

INSTITUTE OF GEOLOGISTS OF IRELAND

APPLICATION GUIDELINES

The Institute of Geologists of Ireland Limited (IGI), founded in 1999, is the professional body representing geologists in Ireland. It has been set up as a self-regulating association with professional standards and disciplinary powers to provide professional certification of geologists in Ireland, to represent the interests of all geologists in Ireland on professional matters, and to develop professional activities and services on behalf of members.

The IGI is also a member of the European Federation of Geologists (EFG) and as an EFG Licensed Body handles EurGeol. applications in Ireland. The EFG represents geologists throughout Europe through the national representative bodies in each member country. There are 19 member countries representing more than 75,000 geoscientists.

The Council of the IGI has delegated responsibility to the Validation Committee for the assessment of all membership applications. The Validation Committee is responsible for the administration of all aspects of the application procedures and regulations. The IGI accepts applications for three classes of membership, for which the minimum requirements are summarised below. The same application form should be used for all classes of membership.

Professional Membership and EurGeol. – *please read Parts 1, 2 and 4 of this guide*

Professional Members and EurGeols shall have a **primary degree in geology, geoscience, or equivalent** approved by the Board, or produce evidence satisfactory to the Board that such degree or other qualification the candidate may possess is equivalent to a degree approved by the Board; and have been **engaged in the science and practice of geoscience for a period of not less than five years subsequent to the award of the degree**, or to the acquiring of such qualification as may be accepted by the Board as equivalent, provided that in the specified five years the candidate has **attained a position of professional responsibility**. Applicants shall be sponsored by three fully paid up Professional Members of the Company.

Membership-in-Training – *please read Parts 3 and 4 of this guide*

Any person engaged in the science, practice, or study, of geoscience may apply to become a Member-in-Training, provided he or she holds a **degree or diploma in geoscience** from a college of acceptable academic standards. Applicants shall be sponsored by one, or more, fully paid up Professional Members of the Company, or by the Geophysical Association of Ireland, or by the Geotechnical Section of the Institution of Engineers of Ireland, or by the Irish Association for Economic Geology Limited, or by the International Association of Hydrogeologists (Irish Group), or by the Irish Mining and Quarrying Society.

Associate Membership – *please read Parts 3 and 4 of this guide*

Any person engaged in the science, practice, or study, of geoscience may apply to become an Associate Member, provided he or she holds such qualifications as may be approved by the Board. Applicants shall be sponsored by one, or more, fully paid up Professional Members of the Company. The Board may waive degree or current professional activity requirements if in its judgement an applicant has adequate professional experience and has attained standing in the profession of geology.

PART 1 - APPLICATION FOR PROFESSIONAL MEMBERSHIP AND EURGEOL.

Summary

The procedure for application for Professional Membership comprises the following main steps:

1. The candidate sends to the Secretary:
 - a completed Application Form
 - a cheque covering the application fee and membership subscription for the first year
 - copies of two professional reports or publications, or three copies of a Professional Practice Report (see next section of this guide)
 - copies of initialled degree/diploma certificates.
2. The candidate's Sponsors send their completed Sponsor's Statement forms to the Secretary

or

a letter from a body with a mutual recognition agreement with the IGI (e.g. AIPG) is submitted to the Secretary.

3. A Professional Review of the completed application is carried out by an Assessor. Following a successful Professional Review, the Secretary invites the candidate for interview. An Interview Panel appointed by the Validation Committee interviews the candidate and reports. Following successful interview, the Validation Committee recommends the candidate to Council. Following election to Professional Membership by Council, the candidate is notified and a certificate issued.

All Assessors and members of Interview Panels are bound by Council to maintain complete confidentiality with regard to proprietary or commercially sensitive information relating to a candidate's work or the activities of his/her employing organisation.

If at any stage of the procedure a candidate is deemed by the Assessor or the Interview Panel to have insufficient experience or training, the candidate will be informed and advised how best to improve so as to allow re-application at a later date. In the event of a dispute, an appeals procedure is provided for in the IGI Articles of Association.

The IGI became an EFG Licensed Body on 1st January 2002, allowing the title European Geologist (EurGeol.) to be administered by the IGI on behalf of the EFG. The minimum requirements for the EurGeol. title will be met by all successful applicants for IGI Professional Membership. Applicants for IGI Professional Membership may include the EurGeol. annual subscription fee with their application. Applicants who do so, and whose applications are successful, will be recommended to the EFG Registration Authority for the award of the EurGeol. title.

Professional Practice Report

The IGI has experienced a number of applications where candidates have stated that they are unable to provide copies of their professional reports for confidentiality reasons. Every effort is made to ensure that both the Assessor and the Interview Panels will not cause conflicts of interest. However the IGI provides an alternative arrangement which may be acceptable in special circumstances. The IGI reserves the right to decide if this procedure can be used in each individual case. The purpose of a Professional Practice Report is to provide a comprehensive and clear account of the candidate's training and experience. It is also an opportunity for candidates to demonstrate their ability to communicate clearly in writing.

The report must include, separately and in chronological order, an outline of the training undertaken by the candidate as set out in the summary of career details in the Application Form (Sections I and J). It should identify clearly and separately any formal training programmes and job-related courses carried out, as well as continuing professional development (CPD) activities. The report will give a comprehensive and accurate description of the training and professional experience being claimed by the candidate. It must demonstrate the extent and character of the personal contribution and level of responsibility exercised by the candidate and where possible include some measure of impact made, e.g. budget, level of risk, etc. The scope of freedom available to the candidate in the employing organisation is of major interest, as well as details of significant technical or managerial problem solving and innovative activity. Candidates should make reference to verification sources, e.g. employers, line managers and supervisors. This is intended to assist the members of the Interview Panel in making an assessment of the candidate and reaching a judgement of the level of competence and personal responsibility exercised. This is important in the absence of a Professional Report from the working career of the candidate. Also, a Sponsor may be asked at a later stage to comment on aspects of the Report.

The Report should be not less than 3,000 or more than 4,000 words in length. It must be typed or printed. Presentation will be an important feature of the Report. Excessive use of jargon and acronyms should be avoided and a glossary of terms is essential. Spelling, grammar and syntax are clearly important. Maps and drawings may be included as part of an Appendix. The Report should be set out in a clear format with reasonable spaces between sections. Pages must be numbered. Reports which do not conform to the specified format will be returned for correction. Three copies of the report must be provided.

The Report must end with the following statement and be signed and dated by the candidate:
'I hereby certify that the Professional Practice Report has been prepared in its entirety by me and that all statements and claims therein are true and accurate'.

Professional Review

All correspondence regarding applications for membership is made through the Secretary. Upon receipt of all necessary documentation relating to an application, the Secretary will forward the application to the Assessor for Professional Review. Partial documentation will not be forwarded but will remain with the Secretary until all documentation has been received.

The Validation Committee appoints an Assessor who is a Professional Geologist with at least ten years experience to examine each candidate's application and to determine if the training, the geological experience being claimed and the quality of work undertaken merit progression to the Professional Interview. If the Assessor feels that the application is insufficient, further information will be sought through the Secretary. It should be appreciated that an Assessor is in a position to help a candidate with his/her application and that any referrals are made in this light.

Following the Review, if the Assessor is satisfied with the application it is returned to the Secretary. The application and Assessor's comments are then sent to the Interview Panel.

Professional Interview

Interview Panels consist of three Professional Geologists, one acting as Chairman, of whom ideally two will be from the same field as the candidate. Interview Panels are appointed by the Validation Committee and normally one member of the Interview Panel will also serve on the Validation Committee.

The interview will last for approximately 45 minutes and will include an initial period of not more than ten minutes for the candidate to give an uninterrupted verbal summary of his/her career illustrating highlights of his/her experience and responsibility. In addition to demonstrating technical and professional knowledge arising from his/her experience, the candidate will be required to demonstrate an appreciation and knowledge of the IGI's Code of Ethics and an understanding of the importance of Health and Safety in the workplace. Candidates are encouraged to bring to the interview any additional reports or materials which they feel could demonstrate aspects of their professional experience in more detail. All matters under discussion and information supplied will remain strictly confidential to the Interview Panel and the IGI.

Candidates will be informed in writing of the result of their application within eight weeks of the interview date. Candidates who, in the opinion of the Interview Panel, have not achieved the required standards will be offered guidance and/or opportunities to enable them to acquire additional knowledge and experience before reapplying. Candidates will be asked at the close of the interview if they feel that they have had a fair opportunity to present their case for Professional Membership. If, following the interview, any candidate is not satisfied with the outcome, the candidate can write to the Secretary seeking further information or explanation of the result. An appeals procedure is provided for in the IGI Articles of Association.

Guidelines for Completing the Application Form

Candidates for Professional Membership shall have a primary degree in geology, geoscience, or equivalent approved by the Council,

or

produce evidence satisfactory to the Council that such degree or other qualification the candidate may possess is equivalent to a degree approved by the Council,

and

have been engaged in the science and practice of geoscience for a period of not less than five years subsequent to the award of the degree, or to the acquiring of such qualification as may be accepted by the Council as equivalent,

provided

that in the specified five years the candidate has worked in a professional capacity. Evidence of experience should be provided in the form of professional reports and/or published refereed papers (see below). Candidates should complete the form in CAPITAL LETTERS or typescript.

SECTION A: PERSONAL DETAILS

The PGeo application fee is €50 and the PGeo annual subscription fee is €120 for 2002. The EurGeol. annual subscription fee is €15 (FOR 2002 ONLY there is no EurGeol. application fee). Annual subscriptions will fall due in January of each year. Cheques should be made payable to 'Institute of Geologists of Ireland'. All communication will be sent to your business address unless otherwise requested.

SECTION B: SPONSORS

Candidates for Professional Membership (PGeo) shall be sponsored by not less than three (3) fully paid up IGI Professional Members (PGeo), or European Geologists (EurGeol.), or professional members of other professional organisations recognised for this purpose by the Board. Sponsors should sign Section B of the Application Form, noting their IGI Membership Class and IGI Registration Number. Where no IGI Professional Member, European Geologist or other recognised professional geologist can be identified who is familiar with the candidate's work during the previous five years, one Sponsor with such knowledge who is a member of another professional geoscientific body will be accepted. *Sponsors should not sign the declaration in Section B, which is intended only for sponsors of applicants for Member-in-Training and Associate Member status.* In addition, Sponsors should initial those entries on the Application Form with which they are personally familiar. It is not expected that the Sponsors will be familiar with all aspects of the candidate's career. Neither is it expected that Sponsors will initial all entries on the application form. Candidates should however ensure that at least one of the Sponsors is familiar with the most recent five-year period, and that those entries are appropriately authenticated. It is not necessary for any item to be initialled by more than one Sponsor.

Each Sponsor should complete a Sponsor's Statement form and return it directly to the IGI Validation Committee via the Secretary. *Sponsor's Statement forms should not be sent via the candidate.* It is the duty of the candidate to ensure that these statements are submitted to the IGI. An application cannot be considered until all documentation has been received.

Candidates who are professional members of another professional organisation which has a mutual recognition agreement with the IGI (e.g. The Geological Society, AIPG) do not require Sponsors. Instead, a letter should be submitted to the Secretary, or enclosed with the application, confirming current professional membership of the organisation in question.

SECTION C: FIELDS OF PROFESSIONAL EXPERTISE IN GEOLOGY

Candidates should first identify their main field(s) of expertise by noting the years of experience. Candidates presenting more than one main field should rank them (1, 2, 3), where 1 is the most important. *No more than three main fields may be selected.* Optionally, candidates may also indicate one or more specialist areas within any or all of their main fields; specialist areas not listed may be included, if necessary by continuing on a separate sheet.

SECTION D: ACADEMIC QUALIFICATIONS

List here all qualifications obtained, including prizes and scholarships, also certificates for completion of training courses in supplementary topics. Continue the list on a separate page if necessary. Please submit authenticated copies of degrees, diplomas and certificates with the applications. A Sponsor's initials will be accepted as authentication of a copy when that Sponsor has had sight of the original document. The Validation Committee reserves the right to make contact with the awarding body to confirm the authenticity of the documentation. You may be asked to produce the original certificates of degrees, etc. at a later date but *do not submit originals with the application.*

SECTION E: PUBLICATIONS

Only those papers subjected to peer review should be listed.

SECTION F: CONTINUING PROFESSIONAL DEVELOPMENT

Professional Members of the IGI have a responsibility to maintain and develop their abilities as practitioners by a commitment to continuing professional development (CPD). Professional Members must comply with the IGI's CPD scheme and return forms summarising their CPD activities each year when they renew their subscriptions. (Further details of the IGI's CPD scheme may be obtained from the web site (www.igi.ie) or on request to the Secretary.) Activities that will qualify as CPD include: on-the-job training where specific learning outcomes have been identified and planned; attending formal lectures, courses, and conferences; writing professional papers and giving technical presentations; formal study for a recognised award; private study including correspondence courses and other forms of distance learning; managerial or organizational work with a scientific society or professional body; professional activities supporting teaching or mentoring; private reading including keeping abreast of current publications.

SECTION G: MEMBERSHIP OF OTHER BODIES

Only relevant professional and/or scientific bodies should be listed; continue on a separate sheet if necessary.

SECTION H: OTHER INFORMATION

List any achievements, skills, training or interests that are considered relevant; continue on a separate sheet if necessary.

SECTION I: PREVIOUS OCCUPATIONS

In describing the nature of duties highlight those technical aspects that demonstrate the nature and extent of the candidate's responsibility; continue on a separate sheet if necessary.

SECTION J: DETAILS OF PRESENT OCCUPATION AND NATURE OF DUTIES

Emphasise those aspects which demonstrate that the candidate is qualified for professional membership.

SECTION K: LIST OF PROFESSIONAL DOCUMENTS

The application should be supported by a list of professional documents or reports completed by the candidate as part of his/her work for his/her employers or clients. Academic or civil service candidates who have no such reports to list should quote two academic papers with the candidate as the sole or senior author. Copies of two of the documents should accompany the application. Alternatively, if you are submitting a Professional Practice Report in lieu of two reports it should be listed here. Where listing and/or submission of documents with joint authorship, where the candidate is not the sole or senior author, is unavoidable, the candidate should submit a validated statement as to his/her contribution.

DECLARATION

Please check that the details you have filled in are correct and then sign the declaration. Candidates from organisations with reciprocal rights (e.g. The Geological Society, American Institute of Professional Geologists), should enclose a letter of support from that body and proof (e.g. Directory listing or letter from the body concerned) of current membership.

PART 2 - GUIDELINES FOR COMPLETING THE APPLICATION FORM FOR THE TITLE OF EUROPEAN GEOLOGIST (EURGEOL.)

Candidates should complete the form in CAPITAL LETTERS or typescript. The following points apply to those who are Professional Members of the Institute of Geologists of Ireland (IGI), or who are applying for IGI Professional Membership at the same time as their EurGeol. application. *Members-in-Training and Associate Members are not eligible to apply for the EurGeol. title.*

The National Member Association of the European Federation of Geologists is the Institute of Geologists of Ireland (IGI). The registration number required is your IGI registration number. If you are applying for Professional Membership of the IGI (PGeo) and for the title of European Geologist (EurGeol.) at the same time, your IGI registration number will be added to the form by the IGI if your application for PGeo is successful. Your application for EurGeol. cannot be processed until your application for PGeo has been successful.

Candidates for the title of European Geologist should note that the title would lapse if membership of the IGI lapses. The degree qualifications and experience required in the Declaration refer to those set out in your application for Professional Membership of the IGI.

Fees

The EurGeol. annual subscription for 2002 is €15. FOR 2002 ONLY, the EurGeol. application fee is waived. If you are including your EurGeol. application with your PGeo application, please indicate this on the IGI application form and include the appropriate amount. All cheques should be made payable to 'Institute of Geologists of Ireland'.

Renewals

EurGeol. subscriptions fall due annually in January. EurGeol. and PGeo subscription renewal demands will be issued on a single form by the IGI.

All communication by the IGI and EFG will be sent to your business address unless otherwise requested.

PART 3 - APPLICATIONS FOR MEMBERSHIP-IN-TRAINING AND FOR ASSOCIATE MEMBERSHIP

The application procedures for Membership-in-Training and for Associate Membership are described here and are identical except where noted. The procedure for application comprises the following main steps:

The candidate sends to the Secretary:

- a completed Application Form
- a cheque covering the application fee and membership subscription for the first year
- copies of initialled degree/diploma certificates (this requirement may be waived by the Board at their discretion in the case of applications for Associate Membership).

All correspondence regarding applications for membership is made through the Secretary. Upon receipt of all necessary documentation relating to an application, the Secretary will forward the application to the Validation Committee. Partial documentation will not be forwarded but will remain with the Secretary until all documentation has been received. The Validation Committee will examine each candidate's application and will decide whether or not to recommend each candidate to the Board. Following election by the Board as a Member-in-Training or as an Associate Member, the candidate is notified and issued with a membership number.

Guidelines for completing the IGI Membership Application Form for Membership-in-Training or for Associate Membership

The only Sections of the form which *must* be completed are Sections A, B and D, as well as the Declaration at the end of the form. Applicants for Membership-in-Training who are claiming a 50% discount in respect of their membership of one of the bodies listed below (Section A: Personal Details) *must* also indicate the name of this organisation in Section G. Other Sections may optionally be completed by the applicant; for further explanation of these sections, see under 'PART 1 - Application for Professional Membership'.

SECTION A: PERSONAL DETAILS

The application fee is €20 and the annual subscription fee is €35 for 2002. Annual subscriptions will fall due in January of each year. As outlined in the document "An Irish Professional Body for Geologists – Proposals for presentation to Councils of potential sponsoring bodies", dated November 1998, the annual subscription will increase to €44.44 (IR£35) in 2003, unless otherwise amended by resolution of members at an Annual General Meeting. The Member-in-Training application fee and annual subscription fee are both subject to a discount of 50% if the applicant/member is a full member in good standing of one of the following bodies, i.e. the application fee is €10 and the 2002 subscription fee is €17.50:

- the Geophysical Association of Ireland
- the Geotechnical Section of the Institute of Engineers of Ireland
- the Irish Association for Economic Geology Limited
- the International Association of Hydrogeologists (Irish Group)
- the Irish Mining and Quarrying Society.

Cheques should be made payable to 'Institute of Geologists of Ireland'. All communication will be sent to your business address unless otherwise requested.

SECTION B: SPONSORS

Candidates shall be sponsored by one (or more) fully paid up IGI Professional Member(s) (PGeo), European Geologist(s) (EurGeol.) or professional members of other professional organisations recognised for this purpose by the Board. Sponsors should sign Section B of the Application Form, noting IGI Membership Class and IGI Registration Number, and also sign the Declaration in this section. Where no IGI Professional Member, European Geologist or other recognised professional geologist can be identified who is familiar with the candidate's work during the previous five years, a Sponsor with such knowledge who is a member of another professional geoscientific body will be accepted at the discretion of the Board.

In addition, Sponsors should initial those entries on the Application Form with which they are personally familiar. It is not expected that the Sponsors will be familiar with all aspects of the candidate's career. Neither is it expected that Sponsors will initial all entries on the application form.

SECTION D: ACADEMIC QUALIFICATIONS

List here all qualifications obtained, including prizes and scholarships, also certificates for completion of training courses in supplementary topics. Continue the list on a separate page if necessary. Please submit authenticated copies of degrees, diplomas and certificates with the applications. A Sponsor's initials will be accepted as authentication of a copy when that Sponsor has had sight of the original document. The Validation Committee reserves the right to make contact with the awarding body to confirm the authenticity of the documentation. You may be asked to produce the original certificates of degrees, etc. at a later date but *do not submit originals with the application*.

SECTION F: CONTINUING PROFESSIONAL DEVELOPMENT

Completion of this section of the form is optional. *Members-in-Training* of the IGI have a responsibility to maintain and develop their abilities as practitioners by a commitment to continuing professional development (CPD). *Members-in-Training* must comply with the IGI's CPD scheme and return forms summarising their CPD activities each year when they renew their subscriptions. (Further details of the IGI's CPD scheme may be obtained from the web site (www.igi.ie) or on request to the Secretary.) Activities that will qualify as CPD include: on-the-job training where specific learning outcomes have been identified and planned; attending formal lectures, courses, and conferences; writing professional papers and giving technical presentations; formal study for a recognised award; private study including correspondence courses and other forms of distance learning; managerial or organizational work with a scientific society or professional body; professional activities supporting teaching or mentoring; private reading including keeping abreast of current publications.

SECTION G: MEMBERSHIP OF OTHER BODIES

Applicants for Membership-in-Training who are claiming a 50% discount in respect of their membership of one of the bodies listed in Section A *must* indicate the name of this body here.

DECLARATION

Please check that the details you have filled in are correct and then sign the declaration.

PART 4 - CHECKLIST FOR ITEMS TO BE SENT TO THE SECRETARY

For Professional Membership of the IGI only:

- The completed IGI application form.
- The relevant fees.
- One copy of degree and/or diploma certificates.
- Ensure that your Sponsors send letters of support directly to the IGI Honorary Secretary in a sealed envelope, marked for re-direction to the Validation Committee. It is the responsibility of the candidate to ensure that the letters are submitted.
- One copy of the two Professional Documents **or** three copies of the Professional Practice Report.
- One copy of any additional lists or information necessary.

For Professional Membership of the IGI and EurGeol.:

- The completed IGI application form.
- The original and one copy of the completed EurGeol. application form.
- The relevant fees.
- Two copies of degree and/or diploma certificates.
- Ensure that your Sponsors send letters of support directly to the IGI Honorary Secretary in a sealed envelope, marked for re-direction to the Validation Committee. It is the responsibility of the candidate to ensure that the letters are submitted.
- One copy of the two Professional Documents **or** three copies of the Professional Practice Report.
- Two copies of any additional lists of information necessary.

For Membership-in-Training or Associate Membership of the IGI:

- The completed IGI application form.
- The relevant fees.
- One copy of degree and/or diploma certificates (may be waived at the Board's discretion in the case of applications for Associate Membership).

*To: The Honorary Secretary,
Institute of Geologists of Ireland,
Geology Department
University College Dublin
Belfield
Dublin 4
IRELAND*