# AFHEA - Application Form (PSF 23)

Being an Associate Fellow of the HEA recognises effectiveness in specific aspects of teaching and enhancing the student learning experience, combined with scholarship, research and/ or other professional activities. It is awarded to professionals who can demonstrate that they meet the criteria of **Descriptor 1** of the Professional Standards Framework (PSF) for teaching and supporting learning in higher education.

Please send your completed application to [qma@qub.ac.uk](mailto:qma@qub.ac.uk). For a **written application** this should be a single document, signed, and include a reference (see Supporting Statement Guidance). For a **recorded presentation** application, you should submit this application form with notes/bullet points against your Introduction, how your practice aligns with the Queen’s Strategy 2030 and two areas of activities that indicate how you propose, via your recorded presentation that you meet the requirements for **Descriptor 1**. The form should be signed and include your reference.

|  |  |
| --- | --- |
| Title |  |
| First Name |  |
| Surname |  |
| Job role |  |
| Contact email |  |
| School or Department (if applicable) |  |

# Submission Guidelines – choose either a written submission or a recorded presentation

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| **AFHEA Application (D1)** | | | | |
| 2000 words +/- 10% / 20 minutes | | | | |
| *Written* | | *Recorded presentation* | | *eviewing* |
| Introduction | 300 words |  | 3 minutes | Two reviewers required |
| Practice alignment with Strategy 2030 | 300 words |  | 3 minutes |
| Account of Professional Practice (Reflective account of practice) | 700 words in each of the two sections with citations |  | 14 minutes – 7 minutes for each of two areas of activity |
| One supporting statement | | | | |

The total word count or equivalent recording time for this application is **2000 words/20 minutes**. You must not exceed the word/time limit by more than 10 per cent. If you submit a response that is more than 10 per cent over the maximum length, the Assessor reserves the right to not to read or comment on the excess material. You will need to **continue to refer to the guidance and the PSF** as you draft your application to ensure that you are writing to meet the requirements of PSF Descriptor 1.

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If you are submitting a recorded presentation please include a bullet point list on this form, for each example, that covers’

* **What does your teaching look like and do you often make changes to your practice?**We rarely plan or execute interventions for fun, generally, it is because we feel there is an issue and we can improve the situation.  Alternatively, it could as a result of a change in institutional/national/professional body strategy.
* **What you have done?**Literally, briefly describe what you have done, in a couple of sentences.  Much more than that and I guarantee you it will end up descriptive!
* **Why did you do it that way?** - Usually, this is because it is good practice that you can trace it to the literature and this is where you introduce pedagogic theory references.  It could also be because of professional body requirements/sector/institutional or industry changes etc.
* **How did you evaluate what you did?**How do you know it was successful?  Was it perfect immediately, did you have to make iterative changes over time and how did you evaluate that?  This is crucial, the evaluation of practice is the **core** of reflective practice.
* **What was the outcome?**Evidence of your effective and inclusive practice, your impact on the curriculum, on high-quality learning through leading/ influencing the teaching and/or learning support practices of others etc.  Tell us the change in tangible and measurable terms that has occurred as a result of a planned intervention.
* **How is this informing or developing your future teaching?** What will you change, in your practice, as a result of your evaluation of this intervention/practice?

# Introduction (300 words or 3 minutes)

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| PLEASE DELETE THE QUESTION PROMPTS BEFORE SUBMITTING THIS FORM  300 words or a 3-minute recording about you.  This is your context piece.  The panel will expect to read about:   * Your role at QUB and briefly anywhere else; * Your educational background (where and what discipline); * If your role involves teaching, who are your students/learners (UG? PG? Staff? How many would you typically teach at a time?)  This is important because it should dictate how you teach.  You might also want to talk about the setting in which you teach.  Lectures/labs/library/tutorials etc; * Your teaching philosophy.  You are not including any evidence in this section.  There is no need to map it to the PSF or include any references to theory, this is simply for context. |

## Evidencing how your practice contributes to the Education and Skills section of the 2030 Strategy **(300 words or a 3-minute recording)**

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| PLEASE DELETE THE PROMPTS AND TEXT BELOW BEFORE SUBMITTING THE FORM  Here you will demonstrate how your professional practice aligns and contributes to the Education and Skills workstream of 2030 Strategy.   **Please provide examples under three of the four headings, 100(ish) words or 1 minutes for each of these to demonstrate how your teaching aligns with Strategy 2030, specifically:**  **Educational Goals of our Strategy:** **Deliver a transformative student experience** That inspires and delivers the engaged global citizens of tomorrow with flexible and broad-based learning opportunities that are lifelong, coupled with outstanding support.**Provide education for societal impact** We have a responsibility to society to ensure that access to education is fair and flexible, and that we embed key principles such as Sustainable Development Goals into our work. We are invested in adding to a diverse and skilled society, with an excellent global reputation.**Broaden access to Higher Education** At Queen's University Belfast, we are committed to providing students with an educational experience that is on par with the best universities in the world.  We are also committed to ensuring that those most able but least likely to participate in Higher Education should have an equal opportunity to do so.**Innovate our Teaching and Learning** Using practices that incorporate responsive teaching practice, student ownership of learning, high levels of engagement, authentic contexts, the development of competencies and the strategic use of digital technologies to connect, collaborate, create and share learning. You are writing a personal claim, based on your own practice that will be supported by your referees, make it personal and remember you will be signing a statement of academic integrity as part of your claim for fellowship. |

## **Evidencing first Area of Activity: A[ ]** **(700 words +/- 10% or 7 minute recording).**

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## **Evidencing second Area of Activity: A[ ]** **(700 words +/- 10% or 7 minute recording).**

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References/Citations:

## Reference

### Contact Details for Referee

|  |  |
| --- | --- |
| Name |  |
| Institution/ organisation |  |
| Contact email |  |
| HEA Fellowship Status if applicable |  |
| Relationship to applicant |  |
| How long have you worked with the applicant (dates) |  |

### Reference

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| --- |
| PLEASE PASTE THE SUPPORTING REFERENCE HERE  The referee should:  Be an individual who can comment on aspects of your experiences and achievements in teaching and supporting learning in higher education.  Provide an informed peer review of your eligibility for Fellowship and be able to comment directly on the content of your application form.  See Canvas for Guidance Notes for Referees and Supporting Statement Template. You should send this document to your referees. When you receive your references please copy and paste these into this application form. Remember, you are only submitting one document. Please retain a copy of your Supporting Statement Templates as they are periodically requested for checking inline with our commitment to Advance HE. |

## Total Word Count

Please **enter the total word count** for your completed application here: \_\_\_\_\_\_\_ words.

**The word count** includes everything that you have written in the main body of your application. The statements from your referees and your references are NOT included in the **word count**. Appendices or footnotes are not accepted.

## Statement of Academic Integrity

### Applicants should read and sign below

I confirm that this is a true reflection of my own practice.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_