

FELLOWSHIP OF THE NZIMLS

Regulations and Application Forms

NZIMLS Fellowship is the highest level of Professional qualification offered by the NZIMLS. Options for Fellowship available to Members of the NZIMLS include:

- Fellowship by Thesis
- Fellowship by Publication
- Fellowship by Treatise
- Honorary Fellow

All applications for Fellowship must be made by completion (in full) of the application form contained in the Fellowship Regulations (see below). All applications for NZIMLS Fellowship are considered on merit by the Fellowship Committee of the NZIMLS prior to approval. Completed application forms should be forwarded together with the appropriate fee to the Chief Executive Officer, NZIMLS, PO Box 505, Rangiora 7440. Members whose applications are not considered satisfactory will have their application fee returned.

The Fellowship Committee may, from time to time, make recommendations to Council to award Honorary Fellowship to individuals who have made significant and sustained contributions to medical laboratory science at the highest order through professional achievements, research, and service to the profession. If granted by Council, the individual may use the nominals HonFNZIMLS.

Applications are to be emailed to sharon@nzimls.org.nz

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1.0 REGULATIONS

1.1 Introduction

- 1.1.1 Fellowship of The New Zealand Institute of Medical Laboratory Science (Inc) (NZIMLS) is the highest academic category of Membership and carries the right to use the letters FNZIMLS.
- 1.1.2 Fellows who resign from NZIMLS membership retain their Fellowship and may continue to use the post-nominals FNZIMLS. However, they forfeit all privileges associated with this membership category. Fellows may reinstate their membership at any time.

1.2 General

- 1.2.1 Fellowship of the NZIMLS may be gained:
 - i. by submission of a thesis, or
 - ii. by publications, or
 - iii. by submission of a treatise
- 1.2.2 Applicants must:
 - i. be financial members of the NZIMLS at the time of application and examination, and
 - ii. have been a Member of the NZIMLS for not less than two years.
- 1.2.3 An examination fee, which Council from time-to-time shall determine, is payable by all candidates at the time of application. Current examination fee is \$900.00 (GST inclusive).
- 1.2.4 Applications for all routes to Fellowship must be made on the prescribed application form obtainable from the NZIMLS website, and sent to the Executive Office of the NZIMLS together with the examination fee.
- 1.2.5 Any work that has been submitted and accepted for another qualification cannot be submitted for Fellowship. Further information is available from the Executive Office for clarification if required.
- 1.2.6 At the time of application, the applicant must submit to the Fellowship Committee the title and a synopsis of the thesis, brief summary (250 words) of publications or treatise.
- 1.2.7 All applicants must include with their application evidence of approval from their supervisor, senior scientist or Pathologist that the work undertaken for Fellowship has approval if it uses laboratory resources.
- 1.2.8 If a candidate gives notice in writing of their intention to withdraw, a refund of the fees less an administration fee of \$80.00 will be given up to three months after the application is received.
- 1.2.9 Candidates have three years (36 months) from time of application to complete thesis or treatise.
- 1.2.10 Initial submission of the thesis, publication synopsis or treatise is electronically to the NZIMLS Executive Office and will undergo examination. After notification by the Fellowship Committee that the (modified) work has been accepted for Fellowship, one final copy of the prepared work in English (thesis, publication synopsis or treatise) must be submitted electronically to the Executive Office.
- 1.2.11 The NZIMLS will not accept material that has been submitted or accepted for any other qualification. Such material may be used only as supportive data. e.g. application by publication
- 1.2.12 When submitting the thesis or publication and treatise routes, candidates are required to submit a written confirmation that the submitted document is their own work.

- 1.2.13 It is the responsibility of the applicant to ensure that appropriate permission is obtained from publishers or authors as appropriate copyright holders if published Figures, Tables or Artwork is used in the final submitted document.
- 1.2.14 All income accruing from the commercial use of any original work shall remain the property of the author.
- 1.2.15 Any further applications will not be accepted from candidates who have previously made three unsuccessful attempts.

1.3 Thesis

- 1.3.1 The candidate must nominate a senior medical laboratory scientist or a specialist medical practitioner, or a suitably qualified university biomedical scientist to act as supervisor for the work. The candidate must submit regular (six-monthly) reports signed by the supervisor to the Fellowship Committee. The Committee reserves the right to appoint an additional supervisor.
- 1.3.3 The thesis is required to be submitted no later than three years (36 months) following acceptance of the synopsis. Extension may be granted in special circumstances.
- 1.3.4 Normally the thesis should not exceed 20,000 words, excluding Tables, Figures and References.
- 1.3.5 The thesis must be the original work of the candidate. The extent of work contributed by collaborators must be indicated in writing and suitably acknowledged.
- 1.3.6 The thesis must be based on the style of Master of Science by thesis requirements of Universities in New Zealand.

1.4 Publications

- 1.4.1 A minimum of ten peer reviewed publications, of which the applicant must be the first or senior author of at least six, may be submitted for consideration. These need to have been published in international or discipline acknowledged scientific journals. A review of each publication (maximum 3000 - 5000 words in total) must be submitted. The review must encapsulate the overall significance and outcomes of the submitted articles and must be in the candidate's own words. Alternatively, a review article of a theme (maximum 3000 words).
- 1.4.2 The articles must be submitted to the Fellowship Committee prior to the commencement of the review article together with a synopsis of the review.
- 1.4.3 The candidate must state the contribution he or she made to the publications.

1.5 Treatise

- 1.5.1 Candidates for Fellowship by Treatise must be holders of at least a Master's degree or higher in a medical sciences subject or have a professional qualification such as Fellowship of the following professional bodies: the Australian Institute of Medical Science; the Institute of Biomedical Science; the Australian Association of Clinical Biochemists, the Royal Society of Biology (London), Royal College of Pathologists, Faculty of Science of the RCPA; or other qualifications as approved by the Fellowship Committee.
- 1.5.2 A treatise is a systematic critical analysis, discussion and conclusion of facts resulting from either independent laboratory-based research or a critical review of a topic from the scientific literature and must be unrelated to the applicant's qualifications. Typically, it may follow the format of a scientific paper or a scientific review and should be between 3,000 and 5,000 words. The treatise must be original work of the candidate and will be examined in accordance with the NZIMLS Fellowship Regulations. It is expected that the treatise would form the basis for submission to be

considered for publication in the *New Zealand Journal of Medical Laboratory Science* or an alternative suitable peer-reviewed journal.

1.6 Fellowship Committee

- 1.6.1 The Fellowship Committee shall consist of three financial members appointed by Council with all the appointees being Fellows of the NZIMLS. The committee will be reappointed annually at the November Council Meeting.
- 1.6.2 The Fellowship Committee has the power to appoint examiners and assessors as necessary for the conduct of examinations.
- 1.6.3 The Fellowship Committee shall submit the examiners/assessor's recommendations to Council.
- 1.6.4 The Fellowship Committee may use any reasonable means of establishing the bona fides of a candidate. Any enquiries so instituted shall be regarded as confidential.
- 1.6.5 The Fellowship Committee reserves the right to request further reports on a candidate as necessary.
- 1.6.6 The Fellowship Committee shall from time-to-time make recommendations to Council on changes to the Fellowship regulations.
- 1.6.7 The Fellowship Committee may, from time to time, make recommendations to Council to award Honorary Fellowship to individuals who have made significant and sustained contributions to medical laboratory science at the highest order through professional achievements, research, and service to the profession. If granted by Council, the individual may use the nominals HonFNZIMLS.

2. FELLOWSHIP BY THESIS

2.1 Instructions to Candidates

- 2.1.1 Candidates must complete the application form and forward this, together with the fee, to the Executive Office of the NZIMLS.
- 2.1.2 A fee of \$575 (GST inclusive) must be paid in full at the time of application.
- 2.1.3 Candidates must be financial members of the NZIMLS at the time of application for not less than two years and continue to be a financial member during the period of thesis preparation and assessment.
- 2.1.4 Applications will be accepted at any time.
- 2.1.5 Candidates will be notified following acceptance of the synopsis and registration of the title.
- 2.1.6 Please refer to the Fellowship Regulations Section 1 for further general information.

2.2 Information for Candidates

- 2.2.1 The thesis must be the original work of the candidate, in English and should not exceed 20,000 words. The extent of work contributed by collaborators must be indicated in writing and suitably acknowledged (see section 1.3, Thesis).

- 2.2.2 The thesis must be based on the style of Master of Science by thesis requirements of Universities of New Zealand.

3. FELLOWSHIP BY PUBLICATIONS

3.1 Instructions to Candidates

- 3.1.1 Candidates must complete the application form and forward this, complete with fee, to the Executive Office of the NZIMLS.
- 3.1.2 A fee of \$900.00 (GST inclusive) must be paid in full at the time of application.
- 3.1.3 Applications will be accepted at any time.
- 3.1.4 Candidates must be financial members of the NZIMLS at the time of application and assessment of publication for not less than two years and continue to be a financial member during the period of the assessment.
- 3.1.5. Candidates will be notified following acceptance of the publications submitted and the synopsis.
- 3.1.6. Please refer to the Fellowship Regulations Section 1 for further general information.

4. FELLOWSHIP BY TREATISE

4.1 Instructions to Candidates

- 4.1.1 Candidates must complete the application form and forward this, complete with fee, to the Executive Office of the NZIMLS.
- 4.1.2 A fee of \$900.00 (GST inclusive) must be paid in full at the time of application.
- 4.1.3 Applications will be accepted at any time.
- 4.1.4 Candidates must be financial members of the NZIMLS at the time of application for not less than two (2) years and continue to be a financial member during the period of thesis preparation and assessment.
- 4.1.5. Candidates will be notified following acceptance of the treatise submitted.
- 4.1.6. Please refer to the Fellowship Regulations Section 1 for further general information.

FELLOWSHIP BY THESIS Application Form

Section A - To be completed by Candidate

Title (Mr, Mrs, Miss,
Ms, Dr)

Surname

First Name

Laboratory:

Laboratory Address:

Title of Thesis:

Please attach a copy of the synopsis to this application.

I certify that I am a member of the NZIMLS in the membership category of Full Member and have been for at least two years.

Signed:

Date:

FELLOWSHIP BY THESIS Application Form

Section B - To be completed by the Thesis Supervisor

Title (Mr, Mrs, Miss, Ms, Dr)	Surname	First Name

I agree to act as supervisor for:

In her/his thesis project for Fellowship of the NZIMLS

Signed:

Position:

Laboratory:

Date:

FELLOWSHIP BY PUBLICATIONS Application Form		
Title (Mr, Mrs, Miss, Ms, Dr)	Surname	First Name
Laboratory:		
Laboratory Address:		
Publications Submitted		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
• Continue on a separate page if more than 10 publications. • Please state for each publication, your contribution and attach to this application.		
Title of Review Article:		
<i>Please attach a copy of synopsis to this application.</i>		
I certify that I am a member of the NZIMLS in the membership category of Full Member and have been for at least two (2) years.		
Signed:		
Date:		

FELLOWSHIP BY TREATISE Application Form		
Title (Mr, Mrs, Miss, Ms, Dr)	Surname	First Name
Laboratory:		
Laboratory Address:		
Title of Treatise:		
<i>Please attach a copy of the synopsis to this application.</i>		
I certify that I am a member of the NZIMLS in the membership category of Full Member and have been for at least two (2) years.		
Signed:		
Date:		