



Application guidance for Fellow (FCIBSE)

For Members (MCIBSE) transferring to Fellow (FCIBSE)

Fellowship is the most senior grade of CIBSE membership and as such you will have:

- reached a position of superior responsibility
- accountability for decisions on the design, management and financial implications of engineering projects
- proven expertise in one or more specialist sectors
- an understanding of the broad field of building services engineering.

Eligibility for FCIBSE requires you to be engaged in technical and commercial leadership and possess effective interpersonal skills. You will exhibit a personal and professional commitment to society, to your profession, and to the environment. This grade is achievable if you can demonstrate that you have the required professional experience and competence for FCIBSE.

Superior Responsibility

The work of an FCIBSE is characterised by the ability to develop appropriate solutions to engineering problems, using new or existing technologies, through innovation, creativity and change. You may:

- be engaged in an operations or maintenance role
- be a leader of a research or development team
- be a practicing academic teaching to degree level
- develop and apply new technologies
- promote advanced designs and design methods
- introduce new and more efficient production techniques, marketing and construction concepts
- pioneer new engineering services and management methods
- be engaged in environmental and sustainability aspects of engineering

Submitting your application

You are asked to submit:

- Application Form for a Member to Fellow Transfer
- Statement of your work experience, including details of your contribution to the industry
- Organisation Chart
- CPD records for the past two years

Application Process

Your application will be reviewed by the CIBSE Members' Panel, who have the discretion to call you for an interview if clarification is required.

Additional guidance documents to help you through the application and interview process can be found on the CIBSE website – www.cibse.org/applicanthelp

Role of the Sponsor

You will require a sponsor to sign and verify your application. They will need to have known you for a minimum of one year and be willing to endorse your application. They will be a Fellow of CIBSE and/or registered CEng and Fellow with any Engineering Council nominated institution, or are professionally registered within the construction industry. A direct family member cannot sponsor your application.

Your sponsor is responsible for providing support and guidance throughout the application and interview process (if applicable). They should check your application for accuracy and completeness, ensuring that the information provided is true, you are of sound character and that you are applying for the appropriate level of membership/registration. They should be confident that you are able to demonstrate the Competence Criteria and be able to advise and assist you in understanding and addressing any shortfall. There may be elements of your work and experience that your sponsor does not have first-hand knowledge, you are encouraged to discuss and review your application with your sponsor.

Although your sponsor may have been through the same or similar application process to gain membership and registration, please ensure that they review the current Competence Criteria Factsheet F21, available at www.cibse.org/fellow

Statement of Work Experience

You will need to submit a statement of your Work Experience since your application for Member. Special references should be made to your level of seniority, details of your contribution to the profession through support for the Institution, young entrants to building services engineering and general promotion of the discipline. Although you will not need to refer to the 17 Competence Criteria on F21 in your statement, they are useful as guidance when putting the document together.

Samples Work Experience Statement are available on www.cibse.org/applicanthelp

Organisation Chart

Submit an organisation chart which clearly indicates your position within your company. If you are self-employed and do not have an organisation chart, please provide a brief note outlining your level of responsibility and leadership in projects undertaken. You may also enclose a previous organisation chart as long as this is clearly indicated.

CPD over the last two years

In addition to your work experience statement and organisation chart, you must submit evidence of Continuing Professional Development over the past two years.

Fees

Applicants must include payment for the Annual Subscription fee.

Please note: Transfer applications for existing members cannot be processed if current subscription fee is outstanding.

Full details of the current fees can be found at www.cibse.org/fees

How we can help

CIBSE are here to help you through the application process. You will find supporting documentation including sample reports, information on the application process, and interview guidance, which can be found at www.cibse.org/applicanthelp

If you have any additional questions, contact the Membership Team on **+44 (0)208 772 3650** or at membership@cibse.org

Remember: The application process is your opportunity to present your achievements as a professional building services engineer. CIBSE wants you to succeed!