

# FELLOW UPGRADE APPLICATION FORM

Institution of  
**MECHANICAL  
ENGINEERS**

Institution of Mechanical Engineers  
1 Birdcage Walk  
Westminster  
London SW1H 9JJ

## For submissions or support:

**Telephone:** +44 (0)20 7304 6999

**Email:** [membership@imeche.org](mailto:membership@imeche.org)

**Web:** [www.imeche.org](http://www.imeche.org)

Application to upgrade from a Member (MIMechE) to a **Fellow** of the Institution of Mechanical Engineers (FIMechE)

## About this form

Use this form if you are an existing Member of the Institution of Mechanical Engineers, and you want to apply for Fellowship (FIMechE). CEng, IEng and EngTech registrants can all use this form.

If you are not an existing Member (MIMechE), do not use this form. Instead, please contact the membership team for information on how to apply for Fellowship.

Before you begin this process you should be confident that you meet the current requirements.

## Eligibility

You will need to demonstrate that you hold a position of senior responsibility and have an established reputation as a Mechanical Engineer. You will also need to demonstrate a clear commitment to Continuing Professional Development (CPD).

Successful applicants must provide objective evidence of the following qualities:

- ALL Essential qualities
- ONE Desirable quality, plus
- At least ONE OTHER, which could be in the Desirable or Optional categories.

It is advisable to provide evidence against all qualities, wherever possible.

## The application process

Once you have completed all sections of this form, please return it by email to [membership@imeche.org](mailto:membership@imeche.org). Note that applications received by post may take longer to process.

When we have processed your application we will let you know, in writing, whether it has been approved.

## This form has six sections

You must complete all sections before you submit your application:

1. About you
2. Your career history
3. Organisation chart
4. Evidence of Fellowship requirements
5. Sponsors
6. Your declaration

## Using this form

- Please type using a black font
- 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 and exemplar for this application, which should be read before beginning your application.

# Section 1: About you

## Part A: Personal and employment details

### Personal details

Title

Mr  Mrs  Miss  Ms Other:

First name

Surname

Date of birth

Membership number (if applicable)

Home address

Country

Post code

Personal email

Home phone

Mobile phone

### Employment details

Job title

Date appointed to company

Name of employing organisation

Department

Work address

Country

Post code

Work email

Work phone

Preferred address for correspondence:

Home  Work

## Part B: Your industry classification

Please tick up to three fields that best describe your current area of engineering activities.  
This information is used solely to process your application.

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Aerospace                   | <input type="checkbox"/> Environmental Mgt. Systems          | <input type="checkbox"/> Mining & Quarrying                    | <input type="checkbox"/> Shipping/General Insurance |
| <input type="checkbox"/> Army                        | <input type="checkbox"/> Gas Industry                        | <input type="checkbox"/> National Health Service               | <input type="checkbox"/> Steel Production/Drilling  |
| <input type="checkbox"/> Automobile Industry         | <input type="checkbox"/> Government Inspectors and Engineers | <input type="checkbox"/> Nuclear Engineering                   | <input type="checkbox"/> Telecommunications         |
| <input type="checkbox"/> Bio-Medical                 | <input type="checkbox"/> Health and Safety Officers          | <input type="checkbox"/> Oil Industry and Offshore Engineering | <input type="checkbox"/> Water Industry             |
| <input type="checkbox"/> Building Services           | <input type="checkbox"/> Higher Education                    | <input type="checkbox"/> Power/Non-Nuclear                     | <input type="checkbox"/> Other (please specify):    |
| <input type="checkbox"/> Computers and IT            | <input type="checkbox"/> Machine Tools                       | <input type="checkbox"/> Process Industries                    | <input type="text"/>                                |
| <input type="checkbox"/> Consulting Engineers        | <input type="checkbox"/> Maintenance Engineering             | <input type="checkbox"/> Railway Engineering                   |   |
| <input type="checkbox"/> Control and Instrumentation | <input type="checkbox"/> Management Consultants              | <input type="checkbox"/> Royal Navy                            |   |
| <input type="checkbox"/> Defence Industry Systems    | <input type="checkbox"/> Manufacturing Industries            | <input type="checkbox"/> Royal Air Force                       |   |

## Part C: Staying in touch

We would like to keep you informed of relevant services that may be of benefit to you.  
Please tick the boxes below to let us know what you'd like to hear about:

- News and updates from the IMechE
- Events and training opportunities
- Services and offers from our preferred partners

Your personal data is stored on our membership database and treated with the highest confidentiality in line with current data protection legislation.

For more information visit  
[www.imeche.org/privacy-policy/imeche-privacy-policy](http://www.imeche.org/privacy-policy/imeche-privacy-policy)

## Section 2: Your career history

### Part A: Description of current role and organisation

Please provide a description of your current role, the organisation and its objectives.

## Part B: Your career history

Include a brief summary of your career history; give a brief description of each role held since election as MIMechE and the dates the positions were held

## Section 3: Your organisation chart

We need to see an organisation chart of your current employment which clearly shows your position within the organisation, any direct reports that you have, specifically mentioning if any of your direct reports are registered engineers. You should put a ring around your position to highlight it. Please ensure that it is A4 and legible in black and white.

The purpose of the organisation chart is to help us understand the size and type of organisation for which you work, and where your own personal accountability lies. This will give us a sense of the likely responsibility and authority your role conveys and will help us frame questions for your interview.

**If you are not part of an organisation, please fill out the fields below.**

### For applicants who are not part of an organisation

Please describe your direct clients.

Please describe who you report to (e.g. Board, CEO, MD, Head of Engineering).

## Section 4: Evidence of Fellowship requirements

Provide strong examples and objective evidence to demonstrate how you have met the qualities for Fellowship.

Please limit your answer to 400 words for each section that you complete.

- ALL Essential qualities
- ONE Desirable quality, plus
- At least ONE OTHER, which could be in the Desirable or Optional categories.

### Essential qualities

E1: A position of senior responsibility and/or significant autonomy in your particular field

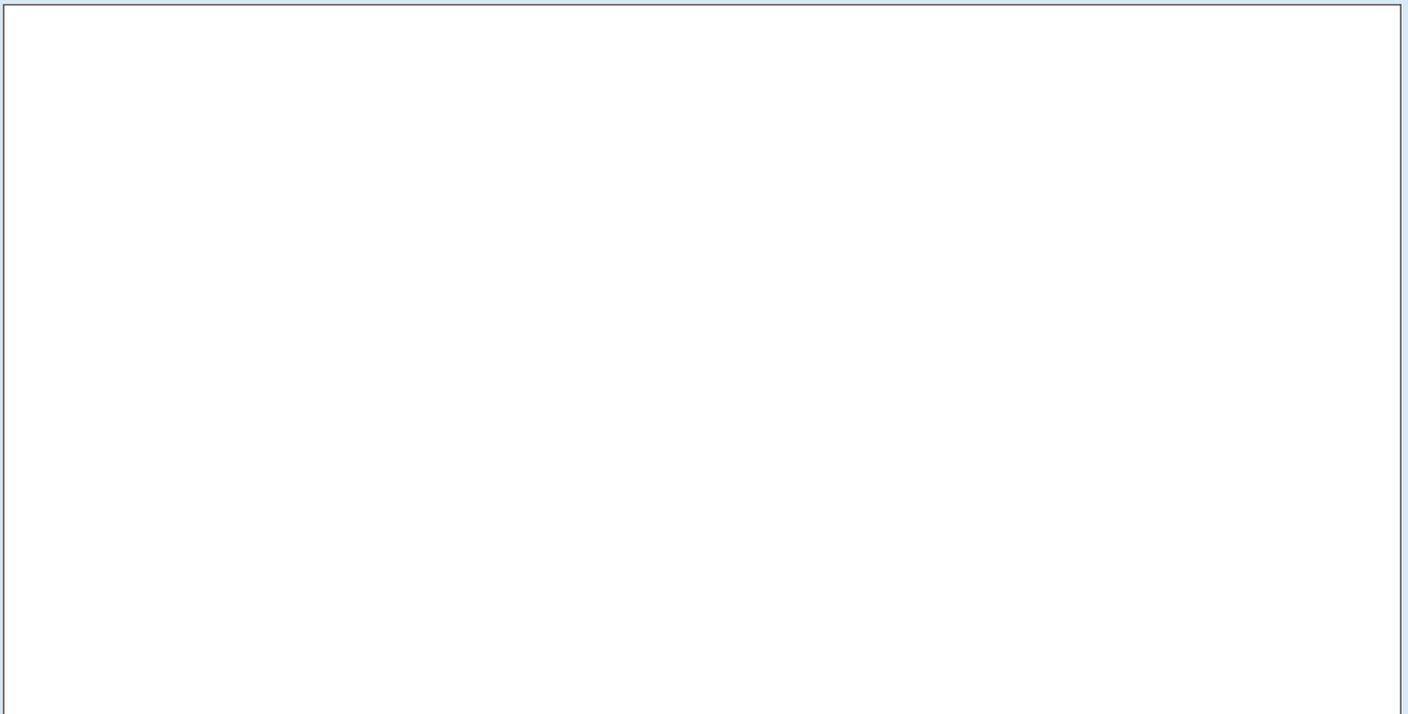
E2: Demonstrable leadership qualities

## Essential qualities (continued)

E3: Influencing policy and strategy making decisions in either a technical or business environment

A large, empty rectangular box with a thin black border, intended for the applicant to provide a detailed response to the requirement E3.

E4: A structured approach to Continuing Professional Development (CPD) that explains both how you have developed your CPD in your career to date and how you plan your future CPD

A large, empty rectangular box with a thin black border, intended for the applicant to provide a detailed response to the requirement E4.

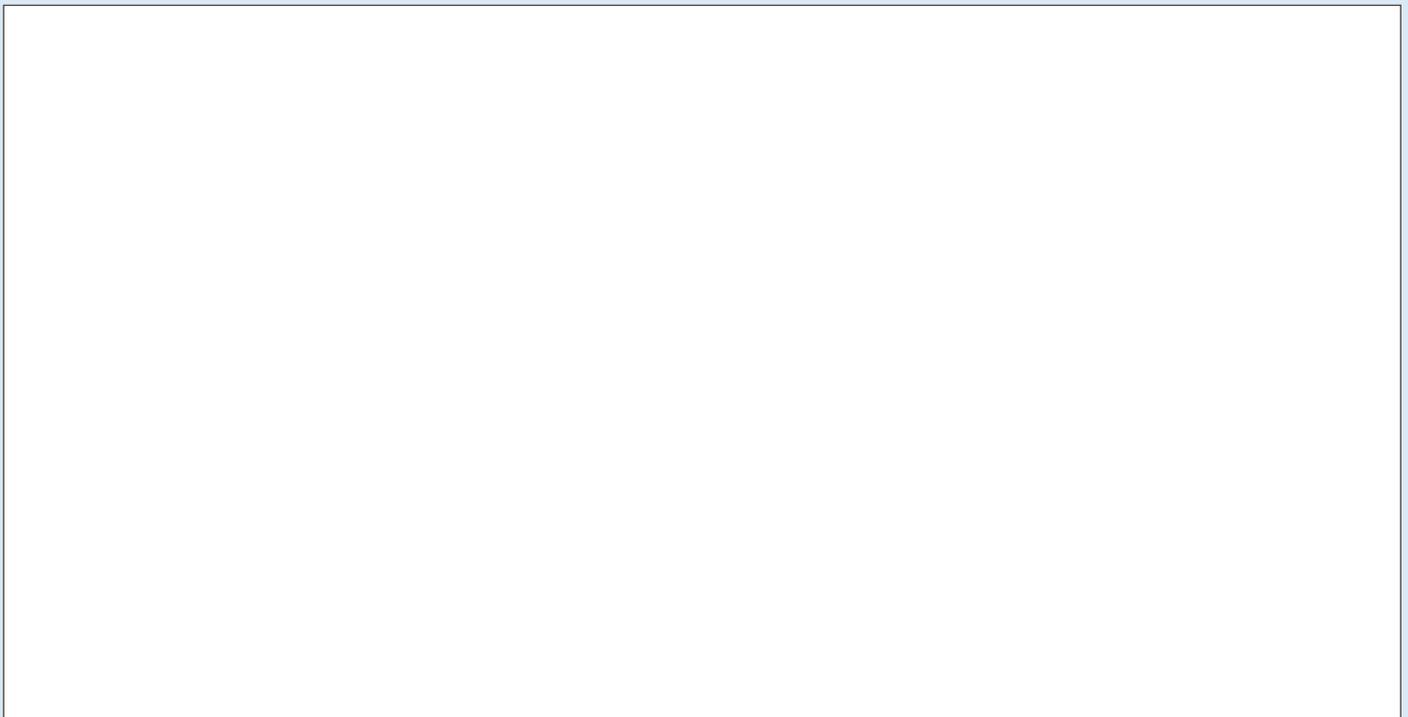
## Essential qualities (continued)

E5: The promotion of the engineering profession to young engineers and potential engineers



## Desirable qualities

D1: Highly specialist knowledge in a specific area of engineering



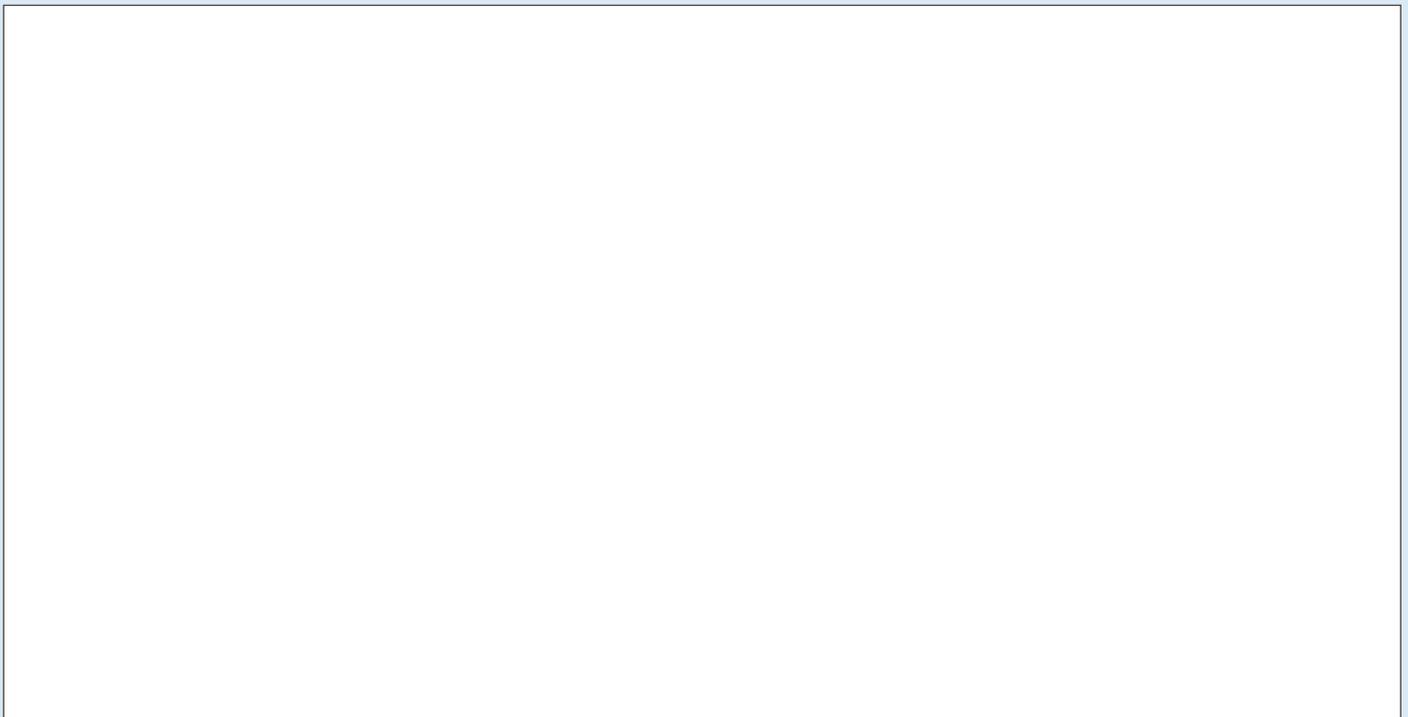
## Desirable qualities (continued)

D2: Technical or engineering resource management and/or personnel management and development



## Optional qualities

O1: Responsibility for a budget and the associated risk

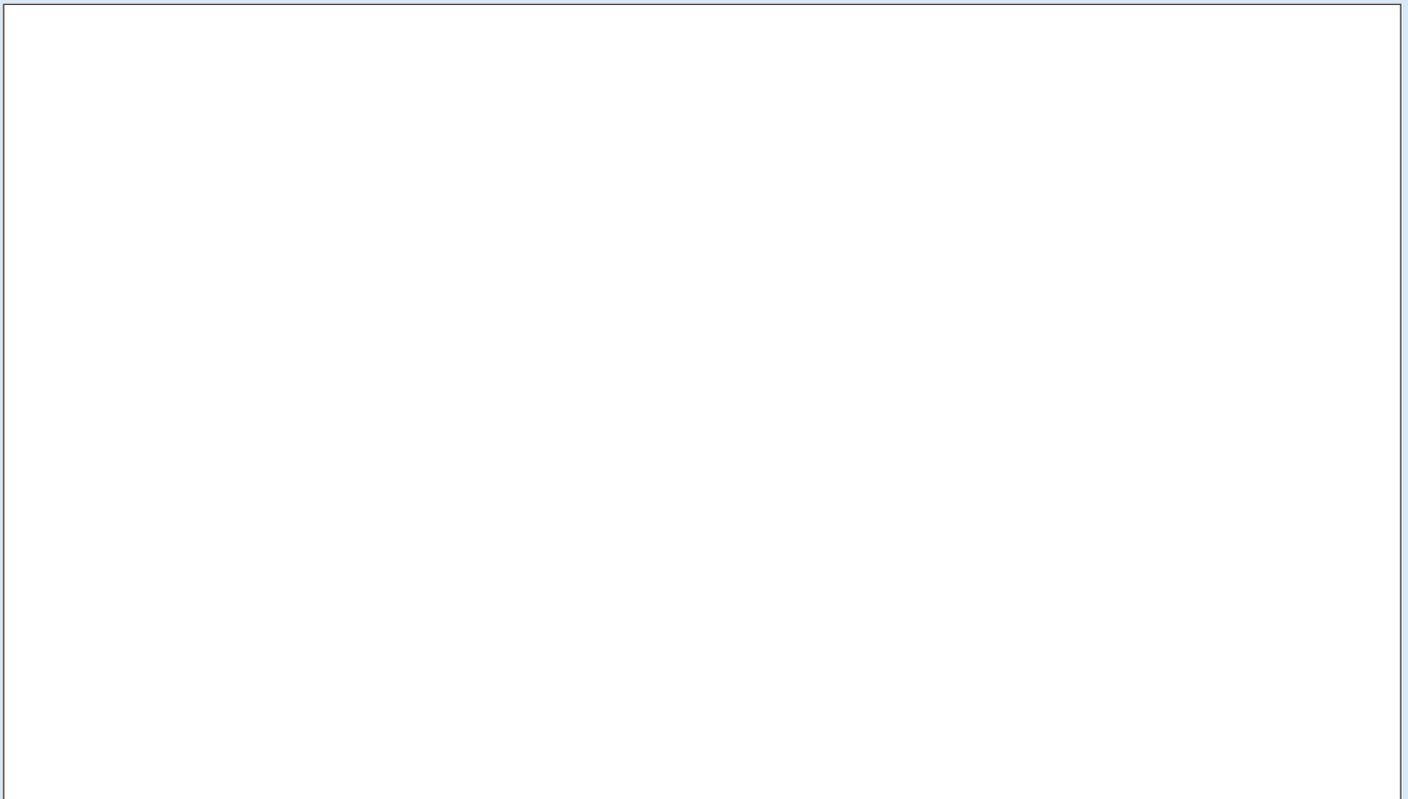


## Optional qualities (continued)

O2: Application of a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts



O3: Active development and application of new technologies in engineering and related areas at senior level



## Section 5: Sponsors

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

I understand that, by acting as sponsor, I will be supporting this applicant and thus recommending the applicant to the Trustee Board as worthy of consideration for Fellowship. I am of the opinion that this applicant should be considered for election to the class indicated.

### First sponsor

Title

Mr  Mrs  Miss  Ms Other:

First name

Surname

Date of birth

IMechE Membership / EC number (if applicable)

Address

Country

Post code

Class and Institution (eg CEng MIMechE, if applicable)

Email

Signature

Date

### Second sponsor

Title

Mr  Mrs  Miss  Ms Other:

First name

Surname

Date of birth

IMechE Membership / EC number (if applicable)

Address

Country

Post code

Class and Institution (eg CEng MIMechE, if applicable)

Email

Signature

Line Manager

Date

## Section 6: Your declaration

This is your declaration, please ensure that you read it carefully before you sign below.

I, the undersigned, certify that the information provided here is true and do hereby agree that, in the event of my election, I will be governed by the Royal Charter and the By-Laws of the IMechE as they are now formed or as they may hereafter be altered, throughout my membership. I agree that I will not use titles, abbreviated titles or descriptions associated with the IMechE except those to which I am entitled under the By-Laws.

An application for Membership and Professional Registration includes:

1. the obligation to pay an annual subscription as prescribed in the By-Laws. If at any time I desire to withdraw from the IMechE, I will, forthwith, pay all arrears of subscriptions or other payments due from me.
2. the obligation to review and abide by the IMechE Code of Conduct ([www.imeche.org/code-of-conduct](http://www.imeche.org/code-of-conduct)). Failure to abide by the Code of Conduct may be the basis for future sanctions including, ultimately, the revocation of Membership and professional registration. Additionally, I will advise the IMechE promptly if convicted of a criminal or civil offence anywhere in the world (excluding fixed penalty offences).
3. the requirement to carry out and record Continuing Professional Development (CPD) necessary to maintain and enhance competence in my areas of practise, including the development of a Personal Development Plan.

In order to satisfy the requirements of the UK General Data Protection Regulation (UK GDPR), I authorise the IMechE to exchange the information I have provided here with their volunteer community of professional engineers for the purposes of reviewing and assessing my eligibility for membership and registration against the published criteria.

Please also refer to the IMechE privacy policy for an explanation of how we use your personal data.

[www.imeche.org/privacy-policy/imeche-privacy-policy](http://www.imeche.org/privacy-policy/imeche-privacy-policy)

Signature

Date

### Application Checklist

#### Have you included?

Your organisation chart

Please see our website for further details on all our current fees at [www.imeche.org/fees](http://www.imeche.org/fees).

Once we have received your application form, we will contact you about the payment of your application fee.