

**Institute of Materials, Minerals & Mining**

# **Guide to Application as a Fellow (FIMMM)**

- **Requirements**
- **Forms**
- **Documentation**
- **Assessment**
- **Checklist**

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All enquiries and questions should be addressed to the membership department:

Tel: +44 (0)1476 513881

Email: [membership@iom3.org](mailto:membership@iom3.org)

## 1. Introduction

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The prestigious grade of Fellow of the Institute of Materials, Minerals and Mining (FIMMM) is awarded to individuals who have established a reputation or track record of success in the science and engineering of materials, minerals, mining, natural resources, or some other technical discipline in which IOM3 is involved. Fellowship may be gained through either a technical contribution or through managerial or entrepreneurial skills which have led to recognition in these fields, or through some other route which has contributed to the work and objectives of the Institute. Whilst the record of success over time enjoyed by individuals varies, it is unlikely that anyone will have made the necessary contribution within a working career of less than 10 years.

## 2. Requirements

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People who are awarded FIMMM do so by achievement and peer recognition through one or more of the following routes:

- **Route 1:** Has contributed to moving forward the boundaries of the art, practice and understanding of an IOM3 technical domain.
- **Route 2:** Has managed at a senior/responsible level processes and practitioners in an IOM3 technical domain in such a way that significant technical, scientific, or economic results have consistently been achieved.
- **Route 3:** Has driven the supply or enrichment of significant numbers of suitably qualified and motivated practitioners in an IOM3 technical domain, through the pioneering use of cutting-edge teaching pedagogies or directing nationally recognised outreach activities.
- **Route 4:** Has rendered some service to an IOM3 technical domain or professional activity, which can include a contribution of a non-technical nature such as involvement with local societies or activities relating to the membership, where they have gone above and beyond their formal remit over a significant period.

The assessment for the award of FIMMM is a peer review process from beginning to end. It is not competency-based but focused upon the **contribution** made by the individual, and as such it is up to **applicants and their referees to make the case** for the award of this prestigious grade.

A Statement of Contribution should articulate what distinguishes the individual and underpins the application. It should be succinct but detailed and focus on the **impact** and **achievements** of the individual rather than just their job roles. It should be accompanied by a detailed CV and can also be supported with information such as: examples of recent conference papers and publications; patents; awards and citations; evidence of raising the awareness of the science and engineering of materials, minerals, mining, natural resources, or some other IOM3 technical area to a wider community; details of mentoring activities; and contributions to local society activities or some service to the membership.

Individuals wishing to apply for professional registration concurrently with Fellowship should refer to the respective guidance notes.

### 3. Forms

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#### a) Completing the application form

The application requires the submission of a completed form plus supporting documentation. It is important to complete all sections of the form in the spaces provided, even when certain sections are detailed in the CV.

If you are already a member of IOM3, you should complete the **Fellowship Application Form for Existing Members**.

If you are not a member of IOM3, you should complete the **Fellowship Application Form for New Members**.

The application forms are available on the Institute website.

#### Personal details

All questions in this section must be completed, including membership number (if the applicant is already a member).

#### Referees

Applications must be supported by two referees who should normally be FIMMM and have known the applicant for a minimum of two (2) years; one will act as the sponsor. Where there is difficulty in identifying referees, who are FIMMM, individuals holding a Fellowship grade from another professional engineering or scientific professional body are acceptable. Guidance can be sought from the Membership Department on the suitability of referees. In certain circumstances applicants may be required to provide the names of additional referees. Family members or subordinates within their place of work are not acceptable as referees.

#### Declarations

The applicant must sign the declaration statements at the end of the application form.

#### b) Referee forms

Referees should provide as much detail on the applicant as possible on the form and complete by signing it off. The completed form should be returned to [membership@iom3.org](mailto:membership@iom3.org) unless the referee prefers to give it to the applicant for submission.

## 4. Supporting documentation

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The application form must be accompanied by a CV in addition to a Statement of Contribution (SoC) and any supporting information. Neither the CV nor SoC should normally exceed two (2) sides of A4.

We require applications to be submitted electronically to [membership@iom3.org](mailto:membership@iom3.org). Please ensure that all scanned documents are legible.

Applications will be acknowledged within five working days of submission. Please email us if you do not receive an acknowledgement.

At this stage applications will be checked for completeness and applicants notified if any further information is required.

## 5. Assessment

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Applications are assessed by two scrutineers (both will be FIMMM) who evaluate the submission against the requirements for Fellowship. Their recommendations are submitted to the Membership Committee who then reviews each application in detail before a final decision is taken. Applicants will be notified of this decision in writing within 10 working days of it being made.

Applicants for Fellowship are not normally interviewed, but the Membership Committee reserve the right to call an individual for interview if they feel further information or clarification is required. If this is the case then the applicant will be required to deliver a presentation of not more than 15 minutes during the interview, the focus of which should clearly demonstrate their contribution and the route(s) by which they are seeking Fellowship.

Upon election as a Fellow, individuals will be entitled to use the title '**Fellow of the Institute of Materials, Minerals and Mining**' and the post-nominal '**FIMMM**'.

We aim to complete the election process within 60 working days of a complete application being submitted, but this can be longer if an interview is deemed necessary.

### The general data protection regulation (GDPR) and data protection act 2018

The Institute of Materials, Minerals and Mining will hold and use the data provided in each membership application for the purposes of assessing its merits only.

Any information contained in a membership application will be treated in the strictest confidence.

Name:

Membership No.:

Date:

### Application checklist for Fellowship (FIMMM)

- 1 Fully completed application form signed off by the applicant. All fields are mandatory so 'N/A' should be recorded where appropriate.
- 2 Two (2) fully completed and signed-off referee forms.
- 3 Up to date CV.
- 4 Statement of contribution
- 5 Presentation of no more than 15 minutes which illustrates your significant personal contribution. **This will only be required if you are invited to attend an interview.**