



# GHANA INSTITUTION OF SURVEYORS

P O Box GP 916, Accra

## APPLICATION FORM FOR ELEVATION TO CLASS OF FELLOW GUIDANCE NOTES

**Note: The closing date for submission of Applications is 15<sup>th</sup> October in each Year**

### 1 PERSONAL DETAIL

#### 1.1 Personal details

In this section you are to provide your personal details. Kindly make sure the details provided correspond to your personal details as in the Institutional records.

Where some of your details differ from that held by the Institution, kindly provide both details and offer explanations for the difference.

### 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)?

Provide details of additional higher academic qualifications subsequent to your professional induction with the Institution.

The qualifications must be in fields or areas of study related to the Institution and must be postgraduate qualifications.

Where the type of study is different from the traditional mode (i.e. full time classroom/lectures) full details must be provided e.g. flexible study or distance learning, advanced entries and placements must be indicated if applicable.

- **Advanced entry** is where an applicant gain module exemptions or enter an advanced stage of the programme because of previous work experience and/or educational achievements that are considered directly relevant to the programme (e.g. applicants with HND starting offer in level 300 of a BSC programme).
- **Placements** refer to time (often a year) spent in an employer organisation in between a course of study (e.g. working with a construction firm during the second and third year of a quantity surveying degree course). These are not internships since they are offered during the university semester and not during vacations.

A certificate/diploma must be provided as evidence

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

Provide details of other professional bodies aside GhIS that you currently belong to.

- A **professional body/organisation** is typically an organisation with the primary aim to protect the public interest by the setting and regulating the standards for members of a profession.

Provide details of the method by which you attained membership e.g. examination, interview

Where you gain automatic membership of a professional body by virtue of your membership to an affiliate professional body (e.g. Membership of AAQS by virtue of your membership to GhIS), the two affiliate bodies will be counted as one. A certificate or a diploma will be required as proof of membership

### 2.3 Professional Employment/Positions Held: (Max 4 Points)

(Please list all positions/post to date, starting with the most recent organisation/Company)

Provide your employment history within the last ten years.

Provide the name of the position held as indicated on your appointment and provide a detailed description of the job responsibilities

## 3 CONTRIBUTIONS TO INSTITUTION

### 3.1 Attendance at Annual General Meeting: (Max 8 Points)

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

You must have attended at least eight (8) annual general meetings in the last ten (ten) years. Provide details.

### 3.2 Attendance at Presidential Lecture: (Max 2 Points)

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

Provide details of presidential lectures attended in the last ten (ten) years

### 3.3 Publication in Institutional Journal and Newsletter: (Max 4 Points)

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

Provide details of your publications in the institutional journal or newsletter.

### 3.4 Resource Person for Institution: (Max 4 Points)

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

Indicate instances where you have served as resource person for an Institutional programme. Provide details of the date, programme and topic you treated.

### 3.5 Serving on Governing Council: (Max 3 Points)

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

If you have ever served on the governing council, please provide details of your role and the session (e.g. senior vice president during 2019/2020 session)

### 3.6 Serving on Committees: (Max 2 Points)

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

If you have ever served on a committee of the governing council, please provide details of your role and the session (e.g. member of the CPD committee of governing council during 2019/2020 session)

### 3.7 Serving as facilitator/Rapporteur at Seminar: (Max 2 Points)

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

If you have ever been appointed to report on the proceedings of a seminar/workshop of the Institution, please provide details

**3.8 Institution Representative: (Max 2 Points)**  
(Please list details to date, starting with the most recent)

If you have ever been appointed to represent the Institution on a Board, Committee etc. (e.g. an appointment to represent the Institution on a Value for Money Audit Committee by the government), please provide details

**3.9 Awards/Commendations by Institution: (Max 2 Points)**  
(Please list details to date, starting with the most recent)

Provide details of any awards or commendations conferred on you by the Institution

## 4 CONTRIBUTIONS TO DIVISION

**4.1 Attendance at Annual Divisional Seminars: (Max 8 Points)**  
(Please list details to date, starting with the most recent)

You must have attended at least eight (8) divisional seminars in the last ten (ten) years. Provide details.

**4.2 Attendance at other Divisional Organised CPD Programmes: (Max 8 Points)**  
(Please list details to date, starting with the most recent,)

Provide details of Continuous development programmes organised by the Division that you have attended in the last ten (10) years

**4.3 Publication in Divisional Newsletter: (Max 6 Points)**  
(Please list details to date, starting with the most recent)

Provide details of your publications in the divisional journal or newsletter.

**4.4 Resource Person for Divisional Programme: (Max 6 Points)**  
(Please list details to date, starting with the most recent)

Indicate instances where you have served as resource person for a Divisional programme. Provide details of the date, programme and topic you treated.

**4.5 Serving on Divisional Sub Committee: (Max 3 Points)**  
(Please list details to date, starting with the most recent)

If you have ever served on a committee of the Division, please provide details of your role and the session (e.g. member of the CPD sub-committee of the VES/QS/LS division during 2019/2020 session)

**4.7 Serving as facilitator/Rapporteur Seminar/Workshop: (Max 2 Points)**  
(Please list details to date, starting with the most recent)

If you have ever been appointed to report on the proceedings of a seminar/workshop of the Division, please provide details

**4.8 Divisional Representative: (Max 2 Points)** (Representation Please list details to date, starting with the most recent)

If you have ever been appointed to represent the Division on a Board, Committee etc. (e.g. an appointment to represent the Division on a Value for Money Audit Committee by the government), please provide details

#### 4.9 Attendance at Other Divisional/Branch Programmes aside CPD and Seminar: (Max 4 Points) (Please list details to date, starting with the most recent)

Provide details of other programmes organised by the Division that you have attended in the last ten (10) years e.g. social programmes like dinners, sponsored walks etc.

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

Provide instances where you have contributed to the Division in cash or kind.

#### 4.11 Awards/Commendations by Division: (Max 2 Points) (Please list details to date, starting with the most recent)

Provide details of any awards or commendations conferred on you by the Division

## 5.0 CONTRIBUTIONS TO GHANA/SOCIETY

#### 5.1 Publication in Other Journals: (Max 2 Points) (Please list details to date starting with the most recent)

Provide details of publications e.g. peer-reviewed professional journals, commercial textbooks or industry standards.

#### 5.2 Service to Community or Ghana: (Max 2 Points) (Please list details to date, starting with the most recent)

Provide details of instances where you have put your profession and or qualifications at the service of your community or the country (local/regional/national level). E.g. serving on the building committee of your community

#### 5.3 Awards or Commendations Received/Earned: (Max 2 Points) (Please list details to date, starting with the most recent)

Provide details of any awards or commendations conferred on you by local/regional/national governance body. It may be an industry award.

The award, certificate or letter/ citation from the award organisers must be provided confirming the award for your work

#### 5.4 Statement of Merit: (Max 3 Points)

Provide a brief statement describing how your achievements, actions or responsibilities as a professional distinguishes you as a fellow. Explain how you have contributed to the profession, the institution, your community and/or the country. (Maximum of 500 words)

## 6.0 ANNUAL SUBSCRIPTIONS

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

Provide details of any instance when you have been expunged (removed) from the Institution

## 7.0 SUPPORTING EVIDENCE

#### 7.0 List any evidence attached to support your application: (E.g. recommendation/introductory letters, transcripts, letters of appointment etc.)

Provide evidence from a third party to verify details provided in your application. These may include certified copies of certificates, transcripts, introductory letters from employers/appointing authority confirming employment/appointment etc.

