ UCD wider community, e.g. sports, UCDVO, Other engagement/ extra-curricular activities.

If not/why not able to engage with UCD/UCD wider community/other engagement/extra-curricular activities, Other factors negatively impacting on circumstances.

THIS STATEMENT MUST NOT EXCEED 500 WORDS (Limit of 3200 Characters). We recommend that you compose your Personal Statement in MS Word; check the word / character count; then copy and paste your text into the Google Form.

## Personal Statement \*

Max Word Count 500 (Approx.) - 3200 Characters (Incl. Spaces). PLEASE NOTE THAT YOU CANNOT PROVIDE AN INCOMPLETE PERSONAL STATEMENT ON THE BASIS THAT YOU ARE UPLOADING A SUPPLEMENTARY PERSONAL STATEMENT.



## Supplementary Personal Statement

Your application will, in the first instance, be assessed on the basis of the Personal Statement returned in the question above. However, if you believe that your personal circumstances cannot be fully described within the permitted word / character count, you may upload a Supplementary Personal Statement. PLEASE NOTE THAT THIS SUPPLEMENTARY PERSONAL STATEMENT CANNOT BE SEEN AS AN ALTERNATIVE TO THE PERSONAL STATEMENT REQUESTED ABOVE.

Files submitted:

# Applicant Agreement

By completing and submitting this Google Form Application, you are confirming that the information you have provided is correct. You are also confirming acceptance of the Réalta ME Scholarship Agreement Terms.

## Please tick all the boxes below to confirm your understanding and acceptance of the Réalta ME Scholarship Agreement Terms.

*Please tick.*

Any false statements, omissions, or other misrepresentations made by me on this application will invalidate this application and may result in disciplinary action.

My eligibility for this award will be subject to my achievement of the minimum BSc (Engineering Science) Degree GPA requirement of 2.80 over stages 2 and 3, weighted by a factor of 3 (for Stage

2) and a factor of 7 (for Stage 3).

This award will not become payable until I am a registered student in the fifth fee-paying year of the UCD Master of Engineering programme.

I confirm consent for my UCD Student Records (fees, admissions, registration, assessment, etc)

 to be reviewed as part of the assessment process for this scholarship.

 I agree to the UCD Engineering and Architecture College Office processing the data provided by me in this application solely for the purposes of assessing my eligibility for a Réalta ME Scholarship. UCD only shares this data with the Réalta ME Scholarship Assessment Panel comprising three UCD staff members under strict control.

 I **have also read the Terms and Conditions on the Réalta ME Scholarship webpage.**