

The Application Process

Here you will find the main steps in the application process. You can find full information in the Applicant Handbook.

Discuss with your Line Manager

You should discuss with your Line Manager about starting the Fellowship process, whether you are applying for the first time or you are progressing on the Fellowship ladder.

Briefing workshop

It is **mandatory** that you attend a briefing workshop. There are three options:

1. You attend one of the Open Briefing workshops (specific dates and times on Moodle)
2. You attend a unit-based Briefing workshop. These are normally arranged by Line Managers.
3. You complete the Briefing Interactive Video. Note that the completion of this activity is tracked.

UKPSF Training

You **must** complete the UKPSF unit on this Training Module. This is an interactive tracked activity and is an essential part of the training required for you to submit your Fellowship application.

Fellowship Category Tool

The easiest way to start your application is by completing the Fellowship Category Tool. This tool helps identify the best Fellowship category for your current practice.

You can find the link to the Tool in the Fellowship Categories and Guidance unit.

Request a mentor

Having a mentor is part of the process of applying for Fellowship under the UWTSD scheme. You can **only** request a mentor if you have:

1. Attended a briefing workshop or completed the Interactive Video Briefing
2. Completed the UKPSF unit

You will find specific information on requesting a mentor in the Working with your Mentor unit.

Complete your application and request references

This is a long step as it includes the mentoring you will receive, and your own reflection and writing of the application, using the guidance provided.

Ensure that you send your completed application to your referees and you allow enough time for them to send you their references by the deadline.

Submit your application and reference(s)

It is essential that you submit both your completed application, using the correct form, and reference(s) by **the deadline**. UWTSD runs multiple panels every year. If you do not submit by the deadline, then your application will be moved to the next available deadline.

Remember that if you submit early, the process of reviewing your application will not commence until after the deadline.

Please use the correct submission link!

Academic Office Checks

After the deadline, the Academic Office checks all submitted applications for adherence to the word limits identified, as well as the TurnItIn reports.

This is normally done within a week of the deadline.

To the Assessors

The Academic Office will identify 2 assessors, who will receive and review your application.

The assessors have been trained and have a level of Fellowship equal or higher from the one you are applying for.

This is normally within 1 week of the deadline.

Assessors Assess

The two assessors will individually assess your application against the required criteria. Then they will agree on the outcome.

This is normally done within 3 weeks of the deadline.

Sample to the External Advisor

A sample of the applications submitted is sent to the External Advisor. The External Advisor is an experienced academic with at least Senior Fellowship, who is **not** a member of UWTSD. They follow the UWTSD guidelines on external examination.

The External Advisor completes the moderation of the sample and reports to the Academic Office.

This is normally done within 6 weeks from the deadline.

Academic Office Contacts you

The Academic Office will contact you to inform you of the decision of the panel.

This is normally done within 6 weeks of the application deadline.