Reach your full potential at university

IET On Campus

IET The Institution of Engineering and Technology

theiet.org/oncampus

Introducing IET On Campus

By students, for students

Run by students, for students, IET On Campus is your opportunity to connect with your community and kickstart your career with confidence.

Available to everyone studying engineering and technology related courses, starting an IET On Campus group with other like-minded students is the best way to make the most of your time at university and build the skills you need to reach your full potential in the professional world.

We know that no two IET On Campus groups are the same. From resources and top industry connections to funding for extracurricular events, we've got everything you need to succeed in building a collaborative student network during your studies, and beyond.

We're here to support our volunteers – students like you – to achieve great things, now and in the future.

Why choose IET On Campus?

Stand out from the competition

In an increasingly competitive job market, we know it's about more than just university courses and grades. That's why we've developed IET On Campus, to help you develop the skills to stand out as you enter the professional world of work.

With IET On Campus, you'll be able to:

Network and engage with professional communities, such as our Young Professionals, Local Networks and Technical Networks.

Build on your soft skills, like organisational, project management, and leadership skills, to complement your technical skills – which can later help with Professional Registration.

Plan and execute projects and events – plus get experience handling funds and budgets!

Have access to your own dedicated IET contact for any questions, queries, or concerns.

Raise your profile within your university by being part of a community associated with a global Professional Engineering Institution (PEI).

Join a network of International IET On Campus groups and start reaching your full potential today.

There may already be an On Campus group at your University. Connect with them, your Local Network or Young Professionals section here:

theiet.org/communities

Your IET On Campus group

Form your committee

IET On Campus groups must have a minimum of four main committee members covering a range of roles. We recommend also having a member of university staff to recognise and help your student society.

Complete the New Group Application Form

The **new group form** can be found on our **IET On Campus documents and resources page**.

Plan your events

Once you're set up, you can plan your event schedule for the year.
Think of what you'd like to accomplish and how much funding you might need to request.

Apply for funding

Request funding for your event by completing the **funding request form**.
Make sure to review the On Campus **funding process**.

Run your event

You should have all the tools necessary to run a successful event or activity. Keep track of the number of attendees and let us know after your event by completing a **metrics form**.

Plan your succession

Send us a **succession form** each time there is a change in your committee.

All completed forms should be sent to
oncampus@theiet.org

Build your leadership skills and achieve great things with your team

IET On Campus Documents and Resources

Must haves for managing your IET On Campus group:

1. At least one person in the committee must be an **IET member** – usually this is the Chair of the group (see **types of roles** for more information).

2. Make sure to use our **marketing toolkit** to help with IET On Campus branding.

3. Keep us updated! Get in touch with your dedicated IET contact to report attendee numbers (**metrics form**) and any committee changes or updates (**succession form**).

Did you know?

If there's any pre-existing engineering or technology societies at your university, we can recognise your group and support you with events.

Types of roles

Here's some of the roles and responsibilities members of our IET On Campus groups take on. Feel free to create or adapt roles to best suit the needs of your committee.

Chair

Makes sure the committee follows processes, guidelines and policies outlined by IET staff.

Arranges the succession plan to make sure the committee stays balanced after any transitions.

Vice Chair

Works with the Treasurer on the funding application form for events funding.

Deputises for the Chair when they are unable to fulfil their duties.

Treasurer

Responsible for completing and submitting the funding application form and ensuring the committee follows the IET On Campus funding processes and guidelines.

In charge of all things financial, the Treasurer provides financial reports and guidance to the committee to make the most of (and stay within) the budget.

Secretary

The co-ordinator of committee team meetings, responsible for circulating agendas, group action lists, and any information received from the IET.

Continued communication with faculty staff, reserving university venues and gathering resources.

Find your place

More information can be found at

IET On Campus Student Volunteer Roles

Organising IET On Campus events

Planning events, physical or virtual, are the best way to network and promote your IET On Campus group.

Members of your group will also have access to our online registration portal, which you can use to take bookings for events, both virtual and physical. Request this through your dedicated IET contact and we'll get you started on the relevant training required.

You can request to book any virtual events with our preferred webinar platform license.
See our live broadcast form.

For inspiration, check out our event ideas.

Put your skills into practice

Funding

Check out our **funding process**, along with our **funding request form**, which outlines what you can request funding for. For example, you can request funding for physical events, however some of our existing IET On Campus groups work closely with their university to use its facilities free-of-charge.

Promotion and marketing support

Our **Marketing Toolkit** has everything you need to create on brand promotional materials, along with a range of IET branded collateral available to order.

Social media is good way to get your message out there with engaging content, publicise your group and its planned events with the right audience. Feel free to tag **@IETOnCampusHQ** on Facebook too!

Check out the **Volunteer Branding Guidelines**, and if you're new to using social media channels, our **Social Media Guidance** can help.

Let us know how it went!

After any event or activity, get in touch with your dedicated IET contact to **report metrics** (such as attendee numbers) - any photos or screenshots are a plus!

Network, learn and collaborate with our communities

From **Local and Technical Networks** to **Young Professional Ambassadors**, we encourage you to connect with our global community to share information, best practice and build industry connections for life.

Many of our IET On Campus groups have collaborated with both local and international engineering companies on their activities, through sponsorship, prize money, guest speakers, and more.

Make the connection at
theiet.org/communities

Life after On Campus. What's next?

If graduation is on the horizon, there are still plenty more ways to make the most of your IET membership as you transition into your early career.

Young Professionals (YP)

Join a **YP Section** and be part of a network of fellow engineering and technology experts inspiring innovation across the profession.

Young Professionals Committee (YPC)

Take your membership up a notch and get involved with the **YPC**. Made up of our dedicated YP members and volunteers, the YPC lead on projects and initiatives to make the IET a more inclusive, relevant place for other young engineers and technicians.

Young Professional Ambassador (YPA)

Become the face and voice of Young Professionals by applying to be a **YPA**. Responsible for representing the IET, a YPA takes an active role in supporting on projects and networking opportunities to share best practice and advice.

Boards and Committees

Find your place in one of our **Boards and Committees** by volunteering to be the voice for Young Professionals and help shape the future of the IET.

Early Career Membership

As you start out on your professional journey, we understand what matters to you. Continue to achieve great things with our early career membership and get all the support you need to advance in your career. Check out our **Early Career Hub** for a wealth of resources to support your future development and hear from other members in their early career.

theiet.org/earlycareer

We've got everything you need to kickstart your career

Resources for Students and Volunteers

Student Hub

Our Student Hub has everything you need to achieve great things during your studies and beyond.

theiet.org/students

Volunteering support

Check out our Volunteer Hub for our latest news, FAQs and all the resources you need to help you make the most of being one of our volunteers.

theiet.org/volunteers

IET Academy

Our Academy gives trusted e-learning and training for engineers at all levels, on everything from professional skills such as budgeting, management and ethics, to sector-specific courses.

academy.theiet.org

Professional Registration/ Professional Development

If you're ready to start your journey to becoming professionally registered, check out our **Guided Registration Support** service for help with where to start. **Career Manager** is the best way to record your **Continuing Professional Development (CPD)** and can help you when it comes to putting together your application.

theiet.org/profreg

theiet.org/oncampus

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The Institution of Engineering and Technology

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