



NIGERIAN INSTITUTE OF TOWN PLANNERS

(Recognized by Decree No. 3 of 1988)

FORM FTP 1

<p>APPLICATION FOR TRANSFER FROM CORPORATE MEMBERSHIP TO FELLOWSHIP</p> <p>TO: THE HON. NATIONAL SECRETARY, NIGERIAN INSTITUTE OF TOWN PLANNERS, PLOT 2047, MICHAEL OKPARA STREET, WUSE, ZONE 5 PMB, 7012 GARKI, ABUJA FCT E-mail: info@ntp-ng.org,niitp@yahoo.com Website: www.nitpng.com</p>	<p>Passport Size Photograph</p>
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A. DECLARATION

I.....
(Full Name in BLOCK LETTERS) (Fore Names) (Surname, Indicate any Former Name in brackets)

Of.....

.....
(Full postal address which will be used for all correspondence in the event of election)

desire to be elected as a Fellow of The Nigerian Institute of Town planners and promise that if I am elected I will abide by and observe the provisions of the Decree No. 3 of 1988 and the constitution and the code of Professional Conduct, and that I will pay the subscriptions prescribed for the class to which I am elected and that I will promote the objects of the Institute as far as may be in my power.

I declare that I amyear of age (date of birth) and that particulars given in this application are true and correct to the best of my knowledge and belief.

As witness my hand this.....day of.....20.....

Signature.....

E-mail.....Mobile/Phone.....

For NITP use only

Acknowledged.....Chairman College of Fellows.....

Date of Election.....

B. EDUCATION AND CORPORATE MEMBERSHIP OF OTHER PROFESSIONAL INSTITUTIONS

(i) EDUCATION

Name of Award
(Degree, Diploma, etc)

Awarding Institution
(University, College, etc)

Year of Award

(ii) CORPORATE MEMBERSHIP OF OTHER PROFESSIONAL INSTITUTIONS

Designatory
Letters

Year of
Election

Designatory
Letters

Year of
Election

C. DATE OF ELECTION TO MEMBERSHIP OF THE NIGERIAN INSTITUTE OF TOWN PLANNERS

D. DETAILS OF EXPERIENCE

In this section you should set out for the Council how your experience in town and country planning demonstrates a sufficient breadth and/or depth, and indicates a sufficiently high level of competence, to justify your election to Fellowship. Please refer specially to Para. 1(a) and Paras. 2(a) to (d) of the Notes of Advice on Form FTP3, and use the headings to give the details of the experience you have gained. Use the space below to give particulars for all positions which you have held since election to Membership in chronological order to date. (Please use additional sheets where necessary). For example

1. Type of Post
2. Employing Authority
3. Dates of Employment
4. Type of Experience
5. Extent of Experience
6. Degree of Directive Responsibility

This citation must be submitted with Form FTPI. All information contained in this submission, except for signature must be typewritten.

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CITATION IN SUPPORT OF THE APPLICANT

The purpose of this citation is to illustrate how, in the view of the Sponsors, the applicant meets the criteria for Fellowship as set out in Form FTP3. Sponsors are asked to note particularly the headings in Form FTP3 and to relate the citation to these, as this will assist the Council when considering the applications.

SPONSORS

We the undersigned, being Registered Town Planners, having read and understood the criteria as set out in Form FTP3, consider that from personal knowledge, or from enquiries we have made, the applicant

Mr/Mrs/Miss/Ms _____
is a suitable candidate for election as a Fellow of The Nigerian Institute of Town Planners.

We therefore support his/her application by way of this citation and are prepared to answer any supplementary enquiries concerning the applicant.

Proposer,

Name and qualifications in BLOCK LETTERS

Official Position

Address and telephone number

Signature of Proposer Dated

Supporter:

Name and qualifications in BLOCK LETTERS

Official Position

Address and telephone number

Signature of Supporter Dated

Supporters

Name and qualifications in BLOCK LETTERS

Official Position

Address and telephone number

Signature of Supporter Dated

Supporters

Name and qualifications in BLOCK LETTERS

Official Position

Address and telephone number

Signature of Supporter

CITATION

Sponsors are asked to illustrate in detail how the applicant meets the criteria for Fellowship as set out in paragraphs 1 to 3 (Form FTP3) by using the sub-headings (length, type and extent of experience, responsibility, personal contribution, innovation, distinction and work within the Institute) as part of the citation. It is important that specific examples are given with a clear indication of the applicant's personal contribution to those examples.

To be retained by applicant

NOTES OF ADVICE IN RESPECT OF THE COMPLETION OF FORMS FTPI AND 2 FOR THE GUIDANCE OF APPLICANTS, PROPOSERS AND SUPPORTERS.

The following criteria apply to all applications for transfer from Corporate Membership to Fellowship received after the 1st September, 1991.

1. The purpose of the Fellowship grade is to show that a Corporate Member of the Institute has:
 - (a) a high level of competence in town and country planning, and the necessary breadth and/or depth of experience to go with that; AND
 - (b) made a major contribution to the profession or to furthering the art and science of town and country planning.
2. When deciding whether the candidate has achieved 1(a) consideration will be given to:
 - (a) **length of experience** - candidates must have been Corporate Members of the Institute for at least fifteen years, and it must be shown that they have advanced in the profession over that period of time, including taking part in Continuing Professional Development activity.
 - (b) **type of experience** - all forms of professional activity including public and private practice, teaching, theoretical development, and research will be taken into account.
 - (c) **extent of experience** - a candidate who has specialised in a particular area of planning will be expected to show a great depth of experience than a candidate with experience in several aspects of planning.
 - (d) **responsibility** - the candidate will have held senior positions with directive responsibility over a period of time but the holding of a senior position will not be enough on its own to justify election.
3. Similarly when deciding whether the candidate has achieved 1 (b), consideration will be given to:
 - (a) **personal contribution** - only work for which the candidate has been directly responsible will be taken into account. Where the candidate has been a member of group, team, section of a department, etc, only those parts of the work of that group for which it can be shown that the candidate was personally responsible will be considered.
 - (b) **innovation** - It must be shown how the candidate has contributed to the development of planning practice or theory.
 - (c) **distinction** - the candidate should have achieved some recognition within the profession either as a whole or in some specialist sector of work. Such things as technical authorship, lectures, seminars, will be taken as evidence of this.
 - (d) **work within the Institute** - as part of the above, contributions to the work of the Institute may be taken into account.
4. Applicants are urged to demonstrate their suitability for Fellowship by using the sub-headings in Paragraphs 2 and 3 above, along with specific examples, details and/or references. Candidates are also reminded of the importance of supplying all the information asked for in the form. They are especially asked to ensure that the correct Signatures have been obtained and that the official positions held giving dates (month and year), are clearly indicated. Failure to complete the Form correctly and fully may result in the consideration of an application be unnecessarily delayed.

5. Nominations for election to the grade must be signed by a proposer, who must be a Fellow, and three Supporters, all of whom must be corporate members of the Institute, and accompanied by a citation prepared by the Proposer (supported and endorsed by the three Supporters) stating why the candidate is considered worthy of election to the grade.

In special cases this requirement can be interpreted within the discretion of the College of Fellows but in any case the Proposer should be a corporate member.

6. Transfer fees and subscriptions are payable on election and no money should be sent with this form as the initial annual subscription payable is calculated proportionately according to the date of election.
7. The decision of the Council, on the recommendation of the College of Fellows is final. However, an unsuccessful candidate may be nominated again but not within a year of the Council making its decision.

EXTRACT FROM CONSTITUTION

- (1) Candidate must have been a corporate Member of NITP for at least 10 years.
- (2) Every candidate for election as a Fellow shall be at least forty years of age, be a Corporate Member and shall, at the date of application, satisfy the Council as to his practical experience in Town Planning.
- (3) Council may elect as fellow a Corporate Member who in its opinion deserves to be so elected.
- (4) Honorary Fellowship shall be conferred on any person by the Council for election as an Honorary Member.