AdvanceHE

MyAdvanceHE Guidance:

Fellowship application submissions

Contents

1. 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 guide for more details on setting up your account profile. You can access MyAdvanceHE here: https://my.advance-he.ac.uk/

2. Section 2: Creating your application
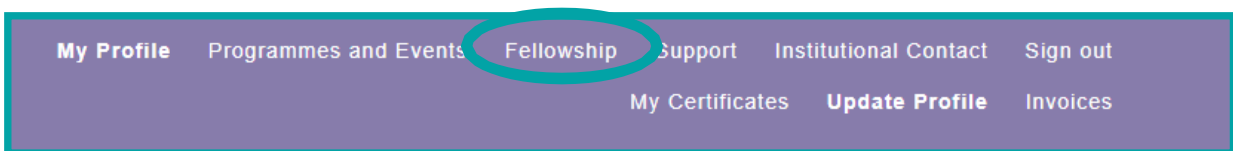
Once you have logged into your account, select **"Fellowship"** from the menu at the top of the screen.
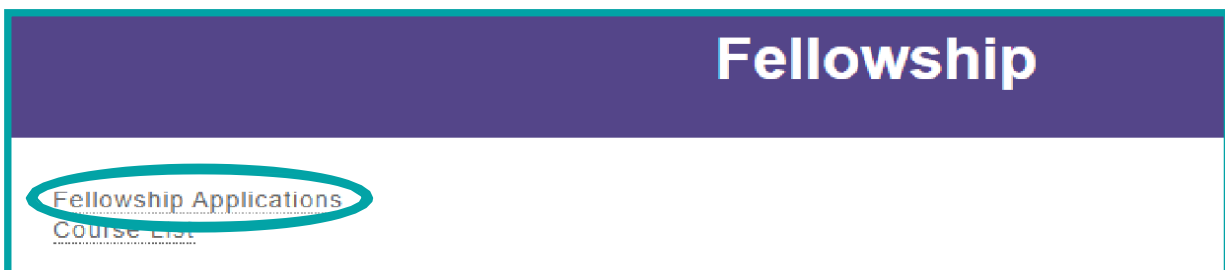
- Select **"Fellowship Applications"**.

Choose your application route

Which Professional Standards Framework (PSF) are you using to prepare your application?

The Professional Standards Framework (PSF) has become a globally-recognised framework for benchmarking success within HE teaching and learning. In 2022 Advance HE worked with the sector to review the PSF, and the new PSF 2023 was launched in January 2023.

Both frameworks are equally valid. However, it is important that you check carefully which PSF you wish to apply under, as making your application using the wrong framework and templates will result in your application being returned to you.

UKPSF 2011

Applications under this framework will be accepted until 31 December 2023. Choose this option if you have prepared an application with reference to the **UKPSF 2011**.

Apply under PSF 2011

PSF 2023

This framework was launched in January 2023. Choose this option **only** if you have prepared your application with reference to the PSF 2023.

Apply under PSF 2023

- Select "**Apply under PSF 2023**"

PSF 2023 applications: before you start

To apply under PSF 2023, please refer to the **PSF 2023 resources page** and the **PSF 2023 submission Guidance**.

Use **only** the resources specific to this framework, and available via these links, to submit your application. **Applications made using the wrong form or supporting statement template will be returned to applicants.**

To help you decide which category of Fellowship you should apply for, use the **PSF 2023 Fellowship Category Tool**.

Once you have identified the right category for you, use the links below to begin your application.

PSF 2023 application links

PSF 2023 Associate Fellowship Application
PSF 2023 Fellowship Application
PSF 2023 Senior Fellowship Application
PSF 2023 Principal Fellowship Application

- Select the category of fellowship you wish to apply for

As soon as you accept the terms and conditions and click **next,** an application is created and will be displayed in your Fellowship Applications page.

Application Type	PSF Version	Status		Actions
Fellowship (PR268089) Created: 13/07/2023	2023	Draft	Request Application Edit Submit	Delete

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](#)

3. Section 3: Associate Fellowship applications

3.1 The application form

- Click the **"PSF 2023 Associate 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
- where I refer to published work I have included the full reference to provide full credit to the author(s)
- 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 describe

Please indicate that you accept the terms and conditions *
○ No ● Yes

- Please read and confirm that 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 | ⌄ |

| 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".

Your name as you would like it to appear on your certificate *

| |

Context Statement *

| ✂ ⎘ 📋 📋 📋 🗐 | ↩ ↪ 🔍 ⏹ 🖩 I_x | **B** *I* <u>U</u> | ≝ ≔ | ▦ | **A**▾ **A**▾ |

0 / 300 Words

- **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 (maximum of 300 words).

- Click **"Next".**

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

☐ A1 Design and plan learning activities and/or programmes

☐ A2 Teaching and/or support learning through appropriate approaches and environments

☐ A3 Assess and give feedback for learning

☐ A4 Support and guide learners

☐ A5 Enhance practice through own continuing professional development

- Select any **two** of the five Areas of Activity and add your reflective narrative. 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 across your two chosen Areas of Activity.

☑ **A1 Design and plan learning activities and/or programmes**

☐ **A2 Teaching and/or support learning through appropriate approaches and environments**

☐ **A3 Assess and give feedback for learning**

☑ **A4 Support and guide learners**

☐ **A5 Enhance practice through own continuing professional development**

A1 Design and plan learning activities and/or programmes - Evidence *

✂ ▢ 📋 📋 📋 🖨 | ↶ → Q ᵇₐ ☰ *I*ₓ | **B** *I* U | ≟ ≔ | ▦ | **A** ▾ **A** ▾

0 / 1400 Total Words

A4 Support and guide learners - Evidence *

✂ ▢ 📋 📋 📋 🖨 | ↶ → Q ᵇₐ ☰ *I*ₓ | **B** *I* U | ≟ ≔ | ▦ | **A** ▾ **A** ▾

- Click **"Next"**.

References / Citations

✂ ▢ 📋 📋 📋 🖨 | ↶ → Q ᵇₐ ☰ *I*ₓ | **B** *I* U | ≟ ≔ | ▦ | **A** ▾ **A** ▾

These are examples of references/citations:

Kingsbury, M. (2014) 'Encouraging independent learning' in Fry, H.; Ketteridge, S. and Marshall, S. (eds.) *A Handbook for Teaching and Learning in Higher Education: Enhancing Academic Practice*, Abingdon: Routledge

Maxwell, G. A. and Broadbridge, A. Generation Y graduates and career transition: Perspectives by gender. *European Management Journal* (2014) http://dx.doi.org/10.1016/j.emj.2013.12.002

Maxwell, G., Broadbridge, A. and Ogden, S. (2010) 'Generation Y's Career Expectations and Aspirations: Engagement in the Hospitality Industry', *Journal of Hospitality and Tourism Management*, 17; 55-63.

112 / 200 Words

On this screen please list in full your application references and citations. The word limit for this section is 200.

- Click **"Next"**.

Attach your Supporting Statement, which must be in **pdf** format.

Please ensure that you have <u>read the guidance referees receive</u> and that your Supporting Statement is on the <u>Advance HE Template</u> with all sections fully completed. If this is not the case, your application will not progress to the review stage.

It is your responsibility to ensure that this Supporting Statement is written about you and your practice.

Choose file

| Choose File | No file chosen |

Upload Supporting Statement (Allowed file types: PDF)

Upload

- Please attach your Supporting Statement as a PDF file. This must be on the Advance HE Supporting Statement template for Associate Fellowship.

  - Click **"Choose file"**.

  - Select the file you wish to attach.

  - Click **"Upload"**.

File	Actions
Supporting Statement.pdf	**Delete**

- If you wish to remove/replace the file click the **"delete"** button to the right of the file and repeat the steps above to upload another document

- You will note that the form has automatically renamed your file to **"Supporting Statement"**.

- Click **"Save"**.

> Your application has been saved, to review the final version before submitting please go to the **Application Listing**

- You will receive confirmation that your draft application has been saved.

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

- Click the **"Application Listing"** link to return to your Application List page. Scroll down the page to see the details.

3.2 Submitting your application

Application Type	Status	Actions
Associate Fellowship (PR260704) Created: 31/03/2023	**Draft**	**Request Application** **Edit** **Submit** **Delete**

- The application is now completed and saved as a draft and displays the unique reference number (PRXXXXX) 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.

- Your Application has now been submitted. Note the status has changed to reflect this.

Application Type	Status	Actions
Associate Fellowship (PR260704) Created: 31/03/2023	**Submitted (Awaiting Payment) - Fellowship**	**Request Application** **Pay Invoice**

- 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 login to My Advance HE with.

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

4. Section 4: Fellowship applications

4.1 The application form

- Click the **"PSF 2023 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.
> - where I refer to published work I have included the full reference to provide full credit to the author(s).
> - 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 Supporting Statements/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 below 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   ○ 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 ⌄ |
> |---|
> | 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".

Your name as you would like it to appear on your certificate *

Context Statement *

0 / 300 Words

- **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 (maximum of 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.

A1 Design and plan learning activities and/or programmes - Evidence *

0 / 3000 Total Words

A2 Teach and/or support learning through appropriate approaches and environments - Evidence *

- Complete each area and click **"Next"**.

References / Citations

0 / 500 Words

On this screen please list in full your application references and citations. There is a maximum word count of 500 for this section.

- Click **"Next"**.

Attach your first Supporting Statement, which must be in **pdf** format.

Please ensure that you have **read the guidance referees receive** and that your Supporting Statements are on the **Advance HE template** with all sections fully completed.

It is your responsibility to ensure that this Supporting Statement is written about you and your practice and the statement provided by this referee is distinctly different from your second Supporting Statement.

Please be aware, if your two Supporting Statements are identified by Advance HE as having closely matched text, both statements will not be accepted which may result in your application being unsuccessful.

Choose file

Choose File No file chosen

Upload Supporting Statement 1 (Allowed file types: PDF)

Upload

- Please attach your first Supporting Statement as a PDF file. This must be on the Advance HE Supporting Statement template for Fellowship.

  o Click **"Choose file"**.

  o Select the file you wish to attach.

  o Click **"Upload"**.

File	Actions
Supporting Statement 1.pdf	**Delete**

- 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 **"Supporting Statement 1"** in order to make it easily identifiable.

- Click **"Next"**.

- Attach your second Supporting Statement on this screen by repeating the steps above.

- Click **"Submit"**.

Your application has been saved, to review the final version before submitting please go to 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 **"Application Listing"** link to return to your Application List page.

4.2 Submitting your application

Application Type	Status	Actions
Fellowship (PR260753) Created: 31/03/2023	Draft	**Request Application** **Edit** **Submit** **Delete**

- The application is now completed and saved as a draft and displays the unique reference number (PRXXXXX) 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.

Application Type	Status	Actions
Fellowship (PR260753) Created: 31/03/2023	Submitted (Awaiting Payment) - Fellowship	Request Application Pay Invoice

- Your 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.

5. Section 5: Senior Fellowship applications

5.1 The application form

- Click the **"PSF 2023 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
- where I refer to published work I have included the full reference to provide full credit to the author(s)
- 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 describe

Please indicate that you accept the terms and conditions *
○ No ● 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 | ⌄ |

| **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".

Your name as you would like it to appear on your certificate *

Context Statement *

[text editor toolbar]

0 / 300 Words

- **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 (maximum of 300 words).

- Click **"Next"** to continue.

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

Reflective Narrative *

[text editor toolbar]

0 / 6000 Total Words
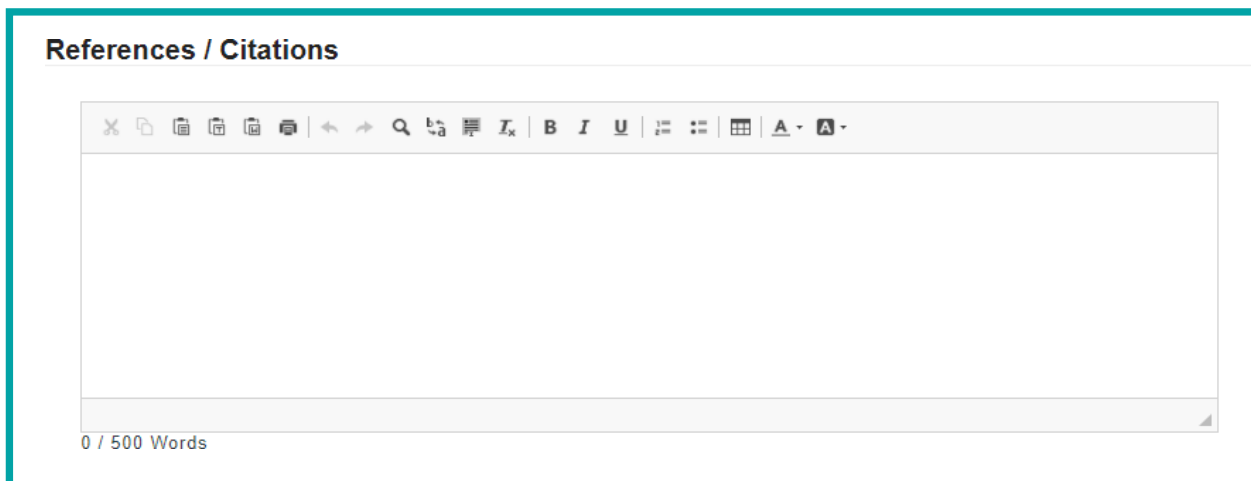
Case Study 1 Title *

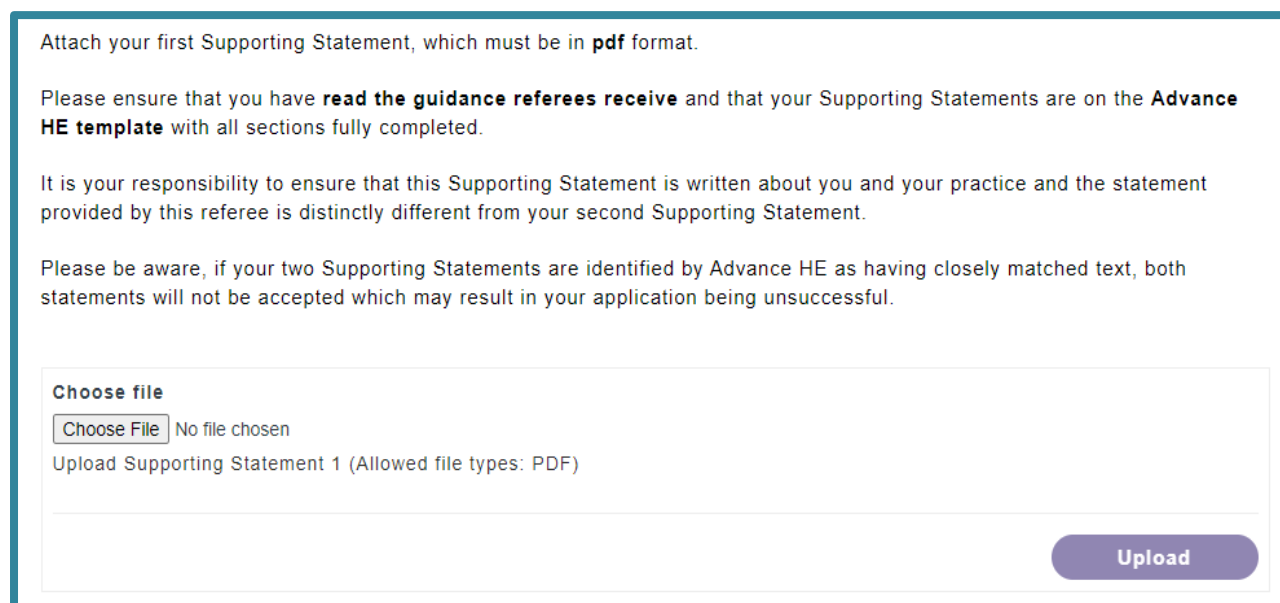**Case Study 1** *

[text editor toolbar]

You must now complete your Reflective Narrative 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"**.

**References / Citations**

0 / 500 Words

On this screen please list in full your application references and citations. There is a maximum word count of 500 for this section.

- Click **"Next"**.

Attach your first Supporting Statement, which must be in **pdf** format.

Please ensure that you have **read the guidance referees receive** and that your Supporting Statements are on the **Advance HE template** with all sections fully completed.

It is your responsibility to ensure that this Supporting Statement is written about you and your practice and the statement provided by this referee is distinctly different from your second Supporting Statement.

Please be aware, if your two Supporting Statements are identified by Advance HE as having closely matched text, both statements will not be accepted which may result in your application being unsuccessful.

Choose file

Choose File No file chosen
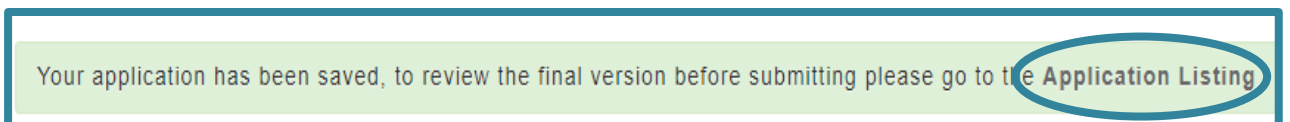Upload Supporting Statement 1 (Allowed file types: PDF)

Upload

- Please attach your first Supporting Statement as a PDF file. This must be on the Advance HE Supporting Statement template for Senior Fellowship.

  - Click **"Choose file"**.
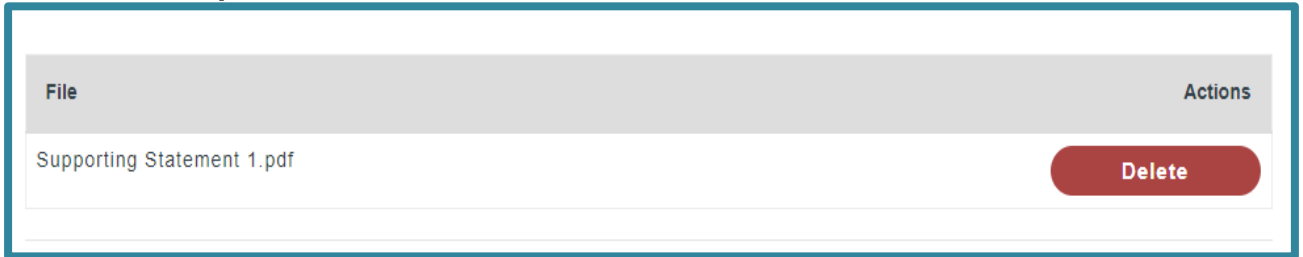
  - Select the file you wish to attach.

o Click **"Upload"**.

File	Actions
Supporting Statement 1.pdf	**Delete**

- 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 "Supporting Statement 1"** in order to make it easily identifiable.

- Click **"Next"**.

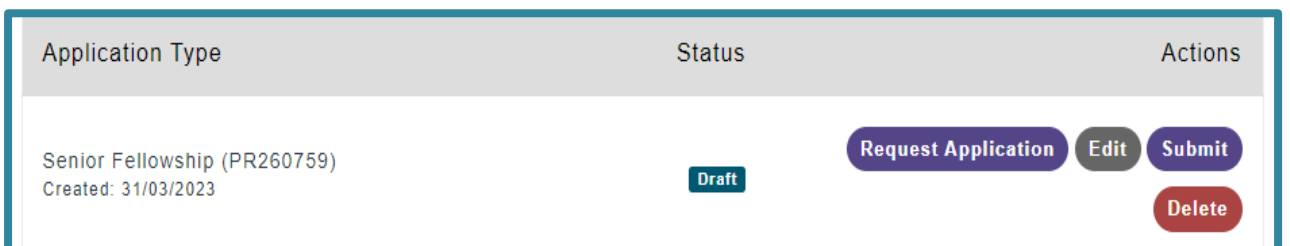- Attach your second Supporting Statement on this screen by repeating the steps above.

- Click **"Submit"**.

Your application has been saved, to review the final version before submitting please go to 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

Application Type	Status	Actions
Senior Fellowship (PR260759) Created: 31/03/2023	Draft	Request Application Edit Submit Delete

- The application is now completed and saved as a draft and displays the unique reference number (PRXXXXX) 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.

- Your 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 login to My Advance HE with.

Please see for next steps including payment of your application.

6. Section 6: Principal Fellowship applications

6.1 The application form

- Click the **"PSF 2023 Principal 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
- where I refer to published work I have included the full reference to provide full credit to the author(s)
- 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 describe

Please indicate that you accept the terms and conditions *
○ No ● 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 ⌄

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".

Your name as you would like it to appear on your certificate *

Statement of Context and Strategic Leadership *

[text editor toolbar]

0 / 500 Words

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

- Complete your **Statement of Context and Strategic Leadership** (maximum of 500 words)
- Click **"Next"**.

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

Record of Strategic Educational Impact

⊕ Create

RSEI Number ↑	Example of strategic engagement	Date From	Date To	Case Study 1	Case Study 2	Case Study 3	Case Study 4
There are no records to display.							

- Please add in your Records of Strategic Educational Impact (RSEI). **You must only enter a maximum of 10 and each entry is limited to 25 words.**

For ease of reviewing, please try to add them in chronological order based on the start date.

- Click **"Create"**.

- **RSEI Number** – please enter the number of the entry from 1 to a maximum of 10. Please note that if an applicant adds more than 10 entries is will be returned for revision.

- **Example of Strategic Engagement** – a brief description of your RSEI example (a maximum of 25 words per entry).

- **Date From** – date this example started. If you cannot remember, the exact date or month as long as the year is correct a nominal date and month will befine.

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

- **Case Study** – select which Case Studies this RSEI example relates to. If you have chosen to write just 3 Case Studies please choose "Not applicable" from

the dropdown list under Case Study 4.

- Click **"Submit"**.

Record of Strategic Educational Impact

⊕ **Create**

RSEI Number ↑	Example of strategic engagement	Date From	Date To	Case Study 1	Case Study 2	Case Study 3	Case Study 4
1	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem.	16/10/2022		Yes	No	Yes	Not applicable

☑ Edit
🗑 Delete

Previous   Next

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

- Repeat this process for all your RSEI examples.

- Click **"Next"**.

The next four sections are for your Case Studies. They have a shared overall word limit of 7,000. You can choose to write either 3 or 4 Case Studies. If you choose not to write a fourth, you should enter "Not Applicable" or "N/A" in the "Case Study 4 Title" section of the application form.

- **Case Study Title** – enter the title you have given your Case Study.

- **RSEI entries** it relates to – list the numbers of the RSEI entries referred to in this Case Study.

- **Dimensions** – list the Dimensions covered in this Case Study.

Once you have completed the Case Studies click **"Next".**

On this screen please list in full your application references and citations. There is a maximum word count of 500 for this section.

Click **"Next"**

- Please attach your first Advocate Statement as a PDF file. This must be on the Advance HE Advocate Statement template for Principal Fellowship.

  - o Click **"Choose file"**.

  - o Select the file you wish to attach.

  - o Click **"Upload"**.

- You will note that the form has automatically renamed your file **"Advocate Statement 1"** in order to make it easily identifiable.

- If you wish to remove/replace the file, click the **"Delete"** button to the right of the file and repeat the steps above.

- Click **"Next"** when ready to continue.

- Attach your second Advocate Statement on this screen by repeating the steps above.

- Click **"Next"** to continue.

Choose file

Choose File   No file chosen

Upload Advocate Statement 3 (Allowed file types: PDF)

Upload

- Attach your third and final Advocate Statement on this screen by repeating the steps above.

- Click **"Submit"**.

Your application has been saved, to review the final version before submitting please go to 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 **"Application Listing"** link to return to your Application List page.

6.2 Submitting your application

Application Type	Status	Actions
Principal Fellowship (PR260777) Created: 31/03/2023	Draft	Request Application Edit Submit Delete

- The application is now completed and saved as a draft and displays the unique reference number (PRXXXXX) 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.

Application Type	Status	Actions
Principal Fellowship (PR260777) Created: 31/03/2023	Submitted (Awaiting Payment) - Fellowship	Request Application Pay Invoice

- Your 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.

7. Section 7: Payment of 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 the "My Profile" area before you make payment. A list of current members is available on our [website](#).

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

- Click **"Pay Securely"**.

Payment Request Received

Payment request received

Thank you for submitting your payment, you will receive a confirmation email shortly. If there is any issue with your payment we will inform you by email.

Back To Invoices

You will be notified on-screen once the payment transaction has completed.

- Click **"Back to invoices"**.

Paid Invoices	**Unpaid Invoices**			
Invoice	**Status**	**Total Amount**	**Amount Due**	**Actions**
Fellowship - Associate Fellowship - Test Account 0906 - 09/06/2020 11:43 Invoice No: INV-01540-M3Q6N6 Tax Date: June 09, 2020	Complete	£100.00	£0.00	Paid / Send Invoice

- 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.

Application Type	Status	Actions
Fellowship (PR260753) Created: 31/03/2023	Fellowship - Applicant	Request Application

- The status of your application has now changed to **"Fellowship - Applicant"**.

Your application will now progress to be allocated to a review panel. Processing time from payment to result is approximately 12 weeks.

Please see Section 8 for post-review steps.

7.2 Payment Option 2: My institution is paying

If you selected **"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.
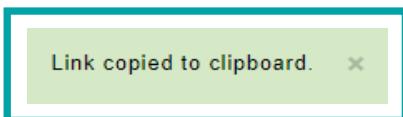
- A notification will appear at the bottom right of the screen to confirm the payment link has been copied to your clipboard.

- 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 progress it to be allocated to a review panel. 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.
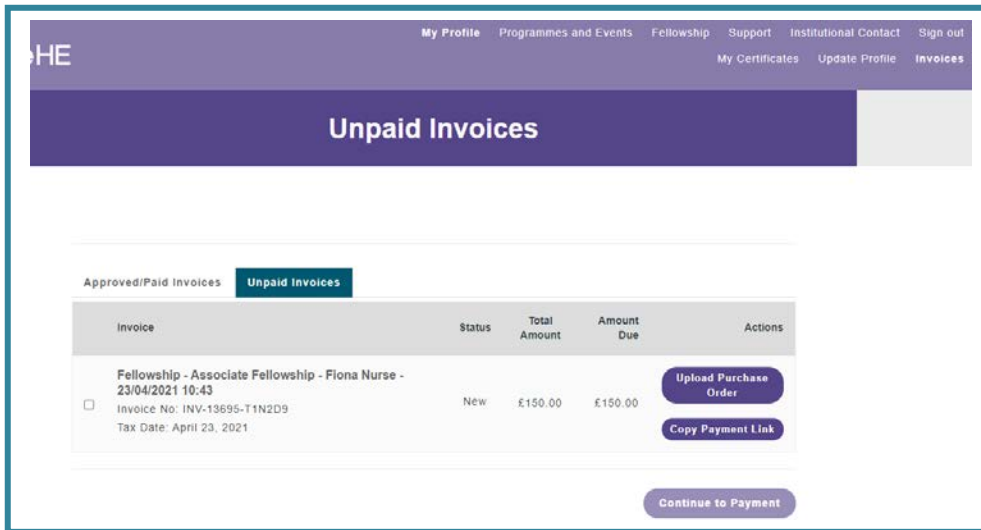
- Once you have uploaded your PO our finance team will do some checks and issue an invoice to your organisation for them to pay via bank transfer. Once the invoice has been sent your application status will change to **"Applicant"** and we will progress it to be allocated to a review panel. Our processing 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 institution 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 our 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.

8. Section 8: Confirmation of decision outcome

Following the review of your application, you will be notified of the panel's decision 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.

    o Log into your MyAdvanceHE account.

    o Navigate to My Profile and select **"My Certificates"**

Name	Date Awarded	Actions
Certification - Chris Purdham 0107 - Associate Fellowship Certification Type: Associate Fellowship	20/08/2020	**Request Certificate**

- Click on **"Request Certificate".** A copy of your certificate will be emailed to you.

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.

Resubmissions 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.

- Click **"Reapply"** to generate your resubmission application.

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

- Click **"Edit"** to begin.

- The information you provided in 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.

test data

this is additional resubmission information.
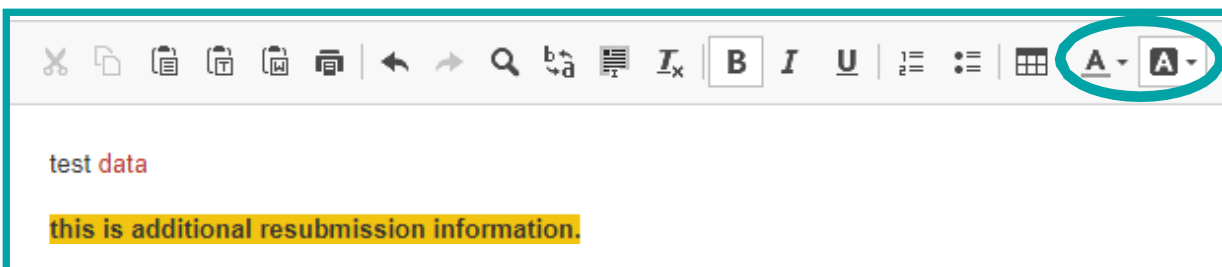
Any amendments you make must be clearly marked on the form (ideally highlighted in a different colour or typed in a different coloured font) which will help the review panel see what has been added or amended.

- 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 reflective narrative is increased from **1,400 to 1,600**.
    - Fellowship – the word count for the reflective narrative is increased from **3,000 to 3,300**.
    - Senior Fellowship – the word count for the reflective narrative and two case studies is increased from **6,000 to 6,500**.
    - Principal Fellowship – the word count for the Case Studies is increased from **7,000 to 7,500**.

- Click **"Submit"** when ready.

Your application has been saved, to review the final version before submitting please go to the **Application Listing**
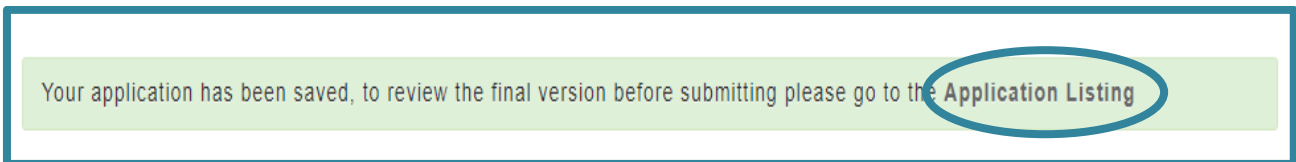
- You will need to submit your resubmission in the same way as your first application, from the Application Listing page.

Application Type	Status	Actions
Fellowship (PR260753) Created: 31/03/2023	Decision Made Decision: Fellowship - Referred	Request Application
Fellowship (PR260753) Created: 03/04/2023	Draft	Request Application Edit Submit Delete

- Click the **"Submit"** button

Fellowship (PR260753)
Created: 03/04/2023   Submitted (Resubmission) - Fellowship   Request Application

- 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.

Associate Fellowship (PR10880)
Created: 24/06/2020   Decision Made   Request Application   Request Certificate

Associate Fellowship (PR10880)
Created: 24/06/2020   Decision Made   Request Application

- If you have been **successful,** you will be able to generate your certificate as described in **Section 8.1**.

Application Type	Status	Actions
Fellowship (PR260753) Created: 03/04/2023	Decision Made Decision: Fellowship - Withdrawn (Resubmission unsuccessful)	Request Application
Fellowship (PR260753) Created: 31/03/2023	Decision Made Decision: Fellowship - Referred	Request Application

- 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:

Application Type	Status	Actions
Fellowship (PR260753) Created: 03/04/2023	**Decision Made** Decision: Fellowship - Withdrawn (Resubmission not received)	**Request Application**
Fellowship (PR260753) Created: 31/03/2023	**Decision Made** Decision: Fellowship - Referred	**Request Application**

AdvanceHE

Contact us

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Website: www.advance-he.ac.uk

in f @AdvanceHE

Advance HE helps HE and research be the best they can be.

We are a member-led, sector-owned charity that works with institutions and higher education across the world to improve higher education for staff, students and society. We are experts in higher education with a particular focus on enhancing teaching and learning, effective governance, leadership development and tackling inequalities through our equality, diversity and inclusion (EDI) work.

Our strategic goals to enhance confidence and trust in HE, address inequalities, promote inclusion and advance education to meet the evolving needs of students and society, support the work of our members and the HE sector.

We deliver our support through professional development programmes and events, Fellowships, awards, student surveys and research, providing strategic change and consultancy services and through membership (including accreditation of teaching and learning, equality charters, knowledge and resources).