



GUIDELINES FOR APPLICATION to the Institute of Geologists of Ireland (IGI)



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Photographs from Cover clockwise from top right:

- *Old Red Sandstone at Glanteenassig Woods, Co. Kerry* by Jess Franklin STU, • *Crinoids at Hook Head* by Dr. Jim Hodgson PGeo,
- *Rip Curl - the Garrison Sill meets the Meenymore Formation* by EurGeol Dr. John Kelly PGeo, • *Dún Briste* by Kevin Ledwith MIT,
- *Epikarst in Rossiner, Co. Leitrim* by EurGeol Dr. Sarah Blake PGeo.

How to use this document

When applying to the Institute of Geologists of Ireland (IGI) it is important to read this document and to determine the relevant category of membership for which you should apply.

Section 2.0 of this document outlines the **various membership categories** of the Institute and provides the qualification criteria for each category.

Once the applicant has ascertained the relevant membership category to apply for, the relevant section of the Application Guidelines should then be consulted and reviewed. Each membership category has an individual application form; it is essential that the correct application form is used when submitting an application.

Section 3.0 of this document outlines the **application process**. It must be borne in mind that the Validation Committee operate in a voluntary capacity and whilst every effort is made to process applications speedily no guarantee can be given as to the duration of the process.

Section 4.0 outlines the application procedure for candidates for **Professional Membership (PGeo)** and for applications to the **European Federation of Geologists (EFG)**.

Section 5.0 outlines the application procedure for candidates for **Membership-in-Training**.

Section 6.0 outlines the application procedure for candidates for **Associate Membership**.

Section 7.0 outlines the application procedure for candidates for **Retired Membership**.

Section 8.0 outlines the application procedure for candidates for **Student Membership**.

Section 9.0 outlines the application procedure for candidates wishing to **re-join the IGI**, having previously been members.

Section 10.0 outlines the application procedure for candidates who are members of an organisation with whom the **IGI has a Mutual Recognition Agreement (MRA)**.



Application Guidelines

1. Introduction

The Institute of Geologists of Ireland Limited (IGI), founded in 1999, is the professional body representing geologists and geoscientists in Ireland. It has been set up as a self-regulating association with professional standards and disciplinary powers to provide professional certification of geologists and geoscientists in Ireland, to represent the interests of all geologists and geoscientists in Ireland on professional matters, and to develop professional activities and services on behalf of members.

The Board of the IGI has delegated responsibility to the Validation Committee for the assessment of all membership applications. The Validation Committee is responsible for the administration of all aspects of the application procedures and regulations. The IGI accepts applications for several categories of membership, for which the minimum requirements are summarised below.

There are five categories of membership of the IGI, as follows:

- Professional Membership.
- Member-in-Training.
- Associate Membership.
- Retired Membership.
- Student Membership.

In addition, the IGI accepts applications from:

- Applicants who have previously been members of the IGI but whose membership has lapsed.
- Applicants who are members of organisations with whom the IGI has a Mutual Recognition Agreement (MRA).

Please note that specific application forms are available for each category of membership. It is essential that the correct application form is used for applications.

The IGI is also a member of the European Federation of Geologists (EFG) and as an EFG National Licensed Body (NLB) handles EurGeol. applications in Ireland. The EFG represents geologists throughout Europe through the national representative bodies in each member country. Only Professional Members of the IGI can apply for EurGeol status.

Please note that annual fees fall due in March of each year. Fees for both the IGI and EFG are collected by the IGI. A single invoice for both fees is issued each year.

2. Membership Qualification Criteria

This section outlines the qualification criteria for each of the different membership categories.

Please study this section carefully to determine the most appropriate membership category for you, bearing in mind your level of educational attainment, length of professional experience and career stage.

2.1 Professional Membership

Professional members shall have a geology, geoscience, or other qualification approved by the Board, and have been engaged in the science and practice of geoscience subsequent to the award of the qualification. The period of professional practice required will be relevant to the level and field of the award and is summarized in Table 1 below.

	Primary Degree	Masters Degree	Doctorate	Required Professional Geo-Science Experience (Years)	Comment
Geo-Science Degree	Yes	-	-	5	4 Years Primary Degree Course with >50% Geo-Science Content
Geo-Science Degree	Yes	Yes	-	4	4 Years Primary Degree Course with >50% Geo-Science Content
Geo-Science Degree	Yes	-	Yes	4	4 Years Primary Degree Course with >50% Geo-Science Content
Non Geo-Science Degree	Yes	-	-	10	
Non Geo-Science Degree	Yes	Yes	-	6	Taught Degree (Minimum Geo-Science Content >50%)
Non Geo-Science Degree	Yes	Yes	-	6	Degree by Research (Geo-Science Content >75% validated by Supervisor)
Non Geo-Science Degree	Yes	-	Yes	5	Research (Geo-Science Content >75% validated by Supervisor)
	Primary Diploma				
Geo-Science Diploma	Yes	-	-	8	3 year Course with Geo-Science Content >50% validated by Course Director

Demonstrable knowledge of Geology is a Core Value of the IGI and therefore the IGI Board reserves the right to make executive decisions on admission to the Institute. Table 1 demonstrates that the minimum level of professional experience acceptable is 4 years, providing the applicant has a geoscience primary degree AND a masters degree or doctorate. If the applicant holds just a primary degree, then 5 years professional experience is required.

For candidates who do not have a primary geoscience degree, the length of professional experience varies depending on the percentage geoscience content of their primary degree and whether or not they hold any post-graduate qualifications.

Candidates who hold a geoscience diploma, with geoscience content of >50%, must have a minimum of 8 years professional experience.

The Validation Committee can use their discretion in the admission of members, particularly in relation to the geoscience content of courses undertaken.

Applicants for Professional Membership are expected to comprehensively demonstrate their geological/geoscience competence in the application form, attached professional reports and other supporting documents, including where possible, evidence of interpretative skillsets and application of theory to practice.

It is essential that applicants for Professional Membership demonstrate the following key components of their relevant experience:¹

- i) A clear understanding of the complexities of geology and of geological processes in space and time in relation to their area of expertise.
- ii) Critical evaluation of geoscience information to generate predictive models.
- iii) Effective communication both orally and in writing.
- iv) Competency in the management of Health and Safety and environmental issues and other statutory obligations applicable to the applicants area of work.
- v) Clear understanding of the meaning and needs of professionalism, including a clear understanding of the Code of Ethics of the IGI and a commitment to its implementation.
- vi) Commitment to CPD throughout the applicants professional career.
- vii) Competence in his/her area of expertise.

Detailed Application Guidelines for Professional Membership are contained in Section 4 of this guide.

2.1.1 European Federation of Geologists

The IGI became an EFG Licensed Body on 1st January 2002, allowing the title European Geologist (EurGeol.) to be administered by the IGI on behalf of the EFG. The minimum requirements for the EurGeol. title will be met by all successful applicants for IGI Professional Membership. Other classes of IGI membership (Member-in-Training, Associate, Retired or Student) are not entitled to apply for or hold the EurGeol title. Successful PGeo applications, who have also applied for the EurGeol title, will be recommended to the EFG Registration Authority.

Detailed Application Guidelines for EFG Membership are contained in Section 4.2 of this guide.

2.2 Membership-in-Training

Any person engaged in the science, practice or study of geoscience may apply to become a Member-in-Training, provided he or she holds a degree or diploma in geoscience from a college of acceptable academic standards. A period of professional practice is not required as a qualification criteria.

Detailed Application Guidelines for Membership-in-Training are contained in Section 5 of this guide.

¹ Adapted from The Geological Society Continued Professional Development Training Guide for Engineering Geologists June 2016.

2.3 Associate Membership

Any person engaged in the science, practice, or study, of geoscience may apply to become an Associate Member, provided he or she holds such qualifications as may be approved by the Board. Any applicant for Associate Membership must be approved by the Board as being suitable for associate membership. The Board may waive degree or current professional activity requirements if in its judgement an applicant has adequate professional experience and has attained standing in the profession of geology.

Detailed Application Guidelines for Associate Membership are contained in Section 6 of this guide.

2.4 Retired Membership

Retired membership shall be available to any person who was a Professional Member of the IGI and was engaged in the science, practice, or study, of geoscience, who ceases to engage in the profession of geoscience and no longer wishes to practice as a Professional Member;

or

Persons who have retired from the science, practice, or study, of geoscience and who have not been Professional Members of the Institute of Geologists of Ireland.

Detailed Application Guidelines for Retired Membership are contained in Section 7 of this guide.

2.5 Student Membership

Student membership shall be available to any undergraduate student studying a primary degree in geology, geoscience, or equivalent satisfying the educational standard required for Professional Membership;

or

A post-graduate student holding such a primary degree.

Detailed Application Guidelines for Student Membership are contained in Section 8 of this guide.

2.6 Applications to re-join the IGI

Any person who has ceased to be a member of whatever category of membership, who has resigned, or who has forfeited his or her membership for non-payment of dues, unless expelled for ethical reasons, may apply to have their membership reinstated.

The exact procedure for re-application depends on the length of time that has passed since the candidate was last a Member-in-Good-Standing; with different procedures for those whose membership lapsed less than or more than three years ago.

Detailed Application Guidelines for Lapsed Membership are contained in Section 9 of this guide.

2.7 Applications from individuals who are members of organisations with whom the IGI has a Mutual Recognition Agreement (MRA)

A geoscientist who is a full professional member of an organisation with whom IGI has a Mutual Recognition Agreement (MRA) is entitled to apply to IGI to have their existing professional status recognised by the IGI and become an IGI professional member (PGeo). This can be done via a modified application procedure as set out in the MRA and associated IGI MRA Application Form.

The organisations with whom IGI has a Mutual Recognition Agreement are:

- American Institute of Professional Geologists.
- Australian Institute of Mining & Metallurgy (JORC Committee).
- Geological Society of London.
- Geoscientists Canada.
- Geological Society of South Africa.
- South African Institute of Mining & Metallurgy (SAMREC Committee).
- South African Council for Natural Scientific Professions.
- European Association of Geoscientists and Engineers.


Detailed Application Guidelines for Lapsed Membership are contained in Section 10 of this guide.

2.8 Applications from individuals who are based overseas

Where applicants are based in a region with whom there is an MRA in place it is expected that the applicant first join the MRA organisation, before then applying to the IGI via the MRA route above (see Section 2.7).

The IGI welcomes applications from individuals who are based outside of Ireland and who have a substantive link to Ireland (e.g. by way of study or professional experience). This link should be highlighted in the individual's application form. It is the responsibility of the candidate to provide sufficient information on the substantive link for the validation committee to make an informed decision. The applicant may apply for full PGeo status or as a Member in Training (MIT), as appropriate.

Where applicants are based in a region where there is no MRA in place, and the applicant has no substantive link with the geosciences in Ireland they are advised to apply initially through the MIT Category (Section 5).



Garryluca, Co. Cork
by EurGeol Dr. Sarah Blake PGeo

3. Application Process

The IGI has two application deadlines each year; end January and end July. Only fully complete applications, as per Section 4.0 below, will be processed by the IGI office.

All application documentation must be submitted, either by post or by email, to the IGI Executive Secretary.

Applications by post should be sent to:

IGI Executive Secretary,
Institute of Geologists of Ireland,
63 Merrion Square,
Dublin D02 TW21.

Applications by email should be sent to: info@igi.ie

Compilation of Application Documents

The Executive Secretary compiles the submitted applications and deems them to be complete. The Executive Secretary will provide all reasonable assistance to the applicant in ensuring their application is complete, but the onus is on the applicant to ensure they comply with all application criteria and guidelines in a timely manner. Partial documentation will not be forwarded to the Validation Committee, but will remain with the Executive Secretary.

Professional Review

Once an application is deemed to be complete, a Professional Review of the completed application is carried out by an Assessor. The Assessor, who is appointed by the Validation Committee, is a Professional Geologist with at least ten years experience. The Assessor will examine each candidate's application and determines if the training, the geological experience being claimed and the quality of work undertaken merit progression to the Professional Interview. If the Assessor feels that the application is insufficient, further information (including a Professional Practice Report) will be sought through the Executive Secretary requiring the applicant to more comprehensively demonstrate their geological/geoscience competence.

Following the Professional Review, if the Assessor is satisfied with the application for Professional Membership, an Interview Panel is formed and the Executive Secretary invites the applicant to attend a Professional Interview. Applicants for Membership-in-Training, Associate Membership, Retired Membership and Student Membership are not generally required to attend a Professional Interview.

Professional Interview

Interview Panels consist of three Professional Geologists (PGeos), one acting as Chairperson, of whom ideally two will be from the same field as the candidate. Interview Panels are appointed by the Validation Committee and normally one member of the Interview Panel will also serve on the Validation Committee.

The interview will last for approximately 45 minutes and will include an initial period of not more than ten minutes for the candidate to give an uninterrupted verbal summary of his/her career illustrating highlights of his/her experience and responsibility. In addition to demonstrating technical and professional knowledge arising from his/her experience, the candidate will be required to demonstrate an appreciation and knowledge of the IGI's Code of Ethics and an understanding of the importance of Health and Safety in the workplace. Candidates are encouraged to bring to the interview any additional reports or materials which they feel could demonstrate aspects of their professional experience in more detail.

The Interview Panel, through the Validation Committee reports to the Board following the Professional Interview. In the case of a successful interview, the Validation Committee recommends the candidate to the Board for election to the title of Professional Geologist (PGeo). Following election to Professional Membership by the Board, the candidate is notified by the Executive Secretary, is added to the membership database and issued with a member registration number and a certificate of membership.

Candidates will be informed in writing of the result of their application within eight weeks of the interview date. Candidates who, in the opinion of the Interview Panel, have not achieved the required standards will be offered guidance and/or opportunities to enable them to acquire additional knowledge and experience before reapplying. Candidates will be asked at the close of the interview if they feel that they have had a fair opportunity to present their case for Professional Membership. If, following the interview, any candidate is not satisfied with the outcome, the candidate can write to the Executive Secretary seeking further information or explanation of the result. An appeals procedure is provided for in the IGI Articles of Association.

All Assessors and members of Interview Panels are bound by the Board to maintain complete confidentiality with regard to proprietary or commercially sensitive information relating to a candidate's work or the activities of his/her employing organisation.

If at any stage of the procedure a candidate is deemed by the Assessor or the Interview Panel to have insufficient experience or training, the candidate will be informed and advised how best to improve so as to allow re-application at a later date. In the event of a dispute, an appeals procedure is provided for in the IGI Articles of Association.



Mullaghmore, Co. Sligo
by EurGeol Máiread Glennon PGeo

4. Application Guidelines for Professional Membership of The Institute of Geologists of Ireland and European Federation of Geologists

Applicants for Professional Membership, who satisfy the qualification criteria outlined in Section 2.1 above, must;

- Complete the **IGI PGeo Application Form**.
- Be sponsored by three fully paid up Professional Members (PGeo) of the IGI, or European Geologists (EurGeol), or professional members of other professional organisations recognized for this purpose by the Board.
- Submit copies of degree/diploma certificates.
- Submit two professional reports or publications, or a Professional Practice Report (refer to Section K below for further details).
- Pay the application fee of €50 plus the membership subscription for their first years membership, of €175. Payment can be made via the PayPal link under the 'Membership' section of the IGI website (www.igi.ie), via cheque or via electronic funds transfer. For electronic funds transfer, the IGI bank account details can be obtained by emailing info@igi.ie.

4.1 Completing the Application Form

Section A: PERSONAL DETAILS

All parts of Section A must be completed. An up-to-date photograph of the applicant must be attached.

The PGeo application fee is €50 and the PGeo annual subscription fee is €175. The first annual subscription must accompany each application. Annual subscriptions will fall due at the start of each year. Payments may be made by PayPal (via the link in the IGI website), by electronic funds transfer or by cheque. Bank account details for electronic transfer can be obtained from info@igi.ie. Cheques should be made payable to 'Institute of Geologists of Ireland'.

Section B: SPONSORS

Candidates for Professional Membership (PGeo) shall be sponsored by not less than three fully paid up IGI Professional Members (PGeo). Each sponsor must be given the opportunity to review the application form for the candidate they are sponsoring. They must demonstrate they have reviewed the form by providing their name and signature in Section B of the form and by initialling any aspects of the application form with which they are familiar (digital signatures are acceptable).

Where no IGI Professional Member is known to the candidate then sponsors who are members of other professional geoscientific organisations can be accepted as Sponsors following approval by the Board (this can be done by contacting the Executive Secretary). Sponsors must be familiar with the candidate's professional work within the last five year period. In all cases, a Sponsor's Statement from each of the three sponsors is required.

It is not expected that the Sponsors will be familiar with all aspects of the applicants career but insofar as possible Sponsors should be satisfied the applicant is demonstrating sufficient geological/geoscience competence to merit the PGeo title. Neither is it expected that Sponsors will initial all entries on the application form. Candidates should however ensure that at least one of the Sponsors is familiar with the most recent five-year period, and that those entries are appropriately authenticated. It is not necessary for any item to be initialled by more than one Sponsor.

Each Sponsor should complete a Sponsor’s Statement form and return it directly to the IGI Validation Committee via the Executive Secretary. *Sponsor’s Statement forms should not be sent via the candidate.* It is the duty of the candidate to ensure that these statements are submitted to the IGI.

Section C: FIELDS OF PROFESSIONAL EXPERTISE IN GEOLOGY

The purpose of Section C of the form is to allow the candidate to identify their main area of expertise within geoscience and to detail how many years experience they have in each area.

The candidate should first identify their main field(s) of expertise, by ranking them 1, 2, 3 (with 1 being the most important and with no more than three main fields selected) in Column A. Then in Column B the candidate should list the number of years experience they have in each of their areas of expertise.

Candidates may also indicate one or more specialist areas within any or all of their main fields; specialist areas not listed may be included, if necessary, in the spaces provided or by continuing on a separate sheet. The specialist areas may be highlighted by placing a tick (or x) in Column A. Again, the candidate may if they wish indicate the number of years’ experience that they have in their specialist areas in Column B.

An example of how to complete Section C is provided below in the extract from the application form. In this example, the candidate highlights Geochemistry as their main area of expertise and confirms they have 7 years’ experience in this area. Their specialist areas within the field of Geochemistry are identified by the ‘x’ in Column A highlighting Pure Geochemistry and Geochemical Analysis. The number of years’ experience they have these specialist areas, 7 and 5 years respectively, are detailed in Column B. The candidates second main area of expertise is Education, denoted by the number 2 in Column A. Within their second main area of expertise they have highlighted Teaching as their specialist area and have indicated they have 5 years’ experience.

C: FIELDS OF PROFESSIONAL EXPERTISE IN GEOLOGY					
			Rank main field of expertise (1, 2, 3)	Years experience	Sponsor's initials
1	Main Field	Geochemistry	1	7	
	<i>Specialist areas</i>	<i>Applied Geochemistry</i>			
		<i>Pure Geochemistry</i>	x	7	
		<i>Geochemical Analysis</i>	x	5	
		<i>Environmental Geochemistry</i>			
	<i>Other specialist areas (specify)</i>				
2	Main Field	Education	2	5	
	<i>Specialist areas</i>	<i>Teaching</i>	x	5	
		<i>Geological Information</i>			
		<i>History of Geology</i>			
	<i>Other specialist areas (specify)</i>				
3	Main Field	Engineering Geology & Geotechnics			
	<i>Specialist areas</i>	<i>Geotechnical Engineering</i>			
		<i>Rock Mechanics</i>			
	<i>Other specialist areas (specify)</i>				

Section D: ACADEMIC QUALIFICATIONS

List here all qualifications obtained, including prizes and scholarships, also certificates for completion of training courses in supplementary topics. Continue the list on a separate page if necessary. Please submit copies of degrees, diplomas and certificates/academic transcripts with the applications.



Dún Briste
by Kevin Ledwith MIT

The Validation Committee reserves the right to make contact with the awarding body to confirm the authenticity of the documentation. You may be asked to produce the original certificates of degrees, etc. at a later date but *do not submit originals with the application*.

Section E: PUBLICATIONS

Only those papers subjected to peer review should be listed.

Section F: CONTINUING PROFESSIONAL DEVELOPMENT

Professional Members of the IGI have a responsibility to maintain and develop their abilities as practitioners by a commitment to continuing professional development (CPD). Professional Members must comply with the IGI's CPD scheme and return forms summarising their CPD activities each year when they renew their subscriptions. (Further details of the IGI's CPD scheme may be obtained from the web site (www.igi.ie) or on request to the Secretary.) Activities that will qualify as CPD include: on-the-job training where specific learning outcomes have been identified and planned; attending formal lectures, courses, and conferences; writing professional papers and giving technical presentations; formal study for a recognised award; private study including correspondence courses and other forms of distance learning; managerial or organizational work with a scientific society or professional body; professional activities supporting teaching or mentoring; private reading including keeping abreast of current publications.

Section G: MEMBERSHIP OF OTHER BODIES

Only relevant professional and/or scientific bodies should be listed; continue on a separate sheet if necessary.

Section H: OTHER INFORMATION

List any achievements, skills, training or interests that are considered relevant. Provide additional information on substantive link to Ireland, if applicable. Continue on a separate sheet if necessary.

Section I: PREVIOUS OCCUPATIONS

In describing the nature of duties highlight those technical aspects that demonstrate the nature and extent of the candidate's responsibility; continue on a separate sheet if necessary.

Section J: DETAILS OF PRESENT OCCUPATION AND NATURE OF DUTIES

Emphasise those aspects which demonstrate that the candidate is qualified for professional membership.

Section K: LIST OF PROFESSIONAL DOCUMENTS

The application should be supported by a list of professional documents or reports completed by the candidate as part of his/her work for his/her employers or clients. The applicant must be the main author of the reports submitted and the reports should reflect the applicants current level of expertise.

It is important that the reports demonstrate an appropriate level of scientific/data interpretation, rather than reports detailing data collection or monitoring activities. Academic or civil service candidates who have no such reports to list should quote two academic papers with the candidate as the sole or senior author. If providing these documents in hard copy, two copies of the documents should accompany the application. Alternatively, these documents can be submitted digitally.

Where listing and/or submission of documents with joint authorship, where the candidate is not the sole or senior author, is unavoidable, the candidate should submit a validated statement as to his/her contribution.

PROFESSIONAL PRACTICE REPORT

Where a candidate is unable to provide copies of their professional reports for confidentiality reasons, the candidate may request permission from the IGI to avail of an alternative arrangement involving the submission of Professional Practice Report. The IGI reserves the right to decide if this procedure can be used in each individual case. A Professional Practice Report may also be requested at the discretion of the Validation Committee or its nominated Assessor if further demonstration of an applicant's geological/geoscience competence is deemed necessary during the application process. The purpose of a Professional Practice Report is to provide a comprehensive and clear account of the candidate's training and experience and geological/geoscience interpretative skillsets. It is also an opportunity for candidates to demonstrate their ability to communicate clearly in writing.

The report must include, separately and in chronological order, an outline of the training undertaken by the candidate as set out in the summary of career details in the Application Form (Sections I and J). It should identify clearly and separately any formal training programmes and job-related courses carried out, as well as continuing professional development (CPD) activities. The report will give a comprehensive and accurate description of the training and professional experience being claimed by the candidate. It must demonstrate the extent and character of the personal contribution and level of responsibility exercised by the candidate and where possible include some measure of impact made, e.g. budget, level of risk, etc. The scope of freedom available to the candidate in the employing organisation is of major interest, as well as details of significant technical or managerial problem solving and innovative activity. Candidates should make reference to verification sources, e.g. employers, line managers and supervisors. This is intended to assist the members of the Interview Panel in making an assessment of the candidate and reaching a judgement of the level of competence and personal responsibility exercised. This is important in the absence of a Professional Report from the working career of the candidate. Also, a Sponsor may be asked at a later stage to comment on aspects of the Report.

The Professional Practice Report should be not less than 3,000 or more than 4,000 words in length. It must be typed or printed. Presentation will be an important feature of the Report. Excessive use of jargon and acronyms should be avoided and a glossary of terms is essential. Spelling, grammar and syntax are clearly important. Maps and drawings may be included as part of an Appendix. The Report should be set out in a clear format with reasonable spaces between sections. Pages must be numbered. Reports which do not conform to the specified format will be returned for correction. Three hard copies of the report must be provided or it can be submitted digitally.

The Report must end with the following statement and be signed and dated by the candidate: *'I hereby certify that the Professional Practice Report has been prepared in its entirety by me and that all statements and claims therein are true and accurate.'*

DECLARATION

Please check that the details you have filled in are correct and then sign and date the declaration at the end of the application form.

CHECKLIST FOR PGEO APPLICATIONS

- Application Form completed with photograph attached. _____
- Declaration signed and dated at end of form. _____
- Section B of form completed by all three sponsors. _____
- Section C: three main areas of expertise identified and years experience listed. _____
- Application fee and first annual membership fee paid. _____
- Include copies of all academic transcripts. _____
- Submit two Professional Reports or submit three copies of Professional Practice Report. _____

4.2 Application to the European Federation of Geologists (EFG)

Institute of Geologists of Ireland (IGI) is a National Licenced Body (NLB) of the European Federation of Geologists (EFG) and as such can confer the title of EurGeol. to Professional Members of the IGI. The minimum requirements for the EurGeol. title will be met by all successful applicants for IGI Professional Membership. A separate form for EFG membership must be completed.

The following points apply to those who are existing Professional Members of the Institute of Geologists of Ireland (IGI), or who are applying for IGI Professional Membership at the same time as their EurGeol. application. The registration number required on the EFG application form is your IGI registration number. If you are applying for Professional Membership of the IGI (PGeo) and for the title of European Geologist (EurGeol.) at the same time, your IGI registration number will be added to the form by the IGI if your application for PGeo is successful. Your application for EurGeol. cannot be processed until your application for PGeo has been successful.

Candidates for the title of European Geologist should note that the title will lapse if membership of the IGI lapses. The degree qualifications and experience required in the Declaration section of the EFG application form refer to those set out in your application for Professional Membership of the IGI.

The application fee for membership of the EFG is €35. The EurGeol. annual subscription fee is €38. Both fees must be paid at the time of application. Please indicate in Section A of the application form that you are applying for EurGeol status and that you have paid the fee. Payment methods are outlined above in Section 4.1 above. Applicants whose applications are successful, will be recommended to the EFG Registration Authority for the award of the EurGeol. title.

CHECKLIST FOR PGEO APPLICATIONS

- PGeo Application completed as per guidelines in Section 4.1 above. _____
- EFG application form completed. _____
- EFG first annual membership fee paid. _____
- EFG application fee paid. _____

Rip Curl - the Garrison Sill meets the Meenymore Formation
by EurGeol Dr. John Kelly PGeo



5. Application Guidelines for Member-In-Training of The Institute of Geologists of Ireland

Applicants for Member-in-Training, who satisfy the qualification criteria outlined in Section 2.2 above, must;

- Complete the **IGI Application Form for Member-in-Training** applications as well as the Declaration at the end.
- Be sponsored by one fully paid up Professional Members (PGeo) of the IGI, or European Geologists (EurGeol), or professional members of other professional organisations recognized for this purpose by the Board.
- Submit copies of degree/diploma certificates that have been initialed by their sponsor who has had sight of the original documents.
- Pay the application fee of €20 plus the membership subscription for their first annual membership, of €40 (see note below in Section A on discount available). Payment can be made via the PayPal link under the 'Membership' section of the IGI website (www.igi.ie), via cheque or via electronic funds transfer. For electronic funds transfer, the IGI bank account details can be obtained by emailing info@igi.ie.

5.1 Completing the Application Form

Section A: PERSONAL DETAILS

All parts of Section A must be completed. An up-to-date photograph of the applicant must be attached.

The Member-in-Training application fee is €20 and the Member-in-Training annual subscription fee is €40. The first years annual subscription must accompany each application. Annual subscriptions will fall due at the start of each year. Payments may be made by PayPal (via the link in the IGI website), by electronic funds transfer or by cheque. Bank account details for bank transfers are available from info@igi.ie.

The Member-in-Training application fee and annual subscription for the first year of membership are both subject to a discount of 50% (i.e. application fee becomes €10 and annual subscription becomes €20) if the applicant/member is a full member in good standing of one of the following bodies:

- the Geophysical Association of Ireland;
- the Geotechnical Section of Engineers Ireland;
- the Irish Association for Economic Geology;
- the International Association of Hydrogeologists, Irish Group;
- the Irish Mining and Quarrying Society.

Applicants availing of this discount must indicate the name of the relevant organisation in Section E of the application form.

Section B: SPONSORS

Candidates shall be sponsored by one fully paid up IGI Professional Member(s) (PGeo), European Geologist(s) (EurGeol) or professional members of other professional organisations recognised for this purpose by the Board. Each sponsor must be given the opportunity to review the application form for the candidate they are sponsoring. They must demonstrate they have reviewed the form by providing their name and signature in Section B of the form and by initialling any aspects of the application form with which they are familiar (digital signatures are acceptable). The sponsor must sign Section B of the Application Form, noting IGI Membership Class and IGI Registration Number, and also sign the Declaration in this section.

Sponsors should complete a Sponsor’s Statement and send to the IGI Office either by post to the Hon. Secretary, 63 Merrion Square, Dublin D02 TW21, or by e-mail to info@igi.ie

Section C: FIELDS OF PROFESSIONAL EXPERTISE IN GEOLOGY

The purpose of Section C of the form is to allow the candidate to identify their main area of expertise within geoscience and to detail how many years experience they have in each area. The candidate should first identify their main field(s) of expertise, by ranking them 1, 2, 3 (with 1 being the most important and with no more than three main fields selected) in Column A. Then in Column B the candidate should list the number of years experience they have in each of their areas of expertise.

Candidates may also indicate one or more specialist areas within any or all of their main fields; specialist areas not listed may be included, if necessary, in the spaces provided or by continuing on a separate sheet. The specialist areas may be highlighted by placing a tick (or x) in Column A. Again, the candidate may if they wish indicate the number of years’ experience that they have in their specialist areas in Column B.

An example of how to complete Section C is provided below in the extract from the application form. In this example, the candidate highlights Geochemistry as their main area of expertise and confirms they have 2 years’ experience in this area. Their specialist areas within the field of Geochemistry are identified by the ‘x’ in Column A highlighting Pure Geochemistry and Geochemical Analysis. The number of years’ experience they have these specialist areas, 2 years, are detailed in Column B. The candidates second main area of expertise in Education, denoted by the number 2 in Column A. Within their second main area of expertise they have highlighted Teaching as their specialist area and have indicated they have 1 years’ experience.

C: FIELDS OF PROFESSIONAL EXPERTISE IN GEOLOGY					
			Rank main field of expertise (1, 2, 3)	Years experience	Sponsor's initials
1	Main Field	Geochemistry	1	2	
	<i>Specialist areas</i>	<i>Applied Geochemistry</i>			
		<i>Pure Geochemistry</i>	x	2	
		<i>Geochemical Analysis</i>	x	2	
		<i>Environmental Geochemistry</i>			
	<i>Other specialist areas (specify)</i>				
2	Main Field	Education	2	1	
	<i>Specialist areas</i>	<i>Teaching</i>	x	1	
		<i>Geological Information</i>			
		<i>History of Geology</i>			
	<i>Other specialist areas (specify)</i>				
3	Main Field	Engineering Geology & Geotechnics			
	<i>Specialist areas</i>	<i>Geotechnical Engineering</i>			
		<i>Rock Mechanics</i>			
	<i>Other specialist areas (specify)</i>				

Section D: ACADEMIC QUALIFICATIONS

List here all qualifications obtained, including prizes and scholarships, also certificates for completion of training courses in supplementary topics. Continue the list on a separate page if necessary. Please submit copies of degrees, diplomas and certificates with the applications. The Validation Committee reserves the right to make contact with the awarding body to confirm the authenticity of the documentation. You may be asked to produce the original certificates of degrees, etc. at a later date *but do not submit originals with the application.*

Section E: MEMBERSHIP OF OTHER BODIES

Applicants for Membership-in-Training who are claiming a 50% discount in respect of their membership of one of the bodies listed in Section A *must* indicate the name of this body here.

Section F: PREVIOUS EMPLOYMENT

In describing the nature of duties highlight those technical aspects that demonstrate the nature and extent of the candidate’s responsibility; continue on a separate sheet if necessary.

Section G: DETAILS OF PRESENT OCCUPATION AND NATURE OF DUTIES

Emphasis those aspects which demonstrate that the candidate is qualified for membership of a Professional organisation.

DECLARATION

Please check that the details you have filled in are correct and then sign and date the declaration.

CHECKLIST FOR MEMBER-IN-TRAINING APPLICATIONS

- Application Form completed with photograph attached. _____
- Declaration signed and dated at end of form. _____
- Section B of form completed by sponsor. _____
- Section C: three main areas of expertise identified and years experience listed. _____
- Application fee and first annual membership fee paid. _____
- Include copies of all academic transcripts. _____

Old Red Sandstone at Glanteenassig Woods, Co. Kerry
by Jess Franklin STU



6. Application guidelines for Associate Membership of The Institute of Geologists of Ireland

Applicants for Associate Membership, who satisfy the qualification criteria outlined in Section 2.2 above, must;

- Complete the **IGI Application Form for Associate Membership**.
- Be sponsored by one fully paid up Professional Members (PGeo) of the IGI, or European Geologists (EurGeol), or professional members of other professional organisations recognized for this purpose by the Board.
- Submit copies of degree/diploma certificates.
- Pay the application fee of €20 plus the membership subscription for their first annual membership, of €40. Payment can be made via the PayPal link under the 'Membership' section of the IGI website (www.igi.ie), via cheque or via electronic funds transfer. For electronic funds transfer, the IGI bank account details can be obtained by emailing info@igi.ie.

6.1 Guidelines on Completing the Application Form

Section A: PERSONAL DETAILS

All parts of Section A must be completed. An up-to-date photograph of the applicant must be attached.

The Associate application fee is €20 and the Associate Member annual subscription fee is €40. The first years annual subscription must accompany each application. Annual subscriptions will fall due in January of each year. Payments may be made by PayPal (via the link in the IGI website), by electronic funds transfer or by cheque. Bank account details for bank transfers are available from info@igi.ie.

Section B: SPONSORS

Candidates shall be sponsored by one (or more) fully paid up IGI Professional Member(s) (PGeo), European Geologist(s) (EurGeol) or professional members of other professional organisations recognised for this purpose by the Board. Sponsors should sign Section B of the Application Form, noting IGI Membership Class and IGI Registration Number, and also sign the Declaration in this section.

Sponsors should complete a Sponsor's Statement and send to the IGI Office either by post to the Hon. Secretary, 63 Merrion Square, Dublin D02 TW21, or by e-mail to info@igi.ie

In addition, Sponsors should initial those entries on the Application Form with which they are personally familiar. It is not expected that the Sponsors will be familiar with all aspects of the candidate's career. Neither is it expected that Sponsors will initial all entries on the application form.

Section C: FIELDS OF PROFESSIONAL EXPERTISE IN GEOLOGY

The purpose of Section C of the form is to allow the candidate to identify their main area of expertise within geoscience and to detail how many years experience they have in each area. The candidate should first identify their main field(s) of expertise, by ranking them 1, 2, 3 (with 1 being the most important and with no more than three main fields selected) in Column A. Then in Column B the candidate should list the number of years experience they have in each of their areas of expertise.

Candidates may also indicate one or more specialist areas within any or all of their main fields; specialist areas not listed may be included, if necessary, in the spaces provided or by continuing on a separate sheet. The specialist areas may be highlighted by placing a tick (or x) in Column A. Again, the candidate may if they wish indicate the number of years’ experience that they have in their specialist areas in Column B.

An example of how to complete Section C is provided below in the extract from the application form. In this example, the candidate highlights Geochemistry as their main area of expertise and confirms they have 7 years’ experience in this area. Their specialist areas within the field of Geochemistry are identified by the ‘x’ in Column A highlighting Pure Geochemistry and Geochemical Analysis. The number of years’ experience they have these specialist areas, 7 and 5 years respectively, are detailed in Column B. The candidates second main area of expertise in Education, denoted by the number 2 in Column A. Within their second main area of expertise they have highlighted Teaching as their specialist area and have indicated they have 5 years’ experience.

C: FIELDS OF PROFESSIONAL EXPERTISE IN GEOLOGY					
			Rank main field of expertise (1, 2, 3)	Years experience	Sponsor's initials
1	Main Field	Geochemistry	1	7	
	<i>Specialist areas</i>	<i>Applied Geochemistry</i>			
		<i>Pure Geochemistry</i>	x	7	
		<i>Geochemical Analysis</i>	x	5	
		<i>Environmental Geochemistry</i>			
	<i>Other specialist areas (specify)</i>				
2	Main Field	Education	2	5	
	<i>Specialist areas</i>	<i>Teaching</i>	x	5	
		<i>Geological Information</i>			
		<i>History of Geology</i>			
	<i>Other specialist areas (specify)</i>				
3	Main Field	Engineering Geology & Geotechnics			
	<i>Specialist areas</i>	<i>Geotechnical Engineering</i>			
		<i>Rock Mechanics</i>			
	<i>Other specialist areas (specify)</i>				

Section D: ACADEMIC QUALIFICATIONS

List here all qualifications obtained, including prizes and scholarships, also certificates for completion of training courses in supplementary topics. Continue the list on a separate page if necessary. Please submit copies of degrees, diplomas and certificates with the applications. The Validation Committee reserves the right to make contact with the awarding body to confirm the authenticity of the documentation. You may be asked to produce the original certificates of degrees, etc. at a later date but *do not submit originals with the application*. The requirement to submit initialled copies of academic certificates may be waived by the Board at their discretion in the case of applications for Associate Membership.

Section E: MEMBERSHIP OF OTHER BODIES

The applicant should provide details of any other relevant organisations of which they are a member.

Section F: PREVIOUS EMPLOYMENT

In describing the nature of duties highlight those technical aspects that demonstrate the nature and extent of the candidate’s responsibility; continue on a separate sheet if necessary.

Section G: DETAILS OF PRESENT OCCUPATION AND NATURE OF DUTIES

Emphasis those aspects which demonstrate that the candidate is qualified for membership of a Professional organisation.

DECLARATION

Please check that the details you have filled in are correct and then sign and date the declaration.

CHECKLIST FOR ASSOCIATE MEMBERSHIP APPLICATIONS

- Application Form completed with photograph attached. _____
- Declaration signed and dated at end of form. _____
- Section B of form completed by sponsor. _____
- Application fee and first annual membership fee paid. _____
- Include copies of all academic transcripts. _____



Myrtleville, Co. Cork
by EurGeol Dr. Sarah Blake PGeo

7. Application guidelines for Retired Membership of The Institute of Geologists of Ireland

Applicants for Retired Membership, who are existing Professional Members of the IGI;

- Notify the IGI Board, via the Executive Secretary at info@igi.ie, that they wish to change their membership status from Professional to Retired.

Applicants who have retired from the science, practice, or study, of geoscience and who have not been Professional Members of the IGI, must;

- Complete the **IGI Application Form for Retired Membership** including the Declaration at the end.
- Be sponsored by one fully paid up Professional Members (PGeo) of the IGI, or European Geologists (EurGeol), or professional members of other professional organisations recognized for this purpose by the Board. Where an applicant has been a Professional Member of an organisation that has a Mutual Recognition Agreement (MRA) with the IGI, they may submit a letter from that organisation confirming they were/are a member in good standing and stating the duration of this membership in lieu of a sponsors statement.
- Submit copies of degree/diploma certificates. Certificates are not required if submitting a letter from a suitable organizing confirming the candidate as a member-in-good standing.
- Pay the application fee of €20 plus the membership subscription for their first annual membership, of €40. Payment can be made via the PayPal link under the 'Membership' section of the IGI website (www.igi.ie), via cheque or via electronic funds transfer. For electronic funds transfer, the IGI bank account details can be obtained by emailing info@igi.ie.

Once the application has been received the Validation Committee may invite the applicant to an introductory meeting. The purpose of this meeting will be to introduce the candidate to the IGI organisation and to afford the IGI the opportunity to inform the candidate about the IGI's ethos and objectives.

CHECKLIST FOR RETIRED MEMBERSHIP APPLICATIONS

- Application form completed with photograph attached. _____
- Declaration signed and dated at end of form. _____
- Section B of form completed by sponsor/Letter of good standing. _____
- Application fee and first annual membership fee paid. _____
- Include copies of all academic transcripts. _____

8. Application Guidelines for Student Membership of The Institute of Geologists of Ireland

Applicants for Student Membership of the Institute of Geologists of Ireland, must:

- Complete the **IGI Student Membership Application Form** and return it to the IGI as per the instructions listed above.

The application form for Student Membership must be signed by a lecturer in the third level institution in which the candidate is currently studying.

9. Application guidelines for candidates wishing to Re-Join the IGI

Any person who has ceased to be a member of whatever category of membership, who has resigned, or who has forfeited his or her membership for non-payment of dues or non-submission of CPD, unless expelled for ethical reasons, may apply to have their membership reinstated. If the period of time that has elapsed since the membership ceased is less than three years, then the procedure for re-admission is as follows:

- Complete the **IGI Re-Join application form** for readmission and include details of activities and work undertaken in the period during which membership was lapsed.
- A statement from one sponsor is required to accompany the application.
- The Validation Committee will determine whether the applicant must attend a professional interview.
- The Validation Committee make a recommendation to the Board as to the suitability of the candidate for re-admission to the IGI. Majority vote of the Board will be required to reinstate the member.

If the period of time that has elapsed since the membership ceased is more than three years, a candidate will be required to submit a full application as per the procedure outlined above for the relevant membership category.

10. Application guidelines for candidates who are members of an organisation with whom IGI has a Mutual Recognition Agreement

A geoscientist who is a chartered member of an organisation with whom IGI has a Mutual Recognition Agreement (MRA) is entitled to apply for IGI professional membership via the following procedure:

- Complete and submit the **MRA applicant application form**.
- Submit a letter from the MRA organisation stating that the applicant is a member-in-good-standing of that organisation.

Once the application has been received the Validation Committee may invite the applicant to an introductory meeting. The purpose of this meeting will be to introduce the candidate to the IGI organisation and to afford the IGI the opportunity to inform the candidate about the IGI's ethos and objectives.



Institute of Geologists of Ireland

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