

**Senior Fellow - Draft Application Template**

Applications for HEA Senior 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 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 My Academy.

**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 Senior Fellowship is the most appropriate category of HEA 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 HEA Fellowship is based on the criteria of Descriptor 3 (UKPSF, 2011, p.6) being evidenced;
* [Guidance for Senior Fellow applicants](https://www.advance-he.ac.uk/knowledge-hub/guidance-documents-senior-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 Senior Fellowship takes the form of an **Account of Professional Practice consisting of a Reflective Account of Practice and two Case Studies (6,000 word limit shared across all three elements)** plus citations (overall maximum of 6,500 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 Advance HE guidance and the UKPSF** as you draft your application to ensure that you are writing to meet the requirements of UKPSF Descriptor 3.

You will be able to use the relevant boxes below to complete your draft application. Once completed, **all the guidance can be deleted** and this template containing your application can be sent to your two referees so that they can write their supporting references.

When you have finalised your draft application, you will need to send this to your two referees so that they can write their supporting statements. Please direct them to the [guidance notes for Senior Fellow applications.](https://www.advance-he.ac.uk/knowledge-hub/guidance-documents-senior-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 references.

**Senior 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:

## Reflective Account of Practice (RAP)

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

## Case Study One

|  |
| --- |
| Write your first case study here. References and citations are to be listed in a dedicated field below: |

## Case Study Two

|  |
| --- |
| Write your second case study here. References and citations are to be listed in a dedicated field below: |

References/Citations:

|  |
| --- |
| Write any references or citations used in your application here: |

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