



GHANA INSTITUTION OF SURVEYORS

P O Box GP 916, Accra

APPLICATION FORM FOR ELEVATION TO CLASS OF FELLOW 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:

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

2.2 Member of any other professional organisation(s): (Max 2 Points) (if it applies)

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

2.3 Professional Employment/Positions Held: (Max 4 Points)
(Please list all positions/post to date, starting with the most recent organisation/Company)

Period	Position/Post	Organisation or Company	Type and scope of responsibilities (in detail)

2.4 Professional Outstanding Achievement: (Max 2 Points)

(Please list details to date, starting with the most recent.)

Year	Title of Award	Name of Institution	Type of Award

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.)

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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/Rapporteur at Seminar: (Max 2 Points)
 (Please list details 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

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

Year	Contribution

5.3 Educational Tours/Social Activities (Max. 2 Points)

Year	Place of Visit/Venue of Activity

5.4 Resource Person for the Branch (Max. 3 Points)

Year	Topic	Venue

5.5 Other Special Contribution (Max. 2 Points)

Year	Contribution

7.0 ANNUAL SUBSCRIPTIONS

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

8.0 DECLARATIONS

8.1 Applicant's Declaration

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

I hereby apply for transfer to the Class of Fellow. The information I have given is complete and true to the best of my knowledge. I confirm that if, before this application is decided, there is a material change in my circumstances or new information relevant to this application becomes available, I will inform the GhIS Secretariat immediately.

I declare that the information given on this Application Form is correct to the best of my knowledge and belief.

Applicant's Signature

Date

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8.2 Proposers' Declaration

(There must be three Proposers' one from each Division and MUST be FELLOWS of GhIS)

From our personal knowledge, we consider the Applicant a suitable candidate for transfer to the Class of Fellow

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 1 st 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/Rapporteur		
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/Rapporteur		
4.9	Others e.g. Sponsorship		

5.0	SERVICES/CONTRIBUTIONS AT BRANCH LEVEL		
5.1	Positions Held		
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		

Name of Checker: Signature:

Title/Position: Date:

9.2 From Secretariat to CPD Committee

Date Received:

Comments:

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By:

Forwarded to CPD on

9.3 From the CPD Committee to Governing Council

a	Recommended for Consideration		
b	Not Recommended		
c	If (b) state/give reasons:		

Name of Officer: Signature:

Title/Position: Date:

9.4 Decision of Council

a	Approved		
b	Rejected		
c	If (b) state/give reasons:		
<p>Name of Officer: Signature:</p> <p>Title/Position: Date:</p>			

9.5 The Secretariat

a	Decision Communicated to member on	Date:
<p>Name of Officer: Signature:</p> <p>Title/Position: Date:</p>		

Application for Elevation to Fellow (GhIS)**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 1 st 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/Rapporteur	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/Rapporteur	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	
5.0	CONTRIBUTIONS TO GHANA/SOCIETY	(8)	-	-	
5.1	Publications – Journals	2	Per Publication	2	
5.2	Service to Community	2	Per Occasion	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%	