**Application for Advance HE recognition by Presentation**

**Fellow of the HEA (FHEA) (D2)**

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**Submission instructions**

All applications must be submitted to UTA via the PSF Recognition upload form. You can submit your claim at the following web address: <https://utaresources.mmu.ac.uk/psfsubmission>.

If you are wishing to deliver a ‘live’ presentation, indicate this on the PSF Recognition Upload Form and a UTA colleague will contact you to arrange a convenient time.

If you are submitting a recorded presentation, please do this when uploading your application form at the above Upload Form. The UTA will review your application and will normally return feedback to you within 6 weeks of your submission.

**1. Applicant details**

|  |  |
| --- | --- |
| **Name:**  |  |
| **Job title and role:** |  |
| **Department:** |  |
| **Faculty:** |  |
| **Email:** |  |
| **Phone:** |  |
| **Mentor name:** | **Complete if applicable** |
| **Mentor email address:** | **Complete if applicable** |

## **Biography**

|  |
| --- |
| Give a brief summary of your career biography with particular reference to your experience within Higher Education (250 words max).  |
|  |

# **2. Experience Grid: Evidence of Professional Activity**

Using advice from the FHEA Guidance document, complete the grid below ensuring that you include examples of the focus of your teaching and/or supporting learning and/or assessment activities.

* Be selective, chose your strongest examples of professional activity up to a total of 10 examples.
* Please ensure your grid does not exceed 4 pages in length.
* Cross-reference examples with the relevant dimensions of practice for FHEA.
* Include activities which show you meeting all Areas of Practice, Core Knowledge and Professional Values.

|  |  |  |
| --- | --- | --- |
| **Professional Activity** | **Broad engagement with the dimensions of practice** | **Dates** |
| Areas of ActivityA1-5 | Core KnowledgeK1-6 | Professional ValuesV1-4 |
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# **3. Link to recorded presentation (Only applicable to people choosing the recorded presentation route)**

If you are choosing the recorded presentation route, share a hyperlink to the recorded video here. Remember to ensure your video’s sharing/privacy permission settings are set so that different colleagues will be able to view/download the video file.

**Link to recorded presentation:**

Note – If you are choosing a live presentation, leave this section blank.

# **4. Advocate supporting statements**

|  |  |
| --- | --- |
| Advocate Name |  |
| Job Title |  |
| Department |  |
| Email address |  |
| Capacity in which giving statement | *This statement should be provided by colleagues who are able to:** *comment on the applicant's current / recent teaching and learning role, responsibilities and activities in MMU and the impact they have had on the student experience.*
* *offer a “peer review” of the applicant’s practice.*
* *validate the applicant’s claims made in their MMU PSF application.*
 |
| HEA Status of advocate (delete as appropriate) | * Fellow
* Senior Fellow
* Principal Fellow
 |
| Please comment on the evidence claimed by the applicant in the experience grid and the reflective commentary. Please ensure that your statement validates the applicant’s engagement with Descriptor 2 of the UK PSF. |
|  |
| Please use this box to add any further comments that you would like to make. |
|  |
| Signature of Advocate: |
| Date: |

|  |  |
| --- | --- |
| Advocate Name |  |
| Job Title |  |
| Department |  |
| Email address |  |
| Capacity in which giving statement | *This statement should be provided by colleagues who are able to:** *comment on the applicant's current / recent teaching and learning role, responsibilities and activities in MMU and the impact they have had on the student experience.*
* *offer a “peer review” of the applicant’s practice.*
* *validate the applicant’s claims made in their MMU PSF application.*
 |
| HEA Status of advocate (delete as appropriate) | * Fellow
* Senior Fellow
* Principal Fellow
 |
| Please comment on the evidence claimed by the applicant in the experience grid and the reflective commentary. Please ensure that your statement validates the applicant’s engagement with Descriptor 2 of the UK PSF. |
|  |
| Please use this box to add any further comments that you would like to make. |
|  |
| Signature of Advocate: |
| Date: |

# 4. Supporting evidence

You can use the space below to include any evidence which you feel may support or strengthen your claim.

Please limit this evidence to key pieces of evidence and consider using key excerpts rather than full documents. **Please do not exceed a maximum of four pages.**

Evidence may include:

1. Evidence of engagement with peer observation of practice (including peer observation paperwork and feedback forms, any reflective commentary linked to associated mentorship, action plans).
2. Any evidence you wish to attach to provide evidence of impact of your teaching and supporting learning practice eg: feedback, testimonials etc.
3. Evidence of ongoing reflective practice e.g. excerpts from or link to reflective diary /blog.
4. A list of education-based publications/conference presentations.
5. Other evidence to support your engagement with the UK PSF e.g. teaching awards.