

# FELLOW UPGRADE APPLICATION

Institution of  
**MECHANICAL  
ENGINEERS**

## Return your application to:

### **Institution of Mechanical Engineers**

1 Birdcage Walk  
Westminster  
London SW1H 9JJ

## For help with your application:

**UK telephone:** 0845 226 9191

**Int telephone:** +44 (0)20 7304 6999

**Fax:** +44 (0)20 7233 1654

**Email:** [membership@imeche.org](mailto:membership@imeche.org)

**Web:** [www.imeche.org](http://www.imeche.org)

## Application to upgrade from a Member (MIMechE) to a **Fellow** of the Institution of Mechanical Engineers (FIMechE)

### About this form

Use this form if you are an existing Member of the Institution of Mechanical Engineers, and you want to apply for Fellowship (FIMechE). CEng, IEng and EngTech registrants can all use this form.

If you are not an existing Member (MIMechE), do not use this form. Instead, please contact the membership team for information on how to apply for Fellowship.

Before you begin this process you should be confident that you meet the current requirements.

### Eligibility

You will need to demonstrate that you hold a position of senior responsibility and have an established reputation as a Mechanical Engineer. You will also need to demonstrate a clear commitment to Continuing Professional Development (CPD).

Successful applicants must provide objective evidence of the following qualities:

**Essential** – you'll need to provide strong evidence that:

- E1: you hold a position of senior responsibility and/or significant autonomy in your particular field
- E2: you can demonstrate leadership qualities
- E3: you influence policy and strategy making decisions in either a technical or business environment
- E4: you have a structured approach to CPD
- E5: you are engaged in the promotion of the engineering profession to young engineers and potential engineers

**Desirable** – you'll need to provide strong evidence of at least one of the following:

- D1: you have a highly specialist knowledge in a specific area of engineering
- D2: you have experience of technical or engineering resource management and/or personnel management and development

**Optional** – if you've only demonstrated one desirable quality, you'll need to provide strong evidence of one of the following:

- O1: responsibility for a budget and the associated risk
- O2: you apply a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts
- O3: you engage in active development and application of new technologies in engineering and related areas at senior level

It is advisable to provide evidence against all qualities, wherever possible.

### The application process

Once you have completed all sections of this form, please return it to the address at the top of the page.

Once we have processed your application we will let you know, in writing, whether it has been approved.

### This form has four sections

You must complete all sections before you submit your application:

- 1. About you
- 2. Your career history and organisation chart
- 3. Evidence of Fellowship requirements
- 4. Sponsors

### Using this form

- Please type using a black font
- Please fill in all applicable fields in this form

Further guidance for completing this form can be found in the guidance notes for this application, which should be read before beginning your application.

# Section 1: About you

## Part A: Personal and employment details

### Personal details

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other:

First name

Surname

Date of birth

Membership number

Designatory letters

Address

Country

Post code

Email

Home phone

Mobile phone

### Employment details

Job title

Date appointed to company

Name of employing organisation

Department

Address

Country

Post code

Email

Work phone

## Part B: Your area of expertise

Please tick up to three fields that best describe your current area of engineering activities.  
This information is used solely to process your application

☐ Aerospace

☐ Environmental Mgt. Systems

☐ Manufacturing Industries

☐ Royal Navy

☐ Army

☐ Gas Industry

☐ Mining & Quarrying

☐ Royal Air Force

☐ Automobile Industry

☐ Government Inspectors and Engineers

☐ National Health Service

☐ Shipping/General Insurance

☐ Bio-Medical

☐ Health and Safety Officers

☐ Nuclear Engineering

☐ Steel Production/Drilling

☐ Building Services

☐ Higher Education

☐ Oil Industry and Offshore Engineering

☐ Telecommunications

☐ Computers and IT

☐ Machine Tools

☐ Power/Non-Nuclear

☐ Water Industry

☐ Consulting Engineers

☐ Maintenance Engineering

☐ Process Industries

☐ Other (please specify):

☐ Control and Instrumentation

☐ Management Consultants

☐ Railway Engineering

☐ Defence Industry Systems

## Part C: Staying in touch

We would like to keep you informed of relevant services that may be of benefit to you. Please tick the boxes below to let us know what you'd like to hear about.

- ☐ News and updates from the Institution
- ☐ Events and training opportunities
- ☐ Services and offers from our preferred partners

Your personal data is stored on our membership database and treated with the highest confidentiality in line with current data protection legislation. For more information visit [www.imeche.org/about-us/privacy-policy](http://www.imeche.org/about-us/privacy-policy)

## Part D: Your declaration

This is your declaration, please ensure that you read it carefully before you sign underneath.

I, the undersigned, certify these statements are true, and do hereby agree that in the event of my election I will be governed during my membership by the Royal Charter and By-Laws of IMechE, as they are now formed or as they may hereafter be altered, and that I will not use any titles, abbreviated titles or descriptions associated with IMechE except those to which I am entitled under the By-Laws.

I further undertake that I will pay an annual subscription as prescribed in the By-Laws, and if at any time I shall desire to withdraw from the Institution, I will forthwith pay all arrears of subscription or other payments due from me.

Signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

# Section 2: Your career history and organisation chart

## Part A: Description of current role and organisation

Please provide a description of your current role, the organisation and its objectives.

## Part B: Your career history

Include a brief summary of your career history; give a brief description of each role held since election as MIMechE and the dates the positions were held.

## Part C: Your organisation chart



We need to see an organisation chart of your current employment which clearly shows your position within the organisation, any direct reports that you have, specifically mentioning if any of your direct reports are registered engineers. You should put a ring around your position to highlight it. Please ensure that it is A4 and legible in black and white. Please use a paperclip to securely attach your organisation chart over this page.

The purpose of the organisation chart is to help us understand the size and type of organisation for which you work, and where your own personal accountability lies.

**If you are not part of an organisation, please fill out the fields below.**

### For applicants who are not part of an organisation

Please describe your direct clients

Please describe who you report to  
(e.g. Board, CEO, MD, Head of Engineering)

# Section 3: Evidence of Fellowship requirements

Provide strong examples and objective evidence to demonstrate how you have met the qualities for Fellowship.  
Please provide clear, objective evidence of:

- ALL Essential qualities
- ONE Desirable quality, plus
- ONE OTHER, which could be in the Desirable or Optional categories.

## Essential qualities

E1: A position of senior responsibility and/or significant autonomy in your particular field

E2: Demonstrable leadership qualities

## Essential qualities (continued)

E3: Influencing policy and strategy making decisions in either a technical or business environment

E4: A structured approach to Continuing Professional Development (CPD)



## Essential qualities (continued)

E5: The promotion of the engineering profession to young engineers and potential engineers

## Desirable qualities

D1: Highly specialist knowledge in a specific area of engineering

## Desirable qualities (continued)

D2: Technical or engineering resource management and/or personnel management and development

## Optional qualities

O1: Responsibility for a budget and the associated risk

## Optional qualities (continued)

O2: Application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts

O3: Active development and application of new technologies in engineering and related areas at senior level

# Section 4: Sponsors

You should have at least one Fellow registered, with the IMechE or another Professional Engineering Institution, as a sponsor. Your second sponsor can be another Fellow, your line manager or another professional engineer.

I understand that, by acting as sponsor, I will be supporting this application and thus recommending the applicant to the Trustee Board as worthy of Fellowship. Having read the By-Laws, I am of the opinion that this applicant should be considered for election to the class indicated.

## First sponsor

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other:

First name

Surname

Date of birth

D

D

M

M

Y

Y

Y

Y

IMechE Membership / EngC number (if applicable)

Address

Country

Post code

Class and Institution (eg CEng MIMechE, if applicable)

Email

Signature

Date

D

D

M

M

Y

Y

Y

Y

## Second sponsor

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other:

First name

Surname

Date of birth

D

D

M

M

Y

Y

Y

Y

IMechE Membership / EngC number (if applicable)

Address

Country

Post code

Class and Institution (eg CEng MIMechE, if applicable)

Email

Signature

Date

D

D

M

M

Y

Y

Y

Y

## Office use only: Applicant should not fill in this section

ACK sent

Fee received

Industry

PRC result

IA result

Interview result, if app