

Terms and conditions for Fellowship Applications

These Terms and Conditions should be read and accepted in conjunction with the [CIPS General Terms and Conditions of Business and Website Use](#)

Term number	Term reference	Terms for the Applicant	Terms for Fellowship applications – CIPS
1)	Membership of CIPS	You must have held full membership (MCIPS) for typically at least two years to apply for Fellowship.	If the applicant is not already MCIPS, this requirement must typically be met before submitting a Fellowship application. Applicants can join online to become an Affiliate member and apply for the most appropriate route to MCIPS.
2)	Application	You can submit a Fellowship application if you are a full member of CIPS.	The application must include the required documents and confirmation of completion of the CIPS ethics test.
3)	Ethics Test	You must have an up-to-date CIPS online Ethics test. Your Fellowship application will not be accepted unless there is proof you have successfully completed the CIPS Ethics Test within the 12 months preceding your Fellowship application.	The applicant must have a current certificate showing that the ethics test is up-to-date. A Fellowship application will not be accepted without this. CIPS members in any grade have free access to the ethics test.
4)	Payment	Your application is formally accepted when you successfully make payment for the Fellowship assessment. Payment can be made by credit or debit card (subject to processing fees) Payment must be received in full.	CIPS will contact the applicant to request payment if an application is approved. We accept credit or debit card payments.
5)	Timescale for Completion	There is no set timescale for submission of a completed Fellowship application, and submissions which are not completed may require revision. If a substantial period has passed between your original submission and our feedback, we may request updated supporting documents.	Fellowship Panel meetings take place once a month and any approved and paid application is eligible to be considered at the next available Panel meeting
6)	Panel Meetings	Fellowship Panel meetings take place once a month. Approved and paid applications will be included in the next available meeting. Completed applications are allocated to Panel in the order in which they are approved. If our maximum number has been achieved, your application will be carried over to the following month.	Fellowship Panel meetings review a maximum number of applications. Any applications that are approved but either miss the payment deadline or exceed the maximum number for the current period will be carried over to the next available Panel meeting.

7)	Withdrawal or deferment	Withdrawal or deferment from the Fellowship assessment must be requested via email to fellowship@cips.org . A minimum of 7 days' notice is required if your application has been approved and is scheduled for Panel consideration.	CIPS reserves the right to cancel or reschedule Fellowship Panel meetings at short notice to the applicant.
8)	Request for more information	Your application may be subject to a request for further information after the Panel meeting. CIPS will contact you with any Panel queries which have arisen at the meeting, to which you are expected to provide the required response or information within 30 days.	CIPS reserves the right to request clarification of any information or document submitted by the applicant in support of a Fellowship application. Responses to the Panel's queries should be received within 30 days of any follow-up contact from us. This will enable the Panel to arrive at a final outcome for the application.
9)	Outcome; timescales for notification	You should expect to be informed of the outcome from the Fellowship assessment within 14 calendar days of the Panel meeting date (subject to point 8 above)	CIPS will advise the applicant via email of the outcome of the Fellowship assessment within 14 calendar days of completion of the Panel assessment (subject to point 8 above).
10)	Appeals	Applicants have the right to request a review (stage 1) or appeal (stage 2) by following the standard CIPS review and appeals process. Reviews and appeals carry a fee which is refundable if the appeal is upheld.	CIPS will review all appeals according to the published CIPS review and appeals policy and process.