**NIGERIAN INSTITUTE OF TOWN PLANNERS**

**APPLICATION FOR ELECTION INTO THE FELLOWSHIP STATUS**

**INSTRUCTIONS TO APPLICANTS, PROPOSERS AND SPONSORS FOR COMPLETION OF FORMS.**

The following criteria apply to all applications for election into the Fellowship Status.

1. The Fellowship Status is awarded to any respected member of the Institute who has:
2. Demonstrated exceptional level of knowledge and competence in the theory and practice of urban and regional planning in Nigeria;
3. Proven track record of effective participation in the activities of the Institute through attendance of programmes such as Conferences, Training Workshops, Presentation of academic, research and practice papers in journals, mentorship of young planners, etc;
4. Made a substantial contribution(s) in materials and finances to the Institute to further the art and science of urban and regional planning and enhance the image of the profession in Nigeria.
5. When deciding whether the candidate has achieved 1 (a) consideration will be given to:
6. **Length of experience** – A candidates must have been a Full Member of the institute for at least ten years, and it must be shown that they have advanced in the profession over that period of time, including taking part in Continuing Professional Development activity.
7. **Type of experience** - all forms of professional activities including public and private practice, teaching, theoretical development, and research will be taken into account,
8. **Extent of experience** - a candidate who has specialized in a particular area of planning will be expected to demonstrate the depth of experience acquired in practice.
9. **Responsibility** - the candidate MUST have held senior positions of responsibilities through headship of a unit, division or department, and managerial positions in public or private sectors of practice.
10. All entries or answers to the questions shall be typed except for signatures. Any hand written application shall be disqualified.
11. Ensure that anyone who would endorse your application form is not a member of the National Council (except where the Chapter Chairman is to endorse).
12. Confirm that anyone who is to endorse your application form is a current financial member of the Institute (that he has paid all dues and levies up to the date of endorsing the forms). Where a Sponsor, Supporter or Chapter Chairman is in default of financial regulations of the Institute, the application shall be disqualified.
13. Diligence and affinity to details are hallmarks of Fellows. Applicants are urged to demonstrate their suitability for Fellowship by completing the form diligently, providing all details required in all the sections, along with specific examples, details and/or references. Candidates are also reminded of the importance of supplying all the information asked for in the form. They are especially asked to ensure that the correct signatures have been obtained and that the official positions held giving dates (month and year), are clearly indicated.
14. Closing Date for submission of application forms remains sacrosanct. Please take note of the closing date for submission of application forms. Forms not received before the closing date shall not be processed. Applicants should ensure that the mode of delivery facilitates prompt delivery. Delays caused by late delivery by the mode chosen by the applicant shall not be an acceptable reason for consideration except in a situation of force majeure.
15. Nominations for election to the fellowship grade must be signed by a proposer/sponsor, who must be a Fellow, and three Supporters, all of whom must be full members of the Institute, and accompanied by a citation prepared by the Proposer/Sponsor (supported and endorsed by the three Supporters) stating why the candidate is considered worthy of election.
16. Applicants shall make a non-refundable payment for the application form and attach the evidence to the form (i.e. receipt of payment obtained from the Accounts Section of the Institute).
17. Candidates shall appear for interview with originals of all certificates obtained photocopies of which would have been attached to the application forms before submission.
18. Candidates shall submit short citation of not more than 600 words along with four passport size photographs. Electronic copies of the citations shall also be sent. Full CV shall also be attached to the application.
19. Being invited for interview is not a guarantee that a candidate will be elected. It should be noted that the College of Fellows can only admit candidates for the number of vacancies declared in a particular year.
20. Successful candidates shall satisfy all conditions for investiture before the timelines set for it. This may include fees payable, dress code, etc.
21. Sponsors, supporters and Chapter Chairmen shall take responsibility for the information they provide or support in this application.
22. The decision of the National Council shall be final and shall not be subject of any litigation in any law court by any candidate or other persons acting on his/her behalf or personal interest.
23. Applicants shall endorse at the right hand bottom corner of every page as evidence of having read, understood and completed the forms as appropriate.

**EXTRACT FROM CONSTITUTION**

1. Candidate must have been a Full Member of NITP for at least **10** years.
2. Every candidate for election as a Fellow shall be at least forty years of age, be a Full Member and shall, at the date of application, satisfy the Council as to his practical experience in Town Planning.
3. Council may elect as Fellow a Full Member who in its opinion deserves to be so elected.