# FHEA - Application Form (PSF 23)

Being a 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 2** 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 two references (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 all five areas of activities that indicate how you propose, via your recorded presentation that you meet the requirements for **Descriptor 2**. The form should be signed, and include two references.

|  |  |
| --- | --- |
| 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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| --- | --- | --- | --- | --- |
| **FHEA Application (D2)** | | | | |
| 4,200 +/- 10% / 41 minutes | | | | |
| *written* | | *Recorded Presentation* | | *reviewing* |
| 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 areas of activity with citations |  | 35 minutes – 7 minutes for each area of activity |
| Two supporting statements | | | | |

The total word count or equivalent for this application is **4100 words/41 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 assessors 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 2.

# 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:** |

## **Evidencing Area of Activity: A1** - demonstrate that you design and plan learning activities and/or programmes. **(700 words +/- 10% or 7 minutes).**

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## **Evidencing Area of Activity: A2** - you teach and/or support learning through appropriate approaches and environments. **(700 words +/- 10% or 7 minutes).**

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## **Evidencing Area of Activity: A3** - demonstrate that you: assess and give feedback for learning. **(700 words +/- 10% or 7 minutes).**

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## **Evidencing Area of Activity: A4** - demonstrate that you support and guide learners. **(700 words +/- 10% or 7 minutes).**

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## **Evidencing second Area of Activity: A5** - you enhance practice through own continuing professional development. **(700 words +/- 10% or 7 minutes).**

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References/Citations:

## Reference 1

### 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

|  |
| --- |
| 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. |

## Reference 2

### 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) |  |

## 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_