

Version: 3.0
Date: 1st April 2018

Eligibility:

- Applicants must be an undergraduate or postgraduate student in good academic standing in full-time education.
- The applicant must be currently studying in a European university or equivalent educational institute.
- The applicant's field of study should be computing or directly related field.
- The applicants email and the recommenders email must be their emails at the relevant university or institute.
- The applicant must not have received a womENCourage grant or scholarship in the previous year (2017). The applicant can re-apply every two years.
- In the event of dual authorship each applicant should apply separately for the scholarship and will be considered separately.
- The applicant must provide a curriculum vitae of no more than 2 pages length in pdf format.
- The applicant's supervisor or lecturer must fill out the required form. The recommender must not be another student. Without this form the applicant may not be considered for the scholarship.
- Applications must be made through the on-line system. Email applications will not be considered.
- The email address provided by the applicant on the form must be the student's university email account.
- The scholarship is awarded subject to the applicant carrying out a set number of hours volunteering work for the conference committee.

Application Review Procedures:

- The applications should be filled in on-line before the closing date. Refer to the website for the closing date. The applications require an explanation indicating the relevance of womENCourage to the applicant.
- The review process will take approximately one month.
- Applicants will be notified of the outcome of the review process via email. The date of notification will be indicated on the website.
- Attendance at the event is required to receive the scholarship.
- If successful the applicant will be required to furnish bank details and, where required, taxation details. It is important to have these details ready in advance as organising bank transfers take time. This information will be required immediately after notification of success of the application. The money will be paid directly into the applicant's bank account. Cheques will not be provided.
- It is expected that the scholarships will be paid three to four weeks after the final date of the womENCourage Celebration of Women in Computing. WomENCourage will not be held responsible for any delay in receiving the scholarship.
- Funds cannot be advanced or increased.

Requirements

- If the applicant fails to attend womENCourage for any reason the scholarship will not be paid.
- The applicant must attend all of the dates of the womENCourage and present themselves for both tagged and non-tagged photographs as indicated by the scholarship committee.
- The applicants will be required to sign an attendance form and present national identification with a photograph such as a passport or driver's licence.
- It is the applicant's responsibility to ensure that their visa's and other travel arrangements have been organised in advance of travelling.
- Applications for scholarship after the closing date will not be entertained.
- Applicants must sign the authorization to utilise their tagged and untagged images from the event as appropriate for advertisement purposes. The authorization will be provided during the first day of the event.
- Applicants will be required to carry out a designated task to assist with the conference. Failure to carry out the volunteer work will result in loss of the scholarship except where the applicant has medical reasons that precludes them from the work.

Selection Criteria

The womENCourage Participation Scholarship Committee and the reviewers will review the applications. Each application will be reviewed by a number of reviewers. To ensure fairness an application will not be reviewed by a reviewer from the same university. Some points to keep in mind include:

- Did you apply to present a poster in advance of applying for the scholarship?
- Is your statement of relevance tailored for the womENCourage. Does it focus on the aims and objectives of womENCourage? Consider why you wish to attend this event.
- Did you fill in all of the fields in the application form? Make sure that each field has the correct information. Does the name on the Scholarship match that of the one on the poster/paper application? Does the name match exactly with the details of your bank account? If you have made any mistake please email the scholarship committee.
- Ask your supervisor if s/he can fill in the recommendation form. If s/he is unavailable during the time period immediately after the closing date you should consider selecting another recommender. Check with your recommender if s/he has filled in their require section after the closing date for applications. The recommender must be from the university of which you are currently a student.

Note: The information in this document is subject to change. Please review the most up to date documentation on the website before final submission of your application. All relevant dates can be found on the website. If you have any further questions please email the scholarship committee at acm_w_europe_grants@acm.org.