

EXISTING REGISTRANT APPLICATION GUIDANCE

Institution of
MECHANICAL ENGINEERS

Return your application to:
Institution of Mechanical Engineers
1 Birdcage Walk
Westminster
London SW1H 9JJ

For help with your application:

UK telephone: 0845 226 9191
Int telephone: +44 (0)20 7304 6999
Fax: +44 (0)20 7233 1654
Email: membership@imeche.org
Web: www.imeche.org/application

Guidance notes for application to become a **Member** of the Institution of Mechanical Engineers (MIMechE)

The thumbnail shows the top portion of the application form. It includes the Institution of Mechanical Engineers logo, contact information for returning applications, and a section titled 'Application to become a Member of the Institution of Mechanical Engineers (MIMechE)'. Below this, there are sections for 'About this form', 'Eligibility', 'The application process', 'This form has three sections', 'Using this form', and 'Application checklist'. The 'About this form' section states that the form is for those already registered with the Engineering Council or another professional institution. The 'Eligibility' section requires a statement of mechanical engineering practice. The 'Using this form' section instructs users to use a black font and fill in all applicable fields. The 'Application checklist' includes a checkbox for whether the user has enclosed the application fee.

About these guidance notes

This guide has been prepared to provide support, assistance and advice to existing Chartered and Incorporated Engineers who wish to gain membership of the IMechE.

Applicants who are currently registered with the Engineering Council (EngC) as a Chartered Engineer or an Incorporated Engineer through another Professional Engineering Institution (PEI) should apply using this simplified procedure. A list of PEIs can be found on the EngC website.

As an existing registrant, you will have already demonstrated your competence and now need to demonstrate the Mechanical Engineering aspects of your work. An interview is not required in the majority of cases. An Industrial Advisor will assess the application and determine whether an interview may be necessary and then refer this to the Professional Review Committee (PRC), for final decision.

The application process is straightforward. Please read and review these notes before starting your submission. To download and complete the application form visit www.imeche.org/application. If you have questions or queries at any stage of the application process, please contact our Membership Helpdesk on T: 0845 226 9191 or E: membership@imeche.org. For international callers, please dial +44 (0)20 7304 6999.

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Section 1: Before you apply

Eligibility

The Institution of Mechanical Engineers (IMechE) welcomes applications from suitably experienced and qualified registrants of other Professional Engineering Institutions (PEIs) to apply for IMechE Membership via the simplified route.

Existing CEng and IEng applicants, who are registered with a UK Institution other than the IMechE, must be able to demonstrate a strong element of mechanical engineering within their role and practice to satisfy the IMechE membership requirements. They will have already been assessed against the competence (UK-SPEC) for registration; it will therefore not be necessary to reassess them against UK-SPEC when joining the IMechE.

Section 2: Your application

The application process

The application process is as follows:

1. Complete an application form
2. Get support from two sponsors
3. Submit your application

Completing your application form

General guidance

- Please type using a black font
- Please fill in all applicable fields in the form
- Electronic copies of the application form are available from the IMechE website: www.imeche.org/application
- Talk to your sponsors before filling it in – understand what they want to see
- All answers should be written in the first person and exclude any company jargon and acronyms
- Include your name and membership number (if applicable)
- You can include photographs, sketches, calculations, diagrams etc. as an appendix
- Use an appendix for a glossary of terms if it's useful (not included in the word count)
- Please ensure that your application is proofread before submitting

Guidance on the application form

Support text is shown on the application form itself at the point of need:

Support text:

You'll find helpful support text at the point of need throughout the application form. It will always appear like this

Completing your application form (continued)

Section 1: About you

In this section we ask for your personal and employment details, as well as your area of expertise. You'll find all the guidance you should need within the application form.

Section 2: About your career and organisation

In this section you should provide a brief description of your current role, the organisation you work for and its objectives. You should give a brief summary of your career history, providing an outline of each role and the dates the positions were held.

When insufficient or unsatisfactory evidence is presented in the application, the Industrial Advisor will request supplementary information. When any supplementary information does not present a clear and compelling case for election, the Industrial Advisor may recommend an interview in order to explore any weaknesses and ensure that all facets of the application have received full consideration. The request for an interview will be reviewed by the Professional Review Committee.

You should provide an organisation chart for your current employment which clearly shows your position within the organisation and any direct reports that you have.

Section 3: Sponsors

You should be sponsored by a professional engineer at the same registration level or higher than yourself. The second sponsor can be your line manager or another professional engineer.

Your sponsors should read through your application and initial the Membership requirements to indicate that they have agreed with the information you have provided. They are signing the form to indicate that they believe you are suitable for consideration as a Member of the Institution of Mechanical Engineers.

How we can help

If you have any queries regarding the application process you should contact the Membership team on **0845 226 9191**, if you are calling from outside the UK the number is **+44 (0)20 7304 6999**. Alternatively please send an email to membership@imeche.org

Existing Fellow applicants

Fellowship of the IMechE is the senior class of membership and as such applicants seeking election to Fellow are expected to demonstrate by the appropriate evidence their commitment and practice of many of the Fellow attributes and qualities. Please refer to the Fellow web page for the list of qualities and some examples of the types of information the assessors will be looking for.

The IMechE recognises that applicants may no longer have hands-on engineering responsibility and that their careers may have developed more broadly into senior management or into a specialist role. Individuals who have retired from a position of senior responsibility but continue to demonstrate a continuing commitment to the profession within their CPD may be suitable to apply for election to Fellowship.

The Institution believes that an established reputation is not necessarily dependent on holding a significant position of responsibility within senior management. Individuals who have made a sound and significant contribution as engineers are encouraged to apply.

Existing registrants seeking election to Fellow must also complete and submit the Fellow upgrade application and submit this together with the Existing Registrants application. Application forms, guidance notes and exemplars can be found in the 'Upgrade your membership' section of the website.

Please note you should have at least one Fellow, registered with the IMechE or another Professional Engineering Institution, as a sponsor. Your second sponsor can be another Fellow, your line manager or another professional engineer.

What we look for

You are also asked to outline your involvement in mechanical engineering and your ongoing commitment to Continuing Professional Development (CPD). When answering these questions you should consider the following:

- Mechanical Engineering should be interpreted in its broadest sense.
- The Mechanical Engineering aspect of your practice does not have to be a major part of your role but should be an integral part and not such a small part as to be insignificant.
- The Mechanical Engineering aspect of your practice does not itself have to be at a level which would justify the relevant level of registration but should form an integral part of engineering practice which is at the appropriate level. However, the Mechanical Engineering aspect should require a reasonable level of understanding and competence, i.e. not be at a trivial level.
- Mechanical Engineering CPD should be appropriate to your involvement. A commitment to CPD to support your role and career development is the key requirement with recognition that Mechanical Engineering forms part of this.
- You can't be recommended directly for Fellow unless they have completed the Fellow upgrade form in conjunction with the Existing Registrants form. However, where Fellow level is seen as a possibility, this will be noted so that action can be taken to invite them to apply.

What happens next

Your application is sent to an experienced and trained Industrial Advisor for assessment. The Industrial Advisor may make one of five recommendations to the Professional Review Committee:

- Election to Member or Fellow;
- Request supplementary information to support the application;
- Request the applicant to attend an interview;
- Deferral with guidance for any areas of development; or
- Not recommended (for reasons given).

Before an interview is requested, it is normal practice to request supplementary information to support any perceived areas of weakness. Applicants invited to attend an interview will be advised about any further information that may be required. An invitation to attend an interview may indicate that the Industrial Advisor is unsure about the applicant's level of responsibility, mechanical engineering expertise or commitment to Continuing Professional Development.

Professional Review Committee

The Professional Review Committee meets quarterly to consider all applications for Membership and Fellowship. Audits are regularly conducted in accordance with the IMechE bylaws and terms of reference by trained staff and appointed members to ensure that the procedures are being followed and that the decisions made are sound. The Committee will assess the application in its entirety taking into consideration the recommendations of and comments from the Industrial Advisor.

The secretary to the Professional Review Committee will advise applicants who fail to satisfy the requirements of the reasons in writing. The secretary will normally use the peer assessment and Industrial Advisors comments as reference.

Arbitration and appeals process

Applicants who are dissatisfied with the considered decision about their application may appeal within a given time frame. All documentation will be made available to the Arbitration Panel which will carry out an in-depth review of the application and any additional information supplied by the applicant or their sponsors.

Successful applications

Successful applicants will receive a letter from the Chief Executive confirming their achievement and will be given the opportunity to purchase a hand-calligraphed certificate.

Section 3: Your checklist

You should keep copies of all documents submitted to IMechE, as original applications will eventually be scanned and shredded.

Please check that you have included all the elements below before submitting your application. Incomplete applications will delay the application process and may result in your application being withdrawn.

Have you...

- Signed and completed the application form
- Had the sponsor information completed
- Included your application fee – details of our current fees can be found on our website.