

GHANA INSTITUTION OF SURVEYORS

P O Box GP 916, Accra

<u>APPLICATION FORM FOR ELEVATION TO CLASS OF FELLOW</u> SESSION

Note: The closing date for submission of Applications is 15th October in each Year

1 PERSONAL DETAIL

1.1 Personal details	
Full name:	
Diploma No	
Date of Admission	
Date of birth:	
Telephone (office):	
Telephone (home):	
Mobile:	
Email:	
Address:	

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2 QUALIFICATIONS

2.1 Academic Qualification: (Max 4 Points) (please list all academic qualification/s). For each qualification, please indicate if you studied for the full duration of the course or whether you gained advanced entry to the course. If you gained advanced entry, which year of the course did you enter at (e.g. year 3 of a possible 5)?

University/institution (please include country)	Degree/Diploma Name	Type of study (full time, part time, placement year, flexible study)	Full course or advanced entry	Date started (and year of course if not year 1)	Date completed

Name of organisation	Grade/Level	How membership was achieved (e.g. examination)	Year gained

2.3 Profess Please list a	sional Employment/F all positions/post to date,	Positions Held: (Max 4 Postarting with the most recent	oints) organisation/Company)
Period	Position/Post	Organisation or Company	Type and scope of responsibilities (in detail)
			(,

2.4 Profe (Please lis	essional Outstanding at t details to date, starting v	Achievement: (Max 2 Poi vith the most recent.)	nts)		
Year	Title of Award	Name of Institution	Type of Award		
2.5 Personal (Please de colleagues)	2.5 Personal Responsibility: (Max 8 Points) (Please demonstrate the extent of your personal effectiveness in terms of the benefit to yourself, profession, your colleagues or your organisation.)				
ooneagaes	or your organisation.				

3 CONTRIBUTIONS TO INSTITUTION

3.1 Atter (Please lis	ndance at Annual General Meeting: (Max 8 Points) t details to date, starting with the most recent)	
Year	Theme	Venue
3.2 Atter (Please lis	ndance at Presidential Lecture: (Max 2 Points) t details to date, starting with the most recent.)	

3.3 Publ (Please lis	ication in Institutional Journal and Newsletter: (Max 4 Points) t details to date, starting with the most recent)	
Year	Name of Journal &Topic	
3.4 Reso	ource Person for Institution: (Max 4 Points) t details to date, starting with the most recent)	
Year	Topic	Venue

(Please list details	Governing Council: (Max 3 Points) to date, starting with the most recent)
Session	Role
3.6 Educationa (Please list details	I Tour/Social Activities: (Max 2 Points) to date, starting with the most recent)
Year	Place of Visit

3.7 Serving on Committees: (Max 2 Points) (Please list details to date, starting with the most recent			
Year	Contribution		
3.8 Serving as facilitator/Rapportuer at Seminar: (Max 2 Points) (Please list details to date, starting with the most recent)			

3.8 Serving as to (Please list details to	facilitator/Rapportuer at Seminar: (Max 2 Points) to date, starting with the most recent)
Year	Contribution

3.9 Other Special Contribution e.g represented the Institution: (Max 2 Points) (Please list details to date, starting with the most recent)			
Year	Contribution		

4 CONTRIBUTIONS TO DIVISION

4.1 Atter (Please lis	ndance at Annual Divisional Seminars: (Max 8 Points) t details to date, starting with the most recent)	
Year	Theme	Venue
4.2 Atter	ndance at other Divisional Organised CPD Programmes: (Max 3 Points) t details to date, starting with the most recent,)	
Year	Topic	Venue

4.3 Publication in Divisional Newsletter: (Max 4 Points) (Please list details to date, starting with the most recent)		
Year	Name of Journal &Topic	
4.4 Reso	ource Person for Divisional Seminar: (Max 6 Points) t details to date, starting with the most recent)	
Year	Торіс	Venue

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4.5 Serving on (Please list details	Divisional Sub Committee: (Max 3 Points) to date, starting with the most recent)
Session	Role
16 Donroconto	od Division: (May 2 Doints) (Dangapartation, Blacks list datails to data starting with the most
4.6 Represente recent)	ed Division: (Max 2 Points) (Representation Please list details to date, starting with the most
4.6 Represente recent) Session	ed Division: (Max 2 Points) (Representation Please list details to date, starting with the most Role
recent)	

4.7 Attendance (Please list details	at Divisional Social Activity: (Max 3 Points) to date, starting with the most recent)
Year	Place of Visit
4.8 Serve as fa	cilitator/ Rapporteur at Seminar/Workshop: (Max 3 Points)
(Please list details t	
Year	Contribution

4.9 Other Special Contributions/Sponsorship: (Max 3 Points) (Please list details to date, starting with the most recent)	
Year	Contribution

5.0 Services/Contributions At The Regional Branch Level (Max. 12 Points)

5.1 Position He	ld (Please list all details) (Max. 3 point)	
Year	Contribution	
5.2 Attendance	at Branch Organised CPD Programmes: (Max 2 Points)	
Year	Theme	Venue

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5.3 Educationa	I Tours/Social Activities (Max. 2 Points)	
Year	Place of Visit/Venue of Activity	
5 / Pasourca P	erson for the Branch (Max. 3 Points)	
Year	Topic	Venue
5.5 Other Spec	cial Contribution (Max. 2 Points)	
Year	Contribution	

6.0 CONTRIBUTIONS TO GHANA/SOCIETY

6.1 Publication in Other Journals: (Max 2 Points) (Please list details to date starting with the most recent)		
Year	Name of Journal &Topic	
6.2 Serv (Please list	ice to Community or Ghana: (Max 2 Points) details to date, starting with the most recent)	
Year	Role	

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(Please lis	rds or Commendations Received/Earned: (Max 2 Points) t details to date, starting with the most recent)
Year	Role
6.4 Any	Other Item of Merit/Activity: (Max 2 Points)

7.0 ANNUAL SUBSCRIPTIONS

7.1 Have you been Expunged Before if no: (Ma (If Yes, state number of years and details)	x 2 Points)

8.0 DECLARATIONS

(You must now read the declaration below and sign it)

8.1 Applicant's Declaration

I hereby apply for transfer to the Class of Fellow. The infor of my knowledge. I confirm that if, before this applicat circumstances or new information relevant to this appl Secretariat immediately.	ion is decided, there is a material change in my
I declare that the information given on this Application Form	m is correct to the best of my knowledge and belief.
Applicant's Signature	Date
8.2 Proposers' Declaration (There must be three Proposers' one from each Division and MI	JST be FELLOWS of GhIS)
From our personal knowledge, we consider the Applic Class of Fellow	ant a suitable candidate for transfer to the
Valuation & Estate Surveying Division	
Name:	Diploma No:
Signature:	Date:
Quantity Surveying Division	
Name:	Diploma No:
Signature:	Date:
Land Surveying Division	
Name:	Diploma No:
Signature:	Date:

Completed Forms, in duplicate and further enquires, be addressed to:

The Executive Director Ghana Institution of Surveyors P.O. Box 916, Accra

Tel: +233 (0)302 220191 or +233 (0)302 242875

Fax: +233 (0)302 257012 E-mail: info@ghisonline.org

9.0 FOR OFFICE USE ONLY

9.1 From the Secretariat

(The following to be checked from Secretariat Records)

1.0	PERSONAL DETAILS
2.0	QUALIFICATIONS
2.1	Academic (Except 1st Degree)
2.2	Other Professional Membership
2.3	Employment Experience
2.4	Professional Outstanding Achievements
2.5	Personal Responsibilities
3.0	CONTRIBUTIONS TO INSTITUTION
3.1	Attendance at Annual General Meeting (AGM)
3.2	Attendance at Presidential Lecture
3.3	Publication, Institution's Journal, Newsletter
3.4	Resource Person for Institution
3.5	Serving on Governing Council
3.6	Educational Tours/Social Activities
3.7	Serving on Committees
3.8	Serving as Facilitator/Rapportuer
3.9	Others e.g. Sponsorship
4.0	CONTRIBUTIONS TO DIVISION
4.1	Attendance at Annual Seminars
4.2	Attendance at CPD Programmes
4.3	Publication, Division's Newsletter
4.4	Resource Person, Seminar
4.5	Serving on Committees
4.6	Representing Division
4.7	Attendance at Social Activities
4.8	Serve as Facilitator/Rapportuer
4.9	Others e.g. Sponsorship

GhIS Application Form for Transfer to Class of Fellow 5.0 SERVICES/CONTRIBUTIONS AT BRANCH LEVEL Positions Held 5.1 5.2 Attendance at CPD Programmes 5.3 Educational Tours/Social Activities 5.4 Resource Persons 5.5 Other Special Service eg. Sponsorship 6.0 CONTRIBUTIONS TO GHANA SOCIETY 6.1 Publications – Journals 6.2 Service to Community 6.3 Awards/Commendations 6.4 Any other Merit/Activity 7.0 **ANNUAL SUBSCRIPTION** 7.1 Not having been expunged Total

Title/Position: Date:

9.2 From Secretariat to CPD Committee

Date Received:
Comments:
D
Ву:
Forwarded to CPD on
Totwarded to OF D oil

9.3 From the CPD Committee to Governing Council							
а	Recommended for Consideration						
b	Not Recommended						
С	If (b) state/give reasons:						
Name of Officer:							
Title/Posit	: Date:						

9.4 Decision of Council							
а	Approved						
b	Rejected						
С	If (b) state/give reasons:						
Name of (Officer: Się	Signature:					
Title/Position:		Date:					
		Signature:					
9.5 The	9.5 The Secretariat						
а	Decision Communicated to member on	Date:					
Name of (me of Officer: Signature:						
Title/Position: Date:							

Application for Elevation to Fellow (GhIS) MARKING SCHEME *

MARKING SCHEME *									
Item	Subject	Maximum Points	Remarks	Points per Activity	Points obtained				
1.0	PERSONAL DETAILS	(0)							
2.0	QUALIFICATIONS	(14)	-	-					
2.1	Academic (Except 1st Degree)	4	Per Qualification	2					
2.2	Other Professional Membership	2	Per Membership	1					
2.3	Employment Experience	4	Per Experience	1					
2.4	Professional Outstanding Achievements	2	Per Achievement	1					
2.5	Personal Responsibilities	2	Per Responsibility	1					
3.0	CONTRIBUTIONS TO INSTITUTION	(29)	-	-					
3.1	Attendance at AGM's	8	Per Attendance	1					
3.2	Attendance at Presidential Lecture	2	Per Attendance	1					
3.3	Publication, Institution's Journal, Newsletter	4	Per Publication	2					
3.4	Resource Person for Institution	4	Per Occasion	2					
3.5	Serving on Governing Council	3	Per Session	1					
3.6	Educational Tours/Social Activities	2	Per Activity	1					
3.7	Serving on Committees	2	Per Session	1					
3.8	Serving as Facilitator/Rapportuer	2	Per Workshop	1					
3.9	Rep. Institution and Others	2	Per Occasion	1					
4.0	CONTRIBUTIONS TO DIVISION	(35)	-	_					
4.1	Attendance at Annual Seminars	8	Per Attendance	1					
4.2	Attendance at CPD Programmes	3	Per Attendance	1					
4.3	Publication, Division's Newsletter	4	Per Publication	2					
4.4	Resource Person, Seminar	6	Per Occasion	2					
4.5	Serving on Committees	3	Per Session	1					
4.6	Representing Division	2	Per Representation	1					
4.7	Attendance at Social Activities	3	Per Activity	1					
4.8	Serve as Facilitator/Rapportuer	3	Per Workshop	1					
4.9	Others, e.g. Sponsorship	3	Per Activity	1					
5.0	SERVICES/CONTRIBUTIONS AT BRANCH LEVEL	(12)							
5.1	Positions Held	3	Per Position	1					
5.2	Attendance at CPD Programmes	2	Per Attendance	1					
5.3	Educational Tours/Social Activities	2	Per Activity	1					
5.4	Resource Persons	2	Per Workshop	1					
5.5	Other Special Service eg. Sponsorship	2	Per Activity	1					
- -	7.0	(0)							
5.0	CONTRIBUTIONS TO GHANA/SOCIETY	(8)	- D D I I' ''	-					
5.1	Publications – Journals	2	Per Publication	2	1				
5.2	Service to Community	2	Per Occasion	1 1	1				
5.3	Awards/Commendations	2	Per Award	1					
5.4	Any other merit/activity	2	Per Merit	1					
6.0	Annual Subscription	(2)	-						
6.1	Not having been expunged	2	For good example	2					
	Total	100/100	Pass Mark	60%					