

GUIDELINES FOR FELLOWSHIP UPGRADE

These guidelines provide a comprehensive overview of the process, criteria, and requirements for Full Members of the Institute of Strategic Management of Nigeria, chartered (ISMNC) seeking to upgrade their membership to the prestigious Fellow grade. These guidelines are in line with the calls for nominations.

1. PURPOSE:

The Fellowship grade recognizes members who have demonstrated significant professional achievement, leadership in strategic management, and a strong commitment to the Institute and its objectives. These guidelines aim to ensure a fair, transparent, and rigorous process for evaluating candidates for this esteemed membership level.

2. ELIGIBILITY CRITERIA (PREREQUISITES):

To be eligible for Fellowship Upgrade, applicants must meet the following mandatory criteria:

1. **Current Full Membership and Good Standing:** Applicants must be current Full Members of ISMNC and be in good financial standing with the Institute.
2. **Re-certification/ Re-integration:** All applicants must be current Full Members of the Institute and must have been duly re-certified/ re-integrated.
3. **Nomination:** Obtain nomination from two up-to-date Fellows of the Institute. A standardized nomination form will be included with the Application Form on the website.
4. **Professional Development:** Applicants must have attended a minimum of two (2) Mandatory Continuous Professional Development (MCPD) workshops within the last year, specifically from **June 1, 2024, to May 31, 2025**.
5. **Academic Qualification:** Applicants must have minimum of a post graduate degree from an accredited academic institution. Supporting documentation confirming this will be required.
6. **Career Progression:** Applicants must have a minimum of 15 years of professional experience with five of those years being at top managerial position. Supporting documentation confirming this will be required.
7. **Active Chapter Involvement:** Applicants must be active members of their Chapter and will require the formal endorsement of the Chapter Chair. For applicants from non-active chapters, the BoF will take into consideration their engagement with the Institute at the national level and their professional achievements.

3. APPLICATION PROCESS:

Eligible Full Members who meet the above criteria are invited to apply for Fellowship Upgrade by following these steps:

a) Complete the Application Form: Complete the Fellowship Upgrade Application Form, which will be made available on the ISMNC website: <https://www.ismngc.org/fellowshipapplication/Fellowship%20Application> by **May 20, 2025**.

b) Gather Supporting Documentation: Collect all required supporting documents as outlined below

1. Evidence of current Full Membership and Re-certification/Re-integration (e.g., copy of membership certificate, re-certification notification).
2. Evidence of nomination from two up-to-date Fellows of the Institute. A standardized nomination form will be included with the Application Form on the website.
3. Certificates of attendance for at least two (2) MCPD workshops attended between **June 1, 2024, and May 31, 2025**.
4. Evidence of current top managerial position (e.g., letter of employment, promotion letter, official pay slip indicating grade level).
5. A copy of government recognised identification (voters card, international passport, or drivers licence)
6. A letter of endorsement from the Chapter Chair, confirming the applicant's active membership and good standing within the Chapter. A standardized endorsement form will be included with the Application Form on the website.

c) Payment of the non-refundable Application Fee of ₦50,000 through the Institute's website.

d) Submit the Application Package: Submit the completed Application Form through the Institutes website. Ensure all documents are clearly labelled and organized.

e) Application Deadline: The deadline for submitting the complete application package is **Wednesday, June 11, 2025**. Applications received after this date will not be considered for the July 2025 Fellowship upgrade.

4. REVIEW AND ASSESSMENT PROCESS:

All applications received by the deadline will undergo a thorough review and assessment process, which will involve the following stages:

- a) **Initial Screening:** The ISMNC Secretariat will conduct an initial screening to ensure that all applications are complete and meet the basic eligibility criteria.
- b) **Credentials Review:** A designated committee will review the submitted documents to verify the applicant's fulfillment of the prerequisites, including professional development, career progression, and chapter involvement.
- c) **Board of Fellows (BoF) Assessment:** The BoF will conduct an assessment of all eligible applications as follows:
 - I. The BoF will consider applications in line with supporting documents
 - II. Successful applicants will be invited to submit a 2,000-word paper on a topic that will be communicated by the BoF to each applicant. Each paper will be accompanied by a full deck PowerPoint presentation to the BoF at a communicated date with each applicant.
 - III. Applications will be assessed against a full set of parameters that reflect all Fellowship Upgrade requirements.
 - IV. The BoF reserves the right to request additional information or clarification from applicants if deemed necessary.
 - V. For applicants from non-active chapters, the BoF will take into consideration their engagement with the Institute at the national level and their professional achievements.
- d) **Recommendation to National Executive Council:** The BoF will recommend all eligible applicants to the National Executive Council to be considered and approved as Fellow designates.
- e) **Ratification by the Governing Board:** Fellow designates will be ratified by the Institutes Governing Board.

5. NOTIFICATION OF OUTCOME:

Applicants will be notified of the outcome of their Fellowship Upgrade application in writing two weeks before Annual General Meeting (AGM) in July 2025.

6. UPGRADE FEE AND CONFIRMATION:

- a) Fellow designates will be required to pay an Upgrade Fee of **₦350,000 (Three Hundred and Fifty Thousand Naira) only** upon receiving notification of their successful upgrade. Payment details will be provided in the notification message. Note that payment to a non-designated account will render the process null and void for affected individuals.

- b) The BoF will organise a virtual induction programme for all Fellow designates whose upgrade fee has been confirmed, one week before the AGM in July 2025. Note that the induction is compulsory.
- c) The Fellowship will be formally conferred during the Annual General Meeting (AGM) in July 2025 in Port Harcourt. Conferment and investiture of Fellowship will only be conducted in person for Fellow designates.

7. IMPORTANT NOTES:

- a) Meeting the minimum eligibility criteria does not guarantee an automatic upgrade to Fellowship. The Board of Fellows' decision is based on a comprehensive assessment of each applicant's qualifications and contributions.
- b) Applicants are responsible for ensuring that all information provided in their application is accurate and verifiable. Any misrepresentation may lead to disqualification.
- c) ISMNC reserves the right to amend these guidelines as deemed necessary. Any changes will be communicated through the official ISMNC channels.

These guidelines are intended to provide clarity and direction to Full Members aspiring to the Fellowship grade and does not replace any statutory requirements. We encourage all eligible members to take this significant step in their professional journey with the Institute of Strategic Management of Nigeria, Chartered.

Dr Jummai Umar-Ajijola, FSM,
Chair, Board and Body of Fellows
May 2025.