

**Institute of Chartered Shipbrokers Educational Fund Guidelines for Applicants**

Thank you for your interest in the Institute of Chartered Shipbrokers. We very much hope you will find the below information helpful in submitting your application to the Educational Fund. We would ask that you read these guidelines thoroughly and submit everything you are asked for at one time to minimise the administration, which will in turn help your request get through to the trustees in a timely manner for the next meeting when a decision will be made. After the meeting the decision will be communicated to you.

# Overview

The Trust was formed in 1978 and is a completely separate entity from the Institute of Chartered Shipbrokers. It has up to six members who are elected at its AGM as Trustees to serve for a period of 12 months. In addition, up to five co-opted members can hold office until the end of the AGM following their co-option. The Trust is governed by a Declaration of Trust dated 1978 and is registered with the UK Charity Commission.

# Eligibility

The principle objectives, as contained in the Declaration of Trust, are:

* To promote the education of persons in the business of shipping;
* To promote the maintenance of any school or faculty providing education in relation to the business of shipping;
* To provide scholarships for further education of persons wishing to pursue a career in the business of shipping;
* To provide lectures and films of an educational character in relation to making a career in the business of shipping;
* To do all such other charitable things as are necessary for the attainment of all of the above objects or any one of them.

You are eligible to apply if you or your organisation falls into any of the above categories but the committee will give priority to candidates who have a real need for financial support and who can demonstrate their commitment to the business of shipping.

# How and when to apply

The committee holds three meetings per year. All applications that have been submitted before the relevant meeting will be considered by the committee. Any applications received after a meeting will be presented to the Trustees at the following meeting.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| STUDENT NUMBER(If known) |  | BRANCH  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **PERSONAL DETAILS** |  |  |  |  |  |  |  |
|  |
| Title (Please circle) | Mr | Mrs | Miss | Ms | Dr | Capt |  |
| First name |  |
| Middle name (If applicable) |  |
| Family name/surname/last name |  |

 Address

**Personal Statement**

The funding application should be in the form of a personal statement of around 500 words. The statement should contain as much information as possible regarding your background, the course or other reason for which you require support and the reasons for making the application. It should also demonstrate your commitment to the business of shipping and your future within it.

What do you hope to achieve in your career?

**Examinations**

When deciding to take the Institute examinations you have 16 subjects to choose from; four compulsory and twelve specialised. Many students begin by taking the two diplomas; Foundation and Advanced; as detailed below:

## Foundation Diploma

The Foundation Diploma is ideal for people with little industry experience, but who would like to gain practical knowledge and a sound qualification.  It involves taking the [Introduction to Shipping](https://www.ics.org.uk/media/1519/IS%20Syllabus.pdf) paper plus any one other subject except Shipping Business.

The Foundation Diploma is a standalone qualification in its own right, but because it can count towards your membership examinations it is also a great way to ease into study and gives you an overall view of the business.

*The Foundation Diploma is awarded if both subjects are passed in the same exam sitting.*

## Advanced Diploma

The Advanced Diploma has been designed as a stepping stone into the full professional qualification and suits those who have some industry knowledge. Like the Foundation Diploma, the Advanced Diploma is a recognised and respected qualification and it can count towards your Professional Qualifying Examinations. It involves taking the Institute's benchmark paper [Shipping Business](https://www.ics.org.uk/media/1527/SB%20Syllabus.pdf) plus any one other subject except Introduction to Shipping.

*The Advanced Diploma is awarded if both subjects are passed in the same exam sitting.*

What examinations would you like to be sponsored for? *Please tick*

Exams: Books:

|  |  |  |
| --- | --- | --- |
| **Introduction to Shipping** |  |  |
| **Legal Principles in Shipping Business** |  |  |
| **Economics of Sea Transport & International Trade** |  |  |
| **Shipping Business**  |  |  |
| **Dry Cargo Chartering** |  |  |
| **Ship Operations and Management** |  |  |
| **Ship Sale and Purchase** |  |  |
| **Tanker Chartering** |  |  |
| **Liner Trades** |  |  |
| **Port Agency** |  |  |
| **Logistics & Multi-modal Transport** |  |  |
| **Port & Terminal Management** |  |  |
| **Offshore Support Industry** |  |  |
| **Shipping Law** |  |  |
| **Marine Insurance** |  |  |
| **Shipping Finance** |  |  |

**What Exam session would you be sitting?** *Please tick*

|  |  |
| --- | --- |
| **November 2024** |  |
| **May 2025** |  |

**Have you applied for bursary funding in the past?** *Please tick*

**Yes No**

**Have you studied with the Institute of Chartered Shipbrokers before?** *Please tick*

**Yes**  **No**

* If you are applying for a bursary for the first time you must provide evidence to confirm your identity, which must include a photograph of yourself. This can be a scanned copy of your birth certificate, national ID, valid passport or driving licence.
* A reference letter from a third party
* A letter of recommendation from your current employer or academic institution or your local Institute of Chartered Shipbrokers branch.

It is suggested that candidates provide as much supporting evidence of their need for financial support in order to allow the Trustees to make a more informed decision.

# Timescales for assessment and payment

The committee holds three meetings (February, June and October) per year. All applications that have been submitted before the relevant meeting will be considered by the committee. After careful consideration of each application, the committee will either make a decision at their meeting or they will request further information or clarifications. At the conclusion of the meeting you will be contacted directly or through your recommending branch of the Trustees decision.

# Contact:

For further information, enquiries or to submit your application, please email: e.fund@ics.org.uk

**Additional information relating to the Institute of Chartered Shipbrokers Professional Qualifying Examination process.**

Following the completion of the Institute's Professional Qualifying Examinations (PQE) by passing examinations in seven subjects successful students can then apply for membership, with all the career advantages and benefits that it confers.