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# Fellowships guidelines

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## Overview

IPENZ recognises people who make a significant or eminent contribution to the engineering profession through its Fellowship programme. The Fellowship programme recognises the profession's leaders and forms part of a clear pathway for member recognition. The objectives of the Fellowship programme include to:

- maintain a consistent and high standard for Fellowship;
- recognise and reward diversity in the practise of engineering and the wide range of contributions different engineers make to the profession, including across local and central government, academia, and across borders;
- recognise contributions made to the engineering profession by people who are ineligible to be members of IPENZ;
- be accessible, objective, transparent, fair, and consistent; and
- be flexible enough to respond to disruptive technologies and global mobility.

These Guidelines provide information about the Fellowship programme, including the Fellowship structure and the application, nomination, and decision-making processes.<sup>1</sup>

## Fellowship structure

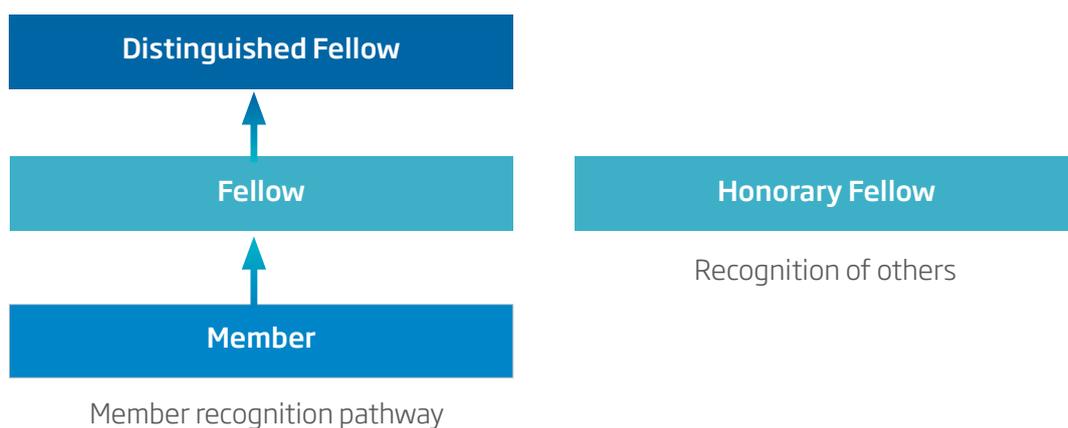
The Fellowship programme allows IPENZ to recognise contributions to the engineering profession by Members and others.

Members of IPENZ may have their contribution to the profession recognised through an award of Fellow and of Distinguished Fellow. These are IPENZ's highest membership classes. They carry substantial prestige and are reserved for the profession's highest achievers. They form part of a member recognition pathway that offers clear, visible and simple membership progression and career path planning.

Honorary Fellowships are designed to recognise contributions to the engineering profession by non-engineers or engineers not practising in New Zealand whose contribution has been through an affiliation with an equivalent overseas body.<sup>2</sup>

The Fellowship structure is illustrated in Figure 1.

**Figure 1: Fellowship structure**



<sup>1</sup> These Guidelines are the procedures specified by the Board for making nominations/applications for Fellows and Honorary and Distinguished Fellows, and for the assessment of such nominations/applications prior to their consideration by the Board, as provided for in rules 8.1.1, 8.2.1, and 8.3.1 of the Rules of the Institution.

<sup>2</sup> Engineers in New Zealand who have made a significant contribution to the engineering profession and are not IPENZ Members, but who are eligible for Membership, may be approached by the Chief Executive and invited to apply for Membership first, and then for Fellowship under the member recognition pathway.

# Application, nomination, and decision-making processes

## Member recognition pathway: Fellow

Fellows are IPENZ Members who are recognised for their significant contribution to the engineering profession. The standard for Fellowship is very high and awards are reserved for top-performing Members.

### Application process

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Members apply to IPENZ. Applications are considered on an annual basis, in October. Applications “out of cycle” can be made by a third party on the applicant’s behalf but will be considered in exceptional circumstances<sup>3</sup> only and at the Board’s discretion.

Applications are made online through the [IPENZ website](#)<sup>4</sup>. To be successful, Members need to:

1. demonstrate they satisfy a minimum of two and a maximum of four of the criteria outlined in Appendix One to the high level of contribution to the profession expected of a Fellow of IPENZ<sup>5</sup>; and
2. be supported in their application by three sponsors - two current Fellows (one of whom will be the Lead Sponsor), and a current employer (or recent former employer or equivalent in the case of a self-employed applicant) or a Technical Interest Group (TIG) or Special Interest Group (SIG), with no more than one sponsor being from the same institution or organisation.

The role of the sponsor is to validate the information provided by the applicant and to provide a reference as to the applicant’s suitability to be awarded a Fellowship. Each sponsor will be required to complete an independent online sponsor endorsement. It is the responsibility of the applicant to ensure sponsor endorsements are provided, and applications without the required number of sponsor endorsements by the closing date lapse. Sponsor endorsements are confidential to IPENZ.

### Decision-making process

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Every application is evaluated by the Fellowship Panel, which is a Panel of up to five Fellows appointed by the Board to collectively represent a range of engineering disciplines<sup>6</sup>. The Fellowship Panel:

1. evaluates each application against the criteria, giving consideration to the objectives of the Fellowship programme and to the high level of contribution to the profession expected of a Fellow;
2. may approach, in confidence, any other person it deems appropriate in order to obtain their opinion on the applicant being awarded a Fellowship; and
3. will be objective, fair, transparent and consistent in its evaluation process.

The Panel will recommend to the IPENZ Board with clear reasons that it:

1. elect the applicant as a Fellow; or
2. decline to elect the applicant as a Fellow.

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<sup>3</sup> Exceptional circumstances include, for example, serious health reasons.

<sup>4</sup> To make an application “out of cycle” in exceptional circumstances, applicants (including third party applicants) need to contact IPENZ National Office directly.

<sup>5</sup> Applicants who demonstrate how they meet the criteria but who do not demonstrate that they reach the high threshold expected of a Fellow will be unsuccessful in their application

<sup>6</sup> Each Panel member is appointed for a term of up to six years and at the Board’s discretion, with one member retiring each year. New appointments are made in March of each year. The convening role shall rotate so that each Panel member serves one year as convener in their last year before retiring from the Panel. If a conflict of interest exists, a panel member will withdraw themselves from considering that particular application.

The Board will consider the recommendations of the Panel<sup>7</sup>. Where the Board disagrees with the Panel's recommendation, it will give its written reasons to the Panel and ask the Panel to reconsider. If the Board and Panel cannot agree, the Senior Office Holders work with the Panel and the Board to reach an agreed solution.

Applicants will be advised of the outcome of their application in February of the year following their application. Successful applicants are awarded their Fellowship at an IPENZ event in March/April.

The Panel provides feedback to unsuccessful applicants and guidance on what further steps they need to take to meet the high threshold for an award of Fellowship. Unsuccessful applicants can resubmit their application when they feel they have met any additional requirements. Applications will not be held over to the next round.

## **Mutual recognition**

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A process of mutual recognition for Fellows from overseas jurisdictions supports the Fellowship programme's objective of being flexible to meet global mobility. This means people who have become Fellows in other countries can apply to have this recognised in New Zealand, and vice versa.

Applicants must meet the IPENZ Membership criteria first before having their application for Fellowship on the basis of mutual recognition considered. Applicants should contact IPENZ National Office for further information about Membership.

Once the applicant has satisfied the conditions for Membership, he or she may submit a Fellowship application in accordance with these guidelines. The applicant may present, and the Panel and Board may rely on, information from the applicant's Fellowship application in the other jurisdiction if appropriate. Fellowship applications on the basis of mutual recognition may be evaluated and decided "out of cycle".

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<sup>7</sup> For voting on Panel recommendations, two thirds of the Board must be present and voting among those present must be 75% in favour for a Fellowship to be granted.

## Member recognition pathway: Distinguished Fellow

Distinguished Fellows are Fellows who are recognised for their eminent contribution to the profession. This is the top tier of Membership, and the standard for an award of Distinguished Fellow is exceedingly high.

### Nomination process

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Awards of Distinguished Fellow are considered by nomination only. Nominations can be made by members of the Distinguished Fellows Panel, the Governing Board, or current Fellows. Nominations will be considered annually in October.

Fellows who wish to nominate a candidate for Distinguished Fellow make that nomination in writing to the Chief Executive using the nomination form on the [IPENZ website](#). The Chief Executive puts any nominations received from Fellows to the Distinguished Fellows Panel for consideration.

The nominator is responsible for providing information supporting the nomination<sup>8</sup>. Nominations will be considered for members who are currently Fellows of IPENZ and whose contribution to the profession since their election as Fellow is at the level expected of a Distinguished Fellow. Nominations must include the names of two independent referees who have the knowledge to provide informed comment on the candidate's work history and suitability for an award of Distinguished Fellow. At least one of the referees must be a Distinguished Fellow of IPENZ or an equivalent Institution.

### Decision-making process

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The nomination is evaluated by the Distinguished Fellows Panel, which is a Panel of up to five Distinguished Fellows appointed by the Board to collectively represent a range of engineering disciplines<sup>9</sup>.

The Distinguished Fellows Panel:

1. evaluates each nomination against the objectives of the Fellowship programme, and the high level of contribution to the profession expected of a Distinguished Fellow;
2. may approach, in confidence, any other person it deems appropriate in order to obtain their opinion on the candidate being awarded a Distinguished Fellowship; and
3. will be objective, fair, transparent and consistent in its evaluation process.

For each nomination, the Panel will recommend with clear reasons to the Board that it:

1. make an award of Distinguished Fellow; or
2. decline to make an award of Distinguished Fellow.

The Board will consider the recommendations of the Panel<sup>10</sup>. Where the Board disagrees with the Panel's recommendation, it will give its written reasons to the Panel and ask the Panel to reconsider. If the Board and Panel cannot agree, the Senior Office Holders work with the Panel and the Board to reach an agreed solution.

Successful candidates are contacted by the Chief Executive to ascertain their willingness to accept election as a Distinguished Fellow, and are awarded their Distinguished Fellowship at an IPENZ event in March/April.

If a candidate is not successful, the Panel provides feedback to the nominator on the reasons for the decision. The Panel may hold over nominations for consideration for up to three years.

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<sup>8</sup> The nominator may make the nomination with or without the nominee's knowledge.

<sup>9</sup> Each Panel member is appointed for a term of up to six years and at the Board's discretion, with one member retiring each year. New appointments are made in March of each year. The convening role shall rotate so that each Panel member serves one year as convener in their last year before retiring from the Panel. If a conflict of interest exists, a panel member will withdraw themselves from considering that particular application.

<sup>10</sup> For voting on Panel recommendations, two thirds of the Board must be present and voting among those present must be 75% in favour for a Distinguished Fellowship to be granted.

## Non-member recognition: Honorary Fellow

Honorary Fellowships are designed to recognise contributions to the engineering profession by non-engineers or engineers not practising in New Zealand whose contribution has been through an affiliation with an equivalent overseas body<sup>11</sup>.

### Nomination process

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Awards of Honorary Fellow are considered by nomination only. Nominations can be made by the Governing Board or current IPENZ Members, and will be considered annually in October.

Members who wish to nominate a candidate for Honorary Fellow make that nomination in writing to the Chief Executive using the nomination form on the [IPENZ website](#). The Chief Executive puts any nominations he or she receives to the Fellows Panel for consideration.

The nominator is responsible for providing information supporting the nomination<sup>12</sup>. Nominations will be considered for persons who meet the criteria set out in Appendix One to the high level of contribution to the engineering profession expected of an Honorary Fellow. Nominations must include the names of two independent referees who have the knowledge to provide informed comment on the candidate's work history and suitability for an award of Honorary Fellow. Referees must not all be from the same institution or organisation. One of the referees must be a Fellow of IPENZ.

### Decision-making process

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The nomination is evaluated by the Fellows Panel (see above)<sup>13</sup>. The Fellows Panel:

1. evaluates the nomination against the criteria giving consideration to the objectives of the Fellowship programme, and the high level of contribution to the profession expected of an Honorary Fellow;
2. may approach, in confidence, any other person it deems appropriate to obtain their opinion on the candidate being awarded an Honorary Fellowship; and
3. will be objective, fair, transparent and consistent in its evaluation process.

For each nomination, the Panel will recommend with clear reasons to the Board that it:

1. make an award of Honorary Fellow; or
2. decline to make an award of Honorary Fellow.

The Board will consider the recommendations of the Panel<sup>14</sup>. Where the Board disagrees with the Panel's recommendation, it will give its written reasons to the Panel and ask the Panel to reconsider. If the Board and Panel cannot agree, the Senior Office Holders work with the Panel and the Board to reach an agreed solution.

Successful candidates are contacted by the Chief Executive to ascertain their willingness to accept election as an Honorary Fellow, and are awarded their Honorary Fellowship at an IPENZ event in March/April.

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<sup>11</sup> People who have made a significant contribution to the engineering profession and are not IPENZ Members, but who are eligible for Membership, may be approached by the Chief Executive and invited to apply for Membership first, and then for Distinguished Fellowship under the member recognition pathway.

<sup>12</sup> The nominator may make the nomination with or without the nominee's knowledge

<sup>13</sup> If a conflict of interest exists, a panel member will withdraw themselves from considering that particular application.

<sup>14</sup> For voting on Panel recommendations, two thirds of the Board must be present and voting among those present must be 75% in favour for an Honorary Fellowship to be granted.

# Appendix One

## Application criteria for Fellows

Fellowship is IPENZ's highest Membership class. It carries substantial prestige and is reserved for the engineering profession's highest achievers. Fellowships are awarded to Members (Fellows and Distinguished Fellows) and others (Honorary Fellows) who:

- demonstrate the highest standards of professional and ethical behaviour, and
- meet the high levels of contribution expected of a Fellow to industry, the engineering profession and to the wider community.

Applicants for Fellowship demonstrate the above by providing evidence for between two and four of the criteria set out in Table 1 that reflect their greatest strengths. The criteria are in no particular order or ranking.

The criteria are aligned with the following key attributes of a Fellow of IPENZ: leadership; technical expertise; research; innovation; commercial expertise; education; influence; and service (including community impact). The criteria are used to evaluate applications by a panel of assessors.

**Table 1: Assessment criteria and evidence applicants are expected to provide**

<b>1: Organisational management</b>		
<b>Descriptor</b>	<b>Criteria</b>	<b>Evidence</b>
Relevant to: <ul style="list-style-type: none"> <li>• academic</li> <li>• consultant</li> <li>• contractor</li> <li>• commercial business</li> <li>• government/councils</li> <li>• research institutes</li> <li>• military.</li> </ul>	Have demonstrated organisational responsibility for the performance of a portfolio of engineering projects, programmes, or activities (including process management, use of systems and processes for benchmarking and continuous quality improvement, and/or financial performance).	<ul style="list-style-type: none"> <li>• Level and position within organisation (including an organisation chart).</li> <li>• Number, type and professional status of staff reporting.</li> <li>• Responsibility - including budget (influence and size) and number and type of staff reporting (direct and indirect).</li> <li>• Size and scale of engineering projects or objectives delivered (physical value/fees).</li> </ul>
<b>2: Governance</b>		
<b>Descriptor</b>	<b>Criteria</b>	<b>Evidence</b>
Relevant to: <ul style="list-style-type: none"> <li>• academic</li> <li>• consultant</li> <li>• contractor</li> <li>• commercial business</li> <li>• government/councils</li> <li>• research institutes</li> <li>• military.</li> </ul>	Have demonstrated responsibility for the creation and implementation of corporate vision and objectives, and the development of management organisational structure in the field of engineering.	<ul style="list-style-type: none"> <li>• Role and sphere of influence within the organisation.</li> <li>• People leadership.</li> <li>• Customer and supplier management.</li> <li>• Responsibilities .</li> <li>• Delivery and outcomes achieved.</li> </ul>

### 3: Business management

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> <li>• consultant</li> <li>• contractor</li> <li>• commercial business (including small companies).</li> </ul>	Have demonstrated commercial responsibility for pricing, bidding and managing the profitability of work either for major projects or a significant portfolio of smaller works, in the field of engineering.	<ul style="list-style-type: none"> <li>• Size and scale of project/s.</li> <li>• Role and responsibility within the business.</li> <li>• Turnover/profit.</li> <li>• Services and products.</li> <li>• Markets and clients.</li> <li>• Funding sources.</li> </ul>

### 4. Technical expertise

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> <li>• academic</li> <li>• consultant</li> <li>• contractor</li> <li>• research institutes.</li> </ul>	Have demonstrated specialist engineering expertise in a technical subject area and achieved recognition at a national or international level.	<ul style="list-style-type: none"> <li>• Publications as a principal author and citations/use by others.</li> <li>• Invited speaker/Chair of a session for international conferences.</li> <li>• Chairmanship/membership of organising committees for (international) conferences.</li> <li>• Editorship/associate editorship of (international) journals.</li> <li>• Expert evidence.</li> <li>• Advisor to clients/government.</li> <li>• Contributions to the national and/or international standards.</li> <li>• Awards/Fellowships.</li> <li>• Other public outputs.</li> </ul>

### 5. Innovation

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> <li>• academic</li> <li>• consultant</li> <li>• contractor</li> <li>• research institutes.</li> </ul>	Have played a leading role in the conception and development of new systems, techniques, or products that have advanced the theory or practise of engineering.	<ul style="list-style-type: none"> <li>• Outputs and significance of new system/ technique/product.</li> <li>• Patents.</li> <li>• Prizes/awards.</li> <li>• Publications and citations/use by others.</li> </ul>

### 6. Design and construction

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> <li>• consultant</li> <li>• contractor.</li> </ul>	Have made a major contribution to the design or construction of technically complex and innovative engineering works.	<ul style="list-style-type: none"> <li>• Scale, size and significance to public.</li> <li>• Complexity and innovation involved.</li> <li>• Successful solutions.</li> <li>• Publications and citations/use by others.</li> <li>• Peer recognition - National and International Awards received.</li> </ul>

## 7. Research

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> <li>• academic</li> <li>• research institutes.</li> </ul>	Have undertaken fundamental or applied research that has advanced the body of engineering knowledge.	<ul style="list-style-type: none"> <li>• Patents.</li> <li>• Publications as a principal author/citations/ use by others.</li> <li>• Chairmanship/membership of organising committees for (international) conferences.</li> <li>• Editorship/associate editorship of (international) journals.</li> <li>• Invited speaker/Chair of a session for an international conference</li> <li>• Contributions to the national and/or international standards.</li> <li>• Technical awards.</li> <li>• Other public outputs.</li> </ul>

## 8. Engineering education

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> <li>• academic</li> <li>• research institutes.</li> </ul>	Have achieved national or international recognition for the development or delivery of engineering education and training.	<ul style="list-style-type: none"> <li>• New courses/teaching methods or techniques developed.</li> <li>• Teaching Fellowship/Awards.</li> <li>• Teaching evaluations.</li> </ul>

## 9. Leadership

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> <li>• academic</li> <li>• consultant</li> <li>• contractor</li> <li>• commercial business</li> <li>• government/councils</li> <li>• research institutes</li> <li>• military.</li> </ul>	Have demonstrated exceptional leadership skills in being able to select, motivate and inspire people in their organisation to maximise engineering performance, and through excellent communication skills have achieved recognition from business associates, clients, the media and the public.	<ul style="list-style-type: none"> <li>• Mentoring and role modelling.</li> <li>• Inspirational leader within and outside the organisation - a voice of the profession.</li> <li>• Participation in debates of national interest.</li> <li>• Peer recognition including awards.</li> </ul>

## 10. Service

Descriptor	Criteria	Evidence
Relevant to: <ul style="list-style-type: none"> <li>• academic</li> <li>• consultant</li> <li>• contractor</li> <li>• commercial business</li> <li>• government/councils</li> <li>• research institutes</li> <li>• military.</li> </ul>	Have made a major contribution to the promotion, management or administration of the engineering profession either through IPENZ, technical societies, voluntary bodies, or through community engagement and service.	<ul style="list-style-type: none"> <li>• Role, responsibility and time scale of engagement.</li> <li>• Output achieved.</li> <li>• Significance and contribution.</li> <li>• Engagement with community, including Māori and/or Pasifika.</li> </ul>