

FELLOWSHIP BY DIRECT APPLICATION

REPORT WRITING FORMAT

The report is to be submitted in partial fulfillment of the requirement for the award of Fellowship of the Nigerian Society of Engineers.

Report shall include the introduction, three major parts, conclusion and appendices.

The introduction shall be the summary of all the major parts including the conclusion.

The three major parts shall contain the following:

Part 1 (Resume):

Detailed Curriculum Vitae of candidate containing details of the basic educational background, professional qualifications, short-term courses/trainings and working experiences including responsibilities emphasizing personal contributions to the development and promotion of the Engineering profession. Copies of all certificates (academic, professional, trainings/courses/conferences etc.) obtained by the candidate are to be included.

Part 2 (Detailed Responsibilities/Duties/Contributions):

Detailed descriptions of some major engineering projects handled by candidate which have been singled out in order for the candidate to share unique experiences with Professional Colleagues.

The report shall contain details of the design specifications, technical contents, construction/fabrication/manufacture descriptions and other procedures. Details of challenges faced, problems solved and lessons learnt shall be stated.

Part 3 (Technical/Management Papers):

Technical papers (up to five) written by the candidate and presented/published at recognized fora/journals within the past ten years.

Conclusion

Lastly, there shall be the concluding portion of the report containing the highlights of Candidate's contributions to the Nigerian Society of Engineers at the Headquarters and the branch and division levels. Specific details shall be given of the NSE Task Forces, Committees and Boards the candidate had served including the representations of NSE in Public and Private Institutions, etc.

Appendices:

Evidence of all other claims stated in the form.

NOTE: Candidate is requested to submit a letter of reference/recommendation issued by both Branch and Division Chairmen. The letters should corroborate the candidate's activities/contributions/services to the Branch/Division.