



The Institute of Materials, Minerals & Mining

A GUIDE TO APPLICATION AS A FELLOW

**If you would like
further information,
please seek advice from
the Membership
Department of the
Institute**



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**MEMBERSHIP DEPARTMENT
CONTACT DETAILS:**

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1. INTRODUCTION

The prestigious grade of Fellow is open to those candidates who have an established reputation in the science and engineering of materials, minerals or mining or within the disciplines of packaging or clay technology. Fellowship may be gained either through a technical contribution or through managerial or entrepreneurial skills which have led to recognition in these industries. It is unlikely that applicants under the age of 35 will have the necessary skills and/or experience.

2. REQUIREMENTS

There are three routes to Fellowship:

ROUTE 1

For those who have already achieved Professional or Associate Membership or have the required academic and professional background to become Professional or Associate Members. Candidates for Fellowship should:

- be recognised as authorities or experts in a significant field of materials, minerals or mining
- or
- have made a leading contribution to an industrial process or application
- or
- be in a senior position managing technical staff.

ROUTE 2

For those in very senior positions in industry, government or academia who hold a high degree of influence and authority in the materials, mining and minerals professions but are not themselves technologists. These candidates may come through the Membership grade or may be new members to the Institute. The route to CEng FIMMM for applicants operating at or near Board level but who do not have a degree based education is the 'Technical Report Route' – (separate guidelines available).

ROUTE 3

By invitation of the President, the Chief Executive, Deputy Chief Executive or a senior staff member.

3. FORMS

a. COMPLETING THE APPLICATION FORM

Application requires submission of the appropriate **application form** plus **supporting documentation**. It is important to **complete all sections of the form in the space provided**, even when you amplify certain sections in your CV. Your application must be printed or written in BLOCK CAPITALS. This form is also available on the Institute's website, www.iom3.org, and may be filled in and sent electronically (see notes below):

SECTION A – PERSONAL DETAILS

Please complete all details in section A, including your **membership number** (if you are already a member).

SECTION B – TECHNICAL EDUCATION & ACADEMIC QUALIFICATIONS

Please summarise your key academic qualifications.

SECTION C – PRESENT EMPLOYMENT

Please give details of your employer showing your **immediate superior** and any **staff who report to you**. This should include any professional qualifications that they hold (e.g. FIMMM, MIMMM, AIMMM, CEng, IEng, EngTech, or other professional qualifications).

SECTION D – REFERENCES

You must have two referees who should normally be Fellows of the Institute of Materials, Minerals and Mining. One of your referees must act as your sponsor. Where candidates for Fellowship have difficulty in identifying suitable referees from the Institute, referees from other professional engineering or scientific Institutions may be accepted. Candidates may also be required to provide the names of additional referees. Family members or subordinates within your company are not acceptable as referees.

SECTION E – DECLARATIONS

You and your sponsor must sign the declaration statements at the end of your application form **and your sponsor must authenticate all supporting documentation (ie CV)**.

b. REFEREE FORMS

Please fill in your details in the boxes provided at the top of the two referee forms, both front and back, including your full name, membership number (if currently a member) and grade for which you are applying. Please fill in the name of your referee at the top of the letter on the front page.

Your two referees must then complete a referee form each, providing as much detail as possible, including their own details and signature. You should ask your referees to return the forms to the Institute unless they wish to return them to you.

4. SUPPORTING DOCUMENTATION

Your application form should be accompanied by a comprehensive up to date CV and a brief statement indicating the contribution you have made to the materials, minerals and mining industries or other organisations involved in the science and engineering of materials, minerals or mining. Neither the CV nor the statement should normally exceed 2 sides of A4.

NB. If you are applying for Chartered Engineer alongside your application for Fellowship, the guidelines for Professional Member/Chartered Engineer must be followed as the application processes are common, supplemented by the statement described above indicating your contribution to the materials, minerals and mining industries.

You must sign your CV and statement under the following declaration:

I certify that the above information represents a true and accurate statement.

Your sponsor must similarly certify the statement:

I certify that I have read the CV and supporting statement of (your name) and confirm that, to the best of my knowledge, it is a true and accurate statement.

Once the paperwork is completed and signed by your sponsor it should be sent to:

Membership Department
Institute of Materials, Minerals and Mining
Stoke Regional Office
Shelton House
12 Stoke Road
Stoke-on-Trent ST4 2DR
UK

Electronic submission

We would welcome receiving your application electronically but, to comply with the need for acceptance of the code of professional conduct and verification by your sponsor, we need to have one signed hard copy.

If you have any queries regarding your application, please contact the Membership Department.

Your application will be **acknowledged shortly after receipt**. At this stage we will also check your application against the standard requirements and notify you if any further information is required.

5. ASSESSMENT

Your application will be reviewed by two scrutineers (Fellows of the Institute) who evaluate your submission against the requirements for Fellowship. The scrutineers provide a report to the **Membership Committee**.

Candidates for Fellowship are not normally interviewed, but the **Membership Committee** reserves the right to call you for interview if deemed necessary..

The Membership Committee receives the report from the scrutineers together with your application form, supporting statement and referees' reports. After reviewing your submission, a decision is made by the Committee on your election to Fellowship. **You will be notified in writing of the outcome within two weeks of the Committee's assessment.**

We aim to complete the election process within three months of your initial application, provided that the documentation you provide is complete, but this can be longer if an interview is deemed necessary.

Upon election as a **Fellow** you will be entitled to use the title **Fellow of the Institute of Materials, Minerals and Mining** and the designatory letters **FIMMM**.

DATA PROTECTION ACT 1998

The Institute of Materials, Minerals and Mining will hold and use the data provided in your application for the purposes of assessing your application.