

www.ipenz.nz



Fellowship

Application guide

Introduction

IPENZ recognises people who make a significant contribution to the engineering profession through its Fellowship programme. The Fellowship programme recognises the profession's leaders and forms part of a clear pathway for member recognition.

IPENZ members can apply to become a Fellow. This document gives you all the information you need to know about submitting an application.

What you need to apply

To apply for a Fellowship, you need to prepare a range of documents for your application as well as provide three sponsors to say why you should be recognised.

CV

Your CV should include the following:

- Details of your roles and responsibilities;
- The size of your team and what sort of operations you were part of;
- The details of major projects that you've managed or been a significant part of;
- Areas where you have or have had responsibility.

Please be as specific as possible when giving these details. Please also limit your CV to five pages.

Photo

Please supply a high-resolution head and shoulders photo of yourself for publication. Photos should be full colour, high quality (300dpi and minimum of 1MB at original size) and supplied as JPEG or TIFF format.

Organisation chart

This needs to show your position within the organisation you work for, who you report to, and who you are responsible for. Please also let us know if it is your own business.

Criteria statement

In this statement, you must show how you met at least two, but no more than four, criteria to the high standard expected of an IPENZ Fellow. If you think that you meet more than four criteria, concentrate on which four are most applicable to you and highlight your strengths. Refer to Appendix A for a full list of criteria to see which apply to you.

Your criteria statement will be provided to your sponsors and they will be asked if they agree with it.

Continuing Professional Development (CPD)

Here, you should include full details of any recent CPD you have done that is relevant to your application. Please include:

- Courses
- Dates
- What the courses included
- How they have impacted your career/what you have learned

Sponsors

Your three sponsors are essential to your application, and may determine its success. They must know you professionally and think that you have what it takes to become an IPENZ Fellow. You will need as your three sponsors:

- your employer or equivalent (an immediate past employer will do) or a Technical Interest Group (TIG) or a Specialist Interest Group (SIG);
- two sponsors who are already IPENZ Fellows or Distinguished Fellows.

One of your two IPENZ Fellow sponsors will be your lead sponsor.

The best sponsors will be from various backgrounds, and will know you and your current work well. Your sponsors cannot all be from the same organisation. This is so we can get an indication of your standing beyond your current employment.

Your sponsors will be asked how they think you meet the criteria you have identified and how you have achieved them, and about your standing in the profession. After you submit your application to us, we recommend that you talk to your sponsors and let them know about the specific criteria you want them to talk to us about.

Completing your application

Personal details

You will begin the application with your personal details. Please provide your most up-to-date email address, work and home addresses and contact phone numbers.

We will primarily contact you via email so please give us an email address you check on a day-to-day basis.

Criteria statement

Select at least two, but no more than four, criteria from the list of criteria attached in Appendix A that you think highlight your strengths. Enter the criteria number in the first column and in the second column describe how you meet the criteria. It is important that you show not just that you meet the criteria, but that you meet it to the level expected of a Fellow. You have 500 words per criterion so please be as concise as possible.

Mutual recognition

IPENZ does accept applications for Fellows from other jurisdictions. If you have belonged to a professional engineering body before overseas and have been a Fellow or its equivalent, please let us know in your application. If you wish to include any information from your overseas Fellowship application in your IPENZ one, please do so and the Fellowship Panel may rely on it. We still ask that you complete the full Fellowship Application form.

Character questions

You will be asked to complete a section on any past criminal convictions and whether or not you have had proceedings taken against you before a professional disciplinary committee in New Zealand or another country. We ask that you please make us aware of this information because Fellows must demonstrate the highest standards of professional behaviour. If you answer yes to any of these questions, the Fellowship Panel will likely wish to discuss the details with you before proceeding further. Please put any details to the character questions in the box provided. Any answers to these questions will be kept in strictest confidence by IPENZ and the Panel.

Ethics

IPENZ Fellows need to respect the ethics of the profession and hold them to a high standard. For this reason, you will be asked to complete a section on your approach to ethics. There is no right or wrong answer. In this section, include examples on things such as:

- Your comprehension of the Code of Ethical Conduct
- How you exercise sound professional engineering judgement
- How you approach problems in accordance with good engineering practice

Sponsors

Record all the information that you can about your sponsors in the box provided, including their IPENZ membership number.

Once the application is completed, we will send your sponsors an email with the sponsorship form for them to complete. We will ask them to tell us about their relationship with you, to comment on whether, in their view, your standing within the profession is at the level expected of an IPENZ Fellow, and their observations of your approach to ethics in the profession. We will also ask them whether they agree with the criteria you have identified.

The information they provide will be confidential to IPENZ and the Panel. Please ensure that your sponsors complete their forms promptly. It is your responsibility to ensure they submit their sponsorship statements on time. We will not be able to progress your application without them.

Citation

Every successful Fellowship applicant will be asked to attend the Fellows' and Achievers' Awards in April 2017, so we can present them with their Fellowship. Please provide a brief statement about your professional career in the event you are successful.

Send your completed nomination form and any supporting documentation to board.secretary@ipenz.org.nz or post to:

**Board Secretary
IPENZ
PO Box 12 241
Wellington 6144**

Once your nomination has been processed, we will contact your sponsors to complete a form.

After your application has been submitted

Once we have received your application and completed sponsor statements, your application will be sent to the Fellowship Panel for consideration.

The possible outcomes are:

- You have been successful - we'll send you a letter confirming this
- We need some more information from you - we may need you to clarify a few aspects of your application. In this case, we will contact you by email.
- You have been unsuccessful - again, we will contact you via email with full feedback and how to improve your application for next time.

If you have any questions about the Fellowship application process please email board.secretary@ipenz.org.nz

Appendix One

Application criteria for Fellows

Fellowship is IPENZ’s highest Membership class. It carries substantial prestige and is reserved for the engineering profession’s highest achievers. Fellowships are awarded to Members (Fellows and Distinguished Fellows) and others (Honorary Fellows) who:

- demonstrate the highest standards of professional and ethical behaviour, and
- meet the high levels of contribution expected of a Fellow to industry, the engineering profession and to the wider community.

Applicants for Fellowship demonstrate the above by providing evidence for between two and four of the criteria set out in Table 1 that reflect their greatest strengths. The criteria are in no particular order or ranking.

The criteria are aligned with the following key attributes of a Fellow of IPENZ: leadership; technical expertise; research; innovation; commercial expertise; education; influence; and service (including community impact). The criteria are used to evaluate applications by a panel of assessors.

Table 1: Assessment criteria and evidence applicants are expected to provide

1: Organisational management		
Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> • academic • consultant • contractor • commercial business • government/councils • research institutes • military. 	Have demonstrated organisational responsibility for the performance of a portfolio of engineering projects, programmes, or activities (including process management, use of systems and processes for benchmarking and continuous quality improvement, and/or financial performance).	<ul style="list-style-type: none"> • Level and position within organisation (including an organisation chart). • Number, type and professional status of staff reporting. • Responsibility - including budget (influence and size) and number and type of staff reporting (direct and indirect). • Size and scale of engineering projects or objectives delivered (physical value/fees).
2: Governance		
Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> • academic • consultant • contractor • commercial business • government/councils • research institutes • military. 	Have demonstrated responsibility for the creation and implementation of corporate vision and objectives, and the development of management organisational structure in the field of engineering.	<ul style="list-style-type: none"> • Role and sphere of influence within the organisation. • People leadership. • Customer and supplier management. • Responsibilities . • Delivery and outcomes achieved.

3: Business management

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none">• consultant• contractor• commercial business (including small companies).	Have demonstrated commercial responsibility for pricing, bidding and managing the profitability of work either for major projects or a significant portfolio of smaller works, in the field of engineering.	<ul style="list-style-type: none">• Size and scale of project/s.• Role and responsibility within the business.• Turnover/profit.• Services and products.• Markets and clients.• Funding sources.

4. Technical expertise

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none">• academic• consultant• contractor• research institutes.	Have demonstrated specialist engineering expertise in a technical subject area and achieved recognition at a national or international level.	<ul style="list-style-type: none">• Publications as a principal author and citations/use by others.• Invited speaker/Chair of a session for international conferences.• Chairmanship/membership of organising committees for (international) conferences.• Editorship/associate editorship of (international) journals.• Expert evidence.• Advisor to clients/government.• Contributions to the national and/or international standards.• Awards/Fellowships.• Other public outputs.

5. Innovation

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none">• academic• consultant• contractor• research institutes.	Have played a leading role in the conception and development of new systems, techniques, or products that have advanced the theory or practise of engineering.	<ul style="list-style-type: none">• Outputs and significance of new system/ technique/product.• Patents.• Prizes/awards.• Publications and citations/use by others.

6. Design and construction

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none">• consultant• contractor.	Have made a major contribution to the design or construction of technically complex and innovative engineering works.	<ul style="list-style-type: none">• Scale, size and significance to public.• Complexity and innovation involved.• Successful solutions.• Publications and citations/use by others.• Peer recognition – National and International Awards received.

7. Research

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> academic research institutes. 	Have undertaken fundamental or applied research that has advanced the body of engineering knowledge.	<ul style="list-style-type: none"> Patents. Publications as a principal author/citations/use by others. Chairmanship/membership of organising committees for (international) conferences. Editorship/associate editorship of (international) journals. Invited speaker/Chair of a session for an international conference Contributions to the national and/or international standards. Technical awards. Other public outputs.

8. Engineering education

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> academic research institutes. 	Have achieved national or international recognition for the development or delivery of engineering education and training.	<ul style="list-style-type: none"> New courses/teaching methods or techniques developed. Teaching Fellowship/Awards. Teaching evaluations.

9. Leadership

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> academic consultant contractor commercial business government/councils research institutes military. 	Have demonstrated exceptional leadership skills in being able to select, motivate and inspire people in their organisation to maximise engineering performance, and through excellent communication skills have achieved recognition from business associates, clients, the media and the public.	<ul style="list-style-type: none"> Mentoring and role modelling. Inspirational leader within and outside the organisation - a voice of the profession. Participation in debates of national interest. Peer recognition including awards.

10. Service

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> academic consultant contractor commercial business government/councils research institutes military. 	Have made a major contribution to the promotion, management or administration of the engineering profession either through IPENZ, technical societies, voluntary bodies, or through community engagement and service.	<ul style="list-style-type: none"> Role, responsibility and time scale of engagement. Output achieved. Significance and contribution. Engagement with community, including Māori and/or Pasifika.