



Fellowship Application Guidance

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Introduction

Fellowship

Fellowship is the institution's highest grade of membership. It is open to both engineers and to other senior professionals who have made significant contributions to civil and infrastructure engineering and the communities they serve.

ICE Fellows are responsible for promoting, planning, designing, constructing, maintaining, and managing important and vital engineering work. Many are also engaged in education and/or research. As well as being successful in their careers, Fellows are senior professionals who have made a major contribution to the industry. ICE Fellows are entitled to use the letters FICE after their name.

Achieving ICE Fellowship recognises the significant contribution you have made to the profession and society. It shines a light on you as a leader in the profession, no matter where you are in the world. As well as personal recognition, you will join a community of engaged and influential leaders and find opportunities to help shape the profession and how it engages with the world.

As a Fellow of the Institution, you will therefore be a role model and we will look to you contribute to the standing of the profession, the institution and its members.

This guide

This is a guide to applying for Fellowship of ICE.

You can apply for Fellowship both as an existing member (a 'transfer' route) and as a non-member (a 'direct entry' route). The assessment is based on a set of Fellowship attributes that capture different forms of leadership and achievement in the profession (see [Appendix A](#)).

ICE notes that leadership takes many forms, and it can be demonstrated both early and late in a career. You do not need to still be in a senior role when you apply – you could be partially or fully retired for example – and nor should you hold back if you have made significant contributions early in your career.

This guide covers the formalities of the application process including the evidence you will need to submit, but it is important to remember that Fellowship is much more than a process. It is about your peers recognising your standing and you in turn acting as a role model for the profession. For that reason, as part of your application, you should demonstrate how you have contributed to society in your professional career. This should run as a golden thread through your application.

The option of a dual assessment for Engineering Council registration

While this guide is written for Fellowship applicants, direct entry candidates who meet the necessary [academic criteria](#) can also apply for Engineering Council registration at Chartered (CEng), Incorporated (IEng) or Engineering Technician (EngTech) level alongside their Fellowship application. The [ICE engineering attributes](#) for your target registration level are then assessed in addition to the Fellow attributes as part of a combined application.

Are you ready to apply?

If you think you are ready but would like the Institution to advise on your suitability for Fellowship before

applying formally, please contact your [Regional Support Team](#) for advice. To obtain a preliminary assessment, made without prejudice, you need to provide an up-to-date CV of no more than four sides of A4 in length, giving details of your current and/or past responsibilities. Please note that to enable an accurate assessment, your CV must clearly set out your personal achievements. It would also be helpful to indicate which ICE Fellowship attributes you believe you have achieved (see [Appendix A](#)).

Preparing your application

Please do read this guidance carefully.

We offer [online recordings](#) describing the process and regular 'routes to fellowship' [webinars](#).

In addition, your ICE Regional Director or International Representative can offer advice.

When you are ready, you can begin collating the following information and documents to make your application:

Personal details

You will be asked for your personal details, including your membership number, home and work addresses, contact numbers and email address. We will normally contact you about your application by email, so please give an email address which you use regularly.

Engineering Council registration (optional)

If you are not an ICE member, or you are not registered with the Engineering Council, you will be asked whether you wish to register with the Engineering Council when you complete your online application.

Please see AnnexC for the additional documentation and assessments steps required if you wish to apply for a dual Fellowship and Engineering Council registration assessment.

CV

Your CV will help your assessors put your personal achievements and responsibilities into context. It should be no more than four sides of A4 in length and should focus on your experience spent as a senior professional at Fellowship level.

To that end, it should include details of your roles and show the nature and scale of your responsibilities be that for operations, team sizes, the scale and value of works for major projects, or any other areas where you have or have had responsibility.

If your standard CV does not provide that information clearly, we strongly advise you to revise it for your application so that your assessors can see your experience as a senior professional operating at Fellowship level.

Please note – Your CV is a key document when assessors are considering your eligibility for Fellowship.

Statement of attributes

Your attribute statement will be used to assess whether you have demonstrated the standard required for Fellowship.

You should give details of how you have achieved **at least one**, but **no more than three** of the Fellowship attributes. Even if you think you meet the requirements of more, you should concentrate on

your strongest attribute most. One strong attribute is enough. Use the first person in your statement.

The list of Fellowship attributes is in [Appendix A](#). For a template for the statement of Fellowship attributes, please see [Appendix B, noting that you are allowed one-page for each attribute](#).

Continuing professional development (CPD) records

As a potential Fellow, the Fellowship Panel will be expecting you to provide exemplary CPD records both in terms of following ICE's [CPD guidance](#) and in terms of you maintaining your competence at Fellowship level.

CPD is a central feature of the Institution's commitment to professional standards, and we expect our Fellows to lead by example. Your application will not be successful if your CPD records do not clearly demonstrate that same **commitment**, even if all other aspects of your application are strong.

In terms of the format of your CPD submission:

- Please read ICE's [CPD guidance](#)
- We encourage you to use the templates provided in ICE's [CPD Guidance](#) but you are free to use alternative formats. Whichever option you chose, your CPD records must include your personal development records and a development action plan as explained below. Together they must demonstrate you are following the 'plan-act-assess-review' steps in the CPD cycle.
- You will be required to submit your personal development records (PDR) covering the last two years, and a development action plan (DAP) focusing on the next 12 months, both referenced from the date of your submission.
- Your PDR records should list your development activities and evaluate its impact on your knowledge, competence and skills.
- Your DAP should identify your personal as well as corporate development needs for the next year and how you plan to meet them. Additionally it should include how you plan to contribute to the profession and 'give back' over the coming 12 months¹.
- Please put your CPD records in reverse date order, starting with your DAP for the next 12 months and PDR for the last two years.
- Your CPD records need to be combined into one document.

Organisation chart(s)

Organisation charts help the Fellowship assessors understand the level and nature of your professional responsibilities.

They need to show your position within the organisation and how you fit within the wider structure, to whom you report, and for whom you are responsible (including the number of individuals you manage either directly or indirectly). Please ensure that your own position is highlighted on the chart.

If it helps to explain your responsibilities, you can choose to include up to three organisation charts in

¹ In 'giving back' we ask you to play an active role in supporting the profession and / or supporting others working in civil engineering and infrastructure. You might be involved in shaping policy, sharing knowledge, advising decision makers, informing the public, inspiring young people, or promoting professional standards. In terms of supporting people, you could be active in mentoring and coaching fellow members and colleagues to develop their careers to their maximum potential. ICE creates many opportunities to 'give back' but equally we welcome hearing about your contributions through other forums as well.

your application, but they must be combined and uploaded as a single PDF document.

Sponsors

Please note that sponsor statements are an integral part of the assessment, and your sponsors must comment fully on all of your chosen attribute(s) and corroborate the evidence you have provided. Fellowship Panel is looking for more than a conventional 'reference'.

To carry out that role effectively, your sponsors need to know you well and experience shows that the strongest sponsors are those who know the candidate directly from their current or previous work. However, if you find yourself in a situation where your sponsors did not know you well already, Fellowship Panel will need to see that they have taken time to understand and confirm your work and professional commitment before recommending you for Fellowship (in these circumstances your sponsors are asked to speak to senior colleagues who know you well, in addition to meeting with you).

The nature of the sponsor statement is important. Assessors look for convincing and fulsome support that is clearly based on direct knowledge of the candidate and that is written independently in a sponsor's own words. In terms of giving a rounded view of your achievements and abilities, assessors appreciate seeing comments from sponsors who can provide a view on your achievements both in and beyond your current role.

You must send or share your application documents with your sponsors so that they can check and carefully read your application before agreeing to sponsor you (please note this is your responsibility as ICE will not pass your application to your sponsors). Do not be tempted to provide a draft sponsor statement for them, no matter how helpful this may seem. Any indication that a sponsor statement is not in a sponsor's own words undermines Fellowship Panel's confidence in the independence of what they are reading.

In terms of eligibility to act as sponsors:

- Your first sponsor must be a current ICE Fellow. You will be asked to enter their ICE membership number when you complete the online application. Please note that the system will not allow you to continue with your application if their membership number is entered incorrectly.
- The second sponsor must be a Fellow of either ICE or one of the other professional institutions listed in [Appendix D](#). You will need to enter their institution's membership number².

When looking for sponsors, it may be helpful to know that:

- You can check if a colleague is an ICE Fellow using the 'Find a Member' [search facility](#) on the ICE website, but note that this is an opt in system and not every Fellow may be displayed.
- Should you have difficulties in identifying Fellows as potential sponsors, please contact your ICE [Regional Support Team or international representative](#) who can put you in touch with potential sponsors to support your application. If you do not know them well already, you will need to show them that you meet the attributes that you intend to put forward in your application.
- If you are applying for Engineering Council registration at the same time as your application for Fellowship, your sponsors must also hold the same Engineering Council registration grade as

² Only enter an ICE membership number if your sponsor is an ICE Fellow. If they are a member at MICE level and Fellow of another professional institution, you will need to enter the membership number of the institution of which they are a Fellow.

you are applying for, and they must provide an additional statement of support.

- More advice for sponsors. See: [Here](#)

Other considerations

Please consider the following points when preparing your application.

Security-mindedness and security clearance

You should consider whether information in your Fellowship application should be omitted or reduced in its level of detail due to security reasons. However, there's no reason why this should detract from the quality of your application. If your application is affected by security issues, you should consider the following suggestions:

- Make your application non-site specific – for example don't state that the facility was on a security sensitive site, or that the asset serves a critical function to the site or country, or is or was vulnerable to various threats
- Don't state building numbers or names – e.g. it would be sufficient to say 'nuclear facility' or 'nuclear store'
- Remove site and building names from drawings or snapshots of models
- Don't include photographs or other images which reveal the location of buildings and facilities
- Avoid stating, or showing in drawings or extracts from models, technical details (such as wall thickness) which may reveal security-sensitive information

If you work on a security-sensitive project, we recommend that your organisation's information security manager (and also the asset owner's/client's) reads your Fellowship application and approves the content before submission. Familiarise yourself with the [Engineering Council's guidance note on Security](#). You should also let us know if you believe your reviewers need security clearance.

Plagiarism

Plagiarism is presenting the work of others as your own. This means using words or ideas, for example, without the permission of the original author or authors, or without their acknowledgement. Plagiarism should be avoided at all times, and this includes any reports, drawings and presentations that you submit.

Here are some guidelines to help avoid plagiarism:

- Don't cut and paste material from others
- Where you have directly quoted others, or the work of others, attribute the source fully and, where appropriate, use quotation marks. As a rule of thumb, material derived from others should be considered a quote, unless it's assumed to be common knowledge – for example, standard equations that are in the public domain

Plagiarism is taken seriously by the ICE. Should there be concerns with your submission, ICE will investigate including using plagiarism detection software. If this shows significant levels of similarity with any unattributed sources, you will be contacted by the ICE and asked to provide an explanation if concerns are identified.

Collusion

In the context of your submission, collusion is any agreement to conceal someone else's contribution to your piece of work. The guidance above equally applies to avoiding collusion.

Plagiarism and collusion may lead to a ban on applying for membership or, for existing members, permanent expulsion from ICE Membership.

If an allegation of plagiarism or collusion is made relating to your application for membership, your result may be delayed until an investigation has taken place.

Criminal convictions

No person with an unspent conviction relating to a Serious Criminal Offence³ will be admitted to any grade of membership unless there are special circumstances that show beyond reasonable doubt that the person is a fit and proper person to be admitted to membership of the Institution.

If applying for Fellowship via Direct Admission and you have an unspent conviction relating to a serious criminal offence, please complete the unspent convictions form which must also be signed by your sponsors, and submitted with your application, a member of staff will contact you directly and in confidence.

The application and assessment

The application and assessment follow the steps below.

When to apply

Your application will be considered by the ICE Fellowship Panel, who meet regularly through the year (the timetable can be found [here](#)).

Submitting your application

To submit your application, you need to prepare the required documents (CV, organisation chart, statement of attributes, CPD records) in PDF format. Each file should be no larger than 2MB.

When you have these ready, you should log into your MyICE account then apply online. If you do not have a MyICE account, you will be prompted to register your details.

You can save your application at any point and return to it later. If you need to make any changes after it has been submitted, you should contact the Fellowship Executive.

If you experience any issues with completing your application online, please email the Fellowship Executive at fellowship@ice.org.uk. Please note that, if your membership has lapsed, you should also email the Fellowship Executive at fellowship@ice.org.uk as you will not be able to access the online portal.

Once you have submitted and paid for your application, we will start processing your assessment.

³ Serious Criminal Offence" means an offence involving dishonesty or deception or any offence punishable by a Court of competent jurisdiction by a term of imprisonment of 12 months or more (whether or not any custodial sentence is in fact imposed). ICE refers to the UK government's guidance on rehabilitation periods to assess whether a given criminal conviction is 'unspent' or not.

Sponsor statements

Your sponsors will receive an email with a link to complete a statement of support online.

Please note that their statements are an integral part of the assessment and therefore it is important that they confirm their support from their personal knowledge of your professional abilities and that they provide specific comments that explain how you meet the Fellowship attributes identified in your application. When doing so it is essential that each sponsor provides comments in their own words, so that your assessors can see that the sponsor statements have been prepared independently. They will also need to explain how they know you and any steps they have taken to confirm the accuracy of your application. If applying for Engineering Council registration, they will also need to provide an additional statement in support of your registration application.

You can log into the application [tracker](#) at any time to check the status of your application to see whether your sponsors have completed their statements of support. It is your responsibility to ensure that they have done so. If they do not meet the deadline, the assessment of your application will be delayed.

Validation checks

Once we have received your application and the completed statements of support from your sponsors, we will check the application is ready before sending it on to your assessors.

We will come back to ask for clarifications or revisions if the documentation is unclear, incomplete, or in the wrong format.

Publishing the list of names applying for Fellowship

For those applying via the Direct Admission route, your name will be published on the [ICE website](#) for a minimum of 28 days in accordance with the ICE's Byelaws and [admission regulations](#).

The assessment

Your submission will be reviewed by three members of the Fellowship Panel. They will each undertake an independent assessment of your application against the Fellowship attributes, compare their findings, and agree a combined recommendation that goes to Fellowship Panel for approval.

If you have also applied for Engineering Council registration, arrangements will be made for your professional review, in line with the appropriate guidance document.

Possible outcomes

You will receive one of the following outcomes from the assessment:

Fellowship (FICE) only

- You are successful.
- You are asked to supply more information to clarify elements of your application. This may involve submitting additional documentation.
- Your application is deferred and we ask you to take time to gain more experience, or to put your case together more clearly, before submitting a new application. We hope applicants in this situation will view the feedback as a development opportunity and seek advice on how to develop their professional experience at a senior level and prepare a compelling application next time.

Fellowship (FICE) and Engineering Council registration

- You are successful

- You are successful at FICE, but not accepted for Engineering Council registration
- You are successful at the professional review but your application for FICE has been deferred or additional information has been requested. In this case, you will be admitted to ICE membership (MICE) and registered with the Engineering Council.
- Your applications for both FICE and Engineering Council registration are unsuccessful.

Feedback will be given on any element of your application that was unsuccessful, whether for Fellowship or for Engineering Council registration, and you will be offered advice from ICE staff on your options moving forward.

Results

You will normally receive the result of your Fellowship assessment within two weeks of the Fellowship panel meeting (see meeting dates [here](#)).

If you have been successful, we will congratulate you and invite you to attend a Certificate Presentation Ceremony to celebrate your achievement.

If you have been asked to provide more information, or had your application deferred, you will be able to contact your Regional Director in the UK or International Contact for advice, with their details given [here](#). We then hope to be able to reassess your application again in future when you are ready.

Further questions

Please contact the Fellowship Executive at fellowship@ice.org.uk if you have any questions about this guidance, or your [Regional Support Team or International representative](#) if you would like advice on preparing your application.

Next steps

Contact your local Regional Director if the UK – or your international contact if outside of the UK.



Appendix A – Fellowship attributes

You must show how you achieved **at least one – but no more than three**– of the following attributes:

1. Have organisational responsibility for the performance of a significant portfolio of projects including financial outcomes
2. Have held / hold a significant or influential role as a client, designer or contractor for a major project or a project of national or international significance whether by virtue of its strategic nature or its use of innovative techniques
3. Have full delegated responsibility for a business or business unit including the management of the organisation to achieve corporate objectives and the creation and use of systems and processes to benchmark, learn and ensure continuously improved performance
4. Be responsible for, or significantly involved with, the creation of corporate vision and objectives and the development of an organisation's management structure
5. Lead marketing and promotional management to clients and market sectors to maximise business opportunities and potential
6. Have exceptional leadership skills and the ability to motivate and inspire large teams and organisations to maximise performance through excellent communication skills in a way that is recognised by business associates, clients, the media or the public
7. Have significant commercial responsibility for pricing, bidding and managing the profitability of work either for major projects or a significant portfolio of smaller projects
8. Hold significant expertise in a technical subject area that is acknowledged and respected in the industry.
9. Have played an acknowledged leading role in the conception and development of new systems or techniques that have advanced the science or practice of engineering e.g. as demonstrated by a patent or innovation with evidence of influence / impact.
10. Have taken a significant role in the design or construction of technically complex and innovative works
11. Have undertaken fundamental or applied research that has significantly advanced the body of engineering knowledge
12. Have a significant role in the development or delivery of engineering education and training⁴
13. Have made a significant contribution, in a voluntary role, to the promotion, management or administration of the civil and infrastructure engineering profession and / or the qualification of civil and infrastructure engineers⁵, either through the Institution or a similar body
14. Through your work with public or voluntary bodies have effectively shown the contribution and value of civil and infrastructure engineers to society

⁴ Many members contribute to the development of engineers, but this attribute is primarily intended for those employed in academia or training to demonstrate their contributions to and leadership for the profession.

⁵ Note that recognition as a Fellow under this attribute requires significant contributions and leadership above and beyond core volunteering roles such as being an ICE Supervising Civil Engineer, ICE Reviewer, Mentor, etc.

Appendix B – Your statement of Fellowship attributes

Please provide detailed evidence and examples of how you believe you've achieved a minimum of one and a maximum of three of the attributes listed in [Appendix A](#).

Please note the boxes will expand. However, statements should be limited to a maximum of one page per attribute using at least 10 point font. Do not attach any appendices.

Name:	Membership no: (if member of the ICE)
Attribute Number and Descriptor	
Describe how the attribute has been achieved	
Attribute Number and Descriptor	
Describe how the attribute has been achieved	
Attribute Number and Descriptor	
Describe how the attribute has been achieved	

Candidate Declaration

I confirm that the information given in this form to support my application for Fellowship to be complete and correct.

Signed		Date	
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Once complete please copy and paste this appendix (including the declaration) into a separate word document or add it to the end of your CV.

Appendix C – Engineering Council registration applications

If you are not an ICE member, or you are not registered with the Engineering Council, you will be asked whether you wish to register with the Engineering Council when you complete your online application.

The level of Engineering Council registration you can apply for (CEng, IEng or EngTech) depends on your academic qualifications ([educational base](#)) and your experience.

To achieve Engineering Council registration, you will need to sit a professional review consisting of an assessment of documentary evidence of meeting ICE's engineering attributes and an interview, to demonstrate how you have met the requirements for the registration grade you wish to obtain. For the Chartered Professional Review (CEng) and Incorporated Professional Review (IEng) details can be found [here](#), for the Technician Professional Review (EngTech) details can be found [here](#).

If you indicate you would like to apply for Engineering Council registration, you will need to submit:

- Details of your academic qualifications and upload certified copies of your qualification certificates. A certified copy of your qualification can be signed by university staff, an existing ICE member, senior staff member at your company or a solicitor
- Your sponsors will need to provide an additional statement of support for your attributes as a professional engineer or engineering technician
- Upload your professional review report on your engineering attributes (including appendices)⁶, in addition to the statement of your Fellowship attributes.
- Attend a professional review interview⁷ and give a 15-minute presentation based on your 5000-word report
- Complete a communications task (IEng/CEng)⁸

⁶ Please refer to the 'Your Professional Review report and appendices' section of the Incorporated and Chartered Professional Review guidance for IEng/CEng, and 'Demonstration of the Attributes' section of the Technician Professional Review guidance for EngTech. As you are required to submit your CPD records and CV as part of your Fellowship application, you are not required to include these within the Professional Review Report.

⁷ Please refer to the 'Interview' section of the Incorporated and Chartered Professional Review guidance for IEng/CEng and the Technician Professional Review guidance for EngTech.

⁸ Please refer to the 'Communications Task' section of the Incorporated and Chartered Professional Review guidance

Appendix D – Eligible Institutions for sponsorship

First sponsor* requirements		
You can be first sponsor if the candidate is applying for FICE only (without Engineering Council registration)		If the candidate is also applying for Engineering Council registration as CEng, IEng or EngTech you must also hold the following registration
If you are registered with:	and professionally qualified as:	
ICE	FICE	Engineering Council registration at the same grade or higher
Second sponsor requirements		
You can be second sponsor if the candidate is applying for FICE only (without Engineering Council registration)		If the candidate is also applying for Engineering Council registration as CEng, IEng or EngTech you must also hold the following registration
If you are registered with:	and professionally qualified as:	
ICE	FICE	Engineering Council registration at the same grade or higher
Any Engineering Council licensed professional engineering institution	Fellow	Engineering Council registration at the same grade or higher
Engineers Australia	FIEAust	Chartered Professional Engineer with Engineers Australia
Hong Kong Institution of Engineers	FHKIE	Corporate Member of HKIE
Engineers Ireland	FIEI	Chartered Engineer with Engineers Ireland
Engineering New Zealand	FEngNZ	Chartered Professional Engineer with Engineering New Zealand
South African Institution of Civil Engineers	Fellow	Professional Engineer with Engineering Council South Africa
Engineers Canada	Fellow	Professional Engineer with relevant licensing board in Canada
Institution of Engineers India	FIE	Chartered Engineer with Institution of Engineers India
Institution of Engineers Malaysia	Fellow	Professional Engineer with Board of Engineers Malaysia
Institution of Engineers Singapore	Fellow	Professional Engineer with Professional Engineering Board Singapore
Institution of Engineers Sri Lanka	FIESL	Chartered Engineer with Institution of Engineers Sri Lanka
American Society of Civil Engineers	F.ASCE	Professional Engineer with the relevant State board in the USA
Royal Netherlands Society of Engineers	Fellow	Chartered Engineer with Royal Netherlands

(KIVI)		Society of Engineers (KIVI)
Ordem dos Engenheiros	Fellow	Senior Engineer



Our vision

Civil engineers at the heart of society, delivering sustainable development through knowledge, skills and professional expertise.

Core purpose

- To develop and qualify professionals engaged in civil engineering
- To exchange knowledge and best practice for the creation of a sustainable and built environment
- To promote our contribution to society worldwide

Diversity statement

As a membership organisation and an employer, we value diversity and inclusion - a foundation for great engineering achievement

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