



Recognising individual achievement

Fellowship applicant guide

February 2021



Foreword

I am delighted that you have decided to apply for RICS Fellowship. It is a mark of distinction: when you achieve fellowship, you join a group of professionals who stand out in the eyes of their peers, of business and of the public. RICS qualifications are recognised around the globe and RICS Fellowship is an international measure of excellence. I hope your application will be successful: I am sure that you will find fellowship both professionally and personally rewarding.



Sean Tompkins

Chief Executive

Introduction

Definition

RICS Fellowship is defined as:

'An honoured class of membership awarded on the basis of individual achievement within the profession.'

From Membership to Fellowship

To gain your MRICS qualification you demonstrated a range of professional and technical competencies. Experience and career progression provide opportunities for your skills to be enhanced and your profile and recognition in the industry to develop. These achievements emphasise the authority and professionalism required to demonstrate commitment to the promotion and development of RICS and the wider profession.

Read more about the value of fellowship at rics.org/fellowship

Applicant profile

All members (MRICS) are eligible to apply for fellowship. You must provide evidence to demonstrate four characteristics.

If your online CPD record is not up-to-date or you have unresolved complaints or other conduct issues on your RICS record, your application cannot be considered.

If you have been qualified at MRICS for less than five years, your application should be made as normal. However, your application will be individually reviewed by your RICS World Regional Board or a group with delegated authority. You will be informed of the timeframe for this.

Process

Application

Download the application form or request it from your local RICS office. Details can be found at [rics.org/fellowship](https://www.rics.org/fellowship)

The application form details the application fees and the information you must provide.

1. Select four characteristics from the list.
2. Prepare evidence to demonstrate the characteristics.
3. Complete application form and pay application fee.
4. Submit application form and evidence electronically.

As an RICS member you are obliged to record your CPD. Following your application you may be monitored in accordance with RICS Regulation rules. You must maintain up-to-date records on the online CPD management tool. Visit [rics.org/cpd](https://www.rics.org/cpd)

The application form requires you to provide the following information:

- Membership number
- Personal statement on current role, practices and ambitions (maximum of 500 words)
- Employment history
- Academic qualifications
- Professional qualifications
- Written statements for each characteristic (maximum 500 words per characteristic)
- Referee – any MRICS or FRICS
- Confirmation of declaration

Your submission will include:

- Application form
- Third party evidence for each characteristic

Assessment

Your application will be considered by a panel assigned by RICS.

If you have unresolved complaints or other conduct issues on your RICS record, your application cannot be considered.

Result

The process from application to result can take up to two months. You will be informed of the timeframe when your application is acknowledged. There may be a delay if your application is incomplete or if RICS needs to investigate any matters of concern; you will be informed if this is the case.

Your application will either be approved or declined. If it is approved, you will be awarded fellowship. Your name will be published on the RICS website and you will be entitled to use the designation FRICS.

If it is declined, RICS will send you a report explaining the reasons.

You have the right to appeal the decision. You cannot appeal simply because you disagree with the decision of the panel. For an appeal to be successful you must be able to show fault in the way the assessment was conducted, which led to an unfair decision. Examples would be administrative error or procedural unfairness. Details of how to appeal will be given in the feedback report. There is an appeal fee.

Characteristics

Principles

To gain FRICS status, you must demonstrate your individual achievements. We have identified a range of achievements and defined them as characteristics that distinguish you as a Fellow and recognise your contribution to the profession. As a Fellow, you must:

1. Demonstrate intent to further RICS and the profession.
2. Act for the benefit of a third party to reflect RICS' public interest mandate.
3. Promote RICS objectives and the profession.

These principles should guide you in deciding what characteristics you meet. We recommend you familiarise yourself with the 'who we are and what we do' section of the RICS website, in particular the corporate brochure and business plan (you will need to log in to the website to access some of this content). Visit [rics.org/aboutus](https://www.rics.org/aboutus)

Relevance

Relevance is judged as any achievement representing the skills used by an RICS member; these can include technical (surveying) skills, professional skills, managerial skills, dispute resolution skills and any other relevant skills.

Overview of categories and characteristics

The characteristics are grouped into four categories.

- CHAMPION – a Member who has gained recognition by an appropriate authority.
- EXPERT – a Member who has been verified as advancing, sharing or interpreting knowledge.
- INFLUENCER – a Member who influences how professionalism is perceived.
- ROLE MODEL – a Member who exceeds standards for the advantage of clients, colleagues or the wider public.

Guide to columns below:

- Characteristic – select four from this column.
- Definition – recognised achievements that meet the corresponding characteristic. Your evidence for a characteristic must demonstrate at least one of the achievements.
- Requirement – an explanation of the achievement in the definition column.
- Written statement – the details you must provide to demonstrate the achievement.
- Third party evidence – the details you must provide to verify the achievement.

Characteristic	Definition	Requirement	Written statement	Third party evidence
Champion: Service to RICS	Appointment to an RICS recognised group and performance of your role	A recognised group sits within the governance of RICS or is required to make decisions on behalf of RICS (for example, Professional Group Boards, Regional Boards, APC assessors).	State the group, your role and your performance in the role.	Confirmation from the chairperson or appropriate member of RICS staff or letter/citation confirming your appointment and performance of your role.
Champion: Service to another professional body	Fellowship or equivalent of another professional body	<p>A professional body is typically an organisation with the primary aim to protect the public interest by the setting and regulation of standards for members of a profession. The equivalent of fellowship refers to a membership status that defines achievement beyond that expected by the majority of members of the professional body. The status must be awarded for achievement. Any professional body that gives an automatic right to fellowship after a certain time as an ordinary member, or only on payment of a higher fee, is not eligible.</p> <p>Note: Fellowship or equivalent grades of membership or professional qualifications that are recognised for APC enrolment or direct entry are not eligible. Check rics.org/professionalbodies</p> <p>Other designations or certifications offered by industry associations or institutes may be eligible for the qualification characteristic.</p>	State the award, the role of the professional body and the requirements to achieve the award.	Certificate or diploma.

Characteristic	Definition	Requirement	Written statement	Third party evidence
	Appointment to another professional body's recognised groups and performance of your role	A professional body is typically an organisation with the primary aim to protect the public interest by the setting and regulation of standards for members of a profession. A recognised group is one that sits within the governance of the body or requires decisions to be made on behalf of the body.	State the group, your role and your performance in the role.	Confirmation from the chairperson or appropriate member of the professional body's staff or letter/citation confirming your appointment and performance of your role.
Champion: Market/industry recognition	Appointment by a governance body	Appointment could be at local/regional/ state/national/ federal government levels or by multinational/international entities (for example, European Union, Association of South East Asian Nations, United Nations). This could refer to meeting commitments to growth/reduction targets, introducing new legislation, improving standards in practice areas, developing new procedures/systems, or introducing value to products/services offered by RICS members. Your appointment is likely to be as an advisor, expert, or committee/panel member.	State the role you have been appointed to, the governance body and your responsibilities.	Confirmation from an appropriate member of the body's staff or letter/citation confirming your role.
	Identified as an authority or leading figure by independent industry award	An award should follow a process of nomination, shortlisting and announcement of the winner. The award should showcase you as an important figure in your area of practice and/or location. The award must be credited to you, or work directly involving you, and not to your firm.	State the award you received, the nominated work, your involvement, and the process for gaining the award.	Award, certificate or letter/ citation from the award organisers confirming the award for your work.
	Identified as an authority or leading figure by media profile	You should be recognised and used by media to give opinions and advice for news items or provide regular commentary or features. Media could include television, radio, newspapers, magazines, websites, or social media.	State the type of contribution, the frequency and the topic.	Extract from contribution identifying your role or confirmation from an appropriate member of the media organisation's staff.

Characteristic	Definition	Requirement	Written statement	Third party evidence
Expert: Qualification	Gained a post-graduate qualification	A post-graduate qualification is a qualification awarded by a higher education institution. This could include a post-graduate diploma/certificate, masters degree, or doctorate awarded by a university, college or business school.	State the qualification, the course structure, how it was delivered and the assessment.	Certificate or diploma.
	Gained an RICS certification	RICS operates certifications that represent standards of competence in specialist and cross-sector areas. The certification must relate to improving standards and enforce additional quality assurance on members. Certifications required as a result of legislation or RICS Regulation are not eligible.	State the certification/accreditation.	Not applicable. RICS database will be checked.
	Gained another professional qualification	These are qualifications that relate to a profession separate from the land, property, construction and infrastructure sectors but the skills of the profession positively influence the work of RICS members (for example, financial or legal professions).	State the qualification and the awarding organisation.	Certificate or diploma.

Characteristic	Definition	Requirement	Written statement	Third party evidence
Expert: Teaching	Published research or technical authorship	The publication should be professionally produced by a reputable independent organisation (print or online) – for example peer-reviewed professional journals, commercial textbooks or industry standards. Your involvement in writing should be as an authority on the subject. You do not need to be the sole or main author but could be a contributor.	State your involvement in writing the content, how it was developed and how and when it was published.	Extract from publication identifying your role or confirmation from an appropriate member of the publisher's staff.
	Innovator	This should be something new and creative that (for example) positively impacts the profession, improves current practice or introduces value to products/services offered by RICS members. It could refer to approaches to work, methods of working, software and hardware developments, or how firms operate within the industry.	State the innovation, your role in the development and the impact on practices.	Confirmation from your manager or an appropriate industry authority or a citation, report or article confirming your role.
	Academic, trainer or conference speaker	Employed or appointed by a reputable learning institute, training provider or conference producer to deliver your knowledge.	State your role, the organisation that employed your services and the knowledge you delivered.	Confirmation from an appropriate member of the organisation's staff.
Expert: Dispute resolution	Judicial appointment or recognition as a dispute resolver	Appointment by a third party to make determinations on disputes. Appointment can be as part of the judicial/legal system or by regulators, professional bodies or privately. Activities may include mediation, adjudication, expert witness, or arbitration or other defined dispute resolution methods.	State the appointment(s) and your role.	Confirmation from the third party that appointed you.
Influencer: Leadership	A leader operating at a senior level within an organisation and exercising extensive leadership and management skills	You must demonstrate your career progression and leadership and management of people and resources at a strategic level. If you own your business you must demonstrate leadership by the size and type of your contracts/clients.	State your role, its relation to the structure of the organisation and your responsibilities and impact as a leader, and describe your relationship with the person who is verifying your role.	Confirmation of your role from your manager, a colleague or other senior industry figure.

Characteristic	Definition	Requirement	Written statement	Third party evidence
Influencer: Management	A manager with direct responsibility for or influence over finances and people, or a business	You must be recognised as a key figure in your firm, by job title, job description, role on a board or impact of your recommendations, for financial management (of budgets, fee profiles or clients' money) and recruitment/ performance of staff; or for how your firms' services are communicated to stakeholders and how you generate and retain clients.	State your role, its relation to the structure of the organisation and your responsibilities and impact as a manager, or on developing your employer's business; and describe your relationship with the person who is verifying your role.	Confirmation of your role from your manager, a colleague or other senior industry figure.
Influencer: Diversity and inclusion	An individual who has consistently supported and promoted diversity and inclusion within the workplace and/or the profession	The dominant driver for doing the work should be improving or positively impacting diversity and inclusion within the profession. You should be recognised as a key figure within your organisation (and/ or the profession) who champions the benefits of, and the need for, increased equity, diversity and inclusion, to better represent everyone working in the natural and built environment and those our profession supports and serves.	State your role, responsibilities, and impact on promoting and improving equity, diversity and inclusion, and describe the person who is verifying your role. This could include how you have taken action to identify and address unconscious bias, how you have provided visible support to under-represented groups, evidence of your commitment to diversity and inclusion throughout the recruitment process, and how you have promoted flexible working policies and work-life balance within the team.	Confirmation of your role from your manager, a colleague, or other senior industry figure; or from an independent organisation that contributes to increasing diversity and inclusion.
Role model: Client care	An individual who has developed an engaged reputation with clients or secured high profile engagements	You must demonstrate sustained client engagement and be recognised as a role model and key figure in your firm or be engaged on projects with a significant impact on the economy or society at an international, national, regional or local level. Significance could be determined by any media coverage, the clients or stakeholders.	State your role, your reputation with clients and colleagues and list your involvement on projects and their significance, and describe your relationship with the person who is verifying your role.	Confirmation of your role from your manager, a colleague or other senior industry figure, or a client testimonial.

Characteristic	Definition	Requirement	Written statement	Third party evidence
Role model: Operation	An individual who has developed or influenced business practices that improve how services are delivered	You must be recognised as a key figure in your firm, by job title, job description, role on a board or impact of your recommendations, for how your firm delivers services and maintains competitive advantage. It could refer to approaches to work, methods of working, software and hardware developments, technical training and development or recruitment of specialist staff.	State your role and your responsibilities for and impact on how your employer's business operates, and describe your relationship with the person who is verifying your role.	Confirmation of your role from your manager, a colleague or other senior industry figure.
Role model: Society and environment	An individual who has contributed to charitable objectives, the improvement of living standards, or the sustainability of the environment	The dominant driver for doing the work should be improving or positively impacting economic development, society or the environment. It is not expected that work is voluntary or not-for-profit but your motivations should demonstrate commitment to social or environmental responsibility.	State your role, your responsibilities for and impact on improving society or the environment, and describe the objectives of the independent authority that is verifying your role	Confirmation of your role from an independent authority that contributes to improving society or the environment.

Your application

Approach to applying

Read through the characteristics and the additional guidance. Consider your career against each of the characteristics. If you are ready to apply for fellowship you should be able to match your achievements to four characteristics and identify suitable evidence.

Personal statement, employment history and qualifications

This section allows you to detail your career decisions and present a profile that identifies experience that positions you as an MRICS professional who meets and exceeds expectations, of RICS, the profession, and clients. This can include commitment to:

- recognition by an appropriate authority.
- advancing, sharing or interpreting knowledge.
- influencing how professionalism is perceived.
- exceeding standards for the advantage of clients, colleagues or the wider public.

These details provide the platform from where the evidence presented for each characteristic may be assessed. The panel will use the details to support their decisions on each of your selected characteristics.

Selecting characteristics

You must select only four of the characteristics. Choose the ones that best illustrate your strengths and achievements. You must provide sufficient evidence to enable the panel to make a confident decision. You should be prepared to provide the necessary information and details to support your application and the achievements you are demonstrating. The panel will decide if the evidence you provide demonstrates the characteristic; the panel may not be familiar with your background or area of practice and you should consider this when preparing your evidence.

Preparing evidence

For each characteristic you choose, you must include:

- A written statement by you describing the achievement (maximum of 500 words for each characteristic).
- Third party evidence confirming the achievement.

Identify examples of activities or responsibilities you can provide for each of your four characteristics. You must use a different example for each characteristic.

Consider the fellowship principles for each example you have identified. Use the requirements column to frame your examples. By following the recommended details for each piece of evidence you are more likely to provide all the information the panel would need to approve the application.

You may be asked to provide supporting information if your evidence does not provide sufficient detail.

Writing statements

Address the requirements for each characteristic as stated in the characteristics table. Your statement should refer directly to what you have achieved and how this supports the characteristic, fellowship principles and category.

Write factual declarations, with sufficient detail and explanation, to demonstrate the characteristic. A brief statement or description or simple reference to current or previous job titles or employers is unlikely to contain sufficient information.

Evidence should clearly reference achievements, actions or responsibilities. Statements should be specific to you and avoid generalisations that could apply to other people.

Providing third party evidence

Address the requirements for each characteristic as stated in the characteristics table. The third party document must refer directly to what you have achieved.

Confirmation could be an email or letter from the stated third party or a report/article written by the third party that confirms your appointment/involvement. You can also reference

content from a reputable website that confirms your achievement – please provide the webpage address and the content from the website.

Specific third parties are identified for each characteristic. Where stated, the third party may be your manager, a client, an RICS member or an appropriate authority from the organisation that recognised your achievement. If possible, each third party should be different and should not be the same as your referee.

Copy documents for awards, certificates, diplomas, citations or publications should clearly demonstrate what has been achieved/awarded/published, including your details and the details of the awarding body/publication.

Any third party evidence provided is subject to further verification by RICS staff. In order to do this RICS may contact your referee or the third party.

The assessment

The panel will use the following questions to support their decisions for each characteristic. You can use this as a checklist when reviewing your evidence.

1. Does the achievement meet the stated definition and requirement of the characteristic?
2. Does the third party evidence validate the written statement?
3. Is the characteristic demonstrated by an example different to the other characteristics?
4. Is the achievement relevant to RICS and the profession?
5. Does the achievement demonstrate an intent to further the profession and RICS?
6. Does the achievement positively impact on a third party?
7. Does the achievement promote the objectives of RICS?
8. Does the achievement reflect positively on RICS?

For the characteristic to be satisfied, the answer to each question must be yes.

Delivering confidence

We are RICS. Everything we do is designed to effect positive change in the built and natural environments. Through our respected global standards, leading professional progression and our trusted data and insight, we promote and enforce the highest professional standards in the development and management of land, real estate, construction and infrastructure. Our work with others provides a foundation for confident markets, pioneers better places to live and work and is a force for positive social impact.

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