



GUIDELINES FOR CORPORATE MEMBERSHIP OF THE UGANDA INSTITUTION OF PROFESSIONAL ENGINEERS (UIPE), AND REGISTRATION BY THE ENGINEERS REGISTRATION BOARD (ERB), OF ENGINEERS IN ACADEMIA AND / OR RESEARCH FIELDS.

The following guidelines shall be followed in processing applications from qualified engineers in academia and / or research fields to enable them become Corporate Members of the UIPE, and Registered Engineers of the ERB:

- a) Each applicant shall be required to present career, research, and technical reports as given in the guidelines below.
- b) Both the UIPE and ERB shall follow their respective existing approval registration procedures.

A: CAREER REPORT

The candidate should clearly state his / her:

- a) Educational background (Primary school, Ordinary Level Secondary school, Technical / Vocational training, Advanced Level Secondary school, Ordinary Diploma training, Higher Diploma training, University education (Undergraduate, post-graduate, Masters, PhD, post Doctorate)).
Highlight at each post-secondary stage the qualifications attained, subjects / courses taken, roles and responsibilities held, challenges met and how they were addressed, experiences, and key lessons learnt, and any other relevant information or experience relevant to his / her engineering career.
Include both Industrial Training experiences during second and third years of University education.
- b) Employment record covering:
 - Pupilage (the first two years after University graduation)
 - Post pupilage (a further two years)
 - Promotions – where applicable

For each position, mention the title of the officer to whom you were reporting, and those you were / are supervising. Mention your roles and responsibilities, challenges met and how they were addressed, experiences and key lessons learnt.

- c) Research project participation
- d) Professional courses / training attended
- e) Academic awards
- f) Membership of professional bodies
- g) Membership of Civic and Community Organizations (eg Boards, Governing Councils etc)
- h) International scientific conferences attended
- i) List of scientific publications
- j) Students supervised to completion (Undergraduate, Post graduate Diploma, Masters, PhDs, Post Doctorate)

In all the above, the candidate shall give evidence of certificates / awards obtained.

B: TECHNICAL RESEARCH REPORT

The Technical Research report shall have a direct bearing or focus on local community / societal development agenda.

The technical report shall have a pass score of 60%. It shall be scored by an approved Assessor.

The report shall have the following sections:

- i) Preliminary pages (title page, declaration, acknowledgements, table of contents, list of tables, list of figures, list of acronyms).
- ii) Executive Summary
- iii) Introduction
- iv) Research Project Design
- v) Implementation of the Project
- vi) Benefits of the project to the communities
- vii) Cross cutting issues and how they were incorporated in the project
- viii) Challenges and how they were solved
- ix) Key lessons learnt
- x) Contribution to engineering
- xi) Conclusions, recommendations, references
- xii) Appendices

C: RESEARCH PAPERS

The candidate shall submit two research papers for vetting by an academic staff at least of the rank of Senior Lecturer or equivalent of a reputable University or Research Institute with a PhD in the discipline.

Each paper shall have a maximum score of 25% (ie 50% for both papers). The criteria for scoring and some footnotes to guide the Vetter, are given in the attached form (Form MPR 2).

The papers must not be part of the candidate's Masters or PhD work.

The Vetter must be a Registered Engineer.

The Vetter must attach a separate vetting report on the candidate's application.

D: ORAL INTERVIEWS

The candidate shall be invited at an appropriate time, and after his / her reports (ie career, technical, and research) have been assessed / vetted, for an oral interview before a suitably constituted panel. The interview shall mainly be interactive.

The interviewing panel shall be well versed / conversant with the candidate's reports, and shall therefore confirm that the candidate's responses / answers during the interview do not conflict with his / her reports. The candidate shall not be expected to keep referring to his / her reports during the interview.

The candidate shall be scored against the guidelines given in MPR 3 form.

NB:

- a) A poorly written career report by the candidate may lead to a request for re-submission or rejection of the candidate's application for registration altogether. The interviewing panel shall internalize candidate's career report and make specific comments on its acceptability.
- b) The present form used to assess and score the Technical report of candidates (Form MPR 1 attached) shall be used for assessing the Technical Research report.
- c) The Assessor must be on the list of currently recognised ERB / UIPE persons as such.
- d) The pass mark for papers submitted for vetting shall be 60% (as per Form MPR 2)
- e) Therefore, the reports of the applicant in the research or academia will be assessed by two registered engineers – one Vetter, and one Assessor.
- f) Both the UIPE and ERB shall take immediate measures (eg through enhancement programs) to create data banks of registered engineers from academic and research institutions who shall serve as Vettors, and regularly update the same.

END

FORM MPR 1

UIPE Corporate Member Professional Review - Assessment of Technical Report

Name of Applicant:					
Criteria	Max Points	Score	Criteria	Max Points	Score
A: Technical Content (12 Points)			D: Management and Finance (06 Points)		
1. Application of Engineering Principles	3.0		1. Managerial ability	2.0	
2. Scientific Approach	3.0		2. Key decisions taken	1.5	
3. Analytical Methods/Tools	2.5		3. Project Costing	1.5	
4. Design Concepts	2.0		4. Financial Management	1.0	
5. Drawings / Developed Tools	1.5		Sub Total	6.0	
Sub Total	12.0				
B: Depth of Knowledge (10 Points)			E: Cross-Cutting Issues (04 Points)		
1. Research on Best Practice	2.0		1. Occupational Safety and Health	1.0	
2. Demonstration of different applications	2.0		2. Environmental Aspects	1.0	
3. Justification of methodology	2.0		3. Gender	1.0	
4. Analysis and detailed discussion	4.0		4. HIV/AIDS, PWD, EP, etc	1.0	
Sub Total	10.0		Sub Total	4.0	
C: Involvement of Applicant (12 Points)			F: Report Presentation (06 Points)		
1. Applicant's Concept – Originality	2.5		1. Preliminaries	1.5	
2. Involvement at various stages			2. Contents (Structure of Report)	3.0	
a) Feasibility and Design stage	1.5		3. Illustrations	1.5	
b) Implementation stage	3.0		Sub Total	6.0	
c) Monitoring and Evaluation stage	1.0				
d) Review stage	1.0				
3. Position held (<i>Choose only one</i>)					
a) Senior staff level	3.0				
b) Middle staff level	2.5				
c) Junior staff level	2.0				
Sub Total	12.0		TOTAL	50	

NB: The Pass Mark shall be a minimum of 60% (i.e. 30 Points)

Reviewer to attach a separate Written Brief Report

Name of Assessor:

Signature:

Date:

FORM MPR 2

Uganda Institution of Professional Engineers (UIPE), jointly with Engineers Registration Board (ERB)

Corporate Member Professional/ERB Review Form for Vetting of Scientific/Research Papers

The papers must not have been part of the applicant's Masters or PhD work.

Name of Applicant:

University or Research Institute:

Title of Paper 1:

Title of Paper 2:

No.	Criteria	Maximum Score	Score Paper 1		Score Paper 2	
			Max	Actual	Max	Actual
A	Publisher					
1	Internationally Recognized(locally or internationally published)	5	2.5		2.5	
2	Local publisher	3	1.5		1.5	
B	Type of Article					
1	Journal	5	2.5		2.5	
2	Conference proceedings	3	1.5		1.5	
C	Year of Publication					
1	Last 5 years	5	2.5		2.5	
2	More than 5 years ago	2	1		1	
D	Publication Number					
1	ISSN	4	2		2	
2	ISBN	2	1		1	
E	Peer Review					
1	Blind peer review	5	2.5		2.5	
2	Open Peer review	3	1.5		1.5	
F	Originality					
1	Is the content a detailed report on original research or experiment?	6	3		3	
2	Is the report scholarly (audience are scholars, researchers and students) or populist?	3	1.5		1.5	
3	Are in-text citations and references clear according to the referencing style used?	2	1		1	
G	Methodology					
1	What are the scientific and engineering assumptions in the research process?	5	2.5		2.5	
2	What methods were used for data collection? Quantitative methods? Evidence based?	5	2.5		2.5	
H	Teaching / Research Experience					
	More than 07 years	5	2.5		2.5	
	Between 05 – 07 years	3	1.5		1.5	
	Total (Max)	50	25		25	
	Total Actual					

Name of Vetter:ERB No & Stamp.....Date of vetting:

Key to awarding of marks:

- 1) *Local Publisher (see A2): These may include books, handbooks, user guides, pamphlets – all on engineering aspects – published by the candidate and meant for local use by communities / society.*

- 2) *Peer Review (see E): The Vetter shall establish this (whether blind or open peer) from the websites of the publishers.*
- 3) *Originality (see F): This criterion attracts the highest score. The Vetter is advised to carefully and critically establish and score these criteria because it focuses on originality / innovation of research or experiment. The audience for which the publications is meant to address and serve is equally important.*
- 4) *Methodology (see G): This is the second highest rated criterion. The Vetter shall carefully examine and establish the scientific and engineering assumptions made by the candidate for each publication, and the qualitative / quantitative methods used.*
- 5) *Teaching / Research Experience (see H): Whereas the scores cannot be tagged to each of the two research papers published by the candidate, dividing the maximum score equally between the two papers is for convenience only.*

**FORM MPR 3:
UIPE- ERB INTERVIEW FORM**

Name of Interviewee:

KEY ISSUES	Total score	Score
I. PRESENTATION:		
(i) Appearance (a responsible Engineer to appear smart)	3	
(ii) Communication and Presentation Skills	5	
Sub Total	8	
II. TELL US ABOUT YOURSELF:		
(i) Industrial training while at University	3	
(ii) Engineering Degrees attained	3	
(iii) Pupilage	3	
(iv) Post Pupilage (positions held should show responsibility)	10	
(v) CPD Courses attended since	5	
Sub Total	24	
III. ENGINEERING TECHNICAL REPORT:		
PART 1-DESIGN		
(i) Executive Summary of the Technical Report	4	
(ii) Key Engineering Principles & Knowledge Depth		
❖ Key Principles	4	
❖ Standards & Specifications	4	
❖ Assumptions	4	
❖ Compliance with ERB applications guidelines	4	
❖ Engineering drawings & documentation	5	
❖ Ownership of report content	5	
Subtotal	30	
PART 2 - SITE/INDUSTRIAL EXPERIENCE		
(i) Engineering Cost Estimates	4	
(ii) Quality Control & Due Diligence	4	
(iii) Resources Control & Management	3	
(iv) Time Control & Scheduling	3	
(v) Financial Control	3	
(vi) Completion Aspects	3	
Sub Total	20	
PART 3 –OTHER ISSUES		
(i) Safety, Health & Environmental Aspects	5	
(ii) Key Engineering Lesson & Recommendations	10	
(iii) Social, Gender & Political Aspects	3	
Sub Total	18	
Total	100	

A pass mark of 60%

The interview is mainly interactive and the candidate shall not keep referring to his/her report. The panel is expected to be well conversant with the candidate's submission, and shall confirm that the candidate's answers/ responses do not conflict with the report.

Signature:.....

Name of Panelist:.....**Date:**.....