**Academic Assessment CV Template and Statement**

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| **Please read the Academic Assessment** [**applicant guide**](https://www.rics.org/join-rics/rics-member-grades/chartered-member-mrics/senior-specialist-academic-assessment) **and relevant** [**pathway guide**](https://www.rics.org/join-rics/sector-pathways) **before completing this template.** |

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| **Your details** |

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| Title: |  |
| Family name: |  |
| Forename(s): |  |
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| Telephone (home): |  |
| Mobile: |  |
| Email: |  |
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| Home address: | | |
| Postal code: | County: | Country: |

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| **RICS pathway** (Choose one pathway from: [Sector pathways (rics.org)](https://www.rics.org/join-rics/sector-pathways) |
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| **Education** (List all academic qualifications) | | | | |
| University/Institution | Degree/Diploma | Type of study  (full, part time or distance learning) | Date started | Date completed |
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| **Professional qualifications** | | | |
| Name of organisation | Grade | How qualification was achieved (e.g., examination) | Year gained |
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| **Professional experience** (Please list all employer details to date, starting with the most recent, going back at least 10 years if needed. Please ensure you explain in detail your responsibilities) | | | |
| **Employer** | **Position held (job title)** | **Date from:** | **Date to:** |
|  |  |  |  |
| **Overview of scope and responsibilities:** | | | |
| **Employer** | **Position held (job title)** | **Date from:** | **Date to:** |
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| **Overview of scope and responsibilities:** | | | |
| **Employer** | **Position held (job title)** | **Date from:** | **Date to:** |
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| **Overview of scope and responsibilities:** | | | |
| **Employer** | **Position held (job title)** | **Date from:** | **Date to:** |
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| **Overview of scope and responsibilities:** | | | |

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| **Academic criteria**:  You must select these online when using the enrolment portal. |

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| **Academic review statement** |

Once you have identified which items you intend to evidence from the options set out in the applicant guide, you must complete a 3000-word statement.

Your statement must document the relevance of your evidence to the profession and how this has been applied to your chosen pathway. This must be a separate document to this CV and submitted together. A panel will review this information to confirm your eligibility to proceed to the Academic assessment.

You are not required to provide all evidence at this stage; you will be asked to do so if you are approved to process to the Academic assessment.

**Format and content**

The statement must be presented as a professional report, using the categories set out below. Please include where appropriate:

* references sufficient to allow RICS to check publications, etc.
* a brief statement of the subject or content
* a statement of which of the competencies for your chosen pathway it demonstrates.

The statement must set out evidence of **four items** with at least **one item** from each category. At least one item must demonstrate the achievement of Level 3 in a core competency from your chosen pathway.

**1. Teaching**

This section could include details on the following:

* An indication of the number of students you teach
* Details of the courses/modules you teach, and their level
* Your post-graduate teaching qualifications, for example Postgraduate Certificate or
* Postgraduate Diploma in Higher Education
* Successful mentoring of research students (e.g., master’s or PhD level students), with details of any students you have supervised or mentored leading to publication
* Your responsibility for course/module leadership and/or development - refer, for example, to any course documents prepared for validation, review and accreditation.
* Your role in leading a course, your responsibility in integrating RICS Standards (educational, ethical, valuation, IPMS etc.) into the course curriculum

Any evidence you include in this section must be related to the competencies of your chosen pathway.

**2. Research and scholarship**

This section should include details of any of the following:

* Peer group refereed research papers/reports
* Books
* Book chapters
* Conference papers
* Patents
* Consultancy reports
* Government research
* Legal reports / statutory requirements

Please provide details of the extent of your own responsibility.

Any published work included in this section must:

* have been published/ completed recently
* be of a quality that is recognised nationally in terms of its originality, significance, rigour and contribution to research and/or policy agendas.

Any evidence in this section must demonstrably relate to the competencies of your chosen pathway.

**3. External Engagement / academic activities**

This section could include details on any of the following:

* Engagement with employers - for example networking, student liaison groups, student sponsorship and employment opportunities, guest lectures, CPD events
* Consultancy activities
* Engagement with a professional organisation, for example, RICS Committee or Board responsibilities, or similar responsibilities in connection with another relevant professional body. Please provide full details of whom and the period covered.

The appointments on Boards etc should ideally be current participation however if recent and relevant past participation can be considered.

Relate this evidence to your pathway.

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| **Academic review statement:**    **Introduction (approximately 100 words)** |
| *Brief introduction to you and your role* |

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| **Academic review statement:**  **Teaching: (approximately 700 words)** |
| *How this is relevant to your chosen pathway and the profession* |

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| **Academic review statement:**  **Research and scholarship (approximately 700 words)** |
| *How this is relevant to your chosen pathway and the profession* |

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| **Academic review statement:**  **External Engagement / academic activities (approximately 700 words)** |
| *How this is relevant to your chosen pathway and the profession* |

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| **Academic review statement:**  **Additional item from any category (approximately 700 words)** |
| *How this is relevant to your chosen pathway and the profession* |

**What happens next?**

On completion, please return to your local RICS office.

Your statement will be reviewed by a trained RICS panel. They will be considering your eligibility for the Academic Assessment, in terms of academic profile, rather than drawing any conclusions about your professional competence.

If they approve your application for progression, you will then go forward for a professional interview based on your detailed submissions. Your 3000-word statement will form part of those submissions.