

 The Geological Society	The Geological Society of London REGULATIONS	Number : R/FP/11 Issue : 7 Date : 25/11/15 Page : 1 of 12
	CRITERIA AND PROCEDURE FOR VALIDATION AS A CHARTERED SCIENTIST	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 Fellowship Office, 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: Continuing 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 sponsors who should normally be Chartered Scientists (see Section 5.8 below);
- v. have submitted a complete application (see section 5 below);

- vi. have satisfied the Society that they meet the above requirements for validation. through a Validation 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 a 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 (*MGeol, MSci, MEdSci are recognized by the Science Council as Masters level for purposes of an application*) 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 guidance (table 1) showing the relationships between degree and post-graduation experience required for eligibility to apply for CSci.

Council will accept applications for Chartered Scientist from Fellows who hold a BSc

TABLE 1. MINIMUM NUMBER OF YEARS’ RELEVANT POSTGRADUATE EXPERIENCE REQUIRED FOR ELIGIBILITY TO APPLY FOR VALIDATION AS A CHARTERED SCIENTIST		
FIRST DEGREE OR EQUIVALENT QUALIFICATION AWARDED BY A UNIVERSITY OR INSTITUTION OF HIGHER EDUCATION		
	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

Honours (H) level degree and can demonstrate that they have attained M-level through training and experience (see Section 5.9).

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

Chartered Scientists must be competent throughout their professional lives using a combination of their knowledge, training and experience. 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 validation as a Chartered Scientist.

COMPETENCE

A: Application of knowledge & understanding

A1: Use specialist experiential knowledge and broader scientific understanding to optimise the application of existing and emerging science and technology

A2: Exercise sound judgement in the absence of complete information and in complex or unpredictable situations

A3: Demonstrate critical evaluation of relevant scientific information and concepts to propose solutions to problems

B: Personal responsibility

B1: Work autonomously and take responsibility for the work of self and others

B2: Promote and implement robust policies and protocols relating to health, safety and security

B3: Promote and ensure compliance with all relevant regulatory requirements and quality standards

B4: Oversee the implementation of solutions with due regard to the wider environment and broader context

C: Interpersonal skills

C1: Demonstrate the ability to communicate effectively with specialist and non-specialist audiences

C2: Demonstrate effective leadership through the ability to guide, influence, inspire and empathise with others

C3: Demonstrate the ability to mediate, develop and maintain positive working relationships

D: Professional practice

D1: Scope, plan and manage multifaceted projects

D2: Demonstrate the achievement of desired outcomes with the effective management of resources and risks

D3: Take responsibility for continuous performance improvement both at a personal level and in a wider organisational context

E: Professionalism

E1: Demonstrate understanding and compliance with the Society's and other relevant Codes of Conduct

E2: Demonstrate a commitment to professional development (CPD) through continuing advancement of own knowledge, understanding and competence

4.5 Validation Interview

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

Validation interviews are conducted on set dates at defined locations (these appear on the Society's website).

The interview will be conducted in English and will normally last a maximum of 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 how 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 Validation Interview in the country of residence of the applicant. The Society reserves the right to delay the Validation Interview until the Applicant is able to be present for a Validation 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 Validation Interview;
- An application fee;
- A Professional Report included as part of the application form;
- A portfolio of supporting documents;
- Records of Continuing Professional Development;
- Sponsors' statements;
- M-level equivalence report (if applicable); and
- Competency Report.

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 website. The Fellowship Office shall be responsible for ensuring copies of the application form are available for downloading from the Society's website.

The completed application form shall be submitted in electronic format to the Fellowship Office 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 Validation Interview

Validation Interviews (see Section 4.5 of this Regulation) are normally conducted on advertised dates. The dates and locations of these professional interviews are published on the Geological Society's website. Applicants who intend to submit applications for validation as a Chartered Scientist may contact the Fellowship Office 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 website, for receipt of applications by the Society. Completed application forms, all supporting documents and sponsors' statements must be received by the Fellowship Office on or before the closing date. The Society will rearrange the Validation 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 Validation 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 website.

5.5 Professional Report

The application form (available from the Society's website) 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 5.6 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 as defined in Section 4.4 of this Regulation;

- Be indexed and cross referenced to the relevant sections of the Professional Report (see Section 5.5 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 Fellowship Office 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 supporting documents are selected and presented in a form such that the Scrutineers, appointed by the Society to evaluate the application, can easily navigate through them and identify which parts are being used to demonstrate particular competencies. There should be no more than 6 supporting documents.

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 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 Chartered Members of a recognised UK professional body 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. The CPD records submitted by the Applicant are required to include appropriate personal reflection on the CPD undertaken, including:

- Evidence of the planning of their CPD at the commencement of each reporting year; and
- An evaluation at the end of each reporting year on the manner in which the CPD undertaken has benefitted the Applicant, and has benefitted the users of the professional services provided by the Applicant.

The Applicant shall demonstrate the ways in which the evaluation is used to plan the subsequent period of CPD (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 UK professional body or an equivalent overseas body. An applicant shall obtain prior approval from the Society for a Sponsor who is not a Chartered Scientist by application to the Fellowship Office.

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 "Sponsor's Statement" (available from the Society's website). 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 M-level Equivalence Report

Council will accept applications for validation as Chartered Scientist from Fellows who do not hold an M level degree but who hold an Honours (H) level BSc degree. Such Applicants are required to submit a statement to demonstrate that they have attained M-level equivalence through training and experience. Guidance on demonstrating M-level equivalence is included in the supporting information to this Regulation.

5.10 Demonstration of Competence

Each Applicant, as part of their application, is required to submit a report which demonstrates that they meet the competencies listed in Section 4.4 above. The Society provides a format for the report (see website)

5.11 Applications by Fellows with more than 20 years' professional experience

An application comprises the following:

- A completed application form;
- An accompanying application fee;
- A report of their career and experience with an indication as to how they satisfy the competencies for validation as a Chartered Scientist;
- Sponsors' statements.

They will attend a Validation Interview to discuss:

- Their report and how they satisfy the Chartership competencies;
- How they will help promote Chartership within their organisation and the promotion of professional standards across the geosciences;
- Their attitude to and thoughts on CPD and training and career development for young scientists.

6 REVALIDATION

All Chartered Scientists must demonstrate annually that they are meeting standards of Continuing Professional Development in order to retain their registration as a Chartered Scientist.

Registrants must:

- Maintain a continuous, up-to-date and accurate record of their CPD activities;
- Demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice;
- Seek to ensure their CPD has benefitted the quality of their practice;
- Seek to ensure that their CPD has benefitted the users of their work (e.g. employer, client, student, etc.); and

- Present a report on their CPD utilising the Geological Society's on-line CPD reporting system or reaffirm that they are recording their CPD on a company or other system.

CPD returns from Registrants will be monitored annually by the Geological Society and a sample population will be chosen at random for audit.

Registrants who fail to demonstrate that they are meeting the required CPD standards will be removed from the register of Chartered Scientists.

7 RETROSPECTIVE ACHIEVEMENT OF CSCI BY CGEOLS.

The Science Council have agreed that suitably qualified Fellows who have been validated as a Chartered Geologist can achieve Chartered Scientist status retrospectively (up to a period of 2 years) without further interview.

Applicants must submit:

- Their complete CGeol application (Professional Report, Supporting Documents, CPD records and Sponsors' reports).
- Their CPD record must include the period between the award of CGeol and the CSci application, and include personal reflection on the CPD undertaken, including:
 - Evidence of the planning of their CPD at the commencement of each reporting year; and
 - An evaluation at the end of each reporting year on the manner in which the CPD undertaken has benefitted the Applicant, and has benefitted the users of the professional services provided by the Applicant.
- A completed CSci application form;
- Applicants who hold an Honours (H) level BSc degree only must submit a document or statement to demonstrate that they have attained M-level equivalence through training and experience (see M level equivalence guidance provided on the Society's website);
- A completed report which demonstrates that the Applicant meets the competencies listed in Section 4.4 of this Regulation.

Applications will be reviewed by Scrutineers at least one of whom is a Chartered Scientist, and who will report to the Chartership Committee. 'Accept' recommendations will be ratified by this committee and passed to Council for election at its next meeting. Defer recommendations will be reviewed by two Scrutineers at least one of whom is a Chartered Scientist.

8 RE-INSTATEMENT OF LAPSED CHARTERED SCIENTISTS

A Chartered Scientist whose title has been lapsed for less than three years due to failure to pay or by being removed for whatever reason from the register of Chartered Scientists (R/FP/9) and who wishes to apply for revalidation shall complete a 'Request for Reinstatement' form (available from the Society's website), 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.

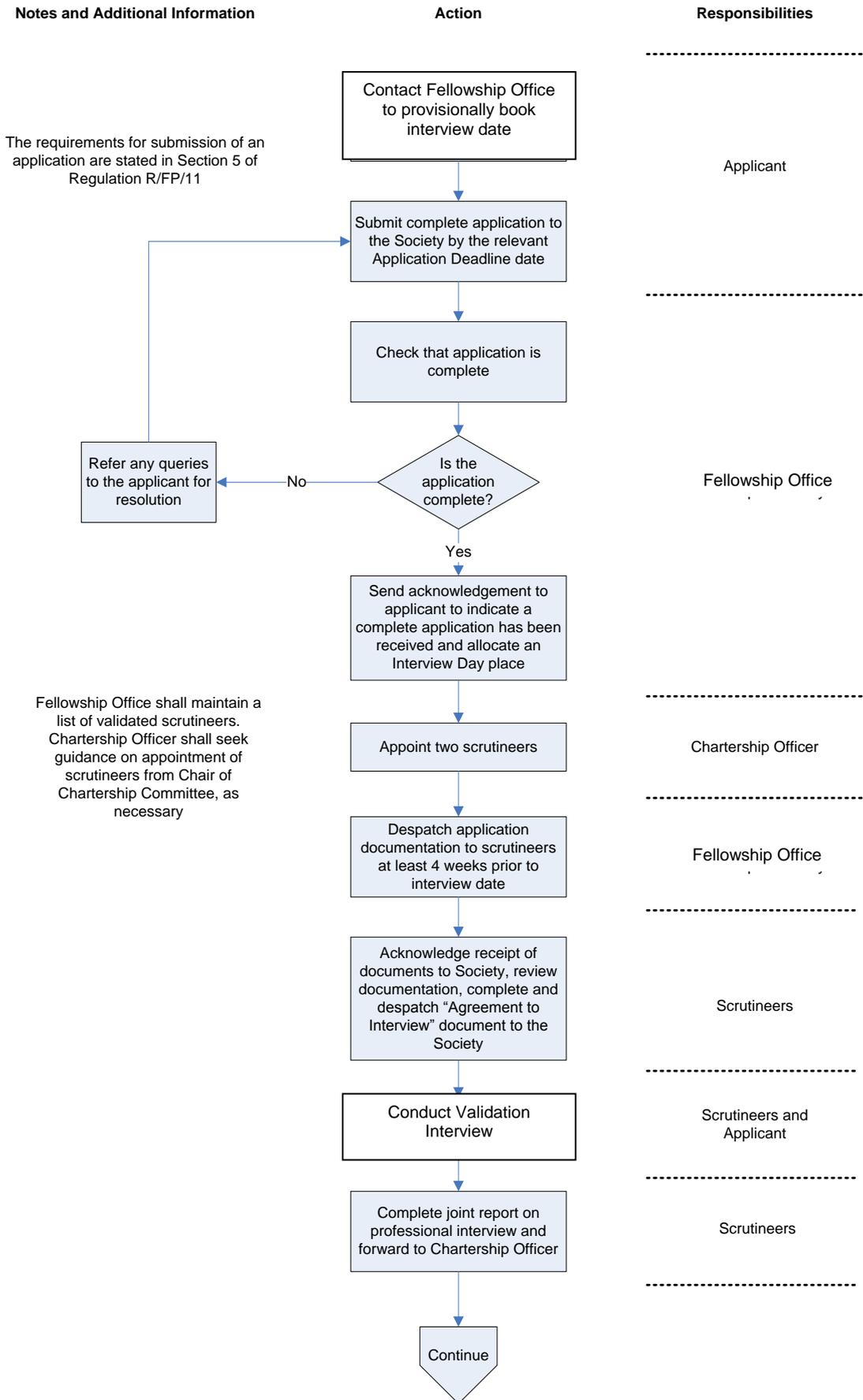
Where status has lapsed for more than three years, no re-instatement is allowed and a completely new application for Chartership status must be submitted and a full Professional Interview carried out.

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).

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.

In exceptional cases when a Chartered Scientist has let their Chartership lapse they may be readmitted on recommendation of the Executive Secretary, who shall have consulted the Chartership Officer, and subject to the approval of the Secretary for Professional Matters. All exceptions recommended for acceptance or refusal will be reported to the next meetings of the Chartership Committee and Professional Committee and to the Registrar of the Science Council. The Professional Committee, Chartership Committee, Council and the Science Council may overturn and reverse any decision taken by the Professional Secretary and any fee if paid will be refunded and the applicant informed within 14 days of the Committee's, Council or Science Council's decision.

9 PROCEDURE



10 RECORDS

The Fellowship Office 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.