

**Senior Fellow – Draft Application Template (PSF 2023)**

Applications for Senior Fellowship are made online via the[**MyAdvanceHE portal**](https://my.advance-he.ac.uk). The online system is explained in the guidance for applicants.

This Word template document 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 Narrative and Case Studies in the relevant section of your application.

This template will enable you to:

* Draft your application in the structure required for the online application for Senior Fellowship;
* Save and work offline to develop your application on your own device;
* Share your application with your two referees to enable them to write their Supporting Statements;
* Copy and paste the final application onto the online application system via [**MyAdvanceHE portal**](https://my.advance-he.ac.uk/)**.**

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

* The Advance HE [**Fellowship Category Tool**](https://www.advance-he.ac.uk/form/fellowship-decision-tool-2023) will help you to determine whether Senior Fellowship is the most appropriate category of Fellowship for you at this point;
* The [**Professional Standards Framework for teaching and supporting learning in higher education**](https://s3.eu-west-2.amazonaws.com/assets.creode.advancehe-document-manager/documents/advance-he/PSF%202023%20-%20Screen%20Reader%20Compatible%20-%20final_1675089549.pdf) (PSF 2023) – the award of Senior Fellowship is based on the criteria of Descriptor 3 (PSF 2023, p.9) being evidenced;
* [**Senior Fellowship Applicant Guidance**](https://advance-he.ac.uk/knowledge-hub/psf-2023-senior-fellowship-applicant-pack)and [**Guide to the PSF 2023 Dimensions - Senior Fellowship (D3**](https://advance-he.ac.uk/knowledge-hub/psf-2023-senior-fellowship-applicant-pack)**)** available on the Advance HE website.

Your application for Senior Fellowship takes the form of an **Account of Professional Practice consisting of a Reflective Narrative and two Case Studies (6,000-word limit shared across all three elements)** plus citations (overall maximum of 6,500 words - please note that the online system will not exceed this limit), along with Supporting Statements from two referees.

You will need to **continue to refer to the applicant guidance and Descriptor 3 of the PSF 2023** as you draft your application to ensure that you are writing to meet the requirements.

You will be able to use the relevant boxes below to complete your draft application. Once completed, **all the guidance can be deleted** and this template containing your application can be sent to your two referees so that they can write their supporting references.

When you have finalised your draft application you will need to send the completed template to your referees so that they can write their Supporting Statements. Please direct your referees to the [**Senior Fellowship Guidance for Referees writing a Supporting Statement.**](https://advance-he.ac.uk/knowledge-hub/psf-2023-senior-fellowship-applicant-pack) The referees need to return their Supporting Statements 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.advance-he.ac.uk/fellowship) as well as to submit your application text and both referee Supporting Statements.

****

**Senior Fellow – Draft Application**

|  |  |
| --- | --- |
| **Name as you would like it to appear on your certificate** |  |

## **Context statement:**

Write your Context statement here (up to 300 words)

## **Reflective Narrative**

|  |
| --- |
| Write your reflective narrative here. References and citations are to be listed in a dedicated field below: |

**Case Study One**

|  |  |
| --- | --- |
| Title Case Study 1 |  |
| Write your first case study here. References and citations are to be listed in a dedicated field below: |

**Case Study Two**

|  |  |
| --- | --- |
| Title Case Study 2 |  |
| Write your second case study here. References and citations are to be listed in a dedicated field below: |

**References/Citations:**

|  |
| --- |
| Write any references or citations used in your application here: |

Contact us

**All enquiries:**

Email: communications@advance-he.ac.uk
Website: [www.advance-he.ac.uk](http://www.advance-he.ac.uk)

**Advance HE helps HE and research be the best they can be.**

We are a member-led, sector-owned charity that works with institutions and higher education across the world to improve higher education for staff, students and society. We are experts in higher education with a particular focus on enhancing teaching and learning, effective governance, leadership development and tackling inequalities through our equality, diversity and inclusion (EDI) work.

Our strategic goals to enhance confidence and trust in HE, address inequalities, promote inclusion and advance education to meet the evolving needs of students and society, support the work of our members and the HE sector.

We deliver our support through professional development programmes and events, Fellowships, awards, student surveys and research, providing strategic change and consultancy services and through membership (including accreditation of teaching and learning, equality charters, knowledge and resources).

Advance HE is a company limited by guarantee registered in England and Wales no. 04931031. Company limited by guarantee registered in Ireland no. 703150. Registered as a charity in England and Wales no. 1101607. Registered as a charity in Scotland no. SC043946. Registered Office: Advance HE, Innovation Way, York Science Park, Heslington, York, YO10 5BR, United Kingdom.

© 2023 Advance HE. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or any storage and retrieval system without the written permission of the copyright owner. Such permission will normally be granted for non-commercial, educational purposes provided that due acknowledgement is given. The Advance HE logo should not be used without our permission.

To request copies of this report in large print or in a different format, please contact the Marketing and Communications Team at Advance HE: communications@advance-he.ac.uk