



## **INSTITUTE FELLOWSHIPS**

### **Introduction**

This senior class of membership indicates a very high level of achievement in the field and an outstanding contribution to the profession. Fellowship candidates will require considerable experience gained over a number of years of responsible work and be able to demonstrate important achievements relating to the application of science, technology or management skills. Fellows of the Institute are elected by the Executive on the recommendation of a Fellowship Panel which comprises of at least 3 Fellows of the Institute in good standing. The Fellowship Panel will take into consideration, in support of each application, qualifications, professional work experience, length of service, supervisory ability and contribution to the advancement of science and/or technology.

### **Procedure**

Individuals may be nominated for Fellowship by existing members of the Executive of the Institute or they may apply in their own right using the appropriate form available from the Registered Office or the IST website. Applicants for Fellowship would be expected to have at least one year's membership at MIScT level prior to a Fellowship application/nomination, but in exceptional circumstances the Executive may elect Fellows who have not previously been members. The same criteria for assessment apply in either case although the process differs slightly. Completed nominations or applications should be emailed through to [memberships@istonline.org.uk](mailto:memberships@istonline.org.uk) or posted to the address shown at the foot of this page.

### **Nomination**

Nominees will be required to submit a full and detailed CV which should contain sufficient information to enable the Fellowship Panel to make a judgement according to the published criteria. Nominees, in submitting their CVs, will be deemed to have agreed to have their CVs scrutinised by an appointed Fellowship Panel and such other members as may be deemed necessary. The Institute is registered under the Data Protection Act. Members nominating individuals for Fellowship will not be eligible to sit on the appointed Fellowship Panel, but will be assumed to be acting as a referee and may be consulted. The Fellowship Panel may request additional references and or information should they feel it necessary.

### **Application**

Fellowship candidates must be able to demonstrate important achievements in the practice and application of science and/or technology and have attained appropriate educational and technical standards in the profession. To demonstrate this, an applicant is required to submit, with the application form, a full CV accompanied by proof of academic attainment such as a successful scientific thesis/dissertation, scientific papers/published work, acknowledged expertise, high level managerial skills, accredited continuing professional development (CPD) or a combination of the above. An application for Fellowship may also be considered from an applicant who has many years of experience and has made an outstanding impact on aspects of science and/or technology within the applicant's field.

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Achievements in this category could include:

- Technical project management of a complex nature
- Management of significant technical resources
- Acknowledged expertise in technical training
- Original research or development
- Outstanding service on national or international professional initiatives, committees or working parties
- Attainment of Superintendent or Technical Manager grade, or position of similar seniority
- Established reputation, regionally or nationally, as a science technician in Education
- Technological innovation such as patents
- Successful creation of own technology-based business
- Relevant and accredited Continuing Professional Development
- Extensive and broad ranging experience
- Significant contribution to the work of the Institute and the furtherance of its aims
- A combination of any of the above

The above information is an outline of the requirements for Fellowship. Panels may request additional information or references should they deem it necessary. Applicants are advised to read carefully the section "Regulations and Procedures on Fellowship" below.

## **Regulations and Procedures for the Election of Fellows**

### **Guidelines**

These Guidelines are provided to assist candidates and others to decide if an application in support of election to Fellowship is appropriate. All applications should be submitted on the Fellowship application form (available from the IST website [www.istonline.org.uk](http://www.istonline.org.uk)). Nominations should be accompanied by an outline from the nominator justifying the suitability of the candidate.

Applicants must complete SECTION I and provide evidence for one of the SECTIONS II to VI. Nominees will be advised what evidence may be required. If you are unsure of your eligibility then you are advised to contact the Fellowship Secretary, Mr Derek Sayers ([dereksayers@istonline.org.uk](mailto:dereksayers@istonline.org.uk))

Electronic submissions are welcome via email and attachments. In such cases the Panel may request additional information and verification and reserve the right to contact referees directly.



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## SECTION I

### Applicable to all candidates

A candidate must have considerable experience including a number of years of responsible work in science and/or technology and be able to demonstrate important achievements relating to the application of science and/or technology.

#### Supporting evidence required:

a. A **full *curriculum vitae*** to include details of education and employment, responsibilities and technical expertise, evidence of educational attainments and continuing professional development and any special attributes or specialism/s.

c. **Recommendations from two persons** who are, in the opinion of the Institute, qualified to act as referees and endorse the Application Form. Their letters should include proof of their professional status and qualifications. In the case of nominated applications this will be the responsibility of the nominator.

## SECTION II

### Supporting evidence required:

Proof of a successfully **completed PhD., MSc., M.Phil. thesis** or equivalent post-graduate qualification. The thesis will be expected to contain evidence of the candidate's technical expertise.

## SECTION III

### Supporting evidence required:

Evidence of **at least five scientific papers**, preferably with one copy of each paper. Ideally the applicant should be first or second author, however mention in acknowledgements will be acceptable where it shows that the applicant has contributed significant technical expertise to the publication.



## SECTION IV

### Supporting evidence required:

#### **Two copies of a dedicated thesis\***

**\*Note:** A dedicated thesis based application can only be approved if a **title and outline (200-300 words)** is submitted to the Fellowship Secretary **with the original application**. Normally it would be expected that the thesis would be submitted within three years after the initial application.

## SECTION V

### Supporting evidence required:

**Evidence of extensive and broad ranging Continual Professional Development (CPD).** This route is for applicants who wish to submit accredited CPD or would like to work towards Fellowship following a more prescriptive and supported route. Candidates wishing to use this route for a future Fellowship should seek guidance from the Fellowship Secretary as they progress.

## SECTION VI

### Supporting evidence required:

**Evidence of combination of any of the above.** This is the most flexible route and may be of benefit to candidates whose achievements individually do not specifically meet any one of the criteria above but collectively are worthy of recognition. In this category candidates should make an evidenced statement supporting their application. Comprehensive information will be required

**Fees** There is no application fee for the first application. The Executive reserves the right however to make an administrative charge for subsequent applications which are deemed to be frivolous, vexatious or do not demonstrate significant improvement from previous applications. The annual Fellowship subscription rate is published on the web site.

### Unsuccessful applications

Candidates who are not elected will be given reasons for non-election and encouragement and guidance. Since the Panel will have asked for additional information and evidence if it was deemed necessary and/or interviewed the applicant, non-election is most likely to be as a result of insufficient skills and experience. Re-application would therefore only be appropriate after additional skills and experience have been gained. Since there is no limit to the number of times a candidate may apply (although frequent applications will be strongly discouraged), there is no appeals procedure and the decision of the Executive is final.