

Authorising committee/department:	RANZCP Board
Responsible committee/department:	Education Committee
Document code:	PRC EDT-TRN Admission to Fellowship

1 PROCEDURE ON ADMISSION TO FELLOWSHIP

1.1 This procedure sets out the process for admission to Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) after successfully attaining the competencies and completing the assessments outlined the RANZCP Fellowship Regulations 2012. The RANZCP Board holds the authority to admit applicants to Fellowship of the RANZCP.

2 PROCEDURE DETAILS

2.1 Eligibility to apply for Fellowship

2.1.1 Trainees are eligible to apply for Fellowship after successful completion of all necessary requirements set out in the RANZCP Fellowship Regulations.

2.1.2 Trainees are eligible to apply for Admission for Fellowship while on break-in-training provided that they meet the eligibility criteria in 2.1.1.

2.2 Submission of application for Admission to Fellowship

2.2.1 The completion of all training requirements does not automatically initiate the admission to Fellowship process.

2.2.2 To initiate the admission to Fellowship process, trainees must submit the [Admission to Fellowship form](#) and any associated documentations as stipulated on the form located on the RANZCP website. Trainees are solely responsible for the submission and the contents of their application.

2.2.3 It is the trainee's responsibility to be mindful of the closing dates for applications as stated in the [Admission to Fellowship Schedule](#) located on the RANZCP website. Applications submitted after the closing date will not be considered for that fellowship round.

2.2.4 At the time of application, the trainee is required to:

- Ensure all training requirements are complete and documented on the training record.
- Pay the Fellowship application fee.
- Submit a copy of their current medical registration.
- Complete the personal declaration form located on the Admission to Fellowship form.
- Have their application proposed and seconded by two RANZCP Fellows.
- Ensure all College training fees be paid to be considered for Fellowship. Trainee's on an approved payment plan must be up to date with payments.

2.2.5 If the application is incomplete, it will be returned to the trainee and no further action will be taken until the relevant requirements are completed and received by the College. This may result in the application being considered at a future admission cycle.

2.2.6 The College will contact the trainee if there are any fees outstanding. The application will not proceed if there are any pending payments to the College and as a result, may result in the

application being considered at a future admission cycle.

2.2.7 Upon receipt of Application to Fellowship form, the trainee's record will be audited to ensure that all training requirements have been satisfied.

2.2.8 If the training requirements are not met as per the trainee's record, the application will not progress until the pending requirements are completed and documentations received by the College. As a result, this may delay the application and result in the application being considered at a future admission cycle.

2.3 The Education Committee and RANZCP Board admission for Fellowship

2.3.1 Applicants that have satisfied all requirements as detailed in 2.2.5, will be tabled at the Education Committee for ratification.

2.3.2 Where a trainee has made a declaration on their application, the declaration will be reviewed by the Education Committee alongside their Fellowship application.

2.3.3 The Education Committee reserves the right request further information for consideration before determination is made regarding the application. This may result in the application being considered at a future admission cycle.

2.3.4 The Education Committee may make recommendations that the applicant not be admitted to Fellowship. These cases would be considered by the RANZCP Board for final determination.

2.3.5 The College's Membership and Events department will contact the applicant regarding the payment of Fellowship subscriptions which are required to be paid by the due date as advised by the College.

2.3.6 If the Fellowship subscriptions are not received by the College within the due date as advised, the application may be delayed until next Fellowship admission round cycle.

2.3.7 Upon Education Committee ratification of the application and full payment of the Fellowship fee, the trainee will be presented to the RANZCP Board for consideration of admission.

2.3.8 The RANZCP Board will proceed to grant Admission to Fellowship.

2.3.9 The RANZCP Board reserves the right to accept or reject any application even if it is not conforming to the recommendations of the Education Committee.

2.4 Confirmation of Membership for Fellowship

2.4.1 Those admitted to Fellowship by the Board will receive confirmation of admission from the College's Membership and Events department shortly after the Board admission date.

2.4.2 Newly admitted Fellows can use the FRANZCP post nominals and Fellowship Insignia when Fellowship has been confirmed by the College's Membership and Events department.

2.4.3 The College will contact the relevant the Medical Board and Medicare (if relevant) to confirm the Fellowship status.

2.4.4 Fellowship Certificates will be issued by the College's Membership and Events department usually within a 3 month timeframe. However, the signing of the certificates are subject to availability of the signatories which may affect the above mentioned time frame.

2.4.5 Trainees receiving Fellowship shall receive a certificate and a letter extending an invitation to the annual College Ceremony.

3 Fellowship ratification and admission timeframe

3.1 The College shall endeavour to adhere to the ratification and admission deadlines, as outlined in the [Admission to Fellowship schedule](#), though it may not always be possible.

4 **Complaints, appeals and review of decisions**

- 4.1 A trainee may request a review of a decision if it affects their Admission to Fellowship as stated in the [RANZCP Training and Assessment Regulations](#).
- 4.2 If and such trainees are not satisfied with the outcome of the application, they may consider Grounds for Appeal which are detailed in the [Reconsideration and Appeals Policy](#) document.

5 **Monitoring, evaluation and review**

The Education Committee shall implement, monitor and review this procedure and report on anomalies and issues as these arise.

6 **Associated documents**

6.1 **Regulation**

Admission to Fellowship Education Training Regulation (24.1)

Education Training Regulation Reviews and Appeals (2.1)

RANZCP Fellowship Regulations 2012

REG OPCEO Appeals Committee

6.2 **Policy**

Reconsideration and Appeal Policy

6.3 **Forms**

Application for Admission to Fellowship form

6.4 **Other**

Fee Schedule document

Admission to Fellow schedule document

REVISION CONTROL

Contact:		Project Officer, Education & Training	
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22/08/2018	1.0	RANZCP Board	New procedure document, approved by the CFT 30/08/2018. Approved by the Education Committee 14/09/2018. Approved by the RANZCP Board B2018/6 R16.
July 2019		NEXT REVIEW	