



MEMBERSHIP HANDBOOK

Please note: this Handbook is a live document, under continuous review. Check the RAeS website for the latest version

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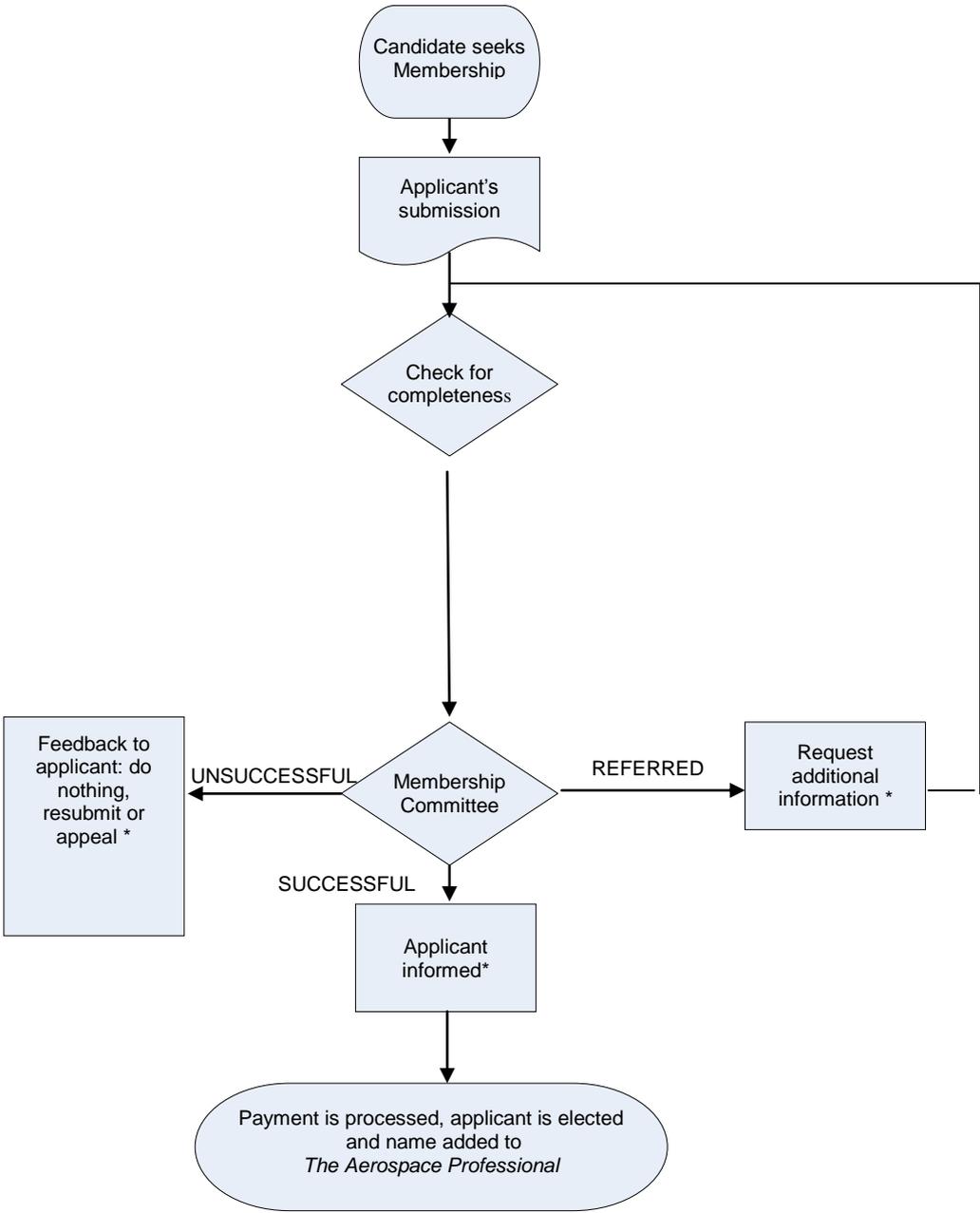
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OVERVIEW OF THE MEMBERSHIP PROCESS



* In the case of a joint application for membership and registration, the decision of the Membership Committee is provided to the Registration Committee.

SECTION 1. INTRODUCTION

1.1 INTRODUCTION TO THIS HANDBOOK

1.1.1 This *Handbook* has been produced by the Royal Aeronautical Society (the “Society”) for:

- Applicants wishing to join the Society and to progress through the membership grades
- Committee members assessing applicants for grades of membership
- The lists of typical jobs for each grade of membership are a) to assist prospective applicants; and b) to assist members of the Membership Committee to reach decisions on applicants. However, it is emphasised that these are guidelines and should not be considered as definitive. Final decisions on applicants whose roles are both within and outside of the job categories in this list must be consistent with the criteria expressed in the Society’s by-laws for a particular grade of membership.
- In this document, the term aeronautics should be taken to include aerospace. Similarly, the term aircraft refers to both fixed and rotary wing.

1.1.2 All membership grades are covered:

- Fellow (FRAeS) or Companion (CRAeS)
- Member (MRAeS)
- Associate Member (AMRAeS)
- Associate (ARAeS)
- eAssociate (ARAeS)
- Affiliate/Student Affiliate/Apprentice Affiliate

1.1.3 This *Handbook* covers:

- Guidance on joining the Society and transferring between grades - see Section 2
- Procedures for the assessment of applications; how they are handled by members of the Society’s Membership Committee - see Section 3
- Appeals procedures where applicants are not recommended for membership - see Section 4

1.1.4 The ultimate authority for applications for membership is Council, and the committees exercise that authority insofar as it has been delegated to them. The Society’s By-Laws contain the requirements and they are given in paragraph 2.2 below.

1.1.5 This *handbook* is one of four Handbooks. The other three are:

- Professional Standards Handbook
- Registration Handbook (for members wishing to apply for EngTech, IEng or CEng registration via the Society)
- Accreditation Handbook (which covers the accreditation of academic programmes and professional development schemes)

1.1.6 This handbook and the 3 mentioned above are updated regularly. For the most up to date information on how to apply for membership, registration and accreditation and copies of the other handbooks, visit the Society’s website www.aerosociety.com .)

1.1.7 A list of commonly used acronyms, including those occurring in this handbook is available on our website: www.aerosociety.com

SECTION 2. APPLYING FOR MEMBERSHIP

2.1 INTRODUCTION TO MEMBERSHIP

2.1.1 The Society is the world’s only professional body dedicated to the entire aeronautical and aerospace community. Established in 1866 to further the ‘art, science and engineering for aeronautics’, the Society has been at the forefront of developments in aerospace ever since. There are approximately 18,000 members in over 100 countries, an international network of 70 branches and in the region of 4,000 young members worldwide. Benefits of membership include:

- Professional Recognition
- Influencing the future of aerospace
- Monthly magazine *Aerospace*
- Professional development
- Professional networking
- Careers advice
- Young members events, awards and scholarships

2.1.2 Individuals wishing to apply for membership should first consider whether they have the qualifications, training, experiential learning and experience expected by the Society. For each grade of membership there are prescribed levels of qualification and professional experience in aerospace or a related discipline. Applicants should complete the application form available on the Society's website: www.aerosociety.com.

2.1.3 Applicants who are engineers might wish to apply for Professional Registration as EngTech, IEng or CEng. They need to join, or be in the appropriate grade of membership, of a professional engineering institution, such as the Society, before they can be registered. The requirements for registration differ from the requirements to join the Society (see the *Registration Handbook*). Where a joint application for membership and registration is made, the membership application will be considered first and the Registration Committee will be advised of the outcome. If an appropriate grade of membership is not achieved, the registration application will not be allowed to proceed.

2.1.4 The following points should be noted:

- Section 2.2 lists the typical UK qualifications and levels of responsibilities for each grade of membership.
- This Handbook describes all of the routes by which applicants may apply for membership

2.1.5 For each grade of membership:

- The requirements listed in the By-Laws are stated in Section 2.2 followed by a range of qualifications that are acceptable to Council.
- The levels of responsibilities are illustrative. Applicants having responsibilities other than those listed can still be considered for membership if they meet the relevant criteria.
- When considering any particular application, the committee will make its decisions based on all of the facts presented to it and may consequently decide to offer a grade of membership other than that applied for. Final decisions must satisfy the Society's By-Laws.
- Successful applicants assessed by the committees will be characterised by providing evidence (be it current, historical or both) of the following in appropriate measure to the grade of membership sought:
 - Competence (applied knowledge and skill) within the aeronautical/aerospace industry
 - Responsibility for control of aeronautical/aerospace activity
 - Contribution to improvement of aeronautical/aerospace products, processes and systems
 - Contribution to the aims of the Society and the aeronautical/aerospace community

2.1.6 Service to the Society will be taken into account when the experience and level of responsibility of applicants is being considered. In extreme cases it may constitute the whole of such experience. Such applicants must still meet the qualification standard applied for. Service to the Society means active membership of Society or Branch committees at a level of responsibility comparable with the general requirements for the grade applied for.

2.1.7 Applications through the Australia Division

Applications for Affiliate and Associate may be considered and processed by the Division's Grading Committee. Applications for all other grades are submitted to the RAeS Membership Committee.

2.2 THE REQUIREMENTS FOR EACH GRADE OF MEMBERSHIP

2.2.1 FELLOW (FRAeS)

2.2.1.1 Extract from RAeS By-Laws Sept 2007: *Every candidate for election into the class of Fellow must be a Member or possess the qualifications necessary for Member. Furthermore, the applicant shall:*

- a) *have made outstanding contributions in the profession of aeronautics, or*
- b) *have attained a position of high responsibility in the profession of aeronautics, or*
- c) *have had long experience of high quality in the profession of aeronautics.*

2.2.1.2 Typical qualifications: please refer to the typical Member requirements at paragraph 2.2.3.2. Academic qualifications for Fellowship are as per those for Member.

2.2.1.3 Comment: applicants may also be eligible to apply for CEng or IEng

2.2.1.4 Typical levels of responsibility and factors considered for FRAeS might be:

- **Operational and strategic responsibility for substantial programmes and resources**
For example: number of registered engineers / staff reporting; size of influenceable budget relative to turnover; level within organisation structure; sphere of influence within employing organisation; level at which represents organisation externally.
- **Personal responsibility for significant technological innovation**
For example: recognised technical expert within and/or external to employing organization (including SMEs); conference papers; published work; published patents.
- **Original research resulting in international recognition**
For example: published papers; books; articles; scope and audience for conference sessions chaired or presentations delivered etc; research subjects may range from technical to managerial and operational.
- **The successful creation and development of a business in a sector of relevance to the RAeS**
For example: turnover; number of employees; funding sources; clients; products and services.
- **Recognised leadership in academia or the armed services**
For example: rank; grade; role performed where this exceeds that normally associated with rank or grade; deputisation.
- **Outstanding service on national and international professional bodies**
For example: membership or service on national or international standards or professional bodies such as the RAeS.
- **Enhancement of the profession through public service**
For example: the award of public honours such as decorations and honours; honorary degrees; awards from the RAeS; awards from other professional bodies (FREng, FRS); Government service.

2.2.1.5 Typical jobs for FRAeS may include:

ACADEMIA	Professor Reader Outstanding university Principal or Senior Lecturer Outstanding Senior Research Fellow Director of major aeronautical training organisation
DESIGN & MANUFACTURE	General Manager Chief Engineer or Project Director for aircraft, weapons systems or major subsystems Head of specialist function in major organisation
LOGISTICS, MAINTENANCE & REPAIR	General Manager Manager of major overhaul facility Head of specialist function in major organisation
OPERATIONS & TRAINING	Chief test pilot in major aircraft company Senior management in major aviation company; Training Captain in a major airline, training organization or business jet operation, Captain of multi-crew turbine powered aircraft who has national or international

recognition in the field of aeronautics
Senior manager in NATS, SATCO at large or busy airport

CIVIL AVIATION AUTHORITY Members of CAA Senior Management Group
Head of Department and Head of Section

PROFESSIONAL SUPPORT Outstanding contributions, or a position of high responsibility, or long experience of high quality in an aerospace context in a field such as: medicine, law, human resources and training, finance, sales and marketing and media

HERITAGE Outstanding contribution in the field of Aerospace Heritage

ARMED FORCES **Subject to individual experience and responsibility, Commander, Lieutenant Colonel, Wing Commander. Exceptionally, Officers of a lower rank who hold' positions of responsibility (Chief Air Engineer, Senior Operator) within the MAA Duty Holder structure may be considered.**

Regular reserves (Royal Navy Reserves (Air Branch), Royal Auxiliary Air Force, RAF Reserves) are entitled to the same grade as regular forces.

CIVIL SERVICE Band B

RESEARCH & DEVELOPMENT Head of Department or member of senior management team
Principal Inspector of Accidents

2.2.1.6 ALTERNATIVE ROUTES TO FELLOWSHIP

2.2.1.6.1. Presidential Invitations

Nominations for Presidential Invitations have to be agreed by the President and the Chief Executive. They are intended for people in positions of senior responsibility or influence. This applies to both non members and existing members. The potential recipient should not know that they have been nominated and must not be contacted unless they are offered Fellow or Companion grade by the Membership Committee. Like other Fellowship / Companionship applications, Presidential Invitations are subject to final approval by Council. The election list is emailed to Council members who have 5 days in which to raise any objection, after which staff notify the recipient. If the invitation is accepted, no fee is required for the first year of membership.

2.2.1.6.2 As of January 2007, the Presidential Invitation route was extended to include existing members who have made a significant contribution to aeronautics/aerospace and/or to the work of the Society. Existing members will not receive one year's free membership.

2.2.1.6.2 Senior Engineers' Route to FRAeS and CEng

2.2.6.2.1 Senior engineers, **supported by their company**, can apply to become FRAeS and CEng via an application process developed jointly with the Institution of Engineering & Technology, the Institution of Mechanical Engineers and the Royal Aeronautical Society, supported by the Engineering Council. The process is applicable to Senior Engineers defined as "Individuals who hold a significant position of responsibility for engineering judgment, solutions and process application, and who are operating at the top level within an organisation which recognises registration as an integral part of their employees' professional development (and where, in some instances, such positions may be dependent on registration) within the aerospace industry. They must be able to demonstrate achievement of the Engineering Council's competence requirements and fulfil the Society's requirement for Fellow.

2.2.1.6.2.2 Using the normal membership application form, appropriate senior managers invited by their companies, may apply for CEng registration with the minimum of supporting documents. Applications are handled in the same way as standard applications – see Section 2 of *Registration Handbook* for details.

2.2.2 COMPANION (CRAeS)

2.2.2.1 Extract from RAeS By-Laws October 2012: *Persons who have rendered valuable service to the profession of aeronautics, and do not qualify for the class of Fellow.*

2.2.2.3 Comment: Applicants could qualify for Companionship in one of three ways:

- Operating at 'Fellow' level in the industry, but without meeting the requirements for Member
- Operating in a discipline not solely associated with aeronautics/aerospace, but in a position of significant influence concerning aeronautics
- Having made an outstanding contribution to aeronautics, although not professionally engaged within the industry.

2.2.2.4 Typical levels of responsibility: Individuals would match the level of responsibility held by those eligible for FRAeS.

2.2.3 MEMBER (MRAeS)

2.2.3.1 Extract from RAeS By-Laws October 2012: *Applicants must*

Either (a)

(i) Hold an academic or vocational qualification acceptable to the Council; and (ii) Have had four years' integrated training and experiential learning including not less than two years' experience at an appropriate level of responsibility,

or (b)

have normally had not less than 15 years' appropriate experience of which the last seven are in a position of responsibility at a level appropriate to the grades of Member or Fellow.

2.2.3.2 Typical qualifications: The following qualifications will be accepted:

- Honours degree at Bachelors level or higher degree* in a subject appropriate to the candidate's area of expertise
- NVQ / SVQ at level 6, 7 or 8 in an appropriate subject, or Postgraduate diploma, professional qualification, etc provided the applicant's current CV shows evidence of appropriate work at Graduate level
- A degree completed in Europe and listed in the FEANI Register
- A degree completed outside Europe and confirmed by NARIC to be at a comparable level to a Bachelors honours degree in an appropriate subject

**Higher degrees may, for example, include Master of Engineering (MEng); Master of Science (MSc); Engineering Doctorate (EngD); Doctor of Philosophy (PhD), though recognising the variety of applicants' qualifications, this is not an exhaustive list*

2.2.3.3 Comment:

- Recognising that some applicants may have undergone structured development and training (which could include gaining relevant professional and/or vocational qualifications) thereby providing early advancement to positions of appropriate responsibility, the overall 15 year period may be relaxed where evidence of such training is presented, provided that for at least the last 7 years the candidate has held a position of responsibility at the appropriate level
- Where a graduate has completed a sandwich degree, the experience gained in industrial placements can be considered, if appropriate, towards the experience requirement.
- Appropriate level of responsibility takes in management, achievement, contribution or development
- Applicants may also be eligible to apply for CEng, IEng or EngTech.

2.2.3.4 Typical levels of responsibility and factors considered for MRAeS:

- Postgraduate research/study for Masters or PhD
- Qualified Teacher responsible for science, mathematics, IT, aerospace engineering, design or technology
- FE or HE lecturer in science, mathematics, IT, aerospace engineering or technology
- Military trainer (may be a civilian)
- Industrial trainer
- UK government engineer or technologist, grades
- Armed Services – commissioned officers, non-commissioned officers at Warrant Officer 1 or equivalent

- Legal or financial professionals working in an aeronautical/aerospace engineering or technology environment
- IT analyst
- Consultant
- Manager or self-employed contractor with responsibility for managing budgets and/or staff and/or contractors and/or contracts
- Manager, senior manager, director of SMEs (over ten staff) and larger organisations
- Self-employed contractor working in graduate roles within client organisations
- Authorised person or inspector with legal responsibility/liability for inspection and approval of safety critical systems or equipment
- Senior maintenance engineer

2.2.3.5 Typical jobs for MRAeS may include:

ACADEMIA

Academically Qualified

Normally, at least 4 years' experience as University Lecturer
Senior Lecturer in an FE or HE College

Non-academically Qualified

Lecturer in College of FE or HE with, normally, no less than 15 years' experience, with the last seven years as a Lecturer

DESIGN & MANUFACTURE

Academically Qualified

Normally, at least 4 years' experience, which may include appropriate training, 2 of which are as follows:
Senior Engineer, Designer, Author
Personal authority to approve system or component design
Team leader with managerial responsibility for technical staff

Non-academically Qualified

Normally, no less than 15 years' experience with the last seven years as above

LOGISTICS, MAINTENANCE & REPAIR

Academically Qualified

Normally, at least 4 years' experience, which may include appropriate training, 2 of which are as follows:
Senior Engineer, Designer or Author
Personal authority to approve system or component design
Team leader with managerial responsibility for technical staff
Senior maintenance engineer with management responsibility

Non-academically Qualified

Normally, at least 15 years' experience with the last 7 years as above

OPERATIONS & TRAINING

Academically Qualified

Normally, at least 4 years' experience, which may include appropriate training, 2 of which are as follows:
Graduate of recognised Test Pilot School with experience of major project
Manager NATS, ATCO
Civilian Flying School CFI
Airline pilot of multi-crew turbine powered aircraft
Captain, non-airline, of multi-crew turbine powered aircraft
Training pilot in major airline, training organization or business jet operation
Project test pilot or lead flight test engineer involved in significant aircraft or flight systems project

Non-academically Qualified

Normally at least 15 years' experience, at least 7 of which as above.

CIVIL AVIATION AUTHORITY

Academically Qualified

Normally, at least 4 years' experience, which may include appropriate

training, 2 of which are as follows:
Flight Operations Inspectors
Surveyors
Licensing Officers
Technical Officers

Non-academically Qualified Normally, at least 15 years' experience with the last 7 years as above

PROFESSIONAL SUPPORT

Academically Qualified Professionally qualified practitioner with, normally, at least 4 years' experience in in a field such as: medicine, law, human resources and training, finance, sales and marketing and media

Non-academically Qualified Normally, no less than 15 years' experience with the last seven years as above

HERITAGE

Academically Qualified Aerospace Museum Curator with 4 years' experience
Major participant in restoration or reconstruction projects with the responsibility for the supervision of other participants

Non-academically Qualified Normally, no less than 15 years' experience with the last seven years as above

ARMED FORCES

Academically Qualified **At least 2 years productive service as an Officer or Senior Non-Commissioned Officer and having reached the rank of Chief Petty Officer, Staff/Colour Sergeant, Flight Sergeant or Chief Technician or above.**

Non-academically Qualified **Chief Petty Officer, Staff/ Colour Sergeant, Flight Sergeant or Chief Technician with a minimum 15 years' experience including 7 years' experience at one of these ranks, or equivalent.**

Reserves: Regular reserves (Royal Navy Reserves (Air Branch), Royal Auxiliary Air Force, RAF Reserves) are entitled to the same grade as regular forces.

CIVIL SERVICE

Academically Qualified Grade C2 with 2 years productive service

Non-Academically Qualified 15 years experience including 7 years at grade C2

RESEARCH & DEVELOPMENT

Academically Qualified Normally, at least 4 years' experience, which may include appropriate training, 2 of which are as follows:
Inspector of Accidents
Team leader or Principal Engineer with management responsibility for technical staff

Non-academically Qualified Normally, 15 years' experience with the last 7 years as above

2.2.3.6 MUTUAL RECOGNITION AGREEMENT WITH ENGINEERS AUSTRALIA

2.2.3.6.1 In 2004, the Institution of Engineers Australia (EA) and the Royal Aeronautical Society (RAeS) signed an Agreement of Cooperation. It includes a Mutual Recognition Agreement (MRA) which provides for reciprocal recognition for membership and for facilitation of professional registration.

2.2.3.6.2 The MRA covers members of the EA who are Member / CPEng and who wish to join the RAeS as MRAeS / CEng; such applicants should be automatically accepted as MRAeS / CEng once EA confirms their status. The same process is used when RAeS members want to join EA.

2.2.3.6.3 RAeS staff process these applications; committee members are not involved. The Society's Australia Division is the main point of contact for applications from EA members. RAeS members who want

to join EA should contact the Professional Standards Department. See Appendix L of *Registration Handbook* for details. Copies of the MRA are available on request.

2.2.4 ASSOCIATE MEMBER (AMRAeS)

2.2.4.1 Extract from RAeS By-Laws October 2012: *Applicants must:*

either (a)

(i) hold an academic or vocational qualification acceptable to the Council for admission to Member grade and; (ii) Have completed two years' training and / or experiential learning, See 2.2.3.2 for details.

or (b)

(i) hold an academic or vocational qualification acceptable to the Council; and (ii) have completed three years' integrated training and experiential learning including not less than two years' experience at an appropriate level of responsibility

or (c)

normally, have not less than 12 years' appropriate experience

2.2.4.2 Typical qualifications: The following alternate qualifications will be accepted:

- BTEC HNC, ordinary degree or equivalent
- a pass/ordinary degree (e.g. BA, BSc, BEng) in an appropriate subject, or
- a foundation degree (FD), Higher National Diploma (HND) or Higher National Certificate (HNC), or
- NVQ/SVQ at NQF level 4 or 5, or their equivalent, or
- Licentiate of the City and Guilds, for study in an appropriate subject or an appropriate City and Guilds qualification at level 4
- Commercial Pilot's Licence plus 3 years' experience
- Frozen Air Transport Pilot's Licence plus 2 years' experience

2.2.4.3 Comment:

- where a graduate has completed a sandwich degree, the experience gained in industrial placements can be considered, if appropriate.
- applicants may also be eligible to apply for IEng or EngTech.

2.2.4.4 Typical levels of responsibility and factors considered for AMRAeS:

- supervisory responsibilities for people, products or processes
- Licensed Aircraft Maintenance Engineer with type ratings for complex aircraft
- Armed Services' Senior NCOs
- IT practitioners with independent authority
- self employed contracting staff with independent project authority
- professional support staff in fields such as Law, Finance, Marketing, Sales, Medical Facilities who do not meet the criteria for full membership
- Post Graduates who have, normally, completed at least 2 years' training and/or experience

2.2.4.5 Typical jobs for AMRAeS may include:

ACADEMIA

Academically Qualified	Normally, 2 years' appropriate professional development and experience
Non-honours degree or other	3 years' experience as Assistant Lecturer teaching technicians or as instructor in aeronautical/aerospace subjects
Non-academically Qualified	Normally, 12, of which at least 3 years' teaching at technician level

DESIGN & MANUFACTURE

Academically Qualified	Normally, 2 years' appropriate professional development and experience
Non-honours degree or other	Normally, 3 years' experience in a position of responsibility such as draughtsman, research technician or technical instructor
Non-academically Qualified	Normally, 12 years with at least 3 years' experience in a position of

responsibility for technical design standards, or supervision of staff

LOGISTICS, MAINTENANCE & REPAIR

Academically Qualified

Normally, 2 years' appropriate professional development and experience

Non-honours degree or other

Normally, 3 years' experience in a position of responsibility such as Licensed Engineer, draughtsman, research technician or technical instructor

Non-academically Qualified

Normally, 12 years' experience with at least 3 years in a position of responsibility for technical design or maintenance standards, or supervision of staff
Licensed Engineer holding full CRS approval, normally, for a minimum of 3 years

OPERATIONS & TRAINING

Academically Qualified

Normally, 2 years' appropriate professional development and experience

Non-honours degree or other

Holders of CPL, Flight Engineers' Licence or graduate of recognised Test Pilot School with, normally, 3 years' experience as Cabin Service Director or equivalent

Non-academically Qualified

12 years of which at least 3 years' experience as CPL holder, Flight Engineer, Test Pilot or Cabin Service Director
Civilian Flying School CFI

CIVIL AVIATION AUTHORITY

Academically Qualified

Normally, 2 years' appropriate professional development and experience

Non-honours degree or other

Normally 3 years' experience as Level 5 and 6 technical officers or similar

Non-academically Qualified

Normally, 12 years' experience with at least 3 years as Level 5 and 6 technical officers or similar

PROFESSIONAL SUPPORT

Academically Qualified

Professionally qualified practitioner with at least 2 years' experience in one of above fields in a specific aerospace context

Non-academically qualified

Assessed on an individual basis for aerospace involvement e.g. for law, Fellow of the Institute of Legal Executives with 12 years' experience in a specific aerospace context

HERITAGE

Demonstrated suitable application in heritage activities for a minimum of 4 years with a responsibility for independent action or control

Published Biographer of major aerospace heritage person(s) requiring a minimum of 4 years' research

ARMED FORCES

Academically Qualified

Petty Officers and Sergeants with 2 years' substantive service in that rank. Exceptionally, Non-Commissioned Officers of a lower rank with exceptional responsibility and experience may be considered.

Non-honours degree or other

Petty Officers and Sergeants with 3 years' substantive service in that rank. Exceptionally, Non-Commissioned Officers of a lower rank with exceptional responsibility and experience may be considered.

Non-academically Qualified

Petty Officers and Sergeants with 3 years' substantive service in that rank and a minimum of 12 years total service. Exceptionally, Non-Commissioned Officers of a lower rank with exceptional responsibility and experience may be considered.

Reserves

Regular reserves (Royal Navy Reserves (Air Branch), Royal Auxiliary Air Force, RAF Reserves), Territorial Army, are entitled to the same grade as regular forces.

CIVIL SERVICE

Academically Qualified	Normally 2 years' professional development and experience
Non-honours degree or other	Normally 3 years' experience as Band D
Non-academically Qualified	Normally 12 years' experience with at least 3 as band D

RESEARCH & DEVELOPMENT

Academically Qualified	Normally, 2 years' professional development and experience
Non-honours degree or other	Normally, 3 years' experience with supervisory responsibility
Non-academically Qualified	Normally, 12 years' experience

2.2.5 ASSOCIATE (ARaES)

2.2.5.1 Extract from RAeS By-Laws October 2012: *Applicants must:*

either (a): hold an academic or vocational qualification acceptable to the Council

*or (b) have **three** years' experience*

2.2.5.2 Typical qualifications: The following qualifications will be accepted:

- An ordinary degree
- A National Diploma (ND), National Certificate (NC) or equivalent, or
- An appropriate level 3 City and Guilds qualification (e.g. C&G 208, C&G 259, C&G 2661 Certificate), or
- Commercial Pilots Licence
- Air Transport Pilot's Licence (Frozen)
- An appropriate Certified Apprenticeship, or
- An appropriate NVQ/SVQ at NQF level 3 or equivalent
- An EASA License for 2 years, without type rating.

2.2.5.3 Comment:

- This grade is appropriate for applicants who have just graduated in an appropriate aeronautical/aerospace related degree.
- eAssociate: an on-line membership for those who have just successfully completed for their degree, from 2011 onwards
- It is also appropriate to professionals for whom membership of the Society could be complementary to that of another discipline-based professional institution, but who do not qualify for a higher grade.
- Applicants may also be eligible to apply for EngTech

2.2.6 AFFILIATE AND STUDENT

2.2.6.1 Extract from RAeS By-Laws October 2012: *Applicants engaged in full-time study intending to follow a career in aeronautics/aerospace, and those persons who, while they may be ineligible for other grades of membership, are nevertheless associated with or interested in aeronautics and wish to further the objects of the Society.*

2.2.6.2 Typical qualifications: None stated

2.2.6.3 Typical levels of responsibilities: Not applicable

2.2.6.4 Comment:

- Applicants on the Defence Technical Undergraduate Scheme (DTUS) or in either the University Air Squadron (UAS) or University Royal Navy Unit (URNU) are encouraged to join as Affiliates.
- Applicants registered on an approved apprenticeship scheme may apply to become Apprentice Affiliates
- Student Affiliate members may, on graduation, apply on-line to become eAssociates.

SECTION 3: ASSESSMENT OF APPLICATIONS

3.1 The process used to decide on approval of applications

3.1.1 The following process is used to decide whether or not an applicant should be approved for membership:

- Applicants should submit their typed application form and supporting documentation according to the timetable advertised on the Society's website.
- Committee members assess each application against the criteria set in this membership handbook.
- At the committee meeting, a summary of the votes on each application is read out and, following any further discussions, members make one of the following decisions:
 - The applicant should be approved for membership
 - Request further information
 - The applicant should not be approved for membership because he or she does not meet the requirements for membership.
 - The applicant should be offered an appropriate lower or higher grade of membership

3.1.2 All decisions are determined by majority votes of members after all opinions have been considered but the Chairman (or the deputy) has a deciding vote, if necessary. Staff will record the comments made by members. With regard to applications for Fellowship, all committee members participate in the discussion but only Fellows may vote if a decision does not emerge from the general discussion and votes need to be cast.

3.1.3 Successful applicants, after paying the appropriate fees, receive a certificate to confirm membership and their name appears in *Aerospace Professional*.

3.1.4 Unsuccessful applicants receive feedback on what additional information is needed for future consideration or what the applicant should do if the grade of membership applied for is not appropriate. Section 4 outlines the process if an applicant wishes to appeal against the decision.

3.1.5 Committee members may be asked to assess applications between face to face meetings. Staff will email the application form to all committee members. At least 4 members, including the Chairman, are needed to participate in a virtual meeting. Members will consider the application against the criteria in this handbook and make recommendations as per Para 3.1. Where all participating members agree to electronically approve the applicant for membership, the decision will be ratified by Chairman's action and mentioned for the minutes at the next face to face meeting. Where there is disagreement among members, staff will add the papers for the next Committee meeting to make a formal decision.

SECTION 4 APPEALS PROCEDURE

4.1 INTRODUCTION

4.1.1 All appeals against membership decisions shall be conducted in accordance with the procedure below.

4.1.2 The Membership Committee will endeavour to ensure that issues resulting from any decision relating to an application are resolved satisfactorily with the applicant without the need to resort to the following review procedure, the aims of which are to ensure that:

- a) the applicant has been able to present all the relevant information to the Membership Committee.

- b) the correct procedures have been followed.
- c) the original decision has been carefully reviewed.
- d) the Appeal Review Panel reaches a fair decision based upon all evidence available.

4.2 THE PROCEDURE

4.2.1 An appeal against a decision by the Membership Committee must be received by the Professional Standards Manager within thirty days of the date on the letter advising the Membership Committee's decision. The appeal must be in writing and state the decision(s) being disputed, the grounds on which the appeal is being made, and must (where possible) be accompanied by relevant supporting documentation.

4.2.2. Receipt of notice to lodge an appeal will be acknowledged within seven working days and forwarded to the Chairman of the Membership Committee, following which the Membership Committee shall review its decision at their earliest opportunity by reassessing the appellant's application as new. The appellant will be informed of the resulting decision within seven days of the meeting.

4.2.3 In the event that the appellant is still dissatisfied with the decision of the Membership Committee, a second appeal may be lodged within thirty days of the date of the review being notified to the candidate. In such a case the Professional Standards Board shall appoint an independent Appeal Review Panel of not less than three Members or Fellows to determine, *prima facie*, the validity of the case. The Appeal Review Panel may, at its discretion, make inquiries of the candidate regarding the said appeal. The fee for this is £200 – refunded if the appeal is successful.

4.2.4 Those Members or Fellows so appointed must be knowledgeable of the membership processes, but must not have been involved in previous Membership Committee decisions relating to the appellant, nor had dealings with the appellant during the previous three years. Three members of the panel shall constitute a quorum. The Appeal Review Panel shall appoint its own Chairman who shall have a second or casting vote in the case of equality of votes. Fellows only will review Fellowship applications.

4.2.5 The Appeal Review Panel shall meet within twelve weeks of appointment and shall make additional inquiries by any legal method as it may in its absolute discretion think fit. The appellant shall be given not less than five days notice of the hearing and shall be entitled to receive a copy of documents provided to the Appeal Review Panel, which will include:

- a) the RAeS Membership Handbook
- b) the letter(s) of appeal, together with any supporting documentation from the appellant.
- c) the original application form from the appellant.
- d) relevant information supplied by the Chairman of the Membership Committee concerning the original decision of Membership Committee, together with the decision letter(s) sent to the appellant.
- e) extract from the minutes of appropriate Membership Committee meeting(s) that considered the appellant's application report.

4.2.6 At the discretion of the Appeal Review Panel the candidate may be required to attend the hearing and present evidence in person.

4.2.7 On conclusion of its deliberations the Appeal Review Panel shall report direct to the Professional Standards Board with its recommendations. The Professional Standards Board may then:

either

uphold the original decision of the Membership Committee and dismiss the appeal

or

uphold the appeal, annul the decision of the Membership Committee and implement the recommendations of the Appeal Review Panel.

4.2.8 The appellant shall be informed of the outcome of the appeal within four weeks of the decision by the Professional Standards Board, which shall be final. The Professional Standards Board shall not be required to give reasons for their decision.

SECTION 5. QUALITY ASSURANCE

5.1 Quality Assurance

5.1.1 The whole membership process is subject to independent assessment by the Society's Self Assessment Panel; the aim is to ensure that the correct procedures are followed. The focus of the Self Assessment Panel is procedural adherence and continuous self-assessment, providing a measure of continuous oversight.

5.1.2 Continuous improvement is an essential part of any process. The Society relies on members and the Membership Committees to suggest ways in which the process can be improved, based on their knowledge, experience and judgment.

5.1.3 The Society monitors the success / failure rate of applicants for membership and will investigate possible causes of any departures from normal trends.

5.1.4 The Society will retain the application form and other relevant documents for 3 years.