



## **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.

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

*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.*