The Institution of Structural Engineers

International HQ
11 Upper Belgrave Street
London SW1X 8BH
United Kingdom

tel: +44 (0)20 7235 4535
fax: +44 (0)20 7235 4294
membership@istructe.org
www.istructe.org

# Professional Review Timetable 2013/2014

The timetable below shows the processing deadlines for candidates wishing to enter the April 2014 Chartered or Associate-Member examination.

1. All candidates (other than those in Hong Kong see point 2 below) with accredited qualifications must submit Form M (or AM for Associate-Membership) by 1 September 2013.

2. Candidates in Hong Kong and those candidates with a non-accredited qualification must submit Form M (or AM for Associate-Membership) by 1 April of the year preceding the examination. Therefore such candidates are required to submit their application by 1 April 2013 if they wished to be considered for the April 2014 examination.

3. All submissions to the Institution, irrespective of the IPD route followed must contain:
   - Form M or AM as appropriate
   - A two-page experience report
   - IPD Final Report form for each of the 13 core objectives
   - Interview fee - £130
   - Application fee of £70

4. If you are not already a Graduate Member you must also submit:
   - Certified copies of your degree certificate/s (photocopies signed by your employer or one of your supporters)
   - Graduate Subscription:
     - For Hong Kong candidates £102.75 – pro rata rate for April
     - For the rest of the world £45.67 – pro rata rate for September

5. Upon receipt of your submission your application will be checked and then acknowledged by email. Your Regional Group will then contact you to confirm to whom you must send two copies of your IPD quarterly report forms and progress summary records or full training records if you are following the Individually Managed Route or Accredited Training Scheme Route respectively. A portfolio of work is required for the Retrospectively Collated Route as well as for the Individually Managed and Accredited Training Scheme Routes.

   **Your training records and portfolio of work should not be dispatched directly to the Institution with your application.**

6. Hong Kong Reviews are normally held between June and August each year. Professional Reviews for the rest of the world are normally conducted between November and December each year. Most professional review interviews outside of Hong Kong are conducted in November/December of each year. However, the timing of the interviews will be at the discretion of the Regional Group and will depend to a large extent upon the number of interviews to be conducted.

7. Following the interview, the Reviewers' Summary Form will be returned to the Institution where it will be reported to the Applications and Professional Review Panel and the Membership Committee. We will aim to notify you of the outcome of your interview before the end of January 2014.

8. Candidates who are successful in the interview will receive an examination entry form which should be completed and returned to the Institution, with the examination entry fee, by the end of February 2013.

9. Candidates will sit the examination in April 2014.

10. Examination scripts will be marked and moderated throughout May, June and July and the results will be published in August 2014.

11. Candidates who pass the Chartered or Associate-Member examination are normally elected to the appropriate grade of membership at the first available election meeting – September 2014.

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# **Form AM:** Application for approval to enter the Associate-Membership professional review (and election to Student/Graduate Membership, if appropriate)

**Regulations for Associate-Membership**

Before completing this application form applicants must have read the regulations governing admission or transfer to Associate-Membership. These can be found at www.istructe.org.

| **1 Candidate's personal details (to be completed in block letters)** | |
|---|---|
| Surname/family name: | Title: Mr/Dr/Mrs/Miss/Ms/other: |
| Forenames/other names: | Date of birth: |
| Previous surname (please provide proof): | |
| Full communication address: | Telephone number (work): |
| | Telephone number (home): |
| | Telephone number (mobile): |
| | Nationality: |
| Postcode/zip code: | Membership number (where applicable): |
| E-mail (home): | E-mail (work): |

| **2 Employment details** | |
|---|---|
| Employment status: ☐ Employed ☐ Self-Employed ☐ Unemployed<br><br>This section may be left blank if you are currently unemployed. | |
| Current employment position: | |
| I certify that to the best of my knowledge and belief the particulars given by the applicant are correct insofar as they relate to professional education and/or training. | |
| Name (in block capitals): | Position: |
| Company (in block capitals): | |
| Address: | |
| | |
| | |
| Signature: | Date: |
| Institution membership number (if applicable): | |
| **The person completing this section must be the candidate's present employer.** | |

| 3 Statement by three supporters | | |
|---|---|---|
| We, the undersigned, from our personal knowledge of the candidate consider that, subject to the completion of the appropriate requirements, he/she is a fit and proper person to be admitted/transferred to membership of the Institution of Structural Engineers. | | |
| 1 | Signature: | Date: |
| | Name (in block capitals): | |
| | Membership number: | Length of time I have known the applicant: |
| 2 | Signature: | Date: |
| | Name (in block capitals): | |
| | Membership number: | Length of time I have known the applicant: |
| 3 | Signature: | Date: |
| | Name (in block capitals): | |
| | Membership number: | Length of time I have known the applicant: |

**At least two of the supporters must be Chartered Members of the Institution of Structural Engineers; the other can be a Chartered Member or Associate-Member. The supporters should ensure that all sections of the application are properly and legibly completed by the candidate. Where the applicant does not know sufficient Chartered or Associate-Members of the Institution, he/she should contact the Membership Department at the address overleaf. Please note that only original signatures will be accepted. Photocopied or scanned signatures will not be accepted nor will signatures of supporters who are not members of the Institution of Structural Engineers.**

**4 Education (certified copies of qualification certificates must be provided by applicants who are not already graduate members). Please complete this section even if already a Graduate Member.**

**A**

| Name of academic institution eg. University of London: | Full name of course , including relevant discipline and grade achieved, indicating full or part time. E.g: MEng Civil Engineering (full time): | Date of commencement e.g. 01/09/04: | Date of completion e.g. 01/07/08: |
|---|---|---|---|
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**Educational activity undertaken outside completed degree(s).**

Possible CPD activities which have deepened your formal educational base outside of your degree(s) might include completion of individual university-based modules or short courses on technical topics. Short courses on training issues, such as Eurocodes, Health & Safety, construction law, etc., should not be listed here.

**Official use only: Academic qualifications approved for Associate-Membership** ☐ **Yes** ☐ **No**

Qualification/s disclaimer: I agree that the university/college(s) from which I graduated may release details of my qualifications to the Institution of Structural Engineers and I agree that if any of the qualifications I have claimed are found to be false, The Institution of Structural Engineers may inform any other interested third parties such as my employer, any other professional bodies of which I am a member and any qualifying body from which I claimed a false qualification , and the Institution of Structural Engineers may also provide copies of the documents containing these false details to these other interested parties.

I also understand that if any of my qualification(s) is/are identified as false my application will be rejected and the Institution will notify the person(s) supporting my application of the reason why my application has been rejected.

| Signature: | Date: |
|---|---|

## 5 Initial Professional Development (IPD)

All applicants seeking approval to enter the Associate-Membership professional review must have satisfied all the requirements of the 13 core objectives as specified in the IPD regulations of the Institution and this form must be accompanied by the appropriate Professional Review Interview fee.

5.1 Route

Please tick the appropriate box, indicating which route you have followed in satisfying the IPD requirements:

☐ Individually managed IPD ☐ Accredited training schemes ☐ Retrospectively collated IPD

5.2 Accompanying documentation

Irrespective of the route followed, all candidates must submit with this application form:

(i) A two-page experience report

(ii) IPD Final Report Form for each of the 13 core objectives

Depending on the route, at a later stage you will be required to submit the following:

5.2(a) Individually Managed IPD

In addition to the requirements in 5.2 applicants following this route are required to submit additional information as stated below:

- Completed IPD Quarterly Report Forms
- Completed Progress Summary Record
- Examples of work
- Personal development record in the form of a diary
- A comprehensive portfolio of work (shall not exceed standard A4 folder, 40mm in depth).

(The above documentation MUST NOT be sent to the Institution with the application form or the rest of your submission paperwork. Please await further instructions from your Regional Group which will inform you, in writing, of the address you need to send the documentation to.)

5.2(b) Accredited Training Schemes

In addition to the requirements in 5.2 applicants following this route must prepare the following information before submitting their application form:

- A full record of their training agreements
- A comprehensive portfolio of work (shall not exceed standard A4 folder, 40mm in depth).

(The above document MUST NOT be sent to the Institution with the application form or the rest of your submission paperwork. Please await further instructions from your Regional Group, which will inform you, in writing, of the address you need to send the document to.)

Applicants following this route will be required to bring the following additional information to the Professional Review Interview.

- Examples of work

5.2(c) Retrospectively Collated Route

In addition to the requirements in 5.2 applicants following this route must prepare the following information before submitting their application form:

- A comprehensive portfolio of work (shall not exceed standard A4 folder, 40mm in depth).

(The above document MUST NOT be sent to the Institution with the application form or the rest of your submission paperwork. Please await further instructions fromyour Regional Group, which will inform you, in writing, of the address you need to send the document to.)

Further details regarding IPD can be obtained from www.istructe.org

## 6 Supporting Documentation

Have you included:

- ☐ Proof of surname/name change (if applicable)
- ☐ Certified copies of your degree certificate(s) (if not already a Graduate Member)
- ☐ A two page experience report
- ☐ IPD Final Report form for each of the 13 core objectives
- ☐ Graduate subscription fee (if not already a Graduate Member)(refer to our website: www.istructe.org)
- ☐ The appropriate application and interview fee (refer to our website: www.istructe.org)

**Your certificates/academic transcripts may be certified by your employer or supporter (see sections 2 and 3 respectively). Take a photocopy of your documentation and ask your employer/supporter to sign the photocopies to confirm they are authentic copies of the originals.**

## 7 Membership and grade of other professional bodies e.g. ICE, HKIE, etc.

Please state:

## 8 Disability declaration

**I wish to inform the Institution of a disability:**

| Disability: | Signature: |
|---|---|
| | Date: |

## 9 Candidate's declaration and undertaking

**This form of undertaking is to be completed by any candidate for admission or transfer to any class of membership of the Institution other than Honorary Fellow in accordance with the provisions of bye-law 1.13.1.**

**CPD - The Institution's Code of Conduct requires members to "Maintain and broaden their competence, and assist other to do so." All members elected to a professional grade (Technician, Associate-Member, Associate, Chartered Member, Fellow) must comply with the Institution's mandatory reporting of CPD policy. Payment of your subscription confirms that you have satisfied your CPD obligation - normally 90 hours over a three year period.**

**For information on the policy, activities that the Institution recognises as CPD and other organisations whose CPD is recognised by the Institution, please visit the CPD section on the website.**

I have read the charter, the bye-laws and the code of conduct. Whilst I am a member I undertake to be governed by the laws of the Institution for the time being in force, and to accept as final and binding decisions of the Board and the Institution on all matters in which they have jurisdiction. I also undertake to promote the objects of the Institution; to attend Institution meetings as often as I conveniently can, and to endeavour to present to the Institution an original communication relating to structural engineering. I further undertake that, upon the cessation of my membership, I will cease to describe myself in any way as a Member of The Institution of Structural Engineers. I have no criminal conviction unspent within the relevant jurisdiction. I am not subject to a bankruptcy order, restriction or undertaking. I have not been subject to an adverse finding by another organisation. There is no further matter that may affect consideration of my application. I agree to the Institution processing data relating to my membership and (where necessary) transferring such data outside the United Kingdom.

| Signature: | Date: |
|---|---|

**Disclaimer:** The information you provide on this form is required to enable the Institution of Structural Engineers and its Regional Groups to communicate relevant information/services to its members. Once you have been elected, you have the facility to amend your contact details and preferences via the 'my account' section on the website.

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# Credit/debit card authorisation

| | |
|---|---|
| I, | |
| hereby authorise the Institution of Structural Engineers to debit my credit card to the value of £ | |
| Card type i.e. VISA/MasterCard: | Expiry Date: |
| Card Number: | Issue number (if applicable): |
| Start date (if applicable): | Security Code (last 3 digits on the signature strip): |
| ☐ Please tick the box if you require a receipt for payment | |
| Signature: | Date: |

| For office use only: | | | | |
|---|---|---|---|---|
| Membership no: | | | | |
| Payment for: | ☐ Annual subscription | ☐ Application fee | ☐ Engineering Council fee | ☐ PRI fee |
| | ☐ ICP(AQP) fee | ☐ Technical report (A) | ☐ Technical report (B) | ☐ Late fee |
| | ☐ Exam fee | ☐ Other | | |

Should you wish to make a payment electronically, please log into **https://www.istructe.org/membersarea/** or alternatively you can make payment by contacting the Membership Department at the number above.

Reset form  Print form  Save form