



The Nigerian Society of Engineers

GUIDELINES TO APPLYING FOR FELLOWSHIP OF THE NIGERIAN SOCIETY OF ENGINEERS.

1.0 FELLOWSHIP BY DIRECT APPLICATION:

The Fellowship application should be commenced on the online portal via the link: <https://portal.nse.org.ng/Account/FellowApplication>

Please note that payments outside the Portal are no longer accepted. Every Fellowship payment must be made on the Portal via the link above and the receipts would be automatically issued to the respective emails of the applicants.

And after successfully completing the application and submitting it, you can then compile your report in the format below, and submit soft copy (PDF) of the report to the Fellowship Secretariat via fellowship@nse.org.ng.

1.0.1 Fellowship by Direct Application Report Writing Format

The soft copy report is to be submitted in partial fulfillment of the requirement for the award of Fellowship of the Nigerian Society of Engineers.

Report shall include the Table of Content, introduction, three major parts, conclusion and appendices.

The introduction shall be the summary of all the major parts including the conclusion.

The three major parts shall contain the following:

Part 1 (Resume):

Detailed Curriculum Vitae of candidate containing details of the basic educational background, professional qualifications, short-term courses/trainings and working experiences including responsibilities emphasizing personal contributions to the development and promotion of the

Engineering profession. Copies of all certificates (academic, professional, trainings/courses/conferences etc.) obtained by the candidate are to be included.

Part 2 (Detailed Responsibilities/Duties/Contributions):

Detailed descriptions of some major engineering projects handled by candidate which have been singled out in order for the candidate to share unique experiences with Professional Colleagues.

The report shall contain details of the design specifications, technical contents, construction/fabrication/manufacture descriptions and other procedures. Details of challenges faced, problems solved and lessons learnt shall be stated.

Part 3 (Technical/Management Papers):

Technical papers (up to five) written by the candidate and presented/published at recognized fora/journals within the past ten years.

Conclusion

Lastly, there shall be the concluding portion of the report containing the highlights of Candidate's contributions to the Nigerian Society of Engineers at the Headquarters and the branch and division levels. Specific details shall be given of the NSE Task Forces, Committees and Boards the candidate had served including the representations of NSE in Public and Private Institutions, etc.

Appendices:

Evidence of all other claims stated in the form.

NOTE: Candidate is requested to upload a letter of reference/recommendation issued by both Branch and Division Chairmen. The letters should corroborate the candidate's activities/contributions/services to the Branch/Division.

1. Conditions Before Application.

- a. 15 years post qualification experience.
- b. Membership of the Society for at least 10 years.
- c. Up to Date Financial Membership in the Society
- d. Active membership in a Division and a Branch
- e. COREN Registration and Annual Practicing License.

2. Enclosures Required

- a. A type-written report on professional experience, emphasizing personal contributions in any one or two areas of engineering practice obtained since the date of election to membership grade, preceded by a resume of employments, appointments and responsibilities undertaken.
- b. Two (2) Fellows from same Division to stand as Referees. Their membership number is to be inputted on the relevant column on the Portal
- c. Reference Letters from candidate's Division Chairman and Branch Chairman to be uploaded on the Portal.
- d. Copies of Certificates/Awards/etc
- e. Full documentary evidence to support all other claims

2.0 FELLOWSHIP BY INVITATION

The application should be commenced and submitted on the Portal. The Following are the documents needed for the application:

1. Detailed Curriculum Vitae / Resume showing academic & professional qualifications, employments and appointments, professional experience emphasizing significant contributions to the development and promotion of the Engineering profession, major projects/designs etc.
2. All certificates of academic & professional qualifications.
3. Certificates of courses/trainings/conferences attended in the past 10 years.
4. Presented Technical/Management Papers.
5. Two (2) Fellows from same Division to stand as Referees. Their membership number is to be inputted on the relevant column on the Portal.
6. Evidence of all claims made in the application form.

Any other supporting documents.
7. Must be a member of the Society.