 The Geological Society	The Geological Society of London <b>REGULATIONS</b>	Number : R/FP/11 Issue : 2 Date : 16/06/10 Page : 1 of 14
	<b>CRITERIA AND  PROCEDURE FOR  VALIDATION AS A  CHARTERED SCIENTIST</b>	Approval Authority  COUNCIL

## 1 OBJECTIVE

To ensure that a Fellow with appropriate post-graduation experience can be validated as a Chartered Scientist.

## 2 SCOPE

This Regulation covers criteria for validation of a Fellow as a Chartered Scientist and the action of the Administrative Fellowship Secretary, Chartership Officer, Fellows, Council and Officers in implementing the procedure for the validation of Fellows as Chartered Scientists.

## 3 RELATED REGULATIONS

Reference should be made to the following related Regulations

- Regulation R/FP/1: Nomination and Election of a New Fellow
- Regulation R/FP/5: Appeals Procedure
- Regulation R/FP/6: Disciplinary Procedures
- Regulation R/FP/7: Codes of Conduct
- Regulation R/FP/8: Accreditation of Degrees
- Regulation R/FP/9: Subscription and Fees
- Regulation R/FP/13: Continued Professional Development

## 4 CRITERIA FOR VALIDATION AS A CHARTERED SCIENTIST

### 4.1 General Requirements

To qualify for validation as a Chartered Scientist, a candidate must:

- i. be a Fellow of the Society (see Section 4.2 below);
- ii. hold a recognised degree or equivalent qualification in science at M-level; or have post-graduation experience to demonstrate M-level attainment; (see Section 4.3 below);
- iii. have relevant, postgraduation experience in the profession and practice of science and demonstrate the competencies defined in Section 4.4 of this Regulation (see Section 4.4 below);
- iv. be supported by two Fellows who have been validated as Chartered Scientists (see Section 5.2 below);

- v. have submitted a complete application, comprising an application form (see Section 5.3 below), professional report (see Section 5.4 below), supporting documents (see Section 5.5 below) and sponsors' statements(see Section 5.8 below);
- vi. have satisfied the Society that they meet the above requirements for validation. through a professional interview (see Section 4.5 below); and
- vii. have paid the required applicati on fee.

## 4.2 Fellowship

Only a Fellow of the Society may be validated as Chartered Scientist. A candidate must already have been elected as a Fellow before submitting an application to be validated as a Chartered Scientist.

## 4.3 Recognised Degree or Equivalent Qualifications

Applicants for validation as a Chartered Scientist shall hold a degree at Master's (M) level or Doctorate (D) level awarded by a university or institution of higher education.

The nature of the degree and its course content, together w ith the applicant's post graduation experience will exert a strong influence on the ability of the applicant to demonstrate the required com petencies defined in Section 4.4. below.

As a guide to applicants and based on past experience of evaluating applications for validation, the Society provides below guidance of the relationships between degree and post-graduation experience that has typically enabled applicants to successfully

FIRST DEGREE OR EQUIVALENT QUALIFICATION AWARDED BY A UNIVERSITY OR INSTITUTION OF HIGHER EDUCATION	INDICATIVE YEARS OF RELEVANT POSTGRADUATION EXPERIENCE LIKELY TO LEAD TO A SUCCESSFUL APPLICATION FOR VALIDATION AS A CHARTERED SCIENTIST	
	Master's (M) level degree	Doctorate (D) level degree
Degrees accredited by the Society in accordance with the Regulations (Accreditation of Degrees)	5	3
Degrees and equivalent qualifications awarded by a university or institution of higher education in science	6	5

demonstrate the required com petencies.

Council will accept applications for Chartered Scientist from Fellows who hold an Honours (H) level degree and can demonstrate that they have attained M-level through training and experience.

Council will not normally accept applications from Fellows for validation as a Chartered Scientist who do not hold a recognised degree or equivalent qualification.

#### 4.4 Required Competencies

In order for a Fellow to be validated as a Chartered Scientist, the applicant must demonstrate, to the satisfaction of the Society, that they have a range of specific competencies. Thus, the evaluation is competency-based.

The following statements detail the generic competencies that have to be demonstrated in order to achieve registration as a Chartered Scientist.

Chartered Scientists must be competent throughout their professional lives using a combination of their knowledge, training and experience to be able to:

1. **Deal with complex scientific issues, both systematically and creatively, make sound judgements in the absence of complete data and communicate their conclusions clearly to specialist and non specialist audiences.**
  - 1.1 Use a combination of general and experimental knowledge, understanding and skills to be able to optimize and engage in the application of existing and emerging science and technology .

Typically this will include the ability and commitment to:

    - Identify potential projects and opportunities through a knowledge of the field of practice and current market needs;
    - Conduct appropriate research to enable the design and development of scientific projects/processes;
    - Know and manage personal strengths and weaknesses;
    - Identify the limits of own personal knowledge and skills; and
    - Be confident and flexible in dealing with new and changing situations.
  - 1.2 Use theoretical and practical methods in the analysis and solution of problems.

Typically this will include the ability and commitment to:

    - Carry out experimental work and/or advise on and manage the work of others; and
    - Collect, analyse and evaluate relevant data and offer solutions.
  - 1.3 Communicate effectively

Typically this will include the ability and commitment to:

    - Present solutions to technical and non scientific audiences;
    - Communicate with colleagues at all levels;
    - Exchange information and give advice to scientific and non-scientific audiences;
    - Prepare and deliver appropriate presentations; and
    - Prepare letters, reports and proposals.

**2. Exercise self-direction and originality in solving problems, and exercise substantial personal autonomy in planning and implementing tasks at a professional level.**

2.1 Plan and organize projects effectively.

Typically this will include the ability and commitment to:

- Identify potential projects and opportunities through a knowledge of the field of practice and current market needs;
- Identify factors affecting project implementation;
- Ensure necessary resources are in place for effective project implementation; and
- Gather and evaluate feedback, acting where appropriate.

2.2 Work effectively in a team.

Typically this will include the ability and commitment to:

- Organise and lead work teams, coordinating project activities;
- Identify, agree and work towards collective goals;
- Create, maintain and enhance productive working relationships; and
- Be aware of the needs and concerns of others.

2.3 Use effective influencing and negotiating skills.

Typically this will include the ability and commitment to:

- Conduct appropriate research to influence the design and development of scientific projects and processes; and
- Have sound knowledge of project costs and the ability to negotiate appropriate project funding.

**3 Continue to advance their knowledge, understanding and competence to a high level.**

3.1 Demonstrate an ongoing and forward looking commitment to Continuing Professional Development

Typically this will include the ability and commitment to:

- Extend own knowledge, understanding and scientific capability;
- Broaden own knowledge base;
- Undertake reviews of own development needs; and
- Maintain evidence of professional competence development.

3.2 Demonstrate an understanding and commitment to Health and Safety and environmental issues related to employment

Typically this will include the ability and commitment to:

- Operate and act responsibly, taking account of statutory requirements, environmental and socio-economic factors.

3.3 Comply with the Geological Society's codes of conduct

Typically this will include the ability and commitment to:

- Comply with the rules of professional conduct of the Geological Society;
- Work constructively within all relevant legislation and regulatory frameworks including social and employment legislation; and
- Apply professional work ethics.

#### **4.5 Professional Interview**

All Fellows applying for validation as a Chartered Scientist will be required to attend a Professional Interview.

Professional interviews are conducted on set dates at defined locations (these appear on the Society's website and in Geoscientist).

The interview will be conducted in English and will last approximately two hours. It will be conducted to examine whether the applicant has the required competencies defined in Section 4.4 above.

Applicants will be required to make a short oral presentation at the start of the interview to demonstrate that they meet the required competencies for validation as a Chartered Scientist.

Where an applicant is resident overseas, the Society will take all reasonable steps to conduct the professional interview in the country of residence of the applicant. The Society reserves the right to delay the Professional Interview until the applicant is able to be present for a Professional Interview in the UK.

### **5 REQUIREMENTS FOR SUBMISSION OF AN APPLICATION**

#### **5.1 General Requirements**

An application comprises the following:

- A completed application form;
  - A statement of preference for the date and location for the professional interview;
  - An application fee;
  - A professional report included as part of the application form;
  - A portfolio of supporting documents;
  - Records of Continued Professional Development; and
  - Sponsors' statements
- The requirements for submission of an application are stated below .

#### **5.2 Application Form**

An applicant shall complete an application form using the form that is available from the Society's web site. The Administrative Fellowship Secretary shall be responsible for ensuring copies of the application form are available for downloading from the Society's web site.

The completed application form shall be submitted in electronic format to the Administrative Fellowship Secretary at the Society's apartments. The applicant shall be responsible for preparing the application form, including signatures, in electronic format.

### **5.3 Statement of Preference for Date and Location of Professional Interview**

Professional interviews (see Section 4.5 of this Regulation) are conducted on fixed dates. The dates and locations of these professional interviews are published on the Geological Society's web site. Applicants who intend to submit applications for validation as a Chartered Scientist may contact the Administrative Fellowship Secretary at the Society to provisionally book an interview place. For each interview day, there is a closing date that is stated on the Society's web site, for receipt of applications by the Society. Completed application forms, all supporting documents and sponsors' statements must be received by the Administrative Fellowship Secretary on or before the closing date. The Society will rearrange the professional interview to a future scheduled date in the event of late receipt of some or all of the required documentation.

### **5.4 Application Fee**

An application for validations of a Fellow as a Chartered Scientist must be accompanied by a non-refundable application fee. Details of the amount of this application fee shall be established in Regulations and published on the Society's web site.

### **5.5 Professional Report**

The application form (available from the Society's web site) includes space for the applicant to present a professional report.

The requirements for the professional report are that:

- i. it shall demonstrate that the applicant possesses the required competencies as defined in Section 4.4 of this Regulation;
- ii. it shall summarise the applicant's training and experience in the profession and practice of science that the applicant is claiming;
- iii. It shall describe the tasks undertaken for each period of experience cited, including the level of responsibility of the applicant and the name(s) of the supervisor(s). The report shall explain the ways in which such activities have contributed to the applicant attaining the required competencies;
- iv. It shall provide cross references to the supporting documents (see Section 5.5 of this Regulation) identifying specific examples within these documents that demonstrate that the applicant has attained the required competencies;
- v. Each period of experience shall be countersigned by a supervisor, employer or other appropriate person who has personal knowledge of the applicant's work. The signatory is required to confirm, on the basis of personal knowledge, that the information provided by the applicant is a fair and reasonable description of the work undertaken and the applicant's contribution; and
- vi. It shall normally be 1,500 to 2,000 words in length, be concise, and be included in the appropriate section of the application form.

An inventory of work undertaken or curriculum vitae will not be accepted in lieu of a professional report.

## **5.6 Supporting Documents**

### **General Requirements**

A Fellow applying for validation as a Chartered Scientist is required to submit a portfolio of supporting documents that have been prepared by the applicant during the period of relevant experience cited on the application form. The supporting documents shall:

- Demonstrate that the applicant possesses the required competencies (See Section 4.4 of this Regulation);
- Be indexed and cross referenced to the relevant sections of the professional report (see Section 5.4 of this Regulation);
- Be written in English; and
- Be submitted electronically in Microsoft Word, Excel and/or Adobe PDF format. (If any part(s) of the portfolio of supporting documents are not suitable for electronic submission, the applicant shall contact the Administrative Fellowship Secretary in advance of the submission of the application for guidance. Any documents that it is agreed are to be submitted in hard copy shall be provided to the Society as three copies.)

Applicants shall ensure that the portfolio of supporting documents is presented in a form such that the scrutineers appointed by the Society to evaluate the application can easily navigate through the portfolio and identify which parts of the portfolio are being used by the applicant to demonstrate particular competencies.

### **Contents of Portfolio of Supporting Documents**

The applicant is responsible for determining the nature of the individual documents contained in the portfolio of supporting documents subject to the following general requirements and guidance;

The documents may include:

- Reports;
- Published papers;
- Books;
- Designs and relevant calculations;
- Technical specifications;
- Teaching syllabuses and examination papers; and
- Other similar documents.

Documents prepared as part of the studies leading to the qualifying (undergraduate) degree or equivalent qualification (see Section 4.3 of this Regulation) are not admissible.

Applicants are encouraged to compile work diaries and/or log books during their period of post graduation experience and to submit these as part of their supporting documents.

## **Certification of Supporting Documents**

Applicants shall ensure that all supporting documents are certified as having been prepared by the applicant, as follows:

- Each supporting document shall be countersigned by a person such as an employer, client or supervisor, to indicate that the document was prepared by the applicant;
- Any document that was not wholly prepared by the applicant may be submitted as a supporting document provided that the contribution of the applicant to its preparation is clearly identified and confirmed by the appropriate signatory;
- A signatory shall be personally familiar with the document that they are countersigning. Signatories shall be Corporate Members of a recognised professional body that is a member of either the Engineering Council or Science Council in the UK or an equivalent overseas body;
- Documents that have been published externally, such as papers in a recognised scientific or technical journal, or a published book, do not need to be countersigned.

## **Confidentiality of Documents**

The Society undertakes to respect confidentiality of supporting documents. However, the Society recognises that some Fellows may be unable to submit an adequate portfolio of supporting documentation because of imposed restrictions of confidentiality or difficulties in obtaining appropriate signatories. In these circumstances, the Fellow should initially discuss the matter with the Chartership Officer in an attempt to overcome the problems. If the difficulty cannot be overcome, the Fellow will be required to satisfy the Society that he/she has obtained the necessary relevant experience for validation by, for example:

- a signed statement from an employer or client to indicate that documentation has been prepared by the applicant but is confidential; and
- a statement from the applicant explaining why documentation is not available.

## **5.7 Records of Continuing Professional Development**

Applicants are required to submit one-year's CPD records as part of their application. The records should be recorded using the Society's on-line CPD scheme (see Regulation R/FP/13).

## **5.8 Sponsors**

The application of a Fellow for validation as a Chartered Scientist must be supported by two sponsors who have current, first-hand knowledge of the professional standing and competencies of the applicant.

The sponsors shall normally both be Chartered Scientists and have been Chartered for at least three years. However, the Society may accept one of the two sponsors as a Chartered Member of a recognised professional body that is a member of either the Engineering Council or Science Council or an equivalent overseas body. An applicant shall obtain prior written approval from the Society for a sponsor who is not a Chartered Scientist by application to the Administrative Fellowship Secretary.

The Applicant shall provide each sponsor with a copy of the completed application form (see Section 5.2 above) and a copy of the form "Sponsors' Statement" (available from the Society's web site). A Sponsor shall complete the Sponsor's Statement based upon their own personal, first-hand knowledge of the applicant. Sponsors should provide as much information as appropriate to indicate their assessment of the applicant's professional standing and reputation. The applicant is responsible for submitting the completed application including the Sponsors' Statements.

### **5.9 Re-instatement of lapsed Chartered Scientists**

A Chartered Scientist whose title has been lapsed for less than two years due to failure to pay or by being removed for whatever reason from the register of Chartered Geologists (R/FP/9) and who wishes to apply for revalidation shall complete a 'Request for Reinstatement' form (available from the Society's web site), submit CPD records for all years covering the lapsed period and pay a reapplication fee. The form will provide details of their relevant professional experience and continuing professional development during the lapsed period and will be reviewed by the Chartership Committee.

Where status has lapsed for 2-5 years, in addition to the process above a formal discussion/re-instatement meeting must be held between the applicant and two members of the Chartership Committee.

If the details are deemed satisfactory, the applicant will be recommended to Council for reinstatement. If the committee is not satisfied with the details provided, the applicant will be required to submit a completely fresh application for validation.

Where status has lapsed for over 5 years no re-instatement is allowed and a completely new application for Chartership status must be submitted and a full Professional Interview carried out.

The designation CGeol, which in the case of most applicants re-applying to become CSci will also be lapsed (but upon which CSci status depends), should be similarly reinstated at the closest possible OGM.

It should be noted that the re-application fee would not apply in instances where a Fellow has given prior notice to the Society of their intention to undertake any form of career break (maternity, ill health etc) or formally resigned their Chartership status in writing.

At the discretion of Council a former Chartered Scientist who has been removed from the Register under the Disciplinary Procedures (R/FP/6) may apply for revalidation subject to the process set out at R/FP/6 section 6.

## 6 PROCEDURE

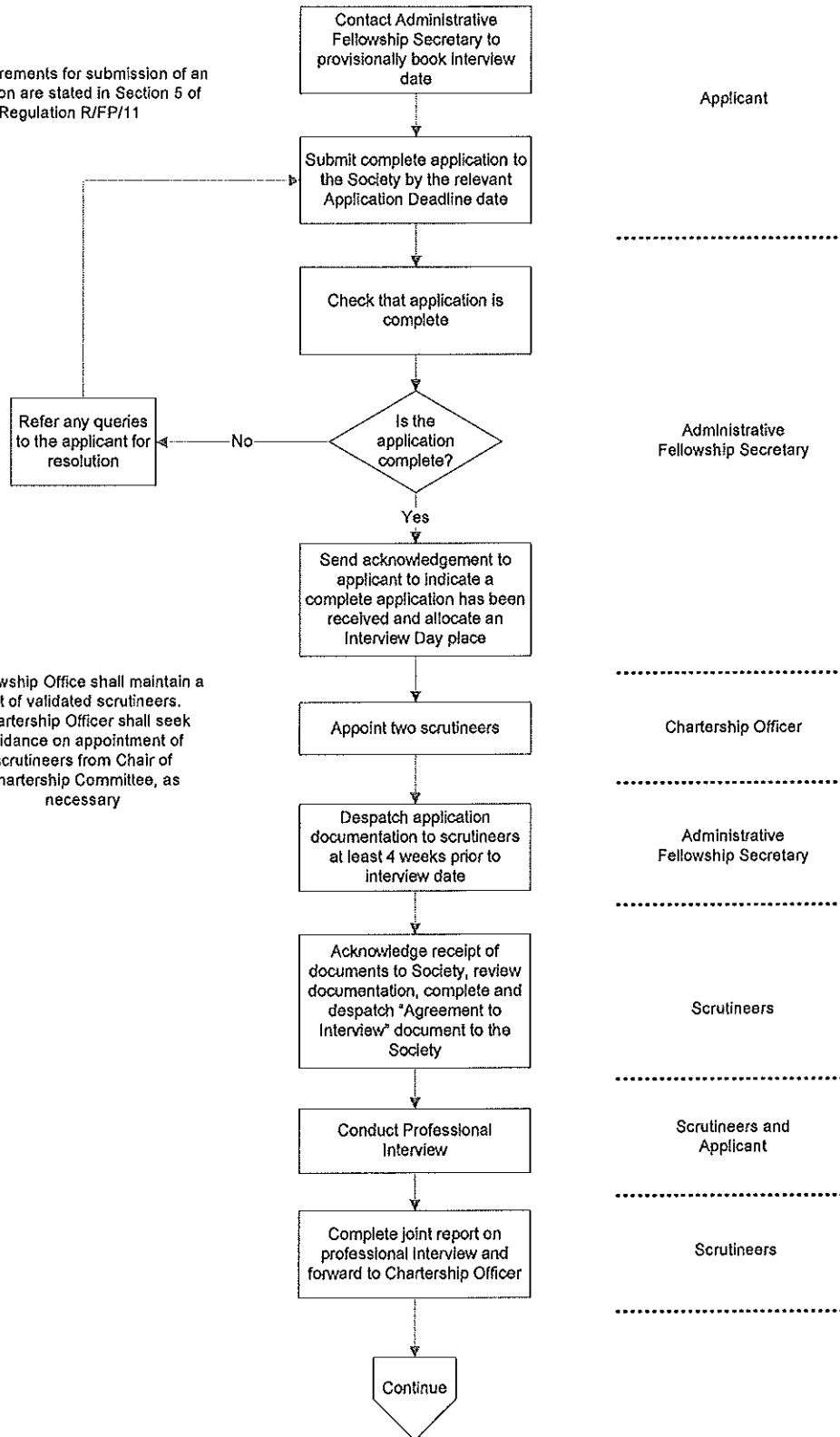
Notes and Additional Information

Action

Responsibilities

The requirements for submission of an application are stated in Section 5 of Regulation R/FP/11

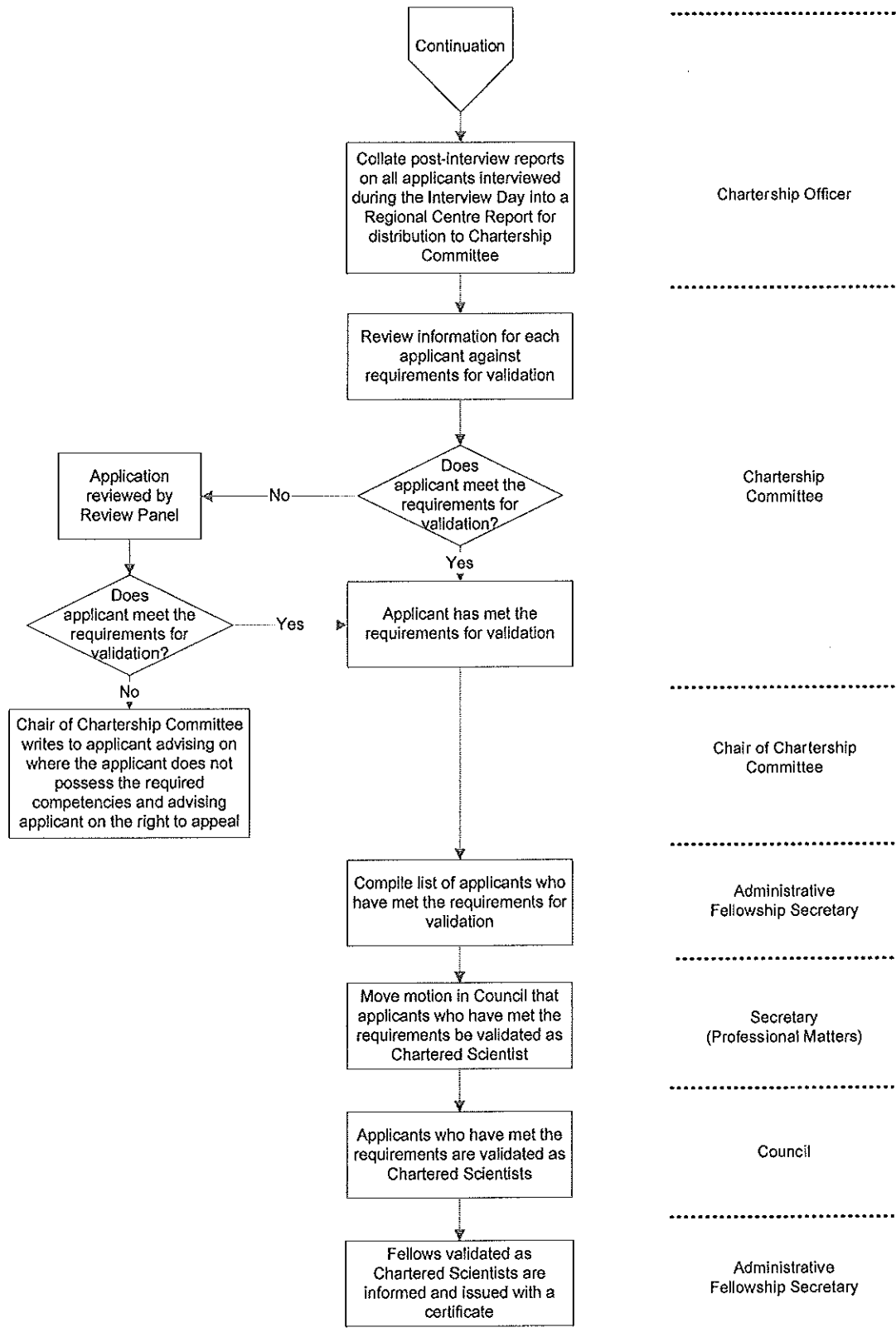
Fellowship Office shall maintain a list of validated scrutineers. Chartership Officer shall seek guidance on appointment of scrutineers from Chair of Chartership Committee, as necessary



Notes and Additional Information

Action

Responsibilities



## **7 RECORDS**

The Administrative Fellowship Secretary is responsible for maintaining the following records:

- i. a list of Fellows who have applied for validation as Chartered Scientists and who meet the requirements as set out in these Regulations. This list is for presentation to Council who may approve the validation of the Fellows;
- ii. a register of appropriately qualified, validated scrutineers from the list of Fellows who have been validated as Chartered Scientists. The register shall record the specialist discipline of the scrutineers;
- iii. a list of Fellows who are validated as Chartered Scientists.