

Fellowship assessment dates

Fellowship election applications are assessed on a quarterly basis. You should ensure that your completed application is received by the CII by one of the following closing dates each year:

- 01 February
- 01 May
- 01 August
- 01 November

If there is sufficient demand, we may hold additional assessment boards. Contact the FAS for further information.

Applicants will be advised of their result approximately **10 weeks after the closing date**.

Assessment

- All Fellowship applications will be assessed by specially trained Fellows.
- Three assessors will be appointed to review and evaluate your application.
- Each assessor receives a copy of your major achievement and your statement of personal development.
- All election applications, including the assessment of major achievement and SPDs, will be reviewed at a Fellowship Assessment Board where results and the feedback to candidates are agreed.
- Your application will be assessed against the fixed assessment categories set by the Fellowship Assessment Board, described in these guidelines.
- The assessors will produce reports for the Fellowship Assessment Board which ensures consistency and standards.

From time to time we may ask a candidate to come for an interview before a recommendation is made. If you are called for an interview we pay all reasonable expenses incurred, which are agreed with you beforehand.

If you succeed

- You will receive written confirmation that you have been elected as a Fellow and are entitled to use the designatory letters, FCII, a right that belongs only to members who maintain this status by annual subscription and Continuing Professional Development.
- Your Fellowship Diploma will be provided to you approximately 10 weeks later.

Each year the best Fellowship submission will be awarded the CII's Rutter medal and a cash prize. Associates and Fellows are also eligible to enter for the Morgan Owen essay competition, a prize given to the best essay entered.

For more details on prizes, including previous winners, visit www.cii.co.uk/about-us/initiatives/engagement/awards/.

If you do not succeed

If you do not succeed you will receive a letter which will include:

- Assessors' comments on why your application has been unsuccessful.
- Advice on what further action you need to take.

Your application might not be accepted because of something that you could easily remedy. In this case, you may re-submit your application once this has been put right.

However, more major remedial work might be required. For example:

- the content of your dissertation does not meet the required standard. You may revise the dissertation, submit a new one or select a different major achievement option;
- the content of your project report does not meet the required standard. This may be because the project report is judged not to have included sufficient detail, because your part in it is not sufficiently great or because of shortfalls in your report on the project. We will write to advise on what you need to do. In some cases, you may have to submit a report on an additional project or start afresh with a different major achievement;
- your published works do not meet the required standard. You may either submit an alternative work or works or choose a different major achievement.

★ Important:

Please note that it is not possible to 'top-up' a deficient major achievement with part of another type of major achievement.

For example, if your dissertation is at fault, you cannot submit a published work to raise it to the required standard.

★ Important:

Please note: All re-submissions must be accompanied by an additional election fee.

Your SPD is the final step in the process before applying for election to Fellowship and, in the event that your major achievement is unsuccessful, you will need to review and submit an updated SPD along with your new or revised major achievement for assessment.