



Welcome to Advance HE

Bulk Fellowship welcome pack

10. Appendix one– Information sheet for applicants

This document has been designed to assist applicants in submitting their Fellowship applications that have been paid for by their institution.

1.5 How to get started with your application

Please use the links below for guidance to assist with outlining how to apply for the right category of Fellowship.

1.5.1 The Professional Standards Framework (PSF 2023)

The [Professional Standards Framework](#) provides a structure and a benchmark against which individuals can plan, record and reflect on their continuing professional development activity. All applicants are asked to read the PSF 2023 and refer to it throughout their application.

1.5.2 Fellowship Category Tool (FCT)

The Fellowship Category Tool has been designed to help you better understand which category of Fellowship most closely reflects your current practice and to reflect on your ongoing professional development and career aspirations. Please go to the Fellowship Category Tool to review the best category of Fellowship for you.

1.5.3 Applicant guidance

Advance HE provides full guidance on the requirements for each category of Fellowship including templates for Supporting/ Advocate templates:

[Associate Fellow](#)

[Fellow](#)

[Senior Fellow](#)

[Principal Fellow](#)

1.5.4 How to submit your Fellowship application

1. Please start your application via the [My Advance HE portal](#).*
2. From the payment options, select '**My organisation has paid in advance**'

How do you wish to pay for your application? *

My organisation has paid in advance

Voucher Code *

SF919319

Validate Voucher

VALID

3. Enter the voucher code you have been given.
4. Submit your application when you are ready.

5. Review panels are held on a regular basis and run for a two-week period. Dependent on the time of year and the number of applications being processed, we aim to inform you of the outcome within 12 weeks.
6. If the result is an 'Accept' we will send out a notification email to you. Please follow carefully the instructions regarding how to retrieve your certificate. Your institution will be able to see the outcome via their portal access.
7. If the result is a 'Refer' you will receive an email with comprehensive feedback from the review panel. At this point you will be given four weeks to revise and resubmit your application. We will also copy the feedback to the institutional contact.
8. Once the resubmission has been received it will be forwarded to the panel again and you will hear the outcome within six weeks.
9. If you are unsuccessful with your resubmission, you will be withdrawn from the process and a new application would be required. This new application would require a new voucher from your institution.

***IMPORTANT:** you must keep your portal account updated with your latest email address. Your certificate will be available through your original account. If you lose access to this account and set up a new account, your certificate will not be available.

The figure below outlines the review process. '1' indicates first resubmission process; '2' indicates 'unsuccessful' outcome for resubmission and end of review process:

