**Queen Mary Academy HEA Teaching Recognition Programme**

**Application for Fellowship (D2) of the Higher   
Education Academy (Advance HE)**

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| **Application Details** | |
| **Applicant name in FULL:** |  |
| **Job title:** |  |
| **School/Institute:** |  |
| **Date submitted:** |  |
| **Have you been mentored during the application process? E.g., had discussions around the PSF2023 and your drafting process, shared a draft to get feedback.** | **Yes No**  **Name of Mentor (if applicable)** |
| **Do you already hold Associate Fellowship of the HEA?** | **Associate Fellow Yes No** |
| **Queen Mary email address:**  **(e.g., mail to:** [**xyz@qmul.ac.uk**](file://fs1.qm.ds.qmul.ac.uk/prs-tli/ACADEMIC%20PRACTICE/TEACHING%20RECOGNITION/APPLICATION%20TEMPLATES/NEW%20TEMPLATES/xyz@qmul.ac.uk)**)** |  |
| **University username: (e.g., abc123)** |  |
| **Are you an employee of:** |  |
| 1. **QMUL** |  |
| 1. **NHS** |  |
| **Please confirm that you have provided two supporting reference letters one of which confirms that your teaching has been observed. Your application is incomplete without these.** | **Yes No** |
| **Please confirm that the application is within the +/- 10% margin of the 3000-word limit. The word limit does not include references.** | **Yes No** |
| **Work observed and stated in second (colleague) Supporting Reference Letter** | **Yes No** |
| **Are you happy for your application to be used as part of training for Mentors and Reviewers, and to help other applicants understand the requirements of gaining this category of fellowship?** | **Yes No** |
| **Are you happy for your name to be included on our website if your application is successful?** | **Yes No** |
| **Would you like your feedback letter to be copied to your Mentor?** | **Yes☐ No ☐** |

**Queen Mary Fellowship Application**

**Guidance**

**For Fellowship you should complete all the sections (Areas of Activity) below: Evidencing A1- A5.**

Your application for Fellowship consists of a **3,000 word (+/- 10% margin) reflective account shared across all five Areas of Activity. The word limit does not include references.**

This Word document template is provided for you to compose your application. Please note that because you are required to write a reflective account, you are not expected to include any diagrams, images or any other documents/appendices such as CVs within this application. Please list any citations to publications, journals, books, websites included in the application after the last section (A5) of your application template.

**Before you start to use this template,** you will need to refer to the following documents/guidance if you have not already done so:

* The Advance HE [**Fellowship Category tool**](https://www.advance-he.ac.uk/form/fellowship-decision-tool-2023) will help you to determine whether Fellowship (Descriptor 2) is the most appropriate category of Fellowship for you at this point;
* The [**Professional Standards Framework**](https://advance-he.ac.uk/knowledge-hub/professional-standards-framework-teaching-and-supporting-learning-higher-education-0) (PSF2023) – the award of Fellowship is based on the criteria of Descriptor 2 being evidenced
* The [**Dimensions of the Framework guidance**](https://www.advance-he.ac.uk/teaching-and-learning/psf) and,
* The **Guidance for Fellow applicants** available on the QMUL TRP website - <https://www.qmul.ac.uk/queenmaryacademy/teaching-recognition/>

You will need to **continue to refer to the guidance and the PSF2023** as you draft your application to ensure that you are writing to meet the requirements of PSF Descriptor 2.

**Your application should make explicit reference to specific dimensions of the Professional Standards Framework 2023**. These are included at the end of this form.

**A Context Statement** (up to 300 words) is the first part of your Account of Professional Practice and you should briefly introduce yourself and outline your role(s) and responsibilities in teaching and/or supporting learning in higher education. **This section provides the background to your RAP and is not ‘assessed’ against Descriptor 2 and does not contribute to your word count.**

Further guidance on applying for Fellowship can be obtained by contacting [qma.trp@qmul.ac.uk](mailto:qma.trp@qmul.ac.uk)

**Context statement:**

As the Context Statement is not an assessed part of your application, you do not need to link this information to the PSF. Focus on your current or recent practice, which should be within the last 3 years. The Reviewers will not take account of the information in the Context Statement when they assess your application; therefore, it cannot be used to provide supplementary information that would add evidence of effective practice to your ‘claim’ for Fellowship in your RAP (i.e. it cannot be used to extend the word limit of your APP).

Write your Context statement here:

**Evidencing A1: Design and plan learning activities and/or programmes**

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| --- |
| Write your reflective account here … |

**Evidencing A2: Teach and/or support learning through appropriate approaches and environments**

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| --- |
| Write your reflective account here … |

**Evidencing A3: Assess and give feedback for learning**

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| --- |
| Write your reflective account here … |

**Evidencing A4: Support and guide learners**

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| --- |
| Write your reflective account here … |

**Evidencing A5: Enhance practice through own continuing professional development**

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| --- |
| Write your reflective account here … |

**The criteria for Descriptor 2**

* D2.I Use of all five Professional Values.
* D2.II Application of all five forms of Core Knowledge.
* D2.III Effective and inclusive practice in all five Areas of Activity .

**The Dimensions of the Professional Standards Framework**

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| --- | --- | --- |
| **Professional Values** | **Core Knowledge** | **Areas of Activity** |
| V1) Respect individual learners and diverse groups of learners | K1) How learners learn, generally and within specific subjects | A1) Design and plan learning activities and/or programmes |
| V2) Promote participation in higher education and equality of opportunity for learners | K2) Approaches to teaching and/or supporting learning, appropriate for subjects and level of study | A2) Teach and/or support learning through appropriate approaches and environments |
| V3) Use scholarship, or research, or professional learning, or other evidence-informed approaches as a basis for effective practice | K3) Critical evaluation as a basis for effective practice | A3) Assess and give feedback for learning |
| V4) Respond to the wider context in which higher education operates, recognising implications for practice | K4) Appropriate use of digital and/or other technologies, and resources for learning | A4) support and guide learners |
| V5) Collaborate with others to enhance practice | K5) Requirements for quality assurance and enhancement, and their implications for practice | A5) Enhance practice through own continuing professional development |