



# Fellowship & Professional Regulations

## CRITERIA AND PROCEDURE FOR VALIDATION AS A CHARTERED SCIENTIST

### 1 OBJECTIVE

To ensure that a Fellow with appropriate post-graduation experience can be validated as a Chartered Scientist in accordance with the Bye-laws.

The existing Byelaws, currently being rewritten, omit CSci from Clause3!! (New Byelaws, then Regulations won't be ready for adoption until at least 2024)

### 2 SCOPE

This Regulation covers criteria for validation of a Fellow as a Chartered Scientist and the actions of the Membership Office, Chartership Officer, Assessors, Fellows, Council and Officers in implementing the procedure for the validation of Fellows as Chartered Scientists.

### 3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

FP-01	Nomination and Election of a New Fellow
FP-05	Appeals Procedures
FP-06	Investigation of Complaints and Disciplinary Procedures
FP-07	Codes of Conduct
FP-08	Accreditation of Degrees
FP-09	Subscriptions and Fees
FP-13	Continuing Professional Development

### 4 CRITERIA FOR VALIDATION AS A CHARTERED SCIENTIST

#### 4.1 General Requirements

To qualify for validation as a Chartered Scientist, an Applicant must:

- be a Fellow of the Society (see Section 4.2 below);
- hold a recognised degree or equivalent qualification in a science subject at M-level; or have postgraduation experience to demonstrate M-level equivalence; (see Section 4.3 below);
- have relevant, postgraduation experience in the profession and practice of science and demonstrate the competencies defined in this Regulation (see Section 4.4 below);
- be supported, either by a single CSci as their Supporter, or by an independent verifier combined with a CSci mentor (see Section 5.7 below);
- have submitted a complete application (see Section 5 below);
- have satisfied the Society that they meet the above requirements for validation. through a Validation Interview (see Section 4.5 below); and
- have paid the required application fee (see Section 5.3 below).

#### 4.2 Fellowship

Only a Fellow of the Society may be validated as a Chartered Scientist. An Applicant should normally already have been elected as a Fellow before submitting an application to be validated as a Chartered Scientist. This obligation applies equally to lapsed Chartered Scientists who wish to be reinstated, as described in Section 9 of this Regulation.

#### 4.3 Recognised Degree or Equivalent Qualifications

Applicants for validation as a Chartered Scientist shall hold a degree at Master's (M) level (*MSci, MGeol, MEdSci are recognised by the Science Council as Masters level for the purposes of an application*) or MSc or Doctorate (D) level, awarded by a university or institution of higher education. Alternatively, the Applicant with a Bachelor's degree must be able to demonstrate learning equivalent to that at Master's level through additional career experience and learning.

The nature of the degree and its course content, together with the Applicant's postgraduation experience will exert a strong influence on the ability of the Applicant to demonstrate the required competencies defined in Section 4.4. below.

The Society has found that it is highly unlikely that an Applicant will have accumulated sufficient postgraduation experience to be able to demonstrate successfully the required competencies in less than 4 to 5 years. This should be considered as general guidance for the minimum relevant experience needed for eligibility to apply for CSci.

Council will accept applications for Chartered Scientist from Fellows who hold a BSc Honours (H) level degree and can demonstrate that they have attained M-level equivalence (Quality Assurance Agency for Education, level 7 descriptors) through training and experience (see Section 5.8).

Council will not normally accept applications from Fellows for validation as a Chartered Scientist who do not hold a recognised degree or equivalent qualification.

#### 4.4 Required Competencies

Chartered Scientists must be competent throughout their professional lives, using a combination of their knowledge, training and experience. In order for a Fellow to be validated as a Chartered Scientist, the Applicant must demonstrate, to the satisfaction of the Society, that they have a range of specific competencies. Thus, the evaluation is competency-based. The following statements detail the generic competencies that have to be demonstrated in order to achieve validation as a Chartered Scientist.

##### COMPETENCIES

###### A: Application of knowledge & understanding

- A1: Demonstrate how you use knowledge, experience, skills and broader scientific understanding to optimise the application of existing and emerging science and technology
- A2: Exercise sound judgement and understand principles of uncertainty in complex and unpredictable situations.
- A3: Demonstrate critical evaluation of relevant scientific information and concepts to propose solutions to problems

**B: Personal responsibility**

- B1: Work autonomously and take responsibility for the work of self and others
- B2: Promote, implement and take responsibility for robust policies and protocols relating to health, safety and sustainability
- B3: Promote and ensure compliance with all relevant regulatory requirements and quality standards
- B4: Oversee the implementation of solutions and demonstrate an understanding of potential and actual impacts of your work on your organisation, on the profession and on the wider community.

**C: Interpersonal skills**

- C1: Demonstrate the ability to communicate effectively with specialist and non-specialist audiences
- C2: Demonstrate effective leadership through the ability to guide, influence, inspire and empathise with others
- C3: Demonstrate the ability to mediate, develop and maintain positive working relationships

**D: Professional practice**

- D1: Demonstrate how you scope and plan and manage projects
- D2: Demonstrate the achievement of desired outcomes with the effective management of resources and risks
- D3: Take responsibility for continuous improvement within a scientific or technical environment

**E: Professionalism**

- E1: Comply with and promote relevant codes of conduct and practice
- E2: Demonstrate a commitment to professional development (CPD) through continuing advancement of your own knowledge, understanding and competence

**4.5 Validation Interview**

All Fellows applying for validation as a Chartered Scientist will be required to attend a Validation Interview.

Validation Interviews are normally conducted online via videoconference (Zoom or MS Teams) or occasionally in person, where more appropriate.

The interview will be conducted in English and would normally be expected to last between one and two hours. It will be conducted to examine whether the Applicant has the required competencies defined in Section 4.4 above.

Applicants will be required to make a short oral presentation at the start of the interview to demonstrate how they meet the required competencies for validation as a Chartered Scientist.

**5 REQUIREMENTS FOR SUBMISSION OF AN APPLICATION****5.1 General Requirements**

An application comprises the following documents:

- a completed application form (Section 5.2);
- an application fee (Section 5.3);
- a Professional Report (Section 5.4) demonstrating how the required competencies set out at Section 4.4 are satisfied;
- an Overview of the Competency Criteria (Section 5.5) outlining how they satisfy the required competencies set out at Section 4.4;
- records of Continuing Professional Development (CPD) (Section 5.6);
- a Supporter's Statement (Section 5.7);
- scanned copies of all academic and professional membership certificates (excluding FGS) (Section 5.8);
- an M-level equivalence report (if applicable) (Section 5.9); and
- a portfolio of Supporting Documents selected to demonstrate the claims of competence and experience made in the Professional Report (Section 5.10).

**5.2 Application Form**

All applications for validation as a Chartered Scientist must be made using the Society's online Chartership application facility. Some of the required documentation is currently submitted on separate forms, templates or *pro formas* of which are available for download as word processor files from within the application web pages.

Wherever possible, individual documents shall be converted to PDF electronically, rather than being scanned. The Applicant shall be responsible for preparing the Application, including signatures, in electronic format. The requirements for submission of an application are stated below.

The dates and formats for the validation interviews are agreed between the Applicant and the Assessors. For all applications there are closing dates for receipt of applications by the Society, to be considered within the review round for each election date. These dates are published on the Society's website.

**5.3 Application Fee**

An application for validation of a Fellow as a Chartered Scientist must be accompanied by a non-refundable application fee. Details of the amount of this fee shall be established by Council and published on the Society's website.

**5.4 Professional Report**

The Applicant is required to present a Professional Report, the requirements of which are:

- it shall be concise, with a maximum of 2,000 words in length, and be focused on the required competency criteria;

- it shall demonstrate how the Applicant possesses the required competencies as defined in Section 4.4 of this Regulation;
- it shall summarise the Applicant's training and experience in the profession and practice of science that the Applicant is claiming;
- it shall describe the tasks undertaken for each period of experience cited, including the level of responsibility of the Applicant and the name(s) of the supervisor(s). The report shall explain the ways in which such activities have contributed to the Applicant attaining the required competencies;
- it shall provide cross references to the Supporting Documents (see Section 5.9 of this Regulation) identifying specific examples within these documents that demonstrate that the Applicant has attained the required competencies; and
- each period of experience shall be countersigned by a supervisor, employer or other appropriate person who has personal knowledge of the Applicant's work. The signatory is required to confirm, on the basis of personal knowledge, that the information provided by the Applicant is a fair and reasonable description of the work undertaken and the Applicant's contribution

An inventory of work undertaken or a *curriculum vitae* will not be accepted in lieu of a Professional Report.

Should there be any difficulties in acquiring countersignatures then this should be discussed with the Chartership Officer, in order to produce a resolution.

### 5.5 Overview of the Competency Criteria

Each Applicant, as part of their online application, is required to set out how they meet the competencies listed in Section 4.4 above.

### 5.6 Records of Continuing Professional Development (CPD)

Applicants are required to submit three years' CPD records as part of their application. These records should preferably be recorded using the Society's online CPD scheme (see Regulation FP-13) although records using a company scheme or other system are also acceptable. However, in all instances, there should be:

- evidence of the planning of their CPD at the commencement of each reporting year;
- a statement of what was done/undertaken;
- an evaluation at the end of each reporting year on the manner in which the CPD undertaken has benefitted the Applicant, and has benefitted the users of the professional services provided by the Applicant. and
- a demonstration of how the evaluation is to be used to plan the subsequent period of CPD (see Regulation FP-13)

### 5.7 Supporter's Statement

The application of a Fellow for validation as a Chartered Scientist must be verified by a Supporter who has current, first-hand knowledge of the professional standing and competencies of the Applicant, over the 3 years prior to the application.

The-Supporter shall normally-be a Chartered Scientist who has been Chartered for at least three years, or by a professionally qualified independent verifier combined with a CSci mentor. Only under the most exceptional circumstances will a deviation of this requirement be entertained, after the agreement of both the Chartership Officer and the Secretary, Chartership and Professional Matters has been obtained

The Applicant shall provide their Supporter with a completed copy of the application documents (see Section 5.1 above) and a copy of the form *Supporter's Statement* (available online from the Society's website). A Supporter shall complete their Supporter's Statement based upon their own personal, first-hand knowledge of the Applicant. Supporters should provide as much information as appropriate to indicate their assessment of the Applicant's professional standing and reputation, in terms of their fulfilment of the competency criteria. Supporters shall be responsible for submitting their completed statements directly to the Membership Office, by the required submission deadline.

### **5.8 Copy of all Academic and Professional Body Certificates (form AD6)**

Applicants are required to submit with their other Application documentation, a scanned copy of all of their tertiary academic certificates, together with membership certificates of professional organisations to which they belong, excluding that of the Geological Society.

### **5.9 M-level Equivalence Report**

Council will accept applications for validation as Chartered Scientist from Fellows who do not hold an M-level degree, ie, Level 7 or above qualification but who hold an Honours (H) level BSc degree (Level 6). Such Applicants must submit a CSci M-level equivalence report. The purpose of the report is to provide evidence that the Applicant has gained technical knowledge equivalent in technical knowledge equivalence to a Level 7 qualification through work-based learning. Equivalence is evidenced against the QAA (Quality Assurance Agency for Education) descriptors. Guidance on demonstrating M-level equivalence is included in the supporting information to this Regulation.

### **5.10 Supporting Documents**

#### **5.10.1 General Requirements**

A Fellow applying for validation as a Chartered Scientist is required to submit a portfolio of carefully selected Supporting Documents (maximum of 6) that have been prepared by the Applicant during the period of relevant experience cited on the Application Form. The Supporting Documents shall:

- demonstrate that the Applicant possesses the required competencies (see Section 4.4 of this Regulation);
- be indexed and cross referenced to the relevant sections of the Professional Report (see Section 5.4 of this Regulation);
- be written in English; and
- be submitted electronically in Microsoft Word, Excel and, or, PDF format and must be no longer than 30 pages per document. Wherever possible, individual documents should be converted to PDF electronically, rather than scanning them. (If any part(s) of the portfolio of Supporting Documents are not suitable for electronic submission,

the Applicant shall contact the Membership Office in advance of the submission of the application for guidance).

Applicants shall ensure that the Supporting Documents are selected and presented in a form such that the Assessors, appointed by the Society to evaluate the application, can easily navigate through them and identify which parts are being used to demonstrate particular competencies. A cover sheet, clearly pointing to the work done by the Applicant and how it relates to particular competencies, **must** be supplied with each supporting document. Not more than 6 Supporting Documents shall be submitted.

### **5.10.2 Contents of Portfolio of Supporting Documents**

Applicants are responsible for determining the nature of the individual documents submitted in their portfolio, subject to the following general requirements and guidance;

The documents may include:

- reports;
- published papers;
- books;
- designs and relevant calculations;
- technical specifications;
- conference presentations;
- teaching syllabuses and examination papers; and
- other similar documents.

This list is not exhaustive and further guidance is available on the Society's webpages. Documents prepared as part of the studies leading to the qualifying (undergraduate) degree or equivalent qualification (see Section 4.3 of this Regulation) are not admissible.

### **5.10.3 Certification of Supporting Documents**

Applicants shall ensure that all Supporting Documents are certified as having been prepared by the Applicant, as follows:

- Each supporting document shall be countersigned by a person such as an employer, client or supervisor, to indicate that the document was prepared by the Applicant;
- Any document that was not wholly prepared by the Applicant may be submitted as a supporting document provided that the contribution of the Applicant to its preparation is clearly identified and confirmed by the appropriate signatory;
- A signatory shall be personally familiar with the document that they are countersigning. Signatories shall be Chartered Members of a recognised UK professional body or an equivalent overseas body; and
- Documents that have been published externally, such as papers in a recognised scientific or technical journal, or a published book, do not need to be countersigned, but do need a Cover Sheet detailing the Applicant's contribution to a multi-author work and pointing to how it relates to specific competencies (see Section 5.10.1 above).



#### **5.10.4 Confidentiality of Documents**

The Society undertakes to respect confidentiality of supporting documents in accordance with GDPR requirements. However, the Society recognises that some Fellows may have difficulty submitting an adequate portfolio of supporting documentation because of imposed restrictions of confidentiality or difficulties in obtaining appropriate signatories. In these circumstances, the Society would normally expect a redacted version to be provided, together with a statement from the Applicant in their document cover note explaining why and how the document is redacted. In only very exceptional circumstances should the Applicant discuss the matter with the Chartership Officer to find a solution.

#### **5.11 Applications by Fellows with more than 20 years' professional experience**

An application comprises the following:

- a completed online application;
- a report of their career and experience with an indication as to how they satisfy the competencies for validation as a Chartered Scientist;
- at least 3 years' CPD records;
- a Supporter's statement;
- an accompanying application fee; and
- Copies of all tertiary academic qualifications and professional membership certificates (AD6);

Note that supporting documents are not required for these Applicants.

They will attend a Validation Interview which will commence with a short presentation by the Applicant to describe how they fulfil the requirements of the Chartership competency criteria. The remainder of the interview will be taken up discussing:

- how they will help to promote both Chartership within their organisation and professional standards across their area of science more broadly within geosciences; and
- their commitment to CPD, and the training and career development for early career scientists.

## **6 REVALIDATION**

All Chartered Scientists must demonstrate annually that they are meeting standards of CPD in order to retain their registration as a Chartered Scientist.

Chartered Scientists must:

- maintain a continuous, up-to-date and accurate record of their CPD activities;
- demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice;
- seek to ensure their CPD has benefitted the quality of their practice;
- seek to ensure that their CPD has benefitted the users of their work (eg, employer, client, student, etc); and



- present a report on their CPD utilising the Geological Society's CPD reporting system or reaffirm that they are recording their CPD on a company or other system.

CPD returns from Chartered Scientists will be monitored annually by the Geological Society and a sample population will be chosen at random for audit.

Chartered Scientists who fail to demonstrate that they are meeting the required CPD standards will be removed from the register of Chartered Scientists.

## 7 RETROSPECTIVE ACHIEVEMENT OF CSci BY A CGeol FELLOW

Suitably qualified Fellows who have been validated as a Chartered Geologist can achieve Chartered Scientist status retrospectively (up to a period of 2 years) without further interview.

Applicants must submit:

- Their complete CGeol application (Application Form, Professional Report, CPD records, Supporter's Statement and Supporting Documents);
- Their CPD record must include the period between the award of CGeol and the CSci Application, and include personal reflection on the CPD undertaken, including:
  - Evidence of the planning of their CPD at the commencement of each reporting year; and
  - An evaluation at the end of each reporting year on the manner in which the CPD undertaken has benefitted the Applicant, and has benefitted the users of the professional services provided by the Applicant.
- A completed CSci Application Form;
- Applicants who hold an Honours (H) level BSc degree only must submit a document or statement to demonstrate that they have attained M-level equivalence through training and experience (see Section 5.8 of this Regulation, and M level equivalence guidance provided on the Society's website); and
- A Report providing an overview of the Competency Criteria, to demonstrate that the Applicant meets the competencies listed in Section 4.4 of this Regulation.

Applications will be reviewed by Assessors at least one of whom is a Chartered Scientist, and who will report to the Professional and Chartership Committee, via the Chartership Officer. 'Accept' recommendations will be ratified by this Committee and passed to Council for election at its next meeting. Defer recommendations will be reviewed by two experienced Assessors, at least one of whom is a Chartered Scientist.

## 8 SUSPENSION OF CHARTERSHIP

Suspension of Chartership may occur under the following circumstances:

- i) as a consequence of a complaint against the person concerned (eg, by breaking the Code of Conduct) which has been pursued in accordance with the Society's procedures and which has been upheld (Regulation FP-06);
- ii) as a consequence of failure to pay the dues demanded by the Society in accordance with Regulation FP-09; and

- iii) as a consequence of failure to provide compliant CPD records, when required as part of an annual audit, without good reason (Regulation FP-13).

A Chartered Scientist who has been suspended may apply for reinstatement in accordance with Section 9. Notification of suspension as a consequence of a successful complaint will include a statement of whether or not an application for reinstatement will be considered. The Society's Appeals Procedure (Regulation FP-05) is available to those who have been suspended.

## 9 REINSTATEMENT OF LAPSED CHARTERED SCIENTISTS

A Chartered Scientist whose title has been lapsed for less than three years due to failure to pay the annual fee (Regulation FP-09) or by being removed for whatever reason from the register of Chartered Scientists and who wishes to apply for revalidation shall:

- i) complete a *'Request for Reinstatement'* form (available from the Society's website);
- ii) submit CPD records for all years covering the lapsed period; and
- iii) pay a re-application fee.

The form will provide details of their relevant professional experience and CPD during the lapsed period and will be reviewed by the Professional and Chartership Committee.

Where status has lapsed for more than three years, no reinstatement is allowed and a completely new application for Chartership status must be submitted and a full Validation Interview carried out.

In cases where the lapsed CSci qualification was conferred by the Society, and Fellowship has similarly lapsed, it will also be necessary to have the FGS designation reinstated at the closest possible OGM to the application for reinstatement of CSci.

It should be noted that the re-application fee would not apply in instances where a Fellow has given prior notice to the Society of their intention to undertake any form of career break (maternity, ill health, etc).

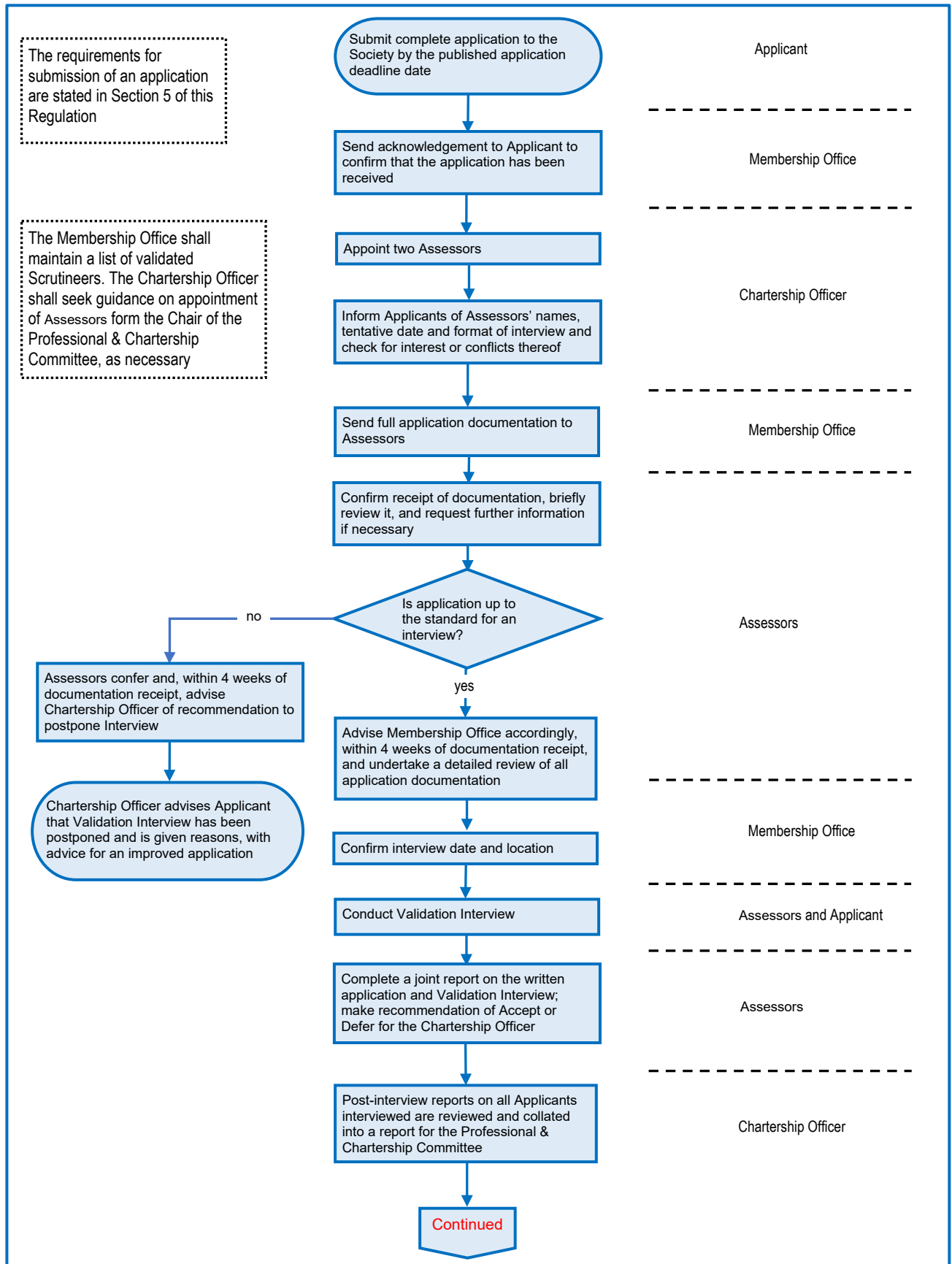
At the discretion of Council, a former Chartered Scientist who has been removed from the Register under the Disciplinary Procedures (Regulation FP 06) may apply for revalidation subject to the process set out in Regulation FP-06, Section 5.

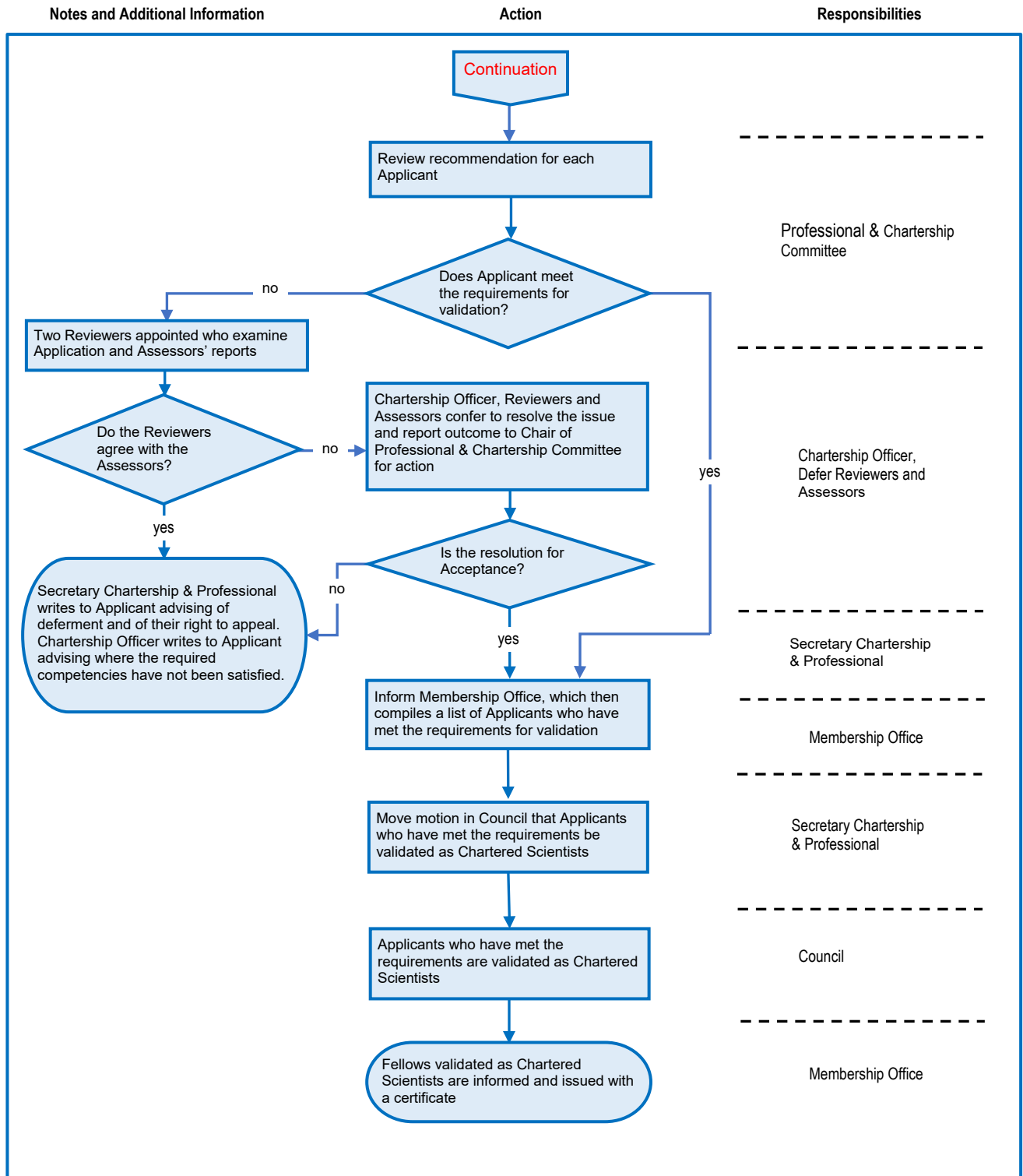
## 10 PROCEDURE

Notes and Additional Information

Action

Responsibilities





The roles and responsibilities of the Professional & Chartership Committee, Chartership Officer, Assessors, Chartership Defer Reviewers Appeals Panel, Chartership Audit Committee, and the Membership Office are defined in Annex A to this Regulation.

## 11 RECORDS

The Membership Office is responsible for maintaining the following records:

- i) a list of Fellows who have applied for validation as Chartered Scientists and who meet the requirements as set out in these Regulations. This list is for presentation to Council which may approve the validation of the Fellows;
- ii) a register of appropriately qualified Assessors from the list of Fellows who have been validated as Chartered Scientists. The register shall record the specialist discipline of the Assessors and where and when they have acted; and
- iii) a register of Fellows who are validated as Chartered Scientists.

## 12 REVIEW

This Regulation will be reviewed at intervals of not more than three years to ensure that it is still current and fit for purpose.

### Regulation FP-11: Revision History and Triennial Review

Issue Nr	Revision Date	Review Date	Revision / Review Outcome
1	?	—	Initial Issue
2	16/06/2010	—	Substantially rewritten to be consistent with current arrangements as set out in Regulation FP-02 (Chartered Geologist). Required competencies revised to conform to those defined by the Science Council. Cross reference provided to new CPD Regulation FP-13 – <b>but against which date(s) to place these?</b>
3	?	?	?
4	01/02/2012	—	Amended to bring into line with appeals process
5	28/11/2012	—	Amended to bring into line with current practice
6	27/11/2013	—	Revised version approved by Council
7	25/11/2015	—	Science Council approval of a revised version of the competencies; section 4.4 rewritten to reflect these
[8	07/02/2018	—	Revised for new CEng reg – revision withdrawn. CEng bid did not proceed]
8	22/09/2021	22/09/2021	Reviewed, reformatted, and reset. Removal of need for 2 Sponsors and incorporating 2021 Sci C changes to CSci competencies
9	28/06/2023	—	Reviewed and updated to reflect current best practice and operational procedures
		Jun 2026	<i>Next review before this date</i>

## ANNEX A ROLES AND RESPONSIBILITIES

**The Professional and Chartership Committee**, which is a standing committee of the Geological Society, reports to the Council of the Society. It is responsible for all Chartership matters and is supported by the Chartership Officer and staff based in Burlington House. It comprises mainly Chartered Geologists, and Chartered Scientists with diverse expertise, who are experienced Assessors. Members of the Professional and Chartership Committee will serve for not more than 3 years. The Chair of the Professional and Chartership Committee will be a member of Council and is normally the Secretary, Chartership and Professional. The Committee will receive and consider the recommendations from Assessors and Chartership Defer Reviewers, following the Validation Interviews of the Applicants. It recommends to Council those Applicants who are considered to have fulfilled the criteria for election to Chartership.

**The Chartership Officer**, a staff position, will attend the Committee meetings, acting as the professional interface between the Committee and Applicants seeking Chartership. The duties of the Chartership Officer will include provision of professional advice to Applicants and to Assessors. This person will be a senior CGeol who has previous experience of acting as an Assessor and with experience in an organisation that employs geologists from different fields.

**Assessors** are nominated by the Chartership Officer, with advice, when required, from the Chairman of the Professional and Chartership Committee, from a list of experienced CGeol and CSci volunteers maintained by the Membership Office. The Scrutineers review the applications assigned to them and conduct the Validation Interview, following which, they pass their recommendation to the Professional and Chartership Committee via the Chartership Officer.

It is incumbent upon all Assessors and other Fellows directly participating in the chartership application process to ensure that they act as a strictly impartial party with respect to Applicants. Therefore, in order to eliminate any bias in the overall process, any potential personal interest or conflict thereof, must be declared as soon as possible, and confirmed in writing (an email is sufficient evidence) so that other participants in the chartership assessment process can be selected.

**Chartership Defer Reviewers** are drawn from the body of experienced CSci Assessors to review defer recommendations made by Assessors. Two defer reviewers, appointed by the Chartership Officer (in consultation with the Chairman of the Professional and Chartership Committee) will conduct reviews of Defer recommendations. They report to the Professional and Chartership Committee, through the Chartership Officer, to confirm or reject the assessment made by the original Assessors. Should there be disagreement between Assessors and reviewers, discussions will be held with the Chartership Officer to resolve this before reporting to the Professional and Chartership Committee.

**The Chartership Audit Committee** will comprise 3 senior Chartered Fellows who will, between them, hold the 2 charterships (Geologists and Scientists) Members will serve for between 3 and 5 years. The Committee will be responsible to Council for the scrutiny of the Chartership process.

**Auditing of the CSci Chartership process** will take place in accordance with the Chartership Audit Committee's terms of reference, at intervals not exceeding approximately 3 years. It will review the outcome of each intervening year's activity and report on positive outcomes as well



as issues that might require the process to be revised. It, and the like processes for CGeol will be audited together as a single exercise.

***The Appeals Panel*** will comprise three experienced and longstanding Chartered Fellows whose names appear on the Standing List (Regulation FP-05, Section 4). This Panel will be independent of the day-to-day Chartership process and will be responsible directly to Council for recommending a decision where an Applicant has invoked the Appeals Process to appeal against a recommendation made first by the Assessors and, subsequently, upheld when reviewed. Where a member of the Appeals Panel has a conflict of interest with the Appellant, a replacement will be called from the Standing List.

***The Membership Office*** is responsible for receiving and processing applications for Chartership, issuing complete documentation to Assessors and generally assisting the Chartership Officer in arranging validation interviews. The Membership Office is also responsible for maintaining the records itemised in Section 11 of the Regulation.



**ANNEX B PROCESSING OF APPLICATIONS**

The sequence of events followed in processing an application is summarised in a flow chart in Section 10.

The Membership Office will receive all applications for validation as a Chartered Scientist and inform the Chartership Officer accordingly. An acknowledgement of receipt of documentation will be sent to the Applicant by the Membership Office.

The Chartership Officer will appoint two Assessors to assess the application and interview the Applicant. At least one Assessor will be competent in the same field of geosciences as the Applicant.

Once appointed, the Assessors will be sent the application documents by the Membership Office. Requests for clarification from the Applicant can be made by the Assessors, and should be addressed through the Chartership Officer. The Assessors should review the applications independently of each other and each should complete a pre-interview report before they may liaise with each other, if required, about the application that they are Assessing, and submit it to the Membership Office no later than 4 weeks after receiving the Applicant's documentation. At this point, if the Application is deemed strong enough to proceed to interview, the Membership Office will confirm the date and setting of their Validation Interview to the Applicant.

The Validation Interview should be a maximum of two hours. The Applicant will be required to make a short presentation, following which the Assessors will ask such questions as they deem necessary to satisfy themselves of the level of competence of the Applicant under each of the criteria.

Following the interview, the Assessors will complete a joint report to record their recommendation and detailed feedback under each of the criteria assessed. If Assessors cannot agree on a point their separate opinions should be recorded.

This post-interview report is submitted to the Chartership Officer who will review it to determine whether the Applicant has met the requirements for validation. Successful applications will be ratified by the Chartership and Professional Committees and then proposed to the next meeting of Council for election. The new Chartered Scientists will be informed immediately following the Council meeting, and will be issued with a certificate signed by the President and the Secretary, Chartership and Professional (ie, Chair of the Professional and Chartership Committee) They will be informed of any comments and advice offered by the Assessors.

Should the Applicant have failed to demonstrate competence under one or more of the criteria, their application, together with the Assessors' reports, will be referred for review by two Chartership Defer Reviewers who have expertise relevant to the specialism of the Applicant. The Defer Reviewers shall make their own assessment of the Applicant's written submission, and will review the post-interview report to ensure that the decision of the Assessors is consistent with the written application. They will satisfy themselves that, from the information available, there are no reasonable grounds to suggest that different Assessors would have arrived at a different decision and that the advice offered will help the Applicant with a further application.

The reviewers will report to the Professional and Chartership Committee through the Chartership Officer, and may choose to uphold the recommendations made by the Assessors, or may suggest an alternative course of action. Where the assessments of the Defer Reviewers agree



with those of the Assessors, the Chair of the Professional and Chartership Committee will write to unsuccessful Applicants advising where they have failed to demonstrate the required competencies, and providing constructive feedback to assist the Applicant in any further reapplication.

Unsuccessful Applicants will also be advised of their right to appeal the decision under Regulation FP-05.