# FHEA - 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 2** of the [UK Professional Standards Framework](https://www.heacademy.ac.uk/system/files/downloads/UK%20Professional%20Standards%20Framework%20%28PSF%29_0.pdf) (UKPSF) for teaching and supporting learning in higher education.

Please send your completed application to [qma@qub.ac.uk](mailto:qma@qub.ac.uk). This should be a single document, signed, and include a reference (see Supporting Statement Guidance).

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

# Word Count Guidelines

The total word count for this application is **4100 words**. You must not exceed the word 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 UKPSF Descriptor 2.

# Introduction

|  |
| --- |
| PLEASE DELETE THE QUESTION PROMPTS BEFORE SUBMITTING THIS FORM  300 words 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.**

|  |
| --- |
| 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 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 Area of Activity: A1**

See Canvas for guidance and examples.

## **Evidencing Area of Activity: A2**

See Canvas for guidance and examples.

## **Evidencing Area of Activity: A3**

See Canvas for guidance and examples.

## **Evidencing Area of Activity: A4**

See Canvas for guidance and examples.

## **Evidencing second Area of Activity: A5**

See Canvas for guidance and examples.

**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 Associate 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) |  |

### Reference

|  |
| --- |
| A light bulb drawn on a graph paper  Description automatically generated 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 Associate 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_