

Fellow – Draft Application Template (PSF 2023)

Applications for Fellowship are made online via the [MyAdvanceHE portal](#). The online system is explained in the guidance for applicants.

This 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 Reflective Narrative 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 Fellowship;
- + Save and work offline to develop your application on your own device;
- + Share your application with your two referees to enable them to write their Supporting 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 Fellow 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 Fellowship is based on the criteria of Descriptor 2 (PSF 2023, p.8) being evidenced;

- + [Fellowship Applicant Guidance](#) and [Guide to the PSF 2023 Dimensions - Fellowship \(D2\)](#) available on the Advance HE website.

Your application for Fellowship consists of a **3,000-word reflective narrative shared across all five Areas of Activity plus citations** (overall maximum of 3,500 words - please note that the online system will not exceed this limit), along with Supporting Statements from two referees.

You will need to **continue to refer to the applicant guidance and Descriptor 2 of the PSF 2023** as you draft your application to ensure that you are writing to meet the requirements.

You must structure your Reflective Narrative around **all five** of the PSF 2023 Areas of Activity. 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 two referees so that they can write their Supporting Statements. Please direct your two referees to the [Fellowship Guidance for Referees writing a Supporting Statement](#). The referees need to return their Supporting 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 referee Supporting Statements.

Fellow – Draft Application

Name as you would like it to appear on your certificate	
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Context statement:

Write your Context statement here (up to 300 words)
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Evidencing Area of Activity 1 (A1): Design and plan learning activities and/or programmes

Write your reflective narrative here. References and citations are to be listed in a dedicated field below:

Evidencing Area of Activity 2 (A2): Teach and/or support learning through appropriate approaches and environments

Write your reflective narrative here. References and citations are to be listed in a dedicated field below:

Evidencing Area of Activity 3 (A3): Assess and give feedback for learning

Write your reflective narrative here. References and citations are to be listed in a dedicated field below:

Evidencing Area of Activity 4 (A4): Support and guide learners

Write your reflective narrative here. References and citations are to be listed in a dedicated field below:

Evidencing Area of Activity 5 (A5): Enhance practice through own continuing professional development

Write your reflective narrative here. References and citations are to be listed in a dedicated field below:

References/Citations:

Write any references or citations used in any Areas of Activity here:

Contact us

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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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