Guidance for Fellow Application Supporters

Guidelines
Fellow Supporter Guidelines

1. Why we have these Guidelines

1.1. To help the Supporters of Fellow Applicants when completing the Supporter Form for an Applicant

2. Who these Guidelines relate to

2.1. Supporters of Fellow Applicants.

3. Guidelines

3.1. A Fellow Applicant is required to submit a completed Supporter Form from two Supporters with their application.

3.2. The information each Supporter provides is seen as complementary to, and confirmation of, the detail provided by the Applicant, and will be considered during the assessment process.

3.3. One of the Supporters is required to be a Fellow of the IET; and both supporters should ideally be people who have a good knowledge of the work of the Applicant and the potential impact their work has had.

3.4. If an Applicant cannot find a Supporter who is a Fellow of the IET, the Applicant might be able to use a Fellow of another professional institution; however, this has to be agreed with the Chair of the Fellowship Policy Committee. Any such request is to be made through the Fellowship Coordinator.

3.5. Both Supporters must identify what their professional and/or personal relationship is with the Applicant.

3.6. The Supporter is required, in their professional opinion, to identify how the applicant has met the requirements for Fellowship of the IET in each criterion selected. It is a requirement that each Supporter provides information on each of the criteria, and how, in their opinion they have been met. It is not sufficient to provide a general paragraph stating that the Applicant is worthy of being a Fellow.

3.7. The list of 9 criteria can be found at the end of the Supporter Form, and on the IET website.

3.8. The Supporter must provide the following in relation to each criteria chosen by the candidate; they must do so in their own words and not repeat the detail the Applicant has provided:

- How the Applicant has met the requirements of each criterion used.
- Amplify any aspects of the application with which they are familiar, highlighting dates over which they occur.
- Provide any examples of notable achievements of which they are aware (including dates) relating to the criteria chosen by the Applicant.
- Provide any further relevant information that will provide help to the assessors in making a judgement.
3.9. Supporters should state whether they believe the Applicant has demonstrated sustained high level of achievement (whether organisationally, through repute or other activity) for a minimum of 5 years.

4. **What happens if Supporters do not follow these Guidelines**

4.1. If Supporters do not follow these guidelines, the Applicant’s assessment may be delayed.

5. **Queries and Comments**

5.1. If you have any queries regarding how these guidelines work in practice, or comments or suggestions as to how it could be improved, please contact The Standards and Quality Manager @ fellowship@theiet.org
Appendix

Control Sheet

Guidelines

Sponsor: Fellowship Policy Committee
Document reviewer: Katrina Skarsten
Document adopted on: 7 February 2023
Next review date: 1 March 2024

Review/change history

<table>
<thead>
<tr>
<th>Date of Review/Change</th>
<th>Summary of changes</th>
<th>Version no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/02/2023</td>
<td>New Document</td>
<td>1</td>
</tr>
<tr>
<td>20/04/2023</td>
<td>Updated to make the requirements clearer</td>
<td>2</td>
</tr>
</tbody>
</table>

When printed this becomes an uncontrolled document and might not be at the current version

Version 2 April 2023