Principal Fellow - Draft Application Template (PSF 2023)

Applications for Principal Fellowship are made online via the **MyAdvanceHE portal**. The online system is explained in the guidance for applicants.

This Word template document is provided for you to compose your application prior to online submission. You will be able to copy and paste your final application from this template directly into the online system. Please note that the online system will remove any formatting from your text and **will not accept** diagrams, images or any other documents/appendices such as CVs. Please list any **citations** to publications, journals, books, websites included in the application after your Case Studies in the relevant section of your application.

This template will enable you to:

+ Draft your application in the structure required for the online application for Principal Fellowship;
+ Save and work offline to develop your application on your own device;
+ Share your application with your three advocates to enable them to write their Advocate Statements;
+ Copy and paste the final application onto the online application system via **MyAdvanceHE portal**.

Before you start to use this template you will need to refer to the following documents/guidance:

+ The Advance HE **Fellowship Category Tool** will help you to determine whether Principal Fellowship is the most appropriate category of Fellowship for you at this point;

+ The **Professional Standards Framework for teaching and supporting learning in higher education** (PSF 2023) – the award of Principal Fellowship is based on the criteria of Descriptor 4 (PSF 2023, p.10) being evidenced;

+ **Principal Fellowship Applicant Guidance** and **Guide to the PSF 2023 Dimensions – Principal Fellowship (D4)** available on the Advance HE website.

Your application for Principal Fellowship takes the form of an **Account of Professional Practice consisting of three or four Case Studies (7,000 word limit shared across the case studies)** plus citations (overall maximum of 7,500 words - please note that the online system will not exceed this limit), along with Advocate Statements from three advocates.

You will need to **continue to refer to the applicant guidance and Descriptor 4 of the PSF 2023** as you draft your application to ensure that you are writing to meet the requirements.

You will be able to use the relevant boxes below to complete your draft application.
When you have finalised your draft application **all the guidance can be deleted** and you can send the completed template containing your application to your advocates so that they can write their Advocate Statements.

Please direct your advocates to the **Principal Fellow Guidance notes for Advocates**. The advocates need to return their statements for you to upload onto the online application system along with your application.

When you are ready to submit online then you will need to be ready to pay the **application fee** as well as to submit your application text and both advocate statements.

Principal Fellowship – Draft Application

Name as you would like it to appear on your certificate	

Context and Leadership Statement:

Write your Context and Leadership Statement here (up to 500 words)

Record of Strategic Educational Impact (RSEI):

(up to 10 entries of up to 25 words each)

No	**Example of strategic engagement** (up	**Period**					
		From	To	**Case study 1**	**Case study 2**	**Case study 3**	**Case study 4** (optional)

	to 25 words per example)			Yes/ No	Yes/ No	Yes/ No	Yes/ No/ Not Applicable (N/A)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Case Studies of Strategic Leadership

Case Study One

Case Study 1 **Title:**
Which RSEI entry or entries does this case study relate to? Please list here e.g. 1, 3 etc.:
Dimensions contributing towards D4.3. Please list here using abbreviations e.g. A2, 3, 4: K1, 2, 6; V2, 4, etc.:
Write your first case study here: *(Maximum word count for this section is 3,000 words – the overall word count for the three or four case studies should be no more than 7,000 words)*

Case Study Two

Case Study 2 **Title:**
Which RSEI entry or entries does this case study relate to? Please list here e.g. 1, 3 etc.:
Dimensions contributing towards D4.3. Please list here using abbreviations e.g. A2, 3, 4: K1, 2, 6; V2, 4, etc.:
Write your second case study here: *(Maximum word count for this section is 3,000 words – the overall word count for the three or four case studies should be no more than 7,000 words)*

Case Study Three

Case Study 3 **Title:**
Which RSEI entry or entries does this case study relate to? Please list here e.g. 1, 3 etc.:
Dimensions contributing towards D4.3. Please list here using abbreviations e.g. A2, 3, 4: K1, 2, 6; V2, 4, etc.:

Write your third Case Study here: *(Maximum word count for this section is 3,000 words – the overall word count for the three or four case studies should be no more than 7,000 words)*

Case Study Four

Case Study 4 **Title:**
Which RSEI entry or entries does this case study relate to? Please list here e.g. 1, 3 etc.:
Dimensions contributing towards D4.3. Please list here using abbreviations e.g. A2, 3, 4: K1, 2, 6; V2, 4, etc.:
Write your fourth Case Study here: *(Maximum word count for this section is 3,000 words – the overall word count for the three or four case studies should be no more than 7,000 words)* **If you decide not to complete a fourth Case Study, please write 'Not Applicable' or 'N/A'.**

References/Citations:

Enter your references/citations for all your Case Studies here:
(Maximum of 500 words)

Contact us

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Advance HE helps HE and research be the best they can be.

We are a member-led, sector-owned charity that works with institutions and higher education across the world to improve higher education for staff, students and society. We are experts in higher education with a particular focus on enhancing teaching and learning, effective governance, leadership development and tackling inequalities through our equality, diversity and inclusion (EDI) work.

Our strategic goals to enhance confidence and trust in HE, address inequalities, promote inclusion and advance education to meet the evolving needs of students and society, support the work of our members and the HE sector.

We deliver our support through professional development programmes and events, Fellowships, awards, student surveys and research, providing strategic change and consultancy services and through membership (including accreditation of teaching and learning, equality charters, knowledge and resources).

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