



**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 15<sup>th</sup> October in each Year**

**1 PERSONAL DETAIL**

**1.1 Personal details**

Full name:

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Diploma No

.....

Date of Admission

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Date of birth:

.....

Telephone (office):

.....

Telephone (home):

.....

Mobile:

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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 (ddmmyyyy)	Date completed (ddmmyyyy)

**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

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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)

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3 CONTRIBUTIONS TO INSTITUTION

**3.1 Attendance at Annual General Meeting: (Max 8 Points)**  
(Please list details to date, starting with the most recent)

Year	Theme	Venue

**3.2 Attendance at Presidential Lecture: (Max 2 Points)**  
(Please list details to date, starting with the most recent.)







**3.5 Serving on Governing Council: (Max 3 Points)**  
 (Please list details to date, starting with the most recent)

Session	Role

**3.6 Serving on Committees: (Max 3 Points)**  
 (Please list details to date, starting with the most recent)

Year	Contribution


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

Year	Contribution

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

Year	Contribution


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

Year	Award

### 4 CONTRIBUTIONS TO DIVISION/BRANCH

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

Year	Theme	Venue

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

Year	Topic	Venue


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

Year	Name of Journal &Topic

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

Year	Topic	Venue


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

Session	Role

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

Session	Role


**4.7 Serve as Facilitator/ Rapporteur at Seminar/Workshop: (Max 2 Points)**  
(Please list details to date)

Year	Contribution

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

Session	Role

<b>4.9 Attendance at other Divisional/Branch Programmes (aside CPDs and Seminars): (Max 4 Points)</b> (Please list details to date, starting with the most recent.)		
Year	Programme	Venue



**4.10 Sponsorship of the Division/Branch: (Max 2 Points)**  
(Please list details to date, starting with the most recent)

Year	Contribution

**4.11 Awards/Commendations by Division: (Max 1 Point)**  
(Please list details to date, starting with the most recent)

Year	Award

### 6.0 CONTRIBUTIONS TO GHANA/SOCIETY

**6.1 Publication in Other Journals: (Max 4 Points)**  
(Please list details to date starting with the most recent)

Year	Name of Journal &Topic

**6.2 Service to Community or Ghana: (Max 4 Points)**  
(Please list details to date, starting with the most recent)

Year	Role


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

Year	Role

**6.4 Statement of Merit: (Max 3 Points)**

(Please describe how your activities, responsibilities and achievements qualify you to be a fellow of the institution)

**6.0 ANNUAL SUBSCRIPTIONS**

**6.1 Have you been Expunged Before if no: (Max 2 Points)**

(If Yes, state number of years and details)

## 7.0 SUPPORTING EVIDENCE

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

## 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

### 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)303936014  
E-mail: secretariat@ghis.org.gh**

## 9.0 FOR OFFICE USE ONLY

### 9.1 From the Secretariat (The following to be checked from Secretariat Records)

1.0	<b>PERSONAL DETAILS</b>		
2.0	<b>QUALIFICATIONS</b>		
2.1	Academic Qualification (Except 1 <sup>st</sup> Degree)		
2.2	Other Professional Membership		
2.3	Employment Experience		
3.0	<b>CONTRIBUTIONS TO INSTITUTION</b>		
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	Serving on Committees		
3.7	Serving as Facilitator/Rapporteur		
3.8	Representing Institution		
3.9	Awards/Commendations by Institution		
4.0	<b>CONTRIBUTIONS TO DIVISION &amp; DIVISIONAL BRANCHES</b>		
4.1	Attendance at Annual Seminars		
4.2	Attendance at CPD Programmes		
4.3	Publication, Division's Newsletter		
4.4	Resource Person for Divisional/Branch Programmes		
4.5	Serving on Divisional Committee/Branch Executive		

4.6	Serving on Sub-Committees		
4.7	Serving as Facilitator/Rapporteur		
4.8	Representing Division		
4.9	Other Divisional/Branch programmes aside CPD and Seminar		
4.10	Sponsorship		
4.11	Awards/Commendations by Division		
5.0	<b>CONTRIBUTIONS TO GHANA SOCIETY</b>		
5.1	Publications – Journals		
5.2	Service to Community		
5.3	Awards/Commendations		
6.4	Merit Statement		
6.0	<b>ANNUAL SUBSCRIPTION</b>		
6.1	Not having been expunged		
	<b>Total</b>		
<p>Name of Checker: ..... Signature: .....</p> <p>Title/Position: ..... Date: .....</p>			



### 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:		

Name of Officer: ..... Signature: .....

Title/Position: ..... Date: .....

## 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
<b>1.0</b>	<b>PERSONAL DETAILS</b>	<b>(0)</b>			
<b>2.0</b>	<b>QUALIFICATIONS</b>	<b>(10)</b>	-	-	
2.1	Academic (Except 1 <sup>st</sup> Degree)	4	Per Qualification	2	
2.2	Other Professional Membership	2	Per Membership	1	
2.3	Employment Experience	4	Per Experience	1	
<b>3.0</b>	<b>CONTRIBUTIONS TO INSTITUTION</b>	<b>(30)</b>	-	-	
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	Serving on Committees	2	Per Session	1	
3.7	Serving as Facilitator/Rapporteur	2	Per Workshop	1	
3.8	Rep. Institution and Others	2	Per Occasion	1	
3.9	Awards /Commendations by Institution	2	Per Award	2	
<b>4.0</b>	<b>CONTRIBUTIONS TO DIVISION</b>	<b>(45)</b>	-	-	
4.1	Attendance at Annual Seminars	8	Per Attendance	1	
4.2	Attendance at CPD Programmes	8	Per Attendance	1	

4.3	Publication, Division's Newsletter	6	Per Publication	2	
4.4	Resource Person, Seminar	6	Per Occasion	2	
4.5	Serving on Divisional Committee	3	Per Session	1	
4.6	Serving on Committees	3	Per Session	1	
4.7	Serve as Facilitator/Rapporteur	2	Per Workshop	1	
4.8	Representing Division	2	Per Representation	1	
4.9	Attendance at Other Divisional Programmes	4	Per Activity	1	
4.10	Sponsorship		Per Activity	1	
4.11	Awards/Commendations	2	Per Award	2	
<b>5.0</b>	<b>CONTRIBUTIONS TO GHANA/SOCIETY</b>	<b>(13)</b>	-	-	
5.1	Publications – Journals	4	Per Publication	2	
5.2	Service to Community or Ghana	4	Per Occasion	1	
5.3	Awards/Commendations	2	Per Award	1	
5.4	Statement of Merit	3	Based on content		
<b>6.0</b>	<b>Annual Subscription</b>	<b>(2)</b>	-		
6.1	Not having been expunged	2	For good example	2	
	<b>Total</b>	<b>100/100</b>	<b>Pass Mark</b>	<b>60%</b>	