

**Fellow - Draft Application Template**

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

This Word document template 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 commentary in the relevant section of your application.

This Word document template will enable you to:

* Draft your application in the structure required for the online application for Fellowship;
* Save and work offline to develop your application on your own computer;
* Share your application with your two referees to enable them to write their supporting statements;
* Copy and paste the final application onto the online application system via MyAdvanceHE.

**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) will help you to determine whether Fellowship (Descriptor 2) is the most appropriate category of Fellowship for you at this point;
* The [**UK Professional Standards Framework**](https://www.advance-he.ac.uk/knowledge-hub/uk-professional-standards-framework-ukpsf) (UKPSF) – the award of Fellowship is based on the criteria of Descriptor 2 (UKPSF, 2011, p.5) being evidenced
* [**Guidance for Fellow applicants**](https://www.advance-he.ac.uk/knowledge-hub/guidance-documents-fellowship-applicants) and [**Dimensions of the Framework guidance**](https://www.advance-he.ac.uk/knowledge-hub/dimensions-framework) available on the Advance HE website

Your application for Fellowship consists of a **3,000 word reflective account shared across all five Areas of Activity plus citations** (overall maximum of 3,500 words - please note that the online system will not exceed this limit), along with supporting statements from two referees.

You will need to **continue to refer to the guidance and the UKPSF** as you draft your application to ensure that you are writing to meet the requirements of UKPSF Descriptor 2.

You must structure your reflective commentary around **all five** of the UKPSF Areas of Activity. You will be able to use the relevant boxes below to complete your draft application.

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 two referees so that they can write their supporting statements. Please direct them to the Advance HE [**referee guidance notes for Fellow applications**](https://www.advance-he.ac.uk/knowledge-hub/guidance-documents-fellowship-applicants). The referees need to return their references 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.heacademy.ac.uk/individuals/fellowship) as well as to submit the application text and both referee supporting statements.

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**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:

## Evidencing Area of Activity 1 (A1): Design and plan learning activities and/or programmes of study

|  |
| --- |
| Write your reflective commentary here. References and citations are to be listed in a dedicated field below: |

Evidencing Area of Activity 2 (A2): Teach and/or support learning

|  |
| --- |
| Write your reflective commentary here. References and citations are to be listed in a dedicated field below: |

Evidencing Area of Activity 3 (A3): Assess and give feedback to learners

|  |
| --- |
| Write your reflective commentary here. References and citations are to be listed in a dedicated field below: |

Evidencing Area of Activity 4 (A4): Develop effective learning environments and approaches to student support and guidance

|  |
| --- |
| Write your reflective commentary here. References and citations are to be listed in a dedicated field below: |

Evidencing Area of Activity 5 (A5): Engage in continuing professional development in subjects/disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practices

|  |
| --- |
| Write your reflective commentary here. References and citations are to be listed in a dedicated field below: |

References/Citations:

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

Contact us

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2. Direct Fellowship applicants may download this document for the purpose of making and submitting an application for Fellowship to Advance HE."

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