



SOCIETY OF STRUCTURAL ENGINEERS, SRI LANKA

(Established in 1990 & Incorporated in 2009)

Room No 222, 2nd Floor, IESL Building, Vidya Mawatha,
120/15 Wijerama Mawatha, Colombo 7.

Web site: www.ssesl.lk

E-mail: ssesl@sltnet.lk

Telephone & Fax: 94 11 2698726

Application Reference No.	
Received On	

APPLICATION FOR FELLOW/TRANSFER

(PLEASE COMPLETE APPLICATION IN FULL CAPITAL LETTERS)

A-PERSONNEL DATA

DETAILS OF APPLICANT	(Title) Prof/Dr/Mr/Ms.	CATEGORY OF MEMBERSHIP APPLIED FOR FELLOW	
Name with initials		NIC No	
Names denoted with initials		Date Of Birth (DD MM YYYY)	
Current membership no.		Date obtained :	
Residential Address		Official Address	
Residence Telephone No:		Office Telephone No:	
Mobile Phone no.			
Email			
Fax			
Address for correspondence (Tick relevant box)	Residential	<input type="checkbox"/>	Official <input type="checkbox"/>

B-ACADEMIC QUALIFICATION (in ascending chronological order)

Year Obtained	Name of University/Institution	Qualifications obtained	Country

C- PROFESSIONAL QUALIFICATIONS (in ascending chronological order)

Year Obtained	Name of Institution	Qualifications obtained	Country

D-EMPLOYMENT DETAILS (in ascending chronological order)

From	To	Position Held	Organisation/Institution	Signature and IESL Seal of the Immediate Supervisor
M/Y	M/Y			

If space is inadequate, attach a separate sheet.

E- DETAILS OF PROJECTS HANDLED (in ascending chronological order)

From	To	Employer	Details of the Project			Applicant's Role & Responsibility	Immediate Supervisor
			Project Title	Cost	Client		
M/Y	M/Y						

If space is inadequate, attach a separate sheet.

F- DETAILS OF PROPOSER AND SECONDER

Details of Proposer & Seconder	Proposed by	Seconded by
Name		
SSES� Membership no.		
Address		
Contact no		
Email Address		
Signature		
Current Standing (office use only)		
Current Standing (office use only)		

F- APPLICANT'S DECLARATION

I certify that the above particulars are true and correct.

I enclose herewith photocopies of certificates certified by proposer and seconder all educational/academic/professional qualifications in proof thereof and letters of employment with positions, held dates, and types of work in support of work experience in the field of structural Engineering.

I agree, if admitted as a **Fellow** of **SOCIETY OF STRUCTURAL ENGINEERS SRI LANKA** to confirm to the By-laws, Code of Conduct and rules and regulations of the society as they are now, or as they may hereafter amended.

Date

.....

Applicants Signature

Notes**1. Eligibility (Extracts By- laws)**

A Member of the Society over 35 years and who has obtained Member status and holding the Corporate Membership of the Institution of Engineers, Sri Lanka and practicing the profession of Structural Engineering in a senior capacity of the industry or in a University recognised by the Institution of Engineers Sri Lanka in full time basis for a period of not less than 10 years after achieving Member status of the Society of Structural Engineers, Sri Lanka.

2. Professional Review Interview

An Interview by a panel may be conducted to assess the candidate's suitability for admission as a Fellow of the Society. The interview will be based on the work experience report submitted by the Candidate and the panel will assess degree of professional involvement and his personal contribution in the field of Structural Engineering.

3. Certification of Employment Details

Employment details shall be certified by the Supervising Engineer attached to the corresponding organization and affix his/her stamp

4. Proposer and Secunder

At least one of the Proposer or Secunder should be a Fellow of the Society and the other be a Corporate Member of the Society

Proposer and Secunder should satisfy themselves as to the suitability of the candidate to the grade of the membership applied for and that the form is correctly filled and legibly written, and is submitted together with all original certificates for inspection. Copies of all certificates should be authenticated by Proposer and Secunder

5. Application Evaluation FEE

Applicant should pay Rs. 2000.00 with the application.

6. Perfected application should be forwarded to Honorary Secretary, addressed to the Secretariat (Society of Structural Engineers, Room No 222, 2nd Floor, IESL Building, Vidya Mawatha, 120/15 Wijerama Mawatha, Colombo 7.)

7. The Registration/Transfer/ Annual subscriptions will be fixed by the executive committee from time to time. The details could be obtained from the secretariat.

8. Please make appropriate payments relating to the application to the SSES� Secretariat direct or to the bank of account of "Society of Structural Engineers Sri Lanka" account no 0004 6000 0254 of Sampath bank and submit the deposit slip to the SSES� Secretariat.



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GUIDANCE NOTES TO THE REVIEW PANEL EVALUATION OF TRANSFERS TO THE CLASS OF FELLOWS

1. Candidate shall be more than 35 years of age.
2. Shall be holding Corporate Member status of the Society and holding Corporate membership of a recognized Institution in Civil / Structural Engineering and practicing the profession of Structural Engineering for a period of not less than 10 years after obtaining Member status.
3. Shall possess a minimum of 10 years experience which is considered superior to that required for Corporate Membership.
4. The Candidate shall;
 - a) be able to show that, during a minimum of 10 years of experience which is considered superior to that required for corporate membership, he/she was responsible for structural designs and supervision of execution of structural engineering works of large Buildings and / or Civil Engineering Projects.
 - b) be able to show that he/she has been in charge of a structural engineering practice / section having several chartered graduate engineers worked under his charge.
 - c) have made some outstanding contributions to the field of structural engineering in designs, management, development and research.
5. The Candidate shall submit a Carrier Report or Detailed Curriculum Vitae (CV) containing his involvements in Engineering particular in Structural Engineering.

The Carrier Report / CV shall have minimum 2000 words including the following areas,

- a) Education Qualifications
- b) Professional Qualifications
- c) Post-graduate Work experience
- d) Conferences, Seminars, Workshops and Question Time programs attended.
- e) Details of Publications and Presentations on subjects connected with Engineering particularly on Structural Engineering.
- f) Professional activities and contributions to the Engineering profession.
- g) Post graduate research or supervising of research works / studies carried out by graduate engineers.

- h) Any other information which may be useful to evaluate as described under item 6.
6. The Candidate will be assessed on the following competences through details given in the Application, Carrier Report / CV.
- a) Experience as a Structural Engineer after fulfilling requirements for election as a Corporate Member in Structural Engineering. (Experience in Design Office Management and/or Senior Management Position at reputed Engineering Organization or Senior Academe Posts at recognised University connected with Structural Engineering will be considered.) (40% marks)
 - b) Continuing Professional Development (Postgraduate Diploma and Degrees in Structural Engineering, active participation of Conferences and Seminars connected with Structural Engineering particularly by publishing technical papers or making presentations, holding key positions in professional organizations I institutions connected with Engineering etc.) (20% marks)
 - c) Details of Publications and Presentations on subjects connected with Engineering particularly on Structural Engineering, (15% marks)
 - d) Research, Innovations and Development in Structural Engineering Field. (15% marks)
 - e) Professional Activities (active involvement in professional Institutions, Societies and Committees particularly connected with Engineering). (10% marks)
- Note: Candidate shall score minimum 50% from each category and the Total marks shall be not less than 60%)*
7. A two-member panel appointed by the Executive Committee will evaluate the Fellowship Application together with other documents / information. The Candidate may be interviewed by the same panel if required.



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GUIDELINES FOR EXPERIENCE REPORT ON WORK EXPERIENCE

FOR ADMISSION TO THE FELLOW

1. Application for Class of FELLOW - Form SSES� 01

1.1 Rules for Professional Review - Refer note 2 of the Application

2. Guidelines for preparation of report on work experience

2.1 A candidate is required to submit along with his application, a Report on his work experience related to the field of Structural Engineering.

2.2 Main objective of this report is to demonstrate that the candidate has achieved the degree of professional competence in the field of structural engineering required of a Fellow of the Society and has exercised responsibility at an acceptable level.

2.3 The report written in the first person and be concise. The report which should be printed/ typewritten on A4 size paper with double spacing. The report should not be less than 2000 words and limit to a maximum of 3000 words.

2.4 The candidate shall at the beginning of this report set out in chronological order particulars relevant to his past work experience.

2.5 This report should indicate to what extent the candidate has had insight into the structural design process and his familiarity with and use of relevant design codes.

2.6 The candidate must also include in his report an Organisational chart of his workplace, indicating his position within the organisation. The chart should be certified by his Proposer and Secunder.

3. Interview

3.1 An interview by panel of Fellows of the Society may be conducted to assess the candidate's suitability for admission as a Fellow of the society.

3.2 The interview shall be conducted in the English language and the panel will also assess his ability to communicate verbally.

3.3 The interview will be based on the work experience report submitted by the candidate and he will be questioned on aspects of the structural design work carried out by him and the assimilation by the candidate of the requisite knowledge.