



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 or a Queen's University College 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 suitable referees (ideally 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. Which category of Fellowship should I apply for?

A. If unsure of which Fellowship category you would need to apply for based on your professional experience, please make use of the [Advance HE Decision Tool](#).

Q. Where can I find the QMA Registration form?

A. The QMA online Registration forms can be accessed from the links below. Please note there are separate links for each category of Fellowship. Please click on the appropriate link to access the relevant form for Associate Fellow (AFHEA), Fellow (FHEA) or Senior Fellow (SFHEA):

- Associate Fellow: [AFHEA Queen's Merit Award Registration Form – Fill in form](#)
- Fellow: [FHEA Queen's Merit Award Registration Form – Fill in form](#)
- Senior Fellow: [SFHEA Queen's Merit Award Registration Form – Fill in form](#)

For Principal Fellow (PFHEA) please contact qma@qub.ac.uk and we will provide you with a registration form in Word format along with all relevant information.

Q. What happens after I register?

A. Once you register for Associate Fellow (AFHEA), Fellow (FHEA) or Senior Fellow (SFHEA) you will be given access to our supporting materials via Canvas. You will then be asked to complete part of your Application form and email the draft to qma@qub.ac.uk. Once we receive your draft, you will be assigned a QMA mentor who will provide feedback and support throughout the rest of the process.

A slightly different process will take place with Principal Fellow (PFHEA) applications. The main difference is you will not have access to our materials via Canvas. Instead we will email these to you directly and you will be assigned a mentor immediately after you register.



Q. How do I find 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 PSF and you should provide them with a copy of the Guidance Notes for Referees. Please note number of required referees varies depending on Fellowship category:

- Associate Fellow: 1 referee
- Fellow: 2 referees
- Senior Fellow: 2 referees
- Principal Fellow: 3 referees

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

A. 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), Senior Fellow (SFHEA) or Principal Fellow (PFHEA).

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

A. The QMA Application Template form can be downloaded from the QMA website and Canvas. 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). Principal Fellow (PFHEA) Application Template form will be sent to candidates once registered.

Q. When and how do I submit my application?

A. There are no deadlines to submit your application. You are welcome to submit as soon as your application is ready for submission, which needs to be agreed upon with your mentor.

In order to submit your application, you may need to upload it via MS Forms depending on the Fellowship category:

- Associate Fellow: [AFHEA Queen's Merit Award Application Submission Form – Fill in form](#)
- Fellow: [FHEA Queen's Merit Award Application Submission Form – Fill in form](#)
- Senior Fellow: [SFHEA Queen's Merit Award Application Submission Form – Fill in form](#)
- Principal Fellow: Email application directly to gma@qub.ac.uk



Q. What are the categories of HEA fellowship?

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

- Associate Fellow
- Fellow
- Senior Fellow
- Principal Fellow

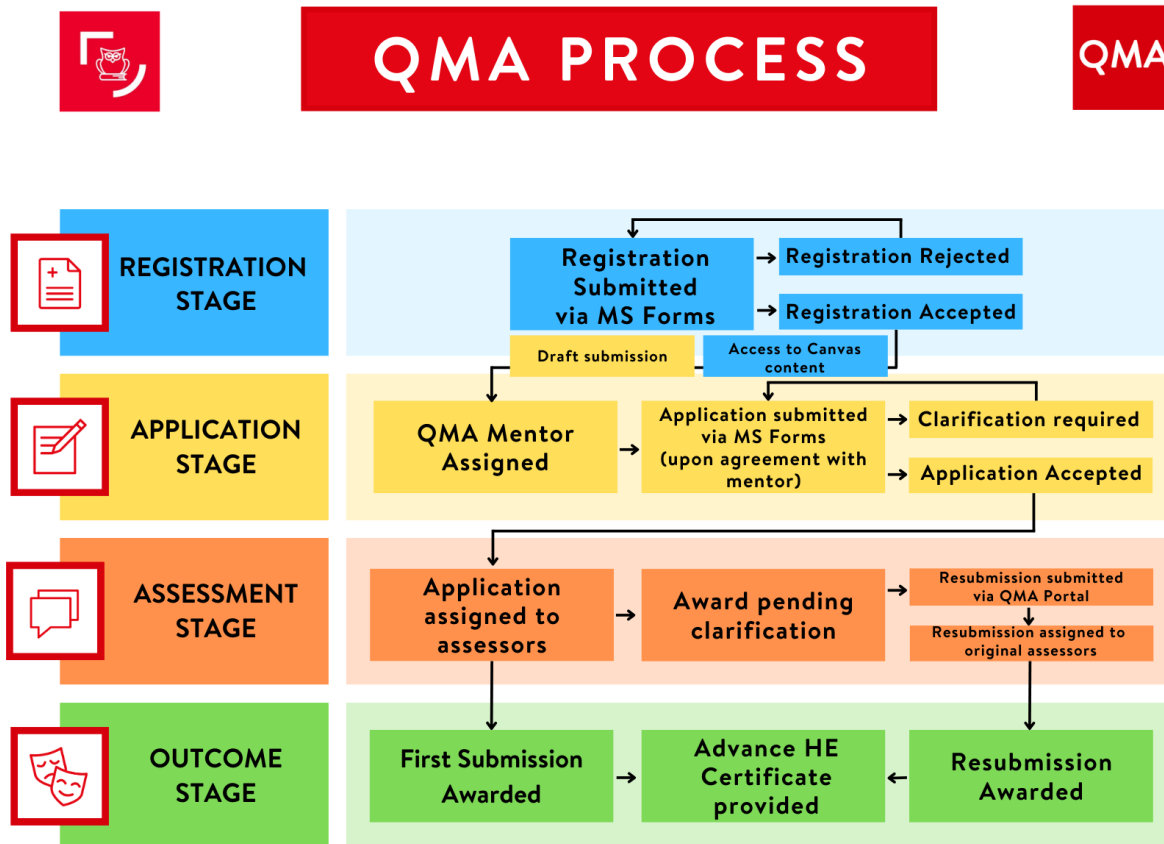
Q. Where can I find out more information about the categories of HEA fellowship?

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

Queen's Merit Award		
Experiential route	Descriptor 1 (AFHEA)	Accredited
Experiential route	Descriptor 2 (FHEA)	Accredited
Experiential route	Descriptor 3 (SFHEA)	Accredited
Experiential route	Descriptor 4 (PFHEA)	Accredited



Process to register and submit application to QMA



For any questions, please contact us on gma@gub.ac.uk