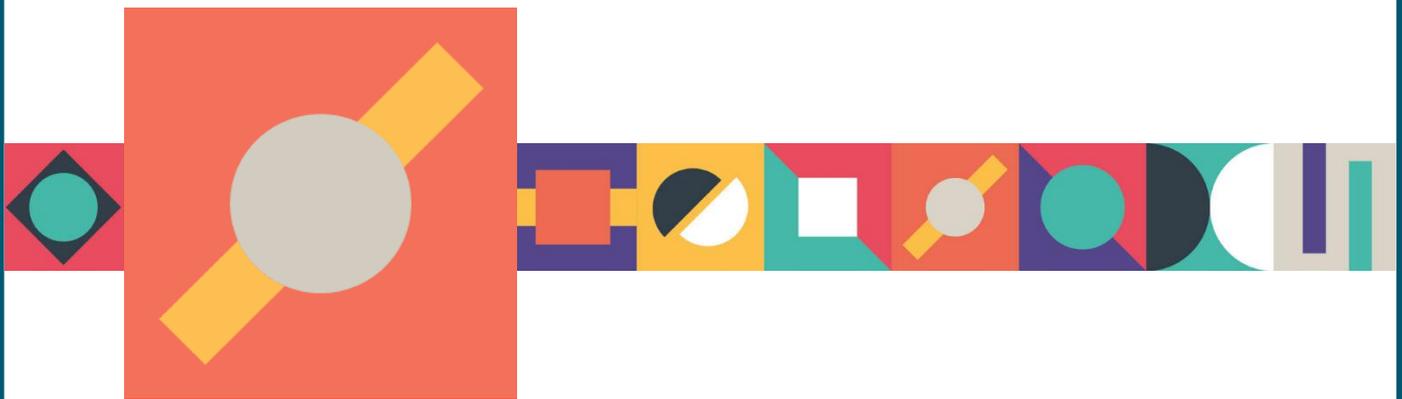


Frequently Asked Questions



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UKPSF and fellowship

1. What are the UK Professional Standards Framework and Fellowship?

The **UK Professional Standards Framework 2011 (PSF) for teaching and supporting learning in higher education** provides a general description of the main aspects of the role carried out by professionals that teach and/or support learning within the higher education environment. The UK PSF has two components: Dimensions and Descriptors.

Advance HE operates the HEA Fellowship scheme and aligns its fellowships to the UKPSF Descriptors as follows:

- + Descriptor 1 (D1) aligned to Associate Fellow
- + Descriptor 2 (D2) aligned to Fellow
- + Descriptor 3 (D3) aligned to Senior Fellow
- + Descriptor 4 (D4) aligned to Principal Fellow

2. How do I apply for fellowship?

There are two routes to Fellowship:

- + **Direct application** to Advance HE;
- + Complete an **Advance HE accredited programme or scheme**; Advance HE accredits organisations to award HEA fellowship on our behalf. Only Advance HE full member organisations are entitled to accredited provision; a list of member organisations is available on our [website](#). If your organisation is accredited to award fellowship you will be able to apply internally without a fee.

3. Where can I find the guidance notes for a direct application?

Advance HE supporting guidance packs include applicant guidance, a template to use to draft your application, the UKPSF, links to other useful resources and for your referees/advocates. Please request the relevant supporting guidance pack from the links below for each category:

[Associate Fellowship](#) (Descriptor 1)

[Fellowship](#) (Descriptor 2)

[Senior Fellowship](#) (Descriptor 3)

[Principal Fellowship](#) (Descriptor 4)

Applying for the right category of fellowship

4. How do I know what is the right category of fellowship for an application?

We recommend that prior to starting your application you use our free [online Fellowship Category Tool \(FCT\)](#). Answering the online questions about your work in teaching and learning should help you to check that Fellowship is the best match for your current practice and prompt your thinking about different aspects of your practice as you plan your application.

Once you completed the FCT, request a supporting guidance pack (see section 3 above for the link) for the relevant category of fellowship. Read the guidance to check that this category is a good match for your current and recent practice; if not then request a different guidance pack.

If, after reading through the PSF, guidance documents and completing The Fellowship Category Tool you are still unsure about which is the appropriate category of Fellowship for you, then please email fellowship@advance-he.ac.uk for advice.

5. How much experience do I need to apply for a category of Fellowship? How long should I have been teaching or supporting learning?

This very much depends on the range of experience you have in higher education teaching and learning. Associate Fellowship and Fellowship relate to your effective teaching and learning practice with HE students; Senior Fellowship also relates to your sustained influence and impact on the teaching and learning practices of your colleagues; Principal Fellowship relates to your sustained strategic leadership of teaching and learning.

Advance HE applicant guidance advises about the types of practice appropriate for each category of fellowship and please read this guidance for further information.

Application fees

6. How much does it cost to apply?

The [fee](#) for a direct application for Fellowship is on the Advance HE website and is subject to annual review. Fees for individuals working in an Advance HE member organisation are subsidised (50% of the direct fee).

7. As a PhD student, am I eligible for the member rate?

HE Providers may operate a range of different contracts of employment e.g. permanent, fixed term, part time, fractional, Associate Lecturer, etc. Staff with zero-hour contracts, such as Associate Lecturers, are eligible to apply for Fellowship if their employment contract is with an Advance HE member organisation. Postgraduates may have a role in teaching and supporting learning as part of their PhD studentship/bursary; these individuals are deemed to be employed by the organisation as they are contracted to deliver teaching but may not necessarily be paid for their work. Advance HE membership subsidises the fees for direct application to Advance HE (50% of the full direct application fees).

8. As a work place educator, am I still eligible for the member rate?

Work place educators, who teach or support the learning of HE students (and are eligible for fellowship) but whose primary employer is not an HE Provider, are eligible to gain Fellowship but will be liable for an additional fee to Advance HE at the point of recognition. For example, a Health Service Consultant/Professional supporting medical students at X University completes a Postgraduate Certificate in Health Care Education and meets the requirements for Fellowship at Descriptor 2. At the point of awarding Fellowship, the individual will be contacted by Advance HE to request the additional fee. On payment of the fee Fellowship will be awarded.

9. What if I am not sure about my employment status?

If you are unsure about your employment status, Advance HE recommends that that the Human Resources Department at your organisation should be consulted before seeking further guidance from the Advance HE Fellowship team (fellowship@advance-he.ac.uk).

Submitting an application

10. How do I submit my application?

Prepare and write your application in the template offline; this template will be in your supporting guidance pack. Obtain the Supporting Statements/Advocate Statements from appropriate referees/advocates (see applicant guidance for details) and have these ready to upload as pdf files.

When you have all your application documents and payment arrangements ready to progress, you are ready to submit your application.

All direct applicants are asked to register with Advance HE's portal **MyAdvanceHE**. Once you have registered you will be able to click on "Fellowship" within the welcome menu and then click on "Fellowship applications" and choose the appropriate category of fellowship from the menu.

Copy and paste your application from the template onto the online system. This will be saved as you progress.

Please note that the Advance HE **online application system only accepts plain text**; it will remove any formatting from your text and **will not** accept diagrams, images, hyperlinks or any other documents/appendices such as curriculum vitae/resume.

11. What should I do if I can't find my organisation?

When adding an employing organisation to your record you will be asked to search for it by name. Please ensure it has the correct spelling as the system will only find exact matches to our database entries.

When searching for your organisation, sometimes it is easier to search for *Poppleton* (note the stars before and after the word) rather than "University of Poppleton" as the system will then show you options that you can choose from to save you time.

If the system cannot find the organisation, an option "Organisation not found?" will appear and you will be invited to send us its name. The Fellowship team at Advance HE will then check the database to avoid a duplicate organisation being created, before adding it into the system records. When doing this they will add the organisation to your record.

12. Who do I contact if I am having issues signing into MyAdvanceHE?

If you have forgotten your password please click on the "Forgotten your password?" link at the bottom of the [MyAdvanceHE](#) log in page, but if this does not work please email fellowship@advance-he.ac.uk and a member of the Fellowship team will assist in re-setting your password.

13. Can I apply in a language other than English?

All applications for Fellowship including accompanying supporting statements must be written in **English**. Advance HE is unable to accept applications/supporting statements written in another language. If English is not your first language and you are not able to provide your application in English, by prior arrangement we are able to accept a certified translation accompanied by the certification of translation. Please contact Advance HE's Fellowship team at fellowship@advance-he.ac.uk for further guidance.

14. What format should my Supporting Statements/Advocate Statements be written in?

All supporting statements (AFHEA/FHEA/SFHEA) must include verifiable information and should be written on the appropriate Supporting Statement/ Advocate Statement Template provided in your information pack. Please ensure that your referee has provided contact details as we may contact them directly to clarify points in their supporting statement.

15. Why can't I upload my Supporting/Advocate Statements?

You will not be able to upload a document if it exceeds 1.5mb in size. You will need to amend the document to reduce its size. Documents can sometimes go over this size if they include icons and pictures. The online portal will only allow you to upload your Supporting/Advocate

Statements as a PDF. If your file is in another format you must convert it to PDF before you upload.

16. What do I do if my referees/ advocates cannot write in English?

Advance HE will accept a certified English translation of your Supporting Statements/Advocate Statements. It is the responsibility of your referees/advocates to provide a certified translation for you to submit. They will be required to agree and accept the Declaration in the Supporting Statement Template upon completion. Where an application/supporting statement has been translated into English prior to submission to Advance HE, please also provide the certification of translation.

Post-application

17. How can I check if my application has been submitted successfully?

At the end of the application process you will have clicked the “Submit” button to finalise the submission. After a few moments the screen will refresh and the status of your application will change to “**Submitted (awaiting payment)**”. You will have received an automated email which will confirm the receipt of your application at this point.

Please be aware however that your application will not be put forward for review until the fee has been settled. If you have previously elected to pay for your application the button will change to “**Pay Invoice**”. Once paid, the status will change to “**Applicant**”.

If you have indicated that your organisation will pay on your behalf (either as a one-off payment or part of a pre-paid application bundle) one of the Fellowship team will conduct necessary checks and once satisfied will change your application status to “**Applicant**”.

Can I download a copy of my application?

You can download a copy of your application at any point during the application process. Unless you wish it to be deleted, your application record will remain on our system which means you can return at any point to download a copy.

18. How is my application reviewed?

The applicant guidance explains about the review process involving independent peer reviewers. The possible outcomes for your application are ‘Award’ or ‘Refer’. If your application is referred you will be offered *one* opportunity to resubmit within four weeks, without further charge. You will receive feedback from the reviewers to indicate where you need to strengthen your application to meet the Descriptor criteria.

On second submission the possible outcomes are “Award” or “Withdrawn”.

19. What happens if my application is withdrawn?

If the reviewers judge that despite revisions, the resubmission does not fully meet the requirements of the Descriptor then the final judgement is “Withdrawn”. Feedback will explain the judgement. This is the end of the review process; any future application would incur a full fee. Please note that any appeal would need to be related to Advance HE process not being adhered to and not the review outcome.

20. How can I check what stage my application is at?

Within Fellowship Online in **MyAdvanceHE**, click on “Fellowship”. Here you will see a summary of your applications from previous submissions to those currently in progress. The “status” summarises what stage an application has reached:

- + **Draft** – your application is still in draft form and a final version is yet to be submitted;
- + **Submitted (Awaiting Payment)** – there is payment due against the application before it can be processed. If you have previously elected to pay for your application the “Submit” button will have changed to “**Pay Invoice**”. Once settled, the status will change to “**Applicant**”.

If you have indicated that your organisation will pay on your behalf (either as a one-off payment or part of a pre-paid application bundle) one of the Fellowship team will conduct necessary checks and once satisfied will change the application status to “**Applicant**”.

- + **Applicant** – this applies to the direct application route and means your application has been paid for and is waiting to be processed and assigned to a review panel;
- + **Allocated to panel** – this applies to the direct application route and means the application has been assigned to a panel ready for review;
- + **Decision Made** – A decision from the Review Panel has been made. You will have received an email confirming the outcome at this point. Please note that if your application is to be referred you will likely receive a further email with your feedback and resubmission deadline date.
- + **Withdrawn** – an application can be withdrawn for various reasons, for instance if the status of an application has been left as ‘Incomplete’ for over one year. Also, if an application is unsuccessful after a resubmission, it will be withdrawn.

21. Why can't I find my certificate in MyAdvanceHE?

Please check you have logged on to MyAdvanceHE using the email address provided in the confirmation email sent to you. If you did not receive a confirmation email please send a message to fellowship@advance-he.ac.uk and a member of the team will send you a copy of the original email. For individuals who have applied for Fellowship via Advance HE accredited provision, this is the email address that the programme leader will have used when adding you to a course or organisational CPD provision.

If you already hold a MyAdvanceHE account with a different email address and you use this email address to log on to MyAdvanceHE, it will not correspond to the fellowship record we have for you on our system. If you realise that you have two records please contact fellowship@advance-he.ac.uk and we will merge the accounts on your behalf. If you continue

to have problems logging on, please contact the fellowship team on +44 (0)1904 717530 or fellowship@advance-he.ac.uk.

22. I'm having trouble downloading my certificate.

You may need to update your browser with the latest version in order to download your certificate. Sometimes it can take a few minutes once you have updated your browser for the certificate to appear and you may need to refresh your screen. If you continue to have issues, please contact fellowship@advance-he.ac.uk.

23. If I am successful, what personal details are displayed on my certificate?

Only your name and PR number will be displayed on your certificate.

Payment options

24. I'm on MyAdvanceHE but where do I go to pay?

Within MyAdvanceHE, click on "Fellowship" from the menu at the top of the screen. and then click on "Fellowship Applications" on the next screen. The page will show your current application and the status should say "Submitted (Awaiting payment)". Click on the "Pay Invoice" button at the side and follow the instructions on screen.

25. My organisation is paying for me, what do I do?

Within your application you will be prompted to state how the fee will be settled. Select "my organisation is paying" and continue to submit your application. A button will appear next to your application "Copy Payment Link". Click this button to copy a link to your clipboard. Paste this link in an email to your organisation. Following this link will take them to a secure payment screen to complete the payment transaction. Once payment is received your application will be put forward to panel. Until the application fee is settled, the status of your application will remain at "Submitted (Awaiting Payment)".

26. Do I have to make payment via MyAdvanceHE, or can I contact the team to do this?

If you apply via MyAdvanceHE you will be required to make payment via the online system. Please note that this will only accept credit/debit card. If you experience any issues in paying for your application through the online system, please contact fellowship@advance-he.ac.uk and a member of the team will work with you to resolve the payment element of the process.

27. If I am a UK resident, can I claim tax relief on my application fee?

You can claim tax on fees or subscriptions you pay to some approved professional organisations but only if you must have membership to do your job or it's helpful for your work. You can't claim tax back on fees or subscriptions you've paid to professional organisations not approved by HM Revenue and Customs (HMRC), or for life membership subscriptions; or fees or subscriptions you haven't paid for yourself. Advance HE is on the approved list of professional organisations and learned societies so if you are self-employed or if you paid your application fee personally you will be able to claim tax relief. Please see the [HM Revenue & Customs website](#) for further details.

Accredited route

28. How do I know if my organisation has an accredited programme?

A full list of accredited programmes run by your organisation can be viewed within your MyAdvanceHE portal. Log into MyAdvanceHE and select "Fellowship" from the menu at the top of the screen. Select "Course List". Please note that if you would like to apply to join a course you must contact your organisational point of contact.

Alternatively, please contact accreditation@advance-he.ac.uk and a member of the Accreditation team can assist in providing details of your organisation's provision.

29. How do I know who is the contact within my organisation to advise me about the accredited route?

Email accreditation@advance-he.ac.uk and a member of the team will introduce you to the Programme Leader within your organisation.

30. I can't find an option to apply for Fellowship on the basis of completing an accredited programme as an individual.

All applications for Fellowship via the accredited route are made by the Programme Leader/Administrator at the organisation where you completed your course. Please contact the Programme Leader and they will be able to add you on to MyAdvanceHE to confer your fellowship with us. Please contact the accreditation team on accreditation@advance-he.ac.uk if you cannot find contact details for your Programme Leader.

31. Do I have to use my organisational scheme or can I apply through the direct application route?

Advance HE advises individuals to explore whether their organisation has an appropriate programme/scheme accredited by Advance HE which would enable them to achieve an appropriate category of Fellowship. This route to Fellowship will provide organisational support through programmes and schemes which have been designed to articulate with internal structures and priorities. For example, as part of the probation process, many organisations

require early career staff to undertake a formal qualification such as a Postgraduate Certificate in Learning and Teaching in HE/Academic Practice which has been designed to also lead to Fellowship. Equally, promotional pathways may embed both Fellowship and additional internal elements, which are not part of a direct application process.

Consequently, Advance HE policy is to recommend that where organisational provision is accredited, individuals should participate in an appropriate programme/scheme at their own organisation, to ensure that any specific contractual arrangements are met and that successful Fellows become part of an established organisational community of practice within their organisation.

Advance HE is not in a position, however, to deny an individual application, nor compel an individual to participate in an organisational scheme and the choice remains that of the individual. Please note that where an organisation chooses to make participation in an organisational programme or scheme contractual, any staff wishing to apply directly to Advance HE should do so using a personal email address and will be expected to pay a full fee for the application; i.e. the fee will not be subsidised by the organisational membership.

Programme Leaders

32. I am a Programme Leader/Administrator and would like to add completers on to a course, what do I need to do?

You will need to apply to be added as a Programme Leader/Administrator first. Log into MyAdvanceHE and select “Fellowship” from the menu at the top of the screen. Select “Course List” to view the accredited courses run by your organisation. Locate the course(s) you wish to be added to and click the “Apply” button (it should become “greyed out”). You can select a number of courses at once if you wish.

Once you have applied to be a Programme Leader/Administrator through the MyAdvanceHE, we will request approval from the organisational contact where you work. Once this has been approved you will be notified by email and on your next log in be able to add completers on to the course(s).

Return the course list and locate your course. The button will have changed to “Add Completers”. Clicking on this will take you to a short Accreditation Form which you will need to complete for each of your course completers. Clicking either Save button at the bottom of the screen will automatically generate the Fellowship record.

33. I am a Programme Leader/Administrator and have added a completer to the wrong course/used the wrong start date for the course, what can I do?

If you have made any errors whilst inputting an individual’s details, please immediately contact the fellowship team at fellowship@advance-he.ac.uk and we will amend the data accordingly.

34. What will happen if I add a completer who has already been awarded fellowship at the same category as the accredited

course, or a different category? I may not be aware of whether they already have fellowship?

Our database will conduct a number of validation checks to avoid duplication as we appreciate you may not be aware of a completer's historic Fellowship activities. If an individual completes an accredited provision which awards a higher level of fellowship category than that which the individual already holds, their "old" award will be replaced with the new one. If the completer already holds a fellowship at a higher level than that which the course awards they will retain their higher fellowship award.

In short, do not worry-we conduct rigorous quality assurance checks once you have created the record to ensure all individuals hold the correct level of fellowship.

Further questions

35. What if I have more questions about fellowship?

If you cannot find the information you need or require further assistance, please email fellowship@advance-he.ac.uk and one of our team will be able to assist you.

36. What if I have more questions about accreditation?

If you cannot find the information you need or require further assistance, please email accreditation@advance-he.ac.uk and one of our team will be able to assist you.

Contact us

fellowship@advance-he.ac.uk

+44 (0)1904 717683 or +44 (0)1904 717664

<https://www.advance-he.ac.uk/fellowship>

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