

ACADEMIC REVIEW ASSESSMENT OF QUALIFICATIONS

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 to have qualifications assessed against benchmarks for Incorporated Engineer (IEng) and/or Chartered Engineer (CEng) registration

About this form

Use this form to apply to have your qualifications assessed against the benchmarks for IEng and/or CEng registration before applying to become a Member of the Institution of Mechanical Engineers.

Before completing this form please contact the Membership Helpdesk on **0845 226 9191** to check whether you need to complete this form or submit the Qualification checker form.

Eligibility

You can choose which benchmark to have your qualifications assessed against in Part C – either IEng, CEng or both.

The benchmark requirements for each level of membership are set out below.

Incorporated Engineer (IEng)

Three year accredited Bachelors degree in engineering or technology (BEng or BSc). This may also be demonstrated by HND/C or Foundation Degree in engineering or technology plus appropriate further learning to degree level.

Chartered Engineer (CEng)

Accredited Bachelors degree with honors (BEng Hons) plus an appropriate Masters degree accredited or approved by a professional engineering institution or appropriate further learning to Masters level. This may also be demonstrated by an accredited integrated MEng degree.

The application process

Once you have completed this form, please return it to the address at the top of the page.

If we need any more information to complete our assessment, we will contact you at a later date.

Using this form

- Please type using a black font or complete in block capitals using black ink only
- If you make a mistake please clearly cross through it and correct it – you do not need to request a new form
- Please fill in all applicable fields in this form

Support text is shown alongside questions at the point of need. Further guidance can be found in the guidance notes for this application, which should be read before beginning your application.

Application checklist

Before submitting your application, please check that you have included all the elements below (see Part D for details).

Incomplete applications will delay the application process and unfortunately we will have to return the application to you for the missing information or documents.

- Evidence/certificate for each qualification
- Official academic record/transcript for each qualification
- A detailed CV
- Summary of major academic projects
- Dissertation/thesis documents (if applicable)
- Part E signed and dated

Part C: Application details

What level of registration do you want to be assessed against? You should select 'Both' if you want to be informed of the additional work needed (if any) to meet either academic benchmark.

IEng CEng Both

Have you previously applied to IMechE for assessment of your qualifications?

Yes No

Are you submitting this form with an application for membership?

Yes No

Part D: Evidence to be submitted

Please submit the following documents along with this application. If you do not include all the appropriate evidence below it may delay your application or cause it to be withdrawn.

All applicants

- Evidence/certificates for each qualification.
- Official academic record/transcript for each qualification. This must include the subjects you personally completed for each year of the qualification. These are normally available from the University's Student Record Room.
- A detailed CV identifying any academic study or work-based-learning undertaken since the qualifications in Part B were achieved, (eg training courses, seminars, publications etc) and a description of the current job role.

Applicants with a first qualification

A one page summary of major academic projects undertaken as part of your qualification (typically final individual/group project work and penultimate year individual project, if appropriate). Please also include:

- Duration and nature of course (eg 3 years full-time)
- Qualification title (eg BEng (Hons))
- Classification (eg 2:1)
- Subject (as it appears on your certificate)
- Full name of academic establishment
- Year of award
- Method of delivery (taught programme, distance learning, examinations/assignments, coursework (no formal examinations), or other.

Applicants with higher degrees

Please submit official academic record/transcript listing the subjects you personally completed for each year of the degree programme where examinations/modules were completed. Indicate method of delivery. Provide the following documents relating to the dissertation/thesis submitted in connection with the award of higher degree:

- Index page
- One page summary or abstract
- Conclusions/recommendation page(s)

Part E: Your declaration

Signature

Date

Office use only: Applicant should not fill in this section

Complete form

Authentic certificates

Authentic transcripts

Project summaries

CV