

# Fleming Professional Fellowship Scheme Application Guidance Note

## Introduction

This guidance note has been developed to help you complete the Fleming Professional Fellowship Application Form. This guidance note should be read in conjunction with:

- The Fellowship Terms of Reference (TOR) for the specific Fleming Fellowship for which you are applying, and
- The Fleming Professional Fellowship Application Form

You should use the Application Form and supporting documents to demonstrate that you are eligible and suitable for the Fleming Policy Fellowship you are applying for and describe why and how the Fleming Fellowship Scheme could support you to meet the specific purpose and objectives of the Fellowship as set out in the TOR.

## Eligibility Criteria

The general eligibility criteria for all Professional Fellowships are listed below.

To be a Fleming Professional Fellow you must:

- Be a citizen or resident of the country in which the Fellowship is offered
- Hold a recognised qualification, such as a Bachelor's or Master's degree, in a relevant discipline, or have at least five years' relevant professional experience.
- Be endorsed by and accountable to a registered national institution (hereafter referred to as the 'Beneficiary Institution') through permanent employment
- Be available and committed to participating fully in the Fellowship programme on a part-time basis for the entire duration (expected to be up to 24 months), based on agreement with the Beneficiary Institution
- Be able to demonstrate evidence of leadership or leadership potential in a relevant sector or discipline.

You should also check the Professional Fellowship ToR to see if there are any additional eligibility criteria that are specific to your institution.

If you have any specific questions regarding eligibility, please get in touch with the relevant Fleming Fund's Regional Fellowship Scheme Officer whose contact details can be found at the end to the Professional Fellowship TOR.

PLEASE NOTE:

- While fluency in English language is not a requirement for all Professional Fellowships, you must demonstrate a basic level of proficiency in written and spoken English to participate fully in the regional Fellowship activities.
- We strongly encourage applications from eligible female candidates. We will aim to respond flexibly to any obstacles inherent to the design of the fellowships that might restrict or limit these applications.

## Selection Criteria

In addition to the eligibility criteria described above, the Selection Panel will be looking for evidence of skills, competencies and attributes that support the selection criteria for the specific Professional Fellowship. You must consult the specific ToR for this Professional Fellowship for a list of these selection criteria.

## Application Checklist

The Application Checklist specifies the documents that must accompany the completed application form when you submit it. Please review the checklist carefully and ensure you submit all necessary supporting documents with your application. Incomplete applications will not be assessed by the Selection Panel.

## Section A: Fellowship Name, Terms of Reference and Applicant Details

Your application must be for a specific Fellowship as described in an advertised Fleming Professional Fellowship ToR. The name of the Professional Fellowship you are applying for, the Fellowship ToR reference number and the country must be stated at the top of Section A. This information can be found on the cover page of the Professional Fellowship ToR.

When completing the Applicant Details section, please note that the family name and other names provided should be the same as those shown on the verified copy of the passport, identify card or birth certificate you are submitting.

Please provide contact details that will allow us to get in touch with you to follow up on the application and let you know when a decision has been reached.

## Section B: Beneficiary Institution Details

The Professional Fellowships, the Beneficiary Institution is the national institution or organisation that employs the Professional Fellow. Full details of this Beneficiary Institution must be provided when completing this section.

## Section C: Applicant Employment Details

You must confirm that you are endorsed by, and accountable through employment, contract, or similar arrangement to the Beneficiary Institution of the Fellowship you are applying for.

You must also provide details of your current position/arrangement, including title and responsibilities at that Institution in **no more than 300 words**. When describing your responsibilities, you should focus on those most relevant to the Fellowship including any leadership or managerial responsibilities you might hold.

You should then summarise, in **no more than 300 words**, your relevant work history and professional experience over the last five years. Again, this should focus on describing relevant experience based on the Professional Fellowship ToR. Focus on providing a **summary** of previous experience that demonstrates how you have advanced in capability and responsibility, leading to your current role. A comprehensive, highly-detailed description is not needed here; more detail can be provided in an accompanying Curriculum Vitae (CV).

Fleming Fellowships are designed to provide personalised professional development support to key individuals that result in sustainable improvements in the capacity of their Beneficiary Institutions. Helping the Fellowship selection team understand your role in relation to the designated Beneficiary Institution is therefore very important.

## Section D: Personal Statement

You must provide a Personal Statement of **up to 800 words** and attach it as a separate document to your application. Personal Statements are a major consideration in the selection of successful applicants. Be concise and give specific examples to support your case.

The Personal Statement should address the following:

- a. Emphasise what you wish to achieve during and after the Fellowship, and do not focus on the past.
- b. The specific professional development you are seeking. Identify areas of weakness as well as areas of strength and consider how both may be affected through the Fellowship.
- c. Briefly describe how your position and experience make you an excellent candidate to address the purpose and objectives of the Fellowship as described in the Fellowship ToR, including contributing to sustainable advances in the Beneficiary Institution.

## Section E: Education and Training History

You should provide details of any previous education and training that is relevant to the Professional Fellowship you are applying for. Not all activities require specialised or postgraduate-level education but it is expected that most applicants will have at least an undergraduate qualification in a relevant field.

Verified copies must be provided in English for all academic degrees, diplomas and certificates listed.

In the last part of this Section, you are encouraged to list any other relevant training or experience you have completed that is relevant to the Professional Fellowship you are applying for. Evidence of completion of training should be provided but verified copies of these are not required.

## Section F: Language Proficiency

The language proficiency requirement for each Professional Fellowship is specified in the Fellowship ToR. You must be able to demonstrate a basic level of competency in written and spoken English in order to participate in and benefit fully from national and regional Fellowship activities.

If you have completed an academic qualification that was taught and assessed in English, you can apply for an exemption from providing language proficiency test results by putting an “X” in the relevant box at the top of Section F. Details of the qualification must be included in Section E.

If you have not completed an academic qualification that was taught and assessed in English OR have not been tested under an internationally recognised language proficiency test system, you should submit alternative evidence of your language proficiency by submitting a detailed description along with your application that can be assessed by the Fellowship selection team. In such cases, this alternative evidence may need to be verified through language testing. If this applies to you, please contact the Regional Fellowship Scheme Office to discuss further, their details are included in the Additional Information section at the end of the terms of reference.

## Section G: Experience and Proficiency using Computers and the Internet

You should indicate the level of your computer literacy in this section of the Application Form. Self-assessments must be honest and realistic. Some Professional Fellowships rely on specific applications and proficiency may be tested at the selection interview.

The level of competence required will vary significantly between Fellowships and expert proficiency is generally not expected. You should be honest in your self-appraisal as misleading information may negatively impact your performance during the Fellowship.

When required, training in some aspects of software use may be included as part of your Fellowship activities.

Ready access to a laptop or desktop computer and broadband internet connection is important because Fellowship outcomes may depend on use of specific software applications and/or hardware. This will be discussed when the Fellow's Workplan is developed and, if necessary, may be included in the budget held by the Host Institution.

## Section H: Reference information

All applicants are required to provide two references which must be submitted **together with your application form**. Referees should be your current employer and where possible, a senior person from a relevant government, university, or registered national or international non-government organisation.

Each Referee must complete the Referee Form provided and provide a one-page Reference Letter written in English. Both the Referee Form and Reference Letter must be completed by your referees and submitted at the same time as your application.

## Section I: Beneficiary Institution Acknowledgement

An authorised representative of the Beneficiary Institution (your employer) for the Fellowship must sign the Application Form in Section I. You should therefore discuss the Fellowship ToR with your senior managers in order to gain their support and ensure that they understand:

- The purpose, objectives and likely benefits of the Fellowship, and the commitments required of both you and them.
- How the Fellowship can build both your capability and that of the Beneficiary Institution.
- How the requirements of the Fellowship, including demands on your time can be managed in relation to your normal work responsibilities.

In the Application Form, the Beneficiary Institution is required to specifically acknowledge that they understand the **terms of the Professional Fellowship**:

- The Fellowship will start on the date and continue for the duration indicated in the Fellowship ToR.
- Professional Fellowships are part-time, with an overall time allocation of up to 0.2 Full Time Equivalent (FTE) over the duration of the fellowship.
- Participants will usually be based at their own institution for the majority of the Fellowship, However, short-term placements at other institutions abroad may be involved. Typically, these placements will be from three (3) to six (6) weeks.
- Although Fellowship activities will generally be planned to fit alongside a person's normal work responsibilities, it is likely that that reasonable changes to their daily routine, responsibilities, and duties will be required.
- In addition to strengthening key competencies of Fleming Fellows, the Fleming Fellowship Scheme is also designed to result in sustainable advances at the Beneficiary Institutions as well as supporting effective collaboration between Fellows and other institutions in the country and region. It is therefore important that applications are supported by the Beneficiary Institutions specified in the Fellowship ToR.
- If awarded a Fellowship, the applicant will be matched with a mentor from the Host Institution that has been separately selected by the Fleming Fund Management Agent.
- The applicant and the Host Institution will work together to develop the Fellow's Workplan which will detail the specific activities that will be supported. The Fellow will discuss the draft Workplan with the Beneficiary Institution prior to final review and approval by the Fleming Fund Management Agent.

- Beneficiary Institutions will be jointly responsible with the Host Institution for supporting Fleming Policy Fellows to ensure their full participation and successful completion of the Fellowship Workplan.
- Some Workplan activities may require the Fellow to collaborate with other Fleming Fellows and institutions. Information about these activities will be shared with the Beneficiary Institution, and will also need to be accommodated within the Fellow's work responsibilities.
- Confirmation of the Fellowship award will be sent by the Management Agent to all parties (including the Beneficiary Institution), together with final notification of the date when activities should start.
- Fellows will be responsible for their normal living costs and arrangements for the duration of the Fellowship except when on placement at the Host Institution or travelling away from home on Fellowship activities. It is expected that the Beneficiary Institution will continue to pay the Fellow's normal salary and work-related expenses.
- An agreement will be signed between the Management Agent and the Host Institution to enable funds to be expensed for the Fellow's Workplan activities.
- The Host Institution will pay all other expenses associated with implementation of the activities in the Professional Fellowship Workplan except for the Fellow's salary and usual work-related expenses/compensation.

## Section J: Applicant Declaration

You must sign and date the Applicant Declaration section of the Application Form (Section J). Application Forms which are not signed and dated will not be reviewed.

You will only be confirmed as a Fleming Fellow when:

- You have successfully completed the selection process
- You have participated in an orientation session hosted by the Fleming Fund Management Agent and Host Institution
- You have developed a final version of your Fellowship Workplan with the Host Institution that has been shared with the Beneficiary Institution and has received formal approval from the Fleming Fund Management Agent.

Please contact the Fleming Fund Management Agent Regional Officer named in the TOR if you have any questions or need advice in relation to the declarations made.