



Instructions for Fellow Supporters

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1. Purpose:

The purpose of this instruction document is to assist the nominated Supporters of Fellowship Applicants in preparing and submitting their Supporters' statements. It aims to inform the Supporters of how to best support the Applicant through verifying and supplementing the evidence offered by the Applicant.

These instructions should be considered in conjunction with the information available on the website (www.theiet.org/fellows) which provides further details regarding Fellowship. Specifically, a full explanation of what constitutes a Fellow can be found here.

Supporters are encouraged to study these instructions carefully before completing their Supporters' forms as part of the application process and are requested to contact the IET Fellowship team if they have any queries regarding their submission at fellowship@theiet.org.

2. Context

Fellowship is the most senior and prestigious IET membership grade, awarded to individuals with at least 5 years of high-level achievement in engineering or technology (typically within the last 10 years).

Fellows are defined as:

“Professionals who have made notable achievements, insightful contributions or had a significant influence within the realm of engineering and technology, sustained at high levels for a period of at least five years, usually within the last ten years.”

Applicants are required to show evidence of *Sustained High-Level Achievements* (SHLA) in two of nine pre-defined 'criteria' (a third may only be added if there is an insufficient duration of evidence available against one of the other two), as detailed in the Fellowship Criteria description, included as part of the Supporter's Form.

Applicants must secure the support of at least two senior professionals who are able to substantiate the Applicant's evidential claims from first-hand, personal, knowledge. These individuals constitute the Applicant's Supporters. (Refer to Professional Standing)

3. Role of Supporters

Need: Fellowship Applicants are required to enlist the support of at least two formally nominated Supporters. A third may be required if the Applicant has moved between organisations and the Supporters do not have the necessary duration of personal knowledge of the Applicant to fully underpin the application. The Supporters should have combined knowledge of the Applicant across at least 5 years of the evidence offered by the Applicant. The Supporters must have a good knowledge of the work of the Applicant, and the impact the Applicant's work has had. The role of the Supporter is to substantiate, in a professional capacity, that the content of the application is

accurate, and to do so from a position of first-hand knowledge. A well-presented Supporter's submission will add weight to the application and will be an integral part of it. **It is imperative** that all supporters provide an email address when submitting their support. To ensure the accuracy of our records, we may verify that the email addresses provided are valid and active.

Professional Standing: At least one of the Supporters should be a FIET and the other, if not a FIET, should be a Fellow of a similarly licensed/regulated professional organisation¹. By exception, the Applicant may seek a relaxation from the IET for this requirement where the Applicant has limited or no access to FIETs or Fellows of similar organisations, for example, where the Applicant is not based in the UK². Nevertheless, the circumstances must be fully explained and agreed.

The Supporters should ideally be professionally senior to the Applicant, for example having been in the Applicant's management chain for at least some of the time that the evidence is drawn from, such as the Applicant's employer, line manager, departmental head, or mentor. This will enable the Supporters to verify the claims made by the Applicant. The Supporters are to clearly identify their relationship with the Applicant.

In some professions, such as Academe, where clearly delineated hierarchies are less prevalent, Applicants may select their Peers to act as Supporters. However, subordinates of the Applicant do not make suitable candidates for Supporters and should be discouraged from acting as such.

Independence: Supporters are not expected to be truly independent as they will be acting as advocates for the Applicant. Nevertheless, they are required to act with professional integrity, and as such ensure that the Applicant's claims are accurate and do not allow the Assessors to be misled. The UK Engineering Council and the Royal Academy of Engineering have published a 'Statement of Ethical Principles for Engineering and Technology, to which Supporters are referred for further guidance. (www.engc.org.uk)

Scope: As well as confirming the veracity of the application, Supporters are encouraged to provide supplementary and complementary information that will help the Assessors in their task. This may be help with context or to include aspects of the role that were overlooked by the Applicant. Supporters' evidence which is simply a précis of the Applicant's evidence adds no additional value and does not help the Applicant. Supporters are requested to use their own words and not use text drafted by the Applicant.

Tasking: Applicants should provide the Supporters with a copy of their application form and ask them to confirm that they understand the Fellowship Criteria against which the Applicant is applying, and that they support the application. A separate Supporter's form must be completed by each Supporter. Supporters must provide their email addresses and, when applicable, their IET membership numbers.

¹ The IET and other UK-based Professional Engineering Institutions are licenced by the UK Engineering Council. Other UK Professional Bodies are similarly licenced or regulated, e.g., the Institute of Physics is licenced by the Engineering Council and Science Council, whilst the Institute of Mathematics and its Applications is overseen by the UK Privy Council and the Science Council. These professional bodies generally operate under a Royal Charter.

² By way of example, appropriate international organisations, broadly similar to the IET in terms of professional standing include the Institute of Electrical and Electronics Engineers (IEEE) in the US, the Indian National Academy of Engineering (INAE), the National Academy of Sciences, India (NASI) and the Chinese Academy of Engineering (CAE).

Supporters are not expected to be able to determine the Applicant's suitability for Fellowship, although some clearly will be qualified to do so. Likewise, Supporters are not expected to understand the threshold for SHLA but should familiarise themselves with the Applicant's chosen criteria. Nor are Supporters expected to conduct an assessment of the application. Rather, the Supporters' contributions will be considered as an integral and essential part of the application.

4. Scope of Application

Criteria: Nine discrete criteria have been defined, against which the evidence of SHLA can be described by the Applicant. These criteria are intended to assist the Applicant in classifying and grouping their achievements and to assist the Assessors in reviewing and assessing the evidence. The Applicant should select the two most appropriate criteria against which to collate their evidence.

Evidence: The essence of the required evidence (SHLA) is to demonstrate that the Applicant has amassed at least five years' experience, usually in the past 10 years, of significant *individual* responsibility and sustained high levels of *personal* achievement, against two criteria.

The impact of these significant achievements needs to be explained in terms of equivalent annualised financial value and/or organisational impact where possible. Team size should be explained in terms of equivalent headcount, and by employment category i.e., Chartered Engineers, Technicians, Project Managers, other professionally qualified staff, etc.

5 Assessment Process

The application will be assessed by an Assessment Panel comprising two Assessors and a Panel Chair. The panel members have been suitably trained to conduct the assessment task and will be chosen to broadly align with the Applicant's technical discipline. The Panel aims to reach a consensus conclusion, albeit the Chair has the final decision. The Applicant will be advised accordingly of the outcome by the IET.

5. Assistance

Applicants are encouraged to contact the IET Fellowship team if they have any queries regarding their submission at fellowship@theiet.org.

Similarly, if you have any queries regarding how these guidelines work in practice or comments or suggestions as to how they could be improved, please contact the IET Fellowship Team.

Appendix

Control Sheet

Sponsor: Registration and Fellowship Delivery Team
Document reviewer: Fellowship & Compliance Manager
Document created on: 17/06/2026
Next review date: 17/062027

Review/change history.

Date of Review/Change	Created/Amended by	Approved by	Summary of changes	Version no.
17/06/2026	Fellowship & Compliance Team	Karen Allen	New process	1.0
2 nd September 2026	David Clarkson	Karen Allen	Email address updated	1.1

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 profreccompliance@theiet.org