MyAdvanceHE Guidance:
UKPSF 2011 Fellowship application submissions
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Section 1: Checking your profile details

Before you apply for your Fellowship please check that your personal details are correct within your profile. In particular, please ensure the following fields are up to date:

- Email address.
- Employer relationship (used to determine whether you are eligible for a discounted application fee).

Please see our Log in and account creation guide for more on setting up your account profile.

Section 2: Creating your application

Once you have logged into your account, select “Fellowship” from the menu at the top of the screen.

- Select “Fellowship”.

- Select “Fellowship Applications”.
At the top of this page are the Fellowship category options available to you. The first set of options are for applications under the UKPSF 2011. This guidance relates only to applications being made under the UKPSF 2011.

The second set of options are for applications under the PSF 2023 (there is separate guidance for these applications).

Once an application has been created it will be displayed in this area. The case status will dynamically change as it progresses through the submission and review stages so you can track its progress.

Each category of Fellowship has a dedicated application form which has been designed to meet the specific criteria for that category. Guidance notes have been added throughout the form to assist you complete your application, prompting for information and documents as you progress.

Please select the type of application you wish to apply for:

Section 3: Associate Fellowship applications
Section 4: Fellowship applications
Section 5: Senior Fellowship applications
Section 6: Principal Fellowship applications
Section 3: Associate Fellowship applications

3.1 The application form

- Click the “New Associate Fellowship Application” link.

- Please read and confirm that you accept our terms and conditions before you start your application.

- Click “Next” to start your application.

- Select how you will pay for the application from the list. If you select either “My organisation is paying” or “My organisation has paid in advance” please contact your organisation to confirm this before you start your application.

- If your organisation has said that they will reimburse your application fee once you have paid it, you should choose “I’ll pay myself”.
• **Certificate Name** – please enter your name (including titles if required) as you would like it to appear on your certificate.

• **Context Statement** – enter your context statement (max 300 words).

• Click “Next”.

**NOTE:** Your progress will only be saved when you click on the “Next” button.

• Select any two of the five Areas of Activity and add your written statements. References and citations are to be listed in a later area of the application.

• To expand the Areas of Activity fields, tick the box next to your desired Areas. If you change your mind, you can untick it and select another. Unticking an Area will hide the field and **will delete** the text. It is only the two “ticked” areas which will be put forward for review.

• There is an overall word limit of 1,400 words split across your two chosen Areas of Activity.
• Click “Next”.

• On this screen please list in full your application references and citations.

• Click “Next”.

References / Citations

test reference
1. test citation
• Please attach your first supporting statement as a pdf file.
  • Click “Choose file”.
  • Select the file you wish to attach.
  • Click “Upload”.
  • If you wish to remove/replace the file click the “delete” button to the right of the file and repeat the steps above.
  • You will note that the form has automatically renamed your file “Referee Statement 1” in order to make it easily identifiable.
  • Click “Next”.
  
  • Attach your second supporting statement on this screen. Repeat the steps above.
  • Click “Submit”.

• You will receive confirmation that your draft application has been completed.
  Note: the application has not yet been submitted at this point.
• Click the “Application Listing” link to return to your Application List page.
3.2 Submitting your application

- Ensure you have the 2011 route application tab highlighted.

- The application is now completed and saved as a “Draft” and displays the unique application reference number (PRXXXXXX) and the Fellowship category.

- If you wish to review/edit the application, click the “Edit” button.

- If you wish to delete the application from our database click “Delete”. Once confirmed this cannot be reversed or recovered.

- Click “Submit” when ready. Once submitted no further edits can be made.

- The application has now been submitted. Note the status has changed to reflect this.

- If you would like a copy of your submitted application, click “Request Application”. A copy of the application will be emailed to you at the email address you log-in to My Advance HE with.

Please see Section 7 for next steps including payment of your application.
Section 4: Fellowship applications

4.1 The application form

- Click the “New Fellowship Application” link.

- Please read and confirm you accept our terms and conditions before you start your application.

- Click “Next” to start your application.

- Select how you will pay for the application from the list. If you select either “My organisation is paying” or “My organisation has paid in advance” please contact your organisation to confirm this before you start your application.

- If your organisation has said that they will reimburse your application fee once you have paid it, you should choose “I’ll pay myself”.
- **Certificate Name** – please enter your name (including titles if required) as you would like it to appear on your certificate.

- **Context Statement** – enter your context statement here (max 300 words).

- Click “Next”.

NOTE: Your progress will only be saved when you click on the “Next” button.

You must now complete all five Areas of Activity. There is an overall word count of 3,000 words across all areas with no individual word limit per section.

- Complete each area and click “Next”.

• On this screen please list in full your application references and citations.

• Click “Next”.

• Please attach your first supporting statement as a pdf file.
  • Click “Choose file”.
  • Select the file you wish to attach.
  • Click “Upload”.
  • If you wish to remove/replace the file click the “delete” button to the right of the file and repeat the steps above.
  • You will note that the form has automatically renamed your file “Referee Statement 1” in order to make it easily identifiable.
  • Click “Next”.

• Attach your second supporting statement on this screen. Repeat the steps above.
• Click “Submit”.

![Application status]

You will receive confirmation that your draft application has been completed.

**Note: the application has not yet been submitted at this point.**

• Click the “Application Listing” link to return to your Application List page.

### 4.2 Submitting your application

• Ensure you have the 2011 route application tab highlighted.

• The application is now completed and saved as a “Draft” and displays the unique application reference number (PRXXXXXX) and the Fellowship category.

• If you wish to review/edit the application, click the “Edit” button.

• If you wish to delete the application from our database click “Delete”. Once confirmed this cannot be reversed or recovered.

• Click “Submit” when ready. Once submitted no further edits can be made.

![Submitted application status]

• The application has now been submitted. Note the status has changed to reflect this.

• If you would like a copy of your submitted application, click “Request Application”. A copy of the application will be emailed to you at the email address you log-in to My Advance HE with.

Please see [Section 7](#) for next steps including payment of your application.
Section 5: Senior Fellowship applications

5.1 The application form

- Click the “New Senior Fellowship Application” link.

By submitting my application, I confirm:

- my Account of Professional Practice is an accurate and true representation of my higher education Professional Practice and is my own work.
- that I understand that Advance HE is committed both to safeguarding the standards of its fellowships by detecting and acting upon potential cases of professional misconduct. I therefore accept that my application will be checked and if any professional misconduct is detected, following a formal investigation, my application would be withdrawn from consideration and any fees paid would be forfeit.
- that the statements of support/advocate statements submitted have been written by the individuals cited in the documents and are an accurate and true reflection of my professional practice.
- I understand that if Advance HE wish to use my application for training purposes, they will contact me at a later stage to make this request.

The personal data you provide in your application will be processed in accordance with data protection legislation and our Privacy Notice for Fellowship. Please tick to confirm that you have read and understood the Privacy Notice and that you consent to the use of your personal data as described.

Please indicate that you accept the terms and conditions *

- [ ] No
- [x] Yes

- Please read and confirm you accept our terms and conditions before you start your application.

- Click “Next” to start your application.

How do you wish to pay for your application?

- [ ] I’ll pay myself
- [ ] My organisation is paying
- [ ] My organisation has paid in advance

- Select how you will pay for the application from the list. If you select either “My organisation is paying” or “My organisation has paid in advance” please contact your organisation to confirm this before you start your application.

- If your organisation has said that they will reimburse your application fee once you have paid it, you should choose “I’ll pay myself”.

• **Certificate Name** – please enter your name (including titles if required) as you would like it to appear on your certificate.

• **Context Statement** – enter your context statement here (max 300 words).

• Click “Next” to continue.

**NOTE:** Your progress will only be saved when you click on the “Next” button.
You must now complete your Reflective Account of Practice and two Case Studies. There is an overall word count of 6,000 words across all three areas with no individual word limit per section.

- Complete each area and click “Next”.

- On this screen please list in full your application references and citations.
- Click “Next”.

- Please attach your first supporting statement as a pdf file.
  - Click “Choose file”.
  - Select the file you wish to attach.
  - Click “Upload”.
  - If you wish to remove/replace the file click the “delete” button to the right of the file and repeat the steps above.
  - You will note that the form has automatically renamed your file “Referee Statement 1” in order to make it easily identifiable.
  - Click “Next”.
• Attach your second referee statement on this screen. Repeat the steps above.

• Click “Submit”.

Your application has been saved, you can submit it when ready from the Application Listing.

• You will receive confirmation that your draft application has been completed.

Note: the application has not yet been submitted at this point.

• Click the “Application Listing” link to return to your Application List page.

5.2 Submitting your application

• Ensure you have the 2011 route application tab highlighted.

• The application is now completed and saved as a “Draft” and displays the unique application reference number (PRXXXXXX) and the Fellowship category.

• If you wish to review/edit the application, click the “Edit” button.

• If you wish to delete the application from our database click “Delete”. Once confirmed this cannot be reversed or recovered.

• Click “Submit” when ready. Once submitted no further edits can be made.
- The application has now been submitted. Note the status has changed to reflect this.

- If you would like a copy of your submitted application, click "Request Application". A copy of the application will be emailed to you at the email address you log-in to My Advance HE with.

Please see Section 7 for next steps including payment of your application.
Section 6: Principal Fellowship applications

6.1 The application form

- Click the "New Principal Fellowship Application" link.

- Please read and confirm you accept our terms and conditions before you start your application.

- Click "Next" to start your application.

- Select how you will pay for the application from the list. If you select either "My organisation is paying" or "My organisation has paid in advance" please contact your organisation to confirm this before you start your application.

- If your organisation has said that they will reimburse your application fee once you have paid it, you should choose "I'll pay myself".

- Certificate Name – please enter your name (including titles if required) as you would like it to appear on your certificate.

- Click “Next”.

NOTE: Your progress will only be saved when you click on the “Next” button.

- Please add in your Records of Educational Impact (REI). For ease of reviewing, please try to add them in chronological order based on the start date.

- Click “Create”.

- **Description** – a brief description of your REI example (maximum of 25 words).

- **Date To** – date this example concluded. Leave blank if open-ended or on-going.

- **Date From** – date this example started. If you can’t remember the exact date or month as long as the year is correct a nominal date and month will be fine.

- **Descriptors** – With reference to the Professional Standards Framework Descriptors, select which Descriptor(s) this REI example relates to.
• Click “Submit”.

![Records of Educational Impact](image)

• The table on the screen will populate your examples as you add them in. You can edit/delete an example at any point by click the down arrow to the right of the screen.

• Repeat this process for all your REI examples.

• Click “Next”.

![Strategic leadership to enhance student learning](image)

The next four sections of **Strategic Leadership, Policies and strategies**, **Integrated academic practice** and **Continuing Professional Development** each have a word limit of 2,000 per section but have a shared overall word limit of 7,000 which covers all four areas.

Each section also has a references area which does not count towards your final word count. All references and citations should be added into the relevant reference field and written in full.

• Navigate through each section until you reach Step 8: Referee statement 1.
• Please attach your first Advocate Statement as a pdf file.
  
  • Click “Choose file”.
  
  • Select the file you wish to attach.
  
  • Click “Upload”.
  
  • If you wish to remove/replace the file click the “delete” button to the right of the file and repeat the steps above.
  
  • You will note that the form has automatically renamed your file “Referee Statement 1” in order to make it easily identifiable.
  
  • Click “Next” when ready to continue.

• Attach your second Advocate Statement on this screen. Repeat the steps above.

• Click “Next” to continue.

• Attach your third and final Advocate Statement on this screen. Repeat the steps above.

• Click “Submit”.

Your application has been saved, you can submit it when ready from the Application Listing.
• You will receive confirmation that your draft application has been completed.

*Note: the application has not yet been submitted at this point.*

• Click the “Application Listing” link to return to your Application List page.

6.2 Submitting your application

• Ensure you have the 2011 route application tab highlighted.

• The application is now completed and saved as a “Draft” and displays the unique application reference number (PRXXXXXX) and the Fellowship category.

• If you wish to review/edit the application, click the “Edit” button.

• If you wish to delete the application from our database click “Delete”. Once confirmed this cannot be reversed or recovered.

• Click “Submit” when ready. Once submitted no further edits can be made.

• The application has now been submitted. Note the status has changed to reflect this.

• If you would like a copy of your submitted application, click “Request Application”. A copy of the application will be emailed to you at the email address you log-in to My Advance HE with.

Please see Section 7 for next steps including payment of your application.
Section 7: Settling application fees

7.1 Payment Option 1: I’ll pay myself

If, when completing your application, you have selected to pay yourself, you will be prompted to make a credit/debit card payment before the application is put forward for review.

Please note that settlement of the application payment invoice can only be completed by credit or debit card, no other forms of payment are available.

- If you are associated with a current Advance HE member organisation you may be eligible for a discount on your application fee. If you feel the application fee is incorrect please check to make sure your Employer relationship details are up to date in your Profile area before you make payment.

- Input the details of the card you wish to pay with.

- Click “Pay Securely”.

![Submitted (Awaiting Payment) - Fellowship](image)

![Request Application](image)

![Pay Invoice](image)
You will be notified on-screen once the payment transaction has completed.

- Click “Back to invoices”.

- Check that the invoice status is “Paid”. If you require a copy of the invoice to be emailed to you, click “Send Invoice”.

You can return to review your invoices at any time by selecting “My Profile” and then “Invoices”.

Once you have settled the invoice for your application please return to the Fellowship area.

- The status of your application has now changed to “Applicant”.

At this point your application will be allocated to a review panel, an email will be sent to you to confirm the exact date once this has been done.

Please see Section 8 for post-review steps.
7.2 Payment Option 2: My institution is paying

If you selected that your “My organisation is paying”, you should follow the guidance below:

7.2.1 Payment by credit/debit card.

If your organisation is able to pay by this method it is the quickest and easiest option. You will need to send the link to your institution to pay the fee on your behalf. The status of the application will change to “Submitted (Awaiting Payment)”.

• Click on the “Copy Payment Link” button.

• A notification will appear at the bottom right of the screen to confirm the payment link has been copied to your clipboard.

• Paste your link (right-click and Paste) into an email and send to the individual at your organisation who will make the payment on your behalf.

• Once they click the link they will be taken through two short steps in our secure payment portal to confirm their email (in order to send a copy of the invoice) and the payment details.

• As soon as payment is received, the status of your application will change to “Applicant” and we will put it forward for review. It is important to note that until that happens, the application will not be reviewed. Processing time from payment to result is approximately 12 weeks.

7.2.2 Payment by Purchase Order/Invoice.

If your organisation cannot pay by credit/debit card they will need to provide you with a Purchase Order (PO) in an electronic format to upload to your My Advance HE account.

• To upload the PO, navigate to My Profile > Invoices > Unpaid Invoices and click the “Upload Purchase Order” button
Once you have uploaded your PO our finance team will do some checks and issue an invoice to your organisation for them to pay via bank transfer. Once the invoice has been sent your application status will change to “Applicant” and we will progress it to be allocated to a review panel. Our processing time from that point to your result is approximately 12 weeks.

Please see Section 8 for post-review steps.

7.3 Payment Option 3: My organisation has paid in advance

If you selected “My organisation has paid in advance” you will not be prompted to pay an invoice. The status of the application will change to “Submitted- Awaiting Payment”.

Once we have verified that your application is eligible for an institutional pre-paid scheme, the status will change to “Applicant” and your application will be allocated to a review panel.

It is important to note that until the checks are completed, the status of your application will not change. If we find that you are not part of the pre-payment contract we have with your organisation we will inform you of this by email and you will need to make payment yourself or arrange for your organisation to pay.

Please see Section 8 for post-review steps.
Section 8 Confirmation of decision outcome

Following the review of your application and a decision made, you will be notified by email which will include instructions on next steps.

8.1 Successful applications

- You will receive an email confirming your successful application and will be provided with instructions on how to view and download your certificate.
  - Log into your MyAdvanceHE account.
  - Navigate My Profile and select “My Certificates”

- Click on “Request Certificate”. A copy of your certificate will be emailed to your MyAdvanceHE email account.

8.2 Referred applications

If you have been unsuccessful in your first attempt, you will be given an opportunity to resubmit your application. Our expert advisors will provide you with bespoke feedback on areas they feel need enhancement which will be included in your outcome confirmation email.

Please note that resubmission must be submitted within four weeks from the date the outcome email was sent. After this period the ability to “Reapply” will be removed and your application process will be considered at an end. If you have extenuating circumstances and may need an extension to the four week period, please email fellowship@advance-he.ac.uk and we will consider the request.

Please note that you will not be charged for your resubmission.

- Log-in to your MyAdvanceHE account and navigate to the “Fellowship Applications” area.
• Ensure you have the 2011 route application tab highlighted.

• Click “Reapply” to generate your resubmission application.

• As this is considered a continuation of your original application the application reference is the same as your original application.

• Click “Edit” to begin.

• The information you provided as part of your original application has automatically been copied into your resubmission application form, with the exception of your Supporting/Advocate statements which must be uploaded again. If you have been asked to provide new Supporting/Advocate statements in your feedback, you should upload these.

• Follow the guidance provided in your feedback and please edit your application where necessary.
Any amendments you make must be clearly marked on the form (ideally highlighted in a different colour) which will help our Accreditors see what has been added or amended.

Resubmission applications do have word limit applied to them, but it is slightly increased from that found in the original application to allow for amendments or additional information requested by the reviewers:

- Associate Fellowship – the word count for the two areas of activity is increased from 1,400 to 1,600.
- Fellowship – the word count for the five areas of activity is increased from 3,000 to 3,300.
- Senior Fellowship – the word count for the reflective account of practice and two case studies is increased from 6,000 to 6,500.
- Principal Fellowship – the word count for the reflective account of practice is increased from 7,000 to 7,500.

Click “Submit” when ready.

You will need to submit your resubmission in the same way as your first application, from the Application Listing page.

The status of the application will change to “Submitted (Resubmission)” and it will then be allocated to the same review panel that assessed your first application. You will not be required to enter any payment details.

You will receive an email confirming receipt of your resubmission and advising you of the timescale for the outcome.

Once your resubmission outcome has been reached you will be notified by email.
If you have been successful, you will be able to generate your certificate as described in Section 8.1.

If your resubmission is unsuccessful, you will receive further feedback from the review panel but the application process will conclude and you will not be given the option to generate a certificate or submit a further resubmission. Note that the status has changed to “Decision: Fellowship – Withdrawn (Resubmission unsuccessful)”

If you choose not to resubmit, or the four week period for resubmission has ended and you have not contacted us, your application will be withdrawn from the review process. The status of the application will change to “Decision: Fellowship – Withdrawn (Resubmission not received)” as shown below: