

# Fellowship Application Guidance

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## Guidance on the grade of Fellow

### 1. Definition

The grade of Fellow is the highest grade of membership within the Institution and is awarded to members who have demonstrated significant individual responsibility, sustained achievement and professionalism during their career.

Attainment of this grade recognises excellence in structural engineering achievement and contribution to the engineering profession.

Fellows have fully developed their careers and have several years of senior professional experience.

The Institution of Structural Engineers fellows are entitled to use the designation FIStructE.

### 2. How you can benefit

#### **Professional recognition by your peers**

Fellowship is a mark of achievement and shows that you have earned the recognition by your peers of your achievements.

#### **Sharing the professional expertise you have gained with others in your profession**

Experience and expertise are the hallmarks of fellowship. You are a leader in your profession and the sustained level of commitment that you have demonstrated can assist in

- Developing new technologies
- Meeting new environmental challenges
- Enhancing the visibility and scope of the profession
- Encouraging and inspiring younger structural engineers

#### **Your status raises your visibility**

You receive enhanced visibility by having your name highlighted in the membership directory and the distinction of the designation 'FIStructE'. In addition you will receive a special invitation to attend a ceremony to be presented with your certificate.

#### **Attaining the grade is a prestigious accomplishment for you and it increases the profile of your organisation**

You will gain personal satisfaction from your achievement and your organisation will benefit by showing that it employs professionals of the highest quality. There is an implicit advantage to organisations that can prove that the achievements and experience of their employees have been recognised.

### **3. Qualities and attributes expected**

In order to achieve Fellowship status, you must clearly demonstrate the following qualities:

- A significant contribution, commitment and leadership in the field of structural engineering
- A commitment to Continuing Professional Development (CPD)

The above can be highlighted by some of the following attributes:

- Demonstrate an increasing level of responsibility for the practice of structural engineering including significant personal involvement in the technical aspects of increasingly challenging projects or demonstrate an acknowledged expertise in a technical subject area.
- Have held / hold a significant or influential role as a designer for a major project or project of national or international significance whether by virtue of its strategic nature or its use of innovative techniques.
- Have taken a significant role in the design (or construction) of technically complex and innovative works.
- Have made a significant personal contribution to research in structural engineering and/or the teaching of structural engineering.
- Have a significant role in the development or delivery of engineering education and training.
- Have made a major contribution to the promotion, management or administration of the structural engineering profession either through the Institution or similar body.
- Be able to demonstrate exceptional leadership skills in your ability to select, motivate and inspire people in their organisation.
- Have organisational responsibility for the performance of a significant portfolio of projects including financial outcomes.
- Have played a leading role in the conception and development of new systems or techniques that have advanced the science or practice of structural engineering.

**N.B. The above list is for guidance only and is not intended to be exhaustive or prescriptive.**

### **4. Entry criteria**

The entry requirements for Fellowship are such that you;

- Will be engaged in the profession of structural engineering.
- Will normally be not less than 35 years old.
- Will have at least five years of senior professional experience.
- Will have satisfied the Institutions' Chartered membership Professional Review requirements and hold Chartered member status (MIStructE) or be an Associate member (AIStructE).
- Will be able to provide evidence of CPD over the previous five years.

## **5. What you need to apply**

To make an application for fellowship, you need to prepare and submit the following documents:

### **Form F**

This form is downloadable from the Institutions' website:

<https://www.istructe.org/FormF.pdf>

### **A record of your career development and five most significant achievements**

You should pick projects which will highlight where you feel you have excelled, made a significant contribution, etc. This should be a minimum of three pages in length but no more than five.

### **A 1000 word report outlining the role that you have played in the development of structural engineering**

When writing the report, always keep in mind that the submission as a whole should demonstrate your level of seniority, personal responsibility for projects and staff and your significant contribution to the development of structural engineering. (Please refer to the qualities and attributes in Section 3 as appropriate for further guidance.)

The Institution advises that you make it personal as the Reviewers will not be interested in what the company does or has done, they are only interested in what you have done and as such you should try to avoid generic statements about how the company operates. In addition you should make it positive and don't sell yourself short.

### **Evidence of your CPD over the previous five years using the CPD Activity Record**

This should be your completed CPD records outlining your CPD activities undertaken for each of the previous five years and must demonstrate that you have met the Institutions' CPD requirements.

### **A CV**

This should include details of your employment history and can include your roles and personal responsibilities, the scale of your operations and team sizes.

### **Organisational chart (Optional)**

This should provide an indication of your current position within your organisation, who you report to and who you are responsible for.

### **Supporters**

You will be required to obtain the support of two Fellows of the Institution of Structural Engineers.

#### **Application fee**

The application fee will need to be included when you submit your application.

### **6. Preliminary application**

In accordance with the Fellowship Regulations you may wish to submit a preliminary application electronically in order to test the strength of your application. Should you wish to make a preliminary application you will not need to acquire the supporter endorsements or pay the application fee at this time, you will only have to submit:

- Form F (leave section 2, 3 and 7 blank)
- Evidence of your CPD over the previous five years using the CPD Activity Record
- A CV
- Organisational chart

Your application will be sent to the Application and Professional Review Panel for review and comment for which you will be provided with feedback. A preliminary application is not a guarantee of being transferred to Fellow following submission of a full application.

### **7. After your application has been submitted**

Upon receipt of your application the Institution will ask your supporters to complete and return a Supporter Questionnaire and contact your Regional Group to ascertain whether an interview will be required. Following receipt of the questionnaires and the recommendation from the Regional Group, your application will be presented for consideration at the next available meeting of the Application and Professional Review Panel. The final decision as to whether an interview is required will be taken by the Panel.

#### **Interview**

If an interview is required either at the request of the Regional Group or the Panel this will be conducted by two Fellows of the Institution and may begin with a 15 minute presentation based on your experience. Following this there will be a 45 to 60 minute discussion relating to your experience and achievements within the profession with particular reference made to your 1000 word report, your career development and your five most significant achievements.

### **8. Election/Transfer to Fellow**

Where an interview has taken place or is not required as appropriate, your application will be presented to the next available meeting of the Membership Committee for recommendation where the committee will decide as to whether you have satisfied all the requirements for election/transfer to Fellow.

## **9. Other routes to Fellowship**

The Institution recognises that its members also belong to other Professional Engineering Institutions and with this in mind has developed a route for those who are already FICE through the Institution of Civil Engineers.

To apply through this route you must meet the following entry criteria:

- Chartered membership with the Institution of Structural Engineers (MIStructE)
- FICE

To make an application you must submit the following:

- Form F/MRA
- A detailed CV to include evidence of your contribution to structural engineering and a commitment to CPD (Please refer to Section 3 of this document)
- Copy of your FICE certificate (Optional)
- Letter of good standing from the Institution of Civil Engineers stating that the standard route to Fellow was followed
- A 500-1,000 word report detailing your contribution to the field of structural engineering

Upon receipt of your application the Institution will ask your supporters to complete and return a Supporter Questionnaire. Your Regional Group will not be contacted. Following receipt of the questionnaires, your application will be presented for consideration at the next available meeting of the Application and Professional Review Panel where you will be assessed against the qualities and attributes defined in Section 3 of this document. The final decision as to whether an interview is required will be taken by the Panel upon which further documentation will be requested.