



Chartered Scientist

**Application Form
and
Guidance Notes**

How to make an application to become a Chartered Scientist

Introduction

The British Psychological Society is licensed by the Science Council to award the title Chartered Scientist to Members who meet the standards for the award. The steps you need to follow to apply for the award are set out below. Please read these notes carefully before completing the application form, which may be downloaded from www.bps.org.uk/csci.

1. Check your eligibility for the award of Chartered Scientist

There are three possible routes to becoming a Chartered Scientist. The criteria for each route are described here. Please decide which of the three Routes, **A**, **B** or **C** applies to you and tick the appropriate box in **Section Two** of the Application Form.

ROUTE A: You are eligible via this Route if you are a Chartered Member of the Society **and** hold the title Fellow or Associate Fellow of the British Psychological Society.

ROUTE B: You are eligible via this Route if you are a Chartered Member of the Society **AND** can demonstrate at least two years of successful post-Chartered Status experience in the practice, application or teaching of psychological science

ROUTE C: You are eligible via this Route if you are a Graduate Member **AND** you hold a research doctorate in psychology* **AND** can demonstrate at least two years' successful post-doctoral experience in the practice, application or teaching of psychological science.

* You will be deemed to hold a research doctorate in psychology if your thesis is clearly on a psychological topic and your supervisor and external examiner are identifiable as psychologists.

2. Complete the Short Application Form

The application form may be downloaded from www.bps.org.uk/csci

IMPORTANT

Please ensure that before proceeding with your application, you have read and agreed to the Science Council's Code of Conduct which is available at www.sciencecouncil.org/documents/ModelCodesofConduct.pdf

Please note:

- (i) If you are applying via Route C, you are required to send a copy of your PhD or DPhil certificate.
- (ii) In Section 5, you are asked to sign a declaration that the information you have provided in support of your application is accurate and to confirm your agreement to be bound by the Science Council's Code of Conduct. If you are

granted Chartered Scientist status, you remain bound by the Society's Member Conduct Rules and Code of Ethics, which continue to apply to you in tandem with the Science Council's Code of Conduct.

We are obliged to share applicant information with the Science Council for statistical and quality assurance purposes

- (iii) In Section 6, please provide the name and contact details of a referee who will, if contacted by the Society, be able to attest to your successful practice, teaching or application of psychological science for a period of at least two years since you became a Chartered Psychologist, or achieved a research doctorate in psychology (depending on the Route by which you are applying to be a Chartered Scientist). Your referee should be a senior colleague, e.g., your Head of Department or Line Manager, who is a Member of the Society or a Chartered Scientist.

We will not always need to contact your nominated referee, but we will always take up a reference in the following circumstances:

- if you are applying via Route C, as this Route is available to candidates who are not already Chartered Psychologists; and
- if you are applying via Route B and had completed less than two years' post-qualification experience when you became a Chartered Psychologist.

3. Pay a fee of £35.00 – **please note: this is the application fee that covers the cost of processing your application to become a Chartered Scientist. There is an annual fee of £33 to maintain your entry on the Science Council Register in subsequent years. This amount will be added to your main subscription fees, payable on or around the anniversary of your entry.**

You may pay by cheque, or credit or debit card. Please enter your details in **Section Four** of the Application Form. This fee will become payable on or around the anniversary of your election.

What happens once I have submitted my application?

- Within three working days, we will send you an email message acknowledging receipt of your application.
- If we need to contact your referee, we will do so within a week of receipt of your application
- If there is a problem with your application – i.e. – if we need additional information from you or, if you do not meet the criteria - we will let you know by email within a week of receipt of your application.
- If your application is straightforward and we do not need to contact your referee, we will aim to notify you of the award of Chartered Scientist within three weeks of receipt of your application.

- If your application is straightforward and we *do* need to contact your referee, we will notify you of the award of Chartered Scientist within two weeks of receipt of a satisfactory reference.
- If there is any doubt about your eligibility and/or in the event of receipt of an unsatisfactory reference, your application will be referred to expert admissions advisors who will consider your application on behalf of the Membership Standards Board. You will be advised of their decision as soon as possible. We aim to obtain a decision from the advisors within four weeks of referral, although this may take longer because of the work commitments of the advisors, who all fulfil this role for the Society on a voluntary basis.
- If you are not satisfied with the decision of the advisors, you have recourse to the Society's Appeals Process. Details are available from Kajal Panchal at kajal.panchal@bps.org.uk

If you have any queries about the Chartered Scientist process or your application, please do not hesitate to contact the Membership Team, by telephoning 0116 252 9525, or by emailing charteredscientist@bps.org.uk

CHARTERED SCIENTIST APPLICATION FORM

Before proceeding, please refer to the guidance notes that accompany this form

SECTION ONE

NAME:

MEMBERSHIP NO.

EMAIL ADDRESS

SECTION TWO

I am applying for Chartered Scientist status via

Route A

Route B

Route C

Please refer to the guidance notes and then tick the appropriate box

SECTION THREE (ROUTE B AND ROUTE C APPLICANTS ONLY)

This section applies to you if you are applying via Route B or Route C. Please use the box below to enter details of your work experience since you became a Chartered Psychologist, in chronological order, starting with the most recent. You are welcome to attach an up-to-date cv if you wish.

JOB TITLE	EMPLOYER	DATES (From - To)

APPLICANTS VIA ROUTE C: PLEASE ENSURE THAT YOU ENCLOSE A COPY OF YOUR PHD OR DPHIL CERTIFICATE AND AN ABSTRACT OF YOUR THESIS

SECTION FOUR - PAYMENT

Please include a cheque made payable to *The British Psychological Society* or give your debit/credit card details below.

I enclose a cheque for £35 or Please charge my Credit/Debit Card £35.

Name of Cardholder: _____ Cardholder's signature: _____.

Card Issuer Visa Amex MasterCard Delta Switch

Card Number

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Valid From: / Expiry Date: / Issue No (switch only): Security code: _____

SECTION 5: DECLARATION

I confirm that to the best of my knowledge and belief the information I have given is correct. I have read the Science Council's Model Code of Conduct and agree to be bound by it. I acknowledge that, if granted Chartered Scientist status, I remain bound by the Society's Member Conduct Rules and Code of Ethics, which will continue to apply to me in tandem with the Science Council's Code of Conduct.

In signing this form, I agree to the Society sharing the information I have provided with the Science Council.

I agree to the Science Council publishing my name on a public register (if you do not agree to be published, please tick this box)

Signed: _____

Date: / /

SECTION 6: REFEREE'S DETAILS

Your referee must be a Member of the Society, or a Chartered Scientist, who is a senior colleague, e.g., your Head of Department or Line Manager. If contacted by the Society, he/she must be able to attest to your successful practice, teaching or application of psychological science for a period of at least two years since you became a Chartered Psychologist or obtained your research doctorate in psychology.

Referee's Name

Referee's Email Address

Society Grade and title (if relevant) (please circle)

Referee's Membership No. (if known)

Graduate Member; Graduate Member with AFBPsS or FBPsS;
Chartered Member; Chartered Member with AFBPsS or FBPsS.

Data Protection– As a Licensed Body, The British Psychological Society is required to transfer the information submitted on this form to the Science Council. Your details will be held on the Science Council register. The publicly available register will include your name, Licensed Body and Chartered Scientist number. The Science Council may wish to use the information you supply in order to be able to communicate with individuals effectively. Chartered Scientists have the right of access to the personal data held on them by the Science Council and the right to prevent its use for direct marketing purposes. The Science Council may, from time to time, execute mailings on behalf of suppliers of goods and services considered to be relevant to professional interests. If you wish to receive such information, please tick the box.

Equal Opportunities monitoring – to ensure the Society is operating under its equal opportunities policy, we would be grateful if you could provide the following information:

Please indicate to which ethnic background you would consider yourself to belong:

- 1) White – British
- 2) White – Irish
- 3) White – Other
- 4) Mixed – White & Black Caribbean
- 5) Mixed – White & Black African
- 6) Mixed – White & Asian
- 7) Mixed – Other
- 8) Black or Black British – African
- 9) Black or Black British – Caribbean
- 10) Black or Black British – Asian
- 11) Asian or Asian British – Indian
- 12) Asian or Asian British – Pakistani
- 13) Asian or Asian British – Bangladeshi
- 14) Asian or Asian British – Other
- 15) Chinese
- 16) Other ethnic group
- 17) Prefer not to state

When you have completed the form please return it to:

The Membership Team
The British Psychological Society
St Andrews House
48 Princess Road East
Leicester
LE1 7DR
UK

Please remember to enclose:

- Your completed application form, signed and dated.
- A cheque or card payment details
- If you are applying via Route C, a photocopy of your PhD certificate

