

Fellowship Policy (Direct Route)

PR/06

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Advance HE Equality, Diversity, and Inclusion (EDI) Statement

Advance HE's charitable objects illustrate our clear commitment to advancing equality, diversity, and inclusion (EDI). Encouraging EDI in the workplace as a core organisational value, underpinning internal practice in order for people to feel welcome valued and supported.

At Advance HE, we are committed to creating an environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity, and a safe, inclusive, and respectful environment. We are committed to ensuring that all stakeholders are treated fairly and are not subject to discrimination on any grounds.

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Advance HE Fellowship Policy (Direct Route)

1 Purpose

- 1.1 The Fellowship scheme has been developed to demonstrate a commitment to professionalism and provide recognition of practice, impact and leadership in teaching and supporting learning within higher education.
- 1.2 Advance HE operates the Fellowship scheme, which is aligned with the Professional Standards Framework for Teaching and Supporting Learning in Higher Education ([PSF 2023](#)).
- 1.3 Fellowship is a peer review service which allows individuals to be professionally recognised for their effective higher education practice in teaching and/or supporting learning globally.
- 1.4 As custodians of the PSF 2023, Advance HE is committed to upholding the standards on behalf of the higher education sector.

2 Scope

- 2.1 The scope of this Policy is to provide clarity for individuals who are applying through the “direct route” for Fellowship.
- 2.2 This Policy applies to all individuals involved in the “direct route” of the Fellowship scheme, including applicants, reviewers, colleagues, and any other relevant stakeholders.
- 2.3 Many higher education providers (HEPs) are accredited by Advance HE to award Fellowship through institutional accredited programmes and schemes. This is referred to as the “Accredited Route”.
 - 2.3.1 Where HEPs operate an accredited provision, Advance HE advises individuals to apply for Fellowship via this route. HEPs design provision to suit their strategic objectives and ambitions for teaching and learning, as well as meeting the requirements for Fellowship. In these instances, institutional policies and procedures are in place and should be followed by individuals.
 - 2.3.2 For HEPs who operate or wish to develop accredited provision, please refer to the Advance HE [Accreditation Policy](#) for further guidance.
- 2.4 This Policy does not cover matters concerning Advance HE accredited programmes. For matters of concern in relation to accredited programmes, please refer to the [Advance HE Accreditation Policy](#).
- 2.5 Advance HE reserves the right to revise this Policy prior to the review date dependent on requirements.

3 Definitions

Term	Definition
Accredited Route	Fellowship awarded through the completion of an Advance HE member institutional accredited programme/scheme supported by Member Institutions’ own policies and procedures.

Applicant	Individual who submits a fellowship application directly to Advance HE for review using the Direct Route.
Application	A written application across one of the four categories of Fellowship submitted to Advance HE for Peer Review.
Category	There are four categories of fellowship: Associate Fellowship, Fellowship, Senior Fellowship and Principal Fellowship.
Colleagues	Employees at all levels, Directors, Officers, agency workers, seconded workers, volunteers, interns, agents, associates, contractors, external consultants, third-party representatives and business partners, sponsors, or any other person associated with Advance HE.
Direct Route	Any fellowship application submitted directly to Advance HE for Peer Review.
Descriptors	Four descriptors each consist of an introduction and a set of three criteria statements.
Dimensions	Dimensions are 15 statements which inform and describe practice. They are arranged as three related sets of five Professional Values, five forms of Core Knowledge and five Areas of Activity.
Fellowship	Fellowship demonstrates a personal and institutional commitment to professionalism in teaching and supporting learning in higher education globally.
Member Institution	A higher education provider (HEP) that is an institutional member of Advance HE
My Advance HE	Advance HE's online submission portal.
Peer Review Service	An application process where the applications are reviewed by external independent reviewers.
Plagiarism	An applicant presenting another's work or ideas without full acknowledgement of the original author.
Professional Misconduct	Violation of professional or ethical standards when submitting a fellowship application.
PSF	Professional Standards Framework (PSF)
Reviewer	Trained, independent and global peer reviewers who are experienced higher education teaching and supporting learning professionals with expertise in reviewing fellowship applications. Reviewers will hold either Senior or Principal Fellowship.
Turnitin ®™	Plagiarism detection software, being the principal method currently used by Advance HE to detect text matching prior to submitting an application to Advance HE.

4 Terms of Fellowship

- 4.1 Fellowships are awarded based on evidence of a written personal claim of effective professional practice that meets the requirements of the [PSF 2023](#).
- 4.2 Fellowship is available to all applicants globally in the higher education context.
- 4.3 An application for Fellowship must relate to teaching and/or support for learning practice related to higher education provision outlined in the relevant guidance for each category of Fellowship:
- **Descriptor 1** – [Associate Fellowship](#)
 - **Descriptor 2** – [Fellowship](#)
 - **Descriptor 3** – [Senior Fellowship](#)
 - **Descriptor 4** – [Principal Fellowship](#)

- 4.4 Applicants are responsible for ensuring that they submit their application against the category of Fellowship that is the most appropriate for them.
- 4.4.1 To assist in selecting the relevant category, applicants are advised to complete the [Fellowship Category Tool \(FCT\)](#) prior to starting their application.
- 4.4.2 Applications are non-transferable, which means applicants are not permitted to transfer to a different category of Fellowship once the review process for that application has started, see section 6.3 for further details on refunds.

5 Fellowship Criteria

- 5.1 Fellowship applications are reviewed against the four Descriptors (D1-D4) of the [PSF 2023](#):

Descriptor 1 (D1) aligns with Advance HE recognition as Associate Fellow.

D1 is suitable for applicants whose practice enables them to evidence some Dimensions. Effectiveness of practice in teaching and/or support of learning is demonstrated through evidence of:

- (D1.1) Use of appropriate Professional Values, including at least V1 and V3.
- (D1.2) Application of appropriate Core Knowledge, including at least K1, K2 and K3.
- (D1.3) Effective and inclusive practice in at least two of the five Areas of Activity.

Descriptor 2 (D2) aligns with Advance HE recognition as Fellow.

D2 is suitable for applicants whose practice with learners has breadth and depth, enabling them to evidence all Dimensions. Effectiveness of practice in teaching and/or support of high-quality learning is demonstrated through evidence of:

- (D2.1) Use of all five Professional Values.
- (D2.2) Application of all five forms of Core Knowledge.
- (D2.3) Effective and inclusive practice in all five Areas of Activity.

Descriptor 3 (D3) aligns with Advance HE recognition as Senior Fellow.

D3 is suitable for applicants whose comprehensive understanding and effective practice provides a basis for which they lead or influence those who teach and/or support high-quality learning. Applicants are able to evidence:

- (D3.1) A sustained record of leading or influencing the practice of those who teach and/or support high quality learning.
- (D3.2) Practice that is effective, inclusive and integrates all Dimensions.
- (D3.3) Practice that extends significantly beyond direct teaching and/or direct support for learning.

Descriptor 4 (D4) aligns with Advance HE recognition as Principal Fellow.

D4 demonstrates a sustained record of effective strategic leadership in academic practice and academic development as a key contribution to high quality student learning. Applicants should be able to provide evidence of:

- (D4.1) Sustained and effective strategic leadership of higher education practice, with extensive impact on high-quality learning: within or beyond an institution, or across a discipline or profession.
- (D4.2) Development and implementation of effective and inclusive: strategies, or policies, or procedures, or initiatives, to enhance practice and outcomes for learners.
- (D4.3) Active commitment to, and integration of, all Dimensions in the strategic leadership of academic or professional practices.

- 5.2 Applicants must read the PSF 2023 prior to starting their application, and the guidance materials provided through the Advance HE website, reflected in section 4.3 above.

6 Fellowship Fees

6.1 Cost of a Fellowship Application through the Direct Route

- 6.1.1 Applicants will be subject to a one-off fee to apply for Fellowship using the direct route.
- 6.1.2 An application will not be accepted for review until payment has been received in full. Further details on the current fees for Fellowship can be found on the [Advance HE website](#).
- 6.1.3 All direct route applications are allocated to the next available Review Panel based on application payment date, to ensure fairness.
- 6.1.4 The cost of the first resubmission is included in the application fee. If an applicant is unsuccessful following resubmission, they are withdrawn from the process and a new application and application fee will be required if they wish to have further attempts.
- 6.1.5 Advance HE does not run a fast-track process for applications.
- 6.1.6 Payment can be made through My Advance HE by credit card, purchase order and invoice or pre-payment through a bulk fellowship contract.
- 6.1.7 When Fellowship has been awarded, there will be no further fees required from the applicant.

6.2 Advance HE Members / Non-Members

- 6.2.1 Applicants who are employed by an Advance HE Member organisation will pay 50% of the full Fellowship application fee.
- 6.2.2 Applicants who are employed by a non-member institution will be charged the full fee.
- 6.2.3 In instances where a HEP will pay for an applicant to apply via the direct route, it is the responsibility of the applicant to ensure payment has been made in full.

6.3 Refunds

- 6.3.1 The application fee for Fellowship is non-refundable.
- 6.3.2 Applicants are not entitled a refund if their application is unsuccessful in the review process.
- 6.3.3 It is the responsibility of the applicant to ensure that they apply for the right category of Fellowship for their experience. Refunds will not be provided to applicants who apply, complete the review process and are unsuccessful as a result of choosing the wrong category.
- 6.3.4 All applicants are encouraged to complete the Fellowship Category Tool ([FCT](#)) before starting their application to ensure that they apply for the right category of Fellowship.
- 6.3.5 If an applicant feels they have applied for the wrong category of Fellowship prior to the review process, they are advised to contact the Fellowship Team on fellowship@advance-he.ac.uk.
- 6.3.6 Refunds will not be issued for applications that are withdrawn at the end of the review process. This includes where an individual has decided not to resubmit and provided their

intent to the Fellowship Team to withdraw from the process or withdrawal due to a missed resubmission deadline.

6.4 Forfeit of the Application Fee

- 6.4.1 Applicants are asked to review and accept the Terms and Conditions of Fellowship when they submit their application through the My Advance HE portal.
- 6.4.2 If any application is found to contravene any of the Terms and Conditions the application fee will be forfeit, refer to **Appendix A** for the Terms and Conditions of Fellowship.

6.5 Review of Fellowship Fees

- 6.5.1 A review of Fellowship fees will be completed on an annual basis.

7 Requirements of the Reviewer

- 7.1 All direct route applications are reviewed by trained Reviewers who are independent to Advance HE.
- 7.2 All Reviewers have expertise in the PSF, as well as for their knowledge and experience of learning and teaching in higher education, including different contexts (e.g. disciplines, professional roles, etc.) and global settings.
- 7.3 All Reviewers hold Senior or Principal Fellowship.
- 7.4 All Reviewers are suitably trained to make reliable and robust Fellowship judgements for the relevant category of Fellowship.
- 7.5 Reviewers are required to participate in the mandatory Advance HE annual cycle of continuing professional development activities.
- 7.6 Reviewers are assigned based on the category of Fellowship they hold and their availability, and based on whether there is any conflict of interests present, refer to section 13.
- 7.7 The identity of Advance HE Reviewers will remain anonymous and any efforts to extract this information from the organisation, under all circumstances, will be declined. This is to ensure the integrity of our Reviewers and their rights to privacy.

Procedures

8 Process of a Fellowship Application

- 8.1 When applicants apply for any category of Fellowship, they must submit their application via the My Advance HE portal.
- 8.2 My Advance HE will automatically count the number of words submitted and applicants will be unable to submit their application if it is over the word count for the relevant category.
 - 8.2.1 Word limits are set out in the applicant guidance for the relevant category of Fellowship.
- 8.3 The content of applications must be submitted in plain text. No diagrams, photographs, graphs, tables, images or links to external websites/documents will be accepted.

- 8.4 Applicants are expected to take responsibility for the academic integrity of the evidence in their submission and will confirm that the application they are submitting is their own work in accordance with the terms and conditions reflected in Appendix A.
- 8.5 Once an application is received it will be allocated to the next available Peer Review Panel.
- 8.5.1 Advance HE manages and co-ordinates Peer Review Panels for all categories of Fellowship continuously throughout the year, therefore applications will be assigned to the Peer Review Panels on a first come, first served basis and there is no set deadline for submission.
- 8.6 The Peer Review Panel will judge applications against the relevant Descriptor criteria for the chosen category of Fellowship. There are two potential outcomes following the first review:
- **Award** – The applicant has provided sufficient evidence to meet the Descriptor criteria of the category of fellowship and applicants will be provided instructions on how to gain access the fellowship certificate.
 - **Refer** - If the applicant has not provided sufficient evidence to meet the relevant Descriptor criteria, the Reviewers will provide feedback to the applicant in sections 1, 2, and 3 of the Panel Outcome and Feedback form. The applicant will have the opportunity to resubmit a revised application based on the feedback within four weeks.
- 8.6.1 Details for the resubmission process, including the date for submission of the revised application, will be sent with the feedback. It may be possible to request an extension to the date given, further details are in Section 11.
- 8.6.2 It is the responsibility of the applicant to ensure they resubmit their application by the deadline set by Advance HE.
- 8.6.3 Any resubmission not received by the set date will be withdrawn from Advance HE's system and this will be the end of the review process for that application, refer to section 6.3 on the rules of refunds.
- 8.6.4 It is the right of the applicant to decide not to resubmit their application. If Advance HE has not received an extension request or a revised application by the deadline provided and has not received an extension request, the application will be deemed withdrawn and the opportunity for second and final review forfeit.
- 8.7 Applicants should submit their revised application via My Advance HE Portal.
- 8.8 Once received, the resubmission will be reviewed by the original Reviewers who will determine one of two possible outcomes:
- **Award** - if the Review Panel judges the resubmission has met the Descriptor criteria requirements, fellowship for the category applied for will be awarded and applicants will be provided with instructions on how to download the certificate.
 - **Unsuccessful** - if the Review Panel judges the resubmission has not met the Descriptor criteria, applicants will be provided with feedback in section 4 of the Panel Outcome and Feedback Form and this will be the end of the review process for that application.
- 8.9 Successful applicants will be notified by email with instructions as to how to access their Fellowship certificate.
- 8.9.1 Applicants successful in their award, are eligible to use the post-nominals appropriate to their category of Fellowship.

- 8.9.2 Once notified, the applicant will be permitted to use the relating post-nominal for life, unless their Fellowship is withdrawn in accordance with this Policy.

9 Supporting / Advocate Statements

- 9.1 Supporting/Advocate Statements are required as part of the Fellowship application and are required to endorse and verify an applicant's claim for Fellowship and are used by Reviewers to confirm the application presents a fair and accurate reflection of an applicant's higher education practice.
- 9.2 The applicant guidance for each category of Fellowship sets out the requirements for a Supporting/Advocate Statement.
- 9.3 All Supporting/Advocate Statement authors must confirm that they have read the guidance for referees and be familiar with the PSF 2023.

9.4 Supporting/Advocate Statement Language

- 9.4.1 Regardless of the category of Fellowship applied for, all Supporting/Advocate Statements must be written in English.
- 9.4.2 If English is not the author's first language and they are not able to provide the support Statement in English, Advance HE will accept a certified English translation of the Statement.
- 9.4.3 It is the author's responsibility to provide the certified translation for the applicant and the author will be required to agree and accept the Validation Statement upon completion.

9.5 Supporting/Advocate Statement Checks and Referrals

- 9.5.1 Advance HE reserves the right to contact the author of Supporting/ Advocate Statements to verify or clarify any information disclosed in their statement.
- 9.5.2 By writing the Supporting/Advocate Statement, an author has provided their consent to be contacted by Advance HE in the event of query or verification, if such occasion arises.
- 9.5.3 Advance HE will only use the Supporting/Advocate Statement author's contact information for matters pertaining to the applicant's application and the author's personal details will be processed in line with current data protection legislation and [Advance HE's Fellowship Privacy Notice](#).

9.6 Supporting/Advocate Statement Declaration

- 9.6.1 A Supporting/Advocate Statement author must date their statement in agreement with the following declaration:

"In submitting my Supporting/Advocate statement I am confirming that:

- The applicant's submission relates to their higher education professional practice.
- I was a professional colleague of the applicant during the period that the application is stated to relate to.
- My statement is my own work and has been written specifically for this applicant.
- I consent to being contacted by Advance HE for the purpose of clarifying or verifying the information in my Statement.
- I acknowledge that if the professional integrity of the Supporting/Advocate Statement is in question it will not be accepted."

- 9.6.2 Any submissions which are not dated or do not contain the Statement of Declaration, will be referred by Advance HE to the applicant.
- 9.6.3 The applicant will have the responsibility to arrange for the Statement of Declaration to be duly completed by the Supporting/Advocate Statement author.
- 9.6.4 In such circumstances, the application shall be considered 'pending' until such time as the Statement of Declaration has been duly completed and returned.
- 9.7 If an author wishes to remove their Supporting/Advocate Statement for an applicant, from the application process they are required to seek advice from the Fellowship team via fellowship@advance-he.ac.uk.
- 9.7.1 If the reasons given by an author when withdrawing their Supporting/ Advocate Statement gives rise to a concern about the integrity of the application, Advance HE will pause the application process and conduct an investigation.
- 9.7.2 Once the investigation has been completed, Advance HE will write to the applicant to provide the outcome.
- 9.7.3 If it is proven that the outcome is found to reflect professional misconduct, then the application will be withdrawn, and the application process will end.
- 9.7.4 If from the investigation there are no findings of professional misconduct then the application will be allowed to proceed through the review process and new Supporting/ Advocate Statements will need to be supplied.

10 Application Timeline

- 10.1 Applicants can submit their application to Advance HE at any time throughout the year.
- 10.2 The review process takes up to 12 weeks from submission to notification of the outcome, however Advance HE reserves the right to extend the review process timeline if there are circumstances which may result in the process taking longer than expected. Where possible, the Fellowship team will inform the applicant of any delays.
- 10.3 Applicants who are referred following first submission have four weeks to revise and resubmit their application. The review process following resubmission can then take up to six weeks.
- 10.4 If an applicant cannot, for unforeseen circumstances, submit their resubmission within four weeks from receipt of the outcome the applicant must contact the Fellowship Team to request an extension via fellowship@advance-he.ac.uk, refer to section 11.

11 Requests to Extend the Resubmission Deadline Date

- 11.1 Under exceptional circumstances, Advance HE may allow for a short extension to the resubmission deadline date.
- 11.2 Advance HE reserves the right to consider such requests on a case-by-case basis, e.g. maternity leave, or long-term sickness.
- 11.3 Any requests to extend must be made by the applicant in advance of the deadline date to the Fellowship team via fellowship@advance-he.ac.uk.

- 11.4 Submission of a request to extend does not guarantee an extension. Applicants should prepare to submit their resubmission by the original due date, until such time that Advance HE advises otherwise.
- 11.4.1 Any extension requests received after the original deadline date for resubmission will not be considered.
- 11.5 Following due consideration of the extension request, formal written email communication will be sent by Advance HE to the applicant confirming the decision to either uphold or decline the request.
- 11.5.1 Advance HE may request for additional evidence to support an extenuating circumstance before a decision can be made e.g. medical information.
- 11.6 In the event of a request being upheld, Advance HE will advise the applicant of the new date for resubmission.
- 11.7 If the request is declined, the applicant should continue to revise and resubmit by the original date provided.

12 Configuration of Review Panels

- 12.1 The following table reflects the composition and judgement process for each category of Fellowship:

Category of Fellowship	Panel Composition & Judgement Process
Associate Fellow	Two trained and experienced Reviewers independently review applications and reach a consensus judgement; all reviewers will hold Senior or Principal Fellowship.
Fellow	Two trained and experienced Reviewers independently review applications and reach a consensus judgement; all reviewers will hold Senior or Principal Fellowship.
Senior Fellow	Two trained and experienced Reviewers independently review applications and reach a consensus judgement. If the two Reviewers do not reach a consensus judgement a third Reviewer or Moderator is asked to review the application; all reviewers will hold Senior or Principal Fellowship.
Principal Fellow	Three trained and experienced Reviewers independently review applications and reach a majority decision; all reviewers will hold Principal Fellowship.

- 12.2 Please note Advance HE staff manage and quality assure the peer review process; they **do not** make judgements on fellowship applications.

13 Conflicts of Interest

- 13.1 Advance HE, will ensure that the Fellowship Review Process will be free from any conflicts of interest.
- 13.2 Before a Review Panel is convened Advance HE will conduct a series of checks against common factors to prevent conflicts of interest. These may include whether the Reviewer is:
- A personal friend, or a relative of the applicant.

- Work closely with the applicant.
- Work closely with a relative or close friend of the applicant.
- Have previously worked with the applicant at the same institution within the last five years.
- Have previously provided feedback or reviewed the applicant's application.

13.3 Reviewers are responsible for informing Advance HE of anything they consider may constitute a conflict of interest before the Fellowship Review Panel takes place.

13.4 Advance HE will take appropriate action to manage the conflict, such as the transfer of an application to a different Review Panel.

14 Moderation and Sampling

14.1 Advance HE defines the role of a 'Moderator' (Descriptors 1-3) to be one of ensuring the consistency and appropriateness across all Fellowship judgements through sampling.

14.2 Samples for moderation are selected by trained Advance HE academic members of staff to reflect an appropriate range of applications across the different Fellowship categories and different Reviewers outcomes (i.e. Award, Refer, Unsuccessful) to ensure the consistency and appropriateness of Fellowship judgements.

15 Expected Communication Standards

15.1 Advance HE is committed to communicating with applicants at each stage of the Fellowship application process, and it is expected that all communications between parties will be of a professional manner.

15.2 The Fellowship Team at Advance HE has zero tolerance in relation to unreasonable behaviour that may use aggressive or abusive language towards our staff.

15.3 The Fellowship team reserve the right to refuse the submission of applications from applicants who do not display or act in accordance with the [Fellowship Code of Practice](#) and are unprofessional towards Advance HE staff.

Upholding the Fellowship Standards

16 Code of Practice

16.1 The [Fellowship Code of Practice](#) is a set of principles and expectations for applicants gaining Fellowship.

16.2 Advance HE defines 'maintaining our professional practice' as continuing to work in accordance with the PSF 2023 for teaching and supporting learning in higher education.

16.3 Applicants are expected to act with honesty and integrity in their daily professional life, both prior to, and during the application process and after gaining Fellowship.

16.4 On the award of fellowship (be it via direct route or accredited route), Fellows are obliged to agree to abide by the Fellowship Code of Practice.

17 Revoking Fellowship Status

- 17.1 Advance HE reserves the right to remove Fellowship from an individual who fails to uphold the Code of Practice.

18 Appeals and Complaints

18.1 Appeals

- 18.1.1 Applicants can only submit an appeal against any procedural irregularity that may have occurred as part of the fellowship review process, and not the decision made by the Review Panel.
- 18.1.2 An appeal can only be made when the review process has been completed.
- 18.1.3 Applicants who wish to appeal under these circumstances should submit their appeal within 10 working days from the receipt of feedback and should be submitted in writing to the Head of Fellowships (Teaching) via fellowship@advance-he.ac.uk.
- 18.1.4 Any appeal outside this timeframe will not be considered, unless there are exceptional circumstances, supported by appropriate evidence, to explain why the appeal was not submitted within the timeframe set.
- 18.1.5 The appeal should outline how the applicant determines that the outcome of an application is procedurally unfair. These may include:
- The final feedback following resubmission includes additional feedback which was not included in the original feedback following first submission.
 - Unfounded cases of professional misconduct, e.g. plagiarism.
 - Judgements that contravene the Fellowship Code of Practice, PSF 2023, Descriptor criteria or guidance documentation.
 - System or formatting issues that disadvantage the applicant.
- 18.1.6 Once the appeal has been received, the Head of Fellowships (Teaching) will review the appeal and consider whether it is to be upheld. There are two outcomes:
- **Appeal upheld** – the applicant will be permitted to make a fresh application which will be submitted to a new review panel with no cost to the applicant.
 - **Appeal not upheld** - end of the review process and therefore the decision will remain. The applicant should respect the outcome of the review of the appeal, as the decision is final.

18.2 Complaints

- 18.2.1 Individuals have the right to complain against any service, product, or colleague of Advance HE, including those involved in the Fellowship service.
- 18.2.2 For individuals who wish to make a complaint, they should do so in accordance with the Advance HE's [Complaints, Comments and Matters of concern Policy \(CCM\)](#).

19 Review of Fellowship Documentation

- 19.1 Advance HE Fellowship documentation is reviewed on an annual basis to ensure that it reflects the current process, any changes to Policy or updated terminology used in the PSF 2023 or the higher education sector.

- 19.2 Version control is used to reflect the dates of the annual review of the documentation.
- 19.3 Advance HE advises applicants to check that they are using the most up to date documentation prior to starting or submitting a Fellowship application.
- 19.3.1 Advance HE will return applications that do not use the current documentation, such as Supporting/Advocate Statement templates, which may delay an application being submitted to the next available Review Panel.

20 Regulation Compliance

20.1 Data Protection

- 20.1.1 Advance HE adheres to the relevant Data Protection legislation when processing personal data. For information on how Advance HE uses applicants' personal data under the Fellowship service, please refer to the Fellowship Privacy Notice.

- 20.1.2 If applicants have any queries or concerns around Data Protection, they can contact the Advance HE Data Protection Officer on data.protection@advance-he.ac.uk.

20.2 Freedom of Information Act

- 20.2.1 Advance HE is not subject to Freedom of Information requests and maintains the right to release information at its discretion, on a case-by-case basis.
- 20.2.2 Any information released by Advance HE shall be duly and appropriately redacted before remittance in line with data protection legislation.

Appendix A: Fellowship Terms and Conditions

All individuals making an application for one of the four categories of fellowship to Advance HE must agree to the terms and conditions on My Advance HE:

By submitting my application, I confirm:

- My Account of Professional Practice is a unique, accurate and true representation of my practice in higher education.
- Where I refer to published work, I have included the full reference to provide credit to the author(s).
- If I have used systems or tools such as Ai to help structure my application or to spell check I can confirm that those systems have been used as a guide only and the content is my own work.
- That I understand that Advance HE is committed both to safeguarding the standards of its fellowships by detecting and acting upon potential cases of professional misconduct. I therefore accept and agree that my application will be checked and if any professional misconduct is detected following a formal investigation my application will be withdrawn from review and any fees paid would be forfeit.
- That the statements of support/advocate statements submitted have been written by the individuals cited in the documents and are an accurate and true reflection of my professional practice during the relevant period that it is stated to relate to and that I understand and agree that Advance HE may contact those individuals to verify the information set out in my Account of Professional Practice and in their statements of support/advocate statements.
- I must comply with the Fellowship Code of Practice in my work and must continue to uphold the Professional Standards Framework and the Code of Practice if I am successful in gaining fellowship. I accept that my fellowship could be withdrawn by Advance HE if I am found to have breached the Fellowship Code of Practice and/or failed to uphold the Professional Standards Framework.
- I understand that Advance HE operates a peer review process as laid out within section 6 of the Fellowship Policy. I have read and understood the applicant guidance provided to me prior to submitting my application. I understand that should the review of my application be unsuccessful that I cannot appeal against the decision made.
- I understand that if Advance HE wishes to use my application for training purposes, they will contact me at a later stage to make this request.

Appendix B: Bulk Fellowship Contracts

- 1.1 A bulk Fellowship contract is where a Higher Education Provider (HEP) purchases a number of Fellowship applications for their employees to submit applications using the direct route.
- 1.2 It is the HEP's responsibility to support employees to identify the appropriate category of Fellowship to suit their practice and experience.
- 1.3 Applicants being supported through the direct route, as part of bulk Fellowship, must have an employment contract with the HEP.
- 1.4 It is assumed that all employees who are being supported to apply through direct application, have been subject to appropriate institutional on-boarding mechanisms, i.e. background checks.
- 1.5 Advance HE will accept applications from employees of the HEP as part of bulk Fellowship contracts on the basis that applicants will abide by the [Fellowship Code of Practice](#).
- 1.5.1 If any openly available information comes to light concerning an individual and/or their application during the review process, that may contravene the Fellowship Code of Practice, Advance HE will contact the employing HEP in the first instance. Advance HE reserves the right to investigate as appropriate, please refer to section 17.
- 1.6 All stakeholders will act with honesty and integrity throughout the bulk Fellowship contract.
- 1.7 Advance HE will not intervene in any dispute between an applicant and the HEP, in relation to bulk payments for an application for Fellowship.
- 1.8 The HEP will decide which applicants they financially support to apply for a direct application to Advance HE.
- 1.8.1 The HEP will notify Advance HE as appropriate, of any changes to applicants being put forward as part of a bulk Fellowship contract.
- 1.9 If an applicant is no longer employed by the HEP holding the bulk Fellowship contract at any point during the Fellowship application process, the applicant will be deemed no longer eligible to apply for Fellowship as part of the contract.
- 1.10 Written confirmation to Advance HE must be made to confirm that support for the applicant is on-going until the end of the review process.