



Department of Urban Engineering

We are able to offer a number of £1500 bursaries to encourage Building Services Engineering education at London South Bank University in association with the Chartered Institution of Building Services Engineers

The bursaries are available for students in building services engineering (new students will take preference) who are UK or Irish citizens. To make an application please complete the form below and overleaf as soon as possible and return to Gordon Lowry at the address given overleaf.

The recipients will be required to comply with conditions including becoming a member of CIBSE at an appropriate grade and will abide by the CIBSE Code of Conduct. Please ensure that you have read and understood these conditions that are attached to this form (if they are not attached please ask for a copy).

These bursaries are normally paid annually in the first term of the academic year and may be renewed for each successive year of study.

**Note carefully that conditions apply if the bursary recipient gives up the building services course or transfers to another course.
Successful bursary recipients will be confirmed when enrolment is completed**

Version 051206

Bursary Application Form

If you need any assistance with completing this form please email Gordon Lowry, gordon.lowry@lsbu.ac.uk

Your details

Surname _____ Forenames _____

Date of birth _____

Address _____

Country _____ Postcode _____

Home phone _____ Mobile phone _____

Email _____

Please turn over

Personal statement

Use this space to describe why you believe that you would benefit from a bursary

Supporting Statement

This should be completed by a senior member of staff at your most recent school/college/employer commenting on your potential and attitude to work.

Supporter's signature _____ Date _____

Name and Position _____

Declaration

I confirm that the information given on this form is true and accurate. I understand the aims of the bursary and understand the conditions and wish to be considered for an award.

Applicant's signature _____ Date _____

Return completed forms to:

Gordon Lowry, Urban Engineering Department,
London South Bank University, Borough Road, London SE1 0AA

CONDITIONS FOR THE AWARD OF CIBSE BURSARIES ACADEMIC YEAR 2016/2017



STUDENT

CIBSE promotes the career of building services engineers by accrediting courses of study in further and higher education, by approving work-based training programmes and providing routes to full professional Registration, including Chartered Engineer, Incorporated Engineer and Engineering Technician. Once you are qualified, CIBSE offers you a range of services, all focussed on maintaining and enhancing professional excellence throughout your career.

The conditions which CIBSE imposes on the bursary recipients

- Bursaries shall be awarded to students of programmes of study recognised or accredited by CIBSE as leading to the Licentiate, Associate or Member grades of membership.
- Holders of bursaries shall be members of CIBSE (for example, Student or Graduate)
- A Bursary shall be awarded to an individual for the full duration of the study programme on which they are enrolled
- The annual value of a student bursary shall be sufficient to make a substantial contribution to the costs of study
- Holders of student bursaries shall contribute actively to the life of the Institution, for example, through Regional activities, presentations, recruitment of new CIBSE members, writing reports and contributing to the CIBSE young members blog
- Holder of student bursaries shall contribute to any of the sponsors events or activities.
- The benefiting students will be required to provide an annual report of their progress, endorsed by the relevant course tutor or member of college or university staff, for submission both to the funder and to CIBSE by or on the 10th May each year of study
- Failure to provide CIBSE and the sponsor with a report by or on the 10th May each year would risk their termination from the bursary for the following academic year.
- Should a benefiting student fail to complete the building services programme for which the bursary is provided, either through transferring to another course or leaving the university altogether, they may be required to pay back all or part of the funding they have received.

Included in the conditions imposed on bursary recipients, is the requirement that they attend a small number of events each year with the funder and/or CIBSE.

Such events are likely to include one or more of the following:

- the activities of a specific CIBSE Region
- the CIBSE President's Address and reception
- CIBSE annual conference
- a major annual event organised by the funder of the bursary

Time period for which the Sponsor agrees to fund the bursary

- Bursaries shall be pledged to CIBSE for a period of **3-4 years**, per sponsored student, depending on the length of the course the bursary holder is enrolled on.
- The sponsor shall undertake the bursary amount for the full duration of study- whether this be three or four years – this does not include any re take years
- If for whatever reason, the sponsor can not honour the bursary amount for the full duration for each sponsored students term in study; the contract will be terminated.

Amount of money for which the sponsor agrees to donate each year

- The bursary amount is a minimum of **£1500 per year, plus a £150 travel allowance** for attendance to any CIBSE /Sponsor events.
- This amount of monies shall be paid in full by **BACs** from the sponsoring organisation into CIBSE’s account by the first week in September annually
- The bursary monies will be paid into the students chosen account by or on the **second week of September annually for existing bursary holders** and by the **third week of November annually for new bursary holders.**

I wish to accept the terms and conditions of the sponsorship:

Name.....

Signature.....

Date.....

University.....

Course.....

Course Tutor
Name.....

Course tutor
Signature.....

CIBSE Bursary facilitator Name: Grace Potthurst

CIBSE Bursary facilitator signature.....

Date:



The Code of Professional Conduct

Members of the Institution, in all grades, are required to maintain the highest standards of professional conduct.

All members must order their conduct in accordance with this Code. Members engaged in work outside the United Kingdom shall comply as far as is possible with this Code and with any established standards of conduct that exist in that country.

Members shall:

- At all times so order their conduct as to uphold the dignity and reputation of their profession and to safeguard the public interest in matters relevant to the art, science and practice of Building Services Engineering.
- Exercise professional skill, care and diligence to the best of their ability and discharge their duties and responsibilities with fidelity, and with proper regard for professional standards.
- Actively maintain, and where possible encourage others to maintain, their professional competence through systematic improvement and broadening of their knowledge and skill in accordance with Institution guidelines on Continuing Professional Development as published from time to time.
- Reject bribery and all forms of corrupt behaviour, and make positive efforts to ensure others do likewise.
- Avoid, where possible, real or perceived conflict of interest and disclose to their employer or client any significant interest in another company, firm or person carrying on any business which may benefit directly or indirectly from their work.
- When acting on behalf of the institution declare their position if faced with a conflict of interest, accurately represent the views of the institution, and refrain from promoting their own or their employers' interest.
- Take all reasonable steps to prevent avoidable danger to the health, safety and welfare of themselves, colleagues and the general public.
- Promote the principles of sustainability and seek to prevent the avoidable adverse impact on the environment and Society.
- Only undertake work for which they have sufficient professional and technical competence and adequate resources to meet their obligations. They should also disclose relevant limitations of competence.
- Treat all persons fairly and with respect and embrace equality of opportunity, diversity and the elimination of discrimination.
- Cooperate and integrate proactively and with other professionals in the built environment
- Observe the proper duties of confidentiality owed to appropriate parties
- Notify the institution if convicted of a criminal offence or disqualified as a company director.
- Assess relevant liability, and if appropriate hold professional indemnity insurance.
- Notify the Institution of any significant violation of the Institution's Code of Conduct by another member.

For CIBSE Charter and By-laws, please refer to the CIBSE website, www.cibse.org.

The CIBSE Code of Conduct and Royal Academy of Engineering Statement of Ethical Principles

The Royal Academy of Engineering and EC(uk) have produced a statement of ethical principles. This statement was produced through discussions with engineers from a number of different engineering institutions and with philosophers specialising in applied ethics. CIBSE was involved in the development of this statement which is intended to be a statement of the values and principles that guide engineering practice and the codes of practice published by the participating engineering institutions.

This Statement comprises four fundamental principles that sit alongside the CIBSE Code of Conduct and together should guide an engineer in achieving the high ideals of professional life.

- Accuracy and Rigour
- Honesty and Integrity
- Respect for Life, Law and the Public Good
- Responsible Leadership: Listening and Informing

These four principles express the beliefs and values of the engineering profession and are amplified in the Statement [which can be downloaded here](#).

Engineering Council Guidance on Risk and Sustainability

The Engineering Council has produced guidance on Risk and sustainability which CIBSE registrants should review in conjunction with the CIBSE code of Conduct.

Engineering Council Guidance on Risk

The Engineering Council's guidance is generic, top level and profession-wide. It establishes six principles to help engineers meet their professional obligations, and to ensure that risk is an important consideration in all their engineering activity.

For full details please visit: <http://www.engc.org.uk/about-us/guidance-on-risk>

Engineering Council Guidance on Sustainability

The Engineering Council's guidance describes the role of engineers in relation to sustainability. Six principles have been developed, to guide and motivate you to achieve sustainable development in your work, and help you to meet your professional obligations to seek to achieve sustainability.

For full details please visit: <http://www.engc.org.uk/about-us/sustainability>



CIBSE Facilitated Bursaries: Guidelines on Claiming Travel Expenses

2016/2017

Student

Students in receipt of CIBSE Facilitated Bursaries are encouraged to attend at least two CIBSE regional or national meetings/events a year. Claims for reimbursement of reasonable travel expenses can be claimed up to a maximum of £150.00 during the year- this only applies if the student **has not** received the full amount of £1,650 at the beginning of the year. The full amount of £1,650 includes the £1,500 minimum bursary amount and £150 travel expenses and therefore no additional expenses can be claimed for.

If the student **has not** received the full £1,650 amount at the beginning of the year and has attended a national meeting/event **the following guidelines must be followed:**

1. A claim form for each journey must be submitted to the CIBSE Bursary Co-ordinator at HQ within one month of the meeting/event.
2. A report on the meeting/event attended should be forwarded with the travel expenses claim.
3. For national meetings, the cheapest ticket should be obtained: for both rail and plane journeys booking on-line, in advance, is recommended.
4. All receipts must be attached to the expenses claim form.
5. The cost of journeys from home to the meeting venue and back only may be claimed.
6. Taxi fares will only be covered where no other form of transport is available from a train station or airport.
7. Subsistence/accommodation costs may not be claimed.