



Chartered
Institute of
Environmental
Health

Fellowship by Thesis Regulations

Expressions used in these Regulations shall have the same meaning as in the Byelaws of the Chartered Institute of Environmental Health (CIEH) unless otherwise provided and references to "Regulation(s)" and "Paragraph(s)" are references to those contained within this document.

Fellowship by Thesis

Part 1: Conditions for conferring Fellowship by Thesis

1. The Membership Regulations state that Fellows shall be Ordinary members:

“Ordinarily of at least five years’ standing who have submitted a thesis accepted and approved in accordance with the Fellowship by Thesis Regulations.”
2. An approved thesis should be
 - 2.1 Associated with the work of the environmental or public health profession
 - 2.2 A distinct contribution to the knowledge base of the profession, affording evidence of originality and the discovery of new facts.
 - 2.3 Of such standard as might be expected to fulfil the academic requirements and rigour of at least a Master’s degree.
 - 2.4 Relevant and not usually completed more than five years’ previously.
3. The applicant must be an Ordinary (also known as Voting) Member when applying and will usually have been in grade of membership for at least the five years preceding the application. The five year requirement will be waived when the submitted thesis is of such a standard as might be expected to fulfil the academic requirements and rigour of at least a PhD.
4. The applicant shall give to the CIEH a written undertaking that no reference or quotations from any published or unpublished works are contained in their thesis with the exception of those which are fully acknowledged in the thesis itself. The applicant will fully and effectually indemnify the CIEH against all or any damages, costs, claims or demands of any kind whatsoever arising from the failure of the applicant to include in their thesis any such references or acknowledgements.
5. The applicant shall give the CIEH their approval for the CIEH to use their thesis and publish the whole or part of the works in the name of the CIEH (with acknowledgement of the source).
6. Applications must be in writing using the form available from the CIEH.

Part 2: Submission of Thesis

7. Applications shall be submitted to the Chief Executive using the form provided.
8. The applicant shall submit three copies of the completed thesis. One of the copies submitted will be retained by the CIEH. Applications shall be “hard copy” – electronic submission is not permitted.
9. Where a university award is involved, evidence of the conferment of the award must be provided with the application.

Part 3: Consideration of Thesis

10. The Chief Executive shall appoint a panel of three people consisting of:
 - 10.1 One elected member who shall act as Chairman
 - 10.2 One Voting member who shall have expertise in the subject, where possible.
 - 10.3 One academic
11. Members of the panel may be replaced or substituted as necessary by others suitably qualified. Two members of a panel will suffice to meet the applicant but three members will be necessary to make a decision.
12. The role of the panel will be firstly to vet the application to ensure that it is of sufficient academic rigour and secondly that it meets the criteria of the CIEH (as detailed in paragraphs 1 to 6).
13. The panel may wish to meet with the applicant to discuss their submission as necessary.
14. Where a thesis has not been considered for a postgraduate award but is instead submitted directly to the panel, a second academic will be invited to assess the academic level if the first academic believes the thesis to be not of the appropriate standard.
15. If the panel is satisfied that the candidate's submission is of sufficient academic rigour and meets the criteria of the CIEH for the award of a fellowship it shall report to the Membership Committee recommending the award of a fellowship.
16. The Membership Committee will, if it accepts the recommendation, recommend to the next available meeting of Council that a fellowship be awarded.

Part 4: Commencement and amendment of Regulations

17. These Regulations shall take effect on the date of adoption and may only be amended, varied or rescinded by Council.

ADOPTED as a Regulation by Council on 26 July 2001 and amended on 12 December 2002, 2 September 2004 and 14 April 2011.

These Regulations supersede any and all previous Regulations on this matter.

Application Form for Fellowship by Thesis

Applicant's personal details

Name:	
Address:	
Telephone No:	
Email address:	
Membership No:	
Number of years Ordinary/Voting Membership:	

Details of the Thesis

Title:	
Date Commenced	
Date Completed (or date of academic award)	
Level of Academic Award (MSc, PhD etc)	
Academic Institution	

Supporting Statement

Please include a supporting statement of around 300 words describing how you feel your thesis meets the requirements of these Regulations, with particular attention to paragraph 2 above.

You may also include details of how you are (or plan to go about) developing the knowledge in your thesis through further work. Information about how you have disseminated your work through presentations, publication etc should also be included if appropriate.

Declaration by Applicant

I, the undersigned, confirm that the work submitted is my own.

I undertake that no reference or quotations from any published or unpublished works are contained in my thesis with the exception of those which are fully acknowledged in the thesis itself.

I fully and effectually indemnify the CIEH against all or any damages, costs, claims or demands of any kind whatsoever arising from the failure of the applicant to include in my thesis any such references or acknowledgements.

I give the CIEH their approval for the CIEH to use my thesis and publish the whole or part of the works in the name of the CIEH (with acknowledgement of the source).

Name	
Signature	
Date	

On completion, this form should be sent to

The Chief Executive
CIEH
15 Hatfields
London
SE1 8DJ
England, UK