



# THE FIJI INSTITUTION OF ENGINEERS

P O BOX 851

SUVA

<http://www.engineersfiji.org.fj>

## APPLICATION FOR ELECTION TO THE INSTITUTION

(Read this form carefully, particularly the Notes, before filling it in)

**FOR APPLICATION AS**    ASSOCIATE MEMBER     DIPLOMATE MEMBER     GRADUATE MEMBER   
PROFESSIONAL MEMBER     STUDENT MEMBER     TECHNICAL MEMBER

<b>SECTION 1 PERSONAL DETAILS OF APPLICANT</b>	
(This Section MUST be filled in by ALL applicants)	
NAME IN FULL .....	.....
(Surname)	(Given Names)
ADDRESS	
Residential .....	Telephone (Pvt).....
.....	.....
Postal .....	Telephone (Bus).....
DATE & PLACE OF BIRTH .....	GENDER <input type="checkbox"/> M <input type="checkbox"/> F

<b>SECTION 2 PRESENT EMPLOYER</b>	
POSITION HELD.....	EMPLOYER.....
DATE OF APPOINTMENT .....	

<b>SECTION 3 PRESENT EDUCATIONAL COURSE</b>	
UNIVERSITY OR COLLEGE.....	
TITLE OF COURSE.....	
DATE STARTED.....	EXPECTED COMPLETION DATE .....

- NOTES**
1. PROFESSIONAL MEMBERS fill Sections 1, 2, 4, 5, 6, 7, 8, 9 & 10
  2. GRADUATE MEMBERS fill Sections 1, 2, 4, 5, 6, 7, 8 & 9
  3. DIPLOMATE MEMBERS fill Sections 1, 2, 4, 5, 6, 7, 8 & 9
  4. TECHNICAL MEMBERS fill Sections 1, 2, 4, 5, 6, 7, 8 & 9
  5. ASSOCIATE MEMBERS fill Sections 1, 2, 4, 5, 6, 7, 8 & 9
  6. STUDENT MEMBERS fill Sections 1, 3, 4, 5, 7 & 8

<b>SECTION 4 SECONDARY EDUCATION</b>
SCHOOL OR COLLEGE .....
.....
FINAL QUALIFICATION.....

<b>SECTION 5 TERTIARY EDUCATION</b>
UNIVERSITY OR COLLEGE.....
.....
FROM ..... TO .....
BRANCH OF ENGINEERING ..... QUALIFICATION ATTAINED .....
STATE WHETHER FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SANDWICH COURSE <input type="checkbox"/>
INSTITUTION EXAMINATIONS
NAME OF INSTITUTION .....
COUNTRY .....
DATE OF PASSING PART I (Student) .....
PART II (Graduate) .....
PART III (Professional) .....

<b>SECTION 6 MEMBERSHIP OF OTHER PROFESSIONAL INSTITUTIONS (For Associates need not be engineering)</b>		
NAME OF INSTITUTE OR INSTITUTION	CLASS OF MEMBERSHIP	DATE OF ELECTION
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

<b>SECTION 7 APPLICANTS DECLARATION</b>
I agree, if elected to the Fiji Institution of Engineers, to be governed by the Rules, by-Laws and Regulations of the Institution for the time being in force or as may be amended or enlarged. I will promote the aims and objects of the Institution as far as may be in my power. I certify that the statements made by me on this application form are correct.
SIGNATURE ..... DATE .....

**REMEMBER TO SEND EVIDENCE OF QUALIFICATIONS WITH THIS FORM !**

**SECTION 8 PROPOSAL**

I / We, the undersigned, as Professional Members of the Fiji Institution of Engineers, propose this Applicant in full conviction of his / her suitability for election to the Grade of:

PROFESSIONAL  GRADUATE  DIPLOMATE  TECHNICAL  ASSOCIATE  STUDENT

**PROPOSER**

Name in full : ..... REG No .....

Address: ..... PHONE .....

Employer / Company ..... DATE .....

Signature .....

**SECONDER**

Name in full : ..... REG No .....

Address: ..... PHONE .....

Employer / Company ..... DATE .....

Signature .....

*Applicants to the Grade of Graduate, Diplomate, Technical or Student shall note that only one Sponsor is required who, in signing this form, shall have satisfied himself / herself that the Applicant is receiving adequate education and training in engineering.*

**SECTION 9 DOCUMENTS SUPPORTING THE APPLICATION**

The following documents are submitted in support of the Application. They are for use by the evaluation committee of the Fiji Institution of Engineers and will be returned to the Applicant as soon as possible. The Fiji Institution of Engineers will accept no responsibility, financial or otherwise, for the documents while in their care but will take every due attention to avoid loss or disfacement. One copy of each document shall be submitted.

The list given below is NOT intended to be a list of the requirements for supporting documents. It is merely a list to enable proper records of the Applicants submitted documents to be kept by the evaluation committee.

DOCUMENT No	DESCRIPTION
1	DEGREE (Please describe)
2	DIPLOMA (Please describe)
3	PROJECT CALCULATIONS (Give number of pages)
4	PROJECT DRAWINGS (Give drawing numbers)
5	PROJECT SPECIFICATION (Give number of pages)
6	NARRATIVE (Give number of pages)
7	MEMBERSHIP CERTIFICATES FROM OTHER INSTITUTES (Please describe)
8	PUBLISHED PAPERS (Please describe)
9	OTHER DOCUMENTS (Please describe)





**SECTION 11 GENERAL NOTES**

No	ITEM
1	<p><b>GRADUATES</b></p> <p>It is important that graduates communicate to their employer the requirements for PROFESSIONAL MEMBERSHIP listed in Note 2 below</p>
2	<p><b>PROFESSIONAL MEMBERSHIP</b></p> <p>The attainment of Professional Membership to a recognised Institution is an important step in the development of an engineer and we attach these notes to enable any Applicant to judge whether or not they are ready for this major step and are likely to be successful in their application. The broad rule of thumb that the evaluation committee is required to establish is that the Applicant is sufficiently experienced in the broader aspects of engineering to enable him / her to be able to act ON THEIR OWN with full responsibility for their own actions and to fully realise the faith that the general public places, and is entitled to place, in their expertise. In order to evaluate this preparedness the evaluation committee will be looking at the experienced gained since graduations in the fields of:</p> <ol style="list-style-type: none"> <li>1. Design</li> <li>2. Supervision</li> <li>3. Documentation, particularly in regard to Conditions of Contract, Conditions of Tender and responsibility for the actions they make</li> <li>4. Ethics</li> </ol> <p>For the first three of these items it is normally expected that the Applicant has had at least one year in each item in a position that enables him / her to develop skills in these vital areas of engineering. The fourth item is self-explanatory and clearly explained in the Articles of the Fiji Institution of Engineers.</p>

**SECTION 12 FOR USE BY THE INSTITUTION ONLY**

ITEM	DATE
Application Received	
Recorded by Council	
FIE Number allocated	
FIE Number .....	
Report from Evaluation Committee Received by Council	

ELECTION APPROVED

Signature ..... DATE .....  
(President)

APPLICANT NOTIFIED

Date .....

CERTIFICATE ISSUED

Date .....