

**Associate Fellow – Draft Application Template (PSF 2023)**

Applications for Associate Fellowship are made online via the[**MyAdvanceHE portal**](https://my.advance-he.ac.uk). The online system is explained in the guidance for applicants.

This template document is provided for you to compose your application prior to online submission. You will be able to copy and paste your final application from this template directly into the online system. Please note that the online system will remove any formatting from your text and **will not accept** diagrams, images or any other documents/appendices such as CVs. Please list any **citations** to publications, journals, books, websites included in the application after your Reflective Narrative in the relevant section of your application.

This template will enable you to:

* Draft your application in the structure required for the online application for Associate Fellowship;
* Save and work offline to develop your application on your own device;
* Share your application with your referee to enable them to write their Supporting Statement;
* Copy and paste the final application onto the online application system via [**MyAdvanceHE portal**](https://my.advance-he.ac.uk/).

**Before you start to use this template** you will need to refer to the following documents/guidance:

* The Advance HE[**Fellowship Category Tool**](https://www.advance-he.ac.uk/form/fellowship-decision-tool-2023) will help you to determine whether Associate Fellowship is the most appropriate category of Fellowship for you at this point;
* The [**Professional Standards Framework for teaching and supporting learning in higher education**](https://s3.eu-west-2.amazonaws.com/assets.creode.advancehe-document-manager/documents/advance-he/PSF%202023%20-%20Screen%20Reader%20Compatible%20-%20final_1675089549.pdf) (PSF 2023) – the award of Associate Fellowship is based on the criteria of Descriptor 1 (PSF 2023, p.7) being evidenced;
* [**Associate Fellowship Applicant Guidance**](https://advance-he.ac.uk/knowledge-hub/psf-2023-associate-fellowship-applicant-pack) and [**Guide to the PSF 2023 Dimensions - Associate Fellowship (D1)**](https://advance-he.ac.uk/knowledge-hub/psf-2023-associate-fellowship-applicant-pack)available on the Advance HE website.

Your application for Associate Fellowship consists of a **1,400-word reflective narrative shared across two Areas of Activity** plus citations(overall maximum of 1,600 words - please note that the online system will not exceed this limit), along with a Supporting Statement from one referee.

You will need to **continue to refer to the applicant guidance and Descriptor 1 of the PSF 2023** as you draft your application to ensure that you are writing to meet the requirements.

You must structure your reflective narrative on **two of the five** Areas of Activity. Please write your Reflective Narrative in each of the boxes below, and change the heading to indicate each Area of Activity you have chosen to evidence, e.g. change the blue heading ‘A[ ]’ to be ‘A1’ if you are choosing Area of Activity 1.

When you have finalised your draft application **all the guidance can be deleted** and you can send the completed template containing your application to your referee so that they can write their Supporting Statement. Please direct your referee to the [**Associate Fellowship Guidance for Referees writing a Supporting Statement.**](https://advance-he.ac.uk/knowledge-hub/psf-2023-associate-fellowship-applicant-pack) The referee should return their Supporting Statement for you to upload onto the online application system along with your application.

When you are ready to submit online then you will need to be ready to pay the [**application fee**](https://www.advance-he.ac.uk/fellowship) as well as to submit your application text and referee Supporting Statement.

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**Associate Fellow – Draft Application**

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| --- | --- |
| **Name as you would like it to appear on your certificate** |  |

## **Context statement:**

Write your Context statement here (up to 300 words)

## Evidencing first Area of Activity: A[ ]

|  |
| --- |
| Write your reflective narrative for your first chosen Area of Activity here. References and citations are to be listed in a dedicated field below: |

Evidencing second Area of Activity: A[ ]

|  |
| --- |
| Write your reflective narrative for your second chosen Area of Activity here. References and citations are to be listed in a dedicated field below: |

References/Citations:

|  |
| --- |
| Write any references or citations used in either Area of Activity here: |

Contact us

**All enquiries:**

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Our strategic goals to enhance confidence and trust in HE, address inequalities, promote inclusion and advance education to meet the evolving needs of students and society, support the work of our members and the HE sector.

We deliver our support through professional development programmes and events, Fellowships, awards, student surveys and research, providing strategic change and consultancy services and through membership (including accreditation of teaching and learning, equality charters, knowledge and resources).

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