

# **Guidance for Fellow Application Supporters**

## **Guidelines**

The Institution of Engineering and Technology  
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# 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.

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**Version 2 April 2023**

- 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](mailto:fellowship@theiet.org)

## 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

| Date of Review/Change | Summary of changes                       | Version no. |
|-----------------------|--|-------------|
| 07/02/2023            | New Document                             | 1           |
| 20/04/2023            | Updated to make the requirements clearer | 2           |
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