

 <p>The Geological Society</p>	<p><b>The Geological Society of London</b></p> <p><b>REGULATIONS</b></p>	<p>Number : R/G/1 Issue : 7 Date : 16/06/10 Page : 1 of 2</p>
	<p><b>SCHEDULE OF REGULATIONS</b></p>	<p>Approval Authority</p> <p><b>COUNCIL</b></p>

## 1 OBJECTIVE

To ensure that a schedule is maintained of the Regulations

## 2 SCOPE

This Regulation contains a schedule of the Regulations that have been made by Council to ensure the good government of the Society and proper management of its affairs

## 3 SCHEDULE

### GENERAL

R/G/1	Schedule of Regulations (this document)
R/G/2	Legal Title
R/G/3	Charter, Bye-laws and Regulations: compliance
R/G/4	Officers
R/G/5	Titles of Secretaries
R/G/6	Council Meetings
R/G/7	Standing Committees of Council
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## **FELLOWSHIP AND PROFESSIONAL**

R/FP/1	Nomination and Election of a New Fellow
R/FP/2	Criteria and Procedure for Validation as a Chartered Geologist
R/FP/3	Rules for Candidate Fellows and Junior Candidate Fellows
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R/FP/8	Accreditation of Degrees
R/FP/9	Subscription and Fees
R/FP/10	Election and Renewal of the Title of European Geologist
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 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/G/2 Issue : 3 Date : 16/06/10 Page : 1 of 1
	<b>LEGAL TITLE</b>	Approval Authority  <b>COUNCIL</b>

## 1 OBJECTIVE

To ensure that the Society is referred to by its legal title as and when necessary.

## 2 SCOPE

This Regulation covers usage of the legal title of the Society.

## 3 PROCEDURE

The title of the Society is “The Geological Society of London” and this title must be used in all circumstances other than when Council has approved the use of the informal title which shall be “The Geological Society”.


Examples of when the title must be used include on all letterheads, cheques, contracts, invoices, purchase orders, copyright markings, in stating the name of the Society as publisher, and on any Memorandum of Understanding or similar Agreement that has a legal or quasi-legal standing.

The title and the Society’s Registered Charity number will be stated.

Council has approved the use of the informal title in the following circumstances:

- i. when the correct title of the Society is also being used;
- ii. when Council has explicitly approved the use of the informal title on its own.

Council has approved the use of the acronym “GSL” in referring to the Society.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/G/3 Issue : 2 Date : 16/06/10 Page : 1 of 1
	<b>CHARTER, BYE-LAWS  AND REGULATIONS:  COMPLIANCE</b>	Approval Authority  COUNCIL

## 1 OBJECTIVE


To define the action necessary to ensure compliance with the Charter, Bye-laws and Regulations.

## 2 SCOPE

The Regulation covers the procedure to be followed if there is non-compliance with the Charter, Bye-laws or Regulations.

## 3 PROCEDURE

- 3.1 The Bye-laws require that the President is responsible to the Fellows for ensuring that the Charter and Bye-laws are maintained. The President shall also be responsible for the correct usage of the Regulations.
- 3.2 If Fellows identify any non-compliances with the Charter, Bye-laws or Regulations then such matters should be reported to the Executive Secretary who will immediately advise the President. The President will then decide on the appropriate action that shall be taken. The details of the non-compliances and the President's action shall be reported to the next Council meeting and recorded in the minutes. The Council minute will then be displayed.
- 3.3 Non-compliances with the Charter, Bye-laws or Regulations arising from the work of staff of the Society may be the subject of disciplinary action in the case of a major breach or in the event of persistent minor breaches.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/G/4 Issue : 2 Date : 13/04/11 Page : 1 of 1
	<b>OFFICERS</b>	Approval Authority  <b>COUNCIL</b>

## OBJECTIVE

To ensure that the duties and responsibilities of the Fellows elected as Officers of the Society are defined.

## SCOPE

This Regulation defines the duties and responsibilities of the Officers of the Society, namely the President, Vice-Presidents, Secretary/ies, and Treasurer.

## RELATED REGULATIONS

Reference should be made to the following related Regulations

- Regulation R/G/5: Titles of Secretaries
- Regulation R/G/7: Standing Committees of Council
- Regulation R/G/9: Elections Committee
- Regulation R/G/10: Election of Council Members and Officers

## RESPONSIBILITIES OF OFFICERS

### 1.1 President

The President for the succeeding year shall be elected by ballot at the Annual General Meeting in accordance with the Bye-laws, normally serve for two years, and then retire from the Presidency and from Council.

The President shall chair Council and all General Meetings, and shall be a member of all Standing Committees.

The President shall be responsible to the Fellows for the proper conduct of the Society's business and shall ensure that

- (i) the provisions of the Charter and Bye-laws of the Society are maintained;
- (ii) the activities of the Society are consistent with its charitable status;
- (iii) all Officers and members of Council and of Standing Committees perform the duties assigned to them properly;
- (iv) reports and accounts are called for from Standing Committees, Scientific Committees, Temporary Committees, Working Groups, Specialist Groups, Regional Groups and staff;
- (v) Special Meetings of Council and of Committees are called when necessary; and
- (vi) appropriate measures are proposed to Council for the good management of the Society.

The President, when prevented from giving full attention to the current business of the Society, shall provide timely notice to a Vice-President in order that the responsibilities normally undertaken by the President are discharged.

## 1.2 Vice-Presidents

No more than four Vice-Presidents shall be nominated by the President from the members of Council for the succeeding year in consultation with other Officers and Council. Vice-Presidents shall be elected by ballot at an Annual General Meeting (Regulation R/G/10).

A Vice-President shall normally chair Council or other meetings when the President is absent, or when the President is unable to give full attention to the current business of the Society.

## 1.3 Secretaries

Nomination of Secretary/ies for the succeeding year shall be made to Council by the Elections Committee (Regulation R/G/9).

The Secretary/ies shall normally serve for three years but may serve for a maximum of six years (Regulation R/G/10).

The Secretary/ies shall be elected by ballot, from the members of Council for the succeeding year, at the Annual General Meeting (Regulation R/G/10).

The Secretary/ies to Council are responsible for the general supervision of the affairs of the Society and shall attend General Meetings, Council and relevant Standing Committee meetings and ensure that:

- (i) Minutes of the proceedings of such meetings are taken, are entered in the appropriate Minute Books before the following meeting and are signed at that meeting;
- (ii) signed Minutes of appropriate meetings are placed in the Library within good time;
- (iii) all other necessary records in connection with the Society's business are kept; and
- (iv) a policy is established as to which copies of the letters which are written on behalf of the Society or of Council by Officers and staff shall be preserved or can be recoverable from an electronic database.

The Secretary/ies shall be members of all Standing Committees of Council, except the Awards Committee and the Audit Committee.

### 1.3.1 Secretary, Foreign & External Affairs

The Secretary, Foreign & External Affairs, is responsible for the general supervision of all matters relating to the external and international roles of the Society as Council may require, including liaison with Government and external stakeholders on matters pertaining to geology, and co-ordination of responses to public consultations on matters pertaining to geology or geologists.

The Secretary, Foreign & External Affairs, shall chair the External Relations Committee (Regulation R/G/7).

### 1.3.2 Secretary (Professional Matters)

The Secretary (Professional Matters) is responsible for the general supervision of all matters relating to the professional activities of the Society as Council may require, including:

- Validation of Fellows as Chartered Geologists and Chartered Scientists;
- Election of Fellows as European Geologists; and
- Continued Professional Development.

The Secretary (Professional Matters) shall be a Chartered Geologist, and shall chair the Professional Committee (Regulation R/G/7).

### 1.3.3 Secretary (Publications)

The Secretary (Publications) is responsible for the general supervision of all matters related to the publishing activities of the Society as Council may require, including the publication of books and journals in order to:

- Enhance the reputation of the Geological Society; and
- Provide a financial contribution to support the wider aims of the Society.

The Secretary (Publications) shall chair the Publications Management Committee.

#### 1.3.4 Secretary (Science)

The Secretary (Science) is responsible for the general supervision of all matters related to the scientific activities of the Society as Council may require, including:

- ensuring that the scientific output of the Society is maintained at the highest international standards, identifying stimuli, monitoring and rewards, and to encourage the dissemination of the resulting knowledge;
- developing a high quality and relevant portfolio of scientific meetings in London and around the UK; and
- advising on possible future Special Publications/thematic sets, and encourage publications resultant on meetings.

The Secretary (Science) shall chair the Science Committee.

#### 1.4 Treasurer(s)

Nomination for the office of Treasurer for the succeeding year shall be made by the Elections Committee (Regulation R/G/9). More than one nomination may be made for the post of Treasurer on the basis of a job-sharing arrangement.

The Treasurer(s) shall normally serve for three years but may serve for a maximum of six years (Regulation R/G/10).

The Treasurer/s shall be elected by ballot, from the members of Council for the succeeding year, at the Annual General Meeting (Regulation R/G/10).

The Treasurer/s shall generally oversee all matters relating to the finances of the Society and report to Council and the Fellows. The Treasurer/s shall ensure:

- (i) efficient collection of all money due to the Society and that all sums are paid without delay to the Society's Banker and credited to the appropriate account;
- (ii) efficient payment of all money owed by the Society and that all sums are paid without undue delay to the correct authority;
- (iii) meticulous maintenance of the Society's Accounts;
- (iv) submission of all accounts, prepared to meet the requirements of all appropriate external bodies, to the Auditors in good time for the completion of the Annual Report, and at such other times as the Auditors may require;
- (v) proper management of the Society's real estate, investments and funds on deposit; and
- (vi) that Council conforms as closely as possible to the estimates approved by the Fellows at the preceding Annual General Meeting and that approval is obtained if the estimates are likely to be exceeded by more than 10%.

The Treasurer shall be Deputy Chair of the Finance and Planning Committee. The Treasurer will chair whatever Sub-committees or Panels are necessary to advise on detailed technical matters.

### **MEETINGS OF OFFICERS**

The Officers will meet usually immediately preceding Council to consider confidential or sensitive matters such as those relating to staff. The aims, terms of reference, structure and method of working are attached at Annex A.

## **OFFICERS**

### **A.1 AIM**

To ensure the efficient management of the Society

### **A.2 TERMS OF REFERENCE**

- i. to advise Council on staffing levels and structure, and recruitment matters
- ii. to consider staff policy matters
- iii. to oversee information and communications technology provision and infrastructure
- iv. to oversee management of the Society's premises and other housekeeping matters
- v. to advise Council on matters of health and safety, and to ensure that the Society adheres to appropriate health and safety standards


### **A.3 STRUCTURE**

The President will chair the meeting of Officers. Membership will consist of all Officers plus the President-designate when applicable. Officers serve throughout their terms of office. The secretariat will be provided by the PA to the Executive Secretary. The Executive Secretary will attend meetings of Officers. Other members of the management team will attend by invitation.

### **A.4 METHOD OF WORKING**

The Officers will usually meet immediately preceding Council to consider confidential or sensitive matters such as those relating to staff. Further business may be conducted by email.

The Remuneration Committee reports to the Officers group.

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	<p><b>TITLES OF SECRETARIES</b></p>	<p>Approval Authority  COUNCIL</p>

## 1 OBJECTIVE

To make transparent the responsibilities of individual Secretaries.

## 2 SCOPE

The Regulation explains the manner in which the responsibility of a Secretary can be defined.

## 3 TERMINOLOGY

- 3.1 The Bye-laws require that there shall be two or more Secretaries, one of whom shall be the Secretary, Foreign and External Affairs.
- 3.2 The duties of each of the other Secretaries to Council may be defined, with the minuted authority of Council, by adding the area of responsibility to the title in brackets, e.g. Secretary (Professional Matters).
- 3.3 A member of staff who acts in a clerical capacity in relation to a Society function may be designated Administrative (insert function) Secretary, e.g. Administrative Fellowship Secretary.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/G/6 Issue : 1 Date : 16/06/10 Page : 1 of 1
	<b>COUNCIL MEETINGS</b>	Approval Authority  COUNCIL

## 1 OBJECTIVE

To ensure that Council meetings take place in a manner required for the proper conduct of the business of the Society.

## 2 SCOPE

This Regulation defines the procedures to be followed for the conduct of meetings of the Council of the Society.

## 3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

- Regulation R/G/4: Officers
- Regulation R/G/7: Standing Committees of Council
- Regulation R/G/9: Elections Committee
- Regulation R/G/10: Election of Council Members and Officers

## 4 PROCEDURE

- 4.1 Council shall meet normally not less than five times during any calendar year, and at such other times required for the proper conduct of the business of the Society. The President, or any three members of Council, may call a meeting of the Council.
- 4.2 Fellows shall be advised of the planned dates and locations of Council meetings through notices published in *Geoscientist*. Fellows shall be advised, as soon as reasonably practicable through notices published in *Geoscientist*, of the dates and locations of additional meetings which may be arranged.
- 4.3 All members of Council shall be summoned to a meeting of Council. Seven members of Council and one Secretary shall form a quorum.
- 4.4 The President shall chair meetings of Council. In the President's absence the meeting shall be chaired by a Vice-President selected by the President or a member of Council appointed by Council members present.
- 4.5 The normal method of voting at the Council shall be by show of hands. A ballot shall be taken in cases prescribed by any Regulations, or when required by any member present.
- 4.6 The decision of the majority of members voting at a meeting shall be the decision of the meeting. The person holding the chair shall have a vote, and an additional casting vote.

- 4.7 The voting on any matter, except it be one of adjournment or on any question already adjourned, shall on the request of any three members present be adjourned to the next meeting, when the vote shall be taken.

 <p>The Geological Society</p>	<p><b>The Geological Society of London</b></p> <p><b>REGULATIONS</b></p>	<p>Number : R/G/7  Issue : 7  Date : 13/04/11  Page : 1 of 14</p>
	<p><b>STANDING COMMITTEES OF COUNCIL</b></p>	<p>Approval Authority</p> <p>COUNCIL</p>

1 OBJECTIVE

To ensure that a schedule is maintained of all Standing Committees of Council and their terms of reference.

2 SCOPE

This Regulation covers a schedule of the Standing Committees that have been established by Council for the proper conduct of the business of the Society, and its scientific purposes in accordance with Bye-laws.

3 STANDING COMMITTEE MEMBERSHIP

The membership of standing committees is defined by Bye-law 6.17 and 7.16 and as amplified in these Regulations.

4 SCHEDULE OF STANDING COMMITTEES

External Relations Committee	Annex A
Finance and Planning Committee	Annex B
Professional Committee	Annex C
Publications Management Committee	Annex D
Science Committee	Annex E
Information Management Committee	Annex F
Awards Committee	Annex G
Audit Committee	Annex H
Elections Committee	Regulation R/G/9

## EXTERNAL RELATIONS COMMITTEE

### **A.1 AIMS**

To raise public awareness and understanding of geoscience, and the professional activities of Geoscientists, including the relevance of the science and profession in aiding policy and decision making concerning sustainability, wealth creation, environmental protection, conservation and enhancing the quality of life.

### **A.2 TERMS OF REFERENCE**

- i. to promote geoscience education at all levels
- ii. to foster an effective public image for the science and profession by managing the Society's external relations activities, and co-ordinating these with other bodies within science in general and geoscience in particular
- iii. to foster a dialogue with the public and other stakeholders on the place and role of geoscience in society
- iv. to develop the Society's relationships with Parliament and Government
- v. to co-ordinate the Society's responses to government and other consultations
- vi. to foster a mutually beneficial working relationship with the media
- vii. to develop relationships with appropriate national and international learned and professional bodies

### **A.3 STRUCTURE**

The Secretary, Foreign & External Affairs will chair the External Relations Committee (ERC). The Committee membership will consist of up to four members of Council plus other Fellows of the Society to be agreed by the Committee and Council. The secretariat will be provided by the Head of Strategy and External Relations, who is a member of the Geological Society's staff at Burlington House. The Executive Secretary and will attend meetings of the Committee.

### **A.4 METHOD OF WORKING**

The ERC will meet at least four times a year and may invite the attendance or advice of others as required.

The following Committees report to the ERC:

The GeoConservation Commission

Education Committee

## FINANCE AND PLANNING COMMITTEE

### **B.1 AIMS**

- i. To ensure the financial health of the Society, through:
  - a. maximising revenue generation and cost effectiveness, consistent with its charitable aims;
  - b. transparent accounting and financial reporting mechanisms;
  - c. effective financial planning and investment management.
- ii. To ensure that the Society sets and delivers an ambitious but achievable business plan in pursuit of its strategy.

### **B.2 TERMS OF REFERENCE**

- i. To set the annual budget timetable, and to work with staff and other committees to develop revenue and capital budgets.
- ii. To monitor performance against the budget throughout the year.
- iii. To oversee production of financial accounts shortly after the financial year end for approval by Council.
- iv. To ensure that all monies and investments held in the Society's various Funds are properly managed.
- v. To coordinate fundraising and sponsorship activities.
- vi. To work with staff and other committees to maintain and update a rolling three-year business plan for the delivery of the Society's strategy, and to monitor progress against it.
- vii. To advise Council on other financial and business planning matters.

### **B.3 STRUCTURE**

The President will chair the FPC. The Treasurer shall be Deputy Chair. Other members will comprise Officers and up to three other members of Council (including the President-designate) and the Treasurer-designate. The Treasurer will chair whatever Sub-committees or Panels are necessary to advise on detailed technical matters.

Officers serve throughout their terms of office. Former Councillors will usually serve for up to five years, and will be appointed on retirement from Council or within two years of this date.

The Executive Secretary, Head of Strategy & External Relations, Head of Finance and Director of Publishing will attend meetings of the FPC. The Head of Strategy & External Relations will provide the secretariat to the FPC.

### **B.4 METHOD OF WORKING**

There will be at least four meetings of the FPC each year, held in advance of meetings of Council. Further business may be conducted by email.

The following Committees report to the FPC:

Development and Fundraising Committee

Investment Committee

## PROFESSIONAL COMMITTEE

### C.1 AIMS

To promote professional excellence and ethical standards in the Earth Sciences for the public good. These aims are achieved through:

- i. defining, maintaining and developing high professional standards for Geoscientists; and
- ii. promoting career development for Geoscientists.

### C.2 TERMS OF REFERENCE

- i. the establishment and validation of criteria for election to Fellowship;
- ii. the establishment and maintenance of procedures to examine and affirm the standing of Fellows in the profession and practice of geology for the purpose of validation as Chartered Geologists;
- iii. the development of training and Continuing Professional Development;
- iv. the establishment, maintenance and adherence to a Code of Conduct;
- vi. the establishment and maintenance of close links with the Society's Regional Groups;
- vii. liaison with comparable organisations in the UK and overseas to further the professionalism of Geoscientists; and
- viii. the optimising of services provided to Fellows through periodic review of the adequacy of existing services and the scope for new ones.

### C.3 STRUCTURE

The Professional Committee (PC) will be chaired by the Secretary (Professional Matters) who shall be a Chartered Geologist. At least 4 other members of Council will serve on the PC. Non-Council members will be appointed onto the PC, as necessary, and will generally serve as members of the PSC for not more than three years. The majority of the PC will be Chartered Geologists.

The Executive Secretary and the Education & Training Officer will attend meetings of the PC. The secretariat will be provided by the Fellowship Services Manager.

### C.4 METHOD OF WORKING

The PC will meet at least four times annually. A number of the meetings will be held outside London.

The following committees report to the PC:

Chartership Committee

To consider applications for Fellowship, Chartered Geologist, European Geologist and Chartered Scientist in accordance with Regulations (see Regulations R/FP/1, 2, 10, and 11).

Accreditation Committee

To accredit degree courses in geoscience for the purpose of establishing their suitability as a basis for a geoscience career in accordance with Regulations (see Regulation R/FP/8).

## PUBLICATIONS MANAGEMENT COMMITTEE

### D.1 AIMS

To publish high quality Earth Science literature, with a rapid time to publication, which will:

- Enhance the reputation of the Geological Society; and
- Provide a financial contribution to support the wider aims of the Society.

### D.2 TERMS OF REFERENCE

- i. to publish high-quality Earth Science literature, with a rapid time to publication, which will be disseminated to an international audience;
- ii. to publish at an affordable cost to the Earth Science community, but at minimal financial risk to the Society;
- iii. to publish literature for both scientific and commercial reasons;
- iv. to maintain a volume of publishing consistent with the annual budget set by Council;
- v. to develop the Society's publications portfolio (traditional, digital and on-line) to meet the changing needs of the Earth Science community;
- vi. to review and stay abreast of new developments and technologies in publishing and to implement such technologies as appropriate;
- vii. to oversee the financial performance of the Publishing House and to develop and approve the annual Publishing House budget;
- viii. to maintain and develop the Society's online bookshop;
- ix. to oversee the copyright and commercial aspects of the Society's web-site;
- x. the establishment and maintenance of journal and book editorial committees;
- xi. the establishment and maintenance of quality control on all aspects of publishing;
- xii. liaison with other Earth Science organisations to develop both reciprocal and one-way sales distribution agreements; and
- xiii. liaison with other Earth Science organisations to develop co-operative publishing ventures.

### D.3 STRUCTURE

The Publications Management Committee (PMC) will be chaired by the Secretary (Publications). The Treasurer, Chief Editor of JGS, Chief Editor of QJEGH and Chief Books Editor will be standing members of the committee. Additional committee members will comprise Council members with publishing or financial experience, plus co-opted members with a similar background. External publishing consultants may also be appointed and their time charged (as agreed) to the Society.

The Executive Secretary Finance Director will attend meetings of the Committee. The secretariat will be provided by the Director of Publishing.

## D.4 METHOD OF WORKING

There will be at least three meetings of the Committee per year. The meetings will take place either at Burlington House or at the Publishing House. The Committee will establish sub-Committees as required.

Current sub-Committees provide editorial and scientific support for the following publications:

### *Geological Society Books*

The PMC will appoint a Chief Books Editor, who, together with the Publications Secretary, will appoint a committee of books Series Editors, whose experience covers a broad range of Earth Science topics. The books editorial committee will be concerned with raising the profile of Society books, in particular the Special Publications series. It will establish procedures to expedite publishing decisions and to ensure that high scientific quality is maintained at all times. The editorial team will meet at least once a year and at other times as appropriate. The Chief Books Editor will be a member of the PMC.

### *Journal of the Geological Society*

The PMC will appoint a Chief Editor, who will in turn appoint an editorial committee for the journal. The editorial committee will be concerned with journal policy, scientific strategy, refereeing, style and promotion. The editorial committee will meet at least once per year and at other times as appropriate. The Chief Editor will be a member of the PMC.

### *Quarterly Journal of Engineering Geology and Hydrogeology*

The PMC will appoint a Chief Editor, who will in turn appoint an editorial committee for the journal. The editorial committee will be concerned with journal policy, scientific strategy, refereeing, style and promotion. The editorial committee will meet at least once per year and at other times as appropriate. The Chief Editor will be a member of the PMC.

### *Petroleum Geoscience (published jointly with the EAGE)*

The PMC, in collaboration with the EAGE, will appoint a Chief Editor, who will in turn appoint an editorial committee for the journal. The editorial committee will be concerned with journal policy, scientific strategy, refereeing, style and promotion. The editorial committee will meet at least once a year, normally at the EAGE's annual meeting. The Chief Editor will attend one meeting per year of the PMC. All decisions regarding Petroleum Geoscience will be agreed jointly with the EAGE.

### *Geochemistry: Exploration, Environment and Analysis (published jointly with the AEG)*

The PMC, in collaboration with the AEG, will appoint a Chief Editor, who will in turn appoint an editorial committee for the journal. The editorial committee will be concerned with journal policy, scientific strategy, refereeing, style and promotion. The editorial committee will meet at the request of the Chief Editor. Such meetings may take place outside the UK. The Chief Editor will attend one meeting per year of the PMC. All decisions regarding Geochemistry: Exploration, Environment and Analysis will be agreed jointly with the AEG.

### *Geoscientist*

The PMC will appoint a Chief Editor, who will in turn appoint an editorial committee for the magazine. The editorial committee will be concerned with magazine policy, scientific strategy, refereeing, style and promotion. The editorial committee will meet at least three times per year. The Chief Editor will attend one meeting per year of the

PMC. The Geoscientist editorial committee will report to the PMC on publishing matters and to the Officers on policy matters.

The Society is also represented on the following journal management committees:

#### *Petroleum Geoscience Management Committee*

This Committee is made up of two representatives each from the Geological Society and the European Association of Geoscientists and Engineers. The Committee will be concerned with policy, strategy, finance and marketing of Petroleum Geoscience. The Committee will meet at least once a year, either at the EAGE's annual meeting or another appropriate venue. The Geological Society's representatives will normally be the Publications Secretary and the Executive Secretary. The Director of Publishing will attend as a representative of the publisher but not as a member of the Society's management team.

#### *Geology Today Management Committee*

This Committee is made up of representatives from the Geological Society, the Geologists' Association and Blackwell Science. The Committee will be concerned with policy, strategy, finance and marketing of Geology Today. The Committee will meet at least twice a year at Blackwell Science (Oxford or London). The Geological Society's representatives will normally be the Publications Secretary, the Director of Publishing and a member, or former member, of one of the Society's editorial committees. The Society will also nominate a remunerated editor as a member the editorial board.

#### *Terra Nova Management Committee*

This Committee is made up of representatives from European geological societies (currently eighteen). The committee normally meets biennially at the EUG meeting in Strasbourg, or in between such meetings as appropriate. The Geological Society's representative will normally be the Publications Secretary, or a member of the PMC attending the EUG conference.

## SCIENCE COMMITTEE

### **E.1 AIMS**

- i. To ensure that the scientific output of the Society is maintained at the highest international standards, identifying stimuli, monitoring and rewards, and to encourage the dissemination of the resulting knowledge;
- ii. To develop a high quality and relevant portfolio of scientific meetings in London and around the UK; and
- iii. To advise on possible future Special Publications/thematic sets, and encourage publications resultant on meetings.

### **E.2 TERMS OF REFERENCE**

#### ***Society Meetings***

- i. To invite and evaluate proposals for meetings, ensuring that they are of the highest possible scientific quality.
- ii. To determine topics of scientific merit and of interest to the public.

#### ***Specialist Groups and Joint Associations***

- i. To encourage and support meetings of the Specialist Groups and Joint Associations.

#### ***Stratigraphy***

- i. To provide a forum which can contribute to maintenance and enhancement of the stratigraphic framework of UK geology for both national and international research.

### **E.3 STRUCTURE**

The Science Committee (SC) will be chaired by the Secretary (Science).

The Executive Secretary and Conference Manager will attend meetings of the SC. The secretariat will be provided by the Conference Manager.

### **E.4 METHOD OF WORKING**

There will be at least four meetings of the Science Committee each year, held in advance of meetings of Council.

The following committees report to the SC:

The Stratigraphy Commission; and

Technical committees associated with major conferences.

## INFORMATION MANAGEMENT COMMITTEE

### F.1 AIMS

- i. to promote awareness, accessibility and the efficient utilisation of the physical and electronic collections (as represented by the Library and Archive collections and the publications of the Society) among the geoscience community;
- ii. to balance the interests of the Fellowship and other users, recognising the significance of the Library as a unique resource of national importance, containing material not easily accessible elsewhere;
- iii. to continue development of alternative delivery models for scientific content and metadata, alongside traditional hard copy publishing and library services; and
- iv. to consider ways in which value can be added to these data.

### F.2 TERMS OF REFERENCE

- i. to advise Council on strategic issues affecting the curation, utilisation and exploitation of the physical and electronic collections;
- ii. to oversee the development and implementation of plans to deliver access to information services, online and by other means, making best use of the Library and Archive collections and the Society's own publications;
- iii. to gather the views of users on acquisitions, disposal, exchange and loans policies as they affect the Library and on web-based information delivery services provided by the Society; and
- iv. with the Publications Management Committee, to monitor and develop on-line publishing policy.

### F.3 STRUCTURE

Council will identify a member of Council to have overall responsibility for developing and reporting on Information Management matters.

The Chair of the Information Management Committee will be a member of Council. The Committee membership will consist of up to four other members of Council and no more than 5 other Fellows of the Society, as approved by Council, having regard to the need to ensure continuity and a range of expertise in particular significant knowledge and experience of electronic information delivery, and to balance representation of library and other service users, and of the wide range of geoscientists and those with other related interests.

The Executive Secretary, the Chief Librarian and the Web Producer will attend meetings of the Committee. The secretariat will be provided by the Web Producer.

#### **F.4 METHOD OF WORKING**

There will be four meetings of the Committee per year and the Committee may establish advisory panels and time-limited working groups as required.

The following committee reports to the Information Management Committee:

Library Advisory Committee

## AWARDS COMMITTEE

### **G.1 TERMS OF REFERENCE**

- i. To consider nominations received from the Fellowship for the Society's awards, medals and funds, and to encourage additional nominations as necessary;
- ii. To consider nominations for Honorary Fellowship; and
- iii. To make recommendations to Council regarding these nominations.

### **G.2 STRUCTURE**

The Awards Committee will be chaired by the President and comprise up to 11 other Fellows, no more than five of whom shall be members of Council.

The membership of the Committee is determined by Council annually, and will be drawn so as to achieve a balance of expertise across the whole of the geosciences, including the applied science.

### **G.3 METHOD OF WORKING**

The Committee will meet as and when necessary, at least twice a year.

## AUDIT COMMITTEE

### **H.1 TERMS OF REFERENCE**

- i. To keep under review policy and procedures relating to internal and financial accounting procedures;
- ii. To conduct a detailed examination of the draft annual accounts of the Society;
- iii. To undertake any such matters as may be required by Council; and
- iv. To report to Council.

### **H.2 STRUCTURE**

The Audit Committee will be chaired by a Fellow appointed by Council and shall comprise not more than five Fellows with experience of financial management. None of the members of the Committee shall be members of Council.

The membership of the Committee is determined by Council.

Members of the Committee will normally serve for three years.

The Treasurer, Executive Secretary and Head of Finance will attend the meetings of the Audit Committee.

### **H.3 METHOD OF WORKING**

The Committee will at least once per year.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/G/8 Issue : 2 Date : 16/06/10 Page : 1 of 1
	<b>STANDING COMMITTEE</b> <b>SUB-STRUCTURE</b>	Approval Authority  COUNCIL

## 1 OBJECTIVE

To define the organisational structure required to advise the Standing Committees

## 2 SCOPE

This Regulation provides a terminology and procedural arrangements for the sub-structure to Standing Committees.

## 3 SUB-STRUCTURE

Standing Committees report to Council. Each Standing Committee may establish its own organisational sub-structure with its own procedural arrangements, reporting to the Standing Committee in order to carry out that Committee's terms of reference.

The sub-structure is defined as follows:

**Committees** Committees of Fellows may be established to carry out a permanent task. The Committee membership must include at least two members of the Standing Committee, one of whom must be a member of Council.

**Sub-committees** Sub-committees to Committees may be established where necessary to carry out a permanent function. A Sub-committee must include at least one member of the Standing Committee. At least two thirds of the Sub-Committee must be Fellows.

**Panels** Panels of Fellows may be established to carry out specific, but impermanent, tasks associated with the executive functions of the Society which will be completed over a period of time.

**Working Group** Working Groups may be established by Standing Committees to review specific issues. At least two thirds of a Working Group must be Fellows.

**Joint Committees** Committees operated jointly by the Society and other bodies.

 <p>The Geological Society</p>	<p><b>The Geological Society of London</b></p> <p><b>REGULATIONS</b></p>	<p>Number : R/G/9 Issue : 2 Date : 16/06/10 Page : 1 of 1</p>
	<p><b>ELECTIONS COMMITTEE</b></p>	<p>Approval Authority</p> <p><b>COUNCIL</b></p>

## 1 OBJECTIVE

To ensure the proper conduct of the elections to Council, including the nomination and election of Officers.


## 2 SCOPE

This Regulation covers the organisation of elections to Council, including the nomination of Council Members, the President-designate and the Treasurer-designate by Council, and the process for the nomination of Vice-Presidents, Secretary/ies and Treasurer/s for the succeeding year.

## 3 PROCEDURE

The Committee is chaired by the President and comprises the other Officers, and two Members of Council who shall meet as necessary. The Committee shall have the following responsibilities:

- i. The proper conduct of elections to Council, and the nomination of Officers for election. Any complaint concerning the conduct of the elections shall be reported to the Elections Committee who shall recommend to Council the action to be taken. Where the complaint concerns the Bye-laws the complaint shall also be referred to the President.
- ii. Proposing to Council candidates for election to Council, including the President-designate and Treasurer-designate, having regard to the need to ensure a balance in geoscientific disciplines, regional representation and the need for other particular competencies. The Committee shall take responsibility for submitting the completed nominations forms to a Secretary.
- iii. The identification, from amongst Members of Council, of candidates for nomination to the posts of Vice-President, Secretary and Treasurer. In the case of irreconcilable disagreement, Council will vote by ballot.

 <p>The Geological Society</p>	<p><b>The Geological Society of London</b></p> <p><b>REGULATIONS</b></p>	<p>Number : R/G/10  Issue : 2  Date : 16/06/10  Page : 1 of 2</p>
	<p><b>ELECTION OF COUNCIL MEMBERS AND OFFICERS</b></p>	<p>Approval Authority</p> <p>COUNCIL</p>

## 1 OBJECTIVE

To define the process for the nomination and election of Fellows as Members of Council, and the election of Officers.

## 2 SCOPE

This Regulation covers the procedures for the nomination and subsequent election of Fellows as Members of Council, and for the election of Officers.

## 3 PROCEDURE

3.1 The following procedure shall be followed annually:

- i. In September each year Fellows shall be invited to forward to any of the Secretaries nominations of Fellows for election as Members of Council.
- ii. No Fellow may propose more than one Fellow as a Member of Council. No Fellow may second more than three Fellows as Members of Council.
- iii. Council may propose Fellows as Members of Council (see Regulation R/G/7 Elections Standing Committee) having regard to the need to ensure a balance in geoscientific disciplines, regional representation and the need for other particular competencies. Council shall not propose Fellows to fill more than one half of the vacancies for election to Council. In the case of an uneven number of vacancies, the limit on the number of Council nominations shall be rounded up to the nearest whole number.
- iv. All nominations shall be submitted on a pro forma which will be made available in hard copy and distributed with *Geoscientist* and as a download from the Society's web site. Each nomination must be supported by a Proposer and two other Fellows, all of whom must sign the proposal. The proposal shall be accompanied by a brief supporting statement on the nominee including current position and relevant previous positions, honours, degrees, and professional qualifications. The nominee must sign an assent to be nominated as a Member of Council and confirm that there are no reasons under the Charities Act 1993 that would exclude the nominee from holding officer as a Trustee, or other grounds for disqualification.
- v. Fellows shall normally serve a term of three years on Council. Fellows

may be nominated for re-election to Council one year after leaving Council.

- vi. A list of those Fellows nominated as Members of Council, together with the names of Proposer, Seconders and the supporting statement, shall be circulated to Fellows who will be requested to indicate by postal and electronic ballot those names to go forward to fill the vacancies on the list of candidates for election to Council at the next Annual General Meeting.
  - vii. At the Annual General Meeting an election shall be carried out by ballot supervised by two Scrutineers who shall be Fellows nominated by the President and who may also vote. Fellows may replace one or more names on the list of candidates by the names of other Fellows, providing that the Scrutineers have been provided with the formal written assent of the Fellow so named together with confirmation that there are no reasons under the Charities Act 1993 that would exclude the nominee from holding office as a Trustee, or other grounds for disqualification.
- 3.2 Following the completion of the ballot for Council Members, a further ballot shall be held for the President, Vice-Presidents, Secretary/ies and Treasurer/s and, when appropriate, for President-designate and or Treasurer-designate, who, having been elected to Council, shall hold office for the succeeding year.
- 3.3 If a member of Council is elected as an Officer at an Annual General Meeting, that member of Council may serve a further term of three years on Council from the time that the member is elected as an Officer subject to the following conditions:
- i. If a member of Council ceases to be an Officer and has served as a member of Council for more than three consecutive years, that Fellow must retire from Council at the next Annual General Meeting and may not be nominated for re-election to Council until one year after leaving Council;
  - ii. A member of Council may only serve as an Officer for a maximum of six consecutive years. Thus, the maximum consecutive period that a Fellow may serve as a member of Council is eight years (two years as an ordinary member of Council and six years as an Officer); and
  - iii. On completion of the sixth year as an Officer, the Fellow must leave Council and may not be nominated for re-election to Council until one year after leaving Council.
- 3.4 Any complaint concerning the conduct of the elections shall be reported to the Elections Committee who shall recommend to Council the action to be taken. Where the complaint concerns the Bye-laws the complaint shall also be referred to the President.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/G/11 Issue : 2 Date : 16/06/10 Page : 1 of 1
	<b>IDENTIFICATION OF THE PRESIDENT-DESIGNATE</b>	Approval Authority  COUNCIL

## 1 OBJECTIVE

To select the President-designate.

## 2 SCOPE

This Regulation defines the procedure to be adopted by the Fellows and Council in identifying and electing the President-designate.

## 3 PROCEDURE

- 3.1 As a part of the nomination process for Council Members (Regulation R/G/8 Elections of Council Members and Officers) Fellows shall, in alternate years, be invited to nominate Fellows as Members of Council who shall be also identified as President-designate.
- 3.2 The procedure for the nomination of the President-designate shall, in all other regards, be identical to all other Fellows nominated for election to Council, whether proposed by Fellows or by Council.
- 3.3 Council shall consider all nominations received for President-designate and will vote to reduce the list to two candidates of equal standing. The two successful candidates will be included in the subsequent electronic and postal ballot, when Fellows will be asked to vote for one of the candidates to become President-designate. If only one nomination is received, or Council can only agree to one candidate, only one name will go forward on the ballot paper.
- 3.4 The candidate receiving most votes in the electronic and postal ballot will be so identified in the ballot carried out at the Annual General Meeting. The unsuccessful candidate will not stand for election as an ordinary Council member.
- 3.5 If a President-designate is not nominated, or the President-designate is not elected to Council, Council (Bye-law 7.4) may co-opt a President-designate to Council who may then stand for election as a Member of Council and as President at the next Annual General Meeting.

 <p>The Geological Society</p>	<p><b>The Geological Society of London</b></p> <p><b>REGULATIONS</b></p>	<p>Number : R/G/12  Issue : 1  Date : 16/06/10  Page : 1 of 1</p>
	<p><b>IDENTIFICATION OF THE TREASURER-DESIGNATE</b></p>	<p>Approval Authority</p> <p><b>COUNCIL</b></p>

## 1 OBJECTIVE

To select the Treasurer-designate.

## 2 SCOPE


This Regulation defines the procedure to be adopted by the Fellows and Council in identifying and electing a Treasurer-designate.

## 3 ROLE OF TREASURER-DESIGNATE

The role of Treasurer-designate is intended to provide an orderly transition from the retiring Treasurer to the incoming Treasurer and to ensure that the incoming Treasurer has had the opportunity to become familiar with the requirements and procedures before taking on the role of Treasurer.

## 4 PROCEDURE

- 4.1 As a part of the nomination process for Council Members (Regulation R/G/8 Elections of Council Members and Officers) Fellows shall, when appropriate, be invited to nominate Fellows as Members of Council who shall be also identified as Treasurer-designate.
- 4.2 The procedure for the nomination of the Treasurer-designate shall, in all other regards, be identical to all other Fellows nominated for election to Council, whether proposed by Fellows or by Council.
- 4.3 Council shall consider all nominations received for Treasurer-designate and shall nominate a suitably qualified and experienced person to go forward for election to Council and as Treasurer-designate.
- 4.4 If a Treasurer-designate is not nominated, or the Treasurer-designate is not elected to Council, Council (Bye-law 7.4) may co-opt a Treasurer-designate to Council who may then stand for election as a Member of Council and as Treasurer at the next Annual General Meeting.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/G/13 Issue : 1 Date : 16/06/10 Page : 1 of 4
	<b>MEETINGS OF THE  GEOLOGICAL SOCIETY</b>	Approval Authority  <b>COUNCIL</b>

## 1 OBJECTIVE

To ensure the proper conduct of meetings of the Society.

## 2 SCOPE

This Regulation covers the conduct of General Meetings of the Society and of Scientific Meetings organized under the auspices of the Society.

## 3 RELATED REGULATIONS

Reference should be made to the following related Regulations

Regulation R/G/9: Elections Committee

Regulation R/G/10: Election of Council Members and Officers

Regulation R/FP/4: Nomination and Election of Honorary Fellows

## 4 PROCEDURE

### 4.1 Introduction

Meetings held by the Society shall be:

- General Meetings for the proper conduct of the business of the Society; and
- Scientific Meetings for the presentation and discussion of scientific or professional matters related to geology and/or geologists.

### 4.2 General Meetings

#### 4.2.1 Procedural Matters

The President takes the chair at all General Meetings; or, if absent, one of the Vice-Presidents; or, in their absence, one of the members of Council; or, in case of the absence of all the members of Council, a Fellow to be appointed for the occasion by the Meeting. Whosoever is in the chair shall be responsible for ensuring that the Meeting is conducted properly and in accord with the Charter, Bye-laws and Regulations.

For all matters related to the governance of the Society, including elections and all matters that may be dealt with at Special General Meetings, written notification of the matters shall be provided to all Fellows and an advisory ballot of Fellows conducted to establish their opinions on the matters before these matters are formally considered at a General Meeting. No matters regarding the governance of the Society may be voted upon at a General Meeting unless and until such an advisory

ballot of Fellows has been conducted and until the Fellows have been notified of the results of this advisory ballot.

The ordinary method of voting shall be by show of hands but a ballot shall be taken in cases prescribed by the Charter, Bye-laws or Regulations, or when demanded by any five Fellows present. No show of hands or ballot shall decide a question, unless eleven or more Fellows actually vote. The decision of the absolute majority of the Fellows voting at a Meeting shall be the decision of the Meeting.

Whosoever is in the chair shall not vote when the voting is by show of hands, but may vote when the voting is by ballot. If the votes cast, whether by ballot or show of hand, are equal, except in cases specially designated by the Charter, Bye-laws or Regulations, whosoever is in the chair may give a casting vote. If there is uncertainty as to the side on which the majority lies then a ballot shall be held at the request of any one Fellow present.

The voting upon any question, except for adjournment, shall, on the demand of any five Fellows, be deferred to the next subsequent General Meeting, when the same may be discussed again and then shall be either voted upon or withdrawn.

If the case of adjournment has been put and carried, an adjournment may be made of any General Meeting; no business shall be transacted at an adjourned Meeting other than that deferred.

Minutes of the proceedings of every General Meeting shall be taken.

Persons not belonging to the Society, if introduced by Fellows, may be present at Ordinary or Annual General Meetings, but may not vote and shall be subject to such Regulations which may be made. Persons not belonging to the Society may not be present at Special General Meetings.

#### **4.2.2 Annual General Meeting**

The Annual General Meeting of the Fellows shall be held at the Society's Apartments on the third Friday of February, or as near to that date as is possible to ensure time for the preparation and posting of the Annual Report and Accounts.

The Meeting shall receive from Council:

- i. its Annual Report on the general business of the Society;
- ii. the Annual Accounts;
- iii. and shall
- iv. remove five or more members of Council;
- v. elect the members of Council;
- vi. elect the Officers for the next year;
- vii. appoint Auditors;
- viii. elect Honorary Fellows; and
- ix. transact such other business as is provided by the Charter and Bye-laws.

On the same day that the Annual General Meeting takes place, but outside of the Annual General Meeting, the following business shall be conducted:

- x. receive the President's Address;
- xi. confer the Awards for that year;

Any Fellow present at the Annual General Meeting may question and comment on any matters contained in the Report and Accounts, and may comment on other matters relating to the government of the Society and its management.

After completion of the balloting for Council (Regulation R/G/10), the names of the Council elected for the next year shall be announced from the chair. After completion of the balloting for Officers from the elected Council (Regulation R/G/10), the names of the Officers elected for the next year shall be announced from the chair. Those elected shall assume their functions immediately.

#### **4.2.3 Special General Meetings**

- i. Special General Meetings of the Fellows shall be held at the Apartments for the purpose of deciding matters relating to the governance of the Society as defined in Section 4.2.3 iv of this Regulation.
- ii. A Special General Meeting shall be convened following a request addressed to one of the Secretaries at the Apartments specifying the business for which the Meeting is to be convened, and signed on behalf of Council or by any five or more Fellows. The Council or the Fellows making the request to convene a Special General Meeting shall be referred to as the "*Caller*". The Meeting shall be held within a reasonable time after such a request has been received.
- iii. No business other than that of which notice has been given in the summons sent to Fellows convening the Meeting shall be entered upon or discussed at such Meeting.
- iv. The Fellows present at a Special General Meeting shall have power to vote to
  - a) make and establish such Bye-laws and procedures which are useful for the government of the Society;
  - b) alter, suspend or repeal existing Bye-laws, and make new Bye-laws, as they shall think expedient, which are not in conflict with the Charter, or to the laws of the Realm;
  - c) propose supplements to, or the surrendering of, the Charter;
  - d) correct conflicts between the Bye-laws, the Charter and current legislation;
  - e) over-rule decisions by Council, including the content of Regulations;
  - f) define the powers to be carried out by Council, the President, and the other Officers; which shall include
  - g) ensuring the effective management of the estates, goods, lands, revenues, and business of the Society;
  - h) regulating the manner of proposing, electing, admitting, and removing Fellows, Honorary Fellows and Candidate Fellows, and of electing or appointing, removing and restoring, the Officers and staff of the Society;
  - i) determining the time and place of the Meetings of the Society; and
  - j) proposing Annual Subscriptions and Fees;
  - k) replace Officers who have died or resigned.
- v. More than one item of business may be transacted at a Special General Meeting.

- vi. Any Special General Meeting properly called shall not take place until the Council have consulted the Fellows and conducted an advisory ballot in accordance with Section 4.2.1 of this Regulation.
- vii. With specific regard to proposed changes to the Bye laws or Charter, the following procedure for the consultation shall be:
  - a) Notice of the business to be considered at the Special General Meeting and a full list of any proposed changes shall be notified to the Fellows by publication in *Geoscientist* in the edition that next published after the Special General Meeting has been called.
  - b) Fellows shall be notified by a notice published in *Geoscientist* and by other such methods as Council shall determine that a Special General Meeting has been called. Fellows shall be sent a list of the business to be considered at the Special General Meeting and documents showing any proposed changes. Written arguments for and against the proposed changes shall be prepared by the “*Caller*” and included with the documents sent to Fellows;
  - c) Any Fellow supported by four or more other Fellows shall be entitled to submit revisions to the proposed changes within ten weeks of the notification to the Fellows being published in *Geoscientist*. Any such revision shall be delivered to the Secretaries at the Apartments;
  - d) The “*Caller*” shall review all revisions received. A proposed revision may be accepted by the “*Caller*” as submitted, or in a revised form determined by agreement with the proposer. Where two or more revisions are proposed to a single item, the Caller shall seek to agree with the proposers a single composite revision. The “*Caller*” may accept any such composite revision.
  - e) The Council shall determine that the proposed revised changes to the Bye-laws are consistent with the Charters and current legislation.
  - f) The Substantive Motion to be put to the Special General Meeting shall be “That the Bye-laws shall read as follows:” with the text of the revised Bye-laws determined in quoted in full. Where a proposed revision has not been accepted by the “*Caller*”, or where the proposer specifically requires that the Special General Meeting consider a revision, such revision shall be moved as an amendment to the Substantive Motion. Where multiple proposed revisions to the same text remain to be considered, they shall be moved as amendments in the order of their receipt by the Secretaries.
  - g) The Substantive Motion and any motions to amend the Substantive Motion to be put to the Special General Meeting shall be notified to Fellows by publication in *Geoscientist*. Advisory ballots of the Fellows shall take place on each motion to amend the Substantive Motion. As many advisory ballots as are necessary to unambiguously ascertain the views of the Fellows on motions to amend the Substantive Motion shall be held. A final advisory ballot of the Fellows shall be held on the Substantive Motion as amended. No motion for a change in the Bye-laws shall be enacted unless a positive vote in favour of the Motion as amended has been obtained by advisory ballot of the Fellows.
  - h) A Special General Meeting at the Apartments must then be summoned, within a reasonable time following the consultation of

- i) The motions when made at a Special General Meeting shall after due discussion be decided by method of ballot by an absolute majority of the Fellows present.

#### **4.2.4 Ordinary General Meetings**

Ordinary General Meetings shall be held by the Society for the purpose of electing and removing Fellows and Honorary Fellows in accordance with the Bye-laws.

#### **4.3 Scientific Meetings**

The Society, Specialist Groups, Regional Groups or Fellows may organise Meetings at which a scientific theme or professional topic appropriate to the objects of the Society can be presented and discussed.

Council shall be responsible for determining the conduct of business at such meetings.

Meetings may be open to Fellows and non-Fellows. Fellows and other attendees may be charged for attendance at all or part of such meetings.

 The Geological Society	<b>The Geological Society of London</b>  <b>REGULATIONS</b>	Number : R/G/14 Issue : 3 Date : 30/11/11 Page : 1 of 3
	<b>AWARD OF SOCIETY MEDALS AND FUNDS</b>	Approval Authority  COUNCIL

## 1 OBJECTIVE

To define the process for the nomination and award of the Society's Medals and Funds.

## 2 SCOPE

This Regulation covers the procedures for the nomination and consideration of proposals for the award of the Society's Medals and Funds.

## 3 RELATED REGULATIONS

Reference should be made to the following related Regulations

Regulation R/G/7: Standing Committees of Council

## 4 PROCEDURES

- 4.1 Fellows may make nominations for the Society's Medals and Funds. Such nominations will be considered by the Awards Committee (Regulation R/G/7).
- 4.2 Council will conduct a ballot to decide which candidates should receive the appropriate Medal or Fund. In the event of a tied vote, the President shall have the casting vote.
- 4.3 This Regulation does not apply to the President's Awards, which are determined solely by the President.
- 4.4 The awards will be conferred at a ceremony held at the same venue and on the same day as the Annual General Meeting.

## **CRITERIA FOR SOCIETY AWARDS**

The Fellows, Awards Committee and Council shall in nominating and selecting recipients of Society Awards be guided by the original terms of awards and shall take due regard of current statute regarding award. Any reference to the male or female gender shall be deemed to include both male and female genders.

## **MEDALS**

### **Wollaston Medal**

This is the highest award of the Geological Society. This Medal is normally given to geologists who have had a significant influence by means of a substantial body of excellent research in either or both 'pure' and 'applied' aspects of the science.

### **Lyell and Murchison Medals**

These two Medals (together with the William Smith Medal) are of equal status. They are normally given to people who have made a significant contribution to the science by means of a substantial body of research. The Society regards these two Medals very highly and they are not normally awarded on the basis of a few good papers. In the past, Council has often looked for some breadth as well as depth in the contributions before awarding these two Medals. Workers in both 'pure' and 'applied' aspects of the geological sciences are eligible. The Lyell Medal is normally given for contributions to 'soft' rock studies and the Murchison for 'hard' rock studies.

### **William Smith Medal**

This Medal was first awarded in 1977. It is of equal status to the Lyell and Murchison Medals, but is awarded for excellence in contributions to applied and economic aspects of the science. Candidates must have initiated significant contributions, which will normally take the form of published papers, although in view of the confidential nature of the work in the case of some candidates, other criteria may be used as the basis of the award.

### **The Major John Sacheverell A'Deane Coke and Major Edward D'Ewes Fitzgerald Coke Medals**

The Awards will be made to Scientists for their contributions to Geology as is the case with the Lyell and Murchison Medals, but in addition recognition may be given to significant service to Geology, for example through administrative, organisational or promotional activities resulting in benefits to the community.

Also the field may be extended to include Scientists whose training and interests are outside the main fields of Geology, but whose contributions are of great significance to our science.

### **The Prestwich Medal**

This Medal is awarded every three years to persons 'who shall have done well for the advancement of the science of geology'.

### **The Bigsby Medal**

Founded by John Jeremiah Bigsby (1792-1881), and to be awarded biennially 'as an acknowledgement of eminent services in any department of Geology, irrespective of the receivers' country; but (s)he must have done no more than 20 years full time equivalent research, thus probably not too old for further work, and not too young to have done much'.

### **The Sue Tyler Friedman Medal**

Established in 1987 by the gift of the Northeastern Science Foundation (Inc) of Troy, New York, for distinguished contributions to the recording of the history of geology. The Medal, which is not confined to those with a geological background or to Fellows of the Society, will normally be awarded annually or at such other intervals as Council may determine, on a world-wide basis without regard to nationality considerations.

### **The Aberconway Medal**

Established in 1992 by a donation from English China Clays Ltd, the Medal will be awarded normally to persons with no more than 25 years full time equivalent experience and to recognise distinction in the practice of geology with special reference to work in industry. Awards of the medal are made biennially.

## **FUNDS**

### **The R H Worth Prize**

The R H Worth Prize is awarded in recognition of meritorious geological research carried out by amateur geologists, or for the encouragement of geological research by amateurs

### **The Wollaston Fund, the Murchison Fund and the Lyell Fund**

These are awarded to contributors to the Earth Sciences on the basis of noteworthy published research. Recipients must be Fellows of the Society and within ten years (full time equivalent) of the commencement of their research career.

### **The William Smith Fund**

The criteria used for selecting recipients are similar to those used for the William Smith Medal. Recipients must be Fellows of the Society and within ten years (full time equivalent) of the commencement of their research career.

### **Distinguished Service Award**

Made annually to an individual who has made a significant contribution to geoscience and the geoscience community by virtue of their professional, administrative, organisational or promotional activities.

### **President's Award**

The President's Awards, instituted in 1980 by Professor Perce Allen, are conferred upon Geologists who are within ten years of their first degree and who have made a notable early contribution to the science.

 <p>The Geological Society</p>	<p><b>The Geological Society of London</b></p> <p><b>REGULATIONS</b></p>	<p>Number : R/G/15  Issue : 2  Date : 16/06/10  Page : 1 of 3</p>
	<p><b>AWARD OF SOCIETY GRANTS</b></p>	<p>Approval Authority</p> <p><b>COUNCIL</b></p>

## **1 OBJECTIVE**

To define the process for the nomination and award of Society grants from its designated funds.

## **2 SCOPE**

This Regulation covers the procedures for consideration of applications for a grant from the Society's funds.

## **3 PROCEDURES**

- 3.1 The award of research grants shall be made annually. Applications will be accepted from Fellows and non-Fellows but must be supported by statements from two Fellows.
- 3.2 The closing date for the receipt of applications will normally be 1 February.
- 3.3 Applications for funds from the Distinguished Geologist' Memorial Trust will be considered by a working group comprising the Treasurer, the Executive Secretary, the Chair of the Professional Committee and the Chair of the Chartership Committee.
- 3.4 All other applications for grants will be considered by a working group chaired by the Treasurer and comprising the Executive Secretary and at least one other member of Council. The working group will consider the applications and the level of grant to be made, if any. In considering the applications, the working group will have regard to the criteria as set out in Annex A.
- 3.5 A full list of the applications received and the grants made will be notified to Council.

## **CRITERIA FOR SOCIETY GRANTS**

The Fellows, Awards Committee, Working Groups and Council shall in nominating and selecting recipients of Society Grants be guided by the original terms of awards and shall take due regard of current statute regarding award. Any reference to the male or female gender shall be deemed to include both male and female genders.

The Designated Funds of the Society are listed below. Conditions of eligibility and other conditions are indicated.

Applications should be addressed to the Awards Secretary at the Geological Society. They should be accompanied by a statement of the programme of work intended, the sum requested and two letters of support from Fellows of the Society.

We do not issue printed application forms. In order to be considered at the next available committee meeting, applications and supporting documents should reach the Society no later than 1 February. The average award has been about £1,000.

The following Funds are available for application:

### **Mike Coward Fieldwork Fund**

For fieldwork in structural geology as applied to regional tectonics.

### **William George Fearnside's Fund**

To advance geological science.

### **Edmund Johnson Garwood Fund**

For the encouragement of research in stratigraphy, with palaeontology, and in physical geology. Must be between 28 and 51 years of age.

### **Gloyn Outdoor Geological Research Fund**

For the prosecution of outdoor research preferentially of a palaeontological or stratigraphical character, and preferentially within the limits of the British Commonwealth.

### **Annie Greenly Fund**

For detailed geological mapping.

### **Timothy Jefferson Field Research Fund**

Must be under 28 years of age; for a field project for research in Earth science. Not for military activity or development.

### **Elsbeth Matthews Fund**

For members of the Society for geological field-based research anywhere in the world. Preference for those under 30 years of age.

**Daniel Pidgeon Fund**

To promote geological original research. Must not be more than 28 years of age.

**Joseph Burr Tyrrell Fund**

To assist geologists of Great Britain and Ireland to travel to and in Canada; or to assist in the publication of meritorious papers by geologists of Great Britain and Ireland upon the geology of Canada; or to assist such geologists in any other way best adapted to further this object.

**Distinguished Geologists' Memorial Trust**

To a geologist under the age of 30; in the form of travel bursaries to enable recipients to broaden their experience and for professional development.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/G/16 Issue : 2 Date : 16/06/10 Page : 1 of 1
	<b>USE OF THE COMMON SEAL</b>	Approval Authority  COUNCIL

## 1 OBJECTIVE


To ensure that the Common Seal of the Society is properly used.

## 2 SCOPE

The Common Seal of the Society may only be used with the authority of Council. It appears on the Society's certificates for Honorary Fellowship, Fellowship, Chartered Geologist and European Geologist. It is also fixed on the scrolls given to award winners and certain legal documents. This Regulation sets out the procedures for the use of the Common Seal.

## 3 PROCEDURE

- 3.1 The Common Seal on certificates for Fellowship should be witnessed by the President and the Executive Secretary.
- 3.2 The Common Seal on certificates for Chartered Geologist should be witnessed by the President and the Chairman of the Chartership Committee,
- 3.3 The Common Seal on certificates for European Geologist should be witnessed by the President.
- 3.4 The Common Seal on awards scrolls and certificates should be witnessed by the President.
- 3.5 The Common Seal on legal and other formal documents should be witnessed by the President and/or Executive Secretary, or as otherwise determined by Council.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/G/17 Issue : 1 Date : 16/06/10 Page : 1 of 1
	<b>PUBLICATIONS</b>	Approval Authority  <b>COUNCIL</b>

## 1 OBJECTIVE

To ensure that the object of the Society is met, in part, by the publication of papers and books.

## 2 SCOPE

This Regulation defines the role of the Society to publish papers and books.

## 3 PROCEDURE

3.1 The Society shall meet its object as defined in Bye-laws in part by the publication of papers and books, and shall normally be given the option to publish any paper read at one of its Meetings.

3.2 Council, through its editors and editorial committees, shall consider papers and books submitted for publication, select those suitable, and decide on the form in which, and the time when, they shall be published.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/G/18 Issue : 1 Date : 16/06/10 Page : 1 of 1
	<b>STANDARD OPERATING PROCEDURES</b>	Approval Authority  COUNCIL

## 1 OBJECTIVE

To ensure the financial and business affairs of the Geological Society are managed in a professional manner.

## 2 SCOPE

This Regulation covers the responsibilities of the Executive Secretary and the Head of Finance for establishing Standard Operating Procedures for management of the financial and business affairs of the Society and of the Audit Committee (Regulation R/G/7) in reviewing these Standard Operating Procedures.

## 3 PROCEDURE

The Head of Finance and the Executive Secretary will, from time to time, introduce Standard Operation Procedures to define the arrangement for managing the financial and business affairs of the Society.

These Standard Operating Procedures shall be reviewed by and agreed with the Audit Committee.

The relevant Standard Operating Procedures shall be available to Staff of the Society who undertake tasks or activities covered by the Standard Operating Procedures.

An appropriate change-control procedure for Standard Operating Procedures shall be established by the Executive Secretary to ensure that all Staff members are working with the latest approved version of the Standard Operating Procedures.

## 4 RECORDS

The Executive Secretary and Head of Finance shall be responsible for maintaining:

A list of the current Standard Operating Procedures; and

A set of the current versions of all Standard Operating Procedures.

 <p>The Geological Society</p>	<p><b>The Geological Society of London</b></p> <p><b>REGULATIONS</b></p>	<p>Number : R/FP/1  Issue : 3  Date : 16/06/10  Page : 1 of 4</p>
	<p><b>NOMINATION AND ELECTION OF A NEW FELLOW</b></p>	<p>Approval Authority</p> <p><b>COUNCIL</b></p>

## 1 OBJECTIVE

To ensure that the nomination and election process of a new Fellow is in accordance with Clause 2.8 of the Bye-laws.

## 2 SCOPE

This Regulation covers the actions and responsibilities of the Administrative Fellowship Secretary, Fellows, Officers and Council in receiving and processing an application for nomination and election of a new Fellow.

## 3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

- Regulation R/FP/7: Codes of Conduct
- Regulation R/FP/9: Subscriptions and Fees

## 4 CRITERIA FOR ELECTION AS A FELLOW

### 4.1 General

The criteria to be met by an applicant for election as a Fellow are as follows:

- i. Possession of a degree or equivalent qualification (see Sections 4.2 and 4.3 below);
- ii. Completion and submission of an application form for election as a Fellow;
- iii. Payment of an application fee;
- iv. Confirmation that there are no grounds which would disbar election to Fellowship.

### 4.2 Degrees

Degrees that meet the requirements are:

- i. degrees at Honours (H) level, Master's (M) level or Doctorate (D) level awarded by a university or institution of higher education subject to the period of study leading to the degree satisfying the following requirements:

- at least 25% of the course content comprises geological/earth science based subjects; or
- if less than 25% of the course content comprises geological/earth science based subjects, the applicant for election as a Fellow shall demonstrate an interest in earth sciences.

### **4.3 Equivalent Qualifications**

Applicants who do not meet the requirements for Fellowship that are based on them holding a recognised degree (as defined in Section 4.2 above) may apply to be elected as a Fellow if they have relevant experience in geology or a cognate subject.

Relevant experience should include at least two of the following:

- i. a degree at Intermediate (I) level at a university or institution of higher education;
- ii. employment in geology, or within a profession where geology is a core discipline;
- iii. active membership of a geological group or society;
- iv. employment as a secondary school teacher involved in teaching geology;
- iv. active involvement in advancing the science or application of geology, such as author of papers published in scientific journals, contributions to published maps or reports or through the discovery and description of new geology such as a new fossil or mineral species.

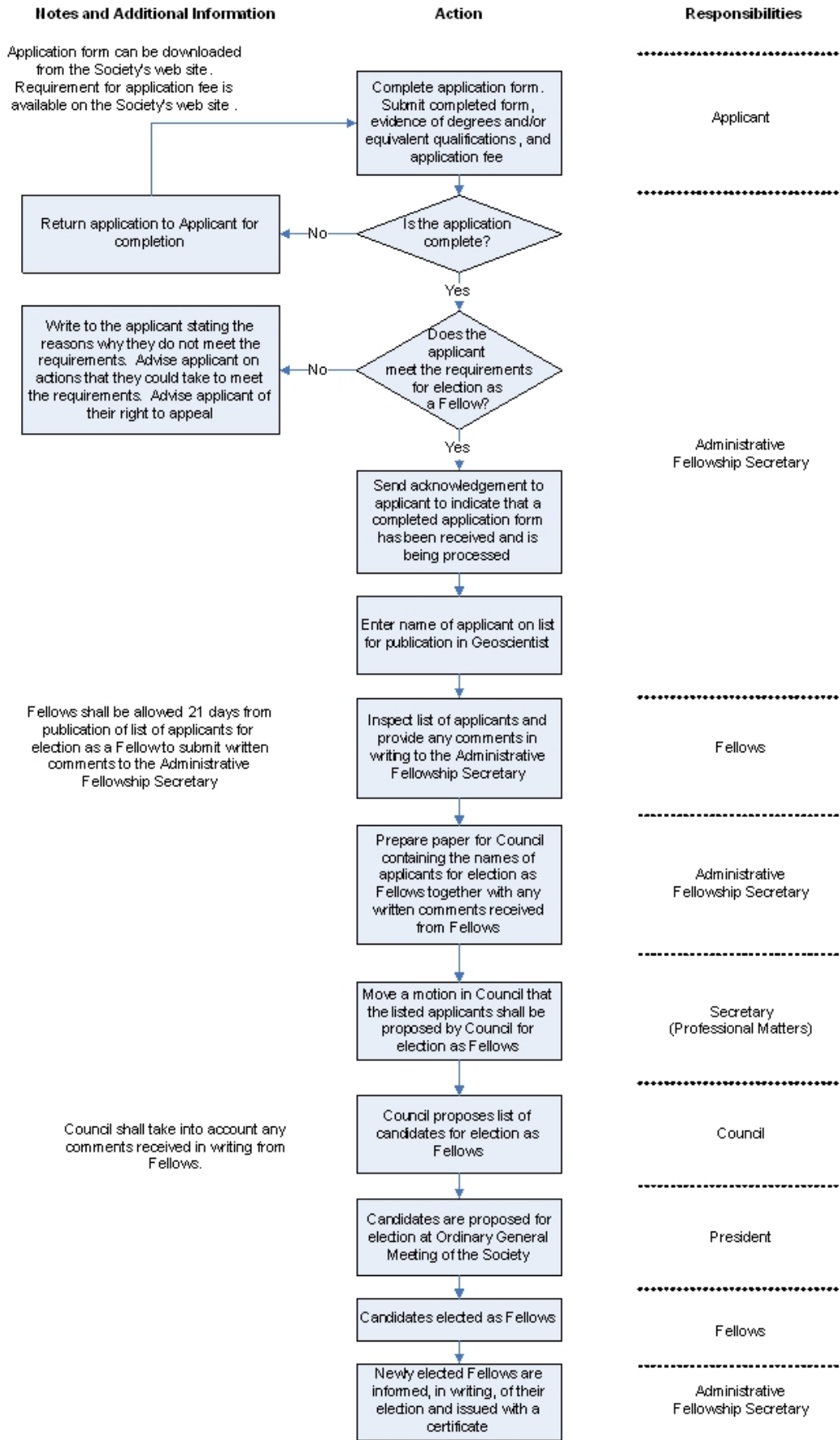
## **5 PRIVILEGES**

Subject to having paid the annual subscription to the Society, as laid down in the Regulations (Subscriptions), Fellows will be entitled to privileges, which may include:

- (i) a copy of the monthly magazine “Geoscientist”;
- (ii) one free Society journal by online access, with the option to subscribe to others at a discounted price;
- (iii) access to the Lyell Collection, an online resource of Geological Society publications;
- (iv) use of the Geological Society Library;
- (v) membership of Regional and Specialist Groups and access to their meetings;
- (vi) reduced charges for publications and meeting registration fees; and
- (vii) other privileges which may from time-to-time be accorded by Council.

Fellows may attend General Meetings of the Society and may vote. Fellows may propose new Fellows.

## 6 PROCEDURE




Ordinary General Meetings for the election of Fellows shall normally take place immediately following Council Meetings.

## **7 RECORDS**

The Administrative Fellowship Secretary shall be responsible for maintaining the following records:

- i. a list of applicants for election as Fellows as set out in these Regulations. The list shall be published in Geoscientist;
- ii. application forms received from those (listed in (i) above), who have applied for election as Fellows. These forms are to be available for inspection by Fellows, on application to the Administrative Fellowship Secretary, during the period between posting of the applicants' names and up to one hour before the applicants are considered for election as Fellows;
- iii. an up-to-date list of current Fellows of the Society including the date of their election, their address, qualifications, titles (if appropriate) and areas of interest. Data from the Fellowship List shall be placed on the Society's web site in an area that is only accessible to Fellows, Candidate Fellows and Honorary Fellows.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/FP/2 Issue : 5 Date : 16/06/10 Page : 1 of 14
	<b>CRITERIA AND  PROCEDURE FOR  VALIDATION AS A  CHARTERED GEOLOGIST</b>	Approval Authority  COUNCIL

## 1 OBJECTIVE

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

## 2 SCOPE

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

## 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 Procedures

Regulation R/FP/6: Disciplinary Procedures

Regulation R/FP/7: Codes of Conduct

Regulation R/FP/8: Accreditation of Degrees

Regulation R/FP/9: Subscriptions and Fees

Regulation R/FP/13: Continuing Professional Development

## 4 CRITERIA FOR VALIDATION AS A CHARTERED GEOLOGIST

### 4.1 General Requirements

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

be a Fellow of the Society (see Section 4.2 below);

hold a recognised degree or equivalent qualification in geology or a cognate subject (see Section 4.3 below);

have relevant, postgraduation experience in the profession and practice of geology and demonstrate the competencies defined in Section 4.4 of this Regulation (see Section 4.4 below);

be supported by two Fellows acting as Sponsors who have been validated as Chartered Geologists (see Section 5.8 below);

have submitted a complete application as defined Section 5.1 below;  
have satisfied the Society that they meet the above requirements for validation through a professional interview (see Section 4.5 below); and  
have paid the required application fee.

## **4.2 Fellowship**

Only a Fellow of the Society may be validated as Chartered Geologist. A candidate must already have been elected as a Fellow for 3 months before submitting an application to be validated as a Chartered Geologist.

## **4.3 Recognised Degree or Equivalent Qualifications**

Applicants for validation as a Chartered Geologist shall hold a degree at Honours (H) level, 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 with the applicant's post graduation experience, will exert a strong influence on the ability of the applicant to demonstrate the required competencies 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 demonstrate the required competencies. This should be considered as general guidance as to the minimum relevant experience needed for eligibility to apply.

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

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 GEOLOGIST			
	Honours (H) level degree	Master's (M) level degree		Doctorate (D) level degree
		Accred	Non Accred	
First degree accredited by the Society in accordance with the Regulations (Accreditation of Degrees)	5	4	5	3
First degree in geoscience or a cognate subject in which at least 50% of the course content is made up of geoscience subjects.	6	5	6	4
First degree in geoscience or a cognate subject in which at least 25% of the course content is made up of geoscience subjects.	8	10	7	5
First degree in scientific and/or technological subjects in which less than 25% of the course content is comprised of geoscience subjects.	12	10 (or 6 after MSc)	11 (or 7 after MSc)	9 (or 5 after PhD)

In the above table, the term 'geoscience' is used to encompass all the various first degrees that fall under the broad umbrella of Geology/Earth Science i.e. Geology, Earth Science, Applied Geology, Geophysics, Geochemistry, etc. For post-graduate qualifications 'geoscience' encompasses Geology/Earth Sciences, Hydrogeology, Engineering Geology, Environmental Geology, Petroleum Geology, Palaeontology, Mineral Exploration, etc.

#### 4.4 Required Competencies

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

For each of the competencies listed below, the applicant must demonstrate that they are able to perform without supervision and are able to direct others.

The required competencies are listed below.

##### 1. Understanding of the complexities of geology and of geological processes in space and time in relation to the applicant's speciality.

Applicants meeting this criterion will be able to demonstrate competence in the recognition and determination of basic geological processes in three and four dimensions, diagnosis of geological conditions, fundamentals of the Earth's history, understanding of geological problems and their interpretation, creation and

interpretation of geological maps and cross sections, compilation and testing of ground models.

Supporting evidence could include:

- examples of the applicant's work illustrating the maintenance of a sound theoretical approach to the application of geology in practice;
- the use of a sound evidence-based approach to problem solving;
- the identification and selection of procedures and methods to undertake geological tasks;
- conducting or engaging in appropriate study and research to improve technical practices and solutions; and
- evaluating the effectiveness and relevance of approaches and solutions in use in the applicant's area of specialism.

## **2. Critical evaluation of geoscience information to generate predictive models.**

Applicants meeting this criterion will be able to demonstrate competence in the acquisition, observation and description of geological data, appreciation of the limitations of and conditions under which the data were collected or how they arrived in their present state, and an assessment of certainty/ uncertainty. The geological data may be acquired in or from the field in one or more of the following ways: at outcrop, by intrusive investigations (boreholes, pits, etc), by geophysical/geochemical surveys or other remote sensing. It may also consist of experimental data (including laboratory-based investigations or computer modelling).

Supporting evidence could include:

- examples of work carried out and interpretations made, including the reasoning used;
- contribution to the development of solutions;
- the level of decisions undertaken in the workplace;
- output reports and publications; and
- contribution to evaluation of the outputs.

## **3. Effective communication in writing and orally**

Applicants meeting this criterion will be able to demonstrate competence through the material presented in the professional report and documents accompanying the application together with the impact that the applicant makes at interview.

Supporting evidence could include:

- materials which demonstrate communication skills both within the workplace and also socially and outside the workplace.

Assessment of this criterion will be based on the whole of the application for validation as a Chartered Geologist, including supporting documents prepared by the applicant such as reports, correspondence and presentations (including any feedback).

**4. Competency in the management of Health and Safety (H&S) and Environmental issues and other statutory obligations applicable to the discipline or area of work.**

Supporting evidence of satisfactory attainment could include:

- records showing how H&S issues are managed as part of day to day work for the applicant and others;
- a summary of the applicant's H&S responsibilities;
- examples of implementation of H&S policies;
- responses to incidents (including near misses) and subsequent investigations and
- knowledge of Environmental legislation and environmental protection practice.

The evidence should also demonstrate sound knowledge of sustainable development best practice and implementation and management of such practices

**5. Clear understanding of the meaning and needs of professionalism, including a clear understanding of the Code of Conduct and commitment to its implementation**

Applicants meeting this criterion will be able to demonstrate an understanding of the need to behave professionally and ethically at all times in accordance with the Society's Code of Conduct. They must fully understand the requirements of the Code and be able to give relevant examples of its application in their professional actions, activities and decisions.

**6. Commitment to Continuing Professional Development throughout the applicant's professional career**

Applicants meeting this criterion will be able to demonstrate that they are committed to a continuing and forward looking programme of development of technical and professional skills for the work they undertake in order to enhance the skills available in pursuance of their career.

Applicants are required to submit one-year's CPD records as part of their application (see Section 5.7 of this Regulation).

Supporting evidence of satisfactory attainment could include:

- records of CPD through a formal reporting scheme supported by evidence of analysis of scientific and professional development needs; and
- actions taken to satisfy these needs, including critical review of how successful these actions were.

**7. Competence in his/her area of expertise**

Applicants meeting this criterion will be able to demonstrate that they are competent in their claimed areas of professional practice at the level appropriate to their level of seniority.

Supporting evidence of satisfactory attainment could include:

- relevant sections from job description and written examples of contributions to key tasks;
- examples of the applicant's role in project planning, organisation of tasks, use of people and resources, managing changing technical and project needs;
- written examples of personal contributions to key tasks;
- examples of preparing and implementing quality-related processes and
- Examples of projects for which they had responsibility for design, Implementation, interpretation of data collected and presentation of conclusions.

#### **4.5 Professional Interview**

All Fellows applying for validation as a Chartered Geologist 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 Geologist.

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 accompanying application fee;
- A professional report included as part of the application form;
- A two-page summary of how they satisfy the required competencies set out at Section 4.4;
- A portfolio of supporting documents selected to demonstrate claims of competence and experience made in the Professional Report;
- Records of Continuing 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 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 Geologist 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. In the event of late receipt of some or all of the required documentation the Society will offer a Professional Interview on the next scheduled date.

## **5.4 Application Fee**

An application for validation of a Fellow as a Chartered Geologist must be accompanied by a non-refundable application fee. Details of the amount of this application fee shall be established by Council 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:

- it shall demonstrate that the applicant possesses the required competencies as defined in Section 4.4 of this Regulation;
- it shall summarise the applicant's career development, training and experience in the profession and practice of geology that the applicant is claiming;
- 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;
- 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;
- 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

- 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.

Should there be a problem in acquiring countersignatures then this should be discussed with the Chartership Officer, or the Fellowship Office, in order to produce a resolution to the problem.

## **5.6 Supporting Documents**

### **General Requirements**

A Fellow applying for validation as a Chartered Geologist 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);
- normally 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. The selected supporting documents should normally number no more than six.

### **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;
- Interpretative maps, plans and sections;
- Geophysical interpretations;

- 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 postgraduation 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 a minimum of their last year's CPD records as part of their application. The records may be recorded using the Society's on-line CPD

scheme (see Regulation R/FP/13) though a narrative account, detailing aims and objectives, development undertaken and an assessment of this, is also acceptable.

## **5.8 Sponsors**

The application of a Fellow for validation as a Chartered Geologist must be supported by two Sponsors who have current, first-hand knowledge of the professional standing and competencies of the applicant preferably over the 3 years prior to the application.

The Sponsors shall normally both be Chartered Geologists 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 Geologist 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 work, professional standing and reputation. The Applicant is responsible for submitting the completed application including the Sponsors' statements.

## **5.9 Suspension of Chartership**

Suspension of Chartership may occur under the following circumstances:

- As a consequence of a complaint against the person concerned, which has been pursued in accordance with the Society's procedures and which has been upheld (Regulation R/FP/6).
- As a consequence of failure to pay the dues demanded by the Society in accordance with R/FP/9.

A Chartered Geologist who has been suspended may apply for reinstatement in accordance with Section 5.10. Notification of suspension as a consequence of a successful complaint will include a statement of whether or not an application for reinstatement will be considered. The Society's Appeals Procedure (R/FP/5) is available to those who have been suspended.

## **5.10 Re-instatement of lapsed Chartered Geologists**

A Chartered Geologist whose title has been lapsed for less than two years due to failure to pay the annual fee 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.

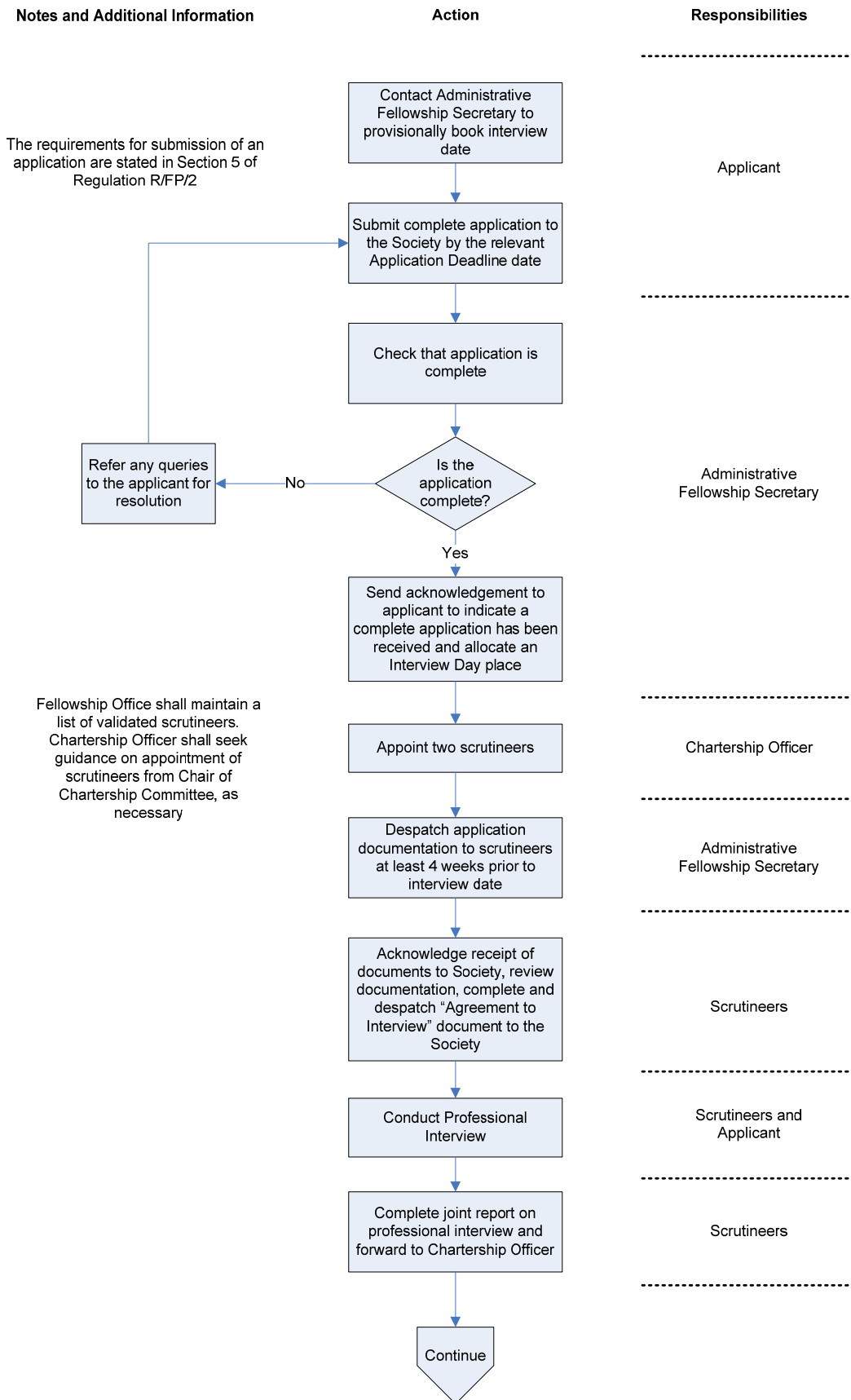
Where status has lapsed for over 5 years no re-instatement is allowed and a completely new application for Chartership status must be submitted and a full professional interview carried out.

The designation FGS, which in the case of most applicants re-applying to become CGeol may also be lapsed (but upon which CGeol 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 Geologist 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.

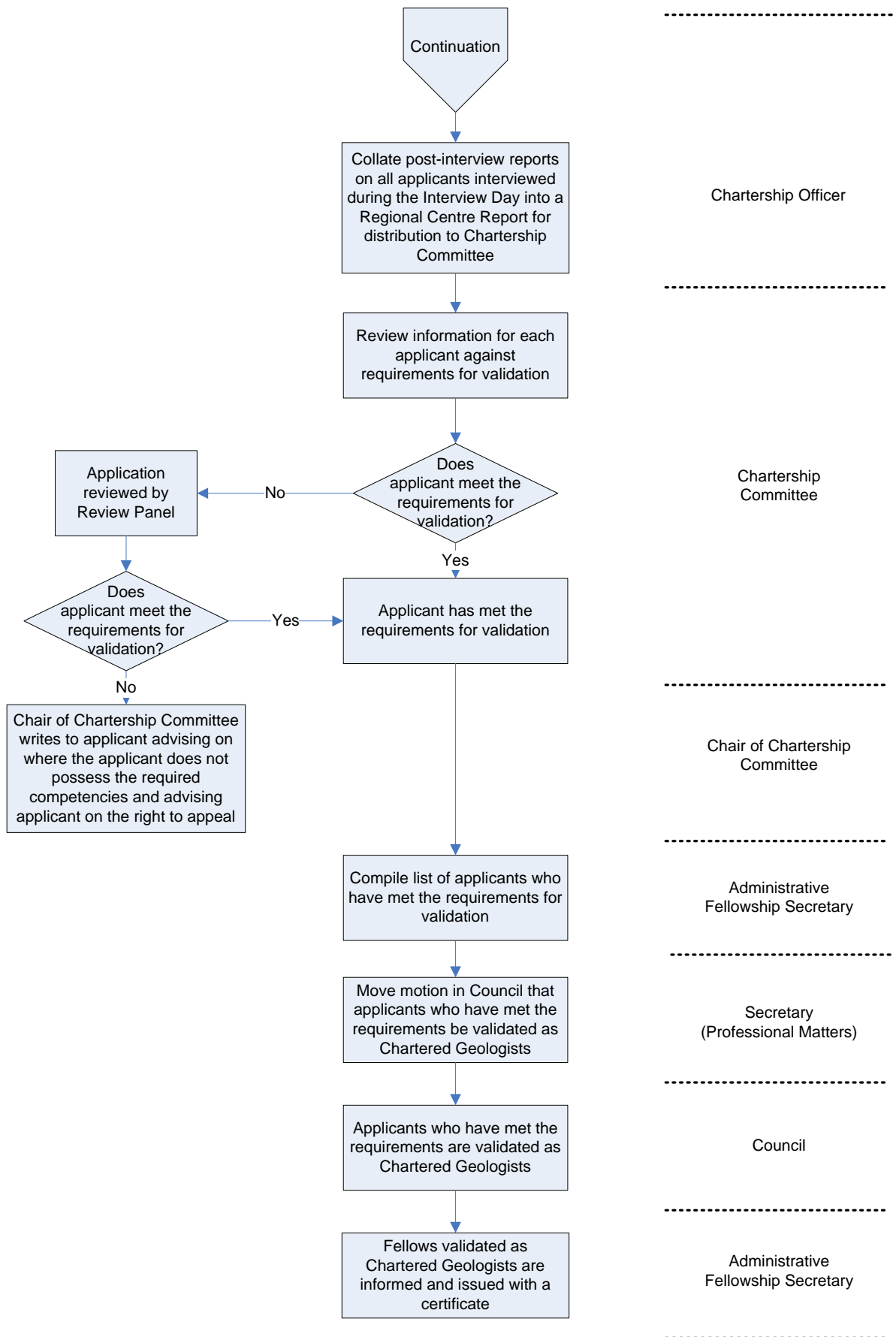
## 6 PROCEDURE (SEE ALSO ANNEX B)



**Notes and Additional Information**

**Action**

**Responsibilities**



The roles and responsibilities of the Chartership Officer, Chartership Committee, Chartership Audit Committee , Review Panels and Appeals Panel are defined in Annex A to this Regulation.

## **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 Geologists 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 Geologists. The register shall record the specialist discipline of the scrutineers and where and when they have acted;
- iii. a list of Fellows who are validated as Chartered Geologists.

## Roles and Responsibilities

*The Chartership Committee* will be responsible for the execution of the Chartership application process supported by staff based in Burlington House. It will usually comprise a pool of 20 – 30 CGeols and CScis and will oversee applications for Chartership and will consider the recommendations from Scrutineers and Review panels following the professional interviews of the applicants. It recommends to council those applicants who are considered to have fulfilled the criteria for election to Chartership.

Members of the Chartership Committee will serve for between 3 and 5 years.

The Chair of the Chartership Committee will be a member of Council.

The *Chartership Officer*, a staff position, will be a member of the Committee, acting as the professional interface between the Committee and applicants seeking Chartership. The duties of the *Chartership Officer* will include provision of professional advice to Applicants and to Scrutineers. This person will be a senior CGeol who has previous experience of acting as a Scrutineer and with experience in an organisation that employs geologists from different fields.

Scrutineers are nominated by the Chartership Officer, with advice from the Chairman of the Chartership Committee, from a list of CGeol (and CSci) volunteers maintained by the Fellowship Secretary. The Scrutineers review the applications assigned to them and, following the professional interview with the Applicant, pass their recommendation to the Chartership Committee via the Chartership Officer.

Review Panels, consisting of 2 members of the Chartership Committee, are appointed by the Chairman of the Chartership Committee (in consultation with the Chartership Officer) to assess each application for CGeol (or Csci) not recommended for acceptance by the Scrutineers. They report to the Chartership Committee, through the Chartership Officer, to confirm or reject the assessment made by the Scrutineers.

*The Chartership Audit Committee* will comprise 3 senior CGeols (or CScis) and will be responsible to Council for the scrutiny of the Chartership process. It will review the outcome of each year's activity and report on positive outcomes as well as issues that might require the process to be revised. Members will serve for between 3 and 5 years.

*The Appeals Panel* will comprise the Executive Secretary, Professional Secretary and another senior Chartered Geologist (or Chartered Scientist) nominated by Council. This Panel will be independent of the day-to-day Chartership process and will be responsible directly to Council for recommending a decision where an Applicant has invoked the Appeals Process to appeal a decision by the Scrutineers and Review Panel that they be refused validation as a Chartered Geologist (Chartered Scientist). Where a member of the Appeals Panel has a conflict of interest a replacement will be called from a list of senior CGeols (CScis) nominated by Council (see R/RP/6 section 4).

## Processing of Applications

The sequence of events followed in processing an application is summarized in a flow chart in Section 6.

Once an application has been received the office will check that it is complete, that all the required documents have been submitted, and that they have been properly signed where appropriate. An acknowledgement will then be sent to the Applicant with a confirmation of the date and venue of their interview.

The Chartership Officer will select two Scrutineers to assess the application and interview the Applicant. At least one Scrutineer will be an expert in the same field of geosciences as the Applicant.

Once selected the Scrutineers will be sent the application documents by the office. Requests for clarification from the Applicant can be made by the Scrutineers, and should be addressed through the office or through the Chartership Officer. The Scrutineers should review the applications independently of each other and each should complete a pre-interview report and submit it to the office in advance of the interview day.


The interview will take approximately two hours. The Applicant will be required to make a short presentation, following which the Scrutineers will ask such questions as they deem necessary to satisfy themselves of the level of competence of the Applicant under each of the criteria.

Immediately following the interview the Scrutineers will complete a joint report to record their judgment and detailed feedback under each of the criteria assessed. If Scrutineers cannot agree on a point their separate opinions should be recorded. This post-interview report should be submitted to the Chartership Officer who will review it to determine whether the Applicant has met the requirements for validation.

Successful applications will be proposed to the next meeting of Council for election. The new CGeols (CScis) will be informed immediately following the Council meeting, and will be issued with a certificate signed by the President and the Chairman of the Chartership Committee.

Should the Applicant have failed to demonstrate competence under one or more of the criteria their application together with the post-interview report will be referred to a Review Panel made up of two members of the Chartership Committee who have expertise relevant to the specialism of the Applicant. The Review Panel should make their own assessment of the Applicant's written submission, and will scrutinize the post-interview report to ensure that the decision of the Scrutineers is consistent with the written application, and will satisfy themselves that, from the information available, there are no reasonable grounds to suggest that different Scrutineers would have arrived at a different decision. The Review Panel will report to the Chartership Committee through the Chartership Officer, and may choose to uphold the recommendations made by the Scrutineers, or may suggest an alternative course of action. Where the assessments of the Review Panels agree with those of the Scrutineers the Chairman of the Chartership Committee will write to unsuccessful Applicants advising where they have failed to demonstrate the required competencies, and providing constructive feedback on the application to assist the

candidate in any further reapplication. Unsuccessful candidates will also be advised of their right to appeal the decision under regulation R/FP/5.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/FP/3 Issue : 6 Date : 16/06/10 Page : 1 of 7
	<b>RULES FOR CANDIDATE FELLOWS AND JUNIOR CANDIDATE FELLOWS</b>	Approval Authority  COUNCIL

## 1 OBJECTIVE

To ensure that the process for the nomination and election of Candidate Fellows and Junior Candidate Fellows is carried out and that their privileges are defined in accordance with the requirements of Clause 2.18 of the Bye Laws.

## 2 SCOPE

This Regulation covers the actions and responsibilities of the Administrative Fellowship Secretary and Council in receiving and processing applications for admission as Candidate Fellows and Junior Candidate Fellows.

## 3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

- Regulation R/FP/1: Nomination and Election of Fellows
- Regulation R/FP/7: Codes of Conduct
- Regulation R/FP/9: Subscriptions and Fees

## 4 DEFINITIONS

A **Candidate Fellow** is a person who is registered as a student undertaking a course leading to a degree in geology or a related subject and has been elected as a Candidate Fellow by the Society.

A **Junior Candidate Fellow** is a person in secondary education who is studying subjects that could lead to qualifications appropriate for subsequent entry to read for a degree in geology or a related subject and has been elected as a Junior Candidate Fellow by the Society.

## 5 CRITERIA FOR ADMISSION AS A CANDIDATE FELLOW OR JUNIOR CANDIDATE FELLOW

To be elected as a Candidate Fellow, the candidate shall:

- i. be registered as a student for a degree at Honours (H) level, Master's (M) level or Doctorate (D) level awarded by a university or institution of higher education subject to the period of study leading to the degree satisfying the following requirements:
  - a. at least 25% of the course content is comprised of geological/earth science based subjects; or

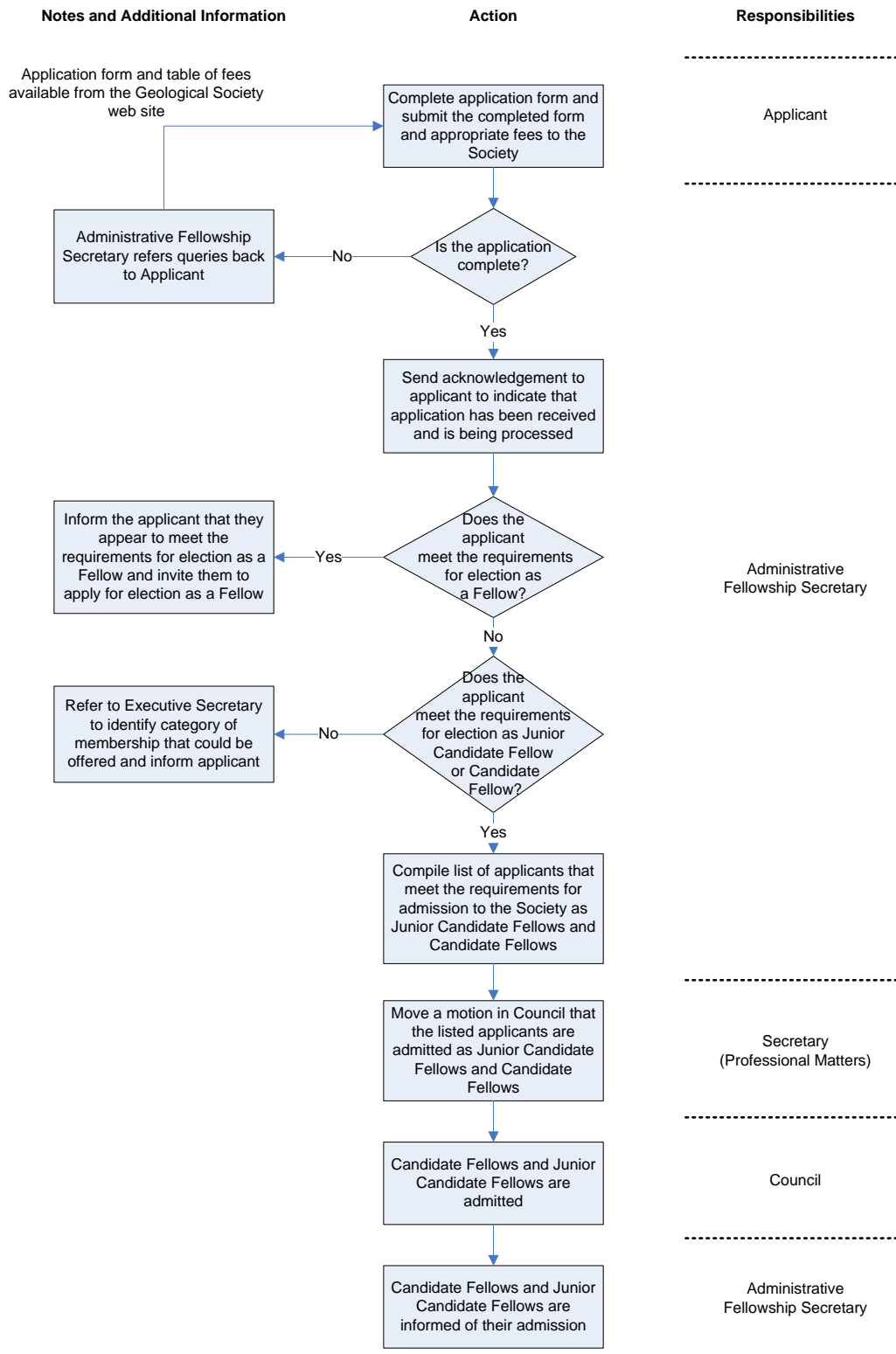
- b. if less than 25% of the course content is comprised of geological /earth science based subjects, the applicant for election as a Candidate Fellow shall demonstrate an interest in earth sciences.

To be elected as a Junior Candidate Fellow, the candidate shall:

- i. be a student in secondary education who is studying subjects that could lead to qualifications appropriate for subsequent entry to read for a degree in geology or a related subject at a university of institution of higher education; and
- ii. Demonstrate an interest in geology.

## 6 PROCEDURE

### 6.1 Election of Junior Candidate Fellows and Candidate Fellows

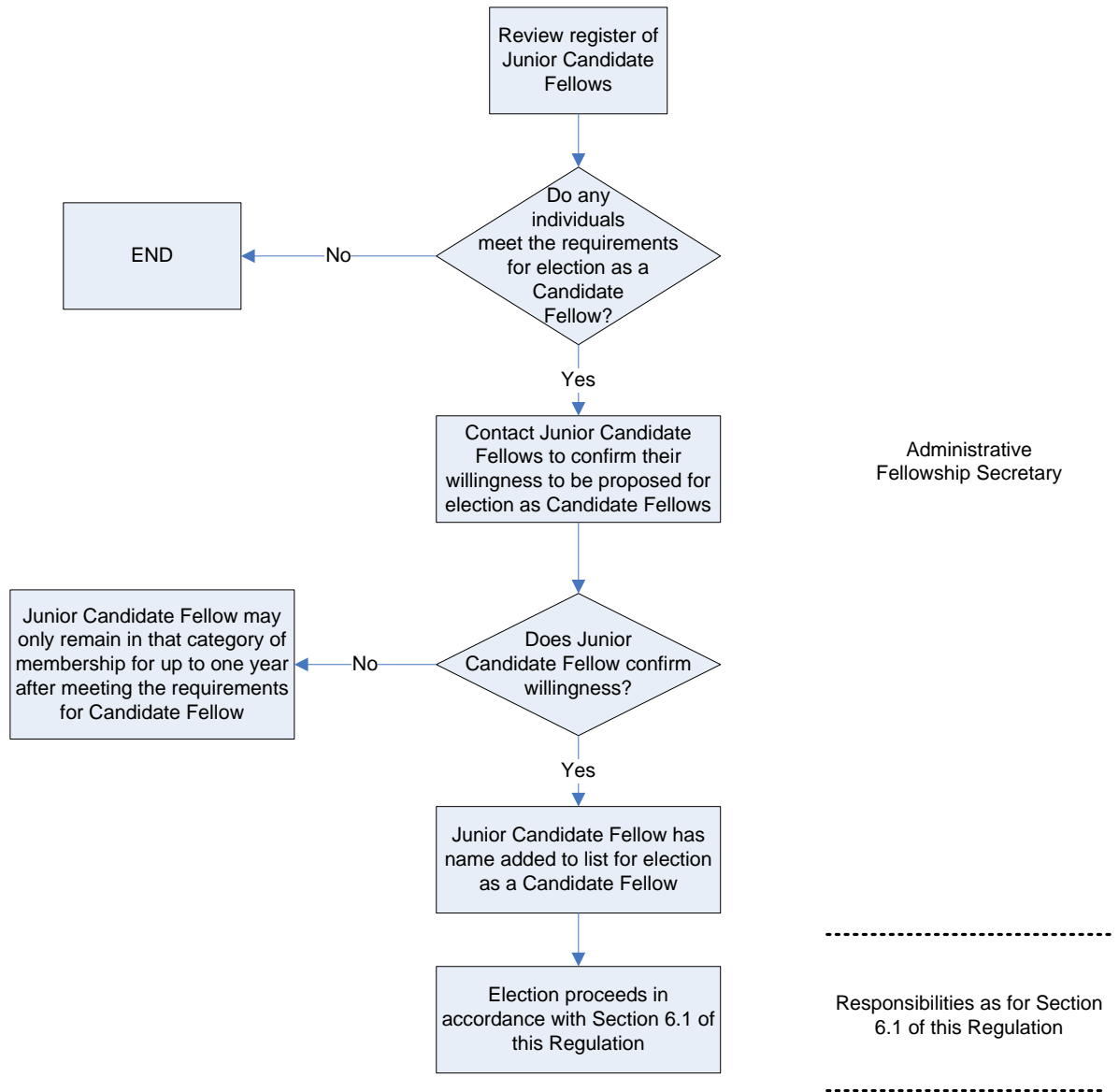


## 6.2 Review of Register of Junior Candidate Fellows

Notes and Additional Information

Action

Responsibilities

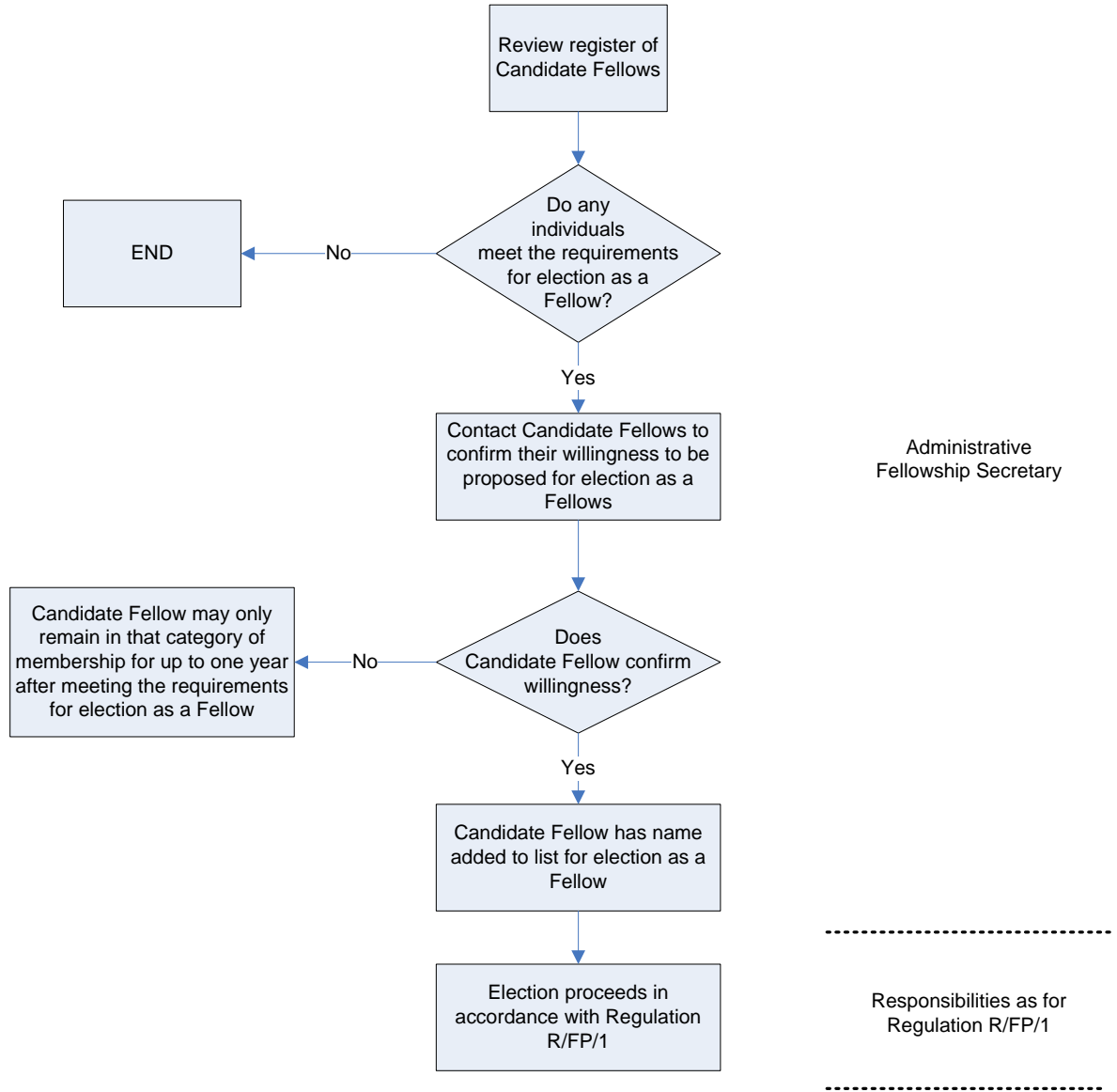


### 6.3 Review of Register of Candidate Fellows

Notes and Additional Information

Action

Responsibilities



## **7 PRIVILEGES**

Subject to having paid the annual subscription to the Society, as laid down in the Regulations (Subscriptions), Candidate Fellows and Junior Candidate Fellows will be entitled to receive the following privileges:

- i. a copy of the monthly magazine "Geoscientist";
- ii. online access to the Society's journals with the option to subscribe to hard copies of those journals;
- iii. access to the Lyell Collection, an online resource of Geological Society publications;
- iv. use of the Geological Society Library;
- v. membership of Regional and Specialist Groups and access to their meetings; and
- vi. reduced charges for publications and meeting registration fees.

Candidate Fellows and Junior Candidate Fellows may attend General Meetings of the Society but may not vote. Candidate Fellows and Junior Candidate Fellows may not propose new Fellows.

## **8 PROGRESSION**

Candidate Fellows and Junior Candidate Fellows may only remain within these categories of membership for the period of time that they satisfy the criteria defined in Section 4 of this Regulation.

Within one year of a Junior Candidate Fellow meeting the requirements for election as a Candidate Fellow of the Society, a Junior Candidate Fellow will be invited to confirm their willingness to be proposed for election as a Candidate Fellow of the Society subject to them not being in arrears with their subscriptions.

A Junior Candidate Fellow who meets the requirements for election as a Candidate Fellow may not remain as a Junior Candidate Fellow for more than one year from the time of meeting the requirements for being elected as a Candidate Fellow of the Society. A Junior Candidate Fellow may not remain in this category for more than 4 years.

Within one year of a Candidate Fellow meeting the requirements for election as a Fellow of the Society (Regulations on Nomination and Election of a New Fellow) a Candidate Fellow will be invited to confirm their willingness to be proposed for election as a Fellow of the Society subject to them not being in arrears with their subscriptions.

A Candidate Fellow who meets the requirements for election as a Fellow may not remain as a Candidate Fellow for more than one year from the time of meeting the requirements for being elected as a Fellow of the Society (Bye-law 2.16). A Candidate Fellow may not remain in this category for more than 6 years.


## **9 RESPONSIBILITIES**

Candidate Fellows and Junior Candidate Fellows will be bound by the Code of Conduct (Regulations R/FP/6).

## 10 RECORDS

The Administrative Fellowship Secretary is responsible for:

- i. maintaining the following records:
  - a. a list of applicants for admission as Candidate Fellows and Junior Candidate Fellows who meet the requirements for admission and whose names are being presented to Council;
  - b. a list of Candidate Fellows and Junior Candidate Fellows admitted to the Society with dates of their admission, address, qualifications and areas of interest; and
- ii. identifying Junior Candidate Fellows who are eligible for election as Candidate Fellow, notifying the Junior Candidate Fellow, obtaining the appropriate proof of registration for a degree and obtaining the agreement of the Junior Candidate Fellow for putting them forward as a candidate for election as a Candidate Fellow.
- iii. identifying Candidate Fellows who are eligible for nomination for election as a new Fellow, notifying the Candidate Fellow, obtaining the appropriate proof of qualifying degree and/or relevant experience and obtaining the agreement of the Candidate Fellow for putting them forward as a candidate for election as a Fellow.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/FP/4 Issue : 3 Date : 16/06/10 Page : 1 of 3
	<b>NOMINATION AND ELECTION OF HONORARY FELLOWS</b>	Approval Authority  <b>COUNCIL</b>

## 1 OBJECTIVE

To ensure that the nomination and election process of Honorary Fellows is carried out in accordance with Clause 2.12 of the Bye-laws.

## 2 SCOPE

This Regulation covers the actions and responsibilities of the Awards Committee, the Administrative Fellowship Secretary and Council in receiving and processing nominations and for the election of Honorary Fellows.

## 3 CRITERIA

**Honorary Fellowship** is conferred on individuals from any country in the world, who have rendered signal service to science, and geoscience in particular, or who have the potential to render such service from their positions in the wider world; and who by association with the Society send out a clear message about the Society's aims and objectives.

There is no limit to the number of Honorary Fellows that may be appointed by the Society.

## 4 PRIVILEGES

Honorary Fellows will be entitled to receive the following privileges, which may include:

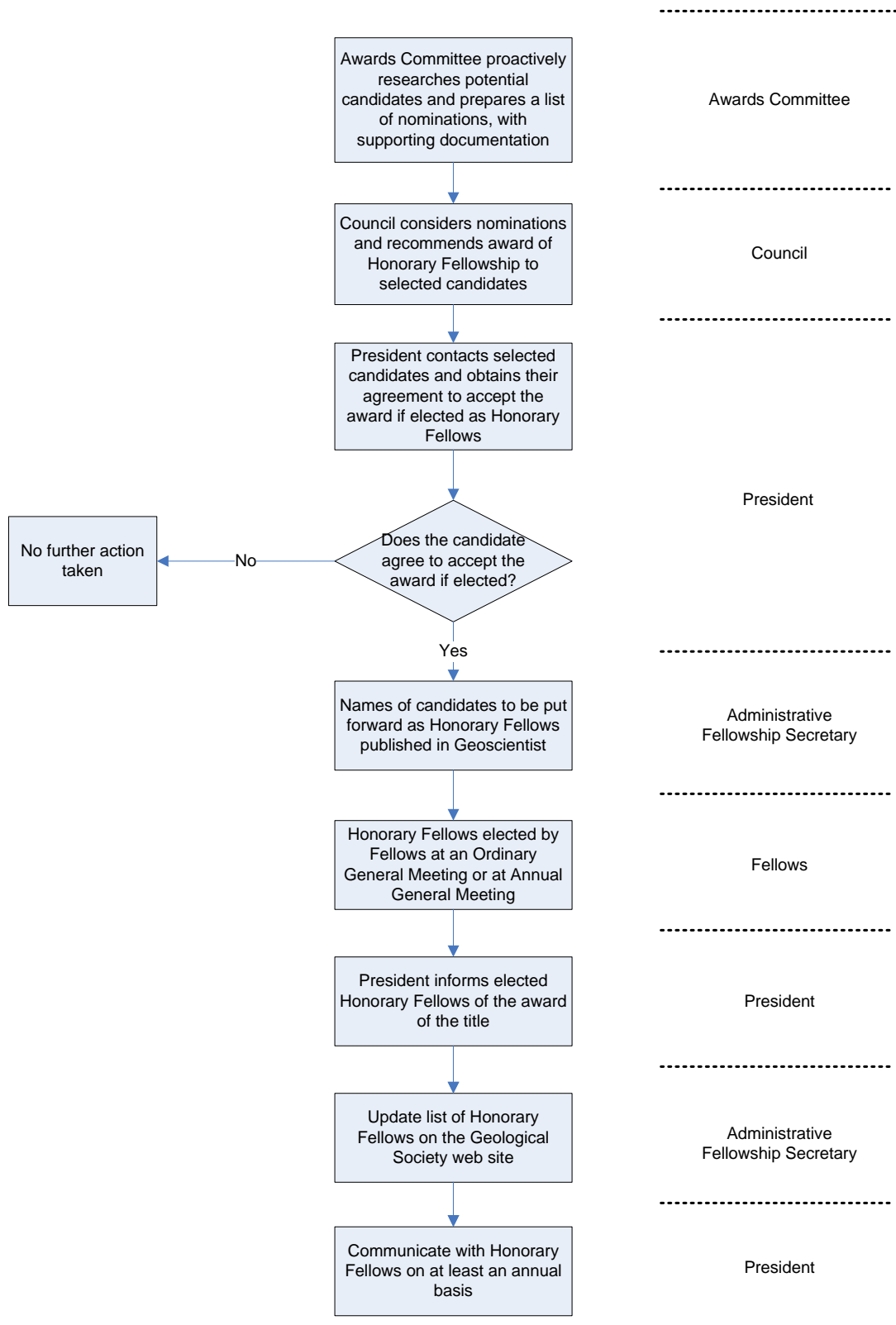
- i. exemption from payment of the Annual Subscription;
- ii. a copy of the monthly magazine "Geoscientist";
- iii. online access to the Society's journals;
- iv. access to the Lyell Collection, an online resource of Geological Society publications;
- v. use of the Geological Society Library;
- vi. membership of Regional and Specialist Groups and access to their meetings;
- vii. reduced charges for publications and meeting registration fees; and
- viii. other privileges which may from time-to-time be accorded by Council.

# 5 PROCEDURE

Notes and Additional Information

Action

Responsibilities



## 6 RECORDS

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

- i. a list of those proposed by Fellows for nomination as Honorary Fellows and who meet the requirements for election as set out in these Regulations;
- ii. proposal forms of candidates (listed in (i) above), who have been proposed by Fellows for nomination as Honorary Fellows. These forms may be inspected by Fellows, on application to the Executive Secretary, during the period between giving of notice of nominations received and up to one hour before the candidate is considered for nomination by Council; and
- iii. a list of Honorary Fellows elected to the Society with date of their election, address, qualifications, titles (if appropriate) and areas of interest. The Fellowship List shall be placed on the Society's web site in an area that is only accessible to Fellows, Candidate Fellows and Honorary Fellows. Fellows and Honorary Fellows may apply to the Administrative Fellowship Secretary for a hard copy of the Fellowship List.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/FP/5 Issue : 3 Date : 16/06/10 Page : 1 of 4
	<b>APPEALS PROCEDURES</b>	Approval Authority  <b>COUNCIL</b>

## 1 OBJECTIVE

To ensure that there are procedures for dealing with appeals that Fellows may have against the activities of the Society in accordance with Bye-law 5.2.

## 2 SCOPE

This Regulation covers the following:

- i. The establishment by Council of a Standing List of experienced and longstanding Fellows who are not members of Council and are available to be members of an Appeals Panel;
- ii. an appeal by an applicant who has applied for election as a new Fellow and who has not been proposed for election by Council (Bye-law 2.8); and
- iii. an appeal by a Fellow against Council for not validating them as a Chartered Geologist (Bye-law 3.1), or another Chartered title which from time-to-time the Society may administer as a licensed body.

## 3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

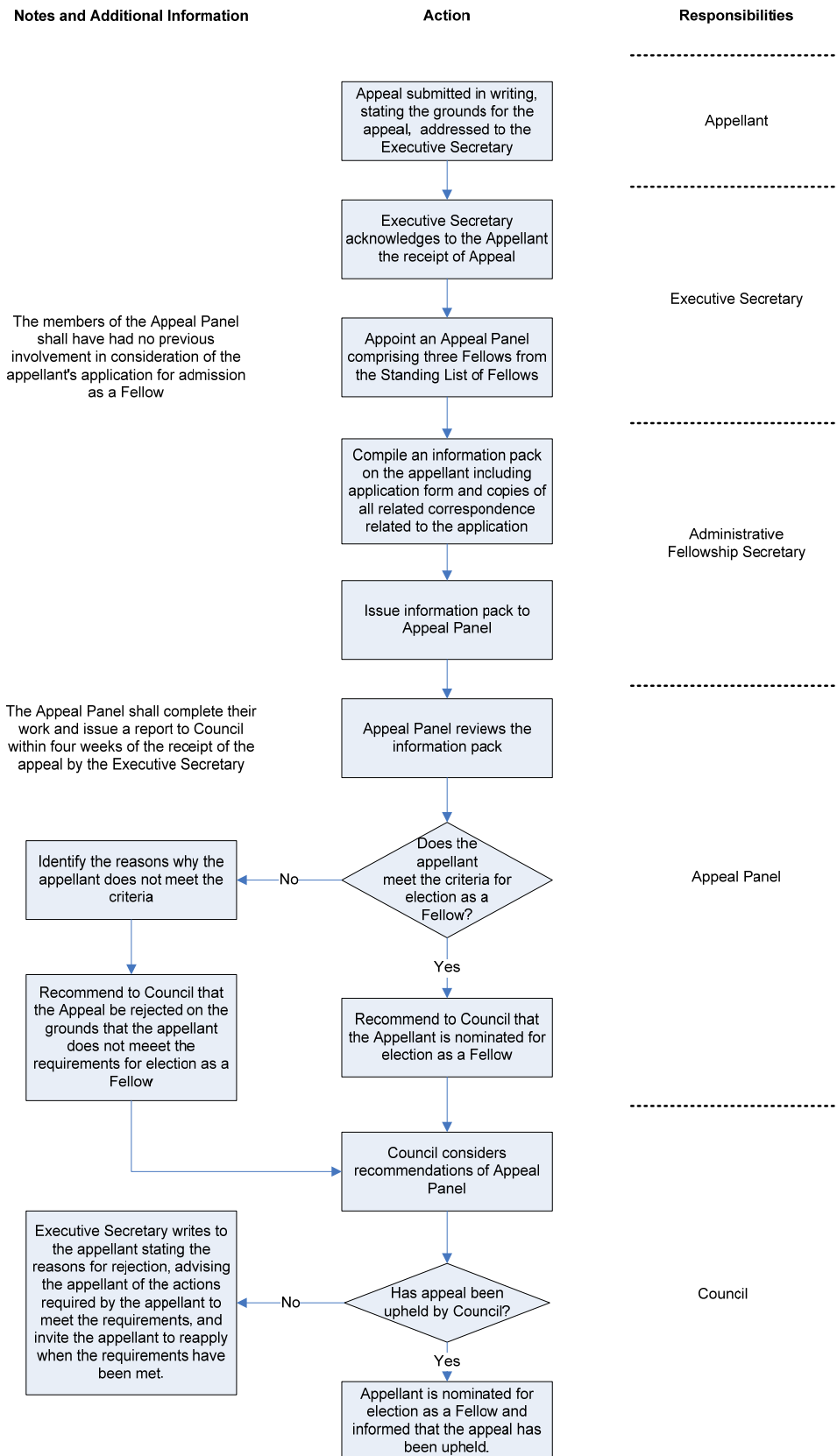
- Regulation R/FP/1: Nomination and Election of a New Fellow
- Regulation R/FP/2: Criteria and Procedure for Validation as a Chartered Geologist
- Regulation R/FP/11: Criteria and Procedure for Validation as a Chartered Scientist

## 4 STANDING LIST OF FELLOWS TO SERVE ON APPEALS PANELS

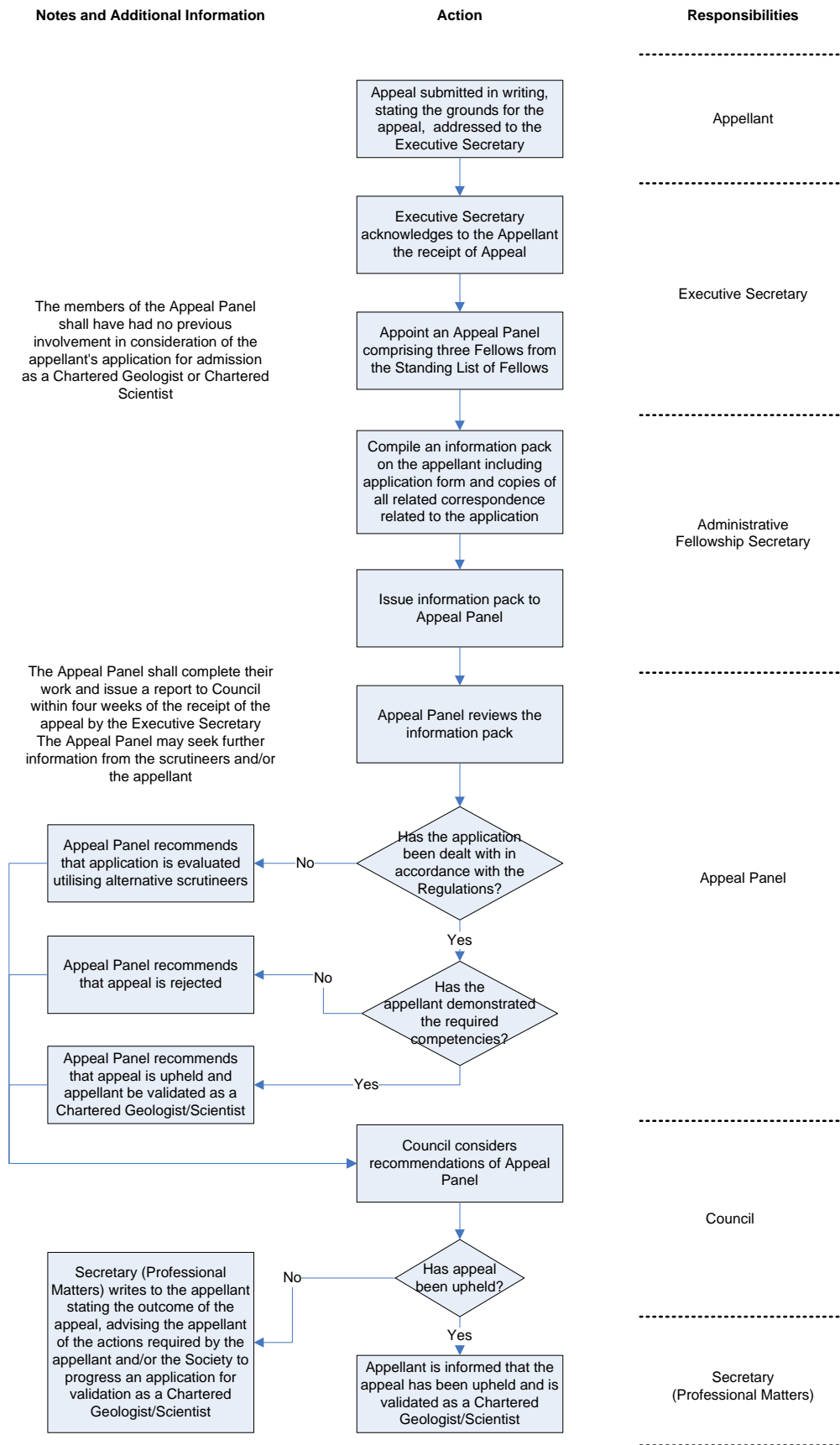
Council shall maintain a Standing List of at least 25 experienced and longstanding Fellows who are not members of Council and who are able to act on Panels established under these Appeals Procedures. At least two thirds of the List shall be Chartered Geologists or Chartered Scientists. Fellows may resign from the List at any time, and Council may appoint replacements at any time. The names on the List will not be available to Fellows.

## 5 PROCEDURE

### 5.1 An appeal by an applicant who has not been proposed by Council for election as a Fellow



## 5.2 An appeal related to validation of a Fellow as a Chartered Geologist or Chartered Scientist



### **Procedural Notes:**


The only grounds for an appeal related to validation of a Fellow as a Chartered Geologist (or another Chartered title for which from time-to-time the Society may administer as a licensed body) is that the Society has not processed the application in a fair and reasonable manner in accordance with Regulations.

The Appellant may not submit new material related to the original application, professional report and/or supporting documents as part of the appeal. The appeal will be determined solely on the basis of:

- The original application, professional report and supporting documents submitted by the appellant and available to the scrutineers at the time of the professional interview; and
- The procedure adopted by the Society in processing the application.

## **6 RECORDS**

Records of matters pertaining to the application of these Appeal Procedures shall be prepared and, on completion of each appeal process, those records shall be managed in accordance with the Society's Records Management Policy.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/FP/6 Issue : 3 Date : 16/06/10 Page : 1 of 6
	<b>DISCIPLINARY PROCEDURES</b>	Approval Authority  COUNCIL

## 1 OBJECTIVE

To ensure that there are disciplinary procedures for dealing with complaints that Fellows and other individuals may have against the activities of the Society or of its Fellows in accordance with Bye-law 5.2.

## 2 SCOPE

This Regulation covers the following:

- i. The establishment by Council of a Standing List of experienced and longstanding Fellows who are not members of Council and are available to be members of a Disciplinary Panel; and
- ii. the procedure for the investigation of allegations made against a Fellow for breach of the Codes of Conduct (Bye-law 2.3).

## 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/2: Criteria and Procedure for Validation as a Chartered Geologist
- Regulation R/FP/7: Codes of Conduct

## 4 DEFINITIONS

In the usage of this Regulation:

- i. **“Complainant”** means any person or persons who have made a written allegation of improper conduct against a Fellow.
- ii. **“Respondent”** means the Fellow or Fellows against whom a written allegation of improper conduct has been made to the Society.
- iii. The **“Standing List”** is a list of at least 25 experienced and longstanding Fellows who are able to serve on Panels established under these disciplinary procedures. The list shall be maintained by Council. At least two thirds of the List shall be Chartered Geologists. Fellows may resign from the List at any time, and Council may appoint replacements at any time. The list of names on the List will not be available to Fellows.
- iv. An **“Investigation Panel”** is a panel comprising three Fellows of the Society from the Standing List that is appointed to decide whether or not

there are grounds for a detailed examination of a specific allegation made by Complainant against a Fellow.

- v. A “**Disciplinary Panel**” is a panel comprising five Fellows of the Society from the Standing List that is appointed to examine the allegations made by a Complainant against a Fellow (the respondent). No member of a Disciplinary Panel shall have been a member of the Investigation Panel related to the allegation. The Disciplinary Panel make take evidence from one or more members of the Investigation Panel.
- vi. A “**Disciplinary Hearing**” is organised by the Disciplinary Panel to which the Complainant and Respondent are invited to present their case.

## **5 PROCEDURE**

### **5.1 Procedural Matters**

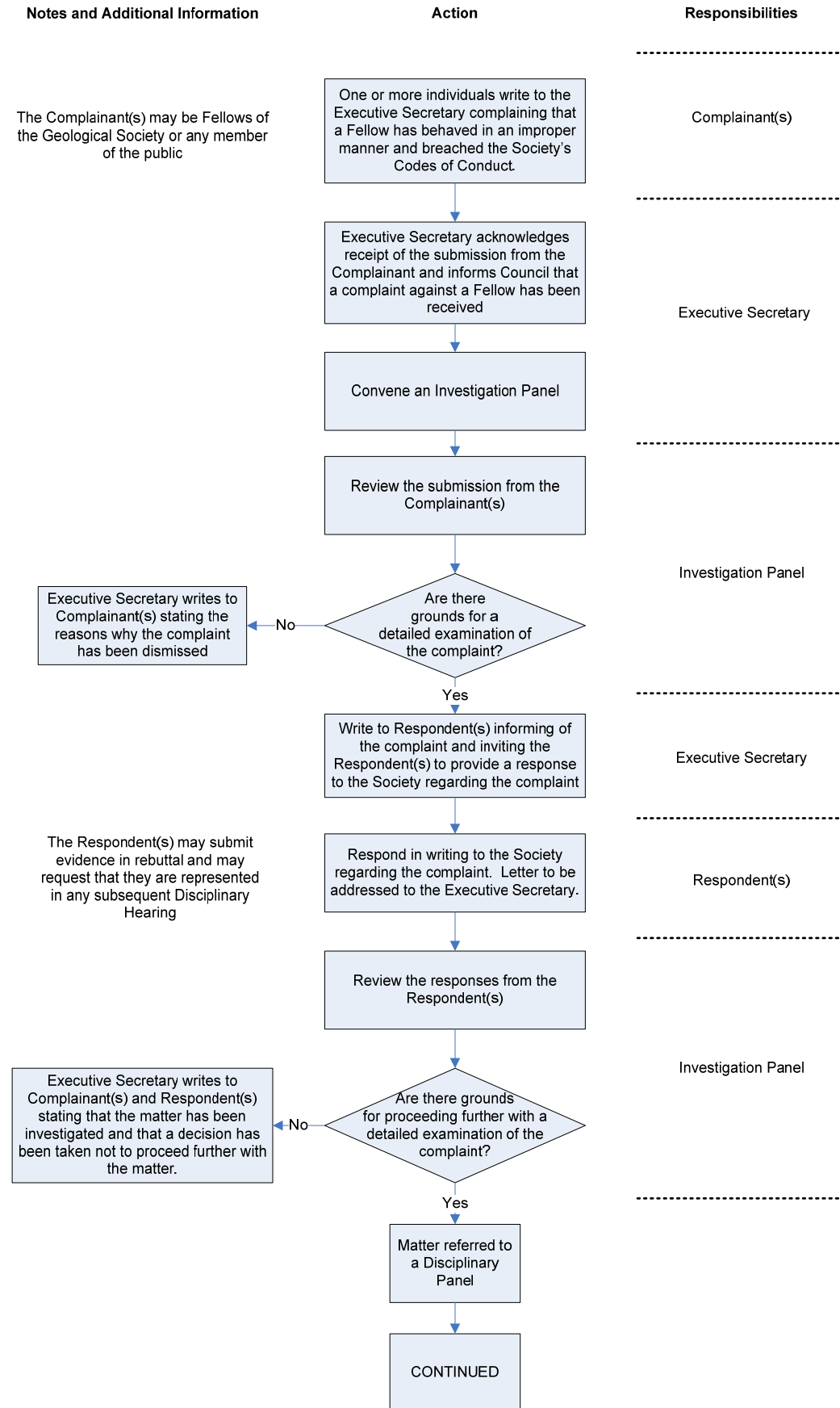
- i. A complaint that a Fellow has behaved in an improper manner and breached the Code of Conduct shall be submitted in writing to the Executive Secretary of the Society. The letter shall state the grounds for the complaint.
- ii. There must be evidence that there has been a material breach of the Code of Conduct for there to be basis for a complaint.
- iii. Following a decision by the Society that there are grounds for a detailed examination of an allegation of improper conduct by a Fellow, the Respondent shall be informed in writing by Recorded Delivery, that an allegation against the Respondent has been made. The Respondent shall be sent details of the allegations exactly as received together with the name of the Complainant.
- iv. The Respondent and the Complainant shall be notified of the process by which the allegations are to be dealt with.
- v. The Respondent shall be given 28 days to respond in writing to the allegations from despatch by the Society of the details of the allegations made by the Complainant.
- vi. The Respondent may submit evidence in rebuttal of the allegations.
- vii. The Society shall give 28 days notice of a Disciplinary Hearing. The notice shall be issued in writing to the Respondent and Complainant and shall include the names of the Complainant and a copy of the report of the Investigation Panel related to the allegations.
- viii. The Complainant and Respondent may elect to be represented at the Disciplinary Hearing. They must inform the Society whether they intend to be represented at the Disciplinary Hearing.
- ix. Any party to the Disciplinary Hearing may be accompanied at the Disciplinary Hearing by no more than one advisor.
- x. The Respondent and Complainant may submit supplementary evidence to the Disciplinary Hearing. Supplementary evidence must be received by the Disciplinary Panel not less that one week before the date set for the Disciplinary Hearing. Copies of any supplementary evidence shall be issued to the Respondent and Complainant in advance of the Disciplinary Hearing.
- xi. The possible decisions that can be reached by the Disciplinary Panel are:

- a the reasons stated by the Complainant for removal of the Respondent from the Society are upheld - Council will vote on a motion to propose to the Fellowship removal of the Respondent from the Society;
- b. the reasons stated by the Complainant for removal of the title of Chartered Geologist (or other Chartered title for which from time-to-time the Society may administer as a licensed body) from the Respondent are upheld - Council will vote on a motion to remove the validation of the Respondent as a Chartered Geologist;
- c the reasons stated by the Complainant for removal of the Respondent from the Society are not upheld. The Panel may express a view on whether the Respondent and/or the Complainant are issued with a reprimand if both/either of the parties are judged to have acted in a manner contrary to the Codes of Conduct. Council will vote on a motion to issue a reprimand to either party. Such a reprimand will be issued by the Secretary with responsibility for dealing with grievances.

The Disciplinary Panel may make additional recommendations not specific to the complaint considered.

- xii. The Disciplinary Panel will determine the procedure to be followed in the presentation of the documentation prior to the hearing and during the hearing, and in the conduct of the hearing. The decision of the Disciplinary Panel will be final in such matters in determining the conduct of the hearing which shall be in accord with natural justice.
- xiii. Council, when deciding on matters pertaining to matters under this Disciplinary Procedure, shall require those present who have had direct previous involvement with the appeal to declare an interest and to withdraw from the meeting whilst the matters are decided.
- xiv. The decisions reached by Council are final.
- xv. The proceedings of the Investigation Panel and Disciplinary Panel shall remain confidential to the Secretary/ies, and members of the panels and shall not be disclosed by any Fellow to third parties, other than to the Respondent and Complainant, their representatives and the representatives of the Society.
- xvi. The Secretary/ies shall offer to establish mediation procedures between the Complainant and the Respondent to seek a mutually acceptable resolution of the issues to avoid the need to establish a Disciplinary Panel.
- xvii. The procedure shall be terminated at any stage prior to the meeting of Council at which a vote would be taken in the case of:
  - a the Complainants withdrawing their request for removal of the Respondent from the Society; or
  - b the Respondent tendering their resignation as a Fellow of the Society.

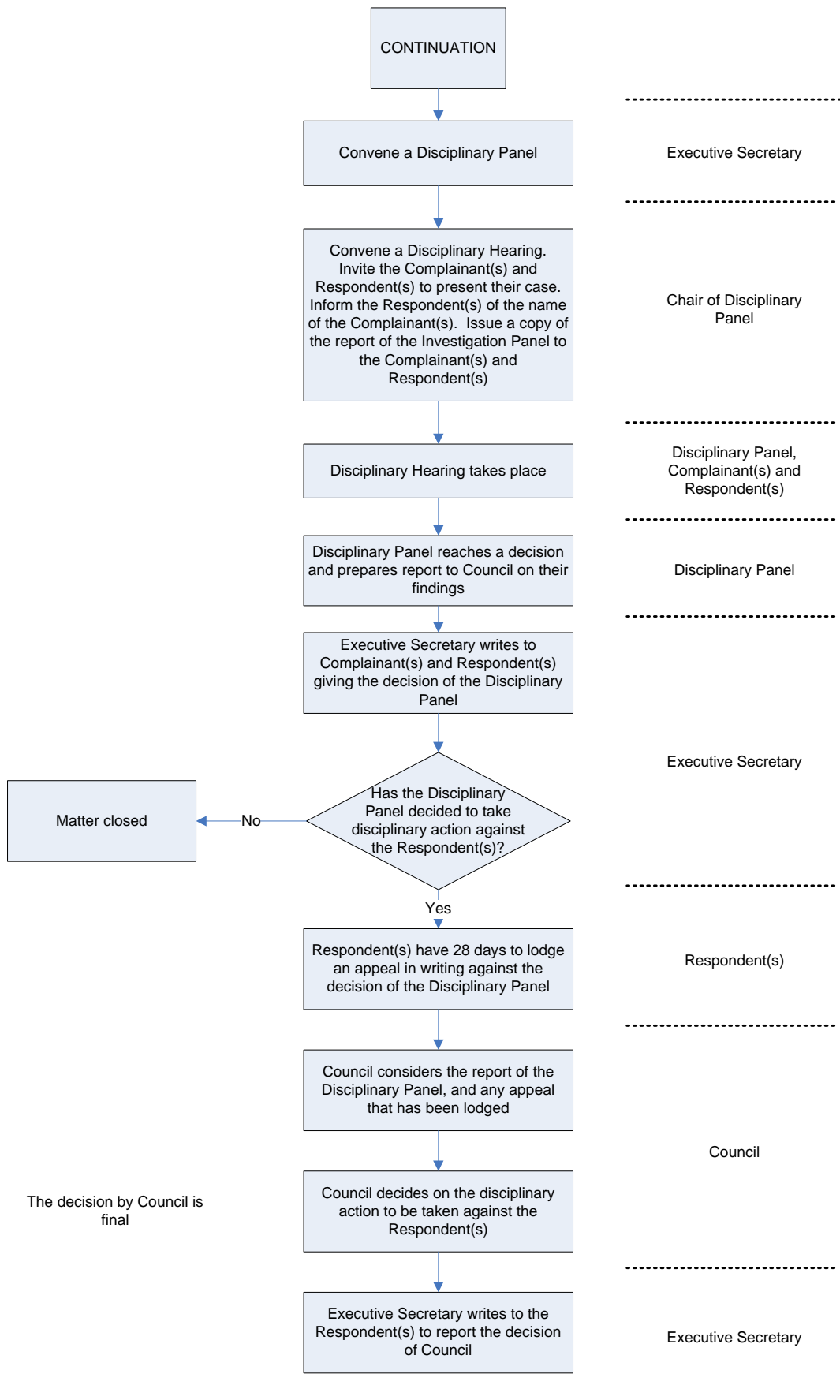
## 5.2 Procedure



**Notes and Additional Information**

**Action**

**Responsibilities**




## **6 RECORDS**

Records of matters pertaining to the application of these Disciplinary Procedures shall be prepared and, on completion of each appeal process, those records shall be managed in accordance with the Society's Records Management Policy.

Panels appointed under these Disciplinary Procedures will be responsible for maintaining such records of the Panels' activities as they consider appropriate for the effective conduct of their business.

A record of any persons removed from the Register of Chartered Geologists (or the register of another Chartered title for which from time-to-time the Society may administer as a licensed body) or removed from the Society as a result of disciplinary action will be retained by the Society. In the event that any such person subsequently submits a new application to be admitted as a Fellow of the Society and/or to be validated as a Chartered Geologist (or another Chartered title for which from time-to-time the Society may administer as a licensed body), Council shall decide whether such a new application will be accepted. The decision of Council is final. If Council decides to accept such a new application, that application shall be processed in accordance with Regulations.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/FP/7 Issue : 4 Date : 13/04/11 Page : 1 of 7
	<b>CODES OF CONDUCT</b>	Approval Authority  COUNCIL

## 1 OBJECTIVE

To ensure that there are Codes of Conduct and that Fellows are informed of them.

## 2 SCOPE

This Regulation covers the definition of the Codes of Conduct, provides guidance on their contents and explains the actions that the Society may take if Fellows breach the Codes.

## 3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

Regulation R/FP/6: Disciplinary Procedures

## 4 THE CODES

### 4.1 The Code of Conduct

The Code of Conduct is Annex A to this Regulation. Fellows may propose changes to the Code of Conduct to the Secretary (Professional Matters) at any time and these shall be considered by the Professional Committee (PC).

The Code of Conduct shall be reviewed annually by the PC to ensure that it remains relevant and the PC may propose amendments to the Code. Amendments to the Code of Conduct shall be approved by Council as amendments to this Regulation.

### 4.2 The Code of Publishing Ethics

The Code of Publishing Ethics is Annex B to this Regulation. Fellows may propose changes to the Code of Conduct to the Secretary (Publications) at any time and these shall be considered by the Publications Management Committee (PMC).

The Code of Publishing Ethics shall be reviewed annually by the PMC to ensure that it remains relevant and may propose amendments to the Code. Amendments to the Code of Publishing Ethics shall be approved by Council as amendments to this Regulation.

### 4.3 Other Codes of Conduct

The Geological Society, European Federation of Geologists, Institute of Materials, Minerals and Mining and the Institute of Geologists of Ireland have jointly published the Mineral Reporting Code for the UK,

Ireland and Europe. This Code can be downloaded from <http://www.vmine.net/percreserves/code.htm>. It is binding on Fellows of the Geological Society.

The European Federation of Geologist (EFG) publishes its Code of Conduct on its website: <http://www.eurogeologists.de/index.php?page=168>. It is binding on European Geologists.

The American Association of Petroleum Geologists (AAPG) publishes its Code of Ethics on its website: <http://www.aapg.org/business/codethic.cfm>. It is binding on those Fellows who are also members of the AAPG.

## 5 GUIDANCE ON THE CODE OF CONDUCT

The Code of Conduct applies to all Fellows of the Society-

Fellows who provide advice to others, whether to clients and employers in a professional capacity, through membership of committees or to the general public directly or via the media, are required, under the Code of Conduct, to restrict such advice to their own areas of expertise. For guidance, the Society considers that a Fellow's areas of expertise are likely to be categorised by some or all of the following:

- (i) a recognised degree or degrees or equivalent qualification in the specialist area;
- (ii) a period of relevant experience in the specialist area
- (iii) competence in a specific field of geological science that has been recognised through validation of the Fellow by Council as a Chartered Geologist or Chartered Scientist;
- (iv) participation in Continuing Professional Development with specific activities related to the development of the Fellow's professed areas of expertise.

If evidence becomes available to the Society that a Fellow is in breach of the Code of Conduct, the evidence will be examined in accordance with the procedures defined by the Regulations (Disciplinary Procedures; Regulation R/FP/6). Council may remove a Fellow from the Society for a serious breach of the Code of Conduct.

## 6 GUIDANCE ON THE CODE OF PUBLISHING ETHICS

The Code of Publishing Ethics provides guidance on the proper behaviour of Editors, Authors and Reviewers in the process of scientific publishing in any book, journal or electronic medium published by the Geological Society of London, whether or not they are a Fellow of the Society.

If evidence becomes available that an Editor, Reviewer or Author is in breach of the code, the Publications Management Committee may take such action as it considers appropriate which may include:

- Refusal to publish papers written by Authors, Reviewers or Editors found to be in breach of the code;
- Referral of complaints against Fellows through the Society's Disciplinary Procedure
- Removal from relevant editorial boards of Editors found to be in breach of the code.
- Application of sanctions to Reviewers in breach of the code.

Fellows of the Geological Society found to be in breach of the Code of Publishing Ethics will also be in breach of the Society's Code of Conduct.

## CODE OF CONDUCT

### A.1 PREAMBLE

1. Geology is the science that deals with the composition, structure, resources, history and evolution of the Earth and extraterrestrial systems. In pursuing and applying the science, the practice of geology requires the highest standards of integrity, responsibility and professional knowledge. This Code of Conduct applies to all Fellows of the Geological Society without distinction and is consistent with the *Code of Professional Conduct of the European Federation of Geologists* (currently available from <http://www.eurogeologists.de/index.php?page=168>).

### A.2 RELATIONSHIPS

2. Fellows must be honest about themselves, recognising and acknowledging the limitations to their knowledge and professional competence, and be honest in documents (including websites and electronic media) that describe their achievements and capabilities (such as statements of competencies, curriculum vitae, job applications, professional memberships etc.).
3. Fellows must exercise their professional skill and judgement to the best of their ability and must act in all matters towards their clients, employers and all others with whom their work is connected in an honourable and ethical way in keeping with the highest professional standards.
4. Fellows must treat their colleagues and clients fairly and honestly. They must not injure or discredit the professional reputation, personal standing, or business prospects of any others, through harassment, malice, negligence, carelessness or other activities that might in any way cause harm.
5. Fellows must not knowingly compete unfairly with any others. They must refer, or advise reference to, other specialists if the employer's or client's interests would be better served by others.
6. Fellows must not claim credit for the work of others, through plagiarism or other practices.

### A.3 BEHAVIOUR

7. A Fellow who is not Chartered must, if called upon to act in an expert professional capacity, ensure that a client/employer is aware of their status and that their professed competence has not been independently verified.
8. Fellows must express opinions without bias, without vested interest and in accordance with the established rules of behaviour appropriate for the circumstances (e.g. those that govern work as an expert witness). All possible conflicts of interest must be declared in advance.
9. Fellows must not presume to be experts in fields other than their own, or accept professional obligations that they are not competent to discharge.
10. When advice is sought or proffered, Fellows should provide reliable and objective opinions consonant with their knowledge and ability, and make clear to the recipient any possible dangers or serious consequences inherent in the neglect of advice.
11. Fellows must not be negligent in the practice of geology, and must take all reasonable precautions to avoid any act of commission or omission which might endanger life, adversely affect the health and safety of others, result in needless financial loss, or endanger or damage the natural and/or built environment.
12. Fellows must act on the basis of knowledge and honest conviction. They must never alter or deny the existence of evidence in order to strengthen an argument. Advice must be based on the scientific or technical evidence with the limitations clearly explained.

### A.4 PUBLIC INTEREST

13. Fellows must consider the implications of their conduct in the context of the public good.

14. All Fellows are expected to maintain and develop their competencies through Life Long Learning or Continuing Professional Development at all stages in their career.

#### A.5 SCOPE (OUTSIDE THE UNITED KINGDOM)

15. Fellows working outside the UK must abide by the Code of Conduct. If a recognised code exists locally, Fellows should adhere to it provided that its scope and standards are in addition to those of this code.

## CODE OF PUBLISHING ETHICS

### B.1 PREAMBLE

B.1.1 Scientific publication is the main channel of communication of data, information and ideas to the global scientific community and to society at large. It is a process that is self-regulated, relying heavily on peer review and the integrity of all those involved – namely Authors, Editors and Reviewers. This code of ethics is written to provide guidance on the proper behaviour of Editors, Authors and Reviewers in the process of scientific publication in any book, journal or electronic medium published by the Geological Society of London.

### B.2 COUNCIL AND THE PUBLICATIONS MANAGEMENT COMMITTEE

B.2.1 Council is responsible for appointing a Publications Secretary who acts for and reports to Council on matters relating to Society Publications and chairs the Publications Management Committee

B.2.2 The Publications Management Committee sets policy for all Geological Society publications and appoints the Chief Editors of Society journals and the chair of the Books Editorial Committee.

### B.3 EDITORS, ASSOCIATE EDITORS, AND GUEST EDITORS OF BOOKS

The term Editor as used below refers to Chief Editors, Subject Editors, Advisory Editors, and other Editorial Board members when delegated to serve in an editorial capacity.

B.3.1 Editors of books and journals are expected to carry out editorial duties in a manner consonant with policies set by Council and consistent with the Charter and Bye-laws of the Society. They should work closely with the appropriate Geological Society Publishing House staff.

B.3.2 Editors have full responsibility for editorial and technical decisions on journal and book content. Society Officers and Members of Council should not intervene or comment on editorial decisions on individual manuscripts unless specifically requested to do so by the responsible Editor.

B.3.3 Editors will give manuscripts unbiased consideration.

B.3.4 Editors should process manuscripts promptly and diligently.

B.3.5 The Editor has sole responsibility for acceptance or rejection of a manuscript. Manuscripts should be subject to peer review, but the Editor may exercise his/her own discretion in coming to a decision. Personal prejudice should not influence this decision.

B.3.6 The Editor and editorial staff should not disclose information about submitted manuscripts except to Reviewers, Associate Editors, Editorial Board members, and Geological Society Publishing House staff, and then only as necessary to ensure fair treatment.

B.3.7 Responsibility for manuscripts submitted by an Editor should be delegated to another Editor or Editorial Board member.

B.3.8 The Editor should not handle manuscripts for which there is a real or perceived conflict of interest between the Editor and either the Author(s) or Reviewer(s). Examples include, but are not restricted to, past or current collaboration, past or current employer or employee, past or current graduate supervisor or supervisee, personal or family relationship, institutional relationship, someone with whom the Reviewer has had a past or on-going scientific controversy, or situations where the Editor could stand to gain financially by publication or rejection of the manuscript. In these cases, past means within the past 5 years. In any of these cases, editorial responsibility should be delegated to another Editor or Editorial Board member.

- B.3.9 The Editor should not use information, data, theories, or interpretations of any submitted manuscript in her/his own work until that manuscript is in press or published unless the Author has given permission to do so and appropriate acknowledgement is made.
- B.3.10 If an Editor is presented with convincing evidence that the main substance or conclusions of a publication are erroneous, he/she should facilitate publication of a report (e.g., correction, follow-up manuscript, or other appropriate means) pointing out the error and, if possible, correcting it. The report may be written by the person who discovered the error or by the original Author.

#### B.4 AUTHORS AND CO-AUTHORS

- B.4.1 Manuscripts should contain original, new results, data, ideas and/or interpretations not previously published or under consideration for publication elsewhere (including electronic media and databases).
- B.4.2 Authors should be encouraged to avoid fragmentation of their published submitted work where practical. For example, full data sets should be published where possible and in press and or unpublished references to data that are germane to the paper should be avoided at all times. Data tables that are too large for print publication should be lodged as supplementary material on the Journal web site.
- B.4.3 Authors should inform the Editor of related manuscripts under consideration elsewhere and provide copies if requested.
- B.4.4 Fabrication of data, results, selective reporting of data, theft of intellectual property of others, and plagiarism are unacceptable.
- B.4.5 Information obtained privately (for example, in conversation, correspondence, or discussion with third parties) should not be used or reported in a manuscript without explicit permission from the party with whom the information originated. Information obtained in the course of confidential services (for example, refereeing manuscripts or grant applications) should be treated similarly.
- B.4.6 Manuscripts will contain proper citation of works by others, especially publications of the original hypotheses, ideas, and/or data upon which the manuscript is based.
- B.4.7 Data and/or samples upon which a publication is based should be made available to other scientists, except in special circumstances (patent protection, privacy, etc.), in the manuscript or through accessible data repositories, databases, museum collections, or other means when requested.
- B.4.8 Authorship
- Authorship should be limited to those who have made significant contributions to the concept, design, execution or interpretation of the work reported in a manuscript; others who have contributed should be acknowledged.
  - Author order should be agreed on by all Authors as should any changes in Authors and order that occur while the manuscript is under review or revision. Changes in authorship must be submitted to the Editor in writing and must be signed by all Authors involved.
  - Authors and co-Authors should review and ensure the accuracy and validity of results prior to submission; co-Authors should have the opportunity to review the manuscript before submission.
- B.4.9 Authors should reveal to the Editor any potential conflict of interest (for example, a consulting or financial interest in a company), that might be affected by publication of the results contained in a manuscript. The Authors should ensure that no contractual relations or proprietary considerations exist that would affect the publication of information in a submitted manuscript.


- B.4.10 Authors are encouraged to disclose major funding sources (for example, government agencies, private foundations, private industry, universities) for reported research.
- B.4.11 Prepublication independently by the Author/Authors via internet or other methods is prohibited.
- B.4.12 Authors are bound by the copyright policy of the publisher, as specified at the time of original manuscript submission.

## B.5 REVIEWERS

- B.5.1 A Reviewer should disclose any real or perceived conflict of interests to the Editor before agreeing to write a review. Examples include, but are not restricted to, past or current collaboration, past or current employer or employee, past or current graduate supervisor or supervisee, personal or family relationship, institutional relationship, someone with whom the Reviewer has had a past or on-going scientific controversy, or situations where the Reviewer could stand to gain financially by publication or rejection of the manuscript. In these cases, past means within the past 5 years. The responsible Editor will decide if the conflict is severe enough to prevent the Reviewer from writing a fair, objective review.
- B.5.2 A Reviewer should decline to review a manuscript if he/she feels technically unqualified, if a timely review cannot be done, or if the manuscript is from a scientific competitor with whom the Reviewer has a conflict of interest as defined above (section B.5.1).
- B.5.3 Reviewers should be encouraged, but not required, to sign reviews. The Editor will preserve anonymity of Reviewers should a Reviewer elect to remain anonymous.
- B.5.4 Reviewers should treat the manuscript as confidential.
- B.5.5 Reviewers should ask the Editor for permission to discuss the paper with others for specific advice, giving names and reasons for such consultation.
- B.5.6 Reviewers should not pass the manuscript to another to carry out the review without permission from the Editor.
- B.5.7 Reviewers should not use information, data, theories, or interpretations of the manuscript in their own work until that manuscript is in press or published unless the Author has given permission to do so.
- B.5.8 Reviewers should clearly support and justify the basis for their review analysis.
- B.5.9 Reviewers should alert the Editor to similar manuscripts published or under consideration for publication elsewhere in the event they are aware of such. However, it is the responsibility of the Editor, not the Reviewer, to decide on the proper course of action once so informed.

## B.6 BREACHES OF THE CODE

- B.6.1 If an Editor, reviewer or Author is found to have breached this code of ethics then the information should be passed on to the Publications Management Committee.
- B.6.2 The Publications Management Committee reserves the right to deal with such breaches of this code as it sees fit and to refuse publication of papers by Authors, Reviewers or Editors who are found to be in serious breach of this code.
- B.6.3 Authors, Reviewers or Editors found to be in breach of this code will be informed in writing of the decision of the Publications Management Committee and the implications of that decision.
- B.6.4 Editors found to be in serious breach of this code will be required to resign from the relevant editorial board and banned from future membership of any editorial board that reports to the Publications Management Committee.

 <p>The Geological Society</p>	<p><b>The Geological Society of London</b></p> <p><b>REGULATIONS</b></p>	<p>Number : R/FP/8 Issue : 4 Date : 16/06/10 Page : 1 of 7</p>
	<p><b>ACCREDITATION OF DEGREES</b></p>	<p>Approval Authority</p> <p><b>COUNCIL</b></p>

## 1 OBJECTIVE

To ensure that degrees and equivalent qualifications that meet the academic requirements for election of Fellows and for validation of Fellows as Chartered Geologists are recognised by Council.

## 2 SCOPE

This Regulation covers the action of the Accreditation Committee, a committee of the Professional Committee.

## 3 REQUIREMENTS FOR ACCREDITATION

Departments applying for accreditation will be required to demonstrate that their programmes introduce students to the major aspects of their degree subject and specifically that appropriate skill levels are attained in specified topics.

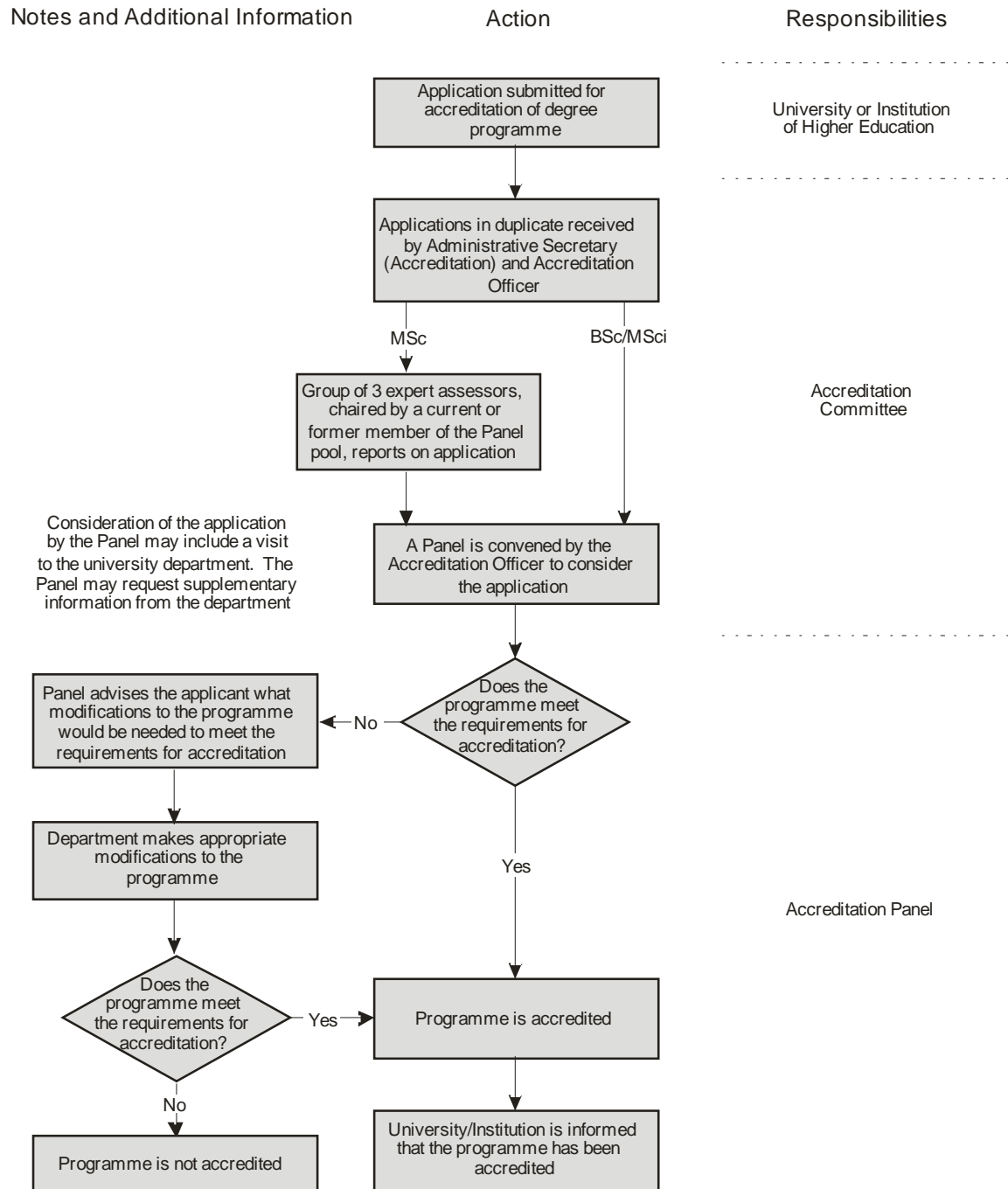
The requirements for accreditation of first degrees are presented in Annex A to this Regulation. The requirements for accreditation of taught Masters degrees are presented in Annex B to this Regulations.

The accreditation of a programme is valid for:

- 6 years if the programme content does not change significantly; or
- For such time (less than 6 years) as the programme content does not change significantly.

After the period of six years or whenever the programme content is significantly changed, the university or institution must submit a new application for accreditation of the programme

## 4 PROCEDURE



When the department returns the modified programme, does it require the same 3 assessors/Chairman' action or new assessors

## **5 RECORDS**

The Accreditation Officer is responsible for maintaining the following records:

- a. list of programmes that have been accredited and the date of accreditation. This list will be published on the Society's web site and in the Annual Report;
- b. the edited versions of submissions received from the universities and/or institutions, including correspondence, records of visits and supplementary information that is submitted in support of the applications;

The Administrative Secretary to the Accreditation Panel is responsible for maintaining the following records:

- a. the original submissions received from the universities and/or institutions;
- b. minutes of the meetings of the accreditation panel.

The Head of Finance is responsible for maintaining the following records:

- a. invoicing and receipt of annual maintenance fees.

## REQUIREMENTS FOR ACCREDITATION OF FIRST DEGREES

### A.1 Essential skills and techniques

Departments applying for accreditation will be required to demonstrate that their programmes introduce students to the major aspects of their degree subject and specifically that appropriate skill levels are attained in certain highlighted topics. They must also demonstrate that teaching in these subjects is carried out by appropriately qualified staff with relevant postgraduate research and/or professional experience as appropriate, and a record of continuing professional development. This applies particularly to fieldwork where we consider the teaching of mapping skills to be of very high importance.

1. All degree schemes must expose students to methods and ideas across a spectrum of the earth sciences, although the details will vary with degree title. In particular, it must be shown that the curricula for all accredited programmes have the following themes embedded:
  - (a) The importance of time and scale in geology, including the 4D investigation of sedimentary sequences, igneous and metamorphic processes and tectonics.
  - (b) The contributions of cognate sciences to geological understanding through geochemistry and geophysics.
  - (c) An understanding of surface processes including those affecting landscape development in the Quaternary.
  - (d) An awareness of the essential contributions of geoscience to the economic, environmental and cultural needs of Society.
2. In addition, the following essential skills must be addressed in each programme. Table 1 indicates the amount of work required as a minimum in each of these. While it is acceptable for programmes to teach one of these skills at the minimum level, each programme must exceed minimum levels in other skills to compensate. The minimum levels are intended to be the expectation for a programme whose efforts are concentrated on other skill topics and so a low performance across the board will not be accredited.
  - (a) Practical experience of a range of rocks, structures, landforms etc. in the field, including experience in instrumental and sampling techniques in the field. Field-based project work is included in this category, although it is recognised that there will be individual cases where independent project work cannot be carried out in the field. It is expected that graduates in Geological Sciences (or similarly titled) degree schemes will be trained in geological mapping and will practice it independently as part of their project work, but it is recognised that in some other degree schemes more emphasis should be placed on instrumental methods, sampling techniques, etc. and that in these the projects will include laboratory training.
  - (b) The ability to describe geological materials and their properties at a range of scales and reach informed conclusions about their possible identity and origins. This includes the investigation of sediments, rocks, minerals and fossils, although the balance between specific topics may vary. Lecture and practical classes should be supported by field exercises.

- (c) Facility with visualising geological data in three dimensions, including the construction of cross sections, extraction of 3D orientations from observations on a 2D surface and manipulation of data via stereonet.
- (d) Some exposure to the handling of large data sets using GIS techniques and the use of remote sensing techniques.
- (e) Mathematical and statistical skills necessary to understand the quantitative and theoretical aspects of the subject and to handle data sets. Departments should document the provision made, although it is recognised that this may be by special courses and/or by material embedded in specific modules, and that requirements may vary according to A-level qualifications (see Appendix 2). In addition, it is expected that students will have acquired competence in the Graduate Key Skills as set out in Section 3 of the QAA Benchmark Statement for Earth Sciences, Environmental Sciences and Environmental Studies (2007).

While these two lists represent essential requirements, it is expected that accredited degrees will give students the opportunity to acquire skills relevant to all the major employment sectors for graduates, including hydrocarbons, engineering, environment, hydrogeology, economic minerals and aggregates, except where the degree programme is clearly intended to educate students along a more specialised pathway. Submissions should demonstrate that this is indeed the case.

*Where compliance with these requirements is not adequately demonstrated by the spreadsheets, a brief narrative explanation should be given.*

## A.2 Essential mathematical, statistical and computing techniques for geoscience programmes

Field	Core topics
General approach	Understanding and stating the problem, converting words to equations, approximation, dimensional analysis, order of magnitude calculations
Numbers and functions	Percentages, square roots, powers, logs (base 10 and natural) and exponentials
Dimensions and units	Understand importance of the dimension of a value (e.g. area must be length <sup>2</sup> , some numbers dimensionless). Evaluating dimensions from an equation. SI units and prefixes (milli, micro etc.).
Geometry	Areas (triangle, rectangle, circle), volumes (cuboid, prism, sphere), estimating volumes of irregular bodies.
Trigonometry and simple vectors	Pythagoras. Radians $\Leftrightarrow$ degrees, sine, cosine, tangent in right angle triangles. Applications to mapping and map work, including grid references, latitude, longitude; dip, strike and measurement of sections.
Algebra	Fundamentals of algebra. Manipulation of equations involving the above functions.
Statistics	Geological data sources and sampling protocols. Empirical frequency distributions – histogram. Measures of location – mean, median, mode. Measures of spread – standard deviation, standard error, range. Percentiles. Box plot. Gaussian (Normal) distribution. Lognormal distribution. Discrete distributions – count data. Bar charts. Percentaged data. Cartesian coordinates. Bivariate scatter (xy) plot. Ternary diagram. Geographically distributed data. Mapping. Point-value data. Contouring methods. Circular directional data – rose diagram. Spherical directional data – equal-area stereographic projection. Mean vector. Bivariate correlation. Fitting linear equations.
Computing and data management, including spreadsheets (Excel or equivalent)	Use of computing programmes for all aspects of IT. Familiarity with applications software (i.e. 3D mapping programmes, seismic interpretation software, ArcGIS, etc.). For spreadsheets: calculating cell contents, using a range of functions, copying cells to manipulate large data sets, plotting, formatting sheets and plots.
Rudiments of calculus	Students should be able to read differential equations and understand the relationships between variables in the context of rates of change of geological processes; also to understand the principles of integration.

All students should be expected to make use of the core topics in a range of modules on a routine basis throughout their degree. It is also expected that more advanced numerical methods may be introduced as appropriate in specific modules, but it is recognised that the diversity of modules on offer makes it inappropriate to define specific content.

In their submissions departments must demonstrate, in a separate appendix, how and where numerical methods are taught and applied throughout the course of their degree schemes.

Table 1. Minimum time devoted to essential skills (BSc and MSci programmes)

Programme group	Geology	Environmental Geology/ Geochemistry	Applied Geology/ Engineering Geology	Geophysics (Geological)	Geophysics (Maths/Physics)	Geoscience programmes with ca.60%-80% geoscience	Geoscience programmes with ca 50%-60% geoscience
Total Field Days (Level M suppl) <sup>1</sup>	60 (+4)	37 (+4)	37 (+4)	32 (+4)	30	35 (+2)	35 (+2)
Independent Project (credits) <sup>2</sup>	30	30	30	30	30	30	30 <sup>3</sup>
Independent Project (field days) <sup>4</sup>	24	7	7	7	7	7	7
Independent Mapping (field days)	18	7 <sup>5</sup>	7 <sup>5</sup>	7 <sup>5</sup>	0	7 <sup>5</sup>	7 <sup>5</sup>
Materials: Rocks, Minerals (total credits) <sup>6,7</sup>	30	25	30	25	15	20	15
Materials: Rocks, Minerals (practical hours)	55	45	55	45	25	40	30
Fossils (total credits)	10	5	5	0	0	5	5
Fossils (practical hours)	20	10	10	0	0	10	10
Structural Geology/ maps (practical hrs) <sup>7</sup>	30	20	30	30	30	20	15
GIS / Remote Sensing (credits)	5	5	5	5	5	5	5

Programme group	Geology	Environmental Geology/ Geochemistry	Applied Geology/ Engineering Geology	Geophysics (Geological)	Geophysics (Maths/Physics)	Geoscience programmes with ca.60%-80% geoscience	Geoscience programmes with ca 50%-60% geoscience
Total taught Earth Sciences Level 2 (credits/yr) <sup>8</sup>	60	60	60	60	60	60	40
Total taught Earth Sciences Levels 3 and M (credits/yr) <sup>8</sup>	110	110	110	110	110	80	60

<sup>1</sup> Integrated masters degrees are expected to include additional field days specific to that degree, which should be taken in either the Level M year or the preceding year. Total Field Days include the independent project field days.

<sup>2</sup> In this table “credits” refer to standard HEFCE and SCQF credits such that each level of full time study comprises 120 credits.

<sup>3</sup> At least 20 credits should be geoscience based.

<sup>4</sup> For some degree schemes independent fieldwork is expected, but field project work is more appropriate in areas such as Environmental Geochemistry or Geophysics and involves fewer days. This category includes group fieldwork for the purpose of collecting data/materials for use in Independent Projects.

<sup>5</sup> The requirement for independent mapping may form the whole or part of the Independent Project (where the length of this either meets or exceeds the minimum requirement for independent mapping), or may be completed as a separate exercise. In the case of Geophysics (Geological), the Panel will accept alternative field or practical work if this can be shown to satisfy training in the ability to visualise geological data in 3D.

<sup>6</sup> Rocks – Petrography and petrology of Igneous, Sedimentary and Metamorphic rocks, plus Mineralogy and Crystallography (including minerals of major groups of rocks and sediments).

<sup>7</sup> At least 30% of the minimum figure must be at Level 2 or higher.

<sup>8</sup> Minimum figures. Some flexibility in these figures between Level 2 and Levels 3 and M will be accepted. Can include cognate programmes in related sciences for some degree schemes. For programmes in Scotland, read Levels 3 and 4 for Levels 2 and 3.

## REQUIREMENTS FOR ACCREDITATION OF TAUGHT MASTERS DEGREES

### B.1 Application Form

The School or Department must submit the information requested in the form appended below. The form should be completed in not less than 10 point Times New Roman or Arial typescript. A separate application is required for each programme to be considered for accreditation. The completed application form and required annexes should be a maximum of 16 sides. Copies of External Examiners' reports are not included in this limit. In addition, appendices may be added for any additional information relevant to the application.

### SECTION 1 – CONTACT DETAILS

1. University	
2 School/Department	
3. Title of Programme (Award, e.g. MSc, MA etc). (FT and/or PT).	
4. Web address for programme (if any)	
5. Programme organiser:	Name: Position: Tel: Fax: Email:  Date of Application:
6. Full postal address:	

### SECTION 2 – THE PROGRAMME

6. Outline the objectives and learning outcomes of the programme as a grounding for a Masters qualification and as satisfying the QAA qualification framework (and by inference, the European Qualifications Framework) for Masters level.

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7. Explain how the programme is designed to provide the following types of training. Also, please indicate approximate percentage of time spent by each student per year on each element:

a) Research methods (and related issues e.g. health & safety, ethics)
b) Communication and interpersonal skills (including writing, presentational

and publication skills, team working etc)
c) Instruction in advanced techniques (instrumental or other)
d) Specialist disciplinary knowledge
e) Quantitative skills training
f) Training in field skills (where appropriate to programme)
g) Vocational awareness and research career opportunities (including industrial collaboration, placement etc)

8. What are the maximum, minimum and optimum number of students for which the programme can be operated? (F/T and PT modes).

Maximum		Minimum		Optimum	
---------	--	---------	--	---------	--

9. Please give a list of programme units/modules constituting more than 5% of the programme.

If options are listed please indicate how many are required and any restrictions on student choice.

Unit/Module Title	Compulsory or optional	Total time Allocated	Names of Staff & schools/departments providing teaching	Methods of assessment (examination, coursework etc)	% of final assessment of whole programme

10. On a separate sheet, please provide a summary of the main topics and modules to be studied. For each module indicate the method of teaching (proportion of lectures, practical classes etc), mode of delivery (FT/PT/Distance Learning), the mode of assessment and the names of associated teaching staff (internal and external). You should specify whether the modules are shared with another programme. In addition, provide brief details of the infrastructure support that will be provided for this programme, e.g. laboratory facilities, technical support and availability of IT resources.

11. Please give details of the Examiners for the programme and include copies of their reports, and Departmental/School responses, for the last 3 years ( 2 years if only 2 cohorts of graduates). Scanned copies of this material **must** be included in the electronic submission.

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12. Please give details of employers or other external involvement in the programme, including the type and level of involvement, e.g. funding, visiting lecturers, placements etc.

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13. Is the programme currently supported by other organisations, for example, Research Councils? (If yes, please give brief details of present commitment)

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14. If any inter-institutional (consortium) arrangements are involved, indicate how these are organised and managed.

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15. Why do you consider your school/department is particularly suited to run this programme? Include any comments you wish to make concerning experience of operating induction processes and taught modules, equipment, staff, facilities, field stations, industrial links, inter-departmental or consortium arrangements, research quality etc.

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16. On a separate sheet, please list examples of projects/dissertations undertaken by students on the programme (maximum 1 page A4).

17. Please give details with approximate costs, of study visits, or periods of field study integral to the programme. Please also include the duration and approximate costs associated with the individual project/dissertation component of the programme.

Activity	Duration	Approximate Costs	Details

### SECTION 3 - STUDENTS

18. What formal qualifications are required for admission to the programme and particularly, what scientific subjects must be studied and to what level?

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19. Please complete the tables below to indicate the demand for, and take-up of, places on the programme (add in bracket numbers of part-time students).

	current year -2	current year -1	current year
Total number of places available			
Total number of applicants			
Number of British applicants with 2(i) degree or above			
Number of EU applicants with equivalent of 2(i) degree or above			

Number of Overseas (non EU) applicants			
Total number of places taken up (i.e. number of students on programme)			
Number of British students on programme.			
Number of British students on programme with 2(i) degree or above			
Number of EU students on programme.			
Number of Overseas (non EU) students on programme			
Number of students entering the programme without a first degree in Earth Sciences (i.e. converting to geosciences)			
Number of students completing programme			

20. Please indicate in the table below the categories of first careers entered into by full-time students who have completed the programme over the last two years.

<b>For full-time students only</b>	<b>UK</b>	<b>Overseas</b>
Higher education - academic (usually teaching and research)		
Higher Education Research (mainly research)		
Higher Education -other		
Further Training (excluding teacher training)		
School (including further education) teaching or teacher training		
Private sector; industry or commerce - Geoscience		
Private Sector; industry or commerce – non-Geoscience		
Government - Geoscience		
Government – non-Geoscience		
Public Sector (not central Government) - Geoscience		
Public Sector (not central Government) – non-Geoscience		
Self Employed and Other Employment in Geoscience		
Not Employed in Geoscience		
Not Known / Reported		

For those in employment or training above, give numbers for:

Employed/training in Britain		
Employed/training overseas		

21. On a separate sheet (no more than 1 side of A4) please provide a self-evaluation document focusing on the professional development aspects of the programme.

Please add as an appendix the names, qualifications, affiliations and specialist field of all staff (internal and external) involved in the teaching of the programme.

## B.2 Expert assessment

Each application will be assessed by a group of 3 specialists chosen for their expertise in the discipline of the particular MSc programme submitted for accreditation. The group will be chaired by a current or former member of the Panel pool, who will report to the Panel using the template below.

### Application for the accreditation of a taught Masters degree Summary report form for assessors

#### A. Panel of assessors

<i>Name</i>	<i>Qualifications</i>	<i>Institution/status</i>	<i>Expertise</i>

#### B. Details of programme

University	
School/Dept	
Title of Programme/s	
Programme Director	

#### C. Students

	<i>Topic</i>	<i>Satisfactory</i>	<i>Requires changes</i>
1.	Numbers on programme (cf. staffing and facilities) Comments		
2.	Quality of intake Comments		
3.	Involvement of outside students on programme (whole or part) Comments		
4.	Completion rate Comments		
5.	Career outcomes Comments		

#### D. Facilities and staff

	<i>Topic</i>	<i>Satisfactory</i>	<i>Requires changes</i>
1.	Accommodation Comments		
2.	Appropriate specialist equipment Comments		
3.	IT, visual aids, etc. Comments		
4.	Staff; number and expertise Comments		
5.	Support staff, technical support Comments		
6.	External contacts Comments		
7.	Overall management of programme Comments		

### E. Teaching and learning

	<i>Topic</i>	<i>Satisfactory</i>	<i>Requires changes</i>
1.	Specialist disciplinary knowledge Comments		
2.	Instruction in advanced techniques Comments		
3.	Quantitative skills training Comments		
4.	Training in field skills Comments		
5.	Research methods Comments		
6.	Projects/Dissertations Comments		
7.	Communication and interpersonal skills Comments		
8.	Professional awareness and career opportunities Comments		
9.	Overall appropriateness of teaching methods Comments		
10.	Industry input Comments		

### F. Assessment

	<i>Topic</i>	<i>Satisfactory</i>	<i>Requires changes</i>
1.	Methods of assessment Comments		
2.	Quality of assessment procedures Comments		
3.	External Examiners reports Comments		

### G. Overall status of programme


	<i>Topic</i>	<i>Satisfactory</i>	<i>Requires changes</i>
1.	Overall fitness of infrastructure Comments		
2.	Overall fitness of instruction Comments		
3.	Overall fitness of assessment Comments		
4.	Training appropriate for a professional career in the geosciences Comments		
5.	Programme satisfies the QAA qualification framework (and by inference, the European Qualifications Framework) for Masters level Comments		

**Proposed outcome of application**

Accredit

Accredit after modification

Do not accredit

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/FP/9 Issue : 4 Date : 16/06/10 Page : 1 of 5
	<b>SUBSCRIPTIONS AND FEES</b>	Approval Authority  COUNCIL

## 1 OBJECTIVE

To ensure that the arrangements for collecting subscriptions and fees are defined in accordance with Section 4 of the Bye-laws.

## 2 SCOPE

This Regulation covers the Fellowship procedures and concessions for subscriptions and fees payable to the Society by Fellows, Junior Candidate Fellows, Candidate Fellows, Chartered Geologists, (or other Chartered titles for which from time-to-time the Society may administer as a licensed body).. Responsibilities for the processing of payments are defined separately in Standard Operating Procedures (Regulation R/G/18 refers).

## 3 SUBSCRIPTIONS AND FEES

### 3.1 General

The schedule of subscriptions and fees payable to the Society by Fellows, Junior Candidate Fellows, Candidate Fellows, Chartered Geologists, Chartered Scientists and European Geologists is listed on the Geological Society web site.. This schedule has been approved by the Fellows in accordance with Clause 4.1 of the Bye-laws.

### 3.2 Annual Subscription

- 3.2.1 Fellows who are elected, and Candidate Fellows who are admitted will be required to pay an admission fee on application and an annual subscription as follows:
- i. those elected or admitted during the period January to July will be required to pay the full annual subscription for that year;
  - ii. those elected or admitted during the period August to December will not be required to pay the annual subscription for the year in which they are elected or admitted.
  - iii. annual subscription rates are based on the age of the Fellow on 31 December of the year prior to the year to which the annual subscription relates, i.e. the annual subscription for 2011 is determined by the age of the Fellow on 31 December 2010.
- 3.2.2 Fellows who are validated as Chartered Geologists, Chartered Scientists and/or European Geologists will be required to pay an admission fee on application and an annual registration fee in each year following the year of validation.

### **3.3 Concessions for Junior Candidate Fellows**

Junior Candidate Fellows shall pay an annual subscription at the rate defined in the schedule published on the Geological Society web site.

### **3.4 Concessions for Candidate Fellows**

Candidate Fellows may either:

- i. pay an annual subscription at the rate defined in the schedule published on the Geological Society web site; or
- ii. pay a one-off subscription to cover the period from their admission as a Candidate Fellow to completion of their undergraduate studies up to a maximum of six years.

### **3.5 Concessionary Waiving of Annual Subscriptions for Fellows**

3.5.1 Fellows may apply, by writing to the Society, for the annual subscription to be waived, in whole or in part, in the following circumstances:

- i. to cover a period of unemployment;
- ii. to cover an unsalaried career break that is taken for paternity/maternity reasons;
- iii. to cover a period of unsalaried illness or injury during which a Fellow is unable to work;
- iv. for similar reasons.

The concession does not apply to periods of voluntary unemployment, such as to permit extended periods of travel.

3.5.2 The concession is given at the sole discretion of the Society in response to genuine hardship, and is subject to the following conditions:

- i. the Fellow must have paid the full annual subscription, usually for at least five years immediately prior to an application being made for the annual subscription to be waived;
- ii. the arrangement will be subject to annual review and will only be extended usually for a maximum of 3 years;
- iii. the Fellow is responsible for informing the Society immediately employment recommences whereupon the Fellow will be immediately required to pay the full subscription in accordance with Section 3.2 above with the date of commencement of employment being considered in the same way as date of election;
- iv. a Fellow who is not in full-time paid employment but is still in receipt of income for part-time work, such as contract work, consultancy or teaching, may not apply for or be granted the privilege of having the annual subscription waived.

A Fellow who is granted the privilege of a period during which the payment of the annual subscription is waived will continue to receive the other privileges of Fellowship during this period.

### **3.6 Joint Fellow Supplement**

Two Fellows resident at the same address may apply, by writing to the Society, to become Joint Fellows. This is subject to the following conditions:

- i. the annual subscription to cover both Fellows is calculated as the higher of the two individual annual subscription rates plus a supplement;
- ii. both Fellows will receive a copy of *Geoscientist*;
- iii. the Joint Fellows will have online access to the Lyell Collection;
- iv. the Fellows are responsible for informing the Society if they are no longer entitled to receive Joint Fellowship or if they elect not to continue with the arrangement.

### **3.7 Senior Fellows and Honorary Fellows**

Senior Fellows and Honorary Fellows do not pay an annual subscription. They retain the rights and privileges of Fellows as defined in Clause 2.15 of the Byelaws.

Senior Fellows and Honorary Fellows receive the following free publications of the Society:

- i. *Geoscientist*; and
- ii. Online access to the Lyell Collection.

### **3.8 Overseas Fellows**

A Fellow who is resident outside Europe and is aged between 34 and 59, i.e. is required to pay the maximum rate of annual subscription, but will automatically be eligible for a discount in accordance with the schedule published on the Geological Society web site.

### **3.9 Life Subscription**

Council has decided that there will be no provision for Fellows to compound all further Annual Subscriptions for Fellowship due by a single payment

### **3.10 Postgraduate Students**

Fellows who are full time postgraduate students will pay an annual subscription at a special rate.

## **4 PRIVILEGES**

The privileges that relate to Fellows, Candidate Fellows and Junior Candidate Fellows will commence immediately following admission or election. In the event of late payment, privileges will be withdrawn according to the timetable in Section 5 below. The privileges will cease immediately an individual ceases to be a Fellow, Candidate Fellow or Junior Candidate Fellow due to resignation or removal from the Society.

## 5 PROCEDURES FOR REMOVAL OF CANDIDATE FELLOWS AND FELLOWS FOR NON-PAYMENT OF ANNUAL SUBSCRIPTIONS

Fellows and Candidate Fellows who are in arrears with payment of Annual Subscriptions will be removed from the Society by Council in accordance with the following procedure.

Notes and Additional Information	Action	Responsibilities and References
Normally in October each year	Issue request for payment of subscription	The Society
Normally in January	Use of library services withdrawn	Library staff
Normally in February	If payment of annual subscription has not been received, issue reminder	Data Manager/Administrative Fellowship Services Manager
Normally in April	Free journal and access to Lyell Collection withdrawn ( <i>Geoscientist</i> continues)	
Normally in May	If payment of annual subscription has not been received, issue final warning	Data Manager /Administrative Fellowship Services Manager
In June	If payment has not been received, remove Candidate Fellow or Fellow from the Society	Council

Individuals who have been removed from the Society for being in arrears with their Annual Subscription may apply to the Society for reinstatement. Reinstatement will be granted subject to the following:

- i. Arrears have been paid in full; and
- ii not more than 6 months have elapsed since the individual was removed from the Society for being in arrears with their Annual Subscription

If more than 6 months have elapsed since their removal, an individual may re-apply for admission to the Society as a Fellow or Candidate Fellow in accordance with the Regulations.

A Fellow who was validated as a Chartered Geologist (or held another Chartered title for which from time-to-time the Society administered as a licensed body), and is removed from the Society for being in arrears with their Annual Subscription will be removed from the appropriate Register(s) on being removed from the Society. If the person is subsequently re-elected as a Fellow, they may apply to be validated as a Chartered Geologist and on being so validated may apply for other Chartered titles administered by the Society, but may be required to make new validation applications subject to the requirements of R/FP/2 section 5.10 and R/FP/11 section 5.9.

## **6 RECORDS**

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

- i. a list of Candidate Fellows, Junior Candidate Fellows and Fellows who have paid their Annual Subscriptions;
- ii. a list of Candidate Fellows, Junior Candidate Fellows and Fellows who are in arrears with their Annual Subscriptions;
- iii. a list of Candidate Fellows, Junior Candidate Fellows and Fellows who are in arrears with their Annual Subscriptions and whose names are being put before Council for their removal from the Society; and
- iv. a list of Candidate Fellows, Junior Candidate Fellows and Fellows who have received concessions.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/FP/10 Issue : 2 Date : 16/06/10 Page : 1 of 2
	<b>ELECTION AND RENEWAL</b> <b>OF THE TITLE OF</b> <b>EUROPEAN GEOLOGIST</b>	Approval Authority  COUNCIL

## 1 OBJECTIVE

To ensure that the procedure for the approval and annual renewal of European Geologists is carried out in compliance with the Regulations of the European Federation of Geologists (EFG).

## 2 SCOPE

This regulation covers the responsibilities of the Fellowship Office and the Professional Committee on the advice of the Chartership Committee in confirming that applicants have achieved the status CGeol as the basic admission requirement for EurGeol; that members are undertaking mandatory Continuing Professional Development (CPD); and in collecting the annual registration fee.

## 3 PROCEDURE


- 3.1 The title of European Geologist will be conferred by the EFG Council through the Geological Society of London as the national Licensing Authority, approved to operate as such from January 2002.
- 3.2 Fellows of the Geological Society of London already holding the title CGeol may obtain European Geologist status subject to a written commitment to undertake CPD. In addition, they must comply with the rules of ethics and conduct published by the European Federation of Geologists, and maintain their registration through the timely payment of an annual fee.
- 3.3 All newly elected CGeols will be given the opportunity to obtain the designation EurGeol. Applications can be made at any time after election to CGeol has been confirmed. There will be an opportunity to join/renew existing membership as part of the Geological Society's annual renewal call. Once submitted, the names of new applicants for EurGeol status will be circulated to the Chartership Committee at their nearest meeting. The endorsed list of applicant EurGeols will be given official approval by the EFG.
- 3.4 In the event that an individual chooses to resign or neglects to renew as CGeol the designation EurGeol ceases to be valid.

## 4 MANDATORY CPD

Once awarded, the EurGeol title may be renewed subject to the title holder confirming continued adherence to a program of CPD in accordance with Regulation R/FP/13.

## **5 RECORDS**

The Administrative Fellowship Secretary is responsible for maintaining a list of EurGeols.

 The Geological Society	<b>The Geological Society of London</b> <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 application 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 with the applicant's post graduation experience will exert a strong influence on the ability of the applicant to demonstrate the required competencies 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 competencies.

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.

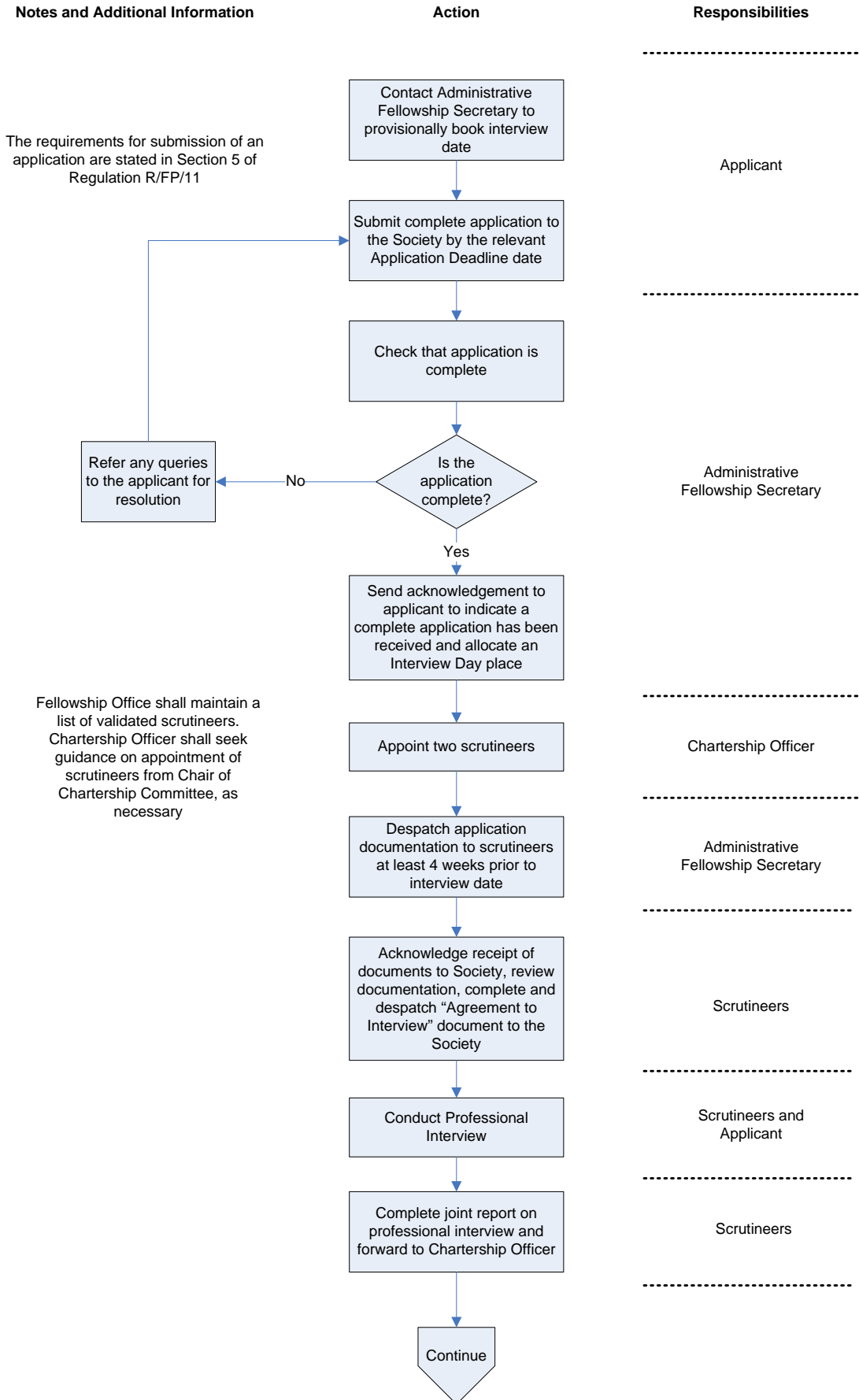
Where status has lapsed for over 5 years no re-instatement is allowed and a completely new application for Chartership status must be submitted and a full Professional Interview carried out.

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.

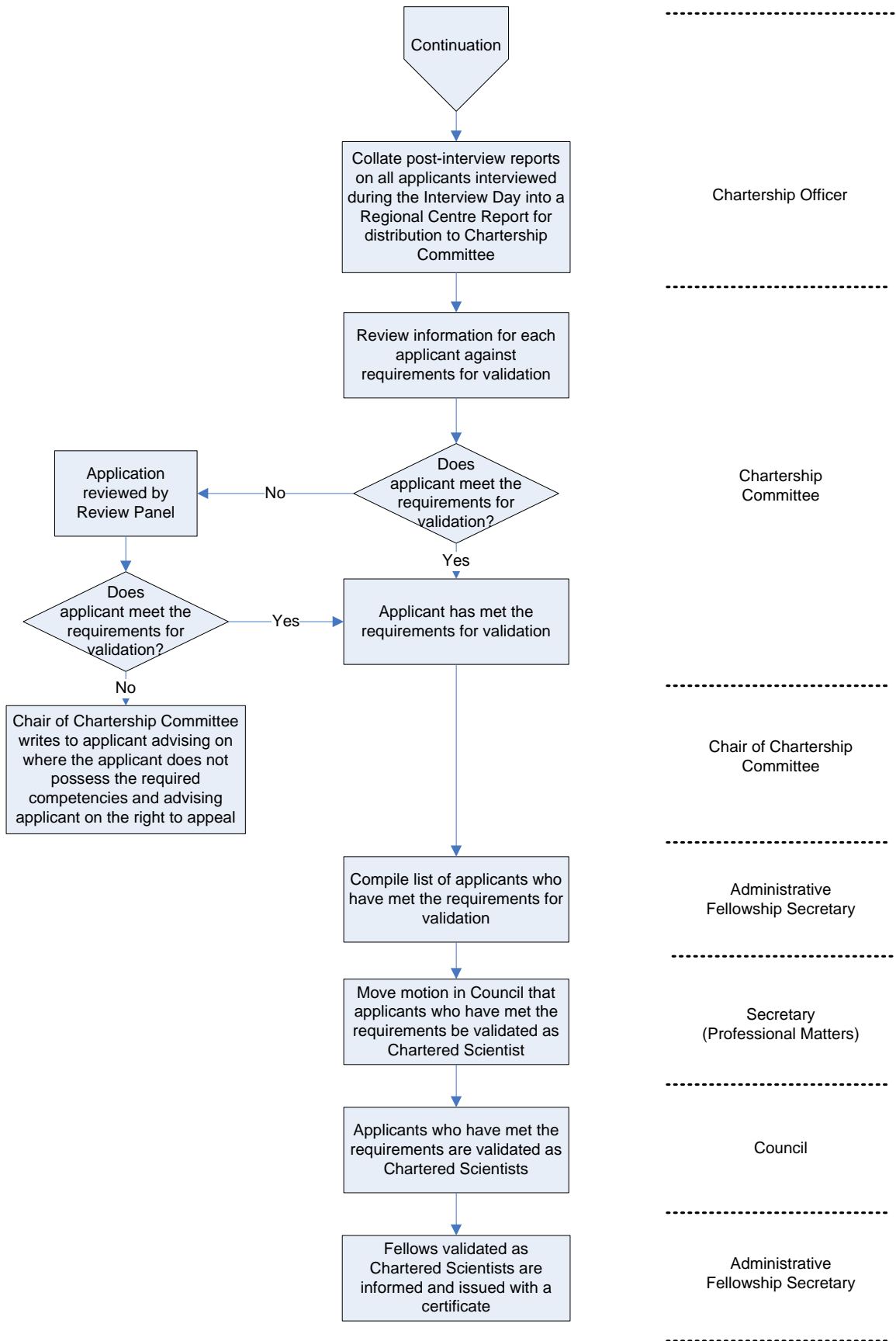
# 6 PROCEDURE



**Notes and Additional Information**

**Action**


**Responsibilities**



## **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.

 The Geological Society	<b>The Geological Society of London</b> <b>REGULATIONS</b>	Number : R/FP/12 Issue : 1 Date : 16/06/10 Page : 1 of 1
	<b>CORPORATE AFFILIATES</b>	Approval Authority  <b>COUNCIL</b>

## 1 OBJECTIVE

To define the rules for Corporate Affiliates.

## 2 SCOPE

This Regulation covers the application for organisations to become Corporate Affiliates and the privileges enjoyed by Corporate Affiliates.

## 3 PROCEDURE


Corporate Affiliates are registered companies or commercial organisations with an interest in, or using data related to the earth sciences, and that wish to support the aims and objectives of the Society by agreeing to become Corporate Affiliates and paying an annual subscription. Rates of subscriptions shall be set by Council.

Organisation and companies may apply to the Society to become Corporate Affiliates by contacting the Conference Office at the Society's Apartments.

## 4 PRIVILEGES

Subject to having paid the annual subscription to the Society, as laid down in the Regulations (Subscriptions), Corporate Affiliates will be entitled to receive the following privileges:

- i. Up to five room hires at the Society's Apartments at no cost (subject to availability) and hire of rooms at other times at discounted rates;
- ii. Acknowledgement of Corporate Affiliateship in the Society's Annual Review, Publications Catalogue and at the Society's Reception;
- iii. Listing on the Society's web site with links to the Corporate Affiliate's own web site;
- iv. receive a copy of the monthly magazine "Geoscientist";
- v. use of the Geological Society Library;
- vi. reduced charges for publications, conferences and meeting registration fees; and
- vii. Attendance at social events organised by the Society.

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	<b>CONTINUING PROFESSIONAL DEVELOPMENT</b>	Approval Authority  COUNCIL

## 1 OBJECTIVE

To ensure that arrangements are established for Fellows to undertake Continuing Professional Development (CPD).

## 2 SCOPE

This Regulation covers the responsibilities of Fellows, Chartered Geologists, Chartered Scientists and European Geologists for undertaking Continuing Professional Development and the responsibilities of the Secretary (Professional Matters) and Administrative Fellowship Secretary for monitoring the CPD activities of Chartered Scientists and European Geologists as part of the annual revalidations required for Fellows to retain these professional titles.

## 3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

Regulation R/FP/2: Criteria and Procedure for Validation as a Chartered Geologist

Regulation R/FP/7: Codes of Conduct

Regulation R/FP/11: Criteria and Procedure for Validation as a Chartered Scientist

Regulation R/FP/10: Election and Renewal of the Title of European Geologist

## 4 DEFINITIONS AND OBLIGATIONS

**Continuing Professional Development (CPD)** is the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout a practitioner's working life.

The Society encourages all Fellows who undertake professional responsibilities related to geology to undertake CPD appropriate to the activities of the individual Fellow regardless of whether the Fellow is employed, self employed or providing advice as an individual related to geological matters and regardless of whether the Fellow is active in the industrial private sector, the public sector, research or teaching.

There is an obligation on Fellows who are applying for validation as Chartered Geologist or Chartered Scientist or who are applying for award of the title of European Geologist, to demonstrate that they are committed to a programme of development of technical and professional skills for the work they undertake in order to enhance the skills available in pursuance of their career throughout their professional career.

There is a requirement for Chartered Scientists and European Geologists to demonstrate on an annual basis to the Society that they are undertaking appropriate CPD as part of the process of revalidation. Fellows who are not able to demonstrate a continued commitment to CPD will be removed from the registers of Chartered Scientist and/or European Geologist.

The Geological Society operates an online CPD reporting scheme for the benefit of Fellows. Participation in this online reporting scheme is mandatory for Fellows who are Chartered Scientists and/or European Geologists. Participation in the online CPD reporting scheme for Chartered Geologists and other Fellows is voluntary, but is recommended by the Society.

## **5 REQUIREMENTS FOR CONTINUING PROFESSIONAL DEVELOPMENT**

### **5.1 Types of activities that contribute to CPD**

In accordance with the online CPD reporting scheme operated by the Society, the following activities can contribute to Continuing Professional Development.

Professional Practice:

Professional Practice is defined as self-development to meet or exceed the requirements of the role of a professional geologist. This will include developing general managerial or business skills as well as geological skills or knowledge. This does not include day to day work. To count as Professional Practice the work activity must extend beyond carrying out routine tasks or utilising existing skills or knowledge. CPD recorded under this activity type should indicate the nature of the skills or knowledge developed rather than just giving a job title or name of a project. Examples of the types of work-based development that will count as Professional Practice include:

- improving knowledge (geological knowledge, knowledge of legislation or regulations, researching best practice in human resource management or health and safety etc.);
- professional or business development, e.g. developing financial, report writing or project management skills;
- interpersonal development, e.g. developing communication or negotiation skills; and
- developing technical skills (geological techniques or methods, information technology, data analysis, modeling skills etc.)

Formal Learning (Tested):

Formal learning (tested) applies where the aims and objectives of the training are well established, the Fellow actively participates, and their performance or ability is tested upon completion. A third party provides the training (e.g. an employer through on-the-job training, or a dedicated training provider).

A higher rate of points is awarded for courses where work is tested. Participation is validated by course certification/authentication (by an employer, for example).

Formal Learning (Untested):

Formal learning (untested) is where the aims and objectives of the training are well established, but the performance or ability of the Fellow is not formally tested. A third party facilitates or directs the training (e.g. an employer through on-the-job training, or a dedicated training provider).

Informal learning/training: (also known as experience-based or experiential learning).

The aims and objectives may not necessarily be established or are not specific to the training needs of the Fellow. Informal learning provides improved breadth or depth of geological knowledge or an improved understanding of a subject relevant to employment. Participation is largely passive (e.g. attendance at a lecture or conference etc.)

Self-directed Study:

Self-directed study comprises an activity that provides:

- an increased breadth or depth of geological knowledge; or
- an improved understanding of a subject relevant to the Fellow's employment or professional activities (e.g. reading to keep abreast of published information).

Non-work activities:

Non-work activities include:

- Participating in the functioning or management of professional organizations, e.g. the Geological Society, etc.;
- Organising conferences or similar events;
- Undertaking coaching and mentoring to support professional development; and
- Communicating science to the non-geoscientific public (e.g. via press interview)

Contributing to knowledge.

Contributing to knowledge primarily refers to publishing and related activities. It could include:

- Making presentations, publishing papers/books/articles, and seeing papers through the press whether as a writer, editor or referee; and
- Writing minutes, reports etc for professional bodies.

## **5.2 Minimum requirements for amount of CPD**

Amounts of Continuing Professional Development undertaken are reported on a points-based scheme. Each hour of CPD under each activity type is assigned a number of points (see Table 1 below). In this way, greater importance can be attached to those activities deemed to provide greatest benefit to the participating Fellow.

If in employment, a Fellow should record a minimum of 180 points over 3 years. At least 60 points should be recorded in each year. In years 2 and 3, this can include up to 30 points carried over from the previous year. At least 15 points should be recorded annually under Professional Practice, along with some points under at least two other activity types.

If not in employment, a Fellow should record a minimum of 120 points over 3 years. At least 40 points should be recorded in each year. In years 2 and 3, this can include up to 20 points carried over from the previous year. No activity type is mandatory, but points should be recorded under at least two activity types each year.

### **5.3 Planning and Reporting CPD Activities**

Fellows are encouraged to plan and evaluate their Continuing Professional Development on at least an annual basis and to record this as part of their online reporting.

At the commencement of each year, a Fellow should evaluate his/her personal needs for CPD in relation to current and planned professional activities. The CPD objectives for the coming year should be documented as a part of the CPD record.

At the completion of the year, the Fellow should undertake a review of the extent to which the planned CPD objectives have been met, record the conclusions of this review as part of the online report and use this analysis as an input to planning the CPD needs for the next year.

**Table 1: Weighting of CPD categories and activity types**

Category	Activity type	Points weighting (conversion of points to hours)	Maximum points allowed per year
Acquiring knowledge and skills by deployment	Professional practice	1 point / 8 hours	40 (320 hours)
Enhancing and maintaining skills and knowledge	Formal learning (tested)	1 point / 1 hour	30 (30 hours)
	Formal learning (untested)	1 point / 1.5 hours	30 (45 hours)
	Informal learning/training	1 point / 2 hours	30 (60 hours)
	Self-directed study	1 point / 2 hours	30 (60 hours)
Participating in the geoscience community	Non-work activities	1 point / 3 hours	30 (90 hours)
	Contributing to knowledge	1 point / 1 hour	30 (30 hours)

## 5.4 Mandatory Continuing Professional Development

### 5.4.1 General Requirements

It is mandatory for all Chartered Scientists and European Geologists to:

- Undertake Continuing Professional Development;
- Meet at least the minimum requirements regarding the amounts of CPD undertaken as defined in Section 5.2 of this Regulation; and
- Submit a formal record of CPD undertaken to the Geological Society (in their capacity as a Licensed Body that is responsible for the maintenance of the titles). The record must be submitted at the time and frequency defined by the Geological Society as the Licensed Body.

Any Chartered Scientist or European Geologist that does not meet these mandatory CPD requirements will be removed from the appropriate Register and be no longer entitled to use the title.

### 5.4.2 Requirements for Chartered Scientists

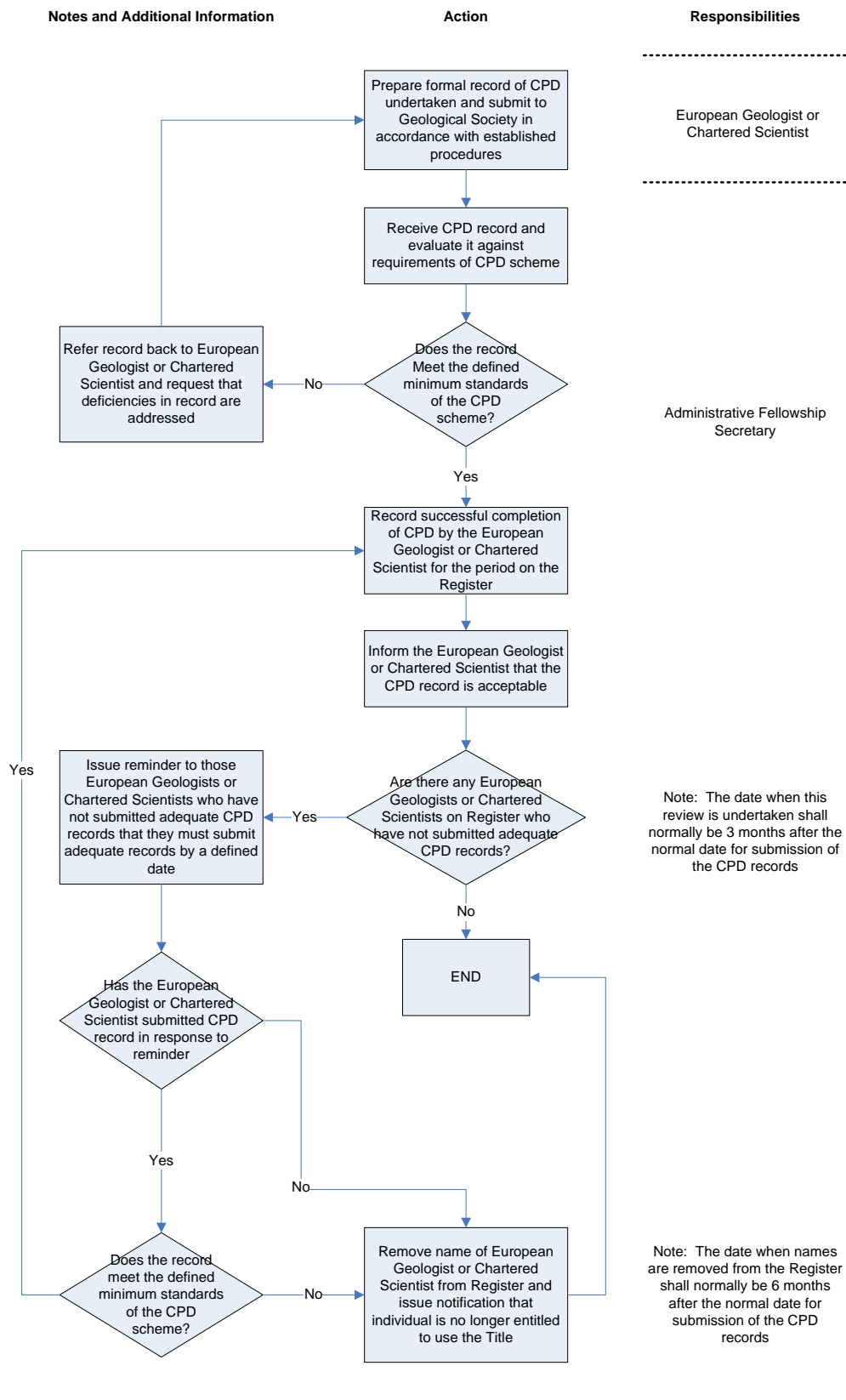
In addition to the requirements set out in Section 5.4.1 above, a Chartered Scientist is required to:

- Seek to ensure that their CPD has benefited the quality of their practice; and
- Seek to ensure that their CPD has benefited the users of their work (employee, customer, student, etc).

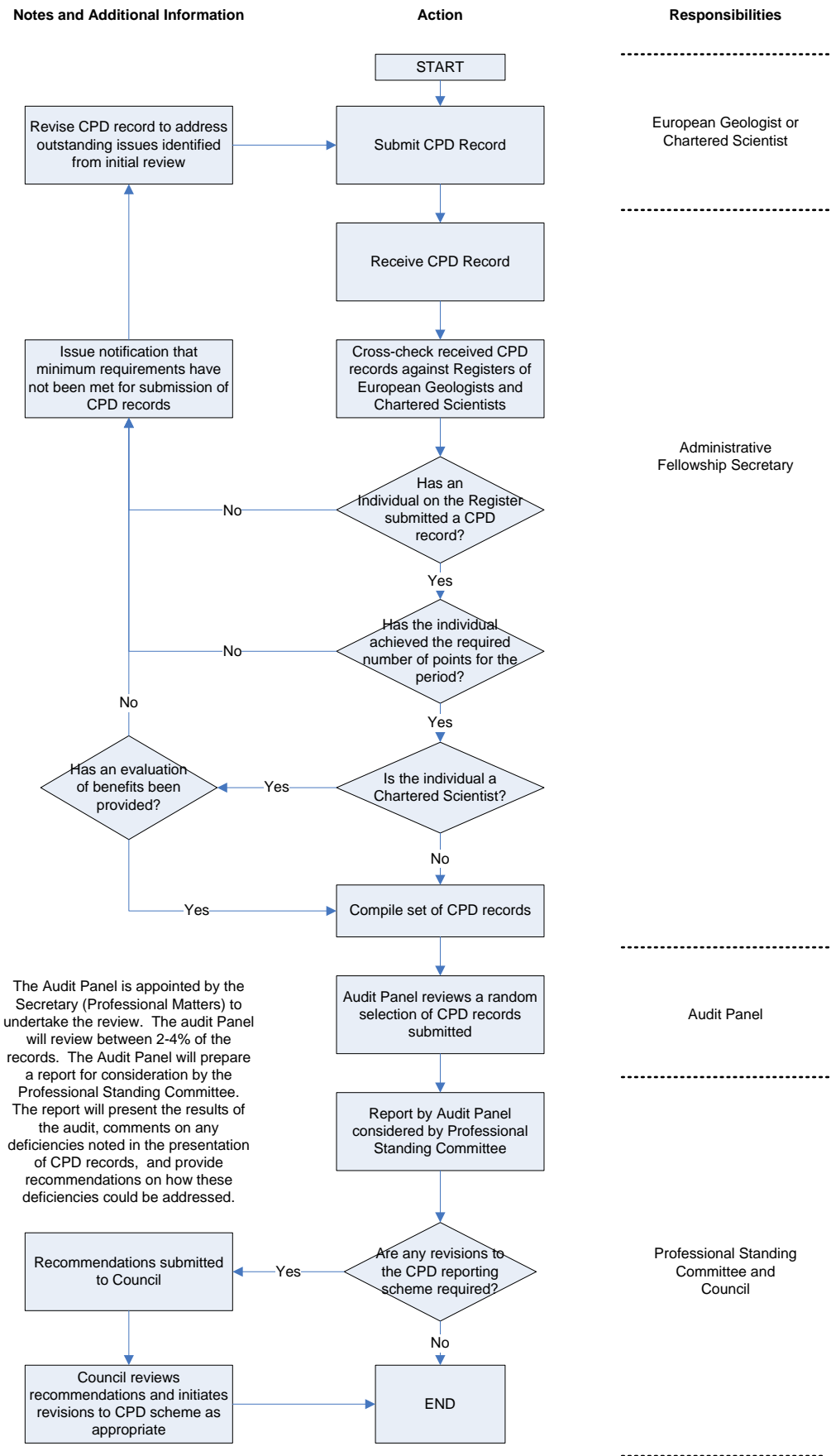
A Chartered Scientist is required to include an evaluation of these benefits as a part of the annual reporting to the Geological Society of their CPD.

## 6 PROCEDURE

### 6.1 Reporting of CPD by European Geologists and Chartered Scientists



## 6.2 Evaluations of CPD Records by the Geological Society



## **7 RECORDS**

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

- A Register of each European Geologist that the Geological Society is responsible for maintaining their title, including details of CPD records submitted and accepted;
- A Register of each Chartered Scientist that the Geological Society is responsible for maintaining their title, including details of CPD records submitted and accepted.