

QMA Frequently Asked Questions

Q. How do I know if I am eligible to apply for Fellowship of the Higher Education Academy (HEA) via the Queen's Merit Award (QMA)?

A. To be eligible to apply via the QMA, you must:

- Be a member of staff at Queen's University Belfast with a role in teaching and/ or supporting learning in Higher Education
- Have support from your line manager/ Head of School to apply to the scheme
- Have 2 suitable referees (ideally both Fellows of the HEA) who are in a position to provide an informed peer review of your eligibility for Fellowship and will be able to comment directly on the content of your application form

Q. Where can I find the QMA Registration form?

A. The QMA Registration form can be downloaded from the QMA website. There are separate sections for each category of fellowship. Click on the appropriate section to access the relevant form for Associate Fellow (AFHEA), Fellow (FHEA) or Senior Fellow (SFHEA).

Q. How do I find 2 suitable referees?

A. Your referees should be individuals who are in a position to comment and substantiate your record of effectiveness in relation to teaching, and the support of learning in higher education. Referees are expected to comment directly on the content of your Account of Personal Practice and will need to view your application to enable them to provide an effective reference. Referees need to be familiar with the UKPSF and you should provide them with a copy of the Guidance Notes for Referees.

Q. Where can I find a copy of the Guidance Notes for Referees?

Guidance Notes for Referees for each category of fellowship can be found on the QMA Website. There are separate sections for each category of fellowship. Click on the appropriate section to access the relevant Guidance Notes for Associate Fellow (AFHEA), Fellow (FHEA) or Senior Fellow (SFHEA).

Q. What are the categories of HEA fellowship?

A. There are four categories of HEA fellowship. You can apply for the following 3 categories of individual professional recognition under the QMA scheme:

- Associate Fellow
- Fellow
- Senior Fellow

You can apply to become a Principal Fellow of the Higher Education Academy directly via the HEA website: <https://www.heacademy.ac.uk/individuals/fellowship>

Q. Where can I find out more information about the categories of HEA fellowship?

A. For more information check out the HEA Website: <http://www.heacademy.ac.uk/individuals/fellowship>

Q. Why do I need to attend an induction workshop?

A. You are required to attend an initial induction workshop where the method of submission for your chosen category of fellowship will be explained in detail. At this workshop, you will have the opportunity to enroll for the Queen’s Merit Award scheme and select the pathway that you would like to follow to submit your application.

The table below summarises the various options to work towards submitting an application:

Queen’s Merit Award		
Name	Descriptor	Status
Introduction to Teaching for Postgraduate Researchers (Taught route)	Descriptor 1 (AFHEA)	Accredited
Postgraduate Certificate in Higher Education Teaching (PGCHET - Taught route)	Descriptor 2 (FHEA)	Accredited
Supporting Student Learning (Taught route)	Descriptor 1 (AFHEA)	Accredited
Experiential route	Descriptor 1 (AFHEA)	Accredited
Experiential route	Descriptor 2 (FHEA)	Accredited
Experiential route	Descriptor 3 (SFHEA)	Accredited

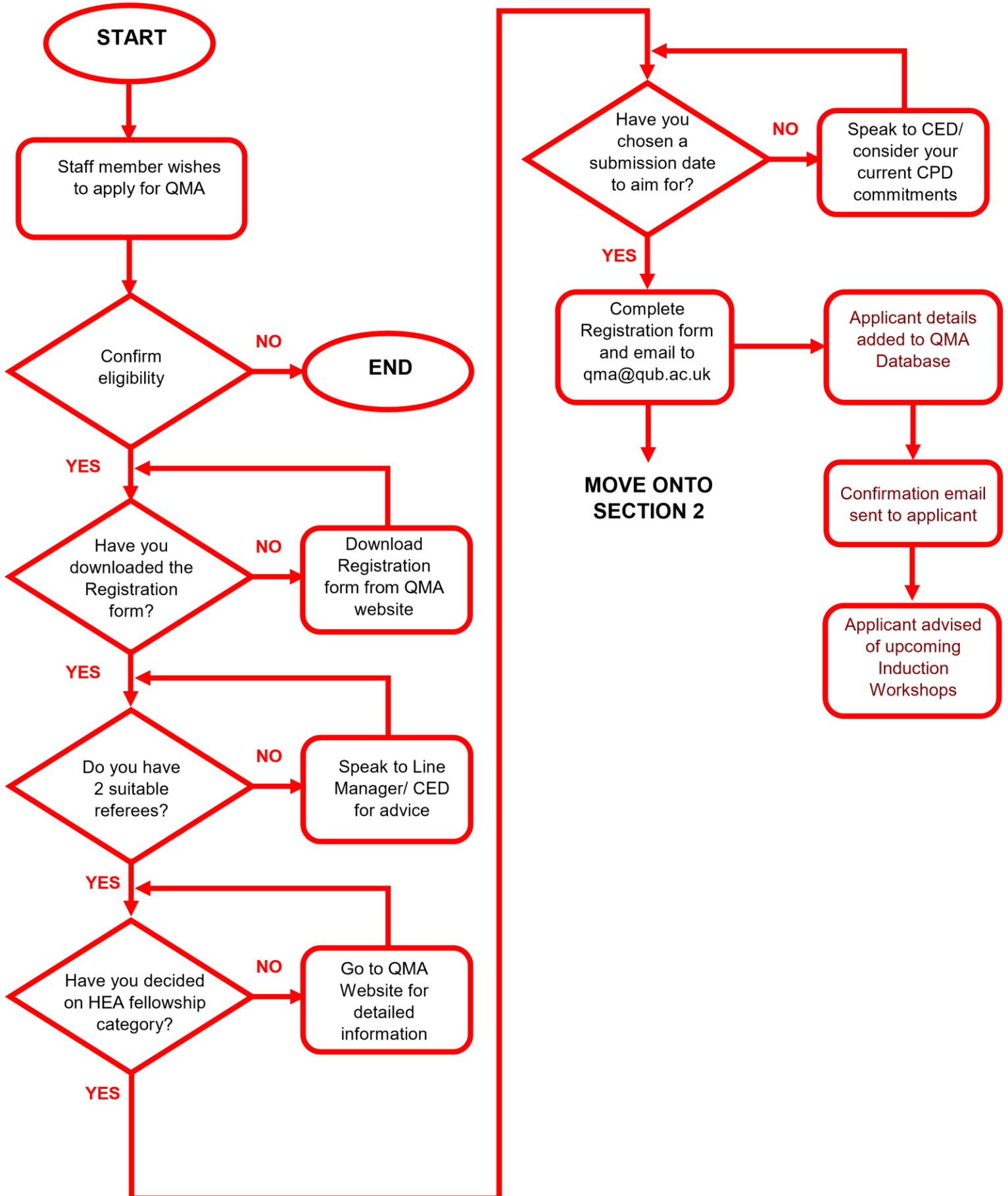
Q. What is the difference between the taught route and the experiential route to HEA fellowship?

A. To attain AFHEA and FHEA status, you have the option of either enrolling on an accredited professional development course in Queen’s or by working towards completion of your application with the support of a mentor/ CED. If you choose to follow the experiential route, attendance at CED sessions is advised but it is not mandatory.

Q. Where can I find the QMA Application Template form?

A. The QMA Application Template form can be downloaded from the QMA website. There are separate sections for each category of fellowship. Click on the appropriate section to access the relevant form for Associate Fellow (AFHEA), Fellow (FHEA) or Senior Fellow (SFHEA).

Process to register and submit application to QMA



Section 2

