

Appendix 5 AFHEA Application Checklist

Prior to submitting your application, please use this checklist to ensure you have included all the relevant details.

Checklist for Associate Fellowship	Tick when completed
Appendix 1 – Teaching Observation	
A formal observation of at least ONE HOUR in an eligible faculty-led peer teaching session was conducted by your assigned mentor	
Included a reflection on the teaching observation and subsequent dialogue with your mentor	
Included your mentor’s handwritten or digital signature	
Appendix 2 – Teaching Portfolio	
Engaged with two Areas of Activities (A1, A2, or A4)	
Teaching was evaluated through student feedback, gathered by engaging students after your session or through other appropriate means	
Included a reflection on student feedback with suggestions on how to address issues raised or further develop positive aspects of your teaching	
Provided evidence of engagement with at least K1, K2, K3 (Core Knowledge) and at least V1 and V3 (Professional Values)	
References made to appropriate literature	
The portfolio was within the 1,500-word limit, excluding references to the literature	
Included your handwritten or digital signature	
Appendix 3 – Supporting Statement	
Included a supporting statement	
If provided by your mentor, ensured that the signatures on Appendix 1 and Appendix 3 are consistent	
Appendix 4 – Teaching Hours Log Sheet	
Included the “Accumulated Hours of Teaching Activities” endorsed by the corresponding eligible peer teaching programme coordinator; The total teaching hours must be at least 25, with at least two types of teaching, each accounting for a minimum of 30% of the total hours.	
Included a self-record of total eligible peer teaching hours on page (page 2) titled “Accumulated Hours of Teaching Activities”	
Formatting	
Combined all pages into a single PDF file	