

## JOINING UIPE AS A CORPORATE MEMBER - using the New Assessment Guidelines

### STEP I

The following requirements apply for the applicant: -

1. Must have Bachelor's Degree in Engineering.
2. Must have 2 years training as a pupil engineer after graduation, under the supervision of a Registered Engineer; and a further 2 years working experience in a position or positions of some responsibility, again under the supervision of a Registered Engineer.
3. Required to write a **Career report** and a **Technical report**
4. The **project** to be presented in the technical report must have been undertaken after **4 years since Graduation**.
5. You will submit a full application consisting of the following: Application form, Career Report and Technical Report.
  - Application Form should be duly completed in all the sections, with attached copies of Certificates, signatures of engineers under whom you trained, and membership of institutions as required under the relevant sections of the form; (Two proposers and two seconders must sign the application form. They must be fully paid-up Corporate members of UIPE and they cannot be Council or MET Committee Member.)
  - A Career Report should give a chronology of one's professional career, precisely showing the position occupied, degree of responsibility assigned, the engineer under whom you trained, and should detail the tasks undertaken indicating their size and value, lessons learnt and the challenges met.
  - A technical report should be on a specific project that clearly bringing out one's role, responsibility and contribution in the exercise of independent engineering and professional judgment and best demonstrates one's competence as an engineer. The report should indicate the tasks he/she was employed on, problems encountered and how such problems were identified, analysed and dealt with throughout preliminaries, design, documentation, construction/installation, operation, and maintenance, research and/or teaching periods (*In case you choose a project where you were only involved in design then you must include part B in your technical report on another project where you were involved in construction supervision*).

An indication of the size and cost of the works should be given;

    - The report should include, where applicable, design calculations relating to one or more of the candidates own submitted drawings, certified by the supervising engineer;
    - Relevant working drawings, certified by the supervising engineer, should be part of the report
    - The report must include bills of quantities;
    - In writing the report therefore, the candidate should bear in mind that the onus is on them to give sufficient information to guide the UIPE/ERB in a fair and just assessment of his application. But, the report should be between 2500 and 6000 words

For applicants who, at the time of making the application for registration, are involved in engineering education and/or research work, such applications must submit evidence of the research carried out as additional information.

6. Submit two copies of all required documents in hard copy at the Secretariat.

#### Documents to Attach to Completed Application Form

1. Photo-copies of all academic papers (O & A Level Certificates, Transcript and degree Certificate)
2. Photocopy of your appointment letter
3. Photocopies of certificates received from engineering training, workshops or conferences
4. Photocopy of registration certificate if already registered in a foreign country

#### STEP II

At the time of submission the applicant should present evidence of payment of shillings **Five Hundred and Eighty thousand** (580,000/=) being payment for Assessment, Election, copy of Corporate plan and Shirt/Lapel pin.

Item No.	Item Description	Amount
1	Assessment Fees	300,000
2	Election Fees	150,000
3	Corporate Plan	50,000
4	Shirt/Lapel Pin	80,000
	<b>Total</b>	<b>580,000</b>

After submission of documents to UIPE Secretariat, the application process proceeds as follows:-

1. The MET Committee reviews the submission and allocates two approved ERB assessors to review the technical reports upon confirmation that the applicant has demonstrated use of Engineering principles in his/her technical reports.
2. Upon receiving assessment results, the JAC Committee schedules an interview for the applicant.
3. The applicant attends an interview which includes power point presentation.
4. The JAC Committee recommends the successful applicant to the Council for election.
5. The Council elects the applicant.
6. The name of the newly elected member is circulated to the entire membership for comments, for a period of 30 days. If UIPE receives no objection, the applicant then receives his letter of election at the expiry of 30 days.

#### STEP III

After election, the applicant is expected to pay the following dues before admission as a member and before preparation of the membership certificate.

Item No.	Item Description	Amount
1	Membership Certificate	50,000
2	Annual Subscription Fees	200,000
	<b>Total</b>	<b>250,000</b>

### Note

- a. The new UIPE's assessment guidelines were jointly reviewed by UIPE and ERB.
- b. Both UIPE and ERB will be represented during interviews which are to be organized by MET, as part of the assessment process required under the new assessment system.
- c. It is upon the candidate to apply for ERB registration after admission as a Corporate Member of UIPE. On applying to ERB for registration, the applicant is to be exempted from submitting a Technical Report and attending a board interview.
- d. The Assessment Committee will sit on a monthly basis or as determined by the workload at hand.

### **NB**

- a. Please make cheques payable to: 'UGANDA INSTITUTION OF PROFESSIONAL ENGINEERS'

Direct cash deposit: Stanbic Bank IPS Branch Account No. 9030005841819 Account Name Uganda Institution of Professional Engineer, then scan the Bank Deposit Slip and email it to [accounts@uipe.co.ug](mailto:accounts@uipe.co.ug) , or hand deliver.

- b. Payment by Mobile Money to: Payment by Mobile Money to: \*165#
  1. Payments
  2. Next
  3. Goods & Services
  4. Enter Merchant Code (Code is UIPE)
  5. Enter Payment reference, include your Name, Reg. No., Details of Payment)
  6. Enter Amount
  7. Enter your pin
  8. Send
- c. Please pick your receipt from the Secretariat whenever you make a payment.
- d. Please pick your receipt from the Secretariat whenever you make a payment.

For more details, please contact:

#### **UIPE SECRETARIAT**

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1<sup>st</sup> Jan 2013