



**JAMAICA INSTITUTION OF ENGINEERS
P.O. BOX 122, KINGSTON 10**

PROPOSAL FOR STUDENT ADMISSION TO THE INSTITUTION

NAMES AND SURNAME _____
(To be set out in full in block letters, the Surname to be given last, and University degrees (if any) to be shown after the Surname)

MAILING ADDRESS _____

Tel: _____ Email: _____

Born on the _____ 19____ seeks admission into the Jamaica Institution of Engineers, as a Student Member

OBLIGATION AND CERTIFICATE

(To be completed by the candidate before this form is sent to the Secretary)

I, the undersigned, agree that, in the event of my admission to student membership in the JAMAICA INSTITUTION OF ENGINEERS, I will be governed by the Constitution, Bye-Laws and Regulations of the Institution, as they now are, or as they may hereafter be altered; and that I will advance the objects of the Institution as far as shall be in my power; provided that, whenever I shall signify in writing to the Secretary that I am desirous of withdrawing from the Institution, I shall, be free from this obligation.

I certify that the statements on Form CR dated _____ are correct.

I am of _____ nationality by birth/naturalization (*strike out whichever does not apply*).

Signature of Candidate _____

Date _____

APPLICATION APPROVED BY COUNCIL	APPLICATION REJECTED BY COUNCIL
President's Initials _____	President's Initials _____
Secretary's Initials _____	Secretary's Initials _____
Date _____	Date _____

NOTES TO ASSIST CANDIDATE IN COMPLETING FORM CR

SECTION A

General

The statement of your qualifications, training and experience that you provide on Form CR will be scrutinized by a Committee of the Council who will subsequently place their recommendation before the Council.

As Form CR may be reproduced, complete clarity is essential. Entries should be typewritten or be written in ink.

Each section of your statement on Form CR must be initialed by at least one Proposer or candidates should have information relating to their present training verified by the Head of the Academic Unit of the institution at which they are currently studying.

DETAILED INSTRUCTIONS FOR COMPLETING FORM CR

- GENERAL EDUCATION**
Give brief details of schools attended.
- TECHNOLOGICAL EDUCATION**
Give details of your technological education including your college or university, courses of study taken and whether they comprise day, part-time day or evening courses.
- EXAMINATIONS PASSED AND AWARDS GAINED**
Give full details of all examinations passed and awards gained that are in any way relevant to your application. Details of subjects passed in final examinations must be included.
- PRACTICAL TRAINING**
Give particulars of student, graduate or other apprenticeship, including vacation training.

SECTION B

CERTIFICATION OF EDUCATIONAL QUALIFICATIONS

Candidates must produce proper documentary evidence in support of their claims for the passing of examinations, the award of degrees, etc.

This evidence is to be submitted for the inspection of their Proposers, Tutor or Dean of the Faculty of the institution at which they are studying, who must be entirely satisfied by

the accuracy of the statements made on Form CR before they sign the certificate below.

Certification of qualifications should be provided by any two of the persons providing verification signatures. Where Proposers are used they should be Corporate Members of the Jamaica Institution of Engineers.

Having inspected proper documentary evidence we certify that the statement(s) initialed by us under 'Examinations Passed and Awards Gained' on Form CR dated _____ are correct.

(Signed) _____ (Position) _____ Verifying Initials

(Signed) _____ (Position) _____ Verifying Initials

[Signatures must not be appended without inspection of proper documentary evidence of the educational qualifications set out in Form CR (see note above).]

SECTION C

Block Capitals and not signature should be used below to indicate the names and addresses of Proposers and Supporters who signed in Section A on Page 1.

1st Proposer Name _____
 Address _____
 2nd Proposer Name _____
 Address _____
 Head of the Academic Unit Name _____
 Address _____
 Tutor Name _____
 Address _____

FOR OFFICE USE ONLY

	Initials
Application No. _____ Date received _____ Date passed to Membership Committee _____	_____ _____ _____
Date received from Membership Committee _____ Class to which recommended _____ Date candidate Advised _____ Date placed before Council _____	_____ _____ _____ _____
Class to which elected _____ Date Candidate advised _____ Date fees received _____ Membership No. _____	_____ _____ _____ _____
REMARKS _____ OTHER COMMENTS (if any) _____	
EDUCATION _____	
TRAINING _____	
RECOMMENDATIONS OF MEMBERSHIP COMMITTEE _____	
VERIFYING INITIALS _____ DATE _____	

STATEMENT OF QUALIFICATIONS

INSTRUCTION: Please type or write in ink.

(1) General Education

From Month & Year	To Month & Year	All Schools attended <i>(List in chronological order, starting with the most recent.)</i>	Verifying Initials

(2) Technological Education

From Month & Year	To Month & Year	College or University <i>(Indicate whether day, part-time day or evening courses; include brief details of courses completed.)</i>	Verifying Initials

(3) Examinations Passed and Awards Gained

From Month & Year	Qualification <i>(Give full details of all examinations passed and awards gained. Details of subjects in final examinations must be included.)</i>	Verifying Initials

(4) Practical Training

From Month & Year	To Month & Year	Name of organisation and particulars of student, graduate or other apprenticeship. <i>(Give details of training received.)</i>	Verifying Initials

Signature of Candidate _____ Date _____

**JAMAICA INSTITUTION OF ENGINEERS
EXTRACTS FROM THE BYE-LAWS (1977)**

MEMBERS

14. Every candidate for election or transfer to the class of Member shall be a person who, in the opinion of Council, is engaged by occupation in a satisfactory capacity within the engineering profession.

In addition he shall either:

1. Hold a Degree, Diploma or other award from an approved course of engineering studies together with:

(a) One year of Approved Post Graduate Training and Two years of Approved experience, or

(b) Two years of Approved Experience and not less than one year of Approved Post Graduate Degree Studies, or

(c) Four years of Approved experience.

or

2. He shall be a Corporate Member of an Engineering institution similarly constituted and which is approved by the Council or is a Registered Professional of a body approved by the Council.

or

3. Hold certain non-engineering degrees approved by Council e.g. Mathematics, Physics together with:

(a) One year of Approved Post Graduate Engineering Training and Five years of Approved Experience, or

(b) Two Years of Approved Post Graduate Engineering Training and Three years of Approved Experience, or

(c) Seven years of Approved Experience.

GRADUATE MEMBERS

15. Every candidate for election or transfer to the class of Graduate Member shall possess one of the educational qualifications specified in sub-paragraph (1) of Bye-Law 14 above excluding (a), (b) and (c) or hold certain non-engineering degrees approved by Council, e.g. Mathematics, Physics, together with:

(a) One year of Approved Post Graduate Engineering Training and Two years of Approved Experience, or

(b) Two years of Approved Post Graduate Engineering Training and One year of Approved Experience

STUDENTS

16. (a) Every candidate for election as a Student shall be:

(i) Over sixteen years of age, and

(ii) Receiving regular training in engineering at an institution of learning approved by Council, which the Council considers will eventually lead to the class of Member of the Institution.

AFFILIATES

16. (b) Every candidate for election as an Affiliate shall be: A person who, in the opinion of Council, is engaged in the Engineering, and Construction Industry, or related academic areas.

In addition, every candidate nominated to this class shall:

Hold a degree, diploma or an award in the Sciences including Mathematics, or Geology or Physics from a University, Polytechnic or any other approved institution.

ELECTION

17. The election of candidates for membership of the Institution in any class shall be by the Council.

18. Candidates for election shall be proposed and supported as provided hereunder, from personal knowledge and in writing, according to a form approved by the Council:

(a) Any person desirous of election as a member shall be proposed by one Corporate Member in good standing and supported by one Corporate Member other than the proposing Member.

(b) Any person desirous of election as a Graduate Member shall be proposed by one Corporate Member in good standing.

(c) Any person desirous of election as a Student shall submit with his application written attestation to his academic status from a member of the Engineering Faculty in an institution of learning approved by the Council. It shall not be mandatory that persons desirous of election as Students be proposed by a Corporate Member of the Institution.

19. A form of proposal for election shall be sent by the candidate to the Honorary Secretary of the Institution. The suitability of a candidate for election shall be determined by the Council.

If the Council decides that the candidate is eligible for election the Chairman of the Meeting of Council shall sign the proposal on which shall be stated the class for which the Candidate is eligible. A list of such candidates shall as soon as possible after such meeting of Council, be published and issued to all Corporate Members.

After the lapse of at least one month from the date of such publication, during which time the Secretary will be prepared to receive for report to the character of any candidate, the Council, if satisfied that he is a fit and proper person to become a Member, shall declare the candidate elected and he shall be so notified within one calendar month.

FEES AND SUBSCRIPTIONS

24. Entrance fees shall be at rates fixed by the Council from time to time and confirmed by votes of the Corporate Members. Persons transferred from one class to another class shall pay an amount equal to the entrance fee of the class to which they have been transferred, after deducting therefrom any entrance fee or fees previously paid by them.

25. Annual subscriptions shall be at rates fixed by the Council from time to time and confirmed by votes of the Corporate Members.

26. All subscriptions shall become due on election and thereafter on the first day of January of each succeeding year for the year commencing on that day.

29. Any member of any class whose annual subscription is more than three months in arrears shall be notified in writing and in the event of continuing in arrears for one month after the date of such notification, will not be entitled to attend or to take part in any meeting of the Institution that may be held, or to receive any publication of the institution that may be issued, before he has paid in full, his annual subscriptions and a payment of twenty percent (20%) thereof or, until such payment, to exercise any of the rights and privileges of membership, or to vote.