# Associate Fellow - Draft Application Template

Applications for HEA Associate Fellowship are made online via the[My Academy portal](https://my.heacademy.ac.uk/). The online system is explained in the guidance for applicants.

This Word document template is provided for you to compose your application prior to online submission. You will be able to copy and paste your final application from this template directly into the online system. Please note that the online system will remove any formatting from your text and **will not accept** diagrams, images or any other documents/appendices such as CVs. Please list any **citations** to publications, journals, books, websites included in the application after your reflective commentary in the relevant section of your application.

This Word document template will enable you to:

* Draft your application in the structure required for the online application for Associate Fellowship;
* Save and work offline to develop your application on your own IT device;
* Share your application with your two referees to enable them to write their supporting references;
* Copy and paste the final application onto the online application system via My Academy.

**Before you start to use this template** you will need to refer to the following documents/guidance:

The [UK Professional Standards Framework](https://www.heacademy.ac.uk/system/files/downloads/uk_professional_standards_framework.pdf) (UKPSF) – the award of Associate Fellowship is based on the criteria of Descriptor 1 (UKPSF, 2011, p.4) being evidenced

* [Guidance for Associate Fellow applicants](https://www.heacademy.ac.uk/system/files/downloads/afhea-guidance-for-applicants_0.pdf) available on the HEA website

You will need to keep referring to the guidance and the UKPSF as you draft your application to ensure that you are writing to meet the requirements of UKPSF Descriptor 1.

When you have finalised your draft application, you will need to send this to your two referees so that they can write their supporting references. Please direct them to the HEA [referee guidance notes](https://www.heacademy.ac.uk/system/files/downloads/AF%20supporting%20statement%20guidance.pdf) for Associate Fellow applications. The referees need to return their references for you to upload onto the online application system along with your application.

When you are ready to submit online then you will need to be ready to pay the [application fee](https://www.heacademy.ac.uk/individuals/fellowship) as well as to submit the application text and both references.

Your application for Associate Fellowship must consist of a reflective commentary of **no more than 1400 words including citations** plus two supporting references. Please note that the online system will not exceed the word limit.

You must structure your reflective commentary around **two of the five** UKPSF Areas of Activity. You will be able to use the relevant boxes below to complete your draft application (and can delete the boxes for the other three Areas of Activity that you are not addressing). Once completed, **all the guidance can be deleted** and this template containing your application can be sent to your referees so that they can write their supporting references.



# Draft HEA Associate Fellowship Application

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| --- | --- |
| Name |  |
| Job role |  |
| Contact email |  |

## Evidencing Area of Activity 1

### Design and plan learning activities and/or programmes of study

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| --- |
| Write your reflective commentary here and include any citations after the text: |

## Evidencing Area of Activity 2

### Teach and/or support learning

|  |
| --- |
| Write your reflective commentary here and include any citations after the text: |

## Evidencing Area of Activity 3

### Assess and give feedback to learners

|  |
| --- |
| Write your reflective commentary here and include any citations after the text: |

## Evidencing Area of Activity 4

### Develop effective learning environments and approaches to student support and guidance

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| --- |
| Write your reflective commentary here and include any citations after the text: |

## Evidencing Area of Activity 5

### Engage in continuing professional development in subjects/disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practices

|  |
| --- |
| Write your reflective commentary here and include any citations after the text: |