

Fellowship applications: advice for sponsors

Introduction

Thank you for sponsoring a candidate for Fellowship with the Institution of Civil Engineers (ICE). This document summarises the key points to be aware of as a sponsor and you will find full details of the requirements in our [Fellowship Guidance](#).

What is Fellowship?

Fellowship is the institution's highest grade of membership. It is open to both civil engineers and infrastructure engineers and to other senior professionals who have made significant contributions to civil and infrastructure engineering and the communities they serve.

Who are ICE Fellows?

ICE Fellows are responsible for promoting, planning, designing, constructing, maintaining, and managing important and vital engineering work. Many are also engaged in education and/or research.

As well as being successful in their careers, Fellows are senior professionals who have made a major contribution to the industry. ICE Fellows are entitled to use the letters FICE after their name.

Prospective Fellows will be role models, and ICE looks to them to contribute to the standing of the profession, the institution, and its members.

What are the requirements for Fellowship?

ICE Fellows are leaders in the profession and candidates must demonstrate that they meet the ICE Fellowship attributes listed in the main [Fellowship Guidance](#). There are fourteen in total, and candidates can offer evidence against one to four of them – no more.

Please note, when advising your candidate, Fellowship Panel is looking for quality over quantity. A convincing case for one attribute is more likely to lead to success than four mediocre attribute statements.

Are you eligible to be a sponsor?

Each candidate for Fellowship needs **two sponsors** to support their application. The first sponsor must be a current ICE Fellow while the second sponsor can be a Fellow of ICE or another professional institution listed in the [Fellowship Guidance](#) document.

If your candidate is applying for **Engineering Council registration** at the same time as their application for Fellowship, you must be registered at the level they are applying for or higher.

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What is your role as a sponsor?

Please note that sponsor statements are an integral part of the assessment. We look to you to corroborate the candidate's evidence and to confirm they are suitable to be admitted to Fellowship.

To that end you are supporting both the candidate and the Institution, both helping the individual towards the next level of recognition and protecting the standards and standing of the Institution.

To carry out that role effectively, you need to know the person well. Experience shows that the strongest sponsors are those who know the candidate directly from their current or previous work. However, if you have been asked to sponsor a candidate that you did not know well already, Fellowship Panel will need to see that you have taken time to understand and confirm their work and professional commitment before recommending them for Fellowship (in these circumstances, in addition to meeting with the candidate, we recommend you also speak to senior colleagues who know them well).

What do you need to check in the candidate's submission?

The candidate must send or share their application documents with you (please note this is the candidate's responsibility and ICE will not send their application to you).

You will find it contains:

- An application form
- A CV and Organogram, so that Fellowship Panel can see the individual's career path and level of responsibility.
- An attribute achievement form, where the candidate will have provided evidence of how they have met at least one (and no more than four) of the ICE attributes for Fellowship.
- CPD records.

We look to you to confirm that the submission gives a full and balanced picture of the candidate.

We also ask that you advise the candidate if you believe any aspect of their submission could be improved. For example, ICE considers CPD records to be a key indicator of a candidate's commitment to professional standards and therefore looks for exemplary records, as explained in the [Fellowship Guidance](#).

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How should you complete the sponsor statement?

The Fellowship Panel regards sponsors' information as a vital part of the application process. They are looking for **strong, supportive comments** that demonstrate good knowledge of the applicant. They will defer an applicant if the sponsors' comments are not deemed to be supportive enough.

The sponsor statement form is in two parts. First you will be asked to describe your relationship with the applicant. If you are sponsoring a candidate who you did not know well before, you should describe the due diligence checks you have undertaken to satisfy yourself that the candidate is suitable for Fellowship and that their application is accurate. Then you will be asked to provide your testimonial against the Fellowship attributes. You must comment fully on **all their chosen attribute(s)** and corroborate the evidence they have provided.

In terms of giving a rounded view of their achievements and abilities, assessors appreciate seeing comments from sponsors who can provide a view on their achievements both in and beyond their current role.

Finally we note that the sponsor statement must be in your own words. Any indication to the contrary undermines Fellowship Panel's confidence in the independence of what they are reading. We advise candidates that they must **not** provide sponsors with a draft statement of support for this reason.

When should you complete the sponsor statement?

When the candidate submits a completed application, you will receive an automated email with a link to a [MyICE](#) account where you can log in and provide your sponsorship comments.

Please use your regular password if you are an ICE member. If you are not an ICE member, a MyICE account based on your email address will be automatically created for you and you will be asked to create a password.

What if you have any questions?

If you would like to talk to someone or have any questions regarding the process, you can contact the Fellowship Executive at fellowship@ice.org.uk, or alternatively telephone 0207 665 2183.