

# Fellowship

Your physics. Your future.

Welcome to the Institute of Physics – the home of physics and physicists in the UK, Ireland and beyond.

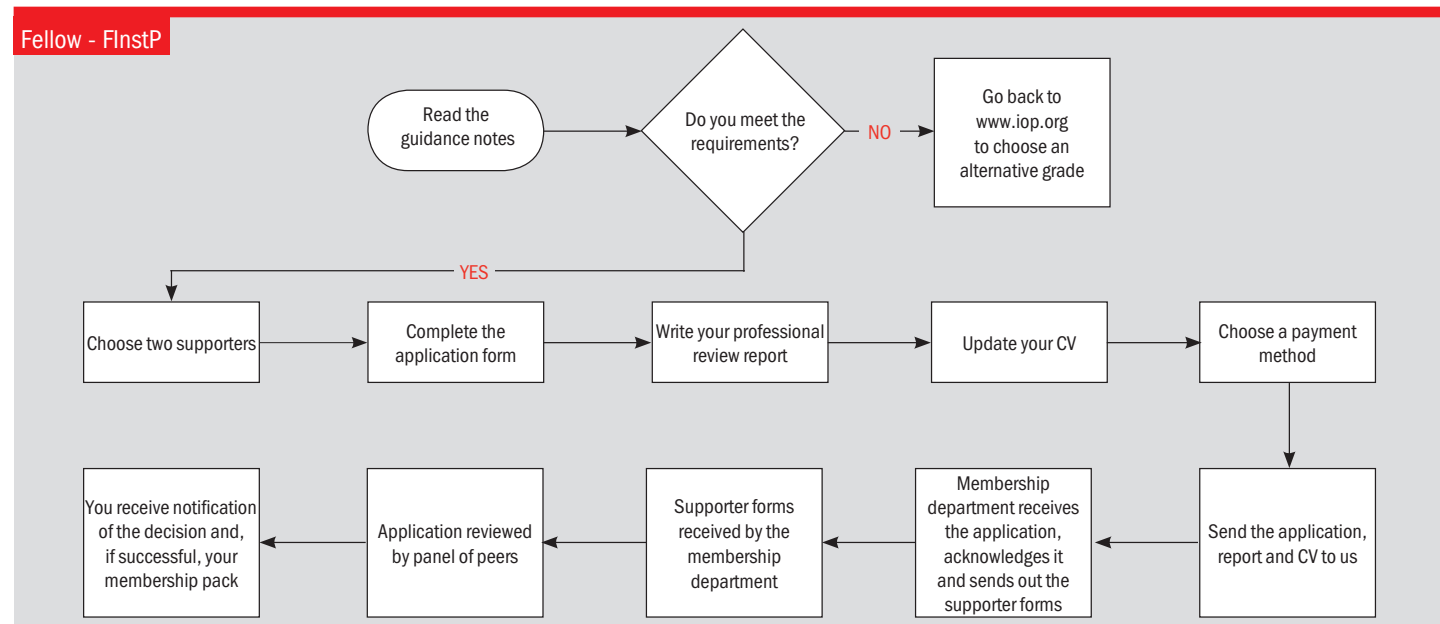
Joining the Institute of Physics as a Fellow brings many direct benefits to you. The full list can be found at [www.iop.org](http://www.iop.org)

- Monthly issues of *Physics World* delivered direct to your door.
- Discounted subscription to Institute of Physics Publishing journals and magazines.
- PhysMail – an e-mail forwarding service for members. Choose your own (example)@physics.org address.
- Professional qualifications – membership of the Institute provides the only route to Chartered Physicist and is also licensed to award Chartered Engineer.
- Access to 'MyIOP', the online members network.
- Subject and regional networks via the Branches and Groups.
- Preferential rates for members attending meetings and conferences run either entirely by the Institute of Physics or jointly with other organisations.
- John Barton Centre at our London headquarters, offering free use of business facilities as well as lounge area with a range of daily newspapers, scientific journals and magazines. Complimentary refreshments are also available.
- Rooms at our London headquarters can be booked for small private business meetings. Conference facilities to a professional standard are available for large presentations and moderately sized lectures. Quality catering and a full range of audio-visual aids can be provided.
- Entitlement to wear official academic dress.
- The right to use the 'FInstP' designatory letters.
- Access to continuous professional development opportunities and support.

By becoming a Fellow of the Institute you are indicating that you have reached a very high level of achievement within the physics community. If, having read this document, you don't yet feel ready to apply then you might want to apply to become a Member (MInstP). All guidelines and application forms are available from [www.iop.org](http://www.iop.org).

All guidelines and application forms are available from **HYPERLINK** "<http://www.iop.org>". You may also be eligible for registration as a Chartered Physicist or Chartered Engineer. Requirements for these qualifications can be found at [www.iop.org](http://www.iop.org) or you can request the relevant documents from the membership department. The Institute prefers to supply documents by e-mail where possible because this allows us to conserve our resources.

## Fellow - FInstP



## How long will my application take?

- The membership department will acknowledge receipt and, assuming your application contains all the requested information, send out your supporter forms within two weeks.
- You should receive a decision on your application within four to six weeks of your supporters returning their forms.

## Criteria

Before you apply you will need to meet the following criteria:

- you are educated to degree level in physics or a cognate subject;
- you are able to demonstrate important achievements in spheres relevant to the Institute, over a sustained period (normally at least 7 years).

Achievements will be measured against some of the following benchmarking criteria. A range is provided to account for the diversity of the physics community - no candidate is expected to have experience in all areas, and some may only have experience in two or three. You are asked to select the criteria you wish to be assessed against when you write your professional review report.

You may choose from:

- personal responsibility for technological innovation, providing demonstrable benefits for your business, society or other stakeholders;
- industrial collaboration, providing demonstrable benefits for business, society or other stakeholders;
- personal responsibility for significant resources (such as budget, personnel or facilities);
- project management of a senior and complex nature;
- original research, significantly contributing to the advancement of physics;
- award of patents, or other formal recognition of invention;
- successful creation of a business in a relevant sector, e.g. the technology-based, manufacturing or service sectors;
- attainment of Professor or Reader rank, or position of similar seniority;
- acknowledged expertise in developing new courses or teaching methods;
- substantial experience in an external examiner capacity;
- award of major research grants;
- established reputation as physics teacher at school or college level, regionally or nationally;
- outstanding service on national or international professional committees;
- peer-acclaimed contributions to the public understanding of science;
- setting of national or international policy, whether affecting education, research or other scientific areas;
- other contributions to the enhancement of the profession e.g. through high profile promotion of the importance of physics or demonstration of the value of a physics education.

## Supporters

Applications for Fellowship need two supporters whom you can choose for yourself. Please consider the following when choosing your supporters:

- at least one of your supporters should be a Fellow of the Institute;
- one supporter should be outside your work place. The panel request this to ensure independence of opinion;
- both supporters should have known you (or known of you) for at least two years.

Further guidance is available online at [www.iop.org](http://www.iop.org) in the document "Choosing your supporters".

## Professional review report

All applicants are asked to submit one of these reports; alternatives are not acceptable.

To make the report easier and quicker to write we have provided a template at the end of the application form. Although it is not compulsory to use the template the panel who assess applications prefer this format and it will help your application progress more quickly.

In the report you should outline how you meet the criteria chosen from the list above. This report needs to be between 1000 and 3000 words long (longer reports will have to be returned to you for editing).

Your report should be structured as follows:

- 1. Introduction** – in which you describe your current role only. Past achievements will be included in the next section.
- 2. Evidence of achievement** – in this section you are asked to emphasise your personal achievements, as related to the assessment criteria you have selected. For example, if you have chosen 'responsibility for significant resources' you should detail staff, budgets or other resources that you are responsible for. If you have received any awards, honours or grants, this is where you should list them against the relevant criteria. Where group work has taken place you will need to emphasise your role in that group. Remember, you will only be assessed against the criteria you select. The suggested layout can be seen in the template.
- 3. Commitment to Continuous Professional Development (CPD)** – all membership grades include this section. You will need to highlight how you have ensured your skills and knowledge continue to develop and how you plan to maintain this in the future. CPD support and information is available online at [www.iop.org](http://www.iop.org).
- 4. Organisational chart** – everyone is asked to provide this, whether they work in an academic department or global business environment. The chart should simply highlight your responsibilities and your relationship to the top level of the company. An example can be found within the template.

## Curriculum vitae

Every applicant is asked to submit a current CV. We can only accept CVs that are a maximum of five pages long. If it is longer than this we will have to return it to you for editing.

## How to apply

Everyone needs to submit the following:

- completed application form, including supporter details;
- CV;
- professional review report;
- organisational chart.

Send the appropriate subscription fee (unless you are applying to upgrade your membership, in which case you are not required to send payment at this stage). If your application is successful your payment will represent your first year's subscription from the date of application. Should your application fail but you opt for an alternative grade the fees will be applied to that grade; if you do not join in any capacity then the fees will be returned to you.

## Notification of election

The Institute is keen that as well as you receiving news of a successful application, your employer or a senior person in your field should also hear about it. To this end we would like you to provide details of a person you wish to be informed if you are successful (this person will not be informed if your application is delayed for any reason). This person will receive a letter from the President outlining what election to Fellowship conveys and what an honour it is.

## Subscription fees for 2011

GRADE	Fee
Fellow	<b>£128</b>
Studying physics or a related subject <sup>1</sup>	<b>£19</b>
Part-time employment AND income more than £12 500 p.a.	<b>£51</b>
Income less than £12 500 p.a.	<b>£15</b>

### REMISSION <sup>2</sup> (applies to subscription rates only)

Retired: 60+ (all grades) £51

Retired: 70+ (all grades) £0

### RECIPROCAL AGREEMENTS <sup>2</sup>

Royal Astronomical Society Fellows, members of the Royal Meteorological Society and members of the Institute of Physics and Engineering in Medicine may reduce their membership subscription rate by 25% (please indicate RAS/RMetS/IPEM on application form).

### Contact details

Please send your application to:

Membership Department  
The Institute of Physics  
76 Portland Place  
London  
W1B 1NT  
United Kingdom

If you have any questions

- either telephone +44 (0) 20 7470 4800
- or e-mail [membership@iop.org](mailto:membership@iop.org)

### Chartered qualifications

You may also be eligible for registration as a Chartered Physicist or Chartered Engineer. Requirements for these qualifications can be found at [www.iop.org](http://www.iop.org) or you can request the relevant CPhys/CEng document from the membership department. The Institute prefers to supply documents by e-mail where possible because this allows us to conserve our resources.

<sup>1</sup> To claim the Studying rate (other grades) the "present course of study" section on the reverse of the application form must be completed.

<sup>2</sup> Only one reduction may be claimed – one reciprocal agreement or remission.

# Fellowship

Your physics. Your future.

## Application Form Fellowship

**The Institute of Physics**

76 Portland Place, London W1B 1NT

Tel +44(0)20 7470 4800 Fax +44(0)20 7470 4900

E-mail [membership@iop.org](mailto:membership@iop.org) Web [www.iop.org](http://www.iop.org)

Membership ID no. (if known)

CHARTERED PHYSICIST (CPhys)  CHARTERED ENGINEER (CEng)   
(see [www.iop.org](http://www.iop.org) for further information)

### SECTION A

**Personal and contact details** (please write clearly, using black ink and capital letters)

Title

Surname or family name

Forenames  Known as

Date of birth (dd/mm/yyyy)  Gender (M or F)

Home address

Town  County/state  Country

Postcode/zip code

Home telephone

Personal e-mail address

Mobile

### SECTION B

**Present employer or term address** (please write clearly, using black ink and capital letters)

Job title

Company name

Department/division

Town  County/state  Country

Postcode/zip code

Telephone  Fax

Work/academic institution e-mail address

Please specify which address should be used for correspondence:  Home  Present employer or term address

Application form continues overleaf >>

### SECTION C

#### Present course of study (if applicable)

Name and location of university/college (e.g. University of Bristol)

---

Department (e.g. Department of Physics)

---

Course title (e.g. BSc physics or PhD physics)

---

Date started (e.g. 01/09/2009)

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Expected completion date (e.g. 01/07/2011)

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### SECTION D

#### Qualifications already obtained (if applicable)

If you obtained your degree from the Open University, please send a list of courses studied in your degree with your application.

(1) UNIVERSITY – e.g. University of Bristol (2) DEGREE – e.g. BSc physics and CLASS – e.g. 2:2 (3) DATE OF AWARD – e.g. 01/07/2004

(1) \_\_\_\_\_ (1) \_\_\_\_\_ (1) \_\_\_\_\_

(2) \_\_\_\_\_ (2) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (3) \_\_\_\_\_ (3) \_\_\_\_\_

Please enclose a copy of your certificate(s)

### SECTION E

#### Specialist knowledge

Please indicate your sector of specialist knowledge (e.g. medical physics, condensed matter).

(1) \_\_\_\_\_ (2) \_\_\_\_\_

### SECTION F

#### The internet register of members

The register of members is available on the internet to members only.

As a member you will be able to search the register to find contact details for other members. Access to the register will be through the member-only area of the site at <http://my.iop.org>. You can control how much information about you is displayed (address, e-mail, membership of Groups) by editing My Address from your personal homepage.

### SECTION G

#### Data protection

Please note that the Institute may use the information provided in this form to notify you by post, e-mail or telephone of services and benefits provided by the Institute to its members. At all times any such use shall be strictly in accordance with the Data Protection Act 1998.



## SECTION H

### Supporters

Supporters must be personally familiar with the work of the candidate.

#### SUPPORTER 1

Title \_\_\_\_\_

Name \_\_\_\_\_

Job title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode/zip code \_\_\_\_\_

Country \_\_\_\_\_

Membership grade \_\_\_\_\_

E-mail \_\_\_\_\_

#### SUPPORTER 2

Title \_\_\_\_\_

Name \_\_\_\_\_

Job title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode/zip code \_\_\_\_\_

Country \_\_\_\_\_

Membership grade \_\_\_\_\_

E-mail \_\_\_\_\_

## SECTION I

### Obligation to charter & bylaws *(copy available for inspection upon request)*

I, the undersigned, having applied for election as a member of the Institute of Physics, hereby declare that if elected I will be governed by the Charter and Bylaws of the Institute from time to time in force; and that whilst a member of the Institute I will advance the object of the Institute so far as shall be in my power; I undertake to adhere to the code of conduct of the Institute; I will also undertake that I will forthwith cease to exercise any of the privileges of membership on receipt of a notice from the Honorary Secretary that in accordance with some one or more of the Bylaws I have been declared to be no longer a member of the Institute, and I will forthwith upon ceasing to be a member return any books, papers or other property belonging to the Institute, or for which the Institute is responsible, in my possession or entrusted to me.

**I certify that the information given by me in this application is correct and I have included everything requested on the checklist.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## SECTION J

### Subscription

- I am currently studying and have completed section C
- My income is less than £12 500 p.a.
- I am in part-time employment and my income is more than £12 500 p.a.
- I have been in paid employment for a grand total of \_\_\_\_ years.

## SECTION K

### Payment details

- Cheque (made payable to The Institute of Physics)
- Direct Debit (please also complete and return the attached Direct Debit mandate)\*
- BACS/electronic payments

The Institute's bank details are:

Bank: HSBC Bank Plc  
Address: 62, George White Street  
Cabot Circus  
Bristol  
BS1 3BA, UK  
Sort code: 40 14 13  
Account number: 82476053  
IBAN: GB45MIDL40141382476053  
SWIFT: MIDL GB 21 03B

BACS payments must include Member ID number as part of the payment reference.

\* A discount of £5 applies to all subscriptions paid by Direct Debit.

## SECTION L

### Notification of election (optional)

**Please select a suitable person who you would like to be notified should your application be successful.**

See the Fellowship Guidelines for further information and guidance.

**Please notify...** (print clearly in capital letters)

Title

Name

Job title

Address

Postcode/zip code

County/state Country

## APPLICATION CHECKLIST

Class of membership	Application form	Supporter	CV	Copies of degree certificates	Professional review report †	Masters equivalence report *	Application fee
Fellow	x 1	x 2	x 1	x 1	x 1		Appropriate subscription fee
CPhys	x 1	x 2	x 1	x 1	x 1	x 1	£50
CEng	x 1	x 2	x 1	x 1	x 1	x 1	£150

\* Where applicable – see guidelines for further information.

\*\* Must be a notarised copy – see guidelines for further information.

† Separate reports required for each application.

# Fellowship Professional Review Report Template

You can download an editable version of this form at [www.iop.org](http://www.iop.org).

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While it is not compulsory to use this template, you are strongly advised to. This is the format requested by the assessing panel. Applicants choosing not to format their application in this manner should be aware that their applications may take longer to assess.

**Please complete all the bold boxes.**

My name

My membership number

Total report length should be a minimum of 1 000 words long. The maximum length is 3 000 words. **Reports in excess of this length will be returned to you.**

A copy of this full report will be sent to your supporters for verification and comment.

## **Introduction**

- Please include details of your current position (200 words max).

Current position



## Professional experience

You must be able to demonstrate important achievements in spheres relating to the application or uses of physics. Such achievement should be measured against some of the benchmarking criteria detailed in the guidelines.

Applicants should provide evidence of how they have gained experience in the benchmark and other areas. Please format this area as in the example given below. Continue as required.

This section should be approximately 800 words long.

Criterion:


Criterion:


Criterion:


Criterion:


Criterion:


**Continuing professional development**

- Rough guide: 200 words
- This section **is not** optional
- Make clear your commitment to CPD – maintaining and developing your knowledge and skills.


All information provided by me within this report is true and correct to the best of my knowledge.

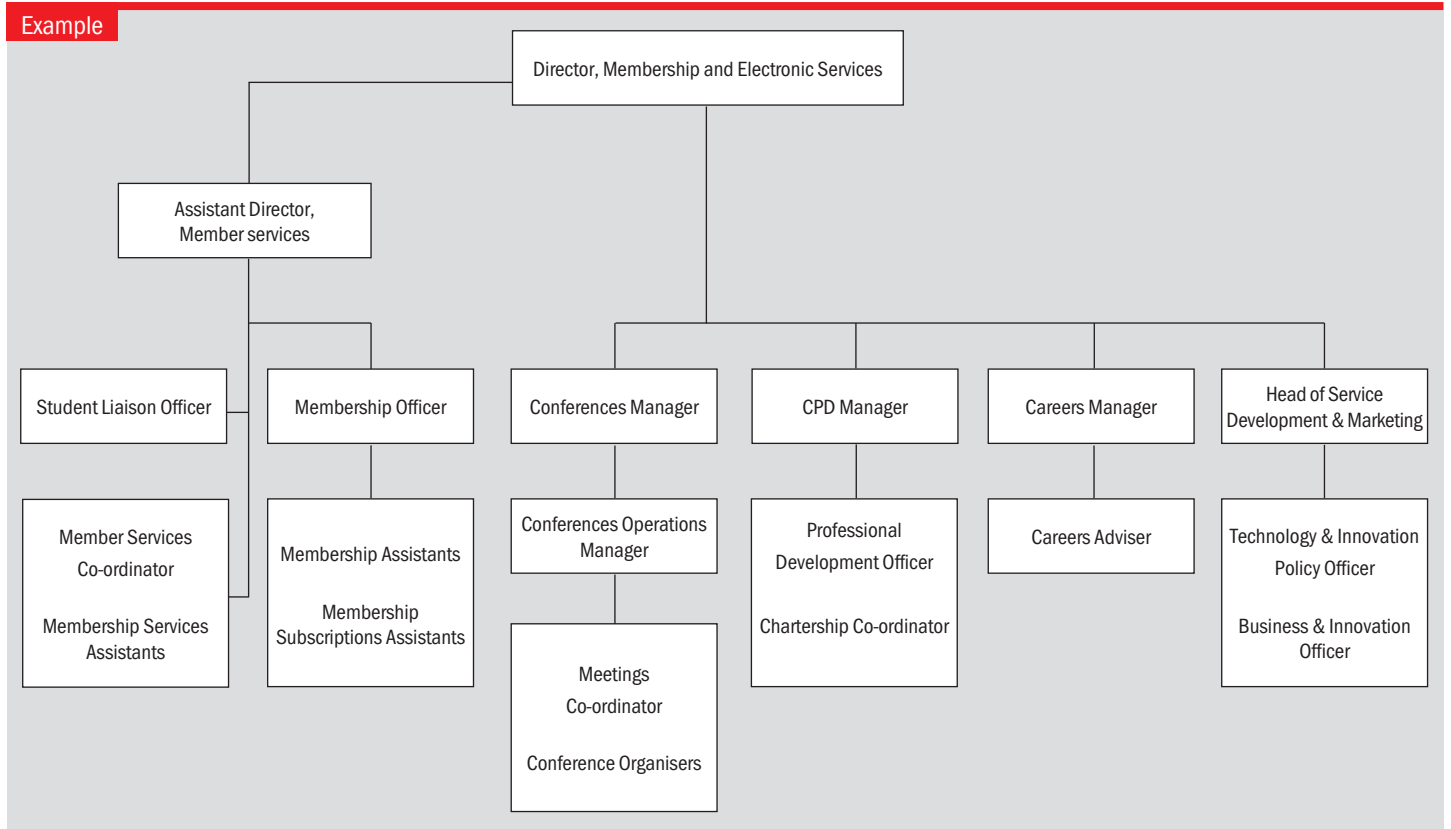
Signed

Date

**Thank you for completing your professional review report. Return the completed application to the membership department.**

## Organisational chart

Please complete an organisational chart as part of the Professional Review report and insert it into the text provided. See the example below for guidance.



## Organisational chart

(This should show your position within your organisation and display any hierarchy or matrix system linking you to those you are responsible to and for. It should indicate your level of seniority within the organisation. If you work by yourself – for instance as a one-person company – please indicate this below.)

- Organisational charts **must** be pictorial in nature rather than verbally descriptive. An example is attached at the end of this template.
- An organisational chart should **either** be pasted into the box below or attached to this report. **Reports without either an organisational chart or an equivalent explanation of your position will be returned to you.**

## Organisational chart

Additional information

Please fill in the whole form using a ball point pen and send it to:

The Institute of Physics  
Membership Subscriptions  
76 Portland Place  
LONDON  
W1B 1NT

Name(s) of Account Holder(s)


Bank/Building Society account number

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Bank Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Reference (for official use only)

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## Instruction to your Bank or Building Society to pay by Direct Debit

Service User Number

**8 3 8 2 1 3**

### FOR THE INSTITUTE OF PHYSICS OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society.

Member ID Number

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Available for UK-Bank Accounts Only

### Note from the Institute of Physics

The amount due will automatically be collected annually on, or around, the first working day following the anniversary of election to membership

### Instruction to your Bank or Building Society

Please pay the Institute of Physics Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the Institute of Physics and, if so, details will be passed electronically to my Bank/Building Society.

Signatures
Date



Banks and Building Societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the Payer.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit the organisation will notify you (normally 10 working days) in advance of your account being debited or as otherwise agreed.
- If you request the organisation to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by the organisation or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when the organisation asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.